



*guide*

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**GUIDE INTERNATIONAL EXCHANGE STUDENTS**

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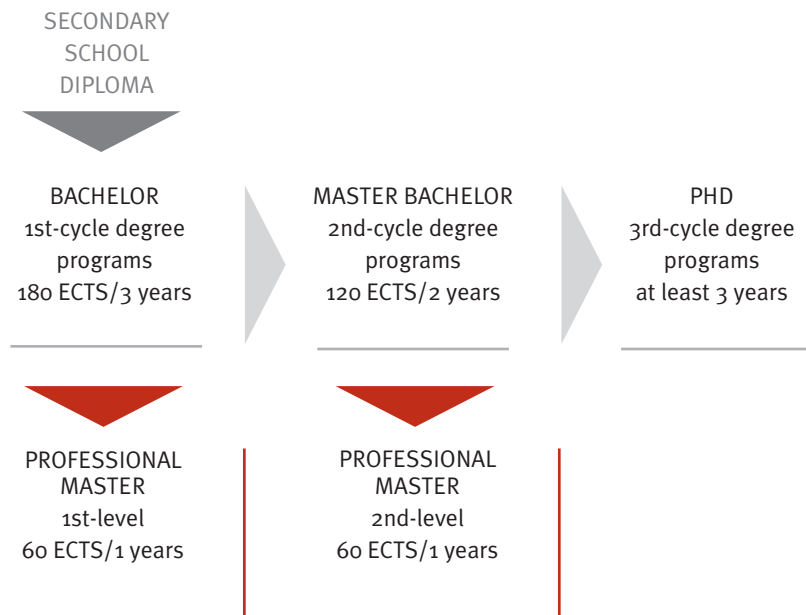
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## THE ITALIAN UNIVERSITY SYSTEM IN BRIEF



### Credits

Each educational activity (including the laboratory and traineeship activities) are awarded ECTS credits. Each credit corresponds to 25 hours of work for the student, including all the types of activities requested (lessons, seminars, individual or group study, etc.). Academic credits are awarded not only when passing exams but also for work experience, laboratory activities as well as other kinds of activity.

### The University grading system

The Italian university marks go from a minimum of 18 to a maximum of 30 with distinction. For the final thesis, on the other hand, the marks range from 66 to 110 with distinction.

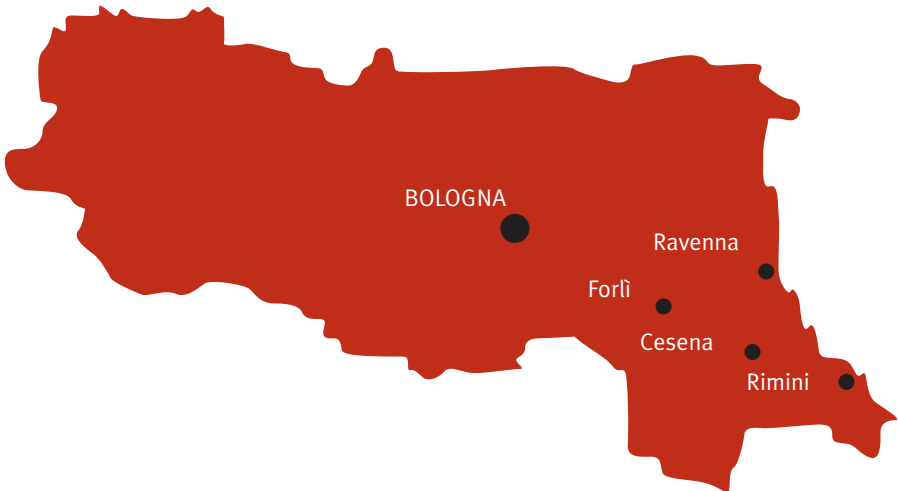


## STUDYING AT THE UNIVERSITY BOLOGNA

With its 23 Faculties, 69 Departments, over 200 degrees and 100,000 students, the University of Bologna is one of the biggest higher-education institutions in Italy. The University can count on a near-thousand-year history of academic activity and student life, the longest in the Western world. The history of the city of Bologna and its University are inextricably interwoven. Even Bologna's architecture is said to have been influenced by the very presence of the students: legend has it that its famous arcades ("portici") were designed in order to extend the houses to provide another room to be let out to the students.

Since the Middle Ages students from out of town and abroad have always been a significant presence at the University of Bologna. Foreign students used to have their own union (they used to be called "ultramontani", meaning that they came from beyond the Alps) that played an important role in establishing the independence of the University.

And even today, thanks to the launching of numerous exchange programmes, thousands of foreign students choose to come to Bologna, contributing significantly to the city's cultural enrichment.





## 2.1 ONE UNIVERSITY IN FIVE CITIES

The University of Bologna has a multicampus structure: besides the main headquarters in Bologna, the Alma Mater Studiorum has set up 4 decentralised branches, called Campuses, or 'Poli', in the cities of Ravenna, Forlì, Rimini and Cesena which are located in Romagna. About 80% of the University students attend courses in Bologna; the courses offered in Romagna are attended by the remaining 20%.

### **FACULTIES**

Faculties in each campus coordinate and lay down the academic activities of their degree courses.

It is important to note right from the outset that some Faculties and degree courses can be found only in the Campuses of the Romagna region. For instance, if you want to study National Heritage Conservation you will have to go to Ravenna, whereas if you want to study Economics you can choose between Bologna, Rimini or Forlì. There is a Faculty of Political Sciences in Bologna, but there is also one in Forlì, while you can study Engineering both in Bologna and in Cesena, where there is the Second Faculty of Engineering. We have tried to clarify this particular organisational feature by listing under each Campus all the Faculties and the degree courses available in that location.

## THE BOLOGNA CAMPUS

Bologna is the chief town of the Emilia-Romagna region, one of the richest regions in Italy, with a deep-rooted presence of the cooperative model. Bologna is also well-known for the beauty of its historic centre, characterised by long arcades, towers and brick-red buildings. The city is striking for the vast presence of medieval buildings, but equally fascinating is its Etruscan and Roman heritage.

Bologna's identity is inextricably tied to its University and its free-thinking tradition, so much so that it has always been nicknamed "la dotta" ("the learned"). The city is also known for its culinary excellence (hence, its other nickname of "la grassa" – "the fat") and the brick-red colour of its buildings in the historic centre (hence, "la rossa", or "the red"). The faculties based in Bologna are 15, please refer to the contacts list that can be found on page 15

*For further information please contact:*

**DIPARTIMENTO AMMINISTRATIVO RELAZIONI INTERNAZIONALI**

Via Zamboni 33, 40126- Bologna **PH** +39 051 2088101 **FAX** +39 051 20 9 9351

[incoming.diri@unibo.it](mailto:incoming.diri@unibo.it) | [www.estero.unibo.it](http://www.estero.unibo.it)

## THE CESENA CAMPUS

Ancient Roman colony, Cesena is today a small town of 90,000 inhabitants a few kilometres from the coast, and 15 km from Forlì. Its historic centre features the famous Malatesta library that dates back to the 15<sup>th</sup> century and that contains a priceless heritage of books, the so-called Corpus Malatestiano, that goes from the handwritten codexes of the 9<sup>th</sup> century to the earliest printed volumes of the 15<sup>th</sup>-18<sup>th</sup> centuries. The configuration of the surrounding territory, with its undulating hills, has fostered the development of the agricultural sector, in particular animal breeding and vine-growing.

### FACULTIES AND DEGREE COURSES AVAILABLE IN CESENA:

#### ARCHITECTURE

Via Cavalcavia, 55 | 47023 Cesena (FC) | **PH** + 39 0547 338311 | [www.arch.unibo.it](http://www.arch.unibo.it)

#### SECOND FACULTY OF ENGINEERING

Via Genova, 181 | 47023 Cesena (FC) | **PH** + 39 0547 339111 | [www.ing2.unibo.it](http://www.ing2.unibo.it)

#### PSYCHOLOGY

Piazza Aldo Moro, 90 | 47023 Cesena (FC) | **PH** + 39 0547 339811 | [www.psice.unibo.it](http://www.psice.unibo.it)

#### AGRICULTURE DEGREE COURSES IN CESENA:

- Food Sciences and Technologies
- Science of food consumption and catering

Piazza Goidanich, 60 | 47023 Cesena (FC) | **PH** + 39 0547 338111 | [www.foodsci.unibo.it](http://www.foodsci.unibo.it)

#### MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES DEGREE COURSES AVAILABLE IN CESENA:

- Information Science

Via Sacchi, 3 | 47023 Cesena (FC) | **PH** + 39.0547.338803 | [www.csr.unibo.it](http://www.csr.unibo.it)

#### VETERINARY MEDICINE DEGREE COURSES IN THE PROVINCE OF CESENA:

- Acquaculture and Mollusc culture

Viale Vespucci, 2 | 47042 Cesenatico | **PH** + 39 0547 81900 | [www.acquacoltura.unibo.it](http://www.acquacoltura.unibo.it)

*For further information please contact:*

#### INTERNATIONAL RELATIONS OFFICE - POLO DI CESENA

Palazzo Urbinati | Via Montalti 69 | 47023 Cesena (FC) | **PH** +39 0547 338914

from Mondays to Fridays, 11.00 to 12.00 a.m. and Tuesdays and Thursdays, 2.00 to 3.00 p.m.

**FAX** +39 0547 338903 | [poloce.tirocini@unibo.it](mailto:poloce.tirocini@unibo.it) | [poloce.relinternazionali@unibo.it](mailto:poloce.relinternazionali@unibo.it)

## THE FORLÌ CAMPUS

Less than one hour from Bologna, Forlì is located in the southern-most province of Emilia-Romagna, a few kilometres from the Adriatic coast. At the time of the Romans, Forlì represented an important centre on the Aemilian Way, the famous Roman road that, going from Piacenza to Rimini, linked two other strategic roads, i.e. northwards (via Postumia) and towards Rome, (via Flamina). In spite of the heavy bombings of the Second World War, its historic centre is still well-preserved. Another interesting aspect at the architectural level is the presence of rationalist style monuments and buildings, developed during the twenty years of Fascist rule. Over the years the city of Forlì has changed thanks to the growing presence of Italian as well as foreign students.

### FACULTIES AND DEGREE COURSES AVAILABLE IN FORLÌ

#### ECONOMICS

Piazzale della Vittoria, 15 - Forlì | **PH** 0543 374673 **FAX** 0543 374660 | [www.ecofo.unibo.it](http://www.ecofo.unibo.it)

#### POLITICAL SCIENCES “ROBERTO RUFFILLI”

C.so A. Diaz, 45 | 47100 Forlì | **PH** +39 0543 374812/09 **FAX** +39 0543.26997  
[www.spfo.unibo.it](http://www.spfo.unibo.it)

#### HIGHER SCHOOL OF MODERN LANGUAGES FOR INTERPRETERS AND TRANSLATORS SSLMIT

Corso della Repubblica, 136 | 47100 Forlì  
**PH** +39.0543.374505 **FAX** + 39.0543.374523  
[www.ssit.unibo.it](http://www.ssit.unibo.it)

#### SECOND FACULTY OF ENGINEERING, DEGREE COURSES AVAILABLE IN FORLÌ:

- Aerospace Engineering • Mechanical Engineering

Via Fontanelle 40 | 47100 Forlì | **PH** +39 0543 374413/4/5 **FAX** +39 0543 374477

*For further information please contact:*

#### INTERNATIONAL RELATIONS OFFICE - FORLÌ

C.so Armando Diaz 45 | 47100 Forlì

**PH** +39 0543 374849 **FAX** +39 0543 374850 | [polofo.socrates@unibo.it](mailto:polofo.socrates@unibo.it)

*For information on the Faculty of Economics and the Higher School for Interpreters and Translators please contact the following office:*

#### INTERNATIONAL RELATIONS OFFICE AT THE SSLMIT

Via Oberdan, 3 | 47100 Forlì | **PH** +39 0543 374558 **FAX** +39 0543 374506  
[patrizia.palotti@unibo.it](mailto:patrizia.palotti@unibo.it)

## THE RAVENNA CAMPUS

Ravenna, where around 136,000 people live, is a city of ancient origins with a glorious past. In fact, it was capital under three rules: the Western Roman Empire, the Reign of Teodorico King of the Goths, the Empire of Byzantium in Europe. The city preserves in its splendid monuments the testimony of its role as a great political, commercial and artistic pole in the succession of different civilisations. In particular, the Roman imperial period and the luminous season during which Ravenna became the centre of the Oriental Empire, in the mid-6<sup>th</sup> century, have left the city with an outstanding complex of basilicas, baptistries, mausoleums, in particular the Mausoleum of Teodorico, the churches of San Vitale, Sant'Apollinare Nuovo and Sant'Apollinare in Classe. Today a 10-km long canal connects the city to the sea, where there are numerous locations that each year welcome thousands of tourists.

### FACULTIES AND DEGREE COURSES AVAILABLE IN RAVENNA

#### **INDUSTRIAL CHEMISTRY COURSES OF STUDY AVAILABLE IN THE PROVINCE OF RAVENNA (FAENZA)**

• Chemistry of Ceramic Materials and Technologies ISTECCNR, Via Granarolo, 64 Faenza (RA)  
chimtece@ms.fci.unibo.it | **PH** +39.0546.699779 **FAX** +39.0546.699776

#### **LAW COURSES OF STUDY AVAILABLE IN RAVENNA**

• Law (LSU) • Juridical Sciences • Juridical Company Operator  
Via Alfredo Baccarini n. 27 | Ravenna | **PH** +39.0544.936251 **FAX** +39.0544.93.62.50

#### **ENGINEERING COURSES OF STUDY AVAILABLE IN RAVENNA**

• Civil Engineering • Territorial Technician  
Via Alfredo Baccarini n. 27, Ravenna | **PH** +39.0544.936251 **FAX** +39.0544.93.62.50

#### **MEDICINE AND SURGERY - COURSES OF STUDY AVAILABLE IN RAVENNA**

• Nursing • Speech Therapy

#### **MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES COURSES OF STUDY AVAILABLE IN RAVENNA**

• Environmental Sciences  
• Technologies for Conservation and Restoration of the Cultural Heritage  
Via Tombesi dell'Ova 55 Ravenna | **PH** +39 0544 936501

*For further information please contact:*

#### **INTERNATIONAL RELATIONS OFFICE**

via Baccarini, 27 | 48100 Ravenna | **PH** +39.0544.936258  
relazioniinternazionali.ra@unibo.it

## THE RIMINI CAMPUS

Situated one hour's drive from Bologna, Rimini is a very well-known seaside location, suffice to think that its population goes from 130,000 inhabitants in the winter months to 600,000 in the summer months. But Rimini does not only mean sun, sea and night clubs. In the city's historic centre the legacy of Roman times and of the Italian Renaissance are still visible, in particular we should mention the Malatesta Temple.

### FACULTIES AND DEGREE COURSES AVAILABLE IN RIMINI

**ECONOMICS** Via Angherà, 22 47900 Rimini | [www.economiarimini.unibo.it](http://www.economiarimini.unibo.it)

**STATISTICS DEGREE COURSES AVAILABLE IN RIMINI FINANCE AND INSURANCE**

• Statistics and Information for Business • Business Information Systems (LS)

Piazza Teatini, 19 | 47900 Rimini (RN) | **PH** 0541 434 192

**PHARMACY CONTROL AND QUALITY OF THE HEALTH PRODUCTS**

• Pharmacy (LSU)

Via dei Mille, 39 | 47900 Rimini (RN) | **PH** 0541 434 115

**ARTS AND HUMANITIES LETTERS AND PHILOSOPHY DEGREE COURSES AVAILABLE IN RIMINI**

• Culture and Techniques of Costumes and Fashion

• Fashion Systems and Communication (LS)

Via Q. Sella, 15 | 47900 Rimini | **PH** 0541 434 114 | <http://www.rimini.unibo.it/moda/>

**INDUSTRIAL CHEMISTRY DEGREE COURSES AVAILABLE IN RIMINI**

• Techniques for the Environment and Waste Management

Via dei Mille, 39 | 47900 Rimini | **PH** 0541 434 113

**SPORT SCIENCES DEGREE COURSES AVAILABLE IN RIMINI**

Via S. Chiara, 40 | **PH** 0541 78116

**MEDICINE AND SURGERY DEGREE COURSES AVAILABLE IN RIMINI**

• Nursing • Imaging Techniques in Medical Radiology and Radiotherapy

Via Flaminia, 76 | **PH** 0541 304909

*For further information please contact:*

**INTERNATIONAL RELATIONS OFFICE**

Via Cattaneo, 17 | 47900 Rimini

**PH** 0541 434 101/234 **FAX** 0541 434 193

[relazioni.internazionali@rimini.unibo.it](mailto:relazioni.internazionali@rimini.unibo.it)

## CONTACT OFFICES FOR INTERNATIONAL STUDENTS

### International Relations Offices

Students are supposed to refer to these offices for all administrative issues that they need to carry out during the erasmus period in our University. In particular it is necessary to refer to the International Relations Offices in order to:

- confirm your arrival and departure date;
- get your documents at arrival (student card, records book etc.) and give them back at departure;
- get copies of those documents if needed;
- collect any documents that might have been sent from the home University;
- ask general information on the Exchange programme, on our University etc.

According to the Campus where the student is attending the courses, the Office to be contacted will be the Dipartimento Amministrativo Relazioni Internazionali of Bologna or the International Relations offices of Cesena, Forlì, Ravenna or Rimini.

### Faculty Offices

Faculties represent an important information source for students. Many activities are organized and implemented directly by each Faculty. The offices of the various Faculties - e.g. Erasmus office, or other offices providing assistance to students - if you need to:

- find out about the timetable - beginning, end, suspension of classes, etc. The timetable changes from one Faculty to the next. You need to consult the website of the Faculty: click on the “studenti” link in the grey box on the left hand side of the homepage and then on the “calendario didattico” link;
- receive assistance on how to submit your online study plan, sign up for exams and have them properly registered (called “verbalizzare” in Italian);
- find counselling information about academic programmes available for exchange students in a given semester;
- taking part in information days for foreign students organized by the various Faculties.
- find out about lecturers and Professors, be informed about updated office hours for each Professor, etc;
- find out about the various services and spaces dedicated to students within each Faculty.

**PLEASE FIND BELOW THE MAIN CONTACT PERSONS AND OFFICES  
IN THE VARIOUS FACULTIES OF ROMAGNA CAMPUSES:**

Contact Persons for Erasmus students - Bologna University  
updated to 15/07/2008(for all updates please consult [www.unibo.it/studenti/erasmus](http://www.unibo.it/studenti/erasmus))

**BOLOGNA CAMPUS | STAFF - DEPARTMENTS AND OFFICES**

**AGRICULTURE**

**Faculty International Office**

Viale Fanin 50 | fifth floor | 40127 Bologna

**PH:** +39 051 2096521 **FAX** +39 051 2096516

[agraria.esteri@unibo.it](mailto:agraria.esteri@unibo.it)

office hours: Tue/Wed. 10.30 a.m. | 12.30 p.m.

**INDUSTRIAL  
CHEMISTRY**

*Undergraduate degree courses*

**Department of Physical and Inorganic Chemistry**

Viale Risorgimento, 4 Bologna

**PH** +39 051 6446754 | [oskar@ms.fci.unibo.it](mailto:oskar@ms.fci.unibo.it)

*Master degree courses - Bologna:*

**Department of Sciences of Metals,  
Electrochemistry and Chemical Techniques**

Via San Donato, 15 Bologna

**PH:** +39 051 2093464 | [pal@bomet.fci.unibo.it](mailto:pal@bomet.fci.unibo.it)

*Degree courses in Rimini:*

**Department of Industrial and Materials Chemistry**

Viale Risorgimento, 4 Bologna

**PH:** +39 051 2093668 | [morselli@ms.fci.unibo.it](mailto:morselli@ms.fci.unibo.it)

*Degree courses in Faenza:*

**Department of Industrial and Materials Chemistry**

Viale Risorgimento, 4 Bologna

**PH:** +39 051 2093683 | [angelo.vaccari@unibo.it](mailto:angelo.vaccari@unibo.it)



<b>ECONOMICS</b>	<b>Department of Mathematics for economic and social sciences</b> Viale Filopanti 9   40126 Bologna <b>PH</b> 051 2094356 <b>FAX</b> 051 2094367   <a href="mailto:dario.spelta@unibo.it">dario.spelta@unibo.it</a>
<b>PHARMACY</b>	Via San Donato 15   40126 Bologna <b>PH:</b> +39 051 2095643/4 and +39 051 2095196/195 <b>FAX</b> +39 051 2095194 <a href="mailto:udidattico.farmacia@unibo.it">udidattico.farmacia@unibo.it</a> and <a href="mailto:farmacia.esteri@unibo.it">farmacia.esteri@unibo.it</a> office hours: Mon   Wed   Fri, 9.00 to 11 a.m.
<b>LAW</b>	<b>Faculty International Relations Office</b> Via Zamboni 22   40126 Bologna <b>PH:</b> +39 051 2098724 <b>FAX</b> +39 051 20 98723 public opening hours: Fri. 10.00 a.m. to 1.00 p.m. at
<b>ENGINEERING</b>	<b>Faculty Erasmus Office</b> Viale Risorgimento 2   40136   Bologna <b>PH:</b> +39 051 2093723   +39 051 2093724 <b>FAX:</b> +39 051 2093804 <a href="mailto:ingegneria.erasmus@unibo.it">ingegneria.erasmus@unibo.it</a> office hours: Mon   Thu, 9.30 to 11.30 a.m.
<b>ARTS AND HUMANITIES</b>	<b>Internships/Socrates Office</b> Via Zamboni 34   40126 Bologna <b>PH:</b> +39 051 2098642/2098312 <b>FAX</b> +39 051 2098872 <a href="mailto:socrates@lettere.unibo.it">socrates@lettere.unibo.it</a> new office hours: Mon   Thu, 10.30 a.m. to 1.30 p.m.; Tue and Wed, 10.30 to 12.30 a.m. and 2.30 to 4.30 p.m.
<b>FOREIGN LANGUAGES AND LITERATURE</b>	Via Filippo Re, 8   40125 Bologna <b>PH</b> +39 051 2091520 <b>FAX</b> +39 051 2091571 <a href="mailto:socrates@facli.unibo.it">socrates@facli.unibo.it</a> office hours: Mon   Fri, 9.30 a.m. to 1.30 p.m.; Tue and Thu, 2.30 to 5.30 p.m.

	<p><b>Office for education counselling</b>  Via S. Stefano 43  <b>PH:</b> +39 051 2097404 <b>FAX</b> +39 051 237169   <a href="mailto:fabio.campa@unibo.it">fabio.campa@unibo.it</a>  office hours: Mon, Tue, Wed and Fri, 9.00 to 10.30 a.m.  Thu, 2.30 to 3.30 p.m.</p>
<p><b>MEDICINE AND SURGERY</b></p>	<p><b>Department of Pharmacology</b>  Via Innerio 48   40100 Bologna  <b>PH</b> +39 051 2091786/9 <b>FAX</b> +39 051 248862  <a href="mailto:erasmus.medicine@unibo.it">erasmus.medicine@unibo.it</a>  office hours: Wed, 11 a.m. to 1 p.m.  Tutors' office hours: Tue and Thu, 2.30 to 4.30 p.m.</p>
<p><b>VETERINARY MEDICINE</b></p>	<p><b>Office for Education Counselling</b>  Via Tolara di Sopra 50   40064 Ozzano BO  <b>PH:</b> +39 051 2097897 <b>FAX</b> +39 051 6511157  <a href="mailto:sergio.caccia@unibo.it">sergio.caccia@unibo.it</a></p>
<p><b>PSYCHOLOGY</b></p>	<p><b>Internship and International Relations Office   Cesena Campus</b>  Palazzo Urbinati   Via Montalti 69   47023 Cesena (FC)  <b>PH</b> +39 0547 338914 from Mondays to Fridays, 11 to 12 a.m.  and Tuesdays and Thursdays, 2.00 to 3.00 p.m.  <b>FAX</b> +39 0547 338903  <a href="mailto:poloce.tirocini@unibo.it">poloce.tirocini@unibo.it</a> and <a href="mailto:poloce.relinternazionali@unibo.it">poloce.relinternazionali@unibo.it</a>  office hours: Mon, Tue, Wed and Fri, 9.00 to 11.15 a.m.;  Tue and Thu, 2.30 to 3.30 p.m.</p>
<p><b>EDUCATION SCIENCES</b></p>	<p>Via Filippo Re, 6   First floor   Studio 34   40126 Bologna  <b>PH:</b> +39 051 2091507 <b>FAX</b> +39 051 2091489  <a href="mailto:esteri@scform.unibo.it">esteri@scform.unibo.it</a>  office hours: Mon, 2.30 to 4.30 p.m., Wed, 2.30 to 4.30 p.m.</p>

<b>MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES</b>	<b>Dean's Office</b> Via Selmi 3   40126 Bologna <b>PH</b> +39 051 2094217 <b>FAX</b> +39 051 2094213 scienzemfn.esteri@unibo.it office hours: Mon Wed Thu, 10.00 to 12 a.m.
<b>POLITICAL SCIENCES</b>	Strada Maggiore 45   40125 Bologna <b>PH</b> +39 092810 <b>FAX</b> +39 51 2092810/92822 spbo.erasmus@unibo.it office hours: Mon Wed Fri, 10.00 to 12 a.m.; Tue and Thu, 2.30 to 4.30 p.m.
<b>EXERCISE AND SPORT SCIENCES</b>	<b>Department of Medicine and Public health</b> Via S. Giacomo 12, 40126 Bologna <b>PH</b> 051 2094807 <b>FAX</b> 051 2094829   erica.leoni@unibo.it
<b>STATISTICAL SCIENCES</b>	<b>Dean 's Office</b> Via Belle Arti 41   40126 Bologna <b>PH</b> +39 051 2098219 <b>FAX</b> +39 051 227997   nadia.lotti2@unibo.it office hours: Mon   Fri, 9.00 to 12 a.m.
<b>FORLÌ CAMPUS      STAFF   DEPARTMENTS AND OFFICES</b>	
<b>INTERNATIONAL RELATIONS OFFICE FORLÌ CAMPUS</b>	C.so Diaz 45   47100 Forlì FC <b>PH</b> +39 0543 374847/35 – <b>FAX</b> +39 0543 374850 polofo.socrates@unibo.it office hours: Mon Tue Fri, 9.30 a.m. to 12.30 p.m.; Wed, 9.00 to 12.30 p.m. Tue and Thu, 2.30 to 4.30 p.m.
<b>CESENA CAMPUS      STAFF   DEPARTMENTS AND OFFICES</b>	
<b>ARCHITECTURE</b>	Via Cavalcavia 55   47023 Cesena (FC) <b>PH</b> +39 0547 338313 <b>FAX</b> +39 0547 338307 erasmus@arch.unibo.it office hours: Mon   Fri, 9.00 to 12.00 a.m.; Wed and Fri, 2.30 to 4.30 p.m.

PSYCHOLOGY  
AGRICULTURE  
MATHEMATICAL,  
PHYSICAL AND  
NATURAL  
SCIENCES

**Internship and International Relations Office | Cesena Campus**

Palazzo Urbinati | Via Montalti 69 | 47023 Cesena (FC)

**PH** +39 0547 338914 **FAX** +39 0547 338903

from Mondays to Fridays, 11.00 to 12.00 a.m. and Tuesdays  
and Thursdays, 2.00 to 3.00 p.m.

poloce.tirocini@unibo.it | poloce.relinternazionali@unibo.it

office hours: Mon, Tue, Wed and Fri, 9.00 to 11.15 a.m.;

Tue and Thu, 2.30 to 3.30 p.m.

2ND FACULTY  
OF ENGINEERING

**Address either to the International Relations Office of Cesena  
campus or to the International Relations Office of Forlì campus**

C.so Diaz 45 | 47100 Forlì FC

**PH** +39 0543 374847/35 | **FAX** +39 0543 374850

polofo.socrates@unibo.it

office hours MonTueFri, 9.30 a.m. to 12.30 p.m.;

Wed, 9.00 a.m. to 12.30 p.m.; Tue | Thu, 2.30 to 4.30 p.m.

RAVENNA CAMPUS

STAFF | DEPARTMENTS AND OFFICES

INTERNATIONAL  
RELATIONS OFFICE  
RAVENNA CAMPUS

**International Relations Office, Ravenna Campus**

Via Alfredo Baccarini, 27 | 48100 Ravenna

**PH** + 39 0544 936258 **FAX:** + 39 0544 936250

polora.relazioniinternazionali@unibo.it

Office hours: MonTueWedFri, 9.00 to 11.15 a.m.

TueThu, 2.30 to 3.30 p.m.

RIMINI CAMPUS

STAFF | DEPARTMENTS AND OFFICES

ECONOMICS

International Relations Office, Rimini Campus

Via Cattaneo 17 | Second Floor | 47900 Rimini (RN)

**PH** + 39 051 434101 **FAX** + 39 0541 434193

relazioni.internazionali@rimini.unibo.it

office hours: Mon, Tue and Thu, 10.00 to 12.00 a.m.;

Tue, Wed and Thu, 2.30 to 4 p.m.; Fridays by appointment only



## PRACTICAL INFORMATION

### 3.1 CHOOSING THE TEACHING ACTIVITIES

Once you have completed the registration at the administrative offices of your Campus (Bologna, Cesena, Forlì, Ravenna or Rimini Campus) you can contact your Professor who is in charge of your exchange programme at the University of Bologna, in other words, your exchange coordinator; with him/her you will have to double-check the choice of the teaching activities included in your learning agreement. This is crucial as choosing the right degree course right at the beginning means starting at best your stay in Bologna University. Should you discover that the exams in your learning agreement are not available in the semester of your choice, or if they do not correspond to your expectations, you will have the opportunity to change your learning agreement and, with the help of the exchange coordinator, you will be able to choose the courses which are most suitable for your linguistic or academic needs. Your learning agreement must be signed by your exchange coordinator and sent to your University of origin.

Most teaching activities do not envisage a pre-registration or registration to the course. Attendance can be either mandatory or optional depending on the type of course, but it is always recommended to students. It is always advisable to let Professors know from the beginning that you wish to attend their course and take the related exam. Before taking an exam all students, including exchange students, must register first.

To view the whole list of teaching activities offered by each Faculty click on the “Offerta formativa” link found in the “studenti” section of the Faculty’s website.

## 3.2 TAKING EXAMS

At the end of each teaching activity students must pass an exam in order to obtain the related credits and final marks. If you want to take the exam, obtain the related credits and the transcript of records you need to follow the 3 steps below:

### **Step 1: check if you can take the exam**

This check is essential to make sure that there are no administrative restrictions preventing you from taking the exam of your choice. Each Faculty may have specific rules about exams which must be complied with - e.g. some Faculties do not allow students to take a second semester exam during the first semester, or vice versa, etc. You will also have the opportunity to choose courses from Faculties other than your own. However, any choice must be always agreed upon with your exchange coordinator.

### **Step 2: Load the exam in your online study plan**

This is indispensable if you want to obtain a transcript of records of your exams. Connect to website [www.pianiweb.it](http://www.pianiweb.it) and using the search engine enter as soon as possible all the exams that you intend to take.

Completing your study plan online is mandatory as in the absence of this procedure, Professors cannot formally register the fact that you have passed a certain exam and received a certain mark and number of credits - i.e. they cannot fill in the exam register. An exam register is a legally binding document (that can be digital or paper-based) and it certifies that an exam has been passed. Without this the International Relations Department and the International Relations Offices of the various campuses will not be able to certify the exam-related credits and to officially notify your University.

To recap, if an online study plan has not been completed and if a Professor fails to fill in the related exam register - either digital or paper-based - the exams that a student has passed in Italy will not be transmitted to the student's home University.

### **Step 3: register for the exam session**

Before taking an exam students must also register for the exam session. The student's name must be included in the list of those who intend to take the exam on a specific date. Each Professor will let you know how you are supposed to register for the exam - either online or on a paper-based list. In the event that the usernames and passwords received from our Offices are not recognised by the online register system please refer to your Faculty offices (Student Registry Office, Erasmus office, if present) to solve the problem. Each Faculty has its own IT system and will provide you with a new username and password.



### 3.3 STUDYING ITALIAN

The University of Bologna offers all its foreign exchange students the chance to attend free Italian language courses. The courses are organised in Bologna by the CILTA (Centro Interfacoltà di Linguistica Teorica e Applicata L. Heilmann) and in Romagna by the CLIRO (Centro Linguistico dei Poli scientifico-didattici della Romagna). The courses last between 50 to 60 hours ( 5 ECTS credits) and take place over 5-6 weeks; they start twice a year: in September (1<sup>st</sup> semester) and February (2<sup>nd</sup> semester). These two courses are especially recommended if you need to improve your Italian before the start of classes in the first and second semester. This year exceptionally CILTA will organize (from October to December) a further Italian Language course (which will be worth 3 ECTS credits). Only the students who cannot attend the September course will be accepted and, as the number of places available is limited, preference will be given to students with a limited knowledge of Italian in order to enable them to follow the lessons. Online entrance tests and oral tests are scheduled to place the student in the appropriate course tailored to his/her level of knowledge (for test deadlines you should check the web sites of the Language Centres). Each student can take part in just one course, either in the first or the second semester depending on the time of arrival in Italy, i.e. students arriving in the first semester cannot follow the February course. At the end of the course the student who has done at least 70% of the lessons will take the final test. At the end of the final test no grade will be awarded, instead students will be provided with a pass/failed certification. If the test has been passed, students will be given 5 ECTS credits.

*For further information please contact:*

**C.I.L.T.A.** | Piazza S. Giovanni in Monte 2, 40124 Bologna

**PH** +39 051 2097750 **FAX** +39 051 2097751

ciltambx@cilta.unibo.it | www.cilta.unibo.it

**CLIRO (CENTRO LINGUISTICO INTERFACOLTA')** | www.cliro.unibo.it

**FORLÌ** | Viale Libertà 10, 47100 Forlì

**PH** +39 0543 3 74350 **FAX** +39 0543 374352 | cliro.fo@unibo.it

**RAVENNA** | Via G. da Polenta 4, 48100 Ravenna RA

**PH:** +39 0544 219634 **FAX** +39 0544 219668 | cliro.ra@unibo.it

**CESENA** | Viale Europa 980, 47023 Cesena FC

**PH** +39 0547 3 38727 **FAX** +39 0547 3 38722 | cliro.ce@unibo.it

**RIMINI** | Via Angherà 22, 47900 Rimini RN

**PH** +39 0541 4 34186 **FAX** +39 0541 4 34186 | cliro.rn@unibo.it

### 3.4 UNIVERSITY LIBRARIES

- While studying at the University of Bologna, students can access the services provided by the University libraries (book loan, in-library usage of books and other materials etc.) Here is the list of libraries according to their main subject area <http://www.biblioteche.unibo.it/sba/aree>. Borrowed books must be returned before departure.
- From the University computer students can view online catalogues and electronic documents. Your username and password will also allow you to access this service from home, you will just need to connect to the proxy: <http://www.sba.unibo.it/portale/strilli/Proxy-sicuro/>
- Students can take two online courses called Information Literacy Course: this is a computer based learning activity; its objective is to provide students with the skills that are needed in order to find and use traditional and electronic bibliographic resources. These multimedia courses are produced by the University Library System together with the Inter-Library Center and are available also in English. Students can access these courses from the Library website at the following pages:
  - <http://www.sba.unibo.it/portale/formazione/corso-di-information-literacy>
  - <http://www.sba.unibo.it/portale/formazione/tutorial-acnp>
  - Further information: <http://www.biblioteche.unibo.it>

### 3.5 STUDENTS WITH SPECIAL NEEDS

The Servizio Studenti Disabili (Disabled Students' Office) represents a reference point for students with special needs studying at Bologna University, including foreign students who intend to spend some time in Bologna for study. We recommend students with special needs to contact the Disabled Students' Office in order to check the accessibility of the structures. In case of accessibility problems or other difficulties this service will help students in finding possible solutions according to the students' various needs. It is important to be familiar with some key characteristics of Bologna University: it covers a very wide area: cities of Bologna, Forlì, Cesena, Rimini, Ravenna.

The university structures and facilities are part of the city, they are not connected as in a traditional university campus. In particular Bologna is a medieval city and courses are often taught in historical buildings, at some distance from each other and sometimes they are not easily accessible. The Disabled Students' Office can help students to get in touch with administrative offices as well as with lecturers and Professors. The Office also provides services such as tutoring, support to teaching, taking students to class, etc.

### **3.6 RESIDENCE PERMIT FOR NON-EU STUDENTS**

Non-EU students must request a residence permit within 8 days from their arrival to Italy. After registering at University students must fill in an application for a stay permit. The International Relations Department and the campus offices are at your disposal to provide you with useful information for application completion and to give you the names of other structures which can support you. If you intend to complete your application on your own you must collect all forms (called kit) available at some post offices. You must follow these directions: the kit must be completed, signed and taken to a post office in an unsealed envelope together with:

- a stamp duty to the value of Eur 14.62;
- your original passport and a photocopy of all its pages;
- a statement from Bologna University, released by the International Relations Department at registration;
- a photocopy of your health and/or injury insurance policy. The insurance policy must cover the whole stay period.

When you hand in your application you:

- must fill in a payment form (bolletino postale) for your residence permit card. Price: 27.50 Eur;
- must fill in a registered mail form to send the kit. Price: 30 Eur.

On the coupon of the registered mail you will find a barcode, user id and a password. These details will enable you to control the state of your application on the website. Go to website: <http://www.portaleimmigrazione.it/> and enter the area reserved for foreign students. Keep the payment receipts. In the event of a police check, such receipts prove that you have formally applied for a stay permit.

## 3.7 LOOKING FOR A FLAT

The University of Bologna helps students to find accommodation.

### IN BOLOGNA

The SAIS (Student Accommodation and Information Service) provides information to international students on a wide range of solutions for accommodation both in student halls or in private apartments with other students. To be included in the S.A.I.S. database, you will have to fill in and submit an online accommodation form that you can find on the S.A.I.S. homepage. You will have to do this at least a month before your arrival and right after having completed your online registration at the University of Bologna since you will need your registration number to sign in for the SAIS web services.

We would like to inform you that the number of rooms available in student halls is limited. On the other hand, it is fairly easy to find an accommodation (in single or double rooms) in student flats.

#### **SAIS - STUDENT ACCOMMODATION AND INFORMATION SERVICE**

via Zamboni 62/b | 40126 Bologna | **PH** +39/051/254423 **FAX** +39/051/251640

sais@ceur.it Web: <http://www.ceur.it/sais/>

From Monday to Friday, 9.00am to 12.30pm.

Summer closing 2007: from 1st to 23rd August 2007.

It will reopen on 24th August 2007.

*Looking for a flat on the Web:*

<http://www.flashgiovani.it/>

<http://www.cybercasa.it/>

<http://bologna.kijiji.it/>

<http://www.studenti.it/home/>

<http://www2.unibo.it/arstud/>

## IN CESENA

The students can turn to the following offices:

### **Servizio Tirocini e Relazioni Internazionali**

Via Montalti 69 | 47023 Cesena | **PH** +39 0547 338 914 **FAX** +39 0547 338 903  
poloce.relinternazionali@unibo.it | www.polocesena.unibo.it

**Il Faro** | Via Uberti, 48 | 47023 Cesena **PH** +39 0547 368314 | aseveri@criad.unibo.it

**Cooperativa nuovo mondo** | Via Umberto Saba 589 | 47023 Cesena  
**PH** +39 0547 612090 | a.zavalloni@nuovomondo.it

## IN FORLÌ

The students can turn to the following offices:

**Associazione Koiné** | via Valverde 15 | **PH** +39 0543/374837 **FAX** +39 0543/374839  
info@koineonline.org | exchanges@koineonline.org | www.koineonline.org/

## IN RAVENNA

The students can turn to the following offices:

**Fondazione Flaminia** | via Alfredo Baccarini, 27 | 48100 Ravenna  
**PH** 0544/34345-484290 **FAX** 0544/35650 | Numero verde 800-499157  
segreteria@fondazioneflaminia.it | www.fondazioneflaminia.it

**Servizio Relazioni Internazionali** | via Baccarini, 27 | 48100 Ravenna  
**PH** +39.0544.936258 | relazioniinternazionali.ra@unibo.it

**Coop. Sociale Libra** | Circonvallazione Molino 14 | 48100 Ravenna  
**PH** 0544 215651 **FAX** 0544 211840 | libra@cooplibra.it | www.cooplibra.it

## IN RIMINI

The students can turn to the following offices:

**Servizio Relazioni Internazionali** | Via Cattaneo, 17

**PH** 0541 4 34 101/234 **FAX** 0541 4 34 193 | relazioni.internazionali@rimini.unibo.it

**ESN** | Accommodation form scaricabile dal sito www.esnrimini.org | info@esnrimini.org

## 3.8 CULTURAL ACTIVITIES

The International Relations Office organises a number of cultural activities for foreign students attending courses at the University of Bologna within the framework of the international mobility programmes. This is an opportunity for international students to appreciate and discover both the city where they are spending their exchange period and Italy's ancient history and culture. All trips and visits are free of charge, but in some cases an admittance fee is required to enter museums etc. The cultural activities include also a series of screenings of Italian contemporary and classic films.

## 3.9 THE UNIVERSITY ASSOCIATIONS

### ERASMUS STUDENT NETWORK - BOLOGNA

E.S.N. is the Italian network of University Associations that are part of the Erasmus Student International Network, a paneuropean network founded in Copenhagen in 1990 to promote student mobility towards an information and support service provided on a voluntary basis by the students, and addressed to outgoing or incoming students with Socrates/Erasmus grants.

The ESN organises sport activities, cultural visits and trips. Its main activities are:

- the Mentoring System: an Italian student of your Faculty will help you if you are having problems with the bureaucracy, Italian, lectures, etc.;
- Conversation: you can improve your Italian speaking skills by chatting with an Italian student, who can practice your language by talking to you.

*For further information:*

<http://www.esnbologna.unibo.it/>

<http://www.esn.org/index.php>

*if you have any questions write to*  
esn-bo@alma.unibo.it

The office is situated in Via Ranzani 14/b.

### **AEGEE – BOLOGNA**

The Association des Etats Generaux des Etudiantes de l'Europe (AEGEE) is a European student's association founded in 1985 in Paris that can currently be found in 270 university cities across 40 European Countries. As an independent, non-political, non-confessional and non-profit association, it fosters European cooperation and integration within the universities. The Bologna office promotes activities for local and international students.

*For further details, please visit the website:*

[http://www.aegee-bologna.it/ita/main\\_home.htm](http://www.aegee-bologna.it/ita/main_home.htm)

*or send an email to:* [aegeebologna@hotmail.com](mailto:aegeebologna@hotmail.com).

*or call:* Mariano Bartolini - 0039 3281795394

### **ERASMUS STUDENT NETWORK – RIMINI**

In Rimini too, as in Bologna, the Erasmus students can look to the ESN, an association wholly run by voluntary students. Among the numerous activities organised by the association there is assistance in looking for accommodation, the welcome day and orientation sessions? for those who have just arrived, and a whole series of cultural and tourist initiatives that are carried out during the academic year.

*For an appointment write to* [info@esnrimini.org](mailto:info@esnrimini.org)

*To have more detailed information see the web site:*

<http://www.esnrimini.org/>



### **KOINÉ UNIVERSITY ASSOCIATION – FORLÌ**

Koiné is an inter-faculty, non-political and non-confessional university association with the objective of fostering interpersonal relations between students. It organises a wide range of extra-academic leisure activities and seeks to improve relations between students and the academic world, by putting forward various types of cultural initiatives. The Association is an important source of information concerning accommodation opportunities in private apartments. There is also a special service for foreign students, the S.I.S. (Student Information Service) which welcomes foreign students upon arrival and, if requested, provides them with accommodation and transport to their new home.

*For further information:*

[www.koineonline.org](http://www.koineonline.org)

The association is based in Via Valverde, 15 | Tel. +39 0543-374837,

[info@koineonline.org](mailto:info@koineonline.org)

### **UNIVERSITARY ASSOCIATION C.O.S.MO. – CESENA**

The Erasmus students of the scientific teaching campus of Cesena have set up an association which handles the contacts with the Italian students and all the international students registered in the degree (?) courses supplied there.

The C.O.S.MO. Association has become the point of reference for all the Erasmus and Overseas students of Cesena. Together with the Servizio Tirocini e Relazionali Internazionali it promotes the TANDEM project: a recent initiative addressed to fostering contacts between the Italian students and the incoming international students, organising numerous initiatives during the academic year.

*For information:*

[esn-students@astice.org](mailto:esn-students@astice.org)

### 3.10 MEDICAL ASSISTANCE

The methods for accessing the National Health Services vary according to the students' university status.

- **EU Students with the European Health Insurance Card (EHIC)** These students may be able to refer directly to a GP (General Practitioner) of the National Health System. This means that they can go to a GP free of charge. Through the GP of their choice students will have the opportunity to obtain medical tests and specialized visits in public or other approved health structures after paying a fee called a "ticket". (See par. "Choosing a GP").

EU students should however collect detailed information with the Health System of their country of origin to find out about the terms and conditions - and possibly also the necessary forms and procedures - in order to be entitled to health treatment in Italy, specifying the duration of their stay.

- **EU Students without EHIC card** These students must take out a private insurance policy either before their departure or upon arrival in Italy. After that they are entitled to refer to a GP of the National Health System or alternatively to a private doctor. Visits performed by private doctors and some medical tests are to be fully paid for by patients. Patients may have a refund from their own insurance company depending on the conditions stated in their own insurance policy - we recommend that you read your insurance policy carefully to find out if you are eligible for a refund).
- **Non-EU students** Non-EU students must purchase a private insurance policy before their departure if they want to obtain a visa. After that they are entitled to refer to a GP of the National Health System or alternatively to a private doctor. Visits performed by private doctors and some medical tests are to be fully paid for by patients. Patients may have a refund from their own insurance company depending on the conditions stated in their own insurance policy - we recommend that you read your insurance policy carefully to find out if you are eligible for a refund). Alternatively such students can register with the National Health System after obtaining a visa. To register with the National Health System they must pay an entry fee of Eur 149 and they will be assigned a GP free of charge (see paragraph "Choosing a GP"). In addition, they will be entitled to pay reduced fees for specialized tests and visits in public or other approved health structures.

## REGISTRATION WITH NATIONAL HEALTH SYSTEM

To register with the Local Health Structure (called ASL) students must refer to the health register of the district where they live. To find out about districts please consult the website of Bologna ASL or call the toll-free number 800 663366 (for speakers of languages other than Italian call Mon to Fri, from 2.30 to 4.30 p.m., Wed, Thu and Sat from 9.00 a.m. to 12.30 p.m.

## CHOOSING A GP (GENERAL PRACTICIONER)

Non-EU students opting for the registration with the National Health System after paying the related fee and EU citizens possessing a EHIC card or similar card released by a corresponding institute in their home country are entitled to choose a GP. GPs can be chosen at the front desk of a health register. Medical visits are free of charge and are performed in a doctor's office - rarely at the patient's home. GPs may, if necessary, request specialized visits for patients,. Such visits can be booked and obtained in a public health structure.

Bookings must be made through the CUP Network (Unified Booking Centre - toll-free number 8488 84888). The CUP network is accessible from any ASL Office and from most pharmacies after paying a "ticket", i.e. after paying only a part of their total cost.

For further information please consult the website of Bologna ASL Health Agency. Alternatively please call toll-free number 800 033 033.

## EMERGENCY

*To call for an ambulance, dial the emergency number 118.*

In case of emergency, you can also refer to the local First Aid Unit, open round-the-clock. The first-aid service is free for all genuine emergencies and can be accessed by all. Overnight, on public Holidays or Sundays, when your family doctor is not available, you can apply to the Night-time Medical Service (tel. 848 832832/831831).

### FIRST AID UNIT/EMERGENCY ROOMS WHERE TO GO IN BOLOGNA:

Ospedale S.Orsola | Via Massarenti 9 | **PH** 051 636 3111

Ospedale Maggiore | Largo Nigrisoli 2 | **PH** 051 647 8111

Ospedale Bellaria | Via Altura 3 | **PH** 051 622 5111

Ospedale Ortopedico Rizzoli | Via C.Pupilli 1 Bologna | **PH** 051 6366111

#### **DENTAL FIRST AID UNIT IN BOLOGNA:**

ISTITUTO BERETTA | presso Ospedale Maggiore | Largo Nigrisoli 2  
Atrio Edificio L | **PH** 051 3172721

#### **DENTAL CLINIC**

ISTITUTO DI CLINICA ODONTOIATRICA | Via S.Vitale 59 | **PH** 051 278011

#### **DRUGS**

The “Farmacia Comunale” (Municipal Pharmacy) of Piazza Maggiore in Bologna is open round-the-clock, seven days a week. In the main local newspapers, you can also find a complete list of the pharmacies open for duty at the weekend and on Bank Holidays. In case of emergency, you can call the “Farmaco Pronto” service (**PH** 800 218489) which delivers drugs straight to your home.

Cesena: <http://www.ausl-cesena.emr.it/>

Forlì: <http://www.ausl.fo.it/>

Rimini: <http://www.auslrn.net/>

Ravenna: <http://www.ausl.ra.it>

### **3.11 LEISURE AND SPORT**

If you are interested in organised sports activities, you should go to the CUS (University Sports Centre), which can be found both in Bologna and in the university sites in Romagna. The CUS deals with the organisation of the University sports activities and manages all its sports facilities. All sports courses begin at the end of September, last 3-4 months and, generally end in May. In addition to university competitions and tournaments, the CUS also organises Summer and Winter Campuses. To enrol at the CUS, you just need to go to one of its offices taking a passport photo, a student id, a medical certificate stating you are in a good state of physical fitness, in an original copy bearing the following words: “idoneità alla pratica sportiva non agonistica”. It is also possible for you to have a medical check-up directly at CUS. The cost of the CUS card is of 11.

*For further information:*

CUSB Bologna | <http://www.cusb.unibo.it>

CUS Cesena | <http://www.cusb.unibo.it/CUSB/Sedi/Cesena>

CUS Forlì | <http://www.cusb.unibo.it/CUSB/Sedi/Forli>

CUS Ravenna | <http://www.cusb.unibo.it/CUSB/Sedi/Ravenna>

CUS Rimini | <http://www.cusb.unibo.it/CUSB/Sedi/Rimini>

If you are looking for somewhere to relax or a place where you can spend your leisure time, the city has several parks. The largest and best-known in town is undoubtedly Giardini Margherita, the ideal place for a walk, for jogging or roller-blading. Another large green area is Parco della Montagnola extending between Via Irnerio and Via Indipendenza, where every Friday and Saturday a typical market of ethnic and second-hand products is held. For anyone who has a liking for botany, the City's Orto Botanico is one of the oldest botanical gardens in the world - definitely worth a visit!

The city parks observe specific opening hours and have strict rules for visitors.

The hills surrounding Bologna and the several urban and suburban parks are an important city heritage. Near Casalecchio, you can find Parco Talon, well connected by the no. 20 bus route, while in the surrounding hills of Bologna there are Parco Cavaioni and Monte Donato (Bus route 52B).

Finally, you can spend some of your leisure time exploring the magnificent villas, and historical mansions in the city or in its outskirts: Villa Ghigi, Villa delle Rose and Villa Spada are all surrounded by marvellous parkland open to the public.

*For further information on cinemas, theatres, and leisure time, please see the section titled "University life - Vita Universitaria" which you can find in the University website:*

<http://www.eng.unibo.it/PortaleEn/Teaching+and+Students/Student+Services/default.htm>

### **IN ROMAGNA**

For information about parks, leisure and places of great interest in the Romagna university towns, ask for the City Guide to the cities of Rimini, Forlì, Cesena and Ravenna at the International Relations Offices.

### **MUSIC: COLLEGIUM MUSICUM**

The Collegium Musicum is a students association founded in 1961. Today it includes a great choir, a chamber choir and an orchestra, as well as a choral laboratory for new members. Every year, the Collegium Musicum holds concerts and recitals in Bologna and other Italian cities. Since 1988, the Collegium has been engaged in tours around several European countries. It also represents the Official Choir and Orchestra of the University of Bologna, accompanying all the solemn celebrations of the University. The Collegium Musicum is always pleased to welcome foreign students who study in Bologna for the purposes of the exchange programmes. Admissions generally take place in October for the first academic semester and in February for the second one.

Collegium Musicum Bologna: <http://www.cmam.it/>

## 3.12 OPENING A BANK ACCOUNT OR A POST OFFICE ACCOUNT

### BANK ACCOUNT

To open a bank current account and carry out all the normal banking operations you need a tax code. To obtain this code, you need to go to the Uffici delle Entrate, which in Bologna are located in:

- Via Paolo Nanni Costa 28 (Tel. 051 41.30.211)
- Via Marco Emilio Lepido 178 (Tel. 051-4131711)
- Via Andrea da Formigine 3 (Tel. 051-4194711)
- Via Larga 35 (Tel. 051-6002711)
- Via Marco Polo 60, (Tel. 051- 208111)

Please remember to take with you your passport or ID, as well as your permit of stay.

We suggest you should shop around before opening a bank account, as there are various offers and services for students (better interest rates, lowering bank charges, etc.).

If you are not going to deposit large amounts of money, the cost item that mostly determines the convenience of a bank account are the charges applied to each transaction: bank transfers, withdrawals, cheque-book, paying-in, stamp-duties and other commissions. A set number of transactions may be free: naturally, the higher this number is, the more convenient the bank account is. The opening of the bank account does not imply expenses, but there may be charges for closing the account. You should check this cost before choosing a bank.

### Credit Cards and Cash Dispenser cards (aka Bancomat)

In general, the major bank charges concern:

- issuing a credit card;
- annual fees;
- bank charges for each transaction.

In case of theft or loss of the credit card or of the cash card:

- block the credit card immediately by calling your bank; to block a cash card, you can call the freephone 800 822056;
- report the theft or loss to the Police;
- keep the police report for at least 12 months.

### **POST OFFICE ACCOUNT**

In order to apply for a Conto BancoPosta you must fill in the “Modulo di apertura Conto BancoPosta e servizi aggiuntivi” (Form to open a Post Office account and related services), available online at the following web site: <http://www.poste.it/bancoposta/contobancoposta/moduloapertura.pdf> and in all the post offices. The form, properly filled in and signed (4 copies), must be delivered to a post office together with the following documents:

- photocopy of your identity document (driver’s licence, passport, identity card or, alternatively, only for non-EU citizens, the permit of stay);
- photocopy of tax code (also for foreign citizens the tax code must be issued in Italy).

*For more information see the web site:*

[www.poste.it/bancoposta/contobancoposta/](http://www.poste.it/bancoposta/contobancoposta/)

### **CARTA GIOVANI (YOUNG PEOPLE’S CARD)**

The City of Bologna offers young people aged between 15 and 29 a special card called “Carta Giovani”, which includes a series of discounts at a number of shops and for a wide range of services. The “Carta Giovani” is completely free and expires when the holder reaches his/her 30th birthday. It can be used for shopping, visits to museums, theatrical performances, sports centres, languages courses or at specific restaurants. Please check the website <http://www.flashgiovani.it/cartagiovani/> for information on how to obtain the “Carta Giovani” and to see the complete list of shops/restaurants/services included in the card. The website [www.flashgiovani.it](http://www.flashgiovani.it) is an extremely useful source of information which is constantly kept up to date. Further information may be obtained from the Public Relations Office of the City of Bologna, based in Piazza Maggiore.







## USEFUL ADDRESSES AND WEB SITES

### **Dipartimento Amministrativo Relazioni Internazionali (International Relations Offices)**

Via Zamboni, 33

40126- Bologna

**T** +39 051 2088101

**F** +39 051 2099351

e mail: [incoming.diri@unibo.it](mailto:incoming.diri@unibo.it)

<http://www.estero.unibo.it>

### **INSTITUTIONS AND OFFICES IN BOLOGNA**

#### **Questura di Bologna Ufficio Immigrazione**

Via Bovi Campeggi, 13/3

40100 (BOLOGNA - BO)

**T** +39 051 6401683

Orario di apertura: dal lunedì al venerdì: 8.30 - 13.00

martedì e giovedì: 8:30 - 13:00 e 15.00 - 17.00

#### **U.R.P. (Ufficio Relazioni con il Pubblico)**

Piazza Galilei 3, Bologna

Orario di apertura: dal lunedì al venerdì: 8.30 - 13.30

martedì e giovedì: 8:30 - 13:30 e 15.00 - 17.00

#### **Agenzia Entrate Ufficio di Bologna**

(dove ottenere il codice fiscale)

Via Larga 35, Bologna

**T** +39 051 6002711

<http://emiliaromagna.agenziaentrate.it>

[ul.bologna4@agenziaentrate.it](mailto:ul.bologna4@agenziaentrate.it)

#### **URP Informazioni sulla città**

Piazza Maggiore 6

**T** +39 051 203040

[urp@comune.bologna.it](mailto:urp@comune.bologna.it)

Orari: lun-sab 8.00 - 19.00;

dom. 8.30 - 14.00, festivi chiuso.

<http://www.comune.bologna.it>

### **Informagiovani**

Piazza Maggiore 6 (URP office)

**T** +39 051 204359

**F** +39 0512 204360

lunedì martedì mercoledì venerdì: dalle 10.00 alle 18.00;

giovedì: dalle 14.00 alle 18.00.

[informagiovani@comune.bologna](mailto:informagiovani@comune.bologna)

### **IAT Informazioni turistiche**

Piazza Maggiore 1/e

**T** +39 051 246541

[TouristOffice@comune.bologna.it](mailto:TouristOffice@comune.bologna.it).

Orari: lun-dom. 9.00-20.00

### **Ufficio postale e cambio valuta**

Piazza Minghetti 1

**T** +39 051 230699

Orari: lun-sab 8.10-18.30

### **Siti Web Trasporti**

Aeroporto di Bologna:

<http://www.bologna-airport.it/default.asp?LN=IT>

Autobus:

[http://www.atc.bo.it/orari\\_percorsi/planner/plannerIT.asp](http://www.atc.bo.it/orari_percorsi/planner/plannerIT.asp)

Treno:

<http://www.trenitalia.com/it/nazionali.shtml>

### **Servizi per gli studenti a Bologna**

SAIS - Student Accommodation and Information Service

Via Zamboni 62/b

40126 Bologna

**T** +39 051 254423

**F** +39 051 251640

[www.sais.ceur.it](http://www.sais.ceur.it)

[sais@ceur.it](mailto:sais@ceur.it)

### **CUSB (Comitato Sportivo Universitario)**

Via S. Giacomo 9/2

**T** +39 051 4217311 **F** +39 051 4217324

[www.cusb.unibo.it](http://www.cusb.unibo.it) | [cusbo@alma.unibo.it](mailto:cusbo@alma.unibo.it)

### **CESENA**

#### **Uffici dell'Università**

#### **Servizio Tirocini e Relazioni Internazionali**

Via Montalti, 69

47023 Cesena

**T** + 39 0547 338914

**F** +39 0547 338903

[rel.internazionali@polocesena.unibo.it](mailto:rel.internazionali@polocesena.unibo.it)

[www.polocesena.unibo.it](http://www.polocesena.unibo.it)

#### **Comune di Cesena**

Website:

<http://www.comune.cesena.fc.it>

#### **Ufficio Relazioni col Pubblico**

P.za del Popolo, 11

**T** + 39.0547.356235

[urp@comune.cesena.fc.it](mailto:urp@comune.cesena.fc.it)

#### **Informagiovani**

Piazza del Popolo, 9

**T** + 39 0547 356228

+ 39 0547 356461

[www.informagiovanicesena.it](http://www.informagiovanicesena.it)

#### **Ufficio Stranieri c/o Commissariato di Cesena:**

Via Don Minzoni, 350

**T** +39 0547 368911

Orari di apertura: lunedì, martedì, mercoledì, venerdì 8.15-9.00;  
sabato 8.15-8.45

**Ufficio postale**

Via Sobborgo Comandini, 79

Orari di apertura: dal lu al ve 8.00-18.30, sa 8.00-12.30

**FORLÌ****Ufficio Relazioni Internazionali**

Palazzo Mangelli

Piano nobile, Corso Diaz, 45

47100 Forlì (FC)

**T** +39 0543 374847

**F** +39 0543 374850

polofo.socrates@unibo.it

**Comune di Forlì**

<http://www.comune.forli.fo.it/>

**Ufficio Relazioni col Pubblico**

P.za Pacifici n. 2

**T** +39 0543 712445

**F** +39 0543 712450

**RAVENNA**

<http://www.comune.ravenna.it/>

**Ufficio Relazioni col Pubblico**

via R. Gardini, 11 48100 Ravenna

**T**+39 0544 482482

urp@comune.ra.it

<http://www.turismo.ravenna.it/>

## **RIMINI**

### **Servizio Relazioni Internazionali**

Via Cattaneo, 17 – 47900

**T**+39 0541 4 34 101/234

**F** +39 0541 34 193

[relazioni.internazionali@rimini.unibo.it](mailto:relazioni.internazionali@rimini.unibo.it)

[www.polorimini.unibo.it](http://www.polorimini.unibo.it)

Richiedi la Guida all'uso della Città di Rimini o visita il seguente sito

<http://www.polorimini.unibo.it/Polo+Rimini/Polo/Guida+di+Rimini/default.htm>

### **Enti e Uffici a Rimini**

Comune di Rimini

Piazza Cavour 27

47900 Rimini

**T**+39 0541 704111

<http://www.comune.rimini.it/>

### **Servizi per stranieri**

[http://www.comune.rimini.it/servizi/guida\\_servizi/-straniero/](http://www.comune.rimini.it/servizi/guida_servizi/-straniero/)

Erasmus Student Network (ESN) – Rimini

<http://www.esnrimini.org>

[email:info@esnrimini.org](mailto:info@esnrimini.org)

## FOREIGN UNIVERSITIES AND STUDY CENTERS BASED IN BOLOGNA

### **Dickinson Center for European Studies**

via Marsala 2, 40126 Bologna

**T** +39 051 224451

**F** +39 051 226056

[pagni@dickinsonbologna.it](mailto:pagni@dickinsonbologna.it)

### **Center for Civic Engagement Denver-Bologna**

Via Val d'Aposa 7, 40123 Bologna

**T/F** +39 051 224288

[denverbo@alma.unibo.it](mailto:denverbo@alma.unibo.it)

### **Brown University in Bologna**

Viale Aldini, 23/2, 40136 Bologna

**T** +39 051 583021

**F** 051 644 9210

[overs099@alma.unibo.it](mailto:overs099@alma.unibo.it)

### **E.C.CO Study Center**

Via Val D'aposa 7, 40126 Bologna

**T** +39 051 221146

[ecco@libero.it](mailto:ecco@libero.it)

### **University of California Study Center**

Via Val D'aposa 7, 40123 Bologna

**T** +39 051 231405

**F** +39 051 234671

[unibocal@alma.unibo.it](mailto:unibocal@alma.unibo.it)

### **Johns Hopkins University**

Via Belmeloro, 11 40126 Bologna

**T** +39 051 2917811

**F** +39 051228505

[www.jhubc.it](http://www.jhubc.it)

## **AGENZIE DI ASSICURAZIONE**

### **INA Assitalia**

Via Pignattari, 3  
Bologna, 40124  
**T** +39 051 6405111

### **Europe Assistance**

numero verde 800 443322  
Via Zanardi, 2  
40131 BOLOGNA

### **Cattolica (Società Cattolica di Assicurazione)**

via Gramsci 3/ef  
40122 - Bologna  
**T** +39 051 241041  
**F** +39 051 6393829  
bolognacentro@cattolica.it



