



Erasmus+ Programme Key Action 1 - KA107

INFO SHEET – I BOLOGNA01 2017/2018 – 2018/2019

A. **RECOMMENDED LANGUAGE SKILLS**

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

Undergraduate and Master level:

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I BOLOGNA01	As agreed in the inter-institutional agreement	Italian *	English*	Italian: A2 English: B1	Working language and its level will be agreed with the Supervisor

* The majority of undergraduate programs are taught in Italian, only a very limited number is taught in English. The majority of master's programs are taught in Italian. However a fair number of them are taught in English.

The language of instruction is always specified in the course catalogue:

Degree programs: <http://www.unibo.it/en/teaching/degree-programmes?corsiper=exchange>

Course units: <http://www.unibo.it/en/teaching/course-unit-catalogue>

Students including only course units taught in Italian in their Learning agreements must have a minimum level of language competence corresponding to A2.

¹ See Common European Framework of Reference for Languages: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



Students including course units taught in English in their learning agreement must have a minimum level of language competence corresponding to B1.

Those who will select units taught in English and units taught in Italian must meet the requirements of both languages.

Staff level:

Staff will be proficient in the working language of the receiving Department/School. Generally English is the working language, therefore a fair knowledge of this language will be required. Candidate's language competence will be assessed by the supervisor of the host institution who will write a *Support Letter* in favor of the candidate. The Support Letter is to be included by the candidate in her/his Application dossier. For further details about the Support Letter please see the "Vademecum for Promotion, Application, Evaluation and Selection process" (Annex III of the Inter-institutional agreement).

B. ANY ADDITIONAL REQUIREMENTS

Undergraduate and Master students will normally be permitted to enter all available courses (except for Medicine, Physiotherapy and Dentistry) at I BOLOGNA01 according to the fields specified in the inter-institutional agreement unless these courses are subject to restricted enrolments. The following are the main restrictions:

- some of the English taught programmes have restricted enrolment, exchange is possible only after the School has approved the mobility plan of the nominee;
- Medicine, Physiotherapy and Dentistry are not open to exchange;
- the School of Economics, Management and Statistics admits at master level only graduate students: undergraduates cannot attend as exchange student master courses offered by this School;
- professional masters are not open to host student exchange.

Incoming Students and Staff at I BOLOGNA01 will be selected by their Home University according to the flows established in Part B of the Inter-institutional agreement. The Partner will comply with the principles of a fair and effective selection process described in the "Vademecum for Promotion, Application, Evaluation and Selection process", Annex III of the Inter-institutional agreement. Selected students and Staff will be nominated by their Home University and I BOLOGNA01 will accept the nominations as long as these fully meet the requirements set by the present agreement. Selected students will not have to submit any further application.

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities: <http://www.unibo.it/en/services-and-opportunities/guidance-and-tutoring/disabled-and-dyslexic-students-service/disabled-and-dyslexic-students>

C. NOMINATION/ACCEPTANCE SCHEDULE AND ACADEMIC CALENDARS

Undergraduate and Master students Nomination/Acceptance Schedule:

1. Undergraduate and Master students can begin their mobility in the first or in the second term of the 2018/2019 academic year in accordance with the start of the courses:
 - a. first term: between September and October 2018;
 - b. second term: between February and March 2019.

Dates of the academic calendar will be communicated to the nominated students once available.

2. Undergraduate and Master students' nominations must reach I BOLOGNA01 by:
 - a. 30th May 2018: for students willing to carry out the mobility in the first term



- b. 31st October 2018: for students willing to carry out the mobility in the second term. Nominations will be communicated by the Partner Contact Office via e-mail to diri.area3@unibo.it. The Partner will provide together with the Nominations the documents of the Application dossier considered "minimum required" as defined in the "Vademecum for Promotion, Application, Evaluation and Selection process".
3. I BOLOGNA01 will send its decision on admission within 5 weeks upon receipt of nominations.
 4. A Transcript of Records will be issued by I BOLOGNA01 no later than 5 weeks after student departure.

Undergraduate and Master students' Academic Calendar:

- First term start: September/October 2018. Each School has its own starting date generally scheduled within the beginning of September and the beginning of October.
- Examinations: January - February 2019. Each School sets its own examinations dates within this window.
- Christmas break: December 24, 2018 – January 7, 2019
- Second term start: February/March 2019. Each School has its own starting date generally scheduled within the beginning of February and the beginning of March.
- Examinations: June – July 2019. Each School sets its own examinations dates within this window.
- Mobility must be completed by July 31st, 2019

Staff Nomination/Acceptance Schedule:

1. Staff can start their mobility at any time in accordance with the academic calendar and official breaks. Mobility period must be agreed with the Host Supervisor. In all cases the mobility must be completed by July 31st, 2019.
2. Nominations will be communicated by the Partner Contact Office via e-mail to diri.area3@unibo.it, at least 3 months prior to the beginning of the mobility so that nominees will be able to reach Bologna in the scheduled time. For each nominee the Partner will provide the Support Letter issued by the Host Supervisor at I BOLOGNA01. The Support Letter is the same document the candidate has enclosed in her/his Application as described in the "Vademecum for Promotion, Application, Evaluation and Selection process".
3. I BOLOGNA01 will send its decision on admission within five weeks upon receipt of nominations and Support letters.
4. A Confirmation of Achievements/Confirmation of Participation will be issued by I BOLOGNA01 no later than 5 weeks after student departure.

Staff Academic Calendar:

the mobility period must be agreed with the prospective Host Supervisor in accordance with the plan of activities.

Unless there is a strong academic reason I BOLOGNA01 discourages any mobility during the Summer break (June, July and August)

Christmas break: December 24, 2017 – January 7, 2018



D. ADDITIONAL INFORMATION

Multi-campus structure

I BOLOGNA01 has 5 Campuses located in 5 different towns of the Emilia-Romagna region: Bologna (headquarter), Forlì, Cesena, Rimini e Ravenna.

Credit and Grading systems of the institutions

Credits for Undergraduate and Master level:

1 CFU* = 1 ECTS = 25 hours of total workload (classes + individual work + assignments, etc)

1 academic year = 60 CFU; 1 term = 30 CFU

In order to get a Bachelor degree (1st cycle) a student must earn 180 CFU.

In order to get a Master degree (2nd cycle) a student must earn 120 CFU.

*CFU = credito formativo universitario = university course credit

Grades for Undergraduate and Master level:

0 – 17/30 = failed

First passing grade = 18/30

18/30 – 30/30 = passed

If you obtain full grade (30/30) the examination board may also decide to award you honours (lode): 30/30L

For some activities, particularly language exams (including those for the Italian language course) and for some internship activities, you will not be given a grade but merely a "Idoneo"/"Pass".

I BOLOGNA01 ECTS grading scale and tables are available at the following page:

<http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/the-university-system/ects-label>

Credits and Grades for Doctoral students

Doctoral programmes at I BOLOGNA01 are not based on credits.

Doctoral programmes at I BOLOGNA01 are not based on courses.

Doctoral programmes at I BOLOGNA01 are based on a combination of seminars and research.

Incoming exchange scholars do not receive credits neither grades.

D.3. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
I BOLOGNA01	Latin America, Africa, Middle East and Western Balkans Unit	www.unibo.it/exchangestudents



	E-mail: diri.area3@unibo.it Phone: +39 051 2088103	
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D.4. Insurance

I BOLOGNA01 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Students from I BOLOGNA01 are covered by an accident and third party liability insurance.

I BOLOGNA01 will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
I BOLOGNA01	Latin America, Africa, Middle East and Western Balkans Unit E-mail: diri.area3@unibo.it Phone: +39 051 2088103	www.unibo.it/exchangestudents

D.5. Housing

I BOLOGNA01 will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (e- mail, phone)	Website for information
I BOLOGNA01	Latin America, Africa, Middle East and Western Balkans Unit E-mail: diri.area3@unibo.it Phone: +39 051 2088103	www.unibo.it/exchangestudents

More and detailed information for Undergraduate and Master students are available at the Exchange Students Guide available online:

<http://www.unibo.it/en/international/exchange-opportunities-at-Unibo/exchange-students-guide>

As you will see from the link the Exchange Students Guide is provided for each of the 4 Campuses where an Exchange student can carry out her/his mobility.