



STUDENTS GUIDEBOOK

SCHOOL OF ECONOMICS



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

STUDENTS GUIDEBOOK

SCHOOL OF ECONOMICS

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CHECK THE BOX!

This guide contains the steps to follow when you join us in UNIBO. Where are you from? Find out which chapters are relevant to you if you arrive from an EXTRA-EU country!

As you get through the pages completing all the procedures and passages go back to the index and check the box!

In the appendix of the guidebook you can find the translation of some Italian words. Take a look!

INTRODUCTION

The University of Bologna is known to be the oldest university of the Western world. The university was founded in 1088 and the School of Economics is one of the historical institutions of UNIBO. The academic offer of the School of Economics, as that of all the Italian Universities is organised on 3 cycles: the 1st cycle academic degree, that is the **Laurea**, grants access to the 2nd cycle, and the **Laurea Specialistica/Magistrale**, the main degree of the 2nd cycle, gives access to 3rd cycle doctorate programmes resulting in the degree called **Dottorato di Ricerca**.

CORSUES	DEGREES	CFU	YEARS
<i>1° ciclo / 1st cycle - undergraduate studies/students</i>			
Corso di Laurea (L)	1st degree-Bachelor degree	180	3
Master	1st Level	60	1
<i>2° ciclo / 2nd cycle - graduate studies/students</i>			
Corso di Laurea Specialistica (LM)	2nd degree-Master degree	120	2
Master	2nd Level	60	1
<i>3° ciclo / 3rd cycle - postgraduate studies/students</i>			
Research Doctorate Programme	Dottorato di Ricerca		3+

Credits: degree courses are usually structured in credits (crediti formativi universitari – CFU or ECTS). A university credit generally corresponds to 25 hours of global work per student, time for personal study included. The average workload of a full time student is conventionally fixed at 60 credits/year.

Academic Titles: the latest university legislation has defined the academic titles corresponding to the different degrees of the academic offer. The L entitles to be called "Dottore", the holders of an LS/LM have a right to the title as "Dottore Magistrale", the DR attributes the title as "Dottore di Ricerca".

Joint Degrees: Italian universities are allowed to establish all the degree programmes in cooperation with foreign partner universities, both European and non-European.

Grading systems: Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (a 30 become a 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

*Don't forget that our office is available and that we can assist you in every step. Write an e-mail to get an appointment with the Program coordinators. Please acknowledge that to receive assistance about the Permit of Stay procedure you **MUST** get an appointment by e-mail with the tutor for International Students.*

Our contacts are:

Name		e-mail	tel
Adelio Garcia Alfisi	Erasmus, Overseas and LMEC Coordinator	adelio.garcia@unibo.it	+39 051 20.98869
Margherita De Rogatis	Erasmus and QFinance Coordinator	margherita.derogati2@unibo.it	+39 051 20.98616
Annalisa Brega	Clabe Coordinator	annalisa.brega2@unibo.it	+39 051 20.98703
Cristina Riccardi	Clamda International Management Coordinator	cristina.riccardi@unibo.it	+39 051 20.98023
Federica Onofri	GIOCA Coordinator	federica.onofri@unibo.it	+39 051 20.98897
Nicola Mascia	Tutor for International Students	nicola.mascia@unibo.it	
International Relations Office		facecon.erasmus@unibo.it	fax: +39 051 2098003

STUDYING AT THE SCHOOL OF ECONOMICS

The School of Economics, in addition to the regular lessons, provides you other didactic activities, such as:

Crash Courses: These courses are intended to complete and strengthen you on basic knowledge contents for your course. Every course has different timetables and rules of attendance, so it is absolutely important to check on the Program website how to take part to the Crash Courses.

Laboratories: These activities are designed to enrich single classes with more practical and interactive moments. The laboratories will give you CFU in accordance to your Course plan. Laboratories are evaluated as passed/failed (idoneo/non idoneo).

Exams / Finals: The final examination at the end of a course is defined by each professor. It can be either a written or oral test; it may include midterm assessments, class presentations, project groups and essays. Exams are graded on a basis of /30, possibly with **Laude**. 18 is the passing grade. If a student fails to pass an exam, he/she has the opportunity to resit it in the subsequent exam session.

To register for an exam, students must access the [ALMA ESAMI](#) application by using their UNIBO email account provided during the enrollment. Students have 3 possibilities per year to sit an exam (3 *appelli*). However, it is strongly recommended to take the exam immediately after the course. This schedule ensures that a student completes the required credits in the most appropriate order and in due time and allows his/her to dedicate the last part of the second year to the internships (if foreseen by your degree) and research for the final dissertation.

PIANO DI STUDIO / STUDY PLAN

The online study plan is the list of courses scheduled in your degree plus additional CFU that you wish to gain (among the elective activities). It is compulsory to fill the on-line Study Plan for all students, in order to: take exams, register your exam's grades and monitor your ECTS.

After the enrolment you must submit your online study plan. The study plan must be filled in before sitting the exams in order to be able to register for exams and to allow professors to record your exams. The Registrar Office is accountable for this procedure.

Connect to the page [Piano di Studio](#) typing username and password you have been given. Choose teaching activities and press the save button before quitting the programme. Notice that detailed instructions are attached.

In order to correctly select the courses, look up in the [Courses Catalogue](#) or in the Schools websites and pay attention to academic programmes codes (4 numbers), to exams codes (5 numbers) and to the number of CFU/ECTS.

UNIVERSITY FACILITIES

Registrar Offices

This office is located in via Zamboni 33. This is the main office of UNIBO and in here you can comply several operations: Enrollment, Payment of Tuition Fees, Solving problems related to the On-Line Study Plan and all the procedures related to the graduation.

School of Economics Computer Lab

In the computer lab, in piazza Scaravilli 2, you can use Internet, access to free databases, free printing (only if bringing own paper) and sometimes you can attend lessons which require the use of special Softwares (like Gretl, Stata, Maxima).

Biblioteca Bigiavi

The Biblioteca Bigiavi is the library of the School of Economics and you can find it in Via Belle Arti 33. Are also available other five libraries:

School Libraries	Adress
Scienze Aziendali	Piazza Scaravilli, 1 40126 Bologna
Discipline Giuridiche	Via San Giacomo, 3 40126 Bologna
Matematica per le Scienze Economiche e Sociali	Viale Filopanti, 5 40125 Bologna
Scienze Economiche	Strada Maggiore,45 40126 Bologna
Scienze Statistiche	Via Belle Arti 41 40126 Bologna

Class Timetable

You can find the timetable of your degree on:

<http://www.economia.unibo.it/Economia+Bologna/Studenti/Orario+delle+lezioni/default.htm>

Office for the Relations with Companies, Internships and Placement

This Office provides information and support for University students concerning your links to the job market and the activities with Corporation. You can contact them on facecon.placement@unibo.it.

Unibo E-Mail Account

With the username and password given during the enrollment (name.surname@studio.unibo.it) you will be able to:

- Access your E-mail account on www.dsa.unibo.it
- Access Almaesami and Almewelcome.

Student Canteen

The campus canteen is in Piazza Puntoni 1.

LIVING IN BOLOGNA

ACCOMODATION

Now that you are in Bologna you need a room! During the research for a good lodging you can find some temporary solution. In Bologna there are several hostels with low fares, that can be a good solution while you are looking for your room! You can check on:

www.hostelworld.com - www.hostelbookers.com

There are several ways to find an accommodation in Bologna. Our first suggestion is to go to **SAIS**. SAIS stands for Student Accommodation and Information Services and they help all the International Students who attend courses at the University of Bologna, in finding accommodation. You can find them in:

Via Zamboni 62/b - 40126 Bologna - Italy
Phone. +39/051/254423 - Fax +39/051/251640
E-mail: sais@ceur.it – Website: www.sias.ceur.it

Furthermore, as you can notice in all the area of the University there are a lot of advertising for rooms or apartments. So if you want to go through this billboards and look for an accommodation keep in mind that you will have to deal personally with the landlords or with the people that already live there and in that scenario you must produce a regular contract.

Then you can also decide to surf the web and get some appointments to look for a room, in this case we suggest you some links:

<http://www.easystanza.it> - www.postoletto.com - www.affittistudenti.it
www.bolognacasa.net - www.cybercasa.com
<http://www.rentxpress.com/bologne-apartments/globe.phtml?currlang=EN>
<http://www.bussola.ceur.it/default.asp?sede=bo>

Keep in mind that some offers you will find are on the rent market through a private agencies and in these cases there are extra transaction costs related to the renting procedure.

THE CITY

The city of Bologna offers several services and activities, both for students and citizens. We can suggest you to go to the UNIBO Website, select English language and click on Student guide. There you will find a lot of information about the campus, Student associations, several maps, sport facilities, the Collegium Musicum Almae Matris, University Museums, Discounts at cinemas and theatres. This is the address:

<http://www.eng.unibo.it/PortaleEn/Student+Guide/default.htm?tab=vivere>

Moreover we suggest you some websites of interesting spots of Bologna.

www.mambo-bologna.org – Museum of Modern Art

www.bibliotecasalaborsa.it – Public Library

<http://www.cinetecadibologna.it> – Town Cinema Center

www.comune.bologna.it - Town Hall

LEARNING ITALIAN

If you are interested in learning Italian Bologna offers you several possibilities. The CILTA is a UNIBO institution that offers the possibility to take professional courses for several languages providing official certifications. CILTA relies on the Common European Framework of Reference for Languages (CEFR). The next session of lessons is scheduled for October 2011, so if you are interested, keep in mind that you can enroll to this course from the 15/09/2011 until the beginning of the lessons. For further information you can check the official website: www.cilta.unibo.it.

Moreover the Town hall has several agreements with many institutions that organize Courses of Italian. You can find all the information on: http://informa.comune.bologna.it/iperbole/turismo/luoghi/39225/cat_id/3041.

We can also suggest you another Italian course "tailor-settled" for all international students, based on their lessons schedule (in order to avoid overlapping) and with a special fee. This course is offered by the anglo-american school of Bologna, it focuses on the language, history, arts and debates in Italian. This course is launched during the whole academic year and classes are never more than 15 students per room (<http://www.angloamericanschool.com/>).

INTERNATIONAL STUDENTS

HEALTH INSURANCE

As soon as you arrive in Italy, the first step is to purchase a health insurance (or make sure to be already entitled with one). In fact the insurance has to be enclosed along with your application to the permit of stay and, moreover, is mandatory to benefit of the nationwide health care service. The national health service (*Servizio Sanitario Nazionale*, SSN) is a public service provided by the Italian State and the insurance allows you also to get medical assistance in all the Schengen area.

The MIUR (the Education Italian Minister) has an agreement with the insurance company INA Assitalia, proposing two insurance quotes:

- six months period: Eur. 62.00
- yearly insurance: Eur. 98.00

Since your programs are from 2 to 3 years-long we suggest you to purchase the yearly insurance. In order to purchase it, you should follow these steps:

1. Go to any agency of the post office, in order to make the payment. Ask for a blank payment form (*Bollettino Postale*) and fill it with the following information:

- account number: C/C POSTALE N. 71270003
- entitled to: INA ASSITALIA AG. GENERALE DI ROMA
- address: VIA DEL TRITONE N. 181 00187 ROMA
- *Causale* (that means what the payment is for) : ASSICURAZIONE SANITARIA STUDENTE STRANIERO *NAME SURNAME*

2. Once you have released the payment, you could either bring the receipt back to our office or send by fax a copy of the post office receipt, to: **06/88524418** or to **06/361326**. Please enclose a clear fax cover sheet with your complete name and personal information (date of birth, place of birth, citizenship).



POST OFFICE LOGO

PERMIT OF STAY - PERMESSO DI SOGGIORNO

What is the permesso di soggiorno?

- The *Permesso di Soggiorno* is a permit given by the Italian government to allow you to stay in our country and it is absolutely mandatory to live, study and travel in Italy. It is absolutely the most important procedure to accomplish as you arrive in Italy.

Within 8 working days from your arrival, all the students who hold a valid student visa for Italy must apply for a *Permesso di Soggiorno* for study purposes, in the Italian bureaucracy called *Permesso di Soggiorno per motivi di studio*.

The permit of stay is released by the local Police Department called in Italy *Questura*, through the *Ufficio Stranieri* (Foreigners Office) of the applicant's place of residence in Italy, in your case Bologna. What you have to do is to submit your application to a Post Office. In every Post Office you can ask for the *Kit del Permesso di Soggiorno*.

Step 1: **DOCUMENTS FOR THE POST OFFICE APPLICATION**

- Complete the *Permesso di Soggiorno* Kit filling the Modulo 1 (Form 1). The Kit is available at every Post Office for free. Remember to check that the Kit is for NON-EU citizens.
- Then attach a photocopy of UNIBO acceptance letter and the declaration of enrollment (provided by the Italian Embassy or Consulate when your entry visa was issued).* **not mandatory**
- Photocopies of **ALL** the pages of your passport or other equivalent document, even the empty pages, even the first and the last pages. You must also show the original document when submitting the application at the Post Office.
- Photocopy of the insurance policy or of the receipt of payment for Italian insurance policy (see the Chapter INSURANCE for further information).
- Photocopy of Financial Statement. The document that certifies adequate financial resources for the validity period of the residence permit (**for a year-long permit the amount is € 5.424,90**). * **not mandatory**

- Then you need a *Marca da Bollo*. It is an Italian Duty Stamp needed to validate the Kit and can be purchased at any tobacco shop. Ask for the *Marca da Bollo* of € 14,62.
- You will find in the Kit a payment form for an amount equal to € 27,50 needed to get the physical document (a plastic card always to have with you), fill this form, pay at the Post Office then include the receipt of the payment in the Kit envelope.

IMPORTANT: Do **NOT** submit original documents in the post office kit - When submitting your application the Post Office will charge you a fee of € 30.

After submitting the *Permesso di Soggiorno* Kit to the Post Office, **you should receive 2 documents:**

1. A yellow receipt (called *ricevuta*) that is absolutely important to finally get the permit. Moreover on the receipt there are the user ID and password needed to check the status of your application online at <http://www.portaleimmigrazione.it/>. (click on "*Area Riservata Stranieri*" at the bottom of the page on the right).

2. A letter with the appointment date and time at the Police Station, *Questura*, for the final step in the procedure. Sometimes the letter is not given to the applicant at the Post Office and it should be sent later on as certified mail, *raccomandata*, to the applicant's address in Italy.

The delivery of the letter with the appointment may face same delay, thus we suggest you to frequently check your status at this link: <http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN> in order to get info on your appointment, using your user ID and password found on your receipt, *ricevuta*. Until you don't get the final badge, please note that the receipt has the same legal value.

Step 2: AT THE QUESTURA - UFFICIO STRANIERI

At the local Police Station - Immigration Office, located in Via Bovi Campeggi 13/3. Make sure to bring originals and photocopies of **ALL** your documents.

- Bring your passport or other equivalent document.
- Original UNIBO acceptance letter and declaration of enrollment sealed by the Italian Embassy or Consulate when your entry visa was issued.
- 4 identical passport-size photographs. (You can find an automatic photo-box next to the canteen).

- The original insurance policy or receipt of payment for Italian insurance policy (see the Chapter INSURANCE for further information).
- A certificate of enrollment in your academic program in Italian (from the Registrar Office in Via Zamboni, 33).
- Original Financial Statement, the document that certifies adequate financial resources for the validity period of the residence permit (€ 5.424,90).* **not mandatory.**

RENEWAL OF THE PERMIT OF STAY

If you already live in Italy and you already have a Permit of Stay you will have to renew the *Permesso di Soggiorno* **60 days before its expiration.**

Step 1: REQUIRED DOCUMENTS FOR POST OFFICE APPLICATION

(As before, do **NOT** submit original documents in the post office application/kit)

- Complete the post office Kit filling out the *Modulo 1* (Form 1). Remember that the Kit is available at the Post Office free of charge.
- Include a photocopy of expiring permit of stay (you must also present the original permit of stay at the Post Office).
- Photocopy of **ALL** the pages of the passport or other equivalent document. You also must present the original document when submitting the application at the Post Office.
- Photocopy of insurance policy or receipt of payment for Italian insurance policy, valid for the entire period covered by the residence permit (see the Chapter on HEALTH INSURANCE).
- Photocopy of Financial Statement from ITALIAN BANK: document certifying that you have at least € 5.424,90 in your Italian bank account.
- Then you need a *Marca da Bollo*. It is an Italian Stamp needed to validate the Kit and can be purchased at any tobacco shop. Ask for the *Marca da Bollo* of the amount of € 14,62.
- You must also attach a photocopy of an official statement certifying that at least one exam has been successfully passed for the 1st renewal and at least 2 exams have been successfully passed for each successive renewal of the residence permit. To print the official transcript from AlmaWelcome follow the steps on page xx.

- You will find in the Kit a payment form € 27,50 needed to get the physical document (a plastic card always to have with you), fill this form, pay at the Post Office then include the receipt of the payment in the Kit envelope.

IMPORTANT: Do **NOT** submit original documents in the post office kit - When submitting your application the Post Office will charge you a fee of € 30.

After submitting the *Permesso di Soggiorno* Kit to the Post Office, **you should receive 2 documents:**

1. A yellow receipt (called *ricevuta*) that is absolutely important to finally get the permit. Moreover on the receipt there are the user ID and password needed to check the state of progress of the application online at <http://www.portaleimmigrazione.it/>. (click on "Area Riservata Stranieri" at the bottom of the page on the right).

2. A letter with the appointment date and time at the Police Station, *Questura*, for the final step in the procedure. Sometimes the letter is not given to the applicant at the Post Office and it should be sent later on as certified mail, *raccomandata*, to the applicant's address in Italy.

The delivery of the letter with the appointment is not always efficient, so we suggest you to frequently check your status at this link: <http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN> in order to get info on your appointment, using your user ID and password found on your receipt, *ricevuta*.

Step 2: DOCUMENTS REQUIRED AT THE QUESTURA UFFICIO STRANIERI

At the local Police Station - Immigration Office, located in Via Bovi Campeggi 13. Make sure to bring originals and photocopies of **ALL** your documents.

- Bring your passport or other equivalent document.
- Original UNIBO acceptance letter and declaration of enrollment sealed by the Italian Embassy or Consulate when your entry visa was issued.
- 4 identical passport-size photographs. (You can find an automatic photo-box next to the canteen)
- The original insurance policy or receipt of payment for Italian insurance policy (see the Chapter INSURANCE for further information).
- Original statement certifying that at least one exam has been successfully passed for the 1st renewal and at least 2 exams have been successfully passed for each successive renewal of the residency permit.

- Original Financial Statement, the document that certifies adequate financial resources for the validity period of the residence permit (€ 5.424,9). * **not mandatory**

FISCAL CODE

The FISCAL CODE, *CODICE FISCALE* in Italian, consists in a plastic badge with a personal alphanumeric code that allows you to do several operations:

- You can open a Bank Account
- You can sign for a contract
- You can purchase a Mobile Phone Number

To obtain one, issued by the State Finance Department, please take note of the following address, where you should go as soon as you arrive to Italy and before undersigning a leasing contract:

UFFICIO DELLE ENTRATE
VIA LARGA, 35 - BOLOGNA
MONDAY THROUGH FRIDAY: FROM 8.30 TO 12.30
TUESDAY AND THURSDAY: ALSO FROM 14.30 TO 16.30

The Fiscal Code is free. To reach via Larga, please take bus n. 14 (14B or 14C) in Via Rizzoli (nearby the two towers), headed towards PILASTRO.

BANK ACCOUNT

It could be useful for you to open a Bank Account in Italy for several reason, to receive a scholarship, maybe to get a work or for personal needs. This step is not compulsory or mandatory, but can be useful for you to get some tips.

It is possible to wire a scholarship (EM-ECW, ErGo or other) to a specific bank account. Provided that you are a scholarship recipient, it would be at your convenience to open the account at a bank that may guarantee the presence of different branches across Europe (provided that it will be easier for you to deal with your scholarship when travelling to your different allocations).

Therefore, we can suggest you to check the feasibility to open this account in the following banks:

CARISBO

Via Zamboni, 1

40123 Bologna

tel: 051-277311

www.carisbo.com

DEUTSCHE BANK

Via Marconi Guglielmo, 13

40122 Bologna

tel: 051-336411

www.db.com

MONTE DEI PASCHI DI SIENA

Via Francesco Rizzoli, 6

40125 Bologna

Tel: 051-658 5111

www.mps.it

UNICREDIT

Piazza Aldrovandi, 12

40125 Bologna

Tel: 051-275 7411

www.unicreditbanca.it

ENROLLMENT

Once you arrive in Bologna, you have to register at the International Relations Office of the School of Economics, contact person: Margherita de Rogatis (first floor, second- to- last door at the end of the corridor). Please bring with you:

- a. 2 passport-size pictures;
- b. A copy of the passport;
- c. For NON UE students: the receipt of your student visa/residence permit application (the original residence permit needs some months in order to be issued)
- d. A certificate stating you are regularly enrolled at your home University
- e. The transcript of your records with marks and ECTS obtained in your home country.

Once completed your enrollment, you will receive a personal electronic **student badge**: by using this card, students can obtain certificates, price reductions and other facilities offered by the University and the Municipalities.

GLOSSARY

Appello d'esame - Date on which you can take an exam.

Ateneo - It is a synonym of University.

Aula - Classroom.

CILTA - The University's language center in Bologna.

CUSB - (Centro Universitario Sportivo Bolognese): the University's sports association.

EM - Erasmus Mundus.

ER-GO - (Azienda Regionale per il Diritto agli Studi Superiori): a regional institution that provides financial support for students and other funding schemes.

EU - European Union.

Facoltà - It means School. For Example the School of Economics is Facoltà di Economia.

MIUR - (Ministero dell'Istruzione, dell'Università e della Ricerca): the Italian.

Ministry of Education, University and Research

Numero di matricola - The ten-digits code that identifies you in UNIBO.

Semestre - Time frame of six months in which you can follow lessons.

Trimestre - Time frame of three months in which you can follow lessons.

Bimestre - Time frame of two months in which you can follow lessons.

Sessione - Time frame in which you can take exams.

Segreteria Studenti - Registrar Office

URP (Ufficio Relazioni con il Pubblico): information office