



EXCHANGE STUDENTS INFOSHEET • FORLI' CAMPUS

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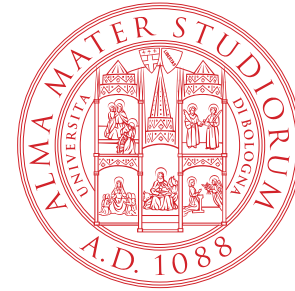
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ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
CAMPUS DI FORLÌ

**EXCHANGE STUDENTS INFOSHEET  
ACADEMIC YEAR 2015/2016**

INTERNATIONAL RELATIONS OFFICE

Padiglione Melandri - Piano Terra - Piazzale Solieri, 1  
47121 Forlì (FC)

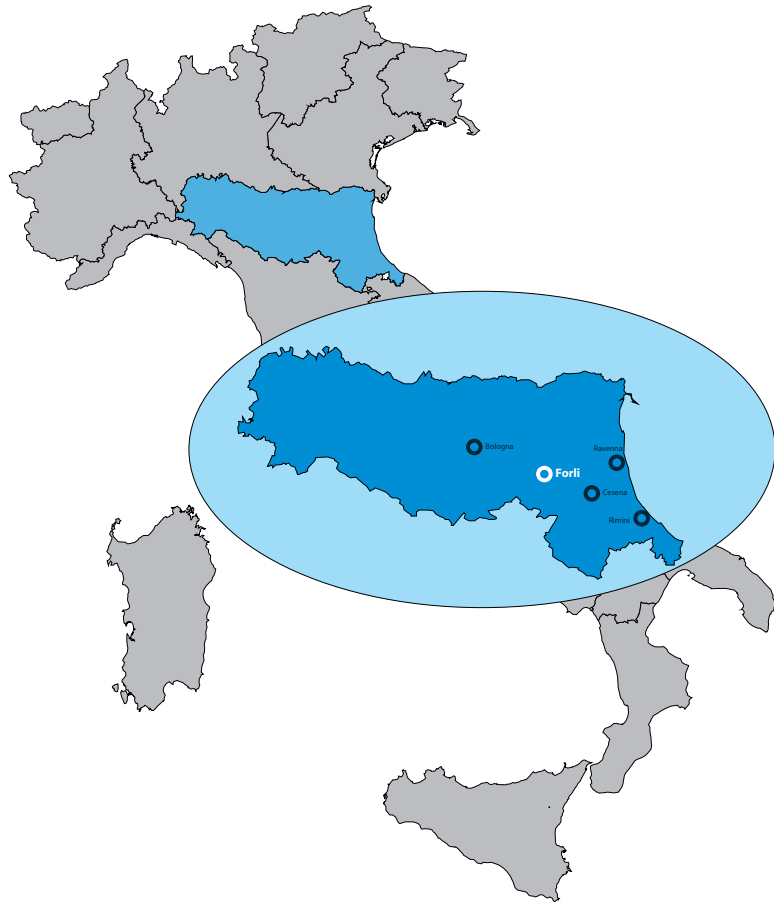
Tel. 0543 374847

Fax 0543 374801

[campusforli.uri@unibo.it](mailto:campusforli.uri@unibo.it)

Office Hours

Monday, Friday:	9.00 am – 11.15 am	
Tuesday:	9.00 am – 11.15 am	2.30 pm – 3.30 pm
Wednesday:	9.00 am – 12.00 am	
Thursday:	2.30 pm – 3.30 pm	



The University of Bologna has adopted a Multicampus structure. In Forlì Campus there are the following schools:

#### School of Economics, Management and Statistics

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

External Relations Office - School of Economics, Management and Statistics:

Piazzale della Vittoria 15 – Forlì

Tel. +39.0543.374671 e-mail: [ems.fo.international@unibo.it](mailto:ems.fo.international@unibo.it)

Opening times:

Tuesday 9.00 – 12.00 am and 2.30-4.30 pm

Wednesday, Friday 9.00-12.00 am

Thursday 2.30-4.30 pm (or on appointment)

#### School of Engineering and Architecture

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

Student Office Via Fontanelle, 40 – Forlì

Tel. +39.0543.374450 e-mail: [ingarc.vpce.segrdidattica-ingfo@unibo.it](mailto:ingarc.vpce.segrdidattica-ingfo@unibo.it)

Opening times:

Tuesday and Thursday 9.30-12 am and 2.30-4 pm

Monday and Friday 9.30-12 am

Wednesday 9-12 am.

#### School of Political Sciences

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

Secretary Office Mirees – Vice presidenza Via G. Della Torre 1 – Forlì

Tel +39 0543 374 149 e-mail: [elisa.landi3@unibo.it](mailto:elisa.landi3@unibo.it)

Opening times:

Monday to Friday 9-12 am, Monday and Wednesday also 2-3 pm.

#### School of Foreign Languages and Literatures, Interpreting and Translation

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

Student Office, Corso della Repubblica 136 – Forlì

Tel. +39.0543.374505; e-mail: [segreteria.didattica@sslmit.unibo.it](mailto:segreteria.didattica@sslmit.unibo.it)

Opening times:

Monday, Thursday 10-12 am and 2-4 pm

Tuesday and Friday 10-12 am

Wednesday 9-12 am and 2-4 pm.



## WELCOME DAY

Orientation sessions and events organized by the Schools for exchange students. In each School of the University of Bologna there is an international office devoted to provide help and support to exchange students. Some Schools organize also special orientation sessions for exchange students. Calendars are published on the Schools' websites.

## THE ONLINE APPLICATION

Students must make sure that their home University has forwarded their personal details to the International Relations Office of the University of Bologna. This is an absolutely necessary step to begin the online application procedure. Please note that the online application is compulsory and must be completed before your arrival in Italy.

Go to AlmaRM - Accesso studenti, type the username e password you've received with the "Confirmation message" and enter your personal homepage. You can change password, check your personal and exchange data, manage your contacts, print your acceptance letter.

The "Confirmation of registration" message also contains the name of your exchange coordinator and your username and password. The username is your UNIBO e-mail address, and the password is an initial code ("PUK code") which you must modify before being able to use the online services, by choosing your own password. Some online services will be granted only after registering your arrival at the Check-In in Forlì.

To attend the lessons you do not have to be enrolled in the courses. You must only register for the exams, you will have time to do this after your arrival. However, if you want to attend the Italian language courses, you must register.

## LEARNING AGREEMENT

Now you have registered, you must first of all draft the Learning Agreement (compulsory for ERASMUS+ students, optional for others).

The Learning Agreement is the study plan agreed with your university, which undertakes to recognise the exams passed and credits obtained during the exchange period, and with your exchange coordinator at the University of Bologna. The form is provided by your university.

You can choose the course units on [www.unibo.it/CourseUnits](http://www.unibo.it/CourseUnits)

If you have any questions or doubts, you may contact the International Relations Office at the School you are interested in.

The Learning Agreement must be approved and signed by your university and the University of Bologna.

Once approved by your university, you must send it to the Exchange Students Desk, who will have it signed by the exchange coordinator and, if required, by the institutional coordinator.

Your signed Learning Agreement will be given to you on Check-In or, on request, will be sent to your university.

## VISA AND HEALTH INSURANCE FOR NON-EU STUDENTS

Non-EU exchange students who intend to stay in Italy for more than 90 days must apply for an entry visa for study purposes.

For stays of up to 90 days, the entry visa may or may not be necessary, depending on your country of origin.

Non-EU students need an invitation letter in order to obtain a visa for study purposes. International offices of partner universities have to request the letter well in advance by sending an e-mail to [campusforli.uri@unibo.it](mailto:campusforli.uri@unibo.it) and including for each student the following data:

- name and surname
- estimated dates of arrival and departure
- the exact university office address where the letters have to be sent and enclosing a photocopy of the student passport.

The invitation letter can be issued only for students who have completed the online registration. You must contact your nearest Italian Consulate or Embassy in your home country. You are advised to do so well in advance.

If before leaving students purchase health insurance in their own country, they should take this with them to the consulate together with the other documents required for obtaining a visa and make sure that the consulate stamps the insurance policy to certify its validity.

Without the stamp of the consulate, once they arrive in Italy students may be obliged to purchase another policy, as foreign insurance not validated by the consulate is not acceptable for obtaining the residence permit.



## ITALIAN LANGUAGE COURSE

The University Language Centre, CLA (Centro Linguistico di Ateneo) runs Italian free courses for international students, but there is a limited number of places.

In order to enrol, an online language assessment test, to be done in the semester of arrival in Italy, is required. The test will be available on University Language Center – Forlì Campus for each course edition, starting from a date that will be published on web until all seats will be booked out.

Once the places available have been filled, the online test will be closed, and it will be no more possible to enrol.

More information: [http://www.cliro.unibo.it/portale/corsi/corsi\\_italiano.asp](http://www.cliro.unibo.it/portale/corsi/corsi_italiano.asp)

Address: CLA

Viale Marconi, 7 - 47122 Forlì

Tel. 0543 374350 Fax 0543 374352

Email: [cla.fo-segreteria@unibo.it](mailto:cla.fo-segreteria@unibo.it);

## HEALTH INSURANCE

### EU STUDENTS

To be eligible for national health service, students must be in possession of a valid European Health Insurance Card (EHIC), in order to have access to medical care.

EU students without the card have to get a private health insurance covering the whole duration of the stay and the related certificate of conformity with Italian law provided and signed by the insurance company.

### NON-EU STUDENTS

Before leaving you must buy a private insurance, which must be stamped by the Italian Consulate. Without the stamp of the consulate, once in Italy you may be forced to buy another insurance policy, because foreign insurances, not validated by the consulate, are useless in obtaining the residence permit.

If you didn't buy an insurance before leaving, once in Italy you can choose to register with the National Health Service (SSN) or to buy a private insurance.

To register with the National Health Service (SSN) you can go to any post office by paying 149.77 euros in favour of "Amministrazione - PT CSSN Regione Emilia-Romagna" quoting "pagamento quota assistenza".

Then you have to take to the AUSL the following documents:

- payment receipt;
- residence permit.

## ACCIDENT AND LEGAL LIABILITY INSURANCE

As an exchange student, after you Check-In, you are insured against accidents that may occur within the University compound and for legal liabilities against damages which you may involuntarily cause within the university premises or within any other location in which studies and research activities are authorised by the University of Bologna.

For information please contact:

Insurance Contracts Office

Via Acri, 3 - 40126 Bologna

051 2098806 / 807 / 808

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



### AUSL office Forlì

Address: via Oberdan, 11

Tel: 0543 733679 / 733680

Opening times:

Monday to Friday: 7.30 am - 1.15 pm

Saturday: 7.30 am - 0.30 pm

### USEFUL LINK

<http://www.ausl.fo.it/>

<http://www.ausl.fo.it/tabid/47/Default.aspx>

(web page with the list of available doctors and their addresses).

<http://www.ausl.fo.it/Percorsidisalute/Medicidifamiglia/NucleidiCurePrimarie/tabid/1610/Default.aspx>

(web page with a list of medical clinics that offer care and emergency assistance in Forlì)

## ACCOMMODATION

In order to find an accommodation in Forlì you may contact the association listed below BEFORE your arrival to Italy:

### Koiné

Via Valverde, 15 - Forlì

Tel. 0543 31521

Email: [exchanges@koineonline.org](mailto:exchanges@koineonline.org)

More information:

[www.koineonline.org/servizi/students-exchange/student-exchange-eng/](http://www.koineonline.org/servizi/students-exchange/student-exchange-eng/)

### Ser.In.Ar.

Viale Corridoni, 18 - Forlì

Tel. 0543 375511

Fax 0543 375555

Email: [serinar@criad.unibo.it](mailto:serinar@criad.unibo.it)

More information:

[serinar.criad.unibo.it/servizi\\_agli\\_studenti/informazioni\\_utili\\_forli](http://serinar.criad.unibo.it/servizi_agli_studenti/informazioni_utili_forli)

### ER-GO

Indirizzo:

via Schiavonia, 5 - Bologna

Tel. 051 6436711

Fax 051 235645

International Desk:

[www.er-go.it/index.php?id=7136](http://www.er-go.it/index.php?id=7136)

Email: [ergoid@er-go.it](mailto:ergoid@er-go.it)

Ergo risponde service

[www.er-go.it/fileadmin/include/faq/index.php](http://www.er-go.it/fileadmin/include/faq/index.php)

Website: [www.er-go.it/index.php?id=5963](http://www.er-go.it/index.php?id=5963)

Forlì Tel. 0547 364311 (by appointment only)



### Other sources online:

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

[www.postoletto.com/](http://www.postoletto.com/)

[www.casaswap.com](http://www.casaswap.com)

[www.bakeca.it/home.php](http://www.bakeca.it/home.php)

[www.housinganywhere.com/](http://www.housinganywhere.com/)

This service provides exchange students with the possibility to swap their accommodation with exchange students from other countries

**CHECK-IN: REGISTERING AT YOUR ARRIVAL**

As soon as you arrive at the Forlì Campus, you must go to the International Relations Office, in Piazzale Solieri, 1 in Forlì to do the registration: your grant will start according to the date of the registration. The official arrival date that will appear on your documents can only be the date you show up at the office.

You must bring:

- an identity document (EU students: passport or ID card, non-EU students: passport with Visa) and a photocopy thereof;
- a passport photo

You will register your arrival and receive information about the welcome day.

You will receive the Welcome Kit and general information on the university.

You will also find the following documents in your Welcome Kit:

- your university badge
- your Arrival Statement
- your Record Book

If you are a non-EU student, on Check-In you will also receive information about the Residence Permit and the Arrival Statement which you must enclose with your application.

**DOCUMENTS REQUIRED FOR YOUR STAY****EU STUDENTS      Registration to the temporary population**

Exchange students (Erasmus or other programmes) who will be staying in Italy for more than 90 days but in any case temporarily must register with the temporary population list at the Registry office (Anagrafe) in the city they live and study.

<http://www.unibo.it/it/campus-forli/studiare-a-forli/exchange-students>  
please, look at:

- Iscrizione schedario popolazione Forlì Word.doc
- Cancellazione schedario popolazione Forlì Word.doc

Where to apply:

Unità Servizi Demografici del Comune di Forlì, Ufficio Stranieri  
Piazzetta della Misura n. 5;  
Tel. 0543 712287 - 712855,      Fax 0543 712348;  
E-mail: [servizi.demografici@comune.forli.fc.it](mailto:servizi.demografici@comune.forli.fc.it)  
Monday to Friday: 8.30 am – 11.00 am

For further information:

[http://www.comune.forli.fc.it/servizi/procedimenti/ricerca\\_fase03.aspx?ID=10738](http://www.comune.forli.fc.it/servizi/procedimenti/ricerca_fase03.aspx?ID=10738)

[http://www.eng.unibo.it/PortaleEn/Students/International+Students/Rules+for+entry+and+residence+in+Italy/Registration\\_with\\_the\\_temporary\\_population\\_list.htm](http://www.eng.unibo.it/PortaleEn/Students/International+Students/Rules+for+entry+and+residence+in+Italy/Registration_with_the_temporary_population_list.htm)

**NON EU STUDENTS**

Non-EU exchange students intending to stay in Italy for less than 90 days must present a declaration of presence (they do not need to apply for a residence permit).

For students coming to Italy from a country that has not signed the Schengen agreement, the uniform Schengen stamp, placed on the passport during border controls, replaces the declaration of presence.

Students entering Italy transiting through a country from a country that has signed the Schengen agreement, must present the declaration of presence within 8 days of their entry into Italy to the Police Headquarters (Questura) in the Province they are domiciled in.

For students staying in a hotel, the declaration of presence is represented by the declaration made to the hotelier and undersigned by the student.

Students must always carry a copy of the declaration of presence, as they may be asked to show it by police and public safety officers.

**RESIDENCE PERMIT FOR STAYS OF MORE THAN 90 DAYS**

Non-EU students intending to stay in Italy for more than 90 days must apply for a residence permit (permesso di soggiorno).

Before completing the application students need to register at the International Relations Office of the University (registration involves only students who come to Italy within an exchange programme framework).

You must make your application within 8 working days following your arrival in Italy. You may do it by yourself, or with the support of the Centro Servizi per l'integrazione nel Comprensorio Forlivese.

If you wish to apply by yourself, you must present the application for a Residence Permit for study purposes at any qualified post offices, offering the service "Sportello amico", including the one in piazza Minghetti 4, in the centre of Bologna.

The Post Office will provide you with a kit including the application form and instructions on how to complete it.

The documents required are:

- a copy of the page of your passport with your personal data, a copy of your entry Visa and copies of any other pages containing Visas and stamps;
- the Arrival Statement issued by the University of Bologna or a self-certification;



- a copy of the letter of invitation issued by the University of Bologna and presented to obtain the Visa from the Italian Embassy abroad, initialled by the Embassy;
- a € 16.00 duty stamp (sold at the tobacconists);
- the payment receipt for the pre-stamped payment slip provided by the Post Office for €107.50 charged for the PSE (Permesso di Soggiorno Elettronico, Electronic Residence Permit);
- the forms from the postal kit, duly completed (cost: € 30);
- a copy of your health insurance policy

If already taken out in your country, the insurance policy must meet the following requirements:

- it must be made out in your name and must have a duration of no less than the duration of the Visa
- The insurance policy must also be stamped or approved in any other way by the Embassy.

Important: if your health insurance policy is not stamped by the Embassy, it cannot be used for the issuing of the Residence Permit! So do remember to explicitly request that it be stamped when you go to the Embassy for the Visa.

If you do not have health insurance, or you have an insurance policy that has not been stamped by the Embassy, you must purchase another one in Italy from the Post Office, by completing and paying a payment slip (bollettino postale) made out to:

GENERALI ITALIA SpA - C/C n. 712 70 003  
via Marocchese 14, 31021 Mogliano Veneto (TV)  
CAUSALE (reason for payment):  
Polizza Sanitaria studente straniero 6/12 mesi  
(foreign student healthcare policy 6/12 months)  
AMOUNT: 6 months = € 49,00 or 12 months = € 98,00

To obtain the certificate of confirmation of the insurance policy after payment, you must send a fax to GENERALI ITALIA SpA (fax 06 3613626) with a copy of the payment slip, a copy of the first page of your passport, your e-mail address, your postal address and you must immediately contact the GENERALI ITALIA SpA offices by phone on 06 3611676 or 06 3210214.

To apply for a Residence Permit, you must also pay a service charge of €30 to the Post Office. The Post Office will give you a receipt which you must carry with you together with your passport until you receive the Electronic Residence Permit, and an order to go to the Questura - Immigration Office - for photographic identification.

Around 6 to 8 weeks after the photographic identification, you can log in at:

<http://questure.poliziadistato.it/stranieri>

to check whether your Residence Permit is ready and ask for an appointment to pick it up. If you use the Centro Servizi per l'integrazione nel Comprensorio Forlivese service, you do not need the paper kit.

### APPOINTMENT AT "QUESTURA"

When you present your application at the Post Office you will be given a notification with the date of the appointment at the "Questura" (Police Headquarters) of Forlì for the photographic identification.

### OFFICES

#### Poste Italiane (Post office):

Piazza Saffi, 28 - Forlì Tel. +39.0543.816490  
Monday to Friday from 8.00 am to 6.30 pm; Saturday from 8.00 am to 1.00 pm

Piazzale della Vittoria, 25 - Forlì Tel. +39.0543.372311  
Monday to Friday : 8.00 am to 6.30 pm; Saturday from 8.00 am to 2.30 pm;

#### Centro Servizi per l'integrazione nel Comprensorio Forlivese:

Piazzetta San Crispino, 1 - Forlì Tel. 0543 712818 Fax: 0543 712817  
E-mail: [centrostranieri.fo@comune.forli.fc.it](mailto:centrostranieri.fo@comune.forli.fc.it)  
Monday, Friday and Saturday: 9.00 am / 1.00 pm;  
Tuesday and Thursday: 3.00 pm / 6.00 pm;  
Website:  
<http://www.comune.forli.fc.it/servizi/menu/dinamica.aspx?idArea=72479&idCat=71227&ID=71227&TipoElemento=categoria>

#### Questura di Forlì (Police Headquarters):

Indirizzo: C.so Garibaldi, 173 - Forlì Tel. +39.0543.719111 Fax: +39.0543.719777  
Email: [urp.quest.fc@pecps.poliziadistato.it](mailto:urp.quest.fc@pecps.poliziadistato.it)  
Monday to Saturday from 8.00 am to 12.30 am  
Website: <http://www.poliziadistato.it/articolo/1076-Stranieri>

**BADGE, ARRIVAL STATEMENT, RECORD BOOK**

Your **university badge** is an ID card with a photo that confirms your student status at the University of Bologna.

It is needed to access the libraries, the laboratories and the washrooms. It can also be used to obtain discounts at the cinema, book loans from libraries, discounted bus passes and access to the university canteens.



The **Arrival Statement** is the official confirmation of your date of arrival and the expected duration of your exchange period.

Important: you must send the certificate to your university.

Unless your university has indicated a different period, the duration is the one shown in the bilateral agreement signed by the universities.

If you need stamps on specific documents from your home university, they will be done by the staff of the Exchange Students Desk, according to the official date of registration at the desk. You must then send them to your home university.

The **“Record Book”** (Libretto) is the document on which professors write down your exams. It should not be confused with the Transcript of Records. The Record Book is an internal document used by the Exchange Students Desk staff to check that all the results of the exams are recorded in the AlmaEsami system.

You must take your Record Book with you whenever you sit an exam.

If you lose any documents received on your arrival or they are stolen, contact the International Relations Office for a copy.

**Tax code**

Upon arrival you have to register at the “Agenzia delle Entrate” in Corso Mazzini, 17 Forlì, in order to receive your personal fiscal code (“codice fiscale”). You will need it to open an Italian bank account, to rent a flat, to enter into an Italian phone contract and other services.

Office hours:

Monday to Friday 8.45 am - 12.45 am;

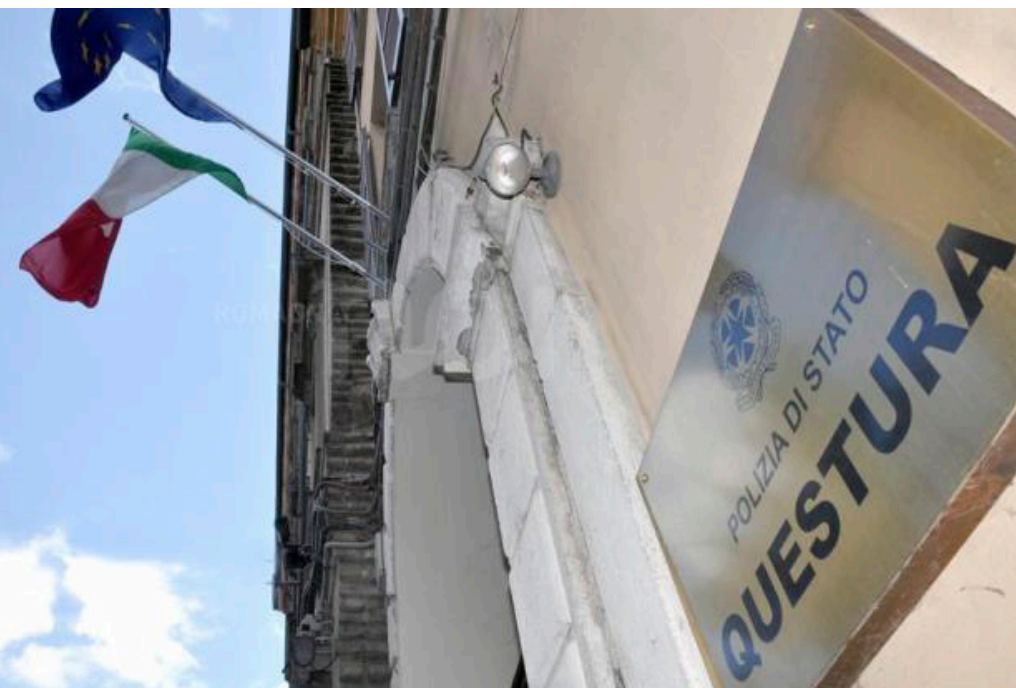
Tuesday and Thursday 3.00 pm - 5.00 pm

Tel. 0543 095111

Fax: 0543 095880

More information:

<http://www.agenziaentrate.gov.it/wps/portal/entrate/home>



## THE ONLINE STUDY PLAN

After registering at the University's International Relations Office, you should contact your Italian coordinator (the professor responsible of your exchange) and Erasmus Offices at schools to get the information you need about your school.

You can refer to your coordinator and to Erasmus Offices if you need advice for your study plan and the course units. You may also need your coordinator if you want to change your learning agreement or signed it.

The online study plan is compulsory for all exchange students and is indispensable for being able to sit the exams.

The service is available from your personal homepage on **AlmaRM** ("Fill in your study plan" button).

Use the search engine to select the course units and then save. Pay attention to the Degree Programme codes (4 digits) and exam codes (5 digits) and the number of credits: compare them to the codes you will find in the Programme Catalogue on the web page:

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

## STUDENTI ONLINE HELP DESK

It is the University service that can provide you with support in using your username and password.

tel. 051 2099882

e-mail: [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

opening hours: Monday to Friday, 9.00 am - 1.00 pm and 2.00 - 5.00 pm

Other online services for students are:

### La mia email

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

The free mail box has 10 GB of space and integrated functions including chat, calendar management and sharing, Smartphone access and address book.

### Alma Wi-Fi

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

The University of Bologna network that allows students to access the Internet and the online services of the university directly from their own mobile devices.

### Alma Digital Library

<http://almadl.unibo.it>

The University of Bologna digital library gathers, stores and makes available digital

## REGISTERING FOR EXAMS

Before sitting an exam you must enter it in your online study

<http://piani.unibo.it>

The uploaded exams are visible on Almaesami

<https://almaesami.unibo.it>

You can access Almaesami directly from your personal homepage on AlmaRM ("Register for an exam" button).

In AlmaEsami you can:

- consult the dates of the exam sessions. When the professors publish the sessions,
- alongside each exam the "Prenota" (book) button is enabled;
- register for the exam sessions. Once you have seen the exam session dates, you can register for the exams according to the schedule set by the professors;
- check that your exam grades have been recorded. After you have sat and passed an exam, the professors record the result which you will be able to see next to each exam.

The recorded exams are marked with "verbalizzato" (recorded) and the grade or the "pass" evaluation

From AlmaRM you can directly access the

**Study plan** (Fill in your study plan)

**AlmaEsami** (Register for an exam)

## GRADES AND PASSING EXAMS

The grades in the Italian university system are expressed out of thirty. You will pass an exam or internship with a grade of at least 18/30.

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

Important: a fail (< 18/30) will not lead to a grade being given, and will not usually appear in your Transcript of Records.

If your university requires "Failed" exams to also be listed in your Transcript of Records, after the exam you must explicitly ask the professor to record the exam.

The failed exam can be recorded as "respinto" (rejected), if you finished and failed the examination, or "ritirato" (withdrawn), if you didn't finish the examination.

If you fail the exam you will not obtain the relative credits.

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

The exam results will also be recorded in the Transcript of Records in this way.

The "Idoneo"/"Pass" can never be transformed into a numerical grade.

In the Transcript of Records, which will be issued to you at the end of the exchange period, the grades are indicated in the Italian scale out of thirty and are converted in the ECTS scale.

The Course unit catalogue is available on:

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



### OTHER ON-LINE SERVICES

#### Students Online Help Desk

It is the University service that can provide you with support in using your username and password.

Tel. 051 2099882

e-mail: [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

opening hours: Monday to Friday 9.00 am - 1.00 pm and 2.00 pm - 5.00 pm

#### My email

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

The free mail box has 10 GB of space and integrated functions including chat, calendar management and sharing, Smartphone access and address book.



#### Alma Wi-Fi

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

The University of Bologna network that allows students to access the Internet and the online services of the university directly from their own mobile devices

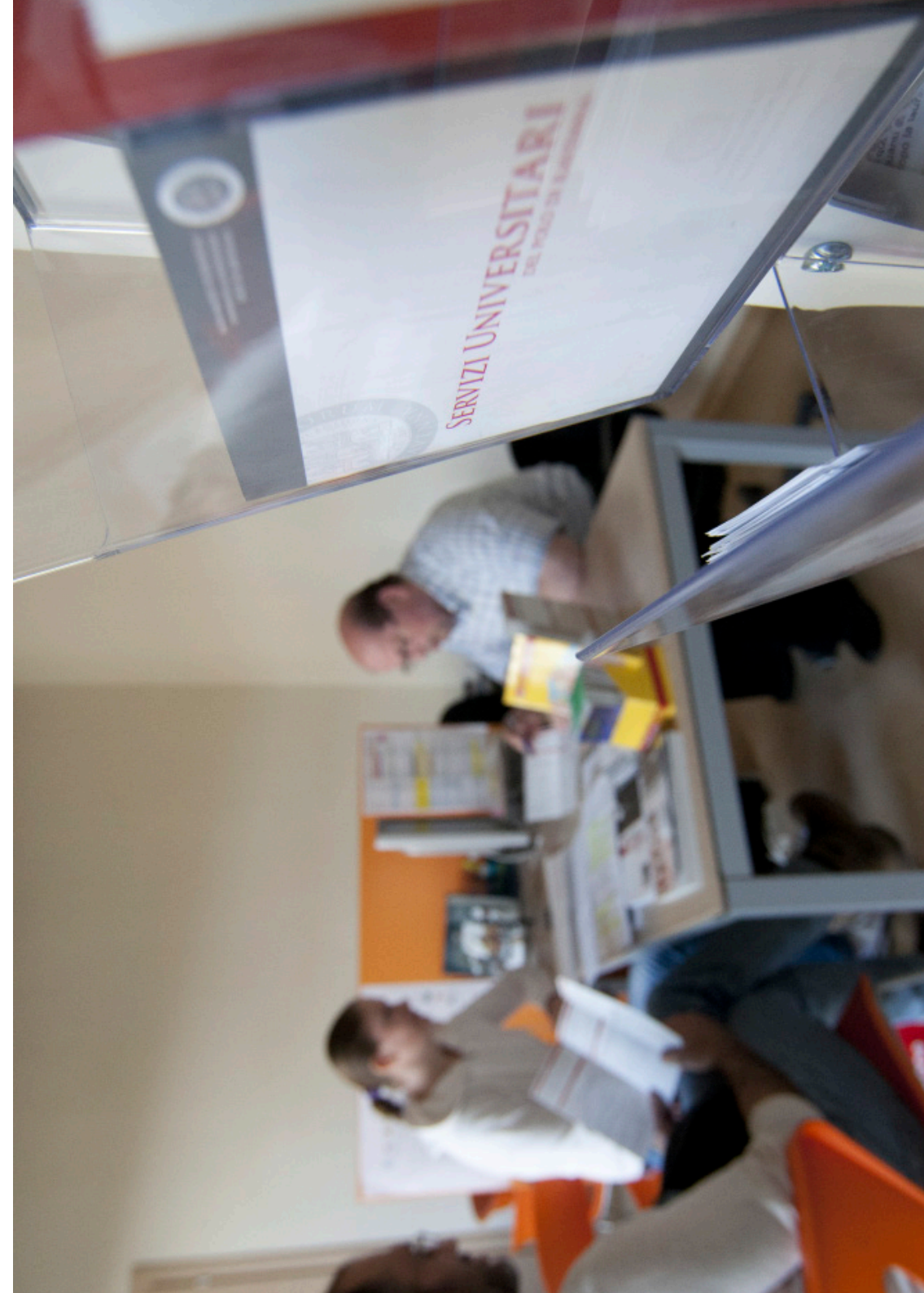
Info for WiFi setup:

<http://www.unibo.it/it/campus-forli/servizi-di-campus/wi-fi-connettersi-senza-cavo-forli>

#### Alma Digital Library

<http://almadl.unibo.it>

The University of Bologna digital library gathers, stores and makes available on-line digital collections to support teaching and research.





**DIDACTIC CALENDARS**

The didactic calendars and the lessons timetables are published on the Schools' websites.

**School of Economics, Management and Statistic****FIRST SEMESTER:**

21/09/2015 – 23/10/2015 Lectures  
 29/10/2015 – 06/11/2015 Partial exams  
 09/11/2015 – 14/12/2015 Lectures  
 23/12/2015 – 06/01/2016 Christmas Holidays  
 07/01/2016 – 19/02/2016 I° Exams period

**SECOND SEMESTER**

22/02/2016 – 23/03/2016 Lectures  
 24/03/2016 – 29/03/2016 Easter Holidays  
 06/04/2016 – 15/04/2016 Partial exams  
 18/04/2016 – 20/05/2016 Lectures  
 30/05/2016 – 23/07/2016 II° Exams period  
 29/08/2016 – 16/09/2015 Extra Exams period

**Engineering and Architecture****FIRST SEMESTER**

21.09.2015 – 18.12.2015 Lectures  
 23/12/2015 – 06/01/2016 Christmas Holidays  
 I° Exams period: to be defined

**SECOND SEMESTER**

22.02.2016 – 03.06.2016 Lectures  
 24/03/2016 – 29/03/2016 Easter Holidays  
 II° Exams period  
 III° exams period

**School of Political Sciences****FIRST SEMESTER:**

21/09/2015 – 11/12/2015 Lectures  
 21/12/2015 – 06/01/2016 Christmas Holidays  
 07/01/2016 – 19/02/2016 I° Exams period

**SECOND SEMESTER:**

22/02/2016 – 18/03/2016 Lectures  
 24/03/2016 – 29/03/2016 Easter holidays  
 30/03/2016 – 27/05/2016 Lectures  
 30/05/2016 – 29/07/2016 II° Exams period  
 01/08/2016 – 19/08/2016 Summer holidays

22/08/2016 – 23/09/2016 Extra Exams period

**Interdisciplinary Research and Studies on Eastern Europe (MIREES):****FIRST SEMESTER**

28/09/2015 – 18/12/2015 Lectures  
 21/12/2015 – 10/01/2016 Christmas Holidays  
 11/01/2016 – 22/01/2016 I° Exams period

**SECOND SEMESTER**

25/01/2016 – 23/03/2016 Lectures  
 24/03/2016 – 29/03/2016 Easter holidays  
 30/03/2016 – 17/06/2016 Lectures  
 20/06/2016 – 15/07/2016 Exams period  
 22.08.2016 - 16.09.2016 Extra Exams period

**School of Foreign Languages and Literatures, Interpreting and Translation****FIRST SEMESTER**

05/10/15 – 18/12/15 Lectures  
 23/12/15 - 06/01/16 Christmas Holidays  
 07/01/16 - 06/02/16 I° Exams period

**SECOND SEMESTER**

08/02/16 - 06/05/16 Lectures  
 24/03/16 - 29/03/16 Easter holidays  
 9/05/16 - 8/07/16 II° Exams period  
 01/09/16 - 01/10/16 Extra Exams period

**CLOSING FOR HOLIDAYS FOR ALL OFFICES AND SCHOOLS**

4th February 2016 and 2nd June 2016



**COURSE CONTENTS, TEXT BOOKS AND TEACHING MATERIALS**

In the course unit catalogue you can find for each course unit a description of the programme (learning outcomes, course contents, teaching and assessment methods and tools, language of instruction) and the list of books and texts for study (bibliography/readings).

Before purchasing text books, wait for the start of lessons and follow the instructions given by the professors. You may purchase teaching materials in the bookshop or borrow them from the library.

To search for books and materials:  
[www.biblioteche.unibo.it](http://www.biblioteche.unibo.it)

To consult and download teaching material prepared by the professors, you can use the Alm@-DL service  
<http://campus.unibo.it>

**EXAMS, INTERNSHIPS AND OTHER TEACHING ACTIVITIES**

The Italian university system may be very different from the one in your country.

In Italy exams are mainly oral. Some courses have written exams, practical tests or progress tests during the lessons. The oral exam is public; anyone can attend. At the end of the exam, the professor informs you verbally of your grade and also writes it in your "Record book". The professor will then record your grade in AlmaEsami.

When you access your AlmaEsami page you will see "verbalizzato" ("recorded") written next to the exam.

Check your page regularly, and if any exams have not been recorded, contact the professor.

Some course units are known as "integrated courses", and have 2 or more components. As an exchange student, you may sit both the exam for a single component (obtaining only the credits for that component) or the whole integrated course.

During your exchange period, you can also take part in a curricular internship.

The curricular internship offers you the chance to have work experience to complete your university training and obtain the credits laid down in your study plan.

It is possible to carry out an internship outside the university (businesses, public institutions, professional firms, etc.) or in the university (laboratories, research centres, administrative departments, etc.), both in Italy and abroad.

To take part in an internship, consult the specific information on your School's website and contact the Internship Office.

To consult the list of institutions holding agreements with the university for internships and book them directly online, access the Online Student Internship Service using your username and password

<http://almaorienta.unibo.it/tirocini> > tirocinio curriculare

These activities must also be included in your Study Plan and will be recorded in AlmaEsami. In some cases, the hosting institutions issue a further certification which details the internship (number of hours, subject, etc.).

This additional documentation will not appear in the Transcript of Records.

## CHANGING THE DURATION OF THE EXCHANGE PERIOD

Variations in your study plan and the duration of your exchange period must always be authorized by the University of Bologna and by your University.

ERASMUS+ students must ask their university for the Learning Agreement modification form.

As an exchange student you are allowed to stay at University of Bologna for the agreed period by home and host universities as shown in your homepage in AlmaRM (Length of stay).

To extend your exchange period you must request authorization from your university and from your exchange coordinator at the University of Bologna. The latter shall notify the International Relations Office of his/her approval by e-mail, at the address [campusforli.uri@unibo.it](mailto:campusforli.uri@unibo.it). If you need one, you can obtain a new Arrival Statement with the updated period.

If you want to leave early, you just need to inform your home university.

## EXTENSION OF YOUR RESIDENCE PERMIT

If you are a non-EU citizen, and need to extend your Residence Permit, you must apply for renewal at least 60 days prior to its expiry date. Contact the Exchange Students Desk for this procedure.

The costs of renewal are the same as those for the issue of the original Residence Permit.

You must also extend your health insurance coverage.



## FORLÌ CAMPUS SERVICES

### INTERNET SERVICES

Forlì Campus sites covered by AlmaWiFi signal

- Padiglione Melandri Campus  
Piazzale Solieri 1
- Teaching Hub  
Viale Corridoni, 20
- Padiglione Pallareti (Biblioteca "R. Ruffilli")  
Via San Pellegrino Laziosi 13
- Scuola di Economia, Management e Statistica- Forlì  
Piazzale della Vittoria 15
- Scuola di Scienze Politiche - Forlì  
Via Giacomo della Torre 3
- Scuola di Lingue e Letterature, Traduzione e Interpretazione  
Corso della Repubblica 136  
Aule Oberdan Via Oberdan 2
- Scuola di Ingegneria e Architettura  
Via Fontanelle 40
- CLA  
Via Marconi 7
- Palazzo delle Vacche (Dip. Interpretazione e Traduzione)  
Corso Armando Diaz 64
- Aule Valverde  
Via Valverde 15
- Foresteria docenti  
Via Pisacane 11
- Hangar di Ingegneria  
Via Seganti 103
- Padiglione Pneumologia c/o Campus  
Via Giacomo della Torre 3
- Padiglione Celtico c/o Campus  
Via Giacomo della Torre 3

### Basic WiFi settings

Network name ALMAWIFI

EAP Method PEAP

Phase 2 authentication MSCHAPV2

Identity/user name.surname@studio.unibo.it

Password one's own password (as for e-mail)

Please confirm if you require a certificate

**ASI - Area dei Servizi Informatici**

Padiglione Melandri - Piazzale S.Solieri, 1

asi-forli.assistenza@unibo.it

Telefono

0543 3 74080

The Municipality of Forlì offers another free Internet WiFi service. For information on WiFi configuration of your PC and on the available seats visit the following website:

<http://www.comune.forli.fc.it/salottiwifi/>

**COMPUTER ROOMS**

LABIC (equipped with 170 PC workspaces)

Address: Via Giacomo della Torre, 3

Opening Hours: Mon - Thu from 9am to 7pm; Fri from 9am to 6pm;

Website: <http://www.unibo.it/it/campus-forli/servizi-di-campus/laboratori-informatici-di-campus-labic-e>

Library «Roberto Ruffilli» (equipped with 10 PC workspaces)

Address: Via San Pellegrino Laziosi, 13

Opening hours: Mon – Thu from 9am to 9.50pm; Fri from 9am to 7pm; Sat from 9am to 2pm

Website:

<http://www.poloforli.unibo.it/Polo+Forli/Biblioteca/default.htm>

Advanced School of Modern Languages for Interpreters and Translators – SSLMIT (Forlì)

Address: Corso della Repubblica, 136 (only for students enrolled at SSLMIT)

School of Engineering and Architecture – Forlì

Address: Via Fontanelle, 40

CLA (only for CLA students)

**LIBRARIES**

Academic Library «Roberto Ruffilli»

Address: Via San Pellegrino Laziosi, 13

Opening hours: Mon – Thu from 9am to 9.50pm; Fri from 9am to 7pm; Sat from 9am to 2pm

Tel.: +39.0543.374001

[bibliotecararuffilli.info@unibo.it](mailto:bibliotecararuffilli.info@unibo.it)

To check book and journal availability:

<http://sol.cib.unibo.it/SebinaOpac/Opac?sysb=UBOPL>

Municipal Library «Aurelio Saffi»

Address: Corso della Repubblica, 72

Tel: +39.0543.712600

[biblioteca-saffi@comune.forli.fc.it](mailto:biblioteca-saffi@comune.forli.fc.it)

Emeroteca Library of newspapers

Sede: Via San Pellegrino Laziosi, 1

Tel: 0543 712604

Fax: 0543 712606

mail: [biblioteca-saffi@comune.forli.fc.it](mailto:biblioteca-saffi@comune.forli.fc.it)

Modern Municipal Library «Alessandro Schiavi»

Address: Corso della Repubblica, 78

Tel. 0543 712615



**READING ROOMS****Sala Studio Valverde**

Via Valverde, 15, Tel. +39.0543 31521

Opening times: Monday -Friday from 9.00 a.m. to 12.00 pm

**Sassi Masini Student Hall**

Tel. +39 0543 30672

Address: Via Sassi, 17

Hours: Friday-Sunday and holidays from 8.30 am to 12 pm

**Academic Library «Roberto Ruffilli»**

Address: Via San Pellegrino Laziosi, 13

Biblioteca Comunale “Aurelio Saffi”

Corso della Repubblica, 72 – Forlì +39.0543 712600

**TEACHING HUB**

Reading rooms are also available in V.le Corridoni 20, Monday to Friday from 9.00 a.m. to 7.00 p.m by the new campus building

**FREE TIME AND LEISURE ACTIVITIES****Food and drinks****Convenient eating places**

The list, and the opening times are subject to change

**University Canteen “Forlì Campus”**

Piazzale Igino Lega 2

Open from Monday to Friday

Bar : from 8 am to 4 pm

Restaurant: from 11.30 am to 2.30 pm

Summer Holidays: from July 31st to September 1st

**RESTAURANTS- PIZZA- CANTEENS**

You can choose different menus with the 20% discount

Peter Pan

Via Fiume Rabbi 22

Open every day from 12 a.m to 2p.m and from 7 to 12 pm

From October to March closed on Monday

From March to September closed on Monday just for lunch

Brirò Restaurant

C.so Della Repubblica 160

Open every day from 11.45 am to 2.30 pm

Closed on Sunday

Shin Shin Restaurant

Via G. Regnoli 66

Open every day from 10.30 am to 3 pm and from 5.30 to 12 pm

Self service and rotisserie

You can choose different menus with the 20% discount

Bibi self service

Via A.Volta, 19

Open Monday to Friday from 11.45 a.m to 2.30 p.m.

Closed on Saturday and Sunday

Cafés - Pizza - fast food

Rosticceria La mela

Corso Diaz, 60

Open from Monday to Friday from 9.30 am to 8 pm

Sunday open from 9.30 am to 2.30 pm

Closed on Sunday

**Pizza & Pizza**

Viale Roma, 168

Open every day from 12 am to 2 pm and from 5 to 10 pm

**Chiosco dei giardini**

Viale Fratelli Spazzoli all'interno del Parco della Resistenza.

**Pizzeria al taglio e d'asporto CHI AMA LA PIZZA**

Viale Risorgimento, 39

Open from Tuesday to Friday from 11.45 am to 3 pm and from 6 to 10.30 pm.

Saturdays and Sundays open from 5 to 11 pm

Closed on Monday

**Fast food Mc Donald's**

Viale Bologna, 74

Open from Monday to Thursday from 11 am to 1 pm Friday and Saturday from 11 am to 2 pm Sundays from 11 am to 12 pm

**Pizzeria d'asporto Pizza and pizza italy**

Viale dell'Appennino, 11/a

Open every day from 12 am to 2 pm and from 5.30 to 10 pm

Closed on Monday

**Pizza Planet**

Corso A. Diaz, 54

Open on: Monday Friday Saturday Sunday from 6.30 to 10.30 pm

Tuesday- Wednesday Thursday from 12.30 to 2.30 pm and from 6.30 to 10.30 pm

**Pizzeria al taglio SOLE**

Piazza Saffi, 11

Open every day from 10.30 am to 10.30 pm

Closed on Sunday

Piadineria, Hamburger and chips

**La posada**

C.so Della Repubblica, 87

Open Monday to Friday from 11 am to 10 pm. Closed on Saturday and on Sunday (no discount for set price menu)

**Fast Food "99 NoveNove Easy Food"**

C.so Della Repubblica, 135

Open Monday to Friday from 11 am to 9 pm.

Saturdays and Sundays open from 4 to 8.30 pm

**SPORT**For University sport activities students may refer to **CUSB**

Piazzale della Vittoria 15 c/o Scuola di Economia, Management e Statistica

Tel. 0543-374692

cusb.fo@unibo.it

<http://www2.cusb.unibo.it/CUSB/Sedi/Forli/Corsi/default.htm>**CONVENIENT GYMS****POLISPORTIVA EDERA**

Viale della Libertà, 10 Forli

Tel. 0543-33704

polisportivaedera.fo@gigamail.it

**FORLI' CHE DANZA**

Via Luigi Ridolfi, 18

Tel. 0543-31004

Cell. 348-5643611

info@forlidanza.it

www.forlidanza.it

**ARRAMPICATA SPORTIVA BLOCSTATION**

Via Montesanto, 6

Tel. 320-9434628

**FORUM TENNIS**

Campi da Tennis

Via Campo di Marte, 1 Forli

Tel. 0543-61714

**Public swimming pool**

Piscine Forli S.S.D. a.r.l.

Via Filippo Turati, 17/19 47121 Forli (FC)

**THEATERS**

Teatro Comunale "Diego Fabbri"  
Corso Diaz, 47 - Forlì  
Tel. 0543 712170

Teatro "Giovanni Testori"  
Via Vespucci, 13 - Forlì  
Tel. 0543 722456

Teatro "Il Piccolo"  
Via Cerchia, 98 - Forlì  
Tel. 0543 64300

Sala Multimediale "San Luigi"  
Via Luigi Nanni, 12 - Forlì  
Tel. 0543 370420

**CINEMAS**

ARENA ELISEO  
Corso della Repubblica, 79, 47121 Forlì (FC)  
tel.054328226

CINEFLASH MULTIPLEX  
Via Emilia per Forlì 1403, 47121 Forlì (FC)  
tel.0543 - 745971  
<http://www.cineflash.it>

MULTISALA ASTORIA  
Viale dell'Appennino, 47121 Forlì (FC)  
tel.0543.63417

CINEMA SAFFI  
Viale Appennino 478, 47121 Forlì (FC)  
tel.0543/84070  
<http://www.cinemasaffi.com>

SALA MULTIMEDIALE "SAN LUIGI"  
Via Luigi Nanni, 12 - Forlì  
Tel. 0543 370420

**MUSEUMS**

Musei San Domenico  
Tel. 0543-712659  
Piazza Guido da Montefeltro, 12  
[museisandomenico.forli@comune.forli.fc.it](mailto:museisandomenico.forli@comune.forli.fc.it)

Museo Archeologico "A. Santarelli"  
Palazzo del Merenda, Corso della Repubblica, 72  
Tel. 0543-712606  
[musei@comune.forli.fc.it](mailto:musei@comune.forli.fc.it)

Pinacoteca Art gallery  
Piazza Guido da Montefeltro, 12  
Tel. 0543-712659  
[museisandomenico.forli@comune.forli.fc.it](mailto:museisandomenico.forli@comune.forli.fc.it)

Palazzo Romagnoli  
Via C. Albicini, 12  
Tel. 0543 712627  
[musei@comune.forli.fc.it](mailto:musei@comune.forli.fc.it)

**SURROUNDINGS**

Not far from Forlì, you can visit the villages of Castrocaro Terme, Forlimpopoli, Bertinoro, Cesena, Santa Sofia, Bagno di Romagna ect. And at only 25 kilometers you can reach the beaches of Cervia and Cesenatico For more details: [http://www.turismo.fc.it/\\_vti\\_g2\\_1.aspx](http://www.turismo.fc.it/_vti_g2_1.aspx)

**PLACES OF INTEREST**

Students can find useful tourist information on Forlì and its surroundings at:

Tourist Information Office (IAT)  
Address: Piazzetta della Misura, 5 – Forlì  
Tel. +39.0543.712435  
Fax: +39.0543.712755  
Email: [iat@comune.forli.fc.it](mailto:iat@comune.forli.fc.it)  
Website: [http://www.comune.forli.fc.it/servizi/notizie/notizie\\_homepage.aspx](http://www.comune.forli.fc.it/servizi/notizie/notizie_homepage.aspx)

Portale della Provincia di Forlì-Cesena > Turismo  
[http://www.turismo.fc.it/\\_vti\\_g1\\_1.aspx](http://www.turismo.fc.it/_vti_g1_1.aspx)

[http://www.turismoforlivese.it/servizi/notizie/notizie\\_homepage.aspx?lang=3](http://www.turismoforlivese.it/servizi/notizie/notizie_homepage.aspx?lang=3)  
[http://www.turismo.fc.it/\\_vti\\_g2\\_1.aspx?rpstry=22\\_](http://www.turismo.fc.it/_vti_g2_1.aspx?rpstry=22_) (English version)

**STUDENT AND CULTURAL ASSOCIATIONS**

The student associations on Forlì Campus are extremely active: they provide an important link between the students and the academic authorities. They also organize events for international students and they carry out the integration of students by involving them in university life and the activities of the schools

Koiné  
Via Valverde, 15 – 47121 Forlì  
Tel. +39.054331521  
exchanges@koineonline.org

UDU  
via Pelacano 7 - 47121 Forlì Tel: 0543.453769  
udu\_forli@libero.it

SSenzaLiMITi  
Via Oberdan 2  
associazionessenzalimiti@gmail.com

F.U.C.I.  
Federazione Universitaria Cattolica Italiana  
Corso della Repubblica 75, Forlì  
Tel. e Fax 0543.30527  
fuci\_forli@yahoo.it

Extreme (Engineering)  
[https://twitter.com/Extreme\\_ingFo](https://twitter.com/Extreme_ingFo)

Il pane e le rose  
ilpanelerose.forli@gmail.com

**LIST OF THE MAIN PARKS IN FORLÌ**

Il GIARDINO della ROCCA Entrance via della Rocca (open from 7 am till sunset)  
GIARDINI PUBBLICI E PARCO DELLA RESISTENZA – Entrance P.le della Vittoria and v.le F.lli Spazzoli (open the whole year from 7,30 am till sunset)  
AREA VERDE - GIARDINO ANNALENA TONELLI – Entrance via Oberdan (always open)  
GIARDINI ORSELLI - via delle Torri (always open)  
PARCO P.P. HARRIS – Entrance via Bengasi (open from 7 am till sunset)  
POLISPORTIVO COMUNALE “OTELLO BUSCHERINI” – Entrance via Orceoli, 17  
PARCO URBANO FRANCO AGOSTO – Entrance via Fiume Montone and via Pertini (open from 7 am till sunset with the exception of restaurant area)  
PARCO INCONTRO- Entrance via Ribolle (open the whole year from 7,30 am to 11 pm)  
PARCO DIVIA DRAGONI – Entrance via Dragoni

**CARTA GIOVANI**

The “carta giovani” is available for young people, between 14 and 20 years old, studying, living and working in Forlì.

It allows discounts in shops and stores but also give to young people the opportunity to live the experiences of volunteering and active citizenship.

It is possible to require the “carta giovani” filling out the application form and return it in one of the distribution points of the card.

Unità Politiche Giovanili del Comune di Forlì  
P.tta Corbizzi, 9  
Tel. 0543.712831 - 0543.712833  
infoupg@comune.forli.fc.it

Volunteering  
It is possible to do Voluntary activity in one of the local association  
Check the list of “ASSIPROV

Viale Roma 124  
Tel. 0543 36327  
info@assiprov.it  
<http://www.assiprov.it>



**TRANSPORT:****Bus transport:**

Via Spadolini 21 tel. 199115577

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

<http://www.startromagna.it/servizi/orari-e-percorsi/>

**Railways:** <http://www.trenitalia.com/>

Tel. 892021

Railway police: 0543/24237

**TAXI**

COTAFO is a radio-taxi service of Forlì municipality, available 24 hours year round.

Available also for out of town trips.

Tel 0543-31111

Taxis for people with disabilities

Taxi service for passengers with disabilities available at:

SOLDATI Antonio company tel. 0543/405393 - cell.335/6254952

Antonio Zambelli company mobile number 328/7377584

Soc Ark tel. 0543/27174

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

**Bike-sharing**

Bikes

“MI MUOVO IN BICI” is a new system of bike sharing, an alternative way to move in the town reducing traffic and pollution.

If you reach Forlì by bus, by train or by car can use a bike to move easily in the town

Bike parking- area are located in several points of the town.

You can pick up the card “MI MUOVO” at Forlì Mobilità Integrata - via Lombardini 2 - 47121 Forlì

Telefono: +39.0543.712580

The card allows you to take a city bike or an electric bicycle

It is possible to leave the bike in a different parking area other than where you picked it up

[www.comune.forli.fc.it](http://www.comune.forli.fc.it)

<http://www.comune.forli.fc.it/servizi/menu/dinamica.aspx?idArea=126253&idCat=126332&ID=156696>

**Bologna Airport:**

Via Triumvirato, 84 - 40132 Bologna (BO)

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

**HEALTH CARE IN ITALY**

The Italian National Health Service is known as the “Servizio Sanitario Nazionale” (SSN), and is divided into local Healthcare Units (“Aziende Unità Sanitarie Locali - AUSL”).

**EU students**

Students in possession of a valid European Health Insurance Card (EHIC), have access to medical care by presenting the health card EHIC and the university badge.

Using your card you can go directly to a general practitioner.

All the costs will be charged directly to your insurance body.

For some specialist services, the payment of a “ticket” is required as a contribution to cover part of the costs.

For dental care, the national health system provides only diagnostic and urgent treatment.

**Non-EU students**

If you have a health insurance (taken out in Italy or in your own country and stamped by the Italian Embassy) you may go to any General Practitioner (“medico di famiglia”), If you need a specialist treatment, you can choose which doctor to go to directly, also on the advice of your chosen GP. You must pay for the visits to the GP and any specialists, and then apply to your insurance company for a refund.

All students may go to any General Practitioner (“medico di famiglia”) choosing one from the list of doctors published on the [www.ausl.fo.it](http://www.ausl.fo.it) (MEDICI DI FAMIGLIA)

The toll free number of the Regional Health Service is 800 033 033. It is a free telephone information service which provides you with all the information about health services and assistance in Emilia-Romagna.

You can call it from all over Italy using landline and mobile phone.

Monday to Friday: 8.30 am- 5.30 pm

Saturday: 8.30 am – 1.30 pm

AUSL di Forlì

Address: via Oberdan, 11

Tel: 0039.0543.733679/733680/733629

Hours:

Monday - Friday: 7.30 am - 1.15 pm

Saturday: 7.30 - 12.30 am

<http://www.ausl.fo.it/>

### Appointments for examinations and tests

Through the Unified Booking Centre (CUP) it is possible to make arrangements for specialised health visits and also access a wide range of health services. In order to book a medical visit or specialised health care services:

You will require to have the referral form provided by your General Practitioner or (GP), or a medical specialist) or a referral form from the National Sanitary Service (E.G. Hospital).

Three telephone lines are available from Monday to Friday from 8.00 am to 6.00p.m. Appointments for visits and health treatments through the Unified Booking Centre (CUP) are available at the phone numbers listed below:

- 840 000 633 from a landline phone, the cost includes only a connection fee, according to the rates of your operator;
- 199 166 003 from a mobile, facilitated expenses according to the rates set by mobile operators.

For medical private visits:

- 199 171 611 from landline and mobile, cost free, facilitated expenses according to the rates set by your operator

#### - Pharmacies

The university badge allows the 15% discount on drugs and in all other products without prescription

The same discount is valid also for chargeable pharmaceutical services (test and analysis)

The reimbursement for Gluten free drugs is also possible

For more information:

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

### DOCTOR ON CALL (GUARDIA MEDICA)

General practitioners make home visits upon phone call from 8.00 to 20 every weekday and from 8.00 on Saturdays (or pre-public holidays) to 8.00 of Mondays (or of the following weekday).

They also receive persons in their clinic, on Saturdays (and pre) and Sundays (and public holidays) from 8.00 am to 8.00 pm in via Carlo Forlanini 34 (Forli)

GUARDIA MEDICA: Tel. 0543 731601

In case of medical emergency, you may also call on the following organizational units:

### CENTERS (NUCLEI) OF PRIMARY CARE

They are organizational units of General Practitioners, which ensure continuity of care

and greater accessibility throughout the day

In case of emergencies related, for example, to sudden onset of colic, rashes, ear aches, pains and symptoms of various insurgents or worsened sharply but not to require admission to the Emergency Room, you may go to one of these clinics

Address:

- Forli 1, Viale Bologna 69 A. Every morning and afternoon, Monday to Friday, Saturday and public holidays excluded. The telephone number is 0543 701 138

- Forli 2 Viale Risorgimento, 279/281, on the first floor, opening: 10 hours daily, Monday to Friday, from 9 to 14 and from 14.30 to 19.30.

- Forli 3, in Costa via 56 and via of the Apennines 501 / A. Both are accessible 12 hours a day, Monday through Friday, from 8 to 20.

- Forli 4, Viale Roma 328, open from Monday to Friday from 9 to 19.

- Forli 5, organized in two locations, one in Piazza Falcone Borsellino 21, the other in Viale Risorgimento 281 / b. The first is open every weekday (Saturday and public holidays excluded) from 8.15 to 13.15 and from 14.45 to 19.45 while the second is available (Saturday and public holidays excluded): Monday from 8:30 am to 14 and from 15 to 19.30; Tuesdays from 8.30 to 16 and from 16:30 to 19; Wednesdays from 8.30 to 14 and from 15 to 19.30; on Fridays from 8.30 to 14.30 and from 15.30 to 19.30

<http://www.ausl.fo.it/Percorsidisalute/Medicidifamiglia/NucleidiCurePrimarie/tabid/1610/Default.aspx>

(web page indicating the list of available health centres and offices offering first aid in Forli)

**FIRST AID**

For medical emergencies, you may phone the Guardia Medica\* on Tel. 0543 731601, from 8.00 pm to 8.00 am. If necessary you may also go to the Pronto Soccorso (Emergency Room):

**HOSPITAL PIERANTONI-MORGAGNI**

Via Carlo Forlanini 34 (Vecchiazzano), switchboard tel. 0543- 731111

118 is the emergency number to call an ambulance.

**Dental care**

For dental care, the National Health Service (SSN) provides only diagnostic and urgent treatment. For routine work you must contact a private dentist, or you may also use the dental care service available at the Department of Biomedical and Neuromotor Sciences (DiBiNeM).

You will have a 20% discount on each visit. For information:  
www.dibinem.unibo.it

Dentistry and Maxillofacial Surgery  
via S.Vitale 59 - 40125 Bologna  
tel. 051 2088111

opening hours: Monday to Friday, 8.00 am - 5.30 pm

**FOR URGENT DENTAL TREATMENT:**

Centro Ambulatoriale Stomatologico “Beretta” at Ospedale Maggiore,  
largo B. Nigrisoli 2, Bologna.

There is a limited number of places for emergencies. To be attended you have to take the number at 7.30 am or at 1.30 pm from Monday to Friday and at 7.30 am on Saturday; opening hours: Monday to Friday, 8.30 am - 12.30 pm and 2.00 to 4.00 pm; Saturday, 8.30 am - 12.00 pm; Holidays, 8.00 am - 1.00 pm.  
tel. 051 3172721

**SAP - PSYCHOLOGICAL SUPPORT**

SAP is a free psychological support service run by the University of Bologna. Contact the service for an appointment with specialists to help you identify and analyse the reasons underlying any distress.

SAP:  
P.le Solieri 1, Forlì  
Tel. 0543-374318

orientamento.fc@unibo.it

www.unibo.it/PsychologicalSupport

Department of Psychology  
viale Berti Pichat 5 - 40126 Bologna  
tel. 051 2091832  
opening hours: Monday to Friday, 9.30 am - 1.00 pm

**SERVICES FOR DISABLED AND DYSLEXIC STUDENTS**

A support service responding to the needs of students with disabilities or learning disorders. It mainly provides guidance for incoming students and graduates, as well as support throughout the study programmes, aiming to identify and plan the support required for every student to successfully complete their studies.

www.studentidisabili.unibo.it  
www.unibo.it/disabledstudents

**Disabled Students Service – Dyslexic Students Service**

via Ranzani 14 - 40127 Bologna  
tel. 051 2095941  
e-mail: disabili@unibo.it  
dislessia@unibo.it  
Mon. To Thu. 9.30 - 13.00; 14.00 - 16.00  
Fri. 9.30 – 13.00; 14.00 – 15.30

**Contacts in Forlì Campus**

Cristiana De Santis  
Foreign Languages and Literatures, Interpreting and Translation  
cristiana.desantis@unibo.it.

Antonella Massa  
Economics, Management, and Statistics  
antonella.massa@unibo.it

Cinzia Raggi  
Engineering and Architecture  
cinzia.raggi@unibo.it

Laura Foschi  
Political Sciences  
laura.foschi7@unibo.it

**USEFUL WEBSITES AND TELEPHONE NUMBERS**

Home Page Forli Campus:

<http://www.unibo.it/it/campus-forli>

International Relations Office Forli:

<http://www.unibo.it/en/campus-forli/campus-services/international-relations-office-uri>

International Relations Bologna:

<http://www.eng.unibo.it/PortaleEn/International+Relations/default.htm>

University of Bologna Home Page:

<http://www.unibo.it/en/homepage>

Emergency numbers:

Emergency number to call ambulance: 118

Public emergency 113

European Emergency Number 112

Medical emergency: 0543/731601

Hospital Pierantoni-Morgagni Via Carlo Forlanini 34 (Vecchiazzano)

switchboard tel. 0543- 731111

Fire Brigade 115

**BACK TO YOUR HOME UNIVERSITY****CHECK-OUT**

Before leaving you must go to the International Relations Office for the Check-Out procedure. You must Check-Out in person. You cannot send a friend to do it for you!

You must hand in the original copy of your Record Book, in order for the staff to check that all the exams and internships are recorded in AlmaEsami. If all exams and internships have been recorded correctly, the digital Transcript of Records will be sent immediately to your home university by e-mail. You can also download the Transcript directly from your personal homepage on AlmaRM.

If some exams have not been recorded, this does not mean that you cannot leave. The International Relations Office staff will contact the professors to obtain the records. The Transcript will be sent to your university only after all exams have been recorded. To avoid any delays, check regularly that the exams you have sat have been recorded, on AlmaEsami, and if any are missing contact the professors.

Important: do not forget to return the books borrowed from the libraries, before Check-Out.

When you leave you will also receive the statement that confirms the start and end dates of your exchange period, which you shall give to your university.

Important: the departure date on the statement corresponds to the Check-Out date!

If you need stamps on specific documents from your home university, bring them with you.

Find out promptly about any rules that your university or the institute funding your mobility applies to calculate the amount of your scholarship and bear this in mind for the Check-Out date.

With the Check-Out, you will have formally completed your exchange period and may not sit any more exams or participate in other teaching activities.

Important: if you leave without completing the Check-Out procedure, the end date will correspond to the date of the last recording of an exam or internship.

If you did not sit any exams and do not complete the Check-Out procedure, you will not receive the Exchange Period Statement.

**TRANSCRIPT OF RECORDS**

In order to obtain a transcript of records, all the exams you have passed must be officially recorded. Recording of an exam consists in an official statement that a student has sat an exam, obtaining a grade and a number of ECTS in a specific date, issued and signed by the professor. The record is an official document, with a legal value. It can be either electronic (through AlmaEsami) or on paper.

Exams must also be transcribed on your record book (libretto). Be aware that your libretto is not an official record of your exams.

You can check the recordings of your exams through your personal homepage in AlmaRM – Accesso studenti or directly through AlmaEsami typing username and password. The recorded exams are marked with “verbalizzato” and the grade.



For further information

[http://www.eng.unibo.it/PortaleEn/Students/International+Students/exchange/arrive\\_italy/exams\\_sessions.htm](http://www.eng.unibo.it/PortaleEn/Students/International+Students/exchange/arrive_italy/exams_sessions.htm)

#### CERTIFICATION OF TEACHING ACTIVITIES NOT INCLUDED IN THE CURRICULUM

If you wish to take part in activities that are not in the course unit catalogue and which can therefore not be included in your study plan (some internships, seminars, preparation of the dissertation, etc.), you must immediately agree with the professor on

how to perform them and certify them. The effective performance of these activities and an evaluation can be certified by the professors on stamped and signed headed notepaper, but cannot be recorded and will therefore not appear in your Transcript of Records. Always check that your university accepts this kind of certification.

If you need a certificate of attendance, at the start of lessons contact the professor, who will decide whether to issue you with a statement at the end of the course. In the Italian system, attendance alone is not sufficient for obtaining credits.

#### OTHER MOBILITY PROGRAMMES

The University of Bologna takes part in some special mobility programmes, such as Erasmus Mundus Action 2 and Science Without Borders (Brazil), which may provide students with tailored services and may be subject to special rules. If you are an exchange student within these programmes, please pay attention to all the instructions given by your programme coordinator.

##### ERASMUS+ PLACEMENT (Mobility for Traineeships)

Students spending an exchange period at the University of Bologna to carry out an internship within the Erasmus+ Placement programme, need to be accepted by a professor who will tutor their activities. They are hosted in Schools and Departments. In order to start the internship you need to fill in the Training Agreement (or Learning Agreement for Traineeships). The Training Agreement is your agreed workplan by your university and the professor at University of Bologna who has accepted you and will tutor you activity. The form is provided by your home university.

The Training Agreement must be approved and signed by your university and the University of Bologna. Once approved by your university, you must send it to the Exchange Students Desk, who will have it signed by your activity coordinator and, if required, by the institutional coordinator. Your signed Training Agreement will be given to you on Check-In or, on request, will be sent to your university.

After getting the fully signed by both universities Training Agreement, the Exchange Students Desk will send you an e-mail inviting you to complete your online registration. The online registration is compulsory and is required to submit your Placement application.

As an exchange student for Traineeships you are not allowed to attend classes, sit exams and gain credits. At the Check-Out you will only get your Exchange Period Statement. Your internship will be certified by the professor tutoring your activities by filling in the appropriate sections of the Training Agreement (or Learning Agreement for Traineeships).

##### VISITING STUDENTS

Students, spending an exchange period at the University of Bologna as Visiting Students, need to be accepted by a professor who will tutor their activities. They are hosted in Schools and Departments.

As a Visiting Student you will have to register. The Training Agreement is not compulsory but is recommended, in order to agree in advance, with the professor who has accepted you, the activity you will carry out at the University of Bologna.

As a Visiting Student you are not allowed to attend classes, sit exams and gain credits. At the Check-Out you will only get your Exchange Period Statement. Your internship will be certified by the professor tutoring your activity on

stamped and signed headed notepaper

### SPECIFIC AGREEMENTS

Schools and Departments can sign agreements providing students mobility. If you are an exchange student within a Specific Agreement, you are only allowed to attend classes and sit exams at the School or Department hosting you. Pay attention and choose correctly the course units when filling in your Learning Agreement and Study Plan.

