



ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

To the International Office

Bologna, May 2009

SUBJECT: LLP/ERASMUS STUDENT EXCHANGES 2009/2010

Dear Colleague,

In the context of our Erasmus nominations for 2009/2010, we would kindly like to ask you to provide these students with all the necessary information regarding registration, accommodation, language courses and anything else that could be helpful. (You can e-mail them at their personal email addresses mentioned in the list).

Please note: the list with nominated students has been generated automatically. If the list is missing this means that no students have been selected for your university. However, it is possible that nominees from our second selection round will be communicated later on. (Each year we run a main selection round and a second and final selection round to fill up the exchanges nobody was yet selected for. The list with nominees from the second round will be sent to you by the end of June.)

If your university is located in a non-EU country, please inform the students how to obtain the Visa and/or other documents and documentation your country requires from a visiting Erasmus student.

Please also date and sign the Certificate of Attendance when our students will arrive at your institution, as well as on the day of their departure.

We would also like to take this opportunity to provide you here below with some information on how we run the entrance procedures for your Erasmus students who will be coming here in 2009/2010.

Nomination, incoming students' details

Please e-mail the Erasmus nominees for 2009/2010 providing the following details:

- ✓ full name and e-mail address
- ✓ period of stay and approximate arrival date
- ✓ subject area code of the exchange
- ✓ name of the exchange coordinator at our university

The nominations should be sent to the International Office of the city campus where your student will be studying. (Our University has 5 city campuses, in Bologna, Forlì, Cesena, Rimini and Ravenna, each with an own International Office). Addresses are mentioned at the bottom of this document.

Please do not send any paper nominations. All nominations have to be communicated by e-mail.

Important: we cannot accept more students than those signed for in the 2009/2010 bilateral agreement. We do not consider the total of months. On an exchange of 2 students for 9 months, for example, we cannot accept 3 students for 6 months each, despite the total of months being the same. So, we consider the number of students as fixed (whereas we are less strict in the exact length of their stay). Due to the large number of incoming students we are afraid we will have to be fiscal in the application of this rule.

The same fiscality applies to the **nomination deadlines**, which are the following

- 31 July 2009 for students who will start in the 1st semester (September-February)
- 15 December 2009 for students who will start in the 2nd semester (February-July)

Registration

Towards the end of May 2009 the on-line application procedure for 2009/2010 will be active and by that time every single student you nominated will receive an e-mail from us with the request to register. Students are not allowed to register before having received this e-mail.

The first thing your students should do once they will have arrived here, is go to the International Office of their city campus to pick up their student badge and exam booklet and have their Certificate of Arrival filled out and signed. Please remember that when coming to the International office for registration, students are required to bring a photocopy of their I.D. or passport and 2 passport-sized photos.

Free Italian language courses

Each academic year, the University of Bologna holds Italian language courses for international students. Courses are free and are held twice a year, in the first semester and in the second semester. Each student can attend one course only, in the same semester of his/her arrival. The courses are organised by two university language centres: C.I.L.T.A., based in Bologna, for students coming on an exchange coordinated by a Bologna based Faculty, and C.L.I.R.O., based in Forlì, for students coming on exchanges coordinated by one of the Faculties in Forlì, Cesena, Ravenna or Rimini.

C.I.L.T.A.

Centro Interfacoltà di Linguistica Teorica e Applicata "L. Heilmann"

Piazza San Giovanni in Monte 2 - 40124 Bologna

Tel. +39 051 2097750 - Fax +39 051 2097751

E-mail: ciltambx@cilta.unibo.it

Web site: www.cilta.unibo.it

C.L.I.R.O.

Centro Linguistico dei Poli Scientifico-Didattici della Romagna

Viale Libertà 10 - 47100 Forlì

Tel. +39 0543 374350 - Fax +39 0543 374352

E-mail: cliro.fo@unibo.it

Web site: www.cliro.unibo.it

Students who want to attend the course held by C.I.L.T.A. must complete an on-line self-evaluation questionnaire on their knowledge of Italian as well as an on-line placement test. Please check the C.I.L.T.A. website for the on-line questionnaire, placement test and deadlines.

CEFRL level	COURSE STRUCTURE	ECTS*
	1st session: from September to October 2 nd session: from October to December	
A1	self-learning computer-based courses at ALTAIR language Lab. A tutor will support the students' activities.	3
A2, B1, B2	Courses will be held in class twice a week. Attendance and final exam are compulsory	3
C1	No courses provided. You can contact ALTAIR if you want to further practice and improve your Italian.	--

*ECTS credits are granted only if the student attends at least 70% of the lessons and passes the final exam

Students who wish to attend the C.L.I.R.O. course must register on-line as well. Please check the C.L.I.R.O. website for details and deadlines.

CEFR level	COURSE STRUCTURE	ECTS*
A1	self-learning computer-based courses at language Lab. A tutor will support the students' activities.	3
A2, B1, B2	Courses will be held in class. Attendance and final exam are compulsory	3
C1	No courses provided. You can contact Cliro if you want to further practice and improve your Italian.	--

*ECTS credits are granted only if the student attends at least 70% of the lessons and passes the final exam

Important: before taking the on-line tests students should make sure that their student registration has been carried out correctly. (Students will have to type their student registration number to gain access to the on-line procedures.) Students are also required to bring a print-out of the e-mailed confirmation of registration when sitting the oral tests. Please note as well that students missing the first lesson of a course will be excluded.

The final evaluation mark is either "passed" or "failed". A passed course stands for 3 ECTS credits.

Immigration rules

New immigration rules have been recently introduced in Italy. According to these rules also EU students will have to register in our Municipalities offices, and will have to be covered buy a Health insurance. For more detailed information please read carefully the following section:

<http://www.eng.unibo.it/PortaleEn/Students/International+Students/immigrationrules.htm>

Other useful information

Date of arrival: there are no fixed arrival dates. The student should check the academic calendar of the Faculty he/she will follow courses in to know when courses start. (On www.unibo.it, click "Facoltà" in the grey box on the left under "Strutture" > click the Faculty of interest > click on "Studenti" in the grey box on the left > click on "Calendario didattico".)

Welcome Days: two general Welcome Days for all Erasmus students will be held in Bologna, one in October and one in February, organised by the Central Erasmus Office. The International Offices of the singular city campuses Cesena, Forlì, Ravenna and Rimini will hold similar initiatives for the students of those particular city campuses. For the exact dates, please check the website.

Language requirements: officially there is no minimum requirement on the level of Italian, but please note that: 1. most of the classes are taught in Italian, and 2. From this year the number of places available in the Italian language course will be limited.

We therefore strongly recommend your students to follow a preparatory Italian language course before departure. Alternatively, students can decide to dedicate part of their Summer holidays to learning Italian by attending one of the intensive language courses of our Summer School programme (fees charged). Please check the website: www.unibo.it > click "International Relations" in the top left grey box > click "Summer and Winter Schools". Registration is now open!

Transcripts of Records: we are currently not able to issue Transcripts of Records immediately. Please let us know if you have urgent need to receive transcripts within given deadlines, and we will try to arrange for it.

For any further queries, do not hesitate to contact us at one of the following addresses:

BOLOGNA

Central Erasmus Office, Dipartimento Amministrativo Relazioni Internazionali (DIRI)

Via Zamboni 33 - 40126 Bologna (BO)

Incoming students: tel. +39 051 2088101 - fax +39 051 2099351 - e-mail: incoming.diri@unibo.it

Outgoing students: tel. +39 051 2088100 - fax +39 051 2099779 - e-mail: erasmus@unibo.it

RIMINI

International Office

Via Cattaneo, 17 - 2° piano - 47900 Rimini (RN)

tel. +39 0541 434101 - fax +39 0541 434193

e-mail: relazioni.internazionali@rimini.unibo.it

CESENA

International Office

Via Montalti, 69 - 47023 Cesena (FC)

tel. +39 0547 338914 - fax +39 0547 338903

e-mail: poloce.relinternazionali@unibo.it

FORLÌ

International Office

Corso Diaz 45 (Palazzo Mangelli, piano nobile)

47100 Forlì (FC)

tel. +39 0543 37 4847 - fax +39 0543 37 4850

e-mail: polofo.socrates@unibo.it

RAVENNA

International Office

Via Baccarini, 27 - 48100 Ravenna (RA)

tel. +39 0544 936258 - fax +39 0544 936250

e-mail: polora.relazioniinternazionali@unibo.it

We are looking forward to another successful Erasmus year. Very kind regards,

 

Basilio Lambertini

Head of the Central Erasmus Office