Handbook for international students
2016

DEPARTMENT OF CIVIL, CHEMICAL, ENVIRONMENTAL AND MATERIALS ENGINEERING
SCHOOL OF ENGINEERING AND ARCHITECTURE
UNIVERSITY OF BOLOGNA
PARTNERS FOR DUAL DEGREE AGREEMENTS

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ACADEMIC CALENDAR

Below you can find the information about the teaching calendar of Engineering degrees in Bologna:

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<th>Period</th>
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<tbody>
<tr>
<td>1st Semester</td>
<td>22 September to 21 December Lessons</td>
</tr>
<tr>
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<td>22 December to 8 January Holidays</td>
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<td>9 January to 26 February Exams</td>
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<td>13 April to 18 April Holidays</td>
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<td></td>
<td>12 June to 29 July Exams</td>
</tr>
<tr>
<td>3rd Exam Period</td>
<td>12 September to 15 September Exams</td>
</tr>
</tbody>
</table>

- Attendance to classes is strongly recommended.
- It is recommended for students to be in Bologna on September 12th to have time for organizing their housing, and applying for residence.
LOCATIONS

The School of Engineering and Architecture is organized in two school complexes:

- the first one is composed by the historical building placed in Viale del Risorgimento 2 as well as a small detachment in the nearby Via Saragozza 8 (less than 10 minutes on foot);
- the second one is composed by new building placed in Via Umberto Terracini 28 (Lazzaretto).

The Via Umberto Terracini complex has been inaugurated on the 5th of May, 2007. It hosts lessons and activities for the following courses:

- 2nd and 3rd year of Bachelor programs in:
  - Environmental engineering
  - Chemical and biochemical engineering
  - Engineering management

- 1st and 2nd year of Master programs in:
  - Environmental engineering
  - Chemical and process engineering
  - Engineering management

All the other courses take place in the Viale del Risorgimento and Via Saragozza complex. Please note that this organization is very flexible, so remember to double check your timetable online for the actual location of your lesson (section “Online services” of this handbook).
How to reach the different complexes by public transport

Please note that in Bologna, nearly placed bus stops can share the same name even if they are different. Always check at the bus stop if your line actually stops there.

VIALE DEL RISORGIMENTO 2 AND VIA SARAGOZZA 8
● Bus lines number 32 and 33 (so called circular lines): “Porta Saragozza” bus stop;
● Bus lines number 38 and 39 (so called peripheral circular lines): “Frassinago” or “Porta Saragozza” bus stops;
● Bus line number 20: “Frassinago” or “Porta Saragozza” bus stops.

The dotted path below shows the footpath that links the backside entrance of “Viale del Risorgimento” complex to the “Via Saragozza” one.

![Map of bus stops near Viale del Risorgimento and Via Saragozza complex with the path from the first one to the second one](image)

VIA UMBERTO TERRACINI 28
● Bus line number 35: “Rotonda Reggimento Pistoia” bus stop. Please note that during fairs and exhibitions, some buses do not transit at that stop: they are usually marked with a trailing symbol (like a “slash”) after the line number. If you are in doubt, ask the bus driver before departure;
● Bus lines number 30, 18 and 17: “Poste” bus stop. This bus stop is farther than the other one. After getting off the bus, you have to walk down Via Alberto Manzi for 10 minutes until you cross Umberto Terracini road.

![Map of bus stops near Viale del Risorgimento and Via Saragozza complex with the path from the first one to the second one](image)

How to reach “Via Terracini complex” from the bus stop “Poste”
Between complexes

If you need to go from Viale Del Risorgimento to Via Umberto Terracini, or vice versa, there is no direct line: you have to take a connection. In the next section, you will find the easiest one. Please note that other two connections are available: #38 - #35 and #20 - #18.

FROM VIALE DEL RISORGIMENTO 2 TO VIA UMBERTO TERRACINI 28

- Take the **bus number 32** at the “Porta Saragozza” bus stop and get off at the “Porta Lame” or “Don Minzoni” bus stops;
- Take the **bus number 35** at the “Parmeggiani” or “Don Minzoni” bus stops and get off at the “Rotonda Reggimento Pistoia” bus stop.

FROM VIA UMBERTO TERRACINI 28 TO VIALE DEL RISORGIMENTO 2

- Take the **bus number 35** at the “Rotonda Reggimento Pistoia” bus stop and get off at the “at the “Parmeggiani” or “Don Minzoni” bus stops;
- Take the **bus number 33** at the “Porta Lame” or “Don Minzoni” bus stops and get off at the “Porta Saragozza” bus stop.

For further information about the public transport services in Bologna you can visit:

- T-PER (Passenger Transport of Emilia-Romagna region): [http://www.tper.it](http://www.tper.it)
- Ferrovie dello Stato (Italian Railways): [http://www.trenitalia.com](http://www.trenitalia.com)
- ATC (City Transport Agency, for parking, car pass and car sharing): [http://www.atc.com](http://www.atc.com)

Bologna’s timetables and bus stops are also on Google Maps Transit.
STUDENT ADMINISTRATION OFFICE

The Student Administration Office is the contact point throughout your university career for all bureaucratic and administrative matters.

The Student Administration Office provides information about registration, enrolment for admission tests, choice of exams, switching courses and transfers, certifications and statements, and presenting graduation applications. It also handles all issues regarding students’ careers.

It is located in Via Saragozza, 10 Bologna, 900 mt from the Viale Risorgimento complex.

Email box: seging@unibo.it

Phone numbers:
+39 051 209 3910
+39 051 209 3911
+39 051 209 3930
+39 051 209 3993
+39 051 209 3994

Opening hours:
Monday, Wednesday, Friday: 9.00 - 11.15 am
Tuesday: 9.00 - 11.15 am and 2.30 - 3.30 pm
Thursday: 2.30 - 3.30 pm
DEPARTMENTS

Departments are organizational structures that perform functions related to didactical activity and scientific research. Each department adheres at least to one School. In particular, departments:

- approve research plans and define their objectives to fulfill;
- approve study plans of the first cycle degree;
- propose activation, modifications and deactivation of degree and professional programs (like PhD and masters);
- formulate the requests of professors and researchers;
- deliberate the didactic activities of professors and researchers;
- take part in support activities related to administration of the staff assigned to the structure.

The following departments adhere to the School of Engineering and Architecture:

- Electrical, Electronic, and Information Engineering «Guglielmo Marconi» - DEI
- Civil, Chemical, Environmental, and Materials Engineering - DICAM
- Industrial Engineering - DIN
- Architecture - DA
- Computer Science and Engineering - DISI
- Physics and Astronomy - DIFA
- Mathematics - MAT
- Management - DiSA

DICAM
DEPARTMENT OF CIVIL, CHEMICAL, ENVIRONMENTAL AND MATERIALS ENGINEERING

The Department of Civil, Chemical, Environmental and Materials Engineering (DICAM) was founded in June 2010 from the mutually agreed aggregation of many former departments. The main objective was bringing together within the same scientific organization the numerous competences of the Engineering Faculty of the University of Bologna, with the ambitious mission of creating and developing advanced research in the areas of civil, environmental and materials engineering: from design, construction and service of man-made structures and infrastructures, through the study and characterization of the constituent materials, to the analysis of their integration and impact on the territory. The structures are equipped with eleven specialist laboratories, which provide enormous impetus to the research in all the specific disciplines, as well as an essential element for the relevant teaching activities.
SERVICES you will find @ Engineering and Architecture

Cafeteria and Canteen
Both school complexes have a cafeteria. Cash only.
*Opening hours*: Mon-Fri: 9.00-18.00; Sat: 9.00-12.00
Only the Viale del Risorgimento complex has a canteen.
Cash and ER-GO prepaid credit only.
*Opening hours*: Mon-Fri: 12.00-14.30.

Copy center
Both school complexes have a private copy center.
**Self-service**: photocopy and PC printing.
**Operator-aided**: lecture notes and theses printing.
Costs are charged on *pre-paid cards*, which can be bought directly from vending machines placed inside copy centers.
*Cash only*, no change given.
*Opening hours*: Mon-Fri 9.00 - 17.00.

Libraries – VIALE DEL RISORGIMENTO 2

*“Gian Paolo Dore”*: centralized and interdepartmental (DISI, DIE and DIN) library.
*Entrance* is on the first floor of the main building. Books can be borrowed for up to 14 days (an extension can be asked during the last 3 days of the borrowing period)
prior presentation of valid ID and university badge. Books marked with a red dot
cannot be borrowed.
There more than 200 seats suited with power outlets. The entire area is covered by
Wi-Fi and there are a few PCs available for consultation of catalogues.
*Opening hours*: Mon-Fri: 8.30-19.00.
Tel. + 39 051 2093744
Fax +39 051 2093742
E-mail: bibcentring.info@unibo.it
[http://www.biblioteche.unibo.it/ingegneria](http://www.biblioteche.unibo.it/ingegneria)

*“Giovanni Michelucci”*: managed by DA and DICAM, it contains books from the
civil engineering and architectural area. It is placed nearby former lecture room
number 0.3, ground floor.
*Opening hours*: Mon-Thu: 9.00-16.00; Fri: 9.00-14.00
Tel. + 39 051 2093132
Fax +39 051 2093253
E-mail: dicam.biblioteca@unibo.it
[http://www.eng.dicam.unibo.it/Library/giovanni-michelucci-library](http://www.eng.dicam.unibo.it/Library/giovanni-michelucci-library)

Libraries – VIA UMBERTO TERRACINI 28

This school complex has two libraries.
The first one is a detachment of the *“Gian Paolo Dore”*
centralized library. Entrance is on the ground floor.
*Opening hours*: Mon-Fri: 9.00-19.00.
Tel. + 39 051 2090327

The *“Franco P. Foraboschi”* library, managed by DICAM, hosts
books for the chemical, environmental and materials area.
*Opening hours*: Mon-Fri: 9.00-19.00.
*Borrowing hours*: Mon-Thu: 9.00-17.30; Fri: 9.00-13.15
Tel. + 39 051 2090325
Fax: + 39 051 20 90247
OTHER SERVICES for students

University canteens, places to eat and discounted catering services in Bologna

Students can take advantage of discounts and special promotions at the university canteens and in some catering services having an agreement with the university.

Canteens

**Bononia University Restaurant**
Catering service managed by "Ditta Concerta s.p.a.",
Piazza Puntoni, 1
*Closed on Saturday and Sunday*

**Catering service - Engineering**
Catering service managed by "CAMST scrl",
Viale Risorgimento, 2
*Closed on Saturday and Sunday*

**Catering Service - Scuderia**
Catering Service managed by "Piazza Verdi s.r.l."
Piazza Verdi, 2

Other partner catering services

With the Cartagiovani card, you can obtain discounts and other promotions in many cafés, bars and restaurants in Bologna: for a complete list visit the *Carta Giovani website*.

**Self Service CAAB**
Via Paolo Canali, 1

**Bar at the Faculty of Agriculture**
Via Fanin, 40

**Serenissima Catering Service**
Bar and take-away pizzeria
Via Terracini

**Self Service Lazzaretto**
Via del Lazzaretto, 16
*Closed on Sunday*

**Self Service Capolinea**
Via dei Billi, 2 - Ozzano Emilia
*Closed on Saturday and Sunday*

**Self Service Tavolamica**
Osteria Grande
Via Lombardia, 2 – Osteria Grande
*Closed on Saturday and Sunday*

Catering facilities

**Pausa Pranzo @ Unibo**
Via Petroni, on the corner of P.za Verdi
*Open Monday to Friday, from 11:30 am to 3:30 pm. Admission using the university badge only.*

**Pausa Pranzo @ Le Residenze Universitarie**
Irnerio (Piazza Puntoni, 1) and Morgagni (Largo T rombetti, 1/2 ) halls of residence
*Open Monday to Friday from 12.00 pm to 3.00 pm, open also to students who do not live in the residences.*

Contacts

ER.GO - Azienda Regionale per il Diritto agli Studi Superiori
Via S. Maria Maggiore, 4 40121 Bologna
info@er-go.it
Telephone +39.051.643.69.00
Opening hours: Mon-Fri: 9.00-16.30

AFORM — Sett. diritto allo studio — Uff. Convenzioni per il diritto allo studio
Via Belle Arti 42 Bologna
adas1@unibo.it
Telephone +39 051 20 9 4656
Fax +39 051 2086167
Libraries, digital resources and study rooms
The University of Bologna has a wide network of facilities, library and documentary services providing support for studies, teaching, research, professional and cultural activities. Consult the complete list on the following page: www.unibo.it/LibrariesMuseumsandstudyfacilities

Libraries

University Libraries
Information on the university and local libraries, contacts, phone numbers, opening hours and available services.

Bologna University Library
The Bologna University Library, with important collections of antique and modern books, is the University's central library, offering general library services, conservation and historical and scientific research facilities.

Digital resources

Alma Digital Library
Alma Digital Library, AlmaDL, is the university's digital library. It gathers, stores and makes available digital collections on the web, to support teaching and research.

Full text resources
To access the full text resources the university subscribes to.

Guidance for bibliographic research
Initiatives, instruments and services for guidance and training in bibliographic research and using the libraries.

CLIL - Information Literacy Course
On-line course to find out about the resources available on the Internet and in the Libraries.

Study rooms

Study rooms in Bologna
List of study rooms where you can study, municipal libraries and the Emeroteca del Mulino.

Study rooms in Ravenna
Over 100 PC stations and many places to study.

In the study rooms and multi-purpose centres, you can read and study, source information, and use a range of services (photocopying, PCs for typing dissertations and access to the Internet, info-points on the university and the city), and take part in cultural, recreational and learning events run directly by student groups. www.unibo.it/SaleStudio

At Palazzo Paleotti, in via Zamboni 25, there are 250 workstations for accessing the Internet, open every day (including Saturday and Sunday) from 9.00 am to 10.00 pm. You can consult bibliographical catalogues, databases, digital documents, e-magazines, books, dictionaries and encyclopaedia from any computer connected to the University network. Workstations are available for short consultations and word processing, and computers are available for the blind and sight-impaired. To enter, show your university badge and an ID document. www.unibo.it/PalazzoPaleottiStudyCentre
Learning Italian
The University of Bologna offers different ways to improve and develop your knowledge of foreign languages:

CLA – Bologna campus
www.unibo.it/CLA
piazza San Giovanni in Monte 4 - 40124 Bologna
tel. 051 2097750
e-mail: cilta.segstudenti@unibo.it

Language laboratories
www.cilta.unibo.it/LaboratoriLinguistici
via Filippo Re 10 - 40126 Bologna
tel. 051 2099890
e-mail: cla.bo.lablinguistici@unibo.it

e-LOCAL
E-LOCAL promotes multilingualism by developing original learning tools and materials for 6 languages: Dutch, Finnish, Hungarian, Italian, Polish and Portuguese.

In the e-LOCAL courses the acquisition of linguistic skills (level A1 according to CEFR) combines with the attendant acquisition of cultural competence, thanks to the use of English as vehicular language.

Main target users are students from universities and schools.

e-LOCAL courses:
The e-LOCAL courses are centred on the adventures of Anna and Alex, two Erasmus students arriving for the first time in one of the six e-LOCAL countries.

You will follow them in their adventures, share their experiences, new contacts and progress in language proficiency.

But their story is only one of the parts that compose the e-LOCAL courses. You will find also useful grammar explanations and exercises, as well as texts on culture and daily life of the people living in that country.

E-LOCAL is a project financed by the EU and carried out by 9 partners (6 universities and 3 secondary schools) from 6 different Countries:

University of Bologna and ITCS Rosa Luxemburg (Italy)
Adam Mickiewicz University and ZSO 2 Charles de Gaulle (Poland)
University of Debrecen and Tóth Árpád Gimnázium (Hungary)
University of Coimbra’s CES (Portugal)
University of Lapland (Finland)
Katholieke Universiteit Leuven (Belgium)
Housing

SAIS Students Accommodation and Information Service

To find accommodation in Bologna, you may contact the SAIS (Student Accommodation and Information Service) for support in the search for housing in the private market and for help with rental agreements.

The SAIS supports exchange students in finding accommodation in the university residences, colleges, short-stay accommodation or in private rented property. The SAIS also provides non-EU citizen students with the certificate of housing availability, which is a prerequisite for the issue of an entry visa.

The service is free of charge.
www.sais.ceur.it

HousingAnywhere Service

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

Students from the University of Bologna who are about to spend a period of study abroad can advertise their accommodation by logging in the HousingAnywhere website with their institutional e-mail address (name.surname@studio.unibo.it). Searching for an accommodation can be done by selecting the location of the host university on the web site.

Vice versa, exchange students coming to the University of Bologna can search for an accommodation in Bologna or one of the other 4 city campuses. They can also advertise their own accommodation if their home university has subscribed as well to HousingAnywhere.

The service is free of charge.
www.housinganywhere.com

Other websites where you can find accommodation are:

www.cercocasa.bo.it

www.easystanza.it

Students of the University of Bologna who need to register a rental contract or who take over the lease of another student and have to register the new contract, can contact the Rental registration desk run by the University of Bologna.
Medical Assistance
Useful information for using the healthcare services in Italy.

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

Non EU Students may apply for voluntary registration with the National Health Service and with a General Practitioner, by paying an annual lump sum fee. The policy is valid for a calendar year (expiring on 31 December); otherwise they may maintain the right to compulsory registration, where provided for by law.

If you have a health insurance (taken out in Italy or in your own country and stamped by the Italian Embassy - certificate of conformity to Italian law signed by the insurance company) for the duration of the study programme you may go to any General Practitioner (“medico di famiglia”), choosing one from the list of doctors published on the website www.salute.bologna.it.

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.

See also
- Regional Health Service
- Portal of the Regional Health Service
- To choose a GP and receive further information on the Regional Health Service, please contact the Bologna AUSL offices known as "Sportello Unico Distrettuale".

Students with EU citizenship (EU students)

- With official residence in Italy for at least 5 years, may apply to their Municipality of residence for an "Attestato di Soggiorno Permanente" - (Certificate of Permanent Residence) which entitles them to registration with the National Health Service (SSN) and with a General Practitioner (GP) for an indefinite period.
- With the E106/E109/S1 form issued in their home country, they can register with the SSN and with a GP for the length of time indicated in the form.
- Anyone who is not entitled to register with a GP but has a valid European health insurance card (TEAM) issued in their home country is entitled to any necessary healthcare, such as occasional visits to a GP or Specialist Clinical services.
- Anyone who does not have such entitlement may take out private health insurance for the duration of the study programme, covering all risks, and have a certificate of conformity to Italian law signed by the insurance company, which does not include registration with the SSN or with a GP.
Where can I find information about health assistance?
In case of emergencies we suggest students to go directly to the “Pronto Soccorso” (emergency room), where they will count with immediate assistance.

- please keep in mind that students should always show their student badge plus the ID, in order to have plenty of access to the health service.

- besides, it is important to have a general physician assigned by the social security service (by showing your Italian fiscal code – codice fiscale) at the AUSL (Azienda Sanitaria Locale – see previous page). There, you will be able to choose one practitioner who will become your regular doctor.

Where can I find information about Italian insurance policies?
When registering as a student at the University of Bologna, and when the student badge is provided, you immediately have access to the health service in Bologna, as well as emergency assistance.

If you do not have purchased a private health insurance policy in your Country, you can buy one at your arrival in Italy valid till the end of the year (31st dec. 2016), and then you can register in the National Health Service. You will receive more details visiting the Programme Coordinators.

Accident and legal liability insurance
As a student, you are insured against accidents that may occur and for legal liability against damages which you may involuntarily cause on the university premises or any other place in which studies and research activities authorized by the University are performed.
For information:
Insurance Contracts Office
via Acri 3 - 40126 Bologna
051 2098806/807/808
www.unibo.it/insuranceforstudents
Study grants and scholarships

If you are an international student you can apply for various options:

- Study grants for international students, Unibo Action 2 - A. Y. 2016/17
- Full or partial exemptions from university fees for students enrolling in International Degree Programmes, Unibo Action 1 - A.Y. 2016/17
- Erasmus Mundus Action 2
- Collegio Superiore: Selection procedure for the admission of deserving international students
- China Association College
- ISA - Institute of Advanced Studies proposals
- Joint desk International Desk - ER.GO

Below is a summary of each scholarship and for more detailed information click on the link below:

Study grants and exemptions for international students

Unibo Action 2

You can apply for Unibo Action 2 if:

- you are in possession of (or about to obtain) a valid qualification for access to your chosen Degree Programme, issued by an Institution outside of the Italian educational system;
- you will sit one of the following tests by the application deadline:
  - SAT (if you are interested in registering in a First or Single Cycle Degree Programme)
  - GRE (if you are interested in registering in a Second Cycle Degree Programme)
- you are younger than 30 years.

Unibo Action 1

The University of Bologna offers full or partial exemptions from tuition fees for students enrolling in the first or in subsequent years of International First and Second Cycle Degree Programmes running at the University of Bologna for A.Y. 2016/2017.

Requirements: You can apply for Unibo Action 1 if you are in possession of (or about to obtain) a qualification valid for access to your chosen Degree Programme, issued by an Institution outside of the Italian educational system.

Erasmus Mundus Action 2

Every year under the EMA2 programme a set number of inter-university cooperation and mobility projects are run in specific geographical areas of the world, known as LOTS.

Each project/lot is managed by a consortium of 20 universities: 10 European and 10 non-European universities in the geographical area identified by the lot.

EMA2 funds grants for mobility to project partner universities. Students, Post doc researchers and staff from the European Union can carry out a mobility in a Partner University in a non-EU country. Non-EU students, Post doc researchers and staff can carry out a mobility in a European Partner University.

EMA2 grants are taxed according to the laws in force in Italy.
The EMA2 programme has not been confirmed under the European funding schemes for the period 2014-2020, therefore the opportunities of mobility for the AY 2016/2017 are very limited.

**Collegio Superiore: Selection procedure for the admission of deserving international student**

The competition is open to Italian and international students enrolling in the first year of a second cycle degree program or in the fourth year of a single cycle degree program. The Collegio students benefit from free lodging, an annual grant and the exemption from university fees.

**China Association College**

Scholarships available each year for the most deserving Chinese students who attend First or Second Cycle Degree Programmes at the University of Bologna.

**ISA - Institute of Advanced Studies proposals**

Study grants and other opportunities for PhD students, researchers and international professors.

**Joint desk International Desk - ER.GO**

The desk reserved to international students for information about ER.GO benefits.

International students of the University of Bologna may contact the joint desk International Desk - ER.GO on Thursdays, from 2.30 to 3.30 pm, at the International Desk (DIRI), Via Filippo Re 4, Bologna. In **September and October 2016** the desk is open also on **Tuesdays, from 9.00 to 11.15 am**.

 Officials both from DIRI and ER.GO will provide information about how international students can benefit from ER.GO support and more in detail about:

- specific documents, according to the Country of origin, to make ready for submitting ER.GO benefits applications;
- university career and credits calculation for ER.GO benefits maintenance;
- student eligibility for ER.GO benefits in case of specific events (changing study programme, transferring from another Italian university, international mobility, credit recognition);
- methods governing entry and residence in Italy.
NON-EU STUDENTS: THE RESIDENCE PERMIT IN ITALY

Non-EU students have to apply for a residence permit at their arrival in Italy.

According to the law, a residence permit is needed in order to live in Italy and register in the university.

This leaflet is intended for those who want to live in BOLOGNA and its surroundings. For those who want to live in Rimini, Ravenna or Forlì-Cesena, please refer to the International Relations Office of each Campus.

1. HOW CAN I APPLY FOR MY RESIDENCE PERMIT?

If you wish, the International Relations Office will schedule an appointment for you at the Patronato ACLI (Via Lame 118/a): the support personnel will assist you free of charge.

2. WHAT SHOULD I BRING TO THE PATRONATO ACLI?

Before going to the appointment at ACLI, check if you hold a valid health and injury insurance policy.

If you already purchased an insurance valid in Italy in your home country before leaving, make sure that the Italian Consulate/Embassy stamps the insurance policy to certify its validity. Without the stamp of the Consulate/Embassy, it cannot be considered valid for the residence permit application.

If you do not have a valid health and/or injury insurance policy, you have to buy one. For instance, you could buy in a post office an INA Assitalia policy following the instructions here attached.

Please bring with you the following documents to the appointment:

- A complete copy of your passport (blank pages not included)
- A copy of your health and injury insurance policy

Attention: copies must be made before the appointment. ACLI cannot make copies of your documents.

You have to provide the ACLI personnel with your contact details and address of a stable accommodation in Italy (a mobile phone number, street, city where you live and the name written on the mail box): in case of problems, the Questura will contact you there.

3. WHAT SHALL I DO AFTER THE APPOINTMENT AT ACLI?

Go to a tobacco shop (tabaccheria) and buy a € 16,00 duty stamp (marca da bollo).

After that, go to an authorized post office. You have to bring with you to the Post Office:

- The completed application form and PSE payment slip (bollettino) provided to you by the ACLI personnel
- A duty stamp (marca da bollo) of € 16,00
- Your original passport

4. WHAT SHOULD I DO AT THE POST OFFICE?
- You have to pay the PSE payment slip (€ 110,46)
- You have to hand-in the kit prepared at ACLI and the duty stamp (marca da bollo, € 16,00).
- You have to fill in a registered-post form (posta raccomandata) with your data, and pay € 30,00.

The Post officer will verify your identity thanks to your passport, and you will sign a form in front of him. **Important:** do not sign the form before being in front of the post officer.

The Post Office will release you:

- an appointment at the foreign citizens’ office (Ufficio stranieri) of the Questura
- a receipt of the permit of stay application: **please keep the receipt of the application always with you, as an evidence that you have duly requested your residence permit;** moreover, bring a copy of it to the Student Office of your School when registering in your degree programme.

### 5. THE APPOINTMENT IN QUESTURA AND THE RELEASE OF THE RESIDENCE PERMIT

It is important that you **go to the Questura on time for the appointment** assigned to you at the Post Office.

You must bring to the Questura:

- a self-certification of registration in a degree programme (after registering in a Degree programme, you can download it from [www.studenti.unibo.it](http://www.studenti.unibo.it))
- your health insurance
- your passport
- 4 identical passport photos. They must not be too old and they must have a white background
- the original application receipt you got from the Post Office
- the document confirming the appointment you got from the Post Office

A few weeks after the appointment in Questura, you can **check the status of your application** on the website [http://questure.poliziadistato.it/stranieri/](http://questure.poliziadistato.it/stranieri/): you have to enter the number assigned to you during the appointment, or the password written on top of the application receipt.

Only for the Questura of Bologna: when the residence permit will be ready, you can check when to collect it on [http://www.questura.bologna.it/](http://www.questura.bologna.it/) You won’t receive the information via SMS.

After collecting the residence permit, show the original and hand in a copy as soon as possible at the **Student Office** of your School.

**Attention:** after submitting the post office application receipt to the Student Office, for 150 days from the application date, your student career will remain active and in the meantime you’ll be allowed to sit exams and obtain certifications.

Having collected the residence permit, you must hand in a photocopy as soon as possible, exhibiting the original document, to the Student Administration Office.

If you don’t deliver a photocopy, after 150 days your student career will be temporarily frozen.
PART TWO
Your studies
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<th>Page</th>
</tr>
</thead>
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<tr>
<td>CONTACTS</td>
<td>35</td>
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</tbody>
</table>
## DEGREE PROGRAMMES OFFERED AT DICAM

**DICAM**  
DEPARTMENT OF CIVIL, CHEMICAL, ENVIRONMENTAL AND MATERIALS ENGINEERING  
www.dicam.unibo.it

<table>
<thead>
<tr>
<th>Code</th>
<th>Course name</th>
<th>English translation</th>
<th>Ba. / Ma.</th>
<th>Campus</th>
<th>Lang.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0918</td>
<td>Ingegneria chimica e biochimica</td>
<td>Chemical and biochemical engineering</td>
<td>BS</td>
<td>Bologna</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>0919</td>
<td>Ingegneria civile</td>
<td>Civil engineering</td>
<td>BS</td>
<td>Bologna</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>0921</td>
<td>Ingegneria edile</td>
<td>Building engineering</td>
<td>BS</td>
<td>Ravenna</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>0928</td>
<td>Ingegneria per l'ambiente e il territorio</td>
<td>Environmental engineering</td>
<td>BS</td>
<td>Bologna</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>0930</td>
<td>Ingegneria civile</td>
<td>Civil engineering</td>
<td>MS</td>
<td>Bologna</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>8896</td>
<td>Ingegneria chimica e di processo</td>
<td>Chemical and process engineering</td>
<td>MS</td>
<td>Bologna</td>
<td>IT, EN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The “Sustainable chemical and biochemical technology for environment and materials” (STEM) curriculum is entirely taught in English</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Two options: “Materials &amp; Biotechnologies” and “Offshore engineering”</td>
</tr>
<tr>
<td>8895</td>
<td>Civil engineering</td>
<td>Civil engineering</td>
<td>MS</td>
<td>Bologna</td>
<td>EN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Entirely taught in English</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Three curricula: “Structural engineering”, “Infrastructure design in river basins”, and “Offshore engineering”</td>
</tr>
<tr>
<td>8829</td>
<td>Ingegneria dei processi e dei sistemi edilizi</td>
<td>Engineering of building processes and systems</td>
<td>MS</td>
<td>Ravenna</td>
<td>IT, EN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The “Historic buildings rehabilitation” (HBR) curriculum is entirely taught in English</td>
</tr>
<tr>
<td>8894</td>
<td>Ingegneria per l'ambiente e il territorio</td>
<td>Environmental engineering</td>
<td>MS</td>
<td>Bologna</td>
<td>IT, EN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The “Earth resources engineering” (ERE) curriculum is entirely taught in English</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Two options: “Environment, resources and circular economy” and “Earth resources offshore engineering”</td>
</tr>
</tbody>
</table>
STUDY ABROAD

The image below depicts some of the opportunities you may apply for if you wish to spend time studying abroad.

PARTNERS FOR DUAL DEGREE AGREEMENTS

By enrolling into one of DICAM international master programmes, you can earn a dual degree with several Universities.
STUDY PLANS

A study plan is a set of all the exams that students have to take in order to graduate. Some exams are compulsory, others elective.

Every academic year students are allowed to present their study plan, choose or change curriculum choices and elective activities during two periods, issued by the School board:

First period: between October and November
Second period: between February and March

In these periods one may compile on line or in hard copy one’s plan of studies for the current academic year or make changes to it.

Compiling and presenting one’s study plan must be done by accessing Studenti Online, entering one’s University username and password. The service only runs during the period when presentation is allowed.
ONLINE SERVICES

Studenti online

Through Studenti Online (https://studenti.unibo.it/), you can access most of the online services provided by the University. To access to the portal you have to use the Unibo email and password.

Once you are logged in, it is possible to select the English version of the page clicking on the button English version just below the Alma Mater symbol (in the top left corner). Once English language is selected a portal similar to the following one will appear.

As you can see, this is an interface to access almost all the online services. The most important ones are surely the Exams - Almaesami, where you can (and you have to) enroll to exams and check their dates and places, and the “Study plans”, where you can choose the course units to attend.

How to choose course units

Exchange students have the possibility to choose all course units of the multicampus structure of Unibo, so if you want to check which course units are more appealing for your career, you can first give a look at this site: www.unibo.it/en/teaching/course-unit-catalogue

From there you will be able to search units by title, by the name of professor or by campus. Furthermore, you will be able to access to the web page of the course units and find their contents and characteristics. In particular, pay attention at the “language of the course” box where you can make sure that the lessons are going to be taught in English.

Once you have found an interesting course unit, remember to check in which term it is given. This is possible by searching for the study plan they belong to (look for the name of the degree program) at the following web site: http://www.eng.unibo.it/PortaleEn/Academic+programmes/Courses/default.htm.

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 visit 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

Lesson timetables

Bologna campus of the School of Engineering and Architecture has its own web service for timetables. It is available at the following web address: http://orario.ing.unibo.it/

To check the timetable of your course units you have to select one of their course of study and their correct year and term (or cycle). You will then be able to select the single course unit. To select course units from a different degree programme of the School of Engineering and Architecture of Bologna you will need to click on Aggiungi and to write the name of the course unit or the name of the professor.

Remember to check your timetable often, especially during the first weeks of every term.
The lecture rooms are located in three different complexes; in the next pages you will find a table with the list of the lecture rooms and their position.
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 honors (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.

Registering for exams. Before sitting an exam you must enter it in your online study plan. The uploaded exams are immediately 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.
<table>
<thead>
<tr>
<th>Room</th>
<th>Location</th>
</tr>
</thead>
</table>
| 01   | Viale del Risorgimento 2  
      | Central Building       |
| 02   | Viale del Risorgimento 2  
      | Central Building       |
| 04   | Viale del Risorgimento 2  
      | Former laboratory of Architecture       |
| 05   | Viale del Risorgimento 2  
      | Former laboratory of Hydraulics        
      | External lecture room                |
| 06   | Viale del Risorgimento 2  
      | Former laboratory of Hydraulics        
      | Internal lecture room                |
| 12   | Viale del Risorgimento 2  
      | Central Building       |
| 13   | Viale del Risorgimento 2  
      | Central Building       |
| 14   | Viale del Risorgimento 2  
      | Central Building       |
| 15   | Viale del Risorgimento 2  
      | Central Building       |
| 16   | Viale del Risorgimento 2  
      | Central Building       |
| 22   | Viale del Risorgimento 2  
      | Central Building       |
| 23   | Viale del Risorgimento 2  
      | Central Building       |
| 24   | Viale del Risorgimento 2  
      | Central Building       |
| 25   | Viale del Risorgimento 2  
      | Central Building       |
| 26   | Viale del Risorgimento 2  
      | Central Building       |
| 27A  | Viale del Risorgimento 2  
      | Central Building       |
| 27B  | Viale del Risorgimento 2  
      | Central Building       |
| 28   | Viale del Risorgimento 2  
      | Central Building       |
| 29   | Viale del Risorgimento 2  
      | Central Building       |
| 31   | Viale del Risorgimento 2  
      | Central Building       |
| 33A  | Viale del Risorgimento 2  
      | Central Building       |
| 33B  | Viale del Risorgimento 2  
      | Central Building       |
| 34   | Viale del Risorgimento 2  
      | Central Building       |
| 36   | Viale del Risorgimento 2  
      | Central Building       |
| 41   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 42   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 51   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 52   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 54   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 55   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 56   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 57   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 5C   | Viale del Risorgimento 4  
      | Department of Industrial Chemistry       |
| 61   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 62   | Viale del Risorgimento 2  
      | New lecture rooms       |
| 81   | Viale del Risorgimento 2  
      | CSITE Building       |
| 82   | Viale del Risorgimento 2  
      | CSITE Building       |
| LAB1 | Viale del Risorgimento 2  
      | New lecture rooms (necessary badge)       |
| LAB2 | Viale del Risorgimento 2  
      | New lecture rooms (external access)       |
| LAB3 | Viale del Risorgimento 2  
      | New lecture rooms       |
| LAB4 | Viale del Risorgimento 2  
      | New lecture rooms       |
| 74   | Via Saragozza 8       
      | Siriani school       |
| 75   | Via Saragozza 8       
      | Siriani school       |
| 76   | Via Saragozza 8       
      | Siriani school       |
| 77   | Via Saragozza 8       
      | Siriani school       |
| 78   | Via Saragozza 8       
      | Siriani school       |
| 79   | Via Saragozza 8       
      | Siriani school       |
**LECTURE ROOMS/2**

<table>
<thead>
<tr>
<th>Room</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA01</td>
<td>Via Umberto Terracini 28</td>
</tr>
<tr>
<td>TA02</td>
<td>Via Umberto Terracini 28</td>
</tr>
<tr>
<td>TA03</td>
<td>Via Umberto Terracini 28</td>
</tr>
<tr>
<td>TA04</td>
<td>Via Umberto Terracini 28</td>
</tr>
<tr>
<td>TA05</td>
<td>Via Umberto Terracini 28</td>
</tr>
<tr>
<td>TA06</td>
<td>Via Umberto Terracini 28</td>
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<tr>
<td>TA07</td>
<td>Via Umberto Terracini 28</td>
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<tr>
<td>TA08</td>
<td>Via Umberto Terracini 28</td>
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<td>TA09</td>
<td>Via Umberto Terracini 28</td>
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<tr>
<td>TA10</td>
<td>Via Umberto Terracini 28</td>
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<td>TA11</td>
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</tr>
<tr>
<td>TA12</td>
<td>Via Umberto Terracini 28</td>
</tr>
<tr>
<td>TL01</td>
<td>Via Umberto Terracini 28</td>
</tr>
</tbody>
</table>

*Laboratory of Informatics*

- **TS01**: Via Umberto Terracini 28
  - *Internal hall*

- **TS02**: Via Umberto Terracini 28
  - *Internal hall*

- **TS03**: Via Umberto Terracini 28
  - *Internal hall*

- **TS04**: Via Umberto Terracini 28
  - *Internal hall*

- **LAB6**: Via Umberto Terracini 28
STUDY HALLS

Viale del Risorgimento
There are two study halls:
- The main one is located on the ground floor, nearby the laboratory #4. There are about 50 seats available;
- The second one is located on the ground floor, next to the lecture room #0.5. There are about 25 seats available;

Inside the main library there are many seats available for individual study;
Lecture room #3.3 is a good place to do group work as it is suited with huge desks and power outlets.

Via Terracini
There are two study halls:
- The main one is located on the ground floor, in front of the cafeteria. There are about 80 seats available;
- The second one is located on the ground floor. There are about 25 seats available and more than 10 computer stations with free access through the personal university account (DSA credentials, given by DIRI);

Moreover, inside the main library there are many seats available for individual study.

Free access laboratories
Viale del Risorgimento
These laboratories require a special set of credentials, valid only within Bologna premises of the School of Engineering and Architecture. You can get your username and password by visiting the following website: http://infoy.ing.unibo.it

- Lab0: Ground floor, central building. It contains about 20 PCs with Internet access.
- Lab2: External access between the central building and new lecture rooms. It contains about 40 PCs with Internet access. Students enrolled in Computer Science, Electronics or Telecommunications courses have 20 free prints every week.
ALMAWIFI

ALMAWIFI is the name of the University of Bologna web allowing students, professors, researchers, technical and administrative staff, PhD students and collaborators of the University of Bologna to access the Internet and the on-line services of the university directly from their own mobile devices, using a WiFi connection (802.11) to the university network.

Who can use the service

The service is available to teaching staff, students, technical and administrative staff, research fellows, PhD students and accredited collaborators of the University of Bologna.

Access to the service is strictly personal.

Service Features

To ensure simple, widespread access to the ALMAnet, Internet and online services, Cesia - Computer Service Center has developed a safe model for using the WiFi service called ALMAWIFI.

The ALMAWIFI network is already running in some university facilities, particularly to cover those areas where traditional cabling is difficult or where the Internet connection has to be guaranteed to a large number of users (libraries, laboratories, public access areas, etc.).

The system involves the authenticated access only to those with DSA credentials according to a certified system which uses the WPA protocol to protect the traffic generated by the users.

How to access the service

The safety certificate for access to the ALMAWIFI wireless network has been updated. To bring your connection up to date on your devices, you need to cancel the existing profile for the AlmaWiFi network and create a new one.

Should system configuration so require, the server radius is “almawifi.unibo.it”, with a certificate issued by Terena via the AddTrust External CA Root Certification Authority. You may check and if necessary install the certification chain via the Catena di certificazione Terena link, which works on all systems.

In the attachments box you will also find general instructions for configuring any device, and detailed ones for the most commonly used operative systems.

Find out more

ALMAWIFI FAQs
Wi-Fi wireless connection - Cesena
Wi-Fi wireless connection - Forlì
Wi-Fi wireless connection - Ravenna
Wi-Fi wireless connection - Rimini

See also

Recovering of University credentials
Eduroam - Education Roaming
CONTACTS

DIRI – INTERNATIONAL RELATIONS

INCOMING MOBILITY AREA
The office works on **administrative procedures related to exchange programs** (check in and check out procedures, institutional credentials, badge emission, etc...).

Address: Via Zamboni 33, 40126 Bologna

**DIRI - INTERNATIONAL STUDENTS DESK:**
Address: Palazzina della Viola, Via Filippo Re 4, Bologna
incoming.diri@unibo.it
Telephone: +39 051 2088101
Opening hours: Monday, Tuesday, Wednesday, Friday: 9.00 to 11.15 am; Tuesday and Thursday: 2.30 to 3.30 pm

**DIRI - ERASMUS MUNDUS ACTION 2**
Address: Palazzina della Viola, Via Filippo Re 4, Bologna
Email: diri.ecw@unibo.it
Opening hours: Monday, Tuesday, Wednesday, Friday: from 9.00 to 11.15; Tuesday and Thursday: from 2.30 to 3.30 pm

**STUDENT INTERNATIONAL MOBILITY OFFICE**
The University of Bologna offers its students a series of study and training programmes abroad, including Erasmus Programmes, Erasmus Placements and Overseas programmes. The Student International Mobility Office at the School of Engineering and Architecture provides UNIBO and incoming students with administrative and teaching-related support during the various steps in the procedures outlined in Calls for Applications.

Address: Via Saragozza 8
Email: ingarc.internazionale.bo@unibo.it
Telephone: +39 051 209 3946
Opening hours: Tuesday, Wednesday, Thursday: 9.30 - 11.15 am; Thursday: 2.30 - 3.30

SCHOOL OF ENGINEERING AND ARCHITECTURE

**TEACHING OFFICE**
The teaching office provides students and degree programmes with administrative help during the various phases of planning and managing learning and teaching activities
Activities:
- Information and guidance for students
- Help in compiling study plans
- Managing teaching tutors and degree programmes
- Teaching rules and regulations for degree programmes
- Teaching planning
- Internationalizing degree programmes
- Helping teaching staff and researchers handle exam sessions and recording of grades
- Help with keeping lesson registers

Address: Viale del Risorgimento 2, Bologna
Email: ingarc.vpbo.didattica@unibo.it
Telephone: +39 051 2093735
Opening hours: Tuesday and Wednesday: 9.30 - 12.30 am; Thursday: 9.30 - 12.30 am and 14.30 - 16.00

STUDENT ADMINISTRATION OFFICE
The Student Administration Office is the contact point throughout your university career for all bureaucratic and administrative matters.

The Student Administration Office provides information about registration, enrolment for admission tests, choice of exams, switching courses and transfers, certifications and statements, and presenting graduation applications. It also handles all issues regarding students’ careers.

It is located in Via Saragozza, 10 Bologna, 900 mt from the Viale Risorgimento complex.

Email box: seging@unibo.it
Phone numbers:
+39 051 209 3910
+39 051 209 3911
+39 051 209 3930
+39 051 209 3993
+39 051 209 3994

Opening hours:
Monday, Wednesday, Friday: 9.00 - 11.15 am
Tuesday: 9.00 - 11.15 am and 2.30 - 3.30 pm
Thursday: 2.30 - 3.30 pm

DICAM – STUDENTS SUPPORT OFFICE:
The office is the first contact for international students of the courses offered by the Department and grants direct assistance and information.
email dicam.didattica@unibo.it
skype dicam.didattica (by appointment only)
follow us on facebook and youtube