

ERASMUS + STUDY 2023/2024- HOW to GET  
READY for YOUR MOBILITY

# ***Learning Agreement:*** ***do's and don'ts***

12th December 5.30pm – 6.30pm (ENG)



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
DIPARTIMENTO DI BENI CULTURALI

# CYCLE of SEMINARS

## «ERASMUS + STUDY 2023/2024- HOW to GET READY for YOUR MOBILITY»



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
DIPARTIMENTO DI BENI CULTURALI

### Erasmus + Study 2023/2024 – How to get ready for your mobility?

The Department of Cultural Heritage of the Ravenna Campus presents a cycle of seminars about the Erasmus + Study exchange! The seminars will take place at the **Department building in Via degli Ariani 1, Ravenna**



*Erasmus + Study : the exchanges offered by the DBC* →

Monday **28th November** | h. **4.30pm -5.30 pm (ITA)**  
| h. **5.30pm-6.30pm (ENG)**

*What are the requirements to participate to the Erasmus + Call?*

Wednesday **30th November** | h. **11.00am – 12.00pm (ITA)**  
| h. **12.00pm-1.00pm (ENG)**

**IMPORTANT:**  
The first seminar has  
been moved to **Aula  
Bovini in Casa  
Traversari**



*I won the Erasmus + Call... what do I do now?*

Monday **5th December** | h. **3.00 pm – 4.00pm (ITA)**  
| h. **4.00 pm - 5.00 pm (ENG)**



*Learning Agreement: do's and don'ts?*  
Monday **12th December** | h. **4.30pm – 5.30pm (ITA)**  
| h. **5.30pm - 6.30pm (ENG)**

*Concluding the Erasmus + exchange: the return to Italy and the Request of Recognition*  
Wednesday **14th December** | h. **9.00 am – 10.00 am (ITA)** | **10.00 am - 11.00 am (ENG)**



# ***Learning Agreement: do's and don'ts***

## **CONTENTS:**

- What is the L.A.? What does it do?  
What are the steps to validate it?
- Reserved AlmaRM Mobility area: how to fill in the L.A. step-by-step
- L.A. do's
- L.A. don'ts
- Changing the L.A.
- Uploading the 'final' version of the L.A.

## **Call for Application 2023/2024 & SUGGESTED next STEPS**

- The next CALL for APPLICATION
  - Where to Apply?
  - How to Apply?
  - The destinations offered by the DBC
- REQUIREMENTS: for Unibo and for the partner Universities
- AFTER WINNING the CALL: what do I do now? Check list!
- SUGGESTED STEPS:
  - What can you do now?
  - What can you do AFTER the Call comes out?
- Upcoming meetings and seminars
- Contact Information

# LEARNING AGREEMENT

The Learning Agreement is the document that guarantees the recognition of learning activities undertaken abroad. It is stipulated before leaving and is the agreement by which the Degree Programme pledges to recognise the activities undertaken abroad when you return to Italy.

The activities you intend to undertake at the host university are specified in the Learning Agreement, together with the corresponding University of Bologna courses and their allocated credits. You must consult the lecturer responsible for the exchange about which learning activities to choose, after studying the host university's teaching programme (on the Internet site, for example) and keeping to the exchange subject area published in the call for applications and in the "accept" box on the AlmaRM student home page. Permission to undertake activities in a different subject area must be obtained beforehand from the host university.

The Learning Agreement must be completed by the student on AlmaRM and validated online by the lecturer responsible for the exchange.

The student is required to submit a Learning Agreement for dissertation preparation and/or extra-curricular internship activities (when foreseen) as well; in the latter case, contact the relevant Internship Office for information on obligations and subsequent recognition.

For dissertation preparation activities, a tutor must be found in the host university to vouch for the activities undertaken.

The Learning Agreement is validated by the exchange coordinator, then formally approved by the Degree Programme Board. Both after the validation and the formal approval of the Learning agreement an automatic email is sent to the student's institutional unibo email address. Student can upload into AlmaRM the mobility agreement only after the formal approval of the learning agreement. Both procedures must be finalized before the departure.

«What is it?» ([LINK](#))

# LEARNING AGREEMENT

The student must take the Learning Agreement to the host university and get it approved, signed and stamped by the foreign lecturer (or designated office) responsible for the project. Some host universities ask for a copy of the Learning Agreement in advance, together with the Application Procedure documents, before the student's

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«What is it?» ([LINK](#))

arrival. If the host university sets a deadline for the submission of the Learning Agreement, you must allow enough time for it to be approved by that date.

The student must get the Learning Agreement approved and signed by the host university and upload the approved and signed PDF file to Alma RM.

If the activities specified in the first version of the Learning Agreement have to be changed, the student must get the changes approved first by his/her Degree Programme Coordinator and then by the host university before uploading the document.

# LEARNING AGREEMENT

The procedure for online approval on AlmaRM is as follows:

4. SUBMISSION OF LEARNING AGREEMENT (L.A.)
5. VALIDATION OF L.A. BY LECTURER RESPONSIBLE FOR EXCHANGE
6. APPROVAL OF L.A. BY DEGREE PROGRAMME BOARD

«What is it?» ([LINK](#))

Warning: the Learning Agreement is not a substitute for the individual study plan which must be submitted according to the deadlines set by your degree programme.

The Learning Agreement can be changed no more than twice on Alma RM during the period abroad, following a procedure similar to the initial Learning Agreement procedure.

You are strongly urged to submit requests for changing the Learning Agreement at least 5 weeks before the courses begin at the host university. The degree programme agrees to approve (or notify non-approval of) the change to the Learning Agreement within two weeks of the student requesting the change on AlmaRM.

# AlmaRM PERSONAL MOBILITY AREA

Requests in progress

[Bookings](#)

You have no pending requests

[See all »](#)



**Admission application**  
Take part in the selection



**Registration**  
Enrol in a Degree Programme



**Exams - AlmaEsami**  
Enrol for exams and progress tests



**Bookings**  
Register for entrance exams, language test, job placement ...



**Transport pass application**  
Apply for TPER transport pass at a subsidised price



**Fee situation - Enrolment**  
Check your fee situation and make payments



**Certificates and self-certifications**  
Print self-certifications and certificates with stamp



**On-line records book**  
Check your university career



**Calls**  
Opportunities offered to you by the University



**Language exam recognition**  
Request language exam recognition



**Study plan**  
Complete your study plan



**Graduation**  
Launch the graduation procedure



**Programme transfer**  
Request to transfer to another Degree Programme



**Transfer**  
Request transfer to another university



**Withdraw from studies**  
Complete the application for withdrawal from studies



**Suspension of studies**  
Request Suspension of studies



**International mobility - AlmaRM**  
International exchange programmes



**Internships**  
Find internship offers and host organisations  
Activate the internship



**Job placement**  
Search the job vacancy noticeboard



**Badge duplicate**  
Fill in the badge duplicate application



**Inserisci il tuo CV**  
Inserisci il tuo CV per AlmaLaurea



**Extension of the study period as part time student**  
Apply for the extension of the study period as part



**Shortening of the degree program**  
Apply for career shortening



# AlmaRM PERSONAL MOBILITY AREA

## Outgoing mobility

Read carefully the [guide for Erasmus + selected students 2021-2022](#).

### ESN - ERASMUS STUDENT NETWORK

Please read the [comunicazione ESN per gli studenti Erasmus A.A. 2021-22](#)

### COVID-19 EMERGENCY AND ERASMUS+ MOBILITY FOR STUDY 2021-22

Please read the [Special measures for didactic activities](#).

Please read the [Informazioni sulle misure emergenziali per la mobilità](#).

**!New** Please read the [Informazioni sulle misure emergenziali per la mobilità - copertura Covid e tamponi](#).

**WARNING:** MIUR contribution will be calculated on the student's Equivalent Financial Situation Indicator – ISEE. Students are strongly suggested to apply for the ISEE certificate well in advance. In order to obtain an ISEE certificate, the student may contact the INPS, a tax assistance centre (CAF) or the Municipality and must expressly request the **ISEE calculation for services for the right to higher education**.

**| For deadlines and procedures read [MIUR ADDITIONAL CONTRIBUTION TO THE ERASMUS+ STUDY GRANT 2021-2022\[.pdf\]](#)**

Other info can be published at <http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/contributo-erasmus>.

No MIUR contribution is foreseen to students who lack the presentation of the ISEE certificate as well as for students who hold an ISEE calculation higher than 50.000 euros.

[Entra nel tuo scambio](#)

Call Bando Erasmus+ studio 2021/22  
Hosting University Marmara Üniversitesi - Marmara University

Position ☒ Mobilità conclusa  
(ex rientrato)

Stato learning agreement Approvato ☒ [Dettaglio learning agreement](#)



# AlmaRM PERSONAL MOBILITY AREA

Prima dell'inizio della mobilità

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Accettazione posto scambio

Call

Bando Erasmus+ studio 2021/22

Hosting University

Marmara Üniversitesi - Marmara University

Esito accettazione

Certificati di scambio

2

Learning agreement

Stato learning agreement

Approvato

Versione

3.0 - 2° modifica del LA

Dettaglio learning agreement

FILL in the L.A. ONLINE HERE!

3

Accordo di mobilità

Modalità di pagamento dell'eventuale borsa

Pagamento su conto corrente bancario/postale/carta prepagata italiano -

[Here](#) you can find an English version of the mobility agreement, **only valid for publicity purposes**

Accordo di mobilità accettato dagli uffici

Visualizza accordo di mobilità firmato

## MEANINGS of the COLORS :

- GREY = this section is blocked => you can't modify it at the moment
- YELLOW = this section has been unlocked, you can now modify it / upload documents
- LIGHT GREEN = you have uploaded something in this section, you now need to wait for the approval/validation
- DARK GREEN = this section has been completed!! Your documents have been accepted/approved => you can relax and enjoy your mobility!

# AlmaRM PERSONAL MOBILITY AREA

Durante la mobilità

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## Arrival confirmation

**Read the steps to be fulfilled in case of emergencies that might occur during your stay abroad.**

[Adempimenti emergenze](#)

### Mobility Dates

Dear student, below you can find the list of study periods and the mobility modes your mobility is made up of. Warning: periods duration could change at the end of your mobility, according to your final certificate of dates and to the checks of the offices

- Physical mobility from 14/02/2022 to 08/07/2022 [Certificate of Dates - Arianna Bassi.pdf](#)

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## Richiesta di prolungamento


Non hai presentato richieste di prolungamento.

Lo stato della mobilità in cui ti trovi non permette di eseguire richieste di prolungamento

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## Modifiche al Learning agreement

Stato learning agreement

Approvato 

Versione

3.0 - 2° modifica del LA

[Dettaglio learning agreement](#)

Non puoi inserire altre versioni di Learning Agreement

CHANGES to the L.A. presented  
ONLINE HERE!

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## Learning agreement firmato

The Learning Agreement that **you and the hosting university** must sign can be downloaded above in the section 2 "Learning Agreement" >> "Dettaglio learning agreement" >> "Documento di approvazione".

**Please note:** the Learning Agreement that you will upload in this section must be signed and stamped by hosting university **and also by you!**

**Only the Learning Agreement with three signatures (degree coordinator UNIBO - or "digitally approved" note, hosting partner university, student) will be accepted.**

We remind you that it is sufficient to upload at least **one** of the versions of your Learning Agreement approved by your degree programme board. In case of an amendment, if you have already uploaded the previous version of the Learning Agreement and it has been validated by the offices, it is not necessary to upload the new version with three signatures.

[Questo](#) è il Learning Agreement firmato che hai caricato.

Il documento è stato validato dagli uffici.

SIGNED L.A.!

# AlmaRM PERSONAL MOBILITY AREA

-Al termine del periodo di mobilità-

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## Attendance communication

*Il tuo certificato di periodo è stato validato dagli uffici in data 07/07/2022*

Data di fine effettiva del periodo di scambio 08/07/2022

Certificato di periodo [Certificate of Dates - Arianna Bassi.pdf](#)

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## Richiesta copertura finanziaria

Leggi le [Informazioni sulle misure emergenziali per la mobilità - copertura Covid e tamponi](#)

La presentazione di nuove richieste è scaduta il 07/10/2022

. Nessuna richiesta.

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## Richiesta di riconoscimento

Stato Approvata ☒

Versione 1.0

[Dettaglio richiesta di riconoscimento](#)

Transcript of  
records/work: [Arianna BASSI\\_ToR.pdf](#) Documento validato dagli uffici

# AlmaRM PERSONAL MOBILITY AREA

## Learning Agreement 162530

[Che cos'è il Learning Agreement](#)

[Note sulla modifica di Learning Agreement approvati](#)

[Leggi il manuale per la compilazione](#)



### Note per la compilazione

Per la corretta presentazione del Learning Agreement, seguire le linee guida pubblicate sul sito del proprio corso di studio.  
Please check your degree programme web site to find the guidelines for filling in your learning agreement.

### Dati dello studente

Cognome: BASSI  
Nome: ARIANNA  
Matriculation number: 0000977641  
Email istituzionale: arianna.bassi6@studio.unibo.it

### Dati dello scambio

Call: Bando Erasmus+ studio 2021/22  
Hosting University: TR ISTANBU05 - Marmara Üniversitesi - Marmara University - TURCHIA  
Durata: 6 Mesi  
Docente proponente: Annalisa Furia

# AlmaRM PERSONAL MOBILITY AREA

## Dati generali sul learning agreement

Data presentazione: 05/03/2022 21:27  
Stato: Approvato ☒  
Versione: 3.0 - 2ª modifica del LA  
Corso di studi: 9237 - INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE  
Dipartimento: DIPARTIMENTO DI BENI CULTURALI  
Anno di corso durante lo scambio: 2  
Tipologia di attività da svolgere all'estero: Studio  
Link al course catalogue presso l'ente ospitante: <https://meobs.marmara.edu.tr/Program/information-on-programmes/graduate-915003>  
Dichiaro di acquisire le seguenti competenze linguistiche entro l'inizio del periodo di scambio: Inglese B2  
Comunicazioni al docente e/o al Consiglio di Corso di Studi da parte dello studente (ATTENZIONE: tali note saranno riportate sul documento ufficiale):  
Documento di approvazione:  
Learning Agreement firmato: [LA\\_Unibo\\_Bassi\\_modified2.pdf](#)  
Le attività formative inserite comportano una variazione al piano di studio presentato?: No

«FILLING in the LEARNING AGREEMENT»  
manual >> [LINK](#)

## Gruppo di corrispondenza 1

Attività estere	Attività da riconoscere
Attività presenti nella precedente versione approvata	Attività presenti nella precedente versione approvata
<ul style="list-style-type: none"><li>✖ <del>EUP743 - European Integration, Issues of Migration, Citizenship and Identity - 6 ECTS - Attività presso il partner</del></li></ul> ECTS totali: 0	<ul style="list-style-type: none"><li>✖ <del>85505 - HISTORY OF EASTERN EUROPE, NATION-BUILDING AND PROTECTION OF MINORITIES - 6 CFU</del></li></ul> CFU totali: 0

## Gruppo di corrispondenza 2



Attività estere	Attività da riconoscere
Attività presenti nella precedente versione approvata	Attività presenti nella precedente versione approvata
<ul style="list-style-type: none"><li>• The Role of the Media in the Integration of Immigrants (PCE7022.1) - 6 ECTS - Attività presso il partner</li></ul> ECTS totali: 6	<ul style="list-style-type: none"><li>• 6 CFU di SPS/06</li></ul> CFU totali: 6

## Gruppo di corrispondenza 3 (Gruppo aggiunto rispetto la precedente versione approvata)

Attività estere	Attività da riconoscere
Attività aggiunte rispetto la precedente versione approvata	Attività aggiunte rispetto la precedente versione approvata
<ul style="list-style-type: none"><li>• + Nationalism and Ethnicity in World Politics (PSIR7004.1) - 8 ECTS - Attività presso il partner</li></ul> ECTS totali: 8	<ul style="list-style-type: none"><li>• + 85505 - HISTORY OF EASTERN EUROPE, NATION-BUILDING AND PROTECTION OF MINORITIES - 6 CFU</li></ul> CFU totali: 6

# LEARNING AGREEMENT

## DO'S

- Read the documents provided by Unibo
  - [Guide for the selected students](#)
  - [What is the L.A.?](#)
  - [Information about changing the L.A.](#)
  - [Filling in the L.A.](#) >> **step-by-step guide** on how to fill it in
- FILLING in the L.A.:
  - **WHERE?** On the AlmaRM platform
  - **HOW?** ONLINE PROCEDURE >> remember to divide the classes chosen in «**correspondence groups**» 
  - Discuss about it with the **Contact Person of the exchange** (=lecturer responsible for the exchange) 
  - Make sure you have **all the requirements** requested by both **UNIBO and the HOST UNIVERSITY**
  - **CONTENT** >> check the website of the host university + reach out to the Erasmus office abroad + reach out to the contact person of the exchange in Italy
  - >> **SUGGESTION:** before officially presenting the L.A. on AlmaRM, you could have a conversation about it with the contact person of the exchange (you could also put in copy the coordinator of your MA) going to their office hours or via e-mail.

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- **FILLING in the L.A.:**
  - **WHERE?** On the AlmaRM platform
  - **HOW?** **ONLINE PROCEDURE** >> remember to divide the classes chosen in «**correspondence groups**»
  - Discuss about it with the **Contact Person of the exchange** (=lecturer responsible for the exchange)
  - Make sure you have **all the requirements** requested by both **UNIBO and the HOST UNIVERSITY**

## UNIBO REQUIREMENTS

- **UNIBO does not have min/max CREDIT(s) requirements >>** to have the mobility recognized >> **AT LEAST 1 activity completed/passed**
- **SUGGESTION:** usually **1 semester = 30 credits ; 2 semesters = 60 credits max >>** more than this would be very hard to manage
- **REQUIREMENTS for EXCHANGES with INTERNSHIP and/or RESEARCH for the THESIS >>** you need to have a **tutor/contact person** abroad that will confirm the number of hours of internship/research you've done (=sign!) + for the research for the thesis is **RECOMMENDED** to already have a **supervisor in Italy** which can follow you.



# LEARNING AGREEMENT

## DO'S

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  - [What is the L.A.?](#)
  - [Information about changing the L.A.](#)
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  - Discuss about it with the **Contact Person of the exchange** (=lecturer responsible for the exchange)
  - Make sure you have **all the requirements** requested by both **UNIBO and the HOST UNIVERSITY**



## HOST UNIVERSITY REQUIREMENTS

- **CREDIT(s) REQUIREMENTS** >> could have a minimum/maximum amount of credits allowed per semester; minimum/maximum amount of credits for disciplinary fields (ex. External to that of the exchange)
- **POSSIBLE SPECIFIC REQUIREMENTS for the exchange for the internship/research for the final dissertation**

## OTHER SPECIFIC REQUIREMENTS

### OLA platform (Online Learning Agreement)


- >> **IMPORTANT:** Unibo is NOT yet able to use this platform, IF the host university requests the L.A. there you need to ask if you can submit it via e-mail/bring it in paper form when you get there.

### L.A. UNIBO vs. L.A. HOST UNIVERSITY?

- **SUGGESTION:** If you can it would be best to have ONLY one L.A. filled in on AlmaRM, downloaded and sent also to the host University >> however the host university may require a different L.A. format >> In this case you will need to have TWO identical L.A. and in each of them you'll need to have ALL the signatures!!

# LEARNING AGREEMENT

## DON'TS

- **DO NOT** do **everything at the last minute** >> it's very important to upload the L.A. BEFORE your departure AND to follow the (possible) deadlines given by the HOST UNIVERSITY
- **DO NOT** leave for the host university WITHOUT an approved L.A. and/or WITHOUT the Mobility Agreement
- **DO NOT** add in your L.A. [the TRANSFERABLE SKILLS](#) (they can't be done abroad)
- **DO NOT** add in correspondence to workshops/internships exams/normal classes >> a **PRACTICAL activity MUST ALWAYS**  **correspond to another practical activity**
- **DO NOT** consider the administrative offices as they were the contact person of the exchange (=the lecturer responsible for the exchange)
- **DO NOT** change your L.A. too many times BEFORE you leave
- **DON'T PANIC**

There has to be congruity between the context and nature of the exam/activity done abroad and that you want to get recognized in Italy !!

# LEARNING AGREEMENT

## DON'TS


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- **DO NOT** consider the **administrative offices as they were the contact person of the exchange** (=the lecturer responsible for the exchange) →
- **DO NOT** change your L.A. too many times BEFORE you leave
- **DON'T PANIC**

## WHO does WHAT? ADMINISTRATION vs. CONTACT PERSON of the EXCHANGE

- **ADMINISTRATION** >> they help you with the technical procedures and the step you need to follow + they can also guide you with the online process (for technical issues with the computer/the page that it's not uploading, it's best to reach out to the technical assistance service of Unibo, CESIA).
- **CONTACT PERSON** >> selection process/interviews + support on the CONTENT of the L.A. >> *can this exam correspond to that one??* >> **always write to them to have support on this part!**

# LEARNING AGREEMENT

## DON'TS

- **DO NOT** do **everything at the last minute** >> it's very important to upload the L.A. BEFORE your departure AND to follow the (possible) deadlines given by the HOST UNIVERSITY
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- **DO NOT** consider the administrative offices as they were the contact person of the exchange (=the lecturer responsible for the exchange)
- **DO NOT** change your L.A. **too many times BEFORE you leave** 
- **DON'T PANIC**

If you have uploaded the first version of your L.A. and it has been approved and validated >> then, before your departure, **you receive from the host university further information and you discover that you will need to change a few things in your L.A.**

>> our suggestion **is to WAIT** until you're there to make any changes, so if you discover you need to change other things you can do everything in one change.

# LEARNING AGREEMENT

## DON'T PANIC!



- The L.A. can is a complicated procedure and it can be a bit intimidating for some students. **Don't worry, people filled in successfully before you and others will after you.** Take one thing at the time and **try to remain calm** (as much as possible), if you **start early** with all the preparation and organization you should not have any problems. Il L.A. può essere una procedura un po' complessa che può intimidire alcuni studenti.
- Remember that **the perfect L.A. does not exist** (there are very isolated cases of people that didn't do any ammend to their L.A., but you also need to be lucky for that). My suggestion is to try to do the most complete version possible **with the INFORMATION at your disposal at that moment.** Then, when you will arrive at the destination university, you will figure things out: with time and with the support of the offices over there as well you will for sure be able to find a solution for any possible changes you may have to make.

# CHANGING/AMMENDING the L.A.

## Erasmus+/SEMP Programmes

### CHANGES TO THE LEARNING AGREEMENT

You may modify the Learning Agreement **no more than twice**. According to the Erasmus+ Programme rules, modifications to the Learning Agreement are exceptional circumstances and only one modification should be requested per exchange semester. The procedure to follow is that used before you left, according to the following timetable:

3. **NO LATER THAN FIVE WEEKS AFTER ARRIVING AT THE HOST UNIVERSITY: submit the Learning Agreement.** The new L.A. must also indicate **if the proposed modification implies an adjustment of the Study Plan**. WARNING: changes to the L.A. must always be agreed with the host university.

4. **WITHIN TWO WEEKS OF ENTERING THE MODIFICATION:**

- **Validation of the LA** by the exchange supervisor or the Degree Programme Coordinator
- **Approval of the LA** by the Chairman of the Degree Programme Board. Having obtained the approval, you must print the LA from your personal profile in AlmaRM and have it signed by the Host University.

IMPORTANT: the signed document to be printed is the PDF in the box "Learning Agreement general data" under "approval document"; do not use the print button at the top.

For any further details (other deadlines, doubts on how to fill in the LA, etc.) contact the relevant offices: <https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/erasmus-office-directory>

IMPORTANT! DO NOT SEND MODIFICATIONS BY FAX OR E-MAIL, USE ALMA RM ONLY!

- **WHY need to CHANGE it?** >> when you arrive at the host University check the COURSES offered!
  - Do the courses you choose exist? Will they be activated this semester/year? Were they moved to another semester? Are they full?
  - Are they on the topic you thought they would be? Are you able to follow them/are they too complicated?

### REMEMBER!

- It's possible to upload a total of **3 DIFFERENT VERSIONS of the L.A.** => therefore it's possible to change it **only TWICE** (besides the first version uploaded BEFORE the departure)

«Information about changing the L.A.» ([LINK](#))

# CHANGING/AMMENDING the L.A.

## Erasmus+/SEMP Programmes

### CHANGES TO THE LEARNING AGREEMENT

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- **Approval of the LA** by the Chairman of the Degree Programme Board. Having obtained the approval, you must print the LA from your personal profile in AlmaRM and have it signed by the Host University.

IMPORTANT: the signed document to be printed is the PDF in the box "Learning Agreement general data" under "approval document"; do not use the print button at the top.

For any further details (other deadlines, doubts on how to fill in the LA, etc.) contact the relevant offices: <https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/erasmus-office-directory>

IMPORTANT! DO NOT SEND MODIFICATIONS BY FAX OR E-MAIL, USE ALMA RM ONLY!

**STEPS to FOLLOW to VALIDATED the CHANGE>>** to ammend the L.A. is sufficient to have the APPROVAL (but it's always best to talk about it ALSO with the contact person of the exchange)

- To approve the changes to the L.A. it's sufficient to have the **signature of the coordinator of your MA program** (and that of the contact person in the host university if requested by them to approve the change) >> the procedure is done **automatically by the student ONLINE**.
  - BUT it's always recommended to **send an email** to inform the coordinator about the change (on top of doing the modifications online), including a **brief explanation** of the reasons for the change.
  - It's also recommended to put in copy in such email the **CONTACT person of the EXCHANGE** (in Italy) >> in this way everyone will be up-to-date with the information about your exchange.

**REMEMBER:** After you've filled in the changes of the L.A. on AlmaRM, the system will **ONLY show in the L.A. section the CHANGES** (not the full L.A.)

«Information about changing the L.A.» ([LINK](#))



# SIGNED/'FINAL' LEARNING AGREEMENT

Durante la mobilità

**4** -Arrival confirmation-

Read the steps to be fulfilled in case of emergencies that might occur during your stay abroad.  
[Adempimenti emergenze](#)

Mobility Dates

Dear student, below you can find the list of study periods and the mobility modes your mobility is made up of. Warning: periods duration could change at the end of your mobility, according to your final certificate of dates and to the checks of the offices

- Physical mobility from 14/02/2022 to 08/07/2022 [Certificate of Dates - Arianna Bassi.pdf](#)

**5** -Richiesta di prolungamento-

Non hai presentato richieste di prolungamento.  
Lo stato della mobilità in cui ti trovi non permette di eseguire richieste di prolungamento

**6** -Modifiche al Learning agreement-

Stato learning agreement	Approvato
Versione	3.0 - 2ª modifica del LA

[Dettaglio learning agreement](#)

Non puoi inserire altre versioni di Learning Agreement

**7** -Learning agreement firmato-

The Learning Agreement that **you and the hosting university** must sign can be downloaded above in the section 2 "Learning Agreement" >> "Dettaglio learning agreement" >> "Documento di approvazione".

**Please note** the Learning Agreement that you will upload in this section must be signed and stamped by hosting university **and also by you!**  
**Only the Learning Agreement with three signatures (degree coordinator UNIBO - or "digitally approved" note hosting partner university, student) will be accepted**

We remind you that it is sufficient to upload at least **one** of the versions of your Learning Agreement approved by your degree programme board. In case of an amendment, if you have already uploaded the previous version of the Learning Agreement and it has been validated by the offices, it is not necessary to upload the new version with three signatures.

[Questo](#) è il Learning Agreement firmato che hai caricato.

Il documento è stato validato dagli uffici.

**SIGNED L.A.!**

**WHICH ONE?** The L.A. that has **ALL the SIGNATURES >>**

- contact person of the exchange (=lecturer responsible of the exchange),
- MA coordinator,
- host University contact person/office
- Student's signature (= yours)

**It DOES NOT necessarily have to be the last version/the most up-to-date**, if you make changes to the L.A. you can always upload in this section the one signed by everyone and then attach to that same file the file with the changes approved by the MA coordinator

# SUMMARY LEARNING AGREEMENT:

## Do's and Don'ts

### DO'S

- **Read the documents provided by Unibo**
  - [Guide for the selected students](#)
  - [What is the L.A.?](#)
  - [Information about changing the L.A.](#)
  - [Filling in the L.A.](#) >> **step-by-step guide** on how to fill it in
- **FILLING in the L.A.:**
  - **WHERE?** On the AlmaRM platform
  - **HOW?** **ONLINE PROCEDURE** >> remember to divide the classes chosen in «**correspondence groups**»
  - Discuss about it with the **Contact Person of the exchange** (=lecturer responsible for the exchange)
  - Make sure you have **all the requirements** requested by both **UNIBO and the HOST UNIVERSITY**

### DON'TS

- **DO NOT** do **everything at the last minute** >> it's very important to upload the L.A. BEFORE your departure AND to follow the (possible) deadlines given by the HOST UNIVERSITY
- **DO NOT** leave for the host university WITHOUT an approved L.A. and/or WITHOUT the Mobility Agreement
- **DO NOT** add in your L.A. [the TRANSFERABLE SKILLS](#) (they can't be done abroad)
- **DO NOT** add in correspondence to workshops/internships exams/normal classes >> a PRACTICAL activity **MUST ALWAYS** correspond to another practical activity
- **DO NOT** consider the **administrative offices as they were the contact person of the exchange** (=the lecturer responsible for the exchange)
- **DO NOT** change your L.A. too many times BEFORE you leave
- **DON'T PANIC**

**CALL for APPLICATION for the 2023/2024  
MOBILITY  
&  
SUGGESTED NEXT STEPS**

## Erasmus + Study: when will next Call for Application be out?

**NEXT CALL for APPLICATION:** it will be published in early January 2023

**WHERE?** Here you can find the link where the Call will be available once published (you can already read the EXPIRED call for application for the 2022-2023 mobility, just to get an idea of the procedures)
























<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/Participation-methods>

**IMPORTANT:** The Call for Application contains ALL the information that you need to know about the mobility: how to participate, which are the requisites and how to apply!!

# Erasmus + Study: Where to APPLY?

Requests in progress
[Bookings](#)

You have no pending requests  
[See all >](#)

 <b>Admission application</b> Take part in the selection	 <b>Registration</b> Enrol in a Degree Programme	 <b>Exams - AlmaEsami</b> Enrol for exams and progress tests	 <b>Bookings</b> Register for entrance exams, language test, job placement ...	 <b>Transport pass application</b> Apply for TPER transport pass at a subsidised price	 <b>Fee situation - Enrolment</b> Check your fee situation and make payments
 <b>Certificates and self-certifications</b> Print self-certifications and certificates with stamp	 <b>On-line records book</b> Check your university career	 <b>Calls</b> Opportunities offered to you by the University	 <b>Language exam recognition</b> Request language exam recognition	 <b>Study plan</b> Complete your study plan	 <b>Graduation</b> Launch the graduation procedure
 <b>Programme transfer</b> Request to transfer to another Degree Programme	 <b>Transfer</b> Request transfer to another university	 <b>Withdraw from studies</b> Complete the application for withdrawal from studies	 <b>Suspension of studies</b> Request Suspension of studies	 <b>International mobility - AlmaRM</b> International exchange programmes	 <b>Internships</b> Find internship offers and host organisations Activate the internship
 <b>Job placement</b> Search the job vacancy noticeboard	 <b>Badge duplicate</b> Fill in the badge duplicate application	 <b>Inserisci il tuo CV</b> Inserisci il tuo CV per Almalaurea	 <b>Extension of the study period as part time student</b> Apply for the extension of the study period as part	 <b>Shortening of the degree program</b> Apply for career shortening	

# Erasmus + Study: HOW to APPLY?

## Submitting an application

- Each candidate may submit applications **for a maximum of three different destinations offered.**
- Applications must be **submitted online only**, through AlmaRM (<https://almarm.unibo.it> )
- **=> DEADLINES will be available when the next Call comes out!**

# Erasmus + Study: HOW to APPLY?

In order to apply, candidates must:

1. *obtain their university login details* (username and password) to access the AlmaRM application;
2. *read the notes for filling in applications* on the AlmaRM homepage, which explain how to apply online;
3. *upload the following documents to AlmaRM*:
  - **Self-certification of the applicant's degree certificate** with a list of exams, **ONLY** if the first- or second-cycle degree was obtained from another university.
  - **A personal study plan** for the mobility period and a motivation letter (which will be subject to assessment by the exchange coordinator).
  - **Any other attachments** deemed useful for assessment purposes.
  - **A language certificate, as indicated in Attachment 3 to the call for applications (ONLY for those who indicate their exemption in this category). The results of language assessment tests sat at the CLA will be obtained directly by the Mobility for Study Office.**

All documents must be uploaded to AlmaRM in pdf format when submitting the application. Failure to do so may result in the application being rejected.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**IT WILL NOT BE POSSIBLE TO CHANGE OR CANCEL APPLICATIONS AFTER SUBMISSION.**

Once an application has been submitted, an e-mail will be sent to student's institutional e-mail address (name.surname@studio.unibo.it) as confirmation that the application has been successfully uploaded.



# Erasmus + Study: DESTINATIONS offered by the DBC!

## ERASMUS + EXCHANGES OFFERED BY THE DEPARTMENT OF CULTURAL HERITAGE (DBC)

COUNTRY	HOST UNIVERSITY	Erasmus Code	PERIOD of the EXCHANGE *	CYCLE of STUDY to which the EXCHANGE is OPEN **	SPOTS AVAILABLE	DISCIPLINARY FIELD of the EXCHANGE	CONTACT PERSON at UNIBO	EMAIL of the CONTACT PERSON	DELEGATES
SPAIN	Universidad de Cádiz	E CADIZ01	6 months	First Cycle, Second Cycle, Third	4	0222 History and archaeology	FARISELLI ANNA	annachiara.fariselli@unibo.it	LAUDANI RAFFAELE
ROMANIA	Universitatea din Bucuresti - University of Bucharest	RO BUCURES09	6 months	First Cycle	2	0312 Political sciences and civics	FURIA ANNALISA	annalisa.furia@unibo.it	
			6 months	Second Cycle	1	0312 Political sciences and civics			
SPAIN	Universitat Rovira i Virgili	E	6 months	First Cycle	1	0222 History and archaeology	CANETTI LUIGI	luigi.canetti@unibo.it	
NETHERLANDS	Erasmus Universiteit Rotterdam	NL ROTTERD01	6 months	First Cycle	2	022 Humanities (except languages)	NEVE MARIO ANGELO	mario.neve@unibo.it	
SPAIN	Universidad de Málaga	E MALAGA01	10 months	First Cycle, Second Cycle, Third	4	0222 History and archaeology	FARISELLI ANNA	annachiara.fariselli@unibo.it	BENCIVENNI ALICE
BULGARIA	Universitet Po Bibliotekoznanie I Informacionni Tehnologii	BG SOFIA24	6 months	First Cycle, Second Cycle	1	0322 Library, information and archival studies	GROTTI VANESSA	vanessa.grotti@unibo.it	
			6 months	First Cycle, Second Cycle	1	0222 History and archaeology			
GREECE	University of Ioannina	G IOANNIN01	6 months	First Cycle, Second Cycle, Third	2	0222 History and archaeology	COSENTINO	salvatore.cosentino@unibo.it	BALDINI ISABELLA
FRANCE	Université Côte d'Azur (UCA)	F NICE42	6 months	Second Cycle, Third Cycle	4	0312 Social and behavioural sciences	NEVE MARIO ANGELO	mario.neve@unibo.it	
			6 months	Second Cycle, Third Cycle	4	0421 Law			
SPAIN	Universidad de Almería	E ALMERIA01	6 months	First Cycle	4	0222 History and archaeology	FARISELLI ANNA	annachiara.fariselli@unibo.it	LAUDANI RAFFAELE
SPAIN	Universidad de Cantabria	E SANTAND01	9 months	First Cycle, Second Cycle	4	0222 History and archaeology	VESPIGNANI	giorgio.vespignani@unibo.it	
SPAIN	Universidad Pública de Navarra	E	6 months	First Cycle, Second Cycle	4	0222 History and archaeology	BOTTI FEDERICA	federica.botti2@unibo.it	
FRANCE	École Nationale Supérieure Des Sciences De L'information Et Des Bibliothèques (ENSSIB)	F LYON21	5 months	Second Cycle	2	0322 Library, information and archival studies	SABBA FIAMMETTA	fiammetta.sabba@unibo.it	
GREECE	Ionio Panepistimio - Ionian University	G ATHINE42	6 months	First Cycle	2	022 Humanities (except languages)	VESPIGNANI	giorgio.vespignani@unibo.it	
GREECE	University of West Attica	G EGALEO02	6 months	Second Cycle	2	0322 Library, information and archival studies	SABBA FIAMMETTA	fiammetta.sabba@unibo.it	
SPAIN	Escola Superior De Conservación E Restauración De Bens Culturais De Galicia	E PONTEVE08	9 months	First Cycle, Second Cycle	2	021 Arts	GHELFÌ BARBARA	barbara.ghelfi@unibo.it	
TURKEY	Bilkent University	TR ANKARA07	5 months	First Cycle, Second Cycle, Third	2	0222 History and archaeology	CANETTI LUIGI	luigi.canetti@unibo.it	
DENMARK	Københavns Universitet - University of Copenhagen	DK	5 months	First Cycle, Second Cycle	2	0232 Literature and linguistics	MALDINA NICOLO'	nicolo.maldina3@unibo.it	
GERMANY	Justus-Liebig-Universität Giessen	D GIESSEN01	10 months	Second Cycle	2	0312 Political sciences and civics	FURIA ANNALISA	annalisa.furia@unibo.it	
TURKEY	Marmara Üniversitesi - Marmara University	TR ISTANBU05	6 months	First Cycle	1	0312 Political sciences and civics	FURIA ANNALISA	annalisa.furia@unibo.it	
			6 months	Second Cycle	2				
			6 months	Third Cycle	1				
SPAIN	Universidad Autónoma De Madrid	E MADRID04	9 months	First Cycle, Second Cycle	2	021 Arts	MARQUETTI	marquetti@unibo.it	

You can find here the full table in ENGLISH!

<https://beniculturali.unibo.it/it/didattica/mobilita-internazionale>

# Erasmus + Study : SUMMARY of UNIBO REQUIREMENTS

## UNIBO REQUIREMENTS:

- **GENERAL ELIGIBILITY REQUIREMENTS** (be enrolled at Unibo, not have other EU scholarships, etc.)
- **LINGUISTIC REQUIREMENTS to APPLY** => at least A2 in the LANGUAGE of the EXCHANGE
- **REQUIREMENTS wanted by the CONTACT PERSON of the EXCHANGE** >> check the Infosheet of the exchange (once the call is out)
  - **MANDATORY INTERVIEW** => book? Specific requirements?
- **CURRICULAR REQUIREMENTS** (for the L.A. / for the recognition)
  - Check the faculty/field of the exchange => make sure that it's connected to your program, if you can find courses that correspond => check the WEBSITE of the hosting University
- **MINIMUM CREDIT REQUIREMENT to COMPLETE during the EXCHANGE**
  - NONE >> You just need to **successfully complete at LEAST 1 activity in the host university!**

<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-mobility-for-study-language-requirements>

# Erasmus + Study : SUMMARY of UNIBO REQUIREMENTS

**EXTRA INFO** >> REQUIREMENTS for destinations with the options of conducting an internship and/or the research for the thesis abroad (if you want to do them)

- **INTERNSHIP**

- Remember to always double check with the host university **if it's actually possible to do an internship during the exchange/if there are any particular requirements** to do so;
- For the L.A. => an internship activity CAN NOT be recognized as an exam and vice versa => **practical activity/laboratories/workshops MUST ALWAYS correspond to practical activities/laboratories/workshops**

- **RESEARCH for the THESIS**

- Have a supervisor in Italy (possibly) or at least have a clear thesis idea >> you need a valid MOTIVATION (to write in the application) to explain why you choose THAT specific destination for your research
- Have a tutor/contact person abroad >> check with the host university to make sure that they offer one/ to understand how does it work (do you need to find a tutor on your own? Will they provide one for you?) >> the tutor will have to check up on your work and **VALIDATE the HOURS** you did there >> so that you can get the research for the thesis abroad credits recognized at Unibo.

# Erasmus + Study: REQUIREMENTS for the HOST UNIVERSITY

**WARNING >> the destination University may have DIFFERENT / ADDITIONAL requirements with respect to those requested by Unibo >> When you are APPLYING make sure to check if you do have ALSO those requirements, otherwise you could WIN a spot for a destination in the Unibo Call, but be REFUSED later on by the partner University**

- **LINGUISTIC REQUIREMENTS** >> the linguistic requirements could be higher than those requested by Unibo (>A2); the host university could ask for a specific language certificate (IELTS, Cambridge OR DELF) and it could not accept the CLA test!
- **MINIMUM # of CREDITS REQUIRED** >> there could be a minimum/maximum number of credits per semester; minimum/maximum number of credits per faculty/faculty (ex. if you want to take exams in departments outside that of the exchange)
- **SPECIFIC REQUIREMENTS for INTERNSHIP / RESEARCH for the THESIS**
- **APPLICATION and DEADLINES REQUIREMENTS** >> after Unibo has nominated you, it's important to follow the deadlines for the application you may need to submit to the host university!  
<https://www.unibo.it/en/erasmus/erasmus-mobility-for-study-abroad/General-information-on-Erasmus/erasmus-mobility-for-study-language-requirements>
- **FURTHER ADDITIONAL REQUIREMENTS**

# I WON the ERASMUS + CALL... WHAT do I DO NOW?

This Erasmus+ guide describes, in chronological order, the administrative requirements of the Erasmus+ Mobility for Studies Programme, most of which can be completed using the UNIBO on-line portal AlmaRM.

## CHECKLIST

**Note:** Remember that, for Erasmus+ grant purposes, **you must:**

- complete a physical mobility period of at least 60 days or, for student enrolled at a Phd course, in case of short mobility, between 5 and 30 days;
- obtain recognition for at least 1 learning activity completed at the host institute;
- complete your mobility period between 01/06/2022 and 30/09/2023.

Your Erasmus+ status and grant **will be revoked** if you do not satisfy these requirements.

## BEFORE LEAVING

Register with your host university, i.e. complete the “**Application Procedures**”

Fulfill the eventual procedures to enter the host country (VISA request, Schengen permit of stay renewal, and so on...)

Obtain **approval for your Learning Agreement** from your Degree Programme Board (DPB)

**Sign and upload** your Mobility Agreement to the AlmaRM portal

**Renew your enrolment** at the University of Bologna for the 2022/2023 academic year

## WHILE ABROAD

Upload your **certificate of dates – with the date when the mobility starts** (signed and stamped by the host university) to AlmaRM.

Upload your **Learning Agreement, signed** by you, UNIBO and host university

If necessary, amend your Learning Agreement via AlmaRM

You can request an extension of your study period

Request your **final attendance certificate** (signed and stamped by the host university) and the “Transcript of Records” (certification of the activities completed)

## AFTER RETURNING

Upload your **final attendance certificate** to AlmaRM

Submit your **request for recognition** of the exams and/or other activities completed abroad

Complete the “**Erasmus+ participant report**”, after receiving the email invitation to do so

## SOURCES:

«**GUIDE for SELECTED STUDENTS 2022/2023**» >>  
later on it will be available  
the UPDATED version of this  
guide for 2023-2024 mobility  
([LINK](#)) !

## Erasmus + Study : WHAT can you do NOW?

### SUGGESTED STEPs :

1. **TAKE PART to the SEMINARS!**
2. **CHECK out the OLD CALL for APPLICATION + its ANNEXES =>** It can be useful to get a general idea of the procedures, keeping in mind that they could change slightly in the next Call.
3. **CHECK out the table with the EXCHANGES offered by the DBC**  
=> are there any exchanges that you may be interested to?  
Where could you go? → Remember to check the language of the exchange (do you know it?) and the disciplinary field of the exchange (is it relevant for your program?!) !!

## Erasmus + Study : WHAT can you do AFTER the CALL comes OUT?

### SUGGESTED STEPs:

1. **READ the CALL !!** => Not necessarily all at once, use the index to read the parts you need as you need them!!
2. **TAKE PART to the INFORMATIVE MEETINGS** of the International Relations Office of the Ravenna Campus
3. Access the AlmaRM page to **ceck the possible destinations AND their respective infosheets** (= informative sheet about the hosting university)
4. **Make sure to have all the REQUIREMENTS to participate** (linguistic requirements, credit requirements, etc.), both the once requested by UNIBO and those requested by the PARTNER UNIVERSITY!
5. **CONSULT the WEBSITES of the PARTNER UNIVERSITIES** that interest you for the exchange (requirements, deadlines, application, correspondance of exams, etc.)
6. **START to FILL in your APPLICATION on AlmaRM**



**OTHER OPPORTUNITIES**

## OTHER OPPORTUNITIES

### MOBILITIES CURRENTLY OPEN:

- **CALL for APPLICATION for a SCHOLARSHIP to prepare the final dissertation ABROAD organized by the DBC**
  - **DEADLINE: 31st December 2022**
  - **WHAT?** Scholarship for exchanges abroad (min. 1 month – max. 6 months), beginning of the mobility not after than the **30th June 2023**
  - **CALL for APPLICATION (ITA only >> ENG SUMMARY on I-CONTACT website)**
- **«GIOVANI CITTADINI d'EUROPA» (YOUNG CITIZENS of EUROPE), CALL for ERASMUS + INTERNSHIP (ITA required!!)**
  - **DEADLINE: 9th January 2023**
  - 10 scholarships for graduating students of the Ravenna Campus to conduct an internship abroad
  - **NOT ORGANIZED/MANAGED by UNIBO >> application NOT on SOL (other platforms)**
  - **CALL for APPLICATION**

## OTHER OPPORTUNITIES

### MOBILITIES – FUTURE OPENINGS:

- **ERASMUS + PLACEMENT 2023/2024** >> the Call is usually published between April and May 2023
  - Call managed by Unibo
  - Application on the AlmaRM platform
  - You have to find the company/organization autonomously (=there are not multiple options vs. Erasmus + Study) and then apply for the FUNDS
  - [CALL for APPLICATION 2022/2023 \(CLOSED\) + other infos](#)

**KEEP in MIND:** ERASMUS + PLACEMENT UNIBO vs. «GIOVANI CITTADINI d'EUROPA»

- **WHO?** All students vs. graduating students BEFORE they graduate
- **HOW?** AlmaRM platform vs. other platforms/other organizations
- **WHEN?** April/May vs. now

# **UPCOMING MEETINGS & SEMINARS**

# UPCOMING MEETINGS and SEMINARS

## Erasmus + Study 2023/2024 – How to get ready for your mobility?

The Department of Cultural Heritage of the Ravenna Campus presents a cycle of seminars about the Erasmus + Study exchange! The seminars will take place at the **Department building in Via degli Ariani 1, Ravenna**



*Erasmus + Study : the exchanges offered by the DBC*  
Monday **28th November** | h. **4.30pm -5.30 pm (ITA)**  
| h. **5.30pm-6.30pm (ENG)**

**IMPORTANT:**  
The first seminar has  
been moved to **Aula  
Bovini in Casa  
Traversari**

*What are the requirements to participate to the Erasmus + Call?*  
Wednesday **30th November** | h. **11.00am – 12.00pm (ITA)**  
| h. **12.00pm-1.00pm (ENG)**



*I won the Erasmus + Call... what do I do now?*  
Monday **5th December** | h. **3.00 pm – 4.00pm (ITA)**  
| h. **4.00 pm – 5.00 pm (ENG)**



*Learning Agreement: do's and don'ts?*  
Monday **12th December** | h. **4.30pm – 5.30pm (ITA)**  
| h. **5.30pm - 6.30pm (ENG)**

*Concluding the Erasmus + exchange: the return to Italy and the Request of Recognition*  
Wednesday **14th December** | h. **9.00 am – 10.00 am (ITA)** | **10.00 am – 11.00 am (ENG)**



## ONLINE OFFICE HOURS - TEAMS

- 13/12 | h. 10.00 am – 11.00 am
- 15/12 | h. 5.00pm – 6.00 pm
- 16/12 | h. 2.30pm- 3.30pm



**HOW?** You can book your spot in presence during the seminars  
OR by writing to [arianna.bassi6@studio.unibo.it](mailto:arianna.bassi6@studio.unibo.it)

# CONTACT INFORMATION



Mentor for Outgoing Students for the  
Erasmus + Call 2023/2024

Arianna Bassi

E-mail [arianna.bassi6@studio.unibo.it](mailto:arianna.bassi6@studio.unibo.it)

[Internationalization Coordinator for the Department of  
Cultural Heritage \(DBC\)](#)

Professor Maria Angela Vandini

E-mail [mariangela.vandini@unibo.it](mailto:mariangela.vandini@unibo.it)

Phone Number [+39 0544 9 36 776](tel:+390544936776)

**Contact Person for the various  
destination exchange**

=> Check the table+ AlmaRM when the  
Call comes out.

## **International Relations Service**

Responsible: **Florence Ciotti**

Staff: Giuliano Bacchi, Chiara Brighi, Celeste Fiorotto

### **Address**

via Baccarini 27, 48121

### **E-mail**

[campusravenna.internazionale@unibo.it](mailto:campusravenna.internazionale@unibo.it)

### **Telephone**

+39 0544 936258 / +39 0544 936512

## **DIRI - Relazioni Internazionali - Settore Area Geografica Europa -**

### **Ufficio Mobilità per Studio**

Helpdesk: Palazzina della Viola, Via Filippo Re 4 - 40126 Bologna.

Mail: Via Zamboni 33 - 40126 Bologna

### **Office hours**

Mondays, Wednesdays and Fridays: 10:00 - 12:00

Tuesday and Thursday: 14:30 - 16:00

### **E-mail**

[erasmus@unibo.it](mailto:erasmus@unibo.it)

### **Telephone**

+39 051 2088100

# ESN – ERASMUS STUDENT NETWORK

## Who we are

ESN Italy, as university volunteer associations' Network, not related to politics and religion, offers its services to foreign students hosted by Italian universities and to Italian agencies interested in exchange programs, and it is itself a no-profit association that pursues all the aims expressed in the Statute and Directives from the International Network which is part.

Therefore it aims to promote university students' mobility in Europe:

- Welcoming and helping foreign students whom are spending a study period in an Italian university (through multiple services like housing, tutoring, organisation of cultural and recreational events with the purpose of favor the integration in the university campus);
- Providing an updated information service over European inter-university exchange programs;
- Developing a systematic evaluation of these programs, through the experience of students that have already taken part to.



Currently ESN Italy is formed by 53 Active Sections. These Sections offer a regular office timetable in the structures provided by the universities International Relation Offices or Foreign Relation Offices they hold a collaboration with. There is an ESN Section each University. Office timetable can differ in accordance with local needs.

ESN Italy is the administrative body that coordinates all the Sections located on the territory.

### CONTACTS:

- Official ESN page : <https://www.esn.org/>
- Official ESN Italia page: <https://esn.it/en/who-we-are>
- Closest ESN chapter?? ESN Bologna and ESN Rimini >> [ERAV Erasmus Ravenna, candidated section for the ESN network.](#)

**THANK YOU for  
the ATTENTION!**



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
DIPARTIMENTO DI BENI CULTURALI