

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

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

30th November 12.00pm – 1.00pm (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)**

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



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

CONTENTS:

- **Who can participate to the Call?**
 - General eligibility requirements
 - Incompatibilities
- **Linguistic Requirements**
 - Assessment tests organized by the CLA
 - Exemptions
- SUMMARY of UNIBO Requirements
- Requirements for the Hosting University

Call for Application 2023/2024 & SUGGESTED next STEPS

- The next CALL for APPLICATION
 - Where to Apply?
 - How to Apply?
- SUGGESTED STEPS:
 - What can you do now?
 - What can you do AFTER the Call comes out?
- Upcoming meetings and seminars
- Contact Information

Erasmus + Study: WHO CAN PARTICIPATE?

General Eligibility Requirements

1. Anyone **regularly enrolled** at the University of Bologna.
2. Anyone who, in previous years and during previous studies at the University of Bologna or any other Italian or foreign university, **has not been** on Erasmus, Erasmus Placement or Mundus Actions 1 and 2 programmes **for more than 12 months** (24 months for single cycle) for the degree cycle they are enrolled in and in which they will undertake their mobility studies.
3. You are NOT entitled to an Erasmus+ grant if you are either **receiving an EU mobility grant to study abroad or grants allocated from the Unibo** funds available for mobility periods abroad.

More INFO, here:

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

Erasmus + Study: WHO CAN PARTICIPATE?

More detailed information about:

- General Eligibility Requirements
- Incompatibilities with other programmes/scholarships

...can be found in the CALL for APPLICATION!

The information in the following slides come from the 2022-2023 Mobility Call for application => so they COULD be DIFFERENT for the 2023/2024 Mobility programmes => REMEMBER to CHECK the NEW CALL for APPLICATION when it comes OUT!!

2022/2023 (EXPIRED) CALL for APPLICATION:

<https://bandi.unibo.it/s/diri/bando-erasmus-studio-2022-23>

General eligibility requirements

In order to submit an application:

1. students **must** be enrolled in an undergraduate, graduate or single cycle degree programme, a PhD programme or in a specialization school run by UNIBO in the 2021/2022 academic year, regardless of the country of citizenship. **The student must maintain the requisite of the enrolment for the entire duration of application/selection procedure until the publication of ranking lists;**
2. Students enrolled in certain specialisation schools are eligible if they were enrolled in year prior to that of the call for applications, due to the scheduling of the respective ministerial calls for applications. For suspensions or extensions of training as prescribed by applicable regulations, students are allowed to apply, provided they are enrolled before the regular enrolment date for one's specialisation programme/PhD.
3. Students **must** possess adequate language skills (see the *Language requirements* section); **the requisite of language skills must be satisfied before the deadline of this Call for applications;**
4. Students **must** present a study plan to be followed at the partner institute and a related motivation statement (see the section on *Activities to be carried out at the institute abroad and the Learning Agreement*);
5. Students **must** renew their enrolment at UNIBO for the 2022/2023 academic year (except students enrolled in specialisation schools in the situation described at the point 2) by the deadline established by the university (<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolment-transfer-and-final-examination>) . Students who plan to graduate by 31 March 2023 are invited to check with their degree course if they need to renew their enrolment for the academic year 2022/2023;

6. Students enrolled in their third year of an undergraduate degree programme, or those who are “fuori corso” (past the envisaged completion time for the degree course), who expect to graduate during the 2021/2022 academic year **may** depart during the first year of their graduate degree programme (second cycle). These students, **who apply with reserve, must be enrolled in the 2022/2023 academic year for a graduate degree programme among those foreseen in the exchange offer for which they have applied.** Mobility for studies is **only allowed during the second semester of the 2022/2023 academic year; under no circumstances can students shift their departure to the first semester**, even if permission has been granted by the host university. If students apply for exchanges longer than six months, the Erasmus office will automatically shorten their mobility to six months and the actual duration will be calculated with reference to the dates stated on the attendance certificate issued at the end of the study period spent abroad. **Students enrolled at a degree course which foresees the award of double/multiple/joint graduate degree with a structured mobility organised for the first semester of the first year will be allowed to depart during the first semester, but they will have to inform the Erasmus office at erasmus@unibo.it during the acceptance phase.**

Mobility students must not graduate before completing their study abroad period and obtaining recognition from their individual Degree Programme Boards for the learning activities carried out at the institute abroad. This rule is valid also for PhD and Specialisation schools' students.

Erasmus + Study: WHO CAN PARTICIPATE?

Incompatibilities

Incompatibilities relate to both the scholarship and the "status" of the Erasmus student

Students who submit an application:

1. may obtain one or more Erasmus+ grants for each study cycle (three-year, graduate and doctorate) covering a total period that does not exceed 12 months in each cycle. For single-cycle degree programmes (e.g. Medicine), the maximum number of months allowed is 24, but the mobility duration must not exceed 12 months for each call for application within which they have been selected for. This requirement is specific to the Erasmus+ programme and does not apply to mobility to Switzerland. The calculation of the number of months already used in the same cycle must take account of any earlier mobility as part of the following programmes: **Lifelong Learning Programme, Erasmus+, Erasmus Mundus Action 1, Erasmus Mundus Action 2.**

2022/2023 (EXPIRED) CALL for APPLICATION:

<https://bandi.unibo.it/s/diri/bando-erasmus-studio-2022-23>

Erasmus + Study: WHO CAN PARTICIPATE?

Incompatibilities

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2. may not receive, during the same period in which they receive funding for the Erasmus+ project, any other types of EU grants (including scholarships for Joint Master Degrees - pursuant to Erasmus Mundus Action 1) or grants allocated from the UNIBO funds available for mobility periods abroad;
3. The Erasmus+ grant can be combined with the supplementary PhD student scholarship which is paid for periods abroad, to the extent of the duration financed by the standard amount of the study grant approved each year by the Board of Governors. The Erasmus+ grant cannot, on the other hand, be combined with supplementary PhD student scholarships for periods exceeding that duration, or with any other study grant paid for with UNIBO funds. In this last case, the individual PhD student may choose which grant to accept. Please contact the PhD Programme Office for further information.

Erasmus + Study : LINGUISTIC REQUIREMENTS

TO TAKE PART to the CALL => it is REQUIRED a COMPULSORY ASSESSMENT of LANGUAGE SKILLS

- The languages of assessment are **indicated in each exchange offer** of the Call for applications: French, English, Portuguese, Spanish or German → **LANGUAGE(s) of the EXCHANGE**
- **MINIMUM REQUIREMENT for UNIBO** => to APPLY to the Call you need to have a minimum level of language skills. This standard has been set at **the A2 level** of the [CFR -Common Frame of Reference for language knowledge](#) as recognised by the European Council.
- **IMPORTANT**: The language level is an eligibility requirement but **can also be used** for the **evaluation** of the application.

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

Erasmus + Study : LINGUISTIC REQUIREMENTS

HOW to ASSESS your LINGUISTIC SKILLS?

There are 2 modalities of language skills assessment:

- assessment tests organised by the [University Language Centre – CLA](#)
- being part of one of the categories listed in the document [“Language requirements – assessment modalities” \[.pdf 143 KB\]](#) => **check the annexes to the NEW CALL**

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

Erasmus + Study : LINGUISTIC REQUIREMENTS

1) Assessment tests organised by the CLA

- For the Erasmus+ call for application 2023-2024 it will be possible to take an assessment test in November 2022, even before the publication of the call for application itself, expected in January 2023.
- In order to access the tests, **an online registration is required, from November 15th to November 22th noon.**
- **The assessment tests will take place in presence from November 28th to December 2nd, 2022.** Another test session will be organised **between the end of January and the beginning of February, 2023.**
- In order to register for the test:
 - you should select the kind of test and the language from the section “Mobilità internazionale – AlmaRM on [Studenti Online](#);
 - book the assessment test from the section "Prenotazioni" on [Studenti Online](#)
- It is possible to choose the test date according to the availability, while the test hours will be automatically assigned during the booking procedure.

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

Erasmus + Study : LINGUISTIC REQUIREMENTS

WARNING: There **is only one testing session**, which includes November and January/February. Only candidates who did not register, or reach the A1 level or did not pass the test in November could re-sit the test in January/February. Candidates who have reached the A2 or higher level in November won't be allowed to re-sit the test in January/February for the same language.

Candidates may sit the test for up to two languages (only once for each language).

LINGUISTIC PROFICIENCY TEST (=IDONEITA') and the ASSESSMENT TEST of the CLA

Read further information about the [language assessment organised by the CLA](#).

Students who pass the language assessment test may obtain its automatic recognition as a **curricular language proficiency test** **only if they submit the Erasmus+ 2023/2024 application** and meet or exceed the proficiency level required by their study plan.

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

Erasmus + Study : LINGUISTIC REQUIREMENTS

2) Exemptions from sitting the assessment tests

Students who meet one of the categories listed in the document [“Language requirements – assessment modalities” \[.pdf 143 KB\]](#) for the language requested by the exchange destination they are interested in, **can be exempted from sitting the language assessment tests organised by the CLA** and will be asked to **declare their status** in the application uploading, when requested, the relevant supporting document.

=> UPLOAD DOCUMENTS

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

Erasmus + Study : LINGUISTIC REQUIREMENTS

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=> UPLOAD DOCUMENTS

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

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!**

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!
- **FURTHER ADDITIONAL REQUIREMENTS**

**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 »](#)



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

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!

SCAMBI ERASMUS + DEL DIPARTIMENTO DI BENI CULTURALI (DBC)

NAZIONE	ATENEIO di DESTINAZIONE	Cod.Erasmus	DURATA ERASMUS	LIVELLI dello SCAMBIO	POSTI DISPONIBILI	AREE DISCIPLINARI dello SCAMBIO	REFERENTE INTERNO
SPAGNA	Universidad de Cádiz	E CADIZ01	6 Mesi	Primo ciclo,Secondo Ciclo,Terzo Ciclo	4	0222 History and archaeology	FARISELLI ANNA CHIARA
ROMANIA	Universitatea din Bucuresti - University of Bucharest	RO BUCURES09	6 Mesi	Primo ciclo	2	0312 Political sciences and civics	FURIA ANNALISA
			6 Mesi	Secondo Ciclo	1	0312 Political sciences and civics	
SPAGNA	Universitat Rovira i Virgili	E TARRAGO01	6 Mesi	Primo ciclo	1	0222 History and archaeology	CANETTI LUIGI
PAESI BASSI	Erasmus Universiteit Rotterdam	NL ROTTERD01	6 Mesi	Primo ciclo	2	022 Humanities (except languages)	NEVE MARIO ANGELO
SPAGNA	Universidad de Málaga	E MALAGA01	10 Mesi	Primo ciclo,Secondo Ciclo,Terzo Ciclo	4	0222 History and archaeology	FARISELLI ANNA CHIARA
BULGARIA	Universitet Po Bibliotekoznanie I Informacionni Tehnologii	BG SOFIA24	6 Mesi	Primo ciclo,Secondo Ciclo	1	0322 Library, information and archival studies	GROTTI VANESSA
			6 Mesi	Primo ciclo,Secondo Ciclo	1	0222 History and archaeology	
GRECIA	University of Ioannina	G IOANNIN01	6 Mesi	Primo ciclo,Secondo Ciclo,Terzo Ciclo	2	0222 History and archaeology	COSENTINO SALVATORE
FRANCIA	Université Côte d'Azur (UCA)	F NICE42	6 Mesi	Secondo Ciclo,Terzo Ciclo	4	0312 Social and behavioural sciences	NEVE MARIO ANGELO
			6 Mesi	Secondo Ciclo,Terzo Ciclo	4	0421 Law	
SPAGNA	Universidad de Almería	E ALMERIA01	6 Mesi	Primo ciclo	4	0222 History and archaeology	FARISELLI ANNA CHIARA
SPAGNA	Universidad de Cantabria	E SANTAND01	9 Mesi	Primo ciclo,Secondo Ciclo	4	0222 History and archaeology	VESPIGNANI GIORGIO
SPAGNA	Universidad Pública de Navarra	E PAMPLON02	6 Mesi	Primo ciclo,Secondo Ciclo	4	0222 History and archaeology	BOTTI FEDERICA
FRANCIA	École Nationale Supérieure Des Sciences De L'information Et Des	F LYON21	5 Mesi	Secondo Ciclo	2	0322 Library, information and archival	SABBA FIAMMETTA

You can find here the full table :

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

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**

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**



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ONLINE OFFICE HOURS - TEAMS

- 2/12 | h. 4.00pm-5.00pm
- 7/12 | h. 5.00 pm – 6.00 pm
- 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

CONTACT INFORMATION



Mentor for Outgoing Students for the
Erasmus + Call 2023/2024
Arianna Bassi
E-mail arianna.bassi6@studio.unibo.it

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

Professor Maria Angela Vandini
E-mail 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

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

Telephone

+39 051 2088100

**THANK YOU for
the ATTENTION!**



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