



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Key Action 1
Learning mobility for higher education students and staff**

I BOLOGNA01 INFOSHEET

**ANNEX to the INTER-INSTITUTIONAL AGREEMENT
BETWEEN
UNIVERSITY OF BOLOGNA, I BOLOGNA01
AND THE UNIVERSITY OF MONTENEGRO, PODGORICA**

1. General information

Website: <https://www.unibo.it/en/homepage>

Campuses and Structures: <https://www.unibo.it/en/university/campuses-and-structures>

I BOLOGNA01 has 5 Campuses located in 5 different towns of the Emilia-Romagna region: Bologna (headquarter), Forlì, Cesena, Rimini e Ravenna.

I BOLOGNA01 has 32 departments and 5 schools.

Offices in charge for the Erasmus+ KA171 projects' management:

Units managing overseas mobility:

For partners placed in Latin America, Africa, Middle East and Western Balkans countries contact diri.area3@unibo.it

For partners placed in Neighbouring East, Russia, Asia, Oceania and North America countries contact diri.area2@unibo.it

2. Course catalogue

Course catalogue 1st and 2nd cycle (undergraduate and master):

Degree programmes: <https://www.unibo.it/en/teaching/degree-programmes>

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

Undergraduate and Master students will normally be permitted to enter all available courses at I BOLOGNA01 unless these courses are subject to restricted enrolments. The following are the main restrictions:

- some of the English taught programmes have restricted enrolment, exchange is possible only after the School/Department has approved the mobility plan of the nominee;
- programmes offered at the School of Medicine have restricted enrolment, exchange is possible only after the School has approved the mobility plan of the nominee. Dentistry and Physiotherapy are not open to exchange;
- the School of Economics and Management admits at master level only graduate students: undergraduates cannot attend as exchange student master courses offered by this School;
- professional masters are not open to exchange.

Course catalogue 3rd cycle (doctorate):

PhD degree programmes: <https://www.unibo.it/en/teaching/phd/phd-programmes>

PhD students' exchange period will be focused mainly on research activities related to students' final dissertation. Moreover, PhD students will normally be permitted to enter all available seminars/workshops envisaged by the PhD programme hosting the nominee unless these seminars/workshops are subject to restricted enrolment. Undergraduate and Master courses and Professional masters are not open to PhD students.

3. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills¹ at the start of the mobility period (see also section 5 "Preparation and Support").

I BOLOGNA01 recommended levels for incoming Students and Staff

1st and 2nd cycle students

Receiving institution [Erasmus code or city]	Language of instruction 1	Language of instruction 2	Recommended level
			Student Mobility – 1 st and 2 nd cycle
I BOLOGNA01	Italian	English	Italian: A2 English: B1

¹ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

The majority of undergraduate and master's programs are taught in Italian, however, a fair number of programmes are taught in English. The language of instruction is always specified in the course catalogue:

Degree programs: <https://www.unibo.it/en/teaching/degree-programmes>

Course units: <https://www.unibo.it/en/teaching/course-unit-catalogue>

Students including only course units taught in Italian in their Learning agreements must have a minimum level of language competence corresponding to A2. Students including course units taught in English in their learning agreement must have a minimum level of language competence corresponding to B1.

Those who will select units taught in English and units taught in Italian must meet the requirements of both languages.

The sending institution is in charge to assess the language proficiency of nominees. I BOLOGNA01 agrees to accept nominations without any further need for the student to demonstrate their language proficiency.

PhD students (3rd cycle students) and Staff level:

PhD students and Staff will be proficient in the working language of the receiving Department/School. Generally English is the working language, therefore a fair knowledge of this language will be required. Candidate's language competence will be assessed by the supervisor hosting the candidate at I BOLOGNA01 who will write a Support Letter in favor of the candidate. The Support Letter is to be included by the candidates in their Application dossier.

4. Selection of participants: Nomination, Acceptance, Notification and Academic calendars

Students and Staff will be selected by their Home University (Sending institution) according to the flows established in the Addendum to the Inter-institutional agreement. Partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department as described in the Inter-institutional agreement.

Information on nominated participants must reach the Receiving institution by:

Receiving institution [Erasmus code or city]	Term	Nomination	To whom
--	-------------	-------------------	----------------

		Deadline ²	
I BOLOGNA01	<u>Winter Term</u> (1 st and 2 nd cycle students): from September to February	Nomination must reach I BOLOGNA01 by May 30	Send via e-mail to diri.area2@unibo.it or diri.area3@unibo.it nomination dossier: <ul style="list-style-type: none"> ▪ Passport ▪ E-mail address ▪ 1st and 2nd cycle students: proposed learning agreement ▪ 3rd cycle students and staff: I BOLOGNA01 supervisor support letter
	<u>Spring Term</u> (1 st and 2 nd cycle students): from February to July	Nomination must reach I BOLOGNA01 by October 30	
	<u>Research activities only (students), 3rd cycle students (PhD) and Staff mobility:</u> anytime of the year as agreed with the I BOLOGNA01 supervisor and in accordance with the academic calendar and official breaks.	Nomination must reach I BOLOGNA01 at least 3 months prior to the beginning of the mobility	

I BOLOGNA01 will send its decision within 5 weeks upon receipt of nominations. Students and staff will not have to submit any further application. I BOLOGNA01 will notify accepted students and staff with an official Welcome message with the information to organize their mobility: VISA, Travel booking, Travel and Health insurance, Grant payment, Accommodation, Mentoring for learning agreement preparation. I BOLOGNA01 will not be responsible for any expense students and staff have embarked before the receipt of the official notification and without prior approval.

I BOLOGNA01 ACADEMIC CALENDAR

1st and 2nd cycle students:

- First term start: September/October. Each School/Department has its own starting date generally scheduled within the beginning of September and the beginning of October.

² Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

- Examinations: January - February. Each School/Department sets its own examinations dates within this window.
- Christmas break: December 24 – January 6
- Second term start: February/March. Each School/Department has its own starting date generally scheduled within the beginning of February and the beginning of March.
- Examinations: June – July. Each School/Department sets its own examinations dates within this window.

PhD students and Staff Academic Calendar: mobility period must be agreed with the I BOLOGNA01 supervisor in accordance with the plan of activities. Unless there is a strong academic reason I BOLOGNA01 discourages any mobility during the Summer break (July and August) and Christmas break: December 24 – January 6.

5. Preparation and support

I BOLOGNA01 supports students and staff in the organization of their mobility as described in the table below.

Support services are provided by Units managing overseas mobility:

- For partners placed in Latin America, Africa, Middle East and Western Balkans countries contact diri.area3@unibo.it
- For partners placed in Neighbouring East, Russia, Asia, Oceania and North America countries contact diri.area2@unibo.it

Preparatory & Support Measures	
Grant payments	<p><u>UM students and staff</u></p> <p><u>Individual support</u>: students receive an individual support of 850€ per month of stay calculated on the basis of actual number of days spent at I BOLOGNA01. Staff receive an individual support of 160€ per day of stay from day 1 until day 14 and 112€ per day of stay from day 15 until day 60.</p> <p>The Individual support is paid directly to the students and staff after the check-in at I BOLOGNA01.</p> <p><u>Travel support</u>: I BOLOGNA01 book and buy travel tickets for students and staff. Students and staff do not have to cover this cost on their own. Any specific need must be reported to I BOLOGNA01 and any alternative procedure must be approved by I BOLOGNA01 in due time.</p> <p>Students and Staff receive Grant payments' guidelines with the official Welcome message.</p>

	<p><u>I BOLOGNA01 students and staff</u></p> <p>I BOLOGNA01 is in charge for their grant payments. Students and Staff receive Guidelines through the I BOLOGNA01 platforms (AlmaRM and Intranet).</p>
Visa	I BOLOGNA01 assists students and staff in securing visas, when required, according to the requirements of the Erasmus Charter for Higher Education. Participants receive guidelines on VISA application with the official Welcome message.
Mentoring	Participants receive mentoring for the preparation of their Learning agreement and Staff mobility agreement.
Accommodation	Participants will access the services available at the different Campuses to search an accommodation. More information are available here: https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/housing-and-residences/housing-and-residences
Language Support	Participants will access the services available to improve their knowledge of Italian language. More information are available here: https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-learning-italian
Insurance	<p>I BOLOGNA01 will assist incoming and outbound participants in obtaining insurance according to the requirements of the Erasmus Charter for Higher Education.</p> <p>Students from I BOLOGNA01 are covered by an accident and third-party liability insurance while on their mobility. The same is granted to UM students for activities performed at the I BOLOGNA01 premises.</p> <p>I BOLOGNA01 will inform mobile participants of cases in which insurance cover is not automatically provided.</p>
Inclusion of participants with fewer opportunities	I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities: https://www.unibo.it/en/services-and-opportunities/guidance-and-tutoring/disabled-and-dyslexic-students-service/Services-for-students-with-special-needs-and-students-with-specific-learning-disabilities

6. Credits and Grading systems of the institutions

I BOLOGNA01

Credits for Undergraduate and Master level:

1 CFU* = 1 ECTS = 25 hours of total workload (classes + individual work + assignments, etc)

1 academic year = 60 CFU; 1 term = 30 CFU

In order to get a Bachelor degree (1st cycle) a student must earn 180 CFU.

In order to get a Master degree (2nd cycle) a student must earn 120 CFU.

*CFU = credito formativo universitario = university course credit

Grades for Undergraduate and Master level:

0 - 17/30 = failed

First passing grade = 18/30

18/30 - 30/30 = passed

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

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

I BOLOGNA01 applies the ECTS grading tables and they are available at the following page: www.unibo.it/ECTSgradingscale

Credits and Grades for Doctoral students

Doctoral programmes at I BOLOGNA01 are not based on credits.

Doctoral programmes at I BOLOGNA01 are not based on courses.

Doctoral programmes at I BOLOGNA01 are based on a combination of seminars and research. Incoming exchange scholars do not receive credits neither grades.