



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

WELCOME AT DISTAL

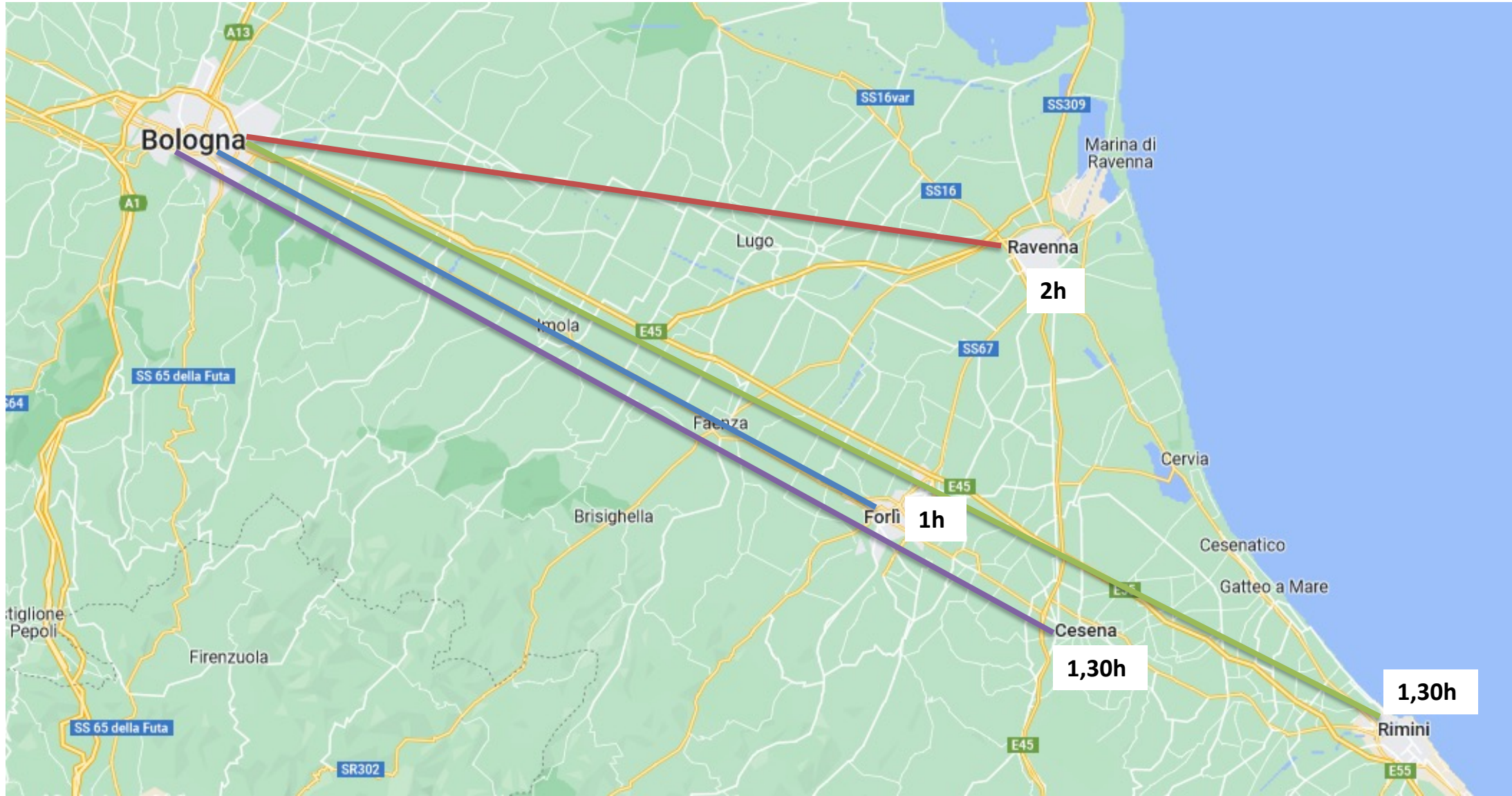
Incoming Exchange Students

DEPARTMENT OF AGRICULTURAL AND FOOD SCIENCES

Viale Giuseppe Fanin, 40-50 - Bologna

UniBO CAMPUS

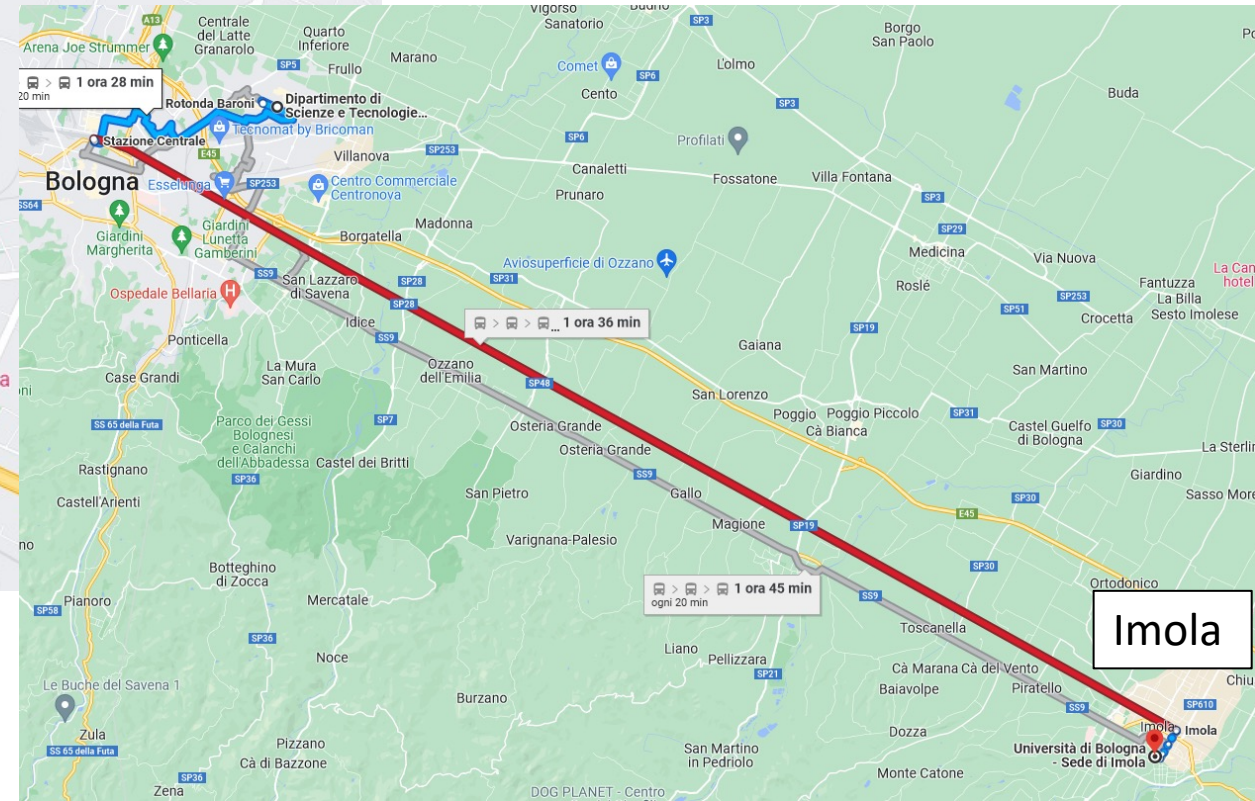
The University of Bologna is a multi-campus University. For this reason, please pay attention that the courses you choose are active in the town you prefer such as: **Bologna, Cesena, Forlì, Ravenna and Rimini**. Otherwise you should take train to move to a town to another.



WHERE IS DISTAL?

DISTAL Department is far 30/40min by bus from Bologna down town; it has also some courses in **Imola**, near Bologna.

Pay attention that the courses you choose are in the town you prefer.



AFTER YOUR ARRIVAL



Welcome to UniBo!

Confirm your arrival and beginning of mobility through the **online check-in** by our Exchange Student Desk (exchange.students@unibo.it)

The procedure to follow is available on this page, please read it carefully:

<https://www.unibo.it/en/study/international-experiences/incoming-exchange-students/exchange-students-unibo-check-in>

Exchange Student Desk

You can contact this office after your nomination as an exchange student at Unibo, for information about entering Italy and carrying out your mobility period, for registering your arrival and departure (Check-in and Check-out)

Address

Via Filippo Re 4 - 40126 Bologna On-site Desk Closed

E-mail

exchange.students@unibo.it (for: information, Check-out only when all exams are recorded)

Telephone

Telephone Desk: closed

Virtual Help Desk

Connect

To connect, please read these instructions

Monday, Tuesday, Wednesday, Thursday and Friday 10:00-11:00

Tuesday and Thursday 14:00-15:00

Important: a maximum number of accesses is set, which is published at the entrance to the virtual desk. Whoever enters the desk beyond the maximum number cannot be called by an operator.

Notices

If you need to check-in remember that:

- the start date of your mobility is determined on the basis of your travel ticket, the day you check-in is not relevant;
- you can attend lectures even if you have not checked in yet.



AFTER YOUR ARRIVAL



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

SPORTELLI

Exchange Student Desk - Bologna

Before connecting, remember that:



- if you connect from a personal computer disable the popup block for this site;
- you will be asked to authorize Sportelli to access the microphone and, if available, the webcam.

Direct access

Go to speak now with an operator



Access by appointment

Book an appointment to speak with an operator



AFTER YOUR ARRIVAL

Notify the staff that you want to start an on-site mobility and show:

- if you are a EU student: your **passport** or **ID card**;
- if you are a non-EU student: **passport** with **Visa**;
- your **travel document** you use in order to arriving in Italy.

On Check-in you get:

- your **Certificate of Arrival** with digital stamp.
- an e-mail with a **QR CODE** that you will have to use to print your student card at one of the self-service machines (<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/badge-self-service-machines-to-print-the-badge>)
- if stamps on **specific documents** are requested by your home University, take these documents with you when you do the Check-In.

If you are a **non-EU student**, on Check-in you receive information about the **Residence Permit** and the Certificate of Arrival which you must enclose with your application.

Please mind that, according the EC, in order to have your Erasmus grant you have to spend a **minimum of 3 months** (90 days) in the partner University



AFTER YOUR ARRIVAL

Your career starts!

After the Check-In, your career at University of Bologna will be activated and you will have access to the whole information system of the University of Bologna. You will have to organize your academic life by using the platform: **StudentiOnline**

Institutional e-mail address: please, use **only** the institutional e-mail address (name.surname@studio.unibo.it) to contact any Office and Professor of the University of Bologna.

Your **Unibo credentials** will give you the access to many free services, including: a personal email @studio.unibo.it (AlmaWI-FI, etc).

Your **Unibo student card** gives you discounts and promotion at canteens, cinemas, museums and theatres having an agreement with the University. You will also be able to get a special price for the **Transportation Services (TPER)** pass in Bologna (you can get it directly from your personal Studenti Online page)



Exchange Students Guide

<https://distal.unibo.it/en/teaching/international-mobility-programme/incoming-exchange-students>



The screenshot shows the top navigation bar of the University of Bologna website. It includes a search bar, a dropdown menu for 'Directories', 'Online services', 'University Intranet', 'My e-mail', and 'My portal'. Below this is a green banner with the university's logo and the text 'ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA' and 'DEPARTMENT OF AGRICULTURAL AND FOOD SCIENCES'. A dark green navigation menu contains links for 'HOME', 'DEPARTMENT', 'RESEARCH', 'TEACHING' (highlighted), 'LIBRARY', 'NEWS', and 'EVENTS'. There are also language selection buttons for 'IT' and 'EN'. A breadcrumb trail at the bottom of the banner reads 'Home / Teaching / International mobility programme /'.

Incoming exchange students

If you want to add an international dimension to your educational path by spending a mobility period abroad, the University of Bologna is pleased to welcome you. The University of Bologna takes part in many exchange programmes giving students from all over the world the opportunity to follow part of their educational programme at the University of Bologna.

[MORE DETAILS](#)

- ◆ [Incoming exchange students](#)

ACADEMIC CALENDAR

You can consult the Academic Calendar of the Department of Agricultural and Food Sciences at this link:
<https://distal.unibo.it/en/teaching/degree>.

Please bear in mind the average following a.y. structure:

- Courses in the 1° semester: September - December
Exam Session 1° semester: January - February
- Courses in the 2° semester: February - May
Exam Session 2° semester: May – July (until September)

For more info regarding the exams (“appelli”) you can contact the dedicated Professor of the course.



TIMETABLE

Where do I find it?

Classes timetable are available on the reference degree Course website or in UniBO website (*see the following slide*).

You can reach the reference page also by using the DISTAL main **Degree Catalogue**: <https://distal.unibo.it/en/teaching/degree>

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

SECOND CYCLE DEGREE/TWO YEAR MASTER IN
PRECISE AND SUSTAINABLE AGRICULTURE

HOME PROGRAMME ADMISSION **STUDYING** OPPORTUNITIES NOTICE BOARD CONTACTS IT EN

HOME / STUDYING /
Course Timetable

View the lecture schedule for the year you are enrolled in.

YEAR OF STUDY CURRICULUM
1st year CURRICULUM ANIMAL PRODUCTION GO

Lecture Terms: VIEW THE UPDATES about participation to lessons, exams and internships The lessons and periods of examination shall... [Read more](#)

Lecture schedule (1st year) for Curriculum "CURRICULUM ANIMAL PRODUCTION" - Precise and Sustainable Agriculture (codice 5705).
Data can change. Please check this page regularly.

Filter by teaching

26 Sep – 2 Oct 2022 DAY WEEK 30 DAYS

TUESDAY 27 SEPTEMBER 2022

13:30 - 16:30	93660_2 - AUTOMATION OF MACHINES, GEOSPATIAL INFORMATION AND ANIMAL HOUSING (I.C.) / GEOSPATIAL TECHNOLOGIES FOR AGRICULTURE AND SMART SYSTEM FOR ANIMAL HOUSING / (2) MODULO 2 (6 CFU) Period: September 20 2022 - November 8 2022 Professor: Stefano Benni Place: AULA 7 - Piano Terra - Edificio in Bo via Fanin, 40-50 (CAAB)
16:30 - 18:30	93653 - TECHNOLOGY INNOVATION FOR SMART AGRICULTURAL SYSTEMS (I.C.) / IOT AND BIG DATA FOR SMART AGRICULTURAL SYSTEMS (5 CFU)



TIMETABLE

Where do I find it?

Classes timetable are available also in UniBO website:

Home > Study

PhD, Professional Masters, Specialisations and other programmes

Explore different opportunities to enrich your educational curriculum or embark on a specialised pathway.



Course unit catalogue

Course Unit Catalogue

Engage in learning activities to enrich your curriculum or enrol individually to acquire transversal skills or deepen your knowledge on specific topics.



By Name | By Teaching Code | By SSD

Name

Academic Year
 2023/2024 ▾

Area
 All ▾

Campus
 All ▾

Course Type
 All ▾

Language
 All ▾

Transferable skills ⓘ

SEARCH

You can reach the reference page also by using the main **Course Unit Catalogue**:

<https://www.unibo.it/en/study/phd-professional-masters-specialisation-schools-and-other-programmes/course-unit-catalogue>

COURSES AND PROGRAMMES

Looking for other courses?

In the course unit catalogue (<https://www.unibo.it/en/study/phd-professional-masters-specialisation-schools-and-other-programmes/course-unit-catalogue>), where you can filter by the language of teaching, course type (BA, MA etc...) and educational area (Agricultural, Economics, Political Science, etc.)

Credit System: 1 CFU (Credito Formativo Universitario) = 1 ECTS

A university credit corresponds to **25 hours of work** per student, time for personal study included. The average annual workload of a full-time student is conventionally fixed at 60 credits (30 per semester).



SOME USEFUL TIPS

Keep in mind:

- at the Department of Agricultural and Food Sciences exams are mainly **oral**. You can check the final assessment inside the course along with the syllabus or ask your Professor for more information at the beginning of the course.
- **Attendance** is not compulsory but it is strongly advised!
- Before purchasing **text books**, wait for the start of lessons and follow the instructions given by the professors. You may purchase teaching materials in the bookshop or borrow them from the library. To search for books and materials please visit the Library Portal (SBA).
- To consult and download **teaching material** prepared by the Professors, you can use **Virtuale**:
<https://virtuale.unibo.it/?lang=en>
- The Italian language course for international students is strongly advise in order to better live your study experience in Italy: <https://centri.unibo.it/cla/en/courses/italian-courses>

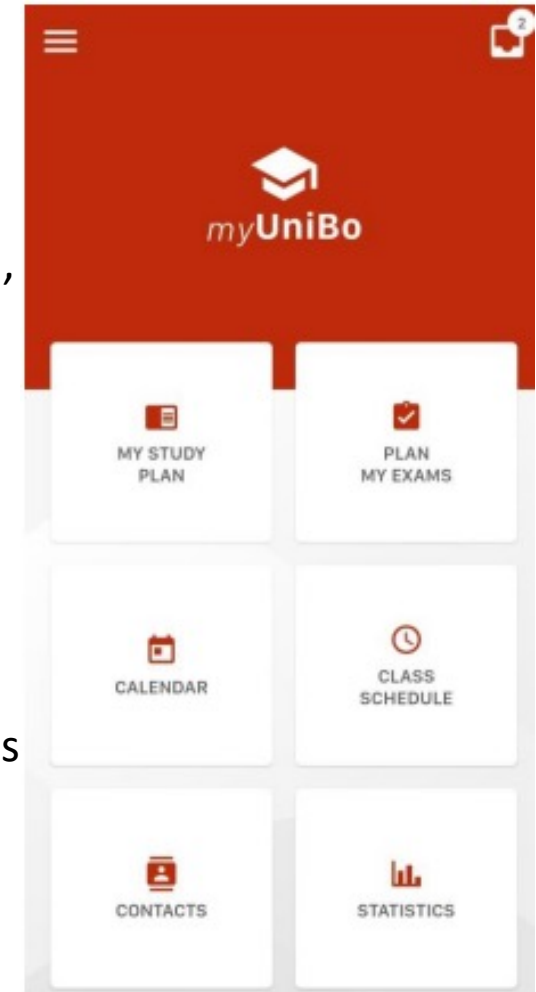


APP MYUNIBO

MyUniBo is useful for the international students in order to access quickly to their personal informations related to their experience at Unibo.

After the login through the **official credentials** (name.surname@studio.unibo.it and password), it is possible to visualize:

1. **study plan** with the subjects chosen in the LA (*my study plan*);
2. **dates** and booking of the next **exams** (*plan my exams*);
3. a **reminder** of the day of the exams (*calendar*);
4. the **schedule** of each lessons with the class (*class schedule*);
5. useful **contacts**, like mail addresses or phone numbers for each necessity (*contacts*);
6. the diagrams useful to show the **progress** of the students according to their personal grades (*statistics*).



ALMARM

AlmaRM is the personal homepage for exchange students You can change your password, check your personal and exchange data, manage your contact details and print the acceptance message.

From there you will be able to **upload and download your signed Learning Agreement (LA) and/or get the OLA approved.**

From AlmaRM you can directly access to your:

- **Study Plan** (fill in your study plan)
- **AlmaEsami** (register for exams)

Please, check your AlmaRM homepage regularly!



LEARNING AGREEMENT

Fill in the **Learning Agreement and/or OLA** provided to you by your home University, including each subject you are going to take in Bologna, with their respective **code, name, and number of credits** to be awarded upon completion.

Upload your LA on your AlmaRM: this will ensure that our office receives your Learning Agreement (LA) notification and approve it. The Department International Mobility Office will sign it digitally and upload the document for you. You will be able to download it directly from there in .pdf.

You will be notified via email at @studio.unibo.it mailbox about the **approval** or **rejection** of your LA along with its reasons. After approval you will be also able to download a signed copy of your L.A. directly from AlmaRM.



LEARNING AGREEMENT – General rules:

- If your institutional agreement has DISTAL - Agricultural and Food Sciences as Departement of education, you will have to choose for your Learning Agreement **at least 50% of DISTAL courses**. The following courses are not available for Erasmus students:

- 90462 - Italian Language Course
- 79448 - Academic Basecamp
- 94405 - Risk Analysis In The Food Chain And Animal Welfare (I.C.):
 - 94406 - Risk Analysis In Animal Welfare
 - 94407 - Microbial Genomics For Risk Analysis In The Food Chain
- 88561 – Post-Harvest Chain Management (IC)
 - 73586 – Friut Processing
 - 73558 – Post-Harvest Management
 - 88212 – Supply/Value Chain And Innovation Management
- 88563 – Production Chain Management (IC)
 - 79452 – Applied Entomology In horticulture Crops
 - 79451 – Mineral Nutrition
 - 88232 – Orchard And Vineyard Management
- 79460 – Efficient Resouce Use In Production System (IC)
 - 79462 – Applied Breeding And Sustainability
 - 79464 – Information And Dss In Fruit Production
 - 79461 – Project Development And Management
- 79456 – Plant protection And Desease Management (IC)
 - 79458 – Element Of Chemistry And Biochemistry Of Agrochemicals
 - 79459 – Integrated Plant Disease Management
 - 79457 – Plant protection Products And Residues

Remember:

If your mobility is ongoing for **only one semester**, you are required to insert in your Learning Agreement only courses offered in that respective semester; if you are staying one single Semester you cannot follow an all-year long course (annuale)



LEARNING AGREEMENT

> 96674 - Innovative and Smart Technologies for Vegetable Cultivation (I.C.)

Area: Agricultural and Food Sciences

Campus of Bologna

Second cycle degree programme (LM) in International Horticultural Science (cod. 8883)

Composed of

96675 - Smart Horticulture

Francesco Orsini

Credits:: 3

SSD: AGR/04

[🕒 Course Timetable from Mar](#)

96676 - Urban Farming

Giuseppina Pennisi

Credits:: 3

SSD: AGR/04

[🕒 Course Timetable from Mar](#)

Erasmus students can take a **single course of integrated courses (C.I.)** but let the Professor know about that regarding the final assessment. Check on your LA that the code is correct.

Remember that you **cannot** take **single** “Modulo Mod” on a course, but you can take the whole course.

> 88208 - Soil Fertility And Plant Biochemistry

Ornella Francioso

Credits:: 6

Area: Agricultural and Food Sciences

Campus of Bologna

SSD: AGR/13

Second cycle degree programme (LM) in International Horticultural Science (cod. 8883)

88208 - Soil Fertility And Plant Biochemistry (Modulo Mod 1)

Ornella Francioso

[🕒 Course Timetable from Feb 23, 2024 to May 24, 2024](#)

88208 - Soil Fertility And Plant Biochemistry (Modulo Mod 2)

Ornella Francioso

[🕒 Course Timetable from Feb 21, 2024 to May 15, 2024](#)

Once you have decided all your courses, you are required to complete your Learning Agreement including **course code, name, semester, number of CFU (ECTS)**. Please fill it digitally.



WHERE TO FIND COURSES

In the course unit catalogue (<https://www.unibo.it/en/study/phd-professional-masters-specialisation-schools-and-other-programmes/course-unit-catalogue>), where you can filter by the language of teaching, course type (BA, MA etc..) and educational area. Be careful to check if the course is available for the A.Y. you are interested in.

Course unit catalogue

By Name By Teaching Code By SSD

Name
Search by teaching activity or teacher name

Academic Year
2023/2024

Area
All

Campus
All

Course Type
All

Language
All

Transferable skills ⓘ

SEARCH

By Name By Teaching Code By SSD

Search by Teaching Code (5 numbers)

Academic Year
2023/2024

SEARCH

By Name By Teaching Code By SSD

Search by subject group (SSD).
e.g. SECS-P/01, L-ART/05

Academic Year
2023/2024

SEARCH



ONLINE STUDY PLAN

Once you have completed your Learning Agreement (compulsory for Erasmus+ students, optional for others) and **only after the check-in**, you have to fill in the online **Study Plan** (compulsory for all students) through Studenti Online, using your institutional credentials.

If you don't fill in the Study Plan before the exam sessions start, you will not be allowed to register for the exams.

Here you can find more information and a dedicated guide:

<https://www.unibo.it/en/study/international-experiences/incoming-exchange-students/exchange-students-unibo-filling-in-your-online-study-plan>

The screenshot displays the Studenti Online interface with a grid of service tiles. The 'Study plan' tile is highlighted with a yellow circle. To the right, a 'Completion' section shows a progress bar with three steps: 1. Prerequisites, 2. Completion (highlighted), and 3. Summary. Below the progress bar, a list of courses is shown with an 'Add' button highlighted by a red arrow.

Service	Description
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 ...
TPER	Transport pass application Apply for TPER transport pass at a subsidised price
Fee situation	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
Launch the graduation procedure	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
Internship	Find internship and host organisations Activate the internship

Completion

1. Prerequisites → 2. Completion → 3. Summary

CILT - 36681 - CORSO DI LINGUA ITALIANA - A2 - CILTA
0659 - 81802 - GENDER AND THE LAW
0659 - 81806 - GLOBAL CONSTITUTIONAL LAW
9232 - 32616 - PHILOSOPHY OF LAW

Add



LEARNING AGREEMENT - CHANGES

Agree upon the changes with your home University first. Ask them the «Changes to Learning Agreement form» which has to be signed again.

As well as the first version, you will have to upload the changes on your **AlmaRM** page. Or perform the changes in your **OLA**.

You can make **exceptional changes** to your L.A. for a **maximum of 2 times** by uploading it on AlmaRM.

You will be notified via email at @studio.unibo.it mailbox about the approval or rejection of your Learning Agreement, along with its reasons and, as with the 1st version, we'll upload it on your AlmaRM profile.

You just have to put (or delete) the new courses in your online Study Plan and then, register for the exams as soon as the exam dates will be available.



ALMAESAMI

You must book the exams using **AlmaEsami** - otherwise, you will not be allowed to take exams!

The **registration** (and eventually the deletion from the list) is **compulsory** and must be done within 7 days before each exam.

After oral exams, the professor will inform you of your grade or, in the case of written exams, grades will be published online or in AlmaEsami.

You can accept the grade or refuse it. In the latter case, you will be able to sit the exam again during another available exam session.

Once you have accepted the grade, the professor will record it in AlmaEsami. When you access your AlmaEsami page you will see “verbalizzato” (recorded) written next to the exam.

Check your page regularly, and if any exam has not been recorded on time before your departure, please contact the Professor.



GRADING SCALE

The Italian grading scale runs from **18 to 30-with-honours** (30 e lode). Grades below 18 are not registered as they are a fail, which requires a re-sit of the exam.

For some exams (eg. Seminars, laboratory or practical work and language proficiency exams mainly) there is no grade, but just a **Pass/Fail** result ("Idoneo"/"Non idoneo") and that cannot be turned into a numerical grade.

Voto Esame ECTS/ECTS Exam Grade	Voto Esame Italiano/Italian Exam Grade
A	30L
A	30
B	29
B	28
B	27
C	26
C	25
C	24
D	23
D	22
D	21
D	20
E	19
E	18



OTHER TIPS

In order to find contacts use **the Unibo directory** (Professors and Staff):

<https://www.unibo.it/uniboweb/unibosearch/rubrica.aspx?tab=PersonePanel&lang=en&tipo=people>

Get in touch with the Professor website for updates and communication regarding the courses.

How to email a Professor/Staff:

- Always use your **unibo account** (@studio.unibo.it). Official documents will not be sent to other accounts
- **Introduce yourself:** your name, your home University and the exchange programme (Erasmus+ Study, Erasmus+ Traineeship etc...)
- Write clearly and in a formal style
- If you already contacted the Professor, remind him/her briefly of your previous conversation. They have a lot of students, they might not remember you!



LENGHT OF THE MOBILITY

Can I modify my exchange study period?

The number of months of your exchange period has been **agreed in advance** by your University and the University of Bologna (as shown in your homepage in AlmaRM - Length of stay).

If you want to leave in advance, you just need to inform your home University.

If you want to stay longer, please ask permission from your home University and to your UniBO Coordinator (you can find him/her on AlmaRM). They have to give the authorization by sending an email that you can forward to the **Exchange Student Desk** (exchange.students@unibo.it) then your time at UniBO will be updated.

If you require it, they will issue an updated registration certificate.

If you decide to extend your mobility period, you should also to **update your LA** on AlmaRM with courses of that semester.



BEFORE LEAVING

Before leaving, you **must check-out** to the **Exchange Student Desk** (exchange.students@unibo.it) to certificate that your Erasmus stay has finished.

Here you can find further information regarding the check-out procedure (needed documentation to attach in the email):

<https://www.unibo.it/en/study/international-experiences/incoming-exchange-students/exchange-students-unibo-check-out>

Please confirm to the Exchange Student Desk if **all your grades have been registered**.

A few days before the end of your exchange period check if there is any exam results missing in AlmaEsami and contact the Professors if needed, in order to avoid delays with your Transcript of Records.



CHECK-OUT

When you leave, you will also receive the **Certificate of Departure** that confirms the start and end dates of your exchange period, which you shall give to your University.

If you leave without completing the Check-Out procedure, the end date will correspond to the date of the **last recording of an exam**. If you did not sit any exam and do not complete the Check-Out procedure, you will not receive the Certificate of Departure.

You will check that all the exams are recorded in AlmaEsami. If all exams have been recorded correctly, the digital **Transcript of Records** will be sent to your home university by e-mail. The Transcript of Records lists **all the passed exams, including the respective ECTS credits and grades**. When the Transcript of Records is ready, you can also download it directly from your personal AlmaRM page.

In the case that you need a **certification for any other academic activity** (research, thesis papers, non listed laboratory work, etc.), you will have to arrange with the Professor in charge how to certify this and check back with your home University if they accept it.



TRANSCRIPT OF RECORDS

The Transcript of Records (ToR) which you will receive at the **end of your stay** will contain an explanation of the Italian grading system together with an ECTS grading table which shows the percentage of students who have gotten each grade over the past few years.

This will help your home University to convert each grade you received in their local grading system.

Credit System: 1 CFU (Credito Formativo Universitario) = 1 ECTS

A university credit corresponds to **25 hours of work** per student, time for personal study included. The average annual workload of a full-time student is conventionally fixed at 60 credits (30 per semester).

Credits can only be gained by passing exams or apprenticeship examinations. No credits will be given for the sole attendance of classes or for failed exams!



CONTACTS

International Erasmus Office - DISTAL

Viale Giuseppe Fanin, 44-46

distal.internazionalizzazione@unibo.it

Exchange Students Desk - UniBO

Via Filippo Re 4 | tel. +39 051 20988101

e-mail: exchange.students@unibo.it

<https://www.unibo.it/en/university/contacts-1/contacts-for-international-students>

for information about nomination, check-in, check-out, certificate of arrival/departure, immigration/visa, ...





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ENJOY YOUR ERASMUS @Unibo!

DEPARTMENT OF AGRICULTURAL AND FOOD SCIENCES

distal.internazionalizzazione@unibo.it

www.unibo.it