



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1 Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

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The institutions agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year*
Start of validity	[2023/2024]
End of validity	[2027/2028]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
<p>UNIVERSIDADE NOVA DE LISBOA (NOVA University Lisbon)</p> <p>This agreement corresponds to the School/Faculty:</p> <p>Faculdade de Ciências e Tecnologia (NOVA School of Science and Technology)</p>	P LISBOA03	<p>Vice-Rector for International Development: Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8</p> <p>-----</p> <p>Subject Area Contact: Computer Science Erasmus Coordinator Email: di.coord.era@fct.unl.pt Tel.: +351 212 948 536</p> <p>-----</p> <p>Administrative contact: International Relations Division Email: div.ri.agreements@fct.unl.pt div.ri.outgoing@fct.unl.pt div.ri.incoming@fct.unl.pt Tel: + 351 21 294 78 20/7</p>	<p>www.unl.pt</p> <p>https://www.fct.unl.pt/en/international/incoming-students-mobilities</p>
<p>ALMA MATER STUDIORUM – UNIVERSITA’ DI BOLOGNA</p> <p>This agreement corresponds to the School/Faculty:</p>	I BOLOGNA01	<p>Giovanna Filippini – Head of International Relations</p> <p>European Mobility Office General Administration – (Bilateral Agreements) International Relations Division - Via Zamboni 33 – 40126 Bologna</p>	<p>www.unibo.it</p> <p>www.unibo.it/CourseUnits</p>

²Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Dipartimento di Informatica, Scienza e Ingegneria (Dept. of Computer Science and Computer Engineering)	Phone: +39 0512088100 Fax: +39 0512086174 E-mail: erasmus@unibo.it Academic Advisor Prof. Paolo Torroni – p.torroni@unibo.it
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B. Mobility numbers³ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
P LISBOA03	I BOLOGNA 01	061	Information and Communication Technologies (ICTs)	2 nd cycle	2	12 (2*6)	To be determined upon individual request	To be determined upon individual request
I BOLOGNA 01	P LISBOA03	061	Information and Communication Technologies (ICTs)	2 nd cycle	2	12 (2*6)	To be determined upon individual request	To be determined upon individual request

x Short-term blended mobility option for students

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*):
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
P LISBOA03	I BOLOGNA01	061	Information and Communication Technologies (ICTs)	1	5 days	To be determined upon individual request	To be determined upon individual request
I BOLOGNA01	P LISBOA03	061	Information and Communication Technologies (ICTs)	1	5 days	To be determined upon individual request	To be determined upon individual request

C. 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 skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03	I BOLOGNA01	Portuguese	Portuguese and/or	Required:	B2

⁴ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended; see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

		(for 1 st cycles)	English (for 2 nd and 3 rd cycles)	A2 – Portuguese or B1 – English	
I BOLOGNA01	P LISBOA03	Italian (for 1 st cycles) See Info sheet attached	Italian and/or English (for 2 nd and 3 rd cycles) See Info sheet attached	<u>Required:</u> A2 – Italian or B2 – English	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	31 st May	31 st October
I BOLOGNA01	1 st July	1 st December

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	30 th June	30 th November
I BOLOGNA01	1 st July	1 st December

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities
I BOLOGNA01	Erasmus Office/Exchange Student Desk e-mail address: incoming.diri@unibo.it Tel.: +39 051 20 99752 - 88477 - 99357 Opening hours: Monday to Friday: 9:30 am - 1:00 pm Tuesday and Thursday: 2:00 pm - 3:00 pm	https://www.unibo.it/en/international/incomingexchange-students/exchange-students-unibo-accidentand-civil-liability-insurance

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
P LISBOA03	Transcript of Records	- List of successfully completed courses - Number of ECTS credits completed	https://www.fct.unl.pt/en/international/incoming-students-mobilities
I BOLOGNA01	See Info sheet attached		https://www.unibo.it/en/international/incoming-exchange-students

The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
P LISBOA03	<ul style="list-style-type: none"> - Reduced mobility - Hearing impairments - Visual impairments 	<p>All facilities are accessible for wheelchair.</p> <p>Students with reduced mobility are placed in ground floor classrooms.</p> <p>For students with hearing impairments sign language is available whenever possible</p> <p>For visually impaired students' adaptative equipment is available whenever possible.</p>	<p>div.ri.incoming@fct.unl.pt</p> <p>+351 21 294 78 27</p>	<p>www.fct.unl.pt</p>
I BOLOGNA01	See Info Sheet attached		<p>SERVICES FOR STUDENTS WITH SPECIAL NEEDS AND STUDENTS WITH SPECIFIC LEARNING DISABILITIES</p> <p>Address - Via Marsala 49, 40126 Bologna</p> <p>E-mail:</p>	<p>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</p>

			disabili@unibo.it (for students with disabilities) dislessia@unibo.it (for dyslexic students) Telephone +39 051 2080740 (Bologna)	
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Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
P LISBOA03	- Reduced mobility - Hearing impairments - Visual impairments	The Student's Union (Buddies) Psychological Counselling Service	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities
I BOLOGNA01	See Info Sheet attached		disabili@unibo.it (for students with disabilities) dislessia@unibo.it (for dyslexic students) Telephone +39 051 2080740 (Bologna)	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

F. Information

1. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities
I BOLOGNA01	E-mail: abis.dirittoallostudio@unibo.it	https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/housing-and-residences/housing-and-residences-in-bologna/housing-and-residences-in-bologna

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities
I BOLOGNA01	Erasmus Office/Exchange Student Desk e-mail address: incoming.diri@unibo.it Tel.: +39 051 20 99752 - 88477 - 99357 Opening hours: Monday to Friday: 9:30 am - 1:00 pm Tuesday and Thursday: 2:00 pm - 3:00 pm	https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/before-leaving-home-entry-into-italy

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance. It is mandatory that Mobility Students and Staff bring: - European Health Insurance Card for medical assistance (just for people from the European Union's 28 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad; - Insurance Health for visitors outside European Union.
I BOLOGNA01	Erasmus Office/Exchange Student Desk e-mail address: incoming.diri@unibo.it Tel.: +39 051 20 99752 - 88477 - 99357 Opening hours: Monday to Friday: 9:30 am - 1:00 pm Tuesday and Thursday: 2:00 pm - 3:00 pm	https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-accident-and-civil-liability-insurance

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
P LISBOA03	ECTS and Grading System	div.ri.incoming@fct.unl.pt +351 21 294 78 27	http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf
I BOLOGNA01	ECTS and Grading System		https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/the-university-system/ects-label/the-ects-grading-scale

A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI.

Termination of the agreement

In case of termination a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one academic year will only take effect as of 1 September of the following academic year. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
P LISBOA03	Vice-Rector for International Development Prof. João Amaro de Matos	[Assinatura Qualificada] João Manuel Gonçalves Amaro de Matos	Assinado de forma digital por [Assinatura Qualificada] João Manuel Gonçalves Amaro de Matos Dados: 2022.10.27 20:45:12 +01'00'
I BOLOGNA 01	Head of International Relations Dott.sa Giovanna Filippini	11/11/2022	PER GIOVANNA FILIPPINI  

⁵ Scanned signatures are accepted



Alma Mater Studiorum - Università di Bologna

INFO SHEET

Erasmus code: I BOLOGNA01

Website: www.unibo.it

Head of Institution: Prof. Giovanni Molari (Rector)

ERASMUS + Institutional Coordinator: Dr. Giovanna Filippini (Head of the International Relations Division)

Recommended language skills

There are no specific language requirements for studying at the University of Bologna (except for medical and nursing students). However, before starting the mobility the student is strongly advised to have at least basic knowledge of Italian (level A2) and a B1/B2 level of English in order to be able to study and make the most of the lectures. The University of Bologna does not require any official language certificate.

Learning Italian

The student can sit the [Italian Orienting Test](#) in order to assess the knowledge of Italian. The student can also attend a MOOC. Erasmus+ students can benefit from the [Online Linguistic Support – OLS](#) provided by their home universities as well.

In the first and second semester, the University Language Centre runs Italian language courses for international students. Exchange students can attend one course free of charge. The courses are held both in the first and second semester, during September-December and February-June. For further information please visit the following page: <https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-learning-italian>

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 skills at the start of the mobility period.

Additional requirements

Exchange students will normally be permitted to enter courses at I BOLOGNA01 unless these courses are subject to restricted enrolments. The students must choose course units of the subject area under which they were nominated by home university and must have a Learning Agreement consistent with it. In order to check the availability of courses they would like to attend, they must contact the [International Relations Office](#) of their study field.

Calendar

Nominations

The University of Bologna implemented an **online nomination tool**. Partners will receive the customized link and the instructions via email yearly.

Student nominations and applications must reach I BOLOGNA01 by:

Nomination		Application	
Autumn term	Spring term	Autumn term	Spring term
1 July	1 December	There is no deadlines. Students must register on our platform after receiving the acceptance message and submit their learning agreement before their mobility starts.	

The following information sources can provide further details and assistance:

Campus	Website for information
Bologna	https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/housing-and-residences/housing-and-residences-in-bologna/housing-and-residences-in-bologna
Cesena	https://www.unibo.it/en/campus-cesena/campus-services/accommodation-and-residences-cesena
Forlì	https://www.unibo.it/en/campus-forli/campus-services/accommodation-and-residences-forli
Ravenna	https://www.unibo.it/en/campus-ravenna/campus-services/accommodation-and-residences-at-ravenna
Rimini	https://www.unibo.it/en/campus-rimini/campus-services/study-grants-and-monetary-allowances/accommodation

Further information

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities. More information at the following page: <https://www.unibo.it/en/services-and-opportunities/guidance-and-tutoring/disabled-and-dyslexic-students-service/disabled-and-dyslexic-students>

Multi-campus structure

The University of Bologna is organized on a multi-campus structure. Courses and research activities are held in five cities: Bologna (the main campus), Cesena, Forlì, Ravenna and Rimini. More information is available at the following link: <https://www.unibo.it/en/university/campuses-and-structures>

Students need to pay attention to the campus which they have been nominated for, since Campus changes will be only exceptionally allowed, and only for verified academic needs.

The four cities are well connected to Bologna by train, but we warmly recommend students to find accommodation in the city where their campus is located.

Courses

The Course Unit Catalogue is available at the following link: <https://www.unibo.it/en/teaching/course-unit-catalogue>

It is possible to filter courses by "Area", "Course Type", "Campus" and "Teaching language".

For any queries regarding courses, academic calendar and lessons timetable, the students can refer to the International Relations Office of their study field: <https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/contacts-international-relations-offices>

The University of Bologna does not require a mandatory number of ECTS for each term.

Start/end date of the mobility

There are no set start/end dates. The students can decide when to leave for the University of Bologna (in case of physical mobility) according to the starting date of their courses. Each Degree Programme has its own course and exam timetable.

In general, the calendar is as follows:

- **Fall semester:** September 20th – November 30th (classes) / January 7th – January 31st (exams)
- **Spring semester:** February 1st – May 31st (classes) / June 1st – July 31st (exams)

The course timetables are set yearly, just before the start of the programmes and they are published in the [course units](#) pages starting from July.

The start date of physical mobility period corresponds to the date of check-in at the Exchange Student Desk (or at the International Office of the Campus); the start date of virtual mobility is registered via an online check-in according to the instructions available on our website.

More information about the check-in procedure: <https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-check-in>

At the beginning of each semester the students may have the opportunity to participate in the welcome sessions for exchange students, if available.

More information for exchange students is available [here](#)

The study field of the Erasmus Agreement is binding: please nominate students attending a study program which is coherent with the study field of the bilateral agreement.

The bilateral agreement specifies the number of places available. It is not possible to split the duration of each mobility to increase the number of exchanges (for example, if an agreement foresees 2 students for 10 months, it is not possible to nominate 4 students for 5 months).

More information about the registration procedure is available at the following page:

<https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-registering>

I BOLOGNA01 will send its decision about acceptance to nominated students within five weeks upon receipt of nominations.

A Transcript of Records will be issued by I BOLOGNA01 no later than five weeks after student departure.

Information

1. Grading systems of the institutions

The ECTS grading tables of I BOLOGNA01 are available at the following page:

www.unibo.it/ECTSgradingscale

2. Visa

I BOLOGNA01 will provide assistance, when required, in securing visas for incoming mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Contact details (email, phone)	Website for information
Erasmus Office/Exchange Student Desk e-mail address: incoming.diri@unibo.it Tel.: +39 051 20 99752 - 88477 - 99357 Opening hours: Monday to Friday: 9:30 am - 1:00 pm Tuesday and Thursday: 2:00 pm - 3:00 pm	https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/before-leaving-home-entry-into-italy

3. Insurance

I BOLOGNA01 will provide assistance in obtaining insurance for incoming mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

I BOLOGNA01 students are covered by an accident and third party liability insurance.

I BOLOGNA01 will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Contact details (email, phone)	Website for information
Erasmus Office/Exchange Student Desk e-mail address: incoming.diri@unibo.it Tel.: +39 051 20 99752 - 88477 - 99357 Opening hours: Monday to Friday: 9:30 am - 1:00 pm Tuesday and Thursday: 2:00 pm - 3:00 pm	https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-accident-and-civil-liability-insurance

4. Housing

I BOLOGNA01 will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

<http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/housing-and-residences/housing-and-residences>