



Alma Mater Studiorum –University of Bologna

International Relations Division

ONLINE NOMINATION WALKTHROUGH

Welcome in ALMARM!

This link is restricted for partner use only

We invite our Partner Universities to nominate their students online in our ALMARM platform. In the home page, you can see all Bilateral Agreements active with the University of Bologna. Through **FREE SEARCH**, you can select the relevant exchange searching for Subject, Coordinator, Code description (ISCED F) and enter exchange by exchange to insert nominations. By clicking on “mobility Agreement”, you will be able to see the details of our Agreement. In order to insert a nomination, you should open the relevant exchange agreement and click on the button “**add nomination**”.

You will be asked to insert students’ personal data, email address and nationality.

Once selected the exchange, you can nominate students one at a time without coming back to the home page.

If you are nominating a **non-EU Student**, you will be asked to upload the student’s passport scan and to indicate expected arrival date and expected departure date, mandatory fields necessary for invitation letter.

IMPORTANT: for each specific agreement you will be able to check/insert/modify/update your office (not students) email addresses for nominations and ToR, before entering the nominations.

Nomination deadlines:

July 1st Autumn Semester and Full Year

December 1st Spring Semester

Period of Stay

Enter the start period choosing among:

Autumn Semester (starting from September)

Spring Semester (starting from February)

Full Year (starting from September)

Extension reduction or any change of the number of months have to be submitted to our office by e-mail to incoming.diri@unibo.it

Number of places

You can insert only the number of students fixed in our BA. The system shows places available and remaining places after each nomination.

We kindly remind you that, as specified in our BA page 1 “B. Mobility numbers per academic year”:

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send a students for 5 months, not even if their stay covers different semesters. Each part will take this into consideration when organizing students’ selection.

Any request of extra student has to be submitted to our office by e-mail to incoming.diri@unibo.it

Change of Campus

The University of Bologna has a **Multicampus structure** and each exchange has its activity seat in one City-Campus: Bologna, Cesena, Forlì, Ravenna, Rimini.

You cannot change the Campus fixed in our BA.

Any request of changing the Campus has to be submitted to our office by e-mail to incoming.diri@unibo.it

After Nomination

Nomination is not equal to admission: as soon as you insert the nomination, we confirm or reject it. If confirmed, nominated students will receive an email with the invitation to register online (Acceptance Message). If rejected, you will receive an automatic message with the rejection reason.

Inserted nominations can be edited and cancelled until our office validate them. After the validation, nominations can only be marked as withdrawn. If you need to edit nominations after our validation, please write to incoming.diri@unibo.it. You will be able to enter and check your nominations' status at any time through the academic year.

Student deadlines:

There are **no deadlines for student's application**; therefore, we invite students to register online before the arrival. Exchange incoming students do not need to enroll or register for courses.

Important: any paper certification is requested

For any doubt, assistance and information, please write to incoming.diri@unibo.it

International Relations Division

Palazzina della Viola - Via Filippo Re 4, 40126 Bologna, Italy

Incoming students: Tel. +39 051 2088101 - Fax +39 051 2099351 - E-mail: incoming.diri@unibo.it

Specific web page for incoming students:

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

Cesena: Ufficio Relazioni Internazionali - poloce.uri@unibo.it

Forlì: Relazioni Internazionali polofoforli.uri@unibo.it

Ravenna: Relazioni Internazionali - campusravenna.internazionale@unibo.it

Rimini: Ufficio Relazioni Internazionali - campusrimini.relint@unibo.it