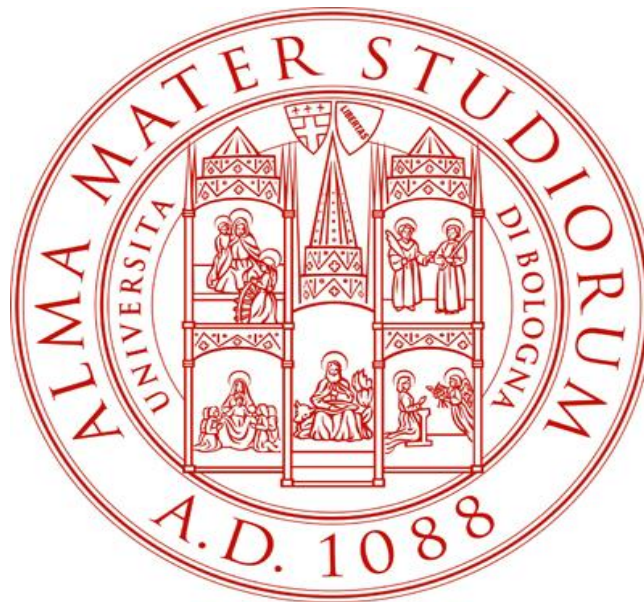


ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA



SCHOOL OF ECONOMICS, MANAGEMENT AND STATISTICS

Master

in

QUANTITATIVE FINANCE

**QF Coordination Unit
School of Economics, Management and Statistics
University of Bologna
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Academic year 2013/2014



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Quantitative Finance: Double Degree Incoming Students Guidelines

1. CONTACTS

Name	Telephone	Office	Email
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Prof. Rossella Agliardi Double Degree Coordinator		Department of Mathematics , Viale Filopanti, 5 Bologna	rossella.agliardi@unibo.it

In order to keep up with the latest news regarding academic activities, we also suggest to regularly visit:

the QF website > www.unibo.it/qf;

the University of Bologna website > www.unibo.it;

the School of Economics page > www.economia.unibo.it.

International students are also advised to read the guide for international students provided by the University of Bologna (henceforth referred to as UNIBO) :

<http://www.eng.unibo.it/PortaleEn/Students/International+Students/default.htm>

2. THE UNIVERSITY OF BOLOGNA IN BRIEF

The University of Bologna was founded over nine hundred years ago by students who had come from all over Europe. Today 5.000 international students from more than a hundred different countries attend our University every year. Bologna's identity is inextricably linked with that of the University.

Quantitative Finance: Double Degree Incoming Students Guidelines

In agreement with the Bologna Process, degree programs in Italian universities are based on a three-cycle system:

- First-cycle degrees: Laurea (L), 3 years, 180 credits
- Second-cycle degrees: Laurea magistrali (LM), 2 years, 120 credits (internationally considered as Master)
- Pursuant to EU regulations, a few degrees are based on a one-block system, with students having to study for 5 or 6 years and earn 300/360 credits respectively.
- Third-cycle degrees include PhD - Dottorati di ricerca and Scuole di specializzazione

Within the Italian university system, QF is filed under "**2nd cycle degree programs/Master**": **Laurea magistrale** (LM), 2 years, 120 credits. It is an international program completely taught in English, yet considered a Master degree according to international standards.

Every degree program is made up of a number of mandatory and optional teaching and learning activities (the *piano di studi*). A certain number of **ECTS credits** are allocated for each teaching and learning activity (lectures, individual study, project work, laboratory activities, internships, etc.), calculated on the total amount of study required in each case (each credit corresponds to 25 hours of student work). 60 credits measure the workload of a full-time student during one academic year. Credits are awarded to students who have met the requirements set for each activity: passing an examination in the case of taught courses, participating in and passing the continuous assessment for laboratory activities, receiving a positive evaluation after an internship, etc.

In the **Italian grading system** the minimum pass mark is 18 and the top mark is 30 *e lode* (cum laude/with honors). The final graduation mark ranges from 66 to 110 *e lode* (cum laude/with honors).

3. GENARAL INFO

3.1 How to reach Bologna

TRAVEL

Bologna's ideal geographical position makes it very easy to reach the city by any means of transport. The main Italian motorways and railways run through Bologna, thereby making the town a perfect place to start on a trip to all the different parts of the country.

Quantitative Finance: Double Degree Incoming Students Guidelines

By Plane: The Guglielmo Marconi Airport is very well connected to the city center by bus and taxi services. The [Airport Shuttle](#) is a bus service connecting the airport with the center of Bologna which runs about every 15 minutes and it cost 5 Euro for one way ticket from/to Airport.

By Train: The railway station (*Stazione Centrale*) is right next to the city center and is well served by a public bus network that covers every corner of town. To go from the main station to the University area you can take the “C” bus route provided by ATC (*Bologna public transport*) bus, which will take you straight to Piazza Verdi, the heart of the University area.

3.2 Accommodation

Most students rent rooms and flats on the free market; the following agencies can help students find a room:

- SAIS <http://www.sais.ceur.it/>; www.bakeka.it ; www.kijiji.it

The on-line registration code which will be provided at the end of the on-line enrollment through ALMAWELCOME will allow you to start your room-hunting through the SAIS.

Certain details should be considered while looking for accommodation in Bologna:

- Single rooms in the city center may reach a monthly expense from Eur. 400 to Eur. 580.
- Double rooms in the city center may reach a monthly expense from Eur. 300 to Eur. 380.
- Some landlords include the monthly bills for utilities (heat, electricity, other) in the room price. Other landlords rather offer a lower monthly price on the room but have the utilities billed separately. Please keep in mind that not all rooms offered by the lodging market include the following on the monthly rent: heat, electricity and other taxes such as garbage tax and condo expenses.
- The monthly rent for single rooms and double rooms drop when they are located outside of the downtown area. Please note that the bus service in Bologna is quite reliable and there are bus lines covering all the city area.
- Students willing to share a double-room will have a higher possibility to identify a place in a shorter lead-time.

Quantitative Finance: Double Degree Incoming Students Guidelines

After you have identified a room, you will most likely have to:

- wire a deposit/bail to the landlord, which shall be reimbursed at the end of the contract period.
- students are expected to sign a private contract (which may be relevant for residence permit purposes).

Please note that **not** all rooms/flats offered by Bussola/Ceur/SAIS (the agencies that support the University of Bologna with the lodging structures) are equipped with internet connection, and not always are there electronic pictures available of the rooms in advance.

Please carefully consider these hints when looking for accommodation in Bologna through the on-line resources and services:

CAMERA SINGOLA: means that is a single room not to be shared with any other student. This kind of room has a single bed (never a twin bed). The bathroom and kitchen are most likely to be shared with other people in the apartment.

CAMERA DOPPIA: means that is a double room with two separate beds, it is meant to be shared with another student. This kind of room is usually larger than a single one. The bathroom and kitchen are most likely to be shared with other people in the apartment.

CAMERA TRIPLA: means that is a three-beds room with three separate beds, it is meant to be shared with another two student. This kind of room is usually larger than a double room. The bathroom and kitchen are most likely to be shared with other people in the apartment. The price for a TRIPLA is always very convenient.

FASTWEB: means that there is access to internet in the flat (it is not always specified if the room itself is covered with the Internet service), please note that FASTWEB is the name of the Internet provider, therefore, you will perhaps also see: ALICE, TISCALI.

DENTRO MURA: it means that the room/flat is located in the area intended as downtown Bologna, but not necessarily close to the School of Economics. For instance, a room in the area SARAGOZZA is within the city walls, but the walking distance is farther than in Via Massarenti o Via Mazzini.

FUORI MURA: it means that the room/flat is located outside the area intended as downtown Bologna, but not necessarily far from the School of Economics. For instance, a room located

Quantitative Finance: Double Degree Incoming Students Guidelines

fuori porta San Donato, fuori Porta Mascarella, fuori Porta Mazzini or fuori Porta San Vitale, are conveniently located walking distance to the University area.

LAVATRICE: it means that there is a washing machine available in the flat.

BOLLETTE / RISCALDAMENTO AUTONOMO: this means that the bills may be included or may not be included. The bills are usually for services like: water, electricity, heat, etc. As a matter of fact RISCALDAMENTO AUTONOMO means that the people living in the flat are free to set-up the heating level (in order to save some money), or **RISCALDAMENTO**

CENTRALIZZATO means that the building decides when the heating will be turned-on based on a schedule.

LIBERA SUBITO: means that the room is available right away.

4. DOUBLE DEGREE PRESENTATION

The Master in Quantitative Finance has undersigned 2 Agreements of interuniversity cooperation for the granting of a double degree with 5 European Universities.

The partners Universities are :

1) Agreement with:

- Ludwig-Maximilians-University Muenchen, Germany (LMU)
- Université D'Evry-Val-D'Essonne, France (UEVE)

2) ARIMA Agreement Universities :

- Anglo-American University Prague Czech Republic (AAU)
- Karol Adamiecki University of Economics in Katowice Poland (UEK)
- University of Applied Sciences bfi Vienna (UAS bfi).

Quantitative Finance: Double Degree Incoming Students Guidelines

4.1 The Aim of the Project

This agreement permits students of the master's degree programme in each of the five institutions the opportunity of receiving the academic degree of the home institution and the corresponding academic degrees of the partner institutions.

To make this possible, the Parties offer a harmonized curriculum. At all Partner Universities all courses will be held in English language. The partners guarantee that the planned contents and learning outcomes will be achieved in each institution whereas the study programme may be organized differently in each partner institution. Equal learning outcomes, defined in the ECTS description of each course, in all partner institutions are assured by written/oral examinations.

Students admitted to the double degree program are selected by each University according to their own criteria and modalities. As a general guideline, students are selected based on academic merit, past work and extracurricular experiences, as well as a demonstration of strong motivation to participate in the program.

4.2 How to choose your study plan

Once you have been selected for the Double Degree Program, make sure that your home University has forwarded your personal details to the University of Bologna. This is an absolutely necessary step to begin the online application procedure. Please note that the online application is compulsory and must be completed before your arrival in Italy. Go to [AlmaRM - Accesso studenti](#), type the username e password you have received with the "Confirmation message" and enter your personal homepage. Afterwards, you will have to decide which courses you want to attend and fill out the Double Degree Form ([DDF](#)). Acknowledge that, in order to obtain the DD you have to :

- 1. Get at least 30 ECTS**
- 2. Spend at least one semester at the University of Bologna**

Don't forget about this while selecting the subjects!

The DDF has to be filled out in accordance with the tables listed below

(see the equivalent exams by color).

Quantitative Finance: Double Degree Incoming Students Guidelines

- ARIMA Agreement Universities: BOLOGNA TABLE:

Year 1			
Course	Type	Modules	ECTS
Calculus	Compulsory	Calculus	6
Actuarial and financial mathematics	Compulsory-Integrated	Probability	6
		Actuarial and financial mathematics	6
Numerical analysis	Compulsory-Integrated	Computer programming	6
		Numerical methods	6
Economics and regulation	Compulsory-Integrated	Economics of financial markets	6
		Financial market regulation	6
Econometrics	Compulsory	Econometrics	6
Corporate finance	Compulsory	Corporate finance	6
Financial products and markets	Compulsory	Financial products and markets	6
TOTAL NUMBER OF CREDITS (year 1)			60

Quantitative Finance: Double Degree Incoming Students Guidelines

Year 2			
Econometrics of financial markets	Compulsory-Integrated	Statistics of financial markets	6
		Econometrics of financial markets	6
Elective course	General elective		8
Advanced mathematical finance	Elective-Integrated (Pricing)	Interest rate models	6
		Credit derivatives	6
Advanced methods in asset management	Elective-Integrated (Asset Mgmt)	Financial engineering for asset management	6
		Statistical methods for asset management	6
Advanced methods of risk management	Elective (Risk Mgmt)	Advanced methods of risk management	12
Advanced methods of insurance	Elective	Advanced methods of insurance	12
	(Insurance)		
Workshop in Quantitative Finance or internship			8
Thesis			20
TOTAL NUMBER OF CREDITS (year 2)			60

Quantitative Finance: Double Degree Incoming Students Guidelines

UAS-UUA-UEK TABLES:

Course	Type	Modules	ECTS
M1 Fundamentals in Quantitative Methods and Finance year 1	Methodology	Fundamentals of Mathematics and Statistics	3
		Fundamentals of Finance	6
		Fundamentals of Economics	3
		Programming and Databases	4
M2 Financial Econometrics year 1	Methodology	Multivariate Methods	5
		Time Series Analysis	3
M3 Derivative pricing year 1	Methodology	Equity and Foreign Exchange Derivatives	2
		Fixed Income and Credit Derivatives	4
M9 (year 2)		Legal Framework and Ethics	3
M4 Risk Measurement year 1	Risk Mgmt	Measurement of Market Risk	4
		Measurement of Credit Risk	4
		Measurement of Non-Life Risk	2
		Measurement of Life Risk	3
M7 Asset Liability Management and Risk Management for Banks year 2	Risk Mgmt Asset Mgmt	Bank Management	6
		Risk Controlling and Organisation of Market Risk	2
		Risk Controlling and Organisation of Credit Risk	3
		Operational Risk for Banks	2
M5 Asset Management year 1	Asset Mgmt	Introduction to Asset Management	2
		Asset class Interest Rate Products	2
		Asset class Equity	2
		Asset class Foreign Exchange	1
		Asset class Credit Products	2
		Alternative Investments	2
		Structured Products	2
M8 Asset Liability Management and Risk Management for Insurances and Pension Funds: year 2	Risk Mgmt Asset Mgmt	ALM and Insurance Management	3
		Management Life Risk	3
		Management Non-Life Risk	3
M9 Applied Asset Management year 2	Risk Mgmt Asset Mgmt	Integrating Aspects of Asset Management	6
M6 Research Methods year 1	Methodology	Research Methods	1
		Research Seminar	3
M10 Applied Research in Asset and Risk Management	Risk Mgmt Asset Mgmt	Advanced Topics	3
		Project Seminar	4
Diploma Thesis and Diploma Exam			23
TOTAL NUMBER OF CREDITS			120

Quantitative Finance: Double Degree Incoming Students Guidelines

- Agreement with Ludwig-Maximilians-University Munich, Germany (LMU) and Université D'Evry-Val-D'Essonne, France (UEVE) :

QUANTITATIVE FINANCE (UNIBO)			
Year 1			
Course	Type	Modules	ECTS
Calculus	Compulsory	Calculus	6
Actuarial and financial mathematics	Compulsory-Integrated	Probability	6
		Actuarial and financial mathematics	6
Numerical analysis	Compulsory-Integrated	Computer programming	6
		Numerical methods	6
Economics and regulation	Compulsory-Integrated	Economics of financial markets	6
		Financial market regulation	6
Corporate Finance	Compulsory	Corporate Finance	6
Financial products and markets	Compulsory	Financial products and markets	6
Econometrics	Compulsory	Econometrics	6
Year 2			
Econometrics of financial markets	Compulsory-Integrated	Statistics of financial markets	6
		Econometrics of financial markets	6
General elective	General elective		8
Advanced mathematical finance	Elective	Interest rate models	6
	(Pricing)	Credit derivatives	6
Advanced methods in asset management	Elective	Financial Engineering for asset management	6
	(Asset Mgmt)	Statistical methods for asset management	6
Advanced methods of risk management	Elective	Advanced methods of risk management	12
	(Risk Mgmt)		
Advanced methods of insurance	Elective	Advanced methods of insurance	12
	(Insurance)		
Workshop in Quantitative Finance or Internship			8
Thesis			20
TOTAL NUMBER OF CREDITS			120

Quantitative Finance: Double Degree Incoming Students Guidelines

WIRTSCHAFTSMATHEMATIK (LMU-MÜNCHEN)			
Bereich	Pflicht	Modul	ECTS
Stochastics & Analysis	Wahlpflicht min 9 ECTS	Stochastische Prozesse	9
		Fortgeschrittene Themen aus der Stochastik	9
		Funktionalanalysis	9
Financial Mathematics	Wahlpflicht min 18 ECTS	Finanzmathematik I	9
		Finanzmathematik II	9
		Finanzmathematik III	9
		Fortgeschrittene Themen aus der Finanzmathematik	9
Economics	Wahlpflicht min 12 ECTS	Mikroökonomie 1	9
		Mikroökonomie 1	6
		Applied Microeconomics	6
		Empirische Ökonomie 2	6
		Econometrics	6
Statistics	Wahlpflicht min 6 ECTS	Zeitreihen	6
		Einführung in die Ang. Statistik	6
		Mathematische Statistik	9
		Multivariate Zeitreihen	3
		Finanzökonometrie: Portfolio-Analyse	6
		Finanzökonometrie: Risiko-Management	6
		Schätzen und Testen I	9
		Ausgew. Geb. der Wirtschaftsstatistik	6
Business Administration	Wahlpflicht min 15 ECTS	Investment Banking	6
		Empirical Corporate Finance	3
		Insurance Economics	6
		Rückversicherung	3
		Versicherungstechnik	3
Numerics	Wahlpflicht min 9 ECTS	Numerische Methoden der Wirtschaftsmathematik	9
		Fortgeschrittene Numerische Mathematik	9
		Fortgeschrittene Themen aus der Numerische Mathematik	9
Wahlmöglichkeiten	max 15 ECTS	Actuarial Sciences	3+3+3+3+3+3
		Seminars	3
		Pure Mathematics	9x26
		Sonstige Veranstaltungen aus den Modulen 1-5	-
Hauptseminar	Pflicht		3
Industriepraktikum	Pflicht		3
Master's Thesis	Pflicht		12

Quantitative Finance: Double Degree Incoming Students Guidelines

Master "Ingénierie Mathématique- Spécialité Ingénierie Financière" UEVE-Evry			
Cours	Type	Module	ECTS
Année 1 Semestre 1			
Apprentissages fondamentaux 1	Obligatoire	Anglais	2
		Mise à niveau programmation (langage C)	2
		LV 2 (espagnol ou allemand)	2
Analyse 1	Obligatoire	Analyse fonctionnelle et applications aux équations aux dérivées partielles	8
Probabilité et statistiques	Obligatoire	Probabilité	3
		Statistiques	3
		SAS	2
Options (choisir 2 options)	Option	Marché financier : institutions et instruments	4
	Option	Analyse des données	4
	Option	Théorie des Distributions	4
Année 1 Semestre 2			
Apprentissages fondamentaux 2	Obligatoire	Anglais	2
Processus stochastique	Obligatoire	Processus stochastique	7
Analyse 2	Obligatoire	Analyse numérique des EDP	2
		Méthode d'éléments finis	2
		Scilab	2
Options (choisir 3 options)	Option	Introduction à C++	2
	Option	Introduction aux algorithmes d'optimisation	2
	Option	Mathématiques financières	2
	Option	Introduction à VBA/Excel	2
Initiation à la vie professionnelle	Obligatoire	Stage professionnel	3
Année 2 Semestre 1			
Apprentissages fondamentaux 1	Obligatoire	Anglais	3
Mathématiques pour la finance	Obligatoire	Calcul stochastique	9
Informatique pour la finance	Obligatoire	C++ / VBA	4,5
		Projet	4,5
Méthodes d'évaluation et de couverture I (choisir 1 option)	Option	Gestion des Risques	9
	Option	Principes de base et Techniques actuarielles & Econométrie Financière	9
Année 2 Semestre 2			
Cours	Type	Module	ECTS
Apprentissages fondamentaux 2	Obligatoire	Anglais	1
		LV 2 (espagnol ou allemand)	2
Finance numérique	Obligatoire	Méthodes numériques de pricing et de calibration de modèles en finance	4
Méthodes d'évaluation et de couverture II	Obligatoire	Produits dérivés : Dérivés actions, de taux, de change et de crédit	4
Projet	Obligatoire	Projet de finance numérique	4
Initiation à la vie professionnelle	Obligatoire	Stage professionnel	3,5

Quantitative Finance: Double Degree Incoming Students Guidelines

Once checked the correspondences between courses, you can start filling out the [form](#).

Here is a sample of a filled DDF :

Planned Activity in Bologna		Recognised course equivalent in Home University	
Course titles	ECTS	Course titles	ECTS
Differential equations in finance	8	Advanced Topics	3
		Research Seminar	3
Workshop in Quantitative Finance	8	Project Seminar	4
		Research methods	1
Final Examination	20	Diploma Thesis and Exam	23
TOT.	36		34

Official Approval by the University of Bologna
Prof.ssa Rossella Agliardi
Date and Signature

Official Approval by the Home University
Date and Signature of the Coordinator



In case you are joining the DD Program BUT you are also receiving an erasmus scholarship, DO NOT FORGET about your learning agreement (and the other Erasmus documents.)

5. DURING YOUR STAYING

When you are finally arrived in Bologna, you cannot relax yet!

There are still a lot of things to do.

5.1 Enrollment

Once you arrive, you have to register at the International Relations Office of the School of Economics, Management and Statistics.

Contact person: **Margherita de Rogatis**

(first floor, second- to- last door at the end of the corridor).

Please bring with you:

- a. 2 passport-size pictures;
- b. A copy of your passport or ID;
- c. For NON UE students: the receipt of your student visa/residence permit application (the original residence permit needs some months in order to be issued)
- d. A certificate stating you are regularly enrolled at your home University
- e. The transcript of your records with marks and ECTS obtained in your home country.

Once completed your enrollment, you will receive a personal electronic **student badge**: by using this card, students can obtain certificates, price reductions and have access to different facilities of both the University and the Municipality.

All administrative issues regarding the careers are managed by

Segreteria studenti- Registry office:

Via Zamboni, n. 33, ground floor, 40126 - Bologna

t. 0039 (0)51/2099270 - fax: 0039 (0)51/2099273

e-mail: segecosta@unibo.it

front office: MONDAY, WEDNESDAY, FRIDAY: 9.00 - 11.15

TUESDAY: 9.00 - 11.15, 14.30 - 15.30

THURSDAY: 14.30 - 15.30

<http://www.ems.unibo.it/it/scuola/segreteria-studenti>

Quantitative Finance: Double Degree Incoming Students Guidelines

5.2 Academic Activities

Academic calendar 2013-2014

1st Semester		
Crash courses	Laboratories in Mathematics and Probability	09/09/2013 – 20/09/2013
1st term	23/09/13 - 26/10/13	Lessons
Extra lessons	28/10/13 – 31/10/13	Extra lessons (if necessary) + Graduation
Exams	04/11/13 – 09/11/13	Bachelor's degree: partial exams; Master's degree: full exams
2nd term	11/11/13 – 14/12/13	Lessons
Extra lessons	16/12/13 – 23/12/13	Extra lessons (if necessary) + Graduation
Christmas Holidays	24/12/13 – 06/01/14	
Exams	07/01/14 – 15/02/14	Full exams for bachelor's and master's degrees
2nd Semester		
3rd term	17/02/14 – 22/03/14	Lessons
Extra lessons	24/03/14 – 29/03/14	Extra lessons (if necessary) + Graduation
Exams	31/03/14 – 12/04/14	Bachelor's degree: partial exams; Master's degree: full exams
Easter Holidays	17/04/14 – 22/04/14	
4th term	14/04/14 – 23/05/14	Lessons
Extra lessons	26/05/14 – 30/05/14	Extra lessons (if necessary)
Exams	03/06/14 – 31/07/14	Full exams for bachelor's and master's degrees + Graduation
September Exams	25/08/14 – 19/09/14	Full exams for bachelor's and master's degrees

Lessons' **attendance** is highly recommended.

Exams are planned immediately after the end of the course. Students have three possibilities per year to give an exam which means you can take an exams either at the end of the course, at a second intermediate date or in September. However it is strongly recommended that you take the exam immediately after the course. This schedule ensures that a student completes the required credits in the most appropriate order and in due time and allows his/her to dedicate the last part of the second year to the internships or workshop and to the research for the final dissertation.

Quantitative Finance: Double Degree Incoming Students Guidelines

Lessons Timetable

The schedule (“Orario delle lezioni”) for each course is available on the website:

http://easycourse.easystaff.it/Unibo/orario_index.php?aaID=4

Exams

The final exam at the end of a course is defined by each professor. It can be a written or oral test; it may include midterm assessments, class presentations, project groups and essays. Exams are graded on a basis of /30, possibly with Laude. 18 is the passing grade. If a student fails an exam, he/she has the opportunity to retake it in a following date. Exams will be registered by each professor through an informatics system; students will be able to see the registered marks and print certificates¹ after few weeks on [Studentonline](#).

Almaesami

Exams sessions are available on [AlmaEsami](#). Connect to the system by typing your username and password.

Then check exam sessions and register.

Classroom

The majority of the lessons are held at the School of Economics, Management and Statistics in Piazza Scaravilli 2.

Computer laboratory

The computer laboratory is on the first floor of the School of Economics, Management and Statistics. Once properly enrolled, you can enter the lab with your student card (**badge**) and you have the possibility both to access to academic databases and to print. You are asked to bring your own white paper to print (you can buy it at any stationery close to the School).

¹ These certificates you can download from the UNIBO website are *autocertificazioni* with legal value and can be used for job application etc.

6. AT THE END OF YOUR EXPERIENCE

You finally made it through the very end of your Double Degree Project. What's left?

6.1 Recognition of the Double Degree Program

1) Did you spend your fourth semester or your second year in Bologna?

In this case you have to:

- Read carefully the guidelines for Final [Graduation](#)
- Make sure our Segreteria Studenti/Registry office has your permanent address in order to send you the final parchment by post
- Verify that your prior academic career (your transcript of records) has been recognized by our institution.

2) Did you spend your first, second or third semester in Bologna?

In this case :

- After you have obtained the Degree at your Home University, you have to send us your Final Transcript with the final mark and the date of issue
- Apply for graduation according to our schedule (see the table below) using the [online procedure](#) (Domanda di Laurea). You will be asked to pay for the graduation parchment fee and to indicate the name of a supervisor (relatore). Please refer to Prof. Agliardi
- Fill in the [form](#) and send it to : margherita.derogati2@unibo.it at least 1 month before the graduation session.

Additional points (Bonus Laurea) are released depending on which session you are going to graduate. For further information please have a look at our guidelines for Final [Graduation](#).

Quantitative Finance: Double Degree Incoming Students Guidelines

QF Graduation sessions	1 st deadline (without delay)	2 nd deadline (with delay)	3 rd deadline	4 th deadline: thesis delivered signed by supervisor	GRADUATION DATE
I session 2012/13 a.y.	15 May 2013	17 June 2013	24 June 2013	15 July 2013	17-19 July 2013
II session (only for a. y. 12/13)*	22 July 2013	22 July 2013	31 July 2013	12 September 2013	16-20 September 2013
II session 12/13 a.y.	16 September 2013	26 September 2013	3 October 2013	24 October 2013	28-31 October 2013
II session 12/13 a.y.	16 September 2013	11 November 2013	15 November 2013	13 December 2013	16-23 December 2013
III session 12/13 a.y.	15 January 2014	17 February 2014	21 February 2014	20 March 2014	24-29 March 2014

The exams you passed at the Home Universities will be converted according to the following tables :

Description	Bologna	Katowice	Praha	Wien
Highest level (cum laude)	30 e lode	5	A	1
Excellent	29-30	5	A-	1
Very good	26-28	4,5	B+	2
Good	24-25	4	B, B-	2
Satisfactory	21-23	3,5	C+, C, C-	3
Sufficient	19-20	3	D+	4
Barely passing	18	3	D	4
Fail	0-17	2	F	5

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Description	Bologna	Evry	München
Highest level (cum laude)	30 e lode	20-19	1,0
Excellent	30	18	1,0
Very good	28-29	17	1,3
Good	25-26-27	14-15-16	2,3-2,0-1,7
Quite good	24	13	2,7
Satisfactory	21-23	11-12	3,0 - 3,3
Sufficient	19-20	10	3,7
Barely passing	18	10 or (*)	4
Fail	0-17	0-9	5

Approximately one week after the graduation session at UNIBO, you will be able to download from your “[Studenti online](#)” profile, the graduation certificate.

These certificate you have legal value and can be used for job application.

The final parchment will be sent in approximately 1 year from the Segreteria studenti/Registry Office to the address you indicated.

7. NON-EU STUDENTS

7.1 Residence Permit

Residence Permit for Non-EU Students

The *permesso di soggiorno* or Temporary Residence Permit, is the document that allows NON-EU citizens to reside in Italy for a limited time period. The *permesso di soggiorno* must be

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requested within eight working days after entering Italy.

This request must be made at a **post office in Bologna**. Therefore, after your arrival in Bologna, we kindly invite you pick-up the "kit for residence permit" (KIT PER IL PERMESSO DI SOGGIORNO) at one of the following three post offices:

1. Post Office, Via Cairoli 9 (very close to Piazza dei Martiri)
2. Post Office, Via de Maria Mario 1/3 (just behind the central railway station)
3. Post Office, Via Sant'Isaia 3/5 (at the beginning of Via Sant'Isaia, close to Piazza Malpighi)

Please keep in mind that the request for an Italian residence permit costs Eur. 72.12, divided as follows:

- a duty stamp of Eur. 14.62 (to be purchased at any tobacco shop)
- Eur. 27.50 to obtain the electronic residence permit
- Eur. 30.00 as a cost for the submission of the residence permit request

Please be aware that the following documents are required:

- copy of a valid passport with the Italian visa - the copy should be of the COMPLETE PASSPORT, including the blank/empty pages (please, pay attention to the passport expire date before leaving)
- letter of invitation from the University of Bologna (provided by GIOCA)
- proof of health insurance (please see below)
- four passport photos
- a proof of accommodation

Please note that:

- if you plan to stay in Bologna for less than 90 days (*meaning the overall period counting from your arrival until the day you leave for your second term University*), then no residence permit procedure needs to be complied with, if and only if you count with a regular and valid Italian visa (or a Schengen one).
- in case you ought to stay in Bologna for a period longer than 90 days, then you should request an Italian residence permit and support your request with an Italian visa or a

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Schengen visa.

For further information please feel free to take a look at the attached document >

how_to_apply_for_residence_permit_GIOCA or visit <http://www.portaleimmigrazione.it/>

7.2 Health Insurance

In Italy, nationwide health care is provided by the state national health service (*Servizio Sanitario Nazionale*, SSN). As students regularly enrolled through AlmaWelcome, you will be entitled with a badge from the University of Bologna, which entails an insurance against injuries, valid only for the city of Bologna (this means that emergency assistance is provided)

Nonetheless, for Residence Permit purposes, an additional insurance may be required, then please take note of the following information (you will actually be able to purchase an insurance policy once you arrive to Italy). This insurance policy is offered to foreign students by **INA ASSITALIA**.

Insurance Quote:

- **six months period: Eur. 50.00**

- **yearly insurance: Eur. 98.00**

In order to purchase this insurance, please follow these steps (after your arrival in Bologna):

1. Go to any agency of the post office, in order to make the payment.

- please pay to the account number: C/C POSTALE N. 71270003

- entitled to: INA ASSITALIA AG. GENERALE DI ROMA

- address: VIA DEL TRITONE N. 181 00187 ROMA

- please quote that is for: ASSICURAZIONE SANITARIA STUDENTI STRANIERI

2. Once you have released the payment, please send by fax a copy of the post office report/receipt, to: **06/88524418**. Please enclose a clear fax cover sheet with your complete name and personal information (date of birth, place of birth, citizenship), for them to submit the statement that you will need to keep (and if necessary, that you'll need to enclose when applying for a residence permit)

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Please ask the insurance company to send the statement either by fax to: 051/2098003 or to our address:

Margherita de Rogatis c/o
Quantitative Finance
Piazza Scaravilli 2
Facoltà di Economia
40126 - Bologna

7.3 Fiscal Code

The *Italian fiscal code* is necessary in order to open a bank account or to proceed with some other administrative and bureaucratic requirements. Please note that for enrollment purposes a fiscal code will be assigned to you for matriculation, but this is only a temporary code.

To obtain a permanent fiscal code, issued by the State Finance Department, please take note of the following address, where you should go as soon as you arrive to Italy and before undersigning a leasing contract:

UFFICIO DELLE ENTRATE

VIA LARGA, 35

MONDAY THROUGH FRIDAY: **FROM 8.30 TO 12.30**

TUESDAY AND THURSDAY: **ALSO FROM 14.30 TO 16.30**

The "codice fiscale" is free. To reach via Larga, please take bus n. 14 (14B or 14C) in Via Rizzoli (nearby the two towers), headed towards PILASTRO (see Student life and facilities below).

All students should count with the Italian Fiscal Code (which is essential to open a bank current account or to sign a rental agreement).

8. WHAT ELSE?

8.1 Italian Language Courses

Although NO Italian language test is required to attend QF, there are some Italian courses in Bologna students may be interested in attending.

In order to join the courses offered by the "Foreign Students Area" of the University of Bologna, please visit:

http://www.cilta.unibo.it/Portale/cla/italiano/corsi_intensivi/index.php and click for the English Version on the right-menu (*In Evidenza*).

To successfully enroll for this free course, you should already count with your registration code, as provided by ALMAWELCOME at the time of on-line enrollment.

8.2 Student Life and Facilities

LIBRARIES AND MUSEUMS

The University of Bologna has a library network of several million books and actively promotes awareness among its students of the best scientific and academic publications from all over the world. The extensive cultural and historic resources of the University are open to students, professors and the general public and are easily found thanks to detailed information resources. Website: www.biblioteche.unibo.it.

Students of the University of Bologna have consultation and borrowing rights for all library resources (the list of libraries by subject area is available at www.biblioteche.unibo.it/sba/aree). Students can access online all catalogues and electronic documents. These services can be accessed from home as well (authorization process at www.sba.unibo.it/portale/strilli/Proxy-sicuro).

The University of Bologna possesses many museums, coordinated by the University Museum System (SMA), which provides an integrated service to the public with teaching activities at all levels: www.sma.unibo.it.

8.3 Public Offices in Bologna and Acronyms

Questura di Bologna

U.R.P. (Public Relations Office)

Piazza Galilei 3, 40123 Bologna

Opening times:

from Mondays to Fridays: 8.30 am - 1.30 pm

Tuesdays and Thursdays: 8.30 am - 1.30 pm

and 3.00 pm - 5.00 pm

Phone: +39 051 6401575

URP Information about the City

Piazza Maggiore 6, Tel. 051 20 30 40

E-mail: urp@comune.bologna.it

Times: Mon-Sat 8.00-19.00; Sun 8.30 am-2.00pm, closed on bank holidays.

www.comune.bologna.it

Informagiovani

Piazza Maggiore 6 (URP office)

Phone: +39 051 204359

Fax: +39 0512 204360

Mondays-Tuesdays-Wednesdays-Fridays: from 10.00 am to 6 pm; Thursday: from 2.00 pm to 6.00 pm.

E-mail: informagiovani@comune.bologna

IAT Tourist Information

Piazza Maggiore 1/e

Phone: +39 051 24 65 41

TouristOffice@comune.bologna.it

Times: Mondays-Sundays 9.00 am - 8.00 pm.

Main Post Office and Bureau de Change

Piazza Minghetti 1, Tel. 051 23 06 99

Times: Mon-Sat 8.10 am - 6.30 pm

USEFUL ACRONYMS

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AUSL (Azienda Unità Sanitaria Locale): the local health-care offices

CILTA (Centro interfacoltà di linguistica teorica e applicata “L. Heilmann”): the University’s language centre

CUSB (Centro Universitario Sportivo Bolognese): the University’s sports association

ER-GO (Azienda Regionale per il Diritto agli Studi Superiori): a regional institution that provides financial support for students

EU: European Union

L (Laurea): a 3-year first-cycle degree equivalent to 180 credits

LM (Laurea magistrale): a 2-year second-cycle degree equivalent to 120 credits

MIUR (Ministero dell’Istruzione, dell’Università e della Ricerca): the Italian Ministry of Education, University and Research

SSN (Servizio Sanitario Nazionale): the Italian national health service

URP (Ufficio Relazioni con il Pubblico): information office.