



1506
UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO

INCOMING STUDENTS ORIENTATION TO DIDACTICS

**TOOLS AND
MATERIALS**

In the following slides you'll find all the necessary steps to get the perfect orientation in our University system.

Exchange your mind!



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INTRODUCTION

THE UNIVERSITY STRUCTURE

THE UNIVERSITY OF URBINO IS COMPOSED OF **DEPARTMENTS**

EACH DEPARTMENT IS COMPOSED BY **SCHOOLS** (AKA THE “FACULTIES”)

EACH SCHOOL CONTAINS **BACHELOR AND MASTER PROGRAMS**

**BACHELOR AND MASTER PROGRAMS CONTAIN
THE COURSES STUDENTS ATTEND**

IN THE ITALIAN UNIVERSITY SYSTEM:

BACHELOR ARE NAMED “LAUREE” (3-YEAR UNDERGRADUATE PROGRAMS)

MASTER CAN BE EITHER NAMED “MAGISTRALI BIENNALI” (2-YEAR POSTGRADUATE PROGRAMS) OR “MAGISTRALI A CICLO UNICO” (5-YEAR DEGREE PROGRAMS)

PEOPLE AT THE UNIVERSITY OF URBINO

ERASMUS COORDINATORS

PROFESSORS IN CHARGE OF LEARNING AGREEMENTS AND COURSES APPROVAL.
THEY ARE DIVIDED ACCORDING TO STUDY AREAS.

ALWAYS REFER TO YOUR PROFESSORS FORMALLY AND CONTACT THEM VIA YOUR UNIURB EMAIL ACCOUNT!

TUTORS

STUDENTS WORKING PART-TIME FOR OUR UNIVERSITY.
THEY ARE DIVIDED ACCORDING TO STUDY AREAS AND CAN HELP YOU IN FINDING
YOUR CLASSROOMS OR LESSONS TIMETABLE.

INTERNATIONAL MOBILITY OFFICE

IN CHARGE OF ALL THE ADMINISTRATIVE ASPECTS RELATED TO YOUR MOBILITY
ERASMUS.INCOMING@UNIURB.IT - TUTOR.ERASMUS@UNIURB.IT
VIA SAFFI, 2
OFFICE HOURS: MONDAY-FRIDAY FROM 9:30 AM TO 01:00 PM



FIRST STEP
YOUR UNIVERSITY
TOOLS

WHICH TOOL DO YOU USE FOR...?

COMMUNICATION **CAMPUS EMAIL**

LOG IN VIA UNIURB HOMEPAGE
("EMAIL, WI-FI &
WEBCONFERENCE") USING
YOUR USERNAME AND
PASSWORD OR VIA GMAIL USING
THE EMAIL ADDRESS ASSIGNED
AFTER THE APPLICATION
PROCESS



CONNECTION **WI-FI**

"UNIURB" VIA USERNAME AND
PASSWORD



RESERVE A SEAT FOR LESSON/EXAM **PRESENTE**

ALWAYS RESERVE YOUR SEAT
FOR EVENTS, LESSONS, EXAMS.
YOU CAN SORT EVENTS BY
NAME OR BY DATE, YOU CAN
BOOK YOUR SEAT FROM 7 DAYS
TO THE STARTING TIME OF THE
LESSON.



WHICH TOOL DO YOU USE FOR...?



PERSONAL DATA, BOOKLET, EXAM REGISTRATION ESSE3 PLATFORM

LOG IN USING YOUR USERNAME AND
PASSWORD.

THIS IS YOUR PRIVATE AREA. DON'T FORGET
TO ADD A PHOTO AND AN ID DOCUMENT.
ESSE3 IS THE VIRTUAL SECRETARY THAT
ALLOWS YOU TO MONITORATE YOUR
UNIVERSITY CAREER.



CHECK YOUR DIDACTICS BLENDED PLATFORM

LOG IN USING YOUR USERNAME AND
PASSWORD AND ADD YOUR COURSES TO
YOUR DASHBOARD TO ACCESS DIDACTIC
MATERIALS. IF YOU ARE NOT ABLE TO ADD
YOUR COURSES AUTOMATICALLY, PLEASE
LOG IN AT LEAST ONCE, THEN CONTACT THE
PROFESSOR OF THE COURSE IN ORDER TO
BE ADDED.



Want to have all these tools in just one platform?

Use the UNIURBstud APP: download it via Google Play and App Store,
log in and have UNIURB on your mobile phone!



SECOND STEP **COURSES CHOICE**

WHAT KIND OF COURSES CAN YOU CHOOSE?

ERASMUS+/EXCHANGE STUDENTS HAVE ACCESS TO THE SAME COURSES OFFERED TO REGULAR STUDENTS OF THE UNIVERSITY OF URBINO

**IF YOU ARE AN ERASMUS STUDENT PART OF A DOUBLE DEGREE PROGRAM YOU ALREADY HAVE A LIST OF COURSES TO ATTEND.*

YOU CAN CHOOSE YOUR COURSES FROM ANY STUDY AREA BUT THEY MUST FIT YOUR LEARNING AGREEMENT AND MUST BE APPROVED BY YOUR ERASMUS COORDINATOR IN THE HOME UNIVERSITY AND THE ERASMUS COORDINATOR IN URBINO.

TYPOLOGY OF COURSES AND EXAMS AT THE UNIVERSITY OF URBINO

EXAMS ARE HELD AT THE END OF EACH **COURSE**. THEY CAN BE EITHER **WRITTEN OR ORAL**, THE PROFESSOR ASSIGNS A **GRADE BETWEEN 18 (MINIMUM MARK) AND 30 (MAXIMUM MARK)**.

«**IDONEITÀ**» IS A COURSE WITH AN EXAM THAT **DOES NOT HAVE GRADES** BUT A PASS/FAIL RESULT.

«**ESAME INTEGRATO**»* IS COMPOSED BY 2 PARTS. IF YOU WISH TO ATTEND AND SIT ONLY ONE PART, IT MEANS THAT YOU ARE REGISTERED IN AN «**ESAME PARZIALE**». YOU WILL GET THE ECTS OF THE PARTIAL EXAM AND THE FINAL MARK WILL NOT BE REGISTERED IN THE FINAL TRANSCRIPT OF RECORDS BUT YOU HAVE TO ASK FOR A DECLARATION FROM THE PROFESSOR.

*PLEASE, ASK YOUR ERASMUS COORDINATOR IF YOU ARE ELIGIBLE TO TAKE AN “ESAME PARZIALE”.

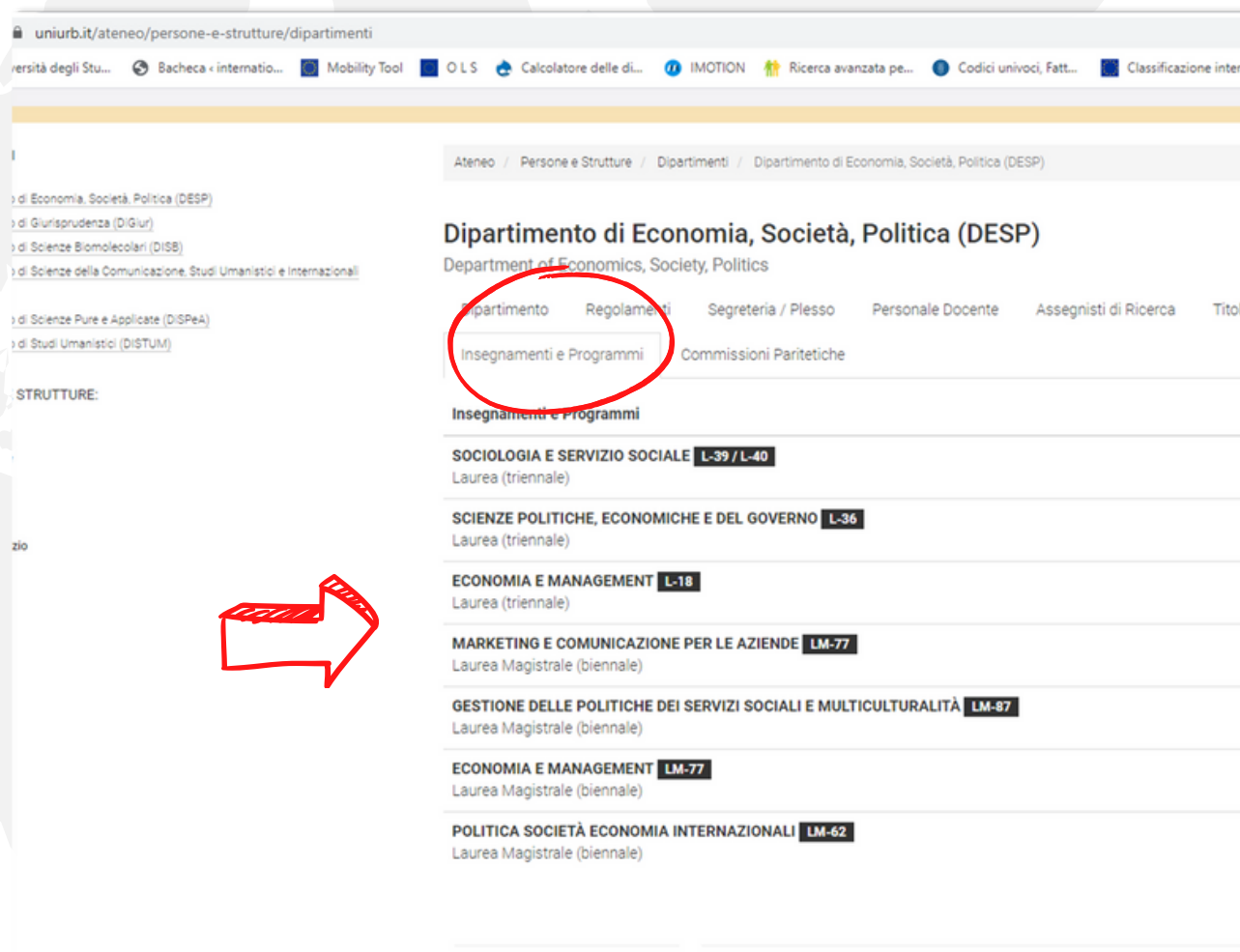
«**LABORATORI**»** ARE PRACTICAL ACTIVITIES WITHIN SPECIFIC DEGREE COURSES WITH AN INTRODUCTORY SECURITY COURSE AND MANDATORY HOURS TO FOLLOW.

**THE “LABORATORI” OF THE DEGREE COURSE “SCIENZE DELLA FORMAZIONE PRIMARIA” ARE NO LONGER ELIGIBLE FOR ERASMUS+/EXCHANGE STUDENTS.

HOW CAN YOU FIND YOUR COURSES? YOU HAVE **TWO WAYS** TO DO IT!

FIRST WAY: YOU **DO NOT KNOW** THE NAME OF THE COURSE

ONCE ON THE PAGE OF YOUR DEPARTMENT, CLICK ON «INSEGNAMENTI E PROGRAMMI» TO SEE THE COMPLETE LIST OF THE DEGREE COURSES AND CLICK ON THE LINK TO YOUR STUDY AREA.



The screenshot shows a web browser window with the URL `uniurb.it/ateneo/persone-e-strutture/dipartimenti`. The page displays a list of departments on the left and the details of the 'Dipartimento di Economia, Società, Politica (DESP)' on the right. A red circle highlights the 'Insegnamenti e Programmi' link in the navigation menu. A red arrow points from the text on the left towards this link.

Ateneo / Persone e Strutture / Dipartimenti / Dipartimento di Economia, Società, Politica (DESP)

Dipartimento di Economia, Società, Politica (DESP)
Department of Economics, Society, Politics

Regolamenti | Segreteria / Plesso | Personale Docente | Assegnisti di Ricerca | Titoli

Insegnamenti e Programmi | Commissioni Paritetiche

Insegnamenti e Programmi

- SOCIOLOGIA E SERVIZIO SOCIALE** L-39 / L-40
Laurea (triennale)
- SCIENZE POLITICHE, ECONOMICHE E DEL GOVERNO** L-36
Laurea (triennale)
- ECONOMIA E MANAGEMENT** L-18
Laurea (triennale)
- MARKETING E COMUNICAZIONE PER LE AZIENDE** LM-77
Laurea Magistrale (biennale)
- GESTIONE DELLE POLITICHE DEI SERVIZI SOCIALI E MULTICULTURALITÀ** LM-87
Laurea Magistrale (biennale)
- ECONOMIA E MANAGEMENT** LM-77
Laurea Magistrale (biennale)
- POLITICA SOCIETÀ ECONOMIA INTERNAZIONALI** LM-62
Laurea Magistrale (biennale)

SECOND WAY: YOU ALREADY KNOW THE NAME OF THE COURSE

GO TO [HTTPS://WWW.UNIURB.IT/](https://www.uniurb.it/)



The screenshot shows the homepage of the University of Urbino. At the top, there is a green banner for 'Coronavirus' with the text 'Lezioni in presenza e innovazione didattica con il digitale' and the URL 'www.uniurb.it/coronavirus'. Below this is a navigation bar with links for 'EMAIL, WIFI & WEBCONFERENCE', 'SEGRETERIA ONLINE', 'PRESENTE', 'BLENDED, E-LEARNING & MOOC', 'BIBLIOTECHE', 'IRIS RICERCA', 'UTILITÀ', 'SERVIZI AMMINISTRATIVI', 'SITEMAP', and 'MY'. The main navigation menu includes 'ATENE0', 'STUDIA CON NOI', 'RICERCA', 'TERZA MISSIONE', and 'INTERNATIONAL'. A search icon is circled in red in the top right corner. Below the navigation is a large search bar with the text 'INIZIA A CERCARE' and 'Inizia a digitare...'. A red arrow points to the search bar. Below the search bar, there is a paragraph of text: 'Tramite questa utility di portale puoi cercare informazioni tra le pagine di portale, l'offerta dei corsi, i programmi d'insegnamento, edifici e aule, orari delle attività didattiche. Cercare un docente o cercare tra il personale dell'ateneo. Inserisci un numero di telefono per scoprire a chi appartiene.' A small icon of a person is visible in the bottom left corner.

YOU HAVE FOUND YOUR COURSE. **WHAT'S NEXT?**

IN BOTH WAYS, WHEN YOU FIND THE COURSE, CLICK AND OPEN IT TO SEE **ALL ITS DETAILS. THE COURSE MUST BE IN THE A.Y. OF YOUR MOBILITY**

CLICK ON THE ENGLISH TRANSLATION BELOW (EG. MICROECONOMIA - MICROECONOMICS) IN ORDER TO SEE THE WHOLE COURSE PAGE TRANSLATED

EXAMPLE: [HTTPS://WWW.UNIURB.IT/SYLLABI/264773](https://www.uniurb.it/syllabi/264773)

The screenshot shows the website of the University of Urbino (1906 UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO). The navigation bar includes links for ATENE0, STUDIA CON NOI, RICERCA, TERZA MISSIONE, and INTERNATIONAL. The main content area displays the course 'LABOUR LAW' (DIRITTO DEL LAVORO) for the academic year 2023/2024. The course is offered in English and is assigned to the degree course 'Economics and Management (L-18 / L-33)'. The page also includes sections for 'LECTURES TIMETABLE', 'EXAMINATIONS TIMETABLE', and 'LEARNING OBJECTIVES'.

International / Regular students / Academic Programs / Syllabi

LABOUR LAW

DIRITTO DEL LAVORO

A.Y.	Academic discipline	Credits	Duration (hours)	Year	Period	Location
2023/2024	IUS/07	8	48	3	SECOND SEMESTER	FANO

Lecturer
Natalia Paci

Email
natalia.paci@uniurb.it

Office hours for students
The lecturer receives by appointment (please send an e-mail to natalia.paci@uniurb.it)

Teaching in foreign languages
Course with optional materials in a foreign language **English**
* This course is entirely taught in Italian. Study materials can be provided in the foreign language and the final exam can be taken in the foreign language.

ASSIGNED TO THE DEGREE COURSE
Economics and Management (L-18 / L-33)
CURRICULUM: AMMINISTRAZIONE D'IMPRESA E PROFESSIONE

LECTURES TIMETABLE

EXAMINATIONS TIMETABLE

LEARNING OBJECTIVES



REPEAT THE PROCEDURE FOR ALL THE COURSES YOU WISH TO ATTEND.

BEAR IN MIND THAT IN ANY COURSE PAGE YOU WILL FIND:

- PROFESSOR'S NAME AND CONTACT
- LESSONS TIMETABLE AND CLASSROOMS (ALWAYS BOOK YOUR SEAT ON PRESENTE)
- EXAM CALENDAR (ALWAYS BOOK YOUR SEAT ON PRESENTE + REGISTER ON ESSE3)
- SEMESTER, LANGUAGE OF INSTRUCTION AND EXAM MATERIALS/MODALITY
- CREDITS (1 CFU IS EQUAL TO 1 ECTS)

**AS SOON AS YOU HAVE COMPLETED YOUR COURSES CHOICE,
YOU ARE READY TO FILL IN, SIGN AND SUBMIT
THE LEARNING AGREEMENT AND STUDY PLAN (SEE "FOURTH STEP")**



THIRD STEP **EXAM SYSTEM**



EXAM SESSIONS

WINTER EXAM SESSION: JANUARY-FEBRUARY

SPRING EXAM SESSION: MAY-JULY

EXTRAORDINARY EXAM SESSION: AUGUST-SEPTEMBER

EACH EXAM SESSION IS GENERALLY COMPOSED OF **TWO OR THREE APPELLI.
THE APPELLI ARE THE DATES ON WHICH YOUR EXAM TAKES PLACE.**

YOU CAN REGISTER FOR AN EXAM
FROM 2 WEEKS UP TO 5 DAYS BEFORE THE EXAM DATE.
YOU HAVE TO LOG IN ON ESSE3, COMPLETE A MANDATORY QUESTIONNAIRE
FOR EACH COURSE, THEN REGISTER FOR THE “APPELLO” YOU WISH TO SIT.

**IN YOUR “AREA RISERVATA”,
CLICK ON “VISUALIZZA” NEXT TO “APPELLI DISPONIBILI”.
PLEASE NOTE THAT “VISUALIZZA” WILL ONLY APPEAR IF THERE ARE SOME
AVAILABLE EXAM SESSIONS.**

BEFORE YOU SUBSCRIBE TO AN EXAM, YOU MAY BE ASKED TO FILL IN AN ANONYMOUS MANDATORY COURSE SATISFACTION SURVEY CALLED “AVA ANVUR”.

Benvenuto/a [REDACTED] Matricola N. [REDACTED]

INFORMATIVA SUL TRATTAMENTO DATI

Ai sensi del [Regolamento Generale sulla Protezione dei Dati Personali](#) (Regolamento UE 2016/679 del Parlamento Europeo e del Consiglio del 27 aprile 2016)

Dati Personali [Visualizza dettagli](#) ▶

Status Studente [Visualizza dettagli](#) ▶

Pannello di controllo [Nascondi dettagli](#) ▼

Messaggi [Nascondi dettagli](#) ▼

Messaggi Personali

Mittente	Titolo	Data
nessun messaggio		

[altri...](#)

Processo	Stato	Vai a....
Tasse	● da pagare	Pagamenti
Piano carriera	● non modificabile	
Appelli disponibili	● 0 appelli disponibili	
Bacheca prenotazioni	● 1 prenotazione	visualizza

Note [Nascondi dettagli](#) ▼

Area Riservata

Logout

Cambia Password

Altre Carriere

Area Studente >

Esami >

Mobilità internazionale >

Iniziative >

Mobilità internazionale >

Questionari >

Elezioni Studentesche >



WHAT IF...?

IF YOU FAIL IN ONE APPELLO, YOU CAN REFUSE YOUR MARK AND REGISTER AGAIN FOR THE SAME EXAM IN THE NEXT APPELLO AVAILABLE.

IF YOU DON'T WANT AN EXAM IN YOUR FINAL TRANSCRIPT OF RECORDS, JUST REFUSE YOUR MARK.

IF YOU SIT AN "ESAME PARZIALE", REMEMBER THAT IT WILL NOT BE REGISTERED IN YOUR FINAL TRANSCRIPT OF RECORDS BUT YOU HAVE TO ASK FOR A DECLARATION FROM YOUR PROFESSOR AT THE END OF THE EXAM.

IF YOU FAIL AN EXAM BUT WANT IT IN YOUR TRANSCRIPT OF RECORDS TO PROVE THE HOME INSTITUTION THAT YOU ATTENDED IT, ASK THE PROFESSOR TO REGISTER THE NEGATIVE MARK.



**FOREIGN LANGUAGE EXAM
AT THE SCHOOL OF FOREIGN LANGUAGES AND CULTURES**

**USEFUL INFO AT THESE LINKS →
LINGUE E CULTURE STRANIERE - LAUREA (TRIENNALE)**

THE LANGUAGE EXAM IS DIVIDED INTO THREE PARTS:

- 1. SCRITTO**
- 2. MONOGRAFICO**
- 3. ORALE**

MORE INFO CAN BE ASKED TO:

SCUOLA.LINGUE@UNIURB.IT

TUTOR.LINGUE@UNIURB.IT



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**ENJOY YOUR
ERASMUS/EXCHANGE
EXPERIENCE!**

For further instructions, please write an email to:
erasmus.incoming@uniurb.it