

### INCOMING STUDENTS ORIENTATION TO DIDACTICS



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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

"EDUROAM" VIA USERNAME AND PASSWORD

### RESERVE A SEAT FOR LIBRARY

### **PRESENTE**

ALWAYS RESERVE YOUR SEAT IF YOU WISH TO STUDY IN OUR LIBRARIES.







### WHICH TOOL DO YOU USE FOR ...?





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 <u>UNIURBstud APP</u>: 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

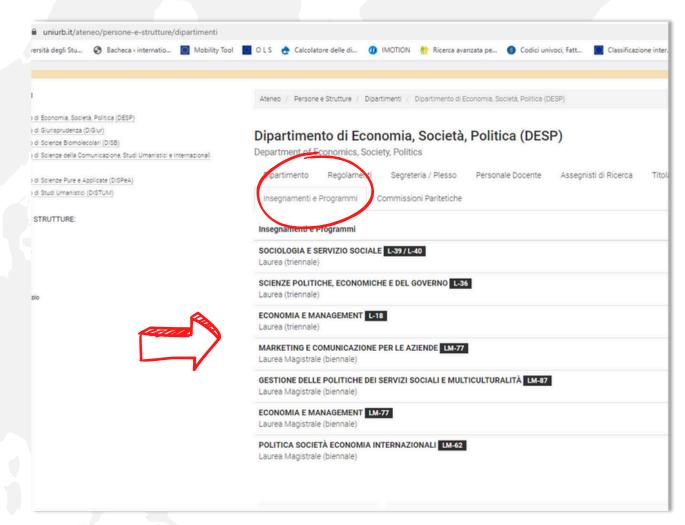
«INSEGNAMENTI E

PROGRAMMI» TO SEE THE

COMPLETE LIST OF THE DEGREE

COURSES AND CLICK ON THE

LINK TO YOUR STUDY AREA.



### **SECOND WAY:** YOU **ALREADY KNOW** THE NAME OF THE COURSE

GO TO HTTPS://WWW.UNIURB.IT/

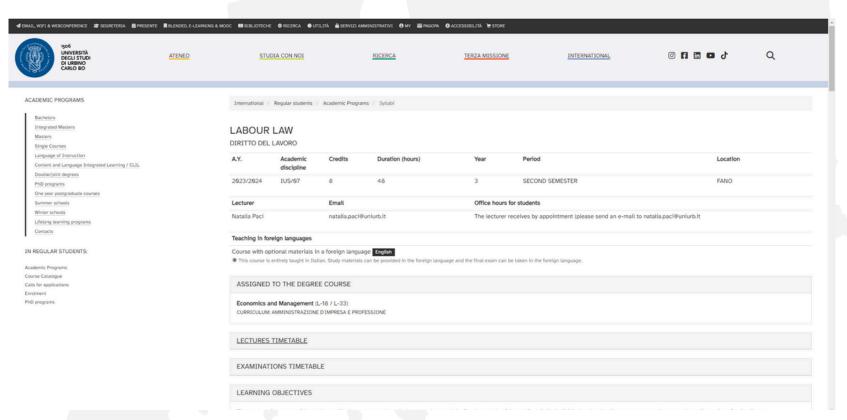


### YOU HAVE FOUND YOUR COURSE. WHAT'S NEXT?

### 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: <u>HTTPS://WWW.UNIURB.IT/SYLLABI/264773</u>



### 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".



### 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



ENJOY YOUR ERASMUS/EXCHANGE EXPERIENCE!

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