UNINT FAQ 2021/2022

- Where can I find a list of the courses?

To have a look at the list of the courses divided by faculty, go on our website **unint.eu > MYUNINT** (on the top right) > **Area MyUnint Studenti,**

At this point you can choose your degree: **Triennale** (Bachelor's degree) or **Magistrale** (Master's degree) and the **faculty** (Languages, Economics, Political Science).

Once you get to the page of your degree and faculty, go on **Insegnamenti e programmi** of the academic year 2020/2021. Here you have the list of all the courses. Check the ones you are interested in.

(Let's make an example: you want to check the list of courses for the **Bachelor's degree in Languages for Interpreting and Translation,** go on:

corso di laurea triennale > lingue per l'interpretariato e la traduzione > anno accademico 20/21 > insegnamenti e programmi.

In this way you'd get to this page: https://my.unint.eu/web/guest/insegnamenti-e-programmi-2020/2021) [1]

By clicking on each of the courses, you will find out:

- whether that course is a **full year course** (ciclo annuale unico), or it is delivered only in the **first/autumn semester** (primo ciclo semestrale), or in the **second/spring semester** (secondo ciclo semestrale);

- the name and email address of the professors who deliver that course in case you want to ask them some questions.

- the number of **ECTS** (crediti) of that course;

- the **component code** of that course, to insert in your LA;

- details about the **syllabus** of the course.

At the time when you have to fill in your Learning Agreement, remember to **write properly the name of the course** you want to attend at UNINT.

(Example: you want to attend **Lingua e Traduzione Inglese**…. But which one? There is **Lingua e Traduzione Inglese 1, Lingua e Traduzione Inglese 2, Lingua e Traduzione Inglese 3**! So, specify exactly the name of the exam and remember to insert the component code).

- How can I check in which language the course will be delivered?

Once you get into the page of the course you are interested in (as seen above), if you click on **Partizione Unica**, you'll be able to see the language in which the course will be delivered (**lingua d'insegnamento**):

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[1] This information is referred to the Academic Year 2020/2021 because at the date of today we do not have the list of the courses for the AY 2021/2022 available yet. As soon as the list is available on the site, the procedure to check the courses stays the same. Check periodically on the UNINT website to verify if the list of the courses 2021/2022 has been made available.

Otherwise, if you want to have a quick look at all the courses available in that faculty, go to **Download Regolamento didattico** of the faculty you are interested in: if you scroll down, there is a list of all the subjects; it is specified (**in inglese**) if the course is delivered in English.

- Where can I find the component code of the UNINT courses?

The component code is useful to identify a course. Each course has its own component code. You can find the component code by clicking on the name of the course from the list of the exams on UNINT website (as seen before).

The component code you need to insert in Table A (Receiving Institution) of the LA is in the top-left corner as shown in the screenshot below:

- Can I attend all the UNINT courses?

Erasmus students are nominated for a specific faculty by their sending University, but they are allowed to attend all the UNINT courses, it depends on your skills, faculty and the **linguistic competences** required by each course (of course the majority of the courses you select should be from the faculty you've been nominated). Furthermore, the decision of accepting incoming students may be at the discretion of the professor.

The only courses incoming students cannot attend are **Soft skills**, because those courses are always very busy and we give priority to the students enrolled here.

Laboratories and seminars give ECTS (crediti) but they do not always have a mark, they are just assessed in **PASSED** or **FAILED**.

- How can I accept my marks?

At UNINT, students are given the opportunity to accept or refuse the mark they received. There are two slightly different procedures for written and oral exams.

- Written exams: once you have taken the exam, the professor will grade it. If you've passed it, you will find the mark on your ESSE3 page, exactly on the **BACHECA ESITI**. From that day you have 5 days to accept or refuse the mark. If you do not specify that within **5 days**, the mark will be automatically considered as **accepted**.

- **Oral exams:** as soon as you take the exam (and you know you've passed it), you need to go to your **BACHECA ESITI**, where you can find the mark you've been given, so that you have to accept or reject it. If you do not specify that, the mark will be automatically considered as **refused**. We strongly suggest that you do that right after you have been informed of the grade. After the exam, the professor will complete a minute regarding that exam and the marks obtained by the students. You must accept or reject the mark before the finalisation of that minute.

- Who has to sign my LA at UNINT?

If you are an **EU Erasmus+** student:

- in the first page of your LA, at **Receiving institution** contact name, e-mail, phone write **Sig.ra Roberta Brotto**, **erasmus@unint.eu**, **+39 06.510.777.248**

- in the second page, the **Responsible person at the Receiving institution** is: **Prof. Luciano Nieddu**, **erasmus@unint.eu, Prorector for the IRO Office**.

If you are an **extra-UE** student:

- in the first page of your LA, at **Receiving institution** contact name, e-mail, phone write **Sig.ra Roberta Brotto**, **international@unint.eu**, **+39 06.510.777.249**

- in the second page, the **Responsible person at the Receiving institution** is: **Prof. Luciano Nieddu**, **international@unint.eu**, **Rector's Delegate for the IRO Office**.

Remember that, apart from signatures and stamps of the Sending and Receiving institution, the **signature of the student** (with the date) is very important. We will not accept LAs which are not signed by the student.

- I can't move on during my registration because I don't have a CODICE FISCALE (fiscal code). What should I do?

When you are asked for your Fiscal Code, put a tick on **STUDENTE STRANIERO SENZA CODICE FISCALE ITALIANO** as shown in the screenshot below, then click **Next.**

Fiscal Code

Insert you Fiscal Code and click Next:

┌─ Fiscal Code ──┐
│   │
│   **Fiscal Code***   [_____] │
│   │
│   **Studente straniero** ☐ Dichiaro di essere uno studente straniero senza Codice Fiscale Italiano │
│   **senza Codice Fiscale**   │
│   **Italiano**   │
│   │
└──┘

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- Where can I find my timetable?

You can find your timetable both on the **platform online** (through our website) and on the app **UNINTOUCH** available for download in the **Apple Store or Google Play**.

On the app UNINTOUCH:

once you download the app, create your profile clicking on the **'+'** on the top-right corner > fill in the **Educational Path** with your details **(Degree, Course, Year, Curriculum)** > click on **Next**

in this way you'll be able to see all the courses of that year and faculty. Select only the ones you are interested in and click on **OK** and, in this way, you'll be able to see the timetable on your **agenda**.

On the platform online:

to see your lessons, you need to go on the website **unint.eu> MYUNINT** (on the top-right) > **Area MyUNINT studenti > UNINT INTOUCH > Vai all'agenda web per studenti e docenti > Lessons timetable** (here you can choose how to search your timetable: by degree, by lecturer or by course).

- In which modality will the classes be delivered?

UNINT classes will be delivered in **blended modality**, both in person and online. You can find out in which modality your lessons will be delivered by the timetable once the course has started.

UNINT International Office will let you know if new measures and regulations will be applied to prevent the spreading of COVID19.

- How can I reserve my seat in class?

During this COVID19 pandemic, we want to offer you some courses in person, always being cautious and following the precautionary measures. In order to avoid crowds in the classes, we limited the number of seats. You can reserve a seat both by using the app and the platform online:

on the app UNINTOUCH:

Reserve your seat > log in with your credentials (the credentials are the ones you've been given after your enrollment[2]).

On the platform online:

go on the website **unint.eu> MYUNINT** (on the top-right) > **Area MyUNINT studenti > UNINT INTOUCH > Vai all'agenda web per studenti e docenti > Reserve your seat**

You need to log in with your UNINT credentials.

- How can I attend my online classes?

In case you are attending your lessons from home, you need to log in to the platform **UNINT Everywhere** (https://everywhere.unint.eu/). You can reach it from the UNINT website (**Accedi a EVERYWHERE**), and log in with your credentials. Once you are in, click on **All courses** and select your **faculty, course** and **academic year**. Here you can find the list of the online courses. Select the course you are interested in; in the next page there is the link to the live streaming and, below, all the details related to the courses and lessons.

- Can I start my mobility from home?

Here at UNINT we have no problem accepting your nomination even if you decide to start your mobility online. Talk to your coordinator first and check if this option is allowed in your sending Institution.

If you **start your mobility online**, from your home country, you just have to inform us that you will come to Italy later. In any case we will proceed with your enrollment and will give you your credentials to start attending the UNINT courses online. Then, once you decide to come to Italy, you will send us via email the boarding pass of your flight ticket.

Remember: dates of arrival and departure are very important to fill in your **certificate of attendance** that your home University will require, above all considering that most of you (Erasmus+ students) have a scholarship whose amount depends on those dates.

For the students who want to come to Italy as usual at the beginning of the semester, you need to come to the office so that we can sign your certificate or, in case it is not possible to come to the University because of the pandemic, you need to provide us with the boarding pass of your flight so that we can check when exactly your mobility started (we will give you further details later on).

- What about the COVID19 situation?

We will keep you posted about all the info related to the UNINT precautionary procedures and news regarding the Italian policy during COVID19 times by email and we will arrange some online meetings to get to know you better and answer all your questions.

Should you have any type of request, don't hesitate to send us an email (see our fact-sheet for our contacts). Hopefully the situation will improve more and more till the date of your arrival so that you will be able to enjoy your experience in Rome to the fullest from the beginning.

However, please check periodically the link below to see whether new provisions have been introduced or the measure you need to apply in order to travel to Italy:

https://infocovid.viaggiaresicuri.it/index_en.html

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[2] See the Fact-Sheet for further details about the enrollment.

https://www.esteri.it/mae/en/ministero/normativaonline/decreto-iorestoacasa-domande-frequenti/focuscittadini-italiani-in-rientro-dall-estero-e-cittadini-stranieri-in-italia.htm