UNINT FAQ 2022/2023

1. 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 2022/2023. 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 22/23 > insegnamenti e programmi.

In this way you'd get to this page: [Insegnamenti e programmi 2022/2023 (04FIT) - Unint](.)

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** (CFU: 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.

Be careful: if you are filling in your Learning Agreement, check whether the course you are interested in is delivered in the 1st or 2nd semester by clicking on the course.

2. 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**):

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.

3. 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:

4. How can I find a list of all the courses delivered ONLY in English in my faculty?

In case you are looking for the list of the courses taught in English in your faculty go on this link select your faculty (**facoltà/dipartimento**) and English language (**lingua > inglese**). There you can find a list of the courses delivered in English in the selected Academic Year.
Be careful: if you are filling in your Learning Agreement, check whether the course you are interested in is delivered in the 1st or 2nd semester by clicking on the course.

5. I am a Master student: can I attend courses of the Bachelor's degree (and viceversa)?

Yes, you can: if you are a MA student, you can take courses from the BA. Also, if you are a BA student, you can attend courses of the MA provided you have the background to understand the subject.

6. 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**.

7. I am interested in some annual courses from the Faculty of Interpreting and Translation, but I am going to stay here only one semester: what should I do?

First semester students can take the exam for **half of the credits** (to be checked with the IRO if this is feasible for the courses you choose).

Second semester students are given two possibilities:

You can take the exam for **half of the credits** (to be checked with the IRO if this is feasible for the courses you choose).

You can take the exam for **all the credits** (Once you arrive here at UNINT, you need to get in contact with the professor of the course so that they can tell you the part of the programme you missed in the 1st semester so that you can get ready for the exam, besides the topics done in the 2nd semester).

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

You must fill in your registration online in order to complete your application. 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:
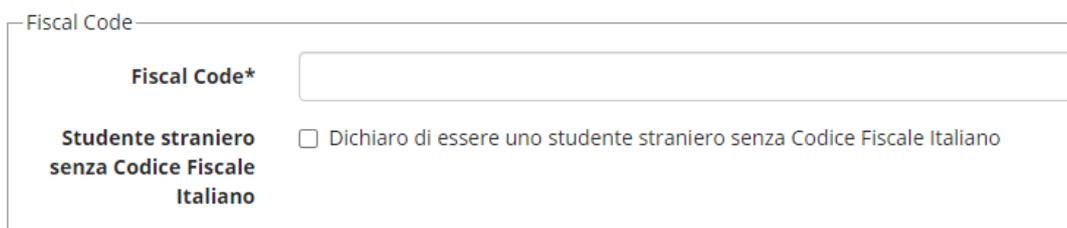
┌─ Fiscal Code ──
│
│ **Fiscal Code*** [   ]
│
│ **Studente straniero**   ☐ Dichiaro di essere uno studente straniero senza Codice Fiscale Italiano
│ **senza Codice Fiscale**
│ **Italiano**
│
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When the application period is over, the International Relations Office will proceed with your enrolment. Then, you'll receive an email with your matriculation number and credentials.

If you don't complete your registration, the IRO won't proceed with the enrolment and you won't be able to use your credentials.

9. How can I upload my photo on Esse3?

Log in your Esse3 page> click on menu > home > photo > **upload photo**.

Press **Choose the file** (scegli il file) to upload your passport photo; the photo must be 35x40 mm, in .jpg format and must not be bigger than 5 MB. In addition, the photo must comply with the typical characteristics of passport or ID photos. The system will display the uploaded photo in the preview. Then press **Confirm**.

To double check that the procedure was successful, when you click on **Menu** on the top right corner, you will see the uploaded photo next to your name.

(In case you need more examples, here's the guide in Italian).

In case the Esse3 system does not allow you to upload the photo, it is probably because you haven't uploaded your ID card/passport yet. If you see **Gestione documenti d'identità** as soon as you enter your Esse3 page, please follow the procedures to insert the details required and upload your document in PDF format.

The photo will be used to generate your **UNINT Card**.

10. Does UNINT use the Online Learning Agreement (OLA)?

UNINT is not ready to receive the OLAs through the EWP system yet. For this reason, we kindly ask you to send your Learning Agreement via email in PDF format.

11. Who has to sign my LA at UNINT?

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

- in the first page of your LA, **Receiving institution,** administrative contact person name, e-mail, phone: **Sig.ra Roberta Brotto**, erasmus@unint.eu, **+39 06.510.777.412**

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

If you are an **Erasmus extra-EU or Bilateral Agreement** student:

- in the first page of your LA, **Receiving institution,** administrative contact person name, e-mail, phone: **Sig.ra Roberta Brotto**, international@unint.eu, **+39 06.510.777.412**

- in the signature part, the **Responsible person at the Receiving institution** is: **Prof. Luciano Nieddu**, international@unint.eu, **Prorector 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.

12. 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**.

If you have courses from different degrees here at UNINT, you need to create more than one profile.

On the platform online:

to see your lessons, you need to go on the website **UNINT INTOUCH > Classes schedule** here you can choose how to search your timetable: by degree, by lecturer or by course), like in the screenshot below:

Once you click on View timetable, you'll be able to see all the courses delivered for the years of study selected. If you scroll down you'll be able to select/deselect the courses so that you can only see the ones you are interested in.

13. In which modality will the classes be delivered?

All UNINT classes will be delivered in **blended modality**, both in person and online (live streaming).

The courses that are delivered in **e-learning modality** (the classes are recorded but the exams are in presence) are:

Faculty of Economics

- Economia e gestione delle imprese familiari – 101660
- Laboratorio professionalizzante in economia dei cambiamenti climatici – 102017
- Entrepreneurship and start-up –101789

Faculty of Interpreting and Translation

- Geografia – 101612
- Filologia germanica - 101304
- Antropologia - 101613
- Teoria del linguaggio cinematografico e della traduzione audiovisiva - 101472
- Psicologia dell'educazione - 101371
- Filologia romanza - 101303

Mobility students are allowed to add **only one** e-learning course per semester in their Learning Agreement.

Remember that, no matter how courses are delivered, **all exams are in presence**.

14. Do I have to reserve my seat for the classes?

For the time being, reserving a seat is not mandatory. The International Relations Office will keep you up to date in case the COVID19 procedures to enter the building and the classes change due to the spread of the virus.

You can reserve a seat both by using the app and the platform online:

on the app UNINTOUCH:

In order to reserve your seat, you need to set up your profile first.

Click on **Configure your profile**, fill in the form and select your courses from your faculty.

Should you have in your Learning Agreement courses from other degrees, click on the **wrench** (up-left corner) > **Gestisci a scelta libera**> add your courses

In this way, when you click on New booking, you'll be able to see your courses and make the reservation.

Reserve your seat > log in with your credentials (the credentials are the ones you've been given after your enrollment[1]).

If you make a reservation, remember to confirm (or not) your presence at the lesson through the app.

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.

15. 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.

16. 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 enrolment 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/train/bus 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.

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[1] See the Fact-Sheet for further details about the enrolment.

For the students who want to come to Italy as usual at the beginning of the semester, you need to come to the Welcome Day so that we can sign your certificate. If you are not able to come to the Welcome Day due to demonstrable reasons, please let us know in advance.

17. How can I register for the exams?

The dates of the exams (appelli) will be available some weeks before the exam session. You can see if the dates are available at the following link.

To register to your exams, you need to log in your esse3 page, then go to **menu > esami > appelli**.

There, you should be able to see the list of the available dates for the courses you have been enrolled to, like in this screenshot:

Click on the **blue book** next to the name of the course to reserve the exam on the date that you prefer, and you will see this:

Click on **prenotati all'appello** to reserve your place for the exam.

You have time to register for the exam till 5 days before the exam itself.

18. 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.