

GUIDELINES FOR INCOMING STUDENTS

Dear Incoming Students,

Welcome to our Department of Economics and Management!


We are glad to receive you in Pisa and hope that you will spend an amazing time with us.

IRO staff has prepared this document containing all the important information for incoming students to successfully complete their exchange program. You should carefully read this information in order to avoid setbacks and further complications.

LIFE AS A UNIPI STUDENT

Italian universities have a different methodology compared to other universities around the world. The grading system, exam registration, and overall approach may vary to the one you are used to at your home university. So please, read carefully this section.

ACADEMIC CALENDAR

CALENDARIO DIDATTICO DIPARTIMENTO DI "ECONOMIA E MANAGEMENT" (dal 1° settembre 2019 al 31 agosto 2020)										 UNIVERSITÀ DI PISA	
SETTEMBRE 2019 1 Domenica 2 Lunedì 3 Martedì 4 Mercoledì 5 Giovedì 6 Venerdì 7 Sabato 8 Domenica 9 Lunedì 10 Martedì 11 Mercoledì 12 Giovedì 13 Venerdì 14 Sabato 15 Domenica 16 Lunedì 17 Martedì 18 Mercoledì 19 Giovedì 20 Venerdì 21 Sabato 22 Domenica 23 Lunedì 24 Martedì 25 Mercoledì 26 Giovedì 27 Venerdì 28 Sabato 29 Domenica 30 Lunedì	OTTOBRE 2019 1 Martedì 2 Mercoledì 3 Giovedì 4 Venerdì 5 Sabato 6 Domenica 7 Lunedì 8 Martedì 9 Mercoledì 10 Giovedì 11 Venerdì 12 Sabato 13 Domenica 14 Lunedì 15 Martedì 16 Mercoledì 17 Giovedì 18 Venerdì 19 Sabato 20 Domenica 21 Lunedì 22 Martedì 23 Mercoledì 24 Giovedì 25 Venerdì 26 Sabato 27 Domenica 28 Lunedì 29 Martedì 30 Mercoledì 31 Giovedì	NOVEMBRE 2019 1 Venerdì Tutti i Santi 3 Domenica 4 Lunedì 5 Martedì 6 Mercoledì 7 Giovedì 8 Venerdì 9 Sabato 10 Domenica 11 Lunedì 12 Martedì 13 Mercoledì 14 Giovedì 15 Venerdì 16 Sabato 17 Domenica 18 Lunedì 19 Martedì 20 Mercoledì 21 Giovedì 22 Venerdì 23 Sabato 24 Domenica 25 Lunedì 26 Martedì 27 Mercoledì 28 Giovedì 29 Venerdì 30 Sabato	DICEMBRE 2019 1 Domenica 2 Lunedì 3 Martedì 4 Mercoledì 5 Giovedì 6 Venerdì 7 Sabato 8 Domenica 9 Lunedì 10 Martedì 11 Mercoledì 12 Giovedì 13 Venerdì 14 Sabato 15 Domenica 16 Lunedì 17 Martedì 18 Mercoledì 19 Giovedì 20 Venerdì 21 Sabato 22 Domenica 23 Lunedì 24 Martedì 25 Mercoledì 26 Giovedì 27 Venerdì 28 Sabato 29 Domenica 30 Lunedì 31 Martedì	GENNAIO 2020 1 Mercoledì 2 Giovedì 3 Venerdì 4 Sabato 5 Domenica 6 Lunedì 7 Martedì 8 Mercoledì 9 Giovedì 10 Venerdì 11 Sabato 12 Domenica 13 Lunedì 14 Martedì 15 Mercoledì 16 Giovedì 17 Venerdì 18 Sabato 19 Domenica 20 Lunedì 21 Martedì 22 Mercoledì 23 Giovedì 24 Venerdì 25 Sabato 26 Domenica 27 Lunedì 28 Martedì 29 Mercoledì 30 Giovedì 31 Venerdì	FEBBRAIO 2020 1 Sabato 2 Domenica 3 Lunedì 4 Martedì 5 Mercoledì 6 Giovedì 7 Venerdì 8 Sabato 9 Domenica 10 Lunedì 11 Martedì 12 Mercoledì 13 Giovedì 14 Venerdì 15 Sabato 16 Domenica 17 Lunedì 18 Martedì 19 Mercoledì 20 Giovedì 21 Venerdì 22 Sabato 23 Domenica 24 Lunedì 25 Martedì 26 Mercoledì 27 Giovedì 28 Venerdì 29 Sabato	MARZO 2020 1 Domenica 2 Lunedì 3 Martedì 4 Mercoledì 5 Giovedì 6 Venerdì 7 Sabato 8 Domenica 9 Lunedì 10 Martedì 11 Mercoledì 12 Giovedì 13 Venerdì 14 Sabato 15 Domenica 16 Lunedì 17 Martedì 18 Mercoledì 19 Giovedì 20 Venerdì 21 Sabato 22 Domenica 23 Lunedì 24 Martedì 25 Mercoledì 26 Giovedì 27 Venerdì 28 Sabato 29 Domenica 30 Lunedì 31 Martedì	APRILE 2020 1 Mercoledì 2 Lunedì 3 Venerdì 4 Sabato 5 Domenica 6 Lunedì 7 Martedì 8 Mercoledì 9 Giovedì 10 Venerdì 11 Sabato 12 Domenica 13 Lunedì 14 Martedì 15 Mercoledì 16 Giovedì 17 Venerdì 18 Sabato 19 Domenica 20 Lunedì 21 Martedì 22 Mercoledì 23 Giovedì 24 Venerdì 25 Sabato 26 Domenica 27 Lunedì 28 Martedì 29 Mercoledì 30 Giovedì	MAGGIO 2020 1 Venerdì Festa del Lavoro 2 Sabato 3 Domenica 4 Lunedì 5 Martedì 6 Mercoledì 7 Giovedì 8 Venerdì 9 Sabato 10 Domenica 11 Lunedì 12 Martedì 13 Mercoledì 14 Giovedì 15 Venerdì 16 Sabato 17 Domenica 18 Lunedì 19 Martedì 20 Mercoledì 21 Giovedì 22 Venerdì 23 Sabato 24 Domenica 25 Lunedì 26 Martedì 27 Mercoledì 28 Giovedì 29 Venerdì 30 Sabato 31 Domenica	GIUGNO 2020 1 Lunedì Festa Repubblica 3 Mercoledì 4 Giovedì 5 Venerdì 6 Sabato 7 Domenica 8 Lunedì 9 Martedì 10 Mercoledì 11 Giovedì 12 Venerdì 13 Sabato 14 Domenica 15 Lunedì 16 Martedì 17 Mercoledì 18 Giovedì 19 Venerdì 20 Sabato 21 Domenica 22 Lunedì 23 Martedì 24 Mercoledì 25 Giovedì 26 Venerdì 27 Sabato 28 Domenica 29 Lunedì 30 Martedì	LUGLIO 2020 1 Mercoledì 2 Giovedì 3 Venerdì 4 Sabato 5 Domenica 6 Lunedì 7 Martedì 8 Mercoledì 9 Giovedì 10 Venerdì 11 Sabato 12 Domenica 13 Lunedì 14 Martedì 15 Mercoledì 16 Giovedì 17 Venerdì 18 Sabato 19 Domenica 20 Lunedì 21 Martedì 22 Mercoledì 23 Giovedì 24 Venerdì 25 Sabato 26 Domenica 27 Lunedì 28 Martedì 29 Mercoledì 30 Giovedì 31 Venerdì	AGOSTO 2020 1 Sabato 2 Domenica 3 Lunedì 4 Martedì 5 Mercoledì 6 Giovedì 7 Venerdì 8 Sabato 9 Domenica 10 Lunedì 11 Martedì 12 Mercoledì 13 Giovedì 14 Venerdì 15 Sabato Assunzione 16 Domenica 17 Lunedì 18 Martedì 19 Mercoledì 20 Giovedì 21 Venerdì 22 Sabato 23 Domenica 24 Lunedì 25 Martedì 26 Mercoledì 27 Giovedì 28 Venerdì 29 Sabato 30 Domenica 31 Lunedì

- Lectures (First semester) will start on September 23 until December 14
- Holidays will start on December 24 until January 4
- First exam session will start on December 16 until December 23
- Second exam session will start on January 8 until January 31
- Third exam session will start on February 3 until February 21

ALICE PORTAL

→ ["https://www.studenti.unipi.it/Home.do"](https://www.studenti.unipi.it/Home.do)

While you are still abroad **you have to register** online through the Alice portal, in order to obtain the credentials useful to complete the enrollment procedure at the University of Pisa.

How to register on the Alice Portal? At the following link you can find all the steps that you have to follow

→ <https://www.ec.unipi.it/wp-content/uploads/2018/06/Registration-Alice01.pdf>

How to use Alice Portal?

In this website you can check your exam's grades.

You first need to log in, then click on "Carriera" and finally on "Libretto".

It is important that you control that all the grades from the exams successfully completed appear online on the "Libretto" section. Even if the professor registers the grades on the physical booklet, he also needs to upload it to the Alice Portal.

Normally, professors take 3-5 days to upload it. After this period, if you still do not see your grades on the Alice portal, you should immediately contact them and tell them that you are an Erasmus student and that you need this confirmation in order to get the Transcript of Records from the International Relations Office.

ERASMUS MANAGER

→ [" https://unipi.erasmusmanager.it/studenti/ "](https://unipi.erasmusmanager.it/studenti/)

If you're an Erasmus student, you should already be familiar with this portal.

This is the website where you uploaded the Before the Mobility LA and where should also upload the During the mobility.

You're allowed to do just **ONE** During the mobility, so please pay attention to the following requirements.

This document is not mandatory, it is just an options for the students who:

- Change courses from the original Before the mobility LA
- Ask for an extension of the mobility period

You should upload this document with 3 signatures:

- Yours
- Your home university coordinator
- International coordinator of the Department of Economics and Management

If you need assistance on how to complete this document, please visit the IRO.

TIMETABLE

We encourage you to check the timetable of the English and Italian courses at the following link :

- English taught courses : “ <https://www.ec.unipi.it/en/our-programmes-english-courses/> “
 - MBE courses: “<https://mbe.ec.unipi.it/timetable/>”
 - MSE courses: “<http://mse.ec.unipi.it/courses/first-year/>”
“<http://mse.ec.unipi.it/courses/second-year/>”
- Italian taught course : “ <https://www.ec.unipi.it/didattica/orario-lezioni/> “

If you have chosen to take the Italian language course, you need to register for a pre-test at CLI (Centro Linguistico Interdipartimentale) website: <https://www.cli.unipi.it>

Italian Course Pre-test		
September 19, 2019	9:30 -11:00 am	Lab 8, Palazzo Curini via S.Maria 89 (ground floor)
September 20, 2019	9:30 -11:00 am	Lab 8, Palazzo Curini via S.Maria 89 (ground floor)
September 25, 2019	9:30 -11:00 am	Lab 8, Palazzo Curini via S.Maria 89 (ground floor)
September 27, 2019	9:30 -11:00 am	Lab 8, Palazzo Curini via S.Maria 89 (ground floor)
September 30, 2019	9:30 -11:00 am	Lab 8, Palazzo Curini via S.Maria 89 (ground floor)
October 1, 2019	9:30 -11:00 am	Lab 8, Palazzo Curini via S.Maria 89 (ground floor)
October 3, 2019	9:30 -11:00 am	Lab 8, Palazzo Curini via S.Maria 89 (ground floor)

DEPARTMENT OF ECONOMICS AND MANAGEMENT WEB SITE

You may find the University web site at the following link : “ <https://www.ec.unipi.it/> “.

For all the information you need, please click on “ Foreign students “

- Unimap : it is a data search system for personnel, facilities, teaching activities and the organization of the University of Pisa. Here you can find the information about the professors (mostly email address and dates in which you can meet with them, if you need further assistance in your studies)

MOODLE “ E-LEARNING “

→ “ <https://elearning.ec.unipi.it/> “.

Here you can find all about the lectures, courses programs, news, slides and so on..

Students must use the Alice Portal credentials.

Credentials are active no later than 48 hours after completing the enrollment procedure, including the payment of tuition fees and all related activities.

VALUTAMI

→ “ <https://esami.unipi.it/> “

This is the web site where you'll have to register for the exams! (before the registration you'll have to do a questionnaire about the professors teaching and courses themselves)

THIS STEP IS MANDATORY!

If you fail to register through this portal and rather directly present to the exam, you will not be allowed to take it.

Please select :

- “Esami”
- “Nuova iscrizione”
- Here you can find the exams by seeing the different subjects

You can register for the exam from 10 days before the exam until 2 days before the exam.

You can also find information regarding the programs and calendar.

PROCESS TO TAKE AN EXAM

Course attendance

Attendance to lectures is not mandatory for Italian and exchange students. It will not reflect on your final score as it is not taken into consideration by professors, and you will not be asked to enroll in the courses. It is not mandatory to follow the lessons unless you'll be doing a project where you have to work in group.

However, we recommend you to attend your lectures.

You can decide to follow any course that you want, included in the Italian or English list.

If you'll choose some course that is not in your 'LA Before the mobility' you MUST edit the LA by doing the “During the mobility “through the Erasmus manager portal.

We kindly ask you to decide as soon as possible, so that we can manage your changes in the best way.

Registering for the exam

(Please refer to the Valutami section of these guidelines)

Doing the exam

Professors may choose to prepare the exam in three different ways.

- A written final exam
- An oral final exam
- A written and oral exams (in this case you have to do both to get the final grade)

For a few exams, the professor will give you the possibility to split up the exam by doing it in 2 different moments (midterm exams). Usually the first part takes place during the course and the final part during the first date of the exam session.

Your professors will tell you during the first week of lectures which way the exam will be held for that particular course.

An important thing about dates and the methodology of the exam.

Exam	When will you make the test ?	When will you know the grade of your exam?	When will you register the exam on the booklet?	When will you see your grade on Alice portal?	When are you allowed to leave Pisa?
Oral exam	On the date that appears on Valutami	On the same date that you take the exam (Valutami date)	On the same date that you take the exam (Valutami date)	From 5-7 days. (if you don't see your grades after one week, you should contact your professor)	Once you see all your grades uploaded to the Alice portal as well as on the physical booklet, and present yourself to the IRO.
Written exam	On the date that appears on Valutami	It depends on the professor (approximately 1-2 weeks)	The professor will send you an email with the date for registering the exam.		
Written + oral exams	You will first make the written exam and if you pass it, you will be allowed to make the oral one in a different date	You will see on Valutami 2 different dates (one for the written and one for the oral one)	On the date of the oral exam		

When you make a written exam, be sure to check the moodle platform and Unipi's e-mail address (youralicecredentials@studenti.unipi.it). Your professor will let you know when you can meet to register the exam's grade in the booklet and Alice portal.

Our university allows students to make the exams in whatever session they choose.

There are 3 exam sessions:

- ➔ December
- ➔ January
- ➔ February

You can try to take the same exam on each of these sections, under the condition that your mobility period extends until such dates.

For example, if your mobility period ends in January you're allowed to take exams in December and January, but not February.

If you'll get a grade which you dislike or for every other reason, you're allowed to refuse it only if your home university allows you to do it.

When you present yourself to the IRO, you'll have to leave there the booklet and pick up your arrival/departure certificate.

After a few weeks, the IRO will send you by email the Transcript of records (After the Mobility document).

You can not leave Pisa without coming to the IRO and completing these steps.

You can access the Wi-Fi selecting “UniPisa” and with your Alice credentials.

If any problems should arise during the log-in, please try changing your password.

Mensa

Mense a Pisa															
Mensa	orario servizio Mensa	modalità di pagamento		menu									caffetteria	sala studio	internet
		contanti	borsellino elettronico	classico	piatto unico	vegetariano	piatto freddo	insalateria	insalatone	prendi e vai	pizzeria	pasto break			
Martiri via Martiri, 7 tel. 050567397	lun.-ven. 11:45-14:30 19:00-21:15 sab. e dom. 12:00-14:30 dom. sera 19:00-21.15	✓	✓	✓	✓	✓	✓			✓	✓				
Betti via Betti, zona Cisanello tel. 050541781	lun.-ven. 12:00-14:30 19:00-21:15	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓	
Cammeo via Cammeo, 51 tel. 050 567784	lun.-ven. 11:40-14:30	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			
Rosellini c/o Residenza Rosellini via Ippolito Rosellini, 6	lun.-ven. 12:15-14:15		✓	✓		✓	✓			✓	✓	✓		✓	

There are 4 canteens in Pisa where you can eat and where you can pay through your student card. The nearest to the our departments is BETTI, which is around 10 minutes walk.

If you want to put money in your student card, you have 2 options :

- Through the website “ <https://ricarichiamoci.dsu.toscana.it/index.html> ” selecting “ Ricarica la tua tessera ”
- Through the machine that you can find outside of every canteen.

Sport

Students can also take part in various sportive courses and events (<http://cuspisa.unipi.it>) organized by the University.

You can also find here some accommodation in Pisa with special price for International students:

- Walking Street Hostel Pisa www.walkingstreethostel.com ;
- infopisahostel@gmail.com
- B&B On The River bbontheriver@gmail.com
- Residence Domus <http://www.residencedomus.it/>
- Infocasa: infocasa@dsu.pisa.it
- Saimicadove: www.saimicadove.it.
- Residence le Benedettine: http://it.residence.unipi.it/home_it/
- <https://housinganywhere.com/Pisa-Italy/university-of-pisa/sign-up>

Do you need more information or have a specific question? Send an email to vip@housinganywhere.com

TRANSPORTATION

Bike-renting

<http://www.ciclopi.eu/default.aspx>

Bus

<https://pisa.cttnord.it/orari-completi/P/128>

Train

<https://www.trenitalia.com/>

Taxi

<http://cotapi.it/it/>