GUIDELINES FOR INCOMING STUDENTS

Dear Incoming Students,

Welcome to our Department of Economics and Management!

We are glad to welcome 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

Please visit this link: https://www.unipi.it/index.php/english-news/item/19040

HEALTH INSURANCE if you will decide to come in person to Pisa, it is IMPORTANT to read information in this web page:

https://www.unipi.it/index.php/welcome-and-support/item/2298-health-insurance- coverage

ACADEMIC CALENDAR 2020/21

ACADEMIC CALENDAR 2020/21

Department of "Economics and Management" (DEM)

1° SEMESTER	dal	al	2° SEMESTER	dal	al
Lectures first year without MBE-L	15/09/20	05/12/20	Lectures first year without MBE-L	15/02/21	15/05/21
Lectures for other years + MBE-L	21/09/20	12/12/20	Lectures for other years + MBE-L	22/02/21	22/05/21
Extraordinary exam session	02/11/20	30/11/20	Extraordinary exam session	01/04/21	30/04/21
Periodo PI (*) - I anno LT	*04/11/20*	*07/11/20*	*Periodo PI (*) - I anno LT*	*06/04/21*	*10/04/21*
Completamento PI - I anno LT	*14/12/20*	*19/12/20*	*Completamento PI - I anno LT*	*24/05/21*	*29/05/21*
Winter exam session	14/12/19	13/02/20	Summer Exam Session	24/05/21	24/07/21

Exams' section on September 01/09/21 - 18/09/21

N.B.
Since a.y. 2016/2017 students could sit an exam four times for each academic year.

APPLICATION

The partner university sends an official nomination and the students have to do the following steps to apply:

Before you start the exchange

Before starting your exchange you have to register online through the Alice portal in order to obtain your credentials for the enrolment procedure at the University of Pisa.

Register yourself on ALICE PORTAL:

https://unipi.erasmusmanager.it/studenti/ and click on APPLICATION FORM

DEPARTMENT OF ECONOMICS AND MANAGEMENT WEB SITE

For all the information you need, please click on this link:

➤ https://www.ec.unipi.it/en/incoming-students/

You will find the University website at the following link:

https://www.ec.unipi.it/

Unimap: **https://unimap.unipi.it/cercapersone/cercapersone.php**

Unimap is a data search system for staff, facilities, teaching activities and the organization of the University of Pisa.

Here you can find information about the teaching staff (email address and Office Hours).

COURSES AND TIMETABLE

➤ Sillabi of exams here: https://esami.unipi.it/

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

- Department Courses in Italian: https://www.ec.unipi.it/didattica/orario-lezioni/

- Department Courses in English:

       MBE courses (Bachelor level):   "https://mbe.ec.unipi.it/timetable/"

     > MSE courses (Master level):   "http://mse.ec.unipi.it/courses/first-year/"

                                     "http://mse.ec.unipi.it/courses/second-year/"

COURSES SECOND SEMESTER 2020/21

(It could be changes nearby the start of the lectures.)

B=BACHELOR
M=MASTER

COURSE NAME	ECTS	DEGREE/LEVEL	ACADEMIC YEAR
Food Quality Management and Communication	3	International semester/B,M	/
Management of Banking and Insurance Institutions	3	International semester/B,M	/
Consumption Culture and Consumption Behaviour	3	International semester/B,M	/
Corporate and investment banking	6	International semester/B,M	/
Development microeconomics – (Department of Political Science)	6	International semester/B,M	/
Economic Ethics	6	International semester/B,M	/
Entrepreneurship and Leadership	9	International semester/B,M	/
Principles of economics	12	MBE/B	1st year
Principles of law	6	MBE/B	1st year
Statistics	12	MBE/B	1st year
French language	6	MBE/B	1st year
Financial reporting and analysis	9	MBE/B	2nd year
Public Policy	6	MBE/B	2nd year
International Management and Marketing	12	MBE/B	2nd year
Auditing and management control	9	MBE/B	3rd year

Sustainable development: principles and policy	6	MBE/B	3rd year
Strategy and Entrepreneurship	9	MBE/B	3rd year
Advanced Econometrics	9	MSE/M	1st year
Advanced Microeconomics	12	MSE/M	1st year
Advanced Macroeconomics	12	MSE/M	1st year
Business and society	6	MSE/M	2nd year
Analysis of Survey Data and Small Area Estimation	6	MSE/M	2nd year
Computational Economics	6	MSE/M	2nd year
Industrial Economics	6	MSE/M	2nd year
Globalization and Economic Development	6	MSE/M	2nd year
History of Economic Thought	6	MSE/M	2nd year
Mathematical Methods for Financial Markets	6	MSE/M	2nd year
Survey Methods: Traditional and New Techniques in Official Statistic	6	MSE/M	2nd year
The Economics of the European Union	6	MSE/M	2nd year
Time Series Econometrics	6	MSE/M	2nd year
Small Area Methods for the Analysis of Multidimensional Poverty Data and Seminars	9	MSE/M	2nd year
Economics and Management of Innovation	6	MSE/M	2nd year

Development Economics	6	MSE/M	2nd year

MOODLE "E-LEARNING"

- https://elearning.ec.unipi.it/

Here you can find all materials about the lectures, courses programs, news, slides

and so on... Students must use the Alice Portal credentials.

Credentials are active not later than 48 hours after completing the enrolment procedure, including the payment of tuition fees and all related activities.

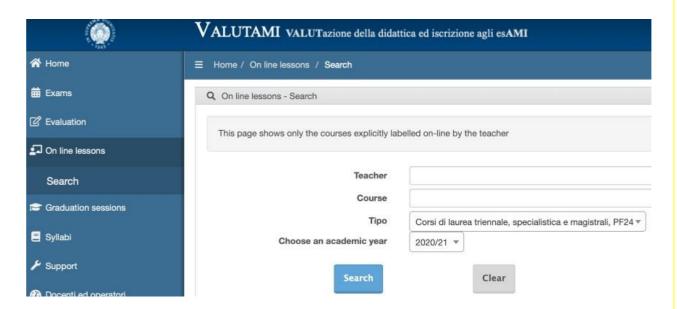## *HOW TO FOLLOW ONLINE LECTURES*

1) Find your lessons schedule

   You can find your lessons schedule on your Study programme webpage, as follows:

   a) click on https://www.unipi.it/index.php/lauree where you can find the list of all the study programmes of the University of Pisa

   b) select your study programme

   c) click on your study programme link or on the tab "Covid-19: cosa cambia" (Covid-19 – what changes?) to get to the page where your programme schedule for the first semester of a.y. 2020-2021 is detailed with the description of in presence lessons and online classes.

2) Find your virtual class

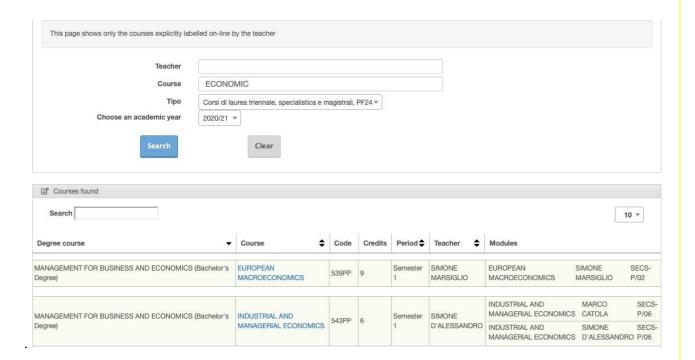Each lesson will be held in a specific virtual class. To find the virtual class on the web you can follow these steps:

a) click on https://esami.unipi.it
b) click on "On line lessons" (the icon representing a person and a video) on the left menu and then click on "Search"

c) select the online lesson typing only part of the course name. Alternatively, you can select the name of the teaching staff if known. Select *"Corsi di laurea triennale, specialistica e magistrale, PF24"* and a.y. 2020/2021.

d) a list of your selected courses or a list of the courses held by your selected teaching staff will be displayed. The list includes only the already scheduled online classes. If your selection is not on the list, please try again some days later. All information will be available before the beginning of the classes

This page shows only the courses explicitly labelled on-line by the teacher

Teacher	
Course	ECONOMIC
Tipo	Corsi di laurea triennale, specialistica e magistrali, PF24 ▾
Choose an academic year	2020/21 ▾

[Search] [Clear]

☑ Courses found

Search [_____]   10 ▾

Degree course ▾	Course ⬍	Code	Credits	Period⬍	Teacher ⬍	Modules		
MANAGEMENT FOR BUSINESS AND ECONOMICS (Bachelor's Degree)	EUROPEAN MACROECONOMICS	539PP	9	Semester 1	SIMONE MARSIGLIO	EUROPEAN MACROECONOMICS	SIMONE MARSIGLIO	SECS-P/02
MANAGEMENT FOR BUSINESS AND ECONOMICS (Bachelor's Degree)	INDUSTRIAL AND MANAGERIAL ECONOMICS	543PP	6	Semester 1	SIMONE D'ALESSANDRO	INDUSTRIAL AND MANAGERIAL ECONOMICS	MARCO CATOLA	SECS-P/06
						INDUSTRIAL AND MANAGERIAL ECONOMICS	SIMONE D'ALESSANDRO	SECS-P/06

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e) the important information in the list are the following: study programme name, course title, number of visualized lessons. To see the complete list scroll down and press on *"Next"* at the bottom.

f) by clicking on the course a box will appear with all the relevant information to get to the virtual class of the selected online lessons.

Specifically:

- "Streaming platform" indicates what kind of platform (Microsoft Teams, Google Classroom/Meet o else) will be used for online lessons. Please note that the virtual class will automatically start by clicking on the platform.
- "Sharing platform" indicates which platform (Microsoft Teams, Google Classroom, Moodle o else) will be used to share didactic material (notes, recorded lessons, exercises or else)
- "Teaching material" includes a link to a webpage containing didactic material. In particular, if the streaming platform displays "Nessuna" this link will provide a lesson recorded by the teaching staff before the scheduled time. The teaching staff will be available for further information via email, phone or videoconference or else during the lesson scheduled time as indicated in the section NOTE
- Section NOTE includes information on the lessons provided by the teaching staff. In particular, if the streaming platform displays "Altro" it will include information to find the virtual class.

3) <u>How to attend online lessons</u>

As specified above, at the lesson scheduled time click on the platform of the selected course and the virtual class will automatically start.
If you haven't ever used Microsoft Teams o Google Classroom/Meet, on the webpage https://www.unipi.it/index.php/study/item/17748- you will find a guide to help you with platforms use.

In any case, to attend lessons you are required to connect using the Unipi credentials obtained during registration on Alice portal. Only Unipi institutional email will be accepted, no personal email allowed.

Please note: after registration on Alice (if not having an institutional email yet) you can access the portal https://autenticazione.unipi.it/auth/auth.recupera_password to activate online services and proceed with password recovery. This procedure is needed only once and is required to attend online lessons.
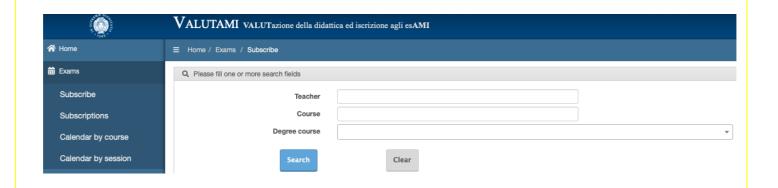

VALUTAMI

➢ "https://esami.unipi.it/"

This is the website (please, select the English flag) 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)
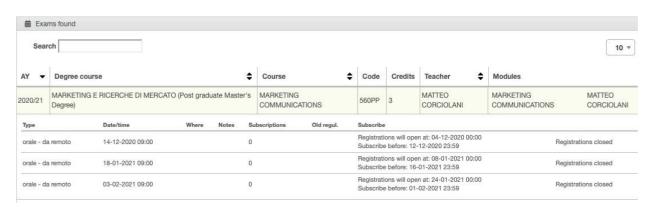
>>>>THIS STEP IS MANDATORY!<<<<

If you <u>fail to register</u> through this portal and rather directly present to the exam, <u>you will not be allowed to take it</u>. Please select:

- "Exams"

- "Subscribe"

⌂ Home	☰ Home / Exams / Subscribe
🗓 Exams	🔍 Please fill one or more search fields
Subscribe	Teacher
Subscriptions	Course
Calendar by course	Degree course
Calendar by session	Search Clear

- Here you can find the exams' date and hour by seeing the different subjects and courses

🗓 Exams found

Search							10 ▾

AY ▾	Degree course ⇕	Course ⇕	Code	Credits	Teacher ⇕	Modules	
2020/21	MARKETING E RICERCHE DI MERCATO (Post graduate Master's Degree)	MARKETING COMMUNICATIONS	560PP	3	MATTEO CORCIOLANI	MARKETING COMMUNICATIONS	MATTEO CORCIOLANI

Type	Date/time	Where	Notes	Subscriptions	Old regul.	Subscribe	
orale - da remoto	14-12-2020 09:00			0		Registrations will open at: 04-12-2020 00:00 Subscribe before: 12-12-2020 23:59	Registrations closed
orale - da remoto	18-01-2021 09:00			0		Registrations will open at: 08-01-2021 00:00 Subscribe before: 16-01-2021 23:59	Registrations closed
orale - da remoto	03-02-2021 09:00			0		Registrations will open at: 24-01-2021 00:00 Subscribe before: 01-02-2021 23:59	Registrations closed

*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 students.

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.

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.

Registering for the exams:

(Please refer to the Valutami section of these guidelines)

Doing the exam:

Professors may choose to prepare the exam in <u>three different ways</u>:

- A written final exam

- An oral final exam

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

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

(If you <u>don't</u> see your grades after one week, you should <u>contact</u> your professor)

F.A.Q.

❖ <u>What type of exam?</u>
- ▪ Up to professor's choice (oral, written, both of them)

❖ <u>When will you take the exam?</u>
- ▪ Make sure to find the date on Valutami!

❖ <u>When will you know the grade of your exam?</u>
- In case of an oral exam: on the same date you take the exam
- In case of a written exam: it depends on the professor (up to 1-2 weeks)

❖ <u>When will you register the exam on the booklet?</u>
- In case of an oral exam: on the same date you take the exam
  - In case of a written exam: the professor will send you an email with the date for registering the exam.

    o <u>In online classes (Covid-19 emergency):</u> the note will be registered on the online booklet. It is important to write an email to the professor in order to accept the grade.

❖ <u>When will you see your grade on Alice Portal?</u>
- ▪ From 5-7 days. (if you don't see your grades after one week, you should contact your professor)

❖ <u>When are you allowed to leave Pisa? When you can consider your Erasmus experience done?</u>
- Once you see all your grades uploaded to the Alice portal as well as on the physical booklet, and present yourself to the IRO.
- <u>In online classes (Covid-19 emergency):</u> once you have all exams registered on online booklet and you have already required the after the mobility to uffico IRO.

When you make a written exam, be sure to check the moodle platform and Unipi's e-mail address (n.surname@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.
<u>In online classes (Covid-19 emergency: write an email to the professor in order to accept or not the result.</u>

Our university allows students to take the exams in whatever session they choose. There are 3 exam sessions each semester:

- December
- January
- February
- May
- June
- July

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 in February.

You can refuse the exam's grade in accordance with your Home University.

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). **It's compulsory to have all the documents properly drafted before deadlines!!! If you need any other documents, please let us know in time!**

If you have chosen to take the Italian language course, you need to register for a pre-test at CLI (Centro Linguistico Interdipartimentale) via web https://www.cli.unipi.it
NB: Please, pay attention to the deadlines to register!

Wi-Fi
You can access the Wi-Fi selecting "UniPisa" and putting your Alice credentials.

If any problems should arise during the login, please try to change your password.

Mensa

Mense a Pisa																
Mensa	Orari Servizio Mensa	modalità di pagamento		menu										caffetteria	sala studio	internet
		contanti	borsellino elettrinico	classico	piatto unico	vegetariano	piatto freddo	insalateria	insalatone	prendi e vai	pizzeria	pasto break	gluten free			
Martiri via Martiri, 7 tel. 050567397	**pranzo** dal lun.-dom. 12:00-14:30 **Servizio Prendi e Vai** dal lun. al ven. dalle 10.30 alle 21.00 il sab 10,30 14,30 e la dom dalle 10,30 alle 21,00	✓	✓	✓		✓	✓		✓	✓	✓		✓			✓
Betti via Betti, Largo Concetto Marchesi tel. 050541781	lun.-ven. 12:00-14:30 **Servizio Prendi e Vai** dal lun. al ven. dalle 10.30 alle 21.00	✓	✓	✓		✓	✓		✓	✓	✓		✓			✓
Cammeo via Cammeo, 51 tel. 050 567784	**CHIUSA**	✓	✓	✓		✓	✓	✓	✓	✓			✓			
Rosellini c/o Residenza Rosellini via Ippolito Rosellini, 6	lun.-ven. 12:00-14:00 Cestini da asporto dalle 10.30 alle 14.00		✓	✓		✓	✓		✓	✓			✓		✓	✓

There are four canteens in Pisa where you can eat and where you can pay through your student card. The nearest one at our department is BETTI, which is around 10 minutes by walk.

If you want to charge your student card, you have 2 options:

Through the website " https://ricarichiamoci.dsu.toscana.it/index.html " selecting " Ricarica la tua tessera" or 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.

Buddies

Due to the Covid-19 situation, a Teams channel is provided for Erasmus students: https://teams.microsoft.com/l/team/ 19%3a44c3e2df84254f8596498bfd302bb 9ae%40thread.tacv2/conversations? groupId=bf9c32a5-3e8e-49ab-a187- fa425bfe314c&tenantId=c7456b31- a220-47f5-be52-473828670aa1

Through the channel it will be possible to request information and take part in meetings with times established from time to time.

For general information and help about living in Pisa:
https://matricolandosi.unipi.it/en/ For information concerning Department of Economics and Management:
 international@ec.unipi.it

 ufficioiro@gmail.com

LIVING IN PISA

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

- infopisahostel@gmail.com

- B&B On The River bbontheriver@gmail.com

- 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