

FAQs ABOUT STUDY PLAN AND EXAM REGISTRATION

1. Where can we find the presentation online?

You can find the presentation at the page <https://www.unive.it/pag/37882/>, below in the section “Useful links and materials”.

2. How do we sign up for the exams?

Please check the guidelines for exam registration in the section “Useful links and materials” at <https://www.unive.it/pag/37882/>.

3. I can't find the course “Migration and global transformations” to fill in my study plan. What should I do?

For specific questions of this kind contact us directly at incoming.mobility@unive.it.

4. I haven't been able to enroll for my exams. Why?

It depends on what the problem is. You might not have filled out the study plan yet: if you do not do that, it is impossible to register for exams.

It might also be possible that the dates of the exams are not out yet.

Contact us at incoming.mobility@unive.it, we will help you!

5. The website says that the class is 6 ECTS but when I will the study plan out it's 12. Why?

It might be a course divided into two different modules, 6 ECTS each. It is normal that in the study plan the credits will be 12, but no worries! When it is time to register the ECTS in the Transcript of Records, if you have specified in the Learning Agreement that you only followed one module, then our office will only recognize 6 ECTS.

N.B.: always make sure that you have the permission of the Professor if you want to follow half of the course!

6. Is there any deadline for the Study Plan?

Exchange students whose mobility last a year will be asked fill in the study plan before the start of the 3rd term (6th of February). First Semester students do not have an actual deadline, but they

should fill in the study plan in time for their exams (before the end of the 1st term), or they will not be able to take them.

7. Could you edit the study plan after you filled it in?

Yes, you can! You simply need to access the study plan section in your reserved area and re-fill the plan according to your needs.

BUT: if you change your study plan, you must also change your Learning Agreement (and vice versa).

8. When will the exam dates be announced?

You can check exam dates on your reserved area, in the “Iscrizione agli appelli” section. They will be visible from 15 days before the exam date, and you will be able to register up to 3 days before the date. Keep an eye on your personal area!

You can also access the student’s Web Agenda at

<https://orari.unive.it/AgendaWebUnive/?view=easytest&include=homepage&lang=en> and search for exam dates based on the Professor, Course or Degree Programme.

9. How does exam grading work? What is the process with retakes? What happens if you refuse a grade?

The minimum (passing) grade is 18/30, and the maximum grade is 30/30, eventually with honours (“con lode”). The exam structure and grading depend on the Professor of the course, so you should check with them for specific questions. Find more information about exams and exams registration here:

<https://www.unive.it/pag/11086/>.

You can retake an exam: if it is a Semester course, you will have two exam sittings in the January session (if you are a first-semester student). If it is a term-course, you will have one exam sitting in the small session at the end of the term, and one session in the main exam session (again, January if you are a first Semester student).

Exchange students whose mobility lasts a year can retake a first-semester exam also in the June and September session.

For more information about the Academic Calendar and exam session schemes: <https://www.unive.it/pag/20869/>.

If you refuse a grade, it will simply not be registered in your booklet and you will have to take it again. Please always consider carefully if you wish to refuse a grade, as you have a limited number of exam sittings (especially if you are a semester exchange student).

10. Is it mandatory to take all the exam on the learning agreement and study plan?

It is not mandatory to take all of the exams listed in your LA and study plan. If you change your mind about a course/exam, you can always remove it from the LA and the study plan, and simply not give the exam.

The important thing is that all the courses that you wish to take an exam for are included in the LA and study plan.

11. Hi, I saw on the sheet that it says the master in Public and Digital Humanities is not open for incoming students. But I did a course and it was even advised by my study coordinator here and agreed in the LA and all the professors and I already took the course, did all the work and will take a place at the exam.

Actually, the MA in Public and Digital Humanities is accessible from this Academic Year, thus incoming students can access courses from that degree programme. Check the Guidelines for the Course catalogue for more information.

12. Is there any inconvenience if we fail the exam and do not get any credits? I mean no credit for the term or a semester.

We do not require a minimum of ECTS in order for your mobility to be valid (we do, however, suggest a maximum of 30 ECTS per semester).

There is no problem for us if you get no credits; but always check with your home university if they have a minimum or maximum requirement.