EXCHANGE INFORMATIVE MEETING

DEPARTMENT OF ECONOMICS AND MANAGEMENT

September 14, 2023

Let's get started!
Topics

➔ UniTrento and the Department of E&M
  Logistics and educational offer

➔ Courses & timetable
  How to check the Syllabus and timetable

➔ Learning Agreement & Esse3
  How to register to courses and exams

➔ End of your mobility exchange
  Check out application and Transcript of records

➔ Other Opportunities & Contacts
  International opportunities, ESN, students services
UniTrento structure

**11 Departments:**
- Cellular, Computational and Integrative Biology
- Civil, Environmental and Mechanical Engineering
- Economics and Management
- Humanities
- Information Engineering and Computer Science
- Industrial Engineering
- Law
- Mathematics
- Physics
- Psychology and Cognitive Science
- Sociology and Social Research

**4 Centres:**
- Agriculture Food Environment
- Mind/Brain Sciences
- School of International Studies
- CISMED - Centre for Medical Sciences
City campus:
Social Sciences and Humanities

Faculties/Departments:

Department of Economics and Management
Faculty of Law
Department of Humanities
School of International Studies
Department of Sociology and Social Research
CISMED - Centre for Medical Sciences

Other:

School of Innovation
Department of Economics and Management (DEM)

Via Rosmini, 54

Via Inama, 5

What: classrooms, study rooms, Professor’s offices, vending machines, copy shop
Italian University system

Three levels of higher education:
- Undergraduate/Bachelor’s degree (3 years)
- Graduate/Master’s degree (2 years)
- PhD

Use of:
- European Credit Transfer System (ECTS).
  - 1 Credit (CFU)=1 ECTS
  - 1 Credit is worth with 6 class hours and 25 hours of personal work

Assessment system

Exams: Italy uses a 30-point scale divided in two: non passing (0 to 17), and passing grades (18 to 30 cum laude=with honour).
- <18= not passed
- 18/23=adequate;
- 24/26=satisfactory;
- 27/28=good;
- 29/30=very good;
- 30 cum laude=outstanding

For outstanding results, the cum laude "praise" is added to the maximum grade.
Language courses are graded as "Approved", if passed.

Pay attention!
Italian University systems requires students to accept/reject the mark!
Educational offer at DEM

Undergraduate/Bachelor in Italian:
- Business Administration
- Economics and Management
- Business Administration and Law

Undergraduate/Bachelor in English:
- Economics and Management

Graduate/Master in Italian:
- Finance
- Management
- Management of Sustainability and Tourism
- Economics and Business Legislation

Graduate/Master in English:
- International Management
- Innovation Management
- European Master in Business Studies
- Behavioural and Applied Economics
- Data Science (multi-disciplinary Program)
Academic quarter (quarto d’ora accademico)

An academic quarter is the quarter-hour (up to 15 minute) discrepancy between the defined start/end time for a lecture and the actual starting/ending time: 1 hour lecture=45 min. of actual lecture time

It can be applied in different ways (or not applied at all):
- at the beginning of the lecture (starting 15 min. later)
- at the end of the lecture (ending 15 min. earlier)
- during the lecture (15 min. break between two hours)
- compressing the lectures (in case of 2 or more hours) and starting 30 min. later/ending 30 min. before (ex. slot 8.00-10.00= lecture can start at 8.30 and ending at 10)

!! Since it’s a non-rule, it is applied by Lecturers according to their personal policy. Ask professors if they apply it and how.
Academic calendar and tools for learning
Academic calendar

Classes:

Fall semester/First semester

All courses: September 18, 2023 to December 15, 2023

Classes of the first year of the Master degrees taught in Italian: from September 25, 2023 to December 15, 2023

Spring semester/Second semester

All courses: from February 19, 2024 to May 31, 2024

The academic calendar of the Department of Economics and Management (holidays, suspension of classes, etc...) is available on the Department’s website: Academic Calendar
Important info:

Classes are suspended at the Department of Economics and Management during:

**graduation days:**
- September 22, October 18, December 18, February 26,

**national holidays:**
- All Saints' Day: November 1, 2023
- Immaculate Conception: December 8, 2023
- Christmas holidays: from December 25, 2023 to January 7, 2024
TimeLine of the Fall semester

September 18
Start of Fall semester (lectures)

September 30
Deadline for changing courses

December 15
End of Fall semester (lectures)

December 19, 20, 21, 22,
Early Exam session

From 08/01/2024 to 26/01/2024
I Exam session

From 22/01/2024 to 16/02/2024
II Exam session

September 13: Start of your (physical) Mobility Exchange
Exam sessions: details

For every exam you have **two** attempts per semester in different sessions:

**Early exams**: from December 19 to December 22, 2023 (not for all courses) In this case the early exams replace the I exam session at the end of the semester.

I Exam session (23/24): from January 8, 2024 to January 26, 2024 (Not available for the courses that provide the early exam)

II Exam session (23/24): from January 22, 2024 to February 16, 2024 (for all courses)

Attention! **EMBS courses**:

EMBS I exam session (23/24): from December 4, 2023 to December 22, 2023

EMBS I exam session (23/24): from January 8, 2024 to January 31, 2024

Types of exams (usually): written exam, oral exam, paper or mixed (ex. written + oral + paper; written+ paper; oral + paper)
UniTrento
Account and
IT Tools
UniTrento Student Account

Name.surname@studenti.unitn.it

Access to:
- Wi-Fi on campus
- My UniTn (personal area)
- Esse3
- UniTrento app

G Suite - Google Apps

Gmail inbox and Google services for Education (Cloud, Google packet, ...)

Newsletter and Communications University related
UniTrento App overview

- **Student record**: navigate through the list of courses, find information on your program of study and check your grades
- **Class timetable**: consult course calendars and create your personal timetable
- **Lunch card**: view your card transactions and lunch card credit balance in real time
- **Directory**: find the contact details of your professors and add them to your favourites to read their notices and office hours
- **eCard**: you can download the digital student card of the University of Trento (QR Code valid for 3 minutes)
- **Further info**: [UniTrento App](https://unittenti.co.uk)
Website of the Dep. of Economics and Management (DEM)

Department Website: main information about the department, events, news etc… + a webpage for Incoming exchange students (general info).
Esse3

Online web area to manage and check your University career.

Where
Esse3 UniTrento

Access
UniTrento Account (name.surname@studenti.unitn.it)

What Services

Sign up for exams and acceptance/reject of marks
If you don’t accept the mark by the deadline = mark lost

Check your career online (marks, etc.)

Download Forms and Certificates with information on your career (ex. Certificate of enrollment)

Syllabus of courses and timetable

Picture upload requested

Following your enrollment at UniTrento you are requested to upload your picture in your Esse3 profile.

please enter Esse3>Menu >Photo

Details about the upload: Student picture
Where do I find courses details and timetable?

Esse3
Where do I find courses details and timetable?

- **Syllabus**
  Courses details, literature, ECTS, learning outcome, requirements

- **Timetable/Schedule**
  How to check the timetable
Courses details of teaching activities

Search for a teaching

It is necessary to specify a criterion for at least one of the following fields: teaching, course of study, teacher, and one between year of enrollment and academic year.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit *</td>
<td>Ex: Calculus</td>
</tr>
<tr>
<td>Year of enrolment *</td>
<td>- Choose year</td>
</tr>
<tr>
<td>Department</td>
<td>- Choose department</td>
</tr>
<tr>
<td>Subject area</td>
<td>Start typing...</td>
</tr>
<tr>
<td>Teacher *</td>
<td>Ex: Rossi Mario</td>
</tr>
<tr>
<td>Academic year *</td>
<td>2023/2024</td>
</tr>
<tr>
<td>Course *</td>
<td>Start typing...</td>
</tr>
<tr>
<td>Language</td>
<td>- Choose here</td>
</tr>
</tbody>
</table>

Submit
Example of Syllabus

- General information
- Goals
- Required Skills
- Subjects
- Teaching Methods
- Verification of learning
- Books
- Extra info

[Code] - Name

- [120426] - Corporate Strategy
  - General information
  - Curriculum: Economics and Management
  - Course type: Degree
  - Training activity type: Compulsory subjects, characteristic of the class
  - Interclass type: Compulsory subjects, characteristic of the class
  - CFU: 8 CFU
  - Didactic Activity Type: Lecture
  - Evaluation: Voto Finale
  - Teaching period: First semester
  - Holders: CAPUTO ANDREA
  - Teachers: CHIARENZA MARCO
  - Length: 48 hours (48 hours Lecture)
  - Subject area: SECS-P/08
  - Location: Paolo di Sotto - Economia - via Inama, 5

- Goals
- Required skills
- Subjects
- Teaching methods
- Verification of learning
- Books
- Extra info
Schedule

Where: Easy Academy or through UniTrento App
Online tools for learning: Moodle

The main tool for sharing material/instruction of the courses is Moodle = open source LMS (Learning Management System).

Every Lecturer can create the community for each course (or not) and share materials or send emails/messages with students registered in the course:

- Access with UniTrento student account
- Further information on how to access: Didattica Online
- Link to access
- FAQ
- See video tutorial
Teaching activities and registration to courses
Registration to courses

Compulsory registration to courses of the dep. of Economics and Management by September 30, 2023 through application: Courses registration application

You will be registered to the course, when it will be displayed in your Esse3 record book. Once the course is in your record book, you can register in the Moodle of the course.

Example of Record book:

<table>
<thead>
<tr>
<th>Academic Activities</th>
<th>Year of Course</th>
<th>Value in credits</th>
<th>Status</th>
<th>AY att.</th>
<th>Grade/assessment</th>
<th>Exams</th>
<th>Exam sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>120430 - Academic writing</td>
<td>1</td>
<td>6</td>
<td></td>
<td>2022/2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120433 - Fundamentals of Marketing</td>
<td>1</td>
<td>8</td>
<td></td>
<td>2022/2023</td>
<td>30L - 12/06/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C IT2EA2FP - Italian language course A1 level</td>
<td>1</td>
<td>3</td>
<td></td>
<td>2022/2023</td>
<td>AP - 30/05/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120444 - Judgment and Decision Making Laboratory</td>
<td>1</td>
<td>6</td>
<td></td>
<td>2022/2023</td>
<td>22 - 06/06/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120429 - Lab. II: Selected Topics in Economics and Management</td>
<td>1</td>
<td>8</td>
<td></td>
<td>2022/2023</td>
<td>24 - 16/06/2023</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Registration to the Community on Moodle

You can access Moodle of each course (if activated by the Lecturer), only when the course is in your Esse3 record book.

Moodle is used by the Lecturer to upload useful material about lectures and to communicate with the students (see video tutorial and info page)

How:
1) download the widget “Accesso ai corsi online” in your MyUnitn or use the following link: Gestione corsi
2) at the question: ‘Sei uno studente? (…)’ choose credenziali UniTrento;
3) access with your UniTrento account
4) when registering for the first time for an online course open the section Corsi online ai quali puoi partecipare and look for the course you are looking for, click on the title and enter
5) If you want to access the community of a course that you entered at least once, choose the section Corsi online ai quali partecipi

In case of doubts/problems you can:
- read the FAQ (for students)
- contact uff.didatticaonline@unitn.it, specifying the problem you are facing
Courses special mentions

Courses moved to the Spring semester:
• Bachelor: Fundamentals of Marketing

Courses overbooked, so no more possibility to choose it if you are not already registered:
Master:
121222 - Organizational Behaviour and Human Resource Management
121442 – Negotiation

Bachelor:
120426: Corporate Strategy
Special mentions

Some courses are made by **two different modules** (*=Unità didattica 1 U1 and Unità didattica 2 U2*) taught by different Lecturers and they can be registered as a whole only. The modules may be in the same semester or in different ones.

For example:

**121071 International Business Management** which is made by the module of International Corporate Strategy and International Marketing.

**121393 International Accounting and Finance** which is made by International Accounting and International Corporate Finance.

If you are attending both courses you must enroll in each module exam and then in the final registration exam session (=average of the two modules marks).

Some modules are offered as separate courses as well, but with a different code number and name.

Ex: International Business Management: Module 1 International Corporate Strategy = 121163 International Corporate Strategy
Courses & timetable

- **Courses overlapping**: the courses you are attending are not exclusively for exchange students but are part of different Programs/years and overlapping may happen.

- You are **not** going to receive a personal schedule according to the courses in your Learning Agreement, **but** you need to check **on your own** the schedule and verify **whether you can attend all the courses present in your Learning Agreement** or **whether classes overlap**. If classes overlap, you can:
  - change your Learning Agreement by cancelling the previous courses and/or by choosing different ones.
  - check with the Lecturer if you are allowed to skip classes (and how many).

- **Classes are usually twice** per week (some have one or three per week, it depends on the number credits) + exercises or tutoring for some courses: you must attend everything, you can’t choose which class you can participate in.

- There is not a minimum or maximum number of credits required by UniTrento but we recommend around 25/30 ECTS per semester, not more. Please verify if your home university requires a minimum number of credits to be obtained during your mobility.
When a course appears in the schedule more times per week it means there are more classes of that course per week (you don't need to choose only one, but you need to attend all of them).

When a course appears in the schedule with different Lecturers it means that it is divided in lectures/tutoring taught by different Professors and you must attend all of them (support classes are not mandatory, but helpful).

Some courses may appear twice with the same name/code but with different Lecturer: usually it is the same course but with a different Lecturer and timetable since it's offered for different Programs (it happens mainly at Bachelor level).

Make sure that you choose the one that better fits your schedule and let me know about it by putting the right code in the learning agreement or by contacting me via email. Make sure that you enroll in the correct Moodle page.

Courses starting with 120... are offered at bachelor level, courses starting with 121... are offered at Master level (12... means that is a course offered by the dep. of Economics and Management)
More about courses

- Check directly with the Professor if attendance is mandatory: in any case full attendance to all classes is strongly recommended
- If not specified on Esse3/Moodle, check with the Professor the assessment evaluation (papers/projects during the course/Oral or written exam, etc…)
- Check on the Esse3 or Moodle course page the material/textbooks you will need for the course
- There may be support classes (exercises, tutoring,...) for which attendance is not mandatory but really helpful (e.g. Data Analysis/ International Accounting,...)
- Contact Student-Lecturer: the common rule is to address the professor in a formal manner first by appointing it “Dear Prof. Rossi (by using the surname)” and not “Dear Andrea (by using the name)”
How do I change the Learning Agreement? (if any)

Deadline: October 6th, 2023

Choose the courses and check with your Home Coordinator if you can attend them.

REMEMBER!
At least 60% of courses from DEM, max 40% of courses from other Departments

Fill in your Changes to the LA form
Delete the courses you are not attending anymore and add the new courses you are going to attend

How?
Online on the Erasmus Dashboard’s website and/or on your Home University’s form: we will sign it and send it back to you.
Registration to courses & Changes to LA

Please follow this procedure:

1. **Selection of courses**: take your time to choose the courses (not too much!) and get the approval of your Home University Coordinator

2. **Registration**: Submit the following Courses registration application with the final list of courses (code + name) you want to register to **by September 30**, so I can update your record book

3. **Update of the LA**: Formalize the LA by submitting the Changes to LA/During the Mobility either through OLA (digital version) or During Mobility LA (paper version)

**Deadline to submit the Changes: October 6, 2023**

If no changes are made: you still have to submit the registration application.
Sign up to exams

You have more opportunities for taking an exam (2 exam sessions). You can choose the exam session you prefer within your mobility period in order to organise your study time and, in case, repeat the exam on the next date.

Remember that:

• you must always enrol to the correct exam session on Esse3 (book your spot) in order to attend the final exam and have it registered!
• Bookings usually close 2-3 days before the exam.
• Enrolment to the exam session is required in any case (even if the final exam consists in a written paper or project). If you have doubts contact the professor.
• usually you must accept / reject the mark when the Lecturer uploads the mark online (in some case the Professor can decide to skip the acceptance/rejection option and if the mark is passed it is automatically accepted)

The video tutorial on how to sign up for exams on Esse3 is available on Studying at UniTrento
Other opportunities

- School of Innovation
- Contamination Lab (CLab)
- Italian language courses
- ESN
Contamination Lab (CLab)

Since 2017 CLab Trento is the interdepartmental laboratory of the University of Trento in cooperation with HIT (Hub Innovazione Trentino), where anyone can start to create his/her professional future.

How? By connecting people from different backgrounds and skills, in order to create something new (shape ideas into real business).

This is the C of CLab: C as contamination of ideas, experiences and backgrounds.

CLab Trento is part of CLab Network, a network of Italian universities aiming at networking, sharing, generating innovation.

Develop your entrepreneurial spirit

We offer you different routes: Start-Up Lab, the training path that will teach you how to create your start-up, Innovation Olympics, a real challenge in which you will have to find an innovative solution responding to the request of a partner company, Enactus, where your entrepreneurial spirit will be called on to find solutions to social issues, and many other challenges in different areas.

An experience that can change your life

What we demand: willingness to engage and to get out of your comfort zone, to work in team and curiosity. We will cover the rest by offering various training courses and challenges to face, and - above all - the competence of skilled people from different professional environments.
**School of Innovation (SoI)**

Via Tommaso Gar 16/2 Trento

*School of Innovation* is a strategic project of the University of Trento.

It offers you a possibility to create your personalised programme by combining a wide range of courses focusing on innovation and entrepreneurship in different fields. You will get both wide **technical knowledge** and a set of highly-appreciated **soft skills** such as **communication, leadership, teamwork, and problem solving**. The School of Innovation offers a **multidisciplinary extra-curricular, innovation-focused programme** to a **number of selected UniTrento students**.

**Opportunities and applications are available at the webpage:** [School of Innovation](https://example.com)

**Contacts:** soi@unitn.it

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**Innovation Certificate**

Upon completion of the program of the School of Innovation, you will get an "Innovation Certificate" which will add to your CV an extra value and help you land a job quickly!

[FIND OUT MORE](https://example.com)
Italian language courses

Italian Language courses for international students:

- Intensive Courses (online)
- Extensive Courses during the semester (face-to-face)

1 course per level is free for exchange students

!!The second enrolment on a course of the same level costs 50 €

3 ECTS for each passed level added to your Transcript of records: no mark (only PASSED/NOT PASSED)

Enrolment dates and timetable are available in the section Italian language courses

Other Language Courses are also active throughout the year with a minimum class of interested students: English, French, German, Spanish, Russian, Chinese, Arabic

Check CLA website
ESN - Erasmus student Network

ESN Trento
Get to know the Erasmus Student Network
and discover their welcome activities and events!
Welcome to the website of Trento Digital University!

Digital University is a repository of information on the members of the University of Trento and its units. Information, including on teaching, publications, dissertations and funded projects, is collected automatically from different information systems, and is presented in this single instrument in a structured and exhaustive way, thus improving and completing the information offered by other University websites.

Research publications are available to everyone. In this way Digital University promotes an open access policy that removes barriers to scientific knowledge.

Search for someone in the University directory.
Find out about our experts and their competences
Learn about the University’s statutory bodies, their functions, their members.
Find out about the University’s departments and centres.
Explore the University’s organization chart.
End of your Mobility Exchange & Transcript of records

Your mobility will finish once you have taken all your exams – not necessarily on the last day of the exam session (=you can leave Trento before if you want)

Exams finished = Compulsory online Check-out!

You will receive an email from us with the link for accessing the online Check-out that you must submit at the end of your mobility period.

Transcript of records

We will issue your Transcript of records once all the marks are officially recorded in your record book and send it to you and to your University by email only (usually within one month after your Departure).

Only passed exams (>18) will appear on your Transcript of records.
Contacts

Coordinator Erasmus Incoming/Outgoing
Dep. of Economics and Management:
Martina Nardelli

International Mobility Office Social Sciences
and Humanities Area
Via Tommaso Gar 16/2 I floor
Mobility-ssh@unitn.it
+39 0461282386

If you have any questions/issues you can:

- send us an email to mobility-ssh@unitn.it
- book an online/face to face appointment with us at the following link
  Tuesdays 3-4 pm (online)
  Thursdays 10.30-12 am (face to face)
- Call me at +39 0461282386
LET THE NEW ADVENTURE BEGIN!