

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.

ACADEMIC CALENDAR 2019/20 HERE <https://www.ec.unipi.it/didattica/calendario-didattico> asap 2020/21

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

APPLICATION

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

1-registration on ALICE PORTAL (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).

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

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>

2-application on ERASMUS MANAGER (with the credential go ahead with the)

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

2- 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 this link <https://www.ec.unipi.it/en/incoming-students/>

Unimap <https://unimap.unipi.it/cercapersone/cercapersone.php>

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)

TIMETABLE at the same link asap a.y. 20/21

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/> “
 - o MBE courses: “<https://mbe.ec.unipi.it/timetable/>”
 - o 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)

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

Please select:

- “Exams”
- “Subscribe”
- 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 cannot 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 at 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.

Buddies

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 or ufficioiro@gmail.com

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/>