DD VADEMECUM

GUIDELINES FOR STUDENTS ENROLLED IN THE GLOPEM DOUBLE DEGREE PROGRAMME

See also the UNICT international students available online
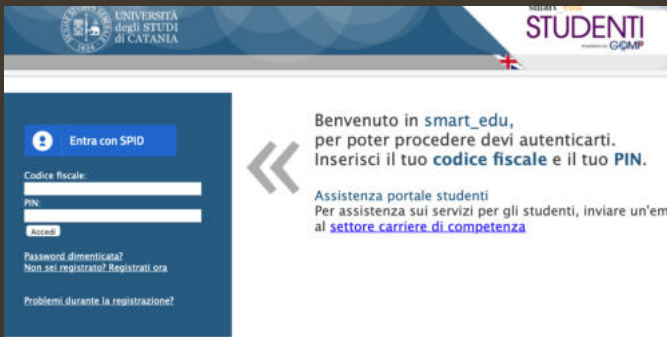
GENERAL INFORMATION ABOUT UNIVERSITY:

WEB SITE OF GLOPEM DEGREE COURSE:

HTTP://WWW.DSPS.UNICT.IT/COURSES/LM-62

SCHEDULE "PIANO DI STUDI":

Double degree course has compulsory subjects, and choosing subjects (this should be given by coordinators) . Students must do piano di study (study plan) in a specific period of the academic year, usually in October/November.

Smart-edu: is the portal of every Unict students, where you can schedule 'piano di studi', book your exams, schedule the graduation and check the status of your career.

HOW TO MAKE A STUDY PLAN?

Before completing the study plan it is necessary to be informed by the GLOPEM Chair and DD Coordinators about the compulsory and optional activities of the DD Program.

The steps to fill the study plan online:
Home-> Career-> Study plan

HOW TO BOOK AN EXAM?

- There are three exam sessions in UNICT:

1) January / February;
2) June / July;
3) September.

- To do an exam you have to book it by smart-edu portal following the procedure:

Smart-edu -> Home -> Career -> exams' timetable (in English)
Smart-edu -> Home -> Carriera -> Appelli (in Italian)

CAREER

Career and plan of studies
- Certificates
- Plan of studies
- Academic and assessment results (history)

Exams, assessments and instances
- Exams' timetable
- Intermediate assessments
- Applications

Evaluation
- Questionnaires

- Mobilità internazionale

CARRIERA

Carriera e piano di studi
- Certificati
- Piano di studi
- Esami sostenuti (riepilogo)
- Cambio corso da primo a primo

Appelli, prove e istanze
- Appelli
- Prove intermedie
- Domande

Valutazione
- Questionari
- Prenotazione aule
- Prenotazione aule studio e sale lettura
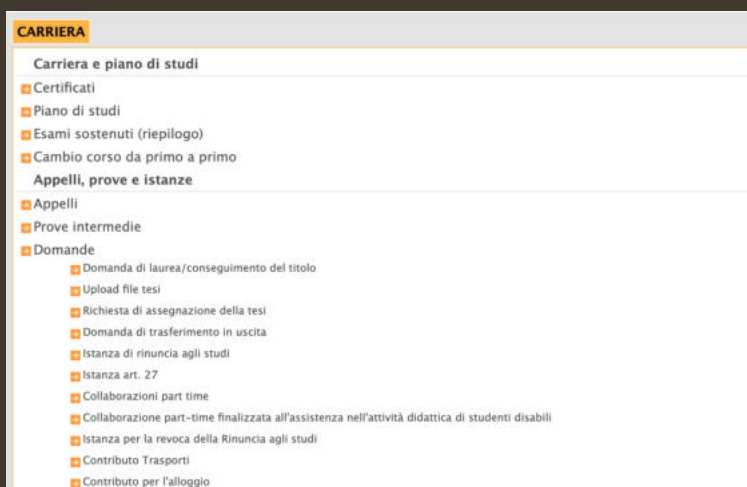- Tirocini
- Curricula
- Mobilità internazionale

FINAL DEGREE EXAMS (SEDUTA DI LAUREA)

The procedure for graduation is made on the students portal

- Check the graduation calendar on the website;
- See the deadline scheduled for the online request;
- See the deadline scheduled for succeeding all courses;
- See the deadline scheduled to upload the PDF/A final thesis on smart-edu.

The steps you should follow in the portal:

1. Access the portal (the procedure will be in Italian)
2. Home -> Carriera -> Domande -> Richiesta di assegnazione della tesi
3. It is necessary to fill in the fields in the "Richiesta tesi" and proceed with sending the application that will be submitted to the supervisor. It is not necessary to fill in the "correlatore interno" and "correlatore esterno" fields.

CARRIERA

Carriera e piano di studi
- Certificati
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- Cambio corso da primo a primo

Appelli, prove e istanze
- Appelli
- Prove intermedie
- Domande
  - Domanda di laurea/conseguimento del titolo
  - Upload file tesi
  - Richiesta di assegnazione della tesi
  - Domanda di trasferimento in uscita
  - Istanza di rinuncia agli studi
  - Istanza art. 27
  - Collaborazioni part time
  - Collaborazione part-time finalizzata all'assistenza nell'attività didattica di studenti disabili
  - Istanza per la revoca della Rinuncia agli studi
  - Contributo Trasporti
  - Contributo per l'alloggio

GRADUATION APPLICATION
(DOMANDA DI LAUREA)

To be submitted no later than two months from the start of the session, see deadline for each graduation session

Once the supervisor has accepted the thesis request and has issued the "nulla osta", the graduation application can be signed

Steps to follow:
Home -> Carriera -> Domande
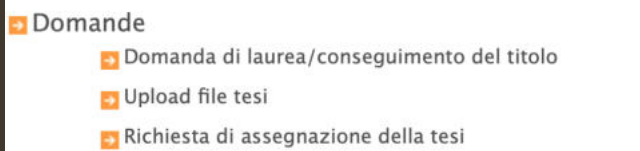### ->Domanda di laurea/conseguimento del titolo

Upload thesis file
Once the payment of marca da bollo has been made and the deadline for submitting the graduation application has expired, the panel for uploading the thesis file in PDF format will automatically unlock, this can be reached at:
Home -> Carriera -> Domande -> Upload file tesi
In this section it will be mandatory to fill in the Almalaurea questionnaire and it will be possible to update the thesis title (both in Italian and in English). It will also be necessary to insert abstracts and
keywords (both in Italian and in English).
At this point, having inserted the file with its name / abstract, it will be possible to send the thesis.

➡ Domande
    ➡ Domanda di laurea/conseguimento del titolo
    ➡ Upload file tesi
    ➡ Richiesta di assegnazione della tesi

WE ARE DELIGHTED TO WELCOME YOU TO THE UNIVERSITY OF CATANIA!

WE ARE ALSO EXCITED TO SHARE WITH YOU THE OPINIONS OF THE PREVIOUS STUDENTS THAT WERE HIGHLY SATISFIED WITH THE DD PROGRAM

"THE DD PROGRAM WILL HAVE A STRONG IMPACT ON my ACADEMIC LIFE"

"I AM VERY SATISFIED AND WOULD VERY LIKELY RECOMMEND TO MY PEERS TO JOINT THE PROGRAM"

"FOR ME THE DDPROGRAM HAS BEEN REALLY INSPIRING"