



GLOPEM
GLOBAL POLITICS AND
EURO-MEDITERRANEAN RELATIONS

DD VADEMECUM

**GUIDELINES FOR STUDENTS
ENROLLED IN THE GLOPEM DOUBLE
DEGREE PROGRAMME**



See also the UNICT international
students available online

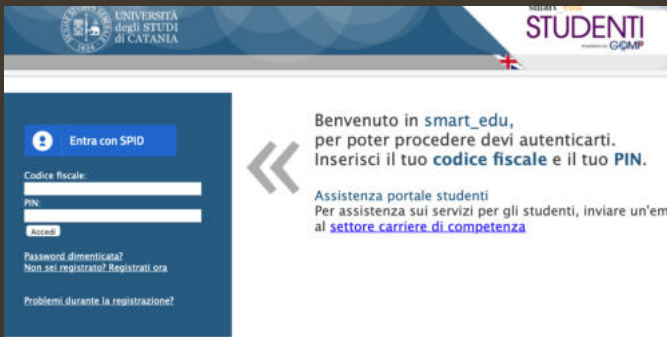
GENERAL INFORMATION ABOUT UNIVERSITY:

WEB SITE OF
GLOPEM DEGREE
COURSE:

[HTTP://WWW.DSPES.UNICT.IT/COU
RSES/LM-62](http://www.dspes.unict.it/cours/es/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.



The screenshot shows the login interface for the smart_edu portal. At the top left is the University of Catania logo and name. At the top right is the 'STUDENTI' logo with 'GOMP' below it. The main content area is split into two columns. The left column has a blue background and contains a 'Entra con SPID' button, a 'Codice fiscale:' field, a 'PIN:' field, a 'Mostra' button, and links for 'Password dimenticata? Non sei registrato? Registrati ora' and 'Problemi durante la registrazione?'. The right column has a white background and contains a large double-left arrow icon, the text 'Benvenuto in smart_edu, per poter procedere devi autenticarti. Inserisci il tuo codice fiscale e il tuo PIN.', and a link for 'Assistenza portale studenti Per assistenza sui servizi per gli studenti, inviare un'email al [settor](#) **carriere di competenza**'.

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

The screenshot displays the 'smart.edu STUDENTI' portal for the University of Catania. The header includes the university logo and the text 'UNIVERSITÀ degli STUDI di CATANIA' and 'smart.edu STUDENTI powered by GOMP'. The main navigation bar contains the following items: Student personal details, Admission Procedures, Career, Enrolment, Tuition fees, and Settings. A 'Log-out' link is also visible. A dropdown menu is open under the 'Career' tab, listing the following options: 'Career and plan of studies' (with a sub-menu icon), 'Certificates', 'Plan of studies', 'Academic and assessment results (history)', 'Exams, assessments and instances' (with a sub-menu icon), 'Exams' timetable', 'Intermediate assessments', 'Applications', 'Evaluation' (with a sub-menu icon), 'Questionnaires', and 'Mobilità internazionale' (with a sub-menu icon). On the left side of the page, there is a 'Novità per te' section with a link to 'Avvisi per gli studenti' and a 'STUDENT PERSONAL DETAILS' section with links for 'Identity and contact details', 'Student identification', 'Address and contact details', 'Contacts', and 'Nationality'.

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

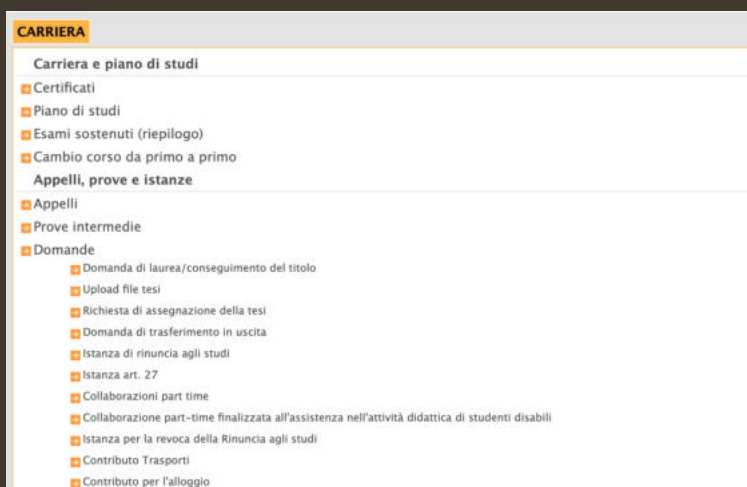
FINAL DEGREE EXAMS (SEDUTA DI LAUREA)

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.



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

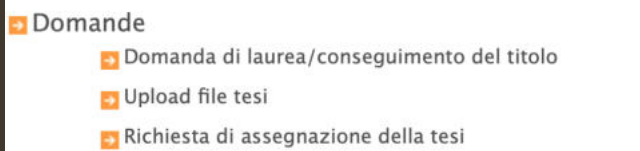
Upload thesis file

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.



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



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USEFUL LINK

DSPS.UNICT.IT/COURSESILM-62
WWW.UNICT.IT/EN

FOLLOW US ON
 
GLOPEM_UNICT

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 JOIN THE PROGRAM”**

“FOR ME THE DDPROGRAM HAS BEEN REALLY INSPIRING”

