EXAMS

When can I sit an exam?

During the academic year 4 exam sessions are scheduled. The exams dates are published in each course’s webpage under the menu “Study”. There you will find:

• the exam calendar at “Exams > Appeal calendar”
• more information about the appeal and the number of students who signed up at “Exams > Appeal periods”
• the registration procedure “Exams > Registration for exams”
Economics and Business

Do you want to specialise in economics to become a professional in the field? This in-depth degree programme will provide you with the necessary knowledge to understand economic phenomena and tackle the world of private business. The degree will be finished with an internship.

Appeal registration

Online questionnaire on the evaluation of teaching

Thanks to the evaluation questionnaire on the course, you may anonymously share your opinion on each course you have taken an exam for. It is compulsory to fill out the online questionnaires to sign up to take the exams.

The professors and university bodies will use these questionnaires to improve the learning material, the program and the content of the courses. The responses to the questionnaires (ITA) are summarized and published each year on the university website.

Registration for exams

Login to the personal area and register for an exam.

Register [ITA]

Appeal periods

Check when you can sign up for exam appeals and check the number of people signed up.

Appeal calendar

We encourage students to take into account any possible updates to the calendars and to keep these dates free, taking note of the location of the exams. After the appeal registration lists are made available in the January - May sessions, when there are two dates for the same exam, you can register for both.

Also see the appeal calendar for the different exam sessions throughout the academic year.

Exams session

January 2019 [ITA]
December 2018 [ITA]
In order to sit an exam you must have:

I. paid your university fees;
II. filled in your Study Plan (see next slide);
III. answered a questionnaire on that specific course;
IV. submitted your learning agreement to the Welcome Office (incoming studentes).

The exam registration is to be completed online

The exams must be listed in your Study Plan and your Booklet ("Libretto")
EXAM REGISTRATION

I have to register to sit for an exam: how do I do it?

You can register for a session if the exam is present on your online Booklet (“Libretto”), which results from the Study Plan. Log in to your Personal Area from Carriera – Servizi > Esami e libretto > Iscrizione agli appelli

STUDY PLAN

The window to fill in your Study Plan is from July to February

BOOKLET (“Libretto”)

Exams appear in your Booklet (“Libretto”) and are linked to the year of your enrolment. In other words, a first year student will only find exams relating to first year courses.

It is possible to insert exams belonging to the 2nd and 3rd year Study Plan remembering to observe the prerequisite course requirements.
EXAMS – SESSION SCHEME

The schedule displays the exam session distribution according to course collocation in the different periods and semesters.

<table>
<thead>
<tr>
<th>Term / semester</th>
<th>Oct - Nov 30/10-4/11/17</th>
<th>Dec 18/22-23/12/17</th>
<th>Jan - Feb 8/1-3/2/18</th>
<th>Mar 19/3-24/3/18</th>
<th>May 7/5-12/5/18</th>
<th>May - June 21/5-16/6/18 (A)</th>
<th>28/5-23/6/18 (B)</th>
<th>Aug - Sept 27/8-15/9/18 (A)</th>
<th>Jan 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses held in one term</td>
<td>6 ECTS/CFU courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st term</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd term</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd term</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4th term</td>
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<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Semester courses (held in two terms)</td>
<td>6 or 12 ECTS/CFU courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester</td>
<td></td>
<td>2</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 (C)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(A) All exams of Languages and Cultures.
(B) Exams of Languages and Cultures.
(C) Only for the May-June session, graduands are obliged to take the exam on the first of the two available exam dates in the same exam session.
You will use your matriculation number to access your online personal area
Exam registration lists open 15 days before the exam session and close 4 days before it.
EXAM REGISTRATION

Appelli

Per potersi iscrivere agli appelli d’esame è necessario che l’attività didattica sia inserita nel proprio piano di studi, che deve essere compilato ogni anno.

Per spostarsi di una pagina avanti o indietro usare esclusivamente i pulsanti messi a disposizione dell’applicazione. L’uso del tasto "Torna indietro" del browser è sconsigliato perché non garantisce il corretto funzionamento dell’applicazione.

> Prosegui

Nel caso non sia stato possibile registrarsi ad un appello regolarmente aperto, segnala il problema cliccando qui. Segnalazioni riguardanti piani di studio non aggiornati non verranno prese in considerazione.
### Prenotazione Appelli

La pagina mostra gli appelli prenotabili alla data odierna, per le sole attività didattiche già presenti nel proprio libretto.

#### Appelli disponibili per insegnamenti del proprio libretto

<table>
<thead>
<tr>
<th>Attività didattica</th>
<th>Appello</th>
<th>Iscrizione</th>
<th>Descrizione</th>
<th>Presidente</th>
<th>Iscr.</th>
<th>CFU</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETITIVE ANALYSIS</td>
<td>22/03/2017</td>
<td>07/03/2017</td>
<td>- VE - MODELS AND METHODS</td>
<td>STOCCHETTI ANDREA</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Per la prenotazione agli appelli di iscrizioni non previsti nel proprio libretto accedere alla sezione ricerca appelli.
EXAM REGISTRATION

Prenotazione appelli - Dettaglio appello selezionato

Riepilogo dati

<table>
<thead>
<tr>
<th>Attività Didattica:</th>
<th>ESIGNA - COMPETITIVE ANALYSIS (offerta nel corso ECONOMIA - ECONOMICS [EM])</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appello:</td>
<td>-VE - MODELS AND METHODS del 22/03/2017</td>
</tr>
<tr>
<td>Tipo esame:</td>
<td>Sotto</td>
</tr>
<tr>
<td>Verbalizzazione:</td>
<td>Appello Firma Digitale con acquisizione</td>
</tr>
<tr>
<td>Docenti:</td>
<td>STOCCHETTI ANDREA (Presidente)</td>
</tr>
</tbody>
</table>

Note per il docente

Calendario delle prove

<table>
<thead>
<tr>
<th>Data - Ora</th>
<th>Edificio e Aula</th>
<th># Incr</th>
<th>Docenti</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/03/2017 10:30</td>
<td>San Giobbe - AULA 10C</td>
<td>5</td>
<td>STOCCHETTI ANDREA</td>
</tr>
</tbody>
</table>

Premessa appello -> [link]
Before registering, you must answer a questionnaire on that specific course you are signing up.

Questionnaires are available online from the last two weeks of the course and can be found on the BOOKLET ("Libretto") page in your Personal area.
**Important Recommendations:**

All communication from the University is sent to students official university e-mail address: `matr.@stud.unive.it`  
`123456@stud.unive.it`

You must constantly check your university email address as you may receive important communication from the University (notices, deadline reminders, information from the Campus, from the Degree Administration, from the Department)…

….and you must use it to write to the teaching staff and University offices as well. This unequivocally certifies, identifies and ensures students’ security.
Still need help?

• If you have questions or need further assistance, please refer to the Campus Economico Administration Office at San Giobbe.

• Opening hours: Tuesday and Thursday 9:30 – 12:30
  Wednesday 9:30 – 12:30 and 14:30 – 16:30

• Email: campus.economico@unive.it