Guide on Exam Registration at the University of Sassari for Incoming Erasmus Students

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From Learning agreement to Transcript of records

The course units you are taking at the University of Sassari that are listed in your learning agreement must be recorded in the student database called Self Studenti Uniss: https://uniss.esse3.cineca.it/

The name of each course unit you are taking, along with the number of credits awarded and the grade obtained will be registered in the student database in a section called ‘Libretto’. This information will be used to issue your transcript of records at the end of your stay.

The course catalogue contains the name and code for each course unit. The course unit code is used to identify the course unit in an unambiguous way: some course units have similar names so it is very important to provide the correct code in your learning agreement. Your learning agreement will be used to populate your ‘Libretto’ with the course units you will be taking at the University of Sassari. If you change your learning agreement please notify your departmental Erasmus Coordinator for Exam Registration.

Details of the course units and codes can be found using a dedicated search tool ‘Ricerca Insegnamenti’ on the Self Studenti Uniss website.

Search teaching activities offered in a given academic year: https://uniss.esse3.cineca.it/Guide/PaginaRicercaInse.do;cod_lingua=eng

The filters can be used to select the teaching activities of the degree programme you are interested in, for example:

Academic year: 2020/2021
Faculty: [Select the Faculty/Department]
Course: [Select the degree programme - optional]
Professor: [Professors name - optional]
Teaching activity: [Name of course/teaching activity - optional]
The search tool is also available in Italian:

*Ricerca Insegnamenti* (in italiano)

[https://uniss.esse3.cineca.it/Guide/PaginaRicercaInse.do](https://uniss.esse3.cineca.it/Guide/PaginaRicercaInse.do);

The search results show the list of course units found using the search criteria indicated
The course code is given before the title of the course (once you click on the link)

The Objectives, Course contents, teaching methods, Exam details and Bibliography of the course unit are given on the page.

You can also search by Professor (Docenti).

Search Professors: https://uniss.esse3.cineca.it/Guide/PaginaRicercaDocenti.do;
Access to the online services of the Self Studenti Uniss

To access the **private area** you have to login to the Self Studenti Uniss website. Click 'Login' in the left menu and enter your user name and password at the following address:

https://uniss.esse3.cineca.it/Home.do

The credentials are given to you on arrival at the central International Relations office. The first time you login you will be asked to change your password. The password must include letters, numbers and special characters. You may also be asked to complete or confirm personal information such as country and city of birth, address and 'codice fiscale' (Italian tax code). If you have a codice fiscale please add it to the system.

**Password recovery**

If you do not remember your password you can retrieve it by clicking on "Password dimenticata" in the left menu. You will be asked for your email address and if you have one your "codice fiscale". The email with your credentials will be sent to the email address recorded in the database.

If you do not have a codice fiscale enter your email address and click “send email”. If you do not receive any feedback please contact your departmental Erasmus Coordinator for Exam Registration who can check that the email address you entered corresponds to the email address registered to your account in the student database.

As a last resort you can send an e-mail to helpesse3@uniss.it

In the email you will need to indicate in your personal data (name, surname, date and place of birth) tax code (codice fiscale if you have one), your student number, the department and the subject area for which you are or have been enrolled. In the email you will need to attach the file with the image of your identity document. The password will be sent to the address provided within three working days.
New registration

Please do not be confused by the link in the left hand menu ‘Registrazione’ - Registrazione Web al SelfStudenti Uniss. This link is for students that have not yet arrived at the University of Sassari and that have not been registered. Please do not click ‘Proceed with Registration’ as this will create a second account in the student database. All students that are following courses have already been registered.

Where can I find my courses?

Once you have logged in to the Self Studenti website you can use the menu on the left to find the pages you need.

Carriera > Libretto (to see the list of course units you are taking)
Esami > Appelli (to see and book available exam sessions)
Esami > Bacheca prenotazioni (to see the exam sessions you have booked)
Esami > Bacheca esiti (to see the grade the professor has given you for written exams)
Questionari > **Questionari valutazione attività didattiche** (to fill out the course questionnaire before booking the exam)

If you don’t see your course units listed, please send your learning agreement by email to departmental Erasmus Coordinator for Exam Registration and list the names and codes of the course units you are taking in the body of the email.

![Screenshot of the Libretto page](image)

Activities are listed in the libretto *Carriera > Libretto* page.

The code and name of the course unit is listed in the first column headed ‘Attività didattiche’.

A yellow dot in the status column indicates attendance.

When an exam date is available for booking, a book icon will appear in the final column headed ‘Appelli’. If the book has a red line through it, it means there are no exam dates available to book yet. The exam booking window will open around two weeks before the exam date and close a few days before the exam date.

When you have passed the exam and the grade has been registered by the professor you will see a green dot, the grade and the exam date.
Exam registration

At the University of Sassari there is an online procedure for exam registration. Online exam registration (verbalizzazione online) is available for all full course units/subjects within the Syllabus of degree programmes offered at the University of Sassari.

Some courses are divided in modules but single modules cannot be registered online. Students taking individual modules, elective credits, summer schools etc. should register these exams individually on paper (registrazione cartacea per moduli individuali).

When are my exams?

The exam timetable is available on the Self Studenti Uniss website.

Search Exam timetable (Ricerca Appelli): https://uniss.esse3.cineca.it/Guide/PaginaListaAppelli.do;esse3-uniss-prod-04?cod_lingua=eng&statoRicerca=INIZIO

Select your Department from the list.

You can find exam dates by degree programme (Corso di studio), Teaching activity (Attività didattica), or by Professor (Docente).

The Exam search result will list the course unit name (Attività didattica), the dates that exam booking will be available on the self student website (Periodo iscrizioni), the date and time of the exam, the exam type (oral/written), the name of the professor, the number of students who have booked the exam.

Please note that exam booking is only available for a limited time (around two weeks) and closes a few days before the exam so please check the exam booking window well in advance of the exam.
The search results include the exam date and time, and the booking window (Periodo iscrizioni)

YOU WILL NOT BE ABLE TO TAKE THE EXAM IF YOU HAVE NOT BOOKED

Procedure for online exam registration (verbalizzazione online)

1. Login to the Self Studenti Uniss website and view the list of course units you are taking (Carriera > Libretto)
2. When you have attended two-thirds of each course unit you should complete the anonymous online course unit evaluation. You will be informed when the questionnaire is open by the professor. Please refer to the detailed instructions below. You will not be able to book the exam session if you have not completed the course unit evaluation.
3. Book the exam session from the 'Esami > Appelli' link in the left-hand menu. 'Prenota l'appello d'esame' (final course exam) or 'Prenota la prova parziale' (interim test) to book the exam session date in which you will take the exam. This is so the professor will see your name in the list of students that have booked the exam session and can therefore register your grade directly. Be careful not to miss the exam booking window as the booking from self studenti website closes a few days before the exam. You will not be able to take the exam if you have not booked.

Click on the blue or red book icon to book the exam.
Click ‘Prenotati all’appello’ to book the exam.

Click ‘stampa promemoria’ if you want to print the details of your booking.
From ‘Bacheca prenotazioni’ it is possible to see the details of your exam booking. If you want to cancel your booking click the X icon in the Cancella column of the table.

After the exam the professor will register your grade and you will see it appear in the Self Studenti Uniss in the ‘Bacheca esiti’ (for written exams) and then registered in your libretto. Always check that the correct grade has been registered in your *libretto*.

**Important information regarding exams**

If you are not satisfied with your grade you have a limited time to refuse the grade in order to resit the exam in the next exam session. Please check when the next exam session is before refusing a grade as the date may be after your departure.

Oral exam: the Professor will communicate your grade directly on the day of the exam. You should decide immediately if you do not wish to accept the grade or resit the exam on the next available session.

Written exam: the Professor will publish the grades in the ‘Bacheca esiti’ (Exams results page) and you have one week to view the grade and refuse it. After one week it will no longer be possible to refuse the grade.

If you do not pass the exam in the first exam session you can resit the exam in the next exam session if you are still at the University of Sassari and if you book for the exam session on the self studenti website.

If you are taking an integrated course unit made up of several modules and do not pass all of the modules of the course unit you will not pass and no grade can be registered, but if you pass one or more modules you can get them registered individually on paper (see below) and those activities can be recorded in the database and will appear on your final transcript of records. You must notify your departmental Erasmus Coordinator for Exam Registration.
Procedure for exam registration on paper (only for individual modules)

If the activities listed in your learning agreement include individual modules (individual subjects from a course unit) or if you only pass one or more modules of a course unit then you should have these activities registered on paper as follows:

1. Go to the Erasmus coordinator for Exam Registration in your Department (contacts are included at the end of this document) or to Antonella Selis at the Central International Relations office and ask for the paper exam registration form with your name on it.
2. Inform the professor of the module that you will need to register the exam on paper and will not be able to book the exam session electronically.
3. On the day of the exam, bring the paper exam registration form with your name on it. The professor should register the Italian name of the course unit, the name of the module, the number of credits and the grade, and then date and sign it.
4. After the exam the professor will take the paper to the administrative Erasmus coordinator in your department who will stamp it. The International relations office keeps a hard copy as a record for internal use.
5. A copy will be given or sent to your departmental Erasmus coordinator for Exam Registration. They will register the grade in the database.
6. Before you leave make an appointment with your Erasmus coordinator for Exam Registration to make sure all of the information regarding the registration of your exams is correct. The issue of your final transcript of records will be quicker if all the data has already been recorded in the database.
Course unit evaluation questionnaire

Who should complete the questionnaire?
All students who are attending educational activities (course units) that involve online exam registration (see above) should complete the questionnaire. When you have attended two-thirds of each course unit you should complete course unit evaluation. You will not be able to book the exam session if you have not completed the course unit evaluation.

This first question is important because depending on how you answer it all following questions will be different. Those students who have attended over 50% of the course lectures and activities will answer one questionnaire, whilst those students who have not attended at least 50% of the lessons have to fill in the questionnaire for "non frequentanti", which will be activated by answering "non frequentante o inferiore al 50%" to the first question.

Anonymity of the questionnaire
In all cases the teaching evaluation questionnaire is completely anonymous. Once the questionnaire is completed, the answers are completely "disconnected" from any identifying information of the student and are saved in separate tables in the database.

How to access the questionnaire
1. Connect to the Self-service students [https://uniss.esse3.cineca.it/Home.do](https://uniss.esse3.cineca.it/Home.do) and login with username and password already provided.

2. Click on the “Questionari valutazione attività didattiche” in the menu on the left (see the image below).

You will see the list of academic activities to be considered: for each course unit, except for those that have yet to been attended, this is the icon depicting the questionnaire, which is red if the questionnaire is not yet filled, yellow (for integrated courses) if the questionnaire is not completed for all the modules of the course but only for some, green if it has already been submitted.
3. Click on the red (or yellow) for the completion of the questionnaire. If the teaching activity (course) has two or more modules (teaching units), you need to click on each icon corresponding to the module and complete the questionnaire. In the case where a course is to be divided by the first letter of the last name, eg. AL / MZ, you will need to fill out the questionnaire as part of the partition to which you belong.

4. Click on the “Inizia una nuova compilazione” in the upper right: it will open the questionnaire and you can proceed to answer the questions.

You should pay close attention to the first question in the questionnaire on the attendance ratio: proposals will be different questions depending on whether the student is attending in the current course (at least 50% of lessons followed up to that point), or not attending (less of 50%).
5. Proceed with the filling and press the button “Avanti” to scroll through the pages of the questionnaire. After compilation press the “Conferma” button. You can, before confirming the questionnaire, go back and change it, through the “Modifica” button. The questionnaire is completed only once the confirm button has been clicked and the questionnaire is submitted.

Once the questionnaire is confirmed, an overview page with the completed questionnaires and outstanding questionnaires will be displayed. Click on the “Esci” to return to the home page. Proceed with the other course evaluations that display the red icon.

When will the questionnaire be open?
The questionnaire will be open after two-thirds of the course unit has been taught. You will be informed when the questionnaire is open by the professor. In any case the opening period of the questionnaire will be recognizable by the appearance of a red icon next to each course attended. Once opened, students are asked to complete the questionnaires as soon as possible.

Booking exam sessions and filling out the questionnaire
You can also fill in the questionnaire in the page “Prenotazione Appelli”. When booking an exam session, the system will verify the successful completion of the questionnaire for the course in which you will take the exam: If the questionnaire has not been submitted a message will invite the student to complete the questionnaire before proceeding with the booking. For any questions or concerns you can contact the didactic coordinator in your department.
Domande del questionario (Italiano)

Con riferimento alle attività didattiche dell'anno corrente, quale è la percentuale delle lezioni che ha frequentato?
- Inferiore al 50%
- Maggiore al 50%

[Se selezionate Maggiore al 50% vedrai le seguenti domande:]

PAGINA 2

INSEGNAMENTO

Le conoscenze preliminari possedute sono risultate sufficienti per la comprensione degli argomenti previsti nel programma d'esame?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il carico di studio dell'insegnamento è proporzionato ai crediti assegnati?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il materiale didattico (indicato e disponibile) è adeguato per lo studio della materia?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Le modalità di esame sono state definite in modo chiaro?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

PAGINA 3

DOCENZA

Gli orari di svolgimento di lezioni, esercitazioni e altre eventuali attività didattiche sono rispettati?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il docente stimola/motiva l'interesse verso la disciplina?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il docente espone gli argomenti in modo chiaro?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Le attività didattiche integrative (esercitazioni, tutorati, laboratori, etc...) sono utili all’apprendimento della materia?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

L’insegnamento è stato svolto in maniera coerente con quanto dichiarato sul sito Web del corso di studio?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il docente è reperibile per chiarimenti e spiegazioni?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

PAGINA 4

INTERESSE

È interessato/a agli argomenti trattati nell’insegnamento?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

È complessivamente soddisfatto/a di come è stato svolto questo insegnamento?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

PAGINA 5

CORSO DI STUDI, AULE E ATTREZZATURE

Il carico di studio degli insegnamenti previsti nel semestre è accettabile?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì
L'organizzazione complessiva (orario, esami intermedi e finali) degli insegnamenti nel semestre è accettabile?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Le aule in cui si svolgono le lezioni sono adatte? (si vede, si sente, si trova posto)
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

I locali e le attrezzature per le attività didattiche integrative (esercitazioni, laboratori, seminari ecc.) sono adeguati?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

INFORMAZIONI AGGIUNTIVE

Numero di insegnamenti di cui sta seguendo le lezioni questo semestre
- 2
- 3
- 4
- Più di 5

ORGANIZZAZIONE DIPARTIMENTO [DI ARCHITETTURA]

Il carico di studio durante l'anno accademico è distribuito in maniera equilibrata?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il calendario didattico e l'orario sono comunicati e diffusi con sufficiente anticipo?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il calendario degli appelli d'esame (ordinari, straordinari e di recupero) è comunicato e diffuso con sufficiente anticipo?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

La segreteria didattica risponde adeguatamente alle esigenze degli studenti?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il management didattico risponde adeguatamente alle esigenze degli studenti?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

I servizi erogati dalla biblioteca sono adeguati (dotazione volumi, servizi di ricerca bibliografica, orario, ...)?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

L'aula di informatica risponde alle esigenze degli studenti (capienza, disponibilità hardware e software, orario, ...)?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

I servizi informatici (disponibilità della rete, postazioni di accesso, servizio wireless, ...) sono adeguati?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Blocco didattico
Il coordinamento del blocco didattico è adeguato?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

L'organizzazione complessiva (orario, esami, prove intermedie, laboratorio) è efficace?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

L'argomento del progetto di blocco è interessante e adeguatamente inserito nel progetto formativo?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il materiale didattico (indicato o fornito) è adeguato?
- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì
L’attività di tutoraggio è adeguata alle esigenze del blocco (numero tutees, disponibilità, competenze, ...)?

- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il/la tutor contribuisce alla miglior organizzazione delle attività di laboratorio coerentemente con le indicazioni del docente titolare del corso?

- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il/la tutor rispetta gli orari di svolgimento dell’attività di laboratorio?

- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì

Il/la tutor è effettivamente disponibile per chiarimenti e spiegazioni?

- Decisamente no
- Più no che sì
- Più sì che no
- Decisamente sì
Questions (English)

PAGE 1

With reference to the current year educational activities, which percentage of lessons did you attended?
- Less than 50%
- More than 50%

[if you choose more than 50% you will be asked the following questions:]

PAGE 2

TEACHING

Was the possessed prior knowledge sufficient for an understanding of the matters stated in the syllabus?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the teaching load and hours of study proportionate to the number of credits assigned?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the teaching material (indicated and available) suitable for the study of the subject?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Are the examination methods clearly defined?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

PAGE 3

TEACHING

Was the timetable of lectures, tutorials and any other educational activities respected?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Does the professor stimulate / motivate interest in the subject?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes
Does the teacher set out the arguments in a clear way?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Are the supplementary activities (exercises, tutorials, workshops, etc ...) useful for learning the subject matter?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the teaching carried out in a manner consistent with the programme published on the website of the course of study?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the teacher is available for clarification and explanations?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

INTEREST

Are you interested in the topics covered in the teaching/course?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Are you generally satisfied of how the teaching in this course?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

COURSE UNITS, CLASSROOMS AND EQUIPMENT

Is the work study load of the courses in the semester acceptable?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the overall organization (timetable, intermediate and final exams) in the first half of the teachings acceptable?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the classroom where the lessons are held adequate? (Do you see, hear, is there enough room to work?)
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Are the premises and equipment for supplementary activities (tutorials, workshops, seminars etc.) adequate?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

PAGE 6

ADDITIONAL INFORMATION

Number of course units you are taking this semester
- 2
- 3
- 4
- more than 5

PAGE 7

ORGANIZATION DEPARTMENT [OF ARCHITECTURE]

Is the work load during the academic year is distributed in a balanced manner?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the teaching calendar and the timetable communicated early enough?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the calendar of exam sessions (ordinary, extraordinary and recovery) communicated early enough?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Do the Didactic Coordinators respond adequately to the needs of students?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Does the Didactic management adequately addressing the needs of students?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Are the services provided by the library adequate (supplied volumes, literature search services, schedules, ...)?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Does the computer lab respond to student needs (capacity, hardware and software availability, schedules, ...)?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Are the computer services (network availability, access terminals, wireless service, ...) adequate?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

TEACHING BLOCK

Is the coordination of the teaching block adequate?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the overall organization (timetable, exams, partial exams, lab) effective?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the topic of the design project teaching-block project interesting and properly inserted in the training project?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the teaching material (indicated or provided) adequate?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the tutor adequate to the needs of the teaching-block (number tutors, availability, skills, ...)?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Do the tutors contribute to the optimum organization of laboratory activities in line with the instructions of the Professor of the course?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Does the tutor respect the time-table of the laboratory?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes

Is the tutor available for clarifications and explanations?
- Definitely no
- More no than yes
- More yes than no
- Definitely yes
**Contacts**

Please refer to the table below for the Contact Person who will provide assistance to Incoming Erasmus Students on matters related to course and exam registration in the Self Studenti Uniss for each department.

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Sciences</td>
<td>Marcella Sechi</td>
<td><a href="mailto:msechi@uniss.it">msechi@uniss.it</a></td>
</tr>
<tr>
<td>Architecture, Design and Planning</td>
<td>Chiara Bishop</td>
<td><a href="mailto:cbishop@uniss.it">cbishop@uniss.it</a></td>
</tr>
<tr>
<td>Chemistry and Pharmacy</td>
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**International Relations Office**

*Erasmus+ help-desk incoming students for study*

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