Unibz Facoltà di Design e Arti

— Faculty of Design and Art

3. Enrolment to Exams

1st Step: log in into "My SNS"

https://my.scientificnet.org/home/en/#/



2nd Step: select "Enrolment to exams" and fill in the mandatory SURVEY (Course Evaluation)



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Click on evaluate – if the course was offered by 2 or more lecturers, you will have to do 2 or more evaluations (i.e. Projects and Studios)

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Principles of Philosophy 1	17.12.2021 14:00	27210	EXA	Prof. Ivo De Gennaro (ID: 300086)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	11.12.2021	-	EVALUATE	
Introduction to Public Policy	17.12.2021 12:00	27168	OPT	Prof. Roberto Farneti (ID: 400355)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	11.12.2021	-	EVALUATE	
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Theory of International Relations	15.12.2021 16:00	27160	EXA	dr. Benedetta Carlotti (ID: 403972)	1 Not enrolled	You can errol	09.12.2021	-	ENROL	
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Academic Writing and Research Skills	14.12.2021 10:00	25449	EXA	Prof. Paolo Maria Perego (ID: 300167)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	08.12.2021	-	EVALUATE	
Revisione aziendale (corso progredito)	14.12.2021 12:00	25403	EXA	Prof. Marco Mainardi (ID: 211643)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	08.12.2021	-	EVALUATE	•
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If you cannot find an exam, check below on the right if there is maybe a second page with exams (highlighted in yellow)

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Select questionnaire – click on submit – do the evaluation – submit (if the submission does not work, check if you have answered all the questions – see note in red)

> pubblico ed europeo / 27048A: M-1 Diritto pubblico (Prof. Baroncelli Stefania)

 25403: Revisione aziendale (corso progredito) (Prof. Mainardi Marco)

 27211: Principles of Philosophy 2 (Dr. phil. Simon Robert)

 27010: Statistica (Prof. Di Lascio Francesca Marta Lilja)

 27048: Öffentliches und Europäisches Recht / Diritto pubblico ed europeo / 27048A: M-1 Diritto pubblico (Dott. Busatta Lucia)

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<u>NOW</u> you can enroll – if not, <u>refresh</u> (highlighted in yellow) and try again – see next slide

3rd Step: select the exam you would like to enroll in (My Exams) and click on the green button "ENROL"

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Once you are enrolled you see a check in a green dot "Enrolled" and can un-enroll if you change your mind by clicking on the red button UNENROLL. In any case MIND THE DEADLINE!!!!!!!!!

At the same time, you will receive an e-email \rightarrow for every enrolment as well as for every un-enrolment, you will receive an email with the updated list of exams you are enrolled in

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If you unenroll from both you also get a mail for the unenrollment

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ACTUALLY YOU ARE NOT ENROLED TO ANY EXAM

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If you want to unenroll (always mind the deadline!) click on the red button. You will be asked if you are sure, continue if you are

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De-enrollment from exams: select "Action" – UNENROL

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The **deadline** for enrolment and cancellation of enrolment is **three working days before the exam date** (exam date not considered, as well as festivities and Sundays).

Why am I not able to enrol for an exam?

The main reasons at a glance:

- the deadline (3 "free" days before the exam) has expired

- you have not certified the official teaching language of the course at the B1 level – if the course is modular and each module has a different language you need to certify all the languages at B1 level

- the exam is not in your "study career" but only in your "timetable"
- only for project's or Studio's exams: you have already sat that exam twice in the same academic year
- you have not paid your tuition fees

IF none of the above-mentioned reasons apply, please contact the Faculty Secretariat **<u>immediately</u>**: design-art@unibz.it