Info Session on Exam Procedure
Infosession Exam Procedure

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1. Exam Sessions:

https://guide.unibz.it/en/life-on-campus/academic-calendar

2021/2022

- 24.01. – 19.02.2022 (1st study year exams only until 13.02.2022)
- 16. – 28.05.2022 (extraordinary exam session)
- 13.06. – 09.07.2022
- 22.08. – 24.09.2022 (1st study year exams only until 10.09.2022)

2022/2023 (expected)

- 15. – 23.12.2022 (extraordinary exam session)
- 23.01. – 18.02.2023 (1st study year exams only until 11.02.2023)
2. Exam Procedure

Winter Semester Exams

* If the first exam call takes place in the December exam session, an additional exam call will be offered in the January_February exam Session

**ATTENTION:** although there are 3 exam calls, students have only 2 exam attempts per course within an academic year

Ac. Year 2021/2022

Ac. Year 2022/2023
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Winter Semester Courses EXAM DATES:
1st call*: **December** and/or **January/February** Exam Session
2nd call: **May** or **June/July** Exam Session
3rd call: **August/September** Exam Session

* If the first exam call takes place in the December exam session, an additional exam call will be offered in the January/February exam Session

Summer Semester Courses EXAM DATES:
1st call: **May** or **June/July** Exam Session
2nd call: **August/September** Exam Session
3rd call: **December** or **January/February** Exam Session

Modular Courses EXAM DATES:
1st call: **May** or **June/July** Exam Session
2nd call: **August/September** Exam Session
3rd call: **December** or **January/February** Exam Session
If the first exam call of winter semester exams takes place in the December exam session, an additional exam call will be offered in the January/February exam session.

The exams are named after the call they refer to:
1st exam call = E1/Exam1
2nd exam call = E2/Exam2
3rd exam call = E3/Exam3
4th exam call = E4/Exam4

3rd exam calls taking place in the December or January/February exam session, are named after the year they refer to:

**Wednesday, 03.02.2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
<th>Lecturer</th>
<th>Classroom</th>
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<tbody>
<tr>
<td>08:30</td>
<td>E1_orale_25194_SOLO ESAME EXAM</td>
<td>Cagol Marco</td>
<td>E423 Lecture room, Ser-E</td>
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<td>12:30</td>
<td>PPE ILS del settore economico EXAM</td>
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<td>08:30</td>
<td>E1-27125-oral-EFL - Spec Lang course for Economics - Basic EXAM</td>
<td>Cirillo Letizia, Ennis Michael Joseph</td>
<td>D002 Lecture room, Ser-D</td>
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<td>08:30</td>
<td>E1 - orale - Italiano 27125 (lingua straniera) - linguaggio economico avanzato EXAM</td>
<td>Cagol Marco</td>
<td>E423 Lecture room, Ser-E</td>
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<td>14:00</td>
<td>E3_27002_ay14-15_mathematic for Economists M1+M2 EXAM</td>
<td>Kaniovskiy Yuriy</td>
<td>D001 Aula Magna, Ser-D</td>
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<td>14:00</td>
<td>Modular Exam 27002 - M1 Mathematics for Economists VERIFICA</td>
<td>Mararner Paolo, Kaniovskiy Yuriy</td>
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Please note: you will receive an e-mail from the Faculty Secretariat when the exam session is open, and you can enroll in the exams!
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)
Click on evaluate – if the course was offered by 2 or more lecturers, you will have to do 2 or more evaluations (i.e. 27010 Statistica of the L-18 Bz – Prof. Di Lascio e Dr. Perazzini)
If you cannot find an exam, check below on the right if there is maybe a second page with exams (highlighted in yellow)
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)
If you cannot submit – maybe you did not answer all questions – check (see red note highlighted in yellow)
Before you go back in order to enroll in the exam, please check on the left if you have to do another evaluation for the course.
Now you can enroll – if not, refresh (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”
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-mail 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.

If you unenroll from both you also get a mail for the unenrollment.
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
De-enrollment from exams:

**select „Action“ – UNENROL**

The **deadline** for enrolment and cancellation of enrolment is **five** working days **before the exam date** (exam date not considered).

**Therefore:**
If the exam takes place for example July 11, the 11 does **NOT** count for the five days – so the calculation you have to do is 10-5=05 – which means July 05, watch the clock, as 11.59 p.m. is the deadline.
Example

Exam on **Monday** → Last enrolment date: **Tuesday**
Exam on **Friday** → Last enrolment date: **Saturday**

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**Please note:** exam date and Sundays not considered
ATTENTION!!

If you decide not to take an exam for which you are already enrolled, you must cancel your enrolment on-line.

If you forget to cancel the enrolment and don’t show up at the exam, please be aware that this will count as an attempt!

The deadline for the cancellation of enrolment is the same as for enrolment (FIVE working days before the exam date)

If you miss the deadline, you will not be able to cancel your enrollment!!
4. FAQ regarding Modular courses

When do you need to enrol to an Exam of Modular courses:

• The enrolment to exams of Modular courses is necessary when you intend to take the overall exam (M1 and M2) / or get the overall exam mark registered. You need to enrol to the Exam of Modular courses even if:

  ➢ single modular exams have been passed in advance throughout the current academic year (if this is the case, students only need to complete the missing part/module during this overall exam)

  ➢ you want to write only one part/module, although you have already participated to the whole course (if so, the overall exam will be valuated as “not passed” whereby the positive result of the single module maintains the validity until the 3rd exam call in December or January/February. After this 3rd exam call the results of modular exams will be cancelled.
When do you DO NOT need to enrol to an Exam of Modular courses:

- Students who participated in the lectures of only the FIRST module of a complete course, and want to take only the intermediate/ Modular Exam of that single module (Modular Exam M1) at the end of the Winter semester, DON'T need to enroll for the overall exam (which takes place contemporaneously with the Intermediate/ Modular exam – this official exam is the 3rd exam call of the a.y. before and only offered for those who have already attended both modular courses M1 and M2)

**ATTENTION:** The intermediate/ Modular Exam M1 takes place contemporaneously with the overall exam M1_M2:
Validity of results of intermediate/ Modular exams:

- Marks of intermediate / Modular Exams, completed at the unibz, are valid only until the 3rd exam call in the December or January/February exam session. After this 3rd exam session (or after the exam attempts have been consumed) the results of intermediate exams / Modular Exams will be cancelled.

Exams of Modular Courses and Erasmus/Free Mover/Bilateral Agreements:

- Marks of Exams completed at another University during Erasmus/Free Mover/Bilateral Agreements and recognized as an intermediate /Modular Exam, maintain their validity (=Partial recognition).

**ATTENTION:** If you hold a partial recognition, you still need to register for the overall exam and be present during the exam (M1_M2) in order to get the mark of an overall Exam registered. (even if both parts have already been completed Example: you have done the Modular Exam of M1 Diritto Pubblico at the end of the 1st semester 2021/2022 – in the 2nd semester 2021/2022 you have been abroad and you have done an equivalent exam for the modular exam Diritto Privato: you have to enrol for the official exam in September 2022 or in January 2023 in order to get the overall mark – otherwise you will loose the mark for the modular exam of M1 Diritto Pubblico).
Why am I not able to enrol for an exam?

The main reasons at a glance:

- the deadline (5 “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 both languages at B1 level
- you have already sat that exam twice in the same academic year
- the exam is not in your “study career” but only in your “timetable”
- you have not paid your tuition fees

IF none of the above-mentioned reasons apply, please contact the Faculty Secretariat immediately: info-schoolofeconomics@unibz.it

CONTACTS:
Thank you for your attention!

Contact BOZEN-BOLZANO: info-schoolofeconomics@unibz.it