

Fakultät für Wirtschaftswissenschaften Facoltà di Economia Faculty of Economics and Management



Info on Exam Procedure



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Description	Exam date 🔱	Exam code	Exam type	Commission president	Status	Action comment	Deadline	Position/Count	Action
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	орт	Prof. Roberto Farneti (ID: 400355)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	11.12.2021	-	EVALUATE
Diritto pubblico e amministrativo	16.12.2021 10:00	27404	EXA	Prof. Stefania Baroncelli (ID: 300012)	1 Not enrolled	You can enrol	10.12.2021	-	ENROL
Internationale Volkswirtschaftslehre	15.12.2021 14:00	27197	EXA 97	Prof. Dr. Stefan Franz Schubert (ID: 300054)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	09.12.2021	-	EVALUATE
Wine Economics	15.12.2021 10:00	27165	OPT	Prof. Günter Schamel (ID: 300060)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	09.12.2021	-	EVALUATE
Theory of International Relations	15.12.2021 16:00	27160	EXA	dr. Benedetta Carlotti (ID: 403972)	1 Not enrolled	You can enrol	09.12.2021	-	ENROL
Statistica	14.12.2021 12:00	27010	EXA	Prof. Francesca Marta Lilja Di Lascio (ID: 401383)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	08.12.2021	-	EVALUATE
Statistica per SES	14.12.2021 12:00	27055	EXA	Prof. Francesca Marta Lilja Di Lascio (ID: 401383)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	08.12.2021	-	EVALUATE
Principles of Philosophy 2	14.12.2021 08:00	27211	EXA	Prof. Ivo De Gennaro (ID: 300086)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	08.12.2021	-	EVALUATE
Diritto tributario (corso progredito)	14.12.2021 08:00	25406	EXA	Avv. Luca Sabbi (ID:)	1 Not enrolled	Please complete the corresponding evaluation survey first before you enrol	08.12.2021	-	EVALUATE
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Description	Exam date 🔶	Exam code	Exam type	Commission president	Status	Action comment	Deadline	Position/Count	Action
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
Diritto pubblico e amministrativo	16.12.2021 10:00	27404	EXA	Prof. Stefania Baroncelli (ID: 300012)	1 Not enrolled	You can enrol	10.12.2021	-	ENROL
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Academic Writing and Research Skills	14.12.2021 10:00	25449	EXA	Prof. Peolo 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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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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Internationale Volkewirtschaftslehre 15.12.2021 14.00 27197 EXA Prof. Dr. Stefan Franz Schubert (ID: 300054) 09.12.2021 AVA 09	Diritto pubblico e amministrativo	16.12.2021 10:00 2	27404	EXA	Prof. Stefania Baroncelli (ID: 300012)	1 Not enrolled	You can errol	10.12.2021	-		ENROL
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NOW you can enroll – if not, <u>refresh</u> (highlighted in yellow) and try again – see next slide

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and click on the green button "ENROL"

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Principles of Philosophy 1	17.12.2021 14:00	27210	EXA	Prof. Ivo De Gennaro (ID: 300086)	I Not enrolled	Please complete the corresponding evaluation survey first before you enrol	11.12.2021 -		EVALUATE
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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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14.12.2021 12:00 - Statistica EXA

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14.12.2021 12:00 - Statistica EXA 17.12.2021 14:00 - Principles of Philosophy 1 EXA

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Only if you have received the confirmation e-mail and if the "Status" is on "Enrolled", the enrolment procedure can be considered concluded

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

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Academic Writing and Research Skills	14.12.2021 10:00	25449	EXA	Prof. Paolo Maria Perego (ID: 300167)	D Net envilled	Please complete the corresponding evaluation survey first before you encol	08.12.2021		- VALMATE
Nevisione aziendele (corso progredito)	14.12.2021 12:00	25403	EXA	Phof. Marco Mamenti (ID: 211643)	Neterrolled	Please complete the corresponding evaluation survey first before you errol	08.12.2021	-	INVALUATE.
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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

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

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Description	Exam date 🔸	Exam code	Exam type	Commission president	Status	Action comment	Deadline	Position/Count		Action
Grundlegende Elemente der multiprofessionellen Kooperation kennen und umsetzen	11.12.2021 17:00	80835	EXA	N/A	Enrolled	You can unenrol	07.12.2021	72 / 75		UNENROL
Grundlegende Elemente der Elternarbeit mit Familien von SchülerInnen mit Beeinträchtigungen kennen und umsetzen können	04.12.2021 17:00	80834	EXA	N/A	Enrolled	You can unenrol	30.11.2021	72 / 75		UNENROL
nstrumente und Methoden für Evaluationsprozesse und Schulentwicklungsprozesse im Bereich Inklusion kennen und umsetzen können	20.11.2021 17:00	80833	EXA	N/A	Enrolled	You can unenrol	16.11.2021	64 / 67		UNENROL
trategien für die Informations- und iensibilisierungsarbeit mit SchülerInnen zum Thema ieeinträchtigung und Inklusion kennen und umsetzen önnen	13.11.2021 17:00	80831	EXA	N/A	Enrolled	You can unenrol	09.11.2021	72 / 75		UNENROL
	1	1							10 👻	1 – 4 of 4 🛛 🗶

The **deadline** for enrolment and cancellation of enrolment is **five** 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

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 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 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, **DO NOT** 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:

- you have not evaluated all lecturers
- 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 3 times in the same academic year
- the exam is not in your "study plan" but only in your "timetable" you have to insert it in your studyplan
- you have not paid your tuition fees

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

CONTACTS:

https://www.unibz.it/en/faculties/economics-management/facultysecretariat/



Fakultät für Wirtschaftswissenschaften Facoltà di Economia School of Economics and Management



Thank you for your attention!

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

