

6. APP ATTENDANCE IN PRESENCE

Here some actions we all need to take in order to keep safe!

Decide if you want to go to class beforehand

We left behind the time where we could wake up in the morning and decide if we feel like to go to class. As a university we need to be aware of the number of students who prefer to to class on premises. This is important to:

- **Be sure that you can all attend on premises at some point**
- **Be sure on how many people are going to be on university premises at the same time**

There is an online platform where you have to confirm if you want to attend online or on university premises – We are looking into how to use it in the next slides



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Here some actions we all need to take in order to keep safe!

Before you decide about how to attend remember You cannot go to class if you have a fever or other symptoms

- If you do not feel well and you have a fever, cough or a cold, **DO NOT COME**. You will not asked to check your body temperature by an university official but it is **your responsibility to enter university premises with a clean bill of health**.
- It is **mandatory to wear a mask in common spaces**.
- Follow the displays with all necessary information.
- When in a classroom remember **to sit only where there is a sign allowing you to do so** and do not stop and chat near the class entrance or exit
- **Wash you hands frequently or use the gel disinfectants**. Do not touch your face or mask.



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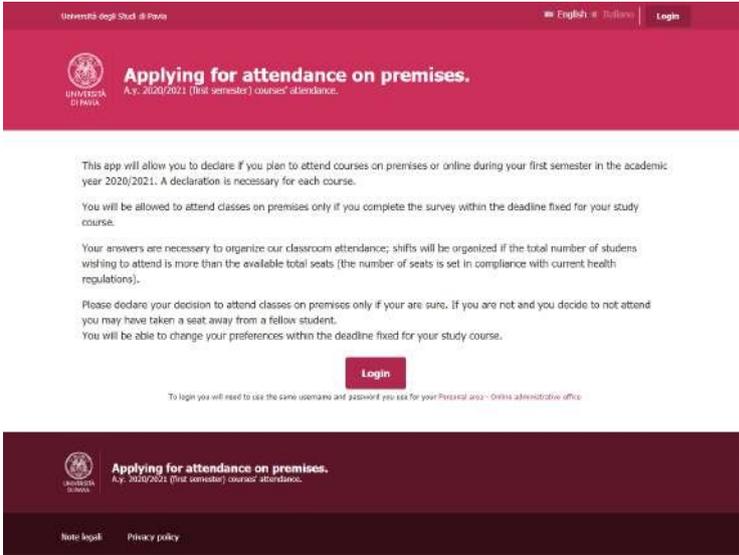
Some main information:

When: you have to confirm your preferences within the deadline decided by each department – Classes are going to start on the 21° or 28° September

Change: you can change your mind in the window of opportunity stated by each department

Online: lessons will be broadcasted and available online – more specific information will be shared by the professor or the department

On premises: only a limited number of student can be in class at the same time, if too many students confirm attendance on premises there may be shifts or schedule



The screenshot shows a web page with a dark red header. The header contains the text 'Università degli Studi di Pavia' on the left, 'English Italiano Login' on the right, and the University of Pavia logo. The main content area has a white background with the title 'Applying for attendance on premises.' and a sub-header 'A.y. 2020/2021 (1st semester) courses' attendance.'. Below the title, there are four bullet points: 'This app will allow you to declare if you plan to attend courses on premises or online during your first semester in the academic year 2020/2021. A declaration is necessary for each course.', 'You will be allowed to attend classes on premises only if you complete the survey within the deadline fixed for your study course.', 'Your answers are necessary to organize our classroom attendance; shifts will be organized if the total number of students wishing to attend is more than the available total seats (the number of seats is set in compliance with current health regulations).', and 'Please declare your decision to attend classes on premises only if you are sure. If you are not and you decide to not attend you may have taken a seat away from a fellow student. You will be able to change your preferences within the deadline fixed for your study course.'. A red 'Login' button is positioned below the text. At the bottom of the page, there is a small note: 'To login you will need to use the same username and password you use for your Personal area - Online administrative office.'. The footer contains the University of Pavia logo and the text 'UNIVERSITÀ DI PAVIA', along with links for 'Note legal' and 'Privacy policy'.

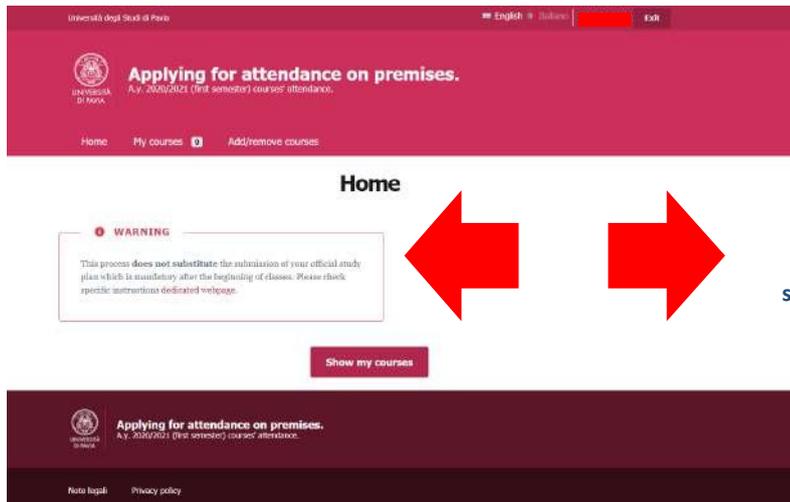
LOGIN to
<https://frequenzainpresenza.unipv.it/>:

Select English

USERNAME: fiscal code you used at the time of your registration on UNIPV website

PASSWORD: the password you use to access your personal area in the UNIPV website





Università degli Studi di Pavia English Italiano Exit

Applying for attendance on premises.
A.Y. 2020/2021 (1st semester) courses' attendance.

Home My courses Add/remove courses

WARNING

This process does not substitute the submission of your official study plan which is mandatory after the beginning of classes. Please check specific instructions dedicated webpage.

Show my courses

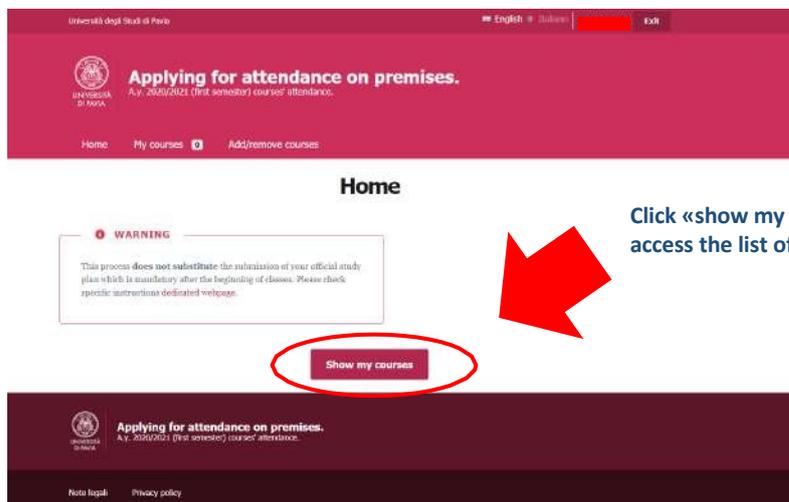
Applying for attendance on premises.
A.Y. 2020/2021 (1st semester) courses' attendance.

Nota legale Privacy policy

Home

ERASMUS:

This process does not substitute your Learning Agreement!



Università degli Studi di Pavia English Italiano Exit

Applying for attendance on premises.
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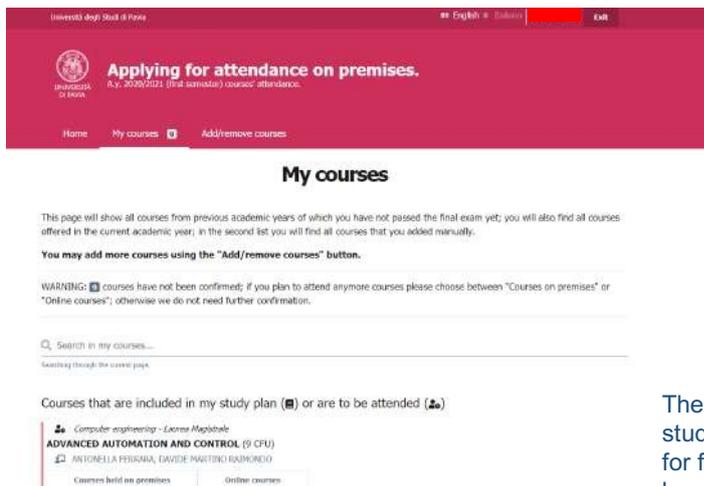
Show my courses

Applying for attendance on premises.
A.Y. 2020/2021 (1st semester) courses' attendance.

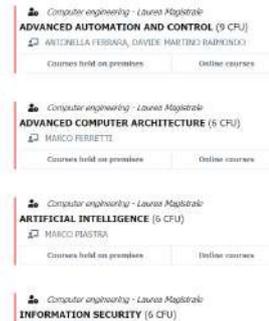
Nota legale Privacy policy

Home

Click «show my courses» to access the list of classes!

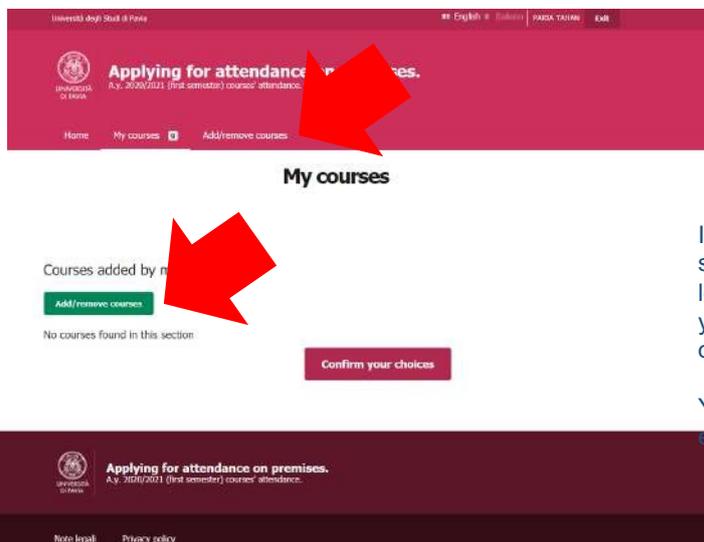


Courses that are included in my study plan (📄) or are to be attended (👤)



The difference between courses included in my study plan and are to be attended is not important for first year student. For you all the courses are «to be attended»

Basically for second year students courses included in my study plan are courses that you already included in your study plan during a.y. 2019/2020; courses to be attended are to included in a.y. 2020/2021



If you do not find in the list courses a specific course you wish to attend or your learning agreement has not been uploaded yet, you can use the Add/remoce courses option.

You can access this option on top or at the end of the webpage

How to search:

- Search by name
- Check the **correct study course** (the university may offer the **same class to different study courses**, you need to make sure that you are choosing the correct course for your scientific field)
- Check the **correct name**
- Check the **correct number of credits**
- Check the **name of the professor**



Courses that are included in my study plan (📅) or are to be attended (👤)

Computer engineering - Laurea Magistrale
ADVANCED AUTOMATION AND CONTROL (9 CFU)
 ANTONELLA FERRARA, DAVIDE MARTINO RAIMONDO

Courses held on premises Online courses



Computer engineering - Laurea Magistrale
SOFTWARE ENGINEERING (6 CFU)
 NICCOLO' MARCHESI, SIMONE MERLINI

Courses held on premises Online courses

Computer engineering - Laurea Magistrale
STATISTICAL LEARNING THEORY (6 CFU)
 GIUSEPPE DE NICOLAO

Courses held on premises Online courses

Courses added by me

Add/remove courses

No courses found in this section

Confirm your choices

Once you have selected your preference for each course, scroll down and click on «confirm your choice»



AREA RISERVATA AND UNIPV PASSWORDS How to use



SERVIZIO RELAZIONI INTERNAZIONALI
Corso Strada Nuova, 65 - 27100 Pavia - Italy
Via S. Agostino, 1 - 27100 Pavia - Italy
E-mail relint@unipv.it

Useful information

EXAMS

Each class you are going to follow will have few dates set for the final examination in the exam calendar. You can choose between these fixed dates and if for any reason you cannot take the exam on the chosen date or you do not pass it: don't worry! You can choose the next one. If you have already booked an exam and you're sure that you will not be able to take it, please inform the professor.

Concerning the ONLINE REGISTRATION:

1. Choose the date;
2. Register from your personal UNIPV area within 2 days of the exam date. In order to register you will be asked to give us feedback on the course by completing an online survey.

KIRO

Kiro is a platform in which you can find materials and information about the courses you follow



Choose the degree course and "enroll" to the single course you are interested to attend
→ Books and a lot more can be found in your specialized library!

APP UNIPV



Download it and log in with your UNIPV username and password.





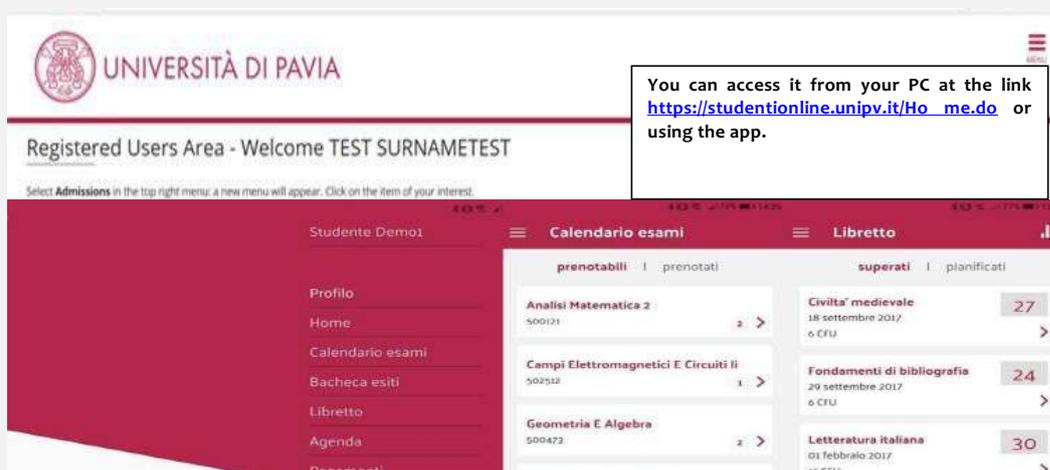
SERVIZIO RELAZIONI INTERNAZIONALI

Corso Strada Nuova, 65 - 27100 Pavia - Italy

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E-mail relint@unipv.it

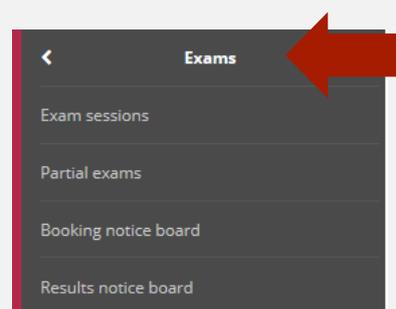
AREA RISERVATA



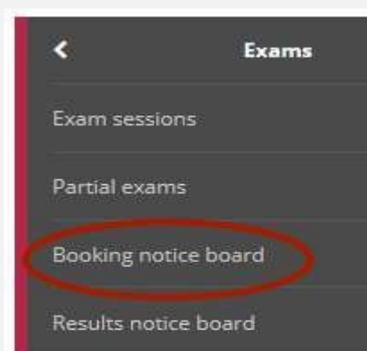
From the **Exam session** you can :

1. Register for the exam
2. Register for just part of exam (only if you are going to take ALL THE PARTS of an exam)

If you are going to take just parts of the exams, ask to the Erasmus Office, by mail, the document for the registration of the grades.



Each exam is held in a fixed date. Register within the dates that are written in the registration column and then you will see the list of your registrations to the exams under "Booking notice board".





SERVIZIO RELAZIONI INTERNAZIONALI

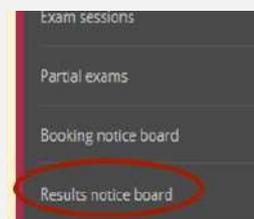
Corso Strada Nuova, 65 - 27100 Pavia - Italy

Via S. Agostino, 1 - 27100 Pavia - Italy

E-mail relint@unipv.it

You pass an exam if you get a **mark of at least 18 out of 30** (min 18/max 30 and 30 cum laude). If your exam is divided into parts (i.e. a written test and an oral interview), professors may decide to use the average mark of the two parts or just the final mark.

You will see your results here →



The professor will publish online your result and you are going to get an email with your mark to your Unipv email address **BUT**

- if you don't like your mark and/or you think you can do better, **within 5 days** after receiving the e-mail, access your personal area and **REFUSE** it. You can try again in the next exam date on the calendar.
- OR**
- you do like your mark! Great! Just let the 5 days pass and the professor will register it online.

Please note that it is possible that **some types of activity will not be visible in your Area Riservata**. If you are going to take **just a module of a course** made up of different parts, the recording of the result cannot be completed on-line. You should therefore have a specific form filled out by your teacher. You can ask us for the specific form or download it from our web page.

Similarly, if you agree with a professor to **take an exam with a reduction of the number of credits** foreseen in your study plan (eg. you have an 8 credits exam in your learning agreement, but you agreed with the teacher that only 4 out of 8 credits will be recognized in your academic career), you would **not** be able to enroll on-line (you should agree with the teacher in which way to enroll) and the exam would **not** be recorded in your Area Riservata. You should therefore have a specific form filled out by your teacher. You can ask us for the specific form or download it from our web page.

If you are going to perform **research activities** in order to work on your Thesis, you should have a form from your University or a specific form, the "Thesis activity Certificate", filled out by the teacher. You can ask us for the specific form or download it from our web page.



International Relations

MOBILITA' INTERNAZIONALE

Via S. Agostino 1 - 27100 Pavia - Italy
Tel. +39 0382 984 302 - Fax +39 0382 984 314
E-mail incoming.erasmus@unipv.it



SERVIZIO RELAZIONI INTERNAZIONALI MOBILITA' INTERNAZIONALE

Via S. Agostino 1 - 27100 Pavia, Italy
Tel. +39 0382 984 601 - Fax +39 0382 984 314
E-mail incoming.erasmus@unipv.it

HOW TO KNOW AND USE YOUR UNIVERSITY OF PAVIA USERNAMES AND PASSWORDS

(Italian version below)

During your Erasmus stay in Pavia you will need to use:

1. username and password to access your University of Pavia email address
(name.surname@universitadipavia.it)
2. username and password to access University Facilities (*Area riservata, Kiro platform, Wi-Fi*)

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY!

1. UNIPV EMAIL ADDRESS

Username and password to access your University of Pavia email address:

- Your username is the email address itself
- Your password is the one you already used to enter the very first online application at the University of Pavia
- What you should do: upon your registration, you will receive an e-mail to your personal e-mail address, in which we will provide you with a University of Pavia e-mail address (nome.cognome00@universitadipavia.it).

Dearest student,

We are happy to inform you that your enrolment has been completed successfully! From now onward you can use all the services Pavia University offers to its students: first of all the mail box. Through you mailbox Pavia University will deliver directly to you official communications and administrative information.

Please find below how to proceed to its set up.

Your E-mail address is: name.surname00@universitadipavia.it.

As from tomorrow you can activate your mail box: just connect to the following: <http://mail.universitadipavia.it>; your user name is your e-mail address and your password that assigned during REGISTRATION procedure.

Be aware that since enrolment has been completed you can use the above mentioned password only to set up and access your university mail box.

As soon as it is enabled you will receive an E-mail reading your new log on credentials, ready for use. You need them in order to access your Reserved Area and all the on line services offered by Pavia University.

University of Pavia (1 PAVIA01)
Ufficio Mobilità Internazionale
Via Sant'Agostino 1
27100 Pavia (Italia)
tel + 39 0382 98 46 01



**SERVIZIO RELAZIONI INTERNAZIONALI
MOBILITÀ INTERNAZIONALE**

Via S. Agostino 1 - 27100 Pavia, Italy

Tel. +39 0382 984 601 - Fax +39 0382 984 314

E-mail incoming.erasmus@unipv.it

Follow the instructions provided, and activate your new account.

- Remember that to activate your new account, you should use the same password you already used to fill in the very first online application at the University of Pavia

If you have any problems finding your password, please remember that you received it in an e-mail from "noreply@unipv.it".

- What you should do if you lose or you cannot remember your password:** contact Ufficio Mobilità internazionale (incoming.erasmus@unipv.it)

2. UNIVERSITY FACILITIES

Username and password to access the University Facilities (Area riservata, Kiro platform , Wi-Fi)

- Your username is your codice fiscale
- Your password will be sent to you by email on your University of Pavia email address

What you should do: when you first open your University of Pavia email address, you will find an email from noreply@unipv.it giving you the password you will need to access university facilities

What you should do if you lose your password: you can ask for a new one on your Area Riservata, as follows. The new password will be sent on your University of Pavia email address.



UNIVERSITÀ DI PAVIA

Area Struttura Didattica

In queste pagine troverai le informazioni relative alla didattica dell'Ateneo e dal MENU in alto a destra potrai accedere ai servizi **Statali**, **Primo** e **Secondo** di **Accademia** e ai servizi **Didattici** e **Amministrativi** personali.

STUDENTI O FUTURI STUDENTI

Se sei già immatricolato presso l'Università degli Studi di Pavia - o lo sei stato in passato - seleziona **login** e utilizza l'identificativo (username che è il codice di accesso (password) per i servizi di Ateneo (gli stessi che usi per accedere alla rete Wi-Fi).

Se non sei mai stato immatricolato presso l'Università degli Studi di Pavia devi registrarti selezionando **Registrazione**. Riceverai un identificativo (username) provvisorio.

Se ti sono già state assegnate le credenziali personali e le hai smarrite, seleziona **Password dimenticata** e segui le istruzioni che ti verranno impartite.

DOCENTI E PERSONALE TECNICO-AMMINISTRATIVO

Per accedere ai servizi telematici legati alla didattica seleziona **login** e utilizza l'identificativo (username che è il codice fiscale scritto in maiuscolo) e il codice



» Password Dimenticata

Recupero password

Docente / Studente / Ex Studente con credenziali di Ateneo

Recupero o cambio password servizi di Ateneo

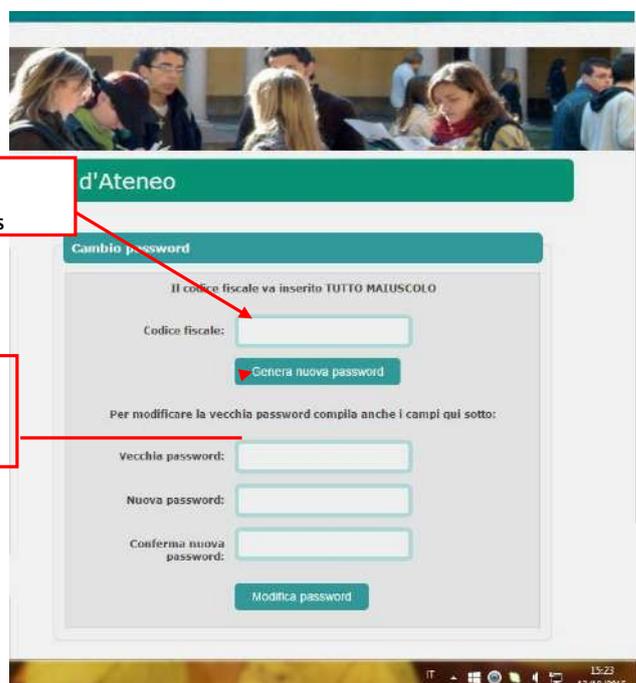
Sulla pagina sono presenti le istruzioni relative sia al cambio sia al reset: si prega di leggerle con attenzione.

ATTENZIONE si ricorda che le credenziali dei Servizi d'Ateneo e quelle della posta elettronica di Ateneo **sono diverse**.

NOTA PER GLI STUDENTI

Prima di richiedere il recupero password dei Servizi d'Ateneo devi verificare di poter accedere alla tua casella di posta elettronica di Ateneo.

Se hai smarrito o dimenticato anche la password della posta elettronica di Ateneo, devi inviare una mail password@universitadipavia.it indicando i tuoi dati anagrafici (compreso il CF) e all'indirizzo posta di cui disponiamo di backup valide. In questo modo, dovrai poi attendere il ripristino temporaneo del servizio alle nostre caselle di Ateneo.



d'Ateneo

Cambio password

Il codice fiscale va inserito TUTTO MAIUSCOLO

Codice fiscale:

Per modificare la vecchia password compila anche i campi qui sotto:

Vecchia password:

Nuova password:

Conferma nuova password:

TAX CODE
IN CAPITAL LETTERS

CLICK ON
"GENERA NUOVA
PASSWORD"