

INCOMING STUDENTS – UNINT FAQs

Please read this document carefully and save it on your laptop. It will be very useful throughout your entire mobility period.

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Before the Mobility

How to prepare everything before arriving at UNINT

1. Where can I find the list of available courses?

You can check the list of available courses in the excel file the International relations office sent you.

For more information about the course please have a look at our online [course catalogue](#). Select the course you are interested in and then click on study plans.

By clicking on each course, you will find out:

- whether that course is an **annual course** (ciclo annuale unico), or is delivered only in the **first/autumn semester** (primo ciclo semestrale), or in the **second/spring semester** (secondo ciclo semestrale);
- the name and email address of the professors who deliver that course, in case you want to ask them any questions.
- the number of cfu (ECTS) given by that course;
- the **component code** of that course, to include in your Learning Agreement;
- details about the **syllabus** of the course.

When filling in your Learning Agreement, remember to **properly write the name and the component code of the course** you want to attend at UNINT and carefully check whether the course you are interested in is delivered in the 1st or 2nd semester (or both).

The language of the course is written in the *General information* sheet as you can see below:

General information

Course: [ECONOMIA E MANAGEMENT INTERNAZIONALE](#)

Curriculum: [comune](#)

Course type: Corso di Laurea Magistrale

Academic year: 2025/2026

Training activity type: Compulsory subjects, characteristic of the class

Scope: Legal disciplines

Language: INGLESE

CFU: 8 CFU

Didactic Activity Type: Lezione

Exam type: Oral exam

Evaluation: Voto Finale

Teaching period: Secondo Ciclo Semestrale (from 22/02/2026 to 29/05/2026)

Holders: [MARCHISIO SERGIO](#)

Length: 48 hours (48 hours Lezione)

Subject area: IUS/14

Location: Roma - Università degli Studi Internazionali di Roma - UNINT

Please note that courses with fewer than 3 participants will be cancelled.

2. Where can I find the course codes (component codes) for UNINT courses?

You can find the component code next to the name of each course on the UNINT website (see FAQ n.1).

The component code you need to include in Table A (Receiving Institution) of the LA is written before the name of the course:

[101657] LABORATORIO DI LINGUE PER IL BUSINESS CINESE - 2025

3. I am a Master's student: can I attend Bachelor's degree courses (and vice versa)?

Yes, you can: if you are an MA student, you can take courses from the BA. Also, if you are a BA student, you can attend courses of the MA provided you have the background to understand the subject.

4. Can I attend courses from different UNINT degree programmes?

Mobility students are nominated for a specific degree programme by their sending University, but they are allowed to attend all UNINT courses, depending on their abilities and **language skills** required by each course (of course the majority of the courses you select should be part of the degree programme you were nominated for). Furthermore, the decision of admitting incoming students to a specific course may be at the discretion of the professor.

Laboratories and seminars give ECTS (CFU) but they do not always have a mark, they are just assessed in **PASSED** or **FAILED**.

5. I am interested in some annual Interpreting and Translation courses, but I will stay only for one semester. What should I do?

First-semester students can take Interpreting and Translation exams for **half of the credits** (always check with the IRO if it is feasible for the specific courses you wish to select) during the first semester. Please note that in this case an ad-hoc exam will be arranged for you, so you won't have the opportunity to choose between two dates (appelli), but will be automatically registered for one.

When classes begin, the student must inform the professor about the exam division and obtain their approval.

Second-semester students are given two possibilities:

- You can take the exam for **half of the credits** (check with the IRO if it is feasible for the specific courses you wish to select).
- You can take the full exam for **all the credits** (once you arrive here at UNINT, you need to contact the professor teaching the course you are interested in, so that they can provide you

with all the necessary information related to the topics that were covered in the 1st semester, in addition to the ones that will be covered in the 2nd semester, in order to prepare for the exam).

6. Does UNINT use the Online Learning Agreement (OLA)?

Yes, students taking part in the Erasmus+ programme coming from European universities can send us their Online Learning Agreement.

7. If my university does not use the Online Learning Agreement (OLA), where can I find a Learning Agreement template in Word format?

You can download our templates [here](#). Please ensure that you select the correct document corresponding to the project in which you are participating. Here is a breakdown for your reference:

- KA131: Pertains to Erasmus+ projects with European countries.
- KA171: Pertains to Erasmus+ projects with non-European countries.
- RELINT: Refers to International Relations or Bilateral agreements, indicating mobilities with non-European countries outside the Erasmus+ program.

8. Who are the UNINT contacts to be included in the Learning Agreement?

- in the first page of your LA, **Receiving institution**, administrative contact person:
 - name **Sig.ra Roberta Brotto**
 - e-mail: erasmus@unint.eu (EU mobilities) ; international@unint.eu (extra-EU mobilities)
 - phone: **+39 06.510.777.412**
- in the signature section, **Responsible person at the Receiving institution**
 - name : Professor Luciano Nieddu
 - e-mail: erasmus@unint.eu (EU mobilities) ; international@unint.eu (extra-EU mobilities)
 - phone: **+39 06.510.777.412**

Please remember that, in addition to the signatures and stamps of both the Sending and Receiving Institutions, **the student's signature and date are mandatory.**

Please send the document in PDF format only. Learning Agreements that are not signed by the student will not be accepted.

9. I cannot complete my registration on Esse3 because I do not have an Italian tax code (Codice Fiscale). What should I do?

To complete the [Esse3 registration](#), you must fill in the online registration form. When asked for your fiscal code, click on **STUDENTE STRANIERO SENZA CODE FISCALE ITALIANO**, as shown in the screenshot below, then click on **Next**.

Codice Fiscale

Digitare il proprio codice fiscale e cliccare su procedi:



Codice Fiscale

Codice Fiscale

Studente straniero senza Codice Fiscale Italiano Dichiaro di essere uno studente straniero senza Codice Fiscale Italiano

Indietro Avanti

When the application period is over, the International Relations Office will proceed with your enrolment. Then, you'll receive an email with your matriculation number and credentials.

If you don't complete your registration, the IRO won't proceed with the enrolment and you won't be able to use your credentials.

10. How can I upload my photo on Esse3?

Log in to your Esse3 page > click on menu > home > photo > upload photo.

Press Choose file (scegli il file) to upload your passport photo; the photo must be 35x40 mm, in .jpg format and must not be bigger than 5 MB. In addition, the photo must comply with the typical characteristics of passport or ID photos. The system will display the uploaded photo in the preview. Then press Confirm.

To make sure that the procedure was successful, click on Menu on the top right corner and you will see the uploaded photo next to your name.

(In case you need more examples, [here's](#) the guide in Italian).

In case the Esse3 system does not allow you to upload the photo, it is probably because you haven't uploaded your ID card/passport yet. If you see **Gestione documenti d'identità** as soon as you enter your Esse3 page, please follow the procedures to insert the required details and upload your document in PDF format.

The photo will be used to generate your **UNINT Card**. In order to get it, you must complete the procedure explained later.

11. The UNINT email address provided by the International Office does not work. What should I do?

Synchronise your credentials by accessing the [MyUNINT Password system](#). Then, click on "Synchronise with Office365". Wait 5 minutes and try again.

Kindly note that this procedure must be completed using a computer. Synchronisation will not work on a phone.

If you are still unable to log in, send an email to helpdesk@unint.zohodesk.com with your Name, Surname and Matriculation Number.

12. Can I start my mobility remotely/from home?

Here at UNINT, we have no problem accepting your nomination, even if you decide to start your mobility online. Talk to your coordinator first and check if this option is allowed by your sending Institution.

If you start your mobility online, from your home country, you just have to inform us that you will come to Italy later. In any case we will proceed with your enrolment and will give you your credentials to start attending UNINT courses online. Then, once you decide to come to Italy, you will send us via email your flight/train/bus ticket.

Remember: your arrival and departure dates are very important for filling in your certificate of attendance, especially considering that most of you (Erasmus+ students) have a scholarship whose amount depends on these dates.

13. Do incoming students have access to any UNINT discounts or student services?

Being a UNINT student means you can enjoy a wide range of discounts thanks to our partnerships across Rome. Click [here](#) to view the full list of our partners, organised by category (e.g. accommodation, hotels, gyms, beauty centres, restaurants, transport, and more).

During the Mobility

Academic life and administrative procedures during your stay

14. How can I get my UNINT student card?

To get your UNINT card, you need to apply for it through this link:

<https://badge.unint.eu/prenotazioni/>

after completing your registration on Esse 3 and uploading your photo. We recommend requesting the card just a few days before your arrival.

Once the UNINT card is ready, you will receive an email notifying you that it can be collected from the IR Office.

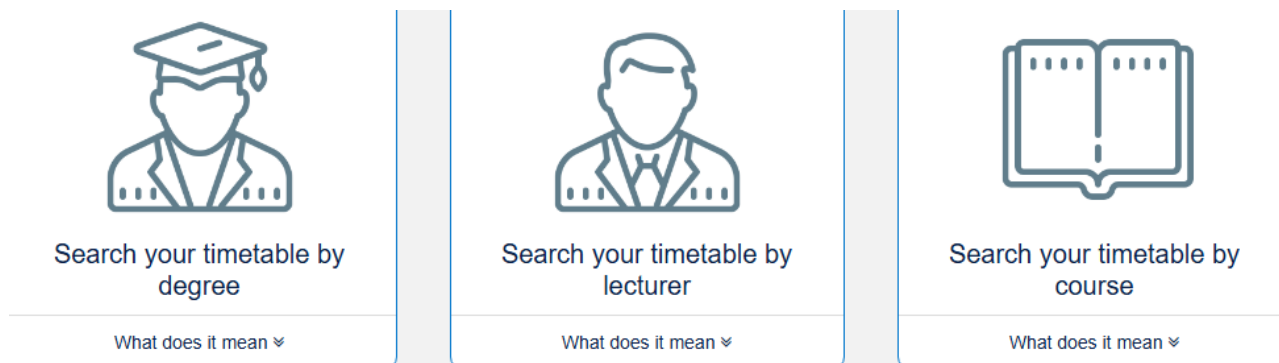
It is not mandatory to get a UNINT card, but it can be very useful: you can use it as an ID to take exams, as proof of student status to get discounts at museums and with all UNINT partners (<https://www.unint.eu/en/convenzioni/>), and to use the printers at the university.

15. Where can I find my class timetable?

You will be able to view your timetable (as soon as it is available) both on the online platform (accessible through our website) and on the UNINTOUCH app, available for download from the Apple Store or Google Play.

On the **online platform**:

to view your classes, visit the [UNINT INTOUCH](#) section on our website and go to >Classes schedule. Here, you can search for your timetable using various filters (by degree, by lecturer, or by course), as shown in the screenshot below:



Once you click on “View Timetable”, you will be able to see all the courses based on the filters you selected. We recommend searching by course for easier consultation.

On the **UNINTOUCH** app:

Once you download the app, create your profile by clicking on the ‘+’ in the top-right corner > fill in the Educational Path section with your details (Degree Course, Year, Curriculum) > click on Next

You will then see a list of all the courses belonging to the study field you previously selected.

Select only the courses you are interested in from the list and click OK - your timetable will appear in your agenda.

Please note: If you wish to attend courses from different degrees, you need to create more than one profile. (One for each degree programme from which you have selected any courses).

16. In which modality will classes be delivered (on-campus, online, or hybrid)?

All UNINT classes will be delivered in blended modality, both in person and online (live streaming). Please note that most of the classes of the Master's degree course in Languages for Innovative Teaching and Interculturality will be delivered a predominantly distance-learning mode.

Remember that, no matter how courses are delivered, all exams take place in person.

17. What does it mean that the course is delivered in a predominantly distance-learning mode?

Courses delivered in e-learning mode combine:

- multimedia learning materials and recorded lectures;
- live online sessions (Virtual Classrooms);
- interactive learning activities (e-tivities);
- project work and collaborative activities;
- continuous monitoring and feedback from lecturers and tutors.

E-tivities are an integral part of the learning process and are designed to promote active participation, application of knowledge and progressive achievement of learning outcomes. Depending on the specific course requirements, students may be required to complete the assigned learning activities in order to fulfil the educational pathway and related assessment requirements.

If these e-tivities are not completed, students will not be allowed to take the exam.

You may include e-learning courses in your Learning Agreement, and UNINT will provide you with the access credentials for these courses after your arrival.

18. How can I attend online classes?

In case you are attending your classes from home, you need to log in to the **UNINT Everywhere** platform (<https://everywhere.unint.eu/>). You can reach it from the UNINT website (**Accedi a EVERYWHERE**), and log in with your credentials. Once you are in, click on **All courses** and select your **faculty, course** and **academic year**. Here you can find the list of the online courses. Select the course you are interested in; in the next page you'll find the link to the live streaming and, below, all the details related to the courses and lessons.

19. If I need to modify my Learning Agreement before the mobility, what should I do?

Students have a maximum of 5 weeks from the beginning of classes to send the "Learning Agreement During the Mobility" to the International Relations Office.

Requests submitted after this deadline will not be accepted.

20. How can I register for exams?





Exam dates (appelli) will be available some weeks before the exam session. You can see if the dates are available at the following [link](#).

To register for exams, you need to log in to your esse3 page, then go to menu > home > exams session.

There, you should be able to see the list of the available dates for the courses you are enrolled in, as shown in this screenshot:

- Click on the **"book"** next to the name of the course to book your exam on the date of your choice, and you will see this:

Appelli disponibili per insegnamenti del proprio libretto

Attività didattica	
	INNOVAZIONE E IMPRENDITORIALITÀ DIGITALE
+ 	INTERNATIONAL TAX LAW
+ 	LINGUA ITALIANA PER STRANIERI - LIVELLO INTERMEDIO/AVANZATO
+ 	TOURISM, CULTURE AND SUSTAINABILITY

- Click on **prenotati all'appello** to confirm your registration.

Calendario delle prove

Data - Ora	Edificio e Aula	# Iscr
05/06/2026 15:30	-	21

[Prenotati all'appello >>](#)

[Annulla](#)

You have time to register for the exam up to 5 days before the exam.

21. Can I ask a Professor to provide me with a grade for labs or seminars that are only assessed as PASSED/FAILED?

No, for labs and seminars you will not receive a grade. In the ToR, they will appear as Passed or Failed.

22. How many exam sessions (“appelli”) and attempts do I have to pass an exam?

There are 2 dates (appelli) available for each exam. It is up to you whether to take an exam on the first or second date. If you fail on the first date, the professor teaching the course decides whether you can try again on the second date.

23. How can I accept or reject my grades?

At UNINT, students are given the opportunity to accept or decline the grade they received. There are two slightly different procedures for written and oral exams.

- **Written exams:** once you have taken the exam, the professor will grade it. If you pass, you will find the grade on your ESSE3 page, specifically under **BACHECA ESITI**. From that moment, you will have 5 days to either accept or decline the grade. If you take no action within **5 days**, the grade will be **automatically considered accepted**.
- **Oral exams:** as soon as you have taken the exam, you need to check your **BACHECA ESITI**, where the grade will be published. You will then have **48 hours** to accept or decline it. If you take no action within this timeframe, the grade will be **automatically considered accepted**. We strongly recommend completing this step immediately after receiving your grade.

After the Mobility

Closing documents and Transcript of Records

24. When is the Certificate of Attendance issued?

The start date of your mobility is registered during the Welcome Day, whose attendance is mandatory. If, for valid reasons, you cannot attend the Welcome Day, you must make sure to come to the International Office as soon as you arrive at UNINT in order to complete your registration.

The end date of your mobility corresponds to the last day on which you take an exam at UNINT, NOT to the official end date of the exam session.

Please pay close attention to this aspect, as your scholarship will be calculated based on the dates indicated in the Certificate of Attendance.

25. When will I receive my Transcript of Records (ToR)?

We will send the Transcript of Records (ToR) both to you and to your home university by email approximately five weeks after the end of the exam session.