

Frequently Asked Questions

International students - Bachelor's degree in Business Administration

This FAQ is a summary of the “practical” discussions held with students over the years. This note aims to simplify and highlight some important aspects of academic activities that concern students. Students may contact the Degree Program Coordinator or the administrative offices at any time for further clarification.

Consequently, this FAQ is subject to continuous updates and additions.

1. Courses and other academic activities

Is there somebody I can talk to if I need “practical” support?

Incoming exchange students can take advantage first of all of the Welcome point office <https://international.unime.it/services/welcome-point> and other University service available from this page: <https://international.unime.it/services>. For all others information, you can enter in the “study with us” area ([“https://international.unime.it/studying](https://international.unime.it/studying)).

The following FAQ complements the previous information.

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On the website (<https://management-impresa.cdl.unime.it/it>) it is written that this course is bilingual, what does this mean?

The bachelor program in Management d’impresa, (CdS in Management d’impresa or Corso di laurea triennale in Management d’impresa) is bilingual because the

bachelor program have two curriculum/path. The first curriculum is totally in Italian and the second is totally in English. For more details: <https://management-impresa.cdl.unime.it/en/study-plan/study-plan>

Is there a general regulation for the CdS?

Yes, there is. It can be viewed and downloaded from the main page of the Course of Studies. The regulation specifies many aspects covered by the following questions. The document can be found at this link: <https://management-impresa.cdl.unime.it/it/il-corso>

What are the admission requirements and methods for verifying initial preparation?

For admission to the Bachelor's Degree in Business Management, the program regulations require a secondary school diploma as per current regulations or another equivalent qualification obtained abroad, recognized as suitable by the competent University authorities. Additionally, for admission, verification of personal preparation (as per Art. 6, paragraph 1 of Ministerial Decree 270/04) is carried out through the CISIA test or equivalent tests. The Study Program Council publishes on the Study Program website the type of test and the passing threshold required for a positive verification. If the personal preparation verification is not positive, additional educational obligations (OFA) will be assigned, which must be fulfilled in the first year of the course. The methods for addressing any deficiencies in initial preparation are published on the Study Program website.

Where can I find all the information about TOLC/OFA?

The information about TOLC/OFA in English is online at the link: <https://international.unime.it/study-us/tolc-test-online-cisia> The information has been added to the menu on the "Study with us" page aimed at international users and can also be accessed through the "English version" link in the "TOLC" section in Italian: <https://www.unime.it/didattica/tolc-test-online-cisia>

What happens in case of failure to meet the OFA requirements?

In the event of failure to meet the OFA requirements, the student will be enrolled in the first year as a repeating student.

In the study program for the English curriculum – Business Management, it is stipulated that during the first year of enrollment students must attend a course in 'additional linguistic knowledge.' What does this requirement entail?

The goal of these activities is to obtain linguistic competence. The system recognizes the student and presents the linguistic competence activities of his/her degree program. Students enrolled in the first year of the degree program must acquire the communication skills required by level A2 of the Common European Framework by participating in the activities provided by the Rosetta Stone platform in one of the languages spoken in the member states of the EU (https://european-union.europa.eu/principles-countries-history/languages_en) other than English and the official language of their country of origin. Alternatively, students can acquire communication skills in the English language but at a higher level than the one required for admission to the degree program.

What does it mean to request the recognition of an English language certificate for the course "Additional Linguistic Knowledge," but at a higher level than the one required for admission to the degree program?

It means that student enrolled in the English curriculum, in order to request recognition, you must hold an English language certificate at least at C1 level, since admission to the degree program only requires a B2 level.

In this case, the request must be submitted to protocollo@unime.it, with the Department of Economics teaching office and the Degree Program Coordinator in copy. You must attach both a certification and a valid ID document. The teaching office will then provide further instructions to complete the recognition procedure.

Please note: there is no need to resend the documentation to [protocollo](mailto:protocollo@unime.it) again in the short term. The credit transfer procedure is finalized with the approval of the

Degree Program Council, which usually meets once a month. Sending the documentation multiple times will only slow down the process.

How to participate in the activities provided by the Rosetta Stone system?

Since the academic year 2020/2021, the University of Messina has made the Rosetta Stone® Language Learning Software available to its students to study and improve foreign languages. For all information, click here:

<https://sway.cloud.microsoft/24leGrhIhGzEpCOU?ref=Link>

The study program includes an educational activity in the first year called "Free Course." What is it about?

The student can earn credits for this activity (6 ECTS) by taking exams related to subjects offered at the University in courses of the same level, autonomously chosen by the student via the Esse3 system or through other university activities. These subjects should complement the student's education. For more information, consult the general regulations of the Degree Program (<https://management-impresa.cdl.unime.it/it/il-corso>).

How to acquire credits for computer science disciplines and specifically for “BASIC COMPUTER SCIENCE CONCEPT”?

By accessing the E-learning platform with your UniMe credentials, you can follow a 100-hour course. At the end of the course, you will be able to take the Final Test by booking it through Esse3 on the available dates. For more information, please visit the homepage of the Department of Economics.

Is it possible to request the transfer/recognition of credits obtained in other degree programs?

Yes. The request must be submitted to protocollo@unime.it, with the Department of Economics teaching office and the Degree Program Coordinator in copy.

The request must be clearly specified. For example: “I request the recognition of course X (specify the course from your previous degree program) as equivalent to

course Y (specify the course included in your study plan for the curriculum and the Business Management degree program)”

You must attach both a transcript of records and a valid ID document. The teaching office will then provide further instructions to complete the recognition procedure.

Please note: there is no need to resend the documentation to protocollo again in the short term. The credit transfer procedure is finalized with the approval of the Degree Program Council, which usually meets once a month. Sending the documentation multiple times will only slow down the process.

When do the academic activities begin?

The academic activities begin according to an academic calendar divided into two cycles called "semesters." The complete calendar can be found at this link: <https://economia.unime.it/it/didattica>.

Which courses should I follow in my study plan?

The courses to follow, divided by semesters, are generally defined for the entire three-year study period. The complete document listing all the disciplines can be found starting from the main page of the degree course. Every year, all current students at the University of Messina must complete their study plan by accessing their personal area on Esse3 and selecting the "Study plan" menu item. For more information click here: [study plan](#).

How can I find out the schedule of the courses I will need to attend?

The course schedule can be found in the "study" section of the CdS under "courses."

"In which classroom" and "when" exactly will the courses begin?

Shortly before the start of the academic activities, students can view the exact date, the course instructor, and the classroom where the lessons will be held in the "study" section of their CdS or by clicking this link: <https://management-impresa.cdl.unime.it/it/studiare/orario-delle-lezioni>

Can the course schedule change?

Yes. The course schedule can change; therefore, it is recommended to check the schedule webpage daily as well as the "news and announcements" (News e Avvisi) section of your CdS.

Are there any prerequisites for the courses?

There are no prerequisites. In general, it is advisable for students to follow the annual progression as outlined in the Scheduled Teaching Plan while studying the academic activities.

How can I find out “who” the professors responsible for the courses I need to take are?

There are at least two ways. The first is by reading the name and surname of the professor directly from the class schedule at <https://management-impresa.cdl.unime.it/it/studiare/orario-delle-lezioni>. Alternatively: <https://management-impresa.cdl.unime.it/en/study-plan/study-plan>

Is there an office hour schedule for Professors?

Yes, it is available by accessing the professor's personal page by typing their surname at the following link: <https://unime.unifind.cineca.it/>. On the same page, you can also see any notices from the professor regarding suspensions or postponements of office hours.

How can I get information about the seminar activities organized by the department and/or the CdS?

Generally, all information is provided on the department's homepage as the events approach. Therefore, it is advisable to constantly check the news areas on the Department's website <https://economia.unime.it/it> and the CdS website <https://management-impresa.cdl.unime.it/it>. Professors also play an important role during lectures and might provide additional information, if it falls within their purview.

Does the Department have an Orientation service?

Yes. All information can be found on this page: <https://economia.unime.it/it/didattica/orientamento>

What are the opening hours and days of the Library in the Department?

The opening hours for the public at each location are detailed on the page <https://antonello.unime.it/biblioteca-del-polo-centrale-2/>. Any changes or closures due to holidays or academic breaks are promptly communicated on the homepage of the University Library System's page.

Is it possible to access the Internet in the Library?

In the Economics Library, there are workstations available for users to access the Library's electronic resources and other tools useful for bibliographic research. Access to the network is permitted from some workstations that users can utilize upon request to the Library staff.

How many books can be borrowed and for how long?

The number of books that can be borrowed at the same time and the duration of the loan vary depending on the type of user and the type of book. The different conditions of the service are detailed on the page <https://antonello.unime.it/utenti-istituzionali-prestito-locale/>.

Is it possible to consult Discovery, the university catalog, and other research tools from home?

They can be freely accessed from any PC or mobile device, but if you need to view or download a document in electronic format obtained from the search results, you need to be connected to the University network or connect via **VPN**, **VPN Piattaforme sul Cloud** o **Idem Garr**.

What about the Erasmus exchange program?

For questions, please contact the Erasmus Office or visit <https://international.unime.it/mobility/outgoing-mobility>

It is also possible to contact the Erasmus coordinators of the degree program at the following email address: erasmus.managementdiimpresa@unime.it

Your study plan includes an activity called a traineeship (also referred to as an internship).How does it work?

The internship is a curricular activity that must be completed during the final year of the program. Students are required to find an organization that can host them for a minimum of 100 hours. Host organizations may also be located abroad.

In some cases, other activities can be recognized as equivalent to the internship—for example, work experience carried out during the three-year program or participation in specific courses.

Further information is available here: <https://economia.unime.it/en/didattica/internship-and-stage>

2. Exams

What is the grade scale at Unime?

Unime grades are given on a scale out of thirty (30/30), with 18/30 being the minimum passing grade.

When do exams take place at Department of Economics?

Fall Semester (first session): the official exam sessions run during the months of January and February. Spring Semester (second session): the official exam sessions are scheduled in June, July. A third and fourth session are planned between September and November. The complete calendar can be found at this link: <https://economia.unime.it/it/didattica>

Can I re-sit an exam?

Only students who have not achieved a passing grade (lower than 18/30) are allowed to repeat the exam in the following exam session. When the commission express a final positive evaluation, you pass the exam and you cannot reject the grade. If you fail it, you can re-sit it, provided that you are officially registered for the next available exam session and 30 days after the last exam date. Still, students are free to sit and re-sit their exams during the session/s that best fit their needs only in case of withdrawal during the exam, until the Commission will not have expressed the final evaluation. For further information: <https://management-impresa.cdl.unime.it/it/il-corso>

Am I automatically registered for exams?

No, you have to register for each and every exam you want to take through Esse3 Platform. Before registering for exams, it is also necessary to have completed your study plan.

How and when can I enroll for exams?

You can register for the exams on using the Esse3 platform where you have all information on deadline. The student must not have any outstanding payments to University.

Can I sit an exam without registration?

No, you are not allowed to sit the exam without registration.

Is anything required from me to access the exam?

Do not forget to bring your Unime ID (matricola) on the day of your exam and your ID card/Passport.

What are the logistical and organizational aspects of taking the exam?

Much depends on whether the exam is written or/and oral. The professor will give all the information from the very first days of class

Am I allowed to take Unime exams back at my home university?

No, exams must be sat at Unime premises only

Can I take the exam on a different date?

No, exams must be sat on official exam dates only. Exam dates cannot be changed upon request.

Given the advance with which the dates are set, it is possible for reasons of force majeure that a professor must change the start time of the exam or, in exceptional cases, the date of the exam. Students must therefore verify the exact location and time of the exam in the "new and avvisi" area of the degree course on the afternoon of the day before the exam date. Student athletes in national and international competitions may have dedicated exam sessions.

What should I do if two or more exams are scheduled on the same day and at the same time?

You can modify your study plan (if possible) according to the exam dates, during the official course selection periods. As an alternative, you can sit the overlapping exams in 2 different scheduled date.

How do I know my exam grades?

Exam grades are published on the ESSE3 platform. Some Professors might also publish the exam grades on the Blackboard e-learning platform. The professors will inform the students about the organizational procedures in this regard.

How do I know the classroom for my exams?

The exam rooms will be available on the web page of bachelor program generally the working afternoon before the date of the exam.

Can I take two or more exams the same day?

Yes you can, provided they do not have a time conflict. Remember to always verify the duration of the exam with the professor in charge of the course.

What can I do if my exam grade is not available yet?

We suggest that you get in contact directly with the Professor in charge of the course or the relevant department in order to verify the status of your grade, since they are responsible for academic issues.

How are grades converted at my home university?

Each partner university has its own grade conversion table. Refer directly to the International Relations Office.

What happens if I do not sit an exam I am registered for?

You can decide not to sit an exam you are registered for, with no penalties. The professor will record his absence on the ESSE3 system. If another session is available, you will be able to register for it, starting from the day after the exam date you were registered for.