



University of Naples Federico II

Orientation day

September 14, 2021



- Welcome from professor Valeria Costantino — Erasmus Rector's Delegate
- International Office
- University Language Center
- Sinapsi
- International Welcome Desk
- Departments Erasmus Delegates greetings

Programme



programme



Ufficio Relazioni Internazionali



Ufficio II"

- Marina Alfano, David De Simone
- all requests will be processed by email
- for special issues you can ask for an appointment at incoming@unina.it



places

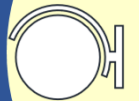


Ufficio Relazioni Internazionali

The UNINA International Website

- <http://www.international.unina.it/>
- <http://www.international.unina.it/erasmus/>
- professor Valeria Costantino - Erasmus Rector's Delegate — contact is delegato.erasmus@unina.it

To check out the travelling rules of Ministry of Health you will find a link on our web page <http://www.international.unina.it/erasmus/>



website



Registration at the University

- At your arrival in Naples please send an email to incoming2122@unina.it to be registered at the University. If you need to come to the International Office for original signatures on documents from your universities, let us know, we will give you an appointment.
- After the registration you will receive a certificate with your student number and PIN code.

The International Office will fill in and sign all the documents requested by your University. For signing the Learning Agreement and other information about courses you need to contact your Academic coordinators.





Access to the UNNA IT Tools

In order to access the University Information Technology System, international/Erasmus students need to activate their institutional email ...@studenti.unina.it following these steps:

1. Go to <https://www.idm.unina.it/UninaPswMngt/loginPuk>;
2. Carry out a login entering user key (Codice Fiscale) and PIN;
3. Once logged-in, account and institutional e-mail box will be visible;
4. Click on the indicated link — the page to change the password to associate to the mailbox will be displayed;
5. Push “**save**” to save information or “**cancel**” to cancel them.





Access to the UNNA IT Tools

Once activated your email you can access the University Wi-Fi connection, the reserved student area of docenti.unina.it and Microsoft Teams.

DocentiUnina (www.docenti.unina.it) is a tool that allows electronic connection between teachers and students. Through this service, Federico II professors will share information, materials and documents with students.

Microsoft Teams is the main tool that will be used for the online teaching. Further information at <https://softwaresso.unina.it/teams/TEAMSstartguideStudent.pdf>



Unina email



Codice Fiscale

The **Codice Fiscale** is the tax code in Italy. This is an alphanumeric code consisting of 16 characters. It is the only way to identify unambiguously individuals and it is necessary for several purposes, e.g. open a bank account, receive payments or scholarships, etc...

Send an email to the **International Welcome Desk** (internationalwelcomedesk@unina.it), the **ONLY** company in charge of welcoming foreign students and researchers. They will assist you in obtaining fiscal code.





PINcode and exams

The PIN (Personal Identification Number) is a code necessary for the exams digital registration. You will receive it as soon as you will register at University of Naples Federico II.

Please remember to provide the PIN every time you will pass an exam, even if it is a written one.
Otherwise your exam will not be registered.



PIN code



PINcode and exams

UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II



N.Reg. CE2019004198000054

Matricola N. 0001 [redacted] (Pin= 13369)

Si certifica che :

il Sig. [redacted]

nato il [redacted] a MERSIN (TURCHIA)

proveniente dall' Università' di UNIVERSITÀ TECNICA DI YILDIZ (TR ISTANBU07) e' registrato come studente Erasmus presso l'UNIVERSITA' DEGLI STUDI DI NAPOLI FEDERICO II (DIPARTIMENTO DI INGEGNERIA INDUSTRIALE) per il periodo dal 04/09/2019 al 30/07/2020.

this is to certify that :



PIN code



Access to the Microsoft Teams

If you don't have an Office 365 account, please follow the registration instructions at <https://softwaresso.unina.it>

If you have an Office365-Unina account with your account (*account@studenti.unina.it*) go to the following link to sign-in <https://www.office.com/>

Attention: ONLY USE «Account aziendale o dell'istituto di istruzione»

To access the Office 365 Unina suite you need to get an account as described above. If you sign in with credentials acquired autonomously from Microsoft portal or Windows credentials, you can't use all the features provided by Unina.



Teams



Access to the Microsoft Teams

Teams is available in web version or app Desktop version

You can access the web version here <https://teams.microsoft.com/>

The app Desktop option, is more complete than the web version. If you decide to use the web option (no installation required), you should use Chrome or the last EDGE version. For the app Desktop version, install and then launch the application, in order to enter with the credentials Office365 Unina (*account@studenti.unina.it*)

To start Teams you need to click on the icon in the app list you can find in Unina Office 365 main page



Teams



Microsoft Teams support

For more information and FAQ, please visit <https://softwaresso.unina.it>

For assistance write an email to teledidattica@unina.it



Teams



First semester organization

Federico II will offer all courses in presence, according to the capacity of the classrooms and in compliance with the anticovid legislation. If needed only one third of the course hours will be from distance.

Laboratory and practical activities will be carried out in presence, respecting all safety measures. In any case, students who are unable to attend the courses in presence will be given the opportunity to attend them online.

More information are available on the web site of each Department. You can also contact your Academic Coordinator or the Erasmus Departmental Coordinators for further details.





Access to the university buildings and facilities

- from 1st September and until 31st December, to access the university structures and building is required the EU COVID GREEN PASS, that proofs that a person has either been vaccinated against COVID-19, received a negative test result or recovered from COVID-19.
- The certifications issued by the Canadian health authorities, Japan, Israel, the United Kingdom of Great Britain and Northern Ireland (including Gibraltar, Isle of Man, Channel Islands and bases on the island of Cyprus and excluding non-territories belonging to the European continent) and the United States of America are recognized as equivalent. The European Union accepts also COVID certificates issued by North Macedonia, Turkey and Ukraine.



Green Pass



General safety rules

- If you have symptoms of **acute respiratory infections** (fever, cough, cold), DO NOT leave your house.
- When you are in the university common areas (classrooms, laboratories, common areas, etc) always wear a **mask** to protect your nose and mouth.
- Follow the directions on the signs.
- In the classrooms, sit only in the **indicated places** (they will be highlighted by specific signs), avoid gatherings (especially in and out) and physical contact.
- **Wash your hands** frequently or use the special dispensers of sanitizing solutions to keep them clean; avoid touching your face and mask.



safety



Important warning

- If you have symptoms of acute respiratory infections (fever, cough, cold) IMMEDIATELY self-isolate and contact A.S.L. at **800 909 699**
- Students who have been in **CLOSE CONTACT** with someone who tested positive for **COVID-19** can write an email to International Office: we will help you arrange a COVID-19 test

STAY UP TO DATE VISITING

<http://www.salute.gov.it/portale/nuovocoronavirus/homeNuovoCoronavirus.jsp?lingua=english>



warning



Before leaving

- **CERTIFICATE OF ATTENDANCE**

At the end of your Erasmus period you can ask to the International Office the final certificate of attendance.

- **TRANSCRIPT OF RECORDS**

Ask for the transcript of records to the International Office or the Segreteria Studenti Office of your Department.



before leaving

Department insights



Architecture
September 23, 9 am
S.L. 4.5 classroom
in Via Forno Vecchio, 36



Social Sciences
September 22, 10 am
shorturl.at/iszJN
Teams code: cuyq4dy



Law
September 15, 9,30
Aula Coviello
Corso Umberto I, 40
Or
Youtube Streaming
shorturl.at/fyKUY



Economics, Management
and Institutions
September 16, 11 am
E3 classroom
Monte Sant'Angelo
Via Cintia, 21
Or via Teams
shorturl.at/wxFS0



Pharmacy
September 30



School of Medicine and
Surgery
September 23, 4 pm
via Zoom





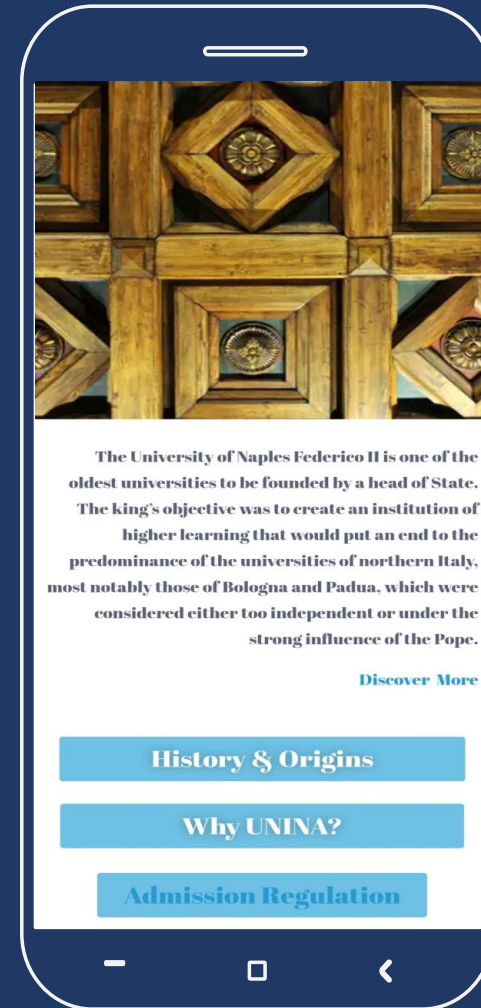
Thank you for your attention and be responsibly safe!





Visit our website 

<http://www.international.unina.it>



contact