



University of Naples Federico II

Orientation day

February 23, 2021



- Welcome from professor Valeria Costantino —  
Erasmus Rector's Delegate
- International Office
- University Language Center
- International Welcome Desk
- Virtual Coffee Break (20 minutes)
- Questions and Answers

Programme



programme



## Ufficio Relazioni Internazionali

- EDIFICIO CENTRALE  
CORSO UMBERTO I, 40  
TEL. +39-081-2537101/187  
email: *incoming@unina.it*  
<http://www.international.unina.it/>  
Facebook: International - Unina "Federico II"  
Instagram: internationalunina

- David De Simone, Marina Alfano
- all requests will be processed by email
- for special issues you can ask for an appointment at [\*incoming@unina.it\*](mailto:incoming@unina.it)



places



# Ufficio Relazioni Internazionali

The UNINA International Website

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

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



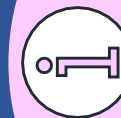
## Registration at the University

- At your arrival in Naples please send an email to *incoming@unina.it* to be registered at the University

If you will start Erasmus mobility attending the courses from your own country, please let us know with an email and we will register you so that you can access the university tools. If at a later time you will come here in Naples to continue the semester, please send an email to inform us of your arrival.

- 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 UNINA 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](http://docenti.unina.it) and Microsoft Teams.

DocentiUnina ([www.docenti.unina.it](http://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](mailto: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



## Attending classes with Microsoft Teams Meeting

If you are invited, a notification on Teams or an email will inform you that you are a member of a team.

You can ask to become a member of a team if you are not part of it but that you see it in the teams list. In that case, the owner of that team has to allow you to access that specific team.

The creator of a team can make a code and share it. If you receive a code, use it to access to the team with the option “*Unisciti a un team o creane uno*”.



Teams



# Microsoft Teams support

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

For assistance write an email to [teledidattica@unina.it](mailto:teledidattica@unina.it)



Teams



## Second semester organization

A blended semester (mix of presence and distance activities) is currently planned.

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.





## 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

- always wear a mask to protect your nose and mouth even outdoor
  - **respect the distancing measures**
  - wash your hands frequently
  - **avoid gatherings and unnecessary physical contacts (parties, tours and so on)**
  - from 10.00 pm to 5.00 am are allowed only movements motivated by work needs, situations of necessity, urgency or health reasons
- **PARTIES ARE FORBIDDEN.** There will be fines - from 400 to 1.000 euros - for anyone attending illegal indoor gatherings.



**warning**



## 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



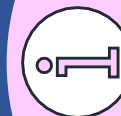
## Before leaving

- **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



Please use Teams option "*Question Form*" in order to submit questions. We will answer after the break.

*Thank you for your attention and be responsibly safe!*



# Department insights



## Biology

After this presentation  
Teams code: unthmg6



## School of Medicine and Surgery

February 26, 11 am  
via Zoom



## Law

February 25, 11.30am  
[shorturl.at/vDHR7](https://shorturl.at/vDHR7)



## Social Sciences

February 26, 9 am



## Architecture

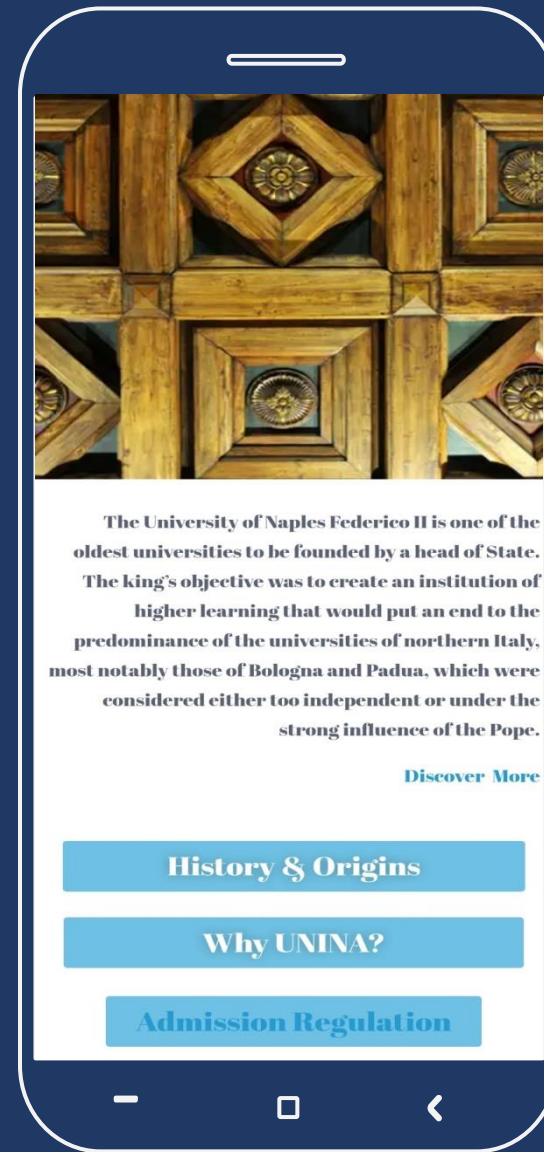
March, 1st





Visit our website 

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



contact