

WELCOME!

This is a collection of useful information in order to better enjoy the entrance to the University aimed at first-year students in the Master's Degree Course in Applied Experimental Psychological Sciences (Class LM- 51).

Where can I find the information I need?

The main sources are:

- 1) **The University Portal** (<https://en.unimib.it/>). Here you will find the general information common to all the degree courses offered by the University and the specific information of the degree courses belonging to the Department of Psychology, as well as the most frequently used online services.

In particular, we recommend consulting the following pages:

- a) <https://en.unimib.it/education/teaching/bachelors-and-masters-degrees> for information on admission procedures and teaching regulations of the courses of study
- b) <https://www.unimib.it/servizi/studenti-e-laureati/segreterie-studenti/modulistica> at this link you can download the most frequently used forms (requests, recognition of previous career, certificate of presence, etc.)
- c) **Online Student Registry** <https://s3w.si.unimib.it/Home.do> where, from the menu, after authentication, you can access to check the status of your career, manage and change your study plan, ISEE declaration, 150 hours, scholarships. From this page, it is also possible to **register for the exam sessions**.

- 2) **The Portal of the Department** (<https://psicologia.unimib.it/en>) where all the information relating to the teaching and research activities carried out in the Department are shown. Of particular interest to students enrolled in degree courses are the information on the lecturers of the Department (research areas, consultation hours, etc.) and the *Teaching* section <https://psicologia.unimib.it/en/education/master-degree-courses> for general information concerning the various Master's degrees, including the one in Applied Experimental Psychological Sciences.

- 3) **The E-LEARNING PORTAL of the Degree Course.** (<https://elearning.unimib.it/F5105P>). On the e-learning platform, there are sections with information, notices and communications on lectures and teaching activities in general and the pages of the single course units with teaching materials (textual, audio and video, exercises) useful for study and preparation for the exam.

The e-learning portal contains **three** main sections:

- a) **GENERAL INFORMATION OF THE COURSE OF STUDY:** here you will find useful information on the structure of the Course, the procedures and teaching activities (lecture schedule, exams, laboratories, study plan, application for recognition of credits from previous careers, internships, final exam, etc.) and indications on the contact information of lecturers and administrative offices that will be able to assist you.
- b) **COURSES:** where they are shown for each course: **programme** (Syllabus), bibliography and lecturer of the courses, etc. To view the exam programmes and bibliography click on the *i* (on the side of each course).
- c) **DOCUMENTS and TEACHING:** here you will find information on the course of study, such as regulations, lecture schedule, exam sessions. Here there is also the **2023-2024 Students' Guide to the master's degrees of the Department.**
- d) <https://www.unimib.it/servizi/studenti-e-laureati/segreterie>
at this link it is possible to find out about opening hours and how to book appointments.

HOW TO ACCESS THE E-LEARNING PLATFORM:

All students regularly enrolled in the course of study or in single course units can take advantage of the services offered on the e-learning platform. In order to access the <https://elearning.unimib.it/F5105P> portal, you must authenticate with the University e-mail credentials (usually name.surname@campus.unimib.it).

After logging in, you are recognised as enrolled, the sections related to your course of study are shown and you can view the contents in the sections indicated above.

In addition, as soon as the lecturers make the pages of their courses available, it will be possible to enrol in the pages of the courses that you intend to follow in order to access the material that the lecturers will make available to students during the course period. In order not to lose any of this information, it is therefore important to enrol as soon as possible.

In order to find out if the “spontaneous enrolment” method has been enabled, you must access the course page, click on the *i* of the syllabus (icon visible on the left of the course name) and check if, under the heading “Enrolment methods”, the words SPONTANEOUS ENROLMENT appear. If that writing does not appear, it will be necessary to wait for the lecturer to enable the enrolment method in order to enrol in the course. If necessary, you can report the matter to the lecturer by sending an e-mail from your @campus.unimib.it account.

SPONTANEOUS ENROLMENT

This access procedure allows you to:

1. Enrol independently in the course.
2. View the teaching material made available by the lecturers, forums, communications,

notices and extra material.

3. Cancel your enrollment at any time, keeping in mind that external users can no longer enter into the course page.

HOW TO MAKE A SPONTANEOUS ENROLMENT:

1. Access the platform – login – with user id (n.surname@campus.unimib.it) and password
2. Enrol yourself, by clicking on the course title and then on the button “Enrol me”

I cannot enrol in the pages of the courses I follow on e-learning in order to be able to retrieve the material:

If this sign-up method doesn't appear, it means it's not yet active and you still can't enrol. It will therefore be necessary to wait for the lecturer to enable the enrolment method in order to enrol in the course. If necessary, you can report the matter to the lecturer by sending an e-mail from your @campus.unimib.it account.

In this case, it is not necessary to open a ticket on the “ELEAR” project, because the “technical support” cannot enable the method instead of the lecturer.

I can no longer access e-learning:

Check that you haven't changed your password recently. In the case of password change, the change will be active from the day following that of forwarding the request.

If in doubt, follow the password recovery procedure.

If the problem persists, try to access from another PC/device or with a different browser (Google Chrome is the recommended one).

4) The SITE with the OPINIONS of the students.

At this link, <https://opinionistudenti.unimib.it/validid/>, you can find the evaluations of students who have attended the courses in recent academic years and who have answered questions about the course and the lecturers through the “Online Student Registry” platform. In order to access AEPS course evaluations: Department of Psychology - Master's Degree Course - Applied Experimental Psychological Sciences and select the teaching and/or laboratory of which you want to see the evaluations.

TEACHING SERVICES COMMON TO ALL ENROLLED STUDENTS

- **Lecture schedule** visible on: <https://gestioneorari.didattica.unimib.it/PortaleStudentiUnimib>, link from which you can also download the Unimib Course App.

The UniMiB Course app allows you to quickly access, in addition to the lecture schedule, the calendar of exam sessions and the daily occupancy of the classrooms of all the university locations, as well as other functions made available by your university.

Lectures start on 2 October 2023.

- **Study plan** (instructions on the e-learning portal/information) Through the study plan you make the choice of the optional exams you want to take. Students enrolled in the 1st year in the 2023-24 academic year must always refer to the 2023-24 Teaching Regulations until graduation.
- **Laboratories.** Attendance of 70% in the laboratories is compulsory. In order to attend a laboratory, it is necessary to have it within your Study Plan. For more information: (e-learning → general information of the course of study → laboratories).
- **Exam sessions** (instructions on the e-learning portal/information). Registrations open at least 20 days before the exam date and close 3 days prior to it. Registration for the exams takes place through the ONLINE STUDENT REGISTRY. **Registration for the exams is mandatory! If you are not registered for an exam session, you cannot take the exam.**
You can use the function of the web application through the University portal ("access..." at the top right).
- **Traineeship (University Portal → Services → For students and Graduates → Traineeships)**
- **Thesis** (instructions on the e-learning portal/general information of the course of study/Final Exam).

Single Course Units

It is possible to enrol in single course units activated at the University.

Enrolment in single course units is possible according to the procedures indicated on the dedicated page on the University Portal: <https://www.unimib.it/servizi/segreterie-studenti/corsi-singoli>, which also contains all the other information on the subject.

Also for students enrolled in single course units there is access to the e-learning platform as described in the previous points.

Students enrolled in single course units cannot attend the laboratories, nor are they required to carry out the internship and to complete the study plan.

University e-mail address

At the time of enrolment, a **University e-mail address will be provided.**

This will have, for example, the following format: p.brambilla34@campus.unimib.it and it will be possible to access the e-mail box through the password that will be assigned.

The e-mail address, with the relative password, is essential for:

- **Receiving official communications from the University** and **communicating** with the University offices and with the lecturers.

It should therefore be checked often, as no communications are sent to other e-mail addresses.

Please note: the administrative offices and lecturers respond only to e-mails sent from the e-mail box provided by the University.

- **Access to University services:** services contained in the **Online Student Registry**, reserved contents of the e-learning pages.

(In case of doubt: **University Portal → Services → Service Desk → Account and access services**)
<https://www.unimib.it/servizi/service-desk/account-e-servizi-accesso>

In order to retrieve the campus account, you need to go to <https://en.unimib.it>, click on Login > Webmail and enter the credentials.

If you no longer remember your password, follow the recovery steps:

<https://www.unimib.it/servizi/studenti-e-laureati/service-desk/account-e-servizi-accesso/password-e-problemi-accesso>.

- **University Badge:** in addition to allowing visual identification, it can be used to enable or disable physical access to laboratories, canteens, university residences, libraries, classrooms, car parks, sports facilities, reserved areas, conferences and events. In addition, it can be used for recording attendance at an exam, at lectures, at a seminar. In case of doubt about the use of the university badge, you can consult the FAQ published on the university website (**University Portal** → **Services** → **Service Desk** → **University badge**).
PLEASE NOTE: the University badge is not issued to students enrolled in the **Single Course Units**.
- **ISEE Declaration** (**University Portal** → **Services** → **For students and graduates** → **Student Registry** → **Enrolment** → **Fees**) **By 15 November 2023**. Those who do not submit the ISEE declaration will be required to pay the maximum amount of the second instalment.
- **Scholarships:** For information on scholarships:
<https://www.unimib.it/servizi/studenti-e-laureati/diritto-allo-studio-tasse-150-ore/borse-studio>

Transversal Training Projects

The training experiences of the Course of Study can be enriched through University projects that aim to increase transversal skills, fundamental for work (information on: **University Portal** → **Communication** → **Relations with the Territory, Digital Certifications, Transversal Skills and Quality Assurance** → **Transversal training projects**)

- **Bbetween Project** (<https://en.unimib.it/services/bbetween>): Bbetween is a University of Milano-Bicocca project designed to boost and enhance the transversal skills of students, teaching staff, other staff and citizens. Bbetween is split into programmes (courses or event cycles) covering one or more areas: cinema, foreign languages, multi-media studies, music, writing, performing arts, cultural heritage and civil duty.
- **iBicocca Project** (<https://ibicocca.unimib.it>): it is the University of Milano – Bicocca project dedicated to quenching the thirst for learning, innovation and business of students enrolled in bachelor's, master's and PhD degree courses.
- **Open Badge**
<https://www.unimib.it/comunicazione/rapporti-territorio-certificazioni-digitali-competenze-trasversali-e-assicurazione-qualita/certificazioni-digitali/faq-certificazioni-digitali>):

digital certifications of knowledge, ability and skills. They are guaranteed by the organisation that issues them and they are recognised internationally. They can be used in electronic CVs and on social media to communicate what skills have been learned, how they have been learned and what results have been achieved in a concise, quick and credible way.

For UNIMIB students, the activities certified by Bicocca Open Badges will be shown in the European Diploma Supplement.

Orientation, tutoring and inclusion services

- **Tutoring for first-year students (On the e-learning portal → Page of the Degree course → Tutoring for first-year students).** The “Tutoring for First-year students” project includes tutors – selected from among students of the Master’s Degrees, and subsequently trained and supervised – who have the duty of assisting all the first-year students in socialising to the university context, favouring the self-monitoring of the training experience, the establishment of “peer” relationships and any re-sending processes to the Services of the University Orientation Network, when necessary. The importance of the project is evidenced by the effectiveness data in previous academic years, which show the existence of a correlation between the frequency of Tutoring activities and the academic success of first-year students.

Contact persons for the Department of Psychology: Prof. Germano Rossi and Prof.ssa Veronica Velasco

- **Life Design Psy-Lab.** The service offers interviews with psychologists and orientation psychologists for responding to the psychological needs of orientation, re-orientation and choice in the different phases of the career (incoming, during, outgoing), providing a space for reflection on one’s own planning and on the opportunity to undertake a university path.

It is aimed at diverse types of users and it can be used by individuals in the different junctions of the course: high school students and graduates, first-year students, students with “non-traditional” profiles (coming from other Departments or Universities, adult workers, students away from home), undergraduates. For “non-traditional profiles”, there is a cycle of dedicated group meetings. The objective of the Service is to promote the development and implementation of good training and professional projects, facilitating an overall satisfactory university experience.

On the University website, in the Orientation Section, there are also offers for individual and/or group assistance courses, in-depth materials and videos, research questionnaires and scientific publications useful for self-orientation.

The Service receives by appointment both remotely and at the IPAZIA building, former U17, Piazzetta Difesa per le Donne. To book an interview or consultation, write to: lifedesign.lab@unimib.it or fill in the registration forms for the dedicated events available at the following link <https://www.unimib.it/servizi/life-design-psy-lab>

Contact person for the Department of Psychology: Prof.ssa Elisabetta Camussi.

- **Psychological Counselling Service:** it is aimed at students who feel the need for a space for in-depth study and personal clarification with respect to *impasses* that interfere with the continuation of studies and the full realisation of their potential. This service, currently also available online, offers a short cycle of individual consultations (up to four) on a weekly basis.

Location: IPAZIA building, former U17, Piazzetta Difesa per le Donne.

For information: counselling.psicologico@unimib.it.

To make an appointment, fill in the form at the following address:

<https://www.unimib.it/servizi/studenti-e-laureati/bicocca-orienta/servizi-orientation/counselling-psicologico>

Contact person for the Department of Psychology Hub: Prof. Fabio Madeddu and Prof.ssa Cristina Riva Crugnola

- **Inclusion: (University Portal → Services → Disabilities and DSA: B.Inclusion space)** the University provides support to students based on their individual needs. In order to access these services (assistance while on campus, transport on specially equipped minibus, support during exams, additional time, use of a calculator, maps and formulas, equivalent tests, etc.), students must contact the B.Inclusion space, in order to schedule a Welcome Meeting during which a Personalised University Plan will be drawn (info.binclusion@unimib.it).

Internationalisation

The **Erasmus Programme for Study purposes** is aimed at students of bachelor's, master's and PhD degree courses. The programme allows you to carry out a mobility period of between 2 and 12 months, at a foreign EU University with which the Department has entered into a specific bilateral agreement.

For all information relating to the programme and the list of affiliated locations for the subject Area of Psychology, please refer to the International Mobility section of the University website: <https://www.unimib.it/internazionalizzazione/mobilita-internazionale>

You can also contact the International Mobility Office by e-mail outgoing.erasmus@unimib.it or go there during the opening hours of the counter (check the website for updates).

Two additional mobility programmes are also planned

Erasmus Programme for Traineeship purposes. The programme provides scholarships for students who intend to do an internship at universities, public or private sector companies or Research Centres in one of the European countries participating in the programme and it lasts between 2 and 12 months. For more information:

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-traineeship>

The contact e-mail for the Erasmus Traineeship is: erasmus.traineeship@unimib.it

Non-EU Exchange Programme. The programme is intended for students who intend to carry out a period abroad (Bachelor's or Master's Degrees) lasting 1-6 months at Universities or Research Centres outside Europe. For more information:

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/exchange-extra-ue>

The contact e-mail for the Non-EU Exchange programme is: outgoing.extraue@unimib.it

Coordinator of the Department of Psychology for the Erasmus Traineeship and Non-EU Exchange programmes: Prof. Silvia Mari.