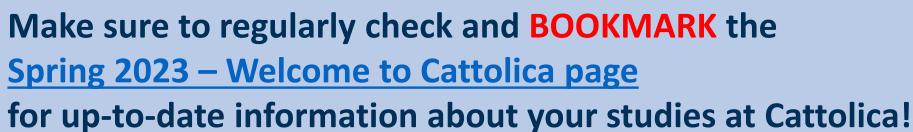
Cattolica International Curriculum



Spring 2023 International Curriculum page







Cattolica International

Spring 2023 - Welcome to Università Cattolica

Welcome to Università Cattolica! We can't wait for your arrival in Milan

In preparation for your arrival, we have put together some useful information that will help you plan your arrival and get your semester off to a good start. If you still have more questions, feel free to contact the International Student Services team, whose contacts are at the bottom of the page

On this page

- Plan your arrival
- Getting started
- Making friends and having fur
- Cattolica International contacts

Plan your arrival

Cattolica communications

You are now enrolled as a Cattolica student and have been assigned a University email account (e.g. firstname lastname01@icatt it)

your email address is made up of your username you used for enrolment

You will receive University communications on both your iCatt email and your personal email accounts so remember to check both!

Orientation event

The orientation event is an essential opportunity for you to meet the International Student Services team and find out all the information you need to get your study abroad off to a

For students attending 2nd Trimester classes, Faculty of Economics: 5 January 2023

Download the presentation

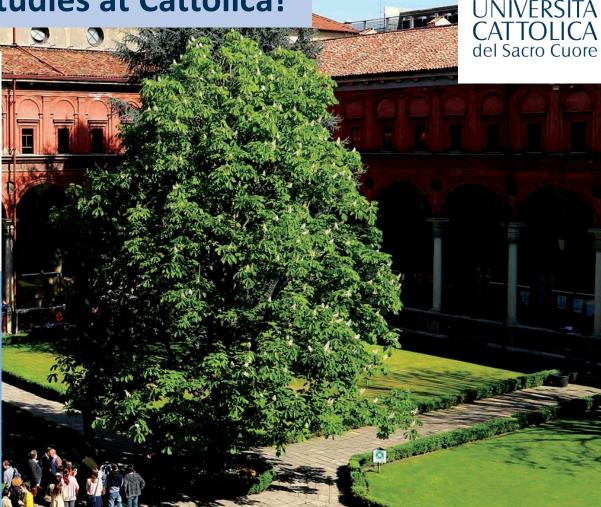
31 January, 1 and 2 February 2023

ORIENTATION EVENT 2:

14, 15 and 16 February 2023

Read instructions on how to access your email

Permesso di soggiorno (Permit of



International Curriculum Webpage

Cattolica International Curriculum – Spring 2023 page: save the link in your favorites!

https://international.unicatt.it/ucscinternational-8674.htm



Who to speak to:

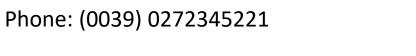
Francesca De Martini International Student Services Team Coordinator

Olivia Menghini International Curriculum Courses

Via Carducci 30, 3rd floor









Email: oliviapaige.menghini@unicatt.it



Phone: (0039) 0272345217



Find us in the office or on TEAMS!



Content of this session



Spring 2023 Calendar



Cattolica International Academic Policies

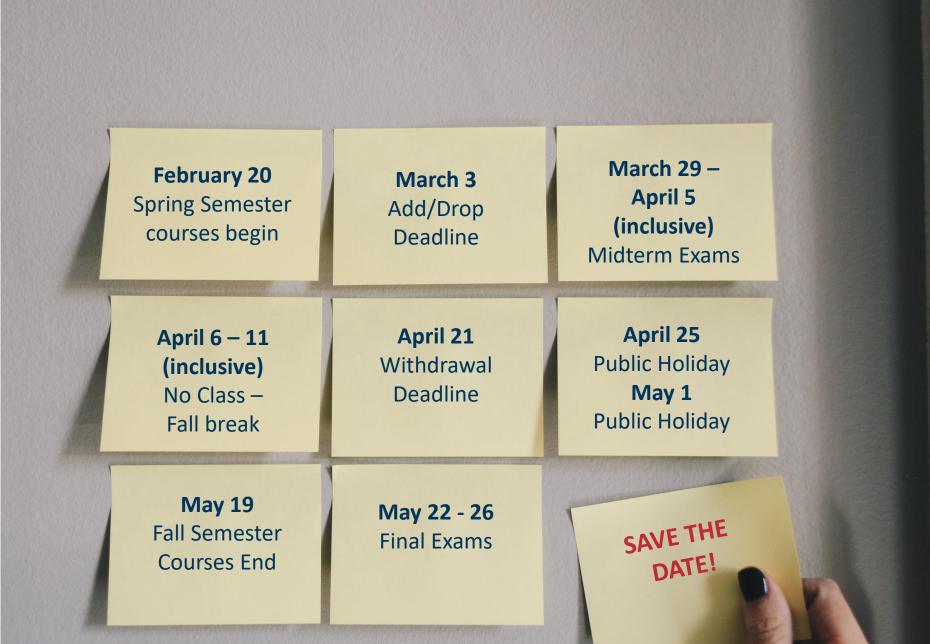


Add/drop Procedure



Course features & How courses are managed





International Curriculum important dates



Cattolica International Curriculum – Spring 2023 Calendar

JANUARY / FEBRUARY 2023		
30	MON	Arrival 1
31	TUE	Orientation 1
1	WED	Orientation 1
2	THU	Orientation 1
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	Arrival 2
14	TUE	Orientation 2
15	WED	Orientation 2
16	THU	Orientation 2
17	FRI	
19	SAT	
19	SUN	
20	MON	Courses begin
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	

MARCH 2023		
1	WED	
2	THU	
3	FRI	Add / Drop Deadline
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	Midterm Exams
30	THU	Midterm Exams
31	FRI	Midterm Exams

APRIL 2023		
1	SAT	
2	SUN	
3	MON	Midterm Exams
4	TUE	Midterm Exams
5	WED	Midterm Exams
6	THU	Spring Break
7	FRI	Spring Break
8	SAT	Spring Break
9	SUN	Spring Break/Easter
10	MON	Spring Break/Easter Monday
11	TUE	Spring Break
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	Withdrawal Deadline
22	SAT	
23	SUN	
24	MON	
25	TUE	Public Holiday
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	

MAY 2023		
1	MON	Public Holiday
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	Final Exams
23	TUE	Final Exams
24	WED	Final Exams
25	THU	Final Exams
26	FRI	Final Exams/ Programme ends
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

Course features

- In-person, not online
- 6 ECTS Credits
- Focus on interaction: your participation is key!
- Readings, exercises and short essays may be assigned
- Travel time is given between classes
- Most classes meet twice a week for 2 hours each session, with the exception of: ZXP690 Vitulli, ZXQ654 Vitulli, ZXP689 Brunazzi, ZXS609 Catalani, ZXQ005 Catalani, ZXP693 de Vargas Machuca, ZXP705 Paglia, ZXP704 Rinaldi, ZXS170 Rinaldi, ZXS567 Napoli and ZXP696 Pagani that meet once a week for 4 hours.









Academic Policies (read them here)



- In-person attendance is mandatory for all classes; students must inform professors in advance if they cannot attend
- Unexcused absences will have a negative impact on your grade
- For classes that meet twice a week the maximum number of unexcused absences is **five**. For classes that meet once a week the maximum number of unexcused absences is **two**.
- Exams cannot be rescheduled.

Do not book a flight for the end of term without checking/knowing your exam dates.

Add / Drop meetings to change your courses

1st week of Add/Drop

1st reservations: 16 – 19 February 1st week of Add/Drop: 20- 24 February

Go to your classes, and if you still want to change...

2nd reservations: 23 – 26 February

2nd week of Add/Drop:February 27 – 3 March

February 16: Students will receive an email with a link to the website

- Select your Add/Drop appointment day and time. Enter Week 1 of Online Reservations for Add/Drop meetings link. Link active on 16th from 14:30 until Sunday 19 February 23:59.
- 2. Enter the PDF link to the **Add/Drop form**, where you will write the courses you wish to Add and/or Drop. Complete this before the meeting and send to Olivia @ international.advisor@unicatt.it with the email subject and document name as your LASTNAME_NAME

- On a first-come first-served basis, students will **select a time slot** on the *reservation online* for the meetings.
- The platform to reserve your appointment is the same as the one for Online Registration to International Curriculum courses. If you faced issues before, **tell us now** so we can fix it!
- You will receive an online TEAMS invitation link from international.advisor@unicatt.it with the time and day of your meeting
- In the meeting we will help you to Add/Drop courses in order to create your schedule. We will verify if the courses you want to ADD still have spaces; if YES then you will be added. If NOT you can join the waiting list or select a different course.



Add / Drop meetings to change your courses

- 1st reservations: 16 19 February
- 1st week of Add/Drop: 20- 24 February
- Go to your classes, and if you still want to change...
- 2nd reservations: 23 26 February
- 2nd week of Add/Drop:February 27 3 March

2nd week of Add/Drop

September 23: Students will receive an email with a link to the website.

- Select your Add/Drop appointment day and time. Enter Week 2 of Online Reservations for Add/Drop meetings link. Link active on 23rd from 14:30 until Sunday 26 February 23:59.
- 2. Enter the PDF link to the Add/Drop **form**, where you will write the courses you wish to Add and/or Drop. **Complete this before the meeting and send to Olivia** @ <u>international.advisor@unicatt.it</u> with the <u>email</u> subject and <u>document name</u> as your <u>LASTNAME_NAME</u>

- On a first- come first-served basis, students will select a time slot on the reservation online for the meetings.
- The platform to reserve your appointment is the same as the one for Online Registration to International Curriculum courses. If you faced issues before, *tell us now so we can fix it!*
- You will receive an online TEAMS invitation link from international.advisor@unicatt.it with the time and day of your meeting
- In the meeting we will help you to Add/Drop courses in order to create your schedule. We will verify if the courses you want to ADD still have spaces; if YES then you will be added. If NOT you can join the **waiting list** or select a different course.



Suggestions for Add/Drop



- Verify your ADD/DROP choices with your home advisor first! (check the course list and send them your course wishlist today!)
- Come to your Add/Drop meeting with back-up choices in case your desired course/s are full
- You also have the second week to modify your schedule
- Send us an email if you don't need your appointment anymore
- You don't need an appointment if you only want to drop a course. Send an email with the Drop form attached.
- Waiting Lists for FULL classes will be created. If you tell us during the ADD/DOP meetings that you wish to
 join the waiting list for a class, be sure to check your iCatt page every day to see if you have been added
 to the course. You will NOT receive a notification.

Withdrawal



- To Withdraw means to officially leave a course after the ADD/DROP period.
- You can withdraw from courses after Midterm exams, from April 12 until April 21.
- You will receive an email on April 12 that directs you to where you can find the Withdrawal form; which you must complete and send to officially leave a course.
- A 'W' will be reported on your final Transcript of Records and no credits will be assigned; the 'W' means that you left the course during the semester. (There is no negative impact)
- If you don't plan to complete a course or take the final exam for a course but you do not officially withdraw from it, your Transcript of Records will show a FAIL.

How courses are managed via WEB page









- View list of classes
- View classroom number
- Activate your courses for BLACKBOARD
 (Only possible on the WEB page (not the App)

- View course material, announcements and grades
- Email professors



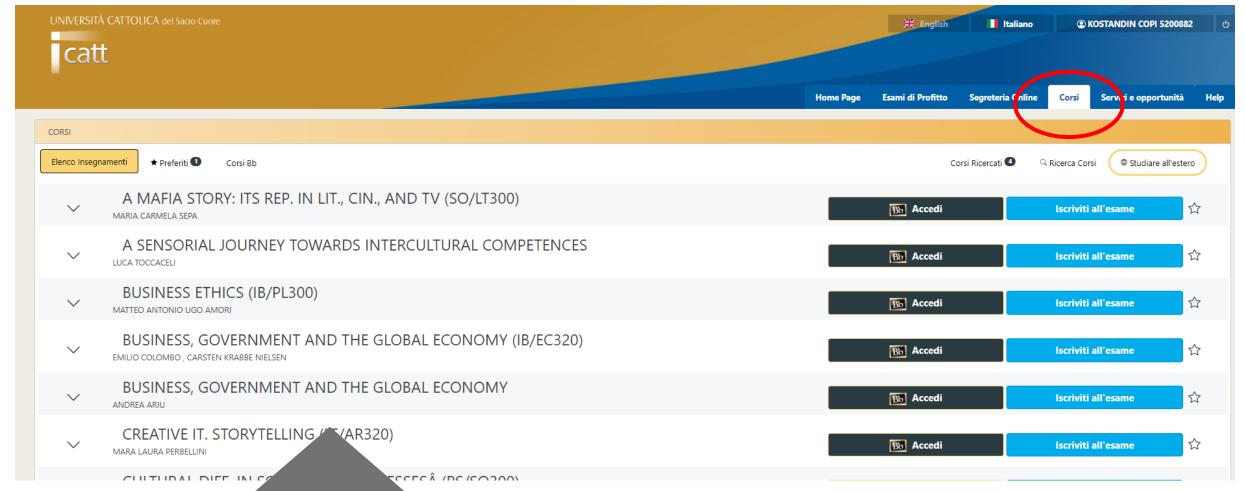
We recommend using Chrome and Firefox for all University platforms



Where can you see your courses?

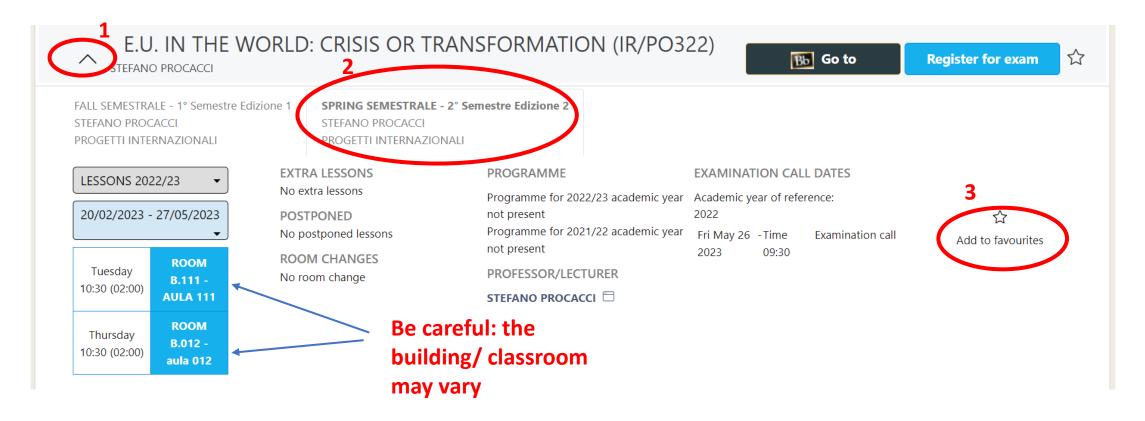
- Go to your <u>iCatt page</u>
- Click on the tab Corsi (courses)





Where can you view the room number?

- Go to your <u>iCatt page</u>
- Click on the tab Courses
 - √ 1 Click on the arrow close to the title of the course
 - ✓ 2 Select the tab Spring 2° semestre
 - ✓ 3 Click on the star Add to favourites; this will help you to see the course on the iCatt APP





Notes on classrooms & buildings

Check the letter written before the room number: it indicates the building where

the class is located.

On the APP you can click the map which shows you the location of the room.

Index of the buildings:

- G= Gemelli: **Main Campus** L.go Gemelli, 1 20123 Milano
- C = Carducci: **UCSC International Building** via Carducci, 28 20123 Milano
- SA = Sant'Agnese: **Sant'Agnese Building** via Sant'Agnese, 2 20123 Milano
- B = Buonarroti: **Buonarroti Building** piazza Buonarroti 30, entrance from via Giotto 20145 Milano

ISCRIVITI ALL' ESAME

Lezioni 2022/23 - 20/02/2023 - 27/05/2023

C.310

Mercoledì C.310 **APPELLI**

08:30 (durata 02:00)

08:30 (durata 02:00)

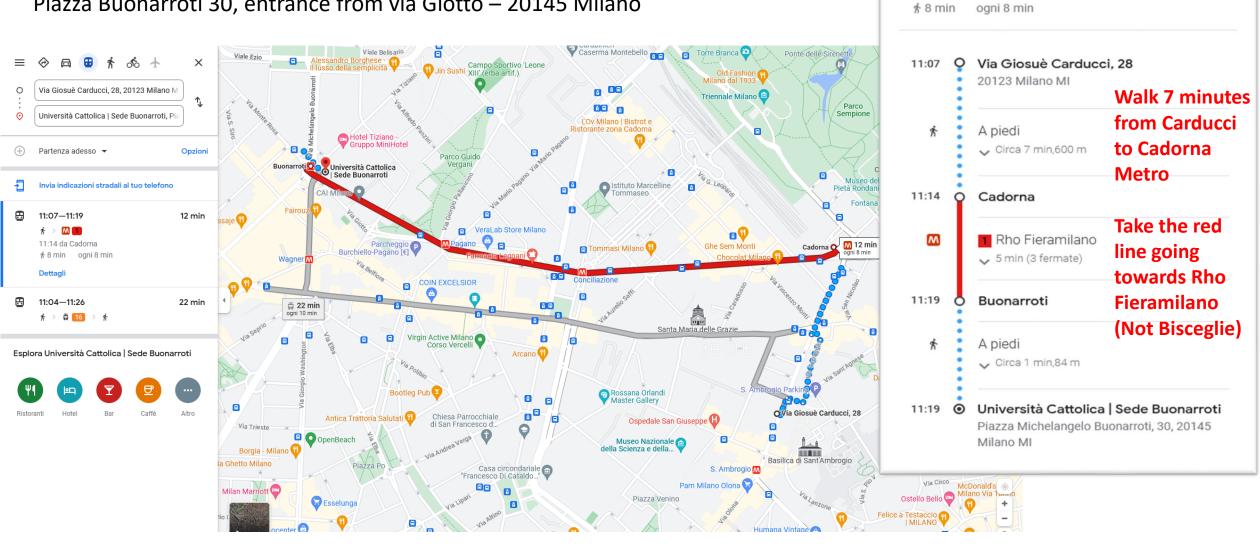
OL = Olona: Olona Building – via Olona 2 – 20123 Milano



B.111 = Buonarroti, room 111

Buonarroti building

Piazza Buonarroti 30, entrance from via Giotto – 20145 Milano



11:07 - 11:19 (12 min)

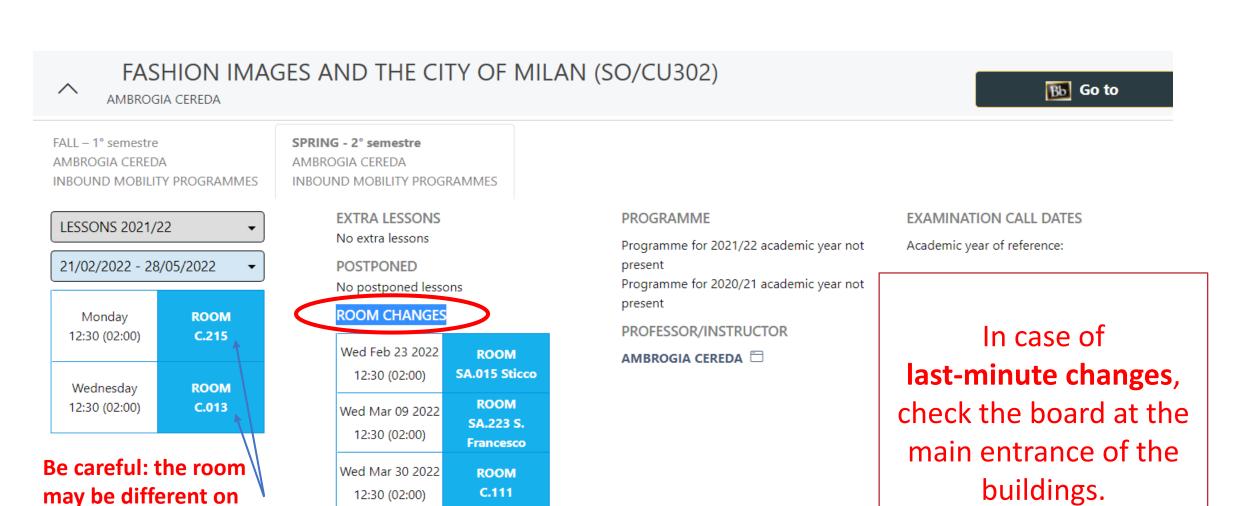
11:14 da Cadorna

Notes on classroom & buildings

different days!

Classroom numbers can change: check the section ROOM CHANGES on ICatt

12:30 (02:00)

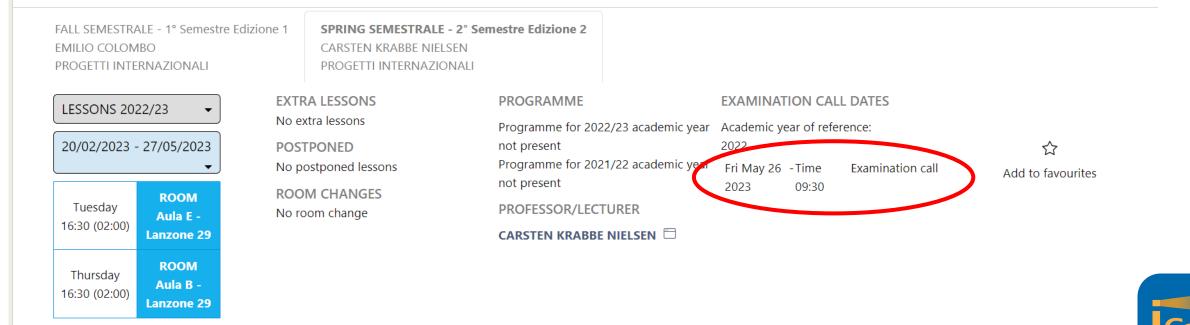


Exams

Most International Curriculum final exams will be held between May 22- May 26

The exam date written on iCatt is the same for all courses. This is just for administrative purposes: ignore it!

The exams for each course will be during the regular lesson time for that course. Read the syllabus /ask the professor for further details. You do NOT need to register to the International curriculum exams.





Where can you activate Blackboard?

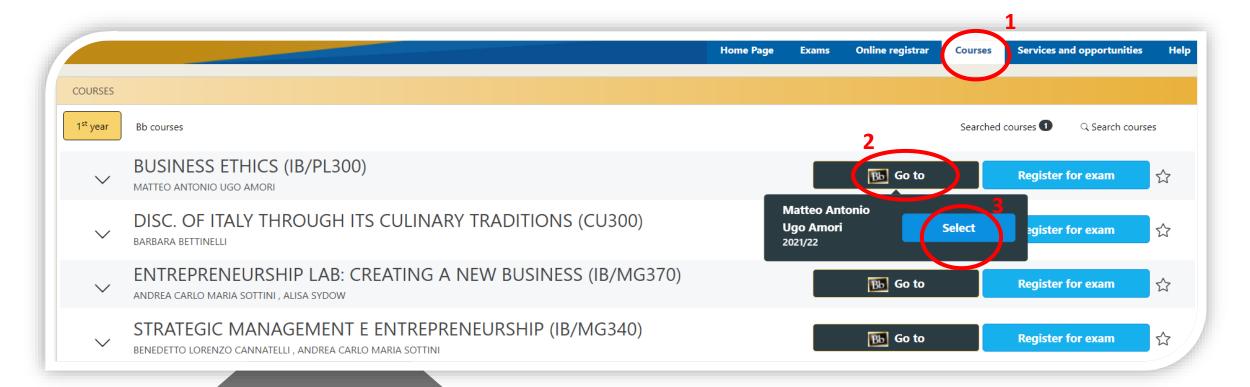
You must activate blackboard for each course through your iCatt page

- On a computer, go to your iCatt page
 - ✓ 1 Click on the tab *Courses*
 - ✓ 2 Click on the black 'BB' button
 - √ 3 Click on 'select' next to the professor's name
- Do these actions for each of your international curriculum classes (iCatt web version, NOT on the iCatt app).





Blackboard



How to enter Blackboard to see your activated courses

- Go to your <u>iCatt page</u>
- From the home page click on Go to Blackboard under the box LINK BLACKBOARD COURSES



You can also enter BB at this link and log in using your iCatt credentials:

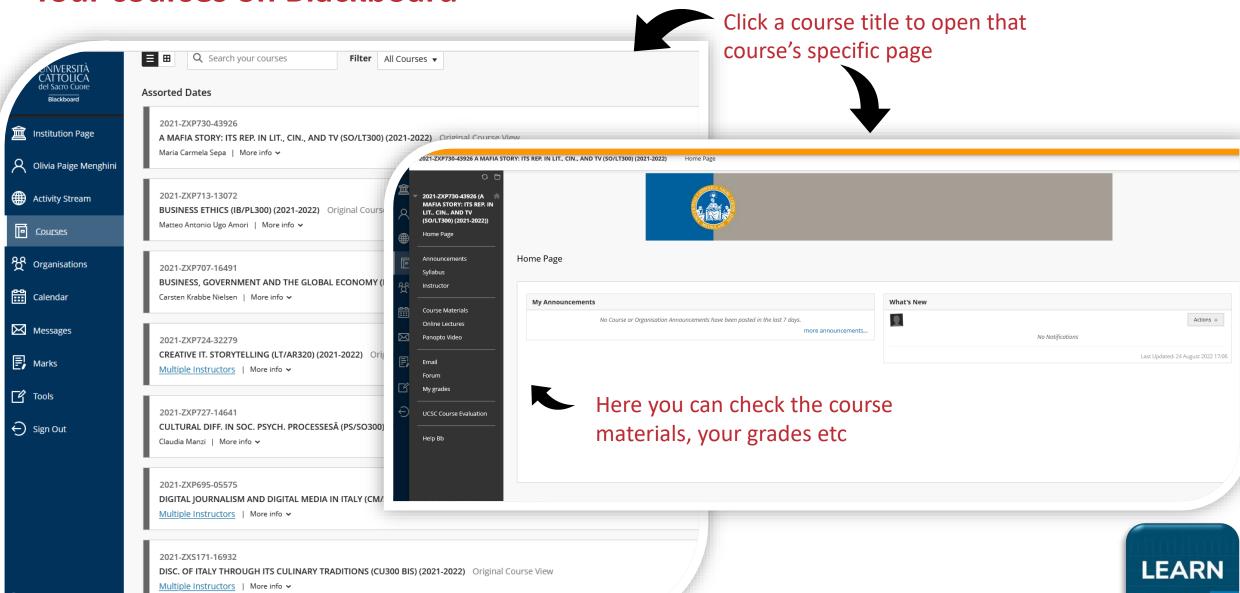
http://blackboard.unicatt.it







Your courses on Blackboard



How can you access a specific course page on BB?

On Blackboard, click 'Courses' then click on the title of the course

Blackboard

- On the left side of the course page you can find the following menu (some sections might not be activated yet):
 - ✓ Announcements: check this section every day! It will be updated with professors' requests/announcements
 - ✓ Syllabus: it contains the course syllabus that is the agreement between you and the professor of the course.
 - ✓ **Instructor**: Professors might report information on themselves
 - Course Materials: it contains slides and/or readings uploaded by professors;
 - ✓ Online Lecture: N/A 2022/23
 - ✓ Panopto Video: class recordings will be in this section in case of Covid quarantine
 - ✓ E-mail: you can get in contact directly with your professors or classmates;
 - ✓ Forum: this section might be used to share information within the entire class
 - ✓ My Grades: you may view your personal grades if submitted by the professors.
 - ✓ Cattolica Course Evaluation: this section contains an anonymous survey on the course you will be requested to fill in at the end of the semester





For courses with cooking labs...

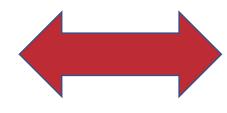




- ZXP699 Italy a country to savor Professor Pietroboni one cooking lab in a professional kitchen
- ZXP698 / ZXS171 The discovery of Italy through its culinary traditions Professor Bettinelli and Casagrande cooking labs every week
- You have received an email with more information (including which day your lab is), and the link to pay the fee. Please pay by Thursday 16° February!
- If you dont want to pay the fee, please let me know and I will remove you from the course

How courses are managed via APPs?







- View list of classes
- View building/ classroom number

 View course material/ announcements/ grades

Useful when you are moving between lessons to check classrooms and buildings. You will receive updates and messages from your professors through Blackboard.

Remember you must use the web version of iCatt to activate Blackboard!

Classroom numbers and room changes



This is the iCatt APP

You can view the room number in the section



LEZIONI

You are told about room changes in the section





How grades are assigned

 Partial and final grades are available on Blackboard. Professors then publish the final course grade on your ICatt page at the end of the semester.

Blackboard

• Grades will be assigned according to the Italian grading system (30/30). A grade below 18/30 is insufficient and will be marked as F (Whereas failing grades from the Academic curriculum do not

show on the Transcript)

A	95-100	Excellent	29-30 (30L = A+)
A-	90-94	Very good	28
B+	85-89	Very good	27
В	80-84	Good	26
B-	75-79	Good	25
C+	70-74	Decent	24
С	65-69	Satisfactory	23
C-	60-64	Satisfactory	22
D+	55-59	Pass	21
D	50-54	Pass	20
D-	45-49	Barely Pass	18-19
F	44 and below	Fail	d8

Your home
 institution will
 convert the grade
 when Cattolica
 sends the final
 transcript to
 them



Cattolica International curriculum VS Cattolica Academic Curriculum

	Cattolica International Curriculum	Cattolica Academic Curriculum		
Course registration	 In December '22 via dedicated link First-come first-served Limited spots in each class 	No action neededUnlimited spots in each class		
Blackboard courses	 Activation in iCatt done by students 	 Activation in iCatt done by students 		
Add/drop process	 From February 20 – March 3 Specific forms to be filled in by students Changes must be considered with home institution and must be approved by the International Office office 	 No Add/Drop form requested; students can modify study plan on iCatt Changes must be considered with home institution 		
Study plan in iCatt	No action neededIt is completed by the International Office	 Students can complete it under the tab: Online Registrar Due by March 31 		
Exams registration	 No registration required ONE exam date. NO rescheduling or re-taking exams 	 Students must sign up to exams 4 days before the exam date 2 to 3 possibile exam dates for each course 		
Grades	from 18/30 - 30/30Grades below 18 are marked as F (Fail)	from 18/30 to 30/30Grades below 18 are not recorded		
Advisors of reference	 Francesca De Martini, Olivia Menghini 	• Laura Ferrari		

Next Orientation Events:

Today, Wednesday, February 15th

11.30 am - 12 pm: <u>G.A03 Franceschini</u> - ISEP Exchange students' benefits (only for ISEP Exchange students)

12 pm - 12.30 pm: G.A03 Franceschini – Info session on Italian Language Course

2 pm - 3.30 pm: <u>G.A03 Franceschini</u> – Info session on Cattolica Academic Curriculum (the session will be held in English language)

Thursday, February 16th 15th

9.30 am - 10.30 am: <u>G.A03 Franceschini</u> - Info session on Cattolica Academic Curriculum (the session will be held in Italian language)

12 pm – 1 pm: <u>Q&A virtual session</u>
The link will be sent to you on Wednesday







For any questions:

oliviapaige.menghini@unicatt.it

international.advisor@unicatt.it

Spring 2023 International Curriculum page