Università di Scienze Gastronomiche di Pollenzo
University of Gastronomic Sciences of Pollenzo



UNISG
STUDENT GUIDE



SUMMARY

Sommario

GENERAL INFORMATION 3
- Program Overview 3
- University Fee Payment Regulations 3

ACADEMIC TOOLS 5
- Moodle 5
- QuickPresences 9
- Turnitin 9

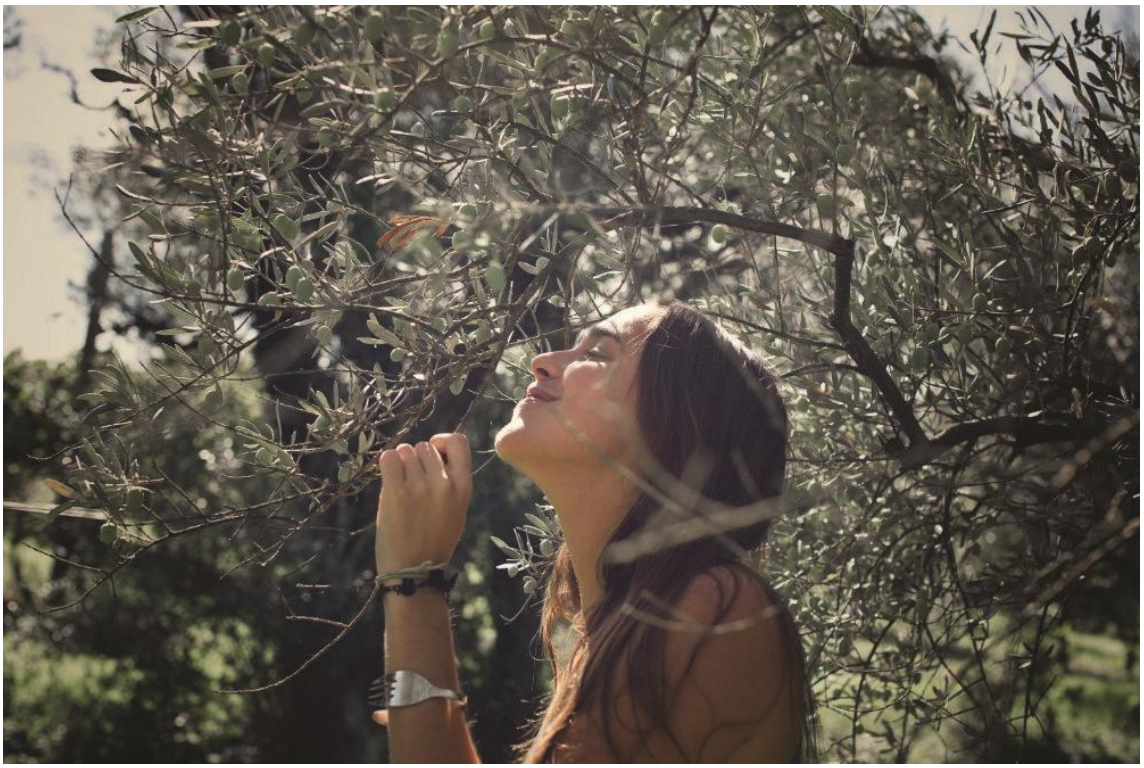
UNIVERSITY GUIDELINES 10

STUDENT GUIDELINES 11
- Regulations for Students 11

UNISG ONLINE PORTAL 12
- Esse3 12
- Student Transcript Online Exam Booklet 12
- Certificates 12
- Diploma 12
- Professors' Contact Information 13

CONTACTS AND OTHER USEFUL INFORMATION 13

The International Student Start Point 15



GENERAL INFORMATION

- **Program Overview**

Detailed program and coursework information for all of the aforementioned programs are available here online.

- **University Fee Payment Regulations**

Detailed information on the university fees is available from the "Fee payment regulations" page or Official Announcement for each of the programs.

The University accepts payment by bank transfer to one of the following accounts:

Bank: UNICREDIT BANCA
Account No.: 000041352940
Iban: IT 48 V 02008 46041 000041352940
Bic/Swift: UNCRITM1R34

or

Bank: BANCA INTESA SANPAOLO - FIL. MILANO
Account No.: 100000101172
Iban: IT 05 K 03069 09606 100000101172
Bic/Swift: BCITITMM

Payee: Università degli Studi di Scienze Gastronomiche
Reference: the student's first and last name, along with the words "university fee"

Be sure to indicate the program that you are attending in the payment description, along with your academic year of enrollment (for example, "LT 26-27").

Students with Italian bank accounts can also pay the university fees via PagoPA. This service may be accessed by clicking the "Pay with PagoPA" button, found on the "University Fee Payment Schedule" page of the online personal portal, in the "Registrar" section.

As an alternative, you can pay:

- directly by credit card using the contactless payment system (by appointment only, to be requested via email at amministrazione@unisg.it).
- remotely via link by requesting a secure, dedicated payment link from the Administration Office (amministrazione@unisg.it) to complete your transaction online safely.

For **receipts of payment**, please contact our accounting department at amministrazione@unisg.it. We cannot issue invoices, as our services are educational and not commercial in nature.
Students who fall behind in their payments may find their student status suspended and therefore cannot proceed with their studies (i.e., to take exams or participate in study trips).



ACADEMIC TOOLS



- **Moodle**

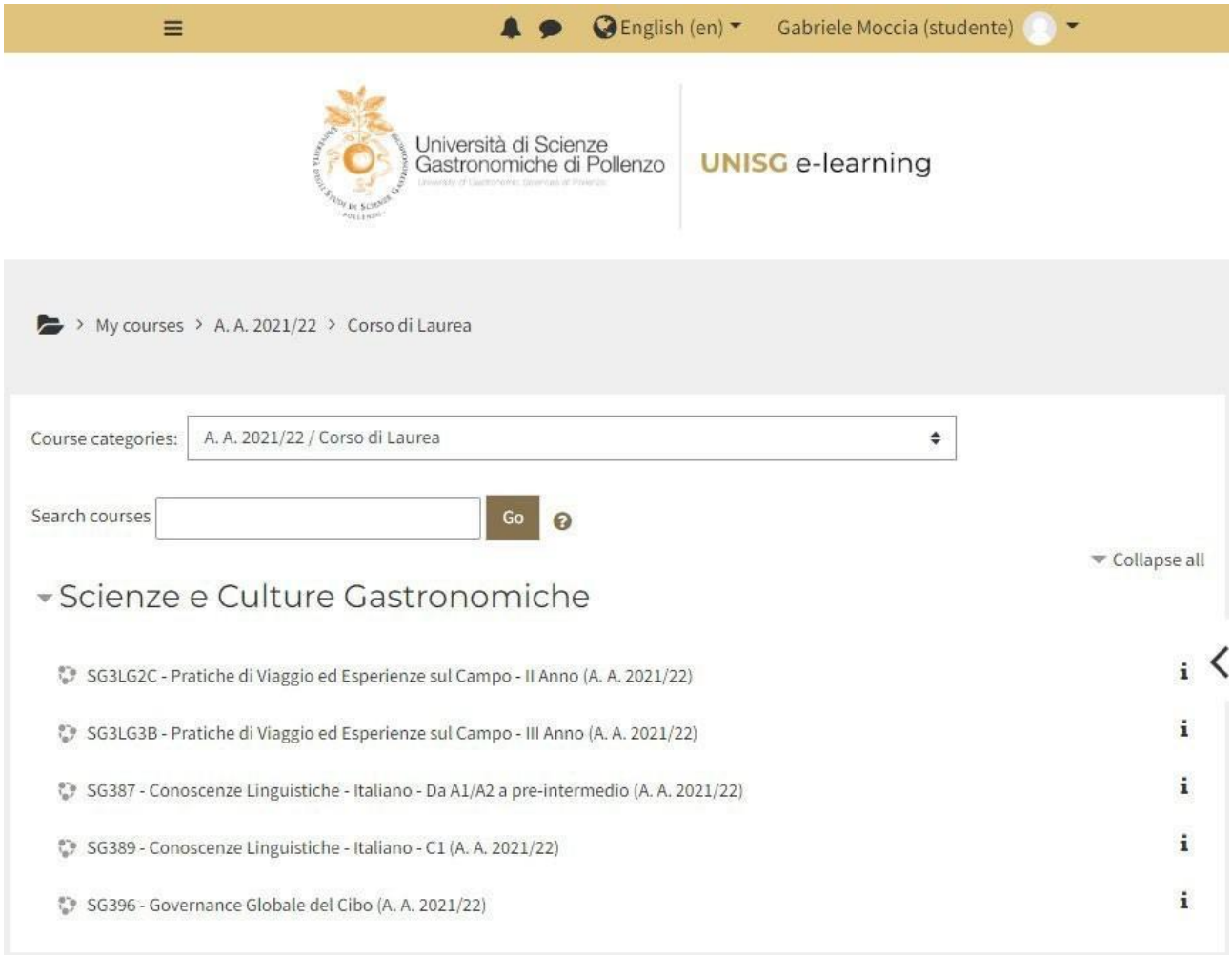
Moodle is the official UNISG teaching platform, where you can find syllabi and teaching material uploaded by lecturers.
To access this service:

1. Go to the login page for the Moodle platform using the link: https://e-learning.unisg.it/;
2. Enter your login details for the University's online services (the same as for ESSE3 – QUICK PRESENCES);
3. Select your preferred language (between English and Italian) from the button in the upper right corner of the page (the Earth icon);



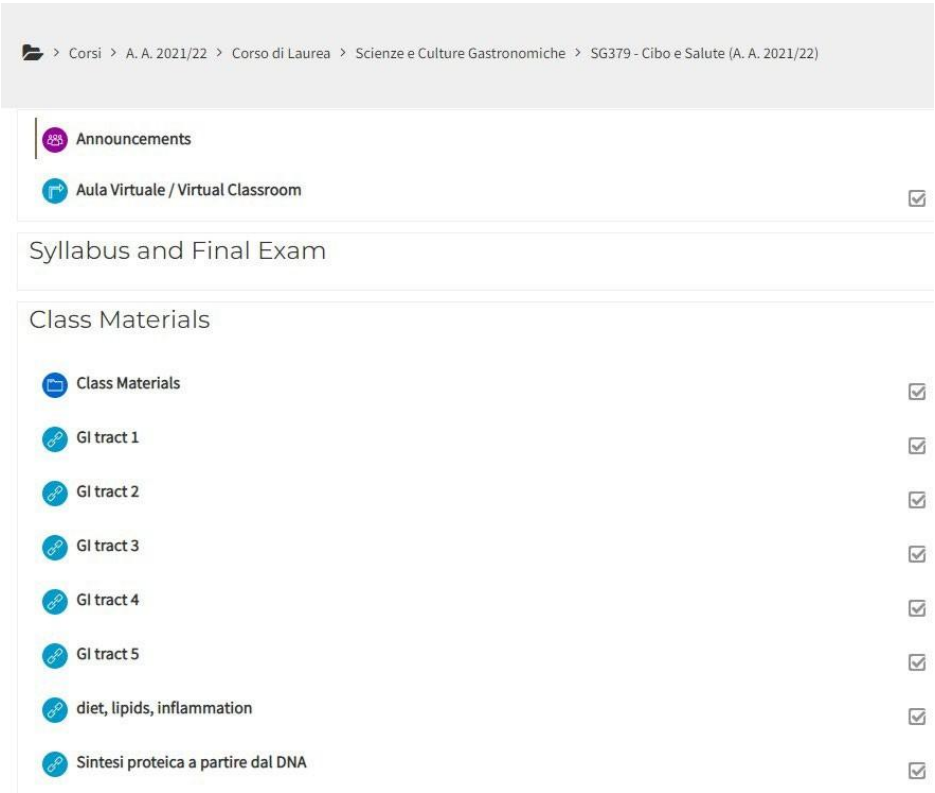
4. The platform is categorized by program (undergraduate degree, 2-Year Graduate Degree, 1-Year Master), as well as academic year;

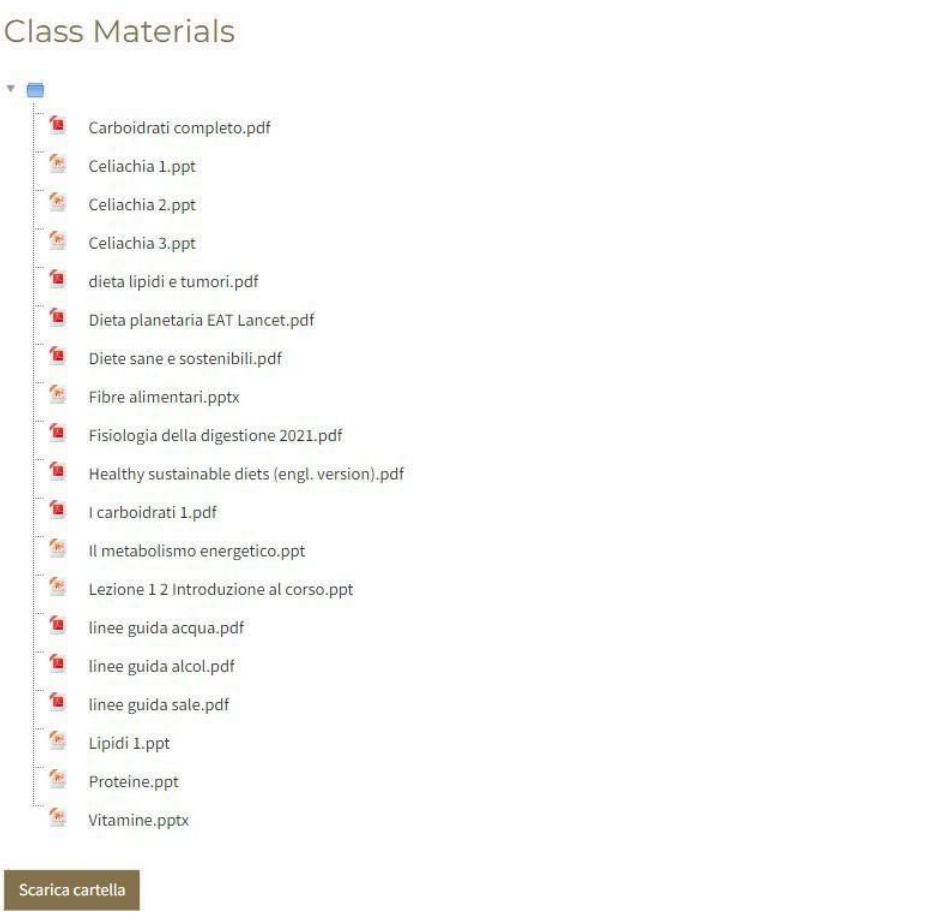
5. Select the program in which you are enrolled, and expand it to see the complete list of courses which, when clicked, reveal additional details on the course.



6. Once you have chosen among the available courses, you will find various sections:
    a. First part: Announcements, Virtual Classroom (Zoom integration);
    b. Second part: Syllabus and Final Exam;
    c. Class materials: where it will be possible to view and download teaching materials in electronic form once they have been made available and communicated as such by the professor.

7. Here are two screenshots demonstrating how the platform looks once inside the course. You can enter and manage the contents as you wish: see an external link, download the single item or the entire folder. It depends on the type of teaching material that the teacher has decided to upload:


Corsi › A. A. 2021/22 › Corso di Laurea › Scienze e Culture Gastronomiche › SG379 - Cibo e Salute (A. A. 2021/22)
Announcements
Aula Virtuale / Virtual Classroom
Syllabus and Final Exam
Class Materials
Class Materials
GI tract 1
GI tract 2
GI tract 3
GI tract 4
GI tract 5
diet, lipids, inflammation
Sintesi proteica a partire dal DNA


Class Materials
Carboidrati completo.pdf
Celiachia 1.ppt
Celiachia 2.ppt
Celiachia 3.ppt
dieta lipidi e tumori.pdf
Dieta planetaria EAT Lancet.pdf
Diete sane e sostenibili.pdf
Fibre alimentari.pptx
Fisiologia della digestione 2021.pdf
Healthy sustainable diets (engl. version).pdf
I carboidrati 1.pdf
Il metabolismo energetico.ppt
Lezione 1 2 Introduzione al corso.ppt
linee guida acqua.pdf
linee guida alcol.pdf
linee guida sale.pdf
Lipidi 1.ppt
Proteine.ppt
Vitamine.pptx
Scarica cartella

8. The professor coordinating the course is responsible for uploading and managing teaching materials in the system. Students should therefore refer to the coordinating professor directly for any problems or questions relating specifically to online teaching materials;
9. You will find that Moodle is quite intuitive: that said, for a more detailed look at the platform, please find the complete user guide here: https://docs.moodle.org/39/en/User_quick_guide;
10. App.

You can download and install the official Moodle App (the one with the Orange lowercase m wearing a mortarboard) from the app store available on your device. To utilize the app:

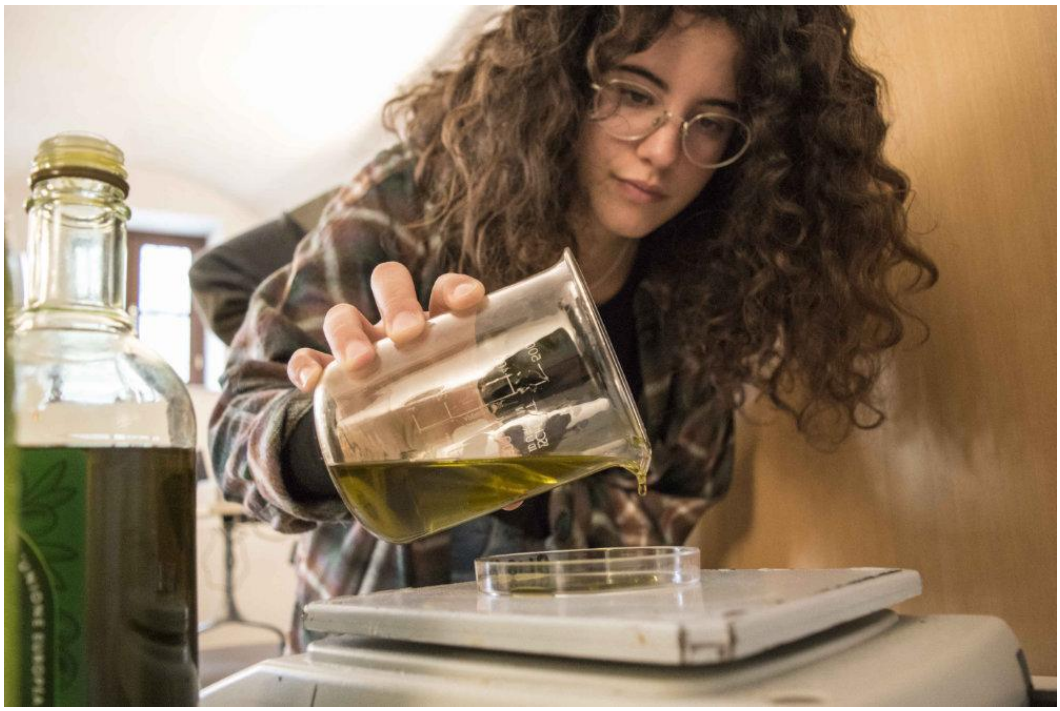
a. Select the student profile;
b. Type the URL: https://e-learning.unisg.it/;
c. Choose connect to your site;
d. Type your username and password (always the same).

For any other technical issues or login problems, please contact the General Services office either by email (servizi_generali@unisg.it) or stop by the office to talk with the service coordinators Roberta Sandon and Gabriele Moccia in person.

Readings will generally be made available in advance of the relevant course, while some material may be provided in class or following the lessons. Course material will either be sent to you via email or made available directly through Moodle. (In order to reduce waste of printed materials, we strongly urge you to keep as much of your reading in electronic format only.) Certain readings are made available in the library; the catalog is available through the UNISG website (Student Services > Library > LibriInLinea).

Professors are encouraged to contact students prior to their scheduled classes, and may provide direction or advance material that is not included in the syllabi. In such an event, follow the professors' instructions carefully, as they may supersede those indicated on the course syllabi.

We will ask you to complete online course evaluations on a regular basis, as well as provide comments on different aspects of academic activities. Regular meetings with the academic staff will also be scheduled, in order to ensure continuity. You are nevertheless welcome to raise issues at any time, by contacting the Academic Office (didattica@unisg.it) about academic activities, or the Tutor Office (tutor@unisg.it) regarding study trips and administrative issues.



- **QuickPresences**

In order to record students' presence, we use a software called QuickPresences https://wedo.unisg.it/Presences.Public/RilevaPresenza
You can also use the link present on the MyUNISG app, logging in with the same credentials you use for the online personal portal.
At the beginning of each class, the lecturer will communicate a PIN code. You will have to enter this pin on your myUNISG app to record your presence. This is extremely important for security reasons because the university needs to know exactly who is present in class each day.
If you are not physically present in class and you are following the lecture from home, you do not have to enter the pin.

- **Turnitin**

Turnitin is a software used by UNISG that provides instructors with the tools to prevent plagiarism, engage students in the writing process, and provide personalized feedback. Please note that the student has to upload the final version of his/her thesis on the Turnitin platform in order to avoid plagiarism.

PLAGIARISM: POLICY AND PENALTIES: To plagiarize means to pass off someone else's work (written text and/or ideas) as your own. It is a serious academic offense and UNISG does not tolerate it under any circumstances. Copying verbatim (word for word) any text, in print, online, or from any other medium, is plagiarism. Any citations from any part of another person's text must be in quotation marks and acknowledged with a bibliographic reference in the footnotes or references of your work. The use of someone else's ideas from any work (book, article, etc.) must be rephrased in your own words as well as cited with a bibliographic citation in your footnotes or references.

Any infringement of these rules will result in the failure of an exam or paper, with no opportunity to redo the evaluation, which means that the student will not be able to complete the program and receive her or his degree. All UNISG instructors are requested to report any case of plagiarism they may detect. This applies to any exam, study trip reports, and the final thesis. Please keep this in mind, and avoid plagiarism under all circumstances.



UNIVERSITY GUIDELINES

Find here documentation on the following themes:

- Honor Code (in English)
- General University Regulations (in Italian)
- Administrative, Finance, and Accounting Regulations (in Italian)
- Academic Regulations (in Italian)
- Professor and Researcher Transfer Regulations (in Italian)
- Student and Program Enrollment Regulation (in English)
- Student Ombudsman Regulations (in English)

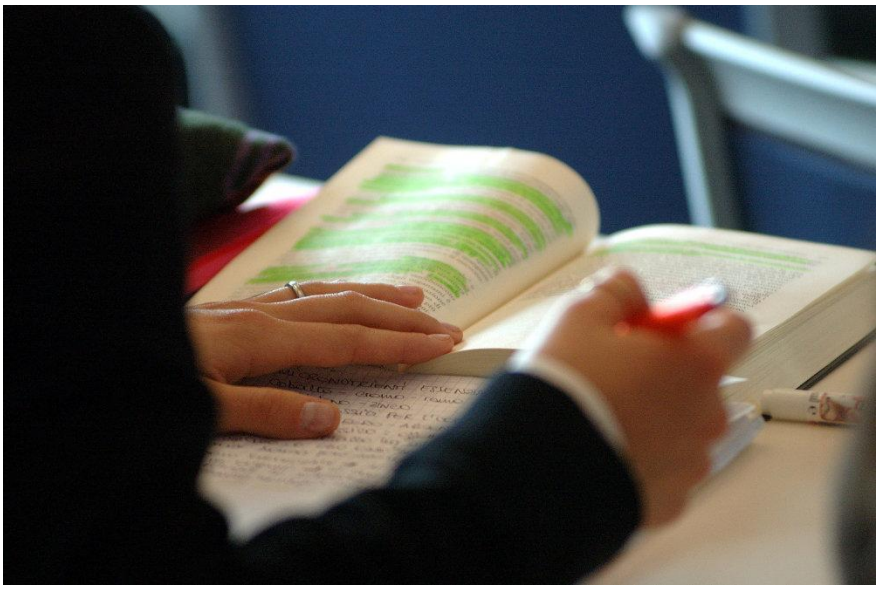


STUDENT GUIDELINES

- **Regulations for Students**

Find here in the folder entitled "Regulations for Students" documentation on the following themes:

- Academic Regulations
- Academic Calendar
- Educational Activities and Internship Regulations
- Exams and Final Thesis
- Enrolled Students FAQ
- Instructions for Updating Your Career Plan
- Payment Regulations
- Regulations for Optional Courses
- Student Ombudsman Regulations
- Study Trips
- Teaching Evaluation Questionnaire
- University Meal Services



UNISG ONLINE PORTAL

- **Esse3**

Esse3 (https://unisg.esse3.cineca.it/Start.do) is the academic platform used by the University, where you will be able to find the academic calendar and Regulations. Credentials to log in to this online portal will be given to first time users by the General Services Office.

On the online portal you can also find:

- **Student Transcript Online Exam Booklet**

Online transcripts (summary of grades) are available at https://unisg.esse3.cineca.it/Home.do?cod_lingua=eng
1. Log in with your username and password.
2. Choose "Career" from the left-hand menu.
3. Choose "Student Booklet."

- **Certificates**

Students can independently download certificates of enrolment as well as obtain receipts of payment upon request by going to the University's academic porta: https://unisg.esse3.cineca.it/Start.do?cod_lingua=eng
1. Log in with your username and password;
2. Choose "Registrar" from the left-hand menu;
3. Choose "Printable Enrollment Certificates and Receipts of Payment";
4. Select the desired certificate from the list. Print or save certificate.

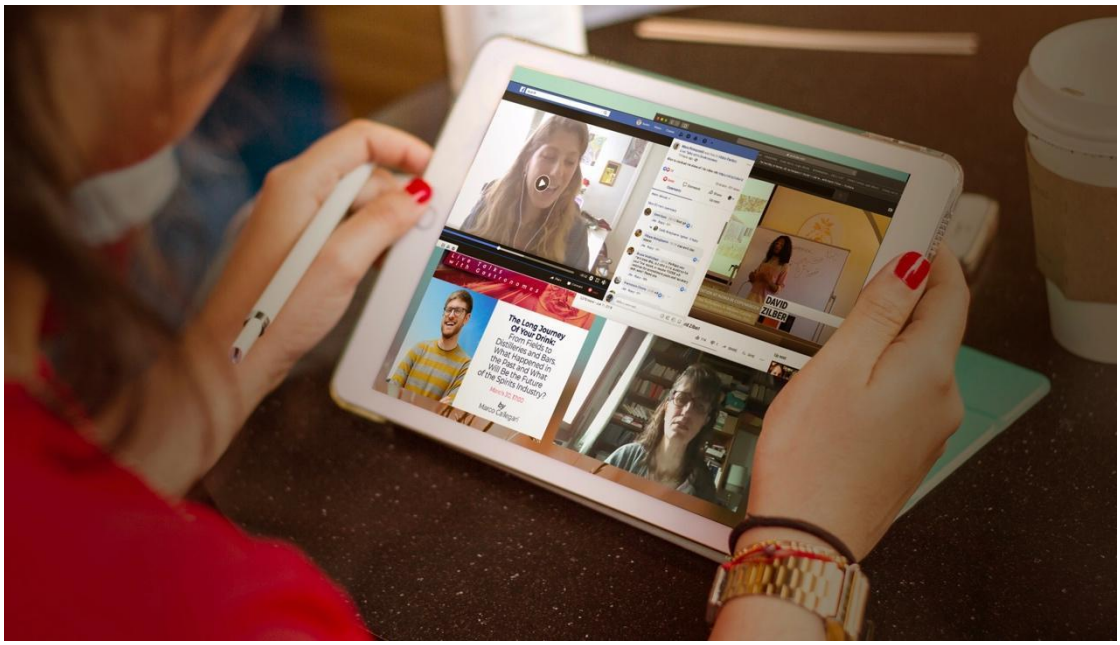
For **stamped certificates of enrolment**, please contact the Academic and Registrar Office at segreteria@unisg.it. All enrollment certificates, official transcripts, receipts of payment are included in the annual fee

- **Diploma**

Any reprint will be charged to the student. The cost is 50€ each reprint and includes mailing fees.

- **Professors' Contact Information**

Professors' email addresses are available at https://unisg.esse3.cineca.it/Guide/Home.do
1. Choose "Search Professors" from the right-hand menu;
2. Write the name of the professor in the search field;
3. Click "Search";
4. Click on the name of the Professor and you will find his contact information.



CONTACTS AND OTHER USEFUL INFORMATION

Please email in advance to make an appointment for a meeting.

Find here the names and email addresses of the University's administrative staff.
Find here the names, email addresses and background information for all teaching staff.

President and Rector: Professor Nicola Perullo (rettore@unisg.it)
General Director: Stefania Ribotta (s.ribotta@unisg.it)

Academics: didattica@unisg.it
Academics is responsible for the planning of the academic calendar and exam scheduling, as well as teaching and classroom logistics.

Registrar: segreteria@unisg.it
The Registrar is responsible for the pre-enrollment and admission processes, general bureaucratic procedures, grade registrations and graduation sessions, as well as academic certificates and diploma legalizations.

General Services Office (IT & Logistics) servizi_generali@unisg.it
General Services manages all University spaces and structures, including scholarship apartments, along with logistical and IT services, including heating and cooling systems, Wi-Fi network, computers, software and related devices, email and photocopiers.
For all questions, please use the general email address: servizi_generali@unisg.it or call +39 0172 458568

Logistics:
University student housing and tastings.
Roberta Sandon (r.sandon@unisg.it)
Massimo Bonino (m.bonino@unisg.it)

Tutor Office: (tutor@unisg.it)
Tutors are responsible for study trip planning, coordination and logistics, as well as providing learning and translation support.

Marketing & Communications / The New Gastronome: (comunicazione@unisg.it)
Responsible for external relations along with internal relations (website and newsletter). The marketing and communication agency that supports UNISG's food industry network by developing strategies applied within the sector, including the promotion of food culture, wine, and sustainable gastronomy. The New Gastronome also publishes a magazine which explores issues related to the gastronomic world.

Career Office: (career@unisg.it)
Supports the students and the alumni in designing a realistic and fulfilling career. Organizes the Career Fair, manages the online platform career.unisg.it, and provides training sessions and one-on-one meetings.

Accounting Office: (amministrazione@unisg.it):
Our colleagues in the accounting office assist in resolving issues with university fees, provide signed receipts of payment.

Academic Tables Dining Hall: (ristorante@unisg.it - 0172 458 564)
The University's lunchtime dining hall was founded on the idea of bringing together education, haute cuisine, fair costs, and local produce with principles of quality and environmental, social and economic sustainability.
Food may be booked online and can be booked here through the University's online reservation system. Dishes are prepared with equipment that consumes little energy; they feature local and seasonal ingredients and are served on eco-sustainable, low or no waste materials.

Library (biblioteca@unisg.it)
The UNISG library in Pollenzo (webpage link), thanks to its collection of books and journals, is a resource for ongoing gastronomic research. The library is part of the National Library Service (SBN) of Italy, and it is catalogued according to the SBN standard, indexed by subject and classified by the Dewey Decimal System (DDC21). The whole catalogue may be consulted online via LibrinLinea, a collective OPAC (online public-access catalogue) of the SBN libraries of Piedmont: www.librinlinea.it (select Università degli Studi di Scienze Gastronomiche, second-to-last in the list). For more information, please see the Library Regulations on the UNISG website (Student Services > Library).

Online Resources (bibliotecadigitale@unisg.it)
The Online Library provides electronic journals and databases. It is possible to access articles and databases from any internet station by entering your Unisg username and password here.



The International Student Start Point

The International Student Start Point (https://www.unisg.it/en/services/bureaucratic-procedures-student-health/) contains up-to-date information on the following subjects:

- **Health Insurance, Medical Assistance & Counseling Services**
- **Establishing legal status in Italy and renewing your permit of stay (with do-it-yourself templates)**
- **Legalizing your academic titles**
- **Pre-Departure**
  - Hotels in Bra and Pollenzo
  - Renting an apartment
  - UNISG Student Blog & Housing Page and Facebook Blog and Housing Group
  - Apartment Contracts
  - On-campus Notice Boards
  - Cost of Rent and Utilities
  - Public Transportation including the Bra – Pollenzo Bus
  - Bringing, renting or Purchasing a Car
  - Language Learning Opportunities
  - Costs of Living
- **Post-Arrival**
  - Where to make photocopies in Bra
  - Setting up a bank account
  - Finding an apartment
  - Garbage and Recycling Services
  - Rent and Utility Payments
  - Apartment Maintenance
  - Electrical Adaptors
  - Mail and Packages including customs fees
  - Moving out

- **Living in Bra: La Dolce Vita *Braidese*** with ideas for extracurricular activities in the region and beyond.

- **Bus Service between Bra and Pollenzo:**

Below you can find some information regarding the company operating **the Bra–Pollenzo bus service:**

- **How and where to apply for a bus pass**
- **Bus timetables:**
  - Line 1
  - Line 2

- **Campus Map and the virtual Tour** can be found here on our website: https://www.unisg.it/assets/UNISG-campus-map-21.11.2019.pdf