



Guidelines for students to enrol in the Courses and Seminars

By enrolling in a course, the PhD student takes the responsibility for knowing and complying with the regulations and procedures set forth by the Department of Engineering.

The Catalogue for Doctoral Level Studies of the Department of Engineering is announced in January by publication on the webpages of the five PhD Programmes of the Department of Engineering and on the webpage “Servizio ai dottorandi” of the Department of Engineering website (<https://www.unipa.it/dipartimenti/ingegneria/servizi-ai-dottorandi/>).

The Catalogue comprises courses that will be offered starting from February (unless otherwise indicated), with a short description of the course, name of the course Coordinator and/or Lecturer(s), number of hours of frontal lectures, language(s) of the course, information on the month(s) of the year when the course will be offered.

The learning mode

The Department of Engineering will adopt the most appropriate mode of delivering the doctoral level courses. As much as possible, lectures will be delivered in-person according to the planned timetable and with a number of students physically in the classroom/laboratory that will be adequate to the capacity of the rooms.

If compatible with the course requirements, students can also choose to attend the same lectures in remote mode through a designated Teams channel.

Lecturers may also opt for partial or integral remote lecturing, should this be compatible with the course requirements. In this case, the name and code of the Teams room (or the link to the room) will be communicated to the lecturers and to the registered students after the closure date for the enrolment.

Registration procedures

Every month, the schedule of courses that will be run during the following month will be announced alongside with a *link to the e-form for the online registration* to the course and deadline for submitting the application.

Registration is mandatory to attend the courses.

The **Course or Seminar will be run only if a minimum number of three students of the Department of Engineering has enrolled** before the announced deadline.

Cancellation procedures

If the **student cannot attend the course after registration**, he/she will have to give notice about it to the Secretariat by e-mail at least 5 days before. In exceptional and properly documented circumstances, notice can be also given on the day before or on the same day the course starts. If no notice is given to the secretariat about “no-show”, for the running year the student can only enrol to the remaining PhD courses after the enrolment deadline, if the course is not filled up.

Non-credit registration

Students who do not wish to attend a course for ECTS recognition may be allowed to register as **auditors**. Auditors must attend class regularly. The auditor assumes no obligation to do any of the work required of the course. In addition, the auditor is not eligible to take any test at the end of the course.



Registration of PhD students not affiliated to the Department of Engineering

UNIPA PhD students who are not affiliated to the Department of Engineering but do wish to attend a course, must contact the Secretary Officers of the Department of Engineering (didattica.ingegneria@unipa.it) to obtain authorisation, specifying the PhD programme there are enrolled in, name of PhD Course Coordinator and of the Supervisor.

ECTS Certification

At the end of the course the Lecturer performs a **test** (TAC: Test Accertamento Competenze) to verify the acquisition of the main theoretical concepts and/or practical expertise that the Course was intended to provide. The grading scale of the test is Pass/Fail. A lecturer may assign temporary grades for courses that are organised in modules.

Note that **attendance for less than 75%** of the lectures will result in a failing grade on the TAC.

An official transcript for the PhD students who have attended more than 75% of the lectures and have undertaken the TAC with the relative grade is transmitted to the Course Coordinator of the students on a monthly basis.

Any student who is regularly registered for a course and who has undertaken the TAC with a passing grade shall receive ECTS credits for that course.

Note that **course credits can only be officially attributed by the Doctoral Board** of the PhD Programme upon student's request.

A PhD student who has failed to pass the TAC may repeat a course to earn a pass grade, if the same course is still present in the Catalogue of the following year(s).

When a PhD student repeats a course, credit will be allowed only once, i.e., no student will receive credits for the same course twice, unless repeating the course is specifically authorized in the Graduate Catalogue, as in a variable content course. Courses with the same number of ECTS that cover the same course content, even if they have a different title, cannot be counted more than once for credit. The parenthetical phrases ("Formerly offered as...") and ("Also offered as...") included in a course description as a cross reference indicate that a student may not receive credit for both the course and the cross-referenced course.

Feedback

After each seminar, students are asked to fill out a feedback form (deepening of knowledge and confidence in answers, as well as quality of teaching) on a five-point scale using an electronic anonymous questionnaire.

For further information, please, contact the Head of Department's Delegate for PhD studies Prof. Mauro Mosca (mauro.mosca@unipa.it) or the Support for Teaching of the Department of Engineering (didattica.ingegneria@unipa.it)