DON'T WORRY BE HAPPY!

You may often be asked to get some hand-outs from the Photocopy Room on the first floor of the department, it is a good idea to get them in order to follow lectures better.

Try to do your assignments, first of all because you risk getting behind with the program, and also because there is very little time between the end of your courses and the beginning of your exams.

Remember at lessons you will learn what your teachers want you to learn on the course. If you can't talk to them at lessons or you have any question, you can go to their tutorial hour.

For your exams:

Unfortunately in each session our written exams are very close together and very often we have to choose which exams we will take. My advice is to take the 'barricade'-exams first, for example language exams or literature exams. Try not to postpone your exams and don't worry about your heavy workload: exams are 40 minutes (more or less) of a mixture of knowledge and luck, but most of the teachers are aware that we can't know every single detail by heart.

Remember to bring with you your Study plan and 'libretto' with you when you take all written and oral exams.

STUDY PLANS

The University will send you an email with a link to decide on your subjects. If you are unsure it is a good idea to attend all the classes you are interested in before making up your mind.

You usually have to decide between November and December- so you have time to look around!

Don't forget to use the library and the websites

TUTORING

TUTORING is a service that the university offers to students. TUTORS will help you along your career at the university and help you to reach your goals during your study.

If you have any questions about the department, the courses or any problems with the organization of lessons and exams, please contact Francesca and Sabina

Francesca: francesca.talamo@studenti.unipr.it
Sabina: minniedisny@supereva.it

It's really true; the world of university is something new and quite complicated which can be quite frightening.

Don’t panic the first few weeks. It is a good idea to check the timetable online or near the Secretary’s office on the ground floor of the See the name of the staff teaching the subjects you are interested in: find out when they will be holding their first lesson and go to that first lesson to obtain all the information about the course and exam. You’ll get the hang of it after a while!!

We also have some suggestions that we have learnt and that would like to share with you, to avoid becoming mad trying to survive.

For your lessons:

The first thing to do is to try to meet as many people on your courses as possible, so that you can obtain all the notes that you need and to keep you a seat if there aren't many places. Unfortunately our classrooms have limited seating for the great number of students enrolled in each course.

If there are some overlaps in the timetable, you should take the course, which you are weaker in. In my opinion it’s better to try to go to the language courses as often as possible, because it’s not so easy to learn a language by yourself.
WEBSITES
The Department of Languages is supported by 4 websites:
- www.unipr.it: It's the official website of the UNIVERSITA' DEGLI STUDI DI PARMA and it offers you all the information about courses, registration, admission fees and educational guidance.
- www.diplingue.unipr.it: It's the official website of our department and it can help you with: registration in the multimedia lab, teaching stuff, library, courses programs, registration in oral and written exams, study plan (syllabus).
- http://lea.unipr.it: Here you can register the course, download all the documents given by the teacher and see the announcement of the teacher.
- www.cla.unipr.it: It's the site dedicated to language assistants and here you can find extra documents for exercises, translation and so on.

MULTIMEDIAL LABORATORY
The multimedia laboratory gives you the opportunity to exercise and improve your language skills through a series of useful web sites in which you can find a great variety of grammatical, listening and reading exercises (newspaper features, pieces of literary works, crossword puzzles, games etc). Every student is allowed to access the laboratory only with the authorization (a small booklet) signed by the teacher of the chosen language.

Apart from the individual study, compulsory hours are also requested in order to do your language exams. Check the number of compulsory hours requested for each language as it depends on the number of the credits of your chosen language and study year. The best thing to do is to speak to the teacher responsible for signing the lab booklet.

Regulation
Every time a student leaves the laboratory, (s)he has to show the booklet to the computer technician, responsible for the maintenance of the lab, who will write down the number of hours spent doing the activities.

For further information about the regulation check the following link: http://www.diplingue.unipr.it/Lab/Main.htm

Booking and timetable
Every student can access to the laboratory at most for 6 hours per week and (s)he can book his or her hours by checking this link: http://www.diplingue.unipr.it/Lab/Prenotazioni.php

The laboratory opens in the morning from 9:00 to 13:30 (from Monday to Friday) and only on Tuesday afternoon from 14:30 to 18:30.

We consider the hours spent in the lab a very useful activity and we highly recommend it to help you pass your language exams.

EXAMS ENROLLMENT
For the WRITTEN LANGUAGE EXAMS go to DIPLINGUE.UNIPR.IT and enrol for the written exam. The written language exams can only be taken three times a year after the full academic year. You cannot take the oral exam if you haven't passed the written part!

For the other exams:
1. Go to www.unipr.it
2. Click on: "SERVIZI"
3. Click on: "SERVIZI ONLINE"
4. Then click on: "ISCRIZIONE AGLI ESAMI"
5. Choose your faculty so, in our case: "LETTERE E FILOSOFIA"
6. Click on: "TUTTI I CORSI DELLA FACOLTA"
7. Fill in the blank with your e-mail address and your password
8. Click on: "LOG IN"
9. Choose the exam that you need
10. Click on the green dot
11. Click on: "AGGIUNGI ISCRIZIONE"

ERASMUS:
Enjoy the opportunities to study abroad from 3 to 12 months in another European country, keeping in touch with a different culture. Don't forget the university also offers some scholarships to study abroad.

THAT'S ALL FOLKS AND GOOD LUCK!
Francesca, Alessio, Daniele, Jessica, Marta, Elena