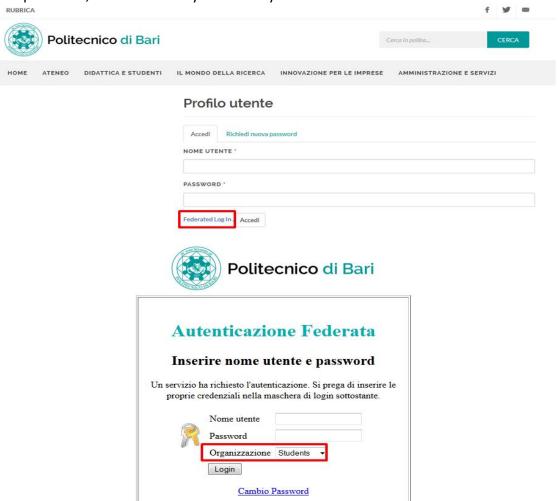
## **GUIDE TO "DEPASAS" PROCEDURES**

"DEmaterializzazione dei Processi Amministrativi per i Servizi Agli Studenti" (Dematerialisation of Administrative Procedures for Student Applications), or DEPASAS, is a series of online procedures that let students request elective exams, individual study plans and more.

First, you must log into your personal page by using the link <a href="http://www.poliba.it/user">http://www.poliba.it/user</a>, select "FEDERATED LOG IN", and choose "STUDENTS" in the "ORGANIZZAZIONE" tab. Then, enter your username and password, the same ones you use for your esse3 account.



You will be redirected to this page, where you'll be able to make the requests you need:

# Aggiungi informazioni personali Piano di studi individuale Richiesta anticipo crediti Richiesta cambio corso Richiesta esami a scelta libera Richiesta esami sovrannumerari Richiesta iscrizione Part-Time Richiesta riconoscimento crediti Richiesta riconoscimento crediti esami esterni Storico Pratiche

#### Respectively, your options are:

- Add personal information
- Individual study plan
- Request credit in advance
- Request course change
- Request elective exams
- Request supernumerary exams
- Request Part-Time enrollment
- Request credit acknowledgment
- Request credit acknowledgment for external exams
- Procedure history

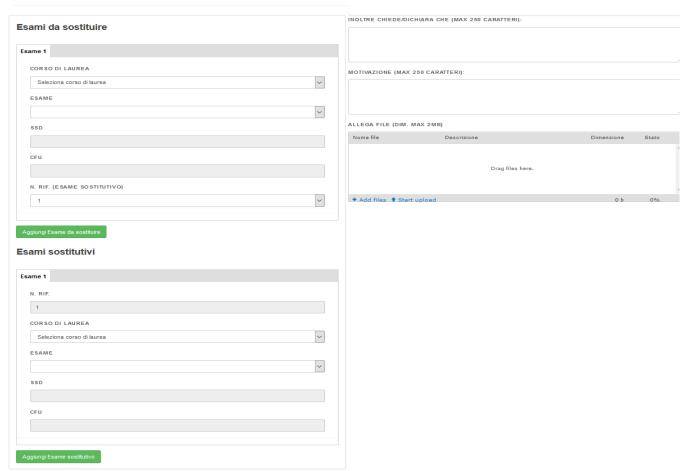
#### **INDIVIDUAL STUDY PLAN:**

This is where you can modify your study plan i.e., swapping out various exams.

You must fill both the section with the information regarding the exam you want to swap out, and the section with the information regarding the exam you want to insert in your booklet.

- ESAMI DA SOSTITUIRE = The tab in which you specify which exam you want to swap out.
- CORSO DI LAUREA = The Study course the exam belongs to. (eg. Mechanical Engineering)
- ESAME = The Exam that you wish to swap.
- SSD = The Exam code.
- CFU = The number of credits this exam gives you.
- N. RIF. (ESAME SOSTITUTIVO) = The referral number.
- INOLTRE CHIEDE/DICHIARA CHE and MOTIVAZIONE = These two fields may be filled with the reason why you chose to swap out an exam and any other statements.
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" after you've attached a file.
- ESAMI SOSTITUTIVI = The tab in which you need to insert the information regarding the exam you wish to insert in your booklet.
   (The fields are the same ones you find in the "ESAMI DA SOSTITUIRE" tab.)
  - AGGIUNGI ESAME DA SOSTITUIRE = Adds the exam you want to swap.
- AGGIUNGI ESAME SOSTITUTIVO = Adds the exam that swaps the one you don't want.
- INVIA = Confirms the procedure.

#### Piano di studi individuale



This image shows an example of what a possible substitution will look like. The student, in this case, has chosen to swap "LOGICA E INTELLIGENZA ARTIFICIALE", an exam belonging to "Computer Engineering", for "INTERNET OF THINGS", which belongs to "Telecommunications engineering". You will need to click on "CONFERMA" to proceed.

# Sostituzione dei seguenti esami:

N.rif	Esame da Sostituire	SSD	CFU	Corso di Laurea
1	LOGICA E INTELLIGENZA ARTIFICIALE	ING-INF/05	12	[LM] INGEGNERIA INFORMATICA (D.M. 270/04)

N	Esame Sostitutivo	SSD	CFU	CFU Sostenuti	Frequentato	Corso di Laurea
1	INTERNET OF THINGS	ING-INF/03	6.00	6	SI	[LM] INGEGNERIA DELLE TELECOMUNICAZIONI (D.M. 270/04)

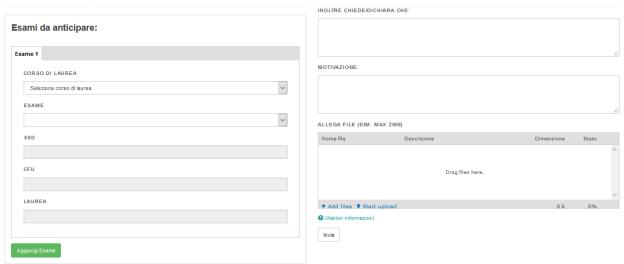
Conferma

# **REQUESTING CREDIT IN ADVANCE:**

This is where you can request credit for an exam in advance.

- ESAMI DA ANTICIPARE = This is where you will insert the information regarding the exam for which you wish to receive credit in advance.
- SSD = The exam code.
- CFU = The number of credits this exam gives you.
- LAUREA = The study course the exam belongs to.
- INOLTRE CHIEDE/DICHIARA CHE and MOTIVAZIONE = These two fields may be filled with the reason why you chose to request credit in advance and any other statements.
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" after you've attached a file.
- AGGIUNGI ESAME = Adds the exam.
- INVIA = Confirms the procedure.

#### Richiesta anticipo crediti



This is how the procedure will look like once it has been completed. In this case, the student requested credit for "LOGICA E INTELLIGENZA ARTIFICIALE".

You will need to click on "CONFERMA" to proceed.

#### Anticipo dei seguenti esami:

N.	Esame da Anticipare	CFU	SSD	Corso di Laurea	Magistrale	Frequentato			
1	LOGICA E INTELLIGENZA ARTIFICIALE	12	ING-INF/05	[LM] INGEGNERIA INFORMATICA (D.M. 270/04)	Magistrale	SI			
МОТ	TIVAZIONE:								



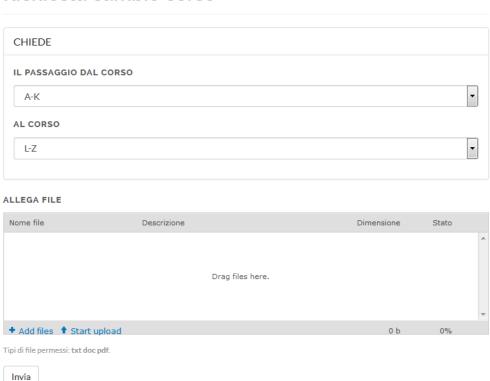
Anticipo esame laurea magistrale

# **REQUESTING A STUDY COURSE CHANGE:**

This is where you can request to be put in a different partition i.e., L-Z instead of A-K or even viceversa. Note that the partition refers to the study course you belong to. You cannot be put in a partition that belongs to another course.

- IL PASSAGGIO DAL CORSO = The partition you're in.
- AL CORSO = The partition that you want to be in instead.
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" after you've attached a file.
- INVIA = Confirms the procedure.

# Richiesta cambio corso



# **REQUESTING ELECTIVE EXAMS:**

This is where you can request one or more elective exams i.e., an exam of your choosing that may also belong to a different course.

- ESAME/I A SCELTA LIBERA = This is where you will insert the information regarding the exams you wish to insert in your booklet.
- SSD = The exam code.
- CFU = The number of credits this exam gives you.
- LAUREA = The study course the exam belongs to.
- INOLTRE CHIEDE/DICHIARA CHE and MOTIVAZIONE = These two fields may be filled with the reason why you chose to add an exam in your booklet and any other statements.
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" after you've attached a file.
- AGGIUNGI ESAME = Adds the exam.
- INVIA = Confirms the procedure

# Esame /i a scetta libera Esame 1 DIPARTIMENTO Seleziona il dipartimento di riferimento CORSO DI LAUREA ALLEGA FILE (DIM. MAX 2MB) ESAME CFU LAUREA Torag fies here. Torag fies here. Invis

#### Richiesta esami a scelta libera

This is what the procedure will look like once it has been completed. In this case, the student wanted to add "CONTROLLO DEI ROBOT" to their booklet, an exam belonging to "INGEGNERIA DELL'AUTOMAZIONE" (Automation engineering).

You will need to click on "CONFERMA" to proceed.

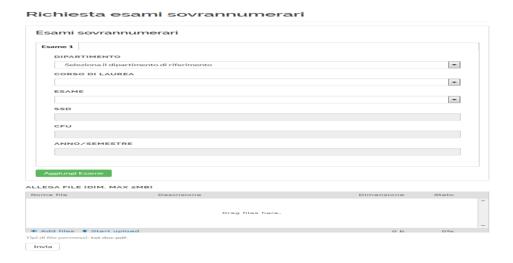
#### Richiesta dei seguenti esami a scelta:

N.	Esame a scelta	SSD	CFU	Laurea	Dipartimento	Corso di Laurea
1	CONTROLLO DEI ROBOT	ING-INF/04	6	Specialistica	Dipartimento di Ingegneria Elettrica e dell'Informazione	[LS] INGEGNERIA DELL'AUTOMAZIONE

# **REQUESTING SUPERNUMERARY EXAMS:**

This is where you can request a supernumerary exam. It is simply an extra exam that you may insert in your booklet.

- DIPARTIMENTO = The Department the exam belongs to.
- CORSO DI LAUREA = The Study Course the exam belongs to.
- ESAME = The exam you wish to insert in your booklet.
- SSD = The exam code.
- CFU = The number of credits the exam gives you.
- ANNO/SEMESTRE = The year and the semester.
- AGGIUNGI ESAME = Adds the exam.
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" once you've attached a file.
- INVIA = Confirms the procedure.



This is what the procedure will look like once it has been completed. In this case, the student wanted to add "COMPLEMENTI DI ELABORAZIONE DIGITALE DELLE IMMAGINI" and "INFORMATICA GRAFICA E CAD" to their booklet.

You will need to click on "CONFERMA" to proceed.

Anticipo dei seguenti esami:





# **REQUESTING PART-TIME ENROLLMENT:**

This is where you can request to be enrolled as a part-time student and manage you first and second year exams as a part-timer. There is a credit limit that must be respected, and it is made up of the sum of the credits that the exams you choose net you.

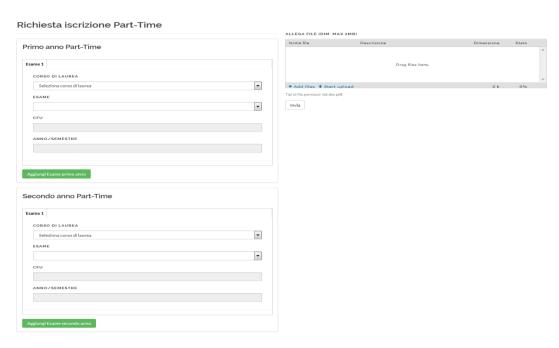
This is the only way for students to enroll as part-timers, as no other kind of application is needed.

Only students that are regularly enrolled may apply for this procedure, as stated by the Academic Rules.

Any application submitted by off-course students that have been authorized by their Departments will be rejected.

The applications must be submitted within the terms imposed by the Administration, that will publish the guidelines in the website <a href="www.poliba.it">www.poliba.it</a>. Any application submitted against the terms will be rejected.

- PRIMO ANNO PART-TIME = This is where you'll insert the exams you will take in your first year as a part-timer.
- CORSO DI LAUREA = The study course.
- ESAME = The exam you need to insert.
- CFU = The number of credits the exam gives you.
- ANNO/SEMESTRE = The year and the semester the exam is expected to be taken.
- SECONDO ANNO PART-TIME = This is where you'll insert the exams you will take in your second year as a part-timer.
  - (The fields are the same you'll find in the "PRIMO ANNO PART-TIME" tab.)
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" once vou've attached a file.
- AGGIUNGI ESAME PRIMO/SECONDO ANNO = Adds the exam.
- INVIA = Confirms the procedure.



This is what the procedure will look like once it has been completed. You will need to click on "CONFERMA" to proceed.

# Esami per il primo anno Part-Time:

N.	Esame	CFU	Anno/Semestre	Corso di Laurea
1	INGEGNERIA DEL SOFTWARE AVANZATA	6	2° ANNO / PRIMO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)
2	METODI DI CONTROLLO NEI SISTEMI DI ELABORAZIONE E TELECOMUNICAZIONE	6	1° ANNO / PRIMO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)
3	METODI DI OTTIMIZZAZIONE	6	1° ANNO / SECONDO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)
4	MODELLI DI e-BUSINESS E BUSINESS INTELLIGENCE	6	2° ANNO / SECONDO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)

# Esami per il secondo anno Part-Time:

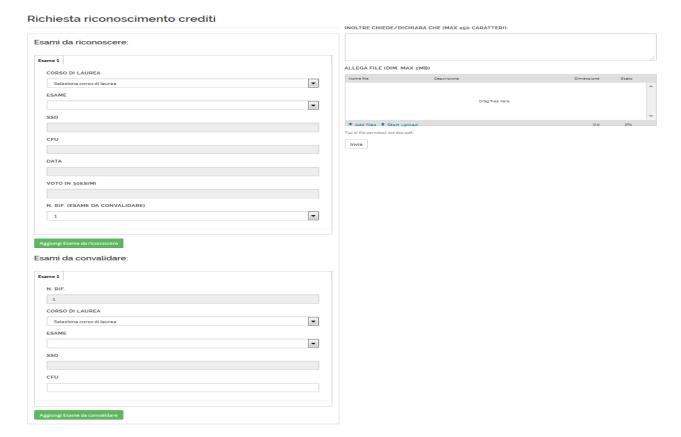
N.	Esame	CFU	Anno/Semestre	Corso di Laurea
1	SISTEMI E RETI MULTIMEDIALI	6	1° ANNO / SECONDO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)
2	TIROCINIO	6	2º ANNO / SECONDO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)
3	LINGUAGGI FORMALI E COMPILATORI	9	1° ANNO / PRIMO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)
4	ELABORAZIONE DI IMMAGINI E VISIONE ARTIFICIALE	12	1º ANNO / PRIMO CICLO SEMESTRALE	INGEGNERIA INFORMATICA (D.M. 270/04)

Conferma

### **REQUESTING CREDIT ACKNOWLEDGMENT:**

This is where you can request credit for exams that you've taken in a past career at Poliba.

- ESAMI DA RICONOSCERE = The exam you've taken.
- CORSO DI LAUREA = The study course the exam belongs to.
- ESAME = The exam.
- SSD = The exam code.
- CFU = The number of credits the exam gives you.
- DATA = The date in which you took the exam.
- VOTO IN 30esimi = The grade that was awarded to you when you passed the exam.
   Remember that it goes from a minimum of 18 to a maximum of 30 (with potential Merit added).
- N. RIF. (ESAME DA CONVALIDARE) = The referral number.
- AGGIUNGI ESAME DA RICONOSCERE/CONVALIDARE = Adds the exam.
- ESAME DA CONVALIDARE = The exams that you have to take in your current career at Poliba.
- N. RIF. = The referral number (refers to the one you previously inserted).
- INOLTRE CHIEDE/DICHIARE CHE = This field may be filled with the reason why you chose to request acknowledgment and any other statements.
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" once you've attached a file.
- INVIA = Confirms the procedure.



This is what the procedure will look like once it has been completed. In this case, the student passed "INTERNET OF THINGS" in 2014, and is requesting acknowledgment for "LOGICA E INTELLIGENZA ARTIFICIALE".

You will need to click on "CONFERMA" to proceed.

# Riconoscimento dei seguenti esami:

N.rif	Esame da Riconoscere	CFU	Data		Voto	SSD		Corso di Laurea
1	INTERNET OF THINGS	6	2014-1	0-03	30 L	ING-IN	IF/03	[LM] INGEGNERIA INFORMATICA (D.M. 270/04)
N.	N. Esame da Convalidare		CFU	SSD	SSD Corso di Laurea		o di Laurea	
1	LOGICA E INTELLIGENZA ARTIFICIALE		6	ING-	ING-INF/05		NF/05 [LM] INGEGNERIA INFORMATICA (D.M. 270/04)	

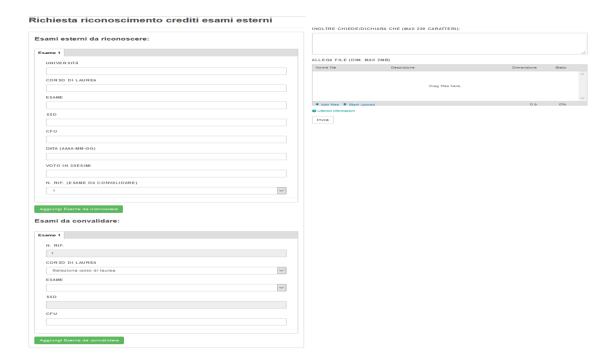


#### REQUESTING CREDIT ACKNOWLEDGMENT FOR EXTERNAL EXAMS:

This is where you can request credit acknowledgment for exam that you've taken in a past career, for study courses that do not belong to Poliba.

NOTICE: Only students that are regularly enrolled may apply for this procedure, in compliance with the Transfer guidelines for incoming students (from another Department), the guidelines for students belonging to Architecture and Industrial Design and the current TAI Regulations for students enrolled in Bachelor's Degrees in Engineering.

- ESAMI ESTERNI DA RICONOSCERE = The exams that you already took that need to be acknowledged.
- UNVIERSITÀ = Where you took the exam.
- CORSO DI LAUREA = The study course the exam belongs to.
- ESAME = The exam.
- SSD = The exam code.
- CFU = The number of credits the exam gives you.
- DATA = The date in which you took the exam.
- VOTO IN 30esimi = The grade that was awarded to you when you passed the exam.
   Remember that it goes from a minimum of 18 to a maximum of 30 (with potential Merit added).
- N. RIF. (ESAME DA CONVALIDARE) = The referral number.
- AGGIUNGI ESAME DA RICONOSCERE/CONVALIDARE = Adds the exam.
- ESAME DA CONVALIDARE = The exams that you have to take in your current career at Poliba.
- N. RIF. = The referral number (refers to the one you previously inserted).
- INOLTRE CHIEDE/DICHIARE CHE = This field may be filled with the reason why you chose to request acknowledgment and any other statements.
- ALLEGA FILE = Attach a file if you need to. Remember to click on "Start Upload" once you've attached a file.
- INVIA = Confirms the procedure.



This is what the procedure will look like once it has been completed. In this case, the student passed "INGEGNERIA DEL SOFTWARE" in Pisa in 2011, and is now requesting acknowledgment for the same exam here at Poliba.

You will need to click "CONFERMA" to proceed.

# Riconoscimento dei seguenti esami esterni:



#### **PROCEDURE HISTORY:**

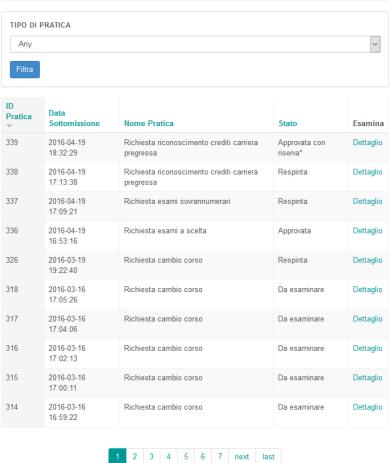
This is where you can review and filter all the procedures you've submitted during your career. Every procedure has its own ID, date, type, status and a link with all the details.

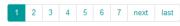
#### The status can be:

- DA ESAMINARE = Your submission has to be examined, and so it has not been approved by the Course Coordinator and the Department Director yet.
- APPROVATA = Your submission has been approved by both the Course Coordinator and the Department Director.
- RESPINTA = Your submission has been rejected by either the Course Coordinator or the Department Director.
- APPROVATA CON RISERVA = Your submission has been examined by the Course Coordinator but it has been partially approved, as the documentation you attached is incomplete or not appropriate. This can happen when you request credit acknowledgment, and you may submit the documentation a second time if it is missing some parts or is not appropriate. If you see (\*), it means that the documentation has been submitted and is currently being re-evaluated. If you see a link, you can click on it to access a page with the details as to why the procedure has been partially approved (RESOCONTO APPROVAZIONE CON RISERVA), and then add any statements or missing documentation (INFORMAZIONI ADDIZIONALI).

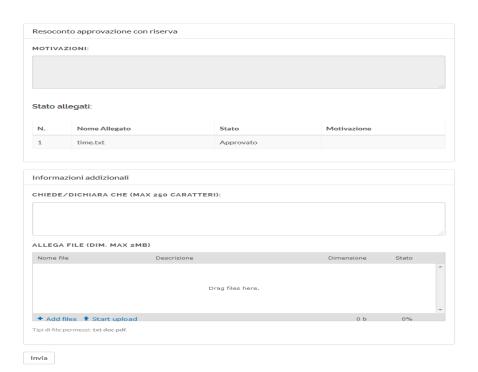
# The images show an example of a student's history:

#### **Storico Pratiche**





\*La pratica è stata risottomessa



While in the procedure history, you can click on "DETTAGLIO" to see all the information about the procedure you submitted and its status.

The image shows what the process looks like.

#### ID Pratica: 99

