

University of Pisa

Directorate for Education, Student Affairs and internationalisation

Alessandra Viviani

My job

- I have been working at the University of Pisa since 2004, within the Student Services Office under the Directorate for Education, Student Affairs, and Internationalisation.
- Throughout my career, I have gained extensive experience in managing student-related administrative processes. I am specifically responsible for supporting the Department of Economics and Management (DEM), handling all administrative aspects related to student services and academic procedures.
- My role involves coordinating and managing administrative activities, ensuring compliance with university regulations, and providing support to students and faculty within the department.

Directorate for Education, Student affairs and Internationalisation: Substructures

- **Activities and Responsibilities**
- **Activities for the Degree Programs and Teaching Innovation**
- **Student Orientation and Support Activities**, including:
 - Management of Degree Programs
 - Management of careers of Master's and Specialization students
- **Activities for the Management of Degree Programs' Student Careers**, including:
 - Support for student progression
 - Activities for student contribution and engagement
- **Coordinator of Activities Related to:**
 - Teacher training
 - Budget management
 - Purchasing and administrative management
- **Coordinator of Internationalization Activities**

Activities for the Management of the Degree Programs' Student Careers and Activities for Student Contribution:

- ☐ Self-Certification Verification Section
- ☐ Student Careers Unit
- ☐ Student Contribution Unit
- ☐ Enrollment, Diploma Issuance, and State Exams Unit
- ☐ Procedures for Access to Limited-Enrollment Courses Unit

Student Office

- The **Student Office** manages all administrative aspects of a student's academic career, from enrolment through to the awarding of the degree.
- You can contact the Student Office for information and assistance regarding:
- Enrolment procedures
- Certificates and official documentation
- Tuition fees
- Degree award applications
- Changes between degree programmes
- Transfers to or from the University
- Interruption or withdrawal from studies
- All student administration procedures can be completed remotely. Standard contact channels include the email addresses and telephone numbers listed in the “**Contacts and Staff**” section.

Contacts

The following general link helps students find the administrative contact according to their degree course

☐ <https://www.unipi.it/en/education/student-offices/locations-and-contacts/administrative-and-educational-student-office/>

For my Department:

☐ Rosa Bonanno – 0502213527

Alessandra Viviani – 0502213528

For enrolment in Bachelor's and single-cycle Master's degree programmes: centroimmatricolazioni@unipi.it

For admission tests to regulated-admission degree courses concorsinumerochiuso@unipi.it

For university tuition fees: serviziotasse@unipi.it

In-Person Office Hours

- In-person office hours are available **by appointment**. Meetings take place at:
- **Largo Bruno Pontecorvo 3**
Lobby of **Building D “Luigi Rivetti”** (north wing)
- Appointments can be booked by topic through the **Virtual Office portal**:
 <https://sportellovirtuale.unipi.it/>

Other services offered in my Unit

Study Pathway Management and Academic Procedures

- The Unit provides guidance and administrative support for managing students' study pathways, including:
- **Study pathway management**, with assistance throughout the academic career
- Support for **choosing or changing the curriculum or degree programme**
- Information and procedures related to **elective exams**, including:
 - When prior authorisation is required
 - How to submit requests
- Evaluation and processing of **recognition of university credits** (e.g. from previous studies or mobility programmes)
- Administrative support for admission to training activities offered by:
 - **Scuola Normale Superiore**
 - **Scuola Superiore Sant'Anna di Pisa**

How to Change Program or University

- **Transfers Between Degree Courses**
- This option applies to students who wish to **change degree programmes within the University of Pisa**.
- Requests to change courses can be submitted through the **Gepaco portal**.
- **Transfers to Other Universities**
- This option applies to students who intend to **transfer to another university**, leaving the University of Pisa.
- Applications must be submitted through a specific online procedure via the **Alice Portal**.

Degree Application and Award

- The **degree (graduation) application** must be submitted online through the **Alice Portal**.
- Each staff member is responsible for handling the degree applications of the students enrolled in the degree programmes they manage.
- For a detailed list of contacts and their specific responsibilities, please refer to:

<https://www.unipi.it/en/education/student-offices/locations-and-contacts/administrative-and-educational-student-office/>
- For further assistance, you can contact:
 **ec.segreteriastudenti@unipi.it**

The University in numbers

Key figures provide an overview of the University's scale and activities:

- **Enrolled and registered students a.a. 2024/2025**

- ✓ enrolled: 8.968
- ✓ enrolled to Master Degree: 2.901
- ✓ Registered students to Bachelor Degree: 46.037

- **Graduated in 2024**

- ✓ Graduates: 7344

Professors and technical-administrative employers

- ✓ Teaching staff: 1.739
- ✓ Technical and Administrative Staff: 1.541 *Data collected as of December 31, 2024*

Single courses

- Students aged 20 or over, who hold the qualifications required for admission to Bachelor's or Single-cycle Master's Degree courses, can attend courses at the University of Pisa for cultural enrichment or scientific updating.
- Enrolment in Single Courses allows students to earn up to a maximum of 25 credits per academic year.
- The main advantage is the possibility to attend courses and take exams without being fully enrolled in a degree programme

Thank You!

