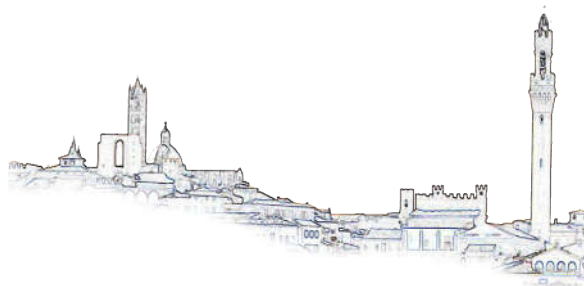




Department of Information Engineering and Mathematical Sciences

[www.diism.unisi.it](http://www.diism.unisi.it)

Sede centrale - Via Roma, 56 – Siena



## QUICK START FOR DIISM STUDENTS

Information, for foreign students, about the Department of Information Engineering and  
Mathematical Sciences  
(Dipartimento di Ingegneria dell'Informazione e Scienze Matematiche - DIISM)

Academic Year 2017-18

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## Directions

[Map of San Niccolò building](#)

[Virtual tour](#)

### Rooms

*San Niccolò building*

Basement Floor : Classrooms 8, 13, 14, 15, 18, 20, 21

Ground Floor: Classrooms 145, 149, 101, 103.

Computer labs: 124, 125, 142, 143, 146, 147

Hardware lab: 126

*Exterior building*

Basement Floor: Classrooms: A/B, C/D

Ground Floor: Classrooms: E, F

Research Laboratories are available for internship and experimental thesis development:

*Red Tower Rooms:* r205, r201, r202,

*First Floor:* 223, 224, 237, 238, 240, 242, 243, 253, 254

For access to laboratories please check: [www.diism.unisi.it/en/department/regulations/access-premises-diism](http://www.diism.unisi.it/en/department/regulations/access-premises-diism)

**Open spaces for students** are indicated by three colours put on tables, for different kind of employment:

**Red** - individual study

**Yellow** - group work

**Green** - relax

### Students office (Ufficio studenti e didattica)

*Teaching information*

Ground Floor, San Niccolò Building (room 153)

Tel. +39 0577 235708 [didattica.diism@unisi.it](mailto:didattica.diism@unisi.it)

This office is useful for information on class and exam session schedule, orientation and tutoring, activities of the *Comitato della Didattica*

*Front-office Studenti*

Ground Floor, San Niccolò Building (room 150)

Email [didattica.diism@unisi.it](mailto:didattica.diism@unisi.it)

This office is useful for information about study plans, registrations, taxes, badges, certificates.

Opening hours:

Monday: from 9.00 a.m. to 1.30 p.m.

Tuesday: it is possible to book an appointment from 2.00 p.m. to 3.30 p.m.

Wednesday: from 9.00 a.m. to 1.30 p.m.

Thursday: from 2.00 p.m. to 3.30 p.m.

Friday it is possible to book an appointment from 9.30 a.m. to 1.30 p.m.

Telephone help desk: +39 0577-235531 (every day from 12.00 a.m. to 1.00 p.m.)

*Presidio - Info desk*

Ground Floor, main entrance, San Niccolò Building

Tel. +39 0577 235530-235487 [presidio.sanniccolo@unisi.it](mailto:presidio.sanniccolo@unisi.it)

### Library

Basement Floor, San Niccolò Building  
Tel. +39 0577 235790 [bast@unisi.it](mailto:bast@unisi.it)

## **Information for students**

### **Study plans (on line access)**

Study plans for academic years without elective exams, will be included in Career by Students Office.

Study plans for academic years with elective exams must be included by student online through personal account appointed by University.

Useful period for filling study plans in will be published on the News section of the Department website ([Avvisi – Department web site](#)).

A student can take only exams of courses held in the year in which the student is enrolled.

### **Internship**

Internship is a period spent by student in manufacturing or services companies, government agencies, university laboratories or research institutions, for carrying out activities which are mainly experimental, under the guidance of a university tutor appointed by the *Comitato per la Didattica* and of a tutor appointed by the host structure.

### **Magnetic badge**

The badge is awarded to the student after the registration, by the *Students Front-office*. If a student loses it, he has to go to the same office (*Students Front-office*) with a copy of the complaint presented at *Questura* or *Carabinieri* Station.

For all other services offered by the University, visit the [website](#) of the University of Siena.

### **Online services**

To access online services of the Siena University (e-mail, bibliographic services and internet access) use the password appointed by University (unisipass).

The Department and the Library, as the entire university, are covered by wifi network.

The University of Siena belongs to the network Eduroam. More information are available at the [website](#) of the University Center for Informatics and Telematics or by contacting the Helpdesk:

[helpdesk@unisi.it](mailto:helpdesk@unisi.it)- Tel. 0577 232352 (with operator Mon-Fri 8: 30-13: 30, voice mail 24h)

### **Beginning of classes**

Classes begin on the 2<sup>nd</sup> of October 2017. The [detailed timetable](#) is available at the [website of each course degree](#)

### **Canteen**

The closest canteen is in *Via Sallustio Bandini, 47* Tel. 0577 226 207 and it observes the following opening hours: Mon-Fri: 12-14.30 and 19-21.15

The location of other canteens and the access rules are indicated on the [website](#) of the DSU.

**Remember:** information regarding classes, teachers, schedules, meeting and exam sessions are published in the websites of the [Department](#) and of the [online student office](#).

Use your personal University email address given at registration to communicate in a secure environment with your Department/University faculty and staff.

## Computer Labs

Students carry out the experimental training activities at the laboratories of the Department of Information Engineering and Mathematics (for details, see the [website](#) of the Department).

The *Computer rooms (I, II, III, IV) (lab. 124, 143, 146, 147)* are used for experimental activities under the teacher supervision.

The research laboratories are reserved for students who work on projects, tutorials and thesis, under the supervision of a teacher.

### Rules for access to the computer labs

Students have access to computer labs without account. For browsing the Internet, unisipass must be used. The printing service is guaranteed by the Library.

## Library of Science and Technology Area

The library is organized on two locations:

### Location San Niccolò

Via Roma, 56 - Tel. 0577 234602

Opening hours: Mon-Fri: 8.30-19.30

### Location Laterino

Via Laterina, 2 - Tel. 0577 232935

Opening hours: Mon-Fri: 8.30-19.15

Web site: [www.sba.unisi.it/bast](http://www.sba.unisi.it/bast)

E-mail: [bast@unisi.it](mailto:bast@unisi.it)

### Library offers following services:

Site consultation: bibliographic material at San Niccolò is arranged on open shelves and the user can choose himself books for reading in office, while for the loan users should turn to the desk.

Loan: up to 5 books can be borrowed for 30 days (textbooks can be borrowed for no more than 15 days, without renew); reservations and renewals can be asked, both turning to the desk and by the online access to the library catalog through unisipass. In the case it will not be returned by the deadline, the loan will be suspended for a number of days equal to the number of delayed days.

Document Delivery: copies of articles from books or journals that are not in the libraries of the University or not accessible online can be requested.

Bibliographical research: counseling about document retrieval from database can be provided; this can be useful to compile theses and dissertations bibliographies.

Reprographics: networked copiers, printers and scanners are available.

PC: fixed locations accessible upon authentication (unisipass) for Internet connection and for use of application specific software, like one available in the computer labs of the Department DIISM.

More information about services of the University Library System, at this [website](#).

**The premises of the Library** are divided into three areas:

**Red** - individual study

**Yellow** - study group

**Green** - Relax

## Tutor

*Tutor students* receive, by appointment ([tutor@diism.unisi.it](mailto:tutor@diism.unisi.it)), at the Students Desk (room 121).

It's possible to contact them for information and advices about studying methods, study organization of the degree courses, study plans, evaluation questionnaires of teaching, use of University facilities, etc.

|                       |                 |  |
|-----------------------|-----------------|--|
| BUCCIARELLI MARTINA   | Cell.3398498991 | <a href="mailto:martina.bucciarel@student.unisi.it">martina.bucciarel@student.unisi.it</a> |
| GALEOTTI VALENTINA    | Cell.3396050966 | <a href="mailto:galeotti2@student.unisi.it">galeotti2@student.unisi.it</a>                 |
| MARTUCCI GIANDOMENICO | Cell.3779872806 | <a href="mailto:giandomenico.mart@student.unisi.it">giandomenico.mart@student.unisi.it</a> |

For any degree course the University of Siena has appointed also *Tutors* among Faculty members in order to help students for any problem, request and suggestions regarding teaching activities. Please visit the web site of the specific degree course for further information.