**Adjunct lecturers’ duties**
Adjunct professors carry out activities relevant to the assignment - such as delivering exams and meeting students - according to Unibo’s General Teaching Regulation and Academic Calendar. In so doing, they have to deploy Unibo’s computer tools to keep track of their activities, register exams, fill out classes’ register, fill out and publish on their Unibo’s personal page their CV and the course’s syllabus.

*The assignment shall be carried out in the Unibo’s venues. In light of the COVID-19 pandemic, e-learning classes are also envisaged. Online classes are mainly delivered on Microsoft TEAMS by logging in through the Unibo’s credentials. Please email cesia.assistenzadidattica@unibo.it for further details.*

**Signing of the teaching contract**
The teaching contract shall be finalized upon the successful completion of the approval procedure, according to article 8 of the Unibo’s Teaching & Tutorship Contracts. The Unibo’s APOS – Assessment & Contracts Sector shall send off the relevant information to the adjunct lecturer’s @unibo.it email address only.

**Payment of the contract’s fee**
The contract’s fee shall be paid upon the completion of those steps:
- Proper finalization of the contract;
- Filling out the classes’ register;
- Filling out and publishing on the Unibo’s personal page the course syllabus and the lecturer’s CV.

It should be noted the course syllabus shall be published by the professor registering exam’s marks into the students’ career. Exams broken down into 2 or 3 modules have just one professor responsible for that.

**Email address**
The University of Bologna gives each adjunct professors an email address, whose log in credentials shall be released by the CESIA – University ICT center (Tel. +39 0512095900; Email assistenza.cesia@unibo.it).
It is worth pointing out those credentials (email address and password) are to be used to log in all Unibo’s online services.
The @unibo.it email address will be the only one which official communications shall be sent to.

**Release of the digital signature**
Those already holding a Unibo’s digital signature may carry on using it to sign the contract and carry out activities related to this assignment.

Those holding a smart card-based digital signature may switch to the new OTP-based system by browsing [https://firma.unibo.it](https://firma.unibo.it). The smart card reader will be required to finalize such switching.

Those not yet holding a Unibo’s digital signature – an unable to reach Bologna - should get one by dealing with assistenza.cesia@unibo.it.

Further information is available in Italian on this intranet page: [https://intranet.unibo.it/MioPortale/Pagine/FirmaDigitaleRemota.aspx](https://intranet.unibo.it/MioPortale/Pagine/FirmaDigitaleRemota.aspx) (in the section “Contatti” the Bologna, Cesena, Forlì, Ravenna, Rimini points of issue are highlighted).

**Classes’ register and teaching assignments’ overview**
Each adjoint professor can browse on AlmaRegistri ([https://almaregistri.unibo.it](https://almaregistri.unibo.it)) the classes’ register and the overview of the teaching assignments they carried out.

Having been filled in and digitally signed, the classes’ register and the teaching assignments’ overview shall be sent off to the Head of the Department, in order to validate and countersign them. Whereupon, the approved registers will be automatically transmitted to the relevant offices.

**Exams’ calls and registration**
The online tool AlmaEsami ([http://almaesami.unibo.it](http://almaesami.unibo.it)) allows to digitally set exams’ call and register marks.

**Course syllabus**
Adjunct professors should fill out and publish on their Unibo’s personal page the course syllabus and their CV.

It should be noted the course syllabus shall be published by the professor registering exam’s marks into the students’ career. Exams broken down into 2 or 3 modules have just one professor responsible for that.
Walk-in hours
Adjunct professors shall set students’ walk-in hours by filling in the relevant section on their Unibo’s personal page.

Unibo’s personal page (restricted access)
The Unibo’s personal page details lecturer’s teaching activities. This is an example of personal page’s URL: www.unibo.it/sitoweb/name.surname

Contacts

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