
UNIMORE



UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

SERVIZI WEB PER STUDENTI E DOCENTI

GUIDE FOR ADMISSION APPLICATION TO MASTER AND PROFICIENCY COURSES

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Direzione Pianificazione, Valutazione e Formazione

SISTEMA INTEGRATO PER LA GESTIONE DELLA DIDATTICA



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 **DURING THE ENTIRE PROCEDURE USE THE NAVIGATIONAL BUTTONS IN EACH STEP. DO NOT USE THE 'BACK' AND 'FORWARD' BUTTONS ON YOUR INTERNET BROWSER.**

**USEFUL LINKS:**

- Master courses: <http://www.unimore.it/OffertaFormativa/master.html>
- Proficiency courses: <http://www.unimore.it/OffertaFormativa/corsiperfezionamento.html>
- Full text of the Call: <http://www.unimore.it/Bandi/StuLau-Master.html>
<http://www.unimore.it/Bandi/StuLau-Perfez.html>

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1. REGISTRATION

Write the following address in your web browser: <http://www.esse3.unimore.it/>. The homepage of the site will appear as showed in Fig. 1:

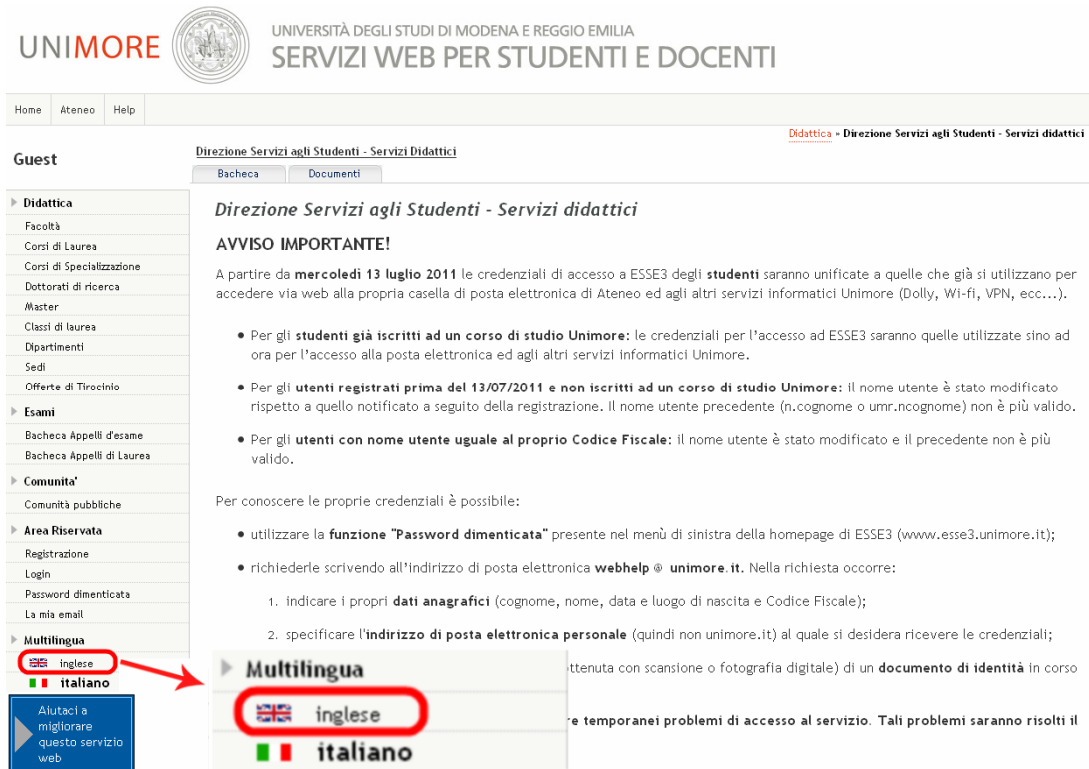


Fig. 1 – ESSE3 homepage

Select the english language and click the “Registration” link (Fig. 2).



Fig. 2 – Registration link position

Web registration

Using the following pages you can complete the website registration. At the end of the procedure you will be assigned a username and a password that will allow you to access the system to update your data and access the services available. You will be asked to provide the following informations:

Activity	Step	Info	Status
A - Web registration			
	Notices		
	Personal data		
	Residence		
	Domicile		
	Contacts		
	Registration summary		
	Username and Password		

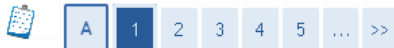
Web registration

Fig. 3 – Registration steps

Click **Web registration** and fill the forms with the requested informations (Figures 4, 5, 6, 7). Read carefully all the instructions appearing in the pages. When selecting the country from the list wait a few seconds to let the page refresh.

If you don't have a "Tax code" click **Next** and the system will calculate it.

Click **Next** or **Confirm** to continue.



Privacy notice

Before going any further we invite you to read the notice for students regarding data insertion for identity registration according to article 13 of D.Lgs. 196/2003. [Read the notice.](#)



Fig. 4 – Step 1: Privacy notice



Registration: Personal data

The page shows the form for entering and changing the user's personal details and place of birth.

Personal data

*Name

*Surname

*Date of birth (dd/mm/yyyy)

*Sex Male Female

*First nationality

*Country of birth:

*Municipality/ City

*Tax Code (automatically calculated if not provided)

Next



Registration: Personal data

The page shows the form for entering and changing the user's personal details and place of birth.

Personal data

*Name

Surname

*Date of birth (dd/mm/yyyy)

*Sex Male Female

*First nationality

*Country of birth:

*Municipality/ City

*Tax Code (automatically calculated if not provided)

Warning:
Your TAX CODE has been calculated automatically, check that it is correct and proceed. If you don't have a tax code, you only have to select NEXT and confirm the code automatically calculated by the system.

Next

Fig. 5 – Step 2: Personal data form



<< 1 2 3 4 5 ... >>

Registration: Address Residence

This page shows the form for entering or changing the user's address of Residence

Residence

*Country

*Municipality/City

Postcode if in Italy

Hamlet

*Address (street, square, road)

*N°

*Telephone number

*Domicile is same as residence Yes No

Back Next

<< ... 2 3 4 5 6 ... >>

Registration: Address Domicile

This page shows the form for entering or changing the user's address of Domicile

Domicile

C/O

*Country

*Municipality/City

Postcode if in Italy

Hamlet

*Address (street, square, road)

*N°

Telephone number

Back Next

Fig. 6 – Step 3: Addresses informations form

<< ... 2 3 4 5 6 >>

Registration: Contacts

Contacts

*Document contact Residence Domicile

*Tax contact Residence Domicile

*E-mail

Certified e-mail

FAX

*Country code (e.g.: for UK insert +44)


*Mobile phone Max. 16 digits

Mobile phone operator

*I declare that I have received N
 the information pursuant to art.
 13 of Legislative Decree no.
 196/2003 and I consent to the
 treatment of my personal data
 by the of the University of
 Modena and Reggio Emilia; I
 also give my consent pursuant
 to articles 20, 23 and 26 of
 Legislative Decree no. 196/2003
 for the treatment of my
 sensitive data.

Back Next

Fig. 7 – Step 4: Contact informations


 << ... 2 3 4 5 6 >>

Registration: Registration summary

In this page are summarized the informations provided in the previous steps.


Personal data

Name **JOHN**
Surname **DOE**
Sex **Male**
Date of birth **01/01/1985**
Nationality **UNITED KINGDOM**
Country of birth **United Kingdom**
Municipality/City **London**
Tax code **DOEJHN85A01Z114Z**

 [Change personal data](#) Use this link to change your personal data

Residence

Country **United Kingdom**
Municipality/City **London**
Postcode
Hamlet
Address **Malet Street**
N° **15**
Telephone **+44 020 7132**
Domicile same as residence **Yes**

 [Change residence data](#) Use this link to change your residence data

Contacts

Document contact **Residence**
Tax contact **Residence**
Email **email.address@domain.com**
Mobile phone **+44 77222110**
Mobile phone operator
Authorization of treatment of personal data according to Legislative Decree no. 196/2003 **Yes**



 [Change contacts](#) Use this link to change your contacts

Fig. 8 – Step 5: Registration summary

After entering all the informations, the system will show you your login credentials (Fig. 9).

 **TAKE NOTE OF YOUR LOGIN CREDENTIALS BEFORE CLICKING . YOU WILL NEED THESE KEYS TO ACCESS THE SYSTEM.**



Registration: Registration completed!

All the informations required have been entered correctly. To enter the new Personal Area you must perform Login by entering the access keys below when asked to do so. We recommend you to keep safe your username and password for future access.

Access keys

Name **JOHN**
Surname **DOE**
E-mail **email.address@domain.com**
Username **168136**
Password **XXXXXXXX**

The access keys have been sent successfully to the e-mail address you provided.

[Perform Login](#)

Fig. 9 – End of registration and Login credentials

Click [Perform Login](#) and use your **Username** and **Password** to enter your personal area (Fig. 10).

Registration: Registration completed!

All the informations required have been entered correctly. To enter the new Personal Area you must perform Login by entering the access keys below when asked to do so. We recommend you to keep safe your username and password for future access.

Access keys

Autenticazione richiesta

Un nome utente e una password sono stati richiesti da https://www.esse3.unimore.it. Il sito riporta: "ESSE3"

Nome utente: 168136
Password: ●●●●●●

[OK](#) [Annulla](#)

[Perform Login](#)

Fig. 10 – Login window

2. COMPLETION OF APPLICATION

Once acceded, click the **"Admission"** link on the left menu (Fig. 11).

JOHN DOE Direzione Servizi agli Studenti - Servizi Didattici

Registered user [Bacheca](#) [Documenti](#)

Registered visitor area

- Master data
- Taxes
- Admission**
- Evaluation test
- State Exams
- Enrolment

Registered Users Area - Welcome JOHN DOE

The service was created to maintain contacts with users interested in the University world. In this section you can find all the news and appointments and keep up to date with the changes in the University world.

Registered Area Organisation

Fig. 11 – Registered user area

Click [Admission Exams](#) to proceed.

2.1 COURSE SELECTION

Select the type of course from the list (Fig. 12) and then the course you want to enrol in (Fig. 13).

Degree type selection
Select the type of Degree you wish to access.

Degree type selection

***Post-Reform**

- FIRST LEVEL MASTER
- SECOND LEVEL MASTER
- FIRST LEVEL DEGREE
- PROFICIENCY COURSES
- SECOND LEVEL DEGREE

***Pre-Reform**

- Ph. D.
- SPECIALIZATION

Back Next

Fig. 12 – Course type selection

Admission exams

Select the admission exam you are interested in.

Exam selection

- Ammissione al Master di 2^ livello in TRADUZIONE DI LIBRI PER RAGAZZI from 08/07/2011 to 02/11/2011

Detail

12-804 - TRADUZIONE DI LIBRI PER RAGAZZI

- Ammissione al Master di 2^ livello: CHIRURGIA DELLA MANO E MICROCHIRURGIA from 24/06/2011 to 14/10/2011

Detail

14-814 - HAND SURGERY & MICROSURGERY

Back Next

Fig. 13 – Courses list

In the following page (Fig. 14) you will be asked to enter your identity document informations.

Click [Insert a new Identity document](#) to continue.

Registration: Identity document
This page shows the list of the Identity documents inserted and allows you to insert others.

Identity documents inserted

No Identity documents inserted

[Insert a new Identity document](#)

Back Confirm and proceed

Fig. 14a – Identity document informations



Registration: Identity document

This page shows the form for entering or changing the identity document details.

Identity document

*Document type:

*Number:

Issued by:

*Date of issue: (dd/mm/yyyy)

*Validity expiry date: (dd/mm/yyyy)

Fig. 14b – Identity document informations



Registration: Identity document

This page shows the list of the Identity documents inserted and allows you to insert others.

Identity documents inserted

Document type	Number	Issued by	Date of issue	Validity expiry date	Status	Actions
Passaporto	123456789	United Kingdom authority	01/01/2009	01/01/2019		

Fig. 14c – Identity documents list

In the next form (Fig. 15) you could be asked to specify if you need any kind of assistance to take the test (if expected).

Other data

Area reserved to candidates who need assistance to take the test (if expected).

Request for assistance to take the test

* I request assistance to take the test (Act 104/92 and subseq. amendments) Yes No

Disability type:

Percentage of disability: percentage must be between 0 and 100

The assistance note length must be less than 2000 characters

Assistance note:

Expected tests

Description	Type	Date	Hour
Interview	Interview		
Qualifications evaluation	Qualifications		
Final results			

Fig. 15 – Assistance request

2.2 REQUESTED QUALIFICATIONS

Click the qualification type you possess and insert the related informations requested (fig. 16).

Requested qualifications

To proceed it is requested to enter the details of the qualifications held. First are listed the requested qualifications, the other options show qualifications alternative to each other. In the following pages you will be asked to insert the data regarding your qualifications.

Alternative qualifications

To proceed, it is requested to enter the details of the qualifications held, required to access the admission exam. The following options are alternative to each other:

Option 1:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	DEGREE			Insert

Option 2:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	SPECIALISTIC DEGREE			Insert

Option 3:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	Foreign Degree			Insert

Option 4:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	SECOND LEVEL DEGREE			Insert

[Back](#) [Next](#)

Fig. 16 – Access qualifications

If you possess a foreign qualification (not achieved in Italy) click “**Foreign Degree**” and insert all the related informations (fig. 17).

Foreign University degree

This form allows you to enter or modify the details of a foreign university degree.

Foreign University degree details

Country	<input type="text" value="United Kingdom"/>
Qualification	<input type="text" value="Bachelor of Science"/>
University (free description)	<input type="text" value="London Business School"/>
Study course	<input type="text" value="Economics and Law"/>
Duration in years	<input type="text" value="4"/>
Date of attainment	<input type="text" value="01/10/2010"/> <small>(dd/mm/yyyy)</small>
Grade	<input type="text" value="100/100"/> <small>(e.g.: 98/110)</small>
Assessment	<input type="text"/>

*Degree status attained not yet attained

[Back](#) [Next](#)

Fig. 17 – University degree informations

Now (Fig. 18) you will be asked to choose if you want to attach digital documents to your application.

If you want to, choose “Yes” and click **Next** to continue.

Qualifications and documents for the assessment

The selected admission exam requires the following types of documents and/or qualifications which will contribute to the evaluation:

- Degree
- Qualifications
- Publications
- Curriculum vitae

* Do you wish to attach documents and/or qualifications to your admission application? (in any case you will be able to insert or modify the attachments even later, until you have saved your application after having explicitly confirmed it).

Yes

No

Back **Next**

Fig. 18 – Attach option

In the next page (Fig. 19), select the type of qualification you’re attaching, specify a title and use the **Sfoggia...** (= **Browse**) button to search the file. You can also use the text field to write the content of your qualification.

Read the call for admission to check which documents are requested.

Qualifications / Documents for assessment

Enter the qualifications / documents for assessment.

Qualification / Document details

*Type: -

*Title: -

Text (max. 2000 characters):

Attachment (max. size 20 Mbyte): **Sfoggia...**

Back **Next**

Fig. 19 – Attach form and type of qualification selection

Click **Next** to enter the qualification and check the list of qualifications attached. Here (Fig. 21) you can modify (✎) or cancel (✕) the qualifications you entered, open the attachments (📁) or add a new qualification (choosing “Yes” and clicking **Next**).



Application attachments management

To confirm the documents you attached and proceed choose **"No"** and click "Next".

To add another attachment choose **"Yes"** and click "Next".

You will be able to insert or modify the attachments even later, until you have saved your application after having explicitly confirmed it. After having explicitly confirmed your application, **YOU WILL NO MORE BE ABLE TO MODIFY IT.**

The selected admission exam requires the following types of documents and/or qualifications which will contribute to the evaluation:

- Degree
- Qualifications
- Publications
- Curriculum vitae

Qualifications attached

Type	Qualification	Actions		
Qualifications	Titoli			
Publications	Pubblicazioni			
Curriculum vitae	CV			

* Do you wish to attach other documents and/or qualifications to your admission application?

Yes

No

Back

Next

Fig. 21 – List of attachments

When entered all the qualifications choose **"No"** and click **Next** to continue.

At this point, you will see the following page (Fig. 22):



Application explicit confirmation

WARNING: the application for admission will be considered to be correctly filed only by saving the data (clicking the button **"Save the data"**) in the next page, after the "Explicit confirmation of the validity of the application".

Otherwise the application will remain in an **INCOMPLETE state**.

Choosing **"No"** and clicking "Next" your application will remain in an **INCOMPLETE state** and you will still be able to modify the attachments at a later date, acceding again to your registered area, until you save the data (clicking the button **"Save the data"**) after having explicitly confirmed the validity of your application.

Choosing **"Yes"** and continuing until saving the data (the which will happen clicking **"Save the data"**), **YOU WILL NO MORE BE ABLE TO MODIFY YOUR APPLICATION.**

We advise you to not confirm your application **until you have attached all the requested documents.**

*Explicit confirmation of the validity of the Yes No application

Back

Next

Fig. 22 – Explicit confirmation option

Now you can:

1. choose **"No"**, click **Next** and click **Save the data** in the following page (Fig. 23): your application will remain in an **INCOMPLETE** state and you will still be able to modify the attachments at a later date (before the deadline), acceding again to your registered area, until you save the data (clicking the button **"Save the data"**) after having explicitly confirmed the validity of your application.

After clicking **Save the data** you will find the button **Modify application** by which you will be able to modify you attachments;

2. choose “Yes”, click **Next** and click **Save the data** in the following page (Fig. 23): your application will be COMPLETE and you will no more be able to modify it.

Admission exam confirmation

Check the informations about your previous choices.

Admission exam

Degree type	Ph. D.
Description	Ammissione Scuola Internazionale di D.R. in RELAZIONI DI LAVORO

Language choice

Language	French
----------	--------

Other data

Request for assistance	No
Explicit confirmation of the validity of the application	No

Back Save the data

Fig. 23 –Application summary and “Save the data” button

WARNING: THE OPTION “EXPLICIT CONFIRMATION OF THE VALIDITY OF THE APPLICATION” WILL MAKE YOUR APPLICATION PERMANENT. WE ADVISE YOU TO NOT CONFIRM YOUR APPLICATION UNTIL YOU HAVEN’T ATTACHED ALL THE REQUESTED DOCUMENTS.

2.3 CANCELING OR CONTINUING A PENDING PROCESS

After each partial confirmation given during the process, the system allows you to stop the procedure and resume it later from where you left it.
In case there is a pending process, the system will ask you what to do with it (Fig. 24):

JOHN DOE

Logout
Back to all services

Aiutaci a migliorare questo servizio web

Pending processes

Pending processes

Process list

Select	Activity	Description	Info	Status
<input type="radio"/>	CONC	Admission Exams		

Continue the selected process Cancel the selected process

Fig. 24 –Pending process

After selecting the pending process, you can continue it clicking **Continue the selected process** or cancel it clicking **Cancel the selected process**.

3. APPLICATION PRINT AND PAYMENT

After making the application confirmed, it will become PERMANENT and **no further change can be made**.

Print the application by clicking [Print application](#) (Fig. 25) and click [Payments](#) to go to the “Taxes” section (this link also appears in the left menu).

Admission exam application summary

To check the status of your admission application, scroll down the page and check:

- if you see the button “**Print application**”, your application is complete and you will no more be able to modify it;
- if otherwise you see the button “**Modify application**”, your application is incomplete and you can still modify it. In this case, remember to explicitly confirm it and to continue until you click the button “Save the data” in order to participate to the selection.

Useful links

Admission exam	
Description	Ammissione al Master di 2° livello in TRADUZIONE DI LIBRI PER RAGAZZI
Anno	2011/2012
Prematricola	2
Other data	
Request for assistance	No

Tests

Description	Type	Data	Ora	Sede	Ranking publication	Subjects	Status	Grade
Interview	Interview				Refer to the call for admission		-	-
Qualifications evaluation	Qualifications				Refer to the call for admission		-	-
Written exam	Written exam				Refer to the call for admission		-	-
Final results					Refer to the call for admission		-	-

[Admission exams homepage](#)
[Print application](#)
[Payments](#)

Fig. 25 – Final page: “Print application” and “Payments” buttons

Clicking [Payments](#) you will enter the “Taxes area” (Fig. 26), where you can pay the fee on-line via credit card.

Tax List

This page displays tax list and relevant amount.

Payment not received						
Invoice	Bulletin code	Year	Description	Expiry Date	Amount	Status
923468	00000000000000923468	11/12	Contributi di Ammissioni		€ 25,00	

Fig. 26 – Tax list

Select the payment method: on-line via credit card ([Online Payment](#)) or via bank ([MAV Print](#)).



Invoice Detail

Invoice923468

Amount: € 25,00

Procedures: MAV

Contributi di Ammissioni

Instalment	Item	Amount
Rata Unica	CONTRIB. ESAME AMMISSIONE	€ 25,00

Online Payment

MAV Print

Fig. 27 – Invoice detail



IF YOU REQUIRE FURTHER HELP CONCERNING THE ON-LINE PROCEDURE SEND AN E-MAIL TO webhelp@unimore.it SPECIFYING YOUR NAME AND DESCRIBING THE PROBLEM YOU ENCOUNTERED.