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UNIMORE



UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

SERVIZI WEB PER STUDENTI E DOCENTI

# GUIDE FOR ADMISSION APPLICATION TO PH.D. PROGRAMMES

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**Edited by the Help On-line Service**


**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:

- Doctorate schools and courses: <http://www.unimore.it/en/Academics/doctorates.html>
- Full text of the Call: <http://www.unimore.it/bandi/Archivio/11DR145DottoratiEN.pdf>

## CONTACTS:

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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:

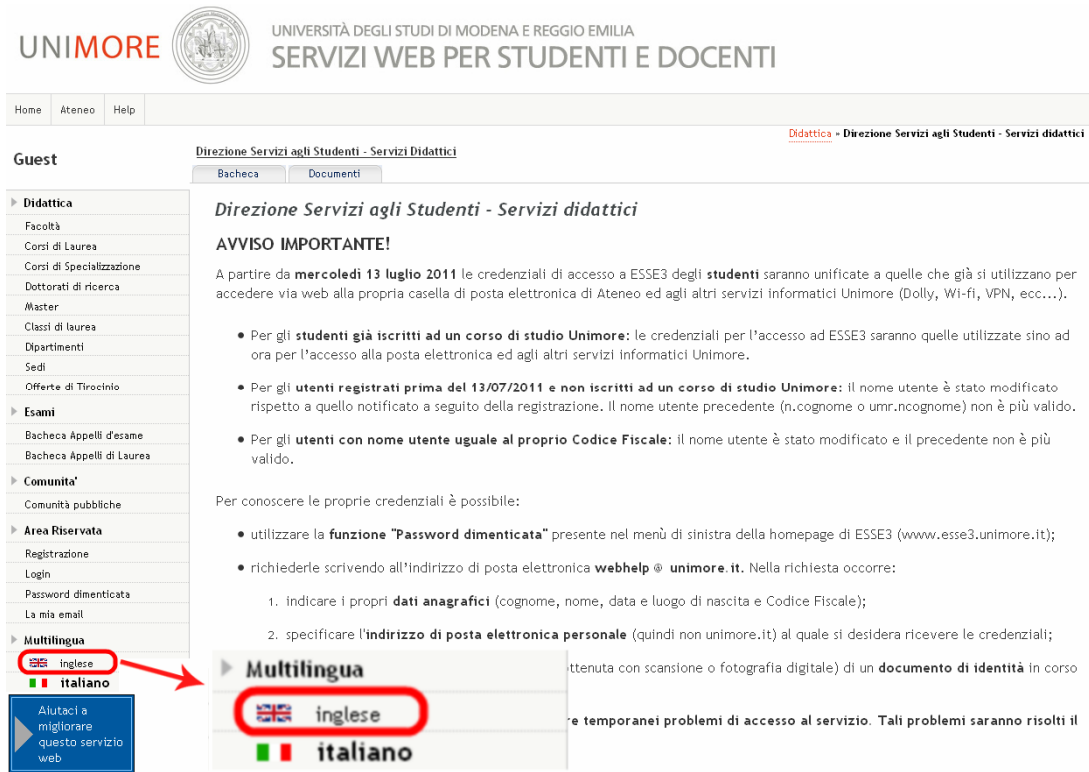


Fig. 1 – ESSE3 homepage

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		

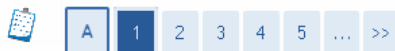
**Web registration**

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

<< ... 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

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 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.  N

Fig. 7 – Step 4: Contact informations


Navigation: << ... 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:

Password:

[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.

Select "Ph.D." from the list in Fig. 12 and click [Next](#).

**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

## 2.1 Ph.D. SELECTION

Choose from the list the Ph.D. you wish to enrol in (Fig. 13). Click [Next](#) to proceed.

**Admission exams**  
Select the admission exam you are interested in.

Exam selection

Ammissione SCUOLA DOTT. in CLINICAL AND EXPERIMENTAL MEDICINE (CEM) - MEDICINA CLINICA E SPERIMENTALE from 11/08/2011 to 27/10/2011

**Detail**

SD-18 - Doctoral School in CLINICAL AND EXPERIMENTAL MEDICINE

Ammissione SCUOLA DOTT. in EARTH SYSTEM SCIENCES: ENVIRONMENT, RESOURCES AND CULTURAL HERITAGE from 11/08/2011 to 27/10/2011

**Detail**

SD-10 - Doctoral School in "EARTH SYSTEM SCIENCES: ENVIRONMENT, RESOURCES AND CULTURAL HERITAGE"

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Fig. 13 – Ph.D. 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

Choose the optional language (fig. 15) and click  to continue:



### Language choice

You must specify all the requested choices.

1° language:

\*Choice:

- French
- German
- Spanish Castilian
- No optional language

Fig. 15 – Language choice

In the next form (Fig. 16) 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			

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

Fig. 16 – Assistance request

## 2.2 REQUESTED QUALIFICATIONS

Click the qualification type you possess and insert the related informations requested (fig. 17).

### 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			<a href="#">Insert</a>

**Option 2:**

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

**Option 3:**

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

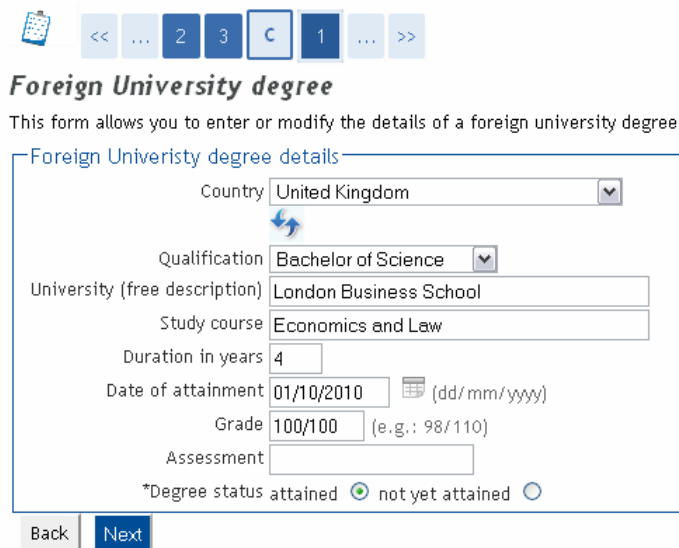
**Option 4:**

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

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

Fig. 17 – Access qualifications

If you possess a foreign qualification (not achieved in Italy) click “**Foreign Degree**” and insert all the related informations (fig. 18).



**Foreign University degree**

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

Foreign University degree details

Country: United Kingdom

Qualification: Bachelor of Science

University (free description): London Business School

Study course: Economics and Law

Duration in years: 4

Date of attainment: 01/10/2010 (dd/mm/yyyy)

Grade: 100/100 (e.g.: 98/110)

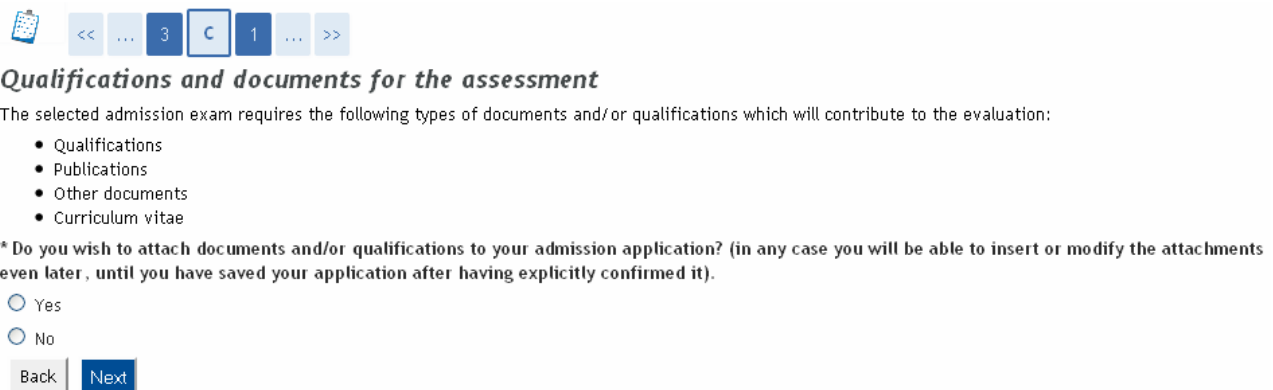
Assessment:  attained  not yet attained

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Fig. 18 – 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:

- Qualifications
- Publications
- Other documents
- 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. 19 – Attach option

In the next page (Fig. 20), select the type of qualification you’re attaching, specify a title and use the **Sfogli...** (= **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.**

Fig. 20 – 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:**

- Qualifications
- Publications
- Other documents
- Curriculum vitae

#### Qualifications attached

Type	Qualification	Actions		
Qualifications	Qualifications	📁	📄	✕
Publications	Publications	📁	📄	✕
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



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):

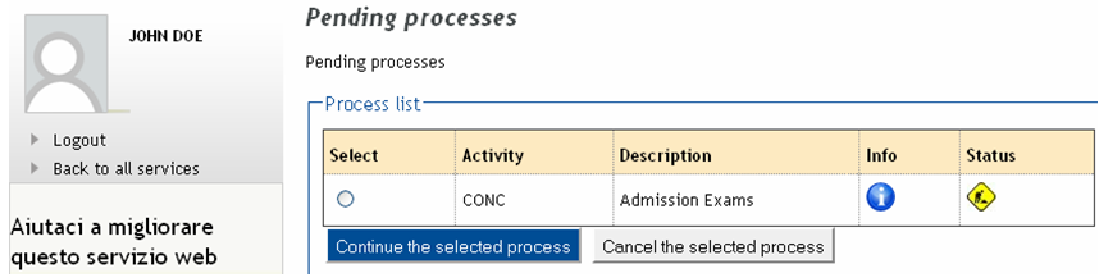


Fig. 24 – Pending process

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 Scuola Internazionale di D.R. in RELAZIONI DI LAVORO
Prematricola	1
Other data	
Request for assistance	No

#### Tests

Description	Type	Ranking publication	Subjects	Status	Grade
Interview	Interview	Refer to the call for admission		-	-
Qualifications evaluation	Qualifications	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	0000000000000000923468	11/12	Contributi di Ammissioni		€ 25,00	

Fig. 26 – Tax list

Select the payment method: on-line via credit card (  ) or via bank (  ).

### Invoice Detail

**Invoice923468**

Amount: € 25,00  
Procedures: MAV

**Contributi di Ammissioni**

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

Fig. 27 – Invoice detail

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

## IMPORTANT NOTICE

- Any change of data (personal informations, qualification degrees, etc...) can be made only by the Segreteria studenti Dottorati di ricerca - Esami di stato – Master. The modify can be requested by sending a fax, along with a photocopy of a valid identity document, to the number +39 059 2056574 .

- After the data saving ("Save the data") that follows the "Explicit confirmation of the validity of the application", in the case of errors or incomplete insertion of attachments using the online procedure, candidates will only be able to send this information on an optical disk (CD-ROM or DVD), along with the signed application for admission and a photocopy of a valid identity document, before the final deadline of the competition (October 27, 2011, 1:30 p.m.), to the State Examinations Office, PhD and Masters Programmes (Via Università no. 4, 41121 – Modena). One of the following methods may be used: HAND DELIVERY during office hours (Monday from 1:30 to 3:30 p.m.; Tuesday, Thursday and Friday from 11:00 a.m. to 1:30 p.m.; Wednesday from 3:00 p.m. to 5:00 p.m.), or REGISTERED MAIL, or COURIER (the University Administration will recognise the date of receipt and not the date of sending). In the case where attachments on optical disk are not received before the deadline, and in the manner indicated, only the documents included online will be evaluated.

Applications and supporting enclosures may not be submitted by e-mail or fax.