



UNIMORE

UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

Application Guide

for admission to Master's Degree Programmes

Edited by the University Information Services
Direzione Pianificazione, Valutazione e Servizi Informatici Applicativi

In this guide you can find all the information about the **on-line evaluation procedure** for admission to the Master’s degree programmes offered by the University of Modena and Reggio Emilia.

Remember that if the result of your evaluation procedure is "ADMITTED", **you can enrol by supplying all the required documents to the Registrar's Office (Segreteria Studenti)**.

In order to submit your application for evaluation, you have to **register** to the website <https://www.esse3.unimore.it/> and follow the procedure described in this guide.

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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.



1. Registration

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

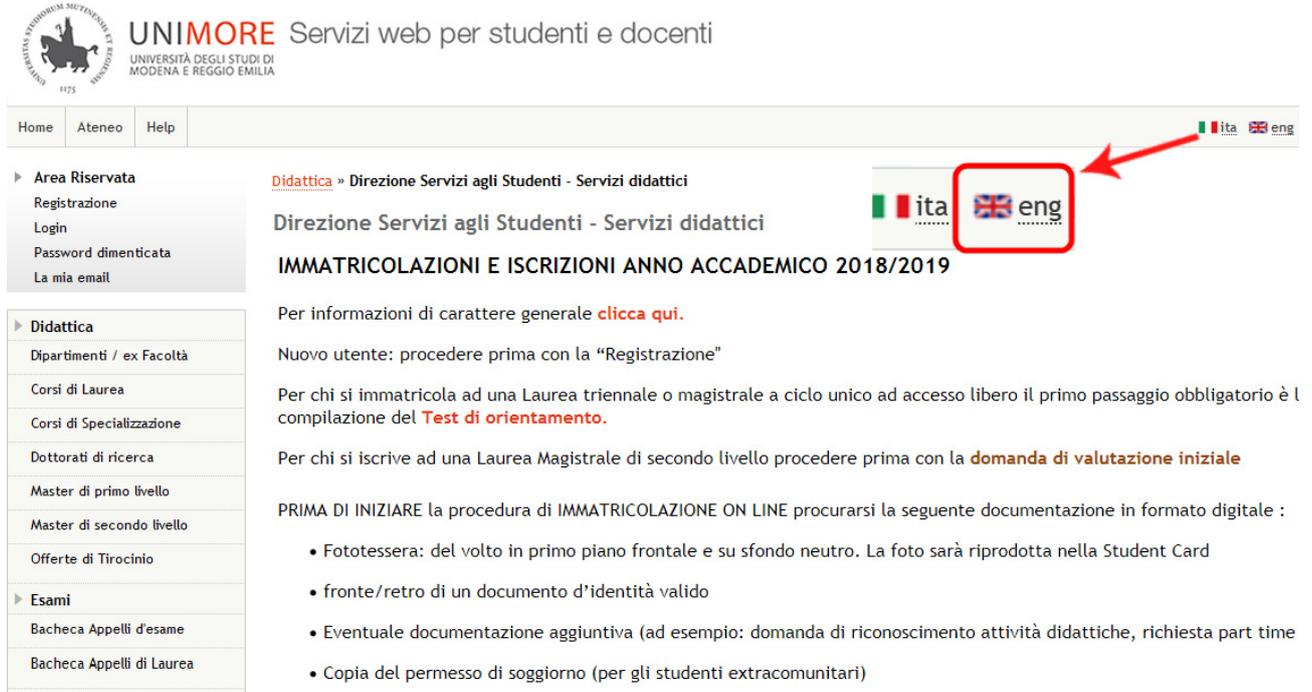


Fig. 1 – ESSE3 homepage

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

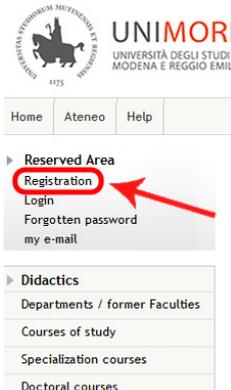


Fig. 2 – Registration link position

Web registration

On the following pages you can complete your registration to the website. At the end of the procedure you will be provided with a username and a password that will allow you to access the system in order to update your data and to access the available services. You can find the requested information and the procedure's steps below:

Check List			
Activity	Step	Info	Status
A - Web registration			
	Notices		
	Italian Fiscal Code		
	Personal data		
	Permanent address		
	Domicile / correspondence address		
	Contacts		
	Registration review		
	Username and Password		

[Web registration](#)

Fig. 3 – Registration steps

Click [Web registration](#) and fill in the forms with the requested information (Figures 4, 5, 6, 7). Read carefully all the instructions showed in the pages.

If you don't have an "Italian Fiscal Code" flag "Foreign student without Italian Fiscal Code" (Fig. 5) and click [Next](#). In the following form, enter your personal data and click [Next](#) again: the system will automatically calculate your Italian Fiscal Code.

Click [Next](#) or [Confirm](#) to continue.



Privacy Statement

You are kindly requested to read the Privacy statement for students regarding the data entry for identity registration according to article 13 of EU Regulation 2016/679 (General Data Protection Regulation). [Read the statement.](#)

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Fig. 4 – Step 1: Privacy notice



Italian Fiscal Code

Enter your Italian Fiscal Code (if you have one) or flag "Foreign Student without Italian Fiscal Code" and click "Next"

Italian Fiscal Code

* Italian Fiscal Code

Foreign student without Italian Fiscal Code

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



Registration: Personal data

The page displays the form to enter and change the user's personal details including the place of birth.

Personal data

Name* JOHN

Surname* DOE

Date of birth* 01/01/1987 (dd/mm/yyyy)

Gender* Male Female

First nationality* UNITED KINGDOM

Country of birth* United Kingdom

Municipality/City* London

Italian Fiscal Code* DOEJHN87A01Z114B (automatically created if not provided)

Warning: Your ITALIAN FISCAL CODE has been created automatically, check that it is correct and proceed. If you don't have an Italian Fiscal Code, you only have to select NEXT and confirm the code automatically created by the system.

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Fig. 5 – Step 2: Personal data form



Registration: permanent address

This page displays the form to enter or change the user's permanent address.

Permanent Address

Country*

Municipality/City*

Postcode if in Italy

Hamlet

Address*
(street, square, road)

N**

Telephone number

Domicile/correspondence address is same as permanent address* Yes No

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Registration: domicile / correspondence address

This page shows the form for entering or changing the domicile / correspondence address.

Domicile / Correspondence address

C/o

Country*

Municipality/City*

Postcode if in Italy

Hamlet

Address*
(street, square, road)

N**

Telephone number

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

Fig. 6 – Step 3: Addresses information form



Registration: Contacts

This page displays the form to enter or change the user's contacts.

Contacts

Document contact* Permanent address Domicile/correspondence address

Email*

Certified e-mail

FAX

(country code - number) if you can't find your country code write it in the blank field:

Country code

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

Mobile phone* Max. 16 digits

Mobile phone operator

I authorize the University to send to my mobile text messages (SMS) of interest to UNIMORE students.* YES NO

I declare that I have been informed about principles laid down in art. 13 of EU Regulation 2016/679 and I authorize the processing of my personal data by the University of Modena and Reggio Emilia.* YES NO

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Fig. 7 – Step 4: Contact information



Registration: Registration review

This page displays a review of the information provided in the previous steps.

Personal data	
Name	JOHN
Surname	DOE
Gender	Male
Date of birth	01/01/1987
Nationality	UNITED KINGDOM
Country of birth	United Kingdom
Municipality/City	London
Italian Fiscal Code	DOEJHN87A01Z114B

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

Permanent address	
Country	United Kingdom
Municipality/City	London
Postcode	
Hamlet	
Address	Malet Street
N°	15
Telephone	+44 020 7132
Domicile/correspondence address same as permanent address	No

[Change permanence address data](#) Use this link to change your permanent address data

Domicile/correspondence address	
Country	France
Municipality/City	Paris
Postcode	
Hamlet	
Address	Rue d'Alger
N°	10
Telephone	+33 0144582
C/o	

[Change domicile/correspondence address data](#) Use this link to change your domicile/correspondence address data

Contacts	
Document contact	Permanent address
Email	nome.cognome@dominio.it
Mobile phone	+44 3331234567
Mobile phone operator	
Authorization to receive text messages from the University	Enabled
Authorization to processing of personal data according to EU Regulation 2016/679 (General Data Protection Regulation)	Yes

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

[Back](#) [Confirm](#)

Fig. 8 – Step 5: Registration review

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



Take note of your login credentials before clicking [Perform Login](#). You will need these keys to access the system.
Remember to keep them safe.



Registration: Registration completed!

If you entered all the requested information, the registration is completed.
To access the reserved area you have to login (link on left section) using the credentials reported below.
Remember to keep them safe.

NOTICE FOR ERASMUS AND OTHER MOBILITY PROGRAMS INCOMING STUDENTS: YOUR REGISTRATION IS NOT YET COMPLETED. In order to complete the registration and print the application form, please access the reserved area clicking on "Login" and use your credentials.

Access keys	
Name	JOHN
Surname	DOE
E-Mail	email.address@domain.com
Username	209488
Password	XXXXXXXX

The access keys have been sent successfully to the e-mail address you provided. It is recommended to wait about 1 minute before logging in, in order to allow the update of your registration data. **IMPORTANT:** when you'll perform login, remember to type your password using UPPERCASE letters.

[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!

If you entered all the requested information, the registration is completed.
To access the reserved area you have to login (link on left section) using the credentials reported below.
Remember to keep them safe.

Autenticazione richiesta

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

Nome utente:

Password:

[Perform Login](#)

Fig. 10 – Login window

2. Completing the application

Once accessed, click the **"Application for evaluation"** link on the left menu (Fig. 11).

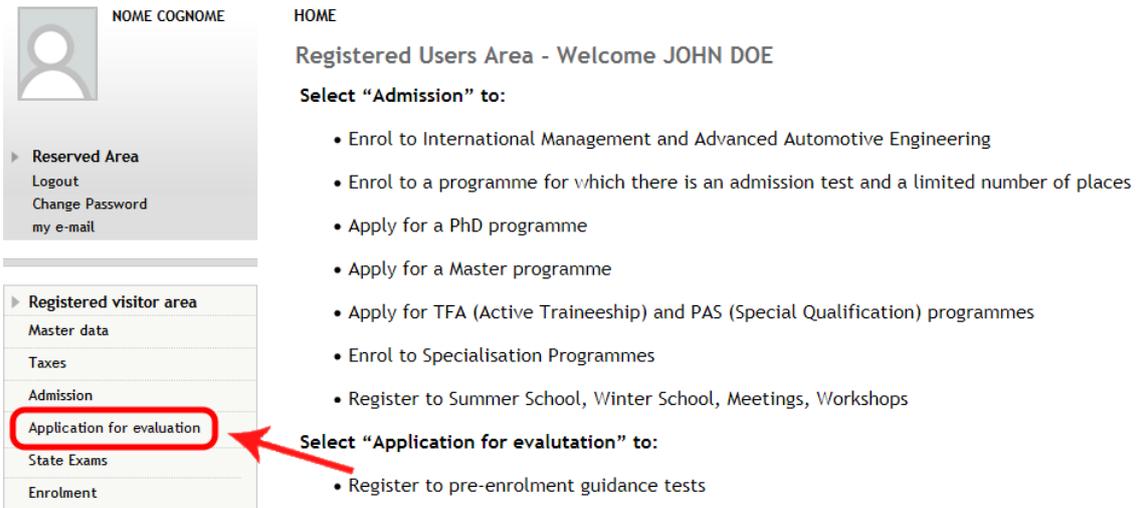


Fig. 11 – Registered user area

Click [Evaluation Procedures](#) to proceed.

2.1 Course choice

Choose from the list the evaluation procedure of your interest (Fig. 12) and click [Next](#) to proceed.

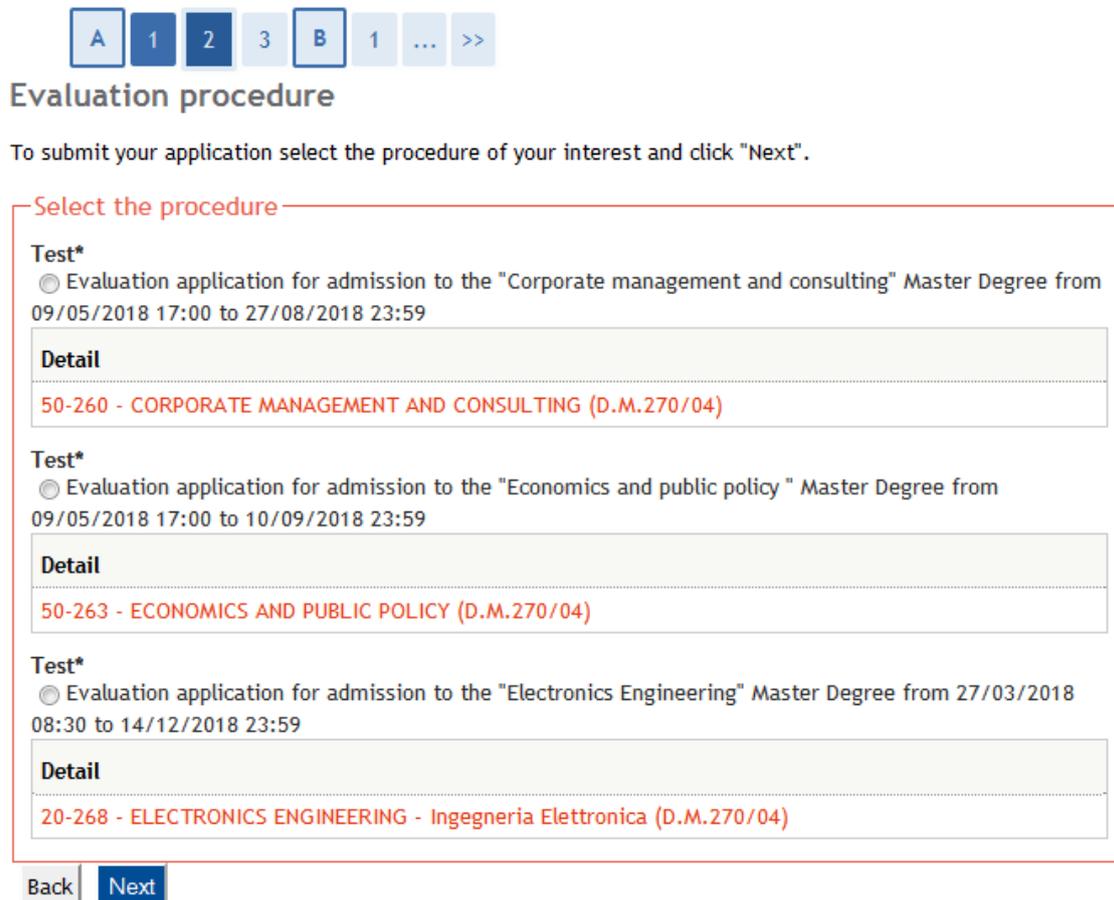


Fig. 12 – Evaluation procedure list

Then, the procedure will show you your personal data (the same ones showed in Fig. 8). You will have to check and correct them if needed.

When everything is updated and correct, click **Confirm** to continue.

In case you are applying for the "**Languages for communication in international enterprises and organizations**" (**LACOM**) **Master’s degree programme**, you will be asked to choose 2 languages (English, French, Spanish, German) (Fig. 13), as required for the admission.

Fig. 13 – Language choice

In the next form (Fig. 14) you will be asked to specify if you need any kind of assistance to take the test (if expected).

Click **Next** to continue.

Description	Type	Date	Hour	Place
Qualifications	Qualifications			

Fig. 14 – Assistance request

Fill in the form and click **Next** to continue.

2.2 Requested qualifications

Click the qualification type you possess and insert the related information requested (fig. 15).

WARNING! The type of qualifications "DEGREE", "SPECIALISTIC DEGREE" and "SECOND LEVEL DEGREE" (Fig. 15) refer exclusively to qualifications **achieved in Italy**.
The type of qualification "Foreign Degree" refers to second level degrees (or equivalent) not achieved in Italy.

Requested qualifications detail

To proceed you have to declare your qualifications. Select the OPTION referring to your previous qualification. If you are a foreign student please select the option "Foreign Degree".

Alternative qualifications

To proceed, it is requested to provide details of the qualifications awarded, required to access the course. The following options are alternative to each other:

Option 1:

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

Option 2:

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

Option 3:

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

Option 4:

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

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

Fig. 15 – Access qualifications

If you possess a foreign qualification (= not achieved in Italy) click **"Foreign Degree"** and insert all the related information (fig. 16).



Foreign University degree

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

Foreign University degree details

Degree status* gained
 not yet gained

Country: United Kingdom

University: LONDON BUSINESS SCHOOL - UNIVERSITY OF LONDON

University (free description): To be filled in if you don't find the University from the list above

Qualification*: Bachelor Level Degree

Study course: Economics and Law

Duration in years: 4

Awarding date*: 16/12/2014 (dd/mm/yyyy)

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

Assessment:

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Fig. 16 – University degree information

Then you will be asked to choose if you want to attach any digital document to your application (Fig. 17).

You have to choose “Yes” and click **Next** to continue.

Read carefully the call for applications to check which documents are requested . You have to upload all the required documents otherwise the commission will not be able to evaluate your qualifications and you will not be admitted



Qualifications and documents for the assessment

The evaluation procedure requires the following documents and/or qualifications which will be assessed:

Document type
Any other qualifications
International language certifications
Assessment for admission
Study qualification certificate

Qualifications attached

No qualifications / documents attached.

Do you wish to attach documents and/or qualifications to your application? (you will be able to insert or amend the attachments at any time before saving the application in the next step).*

- Yes
 No

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Fig. 17 – Attach option

In the next page, 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 (maximum length is 2000 characters).

Fig. 18 – Attach form and type of qualification selection

Click **Next** to enter the qualification and check the list of qualifications attached. In that list (Fig. 18) you can modify (✎) or cancel (🗑️) the qualifications you entered, open the attachments (📎) or add a new qualification (choosing “Yes” and clicking **Next**).

Document type
Any other qualifications
International language certifications
Assessment for admission
Certificate of qualification awarded

Type	Title	Actions
Assessment for admission	Bachelor Degree certificate	
International language certifications	English language certificate	

Do you wish to attach documents and/or qualifications to your application? (in any case you will be able to upload or change the attachments even later, until you have saved your application after having clicked the "SUBMIT" button at the end of the procedure).*

Yes
 No

Fig. 19 – List of attachments

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

Next, you will see the following page (Fig. 20):

Fig. 20 –Application submission

There you can:

1. choose “No”, click **Next** and click **Save the data** in the following page (Fig. 21): your application’s status will be **INCOMPLETE** and you will still be able to modify the attachments even later (before the deadline). After clicking **Save the data** you will find the button **Modify application** by which you will be able to modify you attachments.
When you are sure you want to submit your application, access to your reserved area, answer “Yes” to the “Do you want to submit your application now?” question and save the data;
2. choose “Yes”, click **Next** and click **Save the data** in the following page (Fig. 21): your application will be **COMPLETE** and you will no more be able to modify it.

Evaluation procedure	
Description	Evaluation application for admission to the "Electronics Engineering" Master Degree

For	
Detail	20-268 - ELECTRONICS ENGINEERING - Ingegneria Elettronica (D.M.270/04)

Other data	
Request for assistance	No
Submission	No

Fig. 21 –Application review and “Save the data” button

Warning: the option “Do you want to submit your application now?” can make your application permanent. We advise you **not to submit 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. 22):

Pending processes

Pending processes

Process list

Select	Description	Info	Status
<input type="radio"/>	Evaluation Procedures: Evaluation application for admission to the "International management" Master Degree		

Continue the selected process Cancel the selected process

Fig. 22 –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. End of the procedure

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

You can print the application by clicking [Print application](#) (Fig. 23) but you **don't need to send** the print to any office, it just certifies the submission of your application.

At this point your application is submitted and you will have to wait for the examining Commission to evaluate it.

Evaluation procedure application review

To check the status of your 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 change it;
- if otherwise you see the button "**Modify application**", your application is incomplete and you can still change it. In this case, remember to submit it and to continue until you click the "Save the data" button if you want your application to be assessed.

Evaluation test	
Description	Evaluation application for admission to the "Corporate management and consulting" Master Degree
Year	2018/2019
Pre-roll list	1

Other data	
Request for assistance	No

For

Detail
50-260 - CORPORATE MANAGEMENT AND CONSULTING (D.M.270/04)

Details about requirements

Description	Type	Date	Hour	Place	Outcomes	Subjects	Status	Grade
Qualifications	Qualifications				Refer to the call for admission		-	-

Qualifications / documents for assessment

No qualification / document for assessment has been attached.

[Evaluation procedures homepage](#)
[Print application](#)

Fig. 23 – Application print page

4. Assessment results

The assessment outcomes are displayed anonymously in the same website of the call for application and sent by e-mail to the address indicated during registration (Fig. 7). The results will be updated periodically as the Commission assesses the applications submitted. To find out more details about your assessment you have to log in, using the UNIMORE credentials received registering on Esse3 website. (Fig. 10)