



**UNIMORE**  
UNIVERSITÀ DEGLI STUDI DI  
MODENA E REGGIO EMILIA

## **ENROLMENT IN SINGLE TEACHINGS**

Students wishing to attend only a few teachings, chosen from the training offer of the current Academic Year, may enrol in single teachings up to a maximum of 3 per Academic Year.

Students must have the study qualification required for admission to the Degree Programme which the teaching is part of. Therefore, a five-year high-school diploma is required for enrolling in a teaching of a three-year Degree Programme or a single-cycle Master's Degree Programme, whereas a University Degree is required for enrolling in a (second-level) two-year Master's Degree Programme.

Enrolment in single teachings is compatible with the enrolment in other degree programmes.

### **WHEN**

Enrolment should be done before the lessons start. Before enrolling, students choosing a single teaching for which compulsory attendance is provided and lessons have started already, shall get the written positive opinion of the professor in charge of the teaching. Enrolments after the end of the lessons and in any case after 30 June will not be accepted.

### **SUBMITTING THE APPLICATION**

Each student must:

- Go to <http://www.unimore.it/servizistudenti/modulistica.html> and download the form "Single teachings enrolment".
- Fill in the form in all its parts, sign it and e-mail it to the relevant Registrar's Office
- New Unimore students should go to the [www.esse3.unimore.it](http://www.esse3.unimore.it) website and register by entering your personal data and study qualification. At the end of the procedure, login details will be provided, for use on any future access to the Esse3 website.

Students with a foreign study qualification **MUST ATTACH** the following documents to the single teaching enrolment form:

- 1) Declaration of value or, alternatively, COMPARABILITY CERTIFICATE and VERIFICATION CERTIFICATE issued by CIMEA (Information centre on mobility and academic equivalences)
- 2) Study qualification translated and legalised
- 3) Passport photo
- 4) Copy of tax code
- 5) Copy of a valid ID and study visa
- 6) Copy of the residence permit or receipt of the application submitted at the post office
- 7) Professor's statement (if any) (\*for degree programmes with compulsory attendance and for all programmes requiring it)

Students with an Italian study qualification **MUST ATTACH** the following documents to the single teaching enrolment form:

- 1) Passport photo
- 2) Copy of a valid ID
- 3) Professor's statement (if any) (\*for degree programmes with compulsory attendance and for all programmes requiring it)

At this point, once the documents have been verified, for each single teaching the Registrar's Office will invoice the fees set each year by the Academic Bodies (in addition to the €16.00 Stamp Duty, only once for each enrolment instalment, to which €1.40 for accident insurance policy and €1.65 for the third-party liability insurance will be added).

The enrolment amount for each single teaching is €200 (€ 219.05 for the first single teaching).

### **AFTER SUBMITTING THE APPLICATION**

Students will have to pay the fees and contact the Registrar's Office to complete the enrolment procedure, also providing the documents received and payment receipt.