

GUIDE TO REGISTER FOR PROFESSIONAL MASTER PROGRAMMES WITH ADMISSION TEST

This guide was created to facilitate the online registration for competition of students for first and second level professional master programmes via the University online services.

Please note, the examples reported below were done in a simulation context therefore there may be differences related to later updates of the pages or procedures.

The data entered are purely random and are for illustrative purposes and do not refer to any existing person.



STEP 1: register on the University system and activate the credentials

By registering you will be able to obtain the credentials (username and password) to access the university information system (ESSE3). The registration information is visible at the link

<u>https://www.unipr.it/en/node/100372</u> Please note, anyone already in possession of an account (student or former student) MUST NOT REGISTER in order to access the University's online services.

Anyone who has lost their credentials can consult the web page <u>https://www.unipr.it/en/services/services-line/password</u> with instructions on how to recover USERNAME and PASSWORD. It is advisable to proceed on their recovery well in advance.

STEP 2: register for professional master programmes with admission test

Once registered on ESSE3, you will be able to proceed with registration for the admission test.

Access your reserved area on https://unipr.esse3.cineca.it/

Student Section - [MAT.]] This page provides general information about the university's status and enrolments over the years. Information about student Typology of Course Typology of student Year of Course Date of enrolment Degree Course System Part Time	
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Typology of Course	
Typology of student	
Year of Course	
Date of enrolment	
Degree Course	
System Part Time	
Part Time	
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Academic Year of Course Date Type	ogy

From the drop-down menu on the right, under the **REGISTRAR'S OFFICE**, select **ADMISSION TEST**.



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Student Section - [MAT] This page provides general information about the university's status and enrolments over the years.		
Information about student		Reserved Area
Typology of Course		Logout
Year of Course		Registrar's Office
Date of enrolment		
Degree Course		
System		
Part Time		

At the bottom of the page click entry **Admission to restricted degree courses/ Degree courses with admission in chronological order**.

il mondo che ti aspetta	9.014			Servizi online
Admission to restricted degree co	urses – Degree courses with admission in chrono	logical order		
the following pages, you can: Enroll to fixed-quota degree courses: Book a place for a degree course with admission procedure in ch	hronological order.			
sooking a place for admission to a degree course with admission in ch levice.	ronological order requires filling only sections A and G of the check list below. To successfully compl	ete the procedure, it is highly	recommended t	o complete the required steps
Activity	Section	Info	Status	Legend:
A - Choose admission test		6	X	1 Information
	Choose course type	6		Working Sectio
	Choose admission test	6	X	Locked Section
	Confirm	3	A	Completed Sec
B - Admission test registration confirmation		1	6	
				d
	Language preferences	Ā	6	
	Scholarship preferences		6	
	Choose administrative category and disability assistance	•	6	
	Choose compensatory measures		6	
	Confirm	<u>.</u>	6	
- Admission titles		<u>.</u>	6	
	Admission titles details	•	6	
- Declaration of any evaluation titles		6	6	
	Titles and Documents useful for evaluation	6	6	
	Confirmation	•	6	
- Reference letter request		1	6	
	References request details	•	6	
F - Required surveys prior to confirmation of admission		1	8	
	Selection of survey to be completed	3	8	
5 - Choose your session for the admission test		1	8	
	Choose session	3	8	
1 - Process termination		3	6	
	Confirmation	3	8	
	Summary	A	8	

Select first the **type** of course/programmes "First level Master" or "Second level Master" (attention: you may be able to choose from a variety of options at a given time available between first or second level masters, degree courses, doctorates or of specialization schools) and select **Next**.



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E A 1 2 3 B >>			
Selecting the call for admission to fixed quota degree courses - Courses with admission procedure in chron order	ological	 Legend: Mandatory Field 	
Select the admission to restricted degree or the degree course type you are interested in.		Checklist	
Bachelor, Master, and Single cycle degree courses in case of difficulty, call the number 0521902050 or write us at helpdesk.studenti@unipr.it specifying surname, tax code and what problems you experienced.	name,		
Post-graduate courses - iln case of difficulty, you should contact the appropriate secretariats, specifying name, surname, tax code and what problems you experienced. • master master.formazionepermanente@unipr.it • PhDs dottorati@unipr.it • Graduate school specializzazioni@unipr.it • Master classes perfezionamento@unipr.it	L		
- Select the admission procedure for a degree course			
Admission to O 1961 - MANAGEMENT DEGLI ENTI LOCALI dal 05/09/2023 12:00 al 21/02/2024 12:00 restricted degree or degree course*			
Detail			
MANAGEMENT OF LOCAL AUTHORITIES			
Admission to O 2005 - ASSISTENZA INTEGRATA DI FAMIGLIA E DI COMUNITA' dal 05/09/2023 12:00 al 19/02/2024 12:00			

Select the Master Programme you are interested in and select Next.

Select Confirm and continue.

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H H		
Confirmation of the chosen admission call to f	ïxed quota degree courses	
Please check the information provided in the previous pages.		
Call for admission		
Degree course type	SECOND-LEVEL MASTER	
Description	1961 - MANAGEMENT DEGLI ENTI L	OCALI
Previous Confirm and continue		

In the event of people with disabilities, please remember to specifies whether any need specific aids or supports are needed.

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Selection of administrative category and request for auxiliary aids for students with disabilities and students with	🐥 Legend:
specific learning disorders (S.I. D.)	😤 🛛 Mandatory Field
	E Checklist
ine student with disabilities can request tools and alds by filling out the appropriate form (downloadable from modulistica): A38-1 or A38-2 or A38-3 or A38-4 (state exam)	
Students with specific learning disorders (S.L.D.) can request tools and aids by filling out the appropriate form (downloadable from modulistica): A39-2 or A39-3	
Forms must be mailed or delivered in accordance to the terms described in the form. For information, please contact Eli-Che at 0521903572 or write to one of the following e-amil addresses: <u>dis-abile@unipr.it</u> or <u>dislessia@unipr.it</u>	
In case of fixed quota degree courses where no admission test is required, choose "NO" in the auxiliary assistance.	
Bachelor, Master, and Single cycle degree courses in case of difficulty, call the number 0521902050 or write us at helpdesk.studenti@unipr.it specifying name, surname, tax code and what problems you experienced.	
Post-graduate courses - iln case of difficulty, you should contact the appropriate secretariats, specifying name, surname, tax code and what problems you	
master master.formazionepermanente@unipr.it	
• PhDs dottorati@uniprit	
Graduate school specializzazioni@unipr.it Master classes perfezionamento@unipr.it	
- Auxiliary aid to perform the admission tests	
I declare the need to receive auxiliary aids for the carrying out of the admission test (L.104/92 and subsequent amendments).	
🔿 Yes 💿 No	
Previous Next	

Double-check the data entered and press **Confirm and continue**.

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🖽 << B 1 2 C 1 >>	
Cofirmation of registration to the admission procedure for fixed quo	ta degree courses
Check the given information about your preferences made in the previous pages.	
Admission to fixed quota degree courses	
Degree course type	FIRST-LEVEL MASTER
Description	2002 - MANAGEMENT DEI FINANZIAMENTI EUROPEI PER LA PUBBLICA AMMINISTRAZIONE
Valid for	
Dettaglio	MANAGEMENT OF EUROPEAN FUNDING FOR THE PUBLIC ADMINISTATION
Administrative category and disability assistance	
Disability assistance request	No
Previous Confirm and continue	

Access Qualifications

If not yet present in the system, enter the necessary data relating to your qualifications and titles. In the case of previous registration at the University, the system will recognize the qualifications previously entered.

Example:

To enrol in a first level professional master programme, enter: Mandatory qualifications:

1) Secondary Level Education Qualification (achieved after at least 12 years of schooling);



2) Undergraduate Degree (Bachelor Degree, Italian *Laurea Vecchio Ordinamento* or *Laurea a Ciclo Unico* or University Diploma or Professional Healthcare Diploma);

Optional qualifications: international Master's Degree, Italian *Laurea Magistrale* or *Laurea Specialistica*

Example:

To enrol in second level professional master programme, enter: Mandatory qualifications:

- 1) Secondary Level Education Qualification (achieved after at least 12 years of schooling)
- 2) Undergraduate Degree (Bachelor Degree, University Diploma, Italian Laurea a Ciclo Unico)
- 3) Graduate Degree (international Master's Degree, Italian *Laurea Specialistica* or *Laurea Vecchio Ordinamento*)

P.N. Candidates in possession of old healthcare qualification diplomas (e.g. nursing diploma) must enter the item "Generic healthcare qualification, hospital or similar institution" and the high school/secondary level qualification.

P.N. Any post-graduate qualifications (PhD, Specialization School, etc) may be included in the Curriculum vitae.

Qualifications					
Your qualifications need to be listed here.				Complete	
If the data you enter correspond to the course requirements, t	he fields Block status and Qualification status will turn green			V Complete	
in the data you enter correspond to the course requirements, e	ne nelas brock status and Quantearion status wintern green.			Incomplete	
Should the qualifications not correspond to the course require on "Modify qualifications" (paper and pencil icon) in the column	ments, the qualification which is either incomplete or incorrect will appear in the field	Qualifications v	/hich do not grant access. Click	Declared qualification	
First and second cycle degree courses - single cycle degree c	purses: in case of difficulty, call the dedicated number 800904084 or write to helpdesk	.studenti@unip	r. it specifying your personal data	Required qualification	
(first name, last name, tax code) and what problem you encour	itered.		speerlying your personal adda	Non-mandatory qualification	
Please note: for postgraduate courses you will have to contact	the relevant secretariats in case of difficulty, specifying your details (first name, last na	me, tax code) an	d what difficulty you encountered:	ightarrow Modify qualification	
 masters master.formazionepermanente@unipr.it dostoratos detterati@unipr.it 				🔍 See qualification details	
 graduate schools <u>specializzazioni@unipr.it</u> 				Delete qualification	
 postgraduate courses <u>perfezionamento@unipr.it</u> 					
Finally, the following is specified:					
Learner d'Addres Coulle accesses have been been de de server					
Laurea di Primo Livello means a bachelor s degree;	Laurea di Primo Livello means a bachelor's degree;				
Laurea Magistrale means a master's degree.					
Required qualifications					
Block		Qualification			
status Qualification	Notes	status	Action		
Secondary school higher certificate		٥	📑 🔞 🔍		
Other qualifications					
A if access to the course requires you to have other qualifications in addition to the one above, you must add at least one from the qualifications listed.					
Qualification 1					
Block status Qualification	Notes	Qualification status	Action		



ation 4:				
Qualification	Notes	Qualification status	Action	
Foreign degree		۲	Enter	
ation 5:				
Qualification	Notes	Qualification status	Action	
SPECIALISTIC DEGREE		۲	Enter	
Qualification 6:				
Qualification	Notes	Qualification status	Action	
ADVANCED DEGREE		۲	Enter 🔶	
ation 7:				
- 110 · · ·	Notes	Qualification status	Action	
Qualification				
	ation 4: Qualification Foreign degree :ation 5: Qualification SPECIALISTIC DEGREE :ation 6: Qualification ADVANCED DEGREE :ation 7:	ation 4: Qualification Notes Foreign degree	ation 4: Qualification Notes Qualification status Qualification status Foreign degree • <td< td=""></td<>	

To insert a new qualification click on **ENTER**, choose the awarding institution and click **NEXT**.

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□ ≪ 2 C 1 D 1 >>	
Details of the required qualification	Legend:
In order to proceed you must enter the institution where you obtained your degree.	Mandatory Field
Institution of O University of Parma qualificazion obtained O ther University/Higher Education Institute	
Previous Next	

Choose your course of study and proceed with entering the relative details and press Next.



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Degree course	+ Legend:
Select the degree course and the title level (first cycle degree, university diploma, etc.).	* Mandatory Field
Bachelor, Master, and Single cycle degree courses In case of difficulty, call the number 0521902050 or write us at helpdesk.studenti@unipr.it specifying n. surname, tax code and what problems you experienced.	ame,
Post-graduate courses - Iin case of difficulty, you should contact the appropriate secretariats, specifying name, surname, tax code and what problems you experienced. • master master.formazionepermanente@unipr.it • PhDs dottoratl@unipr.it • Graduate school specializzazioni@unipr.it • Master classes perfezionamento@unipr.it	
Select the degree course	
O [5058] ADVANCED AUTOMOTIVE ELECTRONIC ENGINEERING	
O [5057] ADVANCED AUTOMOTIVE ENGINEERING	
○ [5020] ANCIENT CULTURE AND ARCHEOLOGY	
○ [5002] ARCHITECTURE	
○ [5066] ARCHITECTURE AND CITY SUSTAINABILITY	
[5032] BIOLOGY AND BIOMEDICAL APPLICATIONS	
O [5062] BIOMOLECULAR, GENOMIC AND CELLULAR SCIENCES	

Once entered all the qualifications a summary will appear, press Next.

Management of titles and documents for evaluation

At this point you can proceed with entering the qualifications required for the admission test in which you intend to participate, summarized in the table (P.N.: the value **1** in the column **Min** indicates the obligation to enter your CV in order to proceed).

Management of titles and documents for evaluation						
- Declaration about titles and documents useful for evaluation	\star Mandatory Field					
Bachelor, Master, and Single cycle degree courses in case of difficulty, call the number 0521902050 or write us at helpdesk stur	enti@uninr it s	specifying name	E Checklist			
surname, tax code and what problems you experienced.	🔍 Dettaglio					
Post-graduate courses - iln case of difficulty, you should contact the appropriate secretariats, specifying name, surname, tax code	🚽 Modifica					
experienced. • master master.formazionepermanente@unipr.it • PhDs <u>dottorati@unipr.it</u> • Master classes <u>perfezionamento@unipr.it</u>			🕥 Elimina			
The chosen degree course requires the following documents and/or study qualifications/titles for admission a may be obtained by reading the call for admission	and ranking; f	further details				
Title type	Min	Max				
Copy of a valid residence permit	0	2				
Detailed CV	1	2				
Codice Fiscale (fronte-retro)	0	2				
Titoli accademici stranieri	0	5				
Autocert. attività professionali	0	5				
Modulo dichiaraz. pagamento ente esterno	0	2				
Autocertificazione PA 110	0	2]			
Mod.Rich.Colloquio Videoconferenza	0	2				
Autocertificazione titolo accademico	1	2	1			
Titoli Facoltativi	0	10]			

Proceed with entering all the mandatory qualifications and any optional qualifications.



Once you have finished entering the titles, tick **No**. Check the inserted qualifications and select **Next**.

Codice Fiscale (fronte-retro)	0	2
Titoli accademici stranieri	0	5
Autocert. attività professionali	0	5
Modulo dichiaraz. pagamento ente esterno	0	2
Autocertificazione PA 110	0	2
Mod.Rich.Colloquio Videoconferenza	0	2
Autocertificazione titolo accademico	1	2
Titoli Facoltativi	0	10
Declared titles No document and/or evaluation title has been inserted. Do you want to upload other documents and/or qualifications for evaluation?*		
() Yes		
No		

In the following page, confirm your registration for the admission test.

Registration summary

At the end of the registration procedure, you will be shown a summary page from which you can print the admission application and, following the instructions, proceed with the payment of the admission fees to the master programme of €30,00.

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Proceed with the payment of the slip and present the receipt on the day of the selection, together with your identification, or send it to the address <u>master.formazionepermanente@unipr.it</u>, as provided for in the admission call.