



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

<https://www.unipr.it/en/node/100372> 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 <https://www.unipr.it/en/services/services-line/password> 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/>

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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

Typology of Course	[]
Typology of student	[]
Year of Course	[]
Date of enrolment	[]
Degree Course	[]
System	[]
Part Time	[]

Situazione iscrizioni

Academic Year	Degree Course	Year of Course	Date	Typology
[]	[]	[]	[]	[]

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

Typology of Course	[]
Typology of student	[]
Year of Course	[]
Date of enrolment	[]
Degree Course	[]
System	[]
Part Time	[]

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Reserved Area

Logout

Registrar's Office

Registrations

Admission test

Evaluation test

State Exams

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

Admission to restricted degree courses – Degree courses with admission in chronological order

In the following pages, you can:

- Enroll to fixed-quota degree courses;
- Book a place for a degree course with admission procedure in chronological order.

Booking a place for admission to a degree course with admission in chronological order requires filling only sections A and G of the check list below. To successfully complete the procedure, it is highly recommended to complete the required steps using device.

Activity	Section	Info	Status
A - Choose admission test	Choose course type		
	Choose admission test		
	Confirm		
B - Admission test registration confirmation	Language preferences		
	Scholarship preferences		
	Choose administrative category and disability assistance		
	Choose compensatory measures		
	Confirm		
C - Admission titles	Admission titles details		
D - Declaration of any evaluation titles	Titles and Documents useful for evaluation		
	Confirmation		
E - Reference letter request	References request details		
F - Required surveys prior to confirmation of admission	Selection of survey to be completed		
G - Choose your session for the admission test	Choose session		
H - Process termination	Confirmation		
	Summary		

- Legend:
- Information
 - Working Section
 - Locked Section
 - Completed Section

Admission to restricted degree courses – Degree courses with admission in chronological order

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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Selecting the call for admission to fixed quota degree courses - Courses with admission procedure in chronological order

Select the admission to restricted degree or the degree course type you are interested in.

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 - in 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

Select the admission procedure for a degree course

Admission to restricted degree or degree course*	<input type="radio"/> 1961 - MANAGEMENT DEGLI ENTI LOCALI dal 05/09/2023 12:00 al 21/02/2024 12:00
Detail	MANAGEMENT OF LOCAL AUTHORITIES
Admission to	<input type="radio"/> 2005 - ASSISTENZA INTEGRATA DI FAMIGLIA E DI COMUNITA' dal 05/09/2023 12:00 al 19/02/2024 12:00

Legend:

- ★ Mandatory Field
- ☰ Checklist

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

Select **Confirm and continue**.

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Confirmation of the chosen admission call to fixed 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 LOCALI

Previous **Confirm and continue** 

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



Selection of administrative category and request for auxiliary aids for students with disabilities and students with specific learning disorders (S.L.D.)

The student with disabilities can request tools and aids 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-mail addresses: dis-abile@unipr.it or dislessia@unipr.it

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.

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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**

Legend:

- ★ Mandatory Field
- ☰ Checklist

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

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Cofirmation of registration to the admission procedure for fixed quota 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 ADMINISTRATION
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.

If the data you enter correspond to the course requirements, the fields **Block status** and **Qualification status** will turn green.

Should the qualifications not correspond to the course requirements, the qualification which is either incomplete or incorrect will appear in the field **Qualifications which do not grant access**. Click on "Modify qualifications" (paper and pencil icon) in the column **Action** to modify or add data.

First and second cycle degree courses – single cycle degree courses: in case of difficulty, call the dedicated number 800904084 or write to helpdesk.studenti@unipr.it specifying your personal data (first name, last name, tax code) and what problem you encountered.

Please note: for postgraduate courses you will have to contact the relevant secretariats in case of difficulty, specifying your details (first name, last name, tax code) and what difficulty you encountered:

- masters master.formazionepermanente@unipr.it
- doctorates dottorati@unipr.it
- graduate schools specializzazioni@unipr.it
- postgraduate courses perfezionamento@unipr.it

Finally, the following is specified:

Laurea di Primo Livello means a bachelor's degree;

Laurea Magistrale means a master's degree.

Required qualifications

Block status	Qualification	Notes	Qualification status	Action
✔	Secondary school higher certificate		●	

Other qualifications

⚠ 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

- Checklist
- Complete
- Incomplete
- Declared qualification
- Required qualification
- Non-mandatory qualification
- Modify qualification
- See qualification details
- Delete qualification



Qualification 4:

Block status	Qualification	Notes	Qualification status	Action
<input checked="" type="checkbox"/>	Foreign degree		●	Enter

Qualification 5:

Block status	Qualification	Notes	Qualification status	Action
<input checked="" type="checkbox"/>	SPECIALISTIC DEGREE		●	Enter

Qualification 6:

Block status	Qualification	Notes	Qualification status	Action
<input checked="" type="checkbox"/>	ADVANCED DEGREE		●	Enter

Qualification 7:

Block status	Qualification	Notes	Qualification status	Action
<input checked="" type="checkbox"/>	FIRST LEVEL DEGREE		●	  

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

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Details of the required qualification

In order to proceed you must enter the institution where you obtained your degree.

Institution

Institution of qualification obtained

University of Parma

Other University/Higher Education Institute

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Legend:

- * Mandatory Field
-  Checklist

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



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Degree course

Select the degree course and the title level (first cycle degree, university diploma, etc.).

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 - in case of difficulty, you should contact the appropriate secretariats, specifying name, surname, tax code and what problems you experienced.

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- Master classes perfezionamento@unipr.it

Select the degree course

- [5058] ADVANCED AUTOMOTIVE ELECTRONIC ENGINEERING
- [5057] ADVANCED AUTOMOTIVE ENGINEERING
- [5020] ANCIENT CULTURE AND ARCHEOLOGY
- [5002] ARCHITECTURE
- [5066] ARCHITECTURE AND CITY SUSTAINABILITY
- [5032] BIOLOGY AND BIOMEDICAL APPLICATIONS
- [5062] BIOMOLECULAR, GENOMIC AND CELLULAR SCIENCES

Legend:

- ★ Mandatory Field
- ☰ Checklist

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

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 - in case of difficulty, you should contact the appropriate secretariats, specifying name, surname, tax code and what problems you experienced.

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- PhDs dottorati@unipr.it
- Master classes perfezionamento@unipr.it

The chosen degree course requires the following documents and/or study qualifications/titles for admission and ranking; further details may be obtained by reading the call for admission

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
Titoli Facoltativi	0	10

Legend:

- ★ Mandatory Field
- ☰ Checklist
- 🔍 Dettaglio
- ✎ Modifica
- 🗑 Elimina

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

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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.

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 master.formazionepermanente@unipr.it, as provided for in the admission call.