



UNIVERSITÀ DI PARMA

HOW TO FILL IN “QUESTIONARI DI VALUTAZIONE” (end-of-course surveys)

A GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS

A.Y. 2023/2024

U.O. Internazionalizzazione

WHAT YOU NEED TO KNOW ABOUT “QUESTIONARI”

- **Filling out this survey is a mandatory task** that must be **completed before signing up** for any **exam** you want to attend
- **Each subject (course) has its own “questionario”** so please, look up the **“questionario”** before doing anything else
- You will be asked to fill in some questions about the course you are attending: after you finish, please click on the **“SUBMIT” button**

STEP 1

Go to this link:

<https://unipr.esse3.cineca.it/Root.do>



UNIVERSITÀ DI PARMA
il mondo che ti aspetta

Servizi online



Personal Area

To register and/or access the reserved area, open the **drop-down menu** that can be activated by clicking on the icon (consisting of three horizontal lines) at the top right and choose the item [Register/Login](#)



REGULARITY OF PAYMENTS

We remind you that you must be up-to-date with the payment of university fees according to the deadlines in order to carry out any act relating to your career, such as, for example, registration and sitting exams, career passages, transfers, registration of internships, final test, etc... On your personal page of ESSE3 you can check the regularity of your payments, updated in real time, or finalizing any payment using the PagoPA system. For information, please contact the relevant student secretariat.

LOST USERNAME OR PASSWORD

[Username recovery](#)

[Password recovery](#)

STUDY PLAN SUBMISSION

The periods for [study plans submission](#) are different for each degree course. It is therefore advisable to consult the websites of the relevant Departments or to inquire at the relevant [Student Secretariats](#). If the Study Plan is not presented, the exams are NOT shown in the personal records and you cannot register for the exams.

TEACHING EVALUATION QUESTIONNAIRES

Regular students are asked to fill out the [teaching evaluation questionnaires](#) of the courses provided in their study plan for the current year.

REGISTERING FOR THE EXAMS

[Registration to sit the planned exams](#) is allowed only through this system. To consult the dates of all the exams of a given Department, degree course or course unit, click on the link on the left Appeals Notice Board. ATTENTION: to register for an exam you must log in to the system; once connected, you will be able to see only the exam sessions of the courses in your study plan.

DIGITAL VERBALIZATION

Information on [digital verbalization](#).

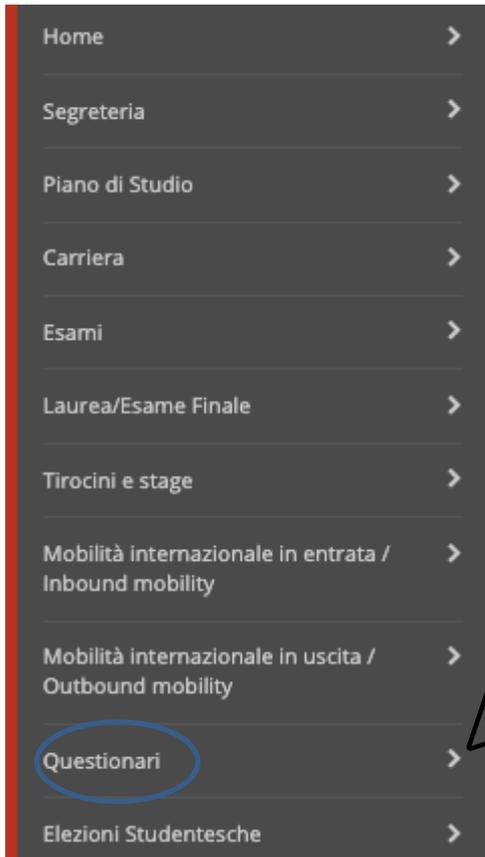
FAQ: FREQUENTLY ASKED QUESTIONS

Answer to [frequently asked questions](#).

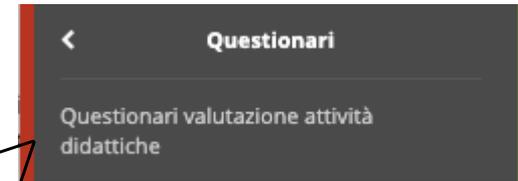


STEP 2

Login with your institutional credentials



Click on Questionari section



Then on Questionari
valutazione attività
didattica

STEP 3

Elenco delle attività didattiche da valutare

Anno di corso	Attività Didattiche	Peso in crediti	Stato	AA Freq.	Ric.	Q.Val.
3	14263 - ENGLISH LITERATURE III	6	●	2020/2021		
3	14250 - FINAL EXAM	6	●	2020/2021		
3	15029 - LANGUAGE AND TRANSLATION - ENGLISH III	6	●	2020/2021		
3	1005977 - LANGUAGE AND TRANSLATION - FRENCH LANGUAGE II	12	●	2020/2021		
3	1007363 - SPANISH LANGUAGE AND TRANSLATION III AND PHILOLOGY (INTEGRATED)	12	●	2020/2021		

Legenda

 = Questionario compilato
  = Questionario da compilare
  = Alcuni questionari da compilare
  = Nessun questionario compilabile
  = Attività Didattica pianificata
  = Attività Didattica frequentata

Next to «Stato» there is a **Red-colored paper icon**.
Click on it and fill in the Questionario



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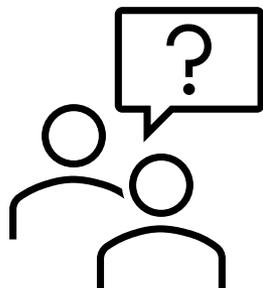
Once you have finished filling in your Questionario, the **red-colored paper icon** will look like this:

Stato	AA Freq.	Ric.	Q.Val.
	2020/2021		 
	2020/2021		
	2020/2021		
	2020/2021		

CONGRATULATIONS!

Your «questionario» is complete –
You can now register for the exam.





If you need further help, please contact:

[Assistenza agli utenti \(helpdesk informatico\)](#)

[Email: helpdesk.informatico@unipr.it](mailto:helpdesk.informatico@unipr.it)

[Telephone number: 0521 906789](tel:0521906789)

[Office hours:](#)

Monday, Wednesday, Friday from 9AM to 1PM

Tuesday and Thursday from 9AM to 1PM and 2PM to 5PM

THANK YOU!



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www.unipr.it