SOCIAL SCIENCES AND HUMANITIES
Department of Law

Information for enrolment to the Bachelor's Degree in

Legal Services in Business and Public Administration
(class L-14)

Academic Year 2024 - 2025

- **This Bachelor's Degree has NO LIMITED access**

- **The course adheres to the 'PA110 e lode' Project** for the training of personnel in service in Public Administrations. UNIMORE has signed a new Agreement Protocol for the 24/25 academic year, for which ministerial approval is awaited. P.A. employees will be able to take advantage of the envisaged facilities subject to ministerial approval of the new Memorandum of Understanding. Information at https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pa110

- **ENROLMENT is possible from 10 July to 31 october 2024**
  - ❖ After the deadline, subject to payment of a surcharge for each instalment due, you can enrol until **20 December 2024.**
  - ❖ You must enrol online if you have an Italian qualification, or in person at the Student Registrar's Office, Via Università 4, Modena, if you have a foreign qualification.
  - ❖ Access requirement: having obtained a high school diploma or foreign qualification approved as suitable.

  MAIN STEPS IN BRIEF

  REGISTRATION

  Go to www.esse3.unimore.it to register.

  If you are over 18 years old and in possession of an Italian document (identity card, passport, driving licence), you must use **your SPID** (Sistema Pubblico di Identità Digitale - Public Digital Identity System) credentials by accessing *'Register with SPID'*. For information on the issue of SPID, consult https://www.spid.gov.it/cittadini/ and FAQ https://www.spid.gov.it/domande-frequenti/.

  If, on the other hand, you are a minor or do not have an Italian document, you must register in Esse3 using the *'Registration'* button.

  In both cases, if you have registered correctly, you will receive your UNIMORE credentials (user-id and password) If you have already been a UNIMORE student, use the credentials of your previous career. If you do not remember them, write to webhelp@unimore.it to recover them and attach an identity document to the email.

  APPLICATION FOR ENROLMENT - Italian qualification

  The enrolment is fully on line. From the website www.esse3.unimore.it login and enter your UNIMORE credentials. Select *Registered Area/Student*, then *Enrolment* and then *Enrolment in open access courses*. Consult the online enrolment guide https://www.unimore.it/servizistudenti/guideEsse3.html

PRE ENROLMENT APPLICATION – foreign qualification

If you are a non-EU student resident abroad, you can pre-enrol on the UNIVERSITALY website https://universitaly-private.cineca.it/index.php/login. You will only be able to enrol if you obtain a 'study' visa and if you successfully pass the Italian language test, which is conducted remotely. (N.B. you do not have to take it if you have at least a B2 level certification). Five placements are available for international students.

If you are an EU or non-EU student living in Italy or in a EU country from the website www.esse3.unimore.it log in and enter your UNIMORE credentials. Select *Registered/Student Area*, then *Enrolment* and then *Enrolment in open access courses*. You do not have to take the Italian language test.

To enrol, go **in person to the Student Registrar's Office** and deliver the *Dichiarazione di valore* issued by the Italian Embassy or Consulate of the country in which you obtained your degree or alternatively, deliver the **Attestato di Corrispondenza** (downloadable from Ardi https://ardi.cimea.it/it), but if it is not available, ask CIMEA for the Attestato di Comparabilità. Also deliver the Certificate of Verification to the Student Registrar's Office. You can request both on the website https://cimea.diplo-me.eu. Info at site https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli.

Ministerial Circular for access with a foreign qualification at https://www.studiare-in-italia.it/studentistranieri/

Any ADDITIONAL DECLARATIONS in the enrolment application

❖ Joining the 'PA 110 E LODE' project
If you are a civil servant, complete the 'Additional Declarations' section and enter the information concerning the PA in which you work. You will benefit from the envisaged facilities only if you indicate at the time of enrolment (and not subsequently) your status as a civil servant.

❖ DOUBLE ENROLMENT (Law n.33 of 12 April 2022 - DM 930/2022)
Simultaneous **enrolment in 2 academic institutions is allowed**. If you are already enrolled in a degree programme (I enrolment) complete the '*Additional declarations*' section and enter the information regarding the course and academic institution in which you are already enrolled to allow UNIMORE to assess whether you meet the legal requirements and thus confirm your enrolment in Legal Services in Business and Public Administration (II enrolment). Remember to enclose the study plan of your first enrolment course, or deliver it to the Student Registrar's Office. The two study programmes must be from different classes and differ by two-thirds.

Documents to ATTACH to the application form

You must attach a **passport photo** and a valid **identity document (front and back**). If you are a resident non-EU citizen, also attach your residence permit (or the receipt for the renewal application).

You must attach
- the *'Incoming transfer'* form if you are enrolling as a transfer from another university
- the *'Recognition of teaching activities'* form if you are requesting the validation of teaching activities already carried out (if you have graduated, renounced or taken single courses)
Your previous career will be forwarded to the Department for the validation of examinations and possible admission to years subsequent to the first. You will be charged a fee of €55.00.
- the '*Part-time enrolment*' form, including your study plan, if you decide to split the teaching activities of an academic year over 2 years (binding 2 years).
You can find the forms at https://www.unimore.it/servizistudenti/modulistica.html
Alternatively, send the forms to the Student Registrar's Office.

PAYMENT OF FIRST INSTALMENT

Log in at www.esse3.unimore.it and go to the fees section to view the I instalment payment. Make the payment as indicated on https://www.unimore.it/ammissione/pagamenti.html.

To take advantage of the benefits (reduced fees, scholarships, accommodation, etc...) you must submit (preferably before enrolling) an online application to **Ergo** (Ente Regionale per il Diritto allo Studio), within the deadlines indicated in the **Notice of Benefits** at www.er-go.it, from **July 2024**

> **CONFIRMATION OF ENROLMENT**
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> If no notification is received by e-mail from the enrolment staff or from the Student Registrar's Office (in the case of a foreign qualification) after 15 working days from the date of payment of the first instalment, made on time, enrolment can be considered confirmed.

> **DIGITAL BADGE**
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> After 15 days from the payment of the first instalment, once the checks have been completed, you will have your DIGITAL BADGE. **You will be able to visualise it in the UNIMORE APP**, the application that you will have to download free of charge from Google Play and Apple Store. The digital badge confirms your enrolment in the University and you will have to show it when you take your exams. Download the APP to have access to all UNIMORE services. More details at https://www.unimore.it/servizistudenti/apps.html.

- **THE SKILLS TEST**

  It is compulsory to take it, except for those making a **course change, transfer or career shortening request**, and in general, for those who have already had a previous university enrolment

  Failure to successfully complete the test, while not precluding the possibility of attending classes, will result in the assignment of an **Additional Formative Obligation (OFA).** Fulfilment of the OFA by 30 September 2025 is a necessary condition for being enrolled the following year in the 2nd year of the course.
  Find all the information and deadlines at https://www.giurisprudenza.unimore.it/it/didattica/test-di-verifica-della-preparazione-iniziale-test-ofa

- **THE ENROLMENT QUESTIONNAIRE**

  It must be completed, except for students with a foreign qualification or those admitted to years subsequent to the first.

  Failure to complete it will not allow you to register for any exam. For further information, please visit https://www.unimore.it/it/node/699 .
  From www.esse3.unimore.it log in and select *Student Area* and then Login to *the Almalaurea Matriculation Questionnaire*. You will be invited to register on the Almalaurea website in order to fill in the questionnaire.

- **THE ENGLISH LANGUAGE TEST**

  This test is aimed at first-year students, whether pre-registered or matriculated at legal Services in Business and Public Administration, and is designed to assess their **level of language competence**. The test does not award credits and is not to be 'prepared': you take it with the skills you already have. It is organised by the Centro Linguistico di Ateneo (CLA).
  You can find information on how to enrol on the website (being updated)
  https://www.cla.unimore.it/site/home/idoneita-e-prove/test-in-ingresso-di-lingua-inglese.html

  Check the website https://www.cla.unimore.it/site/home.html (under '*aptitude and test*s > *English language entrance test*') for the dates of the English test for academic year 24/25 and remember to bring the test day with you:
  - ❖ your UNIMORE (username and password (generated during registration with Esse3)
  - ❖ a valid identity document
  - ❖ personal headphones or earphones (3.5 mm jack only)

- **OFFICES**

  For information, please contact**: Informa-studenti**: email**:** informastudenti@unimore.it
  In Modena: Via Università, 4 – ground floor tel. 059 205 8255
  In Reggio Emilia: Viale A. Allegri, 15 - piano terra - tel. 0522 52 3555

For opening hours go to https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/ufficio-orientamento-allo-studio-informastudenti-sede-di-0

For IT problems related to the online enrolment procedure or recovery of Esse3 access credentials, please write to webhelp@unimore.it

For information on didactics, please contact the Didactics Office of the Department of Law, via San Geminiano 3, Modena - e-mail helpdesk.giurisprudenza@unimore.it

For administrative problems please contact the **Student Registrar's Office,** Via Università 4 – Modena - Tel. 059/2056408 e-mail segrstud.giurisprudenza@unimore.it
For opening hours see https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti

Reception Service for Students with Disabilities and SLDs write to disabilita@unimore.it
Tel. 059 2058311– 0522 523506

For problems with the online benefits application write to servizi.studenti@unimore.it
Website to apply for benefits www.er-go.it

International students can turn to the International Welcome Desk for advice and assistance with paperwork relating to residence permits, tax code, National Health Service (SSN) registration, health insurance, opening bank accounts and housing advice email: internationalwelcomedesk@unimore.it. Tel. 059 2058171.

The Student Registrar's Office and the Informastudenti Office are closed to the public from 12 to 16 August 2024.