



SOCIAL SCIENCES AND HUMANITIES

Department of Communication and Economics

Enrolment information for the Bachelor's Degree in

MARKETING AND BUSINESS ORGANIZATION

(class L-18)

Academic Year 2024 - 2025

- **This Bachelor's Degree has NO LIMITED access**
- **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, Viale Allegri 15, Reggio Emilia, 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

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 an EU country from the website www.esse3.unimore.it log in and enter your UNIMORE credentials. Select Registered Area/Student, then Enrolment and then Enrolment in open access courses. You do not have to take the Italian language test.

To enrol, go to the Student Registrar's Office and submit the Declaration of Validity issued by the Italian Embassy or Consulate or, provide the Certificate of Comparability and the Certificate of Verification issued by CIMEA. Info at www.cimea.it/it/index.aspx. Alternatively, if you are in possession of one, deliver the Diploma Supplement.

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

Any ADDITIONAL DECLARATIONS in the enrolment application

❖ DOUBLE ENROLLMENT (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 Data Analysis for Business and Finance (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

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

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.

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.dce.unimore.it/it/didattica/corsi-di-laurea-informazioni-generali/corso-di-laurea-marketing-e-organizzazione-dimpresa>

- **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>

- **OFFICES**

FOR INFORMATION, please contact: **Informa-studenti**: email: informastudenti@unimore.it

In Modena: Via Università, 4 – ground floor tel. 059 205 8255

A Reggio Emilia: Viale A. Allegri, 15 – ground floor - tel. 0522 52 3555

For opening hours see <https://www.unimore.it/it/servizi/orientamento>

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** located in the Department of Communication and Economics - Palazzo Dossetti, viale Allegri 9, Reggio Emilia - e-mail didattica.dce@unimore.it . Department website <https://www.dce.unimore.it>

For administrative problems please contact the **Student Registrar's Office**, Viale Allegri 15 – Reggio Emilia - Tel. 0522/522204 e-mail segrstud.comunicazione.economia@unimore.it

For opening hours see www.unimore.it/servizistudenti/segreteriastudenti.html

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 Telefono: 059 2058171

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