Guide for Incoming Students at UniTrento

Esse3 and Departmental Websites
# GUIDE FOR ESSE3 USERS

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WHAT IS ESSE3  
(ONLINE SERVICES FOR TEACHING ACTIVITIES)

Online services for teaching activities (Esse3) offer you a personal web area (area riservata) in which you can autonomously organize the activities connected to your university career and profile, such as:

- Monitor your career (libretto - university mark book);
- Subscribe to exams and check results;
- Print certificate (for instance, enrollment, degree, fee payment, mark book);
- Access online didactic courses;
- View course programmes.
CHANGE YOUR PROFILE FROM GUEST TO STUDENTS

After your enrollment, you will receive an e-mail with the procedure to follow in order to:
- activate your student profile;
- activate your official UNITrento e-mail address;

Surf on the university homepage http://www.unitn.it/en and click on ‘MyUnitn’.

- Insert your username and password under GUEST (...@guest.unitn.it).
- The system recognizes you as a student of the University of Trento and will request you to change your password.
- Insert your new password twice (minimum 8 characters, enter at least 1 non-alphabetic character).
- At this point your personal student profile is done.

**NB! Pay attention to the new username because it might be slightly different from the previous one.**

- You will receive a message containing the information in order to access into your UniTrento mail address (...@studenti.unitn.it). If you do not remember you password or ID you can recover them through: https://webapps.unitn.it/Registration/en/Web/RememberPassword

If you have problems with your account, please write to account@unitn.it, specifying that you are an exchange student and the problem you are facing.

**FROM NOW ON** when you enter the system, you have to use your student profile, in particular you will use it in order to:
- Log on in the WIFI University System;
- Log on in ESSE3 (here you can check your career, access to the Didactic Communities and enroll the exams)
HOW TO LOG IN TO ESSE3 SYSTEM

In order to access the reserved web area, please surf on the home page of the online services for teaching activities at the link https://www.esse3.unitn.it/Home.do and click on “Login” by entering your username and password (...@studenti.unitn.it).

ATTENTION! In order to access the reserved web area in English language (when available) select the appropriate flag before making the login.
THE MENU

After you log in, you will find the following home page.

Click on “home” in order to see all the available activities.

HOW TO CHECK THE BOOKLET

From the Menu, click on “RECORD BOOK” and you can see the Booklet with all the activities you have in your Learning Agreement/Study Plan.
INFORMATION ABOUT COURSES

Surf on:  [http://www.esse3.unitn.it/Home.do](http://www.esse3.unitn.it/Home.do)

Click on “Didactic Activities” in the menu under “Lessons”

Where it says “Academic Year”, click on the right of the menu and choose the Academic Year (for ex. 2015/2016)
Click on the menu next to «Faculties» and choose the faculty/department you are interested in (e.g. Facoltà di Giurisprudenza), then click on “Search” so the system will display the entire offer of the department.

You will see a list with all the courses offered. Just click on the course to display more details. Below each course you can see teacher’s name.

Please note that the message "Attività didattica non fruibile nell'anno accademico 2015/2016" means that the course is not offered: try by clicking on another course with the same title but a different teacher.
For example, if you click on the course “Information system” you will see the following screenshot. Click on the programme’s name under the title “Course” (= indicates the Degree programme that can be Master level or Bachelor level).

You will find a page like the one below, which contains many useful information:

- **Course code**
- **Name of the programme** (undergraduate or postgraduate) within which the course is offered
- **ECTS credits**
- **Teaching language**
- **Period in which it is offered** (primo semestre = winter, secondo semestre = spring)
- **Stampa contenuti = print course contents**
- **Classes timetable**
Teachers’ contacts for further details about the courses are available on the website http://www5.unitn.it/People/ or by clicking on “People” on the homepage of the university website and writing teacher’s name and/or surname.
HOW TO FIND THE ACADEMIC CALENDAR

You can check the Academic calendar, downloading the PDF you find at this link:

http://web.unitn.it/en/incoming/14068/choose-your-courses
CLASSES TIMETABLE

For all the Departments, except the Faculty of Law, click on “Schedules” in the menu under “Lessons”
Click on the menu next to «Dipartimento» and choose the faculty/department you are interested in.

Choose “Corso di studio” (=degree programme) to which belongs the course you have chosen to display classes timetable per month, week or day.

You can create your personal timetable! Just add the course
You can also look for classes timetable for each course by selecting “Cerca attività didattiche” from the main menu.

Under “Attività didattiche” enter a key word (at least 4 characters). Then click on the interested course in the list that will be displayed.
COMMUNITIES

Usually Professors upload on an online Community the materials of the courses. There are two different type of “Community”, according to the preference of the Professor:

1. Community in Esse3: Didattica Online
2. Community outside Esse3: Comunità Online

Please note that for some classes held in Italian, students can ask directly to the teacher for materials in English and for the possibility to take the final examination in English.

1. Community in Esse3: Didattica Online
   This kind of Community would be available only when the Learning Agreement has been uploaded in Esse3. After the login in your personal area in ESSE3, click on the section “Community”:

   Select the Community you are interested in order to see the materials of the course.
Otherwise, you can enter at: https://didatticaonline.unitn.it/dol/
2. **Community Outside Esse3: Comunità Online**

In some cases, Professor could use this kind of Community outside Esse3 System. Go to [http://comunitaonline.unitn.it/ISAuthenticationPage.aspx](http://comunitaonline.unitn.it/ISAuthenticationPage.aspx) and log in to the platform;

Select the academic year and the name of the Community you would like to enroll to and select «Subscribe me in the communities».

In some cases it might take a few days to be enrolled after subscription: don’t worry, this is because the Responsible for the community has to allow you to take part in it.
EXAMS

Please remind that:

- you do not need to enroll for classes, but please DO NOT FORGET TO ENROLL FOR THE FINAL EXAM (deadline for enrollment is available at https://www.esse3.unitn.it/ListaAppelliOfferta.do;jsessionid=94659D672FBC8344936F35938F166B94.jvm_unitn_esse3web06); the online registration to any examination is compulsory and it has to be made within the terms indicated, otherwise you will be not be able to take the exam on that session.
- The examination procedure is normally based only on one final exam. It may also happen that the exam session starts just after the end of classes, so organize your study from the very beginning of lectures and do not wait until the last days.

HOW TO CHECK THE EXAM SESSIONS

Click on “Exam sessions Board” in the menu under “Exams”
Click on the menu next to «Facoltà/Dipartimento» and choose the faculty/department you are interested in then click on ‘Cerca’ (=search).

You will display the list of exams for which the registration/enrollment period is open. Please pay attention to the enrolment deadlines. Click on the date of the exam to see its details.

NB! “Periodo iscrizioni” = enrollment period; “Data e ora dei turni”=exam date and time; “Tipo”= if the exam is oral or written; “Docenti”= teachers
HOW TO ENROLL TO EXAMS

In order to enroll to exams log on Esse3 then choose “Home” to explore the menu.

By clicking on ‘Exam session’ (Appelli) you will see the enrollment period and the dates of the exams.
By clicking on ‘Record book’ (Libretto) you will see the didactic activities you are attending (=courses approved in the LA). If the didactic activity is not in your record book you will not be able to enroll to the exam.
If the terms for the enrolment are open, the image next to the exam will be like this 🍍

If the terms for the enrolment are closed, the image next to the exam will be like this 🍊

- Click on the image of the pencil next to the exam you want to take
- NB! In order to enroll to the exam you must complete a compulsory online questionnaire related to exam you want to register to. The questionnaire aims to evaluating the student satisfaction concerning different aspects of the course. Please note that if the questionnaire icon is red, you still have to fill it in, in contrast, if it is green, it means that the questionnaire has been filled in and you can register to the exam you wish to take.

What can happen if you do not do the questionnaire?
If you click on the registration icon without having filled in the questionnaire, you will see this page:
Please follow the instructions to fill in the questionnaire.

After answering all the questions of the questionnaire, you have to click on “CONFIRM” at the end.

- Click on “Prenotati all’appello” (=Book exam session)
- Click on “Continua” (=Go on)
- Click on “Conferma prenotazione” (=Booking confirmation).

If the registration has been made in a correct way, you will see the message **BOOKING MADE**.

**NB!** Once you have enrolled to the exam (Booking made), you can see all your bookings in the “Bacheca prenotazioni” (=Reservation notice board).
From the reservation notice board it is possible to cancel a booking by selecting the icon 🛒, but only as long as the enrolments are open.

NB! Students can take examinations only within the exchange study period (=check-in and check-out dates). NO examinations are allowed after the check-out date.
If you need to re-sit an exam outside the Erasmus stay agreed you can ask for an extension of your stay in Trento (at least 1 month notice is required).

HOW TO ENROLL TO LABORATORIES FACULTY of LAW and to CONTINUOUS ASSESSMENTS.

Please remind that:

- you need to enroll for classes, since they have limited number.
  If the didactic activity is not in your record book you will not be able to enroll.
- FREQUENCY IS MANDATORY
- In order to enroll to laboratories log on Esse3 then choose “Home” to explore the menu
- Click on ‘Esami’ → ‘Prove Parziali’
- Click on the image on the left to the laboratory you want to take

- Click on “Prenotati all’appello” (=Book exam session)
If the registration has been made in a correct way, you will see the message **PRENOTAZIONE EFFETTUATA** (=BOOKING MADE).

**NB!** Once you have enrolled to the exam (Booking made), you can see all your bookings in the “Bacheca prenotazioni” (=Reservation notice board). From the reservation notice board it is possible to cancel a booking by selecting the icon , but only as long as the enrolments are open.

- Then, **DO NOT FORGET TO ENROLL FOR THE REGISTRATION** (deadline for enrollment is available at [https://www.esse3.unitn.it/ListaAppelliOfferta.do?jsessionid=94659D672FBC8344936F35938F166B94.jvm_unitn_esse3web06](https://www.esse3.unitn.it/ListaAppelliOfferta.do?jsessionid=94659D672FBC8344936F35938F166B94.jvm_unitn_esse3web06));
- The professor will tell the registration’s date, then you can enroll online.
- The Professor will proceed to the registration, the result will be “AP”, that means “approved”, with no grade.
  There is just one date for the registration and NO EXCEPTIONS are accepted. **If you do not enroll for the registration, the laboratory will not be added to the career.**
- **If you have problems with the enrollment, please contact supportostudentiecogiursi@unitn.it**
PAPER RECORDING
At the end of each exam, you need to register the exam on the examination register held by the Professor. In fact, in Italy, the exam will be considered official only with a register that certifies all the details of the examination, together with your and professor's signature.

In case of oral exam (especially at the Faculty of law), in the date of exam, if you pass it and accept the mark, you will sign the examination register and the Professor will proceed to record it immediately.

Some courses do not have any online registration of the mark (for example, in case of written exam, in which the registration takes place after the paper have been corrected). In this case the professor will inform you through his/her ESSE3 page or Comunità Online or other means about place and time of the registration. Thus you will have to go to the “Recording appointment” and record the exam on the examination register.

HOW TO ACCEPT EXAMS RESULTS ON ESSE3 (if online acceptance is required)

In order to display exams results log on Esse3 then choose “Home” to explore the menu

Choose “Bacheca esiti” (=Exams result notice board)
For each exam, in order to display the mark click on the icon with the green tick in the box «Voto o giudizio»

According to the Department/School, the course and the examination exam there are 3 types of recording

- 1st type of recording – Withdrawal allowed (=You have to either accept or refuse the record within a certain deadline. If you do not express one of the two options, your exam will NOT be registered!)
- 2nd type of recording – Withdrawal not allowed (=You can only display the mark without any chance to refuse it. Only positive marks will be automatically recorded)
- 3rd type of recording – Implied assent (=You can only refuse the mark. If you do not withdraw, it means that you accept the record).

1st type of recording – Withdrawal allowed

You will have to ACCEPT or REJECT the mark

- To accept the result choose “Intendo completare l’esame con il conseguente inserimento del voto nella mia carriera” (=I intend to complete the exam with the inclusion of the grade in my career) and then “Conferma” (=confirm). In this way, after the deadline expires, the exam will be registered in your Esse3 profile;
- To reject the result choose “Mi ritiro” (= I withdraw) and then “Conferma” (=confirm)
- The real recording of the examination starts after the deadline for the registration, never before.

**2nd type of recording – Withdrawal not allowed**

- You can only visualize the mark without any chance to refuse it. All positive marks will be recorded.
- Click on the icon “Esci” (=Exit) to register your record.

**3rd type of recording – Implied assent**

- You can only refuse the mark. If you do not withdraw, it means that you accept the record.
- In this page you could withdraw your record flagging on ‘Reject result’ (Mi ritiro) and then clicking on ‘Confirm’ (Conferma). In case you accept the record you have only to click on ‘Exit’ (Esci), without flagging on ‘Reject result’ (Mi ritiro).
- Attention: you can express your choice only within the term that the professor has fixed. Please note that the real recording of the examinations starts after the deadline for the registration, never before.
TRANSCRIPT OF RECORDS

The Transcript of Records will be sent to you and your Home University.

The reason for the delay in sending it may depend on the fact that:

- The teacher has not recorded the exam yet;
- The “Ufficio Offerta Formativa e Gestione Studenti” is managing the recording of the exams.
- Please note that the Staff for International Activities will issue the Transcript of Records only when all the examinations passed have been recorded into the Online services for teaching activities (Esse3). In the Transcript of Records we report ONLY exams “passed”. Upon request of the student’s home University it is possible to get the original document also by post.

LANGUAGE COURSES

Foreign language courses in Italian, Spanish, English, French, German, … which are offered at the Language Centre of the University of Trento (CLA) (http://www.unitn.it/cla).

Language courses must be added in the Learning Agreement.

Italian Language course: students who pass the final test at the end of the Italian Language course will gain 3 ECTS. The credits will be registered in the final Transcript of Records.

For the Department of Economics and Management

Language exams at B1 level (6 ECTS): English, German, Spanish, French.

The Department does not offer classes BUT only the final exam. Students can improve their language knowledge through CLA language courses (http://www.unitn.it/en/cla/574/enrolment-computerised-language-tests);

Dates and enrollment procedures for the Language Test B1 are on the site http://www.unitn.it/cla - “Prove di conoscenza” – “Iscrizione alle prove linguistiche informatizzate” - “Servizi online” (Login with your username and password)
ADDITIONAL INFO

- International students have about one month from the beginning of classes to fill in their Changes to Learning Agreement (if any);
- CFU means “university credits” in the Italian university system and 1 CFU=1 ECTS=6 or 7 class hours;
- EXAMS are graded on a scale from 1 to 30, with 18 and 30 as minimum and maximum grade respectively. A ‘cum laude’ can be added to the maximum grade as a special distinction. “AP” or “Idoneo” means “approved”;
- If you attend COURSES made of 2 parts (called modules), in order to have recorded it in your Transcript of Records you must PASS BOTH MODULES;
- Examination sessions are generally as follows:
  - December/January + February (re-sit session)
  - May/June + July (re-sit session)
  - August or September (re-sit session);
- Language courses at CLA (=University Language Center): all students must respect deadlines for enrollment. Please note that, if you are not a beginner you must take the «Online Placement Test». 
EXCEPTION FOR FACULTY OF LAW

FACULTY GUIDE

In order to obtain information about courses (didactics material to use, way in which the exam is taken e.g. oral/written), go to the website of the Faculty of Law, click on “Studenti”.

Click on “Guida alla Facoltà”
You can download the PDF file in the Download Box.
CLASSES TIMETABLE

Some Departments (e.g. LAW) do not use the ESSE3 system for the classes timetable: just go to the Department Website and look for “ORARIO”.

You will find a PDF file in the Download Box: