



UNIVERSITÀ  
DEGLI STUDI DI TRIESTE

Area dei Servizi Istituzionali  
Unità di staff Dottorati di ricerca

LAST REVISED 07/06/2021

## TUTORIAL ONLINE APPLICATION

Before starting, check the necessary documents in the Admission attachment of your PhD programme at the link:  
<https://www.units.it/dottorati/en/?file=DottBandi.inc&cod=2020> and prepare in advance a scanned copy of all items.

To access the online services go to <https://esse3.units.it/Home.do>

Click on “**Registrazione**” and choose “**eng**” from the menu in the top right corner



## Offerta Didattica (Esse3)

Select Eng on the menù on the right.

Esse3 è il sistema di gestione della carriera degli studenti e ti permette di accedere ai Servizi online dell'Ateneo.

Dichiarazione di accessibilità [Sito web dedicato ai servizi on line per studenti, docenti, registrati.](#)

Attenzione: la sessione di navigazione scade dopo 15 minuti di inattività

Individua il tuo *status*:

SEI CITTADINO ITALIANO?

- **SONO o SONO STATO studente in questo Ateneo o MI SONO GIA' registrato: fai il Login nel menu a destra e poi seleziona la voce di tuo interesse.**
- **NON MI SONO MAI REGISTRATO / FUTURO STUDENTE: nel menu a destra seleziona Registrazione con SPID.**

NON SEI CITTADINO ITALIANO?

- **SONO o SONO STATO studente in questo Ateneo o MI SONO GIA' registrato: con le credenziali che già possiedi fai il Login nel menu a destra e poi seleziona la voce di tuo interesse.**
- **NON MI SONO MAI REGISTRATO / FUTURO STUDENTE: nel menu a destra seleziona Registrazione.**

Click on **Registration** and enter your personal details in the following pages.



## Academic offer (ESSE3)

Esse3 is the students university career management system and allows you to access to online University Services.

Caution: user session times out after 15 minutes of inactivity.

Find your *status*:

- **I AM or I HAVE BEEN student of this University or I ALREADY REGISTERED:** enter your log-in credentials into the Login menu on the right, then select the item of your choice.
- **NEVER REGISTERED / PROSPECTIVE STUDENT:** please use "Registration" link in the navigation menu on the right, then Login and select the item of your choice.

**Credential PROBLEMS and RETRIEVING**

ita eng

Reserved area

Registration

Registrazione con SPID

Login

Study Guide

Business Accreditation

### PLEASE NOTE

- Your name and surname must match exactly your passport/identity card.
- Please check if your tax identification number (Italian fiscal code) is correct. If you live outside Italy and do not have a fiscal code yet, please confirm the code as calculated by the online system when you click **Next**.
- If resident in Italy, enter the exact postal code – **CAP** - of your address (search here: <https://www.poste.it/cerca/index.html#/risultati-cerca-cap/>)
- Enter 01/01/2021 as start date of residence.




## Registration: Registration completed

All required information has been correctly entered. To enter your Reserved Area it is necessary to log in by entering your username and password (see below) when required.

## Details for access

Name	NAME
Surname	SURNAME
E-Mail	EXAMPLE@EXAMPLE.COM
Username	
Password	

 You will receive an email confirmation of your registration.  
**PLEASE WRITE DOWN OR PRINT A NOTE OF YOUR USERNAME AND PASSWORD BY CLICKING ON 'Print note' AS THESE DETAILS WILL NOT BE SENT TO YOU BY EMAIL.**  
You will need your username and password to log in.

[Login](#)[Print note](#)[Exit](#) Key **This information is mandatory** Check List

Save or print out your username and password (or write them down) and click on **LOGIN** to proceed with your application.

## REGISTRATION TO THE COMPETITIVE ADMISSION EXAM

Click **home** on the MENU on the top-right corner and then **Competitive Admission Exam**



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Servizi on line

### Registered Users Area - Welcome NAME SURNAME

**PLEASE NOTE: The following are the only online services currently fully available in English:**

- Registration
- Competitive Admission Exam
- Tuition Fees / ISEE
- Payments
- Exam Booklet
- Certificates and Changes to Study Programme
- State Exams
- Choose Curriculum

**For all other services please switch to the Italian version by logging out, going back to the home page and selecting the Italian flag.**

We would like to remind you that the personal data you have provided will be processed exclusively for purposes related to your career as a student, in compliance with the provisions of the Personal Data Protection Code (Italian Legislative Decree 196/2003). You may exercise, at any time, the rights under Art. 7 of Italian Legislative Decree 30 June, No.196, in particular, you have the right to know if and what personal data we hold about you, to ask us to update, correct, or, if of interest, to inform your personal data as well as to request the blocking of the processing of data that violate the aforementioned law. To exercise any of these rights please contact us by writing to: [helpesse3@amm.units.it](mailto:helpesse3@amm.units.it)

Home

A vertical menu overlay on the right side of the page. At the top, it shows 'NAME SURNAME' next to a profile icon. Below this are links for 'Reserved area', 'Logout', and 'Change password'. A dark grey menu is open, showing a list of options: 'Home' (with a back arrow), 'Personal Details', 'Consensi Privacy', 'Photo', 'Choice of preferences', 'Canali tematici', 'Statement of invalidity', 'Enrolment', 'State Exams', 'Competitive Admission Exam' (highlighted with a red box), 'Assessment test', 'Tuition Fees/ISEE', and 'Payments'.

Click on **Doctoral Programme** and choose your PhD Programme from the list, continue by filling the required fields, until you reach the “Registration summary for competitive admission exam” page. Please print or save the application receipt.

At the end of the procedure, Click on **payments** from the menu in the top right corner.

## PLEASE NOTE

- If you have exceeded the allowed time of inactivity during the online session, a warning message will inform you that the session has expired. After entering again your password, you will be redirected to the initial page.

» Fees

## List of Fees

This page displays the list of fees and the respective amounts.


**PLEASE NOTE: TO PRINT THE PAYMENT SLIP, ENTER THE INVOICE DETAIL (click ON THE INVOICE NUMBER) AND PRINT THE PAYMENT SLIP. For the deadline of the first instalment for the 1st year of studies of degree programmes with limited admission please refer to the respective call**


Please read carefully the information sheet on tuition fees ('Manifesto tasse contributi ed esoneri').


You are advised to check your institutional university email account regularly because the university will send you important information by email.


### Legenda:

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 non pagato

 pagamento in attesa

 pagato/pagato confermato

 abilitato il pagamento con PagoPA

 eseguita la stampa avviso PagoPA

### PLEASE NOTE:

- Foreign candidates residing in countries subject to banking restrictions can pay the exam registration fee after the deadline, provided they do so before the oral examination takes place or - if the exam is conducted by video conference - before enrolment.
- Candidates from [Developing Countries](#) are exempt from the payment of the exam registration fee. If the system erroneously shows the invoice, please email [dottorati@amm.units.it](mailto:dottorati@amm.units.it) and the invoice will be cancelled.
- Candidates wishing to apply for more than one PhD must submit an application for each Programme, including payment of the fee and uploading of the documents required.