Guide for UniTrento
Esse3 international users of the
Department of Psychology and
Cognitive Science
and
CIMeC - Center for Mind/Brain
Sciences
GUIDE FOR ESSE3 USERS

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WHAT IS ESSE3

Esse3 is the name of the programme managing online services for teaching activities at UniTrento. Esse3 offers you a personal web area ("area riservata") where you can organise the activities connected to your university career and student profile, such as:

- Monitor your career
- Fill in your study plan
- Register for exams and check grades
- Print out certificates (e.g. enrollment, degree, fee payment, etc.)
- Access online teaching materials
- View courses syllabi

CHANGE YOUR ACCOUNT FROM GUEST TO STUDENT

After your enrollment, you will receive an e-mail (Subject line UniTrento: how to activate your definitive account) with the instructions to follow in order to:
- activate your UniTrento student account;
- activate your official UniTrento e-mail address (username@studenti.unitn.it);
- start using UniTrento wifi network (up to 24 hours might be necessary for this)

Important notes:

- When communicating with UniTrento administrators or faculty, please always use your UniTrento email address
- We suggest that you choose the unitn-x encrypted and safer network
- In order to reset your password go to https://webapps.unitn.it/password1/en/pwdutl/PasswordRecovery
- Find useful information on http://icts.unitn.it/en

HOW TO LOG IN TO ESSE3 SYSTEM
You can access your **reserved web area** from the UniTrento home page or from the link [https://www.esse3.unitn.it/Home.do](https://www.esse3.unitn.it/Home.do). Click on “Login” and enter your username and password (…@studenti.unitn.it).

**ATTENTION!** In order to access the reserved web area in English language select the language **before** logging in.
INFORMATION ABOUT COURSES

Go to: http://www.esse3.unitn.it/Home.do
Click on “Attività Didattiche/Didactic Activities” in the menu under “Lezioni/Lessons”. Here you will find details about each course, its syllabus and the bibliography.

Select your Academic year and your Department/Centre, and then click on “Search”
Click on each course to display more details.
An example is shown here:
The lecturers’ contacts can be found on [http://www5.unitn.it/People/](http://www5.unitn.it/People/).

<table>
<thead>
<tr>
<th>Course code</th>
<th>Name of the programme (undergraduate or postgraduate) within which the course is offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>154044 - Cognitive Psychology</td>
<td>the name of the programme (undergraduate or postgraduate) within which the course is offered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course code</th>
<th>ECTS credits</th>
<th>the period in which it is offered (primo semestre= winter, secondo semestre= spring)</th>
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<tbody>
<tr>
<td>154044 - Cognitive Psychology</td>
<td>6</td>
<td>the period in which it is offered (primo semestre= winter, secondo semestre= spring)</td>
</tr>
</tbody>
</table>

To print course contents
HOW TO FIND YOUR CLASSES TIMETABLE

You can check the Academic calendar on https://easyroom.unitn.it/Orario/index.php?view=home&_lang=en

By clicking the button you can find classes’ timetable filtering by degree, by lecturer, by course
ONLINE COMMUNITIES

Usually lecturers upload the materials of the courses on an online community called Didattica Online

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

Didattica Online
After logging in your ESSE3 personal area, click on the section “Community” Select the Community you are interested in, in order to see the materials of the course.
Sei un docente? Per attivare/accedere alle comunità online relative alle tue attività didattiche, inserisci le tue credenziali UniTrento.

Sei uno studente? Per visualizzare la lista dei corsi online a cui puoi accedere, inserisci le tue credenziali UniTrento.

Cerca corsi online ad accesso pubblico

Cerca un corso online degli anni scorsi?
  • Archivio corsi 2016/17
  • Archivio corsi 2015/16 e antecedenti

Hai bisogno di aiuto? Contatta uff.didatticaonline@unitn.it
### Accesso ai corsi online

#### Corsi online ai quali sei iscritto

<table>
<thead>
<tr>
<th>Corso</th>
<th>Docente</th>
<th>Dipartimento e Ricerca Sociale, Corso di Laurea in Sociologia (L2)</th>
<th>Unità didattica</th>
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</thead>
<tbody>
<tr>
<td>Analisi teoria dei network</td>
<td>FRANCESCA ODELLA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constitutional Law</td>
<td>MARCO DANI</td>
<td>Facoltà di Giurisprudenza, Laurea Magistrale Ciclo Unico 5 anni in Giurisprudenza (LMF)</td>
<td></td>
</tr>
<tr>
<td>Design Experience</td>
<td>VINCENZO D’ANDREA</td>
<td>Dipartimento di Ingegneria e Scienze dell’Informazione, Corso di Laurea Magistrale in INFORMATICA (LM)</td>
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<tr>
<td>Diritto civile</td>
<td>UMBERTO UZZO</td>
<td>Facoltà di Giurisprudenza, Laurea Magistrale Ciclo Unico 5 anni in Giurisprudenza (LMF)</td>
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<tr>
<td>Diritto privato e antitrust dell’Unione Europea</td>
<td>GIANT ANTONIO BENACCHIO</td>
<td>Facoltà di Giurisprudenza, Laurea Magistrale Ciclo Unico 5 anni in Giurisprudenza (LMF)</td>
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<tr>
<td>Storia del pensiero sociologico</td>
<td>GIULIO FELE</td>
<td>Dipartimento di Sociologia e Ricerca Sociale, Corso di Laurea in Sociologia (L2)</td>
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#### Corsi online ai quali potresti iscriverti

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#### Corsi online ad accesso pubblico

- Certi un corso online degli anni scorsi?
  - Archivio corsi 2015/16
  - Archivio corsi 2015/16 e antecedenti

- Hai bisogno di aiuto? Contatta uff.didatticacorso@unitn.it
EXAMS

Please remember that:

- you do not need to enroll for classes, but please DO NOT FORGET TO REGISTER FOR THE FINAL EXAM (deadline for registering is visible at https://www.esse3.unitn.it/ListaAppelliOfferta.do;jsessionid=94659D672FBC8344936F35938F166B94.jvm_uni

  n_esse3web06).

  An 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 in 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.

HOW TO CHECK THE EXAM SESSIONS

Click on “Exams sessions notice board” in the menu under “Exams”

Click on the menu next to «Facoltà/Dipartimento» and choose your Department/Centre then click on ‘Cerca’ (=search).
The list of exams for which the registration/enrollment period is open will appear. 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” = lecturers
ESSE3 RESERVED AREA

Once you have logged in, you will see the following page:

By clicking on “Administrative Office” menu you will be able to print out certificates, find payment documents (“MAV”), enter the details of your stay permit.
Certificates:

List of available certificates

Dear Student, in this area you can print the undersigned transcript of records (certificates). Important notes: (i) These certificates cannot be issued to any public administration or private organization operating in the public service. Moreover, the University of Trento cannot receive certificates released by other public administration or private organizations operating in the public service. In this case the student/private person must submit a new declaration (in accordance with article 10 of Italian Law no. 183/2011 and articles 41 and 47 of the Italian Law no. 480/2000). (ii) These certificates are issued on an unpaid paper; it is necessary to put a stamp on them, only when requiring specific value. Otherwise the certificates are not valid. (iii) The English (one) of the certificates has no official validity, only the Italian versions has official value. For official purposes you have to produce both the Italian and the English version (according to article 10, paragraph 2, of the Italian Law no. 480/2000). (iv) IMPORTANT: for the degree courses established before the Italian University Reform of the 1999, the English version of these certificates must be requested to the relevant "Ufficio Gestionale Studenti".

(1) Nota bene: i certificati in lingua relativa ai corsi di studio ante riforma 506/99 (lauree quadriennali o quinquennali) potrebbero risultare non completi di tutte le traduzioni. In tal caso rivolgersi all'Ufficio Gestionale Studenti di competenza per richiedere una copia completa di tutte le traduzioni.

Payments:

When you enroll for the first time in UniTrento, or when you renew your enrolment for the 2nd year, this section is where you will find the payment document (“MAV”) necessary to pay the tuition fees (if owed) or for the 16,00 euros fee (for fees waived students).
Italian Stay Permit:

As soon as you receive your student stay permit, you have to enter some details and upload a copy here.
Menu Study plan:

By clicking on the menu “Study plan”, you will be able to see your study plan or modify it (by clicking on the “modifica” button).

Menu Career

By clicking on ‘Record book’ (Libretto) you will see all the didactic activities (both those you have attended and those you still need to complete). If the didactic activity is not in your record book you will not be able to register for the exam.
<table>
<thead>
<tr>
<th>Year of Course</th>
<th>Academic Activitiy</th>
<th>Value in credits</th>
<th>Status</th>
<th>AY att.</th>
<th>Grade/assessment</th>
<th>Exams</th>
<th>Exam sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>J52035 - Clinical neurology</td>
<td>6</td>
<td>2015/2016</td>
<td>26-17/02/2016</td>
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<tr>
<td>1</td>
<td>J52071 - Clinical psychopathology</td>
<td>9</td>
<td>2015/2016</td>
<td>30-14/06/2016</td>
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<td>1</td>
<td>J52048 - Cognitive Neuroscience</td>
<td>9</td>
<td>2015/2016</td>
<td>30-15/01/2016</td>
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<td>10-02/02/2016</td>
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<td>J52045 - Ethical Principles of Psychology</td>
<td>6</td>
<td>2015/2016</td>
<td>29-13/07/2016</td>
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<td>1</td>
<td>J52030 - Imaging Methods in clinical and cognitive neuroscience</td>
<td>9</td>
<td>2015/2016</td>
<td>28-01/07/2014</td>
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<tr>
<td>1</td>
<td>J52049 - Laboratory for Investigation, Diagnosis and Rehabilitation Tools</td>
<td>6</td>
<td>2015/2016</td>
<td>16-02/02/2016</td>
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<tr>
<td>1</td>
<td>J52051 - Neuropsychological Test and Evaluation</td>
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<td>2015/2016</td>
<td>26-24/06/2016</td>
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<tr>
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<td>J52072 - Social and affective neuroscience</td>
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<td>30-06/06/2016</td>
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<tr>
<td>1</td>
<td>J52052 - Typical and atypical cognitive development</td>
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<td>2015/2016</td>
<td>29-13/01/2016</td>
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<td>3</td>
<td>ER8701216 - Aging</td>
<td>4</td>
<td>2014/2017</td>
<td>30-13/03/2017</td>
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<tr>
<td>2</td>
<td>ER870135 - Algorithmic Thinking &amp; Programming</td>
<td>6</td>
<td>2016/2017</td>
<td>30-13/04/2017</td>
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<td>J52047 - Final exam</td>
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<td>2016/2017</td>
<td>24-13/04/2017</td>
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<td>ER870111 - Group Dynamics</td>
<td>6</td>
<td>2016/2017</td>
<td>24-13/04/2017</td>
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<tr>
<td>2</td>
<td>J52046 - Internship</td>
<td>14</td>
<td>2016/2017</td>
<td>AP-21/09/2017</td>
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</tbody>
</table>
Menu Degree award:

In order to register to the graduation session, remember to click on the Degree Award menu and then on Final examination request and complete the rest of the procedure.
HOW TO REGISTER FOR AN EXAM AND ACCEPT/REFUSE EXAM RESULTS: MENU EXAM

By clicking on exams you will see the following sections:

1. Exam sessions

If the terms for the enrolment are open, the image next to the exam will be this one 🆙

If the terms for the enrolment are closed, the image next to the exam will be this one ⏳
Click on the image of the pencil next to the exam you want to take

NB! In order to register for the exam you must fill in a compulsory online questionnaire related to exam you want to register for. 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, whereas 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 happens if you do not fill it 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.

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

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

If you have correctly registered, you will see the message **BOOKING MADE.**
NB! Once you have registered for the exam (Booking made), you can see all your bookings in the “Bacheca prenotazioni” (=Reservation notice board).

2. 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 still open.
3. Exams result notice board
Here you will receive the notification about your exams results.

According to your Department/Centre, the course and the examination exam there are 2 types of recording

- 1st type of recording – Withdrawal not allowed
- 2nd type of recording – Implied assent

1st type of recording – Withdrawal not allowed

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

2nd 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.