HOW TO FILL IN “QUESTIONARI”

A GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS

A.Y. 2021/2022  U.O.Internazionalizzazione
WHAT YOU HAVE TO KNOW ABOUT “QUESTIONARI”

- **Mandatory activity** you must do **before signing up** for whatever **exam** you want to attend

- **Each subject** has its own “**questionario**” so please, check it up before doing anything else

- You will be asked to fill in some questions about the course you are attending: after you finish, please click on the “**SUBMIT**” button
FIRST STEP

GO TO THIS LINK:
https://unipr.esse3.cineca.it/Home.do

Personal Area
To register and/or access the reserved area, open the drop-down menu that can be activated by clicking on the icon (consisting of three horizontal lines) at the top right and choose the item Register/Login.

REGULARITY OF PAYMENTS
We remind you that you must be up-to-date with the payment of university fees according to the deadlines in order to carry out any act relating to your career, such as, for example, registration and sitting exams, career passages, transfers, registration of internships, final test, etc... On your personal page of ESE3 you can check the regularity of your payments, updated in real time, or finalizing any payment using the PagoPA system. For information, please contact the relevant student secretariat.

LOST USERNAME OR PASSWORD
Username recovery
Password recovery

STUDY PLAN SUBMISSION
The periods for study plans submission are different for each degree course. It is therefore advisable to consult the websites of the relevant Departments or to inquire at the relevant Student Secretariats if the Study Plan is not presented, as the exams are NOT shown in the personal records and you cannot register for the exams.

TEACHING EVALUATION QUESTIONNAIRES
Regular students are asked to fill out the teaching evaluation questionnaires of the courses provided in their study plan for the current year.

REGISTERING FOR THE EXAMS
Registration to sit the planned exams is allowed only through this system. To consult the dates of all the exams of a given Department, degree course or course unit, click on the link on the left Appeals Notice Board. ATTENTION: to register for an exam you must log in to the system; once connected, you will be able to see only the exam sessions of the courses in your study plan.

DIGITAL VERBALIZATION
Information on digital verbalization.

FAQ: FREQUENTLY ASKED QUESTIONS
Answer to frequently asked questions.
SECOND STEP
LOGIN WITH YOUR INSTITUTIONAL CREDENTIALS

CLICK ON THE "QUESTIONARI" SECTION

THEN ON "QUESTIONARI VALUTAZIONE ATTIVITÀ DIDATTICHE"

HOW TO FILL IN “QUESTIONARI”
THIRD STEP

NEXT TO "STATO" THERE IS A RED-COLORED PAPER ICON. CLICK ON IT AND FILL IN THE "QUESTIONARIO".
ONCE YOU FINISHED FILLING IN YOUR “QUESTIONARIO”, THE RED-COLORED PAPER ICON WILL BECOME LIKE THIS:

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CONGRATULATIONS! YOUR “QUESTIONARIO” IS COMPLETED!
IF YOU NEED FURTHER HELP, PLEASE CONTACT:

Assistenza agli utenti (Helpdesk informatico)

E-mail: helpdesk.informatico@unipr.it
THANK YOU