



SOCIAL SCIENCES AND HUMANITIES

Department of Law

Enrolment information for the Bachelor's Degree Programme in

LEGAL SERVICES (SSG) (class L-14)

Academic Year 2025 - 2026

- **The Degree Programme has OPEN admission.**
- **The Bachelor's Degree Programme in Legal Services (SSG)** is a **newly launched** course. SSG is the **reorganisation of the former degree programme** in *Legal Studies for Business and Public Administration (SGIPA)*, which is being phased out.
- The Bachelor's Degree in Legal Services is delivered in a blended format (BLS – Blended Learning System).
Classes, both in face-to-face and remote mode, are video-recorded and made available to students on the dedicated Web platform. The lectures for the second and third year of the SGIPA programme are also delivered in a blended format.
- **ENROLMENT is open from 8 July to 29 October 2025.**
 - ❖ After the deadline, upon payment of a surcharge for each overdue instalment, you can enrol **until 22 December 2025**.
 - ❖ You must enrol online if you hold an Italian qualification, and in person at the Registrar's Office, in via Università, 4, Modena, if you hold a foreign qualification.
 - ❖ Entry requirement: having obtained a high school diploma or a recognised foreign qualification.

IN BRIEF, THE MAIN STEPS FOR ENROLMENT

REGISTRATION

Access the website www.esse3.unimore.it to register.

If you are of legal age and in possession of an Italian document (identity card, passport, driving licence), you must use **SPID** (Sistema Pubblico di Identità Digitale - Public Digital Identity System) **credentials** by accessing '*Register with SPID*'. For information on how to get a SPID, please visit the website <https://www.spid.gov.it/cittadini/> and see the FAQ available on <https://www.spid.gov.it/domande-frequenti/>

If, on the other hand, you are a minor or are without an Italian document, you must register in Esse3 using the '*Registration*' button.

In both cases, if registration was carried out correctly, applicants will receive their UNIMORE credentials (user-id and password). If you lost them, write to webhelp@unimore.it to retrieve them and attach an identity document to the e-mail.

ENROLMENT APPLICATION - Italian study qualification

Enrolment is entirely online. From www.esse3.unimore.it login and enter your UNIMORE credentials. Select *Registered/Student Area* then *Enrolment* then *Enrolment in open access programmes*. Consult the online enrolment guide <https://www.unimore.it/en/university/calls/istruzioni-e-adempimenti-limmatricolazione-scienze-dei-servizi-giuridici-...>

ENROLMENT APPLICATION - foreign study qualification

If you are a non-EU student residing abroad and applying for a visa, you must complete the pre-enrolment on the UNIVERSITALY portal <https://universitaly-private.cineca.it/index.php/registration/firststep>. You will be able to enrol only if you obtain a "study" visa and successfully pass the Italian language test, which will be held online on (you are exempt if you already hold a certificate of at least B2 level). Five places are available for international students.

If you are an EU student or a non-EU student residing in Italy or another EU country, log in at www.esse3.unimore.it using your UNIMORE credentials. Select *Registered/Student Area* then *Enrolment* then *Enrolment in open access programmes*. You do not have to take the Italian language test.

To enrol, **go in person to the Registrar's Office** and submit the Declaration of Value issued by the Italian Embassy or Consulate in the country where you obtained your qualification or, alternatively, submit the Certificate of Equivalence (downloadable from Ardi <https://ardi.cimea.it/it/>). If this is not available, request the Certificate of Comparability from CIMEA. Please also deliver the *Verification Certificate* to the Registrar's Office. You can request both from <https://cimea.diplo-me.eu>. Info at <https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>.

Ministerial circular for access with a foreign title to the site <https://www.studiare-in-italia.it/studenti stranieri/>

Any ADDITIONAL STATEMENTS in the enrolment application (optional)

❖ DUAL ENROLMENT

Concurrent enrolment in 2 academic institutions is permitted. You can attend and obtain two degrees at the same time. If you wish to take advantage of this opportunity, fill in the "Additional declarations" section and enter the information relating to the degree programme and academic institution you are already enrolled in, so that UNIMORE can assess whether you meet the legal requirements and confirm your enrolment in the Degree Programme in Legal Services (second enrolment). Remember to **enclose the study plan of your first enrolment degree programme** or hand it in to the Registrar's Office. The two study programmes must be of different classes and differ by two thirds.- (Law no. 33 of 12 April 2022 - MD 930/2022)

Documents to be ATTACHED to the enrolment application

You must attach a **passport photo** and a **valid identity document (front and back)**. If you are a non-EU citizen residing in Italy, please also attach your residence permit (or receipt of renewal application).

You must attach:

- the '*Incoming Transfer*' form if you are enrolling to transfer from another university
- the '*Recognition of teaching activities*' form if you request the validation of teaching activities already undertaken (if you are a graduate, have lost your student status, have withdrawn or have taken single courses)

Your previous career will be forwarded to the Department for validation of examinations. You will be charged a fee, which you will find in Esse3 under "taxes".

- the '*Part-time enrolment*' form complete with study plan, if you decide to split the teaching activities of an academic year over 2 years (binding 2 years).

All forms are available at <https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti>

Alternatively, send or deliver the forms to the Registrar's Office.

Please read the section entitled "Transfers, course shortening and transfers between courses" carefully.

PAYMENT OF 1ST INSTALMENT

From www.esse3.unimore.it log in and go to 'Taxes' (Fees) to view the **1st tuition fee instalment**. Make the payment as indicated at <https://www.unimore.it/en/education/enrolment-and-admission/paying-university-tuition-fees>

To take advantage of the benefits (tax reductions, scholarships, etc.), preferably before enrolment you must submit an online application to Ergo (Regional Agency for the Right to Education) by the deadlines indicated in the **Call for applications for benefits**, which can be found at www.er-go.it, **starting in June/July 2025**.

ENROLMENT CONFIRMATION

If you do not receive any communication by email from the Enrolment Office or the Registrar's Office (in the case of foreign qualifications), 15 working days after the date of payment of the first instalment, made within the deadline, enrolment can be considered final.

DIGITAL BADGE

After 15 days from the payment of the first instalment, once the checks have been completed, you will receive your **DIGITAL BADGE**. You can view it in the **UNIMORE APP**, which you can download for free from Google Play and the Apple Store. The digital badge confirms your enrolment at the University and you will need to show it when taking exams. Download the APP to have access to all UNIMORE services. More details at <https://www.unimore.it/en/services/unimore-app>.

• ASSESSMENT OF ACADEMIC BACKGROUND

It is mandatory to undergo the assessment of the academic background, except for those who are making a course transfer, moving from a different university, requesting a career shortening, and, in general, for those who have already been enrolled at a university.

You can choose how you want to check your academic background and opt for **ONE** of the following assessment tests:

- 1) **TOLC-SU**, organised by CISIA, held at any CISIA member university, *in @uni mode or @casa mode* (both are valid), carried out from January 2024. You can take it either before or after enrolling in the Degree Programme. Register on the Cisia website www.cisiaonline.it and pay the Cisia fee of €35.00. For information on participating venues and dates, please visit the website <https://testcisia.it/calendario.php>.
or, alternatively
- 2) **Test to assess the academic background** (OFA Test), organised by the Department of Law. You can take it only after enrolling in the Degree Programme. You will be able to book the assessment test from the online student record, which you will find up-to-date with the planned teachings, from the beginning of September 2025 (not before!). From www.esse3.unimore.it login and go to 'notice board', then search for the date for the teaching called "*Obblighi formativi aggiuntivi*" (additional learning requirements). No fees are due.

The student's preparation will be considered adequate if:

- achieve a score of **18/50** or higher in the TOLC-SU. If repeated, the one with the best score (excluding the English section) will be considered.
or, alternatively,
- achieve a score of **12/20** or higher in the assessment TEST organised by the Department.

If you have achieved the minimum scores indicated above in one of the tests, your IT booklet in esse3 will be **automatically updated** and the 'Additional learning requirements' will be fulfilled:

- **if you took the TOLC-SU test**, your student record will only be updated at certain times by the University IT Services: in the second half of October, in the second half of November, and after enrolment closes. **PLEASE NOTE:** for the correct acquisition of the TOLC-SU make sure that your **tax code** in esse3, generated at the time of 'registration' is **identical to** the tax code in the Cisia database. If they match, there will be no problems in acquiring your result. Please report any discrepancies to segrstud.giurisprudenza@unimore.it
- **If you have taken the assessment TEST organised by the Department of Law**, the lecturer will record your results in your online record shortly after the test.

Achieving scores lower than the thresholds indicated above, or failing to take at least one of the tests described above, while not precluding the possibility of attending classes, will result in the assignment of an additional learning requirement (OFA), the fulfilment of which is a necessary condition for taking the exams: Those who do not pass the OFA will not be able to register for the exams of the degree programme. Those who do not complete the OFA by September 2026 will be enrolled in the 2026/2027 academic year in the first year as "repeating students".

Further information on academic background checks, OFA completion methods and FAQs can be found on the website <https://www.giurisprudenza.unimore.it/it/servizi/tolc-su-e-test-di-verifica-della-preparazione-iniziale>.

• TRANSFERS, COURSE SHORTENING AND TRANSFERS BETWEEN COURSES

As LEGAL SERVICES (SSG) is a **newly launched** Bachelor's degree programme, **only the first year of the programme** is available in the 2025-2026 academic year.

At the Department of Law, however, the **second and third years** of the Bachelor's Degree Programme in **Legal Services for Business and Public Administration** (SGIPA) will also be available in the 2025–2026 academic year. At <https://www.giurisprudenza.unimore.it/it/didattica/corsi-di-laurea-informazioni-general/sgipa> you can consult the SGIPA study plan and curricula and check the differences with the SSG study plan here <https://www.giurisprudenza.unimore.it/it/didattica/corsi-di-laurea-informazioni-general/scienze-dei-servizi-giuridici-ssg>

If you have a previous university career, you could obtain validation of exams already taken. If you are granted recognition of **all** first-year examinations from the Bachelor's Degree Programme in Legal Services (SSG), you may be admitted to the second or third year of the Bachelor's Degree Programme in Legal Services for Business and Public Administration (SGIPA), subject to approval by the Department Council. You will still have the option, once enrolled in the SGIPA degree programme, to transfer to the SSG degree programme in the following academic year.

If, on the other hand, **only part** of your first-year examinations are recognised, you will **automatically** be enrolled in the first year of the SSG degree programme. In this case, during the 2025/2026 academic year, you will only be allowed to take the first-year exams that have not yet been recognised. However, you may still obtain recognition for second- or third-year exams, provided they are included in the SSG study plan.

In order to apply for admission to the second or third year of the SGIPA programme, please complete and submit the form available at the following link: <https://www.unimore.it/en/services/registrar-and-student-offices/student-forms>.

If you have a previous academic career, please attach the following forms to your enrolment application or submit them in person to the Student Office. In the notes section, please indicate that **"you accept admission to SGIPA"**:

- **"Incoming Transfer"** Form – in the case of enrolment in the SSG programme following a transfer from another university.
- **"Recognition of teaching activities"** form - in the case of enrolment in the SSG programme if you are a graduate, have lost your student status, have withdrawn or have taken single courses

- *Course transfer* form - if enrolled in another degree programme at UNIMORE. In this case, you must pay the first instalment for the 2025/2026 academic year related to your current degree programme and submit the completed course transfer application, including a €16.00 revenue stamp, to the Registrar's Office of your current programme.

If you indicate on the forms that you accept admission to SGIPA, the board will evaluate your previous academic career and validate your studies by comparing your academic background with the courses required for the degree programme in Legal Services for Business and Public Administration (SGIPA): If ALL your first-year SSG exams are validated, you will be admitted to the second or third year of SGIPA. Otherwise, validation will be based on the exams required for the new degree programme in Legal Services (SSG).

If you DO NOT indicate on the forms that you accept admission to SGIPA, the board will evaluate your previous academic career and validate your studies by comparing your academic background with the courses required for the degree programme in Legal Services (SSG): All possible validations will be carried out, but you will remain enrolled in the first year of SSG.

• ENGLISH LANGUAGE TEST

It is organised by the University Language Centre (CLA) for all first-year students.

You can find information on how to register on the website (currently being updated)

<https://www.cla.unimore.it/site/home/iconeita-e-prove/test-in-ingresso-di-lingua-inglese.html>

Check the website <https://www.cla.unimore.it/site/home.html> (in section "*Language tests> English entrance test*") the dates for the English test for the academic year 25/26. Remember to bring the following with you on the day of the test:

- ❖ UNIMORE credentials (generated during registration on Esse3)
- ❖ a valid identity document
- ❖ headphones or personal earphones (3.5 mm jack only)

• OFFICES TO CONTACT

Registrar's Office – for information on the enrolment in the degree programme

Via Università 4 – Modena - Tel. 059/2056408 e-mail segrstud.giurisprudenza@unimore.it

Opening hours are available at the link <https://www.unimore.it/en/services/registrar-and-student-offices/law-secretariat>

Teaching Office – for information on the test assessing the academic background and the TOLC-SU

The Teaching Office is located within the Department of Law, via San Geminiano 3, Modena - e-mail helpdesk.giurisprudenza@unimore.it

For computer issues related to the online enrolment procedure or retrieving access credentials to esse3 please write to webhelp@unimore.it

Assistance service opening hours: Monday to Thursday from 9 a.m. to 3 p.m. and on Fridays from 9 a.m. to 2 p.m.

Welcome Office for Disabled and Dyslexic Students

Tel. 059 2058311 - e-mail disabilita@unimore.it

For issues with the online application benefits

Contacts at <https://www.er-go.it/contatti>

Website for submitting the application for benefits www.er-go.it

Informastudenti - For study guidance

e-mail: informastudenti@unimore.it

For opening hours visit the website <https://www.unimore.it/en/services/registrar-and-student-offices/office-study-orientationinformastudenti>

International Welcome Desk - aimed at international students - for advice and assistance with paperwork for requesting residence permits, tax code, registration with the National Health Service (SSN), health insurance, opening of bank accounts and housing.

e-mail: internationalwelcomedesk@unimore.it Phone: 059 2058171.

The Registrar's Office is closed from 11 to 16 August 2025

Modena, 20 May 2025

THE RECTOR

Carlo Adolfo Porro