

GUIDE FOR THE “DOUBLE DEGREE CALL” ONLINE PROCEDURE

GUIDA PER L'ISCRIZIONE ALLA PROCEDURA ON-LINE DI SELEZIONE PER DOPPI TITOLI

Keep in mind that during the procedure you will be asked to upload the following documents: ID Card/Passport, High school diploma/Bachelor or Master degree qualification (only in case you hold a foreign degree, it should be translated and legalized and with declaration of value issued by the Italian Embassy/Consulate).

Ricordate che qualora non si sia già provveduto a caricare il documento di identità, questo sarà un passaggio obbligatorio e premunitevi di caricare la scansione .pdf

Access your private area (<https://studiare.unife.it>), choose the English flag in order to switch the language of the webpage from Italian to English the press “Login” and insert your ID account and Password. If you still haven't registered to the website you must first access the “Registration” section.

Accedere all'area riservata (<https://studiare.unife.it>), cliccare su LOGIN ed inserire le proprie credenziali usate per la registrazione.

The screenshot shows the website interface for UNIFE's online services. At the top, there is a navigation bar with the UNIFE logo and the text "SERVIZI ON-LINE PER LA DIDATTICA". Below this, there are links for "Home", "SOS Studenti", "Portale d'Ateneo", and "MyDesk Studenti". On the right side of the navigation bar, there are flags for "ita" (Italian) and "eng" (English).

The main content area is titled "Didattica » Area Struttura Didattica". Below this, the section "Area Struttura Didattica" is highlighted. The text explains that this area is dedicated to students and allows them to consult information about courses at the University of Ferrara. It mentions that the "public" area allows consultation of information related to:

- offerta formativa dell'Ateneo di Ferrara
- appelli d'esame
- appelli di laurea

The "Area riservata" (reserved area) provides access to all secretariat functions, including:

- iscrizione ai concorsi
- pre-immatricolazioni e immatricolazioni ai corsi di studio
- stampa delle autocertificazioni
- consultazione del libretto

A note states that users can access this part of the site after registration or at the time of enrollment in the Secretariat.

At the bottom, there is a section for "supporto online studenti" (student online support) with the SOS logo. The text says: "Per informazioni, assistenza e segnalazioni è possibile contattare il Supporto Online Studenti."

On the left side of the page, there is a sidebar menu with the following categories:

- Guest**
 - Area Riservata
 - Registrazione
 - Login
 - Password dimenticata
 - Didattica
 - Corsi di Laurea
 - Strutture Didattiche
 - Corsi di Formazione
 - Corsi di Perfezionamento
 - Corsi di Specializzazione
 - Dottorati di ricerca
 - Master 1° livello
 - Master 2° livello
 - Concorsi
 - Esami di Stato
- Esami**
 - Bacheca Appelli
 - Bacheca Appelli di Laurea
- Mobilità internazionale**
 - Authorization code from Access Code
- Accreditamento Aziende**
 - Trova CV

Once you entered the portal, in the section “Students Area” click on “Evaluation test”.

Una volta che vi siete retgistrati cliccare su TEST ORIENTAMENTO.

Area Utenti Registrati - Benvenuto

Dati Personali Hide details

Foto

Nome Cognome

Residenza tel: modifica

Domicilio tel: modifica

E-Mail modifica

E-Mail di Ateneo

Cellulare modifica

Registered

Private Area

Logout

Modify password

Home

Personal data

Educational qualifications

Payments

Admission test

Evaluation test

State qualifying Exams

Enrollment

Self certification

Invalidity certificate

Mobilità internazionale

Didactics

All courses

Departments

Corsi di Formazione

Exams

Exam session calendar

Request session calendar

At this point you will just to press the blue button at the end of the page “Evaluation tests”.

Cliccare poi sul pulsante BLU in basso ISCRIZIONE AL TEST DI VALUTAZIONE

Evaluation tests

Through the following pages you can apply to an evaluation test.

Check List

Activity	Step	Info	Status
A - Test selection	Course type selection		
	Test selection		
B - ID documents	ID Documents		
	References		
C - Evaluation test confirmation	Curriculum preferences		
	Seat preferences		
	Language preferences		
	Scholarship preferences		
	Administrative category and request for assistance		
D - Inserimento o modifica delle dichiarazioni di invalidità	Assistance preferences		
	Confirm		
E - Access qualifications	Confirm		
	Access qualification details		
F - Qualifications for assessment	Riepilogo allegati al titolo universitario stranieri		
	Qualifications for assessment details		
G - Azione per la scelta del turno di svolgimento della prova	Qualifications for assessment details		
	Selezione della prova con turno		
H - End of process	Explicitly confirm		
	Confirm		

Evaluation tests

Legend:

- Information
- Step uncompleted
- Step not available until you complete the previous one
- Step completed

Between the options available you will need to select “DOPPIO TITOLO.....” and then click on the blue button “Next”

Fra le opzioni disponibili selezionare “DOPPIO TITOLO....” e cliccare sul pulsante AVANTI

The screenshot shows the UNIFE online services interface. At the top, there is a navigation bar with the UNIFE logo and the text "SERVIZI ON-LINE PER LA DIDATTICA". Below the navigation bar, there are links for "Home", "SOS Studenti", "Portale d'Ateneo", and "MyDesk Studenti". The main content area is titled "Registered" and features a user profile icon, a "Private Area" button, and links for "Logout" and "Modify password". The central section is titled "Course type selection" and contains the instruction "Select the type of Course you wish to access." Below this, there is a form labeled "Course type selection" with two radio button options: "Post-Reform*" (selected) and "DEGREE COURSE". The "Post-Reform*" option has sub-options: "Programs for international students" and "DEGREE COURSE". At the bottom of the form, there are "Back" and "Next" buttons. On the right side, there is a legend with a star icon for "Required field" and a document icon for "Check List".

In this step you will need to select the only option available and press the blue button “Next”

A questo punto selezionare l'unica opzione disponibile e cliccare su AVANTI

The screenshot shows the UNIFE online services interface. At the top, there is a navigation bar with the UNIFE logo and the text "SERVIZI ON-LINE PER LA DIDATTICA". Below the navigation bar, there are links for "Home", "SOS Studenti", "Portale d'Ateneo", and "MyDesk Studenti". The main content area is titled "Registered" and features a user profile icon, a "Private Area" button, and links for "Logout" and "Modify password". The central section is titled "Evaluation test selection" and contains the instruction "Select the test you are interested in." Below this, there is a form labeled "Test selection" with a "Test*" section containing a document icon and the text "Document Check from 01/04/2017 to 31/12/2017 23:59". Below this, there is a "Detail" section with a text box containing "Call for application". At the bottom of the form, there are "Back" and "Next" buttons. On the right side, there is a legend with a star icon for "Required field" and a document icon for "Check List".

During this phase the procedure will ask you to upload a copy of your identity documents (i.e. Passport). Press on the blue button “Insert new Identity Document”. It is **COMPULSORY** to upload at least one document.

A questo punto della procedura dovrete caricare il documento di identità. Cliccare sul pulsante INSERISCI NUOVO DOCUMENTO DI IDENTITA’.

The screenshot shows the UNIFE 'SERVIZI ON-LINE PER LA DIDATTICA' interface. The user is logged in as 'Registered'. The main heading is 'Identity Document Upload'. Below the heading, it says 'This page shows all documents submitted.' and 'List of Identity Documents:'. A yellow warning icon is present with the text 'No Identity Document found'. A prominent blue button labeled 'Insert new Identity Document' is visible. Navigation buttons 'Back' and 'Next' are at the bottom. On the right, there is a 'Legend' section with a 'Check List' icon.

Before being able to upload a copy of the Identity Document it will be necessary to add some information on the type of document, number and other details and just after that press the blue button “Next” and in the following page just press “Confirm”.

Prima di caricare la copia del document di identità, sarà necessario descrivere il tipo di documento e di dati dello stesso e cliccare poi sul tasto AVANTI.

The screenshot shows the same UNIFE interface, but now with a form to enter document details. The heading is 'Identity Document Upload' and the instruction is 'Please select a type of Document you want to upload'. The form is titled 'Identity Document' and contains the following fields: 'Type of Document*' (a dropdown menu), 'Number*' (a text input), 'Issued by*' (a text input), 'Date of issue*' (a date input with a '(dd/mm/yyyy)' placeholder), and 'Expiry date*' (a date input with a '(dd/mm/yyyy)' placeholder). Navigation buttons 'Back' and 'Next' are at the bottom. On the right, the 'Legend' section shows a red star icon for 'Required field' and a 'Check List' icon.

In order to upload a copy of your Identity Document you will now need to press on "Insert new attachment". You will first need to add a title (i.e. Passport) and a description of the file you are uploading (i.e. scan copy of the Passport) than you can choose your file pressing on "Sfoglia", once you've done all this steps you can press the blue button "Upload" and afterwards press "Next".

Per caricare il secondo lato del documento di identità cliccare su **INSERISCI NUOVO ALLEGATO**. Si raccomanda il caricamento di documenti .pdf

The screenshot shows the 'Identity Document Upload' page. At the top, there is a navigation bar with 'Home', 'SOS Studenti', 'Portale d'Ateneo', and 'MyDesk Studenti'. Below this is a 'Registered' section with a profile picture and a 'Private Area' with links for 'Logout' and 'Modify password'. The main content area is titled 'Identity Document Upload' and contains a table with the following data:

Type of Document:	ID card
Number:	123
Issued by:	123
Date of issue:	22/05/2017
Expiry date:	25/05/2017

Below the table is a 'List of attachments' section with the message 'Attachments submitted' and 'No attachments found'. There is a blue button labeled 'Insert new attachment'. At the bottom of the main content area are 'Back' and 'Next' buttons. On the right side, there is a 'Legend' section with icons for 'Check List', 'Details', 'Edit', 'Delete', and 'Informazione'.

The screenshot shows the 'Identity Document Upload' page with the 'Attachment details' form. The table from the previous screenshot is still visible. The 'Attachment details' section has the following fields:

- Title:* (text input field)
- Description:* (text area)
- Attachment: (file selection area with a button labeled 'Sfoglia...' and the text 'Nessun file selezionato')

At the bottom of the main content area are 'Back' and 'Upload' buttons. The 'Legend' section on the right side is also visible, showing 'Required field' and 'Check List'.

If you have done everything correctly you will see a green light in the column "status", than just press "Next" again.

In caso sia stato tutto caricato correttamente vedrete un semaforo verde e si può procedere cliccando su AVANTI.



SERVIZI *ON-LINE*
PER LA DIDATTICA

Home SOS Studenti Portale d'Ateneo MyDesk Studenti

Registered

MARIA ROJAS


Private Area

Logout
Modify password

Identity Document Upload

This page shows all documents submitted.

List of Identity Documents

Type of Document	Number	Issued by	Date of issue	Expiry date	Status	Attachments
ID card	123	123	22/05/2017	25/05/2017		Yes


Back Next

Legend:

- Check List
- Valid
- Expired
- Document details
- Delete Document

Attention! At this point the procedure automatically shows some information that YOU DON'T NEED TO TAKE IN CONSIDERATION so just press the blue button "Next".

Per procedure ulteriormente cliccare su AVANTI.



SERVIZI *ON-LINE*
PER LA DIDATTICA

Home SOS Studenti Portale d'Ateneo MyDesk Studenti

Registered

Private Area

Logout
Modify password

Home

- Personal data
- Educational qualifications
- Payments
- Admission test
- Evaluation test
- State qualifying Exams

Other data

Area reserved to candidates who need assistance to take the test (if expected)

Request for assistance to take the test

I request assistance to take the test (Act 104/92 and subseq. amendments) Yes No

Useful links

- Information about italian test

Expected tests

Description	Type	Date	Hour	Place
Evaluation of requested documents		31/12/2999	23:59	
Italian knowlegde status		31/12/2999	23:59	

Back Next

Legend:

- Required field
- Check List

In this final step you will need to upload the documents required by the DOUBLE DEGREE CALL the <http://www.unife.it/studenti/internazionale/doppio-titolo/lauree-a-doppio-titolo>

The uploading procedure is similar to the one used before for the Identity Document upload, so depending on the option you choose, you need to press the blue button “Insert”

ATTENTION: it is necessary to upload

- Bachelor/Master degree (legalized and translated in case you are a holder of Foreign Degree), if you are interested in a master degree programme (mandatory)
- High school qualification (legalized and translated in case you are a holder of Foreign Title), if you are interested in a bachelor or one-cycle master degree programme (mandatory)
- Language certifications (if required)
- Presentation letter (if required)

L'ultimo passaggio consiste nel caricamento dei documenti obbligatori o facoltativi a seconda della selezione a cui partecipate (si veda bando <http://www.unife.it/studenti/internazionale/doppio-titolo/lauree-a-doppio-titolo>)



Home | SOS Studenti | Portale d'Ateneo | MyDesk Studenti

Registered



Private Area

Logout
Modify password

Home

Personal data
Educational qualifications
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State qualifying Exams
Enrolment
Self certification
Invalidity certificate

International mobility

Didactics

All courses



Requested qualifications detail

To proceed it is requested to enter the details of the qualifications held. First are listed the requested qualifications, the other options show qualifications alternative to each other. In the following pages you will be asked to insert the data regarding your qualifications.

Alternative qualifications



Option 1:

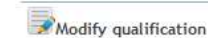
Block status	Qualification	Note	Status	Actions
✓	Foreign qualification	REQUIRED for admissions to a Master Degree	⊘	Insert

Option 2:

Block status	Qualification	Note	Status	Actions
✓	Secondary school leaving certificate	REQUIRED for admissions to a Bachelor	⊘	Insert

[Back](#) [Next](#)

Legend:



Both if you are uploading a University or a School qualification it will be necessary to specify the country where you have studied, the name of the institution, the type of qualification, date of attainment and grade. Once you have filled in all this information press on the blue button "Proceed".

Per il caricamento dei titoli sarà richiesto il nome del paese nel quale si è studiato, nome dell'istituto, tipo di qualificazione data di diploma/laurea. Per concludere il caricamento cliccare su AVANTI.

The screenshot shows the UNIFE 'SERVIZI ON-LINE PER LA DIDATTICA' interface. The user is logged in as 'Registered'. The main section is titled 'Foreign University degrees' and includes a description: 'This module allows you to enter or modify the details relating to a foreign university degree.' Below this is a form titled 'Foreign University degrees details' with the following fields: Country (dropdown), University (dropdown, currently 'Not listed'), Degree* (dropdown), Study course (text input), Length in years (text input), Date of attainment* (text input with format '(dd/mm/yyyy)'), Grade* (text input with example '(e.g. 98/110)'), and Assessment (text input). Navigation buttons 'Back' and 'Proceed' are at the bottom. A legend on the right indicates that a red asterisk (*) denotes a required field and a clipboard icon denotes a check list.

As for the Identity documents now it is necessary to upload the scan copy of the study qualifications pressing the blue button "Insert Attachment".

Come per il document di identità dovrà essere caricato il file del titolo preferibilmente in versione .pdf.

The screenshot shows the UNIFE 'SERVIZI ON-LINE PER LA DIDATTICA' interface. The user is logged in as 'Registered'. The main section is titled 'Foreign university degree attachments' and includes a description: 'In this page is possible to upload documents to be attached with foreign university degree.' Below this is a section titled 'List of attachments' with a sub-section 'Loaded attachments' containing the message 'No attachments found.' and a blue 'Insert Attachment' button. Navigation buttons 'Back' and 'Next' are at the bottom. A legend on the right indicates that a red asterisk (*) denotes a required field, a clipboard icon denotes a check list, a magnifying glass icon denotes details, a document icon denotes edit, a trash can icon denotes delete, and an information icon denotes information.

The procedure is now at the end, you just need to press the blue button "Complete registration". If the procedure has been completed correctly you will receive a message on your email account.

La procedura è adesso conclusa e prima di uscire ricordare di cliccare su **COMPLETA AMMISSIONE AL CONCORSO**



SERVIZI *ON-LINE*
PER LA DIDATTICA

Home | SOS Studenti | Portale d'Ateneo | MyDesk Studenti

Registered



Private Area

- Logout
- Modify password


Home

- Personal data
- Educational qualifications
- Payments
- Admission test
- Evaluation test
- State qualifying Exams
- Enrolment
- Self certification
- Invalidity certificate

International mobility

Didactics

- All courses
- Departments
- Corsi di Formazione

 << ... 1 F 1

Summary

Check the informations regarding your previous choices.

Evaluation test	
Course type	TITLE TYPE NOT DEFINED
Description	Document Check
Note	Please be aware that if you intend to enroll to a Master Degree Course at UNIFE (2nd cycle) a syllabus of all subjects/exams attended and passed during the previous academic degree course (Bachelor) will be requested for a further evaluation of the UNIFE's competent Department. The syllabus must be issued by the home University. English, French or Spanish versions of the syllabus may be accepted. If issued in a different language, these documents must be translated into Italian. Finally, all students categories (Bachelor and Master Degrees) must remember that: - The current upload DOES NOT suppose the effective enrollment at UNIFE, that must be done under the presentation of all the originals documents, requested by Italian regulation and UNIFE's procedures, when you arrive in Italy. To verify these requested documents, please, see: For enrolment to a bachelor degree course: http://www.unife.it/studenti/internazionale/ammissione-studenti-stranieri/iscrizione-a-una-laurea-triennale-o-magistrale-a-ciclo-unico For enrolment to a Master Degree Course: http://www.unife.it/studenti/internazionale/ammissione-studenti-stranieri/ammissione-a-una-laurea-magistrale-2deg-ciclo

Valid for	
Detail	Document Check

Administrative category and request for assistance	
Request for assistance	No

For further information or doubts please write to the international office throught Student Online Support (<http://sos.unife.it>).

In caso di problemi con la procedura contattare SOS (<http://sos.unife.it>) e selezionare il ticket Doppi Titoli.