

## WHO CAN APPLY

1. Students enrolled at the University of Calabria for the Academic Year 2017-2018 and resulting in Esse3 from the 1st year onwards and not further to 1st year FC (out of course) compared to the years foreseen by the legal duration for the attainment of Bachelor's Degrees, Two-year Master's Degrees, Single-cycle Master's Degrees (including the Bachelor's Degree in Scienze della Formazione Primaria );
2. Students enrolled at the University of Calabria in the last year of Bachelor's Degrees, Two-year Master's Degrees, Single-cycle Master's Degrees and not further to 1st year FC (out of course) with last enrolment in the Academic Year 2016-2017 resulting in Esse3;
3. Third Cycle students enrolled in the Academic Year 2017-2018 in Masters di 2° livello, Scuole di Specializzazione and Dottorandi/ PhD's not benefiting from scholarships.

## BEFORE ACCESSING THE APPLICATION FORM

check in Esse3 (<https://unical.esse3.cineca.it/Home.do>) that

- a) your registration status is the one required by the Erasmus+ call, and in case of problems please refer to the "Unità Servizi Didattici" of the University ([servizididattici@unical.it](mailto:servizididattici@unical.it)) for the purpose of requesting registration in Esse3 on the basis of fees payment, and only subsequently access the application form;
- b) the exams passed have been recorded in Esse3 within the deadline established in the Erasmus call (**April 20th 2018, 12 a.m.**), and in case of problems please refer to the department secretary office/ CdS or to the teacher with whom you taken the exam/s asking for the registration of the missing exam/s in Esse3 and only then access the application form.

Nevertheless, in case of difficulties, the discrepancies in career data may be corrected directly by candidates in the online application and self-certified by downloading a proper form available in the system, but these examinations will be considered valid only after their registration in Esse3 or after confirmation by the teacher/s with whom the exam/s was/were taken.

## HOW TO ACCESS THE APPLICATION FORM

### Online system linked to data in the new ESSE3 platform

**1st and 2nd Cycle students (LT, LM e LMCU)- according to Bologna Process/Levels 6 and 7 EQF**

**ATTENTION: Before accessing the Erasmus application form with IDEM data, check that your account is enabled for Unical network services <https://unical.esse3.cineca.it/Home.do>.**

- Access the application form by connecting to <https://unical.erasmusmanager.it/> and by entering your data (Codice Fiscale and ESSE3 Password).
- The system will verify that you have the prerequisites for submitting the Erasmus + application and that the login credentials entered are correct.

- In case of positive verification, the system will allow you to access the online application by clicking on **"proceed with the application"** .
- In case of negative verification by the system, if you do not meet the requirements of the call for applications the following red text **"utente non abilitato a presentare domanda"**, will appear, or if instead you entered the wrong access credentials a notification such as **"la password immessa non è corretta"** will appear.

**3rd Cycle students (Dottorato, Master II livello, ecc.)- according to Bologna Process/Level 8 EQF**

**ATTENTION: this part of the system is reserved for 3rd cycle students only, therefore, in case of incorrect entry of applications by students from the 1st and 2nd cycles these will not be considered valid for selection.**

- Student's Codice Fiscale will be requested;
- In case of first access, the student will be asked to indicate a valid E-Mail address to which the System will automatically send a password for accessing the application form;
- In case of re-accessing the application in order to modify it students must enter in turn their Codice Fiscale and their Password.

## **IMPORTANT!**

### **HOW TO COMPLETE AND APPLY CORRECTLY**

The candidate interested in submitting an application is requested to carefully read this part before accessing the application form.

**The mandatory fields and uploads in the application form are the following:**

- Upload of exams self-certification if at least one exam has been added or modified.
- Number of exams still to be taken in order to graduate.
- Indicate date of graduation if the number of exams still to be taken before graduation is less than or equal to 3.
- Upload of self-certification - students enrolled in the Two-Year Laurea Magistrale should indicate **(only if data are not present or are incorrect in Esse3)** the year of enrolment in 1st Cycle Degree or other type of Degree, vote/grade obtained and date, **ONLY** if graduated in another university, also abroad .
- ISEE position and upload scanning of ISEE certificate.

**Attention: In case one or more fields or upload of obligatory documents (in pdf format) are omitted students are prevented from closing their application until they enter the missing data or upload the obligatory documents.**

The electronic completion of the application through the website <https://unical.erasmusmanager.it/> as well as the uploading of required documents directly in the online platform must be made absolutely no later than the deadline indicated in the Erasmus call (**April 20th 2018, 12 a.m.**). Requests for integration of any kind received ex post to this deadline will not be taken into

consideration.

Therefore access to the online system with a large amount of time is strongly recommended for candidates to complete their application properly.

### FOR ANY TECHNICAL PROBLEMS

Promptly report the problem through the system <https://helpdesk.unical.it> and through E-Mail to [armando.mazzulla@unical.it](mailto:armando.mazzulla@unical.it) ; [fausto.porchia@unical.it](mailto:fausto.porchia@unical.it) ; [socrates@unical.it](mailto:socrates@unical.it) by

- attaching the **Screenshot** of the message provided by the system that highlights the nature of the technical problem occurred, the exact date and time of access to the system;
- indicating your surname and name, matriculation number, department, course of study, level of study, current enrolment year (not further to 1st year FC) and cell phone number.

Reports of technical problems will not be taken into consideration if screenshots are not provided and not even if reports are sent or received after the official time closure of the system (**April 20th 2018, 12 a.m.**).

In case of problems with filling in your application by using a smartphone or a tablet, try again by using a PC. The online application is optimized and tested to work with Internet Explorer.