



A.Y. ENROLMENTS 2023/2024

Master's Degree in Sustainable Tourism Management and Monitoring

Faculty of Economic, Law and Political Sciences

Notice to the student

Students who intend to enrol for the A.Y. 2023/2024 in the Master's Degree Course in Sustainable Tourism Management and Monitoring must possess

- University degree or three-year university diploma, or other recognised foreign qualification
- Curricular requirements defined in the Course Regulations
- Adequate personal preparation as defined in the Didactic Regulation of the Course of Study

The course regulations are published on [unica.it](https://www.unica.it) - [Didactic regulations](#), see also the information published on the [unica.it](https://www.unica.it) - [Enrolment](#) page of the Course of Studies website.

1. ONLINE REGISTRATION FOR THE TEST

All those wishing to enrol in the afore mentioned Course of Study must register online, in the students' private area www.unica.it > Login > Esse3 - Students and Lecturers, for the personal preparation test and verification of curricular requirements.

Registration for the test must be made **from 11 July to 8 September 2023** and will be finalised with the payment of the registration fee via [pagoPA](#).

For details on payment methods click [here](#)

N.B.: The registration fee must be paid by all those who register for the test, including those who are exempt from taking it.

2. VERIFICATION OF PERSONAL PREPARATION AND CURRICULAR REQUIREMENTS

Verification of the curricular requirements and the adequacy of personal preparation will be carried out in accordance with the Study Course Regulations.

See [unica.it](https://www.unica.it) page - [Teaching regulations](#)

N.B. Only students who have graduated or are due to graduate in a different University must submit the appropriate **self-certification** (indicating the examinations taken, the relative Scientific Disciplinary Sectors and University Educational Credits) to the Student Secretariat (Viale S. Ignazio 74 - 09123 Cagliari) or send it by e-mail to segrstudeconomia@unica.it, **by 12 noon on 8 September 2023**.

In the subject line of the e-mail you should state 'LM MMTS_ degree application at another university', followed by your full name and pre-matriculation.



3. DATE AND PLACE OF THE TEST

The **test to verify** the adequacy of personal preparation is scheduled for **14 September 2023, starting at 15:00**, the test consists of an online interview.

The link to the interview will be published on the [Register](#) page.

4. CANDIDATES WITH DISABILITIES AND CANDIDATES DIAGNOSED WITH DSA

Pursuant to Law 17/99, candidates with disabilities who have a recognised disability (or a specialist report showing that their disability situation may hinder the performance and outcome of the entrance tests) are entitled to computer aids, extra time and/or the presence of a tutor.

Candidates with D.S.A. (dyslexia, dyscalculia and/or other specific learning disorders), who have a valid specialist diagnostic report (within 3 years from the date of issue, or received after the age of 18), have the right to use dispensatory and compensatory tools to be used during the access tests, in accordance with law 170/2010.

The Ministry has provided for the conditional admission of candidates with disabilities or DSA with out-of-date certification, who will still be able to make use of the additional aids and time during the admission tests. They may subsequently be asked to supplement their documentation.

In both cases, **applicants must apply to the S.I.A.** (Services for Inclusion and Learning), using the appropriate form available at <https://people.unica.it/disabilita/modulistica-studenti-esse/>.

accompanied by a specialist report showing the compensatory and dispensatory tools and any other necessary aids that may also be defined with the I.A.S. tutors.

The afore mentioned application with the attached medical certification **must reach the S.I.A.** (Services for Inclusion and Learning), also by email, at tutor.sia@unica.it, **no later than the date of registration for the test.**

5. ONLINE REGISTRATION OF GRADUATES AND UNDERGRADUATES MEETING CURRICULAR REQUIREMENTS AND ADEQUATE PREPARATION

After 3 days from the publication of the results of the test, those who are already in possession of a Bachelor's degree and have passed the personal preparation adequacy test and meet the curricular requirements will be admitted to the full-time Master's degree course.

Online registration must be done 3 days after the publication of the test results and by 30 September 2023 exclusively online at <https://unica.esse3.cineca.it/Home.do>

Those who are not yet in possession of a Bachelor's degree and who intend to obtain it by 29 February 2024 if they have obtained 160 credits (minus those of the final examination) by 30 September 2023 are admitted to enrol in the Master's degree course subject to conditions.

Conditional registration must also be done by 30 September 2023 exclusively online at <https://unica.esse3.cineca.it/Home.do>.

Enrolment will be finalised if by 29 February 2024 they obtain their Bachelor's degree and if they meet the appropriate personal and curricular requirements.

Those who obtain their Bachelor's degree by 30 November 2023 will be able to enrol full-time.

Those who obtain their Bachelor's degree by 29 February 2024 will be able to enrol part-time.

The online completion of the registration application, even on a conditional basis, involves uploading a digital photo and scanned ID document onto the system.

Upload fototessera



To upload a photo: Log in to your member area, go to Home > Photos, click on Upload Photo. Using the Browse button, select the photo to be uploaded and press the 'Upload Photo' button. Enter only face photos on a white background (identity card model). For optimal viewing, the photo must be 35x40 mm (width x height) (300 dpi).

Upon completion of the online enrolment application, the system will assign the student's matriculation number and generate the first instalment of fees, which must be paid by 5 October 2023 via pagoPA.

6. SINGLE COURSE ENROLMENT OF GRADUATES WHO POSSESS ADEQUATE PREPARATION BUT LACK THE CURRICULAR REQUIREMENTS

Those with a first-level degree, with adequate personal preparation but lacking the curricular requirements may enrol in individual courses without credit limits.

For more details on individual courses click [here](#)

They will be admitted to part-time enrolment by 28 February 2023 if they have made up the curricular requirements by that date, otherwise they may continue to make up the curricular requirements with single courses and be admitted to the Master's degree the following year.

7. REGISTRATION WITH RECOGNITION OF CFU FROM PREVIOUS CAREER

Students who intend to enrol, for the A.Y. 2023/2024, in the Master's Degree Course in Sustainable Tourism Management and Monitoring and who intend to apply for the recognition of cfu of training activities already carried out for:

- other degree
- university career not completed due to resignation or disqualification
- transfer from another university
- individual courses
- 24 cfu pathway
- simultaneous registration

must choose when registering online:

- Career application (concerns those who have already graduated or those who have withdrawn or lapsed in a previous career and request the evaluation of exams already taken). If you enrol with this type, after completing the online enrolment procedure, you will have to fill in the online form by accessing the link <https://forms.office.com/e/LSKj1zmXr9> , selecting the right type of application and listing the examinations for which you intend to request validation. It is then your



responsibility to insert the summary file, naming it IMA 2023_24 followed by your name and surname and the chosen course of study (e.g. IMA 2023_2024 Mario Rossi LMTS), in the reserved area of the online student services by clicking on SECRETARIAT > CAREER ATTACHMENTS

- Incoming transfer (concerns those who are enrolled at another university and intend to transfer to the University of Cagliari). If you enrol with this type of application, after completing the online enrolment procedure, you will have to fill in the online form by accessing the link <https://forms.office.com/e/LSKj1zmXr9> selecting the type of application and listing the examinations for which you intend to request validation. It is then your responsibility to insert the summary file, naming it TRI 2023_24 followed by your name and surname and the chosen course of study (e.g. TRI 2023_2024 Mario Rossi LM MMTS), in the reserved area of the online student services by clicking on SECRETARIAT > CAREER ATTACHMENTS

8. ENROLMENT OF FOREIGN STUDENTS APPLYING FOR VISAS

For foreign students applying for a visa who wish to enrol through the University portal and who have not obtained their entry qualification in Italy, the Commission will assess the possession of curricular requirements and the adequacy of personal preparation on the basis of the documentation submitted.

If the documentation submitted does not show that the curricular requirements have been met, enrolment may only be permitted after the debt has been made up.

After pre-enrolment on University and following a positive assessment by the Examining Board, foreign students applying for a visa who wish to enrol in the Master's degree course must:

1. register on the Unica website by logging in at <https://unica.esse3.cineca.it/Home.do>.
2. register online, in the student reserved area www.unica.it > Login > Esse3 - Students and teachers, for the personal preparation test and verification of curricular requirements. Registration for **the test must be made from 11 July to 8 September 2023** and will be completed with payment of the registration fee via pagoPA.
3. take, without prejudice to exemptions, the personal preparation adequacy test which will be conducted on 14 September 2023 at 3 p.m. by means of an online interview
4. **register online for the degree course or individual courses 3 working days after the publication of the test results and by 30 September 2023** exclusively online at <https://unica.esse3.cineca.it/Home.do>
5. pay the first tax instalment by 5 October 2023 via pagoPA.

NB: Enrolment will be finalised by the student secretariat offices upon verification of the payment of the enrolment fee, the correct uploading of the identity document, digital photograph, declaration of value, entry visa and upon completion of the evaluation process by the academic bodies.

The declaration of value and the entry visa must be uploaded in the online student services area by clicking on SECRETARIAT > CAREER ATTACHMENTS. Each attached document must be named according to its content (e.g. if you attach the declaration of value, the file must be named Declaration of value_Name Surname)

If you see the words 'Registration pending completion' in your private area, this means that the administrative checks have not yet been completed.

9. TAXES AND CONTRIBUTIONS

Information on tuition fees and university contributions can be found in the Student Contribution Regulations at https://www.unica.it/unica/it/studenti_s02_ss04.page