

Guide for online Student Collaboration application

The procedure for signing up for the student collaboration application involves the compulsory completion of a questionnaire:

1. Using your credentials, log in to the esse3web personal area by clicking the menu symbol at the top right and then LOGIN;
2. Click on REGISTRAR'S OFFICE, then on STUDENT COLLABORATIONS:

The screenshot shows the ESSE3 web portal interface. At the top, there is a red header with the University of Marche logo and the text "UNIVERSITÀ POLITECNICA DELLE MARCHE" and "ESSE3 S". On the right side, there is a vertical navigation menu with a search icon and a "Registar's Office" button circled in red. Below the header, there is a "Welcome" message and a "Student N." field. The main content area is divided into several sections: "Personal data" (with a "Show details" link), "Control panel" (with a "Hide details" link), "Student status", and "Message". The "Student status" section contains a table with the following data:

Process	Status	Actions
Tuition	● Expired	view
Carrier Plan	● Not editable	
Available terms	● 0 Examination dates	
Term registration	● 0 Registration	

The "Message" section shows a table with columns "From" and "Subject", and a "no message" entry. The navigation menu on the right includes items like "Registrations", "Concorsi nazionali", "Admission test", "Evaluation test", "State Exams", "Domanda di Valutazione Preventiva", "Enrollment", "Exemptions", "Reduction/exemption request", "Payments", "Certificates", "Student collaborations" (circled in red), and "Study grants".

3. Click on the MAGNIFIER (on the right):

The screenshot shows the ESSE3 web portal interface. At the top, there is a red header with the University of Marche logo and the text "UNIVERSITÀ POLITECNICA DELLE MARCHE" and "ESSE3 Servizi on line". On the right side, there is a vertical navigation menu with a search icon and a "MAGNIFIER" button circled in red. Below the header, there is a "List of student collaboration exam announcements" section. This section contains a paragraph of text and a table with the following data:

This page shows the list of the calls for student collaboration for which you are already registered and, below, the list of the calls for which you can apply (deadline not yet expired). Click on the magnifying lens on the right of the call for further details.

Nominal calls already subscribed to or with automatic registration



No information No announcement subscribed to	
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Nominal calls not yet subscribed

#	Title	Exam announcement hours	Destination location	Actions
16	Call for applications - Collaboration contracts	200		Q M
9	Band per Collaborazioni part time	150		Q

A red arrow points to the "MAGNIFIER" button in the navigation menu.

4. Click on SIGN UP:

**UNIVERSITÀ
POLITECNICA
DELLE MARCHE**ESSE3 Servizi on line 


Details

Call details



Year	2023
Call number	16
Title	Call for applications - Collaboration contracts
Type	Nominal subscription explicit
Status	Attivo
Registrations (from-to)	03/03/2024 - 17/04/2024
Number of hours	200
Pay per hour	8 €
Subject	This application is acquired online, so you don't need to send it to the appropriate office.

Destination locations

Description	Università Politecnica delle MARCHE - TEST
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Submission 

5. Confirm the declaration, then click on REGISTER:

**UNIVERSITÀ
POLITECNICA
DELLE MARCHE**ESSE3 Servizi on line 



Call for applications - Collaboration contracts

Registration for the exam has been requested **Call for applications - Collaboration contracts**
Click to proceed with registration. **Register**
to exit the procedure press **CANCEL**

Requirements

WARNING: to continue you must confirm that you have the requirements indicated as "mandatory".

Requirement
<input type="checkbox"/> I declare that I do not receive for the A.A. 2023/2023 other scholarships of an amount equal to or greater than € 3,000.00 provided by the Università Politecnica delle Marche, by external entities or by ERDIS or other benefits provided by the regulations on the Right to Study (Dichiaro di non percepire per l'A.A. 2023/2023 altre borse di studio di importo uguale o superiore a 3.000,00€ erogate dall'Università Politecnica delle Marche o da enti esterni, borse ERDIS o altri benefici previsti dalla normativa in materia di Diritto allo Studio)(Mandatory requirement)

  **Register** Cancel

6. Now you can print and save the RECEIPT OF THE CALL SUBSCRIPTION.

Details

Call details	
Year	2023
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Destination locations

Description
Università Politecnica delle MARCHE - TEST

Submission

 Remove call subscription  **Print receipt of the call subscription**