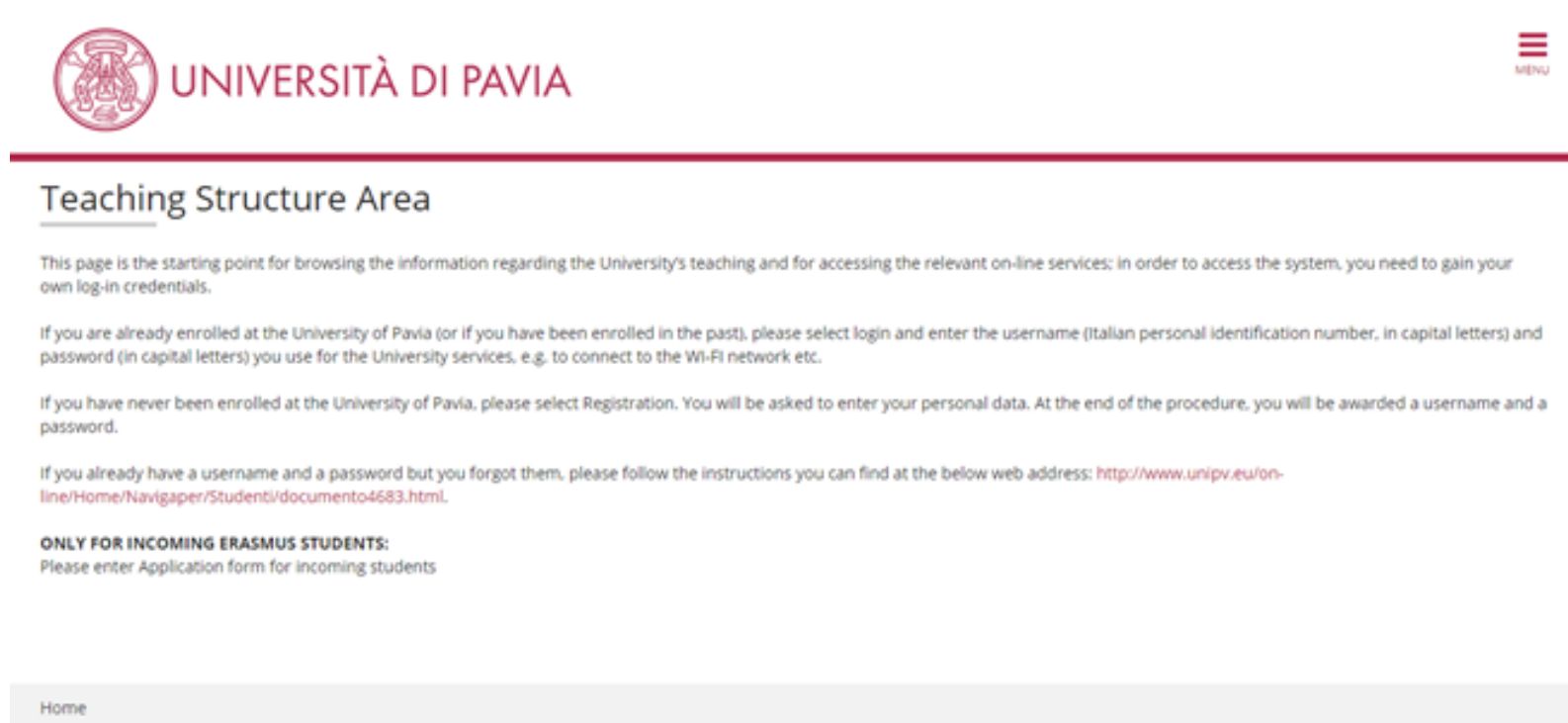




# ONLINE PROCEDURE TO ENROLL IN A PhD PROGRAM

**Attention: before you start the online procedure, make sure that you have prepared the required documents in .pdf. You will be asked to upload them at the end of the enrollment procedure.**

1. <https://studentonline.unipv.it/esse3/Home.do>. Select the English version and **login** (top right menu).



The screenshot shows the 'Teaching Structure Area' of the University of Pavia's online portal. At the top left is the university's logo and name 'UNIVERSITÀ DI PAVIA'. At the top right is a 'MENU' icon. The main heading is 'Teaching Structure Area'. Below it, there is a paragraph explaining that this page is the starting point for browsing teaching information and accessing on-line services, requiring log-in credentials. Two paragraphs provide instructions for existing and new users. A link is provided for users who forgot their credentials. A section for 'ONLY FOR INCOMING ERASMUS STUDENTS' includes a link to an application form. At the bottom left, there is a 'Home' button.

 UNIVERSITÀ DI PAVIA 

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## Teaching Structure Area

This page is the starting point for browsing the information regarding the University's teaching and for accessing the relevant on-line services; in order to access the system, you need to gain your own log-in credentials.

If you are already enrolled at the University of Pavia (or if you have been enrolled in the past), please select login and enter the username (Italian personal identification number, in capital letters) and password (in capital letters) you use for the University services, e.g. to connect to the Wi-Fi network etc.

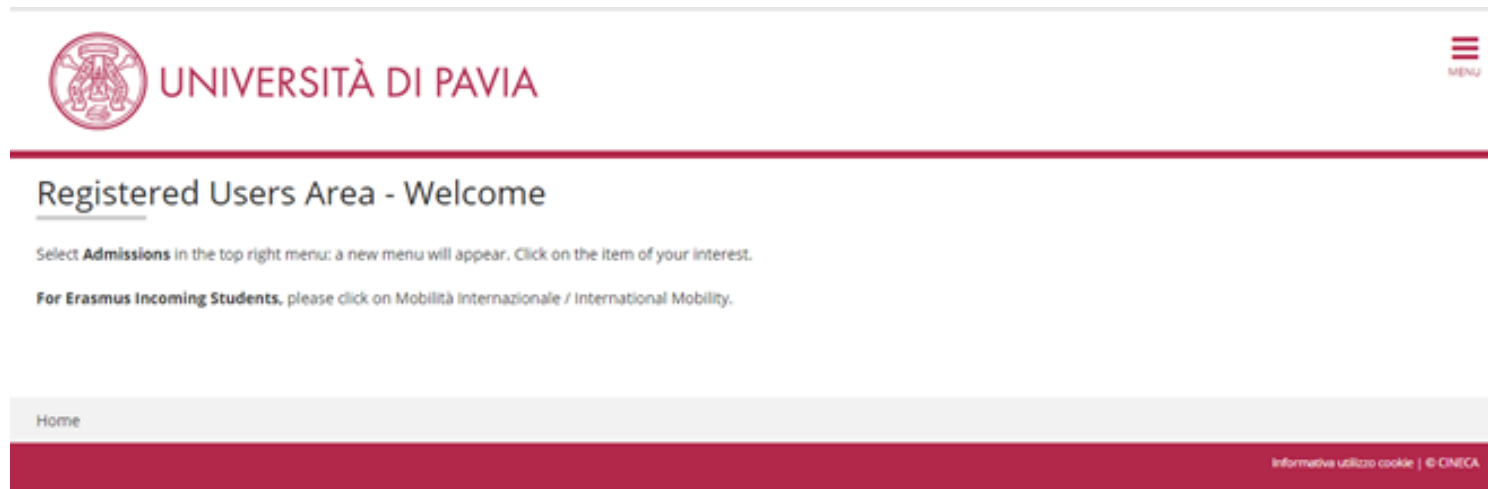
If you have never been enrolled at the University of Pavia, please select Registration. You will be asked to enter your personal data. At the end of the procedure, you will be awarded a username and a password.

If you already have a username and a password but you forgot them, please follow the instructions you can find at the below web address: <http://www.unipv.eu/online/Home/Navigator/Student/documento4683.html>.

**ONLY FOR INCOMING ERASMUS STUDENTS:**  
Please enter Application form for incoming students

Home

## 2. This is your personal homepage.





























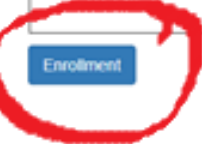
The screenshot shows the top navigation bar of the University of Pavia website. On the left is the university's logo, a circular emblem with a figure, followed by the text "UNIVERSITÀ DI PAVIA" in a red serif font. On the right is a red hamburger menu icon with the word "MENU" below it. Below the navigation bar is a red horizontal line. The main content area has a white background with the heading "Registered Users Area - Welcome" in a dark grey font. Below the heading is a paragraph of text: "Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest." followed by "For **Erasmus Incoming Students**, please click on *Mobilità Internazionale / International Mobility*." Below this text is a light grey horizontal bar containing the word "Home" on the left. At the bottom of the page is a dark red footer bar with the text "Informativa utilizzo cookie | © CINECA" on the right.

3. Click on **“Admissions”** on the top right menu, then **“Enrollment”**.

The screenshot shows the University of Pavia student portal. The main content area displays the text: "Registered Users Area - Welcome", "Select **Admissions** in the top right menu; a new menu will appear. Click on the item of your interest.", and "For Erasmus Incoming Students, please click on Mobilità Internazionale / International Mobility." Below this is a "Home" button. On the right side, a dark grey menu is open, showing options like "Registered User Area", "Logout", "Change Password", "Admissions", "Admission test", "Evaluation test", "State Exams", "Enrollment", "Self-declaration", "Official University documents", "Self-certification", and "Payments". The "Admissions" and "Admission test" items are circled in red. At the bottom left, a URL is visible: [https://studentonline.unipv.it/auth/studente/immatricolazione/immatricolazioneStartTipoDomInm.do?menu\\_opened\\_cod=menu\\_link-navbox\\_registrato\\_Segreteria](https://studentonline.unipv.it/auth/studente/immatricolazione/immatricolazioneStartTipoDomInm.do?menu_opened_cod=menu_link-navbox_registrato_Segreteria)

4. Click on the blue **“Enrollment”** button at the bottom of the page.

	List of study paths		
	Teaching choice summary		
B - Confirm personal data			
	Confirm personal data		
C - Insert photo			
	Upload Foto		
D - Entry requirements			
	Details of entry requirements		
E - Enrollment			
	Enrollment information		
	Confirmation enrollment data		
F - Questionnaire			
	Questionnaire selection		



[Enrollment](#)

Home

Informative utilizzo cookie

## 5. Select “standard enrollment”.



### Enrollment: Application Options

The following pages will allow you to enroll in the course of your choice.

At the end of the procedure you will be able to print the enrollment application and the MAV, which will allow you to effectuate the contribution installments. The payment of the MAV is necessary to complete your enrolment.

We inform you that, according to Art. 48 part 1 of the Didactic Regulation, approved with Rectoral Decree n. 628/2008 of April 2, 2008, it is forbidden to enrol on more than one University course at anyone time.

#### Legend

Mandatory data


#### Type of University application

- Academic career abbreviation
- Standard enrollment
- Student with academic career disrupted
- Student with formal renunciation
- Transfer: incoming students


Back

Forward

## 6. Select “Enrollment to courses with access programmed at national level”.



UNIVERSITÀ DI PAVIA



Enrollment: Method of Admission

In the following pages you will be able to enrol on a course of study.

Choose method of admission

- Enrollment to free access courses
- Enrollment to limited access courses
- Enrollment to courses with access programmed at national level

Back Forward

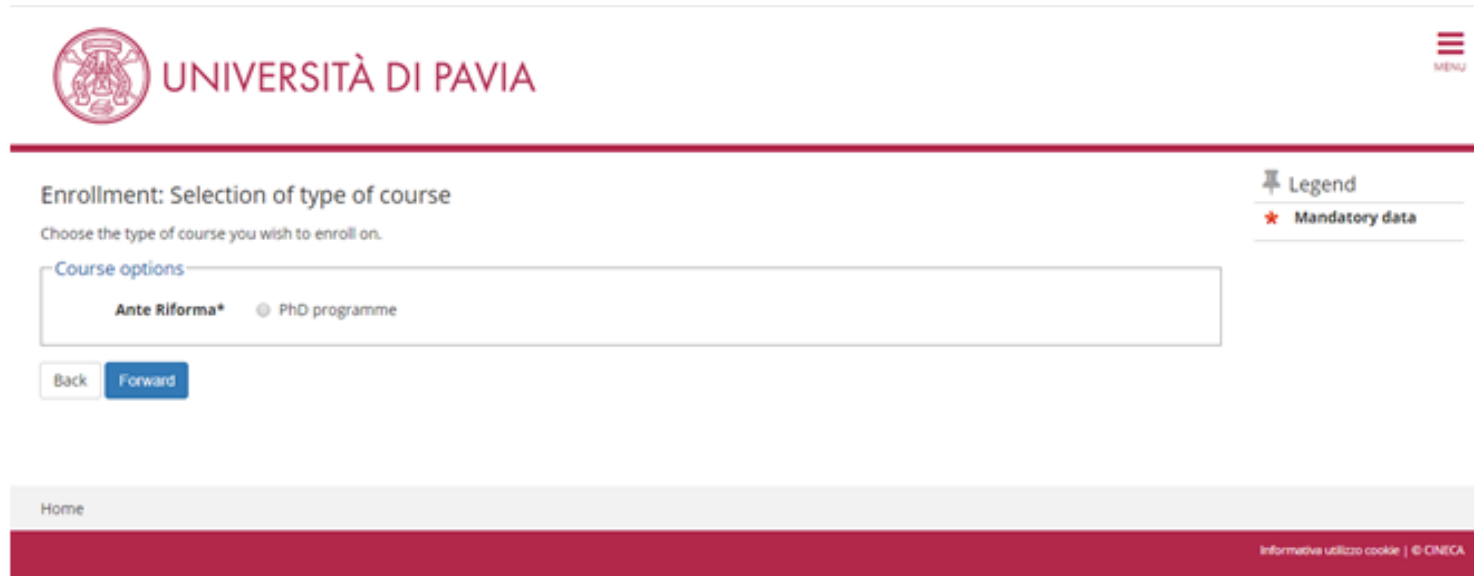
Legend

- ★ Mandatory data

Home

Informativa utilizzo cookie | © CINECA

## 7. Select “PhD programme”.



The screenshot shows the University of Pavia enrollment selection interface. At the top left is the university logo and name. At the top right is a menu icon. The main heading is "Enrollment: Selection of type of course" with the instruction "Choose the type of course you wish to enroll on." Below this is a "Course options" section containing two radio buttons: "Ante Riforma\*" (selected) and "PhD programme". Navigation buttons "Back" and "Forward" are located below the options. On the right side, there is a "Legend" section with a red star icon and the text "Mandatory data". At the bottom left, there is a "Home" link, and at the bottom right, there is a footer with "Informativa utilizzo cookie | © ONECA".

UNIVERSITÀ DI PAVIA

Enrollment: Selection of type of course

Choose the type of course you wish to enroll on.

Course options

Ante Riforma\*  PhD programme

Back Forward

Legend

★ Mandatory data

Home

Informativa utilizzo cookie | © ONECA

## 8. Select the PhD course in which you wish to enroll.

### Enrollment: Selection of study course

Please select the type of course on which you would like to enroll.


#### Selection of course options

Faculty	Course
DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES	
	<input checked="" type="radio"/> EARTH AND ENVIRONMENTAL SCIENCES

Back

Forward

 Legend

 Mandatory data

[Home](#)



9. If the data are correct, click on “**confirm**”; otherwise, click on “**enrollment**” in the left-hand menu, cancel the enrollment procedure and start a new one.



### Confirm course choice

In the following page all the choices made in the previous pages are showed. Please click on 'Confirm'. In case of mistakes click on the 'Back' button in order to repeat the choice.

#### Study course

Type of enrollment	Standard enrollment
Faculty/Department	DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES
Type of Study Title	PhD
Type of Study Course	PhD programme
Academic Year	2019/2020
Study Course	EARTH AND ENVIRONMENTAL SCIENCES
Order of the Study Course	

[Back](#) [Confirm](#)

## 10. Upload a passport-size photo of yours.

### Registration :Identification Photograph

In order to continue with registration, you must attach a passport sized photograph, in which your face is clearly visible.

If you do not have this type of photograph on your computer, you can find a webcam that will allow you to take a photograph in digital format at the PC point.

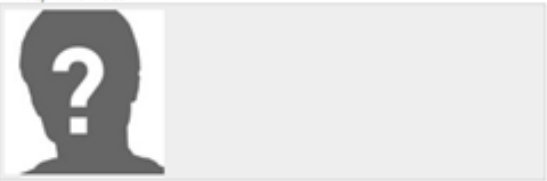
If you are not resident in Pavia, please contact the offices to find an alternative solution.

Information regarding PC Point opening hours can be found at the following address: <http://www.unipv.eu/on-line/Home/Matricole2011.html>.

If you have recently registered for a course of study at our University, you will not be able to upload a photo, as we are already possess one.

If this is the case, proceed to the next stage (click on FORWARD)

Anteprima Foto





Scegli file Nessun file selezionato

Note: the photograph must be 30x40mm (Max.)(Max 60MByte)

Upload photo

The photo preview does not work on IE version lower than 10

 Legend

 Mandatory data

11. In the “Qualifications required” section, you should already have a green light in one of the four options. Click on the “Proceed” button at the bottom of the page.


## Qualifications required

Insert the qualification(s) required to register for the admission test.

We inform you that the current measures of the Law provide for administrative and penal liabilities relating to the accuracy of the data that you are about to insert: in particular, it is an offence to provide mendacious statements, produce corrupt data from deceitful material, and to use records affected by such falsity. Such behaviour includes the specific penal instances provided for in artt. 482, 485, 489, 495, 496 c.p.. The release of data that is no longer true is equivalent to the use of false information. Positions obtained using false statements or records will be posted as void with retroactive effectiveness, rendering the registration / enrollment invalid.

With the exception of compensation provided for by art. 10 of the laws on Contribution issued with D.R. n. 1147/2010 on 15th July and subsequent modifications, the fees payed will not be reimbursed.

### Qualifications


 Please enter the full information regarding at least one of the following options

WARNING: Please, enter only the information regarding your master's degree.


Option 1:

### Legend


 Completed


 Not completed

 Declared degree

 Mandatory degree

 Optional degree

 Edit degree

 View degree details

 Cancel degree

12. Don't fill the blank fields. If you have a **disability**, select "yes" in the relevant field.

### Enrollment: Enrollment data

In this page you will be required to enter other data necessary for enrollment.

#### Legend


★ Mandatory data

Type of enrollment

**Type:\*** Standard enrollment ▼

Information on your first enrollment in the University System

**Academic year:\*** 2019/2020 ▼

**Date of first enrollment in the University system:**    
(dd/mm/yyyy)

**University at which you first enrolled:** - ▼

Additional information

**Seats:\*** PAVIA - University of Pavia ▼

**Administrative** Scholarsh. foreign country - spec. topic ▼

13. Check the data and click on the “confirm” button at the bottom of the page.

### Confirmation of previous selections

All of the choices you have made in the previous pages are listed here. If everything is correct, please click on the “confirm” button, otherwise click “back” in order to modify your choices.

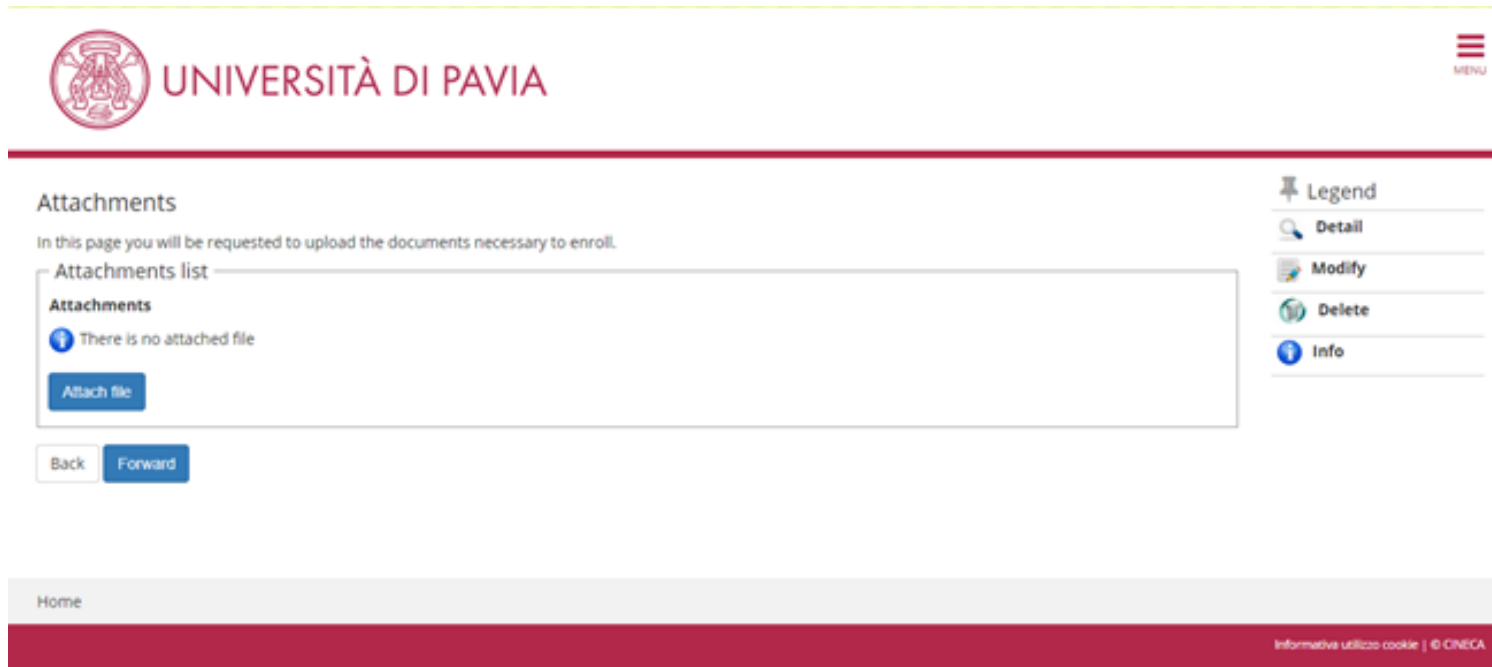
#### Study course

Academic Year	2019/2020
Faculty/Department	DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES
Type of Study Title	PhD
Type of Study Course	PhD programme
Type of enrollment	Standard enrollment
Study Course	EARTH AND ENVIRONMENTAL SCIENCES
Order of the Study Course	SCIENZE DELLA TERRA E DELL'AMBIENTE - XXXV CICLO

#### Enrollment on the University system

Academic year of first enrollment on the University system	2019/2020
Date of first enrollment on the University system	
University of first enrollment on the University system	

14. In order to upload the documents required, click on “attach file” (see the APPENDIX at page 18 for the list of documents you are supposed to upload).



The screenshot shows the 'Attachments' page of the University of Pavia. At the top left is the university's logo and name 'UNIVERSITÀ DI PAVIA'. At the top right is a 'MENU' icon. The main content area is titled 'Attachments' and contains the text: 'In this page you will be requested to upload the documents necessary to enroll.' Below this is a box labeled 'Attachments list' which contains the text 'Attachments' and 'There is no attached file' with an information icon. A blue 'Attach file' button is located below the text. At the bottom of the box are 'Back' and 'Forward' buttons. To the right of the main content is a 'Legend' section with a list of actions: 'Detail', 'Modify', 'Delete', and 'Info', each with a corresponding icon. At the bottom left of the page is a 'Home' link. At the bottom right is the text 'Informativa utilizzo cookie | © CINECA'.

## 15. Upload the documents required...

### Attachments

Please enter the information on the file you are uploading.

#### Legend

★ Mandatory data

#### Document detail

**Title:\***

ID

**Description:\***

Identity document

**Attachment:\***

Scegli file imm.jpg

Back

Forward

16. ... then click on the **“forward”** button.






### Attachments

In this page you will be requested to upload the documents necessary to enroll.

Attachments list

#### Attachments


Titolo	Descrizione	Nome file	Azioni
ID	Identity document	imm.jpg	  


[Attach file](#)

[Back](#)

[Forward](#)

 Legend

 Detail

 Modify

 Delete

 Info



## 17. The procedure is complete. There is no need to print or save the enrollment application.



### Enrollment

All the data entered in the previous pages are listed in this page. If the data are correct, you can print the enrollment application by clicking on the button below.

#### Enrollment data

Academic Year	2019
Faculty / Department	DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES
Type of Study Title	PhD
Type of Study Course	PhD programme
Type of enrollment	Standard enrollment
Study Course	EARTH AND ENVIRONMENTAL SCIENCES
Order of the Study Course	SCIENZE DELLA TERRA E DELL'AMBIENTE - XXXIV CICLO

#### Information on your first enrollment in the University System

Academic Year of first enrollment on the University system	2019/2020
Date of first enrollment on the University system	25/07/2019

After completion of the enrollment process, **PhD students must pay the enrollment fee, amounting to € 156.00, by the same deadline set for the enrollment.** The payment notice is made available, after the end of the enrollment process, in the “Payments” section of the students’ Personal Area (right-hand menu).

Like the application fee, the enrollment fee must be paid via the PagoPA system, with one of the following methods:

- direct payment (credit cards or bank transfers through the affiliated banks) in the “Payments” section of your Personal Area, by clicking on the invoice number, then on the “Pay by PagoPA” button;
- deferred payment, bringing your PagoPA invoice to a bank, a post office, a SISAL or Lottomatica point, or using your home banking system. Candidates can print the invoice in their Reserved Area, by clicking on the invoice number and then on the button “Print notice for PagoPA”.

There is no need to upload the payment receipt in the Personal Area.

#### **SCHOLARSHIP GRANTEEES ALSO HAVE TO:**

1. **enter the details of their bank account in their Personal Area > Home > Personal data > Reimbursement information**
2. **fill in the fiscal declaration (form available in the same webpage as this file), sign it and send it via e-mail to [dichiarazione.trattamentoeconomico@unipv.it](mailto:dichiarazione.trattamentoeconomico@unipv.it)**
3. **register in the INPS “Gestione separata” (the social security fund for PhD students).** To do so, PhD students must have an Italian Fiscal Code, which is required to get the PIN to access the INPS services. Once you get the fiscal code, you can request the PIN here: <https://serviziweb2.inps.it/RichiestaPin/richiestaPIN.do> and then access your INPS personal area at <https://www.inps.it/prestazioni-servizi/servizio/2501>. **The deadline for enrollment does not apply to the registration to the INPS Gestione Separata, considering that it takes some time to collect the necessary documents.** Just make sure that you take care of this within a few months.

Once the student has enrolled, the PhD office is in charge of checking his/her documents and confirm the enrollment. This might take 1-2 weeks. An e-mail will be sent to the newly enrolled PhD student once his/her enrollment is confirmed. The e-mail will provide important information, including the student's official university e-mail account. The definitive password to access the university online services, including the students' Personal Area, will be sent to that e-mail account. **From now on, all communications from the PhD office will be addressed to the students' university e-mail account**, so please make sure you check it frequently.

As mentioned in the call, the **PhD scholarship is paid in monthly deferred installments**, with the exception of the first installment which might be delayed by 2-3 weeks (until mid-December), due to the accounting procedures necessary for the scholarship assignment.

Scholarship grantees can download the payslips every month at <https://www.unipv.u-gov.it/>. The students' profile in the payments portal will be only activated after the upload of the first payslip. The payment is usually performed at the end of the month.

**For information: [concorso-dottorati@unipv.it](mailto:concorso-dottorati@unipv.it), tel. 0382 985983-82**

# APPENDIX

## WHICH DOCUMENTS DO I HAVE TO UPLOAD?

1. **COPY OF A VALID IDENTITY DOCUMENT**
2. **COPY OF YOUR ITALIAN FISCAL CODE CARD/DOCUMENT**, if you already have it; otherwise, please send a copy of it to [fabio.panza@unipv.it](mailto:fabio.panza@unipv.it) as soon as you'll get it.
3. **ENROLLMENT DECLARATION (form available in the same webpage as this file)**
4. **ONLY FOR WOMEN: DECLARATION ON PREGNANCY (form available in the same webpage as this file).**