

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.

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



UNIVERSITÀ DI PAVIA



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: [https://studentonline.unipv.it/Anagrafica/PasswordDimenticata.do?menu_opened_cod=.](https://studentonline.unipv.it/Anagrafica/PasswordDimenticata.do?menu_opened_cod=)

ONLY FOR INCOMING ERASMUS STUDENTS:

Please enter Application form for incoming students

This is your personal homepage.



UNIVERSITÀ DI PAVIA



MENU

Registered Users Area - Welcome

Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest.

For **Incoming Students**, click on *Mobilità Internazionale /International Mobility* in the top right menu.

Home

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



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Registered Users Area - Welcome











































Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest.

For **Incoming Students**, click on Mobilità Internazionale /International Mobility in the top right menu.

A screenshot of a user menu in a dark theme. At the top, there are language options 'ita' and 'eng'. Below them is a profile picture placeholder. The menu items are: 'Registered User Area', 'Logout', 'Change Password', 'Admissions', 'Admission test', 'Evaluation test', 'State Exams', 'Domanda di Valutazione Preventiva', 'Enrollment', 'Self-declaration', 'Official University documents', 'Self-certification', 'Payments', and 'Invalidity Declaration / DSA'. The 'Admissions' and 'Enrollment' items are circled in red. A 'Home' button is visible at the bottom left of the page.

Home

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

	Teaching choice summary		
B - Confirm personal data			
	Confirm personal data		
	Indirizzo di fatturazione		
C - Inserimento o modifica documento di identità			
	Riepilogo Documenti di Identità		
D - Insert photo			
	Upload Foto		
E - Entry requirements			
	Details of entry requirements		
F - Required questionnaires to complete before registration is confirmed			
	Selection of questionnaires to complete		
G - Enrollment			
	Enrollment Information		
	Confirmation enrollment data		
H - Questionnaire			
	Questionnaire selection		
I - Funzione Valuta Processo			
	Valutazione processo		
J - Riepilogo Immatricolazione			
	Indirizzo di fatturazione		

[Enrollment](#)

Home

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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, which will allow you to effectuate the contribution installments.
The payment 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](#)

Select “Enrollment to courses with restricted access”.



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 courses with restricted access

[Back](#)

[Forward](#)

Legend

Mandatory data

Select “PhD programme”.



Enrollment: Selection of type of course

Choose the type of course you wish to enroll on.

Legend

★ Mandatory data

Course options

Post reform* PhD programs (D.M. 226/2021)

Back

Forward

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.

Legend

 **Mandatory data**

Department	Course
DEPARTMENT OF MATHEMATICS "FELICE CASORATI"	<input type="radio"/> COMPUTATIONAL MATHEMATICS, LEARNING AND DATA SCIENCE [Regular PhD positions]

[Back](#)

[Forward](#)

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 MATHEMATICS "FELICE CASORATI"
Type of Study Title	Dottorato di ricerca
Type of Study Course	PhD programs (D.M. 226/2021)
Academic Year	2024/2025
Study Course	COMPUTATIONAL MATHEMATICS, LEARNING AND DATA SCIENCE
Order of the Study Course	

Back

Confirm

Confirm or amend your personal information.



Personal Data

The page displays your personal data. If there is any error or missing data, please change it click on "amend" under each section

Legend

* Mandatory data

Personal data

Name		
Surname		
Sex		
Date of birth		
Nationality		
Other nationality:		
Nation of birth		
City not listed		
Italian Fiscal code		

Amend personal information Use the link to amend personal information

Legal residence

Nation		
Province		
City		
POST CODE		
Hamlet		
Address		
Street number		
Telephone n.		
Legal residence corresponds with Current address		

Amend legal residence details Use the link to amend legal residence details

Contact information

Confirm or insert a new identity document. Then click on “Forward” button.

Identity document

The list of Identity documents previously inserted is displayed on this page. You can insert a new identity document if necessary.

Typology of document	Number	Issuing authority	Date of issue	Expiry date	State	Presence of attachments	Action
Identity Card							 


[Insert new identity document](#)

[Back](#) [Forward](#)

Legend

 Valid document

 Document expired

 Document details

 Delete document

Upload a photograph. **This is mandatory in order to receive your Ateneo card.**

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 already possess one.
If this is the case, proceed to the next stage (click on FORWARD)


Preview

Nessun file selezionato

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

The photo preview does not work on IE version lower than 10.
Attention: in order to upload the photo into the system click on Upload photo

WARNING: No photo currently in database
Section containing the identification photo



 Legend

 **Mandatory data**

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 paid will not be reimbursed.

Legend

-  Completed
-  Not completed
-  Declared degree
-  Mandatory degree
-  Optional degree
-  Edit degree
-  View degree details
-  Cancel degree

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:

Option status	Qualification	Dettagli ammessi:	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	LAUREA (Itallan academic title)		ATTENZIONE: A QUESTA VOCE CORRISPONDE LA LAUREA VECCHIO ORDINAMENTO E NON LA LAUREA TRIENNALE	●	Insert

Option 2:

Option status	Qualification	Dettagli ammessi:	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	LAUREA SPECIALISTICA (Itallan academic title)			●	Insert

Option 3:

Option status	Qualification	Dettagli ammessi:	Note	Qualification status	Actions

Complete the questionnaires. As per current regulations, the PhD scholarship is subject to INPS Gestione Separata contribution and therefore the PhD student must provide, if not already registered, self-disclosure at the competent INPS office (by accessing the INPS portal online). NO documentation of such enrollment must be forwarded to the University. Contributions will be withheld and paid directly by the University. Fill in the questionnaire about “Dichiarazione INPS Gestione separata”; for any enquiry please refer to dichiarazione.trattamentoeconomico@unipv.it.



List of Questionnaires

In this page are listed all the available questionnaires

questionnaire	Status	Actions
INPS Gestione Separata Declaration questionnaire filling *	●	Fill in
ORCID code acquisition *	●	Fill in

[Back](#)

Legend

- ★ Mandatory data
- Questionario completo
- Questionario incompleto

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:* 2024/2025

Date of first enrollment in the University system: 25/07/2024
(dd/mm/yyyy)

University at which you first enrolled: digita per ricercare

Additional information

Seats:* PAVIA - University of Pavia

Administrative category:* Regular PhD positions

Disabled:* Yes No

Occupational status (for statistical purposes only): digita per ricercare

Back

Forward

Confirm your previous choices by clicking on “Confirm”.



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	2024/2025
Faculty/Department	DEPARTMENT OF MATHEMATICS "FELICE CASORATI"
Type of Study Title	Dottorato di ricerca
Type of Study Course	PhD programs (D.M. 226/2021)
Type of enrollment	Standard enrollment
Study Course	COMPUTATIONAL MATHEMATICS, LEARNING AND DATA SCIENCE
Order of the Study Course	COMPUTATIONAL MATHEMATICS, LEARNING, AND DATA SCIENCE - XL CICLO

Enrollment on the University system	
Academic year of first enrollment on the University system	2024/2025
Date of first enrollment on the University system	25/07/2024
University of first enrollment on the University system	

Enrollment information	
Administrative category	Regular PhD positions
Type of didactics	
Occupational status	
Seat	PAVIA - University of Pavia

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

In order to upload the documents required, click on “attach file” **(see the APPENDIX for the list of documents you are supposed to upload)**. Then click on the “forward” button and **the procedure is complete**. There is no need to print or save the enrollment application.

Attachments

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

Attachments list


 There is no attached file

Attach file


Back

Forward

 Legend

 Detail

 Modify

 Delete

 Info

APPENDIX

WHICH DOCUMENTS DO I HAVE TO UPLOAD?

1. **COPY OF A VALID IDENTITY DOCUMENT**
2. **COPY OF YOUR ITALIAN TAX CODE CARD/DOCUMENT**, if you already have it; otherwise, please send a copy of it to uoc.formazionericerca@unipv.it as soon as you get it. More information on how to request it can be found at <https://web-en.unipv.it/documents-required-for-your-stay/>.
3. **ENROLLMENT DECLARATION** available at <http://phd.unipv.it/matriculation-documents-2/>
4. **ONLY FOR WOMEN: DECLARATION ON PREGNANCY** available at <http://phd.unipv.it/matriculation-documents-2/>.
5. **ONLY FOR SCHOLARSHIP GRANTEEES: "SCHOLARSHIP ACCEPTANCE" FORM**, available at <http://phd.unipv.it/matriculation-documents-2/>

WHAT'S LEFT TO DO?

After completion of the enrollment process, **all 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.

Please note that **the enrollment won't be finalized until the payment of the enrollment fee**.

ADDITIONAL STEPS FOR SCHOLARSHIP GRANTEEES:

1. Enter the details of the bank account in the Personal Area > Home > Personal data > Reimbursement information. **If the bank account is foreign**, please also send your full bank details via email to dichiarazione.trattamentoeconomico@unipv.it.
2. **Register in the INPS “Gestione separata” (the social security fund for PhD students)**. To do so, PhD students must have an italian tax code (or fiscal code), which is required to get the PIN to access the INPS services. More information on how to

request the tax code at <https://web-en.unipv.it/documents-required-for-your-stay/>. Once you get the tax code, you can request the PIN at the [INPS offices in Pavia](#) (open from 8.30 to 12.30, no need to make an appointment), bringing with you:

- a. the [form MV35](#), duly filled and signed;
- b. your passport and a photocopy of it.

Once you get the PIN, access your INPS Personal Area at <https://www.inps.it/prestazioni-servizi/servizio/2501> and register in the Gestione Separata.

Please note that 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://unipv.u-web.cineca.it/appced/#!/listaCedolini>. 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