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

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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: https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do?menu_opened_cod=.

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

Home

This is your personal homepage.

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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

Click on "**Admissions**" on the top right menu, then "**Enrollment**".
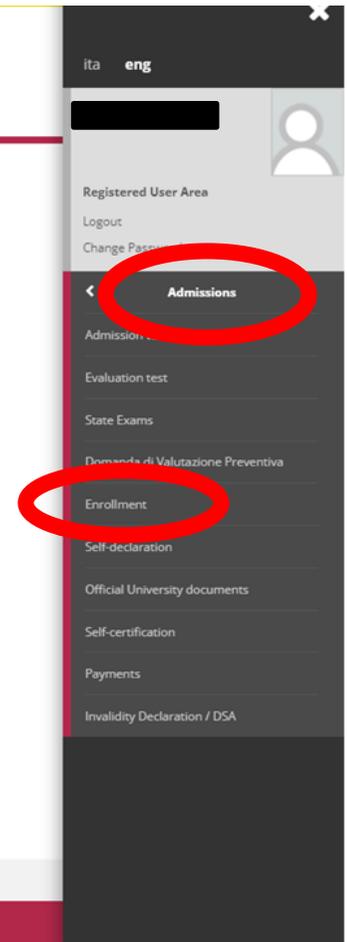
Click on the blue "**Enrollment**" button at the bottom of the page.

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

Enrollment

Home

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.

Type of University application
○ Academic career abbreviation
● Standard enrollment
○ Student with academic career disrupted
○ Student with formal renunciation
○ Transfer: incoming students

Back   Forward

Legend
★ Mandatory data

Select **"Enrollment to courses with restricted access"**.

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MENU

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.

Course options

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

Back   Forward

Select the PhD course in which you wish to enroll.

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Enrollment: Selection of study course

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

Department	Course
DEPARTMENT OF MATHEMATICS "FELICE CASORATI"	
	○ COMPUTATIONAL MATHEMATICS, LEARNING AND DATA SCIENCE [Regular PhD positions]

Back Forward

Legend
* **Mandatory data**

Home

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.

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Confirm course choice

In the following page all the choices made in the previuos 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.

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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

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.

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MENU

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

Preview

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

| Scegli file | Nessun file selezionato |

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

Upload photo

📌 Legend
★ **Mandatory data**

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

Back   Forward

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.

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MENU

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:

Option status	Qualification	Dettagli ammessi:	Note	Qualification status	Actions
✔	LAUREA (italian 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
✔	LAUREA SPECIALISTICA (italian academic title)			🔴	Insert

Option 3:

Option status	Qualification	Dettagli ammessi:	Note	Qualification status	Actions

📌 Legend

✅ **Completed**

✔ **Not completed**

🟢 **Declared degree**

🔴 **Mandatory degree**

🟡 **Optional degree**

📝 **Edit degree**

🔍 **View degree details**

🚫 **Cancel degree**

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. For any enquiry please refer to dichiarazione.trattamentoeconomico@unipv.it.

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MENU

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.

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Enrollment: Enrollment data

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

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

Legend
★ Mandatory data

Confirm your previous choices by clicking on "Confirm".

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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	
Occupationl status	
Seat	PAVIA - University of Pavia

Back   Confirm

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

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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

Home

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 phd@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 GRANTEES: "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, <u>by the same deadline set for the enrollment</u>.** 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 GRANTEES:

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