

## UNIVERSITY OF PADOVA ENROLLMENT PROCEDURE PhD COURSES 39<sup>th</sup> SERIES - A.Y. 2023/2024

The enrollment procedure at the PhD courses at the University of Padova is organized in three phases:

- 1) Registration in the University online system UNIWEB
- 2) Completing the online enrollment form and upload attachments
- 3) Registration fee payment

**The online procedure is open till 6 October 2023 at 12.00 (CEST)**

### **1° Phase: Registration in the University online system UNIWEB**

1. From the website <http://www.unipd.it/> log into Uniweb services (top left menu) according to the given instructions
2. From the menu on top right side:
  - a) click on Login (if you have been previously enrolled at the University of Padova)
  - b) click on Registration (if you have never been previously enrolled at the University of Padova)
  - c) click on “Forgotten password” (if you don’t remember your username and password or if they have expired).
3. Once you have logged in click on ‘Home’ from menu on top right side.
4. In the section Master data you must check or update your personal data and contact details (residence and domicile addresses, email, phone numbers), and check the authorizations on the communications of your personal data.  
You should then fill in the data of your bank account by clicking on ‘Home’ – ‘Master data’ – ‘Edit bank account refund data’. From the dropdown menu click on ‘Rimborso Bonifico Bancario’ and fill in the data requested. The student must be the account owner.  
If you do not have a bank account yet, these data must be filled in by 6 November 2023. If you do not meet the aforementioned deadline, there may be problems in the payment of the PhD scholarship.

### **2° Phase: Completing the online enrollment form and upload attachments**

1. Click on ‘Home’ → ‘Enrolment’ → ‘Enrolment’ → ‘Enrolment’ → “Standard” and then on ‘Enrolment in unlimited-place degree courses’ and finally on ‘PhD courses’.
2. Choose the course you want to enroll in and follow the procedure.

3. Fill in with the data of your ID document and upload a .pdf file containing the picture of the same document you used to complete this procedure.
4. Upload a color passport-size photo, where your face is clearly visible, preferably 35mm wide and 40 mm high (40 Megabytes max, saved as .jpeg or .jpg format), if not already uploaded.
5. Check or fill in the data of your entry qualification (both if it has already been awarded or if it is still to be awarded – by 31 October 2023).
6. Upload the documents related to the application **duly filled in and signed and available on the webpage <https://www.unipd.it/en/phd-md-117-2023>** :
  - place acceptance form (1 .pdf file max weight 3MB)
  - specific documentation of the place (maximum 4 .pdf files max weight 3MB). Here you can upload Form 1 for assignees with scholarships. In the case of joint attendance with Medical Specialization, Form 2 and the authorization of the Medical Specialization School and the Board of the PhD Course must also be uploaded here in accordance with the provisions of the Call.  
Upload here Form 3 in case of scholarship funded by MD 117/2023 funds.
  - *mandatory*: for candidates with an academic qualification awarded abroad:
    - a) in case of academic qualifications awarded in non-EU Countries: a copy, in Italian or English, of the second-cycle degree (Master's degree) as well as a copy of the certificate indicating the examinations taken and the relative grades, together with the translation, legalisation and Declaration of Value issued by Italian diplomatic or consular authorities or, alternatively, Statements of Comparability and Verification issued by ENIC-NARIC;
    - b) in case of academic qualifications awarded in European Union Countries: Diploma and Diploma Supplement in English for the second-cycle qualification (Master's degree) or, alternatively, Statements of Comparability and Verification issued by ENIC-NARIC centres;
  - *mandatory*: for candidates with a foreign academic qualification not yet awarded:
    - a) certificate or self-certification (in the cases provided for by Italian law) attesting the enrolment in a second cycle degree (Master's degree);
    - b) certificate or self-certification (in the cases provided for by Italian law) of the list of exams/transcript of records of the second-cycle degree (Master's degree), with grade;
  - *if available*: a valid residence permit if already issued, or a copy of the receipt of the request made to the competent Authorities within 8 days from first arriving in Italy (only for non-EU citizens) (.pdf file max weight 3MB)
7. The data of the first enrollment in the University system will appear. Check or specify the academic year.

If all the information is correct, the registration document can be viewed and printed by clicking on "Print registration application". The printout has the value of a personal summary; therefore, it is NOT necessary to go to the PhD Office.

If you want to delete or modify the online enrollment form click on 'New enrollment'. The system will delete the old enrollment and accept the new one.

### **3° Phase: Registration fee payment**

You will then have to pay the registration fee of € 200.00 through PagoPA following the instructions available on the page <https://www.unipd.it/en/pagopa>

Enrollment will be verified and finalized after the acquisition of the payment of the registration fee; the PhD office will make a telephone or e-mail contact only if the documentation is incomplete. **We therefore recommend that you pay the fee as soon as possible.**

**Failure to submit the enrollment form and the relevant attachments by 6 October 2023 at 12.00 (CEST) and payment of the registration fee by 6 October 2023 at 23.59 (CEST), will be considered as firm withdrawal from the place/scholarship.** Therefore, failure to meet the deadline will result in the loss of the entitlement to enroll in the specific Course and no justification will be accepted for the delay. The place will be considered vacant and available for replacements.

Should any places with funding become available following withdrawals, other eligible candidates in the ranking may apply for such vacant places.

The following will not be accepted as proof of enrollment:

- only the payment of the contribution of euro 200,00
- only the online completing of the enrollment form

Ufficio Dottorato di ricerca

Sede: via Venezia 15 - Padova

Postal address: Ufficio Dottorato di ricerca, via 8 Febbraio, 2 - 35122 Padova,

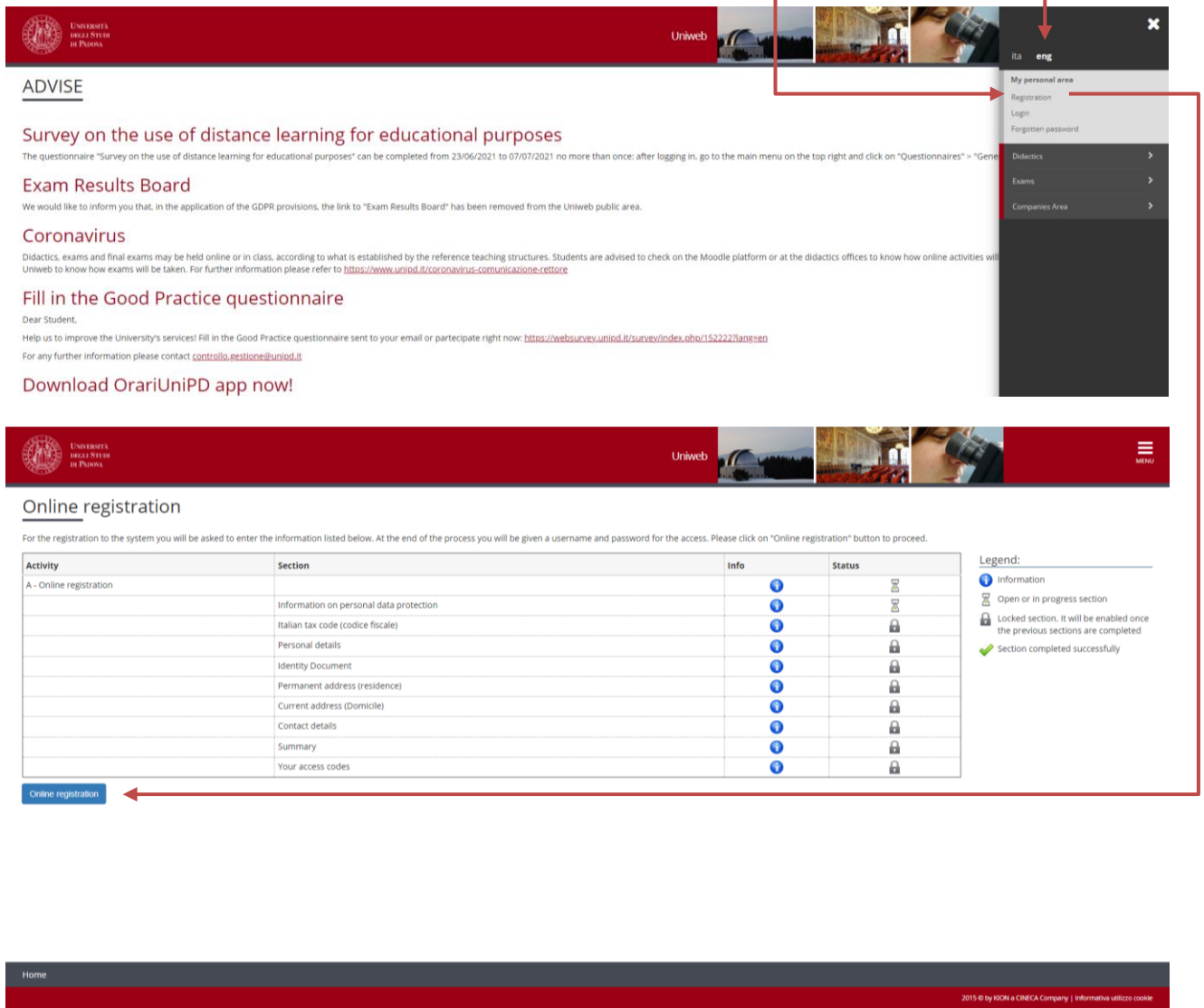
e-mail: [phd.application@unipd.it](mailto:phd.application@unipd.it)

Helpdesk ph. 049/8271827 from 10.00 to 12.30 CEST

## STEP 1 - DATA REGISTRATION

Click on eng – English - on the top

Click on Registration and then Online registration



**ADVISE**

**Survey on the use of distance learning for educational purposes**  
 The questionnaire "Survey on the use of distance learning for educational purposes" can be completed from 23/06/2021 to 07/07/2021 no more than once: after logging in, go to the main menu on the top right and click on "Questionnaires" -> "General"

**Exam Results Board**  
 We would like to inform you that, in the application of the GDPR provisions, the link to "Exam Results Board" has been removed from the Uniweb public area.

**Coronavirus**  
 Didactics, exams and final exams may be held online or in class, according to what is established by the reference teaching structures. Students are advised to check on the Moodle platform or at the didactics offices to know how online activities will be taken. For further information please refer to <https://www.uniud.it/coronavirus-comunicazione-rettore>

**Fill in the Good Practice questionnaire**  
 Dear Student,  
 Help us to improve the University's services! Fill in the Good Practice questionnaire sent to your email or participate right now: <https://websurvey.uniud.it/survey/index.cho?152222?lang=en>  
 For any further information please contact [controllo\\_gestione@uniud.it](mailto:controllo_gestione@uniud.it)

**Download OrariUniPD app now!**

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**Online registration**

For the registration to the system you will be asked to enter the information listed below. At the end of the process you will be given a username and password for the access. Please click on "Online registration" button to proceed.

Activity	Section	Info	Status
A - Online registration	Information on personal data protection		
	Italian tax code (codice fiscale)		
	Personal details		
	Identity Document		
	Permanent address (residence)		
	Current address (Domicile)		
	Contact details		
	Summary		
	Your access codes		

**Legend:**

- Information
- Open or in progress section
- Locked section. It will be enabled once the previous sections are completed
- Section completed successfully

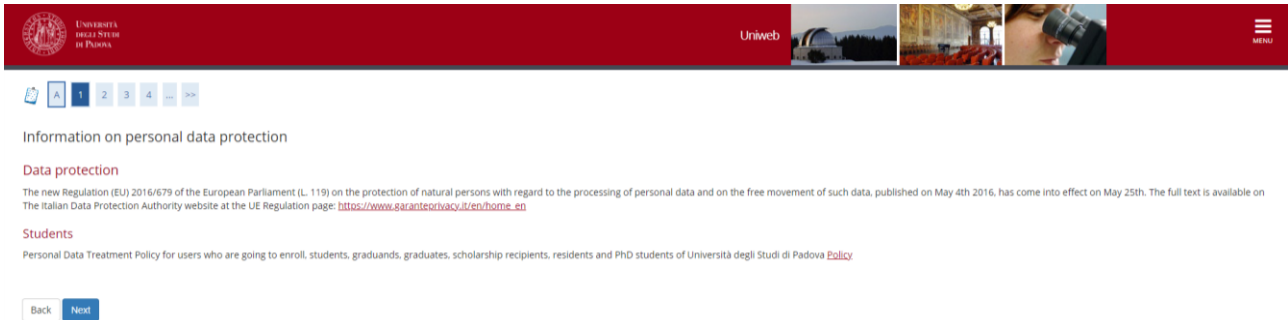
**Online registration**

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Home

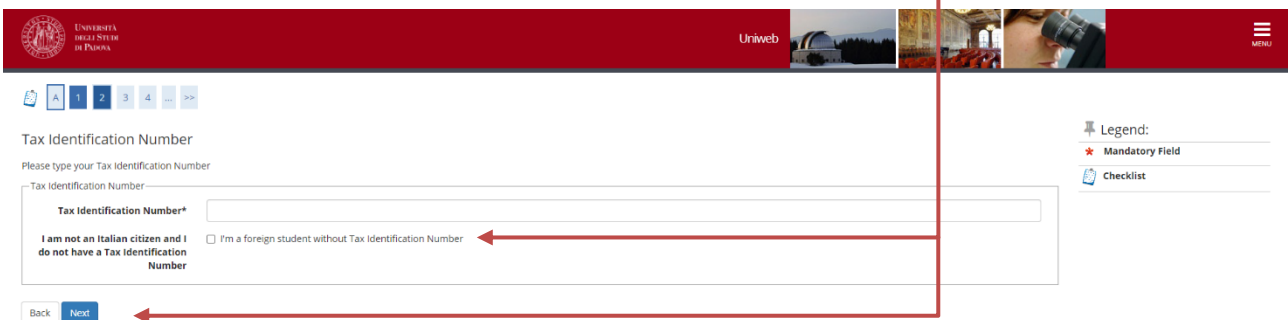
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You will find the information on Data protection. After reading them, click on Forward at the end of the page



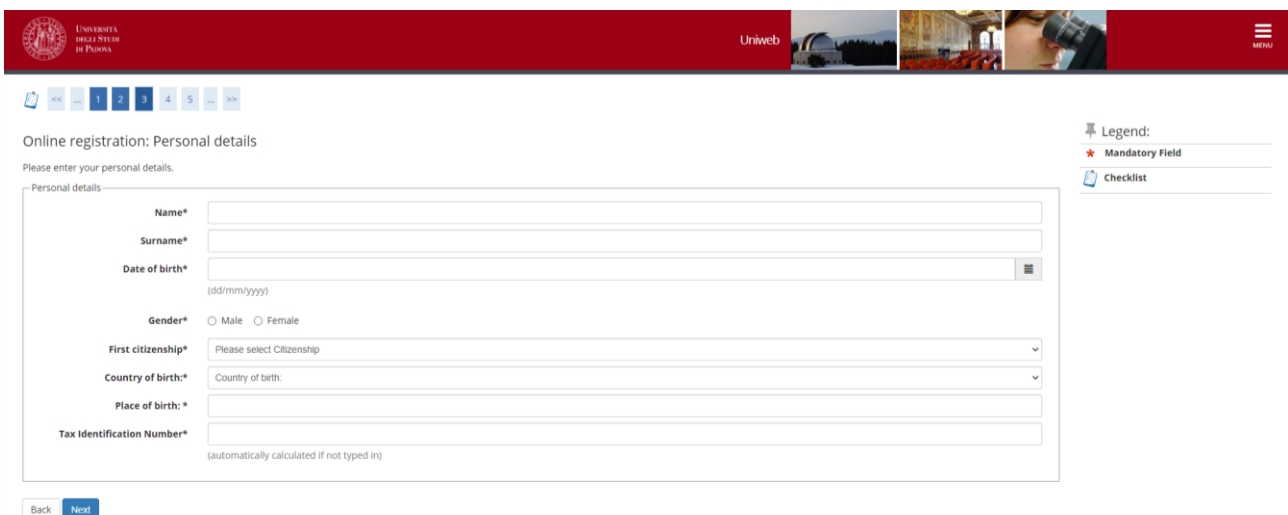
The screenshot shows the top navigation bar of the website. It includes the University of Padua logo on the left, the Uniweb logo in the center, and a menu icon on the right. Below the navigation bar, there is a breadcrumb trail with steps 1, 2, 3, 4, and 5. The main content area displays the title 'Information on personal data protection' and a sub-section 'Data protection'. A paragraph of text explains the new EU Regulation (EU) 2016/679. Below this, there is a 'Students' section with a link to the 'Personal Data Treatment Policy'. At the bottom of the content area, there are 'Back' and 'Next' buttons.

Then click on 'I am a foreigner and do not have an Italian code' and then on Next



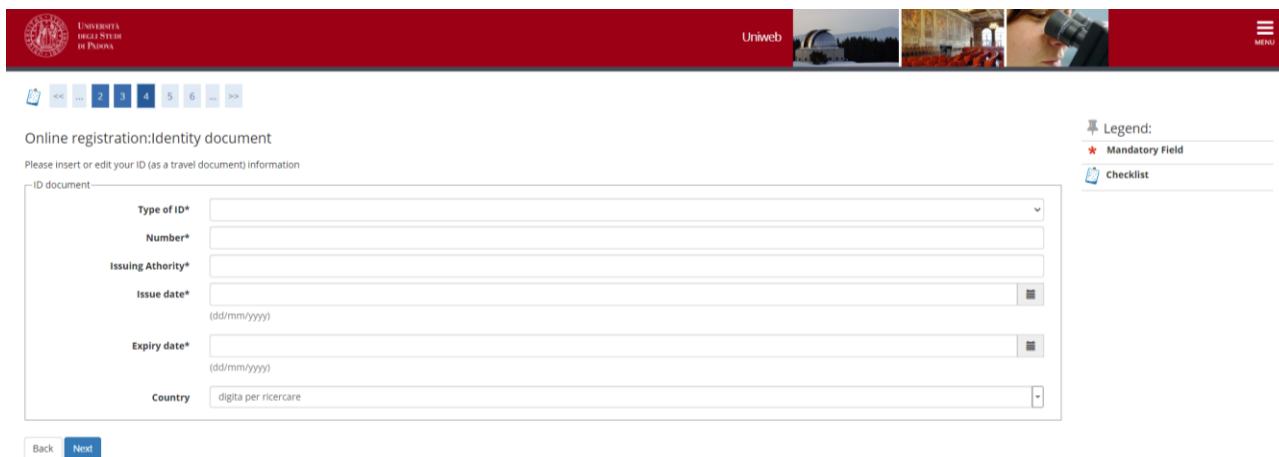
The screenshot shows a form titled 'Tax Identification Number'. The form asks the user to 'Please type your Tax Identification Number'. There is a text input field for the Tax Identification Number. Below the input field, there is a checkbox labeled 'I'm a foreign student without Tax Identification Number'. A red arrow points from the checkbox to the 'Next' button. To the right of the form, there is a legend with a star icon for 'Mandatory Field' and a checklist icon for 'Checklist'. The 'Next' button is highlighted in blue.

Fill in your personal data. Please note that you need to put all your surnames and names in the same order as they appear in your Passport. Then click on Next



The screenshot shows a form titled 'Online registration: Personal details'. The form asks the user to 'Please enter your personal details'. The form contains several fields: 'Name\*', 'Surname\*', 'Date of birth\*' (with a date picker), 'Gender\*' (with radio buttons for Male and Female), 'First citizenship\*' (with a dropdown menu), 'Country of birth\*' (with a dropdown menu), 'Place of birth: \*' (with a text input field), and 'Tax Identification Number\*' (with a note '(automatically calculated if not typed in)'). A red arrow points from the 'Next' button to the 'Date of birth\*' field. To the right of the form, there is a legend with a star icon for 'Mandatory Field' and a checklist icon for 'Checklist'. The 'Next' button is highlighted in blue.

## Fill the data of your Identity Document



Online registration: Identity document


Please insert or edit your ID (as a travel document) information


-ID document

Type of ID\*

Number\*

Issuing Authority\*



Issue date\*    
(dd/mm/yyyy)

Expiry date\*    
(dd/mm/yyyy)

Country

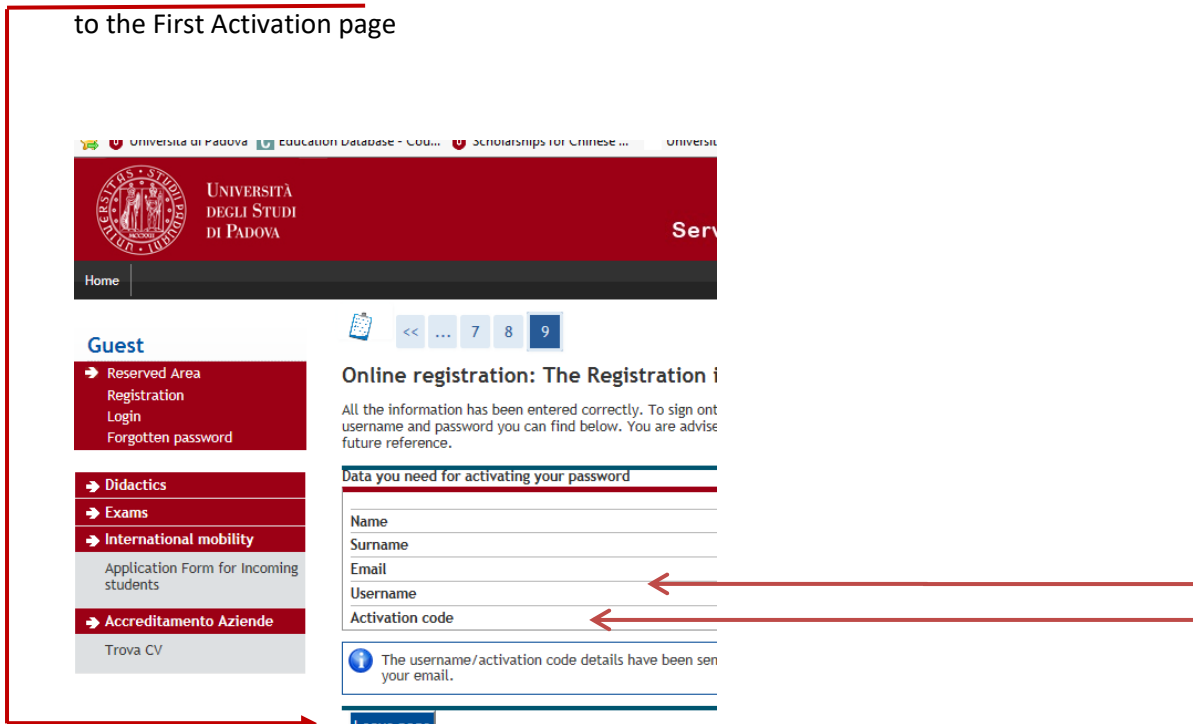
Back

Legend:

-  Mandatory Field
-  Checklist

Then you will have to fill in the data concerning your residence and domicile and your contact details. At the end of the procedure you are directed to a summary page, where you can edit the information provided if you want to correct any mistake or you can confirm the data by clicking on 'Conferma' at the end of the page

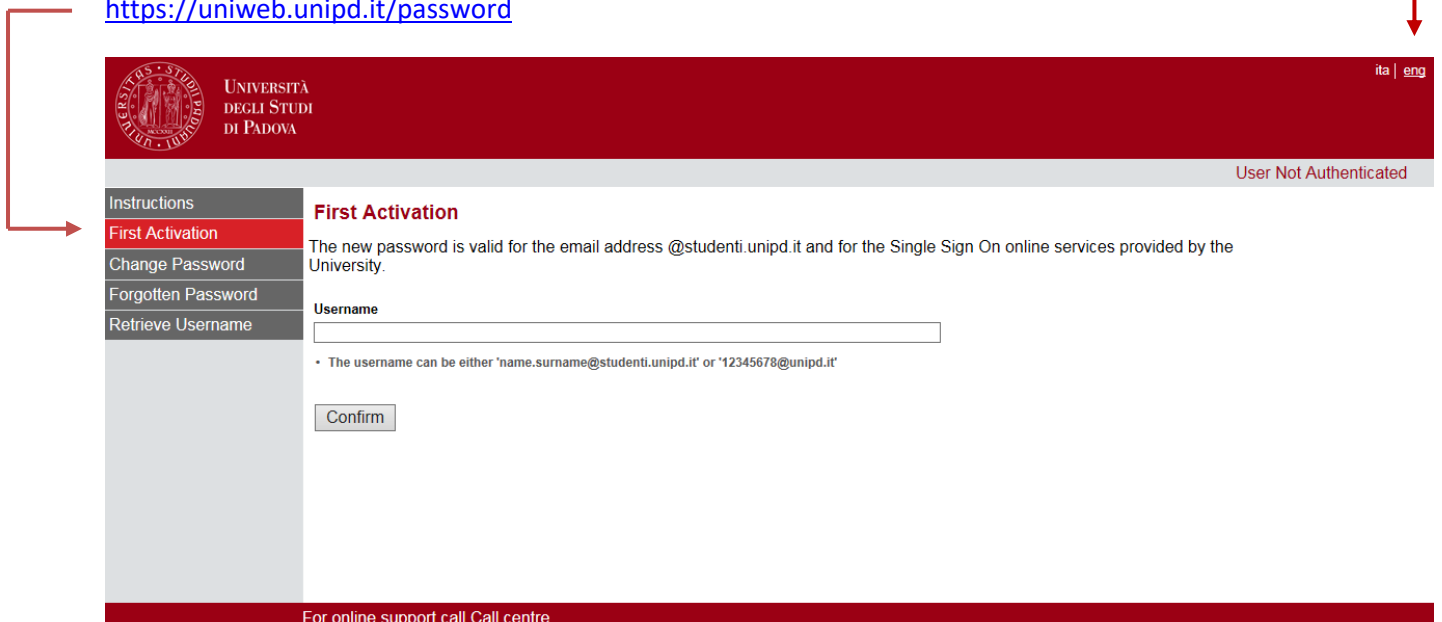
After clicking on 'Conferma' you will be directed to the page where you will find username and password. Then click on Leave page. You will also receive an email with the same username and password and the link to the First Activation page



You will be directed to the First Activation page (click on eng – English - on the top)

Type in first the username and in the following page the Activation code.

<https://uniweb.unipd.it/password>



You will be directed to a page where you will have to choose three questions and related answer that will be asked to you in case you lose or forget the password.

First Activation	<b>Question List</b>
Change Password	<div style="background-color: #fff9c4; padding: 5px;"><b>Warning:</b> You still haven't set up your three security questions. These are important in case you forget your password, or it expires and you need to set a new one. Your security questions are the only way you'll be able to set up a new password. Once you'll have filled in correctly the fields, this method will substitute any other password recovery procedure. Please pay attention when you set your secret questions and answers. If you forget the answers to your security questions, you will have to go the University's secretary's office with a valid ID to set up a new password.</div> <div style="background-color: #e1f5fe; padding: 5px;"><b>Information</b> Hai impostato il cellulare? Hai impostato il tuo indirizzo email personale? Go to your Uniweb profile to complete this information</div> <p><b>Question</b></p> <p><a href="#">Add a question</a></p>
Forgotten Password	
Retrieve Username	

For online support call [Call centre](#)

At the end of the procedure click on Set password and you will directed to a page where you will choose your password.

Instructions	<b>Set User Password</b>	
First Activation	<p><b>Chosen Password</b></p> <input type="text"/>	
Change Password		<ul style="list-style-type: none"><li>• The password must contain both letters (without accents) and numbers, and must be at least 8 characters but no more than 12</li><li>• The password can contain also characters, such as ? - _ &lt; &gt; ( ) @ + . ,</li><li>• The password must be different from your current one and from your previous one</li><li>• Uppercase and lowercase letters are considered different characters</li></ul>
Forgotten Password		<p><b>Confirm Your Password</b></p> <input type="text"/>
Retrieve Username		<input type="button" value="Confirm"/>

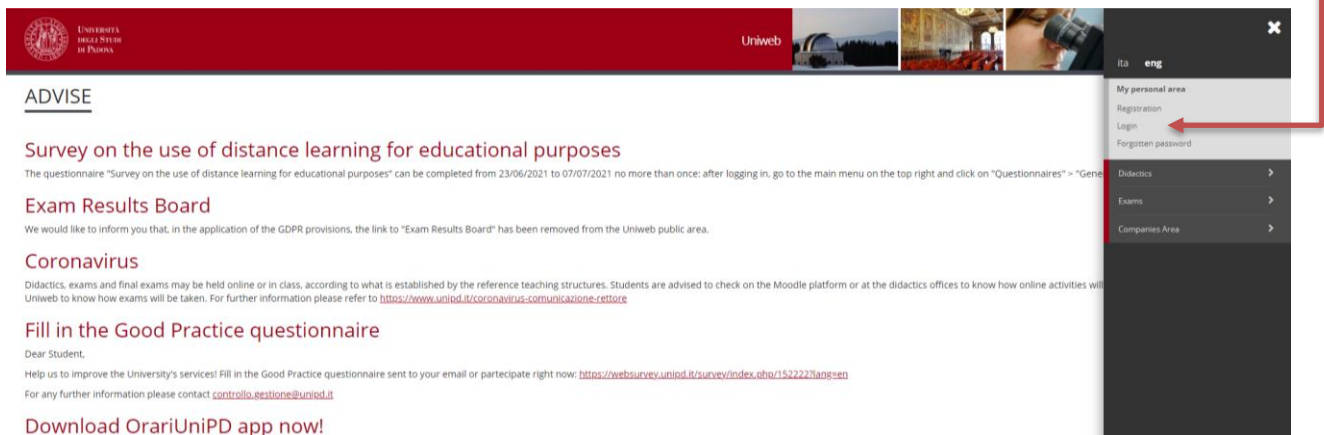
For online support call [Call centre](#)



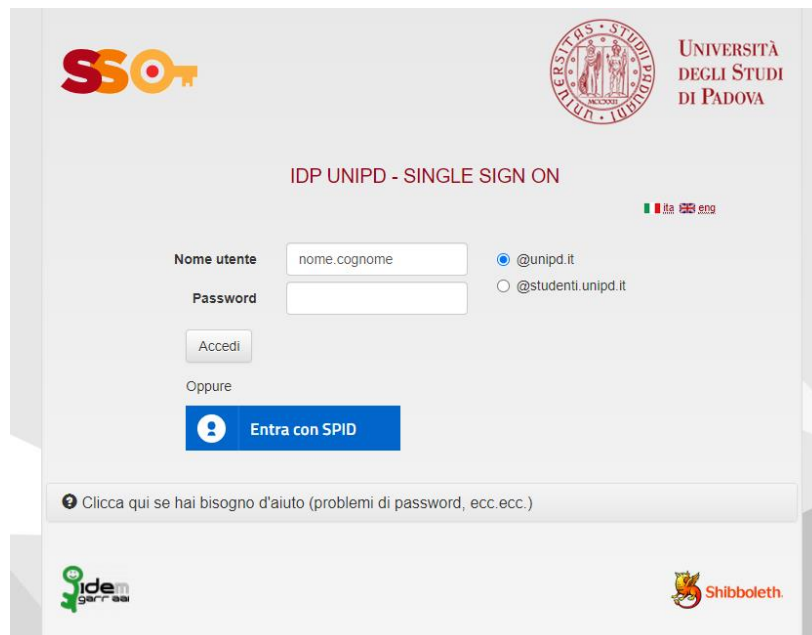
## STEP 2: LOG IN AND ENROLMENT

You can now go back to the homepage and Log in

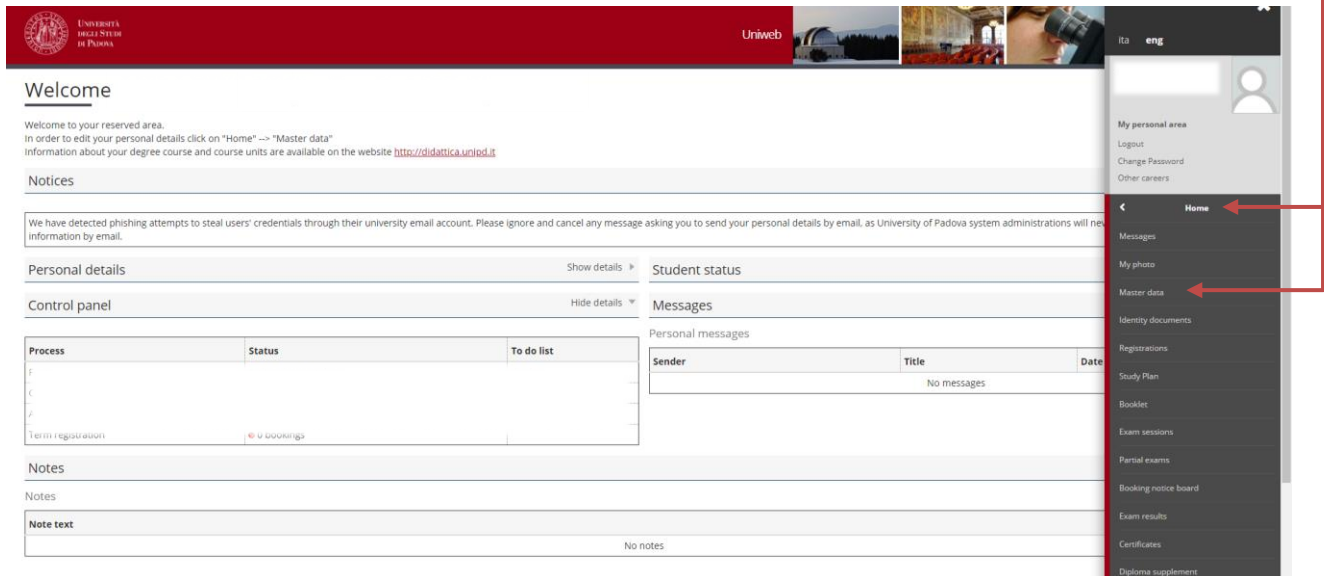
[https://uniweb.unipd.it/Home.do;jsessionid=6B297D055801F668C05866AD00F91271.jvm2c?cod\\_lingua=eng](https://uniweb.unipd.it/Home.do;jsessionid=6B297D055801F668C05866AD00F91271.jvm2c?cod_lingua=eng)



Type in your username and password



Click on Home and then on Master data



In the following page you can check and/or modify the personal data you specified in the Registration procedure by clicking on Edit. In particular you must click on Edit Contact details in order to give or deny the communication and/or the diffusion of your personal details. Then click on Edit Bank Account Refund data if you want to specify the data of the bank account for the payment of the fellowship . You can specify these data after you arrive in Italy and you open a bank account.

**Contact details**

Delivery of documents

E-mail

Mobile

Favourite language for communications

[Edit contact details](#) Use the link to edit Contact details

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**Data Bank Account (Refunds)**

Refund methods

Country

Bank

Bank Account Holder

Italian id. No. Bank Account Holder

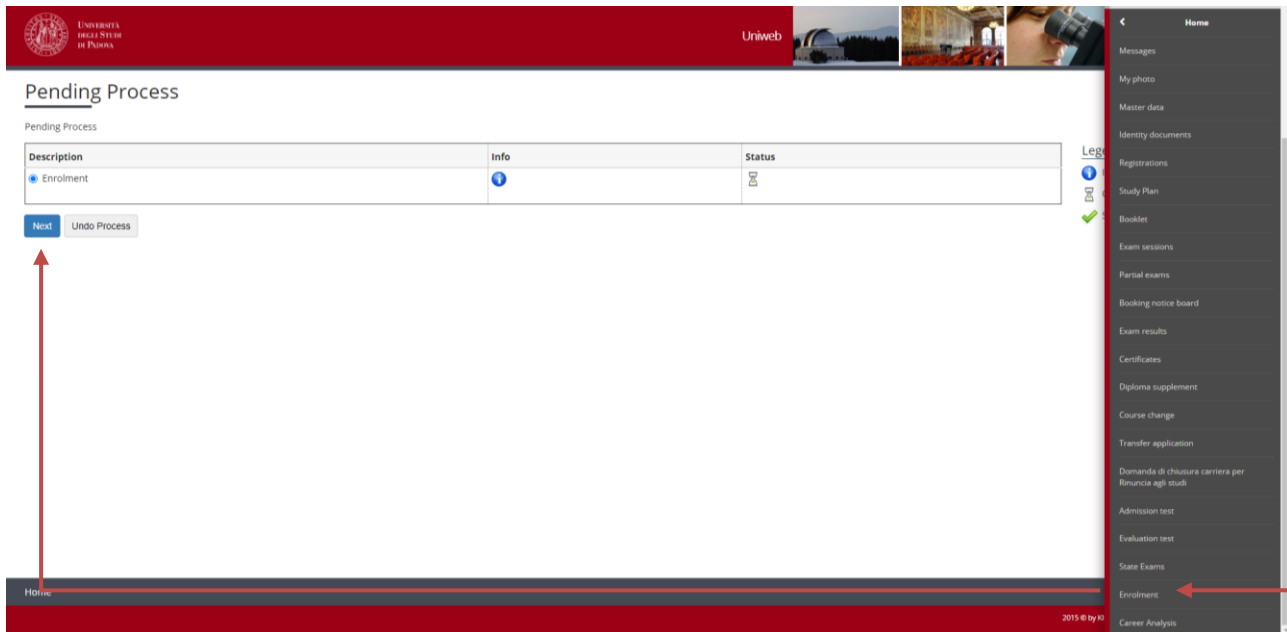
SWIFT rimborso

IBAN

Numero conto corrente estero

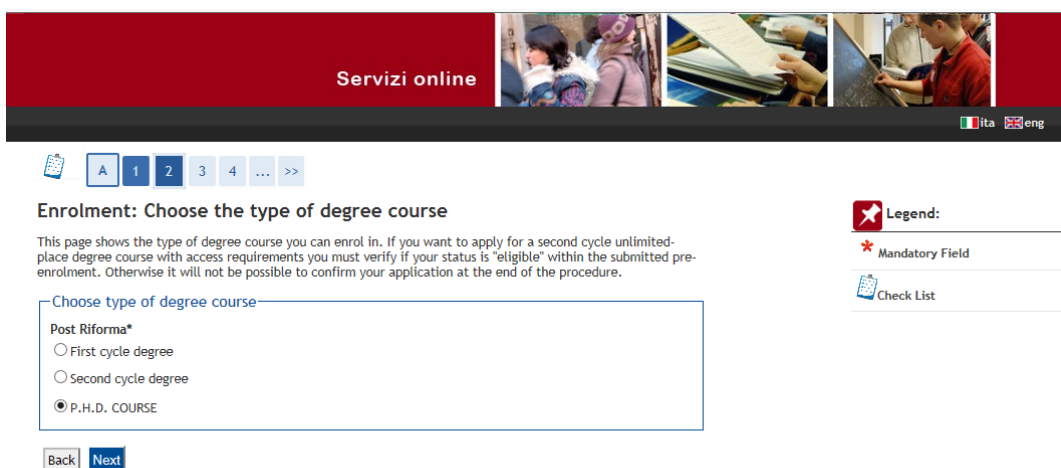
[Edit Bank Account Refund Data](#) Use the link to edit Bank Account Refund Details

Now click on Enrolment in the left menu and then at the bottom of the page



Click on Enrolment in unlimited-place degree courses and then on Next

Click on PhD Course



Choose the PhD course you want to enroll in and then on Next at the end of the page

Servizi online

Enrolment: Choose the degree course

This page shows the list of the degree courses you can enrol in

Choose the degree course

Department	Degree course
NESSUNA FACOLTA	<input type="radio"/> ANIMAL AND FOOD SCIENCE
	<input type="radio"/> ASTRONOMY
	<input type="radio"/> BIOMEDICAL SCIENCES
	<input type="radio"/> BIOSCIENCES
	<input type="radio"/> BRAIN, MIND AND COMPUTER SCIENCE
	<input type="radio"/> CIVIL AND ENVIRONMENTAL ENGINEERING SCIENCES
	<input type="radio"/> CLINICAL AND EXPERIMENTAL ONCOLOGY AND IMMUNOLOGY
	<input type="radio"/> CLINICAL AND EXPERIMENTAL SCIENCES
	<input type="radio"/> CROP SCIENCE
	<input type="radio"/> DEVELOPMENTAL MEDICINE AND HEALTH PLANNING SCIENCES
	<input type="radio"/> EARTH SCIENCES
	<input type="radio"/> ECONOMICS AND MANAGEMENT
	<input type="radio"/> FUSION SCIENCE AND ENGINEERING

Legend:  
 \* Mandatory Field  
 Check List

Confirm the data or go back if you want to change them

Servizi online

Confirm the degree course

This page summarizes your choices. If the information is correct, please confirm, otherwise click on "back" to edit and modify the information.

Degree course

Type of enrolment application	
School	NESSUNA FACOLTA
Type of qualification	P.H.D.
Type of degree course	P.H.D. COURSE
Academic year	2015/2016
Degree course	ANIMAL AND FOOD SCIENCE
Degree course structure	TRENTUNESIMO CICLO

Back Confirm

Legend:  
 \* Mandatory Field  
 Check List

In the next page, you will see a list of types of qualification (the first three are Italian qualifications). You should see a green tick on the qualification you specified during the registration phase. In this case, you only need to click on Next at the end of the page. If you want, you can add other qualifications.

Servizi online

ita eng

**Qualifications required**

The page requires you to confirm that you have the qualifications needed to complete your chosen pre-enrolment. You will first be asked to confirm that you have the required qualifications. You may also have to add an additional qualification from the options provided.

**Additional qualifications**

**⚠** To continue, please add an additional qualification from at least one of the options below. The tick in the 'Procedure status' box will turn green once you have successfully completed this part of the procedure.

**Option 1:**

Procedure status	Qualification	Notes	Qualification status	Options
<input checked="" type="checkbox"/>	Laurea		●	<a href="#">Add</a>

**Option 2:**

Procedure status	Qualification	Notes	Qualification status	Options
<input checked="" type="checkbox"/>	Laurea Magistrale		●	<a href="#">Add</a>

**Option 3:**

Procedure status	Qualification	Notes	Qualification status	Options
<input checked="" type="checkbox"/>	Laurea Specialistica		●	<a href="#">Add</a>

**Option 4:**

Procedure status	Qualification	Notes	Qualification status	Options
<input checked="" type="checkbox"/>	Foreign Qualification		●	<a href="#">Add</a>

**Any other qualifications**

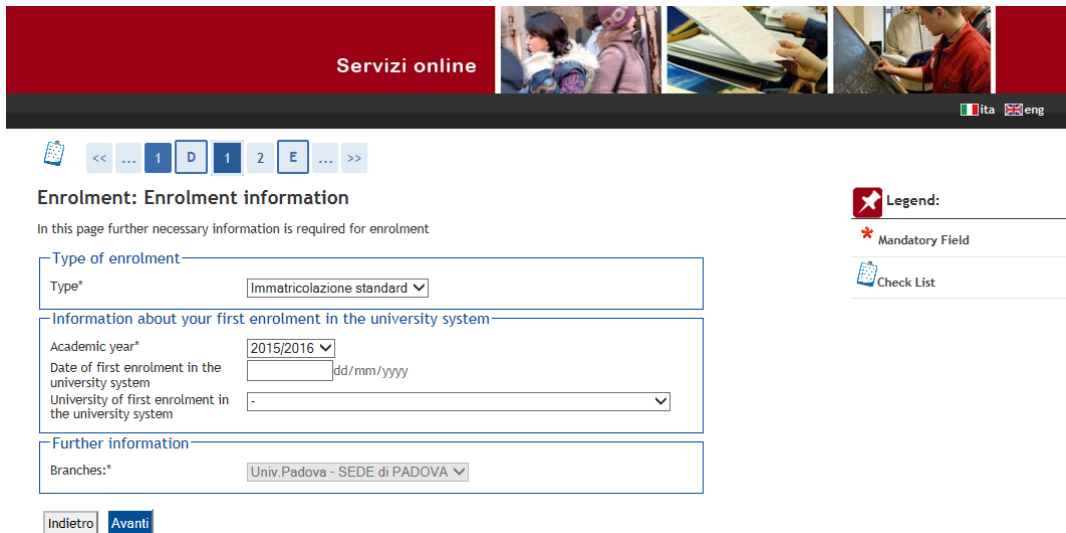
Qualification	Notes	Options
TITLE OF SUPERIOR SCHOOL	Qualification details: • Awarded year: 2010 • Status: Awarded	<a href="#">Add</a>

[Back](#)
[Next](#)

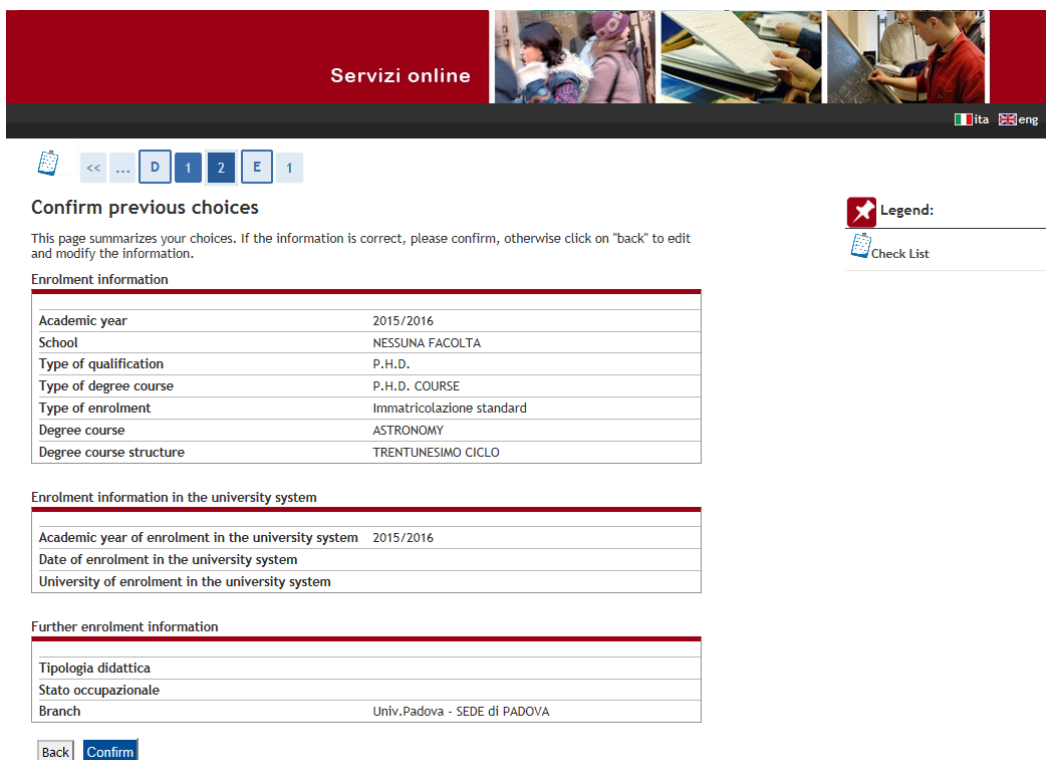
**Legend:**

- Check List
- Completed
- Not completed
- Qualification declared
- Compulsory qualification
- Non-compulsory qualification
- Edit qualification
- Display qualification
- Delete qualification

After clicking again on next you will be directed to that page where data on the first enrollment in the University System in Italy is provided (it means the first time you entered in an Italian University, even if it was not the University of Padova). You just need to verify or insert the academic year and click on 'Avanti'



You will be directed to a summary page where you have to click on Confirm at the end of the page



You will be directed to this page where you can print the enrollment form and the related documents or Proceed to a new enrollment.