

UNIVERSITY OF PADOVA ENROLLMENT PROCEDURE PhD COURSES 39th 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 from 24 November 2023 to 7 December 2023 at 13.00 (CET)

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 10 January 2024. 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 December 2023).
6. Upload the documents related to the application **duly filled in and signed and available on the webpage <https://www.unipd.it/en/en/further-phd-scholarships-39cycle>**:
 - 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.
In the case of joint attendance with Medical Specialization, Form 3 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 4 in case of scholarship funded by PNRR funds or PRIN 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 7 December 2023 at 13.00 (CET) and payment of the registration fee by 7 December 2023 at 23.59 (CET), 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 place become available following withdrawals, the following eligible candidates in the ranking may apply for such vacant places.

Please verify at the following link <https://www.unipd.it/en/en/further-phd-scholarships-39cycle> (English version available at <https://www.unipd.it/en/research/doctoral-degrees-phd-programmes/phd-programmes-calls-and-admissions>) under SUBENTRI (Vacant Places) the information on the procedures and the deadlines for 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,

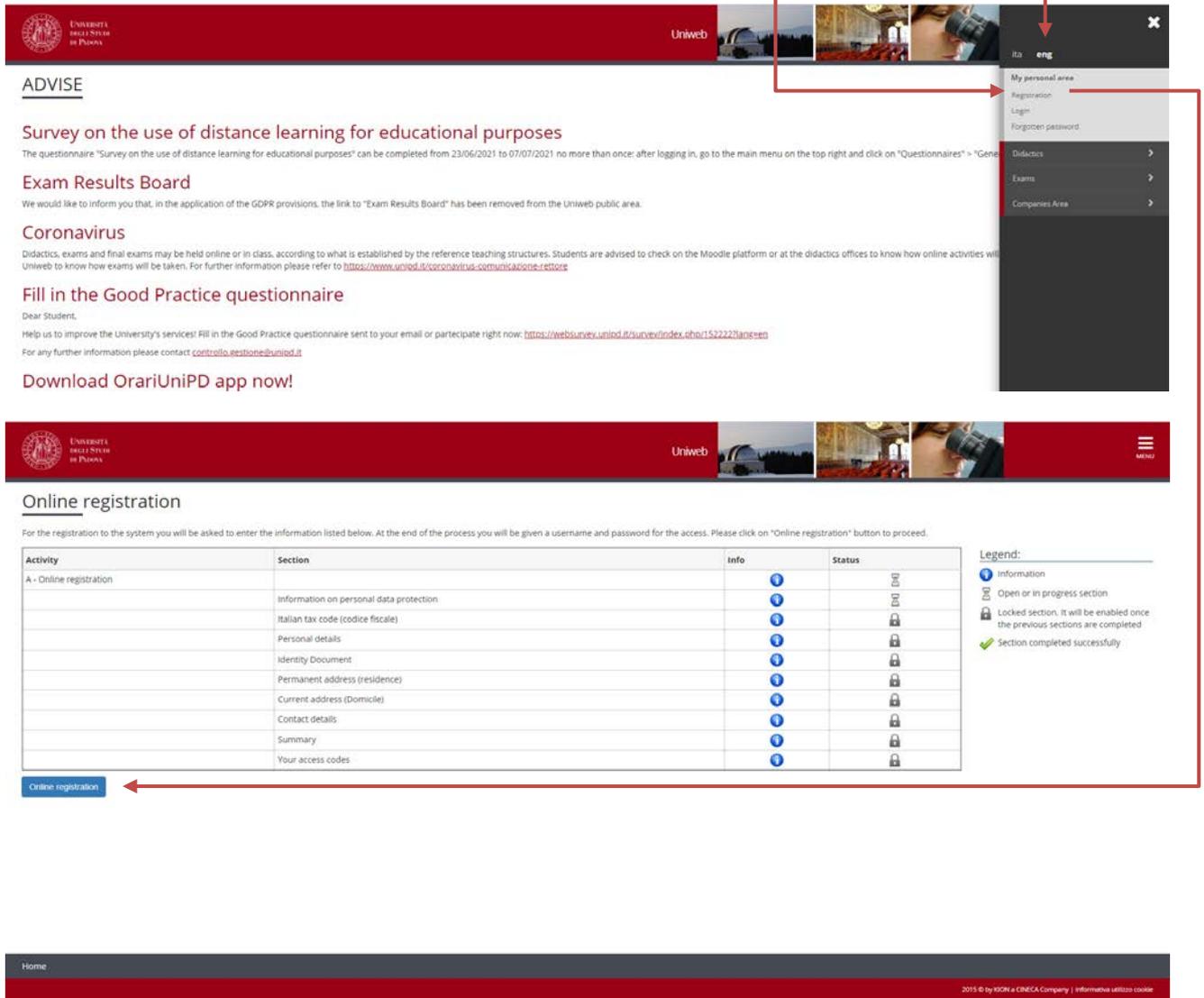
e-mail: phd.application@unipd.it

Helpdesk ph. 049/8271827 from 10.00 to 12.30 CET

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.unipd.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.unipd.it/survey/index.cfm?1522221a9e5en>
 For any further information please contact controllo@stazione@unipd.it

Download OrariUniPD app now!

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:

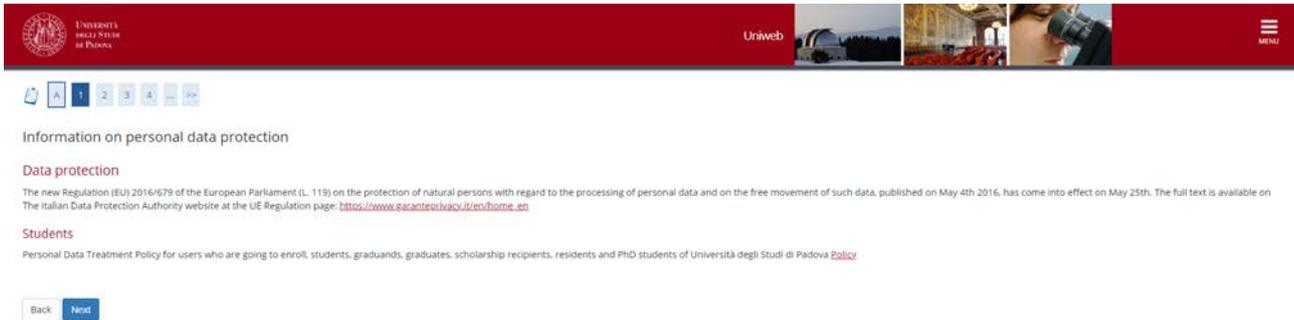
- Information
- Open or in progress section
- Locked section. It will be enabled once the previous sections are completed
- Section completed successfully

[Online registration](#)

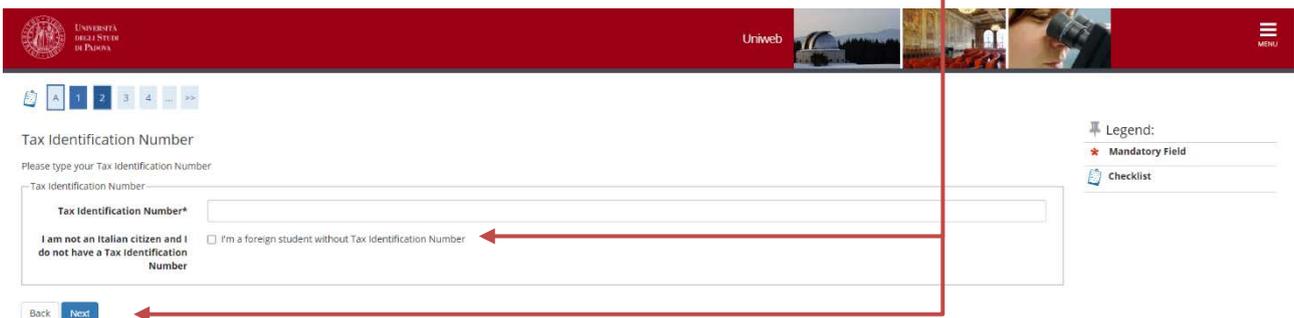
Home

2015 © by KION a CINCA Company | Informatica utilizzo cookie

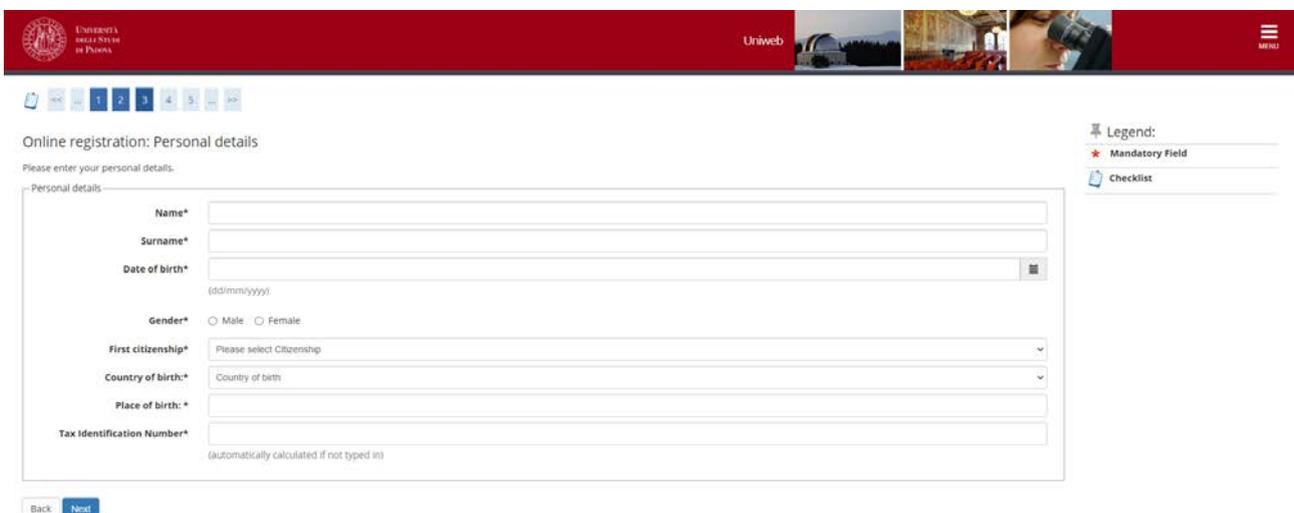
You will find the information on Data protection. After reading them, click on Forward at the end of the page



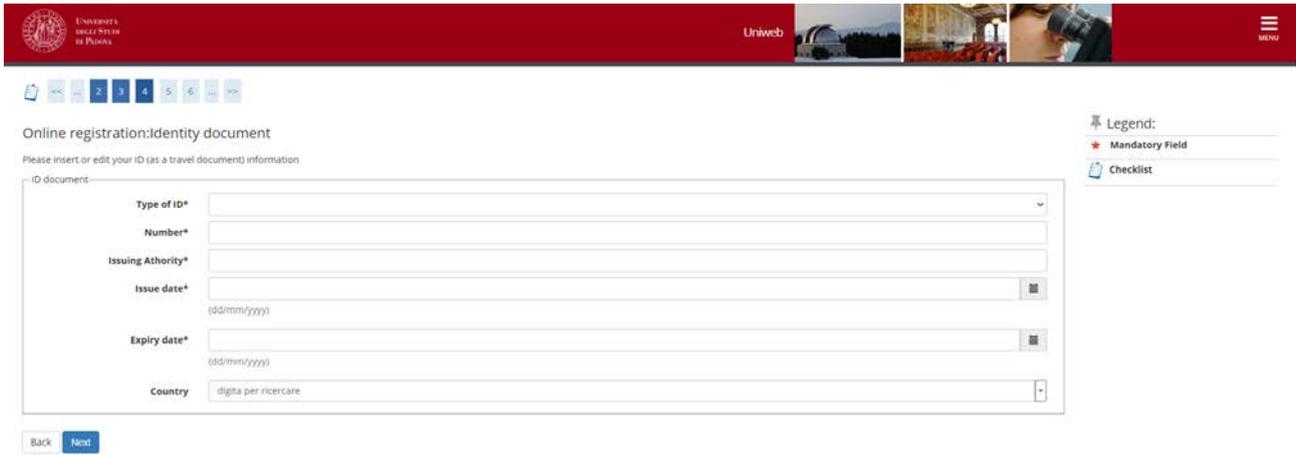
Then click on 'I am a foreigner and do not have an Italian code' and then on Next



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



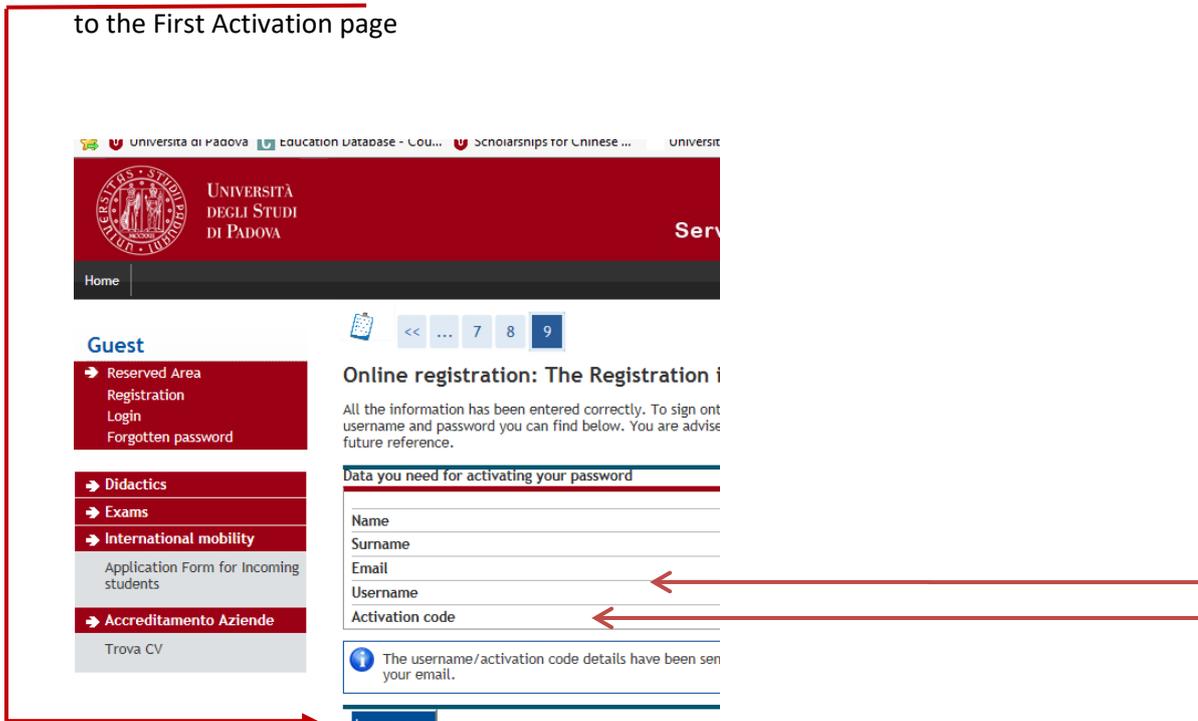
Fill the data of your Identity Document



The screenshot shows a web interface for online registration. At the top, there is a red header with the University of Padua logo and the text 'UNIVERSITÀ DEGLI STUDI DI PADOVA'. Below the header, there is a navigation bar with 'Univweb' and a menu icon. The main content area is titled 'Online registration: Identity document' and includes a sub-header 'Please insert or edit your ID (as a travel document) information'. The form contains several fields: 'Type of ID*' (dropdown), 'Number*' (text), 'Issuing Authority*' (text), 'Issue date*' (calendar icon, format dd/mm/yyyy), 'Expiry date*' (calendar icon, format dd/mm/yyyy), and 'Country' (dropdown with 'digita per ricercare'). A legend on the right indicates that a red asterisk denotes a 'Mandatory Field' and a blue document icon denotes a 'Checklist'. At the bottom of the form, there are 'Back' and 'Next' buttons.

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

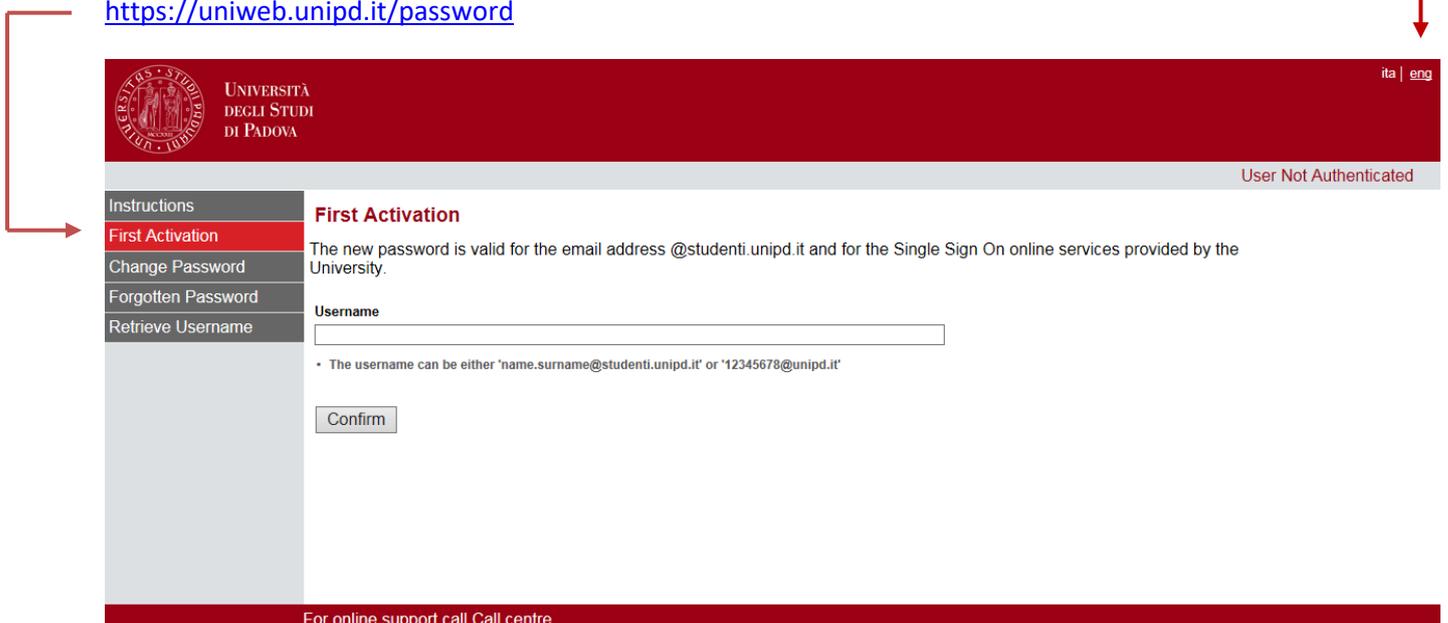
After clicking on 'Conferma' you will be directed to the page where you will find username and password.
Then click on Leave page. You will also receive an email with the same username and password and the link to the First Activation page



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 | Question List |
| Change Password | <p>Warning: 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 Univerity's secretary's office with a valid ID to set up a new password.</p> <p>Information Hai impostato il cellulare? Hai impostato il tuo indirizzo email personale?Go to your Uniweb profile to complete this information</p> <p>Question Add a question</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.

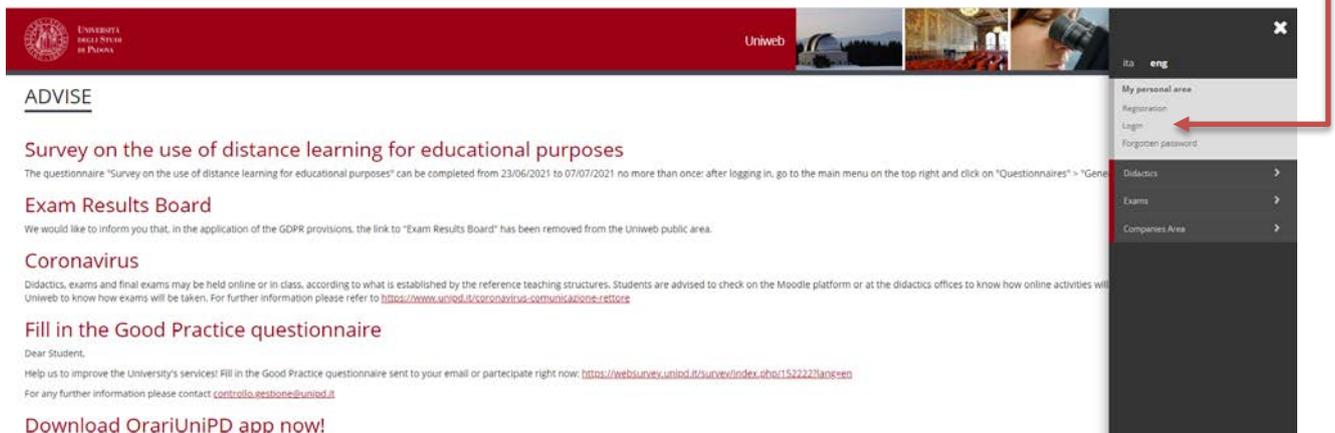
| | |
|--------------------|--|
| Instructions | Set User Password |
| First Activation | Chosen Password <input type="text"/> |
| Change Password | <ul style="list-style-type: none">• The password must contain both letters (without accents) and numbers, and must be at least 8 characters but no more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

For online support call [Call centre](#)

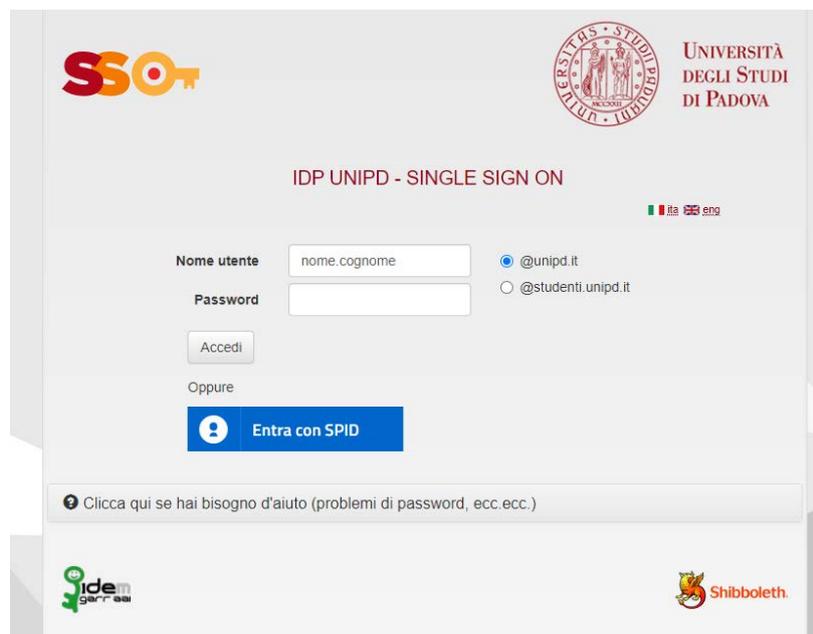
STEP 2: LOG IN AND ENROLMENT

You can now go back to the homepage and Log in

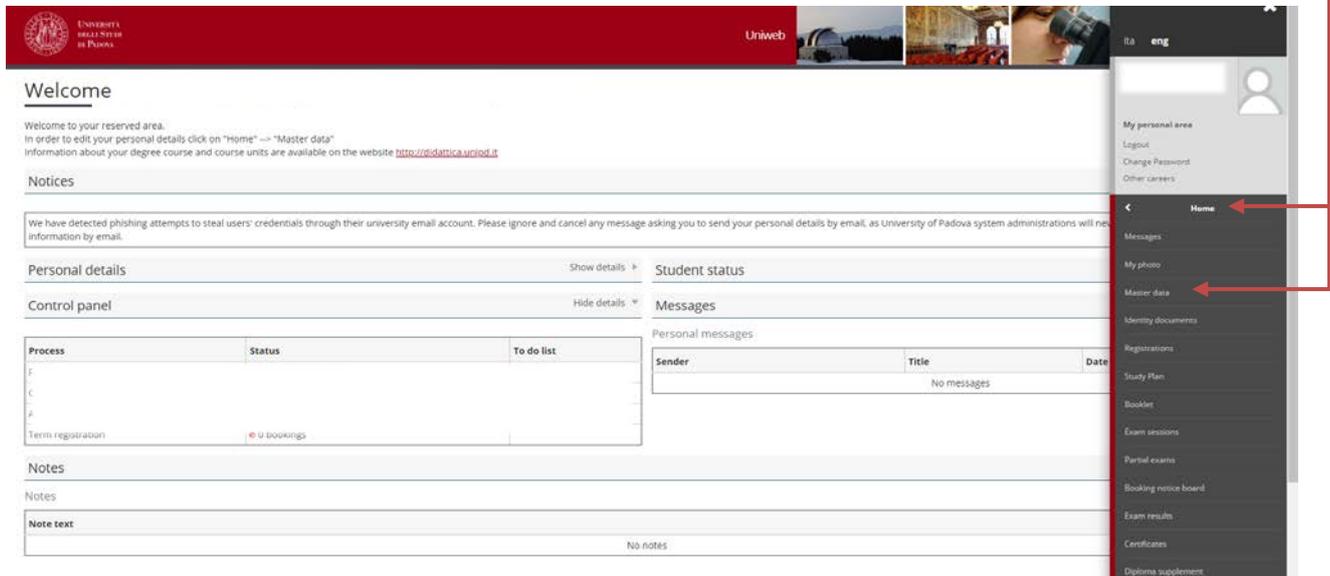
https://uniweb.unipd.it/Home.do;jsessionid=6B297D055801F668C05866AD00F91271.jvm2c?cod_lingua=eng



Type in your username and password

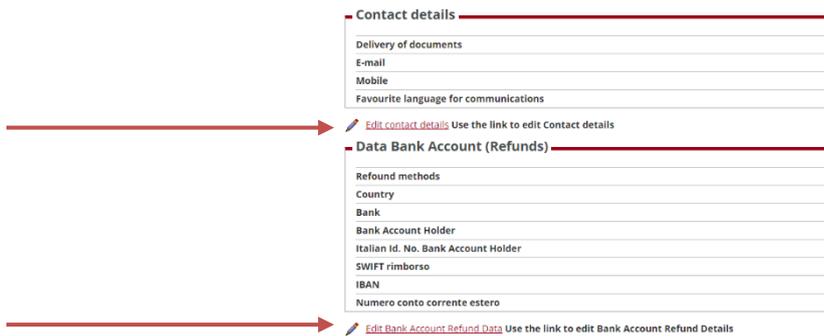


Click on Home and then on Master data



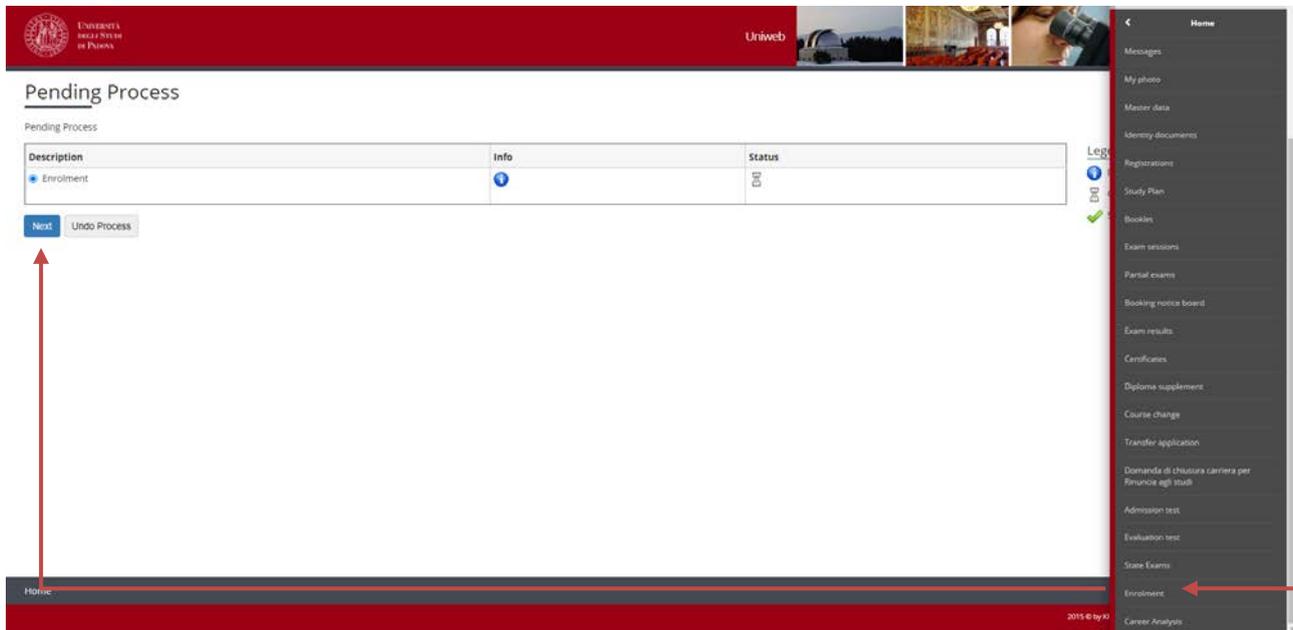
The screenshot shows the Univeb user interface. On the right side, there is a vertical navigation menu. The 'Home' option is highlighted with a red arrow, and the 'Master data' option is also highlighted with a red arrow. The main content area shows a 'Welcome' message and various sections like 'Personal details', 'Control panel', 'Messages', and 'Notes'.

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.



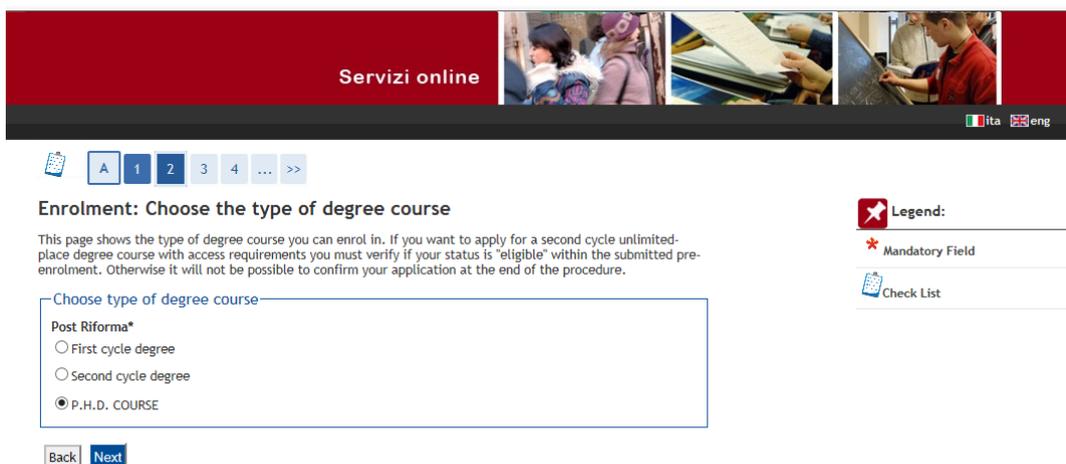
The screenshot shows two sections of the user interface. The first section is titled 'Contact details' and contains fields for 'Delivery of documents', 'E-mail', 'Mobile', and 'Favourite language for communications'. Below these fields is a link that says 'Edit contact details Use the link to edit Contact details'. The second section is titled 'Data Bank Account (Refunds)' and contains fields for 'Refound methods', 'Country', 'Bank', 'Bank Account Holder', 'Italian Id. No. Bank Account Holder', 'SWIFT rimborso', 'IBAN', and 'Numero conto corrente estero'. Below these fields is a link that says 'Edit Bank Account Refund Data Use the link to edit Bank Account Refund Details'. Red arrows point from the left to the 'Edit' links in both sections.

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



<< ... 1 2 3 4 5 ... >>

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



<< ... 2 3 4 B 1 ... >>

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 |

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 | | ● | Add |

Option 2:

| Procedure status | Qualification | Notes | Qualification status | Options |
|-------------------------------------|-------------------|-------|----------------------|---------------------|
| <input checked="" type="checkbox"/> | Laurea Magistrale | | ● | Add |

Option 3:

| Procedure status | Qualification | Notes | Qualification status | Options |
|-------------------------------------|----------------------|-------|----------------------|---------------------|
| <input checked="" type="checkbox"/> | Laurea Specialistica | | ● | Add |

Option 4:

| Procedure status | Qualification | Notes | Qualification status | Options |
|-------------------------------------|-----------------------|-------|----------------------|---|
| <input checked="" type="checkbox"/> | Foreign Qualification | | ● | Add Edit Delete |

Any other qualifications

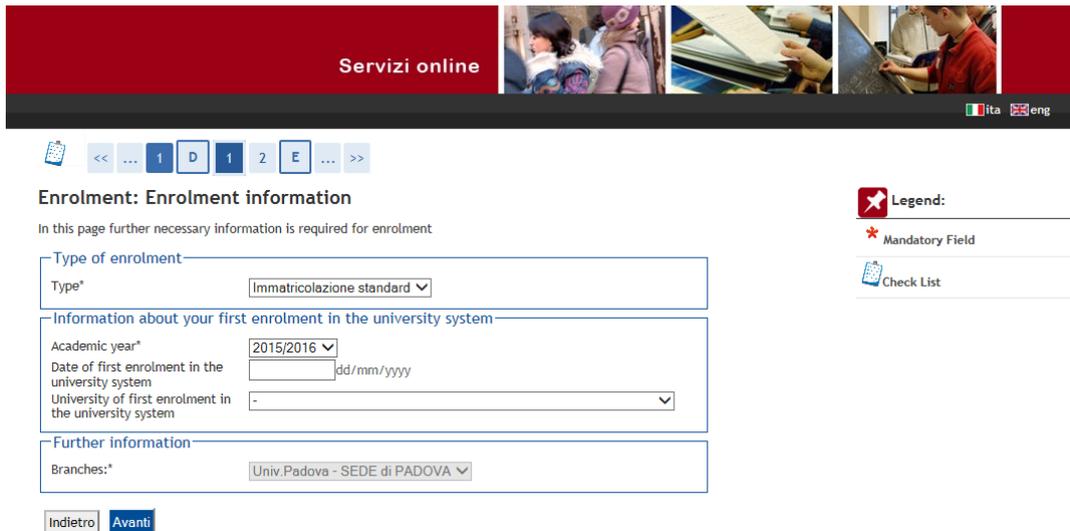
| Qualification | Notes | Options |
|--------------------------|---|---|
| TITLE OF SUPERIOR SCHOOL | Qualification details: • Awarded year: 2010 • Status: Awarded | Add Edit Delete |

Back Next

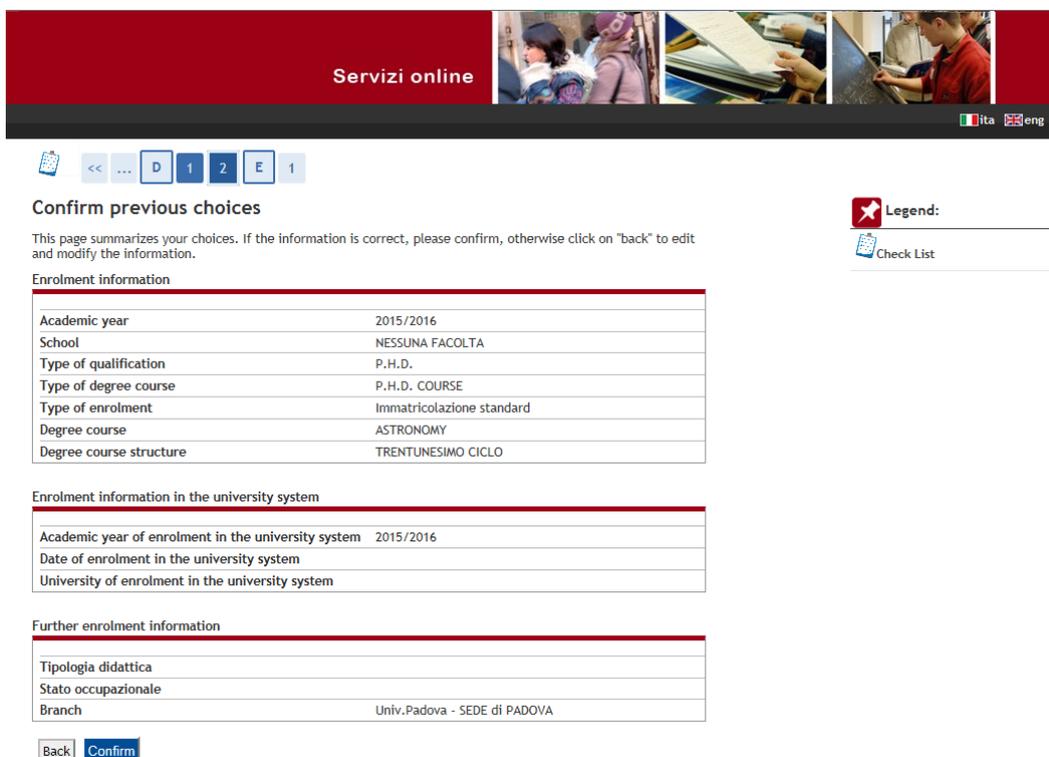
Legend:

-  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



| Enrolment information | |
|-------------------------|---------------------------|
| Academic year | 2015/2016 |
| School | NESSUNA FACOLTA |
| Type of qualification | P.H.D. |
| Type of degree course | P.H.D. COURSE |
| Type of enrolment | Immatricolazione standard |
| Degree course | ASTRONOMY |
| Degree course structure | TRENTUNESIMO CICLO |

| Enrolment information in the university system | |
|---|-----------|
| Academic year of enrolment in the university system | 2015/2016 |
| Date of enrolment in the university system | |
| University of enrolment in the university system | |

| Further enrolment information | |
|-------------------------------|------------------------------|
| Tipologia didattica | |
| Stato occupazionale | |
| Branch | Univ.Padova - SEDE di PADOVA |

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