



## UNIVERSITY OF PADOVA ENROLLMENT PROCEDURE PhD COURSES 37<sup>th</sup> SERIES - A.Y. 2021/2022

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 6 July 2021 to 29 July 2021 at 10.00 (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 8 October 2021. 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' – again on 'Enrolment' 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 30 September 2021).
6. Fill in and confirm the questionnaire related to the SARS-CoV-2 virus containment and contrast protocol
7. Upload the documents related to the application duly filled in and signed and available on the webpage <https://www.unipd.it/en/phd-programmes-calls-and-admissions>:
  - place acceptance form ( .pdf file max weight 3MB)
  - specific documentation of the place (maximum 4 .pdf files max weight 3MB). Here you can upload alternatively Form 1 for assignees with scholarships, Form 2 for winners of unfunded places or Form 3 for winners of a scholarship reserved to applicants resident outside Italy and holding a foreign qualification funded by Fondazione Cassa di Risparmio di Padova e Rovigo.  
In the case of joint attendance with Medical Specialization, Form 4 and the authorization of the Medical Specialization School must also be uploaded here in accordance with the provisions of art. 8 of the Call.  
Winners of the Industrial Doctorate place must attach here a copy of the payment relating to the Registration Fee made by the company.
  - *Possible*: students with a foreign admission qualification will have to attach a copy, in Italian or in English, of the academic qualification awarded abroad, complete with the declaration of value (only for academic qualifications awarded in non-EU countries), and a copy of the certificate indicating the names of the examinations taken and the relative marks. These documents must be legalised by Italian diplomatic or consular authorities
  - *Possible*: 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)
8. 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 € 189.00 through PagoPA following the instructions available on the page <https://www.unipd.it/en/pagopa>

IMPORTANT NOTICE: Winner of places reserved for applicants resident outside Italy and with foreign qualification funded by Fondazione Cassa di Risparmio di Padova e Rovigo do **not** have to pay the registration fee of 189.00 €.

Winners of Industrial Doctorate place do **not** have to pay the registration fee of 189.00 €; for these, the registration fee must be paid by the company and the receipt of the payment must be uploaded on the field *Specific documentation of the place*: for specific instructions contact the PhD Office.

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 29 July 2021 at 10.00 (CEST) and payment of the registration fee by 29 July 2021 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, the following may apply for such vacant places: winners who already enrolled without scholarship, winners of a place without funding who haven't enrolled by the deadline for the enrolment, the other eligible candidates in the ranking. Those candidates who within the application form indicated that they competed exclusively for unfunded places cannot apply for vacant places with fundings.

Please verify at the following link <https://www.unipd.it/bandi-graduatorie-dottorati> (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 189,00
- only the online completing of the enrollment form

Ufficio Dottorato e Post Lauream

Sede: via Venezia 15 - Padova

Postal address: Ufficio Dottorato e Post Lauream, via 8 Febbraio, 2 - 35122 Padova,

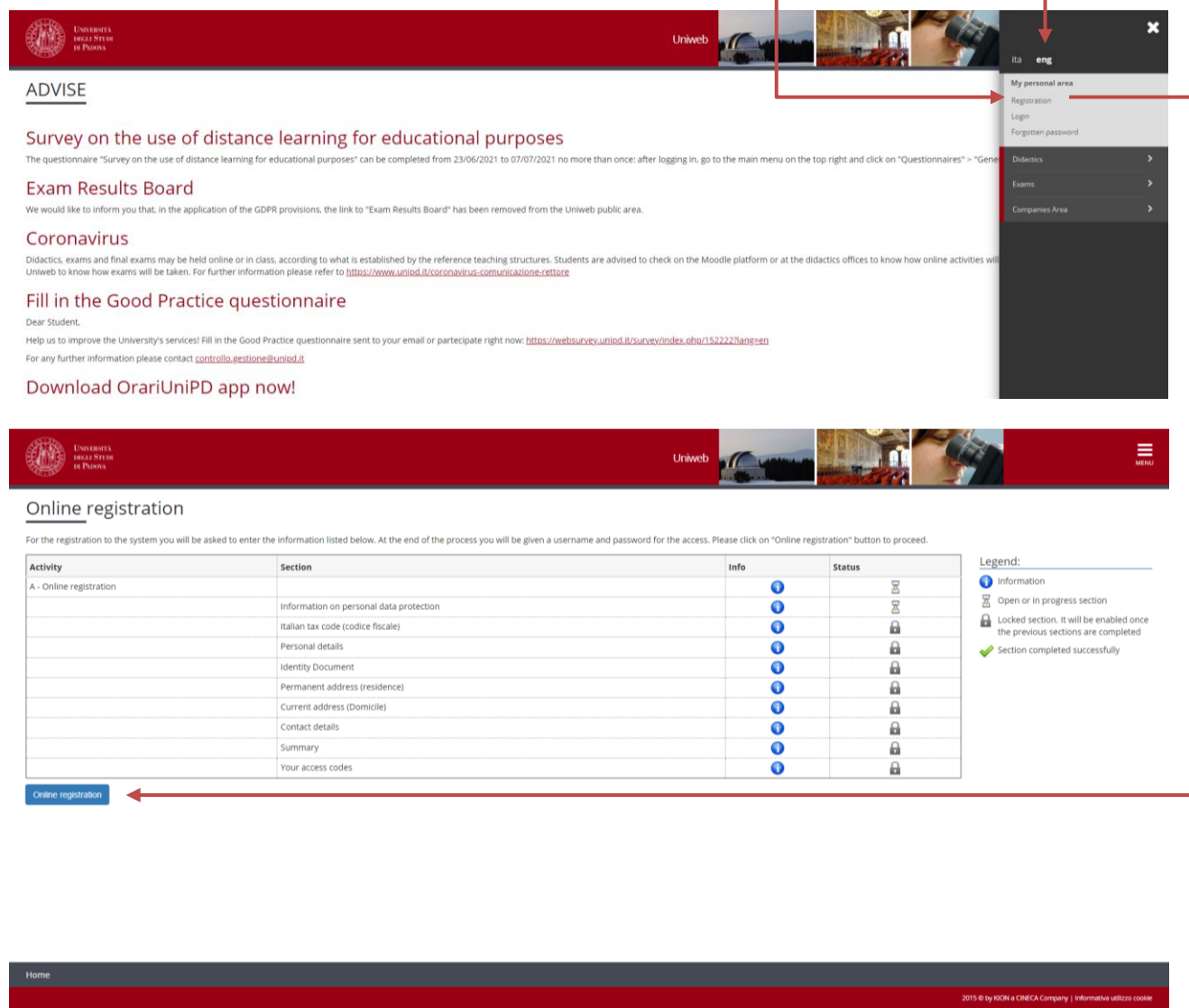
e-mail: [phd.application@unipd.it](mailto:phd.application@unipd.it)

Helpdesk ph. 049/8276089 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.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.php/152222?lang=en>  
For any further information please contact [controllo.gestione@unipd.it](mailto:controllo.gestione@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:**

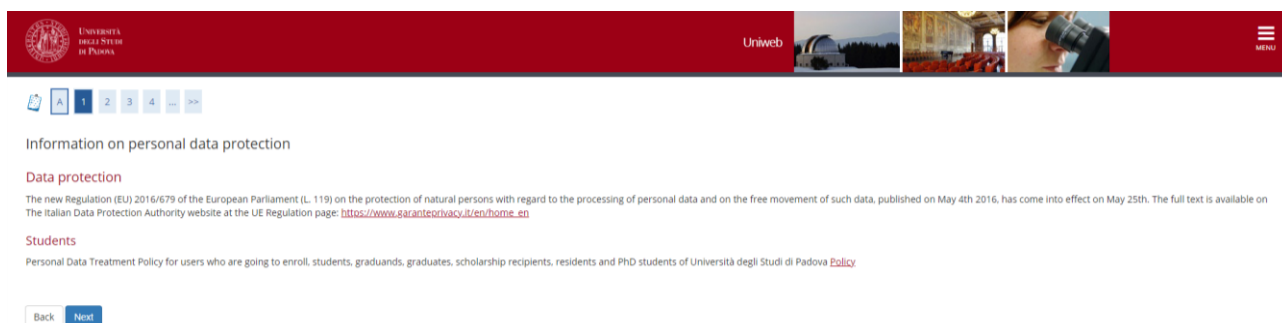
- Information
- Open or in progress section
- Locked section. It will be enabled once the previous sections are completed
- Section completed successfully

**Online registration**

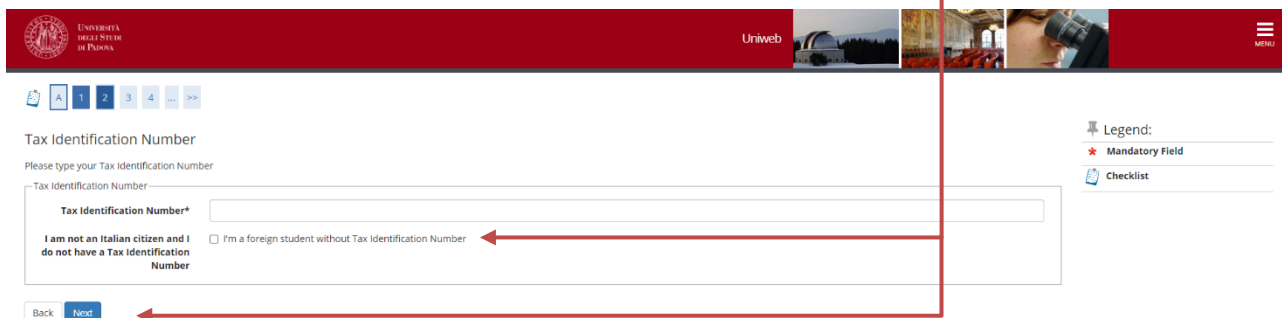
Home

2015 © by KION a CINECA Company | Informatica utilizzo cookie

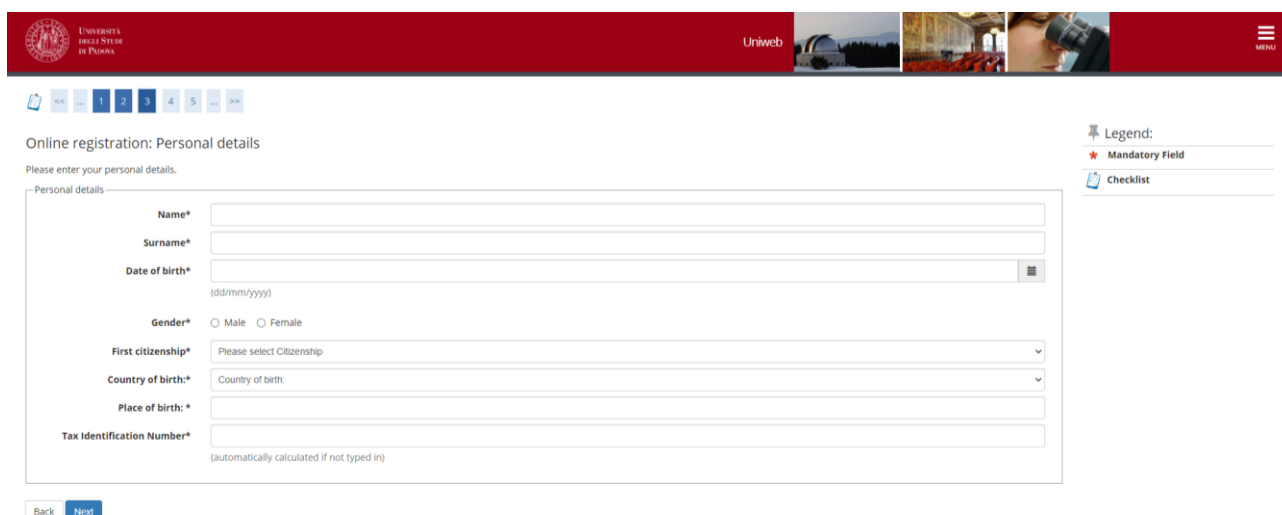
You will find the information on Data protection. After reading them, click on Forward at the end of the page



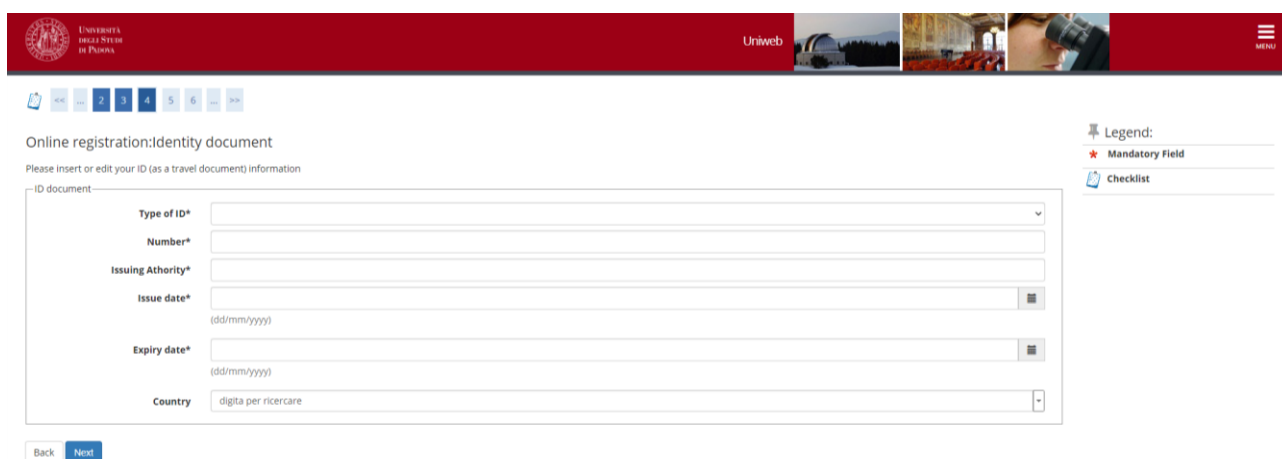
Then click on 'I am a foreigner and do not have an Italian code' and then on Next



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



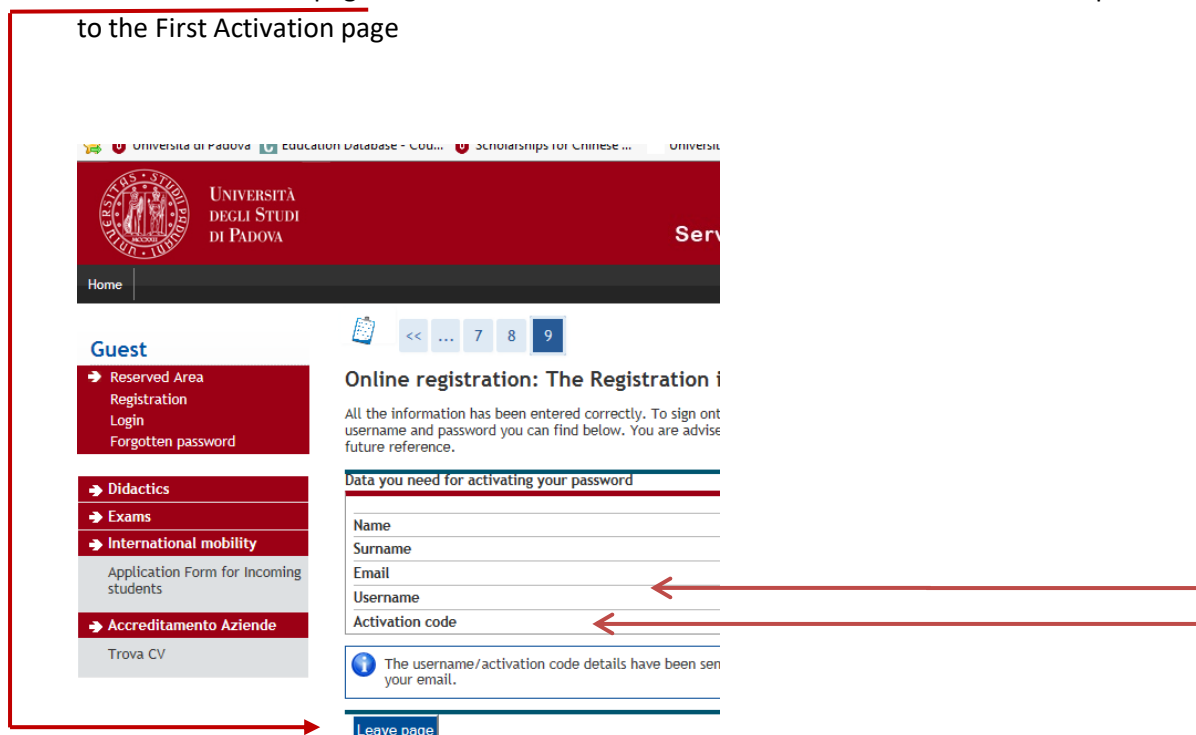
## Fill the data of your Identity Document



The screenshot shows a web interface for online registration. At the top, there is a red header bar with the University of Padua logo on the left, the text 'Univweb' in the center, and a 'MENU' button on the right. Below the header, there is a navigation bar with a series of numbered tabs (1-6) and a '3/3' indicator. 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 itself is titled 'ID document' and contains several fields: 'Type of ID\*' (a dropdown menu), 'Number\*' (a text input), 'Issuing Authority\*' (a text input), 'Issue date\*' (a date picker with a calendar icon and the format 'dd/mm/yyyy'), 'Expiry date\*' (a date picker with a calendar icon and the format 'dd/mm/yyyy'), and 'Country' (a dropdown menu with the placeholder text 'digita per ricercare'). To the right of the form, there is a 'Legend' section with a red star icon labeled 'Mandatory Field' and a blue document icon labeled '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

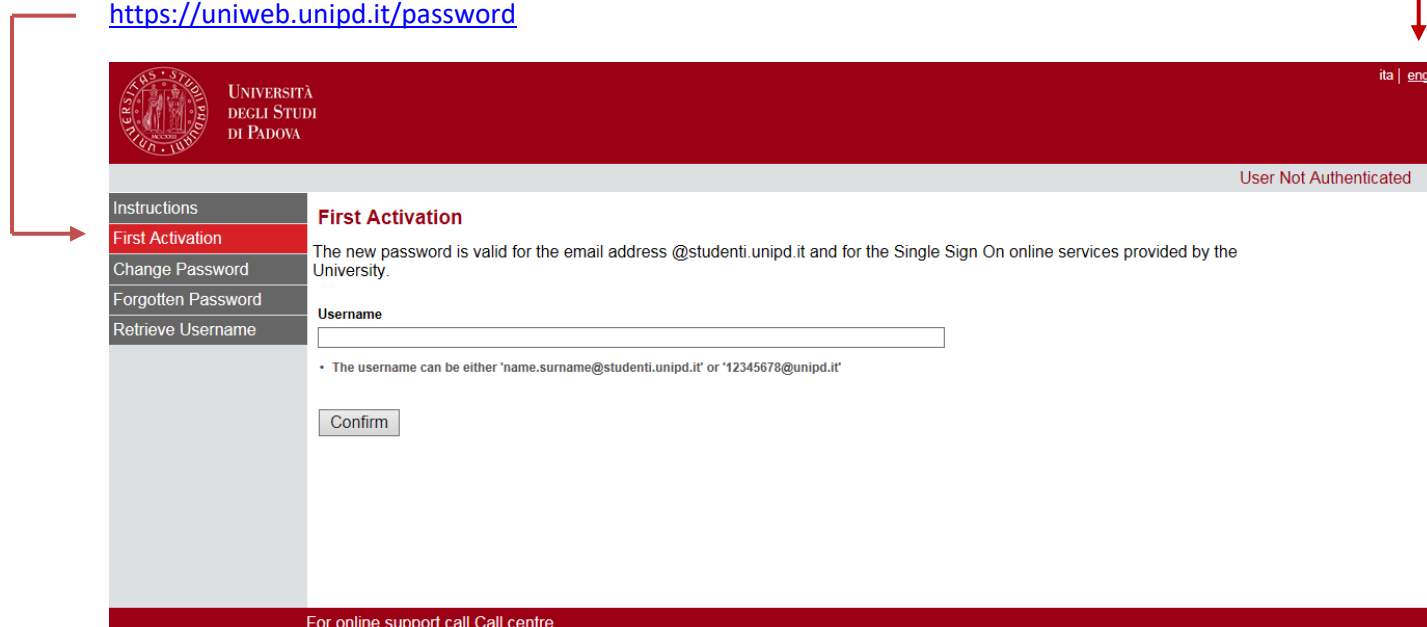
After clicking on 'Conferma' you will be directed to the page where you will find username and password.  
Then click on Leave page. You will also receive an email with the same username and password and the link to the First Activation page



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	
Forgotten Password	
Retrieve Username	
	<div><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><b>Information</b> Hai impostato il cellulare? Hai impostato il tuo indirizzo email personale? Go to your Uniwed profile to complete this information</div> <div>Question <a href="#">Add a question</a></div>
For online support call <a href="#">Call centre</a>	

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

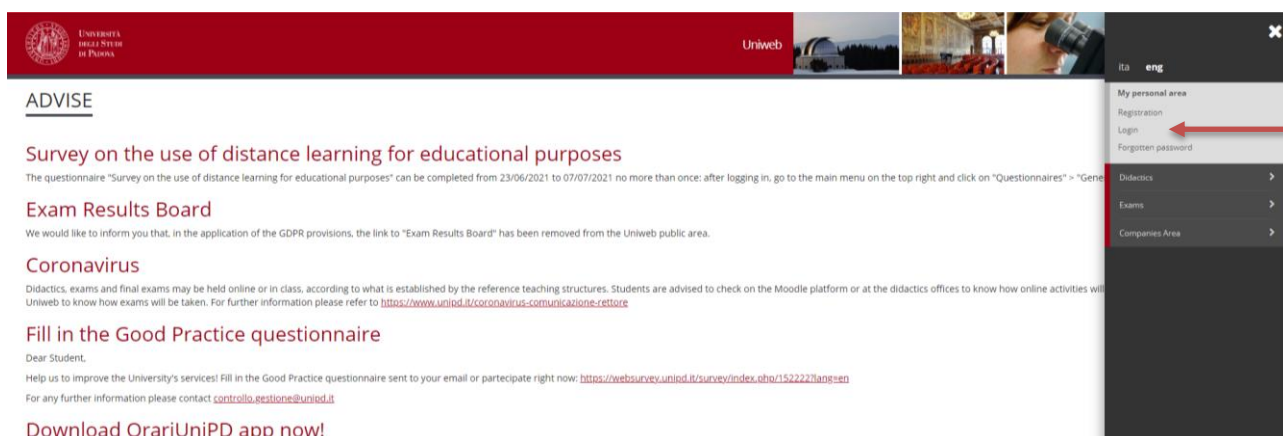
Instructions	Set User Password
First Activation	
Change Password	Chosen Password <input type="password"/>
Forgotten Password	<ul style="list-style-type: none"><li>• The password must contain both letters (without accents) and numbers, and must be at least 8 characters but no more than 12</li><li>• The 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>
Retrieve Username	Confirm Your Password <input type="password"/> <input type="button" value="Confirm"/>
For online support call <a href="#">Call centre</a>	



## STEP 2: LOG IN AND ENROLMENT

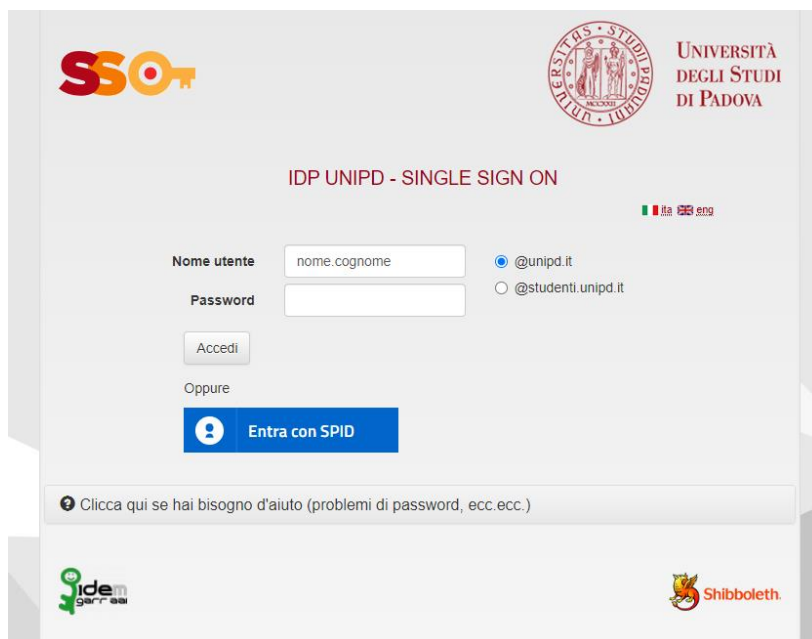
You can now go back to the homepage and Log in

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



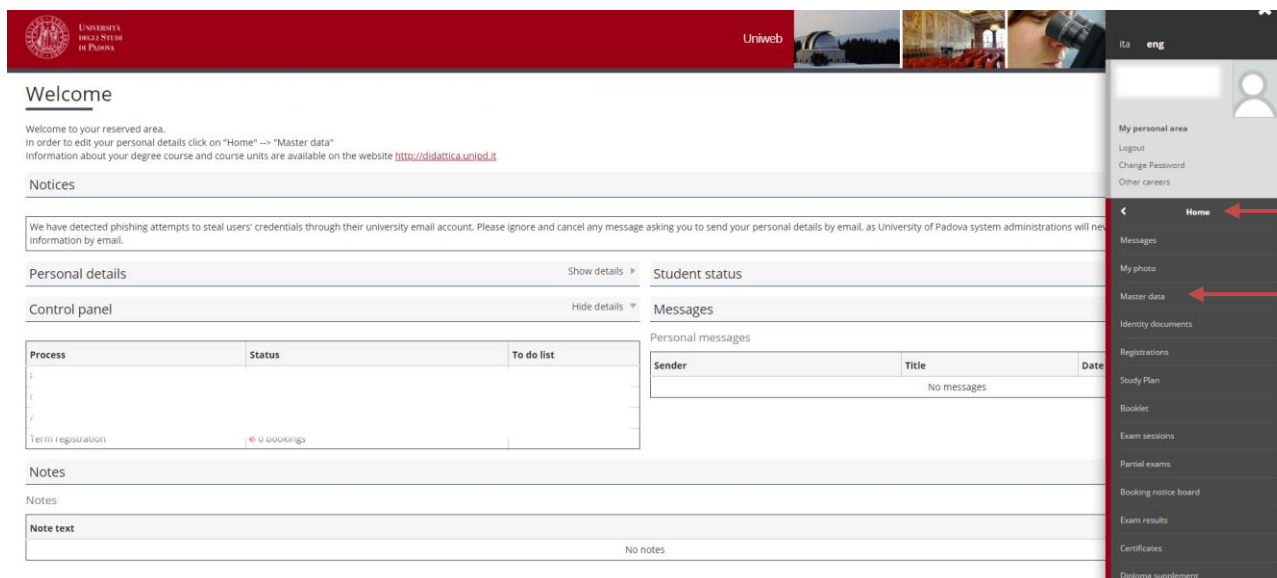
The screenshot shows the Uniweb homepage with a red header bar containing the University of Padua logo and the Uniweb logo. A dropdown menu is open on the right side, showing options: "My personal area", "Registration", "Login" (highlighted with a red arrow), and "Forgotten password". Below the header, the page content includes sections for "ADVISE", "Survey on the use of distance learning for educational purposes", "Exam Results Board", "Coronavirus", "Fill in the Good Practice questionnaire", and "Download OrariUniPD app now!".

Type in your username and password



The screenshot shows the "IDP UNIPD - SINGLE SIGN ON" login page. It features the SSO logo and the University of Padua logo. The page has a light gray background with a white login form. The form includes fields for "Nome utente" (username) and "Password", and a radio button to select the email domain (@unipd.it or @studenti.unipd.it). There is an "Accedi" button and an "Oppure" section with a blue "Entra con SPID" button. At the bottom, there is a link for help: "Clicca qui se hai bisogno d'aiuto (problemi di password, ecc. ecc.)". Logos for "idem" and "Shibboleth" are visible at the bottom.

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

Data Bank Account (Refunds)

Refund methods

Country

Bank

Bank Account Holder

Italian Id. No. Bank Account Holder

SWIFT rimborso

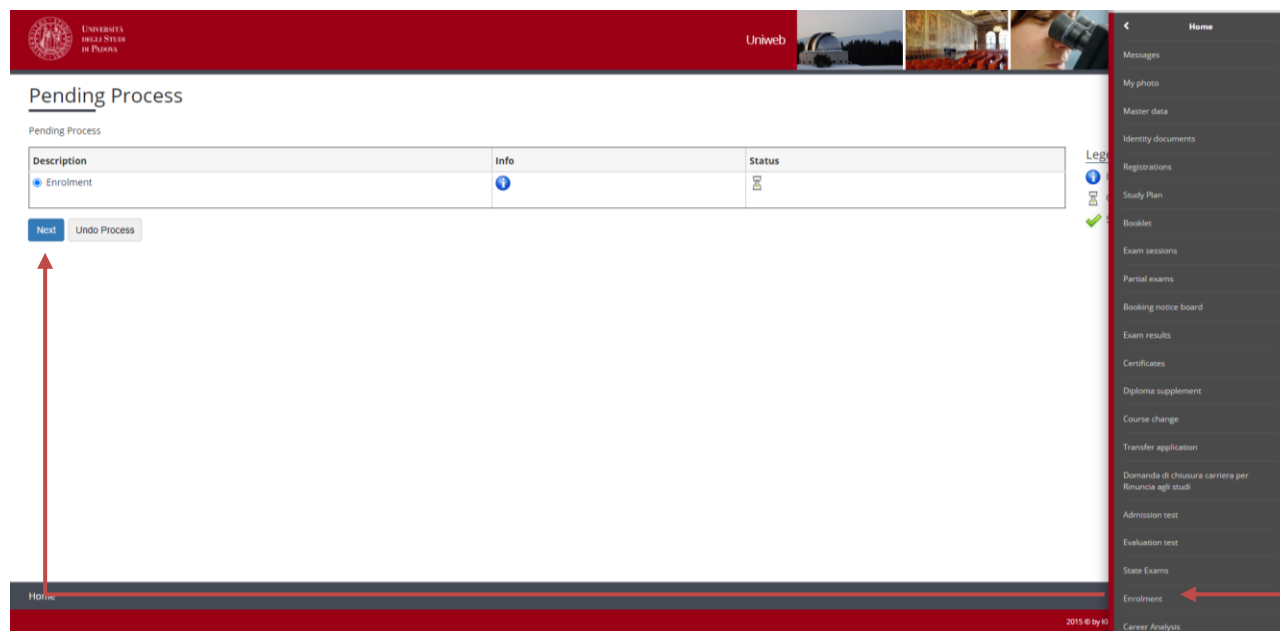
IBAN

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



**Pending Process**

Pending Process

Description	Info	Status
Enrolment	<a href="#">Info</a>	DD

[Next](#) [Undo Process](#)

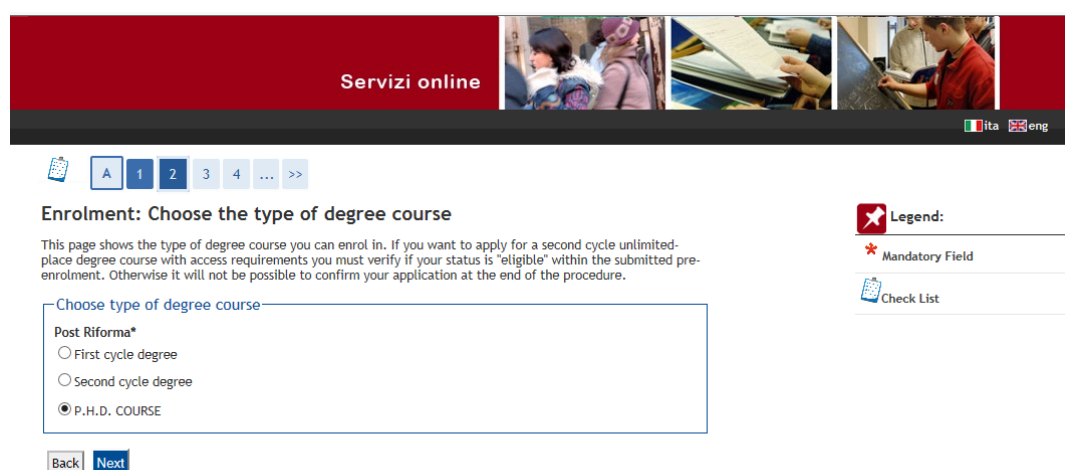
Home

2015 © by IT

Home  
Messages  
My photo  
Master data  
Identity documents  
Registrations  
Study Plan  
Booklet  
Exam sessions  
Partial exams  
Booking notice board  
Exam results  
Certificates  
Diploma supplement  
Course change  
Transfer application  
Domanda di chiusura carriera per  
Rinuncia agli studi  
Admission test  
Evaluation test  
State Exams  
**Enrolment**  
Career Analysis

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

Click on PhD Course



**Servizi online**

Italia eng

1 2 3 4 ... >>

**Enrolment: Choose the type of degree course**

This page shows the type of degree course you can enrol in. If you want to apply for a second cycle unlimited-place degree course with access requirements you must verify if your status is "eligible" within the submitted pre-enrolment. Otherwise it will not be possible to confirm your application at the end of the procedure.

Choose type of degree course

Post Riforma\*

☐ First cycle degree

☐ Second cycle degree

☒ P.H.D. COURSE

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

**Legend:**

\* Mandatory Field

Check List

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

Back


Confirm




Legend:


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










### 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		<span style="color: red;">●</span>	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</a>




**Option 2:**

Procedure status	Qualification	Notes	Qualification status	Options
<input checked="" type="checkbox"/>	Laurea Magistrale		<span style="color: red;">●</span>	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</a>




**Option 3:**

Procedure status	Qualification	Notes	Qualification status	Options
<input checked="" type="checkbox"/>	Laurea Specialistica		<span style="color: red;">●</span>	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</a>

**Option 4:**










Procedure status	Qualification	Notes	Qualification status	Options
<input checked="" type="checkbox"/>	Foreign Qualification		<span style="color: green;">●</span>	  

**Any other qualifications**

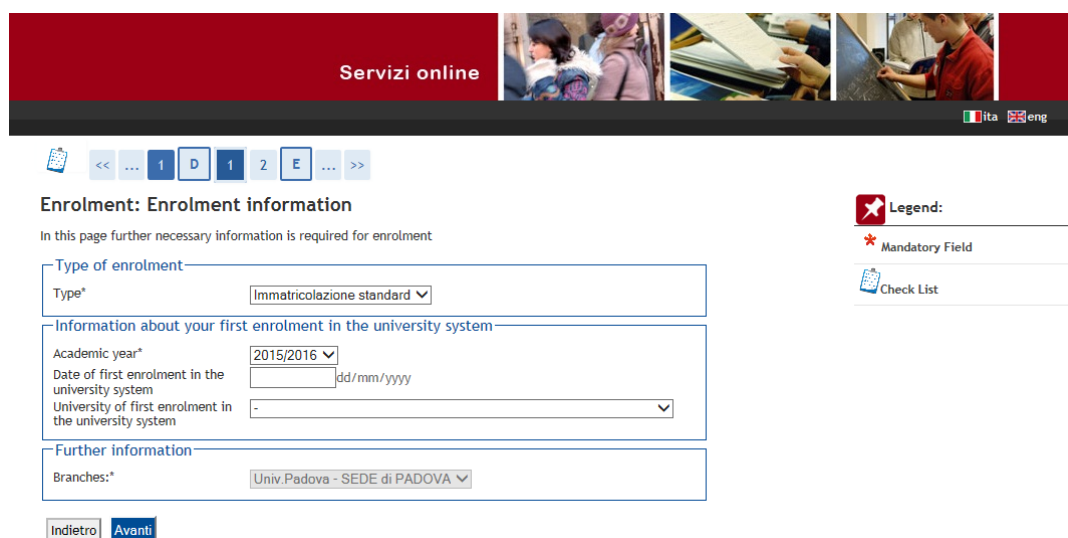
Qualification	Notes	Options
TITLE OF SUPERIOR SCHOOL	Qualification details: • Awarded year: 2010 • Status: Awarded	  

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

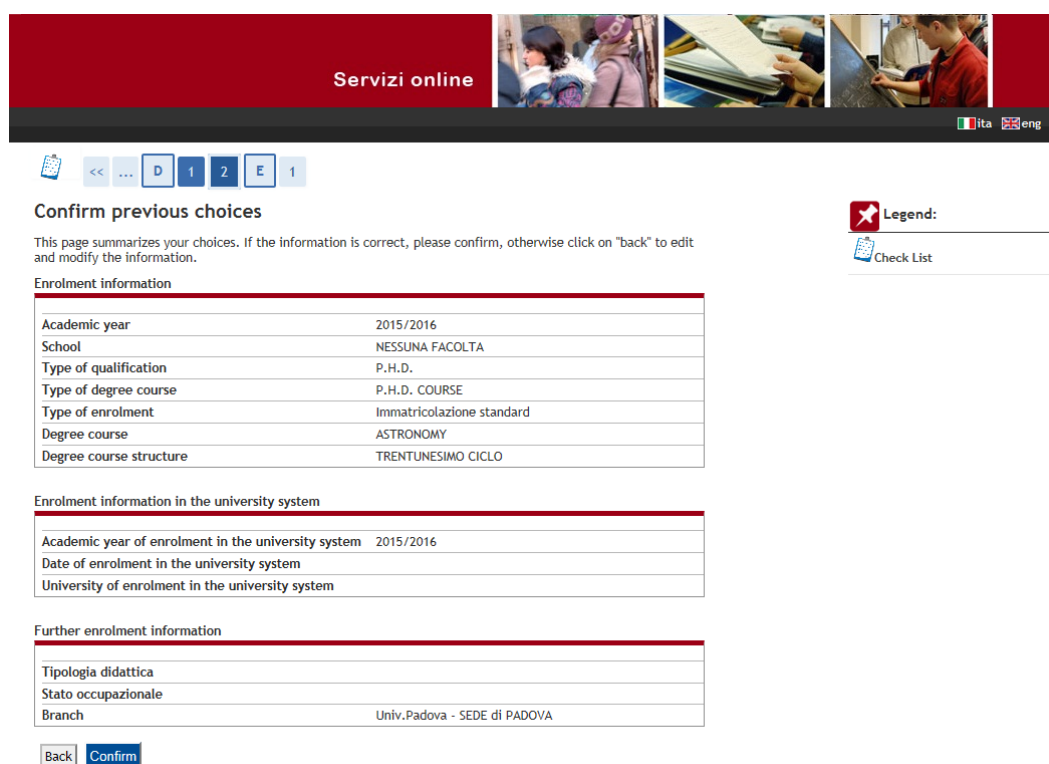
**Legend:**

-  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.