TECHNICAL INSTRUCTIONS FOR COMPLETING THE ENROLMENT IN THE PROFESSIONAL COURSES A.Y. 2020/2021

- IN THE EVENT THAT YOU HAVE AN ACTIVE CAREER IN A “CORSO DI SPECIALIZZAZIONE PER LE ATTIVITÀ DI SOSTEGNO DIDATTICO AGLI ALUNNI CON DISABILITÀ” AT THE UNIVERSITY OF PADUA, YOU HAVE TO FOLLOW THE INSTRUCTIONS REPORTED IN POINT 2;

The completion of the enrolment of the candidates classified as winners will be divided into these steps:

POINT N. 1

A) you have to confirm the enrolment via web no later than the date and time indicated at the bottom of the published ranking list:

- link to https://pica.cineca.it/unipd and access the relevant area;
- select your own username at the top right of the page and click on My Dashboard;
- select the Professional Course you wish to enrol and click on Conferma;
- verify in your inbox (e-mail address used when you have registered in PICA) a mail from uniweb@mail.uniweb.unipd.it with the credentials to access to uniweb (www.uniweb.unipd.it). Eventually check the spam in your mail box [Please note.in the event that you lost your password or it is incorrect contact the University Call Center (phone number: 049/8273131 – email: callcentre@unipd.it)];
- access the relevant area by clicking on login and entering username and password
- select “Menu” – click on Didattica – Foto and upload your own color photo, which must be:
  ✓ ID photo style, "front image" type and must show only the recent and clearly recognizable subject;
  ✓ without writing and not damaged;
  ✓ the dimensions must preferably be 35 mm wide and 40 high (Max 40 MB);
  ✓ with uniform background, preferably clear;
  ✓ not out of focus and clearly distinguishable;
  ✓ in .jpeg o .jpg format;
- you have to proceed to the payment of the enrolment fee through PagoPA procedure:
  ✓ select Menù at the top right and exit to the “Didattica” record;
  ✓ select the record “Diritto allo studio, disabilità / DSA, corsi estivi” > Contribuzione;
  ✓ the code of the debit note relating to the Professional course you wish to enrol in will be selectable;
  ✓ clicking on the code of the debit note, the red record “PagoPA” will appear;
  ✓ proceed to the payment by selecting the red record PagoPA;

In the following special cases:

1. Payment of the enrolment fee through the Carta docente modality: you have to send a copy of the receipt to the email formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list. You can find the amount to be paid for each Professional Course in the corresponding admission notice;
If the enrolment fee is higher than the value of the Carta docente, you have to make the payment of the remaining amount via PagoAtenei.
Link to https://unipd.pagoatenei.cineca.it.
Click on “Pagamento spontaneo” and enter the necessary data to proceed with the payment.
Select Motivo di pagamento and exit to the record “DIDA18 - Tassa di iscrizione Corsi di Perfezionamento/Alta formazione”; and in the field Causale digit “Immatricolazione name of the Professional course and student’s name-surname”.
Click on “pagamento immediato”, at the bottom of the page, and proceed with the payment.
Download the payment receipt and send it, with a copy of the carta docente payment receipt, to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

2. Contribution payment by third parties; the third party has to make the payment via PagoAtenei.
   Link to https://unipd.pagoatenei.cineca.it.
   Click on “Pagamento spontaneo” and enter the necessary data to proceed with the payment.
   Select Motivo di pagamento and exit to the record “DIDA18 - Tassa di iscrizione Corsi di Perfezionamento/Alta formazione”; and in the field Causale digit “Immatricolazione name of the Professional course and student’s name-surname”.
   Click on “pagamento immediato”, at the bottom of the page, and proceed with the payment. You can find the amount to be paid for each Professional Course in the corresponding admission notice;
   Download the payment receipt and send it, with a copy of the carta docente payment receipt, to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

B) The Post Lauream Office will verify the application and the payment of the enrolment fee. **It will therefore not be necessary to appear in person at the Office.**

If the application is correct and the payment of the contribution is acquired, the enrolment will be completed automatically within 15 days from the payment acquisition; a telephone or e-mail contact will be made only in necessary cases.

Upon completing the enrolment, an automatic email will be sent to the personal email address indicated during the registration procedure on PICA.

**POINT N. 2**

Those who have made the pre-enrolment application and have at the same time an active career at the University of Padua in a “Corso di specializzazione per le attività di sostegno didattico agli alunni con disabilità” will have to:
- link to https://pica.cineca.it/unipd and access the relevant area;
- select your own username at the top right of the page and click on My Dashboard;
- select the Professional course you wish to enrol and click on Conferma;
- link to https://unipd.pagoatenei.cineca.it;
- click on “Pagamento spontaneo” and enter the necessary data to proceed with the payment. Select Motivo di pagamento and exit to the record “DIDA18 - Tassa di iscrizione Corsi di Perfezionamento/Alta formazione”; and in the field Causale digit “Immatricolazione name of the Professional course and student’s name-surname”;
- click on “pagamento immediato”, at the bottom of the page, and proceed with the payment. You can find the amount to be paid for each Professional Course in the corresponding admission notice;
- download the payment receipt and send it to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

**CANDIDATES WITH DISABILITIES**

Candidates with disabilities have to confirm the enrolment (point N.1A).

Before the payment, candidates have to verify in the relevant area at the record “Diritto allo studio, disabilità / DSA, corsi estivi” > Contribuzione that the enrolment fee has been updated.

We remind you that, according to the article 26 of the Regulation for Short Specialization degree, Professional courses and Higher Training courses, the enrolment fee for candidates with disabilities is equal to 20% of the fee provided by the Professional course.
MANAGEMENT OF THE RESIDUAL AVAILABLE PLACES

On October 27th, 2020, the ranking of the successors entitled to enrolment according to the ranking order will be published on the page of the relevant Professional course (https://www.unipd.it/elenco-corsi-perfezionamento).

Those who are entitled to enrol must proceed with the enrolment no later than October 30th - 1:00 pm, following the instructions reported above, depending on the different cases (point 1 or 2). Candidates who will not complete the enrolment application form within October 30th, 1.00 pm, will be considered renunciative candidates and any additional residual places will be made available with a new ranking list which will be published on November 3rd.

The successors entitled present in the above-mentioned ranking list will have to proceed to the enrolment starting from November 3rd - 12 pm and no later than November 6th – 11.59 pm following the instructions reported above, depending on the different cases (point 1 or 2). Candidates who will not complete the enrolment application form within November 6th – 11.59 pm will be considered renunciative candidates.

INSTITUTIONAL EMAIL CONTACT

Following the enrolment procedure, an institutional e-mail account will be activated (@ studenti.unipd.it) and institutional communications may be sent by the University teaching facilities to this email contact. It will be possible to access the institutional e-mail box is possible from webmail http://www.unipd.it/webmail with the same credentials used to access Uniweb.

Padova, October 5th, 2020