

TECHNICAL INSTRUCTIONS FOR COMPLETING THE ENROLMENT IN THE PROFESSIONAL COURSES A.Y. 2023/2024

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

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 reserved area;
- select your own username at the top right of the page and click on My PICA;
- select the Professional Course you wish to enroll and click on Conferma iscrizione;
- Verify in your inbox (e-mail address entered in the application submitted in Pica) a mail from uniweb@mail.uniweb.unipd.it with the credentials to access Uniweb (www.uniweb.unipd.it). Eventually, check the spam in your mailbox;
- access the reserved area in Uniweb by clicking on login and entering username and password [Please note in the event that you lost your password or it is incorrect or expired contact the University Call Center (phone number: 049/8273131 – email: callcentre@unipd.it)];
- if there are more than one career, select the most recent;
- 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 the PagoPA procedure **no later than the expiration date of the enrolment indicated at the bottom of the published ranking list:**
 - select Menu at the top right and select the record “Didattica”;
 - 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 amount available on 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 choose 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 no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

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 choose 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.

B) The Post Lauream Office, Settore Master e Formazione Continua, 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 Settore Master will complete the enrolment (the back office enrolment completion is not an automatic procedure) not earlier than 20 days from the date of the payment acquisition.

Upon completing the enrolment, an email will be sent to the e-mail address entered in the application submitted in Pica containing the matriculation number and institutional email address.

A telephone or e-mail contact will be made only in necessary cases.

CONTEMPORARY ENROLLMENT IN TWO COURSES

Those who are currently enrolled in a bachelor's, master's, doctoral, or specialization school at the University of Padua or at another university **MUST** fill out the dedicated online form found at the following link: <https://www.unipd.it/contemporanea-iscrizione>.

Those who will complete a pre- or postgraduate course by December 2023 and wish to enroll in the meantime in another course before finishing their current course should **NOT** complete the questionnaire.

CANDIDATES WITH DISABILITIES

Candidates with disabilities, after confirming the enrolment (point A), before proceeding with the payment, have to verify in their reserved area in Uniweb at the record “Diritto allo studio, disabilità/DSA, corsi estivi” > Contribuzione that the enrolment fee has been updated.

We remind you that, according to article 10.1 of the Admission notice a.y. 2023/2024, “for students with a disability recognized by the Commissions of the Italian National Health Service (S.N.N.) between 66% and 100% or with recognition of disability under Article 3, paragraph 1, of Law No. 104 of February 5, 1992, a total exemption of the enrolment fee is reserved; however, they are required to pay the costs of pre-enrolment (Euro 30.00), insurance (Euro 6.50) and stamp duty (Euro 16.00)”.

CANDIDATES EMPLOYED BY ITALIAN PUBLIC ADMINISTRATIONS

Candidates employed by Italian Public Administrations, if winners for the PA110 category (as indicated in the ranking list), after confirming the registration (point A), before proceeding with the payment, they have to verify



in their reserved area in Uniweb at the record “Diritto allo studio, disabilità / DSA, corsi estivi” > Contribuzione that the enrolment fee has been updated.

We remind you that, according to article 10.3 of the Admission notice a.y. 2023/2024 “for candidates employed with a fixed-term/permanent contract in an Italian Public Administrations, the reserved enrolment fee may be 80% of the total enrolment fee. For Professional Courses programs that have decided to join the “PA 110 e lode” initiative, the available reserved places and the enrolment fee are indicated in the individual fact sheets attached”.

MANAGEMENT OF THE RESIDUAL AVAILABLE PLACES

Starting from **November 2nd, 2023**, 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://uel.unipd.it>). Those who are entitled to enroll must proceed with the enrolment **no later than November 6th, 1:00 p.m.**, following the instructions reported above, depending on the different cases (point 1 or 2).

Candidates who will not complete the enrolment application form by November 6th, 1:00 p.m., 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 8th**.

The successors entitled present in the above-mentioned ranking list will have to proceed to the enrolment starting from November 8th, 1:00 p.m. and **no later than November 10th, 1:00 p.m.** following the instructions reported above, depending on the different cases (point 1 or 2). Candidates who will not complete the enrolment application form by November 10th, 1:00 p.m. will be considered renunciative candidates.

INSTITUTIONAL EMAIL CONTACT

Following the enrolment procedure, which also includes the completion procedure from the backoffice (POINT B), an institutional mail account (@studenti.unipd.it) will be activated to which institutional communications may be sent by the University teaching facilities. The institutional email address will be communicated to the candidates with an automatic email sent to the personal email address indicated in the application submitted in Pica.

It will be possible to access the institutional e-mail box from the webmail <http://www.unipd.it/webmail> with the same credentials used to access Uniweb.

Padova, October 12th, 2023