Guide for admission application to Ph.D. Programmes

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Edited by the UNIMORE IT Services
Direzione Pianificazione, Valutazione, Servizi Informatici Applicativi
Before you submit your application, read carefully the Call for admission: http://www.unimore.it/Bandi/StuLau-sdott.html.

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During the entire procedure use the navigational buttons in each step. Do not use the 'Back' and 'Forward' buttons on your internet browser.

USEFUL LINKS:
- Doctorate schools and courses: http://www.unimore.it/didattica/doctorates.html
- Full text of the Call: http://www.unimore.it/didattica/doctorates.html

CONTACTS:
Postgraduate Office
Via Università, 4 - Modena
Tel: (+39) 059 2056423 - Fax: (+39) 059 2056574
E-mail: segr.postlaurea@unimore.it
1. Registration

Write the following address in your web browser: www.esse3.unimore.it. The homepage of the site will appear as showed in Fig. 1:

Click “Registration” on the right menu (Fig. 2).
Web registration

On the following pages you can complete your registration to the website. At the end of the procedure you will be provided with a username and a password that will allow you to access the system in order to update your data and to access the available services. You can find the requested information and the procedure's steps below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Step</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Web registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Notices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Italian Fiscal Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Personal data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Permanent address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Domicile / correspondence address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Registration summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Username and Password</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fig. 3 – Registration steps**

Click **Web registration** and fill in the forms with the requested information (Figures 4, 5, 6, 7). Read carefully all the instructions showed in the pages.

If you don’t have an “Italian Fiscal Code” flag “Foreign student without Italian Fiscal Code” (Fig. 5) and click **Next**. In the following form, enter your personal data and click **Next** again: the system will automatically calculate your Italian Fiscal Code.

Click **Next** or **Confirm** to continue.

**Privacy Statement**

You are kindly requested to read the Privacy statement for students regarding the data entry for identity registration according to article 15 of EU Regulation 2016/679 (General Data Protection Regulation). **Read the statement.**

**Fig. 4 – Step 1: Privacy notice**

**Fig. 5 – Step 2: Personal data form**
Registration: permanent address
This page displays the form to enter or change the user's permanent address.

Permanent Address
- Country*: United Kingdom
- Municipality/City*: London
- Postcode: If in Italy
- Hamlet: 
- Address*:
- N°: 16
- Telephone number: +44 020 7132
- Domicile/correspondence address is same as permanent address* ○ Yes ○ No

Back Next

Registration: domicile / correspondence address
This page shows the form for entering or changing the domicile / correspondence address.

Domicile / Correspondence address
- C/o: 
- Country*: France
- Municipality/City: Paris
- Postcode: If in Italy
- Hamlet: 
- Address*: Rue d’Alger
- N°: 10
- Telephone number: +33 0144582

Back Next

Fig. 6 – Step 3: Addresses information form

Registration: Contacts
This page displays the form to enter or change the user's contacts.

Contacts
- Email*: email.address@domain.com
  (country code - number) if you can't find your country code write it in the blank field:
- Country code: --
- Country code*: +44
  (e.g.: for UK insert +44)
- Mobile phone*: 77222110
  Max. 16 digits
  I declare that I have been informed about principles laid down in art. 13 of EU Regulation 2016/679 and I authorize the processing of my personal data by the University of Modena and Reggio Emilia.*

Back Next

Fig. 7 – Step 4: Contact information
Registration: Registration review

This page displays a review of the information provided in the previous steps.

<table>
<thead>
<tr>
<th>Personal data</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>JOHN</td>
</tr>
<tr>
<td>Surname</td>
<td>DOE</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Date of birth</td>
<td>01/01/1999</td>
</tr>
<tr>
<td>Citizenship</td>
<td>UNITED KINGDOM</td>
</tr>
<tr>
<td>Country of birth</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Municipality/City</td>
<td>London</td>
</tr>
<tr>
<td>Italian Fiscal Code</td>
<td>DOEJHN99A01Z730L</td>
</tr>
</tbody>
</table>

Change personal data Use this link to change your personal data

<table>
<thead>
<tr>
<th>Permanent address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Municipality/City</td>
<td>London</td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Hamlet</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Malet Street</td>
</tr>
<tr>
<td>N°</td>
<td>15</td>
</tr>
<tr>
<td>Telephone</td>
<td>+44 020 7132</td>
</tr>
</tbody>
</table>

Domicile/correspondence address same as permanent address Yes

Change permanence address data Use this link to change your permanent address data

<table>
<thead>
<tr>
<th>Contacts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:email.address@domain.com">email.address@domain.com</a></td>
</tr>
<tr>
<td>Mobile phone</td>
<td>+44 77222110</td>
</tr>
</tbody>
</table>

Authorization to processing of personal data according to EU Regulation 2016/679 (General Data Protection Regulation) Yes

Change contacts Use this link to change your contacts

After entering all the information, the system will show you your login credentials (Fig. 9).

Take note of your login credentials before clicking Perform login. You will need these keys to access the system. Remember to keep them safe.
To access the reserved area you have to login (link on left section) using the credentials reported below. Remember to keep them safe.

### Login credentials

- **Name**: JOHN
- **Surname**: DOE
- **E-Mail**: email.address@domain.com
- **Username**: 210290
- **Password**: XXXXXXXX

Your credentials have been sent successfully to the e-mail address you provided. It is recommended to wait about 1 minute before logging in, in order to allow the update of your registration data. IMPORTANT: when you’ll perform login, remember to type your password using UPPERCASE letters.

![Fig. 9 – End of registration and Login credentials](image)

Click and use your **Username** and **Password** to enter your personal area (Fig. 10).

![Fig. 10 – Login window](image)

2. **Completing the application**

Once accessed, click “**Registered visitor area → Admission**” on the right menu (Fig. 11).

![Fig. 11 – Registered user area](image)
Click **Admission Procedure** to proceed.

Select “Ph.D.” from the list in Fig. 12 and click **Next**.

**Fig. 12 – Course type selection**

### 2.1 Ph.D. selection

Choose from the list the Ph.D. you wish to enrol in (Fig. 13). Click **Next** to proceed.

**Fig. 13 – Ph.D. courses list**

Then, the procedure will show you your personal data (the same ones showed in Fig. 8). You will have to check and correct them if needed.

When everything is updated and correct, click **Confirm** to continue.

In the following page (Figs. 14) you will be asked to enter your identity document information. Click **Insert Identity Document** to continue.
Identity document

The page displays the form to enter and change the identity document details. It is compulsory to enter the data related to the ID.

IMPORTANT NOTICE:
1. For NON EU STUDENTS it is compulsory to indicate only the PASSPORT NUMBER;
2. UE STUDENTS can choose only ONE document type: or IDENTITY CARD or PASSPORT NUMBER.

Identity documents to be entered

⚠️ No Identity documents inserted

Insert Identity Document

Back  Forward

Fig. 14a – Identity document information

Identity Document

Identity Document

Document type* Passport

Number 123456789

Issued by United Kingdom Authority

Date of issue 01/01/2018

Validity Expiry Date 01/01/2028

(dd/mm/yyyy)

Back  Forward

Fig. 14b – Identity document information

Identity document

The page displays the form to enter and change the identity document details. It is compulsory to enter the data related to the ID.

IMPORTANT NOTICE:
1. For NON EU STUDENTS it is compulsory to indicate only the PASSPORT NUMBER;
2. UE STUDENTS can choose only ONE document type: or IDENTITY CARD or PASSPORT NUMBER.

Identity documents to be entered

<table>
<thead>
<tr>
<th>Document type</th>
<th>Number</th>
<th>Issued by</th>
<th>Date of issue</th>
<th>Validity expiry date</th>
<th>Status</th>
<th>Attachments</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>123456789</td>
<td>United Kingdom Authority</td>
<td>01/01/2018</td>
<td>01/01/2028</td>
<td>e</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Insert Identity Document

Back  Forward

Fig. 14c – Identity documents list
Then, choose the optional language (fig. 15) and click **Next** to continue:

**Fig. 15 – Language choice**

In the next form (fig. 16) you could be asked to specify if you need any kind of assistance to take the test (if provided by the competition).

**Fig. 16 – Assistance request**

Fill in the form and click **Next** to continue.
2.2 Declarations of disability/SLD

You will be asked to provide any declaration of disability/SLD. Click \textcolor{blue}{Enclose a document and/or a new declaration of disability/SLD} to upload a new declaration of disability/SLD (Figs. 16) or click \textcolor{red}{Next} to ignore it.

\textbf{Fig. 16a – Declaration of disability/SLD}

Declarations of disability/SLD

In this page you can confirm the type of impairment/DSA previously attached and/or enclose a new type of disability. Enclose one or more documents based on your characteristics:

- SLD diagnosis
- Statement of legal disability
- Certification pursuant to law 104
- Application form for compensatory and dispensatory measures, which may be downloaded from the link \url{http://www.avil.unimore.it/site/home/articleid/760030992.html}.

The form must be filled in and uploaded in the next page.

Please note that you need to hand over the original copies of all the documents to the \textcolor{blue}{Welcome Office for Students with Disability and Specific Learning Disorders}.

\textbf{Fig. 16b – New declaration of disability/SLD: details}
Declarations of disability

Indicate the data of the document enclosed. In the “Title” please choose one of the following items:

- Certificate of disability
- Law 104/92
- SLD diagnosis
- Application form for compensatory and dispensatory measures

In the “Description” field, copy the information written in “Title”.

**Fig. 16c – New declaration of disability/SLD: attachment**

### Declarations of disability

<table>
<thead>
<tr>
<th>Type of disability/SLD:*</th>
<th>Learning Specific Disorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration date (dd/mm/yyyy):</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>I request assistance and/or specific tutoring services:</td>
<td>yes</td>
</tr>
<tr>
<td>I authorise the administration to contact me directly at the number provided for providing the assistance:</td>
<td>yes</td>
</tr>
</tbody>
</table>

**Document detail**

| Title:* | |
| Description:* | |
| Attachment:* | Sfoglia... Nessun file selezionato. |

**2.3 Requested qualifications**

Click the qualification type you possess and insert the related information requested (fig. 17).

**WARNING!** The type of qualifications "DEGREE", "SPECIALISTIC DEGREE" and "SECOND LEVEL DEGREE" (Fig. 17) refer exclusively to qualifications **achieved in Italy**.

The type of qualification "Foreign Degree" refers to second level degrees (or equivalent) **not achieved in Italy**.
Insert all the requested information related to your high school qualification (Figs. 18) and your university degree (Fig. 19).
If you possess a foreign qualification (= not achieved in Italy) click “Foreign Degree” and insert all the related information (fig. 19).
2.4 Attachments

Then you will be asked to attach digital documents to your application (Fig. 20). If you want to, choose "Yes" and click Next to continue.

*Read carefully the call for admission to check which documents are required.*

In the next page, select the type of qualification you're attaching, specify a title and use the Sfoglia (= Browse) button to search the file. You can also use the text field to write the content of your qualification (maximum length is 2000 characters).
Click **Next** to enter the qualification and check the list of qualifications attached. In that list (Fig. 22) you can modify () or cancel () the qualifications you entered, open the attachments () or add a new qualification (choosing “Yes” and clicking **Next**).

**Fig. 22 – List of attachments**

When entered all the qualifications choose “No” and click **Next** to continue.

### 2.5 Requests of presentation / reference / recommendation

Then you will be asked to insert requests of presentation / reference / recommendation (Fig. 23). If you want to, click **Add a new request of presentation / reference / recommendation**. Read carefully the call for admission to check how many requests are required.

**Fig. 23 – List of requests of presentation / reference / recommendation**
For each request, you will have to provide status, surname, name, e-mail address and institution / organization of affiliation (Fig. 24).

Click **Next** to insert and repeat the procedure for each request.

![Fig. 24 – Requests of presentation / reference / recommendation](image)

List of the requests of presentation / reference / recommendation

Next, you will see the following page (Fig. 26):
Application explicit confirmation

**WARNING:** the application for admission will be considered to be correctly filed only by saving the data (clicking the button “Save the data”) in the next page, after the “Explicit confirmation of the validity of the application”. Otherwise the application will remain in an INCOMPLETE state.

Choosing “No” and clicking “Next” your application will remain in an INCOMPLETE state and you will still be able to modify the attachments at a later date, accessing again to your registered area, until you save the data (clicking the button “Save the data”) after having explicitly confirmed the validity of your application.

Choosing “Yes” and continuing until saving the data (the which will happen clicking “Save the data”), YOU WILL NO MORE BE ABLE TO MODIFY YOUR APPLICATION.

We advise you to not confirm your application until you have attached all the requested documents.

![Fig. 26 – Explicit confirmation option](image)

There you can:

1. choose “No”, click **Next** and click **Save the data** in the following page (Fig. 27): your application will remain in an INCOMPLETE state and you will still be able to modify the attachments at a later date (before the deadline), accessing again to your registered area, until you save the data (clicking the button “Save the data”) after having explicitly confirmed the validity of your application.

   After clicking **Save the data** you will find the button **Modify application** by which you will be able to modify you attachments;

2. choose “Yes”, click **Next** and click **Save the data** in the following page (Fig. 27): your application will be COMPLETE and you will no more be able to modify it.

![Fig. 27 – Application review and “Save the data” button](image)
**Warning:** the option “Explicit confirmation of the validity of the application” will make your application permanent. We advise you to **not confirm your application until you haven’t attached all the requested documents**.

### 2.6 Canceling or continuing a pending process

After each partial confirmation given during the process, the system allows you to stop the procedure and resume it later from where you left it.

In case there is a pending process, the system will ask you what to do with it (Fig. 28):

**Pending processes**

![Pending process](image)

*Fig. 28 – Pending process*

After selecting the pending process, you can continue it clicking **Continue the selected process** or cancel it clicking **Cancel the selected process**.

### 3. Application print and payment

After making the application confirmed, it will become **PERMANENT** and **no further change can be made**.

Print the application by clicking **Print application** (Fig. 29) and click **Payments** to go to the “**Taxes**” section (this link also appears in the right menu). In this final page you can also check the status of your requests of presentation / reference / recommendation and send a reminder by clicking **✉️**.
Admission exam application review

To check the status of your admission application, scroll down the page and check:

- if you see the button "Print application", your application is complete and you will no more be able to modify it;
- if otherwise you see the button "Modify application", your application is incomplete and you can still modify it. In this case, remember to explicitly confirm it and to continue until you click the button “Save the data” in order to participate to the selection.

<table>
<thead>
<tr>
<th>Description</th>
<th>Admission to PhD Course in NEUROSCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2019/2020</td>
</tr>
<tr>
<td>Pre-roll list</td>
<td>1</td>
</tr>
</tbody>
</table>

Other data

Request for assistance No

Detail | Scad. ammissione | Scad. preimmatricolazione |
-------|------------------|---------------------------|
95-96 - NEUROSCIENCES |

Details about requirements

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications evaluation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Qualifications / documents for assessment

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum vitae</td>
<td>CV</td>
</tr>
<tr>
<td>Publications</td>
<td></td>
</tr>
</tbody>
</table>

Request of presentation / reference / recommendation

<table>
<thead>
<tr>
<th>Name</th>
<th>Presentation / Reference / Recommendation</th>
<th>Reminder</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURNAME PROFESSOR NAME PROFESSOR</td>
<td>Not sent</td>
<td>Reminder not sent</td>
<td></td>
</tr>
</tbody>
</table>

Fig. 29 – Final page: “Print application” and “Payments” buttons

Clicking Payments you will enter the “Taxes area” (Fig. 30), where you can pay the fee.

Tax List

This page displays tax list and relevant amount.

Addebiti fatturati

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Codice IUV</th>
<th>Description</th>
<th>Expiry Date</th>
<th>Amount</th>
<th>Status</th>
<th>Pagamento PagoPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>000000009876543</td>
<td>Admission to PhD Course - Contributi di Ammissioni Year 2019/2020</td>
<td></td>
<td>25,00 €</td>
<td>non pagato</td>
<td>ABILITATO</td>
</tr>
</tbody>
</table>

Fig. 30 – Tax list
Select the online payment clicking [Pago Online con PagoPa](Fig. 31), follow the instructions and choose to pay via credit card or via PayPal.

Fig. 31 – Invoice detail