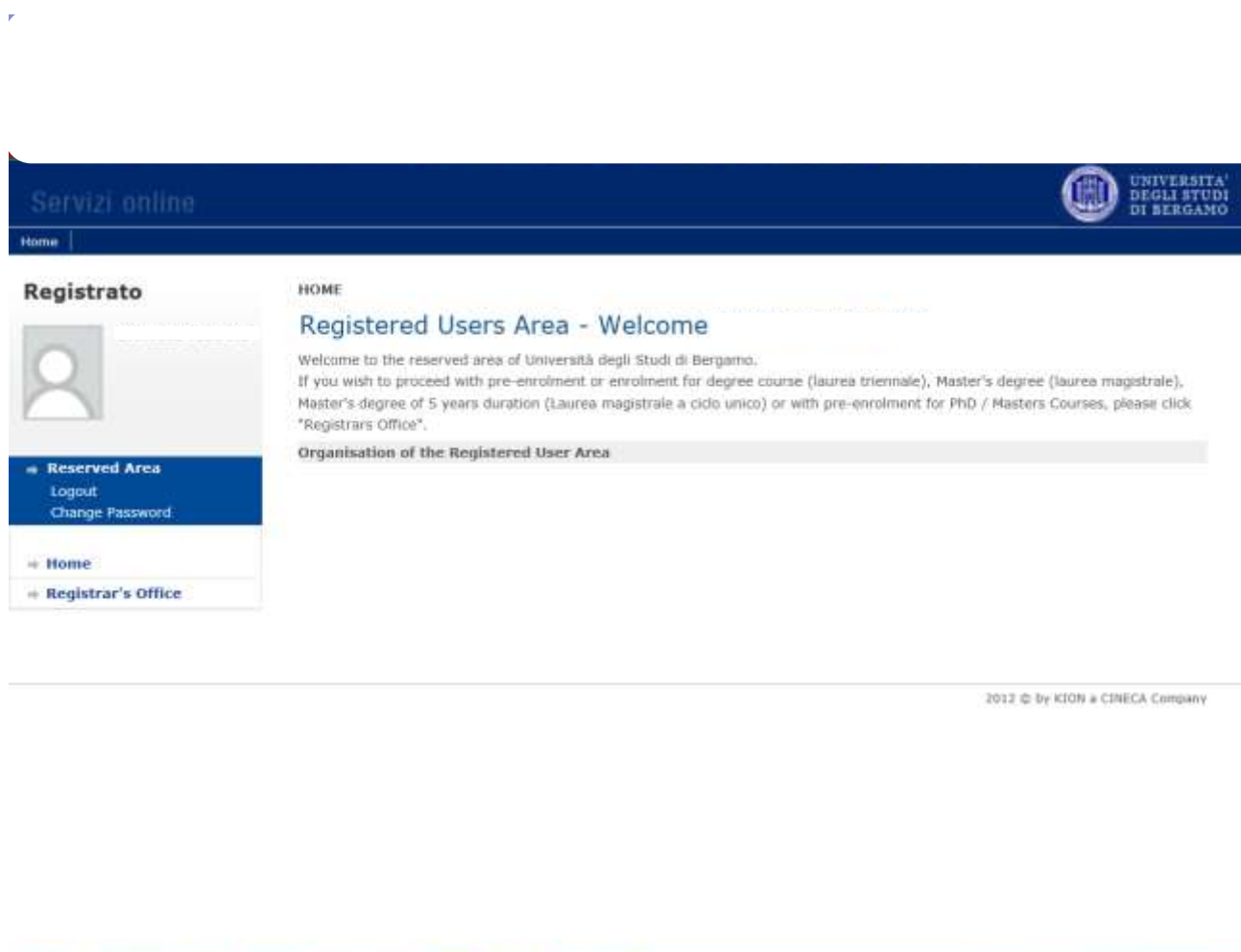


GUIDELINES FOR THE ON-LINE APPLICATION TO PHD COURSE

1. Go to the web page <http://sportello.unibg.it/esse3/Home.do>

Click on "Registration" if you are new student. Fill in with your personal details and choose your password. (NOTE Your password must contain at least 8 letters/numbers)

Click "Login" if you are already our student.



Servizi online

UNIVERSITA' DEGLI STUDI DI BERGAMO

Home

Registrato

HOME



































Registered Users Area - Welcome

Welcome to the reserved area of Università degli Studi di Bergamo.
If you wish to proceed with pre-enrollment or enrollment for degree course (laurea triennale), Master's degree (laurea magistrale), Master's degree of 5 years duration (Laurea magistrale a ciclo unico) or with pre-enrollment for PhD / Masters Courses, please click "Registrar's Office".

Organisation of the Registered User Area

2012 © by KION a CINECA Company

Click "Registrar's Office"

| | | | |
|---|--|--|---|
| | Preferenze sedi |  |  |
| | Preferenze lingue |  |  |
| | Preferenze borse di studio |  |  |
| | Select the administrative category and disability aids |  |  |
| | Confirm |  |  |
| D - Insertion or modification of the declarations of invalidity | |  |  |
| | Page list of Disability Statement submitted |  |  |
| E - Admission test - access qualifications | |  |  |
| | Summary admission exams - access qualifications |  |  |
| F - Qualification and Documents for the assessment | |  |  |
| | Qualifications for assessment |  |  |
| | Confirm |  |  |
| G - Azione per la scelta del turno di svolgimento della prova | |  |  |
| | Selezione della prova con turno |  |  |
| H - Closing process | |  |  |
| | Confirm |  |  |
| | Confirm |  |  |

[Admission tests](#)

Click "Admission tests"

Home

Registrato



Reserved Area
Logout
Change Password

Home

Registrar's Office
Admission test
Evaluation test
State Exams
Enrollment
Payments
Inability Declaration

Select title type
Select the title type you wish to access

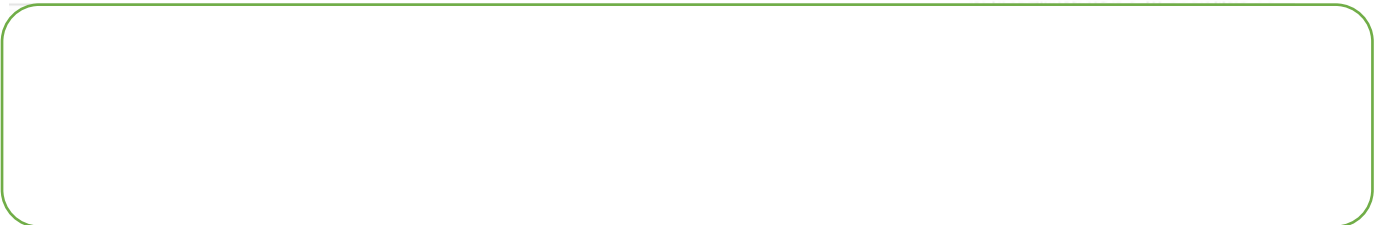
Select title type:

Post-Return*

- Corso di perfezionamento
- P.H.D.
- TITLE TYPE NOT DEFINED
- Master's degree (two years)
- FIRST LEVEL MASTER
- SECOND LEVEL MASTER

Legenda

Mandatory data



Tick P.H.D. and the click "Next"

Studente

Tests list

Select the test you wish to access

Test selection

Test*

Ingegneria e scienze applicate from 13/06/2018 to 13/06/2018 12:00

Details

T21 - Engineering and Applied Science - PD18-2018 - XXXI CICLO

Test*

Studi e metodi per l'economia e l'azienda (Analysis for economics and business) from 12/05/2018 to 18/06/2018 12:00

Details

T23 - Analysis for Economics and Business (AMB) - PD18-2018 - XXXI CICLO

Test*

Scienze linguistiche from 12/05/2018 to 18/06/2018 12:00

Details

T24 - Linguistic Science - PD18-2018 - XXXI CICLO

Test*

Studi universitari interculturali from 08/06/2018 to 18/06/2018 12:00

Details

T22 - Intercultural Multicultural Studies - PD18-2018 - XXXI CICLO

Back Next

Logout

Mandatory data

380.264.255.138

06:24

15/05/2018

Tick the text to which you want to subscribe and then click "Next"



Registrato



➔ **Reserved Area**
Logout
Change Password:

➔ **Home**

➔ **Registrar's Office**
Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Confirm the choice of the test

Verify the information on the choices made in previous pages.

| Test | |
|-------------------|---------------------------------------|
| Study Course Type | P.H.D. |
| Description | Ingegneria e scienze applicate - test |

Click "confirm and proceed"

Registrato



Reserved Area

Logout
Change Password:

Home

- Registrar's Office**
- Admission test
 - Evaluation test
 - State Exams
 - Enrolment
 - Payments
 - Invalidity Declaration

Identity documents

This page displays the list of identity documents entered previously and is given the opportunity to enter new ones.

Inserted identity documents

| Type of document | Id | Issuing authority | Date of issue | Expiring date | State | Presenza allegati | Actions |
|------------------|--------|-------------------|---------------|---------------|-------|-------------------|---|
| I.D. | A..... | | | | I | No |   |

[Submit a new identity document](#)

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

Legenda

-  Valid document
-  Expired document

 Details

 Delete

If you have already inserted an identity document the page shows you all data. In this case click "Next". If not click Submit a new identity document and see the following page

Registrato



➔ **Reserved Area**
Logout
Change Password:

➔ **Home**

➔ **Registrar's Office**
Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Identity documents

This page displays the form for entering or editing identity document

Identity document

| | |
|-------------------|-----------------------------------|
| Type of document* | Passport |
| Id | <input type="text"/> |
| Authority issuing | <input type="text"/> |
| Date of issue | <input type="text"/> [dd/mm/yyyy] |
| Expiring date | <input type="text"/> [dd/mm/yyyy] |

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

Legenda

* **Mandatory data**

Now click "Next"



Registrato



➔ **Reserved Area**
Logout
Change Password:

➔ **Home**

➔ **Registrar's Office**
Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Confirm the details of the identity document

Identity document

| | |
|--------------------|----------|
| Type of document | Passport |
| Id: | |
| Issuing authority: | |
| Date of issuer: | |
| Expiring date: | |

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

Legenda

Mandatory data

Click "Next"

Registrato



➔ **Reserved Area**

Logout
Change Password:

➔ **Home**

➔ **Registrar's Office**

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Identity documents

This page displays the list of identity documents entered previously and is given the opportunity to enter new ones.

Inserted identity documents

| Type of document | Id | Issuing authority | Date of issue | Expiring date | State | Presenza allegati | Actions |
|------------------|----|-------------------|---------------|---------------|-------|-------------------|---------|
| I.D. | | Comune | | | | No | |
| Passport | | | | | | No | |

[Submit a new identity document](#)

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

Legenda

Valid document

Expired document

Details

Delete

Click "Next"

Registrato



- ➔ **Reserved Area**
 - Logout
 - Change Password:
- ➔ **Home**
- ➔ **Registrar's Office**
 - Admission test
 - Evaluation test
 - State Exams
 - Enrolment
 - Payments
 - Invalidity Declaration

Select the administrative category and disability aids

Select your administrative category for the test

Assistance to take the test

I request assistance to take the test (Act. 104/92 and subseq. amendments) Yes No

Invalidity type:

Note:

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

 **Legenda**

 **Mandatory data**

Click "Next" if you do not need any assistance

Registrato



➔ **Reserved Area**

Logout
Change Password

➔ **Home**

➔ **Registrar's Office**

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Confirm your test registration

Verify the information on the choices made in previous page

| Test | |
|---|--|
| Tipologia titolo di studio | P.H.D. |
| Description | Ingegneria e scienze applicate - test |
| Valido per | |
| Dettaglio | 721 - Ingegneria e scienze applicate, percorso PDS0-2014 - XXX CICLO |
| Administrative category and invalidity aids | |
| Request of assistance to take the test | No |

If all is correct click "Confirm and proceed"

Registrato



Reserved Area

Logout
Change Password:

Home

Registrar's Office
Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Invalidity Declaration

This page shows all the submitted invalidity declarations.

Invalidity declarations list

There is no invalidity declarations

[Insert new invalidity declaration](#)

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

Legenda

 Modify

 Delete

 Confirm/Next

 Submitted

Click "Next" if it is not necessary to submit any other invalidity Declaration

Reserved Area

Logout

Change Password

None

Registrar's Office

Admission Test

Evaluation Test

State Exams

Enrollment

Payments

Inability Declaration

Option 1:

| Status | Title | Note | State Title | Action |
|-------------------------------------|--------|------|-----------------------|------------------------|
| <input checked="" type="checkbox"/> | Degree | | <input type="radio"/> | Insert |

Option 2:

| Status | Title | Note | State Title | Action |
|-------------------------------------|-----------------------------|------|-----------------------|------------------------|
| <input checked="" type="checkbox"/> | Master's degree (two years) | | <input type="radio"/> | Insert |

Option 3:

| Status | Title | Note | State Title | Action |
|-------------------------------------|---|------|-----------------------|------------------------|
| <input checked="" type="checkbox"/> | One long cycle degree programme (3 years) | | <input type="radio"/> | Insert |

Option 4:

| Status | Title | Note | State Title | Action |
|-------------------------------------|---------------------|------|-----------------------|------------------------|
| <input checked="" type="checkbox"/> | SPECIALISTIC DEGREE | | <input type="radio"/> | Insert |

Option 5:

| Status | Title | Note | State Title | Action |
|-------------------------------------|----------------|------|-----------------------|------------------------|
| <input checked="" type="checkbox"/> | Foreign degree | | <input type="radio"/> | Insert |

[Back](#) [Proceed](#)

Titolo obbligatorio

Titolo non obbligatorio

Modifica titolo

Visualizza dettaglio titolo

Cerca il titolo

Click "Insert" and complete with the necessary information about your degree and then "Proceed"

Registrato



➔ **Reserved Area**

Logout
Change Password:

➔ **Home**

➔ **Registrar's Office**

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Foreign University Degrees

This form allows you to enter or edit data for a foreign university degree.

Details of Foreign University Degrees

| | |
|---------------------|--|
| Country | <input type="text" value="Select..."/> |
| University | <input type="text" value="Not listed"/> |
| Degree* | <input type="text" value="Select..."/> |
| Study Course | <input type="text"/> |
| Duration (years) | <input type="text"/> |
| Date of graduation* | <input type="text"/> <small>{dd/mm/yyyy}</small> |
| Mark* | <input type="text"/> <small>{Ex: 98/110}</small> |
| Grade | <input type="text"/> |

 **Legenda**

 **Mandatory data**

Fill in all field required and then click "Proceed "

These are the details of the title you filled in. If all is correct click "Proceed"

The screenshot shows a web application interface for entering qualification details. On the left is a sidebar menu with sections: "Reserved Area" (Logout, Change Password), "Home", and "Registrar's Office" (Admission test, Evaluation test, State Exams, Enrolment, Payments, Invalidation Declaration). The main content area contains a warning icon and the instruction: "Enter the details of the qualification held, required for access to the exam". Below this are five "Option" sections, each with a table:

Option 1:

| Status block | Title | Note | State Title | Action |
|--------------|----------------------------|------|-------------|--------|
| ✓ | Laurea vecchio ordinamento | | 🔴 | Insert |

Option 2:

| Status block | Title | Note | State Title | Action |
|--------------|-------------------|------|-------------|--------|
| ✓ | Laurea magistrale | | 🔴 | Insert |

Option 3:

| Status block | Title | Note | State Title | Action |
|--------------|----------------------|------|-------------|--------|
| ✓ | Laurea specialistica | | 🟢 | 📄 🌐 🔍 |

Option 4:

| Status block | Title | Note | State Title | Action |
|--------------|--|------|-------------|--------|
| ✓ | Laurea Magistrale Ciclo Unico (5 anni) | | 🔴 | Insert |

Option 5:

| Status block | Title | Note | State Title | Action |
|--------------|----------------|------|-------------|--------|
| ✓ | Foreign degree | | 🟢 | 📄 🌐 🔍 |

On the right-hand side, there is a "Not completed" section with a dropdown menu containing: "Titolo dichiarato", "Titolo obbligatorio", and "Titolo non obbligatorio". Below this are buttons for "Modifica titolo", "Visualizza dettaglio titolo", and "Cancella titolo".

Now it is necessary to enclose some mandatory type of documents as established in the call for application

Registrato



Reserved Area
Logout
Change Password

Home

Registrar's Office
Admission test
Evaluation test
State Exams
Enrollment
Payments
Invalidity Declaration

Qualification and Documents for the assessment

In this section you can insert documents and/or qualifications which contribute to the classification valuation.

The selected exam envisages the following type of documents and/or qualifications which contribute to the classification valuation

| Type title |
|------------------------------------|
| Answers for the degree Equivalence |
| Other Documents |
| Academic record |
| Request of degree Equivalence |
| Elenco titoli accademici |
| Letter of reference |
| Letter of academic interest |
| Publications |
| Research Project |

Declared qualifications

Not yet entered any title of assessment.

Do you want to attach additional documents and /or titles?*

Yes

No

Legenda

 Mandatory data

 Details

 Edit

 Delete

Fill in all fields, attached the document and then click "Next"

Registrato



Reserved Area

Logout
Change Password:

Home

Registrar's Office

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Qualification for assessment

Enter the qualifications and/or documents for assessment

Details

| | |
|--------------|--|
| Type: | <input type="text"/> |
| Title: | <input type="text"/> |
| Description: | <input type="text"/> |
| Attachment: | <input type="text"/> <input type="button" value="Sfoglia..."/> |

Legenda

 Mandatory data

These are the documents you attached. Click "Next" and proceed

Registrato



➔ **Reserved Area**

Logout
Change Password

➔ **Home**

➔ **Registrar's Office**

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Qualification and Documents for the assessment

In this section you can insert documents and/or qualifications which contribute to the classification valuation.

The selected exam envisages the following type of documents and/or qualifications which contribute to the classification valuation

| Tipo titolo |
|-------------------------------|
| Curriculum Vitae |
| Request of degree Equivalence |
| Elenco titoli accademici |
| Letter of reference |
| Research Project |

Declared qualifications

| Type | Title | Action |
|------------------|-------|---|
| Curriculum Vitae | |   |

Do you want to attach additional documents and /or titles?*

Yes

No

Legenda

 **Mandatory data**

 Details

 Edit

 Delete


Click "Complete the access to the test"

Servizi online

UNIVERSITA' DEGLI STUDI DI BERGAMO

Home

Registrato



- Reserved Area
 - Logout
 - Change Password
- Home
- Registrar's Office
 - Admission test
 - Evaluation test
 - State Exams
 - Enrolment
 - Payments
 - Invalidity Declaration

Confirm the choice of test

Verify the information on the choices made in previous pages.

| Admission exam | |
|----------------|---------------------------------------|
| Type of degree | P.H.D. |
| Description | Ingegneria e scienze applicate - test |

| Valid for | |
|-----------|--|
| Details | 721 - Ingegneria e scienze applicate, percorso PDS0-2014 - XXX CICLO |

| Administrative category and disability aids | |
|---|----|
| Request assistance for handicap | No |

Now Click "Print Application Form".

The screenshot displays a web interface for a university's registration system. The header features the text 'UNIVERSITÀ DI BERGAMO' and a logo. A navigation menu on the left includes 'Registrato', 'Reserved Area', and 'Registrar's Office'. The main content area is titled 'Test Registration Summary' and contains the following information:

Concorso di ammissione

| | |
|----------------|--------------------------------|
| Description | Ingegneria e scienze applicate |
| Year | 2016/2017 |
|striccola | 2 |

Administrative category and disability aids

| | |
|---|----|
| Request for disability aids for the conduct of the test | No |
|---|----|

Valido per

| |
|---|
| Dettaglio |
| 721 - Engineering and Applied Sciences, PD50-2016 - XXXII CICLO |

Titoli di valutazione

Non è stato inserito alcun documento a/o titolo di valutazione.

Buttons: Home, **Print Application Form**, Edit registration