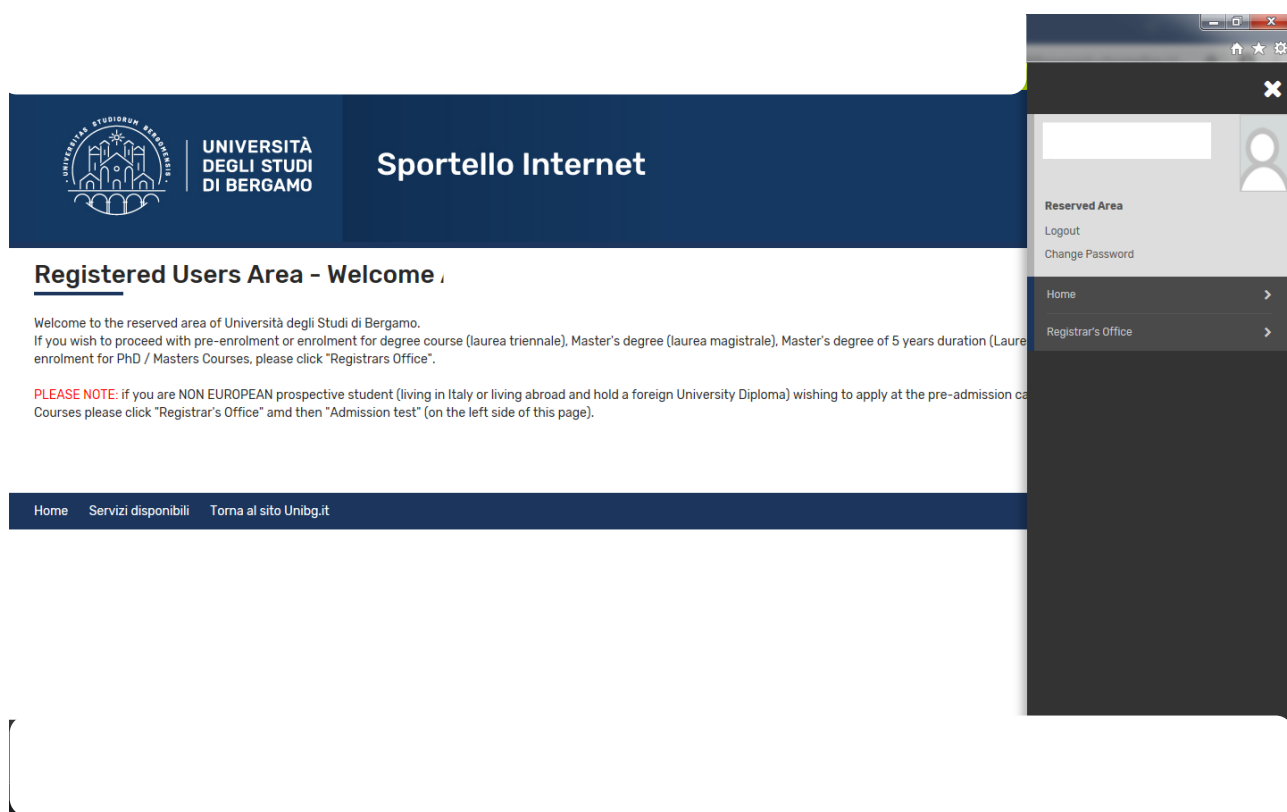


GUIDELINES FOR THE ON-LINE APPLICATION TO PHD COURSE

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.



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"

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Select title type

Select the title type you wish to access

Select title type

Post-Reform*

☐ Corso di perfezionamento

☐ P.H.D.

☐ TITLE TYPE NOT DEFINED

☐ Master's degree (two years)

☐ FIRST LEVEL MASTER

☐ SECOND LEVEL MASTER

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 **Mandatory data**

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

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

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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

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Confirm and proceed

Click “confirm and proceed”

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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.						No	

Submit a new identity document

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Valid document

Expired document

Details

Delete

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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

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Identity documents

This page displays the form for entering or editing identity document

Identity document	
Type of document*	Passport ▼
Id	
Authority issuing	
Date of issue	(dd/mm/yyyy)
Expiring date	(dd/mm/yyyy)

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* **Mandatory data**

Now click "Next"

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Confirm the details of the identity document

Identity document

Type of document	Passport
Id:	
Issuing authority:	
Date of issue:	
Expiring date:	

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★

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★

Mandatory data

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Click "Next"

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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.						No	 
Passport						No	 

[Submit a new identity document](#)

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 Valid document

 Expired document

 Details

 Delete

Click "Next"

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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

The note must be less than 2000 characters

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 **Legenda**

 **Mandatory data**

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Click "Next" if you do not need any assistance

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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

Valido per

Dettaglio	721 - Ingegneria e scienze applicate,
-----------	---------------------------------------

Administrative category and invalidity aids

Request of assistance to take the test	No
--	----

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Confirm and proceed

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If all is correct click "Confirm and proceed"

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Invalidity Declaration

Invalidity Declaration

This page shows all the submitted invalidity declarations.

Invalidity declarations list



There is no invalidity declarations

Insert new invalidity declaration

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 **Legenda**

 **Modify**

 **Delete**

 **Confirm/Next**

 **Submitted**

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

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Option 1:

Status block	Title	Note	State Title	Action
✓	Degree		⊙	Insert

Option 2:

Status block	Title	Note	State Title	Action
✓	Master's degree (two years)		⊙	Insert

Option 3:

Status block	Title	Note	State Title	Action
✓	One long cycle degree programme (5 years)		⊙	Insert

Option 4:

Status block	Title	Note	State Title	Action
✓	SPECIALISTIC DEGREE		⊙	Insert

Option 5:

Status block	Title	Note	State Title	Action
✓	Foreign degree		⊙	Insert

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

⊙ **Titolo obbligatorio**
⊙ **Titolo non obbligatorio**

📄 [Modifica titolo](#)

🔍 [Visualizza dettaglio titolo](#)

🗑️ [Cancella titolo](#)

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

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Foreign University Degrees

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

Details of Foreign University Degrees

Country

Select...

University

Not listed

Degree*

Select...

Study Course

Duration (years)

Date of graduation*

(dd/mm/yyyy)

Mark*

(Es: 98/110)

Grade

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Proceed

 **Legenda**

 **Mandatory data**

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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"

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Enter the details of the qualification held, required for access to the exam

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			

Not completed

Titolo dichiarato

Titolo obbligatorio

Titolo non obbligatorio

Modifica titolo

Visualizza dettaglio titolo

Cancella titolo

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

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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
Annexes 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

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Mandatory data

Details

Edit

Delete

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

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Qualification for assessment

Enter the qualifications and/or documents for assessment

Details

Type:	-
Title	
Description:	
Attachment:	Sfoglia...

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Mandatory data

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

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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

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 **Mandatory data**

 **Details**

 **Edit**

 **Delete**

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Impegni e Prenotazioni

Appuntamenti in Segreteria

Elenco questionari

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Action
Questionaire *		Fill

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 Mandatory data



 Questionario incompleto

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Impegni e Prenotazioni

Appuntamenti in Segreteria

HOME » Questionario

Questionario

Le domande contrassegnate con (*) sono obbligatorie.

Have you already availed of other scholarships for a Ph.D. course?	
☐	Yes
☐	No

Precedente

Undo

Annulla

Avanti

LEGENDA

Precedente	Permette di tornare indietro di una pagina. Nel caso in cui sia la prima ritorna al riepilogo o alla pagina di partenza del questionario.
Undo	Annulla tutte le modifiche fatte nella pagina, riportandola allo stato iniziale.
Annulla	Esce dal questionario senza riportare le modifiche effettuate nella pagina corrente.
Avanti	Permette di passare alla pagina successiva. Nel caso sia l' ultima passa al riepilogo o alla pagina di partenza

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Click "Fill" and answer the question and then click "Avanti"



Università degli Studi di Bergamo

UNIVERSITA' DEGLI STUDI DI BERGAMO

Ambiente di test

Servizi online

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Registrato

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Action
Questionaire *		Fill

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-  **Mandatory data**
-  **Questionario completo**
-  **Questionario incompleto**

If your selected answer is corrected click "Conferma", then "Esci" and then click "Next"

Click "Complete the access to the test"



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Admission exam

Type of degree	P.H.D.
Description	Ingegneria e scienze applicate

Valid for

Details	721 - Ingegneria e scienze applicate,
---------	---------------------------------------

Administrative category and disability aids

Request assistance for handicap	No
---------------------------------	----

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Now Click "Print Application Form".

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Test Registration Summary

The process of registration for the test has been successfully completed.

Concorso di ammissione	
Description	Ingegneria e scienze applicate
Year	
Prematricola	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 ,

Titoli di valutazione

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

[Home](#) [Print Application Form](#) [Edit registration](#)