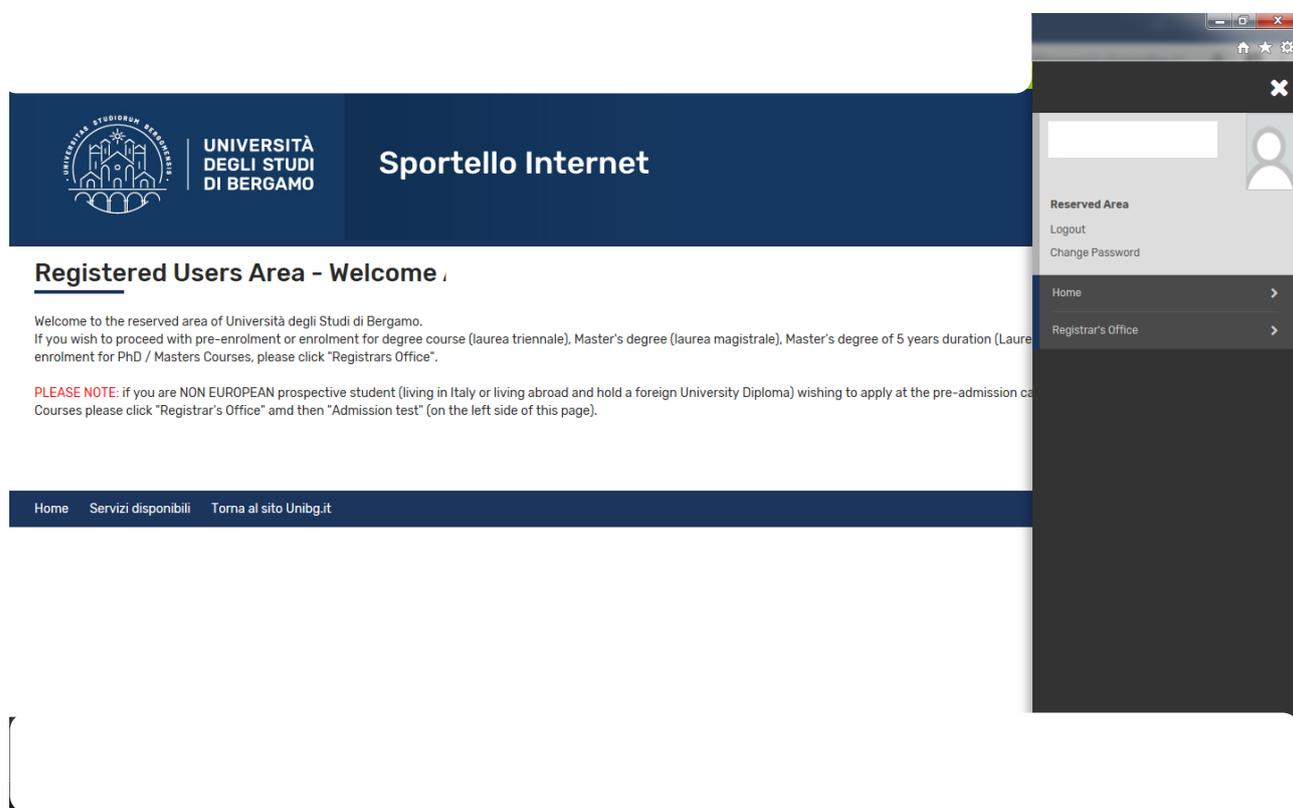


# GUIDELINES FOR THE ON-LINE APPLICATION TO PHD COURSE

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.



The screenshot displays the 'Sportello Internet' interface for the University of Bergamo. The header includes the university logo and the text 'UNIVERSITÀ DEGLI STUDI DI BERGAMO Sportello Internet'. The main content area is titled 'Registered Users Area - Welcome' and contains a welcome message and a 'PLEASE NOTE' section. A sidebar menu on the right lists 'Reserved Area', 'Logout', 'Change Password', 'Home', and 'Registrar's Office', with 'Registrar's Office' being the active selection.

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		
<b>Admission tests</b>			

Click "Admission tests"

Posta in arrivo (17) - debora.to. x | Posta in arrivo (26.659) - selezi. x | Admission Test, Università di U x +

← → ↻ 🏠 🔒 https://193.204.255.138/esse3/auth/studente/Admission/BachecaAmmissione.do?menu\_opened\_cod=menu\_link-navbox\_registrato\_Segreteria ... ☆ 🖨 📄 🗑

**AMBIENTE DI TEST**



**UNIVERSITÀ  
DEGLI STUDI  
DI BERGAMO**

# Sportello Internet

  
MENU

## Admission Test

This page summarizes the entries at Admission Test up to this moment. Click on description to view details of each Admission Test.

### Istanze presentate

Corso di formazione per il conseguimento della specializzazione per le attività di sostegno didattico agli alunni con disabilità – scuola primaria

Per presentare istanza Admission Test clicca il tasto procedi.

[Procedi con l'ammissione](#)

[Home](#) [Servizi disponibili](#) [Torna al sito Unibg.it](#)

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Windows taskbar: Search: Scrivi qui per eseguire la ricerca | Taskbar icons: File Explorer, Edge, Mail, Chrome, Store, Firefox, Word | System tray: 10:47, 26/05/2020

Click "Procedi con l'ammissione"

HomeLegenda

**Registrato**



**Reserved Area**

Logout

Change Password

**Home**

**Registrar's Office**

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Payments
- Invalidity Declaration

### 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

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

**Mandatory data**

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

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

The screenshot shows a web portal interface. On the left is a sidebar menu with the following items: **Registrato**, a profile picture placeholder, **Reserved Area** (with sub-items: Logout, Change Password), **Home**, **Registrar's Office**, and **State Exams**. The main content area is titled **Confirm the choice or the test** and includes the instruction: "Verify the information on the choices made in previous pages". Below this is a form with a label **Test** and a large empty input field. At the bottom of the form are two buttons: **Back** and **Confirm and proceed**.

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.					✓	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

In this regard, please remember, if you are an already registered user, to check that the data entered is complete, with particular reference to the e-mail address and mobile phone number.

## 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](#)



\* **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 issue:	
Expiring date:	

Back

Next



\* 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.					●	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

The note must be less than 2000 characters

Back

Next



\* 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

Valido per	
Dettaglio	721 - Ingegneria e scienze applicate,

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

**Home**

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

**Option 1:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Degree		●	<a href="#">Insert</a>

**Option 2:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Master's degree (two years)		●	<a href="#">Insert</a>

**Option 3:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	One long cycle degree programme (5 years)		●	<a href="#">Insert</a>

**Option 4:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	SPECIALISTIC DEGREE		●	<a href="#">Insert</a>

**Option 5:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Foreign degree		●	<a href="#">Insert</a>

[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"

## 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"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)
Mark*	<input type="text"/> (Es: 98/110)
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"

**Reserved Area**  
Logout  
Change Password

**Home**

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

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

**Option 1:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Laurea vecchio ordinamento			<a href="#">Insert</a>

**Option 2:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Laurea magistrale			<a href="#">Insert</a>

**Option 3:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Laurea specialistica			<a href="#">Insert</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Option 4:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Laurea Magistrale Ciclo Unico (5 anni)			<a href="#">Insert</a>

**Option 5:**

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Foreign degree			<a href="#">Insert</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**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

**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
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

**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" value="-"/>
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



## Elenco questionari

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Azioni
Questionaire *		<a href="#">Compila</a>

[Indietro](#)

### Legenda

Mandatory data

Questionario completo

Questionario incompleto

[Home](#) [Servizi disponibili](#) [Torna al sito Unibg.it](#)

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15:03  
27/05/2020



Questionario

## Survey "Questionnaire"

Questions marked with (\*) are compulsory

Have you already availed of other scholarships for a Ph.D. course?

- Yes  
 No

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

[Home](#) [Servizi disponibili](#) [Torna al sito Unibg.it](#)

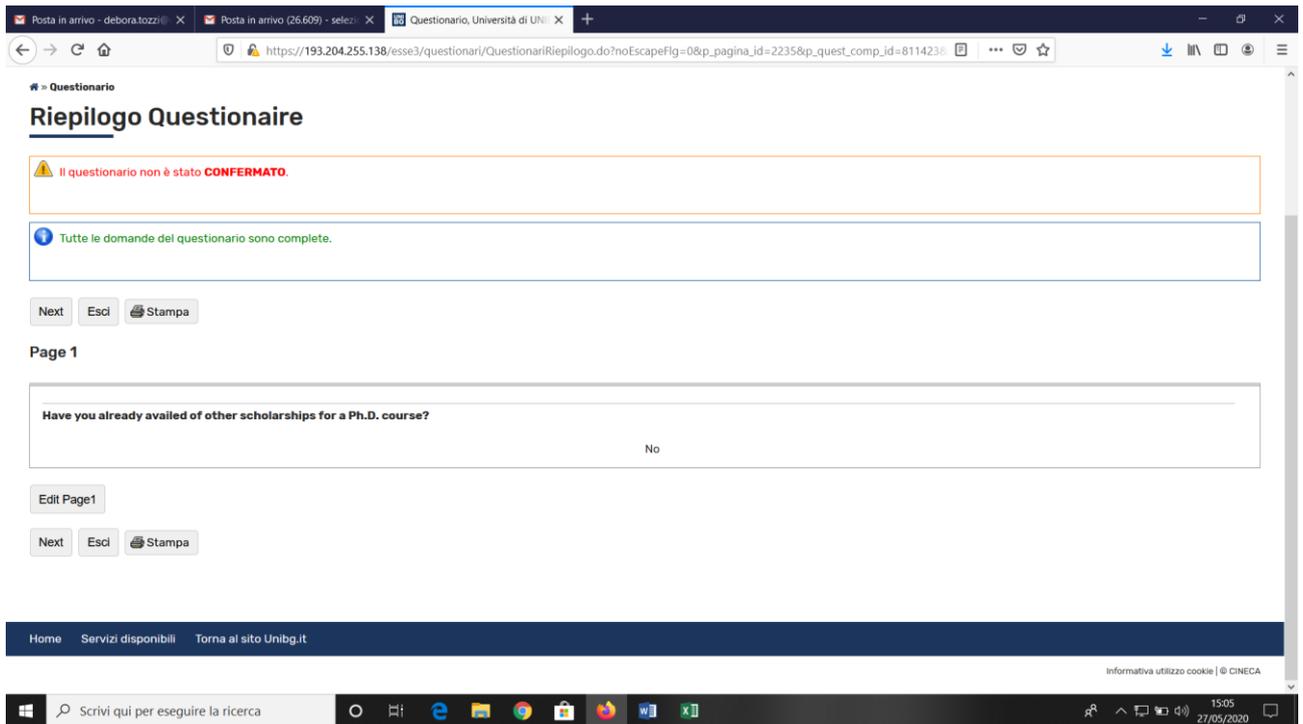
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15:04

Click "Compila" and answer the question and then click "Next"



Click "Next", then "Esci" and then click "Avanti"

Click "Complete the access to the test"

The screenshot shows a web application interface. On the left is a user profile menu with a placeholder icon and the following options:

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

The main content area contains three sections:

- 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
---------------------------------	----

At the bottom of the form area, there are two buttons: "Back" and "Complete the access to the test". The "Complete the access to the test" button is highlighted with a blue border.

Now Click "Print Application Form".

## Registrato



### Reserved Area

[Logout](#)  
[Change Password](#)

### Home

#### Registrar's Office

[Admission test](#)  
[Evaluation test](#)  
[State Exams](#)  
[Enrolment](#)  
[Payments](#)  
[Invalidity Declaration](#)

## 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](#)

You will also receive an email, automatically generated by the system, confirming that the application has been uploaded.