GUIDELINES FOR THE ON-LINE APPLICATION TO PHD COURSE

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.

Sportello Internet	DANIELA TROCANO
Registered Users Area - Welcome	Change Password
Welcome to the reserved area of Università degli Studi di Bergamo. If you wish to proceed with pre-enrolment or enrolment 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-	< Registrar's Office Admission test
PLEASE NOTE: If you are NON EUROPEAN prospective student (living in Italy or living abroad and hold a foreign University Diploma) wishing to apply at the pre-admission call for the English taught Master's Degree Courses please click 'Registrar's Of left side of this page).	Evaluation test
	State Exams
	Payments
	Study qualification
	Invalidity Declaration
	Impegni e Prenotazioni Appuntamenti in Segreteria
Home Servizi disponibili Torna al sito Unibg.it	

Click "Registrar's Office" and click "Admission tests"

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	HENU
Admission tests		
Through the following pages you can sign up to an ad	mission test.	
Admission tests		

Click "Admission tests"

	SITÀ TUDI IAMO Sportello Internet	няк
Select title type Select the title type you wish to access Select title type		∓ Legenda ★ Mandatory data
Post-Reform*	PhD Master's degree (two years) Specializzazione di attività di Sostegno	
Back Next		

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

Tick the text to which you want to subscribe and then click <code>``Next''</code>

UNIVER DEGLIS DI BERG	SITĂ IDDI AMO	нена				
Tests list		I Legenda				
Select the test you wish to access		🔆 Mandatory data				
Test selection						
Test*	CONDIMA E DIRITTO DELLIMPRESA (BUSINESS & LAW) from 05/05/2022 08:29 to 1//06/2022 11:59					
Test*	Test* O SCIENZE DELLA PERSONA E NUOVO WELFARE from 05/05/2022 08:31 to 17/06/2022 11:59					
Test*	Test* O SCIENZE LINGUISTICHE from 05/05/2022 08:30 to 17/06/2022 11:59					
Test*	O STUDI UMANISTICI TRANSCULTURALI from 05/05/2022 08:30 to 17/06/2022 11:59					
Test*	O TECHNOLOGY, INNOVATION AND MANAGEMENT from 05/05/2022 08:30 to 17/06/2022 11:59					
Back Next						

Click "confirm and proceed"

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UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	NU
Confirm the choice of the test		
Verify the information on the choices made in previou	as pages.	
Test		_
Study Course Type	PhD	
Description	TECHNOLOGY, INNOVATION AND MANAGEMENT	
Back Confirm and proceed		

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.

	UNIVERSI DEGLI STU DI BERGAI	тà Joi Spor t	tello Interi	net							MENU
Identity document	:S identity docum	ents entered previously and i	is given the opportunity t	o enter new ones.						 Legenda Valid document Expired document 	
Type of document	ld	Issuing authority	Date of issue	Expiring date	State	Nazione emiss.	Città emiss.	Presenza allegati	Actions	🔍 Details	
					0			Yes	9.60	Delete	
Submit a new identity docur Back Next	nent		1		1			i			

If you do not need assistance to take the text, select No and "Next".

If you need assistance, select Yes and "Next" and complete the next screen.

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	щио
Select the administrative category Select your administrative category for the test	and disability aids	∓ Legenda ★ Mandatory data
Assistance to take the test I request assistance to take the test (Act 104/9 O Yes		
Back Next		

If the information is correct click "Confirm and continue" otherwise "Back" to make changes

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet					
Confirm your test registration						
Verify the information on the choices made in previou	is page					
Test						
Tipologia titolo di studio		PhD				
Description		TECHNOLOGY, INNOVATION AND MANAGEMENT				
Valido per			1			
Dettaglio		730 - Technology, Innovation and Management, PDS0-2022 - comune				
Administrati iiiiity aids						
Request of assistance to take the test		No				
Back Confirm and proceed			_			

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If you need to insert a possible invalidity declaration click on "Insert new invalidity declaration", otherwise click on "Next".

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	неми
Invalidity Declaration This page shows all the submitted invalidity declaration There is no invalidity declarations Insert new invalidity declaration Back Next	ons.	ida

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Click on the "Insert" button to enter your qualifications and complete the forms that the system offers you. At the end click on "Proceed"

	UNIVERSITÀ DEGLI STUDI DI BERGAMO Sporte	ello Internet			HERU	
Details of the qualifications required Image: Complexity of Complexity						
Educa	ational Credentials Required	required.			 Titolo dichiarato Titolo obbligatorio 	
Status block	Title High School degree	Note	State Title	Action	• Titolo non obbligatorio	
Alter	native qualifications				Cancella titolo	
Option	1:		Chala			
block	Title Degree	Note	Title	Action Insert		
Option Status	Option 2: Status Status					
block	Title SPECIALISTIC DEGREE	Note	Title ©	Action		

Option 3:

Now it is necessary to enclose some mandatory type of documents as established in the call for application, click "Yes" and then "Next". Fill in all fields, attached the document and then click "Next". Repeat the operation for each document to be attached. At the end click "No" and then "Next".

Qualifice cuments for the assessment In this section you can insert documents and/or qualifications which contribute to The selected exam envisages the following type of documents and/	F Legenda Mandatory data Details Edit						
Tipo titolo						Delete	
Academic record							
Research Project							
Other Documents							
Letter of reference							
Publications							
Annexes for the degree Equivalence							
Letter of academic interest							
List of academic qualifications							
aff-certification of qualification held							
Declared qualifications	Declared qualifications						
Туре	Title	Act	ion				
Other Documents	cv	9	8		60		
Research Project	lesearch Project Oricerca 🔍 🖗 🕥						
Do you want to attach additional documents and /or titles?*							
() Yes							
○ No							
Back Next							

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

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	E KON
Confirm qualifications and docume Verify data entered.	ents for the assessment	
Туре		Title
Other Documents	cv	
Research Project		Progetto di ricerca
Back Next		

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

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet				
Elenco questionari	Elenea questionari				
* Mandatory data					
In questa pagina sono elencati i questionari compilabili.			Questionario completo		
Questionario		Status	Azioni	Questionario incompleto	
Questionaire *		•	Compila		
Indietro					



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

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	MERU
≉ ∝ Questionario Riepilogo Questionaire		
Il questionario non è stato CONFERMATO.		
Tutte le domande del questionario sono complete	8.	
Next Esci Stampa		
Have you already availed of other scholarships fo	for a Ph.D. course?	
	No	
Edit Page1 Next Esci @Stampa		
	Sportello Internet	MENU
* - questionario Riepilogo Questionaire		

Il questionario è stato CONFERMATO.				
Clicca "Esci" per proseguire con il processo				
Esci 🖨 Stampa				
Page 1				
Have you already availed of other scholarships for a Ph.D. course?				
No				
Esci 🚑 Stampa				

Click "Complete the access to the test"

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	ш	
Confirm the choice of test			
Verify the information on the choices made in previou	s pages.		
Admission exam			
Type of degree		PhD	
Description		TECHNOLOGY, INNOVATION AND MANAGEMENT	
Valid for			
Valid for			
Details		730 - Technology, Innovation and Management, PDS0-2022 - comune	
Administrati			
Request assistance for handicap		No	
Back Complete the access to the test			

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The process of registration for the test has been completed.

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

UNIVERSITÀ DEGLI STUDI DI BERGAMO	Sportello Internet	HAN			
Test Registration Summary					
The process of registration for the test has been successfully completed.					
Admission test					
Descriptio~		TECHNOLOGY, INNOVATION AND MANAGEMENT			
Year		2022/2023			
Progressive number 2					
Administrative category and disability aids					
Request for disability aids for the conduct of the test No		No			
Request for the course					
Name of the course					
730 - Technology, Innovation and Management, PDSO-2022 - comune					
Documents					
Туре		Description			
Other Documents		<u>CV</u>			
Research Project E		Progetto di ricerca			
Home Edit registration Rinuncia alla candidatura					

The progressive number indicated must be noted.

By clicking on "Edit registration" it will be possible to modify and/or integrate the application up to the deadline indicated in the Call.

ATTENTION: by clicking on "Rinuncia alla candidatura" the application presented will be completely canceled. To participate in the call, a new application must be entered.