

## HOW TO REGISTER ON LINE FOR THE PHD SELECTION

A.A. 2020/2021

Editing by: UO Post Lauream Training – Doctorate Research Offiche



Please go to web page <a href="https://unipr.esse3.cineca.it/Home.do">https://unipr.esse3.cineca.it/Home.do</a>

If you already have an account for University of Parma, go directly to login (chapter 2.1)

Anyone who has lost their credentials can consult the web page with directions on how to retrieve USERNAME and PASSWORD. It is advisable to ask for it to be recovered in good time.

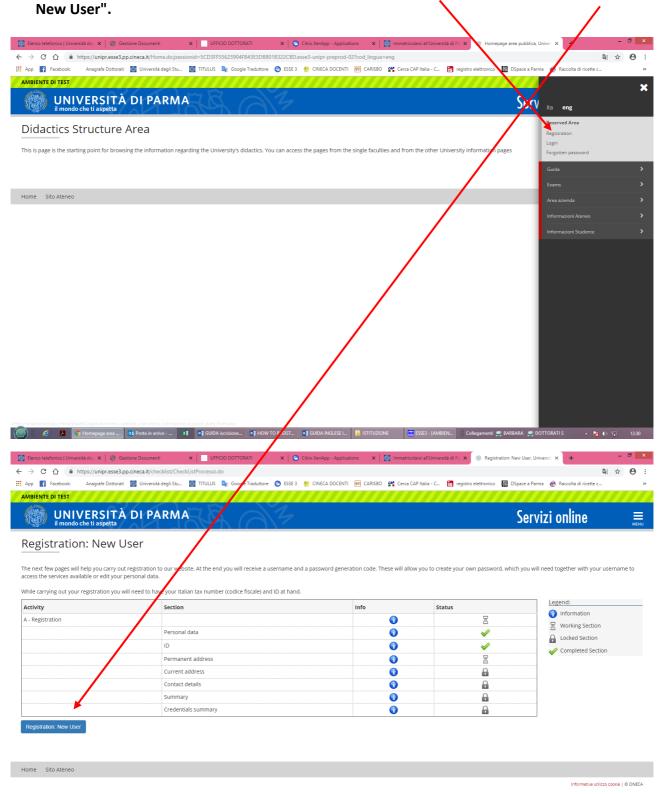
Before you start. You will be asked:

- an Italian tax code, do not fill it and the system will provide one.
- your passport number, issuing office, issue and expiry dates
- your present address and contact details



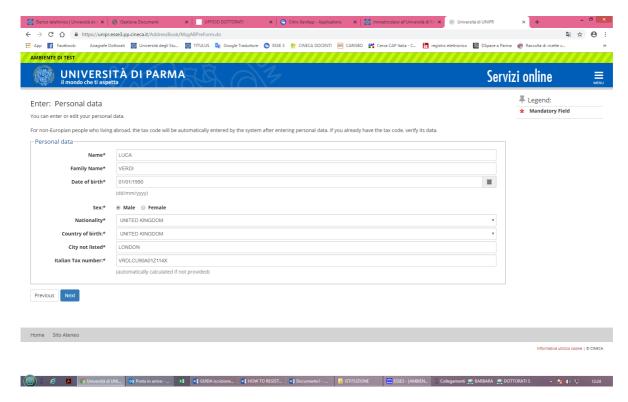


1.1 If you first access the web services of the University of Parma and you have never been a student of the University go to the right MENU' and click on the Registration and click on "Registration"

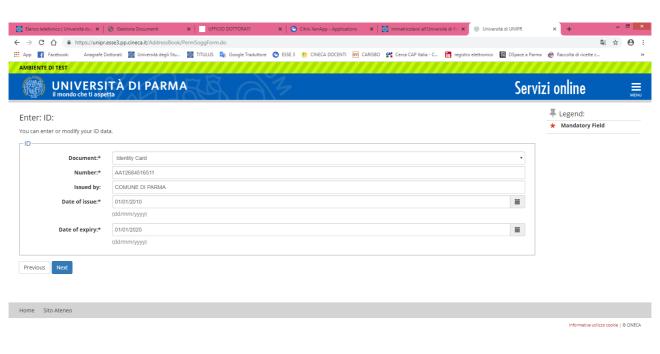




1.2 Enter your personal details: name, place... and select "Next"

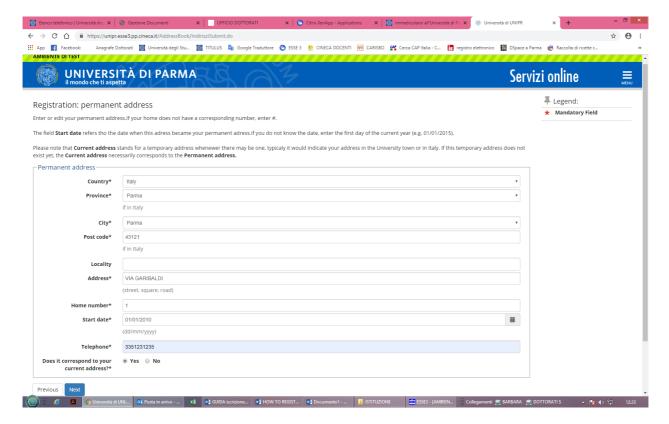


**1.3** Complete personal information by entering the references of a valid identity document and select "Next"

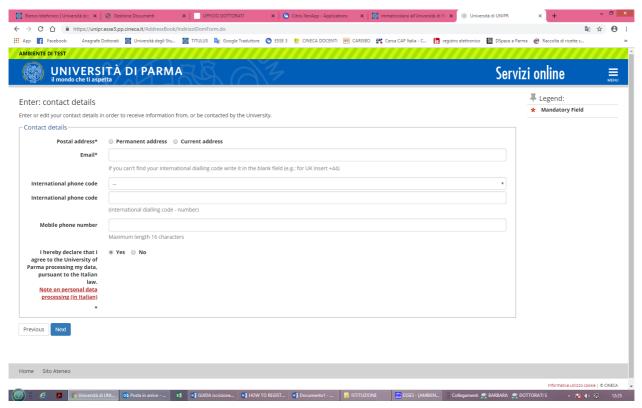




1.4 Enter your residence data and select "Next"

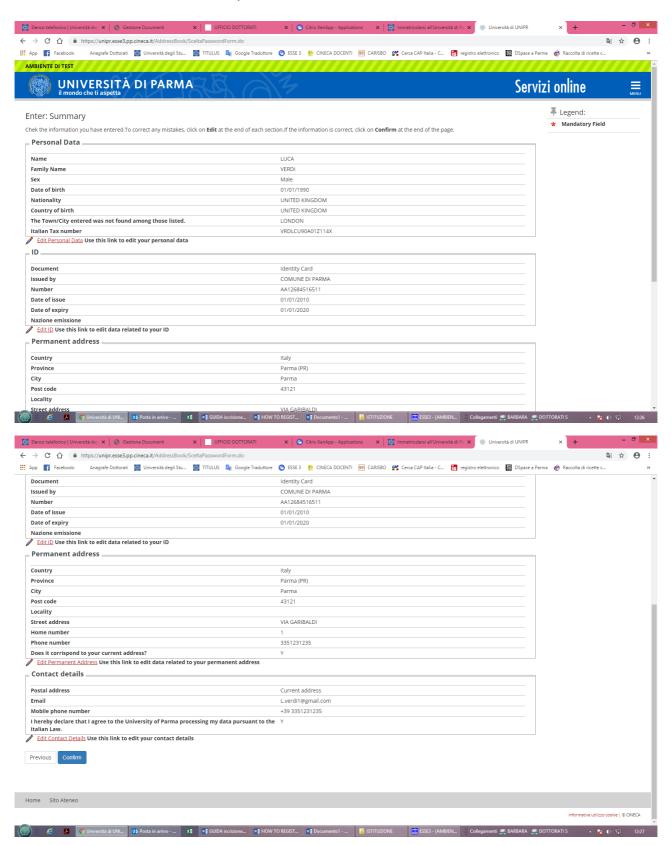


1.5 Complete by entering your personal contact details and selec "Next"



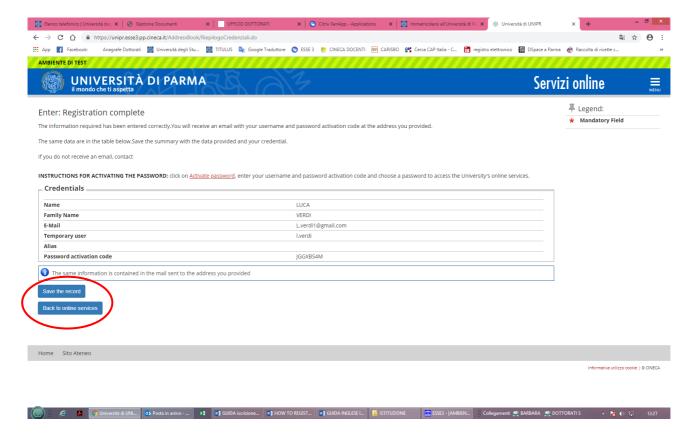


1.6 Check the data in the Summary section and confirm it if it is checked and select "Confirm"





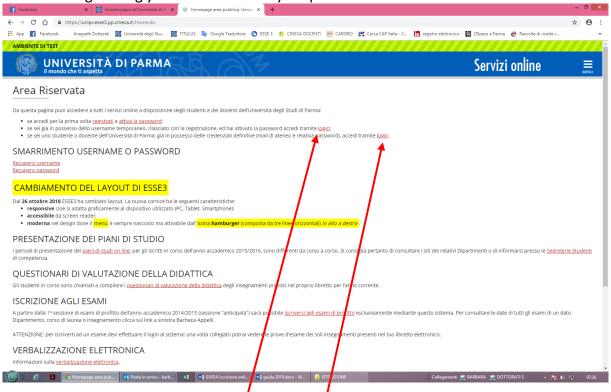
**1.7** Save the reminder and return to online services.



**1.8** You have finished recording and now you can proceed with the registration in the competition.

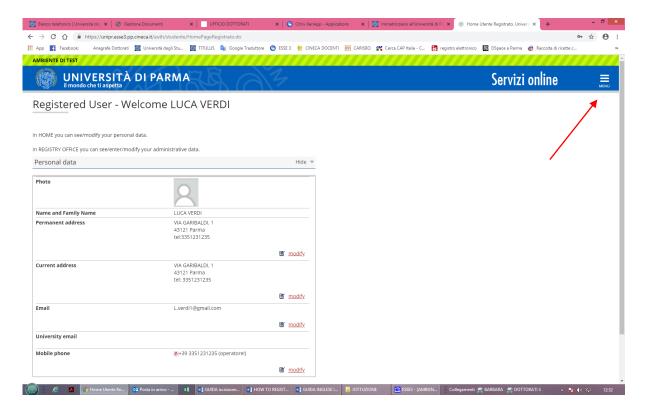


2.1 Please login using your username and your password.



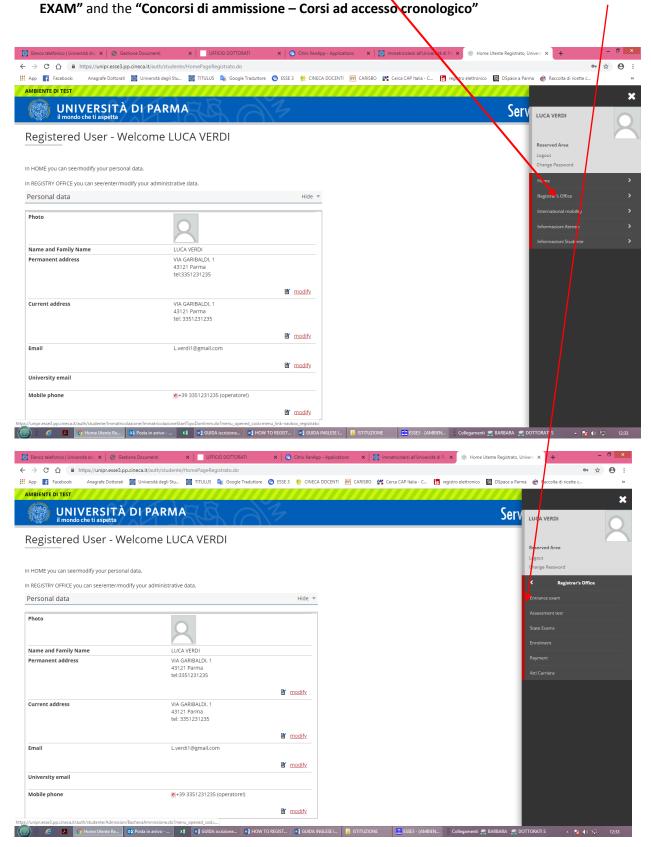
Select this item "login" with **temporary registration** just closed and access to online services.

If you are a registered user with the login **credentials definitive** dates from the email address nome.cognome@studenti.unipr.it and its pwd to access in this section.

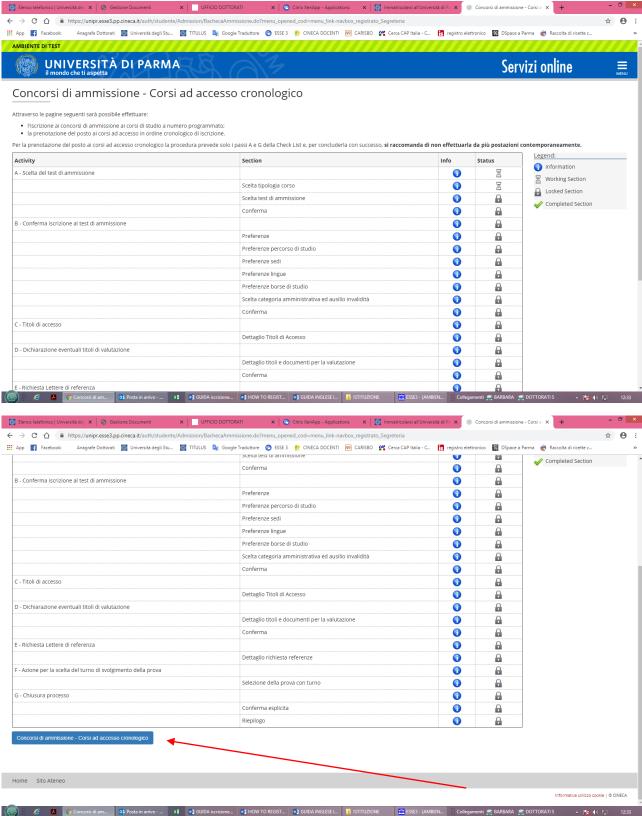




**2.2** Accessing the procedure will show a summary of all the steps required to complete the competition entry. On the left menu, in the left hand side of the **REGISTRAR'S OFFICE** section, select the **ENTRANCE** 

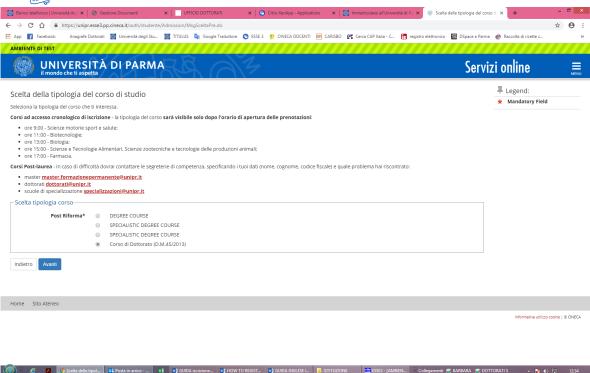




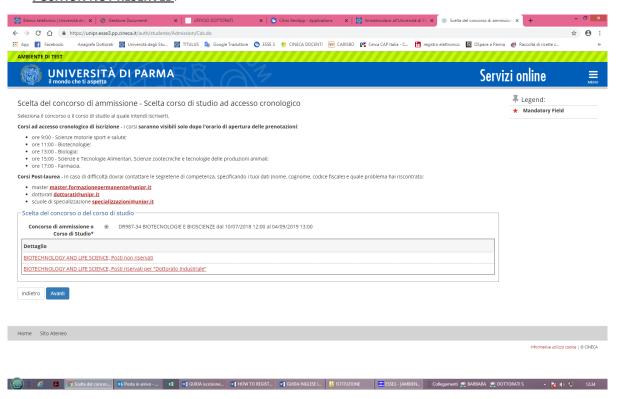


2.3 Please, select the item "Corso di Dottorato" and select "Avanti".



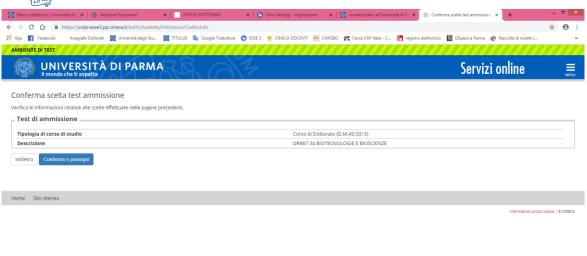


2.4 Now select the course you are interested in, by clicking on the bottom and select "Avanti. (Reserved places are addressed to those who hold a scholarship from an institution or a foreign country or in specific international mobility programs, to employees of industrial convention agreements and to holders of research grants for those courses in which They are provided). IN ALL OTHER CASES, THE CANDIDATE SHOULD CHOOSE a POSITION NOT RESERVED.



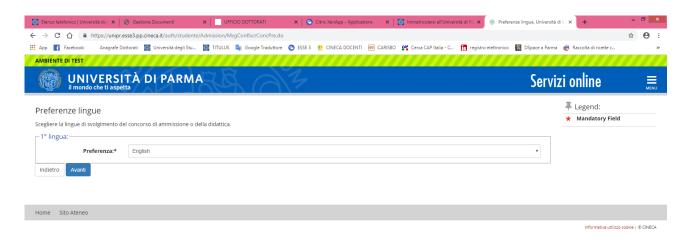
2.5 Select "Conferma e prosegui"





**2.6** Specify the foreign language whose knowledge will be checked during the exam and select "Avanti".

Conference scales ... OS Posta in annivo ... 11 12 GUIDA Scotisiones... 12 HOW TO REGIST... 13 GUIDA NOLESEL... IS STITUZIONE 125533 - [AMBEN... Collegament) ... 6 BABBAN ... 001TOMATIS ... 12 M



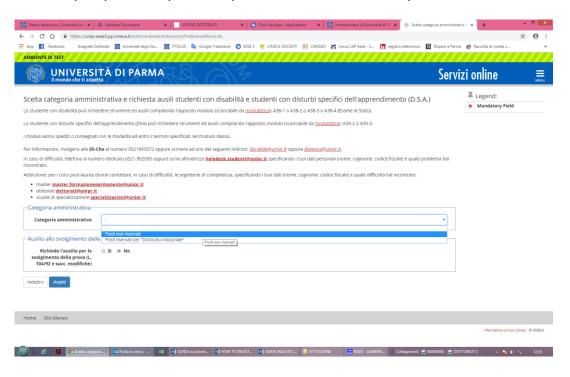


2.7 Specify the type of Administrative Category for which you are competing and select "AVANTI". Please note that reserved places are addressed to those who hold a scholarship from an institution or a foreign country, scholarship holders in specific international mobility programs, business employees in the agreement for the Industrial Doctorate and the holders of checks Of research, for those courses in which

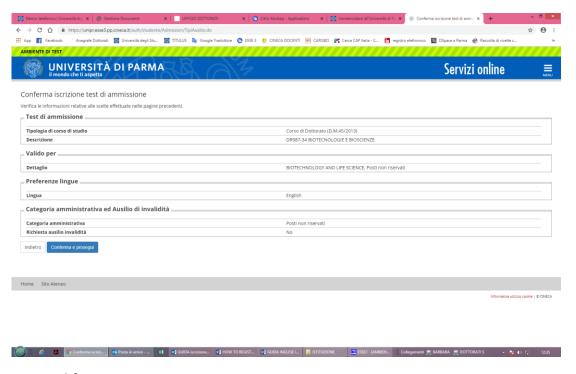


they are planned. IN ALL OTHER CASES THE APPLICANT SHOULD CHOOSE A **POSITION NOT RESERVED** ("Posti non riservati").

Also specify whether you need specific aids in case of disability.



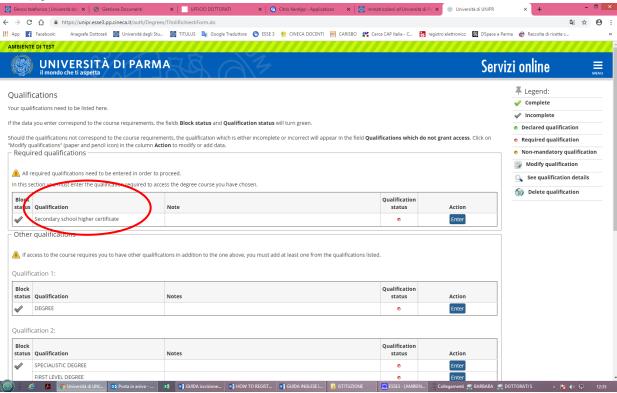
2.8 Please confirm, select the item "Conferma e prosegui".



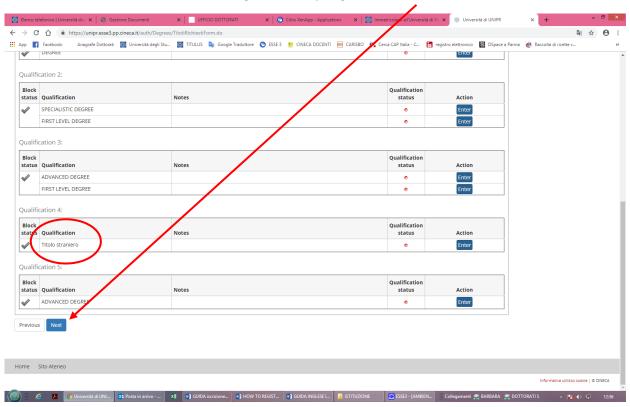
## 2.9 Qualifications

If you are not yet in the system, enter the data for **ALL the qualifications you hold**, not just the compulsory ones for your doctoral degree.



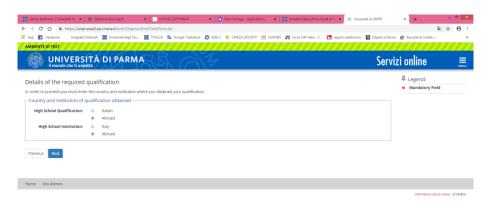


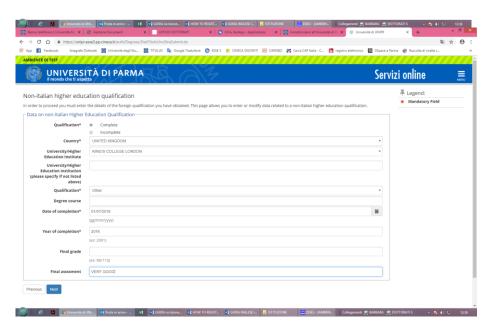
Select the idem "Titolo Straniero" (foreign University degree) and "Next".





Please select the country where your degree is been awared, fill all the spaces related to your degree and confirm with "Next".





Now you must provide details of your HIGH SCHOOL QUALIFICATION, click on box 1 Secondary School higher qualification" and fill:

Tipo Titolo Straniero (Type of high school title )

Titolo (descrizione libera) if you di not find yours in the pull-down menu write it in the following field Titolo (high school title)

Data del conseguimento (when you got your high school title, date)

Anno del conseguimento (year, repeat)

Voto (grades, marks, *leave blank*)

Nazione Istituto (Nationality)

Nazione Titolo (Nationality)

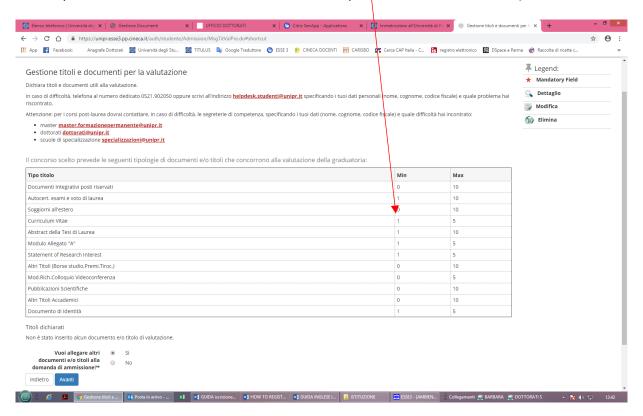
Please select the country where your is been awared, fill all the spaces related to your High School qualification and confirm with "Procedi".

Insertion of title information is now completed and next to the declared title will be shown the symbol and select "Next".

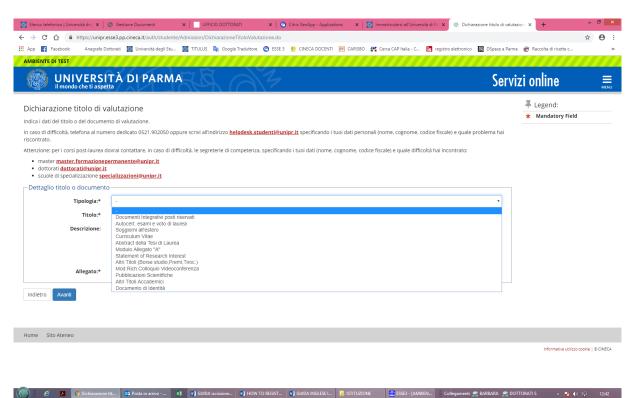


## 2.10 Gestione titoli e documenti per la valutazione

At this point you can proceed with the inclusion of the titles foreseen for the competition you intend to attend, summarized in the table (NB: **Min. No. 1** indicates the obligation to enter in order to proceed. **No. Max** indicates the max number of pdf files that can be inserted).



**2.11** Proceed with the inclusion of all mandatory titles and any additional optional titles by selecting the typology from the drop-down menu.





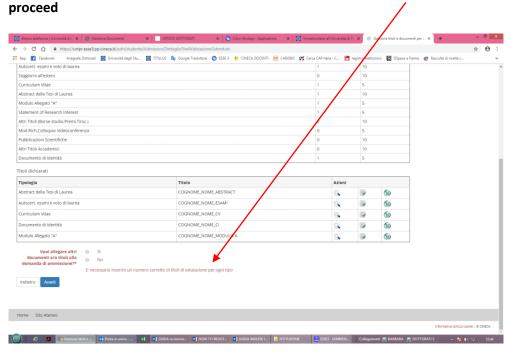
2.12 You must add: - Curriculum vitae et studiorum, Annex A, a certificate stating the exam, an abstract of graduatione thesis, document ID.

You can add: a statement of research interest, describing your wishes (check the Doctorate offered Thesis list), one recommendation letter, a request for a teleconference Interview (**very important**, **do not forget!**), papers you already published

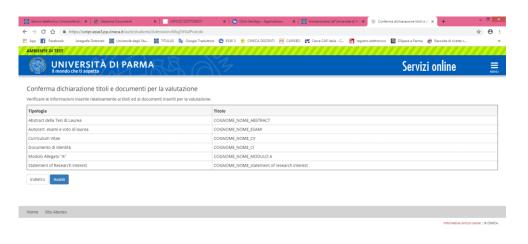
In each case you are asked a Titolo (short description) and you **must** upload one document, e.g. a letter of recommendation by Prof. Einstein, or a statement that you require a teleconference interview.

Each title must be named with the Surname and Name and Description.

If you do not enter the mandatory titles the system gives an error message and it is not possible to

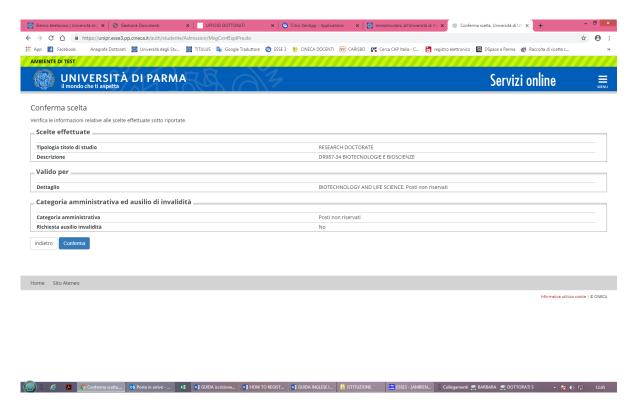


2.13 Verify the entry of the attached titles and select "Avanti".

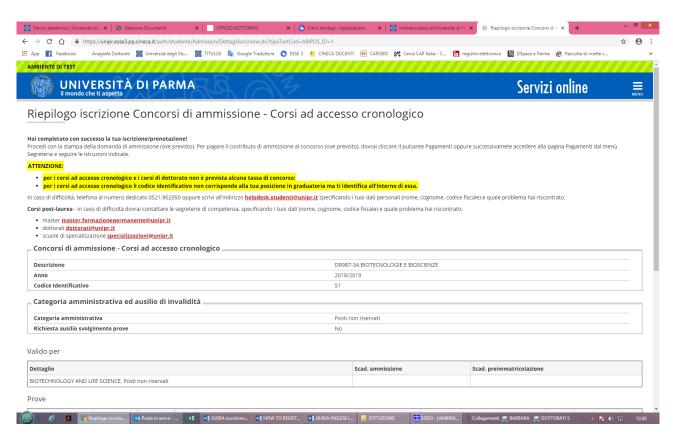




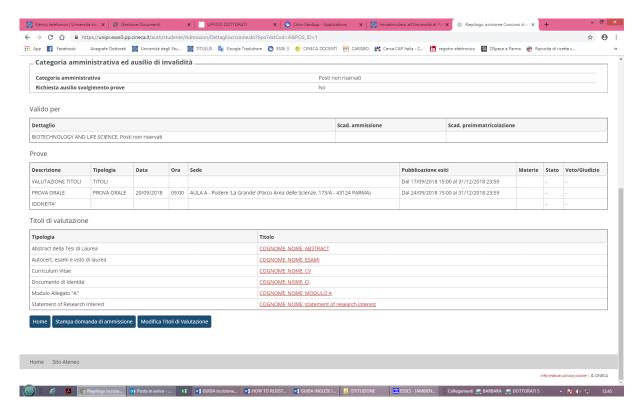
2.14 Proceed with the confirmation of enrollment in the competition, select "Conferma"



## 2.15 Enrollment Summary







At this point a screen will appear that summarizes the content of the application for entry to the competition and allows you to print the application for admission.

Registration for the competition has been successful.

You must not send or submit the PRINTED APPLICATION.

**NB:** At any time and until the deadline it is possible to integrate or modify the attachments. It is however the candidates' responsibility to verify the correct conclusion of the procedure and the correct insertion of all the attachments.

It is advisable to reprint the APPLICATION in the event of integration or modification.