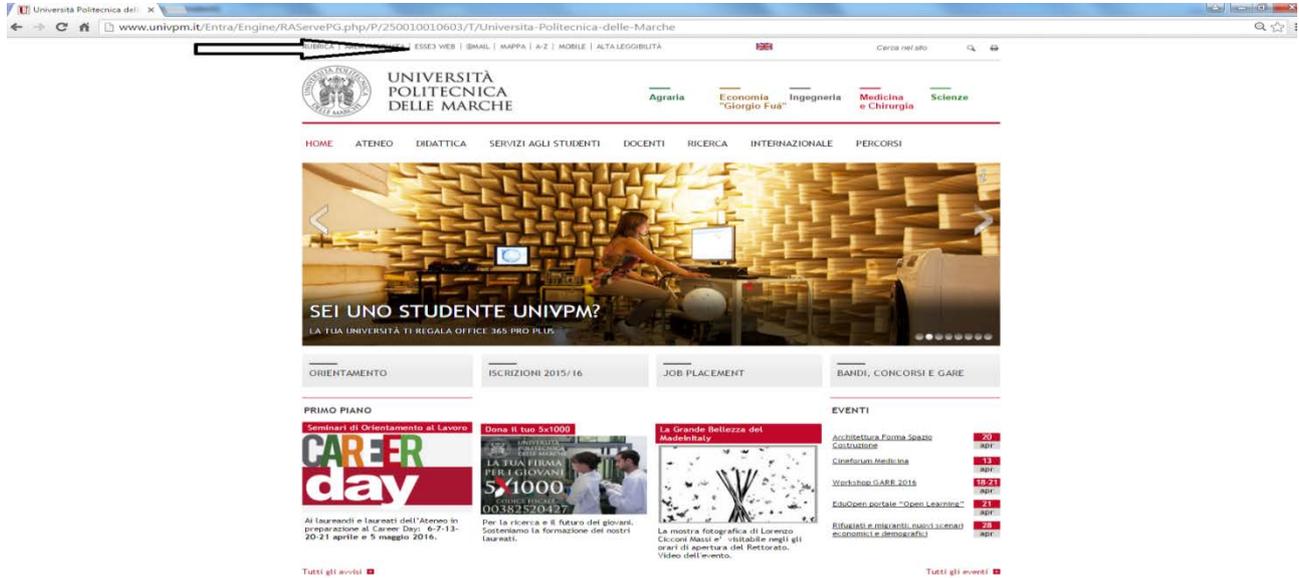
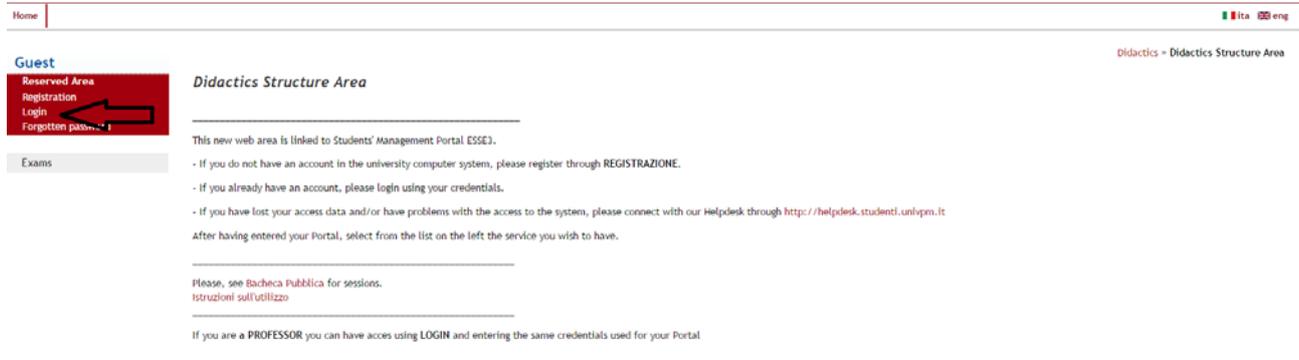


Online Application Guide

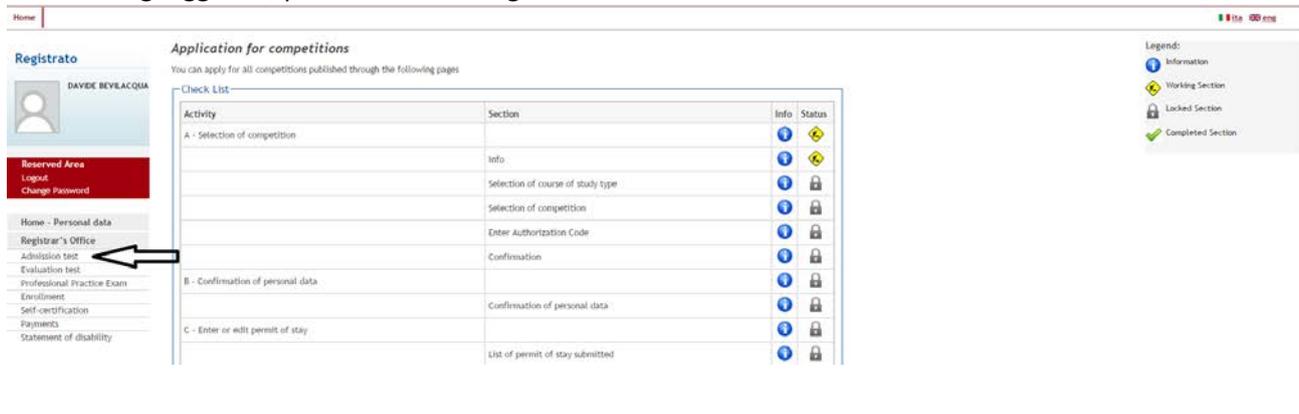
Applications for admission to Ph.D. programs may only be submitted through the online application system, as per the instructions in the Call for Applications. Applicants can either apply in “Esse3 Web” from the “Home Page” of the University, or directly in <https://esse3web.univpm.it>



If you already have an account, you can skip the instructions below and start the application process by logging in. If you do not have an account, you can set one up through the following the instructions on the “Registration guide”.



After having logged in, please click on “Registrar’s Office – Admission Test” on the left.



Click on “Application for competitions”

D - Enter or edit ID document			
	ID document submitted		
E - Confirmation of application			
	Preferences		
	Preferences for elective program		
	Preferences for location		
	Preferences for language		
	Preferences for scholarship		
	Selection of candidate category and auxiliary aids		
	Selection of auxiliary aids for individuals with disabilities		
	Confirmation		
F - Enter or edit statement of disability			
	Summary statement of disability submitted		
G - Required admission degrees			
	Overview required admission degrees		
H - Other qualifications			
	Overview of qualifications and documents entered for evaluation		
	Confirmation		
I - Reference letter			
	Reference letter overview		
J - Questionnaires to be filled out before confirmation of application			
	Selection of questionnaires available		
K - Selection of assessment session per day			
	Selection of assessment with session per day		
L - Complete application process			
	Epress confirmation		
	Confirmation		

Application for competitions

By clicking on “Confirm”, candidates declare to be fully aware of the liability arising from untruthful statements.

Home

Registrato

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I, fully aware that untruthful statements, forgery and use of false documents will be prosecuted by law as per art. 46, 47 and 76 of Presidential Decree n. 445 of 28th December, hereby declare that the information included in this application is accurate and true

Reserved Area
Logout
Change Password

Home - Personal data
Registrar's Office
Admission test

Back Confirm

When filling in the application form, candidates can logout any time they wish. The information entered will be automatically saved. Candidates can then fill out the uncompleted application or cancel it thoroughly by logging in again from “Registrar’s Office – Admission Test - Forward”.

Home

Registrato

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Pending Process

Pending Process

Process List

Select	Description	Info	Status
	Application for competitions		

Forward Undo Process

Legend: Hide detail
 Information
 Working Section
 Completed Section

Tick on “Ph.D Programmes” and click on “Continue”.

Home

Registrato

DAVIDE BEVILACQUA

Select course

Select course you wish to apply for

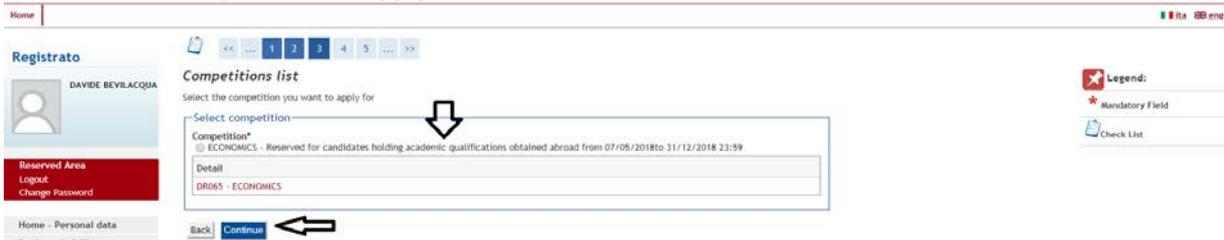
Select course

After reform*
 Ph.D. Programmes (D.M. 45/2013)

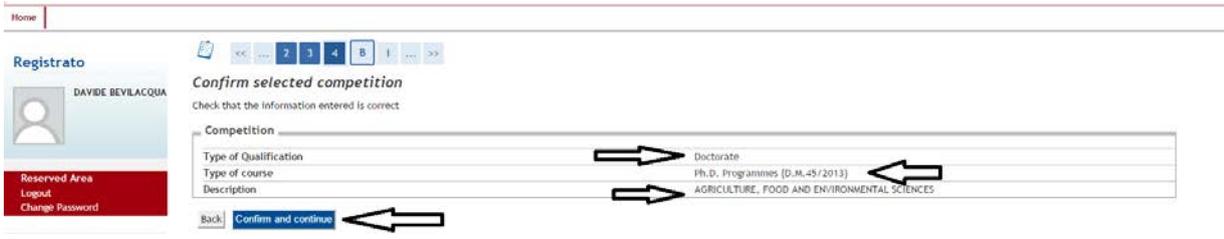
Back Continue

Legend:
 Mandatory Field
 Check List

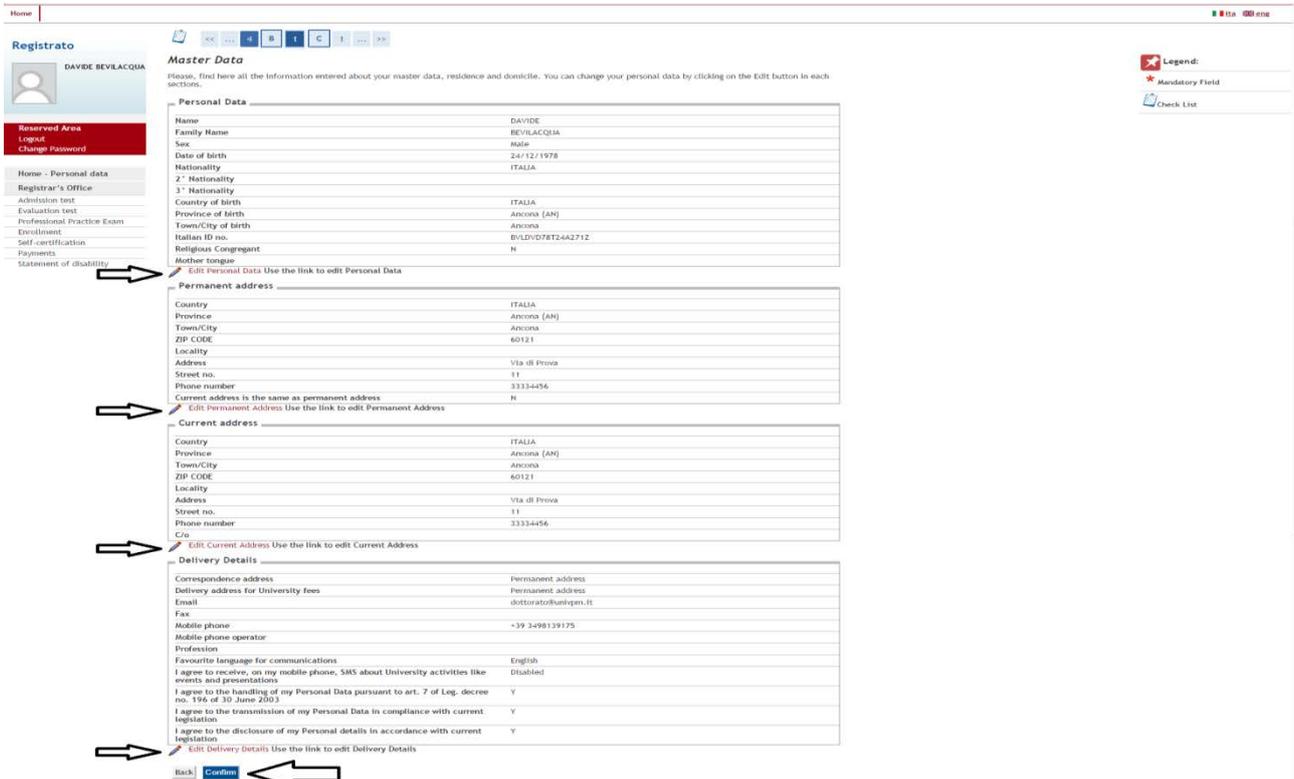
Select the Course you wish to apply for and click on "Continue".



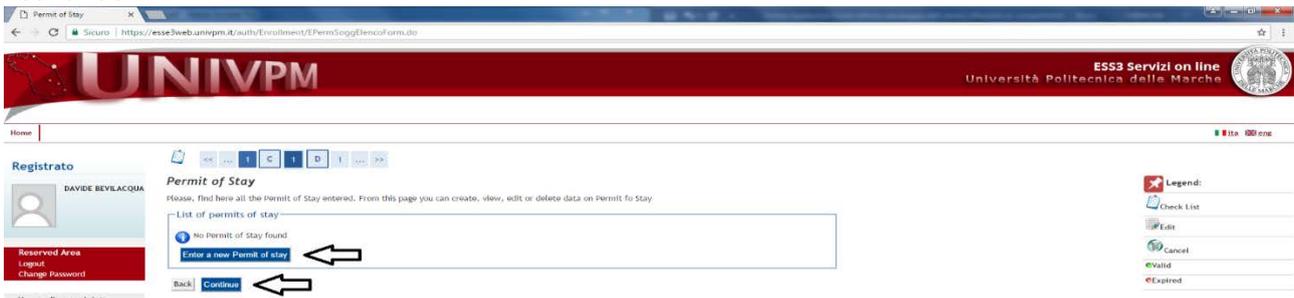
Double-check the course selected and then click on "Confirm and continue".



Double-check the Master Data. You can edit your personal data by clicking on the Edit link. Click on "Confirm" to continue.



Non-EU students residing in Italy, in possession of a Permit of Stay, must fill in this section. Click on "Continue".



Enter a valid ID Card.

UNIVPM ESS3 Servizi on line
Università Politecnica delle Marche

Home ita eng

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Identity Documents
List of the ID entered. You may enter new documents or edit documents already submitted.

Identity Documents submitted

No Id found

Enter new ID

Back Continue

Reserved Area
Logout
Change Password

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Legend:
Check List

You must upload a scan of your ID document.

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Università Politecnica delle Marche

Home ita eng

Registrato
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ID document
ID document summary

ID document

Type of document	Number	Issuing Institution	Date of issue	Expiry date
Id card	3928557AA	Comune di Ancona	01/06/2014	01/06/2025

Attachment list

No attachment found

Upload attachment

Back Continue

Reserved Area
Logout
Change Password

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Legend:
Check List
Overview
Edit
Delete
Info

Double-check the entered data and click on "Continue".

UNIVPM ESS3 Servizi on line
Università Politecnica delle Marche

Home ita eng

Registrato
DAVIDE BEVILACQUA

Identity Documents
List of the ID entered. You may enter new documents or edit documents already submitted.

Identity Documents submitted

Type of ID	ID number	Issuing Institution	Date of issue	Expiry date	Status	Attachments	Actions
Id card	3928557AA	Comune di Ancona	01/06/2014	01/06/2025	●	Yes	🗑️

Enter new ID

Back Continue

Reserved Area
Logout
Change Password

Home - Personal data
Registrar's Office

Legend:
Check List
Valid ID
Expired ID
ID overview
Delete

From the drop-down menu, candidates shall have to select the Study Course, the curriculum Candidates can apply for all PhD-Programs. In this case, candidates shall have to send a separate application for each of the Courses they wish to apply for. Candidates are not allowed to apply for more than one curriculum of the same PhD Program. Students holding a second-level degree obtained at a non-Italian university can choose to apply either for ordinary positions and positions specifically reserved for students holding a second-level degree obtained abroad by submitting 2 application forms. Please, pay attention when selecting your option from the drop-down menu. Click on "Continue".

UNIVPM ESS3 Servizi on line
Università Politecnica delle Marche

Home ita eng

Registrato
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Preferences
Please, specify your preferences for the selected competition

Selection of preferences

Preference: DROES - ECONOMICS

Back Continue

Reserved Area
Logout

Legend:
Mandatory Field
Check List

In the overview, please double-check that the entered data are correct, then “Confirm and continue”.

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Reserved Area
 Logout
 Change Password

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Confirm application for admission to competition
 Check that the information entered is correct

Competition
 Type of Qualification: Doctorate
 Type of course: Ph.D. Programmes (D.M.45/2013)
 Description: AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES

Preferences
 Preference: DR064 - AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES, PDSO-2016 - comune, 101 - Graduated in Italian or non-Italian univ

Candidate category and disability aids
 Candidate category: Graduated in Italian or non-Italian univ
 Request for disability aids: No

Back Confirm and continue

Check that the field “Request for disability aids” is correctly filled in, then click on “Continue”.

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Reserved Area
 Logout
 Change Password

Home - Personal data
 Registrar's Office

Statement of disability
 This page contains declarations of disabilities. You can visualize all details and update or edit them.
 *** IMPORTANT *** \when filling in this section, please enter again, if required, the information you need to apply for tuition-fee exemption or other services.

List of statements of disability
 There are no statements of disability.
 Enter a new statement of disability

Back Continue

Legend:
 Check List
 Edit
 Delete
 Confirmed
 Submitted

In this section, you must enter the academic qualification required for admission. Students who are registered at *Università Politecnica delle Marche* will have this section automatically completed. The academic qualification entered will be highlighted in green. The entered data can be checked, edited and cancelled by clicking on the buttons in “Actions”. Please, fill in at least one of the blocks to continue. Students who hold two or more qualifications of the same kind (for example, two master’s degrees) shall have to choose one of them as a requirement for admission and write the other in their curriculum vitae. In this section, only data of the academic qualifications obtained at Univpm will be automatically entered. Students who have obtained a degree in another university can cancel the data which have been automatically entered by the system, by clicking on the button “Delete Qualification” in “Actions”, and enter the information on the other academic qualification obtained at the other university. Click on “Continue”.

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Reserved Area
 Logout
 Change Password

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Qualifications required details
 Please enter qualifications held among the list of required admission degree shown in the list below. Please, fill in at least one of the blocks to continue. in the following pages you will be asked to give information on any other qualifications held.
 IMPORTANT in case of an application submitted before obtaining the master's degree, you need to specify in the section for qualification data that qualification has not been obtained yet.

Academic qualification required for admission

In this section, you must enter the academic qualification required for admission. Please, fill in at least one of the blocks to continue.

Option 1:	Status	Qualification	Note	Qualification status	Actions
	<input checked="" type="checkbox"/>	SINGLE CYCLE MASTER'S DEGREE (prior to reform)			Enter
Option 2:	Status	Qualification	Note	Qualification status	Actions
	<input checked="" type="checkbox"/>	MASTER'S DEGREE (LAUREA MAGISTRALE)			Enter
Option 3:	Status	Qualification	Note	Qualification status	Actions
	<input checked="" type="checkbox"/>	MASTER'S DEGREE (LAUREA SPECIALISTICA)			Enter
Option 4:	Status	Qualification	Note	Qualification status	Actions
	<input checked="" type="checkbox"/>	NON-ITALIAN DEGREE			Enter

Back Continue

Legend:
 Check List
 Completed
 C
 Qualification declared
 Required qualification
 Qualification not mandatory
 Edit qualification
 Qualification overview
 Delete qualification

This page contains an overview of the academic qualifications to be attached to the application. Tick on “Yes” and click on “Continue”.

Management of qualifications and documents entered for evaluation

Please, enter qualifications and documents for the evaluation

Documents and qualifications which are considered for assessment in the selected competition:

Type of Qualification	Max
Research contract	10
Additional qualifications	10
Publications	1
Curriculum vitae	1
Interview via Skype	1
Exams taken for a "Bachelor's degree"	1
Exams taken for a "Master's degree"	1
Application fee	1

Qualifications entered

No qualifications and/or documents have been entered

Do you want to attach other documents and/or qualifications to your application form?

Yes
 No

[Back](#) [Continue](#)

Select type of qualification held from the drop-down menu.

Enter qualification for evaluation

Enter qualification or document details

Qualification or document overview

Typeology: *

Qualification: *

Description:

Attachment:

[Back](#) [Continue](#)

In this section, candidates can enter the type of qualification held, by following the instructions below. Attachment file sizes must be kept below 5 Megabytes. In any case, candidates shall minimize the size of the attachments before uploading them. Should it not be possible to reduce the size of a document to less than 5 megabytes or should the candidate have more academic titles than the ones included in the list, these can be sent per email to concorsi.dottorato@sm.univpm.it. In this case, please make sure your name, surname and the program you are applying for have been clearly written in your email message. **This email message does not replace the online application** which must be submitted in any case. The overall size of the attachments of each additional email must not be larger than 20 megabytes.

“Exams taken for a “Bacherlor’s degree”:

Qualification for evaluation

Enter qualification or document details

Qualification or document overview

Typeology: *

Qualification: *

Description:

Attachment:

[Back](#) [Continue](#)

In this section candidates shall enter the exams the took to obtain their Bachelor’s degree. The field “Qualification” is mandatory. Students who have obtained their Bachelor’s degree at Univpm, can attach their self-declaration, which can be downloaded from the Students’ Portal. Candidates from other Italian Universities can upload similar declarations which should be provided for by their universities.

Alternatively, the exams and the grades received can be written on a file in Word-Format, as in the following example:

Exams taken for a “Bachelor’s degree”

Module	Grade
Analisi Matematica 1	30/30 with distinction
Campi Elettromagnetici	28/30
Etc.	Etc.

“Exams taken for a “Master’s degree” (after and before Ministerial Decree 509/99):

The screenshot shows the 'Qualification for evaluation' form. The 'Typology' dropdown is set to 'Exams taken for a Master's degree'. The 'Qualification' dropdown is also set to 'Exams taken for a Master's degree'. The 'Attachment' field is empty with the text 'Scegli file | Nessun file selezionato'. A legend on the right indicates that a red asterisk denotes a 'Mandatory Field' and a document icon denotes a 'Check List'. Arrows point to the 'Typology' dropdown, the 'Qualification' dropdown, and the 'Continue' button.

In this section candidates shall enter the exams taken to obtain their Master’s degree (2-year Master’s course or 5- or 6-year Master’s course, as before Ministerial Decree 509/99). Students who have obtained their degree at a non-Italian university can use this section to attach their degree certificate, the list of the courses attended specifying their duration and the exams passed, as well as all the documents that can be useful to assess the eligibility of the academic qualification held.

“Research grants”:

The screenshot shows the 'Qualification for evaluation' form. The 'Typology' dropdown is set to 'Research contract'. The 'Qualification' dropdown is set to 'Research contract'. The 'Description' field contains the text 'Robot Internal thermal insulation of historical Buildings'. The 'Attachment' field is empty with the text 'Scegli file | Nessun file selezionato'. A legend on the right indicates that a red asterisk denotes a 'Mandatory Field' and a document icon denotes a 'Check List'. Arrows point to the 'Continue' button.

Candidates shall use this section to enter information on any research grants they have been awarded. The fields relating to “Institution” are to be filled-in with information on the university candidates are supposed to be conducting their research at and the duration of the contract.

“Additional qualifications”:

The screenshot shows the 'Qualification for evaluation' form. The 'Typology' dropdown is set to 'Additional qualifications'. The 'Qualification' dropdown is empty. The 'Attachment' field is empty with the text 'Scegli file | Nessun file selezionato'. A legend on the right indicates that a red asterisk denotes a 'Mandatory Field' and a document icon denotes a 'Check List'. Arrows point to the 'Continue' button.

In this section, candidates can enter the qualifications they hold, not included in any of the previously specified categories, such as other academic qualifications (specialization courses, etc.), registration in a professional register, internships, traineeships, jobs, language certificates, certificates of participation in conferences, computer certifications, etc. For each declared additional qualification, a scanned copy of the relating certificate must be uploaded. Candidates for the Course in “Political Economy” shall use this section to upload the presentation letters required – at least two - signed by two university professors.

“Publications”:

Home

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Reserved Area
Logout
Change Password

Home - Personal data
Registrar's Office

Qualification for evaluation
Enter qualification or document details

Qualification or document overview

Typology: * Publications
Qualification: *
Description:
Attachment: Scogli file Nessun file selezionato

Back Continue

Legend:
* Mandatory Field
Check List

In this section, candidates can enter their publications. Please, remember that documents must not be larger than 5 megabytes. If the article has been published online, candidates don't need to upload it. In this case, candidates shall just enter the url in the "Description" field. Applicants for the Phd course of Human Health and Biomedical Sciences may only upload up to 5 five publications submitted to PubMed o Scopus.

“Research Project”:

Home

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Reserved Area
Logout
Change Password

Home - Personal data
Registrar's Office

Enter qualification for evaluation
Enter qualification or document details

Qualification or document overview

Typology: * Research Project
Qualification: * Research Project
Description:
Attachment: Scogli file management a... hments.png

Back Continue

Legend:
* Mandatory Field
Check List

In this section, candidates for the PhD Program in “Human Health” and “Biomedical Sciences” shall upload their research project, no more than 2 pages.

“Curriculum vitae”:

Home

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Reserved Area
Logout
Change Password

Home - Personal data
Registrar's Office

Qualification for evaluation
Enter qualification or document details

Qualification or document overview

Typology: * Curriculum vitae
Qualification: * Curriculum vitae
Description:
Attachment: Scogli file Nessun file selezionato

Back Continue

Legend:
* Mandatory Field
Check List

In this section, candidates can upload their curriculum vitae in any format they deem appropriate. The curriculum vitae must be duly **signed** by the candidate.

“Application fee”:

Home

Registrato

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Reserved Area
Logout
Change Password

Home - Personal data
Registrar's Office

Qualification for evaluation
Enter qualification or document details

Qualification or document overview

Typology: * Application fee
Qualification: * Application fee
Description:
Attachment: * Scogli file application fee.docx

Back Continue

Legend:
* Mandatory Field
Check List

Applicants, who choose to pay the admission fee of €30,00 by using the University bank data reported on the call for admission itself, must **compulsorily** upload in this section the receipt of payment.

“Final Thesis”:

The screenshot shows the 'Qualification for evaluation' form. The 'Typology' dropdown is set to 'Final thesis'. The 'Description' field contains the text: 'Final thesis'. The 'Attachments' section shows a file named 'Scagl file' and a note 'Nessun file selezionato'. The 'Back' and 'Continue' buttons are visible at the bottom of the form.

In this section, candidates for the PhD Program in “Political Economy” and “Management and Law” shall upload their final thesis (2-year Master’s course or 5- or 6-year Master’s course, as before Ministerial Decree 509/99). Please, keep in mind that each attached document shall not exceed 5 megabytes in size. In this section, candidates can upload not more than two files. The thesis can be split in two different files of 5 megabytes each.

“Interview via Skype”

The screenshot shows the 'Qualification for evaluation' form. The 'Typology' dropdown is set to 'Interview via Skype'. The 'Description' field contains the text: 'Interview via skype. I am not resident in Italy and according to the call I would like to be interviewed via skype. My skype id is XXXXX'. The 'Attachments' section shows a file named 'Scagl file' and a note 'Nessun file selezionato'. The 'Back' and 'Continue' buttons are visible at the bottom of the form.

Candidates who are not resident and/or not domiciled in Italy may choose to be interviewed via Skype, submitting their request through this section. In the field “Description” candidates shall write their Skype ID and the reasons why they are unable to attend the interview.

After having entered the qualification, an overview page will be displayed. From this page, candidates can edit or delete the information entered using the buttons in the field “Actions”.

If candidates wish to enter another qualification, they shall have to tick on “Yes” under “Do you want to attach additional qualifications/documents to the application?” and then click on “Continue”. If candidates do not wish to enter any additional qualifications, they shall tick on “No” and click on “Continue” to continue. Candidates shall ensure to have entered all the information required, as in the Call. Click on “Back” to edit or on “Continue” to continue with the application.

The screenshot shows the 'Management of qualifications and documents entered for evaluation' overview page. It displays a table of documents and qualifications considered for assessment, and a table of qualifications entered. The 'Do you want to attach other documents and/or qualifications to your application form?' section has the 'No' option selected. The 'Back' and 'Continue' buttons are visible at the bottom of the form, with arrows pointing to them.

Type of Qualification	Max
Research contract	
Additional qualifications	10
Publications	10
Curriculum vitae	1
Interview via Skype	1
Exams taken for a “Bachelor’s degree”	1
Exams taken for a “Master’s degree”	1
Application fee	1

Type	Qualification	Actions
Curriculum vitae	Curriculum Vitae	[Edit] [Delete]
Interview via Skype	Interview	[Edit] [Delete]
Research contract	Acronym RIBuilt	[Edit] [Delete]

Do you want to attach other documents and/or qualifications to your application form?
 No
 Yes

Candidates should check that all the information entered are correct. Then click on “Continue”.

The screenshot shows the 'Confirm qualifications and documents entered for evaluation' confirmation page. It displays a table of qualifications entered. The 'Back' and 'Continue' buttons are visible at the bottom of the form, with an arrow pointing to the 'Continue' button.

Type	Qualification
Curriculum vitae	Curriculum Vitae
Interview via Skype	Interview
Research contract	Acronym RIBuilt

Before the application procedure is completed, candidates shall fill in this section with data on scholarships.

Home

Registrato

DAVIDE BEVILACQUA

List of questionnaires

List of questionnaires available

Questionnaire	Status	Actions
Scholarships declaration *		Fill in

Back

Legend:

- Mandatory Field
- Check List
- Questionnaire complete
- Questionnaire incomplete

If candidates have been beneficiaries of PhD-scholarships from other universities in the past, they shall tick on “Yes” and then click on “Continue”.

Home

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Reserved Area

Logout

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Home - Personal data

Registrar's Office

Admission test

Evaluation test

Questionnaire to fill out "Scholarships declaration"

(*) Compulsory questions

Further declarations

Do you accept any eventual scholarship available?

Yes No

Have you already been awarded a scholarship (also partially) for a PhD Course?

Yes No

Cancel Quit Back Continue

Candidates who have been awarded a PhD-scholarship in the past, shall specify when it was awarded and the university they received it from. Click on “Continue”.

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Questionnaire to fill out "Scholarships declaration"

(*) Compulsory questions

Declaration details

During which period? (from dd/mm/yyyy to dd/mm/yyyy)*

from 01/01/2015 to 31/12/2015

At which University*

University of Trieste

Cancel Quit Back Continue

Check the information entered, then click on “Confirm”. Now the information submitted can no longer be edited.

Home

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Summary Scholarships declaration

Questionnaire is not CONFIRMED.

All questions have been answered.

Confirm Esci

PAGE 1

Further declarations

Do you accept any eventual scholarship available?

Yes

Have you already been awarded a scholarship (also partially) for a PhD Course?

No

Edit page1

Confirm Esci

If the questionnaire has been filled in and submitted correctly, the box under “status” will be green. Click on “Continue”.

Home

Registrato
DAVIDE BEVILACQUA

Reserved Area
Logout
Change Password

List of questionnaires available

Questionnaire	Status	Actions
Scholarships declaration *	■	Fill In

Back Continue

Legend:
* Mandatory Field
 Check List
■ Questionnaire complete
■ Questionnaire incomplete

To submit the application, candidates shall click on “Complete application”. Now, all the information entered can no longer be edited. To cancel the application, candidates shall send an email to dottorato@univpm.it.

Home

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Confirm selected competition
Check that the information entered is correct

Competition

Type of Qualification	Doctorate
Description	MANAGEMENT AND LAW
Note	

Preferences

Preference	DR066 - MANAGEMENT AND LAW, PD51-2016 - Business Economics and Management... 101 - Graduated in Italian or non-Italian univ
------------	---

Candidate category and disability aids

Candidate category	Graduated in Italian or non-Italian univ
Request for disability aids	No

Back Complete application

Now is available the payment for the application fee by pressing the “Payments” button. The candidates can also print out the application receipt in Pdf-Format. At the end, to apply for another PhD-Program, candidates shall go back to the Homepage under “Home competitions” and start the application procedure all over again.

Home

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Overview of application for the competition
Application is successfully completed

Competition for admission

Description	CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE
Year	2017/2018
Preliminary student ID-Number	11

Candidate category and disability aids

Candidate category	Graduated in Italian or non-Italian univ
Request for auxiliary aids during assessments	No

Preferences

Preference	Overview	Application deadline	Deadline for pre-enrollment
1	DR069 - CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE, PD51-2017 - CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE, 101 - Graduated in Italian or non-Italian univ		

Assessments

Description	Type	Date	Time	Location	Publication of results	Subjects	Status	Grado/Evaluation
INTERVIEW		24/07/2017	09:00	Aula polifunzionale blocco sud della Facoltà di Ingegneria - Polo Montebello - via Bionche - Ancona	Ranking list will not be published on internet	-	-	-
EVALUATION OF ACADEMIC QUALIFICATIONS					Ranking list will not be published on internet	-	-	-

Qualifications

Type	Qualification
Curriculum vitae	Curriculum vitae
Final Thesis	Final thesis
Identity document	Identity document
Interview via Skype	Interview
Research contract	Acronymi IRB/IRB

Useful links

- Call for admission

Home competitions Print application form receipt Payments

Click on the invoice number to check the different methods of payment available.

Home | ita en

Registrato HOME - Fees list

DAVIDE BEVLACQUA

List of Fees

If upon enrollment, no application for fee-exemption has been submitted, you will be automatically be included in the top income bracket.
Please, remember to submit your income self-certification within due terms.

This page shows the Universities tuition fees.
Click on "Invoice number" to print out the MAV form in case of non-payment.

Invoice	ILPV code	Pay-in slip Code	Year	Description	Expiry date	Amount	Status
1011520	000000001455284	00000000000001011520	17/18	CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE - Ph.D. Programmes (D.M.45/2013) - CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE		€ 30,00	

Payments not received

Home - Personal data →

Registrar's Office
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Evaluation test
Professional Practice Exam
Enrollment
Self-certification
Payments
Statement of disability

Status key

- payment confirmed
- not paid
- awaiting confirmation
- warning PagoPA printed
- PagoPA enabled

Non-invoiced outstanding amounts
the amounts may change after submission of income self-certification
Please, check deadline

No fee found

Choose a method for the payment.

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Registrato HOME - Fees list - Invoice detail

DAVIDE BEVLACQUA

Invoice Detail

Invoice 1011520

Amount: € 30,00
Procedure: MAV
MAV number: 0200874226489253

You will be requested to select a Payment Service provider (i.e. Bank or other payment institution) and the service it offers (e.g. current account debit, credit card, electronic mail form). For further information: www.agid.gov.it

Year	Instalment	Item	Amount
2017/2018	Rata unica	Capitale non defluito	€ 30,00

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