

Guide for the enrollment in the PhD course

Login in your reserved area and click on the section “Registrar’s Office” - “Enrollment”.

Welcome [redacted]

Welcome in your Portal!
The menu in the upper right corner contains the functions that will enable you to check, enter or edit your personal or career data.
Home - Personal data: to enter or edit your personal information
Segreteria: apply or register to courses, register payments, to print out self-certifications...
Study plan: visualize the subjects included in your study plan
Career: check the status of your career (examinations, grades...)

Personal data Show details ▶ Student status

Control panel Hide details ▼ Message

Process	Status	To be done
Tuition	● situazione regolare	view
Carrier Plan	● Not editable	
Available terms	● 0 open terms	
Term registration	● 0 prenotazioni	

Private messages

From	Subject
	no message

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Click on “Enrollment”.

Enrollment

You can enroll in a course of study through the following pages.

Activity	Section	Info	Status
A - Selection of course of study	List of course types	●	🔒
	List of courses of study	●	🔒
	List of elective programs	●	🔒
	Summary of teaching program selection	●	🔒
	Richiesta consensi	●	🔒
B - Richiesta Consensi	Richiesta consensi	●	🔒
	ID documents summary	●	🔒
C - Enter or edit ID document	ID documents summary	●	🔒
D - Enter or edit statement of disability	Summary of statement of disability	●	🔒
	Upload Foto	●	🔒
E - Inserimento Foto	Upload Foto	●	🔒
	Overview required admission degrees	●	🔒
F - Required admission degrees	Overview required admission degrees	●	🔒
	Enrollment data	●	🔒
G - Enrollment	Enrollment data	●	🔒
	Confirmation of enrollment data	●	🔒
H - Questionnaires to be filled out after confirmation of enrollment	Confirmation of enrollment data	●	🔒
	Selection of questionnaires available	●	🔒

Legend:

- Information
- 🔒 Working Section
- 🔒 Locked Section
- ✔ Completed Section

[Enroll now](#) ←

Select "Ph.D. Programmes (D.M. 45/2013)" and click on "Continue".

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Enrollment: Choose type of study course

In this page is submitted the choice of the type of study course for which to carry out the enrollment

Type of study course chosen

After Reform*

- Corso di Perfezionamento
- DEGREE COURSE
- MASTER
- Master Degree
- MASTER
- Ph.D. Programmes (D.M.45/2013)
- Scuola di Specializzazione (5 anni)
- Scuola di Specializzazione SP4

Back Continue

Select a course of study and click on "Continue".

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Enrollment: Course of study selection

Please select the course of study you want to enroll in.

Course of study selection

Faculty/Dep.	Course of study
Dep. of Management	<input checked="" type="radio"/> MANAGEMENT AND LAW

Back Continue

Please verify the information entered and click on "Continue" to proceed.

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Course of study selection


Please verify your selections and click on "Continue" to proceed. Otherwise use the "Back" button to edit your entries.

Course of study

Type of enrollment	
Faculty/Dep.	Dep. of Management
Type of Qualification	Doctorate
Type of Course of Study	Ph.D. Programme (D.M.45/2013)
Academic Year	2019/2020
Course of Study	MANAGEMENT AND LAW
Course Regulations	

Back Confirm

DSU is not required for the PHD enrollment process but to break ranking list tie or for potential future needs (ex. Erasmus ...).

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<< 3 B 1 C 1 >>

Edit Privacy Policies: Summary

Privacy statement consent form and personal data treatment authorization.

Regulation (EU) 2016/679

Privacy statement * I declare that I have read the privacy statement pursuant to art. 679 of Regulation (EU) 2016/679 "General Data Protection Regulation"

Yes No


Authorization to allow the University to access INPS (Italian welfare Institute) database to acquire the so-called ISEE

Privacy statement * I authorize this University to access INPS (Italian welfare Institute) database to acquire the so-called DSU (self-declaration form containing information about the family unit and any income and assets)

Yes No

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

In this section you can verify your ID document, then click on "Continue".




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<< 1 C 1 D 1 >>


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	AX7740461	Comune di Recanati	25/10/2016	15/09/2027		Yes	 


[Enter new ID](#)

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

Legend:

-  Checklist
-  Valid ID
-  Expired ID
-  ID overview
-  Delete

Use this section to submit a Statement of disability or click on "Continue".

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<< 1 D 1 E 1 >>

Statement of disability


This page shows the number of statements of disability submitted. Click on the button below to view or edit entered data.

*** 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:

-  Checklist
-  Edit
-  Delete
-  Confirmed
-  Submitted

Picture for the badge issuance should be in "JPG" format with a 300 DPI resolution. Picture has to include your full head and shoulders on a white background.

Registrazione: Foto personale

Selezionare la foto da caricare e premere il pulsante "Upload Foto".



Anteprima Foto

Scegli file Nessun file selezionato

Nota: le dimensioni della foto devono essere 35x40mm (Max 50 MByte)

Upload Foto

L'anteprima dell'immagine non è supportata su IE di versioni inferiori alla 10.
NOTA: per caricare l'immagine cliccare sul pulsante "Upload Foto"

- Legenda
- Dato obbligatorio
- Checklist

Indietro Conferma

Verify the accuracy of the data then click on "Continue".

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
✓	SINGLE CYCLE MASTER'S DEGREE (prior to reform)	Please, fill in this field only if the university degree was obtained in accordance with the university system predating ministerial decree 509/99	●	Enter

Option 2:

Status	Qualification	Note	Qualification status	Actions
✓	MASTER'S DEGREE (LAUREA MAGISTRALE)		●	Edit qualification

Option 3:

Status	Qualification	Note	Qualification status	Actions
✓	MASTER'S DEGREE (LAUREA SPECIALISTICA)		●	Enter

Option 4:

Status	Qualification	Note	Qualification status	Actions
✓	NON-ITALIAN DEGREE		●	Enter

Other qualifications

Qualification	Note	Actions
LAUREA (FIRST DEGREE)	Qualification details: <ul style="list-style-type: none"> Year of achievement: 2013 University: Università Politecnica delle MARCHE 	Edit qualification

- Not completed
- Qualification declared
- Required qualification
- Qualification not mandatory
- Edit qualification
- Qualification overview
- Delete qualification

Verify the accuracy of the data then click on “Continue”.

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Enrollment: Enrollment data

Further information about enrollment

Type of enrollment: Type* Standard enrollment

First enrollment in the Higher Education system information

Academic Year* 2011/2012

Date of first enrollment in Higher Education system: 19/09/2011

University of first time enrollment: -

Further information

Branches* ANCONA

Teaching method* Conventional

Student with disabilities* Yes No

Employment status: -

Back Continue

Legend: Mandatory Field Checklist

Click on “Confirm” to submit your enrollment form.

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Conferma scelte precedenti

In questa pagina sono riepilogate tutte le scelte impostate. Se corrette, procedi con la conferma, altrimenti utilizza il tasto "Indietro" per apportare le modifiche.

Dati immatricolazione

Anno Accademico 2019/2020

Facoltà Dipartimento di Management

Tipo di Titolo di Studio Dottorato di ricerca

Tipo di Corso di Studio Corso di Dottorato (D.M.45/2013)

Tipo domanda di immatricolazione Immatricolazione standard

Corso di Studio MANAGEMENT AND LAW

Ordinamento di Corso di Studio MANAGEMENT AND LAW

Dati immatricolazione al Sistema Universitario

A.A. Immatricolazione SU 2011/2012

Data Immatricolazione SU 19/09/2011

Ateneo Immatricolazione SU -

Altri Dati di Immatricolazione

Tipologia didattica Convenzionale

Stato occupazionale -

Sede ANCONA

Indietro Conferma

Legenda Checklist

Click on “Print Enrollment Form” to download the Enrollment Form in PDF format. Click on “Payment verification” for the payment of the tuition and fee through the PagoPA system. Failure to comply the payment within the deadline, implies the exclusion from the competition and the seat will be offered to the next-ranked candidate. Click on “Upload attachments” to upload the compulsory attachments.

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Enrollment

Enrollment form summary page

Enrollment Data

Academic Year	2020
Faculty	Dep. of Construction, Civil Engineering and Architecture
Type of Qualification	Dottorato
Type of Course of Study	Ph.D. Programs (D.M.45/2013)
Type of Enrollment	Standard enrollment
Course of Study	CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE
Course Regulations	CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE
Elective Program	CIVIL, ENVIRONMENTAL AND BUILDING ENGINEERING AND ARCHITECTURE

First enrollment in the Higher Education System information

A.Y. of first enrollment	2011/2012
Date of first enrollment	09/09/2014
University of first enrollment	UNIVERSITÀ POLITECNICA DELLE MARCHE

Enrollment in a new Course of Study

Upload Attachments

Print Enrollment Form

Payment verification

The enrollment application must be downloaded, signed, scanned and uploaded in the dedicated section. The other forms required are downloadable at the following link:

[http://www.univpm.it/Entra/Modulistica_1/Dottorato di ricerca Modulistica per i dottorandi/L/1](http://www.univpm.it/Entra/Modulistica_1/Dottorato_di_ricerca_Modulistica_per_i_dottorandi/L/1)

Download, fill in and sign the required forms, then scan and upload them in the dedicated section.

Attachments with a red "Status" are compulsory. After a successful upload the "Status" color will turn to green. Only PDF format file allowed. Your picture has to be in .jpg format.

The form for the scholarship payment must be uploaded only by the candidates ranked within the seats "With scholarship".

"Fiscal Code" issued by "Agenzia delle Entrate" must be uploaded **ONLY** by non-italian candidates.

"Master's Degree Declaration" must be submitted **ONLY** by candidates which applied for the selection without a Master's degree. Master's degree must be awarded within 31st October 2020 and the "Master's Degree Declaration" must be uploaded within the deadline provided in the call for applications.

IMPORTANT:

The following documents must be hand delivered to the Phd Office at your arrival in Italy.

Candidates holding an Academic Qualification obtained at a University abroad must submit (according to the rules governing each single Country):

- a copy of the degree certificate, along with its Italian translation, the authentication and a "declaration of value" ("Dichiarazione di Valore") issued by the competent Italian consular or diplomatic representative for the country;

for foreign citizens only:

- for non-EU citizens, a copy of the "Permit of Stay" or a copy of the request of the "Permit of Stay";
- for EU-citizens, a copy of certification of registration at the registry office, issued by the town-hall of residence