UNIVERSITÀ POLITECNICA DELLE MARCHE

HOW TO FILL THE ON-LINE APPLICATION

This guide will only give information relative to the filling of the application form, it's therefore recommended to read carefully the instructions at the specific page published at the following link UNIVPM – Recognition of previous studies

FORWARDING THE APPLICATION FOR PREVIOUS CREDITS AND EXAMS RECOGNITION
The online procedure to forward the request form for Recognition of previous studies, of the Faculty of Medicine and Surgery, is available at the following link:

https://istanze.univpm.it/rwe2/module_preview.jsp?MODULE_TAG=Segreteria_medicina2
To proceed in the filling, click on "Start New Request" (Inizia Nuova Richiesta).

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EXAMS AND CREDITS RECOGNITION - A.Y. 2022/23

The following public services are available: **sp:d**

EXAMS AND CREDITS RECOGNITION - A.Y. 2022/23

ℹ️ Before starting the filling of the application form, the careful reading of the online application filling guide – Credits and exams recognition application - is highly suggested.

- Clicking on START NEW REQUEST will open the web page to APPLY.
- It's only possible to forward ONE application
- Further information can be requested at the Study Courses Office of the Faculty of Medicine and Surgery by sending an e-mail to segreteria.medicina@univpm.it stating as subject: Credits and exams recognition

⬅ GO BACK   **START NEW REQUEST ➡**

PLATFORM LOGIN
To access the platform use the **same credentials used to log into the Personal Area of Esse3web.**

Area riservata

Per accedere all'area riservata è necessario autenticarsi con nome utente e password

Log in al servizio Anthesi

Nome utente

Password

☐ Non ricordare l'accesso

☐ Cancella l'autorizzazione per il rilascio delle tue informazioni a questo servizio.

Accedi

👤 Entra con SPID

Se sei studente, specializzando o dottorando il tuo username è S+matricola (es. S1991234);

Se sei dipendente o hai un incarico di docenza il tuo username è P00+matricola per le matricole a 4 cifre (es: P009876), P000+matricola per le matricole a 3 cifre;

Se sei esterno il tuo username è X+matricola (es: X123456);

Se hai dimenticato o non conosci la tua password accedi alla **procedura di recupero;**

Se non riesci a recuperare la password con la procedura automatica di recupero, richiedi il ripristino utilizzando il servizio HELPDESK. (Non saranno prese in considerazione richieste non accompagnate da un documento di identità);

La password iniziale per i nuovi assunti è **tempggmm+** dove **gg** e **mm** sono il giorno e mese di nascita ed il simbolo **+** completa la password.

› Servizio di recupero password

› Serve aiuto?

FILLING THE APPLICATION FORM

EXAMS AND CREDITS RECOGNITION - A.Y. 2022/23

| 1. Personal data | 2. Contact details | 3. Previous enrollment | 4. Language proficiency certificate | 5. IT certificate | 6. Privacy disclosure | 7. Summary | 8. Validate | 9. Submit |

The application form is made of different sections.

IMPORTANT!! It's possible to save a partially filled application. Therefore, after saving the submitted data using the "Save" button it's possible to disconnect from the profile. After logging-in again it's possible to recover the previous form by clicking on "my requests" – "resume"- "Resume filling". Since a student can only send one form it is necessary to resume the one already started in case of a partial filling of the form.

At the bottom of the page in each section, besides the first one, you can find three buttons:

- clicking the **BACK** button will send you to the previous section;

- clicking the **SAVE** button will only save the submitted data in the memory. The session will stay open and it will not be possible to forward the application;

- clicking the **SAVE AND PROCEED** button will save and confirm the submitted data.

It is possible to edit the submitted information by clicking on the specific session and then clicking on the central **RETURN TO EDIT**. It's necessary to click on SAVE or SAVE AND PROCEED each time that the button RETURN TO EDIT is used (even if no chances are applied).

EXAMS AND CREDITS RECOGNITION - A.Y. 2022/23

| 1. Personal data | 2. Contact details | 3. Previous enrollment | 4. Language proficiency certificate | 5. IT certificate | 6. Privacy disclosure | 7. Summary | 8. Validate | 9. Submit |

Based on the recognition request, it is necessary to fill the sections "Previous Enrollment" and/or "Language Proficiency Certificate" and/or "IT Certification". To continue with the procedure, it's necessary to open and click on "save and proceed" for every single section, even if the student is not interested in requesting a validation per the specific section. The "Personal Data", "Contact Details" and the "Privacy disclosure" sections are mandatory to fill.

EXAMS AND CREDITS RECOGNITION - A.Y. 2022/23

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2. Contact details
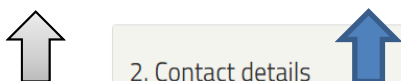
The sections that are already correctly closed will present a grey label. Those that are not closed will present a purple label. It will be possible to enter the "Previous enrollment" section only after all the labels are grey.

All the fields that show an asterisk are mandatory and must be filled.

IMPORTANT!! The application must be filled and forwarded <u>before November 18th 2022 at 11.59 pm (italian time)</u>. Beyond this deadline it will NOT be possible to access the system anymore.
The student may request information/assistance by sending an assistance request to the following e-mail address: **segreteria.medicina@univpm.it** typing "**Credits and Exam validation**" as subject of the e-mail.

Sections to fill

1. **Personal datas**
   In this section the candidate has to submit his/her personal data.

2. **Contact details**
   In this section the residence address and the contacts (personal e-mail or personal certified e-mail) must be submitted.

3. **Previous enrollment**
   This section must be only filled if the candidate wants to request the recognition of exams from a previous career. To skip this section, if not interested, click on "Save and proceed" **without** filling any field.
   In this section the candidate can submit the information regarding the specific parts of the previous career that need to be validated. To submit a previous career click on the "Add previous career" button.
   IMPORTANT. Submit parts of career that are closed because of a transfer as well. Example: A student enrolls at University X, then he/she transfers and obtains the Degree at University Y. In this case both the careers must be submitted using the "Add previous career" button.
   All the attachments in this section must be in PDF format, with a maximum size of 5 MB. If the exams plan end up being larger than the maximum size, it is possible to divide the file in 3 parts. It's the candidate's responsibility to minimize the size of the files before uploading.

4. **Language proficiency certificates**
   This section shall **only be filled when forwarding a request for recognition of a language proficiency certificate**. To skip this section click on "Save and Proceed" without filling any of the fields.

5. **IT Certificate**
   This section shall **only be filled when forwarding a request for recognition of an ECDL certificate**.
   To skip this section click on "Save and Proceed" without filling any of the fields.

6. **"PRIVACY Disclosure" section**
   Fill the required fields.

7. **"SUMMARY" section**
   In this section it's possible to review all the submitted data.
   If wrong or incomplete data is noticed it's possible to edit them by going back to the specific section by clicking on the BACK button (or by clicking directly on the specific section located at the top of the page). It's possible to edit the submitted data by clicking on the central BACK TO EDIT button, located at the bottom of the page and then saving the edits applied to the fields (always by clicking on SAVE AND PROCEED). The summary may be printed by clicking on the PRINT DATA SUMMARY button located at the bottom of the page.

8. **"VALIDATE" section**

In order to complete the validation of the application it's mandatory to:
- Print the "self declaration" file produced by the system;
- Undersign the above-mentioned self declaration file by hand (not digitally!);
- Upload in the attachment section: the above-mentioned signed form, a front and back copy of a valid ID (one file for the fron side and another one for the back side), everything in PDF or JPG format.

Complete the validation steps clicking on CONFIRM DATA AND PROCEED, the application is automatically forwarded.

9. "FORWARD" section

The system will show a confirmation message similar to the followig:

A notice of the completed procedure will be sent to the student's e-mail address.