Guide for the enrollment confirmation to the PhD courses

SETTORE DOTTORATO DI RICERCA
At the following link: https://servizionline.unige.it/studenti/post-laurea click on «Conferma Iscrizione Post-Laurea»
Use UniGePASS credentials you already used during online application for the admission exam.
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:

Select...

- CORSO DI IMMUNOLOGIA CLINICA E SPERIMENTALE
- INTERNATIONAL MASTER IN LASER DENTISTRY
– N.B.

1) If you are on the ranking list of more than one PhD course, choosing one of them implies that you formally resign the others.

2) Once the enrollment request is confirmed, it will not be possible to modify its content, you therefore check all the entered data before clicking on the confirmation button

3) Once every section is correctly filled in, the given declarations will become green-coloured and titles will become light-blue-coloured

4) If you quit the enrollment confirmation procedure, only the uploaded files will be saved. All the declarations will have to be fulfilled again
In this section will be displayed the personal data inserted during the on-line application to the admission exam. They can not be modified. Please write an email to dottorato@segreterie.unige.it if changes are needed.
N.B.: Information notes will be displayed only by those who, during on-line application for the admission exam, declared to be waiting to award the degree.
TO THE RECTOR OF THE UNIVERSITY OF GENOA

hereby apply for admission at the first year of the following Ph.D. Course:

7130 - CORSO DI SCIENZE PEDIATRICHE - CURRICULUM GENETICA

Upload the copy of your fiscal code issued by the Italian Agenzia delle Entrate in pdf format. In case you don’t have it, please download the self-certification form and upload it duly filled in and signed.

Entry not confirmed.
The system informs you on the status of the uploaded files.
In this section will be displayed the personal data inserted during the on-line application to the admission exam. They can not be modified. Please write an email to dottorato@segreterie.unige.it if changes are needed.
In this section will be displayed the personal data inserted during the on-line application to the admission exam. They can not be modified. Please write an email to dottorato@segreterie.unige.it if changes are needed.
If in the rankings you are indicated as «grant holder», you have to click on «Grant student» even if you wish to forfeit the grant for the whole PhD course.
In case you have chosen the «grant student» section, you have to declare not to have ever awarded any PhD scholarship before or alternatively to give up the scholarship for the duration of the course.
1) In case you DO NOT wish to forfeit the grant for 3 years, you have to choose one of the two options, which cancel each other.

2) In case you choose the second declaration, you have to specify the number of months you wish to forfeit the grant.
Only for the ones who, during the application, declared to be waiting to award the degree:

1) If the degree is already awarded: upload the self-certification of the achievement

2) If the degree is not awarded yet: upload the self-certification with the expected date of achievement and send the self-certification of achievement within 21/10/2022 with a copy of your ID to: dottorato@segreterie.unige.it
1) In case you have already payed registration fees, the system will indicate that no other payment is needed.

2) In case you already payed the registration fees, but payment turns out not to be registered yet, you need to upload the receipt of the payment in pdf format.

3) In case you do not have payed the registration fees yet, you can do it by clicking on this link.
Example: In this case, since the payment of registration fees was done but not resulting, payment receipts were uploaded in pdf format.

The system informs you on the status of the uploaded files.
The forms will have to be downloaded from the link at the bottom of the page, filled in, scanned and uploaded in pdf format in the specific section. Non grant students don’t have to fill in and upload the INPS declaration.
The system informs you on the status of the uploaded files.
You have to upload a photo for the student card.
Once you clicked on the specific link to upload your photo, a new browser tab will open up.

Choose a picture, selecting it among the files of your computer, according to the features indicated in the instructions (color photo, 266 x 354 pixels and JPG format). Please note that the background must be light and uniform and that you must be the only subject of the photo, with a frontal view.
When done, click again on the previous browser tab.
The Photo card is successfully uploaded.
In this section, the first five declarations are mandatory.
Optional section, to be filled in only if you are a research grant holder (different from PhD grant holder) or if you are a public employee on leave.
Information for the students of the University of Genoa

PROCESSING PURPOSES AND METHODS

The data provided by you on enrolment shall be used by the University of Genoa and by its administrative offices.

The personal data supplied by candidates will be processed by the University of Genova, “Area Didattica e Internazionalizzazione – Settore Dottorati di Ricerca” and used for selection and career procedures of the graduate students as per UE Regulations 2016/679 (GDPR – General Data Protection Regulation) and Legislative Decree 30/6/2003, n. 196 (General data Protection Regulation), in so far this is compatible.

The processing of the data shall take place by suitable means to adequately guarantee safety and privacy and, generally, it will also be carried out using electronic means capable of saving, managing and transmitting the data.

The ways in which the data are processed may involve the use of information technology and automatic instruments capable of linking the data also to other data of other individuals, based on qualitative, quantitative and temporal criteria, recurrent and/or to be defined each time.

DATA PROCESSING

The processing of your personal data will be in compliance with the rules and regulations of the UE Regulations 2016/679 (GDPR – General Data Protection Regulation) and Legislative Decree 30/6/2003, n. 196

- Certifying administrations, when controlling substitute statements given according to the D.P.R. (Decree of the President of the Republic) n. 445/2000
- Institutions, public and private companies and professional firms, for the orientation and insertion into the working world, except for an explicit request to the contrary of the individuals involved, addressed to the AREA DIDATTICA E INTERNAZIONALIZZAZIONE piazza della Madonna 6, 16123 – GENOVA
- The Foreign Ministry, Police Headquarters, Embassies, the Public Prosecutor’s Office, concerning residence permits or the recognition of particular statuses
- The Municipality of Genova, the Region of Liguria, their managing institutions and other institutions, to favour – in particular – student mobility, to carry out the evaluation of economic benefits, the assignment of accommodation, the finding of living solutions for students
- Judicial Authorities and police forces
- Other public or private subjects to whom the University assigns its services in outsourcing

NATURE OF THE DATA

The provision of personal data is compulsory, except for the communication to Institutions, public and private companies and professional firms, for the orientation and insertion into the working world.

Furthermore, the refusal makes it impossible for the University to carry out the correct administrative and didactic management of students' careers necessary to accomplish the obligations imposed by the law.

SUBJECTS OF DATA PROCESSING

The recipient of the data provided by you is the University of Genoa in Via Babiti 5, in the person of its legal representative.

Those responsible for the processing of your personal data are the people responsible in the various administrative, didactic, research and service structures.

The names of the people responsible for the abovementioned structures can be found in the website www.UniGe.it

THE INDIVIDUAL’S RIGHTS

With reference to the abovementioned procedures, the undersigned may exercise his/her rights as per art. 12 and following of the GDPR – General Data Protection Regulation.

☐ The undersigned, declare to have read and accepted the terms and conditions specified in the information.
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:
CORSO DI SCIENZE PEDIATRICHE - CURRICULUM GENETICA

TO THE RECTOR OF THE UNIVERSITY OF GENOA

hereby apply for admission at the first year of the following Ph.D. Course:
7130 - CORSO DI SCIENZE PEDIATRICHE - CURRICULUM GENETICA

Opening hours and contact for Information support

Anyone needing INFORMATION SUPPORT may:
• call 010.2965795
• send an e-mail to dottorato@segreterie.unige.it

Monday - Wednesday - Thursday - Friday from 9:00 am to 12:00 pm - Tuesday from 9:00 am to 11:00 am and from 2:30 pm to 4:00 pm.

Entry not confirmed.
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:

To The Rector of the University of Genoa

I hereby apply for admission at the first year of the following Ph.D. Course:

7711 - CORSO DI CIVIL, CHEMICAL AND ENVIRONMENTAL ENGINEERING - CURRICULUM STRUCTURAL AND GEOTECHNICAL ENGINEERING, MECHANICS AND MATERIALS

Further information:

- Turn to the Resources and Budgets offices (Area Risorse e Bilancio) – Service for the entourage of the staff (Servizio trattamento economico dei personale), stpese@unige.it (office located in Via Balbi 5. 4th Floor. Open every morning from 9 a.m. to 12 p.m. Monday and Wednesday evening from 2 p.m. to 4 p.m.)
  - For further info on the Ph.D grant payment you can visit the following site:
    https://intranet.unige.it/sites/intranet.unige.it/it/titles/modulistica/Informativa%20sotto%283%29gestione%20separata%20IPS.pdf

- In the event that the student has a degree of a foreign University, we remind the candidate to provide the documentation referred in Art. 2 of the competition notice:
  - Translated and legalised degree by the competent diplomatic or Italian consular representation of the country where the degree has been awarded
  - Declaration Of Value of the awarded degree given by the same representation
  - If the qualification is issued by a EU Country, the documents at previous points may be replaced by the Diploma Supplement delivered by the University which has issued the title.

- The lack of confirmation of the online application within the deadlines will be considered as a forfait of the Ph.D., with or without grant.

☐ THE UNDERSIGNED DECLARE THAT I HAVE READ THE INFORMATION SPECIFIED IN THIS SECTION.
During the procedure, if you wish to save data already entered, it is necessary to click on the orange button. Once clicked on it, the system reminds you to click on the green button to confirm the enrollment request.
Completion Enrollment

Select an application for what you wish to complete the enrollment:

CORSO DI CIVIL, CHEMICAL AND ENVIRONMENTAL ENGINEERING - CURRICULUM STRUCTURAL AND GEOTECHNICAL ENGINEERING, MECHANICS AND MATERIALS

TO THE RECTOR OF THE UNIVERSITY OF GENOA

herewith apply for admission at the first year of the following Ph.D. Course:

7711 - CORSO DI CIVIL, CHEMICAL AND ENVIRONMENTAL ENGINEERING - CURRICULUM STRUCTURAL AND GEOTECHNICAL ENGINEERING, MECHANICS AND MATERIALS

Further Information:

- To the Resources and Badges Office (Area Risorse e Bilancio) - Service for the enrolment of the staff (Servizio trattamento economico del personale), stipeborse@unige.it (office located in Via Balbi 5, 4th Floor, Open every morning from 9 a.m. to 12 p.m., Monday and Wednesday evening from 2 p.m. to 4 p.m.) For further info on the 2nd grant payment you can view the following web site:
https://intranet.unige.it/sites/intranet.unige.it/files/modulistica/informatica%20dottrand%20per%20gestione%20tributi%20-%20INPS.pdf

- In the event that the student has a degree of a foreign University, we remind the candidate to provide the documentation referred in Art. 2 of the competition notice:
  a. Turn to the Resources and Badges offices (Area Risorse e Bilancio) – Service for the enrolment of the staff (Servizio trattamento economico del personale), stipeborse@unige.it (office located in Via Balbi 5, 4th Floor, Open every morning from 9 a.m. to 12 p.m., Monday and Wednesday evening from 2 p.m. to 4 p.m.) For further info on the 2nd grant payment you can view the following web site:
https://intranet.unige.it/sites/intranet.unige.it/files/modulistica/informatica%20dottrand%20per%20gestione%20tributi%20-%20INPS.pdf

b. In the event that the student has a degree of a foreign University, we remind the candidate to provide the documentation referred in Art. 2 of the competition notice:
  a. Declaration Of Value of the awarded degree given by the same representation.
  b. If the qualification is issued by an EU Country, the documents at previous points may be replaced by the Diploma Supplement delivered by the University which has issued the title.
  c. The lack of confirmation of the online application within the deadlines will be considered as a forfeit of the Ph.D. with or without grant.

The undersigned declare that I have read the informations specified in this section.

Once all the sections have been correctly fulfilled, the confirm button for the choosen course will be enabled.
Once the enrollment is confirmed, a receipt of the application for enrollment is created. By clicking of the icon, it is possible to view and download it.
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:

CORSO DI IMMUNOLOGIA CLINICA E SPERIMENTALE

TO THE RECTOR OF THE UNIVERSITY OF GENOA

hereby apply for admission at the first year of the following Ph.D. Course:

6159 - CORSO DI IMMUNOLOGIA CLINICA E SPERIMENTALE

Receipt of the inscription of the application

Entry confirmed