

Application guide

In order to participate to the admission to the research doctorate courses (PhD) at the University of Palermo, you need:

- 1) To be registered at <http://studenti.unipa.it>;
- 2) fill online application form for each course you are interested in.

Step 1 – Registration.

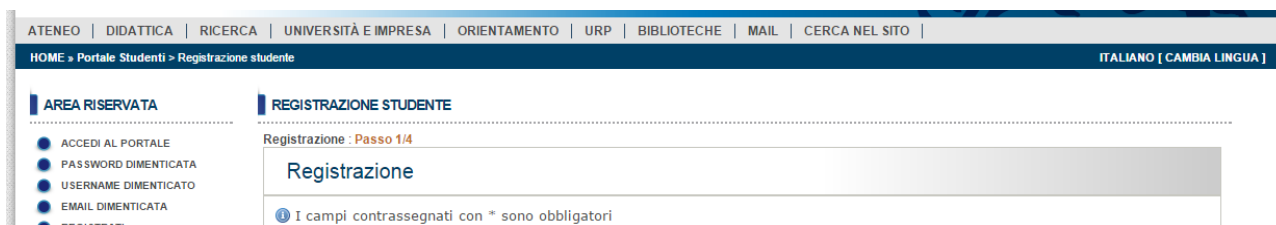
If you are already registered at portale.unipa.it, please jump to Step2 -Online application form.

Using a browser open link <http://studenti.unipa.it> and click on **Registrati** on left menu.



The screenshot shows the homepage of the UNIPA Student Portal. At the top left is the university logo and name: UNIVERSITÀ DEGLI STUDI DI PALERMO. Below it, the navigation bar includes 'HOME > Portale Studenti UNIPA'. The main content area is divided into two columns. The left column, titled 'AREA RISERVATA', contains links for 'ACCEDI AL PORTALE', 'PASSWORD DIMENTICATA', 'USERNAME DIMENTICATO', 'EMAIL DIMENTICATA', and 'REGISTRATI', along with buttons for 'ALTRI SERVIZI' and 'SUPPORTO'. The right column, titled 'PORTALE STUDENTI', features a header 'Portale Studenti UNIPA' and a link 'Clicca qui per registrarti al Portale Studenti'. Below this, there are two yellow warning icons with text: 'Disponibile sul Portale Studenti la Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca' and 'Accesso al Portale: usare il link diretto <http://studenti.unipa.it> e non il link "Accedere al Portale" mostrato dopo una ricerca su Google'.

A new form is displayed. Click on **ITALIANO [CAMBIA LINGUA]** on top right and select a different language.



The screenshot shows the registration form on the UNIPA Student Portal. At the top, there is a navigation bar with links: ATENE0 | DIDATTICA | RICERCA | UNIVERSITÀ E IMPRESA | ORIENTAMENTO | URP | BIBLIOTECHE | MAIL | CERCA NEL SITO. Below this, the navigation bar includes 'HOME > Portale Studenti > Registrazione studente' and 'ITALIANO [CAMBIA LINGUA]'. The main content area is divided into two columns. The left column, titled 'AREA RISERVATA', contains links for 'ACCEDI AL PORTALE', 'PASSWORD DIMENTICATA', 'USERNAME DIMENTICATO', 'EMAIL DIMENTICATA', and 'REGISTRATI'. The right column, titled 'REGISTRAZIONE STUDENTE', features a header 'Registrazione : Passo 1/4' and a sub-header 'Registrazione'. Below this, there is a blue icon and text: 'I campi contrassegnati con * sono obbligatori'.

Step 1 / 4 - Please fill all module fields with your data

RESERVED AREA

- LOGIN
- PASSWORD FORGOTTEN
- USERNAME FORGOTTEN
- EMAIL FORGOTTEN
- REGISTER

OTHER SERVICES

- PAY ON-LINE
- ERSU SERVICES

SUPPORT

- TUTORIAL
- FAQ
- CONTACT US

STUDENT REGISTRATION

Registration : Step 1/4

Registration

Fields marked with * are mandatory

If you are a student enrolled...

If you are a student already enrolled at the University of Palermo, you can fill the followings fields to identify yourself

Student Number

Payment Number

(Student Number and Payment Number can eventually be indicated after the registration)

Personal Data

Surname*

YOURSURNAME

Name*

YOURNAME

Gender*

MALE

Date of Birth*

6

9

1984

Place of Birth*

BERAT

Nationality (as in Passport)*

ALBANESE

Italian Tax Code (for foreign students is automatically generated)*

YRSYNM84P06Z100U

Fiscal code

Email*

test04.dottore@gmail.com

Please insert a valid personal email. "Hotmail", "msn" and "live" may not be delivered to you from our mail server. Don't specify also email on "unipa.it" and PEC addresses. Please use other email domains.

Captcha verification

Insert the 5 characters (numbers and/or letters) that you see in this image*



pcgmp

This way, we can prevent automated programs from creating accounts and send spam

Continue

Fill the fields:

- **Surname**
- **Name**
- **Gender**
- **Date of birth**
- **Place of Birth (Nation and city)**
- **Nationality.**
- **Fiscal Code** is automatic generated. If you have already an Italian Fiscal Code, Please check it is correct.
- Insert your personal **Email**
- **Insert** the five characters displayed inside image (pcgmp in the example).

Click on **Continue** and go to step 2 / 4

STUDENT REGISTRATION

Registration : Step 2/4: Address Information

Address Information

i Fields marked with * are mandatory

Home address

Country* ALBANIA

City* BERAT

Search City

Delete Residence

Address *

Downing Street, 10

(e.g. Downing Street, 10)

Phone*

+44-1234567

(e.g. +44-1234567)

Italian address

i Insert only if different from residence

Province

City

Postal
Code

Search City

Address

(e.g. Downing Street, 10)

Phone

(e.g. +44-1234567)

Postal address

c/o (e.g. Rossi Family)

Send Mail*

Domicilio

Residenza

Other Addresses

Mobile Phone *

+44-333123456789

(e.g. +44-
333123456789)

Fax

(e.g. +44-1234567)

Goback

Continue

Insert mandatory data inside Home Address box. Use **Search City** to select the City where you live.

Please pay attention to address (example: Downing street, 10) and Phone Format (example: +44-1234567). Respect “comma”, “+” and “-“ characters order.

If available, fill info inside **Italian Address** box

Select where ordinary mail have to be delivered: “**Domicilio**” or “Residenza” (your resident address)you prefer

Fill **Mobile Phone** field. This number is important because it is used to reset password in case you forgot it.

Click on **Continue**. A confirmation form is displayed.

Registration : **Step 3/4: Summary Personal Data Student**

Summary Personal Data Student

⚠ Upon confirmation of the underlying data you will receive an email containing a link of activation account.
Make sure you have provided a valid email address otherwise the account can not be activated

| Personal Data | |
|-----------------------------------------------------------------------------------------------|------------------------------------------|
| Surname YOURSURNAME | Name YOURNAME |
| Italian Tax Code (for foreign students is automatically generated) YRSYNM84P06Z100U | Gender MALE |
| Date of Birth 06/09/1984 | Place of Birth BERAT |
| Nationality (as in Passport) ALBANESE | Email test04.dottore@gmail.com |

| Home address | |
|--------------------------------------|-----------------------------|
| City BERAT | Country ALBANIA |
| Address DOWNING STREET, 10 | Phone +44-1234567 |

| Postal address | |
|-----------------|-------------------------------|
| c/o - | Send Mail Residenza |

| Other Addresses | |
|-----------------------------------------|-----------------|
| Mobile Phone +44-333123456789 | Fax - |

Click on **Confirm**. An email message will be sent to your email and an account in the form **YOURNAME.YOURSURNAME** has been created

STUDENT REGISTRATION

Registration : **Step 4/4**

Result of the Registration

📌 Registration successfully completed! Within a few hours you will receive an e-mail. Click on the confirmation link to complete your registration.

[Click here to access to our services](#)

Check your email box. You should find an email from immaweb.noreply@unipa.it. Click on the link inside.

Dear YOURNAME YOURSURNAME,
welcome at the University of Palermo Internet portal.

To confirm your registration please click on the following link:
<http://immaweb.unipa.it/immareg/creg.seam?u=YRSYNM84P06Z100U&t=pWkpdATHPERkufS>

After you'll receive another email containing more detailed instructions on how to access to the Internet portal.

A new window will be displayed. Click on **SET YOUR PASSWORD**.

STUDENT REGISTRATION

Result Account Activation

- Account successfully created, in few minutes you'll receive further information on how to access to the portal of University of Palermo.
- Now, please, set your password by following the link above:
>SET YOUR PASSWORD<

Insert your new password and a confirmation it **Nuova Password** and **Conferma Nuova Password**.

Click on **Non sono un robot**.

Pay attention: Password lenght must be between 8 and 20 characters. It must contain at least a number and a capital letter. For example **Researcher100** is a valid password.

Imposta password

A³ Servizio di Identity & Access Management > Imposta password

One Time Password


55b8dc79-cb68-4f84-81a4-6bce93a301f2

Nuova Password

.....

Conferma Nuova Password

.....

 Non sono un robot



 Salva

Imposta password

Ricorda che la tua nuova password deve essere di lunghezza compresa tra 8 e 20 caratteri e deve comprendere almeno una lettera maiuscola ed una cifra.

Click on **Salva** to accept the new password.

Password impostata con successo

Benvenuto

A³ Servizio di Identity & Access Management

Now your account **name.surname** has been created.

Step 2 – Online Application Form

To compile online application form, you need to login to **Portale Studenti Unipa**

- 1) Using your browser, go to <http://portale.unipa.it>
- 2) Click on **ACCEDI AL PORTALE**



Insert in **Login** your username using the format **name.surname** and Password and click on **LOGIN**

Servizio di Identity & Access Management

Inserisci login e password

Login:

Password:

Avvisami prima di autenticarmi su un altro sito

LOGIN

Per motivi di sicurezza dovresti effettuare il logout e c necessitano autenticazione.

Languages:

English | Spanish | French | Russian | Ned
Chinese (Traditional) | Deutsch | Japanese | <
Portuguese | Portuguese (Brazil) | Polish

Your Home page is displayed

HOME » Portale Studenti UNIPA

UTENTE

DOTTORE TEST

Esci

- PROFILO UTENTE
- PRATICHE STUDENTE
- ALTRI SERVIZI
- SUPPORTO
- SERVIZI ALMALAUREA
- INCOMING STUDENTS
- CREDITS

PORTALE STUDENTI

Home

Che cos'è il Portale Studenti

Il Portale Studenti consente agli studenti iscritti all'Università degli Studi di Palermo di consultare la voce "Nuova Pratica" nella sezione "Pratiche Studente" per vedere le opzioni. Se sei uno studente già iscritto presso l'Università degli Studi di Palermo clicca qui.

Dati Utente

| | |
|--------------------------------------------|-----------------------------------------------|
| Cognome: TEST | Nome: DOTTORE |
| Codice Fiscale: TSTDTR69P06Z600H | Data Nascita: 06/09/1969 |
| ID Utente: 235457 | Pincode: Attiva il Profilo Studente |

Dati per l'accesso al portale e ai servizi di rete

| | |
|------------------------------------------------|-----------------------------------------------------------|
| Username: dotto.re.test | Alias di posta: dotto.re.test@studenti.unipa.it |
| Email: (*) test01.dotto.re@gmail.com | |

(*) E' l'indirizzo e-mail che UNIPA utilizza per eventuali comunicazioni ufficiali

Move mouse on **PRATICHE STUDENTE** and click on **NUOVA PRATICA**

HOME » Portale Studenti UNIPA

UTENTE

DOTTORE TEST

Esci

- PROFILO UTENTE
- PRATICHE STUDENTE
- ALTRI SERVIZI
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PORTALE STUDENTI

Home

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| Email: (*) test01.dotto.re@gmail.com | |

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Scroll the page and click on **dottorati di ricerca**. Then click on **(+) Domanda di partecipazione a concorso per l'accesso ad un corso di dottorato**

▼ Dottorati di Ricerca

Pratiche riservate agli studenti dei corsi di dottorato di ricerca

- Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca
- Domanda di Immatricolazione ad un corso di Dottorato di Ricerca

Visualizza Elenco Pratiche Le Mie Pratiche

Step 1/5 Click on **ENGLISH VERSION** on top right.

UTENTE **PORTALE STUDENTI**

DOTTORE TEST

Esce

PROFILO UTENTE

PRATICHE STUDENTE

ALTRI SERVIZI

ENGLISH VERSION

Passo 1/5: Scelta Concorso

Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca - Ciclo XXXI

Help

Select from the **Concorso** a Research Doctorate Course. For example ARCHITETTURA, ARTI E PIANIFICAZIONE

If different curriculums are showed, please set a different priority for each one.

Choosing the competition

Concorso: ARCHITETTURA, ARTI E PIANIFICAZIONE

Curriculum

| Curriculum | Priority |
|-----------------------------------------------------|----------|
| PIANIFICAZIONE URBANA, TERRITORIALE E PAESAGGISTICA | 1 |
| PROGETTAZIONE ARCHITETTONICA, TEORIA E TECNOLOGIA | 2 |
| STORIA DELL'ARTE E DELL'ARCHITETTURA | 3 |

Link Competition Announcement

Forward

Click on **Forward**. Step 2/5 form is displayed.

Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca - Ciclo XXXI

Please, you must specify "Academic Title" or "Academic Title not found"

Admission Title

Enter the academic title previously obtained or in progress of achievement: this title must be valid for the access to doctorate course. In case of "Preparing for degree" (conditional admission), it will be necessary to integrate into current application form (paid or delivered) the data of academic title obtained.

Graduated at UNIPA Graduated at another Italian University Graduated abroad Preparing for degree

Academic Title

University

Degree Class

Degree Grade /

Cum Laude

Degree Date

Academic Title not found

Manually enter in the space below the description of your degree, if the previous research field has not produced any results

Academic Title not found

Type of place

Select from combobox the Place

Type of place

- Posto Riservato
- Posto Ordinario
- Posto Riservato
- Posto in Soprannumero

Click on **Graduated abroad**

Leave empty **Academic Title**

Choose default value "ATENEO ESTERO \ FOREIGN UNIVERSITY" for **University**

Leave empty **Degree Class**

Insert your Degree Grade value on **Degree Grade** field out of max value. (after "\ " symbol)

Insert **Degree Date**

Insert in **Academic Title not found** field your degree. example "Master in Economy"

Select Type of Place

- "Posto Ordinario" / "Ordinary Position" some with Sholarship, some not.
- "Posto Riservato" / "One Scholarshio Position to foreign applicants"
- "Posto in sovranumero" / "supernumerary admission"

Positions reserved to foreign people with special conditions. These positions are without scholarship. Please read Call for application.

After filling requested data, please click on **Forward** and go to step 3/5

Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca

i Fields marked with * are mandatory

Further information about the Applicant

Known Foreign Language *

Public Employee *

 Yes No

Research Fellow *

 Yes No

INPS Fellowship *

 Yes No

Certified Disability > 66% *

 Yes No

Applicant need

Requiring an individualized treatment *

 Yes No

Requiring personal assistance *

 Yes No

Requiring specialized tutoring *

 Yes No

Requiring transportation and accompanying person *

 Yes No

Requiring technical specific aids (if so, which ones) *

 Yes No

Note technical aids

Suffering certified dyslexia under Law n. 170 of 08/10/2010 *

 Yes No

Note dyslexia certification

Back Forward

Please insert your **Known Foreign Language** . Example English. This is a free field

Ignore warning message if displayed.

Verify datas inside “Further information about Applicant” and “Applicant need” boxes.

When ready, click on **Forward** to jump to step 4/5

Attachments

Allowed file format: PDF
 maximum size: Curriculum Vitae 15MB, Titles 5MB, INPS application form copy 5MB, ID card copy 2MB, Copy of the research project 15MB, Copy of the disability certificate 2MB

Required Attachments
 PDS - Autocertificazione piano di studi con esami sostenuti e voti ▼

Files
 Nessun file selezionato

| Attached files | Uploading date | File size | Operations |
|-------------------------------------------------------------------------|---------------------|-----------|------------|
| CDI-Copia documento in corso di validita' firmato.pdf | 29/07/2015 13:15:58 | 0.08 MB | ✗ ⬇ |
| CVE-Curriculum Vitae Europass firmato.pdf | 29/07/2015 13:15:52 | 0.08 MB | ✗ ⬇ |
| PDS-Autocertificazione piano di studi con esami sostenuti e voti.pdf | 29/07/2015 13:16:30 | 0.08 MB | ✗ ⬇ |
| PRRIC-Progetto di ricerca firmato.pdf | 29/07/2015 13:16:13 | 0.08 MB | ✗ ⬇ |
| TIT-Autocertificazione titoli conseguiti o in fase di conseguimento.pdf | 29/07/2015 13:16:22 | 0.08 MB | ✗ ⬇ |

Through this form you will be able to upload 5 mandatory docs, all **signed** and in **PDF format**.

- 1) CDI - copy of your identity card;
- 2) CVE - Please use **Annex A**;
- 3) PDS – list of your university exams with date and mark – Please, declare them using **Annex B**;
- 4) PRRIC – your research program you want carry out;
- 5) TIT – list of your academic titles like University Degree, Masters and others certifications- Please, declare them using **Annex B**. Foreign citizens have to upload a copy of own university degree full of passed exams.

Click on **Forward** to go to step 5/5

A form show all data provided. Click on **Confirmation** to validate all data.

Uploaded Attachments

| Attached files | Uploading date | File size | Operations |
|-------------------------------------------------------------------------|---------------------|-----------|------------|
| CDI-Copia documento in corso di validita' firmato.pdf | 29/07/2015 13:15:58 | 0.08 MB | ⬇ |
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Application Form Confirmation

By clicking on "Confirmation" button the file will be "Confirmed on the Web", and thus it will not be possible modifying the data or going back anymore






Degree informations

Click on **File Delivery** to complete and send your candidature.

Preferred Order of related Curricula**D001 - ARCHITETTURA, ARTI E PIANIFICAZIONE**

- (1) R02-PIANIFICAZIONE URBANA, TERRITORIALE E PAESAGGISTICA
- (2) R00-PROGETTAZIONE ARCHITETTONICA, TEORIA E TECNOLOGIA
- (3) R01-STORIA DELL'ARTE E DELL'ARCHITETTURA

Uploaded Attachments

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File Delivery

 You must explicitly carry out the "digital delivery": click on "File Delivery" button

Degree informations

Now you have completed your application. Good Luck!