

HOW TO ENROL IN A PH.D. PROGRAM AT VERONA UNIVERSITY

1st phase - PRE-ENROLMENT (on-line procedure)

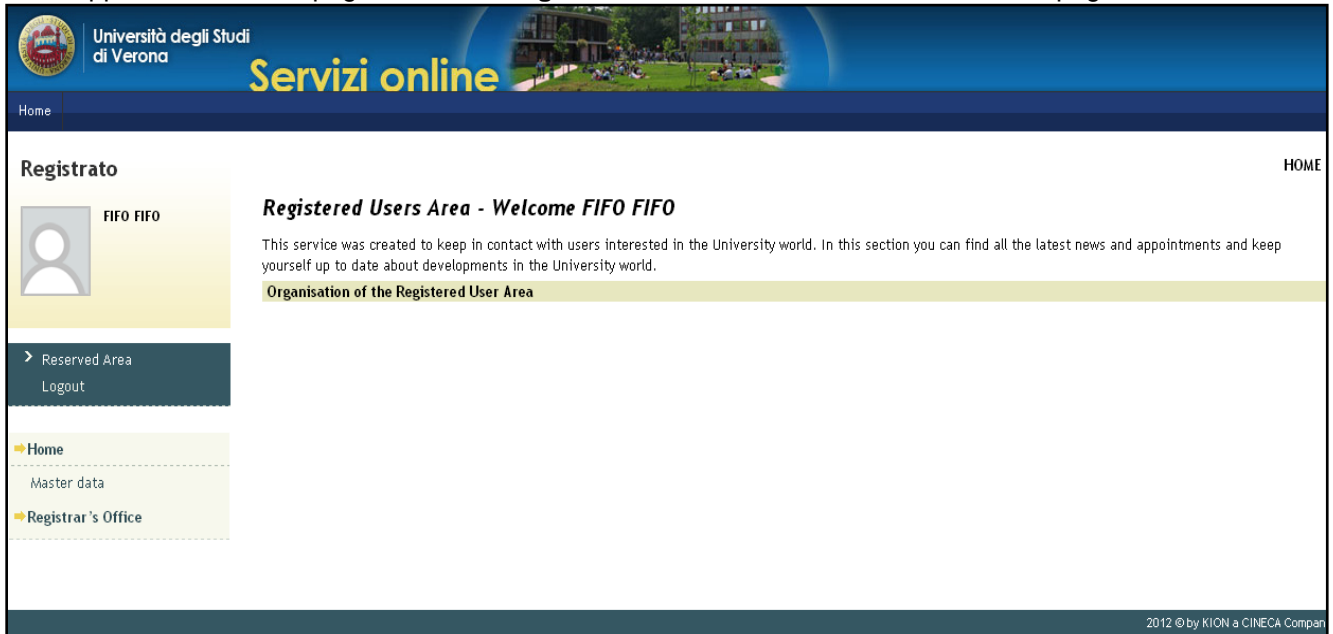
1.1 Please, go to the web page www.univr.it/enrolmentphd and select the item “**LOGIN**” on the left menu. To log-in you have to enter the same access credentials (*password and username*) used during the on-line registration for the Ph.D. selection.



The screenshot shows the 'Servizi online' page for a 'Guest' user. The left sidebar menu includes 'Reserved Area', 'Registration', 'Login', 'Forgotten password', and 'Exams'. The main content area is titled 'Didactics Structure Area' and contains a 'Messages board' with the following entries:

From	Subject
Segreteria Studenti della Macroarea di Scienze Giuridiche ed Economiche	Informazioni sistema di ticketing e nuovo orario segreteria studenti
Segreterie Studenti	Avviso per immatricolazioni a partire dal 16/10/2013
Università di Verona	PIANO DI STUDI A.A. 2013/14 - STUDENTI ISCRITTI AI CORSI DI STUDIO DELL'AREA GIURIDICA
Università di Verona	COMPILAZIONE PIANO DI STUDI A.A. 2013/14 - STUDENTI ISCRITTI AI CORSI DI STUDIO DELL'AREA ECONOMICA

1.2 It appears a welcome page. Click on “**Registrar’s Office**” at the bottom of the same page.




The screenshot shows the 'Registrato' user interface. The user is identified as 'FIFO FIFO'. The left sidebar menu includes 'Reserved Area', 'Logout', 'Home', 'Master data', and 'Registrar’s Office'. The main content area is titled 'Registered Users Area - Welcome FIFO FIFO' and contains the following text:

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments and keep yourself up to date about developments in the University world.

Organisation of the Registered User Area

1.3 A check list section appears. Click on “Enrolment” at the bottom of the same page.

Registrato



FIFO FIFO

Reserved Area
Logout

Home

Registrar's Office

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Self-certification
- Study qualification
- Atti Carriera
- Invalidity Declaration

Enrolment

Through the following pages you can proceed with the enrolment for the study program chosen.

Check List

Activity	Section	Info	Status
A - Study Program selection			
	Access Category		
	List of Study Programs typology		
	List of Study Programs		
	List of Study Path		
	Summary		
B - Insert or modification of identity document			
	List of the identity documents		
C - Access Qualifications			
	Access Qualifications Details		
D - Questionnaires required before the enrolment confirmation			
	Questionnaire selection		
E - Enrolment			
	Enrolment Data		
	Confirmation of Enrolment Data		
F - Questionnaires required after the enrolment confirmation			
	Questionnaire selection		
G - Self-certifications			
	Summary of self-certification informations		

Enrolment

Legend: Hide details

- Information
- Working Section
- Locked Section
- Completed Section

1.4 Select the option “Standard enrolment” and then “Enrolment to reserved access programs”; click on “NEXT” to proceed.

Enrolment: Scelta tipo domanda di Immatricolazione

In questa pagina è presentata la scelta del tipo di domanda di Immatricolazione.

Scegli:


- Immatricolazione standard se è la prima volta che vuoi immatricolarti ad una Università Italiana, oppure vuoi immatricolarti ad una laurea magistrale
- Abbreviazione di Carriera se hai già conseguito una laurea dello stesso livello (triennale o magistrale) e vuoi dei riconoscimenti di cfu per studi universitari già compiuti
- Trasferimento in Ingresso se sei ancora iscritto ad un'altra Università italiana e vuoi trasferirti all'Ateneo Veronese
- Studente Decaduto se sei iscritto ad un'Università italiana e sono passati otto anni dall'ultimo esame sostenuto (comunque verifica il regolamento della tua Università perchè la norma sulla decadenza può variare da Ateneo e Ateneo)
- Studente Rinunciatario se sei già stato iscritto ad un'altra università Italiana e hai concluso gli studi a seguito di una tua domanda di rinuncia esplicita.

Scelta tipo domanda di Immatricolazione

Abbreviazione di Carriera
 Standard enrolment
 Studente Decaduto
 Studente Rinunciatario
 Trasferimento in ingresso

Indietro
Avanti

Registrato



FIFO FIFO

Reserved Area
Logout

Enrolment: Selection of access category

Selection of access category to the study programs

Enrolment to free access programs.
 Enrolment to reserved access programs.

Back
Next

1.5 Select the option “Ph.D.” and then click on “NEXT” to proceed.

Registrato

FIFO FIFO

Reserved Area
Logout

Home

Registrar's Office

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Self-certification
- Study qualification
- Atti Carriera
- Invalidity Declaration

Enrolment: Selection of study program typology

In this page you can select the study program typology you wish to enrol for

Selection of study program typology

Ante Reform*

Ph.D.

Back Next

1.6 Select the Ph.D. program and then click on “NEXT” to proceed.

Registrato

FIFO FIFO

Reserved Area
Logout

Home

Registrar's Office

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Self-certification
- Study qualification
- Atti Carriera
- Invalidity Declaration

Enrolment: Selection of study program

Selection of study program

Educational body	Study program
Department of Surgery	<input checked="" type="radio"/> Ph.D. Program in Cardiovascular Sciences

Back Next

1.7 It appears a summary page. Click on “Confirm” to proceed.

Registrato

FIFO FIFO

> Reserved Area
Logout

➔ Home

➔ Registrar's Office

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Self-certification
- Study qualification
- Atti Carriera
- Invalidity Declaration

<< ... 2 3 4 **B** 1 ... >>

Confirm study program selection

This page summarizes what you have selected in the previous pages. If information is correct, please proceed and confirm otherwise click on back to modify.

Study programs

Enrolment category	Enrolment to reserved access programs.
Educational body	Department of Surgery
Qualification typology	Ph.D.
Program typology	Corso di Dottorato
Academic Year	2013/2014
Programs	Ph.D. Program in Cardiovascular Sciences
Study Program System	XXIX Ciclo

Back
Confirm

1.8 If you need to modify the status of your qualification click on this icon. Then click on “NEXT” to proceed.

Educational qualifications details

This page summarizes all the educational qualifications registered by the candidate during the on-line procedure for the access to the PhD competition.
In case of qualifications **not yet obtained** at the time of the on-line admission procedure, candidates can now update this section with the missing information selecting the status “**Obtained**”

Educational qualifications

Option 1:

Status	Qualification	Note	Qualification status	Action
✔	Laurea	Diploma di Laurea (old System Ante Reform no. 509/1999)	●	

Option 2:

Status	Qualification	Note	Qualification status	Action
✔	Laurea Magistrale		●	Insert

Back
Next

1.9 In this section, that reports a summary of the candidate's enrolment, prospective Ph.D. students are required to enter some details concerning their university career. In particular, after selecting the item **"Standard enrolment"** from the drop-down list at the section **"Enrolment typology"**, the student has to fill in the second part of the form following the instructions reported below:

If you have already attended an University program in Italy, you have to enter the academic year of your first enrolment in the Italian University System (IUS). For example if you have a Master of Science degree awarded by an Italian University you need to write the academic year and the date of your enrolment in the master program.

On the contrary, if this is your first enrolment at an Italian University and you don't have a previous university career in Italy, please fill in the form as follows:

Academic Year of first enrolment in the IUS: **2016/2017**

Date of first enrolment in the IUS: **enter the current date**

University of first enrolment in the IUS: **select the option "Verona University" (or "Università degli studi di Verona") from the drop-down list.**

Then click on **"NEXT"** to proceed.

Enrolment: Enrolment Data

This section summarises information concerning the enrolment

Enrolment Data

Academic Year	2013/2014
Educational Body	Department of Surgery
Qualification typology	Ph.D.
Program typology	Ph.D.
Enrolment category	Enrolment to reserved access programs.
Programs	Ph.D. Program in Cardiovascular Sciences
Study Program System	XXIX Ciclo

Enrolment typology

Type:*

Date of first enrolment in the Italian University System

Academic Year of first enrolment in the IUS*

Date of first enrolment in the IUS* (gg/ MM/ yyyy)

University of first enrolment in the IUS*

Additional information

Locations

Person with a disability* Yes No

2.1 It appears a summary section. Check it and then click on “CONFIRM” to proceed.



Confirmation of enrolment information

This section summarises information concerning the enrolment

Enrolment data

Academic Year	2013/2014
Educational Body	Department of Surgery
Qualification typology	Ph.D.
Program typology	Ph.D.
Enrolment category	Enrolment to reserved access programs.
Enrolment typology	Standard enrolment
Programs	Ph.D. Program in Cardiovascular Sciences
Study Program System	XXX Ciclo

Enrolment information to the Italian University System

Academic year of first enrolment in the IUS	2013/2014
Date of first enrolment in the IUS	23/10/2013
University of first enrolment in the IUS	University of Verona

Disability data

Person with disability	No
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Additional enrolment information

Location	VERONA
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[Back](#)

[Confirm](#)

2.2 This section shows a summary of your on-line pre-enrolment.

After checking it, click on **“Print enrolment form”** at the bottom of the present page, to print your enrolment form.

Enrolment

This section summarizes what you have selected in the previous pages. If information is correct, please proceed and confirm otherwise click on back to modify.

Enrolment Data

Academic Year	2013
Educational Body	Department of Surgery
Qualification typology	Ph.D.
Program typology	Ph.D.
Enrolment category	Enrolment to reserved access programs.
Enrolment typology	Standard enrolment
Programs	Ph.D. Program in Cardiovascular Sciences
Study Program System	XXIX Ciclo

Enrolment information to the Italian University System

Academic year of first enrolment in the IUS	2013/2014
Date of first enrolment in the IUS	23/10/2013
University of first enrolment in the IUS	University of Verona

Disability

Person with disability	No
------------------------	----

Additional enrolment informations

Location	VERONA
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[Exit and start a new enrolment](#)

[Print enrolment form](#)

Please remember that, according to art. 8 of the Official Call for Admissions, the deadline to complete the above described pre-enrolment procedure is set **within 15 days after the publication of official ranking list**.

Should a student not pre-enrol within the settled deadline, the University will consider him/her as having given up his/her place (with or without scholarship), and this place will be assigned to the candidate that comes immediately after him/her on the ranking. This candidate will be informed by e-mail and within **five days** from receiving it, he/she will have to pre-enrol following the procedure described in the present document.

After completing the on-line pre-enrolment procedure, prospective Ph.D. students are required to print the enrolment form and send it, duly filled in and signed, following the instruction reported below.

Payment of the enrolment fees

Payments from Italy: Prospective PhD students are required to use the payment form attached to their Enrolment Form. The enrolment fees are payable at any counters of the following banks: Banca Popolare di Verona, Cassa di risparmio del Veneto, Intesa San Paolo.

Payments from abroad must be made by a bank transfer to the bank account of

Banca Popolare di Verona, address: Piazza Nogara nr. 2, Verona, Italy

IBAN: IT65-U-05034-11750-000000011000

Swift code: BAPPIT21001

Reason for payment: "Enrolment - "***Candidate's Surname, Name – Ph.D. Program***"

ATTENTION, THE BANK TRANSFER COST HAS TO BE COVERED BY THE STUDENT.

On the payment form there is reported the correct amount of fees that the student is required to pay for the admission in his/her 1st year of attendance.

As for the on-line pre-enrolment procedure, the deadline for the payment of the enrolment fees is set **within 15 days after the publishing of the official ranking list**.

In the scheme reported below there are specified the amount of enrolment fee to pay:

Ph.D. students with or without scholarship must carry out a single payment of € **394,08** made up of

- € 165,00 for regional Tax Study Rights,
- € 6,96 for Accident Insurance,
- € 16,00 for Stamp Duty,
- € 206,12 for Tuition Fees

2nd phase - ENROLMENT

After the conclusion of the on-line pre-enrolment procedure, the Enrolment Form must be printed, properly signed and submitted within the same deadline, together with the documentation required, by e-mail exclusively to dottorati.ricerca@ateneo.univr.it

The enrolment form must be accompanied by the following documents:

- One set photocopy of PhD student's passport (only pages used) or another ID bearing applicant's photo and signature
- **DAF Form** (Self-declaration for the administration of contributions to INPS- National Institution for Social Security).
- Copy of the enrolment fees payment receipt;
- Copy of Italian Permit to Stay (Permesso di Soggiorno) (if available);
- [Request for the authorization of the Teaching Staff Committee of his/her program in order to perform/keep on performing an external activity of work](#) (If applicable);
- Authorization issued by the organization which she /he belongs to concerning the paid/unpaid leave (If applicable).

Ph.D. Programs officially start on October 1st 2016.

The scholarship will be granted for the entire duration of the Doctoral program (three years) and the instalments will be monthly paid. The first instalment of October 2016 will be paid at the end of the same month **ONLY IF** within the deadline set for **September 25th, 2016** students will be correctly enrolled in our programmes and submitted all the necessary documentation required. Otherwise at the end of November a two-month-instalment will be paid.