



## ENROLMENT TUTORIAL

Before starting, check whether your personal details on the left frame are correct. If necessary, please update or edit them, otherwise ask the PhD Office for help. The online enrolment process takes about 15 minutes, provided you have scanned beforehand all the necessary items:

1. Identity document (back to front, pdf)
2. Passport photo (mandatory specifications: size 35 x 40 mm = 132x151 pixel; allowed file format: jpeg (.JPG), bitmap (.BMP); file size max 2 Mb)
3. Student obligations form (pdf)
4. Scholarship acceptance form, if applicable (pdf)

If the session goes timeout, you will have to enter your password again.

You will have to click "homepage", select the British flag and then click "Enrolment" to resume the procedure.

Remember: NEVER use the browser back arrows.

TO ACCESS THE ONLINE ENROLMENT PROCEDURE PLEASE GO TO <http://www2.units.it/dott/en/?file=DottOnline.inc> click on-line services and log in

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**Academic offer (ESSE3)**

Esse3 is the students university career management system and allows you to access to online University Services.  
Caution: user session times out after 15 minutes of inactivity.

Find your status:

- I AM or I HAVE BEEN student of this University or I ALREADY REGISTERED: enter your log-in credentials into the Login menu on the left, then select the item of your choice.
- NEVER REGISTERED / PROSPECTIVE STUDENT: please use "Registration" link in the navigation menu on the left, then Login and select the item of your choice.

Credential PROBLEMS and RETRIEVING

Select **Enrolment**



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Registered Users Area - Welcome

PLEASE NOTE: The following are the only online services currently fully available in English:

- Registration
- Competitive Admission Exam
- Tuition Fees / ISEE
- Payments
- Exam Booklet
- Certificates and Changes to Study Programme
- State Exams
- Choose Curriculum

For all other services please switch to the Italian version by logging out, going back to the home page and selecting the Italian flag.

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- Personal Details
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- Choice of preferences
- Canali tematici
- Statement of invalidity
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- State Exams

We would like to remind you that the personal data you have provided will be processed exclusively for purposes related to your career as a student, in compliance with the provisions of the Personal Data Protection Code (Italian Legislative Decree 30 June 2003, No. 196). Please also note that you may exercise, at any time, the rights under Art. 7 of Italian Legislative Decree 30 June, No.196, in particular, you have the right to know if and what personal data we hold about you, to ask us to update, correct, or, if of interest, to integrate, cancel, change into anonymous form your personal data as well as to request the blocking of the processing of data that violate the aforementioned law. To exercise any of these rights please contact us by writing to: [helpesse3@amm.units.it](mailto:helpesse3@amm.units.it)

Organisation of the Registered User Area

Select **Enrolment**



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**Enrolment**

In the following pages you will be able to enrol in a degree programme of your choice.

**Enrolment**

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Read the note (Remember to prepare in advance the forms "Student obligations" <http://www2.units.it/dott/files/StatOblFY2017.pdf> and, if applicable, "Scholarship acceptance" <http://www2.units.it/dott/files/ReqSchol2017.pdf>) and click on **Next**

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INTRODUCTORY NOTE TO THE ONLINE ENROLMENT

Before starting the online procedure for enrolment you must know:

- You cannot enrol at another study course at the same time pursuant to art. 142 of Consolidated Law on higher education (approved by R.D. n. 1592 of 31/08/1933) except in cases provided for in current laws
- If you have already been enrolled in Italian higher education system, check the date of the first enrolment
- ONLY FOR FIRST AND SECOND LEVEL COURSES: if you want to benefit of the PRE-EXEMPTION on the first tuition fee instalment (paying only 16 euros as stamp duty), you have to apply for the ARDISS scholarship (see scholarship application) BEFORE filling this enrolment form.
- You need the following items in digital form ready for upload:
  - A front/back signed copy of a valid identity document (eg: identity card, passport, driving license) and the Italian tax identification code (Tax code card or Health card) in one single pdf document to upload on the screen "Documento di Identità e Codice Fiscale"; PhD applicants residing abroad could provide the copy of their Italian tax identification code after their arrival in Italy.
  - A passport photo of your face - size 35 x 40 mm = 132x151 pixel). Consented file format: jpeg (.JPG), bitmap (.BMP); max dimension file 2 Mb - Upload your photo on the screen "Registrazione: Foto personale" the photo it will be used for the Student Card. Should it not meet the requirements specification it will be cancelled and printed again upon payment of the due tax and new upload.
  - Additional form or Statement of students' obligations for PhD students (consult web pages dedicated to PhD).

The procedure takes about 15 minutes.

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Select  Standard enrolment and **Next**

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Enrolment: Select type of application for enrolment

In this page you will have to select the type of application for enrolment.

Select type of application for enrolment

- Enrolment for second degree
- Incoming transfer
- Standard enrolment
- Studente decaduto
- Studenti Rinunciatar

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Choose  
 Enrolment in Degree Programmes with limited admission.  
and click on **Next** to confirm your choice

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**Enrolment: Select type of admission**

In the following pages you will be able to enrol in the degree programme you have chosen. Unlike degree programmes with open admission, degree programmes with limited admission are governed by special rules and require an admission or evaluation exam.

Select type of admission to degree programme

Enrolment in Degree Programmes with open admission.  
 Enrolment in Degree Programmes with limited admission.

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Choose on **Next**  Doctoral Programme and click

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**Enrolment: Select type of degree programme**

In this page you will be able to select the type of degree programme in order to proceed with enrolment.

Select type of degree programme

Prior to university reform\*  
 Doctoral Programme

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Select your degree programme and click on **Next**



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**Enrolment: Select degree programme**

In this page you will have to select the degree programme in order to proceed with enrolment.

Select degree programme

Faculty/Department	Degree programme
DEPARTMENT OF LIFE SCIENCES	<input checked="" type="radio"/> ENVIRONMENTAL LIFE SCIENCES

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Select **Confirm**



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- Specialties

**Confirm selection of degree programme**

In this page you will find a summary of your selections. If they are correct, proceed and confirm. In order to modify your previous selections, please use the "back" button.

Degree programme

Type of application for enrolment	Standard enrolment
Faculty/Department	DEPARTMENT OF LIFE SCIENCES
Type of qualification	Dottorato di ricerca
Type of Degree Programme	Doctoral Programme
Academic Year	2017/2018
Degree Programme	ENVIRONMENTAL LIFE SCIENCES
Programme Specifications	

Back Confirm

Check the data. You can make changes if necessary.

If you have a bank account in your name or in joint names in Italy, please enter here the details that will be used for the payment of the scholarship or any refund (IBAN etc., see example below).

If you do not need to enter the bank details, click on

Then click on **Confirm**



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### Personal details

In this page you will see the information regarding your personal details, permanent home and current address, as well as details on refunds. In order to change your details click 'change' in the different sections.  
PLEASE NOTE: If the current address is the same as the permanent home address and if you wish to change only one, please make sure that the box 'same as permanent home address' is not ticked.

#### Personal details

Name  
Surname  
Gender  
Date of birth  
Nationality  
Country of birth  
Town  
Italian fiscal code

#### Permanent home address

Country  
Postcode  
Hamlet  
Address  
House Number  
Start date of residence at this address  
Telephone  
Current and permanent home address are the same

[Change permanent home address](#) Use this link to change your permanent home address

#### Addresses

Address for documents to be sent to

Email  
Mobile phone  
Profession

I declare to have received and read the notice according to section 13 of the Italian Legislative Decree 196/2003. Yes

In accordance with the Italian Legislative Decree 196/2003, I consent to the possible disclosure of my personal data, on behalf of the University or the M.I.U.R. (Ministry of Education, Universities and Research), to agencies and companies that deal with admission exams, aptitude tests, competitive exams or any other test or exam necessary to be enrolled. I am aware that, in case of denial of the consent, I will not be allowed to take the above mentioned tests and exams. Yes

In accordance with the Italian Legislative Decree 196/2003, I consent to the possible disclosure of my personal data and my CV to agencies and companies for job opportunities. Yes

[Change mailing addresses](#) Use this link to change your mailing addresses

#### Details of refund

Type of refund

[Change details for refund](#) Use this link to change details for refunding

**Back** **Confirm**

Select the type of refund and proceed



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Personal Details

Registration: Details for direct deposit (refunds)

In this page you will see the form for inserting and changing your bank details. If you wish to modify the details you have already inserted, please make sure that your new bank details are correct.

Direct deposit - Refunds

Type of payment\*

Select...

- Refund by bank prepaid card
- Refund by bank transfer
- Refund by transfer (postal bank account)

Select...

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Enter the required data and click on **Next**



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Registration: Details for direct deposit (refunds)

In this page you will see the form for inserting and changing your bank details. If you wish to modify the details you have already inserted, please make sure that your new bank details are correct.

Direct deposit - Refunds

Type of payment\*

Refund by bank transfer

Nation\*

ITALY

Bank\*

Bank Details

IBAN\*

Insert Italian cin, abi, cab and bank account number

CIN

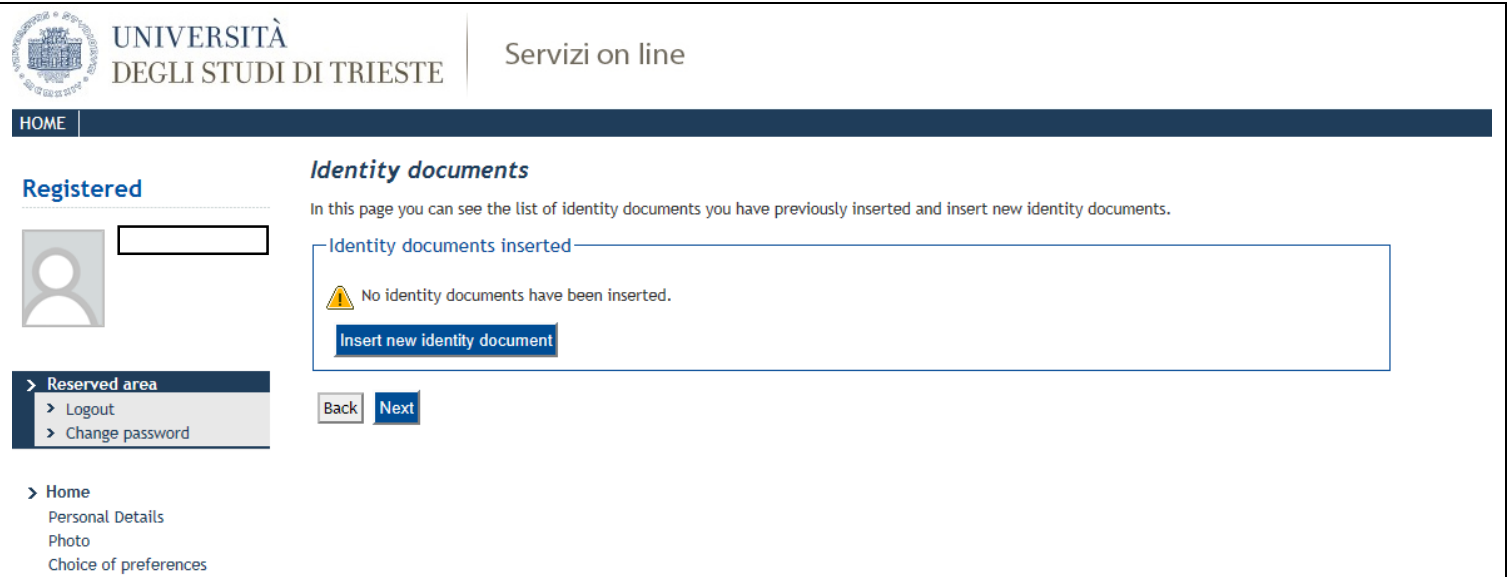
ABI

CAB

CC

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Upload your ID in a pdf by selecting **Insert new identity document** and click on **Next**



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Identity documents

In this page you can see the list of identity documents you have previously inserted and insert new identity documents.

Identity documents inserted

⚠ No identity documents have been inserted.

**Insert new identity document**

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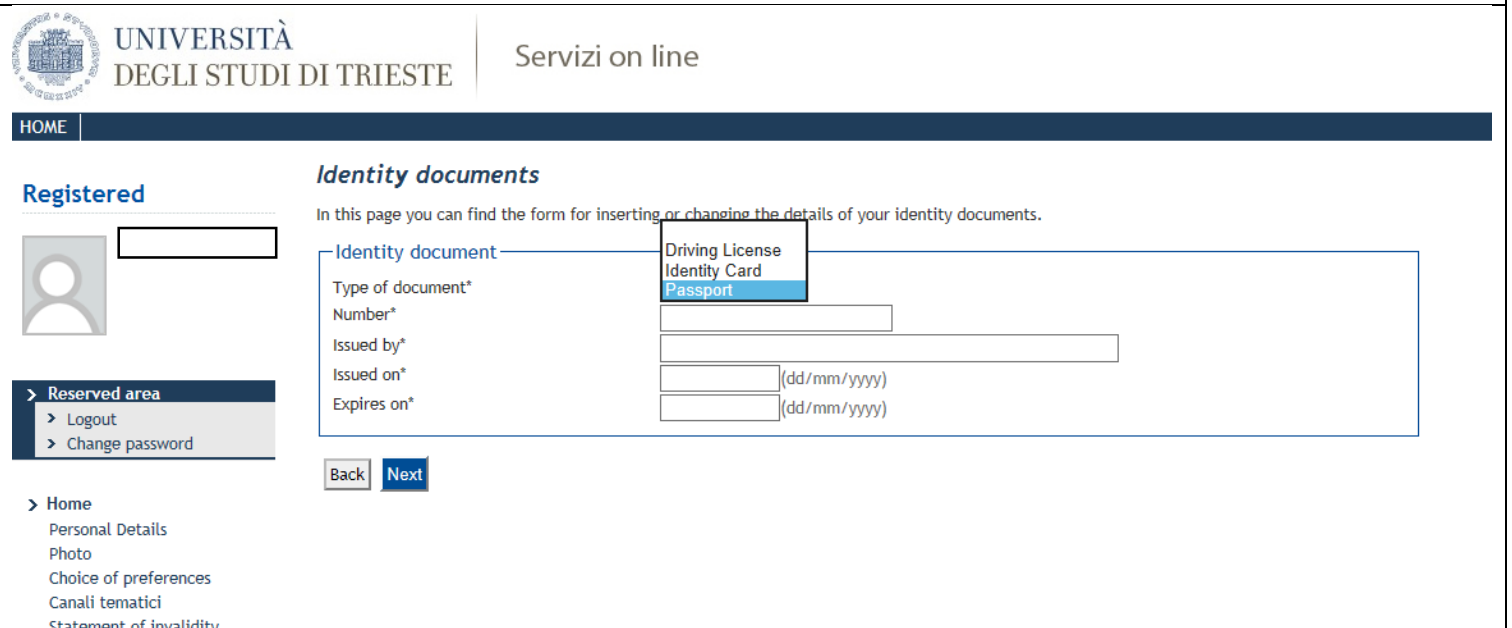
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- Personal Details
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Select the type of document from the drop down menu, enter the data required, then click on **Next**. Do the same with all the documents you attach/upload.



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Identity documents

In this page you can find the form for inserting or changing the details of your identity documents.

Identity document

Type of document\*

- Driving License
- Identity Card
- Passport

Number\*

Issued by\*

Issued on\* (dd/mm/yyyy)

Expires on\* (dd/mm/yyyy)

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Confirm your data by clicking on **Next**



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Confirm the details of your identity document

Identity document

Type of document:	Passport
Number:	12345678
Issued by:	Comune di ...
Issued on:	01/01/2015
Expires on:	01/01/2025

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Upload the document by clicking on **Insert new attachment** and then on **Next**



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Identity Document

Identity Document's summary

Identity Document

Type of document	Identity Card
Number	1313556
Issued by	Comune di ...
Issued on	01/01/2015
Expires on	01/01/2025

Attachments

Inserted attachments

No identity documents have been inserted

Insert new attachment

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Select the relevant icon(s)

Azioni



you can check, make changes or delete the attached file and repeat the procedure if necessary. Then click on **Next**



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### Identity Document

Identity Document's summary

#### Identity Document

Type of document	Passport
Number	12345678
Issued by	Comune di ...
Issued on	01/01/2015
Expires on	01/01/2025

#### Attachments

Inserted attachments

Title	Description	Actions
Identity card	Identity card	  

[Insert new attachment](#)

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Click on **Next** to proceed



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### Identity documents

In this page you can see the list of identity documents you have previously inserted and insert new identity documents.

#### Identity documents inserted

Type of document	Number	Issued by	Issued on	Expires on	Status	Attachments	Actions
Passport	12345678	Comune di ...	01/01/2015	01/01/2025		Yes	 

[Insert new identity document](#)

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Attach your passport photo (NO selfies!) by clicking **Upload Foto** and click on **Next**

### BE CAREFUL!

- In this page you will have to attach a passport photo - size 35 x 40 mm = 132x151 pixel; allowed file format: jpeg (.JPG), bitmap (.BMP); file size max 2 Mb. The upload is compulsory.



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#### > International mobility

#### > About the University

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### Registration: Personal photograph

In this page you will have to attach a passport photo - size 35 x 40 mm = 132x151 pixel; consented file format: jpeg (.JPG), bitmap (.BMP); dimension file max 2 Mb. The upload is compulsory.

#### Photo preview



The preview is supported by IE 10.  
NOTE: to upload the image click "Upload Foto"

Sfogli...


Size 35 x 40 mm (Max 20 MByte)

**Upload Foto**

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Check your qualifications (the diploma submitted to apply for admission) to see whether everything is fine. In case of errors, please email [dottorati@amm.units.it](mailto:dottorati@amm.units.it). Then click on **Proceed**




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### Details of required qualifications

To proceed please insert the qualifications you hold. First enter mandatory qualifications. Then enter other qualifications you may hold.

**Other alternative qualifications**

To proceed please insert all qualifications of at least one option. The different options show qualifications that are to be considered equivalent from which you can choose either one.

**Option 1:**

Status	Qualification	Notes	Status of qualification	Actions
✓	Laurea	<p><b>Details for admission:</b></p> <ul style="list-style-type: none"> <li>• 72009 - Corso di Laurea in CHIMICA e TECNOLOGIA FARMACEUTICHE</li> <li>• 72054 - Corso di Laurea in SCIENZE NATURALI</li> <li>• 72100 - Corso di Laurea in SCIENZE AMBIENTALI</li> <li>• 72224 - Corso di laurea in BIOTECNOLOGIE (AGRICOLE VEGETALI)</li> <li>• 72096 - Corso di Laurea in SCIENZE BIOLOGICHE</li> <li>• 72054 - Corso di Laurea in SCIENZE AGRARIE</li> <li>• 72261 - Corso di laurea in SCIENZE FORESTALI ed AMBIENTALI</li> <li>• 72065 - Corso di Laurea in SCIENZE GEOLOGICHE</li> </ul>	●	<a href="#">Enter</a>


**Option 2:**

Status	Qualification	Notes	Status of qualification	Actions
✓	Laurea Specialistica	<p><b>Details for admission:</b></p> <ul style="list-style-type: none"> <li>• 81/5 - Chemistry</li> <li>• 85/5 - Nature sciences</li> <li>• 77/5 - Agriculture</li> <li>• 79/5 - Livestock management</li> <li>• 81/5 - Environmental and land sciences and technology</li> <li>• 82/5 - Economics for environment and culture</li> <li>• 83/5 - Geophysics</li> <li>• 85/5 - Geology</li> <li>• 8/5 - Biology</li> <li>• 7/5 - Agricultural biotechnologies</li> <li>• 35/5 - Environmental engineering</li> </ul>	●	<a href="#">Enter</a>

**Option 3:**

Status	Qualification	Notes	Status of qualification	Actions
✓	Laurea Magistrale	<p><b>Details for admission:</b></p> <ul style="list-style-type: none"> <li>• LM-74 - Geology</li> <li>• LM-79 - Geophysics</li> <li>• LM-80 - Geography</li> <li>• LM-6 - Biology</li> <li>• LM-7 - Agrarian Biotechnologies</li> <li>• LM-13 - Pharmacy and industrial pharmacy</li> <li>• LM-60 - Natural sciences</li> <li>• LM-59 - Agriculture</li> <li>• LM-70 - Food science</li> <li>• LM-75 - Environmental and forestry sciences</li> <li>• LM-76 - Environmental and land sciences</li> <li>• LM-78 - Environmental and cultural economics</li> <li>• LM-25 - Chemical engineering</li> <li>• LM-28 - Environmental engineering</li> <li>• LM-9 - Pharmaceutical, Veterinary and Medical biotechnologies</li> <li>• LM-54 - Chemistry</li> </ul>	●	<a href="#">Enter</a>

**Option 4:**

Status	Qualification	Notes	Status of qualification	Actions
✓	Foreign qualification	<p><b>Details for admission:</b></p> <ul style="list-style-type: none"> <li>• TUSC - Foreign university degree</li> <li>• M - Master</li> <li>• B - Bachelor</li> </ul>	●	

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Enrolment: Details enrolment

In this page you will be asked further details necessary for enrolment.

Type of enrolment

Type:\*

Details of first enrolment in Italian Higher Education System

Academic year:\*

Date of first enrolment in Italian Higher Education System  (dd/MM/year)

University of first enrolment in Italian Higher Education System:\*

Further details

Campuses:\*

Administrative category:\*

Disability:\*  Yes  No

Work status:\*

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-

not available

not worker: study time > 75%

student-worker: study time 50%75%

worker-student: study time <50%

If you enrol in an Italian University for the FIRST time, the Academic Year is 2017/2018 and select Università di Trieste (from the drop down menu) as University of first enrolment. If you have been enrolled in another University, enter the relevant data, otherwise do not make changes. If you do not remember the date of first enrolment, enter today's date.

Select your work status from the drop down menu

-

not available

not worker: study time > 75%

student-worker: study time 50%75%

worker-student: study time <50%

and

click on Next

Check the data you have entered and click on **Confirm**



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## Confirm previous selection

In this page you will find a summary of your selections. If they are correct, proceed and confirm. In order to modify your previous selections, please use the "back" button.

### Enrolment details

Academic Year	2017/2018
Faculty/Department	DEPARTMENT OF LIFE SCIENCES
Type of Qualification	Dottorato di ricerca
Type of Degree Programme	Doctoral Programme
Type of application for enrolment	Standard enrolment
Degree Programme	ENVIRONMENTAL LIFE SCIENCES
Programme Specifications	ENVIRONMENTAL LIFE SCIENCES

### Details Higher Education Enrolment

Academic Year of Enrolment in Italian Higher Education System	2017/2018
Date of Enrolment in Italian Higher Education System	25/07/2017
University of Enrolment in Italian Higher Education System	Università degli Studi "Magna Graecia" di CATANZARO

### Other enrolment details

Administrative Category	Standard Places
Delivery method	
Profession	not worker: study time > 75%
Campus	Trieste

Download the form "Student obligations statement - a.y. 2017/18 (for 33. cycle)" from <http://www2.units.it/dott/files/StatOblFY2017.pdf>, fill it in, sign it, scan it and upload it by clicking on **Insert Attachment**

If you have been awarded a scholarship, do the same with the file "Scholarship acceptance - a.y. 2017/18 (33. cycle)" downloadable from <http://www2.units.it/dott/files/ReqSchol2017.pdf>, then click on **Next**

Fill in the \*title\* and \*description\* fields, then click on **Next**



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Attachments for enrolment

In this page you will have to attach the requested documents

Attachments

Attachment type	Attachments Min.	Attachments Max	Status	Attachments N.	Title	Description	Actions
Statement of student's obligations	1	1	●	0			<b>Insert Attachment</b>

Attachment type	Attachments Min.	Attachments Max	Status	Attachments N.	Title	Description	Actions
Scholarship acceptance	0	1	●	0			<b>Insert Attachment</b>

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Attachments for enrolment

Insert the details of the attached document

Document detail

Title\*

Description\*

Attachment:\*

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The icons allow you to check/change/delete the form you have uploaded. Click on **Next** to proceed



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**Attachments for enrolment**

In this page you will have to attach the requested documents

**Attachments**

Attachment type	Attachments Min.	Attachments Max	Status	Attachments N.	Title	Description	Actions
Statement of student's obligations	1	1	🟢	1			
					Declaration	Declaration form	🔍 📄 🗑️

Attachment type	Attachments Min.	Attachments Max	Status	Attachments N.	Title	Description	Actions
Acceptation of scholarship	0	1	🟡	0			<a href="#">Insert Attachment</a>

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**PLEASE NOTE!**

To check whether you have correctly uploaded all required attachments, select "Attachments" after logging in.



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**Attachments for enrolment**

In this page you will have to attach the requested documents

**Attachments**

Attached Documents

Title	Description	Actions
Declaration	Declaration form	

The online procedure is now complete and you will receive a confirmation email. There is yet a further mandatory step to make.

Click on **Check payments** to pay tuition fees. If you do not pay before the deadline for enrolment you will lose your place!



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Enrolment

In this page you will see the details you have inserted during the enrolment process. If all details are correct you will be able to view and print the enrolment form.

If you want to change the details displayed in this page, please proceed with a new enrolment.

To proceed with the payment of tuition fees, please click on PAYMENTS.

The payment methods you can choose from are:

- Online payment: by credit card
- Print MAV: pay with payment slip at a branch of your bank

Enrolment Details

Academic Year	2017
Faculty/Department	DEPARTMENT OF LIFE SCIENCES
Type of Qualification	Dottorato di ricerca
Type of Degree Programme	Doctoral Programme
Type of enrolment	Standard enrolment
Degree Programme	ENVIRONMENTAL LIFE SCIENCES
Programme Specifications	ENVIRONMENTAL LIFE SCIENCES

Details of Enrolment in Italian Higher Education System

Academic Year of Enrolment in Italian Higher Education System	2017/2018
Date of Enrolment in Italian Higher Education System	25/07/2017
University of Enrolment in Italian Higher Education System	Università degli Studi "Magna Graecia" di CATANZARO

**Proceed with a new enrolment**

**Check payments**

Click the Invoice number and proceed with the payment



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List of Fees

This page displays the list of fees and the respective amounts.

PLEASE NOTE: TO PRINT THE PAYMENT SLIP, ENTER THE INVOICE DETAIL (click on THE INVOICE NUMBER) AND PRINT THE PAYMENT SLIP. For the deadline of the first instalment for the 1st year of studies of degree programmes with limited admission please refer to the respective call

Please read carefully the information sheet on tuition fees ("Manifesto tasse contributi ed esoneri").

You are advised to check your institutional university email account regularly because the university will send you important information by email.

Invoice	Payment slip code	Year	Description	Expiry date	Amount	Status
1730701	0000000000001730701		TASSA DI ISCRIZIONE PER DOTTORATI		€ 136,00	

Select the method of payment you prefer (online by credit card or at any bank in Italy (or through online banking) with a MAV ("Modulo di avviso pagamento").

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### Invoice Details

Invoice 1730701

Expiry date:

Amount:

Type of payment: MAV payment slip

Numero MAV:

#### Additional information

Data emissione 09/10/2015

#### Fees

Year	Instalment	Item	Amount
	<input type="text"/> 1 DI 2	TASSA DI ISCRIZIONE PER DOTTORATI	<input type="text"/>
		ELECTRONIC STAMP DUTY	<input type="text"/>
		REGIONAL TAX ACCORDING TO LAW 549/95 ART. 3	<input type="text"/>