

**TECHNICAL INSTRUCTIONS FOR COMPLETING THE ENROLMENT
IN THE SHORT SPECIALIZATION DEGREES 1ST AND 2ND LEVEL A.Y. 2022/2023**

- IN THE EVENT THAT YOU ARE CURRENTLY ENROLLED AT THE UNIVERSITY OF PADUA IN A "CORSO DI LAUREA", "LAUREA MAGISTRALE", "MASTER UNIVERSITARIO DI PRIMO O SECONDO LIVELLO", "DOTTORATO", "SCUOLA DI SPECIALIZZAZIONE" OR "CORSO DI SPECIALIZZAZIONE PER LE ATTIVITÀ DI SOSTEGNO DIDATTICO AGLI ALUNNI CON DISABILITÀ", YOU HAVE TO FOLLOW THE INSTRUCTIONS REPORTED IN **POINT 2**;

The completion of the enrolment of the candidates classified as winners will be divided into these steps:

POINT N. 1

A) you have to confirm the enrolment via web **no later than the date and time indicated at the bottom of the published ranking list:**

- link to <https://pica.cineca.it/unipd> and access the relevant area;
- select your own username at the top right of the page and click on My PICA;
- select the Short Specialization Degree you wish to enrol and click on Conferma iscrizione;
- Verify in your inbox (e-mail address entered in the application submitted in Pica) a mail from uniweb@mail.uniweb.unipd.it with the credentials to access to uniweb (www.uniweb.unipd.it). Eventually check the spam in your mail box;
- access the relevant area by clicking on login and entering username and password [Please note. in the event that you lost your password or it is incorrect as expired contact the University Call Center (phone number: 049/8273131 – email: callcentre@unipd.it)];
- if there are more than one career, select the most recent;
- select "Menù" - click on Didattica – Foto and upload your own color photo, which must be:
 - ✓ ID photo style, "front image" type and must show only the recent and clearly recognizable subject;
 - ✓ without writing and not damaged;
 - ✓ the dimensions must preferably be 35 mm wide and 40 high (Max 40 MB);
 - ✓ with uniform background, preferably clear;
 - ✓ not out of focus and clearly distinguishable;
 - ✓ in .jpeg o .jpg format;
- you have to proceed to the payment of the enrolment fee through **PagoPA** procedure **no later than the expiration date of the enrolment indicated at the bottom of the published ranking list:**
 - select Menù at the top right and exit to the "Didattica" record;
 - select the record "Diritto allo studio, disabilità / DSA, corsi estivi" > Contribuzione;
 - the code of the debit note relating to the Short Specialization Degree you wish to enrol in will be selectable;
 - clicking on the code of the debit note, the red record "PagoPA" will appear;
 - proceed to the payment by selecting the red record PagoPA;

In the following special cases:

1. Payment of the enrolment fee through the Carta docente modality: you have to send a copy of the receipt to the email formazionecontinua.lauream@unipd.it **no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.**

You can find the amount to be paid for each Short Specialization degree in the corresponding admission notice.

If the enrolment fee is higher than the value of the Carta docente, you have to make the payment of the remaining amount via PagoAtenei.

Link to <https://unipd.pagoatenei.cineca.it>.

Click on "Pagamento spontaneo" and enter the necessary data to proceed with the payment.

Select Motivo di pagamento and exit to the record "DIDA17 - Tassa di iscrizione Master"; and in the field Causale digit "Immatricolazione *name of the Short Specialization degree and student's name-surname*".

Click on "pagamento immediato", at the bottom of the page, and proceed with the payment

Download the payment receipt and send it, with a copy of the carta docente payment receipt, to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

2. Contribution payment by third parties: the third party has to make the payment via PagoAtenei **no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.**

Link to <https://unipd.pagoatenei.cineca.it>.

Click on "Pagamento spontaneo" and enter the necessary data to proceed with the payment.

Select "Motivo di pagamento" and exit to the record "DIDA17 - Tassa di iscrizione Master"; and in the field Causale digit "Immatricolazione *name of the Short Specialization degree and student's name-surname*".

Click on "pagamento immediato", at the bottom of the page, and proceed with the payment. You can find the amount to be paid for each Short Specialization degree in the corresponding admission notice.

Download the payment receipt and send it, with a copy of the carta docente payment receipt, to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

B) The Post Lauream Office will verify the application and the payment of the enrolment fee.

It will therefore not be necessary to appear in person at the Office.

If the application is correct and the payment of the contribution is acquired, the Post Lauream office will complete the enrolment not earlier than 15 days from the date of the payment acquisition.

Upon completing the enrolment, an email will be sent to the e-mail address entered in the application submitted in Pica.

A telephone or e-mail contact will be made only in necessary cases.

POINT N. 2

Those who have made the pre-enrolment application and are currently enrolled at the University of Padua in a Corso di "Laurea", "Laurea magistrale", "Master universitario di primo o secondo livello", "Dottorato di ricerca", "Scuola di specializzazione" o "Corso di specializzazione per le attività di sostegno didattico agli alunni con disabilità" will have to:

- link to <https://pica.cineca.it/unipd> and access the relevant area;
- select your own username at the top right of the page and click on My Dashboard;
- select the Short Specialization Degree you wish to enrol and click on Conferma iscrizione;
- link to <https://unipd.pagoatenei.cineca.it>;
- click on "Pagamento spontaneo" and enter the necessary data to proceed with the payment. Select Motivo di pagamento and exit to the record "DIDA17 - Tassa di iscrizione Master"; and in the field Causale digit "Immatricolazione *name of the Short Specialization degree and student's name-surname*";
- click on "pagamento immediato", at the bottom of the page, and proceed with the payment **no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.**

You can find the amount to be paid for each Short Specialization degree in the corresponding admission notice;

- download the payment receipt and send it to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

CANDIDATES WITH DISABILITIES

Candidates with disabilities have to confirm the enrolment (point N.1A).

Before the payment, candidates have to verify in the relevant area at the record "Diritto allo studio, disabilità / DSA, corsi estivi" > Contribuzione that the enrolment fee has been updated.

We remind you that, according to the article 11.1 of the Admission notice a.a. 2022/2023, students with disability, who have a level of disability officially recognised between 66% and 100% by NHS commissions or with disability recognised as per article 3, par. 1 of Law 104 of 5 February 1992, are fully exempted from paying the all-inclusive fee.

However they have to pay the pre-registration contribution (Euro 30,00), insurance (Euro 6,50) and stamp duty (Euro 16,00).

MANAGEMENT OF THE RESIDUAL AVAILABLE PLACES

Starting from **November 3rd, 2022**, the ranking of the successors entitled to enrolment according to the ranking order will be published on the page of the relevant Short Specialization degree (<https://uel.unipd.it>).

Those who are entitled to enrol must proceed with the enrolment **no later than November 7th - 1:00 pm**, following the instructions reported above, depending on the different cases (point 1 or 2).

Candidates who will not complete the enrolment application form within November 7th, 1.00 pm, will be considered renunciative candidates and any additional residual places will be made available with a new ranking list which will be published **on November 9th**.

The successors entitled present in the above-mentioned ranking list will have to proceed to the enrolment starting from November 9th - 1 pm and **no later than November 11th – 11.59 pm** following the instructions reported above, depending on the different cases (point 1 or 2). Candidates who will not complete the enrolment application form within November 11th – 11.59 pm will be considered renunciative candidates.

INSTITUTIONAL EMAIL CONTACT

Following the enrolment procedure, an institutional e-mail account will be activated (@studenti.unipd.it) and institutional communications may be sent by the University teaching facilities to this email contact.

It will be possible to access the institutional e-mail box is possible from webmail <http://www.unipd.it/webmail> with the same credentials used to access Uniweb.

Padova, October 4th, 2022