

MASTER IN “MUSIC AND CULTURAL PRACTICE IN EUROPE”

A.A. 2016/2018:

ENROLMENT PROCEDURE - HOW TO UPLOAD YOUR PAPERS

Further to the performance of the ‘Registration’ procedure, Candidates will get new credentials to access the ‘Login’ Section of the Reserved Area. Then, select the Admissions entry from the left menu and hit the ‘Admission test’ button at the bottom of the screen.

Following the procedure, you will find the ‘Identity document’ page where you can confirm the details of the ID document you input during the Registration procedure by hitting the button: “Continue”. Alternatively, in the case, in this phase you can also change the data already supplied.

In the ‘Qualification Required’ page, scroll down to the Option no.7 - Foreign Academic Degree and hit the ‘Insert’ blue button.

In the ‘Qualifications’ page (screenshot below)

Registered User
PIMKO PALLO

Registered User Area
Logout
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Home
Admissions
Admission test
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International mobility

Qualifications

Please insert the qualifications requested for the selection procedure.

The competition you have chosen includes a qualification assessment. In the following pages you will be asked to upload the qualifications listed in the call for applications for the specific competition, together with a copy of a valid identity document. Qualifications and documents must be attached as pdf files not exceeding 5MB. Each file's denomination must bear the candidate's surname (e.g. surname_curriculumvitae).

IMPORTANT:

- Read carefully the list of the qualifications required in the call for applications for the competition for which you are applying
- Be sure that you have uploaded a copy of the same identity document whose details you have entered during the procedure
- Do not forget to sign the self-declarations before uploading them.

Qualification	Min
Autocertificazione titoli	
Curriculum vitae - formato europeo (EN)	1
Dichiarazione di valore in loco	
Documento di identità	1
Lettera di motivazione (EN)	1
Permesso di soggiorno	
Titolo accademico tradotto	

Qualifications declared
No qualifications inserted

Do you want to insert other documents / qualifications?
 Yes
 No

Back Forward

Legend
 * Mandatory data
 Detail
 Modify
 Delete

the grid descriptions are in Italian –please find below the English translation:

- | | | |
|---------------------------------|---|---|
| Autocertificazione titoli | → | University degree details |
| Curriculum vitae formato eurpeo | → | CV in EU format |
| Dichiarazione di valore in loco | → | Declaration of Value (DV) |
| Documento di identità | → | ID documents |
| Lettera di motivazione | → | Motivational letter |
| Permesso di soggiorno | → | Permit of stay |
| Titolo accademico tradotto | → | Officially translated copy of your academic title |

The following documents are to be uploaded mandatorily:

- CV (curriculum vitae)in EU format
- Motivational letter
- ID document

Please note that the size of the attachments should not exceed 5MB.

In this stage, Candidates with foreign titles could upload also a copy of the Declaration of Value (DV), a copy of their officially translated academic title, and a copy of their permit of stay (if required) – Anyway Candidates with foreign degrees should supply original documents prior to official Enrolment (see Admission announcement, Art. 4 – Enrolling for Masters courses)

In order to upload your attachments, please check **“Yes”** in the bottom of the screen under the question **“Do you want to insert other documents/qualifications?”** and hit the blue button **“Forward”**

Select the relevant file according to the description of the content you are about to input. You are required to name any file including **your name and surname**. In the field: ‘Title’ you should input the file’s name. The ‘Description’ field is not mandatory.

Once you’ve finished, click on the button **“Forward”** and repeat the procedure at least twice in order to upload the mandatory documents:

Home

Registered User

PIMKO PALLO

Registered User Area

- Logout
- Change Password

Home

Admissions

Qualifications upload

Enter the information on the file you are going to upload.

Qualification details

Type:* -

Title:* -

Description:

Upload the file:*

Autocertificazione titoli

Curriculum vitae - formato europeo (EN)

Dichiarazione di valore in loco

Documento di identità

Lettera di motivazione (EN)










Permesso di soggiorno

Titolo accademico tradotto

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In the following page you can double check that your papers are properly uploaded (they should be listed in the section: “Qualifications declared”).

Qualifications declared

Type	Title	Actions
Curriculum vitae - formato europeo (EN)	CV Stefania Rovasi	  
Documento di identità	id CARD Stefania Rovasi	  
Lettera di motivazione (EN)	Motivational letter Stefania ROvasi	  

Do you want to insert other documents / qualifications?*

Yes

No

Back

Forward

Then you can carry on the procedure by replying **“No”** to the question **“Do you want to insert other documents/qualifications?”** and hitting the button **“Forward”** to confirm