

# ONLINE ENROLMENT GUIDE FOR INCOMING STUDENTS

The banner features a purple-tinted background image of a modern university building interior. The text is centered and reads: **BANDO** (in large green letters), **Corsi di Dottorato del Politecnico XXXVIII CICLO** (in white), and **05.09** (in large green letters). Below the date, it says "Termine ultimo di presentazione delle domande." (in white). On the right side, there is a vertical stack of six teal icons: a handshake, a clipboard with a checkmark, a person with a speech bubble, a microscope, a calendar, and a building with a flag. At the top left of the banner area, there are social media icons for Facebook, Twitter, and Instagram. At the top right, there are links for "Login" and "Rubrica".

www.poliba.it/dottorati-di-ricerca

Go to the link at <http://www.poliba.it>

f t @ Login | Rubrica

Politecnico di Bari

ATENEO **DIDATTICA** RICERCA TERZA MISSIONE INTERNAZIONALE SERVIZI QUALITÀ E SOSTENIBILITÀ Q

**OFFERTA FORMATIVA**

- CRUSCOTTO DELLA DIDATTICA
- CALENDARIO ANNO ACCADEMICO
- ORARI DELLE LEZIONI
- ISCRIZIONE AI CORSI PRESENTI SU MS TEAMS
- SEDUTE DI LAUREA
- ORIENTAMENTO**
- HOME
- COME SCEGLIERE
- COME ISCRIVERSI
- PERCHÉ POLIBA
- CONTATTI

**SERVIZI AGLI STUDENTI**

- SPORTELLO DI ASCOLTO PSICOLOGICO
- DIGILAB
- OPENMULTILAB
- CDS INNOVATIVI
- ATTIVITÀ AUTOGESTITE

**BORSE DI STUDIO E OPPORTUNITÀ**

- BORSE DI STUDIO
- TUTORATO
- ATTIVITÀ DI COLLABORAZIONE
- TIROCINI
- PLACEMENT

**SERVIZI DI SEGRETERIA**

- AMMISSIONI
- IMMATRICOLAZIONI
- ISCRIZIONI
- TRASFER E PASSAGGI DI CORSO
- PROCEDURE PER LA LAUREA
- CERTIFICATI
- TASSE
- PRATICHE STUDENTI
- MODULISTICA
- TICKET STUDENTI
- ACCESSO ESSE3

**CORSI ED ESAMI DI LINGUE STRANIERE**

- CENTRO LINGUISTICO E CORSI DI LINGUA
- ESAMI DI STATO**
- INFORMAZIONI GENERALI
- CALENDARIO E RISULTATI PROVE
- ISCRIZIONE ESAMI DI STATO
- PROFESSIONI - REQUISITI DI ACC. E ARTIC. PROVE
- MODULISTICA ESAMI DI STATO
- TRACCE D'ESAME
- ABILITATI

**DISABILITÀ E DSA**

- VIVERE IL POLIBA**
- TRASPORTI E MOBILITÀ
- ASSOCIAZIONI
- ALLOGGI
- DIRITTO
- SPORT ALLO STUDIO
- STUDENT CENTER

**Politecnico di Bari tackles the coronavirus outbreak**

NEWS >

Go to the **DIDATTICA** menu and select **OFFERTA FORMATIVA**.



Home page



Politecnico di Bari per il tuo futuro.

Scopri l'**offerta formativa**, clicca dal menu sulla voce **Guida**.

**Elenco classi comuni**



Click on the **MENU** icon in the top right corner of the screen.

Politecnico di Bari

ESSE Servizi online

Home page

Politecnico di Bari per il tuo futuro.

Scopri l'offerta formativa, clicca dal menu sulla voce **Guida**.

**Elenco classi comuni**

ita eng

Area Riservata

- Registrazione
- Registrazione con SPID
- Login
- Login con SPID
- Password dimenticata

Esami >

Guida >

Accreditamento Aziende >

Politecnico di Bari

ESSE Servizi online

Didactics Structure Area

This is page is the starting point for browsing the information regarding the University's didactics. You can access the pages from the single faculties and from the other University information pages

ita eng

Reserved Area

- Registration
- Registrazione con SPID
- Login
- Login con SPID
- Forgotten password

Exams >

Guida >

Accreditamento Aziende >

Home

Select **ENG** followed by **REGISTRATION**.



## Web Registration

With reference to Legislative Decree n.196 (30 Jun 2003) "Personal Data Protection Regulations", in particular art. 13, the treatment of personal data is for university related purposes.

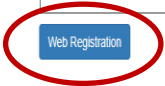
**The provision of data is obligatory for the purposes of university administration** (privacy policy). The following pages allow students to **register** on the ESSE3 portal.

Registration guide. After registration, students will receive a **user name** and **password** to allow them to access private areas and use the available services.

Activity	Section	Info	Status
A - Web Registration			
	Personal Data		
	Address of residence		
	Permanent address		
	Contact details		
	Password		
	Summary user registration		
	Summary of credentials		

Legend:

- Information
- Working Section
- Locked Section
- Completed Section



A registration screen will appear with all the fields to be compiled. To begin compilation, click on **WEB REGISTRATION**.

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

Name*	GUILLEME
Family Name*	MARTIN
Date of birth*	05/08/2001 <small>(dd/mm/yyyy)</small>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality*	FRANCE
Country*	France
City not listed*	Paris
Italian ID no.*	MRTGLM01M05Z110B

- Legend:
- Mandatory Field
  - Checklist

Back Forward

Insert all personal data required not using special characters such as Š, Ě, Ů, Ñ, Ğ etc. (if your nationality is German, select GERMANIA, not Germany). In order to calculate the Italian Fiscal code go to the link [Calcolo Codice Fiscale](#)). When this is complete, click on the **FORWARD** icon.

### Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country*	France
The town entered was not found among those listed.*	Paris
ZIP CODE	
If in Italy	
Locality	
Address*	5 Pass. Philippe-Auguste (street, square, road)
Street no.*	2
Telephone	

Current address is the same as permanent address\*   **N**

Legend:

- \* Mandatory Field
- Checklist

Back

Continue with data compilation, ensuring that all data is completed in the mandatory fields marked with an asterisk. Write **N** in the final space. Click on the **FORWARD** icon to move to the next page.

### Registration: Current address

The page shows the form for entering and modifying the user's current address.

Legend:

\* Mandatory Field

Checklist

Current address

C/o	<input type="text"/>
Country*	Italy
Province*	Please, select the Province
	if in Italy
Town/City*	Please, select the Town/City
ZIP CODE*	<input type="text"/>
	if in Italy
Locality	<input type="text"/>
Address*	<input type="text"/>
	(street, square, road)
Street no.*	<input type="text"/>
Data inizio validità *	<input type="text"/>
	(gg/mm/aaaa)
Telephone	<input type="text"/>

Back **Forward**

Insert your residency address in Italy, specifying in the final section the date when residency commenced (this must be before the date of form compilation). To complete registration, move forward to the next section.



### Registration:Delivery details

The page shows the form for entering and modifying the user's delivery details.

Legend:

\* Mandatory Field

Checklist

Delivery address

**Correspondence address**  Permanent address  Current address

**Delivery address for University fees**  Permanent address  Current address

**Email\***

**FAX**

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

**International dialling code**

**International dialling code\***   
(international dialling code - number)

**Mobile phone\***   
Maximum length 16 characters including the international dialling code

**Privacy\*** I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003  
 Y  N

**Comunicazioni\*** I agree to the transmission of my Personal Data in compliance with current legislation  
 Y  N

**Diffusione dati personali\*** I agree to the disclosure of my Personal Data in compliance with current legislation  
 Y  N

Bac

Continue with compilation, ensuring that mandatory fields are completed.

### Registration:Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

**WARNING:** the password entered must meet the following requirements:

- there must be at least 8 characters
- there must be no more than 8 characters

Choose password

Password*	<input type="password"/>
Confirm password*	<input type="password"/>

Back


Legend:

-  Mandatory Field
-  Checklist

Select a **PASSWORD**, following the on-screen instructions.


Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.

 [Passport Details](#) Use the link to edit [Passport Details](#)


**Permanent address**

Country	France
Town/City not listed	Paris
ZIP CODE	
Locality	
Address	5 Pass. Philippe-Auguste
Street no.	2
Phone number	
Current address is the same as permanent address	Y

 [Edit Permanent Address](#) Use the link to edit [Permanent Address](#)


**Delivery Details**

Correspondence address	Permanent address
Delivery address for University fees	Permanent address
Email	g.martin@gmail.com
Fax	
Mobile phone	+33 3895694127
Mobile phone operator	
Profession	
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y

 [Edit Delivery Details](#) Use the link to edit [Delivery Details](#)

**Personal Question**

Personal question	
Answer	

 [Edit Personal Question](#) Use the link to edit [Personal Question](#)

Indietro

Legend:

-  Mandatory Field
-  Checklist

A summary of all data inserted will now appear on the screen. Click on the **FORWARD** icon to complete the registration procedure.

Registration:Registration completed

All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

Personal Authorization Details:

Name	GUILLEME
Family Name	MARTIN
E-Mail	g.martin@gmail.com
Username	g.martin
Alias	
Password	POLIBA22

The access keys have been sent successfully to the e-mail address you provided:

Login

Print

Exit

Legend:  
★ Mandatory Field  
Checklist

Your access data will now appear on the screen. Click on **LOGIN** for authentication. Click on the **PRINT** icon to obtain a printout of your data.



Politecnico  
di Bari

## Benvenuto

Per accedere a questo servizio devi autenticarti, inserendo il tuo nome utente e la tua password.

Stai accedendo a [sp-esse3-unipoliba-preprod.cineca.it](#)

Nome utente

Password

[Password dimenticata?](#)



Politecnico di Bari - Via Amendola 126/b - 70126 Bari - c.f. 93051590722 | p.i. 04301530723

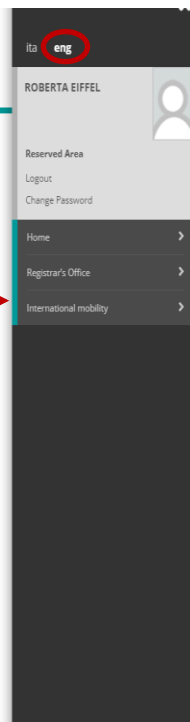
[Informativa sulla privacy](#)  
[Informativa sui cookie](#)

sp:d ✓  AgID Agenzia per  
l'Italia Digitale

Insert user name and password from your data summary and click on the **ACCEDI** icon.

## Registered Users Area - Welcome ROBERTA EIFFEL

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.



Navigation sidebar menu for user ROBERTA EIFFEL. The menu is dark grey with white text. At the top, there are language options: 'ita' and 'eng', with 'eng' circled in red. Below this is the user's name 'ROBERTA EIFFEL' and a profile icon. The menu items are: 'Reserved Area', 'Logout', 'Change Password', 'Home', 'Registrar's Office', and 'International mobility'. A red arrow points to the 'International mobility' item.

- ita **eng**
- ROBERTA EIFFEL
- Reserved Area
- Logout
- Change Password
- Home
- Registrar's Office
- International mobility

Once logged in, click on the menu icon in the top right hand corner of the screen, select **ENG** and go to the **INTERNATIONAL MOBILITY** section.



## Registered Users Area - Welcome ROBERTA EIFFEL

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.

Mobile navigation sidebar for user ROBERTA EIFFEL. It includes a language selector (ita, eng), a profile picture, and a list of menu items: Reserved Area, Logout, Change Password, International mobility, and Application Form for Incoming students. The 'Application Form for Incoming students' item is circled in red.

Home

Select **APPLICATION FORM FOR INCOMING STUDENTS**.



## Application Form for Incoming Students

On the following pages you can register on the website. At the end of the procedure you will be allocated a user name and an access code which allow you to log into the system to modify your data and access available services.

Activity	Section	Info	Status
A - Select incoming mobility application call			
	Select university country of origin for incoming mobility application call		
	Select university of origin for incoming mobility application call		
	Select incoming mobility application call		
	Select destination for incoming mobility application call		
	Select degree course enrolment for incoming mobility application call		
	Select study programme enrolment for incoming mobility application call		
	Summary of data input for mobility application call selection		
B - Access Requirements			
	Details of access requirements		
C - Mobility Enrolment			
	Mobility Enrolment		
	Summary of mobility enrolment		
D - Summary of mobility enrolment			
	Summary of mobility enrolment		

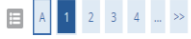
Legend:

- Information
- Working Section
- Locked Section
- Completed Section

[Application Form for Incoming Students](#)

Click on **APPLICATION FORM FOR INCOMING STUDENTS** again.





Program Selection: Origin Institution Country

Select a Origin Institution Country

Origin Institution Country

France



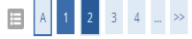
Back Forward

Legend:

★ Mandatory Field

☑ Checklist

Select country of your Home University.



Program Selection: Select Institution of Origin

Select Institution of Origin

Institution of Origin

ECOLE LA MACHE

Bot

Legend:

★ Mandatory Field

☑ Checklist

Select your Home University. Click on the **FORWARD** icon.



### Program Selection: Program Selection

The page shows the form for select a Program

Legend:

★ Mandatory Field

☰ Checklist

#### Data Entered

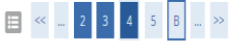
Institution of Origin: ECOLE LA MACHE

#### Program Selection

Program	Institution of Origin	Type of Program	Project
<input checked="" type="radio"/> Bando Unico	ECOLE LA MACHE	EXCHANGE PROGRAMS	Programma Dipartimento DEI
<input type="radio"/> Bando Unico	ECOLE LA MACHE	EXCHANGE PROGRAMS	Programma Dipartimento DEI

Next Forward

Select the **BANDO UNICO** which corresponds to your Home University and continue with the registration process.



### Program Selection: Program Origin Selection

The page shows the form to select a Program Origin

#### Data Entered

Institution of Origin:	'ECOLE LA MACHE'
Program:	Bando Unico
Type of Program:	EXCHANGE PROGRAMS
Project:	Programma Dipartimento DEI

#### Program Origin Selection

Select	Program Origin	Area	Departmental coordinator:	Institutional coordinator:
<input checked="" type="radio"/>	'ECOLE LA MACHE'			



Legend:

\* Mandatory Field

Checklist

Confirm data with the **PROGRAM ORIGIN SELECTION** option.



### Program Selection: Resume

Please, confirm the datas you entered.

Legend:

★ Mandatory Field

☰ Checklist

#### Data Entered

Institution of Origin:	'ECOLE LA MACHE'
Program:	Bando Unico
Type of Program:	EXCHANGE PROGRAMS
Project:	Programma Dipartimento DEI
Origin:	'ECOLE LA MACHE'
Area:	
Departmental coordinator:	
Institutional coordinator:	
Level of Study:	Ambito di Mobilità: Exchange Programs
Department:	Department of Electrical and Information Engineering
Course of Study:	Programma Dipartimento DEI
Field of Study:	comune

Back Forward

A summary of all data entered will appear on the screen. Click on the **FORWARD** icon to continue.



### Application Form for Incoming Students

The page shows the required datas for the Application Form

Legend:

Checklist

-Period of Study-

Academic Year	2021/2022	←	⊞
Planned arrival date*		←	⊞
	(gg/mm/aaaa)		
Planned departure date*		←	⊞
	(gg/mm/aaaa)		
Expected duration*			

Enter the start and end date of the exchange period, your total duration of stay and type of accommodation used.



## Application Form for Incoming Students

The page shows the Application Form Datas

### Students Office reservation

Non risulta assegnato alcun turno di segreteria.

Print

Enter the start and end date of the exchange period, your total duration of stay and type of accommodation used.

Your registration is now complete. The Application Form is saved in the Download folder of your computer. With these credentials it will be possible to visualise your enrolment number, an authentication code assigned to all students, which is registered on the Politecnico di Bari's ESSE3 platform.

The display of your enrolment number will be possible only after we validate your registration: by entering your page, selecting **MENU**, then **CAREER**, and then **BOOKLET**, the enrolment number will appear at the top, under the heading STUD.ID. On this same page you can also see the list of exams you want to take, with all the useful information.

Your personal **@STUDENTI.POLIBA.IT** address is registered on the TEAMS platform, allowing you to follow online lessons.

To activate your **@studenti.poliba.it** account, you will need to register on **Accedi a Office 365 | Microsoft Office** using your credentials.