



UNIVERSITÀ DI PISA

SUMMER & WINTER SCHOOLS

HOW TO APPLY



SUMMER & WINTER SCHOOLS



The University of Pisa's Summer and Winter Schools are intensive academic courses for international students as well as for young graduates.

 <https://www.unipi.it/summerschool>

You can choose among 6 study areas, and verify the list of available Summer and Winter Schools for each of them.



SUMMER SCHOOLS IN AGRICULTURAL AND VETERINARY SCIENCES



> Food and Innovation in Rural Transition: the Tuscany case

Rural transition has recently become a hot issue in both European and non-European countries. Rural areas are involved in dynamics of...

> Italian Foodways of Gastronomy: The Tuscany Experience

Ten weeks of total immersion in the Italian food and wine culture. Participants will learn, experience and taste with their own...

Click on the Summer or Winter School of your interest.

In each Summer or Winter School webpage you will find out details about:

- Aim of the School
- Who can apply
- Language of teaching
- Program Intensity
- ECTS
- Fees
- Fundings
- Course dates
- Application Deadline
- Admission requirements and required documents
- Contacts

Food and Innovation in Rural Transition: the Tuscany case



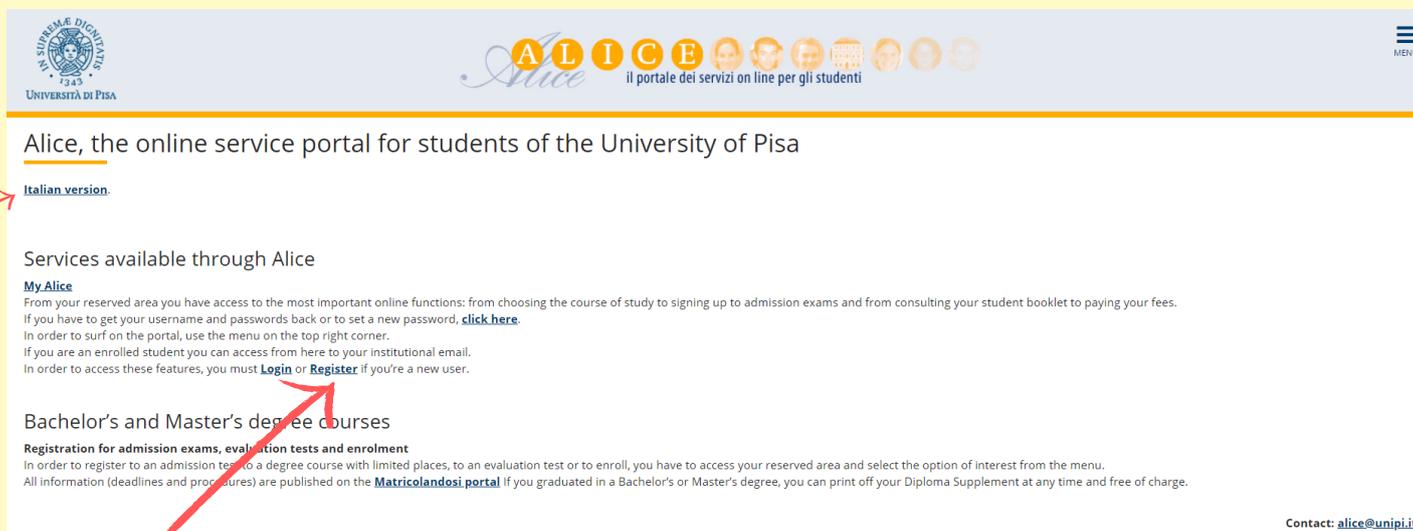
How to apply?

REGISTER ON THE ALICE PORTAL THE ONLINE PORTAL OF THE UNIVERSITY OF PISA

The portal is available in Italian and English

https://www.studenti.unipi.it/Home.do?cod_lingua=eng

1



  **A L I C E**  il portale dei servizi on line per gli studenti 

Alice, the online service portal for students of the University of Pisa

[Italian version.](#)

Services available through Alice

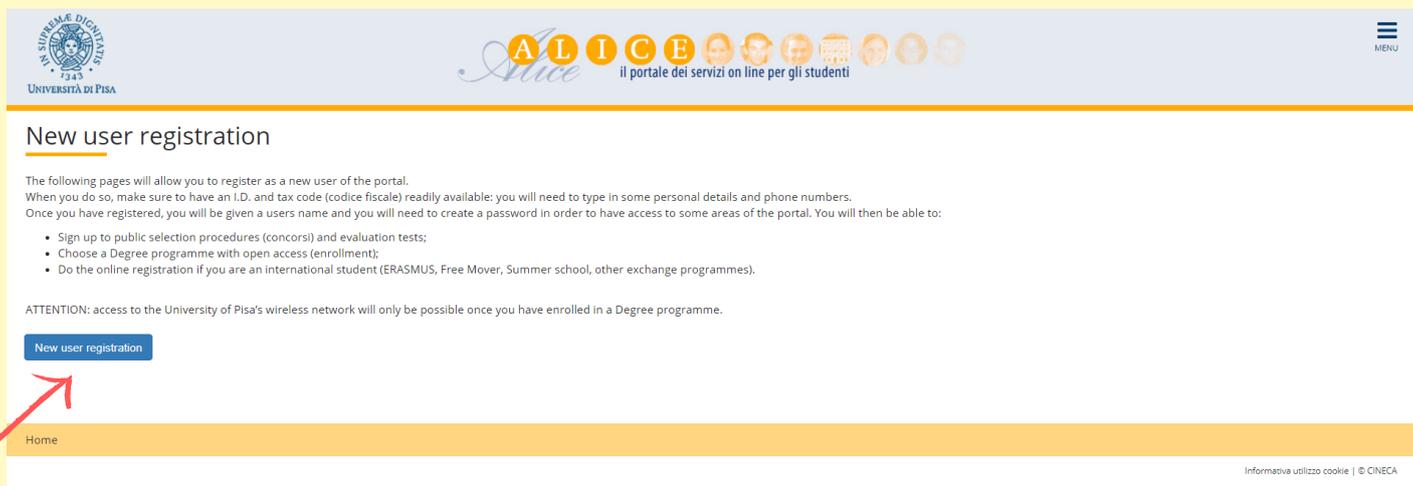
My Alice
From your reserved area you have access to the most important online functions: from choosing the course of study to signing up to admission exams and from consulting your student booklet to paying your fees.
If you have to get your username and passwords back or to set a new password, [click here](#).
In order to surf on the portal, use the menu on the top right corner.
If you are an enrolled student you can access from here to your institutional email.
In order to access these features, you must [Login](#) or [Register](#) if you're a new user.

Bachelor's and Master's degree courses

Registration for admission exams, evaluation tests and enrolment
In order to register to an admission test, to a degree course with limited places, to an evaluation test or to enroll, you have to access your reserved area and select the option of interest from the menu.
All information (deadlines and procedures) are published on the [Matricolandosi portal](#). If you graduated in a Bachelor's or Master's degree, you can print off your Diploma Supplement at any time and free of charge.

Contact: alice@unipi.it

Click on "Register" and then on "New user Registration".



  **A L I C E**  il portale dei servizi on line per gli studenti 

New user registration

The following pages will allow you to register as a new user of the portal.
When you do so, make sure to have an I.D. and tax code (codice fiscale) readily available; you will need to type in some personal details and phone numbers.
Once you have registered, you will be given a users name and you will need to create a password in order to have access to some areas of the portal. You will then be able to:

- Sign up to public selection procedures (concorsi) and evaluation tests;
- Choose a Degree programme with open access (enrollment);
- Do the online registration if you are an international student (ERASMUS, Free Mover, Summer school, other exchange programmes).

ATTENTION: access to the University of Pisa's wireless network will only be possible once you have enrolled in a Degree programme.

[New user registration](#)

Home

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Insert your Tax Code if you already have one.

If you don't have a Tax Code, tick the box "Foreign student without Italian Tax Code".



  **A L I C E**  il portale dei servizi on line per gli studenti 

Tax Code

Insert your tax code (codice fiscale) or, if you do not have an Italian tax code, select the box below. Then click next.

Tax Code

Foreign student without Italian Tax Code

Foreign student without Italian Tax Code

[Back](#) [Forward](#)

Home

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Click "Forward" to proceed.

2

Fill in all the compulsory fields with your personal information.

Registration: Personal details

Please use the following form to type in (or change) your personal data as well as birth place. Should your name have any accents, do not type them in since the system will give you an error message

Personal details

Name*

Surname*

Date of birth*

(dd/mm/yyyy)

Gender* Male Female

Primary nationality (if you are an Italian citizen, you must type in 'Italy')*

Country where you were born*

Town where you were born*

Italian tax code*

Back Forward

Key

★ Compulsory field

Write your name and surname as they are indicated on your ID.

If you don't have a Tax Code, double click on "Forward" (the system will automatically calculate it).

Fill in all the compulsory fields with the information about your residence address (permanent address in your home country).

Registration: Residential address

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

Permanent home address

Country*

Province*

if in Italy

Town*

Post code*

if in Italy

Town sub-division

Address*

(street, square, road)

House number*

On what date did you move to this address?

(dd/mm/yyyy)

If you do not remember the exact date, type in your birth date or if you have changed addresses, type in '1st January of the year when you moved to this current place'

Landline phone number*

(if you do not have it, type inxxxx)

Temporary Italian address is the same as permanent home address* Yes No

Back Forward

Key

★ Compulsory field

If you don't have a landline phone number, please type XXXX.

If your permanent address and the current one are the same, tick "Yes". If your current address is different (e.g. your address in Italy), please tick "No".

Fill in all the compulsory fields with the information about your current home address (address in Italy).

Registration: Current home address

Please type in (or modify) your current home address

Current home address

C/o

Country* Italy

Province* Select a Province

If in Italy

Town* Select a town

Post code* If in Italy

Town sub-division

Address* (street, square, road)

House number*

On what date did you move to this address? (dd/mm/yyyy)

If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place*

Landline phone number* (if you do not have it, type lxxxxx)

Key

Compulsory field

Back Forward

Insert your email address and your phone number, then click "Forward".

Registration: Contacts

Contacts

Mailing address* Permanent home address Italian home address

Email*

International code of mobile phone* (es: +39 - or +xx)

Mobile phone* (es: 3486767676 - or to insert xxxxx)

[Read the privacy policy](#)

Privacy* I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection

See "Privacy Code"

SMS* I wish to receive a text message on my mobile phone to be informed on any event organized by the University

Key

Compulsory field

Back Forward

Select "Bank Branch" (do not put info about your bank account), then click "Forward".

UNIVERSITÀ DI PISA

ALICE il portale dei servizi on line per gli studenti

Registration: Bank account number for Refunds

For any tax refund the following fields are required:
Students with a foreign bank account not in the SEPA Area, please select "Refund at the bank counter" and send the bank account data (IBAN, Country, SWIFT, Account Number, Bank) to the e-mail address calcoloridi@adm.unipi.it
Students with a foreign bank account in the SEPA Area, please select "Refund by bank transfer" and enter all the required data.

Bank account number for Refunds

Payment methods* Select...

Bank Branch

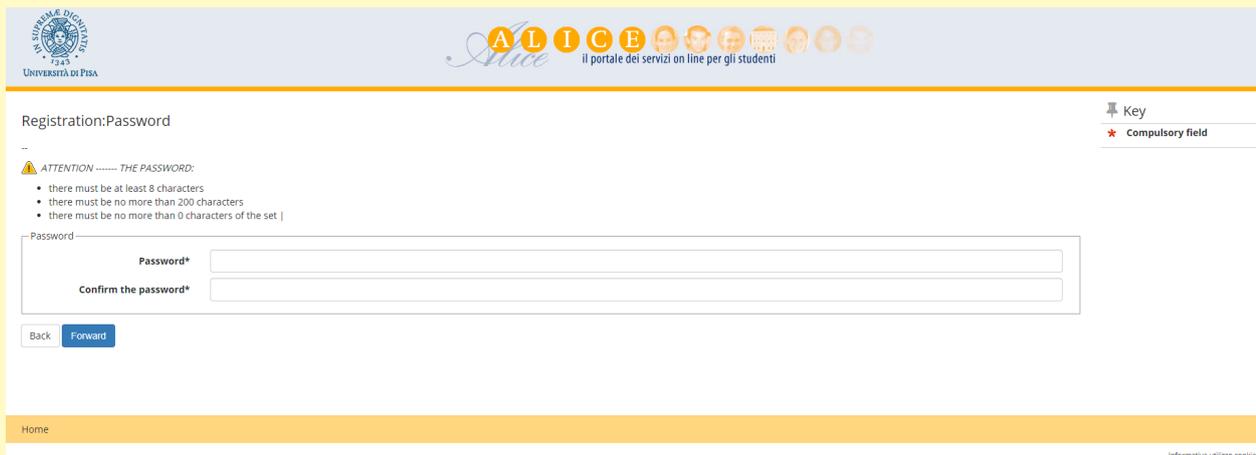
By Transfer

Key

Compulsory field

Back Forward

Choose your password, then click "Forward".



The screenshot shows the 'Registration: Password' page of the Alice portal. At the top left is the University of Pisa logo. The header features the 'ALICE' logo and the text 'il portale dei servizi on line per gli studenti'. The page title is 'Registration: Password'. A 'Key' icon and 'Compulsory field' indicator are visible. An attention warning states: 'ATTENTION ----- THE PASSWORD:'. Below this, three bullet points specify password requirements: 'there must be at least 8 characters', 'there must be no more than 200 characters', and 'there must be no more than 0 characters of the set |'. Two input fields are provided: 'Password*' and 'Confirm the password*'. 'Back' and 'Forward' buttons are at the bottom left. A 'Home' link is at the bottom left, and 'Informativa utilizzo cookie |' is at the bottom right.

Check the information of the "Registration: Summary", then click "Confirm".

Now your registration on the Alice portal is complete.

 We strongly recommend you to save and/or print the memorandum with your personal credentials (username and password) to access Alice portal

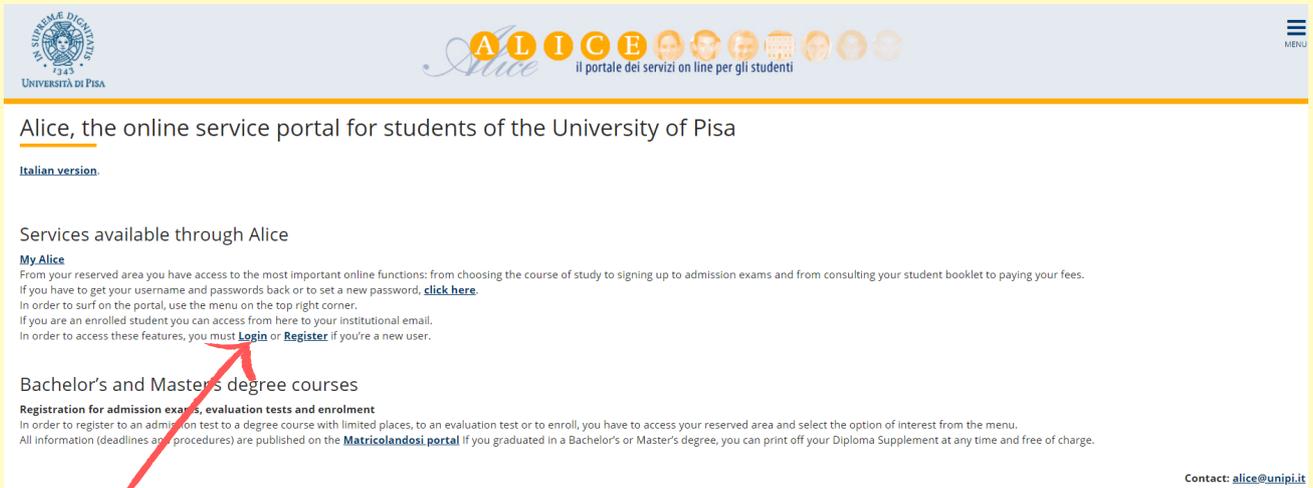
 Please note that your username and password will be also sent to the email address you used to register to Alice.

**THE TUTORIAL CONTINUES
ON PAGE 6**

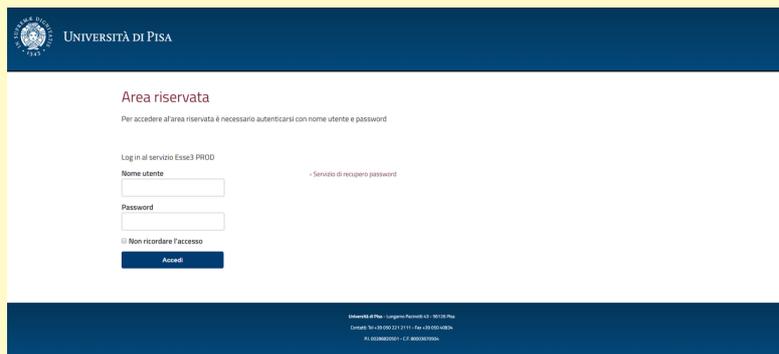
2

LOG IN TO THE ALICE PORTAL AND APPLY TO THE SUMMER/WINTER SCHOOL

Login to the Alice portal with your username and password.



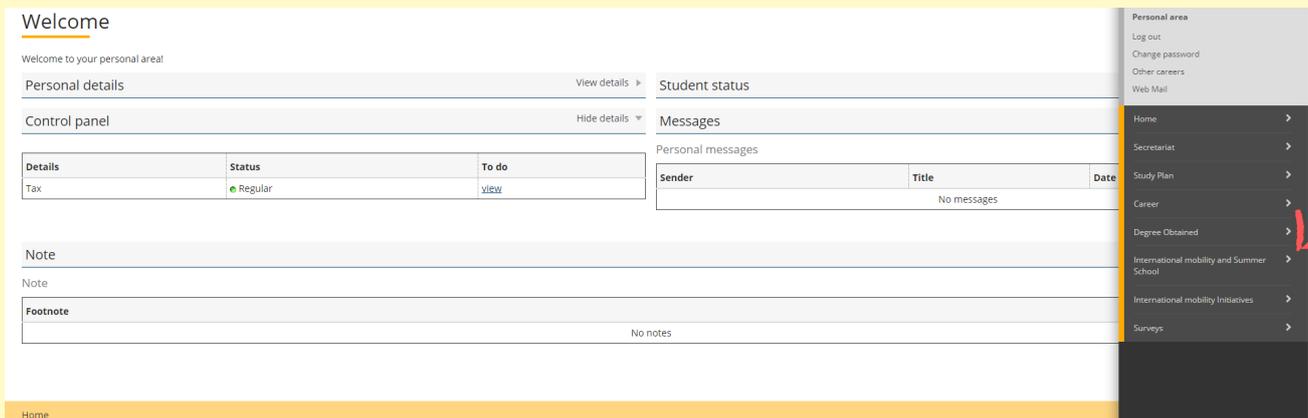
The screenshot shows the Alice portal homepage for the University of Pisa. At the top left is the University of Pisa logo. In the center, the 'ALICE' logo is displayed with the tagline 'il portale dei servizi on line per gli studenti'. On the top right, there is a 'MENU' icon. Below the header, the text reads 'Alice, the online service portal for students of the University of Pisa' and 'Italian version'. A section titled 'Services available through Alice' includes a 'My Alice' subsection with instructions on how to use the portal, including a red arrow pointing to the 'Login' link. Below this, there is a section for 'Bachelor's and Masters degree courses' with a sub-section for 'Registration for admission exams, evaluation tests and enrolment'. At the bottom right, the contact email 'alice@unipi.it' is provided.



The screenshot shows the 'Area riservata' (Reserved Area) login page. It features a header with the University of Pisa logo and name. The main content area is titled 'Area riservata' and contains a login form with fields for 'Nome utente' (Username) and 'Password', a 'Ricorda' (Remember me) checkbox, and an 'Accedi' (Login) button. There is also a link for 'Servizio di recupero password' (Password recovery service). At the bottom, there is a footer with contact information for the University of Pisa.

The one here below is the Homepage of your personal account on Alice.

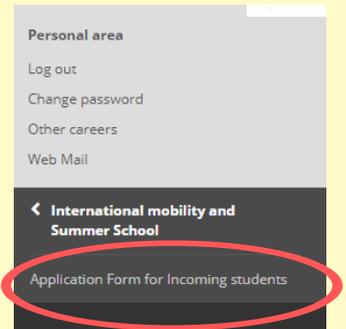
To apply to a Summer/Winter School, please click on the icon "Menu" on the top right corner of the webpage and then select the option "International mobility and Summer School" from the drop-down menu on the right.



The screenshot shows the personal account homepage. It features a 'Welcome' message and a 'Personal area' section with a 'Menu' icon. The main content area is divided into several sections: 'Personal details', 'Control panel', 'Details', 'Status', 'To do', 'Note', 'Footnote', 'Student status', 'Messages', and 'Personal messages'. A red arrow points to the 'International mobility and Summer School' option in the drop-down menu on the right.

6

Then click on "Application Form for Incoming students":



View a list of Summer/Winter Schools available.

Select the one you want.

Confirm program

This page shows the programmes that you can select (Please choose only one).

Program Selection

Select	Program
<input type="radio"/>	Muscle Summer School: Exercise muscle in health and disease
<input type="radio"/>	Summer School: Investigating Historical Landscapes and Architectures
<input type="radio"/>	Summer School: Syriac Codicology and Paleography
<input type="radio"/>	Summer School Body-mind interactions in health and disease
<input type="radio"/>	Summer School Cardiolung 2020: Updates in Cardiovascular Pulmonary Pathophysiology
<input type="radio"/>	Summer School Jewish Cultural Heritage: Italian Cemeteries
<input type="radio"/>	Summer School Politics Ontologies Ecologies
<input type="radio"/>	Summer School STEP Short term engineering program
<input checked="" type="radio"/>	Summer School Summer Student at FERMILAB and other US Laboratories
<input type="radio"/>	Summer School The City and the Water
<input type="radio"/>	Summer School Vada Volaterrana Archaeological Field School

Back Forward

View a list of Summer/Winter Schools available.

Confirm program

To proceed, please click on Select and then Forward.

Your selection

Program: Summer School Vada Volaterrana Archaeological Field School

Confirm program

Select

Back Forward

Click on "Forward", to confirm once again the selection.

Confirm program Summary

Please confirm your information.

Your selection

Program:	Summer School Vada Volaterrana Archaeological Field School
Level of Study:	Summer School
Department:	CIVILISATIONS AND FORMS OF KNOWLEDGE

Now you have to insert the details of your ID.



Identification

You must attach/insert at least one valid identity document. For international students, this must be a copy of your valid passport.

No identity documents inserted

Identification

This page displays the list of identity documents. You can modify or insert other documents. If you have enrolled in a degree programme, you must have inserted at least one valid document.

Identity documents included

Type of document	Document number	Issued by	Date of issue	Expiry date	Status	Nation:	City	Attached	Modify document
<input type="button" value="Insert a new document"/>									

Key

- Valid Document
- Expired Document
- Upload document
- Delete Document

Home

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Identity Documents

Insert/edit document details
You must attach/insert at least one valid identity document. For international students, this must be a copy of your valid passport.

Identity Documents

Type of document*

Number*

Issued by*

Date of issue*

(dd/mm/yyyy)

Expiry date*

(dd/mm/yyyy)

Key

- Compulsory field

Home

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Confirm your information

Identity Documents

Type of document:

Number:

Issued by:

Date of issue:

Expiry date:

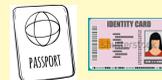
Key

- Compulsory field

Home

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Now you have to upload a copy of your ID in PDF format.



Identity Documents

Please confirm your information.

Identity Documents

Type of document: _____
Number: _____
Issued by: _____
Date of issue: _____
Expiry date: _____

Attached

Type of document:	Maximum size of file	N. minimum attached documents	N. maximum attached documents	Status	N. attached	Title	Description	Attach
Identity document	3 MB	1	1	●	0			Insert here

Back Forward

Key

- Upload of attachment complete
- Upload of attachment obligatory
- Upload of attachment not obligatory

Download
Change
Delete
Information

Identity Documents

Please confirm your information.

Identity Documents

Type of document: _____
Number: _____
Issued by: _____
Date of issue: _____
Expiry date: _____

Attached

Type of document:	Maximum size of file	N. minimum attached documents	N. maximum attached documents	Status	N. attached	Title	Description	Attach
Identity document	3 MB	1	1	●	1	Passport	Passport	

Back Forward

Key

- Upload of attachment complete
- Upload of attachment obligatory
- Upload of attachment not obligatory

Download
Change
Delete
Information

Once uploaded the ID, you have to confirm the selected program twice again, clicking on "Forward":

Application Form for Incoming Students

This page shows the data required for the Application Form.

Destination

Academic Year: 2019
Program: Summer School Vada Volaterrana Archaeological Field School
Department: CIVILISATIONS AND FORMS OF KNOWLEDGE

Period of Study

Academic Year: 2020/2021

Back Forward

Application Form for Incoming Students

The page shows the Application Form Datas

Destination

Academic Year: 2019
Program: Summer School Vada Volaterrana Archaeological Field School
Department: CIVILISATIONS AND FORMS OF KNOWLEDGE

Back Forward

You are now required to upload the Enrolment Form and your CV, in PDF.



Enrolment form attachment

On this page you must upload all necessary documents for enrolment including:

- CV
- Any necessary additional documents specified on your Summer School's web page
- Enrolment form ([download here the Enrolment form](#))

List of attach

Type of document:	Maximum size of file	N. minimum attached documents	N. maximum attached documents	Type of attachment	Status	N. attached	Title	Description	Attach
All necessary enrolment documents (CV and any additional documents)	3 MB	1	3	*.pdf		0			Insert here

Type of document:	Maximum size of file	N. minimum attached documents	N. maximum attached documents	Type of attachment	Status	N. attached	Title	Description	Attach
Enrolment form	3 MB	1	1	*.pdf		0			Insert here

[Back](#) [Forward](#)



Enrolment Form:

It is available in the section ***Allegati*** at the bottom of the **"How to apply" webpage**.

You have to fill in the form and SIGN IT TWICE, in both areas marked "Sign here", as it is stated in the document itself.



Curriculum Vitae



Any other document which might be required by the Summer/Winter School you decided to enrol into (if that is the case, such documents will be specified on the Summer/Winter School webpage)

To upload all the necessary documents click on "Scegli file", then on "Forward".

Attachments for enrolment

Details of attached documents

Document details

Title:*

Description:*

Attach: Nessun file selezionato
(The file extensions must be:*.pdf)

[Back](#) [Forward](#)

Once uploaded all the necessary documents, you have to fill in the Questionnaire.

First of all click on "Start".

Questionnaire	Status	Action
Summer/Winter School Questionnaire *	●	Start

[Back](#) [Forward](#)

Then click on "Inizia una nuova compilazione".

Lista Questionari

Summary page for completed questions

Compilazioni del questionario "Summer/Winter School Questionnaire"

The "Summer/Winter School Questionnaire" can be completed dal 01/11/2018 a maximum of time

i No information to display
The questionnaire has not yet been completed. If it is you first time completing the questionnaire, please click on 'complete'.

[Inizia una nuova compilazione](#)

Legenda

● = Confermato ● = Non Confermato ● = Non Accessibile

[Proceed](#)

And answer all the compulsory questions.

Questionnaire

Completion of "Summer/Winter School Questionnaire"

Questions marked with a * must be answered

Languages

1. English Language Level - (select one option from the following list)*

- First language
- Common European Framework of Reference (CERF) level: A1
- Common European Framework of Reference (CERF) level: A2
- Common European Framework of Reference (CERF) level: B1
- Common European Framework of Reference (CERF) level: B2
- Common European Framework of Reference (CERF) level: C1
- Common European Framework of Reference (CERF) level: C2

2. Other spoken languages*

- French
- none/other languages
- Spanish
- Portuguese
- Italian

Billing information and payment OR Finance and billing information

3. Are you a private participant or a company?*

- Private participant
- Company/University

[cancel](#) [Exit](#) [Back](#) [Forward](#)

First Questionnaire Page

Questionnaire

Completion of "Summer/Winter School Questionnaire"

Questions marked with a * must be answered

Summer/Winter School Information

4. How did you hear about the University of Pisa's Summer/Winter Schools - (select one option from the following list)*

- Summer Schools in Europe <http://www.summerschoolsineurope.eu/>
- Short courses portal <https://www.shortcoursesportal.com>
- Academic courses (keystone) <https://www.academiccourses.com>
- Educations.com <https://www.educations.com>
- Go Abroad <https://www.goabroad.com>
- Summer and Winter Schools - Unipi <https://www.unipi.it/summerschool>
- Social Network (Facebook, Instagram, Pinterest, LinkedIn, Twitter)
- Email sent by University of Pisa
- Email sent by Your University
- Other (please specify)

(please specify):

5. Have you previously attended a Summer/Winter School at the University of Pisa*

- Yes
- No

cancel Exit Back Forward

Questionnaire

Completion of "Summer/Winter School Questionnaire"

Questions marked with a * must be answered

If you have responded Yes to question 5, please specify when/which course

5.1 Your reasons for wanting to attend our Summer/Winter School*

Response

cancel Exit Back Forward

Check all the information, then click on "Confirm"

Questionnaire

Riepilogo Summer/Winter School Questionnaire

 The questionnaire has not been confirmed.

 All the questions of the questionnaire have been completed.

confirm Exit Print

Page 1

Languages

1. English Language Level
(select one option from the following list)

Languages

1. English Language Level
(select one option from the following list)

2. Other spoken languages

Billing information and payment OR Finance and billing information

3. Are you a private participant or a company?

Modify page1

Page 2

Summer/Winter School Information

4. How did you hear about the University of Pisa's Summer/Winter Schools
(select one option from the following list)

5. Have you previously attended a Summer/Winter School at the University of Pisa

Modify page2

Page 3

If you have responded Yes to question 5, please specify when/which course

5.1 Your reasons for wanting to attend our Summer/Winter School

Modify page3

Confirm Exit Print

You can also "Print" it.

Questionnaire

Riepilogo Summer/Winter School Questionnaire

The questionnaire has been confirmed.

Exit Print

**THE TUTORIAL CONTINUES
ON PAGE 14**



After the completion of the first part of the online application, you will receive an email confirming your application (such as the one here below).

```

From: Summer/Winter School - Università di Pisa <alice@adm.unipi.it>
To:
Cc: support.summerschool@unipi.it

Thank you for completing the first part of your Summer/Winter School enrolment!

Student Data
Surname:
First Name:
University reference number:

Receipt of application of admission to: Summer School

Please email this receipt to your course coordinator (email address can be found on the Summer/Winter School web page). In the email please explain that you have completed the online enrolment process and you will await their decision on your application.
For any further questions, please write to the following email: support.summerschool@unipi.it

Best regards,
Summer/Winter School - The Staff

```



Forward this email to your course coordinator (his/her email address can be found in the paragraph **Contacts** of the Summer/Winter School webpage). In the email please explain that you have completed the first part of the enrolment process and you are waiting his/her decision on your application.



You will be evaluated by the Summer/Winter School Coordinator and the rest of the Summer/Winter School Scientific Committee. It will be the Summer/Winter School Coordinator (or other member of the Summer/Winter School staff) who will inform you about your admission/non-admission to the program.



Please note that you are not required to have either an Italian tax code or a residence permit to enrol in Summer/Winter Schools.



Details about the payment of fees are specified on the Summer/Winter School webpage.



Make sure to check if you need a Visa or a Insurance.

For further information about these last two matters, visit the following pages:

[-Insurance guidance](#)

[-Visa guidance](#)

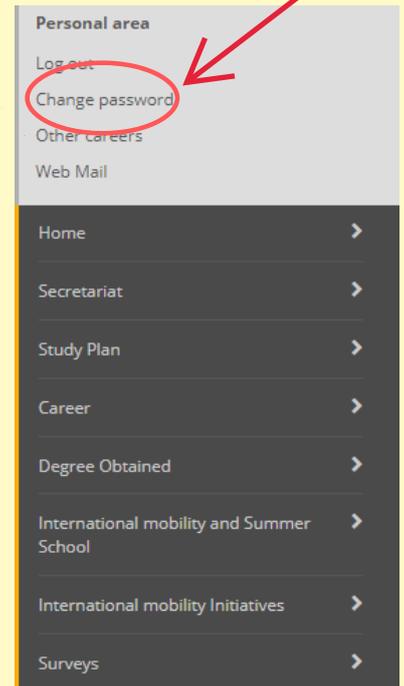
Useful Information



Set a new password

Once you are officially enrolled (and you have received your University Reference Number) - please remember to set a new password in order to access all the services of the University.

You can do it from your Alice account, clicking on the icon "Menu" on the top right corner of the webpage and then selecting "Change password" from the drop-down menu on the right.



How can I access the Wi-Fi?



WI-FI University of Pisa



UniPisa

You can access, once enrolled, with your Alice Username and password



WI-FI City



Pisa Wi Fi



To access the [free Wi-Fi provided by the municipality of the city of Pisa](#), upon first access, register online, fill in the fields, enter the 4-digit PIN which is obtained via SMS. There are hotspots in the whole city.



SEE YOU SOON IN PISA!

For technical assistance on the portal: alice@unipi.it

For info about Summer and Winter Schools: support.summerschool@unipi.it

