



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

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The portal is available in Italian and English

[https://www.studenti.unipi.it/Home.do?cod\\_lingua=eng](https://www.studenti.unipi.it/Home.do?cod_lingua=eng)

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 password 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](mailto:alice@unipi.it)

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

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 user 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".

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

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

[Home](#)

Key  
\* Compulsory field

Click "Forward" to proceed.

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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*	<input type="text"/>
Surname*	<input type="text"/>
Date of birth*	<input type="text"/> (dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Primary nationality (if you are an Italian citizen, you must type in "Italy")*	<input type="text"/>
Country where you were born*	<input type="text"/>
Town where you were born*	<input type="text"/>
Italian tax code*	<input type="text"/>

[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*	<input type="text"/> Italy
Province*	<input type="text"/> Select a Province if in Italy
Town*	<input type="text"/> Select a town
Post code*	<input type="text"/> If in Italy
Town sub-division	<input type="text"/>
Address*	<input type="text"/> (street, square, road)
House number*	<input type="text"/>
On what date did you move to this address? 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*	<input type="text"/> (dd/mm/yyyy)
Landline phone number *	<input type="text"/> (If you do not have it, type inxxxx)
Temporary Italian address is the same as permanent home address*	<input type="radio"/> Yes <input type="radio"/> 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?  
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)

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 xxxx)

[Read the privacy policy.](#)

Privacy\*  Y  N

[See "Privacy Code"](#)

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

Back  Forward

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

Registration: Bank account number for Refunds

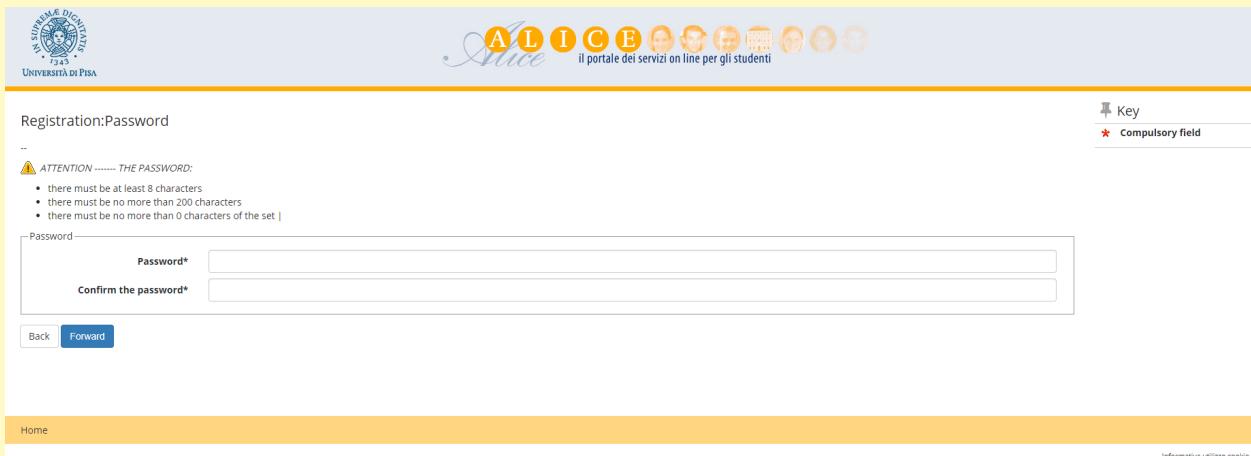
For any tax refund the following fields are required:  
Students with a foreign bank account not in the SEPA Area, please select "Refund at the bank counter" and send the bank account data (IBAN, Country, SWIFT, Account Number, Bank) to the e-mail address calcolorid@adm.unipi.it  
Students with a foreign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

Back  Forward

Choose your password, then click "Forward".



The screenshot shows the Alice portal registration page. At the top left is the logo of the University of Pisa. The top center features the Alice logo with the text "ALICE il portale dei servizi online per gli studenti". On the right, there are icons for user profile, help, and other services. Below the header, a section titled "Registration: Password" asks for a password. A warning message states: "ATTENTION ----- THE PASSWORD:" followed by three bullet points: "• 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 [". There are two input fields: "Password\*" and "Confirm the password\*". To the right of these fields are "Key" and "Compulsory field" indicators. At the bottom of the form are "Back" and "Forward" buttons. The footer contains links for "Home", "Informativa utilizzo cookie", and a small icon.

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**

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# 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, there is a logo of the university and the text "ALICE il portale dei servizi online per gli studenti". Below this, a banner says "Alice, the online service portal for students of the University of Pisa". A link to the "Italian version" is present. Under the banner, it says "Services available through Alice". A section titled "My Alice" provides information about reserved area access, including links for "click here" and "Login or Register". A red arrow points from the text "you must Login or Register if you're a new user." to the "Register" link. Below this, there is a section for "Bachelor's and Masters degree courses" with a link to "Registration for admission exams, evaluation tests and enrolment". A red arrow also points to this link. At the bottom right, there is a contact email: "Contact: alice@unipi.it".

The screenshot shows the "Area riservata" (Reserved Area) login page for the University of Pisa. It features a logo and the text "UNIVERSITÀ DI PISA". The page includes fields for "Nome utente" (User name) and "Password", a "Non ricordare l'accesso" (Remember me) checkbox, and a "Accedi" (Log in) button. A small footer at the bottom contains university contact information.

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 Alice personal account homepage. On the right side, a vertical "Menu" sidebar is open, showing options like "Personal area", "Home", "Secretariat", "Study Plan", "Career", "Degree Obtained", "International mobility and Summer School" (which is highlighted with a red arrow), "International mobility Initiatives", and "Surveys". The main content area displays "Welcome" and "Personal details" sections, including a "Control panel" with a "Tax" entry (Status: Regular). Other sections include "Student status", "Messages", "Note", and "Footnote". A "Home" link is at the bottom left.

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Then click on "Application Form for Incoming students":

The screenshot shows a vertical menu on the right side of a web page. At the top is a 'Personal area' section with links for 'Log out', 'Change password', 'Other careers', and 'Web Mail'. Below this is a section titled 'International mobility and Summer School' with a link to 'Application Form for Incoming students'. A large red circle and an arrow point to this specific link.

V@Á, æÁ^ Á, áÁas&&• Ác@ list of Summer/Winter Schools available Á{ Á  
æ] | Áææ{ .  
Select the one [ Á[ ^| Ác|^• Á} Á|å Á@} Á& Á{ |, æåÄ

### 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 CardiovascularPulmonary 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

V@Á, Á{ Á@ Á@ Á@ • Á} Á|[\*|æ Á@ Á@} Á|å Á{ |, æåÄ

### 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

[Back](#)

[Forward](#)

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

[Insert a new document](#)

[Back](#)

[Forward](#)

### 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

[Insert a new document](#)

[Back](#)

[Forward](#)

### 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*	<input type="text"/>
Number*	<input type="text"/>
Issued by*	<input type="text"/>
Date of issue*	<input type="text"/> (dd/mm/yyyy)
Expiry date*	<input type="text"/> (dd/mm/yyyy)

[Back](#)

[Forward](#)

Home

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### Confirm your information

#### Identity Documents

Type of document:

Number:

Issued by:

Date of issue:

Expiry date:

[Back](#)

[Forward](#)

Home

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



**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:

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			<a href="#">Insert here</a>

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	<a href="#">Insert here</a>

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

Identity Documents

Please confirm your information.

**Identity Documents**

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

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	<a href="#">Insert here</a>

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	<a href="#">Insert here</a>

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

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 Data

**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			<button>Insert here</button>

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			<button>Insert here</button>

[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: \* All necessary enrolment documents (CV and any additional documents)

Description: \* All necessary enrolment documents (CV and any additional documents)

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

Questionnaire	Status	Action
Summer/Winter School Questionnaire *	●	<b>Start</b>

Back Forward

Then click on "Inizia una nuova compilazione".

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

No information to display  
The questionnaire has not yet been completed. If it is your 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.

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 (CEFR) level: A1  
 Common European Framework of Reference (CEFR) level: A2  
 Common European Framework of Reference (CEFR) level: B1  
 Common European Framework of Reference (CEFR) level: B2  
 Common European Framework of Reference (CEFR) level: C1  
 Common European Framework of Reference (CEFR) 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

[» 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.

ℹ 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**

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## Enrolment



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](mailto:alice@adm.unipi.it)>  
To:  
Cc: [support.summerschool@unipi.it](mailto: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](mailto: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](#)

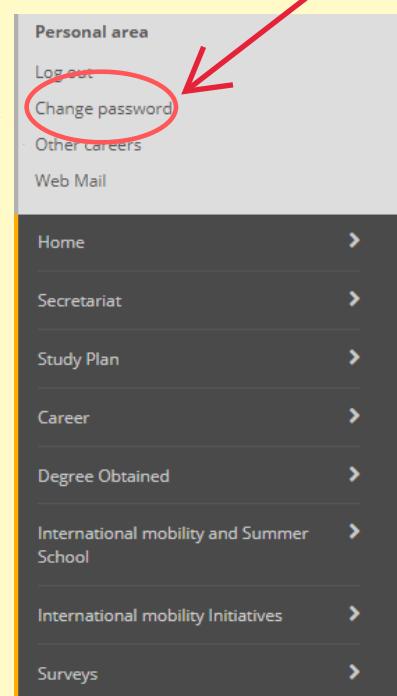
# Useful Information



## 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**

