

PhD ADMISSIONS - A.Y. 2019/2020

FREQUENTLY ASKED QUESTIONS

(this document is constantly updated)

How can I get a scholarship from the University of Pavia?

For every PhD course, a number of scholarships is provided each year (see Annex 1 of the call for applications, from p. 17 onwards). Unless otherwise specified in the call, the scholarships are assigned following the final ranking order of the standard competition. There is no need to mention in the application that you wish to apply for a position with scholarship: if you apply for the “regular positions” category, you are automatically competing for the scholarships.

Please note that the competition for the “regular positions” might require that you come to Pavia and take one or more tests in presence: read carefully the Annex 1 (from p. 17 onwards) of the call for all details on the selection procedure.

Does the University of Pavia offer special positions for foreign candidates?

Some PhD courses offer “Additional positions reserved to candidates with scholarship from a foreign country”: if available, these positions are mentioned in Annex 1 of the call for applications (from p. 17 onwards). If Annex 1 doesn't mention these positions for the course you are interested in, it means they are not available.

You are allowed to apply for the “Additional positions reserved to candidates with scholarship from a foreign country” only if you have been assigned a three-year scholarship to attend the PhD program from your government or from other sources. The actual availability of this scholarship will have to be certified to the University administration.

I hold a foreign degree. Am I allowed to take part in the PhD competitions?

Yes, provided that the Academic Board recognizes your degree as being eligible for the selected PhD competition purposes only. If you hold a foreign degree, read carefully the call for applications (art. 2) and make sure that you have uploaded, during the online application procedure, all the documents required in the call.

We will send you an e-mail, after the deadline for applications, to inform you if your degree has been recognized as eligible.

I am a non-Italian candidate. Do I have to pay the application fee?

All candidates have to pay the application fee, except those applying for the “Additional positions reserved to candidates holding a scholarships from international mobility programs”.

I hold a bachelor degree and a master's degree attained abroad. Do I have to upload the documents regarding both of them?

Yes. We need the whole picture of your university education in order to assess the eligibility of your foreign degree for the selected PhD competition only.

How can I be sure that my online applications has been properly finalized?

If you have confirmed the data and obtained the pdf file with the application form and the MAV, the online application has been finalized. Now, you just have to pay the 35€ application fee (see the call for applications, art. 5). If you are applying for the "Additional positions reserved to candidates holding a scholarships from international mobility program" you are exempted from the application fee.

Make sure that you have uploaded all the documents required for the specific competition you are applying for. You are allowed to update, cancel or modify them by June 19, 2019 at 17:00 pm (Italian time).

How can I check if I am allowed to take part in the admission test(s)?

First, if you hold a second-level degree attained outside Italy, you must wait for the PhD Academic Board to assess its eligibility for the admission in the PhD competition. We will inform you about that by e-mail with adequate notice.

If a written test is scheduled for the PhD competition you have applied for, you must check the list of the candidates admitted in the written test. The list will be published at phd.unipv.it/bando-35/.

If only the interview is scheduled, check if a minimum score in the qualifications assessment is set to be admitted in the interview (see Annex 1); if so, make sure that you have reached the minimum score by checking your qualifications assessment result on the Personal Area.

Candidates won't receive any personal communication on their admission to the test(s).

Which documents am I supposed to upload during the application procedure?

In the call for applications, Annex 1, for each PhD competition the qualifications assessed by the committee are listed. You must upload the documents listed in Annex 1 of the call (from p. 17 onwards) for the PhD competition you are registering for.

You must also upload a scan of the same valid identity document whose details you have entered during the online procedure.

If you hold a foreign degree, we need you to upload the documents listed in the call (art. 2) in order for it to be recognised as eligible for the specific PhD competition.

For the PhD competition I am applying for, the reference letters are included in the list of the qualifications assessed. Is it ok if I upload them during the online procedure, together with the other documents?

No. The reference letters must be submitted according with the procedure described in art. 5 of the call for applications and in para. 9 of the "Handbook for applicants" available at phd.unipv.it/call-35/.

What if I don't submit all the qualifications required for the selection?

If you don't upload some of the qualifications assessed, you will get a lower score in the qualifications assessment. Consider that, in some cases, a minimum score has been set to be admitted in the interview.call

I paid the application fee. Do I have to send you the payment receipt?

No, if you paid via MAV or via PagoPA (credit card). Yes, if you paid via bank transfer: in this case, you must send the payment receipt to concorso-dottorati@unipv.it by June 19, 2019.

I would like to take the interview via videoconference. What am I supposed to do?

First, read the call for applications (Annex 1) or its possible integrations to verify whether the interview via videoconference is allowed or not for the specific PhD competition you are willing to take. If yes, send a request to concorso-dottorati@unipv.it by June 19, 2019 at 17:00 pm (Italian time). You will receive an e-mail confirming that your request has been received. If, some days before the deadline, you still haven't received any reply to your e-mail, please contact us to check that it has been actually received.

For some PhD competitions, candidates residing in Italy are allowed to take the interview via videoconference in case of justifiable need, subject to the approval of the examining committee. If this is your case, your e-mail request will have to include a reason why you are asking for the videoconference. Subsequently, the PhD office or the committee will inform you on whether your request has been accepted or not.

I would like to take the interview via videoconference, but this option is not mentioned in Annex 1 for the PhD competition I'm interested in. What can I do about that?

If the call (or its possible integrations) does not allow candidates to take the interview via videoconference, you have to come to Pavia and take it on-site.

I will need a visa to come to Italy and take the admission tests. How can I get a letter for the visa application?

Contact concorso-dottorati@unipv.it.

I'm going to take the interview via videoconference: what am I supposed to do with the application form?

If you are not taking any test on-site, please send us the application form, duly signed, to concorso-dottorati@unipv.it by the date of the interview.



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WARNING:
BEFORE APPLYING, READ CAREFULLY THE CALL
AT <http://phd.unipv.it/call-35/>
IF YOU NEED ASSISTANCE
PLEASE CONTACT concorso-dottorati@unipv.it