

PHD COMPETITIONS – XXXV CYCLE (Academic Year 2019/2020)

<http://phd.unipv.it/call-35/>

IMPORTANT NOTE ON THE ADMINISTRATIVE CATEGORIES:

NOT ALL OF THE FOLLOWING CATEGORIES ARE AVAILABLE FOR EACH PhD COURSE! PLEASE REFER TO THE ANNEX 1 OF THE CALL FOR APPLICATIONS FOR THE TYPES OF CATEGORY AVAILABLE FOR THE PhD PROGRAM OF YOUR INTEREST

Who can apply for the "Additional positions reserved to candidates with a scholarship from a foreign country" category?

Foreign candidates already holding a scholarship to support their PhD in Italy can apply for this category. The scholarship can be provided by their government or by other private or public entities in Italy or abroad. **The University of Pavia does not provide any PhD scholarship for these positions.**

Who can apply for the "Additional PhD positions jointly-supervised with companies" category? (PhD course in: Psychology, Neuroscience and Data Science)

Only candidates already employed by the companies mentioned in the call for applications can apply for this category. **The University of Pavia does not provide any PhD scholarship for these positions.**

Who can apply for the "Additional positions reserved to candidates holding a scholarship from the "Partnership for knowledge – PFK" program" category?

Foreign candidates who have been awarded a scholarship from the "Partnership for knowledge - PFK" program can apply for this category. **The University of Pavia does not provide any PhD scholarship for these positions.**

Who can apply for the "Additional positions WITHOUT scholarship reserved to candidates graduated abroad" category?

Only candidates holding at least a second-level degree attained abroad can apply for this category. **The University of Pavia does not provide any PhD scholarship for this position.**

Who can apply for the “Additional positions WITH scholarship reserved to candidates graduated abroad” category? (PhD courses in History and in Genetics, Molecular and Cellular Biology)

Only candidates holding both a first-level and a second-level degree attained abroad can apply for this category. **A scholarship is provided by UNIPV for this position.**

**IF YOU DO NOT FALL INTO ANY OF THESE PARTICULAR CATEGORIES,
YOU MUST APPLY FOR THE “REGULAR POSITIONS”
(LISTED IN THE TABLE OF EACH PHD COURSE IN ANNEX 1)**

HOW TO APPLY

1. Read carefully the [call for applications](http://phd.unipv.it/call-35/) at <http://phd.unipv.it/call-35/>.
2. Choose the PhD course of your interest, paying attention to the selection procedure and the date of the possible test(s).
3. Get ready in advance the documents you will have to upload during the procedure. The self-declarations and the *curriculum vitae*, if required, must be signed. The list of the qualifications assessed for each PhD competition is available on Annex 1 of the call for applications.
4. Click on the following link:
https://studentionline.unipv.it/esse3/Home.do?cod_lingua=eng
5. If you are not already registered in the Esse3 database, click on **Registration** (top right menu). Please, while registering enter your full name and surname. At the end of the procedure, you will receive a username and a password to access the system and apply for the PhD course of your interest. If you are already registered in the Esse3 system, you can log in using the username and password you already have. If you have forgotten them, please click on **Forgotten password** and follow the instructions provided. Once you get your username and password, select **Login** (top right menu) and enter your username and password. Click on **Home** (top right menu) > **Personal data** and check that your data are correct, paying attention in particular to the e-mail address.
6. After the login, a welcome page will appear. Select **Admissions** from the top right menu. A new menu will appear. Click on **Admission test**, then on the blue button **Admission test** at the bottom of the page. In the “Course selection” page, select **PhD program**, then the course you wish to apply for.

7. During the application procedure you will be asked to enter the following information:
 - a. the PhD course of your choice;
 - b. the data of a valid identity document (unless already entered during the registration process);
 - c. the type of position you wish to apply for, by selecting the appropriate administrative category;
 - d. the language whose knowledge will be verified during the interview;
 - e. if necessary, data on your disability and request for special assistance;
 - f. the data of your academic degree(s). Only insert the data of your second-level degree if it has been attained in Italy; if your second-level degree has been attained abroad, please insert the data regarding **all your academic degrees**;
 - g. name and contact information of the referee(s) of your choice, if required by the PhD competition you are applied for.
8. In the **“QUALIFICATIONS”** page, upload the documents regarding the qualifications assessed for the specific PhD course you are applying for (see the call for applications, Annex 1) and, if your second-level degree has been attained abroad, the complete documentation on all your foreign academic degrees (see the call for applications, art. 2). Don't forget to attach also a copy of your identity document. Each file's denomination must include the candidate's surname e the type of the qualification (e.g. surname_curriculumvitae). Remember that you will be allowed to add, cancel or modify the qualifications you have uploaded until the deadline of June 19, 2019 at 17:00 pm (ITALIAN time).
9. In the **“REFERENCE REQUESTS LIST”** page, you can insert the name and data of one or more referees (depending on the provisions of the call for applications, Annex 1). This page won't be displayed in case no reference letter is required for the competition you are applying for. Use the **“Add a reference request”** button to enter a new referee. Once a new referee has been entered, his/her name will be shown in the referees table; by clicking on the relevant icon you'll be allowed to cancel the name or modify the data entered for each referee.

Pay attention to the referee's e-mail address!

The referee(s) will be informed of your request through an automatic e-mail **following the completion of the online application**. Until the deadline for applications (June 19, 2019 at 17:00 pm Italian time) you will be allowed to cancel or replace the referees previously entered; in this case, the system will inform by e-mail the canceled referees that a reference letter is no longer required from their side. It's not possible to cancel the name of a referee who has already uploaded the reference letter.

It's your responsibility to make sure the reference letters are uploaded by the deadline for applications. We suggest that you check that your referees have received the e-mail request; otherwise, the e-mail may be in the spam folder.
10. The online application is correctly concluded once the system has generated the application pdf file (**“Domanda/ricervuta di partecipazione alla prova di ammissione”**) and the MAV that candidates living in Italy can use to pay the application fee of 35 €.

Once the online application has been completed and not later than June 19, 2019 at 17:00 pm (Italian time), you will be allowed to:

- modify the data inserted during the application procedure (login > admissions > admission tests > link of the PhD competition you are registered for > blue button "Modify the registration"). Warning: in order for the modifications to be saved, you will have to conclude the full application procedure anew;
- Add, modify and/or cancel the documents uploaded in the "Qualifications" page (login > admissions > admission tests > link of the PhD competition you are registered for > "Enter/modify qualifications" blue button);
- Add, replace and/or cancel the data of the possible referee(s) (login > admissions > admission tests > link of the PhD competition you are registered for > blue button "Modify the registration"). Warning: in order for the modifications to be saved, you will have to conclude the full application procedure anew. In the final registration page, in the referees' table, you'll be able to check if the referees have already uploaded their reference letter; if not, you can send them a reminder by e-mail by clicking on the relevant icon. Anyway, you won't be allowed to download or open the file uploaded by the referees.

WARNING: AFTER THE DEADLINE FOR APPLICATION CANDIDATES WON'T BE ALLOWED NEITHER TO MODIFY NOR TO COMPLETE THE DOCUMENTS AND DATA ENTERED IN THE ONLINE APPLICATION.

The application form must be printed and handed in to the committee the day of the first test on-site. Candidates who will not take any test on-site must send the signed application form, together with a copy of a valid identity document, to concorso-dottorati@unipv.it by the date of the interview. If you have modified the data in the application after its completion, make sure to print anew the application form so that the information is updated.

AFTER THE ONLINE APPLICATION:

- **Print the application form.** If you are not going to take any test on-site, sign it and send it, together with a copy of a valid identity document, to concorso-dottorati@unipv.it by the date of the interview.
- Pay the **application fee** (see the call for applications, art. 5, para. 2) of **35 €**. If you live abroad and you don't have an Italian bank account, you can pay the application fee with one of the following methods:
 - **via credit card**, through the Pago PA procedure, which can be accessed through the "Payments" section of your Personal Area, by clicking on the invoice number and then on the "Pay via PagoPA" button. The payment will be uploaded in the "Payments" section of the Personal Area within approximately an hour. **If you need assistance, please contact concorso-dottorati@unipv.it;**
 - **via bank transfer** to UNIVERSITÀ DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI Banca - Sede di Pavia, IBAN IT 38 H 03111 11300



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000000046566, SWIFT: BLOPIT22776, BIC: POCIITM1XXX, account n. 46566. The costs of the bank operation will have to be charged entirely by the candidate; therefore, while making the bank transfer the candidate will have to select the OUR code instead of the SHARE one. The name of the candidate must be specified in the "reason for payment" field. **In case of payment via bank transfer, copy of the payment receipt must be sent to concorso-dottorati@unipv.it by the deadline of June 19, 2019.**

WARNING:

**THIS DOCUMENT DOES NOT REPLACE THE CALL FOR APPLICATIONS.
BEFORE APPLYING, READ CAREFULLY THE CALL
(THE ENGLISH TRANSLATION IS AVAILABLE AT <http://phd.unipv.it/call-35/>)
IF YOU NEED ASSISTANCE PLEASE CONTACT concorso-dottorati@unipv.it**