

PhD applications – a.y. 2023/2024 – 39th cycle – third part

FREQUENTLY ASKED QUESTIONS

I hold a second-level degree obtained outside Italy. Am I allowed to take part in the PhD competitions?

Yes, provided that the examining Committee recognizes your degree as being eligible for the selected PhD competition purposes only. If you hold a degree obtained outside Italy, read carefully the call for applications (art. 2) and make sure you upload, during the online application procedure, all the documents listed in the call.

How many PhD positions and scholarships are available for each PhD course?

Please refer to Annex 2 of the call for this information.

Can I apply for more than one administrative category for the same PhD course?

No: for each PhD course, candidates can only apply for one category. However, it is possible to apply for more than a PhD course.

I am an international candidate. Do I have to pay the application fee?

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

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 application was correctly finalized?

If you have confirmed the data and the payment notice for the application fee has been generated (check the “Payments” section of your Personal Area), the online application is finalized. Now, you just have to pay the 35€ application fee by the deadline set, for each PhD course, in Annex 1 of the call for applications (see also art. 5 of the call). Make sure that you have uploaded all the documents required for the specific competition for which you are applying. You can update, cancel or modify them by the deadline for applications.

What is the deadline for applications?

The deadline for applications for each PhD course is specified in the Call for applications, art. 5.

How can I be sure that the application fee is paid?

Check your Personal Area, "Payments" section: if the payment has been received, it will show a green mark. If the mark is red, it means that the payment has not been received. Make sure that the payment is received by the deadline set in the call, otherwise your application will be discarded.

How can I be sure that 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 examining Committee to assess its eligibility for the admission in the PhD competition.

If a written test is scheduled for the PhD competition you have applied for, you must check the list of the candidates admitted to the written test. The list will be published at <http://phd.unipv.it/bando-39-ter/>.

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 of the call); if so, make sure that you have reached the minimum score by checking your qualifications assessment result on the Personal Area.

Candidates will not receive any personal communication on their admission to the test(s).

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

In Annex 1 of the call for applications, for each PhD competition the qualifications considered for evaluation are listed. You must upload the documents listed in Annex 1 for the PhD competition for which you are registering.

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

If you hold an academic degree obtained abroad, we need you to upload the documents listed in the call (art. 2) in order for it to be recognised as eligible for the participation in the PhD competition.

If reference letters are included among the documents considered for evaluation, do not upload them: this must be done by your referee. You will be asked to provide their data during the application procedure and a request will be sent to their e-mail once the application is confirmed.

Where am I supposed to upload the documents required?

All the documents required (except for the reference letters, see below), including the identity document, must be uploaded in the "Qualifications" page.

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, along with the other documents?

No: the reference letters must be submitted according with the procedure described in art. 5 of the call for applications. During the online application procedure you will be asked to enter the data of your referee(s), who will receive a request via e-mail with all information to upload the letter once the application is concluded. If submitted via other means, the reference letters will not be considered for evaluation.

If the procedure does not allow you to enter the data of your referee(s), it's probably because the reference letters are not included among the documents considered for evaluation for the PhD course you are applying for.

What if I do not submit all the qualifications required for the selection?

If you do not upload some of the qualifications assessed, you will get a lower score in the qualifications assessment. Please be aware that, in many cases, a minimum score is set for a candidate to be admitted to the interview (see Annex 1 of the call for applications).

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

No, there is no need to send us the payment receipt: the payment is automatically received by the application platform. If the payment has been properly finalized it will be shown in your Personal Area within some hours.

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 the videoconference is allowed, during the online application procedure you will be asked to choose between taking the interview on-site or via videoconference. Please note that, for some PhD competitions, all candidates will be interviewed via videoconference by default: in this case, there is no need to send any request for it.

The application procedure does not give me the chance to request to be interviewed via videoconference, why?

There are two possible reasons for that:

1. for the PhD course (or the PhD category) you are applying for, the videoconference is not an available option for the interview. Double-check Annex 1 of the call for applications (pp. 17 ff.)
2. for the PhD course you are applying for, the videoconference is the only possible option for the interview. This means that there is no need for you to request it: all candidates will be interviewed via videoconference by default.

I would like to take the interview via videoconference, but this option is not mentioned in Annex 1 for the PhD competition I am 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 must come to Pavia and take it on-site.

I need a visa to come to Italy and take the admission tests. How can I get a letter from the University to support my visa application?

Contact concorso-dottorati@unipv.it.