PhD COMPETITIONS – 40th CYCLE
(Academic Year 2024/2025)
http://phd.unipv.it/call-40/

WARNING:
THIS DOCUMENT DOES NOT REPLACE THE CALL FOR APPLICATIONS. BEFORE APPLYING, READ CAREFULLY THE CALL AVAILABLE AT
http://phd.unipv.it/call-40/
IF YOU NEED ASSISTANCE PLEASE CONTACT
concorso-dottorati@unipv.it

HOW TO APPLY

1. Read carefully the call for applications at http://phd.unipv.it/call-40/.
2. Choose the PhD course of your interest, paying attention to the selection procedure and the date of the 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 University 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.
6. If you are already registered in the University database, 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.

7. Click on Home (top right menu) > Personal data and check that your data are correct, paying attention in particular to the email address and the permanent address (residence).

8. Upload, if required, a pdf copy of a valid identity document of yours in the "Identity document" page.

9. 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 programs (D.M. 226/2021), then the course for which you wish to apply.

10. During the application procedure you will be asked to enter the following information:
    a. the PhD course of your choice;
    b. the type of position you wish to apply for, by selecting the appropriate administrative category;
    c. the language whose knowledge will be verified during the interview;
    d. if necessary, some information on your disability and request for special assistance;
    e. the data of your academic degree(s). Only insert the data of your second-level degree, which is the one requested to access PhD programs in Italy;
    f. a request to be interviewed via videoconference (in case this option is available for the PhD course for which you are applying – see Annex 1 of the call). Please note that, once confirmed, the answer to this questionnaire can no longer be changed;
    g. the indication of the preferred PhD position(s) in case of admission in the PhD course (this page is displayed for national PhD courses only, providing positions in many universities and institutions). Please note that, once confirmed, the answer to this questionnaire can no longer be changed;
    h. name and contact information of the referee(s) of your choice, if required by the PhD competition you are applied for.

11. In the "Qualifications" page, upload the documents regarding the qualifications considered for assessment for the specific PhD course for which you are applying (see the call for applications, Annex 1) and, if your second-level degree has been obtained abroad, the documents on all your foreign academic degrees (see the call for applications, art. 2), to provide the Committee with a full picture of your studies. Each file's denomination must include the candidate's surname and the type of the qualification (e.g. surname_curriculumvitae).

12. Remember that you will be allowed to add, cancel or modify the qualifications you have uploaded until the deadline for applications set, for each PhD course, in Annex 1 of the Call for applications.

13. In the "Reference Requests List" page, you can enter the name and data of one or more referees (depending on the provisions of the call for applications, Annex 1). This page will not 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, their name will be shown in the referees table; by clicking on the relevant icon you will be allowed to cancel the name or modify the data entered for each referee. Pay attention to the referee's e-mail address!

14. The referee(s) will be informed of your request via an automatic email following the completion of the online application. The upload of the letter must be done by the deadline for applications (set, for each PhD course, in Annex 1 of the Call). By the same deadline you will be allowed to cancel or replace the referees previously entered; in this case, the system will inform by email the canceled referees that a reference letter is no longer required from their side. It is not possible to cancel the name of a referee who has already uploaded the reference letter.

15. It is 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 email request; otherwise, the email may be in the spam folder.

16. The online application is correctly concluded once the system has generated the notice for the payment of the application fee (€ 35).

17. Once the online application has been completed and no later than the deadline for applications set, for each PhD course, in Annex 1 of the Call, you will be allowed to:
    a. modify the data entered during the application procedure (login > admissions > admission tests > link of the PhD competition you are registered for > blue button "Modify the registration"). Warning: to save the modifications, you will have to conclude the full application procedure anew;
    b. modify the description of an attachment already uploaded or upload a new attachment (login > "Admissions" > "Admission tests" > link of the PhD competition you are registered for > blue button "Enter/modify qualifications");
    c. cancel the documents already uploaded (login > "Admissions" > "Admission tests" > link of the PhD competition you are registered for > blue button "Modify the registration"). Warning: to save the modifications, you will have to conclude the full application procedure anew;
    d. 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: to save the modifications, you will have to conclude the full application procedure anew.

18. In the final registration page, in the referees' table, you will be able to check if the referees have already uploaded their reference letter; if not, you can send them a reminder by email by clicking on the appropriate icon. You will not be allowed to download or open the file uploaded by the referees.

AFTER THE ONLINE APPLICATION:

Pay the application fee (see the Call for applications, art. 5, para. 2) of € 35, by the deadline set in the Call for applications. Failure to pay the application fee by the deadline will result in exclusion from the PhD competition.

The participation fee must be paid via the PagoPA system, with one of the following methods:

    a. direct payment (credit cards or bank transfers through the affiliated banks) in the "Payments" section of your Personal Area, by clicking on the invoice number, then on the "Pay by PagoPA" button;

    b. deferred payment, bringing your PagoPA invoice to a bank, a post office, a SISAL or Lottomatica point, or using your home banking system. Candidates can print the invoice in their Reserved Area, by clicking on the invoice number and then on the button "Print notice for PagoPA".

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