

NOTICE FOR ADMITTED CANDIDATES
ENROLMENT TO RESEARCH DOCTORATE (Ph.D.) PROGRAMMES - XXXVIII CYCLE
AT POLITECNICO DI BARI
ACADEMIC YEAR 2022/2023

ATTENTION: THE ONLINE ENROLMENT PROCEDURE REQUIRES THE UPLOAD DOCUMENTS: MAKE SURE IN ADVANCE YOU HAVE THEM AVAILABLE IN PDF FORMAT.

Admitted candidates that, in accordance with the General Ranking list (General Ranking List), are the **winners** of the competition **must enroll not later than Tuesday, 04th October 2022 (23:59 CEST).**

ENROLMENT PROCEDURE FOR CANDIDATES WHO HAVE ALREADY OBTAINED THEIR II LEVEL DEGREE*

***ATTENTION:** admitted candidates **who are yet to obtain the II level degree** cannot follow this procedure. They must only send, under penalty of exclusion, the ENROLMENT FORM (see the dedicated paragraph).

- 1. Access the Esse3 University platform** by using the same credentials as for the admission application;
 - a. Click on SEGRETERIA on the right side.
 - b. Click on REGISTRATION (menu on the right)> ENROLMENT (button at the bottom of the page)> STANDARD REGISTRATION> REGISTRATION FOR PROGRAMMED ACCESS COURSES> RESEARCH DOCTORAL COURSE and finally on the chosen doctoral course (for which you have results as admitted candidate).
 - c. Continue with entering the requested data. (Click on Proceed).
 - d. Please follow the instructions provided by the system and upload your ID or passport (mandatory for non-EU citizens) and a passport size photograph.

- 2. Pay enrolment fee (€ 136)** not later than October 4th, 2022 by using PagoPA system. Esse3 platform will generate the enrolment fee only if point 1 has been successfully completed.

- 3. On the Enrolment application form page, upload the following documents:**
 - a. Scan of the Italian fiscal code card named as follows:** *"01.Fiscal Code-Surname and Name"* (non-EU citizens living abroad who don't have already the Italian Fiscal Code card are not asked to upload this document during this phase)

 - b. 38th cycle ENROLMENT FORM** attached to this notice and available at the dedicated link (<http://www.poliba.it/it/dottorati-di-ricerca>). The form must be filled in, signed, scanned and named as follows: *"02.Enrolment-Surname and Name"*.

 - c. (only for non-EU admitted candidates) Scan of Residence Permit** – if already available;

 - d. Curriculum Vitae without personal details.**

ATTENTION: Proceed by following the described order and upload the requested documents (one attachment for each required document).

4. Sending attachments via e-mail:

All the above mentioned attachments (point 3) must be sent via e-mail to Post-Lauream Office (post-lauream@poliba.it); the object of the e-mail will be "Immatricolazione _____ + Surname and Name"

ATTENTION:

- Admitted candidates **with scholarship** must expressly declare the acceptance/non-acceptance of the Ph.D. scholarship within the dedicated form ("Enrolment Form").
- Admitted candidates **without scholarship** must expressly declare their expression of interest/non-interest in the acceptance of any Ph.D. scholarship that may be available following subsequent entries.

ADMITTED CANDIDATES THAT ARE YET TO OBTAIN THE II LEVEL DEGREE (GRADUANDS)

In accordance with the Call, admitted candidates that are yet to obtain the II level degree are admitted subject to confirmation ("con riserva").

These candidates must only send via e-mail (post-lauream@poliba.it) the following documents:

- Enrolment form;
- Scan of the Italian Fiscal code – if available;
- Scan of ID or passport (mandatory for non-EU citizen);
- CV without personal details.

After obtaining the II level degree (not later than October 31st 2022)

- graduates at Politecnico di Bari must send a communication (via e-mail at post-lauream@poliba.it) regarding the achievement of the qualification within the established deadline
- graduates of other Universities must self-declare the qualification through a self-declaration, in accordance with art. 46 D.P.T. 28.12.2000 no. 445, indicating the name of the University which issued the degree, the date of achievement and the final mark
- graduates with foreign qualification must provide an official certificate (English language) regarding the qualification. The certificate must be issued by the foreign University in which the qualification was obtained, in accordance with the instruction within the dedicated paragraph.

Candidates will not receive any enrolment confirmation.

FEE AND CONTRIBUTIONS FOR ACCESSING TO DOCTORAL PROGRAMMES

I pagamenti così effettuati verranno acquisiti automaticamente sul nostro sistema gestionale quasi contemporaneamente alla data di effettivo versamento.

All admitted Ph.D. students will not pay university fees as they are **only required to pay the virtual stamp and the fee for the right to study** (ADISU – Apulian Regional Body for the Right to University Education) and must comply with the regulations established within Fees and Contributions Regulations of Politecnico di Bari.

Politecnico di Bari automatically receives the **ISEE Certificates** in order to calculate the fee amount of ADISU. Declarations must be available in the proper and definitive version on the INPS portal within 31.12 of the calendar year of registration or enrolment (for A. Y. 2022/23 within 31 December 2022).

If ISEE is not available within the deadline, it will be applied the maximum fee amount.

Enrolment fee amount is 136 € and includes the first part of Regional Tax for the right to study (€ 120) and the virtual stamp (€ 16).

The amount of the tax for the right to study is divided into 3 sections which are related to the income – respectively €120, €140 and € 160. Therefore, on the basis of the value indicated on ISEE Certificate, the other part will be billed on Esse3 Ph.D. student.

All the payments must be carried out through PagoPA system, which guarantees electronic payments to public administrations in a safe and reliable way (click on the link to consult information, payment methods and user guide for PagoPA: <http://www.poliba.it/it/didattica/bacheca/pagopa>)

Thus, these payments will be automatically recorded on Politecnico di Bari management system almost at the same time of the payment.

NON-ITALIAN PH.D. STUDENTS – PH.D. STUDENTS WITH A FOREIGN QUALIFICATION

Non-Italian candidates or candidates with a foreign qualification who are eligible to enrolment, according to the aforementioned procedure, must send via e-mail to Post-Lauream Office (post-lauream@poliba.it) – best **before the beginning of the courses (November 1st, 2022)** – the following documents:

- a) University degree certification;
- b) Translation (in English language) of the University degree – the translation must be carried out by an official translator or it must be a legalized translation according to the current law;
- c) *Dichiarazione di Valore* (DoV – Declaration of Value) issued by the Italian Diplomatic Authority of the Country where the qualification was obtained;
- d) Italian Fiscal Code (to be asked at the Italian Embassy/Consulate in the own Country or at *Agenzia delle Entrate* if already in Italy)
- e) Residence permit (only for non-EU Ph.D. students).

Documents required at points b) and c) can be replaced by Diploma Supplement, issued by the University where the qualification was obtained.

Politecnico di Bari may require to show the original documents in case of doubts regarding the validity of the qualification.

Non-EU citizens who apply for a study VISA may need a certificate of admission and/or enrolment regarding the scholarship. In this case it is possible to ask for a certificate at the following link: <http://www.poliba.it/it/dottorati-di-ricerca> -> “*Modulistica generale*” on the right menu.

POLIBA ACCOUNT

The enrolled Ph.D. students will receive a welcome communication to the account indicated during the registration – around two weeks after the enrolment and in any case not before November 2nd 2022 – containing the University email address (**userEsse3@phd.poliba.it**) which will be the only official channel of communication between Politecnico di Bari and the same Ph.D. student. Ph.D. students are kindly asked to wait for the official communication from Post-Lauream Office.

PH. D SCHOLARSHIP

Ph.D. students must register within INPS system (*gestione separata*) through the INPS website.

Ph.D. students with scholarships can consult on CSAWEB (<https://csaweb.poliba.it/>) their monthly payment slip only and their annual certifications (INPS and CUD). Also in this case, the access to the

system is carried out by using the fiscal code and the temporary password for accessing the University online services: POLIBA.

In case of waiver or suspension of the Ph.D. scholarship, the winner must fill in the appropriate form at the following link: <http://www.poliba.it/it/dottorati-di-ricerca> (“Modulistica generale” on the right menu).

ELIGIBLE CANDIDATES NOT ADMITTED

The position of *eligible not admitted* on the general ranking list does not allow the access to the Ph.D. programme.

Eligible candidates not admitted within the general ranking list are not allowed to enroll to the Ph.D. course. However, in case of waivers, further positions will be available following the order of the final ranking list. As established by the Call, Post-Lauream Office will directly contact the interested eligible candidates through the e-mail address indicated in Esse3 during the online registration.

Please, these candidates are kindly asked to consult the dedicated document *Notice for eligible candidates not admitted* and the *Expression of Interest* form. Please, carefully read the document especially if you are eligible on more than one ranking list.

IN CASE OF WAIVERS

In order to go further with the procedures related to waivers and subsequent entries, the admitted candidate who does not intend to accept the position must immediately inform Post-Lauream Office via e-mail (post-lauream@poliba.it). It is specified that **the waiver will affect any following subsequent entries**. Failure to provide the *Expression of Interest for Subsequent Entries* for eligible not admitted candidates will be considered as a withdrawal from the competition and will affect any following subsequent entries.

For any additional information/explanation you might need, please contact Post-Lauream Office (post-lauream@poliba.it)