

NOTICE

“PROCEDURE FOR ENROLMENT TO PHD PROGRAMMES XLI CYCLE”

Candidates, willing to enroll to the Ph.D. Programme to which they resulted admitted in accordance with the General Ranking list and the following R.D. for scholarship allocation must carry out the following enrolment procedure:

STEP 1: SENDING DOCUMENTATION

Each admitted candidate - with or without scholarship - willing to enroll, must send via e-mail at post-lauream@poliba.it the following documents, not later than 24th September 2025, by indicating within the object “Enrolment” followed by the name of the Ph.D. Programme:

- a) **ENROLMENT FORM**, drafted according the dedicated “Enrolment Form”, attached to this Notice and available at the following link www.poliba.it/it/dottorati-di-ricerca. The form must be fully filled in, signed and named as follows: “*Surname and Name_Enrolment*”;
- b) **Scan of IDENTITY DOCUMENT**, by naming the file as follows: “*Surname and Name_Document*”
- c) **Scan of the Italian HEALTH INSURANCE CARD**, named as follows “*Surname Name_ Fiscal Code*”; candidates residing abroad who don't have the Italian Fiscal Code will comply with this requirement once arrived in Italy;
- d) **CURRICULUM VITAE** without personal details (i.e. pictures, addresses, contacts and signatures).

Once candidates send the listed document, **they are subject to the payment of the Enrolment fee.**

After receiving the above-mentioned documents, **starting from 25th September 2025 – and during the following days** - Ph.D. Office will:

1. Carry out a pre-enrolment procedure for each candidate on Esse3 Platform;
2. Send, via e-mail to each interested candidate, the **INSTRUCTIONS IN ORDER TO COMPLETE THE PRE-ENROLMENT PROCEDURE.**

STEP 2: PRE-ENROLMENT COMPLETION

Step 2 is possible only after the correct completion of Step 1 and only after receiving the e-mail concerning the instructions to complete the pre-enrolment procedure.

During this phase, the candidate must:

- **Carry out the payment** within the deadline indicated in the abovementioned email by following the instructions there provided;
- **Documentation upload through the section “Carriera” of Esse3, within “Attachments” area-->** see documents indicated at letters *a, b, c and d* of Step 1.

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 carry out anyway the procedure indicated within STEP 1 not later the established deadline (24th Sept. 2025)

After obtaining the II level degree (not later than 31st October 2025):

- graduates at [Politecnico di Bari](http://www.poliba.it) 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 Italian 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; this self-declaration must be sent to post-lauream@poliba.it;

- 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.

The Ph.D. office will send instructions to those candidates who will carry out the abovelisted communications in order to complete the enrolment

Candidates will not receive any enrolment confirmation.

CLARIFICATIONS FOR ADMITTED CANDIDATES WITH SCHOLARSHIP

Candidates who resulted winner with scholarship within the R.D. no. 999/2025 (scholarship allocation), **must obligatory complete** the dedicated section “**Ph.D. scholarship acceptance (for admitted candidates with scholarship on the ranking list)**” within the enrolment form, by taking care in filling in the abovementioned section for each declaration.

CLARIFICATIONS FOR ADMITTED CANDIDATES WITHOUT SCHOLARSHIP

Candidates who resulted winner without scholarship within the R.D. no. 999/2025 (scholarship allocation), must obligatory complete the dedicated section “**Expression of interest in case of available scholarships (for admitted candidates without scholarship on the ranking list)**” within the enrolment form, by taking care in filling in the above-mentioned section for each declaration

ATTENTION: if the expression of interest is not provided, the candidates in question will not be consulted for entries of positions with scholarships.

FEES AND CONTRIBUTIONS FOR ACCESSING TO DOCTORAL PROGRAMMES

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.

The enrolment fee is € 136 (€ 16 for the stamp duty and € 120 for the first instalment of the regional fee).

The amount of the fee is established by the Regional Law and is calculated according to the Attestazione ISEE figure (hereinafter “ISEE”) – please consult the section “ISEE CERTIFICATE”.

For the academic year 2025/2026 the amounts are here described:

Income limit According to figures in € for ISEE declarations	ADISU fee (<i>Tassa regionale per il diritto allo studio universitario</i>)		
	Annual amount	Instalments	
		I instalment	II instalment**
ISEE* up to 25.000,00 €	143,00 €	120,00 €	23,00 €
ISEE* from 25.000,01 € to 50.000,00 €	167,00 €	120,00 €	47,00 €
ISEE* from 50.000,00 €	190,00 €	120,00 €	70,00 €

*Carefully read paragraph “ISEE CERTIFICATE”

** Registered and submitted during the admission to the following year and/or before the final exam

ISEE CERTIFICATE

Politecnico di Bari automatically receives the **ISEE Certificates for the right to study** 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. 2025/26 within 31st December 2025).

ATTENTION - ISEE Certificate for the right to study is the only ISEE typology valid for the calculation of ADISU fee – other ISEE certificates won't be considered. In case of absence of ISEE certificate – *which is acquired after the full completion of the enrolment procedure – the maximum regional fee amount will be calculated.*

WAIVERS

Waivers occurred after the completion of the enrolment procedure must be submitted by filling in the the dedicated form (<http://www.poliba.it/it/dottorati-di-ricerca> -> “Modulistica generale” on the right menu) and require the obligation of the payment of the duty stamp (€ 16).

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

Non-Italian admitted candidates or admitted candidates with a foreign qualification must carry out the enrolment procedure as indicated in the above instructions and must, as well, send via e-mail to Ph.D. Office (postlauream@poliba.it) – best before the beginning of the courses (1st November 2025) – the scan of 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 and 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) - as soon as available

The documents referred to in points b) and c) may be replaced by the Diploma Supplement, issued by the University according to the standards established by the European Commission, the Council of Europe and UNESCO/CEPES.

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

Non-EU citizens who are not resident in Italy and therefore require a study visa (University procedure) will receive specific instructions after enrollment.

POLIBA ACCOUNT

Starting from 25th October 2025, enrolled Ph.D. students will receive a welcome message at the personal email address entered in PICA. This message will include their institutional University email address (userEsse3@phd.poliba.it), which will then be the only official channel of communication between the Politecnico di Bari and the Ph.D. student. Starting from 1st November 2025, pending receipt of this message, candidates are invited to contact their Supervisor and/or the Ph.D. Programme Coordinator to plan their activities.

FULFILMENTS FOR PH.D. SCHOLARSHIP BENEFICIARIES

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.

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