Direzione Gestione Risorse e Servizi Istituzionali
Settore Ricerca, Relazioni Internazionali
Ufficio Post-Lauream

NOTICE FOR
ENROLMENT TO RESEARCH DOCTORATE (Ph.D.) PROGRAMS - XXXVII CYCLE
AT POLITECNICO DI BARI
ACADEMIC YEAR 2021/2022

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

WINNERS

According to the Rectoral Decree, the winners of the Call are admitted to the PhD Courses. On the basis of their place in the final ranking list, and of the available places established within the call for each PhD programme, successful applicants are both candidates with scholarship and candidates without scholarship.
<u>Winners - who have not enrolled yet - must carry out all the enrolment procedures not later than 08.00 am (Italian local time) on November 08th, 2021.</u>

ENROLMENT PROCEDURE

- Access the Esse3 University Platform.
- Click on SEGRETERIA on the right side.
- 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 click on the chosen doctoral course. Continue with entering the requested data. (Click on Proceed).
- Please follow the instructions provided by the system and upload your ID or passport (passport is mandatory in case of non-EU citizens) and a passport size photograph.
- **Pay enrolment fee** (€ 136) not later than November 08th, 2021 (08:00 am – Italian local time)
- On the "Enrolment application form" page, enter the following documents:

    1. Scan of the tax code card or health card named as follows: *"01.Tax Code-Surname and Name"*.

    2. 37th cycle enrolment form attached to this notice and available at the link: http://www.poliba.it/it/dottorati-di-ricerca -> select the chosen Ph.D. programme -->

Communications and forms -> Enrolment 37th cycle filled, signed, scanned and named as follows: *"02.Enrolment-Surname and Name"*.

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

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

<u>ATTENTION</u>: in accordance with art. 8 of the Call, candidates who fail to enrol within the established deadline will be considered as having waived their status as a successful candidate. This waiver will affect any subsequent entries on the admission ranking list and rulings which may arise as a result.

<u>ATTENTION</u>: those winners who are yet to obtain their II level degree cannot carry out the enrolment procedure.

FEE AND CONTRIBUTIONS FOR ACCESSING TO DOCTORAL PROGRAMMES

All admitted doctoral students won't pay university fees as they are only required to pay the virtual stamp and the fee for the right to study (ADISU – Agency for the Right to University Studies) and must comply with the regulations established within *Regolamento Tasse del Politecnico di Bari.*

Politecnico di Bari gets automatically 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. A. 2021/22 within 31 December 2021). 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 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 student platform in the following months.

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.

POLIBA ACCOUNT

The enrolled Ph.D. students will receive a welcome communication to the account indicated during the registration – two weeks after the enrolment – containing the University email address

(**name.surname@poliba.it**) which will be the only official channel of communication between Politecnico di Bari and the same Ph.D. student. **Enrolled PhD students are kindly asked to check constantly their own e-mail address.**

SCHOLARSHIP

Ph.D. students have to register to INPS system (*gestione separata*) through the INPS website.

Ph.D. students with scholarships will find only on CSAWEB (https://csaweb.poliba.it/) their monthly payment notifications and annual certifications (INPS and CUD). Also in this case, the access to the system is carried out by using the tax code and the temporary password for accessing the University's 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 --> *Modlulistica* (on the right side) --> select *Modulistica Generale* --> open the file *Rinuncia o Sospensione al Dottorato e alla borsa di studio (*Waiver or suspension of the Doctorate and scholarship).

POSSIBLE WAIVERS

In order to go further with the procedures related to waivers and replacements, the admitted candidate who doesn't want to accept the position **has to immediately inform the Post-Lauream office** via e-email (post-lauream@poliba.it)

In case of waiver carried out after the enrolment, the candidate will have to pay a further virtual stamp (€ 16).

In case of waivers received after the publication of the final ranking list of winners **(with and without scholarship),** Post-Lauream office will carry out replacement admission procedures and will contact directly the interested candidate through the e-mail address indicated in Esse3 during the online application.

NON-EU PH.D. STUDENTS AND/OR PH.D. STUDENTS WITH FOREIGN QUALIFICATIONS

Foreign candidates or candidates with foreign qualification who have been admitted must enrol according to the aforementioned procedure and, besides, must send via e-mail to Post-Lauream Office (post-lauream@poliba.it) a scan of the following documents:

c)dichiarazione di valore in loco da richiedere alla Rappresentanza diplomatica italiana nel Paese in cui si è conseguito il titolo;

a) University degree certification;

b) Official and legalized Italian translation of the study qualification – in accordance with the existing laws;

c) Declaration of Value issued by the Diplomatic Authority where the degree was obtained;

d) tax code issued by Diplomatic Authority of the Country of origin or by the Italian *Agenzia delle entrate* once in Italy)

e) Residence permit (only for non-EU Ph.D. students).

Documents indicated at points b) and c) can be replaced by the *Diploma Supplment* which is issued by the University where the degree was obtained, according to the standards established by the European Commission, the Council of Europe and UNESCO / CEPES.

Politecnico di Bari may require as well the original documents in case of doubts regarding the validity of the title.

Non-EU citizens who apply for a study **VISA** must apply, as well, on **Universitaly** platform for the pre-enrolment procedure. Furthermore, they may need a certificate of admission to the courses and/or regarding the scholarship. In this case it is possible to ask for a registration certificate at the following link: http://www.poliba.it/it/dottorati-di-ricerca -> *Modlulistica* (on the right side) --> select *Modulistica Generale* --> open the file *Richiesta Certificato Dottorato (Doctorate Certificate Request).*