

PHD ENROLMENT GUIDELINES XXXIX CYCLE PUBLICATION OF RANKINGS AND ENROLMENT PROCEDURE

**PLEASE NOTE: THE ENROLMENT PROCEDURE REQUIRES THE UPLOAD OF DOCUMENTS.
MAKE SURE YOU HAVE THEM AVAILABLE IN .PDF FORMAT AND HAVE SIGNED THEM UP
FOR BEFORE STARTING THE PROCESS**

HOW TO VIEW THE RANKING LIST

To the site <https://www.uniba.it/it/ricerca/dottorati/dottorato-ricerca-39-ciclo-aa-23-24>

You can view the merit ranking.

WINNERS ENROLMENT

In order to formalize your enrolment, you must follow the following steps:

1. from the UNIBA home page click Esse 3:



1. connect to your personal page on the Esse3 <https://esse3.uniba.it/> Root.do platform, using your credentials. (In case you have forgotten your credentials you can retrieve them at https://esse3.uniba.it/Anagrafica/PasswordDimenticata.do?menu_opened_cod= the link
2. proceed with the choice of the doctoral course

1. click menu - secretariat –career attachments
2. upload the documents that are published at the link

<https://www.uniba.it/it/ricerca/dottorati/dottorato-ricerca-39-ciclo-aa-23-24>

1. click menu - secretariat - payments and proceed to pay the stamp duty

All documents must be signed and each of them must be uploaded to its Esse3 page the relative file in PDF format, including the documentation required therein. **Each attachment can be up to 2 MB in size.**

All PhD students are required to pay, to be made with PAGOPA mode, the tax of stamp duty and regional tax, the amount of which is determined on the basis of your ISEE Doctorate of

Search as specified:

TASSA REGIONALE ISEE

- less than or equal a € 25.000,00 € 130,00
- of € 25.000,01 a € 50.000,00 € 160,00
- superiore a € 50.000,00 € 180,00

The ADISU Regional Tax must be paid through PagoPa whose information is available at the link: <http://w3.adisupuglia.it/pagamenti-pa/>

Reason: UNIBA Regional Doctorate Tax and the receipt must be loaded.

In addition, it is necessary to pay the stamp duty of € 16.00 and the first installment of the contribution of € 365.60 IF DUE pursuant to art. 51 entitled "Taxes and Contributions" of the Student Contribution Regulation A.Y. 2023/2024 issued with D.R. n. 2873 of 31 July 2023.

The annual contribution for access and attendance to doctoral courses due only by public employees not receiving scholarships, amounts to € 891.80 divided as follows:

- I rata € 365,60 at the time of registration at the same time as the Regional Tax
- II rata € 526,20 due by those PhD students with ISEE indicator greater than € 14,518.38 must be paid by July 31 of each year of the course.

PhD students who do not benefit from the scholarship or renounce it, are exempt from paying contributions.

PhD students who are not scholarship recipients employed by the University of Bari Aldo Moro are subject to a 75% reduction of the annual fee.

PhD students who are not beneficiaries of scholarships belonging to other Public Administrations are required to pay contributions.

PhD students beneficiaries of ADISU scholarships and any loans of honor, eligible students, not beneficiaries due to lack of resources, are exempt from paying the contribution.

Doctoral students in a situation of disability with a recognized disability equal to or greater than 66%, even if already in possession of an academic qualification, are totally exempt from fees and contributions.

All students enrolled in PhD courses are required to pay the regional tax for the right to university study, except for doctoral students in a situation of handicap with a recognized disability equal to or greater than 66%.

PhD students already in possession of another PhD degree are required to pay the maximum amount of the contribution.

PhD students who do not renew their enrolment in the years following the first will be excluded from the doctoral course.

The beneficiary of a doctoral scholarship must enroll in the separate INPS management can be done online from the INPS website (www.inps.it).

The receipt must be printed and uploaded to Esse3 together with the DECLARATION MADE FOR THE PURPOSES OF APPLYING THE SOCIAL SECURITY CONTRIBUTION REFERRED TO IN LAW NO. 335 OF 8 AUGUST 1995; the aforementioned declaration with the receipt must also be sent to the Administration and Finance Department (natale.mavillonio@uniba.it) accompanied by a copy of an identity document.

Late payments are subject to a penalty of € 20.00 for payments made within 30 days of the deadline, € 40.00 for those made within 60 days, € 80.00 for those made more than 60 days from the deadline.

SUITABLE WITHOUT SEAT

The position "in the ranking" does not allow, at the time of publication of the ranking, access to the doctoral course. However, in the presence of any renunciations, the places made available will be made available to suitable candidates; The PhD Unit will communicate it directly to the interested parties.

POSSIBLE WAIVERS

In case of any renunciation of enrolment in the PhD Course, interested parties are required to send or by e-mail (dottorato@uniba.it) the declaration of renunciation duly signed with attached photocopy of a valid identification document duly signed. The same documentation must be uploaded to the Esse3 profile.

In order to quickly start the procedures related to renunciations and takeovers, the winner who does not intend to accept the place or the scholarship is asked to give immediate notice by filling out the appropriate form and submit it in the manner indicated therein and send it by Pec to: universitabari@pec.it and by email (dottorato@uniba.it).

ATTENTION: please note that candidates who have not yet graduated at the time of the deadline of the call must send, after obtaining the title and in any case by September 30th, the self-certification of achievement of the title by email (dottorato@uniba.it).

In case of any clarification on the procedure, send an email to dottorato@uniba.it and to the following referents **indicating precisely the name of the doctoral course in the subject.**

Dott.ssa Daniela Anna Del Bene (daniela.delbene@uniba.it) and the Dott.ssa Alberta Trisolini Vona (alberta.trisolini@uniba.it) for the following courses:

- Diritti e Tutele nei Mercati Globalizzati
- Diritti, Istituzioni e Garanzie nelle Società in Transizione
- Digital Innovation and E-Health
- Informatica e Matematica
- Lettere, Lingue e Arti
- Sanità Animale e Zoonosi
- Earth Processes and Management of Resources and Risks for a Resilient Society and Territory
- Economia e Finanza delle Amministrazioni Pubbliche
- Gestione Sostenibile del Territorio
- Neuroscienze Applicate
- Patrimoni Archeologici, Storici, Architettonici e Paesaggistici Mediterranei: Sistemi Integrati di Conoscenza, Progettazione, Tutela e Valorizzazione
- Sanità Pubblica, Medicina Clinica e Oncologia
- Scienze del Farmaco
- Metabolism, Aging and Social Medicine - Metabolismo, Invecchiamento e Medicina Sociale
- Scienze Cliniche Internistiche, Chirurgiche ed Ostetriche Veterinarie

Eugenia Mariani (eugenia.mariani@uniba.it) and the Dott. Matteo Rollo (matteo.rollo@uniba.it) per i seguenti corsi:

- Biodiversità, Agricoltura e Ambiente
- Bioscienze e Biotecnologie
- Diritti, Economie e Culture Del Mediterraneo
- Economia e Management
- Fisica
- Gender Studies
- Tecnologie Sostenibili per lo Sviluppo Industriale di Medicinali e Diagnostici
- Patrimoni Storici e Filosofici per un'innovazione Sostenibile
- Scienze Politiche e Sociali per la Sicurezza e lo Sviluppo – SPSSS
- Scienze Chimiche e Molecolari

- Scienze del Suolo e degli Alimenti
- Scienze delle Relazioni Umane
- Trapianti di Tessuti ed Organi e Terapie Cellulari
- Leadership, Empowerment, and Digital Innovation in Education and Learning (Lediel)