



UNIVERSITÀ
DEGLI STUDI DI BARI
ALDO MORO

DIREZIONE RICERCA, TERZA MISSIONE
E INTERNAZIONALIZZAZIONE
U.O. DOTTORATO DI RICERCA

TECHNICAL GUIDELINES ENROLMENT PHD 38° CYCLE PUBLICATION OF RANKINGS AND ENROLMENT PROCEDURE

ATTENTION: THE ENROLMENT PROCEDURE REQUIRES THE UPLOAD OF DOCUMENTS. MAKE SURE YOU HAVE THEM AVAILABLE IN .PDF FORMAT AND HAVE SIGNED THEM BEFORE STARTING THE PROCEDURE

HOW TO SEE THE RANKING

On the website [Graduatorie](#) — it is possible to view the ranking of merit.

WINNERS ENROLMENT

In order to formalize your enrollment, you need to follow the following steps:

- connect to your personal page on the Esse3 platform (<https://www.studenti.ict.uniba.it/esse3/Root.do>) using your credentials. **If you have forgotten your credentials, you can retrieve them at the link <https://www.studenti.ict.uniba.it/esse3/Anagrafica/PasswordDimenticata.do>**
- open the menu and click in the menu on the right under CARRIERA/ALLEGATI CARRIERA (CAREER/CAREER ATTACHMENTS)
- upload the documents that are published at the link: [Immatricolazioni XXXVIII ciclo](#) —

All documents must be signed and the relative file in PDF format, including the required documentation, must be uploaded to your Esse3 page (in CAREER/CAREER ATTACHMENTS). **Each attachment can be up to 2 MB in size.**

The Regional Tax must be paid at the link: Pagamenti pa | ADISU Puglia (Causal: Tassa Regionale Dottorato UNIBA).

The receipt of payment of the Regional Tax **must be uploaded on esse3.**

In addition, you must also pay the 16 euros “marca da bollo” on esse3 via PagoPA.

The annual contribution for access to and attendance at PhD courses due only to Public Employees who do not benefit from a scholarship amounts to € 891,80 divided as follows:

- First payment: € 365,60 upon enrolment and together with the Regional Tax;
- Second payment € 526,20 installment due by those doctoral students with an ISEE indicator greater than € 14.518,38 must be paid by 31 July of each course year.

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

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

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

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

The beneficiary of the PhD scholarship must register with the INPS separate management (gestione separata), available online from the INPS website (www.inps.it).

The receipt must be printed and uploaded in Esse3 together with the "DECLARATION FOR THE ENFORCEMENT OF THE INPS SOCIAL INSURANCE CONTRIBUTION" (LAW 8 AUGUST 1995, No. 335); the aforementioned declaration with the receipt must also be sent to the Direzione Amministrazione e Finanza (giuseppe.petrelli@uniba.it) with a copy of an identity document.

Payments made late are subject to a penalty of € 20.00 for payments made within 30 days of the deadline, of € 40.00 for those made within 60 days, of € 80.00 for those made over 60 days from the deadline.

Foreign nationals not resident in Italy must submit the following certificates within 30 days of enrolment:

- a) birth certificate;
- b) certificate of citizenship;
- c) certificate of civil and political rights status in the state of origin or provenance;
- d) a certificate equivalent to the general certificate of judicial records issued by the competent authority of the state of which the foreign candidate is a citizen.

Certificates issued by the competent authorities of the state of which the foreign applicant is a citizen

must comply with the provisions in force in that state and signatures must be legalized by the competent Italian consular authorities. Foreign language translations must be accompanied by a certified Italian translation of the foreign text produced by the competent diplomatic and consular representation or by an official translator.

ELIGIBLE CANDIDATES

The position "in the ranking" does not allow access to the PhD program at the time of publication of the ranking. However, in the presence of any waivers, the places made available will be made available to candidates who are found to be suitable; the U.O Dottorato di Ricerca will communicate this directly to the interested parties.

POSSIBLE WAIVERS

In the event of any renunciation of enrollment in the PhD program, interested parties are required to send the signed FORM FOR POSSIBLE RENUNCIATION OF ENROLLMENT IN THE PHD COURSE by email (dottorato@uniba.it) with an attached photocopy of a valid and signed identification document. **The same documentation must be uploaded to the Esse3 profile.**

In order for the procedures connected to renunciations and replacements to be initiated quickly, the winner who does not intend to accept the place or the scholarship is requested to immediately notify by filling in the appropriate form and presenting it according to the methods indicated therein as well as sending it by certified e-mail 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 for the call must send, after obtaining the degree and in any case by 30 September, the self-certification of degree achievement via email (dottorato@uniba.it).

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