

Online registration procedure to the entrance selection for the PhD programmes XXXII University of Cagliari

In order to complete the procedure you will need: internet connection, a printer, and Adobe Reader®.

Step 1: Internet connection

a) Go to: <https://webstudenti.unica.it/esse3/Start.do>

or

b) Go to the homepage of the University of Cagliari www.unica.it click on “Iscrizioni e servizi online” (left menu), click on “Servizi online per gli studenti” and then “Servizi online per gli studenti”.

Step 2: Registration

Click on “Registrazione” (left menu) and fill in with

At the webpage REGISTRAZIONE WEB” you will find the check list with the information required for registration.

- Click the blue button down the check list “REGISTRAZIONE”
Please type in the following information: if you have, write Italian tax identification number (codice fiscale) or click to “Studente straniero senza codice fiscale” (Foreign student without an Italian Fiscal Code);
personal data: first name, last name, date of birth, gender, citizenship, place of birth, - permanent address or current address, email, fax number, mobile; once you entered the information above you will be asked by the system to enter an eight-character alphanumeric password and confirm it.
A summary of you registration will appear ; please confirm it.

Once registered you may

- Print the registration form
- login to “servizi online agli studenti” using your credentials (user ID and password)

User ID and password are sent by email to the email address you reported in the application form.

Step3: access to the reserved area and to online services

Go to: <https://webstudenti.unica.it/esse3/Start.do>

Click on login (left menu) and type your user ID and password received after step 2.

If you are already a student of the University of Cagliari and don't remember your ID and password go back to <https://webstudenti.unica.it/esse3/Start.do> and click on “Recupero delle credenziali (Password e nome utente)” and follow instructions.

You may also request your credential to the Post Lauream Office:

- at the counter of “ Settore post lauream” located in Via San Giorgio n 12 –ex Clinica Aresu 09124 Cagliari, Monday, Wednesday, Friday from 9:00 a.m. to 12:00 p.m;
- by sending a request email to dottoratiemaster@unica.it with attached a copy of your ID

Step 4: registration to the admission test

In order to register to the admission test of a PhD courses you must first login

- Clic on “Segreteria” (left menu)
- Clic on “test di ammissione”
- Clic on “iscrizione concorsi”

At the webpage” SCELTA TIPOLOGIA CORSO” are reported the list of courses you may apply for (master, PhD , specialization schools).

- Select the course you wish to apply for (“Corso di dottorato”) , clic on “avanti”

The webpage “LISTA CONCORSI” reports the list of available courses.

Foreign candidates can apply for foreign reserved scholarship only with a foreign degree and a foreign citizenship. In case the applicant has dual citizenship, one of which is Italian, the latter prevails.

- Select the course you are interested in

You need to confirm the selected course and clic “avanti”

At the webpage “SCELTA CATEGORIA AMMINISTRATIVA ED AUSILI DI INVALIDITÀ” you may select “posti per stranieri con borsa” and specify if special assistance is required for disability.

You may upload a certification of disability and clic on “avanti”

At the webpage DETTAGLIO TITOLI RICHIESTI” the list of awarded degrees required for admission to the selected course is available

Select “Titolo straniero” (option number 4), clic “inserisci” then “procedi”

At the webpage “TITOLI DI STUDIO UNIVERSITARIO STRANIERO” fill required informations about your degree, then “procedi”

You need to confirm the upload degree and clic “procedi”

At the webpage “GESTIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE” you must answer “si” to the question “Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?” and then you can upload documents/titles/certifications in English or in Italian to be assessed for the evaluation procedure.

Clic “si” and “Avanti” to upload documents, you can upload each document, one at time:

- “DEGREE CERTIFICATE” = degree certificate with the transcript of records including grades, translated in Italian or English”,
- “CURRICULUM VITAE” = curriculum vitae preferably European format, signed,
- “COLORED COPY OF IDENTITY CARD OR PASSPORT” = colored copy of Identity Card or Passport with a clear valid photo”,
- “ADDITIONAL CERTIFICATIONS AND WORK EXPERIENCES” = experiences or other certificates,
- “REFERENCE LETTER” = one or more letters of reference, in English or in Italian, on institution letterhead paper, signed by a university professors or expert in the Phd scientific area;
- “FORM REQUESTING SKYPE INTERVIEW” = form requesting interview by videoconference over Skype,
- “PUBLICATIONS” = additional publications/periodical/printings.

Every time you upload one document the system show you the list of the documents you have uploaded. To add a new document you must select “si” to the question “Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?” and go on.

You can go on only if you have already upload the compulsory documents: DEGREE CERTIFICATE, CURRICULUM VITAE, COLORED COPY OF IDENTITY CARD OR PASSPORT, REFERENCE LETTER.

When you finish, clic “no” and “Avanti”

At the webpage “CONFERMA DICHIARAZIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE” you find the uploaded documents, clic “avanti” to confirm.

At the webpage “CONFERMA SCELTA CONCORSO” you may find the information you reported previously during the registration procedure.

If the data are correct clic “completa ammissione al concorso” you may edit the information clic on “indietro”.

Go to the webpage “RIEPILOGO ISCRIZIONE CONCORSO”.

Once the registration is completed, you can clic to “MODIFICA TITOLI DI VALUTAZIONE” and change the documents uploaded:

Or you can clic to “PAGAMENTI” and see your personal number of payment (MAV).

Step 5: payment of the entrance exam fee of € 22,35 within 27.08.2016

In order to complete the enrolment to the entrance examination, applicants must pay a fee of € 22,35.

Candidates residing abroad can pay the fee of € 22,35 by bank transfer WITHOUT FEES CHARGED TO THE RECIPIENT to:

Università degli Studi di Cagliari

via Università 40, 09124 CAGLIARI

Tesoreria universitaria Banco di Sardegna

IBAN code IT51T010150480000000043280

SWIFT code BPMOIT22XXX” –

Reason for payment: “Competition for admission to PhD courses - XXXII cycle, name and surname of the candidate and the PhD course he/she wants to apply for”.

The receipt of payment via bank transfer has to be sent to dottoratiemaster@unica.it.

Candidates residing in Italy have to pay the fee using the method specified at the webpage <http://www.unica.it/pub/34/show.jsp?id=13832&iso=763&is=34> (Come si pagano le tasse universitarie).

In both cases payment has to be made within 27.08.2016, starting from the date of submission of the online application