

University of Cagliari - PhD entrance examination, Cycle XXXV
Guidelines for online procedure
HOW TO REGISTER ONLINE AND UPLOAD YOUR DOCUMENTS

Step 1: Internet access

a) Visit our webpage dedicated to the online services reserved to students:
<https://webstudenti.unica.it/esse3/Home.do>

OR

b) Go to the homepage of UniCa website (www.unica.it), click on 'Accedi' (on the right), and on 'Esse 3 – Studenti e docenti'.

Step 2: Registration

(Follow the instructions below only if you've never been a student at UniCa, otherwise go straight to Step 3)

Click on 'Registrazione' (left menu).

On the webpage 'REGISTRAZIONE WEB' you will find a check list with the information required to register.

Click on the blue button under the check list *Registrazione web* and type in the following information:

You will be asked to enter your fiscal code, personal data, ID/passport information, residence address, contact details (e-mail, fax, telephone number).

If you are a foreign student and you don't have an Italian fiscal code yet, click on '*Studente straniero senza codice fiscale*' (Foreign student without an Italian Fiscal Code).

Once you've entered the information above, you will be asked to enter an eight-character alphanumeric password and confirm it.

A summary of your registration will appear, and you'll be asked to confirm it.

Once registered, you may

- print the registration form
- login to '*servizi online agli studenti*' using the credentials (user ID and password), you received by email at the address indicated in the application form.

Step 3: Access to reserved area and online services

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

Click on login (left menu) and type your user ID and password.

If you've already been a student at UniCa but you can't remember your ID and password, go back to <https://webstudenti.unica.it/esse3/Start.do>, click on '*Recupero delle credenziali (Password e nome utente)*' on the top right and follow the instructions. If it's only your password that you can't remember, click on '*Recupero password*' on the top left.

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

- personally, in 12, via San Giorgio, 09124 Cagliari, on Mondays, Wednesdays, Fridays from 9:00 a.m. to 12:00 p.m.;
- by email at dottoratiemaster@unica.it or to helpservizionline@unica.it, attaching a copy of your ID or passport.

Step 4: Registration to the selection test

To register to a PhD selection test, login to your personal page, then, on the top right, click on *Menu, Segreteria, Test di ammissione, ISCRIZIONE CONCORSI*.

On the webpage *SCelta TIPOLOGIA CORSO* you will find the list of courses you may register to (Professional Masters, PhD programmes, Specialization Schools).

Select the course you wish to apply for ('Corso di dottorato'), click on 'avanti';

On the webpage *LISTA CONCORSI* you will find a list of the available courses.

If the Notice of Selection indicates reserved positions for foreign candidates, you may select 'Posti ordinari con borsa o senza borsa' or 'Posti riservati a concorrenti stranieri'.

Select the course you are interested in and click on 'avanti';

On the webpage *SCelta CATEGORIA AMMINISTRATIVA ED AUSILI DI INVALIDITÀ* you may select your category ('posti ordinari con borsa o senza borsa' or 'posti riservati a concorrenti stranieri') and specify if you're requiring special assistance for disability. In this case, you will have to indicate your disability, its level and which kind of assistance you will need. Once completed, click on 'avanti'.

On the webpage *DETTAGLIO TITOLI RICHIESTI* the list of degrees required for the admission to the selected course is available.

If you were awarded your degree at UniCa, the available options are marked with a green tick and can't be modified. Click on 'procedi'.

If the data on your degrees are not available yet – since you were awarded a degree in another University, for example – click on 'inserisci' and then on 'procedi'.

If you were awarded a degree abroad, select 'titolo straniero', click on 'inserisci' and then on 'procedi'.

If the degree provided by the system automatically or the one you've indicated while registering is not correct, please send an e-mail to dottoratiemaster@unica.it, before closing the procedure.

On the webpage *GESTIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE*, you will be asked to upload the following compulsory documents in PDF format (size: max 1 MB):

ITALIAN APPLICANTS HOLDING A DEGREE AWARDED IN ITALY OR ABROAD AND FOREIGN CANDIDATES WITH A DEGREE AWARDED IN ITALY	FOREIGN APPLICANTS HOLDING A DEGREE AWARDED ABROAD
Annex A 'Assessable qualifications and CV' COMPULSORY UPLOAD	Certificate attesting the possession of a 2nd cycle foreign degree, required to access a PhD programme, containing the list of exams and grades, with a translation in Italian or English COMPULSORY UPLOAD
Annex B 'Self-certification of degrees with exams and grades' COMPULSORY UPLOAD	Certificate attesting the possession of a 1st cycle foreign degree, containing the list of exams and grades, with a translation in Italian or English COMPULSORY UPLOAD
Front and back coloured copy of a valid ID or passport with a clear photo COMPULSORY UPLOAD	Signed Curriculum Vitae, preferably in EU format, in Italian or English COMPULSORY UPLOAD
	Reference letter or Annex C (PLEASE, CHECK ON THE DESCRIPTION OF THE PHD PROGRAMME IF THE ANNEX C IS REQUIRED) COMPULSORY UPLOAD
	Front and back coloured copy of a valid ID or passport with a clear photo COMPULSORY UPLOAD

Further assessable qualifications (**OPTIONAL UPLOAD**):

- ✓ POSTGRADUATE QUALIFICATIONS
- ✓ LANGUAGE CERTIFICATES
- ✓ CERTIFICATES OF PARTICIPATION IN TRAINING COURSES

- ✓ STUDY, RESEARCH AND PROFESSIONAL EXPERIENCES ABROAD
- ✓ PROFESSIONAL EXPERIENCES
- ✓ PUBLICATIONS
- ✓ FORM TO EXPRESS THE INTEREST IN APPRENTICESHIP (for the PhD Programme in Electric and Computer Engineering only);
- ✓ FORM TO REQUEST A TELECONFERENCE INTERVIEW (**OPTIONAL UPLOAD ONLY FOR FOREIGN APPLICANTS HOLDING A DEGREE AWARDED BY A FOREIGN INSTITUTION AND RESIDING ABROAD**)

How to name your files:

ITALIAN APPLICANTS HOLDING A DEGREE AWARDED IN ITALY OR ABROAD AND FOREIGN CANDIDATES WITH A DEGREE AWARDED IN ITALY	FOREIGN APPLICANTS HOLDING A DEGREE AWARDED ABROAD
Annex A: Annex A_surname_name	Per il file certificato titolo di studio: 2ndcycle Degree_cognome_nome
Annex B: Annex B_surname_name	Per il file certificato di studio: 1stcycle Degree_cognome_nome
ID/Passport: docid_surname_name	Curriculum Vitae: CV_surname_name
File containing other assessable qualifications: altri_doc_valutabili_surname_name (if you attach more than one file, please indicate 1,2,3 etc.)	Reference letter or Annex C: Reference letter_surname_name
Form to express the interest in apprenticeship: Apprendistato_surname_name	ID/Passport: docid_surname_name
	File containing other assessable qualifications: altri_doc_valutabili_surname_name (if you attach more than one file, please indicate 1,2,3 etc.)
	Form to request a teleconference interview: Teleconferenza_surname_name

Every time you upload a document the system shows you the list of the documents you have already uploaded. To upload a new document, answer 'sì' to the question 'Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?' and go on.

Once you've finished, click 'no' and 'avanti?'

On the webpage 'CONFERMA DICHLARAZIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE' you will find the uploaded documents: click 'avanti?' to confirm.

You will be allowed to go on only if you have already uploaded the compulsory documents.

On the webpage 'CONFERMA SCELTA CONCORSO' you will find the information provided during the registration procedure.

Once the application is completed, you can edit/substitute/integrate the attached documents until the deadline indicated in the Notice of Selection.

While editing your files, please verify the correct upload of the documents required to apply

ATTENTION! ANNEXES A AND B CAN'T BE MODIFIED. YOU CAN ADD LINES, BUT YOU CAN'T CHANGE THE ORDER OF THE SECTIONS.

Step 5: Payment of the entrance exam fee of EUR 23,05

To complete the registration for the entrance examination, applicants must pay a fee of EUR 23,05. You can pay through an MAV electronic bank procedure, within two days after the submission of your application.

The MAV payment slip is available on the reserved area dedicated to the online services for students (<https://webstudenti.unica.it/esse3>): click on LOGIN and enter your username and password, then click on *Segreteria > Pagamenti*. Click on the number in the column '*Pagamento non pervenuto*' > *Salva MAV*. Once the PDF file has been downloaded, you have 3 options to pay it:

- ONLINE, using the Internet Banking service of any bank (enter the MAV code, the amount of money and the reason for payment);
- AT AN ATM of any Bank providing this service (enter the MAV code, the amount of money, the reason for payment and pay with a card)
- PRINT THE MAV and bring it to a bank in Italy

The above-mentioned procedures don't imply any bank charge.

You can pay it immediately after your application, but it will be available on your personal webpage after 8-10 days from your payment, depending on the time the bank needs to transfer this information to UniCa.

For the purposes of the administrative deadline, the actual date of the payment will be taken into consideration.

Further details on how to pay university fees are available at:

https://www.unica.it/unica/it/studenti_s02_ss01.page (*Istruzioni pagamento*).

Applicants residing abroad who can't pay through the MAV procedure, are allowed to pay it within two days after the submission of the application, by **bank transfer WITHOUT FEES CHARGED TO THE RECIPIENT** using the following bank details:

Università degli Studi di Cagliari

via Università 40, 09124 CAGLIARI

Tesoreria universitaria Banco di Sardegna

IBAN code IT51T010150480000000043280

SWIFT code BPMOIT22XXX

Reason for payment: 'Selection for PhD programmes – Cycle XXXV (candidate's name and surname and selected PhD programme)'.

The bank transfer receipt must be sent to dottoratiemaster@unica.it no later than 30th August 2019 at 12:00 p.m. (local time).

How to modify/update your personal data

- Visit our webpage dedicated to the online services for students
- Login
- Click on 'Home' (on the top left)
- Click on 'Anagrafica'

For any further information or assistance, send an e-mail to dottoratiemaster@unica.it and helpservizionline@unica.it