

## University of Cagliari - PhD selection, Cycle XXXVIII

### 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 for students:  
<https://unica.esse3.cineca.it/Home.do>

OR

- b) Go to UniCa homepage ([www.unica.it](http://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 '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*.

You will be asked to enter your fiscal code, personal data, ID/passport information, residence address, contact details (e-mail, 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 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://unica.esse3.cineca.it/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://unica.esse3.cineca.it/Home.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 username and password by email to [helpservizionline@unica.it](mailto:helpservizionline@unica.it), attaching a copy of your ID or passport.

#### Step 4: Registration to the admission test

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

On *'SCELTA TIPOLOGIA CORSO'* you will find the list of courses you may register to (Professional Master's programmes, PhD programmes, Specialization Schools).

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

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

If the Notice of Selection indicates reserved positions available 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 *'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 *'DETTAGLIO TITOLI RICHIESTI'* the list of degrees required for the admission to the selected programme 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](mailto:dottoratiemaster@unica.it), before closing the procedure.

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

<b>ITALIAN APPLICANTS HOLDING A DEGREE AWARDED IN ITALY OR ABROAD</b> <b>FOREIGN CANDIDATES WITH A DEGREE AWARDED IN ITALY</b> <b>CANDIDATES WITH DUAL CITIZENSHIP, ONE OF WHICH IS ITALIAN</b>	<b>FOREIGN APPLICANTS HOLDING A DEGREE AWARDED ABROAD</b>
<b>COMPULSORY DOCUMENTS</b> <ul style="list-style-type: none"><li>Annex A 'Assessable qualifications and CV'</li><li>Annex B 'Self-certification of degrees with exams and grades'</li></ul> PLEASE NOTE THAT CERTIFICATES RELATING TO EDUCATIONAL QUALIFICATION CANNOT BE ATTACHED, BUT ONLY SELF-CERTIFICATIONS OR DECLARATIONS IN SUBSTITUTE OF CERTIFICATION	<b>COMPULSORY DOCUMENTS</b> <ul style="list-style-type: none"><li>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</li><li>Certificate attesting the possession of a 1st cycle foreign degree, containing the</li></ul>

<p>Candidates who obtained their degree(s) at the University of Cagliari can download a self-certification from their personal webpage <a href="https://unica.esse3.cineca.it/Home.do">https://unica.esse3.cineca.it/Home.do</a> (<i>Autodichiarazione Conseguimento Titolo con Esami</i>)</p> <ul style="list-style-type: none"> <li>• Front and back copy of a valid ID or passport with a clear photo</li> <li>• Additional documents requested for the PhD Programme (<b>please, check on the description of the PhD programme if additional documents are required</b>)</li> </ul>	<p>list of exams and grades, with a translation in Italian or English</p> <ul style="list-style-type: none"> <li>• Signed Curriculum Vitae, preferably in EU format, in Italian or English</li> <li>• Front and back copy of a valid ID or passport with a clear photo</li> <li>• Additional documents requested for the PhD Programme (<b>please, check on the description of the PhD programme if additional documents are required</b>)</li> </ul>
<p><b>OPTIONAL DOCUMENTS</b></p>	<p><b>OPTIONAL DOCUMENTS</b></p>
<ul style="list-style-type: none"> <li>• Other assessable qualifications (postgraduate qualifications, <a href="#">language certificates</a>, study/research/professional experiences abroad, work experiences, publications)</li> </ul>	<ul style="list-style-type: none"> <li>• Other assessable qualifications, publications (up to 5), work experiences (to be listed in a single separate document), in Italian or English.</li> </ul>

<p><b>COMPULSORY DOCUMENTS</b></p>	<p><b>COMPULSORY DOCUMENTS</b></p>
<p><b><u>ONLY FOR THE PHD PROGRAMME IN ECONOMICS AND BUSINESS</u></b></p> <p>A reference letter to be sent by e-mail to phdcall_referenceletter@unica.it..</p> <p>The evaluator (that is, a university professor/researcher or expert in the research fields of the PhD programme) will send his/her letter in English, written according to the instructions included in the Annex to the PhD programme, on letterhead of his/her Institution, dated and signed, directly to the email address mentioned above, indicating in the object of the e-mail “Dottorato_SEA_Candidate’s Surname_Name”.</p>	<p>Up to 3 reference letters to be sent by e-mail to phdcall_referenceletter@unica.it.</p> <p>The evaluator (that is, a university professor/researcher or expert in the research fields of the PhD programme) will send his/her letter in English, written according to the instructions included in the Annex of each PhD programme, on letterhead of his/her Institution, dated and signed, directly to the email address mentioned above, indicating in the object of the e-mail the candidate’s name and surname and the name of the PhD programme the candidate is applying for.</p> <p><b><u>LETTERS UPLOADED DIRECTLY BY CANDIDATES OR RECEIVED WITH DIFFERENT METHODS WILL NOT BE EVALUATED.</u></b></p>

**THE NAME OF YOUR FILES MUST FOLLOW THE INSTRUCTIONS BELOW:**

ITALIAN APPLICANTS HOLDING A DEGREE AWARDED IN ITALY OR ABROAD FOREIGN CANDIDATES WITH A DEGREE AWARDED IN ITALY CANDIDATES WITH DUAL CITIZENSHIP, ONE OF WHICH IS ITALIAN	FOREIGN APPLICANTS HOLDING A DEGREE AWARDED ABROAD
Annex A: <b>Allegato A_surname_name</b>	Per il file certificato titolo di studio: <b>2ndcycle Degree_cognome_nome</b>
Annex B: <b>Allegato B_surname_name</b>	Per il file certificato di studio: <b>1stcycle Degree_cognome_nome</b>
ID/Passport: <b>docid_surname_name</b>	Curriculum Vitae: <b>CV_surname_name</b>
File containing other assessable qualifications: <b>altri_doc_valutabili_surname_name</b> (if you attach more than one file, please indicate 1, 2, 3 etc.)	ID/Passport: <b>docid_surname_name</b>
File containing additional documents requested for the PhD Programme (PLEASE, CHECK ON THE DESCRIPTION OF THE PHD PROGRAMME) <b>e.g.: progetto_di_ricerca_surname_name, lettera_di_motivazioni_surname_name,</b> (if you attach more than one file, please indicate 1, 2, 3 etc.)	File containing other assessable qualifications: <b>altri_doc_valutabili_surname_name</b> (if you attach more than one file, please indicate 1,2,3 etc.)
	File containing additional documents requested for the PhD Programme (PLEASE, CHECK ON THE DESCRIPTION OF THE PHD PROGRAMME) <b>e.g.: progetto_di_ricerca_surname_name, lettera_di_motivazioni_surname_name,</b> (if you attach more than one file, please indicate 1, 2, 3 etc.)

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 '*CONFERMA DICHIARAZIONE 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 'CONFERMA SCELTA CONCORSO' you will find the information provided during the registration procedure. You can then confirm your application by clicking on the button.

**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 24.35**

To complete the registration for the admission test, applicants must pay a fee of EUR 24.35.

You can pay through PagoPA procedure, within two days after the submission of your application.

The PagoPA payment slip is available on the reserved area dedicated to the online services for students: click on the number on the first column.

You can pay online or personally:

- To pay online, click on the red button 'Paga online con PagoPA' and access using your SPID or e-mail address. You can pay by debit/credit card, on the bank account for payment service providers (PSP) allowing this option, or through other methods of payment.
- To pay in person, click on 'Stampa avviso per PagoPA', download the payment slip and pay it at a PSP through the available options: home banking, ATM, app from smartphone or tablet, bank branch, SISAL/Lottomatica betting offices, etc.
- To pay through CBILL, apart from the unique identifier for payment services (IUV), the University inter-bank code 10QB3 is necessary. Payments notices issued by the University of Cagliari CANNOT be paid in person at the Post Office.

Normally, payments through PagoPA have charges. Please, pay attention to the different payment condition of each PSP. If you pay online, you can click on 'Stampa Quietanza di Pagamento' to print the receipt; if you pay in person, the payment receipt will be available only when the University will receive the payment.

ATTENTION! In case the online payment procedure is interrupted or cancelled, the buttons 'Paga online con PagoPA' and 'Stampa Avviso per PagoPA' could not be available for about 60 minutes.

### **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](mailto:dottoratiemaster@unica.it) and [helpservizionline@unica.it](mailto:helpservizionline@unica.it)