

UNIVERSITA' DEGLI STUDI DI PAVIA

RESEARCH AND THIRD MISSION UNIT

PhD COMPETITIONS – XXXIII CYCLE (Academic Year 2017/2018)

IMPORTANT NOTE ON THE ADMINISTRATIVE CATEGORIES

Who can apply for the "Additional positions reserved to candidates with a scholarship from a foreign country" category?

Foreign candidates already holding a scholarship to support their PhD in Italy can apply for this category. The scholarship can be provided by their government or by other private or public entities in Italy or abroad. **The University of Pavia does not provide any PhD scholarship for these positions.**

Who can apply for the "Additional PhD positions jointly-supervised with companies" category? (PhD courses in Physics; Chemical and Pharmaceutical Sciences and Related Industrial Innovation; Health Technologies, Bioengineering and Bioinformatics; Electronics, Computer Science and Electrical Engineering)

Only candidates already employed by the companies mentioned in the call for applications can apply for this category. **The University of Pavia does not provide any PhD scholarship for these positions.**

Who can apply for the "Additional positions reserved to candidates holding a scholarship from THE H2020-MSCA-ITN-2016 programme "Training, Research and Raising of Public Awareness in Cell Biology and Pathology of Neuroglia (EU-PhD-GLIA)" category? (PhD course in Biomedical Sciences)

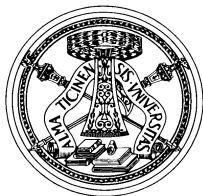
Only candidates who have already been admitted in the EU-PhD-GLIA programme can apply for this category. **The University of Pavia does not provide any PhD scholarship for this position.**

Who can apply for the "Additional positions reserved to candidates holding a scholarship from the "Mobility CONFAP Italy" programme" category?

Only candidates who have already been pre-accepted by the University of Pavia and funded by the "Mobility CONFAP-Italy" programme can apply for this category. **The University of Pavia does not provide any PhD scholarship for this position.**

Who can apply for the "Additional positions WITHOUT scholarship reserved to candidates graduated abroad" category?

Only candidates holding at least a second-level degree attained abroad can apply for this category. **The University of Pavia does not provide any PhD scholarship for this position.**



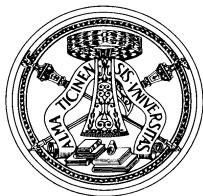
UNIVERSITA' DEGLI STUDI DI PAVIA

RESEARCH AND THIRD MISSION UNIT

Who can apply for the “Additional positions WITH scholarship reserved to candidates graduated abroad” category?

Only candidates holding both a first-level and a second-level degree attained abroad can apply for this category. **A scholarship is provided by UNIPV for this position.**

**IF YOU DON'T FALL INTO ANY OF THESE PARTICULAR
CATEGORIES,
YOU MUST APPLY FOR THE “ORDINARY POSITIONS”
(LISTED IN THE TABLE FOR EACH PHD COURSE IN ANNEX 1)**

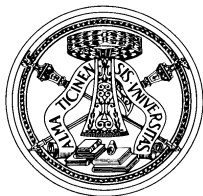


UNIVERSITA' DEGLI STUDI DI PAVIA

RESEARCH AND THIRD MISSION UNIT

HOW TO APPLY

1. Read carefully the [call for applications](#).
2. Choose the PhD course of your interest, paying attention to the selection procedure and the date of the possible test(s).
3. Prepare in advance the documents you will have to upload during the procedure. The self-declarations and the curriculum vitae, if required, must be signed. The list of the qualifications assessed for each PhD competition is available on Annex 1 of the call for applications.
4. Click on the following link:
https://studentionline.unipv.it/esse3/Home.do?cod_lingua=eng
5. If you are not already registered in the Esse3 system, click on **Registration**. Please, while registering enter your full name and surname. At the end of the procedure, you will receive a username and a password to access the system and apply for the PhD course of interest. If you are already registered in the Esse3 system, you can log in using the username and password you already have. If you have forgotten them, please click on **Forgotten password** (on the left) and follow the instructions provided.
Once you get your username and password, select **Login** and enter your username and password.
Click on **Home** (on the left-hand menu) > **Personal data** and check that your data are correct, paying attention in particular to the e-mail address.
6. After the login, a welcome page will appear. Select **Admissions** from the left-hand menu. A new menu will appear on the left. Click on **Admission test**, then on the blue button **Admission test** at the bottom of the page. In the “Course selection” page, select **PhD programme**, then the course you wish to apply for.
7. During the application procedure you will be asked to enter the following information:
 - a. the PhD course of your choice;
 - b. the data of a valid identity document (unless already entered during the registration process);
 - c. the type of position you wish to apply for, by selecting the appropriate administrative category;
 - d. the language whose knowledge will be verified during the interview;
 - e. if necessary, data on your disability and request for special assistance;
 - f. the data of your academic degree(s). Only insert the data of your second-level degree if it has been attained in Italy; if your second-level degree has been attained abroad, please insert the data regarding **all your academic degrees**;
 - g. name and contact information of the referee(s) of your choice, if required by the PhD competition you are applied for.
8. In the “**QUALIFICATIONS**” page, upload the documents regarding the qualifications assessed for the specific PhD course you are applying for (see the call for applications, Annex 1) and, if your second-level degree has been attained abroad, the complete documentation on all your foreign academic degrees (see the call for applications, art. 2). Don't forget to attach also a copy of your identity document.
Each file's denomination must include the candidate's surname e the type of the qualification (e.g. surname_curriculumvitae).



UNIVERSITA' DEGLI STUDI DI PAVIA

RESEARCH AND THIRD MISSION UNIT

Remember that you will be allowed to add, cancel or modify the qualifications you have uploaded until the deadline of July 14, 2017 at 17:00 pm (Italian time).

9. In the **“REFERENCE REQUESTS LIST”** page, you can insert the name and data of one or more referees (depending on the provisions of the call for applications, Annex 1). This page won't be displayed in case no reference letter is required for the competition you are applying for. Use the “Add a reference request” button to enter a new referee. Once a new referee has been entered, his/her name will be shown in the referees table; by clicking on the relevant icon you'll be allowed to cancel the name or modify the data entered for each referee.

Pay attention to the referee's e-mail address!

The referee(s) will be informed of your request through an automatic e-mail **following the completion of the online application**. Until the deadline for applications (July 14, 2017 at 17:00 pm Italian time) you will be allowed to cancel or replace the referees previously entered; in this case, the system will inform by e-mail the canceled referees that a reference letter is no longer required from their side. It's not possible to cancel the name of a referee who has already uploaded the reference letter.

It's your responsibility to make sure the reference letters are uploaded by the deadline for applications. We suggest that you check that your referees have received the e-mail request; otherwise, the e-mail may be in the spam folder.

10. The online application is correctly concluded once the system has generated the application .pdf file (“Domanda/ricervuta di partecipazione alla prova di ammissione”) and the MAV that candidates living in Italy can use to pay the application fee of 35 €.

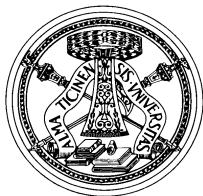
Once the online application has been completed and not later than July 14, 2017 at 17:00 pm (Italian time), you will be allowed to:

- modify the data inserted during the application procedure (login > admissions > admission tests > link of the PhD competition you are registered for > blue button “Modify the registration”). Warning: in order for the modifications to be saved, you will have to conclude the full application procedure anew;
- Add, modify and/or cancel the documents uploaded in the “Qualifications” page (login > admissions > admission tests > link of the PhD competition you are registered for > “Enter/modify qualifications” blue button);
- Add, replace and/or cancel the data of the possible referee(s) (login > admissions > admission tests > link of the PhD competition you are registered for > blue button “Modify the registration”). Warning: in order for the modifications to be saved, you will have to conclude the full application procedure anew.

In the final registration page, in the referees' table, you'll be able to check if the referees have already uploaded their reference letter; if not, you can send them a reminder by e-mail by clicking on the relevant icon. Anyway, you won't be allowed to download or open the file uploaded by the referees.

WARNING: AFTER THE DEADLINE FOR APPLICATION CANDIDATES WON'T BE ALLOWED NEITHER TO MODIFY NOR TO COMPLETE THE DOCUMENTS AND DATA ENTERED IN THE ONLINE APPLICATION.

The application form must be printed and handed in to the committee the day of the first test on-site. Candidates who will not take any test on-site must send the signed application form, together with a copy of a valid identity document, to concorso-dottorati@unipv.it by the date



UNIVERSITA' DEGLI STUDI DI PAVIA

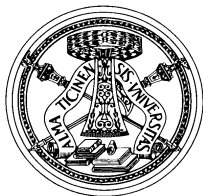
RESEARCH AND THIRD MISSION UNIT

of the interview. If you have modified the data in the application after its completion, make sure to print anew the application form so that the information is updated.

AFTER THE ONLINE APPLICATION:

- **Print the application form.** If you are not going to take any test on-site, sign it and send it, together with a copy of a valid identity document, to concorso-dottorati@unipv.it by the date of the interview.
- Pay the **application fee** (see the call for applications, art. 5, para. 2) of **35 €**. If you live abroad and you don't have an Italian bank account, you can pay the application fee with one of the following methods:
 - o **via credit card**, through the Pago PA procedure, which can be accessed through the "Payments" section of your Personal Area, by clicking on the invoice number and then on the "Pay via PagoPA" button. The payment will be uploaded in the "Payments" section of the Personal Area within approximately an hour. **If you need assistance, please contact concorso-dottorati@unipv.it;**
 - o **via bank transfer** to UNIVERSITÀ DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI Banca - Sede di Pavia, IBAN IT 38 H 03111 11300 000000046566, SWIFT: BLOPIT22776, BIC: POCITM1XXX, account n. 46566. The costs of the bank operation will have to be charged entirely by the candidate; therefore, while making the bank transfer the candidate will have to select the OUR code instead of the SHARE one. The name of the candidate must be specified in the "reason for payment" field. In case of payment via bank transfer, copy of the payment receipt must be sent to concorso-dottorati@unipv.it by the deadline of July 14, 2017.

WARNING: THIS DOCUMENT DOES NOT REPLACE THE CALL FOR APPLICATIONS. BEFORE APPLYING, READ CAREFULLY THE CALL (THE ENGLISH TRANSLATION IS AVAILABLE AT THE www.unipv.it/phdcourses WEBPAGE) IF YOU NEED ASSISTANCE PLEASE CONTACT virginie.gallati@unipv.it



UNIVERSITA' DEGLI STUDI DI PAVIA

RESEARCH AND THIRD MISSION UNIT

FREQUENTLY ASKED QUESTIONS

(this document is constantly updated)

How can I get a scholarship from the University of Pavia?

For every PhD course, a number of scholarships is provided. Unless otherwise specified in the call, the scholarships are assigned following the final ranking order of the standard competition. There is no need to specify in the application that you wish to apply for a position with scholarship: if you apply for the “ordinary positions” category, you are automatically competing for the scholarships.

Please note that the competition for the “ordinary positions” might require you to come to Pavia and take one or more tests in presence: read carefully the Annex 1 of the call for all details on the selection procedure.

Does the University of Pavia offer special positions for foreign candidates?

Some PhD courses offer “Additional positions reserved to candidates with scholarship from a foreign country”: if available, these positions are mentioned in Annex 1. If Annex 1 doesn't mention these positions for the course you are interested in, it means they are not available.

You are allowed to apply for the “Additional positions reserved to candidates with scholarship from a foreign country” only if you have been assigned a scholarship to attend the PhD programme from your government or from other sources. The actual availability of this scholarship will have to be certified to the University administration.

I hold a foreign degree. Am I allowed to take part in the PhD competitions?

Yes, provided that the Academic Board recognizes your degree as being eligible for the selected PhD competition purposes only. If you hold a foreign degree, read carefully the call for applications (art. 2) and make sure that you have uploaded, during the online application procedure, all the documents required in the call.

We will send you an e-mail, after the deadline for applications, to inform you if your degree has been recognized as eligible.

I am a non-italian candidate. Do I have to pay the application fee?

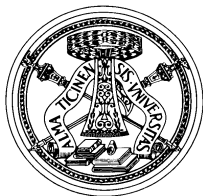
All candidates have to pay the application fee, except for those applying for the “Additional positions reserved to candidates holding a scholarships from international mobility programmes”.

I hold a bachelor degree and a master's degree attained abroad. Do I have to upload the documents regarding both of them?

Yes. We need the whole picture of your university education in order to assess the eligibility of your foreign degree for the selected PhD competition only.

How can I be sure that my online applications has been properly finalized?

If you have confirmed the data and obtained the pdf file with the application form and the MAV, the online application has been finalized. Now, you just have to pay the 33€ application fee (see the call for applications, art. 5). If you are applying for the “Additional positions reserved to candidates holding a scholarships from international mobility programme” you are exempted from the application fee.



UNIVERSITA' DEGLI STUDI DI PAVIA

RESEARCH AND THIRD MISSION UNIT

Make sure that you have uploaded all the documents required for the specific competition you are applying for. You are allowed to update, cancel or modify them within July 14, 2017 at 17:00 pm (Italian time).

How can I check if I am allowed to take part in the admission test(s)?

First, if you hold a second-level degree attained outside Italy, you must wait for the PhD Academic Board to assess its eligibility for the admission in the PhD competition. We will inform you about that by e-mail with adequate notice.

If a written test is scheduled for the PhD competition you have applied for, you must check the list of the candidates admitted in the written test. The list will be published at the following webpage: www.unipv.it/dottorati.

If only the interview is scheduled, check if a minimum score in the qualifications assessment is set to be admitted in the interview (see Annex 1); if so, make sure that you have reached the minimum score by checking your qualifications assessment result on the Personal Area.

Candidates won't receive any personal communication on their admission in the test(s).

Which documents am I supposed to upload during the application procedure?

In the call for applications, Annex 1, for each PhD competition the qualifications assessed by the committee are listed. You must upload the documents listed in Annex 1 for the PhD competition you are registering for.

You must also upload a scan of the same valid identity document whose details you have entered during the online procedure.

If you hold a foreign degree, we need you to upload the documents listed in the call (art. 2) in order for it to be recognised as eligible for the specific PhD competition.

For the PhD competition I am applying for, the reference letters are included in the list of the qualifications assessed. Is it ok if I upload them during the online procedure, together with the other documents?

No. The reference letters must be submitted according with the procedure described in art. 5 of the call for applications and in this note ("How to apply", para. 9).

What if I don't submit all the qualifications required for the selection?

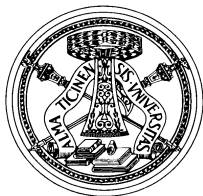
If you don't upload some of the qualifications assessed, you will get a lower score in the qualifications assessment. Consider that, in some cases, a minimum score has been set to be admitted in the interview.

I have paid the application fee. Do I have to send you the payment receipt?

No, if you have paid via MAV. Yes, if you have paid via bank transfer: in this case, you have to send the payment receipt to concorso-dottorati@unipv.it by July 14, 2017.

I would like to take the interview via videoconference. What am I supposed to do?

First, read the call for applications (Annex 1) or its possible integrations to verify whether the interview via videoconference is allowed or not for the specific PhD competition you are willing to take. If yes, send a request to concorso-dottorati@unipv.it by July 14, 2017 at 17:00 pm (Italian time). You will receive an e-mail confirming that your request has been received. If, some days before the deadline, you still haven't received any reply to your e-mail, please contact us to check that it has been actually received.



UNIVERSITA' DEGLI STUDI DI PAVIA

RESEARCH AND THIRD MISSION UNIT

For some PhD competitions, candidates residing in Italy are allowed to take the interview via videoconference in case of justifiable need, subject to the approval of the examining committee. If this is your case, your e-mail request will have to include a reason why you are asking for the videoconference. Subsequently, the PhD office or the committee will inform you on whether your request has been accepted or not.

I would like to take the interview via videoconference, but this option is not mentioned in Annex 1 for the PhD competition I'm interested in. What can I do about that?

If the call (or its possible integrations) does not allow candidates to take the interview via videoconference, you have to come to Pavia and take it on-site.

I will need a visa to come to Italy and take the admission tests. How do I get a letter for the visa application?

Contact virginie.gallati@unipv.it.

I'm going to take the interview via videoconference: what am I supposed to do with the application form?

If you are not taking any test on-site, please send us the application form, duly signed, to concorso-dottorati@unipv.it by the date of the interview.