







### **GUIDELINES TO**

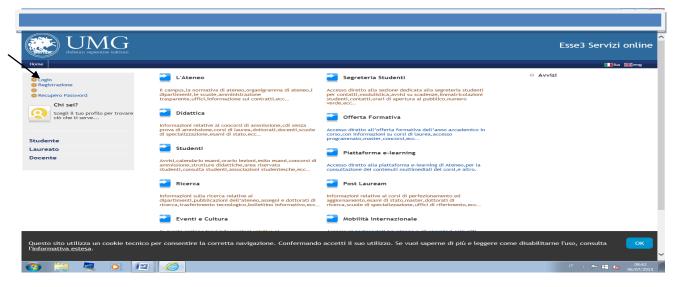
# FILL IN THE ONLINE APPLICATION FORM FOR ADMISSION TO THE Ph.D. PROGRAMMES FOR PON SCHOLARSHIPS ACADEMIC YEAR 2021-22

Edited By Area AA.GG.

#### Guidelines to fill in the online application form - PhD Programmes

Go to the following link: https://unicz.esse3.cineca.it/Home.do

If you are already a registered user (even in the past) you already have the login-credentials to access through the "**Login**" function.

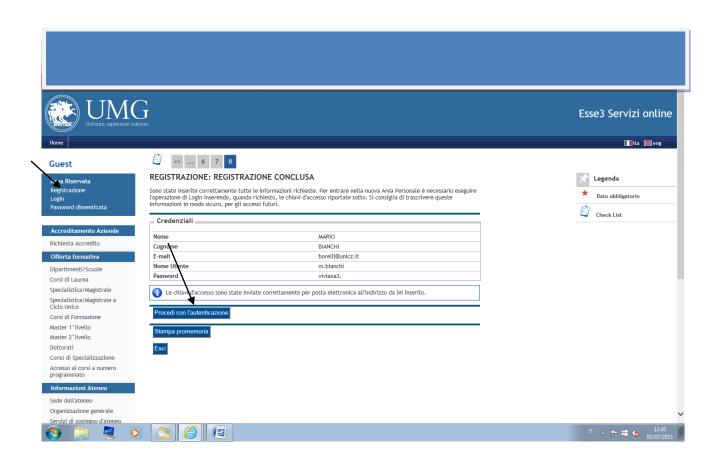


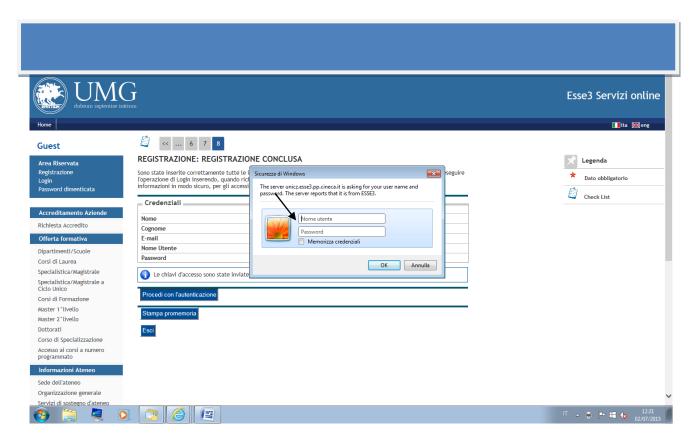
If you have forgotten your username and / or password, follow the instructions given in **recupero** password

If you are not a registered user: click on "Registrazione" and complete by entering your data

| Page | Pag

Once the registration is completed, print the memo, containing username and password, access data to the Web portal that will still be sent by email from <a href="mailto:helpesse3@unicz.it">helpesse3@unicz.it</a> and click on "**Procedi con l'autenticazione**" OR connect to "**Login**", entering username and password



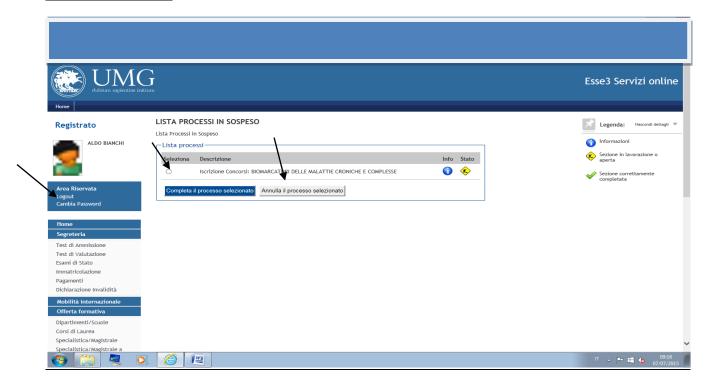


Please note that online demand is divided into blocks: you can go forward or backward in the compilation of each individual block until the request of data confirmation. After each confirmation of the entered data to be able to make changes you must exit the system from LOGOUT, re-enter

from LOGIN by entering your credentials, select the contest, cancel the entire process and start again the compilation of the application for admission to the chosen doctoral course.

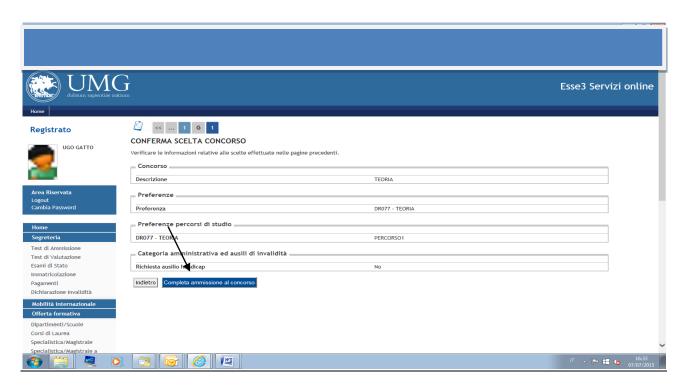
#### **PLEASE NOTE**

On the page "<u>ELENCO QUESTIONARI</u>", once you click on "<u>CONFERMA IL QUESTIONARIO</u>" THE QUESTIONNAIRE <u>IS NO LONGER EDITABLE</u> and you can not cancel the process.



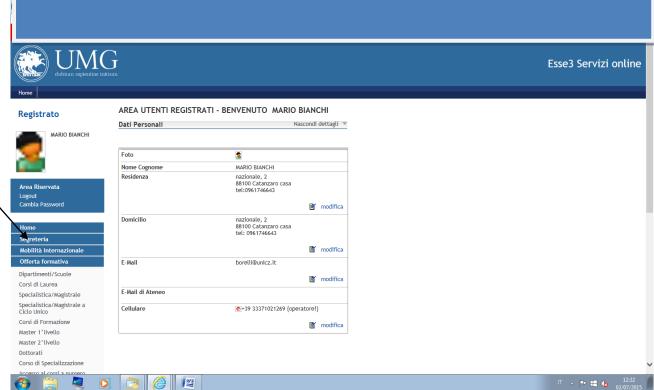
#### **PLEASE NOTE**

at the end of the online application clicking "COMPLETA AMMISSIONE AL CONCORSO" the application is NO LONGER EDITABLE and IT IS NO LONGER POSSIBLE CANCEL THE ENTIRE PROCESS.

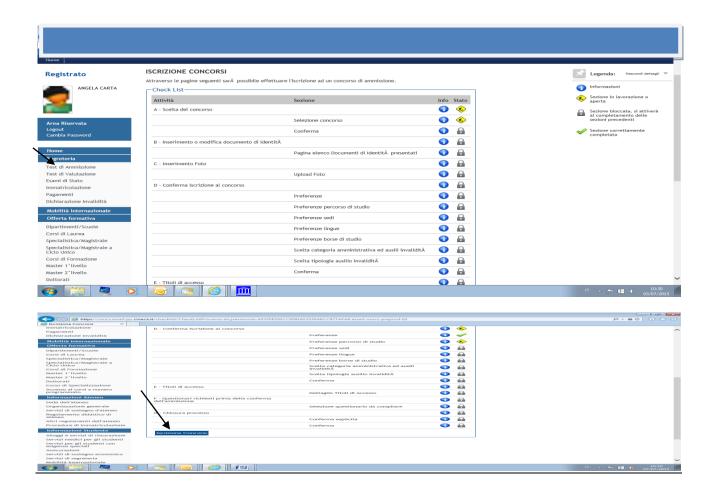


#### FILL IN THE ADMISSION APPLICATION:

Once you enter the Area Utenti, in the menu on the left click on "Segreteria"

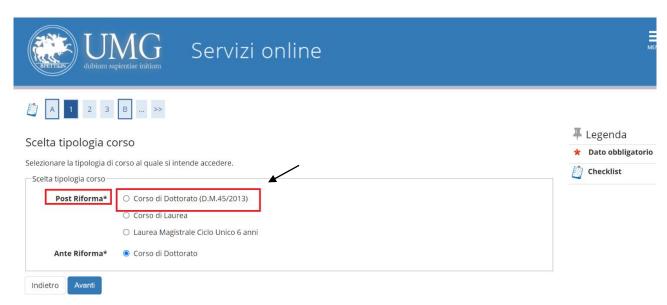


Then, always in the menu on the left, click on "Test di Ammissione", and then, at the bottom of the page, click on "Iscrizione ai Concorsi"

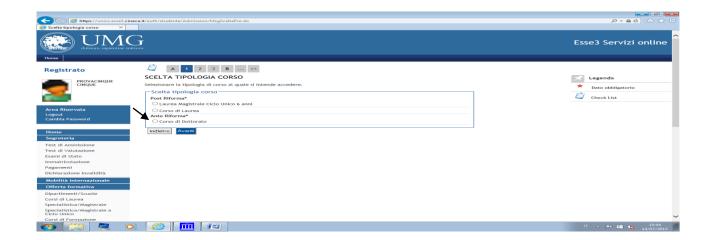


In the mask Scegli la tipologia del corso click on

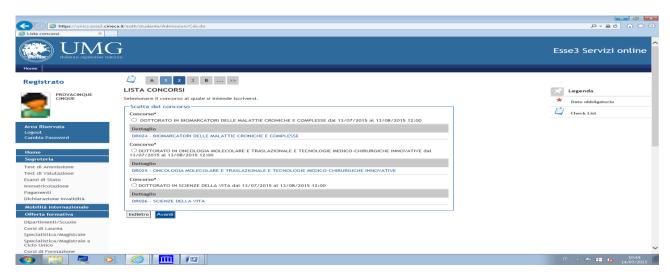
"Post Riforma – Corso di Dottorato (D.M. 45/2013)" to apply for the PhD Programme in Psychology

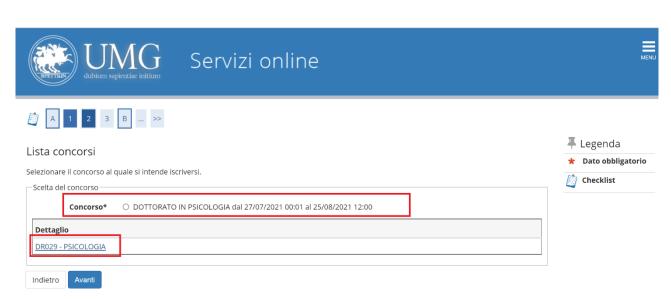


#### "Ante Riforma - Corso di Dottorato" to apply for all other PhD Programmes



#### Select the Contest you wish to participate in from the Contest List and click on "avanti"

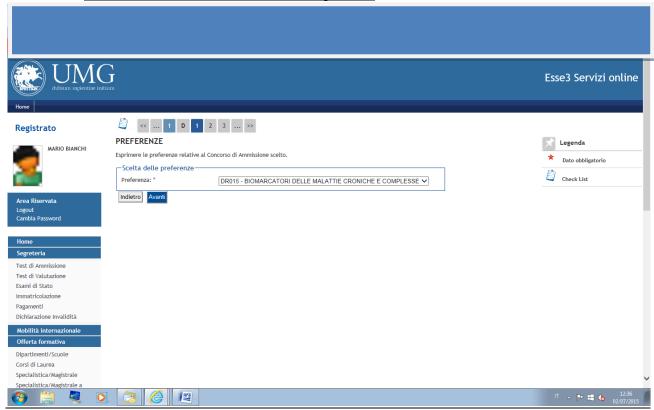




#### Click on "Conferma e prosegui" to confirm the choise of the contest



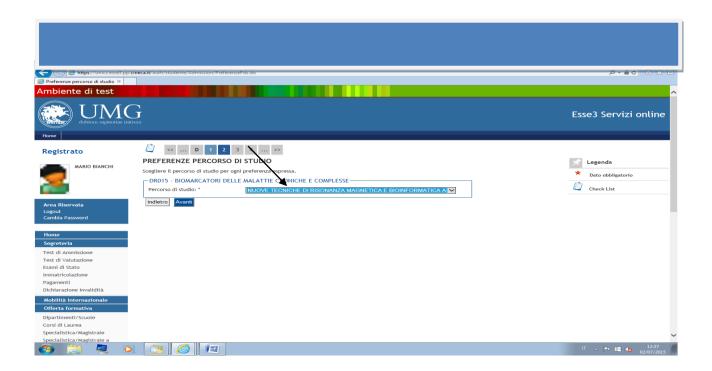
#### In the mask **PREFERENZE** choose the PhD Programme



In the mask <u>PREFERENZE PERCORSO DI STUDIO</u>, in the dropdown menu, choose the <u>CURRICULUM</u> of the Phd programme for which you intend to compete

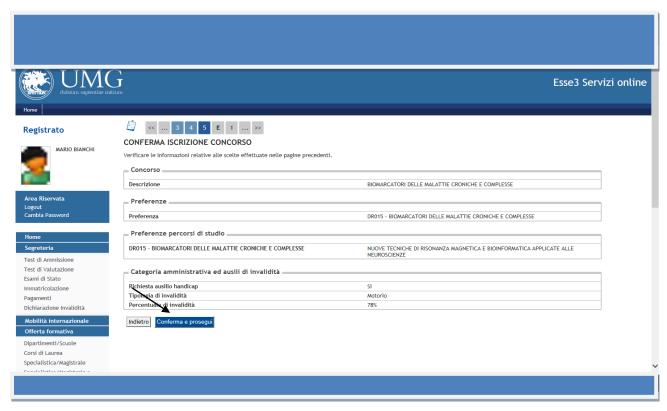
<u>IMPORTANT:</u> Candidates may apply for several PhD programme but they can choose, under penalty of exclusion, ONLY ONE CURRICULUM, for each PhD programme.

BE CAREFUL TO CHOOSE THE CURRICULUM THAT CORRESPONDS TO SCHOLARSHIP FOR WHICH YOU WANT TO PARTICIPATE (SEE ANNEX A)



Continue to fill in the required fields.

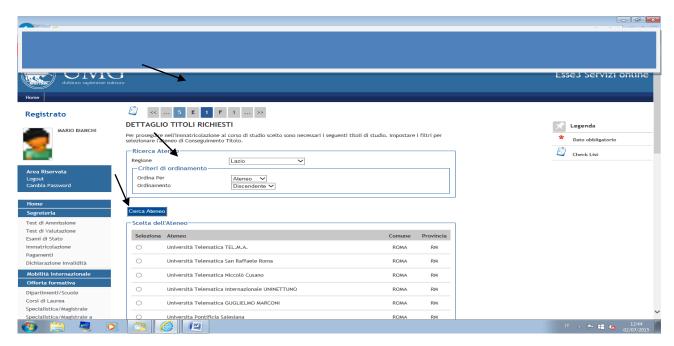
In the Mask **CONFERMA ISCRIZIONE CONCORSO**, if the entered data are correct, click on "<u>Conferma e Prosegui"</u>. Remember that "Preferenze percorsi di studio" corresponds to the chosen curriculum



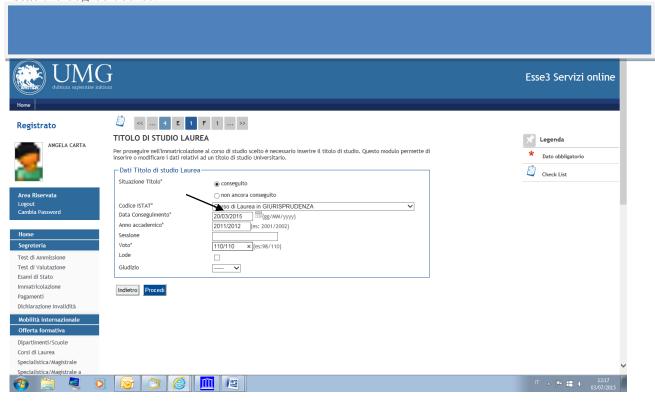
Continue in the compilation by entering in "TITOLI RICHIESTI" the data relating to the qualification held: if you are a graduate student of the University of Catanzaro the qualification data are automatically loaded. OTHERWISE, enter, FOR FILLING IN THE ONLINE APPLICATION, ONLY the data relating to the qualification that allows you to participate at the contest: Or Laurea vecchio ordinamento Or Laurea Specialistica (biennio) Or Laurea Magistrale (biennio), Or Titolo straniero (foreign qualification).

If the qualification was obtained in a foreign University select Titolo straniero (foreign qualification).

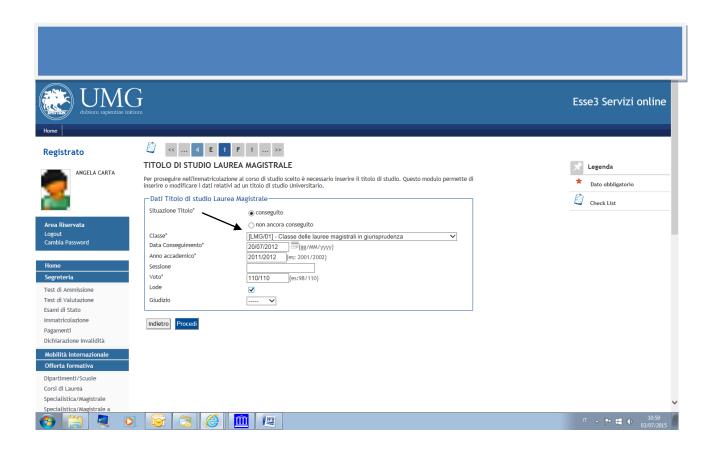
If the degree was obtained in another University, select a Region and click on "Cerca Ateneo" and proceed by uploading the qualification



*PLEASE NOTE* if you have a Laurea Vecchio Ordinamento, select in the drop-down menu **Codice Istat** the degree course.



PLEASE NOTE if you have a Laurea Specialistica o Magistrale, select in the drop-down menu **Classe**, the class corresponding to your course of study.



In the Mask "GESTIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE" to the request "VUOI ALLEGARE NUOVI DOCUMENTI"?

Answer SI

<u>PLEASE NOTE</u>: if it is not the first online application for admission to a doctoral course that you fill in but you have already entered an online application for admission to another doctoral course in this call the documents "TITOLI E DOCUMENTI PER LA VALUTAZIONE" already entered remain saved: pay attention that the document (example PROGETTO PSICOLOGIA) that you are entering <u>matches</u> the PhD program you are applying for (example PhD PROGRAMME PSICOLOGIA).

"GESTIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE": in this mask you must enter the attachments required by Article 4 of the call for applications.

Tipo titolo	Min	Max
Laureandi:Dich. Sost. Esami sost. e voti	0	1
Altri Titoli	0	20
Dichiarazione Sost. LM con esami e voti	0	1
Curriculum Vitae	1	1
Master, Assegni e Borse di Ricerca	0	20
Documento di Identità	1	1
Elenco Documentazione inserita	1	1
Progetto	1	1
Pubblicazioni inclusa tesi o abstract	0	30
Richiesta Riconoscimento Titolo Estero	0	20

#### Titoli dichiarati

Vuoi allegare altri documenti e/o titoli alla domanda di ammissione? (**Answer Si to attach the documents**)

Sì

O No

In the Mask "TIPOLOGIA" select in the drop-down menu the Qualification/Document that you want to attach.

In the Mask "TITOLO" (REQUIRED FIELD): write the name of the **Qualification/Document** that you have selected in the drop-down menu "TIPOLOGIA" (example in Tipologia you have selected PROGETTO in Titolo write PROGETTO)

**ATTACH IN PDF** Qualification/Document that you have selected (example PROGETTO matches the PhD program you are applying for)

You can insert PDF documents that are no larger than 20MB each.

## PLEASE NOTE The following titles are mandatory and must necessarily be entered

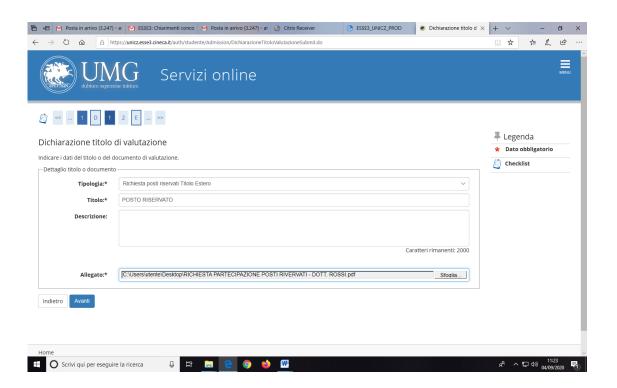
Curriculum Vitae (all candidates) (use facsimile)

Documento di Identità (all candidates)

Progetto (all candidates)

Elenco Documentazione inserita (all candidates)

Richiesta Riconoscimento Titolo Estero (CANDIDATES WITH QUALIFICATIONS OBTAINED ABROAD) (use facsimile)



Please Note if you don't attach the required qualifications / documents, the following message will appear from the system: **E' necessario inserire un numero corretto di titoli di valutazione per ogni tipo** (It's necessary to enter a correct number of evaluation qualifications for each type)

Once you have entered the titles you can delete them by clicking on the trash can icon Elimina



The system will ask you to confirm the cancellation of the data.

to the request "VUOI ALLEGARE NUOVI DOCUMENTI"? If you have attached all vour Qualifications/Documents answer NO and click on AVANTI

#### Will appear from the system "CONFERMA DICHIARAZIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE"

Check the information entered regarding the qualifications and documents entered for the evaluation.

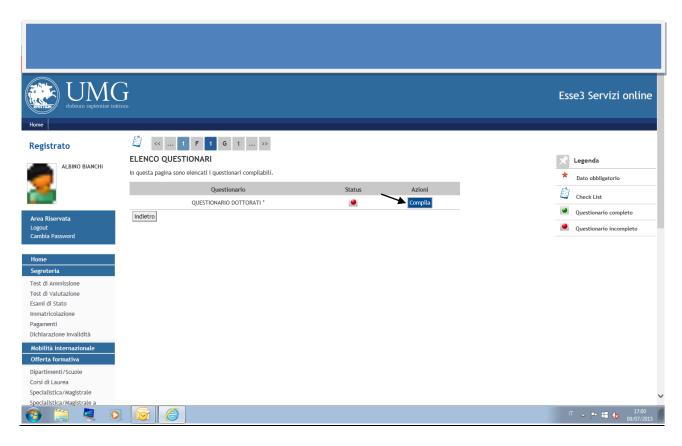
(example)

Tipologia	Titolo
Curriculum Vitae	Curriculum vitae
Documento di Identità	documento
Elenco Documentazione inserita	Elenco documentazione
Laureandi:Dich. Sost. Esami sost. e voti	Laureando dichiarazione
Progetto	Progetto

#### IMPORTANT: FILLING IN THE QUESTIONNAIRE IS MANDATORY FOR ALL, EVEN FOR THOSE WHISHING TO SUBMIT A SINGLE APPLICATION

PLEASE NOTE ONCE YOU CLICK ON "CONFERMA IL QUESTIONARIO" THE QUESTIONNAIRE IS NO LONGER EDITABLE and you can not cancel the process.

In the Mask **ELENCO QUESTIONARI** click on "Compila"



If you submit <u>only one application</u> for admission to a PhD programme of this University, academic year 2021/2022, **select the PhD programme** you want to attend and **always click on "<u>Avanti"</u>**, **WITHOUT SELECTING OTHER PhD PROGRAMMES.** 

At the end click on "Conferma" and exit.

In this case, in the press of the application will come out "Dichiara che l'ordine di priorità dei corsi di dottorato ai quali intende concorrere è il seguente" (I declare that the order of priority of the PhD programmes I want to attend is as follows):

4		••
1	-	· ·

<u>Instead, if you submit other applications</u> for admission to the PhD programmes of this University, academic year 2021/2022, <u>select the PhD programmes according to the order of priority for which you intend to compete. **PLEASE NOTE The order must be identical in each of the submitted application forms.**</u>

In this case, in the press of the application will come out "Dichiara che l'ordine di priorità dei corsi di dottorato ai quali intende concorrere è il seguente" (I declare that the order of priority of the PhD programmes I want to attend is as follows):

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Example of filling out the Questionnaire in case of multiple applications for participation:

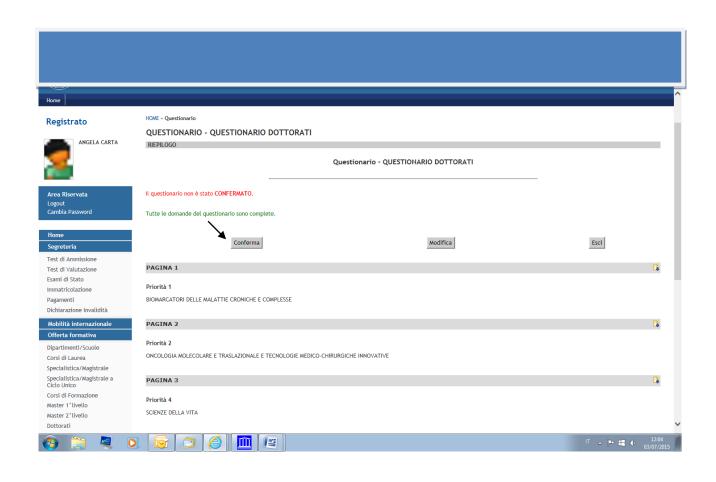
Click on the PhD Programme you choose as your first priority and click on "Avanti".

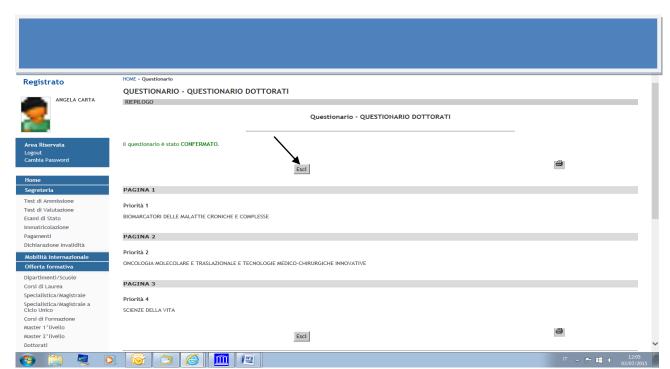


Then click on the PhD Programme you choose as your second priority and click on "Avanti".

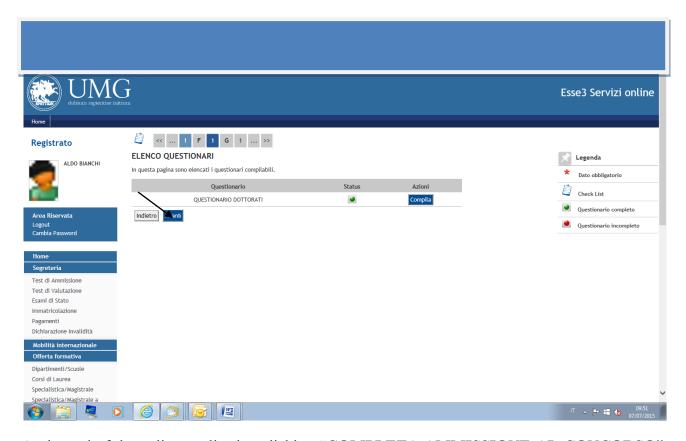
Then click on the PhD Programme you choose as third priority and click on "Avanti". Then click on the PhD Programme you choose as fourth priority and click on "Avanti". Or if you don't have a third/fourth priority don't select anything and click on "Avanti".

At the end click on "Conferma" (to confirm the questionnaire) or "modifica" (to modify the questionnaire) and then click on "esci"





At this point the status of the questionnaire is green you can go ahead

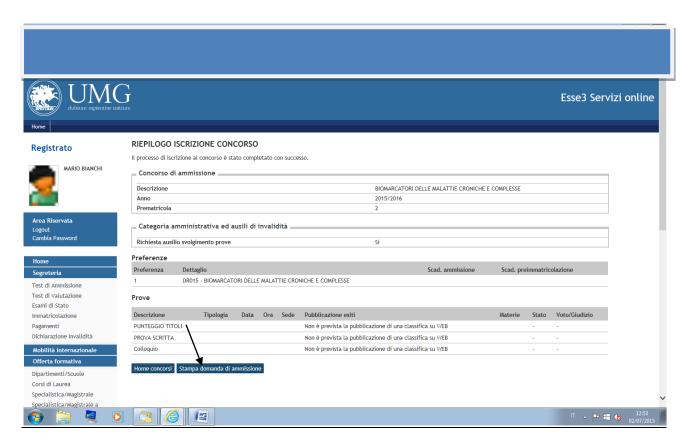


At the end of the online application clicking "COMPLETA AMMISSIONE AL CONCORSO" the application is NO LONGER EDITABLE and IT IS NO LONGER POSSIBLE CANCEL THE ENTIRE PROCESS

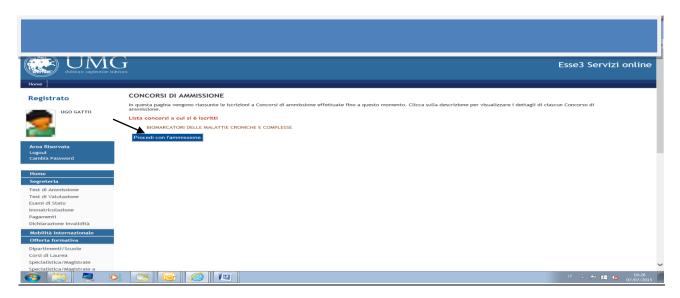
After completing the online application click on "Stampa la domanda di ammissione" (Print the application) and print the invoice of the fee for the selection process participation of  $\in$  50 to be made by PagoPa not later than 18.10.2021.

Go to "Menu" (at the top right), "Segreteria", "Pagamenti", on the left of the screen in blue will appear the invoice number: click on the invoice number and will appear two options to payment the fee for the selection process participation with PagoPA (home banking or print AVVISO PER PAGOPA).

Pay with PagoPA (online mode): allows you to choose between the payment instruments available: credit or debit card or prepaid card on the main circuits. Payment can be made with any credit card by selecting one of the banks that appear in the mask even if the credit card was issued by a bank other than those indicated.



If you have already uploaded online your application for admission to a competition and you want to register for another/other competition/s, click on "Segreteria", "Test di Ammissione" and then click on "Procedi con l'ammissione".



Please note that for any technical and/or operational problem you can send a ticket at the following link: <a href="http://www.asi.unicz.it/helpdesk/">http://www.asi.unicz.it/helpdesk/</a>.

The procedures for submitting the application and all the requirements are defined in Article 4 of the call for applications.