

ENROLMENT NOTICE
ENROLMENT TO RESEARCH DOCTORATE (Ph.D.) PROGRAMMES - XXXVIII CYCLE
AT POLITECNICO DI BARI
ACADEMIC YEAR 2022/2023

CALL FOR APPLICATIONS FOR
XXXVIII DOCTORATE CYCLE GRANTS
AS PART OF THE NATIONAL RECOVERY AND RESILIENCE PLAN (PNRR),
THE AGREEMENT BETWEEN POLITECNICO DI BARI AND INPS AND THE
SURFACE PROJECT (ERC-STARTING GRANT)
A.A. 2022/2023

PhD Call – Ref. Rectoral Decree no. 223/2023

Admitted candidates that, according to the Rectoral Decree no. 480/2023, result as **winners** of the Call **must send**, via e-mail (at post-lauream@poliba.it), the following documents **not later than Monday, 3rd April 2023 (09:00 a.m.)**:

- a. **ENROLMENT FORM**, drafted according the dedicated “Enrolment Form – PNRR / INPS / ERC”, attached to this Notice and available at the following link <http://www.poliba.it/it/dottorati-di-ricerca>. The form must be filled in, signed and named as follows: “Enrolment – *Surname and Name*”;
- b. **Italian HEALTH INSURANCE CARD**, named as follows “Fiscal Code – *Surname Name*”; candidates residing abroad who don’t have the Italian Fiscal Code will comply with this requirement once arrived in Italy;
- c. **CURRICULUM VITAE** without personal details.

Once candidates send the listed document, **they are subject to the payment of the Enrolment fee**.

After receiving the above-mentioned documents, **starting from Monday 3rd April 2023 (10:00 a.m.)**, **Post-Lauream Office** will:

1. Carry out a pre-enrolment procedure for each candidate on Esse3 Platform;
2. Send, via e-mail, the **INSTRUCTIONS IN ORDER TO COMPLETE THE PRE-ENROLMENT PROCEDURE** to each interested candidate.

ATTENTION: the deadline for the completion of pre-enrolment procedure is **Wednesday, 5th April 2023**; **therefore** the Enrolment fee payment must be carried out within the above-mentioned deadline, according to the described instructions.

ATTENTION:

- **Winners who are already PhD Students at Politecnico di Bari**, before beginning the enrolment procedure, must send the **waiver of the PhD Programme**, to which are currently enrolled, **not later than Friday, 31st March 2023**, according to the following procedure:
 - Compilation of the dedicated Waiver form (<https://www.poliba.it/it/dottorati-di-ricerca> - Modulistica Generale / *Forms for General Procedures*)
 - Sending of the form, duly filled in and signed, to post-lauream@poliba.it;
 - Payment of the virtual stamps on Esse3 (€ 16) for the waiver.

Post-Lauream Office will carry out the closure of the related career on Esse3. Candidates, then, will carry out the enrolment procedure according to the above-mentioned indications.

N.B. The enrolment procedure implies the acceptance of the allocated scholarship.

Candidates will not receive any enrolment confirmation.

FEE AND CONTRIBUTIONS FOR ACCESSING TO DOCTORAL PROGRAMMES

All admitted Ph.D. students will not pay university fees as they are only required to pay the **virtual stamp and the fee for the right to study (ADISU – Apulian Regional Body for the Right to University Education)** and must comply with the regulations established within Fees and Contributions Regulations of Politecnico di Bari.

Politecnico di Bari automatically receives the **ISEE Certificates** in order to calculate the fee amount of ADISU. Declarations must be available in the proper and definitive version on the INPS portal within 31.12 of the calendar year of registration or enrolment (for A. Y. 2022/23 within 31 December 2022).

If ISEE is not available within the deadline, it will be applied the maximum fee amount.

Enrolment fee amount is 136 € and includes the first part of Regional Tax for the right to study (€ 120) and the virtual stamp (€ 16). The amount of the tax for the right to study is divided into 3 sections which are related to the income – respectively €120, €140 and € 160. Therefore, on the basis of the value indicated on ISEE Certificate, the other part will be billed on Esse3 Ph.D. student. All the payments must be carried out through PagoPA system, which guarantees electronic payments to public administrations in a safe and reliable way (click on the link to consult information, payment methods and user guide for PagoPA: <http://www.poliba.it/it/didattica/bacheca/pagopa>).

Thus, these payments will be automatically recorded on Politecnico di Bari management system almost at the same time of the payment.

NON-ITALIAN PH.D. STUDENTS – PH.D. STUDENTS WITH A FOREIGN QUALIFICATION

Non-Italian winners with a foreign qualification must carry out the enrolment procedure according to the above-mentioned instructions and must, furthermore, send via e-mail to Post-Lauream Office (postlauream@poliba.it) – **best before the beginning of the courses (April 1st, 2023)** – the following documents:

- a) University degree certification;
- b) Translation (in English language) of the University degree – the translation must be carried out by an official translator or it must be a legalized translation according to the current law;
- c) Dichiarazione di Valore (DoV – Declaration of Value) issued by the Italian Diplomatic Authority of the Country where the qualification was obtained;
- d) Italian Fiscal Code (to be asked at the Italian Embassy/Consulate in the own Country or at Agenzia delle Entrate if already in Italy)
- e) Residence permit (only for non-EU Ph.D. students), if already available.

Documents required at points b) and c) can be replaced by Diploma Supplement, issued by the University where the qualification was obtained.

Politecnico di Bari may require to show the original documents in case of doubts regarding the validity of the qualification.

Non-EU citizens who apply for a study VISA (*Universality procedure*) may need a certificate of admission and/or enrolment regarding the scholarship. In this case it is possible to ask for a certificate at the following link: <http://www.poliba.it/it/dottorati-di-ricerca> -> “Forms for general procedures” on the right menu.

POLIBA ACCOUNT

The enrolled Ph.D. students will receive a welcome communication to the account indicated during the registration – around two weeks after the enrolment and in any case not before April 15th 2023 – containing the University email address (userEsse3@phd.poliba.it) which will be the only official channel of communication between Politecnico di Bari and the same Ph.D. student. Ph.D. students are kindly asked to wait for the official communication from Post-Lauream Office.

PH.D. SCHOLARSHIP

Ph.D. students must register within INPS system (*gestione separata*) through the INPS website.

Waiver of the Ph.D. scholarship – occurred at any time during the doctoral career – implies the waiver of the Ph.D. Programme.

In case of waiver of the Ph.D. scholarship, the winner must fill in the appropriate form at the following link <http://www.poliba.it/it/dottorati-di-ricerca> (“Forms for general procedures” on the right menu) and carry out the virtual stamp payment (€ 16).

EVENTUALI RINUNCE

Il vincitore che non intende accettare il posto è tenuto a darne immediata comunicazione a mezzo mail all’indirizzo di posta elettronica post-lauream@poliba.it. Ai sensi dell’art. 11 del Bando di concorso, la mancata immatricolazione nei termini prescritti dall’Avviso sarà considerata rinuncia allo status di vincitore di concorso con conseguente decadenza dalla graduatoria.

IN CASE OF WAIVERS

Winner who does not intend to accept the position must immediately inform Post-Lauream Office via e-mail (post-lauream@poliba.it). According to art. 11 of the Ph.D. Call, failure to carry out the enrolment procedure will be considered as a waiver of the Ph.D. student status.

For any additional information/explanation you might need, please contact Post-Lauream Office (post-lauream@poliba.it).