

Direzione Gestione Risorse e servizi  
Istituzionali  
Settore Ricerca e Relazioni Internazionali  
Post-Lauream Office

NOTICE FOR  
ENROLMENT TO RESEARCH DOCTORATE (Ph.D.) PROGRAMS – XXXV CYCLE  
AT POLITECNICO DI BARI  
ACADEMIC YEAR 2019/2020

THE ONLINE ENROLMENT PROCEDURE REQUIRES TO UPLOAD SOME DOCUMENTS: MAKE SURE IN ADVANCE YOU HAVE THEM AVAILABLE IN PDF FORMAT

### CANDIDATES ADMITTED

Admitted candidates to courses are the winners of the competition. Scholarships can be granted on the base of final ranking list of each Ph.D. programme.

**Admitted candidates must enroll not later than 11.59pm on 10/12/2020.**

### ENROLMENT PROCEDURE

#### Access the ESSE3 University Portal

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Click on SEGRETERIA on the right side

Click on REGISTRATION (menu on the right)> ENROLMENT (button at the bottom of the page)> STANDARD REGISTRATION> REGISTRATION FOR PROGRAMMED ACCESS COURSES> RESEARCH DOCTORAL COURSE and finally on the chosen doctoral course.

Continue with entering the requested data. (Click on Proceed)

Please follow the instructions provided by the system and upload the identity document and a passport size photograph.

Pay enrolment fee (€ 136) not later than 12 Effettuare il **pagamento** della Tassa di immatricolazione entro il termine del 10/12/2020.

On the "Enrolment application form" page, enter the following documents

1. **Scan of the fiscal code card or health card named as follows:** "01.Fiscal code-*Surname and first name*".
2. **36th cycle enrolment form attached to this notice and available at the link:** <http://www.poliba.it/it/dottorati-di-ricerca> -> select the selected Ph.D. programme, -> Communications and forms -> Enrolment 36th cycle completed, signed, scanned and named as follows: "02.Enrolment-*Surname and first name*".
3. (only for non-EU admitted candidates) Scan of Residence permit - if already available.

Proceed by entering documents as requested. At the end, print the enrolment application.

Candidates admitted to more than one Ph.D. programme have to e-mail Post-Lauream Office ([post-lauream@poliba.it](mailto:post-lauream@poliba.it)) to choose the Ph.D. they want to enrol to.

### FEE AND CONTRIBUTIONS FOR ACCESSING TO DOCTORAL PROGRAMMES



Politecnico  
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Il futuro alla portata di tutti

All admitted doctoral students do not have to pay university fees, as they are only required to pay the virtual stamp and the fee for the right to study (ADISU); they are required to flow fees and contribution regulation of Politecnico di Bari.

Politecnico di Bari gets automatically 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. A. 2020/21 within 31 December 2020).

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

Enrolment fee amount is 136 € and sums the first part of Regional Tax for the right to study (120 €) and stamp duty (16 €).

The amount of the tax for the right to study is divided into 3 sections related to income, respectively 120, 140, and 160 euros. Therefore, basing on ISEE value, the other parts will be available in Esse3, during the following months.

All payments must be done with PagoPA system, which guarantees electronic payments to the public administration in a safe and reliable way. It is an initiative promoted by the Presidency of the Council of Ministers to which every public administration is obliged to adhere.

In order to make the payment, simply go to "payments" section of the reserved area to find the invoice to be paid and choose if:

- pay online: click on the "Pay online" button and select from:
- credit card, relying on one of the proposed banking institutions;
- home banking: search in the list his own banks, select it to proceed with the payment.
- payment with "Notice of payment": click on the "Notice of payment" button and print the payment notice to be presented to one of the authorized undertaking or one of the credit institutions that are members of the PagoPA system.

The payment will be automatically recorded on management system of Politecnico almost at the same time of the payment.

Guide to use

Enrolled students will receive a personal welcome email address after about two weeks from enrolment, indicating the University's email address (name.surname@poliba.it) which, from that moment, will be the only official communication channel between the Politecnico di Bari and the PhD student.

## **SCHOLARSHIP**

Ph.D. students has to register to INPS (gestione separata), which can be carried out online from the INPS website.

Ph.D. students with scholarships, monthly payment notices and annual certifications (INPS and CUD certifications) will be available only in CSAWEB at <https://csaweb.poliba.it/>. Also in this case, access to the system takes place using the tax code and the temporary password for accessing the University's online services: POLIBA.

In case of waiver or suspension of the PhD scholarship, the winner must fill in the appropriate form at the link:

<http://www.poliba.it/it/didattica/dottorati-di-ricerca> -> select the proper Ph.D. programme -> Communications and forms -> Waiver or suspension of the Doctorate and scholarship and provide it according to the guideline.

## **ELIGIBLE CANDIDATES NOT ADMITTED**

Eligible candidates not admitted are not allowed to enrol to the doctoral course. However, in the event of any waiver, other positions will be available on the base of the ranking list. As foreseen by the competition announcement, the Post-Lauream office will communicate directly to the concerned applicant to the e-mail address indicated in Esse3 during the online application.



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## POSSIBLE WAIVERS

If admitted candidates want to waive to Ph.D. programme, these students are requested to inform Post-lauream office as quickly as possible. Please send an e-mail to: [post-lauream@poliba.it](mailto:post-lauream@poliba.it). They only need to pay stamp duty to complete the procedure.

## FOREIGN ADMITTED CANDIDATES

Applicants with a foreign degree are admitted under condition and, if admitted to the Ph.D. program, must provide, by e-mail ([post-lauream@poliba.it](mailto:post-lauream@poliba.it)) the certification of their degree and the transcripts, containing all exams and their grades, legally translated by the embassy/consulate of the country where the degree was obtained. The value certification must also state the degree held by the candidate allows him/her to enrol a Ph.D. level program in his/her country.

They have also to provide to the Post-lauream Office, before Courses beginning (November 1, 2020) a copy of the following documents:

- a) university degree;
- b) translation into Italian of the degree, carried out by an official translator and legalized according to current legislation;
- c) Declaration of Value to be requested from the Italian diplomatic authority in the country in which the qualification was awarded;
- d) Italian tax code identification (to be requested to the Embassy / Consulate of the country to the Revenue Agency, once in Italy);
- e) residence permit (for non-EU doctoral students only).

Documents referred to points b) and c) may be replaced by the Diploma Supplement, issued by the University according to the standards established by the European Commission, the Council of Europe and UNESCO / CEPES.

Politecnico di Bari reserves the right to request the Statement of Validity (Dichiarazione di Valore in loco) in any case where there are doubts about the validity of the title.

Non-EU citizens applying for a study VISA may need a certificate of admission to the courses/ enrolment and/or benefit of the scholarship: in this case it is possible to request a certificate of registration at the link:

<http://www.poliba.it/it/dottorati-di-ricerca> -> select the proper Doctorate programme -> Communications and forms -> Request for a PhD certificate.

The admission of PhD students who have not yet obtained the degree, will be admitted under condition. The candidate will be required to submit a self-certification (DPR n. 445/2000) concerning the obtainment of the degree, by detailing the University where the degree has been issued.