

**NOTICE**  
**“PROCEDURE FOR ENROLMENT TO PHD PROGRAMMES XXXIX CYCLE”**

**CALL FOR FURTHER PH.D. GRANTS - XXXIX CYCLE (POLITECNICO DI BARI)**  
**A.Y. 2023/2024 - Rectoral Decree no. 1387/2023**

Candidates willing to enrol to the Ph.D. to which they resulted admitted in accordance with the General Ranking list and Grants Allocation must carry out the following enrolment procedure:

**STEP 1: SENDING DOCUMENTATION**

**Each admitted candidate willing to enrol must send via e-mail at [post-lauream@poliba.it](mailto:post-lauream@poliba.it) the following documents, not later than Wednesday, January 31<sup>st</sup> 2024:**

- a. **ENROLMENT FORM**, drafted according the dedicated “*Enrolment Form*”, attached to this Notice and available at the following link [www.poliba.it/it/dottorati-di-ricerca](http://www.poliba.it/it/dottorati-di-ricerca). The form must be filled in, signed and named as follows: “*Enrolment – Surname and Name*”;
- b. **Scan of IDENTITY DOCUMENT**, by naming the file as follows: “*Document - Surname and Name*”
- c. **Scan of the 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;
- d. **CURRICULUM VITAE without personal details** (i.e. *pictures, addresses, contacts and signatures*).

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

**After receiving the above-mentioned documents**, 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.

**STEP 2: PRE-ENROLMENT COMPLETION**

Step 2 is possible only after the correct completion of Step 1 and only after receiving the e-mail from Post-Lauream Office concerning the instructions to complete the pre-enrolment procedure.

During this phase, the candidate must:

- **Carry out the payment** within 3 days after receiving the above-mentioned e-mail;
- **Documentation upload** through the section “*Carriera*” of Esse 3 Platform, within “*Attachments*” area--> see documents *a, b, c* and *d* of Step 1.

**Candidates will not receive any enrolment confirmation.**

**CLARIFICATIONS FOR ADMITTED CANDIDATES WITH SCHOLARSHIP**

Candidates who resulted winner with scholarship within the R.D. of the General Ranking list and Grants Allocation, **must obligatory complete** the dedicated section “***Ph.D. scholarship acceptance (for admitted candidates with scholarship on the ranking list)***” within the enrolment form, by taking care in filling in the above-mentioned section for each declaration.

**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. 2023/24 within 31<sup>st</sup> December 2023).

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

**Enrolment fee amount** is € 136,00 and includes the first part of Regional Tax for the right to study (€ 120,00) and the virtual stamp (€ 16,00).

The amount of the tax for the right to study is divided into 3 sections which are related to the income – respectively € 120,00, €140,00 and € 160,00. 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 admitted candidates or admitted candidates with a foreign qualification must carry out the enrolment procedure as indicated in the above instructions and **must, as well, send** via e-mail to Post-Lauream Office ([postlauream@poliba.it](mailto:postlauream@poliba.it)) – **best before the beginning of the courses** – the scan of 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) - as soon as 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 (University 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> -> “Modulistica generale” on the right menu.

## POLIBA ACCOUNT

The enrolled Ph.D. students will receive a welcome communication to the account indicated during the registration 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. Pending the reception of the communication, candidates are invited to contact – starting from 1st February 2024 – their Supervisor and/or Coordinator of the Ph.D. Programme.

#### **FULFILMENTS FOR PH.D. SCHOLARSHIP BENEFICIARIES**

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

Ph.D. students with scholarships can consult on CSAWEB (<https://csaweb.poliba.it/>) their monthly payment slip only and their annual certifications (INPS and CUD). Also in this case, the access to the system is carried out by using the fiscal code and the temporary password for accessing the University online services: POLIBA.

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