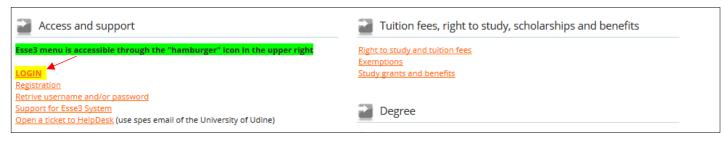
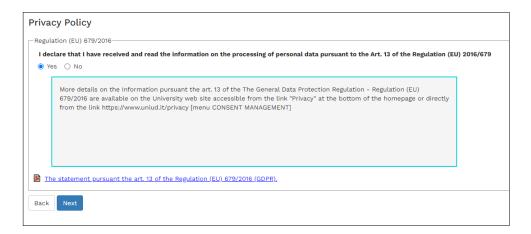
2. HOW TO APPLY FOR A COMPETITION

1. Connect to the following link https://uniud.esse3.cineca.it/Home.do and click Login. Enter username (name.surname) and password to access the Reserved Area.

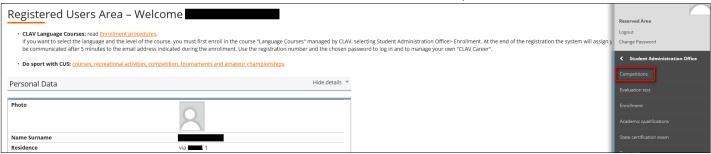




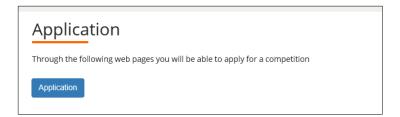




2. From the left menu, click on "Student Admission Office" and select the item "Competions".



3. Click on "Application".



4. Select the Ph. D programme you are interested in.



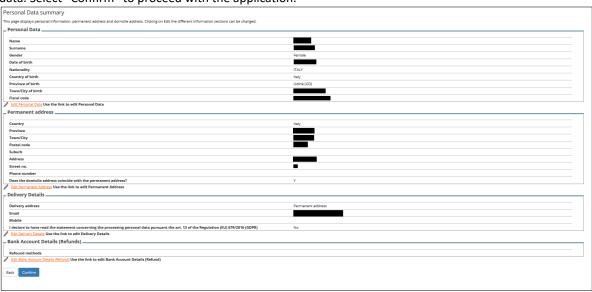
5. Choose the Ph. D programme.



6. Select the competition



7. The system shows your personal data entered during the registration to the website. Using the "Edit" button you can modify the data. Select "Confirm" to proceed with the application.



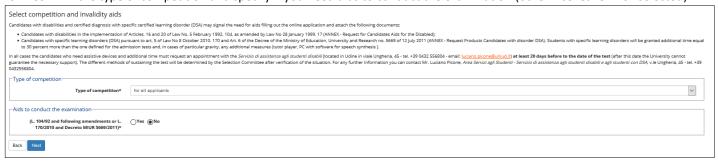
8. You have to select the type of competition you are interested in: Competition for all applicants or Competition Reserved to applicants with specific requirements (read carefully the notice of competition to check the characteristics of the reserved positions). If the competition does NOT include reserved positions, it is still necessary to select the PhD course from the drop-down menu to continue.



9. If the PhD course involves more curricula, select the one of interest.



10. Confirm the type of competition and specify if you need aids to conduct the examination (otherwise leave "No" selected).



If you have to declare an invalidity/DSA status, enter the data.



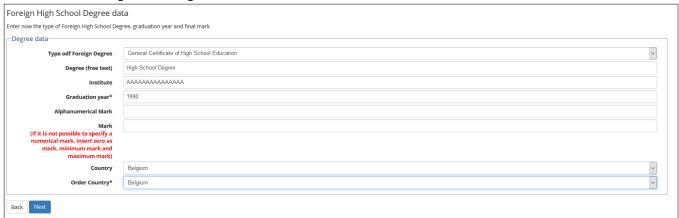
11. Enter the High School Degree and then the Academic qualification that allows you to apply for the competition. If you have an Italian degree, enter data of your Laurea or Laurea magistrale or Laurea specialistica. If you have a foreign degree, enter its data.

HIGH SCHOOL DEGREE SECTION

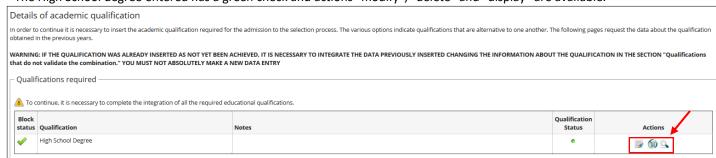




• Enter data of the High School Degree



• The High School degree entered has a green check and actions "modify", "delete" and "display" are available.



ACADEMIC QUALIFICATION

ENTER THE ACADEMIC QUALIFICATION WHICH ALLOWS YOU TO APPLY FOR THE COMPETIOTIN (LAUREA VECCHIO ORDINAMENTO, LAUREA SPECIALISTICA, LAUREA MAGISTRALE o FOREIGN DEGREE).

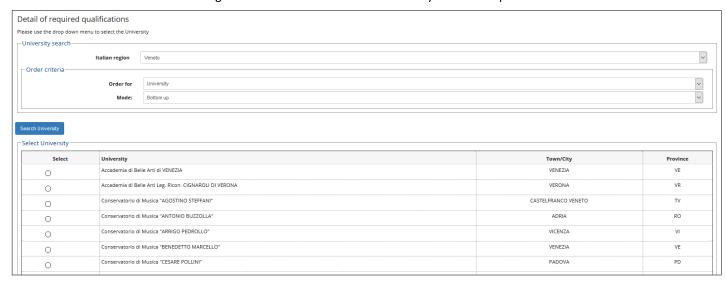
See section A "APPLICANT WITH A DEGREE **OBTAINED** (or **NOT YET OBTAINED**) IN ITALY" to get information how to enter an <u>Italian</u> <u>degree</u>.

See section **B** "APPLICANT WITH A DEGREE **OBTAINED** (or **NOT YET OBTAINED**) **ABROAD**" to get information how to enter a <u>foreign</u> <u>degree</u>.

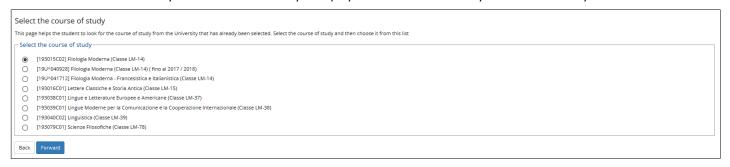


A) APPLICANT WITH A DEGREE OBTAINED (or NOT YET OBTAINED) IN ITALY

Search the Region where the qualification was obtained using the drop down menu and click on "Search University". The page shows a list of Universities in the selected Region. Choose from the list the University where the qualification was obtained.

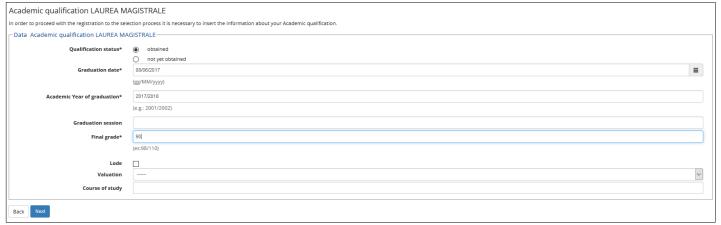


A list of the courses offered by the selected University is displayed. Select from the list your course of study.

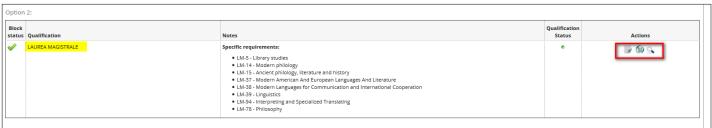


Enter information about your qualification:

- obtained or not yet obtained
- (if already obtained) date of graduation, academic year, grade, etc.

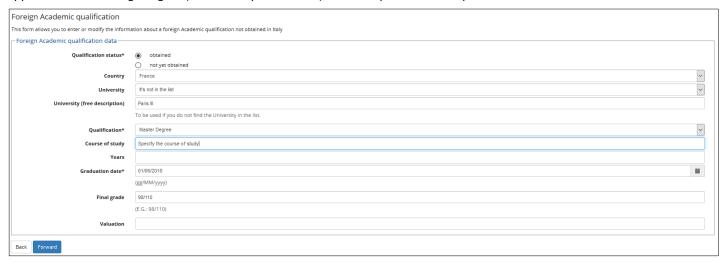


After entering the information about the academic qualification, you return to the previous web page. Your qualification has a green check and actions "modify", "delete" and "display" are available.



B) APPLICANTS WITH A DEGREE OBTAINED (or NOT YET OBTAINED) ABROAD

Applicants with a foreign degree (even if not yet obtained) must complete all the required fields.



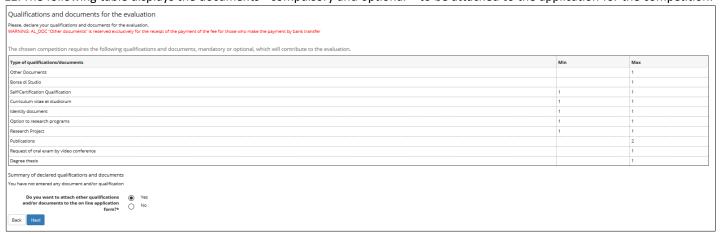
After entering the information about the foreign qualification, click "Forward". You return to the previous webpage: your qualification has a green check and actions "modify", "delete" and "display" are available.



You can "modify", "delete" and "display" the Degree insert.

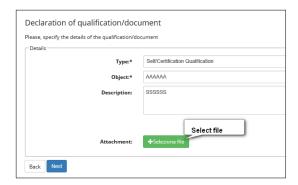


12. The following table displays the documents - compulsory and optional - to be attached to the application for the competition.

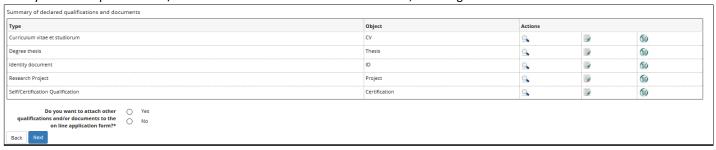


Documents with Min. 1 are compulsory for all the applicants. Some optional documents (eg. publications) have a Max number of attachments to upload. Choose "Yes" to the question "Do you want to attach other qualifications and/or documents?" to upload the first document and then click "Next".

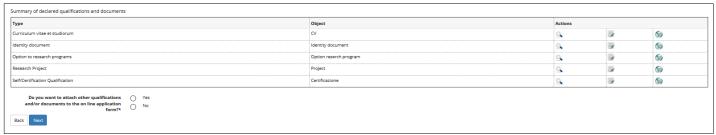
13. The form "Declaration of qualification/document" opens. Select the "Type" using the drop down menu, insert the "Object" of it and, optionally, insert a description. Attach the file searching it with "Browse". By clicking "Next" you come back to the previous form.



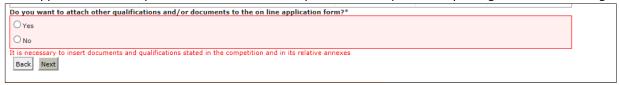
14. The qualification just added is displayed under "Summary of declared qualifications and documents". It is possible to view, modify or delete qualifications/documents. To add an additional document, select again "Yes".



If you have finished to upload attachments, select "No" to the question "Do you want to attach other qualifications and/or documents?" and continue.



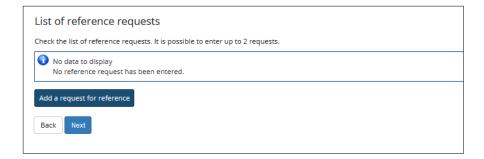
If the applicant does not upload the correct number of qualifications required the system gives an error message.



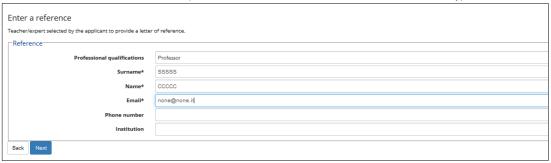
Confirm qualifications and documents uploaded.



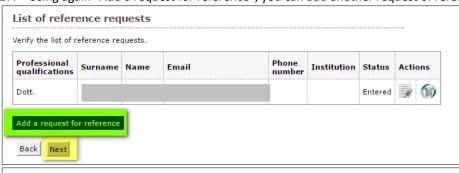
15. <u>If provided for the competition (refer to the Tables of the Notice)</u>, you can send a **request of reference** to a teacher/expert (the maximum number of references is specified in the Tables).

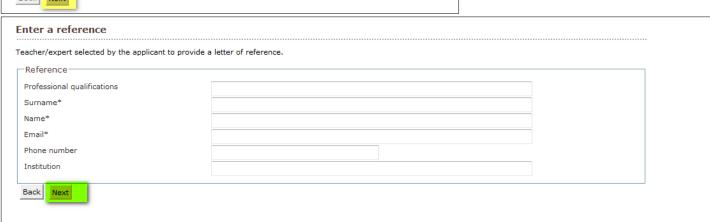


16. Enter the data of the referee (surname, name and email address are mandatory).

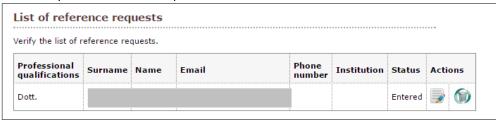


17. Using again "Add a request for reference", you can add another request of reference.





18. The system resume the requests of reference



LETTERS OF REFERENCE

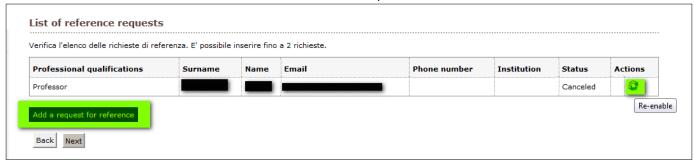
With regard to the Letters of reference, it is possible to:

a) send a reminder to the entered referees (the status will be "reminder sent"). If the referee has sent a letter of reference, it is in status "Sent".

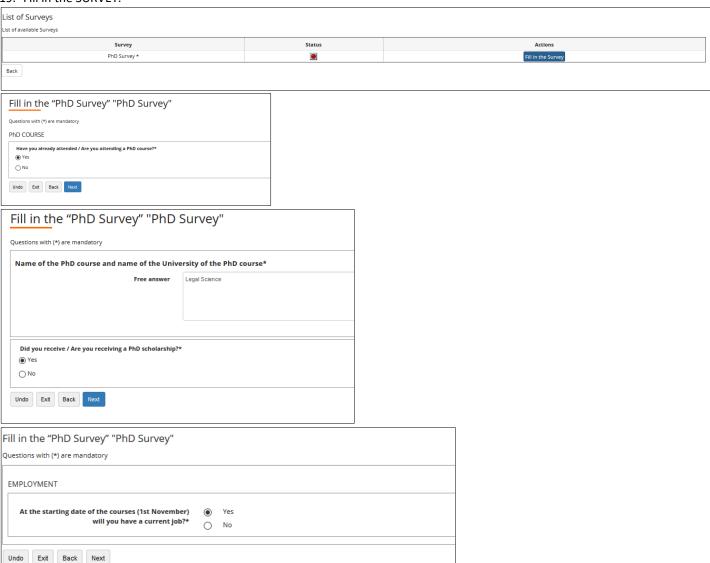
b) delete the name of one referee. In this case, the system sends an email to the referee concerning the deletion of his/her name;

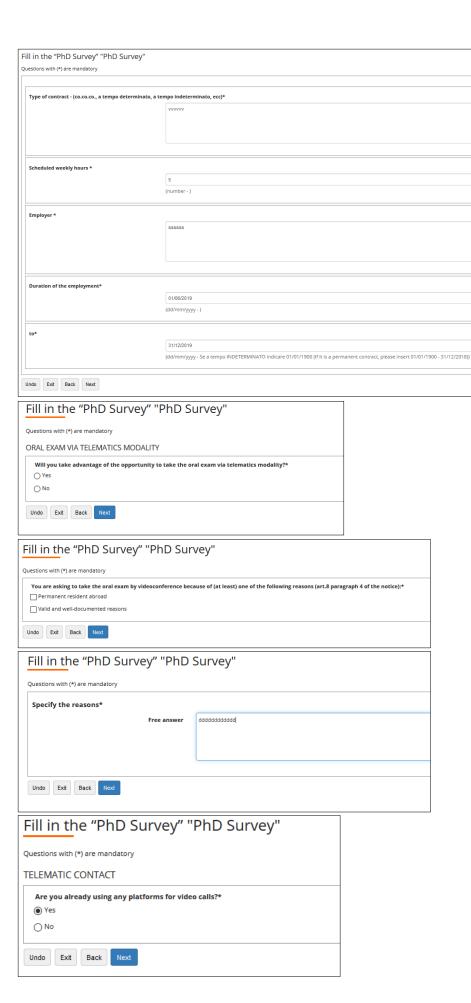


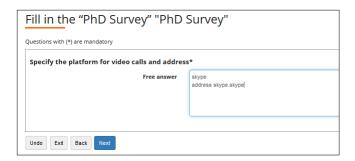
c) enter a new name instead of the deleted referee or re-enable the request to the referee deleted.



19. Fill in the SURVEY.



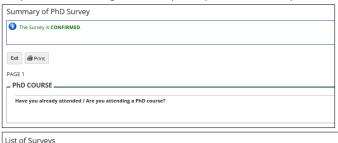


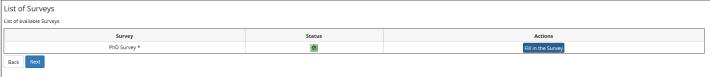


The system displays a warning if the Survey is completed or not. The information in the Survey are saved only when the Survey is CONFIRMED. After confirming the survey, it is not possible to change the information entered.

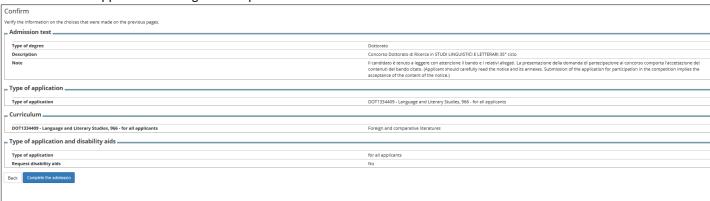


Only after confirming the Survey, it is possible to complete the on line application

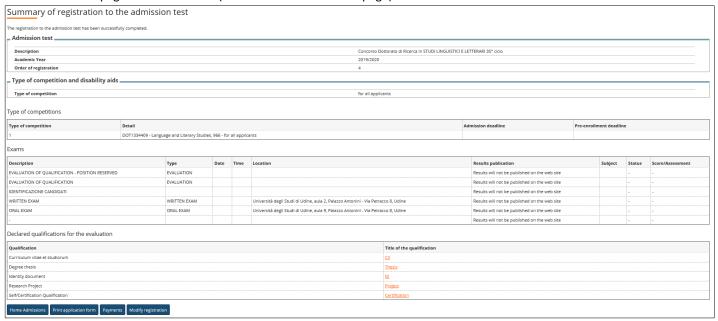




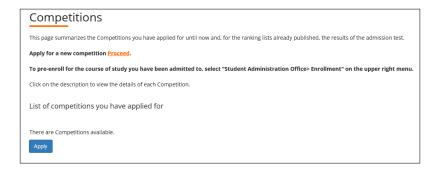
20. Confirm the application clicking on "Complete the admission"



21. The last webpage allows 4 actions (look at the bottom of the page).

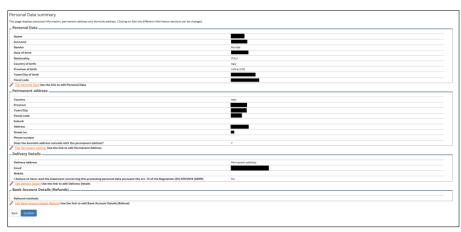


- a) Home Admission you can return to the initial screen where you can:
 - Apply for a new competition
 - display the list of competitions in which you are registered and access to one of them.



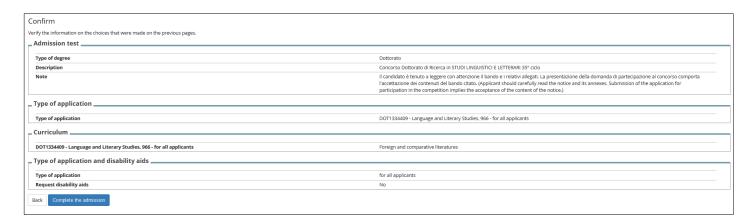
- b) Print application form You may download the application form (to be retained by the applicant)
- c) Payments It allows you to pay the fees or/and to view the details of the payments already made.
- d) **Modify registration** It allows you to make changes or additions to the sumitted application. For this purpose select "Application", confirm your personal data and continue.





WARNING

If you modify the application, you must continue until the end of the process and click "Complete the admission" in order to allow the system to implement the changes.



The application form printed for the admission to the selection must include all the updates of the last version of the application.