

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.

Access and support

Esse3 menu is accessible through the "hamburger" icon in the upper right

LOGIN

[Registration](#)
[Retrieve username and/or password](#)
[Support for Esse3 System](#)
[Open a ticket to HelpDesk](#) (use spes email of the University of Udine)

Tuition fees, right to study, scholarships and benefits

[Right to study and tuition fees](#)
[Exemptions](#)
[Study grants and benefits](#)

Degree

Privacy policy

In the following pages you can proceed with the privacy consents

[Privacy policy](#)

Privacy Policy

Regulation (EU) 679/2016

I declare that I have received and read the information on the processing of personal data pursuant to the Art. 13 of the Regulation (EU) 2016/679

Yes No

More details on the information pursuant the art. 13 of the The General Data Protection Regulation - Regulation (EU) 679/2016 are available on the University web site accessible from the link "Privacy" at the bottom of the homepage or directly from the link <https://www.uniud.it/privacy> (menu CONSENT MANAGEMENT)

[The statement pursuant the art. 13 of the Regulation \(EU\) 679/2016 \(GDPR\)](#)

[Back](#) [Next](#)

Registered Users Area - Welcome

CLAV Language Courses: read [enrollment procedures](#)
If you want to select the language and the level of the course, you must first enroll in the course "Language Courses" managed by CLAV, selecting Student Administration Office-Enrollment. At the end of the registration the system will assign you a registration number which will be communicated after 5 minutes to the email address indicated during the enrollment. Use the registration number and the chosen password to log in and to manage your own "CLAV Career".

Do sport with CUS: [courses, recreational activities, tournaments, tournaments and athletic championships](#)

Personal Data [View details](#)

Photo

Name Surname

Residence

tel:0000000000

Denote

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

Registered Users Area - Welcome

CLAV Language Courses: read [enrollment procedures](#)
If you want to select the language and the level of the course, you must first enroll in the course "Language Courses" managed by CLAV, selecting Student Administration Office-Enrollment. At the end of the registration the system will assign you a registration number which will be communicated after 5 minutes to the email address indicated during the enrollment. Use the registration number and the chosen password to log in and to manage your own "CLAV Career".

Do sport with CUS: [courses, recreational activities, tournaments, tournaments and athletic championships](#)

Personal Data [View details](#)

Photo

Name Surname

Residence

tel:0000000000

Reserved Area

- Logout
- Change Password
- Student Administration Office
- Competitions**
- Enrollment area
- Enrollments
- Students' sport courses
- Take certification exams

3. Click on "Application".



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



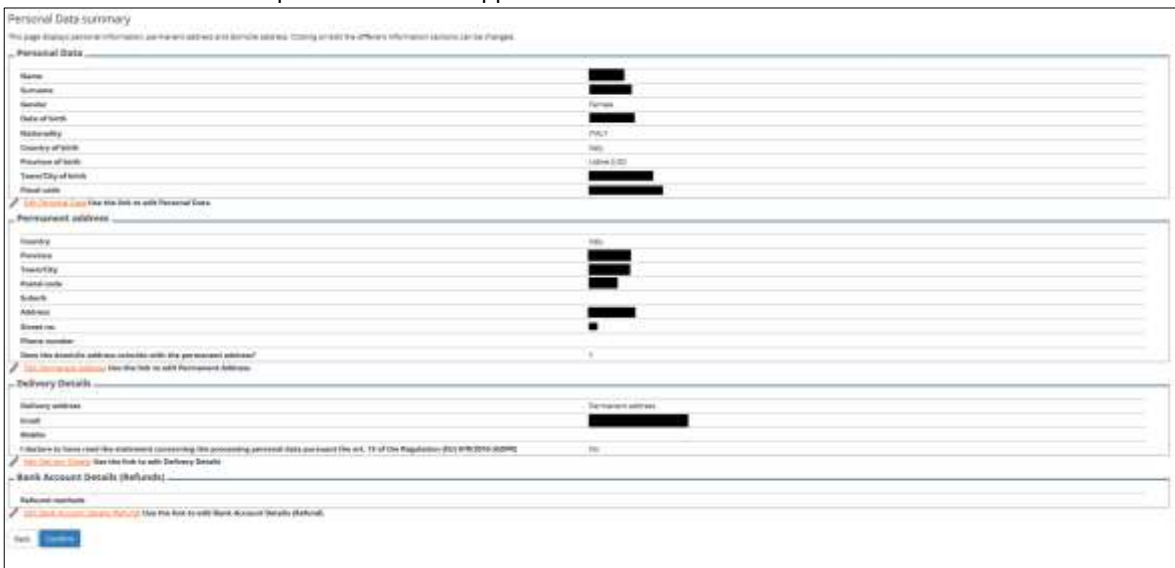
5. Choose the Ph. D programme.



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.

Type of application
Express your preference about the application

Select the type of Competition

Competition*

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

Curriculum
Select the curriculum

DOTT13QUBS - Agricultural Sciences and Biotechnology, 905 - for all applicants

Curriculum*

Back Next

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

Select competition and invalidity aids

Candidates with disabilities and certified disabled with specific certified hearing disorder (SSA) may signal the need for aids filling out the online application and attach the following documents:

- Candidates with disabilities in the implementation of Articles 18 and 22 of Law No. 4 February 1999, 136, as amended by Law No. 22 January 1999, 17 (PP001 - Request for Candidate Aids for the Disabled)
- Candidates with specific learning disorders (SLD) pursuant to art. 8 of Law No. 8 October 2010, 170 and art. 8 of the Decree of the Ministry of Education, University and Research no. 5849 of 12 July 2011 (MUR011 - Request Procedure Candidates with disorder (SDA) Students with specific learning disorders will be granted additional time equal to 30 seconds more than the one defined for the admission tests and, in case of particular gravity and additional measures (blue paper, RC side software for speech synthesis).

In all cases the candidates who need auxiliary devices and additional time must request an appointment with the Service of assistance apt students/disabled (Support in Learning in Viale Lingheria, 45 - tel. +39 0422 256336 - email: supporto@univr.it) at least 30 days before the date of the test (after this date the University cannot guarantee the necessary support). The different methods of sustaining the test will be determined by the Selection Committee after verification of the situation. For any further information you can contact tel. Susanna Piccini, Area Service apt Students - Service of assistance apt students/disabled apt students (0424 - via Lingheria, 45 - tel. +39 0422 256336).

Type of competition

Type of competition*

Aids to conduct the examination

No Yes No

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

Disability declaration

This page shows all the declarations of invalidity. In this web page you are able to view the details and, if necessary, proceed with the alteration.

List of Invalidity/DSA declarations

There are no Invalidity/DSA declarations

Click to view Invalidity/DSA declaration

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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

Details of academic qualification

In order to continue it is necessary to insert the academic qualification required for the admission to the selection process. The various options indicate qualifications that are alternative to one another. The following pages request the data about the qualification obtained in the previous years.

WARNING: IF THE QUALIFICATION WAS ALREADY INSERTED AS NOT YET BEEN ACHIEVED, IT IS NECESSARY TO INTEGRATE THE DATA PREVIOUSLY INSERTED CHANGING THE INFORMATION ABOUT THE QUALIFICATION IN THE SECTION "Qualifications that do not validate the combination." YOU MUST NOT ABSOLUTELY MAKE A NEW DATA ENTRY

Qualifications required

To continue, it is necessary to complete the integration of all the required educational qualifications.

Block status	Qualification	Notes	Qualification Status	Actions
<input checked="" type="checkbox"/>	High School Degree		<input checked="" type="checkbox"/>	<input type="button" value="Insert"/>

Detail of required qualifications

In order to proceed it is necessary specify the Country where the Degree was obtained.

Degree Country

High School Degree: Italian Foreign

Obtained at: Italian institute Foreign institute (not Italian)

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- Enter data of the High School Degree

Foreign High School Degree data

Enter now the type of Foreign High School Degree, graduation year and final mark.

Degree data

Type of Foreign Degree: General Certificate of High School Education

Degree (free text): High School Degree

Institute: AAAAAAAAAAAAAAAAAA

Graduation year*: 1999

Alphanumerical Mark:

Mark:
(if it is not possible to specify a numerical mark, insert zero as mark, minimum mark and maximum mark)

Country: Belgium

Order Country*: Belgium

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

Details of academic qualification

In order to continue it is necessary to insert the academic qualification required for the admission to the selection process. The various options indicate qualifications that are alternative to one another. The following pages request the data about the qualifications obtained in the previous years.

WARNING: IF THE QUALIFICATION WAS ALREADY INSERTED AS NOT YET BEEN ACHIEVED, IT IS NECESSARY TO INTEGRATE THE DATA PREVIOUSLY INSERTED CHANGING THE INFORMATION ABOUT THE QUALIFICATION IN THE SECTION "Qualifications that do not validate the combination." YOU MUST NOT ABSOLUTELY MAKE A NEW DATA ENTRY

Qualifications required

To continue, it is necessary to complete the integration of all the required educational qualifications.

Block status	Qualification	Notes	Qualification Status	Actions
✓	High School Degree		■	  

ACADEMIC QUALIFICATION

ENTER THE ACADEMIC QUALIFICATION WHICH ALLOWS YOU TO APPLY FOR THE COMPETITION (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 Italian degree.

See section B “APPLICANT WITH A DEGREE OBTAINED (or NOT YET OBTAINED) ABROAD” to get information how to enter a foreign degree.

Alternative qualifications

In order to continue it is necessary to insert the data of at least one block option. The options display qualifications that are alternatives to one another:

Option 1:

Block status	Qualification	Notes	Qualification Status	Actions
✓	LAUREA		■	Insert

Option 2:

Block status	Qualification	Notes	Qualification Status	Actions
✓	LAUREA MAGISTRALE	Specific requirements: <ul style="list-style-type: none"> • LM-5 - Literary studies • LM-14 - Modern philology • LM-15 - Ancient philology, literature and history • LM-37 - Modern American And European Languages And Literature • LM-38 - Modern Languages for Communication and International Cooperation • LM-39 - Linguistics • LM-84 - Interpreting and Specialized Translating • LM-78 - Philosophy 	■	Insert

Option 3:

Block status	Qualification	Notes	Qualification Status	Actions
✓	LAUREA SPECIALISTICA		■	Insert

Option 4:

Block status	Qualification	Notes	Qualification Status	Actions
✓	FOREIGN QUALIFICATION		■	Insert

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.

Detail of required qualifications

Please use the drop down menu to select the University

University search

Italian region: Veneto

Order criteria

Order for: University

Mode: (button up)

Search University

Select university

Select	University	Town/City	Province
<input type="checkbox"/>	Accademia di Belle Arti di VENEZIA	VENEZIA	VE
<input type="checkbox"/>	Accademia di Belle Arti Leg. Rivon. CIGNAROLI DI VERONA	VERONA	VI
<input type="checkbox"/>	Conservatorio di Musica "AGOSTINO STEFFANI"	CASTELFRANCO VENETO	TV
<input type="checkbox"/>	Conservatorio di Musica "ANTONIO BUZZOLLA"	ADRIA	RO
<input type="checkbox"/>	Conservatorio di Musica "ARRIGO PEDRULLO"	VICENZA	VI
<input type="checkbox"/>	Conservatorio di Musica "BENEDETTO MARCELLI"	VENEZIA	VE
<input type="checkbox"/>	Conservatorio di Musica "CESARE POLLINI"	PADOVA	PD

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

Select the course of study

This page helps the student to look for the course of study from the University that has already been selected. Select the course of study and then choose it from this list.

Select the course of study

- [193015C02] Filologia Moderna (Classe LM-14)
- [193014002E] Filologia Moderna (Classe LM-14) (Riv. al 2017 / 2018)
- [1930141712] Filologia Moderna - Francese/italiana (Classe LM-14)
- [193014C01] Lettere Classiche e Diritto Antico (Classe LM-13)
- [193008C01] Lingue e Letterature Europee e Americane (Classe LM-37)
- [193009C01] Lingue Moderne per la Comunicazione e la Cooperazione Internazionale (Classe LM-38)
- [193040C02] Linguistica (Classe LM-39)
- [193079C01] Scienze Filosofiche (Classe LM-78)

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Enter information about your qualification:

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

Academic qualification LAUREA MAGISTRALE

In order to proceed with the registration to the selection process it is necessary to insert the information about your Academic qualification

Data: Academic qualification LAUREA MAGISTRALE

Qualification status* obtained not yet obtained

Graduation date* 09/06/2017

Academic Year of graduation* 2017/2018

Graduation version

Final grade* 93

Laure

Validation

Course of study

Back Forward

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.

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	LAUREA MAGISTRALE	<p>Specific requirements:</p> <ul style="list-style-type: none"> • LM-5 - Library studies • LM-14 - Modern philology • LM-15 - Ancient philology, literature and history • LM-37 - Modern American And European Languages And Literature • LM-38 - Modern Languages for Communication and International Cooperation • LM-39 - Linguistics • LM-94 - Interpreting and Specialized Translating • LM-78 - Philosophy 	*	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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.

Foreign Academic qualification

This form allows you to enter or modify the information about a foreign Academic qualification not obtained in Italy.

Foreign Academic qualification data

Qualification status* obtained
 not yet obtained

Country: France

University: It's not in the list

University (free description): Paris II
To be used if you do not find the University in the list

Qualification*: Master Degree

Course of study: Specify the course of study

Years:

Graduation date*: 14/05/2018
(dd/MM/yyyy)

Final grade: 85/100
(E.E. - 00/100)

Valuation:

Back Forward

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.

Block status	Qualification	Notes	Qualification status	Actions
	FOREIGN QUALIFICATION			

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

Block status	Qualification	Notes	Qualification status	Actions
	FOREIGN QUALIFICATION			

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

Qualifications and documents for the evaluation

Please attach your qualifications and documents for the evaluation.
ATTENTION: All "Other documents" are required exclusively for the reason of the payment of the fee for those who make the payment to bank transfer.

The chosen competition requires the following qualifications and documents, mandatory or optional, which will contribute to the evaluation.

Type of qualifications/documents	Min	Max
Other documents	1	1
Books of Studies	1	1
Self-Certification Qualification	1	1
Curriculum vitae in Italian	1	1
Identity documents	1	1
Option to research programs	1	1
Research Project	1	1
Publications		2
Records of oral exam by video conference		1
Degree thesis		1

Summary of declared qualifications and documents
 You have not entered any document or/and qualification.

Do you want to attach other qualifications and/or documents to this on-line application?
 Yes
 No

Back Next

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.

Declaration of qualification/document

Please, specify the details of the qualification/document:

Details

Type*: SelfCertification Qualification

Object*: XAAAAA

Description: 888888

Attachment:

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".

Summary of declared qualifications and documents

Type	Object	Actions
Curriculum vitae et studiorum	CV	
Degree thesis	Thesis	
Identity document	ID	
Research Project	Project	
SelfCertification Qualification	Certification	

Do you want to attach other qualifications and/or documents to the on line application form? Yes No

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

Summary of declared qualifications and documents

Type	Object	Actions
Curriculum vitae et studiorum	CV	
Identity document	Identity document	
Option in research program	Option research program	
Research Project	Project	
SelfCertification Qualification	Certification	

Do you want to attach other qualifications and/or documents to the on line application form? Yes No

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

Do you want to attach other qualifications and/or documents to the on line application form?*

Yes No

It is necessary to insert documents and qualifications stated in the competition and in its relative annexes

Confirm qualifications and documents uploaded.

Confirm your qualifications and documents for the evaluation

Verify the information concerning the qualifications and documents included in the on line application.

Type	Object
Curriculum vitae et studiorum	CV
Degree thesis	Thesis
Identity document	ID
Research Project	Project
SelfCertification Qualification	Certification

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

List of reference requests

Check the list of reference requests. It is possible to enter up to 2 requests.

No data to display
No reference request has been entered.

Add a request for reference

[Back](#) [Next](#)

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

Enter a reference

Teacher/expert selected by the applicant to provide a letter of reference.

Reference

Professional qualifications: Professor

Surname*: BSSSS

Name*: CCCCC

Email*: none@none.it

Phone number:

Institution:

[Back](#) [Next](#)

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

List of reference requests

Verify the list of reference requests.

Professional qualifications	Surname	Name	Email	Phone number	Institution	Status	Actions
Dott.						Entered	

Add a request for reference

[Back](#) [Next](#)

Enter a reference

Teacher/expert selected by the applicant to provide a letter of reference.

Reference

Professional qualifications:

Surname*:

Name*:

Email*:

Phone number:

Institution:

[Back](#) [Next](#)

18. The system resume the requests of reference

List of reference requests

Verify the list of reference requests.

Professional qualifications	Surname	Name	Email	Phone number	Institution	Status	Actions
Dott.						Entered	

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;

Delete request for reference

Do you want to delete reference from [REDACTED]?

[Back](#) [Delete request for reference](#)

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

List of reference requests

Verifica l'elenco delle richieste di referenza. E' possibile inserire fino a 2 richieste.

Professional qualifications	Surname	Name	Email	Phone number	Institution	Status	Actions
Professor	[REDACTED]	[REDACTED]	[REDACTED]			Canceled	Re-enable

[Add a request for reference](#)

[Back](#) [Next](#)

19. Fill in the SURVEY.

List of Surveys

List of available Surveys

Survey	Status	Actions
PhD Survey*		Fill in the Survey

[Back](#)

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

PHD COURSE

Have you already attended / Are you attending a PhD course?*

Yes
 No

[Undo](#) [Exit](#) [Back](#) [Next](#)

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

Name of the PhD course and name of the University of the PhD course*

Free answer: Legal Science

Did you receive / Are you receiving a PhD scholarship?*

Yes
 No

[Undo](#) [Exit](#) [Back](#) [Next](#)

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

EMPLOYMENT

At the starting date of the courses (1st November) will you have a current job?*

Yes
 No

[Undo](#) [Exit](#) [Back](#) [Next](#)

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

Type of contract - (00-00-00, a tempo determinato, a tempo indeterminato, etc)*

Scheduled weekly hours *

Employer *

Duration of the employment*

ss*

Undo Exit Back Next

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

ORAL EXAM VIA TELEMATICS MODALITY

Will you take advantage of the opportunity to take the oral exam via telematics modality?*

Yes

No

Undo Exit Back Next

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

You are asking to take the oral exam by videoconference because of (at least) one of the following reasons (art.8 paragraph 4 of the notice)*

Permanent residents abroad

Valid and well-documented reasons

Undo Exit Back Next

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

Specify the reasons*

Free answer:

Undo Exit Back Next

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

TELEMATIC CONTACT

Are you already using any platforms for video calls?*

Yes

No

Undo Exit Back Next

Fill in the "PhD Survey" "PhD Survey"

Questions with (*) are mandatory

Specify the platform for video calls and address*

Free answer

skype
address skype skype

Undo Exit Back Next

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.

Summary of PhD Survey

⚠ The Survey is NOT CONFIRMED.

📘 All the questions of the Survey are completed.

Confirm Exit Print

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

Summary of PhD Survey

📘 The Survey is **CONFIRMED**.

Exit Print

PAGE 1

PHD COURSE

Have you already attended / Are you attending a PhD course?

List of Surveys

List of available Surveys

Survey	Status	Actions
PHD Survey *	🟢	Fill in the Survey

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

Confirms

Verify the information of the choices that were made on the previous pages:

Admission test

Type of degree	Doctorate
Description	Corso di Dottorato di Ricerca in STUDI LINGUISTICI E LETTERARI (2° ciclo)
Name	Il candidato è tenuto a leggere con attenzione il bando e i materiali allegati. La presentazione della domanda di partecipazione al concorso comporta l'accettazione del candidato del bando stesso. (Applicants should carefully read the notice and its annexes. Submission of the application for participation in the competition implied the acceptance of the content of the notice.)

Type of application

Type of application	DOT130485 - Language and Literary Studies, 966 - for all applicants
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Curriculum

DOT130485 - Language and Literary Studies, 966 - for all applicants	Foreign and comparable transcripts
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Type of application and disability aids

Type of application	for all applicants
Request disability aids	No

Back **Complete the admission**

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.

Confirm

Verify the information on the choices that were made on the previous pages.

Admission test

Type of degree	Diattorato
Description	Corso di Dottorato di Ricerca in STUDI LINGUISTICI E LETTERARI 391004
Note	Il candidato è tenuto a leggere con attenzione il bando e i relativi allegati. La presentazione della domanda di partecipazione al concorso comporta l'accettazione dei contenuti del bando stesso. Applicant should carefully read the notice and its annexes. Submission of the application for participation in the competition implies the acceptance of the content of the notice.

Type of application

Type of application	DOT1334489 - Language and Library Studies, 395 - for all applicants
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Curriculum

DOT1334489 - Language and Library Studies, 395 - for all applicants	Foreign and comparative literatures
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Type of application and disability aids

Type of application	for all applicants
Request disability aids	No

Back [Complete the admission](#)

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