

UNIVERSITÀ DEGLI STUDI DELL'AQUILA

Amministrazione centrale

Area Ricerca e Trasferimento Tecnologico

Settore Dottorati, Assegni e Borse di Ricerca

REQUIREMENTS FOR THE ENROLMENT TO A Ph.D. DEGREE XL CYCLE - a.a. 2024/2025

Candidates who successfully passed the entrance exam, must submit their registration within 15 days after the on-line publication of the selection results.

1) Online enrolment:

- go to <http://segreteriavirtuale.univaq.it> (select language by clicking "eng" on the top right for English);
- complete registration and login to the first page by entering username and password received by e-mail;
- if already registered, enter username and password to login.

For technical problems connected with the on-line services provision, send a message to servizi.online@univaq.it explaining the problem encountered and declaring your name, surname and telephone contact.

Then:

- the candidates, graduates from the University of L'Aquila, must check and update the contacts;
- the candidates, graduates from another University, must update and complete the personal data and those relating to the qualifications (High School Diploma, Bachelor's Degree and Master Degree).

Start then the procedure for the on-line registration to the specific Ph.D. degree,

- Select "Enrolment" from the menu;
- On the next page click on "Forward",
- On the next page click on "Immatricolazione" at the bottom of the page;
- On the next page, choose "Immatricolazione ai corsi ad accesso programmato".
- On the next page select "Third cycle".
- Then select the chosen Ph.D. course.
- Complete the registration process.

At the end of the procedure:

- Print the summary sheet of the pre-enrolment data;
- Pay the regional tax and the stamp (€156.00), **exclusively through the PagoPA system (for the modality, please see the following link: <http://www.univaq.eu/include/utilities/blob.php?item=file&table=allegato&id=3653>).**

Late payment will result in a € 52.00 fine.

PLEASE NOTE THAT: the selected candidates who gained an academic qualification obtained abroad, have to enroll online on the "Segreteria Virtuale", as above indicated, and then have to follow the pre-enrollment procedures through the UNIVERSITALY portal, click on the following address: <https://www.universitaly.it>

2) SUBMISSION OF DOCUMENTS

The enrolment forms, available on the University website (<http://www.univaq.it/section.php?id=684>), duly signed, must be delivered to the "Settore Dottorati, Assegni e Borse di Ricerca", within the deadline foreseen for the enrolment. The documents can be delivered in one of the following ways:

- by certified e-mail (PEC) addressed to protocollo@pec.univaq.it.



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The certified e-mail account used must be the candidate's personal account. The administration shall not accept documents from candidates using certified e-mail accounts belonging to other individuals or to institutions. The University Administration declines all responsibility for any non-deliveries or misdeliveries of the documents sent via PEC or in case the documents attached to it are non-readable or damaged.

The date of submission will be indicated on the receipt sent automatically by the PEC system.

OR

- by mail addressed to concorso.dottorati@univaq.it. All documentation must be attached in pdf format.

The compulsory documents to be submitted are the following:

- a) The filled in online enrolment form, printed and signed;
 - b) Enrolment form that includes Self-Declaration in substitution of certification and Self-Declaration in substitution of attested affidavit in accordance with articles 46 and 47 of the Presidential Decree – 28th December, 2000, n.445, Form 01 - "Ph.D. students self declaration" available at: <http://www.univaq.it/section.php?id=684>
 - c) a copy of an identity document;
 - d) a copy of the candidate's fiscal-code number;
 - e) a copy of the candidate's "Italian-residency permit" (permesso di soggiorno) – only for non-EU citizens.
- **Applicants holding a university Degree awarded abroad must enclose** the following documents, translated and certified by competent Italian Diplomatic Authorities:
- copy of their university degree with "Declaration of Value" provided by the Italian Embassy/consulate operating in the student's country of residence;
 - Transcript of records of the exams given during the degree course and marks awarded.

Alternatively, the winner may present the certificate of comparability and the certificate of verification issued by CIMEA as part of the agreement stipulated with the University of L'Aquila (<https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>).

For the registration, please enter the service Diplome, via the following link <https://cimea.diplome.eu/univaq/#/auth/login>.

If the above documentation, relating to the foreign qualification, is not available at the time of the enrolment, the candidate's registration shall be deemed as "subject to verification". In this case all above mentioned compulsory documentation must be consigned in original by **and no later 31 December 2024, failure to do so will result in expulsion from the course.**

- **Candidates ranked in a position allowing them to benefit from a scholarship for funding must present, also:**
- self-declaration to obtain the scholarship for the Ph.D. course they have earned admission to according to Form 02 "Ph.D. students with scholarship self declaration for grant holders" <http://www.univaq.it/section.php?id=684>
 - scholarship accreditation form: Form 03 "Ph.D. students with scholarship: emoluments credit form" <http://www.univaq.it/section.php?id=684>

Within 15 days after the start of the Ph.D. Course, candidates who have been conferred a scholarship must send by mail addressed to concorso.dottorati@univaq.it, a photocopy of a receipt from the INPS (national social security



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service) certifying that they have been registered in “posizione contributiva alla gestione separata” (for information visit the INPS web-site at www.inps.it).

- **Students enrolled in specialization schools in the Medical area that in the academic year 2024/2025** will be enrolled in the last year of the course, if winners of the admission competition, they can enroll in the chosen doctoral course if they have obtained from the Board of the Specialization School and the Teaching Body the certificate of compatibility of the joint attendance, on the basis of the distance between the sites and on the evaluation of the activities and commitment envisaged by the Specialization School and the PhD Program.

The trainee can ask the Academic Board to reduce the PhD course, not exceeding one year, by attaching to the request a certificate of the research activities already carried out issued by the Board of the Specialization School.

The compulsory documents to be submitted are the following:

- a) The filled in online enrolment form, printed and signed;
- b) Enrolment form that includes Self-Declaration in substitution of certification and Self-Declaration in substitution of attested affidavit in accordance with articles 46 and 47 of the Presidential Decree – 28th December, 2000, n.445, Form 08 “*Self declaration for Ph.D. students enrolled in medical specialisation schools (first year)*” available at: <http://www.univaq.it/section.php?id=684>;
- c) a copy of an identity document;
- d) a copy of the candidate's fiscal-code number;
- e) a copy of the candidate's “Italian-residency permit” – only for non-EU citizens.

During the joint attendance period, students enrolled in specialization schools will not be able to take advantage of a scholarship for a research doctorate or other forms of funding.

N.B.

False declarations shall lead to the candidate's expulsion from the Ph.D. course and to prescribed sanctions for such offenses, and vacant positions will be assigned to other candidates according to the ranking list.

Successful candidates who do not want to enroll in the course they have been selected for, must immediately send a signed letter of renunciation (Form 10 “*Form for withdrawal from enrollment in the Ph.D. program*”) enclosing a copy (front-back) of their identity card, by mail addressed to concorso.dottorati@univaq.it.

When candidate, even if not winner of the competition, has the right to be enrolled, the suitable candidate entitled to be enrolled will receive a communication to the e-mail address indicated on the application for participation in the competition. Candidates selected as replacements must write a letter of acceptance within three days of the aforementioned email. All other necessary documents indicated in this announcement must be consigned within, and no later than, ten days after receiving notification.

Failure to enroll by the deadline indicated is equivalent to tacit renunciation.