



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  
XXXV CYCLE A.A. 2019/2020**

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](mailto: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 PhD degree, by paying 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.

After completing the process, print the form with the summary of data for the pre-enrolment.

**2) SUBMISSION OF DOCUMENTS**

The enrolment forms, available on the University website, 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:

- hand-delivering to Settore Dottorati, Assegni e Borse di Ricerca, Palazzo Camponeschi - Piazza Santa Margherita, 2 – 67100 L’Aquila , Italy (Help desk hours: Monday-Friday 10:00 a.m. - 1:00 p.m.);
- sent by registered mail with return receipt to: The Rector of the University of L’Aquila - Settore Dottorati, Assegni e Borse di ricerca – Palazzo Camponeschi - Piazza Santa Margherita, 2 – 67100 L’Aquila, Italy.  
**Please note:** as date of mail sending, will be considered the date of the stamp of the receiving Post Office. In this case, the selected candidate must also submit all the documents via e-mail to the following web address: [concorso.dottorati@univaq.it](mailto:concorso.dottorati@univaq.it) within the enrolment deadline;
- by certified e-mail (PEC) addressed to [protocollo@pec.univaq.it](mailto:protocollo@pec.univaq.it).  
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.



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

## **For PhD candidates who live abroad:**

- e-mailed to the following address: [concorso.dottorati@univaq.it](mailto:concorso.dottorati@univaq.it). All documents must be sent in pdf format.

As soon as the PhD candidate arrives in L'Aquila, he/she must deliver the original documents (already sent in scanned copy) concerning all the enrolment procedure and concerning his/her study career, to "Settore Dottorati, Assegni e Borse di Ricerca".

## **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 – 28<sup>th</sup> December, 2000, n.445, Form 01 "*Dottorandi vincitori: autocertificazione*" available at:  
<http://www.univaq.it/section.php?id=684>
  - c) A photocopy of the candidate's fiscal-code number;
  - d) A photocopy 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.

If the above documentation is not available at the time of the enrolment, the candidate's registration shall be deemed as "subject to verification". In this case all abovementioned compulsory documentation must be provided **by and no later 31 December 2019, 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 "*Dottorandi con borsa: modulo di autocertificazione per borsisti*" <http://www.univaq.it/section.php?id=684>
  - scholarship accreditation form. Form 03 "*Dottorandi con borsa: modulo accredito emolumenti*" <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 a photocopy of a receipt from the INPS (national social security service) addressed to: Settore Dottorati, Assegni e Borse di Ricerca, Palazzo Camponeschi - Piazza Santa Margherita, 2 – 67100 L'Aquila, certifying that they have been registered in "posizione contributiva alla gestione separate" (for information visit the INPS web-site at [www.inps.it](http://www.inps.it)).



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**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.

Candidates who decide not to enrol to the Ph.D. degree where they have been admitted, must send immediately a renounce letter annexing a photocopy (front-back) of their identity card: Modulo 10 "*Modulo di rinuncia all'immatricolazione al Dottorato di Ricerca*".

Candidates selected as replacements must write a letter of acceptance within three days after the notification that they have been accepted. All other necessary documents listed in this announcement must be delivered within, and no later than, ten days after receiving the notification.