Guide for Online Application Form
Ph.D. courses - Academic Year 2017-2018
Deadline: August 11ᵗʰ 2017, h. 14,00 (2,00 p.m.) (Italian Time)

STEP 1

You will need a "*codice fiscale*" (fiscal code) and a "*pin*" (pin code) in order to access to the online application system.

If you do not have a "*codice fiscale*" (fiscal code) and a "*pin*" (pin code), you will need to register.

Click http://portalestudente.unict.it/portalestudente/mapServlet

Click "***Registrazione utente***" (under the heading INFORMAZIONI UTENTE) and next "***clicca qui***". Enter your personal data in the registration page filling out the following blank spaces.

Inserimento dei dati

- o Cittadinanza (Citizenship/Nationality) – please select your nationality through the drop-down menu under the heading "**Cittadinanza**"
- o Click on the title "**Usa un codice provvisorio**"(use a temporary fiscal code)
- o Cognome (Surname/Family name) – please enter your Surname/Familiy name in the space under the heading "**Cognome**"
- o Nome (Name) – please enter your first/given name in the space under the heading "**Nome**"
- o Sesso (Gender) : please tick maschile (male) or femminile (female)

- **Data e luogo di nascita**
  - o Data (gg/mm/aaaa): date (day/month/year) - please enter your date of birth in the spaces under the heading "**data (gg/mm/aa)**" (*If you were born on June 3ʳᵈ 1989, you will enter 03/06/1989*).
  - o Nazione (Nation) – please select your nation through the drop-down menu below the heading "**nazione**".
  - o Luogo di nascita (Place of birth) – please enter your place of birth in the space under the heading "**Luogo di nascita**"

- **Luogo di residenza (Permanent Residence Address)**
  - o Nazione (Nation) – please select your nation through the drop-down menu below the heading "**nazione**".
  - o Città (City) – please enter your city of residence in the space under the heading "**città**".
  - o Indirizzo (Address) – please enter your address in the space under the heading "**indirizzo**"

- **Luogo di domicilio** (**Current address**)
  - ▪ If your current address corresponds to your permanent residence address please tick "identico alla residenza";
  - ▪ If your current address does not correspond to your permanent residence address please
    - • Select the nation through the drop-down menu below the heading "**nazione**"

- Enter your city of current residence in the space under the heading "**città**".
- Enter your address in the space under the heading "**indirizzo**"

- **Altre informazioni**
  - E-mail – please enter your e-mail address in the space under the heading "**email**"
  - Prefisso e telefono (phone number including prefix) – please enter your phone number (including prefix) in the space under the heading "**prefisso e telefono**"
  - Telefono cellulare (mobile phone) – please enter your mobile phone in the space under the heading "**telefono cellulare**".

Once you have entered the data, click "**Avanti**". The system will provide you with a temporary fiscal code (to be used for the registration procedure only) and a pin code. *Please write down your temporary fiscal code and your PIN code as you will need them in the following steps.*
If you already have a fiscal code and a pin code, skip this step and go to step 2.

STEP 2

Click http://portalestudente.unict.it/portalestudente/mapServlet

Enter your fiscal code and pin code in the Login box (top right corner of the screen). Your personal account/profile will appear on the screen (your name on the top right corner)

Click "**Prove ammissione**" (menu on the left) and go to the heading "**Selezione per Dottorato**".

Select a Ph.D. course through the drop-down menu under "**Selezione per Dottorato**" and then click "**Vai**".

1. The **<u>first section</u>** of the online application (heading: **Disabilità**) will appear on the screen. You will have to provide information about disability and special needs. The Italian legislation considers two cases of disability: critical physical disability (**pari o superiore al 66%**) and lesser physical disability (**compresa tra il 50% e il 65%**).

    a) If you require special assistance due to critical physical disability(**pari o superiore al 66%**):

       i. tick "**si**" in the upper box and "**no**" in the lower one;

       ii. a second box will appear on the screen;

       iii. select the type of disability (altro/*other* – comportamentale/*behavioural* – disturbi apprendimento/*learning disability*-motoria/*motor* – uditiva/*hearing impairment* – visiva/*visual impairment*) through the drop-down menu next the heading "**tipo disabilità**";

       iv. tick "si" if you need the removal of architectural barriers; tick "no" if you do not need the removal of architectural barriers;

       v. tick "si" if you need special assistance related to equal opportunities; tick "no" if you do not need special assistance to promote equal opportunities;

       vi. click "**Avanti**".

    b) If you require special assistance due to lesser physical disability (**compresa tra il 50% e il 65%**)

       i. tick "**no**" in the upper box and "**si**" in the lower one;

       ii. a second box will appear on the screen;

       iii. select the type of disability (altro/*other* – comportamentale/*behavioural* – disturbi apprendimento/*learning disability*-motoria/*motor* – uditiva/*hearing impairment* – visiva/*visual impairment*) through the drop-down menu next the heading "**tipo disabilità**";

       iv. tick "si" in the upper box if you need the removal of architectural barriers; tick "no" in the upper box if you do not need the removal of architectural barriers;

       v. tick "si" in the lower box if you need special assistance related to equal opportunities; tick "no" in the lower box if you do not need special assistance related to equal opportunities;

vi. click "**Avanti**"

    c) If you do not require special assistance, please tick "**no**" in both boxes and click "**Avanti**".

2. The <u>**second section**</u> of the online application will appear on the screen.

    a) In the first box (heading "**Documento di riconoscimento**"), you will have to enter details concerning your identity document.

        i. Select one the three options **Carta di identità** (Identity card), **Patente di guida** (Driving licence) and **Passaporto** (Passport) through the drop-down menu under the heading "**tipo**".

        ii. Enter the document number in the space under the heading "**numero**".

        iii. Enter the document expiry date in the space under the heading "**scadenza**".

        iv. Enter the name of the institution issuing the document in the space under the heading "**rilasciato da**".

    b) In the second box you will be asked whether your are resident in Italy or not (heading "**Soggiorno**")

        i. If you are resident in Italy, please tick "**si**"

        ii. If you are not resident in Italy, please tick "**no**"

    c) In the third box (heading "**Residenza**") you will have to enter details concerning your permanent residence address. As you have already registered (Step 1), details concerning your permanent residence address will appear in the box. (*Otherwise, please enter nation in the space under the heading "**nazione**", county/region/district in the space under the heading "**provincia**", city in the space under the heading "**comune**", postal code in the space under the heading "**cap**" and street name and street number in the space under the heading "**via , piazza, ecc**."*).

    d) In the fourth box (heading "**Domicilio**") you will have to enter details concerning your current address. As you have already registered (Step 1), details concerning your current address will appear in the box. (*Otherwise, please enter nation in the space below the heading "**nazione**", county/region/district in the space below the heading "**provincia**", city in the space below the heading "**comune**", postal code in the space below the heading "**cap**" and street name and street number in the space under the heading "**via , piazza, ecc**.", your phone number including prefix in the space under the heading "**telefono**", your mobile phone in the space under the heading "**cellulare**" and your e-mail address in the space under the heading "**email**"*).

Once you have completed this section, please click "**Avanti**".

3. The **<u>third section</u>** of the online application will appear on the screen. The section includes information about your second level degree. You will have to:

   a) Tick the first box, if your second level degree was awarded by the University of Catania;

   b) Tick the second box, if your second level degree was awarded by an Italian university;

   c) Tick the third box, if your second level degree was awarded by a foreign university (***in this case, please remember to attach your degree certificate with an Italian or English translation***);

   d) Tick the fourth box, if you have not completed your second level degree course yet (***please remember that "<u>Applications are also open to candidates obtaining any of the required degrees no later than 31/10/2017, on condition that they provide documents attesting the successful completion of the second level degree course by no later than 06/11/2017. Failure to provide the above-mentioned documents within 06/11/2017 will lead to the exclusion from the Ph.D. programme</u>***").

   Once you have completed this section, please click "**Avanti**".

4. The **<u>fourth section</u>** of the online application will appear on the screen. The section includes a recapitulation of the data entered in the form plus a Declaration of responsibility (Dichiarazione di responsabilità). Please tick in the box below the heading "**Dichiarazione di responsabilità**".

   Once you have completed this section, please click on "**Conferma dati**"

   This section includes "**Dichiarazione di responsabilità**". An English translation of the "**Dichiarazione di responsabilità**" is provided for information only. Please note that only the Italian version is legally binding.

   I declare under my responsibility that:

   1. All data entered in the form are truthful;

   2. I commit myself to communicate any change of address immediately;

   3. I am aware that examinations will take place according to the timetable annexed to the Call for applications and represent official call to the examinations.

   4. I accept all provisions included in the Call for applications.

STEP 3

Upload onto the application form the following annexes (PDF format only):

1. CV;
2. Research Project;
3. English knowledge certifications;
4. Publications, if any;
5. Copy of your identity document;
6. One of the following documents:
    a) Self-certification of successful completion of the degree course, if you have a Laurea Vecchio Ordinamento or a Laurea specialistica or a Laurea magistrale issued by an Italian university ;
    b) Degree certificate (including transcript of records, final grade and date of the award of the degree) and request of equivalence, if you are a graduate from a foreign university;
    c) Self-certification of enrolment in the final year of the degree course, if you are enrolled in the last year of Laurea Vecchio Ordinamento or Laurea Specialistica or Laurea Magistrale offered by an Italian University and complete the course and obtain the degree by no later than 31.10.2017
    d) Certificate stating the status of student in the final year, if you are enrolled in the final year of degree course offered by a foreign university and complete the course and obtain the degree by no later than 31.10.2017;
7. Declaration concerning the type of places (if you are applying for reserved place only);
8. Videoconference request form, if applicable.

Request of equivalence form, Declaration concerning the type of place form and Videoconference request form can be downloaded from the online personal account or requested sending an e-mail to dottorati@unict.it

Please make sure that all the annexes are in English or Italian. Annexes in a language other than English or Italian must be accompanied by a legal translation in English or in Italian, under penalty of inadmissibility to evaluation.

STEP 4

You will need to pay the registration fee. The registration fee can be paid according to the following procedure:

9. Please go back to the home page of your personal account;
10. Click "**Pagamenti on line**" (menu on the left of the screen);
11. Click on the heading "**Nuovo pagamento**"
12. On the screen you will see your request of payment for € 50,00;
13. Enter your credit card details and pay the registration fee (*please print and save the receipt of payment*).

For any problem during the application procedure please contact dottorati@unict.it