

## NOTICE “PROCEDURE FOR ENROLMENT TO PHD PROGRAMMES XL CYCLE”

Candidates willing to enroll to the Ph.D. to which they resulted admitted in accordance with the General Ranking list and the following R.D. for grants allocation of the related PhD Programme, must carry out the following enrolment procedure:

### STEP 1: SENDING DOCUMENTATION

**Each admitted candidate - with or without scholarship - willing to enroll, must send via e-mail at [post-lauream@poliba.it](mailto:post-lauream@poliba.it) the following documents, not later than 12<sup>th</sup> September 2024:**

- ENROLMENT FORM**, drafted according the dedicated “*Enrolment Form*”, attached to this Notice and available at the following link [www.poliba.it/it/dottorati-di-ricerca](http://www.poliba.it/it/dottorati-di-ricerca). The form must be filled in, signed and named as follows: “*Enrolment – Surname and Name*”;
- Scan of IDENTITY DOCUMENT**, by naming the file as follows: “*Document - Surname and Name*”
- Scan of the Italian HEALTH INSURANCE CARD**, named as follows “*Fiscal Code – Surname Name*”; candidates residing abroad who don't have the Italian Fiscal Code will comply with this requirement once arrived in Italy;
- CURRICULUM VITAE without personal details** (i.e. *pictures, addresses, contacts and signatures*).

Once candidates send the listed document, **they are subject to the payment of the Enrolment fee.**

After receiving the above-mentioned documents, **starting from 13<sup>th</sup> September 2024 - 10:00 a.m. CEST - and during the following days**, Post-Lauream Office will:

- Carry out a pre-enrolment procedure for each candidate on Esse3 Platform;
- Send, via e-mail, the **INSTRUCTIONS IN ORDER TO COMPLETE THE PRE-ENROLMENT PROCEDURE** to each interested candidate.

**Please do not send requests and/or reminds on this regard.**

### STEP 2: PRE-ENROLMENT COMPLETION

Step 2 is possible only after the correct completion of Step 1 and only after receiving the e-mail from Post-Lauream Office concerning the instructions to complete the pre-enrolment procedure.

During this phase, the candidate must:

- **Carry out the payment** within the deadline indicated in the abovementioned email by following the instructions there provided;
- **Documentation upload** through the section “*Carriera*” of Esse 3 Platform, within “*Attachments*” area--> see documents *a, b, c* and *d* of Step 1.

### **Admitted candidates that are yet to obtain the II level degree (graduands)**

In accordance with the Call, admitted candidates that are yet to obtain the II level degree are admitted subject to confirmation (“con riserva”).

These candidate **must only carry out the procedure indicated within STEP 1** (sending documentation):

**After obtaining the II level degree** (not later than October 31<sup>st</sup> 2024)

- graduates at Politecnico di Bari must send a communication (via e-mail at [post-lauream@poliba.it](mailto:post-lauream@poliba.it)) regarding the achievement of the qualification within the established deadline;
- graduates of other Italian Universities must self-declare the qualification through a self-declaration, in accordance with art. 46 D.P.T. 28.12.2000 no. 445, indicating the name of the University which issued the degree, the date of achievement and the final mark; this self-declaration must be sent to [post-lauream@poliba.it](mailto:post-lauream@poliba.it);
- graduates with foreign qualification must provide an official certificate (English language) regarding the qualification. The certificate must be issued by the foreign University in which the qualification was obtained, in accordance with the instruction within the dedicated paragraph.

**Candidates will not receive any enrolment confirmation.**

### **CLARIFICATIONS FOR ADMITTED CANDIDATES WITH SCHOLARSHIP**

Candidates who resulted winner with scholarship within the R.D. of the grants allocation, **must obligatory complete** the dedicated section "*Ph.D. scholarship acceptance (for admitted candidates with scholarship on the ranking list)*" within the enrolment form, by taking care in filling in the above-mentioned section for each declaration.

Candidates beneficiaries from scholarships according to Ministerial Decrees no. 629/2024 and 630/2024 must **as well** fill in the specific declaration section.

### **CLARIFICATIONS FOR ADMITTED CANDIDATES WITHOUT SCHOLARSHIP**

Candidates who resulted winner without scholarship within the R.D. of the grants allocation, **must obligatory complete** the dedicated section "*Expression of interest in case of available scholarships (for admitted candidates without scholarship on the ranking list)*" within the enrolment form, by taking care in filling in the above-mentioned section for each declaration.

## **FEE AND CONTRIBUTIONS FOR ACCESSING TO DOCTORAL PROGRAMMES**

All admitted Ph.D. students will not pay university fees as they are only required to pay the **virtual stamp and the fee for the right to study** (ADISU – Apulian Regional Body for the Right to University Education) and must comply with the regulations established within Fees and Contributions Regulations of Politecnico di Bari.

The **enrolment fee** is € 136 (€ 16 for the stamp duty and € 120 for the first instalment of the regional fee).

The amount of the fee is established by the Regional Law and is calculated according to the *Attestazione ISEE figure* (hereinafter "ISEE") – please consult the section "ISEE CERTIFICATE".

For the academic year 2024/2025 the amounts – established by the Apulian Regional Decree no. 975/2024 (issued by Giunta della Regione Puglia) – are here described:

Income limit <i>According to figures in € for ISEE declarations</i>	Adisu fee ( <i>Tassa regionale per il diritto allo studio universitario</i> )		
	Annual amount	Instalments	
		I instalment	II instalment**
ISEE* up to 25.000,00 €	143,00 €	120,00 €	23,00 €
ISEE* from 25.000,01 € to 50.000,00 €	167,00 €	120,00 €	47,00 €
ISEE* from 50.000,00 €	190,00 €	120,00 €	70,00 €

\*Carefully read paragraph "ISEE CERTIFICATE"

\*\* Registered and submitted during the admission to the following year and/or before the final exam

## ISEE CERTIFICATE

Politecnico di Bari automatically receives the **ISEE Certificates for the right to study** in order to calculate the fee amount of ADISU. Declarations must be available in the proper and definitive version on the INPS portal within 31.12 of the calendar year of registration or enrolment (for A. Y. 2024/25 within 31<sup>st</sup> December 2024).

N.B. **ISEE Certificate for the right to study** is the only ISEE typology valid for the calculation of ADISU fee – other ISEE certificates won't be considered.

In case of absence of ISEE certificate – which is acquired after the full completion of the enrolment procedure – the maximum regional fee amount will be calculated.

## **WAIVERS**

Waivers occurred after the completion of the enrolment procedure must be submitted by filling in the the dedicated form (<http://www.poliba.it/it/dottorati-di-ricerca> -> “Modulistica generale” on the right menu) and require the obligation of the payment of the duty stamp (€ 16).

## **NON-ITALIAN PH.D. STUDENTS – PH.D. STUDENTS WITH A FOREIGN QUALIFICATION**

Non-Italian admitted candidates or admitted candidates with a foreign qualification must carry out the enrolment procedure as indicated in the above instructions and **must, as well, send** via e-mail to Post-Lauream Office ([postlauream@poliba.it](mailto:postlauream@poliba.it)) – **best before the beginning of the courses (November 1<sup>st</sup>, 2024)** – the scan of the following documents:

- a) University degree certification;
- b) Translation (in English language) of the University degree – the translation must be carried out by an official translator or it must be a legalized translation according to the current law;
- c) Dichiarazione di Valore (DoV – Declaration of Value) issued by the Italian Diplomatic Authority of the Country where the qualification was obtained;
- d) Italian Fiscal Code (to be asked at the Italian Embassy/Consulate in the own Country or at Agenzia delle Entrate if already in Italy)
- e) Residence permit (only for non-EU Ph.D. students) - as soon as available.

Documents required at points b) and c) can be replaced by *Diploma Supplement*, issued by the University where the qualification was obtained.

Politecnico di Bari may require to show the original documents in case of doubts regarding the validity of the qualification.

Non-EU citizens who apply for a study VISA (University procedure) may need a certificate of admission and/or enrolment regarding the scholarship. In this case it is possible to ask for a certificate at the following link: <http://www.poliba.it/it/dottorati-di-ricerca> -> “Modulistica generale” on the right menu.

## **POLIBA ACCOUNT**

The enrolled Ph.D. students will receive – not before 05<sup>th</sup> November 2024 - a welcome communication to the account indicated during the registration containing the University email address ([userEsse3@phd.poliba.it](mailto:userEsse3@phd.poliba.it)) which will be the only official channel of communication between Politecnico di Bari and the same Ph.D. student. Ph.D. students are kindly asked to wait for the official communication from Post-Lauream Office. Pending the reception of the communication, candidates are invited to contact – starting from 1st November 2023 – their Supervisor and/or Coordinator of the Ph.D. Programme.



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dell'Università  
e della Ricerca



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Politecnico  
di Bari



## **FULFILMENTS FOR PH.D. SCHOLARSHIP BENEFICIARIES**

Ph.D. students must register within INPS system (gestione separata) through the INPS website.

Ph.D. students with scholarships can consult on CSAWEB (<https://csaweb.poliba.it/>) their monthly payment slip only and their annual certifications (INPS and CUD). Also in this case, the access to the system is carried out by using the fiscal code and the temporary password for accessing the University online services: POLIBA.

**For any additional information/explanation you might need, please contact Post-Lauream Office ([post-lauream@poliba.it](mailto:post-lauream@poliba.it))**