GUIDELINES FOR THE APPLICATION PROCEDURE
CALL FOR APPLICATIONS FOR PLACES IN PH.D. COURSES – CYCLE XXXV
ACADEMIC YEAR 2019-2020

1) Click: https://studenti.smartedu.unict.it/WorkFlow2011/Logon/Logon.aspx?ReturnUrl=%2f. The page of the Students Portal will appear on the screen. Please click the British flag on the right hand corner of the screen in order to access the English version of the Portal.

2) Click **Non sei registrato? Registrati ora** (left of the screen, in the blue box) and complete the New User Registration. Once you have filled all the mandatory fields, you will be e-mailed your credentials (Codice Fiscale and PIN).

3) Enter your credential in the login box in the Students Portal page (blue box left of the screen).

4) Once in your account, scroll down the titles until you find the box "**Enrolment**".

5) Click the heading "**Doctorate**" (within the box **Enrolment**) and then click **Admittance test**.

6) Scroll down the page until you find the Ph.D. program for which you are interested to apply and click "**Register**" (right of the screen).

7) The page concerning the online application will appear on the screen.

8) You will probably have to complete your personal details file. If so, please click "**Identity document update**" and fill out the following blank spaces under the heading "**AGGIORNAMENTO INFORMAZIONI DEL DOCUMENTO DI IDENTITÀ**" – You will have to:

    i. Select the type of document through the drop-down menu next the heading "**Tipologia**". You will have to select **one** of the following entries: **Carta d'identità** (Identity Card); **Patente di guida** (Driving license); **Passaporto** (Passport); **Patente nautica** (Boating license);

    ii. Select the body that has issued the document through the drop-down next to the "**Ente di rilascio**". You will have to select **one** of the following entries: **Ambasciata** (Embassy); **Comune** (Municipality); **Consolato** (Consulate); **Dipartimento Trasporti Terrestri** (Land transport department); **Altro ente estero** (Other foreign body); **Ferrovie dello stato** (National Railway Company); **INPS o altro ente** (any national institute for Social Security), **Ispettorato Provinciale del Lavoro** (Labour Inspectorate), **MIT-UCO-Dip. Trasporti Terrestri** (Ministry of Infrastructures and Transport); **Ministero** (Ministry); **Amministrazione Pubblica** (Public administration); **Prefettura** (Prefecture); **Posta** (Post office), **Questura (o Commissariato di polizia)** (Police Station), **Tribunale** (Court).

    iii. Enter the number of the document in the blank space near the heading "**Numero del documento**";

    iv. Enter the place where the document has been issued in the blank space near the heading "**Località di rilascio**";

    v. Fill out the blank space near the heading "**Data di rilascio**" (date when the document has been issued);

    vi. Fill out the blank space near the heading "**Data di scadenza**" (Expiry date of the document);

    vii. Upload your document onto the online system clicking **CARICA FILE** than click "**Procedi**" and then "**Invia i dati**",

    viii. The voice "**Invio dei dati effettuati con successo**" will appear on the screen, then click OK;

9) You will be back to your account; scroll down the page until you find the box **Enrolment**, then click **Doctorate** and **Admittance test**;

10) Scroll down the page again until you find the Ph.D. course for which you are interested to apply;

11) Select **the name of the Ph.D. course** trough the drop-down menu under the heading "**Chose the course among the one listed below**";

12) Fill out the blank space under the heading "**Details of the title of study**" clicking the icon 📝 (this section concerns your high school diploma) - You will have to ;

    i.   Scroll down the page until you find **INSTITUTE/SCHOOL**;

    ii.   Select **STATO ESTERO (EE)** through the drop-down menu near the heading **Province**;

    iii.   Select the state where your <u>High School Diploma</u> was issued through the drop-down menu near the heading **Municipality or foreign state**;

    iv.   Fill out the blank space near the heading **Institute/School denomination**;

    v.   Fill out the blank space near the heading **Address** (address of the Institution that issued your high school diploma) entering the following information:

        1.   City (Province) or foreign country: write the country where your high school diploma was issued;

        2.   City (foreign country): write the name of the city of the institute;

        3.   Enter the city's zip code;

        4.   Enter the name of the Street of the institute in the blank space under the heading Address;

        5.   Enter the street number under the heading Number

        6.   Select the school year when your <u>High School Diploma</u> was issued through the drop down menu near the heading School year;

        7.   Fill out the blank spaces in the box near the heading Score;

        8.   Click Go on;

        9.   The page Entrance and examinations results will appear on the screen with the voice "**Your data have been sent successfully. Please, keep in mind that the procedure have to be completed or the data you filled in (untill now) will be eliminated**"

        10.   Click Go back to application details.

13) Go to the section **SELECT THE ACADEMIC TITLE YOU ALREADY POSSESS. IT HAVE TO BE ONE OF THOSE EXPECTED FOR THE ADMISSION TO DEGREE COURSE**

    i. Click

    ii. The webpage named **Entrance Examinations and Results** will appear on the screen;

    iii. Enter the academic year of your **Master degree** in the blank space near the heading **Academic year of my diploma**;

    iv. Enter the date you obtained your **Master degree** in the blank space near the heading **Date (dd/mm/yyyy) on which I got the title**;

    v. Select "**Ateneo estero**" though the drop-down menu near the heading **University (Choose 'Ateneo estero' for foreign University)**;

    vi. Enter the name of the University where you obtained your Master degree;

    vii. Fill out the blank spaces near the heading **Address (address of the University from which you obtained your Master degree)**;

    viii. Select "**Laurea Estera**" through the drop down menu near the heading **Type of title (Choose 'Laurea estera' for a foreign title)**;

    ix. Enter the name of your Master degree in the blank space near the heading **Denomination of the course of study (for example: Master of Science in Environmental Science)**;

    x. Fill out the blank spaces in the box near the heading **Score**;

    xi. Attach copy of your Master degree certificate onto the online application system in the box near the heading Attachment (the certificate must be in English);

    xii. Click **Go on**;

    xiii. The webpage Entrance Examination and results – Conferm the data will appear on the screen; click **Go on** again;

    xiv. The webpage Entrance Examination and results - "**Your data have been sent successfully. Please, keep in mind that the procedure have to be completed or the data you filled in (untill now) will be eliminated**" will appear on the screen ;

    xv. click **Go back to application details** .

14) Go to the section **SITUAZIONE LAVORATIVA** (JOB POSITION) – Chose one of the following entries:

    i. Disoccupato (Unemployed);

    ii. Inoccupato (in search of the first job)

    iii. Lavoratore (Employee)

15) Go to the Section **Partecipazione altri corsi:**

    i. Select one the following from the drop down menu:

        1. **Ho usufruito di altre borse di studio in qualità di dottorando** (if you have attended a previous Ph.D. course and benefited from a scholarship);

        2. **Non ho usufruito di alter borse di studio in qualità di dottorando** (if you haven't attended a previous Ph.D. course and benefited from a scholarship).

16) Tick the box next the heading "**Dichiaro di essere in possesso di tutti i requisiti indicati dal bando di concorso richiesti per poter beneficiare della borsa di studio**" (I declare to have all the eligibility requirements listed in the call for applications in order to benefit from a scholarship).

17) Tick Auxilium request under the heading REQUEST FOR AID FOR THE DISABLED (OPTIONAL APPLICATION) **only in case of disability.**

18) Go the section **FURTHER DECLARATIONS** tick the box near the heading "**Dichiaro di aver preso visione dei contenuti del presente bando**" (I declare to have read the content of the call for applications).

19) Go to the section Attachments and attach:

    a. Your Curriculum Vitae (English version only) near the heading **Curriculum Vitae (Compulsory)**

    b. Your Research project (English version only) near the heading **Progetto di ricerca (Compulsory)**

    c. Your Master degree certificate (English version only) near the heading **Dichiarazione sostitutiva o certificato di Laurea (Compulsory)**

    d. Your ID document near the heading **Copia del documento di riconoscimento in corso di validità (Compulsory)**

    e. Other annexes near the heading **Eventuali altri allegati (certificazioni, pubblicazioni, etc)** (for example, List of publications, letters of references, etc.). Please also upload onto this section the following documents:

        i. The Request of Equivalence (Annex 19)

        ii. Declaration concerning the type of place (Annex 20) – only in case of application for Physics or Complex Systems for Physical, Socio-Economic and Life Science

        iii. The Videoconference request form (Annex 21)

20) Click **Go on** and **Yes Go on**

21) Go back to the Summary Report Page, click the heading **Go to the tuition fees page** and:

    a. Tick the box near the heading 2019/2020 Tassa partecipazione concorso dottorato - **BANDO DI CONCORSO PUBBLICO PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA IN ....(name of the Ph.D. course in Italian) - XXXV CICLO DELL'UNIVERSITÀ ' DEGLI STUDI DI CATANIA**

    b. Click **Paga ora;**

    c. Click **entra con la tua e-mail** and enter your e-mail;

    d. Click **Carta di Credito** (Credit card) and select the credit card to pay the fee.

Please make sure that all documents attached to the application form (Curriculum Vitae, Research Project, Master Degree Certificate issued by the University from which you obtained your master degree, etc.) be in Italian or in English. Any annex 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.

Please remember that the closing date for application procedure (including the payment of the tuition fee of EUR 30) is August 7 2019, h. 12,00 (noon) (Italian time)

For further help or any further information please contact salibert@unict.it or dottorati@unict.it