



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

ANNEX B

ON-LINE ADMISSION APPLICATION - OPERATIVE INSTRUCTIONS TO REGISTER

The admission application must be completed via the dedicated online procedure, under penalty of exclusion from the competition, and involves **two steps**:

A) REGISTRATION ON THE UNIVERSITY WEBSITE: in order to make an online admission application, the candidate must register his/her personal details on the university portal: <https://esse3.unibs.it>, and click on "Candidates Online Registration".

Those who have already enrolled in previous years at the University of Brescia, and have graduated, withdrawn from studies, lost student status or moved to another university (in any case, those who are recognised by the computer system) will be recognised by the system and, in the event that registration details have been lost or forgotten, must go to "Recover password" (recupero credenziali).

Once registration is complete, the system will provide the user of credentials (username and password - to be saved on file or printed for future logins);

B) LOGIN AND ENROLMENT: proceed with the login (enter username and password). Go to REGISTRAR'S OFFICE > ADMISSION TEST > COMPETITIVE EXAMINATION REGISTRATION and follow the guided procedure, which includes uploading a compulsory **ID photo. (Image formats that the system supports are: (*.bmp) o jpeg (*.jpg) or png (*.png) maximum size 3x4 cm 500 dpi (equivalent to 576x768 pixels).**

Once the procedure is complete, the candidate must save the receipt in PDF, as proof of registration to be presented at the oral examination, if admitted to the competitive examinations.

Documents, qualifications and publications as outlined in Art. 4 of the Call for Admission to PhD Courses must be presented in PDF format and attached to the online application (except what is provided for in the following paragraph according to the methods b. and c.). **Each file and/or folder in ZIP or RAR format must not exceed a size of 60 MB.** The candidate may add, edit or remove attached documents, even after completing the online application described as above, as long as it is undertaken within the admission notice deadline of 03rd August 2018, 1.00 pm (Italian time).

The name of the attached files must include the surname of the candidate and the name of the programme (e.g. surname_filename_programme name).

In case of PhDs divided into different curricula, where deemed compulsory - in Annex A - PhD data sheet of each PhD -, the candidate must choose one or more by selecting a priority list.

Candidates may submit the documents as envisaged by the Call for Admission to PhD Courses, Art. 4. paragraph 1, letter d), and any other useful documents, accompanied by a list of contents, definitely not later than the expiry of the admission notice, using **method A.** :

A - upload in the reserved area of the website “ISCRIZIONE CONCORSI” as outlined in the previous paragraph B (file and/or folders in ZIP o RAR format, not exceeding a size of 60 MB);

Only in case that the documents to be uploaded exceed a size of 60 MB it is possible to use the alternative methods b. or c. as follows:

B - hard copy or digital support device (CD, DVD or USB pen drive) sent via postal service or private courier to the following address: University of Brescia, U.O.C. Protocollo, Piazza del Mercato, 15 - 25121 Brescia (public opening hours of the Registration Unit Office: Monday to Friday from 9 am to 2 pm, Italian time). The envelope must show the name and surname of the candidate and the wording: “Competitive examination for admission to the PhD programme in [*PhD programme title.....*]”;

C - send a hard copy or digital support device (CD, DVD or USB pen drive) delivered by hand, in an envelope, to the following address: University of Brescia, U.O.C. Protocollo, Piazza del Mercato, 15 - 25121 Brescia (public opening hours of the Registration Unit Office: Monday to Friday from 9 am to 2 pm, Italian time). The envelope must display the name and surname of the candidate and the words: “Competitive examination for the PhD in [*PhD programme title.....*]”;

Documents must be delivered by the date and time set as the application deadline. The postal stamp is not a valid as a proof of delivery. All publications and other documents presented in original hard copy format and/or relative digital support devices, being an integral part of the admission application, are not returnable, even upon request.

Applications that result to be incomplete, non-compliant or not submitted according to the methods and within the deadlines of this article are invalid.