



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

**INSTRUCTIONS TO ENROL IN THE FIRST YEAR OF THE UNIVERSITY – PhD COURSES
XXXV CYCLE – A.Y. 2019/2020**

TO BE APPLIED ONLY TO NON-ITALIAN SPEAKING CANDIDATES

**From 3rd October 2019 at 13.00 hours (Italian time) and WITHIN and NOT LATER than
11th October 2019 at 23,59 hours (Italian time)**

Candidates successfully positioned in the final ranking list of merit compiled on the bases of total scores reported, are admitted to the PhD Courses according to the number of positions available.

The publication of the ranking lists of merit on the University website is the official communication valid for all purposes.

The candidate eligible for a post, who do not complete the enrolment procedures within the deadlines published on the University website, will be considered as to have waived his/her consent to enrol. The remaining vacant positions will be assigned to the next candidates on the ranking list of merit.

To allow the allocation of the overall available positions, **candidates eligible for a post who waive their consent to enrol** must send the form called **“WAIVER Form”** as published online, adding a copy of a valid passport or identity card, front and back, to the U.O.C Dottorati e Scuole di Specializzazione of this University, by e-mail to the following e-mail address: dottorati@unibs.it; or send the paper documents to the University Protocol Office in Piazza del Mercato n. 15 – 25121 Brescia (public opening hours: from Monday to Friday from 09.00 to 15.00, Italian Time), within the same deadlines set for enrolment.

Documents to enrol in the first year, as published on the University website **at the link: <https://en.unibs.it/node/10480/>**, must be submitted **by the deadlines** as follows:

Sent by e-mail to: dottorati@unibs.it, University of Brescia – U.O.C. Dottorati e Scuole di Specializzazione, 25121 Brescia – Italy.

Enrolment Forms received after the enrolment deadlines published on the University website won't be accepted and the successful candidate will be excluded from the PhD Course.

*Successful candidates eligible for a post pending to achieve their entrance academic qualification to the PhD course must do it not later than 31.10.2019, **DO NOT ENROL WITHIN THE SET DEADLINES BUT MUST WAIT TO ACHIEVE THEIR ACADEMIC QUALIFICATION.***

These candidates, as envisaged in the Call, art. 2 paragraph 3, must “Within 3 days of being awarded their degrees, candidates must send self-declaration (or their certificate, in the case of a degree awarded by a foreign institution) to the PhD and School of Specialisation Unit via email to: dottorati@unibs.it or via certified email (PEC) to: ammcentr@cert.unibs.it, specifying the name of the university that awarded the degree, the date it was awarded, the type of degree (pursuant to the Italian system preceding Ministerial Decree 509/1999, modified with Ministerial Decree 270/2004, specialist/Master's) and the relative mark/grade, together with a copy of a valid identity document.”



PhD candidates eligible for a post must supply the following documents
Candidate eligible for a post benefiting of a scholarship (including those who waived their wish to benefit of a scholarship to enrol without it)
Enrolment form filled in and signed, with self-declaration and statements
Form to receive the scholarship duly filled-in, only for candidates who own a Bank Account in a European Union Country
The original degree certificate translated into Italian and legalized by the Italian diplomatic representation (Embassy or Consulate) in the Country where the qualification has been awarded JOINTLY WITH THE Declaration of Local Validity of the degree , issued by the Italian diplomatic authorities competent on the matter, in the Country where the qualification has been awarded. Or <u>In case that a candidate eligible for a post is admitted conditionally pending the achievement of a valid University degree:</u>
Written commitment that he/she will deliver these documents (Master's Degree and Declaration of local validity) as soon as possible and before and not later than the end of the first year of the Ph.D, <u>hence not later than 31.10.2019</u> , under penalty of exclusion from the Ph.D. course and loss of benefits obtained
Bank Account (IBAN Code including SWIFT Code) number and details, as according to the Bank Form herein provided in order to receive the scholarship payment, if set in a European Union country. Otherwise, to be provided only once the enrolled PhD student arrives in Italy
Photocopy of Passport/Identity Card
Candidates eligible for a post but NOT benefiting of a scholarship
Enrolment form filled in and signed, with self-declaration and statements as per DPR 445/2000
The original degree certificate translated into Italian and legalized by the Italian diplomatic representation (Embassy or Consulate) in the Country where the qualification has been awarded JOINTLY WITH THE Declaration of Local Validity of the degree , issued by the Italian diplomatic authorities competent on the matter, in the Country where the qualification has been awarded; Or <u>In case that a candidate eligible for a post is admitted conditionally pending the achievement of a valid University degree:</u>
Written commitment that he/she will deliver these documents (Master's Degree and Declaration of local validity) as soon as possible and before and not later than <u>31.12.2019</u> , under penalty of exclusion from the Ph.D. course and loss of benefits obtained
Photocopy of Passport/Identity Card
All candidates <u>eligible for a post being Non-EU citizens must also provide</u>
<u>If already resident in Italy:</u> a valid residence permit or copy of the application for a residence permit



If not yet in Italy, and resident abroad: candidates must request to the Office of Research Doctorate Courses (U.O.C. Dottorati e Scuole di Specializzazione), via e-mail to dottorati@unibs.it, a certificate of having being successful admitted to the Research Doctorate Programme in order to complete the procedures that require the issuing of an entrance visa to the Embassy / Consulate of Italy present in the country of origin of the candidate

ONCE the U.O.C. Dottorati e Scuole di Specializzazione has enrolled the PhD student he/she can proceed in paying the University tuition fees amounting to **Euro 156,00** (comprehensive of € 140.00 of Regional Tax and € 16.00 of Italian Revenue Tax Stamp duty);

At completing the enrolment procedures, the student must, on pain of forfeiture, proceed in paying the tuition fees and send its receipt by e-mail to the Office U.O.C Dottorati e Scuole di Specializzazione at: dottorati@unibs.it;

In case that the student abroad cannot pay the tuition fees through the University system set (e.g. PAGO PA) he/she can pay through international bank transfer to the bank account of the University (form uploaded in annex to these instructions) specifying the title of the PhD course enrolling to.

The procedure must be completed within the deadline set online to complete the 1st year enrolment

ONCE and ONLY at the arrival in Italy: copy of the registration at the Italian INPS – Italian National Social Security - category: Gestione Separata, or a written declaration he/she will comply as soon as possible or hand-it over in person at the Office (form uploaded in annex to these instructions).

The U.O.C. Dottorati e Scuole di Specializzazione is not responsible for the procedures relating to family reunion practices of foreign PhD students. Please contact the Embassy / Consulate of Italy present in the country of origin for which you are applying for an entry visa to request the necessary information in this respect.