PhD programmes - 40° Cycle
Call for applications 2024-2025

PROCEDURES FOR SUBMITTING THE APPLICATION FOR ADMISSION TO THE PHD PROGRAMME
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Submission of applications for admission to the Ph.D. programmes
PhD Unit – programmes and careers
Academic Programmes and Education Welfare Area
Sapienza University of Rome
ufficio.dottorato@uniroma1.it
https://www.uniroma1.it/en/pagina/phd-programmes
1. ACCESS INFOSTUD

Access the page [https://www.studenti.uniroma1.it/phoenix/#/login](https://www.studenti.uniroma1.it/phoenix/#/login) with your account credentials.

If you do not have them, first click on “Registrati” (Register).
2. CLICK ON “DOTTORATI” (PhDs)

Then click on “BANDO ONLINE/APPLICATION FORM”
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3. SELECT YOUR DEGREE OR ACADEMIC CAREER

Select the degree or the academic career which makes you eligible to apply to the PhD programme.

Please note: Each page has a “Helpdesk” button which you can click on for assistance via email.
4. CHECK AND CONFIRM YOUR INFORMATION

Check the information you have entered and confirm by clicking on “Conferma i dati inseriti – confirm and proceed”. Otherwise, click on “Modifica i dati inseriti - modify”.

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5. SUBMIT A NEW APPLICATION

Click on “Presenta una nuova domanda” (Submit a new application) to start to fill in a new application.
6. SELECT A PhD PROGRAMME

Select the PhD program you wish to apply to and click on “Procedi con la presentazione della domanda” (Proceed with the application)

After having read the provided information, click on “dichiaro di aver preso visione delle modalità di accesso al concorso, di accettare interamente i termini del bando e di voler procedere con la presentazione della domanda” (I hereby declare that I have read the competition regulations, that I fully accept all the terms of the call for application and wish to proceed with the application submission)
7. SELF-DECLARATION STATEMENT

Verify all information, then click on “Dichiaro quanto sopra e desidero procedere” (I declare the above and wish to proceed) and then on “Procedi con la compilazione della domanda” (Proceed with completing the application)

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In the drop-down menu referred to in points 1 and 2 below, select the relevant options that apply to your case.

After selecting and confirming, the relevant selected options appear in green.

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8. UPLOAD DEI DOCUMENTI

Enter any required documents by the selected PhD programme and click on "Procedi con la compilazione" (Proceed to complete the application)

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9. ADMISSION PROCEDURE

Select the Admission procedure in the drop-down menu. Then click on “Conferma questa opzione” (Confirm this option) and proceed with the application “Procedi con la compilazione della domanda”
10. APPLY

At the end of the section, you find the button to submit your application. Click on "Inserisci la domanda" (Apply).
11. COMPLETE THE APPLICATION

Once all the specific sections of the application have been filled in, there are 3 buttons on the right menu: 
Pagamento/Payment", "Documenti" and "Chiudi e trasmetti/Submit". 
The application for participation, once closed and transmitted, cannot be modified and cannot be resubmitted.
To participate in the competition, it is also necessary to pay the participation fee through the PagoPA system integrated into the online form.
It will be possible to pay the participation fee for the competition by and no later than June 20, 2024 at 23:59 pm (local time).
Only the "closed and transmitted" application with the related payment made will be considered valid for competition purposes.
To close and transmit the application, first click on “Chiudi e trasmetti/Submit” and then on “OK”.
To complete the Payment section, click on Pay the contribution (see point 12).
Subsequently, a new page will open in which it is possible to close and submit the application by clicking on the “CHIUDI E TRASMETTI LA CANDIDATURA/Submit” button. NB: before clicking on the “CHIUDI E TRASMETTI LA CANDIDATURA/Submit” button, it is necessary to check all the data entered and uploaded documents.

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ATTENZIONE:
La domanda chiusa e trasmessa è immodificabile e non sarà possibile presentarne una nuova per lo stesso corso.
Se tutti i dati e i documenti caricati sono corretti procedere con la chiusura

Il pagamento non risulta ancora effettuato. E' possibile chiudere la domanda ma il pagamento dovrà essere regolarizzato entro i termini indicati nel bando e la ricevuta mostrata in sede di concorso, in caso contrario la candidatura non sarà considerata valida.

The application, once closed and submitted, will no longer be modifiable and it will no longer be possible to submit a new application for the same PhD programme. If all the data and documents uploaded are correct, proceed with the submission.

The payment has not yet been made. It is possible to close the application but the payment must be regularized within the deadlines indicated in the announcement and the receipt shown during the competition, otherwise the application will not be considered valid.

The two operations - payment and transmission of the application - can be performed in the desired order. However, it is essential that both are carried out within the deadlines set out in the call for applications with the related display of both green "√" check marks, so that the application is duly entered and therefore valid.

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12. PAYMENT OF PARTICIPATION FEE

PAYMENT OF THE PARTICIPATION FEE IS VALID ONLY IF MADE THROUGH THE PAGOPA SYSTEM INTEGRATED IN THE ONLINE FORM (NO spontaneous payment on PagoPA!!!).

Click on “Paga il contributo” (Payment) as shown on the screenshot below.

and follow the instructions shown on the page.

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Click on “Procedi con il pagamento di 35,00 €” (Proceed with the payment).

Proceed with the payment, you can select from two payment options: direct payment and a payment order you need to download and use with any payment service provider.

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Please note that it is highly recommend paying the fee by credit card. In this way the transactions will be immediately visible. If you decide to pay using a payment service provider, please remember to consider that this transaction could take more time.

Follow the instructions as shown below:

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13. RECEIPT

It will be possible to print the application submission receipt.

If the payment was made before the application was sent, it will appear on the receipt.

If, however, at the time of submitting the application the payment has not yet been made, the receipt will show "Provvederò ad effettuare il pagamento entro la data di scadenza del bando..." (I will make the payment by the deadline indicated in the call for applications...).

**NB: For the application to be valid, payment must be made within the deadline of the call for applications, by and no later than 23:59pm (local time) on 20 June 2024.**
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The receipt of the submitted application and the payment receipt must be kept by the candidate and presented to the Selection Committee and/or the PhD Unit - programmes and careers if requested.

The participation fee will not be refundable under any circumstances.