

PhD programmes - 40° Cycle

Call for applications 2024-2025

PROCEDURES FOR SUBMITTING THE APPLICATION FOR ADMISSION TO THE PHD PROGRAMME



TABLE OF CONTENTS

1.	ACCESS INFOSTUD	3
2.	CLICK ON "DOTTORATI" (PhDs)	4
3.	SELECT YOUR DEGEE OR ACADEMIC CAREER	6
4.	CHECK AND CONFIRM YOUR INFORMATION	7
5.	SUBMIT A NEW APPLICATION	8
6.	SELECT A PhD PROGRAMME	9
7.	SELF-DECLARATION STATEMENT	10
8.	UPLOAD DEI DOCUMENTI	12
9.	ADMISSION PROCEDURE	13
10.	APPLY	14
11.	COMPLETE THE APPLICATION	15
12.	PAYMENT OF PARTICIPATION FEE	18
13.	RECEIPT	22



1. ACCESS INFOSTUD

Access the page <u>https://www.studenti.uniroma1.it/phoenix/#/login</u> with your account credentials.

If you do not have them, first click on "Registrati" (Register).

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2. CLICK ON "DOTTORATI" (PhDs)

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CORSI DI LAUREA	DOTTORATI	SCUOLE DI SPECIALIZZAZIONE	MASTER
	TIROCINI FORMATIVI ATTIVI	ESAMI DI STATO	24 CFU

Then click on "BANDO ONLINE/APPLICATION FORM"



Benvenuto

ACCEDIALLA PAGINA PERSONALE

Accesso alle pagna personale dove potral procedere can fimmatricolazione se Vinctore di concorso Access to the personal page where you can proceed with the entraliment

BANDO ON LINEARFUCATION FORM

Accesso alle candidature on line PhD on line application form

Bando ordinario XL ciclo a.a. 2024/2025 - candidatura on line

Scadenza 20/06/2024 ore 23:59 (ora talana)

Deadline June 20th, 2024, at 11-89 pm (CET time). FERMO GENERALE DELSERNZI INFORMATICIA SUPPORTO DELLA DIDATTICA Nel giant 7, 6 a 9 giagno 2024 venanno effetuati interventi di menuteccione sulla pattatorma InfoStud e atte componenti software in uso in Atanes e, pertanto, non sanamo temponani quali i statemente del Dotorano di Ricensa. dii interventi rientrano nell'ambito del progeto di sealizzazione dei nuovo Sistema della ridattica e degli studenti e, nello specifico, nella fase di integrazione della piattatorma InfoStud e atte

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3. SELECT YOUR DEGEE OR ACADEMIC CAREER

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

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Sel Sel	ezionare il titolo o la carriera con la qual ect the degree or the academic career to Il di primo livello (triennale)	e si vuole partecipare al concorso apply		
11.04	Ateneo	Titolo/Degree	Data/Date	Voto/Score
9	UNIVERSITA' DEGLI STUDI di ROMA "LA SAPIENZA"	LAUREA di ordinamento DM 508/99 [durata triennale] SCIENZE DELL'EDUCAZIONE E DELLA FORMAZIONE (2-509 - Ordin: 2002)	17/02/2006	109
fitoi Secc	li di secondo livello (magistrale, specialistica, vecchio o und level degree (magistrale, specialistica, vecchio ordi Ateneo	rdinamento) inomento) Titolo/Degree	Data/Date	Voto/Score
0	UNIVERSITA: DEGLI STUDI di ROMA "LA SAPIENZA"	LAUREA SPECIALISTICA di ordinamento DM 509/99 (durata biennale) PEDAGOGIA E SCIENZE DELLA FORMAZIONE E DELL'EDUCAZIONE (LS - Ordin. 2003)	11/04/2008	110 e lode
0	UNIVERSITA' DEGLI STUDI di PALERINO	LAUREA MAGISTRALE di urdinamento DM 270/04 [durata biennale] CORSO NON TROVATO		

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**)

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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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Dichiarazione sostitutiva di certificazione ed atto di notorietà Declaration in lieu of certification and deed of notoriety (artt. 46 e 47 del D.P.R. 28 dicembre 2000 n. 445) - Presidential decree (D.P.R.) 445/2000

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 Dichiarazione sostitutiva di certificazioni/Declaration in lieu of certifications quanto inserito in fase di registrazione su INFOSTUD nella sezione PROFILO: "DIPLOMA" e "TITOLI UNIVERSITARI" corrisponde a verità. nat what is entered during registration on INFOSTUD in the PROFILE section: "DIPLOMA" and "UNIVERSITY QUALIFICATIONS" is true.

> Dichiarazione sostitutiva dell'atto di notorietà/Declaration in lieu of the deed of notoriety Che quanto rappresentato nel proprio curriculum corrisponde a verità. That what is represented in one's curriculum is true.

onseguito il titolo di laurea di ordinamento ante DM 509/99 (c.d. vecchio ordinamento) o laurea specialistica e/o magistrale (ordinamento DM 509 Per i laureandi: DICHIARO: che la data di conseguimento del titolo è prevista entro la data indicata sul bando.

obtained a university degree before DM (Ministerial Decree) 509/99 (so-called old system) or a laurea specialistica and/or master's degree (DM 50 For graduating students: I DECLARE: that the date of graduation is expected within the date indicated in the competition notice.

eso visione del bando di concorso e dei relativi allegati e di accettare integralmente, senza riserva alcuna, tutte le condizioni in esso contenute. ave read the competition notice and its attachments and to fully accept, without any reservations, all the conditions contained therein.

:azioni dipendenti da inesatta indicazione del recapito da parte dello stesso o da mancata oppure tardiva comunicazione del cambiamento dei re fortuito o forza maggiore;

ndication of the address by the candidate or for failure to communicate or late communication of any changes to the addresses indicated in the a circumstances;

ere consapevole che il contributo versato per la partecipazione al concorso non potrà essere rimborsato a nessun titolo ed in nessun caso; to be aware that the fee paid for participating in the competition cannot be refunded under any circumstances;

> 7. Di aver preso visione delle modalità di trattamento dei dati personali per i quali presta il consenso. to have read the methods of processing personal data for which he/she gives his/her consent.



Dichiaro quanto sopra e desidero procedere
J declare the above and wish to proceed

PROCEDI CON LA COMPILAZIONE DELLA DOMANDA - Proceed with completing the application



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.





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)





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**"

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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*^{*}. <u>The application for participation, once closed and transmitted, cannot be modified</u> 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).**

ATTENTION! FOR NATIONAL PHD PROGRAMMES ONLY - HERITAGE SCIENCE, ARTIFICIAL INTELLIGENCE, EARTH OBSERVATION and PEACE STUDIES - APPLICATION AND PAYMENT MAY BE MADE BY 10 JULY 11:59 PM (LOCAL TIME)





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.

CHIUSURA E TRASMISSIONE DELLA CANDIDATURA APPLICATION SUBMISSION

Verificare con attenzione quanto riportato sotto







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 " $\sqrt{}$ " 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.

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Dettagli del pagamento					
Payment details					

Descrizione/description: CONTRIBUTO PROVA DI ACCESSO AL CONCORSO DI DOTTORATO 40° CICLO

Transazione/transaction

Importo/amount: 35 € Scadenza/deadline: 20/06/2024 (23.59 italian time)

Corso/PhD course: ADVANCES IN INFECTIOUS DISEASES, MICROBIOLOGY, LEGAL MEDICINE AND PUBLIC HEALTH SCIENCES

Esito/outcome: NON PAGATO/NOT PAID

Verificare che i dati sopra riportati siano corretti, in caso di anomalie segnalarle all'helpdesk altrimenti cliccare sul bottone sotto per procedere con il pagamento.





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

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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.





Please note that 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.

ATTENTION! FOR NATIONAL PhD PROGRAMMES ONLY - HERITAGE SCIENCE, ARTIFICIAL INTELLIGENCE, EARTH OBSERVATION and PEACE STUDIES -APPLICATION AND PAYMENT MAY BE MADE BY 10 JULY 11:59 PM (LOCAL TIME)





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.