NOTICE AND GUIDELINES FOR PHD ENROLMENT XL CYCLE

IMPORTANT: THE REGISTRATION PROCEDURE REQUIRES THE UPLOAD OF DOCUMENTS. PLEASE ENSURE THAT YOU HAVE THEM AVAILABLE IN .PDF FORMAT AND THAT YOU HAVE SIGNED THEM BEFORE STARTING THE PROCEDURE

All candidates admitted to a Doctoral Course - Cycle XL must register online no later than 15 October 2024, h. 23.59 (Italian time).

GRADUATORY
On Unifg.it, n the section dedicated to the Doctorate XL cycle, it is possible to view the rankings for access to each Doctorate Course announced by the University of Foggia.

REGISTRATION OF WINNERS
Registration can only be completed on the Esse3 platform, following the steps listed:
- Access the Esse3 platform, at the following link: https://unifg.esse3.cineca.it/Home.do, with the credentials already used to register for the competition;
- Click on SEGRETERIA → IMMATRICOLAZIONE → at the bottom of the page click on "IMMATRICOLAZIONE" → select "IMMATICOLAZIONE STANDARD" → select "CORSO DI DOTTORATO (D.M. 226/2021)" → AVANTI
- Select the PhD Course in which you have been awarded → AVANTI → select the curriculum if the Course includes more than one → AVANTI
- Check that the summary contains all the correct data and then click on CONFERMA
- Select whether the Career is linked to dual enrolment (YES or NO)
- In the PA110 e lode section click on NO as PhD courses do not fall under the above-mentioned initiative → AVANTI → PROCEDI → PROCEDI
- If not entered during registration, upload your ID by clicking on" INSEIRISCI NUOVO DOCUMENTO DII IDENTITA'" → PROSEGUI
- Insert a Declaration of disability (if in possession) by clicking on INSERISCI NUOVA DICHIARAZIONE DI INVALIDITA' → AVANTI
- Upload a photo ID → CONFERMA
- At the bottom of the page summarising your qualifications click on "PROCEDI" → in the "Stato occupazionale" section select "NON LAVORATORE, STUDENTE FULL TIME" from the drop-down menu → AVANTI → CONFERMA
- Insert the documentation required for enrolment by clicking on" INSERISCI ALLEGATO" (for each document to be uploaded) using the forms downloadable from the site, in the 'IMMATRICOLAZIONE AL DOTTORATO DI RICERCA' section, at the following link: https://www.unifg.it/it/studiare/post-lauream/dottorati-di-ricerca/modulistica → AVANTI
  N.B. For PhD students WITH a scholarship, upload the REGISTRATION FORM WITH SCHOLARSHIP and the PNRR SCHOLARSHIP ACCEPTANCE FORM (for D.M. 629/2024 or 630/2024 scholarship recipients only). For PhD students WITHOUT a scholarship, upload the REGISTRATION FORM WITHOUT a scholarship
- Proceed with the required payments through PagoPA.

ONLY For CANDIDATES ADMITTED WITHOUT a SCHOLARSHIP

- Re-access the admission phase of the **competition** from the SEGRETERIA → PROCEDURA DI AMMISSIONE → select AMMISSIONE AL DOTTORATO XL CICLO IN …(name of the course you are enrolled in) → at the bottom of the page click on "MODIFICA TITOLI DI VALUTAZIONE" → select YES to the question "Vuoi inserire documenti e/o titoli alla domanda di ammissione" → AVANTI
  - In the TIPOLOGIA drop-down menu, select your income bracket (<u>N.B. it is essential to make the correct choice since the correct calculation of the fees due depends on this</u>)→ in the TITOLO section enter "AUTODICHIARAZIONE REDDITO" → upload the attached AUTODICHIARAZIONE REDDITO by entering the self-declaration of your income (always using the form that can be downloaded at the link https://www.unifg.it/it/studiare/post-lauream/dottorati-di-ricerca/modulistica)

All documents must be signed and uploaded in PDF format.

TAX

All doctoral students are required to pay the stamp duty of €16.00 and the annual Regional Tax, the amount of which is determined on the basis of their ISEE according to the following criteria:

1. First bracket €143,00 for students whose ISEE value for university benefits is less than or equal to €25.000,00;
2. Second bracket € 167,00 for students whose ISEE value for university benefits is between € 25.000,01 and € 50.000.00;
3. Third bracket € 190,00 for students whose ISEE value for university benefits exceeds € 50.000,01.

Payment of the regional tax is made in two tranches. AT THE TIME OF ENROLLMENT EVERYONE PAYS THE BASIC AMOUNT RELATED TO THE FIRST BRACKET. Only those who have an ISEEU over € 25,000.01 will pay, in the second tranche, the difference between the amount of the first bracket (already paid at enrollment) and the amount corresponding to one's ISEE bracket.

ATTENTION: In the ESSE3 platform, the Regional Tax amounts may NOT be updated to the values above. **However, proceed with the payment of what is automatically calculated by the platform (the amount includes stamp duty+regional tax+contribution).** Any adjustments will be calculated with the payment of the second tranche.

According to what is stated in the Notice of Benefits and Services of ADISU Puglia, the economic conditions of the student are identified on the basis of the ISEEU (Indicator of the Equivalent Economic Situation), which must bear the wording 'IS APPLIED TO THE FRIENDLY BENEFITS FOR THE RIGHT TO UNIVERSITY STUDY' and on the basis of the ISPE (Indicator of the Equivalent Financial Situation).

N.B. If the student is enrolled at the same time in two degree courses, both pertaining to university institutions referred to in art. 1, he/she is required to pay a single regional tax for the right to study for an amount equal to that referred to the bracket to which he/she belongs.

PhD students who have won a scholarship are required to pay an annual contribution of €300.00 for access and attendance of PhD courses.

The amount due is divided into two instalments:

a) first instalment, to be paid upon enrolment (€ 150,00);

b) second instalment, to be paid by 31 January (€ 150,00).

PhD students in receipt of a doctoral scholarship must register for GESTIONE SEPARATA INPS, which can be done online at the following link: https://www.inps.it/it/it/dettaglio-scheda.schede-servizio-strumento.schede-servizi.iscrizione-dei-lavoratori-parasubordinati-alla-gestione-separata-50175.iscrizione-dei-lavoratori-parasubordinati-alla-gestione-separata.html.
The receipt must be printed and uploaded in Esse3 in the career attachments.

Those who are enrolled in another social security fund must provide evidence of this on the enrolment form.

Pursuant to and for the purposes of Article 1, co. 262 of Law no. 232/2016, <u>PhD students who are NOT recipients of a scholarship</u> are exempt from payment of the annual contribution, with the exception of PhD students with self-employed or salaried income exceeding € 15.000 gross per annum, for whom the contribution is established according to the following table:

GROSS ANNUAL INCOME (R) FROM SELF-EMPLOYMENT OR EMPLOYMENT OF THE DOCTORAL CANDIDATE WITHOUT A GRANT	ANNUAL CONTRIBUTION AMOUNT DUE
€ 15.000,00 < R < € 18.000,00	€ 300,00
€ 18.000,01 < R < € 23.000,00	€ 400,00
€ 23.000,01 < R < € 30.000,00	€ 500,00
€ 30.000,01 < R < € 40.000,00	€ 600,00
€ 40.000,01 < R < € 50.000,00	€ 700,00
R > € 50.000,01	€ 800,00

Students who have obtained their degree abroad are exempt from paying the admission fee and the all-inclusive annual contribution.

Disabled doctoral students, with a disability <u>HIGHER OR EQUAL to 66%,</u> are totally exempt from the application fee and course fees, but not from stamp duty.
Disabled doctoral students with a disability rating between 45% and 65% pay the tuition fee but are partially exempt, i.e. they have a 50% reduction in the annual contribution.

ELIGIBLE (WITHOUT A PLACE)
The position 'eligible' does not allow, upon publication of the final list, access to the PhD Course. However, in the event of any withdrawals, the places made available will be made available to successful candidates.
The PhD Office shall inform the interested candidates directly.

WAIVER
Any candidate who, having been successful in the competition, does not intend to accept the assigned place shall not proceed with enrolment and shall promptly inform the Doctoral Office thereof.
Successful candidates who do not correctly complete the enrolment procedure by **15 October 2024, h. 23.59 (Italian time)** will be excluded from the PhD Course.

For any clarifications on the procedure please send an email to ufficiodottorato@unifg.it, indicating precisely the name of the PhD course in the subject line.