Università di Foggia

NOTICE AND GUIDELINES FOR PHD ENROLMENT 42nd 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 – 42nd cycle (academic year 2026/2027) must complete the online enrolment process through the ESSE3 platform, within the deadlines established for each programme as specified in the official Notice published on the University bulletin board and on the webpages of the individual programmes.

GRADUATORY

On Unifg.it, n the section dedicated to the Doctorate 42nd cycle, it is possible to view the rankings for access to each Doctoral 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 REGISTRAR'S OFFICE → ENROLMENT → at the bottom of the page click on "IMMATRICOLAZIONE" → select "IMMATRICOLAZIONE 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 "INSERISCI NUOVO DOCUMENTO DI 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 (Please Note: This option must be selected regardless of your employment status)
- 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/en/study/post-lauream/phd-programmes/forms → AVANTI
  N.B. For PhD students WITH a scholarship, upload the REGISTRATION FORM WITH SCHOLARSHIP. 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 42nd 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 (**Please Note: it is essential to make the correct choice since the correct calculation of the fees due depends on this**) → 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/en/study/post-lauream/phd-programmes/forms)

All documents must be signed and uploaded in PDF format.

TAX

The cost of attending a PhD programme consists of three components, payable in two instalments, as follows:

1) **Stamp duty** € 16.00 – all PhD candidates are required to pay the stamp duty;
2) **Annual ADISU Regional Tax** for the Right to Higher Education – all PhD candidates are required to pay the ADISU regional tax. The amount of this tax is determined on the basis of the candidate's ISEEU value according to the following criteria:
   a) First range: € 146,00 for students whose ISEEU (Equivalent Economic Situation Indicator for university services) is less than or equal to € 26.000,00;
   b) Second range: € 170,00 for students whose ISEEU is between € 26.000,01 and € 52.000,00;
   c) Third range: € 195,00 for students whose ISEEU is greater than € 52.000,01.
   The Regional Tax is paid in two instalments. At the time of enrolment, **ALL** students must pay the base amount corresponding to the first bracket, **€ 146,00**. Only those whose ISEEU exceeds € 26.000,01 will pay, in the second instalment, the difference between the first bracket amount (already paid at enrolment) and the amount corresponding to their own ISEEU bracket.
   According to the ADISU Puglia Call for Benefits and Services, the student's economic condition is determined based on the **ISEEU** (Equivalent Economic Situation Indicator), which must include the **statement "Applicable to subsidised benefits for the right to university education**", and on the **ISPE** (Equivalent Patrimonial Situation Indicator).
   NB: If a student is simultaneously enrolled in two degree programmes, both at universities located in the Apulia Region, they are required to pay only one ADISU regional tax for the right to higher education, equal to the amount corresponding to their ISEEU bracket.
3) **Annual contribution for access to and attendance of PhD programmes**. The amount of this contribution varies depending on whether or not the student receives a scholarship. **Students who obtained their degree abroad are exempt from paying this contribution.**

ANNUAL CONTRIBUTION AMOUNT – PHD CANDIDATES WITH SCHOLARSHIP

PhD candidates receiving a scholarship are required to pay an annual contribution for access to and attendance of PhD programmes amounting to € 300,00, divided into two instalments:
a) First instalment: payable at **the time of enrolment/registration** (€ 150,00);
b) Second instalment: payable by 31st January (€ 150,00).

Therefore, the correct breakdown of the two instalments for PhD candidates with a scholarship is as follows:

	Stamp duty	ADISU Tax	Annual Contribution	Total PagoPa	Payment deadline
FIRST INSTALMENT	€ 16,00	€ 146,00	€ 150,00	**€ 312,00**	At the time of enrolment
SECOND INSTALMENT	/	€ 24,00 o € 49,00 depending on ISEEU bracket	€ 150,00	**€ 174,00 o € 199,00**	By 31st January 2026

PhD students receiving 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 registration receipt must be printed and uploaded in Esse3 in the Career attachments section.

Students enrolled in another social security fund must indicate this explicitly in the enrolment form.

ANNUAL CONTRIBUTION AMOUNT – PHD CANDIDATES WITHOUT SCHOLARSHIP

PhD candidates without a scholarship are required to pay an annual contribution for access to and attendance of PhD programmes, the amount of which ranges from a minimum of € 300,00 to a maximum of € 800,00, **depending on their income from self-employment or salaried work**, according to the table below:

GROSS ANNUAL INCOME (I) FROM SELF-EMPLOYMENT OR EMPLOYMENT OF THE DOCTORAL CANDIDATE WITHOUT A GRANT	ANNUAL CONTRIBUTION AMOUNT DUE	FIRST INSTALMENT	SECOND INSTALMENT
I < 15.000,00*	€ 0	€ 0	€ 0
€ 15.000,00 < I < € 18.000,00	€ 300,00	€ 150,00	€ 150,00
€ 18.000,01 < I < € 23.000,00	€ 400,00	€ 200,00	€ 200,00
€ 23.000,01 < I < € 30.000,00	€ 500,00	€ 250,00	€ 250,00
€ 30.000,01 < I < € 40.000,00	€ 600,00	€ 300,00	€ 300,00
€ 40.000,01 < I < € 50.000,00	€ 700,00	€ 350,00	€ 350,00
I > € 50.000,01	€ 800,00	€ 400,00	€ 400,00

*Pursuant to Law No. 232/2016, Article 1, paragraph 262

Accordingly, the correct amount of the two instalments for PhD candidates **without a scholarship** will be:

	Stamp duty	ADISU Tax	Annual Contribution	Payment deadline
FIRST INSTALMENT	€ 16,00	€ 146,00	See previous table "FIRST INSTALMENT"	At the time of enrolment

SECOND INSTALMENT	/	€ 24,00 o € 49,00 depending on ISEEU bracket	See previous table "SECOND INSTALMENT"	By 31st January 2026

FULL/PARTIAL EXEMPTIONS applicable to PhD students with or without scholarship
Disabled doctoral students, with a disability HIGHER OR EQUAL to 66%, are totally exempt from the application ADISU Tax and the Annual Contribution, but not from stamp duty of € 16.00.
Disabled doctoral students with a disability RATIN BETWEEN 45% and 65% are required to pay the Stamp duty, the ADISU registration fee, and the Annual Contribution reduced by 50%.

ELIGIBLE NON-WINNER
Candidates who are deemed ELIGIBLE non-winners in the Rectoral Decree of Approval of the Proceedings are not admitted to attend the PhD programme. However, in the event of any withdrawals by winners, the ranking lists will be updated according to the procedures and timelines set forth in Article 17, paragraphs 6 and 7, of the University PhD Regulations.
The PhD Office will notify the concerned candidates directly.

WITHDRAWAL
A candidate who, having been declared a winner of the competition, is unable to accept the type of position assigned (e.g., due to income limits) should not proceed with enrolment but must promptly notify the PhD Office (ufficiodottorato@unifg.it), requesting that their eligibility in the ranking be preserved for potential reallocation and/or any further available positions compatible with their conditions.

If such notification is not provided, winning candidates who do **NOT complete enrolment within the established deadlines** will be removed from the ranking list of the PhD programme (Article 11, paragraph 2 of the PhD Call for Admission).

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.