ANNEX B

ON-LINE ADMISSION APPLICATION – OPERATIVE INSTRUCTIONS TO REGISTER
(Pursuant art. 5 of the Call for Admission)

Pursuant Article. 5 of the **Call for Admission** to PhD courses, the admission application must be completed via the dedicated <u>online registration procedure</u> and it involves **two steps**:

1) REGISTER AT UNIBS WEBSITE

In order to make an online admission application, candidates must register on the university portal through: https://esse3.unibs.it/Home.do , accessible also by clicking to "Candidates Online Registration" on UNIBS website. Once the registration is complete, the system will provide the user of credentials (username and password - to be saved on file or printed for future logins).

Those candidates who have already enrolled in previous years at the University of Brescia, and have graduated, withdrawn from studies, lost student status or moved to another university (in any case, those who have added their personal data in the UNIBS IT system in the past) will be recognised by the IT system and, in the event that their personal registration details have been lost or forgotten, must access "Recover credentials" (recupero credenziali) in the UNIBS website.

If you no longer have UNIBS credentials, apply to the credential recovery procedure. The procedure is available on the web page https://www.unibs.it/it/node/307 (Student Registration). The link is available also in the section of the University website https://www.unibs.it/it/node/1078

2) LOGIN AND ENROLMENT

Proceed to login (enter username and password). Go to **REGISTRAR'S OFFICE** > **ADMISSION TEST** > **COMPETITIVE EXAMINATION REGISTRATION** and follow the guided procedure**.**

Once the registration is complete, the procedure will require the entry of the data relating to the admission requirements, pursuant to art. 2 of the Call for Admission. Candidates must upload the documents required pursuant to Article 4 of the Call for Admission to PhD Courses. These documents must be uploaded in the online registration web site (unless a candidate incurs in the situation envisaged by **method B** envisaged below) and must be .pdf format. **Candidate's complete documentation uploaded by the cannot exceed 60 MB**.

Candidates may add and edit some of the attached documents, even after completing the online application described as above. **<u>HOWEVER, ADDITIONAL FILES/DOCUMENTS MUST BE UPLOADED BEFORE CLOSING THE ONLINE REGISTRATION</u>, and in any case within the admission notice deadline of 04 August 2021, 14.00 hours (Italian Time).**

UNIBS specifies that incorrect documents / documents to be modified cannot be deleted. However, the candidate <u>may upload these correct documents</u> by uploading them as ADDITIONAL DOCUMENTS.

In case of PhDs Courses articulated into different curricula, if so deemed compulsory in **Annex A - PhD data sheet** of each PhD Course, entail that candidates must choose one or more among them, by selecting a priority list and fill-in the due form provided in the section of the University website https://www.unibs.it/it/node/1078 .

UNIBS has activated two (2) types of loading procedures, alternative to each other, at the free choice of the candidate and both valid for competition purposes applying only to PhD Courses that require, as per **Annex A - PhD data sheet** of each PhD, that the candidate presents letters of reference:

1. **Automatic request for references from the online registration procedure in Esse3**: under the online registration procedure called Esse3, in the document upload section, the candidate finds the appropriate section where to edit the name / data of the referee (add e-mail address, name of the institution, etc. of the referee). Esse3 activates an automated message both in Italian and English languages to be sent to the e-mail address of the referee that the candidate has listed. The message asks the referent if he/she wishes to draw up a letter of reference for candidate X and allow him/her to upload the letter in .pdf format. **Uploads can be accepted only within the deadline of the Call**. The referee can also choose not to proceed. In case of doubts about the receipt of this automated message, the candidate can check the situation by returning to the registration page (applying through his/her own user credentials) and send alert messages to the referees listed.

2. Uploading of reference letters in .pdf format in the specific document uploading section under "**ADDITIONAL DOCUMENTS**": the candidate can upload the reference letters, in .pdf format, already available to him/her in the "**Additional Documents**" section of the online registration procedure.

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Candidates <u>may submit the documents required in the Call for Admission to PhD Courses, Article 4, and any other documents you deem useful to be uploaded</u>, accompanied by a list of contents, exclusively within the expiry date of the PhD Call for Admission, using **method A.** :

A - upload your documents in the online section of the registration procedure Esse3 "Candidates Online Registration", as outlined in the previous paragraph 2 of this Instructions. (file and/or folders in ZIP o RAR format, not exceeding a size of 60 MB). **Candidate's complete documentation uploaded by the cannot exceed 60 MB.**

Only in case that documents to be uploaded exceed a size of 60 MB it is possible to use the alternative method B, as follows:

B - hard copy or digital support device (CD, DVD or USB pen drive) sent via postal service or private courier to the following address: University of Brescia, U.O.C. Flussi Documentali, Piazza del Mercato, 15 - 25121 Brescia. The envelope must show the name and surname of the candidate and the wording: "Competitive examination for admission to the PhD programme in *[PhD programme title……]"*;

Documents must be delivered by the date and time set as the application deadline. The postal stamp is not a valid as a proof of delivery. All publications and other documents presented in original hard copy format and/or relative digital support devices, being an integral part of the admission application, are not returnable, even upon request.

3) INVALIDITY COMPETITION PROCEDURE - PAY ATTENTION

UNDER PENALTY OF EXCLUSION FROM THE COMPETITION .....
REMEMBER

TO SIGN THE APPLICATION FORM !

The sole compilation of the document called "**Signed Application Form**", available on the University web page dedicated to the Call for Admission to PhD Courses, if not signed will exclude you from the competitive examination procedure.

If you have uploaded the unsigned **"Signed Application Form"** document during the online registration process, you can upload it again, signed. Go to **REGISTRATION > ADMISSION TEST > COMPETITIVE EXAMINATION REGISTRATION** by clicking on the PhD Call link and then on the button "Edit Assessable Document".

TO PAY THE REGISTRATION FEE !

The sole compilation of the online application does not complete the registration procedure allowing you to be admitted to UNIBS PhD Programs. **UNIBS envisages a registration fee amounting to € 50,00 for each PhD application presented. The payment must be made within the deadline set for the submission of applications**.

Applications that result to be incomplete, non-compliant or not submitted according to the methods and within the deadlines of this article are invalid (e.g. documents uploaded in word format and not in .pdf format, documents not signed when the signature is compulsory/required, etc.).