UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

ANNEX C

ON-LINE ADMISSION APPLICATION – OPERATIVE INSTRUCTIONS TO REGISTER THROUGH THE ESSE3 SYSTEM

PhD PROGRAMMES, XXXVIII CYCLO, A.Y. 2022/2023
(Pursuant Art. 4 of the Call for Admission)

Article 4 of the Call for Admission to PhD Programmes provides that applications can only be submitted through the dedicated online registration procedure called Esse3. The procedure involves **two stages**:

1) REGISTER AT UNIBS WEBSITE

Prerequisite to access and use the web services of our University (to submit the online application to public competitions, to manage candidates and future students' profiles in the Esse3 system, etc.) candidates are required to have a UNIBS account.

Pursuant to the Italian laws in force, adult candidates (18 years old) and having an **Italian revenue tax code**, if not yet registered, will be able to register **using their Italian SPID credentials**

If you do not yet have **SPID** yet **apply for it !**

Do you not have an Italian tax code because you are an EU / non-EU candidate residing abroad?

If you do not have a UNIBS account and you cannot activate the SPID, you can still register through the University user's registration system, by activating the credentials from the web link
Candidates Online Registration

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Those candidates who have already enrolled in previous years at the University of Brescia, or have graduated, withdrawn from studies, lost student status or moved to another university (in any case, those candidates who have added their personal data in the UNIBS IT system in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 the "Retrieve your credentials" procedure (recupero credenziali) on 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/en/education/useful-information/access-online-services (Student Registration).
The link is available also in the section of the University website https://www.unibs.it/en/node/1078

2) LOGIN AND ENROLMENT

Once you obtain the credentials proceed to login (enter username and password).

Go to
REGISTRAR'S OFFICE > ADMISSION TEST > COMPETITIVE EXAMINATION REGISTRATION
and keep to the guided procedure**.**

Once the registration is complete, the procedure will require the entry of the data and to upload the documents / files envisaged by the Call for Admission to PhD Programmes. These documents must be uploaded in the online registration web site of Esse3 (unless a candidate incurs in the situation envisaged by **method B** envisaged below) and must be in .pdf format.

Candidates may add and edit some of the attached documents, even after completing the online application described as above. **HOWEVER, ADDITIONAL FILES/DOCUMENTS MUST BE UPLOADED BEFORE CLOSING THE ONLINE REGISTRATION**, **and in any case within the admission notice deadline of 09 August 2022, 14.00 hours** (Italian Time)**.**

Incorrect documents / documents to be modified cannot be deleted. However, candidates may upload these correct documents by uploading them as ADDITIONAL DOCUMENTS.

In case of PhD Programmes articulated into different curricula, if so deemed compulsory in **Annex A - PhD data sheet** of each PhD Programme, this entails 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/en/node/1078 .

In case the candidate is required to present letters of reference, as per **Annex A - PhD data sheet** of the PhD Programme, two (2) types of uploading procedures, alternative to each other, at the choice of the candidate, are active.
Both are valid for competition purposes:

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 **may submit the documents required in the Call for Admission to PhD Programmes, and any other documents they deem useful to be uploaded**, 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 in Esse3 under "Candidates

Online Registration", as per Step 2 of this document (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 candidates' documents to be uploaded exceed a size of 60 MB it is possible to use the alternative method B to send them, 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

UNDER PENALTY OF EXCLUSION FROM THE COMPETITION...PAY ATTENTION !

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 Programmes, 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 Programmes. **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**.

Candidates of Pakistani citizenship, being shortlisted under the HEC Pakistan MoU, and applying for the reserved posts having a stipend funded by HEC Pakistan, are exempted from paying the registration fee.

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.).