



UNIVERSITÀ  
DEGLI STUDI  
DI BRESCIA

## ONLY TO NON-ITALIAN SPEAKING CANDIDATES

### PROCEDURES TO ENROL IN THE FIRST YEAR OF THE UNIVERSITY PhD Programmes, XXXIX cycle – A.Y. 2023/2024

#### PREAMBLE

Candidates resulting eligible in the final ranking list of merit are admitted to the PhD Programmes **in respect to the number of the posts available**. The release of the ranking lists of merit on the University website is the official communication valid for all purposes.

Candidates **resulting eligible and assigned for a post** in the final rankings of merit of several PhD Programmes must opt for a single PhD Programme.

**The choice of a curricula of a PhD Programme (see Annex A of the Call for Admission as reference) made during the final enrolment procedure cannot be changed in the three-year period of the PhD Programme.** If a candidate does not know which curriculum to choose among those available, he/she is invited to contact the PhD Programme Coordinator for advice before completing the pre-enrolment procedure. The PhD Secretariat will not be able to complete the enrolment until the candidate **resulting eligible and assigned for a post** chooses.

#### POSTS AVAILABLE

The file called "Final Ranking List of Merit" of each PhD programme released on the UniBS website, section <https://www.unibs.it/en/node/470> lists the types of posts available, benefiting a PhD scholarship and without. The column called "Code / Post" informs candidates whether candidates are eligible and assigned for a post benefiting or not benefiting a scholarship, also specifying the type of scholarship.

#### By way of example

- if all candidates are suitable for a post benefiting a scholarship code A (1, 2, etc.) or for a post not benefiting a scholarship (SB 1, 2, etc.) those with the highest score in the rankings will have precedence. The PhD Secretariat will notify the availability (of posts benefiting or not benefiting a scholarship) to eligible candidates admitted by scrolling the final ranking list of merit as the eligible candidates having a higher score in the final ranking list of merit make their choice, thus becoming assignees of that particular post.
- if more than one candidate is eligible for a **post benefiting a scholarship having a code referred to a RESEARCH TOPIC or a RESERVED POST**, those with the highest score in the rankings will have precedence. The PhD Secretariat will notify the availability (of posts or of posts benefiting scholarships) to eligible candidates admitted by scrolling the final ranking list of merit as the eligible candidates having a higher score in the final ranking list of merit make their choice, thus becoming assignees of that particular post.

#### ENROLLMENT TIMEFRAME



### APPLYING TO ALL ELIGIBLE CANDIDATES ASSIGNEES OF A POST

candidates eligible and assigned for a post who do not complete the enrolment procedures within the deadlines published in the final ranking lists of merit, as well as on the University website at <https://www.unibs.it/en/node/470> will be considered as to have waived their consent to enrol. The remaining vacant positions will be assigned to the next candidates eligible in the final ranking list of merit.

To allow the allocation of the overall available positions, **candidates eligible for a post who waive their consent to enrol or waive their consent to the benefit of a PhD scholarship must fill-in, sign and send in pdf the form called “WAIVER Form”** available online at <https://www.unibs.it/en/node/470>, adding a copy of a valid passport or identity card, to the PhD Secretariat of this University by writing to: [ammcentr@cert.unibs.it](mailto:ammcentr@cert.unibs.it)

Candidates **eligible and assigned a post on multiple RESEARCH TOPIC codes referred to for the scholarships and/or those posts for candidates being private and public administration employees that envisage the upholding of the salary treatment and/or for reserved posts to specific categories must report their preference by promptly writing to [dottorati@unibs.it](mailto:dottorati@unibs.it) and, in any case, before completing the pre-enrolment procedure**

The PhD Secretariat will notify the availability (of posts or posts benefiting a scholarships) to the eligible candidates admitted by scrolling the final ranking list of merit only via email to candidates email address provided when registering to the Call for Admission.

### CANDIDATES ELIGIBLE AND ASSIGNED A POST BUT PENDING TO ACHIEVE THE ELIGIBLE UNIVERSITY DEGREE BY OCTOBER 31<sup>st</sup>, 2023 TO ACCESS THE PhD PROGRAMME

***WON'T ENROL WITHIN THE DEADLINES COMMUNICATED HEREIN BUT MUST DO SO ONCE THEY ACHIEVE THEIR MASTER'S DEGREE***

***THE PhD SECRETARIAT WILL EXTEND THE DEADLINE TO ENROL TO THIS CATEGORY OF CANDIDATES***

**WITHIN 3 DAYS FROM GRADUATION THESE CANDIDATES MUST SEND TO THE PhD SECRETARIAT, WRITING TO [dottorati@unibs.it](mailto:dottorati@unibs.it) OR TO [ammcentr@cert.unibs.it](mailto:ammcentr@cert.unibs.it)**

Candidates having an eligible University Degree achieved in Italy	Candidates having an eligible University Degree achieved from non-Italian universities
<b>Self-declaration</b> of the academic qualification achieved, specifying: <ul style="list-style-type: none"><li>- The name of the University that issued the degree</li><li>- The date of graduation</li><li>- The type of degree obtained (Italian University Education system prior to Ministerial Decree</li></ul>	A <b>certificate*</b> of academic qualification achieved, specifying: <ul style="list-style-type: none"><li>- The name of the University that issued the degree</li><li>- The date of graduation</li><li>- The type of degree obtained and the final score</li><li>- A copy of a valid identification document</li></ul>



509/1999, advanced/master's, etc.) and the final score - A copy of a valid identification document	<b>* The self-declaration is not admitted for this category</b>
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**ENROLLMENT DOCUMENTS**  
**TO BE SENT TO THE PhD SECRETARIAT BY WRITING TO [dottorati@unibs.it](mailto:dottorati@unibs.it)**

- Form called “**Declaration of Commitment to attend the PhD Programme**” duly filled-in in all aspects and signed
- For those candidates eligible and assigned a post benefiting a scholarship co-financed by the Italian PNRR (National Recovery and Resilience Plan, or NRRP, financed by the Programme Next Generation EU) either under the DM 117 or the DM 118 the form called “**Declaration of Commitment to attend the PhD Programme DM 117**” or “**Declaration of Commitment to attend the PhD Programme DM 118**”, duly filled-in in all aspects and signed
- Form to receive the scholarship duly filled-in, only for candidates who own a Bank Account in a European Country – **this form applies only to candidates eligible for a post benefiting a scholarship**
- Photocopy of Passport/Identity Card
- Copy of the registration at the Italian INPS – Italian National Social Security - category: Gestione Separata, if you have already registered; or a written declaration that he/she will comply upon arrival in Italy

**ONCE** the PhD Secretariat completes the enrolment the newly enrolled PhD student will proceed in paying the University tuition fees amounting to **Euro 156,00** (comprehensive of € 140.00 of Regional Tax and € 16.00 of Italian Revenue Tax Stamp duty) of the first A.Y. 2023/2024, under penalty of forfeiture, and send its receipt by writing to [dottorati@unibs.it](mailto:dottorati@unibs.it)

**In case that the student abroad cannot pay the tuition fees through the University system set (e.g. PAGO PA) he/she can pay through international bank transfer to the bank account of the University (form uploaded in annex to these instructions) specifying to which PhD Programme he/she is enrolling.**

**The procedure must be completed within the deadlines communicated herein.**

**Warning:** failure to send the required documents, duly completed and signed, within the pre-established deadlines for pre-enrolment will result in the forfeiture of the right to enroll in the PhD Programme for which you are a suitable assignee

**FURTHERMORE:** failure to pay the first-year tuition fee within the pre-established deadlines for enrolment will result in failure to complete enrollment and consequent non-admission to the PhD Programme.

Upon completion of the first A.Y. enrolment the PhD Secretariat will request the Italian tax code from the Revenue Agency - Brescia Office - for those candidates who do not have it.

**All forms prepared by the University of Brescia are available at the website section**  
<https://www.unibs.it/en/node/470>



**All candidates eligible for a post being Non-EU citizens must also send to the PhD Secretariat by writing to [dottorati@unibs.it](mailto:dottorati@unibs.it)**

- **If already resident in Italy:** a valid residence permit or copy of the application for a residence permit and a copy of the Italian Revenue Tax Code (codice fiscale)
- **If not yet in Italy, and resident abroad:** **having completed the first year enrolment procedures**, these candidates must request to the PhD Secretariat by writing to [dottorati@unibs.it](mailto:dottorati@unibs.it) a certificate of having being successful admitted to the PhD Programme in order to complete the procedures to apply for a study visa to the Embassy / Consulate of Italy present in the country of origin or of application of the candidate

**The explanatory procedure to request the study visa is available online at <https://www.unibs.it/en/node/470> section Study visa - How to apply through UNIVERSITALY**

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### **General Information**

The PhD Secretariat of the University is not responsible for the procedures relating to family reunion practices of foreign PhD students. We invite candidates to contact the Embassy / Consulate of Italy present in the Country of origin for which you are applying for an entry visa to request the necessary information in this respect.

<b>CONTACTS</b>	
<b>PhD Secretariat (UOC Dottorati) - UNIBS, via San Faustino 74/B, Brescia</b>	
<b>The Secretariat's opening times by appointment only:</b> <b>Wednesdays 10.00 - 12.00 hours.</b>	<b>For Information or Doubts:</b> Email: <a href="mailto:dottorati@unibs.it">dottorati@unibs.it</a>  Ph.: +39 030.2988733; 8866; +39 334 1175620

**IN CASE OF DOUBTS OR DIFFICULTIES WE INVITE CANDIDATES TO CONTACT THE PhD SECRETARIAT PREFERABLY VIA EMAIL, EXPLAINING THE CASE OCCURRING, POSSIBLY SUPPORTED BY DOCUMENTATION, IN ORDER TO AVOID CLOGGING THE TELEPHONE LINE**