



GUIDE FOR ADMISSION APPLICATION ON LINE TO PH.D. PROGRAMMES
CYCLE XXXI ACADEMIC YEAR. 2015-2016

USEFUL LINKS:

- *Dottorato di Ricerca – Corsi di Dottorato di Ricerca:*
<http://portale.unibas.it/site/home/ricerca/dottorati-di-ricerca.html>
- *Full text of the Call :* <http://portale.unibas.it/site/home/ricerca/dottorati-di-ricerca/bandi.html>

Write the following address in your web browser: <https://unibas.esse3.cineca.it>
and select the English language (right **menu**)

https://unibas.esse3.cineca.it/Home.do;jsessionid=840D2E80E055B821E71E920A22F22494.esse3-unibas-prod-02?cod_lingua=eng

For the steps , click to: Forward, or Avanti, or Proceed , or Conferma e procedi.



The homepage of the site will appear as showed in Fig. 1—Click “Registration”

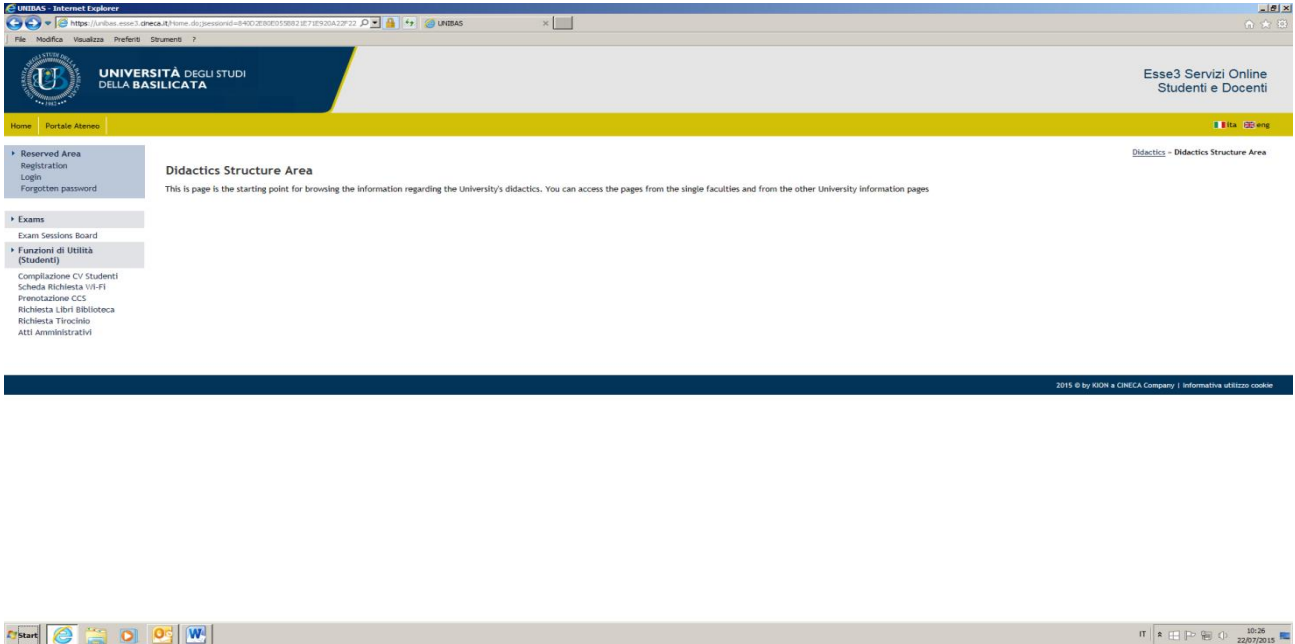


Fig. 1—Homepage

Click :

[Web registration](#) and fill in the forms with the requested information (Figures 3, 4, 5, 6, 7). Read carefully all the instructions showed in the pages. If you don't have an “Italian Fiscal Code” flag “Foreign student without Italian Fiscal Code”

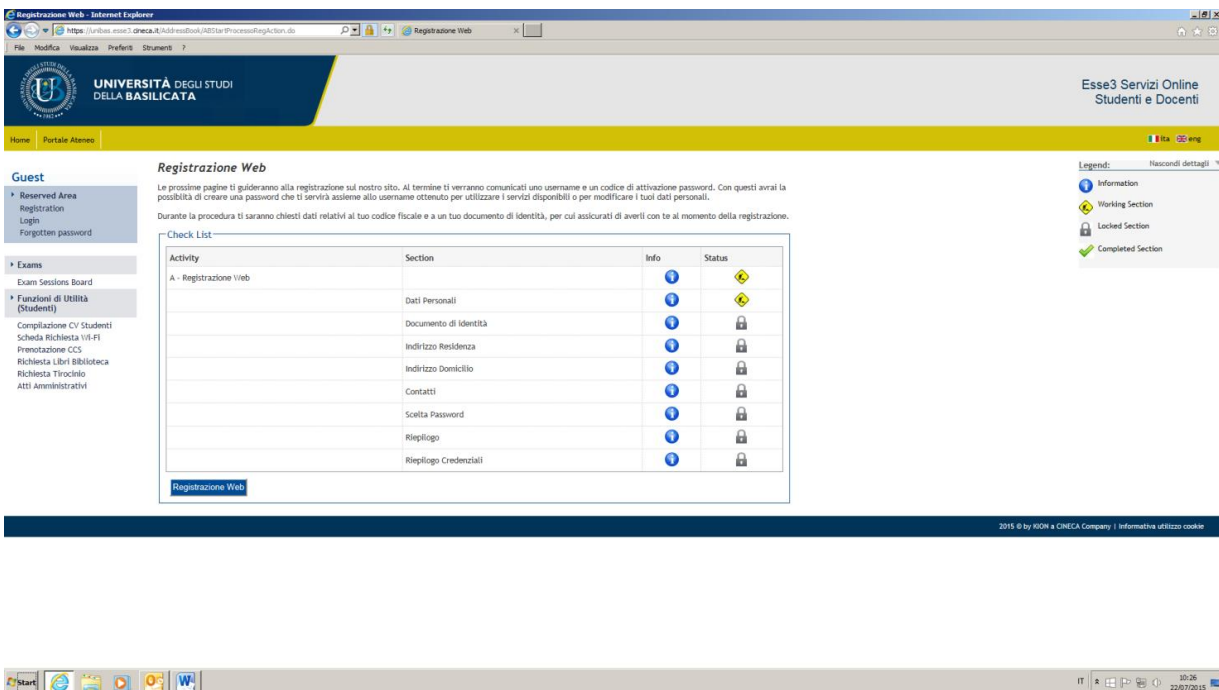


Fig. 2 – Start registration



UNIVERSITÀ DEGLI STUDI DELLA BASILICATA
UFFICIO RICERCA E RELAZIONI INTERNAZIONALI – DOTTORATI DI RICERCA

ESSE3 – GUIDA ALLA DOMANDA DI AMMISSIONE AI CORSI DI DOTTORATI DI RICERCA A.A. 2015-2016

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

Name*	NAME
Family Name*	SURNAME
Date of birth*	[1/07/1998] (dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Nationality*	SWEDEN
Country*	Sweden
City not listed*	Göteborg
Italian ID no.*	(automatically calculated if not provided)

Back Forward

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Fig. 3 – Personal data

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data


Name*	NAME
Family Name*	SURNAME
Date of birth*	[1/07/1998] (dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Nationality*	SWEDEN
Country*	Sweden
City not listed*	Göteborg
Italian ID no.*	SRNMA98L41Z132U (automatically calculated if not provided)

Warning: Italian ID no. has been calculated automatically; check that it is correct and continue.

Back Forward

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Fig. 4 – Personal data

 to continue. In the following page (Fig. 4) you will be asked to enter your identity document information.



Registration: Documenti di identità

In questa pagina viene visualizzato il modulo per l'inserimento o la modifica dei dati del documento d'identità

Documento d'identità

Tipo documento*	Passaporto
Numero*	123456789
Rilasciato da	
Data Rilascio*	01/07/2012 (gg/mm/aaaa)
Data Scadenza Validità*	30/06/2022 (gg/mm/aaaa)

Indietro Avanti

Legend:
Mandatory Field
Check List

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Fig. 4 – Identity document

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country*	Sweden
Town*	Göteborg
ZIP CODE	
Locality	if in Italy
Address*	Nordstan (street, square, road)
Street no.*	5
Telephone*	0123456789
Current address is the same as permanent address*	<input type="radio"/> Y <input checked="" type="radio"/> N

Forward Proceed

Legend:
Mandatory Field
Check List

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Fig. 5 – Permanent address



The screenshot shows a web browser window with the URL <https://unibas.esse3.cneca.it/AddressBook/IndirizzoDomSubmit.do?sessionid=84002E80558621E71>. The page title is "Registration: Current address". The form is titled "Current address" and includes the following fields: "Nome Cognome" (text input), "Country" (dropdown menu with "Italy" selected), "Province" (dropdown menu with "Potenza" selected), "Town/City" (dropdown menu with "Potenza" selected), "ZIP CODE" (text input with "85100" and a note "if in Italy"), "Locality" (text input), "Address" (text input with "Via XXXXXXXXX" and a note "(street, square, road)"), "Street no." (text input), and "Telephone" (text input). There are "Forward" and "Proceed" buttons at the bottom of the form. A legend on the right indicates that a red asterisk denotes a "Mandatory Field". The footer of the page reads "2015 © by KION e CNECA Company | Informativa utilizzo cookie".

Fig. 6 – Current address

The screenshot shows a web browser window with the URL <https://unibas.esse3.cneca.it/AddressBook/RecapitoForm.do>. The page title is "Registration: Delivery details". The form is titled "Delivery address" and includes the following fields: "Correspondence address" (radio button, selected), "Permanent address" (radio button), "Email" (text input with "name.surname@xxxxxx.com"), "International dialling code" (text input with a note "If you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)"), "International dialling code" (dropdown menu with "IT" selected and a note "(international dialling code - number)"), "Mobile phone" (text input with a note "Maximum length 16 characters including the international dialling code"), and a checkbox for "I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003". There are "Back" and "Forward" buttons at the bottom of the form. A legend on the right indicates that a red asterisk denotes a "Mandatory Field". The footer of the page reads "2015 © by KION e CNECA Company | Informativa utilizzo cookie".

Fig. 7 – Delivery details



Choose your password (Fig. 8)

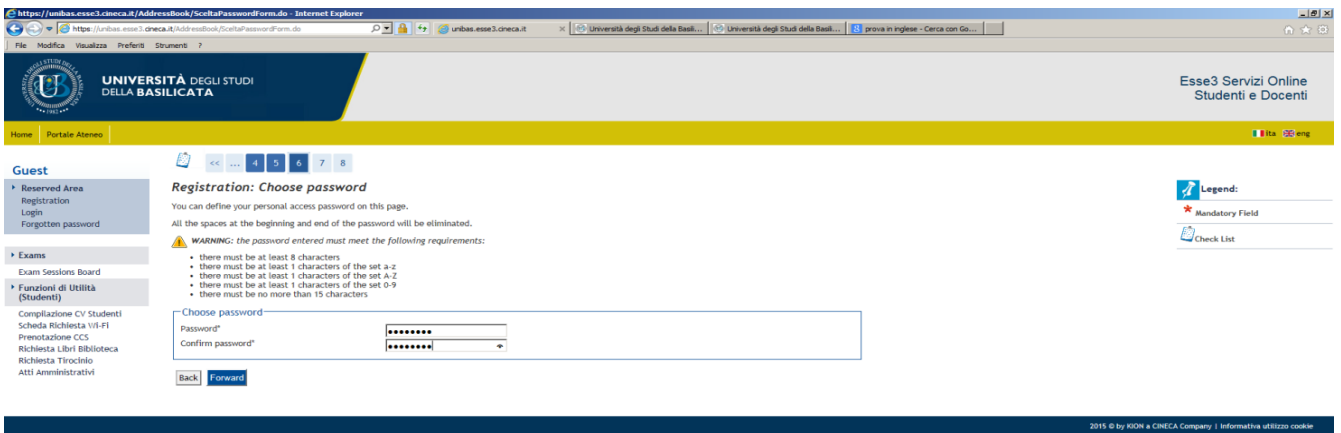


Fig. 8 – Choice password

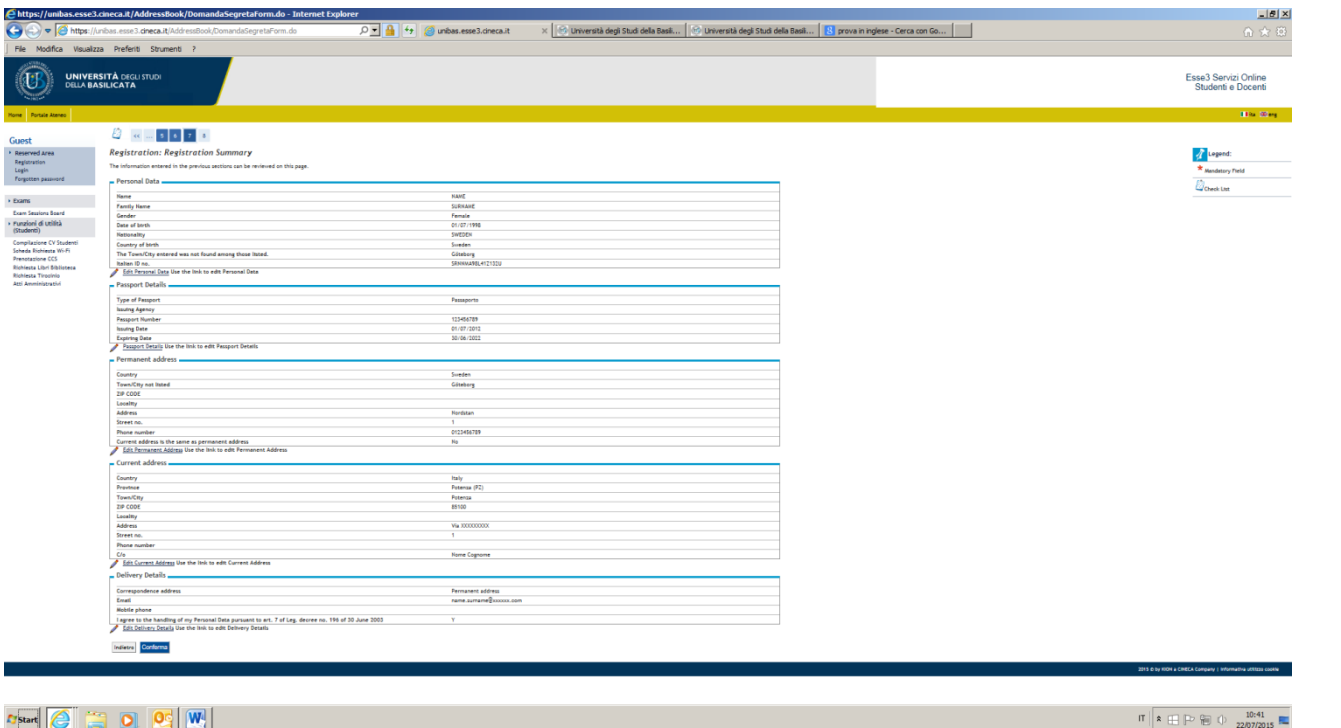


Fig. 9 – Registration summary



After entering all the information, the system will show you your login credentials (Fig. 10)

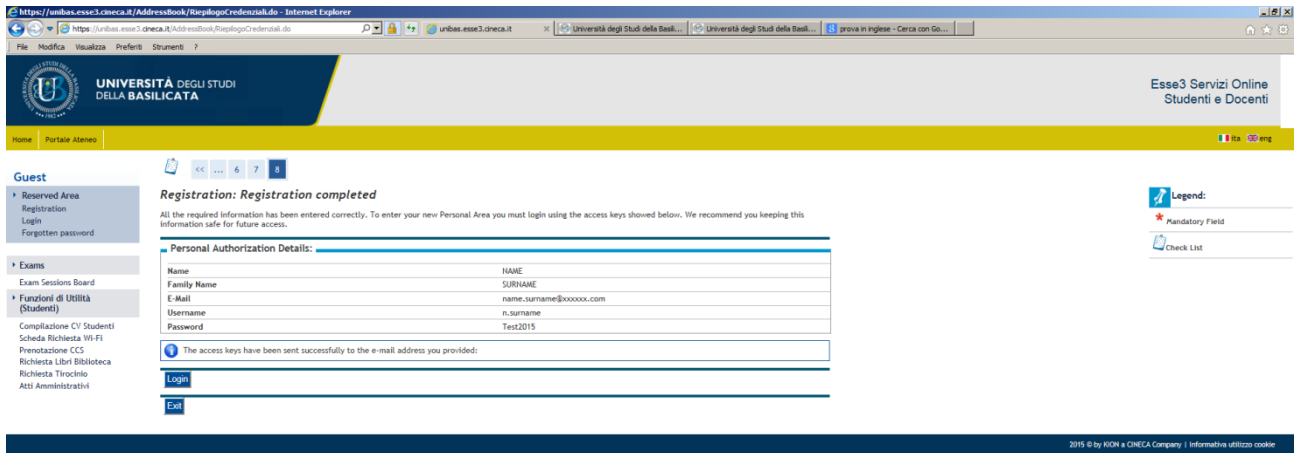


Fig. 10 – Registration completed (credentials)

COMPLETING THE APPLICATION:

and use your **Username** and **Password** to enter your personal area (Fig. 11).

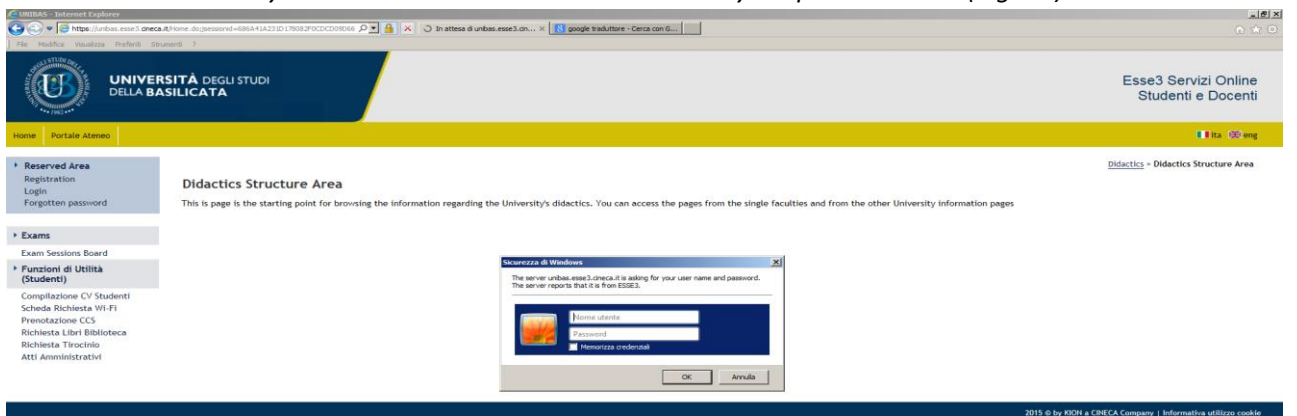


Fig. 11 – Login personal area



Once accessed, click the “Registrar’s Office” - “Admission”- “Admission Test” (link on the left menu (Fig. 12)).

Then, the procedure will show you your personal data (the same ones showed in Fig. 12). You will have to check and correct them if needed. When everything is updated and correct, click

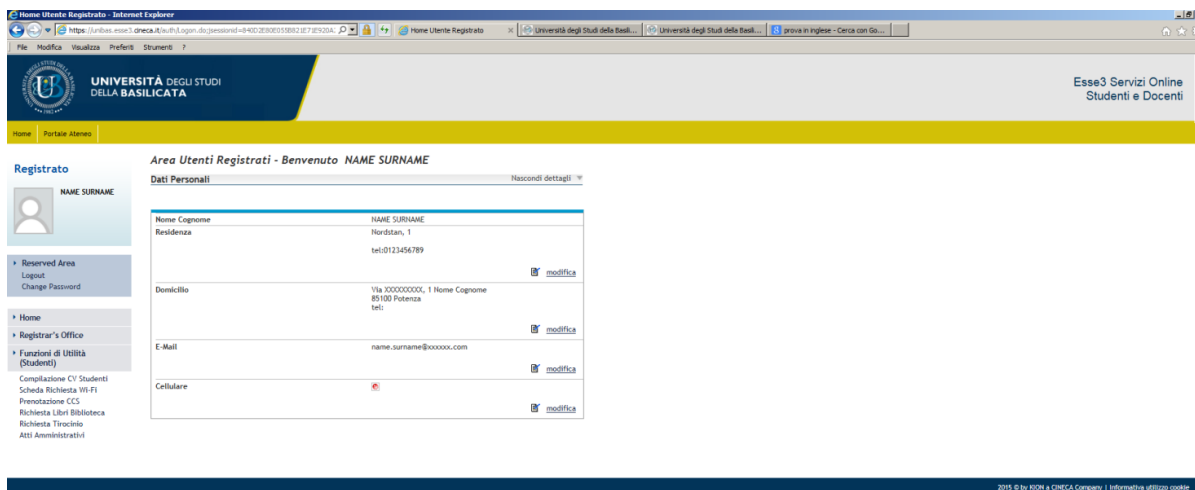


Fig. 12 – Homepage personal area

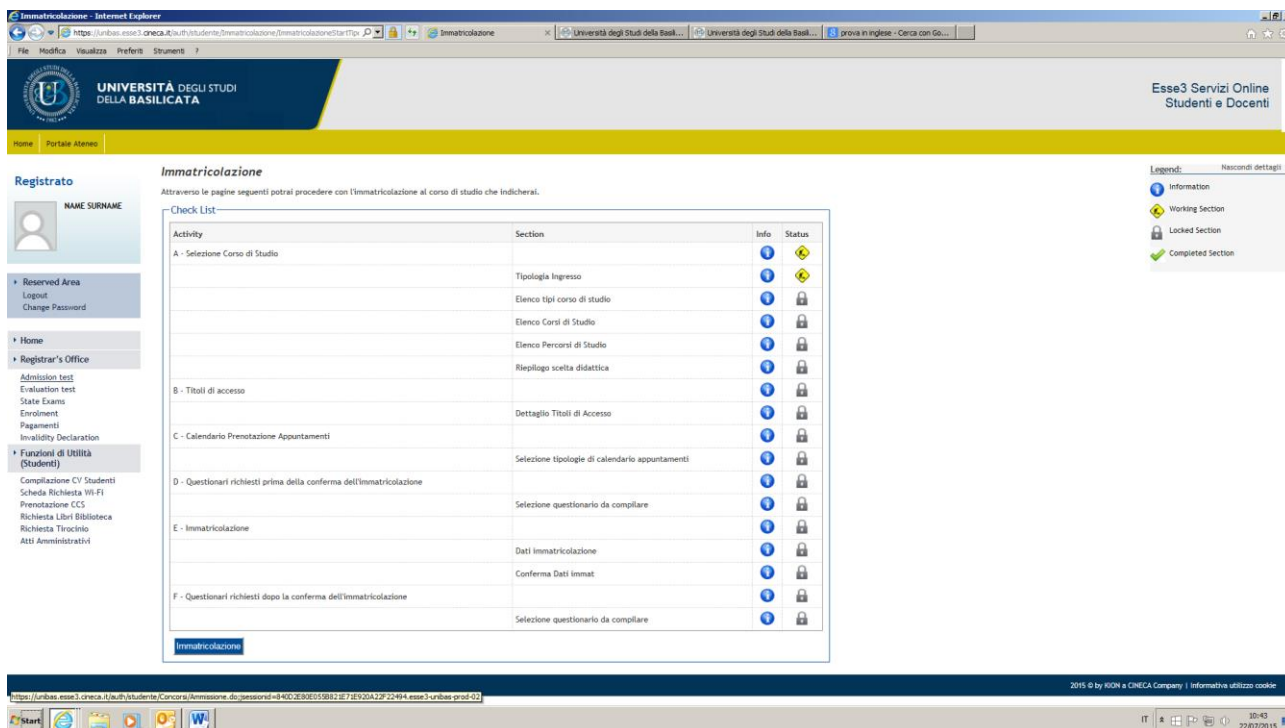


Fig. 13 – Click “Admission Test”

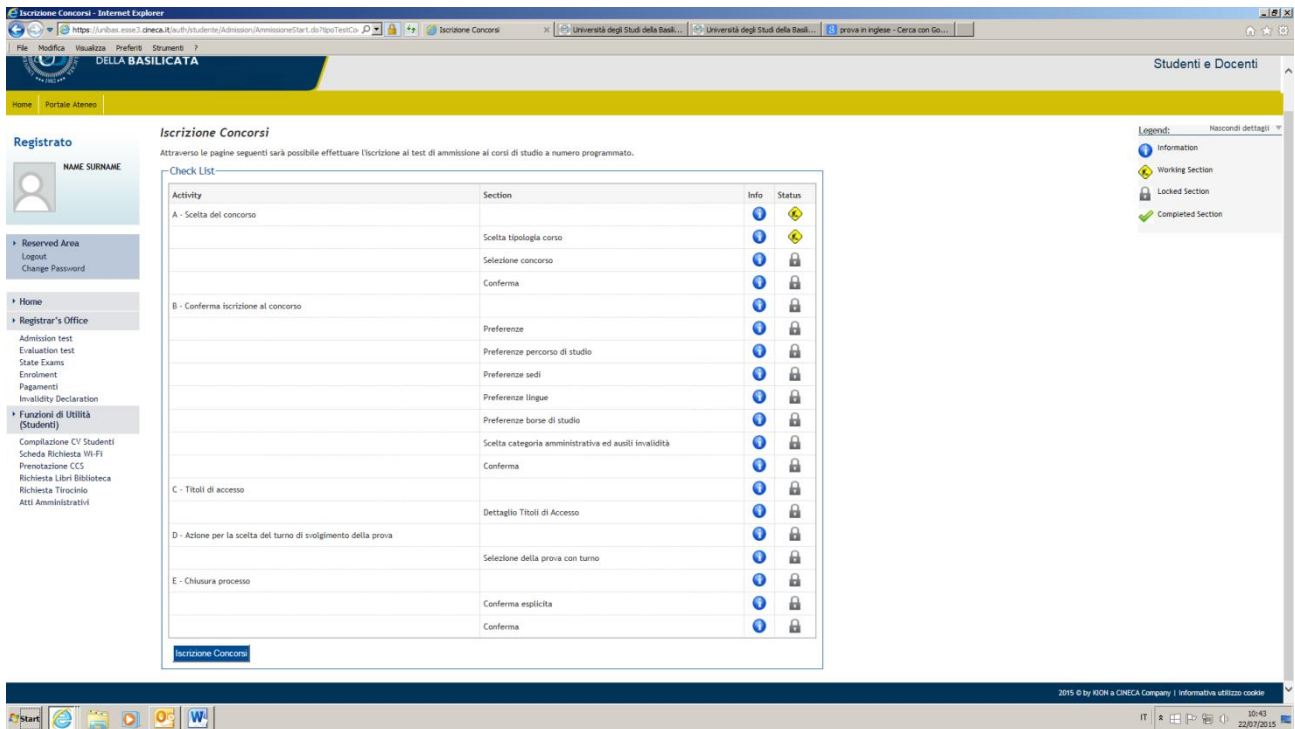


Fig. 14 - Click "Iscrizione Concorsi"

Select "ante riforma Ph.D Course – Click "Avanti" (Fig. 15)

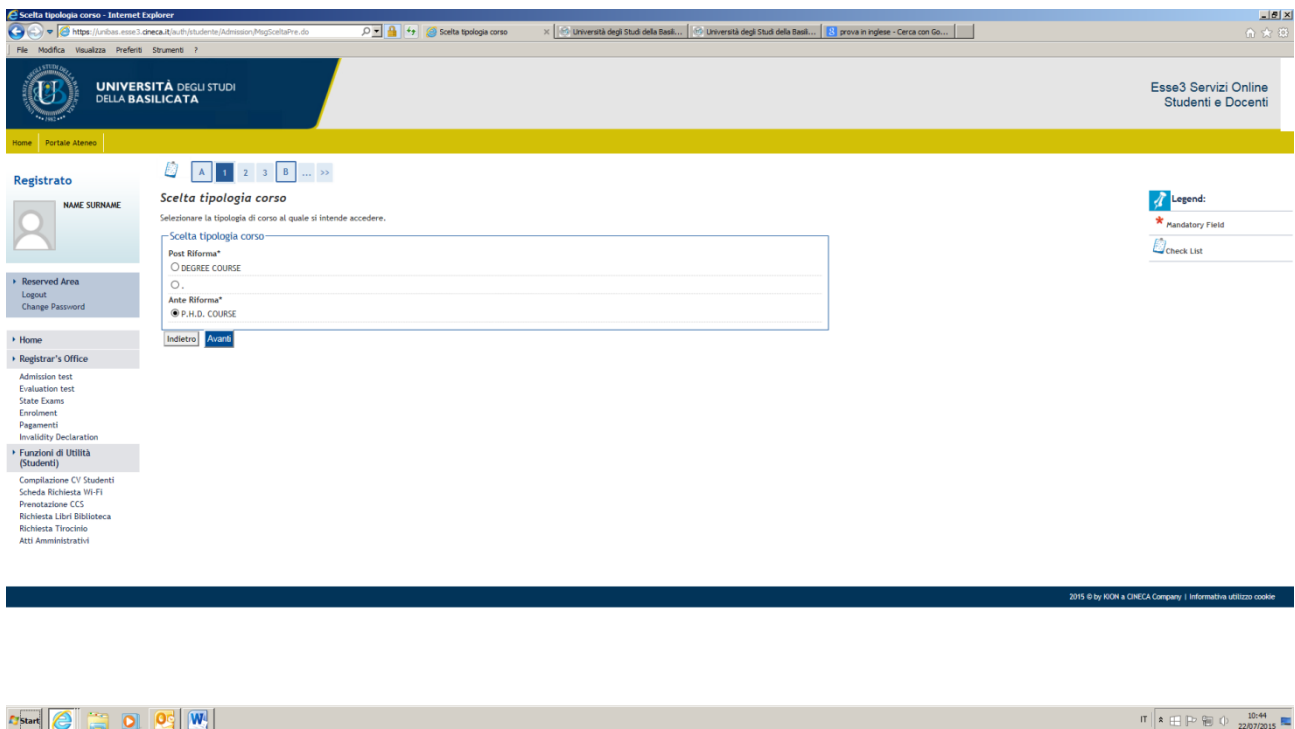


Fig. 15 – Click "P.H.D. Course"



Choose from the list the Ph.D. you wish to enrol in (Fig. 16). Click to Avanti

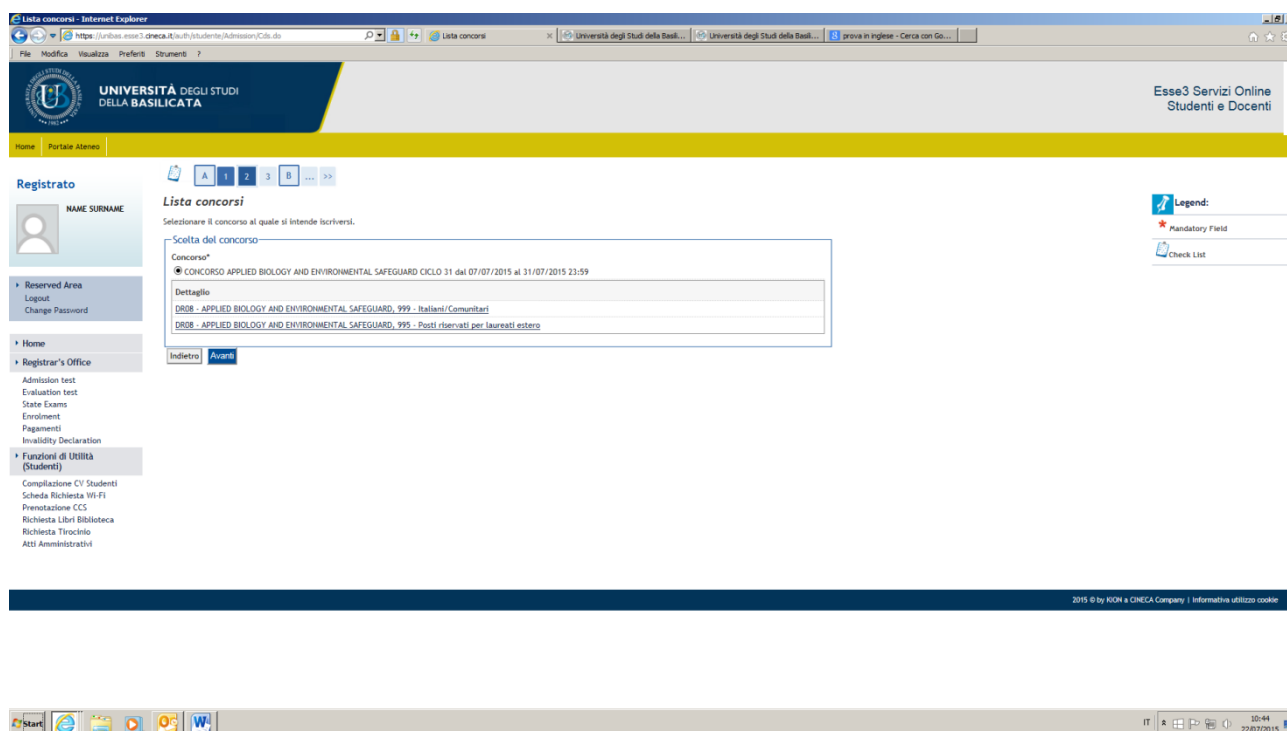


Fig. 16 – Selection of P.H.D. course

Click “Conferma e prosegui” (Fig. 17)

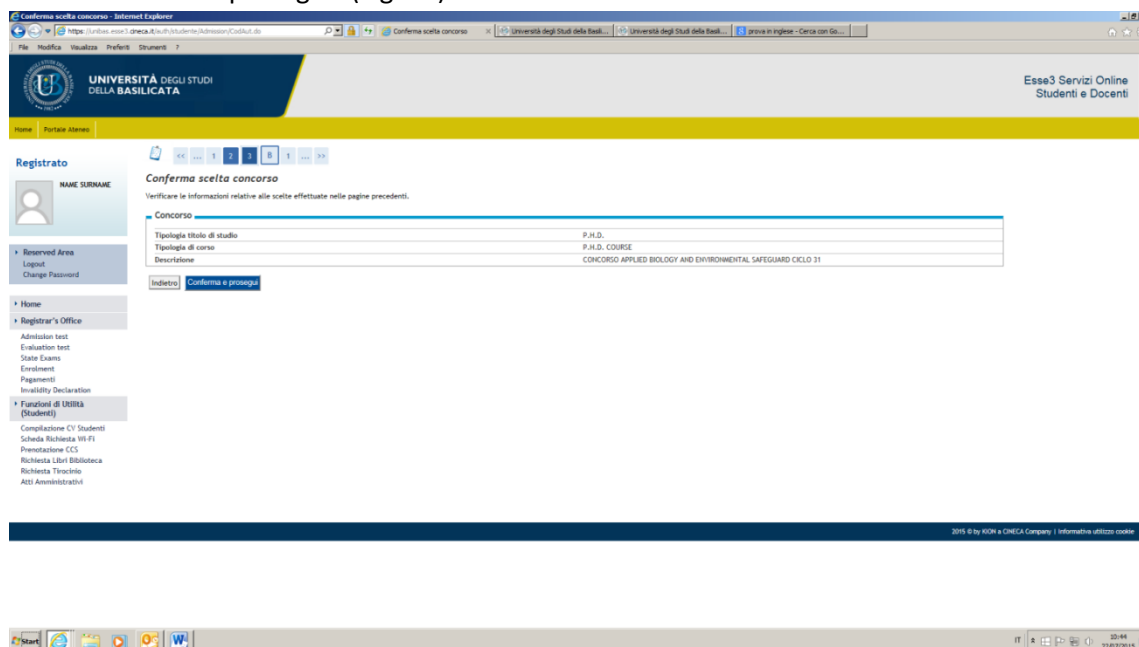


Fig. 17 – Confirmation course selection



Fig. 18 – Summary Personal Data

Select your admission course (reserved seats graduates abroad) (Fig. 19)

Fig. 19 - Choice of preference



Select Curriculum (Fig. 20)

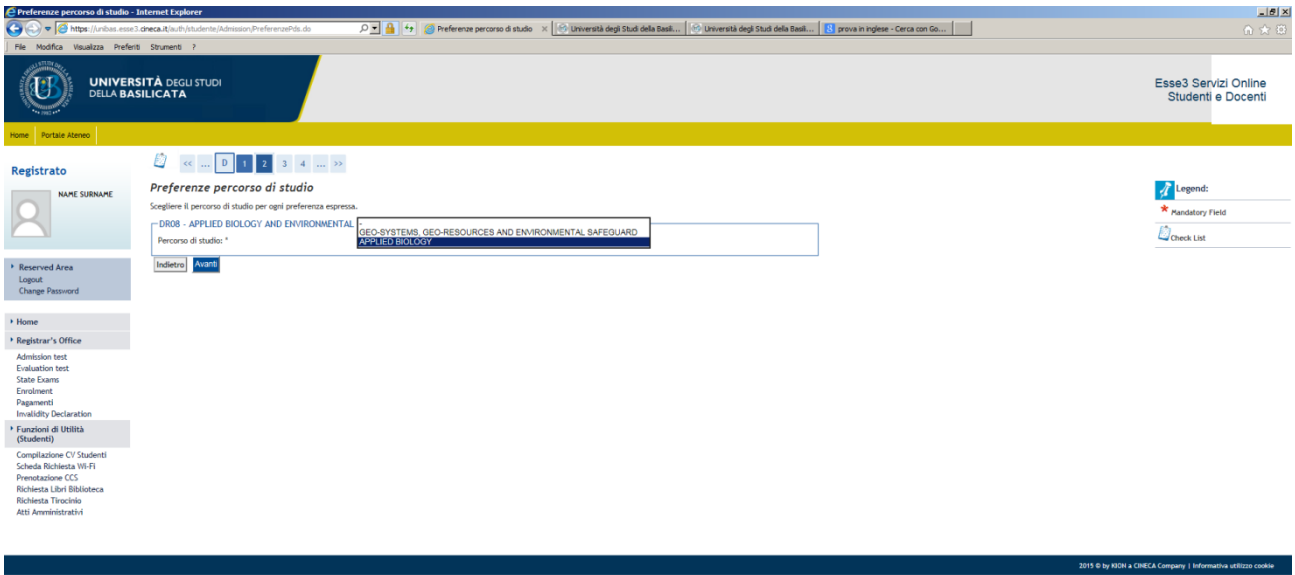


Fig. 20 – Curriculum selection

Then, choose the optional language (fig. 21) and click to “Avanti”

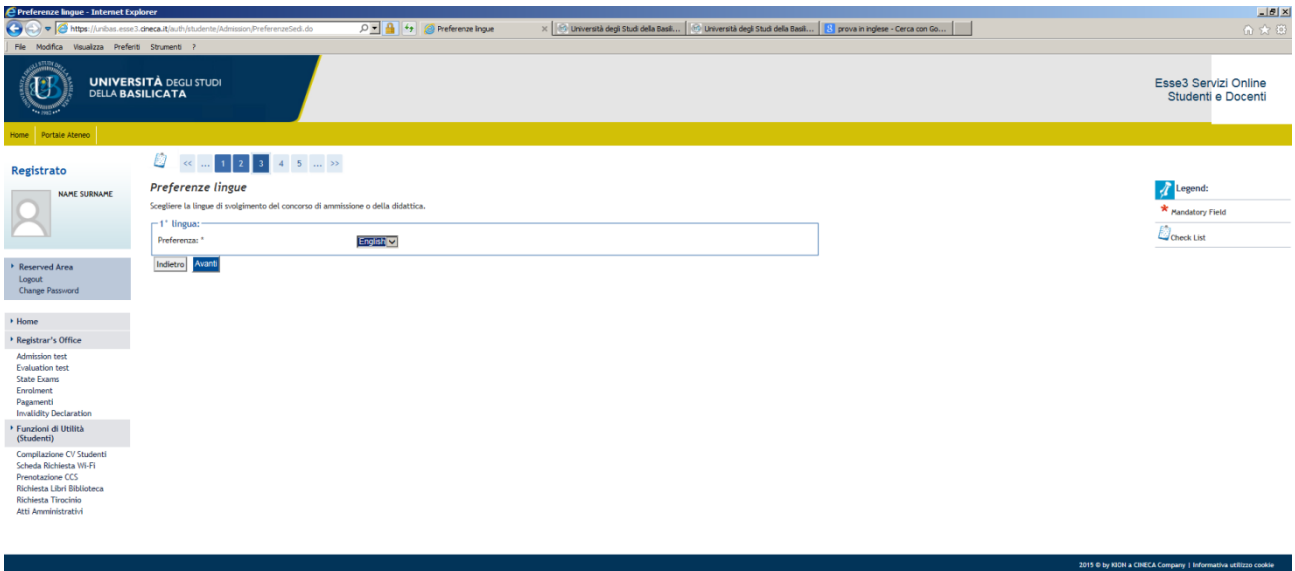


Fig. 21 – Language selection



In the next form (fig. 22) you could be asked to specify if you need any kind of assistance to take the test (if expected).

Scelta categoria amministrativa ed ausili di invalidità

Scegliere la propria categoria amministrativa, valida per lo svolgimento del concorso di ammissione al quale ci si sta iscrivendo, ed eventualmente richiedere aiuto per invalidità.

Categoria amministrativa:

Ausilio allo svolgimento delle prove

Richiedo l'aiuto per lo svolgimento della prova (L. 104/92 e succ. modifiche)* Sì No

Percentuale di invalidità:

Note ausilio:

Prove previste

Descrizione	Tipo	Data	Ora	Sede
TITOLI DI STUDIO E DI RICERCA				
COLLOQUIO				

Indietro Avanti

Fig. 22 - Need any kind of assistance

Click “Conferma e prosegui” for the confirm your chooses (Fig. 23)

Conferma iscrizione concorso

Verificare le informazioni relative alle scelte effettuate nelle pagine precedenti.

Concorso

Tipologia titolo di studio	P.H.D.
Tipologia di corso	P.H.D. COURSE
Descrizione	CONCORSO APPLIED BIOLOGY AND ENVIRONMENTAL SAFEGUARD CICLO 31

Preferenze

Preferenza	DROB - APPLIED BIOLOGY AND ENVIRONMENTAL SAFEGUARD, 995 - Posti riservati per laureati estero	
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Preferenze percorsi di studio

DROB - APPLIED BIOLOGY AND ENVIRONMENTAL SAFEGUARD, 995 - Posti riservati per laureati estero	APPLIED BIOLOGY
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Preferenze lingue

Lingua	English
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Categoria amministrativa ed ausili di invalidità

Categoria amministrativa	Posti riservati per laureati estero
Richiesta ausilio handicap	No

Indietro Conferma e prosegui

Fig. 23 – Summary and confirmation chooses

REQUESTED QUALIFICATIONS

Click the qualification type you possess and insert the related information requested (fig. 24).

WARNING: The type of qualifications "DEGREE", "SPECIALISTIC DEGREE" and "SECOND LEVEL DEGREE" (Fig. 24) refer exclusively to qualifications achieved in Italy. The type of qualification "Foreign Degree" refers to second level degrees (or equivalent) not achieved in Italy.

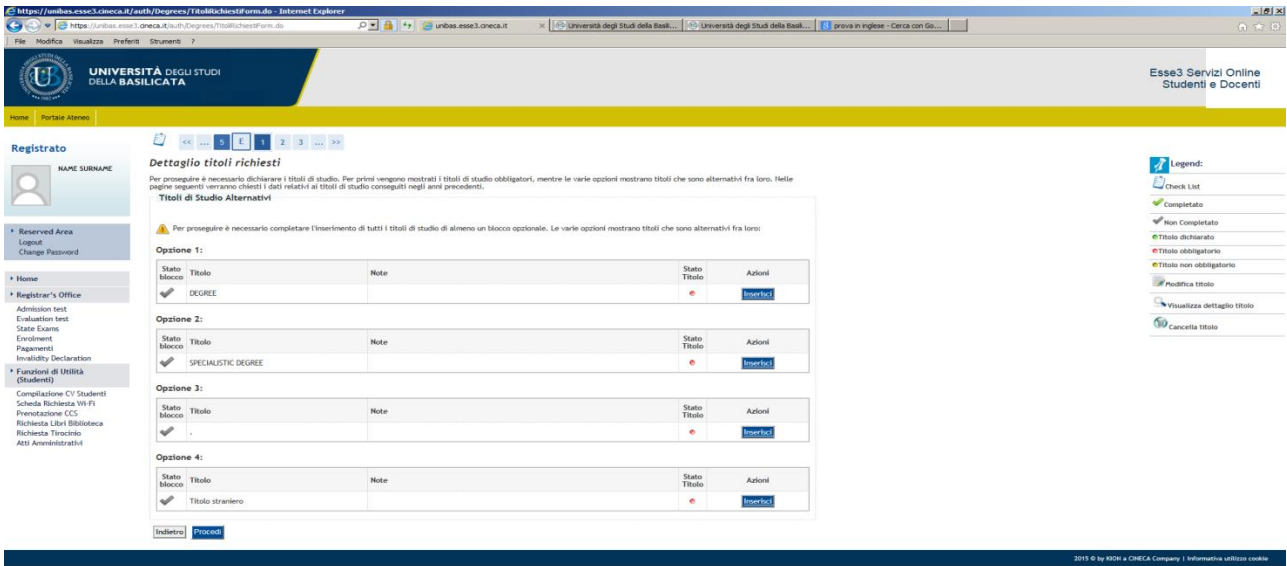


Fig. 24 – Qualifications

If you possess a foreign qualification (= not achieved in Italy) click “Foreign Degree” and insert all the related information (fig. 25).

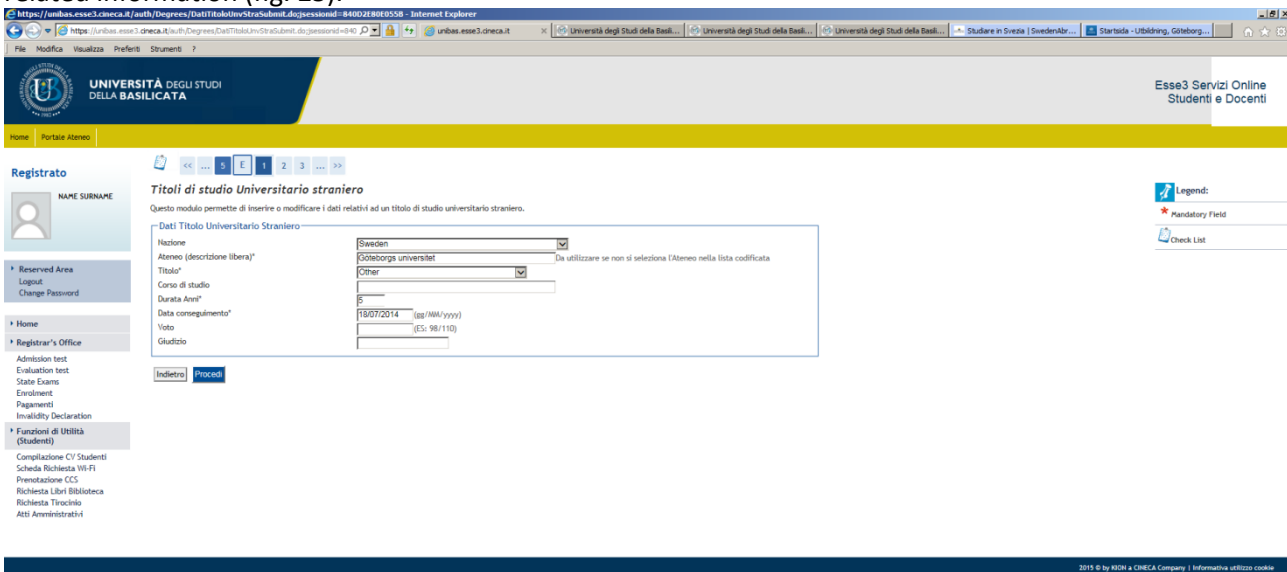


Fig. 25 – Foreign degree



Click “Procedi”.

Then you will be asked to choose if you want to attach any digital document to your application (Fig. 26-27-28).

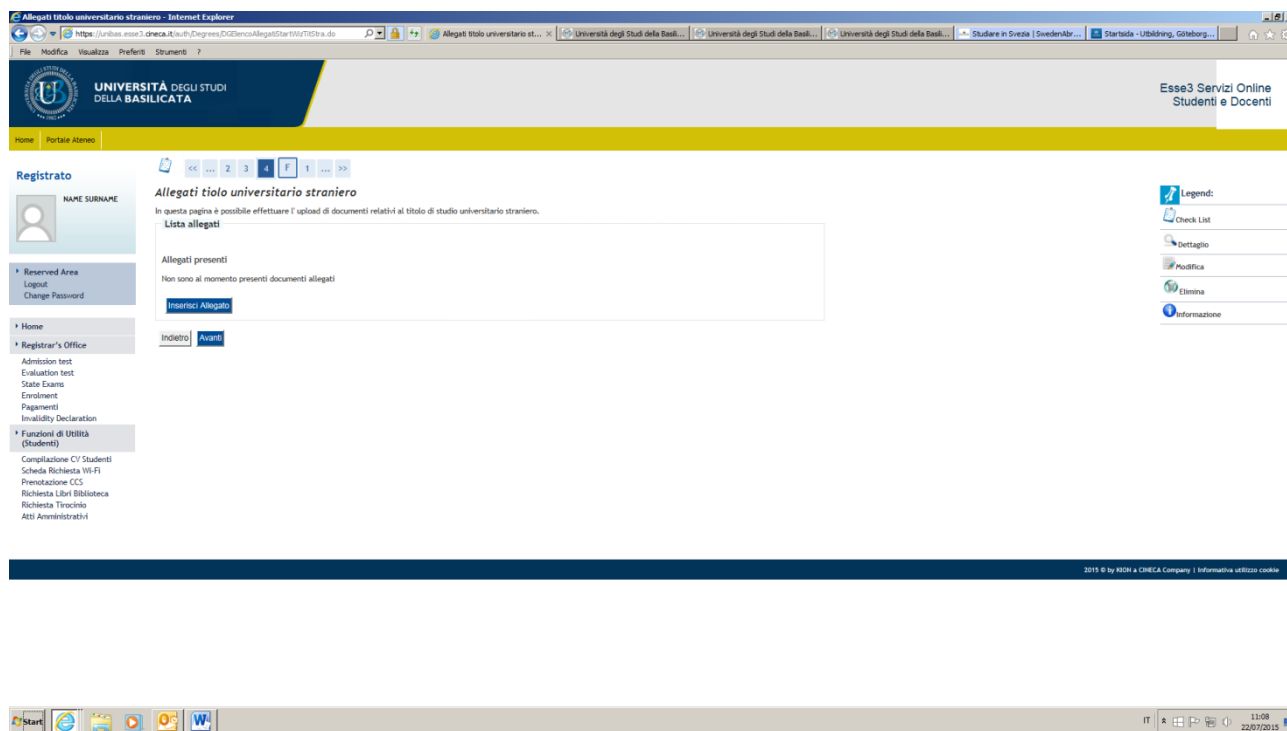


Fig. 26 – Attach documents

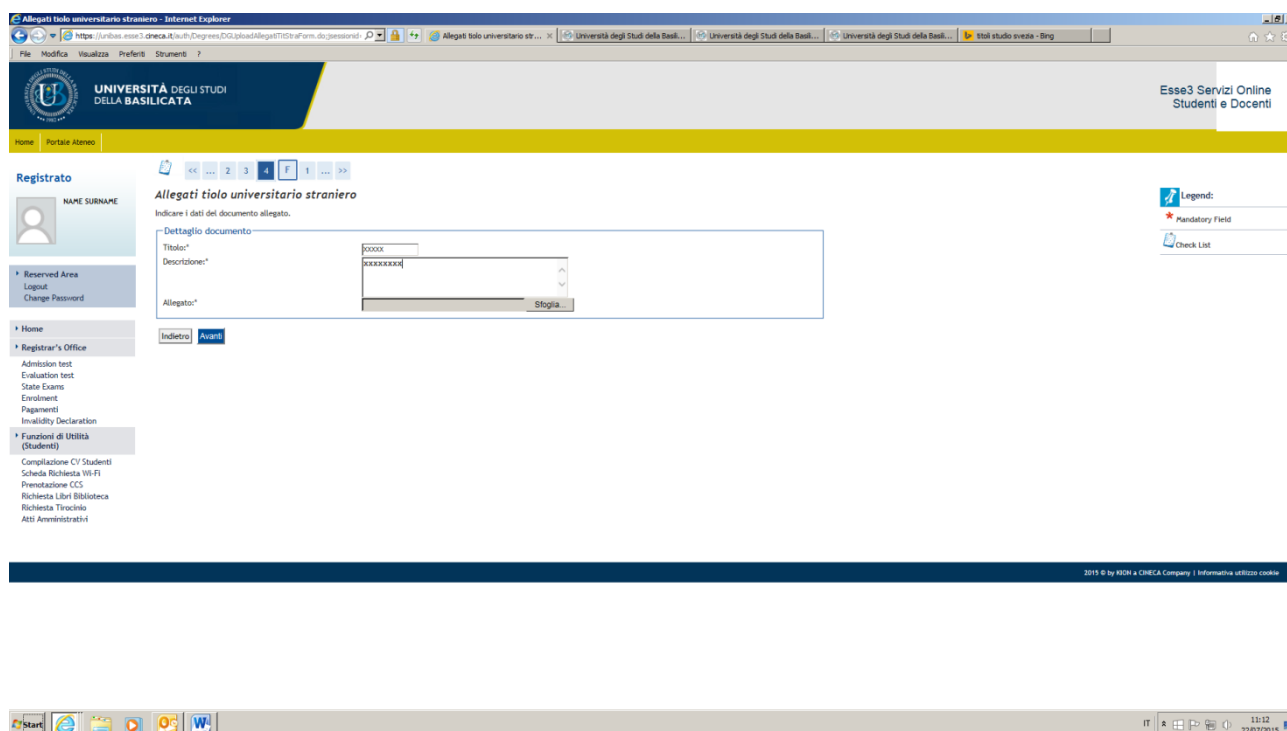


Fig. 27 – Attach documents

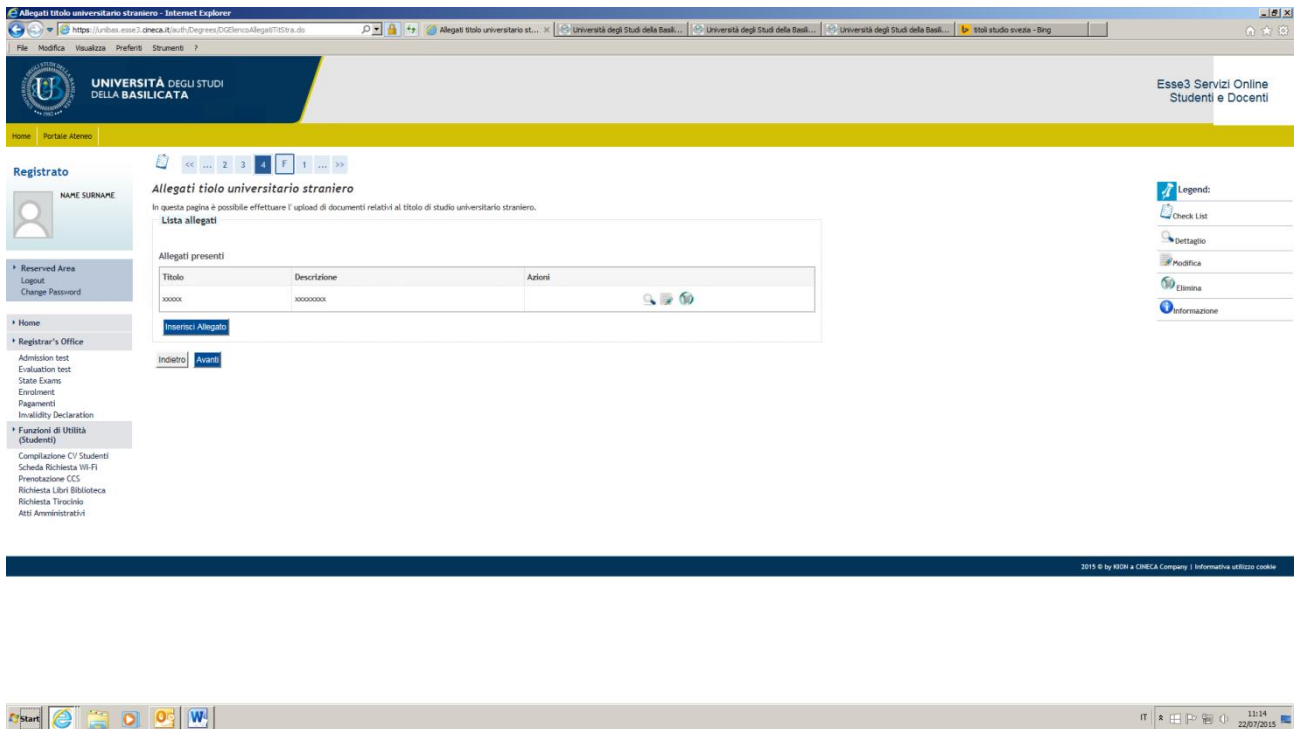


Fig. 27 – Attach documents

Read carefully the call for admission to check which documents are requested.

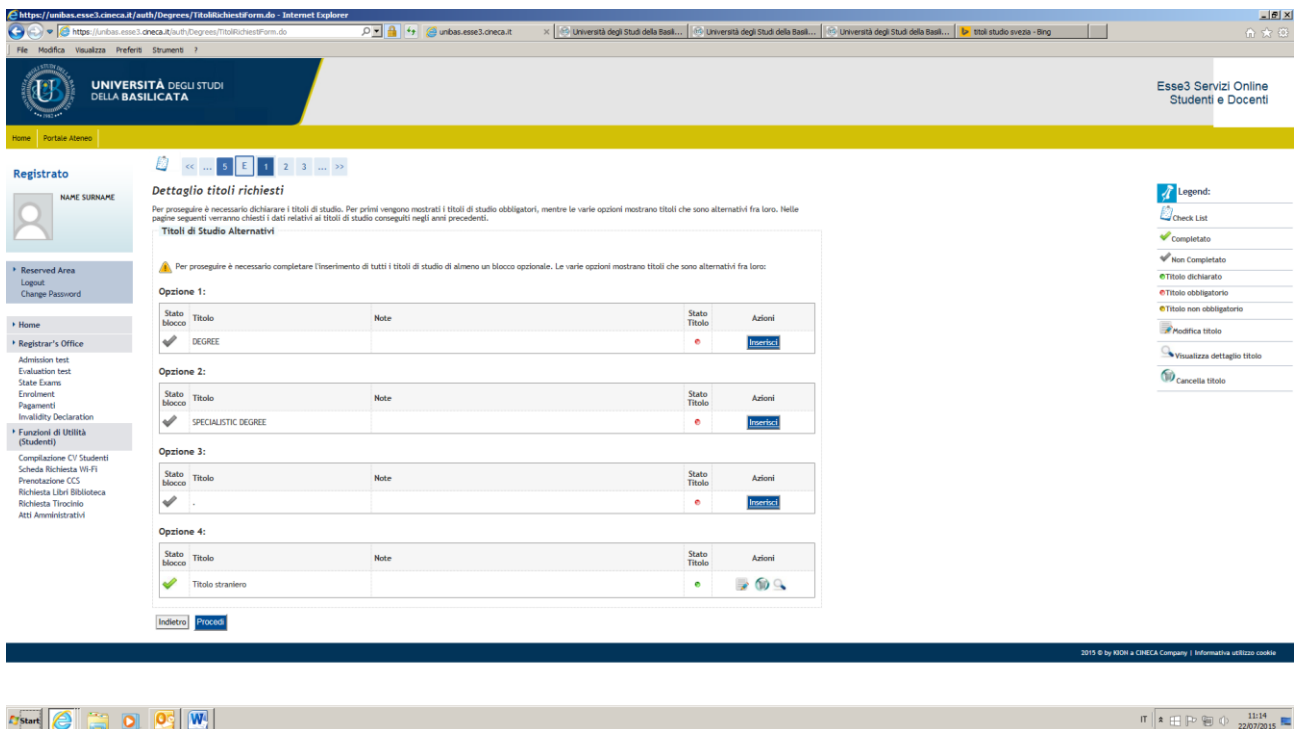


Fig. 28 – Summary Qualification

In the next page (Fig. 29 – 30) , select the type of qualification you're attaching, specify a title (curriculum, scientific publications, research project , abstract of the Thesis , other titles, Annex D, E, F- please see art. 4 in the Call)...and use the, selected YES and (= **Browse/Sfoglia**) button to search the file. You can also use



the text field to write the content of your qualification . **When entered all the qualifications choose “No” and click “Si” to continue. All academic qualifications, documents and publications considered useful for the application procedure must be attached in .pdf or .rtf file form with a maximum size of 20 MB.**

Attachments larger than 20 MB must be divided into smaller files.

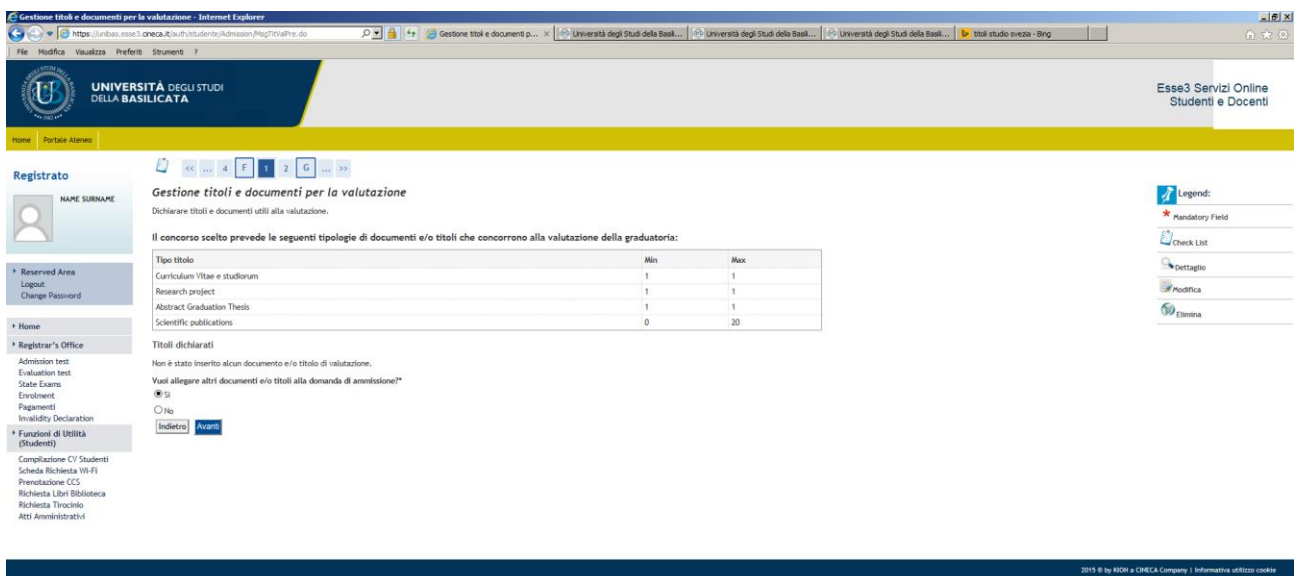


Fig. 29 – Attach documents

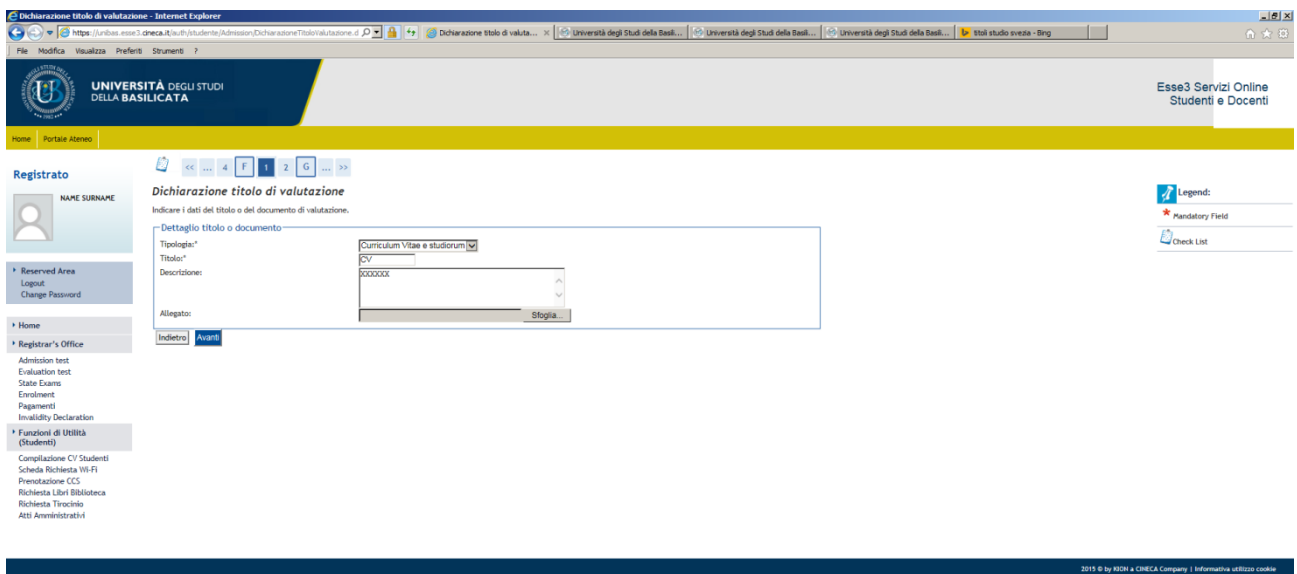


Fig. 30 – Attach documents



In the next page (Fig. 31) check “Avanti” for the confirm of the documents attached

Tipologia	Titolo
Abstract Graduation Thesis	xxxxxx
Curriculum Vitae e studiorum	CV
Research project	xxxxxx
Scientific publications	xxxx

Fig. 31 – Confirm attached documents

In next page (fig. 32) confirmation of the choose the selection

WARNING: THE OPTION “Completa Ammissione al concorso (EXPLICIT CONFIRMATION OF THE VALIDITY OF THE APPLICATION) WILL MAKE YOUR APPLICATION PERMANENT. WE ADVISE YOU TO NOT CONFIRM YOUR APPLICATION UNTIL YOU HAVEN’T ATTACHED ALL THE REQUESTED DOCUMENTS.

Conferma scelta concorso

Verificare le informazioni relative alle scelte effettuate nelle pagine precedenti.

Concorso

Tipologia titolo di studio	P.H.D.
Descrizione	CONCORSO APPLIED BIOLOGY AND ENVIRONMENTAL SAFEGUARD CICLO 31

Preferenze

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Preferenze percorsi di studio

DROB - APPLIED BIOLOGY AND ENVIRONMENTAL SAFEGUARD, 995 - Posti riservati per laureati estero	APPLIED BIOLOGY
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Preferenze lingue

Lingua	English
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Categoria amministrativa ed ausili di invalidità

Categoria amministrativa	Posti riservati per laureati estero
Richiesta ausilio handicap	No

Indietro **Completa ammissione al concorso**

Fig. 32 – Summary and confirmation choice



The application for admission will be considered to be correctly filed only by saving the data (“Save the data”) after the “Explicit confirmation of the validity of the application” given by the candidate at the end of the online procedure mentioned above.

Before the data saving (“Save the data”) that follows the “Explicit confirmation of the validity of the application”, and prior to the deadline for the competition, candidates may add, change or remove attached academic qualifications, documents and publications using the abovementioned website. The procedure is as follows: select “Login”, insert username, password, and then, in the Student area, select “Admission”).