GUIDELINES TO THE ONLINE APPLICATION PROCEDURE
FOR DOCTORAL RESEARCH PROGRAMMES

The online procedure comprises two phases:

1. Registration of candidates' personal information
2. Application for admission exam

N.B. Candidates who have already registered on the platform https://segreteriaonline.unisi.it and therefore have the credentials (username and password) for access to online services should go straight to Phase 2, "Application for admission exam".

Phase 1 – REGISTRATION OF CANDIDATES' PERSONAL INFORMATION

Candidates must:

1. Go to the link https://segreteriaonline.unisi.it/ and click on "**Registration**" in the yellow menu on the left, under "**Personal Area**".

2. Click on [**Online registration**] and provide all personal information requested by the system. Keep your Italian tax identification code (*codice fiscale*) handy (for foreign students the system will calculate your code automatically: please be sure to provide your full name as it appears on your passport/official identity card) as well as your identity card/passport.

3. Keep the "**Registration memo**" generated once you have completed the registration procedure. The system shows your access credentials (username and password) and sends them to the e-mail address you provided during the registration procedure.

At this point you can:
- immediately gain access to the virtual office services, by clicking on the blue button [**Proceed with authentication**] using the username and password provided;
- gain access to the virtual office services later, by clicking on "**Login**" in the main menu on the left, under "**Personal Area**", and providing your username and password.

Phase 2. APPLICATION FOR ADMISSION EXAM

Candidates must:

1. Go to the link https://segreteriaonline.unisi.it/ and click on "**Login**" in the yellow menu on the left, under "**Personal Area**".

2. type in username and password

3. click on "**Virtual Office**" in the yellow menu on the left and then on "**Admission exam**".

4. click on the blue button [**Proceed with application**]

5. click on the blue button [**Apply for admission exam**] at the bottom of the page "**Apply for admission exam**"

6. select the type of degree programme: "**Doctoral Programme**"

7. select the title of the **degree programme** (doctoral programme) you wish to apply for

8. select the **"exam"** shown next to the doctoral programme and click on [**Next**]

9. to continue, check and confirm the data summarized on the page "**Confirm exam selection**" and click on [Confirm]

10. check and correct (if necessary) your personal information and provide your consent for the processing of your personal data, then click on [**Confirm**]

11. select your preferences/research track (if applicable – only one research track can be selected)

12. declare any disability

13. to continue, check and confirm the data summarized on the page "**Confirm exam selection**" and click on [**Confirm**]

14. state which qualifications you are presenting with your application

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N.B. Candidates who expect to gain their degree by 31 October 2017 must click on "not yet awarded" and state the <u>academic year</u> **in which they will gain it** (*2016/2017 until 30/09/2017; 2017/2018 from 01/10/2017*)**, but not the exact date on which it will be gained.**

All candidates who have already gained the qualification required for access to the doctoral programme, <u>including those with foreign academic qualifications</u>, must provide the "Grade" including a forward slash and using the format "nn/nnn", e.g. "98/110", "4.5/5", "2.1/1"

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15. On the page "**Manage qualifications and documents for evaluation**" you must upload the "*Documents for evaluation*" specified in table in art. 1 of the announcement (thesis abstract, curriculum vitae et studiorum, letter(s) of reference, research project).
When asked "**Do you wish to enclose other documents and/or qualifications with your application?**" click on "**yes**" for each type of file you wish to send (*formats suggested for attachments: .pdf, .JPG, .JPEG, .Pjpeg, .Bmp, .Png*).

N.B. <u>candidates with qualifications gained abroad</u>, in addition to "documents for evaluation" (thesis abstract, curriculum vitae et studiorum, letter(s) of reference - cover letter(s) research project), must also select "**Foreign academic qualification**" and upload: the foreign academic certificate, including a list of exams taken and grades (transcript) in Italian or in English, or translated into Italian or English, and a copy of any other documents of use for the evaluation of the candidate's qualification, e.g. Diploma supplement, Declaration of value (*Dichiarazione di valore in loco*).

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16. If all information provided is correct, click on "**End admission procedure**"

17. The procedure ends with the page **"Application summary"**, where the candidate can click [**Print application memo]** to save/print confirmation that the application has been registered.

The application is automatically sent to the University at the end of the procedure on
https://segreteriaonline.unisi.it.

Therefore no printed materials/documents need to be sent or delivered to the University offices.