

How to apply to PhD positions

The telematic procedure consists of two phases:

1. Registration of personal data for access to the online portal¹
2. Application to PhD positions

Phase 1 – Registration of personal data

Connect to <https://segreteriaonline.unisi.it/> and click on “**Registration**”

At the bottom of the page click on [Web Registration](#)

Autodichiarazione e Informazione privacy (Self-declaration and privacy information) confirm clicking on [Forward](#)

Fields marked with * are mandatory.

Pay attention when filling in the surname and name fields, as they could generate errors in checking the tax code number. Students without an Italian tax code can proceed without entering the tax code, the system will automatically assign a provisional code that will be changed, if different from the definitive one assigned, at the time of the request to the Revenue Agency.

The Personal Authorization Details will be displayed; clicking on [Print](#), before exiting the registration procedure, a document will be generated with your data and details for access to the web portal.

Phase 2 – Application to a PhD position

Connect to: <https://segreteriaonline.unisi.it/Home.do>

Click on **MENU** (on the upper right)

Click on “**Registrar’s Office**”

Click on “**Admission test**”, go to the bottom of the page and click on [Iscrizione Concorsi](#)

A – Scelta del concorso (Choice of the course and position)

Scelta tipologia corso – select the following type of course Corso di Dottorato (D.M.226/2021)

Confirm your choice clicking on [Avanti](#)

Corso di studio (PhD course) – select the PhD course among the list and confirm your choice clicking on [Avanti](#). If you intend to apply to more than one selection procedure, even for different PhD courses, you must repeat the procedure from the beginning. It is not possible to choose more than one course at a time.

Lista Concorsi (List of competitions) – select the “concorso” (competition) in which you intend to participate (see also table attached to selection notice) and click on [Avanti](#). It is not possible to choose more than one “concorso” at a time; if you intend to participate to more than one competition (concorso) repeat the procedure from the beginning.

¹ Candidates who already registered in the past on <https://segreteriaonline.unisi.it> and therefore have their access coordinates (username e password) can directly proceed with phase 2. Those who do not remember their access coordinates can retrieve them through the appropriate procedure available on website <https://my.unisi.it/>.

Conferma scelta concorso – confirm your choice clicking on [Conferma e prosegui](#)

B – Confirmation of Personal Data

Autodichiarazione e Informativa privacy (Self-declaration and privacy information) – for accepting click on [Forward](#)

Personal details – go to the bottom of the page and, if data are correct, click on [Confirm](#)

C – Identification Documentation

Identification Documentation – insert a valid identity documentation clicking on [Upload a new identity card/passport](#), insert required data and click on [Continue](#) and confirm clicking on [Forward](#); upload a copy of your identity document (*Documento di identità*) clicking on [Enclose the attachment](#). Choose your identity document file (*Scegli file*) and click on [Forward](#). It is also possible, but not mandatory, to upload your fiscal code. After checking the list of attachments, click on [Forward](#) and then on [Continue](#)

D – Confirmation of application

Scelta categoria amministrativa ed ausili di disabilità – select the only available choice from the drop-down menu “*Categoria Posti ministeriali*”.

Those who request a support for carrying out the test (Italian law 104/92), select “Yes” and then indicate the type of disability (choose the appropriate item from the drop-down menu) and the percentage of disability.

Confirm your choices clicking on [Avanti](#)

Conferma iscrizione concorso (confirmation of application) – click on [Conferma e prosegui](#)

Declaration of disabilities – click on [Forward](#)

E – Access qualifications

Dettaglio titoli di accesso richiesti – click on [Inserisci](#) to “insert the High School qualification in section “Titoli di studio obbligatori” (compulsory qualification) and the degree in section “Titoli di Studio Alternativi” (Alternative qualifications). After inserting the required information click on [Procedi](#)

If the degree will be obtained by 31 October 2021, select “non ancora conseguito” (not obtained yet) and insert the nation (Nazione*), title (Titolo*), duration in years (Durata Anni*) and the year in which it will be obtained (Anno di conseguimento*). If the title required for access to the PhD has already been obtained (conseguito), also insert the date of award (Data conseguimento in the format dd/mm/yyy and the mark (Voto) in the following format “nn/nnn” (e.g. 98/110 o 4,5/5).

Click on [Procedi](#)

After inserting required qualifications click on [Procedi](#)

N.B. Candidates with a foreign qualification who choose the item “Titolo accademico straniero” (foreign academic qualification) must attach online (see next step) the certificate of the foreign qualification with the list of exams and marks (transcript) and a copy of any other document useful for the assessment of the admissibility of the title (eg. Diploma supplement, declaration of value).

F – Declaration of evaluation qualifications

Gestione titoli e documenti per la valutazione – The documents required for the competition (see also the table of positions and selection procedures attached to the selection notice) report the minimum number of 1 and the maximum number of 1 in the summary table. If the minimum number is 0, uploading the

document is optional. **Do not upload reference letters**; if required by the competition, the names and email addresses of the contact persons must be indicated in the next phase.

In order to upload a document you must select “**Si**” (yes) after the question “*Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?*” (Do you intend to upload further documentation?) Click on [Avanti](#) to proceed. Select “No” only if you have uploaded all the necessary documents. Click on [Avanti](#) to proceed. *Attention*: Once “No” has been selected, it is no longer possible to upload further documents and/or modify data.

Conferma dichiarazione titoli e documenti per la valutazione – Confirm by clicking on [Forward Avanti?](#)

G – Reference letters

Elenco richieste di referenza – If the competition requires reference letters, you can enter the contact information of the professor(s)/expert(s) by clicking on [Aggiungi richiesta referenza](#). Fill in the required fields (name, surname and email) and confirm by clicking on [Avanti](#). It is possible to insert up to two contact persons. After having inserted two contact persons click on [Avanti](#)

H - Completion

Conferma scelta concorso – complete the application procedure by clicking on [Completa ammissione al concorso](#)

Riepilogo iscrizione concorso (summary of the application) – check the summary and click on [Stampa promemoria domanda di partecipazione](#) (at the bottom of the page). The application is automatically forwarded to the University of Siena. Applicants are therefore not required to send or deliver any documentation to the University offices.

A “**one-time**” contribution of Euro 30,00 is due for the admission tests to PhD courses. At the end of the procedure click on the “*Pagamenti/Payment*” button. You will be redirected to the payment page. Clicking on the invoice number you can visualize the bill that you can pay online.