

## Instructions for the correct submission of the application

### 1. FIRST OF ALL:

- a) **Read the full text** of the announcement and the information sheets enclosed (Annex 1, 1bis, 1ter);
- b) **Remember you can submit only one application**
- c) **Pay attention to the deadline! Thursday 4<sup>th</sup> May 2023 at 1.00 p.m.**  
 Uploading the application in advance allow contacts with the secretariat in case of doubts or problems. At the same time, the secretariat can check the submitted documents and contact you to supplement or modify certain parts. **It is therefore advisable to start loading at least 10 days before the deadline.**
- d) **Fill in the application form and SIGN it! Applications devoid of the candidate's signature will not be taken into consideration.**  
 Sign the application form in one of the following ways:
  - printing out of the document; manual signature and scanning in pdf format;
  - digital signature (PAdES or CAdES).
- e) Prepare all the documents listed in the announcement (Article 4 paragraph 1).  
**ONLY PDF, JPG AND MP4 (for the video) FORMATS ARE ALLOWED.**  
**Files in different formats** (for example .doc, .xls, ) **will not be taken into consideration.**  
 Documents more than 5 MB must be divided into two or more parts.  
 Please note that the video should not concern your biography, but your motivation to pursue a PhD and your research interests.

### 2. HOW TO COMPLETE THE ONLINE APPLICATION

**DO NOT WAIT THE LAST DAYS!** You might have problems with internet or, if you realize that you have not all the documents, you might not have enough time to complete the procedure. **The online application will be automatically closed at 1.00 p.m. on the established deadline 4<sup>th</sup> May 2023.**

- a) If you have never been a Iuav student, register on the site <http://iuav.esse3.cineca.it> If you have not the Italian tax code (*codice fiscale*), flag "Studente straniero senza Codice Fiscale Italiano". After registration you receive a userID and a password. **After some minutes**, you can go back to the homepage and enter the reserved area ("Login"). After acceding the reserved area, choose the path "Admission test".
- b) If you have been a Iuav student and you still have got your userID and password, you can use them to accede the reserved area; if you do not remember your userID and password, get in touch with the Iuav School for Doctorate Studies Secretariat ([dottorati@iuav.it](mailto:dottorati@iuav.it) , ph. +39 041 2571865 – 1886 – 1731 - 1787).  
 If your personal data (e-mail, telephone, residence and/or domicile, etc.) have changed in the meantime, remember to change them. After entering login and password for access to the reserved area, from the menu on the left select the item "Preiscrizioni" or " Domanda di ammissione" and proceed with registration for the chosen competition.
- c) Please check for any open questions and cancel any pending processes that might otherwise create conflict or confusion.
- d) **Complete all the steps of the online application.** Please remember that you can apply only once, paying attention to choose the type of scholarship/position you want to participate. You will be required by the system

to upload not all papers of the check-list. Please note: the platform table containing the list of documents to be uploaded contains a minimum and a maximum number of documents that can be uploaded. For the obligation of each document **refer to what is contained in Article 4 of the announcement** and not to the numbers indicated in the table.

- e) Pay particular attention when you are in the upload phase. Upload all the documents listed in the announcement as compulsory. Please put your surname in the file names. All the documents indicated as mandatory must be uploaded, **at the risk of exclusion. Uncompleted applications are not accepted.** In case an error message occurs while uploading the video, please convert the file format and reduce its size if necessary (e.g. <https://clideo.com/it>)
- f) Once you have completed all the steps, you can confirm your application by clicking "Full admission to the competition". After confirming, you can add, delete or modify the uploaded documents by the expiry date and time. After the deadline, it will no longer be possible to make any change in the uploaded documents with the exception of the foreign language proficiency certificate (see art. 6 of the announcement).

Remember to upload the **declaration Annex 3** of the announcement in one of the following cases:

- you have not the foreign language proficiency certificate yet and will submit it no later than the date of the interview (approximately in the first half of July);
  - you have obtained the certificate but you have submitted it to another institution without keeping any copy;
  - you are exempted from submitting the certificate as indicated on Article 6 paragraph 4 of the announcement.
- g) After the closure of your application the amount of euro 58,00 must be paid as contribution for admission to the School of Doctorate Studies. **Payment must be made within ten working days from the expiry date of the announcement.** The said payment will be checked automatically. Università Luav di Venezia can decide to exclude a candidate at any time due to non-payment of the said contribution.
- h) Payment must be made through the **PagoPA system**, (which guarantees secure and reliable online payments for public administration) by choosing between:
- > **pay online**: by clicking on the "Paga online" button and selecting between:
    - "carta di credito" (credit card): using one of the proposed banks;
    - "bonifico bancario" (bank transfer): first check the list of credit institutions for your bank, in this case simply select it to proceed with the payment.
  - > **pay in person**: by clicking on the "Avviso pagamento" button and printing the payment notice to be submitted to one of the authorised merchants or one of the credit institutions participating in the PagoPA system. Tobacconists and SISAL SuperEnalotto retailers, for example, are operating.
- The payment will be automatically registered in our management system in the days immediately following the date of actual payment. However, keep the receipt until the green light visible on your personal page will confirm the correct acquisition of the payment.