

Instructions for the correct submission of the application to the call for admission to PhD programme Architecture and Arts - Iuav School of Doctorate Studies a.y. 2023/2024

1. FIRST OF ALL:

- a) **Read the full text** of the announcement and the information sheet enclosed (Annex 1)
- b) **Remember you can submit only one application (annex 2)** indicating only **one** preference.
- c) **Pay attention to the deadline! Tuesday 29th August 2023 at 1.00 pm CEST.** Uploading the application in advance allows you to contact the secretariat in case of doubts or problems.
- d) Fill in the application form and **SIGN it! If you do not sign, you will be excluded before evaluation.**
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) Be sure that you succeeded by checking if the signature is correctly affixed on the form.
- e) Prepare all the documents listed in the announcement (Article 4 paragraph 1).

Please note: ONLY THESE FORMATS ARE ALLOWED: PDF, JPG and MP4 (for the video). **Files in different formats (for example .doc, .xls,) will not be taken into consideration and you will be excluded before evaluation.** Documents more than 5 MB must be divided into two or more parts. Please note that the video should not concern your biography, but concerns your motivation to pursue a PhD and your research interests

2. HOW TO COMPLETE THE ONLINE APPLICATION

DO NOT WAIT FOR THE LAST DAYS TO SUBMIT YOUR APPLICATION!

You might have problems with the connexion 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 pm CEST on the established deadline 29th August 2023.

- a) **If you have never been a Iuav student, register on the site <http://iuav.esse3.cineca.it>**, by selecting from the menu in the upper right the "Registrazione" item; at the end you will be assigned a user name and a password.
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 accessing 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 access 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, 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 you don't have any open applications and cancel any pending processes that might otherwise create conflict or confusion.

- d) **Complete all the steps of the online application.** 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. **ALL the documents indicated as MANDATORY must be uploaded, at the risk of exclusion. Files' names should include your surname.**
Pay attention while uploading your video: in case an error message occurs while uploading the video, please convert the file format in mp4 and reduce its size by using a converter (e.g. <https://clideo.com/it>)
- f) Once you have completed all the steps, you can confirm your application by clicking "Completa l'ammissione al concorso" / 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) that can be loaded in the platform through the button " Modifica titoli di valutazione" / Edit rating titles. **If you don't have the language certificate, remember to upload and sign the declaration Annex 3 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 5 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. Applicants who have applied for admission to the previous notice withdrawn are exempted from payment. 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.