PHD DEGREE ONLINE APPLICATION

GUIDELINES

The PhD degree online application **substitutes the application in paper format necessary for the admission to the thesis defence**. PhD students must submit it from their personal webpage.

In order to complete the application, PhD students must **upload their thesis in electronic format** in a single PDF file <u>not exceeding 50 MB</u>.

From the homepage of <u>www.unica.it,</u> please follow our indications:

<u>Accedi → Esse3 (studenti e docenti),</u> or visit the online services page at <u>https://unica.esse3.cineca.it/Home.do</u>

Click on *login* and enter your *username* and *password* (if more than a university career is displayed, click on your PhD career to unlock the menu)

1) *Application submission*

Once entered your personal area, click on:

conseguimento titolo (left menu) → then

Procedi con il processo di conseguimento titolo

And on: → Conseguimento titolo

Please, read the information about the PhD degree online application carefully and go through the following pages by clicking on: avanti

- ➢ **"*Scelta sessione e appello*":** choose among the available options. For each session, if you click on "dettagli", you will see the deadline to submit your online application and to upload your thesis;

- ➢ **"*Controlli propedeutici alla domanda conseguimento titolo*":** in case of red signals, you'll have to regularize your career. As an alternative, you can contact our *Settore Dottorati e Master*. Remember that if your tax situation hasn't been regularized yet, you won't be able to go on submitting your PhD degree online application);

- ➢ **"*Conferma scelta sessione e appello*"** check your data;

- ➢ **"*Deposito titolo tesi*"**
  - "tipo tesi" → click on **"*tesi di ricerca*"**;
  - "titolo tesi" → enter the title of your thesis in the language you used to write it;

- "abstract tesi" → <u>the abstract in English is mandatory;</u>
- "lingua tesi" → click on the language the thesis is written in;
- "consultazione tesi" → select the option
    - ✓ "*autorizzo la pubblica accessibilità della tesi*" if the thesis is accessible – that is, it's not under embargo – the web system will automatically lead you to "Conferma conseguimento titolo"
    Or
    - ✓ "*richiedo l'embargo della tesi per 6/12/18/36 mesi*" (in case of a request for embargo, you will be asked to upload your embargo application, once signed by your supervisor).

➢ **"Settore scientifico"**
Here you have to indicate the scientific disciplinary sector of your PhD thesis. You'll be asked to indicate its area first and then the scientific disciplinary sector.
If your thesis includes more than a scientific disciplinary sector, please indicate the main one. You will enter the other scientific disciplinary sectors in the section "note sulla domanda".

➢ **"*Elenco relatori*"**
(RELATORE is the supervisor, who is a member of the Academic Board, while CORRELATORE stands for the other possible co-supervisor, who can be either part of the Academic Board or external.
The supervisor and the co-supervisor must be assigned to the PhD student with a resolution of the Academic Board)
- "relatore" (supervisor) → click on "aggiungi", enter your supervisor's surname in order to start searching it, click on "avanti" and choose the supervisor's name from the list; MANDATORY DATA
N.B. if the supervisor is not a professor of the University of Cagliari, please contact Settore dottorati e master.
- "correlatore" (co-supervisor) → enter your co-supervisor's surname in order to start searching it, click on "avanti" and choose the supervisor's name from the list; OPTIONAL DATA.
If the supervisor/co-supervisor's name isn't on the list, please contact *Settore dottorati e master.*

➢ **"*Conferma tesi*"** check your data;

➢ **"*Nota domanda conseguimento titolo*":**
Here you can add some useful information about your career. For example:
- Scientific disciplinary sectors, which can be added to the main one you've already indicated in the previous section;
- Joint supervision of PhD thesis with the University of…;
- Doctor Europaeus additional certification.

Please, add any other possible information about your career you consider useful for our *Settore Dottorati e Master*;

➢ **"Conferma documentazione domanda conseguimento titolo"** check your data;

➢ **"Richiesta embargo sottoscritta dal tutor"**
This section will be displayed only if an embargo for your thesis has been required. In this case, you will be asked to upload your embargo application, once signed by your supervisor:
"Allegati conseguimento titolo"
- "Titolo" → name the form: "*richiesta di embargo della tesi_[PhD student's name and surname]*"
- "Allegato" → upload your embargo application in PDF format, once filled in properly and signed by your supervisor.

➢ **"Conferma conseguimento titolo"** check your data and click on

Completa domanda conseguimento titolo

You have now completed the submission of your online application.

➢ **"Riepilogo domanda di conseguimento titolo"**
Printing your application is not necessary, because no document in paper will be handed over to our *Settore dottorati e master*.

If all your data are correct, click on: TORNA ALLA BACHECA
and go on uploading your thesis

If you need to modify something, click on: Modifica domanda

2) *Uploading your thesis*

➢ Click on   Procedi con il processo di completamento tesi   and on   Completamento tesi

go on to **"gestione documento definitivo tesi"** to upload your PDF file:
click on,   Aggiungi nuovo documento

in "titolo" enter your file name (the thesis file title must be: "*tesi di dottorato ... [PhD student's name] ... [PhD student's name]*") and choose the file to upload. You can upload a single PDF file not exceeding 50 MB);

(If you upload your thesis later, once entered your personal area, click on "conseguimento titolo" and then on "procedi con il processo di completamento tesi"):

Note that your thesis cover template can be downloaded at www.unica.it – dottorati di ricerca

➢ If the file you've uploaded contains your definitive version – once approved and signed by your supervisor and referees –, tick off **"conferma tesi definitiva"** and go on; otherwise, go on without confirming;
If you don't confirm, you can login at a later stage to confirm and/or substite the file you have uploaded before, by clicking on:

| Riesegui il processo di completamento tesi | → | Completamento tesi | → If you go on to |

"gestione documento definitivo tesi" and click on**:**

you'll be able to finalize the procedure for the file you've already uploaded
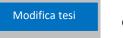
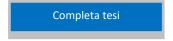you'll be able to delete it and upload your new version

| Aggiungi nuovo documento |

Note: Your thesis must be uploaded and confirmed within the deadline. After that date you won't be able to add other data or modify its content.

➢ In order to modify your thesis data, click on | Modifica tesi | on the page **"Bacheca conseguimento titolo".**

If you tick off **"conferma tesi definitiva"**, go on and click on

| Completa tesi |

3) *Stamp Duty*

➢ You can pay using PagoPA system. The PagoPA payment slip is available on the personal area dedicated to the online services for students:

-log-in with your user ID and password
-select Segreteria – Pagamenti
-click on the number on the first column.

You can pay online or personally:

-To pay online, click on the red button 'Paga online con PagoPA' and access using your SPID or e-mail address. You can pay by debit/credit card, on the bank account for payment service providers (PSP) allowing this option, or though other methods of payment.

-To pay in person, click on 'Stampa avviso per PagoPA', download the payment slip and pay it at a PSP through the available options: home banking, ATM, app from smartphone or tablet, bank branch, SISAL/Lottomatica betting offices, etc. To pay through CBILL, apart from the unique identifier for payment services (IUV), the University inter-bank code 10QB3 is necessary.

Payments notices issued by the University of Cagliari CANNOT be paid in person at the Post Office.

Normally, payments through PagoPA have charges. Please, pay attention to the different payment condition of each PSP.

If you pay online, you can click on 'Stampa Quietanza di Pagamento' to print the receipt; if you pay in person, the payment receipt will be available only when the University will receive the payment.

ATTENTION! In case the online payment procedure is interrupted or cancelled, the buttons 'Paga online con PagoPA' and 'Stampa Avviso per PagoPA' could not be available for about 60 minutes.

✓ **If you don't keep our deadlines to upload your PhD degree online application and thesis, you won't be able to defend your thesis.**

✓ **Your phone number and e-mail address should be updated before submitting your online application.**

If you updated your data, please inform Settore dottorati e master.