

**I've registered but I can't remember my username or password**

Visit Online Admin and follow the steps to get a new password. You'll find all the information you need at the following link:

<https://www.unimib.it/servizi/service-desk/account-e-servizi-accesso/recuperocambio-password-account>

**I'm a graduand. Can I apply?**

Yes, graduands can apply provided that they will have received their degree by 31 October 2019. If accepted onto the PhD course, they will need to send a substitute statement of certification to dottorati@unimib.it specifying the date on which they received their degree and the mark they achieved.

**Can I apply if I'm already enrolled on another PhD course at this or another university?**

Yes. If you are successful, you will have to choose between the two courses. It is not possible to be enrolled on more than one PhD course at the same time.

**I'm in work. Can I apply?**

Yes. However, please be aware that a PhD is something that requires your sole focus and is a full-time commitment. The compatibility of extra-curricular activities with the PhD will be evaluated by the panel of lecturers of each PhD course.

**Can I present other qualifications aside from those requested?**

No, the committees can only assess the documentation specified in the application process.

**What are full text publications?**

Publications in their full versions.

**What is self-certification?**

The substitute statement of certification or self-certification is a signed paper declaration (i.e. not stamped) in which an application makes a declaration for which they take full responsibility.

**Does a self-certification document need to be signed?**

Yes, otherwise it would not be valid.

**When should a self-certification document or substitute notary deed declaration be used?**

A self-certification document or substitute statement of certification must be used to declare anything that is contained in public record and that can be traced using original certificates (e.g. degree certificates, family status)

A self-declaration or substitute notary deed declaration is used to declare all facts, statuses or personal qualities that are known to a certain group of people but are not contained in public records and therefore cannot be traced using original certificates (e.g. conformity of a publication with the original).

**What are grant places?**

Some places have grants which are linked to a particular area of research, which must be taken on by the candidate during the PhD course.

For the specific project scholarships, see the "News and events" section on each course page (<https://www.unimib.it/unimib-international/phd/phd-programmes>). A specific application is needed to apply for these places (see Article 5 of the call).

### **How can I lodge my interest for a project grant or advance apprenticeship contract?**

Between 14 and 20 June, visit your personal page in the Online Admin section. For courses with this type of position, you'll see a "questionnaires" button on the "contest application summary" page. Click on this, then click on "complete".

### **I can't find the questionnaire to lodge my interest for a project grant or advance apprenticeship contract on my personal page. What do I do?**

If you can't find the questionnaire, it means that those positions aren't available for your PhD course, so you don't need to fill one out.

### **I haven't filled out questionnaire to lodge my interest for a project grant or advance apprenticeship contract on my personal page. Can I do it another time?**

Yes, it's possible to inform the selection committee of your interest for a project grant or advance apprenticeship contract during the interview process.

### **I've finished my application but I can't print the confirmation...**

You'll only be able to visit Onlin Admin to view and print your application/confirmation once you've paid the application fee.

### **Do I have to pay a fee?**

Yes, each application involves the payment of € 10.00 as fee to cover expenses.

If you want to apply for more than one PhD programme, you will have to submit more than one application and make the relevant payments within the deadline specified in the call.

### **How can I pay the fee?**

There are two ways to pay using PagoPA payment system:

1. Print the payment slip and pay it to any payment service provider of the PagoPA circuit (banks, tabacconists, etc. ... Note: it is not possible to pay at the post office);
2. Pay online: using the appropriate link on the "segreteria on line" webpage, students can access the online payment function that will offer all payment service providers participating in the PagoPA circuit (there are different possible methods, as debiting a current account or payment by credit card).

### **What should I do with the confirmation?**

Bring it with you on the day of your first interview, sign it and hand it to the selection committee.

### **Can I submit my CV instead of a self-certification document?**

No, information in a CV cannot be assessed by the selection committee (see Article 3 of the application).

### **I've inserted degree qualifications in the specific section. Do I need to send a self-certification too?**

Once you've selected and inserted degree qualifications in the relevant sections, you no longer need to send self-certification. Inserting the qualifications serves as self-certification in and of itself.

**I've inserted qualifications for assessment, but I can't proceed any further and the following text appears: "You must insert the correct number of assessment qualifications for each type."**

Some required qualifications are obligatory. If you don't input these, you won't be able to continue with the application. For obligatory qualifications, the minimum number of qualifications that can be uploaded is 1 (shown at the side of the section), while the minimum number of optional qualifications is 0.

**I selected the wrong type and class of degree by accident and now I can't change it. What should I do?**

Send an email to [dottorati@unimib.it](mailto:dottorati@unimib.it) requesting for the data to be corrected. You must sign this request and enclose an ID document.

**Can I request a video interview?**

Yes, but you will need to make this clear during the application. This is not an option for some courses, so make sure you read the course details carefully.

**I didn't complete my application within the deadline. Can I send in the documentation via email?**

No, you can only apply online through the Online Admin area of the University of Milano-Bicocca website (<https://s3w.si.unimib.it/esse3/Start.do>). You must apply within the deadline.

**I'm a student in another country. Do I need to come to Italy for the selection process?**

If your course only requires an oral selection exam, you can ask for this to be done remotely. For courses that require a written exam, consult the course details for information for degree students at universities in other countries.

**Can I apply for travel expenses when I come for the tests?**

No, candidates must cover their own expenses.

**Is there a minimum score I need to get in the qualification assessment process to go through to the oral exam?**

No.