



**UNIVERSITÀ
DEL SALENTO**

**EDUCATIONAL BREAKDOWN AND
STUDENT SERVICES**

**POSTGRADUATE AREA
MASTER AND PHD OFFICE**

master.dottorati@unisalento.it

**Centro Congressi
Campus Ecotekne**

S.P. 6, Lecce - Monteroni

**T +39 832 299210
– 299232 - 9238 - 9041**

HOW AND BY WHEN TO ENROL IN THE FIRST YEAR OF PHD COURSES IN:

“PhD Course in

“Human and Social Sciences”

“Sciences for Cultural Heritage”

The winners of the competitive admissions procedure to the above-mentioned PhD Courses – 37^o cycle whose rankings have been published in the online register and on the University website are obliged, **under penalty of forfeiture**, to proceed with electronic enrolment within the terms and according to the procedures contained in the notice of competitive admissions procedure, which is contained in this document.

- **Completion of the telematic registration procedure: by 12th November 2021**
(under penalty of forfeiture)
- **Regional tax payment: by 15th November 2021**
- **Submission of the following documents by 27th November 2021**
 - (Model A for all PhD students)
 - (Model D for scholarship-winning PhD students only)
 - (Model 1 for regional grant winners only)

The deadline for sending models A), C) and 1) is not a peremptory but an ordinary deadline that does not result in forfeiture but only a delay in the subsequent payment of the grant installments.

The following instructions on how to proceed with enrolment apply to all doctoral courses of the 37th cycle.

1) ACTIVITIES PRIOR TO REGISTRATION

All the winners of the competitive admissions procedure (for ordinary places, with or without a scholarship) must register within the above mentioned deadline according to the following procedures:

- by connecting to the student portal at <http://studenti.unisalento.it> using the same credentials used to fill in the application form for the competitive admissions procedure;



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- If you do not have the access credentials, you will need to send an email to sistemi.studenti@unisalento.it in order to receive these credentials; then you will need to enrol in the Course for which you have been admitted. The winners of the competitive admissions procedure already in possession of access credentials will be able to enrol directly to the Course;
- by carrying out the registration process from the menu “Concorsi/Immatricolazioni->immatricolazione.”

2) EXEMPTION FROM THE PAYMENT OF THE REGISTRATION FEE

In accordance with the provisions of the Manifesto of Studies relating to a.y. 2021/2022 and the announcement of opening of admissions to the 37th cycle of PhD courses, established by D.R. (Rector's Decree) n. 419/2020, are exempt from the payment of the course fee:

- holders of scholarships deriving from ministerial allocations or University resources, in accordance with the provisions of Article 11, paragraph 13, of the University Regulations on PhDs;
- PhD students without a scholarship;
- scholarship winners financed by external bodies.

3) REGIONAL TAX FOR THE RIGHT TO STUDY

All students enrolled in the PhD course (scholarship holders and non-scholarship holders) will have to pay annually the amount of the regional tax for the *diritto allo studio* – Right to Education, according to the amounts set annually by ADISU Puglia in accordance with art. 11 of Regional Law 45/2012 and taking into account the student's ability to contribute, based on the ISEE (indicator of equivalent income level) values declared by the student upon enrolment/registration.

The ISEE is an indicator of one's economic and financial situation.

It serves to obtain a reduction on the calculation of the regional tax.

The reference ISEE values for the calculation of the amount to be paid are as follows:

ISEE values	Regional Tax
Students with ISEE equal to or less than € 23,000.00	€ 120,00
Students with ISEE between € 23,000.01 and € 46,000.00	€ 140,00
Students with ISEE higher than € 46,000.00	€ 160,00

If the income exceeds the maximum amount foreseen (46,000.00 €) the amount to be paid will be the maximum amount foreseen (160 €).



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If you believe you are entitled to a reduction in the maximum amount of the regional tax, you will have to apply for ISEE certification according to the procedures described in point 5).

If, on the contrary, you do not believe that you are entitled to any reduction, you will not have to submit a ISEE certificate but can **authorize the University to acquire your ISEE directly through INPS (National Institute for Social Security).**

4. CLARIFICATIONS REGARDING THE CERTIFICATION OF ECONOMIC AND FINANCIAL DATA A.Y. 2021/2022

The Manifesto of Studies, Part II, Rules for Students, Taxes and Contributions, has for some years now innovated the system to be used for the acquisition of economic and financial data which are no longer self-certified by students, but requested directly from INPS (National Institute for Social Security) by the University.

How procedures change:

The inclusion of self-certification is no longer mandatory at the end of the registration or renewal process.

The student registers on the Student Portal (if not registered).

At the end of this process, automatically, the system generates the MAXIMUM fees and the student can download and pay them (if he or she feels he or she has to pay the maximum due) or, if he or she wants to take advantage of income reductions, move on to the next point.

Subsequently, the PhD student must access the menu item "Concorsi/Immatricolazioni" - autocertificazione" and click ACCEPT on the option allowing the University to request INPS for the acquisition of the declaration submitted by the student/doctoral candidate directly.

If the doctoral candidate denies consent, the fees do not vary and remain maximum.

If the doctoral candidate gives consent, the telematic research operation starts, through INPS, with the ISEE value in order to pay the amount due.

At an initial stage the fees displayed through Esse3 do not vary because the request to INPS is not concurrent.

The system, in fact, periodically interrogates INPS, in blocks of up to 250 students, using the tax codes of the PhD students who have given their consent to the acquisition of the ISEE value.

During the performance of this activity 2 situations may occur:

- a) the system finds the certification and downloads it:** in this case it enters the data on the system, which can also be seen by the student in the self-certification section, and recalculates the fees producing the new "Pago PA" notice which may be reduced;
- b) the system does not find the certification** (for example because the student has not yet applied for it or has asked for it, but it has not yet been issued by INPS) and puts the student on a "waiting list" which is periodically rechecked.

In summary, as soon as the student matriculates, the fees are set at the maximum level; after authorization, the fees are recalculated ONLY when the data is acquired and the student views it online.



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Therefore, the student who has authorised the University to acquire his or her certification directly from INPS and then does not find the update of the data on the ESSE3 student career management system, must promptly report the problem by opening a "Ticket" on the Helpdesk-Students service, only after all the following conditions have been met:

- 1) The University has been granted and confirmed authorisation to access INPS to recover ISEE certification.
- 2) He asked INPS for ISEE 2021.
- 3) The ISEE has been issued by INPS.
- 4) More than 2 days have elapsed since ISEE was authorised and issued without the data being updated on the ESSE3 student career management system and, therefore, on the Student Portal.

5. HOW TO REQUEST THE ISEE

The whole operation described above can only take place if the PhD students have applied for ISEE.

How to do it:

Interested PhD students will be able to obtain the ISEE certificate for facilitated benefits for the Right to University Studies (ISEE 2021), by signing the Single Substitute Declaration (DSU):

- at the offices of the Tax Assistance Centres (CAF);
- with other parties authorised to issue it (e.g. firms of authorised accountants)
- via the INPS website at the link: <https://servizi2.inps.it/servizi/Iseeriforma/Home.aspx> by requesting the Pin code and filling it in autonomously.

Attention! As stated in the Manifesto of Studies:

- **in the absence of ISEE 2021, the calculated fees will be set at the maximum contribution;**
- **the only valid ISEE certificate is the "university" one;**

6. PAGO PA SYSTEM: INSTRUCTIONS ON HOW TO PAY :

<http://www.agid.gov.it/agenda-digitale/pubblica-amministrazione/pagamenti-elettronici>

1. Log in with your credentials to the reserved area of the student portal (studenti.unisalento.it); click on "concorsi/immatricolazioni " and select "pagamenti";
2. Select the invoice you wish to pay;
3. Choose one of the two payment methods allowed:

- a. "Pay with PagoPA" for online payment
- b. "Print Notice for PagoPA" for payment in person

Pay with PagoPA



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[Print Notice for PagoPA](#)

6.1 ONLINE PAYMENT

If you have chosen "Pay with PagoPA", you can select from the following two options:

A. Bank transfer

If you choose Bank Transfer mode, the available PSPs (payment service providers) will appear, selecting one of them (confirming your choice in the window that will open and clicking on the ""Procedi col pagamento" button on the next page) you will be directed to the four available payment methods, among which through Payment with MyBank you can choose the homebanking service provided by your bank.

B. Credit or Debit or Prepaid Cards

If you choose Credit or Debit or Prepaid Cards mode, the enabled banks will appear instead, selecting any of them (please pay attention to the conditions applied by the bank) you will be directed to the bank's web page where you can make the deposit by entering the required data of your card.

By choosing one of the PSPs (payment service providers) in the list according to the payment method chosen (credit card, home banking ...) and taking into account the conditions applied (e.g. fees, maximum expenditure, etc.) you will be directed to the bank's web page where you can proceed with the payment.

C. Payment with MyBank: a subsequent window will appear from which you can choose from a list of banks that allow homebanking payments.

6.2 PAYMENT IN PERSON

Clicking on the "Stampa Avviso per PagoPA" button will generate the form in pdf format, which must be presented at the counter at one of the authorised retailers (including tobacconists where the Sisal Pay or Lottomatica service is active) or one of the banks participating in the PagoPA system, the list of which is given below:

<http://www.agid.gov.it/agenda-digitale/pubblica-amministrazione/pagamenti-elettronici/psp-aderenti-elenco>

Once the payment procedure has been completed, a communication regarding the outcome of the transaction will be sent to your institutional email address.

ATTENTION



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For both options, if the payment process is interrupted, the “Paga con PagoPA” and “Stampa Avviso per PagoPA” buttons may not be available for about 30 minutes.

6.3 Payment with Postepay

To be able to pay the fees through Postepay follow these steps:

Access the student portal > concorsi/immatricolazioni > pagamenti> select the invoice you wish to pay > pago con PagoPA > paga on line > bonifico bancario > Intesa Sanpaolo > proceed with the payment > pagamento con MasterPass (by selecting Bancoposta pay with postepay).

For information on how to make payments through the PAGO PA system you can send an email to the address:

XXXXXXXXXXXXXXXXXXXX

7. METHOD OF TRANSMISSION OF DOCUMENTATION

All those enrolled in the PhD courses must enclose the application form, the facsimile of which is attached to the present document (appendix 1), completed in every part and signed.

The application form must be sent to the Magnifico Rettore - University of Salento - Viale Gallipoli,
49 - 73100 Lecce by e-mail to the PEC address of The University amministrazione.centrale@cert-unile.it by the **aforementioned deadline**, accompanied by a copy of a duly signed identification document.

Please note that it is not necessary to send a printed copy of the application generated by the system to the Ufficio Master e Dottorati (Masters and PhD Office) nor to attach any photo in passport format (but only the upload of the photo as indicated in point 10) nor the high school diploma, as reported in the registration document generated by the system. This is a procedure required exclusively for students of Bachelor and Master's degree courses.

Winners who hold a degree obtained at a foreign University and which has not already been declared equivalent to the Italian degree on the basis of international agreements, must submit, within 60 (sixty) days from the date of enrolment, the documentation referred to in art. 6 of the competitive admissions procedure notice.

8) PROCEDURES FOR SCHOLARSHIP PAYMENT (for scholarship holders only)

The winners of the scholarship, in order to obtain payment of the monthly instalments, must send, together with the attached Form A) also:



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- the form in **Annex D)** containing the details of the bank account in their name or **jointly held** into which the monthly instalments will be transferred;

- as well as a copy of the enrolment for “**Gestione separata**” to be made at INPS (necessary to allow the University to pay the contributions required by law - see next point);

- a copy of their tax / fiscal code.

Form D) and the copy of the registration for “Gestione separata” may also be produced later than the deadline for sending the paper documentation.

In this case, this could result in the postponement to the following month of payment of the first scholarship instalments.

Payment of the first scholarship instalment will, in any case, be delayed from the date of commencement of business for administrative reasons.

For the months following the first payment, on the other hand, the grant will be paid on the 27th of each month.

9) REGISTRATION TO INPS “GESTIONE SEPARATA” (for scholarship holders only)

The PhD grant is subject to the payment of INPS social security contributions with “Gestione separata” (art. 2 paragraph 26 Law 335/95 and subsequent amendments).

As **from 1 January 2018** the total rate amounts to **33.72%** of which 2/3 is payable by the administration and 1/3 by the grantee.

Contributions are automatically deducted from the monthly instalment (for the portion to be paid by the doctoral candidate) and paid by the University directly to the relevant INPS (also for the remaining 2/3 to be paid by the institution).

PhD students for whom the reduced rate is to be applied will have to report this fact, specifying the institution/employer and the social security/assistance fund with which they are enrolled. Please note that professionals (with a VAT number) who are already registered with the “Gestione Separata” do not have to reapply and the rate applied is 24%. Please note that the offices carry out checks on the truthfulness of declarations with the Tax Registry.

All doctoral students with a doctoral scholarship are therefore obliged to enrol in the “INPS “Gestione separata””. The application for enrolment in the “Gestione Separata” must be made online by connecting to the INPS website at the address:

http://www.inps.it/portale/default.aspx?iMenu=2&iNodo=2&iDServizio=123&sURL=http%3a%2f%2fservizi2.inps.it%2fservizi%2fwADips%2fpage%2fAccesso_Cittadino.aspx%3fs%3dS

Please **note**: if you do not already have a PIN for INPS services, please ask for one at <https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=32&link=Il+PIN+online>.



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Alternatively, you will need to go to the INPS desk to do so directly. The **INPS toll-free number to request information or clarification on how to issue your PIN** is: 803.164.

If the system requires the indication of a date of enrolment (from which contributions will then be paid), the date of the taking up of service (start of PhD course activities) will have to be entered and will be communicated by the Course Coordinator after enrolment.

It is therefore advisable to proceed, in the meantime, to request a copy of the PIN using the link above (which takes a certain amount of time to release) but to proceed with the registration to the “Gestione separata” only after having counted the actual start date of the course.

A copy of the INPS registration must be attached, as indicated in the previous point, to Form D) together with a valid copy of an identity document and sent as soon as possible.

10) PHOTO UPLOAD FOR DOCTORAL STUDENTS' BADGES

In order to prepare the badge that will be used as a document certifying the status of doctoral student (which will then be printed for all doctoral students and communicated to them by e-mail), it is necessary that each doctoral student uploads his or her photograph into the Esse3 system. All doctoral students are therefore invited to upload it by following the instructions in the appropriate section of the portal.

The recommendation is to follow the "rules" in use for ID cards, using recent, good quality, clear and unwritten photos.

Warning: it will not be possible to print the cards without the image.

Photo size should be 35*44 mm (max 5 MByte).

You will need to connect to your page via the Student Portal and access the HOME/FOTO section, proceeding to attach the relevant file.



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Model A

Stamp duty is paid via virtual payment

**TO THE MAGNIFICENT RECTOR
UNIVERSITY OF SALENTO
Viale Gallipoli, 49
73100 – LECCE**

The undersigned

Surname	<input type="text"/>														
NAME	<input type="text"/>														
TAX CODE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PLACE OF BIRTH	<input type="text"/>														
PROVINCE	<input type="text"/>	<input type="text"/>	<input type="text"/>		COUNTRY <input type="text"/>										
DATE OF BIRTH	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SEX	<input type="text"/>	M	<input type="text"/>	F
RESIDENCE:															
ADDRESS	<input type="text"/>														
LOCATION	<input type="text"/>														
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	COUNTRY	<input type="text"/>	PROVINCE <input type="text"/>						
PHONE	<input type="text"/>					CELL.	<input type="text"/>								
E-MAIL	<input type="text"/>														

ASKS

to be enrolled in the 1st year of PhD for the _____ cycle:
“ _____ ”

To this end, pursuant to Articles 46 and 47 of Presidential Decree no. 445 of 28 December 2000,

DECLARES

- that he/she is not enrolled at the same time and to undertake not to enrol, for the entire duration of the doctoral course, in university degree courses, master's degree courses,



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- specialisation schools, university diplomas and other doctoral courses; where already enrolled, he / she undertakes to renounce attendance of the same before the start of the course;
- he / she undertakes to attend the PhD course in question according to the procedures established by the Board of Teachers, on pain of exclusion from the course in the event of violation of attendance obligations;
- he / she is aware of and to accept all the provisions contained in the current University Regulations on research doctorates available at
https://www.unisalento.it/documents/20143/80331/DR509_RegCorsiDottoratoRicerca.pdf/9b18872e-073b-fd96-0cf1-451551a6659b.
- he / she is aware that admission to the PhD course, with or without a scholarship, implies an exclusive and full-time commitment, according to the modalities and within the limits provided for by art. 12 of DM 45/2013;
- if awarded a scholarship, he / she is aware that it is not possible to combine the PhD scholarship with other scholarships for any reason whatsoever, except for those explicitly granted by national or international institutions useful to supplement, with stays abroad or in any case outside the doctoral seat, the training or research activity;
- where he or she has won a scholarship, that he / she has not previously benefited from other PhD scholarships;
- if winner of a scholarship with a restricted theme funded by an external body, he / she accepts the rules set out in the agreement signed between the funding body and the University of Salento;
- where the recipient of a Ministerial grant for Innovative Doctorates, he / she accepts all the rules contained in the Public Notice and the Ministerial Regulations relating to Innovative Doctorates, on pain of revocation of the grant and repayment of the accrued fees received;
- he / she is aware that the University Administration does not assume any responsibility in the event of communications being lost due to inaccurate indications of residence and delivery by the doctoral student or due to failure or delay in communicating a change in the same, nor for any postal or telegraphic misunderstandings or in any case attributable to third parties, by chance or force majeure;
- he / she is aware of the criminal sanctions referred to in Article 76 of Presidential Decree no. 445 of 28/12/00 in the event of false statements or statements containing data that no longer correspond to the truth;

The undersigned declares that he / she is aware that the collection and processing of personal data will be carried out in compliance with national and EU laws as well as the principles of correctness and protection of confidentiality and exclusively for purposes related to the full implementation of the administrative relationship with the University.

Date

The declarant Signature



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Model D (for scholarship holders only)

First declaration
Data Variation

**TO THE MAGNIFICENT RECTOR
UNIVERSITY OF SALENTO
Viale Gallipoli, 49
73100 - LECCE**

The undersigned

Surname																
NAME																
TAX CODE																
PLACE OF BIRTH																
PROVINCE														COUNTRY		
DATE OF BIRTH														SEX	<input type="checkbox"/> M <input type="checkbox"/> F	
RESIDENCE:																
ADDRESS													HOUSE NUMBER			
LOCATION																
Postcode														COUNTRY		
E-MAIL																
PHONE											CELL.					



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The undersigned undertakes to communicate with his or her own declaration any changes that entail the loss of the grant.

Date _____

The declarant

Signature _____

The undersigned declares that he / she is aware that the collection and processing of personal data will be carried out in compliance with national and EU laws as well as the principles of correctness and protection of confidentiality and exclusively for purposes related to the full implementation of the administrative relationship with the University.

The declarant

Signature _____