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

"Engineering of Complex System" (D.R. n. 259/2023)

The winners of the competition for admission to the above-mentioned PhD Course - cycle 38, second call, shall proceed within a period of **5 days from the individual notification of the call for applications**, declare their availability to accept the relative position and subsequently proceed to enrol in the Course via the student portal http://studenti.unisalento.it.

- **Completion of the telematic registration procedure: by 24th March 2023**
- **Regional tax payment**: **by 27th March 2023**
- **Submission of the following documents:**
  - (Model A for all PhD students)
  - (Model D)

The deadline for sending models A) and D) 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.

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;
- 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. 2022/2023 and the announcement of opening of admissions to the 38th cycle of PhD courses, established by D.R. (Rector's Decree) n. 643/2022, 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 €	€ 120,00
Students with ISEE between € 23,000.01 and €	€ 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 €).

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. 2022/2023

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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.
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 certificatio
n.
2) He asked INPS for ISEE 2022.
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.

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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 2022), 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 2022, 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

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

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).

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 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 90 (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:
- 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)

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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 2022** the total rate amounts to **35.03%** 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:

https://www.inps.it/prestazioni-servizi/servizio/2501

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.

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**.**

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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 _____

NAME _____

TAX CODE _____

PLACE OF BIRTH _____

PROVINCE _____ **COUNTRY** _____

DATE OF BIRTH ___ / ___ / _____ **SEX** **M** **F**

RESIDENCE:

ADDRESS _____

HOUSE NUMBER _____

LOCATION _____

PROVINCE _____

Postcode _____ **COUNTRY** _____

PHONE _____ **CELL.** _____

E-MAIL _____

ASKS

to be enrolled in the 1st year of PhD for the 38° cycle: "_____"

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

DECLARES

- 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/20143/80680/DR_433_Regolamento_Corsi_Dottorato_Ricerca.pdf/377ddf85-688e-0e8e-9eaa-88cf8525a44d

- 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 DM 226/2021;

- 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** **M** **F**

RESIDENCE:

ADDRESS _____ **HOUSE NUMBER** _____

LOCATION _____

PROVINCE _____

Postcode _____ **COUNTRY** _____

E-MAIL _____

PHONE _____ **CELL.**

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enrolled on the PhD course in

"_____" 38° Cycle,

for the purpose of admission to the PhD course, 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,

DECLARS

under his / her own responsibility:

- **he / she is enrolled in the INPS "Gestione Separata" (attach the receipt of the registration protocol)**
- he / she is enrolled / not enrolled in another form of social security for the purpose of INPS taxation under Law 335/95 (*if yes, please* indicate the Social Security Institution_____);
- **he / she is in possession of the tax / fiscal code no.**
- _____, **attaching a photostatic copy of the ID card issued by the Ministry of Finance;**

ASKS

- to collect what is due through:

  Cheque to be collected from the University treasurer's office

  Credit on current *account* (*the current account **must** be in the name of the doctoral student*)

  Bank Postal

Branch of _____

_____CAP _____

Via_____ , as per the following bank/postal details:

NATION. IBAN CIN ABI CAB CC

BIC SWIFT_____(attach also, where possible, a photocopy of the coordinate string).

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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 _____