

## Enrolment Guidelines for PhDs - XXXIX cycle 2023-2024

In order to formalize your enrolment, you need to follow the following procedure:

1. Connect on the ESSE3 platform of Campus Bio-Medico di Roma University <https://didattica.unicampus.it/didattica/AddressBook/ABStartProcessoRegAction.do>] to register and complete the necessary data;
2. After entering the personal data, the system will send the login credentials to the email address indicated;
3. The successful candidates will then be able to perform the Login procedure by clicking on the menu at the top right; then, a window will open where they can enter their credentials;
4. Select between two payment modalities:
  - **1 option:** immediate payment throughout pagoPA (the payment proceeds immediately by logging in the on-line PagoPA payment section);
  - **2 option:** pay later, by printing a notice of payment in PDF/paper format

For beneficiaries of Doctoral scholarship, the annual enrolment fee is € 340.00 including the regional tax while the PhD candidate without scholarship, the annual enrolment fee is €140,00 (Article 10 of the competition notice).

Please note that, in order to formalize the enrolment, the aforementioned tax must be paid **from 22 March 2024 to 27 March 2024**. Furthermore, by this last date, candidates must send to the email address [dottoratidiricerca@unicampus.it](mailto:dottoratidiricerca@unicampus.it) the receipt of pagoPA payment with the form of application of enrolment, which can be downloaded from the page <https://www.unicampus.it/bando/bando-dottorati-di-ricerca-xxxix-ciclo-a-a-2023-2024-bis/>

Afterwards, **by March 27 2024**, the successful candidates must deliver to the Human Resources Department (email reference: [amministrazione.personale@unicampus.it](mailto:amministrazione.personale@unicampus.it) ) the personal data sheet necessary for the granting of the scholarship, which will be sent via email only after we received the aforementioned documentation.

Admitted applicants who at the time of enrolment are already enrolled in a 1st or 2nd level Master's course, candidates must send to the email address [dottoratidiricerca@unicampus.it](mailto:dottoratidiricerca@unicampus.it) the favourable opinion of the Academic Board of the course that verify whether the conditions exist for the adequate acquisition of knowledge and skills to achieve the educational objectives of each of the courses (article 8 of the PhD call for Application).

According to article 9 of the PhD call for Application, those who have not completed the enrolment, it will be considered as having renounced their admission. Places renounced by and no later than 30 days from the beginning of the course will be offered to the next candidates in the ranking, as notified by the updated list of candidates eligible for admission published on University's web page: <https://www.unicampus.it/bando/bando-dottorati-di-ricerca-xxxix-ciclo-a-a-2023-2024-bis/>.

**Notification will not be sent to successful call applicants regarding the deadline of enrolment.** It is hereby specified that candidates will be given a peremptory deadline for carrying out the aforementioned procedures, after which an any lack of response or non-compliance shall be considered as a waiver of the candidate's position in the ranking. In case of a useful placement in several rankings, the candidate will have to exercise an option for only one position.