

## Enrolment Guidelines for PhDs - XXXVIII cycle 2022-2023

### PhD candidates awarded a scholarship

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. Print the MAV available under "Payments" required for the payment of the registration fee for € 200.00 (Article 11 of the competition notice).

Please note that, in order to formalize the enrolment, the aforementioned tax must be paid **from 12 October 2022 to 14 October 2022**. Furthermore, by this last date, candidates must send to the email address [servizioricerca@unicampus.it](mailto:servizioricerca@unicampus.it) the receipt of MAV payment with the form of application of enrolment for the scholarship holders, which can be downloaded from the page <https://www.unicampus.it/it/ucbm/bando-dottorati-di-ricerca-xxxviii-ciclo-a-a-2022-2023>.

Afterwards, by **October 28 2022**, 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. **Please note that all foreign PhD candidates have to hold an Italian bank account.**

The successful candidates without scholarship must send to the email address [servizioricerca@unicampus.it](mailto:servizioricerca@unicampus.it) **from 12 October 2022 to 14 October 2022**, the form of application of enrolment, which can be downloaded from the page <https://www.unicampus.it/it/ucbm/bando-dottorati-di-ricerca-xxxviii-ciclo-a-a-2022-2023>.

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/it/info/bandi-dottorati-di-ricerca>. **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.