

Step 1 - Connection

Connect to the online services website from the homepage of the University of Sassari www.uniss.it/youuniss , by clicking in the self. studentuniss online service section, or by directly typing the name of the site: <https://uniss.esse3.cineca.it>

Step 2 – Enter the online service restricted area

Authentication is required to access the reserved area: click on Login and enter your username and password.

Step 3 – Assigning credentials to first-time users of UNISS online services.

In order to access the restricted area of the online services, applicants who have never been enrolled in any course of study at the University of Sassari, must register by clicking on "Registrazione" in the menu on the left side of the screen of the "Servizi on-line agli studenti" section.

In the "Registrazione Web" page, a checklist will appear summarizing all information required in order to register. To continue, click on the "registrazione web" red button at the bottom of the checklist. The data requested are Italian social security numbers, personal data, residence and/or domicile, contact details (e-mail, phone, etc.). After entering the required information, the applicant will be asked to enter a password that must consist of 8 letters/numbers, and confirm it. Next, a preview of the registration with the indication of all data entered and the request for confirmation appear. After confirmation, the registration is complete and a summary of the registration may be print out, or by entering the username and password, proceed to authentication and access the restricted area of the online services for students. Finally, the system will send the credentials to the email address entered during the registration.

Step 4 – Retrieving credentials (username and password)

If you do not have the credentials to access the restricted area, click "recupera Password". The system will send to your personal email address, your user name and password. If the email address is missing or is no longer active, in order to obtain the credentials, send an e-mail to helpesse3@uniss.it. The email message must contain, in addition to personal data (name, surname, place and date of birth), the social security number and e-mail address where you wish to receive your credentials. Attach a copy of your ID to the email message. The new email address will be registered in a short amount of time.

Step 5 – Registration to the call

The application should be completed by selecting "segreteria" and then "concorsi di ammissione".

The application for participation in the call for admission to the PhD course must be completed on <https://uniss.esse3.cineca.it> **by 1 pm of 18 September 2017 (local time).**

The first step required by the procedure is to enter a valid ID. Make sure, therefore, that you have a duplex scan to generate a 2-sided PDF file of your ID.

In accordance with art. 2 of the notice of competition, eligible candidates by have at least a Bachelor's degree: select one of the four options available. Sub-conditione applications may also be submitted by candidates who are yet to obtain the qualification requested for the admission to the course, but such qualification must be obtained by 31/10/2017);

In this case, the candidate must choose one of the four options available, adding the University awarding his/her qualification, or or to be awarding such qualification. As for the latter, when the procedure requires the "Situazione titolo" to be filled in, check "non ancora conseguito".

The candidate also must declare his/her intention to apply *sub-conditions* by ticking the box in Annex A provided to candidates on the same page of the University website where the call is published.

On the "GESTIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE" section, the procedure requests the candidate if he/she wishes to attach other documents and/or qualification to the application form. The candidate must select "Yes". Pursuant to art. 4 of the call, the candidate must also attach the research project.

Therefore, before uploading qualifications, the applicant must convert them into PDF format and merge them into a single file to be uploaded in the system.

Documents may be converted and merged by using free online tools.

The single PDF file must include the research project, while all other documents useful for the valuation of qualifications may be presented at the discretion of the candidate but, if submitted, must be included in the single file.

The file name must match the name and surname of the candidate.

The file including the qualifications can now be upleaded.

Once the file is uploaded, the candidate will display a form with the list of the submitted qualifications.

He or she will display the "*Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?*". To end the registration procedure, once the file is loaded, select "No" and click "Avanti".

The online procedure is completed by clicking the "Completa ammissione al Concorso" button.

Once the procedure is completed, the candidate displays a recap screen indicating the call selected, the academic year, the pre-matriculation number (assigned by the system), the answers to the disability-related devices and the qualifications to be evaluated (which can be viewed by the candidate by clicking on "Titolo").

Printing is not necessary to submit the application.

Each candidate must fill Annex A (available to candidates on the same page of the University website where the call is published) by filling the following fields:

- choice of the interview mode: on-site or via Skype;
- foreign language, the knowledge of which will be verified during the interview;
- sub-conditione application (only for candidates yet to obtain the qualification required for the admission to the course; still such qualification will be obtained by 31/10/2017);
- any additional device requested (only for applicants with disabilities and learning disabilities) including the medical certificate issued by the competent health authorities.

Annex A must be printed, filled out, signed and sent scanned email addresses helpesse3@uniss.it e rzallu@uniss.it within the same deadline set for the submission of the application form.

Please note that application must be submitted only, on penalty of exclusion from the selection, according to the procedure specified in this document. Applications submitted by other procedures will be rejected.

Applications, including Annex A, must be submitted by **18 September 2017 at 1 pm (local time)**.

Personal data disclosed for this purpose will be stored and processed in accordance with the provisions of Legislative Decree 196/2003.

Help for online services

Help for online services for students is available via e-mail helpesse3@uniss.it