Online Application Guide

Applications for admission to Ph.D. programs may only be submitted through the online application system, as described in the Call for Applications. Applicants can either apply on "Esse3 Web" from the "Home Page" of the University, or directly on <u>https://esse3web.univpm.it</u>



If you already have an account, you can skip the instructions below and start the application process by logging in. If you do not have an account, you can set one up through the following instructions on the "Registration guide":

UNIVERSITÀ POLITECNICA DELLE MARCHE	ESSE3 Servizi on line
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This new web area is linked to Students' Management Portal ESSE3. - If you do not have an account in the university computer system, please register through REGISTRATION (open the menu in the upper right side). <u>{link to registratio</u> - If you already have an account, please login using your credentials. - If you have lost your access data and/or have problems with the access to the system, please connect with our Helpdesk through <u>http:/helpdesk.studenti.univpm.i</u> After having entered your Portal, select from the list on the left the service you wish to have.	n guide) It
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The procedure may be interrupted anytime. The information entered will be automatically saved. Candidates can resume or cancel their uncompleted application from "Registrar's Office – Admission Test -Forward" path.

red your Portal, select from the list on the left the service you w

UNIVERSITÀ POLITECNICA DELLE MARCHE	3 Servizi on line	MENU		
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Description Application for competitions: AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES	Info	Status	Legend: Warning: Working Section	
Forward Undo Process			Completed Section	

After having logged in, please click on "Registrar's Office – Admission Test" on the right.



Click on "Application for competitions"

Application for competitions

You can apply for all competitions published through the following pages

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By clicking on "Confirm", candidates declare to be fully aware of the liability arising from untruthful statements.



Click on "Ph.D Programmes", then on "Continue".

UNIVERSIT POLITECNI DELLE MARC	A CA CHE	ESSE3 Servizi on line	MENU
Image: Select course Select the course you wish to apply for Select type of course After reform* Back Continue	 Ph.D. Programme (D.M.45/2013) First cycle Degree (Laurea triennale) Master's Degree - 5 years single cycle Degree (ciclo unico 6 anni) Master's Degree - 5 years single cycle Degree (ciclo unico 5 anni) 	↓ Legend: ★ Mandatory Field ★ Mandatory Field ▲ Checklist	

Select the Course you wish to apply for and click on "Continue". Students holding a second-level degree obtained at a non-Italian university can choose to apply either for ordinary positions and positions specifically reserved for students holding a second-level degree obtained abroad by submitting 2 separated application forms.

UNIVERSITÀ POLITECNICA DELLE MARCHE ESSE3	Servizi on line	MENU
	I Legend:	
Select the competition you want to apply	 ★ Mandatory Field ☑ Checklist 	_
Competition* AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES from 30/06/2022 12:00to 01/08/2022 13:00 Detail		
DR054 - AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES		
Competition* O AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES - Reserved for candidates holding academic qualifications obtained abroad from 30/06/2022 12:00to 01/08/2022 13:00		
Detail		
DR064 - AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES		
Competition* O BIOMEDICAL SCIENCES from 30/06/2022 12:00to 01/08/2022 13:00		

Double-check your entries, then "Confirm and continue".

UNIVERSITÀ POLITECNICA DELLE MARCHE	ESSE3 Servizi on line
A = 2 3 4 B 1 - >>	
Confirm selected competition	
Check that the information entered is correct	
Competition	
Type of Qualification Doctorate	
Type of course Ph.D. Programme (D.M.45/20	013)
Description AGRICULTURE, FOOD AND E	VVIRONMENTAL SCIENCES
Back Confirm and continue	

Double-check your Master Data. You can edit your entries by clicking the appropriate link. Click on "Confirm" to continue.

DELLE MARCHE		E22E2.2
Master Data		
Please, find here all the information entered about your master data, residence and domicile. = Personal Data	You can change your personal data by clicking on the Edit button in each sections.	
Name	DAVIDE	
Family Name	BEVILACQUA	
Sex	Male	
Date of birth	24/12/1978	
Nationality	ITALY	
2° Nationality		
3° Nationality		
Country of birth	Italy	
Province of birth	Ancona (AN)	
Town/City of birth	Ancona	
Italian ID no.	BVLDVD78T24A271Z	
Mother tongue		
Edit Personal Data Click on the link to edit Permanent address		
Country	Italy	
Province	Ancona (AN)	
Town/City	Ancona	

Non-EU students with Residence Permit must fill in this section. Click on "Continue".

UNIVERSITÀ POLITECNICA DELLE MARCHE	ESSE3 Servizi on line	MENU
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Enter a valid ID Card. Please, upload a scan of your ID document. Double-check the entered data and click on "Continue".

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From the drop-down menu, candidates shall have to select the Study Course, the curriculum Candidates can apply for all PhD-Programs. In this case, candidates shall have to send a separate application for each of the Courses they wish to apply for. Candidates are not allowed to apply for more than one curriculum of the same PhD Program. Students holding a second-level degree obtained at a non-Italian university can choose to apply either for ordinary positions and positions specifically reserved for students holding a second-level degree obtained abroad by submitting 2 separated application forms. Please, pay attention when selecting your option from the drop-down menu. Click on "Continue".

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Double-check your entries, then "Confirm and continue".

UNIVERSITÀ POLITECNICA DELLE MARCHE		ESSE3 Servizi on line	MENU
Confirm application for admission to competition			
Check that the information entered is correct			
Competition			
Type of Qualification	Doctorate		-
Type of course	Ph.D. Programme (D.M.45/2013)		
Description	AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES		
Preferences			
Preference	DR064 - AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES		-
Candidate category and disability aids	-		_
Request for disability aids	No		
Back Confirm and continue			
Home			

Check that any "Declaration of Invalidity" has been entered correctly, then click on "Continue".

UNIVERSITÀ POLITECNICA DELLE MARCHE	ESSE3 Servizi on line	MENU
Select candidate category and disability aids Select candidate category and fineessary submit request for disability aids Cation and the category and fineessary submit request for disability aids Auxiliary aids for individuals with disabilities Inced auxiliary aids for individuals with disabilities according to Law 104/92 and subseq. Amendments O Yes No Useful links a Culture admission	↓ Legend: ★ Mandatory Field	

In this section, you must enter the academic qualification required for admission. Students who are registered at Università Politecnica delle Marche will have this section automatically completed. The academic qualification entered will be highlighted in green. The entered data can be checked, edited and cancelled by clicking on the buttons in "Actions". Please, fill in at least one of the blocks to continue. Students who hold two or more qualifications of the same kind (for example, two master's degrees) shall have to choose one of them as a requirement for admission (preferably the qualification with the highest score). Click on "Continue".

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Qualifications required details				F Legend:
Please enter qualifications held among the list of required admission degree shown in the list below. Please, fill in at	least one of the blocks to continue. In the following pages you will be acked to give information on any other qualifications held.			Checklist
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Option 3:				
		Qualification		
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MASTER'S DEGREE (LAUREA SPECIALISTICA)		•	Enter	
Option 4:				
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Other qualifications				
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Back Continue				

This page contains an overview of the academic qualifications to be attached to the application. Tick on "Yes" and click on "Continue".

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Select type of qualification held from the drop-down menu.

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Attachment: Back Continue	◆Selectors fie		

In this section, candidates can enter the type of qualification held, by following the instructions below. Attachment file sizes must be kept below 5 Megabytes. In any case, candidates shall minimize the size of the attachments before uploading them. Should it not be possible to reduce the size of a document to less than 5 megabytes or should the candidate have more academic titles than the ones included in the list, these can be sent per email to <u>concorsi.dottorato@sm.univpm.it</u>. In this case, please make sure your name, surname, and the program you are applying for have been clearly written in your email message. This email message does not replace the online application which must be submitted in any case. The overall size of the attachments of each additional email must not be larger than 20 megabytes.

"Exams taken for a "Bachelor's degree":

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Qualification:*	Exams taken for a Bachelor's degree		
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Back Continue			

In this section candidates shall enter the exams they took to obtain their Bachelor's degree. The field "Qualification" is mandatory. Students who have obtained their Bachelor's degree at Univpm, can attach their self-declaration, which can be downloaded from the Students' Portal. Candidates from other Italian Universities can upload similar declarations which should be provided for by their universities.

Exams taken to	or a liviaster's degree	(after and before winisterial Decree 509/99):		
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Back Continue				

"Exams taken for a "Master's degree" (after and before Ministerial Decree 509/99):

In this section candidates shall enter the exams taken to obtain their Master's degree (2-year Master's course or 5- or 6-year Master's course, as before Ministerial Decree 509/99). Students who have obtained their degree at a non-Italian university can use this section to attach their degree certificate, the list of the courses attended specifying their duration and the exams passed, as well as all the documents that can be useful to assess the eligibility of the academic qualification held.

"Research contracts":

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Candidates shall use this section to enter information on any research grants they have been awarded. The fields relating to "Institution" have to be filled-in with information about the university where the candidates are supposed to be conducting their research activities and the duration of the contract.



"Additional qualifications":

In this section, candidates can enter the qualifications they hold, not included in any of the previously specified categories, such as other academic qualifications (specialization courses, etc.), registration in a professional register, internships, traineeships, jobs, language certificates, certificates of participation in conferences, computer certifications, etc. For each declared additional qualification, a scanned copy of the relating certificate must be uploaded. Candidates for the Course in "Economics" shall use this section to upload the presentation letters required – at most two - signed by two university professors.



In this section, candidates can upload their publications. Please, remember that these documents must not be larger than 5 megabytes. If the article has been published online, candidates shall just enter the url in the "Description" field.

"Publications (max. 5 documents on PubMed)":

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Qualification or document overview		_	4	
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Back Continue				

PhD students of "Human Health" and "Biomedical Sciences" shall upload max. 5 publications on PubMed.

"Research project":

In the Faq section that can be reached at this link, you can read instructions on drafting the

research project where required:

https://www.univpm.it/Entra/Research_1/PhD_Programmes/Call_for_applications -PhD_Courses/FAQ_Bando_di_concorso

"Curriculum vitae":

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In this section, candidates can upload their curriculum vitae in any format they deem appropriate. The curriculum vitae must be duly **signed** by the candidate.

"Final Thesis":In this section, candidates for the PhD Program in "Economics" and "Management and Law" shall upload their final thesis (2-year Master's course or 5- or 6-year Master's course, as before Ministerial Decree 509/99). Candidates for the PhD Program in "Life and Environmental Sciences" must use this section to upload the abstract of the dissertation carried out (or in progress) for the achievement of the degree that allows access to the PhD Program (2-year Master's course or 5- or 6-year Master's course, as before Ministerial Decree 509/99/AFAM second level academic degree / academic degree obtained abroad). Please, keep in mind that each attached document shall not be larger than 5 megabytes. In this section, candidates can upload not more than two files. The thesis can be split in two different files of 5 megabytes each. In case it is not possible to reduce an attachment below 5 megabytes, files can be sent to the e-mail <u>concorsi.dottorato@sm.univpm.it</u> taking care to specify in the e-mail your first name, last name and PhD Program in which you wish to participate.

In this section you can edit or delete the information entered using the appropriate buttons in the "Actions" box. If candidates wish to enter another qualification, they shall have to tick on "Yes" under "Do you want to attach additional qualifications/documents to the application?" and then click on "Continue". If candidates do not wish to enter any additional qualifications, they shall tick on "No" and click on "Continue" to continue. Candidates shall ensure to have entered all the information required, as in the Call. Click on "Back" to edit or on "Continue" to continue with the application.

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 Research contract
 A Product Service Platform fitting older people needs

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Before the application procedure is completed, candidates shall fill in this section with data on scholarships and concerning the modality of participation to the interview. In this regard, please consult the section on FAQs for the information about the interviews.

https://www.univpm.it/Entra/Research_1/PhD_Programmes/Call_for_applications -PhD_Courses/FAQ_Bando_di_concorso

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List of questionnaires		
List of questionnaires available		
Questionnaire	Status	Actions
Scholarships declaration *	۲	Fill in
Modalità prova orale *	۲	Fill in
Back		

If candidates have been beneficiaries of PhD-scholarships from other universities in the past, they shall tick on "Yes" and then click on "Continue".

UNIVERSITÀ POLITECNICA DELLE MARCHE	ESSE3 Servizi on line	MENU
₩ - Questionnaire		
Questionnaire to fill out "Scholarships declaration"		
(*) Compulsory questions		
Further declarations		
Do you accept any eventual scholarship available?*		
0.46		
Have you already been awarded a scholarship (also partially) for a PhD Course?*		
○ Yes		
No		
Cancel Out Back Continue		

Candidates who have been awarded a PhD-scholarship in the past, shall specify date of achievement and awarding University. Click on "Continue".

UNIVERSITÀ POLITECNICA DELLE MARCHE	ESSE3 Servizi on line
Questionnaire to fill out Scholarships declaration	
(*) Compulsory questions	
Declaration details	
During which period? (from dd/mm/yyyy to dd/mm/yyyy)*	
01/01/2016 - 31/12/2016	
At which University*	
Cambridge <u>University</u>	ß
Cancel Quit Back Continue	

Check the information entered, then click on "Confirm". Now the information submitted can no longer be edited.

₩ - Questionnaire	
Summary Scholarships declarationScholarships declaration	
Questionnaire is not CONFIRMED.	
All questions have been answered.	
Confin Quit @Print	
PAGE 1	
- Further declarations	
Do you accept any eventual scholarship available?	
	Yes
Have you already been awarded a scholarship (also partially) for a PhD Course?	
	Yes
Edit page 1	
PAGE 2	
- Declaration details	
During which period? (from dd/mm/vwvv to dd/mm/vwvv)	
	01/01/2016 - 31/12/2016
At which University	
	Cambridge University
Edit page2	
Confim Quit @Print	

If the questionnaire has been filled in and submitted correctly, the box under "status" will be green. Click on "Continue".

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Questionnaire	Status	Actions	
Scholarships declaration *	۲	Fill in	Questionnaire co
Modalità prova orale *		Fill in	Questionnaire in
Back Continue			

To submit the application, candidates shall click on "Complete application". Now the procedure is completed, and all the information entered can no longer be edited, but the uploaded attachments can be edited up to the call deadline.

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Confirm selected competition		
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Type of Qualification	Doctorate	
Description	AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES	
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Preference	DR054 - AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES	
Candidate category and disability aids		
Request for disability aids	No	
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