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## CALL APPLICATION

Can I submit the application on paper, sending it by traditional post/email/hand delivery?

No, the application can only be submitted online.

Do I have to contact a supervisor/tutor/anyone before applying?

No, it's not required.

When will I be contacted for the interview?

The call does not require written or oral tests. If necessary, the committee has the right to contact you for further information.

Areas: what are / where can I find them?

Some of the PhD programmes include research areas: verify in the [CALL](#) Art. 1 bis, *TABLE OF AVAILABLE PLACES*.

If the aimed PhD programme includes research areas, applicants must attach a PDF research project for each research area for which they intend to compete (maximum two).

(see also [QUICKSTART](#), section "6) New application")

## SCHOLARSHIPS

What types of scholarships are available?

There are three types of scholarships:

1. open subject
2. thematic
3. interdisciplinary.

The *open subject* scholarships allow for research to be carried out on all subjects linked to the PhD. The research topic of each PhD will be agreed with the Board of Professors. All *open subject* scholarships have a common ranking.

Each thematic or interdisciplinary scholarship has a separate ranking.

When applying, you must specify if you intend to compete or not for a scholarship:

if you choose to compete, you'll automatically compete for open subject scholarships; then *optionally* you can indicate also one or more thematic/interdisciplinary scholarships for which you intends to compete. If you win and accept a place on a thematic/interdisciplinary scholarship, that topic will be the research topic of your PhD career (you cannot change it).

Where do I find the list of open subject/thematic/interdisciplinary scholarships?

In [this page](#) you'll find ALL the subjects; before the title you can see the type "Open subject Research Field" / "Thematic Research Field" / "Interdisciplinary Research Field".

[Open subject scholarships](#)

[Thematic scholarships](#)

[Interdisciplinary scholarships](#)

How can I apply for a specific *open subject* scholarship?

You CANNOT. The option to compete for a specific scholarship can only be done for thematic/interdisciplinary scholarships. The research topic of each *open subject scholarship* will be agreed with the Board of Professors.

When applying, you must specify if you intend to compete or not for a scholarship:

if you choose to compete, you'll automatically compete for open subject scholarships.

How/by whom/when are the open subject scholarships assigned (e.g. the respective research topics)?  
The research topic associated with each generic scholarship is agreed with the Board of Professors after enrolment of the PhD students, with different timescales depending on the PhD programme.

For open subject scholarships, can I specify in the application/by email/in another way which ones I am interested in?

You CANNOT select in the application a specific open subject scholarship.

The selection to compete for a specific scholarship takes place only for thematic/interdisciplinary scholarships.

Why are there two “windows” for the selection for thematic scholarships?

Because new thematic scholarships may become available after the call is closed.

How can I opt for new thematic scholarships?

After the deadline of the call, it will be possible (exclusively for those who have applied for admission, paid the contribution before the deadline, and expressed their willingness to compete for scholarships) to opt again for any new thematic scholarships from 10.00 AM on 08th June, to 02.00 PM on 15th June 2022 through the same online procedure. At that stage it will also be possible to modify the options already made.

The new thematic scholarships will be also visible in [this webpage](#)

I see that from 8th to 15th June 2022 new thematic scholarships can be selected: that means that if I missed the 20th May 2022 deadline may I send a new application in June?

NO, new thematic scholarships selection is reserved EXCLUSIVELY for those who have already applied for admission (and paid the contribution) before the 20th May 2022 deadline, and expressed their willingness to compete for scholarships

## RESEARCH PROJECT

How do I have to choose the topic for the research project? Do I have to/can I/is it preferable to choose from the subjects of available scholarships? Will it be the topic of my PhD thesis?

The choice of subject for the research project is open, but it must be connected to the PhD programme.

For example, it may be the subject of one of the available scholarships for which the applicant is interested in competing.

As indicated by the Call, the proposed research topic is not binding for research that will be carried out during the PhD.

How many research projects can I/do I have to upload?

For each application relating to a PhD programme, only one research programme can be uploaded, with the exception of programmes split into several Areas: in that case, if the applicant selects 2 Areas, he/she may upload one project for each Area (he/she may choose to upload 2 different projects or to upload the same project twice). The project applies for all scholarships, both open subject and thematic. After confirming the application, it will no longer be possible to change the project or to upload others; therefore, the uploaded project applies also for additional thematic scholarships published after the call deadline.

## FAQ ONLINE APPLICATION

I cannot remember the authentication password, how to I reset it?

Use the link “*Access problems?*” *Assistance with authentication*” found on the authentication page and carefully follow the instructions (see also [Quickstart](#), “*Self-service password recovery*” section).

I am having problems with completing the online application, who can I contact?

Firstly, **carefully follow the instructions contained in Quickstart:**

[http://www.dottorato.polimi.it/fileadmin/files/dottorato/concorso\\_linkweb/quickstart.pdf](http://www.dottorato.polimi.it/fileadmin/files/dottorato/concorso_linkweb/quickstart.pdf)

if the problem continues, **use the “Ask for assistance”/ “Richiedi assistenza” link found at the top right of the online applications.**

Some words and sentences in the screenshots are different from what is shown in Quickstart (i.e. instead of the "New Application" button, I see "New question" which does not work when I click it).

You may be using a translation tool (Google Translate, etc) which turns the Italian version into English: this may cause some problems in the online application.

You must use the "official" English version of the application, which can be found at this address:

[https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id\\_servizio=546&lang=EN](https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=546&lang=EN)

The other information on our website is also available in English: <http://www.phd-admission.polimi.it>

I have already confirmed an application and I now want to change it (I completed it incorrectly/I forgot to attach a file/etc.). How can I reopen it?

The application, until it is confirmed, can be saved and modified by the applicant an indefinite number of times.

**After confirmation, it can no longer be modified.**

A notice of that nature is displayed on the online procedure at the final confirmation request, which must be explicitly accepted to be able to continue with the confirmation.

May I submit more than one application for the same PhD course?

You can submit only ONE application for each PhD course. There are no limits on the PhD courses in which you can apply, but for each course you can submit only one application.

May I delete a confirmed application?

Until it is confirmed, an application can be saved and modified by the applicant an indefinite number of times. **After confirmation, it can no longer be modified or deleted.**

REFERENCES - Where can I upload the reference letters? Do I have to send them to you? When will my referees be contacted?

Any reference letters must not be uploaded online or sent by email/post. The contact details of the referees (max. 2) can be uploaded in the specific section of the online application; thereafter, the selection committee will have the right to contact them if it sees fit.

The system will not let me save my identity document.

In the "document number" field, you must enter the unique number of your identity document (some applicants wrongly enter "1" to indicate that they will upload only one attachment).

My identification data displayed online are wrong. How can I change them?

To change the identification data, follow these instructions:

- 1) go into "Webpoliself" [https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id\\_servizio=117](https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=117)
- 2) click on "Access personalised services"
- 3) (enter Webpoliself username and password)
- 4) click on "Personal Data"
- 5) to change the data, use the links at the bottom of the page "Change residence" / "Change postal address" / "Change contact details"

Some "Identification Data" (name, surname, date of birth, etc.) cannot be modified in "self-service" mode: to change this information you must "Ask for assistance" (link at the top right of the page).

When referring to the "maximum number of characters", should I also calculate spaces/special characters?

Yes, calculate all characters and punctuation symbols.

ENGLISH - I have gained one of the certifications indicated in the call in year X: is it still valid?

Yes, for the purposes of admission to the PhD, English certifications have no expiry date

## QUALIFICATIONS SECTION

I cannot enter a qualification achieved at Politecnico di Milano

Qualifications achieved at our University cannot be entered manually: the online procedure automatically displays them.

Although I have entered all the details, the section "Study title" is still incomplete ("red light")

Carefully follow the instructions contained in [Quickstart](#), "Study title" section.

I have entered a "Master's degree" but the system will not allow me to associate it with the application.

The option "*Master's degree*" refers to a post-degree qualification in Italy, which is NOT eligible for PhD Application.

If you are inserting a qualification equivalent to a Master of Science (see Art. 2 of the Call), choose one of the other options, if applicable, or "Other degree".

## PAYMENT SECTION

Can I pay by bank transfer/money order/in cash at the desk?

No.

Only exception: international bank transfer if PagoPA does not work. See the [Quickstart](#), Payment section. If you pay by international bank transfer, you do not have to send anything to us:

just pay before the deadline, specifying the values "Unambiguous reference or End to End ID (35 characters max)" and "Reason for the transfer or remittance information".

I have already paid but my application is still awaiting payment in the app, who can I contact?

Once you have made the payment, it takes a few days for the 'light' in the payment section to turn green. There is no problem if the payment is registered after a few days; it is, on the other hand, important that it is made before the deadline. The fact that it is registered after a few days (even after the deadline) does not involve any cancellation of the application.

Please retain the receipt: if there are any problems, the offices will contact the applicant.

I cannot pay with PagoPA, what other way can I pay?

You can pay by Scigno: see the [Quickstart](#). If you are in Italy, you can print the paper form and take it to the bank or to other businesses that provide the payment service of PagoPA bills (excluding Poste Italiane).

Alternatively, for those paying from abroad, you can pay by international bank transfer (see Quickstart for further details).

My credit card is not accepted by PagoPA / Scigno, even though it is valid and has not expired

For payments on the Mastercard circuit, the problem may refer to the absence of the "Mastercard 3D Secure Code", which, in Italy, is widespread and is requested by the bank's website but is not used very much abroad. In this case, the holder must connect to the Mastercard website and request it. For payments on the VISA circuit, the problem may be the same ("Verified by Visa").

For Mastercard payments, the problem may be due to lack of authorisation by the card issuer. There are currently no problems regarding the acceptance of payments. The problem may refer to the absence of the "MasterCard 3D Secure Code", which, in Italy, is widespread and is requested by the bank's website, but is not used very much abroad. In this case, the holder must connect to the Mastercard website and request it. For Visa payments, the problem could be the same ("Verified by Visa").

A failed payment now prevents further payment attempts

This happens because there is a previous payment attempt for which the operator you have chosen has not yet communicated the relative outcome; it is therefore necessary to wait for an update from the same operator in order

to know the status of the operation and possibly to proceed with a new payment, If the previous one is not successful. Please try again later.

I have a problem with the Scigno payment platform

Please contact the bank at this mail address: [scigno.pagofacile@popso.it](mailto:scigno.pagofacile@popso.it)

## RESULTS

When I can see results for my application?

Rankings will be published starting from 18th July 2022 on the web page "[Rankings and replacements](#)".

See also art.6 of the [call](#)