

## GUIDE FOR APPLICANTS

### Selection for the admission to LUMSA PhD programs - XXXVIX cycle

- **Contemporary Humanism;**
- **Education, languages, cultures;**
- **Innovation, health and well-being for the individual and the organizations;**
- **Mediterranean Studies. History Law & Economics;**
- **Sciences of the Civil Economy. Governance, Institutions and History.**

**Deadline for submission by 01/08/2023 at 11:59 pm.**

The procedure is on line and it is carried out in 2 phases:

1. Registration on Mi@Lumsa platform
2. Registration to the PhD selection

Candidates already registered on the Mi@Lumsa platform, <http://servizi.lumsa.it>, with their own login and password must directly log into Phase 2 "Registration to the PhD call".

Before starting the online procedure, please note that:

- Applicants holding a second level degree obtained abroad are invited to contact the Welcome Office ([international.admissions@lumsa.it](mailto:international.admissions@lumsa.it));
- Applicants with disabilities, in order to benefit from aids or additional time to carry out the selection, are invited to contact the person in charge for administrative questions (e-mail address specified by each PhD call).

#### **Phase 1 - Registration on Mi@Lumsa platform**

Applicants must register on Mi@Lumsa (<http://servizi.lumsa.it>) selecting **Registrazione** (box on the right) and inserting the personal data requested by the system.

A User-Id and password will be then produced by the system and must be kept by the applicant for the following steps.

Applicants already enrolled in LUMSA can use User-Id and password in their possession, or recover them through "Recupera password" (Password recovery) procedure.

#### **Phase 2 - Registration to the PhD selection**

Before starting the registration process, please, note that you need the documents required by each PhD call to be uploaded:

- a) copy of an identification document;
- b) copy of the fiscal code (for Italian residents only);

- c) detailed “curriculum studiorum et vitae”;
- d) for Italian applicants: certificate of second level degree or self-certification of second level degree with the prospective date of attainment, the university name and exams;
- e) for applicants completing the second level degree in an Italian University by 31 October 2023: certificate of enrolment at a second level university degree, with a self-certification of the prospecting date of attainment (to be mandatory produced by 31 October 2023);
- f) for applicants who have obtained a second level degree abroad: copy of the degree recognised as eligible by the competent authorities (as foreseen by the Art. 3 of the Call for admission to the PhD Program);
- g) research proposal, specifying the title, in compliance with the criteria indicated by each PhD call;
- h) certification or self-certification of any scientific qualifications, such as publications, active participation in national and international conferences, mobility for study/research in universities/ research centres in Italy or abroad;
- i) certification or self-certification of any research grants;
- l) any certification required by each call, such as certifications or self-certifications of language competences, reference letters, motivational letter.

In order to submit your application, please follow the following steps:

- 1) Enter Mi@Lumsa (<http://servizi.lumsa.it>) with the User-Id and password received during the registration phase;
- 2) On **Menu** (box on the right) select **Area Registrato/Area Studente** and then **Ammissione**. Please, click on the PhD course and then select the curriculum of the PhD course (Percorso di studio) you want to access.
- 3) In order to go to the next step, click **Sì** for "Preso visione del bando" (I have read the PhD call). In the box "Ausilio allo svolgimento delle prove solo per i candidati con DSA e disabilità" (Assistance to the tests only for candidates with DSA and disabilities), please, specify if you need assistance for carrying out the selection test.
- 4) If you asked for assistance, please, attach a certification of disability or DSA in the section "Dichiarazione di invalidità, disabilità, DSA" (Disabilities declaration).
- 5) Complete the procedure, filling in the required fields and attaching the required documentation in PDF format.  
For applicants in “*Education, languages, cultures*”, “*Innovation, health and well-being for the individual and the organizations*” and “*Mediterranean Studies. History Law & Economics*”: please, remember that the “Titolo di accesso” (Access qualification) must correspond to the second

level degree foreseen in Art. 1 of each PhD call, under penalty of inadmissibility of the application. The access qualification is mandatory and must be attached as **Titolo di accesso**. For applicants completing the second level degree in an Italian University by 31 October 2023, it will be possible to attach a self-certification on the prospecting date of attainment as **Titolo di accesso** and the enrolment certificate (or a self-certification) with exams as **Ulteriore documentazione** (Further documentation); the certificate of the second level degree is mandatory by 31 October 2023 and it must be sent to the PhD Office by this date, under penalty of inadmissibility of the PhD enrolment. For the uploading:

Only one attachment is required as **Titolo di accesso** (Access qualification) and it must correspond to the certificate of second level degree required by each PhD call;

**Altri titoli** (Other titles) correspond to other qualifications such as postgraduate and advanced specialization degrees;

**Ulteriore documentazione** (Further documentation) corresponds to the research proposal (with the specification of the title), to any list of publications, to any reference letters (mandatory for *Contemporary Humanism*), to any official certification or self-certification of language competences (mandatory for *Contemporary Humanism*), and to any certifications considered useful for the purposes of the evaluation, such as stages, conferences' participations, etc.

Please, note that the specific documentation required by each call for the eligibility of the application is specified in Article 3.

6) In the section "**Conferma esplicita e definitiva di validità della domanda di ammissione alla selezione**" (Explicit and final confirmation of validity of the application for the admission to the selection) you can choose to close the application definitively or keep it in an editable state.

Please, be aware that: by clicking **No** and then **Avanti** (Next step) the application will remain in a draft version, so it will be possible to modify the attachments; instead, by clicking **Sì** and saving the final data, it will be no longer possible to modify your application.

The application will not be valid without your explicit and final confirmation. It is recommended to confirm the validity of the application only after completing the uploading of the required documentation.

7) Click on **Pagamenti** (Payments), select the number code of the payment and choose to pay by MAV or by Credit Card online.

For Italian bank account holders, MAV can be paid in any bank in Italy. Please, note that post offices are not allowed for this payment.

8) For privacy reasons the program will produce an identification code (**Codice concorso**) to be used to identify candidates admitted to the selection tests and in the ranking lists. This code is available after the definitive closure of the online procedure:

On Menu (box on the right) select **Area Registrato/Area Studente** and then **Ammissione**; select the specific PhD call in **Concorsi di Ammissione**; **Codice concorso** is available in **Riepilogo iscrizione alla prova**. Please, note that this identification code is related to the specific PhD call reported in “Descrizione”.

The submission of the application is automatic when you click the definitive closure of the online procedure, therefore no further documentation is required.

**It is not allowed to integrate the documentation after the validation of your application.**

For assistance, please contact the PhD Office: [dottorati@lumsa.it](mailto:dottorati@lumsa.it).