

1. Candidates with Italian degrees

To take part in the admission exams all candidates (Italian and foreign) who have obtained an Italian qualification for the purposes of admission to the competition must make their **online** application **no later than 26 August 2019** by following the procedure described below:

Before starting the online procedure, make sure that you have all the personal information, tax code and details regarding the study qualifications (study title awarding date, mark, institution where the title was awarded – both for school and university qualifications).

- 1) Access the site <http://servizionline.iulm.it/>
 - a) If you already registered on a IULM University course, please log-in with your User Name and Password in the field of the left menu “Area riservata” (“Reserved area”). Once you logged in, please proceed with the enrolment for the selected doctorate competition: from the menu on the left, click on the section “Segreteria” (“Office”), and after that, click on the section “Preiscrizioni” (“Pre-enrolments”), and then proceed to the frame on the right: “Preiscrizioni/Domande di ammissione” (“Pre-enrolments/Admission applications”) until you have filled in all fields with requested information. In case of loss of your access codes, these can be recovered online through “password dimenticata” (“forgotten password”).
 - b) If you are a new user, select “Registrazione nuovo utente” (“Registration of new user”) in the menu on the left. Once you have obtained your User name and Password you can log in and, as requested, provide all the personal information, then proceed with the enrolment for the competition for the selected doctorate through the menu on the left, in the sections “Segreteria” and then “Preiscrizioni” and then in the frame on the right “Preiscrizioni/Domande di ammissione” until you have given all the requested information.
- 2) If you notice you made any mistakes after completion of the application, please do the correction manually on the paper application attaching a signed note to it regarding the change made by hand. These changes will later be inserted by the university office. In case of technical problems, write to: segreteriaweb@iulm.it

- 3) After completing the form with their information candidates must print it, sign it and send it as the application, preferably by registered post with proof of receipt or by courier. Following the application a MAV form is issued for €100, which is necessary for the payment of the competition pre-enrolment fee. A copy of the receipt must be attached to the application.

The privacy statement for personal data protection in accordance with art. 13 Reg. EU 2016/679 – GDPR available on IULM university website at the following link <https://www.iulm.it/wps/wcm/connect/iulmit/iulm-it/utility/privacy-policy/f925a3004610185d912897aee0328399> – must be duly signed and attached to the application.

The application must be sent preferably

- a) By registered post with proof of receipt to the following address **no later than 26 August 2019**:

*Libera Università di Lingue e Comunicazione IULM
Ufficio Affari Istituzionali – Servizio Dottorati di Ricerca
Via Carlo Bo, 1 – 20143 Milano*

- b) By certified e-mail (PEC posta elettronica certificata) to the following certified e-mail address: affari.istituzionali@iulm.legalmail.it

The date stamped by the post office accepting the registered mail by the post office accepting the registered mail, or the date stamped by the the courier collecting the envelop, or, the acceptance and delivery receipt sent by the certified e-mail provider, will be accepted as proof of having met the above-mentioned deadline.

In case of delivery other than by registered post the application will be considered valid as long as it is sent before the deadlines set out in the Call for Applications.

Enrolment solely through the university website is not enough to show enrolment in the competition and does not have any value for the purposes of proving the despatch of the original copy within the deadline of the announcement.

2. Candidates with overseas degrees

Annex b.) of the competition application of must be printed and sent, duly filled in, preferably by registered post with proof of receipt or by courier or by certified e-mail. There is a pre-enrolment fee of €100 to take part in the competition which is to be

paid by bank transfer to Libera Università di Lingue e Comunicazione IULM, Banca Popolare di Sondrio, IBAN code IT12M0569601600000022000X14, SWIFT POSOIT22MIL. A copy of the payment receipt must be attached to the application.

The privacy statement for personal data protection in accordance with art. 13 Reg. EU 2016/679 – GDPR available on IULM university website at the following link <https://www.iulm.it/wps/wcm/connect/iulmit/iulm-it/utility/privacy-policy/f925a3004610185d912897aae0328399> – must be duly signed and attached to the application.

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