

Step by step procedure to apply to the PhD in Global Studies, University of Urbino

These instructions are designed to assist **English speaking candidates holding a non-Italian degree** wishing to apply to the PhD course in Global Studies of the University "Carlo Bo" of Urbino (Italian students or foreign students holding an Italian degree are kindly invited to follow the instructions of the Italian version starting here:

https://uniurb.esse3.cineca.it/AddressBook/ABStartProcessoRegAction.do?cod_lingua=ita)

Before starting the online procedure please make sure to have at hand electronic copies of the documents you will be asked to upload, which are specified in the official Call for applications and listed in the Frequently Asked Questions (FAQ) file in the "useful documents and materials" section of the PhD website (<https://www.uniurb.it/academic-programs/1755287>).

If you have all the information and documents at hand, the online procedure will take around 15 minutes. If you encounter any difficulties, please feel free to contact the PhD helpdesk at the following email address: phd-global-studies@uniurb.it

REGISTRATION

First of all you need to register.

You can do so by clicking on "Online registration" at the bottom of the "Registration for Global Studies. Economy, Society and Law" section of our page: <https://www.uniurb.it/academic-programs/1755287>

or clicking on the following link

https://uniurb.esse3.cineca.it/AddressBook/ABStartProcessoRegAction.do;jsessionid=A6B88155F2EBCEDEC7CF131F1303B3A.esse3-uniurb-prod-03?cod_lingua=eng

You will be redirected to the page below, which summarizes the steps needed to register. Just click on the blue "External web log-in" button to proceed:

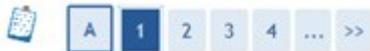
External web log-in

In the next pages you will proceed with the registration on the website. At the end of the registration process you will receive username and password to log in the system to edit your personal information and gain access to the services. The required information is listed below: Personal data; Fiscal code; Addresses: permanent and correspondence; contacts: e-mail, fax, mobile phone

Activity	Section	Info	Status
A - External web log-in			
	Italian Fiscal Code		
	Personal data		
	Permanent address		
	Corresponding address		
	Corresponding address		
	Secret question		
	Riepilogo Registrazione Utente		
	Summary user's registration		

[External web log-in](#)

The next page will ask you to enter your Italian fiscal code. If you do not have one, just mark the "Foreign student without Italian fiscal code" box and then the "Next" button to proceed:



Italian ID no.

Insert your fiscal code and click to proceed:

Italian ID no. _____

Italian ID no.

Foreign student without Italian fiscal code

Insert all your details. If you do not have an Italian fiscal code, please just click on "Forward": the system will automatically create a fiscal code for you. Press "Forward" again to continue.

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

Name*

Family Name*

Date of birth* (dd/mm/yyyy)

Gender* Male Female

Nationality*

Country:*

City not listed*

Italian ID no.* (automatically calculated if not provided)
Warning: Italian ID no. has been calculated automatically; check that it is correct and continue.

Please insert your permanent address of residence (info indicated with * is compulsory). Indicate whether the current address is the same as the permanent address (Y or N box) and proceed by clicking on "Forward". If permanent address and current address are not the same you will be asked to insert your current address before clicking "Forward" again.



Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country*

City or town*

ZIP CODE if in Italy

Locality

Address* (street, square, road)

Street no.*

Telephone

Current address is the same as permanent address* Y N

You will then be asked to enter your contact details and to authorize the handling of your personal data. Then press "Forward"

Registration: Delivery details

The page shows the form for entering and modifying the user's delivery details.

Delivery address

Correspondence address* Permanent address Current address

Email*

If you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

International dialling code

International dialling code* (International dialling code - number)

Mobile phone* Maximum length 16 characters including the international dialling code

I agree to receive, on my mobile phone, SMS about University activities like events and presentations* Y N

I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003* Y N

I agree to the transmission of my Personal Data in compliance with current legislation* Y N

I agree to the disclosure of my Personal Data in compliance with current legislation* Y N

Enter a secret question and answer that will enable you to retrieve your id and password in case you need to, then press "Forward".



Registration: Secret question

In this page you can choose a personal question and answer for retrieving your password.

Secret question

Question*

Answer*

A page summarizing all the inserted data will appear. Verify that all the information is correct. If you need to correct anything, press the "Edit...." button of the section you wish to edit. If all the information is correct press "Confirm".

Registration: Registration Summary (...)

 [Edit Permanent Address](#) Use the link to edit Permanent Address

You have now completed your registration. Your username and password to proceed with the online application will appear on the following page and will also be sent to you via email.

Registration: Registration completed

To proceed with the online application press "Login"

If English is set as the working language for your browser, all the pages of the registration process should be in English.

Enter your username followed by @stud (username@stud) and the password provided to you by the system and press the blue button. Just ignore the little boxes.

Nome utente

Password

Non ricordare l'accesso

Rimuovi l'autorizzazione a rilasciare le tue informazioni a questo servizio.

- **Studenti**
 - > Hai bisogno d'aiuto?
 - > Recupero Password
- **Docenti e PTA**
 - > Hai bisogno d'aiuto?
 - > Recupero Password



1506
UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO

Stai per accedere al servizio:
sp-esse3-uniurb-prod.cineca.it

Informazioni da fornire al servizio

eduPersonAffiliation	stud member
eduPersonScopedAffiliation	member@uniurb.it stud@uniurb.it
pid	p.ingrao1@stud
principal	p.ingrao1
realm	stud
uid	p.ingrao1

Se procedi le informazioni sopra riportate saranno trasmesse al servizio. Acconsenti a rilasciare queste informazioni al servizio ogni volta che accedi?

Seleziona la durata del consenso al rilascio informazioni:

- Chiedimelo di nuovo al prossimo accesso
- Acconsento solo per questa volta all'invio delle mie informazioni.
- Chiedimelo di nuovo se le informazioni da fornire a questo servizio cambiano
- Per il futuro acconsento ad inviare automaticamente le stesse informazioni al servizio.
- Non chiedermelo di nuovo
- Acconsento a rilasciare **tutte** le mie informazioni a **qualsunque** servizio.

Questa impostazione può essere revocata in qualsiasi momento tramite la casella da spuntare sulla pagina di accesso.

Rifiuta

Accetta

The following page gives you the possibility to ask to be informed if the data required by the system changes. You may ignore this page, just press the right button "Accetta/Accept" at the bottom right of the page.

The next page is where the real application starts. Press "Admission test"

Registered



PIETRO INGRAIO

Reserved Area

Logout
Change Password

Home

Master data
Choice of Preferences
Admission test
State Exams
Enrolment
Payments

HOME

Registered Users Area - Welcome PIETRO INGRAIO

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments and keep yourself up to date about developments in the University world.

Organisation of the Registered User Area

The next page just provides the list of steps you are to do in order to complete the online registration. Press the blue button in the end to proceed

Registered



Reserved Area
Logout
Change Password

Home
Master data
Foto
Choice of Preferences
Admission test
State Exams
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Payments

Contest Registration

Through the following pages you will be able to register for an admission procedure

Activity	Section	Info	Status
Choose - Choose exam			
	Choose exam		
Conf. pers. - Confirm personal data			
	Confirm personal data		
C - Identity Documents			
	Pagina elenco Documenti di Identità presentati		
Entry req. - Entry requirements			
	Access titles detail		
E - Assessment title declaration			
	Titles and documents for the assessment detail		
F - Azione per la scelta del turno di svolgimento della prova			
	Selezione della prova con turno		
End - End - Process completed			
	Explicit confirmation		
	Confirm		

Contest Registration

In the following page check the box on the left hand side of the PhD course name and press "next"

Choose 1 2 Conf.pers. 1 ... >>

Contest list

Choose the exam you are applying to

Choose exam

Contest*

Ph.D - GLOBAL STUDIES, ECONOMY, SOCIETY AND LAW

Back Next

"Confirm and continue" to proceed the subsequent page

A 1 2 B 1 ... >>

Confirm contest choice

Check the information on the choices made in previous pages

Contest

Description Ph.D - GLOBAL STUDIES, ECONOMY, SOCIETY AND LAW

Back Confirm and continue

When the page below appears, if you are a EU citizen just skip it by pressing "Next". Non EU citizens can enter data on their Permit to stay if they have one, otherwise they can just skip it by pressing on "Next" (In case you are selected for a PhD position, you will be requested to exhibit your permit in due time).

<< ... 2 B 1 C 1 ... >>

Permits to stay - For non-EU citizens only

This page contains all the residence permits. From this page you can view details and delete them

List of Permits to Stay

No permits to stay are available al the moment

Enter new Living Permit

Back Next

You will now be requested to insert data on documents that you must upload, starting from your identity document. You may insert more than one electronic copy of your identity document (eg. Front and back) but at least one copy of a valid identity document has to be added to proceed with the application process. Press "Upload new identity document"

Identity Documents

This page displays the list of the entered Identity Documents and gives you the possibility to insert new ones

Identity Document

Identity Documents not entered

[Upload new Identity Document](#)

[Back](#) [Continue](#)

Enter data on your identity document and press "Next"

Identity Documents

This page displays the form for entering or modifying data of the Identity Document

Identity Document

Type of document*

Number

Issued by*

Release date* (dd/mm/yyyy)

Validity Expiring date* (dd/mm/yyyy)

[Back](#) [Next](#)

Verify the information and press "Next"

Confirm details of Identity Document

Identity Document

Type of document:	Passport
Number:	pp98
Issuing Institution:	London City Hall
Release date:	01/06/2016
Expiring date:	05/06/2023

[Back](#) [Next](#)

Click on "Upload attachment":

Identity Document

Summary Identity Documents

Attachment list

Type of attachment	Maximum file size	Minimum No. of attachments	Maximum No. of attachments	Attachment extension	Status	No. of attachments	Actions
Document Identity	5 MB	1	5			0	Upload attachment

[Back](#) [Next](#)

To upload an electronic copy of your identity document press on "Sfoglia" and choose the file you wish to upload.

Attachment to the Identity Document

Indicare i dati del documento allegato.

Identity Document

Type of document:	Passport
Number:	hhiup
Issuing Institution:	comune di Alessandria
Release date:	12/06/2014
Expiring date:	13/06/2018

Document detail

Qualification:*

Description:*

Attachment:*

[Back](#) [Next](#)

If the light is green you have successfully uploaded your id copy. Following the same procedure, you may upload a second document (eg. the back of your ID if there is relevant information on it) Otherwise, you can proceed pressing the "Next" button.

Identity Document

Summary Identity Documents

Attachment list

Type of attachment	Maximum file size	Minimum No. of attachments	Maximum No. of attachments	Attachment extension	Status	No. of attachments	Actions
Document Identity	5 MB	1	5		●	1	Upload attachment

Back Next

Legend:

- Check List
- Upload Allegati effettuato
- Upload Allegati obbligatorio
- Upload Allegati non obbligatorio
- Detail
- Change
- Delete
- Information

Proceed by pressing "Next".

Preferences

Enter your preferences for the chosen admission contest.

Selection of preferences

Preference* 9222 - Ph.D - GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW

Back Next

In the page below you may require special aid in case you have disabilities. If you need special support, press "Yes" and add required information: select type of invalidity/disability, insert % of invalidity and comments if any. And press "Next" Otherwise click "No" and then press "Next"

Choose your administrative classification and disability supports

Choose the administrative classification to be used for this admission exam, and to claim for disability support if needed.

Auxiliary aid during test sessions

I need support to sit the exam (Law 104/1992 and following modifications) Yes No

Back Next

Press "Confirm and continue"

Confirm contest registration

Check the information on the choices made in previous pages

Contest

Description PH.D - GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW

Preferences

Preference 9226 - GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW

Administrative category and aid for persons with disabilities

Need support - disability No

Back Confirm and continue

In the following pages you will be required to insert info on your qualifications. An information message appears informing you to consider the highest university qualification you have achieved or you are about to achieve (you must achieve it by Octobre 30th in order to be admitted to the PhD course). Press Next.

Clicking on the "To insert" button of Option 1 (the other options are for students holding an Italian degree)

Requested titles detail

To continue, you must declare your educational qualifications. First, compulsory study titles are shown, while the different options identify qualifications that are alternative to each other. The following pages will ask for the qualifications obtained in previous years.

Alternative qualifications

To continue, you must enter all the educational qualifications of at least one option. Different options identify qualifications that are alternative to one another.

Option 1:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	Foreign qualification			To insert

Option 2:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	TITLE OF SUPERIOR SCHOOL			To insert
	DEGREE			To insert

Option 3:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	TITLE OF SUPERIOR SCHOOL			To insert
	SPECIALISTIC DEGREE			To insert

Option 4:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	TITLE OF SUPERIOR SCHOOL			To insert
	Master's degree			To insert

[Back](#) [Continue](#)

Select whether you have already achieved your degree (Yes) or not (No)

If you haven't achieved your degree yet, when asked to insert your degree certification you have to insert an official auto certification indicating the exams passed so far with mark obtained.

Add all the required information about your degree. When asked to enter the mark, insert the final grade as awarded by the issuing institution. The system will accept ratios expressed in any scale (e.g. using a basis of 110, 100, 50, 20...). In case your evaluation system is not expressed in numbers, provide your own proxy of the final grade in terms of 100s. (The selection Committee will evaluate your qualifications according to international standards)

Press "Continue" to proceed.

Registered SIMONA GARIBALDI

Reserved Area
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Navigation icons: << ... E 1 2 3 F ... >>

Foreign University degree

This module allows you to enter or edit data on a foreign university degree.

Foreign University Qualification Data

Situazione Titolo* achieved not yet achieved

Country: Australia

University: UNIVERSITY OF THE SUNSHINE COAST

Qualification* **Bachelor of Science**
Attenzione: il campo è obbligatorio

Course of study: []

Duration (in years): []

Date of achievement: [] dd/mm/yyyy

Mark: [] (ES: 98/110)

Evaluation: []

[Back](#) [Continue](#)

In the page below you can check if the information on your university qualification is complete. If the light is red some information is missing, click on the first symbol in the actions section to complete the missing information. If the light is green you can proceed by pressing "Continue".

<< ... 4 E 1 F 1 ... >>

Requested titles detail

To continue, you must declare your educational qualifications. First, compulsory study titles are shown, while the different options identify qualifications that are alternative to each other. The following pages will ask for the qualifications obtained in previous years.

Alternative qualifications

To continue, you must enter all the educational qualifications of at least one option. Different options identify qualifications that are alternative to one another:

Option 1:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	Foreign qualification		<input type="checkbox"/>	

Option 2:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	TITLE OF SUPERIOR SCHOOL DEGREE		<input type="checkbox"/>	To Insert

Option 3:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	TITLE OF SUPERIOR SCHOOL SPECIALISTIC DEGREE		<input type="checkbox"/>	To Insert

Option 4:

Status (block)	Qualification	Notes	Status (qualification)	Actions
<input checked="" type="checkbox"/>	TITLE OF SUPERIOR SCHOOL Master's degree		<input type="checkbox"/>	To Insert

Back Continue

In the page below all the documents requested in the official call for applications are listed and have to be uploaded. The ones with a minimum indicated are compulsory. Press "Yes" and then "Next" to upload a new attachment

<< ... 3 F 1 2 G ... >>

Management of assessment titles and documents

Please upload qualification titles and documents useful for the evaluation of the candidate.

The selected contest requires the following types of documents and/or titles for the final assessment

Type of qualification	Min	Max
Letters of reference	2	
Research project	1	
Curriculum Vitae (english version)	1	
Certification english knowledge level C1		
Certification english knowledge level B2		
Declaration of Equivalence		
Video conference interview form		
Degree certificate with exams	1	2

Declared qualifications

Non è stato inserito alcun documento e/o titolo di valutazione.

Do you want to attach other documents/qualifications to your application?*

Yes

No

Back Next

The mask below will appear. Select the type of document you wish to upload (eg. Letter of reference, degree certificate....) and click on "Sfoglia" to upload the document.

<< ... 1 F 1 2 G ... >>

Assessment title declaration

Indicate data on the assessment title/document

Title or document detail

Type* ▼

Qualification:*

Description:

Attachment:

Back Next

NB: Successful candidates with foreign qualifications must deliver a Declaration of Value, together with certification of the qualification with examinations, credits and marks, translated and legalised by the competent Italian diplomatic authorities in the country of issue. Failure to provide these documents will lead to disqualification from the PhD programme. The Declaration of Value can be replaced by a certificate issued by ENIC-NARIC centres, containing all of the information necessary to assess the qualification (see Call for Application)

As specified in the official call for applications, you will also need to upload: (a) a cv in English indicating previous research experience and containing a self-assessment of English proficiency using international standard classification schemes; (b) two letters of reference in English; and (c) a research project of up to 3000 words in English. Select each of these types of documents and follow the same procedure as described above, until you have entered all the required documents.

Other documents can be uploaded and will be considered as preferential but not mandatory.

Once all the mandatory documents (and any other documents you wish to include to your application) have been uploaded, select "No" and press "Next" to proceed

Management of assessment titles and documents

Please upload qualification titles and documents useful for the evaluation of the candidate.

The selected contest requires the following types of documents and/or titles for the final assessment

Type of qualification	Min
Abstract final dissertation	
Self-certification exams	
Certification english knowledge level B1	
Certification english knowledge level B2	
Certification english knowledge level C1	
Curriculum Vitae (english version)	1
Declaration of Equivalence	
Letters of reference	2
Research project	1
Publication	

Declared qualifications

Type	Actions
Curriculum Vitae (english version)	
Declaration of Equivalence	
Letters of reference	
Letters of reference	
Research project	

Do you want to attach other documents/qualifications to your application?*

Yes
 No

[Back](#) [Next](#)

In the next page you can check all the documents you have uploaded.

If you need to modify anything, press "Back" and then select the middle action button referring to the document you wish to edit.

Azioni

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If all the information is correct press "Next" to proceed.

Confirm declaration of titles and documents for the assessment procedure

Check the information on qualifications and documents uploaded for evaluation

[Back](#) [Next](#)

Last chance to modify anything. If you are ready to submit your application, press "Complete admission to the evaluation process" to send your application.

Confirm contest choice

Check the information on the choices made in previous pages.

Contest	
Description	Ph.D - GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW
Preferences	
Preference	9222 - Ph.D - GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW - XXXIII CYCLE
Administrative category and aid for persons with disabilities	
Need support - disability	No

[Back](#) [Complete admission to the evaluation process](#)

The next page summarizes the details of your application. Print that page and make reference to the pre-registration number in future correspondence. You can then proceed to payments to complete the application procedure:

Summary - registration

The registration procedure has been completed successfully

[Home concorsi](#) [Print application](#) [Payments](#)

If you press "payments" you will proceed to the following page. In case you are presently in the Italian territory, you can pay the EUR 30 admission fee indicated in the call, using a form called "MAV" that is automatically generated by clicking on the invoice number where the red arrow is.

HOME » Tax List

Tax List

This page displays the list of fees and their respective amounts.

Invoice	Codice IUV	Pay-in slip Code	Year	Description	Expiring date	Amount	Status
Payments not received Ph.D - GLOBAL STUDIES, ECONOMY, SOCIETY AND LAW - Ph. D - Ph.D - GLOBAL STUDIES, ECONOMY, SOCIETY AND LAW - XXXIII CYCLE							
2033049		0000000000002033049	17/18	TASSA DI CONCORSO	20/06/2017	€ 30,00	

Legenda Stato:

-  payment confirmed
-  not paid
-  awaiting confirmation
-  Avviso PagoPA stampato
-  PagoPA abilitato

The MAV form can be printed from the page below

HOME » Tax List » Dettaglio Fattura

Invoice Detail

Invoice 2033204

Expiring date: 20/06/2017
 Amount: € 30,00
 Procedure: MAV
 Numero MAV: 06055378702140847

Tasse

Anno	Instament	Item	Amount
TASSA DI CONCORSO	2017/2018 Rata unica	CONCORSO	€ 30,00

[Print MAV](#)

If you are not in Italy, you can proceed with a standard money transfer using any of the banks in your country or via web-banking, using the following details: **IBAN IT91 H060 5568 7000 0000 0013607 BIC BAMAIT3A290**. Please specify the Reason for payment: **"Tassa di concorso ammissione dottorato – PhD in Global Studies"**
 Whichever payment procedure you choose, please save your payment slip to prove that the application is complete. We suggest that you send a copy of your payment slip to phd-global-studies@uniurb.it so that we can keep track of it for you.
 Please be advised that your application will NOT be considered if the payment of admission fee is not completed.