

UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO

**Guidelines for the online procedure to apply
to the Ph.D. Programme in Global Studies. Economy, Society and Law, Cycle XXXVIII,
academic year 2022-2023**

(deadline: June 24th 2022, h 11:00 a.m. Italian time)

Online procedure available at: <https://pica.cineca.it/uniurb/dottorato38-gs>

PLEASE NOTE

1. **This guide provides general and partial information for submitting applications. It does not replace what is indicated in the Selection Call and does not describe in detail all the cases that may arise.**
2. The application procedure is completely computerized. No hard copy of any document must be sent via regular mail.
3. Before filling-in the application form, **please read carefully the selection call** (available on the start page of the application procedure as well as in the “Administrative documentation” section of the page [Corsi di Dottorato di ricerca - Università di Urbino \(uniurb.it\)](https://www.uniurb.it/corsi-di-dottorato-di-ricerca)), and in particular the table regarding the specific PhD programme (**Annex A**), in order to verify whether you meet the **entry requirements** and which **documentation** must be uploaded during the online procedure.
4. All documents must be uploaded in **PDF format** (maximum weight of each document: **30 MB**)
5. Files must be named with surname and name of the candidate, description of the type document e.g. curriculum vitae, research project, passport. For example, the name of the file containing the curriculum vitae should be: “Surname_Name_Curriculum.pdf”. The name of each file must not exceed the **maximum length of 40 characters**. Should you need to upload several files of the same type, please add a progressive number at the end (e.g.: “surname_name_Master’s Degree_2.pdf”).
6. Candidates can fill-in the application form by accessing the platform several times and by saving the data. To continue the compilation, enter the platform, click on “Manage your application” and then click on “Edit”.
7. For any information on the selection procedure please write an email to: dottorato@uniurb.it. For any technical issue, please write to: uniurb@cineca.it indicating the identification code of your application as shown in the top right layer of the page during the filling in of the application or on the dashboard. Requests sent to other email addresses may not be read.
8. All applicants, and especially applicants who have not yet achieved their title as well as candidates with foreign qualifications, must **read carefully art. 2 of the Selection Call and upload the required documents** in the relevant section of the online application.
9. Once the application form is ready (duly filled in and with all the requested attachments), the candidate must proceed with the **payment of the application fee** in order to be able to submit the application. The payment must be done exclusively through the modalities foreseen in the online procedure.
10. At this point you can submit your application. Please make sure to verify carefully your application (data inserted and documents attached) before submitting it as **once the application has been submitted it can no longer be modified.**
11. After the application has been submitted, applicants will receive an email with the **confirmation of the submission** and indicating the **application ID** needed for any further communication.

12. Once the application form has been submitted, and within the same deadline (**June 24th 2022, h 11:00 a.m. Italian time**) the candidate can request two **letters of reference**, using the dedicated function at the bottom of the dashboard.
13. Once they have submitted their application form, **applicants with disability or dyslexia** can request extra time and/or assistance using the dedicated section of the online procedure and providing a medical certificate supporting the validity of the request.
14. If necessary, the candidate can withdraw the submitted application and fill in and submit a new application, paying again the application fee.

QUICK OVERVIEW OF THE APPLICATION PROCEDURE:

- Read carefully the Selection call
- Go to <https://pica.cineca.it/uniurb/dottorato38-gs>
- Register and Login
- Fill in carefully the application form and upload requested attachments
- Verify the application form and – if necessary – modify it
- Pay the non-refundable application fee (when requested)
- Submit your application
- Request two reference letters
- Request extra time and/or assistance for applicants with disability or dyslexia

STEP BY STEP INSTRUCTIONS

1) REGISTRATION AND LOGIN

Go to the direct link provided in the call (<https://pica.cineca.it/uniurb/dottorato38-gs>) or click on the “ON-LINE APPLICATION” button at the end of the “HOW TO APPLY FOR GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW” section of the website of the PhD programme in Global Studies. Economy, Society and Law ([Corsi di Dottorato di ricerca - Università di Urbino \(uniurb.it\)](https://corsi.dottorato.dicr.uniu.it)). Read carefully the recommendations provided and click on “Login” on the top right (**Figure 1**).

1906
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Home

BANDO DI SELEZIONE PER L'AMMISSIONE AL CORSO DI DOTTORATO DI RICERCA IN GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW XXXVI CICLO / SELECTION CALL FOR ADMISSION TO THE PHD PROGRAMME IN GLOBAL STUDIES. ECONOMY SOCIETY AND LAW - XXXVI
A.A. 2020/2021

Apertura/Opening date: 07-05-2020 15:00
Chiusura/Closing date: 11-06-2020 12:00
Cod: dottorato36-gs

BANDO (pdf)
CALL FOR APPLICATIONS (pdf)
ATTENZIONE/ PLEASE NOTE

- Si consiglia di **completare e trasmettere la domanda con congruo anticipo rispetto alla scadenza del bando**, onde evitare possibili problemi legati all'eventuale sovraccarico del sistema. Dopo la scadenza del bando non sarà possibile presentare la domanda. / *It is highly recommended to finalize and submit the application form well in advance of the deadline of the call for application, in order to avoid possible problems related to any system overload close to the deadline. No applications can be submitted after the deadline stated in the call.*
- Si raccomanda di **verificare attentamente la domanda prima del suo invio definitivo**; una volta presentata, non potrà più essere modificata. / *Please check your application form carefully before submitting it, as once it has been submitted it can no longer be edited.*
- Il candidato potrà ritirare la domanda e presentarne una nuova, ma dovrà compilarla nuovamente, effettuare un nuovo pagamento della tassa di concorso e richiedere dove previsto le lettere di referenza. / *It is possible to file a withdrawal request and to present a new application form within the deadline of the call, but please note that this involves filling in a new application form, making a new payment and – when foreseen in the call - requesting again the reference letters.*

GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS >

Figure 1 – Homepage and warnings

Select the language (Italiano/English).

At the first access you need to register by clicking on “New registration” (**Figure 2**).

If you already have LOGINMIUR credentials, you do not need to register again. Just select LOGINMIUR under “Credentials” and enter your LOGINMIUR username and password. If you do not remember your credentials, please click on “Forgot your credentials?”

LOGIN

Italiano English

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials
PICA / REPRISE

Username

Password

Remember me

Log in

New registration Forgot your credentials?

Figure 2 – Login page

Create your credentials (**Figure 3**), insert your personal data, check the two boxes regarding the treatment of your data and click on “New registration” (**Figure 4**). Please note: the data provided during the registration will be automatically inserted in your application form. We thus recommend to fill in the full form (not the restricted version) and to make sure that the inserted data is complete and correct.

REGISTRATION

Italiano English

Register on pica.cineca.it

CREDENTIALS

Username *

suggested format: FirstnameLastname

Email *

Confirm email *

Password *

minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > ' ' ? + % =

Confirm password *

Figure 3 – Registration: credentials

Personal data - full form

In order to apply for the calls published on PICA, it is necessary to fill the *Personal data - full form*. If you choose to fill the *Personal data - restricted form*, you will be requested to integrate your personal information when submitting an application. PICA reviewers or members of PICA boards do not need to fill in the *Personal data - full form*. **Important:** if you have an Italian fiscal code and already participate to other CINECA sites like LOGINMIUR, REPRISSE, ASN we highly recommend you fill in the complete form.

[Use restricted form](#)

Name *

Surname *

Gender *

M *

F *

Date of birth *

Day - Month - Year

Italian citizen *

Yes *

No *

Italian tax code

mandatory for italian citizen

Country of birth *

Place of birth

mandatory if country of birth Italy

Phone number

Mobile

* By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

* I declare to be aware of the [notice](#) about personal data protection, provided by the competent authority, as stated in art. 13 of the UE regulation 2016/679

[New registration](#) [Reset Fields](#)

Figure 4 – Registration: personal data

You will receive an email (subject “pica.cineca.it registration: confirmation request”) with an activation link which will be available for 24 hours after registration. Should you not receive the confirmation email or should you not visualize it correctly, please write to uniurb@cineca.it.

2) COMPILATION, VERIFICATION AND MODIFICATION OF THE APPLICATION FORM

To fill in your application form login to the platform, click on “Manage your applications” (**Figure 5**) and then on “New Submission” (**Figure 6**).

1505
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- Si raccomanda di **verificare attentamente la domanda prima del suo invio definitivo**: una volta presentata, non potrà più essere modificata. / *Please check your application form carefully before submitting it, as once it has been submitted it can no longer be edited.*
- Il candidato potrà ritirare la domanda e presentarne una nuova, ma dovrà compilarla nuovamente, effettuare un nuovo pagamento della tassa di concorso e richiedere dove previsto le lettere di referenza. / *It is possible to file a withdrawal request and to present a new application form within the deadline of the call, but please note that this involves filling in a new application form, making a new payment and – when foreseen in the call - requesting again the reference letters.*

GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS →

Figure 5 – Start filling in your application: Manage your applications

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Compila una nuova domanda / New submission

Figure 6 – Start filling in your application: New submission

In the following page you will see the index with the different sections of the application form to be completed (**Figure 7**).

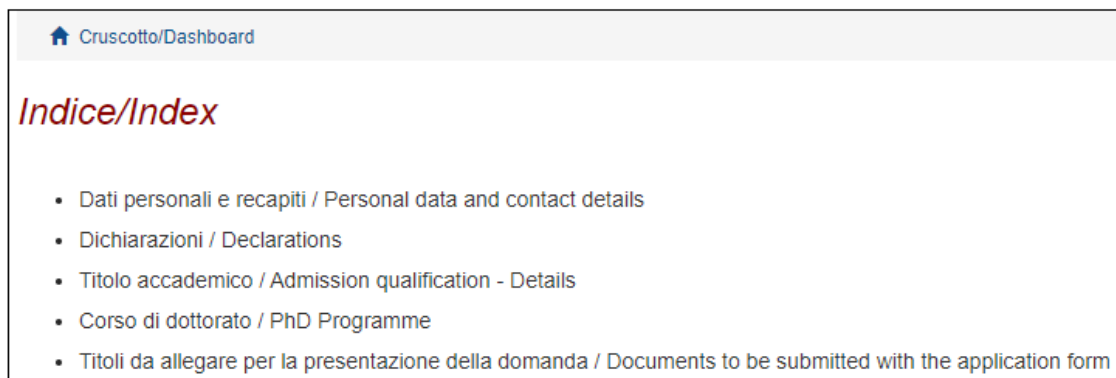



Figure 7 – Index of the application form

To start filling in the application form click on “DATI PERSONALI E RECAPITI / PERSONAL DATA AND CONTACT DETAILS”.

In this section, you are requested to insert your personal data and your contact details (**Figure 8**). Data provided during the registration procedure will already be displayed.

Should there be any mistake, please update your data by selecting “User Profile” from the user menu  on the top right of the page.

Fill in the missing information and click on the “Save and proceed” button.

Figure 8 – Personal data and contact details

Please always remember to click on the “**Save and proceed**” button, once you have completed a section.

If all fields are filled in correctly, the system will direct you to the next section. Otherwise, an error message will be displayed on the top of the page and the missing information will be highlighted in red (**Figure 9**).

Please fill in missing information and proceed.

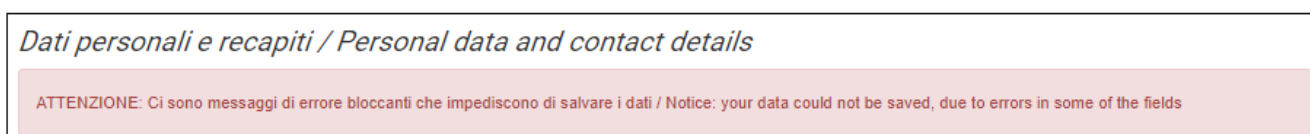


Figure 9 – Error message

In the next section “DICHIARAZIONI/DECLARATIONS” candidates must provide the requested declarations. Please check all the boxes, save and proceed (**Figure 10**).

Dichiarazioni / Declarations

Dichiarazione sostitutiva di atto di notorietà / Self certification - I certify that the given information is true

Dichiarazione sostitutiva di certificazione e dichiarazione sostitutiva dell'atto di notorietà rese ai sensi degli artt. 46 e 47 del DPR 445 del 28/12/2000.
Self-certification in accordance with art. 46 and 47 of Italian Presidential Decree DPR no. 445 of 28 December 2000.

- **Dato obbligatorio / Mandatory field**

Il Sottoscritto dichiara / The undersigned declares

dichiara di aver preso integrale visione del bando e di accettare tutte le norme contenute nel bando di selezione.
that s/he read the selection announcement and he/she accepts all the rules stated in the selection announcement.

di presentare i titoli allegati, che fanno parte integrante della presente domanda, in copia conforme l'originale.
that the submitted attachments are a true copy of the original.

Il sottoscritto, informato che le dichiarazioni false, l'indicazione di dati non corrispondenti al vero e l'uso di atti falsi sono puniti con specifiche sanzioni penali e con la perdita dei benefici eventualmente conseguiti (artt.75 e 76 DPR 445/2000), dichiara che i dati inseriti nella presente domanda e nei relativi allegati corrispondono al vero.
The undersigned declares that the data contained in the application as well as in the attachments are true, being aware of the liability and the penal sanctions stated in art. 75 and 76 of the DPR 445/2000 for false affirmations and mendacious declarations that will involve the loss of the granted benefits.

Informativa sui dati personali / Information notice on personal data treatment

Dichiaro di aver preso visione della informativa sul trattamento dei dati personali
I declare I have read the information notice on personal data treatment

Autorizzo il Titolare e il Responsabile al trattamento dei dati personali nei termini specificati dalla suddetta informativa
I authorize the Data Controller to treat my personal data according to what stated in the information notice

Figure 10 – Declarations

Extra-EU candidates must also declare whether they are under international protection according to art 2 of the Italian Legislative Decree n. 251 issued on 19 November 20017. Those who declare such condition must attach relevant documentation attesting the recognition of such status such as a copy of a valid Italian stay permit with indication of the refugee status (**Figure 11**).

In this section, there is also information addressed to candidates with disability or learning disability.

Protezione internazionale / International Protection

Sono esonerati dal pagamento della tassa di concorso i candidati non comunitari titolari di protezione internazionale ai sensi del Decreto Legislativo n.251 del 19 novembre 2007 art.2. Gli interessati debbono dichiarare tale condizione nella procedura online e allegare adeguata documentazione ufficiale che attesti lo stato di protezione internazionale, pena l'esclusione dal concorso (Art. 3 del Bando di Selezione).

Non-EU candidates who have an international protection status, as defined by the Italian Legislative Decree n. 251 of November 19, 2007, article 2, are exempted from paying the competition fee. They must declare such status in the online application and attach the official documentation attesting their international protection status. Failure to attach the relevant documentation will result in the exclusion from the selection procedure (Article 3 of the Selection Call)

Dichiaro di essere nello stato di Protezione internazionale / I declare that I am under International Protection

SI
 NO

• Dato obbligatorio / Mandatory field

Allegare il permesso di soggiorno / Please attach residence permit

Carica/Upload

Scegli file Nessun file selezionato

Candidati con disabilità o DSA / Disability or learning disabilities section

ATTENZIONE: I candidati con disabilità o disturbi specifici dell'apprendimento (DSA) possono richiedere di sostenere le prove di ammissione ai corsi di Dottorato con modalità personalizzate, secondo quanto stabilito dalla Legge 17/1999 e dalla Legge 170/2010.

A tal scopo è necessario inserire alcuni dati, far pervenire la documentazione relativa alla disabilità o DSA all'Ufficio Dottorati, PostLaurea, Esami di Stato inviando una e-mail a dottorato@uniurb.it specificando i supporti, ausili o misure compensative richieste; per maggiori informazioni si rimanda all'avviso di ammissione.

I dati saranno trattati nel rispetto della privacy, ai sensi del Regolamento UE 27.04.2016 n. 679 (General Data Protection Regulation, a seguire: GDPR) La documentazione presentata non apparirà nella domanda per la partecipazione alla selezione al Dottorato e sarà conservata presso l'Ufficio Dottorati, PostLaurea, Esami di Stato.

BEWARE: candidates with disability or with learning disabilities may request for reasonable adjustments for the PhD admission exam, in compliance with Law no. 17/1999 and Law no. 170/2010.

In order to make the request, it is necessary to send an email to Ufficio Dottorati, PostLaurea, Esami di Stato mail dottorato@uniurb.it specifying the aids and equipment required. For further information please check the Selection announcement.

Data will be treated in accordance with privacy policy, pursuant to Regulation EU 2016/679 (General Data Protection Regulation). The documents submitted will not appear in the application form for the selection announcement, and will be held by the Ufficio Dottorati, PostLaurea, Esami di Stato.

Salva e prosegui / Save and proceed

Figure 11 – International protection and information for candidates with disabilities

In the following section “TITOLO ACCADEMICO / ADMISSION QUALIFICATION - DETAILS” you must provide information on your academic qualification.¹³

First of all, select one of the four options available under “type” of qualification, to indicate whether you already achieved your degree or you are about to achieve it (the degree must be achieved no later than **October 31st 2022**) and whether it is an Italian or a foreign degree (**Figure 12**).

Tipo / Type

Titolo di studio straniero - Laureato / Graduated Foreign degree

--- Selezionare una tipologia / Select a type

Titolo di studio italiano - Laureato o Equivalente / Graduated Italian degree or Equivalent

Titolo di studio italiano - Laureando / Graduating Italian degree

Titolo di studio straniero - Laureato / Graduated Foreign degree

Titolo di studio straniero - Laureando / Graduating Foreign degree

Figure 12 – Admission qualification: type of academic qualification

You will be then asked to provide details about your academic title (**Figure 13**).

Indicate the Degree level, the University that awarded/will award it and specify your Major (Major in).

For an Italian degree (graduated or graduating):

- select the Degree level
- start writing in the “University” and “Major in” fields and then select the correct option amongst those listed by

the system.

For a foreign degree (graduated or graduating):

- specify Degree level (eg. Master's Degree), University and your Major (eg. Major in)

Specify the date on which the degree has been achieved or on which you presume you will achieve it (no later than October 31st).

If you have already achieved your degree, you will also be asked to insert the grade obtained.

Titolo accademico / Admission qualification - Details

Titolo di studio / Academic qualification

Tipo / Type
Titolo di studio straniero - Laureato / Graduated Foreign degree

Tipo laurea / Degree level
Master

Università / University
Londra

Titolo di Studio / Major in
II

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date
20/01/2019

Voto / Grade
100 / 100 con lode / with honors

Figure 13 – Admission qualification: details of academic qualification

Candidates with a foreign degree, must indicate whether such title has been declared as equivalent by an Italian University or whether the qualification must be assessed by the Selection Board (**Figure 14**).

Titolo di studio estero / Foreign degree

Indicare se il titolo di studio conseguito all'estero è riconosciuto equipollente oppure no da un'Università Italiana
Indicate if your foreign degree is declared as equivalent or not to an Italian Degree

Titolo di studio conseguito all'estero riconosciuto equipollente da un'Università Italiana/*Foreign degree declared equivalent to an Italian Degree by Italian university*

Titolo di studio conseguito all'estero non ancora riconosciuto equipollente per il quale si richiede l'equipollenza alla Commissione Giudicatrice ai soli fini della selezione /
My foreign awarded degree has not been considered equivalent by any other University yet and it has to be assessed by the Examination Board

La copia del titolo di studio conseguito all'estero (comprensiva dei transcripts) deve essere allegata nella sezione "Titoli da allegare per la presentazione della domanda" / A copy of the degree/qualification obtained abroad (including the transcript of records) must be uploaded in the "Documents to be submitted with the application form" section.

Figure 14 – Foreign degree

In the following section "CORSO DI DOTTORATO / PHD PROGRAMME" (**Figure 15**) the candidate must:

- Declare whether he/she holds already a Ph.D. title or is already enrolled in a Ph.D. Programme
- Declare whether he/she already benefitted (even partially) from a Ph.D. scholarship
- Select the PhD programme he/she is applying for

Corso di dottorato / PhD Programme

Dottorato / Phd

Ho conseguito o sto conseguendo il titolo di Dottore di Ricerca / I have already been awarded a PhD degree or I am attending a PhD programme

Si / Yes

No

• Dato obbligatorio / Mandatory field

Ho già usufruito /sto usufruendo di una borsa di dottorato di ricerca / I have already been granted a PhD scholarship or I am receiving a PhD scholarship

Si / Yes

No

• Dato obbligatorio / Mandatory field

Corso di dottorato / PhD Programme

Selezionare il corso di dottorato / Select the PhD Programme

GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW

• Dato obbligatorio / Mandatory field

Figure 15 – Declarations and selection of Ph.D. Programme

Once selected the Ph.D. Programme, the candidate who has never benefitted (even partially) from a Ph.D. scholarship must indicate whether he/she competes for places with and without scholarship or whether he/she is not interested in the scholarship. Candidates who have already benefitted (even partially) from a Ph.D. scholarship can only apply for positions without scholarship.

Candidates holding a foreign degree, wishing to apply also for the places reserved to candidates with a foreign degree must declare this in the application, by checking the corresponding box.

Candidates must check the box “English”, to indicate that the knowledge of such language will be assessed by the Selection Board during the oral interview. **(Figure 16)**

Posti / Available places: GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW

Desideri concorrere per posti con borsa? / Do you want to compete for positions with a scholarship?

Sì, concorro per posto con borsa e senza borsa / Yes, I compete for places with and without scholarship

No, non sono interessato alla borsa di studio / No, I am not interested in a scholarship

Posto riservato ai laureati/laureandi all'estero / Positions reserved to applicants holding a foreign qualification

Posto riservato ai laureati/laureandi all'estero / Positions reserved to applicants holding a foreign qualification

Dichiaro di concorrere anche per l'assegnazione del posto con borsa riservato ai candidati laureati o laureandi all'estero / I declare to apply also for the position with scholarships reserved to candidates holding or about to hold a foreign degree

Lingua / Language

Alla prova orale verrà accertata la conoscenza della seguente lingua straniera / At the oral examination the commission will assess the knowledge of the following language

Inglese / English

Scegliere la lingua / Choose language

Salva e prosegui / Save and proceed

Figure 16 – Selection of places for which to compete and language assessed during the oral interview

In the section “TITOLI DA ALLEGARE PER LA PRESENTAZIONE DELLA DOMANDA/DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified in the Selection Call, with the exclusion of the Reference Letters which must be requested via the dedicated function on the platform once the application has been submitted (see section 5 below). **Please read carefully Annex A of the selection call to make sure to include all requested documents. Please note that it will not be possible to integrate the documentation once the application has been submitted.**

Files must be uploaded in **.pdf format, must not exceed 30 Mb and must be named with surname and name of the candidate and the description of the file, maximum length of 40 characters**. For example, the file containing your curriculum vitae should be named “surname_name_curriculum.pdf”. Should you need to upload several files of the same type, please add a progressive number at the end **without exceeding the 40 types** (e.g.: surname_name_curriculum_2.pdf).

Upload your curriculum vitae et studiorum as indicated in the Annex A (**Figure 17**).

The screenshot shows a web interface titled "Curriculum" with a sub-header "Allegare il curriculum vitae et studiorum / Upload curriculum vitae et studiorum". It features three identical, empty form entries stacked vertically. Each entry consists of a numbered tab (1, 2, 3), a "Descrizione/Description" text input field, a "Carica/Upload" section with a "Scegli file" button and the text "Nessun file selezionato", and a red "Cancella / Delete" button. At the bottom center, there is a green "Aggiungi / Add" button. A red error message at the bottom left states: "Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements".

Figure 17 – Attachments: curriculum vitae et studiorum

Upload your research project proposal (**Figure 18**)

Progetto di ricerca / research project

Allegare il progetto di ricerca / Upload research project

Carica/Upload

Scegli file Nessun file selezionato

- Dato obbligatorio / Mandatory field

Figure 18 - Attachments: research project proposal

Upload the documentation regarding the academic qualification requested for the admission to the PhD programme as specified in article 2 of the selection call and any optional attachments (excluding reference letters). **abstract**

For each uploaded file, you must insert a short description (**Figure 19**).

TITOLO DI STUDIO / ACADEMIC QUALIFICATION

Inserire la documentazione relativa al titolo di studio richiesto per l'ammissione al corso di dottorato (Art. 2 del bando) / Insert documentation regarding the academic qualification requested for the admission to the PhD programme (art. 2 of the call for applications)

1

Descrizione/Description

Carica/Upload

Choose File No file chosen

Cancella / Delete

Aggiungi / Add

- Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements

ALLEGATI OPZIONALI / OPTIONAL ATTACHMENTS

Allegati che costituiscono titolo preferenziale / Attachments that constitute preferential title

1

Descrizione/Description

Carica/Upload

Choose File No file chosen

Cancella / Delete

Aggiungi / Add

Figure 19 – Attachments: Academic Qualification and optional attachments

Insert details of your identity document (identity card or passport) and upload a copy of it (**Figure 20**). **Please note that it is compulsory to provide a copy of the identity document.**

DOCUMENTO D'IDENTITÀ / IDENTITY DOCUMENT

Selezionare il tipo di documento d'identità / Select document type

--- selezionare una voce / select a type ---

- Dato obbligatorio / Mandatory field

Numero / Number

- Dato obbligatorio / Mandatory field

Data di rilascio / Date of issue

__/__/____

- Dato obbligatorio / Mandatory field

Scadenza / Date of expiry

__/__/____

- Dato obbligatorio / Mandatory field

Rilasciato da / Issued by

- Dato obbligatorio / Mandatory field

Allegare il documento / Please attach copy of the document

Carica/Upload

Choose File No file chosen

- Dato obbligatorio / Mandatory field

Figure 20 – Attachments: identity document

At the end of the section, candidates are asked to indicate how they came to know about the Selection Call (Figure 21).

Bando di selezione / Selection call

Come sei venuto a conoscenza del bando di selezione ad evidenza pubblica per l'ammissione ai Corsi di Dottorato di ricerca NNN ciclo dell'Università di Urbino? / How did you come to know about the Public Selection Call for Admission to the PhD Programmes NNth cycle of the University of Urbino?

- Euraxess
- Albo di Ateneo / University Register
- Sito di Ateneo / University website
- Pubblicità on line / Online advertising
- Passaparola / Word of mouth
- Docente / Professor
- Altro / Other

Figure 21 – Questionnaire regarding how candidates came to know about the Selection Call

Click on “Save and back to dashboard” at the bottom of the page to save your application. If you have filled in correctly all the sections, you will be redirected to the dashboard, otherwise the system will display an error message. On the dashboard you will see the id and the status of your application form (“draft”), as well as possible actions (Figure 22): click on “Verifica/Verify” and check carefully your application form; should there be any mistake, please return to the dashboard and click on “Modifica/Modify”.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
331362	in bozza/draft	2020-06-24 11:17:20	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

[Compila una nuova domanda / New submission](#)
[Lettere di referenza / Reference letters](#)

Figure 22 - Your dashboard with information and actions regarding your application form

3) PAYMENT OF THE APPLICATION FEE AND SUBMISSION OF THE APPLICATION FORM

Once you have carefully verified your application form and you are ready to submit it, **proceed with the payment** of the 30 € fee by clicking on “Pagamento/Payment” on the dashboard (**Figure 23**).

This function will be automatically be disabled for **candidates exonerated from the payment**, that is candidates under International Protection, who can directly proceed with the submission of the application (see section 4).


Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
331362	in bozza/draft	2020-06-24 11:17:20	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

[Compila una nuova domanda / New submission](#)
[Lettere di referenza / Reference letters](#)



Figure 23 – Your dashboard: Payment


Once you have clicked on Pagamento/Payment, you will automatically be indicated as the payer. If someone else is paying the fee on your behalf, please click on “Modifica versante” and insert requested details. Once you have modified the payer’s details, click on “Procedi al pagamento” (**Figure 24**).

 Riepilogo pagamento

Domanda Bando di selezione per l'ammissione al corso di Dottorato di ricerca in Global Studies. Economy, Society and Law XXXVI ciclo / Selection call for admission to the PhD programme in Global Studies. Economy Society and Law - XXXVI

Versante

Ragione sociale
Codice fiscale
Indirizzo
Civico
CAP
Località
Provincia
Nazione
Telefono
Cellulare
FAX
Email




[Modifica versante](#)

Pagamento

Da pagare entro il 11/06/2020 12:00:00.

Causale

Codice fiscale creditore 82002850418
Importo € 30,00
Scadenza 11/06/2020 12:00
IUV (non assegnato)



[Torna al cruscotto FICA](#) [Procedi al pagamento](#)

A warning will appear, informing you that:

- the payment is made through PagoPA, the payment system of the Italian Public Administration, which will receive the payer’s details;
- the bank or other payment institution through which the payment will be made, may apply an additional cost;
- once you click on “Accetta” (=Accept) you will move on to the PagoPA platform and it will no longer be possible to edit the payer’s details, thus please check them carefully before proceeding.

Click on “Accetta” and enter the PagoPA system.

Select the language on top of the page.

If you do not have SPID, click on “Login with your email”, insert your email address and press “Continue” (Figure 25 & Figure 26).

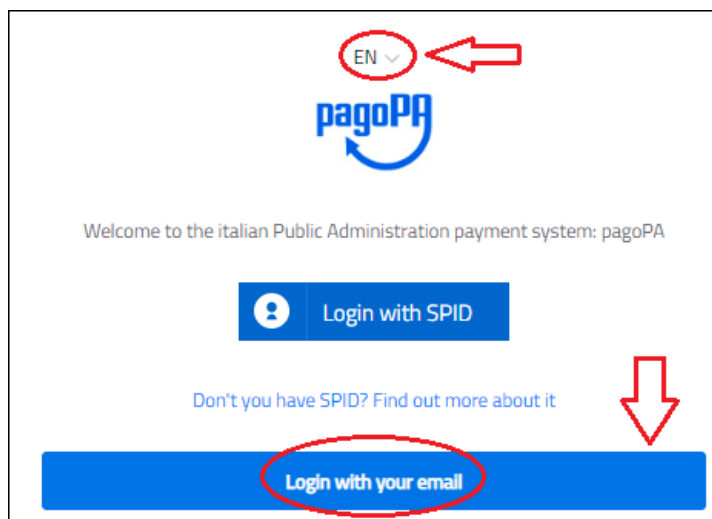


Figure 25 – PagoPA: Access page

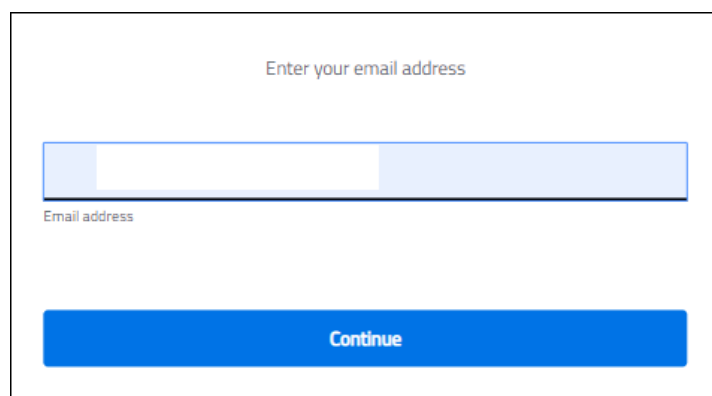


Figure 26 – PagoPA: Login with your email address

Check the box to accept the privacy policy and click on “Continue” (Figure 27).

pagoPA - Privacy Policy

PRIVACY NOTICE

in compliance with articles 13-14 of the Regulation (UE) 2016/6799

This Privacy Notice describes how are processed the personal data of those arriving at the web site wisp2.pagopa.gov.it/ (the "web site") to pay using pagoPA. The Web site allows to (i) to be notified via e-mail with regards to the payment you will perform on the pagoPA system and, if you will decide to register to pagoPA, (ii) to register to pagoPA, (iii) to memorize come payment method, (iv) to visualize payments history, as well as (v) to retrieve the password and/or the secret code you choose during the registration process (from now on the "Service").

This Privacy Notice does **NOT** describe the personal data processing with regards to the payments you will make on the pagopa system, with respect to which the Creditor Entities (ie the public administration for which you make a payment) and / or the Payment Service Providers (ie the bank or other

I agree with the Privacy Policy


Continue


Figure 27 – PagoPA: Privacy notice

Select payment method: Credit/debit card, Bank account or Other payment methods – the latter includes under others Paypal and Satispay (**Figure 28**).

Click on the chosen payment method and then follow instructions provided by the system.

How would you like to pay?


Credit/debit card


Bank account



Other payment methods

Figure 28 – PagoPA: payment methods

4) SUBMISSION OF THE APPLICATION

In order to submit your application, go back to the dashboard and click on "Presenta/Submit" (**Figure 29**).

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Home

BANDO DI SELEZIONE PER L'AMMISSIONE AL CORSO DI DOTTORATO DI RICERCA IN GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW XXXVI CICLO / SELECTION CALL FOR ADMISSION TO THE PHD PROGRAMME IN GLOBAL STUDIES. ECONOMY SOCIETY AND LAW - XXXVI
A.A. 2020/2021

Apertura/Opening date: 07-05-2020 15:00 Chiusura/Closing date: 11-09-2020 12:00 Cod: dottorato38-gs

Domande in bozza / Draft applications 1
Domande presentate / Submitted applications 0

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
302898	in bozza/draft	2020-05-08 13:10:38	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

[Compila una nuova domanda / New submission](#)
[Lettere di referenza / Reference letters](#)

Figure 29 – Submission of the application form

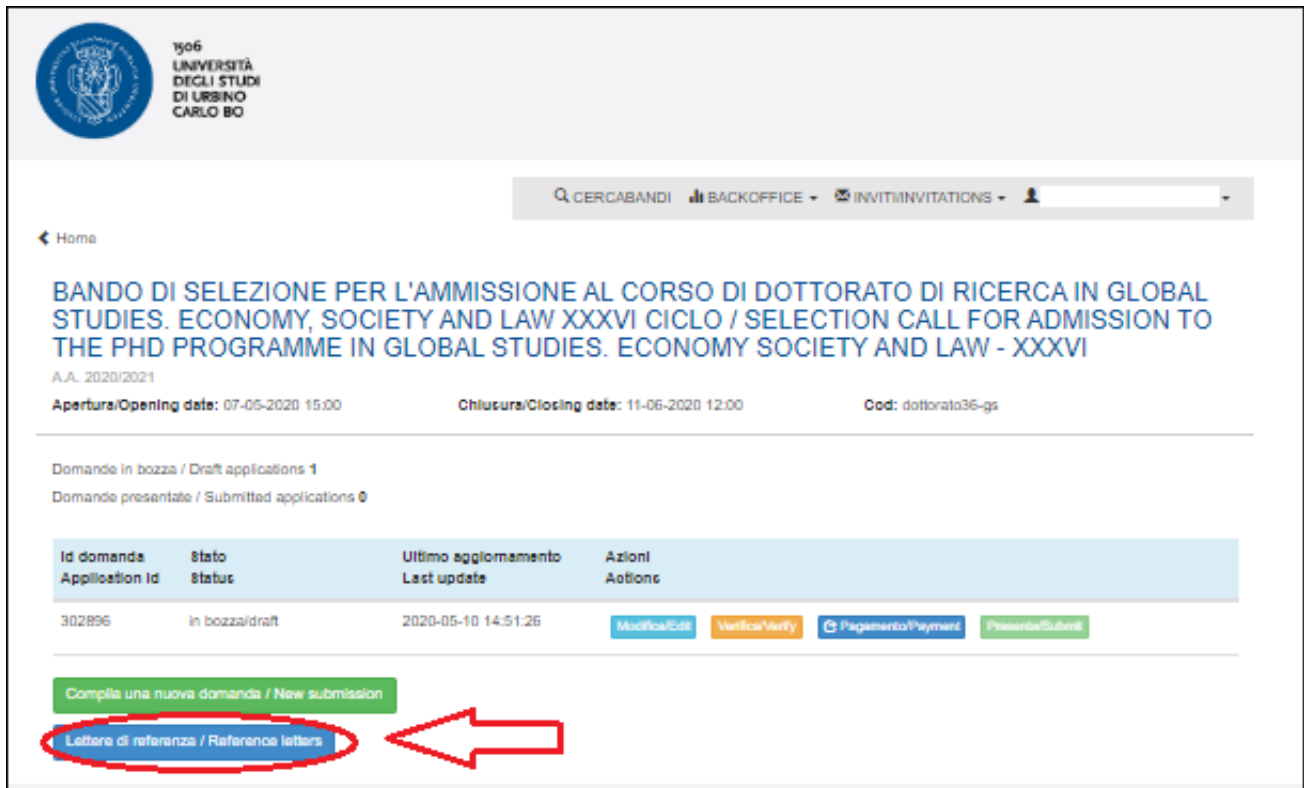
In the following page, you will see your application. Click on “Presenta/Submit” at the bottom of the page.

You will receive an email confirming that you have successfully submitted your application and containing the ID of your application which must be indicated in any further communication.

PLEASE NOTE: once submitted, the application and its attachments can no longer be modified.

5) REFERENCE LETTERS

Once you have submitted your application, and within the same deadline (**June 24th 2022, 11:00 a.m. Italian time**) you can request 2 reference letters using the dedicated function of the application system. Return to your dashboard and click on “Reference Letters” (**Figure 30**).



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A.A. 2020/2021

Apertura/Opening date: 07-05-2020 15:00 Chiusura/Closing date: 11-06-2020 12:00 Cod: dottorato36-gs

Domande in bozza / Draft applications 1
Domande presentate / Submitted applications 0

Id domanda Application Id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
302896	in bozza/draft	2020-05-10 14:51:26	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

Compila una nuova domanda / New submission

Lettere di referenza / Reference letters

Figure 30 – Reference letters

Fill-in the details of the person to whom you would like to send a request of references.

Please note that you must insert the institutional email address of the referee and not the personal one.

The Referee will receive a request via email to fill in the reference letter and must submit his/her references through the platform by **June 28th 2022, 11:00 a.m. (Italian time)**.

It is highly recommended to inform Referees that they will receive the request of references via email by the PICA platform (subject: Università degli Studi di Urbino Carlo Bo - Reference letter request). Once the Referee fills in and transmits correctly the reference letter, the Applicant will receive a confirmation email (subject Università degli Studi di Urbino Carlo Bo - Conferma di ricezione lettera di referenze / Reference letter notification). Applicants can also check the status of their Reference Letters requests directly on the platform, by clicking again on “Lettere di referenza/Reference Letters”.

Reference letters uploaded directly by applicants during the application procedure will not be taken into consideration.

Should applicants wish to change the Referee(s), they must send an email to uniurb@ Cineca.it specifying the ID of the application form.

6) APPLICANTS WITH DISABILITY OR DYSLEXIA

Once they have submitted their application form, applicants with disability or dyslexia can request extra time and/or assistance using the dedicated section of the online procedure and providing a medical certificate supporting the validity of the request.

7) WITHDRAWAL OF THE APPLICATION

Once the application form has been submitted, it can no longer be modified.

It is possible to withdraw an application and to present a new one within the same deadline. Please note that making a new submission implies repeating the whole procedure, including the fee payment (when requested).

To withdraw the application, go back to the dashboard, click on the appropriate command under "actions" and follow the instructions.

Once the withdrawal of the application has been completed, you can proceed with the presentation of a new application (filling in, payment, submission and request of Reference Letters).