

**UNIVERSITY OF URBINO CARLO BO**  
**Guidelines for the online procedure to apply to the Ph.D. Programmes**  
**XXXIX Cycle, academic year 2023-2024**  
**(deadline: June 29<sup>th</sup> 2023, 11:00 am CEST)**

**Online procedure available at: <https://pica.cineca.it/uniurb/dottorato39>**

**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 all the cases that may arise in detail.**
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 and in the “Official Documentation” section of the website of each Ph.D. programme accessible from here: <https://www.uniurb.it/international/regular-students/phd-programs>), and in particular the table regarding the specific Ph.D. 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 “Manage your application” and click “Edit”.
7. For any information on the selection procedure please write an email to: [dottorato@uniurb.it](mailto:dottorato@uniurb.it). For any technical issue, please write to: [uniurb@cineca.it](mailto: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 the art. 3 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 (if not exonerated) 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. If foreseen in **Annex A of the specific Ph.D. Programme**, once the application form has been submitted,

and within the same deadline (June, 29<sup>th</sup> 2023, 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/dottorato39>
- Register and Login
- Fill in carefully the application form and upload the requested attachments
- Verify the application form and – if necessary – modify it
- Pay the non-refundable application fee (when requested)
- Submit your application
- Request of two reference letters (if foreseen in Annex A)
- 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/dottorato39>

Read carefully the recommendations given (PLEASE NOTE) and click on “Login” on the top right (**Figure 1**).



*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 LOGINMUR under “Credentials” and enter your LOGINMIUR username and password.

If you do not remember your credentials, please click on “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.

**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, REPRISE, 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



**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, please write to [uniurb@ Cineca.it](mailto: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**).

The screenshot shows the top navigation bar with the university logo and name: "1506 UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO". A "Login" button is in the top right. Below the navigation bar is a "Home" link. The main heading reads "BANDO DI SELEZIONE PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA XXXVI CICLO / SELECTION CALL FOR ADMISSION TO THE PHD PROGRAMMES - XXXVI" with the academic year "A.A. 2020/2021".

Key dates and codes are listed:

- Apertura/Opening date: 10-07-2020 12:00
- Chiusura/Closing date: 31-08-2020 12:00
- Cod: dottorato36

A central box contains an "ATTENZIONE/ PLEASE NOTE" section with three bullet points in Italian and English regarding application deadlines, editing, and withdrawal.

Below the note, there are links for "BANDO (pdf)" and "CALL FOR APPLICATIONS (pdf)". At the bottom, a button labeled "GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS" is circled in red, with a red arrow pointing to it from the right.

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

This is a close-up of the "ATTENZIONE/ PLEASE NOTE" section from the previous figure. At the bottom of the page, a button labeled "Compila una nuova domanda / New submission" is circled in red, with a red arrow pointing to it from the right.

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**).

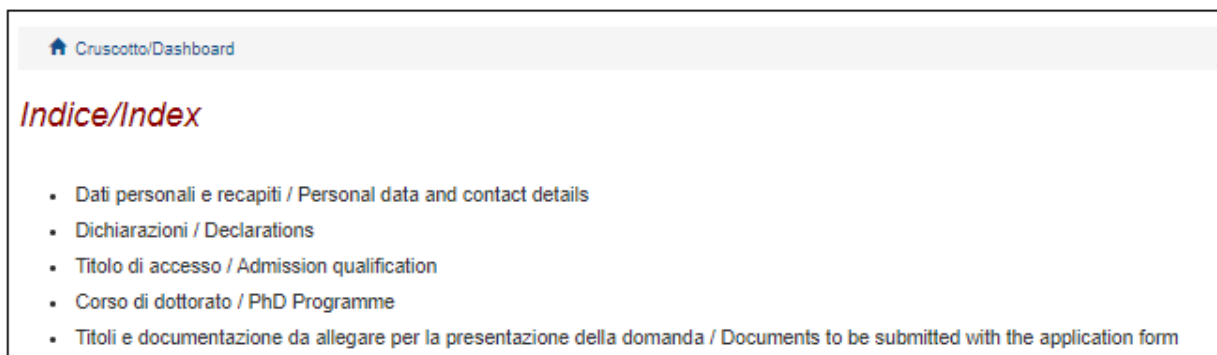



Figure 7 – Index of the application form

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.

The screenshot shows the 'Dati personali e recapiti / Personal data and contact details' section. A sub-section 'DATI ANAGRAFICI / PERSONAL DATA' is highlighted. Below it, the form fields are: 'Nome/Name' (text input), 'Cognome/Surname' (text input), 'Sesso/Sex' (radio buttons for M and F, with F selected), and 'Data di nascita/Date of birth' (three dropdown menus for day, month, and year).

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.

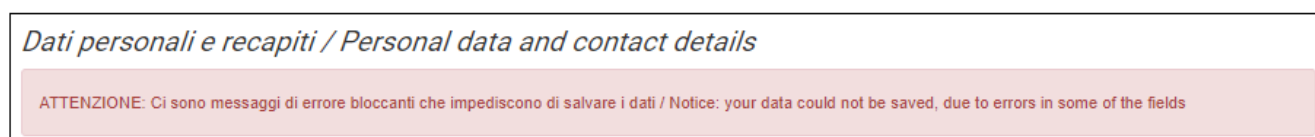


Figure 9 – Error message

In the next section “DICHIARAZIONI/DECLARATIONS” candidates must provide the requested declarations by checking 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.*

**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.*

Figure 10 – Declarations

Check the two boxes regarding the personal data treatment (**Figure 11**).

**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 11 – Information notice on personal data treatment

Candidates with a foreign citizenship must indicate whether they have right to an exoneration of the competition fee as they 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 their Stay Permit, issued by an Italian authority, stating the subsidiary protection status. Failure to attach such a document will result in the exclusion of the application (**Figure 12**).

**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

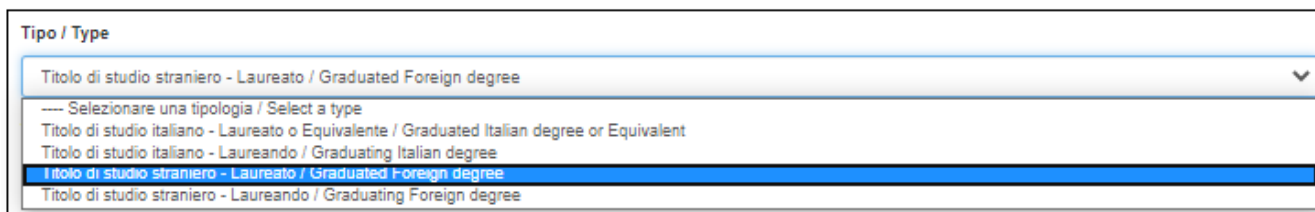
Figure 12 – International protection status

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



In the following section “TITOLO DI ACCESSO / ADMISSION QUALIFICATION” you must provide information on your access qualification.

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 31<sup>st</sup> 2023**) and whether it is an Italian or a foreign degree (**Figure 13**).



The image shows a dropdown menu titled "Tipo / Type". The menu is open, displaying five options. The first option is "Titolo di studio straniero - Laureato / Graduated Foreign degree", which is currently selected and highlighted in blue. Below it is a separator line with the text "---- Selezionare una tipologia / Select a type". The other options are "Titolo di studio italiano - Laureato o Equivalente / Graduated Italian degree or Equivalent", "Titolo di studio italiano - Laureando / Graduating Italian degree", "Titolo di studio straniero - Laureando / Graduating Foreign degree", and "Titolo di studio straniero - Laureando / Graduating Foreign degree".

**Figure 13– Admission qualification: type of academic qualification**

You will be then asked to provide details about your academic title (**Figure 14**).

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 31<sup>st</sup>).

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

Candidates must attach the documentation regarding their degree, as specified in article 3 of the Selection Call.

## Titolo di accesso / Admission qualification

**Titolo di studio / Academic qualification**

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

Tipo laurea / Degree level  
Corso di Laurea Specialistica D.M. 509 del 3/11/1999 / Magistrale D.M. n.270 del 22/11/2004

Università / University  
Università degli Studi di Urbino Carlo Bo

Titolo di Studio / Major in  
LM-59 Scienze della comunicazione pubblica, d'impresa e pubblicità

Durata in anni del corso di studi / Duration in years of the course  
2

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date  
17/09/2019


Voto / Grade  
110 / 110  con lode / with honors

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

Dettagli sul file allegato/Attachment details

 1843387662rientrodallestero.pdf

Checksum  
ca7a94151a56c616e65fb06b6d43474f08853a86e1e4541e52587d0cb8c9bdae

Dimensione/Size (byte)  
20469

Tipo di checksum/Checksum type  
SHA256

Sostituiscilo/Replace file  
 Nessun file selezionato

Figure 14 – 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 15). If yes, they must attach the relevant document.

**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 15 – Foreign degree

Candidates must indicate whether their university studies are divided into first and second level. If yes, he/she must also insert the details and the attachments regarding the first level degree diploma (Bachelor's degree), as requested in the Selection Call (Figure 16).

**Percorso universitario / University studies**

Il percorso universitario si articola in primo e secondo livello? / The university studies of the candidate are divided into first and second level?

SI/YES  
 NO

**Titolo di studio laurea triennale / Bachelor's Degree or equivalent**

Tipo / Type  
 ---- Selezionare una tipologia / Select a type

Tipo laurea / Degree level

Università / University

Titolo di Studio / Major in

Durata in anni del corso di studi / Duration in years of the course

Data di conseguimento titolo / Date  
 gg/mm/aaaa -- dd/mm/yyyy

Voto / Grade  
 /  con lode / with honors

Inserire la documentazione relativa al titolo di studio di primo livello (laurea Triennale) specificata all'Art. 2 del bando / Insert documentation regarding your 1st level academic qualification (Bachelor's Degree or equivalent), as specified in art. 2 of the call for applications

1  
 Descrizione/Description

Carica/Upload  
 Scegli file Nessun file selezionato

Elimina / Delete

Figure 16 – University studies

At the beginning of the next section, “**CORSO DI DOTTORATO / PHD PROGRAMME**” (Figure 16) 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

**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

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

Figure 17 – Declarations

The candidate must then select the Ph.D. programme he/she is applying for

According to the chosen programme, the different available options amongst which to choose will appear.

If the candidate has never benefitted from a Ph.D. scholarship, he/she must indicate whether he/she is interested in competing for positions with scholarships or if he/she only competes for positions without scholarship. Otherwise, he/she can only apply for positions without scholarship.

For each Ph.D. programme, two scholarships reserved for candidates with a foreign degree are foreseen. Candidates wishing to apply also for such positions must declare this in the application, by checking the corresponding box.

Ph.D. programme in **BIOMOLECULAR HEALTH AND SCIENCES**:

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

BIOMOLECULAR AND HEALTH SCIENCES

GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW

RESEARCH METHODS IN SCIENCE AND TECHNOLOGY

STUDI UMANISTICI / HUMANITIES

**Posti / Available places: BIOMOLECULAR AND HEALTH SCIENCES**

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

Sì, concorro per posto con borsa / Yes, I compete for positions with scholarship

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

**Borse / Scholarships**

Concorro per / I apply for

Borse a tema prioritario / Topic-specific scholarship

Borse a tema libero / Free topic scholarships

Borsa a tema vincolato (finanziata da GSK) / Topic specific scholarship (funded by GSK)

Borse per tematiche finanziate con i fondi PNRR (DM 118) / PNRR funded thematic scholarships (Ministerial Decree 118/2023)

Figure 18 – Ph.D. programme in Biomolecular and Health Sciences

Ph.D. programme in **GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW**

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

- BIOMOLECULAR AND HEALTH SCIENCES
- GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW
- RESEARCH METHODS IN SCIENCE AND TECHNOLOGY
- STUDI UMANISTICI / HUMANITIES

**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 / Yes, I compete for positions with scholarship
- No, non sono interessato alla borsa di studio / No, I am not interested in a scholarship

**Borse / Scholarships**

Concorro per / I apply for

- Borse a tema libero / Free topic scholarships
- Borse per tematiche finanziate con i fondi PNRR (DM 117) / PNRR funded thematic scholarships (Ministerial Decree 117/2023)
- Borse per tematiche finanziate con i fondi PNRR (DM 118) / PNRR funded thematic scholarships (Ministerial Decree 118/2023)

Figure 19: Global Studies. Economy, Society and Law

Ph.D. programme in **RESEARCH METHODS IN SCIENCE AND TECHNOLOGY:**

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

- BIOMOLECULAR AND HEALTH SCIENCES
- GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW
- RESEARCH METHODS IN SCIENCE AND TECHNOLOGY
- STUDI UMANISTICI / HUMANITIES

**Posti / Available places: RESEARCH METHODS IN SCIENCE AND TECHNOLOGY**

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

- Sì, concorro per posto con borsa / Yes, I compete for positions with scholarship
- No, non sono interessato alla borsa di studio / No, I am not interested in a scholarship

**Borse / Scholarships**

Concorro per / I apply for

- Posti a tema libero / Free topic scholarships
- Borse per tematiche finanziate con i fondi PNRR (DM 117) / PNRR funded thematic scholarships (Ministerial Decree 117/2023)
- Borse per tematiche finanziate con i fondi PNRR (DM 118) / PNRR funded thematic scholarships (Ministerial Decree 118/2023)

Figure 20 – Research Methods in Science and Technology

## Ph.D. programme in **HUMANITIES**:

The screenshot shows a web form for a Ph.D. programme. The top section is titled "Corso di dottorato / PhD Programme" and contains a heading "Selezionare il corso di dottorato / Select the PhD Programme" followed by four radio button options: "BIOMOLECULAR AND HEALTH SCIENCES", "GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW", "RESEARCH METHODS IN SCIENCE AND TECHNOLOGY", and "STUDI UMANISTICI / HUMANITIES" (which is selected). The bottom section is titled "Posti / Available places: STUDI UMANISTICI / HUMANITIES" and contains three sub-sections: "Curricula" with four radio button options, "Desideri concorrere per posti con borsa? / Do you want to compete for positions with a scholarship?" with two radio button options, and "Borse" with two radio button options.

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

- BIOMOLECULAR AND HEALTH SCIENCES
- GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW
- RESEARCH METHODS IN SCIENCE AND TECHNOLOGY
- STUDI UMANISTICI / HUMANITIES

**Posti / Available places: STUDI UMANISTICI / HUMANITIES**

**Curricula**

- Scienze della comunicazione e cultura digitale / Communication Sciences and Digital Culture
- Scienze del testo antico / Sciences of Ancient Text
- Scienze storiche in età contemporanea / Contemporary History
- Scienze umane / Human Sciences

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

- Sì, concorro per posto con borsa / Yes, I compete for positions with scholarship
- No, non sono interessato alla borsa di studio / No, I am not interested in a scholarship

**Borse**

- Borse a tema libero
- Borse per tematiche finanziate con i fondi PNRR (DM 118)

Figure 21 – Humanities

Upload documents specified in Annex A for the chosen Ph.D. programme. Under “Titolo di Studio/Academic Qualification”, please upload documentation regarding the academic qualification requested for admission to the Ph.D. programme as specified in Article 3.

In the next section “TITOLI DA ALLEGARE PER LA PRESENTAZIONE DELLA DOMANDA / DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” (**Figure 22**) allows you to upload all the documents requested the selection procedure of the specific Ph.D. programme, with the exclusion of Reference Letters which must be requested via the platform once the application has been submitted (see point 4 below). **Candidates are advised to carefully read Annex A which specifies the required documentation, in order to ensure that it is fully and correctly attached to the application. Warning: once the application has been submitted, it will no longer be possible to integrate the documentation.**

Files must be readable and in **.pdf format, must not exceed 30 Mb and must be named with number, surname and name of the candidate**, file name (e.g.: 1\_surname\_name\_curriculum.pdf, **maximum length of 40 characters**). 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.: 1\_surname\_name\_curriculum\_2.pdf).

**Curriculum**

Allegare il curriculum vitae / *Upload curriculum vitae*

Carica/Upload

Nessun file selezionato

- Dato obbligatorio / *Mandatory field*

**Progetto di ricerca / research project**

Allegare il progetto di ricerca / *Upload research project*

Carica/Upload

Nessun file selezionato

- Dato obbligatorio / *Mandatory field*

**Pubblicazioni / publications**

**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)*

**Allegati opzionali / Optional attachments**

Allegati che costituiscono titolo preferenziale / *Attachments that constitute preferential title*

Figure 22 – Attachments

Insert the details of a valid identity document and upload a copy of it (Figure 23). **The deposit of a copy of a valid identity document is compulsory.**

**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

Scogli file | Nessun file selezionato

- Dato obbligatorio / Mandatory field

**Figure 23 – Attachments: Identity document**

At the end of the procedure, you are asked to indicate how you have learned about the Selection Announcement (**Figure 24**).

**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 XXXVIII ciclo dell'Università di Urbino? / How did you come to know about the Public Selection Call for Admission to the PhD Programmes 38th 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

Salva e torna al cruscotto / Save and back to dashboard

**Figure 24 – Question about how you learned 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 (**Figure 25**) you will see the id and the status of your application form (“draft”), as well as possible actions: click on “Verify” and check carefully your application form; should there be any mistake, please click on “Modify”.



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

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

Figure 25 – Your dashboard with information and actions regarding your application form

### 3) PAYMENT OF THE APPLICATION FEE

Once you have carefully verified your application form and you are ready to submit it, you can **proceed with the payment** of the 30 € application fee by clicking on “Payment” (Figure 26).

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

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

Figure 26 – Your dashboard: Payment

You will be redirected to the PagoPA payment system and will be automatically indicated as the payer. If someone else is paying the fee on your behalf, please click on “Modifica versante” and insert the requested details. Once you have modified the payer’s details, click on “Procedi al pagamento” (Figure 27)

**pagoPA** Riepilogo pagamento

---

**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 bando: dottorato37-ga  
 Codice fiscale creditore: 82002850418  
 Importo: € 30,00  
 Scadenza: 11/06/2020 12:00  
 IUV: (non assegnato)

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

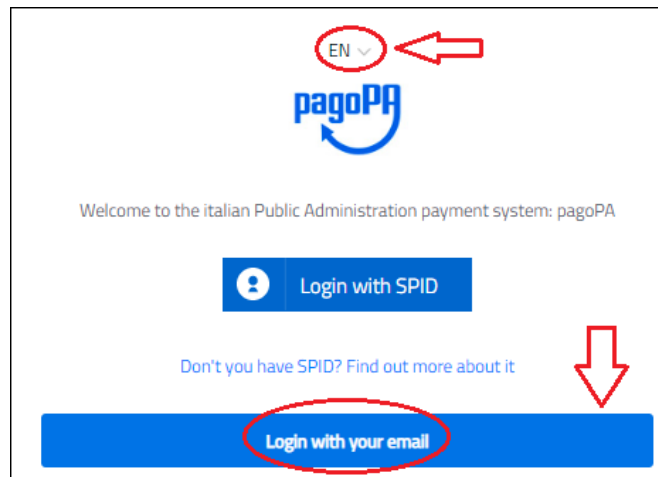
Figure 27– Payer’s details and proceed to payment

A warning will appear, informing you that:

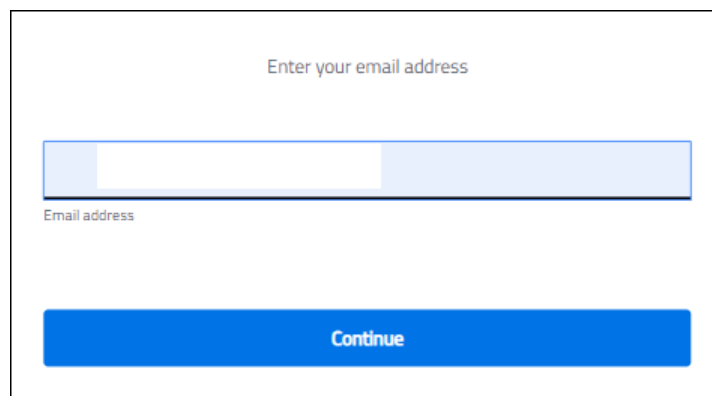
- the payment is made through PagoPA, the payment system of the Italian Public Administration, which will receive the payer's details;
- the bank or other payment institution through which the payment will be made, may apply an additional cost;
- once you click on "Accetta" (=Accept) you will move on 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 28 & 29**).



*Figure 28 – PagoPA: Access page*



*Figure 29 – PagoPA: Login with your email address*

Check the box to accept the privacy policy and click on "Continue" (**Figure 30**).

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/](http://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 30 – PagoPA: Privacy policy


Select payment method: Credit/debit card, Bank account or Other payment methods – the latter includes e.g. Paypal and Satispay (**Figure 31**).

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

How would you like to pay?

 Credit/debit card

---

 Bank account

---


 Other payment methods

Figure 31 – PagoPA: payment methods

#### 4) SUBMISSION OF THE APPLICATION FORM

Once you have completed the payment, go back to the dashboard and click on "Submit" (**Figure 32**).

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

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

Figure 32 – Submission of the application form

In the following page, you will see your application. Click on "Submit" at the end of the page. You will receive an email confirming that you have successfully submitted your application form and indicating the ID of your application which must be indicated in any further communication with CINECA and with the PhD-Postgraduate

- State Exam Office.

## 5) REFERENCE LETTERS

Once you have submitted your application and within the same deadline (June 29th, 2023, 11:00 a.m. CEST Italian time) of the application you can request 2 reference letters (where requested, please note Annex A) using the dedicated function of the application system. Return to your dashboard and click on “Reference Letters” (**Figure 33**).



Figure 33 – Reference letters

Fill in the requested 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 it through the platform by July 4<sup>th</sup> 2023, 11:00 a.m. CEST (Italian time).

It is highly recommended to inform Referees that they will receive the request of a letter of reference via **PICA**. Once the Referee fills in and transmits correctly the reference letter, the Applicant will receive a confirmation email. Applicants can also check the status of their Reference Letters requests on the platform, by clicking again on “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](mailto: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.

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.