

UNIVERSITY OF URBINO CARLO BO
Guidelines for the online procedure to apply to the Ph.D. Programmes
XLI Cycle, academic year 2025/2026
(deadline: June 10th 2025, 1:00 pm Italian time)

<https://pica.cineca.it/uniurb/dottorato41/>

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 on 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**), 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 the surname and name of the candidate, description of the type of 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. For technical problems with the online procedure, it is necessary to open a ticket to CINECA by clicking on **supporto** at the bottom of the page on the platform. Requests sent to other email addresses may not be read.
8. All applicants, and especially applicants who have not yet achieved their title and candidates with foreign qualifications, must **read carefully the 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), you must proceed with the **payment of the application fee** to be able to submit your 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 **confirmation of the submission** and indicating the **application ID** needed for any further communication.
12. 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.

13. If necessary, the candidate can withdraw the submitted application and fill in and submit a new application.

QUICK OVERVIEW OF THE APPLICATION PROCEDURE:

- Read carefully the Selection call, including Annex A
- Go to <https://pica.cineca.it/uniurb/dottorato41/>
- 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 application fee
- Submit your application
- 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/dottorato41/>

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

BANDO DI SELEZIONE PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA XLI CICLO / SELECTION CALL FOR ADMISSION TO THE PHD PROGRAMMES - CYCLE 41ST

A.A. 2025/2026

in bozza in elenco

Cod: dottorato41



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 ed effettuare un nuovo pagamento della tassa di concorso. / 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 and making a new payment.

Modifica testi e banner

Domanda di partecipazione alla selezione per l'ammissione ai corsi di Dottorato di ricerca XLI ciclo (anno accademico 2025/2026)
Application for the admission to PhD Programmes XLI cycle (academic year 2025/2026)

[Bando di selezione - Selection Call](#)

[Allegato A - Biomolecular and Health Sciences - Annex A - Biomolecular and Health Sciences](#)

[Allegato A - Global Studies. Economy, Society and Law - Annex A - Global Studies. Economy, Society and Law](#)

[Allegato A - Research Methods in Science and Technology - Annex A - Research Methods in Science and Technology](#)

[Allegato A - Studi Umanistici - Annex A - Studi Umanistici](#)

[Istruzioni di compilazione - Instructions](#)

🕒 08-05-2025 17:00

🕒 10-06-2025 13:00

📄 Dottorati di ricerca

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?”

The screenshot shows the LOGIN page. At the top left, there is a 'LOGIN' header. Below it, there are two buttons: 'Italiano' and 'English'. A red circle highlights these buttons, and a red arrow points to the 'English' button. Below the language buttons, there is a text box with the following text: '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'. Below this text box, there is a 'Credentials' dropdown menu with 'PICA / REPRISE' selected. Below the dropdown menu, there are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember me'. To the right of the 'Remember me' checkbox, there is a blue 'Log In' button. Below the 'Log In' button, there are two blue buttons: 'New registration' and 'Forgot your credentials?'. A red arrow points down to the 'New registration' button.

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.

The screenshot shows the REGISTRATION page. At the top left, there is a 'REGISTRATION' header. Below it, there are two buttons: 'Italiano' and 'English'. Below the language buttons, there is a text box with the following text: 'Register on pica.cineca.it'. Below this text box, there is a 'Credentials' section. Below the 'Credentials' section, there are four input fields: 'Username *', 'Email *', 'Confirm email *', and 'Password *'. Below the 'Password *' field, there is a text box with the following text: 'minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > " ' ? + % ='. Below the text box, there is a 'Confirm password *' input field.

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 *

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 *

Select ▼

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, please click on **supporto** at the bottom of the page.

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**).

[Domanda di partecipazione alla selezione per l'ammissione ai
Application for the admission to PhD Programmes XL cycle](#)
[Bando di selezione - Selection Call](#)
[Allegato A - Biomolecular and Health Sciences - Annex A - Bio](#)
[Allegato A - Global Studies. Economy, Society and Law - Anne](#)
[Allegato A - Research Methods in Science and Technology - A](#)
[Allegato A - Studi Umanistici - Annex A - Humanities](#)
[Istruzioni di compilazione - Instructions](#)

 Dottorati di ricerca

GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS ➔

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

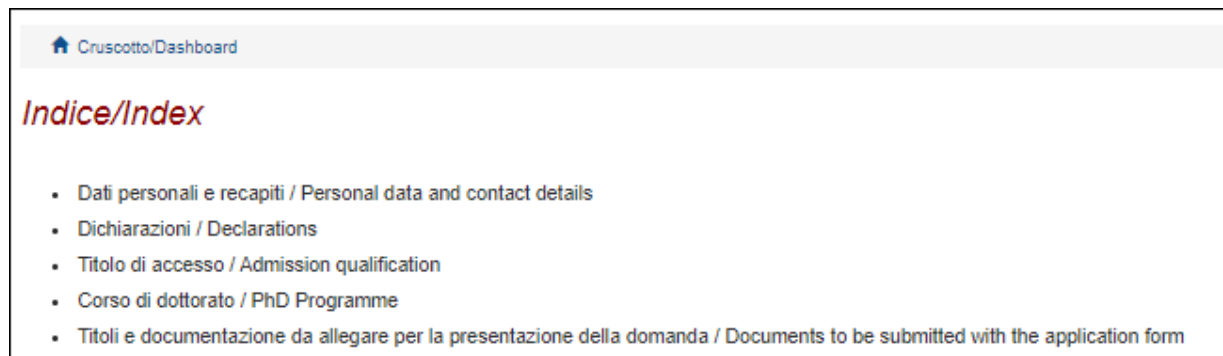
Domande in bozza / Draft applications: 0

Domande presentate / Submitted applications: 0

[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**).

The screenshot shows a web interface with a header bar containing a home icon and the text "Cruscotto/Dashboard". Below the header, the title "Indice/Index" is displayed in a large, bold, red font. Underneath the title, there is a list of five items, each preceded by a red bullet point. The items are: "Dati personali e recapiti / Personal data and contact details", "Dichiarazioni / Declarations", "Titolo di accesso / Admission qualification", "Corso di dottorato / PhD Programme", and "Titoli e documentazione da allegare per la presentazione della domanda / Documents to be submitted with the application form".

Cruscotto/Dashboard


Indice/Index

- Dati personali e recapiti / Personal data and contact details
- Dichiarazioni / Declarations
- Titolo di accesso / Admission qualification
- Corso di dottorato / PhD Programme
- Titoli e documentazione da allegare per la presentazione della domanda / Documents to be submitted with the application form

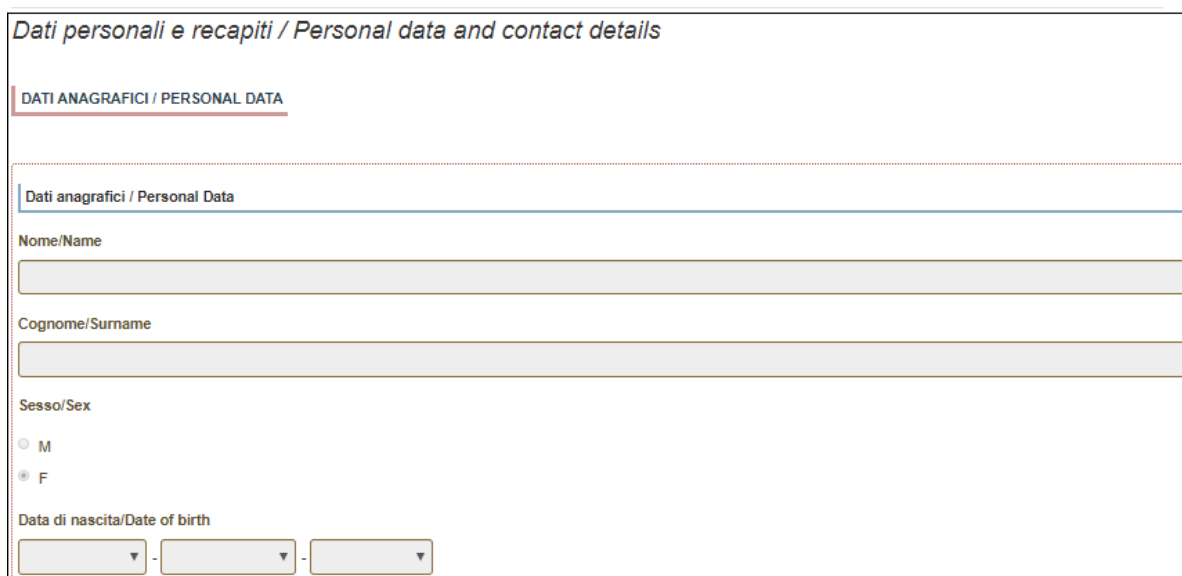
Figure 7 – Index of the application form

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 a web form titled "Dati personali e recapiti / Personal data and contact details". Below the title, there is a sub-header "DATI ANAGRAFICI / PERSONAL DATA". The form contains several input fields: "Nome/Name" (a text box), "Cognome/Surname" (a text box), "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).

Dati personali e recapiti / Personal data and contact details

DATI ANAGRAFICI / PERSONAL DATA

Dati anagrafici / Personal Data

Nome/Name

Cognome/Surname

Sesso/Sex

☐ M

☒ F

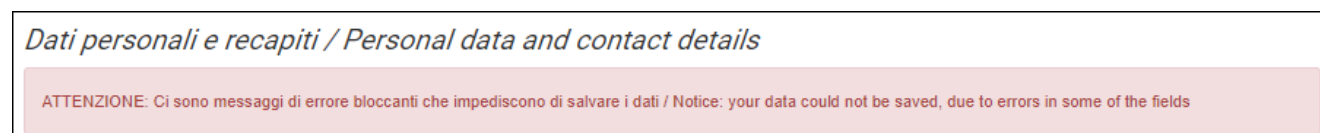
Data di nascita/Date of birth

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.

The screenshot shows a web form titled "Dati personali e recapiti / Personal data and contact details". Below the title, there is a red rectangular box containing the following text: "ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields".

Dati personali e recapiti / Personal data and contact details

ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields

Figure 9 – Error message

In the next section “DICHIARAZIONI/DECLARATIONS” candidates must provide the requested declarations by checking all the boxes, enter your identity document, 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

☐ di aver preso integrale visione del bando di selezione e di accettare tutte le norme contenute nello stesso.

that he/she read the selection announcement and he/she accepts all the rules stated in the selection.

• Dato obbligatorio / Mandatory field

☐ 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.

• Dato obbligatorio / Mandatory field

☐ 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.

• Dato obbligatorio / Mandatory field

Figure 10 – Declarations

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

Scegli file

Nessun file selezionato

- Dato obbligatorio / Mandatory field

Figure 11 – identity document

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

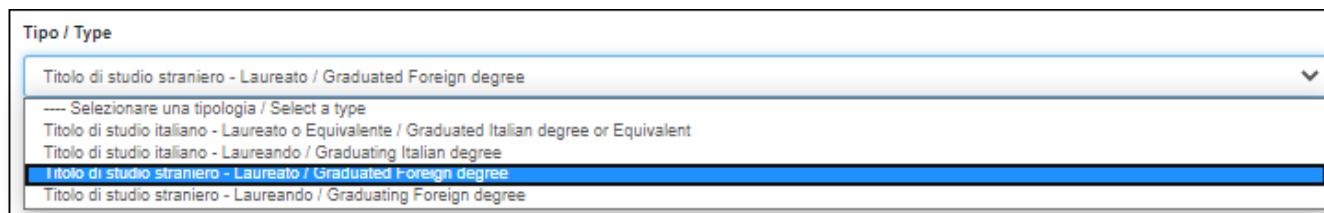
☒ Autorizzo il Titolare e il Responsabile al trattamento dei dati personali nei termini specificati dalla suddetta informativa
I authorize the Data Controller to treat my personal data according to what stated in the information notice

Figure 12 – Information notice on personal data treatment

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 31st 2025**) and whether it is an Italian or a foreign degree (**Figure 13**).



The image shows a web form with a dropdown menu labeled "Tipo / Type". The menu is open, displaying five options. The first option, "Titolo di studio straniero - Laureato / Graduated Foreign degree", is highlighted in blue. The other options are: "---- 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", and "Titolo di studio straniero - Laureando / Graduating Foreign degree".

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 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 31st).

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 2 of the Selection Call.

Cruscotto/Dashboard
Indice/Index
Pagina/Page 3/5
Domanda/Application Id: 859223

← Precedente/Previous
→ Successiva/Next

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

1643387662rientrodallestero.pdf

Checksum

ca7a94151a56c616e65fb06b6d43474f08853a86e1e4541e52587d0cb8c9bdae

Dimensione/Size (byte)

20469

Tipo di checksum/Checksum type

SHA256

Sostituisci/Replace file

Scegli file Nessun file selezionato

Cancella / Delete

Aggiungi / Add

Figure 14 – Admission qualification: details of academic qualification

Candidates in possession of a foreign qualification must indicate whether they already possess the Diploma Supplement or the certificates of comparability and verification of the qualification obtained or to be obtained abroad. (Figure 15). If yes, they must attach the relevant document.

Titolo di studio estero / Foreign degree

Indicare se si è già in possesso del Diploma Supplement o degli attestati di comparabilità e di verifica del titolo di studio conseguito o da conseguire all'estero / Please indicate whether you already have the Diploma Supplement or the CIMEA Statements of comparability and verification of the qualification obtained or to be obtained abroad:

☒ Si / Yes

☐ No

Scegliere / Select

☐ Diploma Supplement

☐ Attestati di comparabilità e di verifica / Statements of comparability and verification

Caricare / Upload

Carica

Nessun file selezionato

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). Please note that unsigned self-certifications will not be accepted.

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

Cancella / Delete

Figure 16 – University studies

At the beginning of the next section, "**CORSO DI DOTTORATO / PHD PROGRAMME**" 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 program for which you intend to apply
- select the position you intend to apply for.

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 17**) allows you to upload all the documents requested the selection procedure of the specific Ph.D. programme. **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

Scegli file

Nessun file selezionato

- Dato obbligatorio / *Mandatory field*

Progetto di ricerca / *research project*

Allegare il progetto di ricerca / *Upload research project*

Carica/Upload

Scegli file

Nessun file selezionato

- Dato obbligatorio / *Mandatory field*

Pubblicazioni / *publications*

Aggiungi / *Add*

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)*

Aggiungi / *Add*

Allegati opzionali / *Optional attachments*

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

Aggiungi / *Add*

Figure 17 – Attachments

At the end of the procedure, you are asked to indicate how you have learned about the Selection Announcement (**Figure 18**).

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 18 – 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 19**) 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	Modifica/Edt Verifica/Verify Pagamento/Payment Presenta/Submit

[Compila una nuova domanda / New submission](#)

Figure 19 – 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 20).

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

[Compila una nuova domanda / New submission](#)

Figure 20 – 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 21)

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 fiscale creditore
 Importo
 Scadenza
 IUV

Codice bando: dottocato35-ga
 82002850418
 € 30,00
 11/06/2020 12:00
 (non assegnato)

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

Figure 21– 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 22 & 23**).

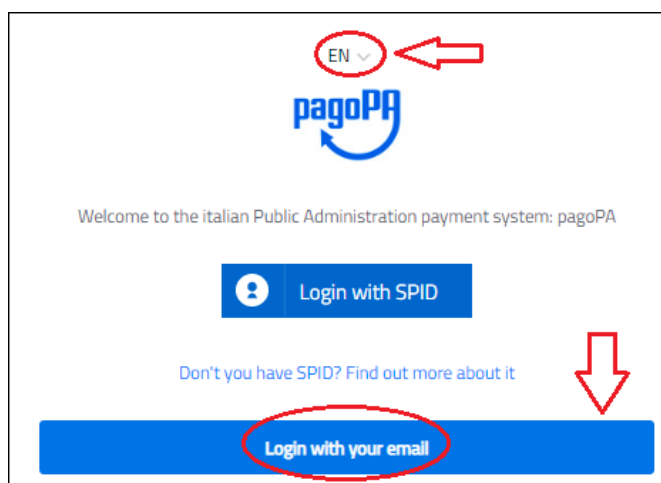


Figure 22 – PagoPA: Access page

Figure 23 – PagoPA: Login with your email address

Check the box to accept the privacy policy and click on "Continue" (**Figure 24**).

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 24 – PagoPA: Privacy policy

Select payment method: Credit/debit card, Bank account or Other payment methods – the latter includes e.g. Paypal and Satispay (**Figure 25**).

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 25 – 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 26**).



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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: 11-05-2020 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	2020-05-08 13:10:38	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

[Compila una nuova domanda / New submission](#)

Figure 26 – 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) 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.

6) 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.

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 (compilation, payment and submission).