

How to register and apply to the Urbino phd in Global studies

These directions are designed to assist English speaking candidates, and particularly those holding degrees from non-Italian academic institutions. Candidates holding degrees from Italian academic institutions are invited to follow the standard procedure which is accessible from the Italian version of the PhD website www.uniurb.it/global-studies

Before accessing the online procedure we suggest that you make sure you have at hand electronic copies of the documents you will be asked to upload, which are specified in the official Call for applications and listed in the Frequently Asked Questions (FAQ) file. Both documents can be downloaded from the “useful documents and materials” section of the PhD website

Stf if you have your documents at hand, and follow the ensuing directions, the online procedure should require about 15 minutes. In case you have difficulties in the process, feel free to contact the PhD helpdesk at the following email address: phd-global-studies@uniurb.it

Step by step procedure for the PhD application

To apply you need to first register from our website: www.uniurb.it/global-studies

To register go to the “Registration” section of the website and click at the bottom on “registration form”

Candidates admitted to the selection process will be invited for an interview to be held early on 11th July 2017 at 9AM, Aula Prorettori - Via Saffi, 2 - 61029 Urbino, to evaluate cv and other documents, discuss the research project and evaluate the actual proficiency in English.

Support for online registration can be obtained by contacting the following email address: phd-global-studies@uniurb.it

Online registration

REGISTRATION FORM



You will then be directed to the page below, where you can click on “eng” on the right of the British flag to turn to the English version of the procedure

unurb.it Servizi online
eng ita deu

Didattica » Area Struttura Didattica
Area Struttura Didattica

IMMATRICOLAZIONE ON-LINE

Questa pagina è il punto di partenza per iniziare la fase di immatricolazione on-line.

Prima di iniziare la procedura di immatricolazione è necessario aver effettuato la **registrazione**, inserendo le informazioni richieste.

Completata la registrazione il sistema ti assegnerà username e password con cui puoi procedere all'immatricolazione effettuando il **login**.

Per avere informazioni dettagliate sulle modalità e i termini di immatricolazione puoi:

- visitare il sito internet dell'Università alla pagina www.uniurb.it/immatricolazioni
- contattare il numero verde [800 46 24 46](tel:800462446)
- scrivere all'indirizzo email informazioni@uniurb.it

On the page below then click on “Registration”

Home eng ita deu

Didactics » Didactics Structure Area
Didactics Structure Area

This is page is the starting point for browsing the information regarding the University's didactics. You can access the pages from the single faculties and from the other University information pages

Guest

- Reserved Area
- **Registration**
- Login
- Forgotten password

Then you will be directed to the page below that summarises the steps you are supposed to do, just click on “external web log-in”

External web log-in

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

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

[External web log-in](#)

Then you are asked to either enter an Italian fiscal code, if you have one, or just click on the box below in case you do not have one, and then press "next" to skip this step (a code will automatically be generated for you)

[A](#) [1](#) [2](#) [3](#) [4](#) [...](#) [>>](#)

Italian ID no.

Insert your fiscal code and click to proceed:

Italian ID no.

Foreign student without Italian fiscal code

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

You will then access the page below, where your personal data must be inserted. Write the name of your city of birth (it does not matter it is not listed). Then press forward: A fiscal code will be automatically created. Then press forward again to continue.

Registration: Personal data

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

Personal data

Name*

Family Name*

Date of birth* (dd/mm/yyyy)

Gender* Male Female

Nationality*

Country:*

City not listed*

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

[Back](#) [Forward](#)

In the page below, please select your country of residence, then enter your town or city of residence (If you wish also write a specific locality), and add your full address.

Where the red arrow is, you are asked to add the date (DD/MM/YYYY) since when you have been resident in the place you indicate. If you do not remember precisely, just indicate the any day and month provided that the year is correct. Finally, press forward to continue.



Registration: Permanent address

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

Permanent address

Country*	Peru
City or town*	Lima
ZIP CODE	<input type="text"/> if in Italy
Locality	<input type="text"/>
Address*	Placa Allende (street, square, road)
Street no.*	56
Residente dal (inserire data)*	01/06/2017 (gg/mm/aaaa)
Telephone	<input type="text"/>
Current address is the same as permanent address*	<input checked="" type="radio"/> Y <input type="radio"/> N

Back Forward

In the page below you are then asked to enter your contact details, and authorize the handling of your personal data. Then press forward

Registration: Delivery details

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

Delivery address

Correspondence address* Permanent address Current address

Email* g.garibaldi@gmail.com

International dialling code --

International dialling code* +449 (international dialling code - number)

Mobile phone* 3381008628 Maximum length 16 characters including the international dialling code

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

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

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

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

Back Forward

Enter a secret question and answer that will enable you to retrieve your data in case you need to, then press forward.



Registration: Secret question

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

Secret question

Question*

Answer*

Back Forward

Registration: Registration Summary

This page will sum-up the data you have inserted. Control your data and then press "confirm" or "back" in case you need to correct some pieces of information

Back Confirm

Registration: Registration completed

This page will contain your username and password. Print or copy them. You will need them whenever you wish to enter the system and/or proceed with your application. To proceed, press Login.

After selecting login, you will access to the page below which should be in English if your browser is set to use English as the working language. Anyways, insert your username where the red arrow is, and add @stud after the username (username@stud). It is not necessary that you click the little boxes. Just enter username@stud and the password generated by the system, and then press the blue button

Nome utente

p.ingrao1@stud

Password

Non ricordare l'accesso

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

Accedi

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

Another page will appear that should be in English if your browser is set in English. It gives you the possibility of being informed if more data are needed. You may ignore this page, just press where the red arrow is.

1506 UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO

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

Informazioni da fornire al servizio	
eduPersonAffiliation	stud member
eduPersonScopedAffiliation	member@uniurb.it stud@uniurb.it
pid	p.ingrao1@stud
principal	p.ingrao1
realm	stud
uid	p.ingrao1

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

Seleziona la durata del consenso al rilascio informazioni:

Chiedimelo di nuovo al prossimo accesso

- Acconsento solo per questa volta all'invio delle mie informazioni.

Chiedimelo di nuovo se le informazioni da fornire a questo servizio cambiano

- Per il futuro acconsento ad inviare automaticamente le stesse informazioni al servizio.

Non chiedermelo di nuovo

- Acconsento a rilasciare **tutte** le mie informazioni a **qualsunque** servizio.

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

Rifiuta Accetta

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

Registered

HOME

Registered Users Area - Welcome PIETRO INGRAO

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

Organisation of the Registered User Area

Reserved Area

- Logout
- Change Password

Home

- Master data
- Choice of Preferences
- Admission test
- State Exams
- Enrolment
- Payments

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

Contest Registration

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

Activity	Section	Info	Status
Choose - Choose exam	Choose your programme		
	Choose exam		
Conf.pers. - Confirm personal data	Confirm personal data		
C - Identity Documents	Pagina elenco Documenti di Identità presentati		
Confirm - Confirm contest registration	Preferences		
	Study program preferences		
	Location preferences		
	Language preferences		
	Scholarship preferences		
	Choose your administrative classification and disability supports		
	Choose the type of disability support		
	Confirm		
Entry req. - Entry requirements	Access titles detail		
F - Assessment title declaration	Titles and documents for the assessment detail		
End - End - Process completed	Explicit confirmation		
	Confir		

In the following two pages just press the button on the left hand side of the PhD course name and press "next", then "confirm and continue" in the subsequent page

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

Course of study

Choose the programme you are applying to

Choose your programme:

Course of study*

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

Back Next

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

Contest list

Choose the exam you are applying to

Choose exam

Contest*

Ph.D - GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW dal 06/06/2017 08:00 al 30/06/2017 12:00

Back Next

A 1 2 B 1 ... >>

Confirm contest choice

Check the information on the choices made in previous pages

Contest

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

Back Confirm and continue

In the page below, non EU citizens can enter data on their Permit to stay if they have one. In case they do not have one yet they can skip this page by simply pressing "next". They will have to comply with this legal requirement in case they are admitted to the PhD. EU citizens just press "next"

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

Permits to stay - For non-EU citizens only

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

List of Permits to Stay

No permits to stay are available at the moment

Enter new Living Permit

Back Next

Starting from the page below you will be requested to insert data on documents that will have to be uploaded. You may insert more than one identity document if you wish to. However you will not be enabled to proceed unless you upload at least one electronic copy of a valid identity document. Press "upload new identity document" to proceed.

Identity Documents

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

Identity Document

⚠ Identity Documents not entered

[Upload new Identity Document](#)

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

Enter data on your identity document and press "next"; then further confirm in the subsequent page by pressing "next"

Identity Documents

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

Identity Document

Type of document*

Number

Issued by*

Release date* (dd/mm/yyyy)

Validity Expiring date* (dd/mm/yyyy)

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

Then upload an electronic copy of your identity document by clicking on "upload"

Confirm details of Identity Document

Identity Document

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

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

Identity Document

Summary Identity Documents

Attachment list

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

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

In the page below you are asked to check the info you have inserted and provide the electronic copy of your document by pressing on "sfoglia" to be directed to the file you wish to select and upload. Once you have selected the file to upload, click on "next". In case you need to modify the info you have inserted you should instead press "Back" and proceed with data correction.

Attachment to the Identity Document

Indicare i dati del documento allegato.

Identity Document

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

Document detail

Qualification:*

Description:*

Attachment:*

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

In the page below you may upload an additional document by pressing "upload attachment"; otherwise press "next" to proceed

Identity Document

Summary Identity Documents

Attachment list

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

Back Next

Legend:

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

In the following pages you will enter some preferences on how to sit the selection interview, in most cases you will have no real choice, but to proceed by pressing "next".

Preferences

Enter your preferences for the chosen admission contest.

Selection of preferences

Preference*

Back Next

Language preferences

Choose the language of the admission exam or of teaching activities.

1° language

Preference:*

Back Next

In the page below you may require special aid in case you have disabilities. Click "No" and then press "next" in case you do not need special support. In case you do, press "Yes" and follow subsequent directions

Choose your administrative classification and disability supports

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

Auxiliary aid during test sessions

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

Planned exams

Description

EVALUATION OF QUALIFICATIONS
ORAL EXAM

Back Next

Then check and press "confirm and continue" or "back" in case you need to correct any data

Confirm contest registration

Check the information on the choices made in previous pages

Contest

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

Preferences

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

Language preferences

Language English

Administrative category and aid for persons with disabilities

Need support - disability No

Back Confirm and continue

In the following page you will be able to insert info on your qualifications. Consider Option 1 only (the other options are not for PhD candidates).

Requested titles detail

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

Alternative qualifications

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

Option 1:

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



Option 2:

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

Option 3:

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

Option 4:

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

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

Select the highest university qualification you have achieved and enter the relevant information. As a mark insert the final grade as awarded by the issuing institution. The system will accept ratios expressed in any scale (e.g. using a basis of 110, 100, 50, 20...). In case your evaluation system is not expressed in numbers, provide your own proxy of the final grade in terms of 100s. The declaration of equivalence will be considered by the Selection Committee as a reference. At the end press continue to proceed.

Foreign University degree

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

Foreign University Qualification Data

Country	ANGOLA
University	Select University if listed
Qualification*	Master of Arts
Course of study	history
Duration (in years)	2
Date of achievement*	01/03/2017 dd/mm/yyyy
Mark*	19/20 (ES: 98/110)
Evaluation	

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

In the page below you can check the state of your data on university qualifications. If a green light appears you can proceed by pressing "continue". In case you need to edit the information inserted, click on the paper sheet symbol in the actions section.

Requested titles detail

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

Alternative qualifications

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

Option 1:

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

Option 2:

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

Option 3:

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

Option 4:

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

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

In the page below you must upload the electronic copy of the documents requested in the official call for applications. This mask will appear after each attachment. Press "Yes" and then "Next" for each of the attachments you will add



Management of assessment titles and documents

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

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

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

Declared qualifications

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

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

Yes
 No

Once you have chosen to proceed and attach a document, the mask below will appear. Select the type of document you wish to upload.



Assessment title declaration

Indicate data on the assessment title/document

Title or document detail

Type*

Qualification:*

Description:

Attachment:

Candidates holding degrees issued by a non-Italian university will need to upload one or more declarations of equivalence to certify at least four years of academic career and the examinations passed. As indicated in the official call for applications the following documents are needed: (a) a declaration of equivalence (or declaration of value) together with a certified copy of the university degrees achieved and official translation thereof (translation not needed if the documents are in English, French or Spanish) authenticated by an Italian embassy/consular mission; (b) a certificate issued by the competent academic authority duly authenticated by the diplomatic/consular mission confirming the number of hours undertaken for each discipline. In some cases diplomatic/consular missions issue a single declaration of equivalence covering both aspects for all degrees achieved. In case you have separate declarations of equivalence issued for each individual title, please consider you can upload as many as five different documents under the label "declaration of equivalence" in this page.



Assessment title declaration

Indicate data on the assessment title/document

Title or document detail

Type*

Qualification:*

Description:

Attachment:

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

The following steps exemplify how to insert useful information on the declarations of equivalence that can be uploaded to certify your academic career. In the example below the two degrees amount to 5 years, which is satisfactory, as it exceeds the requirement to be eligible for this PhD selection (four years of university career). Upload your certification by pressing "Sfoggia": you will be directed to the document you wish to upload from your computer. Once documents briefly described are selected, press "Next" to continue and add further documents



Assessment title declaration

Indicate data on the assessment title/document

Title or document detail

Type*

Qualification:*

Description:

Attachment:



Assessment title declaration

Indicate data on the assessment title/document

Title or document detail

Type*

Qualification:*

Description:

Attachment:



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



Assessment title declaration

Indicate data on the assessment title/document

Title or document detail

Type*

Qualification:*

Description:

Attachment:

Back Next

You are not supposed to end the upload procedure until when you have entered the proper number of documents under these labels (declarations of equivalence, CV, letters of reference, research project) . Other documents can be uploaded and will be considered as preferential but not mandatory. In the example below all mandatory documents have been uploaded, and the candidate can then select "No" and "Next" to proceed



Management of assessment titles and documents

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

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

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

Declared qualifications

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

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

Yes

No



In the next page you can check all the documents you have uploaded and press next to proceed or "back" to modify documents or edit their description



Confirm declaration of titles and documents for the assessment procedure

Check the information on qualifications and documents uploaded for evaluation

The page below will ask to check the choices you have made, press "complete admission to the evaluation process" to confirm (or "back" in case you need to change some inputs)



Confirm contest choice

Check the information on the choices made in previous pages

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

You will then see a page summarising the data of your application. Print that page and make reference to the pre-registration number in future correspondence. You can then proceed to payments to complete the application procedure

Summary - registration

The registration procedure has been completed successfully

If you press "payments" you will proceed to the following page. In case you are presently in the Italian territory, you can pay the EUR 30 admission fee indicated in the call, using a form called "MAV" that is automatically generated by clicking on the invoice number where the red arrow is. If you are not in Italy, you can proceed with a standard money transfer using any of the banks in your country or via web-banking, using the following details: **IBAN IT91 H060 5568 7000 0000 0013607 BIC BAMAIT3A290**. Please specify the Reason for payment: **"Tassa di concorso ammissione dottorato – PhD in Global Studies"**

HOME » Tax List

Tax List

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

Invoice	Codice IUV	Pay-in slip Code	Year	Description	Expiring date	Amount	Status
Payments not received							
2033049		0000000000002033049	17/18	TASSA DI CONCORSO	20/06/2017	€ 30,00	

Legend Stato:

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

The MAV form can be printed from the page below

[Invoice Detail](#)

Invoice 2033204

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

Tasse

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

Print MAV



Whichever the payment procedure you follow, please save your payment slip to demonstrate that the application is complete. We suggest that you send a copy of your payment slip to phd-global-studies@uniurb.it so that we can keep track of it for you.