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

Still 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”

On the page below then click on “Registration”

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”
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).

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.

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Parma</td>
</tr>
<tr>
<td>City or town</td>
<td>Lierna</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>28100</td>
</tr>
<tr>
<td>Locality</td>
<td>Parma</td>
</tr>
<tr>
<td>Address</td>
<td>Piazza Alerdos</td>
</tr>
<tr>
<td>Street no.*</td>
<td>56</td>
</tr>
<tr>
<td>Residence date</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>Telephone</td>
<td>[ ] Y [ ]</td>
</tr>
<tr>
<td>Current address is the same as permanent address</td>
<td>[ ] Y [ ]</td>
</tr>
</tbody>
</table>

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.

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.

Enter a secret question and answer.

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.

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.

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.

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

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

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”.

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

Then upload an electronic copy of your identity document by clickinh on “upload”.

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.

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

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.

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

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).
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.

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.
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.

<table>
<thead>
<tr>
<th>Type of qualification</th>
<th>Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract final dissertation</td>
<td></td>
</tr>
<tr>
<td>Self-certification exams</td>
<td></td>
</tr>
<tr>
<td>Certification English knowledge level B1</td>
<td></td>
</tr>
<tr>
<td>Certification English knowledge level B2</td>
<td></td>
</tr>
<tr>
<td>Certification English knowledge level C1</td>
<td></td>
</tr>
<tr>
<td>Curriculum Vitae (English version)</td>
<td></td>
</tr>
<tr>
<td>Declaration of Equivalence</td>
<td></td>
</tr>
<tr>
<td>Letters of reference</td>
<td>2</td>
</tr>
<tr>
<td>Research project</td>
<td>1</td>
</tr>
<tr>
<td>Publication</td>
<td></td>
</tr>
</tbody>
</table>

Declared qualifications

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

Yes No

Back Next

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.

Type: Qualification:
Description:
Attachment:

Back Next

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:
Attachment:

Back Next

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 “Sfoglia”; 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.
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.

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

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).

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.

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”

The MAV form can be printed from the page below.
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.