UNIVERSITY OF URBINO CARLO BO
Guidelines for the online procedure to apply to the Ph.D. Programmes
XXXVIII Cycle, academic year 2022-2023
(deadline: August 24th 2022, 13:00 CEST)

Online procedure available at: https://pica.cineca.it/uniurb/dottorato38

PLEASE NOTE

1. **This guide provides general and partial information for submitting applications. It does not replace what is indicated in the Selection Call and does not describe in detail all the cases that may arise.**

2. The application procedure is completely computerized. No hard copy of any document must be sent via regular mail.

3. Before filling-in the application form, **please read carefully the selection call** (available on the start page of the application procedure: Corsi di Dottorato di ricerca - Università di Urbino (uniurb.it)), and in particular the table regarding the specific PhD programme (**Annex A**), in order to verify whether you meet the **entry requirements** and which **documentation** must be uploaded during the online procedure.

4. All documents must be uploaded in **PDF format** (maximum weight of each document: **30 MB**)

5. Files must be named with surname and name of the candidate, description of the type document e.g. curriculum vitae, research project, passport. For example, the name of the file containing the curriculum vitae should be: "Surname_Name_Curriculum.pdf". The name of each file must not exceed the **maximum length of 40 characters**. Should you need to upload several files of the same type, please add a progressive number at the end (e.g.: "surname_name_Master's Degree_2.pdf").

6. Candidates can fill-in the application form by accessing the platform several times and by saving the data. To continue the compilation, enter the platform, click on "Manage your application" and then click on "Edit".

7. For any information on the selection procedure please write an email to: dottorato@uniurb.it. For any technical issue, please write to: uniurb@cineca.it indicating the identification code of your application as shown in the top right layer of the page during the filling in of the application or on the dashboard. Requests sent to other email addresses may not be read.

8. All applicants, and especially applicants who have not yet achieved their title as well as candidates with foreign qualifications, must **read carefully art. 2 of the Selection Call and upload the required documents** in the relevant section of the online application.

9. Once the application form is ready (duly filled in and with all the requested attachments), the candidate (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 PhD Programme**, once the application form has been submitted, and within the same deadline, the candidate can request two **letters of reference**, using the dedicated function at the bottom of the dashboard.

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

14. If necessary, the candidate can withdraw the submitted application and fill in and submit a new application, paying again the application fee.

QUICK OVERVIEW OF THE APPLICATION PROCEDURE:

- Read carefully the Selection call
- Go to https://pica.cineca.it/uniurb/dottorato38
- Register and Login
- Fill in carefully the application form and upload requested attachments
- Verify the application form and – if necessary – modify it
- Pay the non-refundable application fee (when requested)
- Submit your application
- Request 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/dottorato38

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**). <u>Please note</u>: 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

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.

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**).

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

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**).

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
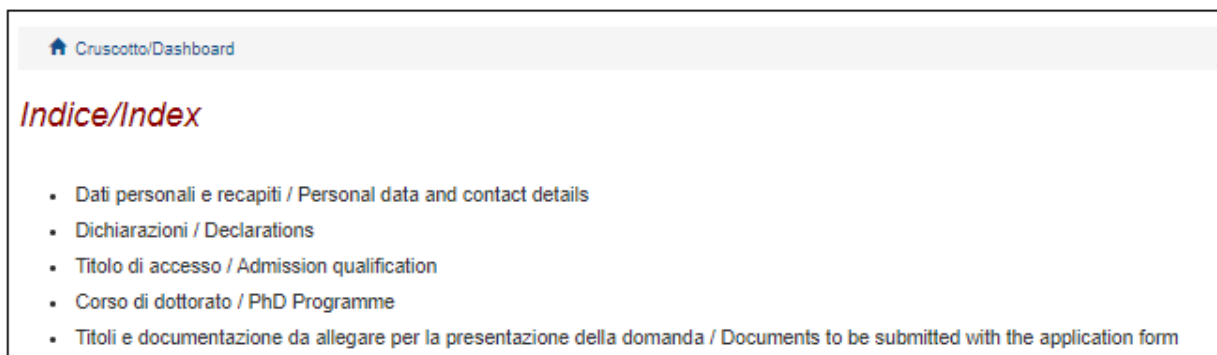
Figure 7 – Index of the application form

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 been any mistake, please update your data by selecting "User Profile" from the user menu 👤 on the top right of the page.

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

Figure 8 - Personal data and contact details

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

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

Please fill in missing information and proceed.

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, save and proceed (**Figure 10**).

Dichiarazioni / Declarations

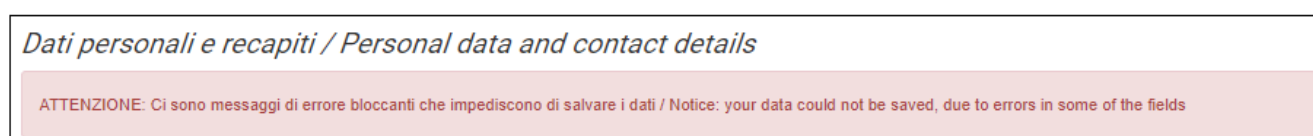| Dichiarazione sostitutiva di atto di notorietà / Self certification - I certify that the given information is true |
| --- |
| ☑ Dichiarazione sostituiva di certificazione e dichiarazione sostitutiva dell'atto di notorietà rese ai sensi degli artt. 46 e 47 del DPR 445 del 28/12/2000. |
| *Self-certification 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 attachements 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 fall under one of the conditions below:
- 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 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 – Exonerations

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

Candidati con disabilità o DSA / Disability or learning disabilities section

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

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

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

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

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

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

Figure 13 – Notice for candidates with disabilities

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 2022**) and whether it is an Italian or a foreign degree (**Figure 14**).

Figure 14 – Admission qualification: type of academic qualification

You will be then asked to provide details about your academic title (**Figure 15**).
Indicate the Degree level, the University that awarded/will award it and specify your Major (Major in).

For an Italian degree (graduated or graduating):
- select the Degree level
- start writing in the "University" and "Major in" fields and then select the correct option amongst those listed by the system.

For a foreign degree (graduated or graduating):
- specify Degree level (eg. Master's Degree), University and your Major (eg. Major in)

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

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

Titolo 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 15 – 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 16**). If yes, they must attach the relevant document.

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Figure 16 – Foreign degree

If the university studies of the candidate are divided into first and second level, 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.

In the next section, "**CORSO DI DOTTORATO / PHD PROGRAMME**" the candidate must:
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 (**Figure 17).**

Figura 18 – Declarations

The candidate must then select the PhD programme he/she is applying for
According to the chosen programme, the different available options amongst which to choose will appear.
For each Ph.D. programme, two scholarships reserved to 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**:

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

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

Figure 19 – Ph.D. programme in Research Methods in Science and Technology

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

Figure 20 – Ph.D. programme in 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 2.

In the next section "TITOLI DA ALLEGARE PER LA PRESENTAZIONE DELLA DOMANDA / DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM" (**Figure 21**) 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).

Figure 21 – Attachments: CV, research project, publications, academic qualification and optional attachments

Insert the details of a valid identity document and upload a copy of it

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

Figura 22 – Identity document

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 23**) 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".

Figure 23 – 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 24**).

Figure 24 – 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 25**).

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 26 & 27**).
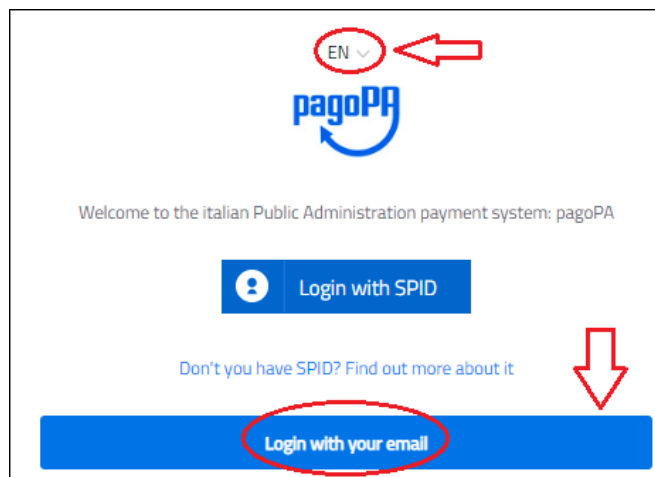
Figure 26 – PagoPA: Access page

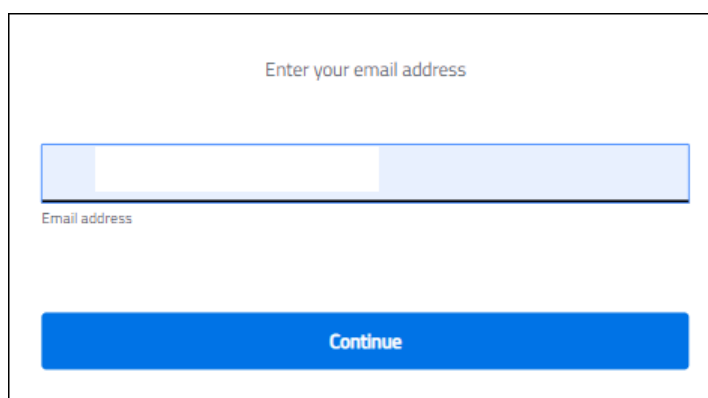*Figure 27 – PagoPA: Login with your email address*

Check the box to accept the privacy policy and click on "Continue" (**Figure 28**).
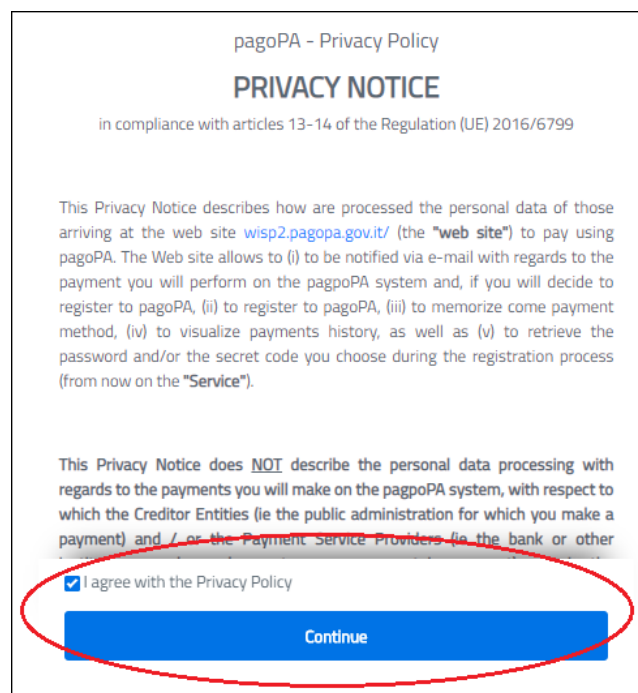

Figure 28 – PagoPA: Privacy policy

Select payment method: Credit/debit card, Bank account or Other payment methods – the latter includes e.g. Paypal and Satispay (**Figure 29**).
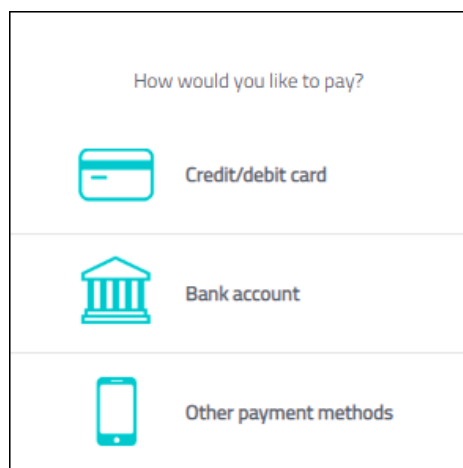Click on the chosen payment method and then follow the instructions provided by the system.

Figure 29 – 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 30**).
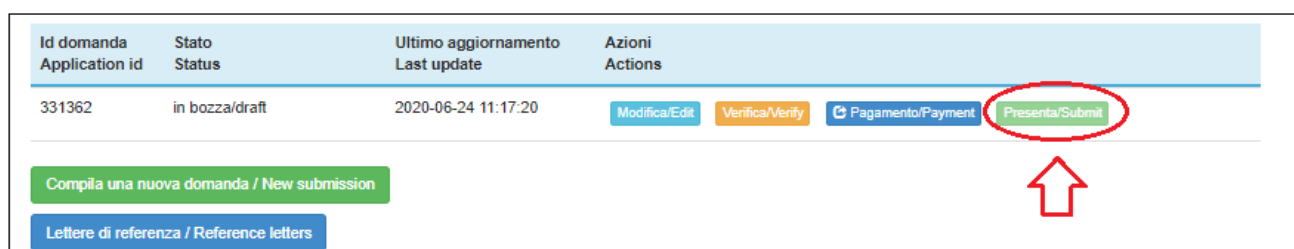

Figure 30 – Submission of the application form

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 (August 24, 2022, 13:00 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 31**).
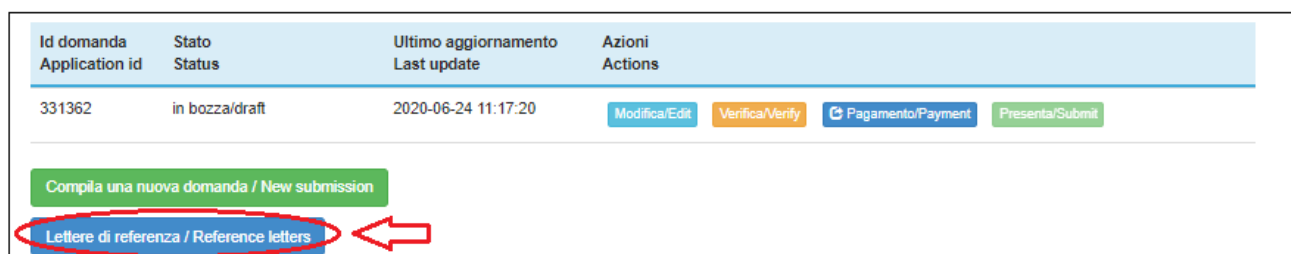

Figure 31 – Reference letters

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 August 29, 2022, 13:00 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 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.