

**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 24<sup>th</sup> 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](mailto:dottorato@uniurb.it). For any technical issue, please write to: [uniurb@ Cineca.it](mailto:uniurb@ Cineca.it) indicating the identification code of your application as shown in the top right layer of the page during the filling in of the application or on the dashboard. Requests sent to other email addresses may not be read.
8. All applicants, and especially applicants who have not yet achieved their title as well as candidates with foreign qualifications, must **read carefully 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**).



The screenshot shows the homepage of the PhD selection call. At the top left is the University of Urbino Carlo Bo logo and name. A red arrow points to the 'Login' button in the top right corner. The main heading is 'BANDO DI SELEZIONE PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA / SELECTION CALL FOR ADMISSION TO THE PHD PROGRAMMES' for the academic year 2020/2021. Below this, there are fields for 'Apertura/Opening date:', 'Chiusura/Closing date:', and 'Cod: dottorato'. A prominent warning box titled 'ATTENZIONE/ PLEASE NOTE' contains the following text:

- 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, effettuare un nuovo pagamento della tassa di concorso e richiedere dove previsto le lettere di referenza. / 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, making a new payment and – when foreseen in the call – requesting again the reference letters.

At the bottom of the page, there is a button labeled 'GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS' with a right-pointing arrow.

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?”

**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**  
[input field]

**Password**  
[input field]

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.

**REGISTRATION**

Italiano English

Register on pica.cineca.it

**Credentials**

**Username \***  
[input field]  
suggested format: FirstnameLastname

**Email \***  
[input field]

**Confirm email \***  
[input field]

**Password \***  
[input field]  
minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > ' ' ? + % =

**Confirm password \***  
[input field]

3 – Registration: credentials

### Personal data - full form

In order to apply for the calls published on PICA, it is necessary to fill the **Personal data - full form**. If you choose to fill the **Personal data - restricted form**, you will be requested to integrate your personal information when submitting an application. PICA reviewers or members of PICA boards do not need to fill in the **Personal data - full form**. **Important:** if you have an Italian fiscal code and already participate to other CINECA sites like LOGINMIUR, REPRISE, ASN we highly recommend you fill in the complete form.

[Use restricted form](#)

**Name \***

**Surname \***

**Gender \***

M \*

F \*

**Date of birth \***

Day  - Month  - Year

**Italian citizen \***

Yes \*

No \*

**Italian tax code**

mandatory for Italian citizen

**Country of birth \***

**Place of birth**


mandatory if country of birth Italy

**Phone number**

**Mobile**

\* By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

\* I declare to be aware of the [notice](#) about personal data protection, provided by the competent authority, as stated in art. 13 of the UE regulation 2016/679



**Figure 4 – Registration: personal data**

You will receive an email (subject pica.cineca.it registration: confirmation request) with an activation link which will be available for 24 hours after registration. Should you not receive the confirmation email, please write to [uniurb@ Cineca.it](mailto:uniurb@ Cineca.it).

## 2. COMPILATION, VERIFICATION AND MODIFICATION OF THE APPLICATION FORM

To fill in your application form: login to the platform, click on “Manage your applications” (**Figure 5**) and then on “New Submission” (**Figure 6**).

1506  
UNIVERSITÀ  
DEGLI STUDI  
DI URBINO  
CARLO BO

Home Login

**BANDO DI SELEZIONE PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA XXXVI CICLO / SELECTION CALL FOR ADMISSION TO THE PHD PROGRAMMES - XXXVI**  
A.A. 2020/2021

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

**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, effettuare un nuovo pagamento della tassa di concorso e richiedere dove previsto le lettere di referenza. / 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, making a new payment and – when foreseen in the call - requesting again the reference letters.

BANDO (pdf)  
CALL FOR APPLICATIONS (pdf)

**GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS**

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

**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, effettuare un nuovo pagamento della tassa di concorso e richiedere dove previsto le lettere di referenza. / 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, making a new payment and – when foreseen in the call - requesting again the reference letters.

**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**).

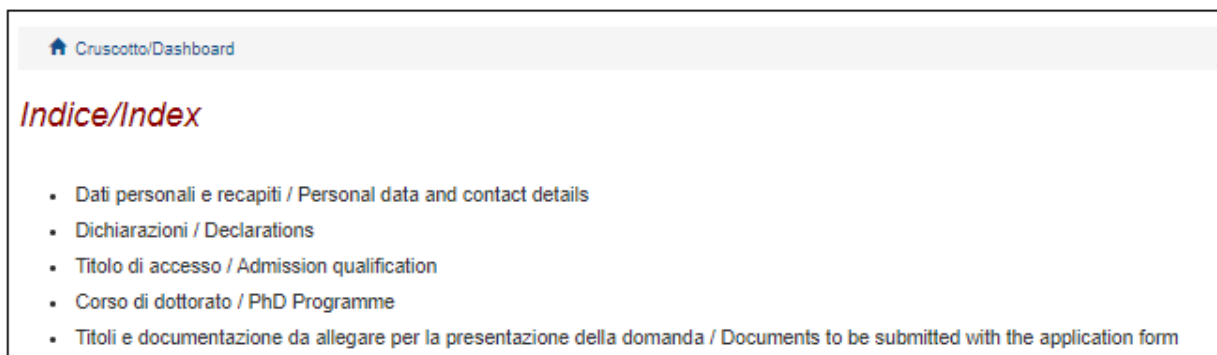



Figure 7 – Index of the application form

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.

Figure 8 - Personal data and contact details

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

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

Please fill in missing information and proceed.

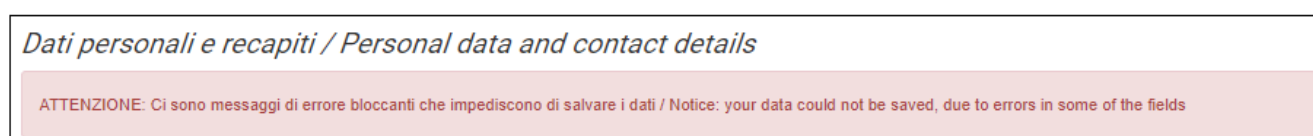


Figure 9 – Error message



In the next section “DICHIARAZIONI/DECLARATIONS” candidates must provide the requested declarations by checking all the boxes, save and proceed (**Figure 10**).

### Dichiarazioni / Declarations

**Dichiarazione sostitutiva di atto di notorietà / Self certification - I certify that the given information is true**

Dichiarazione sostitutiva di certificazione e dichiarazione sostitutiva dell'atto di notorietà rese ai sensi degli artt. 46 e 47 del DPR 445 del 28/12/2000.  
*Self-certification in accordance with art. 46 and 47 of Italian Presidential Decree DPR no. 445 of 28 December 2000.*

**Il Sottoscritto dichiara / The undersigned declares**

dichiara di aver preso integrale visione del bando e di accettare tutte le norme contenute nel bando di selezione.  
*that s/he read the selection announcement and he/she accepts all the rules stated in the selection announcement.*

di presentare i titoli allegati, che fanno parte integrante della presente domanda, in copia conforme l'originale.  
*that the submitted attachments are a true copy of the original.*

Il sottoscritto, informato che le dichiarazioni false, l'indicazione di dati non corrispondenti al vero e l'uso di atti falsi sono puniti con specifiche sanzioni penali e con la perdita dei benefici eventualmente conseguiti (artt. 75 e 76 DPR 445/2000), dichiara che i dati inseriti nella presente domanda e nei relativi allegati corrispondono al vero.  
*The undersigned declares that the data contained in the application as well as in the attachments are true, being aware of the liability and the penal sanctions stated in art. 75 and 76 of the DPR 445/2000 for false affirmations and mendacious declarations that will involve the loss of the granted benefits.*

Figure 10 – Declarations

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

**Informativa sui dati personali / Information notice on personal data treatment**

Dichiaro di aver preso visione della informativa sul trattamento dei dati personali  
*I declare I have read the information notice on personal data treatment*

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

Figure 11 – Information notice on personal data treatment

Candidates with a foreign citizenship must indicate whether they have right to an exoneration of the competition fee as they 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 2007. 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 31<sup>st</sup> 2022**) and whether it is an Italian or a foreign degree (**Figure 14**).

The screenshot shows a dropdown menu titled "Tipo / Type". The menu is open, displaying several options. The top option is "Titolo di studio straniero - Laureato / Graduated Foreign degree". Below it is a separator line with the text "---- Selezionare una tipologia / Select a type". The next option is "Titolo di studio italiano - Laureato o Equivalente / Graduated Italian degree or Equivalent". Below that is "Titolo di studio italiano - Laureando / Graduating Italian degree". The option "Titolo di studio straniero - Laureato / Graduated Foreign degree" is highlighted in blue. The bottom option is "Titolo di studio straniero - Laureando / Graduating Foreign degree".

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 31<sup>st</sup>).

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**

**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 effettiva o prevista di conseguimento titolo / Real or presumed graduation date**


**Voto / Grade**  
 /   con lode / with honors

Inserire la documentazione relativa al titolo di studio richiesto per l'ammissione al corso di dottorato (Art. 2 del bando) / Insert documentation regarding the academic qualification requested for the admission to the PhD programme (art. 2 of the call for applications)

**1**

**Descrizione/Description**

**Dettagli sul file allegato/Attachment details**

 1843387662rientrodallestero.pdf

**Checksum**

**Dimensione/Size (byte)**

**Tipo di checksum/Checksum type**

**Sostituisci/Replace file**  
 Nessun file selezionato

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.

**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 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**).

**Dottorato / Phd**

Ho conseguito o sto conseguendo il titolo di Dottore di Ricerca / I have already been awarded a PhD degree or I am attending a PhD programme

Si / Yes  
 No

Ho già usufruito /sto usufruendo di una borsa di dottorato di ricerca / I have already been granted a PhD scholarship or I am receiving a PhD scholarship

Si / Yes  
 No

Figure 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**:

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

BIOMOLECULAR AND HEALTH SCIENCES  
 RESEARCH METHODS IN SCIENCE AND TECHNOLOGY  
 STUDI UMANISTICI / HUMANITIES

• Dato obbligatorio / Mandatory field

---

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

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

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

**Temi prioritari di ricerca a scelta del candidato / Priority research themes chosen by the candidate**

Target molecolari e nuovi agenti terapeutici / Molecular targets and new therapeutic agents  
 Meccanismi molecolari delle patologie / Molecular mechanism of diseases  
 Diagnosi e prevenzione delle malattie infettive e multifattoriali / Diagnosis and prevention of infectious and multifactorial diseases  
 Scienze della nutrizione e sicurezza alimentare / Nutrition sciences and food safety  
 Plasticità neurale in fisiologia e patologia / Neural plasticity in physiology and pathology

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

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

BIOMOLECULAR AND HEALTH SCIENCES

RESEARCH METHODS IN SCIENCE AND TECHNOLOGY

STUDI UMANISTICI / HUMANITIES

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

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

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

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

Sono interessato ai posti senza borsa a tema vincolato / I am interested a places with a topic-specific without scholarship

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

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

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

BIOMOLECULAR AND HEALTH SCIENCES

RESEARCH METHODS IN SCIENCE AND TECHNOLOGY

STUDI UMANISTICI / HUMANITIES

- Dato obbligatorio / Mandatory field

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

**Curricula**

Scienze della comunicazione e cultura digitale / Communication Sciences and Digital Culture

Scienze del testo antico / Ancient Textual Sciences

Scienze storiche in età contemporanea / Contemporary Historical Sciences

Scienze umane / Human Sciences

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

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

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

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).

The image shows a screenshot of an application form with five distinct sections, each with a dark blue header bar. The sections are:

- Curriculum:** Header "Curriculum". Description: "Allegare il curriculum vitae / Upload curriculum vitae". Below it is a "Carica/Upload" section with a "Scegli file" button and the text "Nessun file selezionato". A red bullet point indicates "Dato obbligatorio / Mandatory field".
- Progetto di ricerca / research project:** Header "Progetto di ricerca / research project". Description: "Allegare il progetto di ricerca / Upload research project". Below it is a "Carica/Upload" section with a "Scegli file" button and the text "Nessun file selezionato". A red bullet point indicates "Dato obbligatorio / Mandatory field".
- Pubblicazioni / publications:** Header "Pubblicazioni / publications". Below the header is a large empty white box with a green "Aggiungi / Add" button at the bottom center.
- Titolo di studio / Academic qualification:** Header "Titolo di studio / Academic qualification". Description: "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)". Below the description is a large empty white box with a green "Aggiungi / Add" button at the bottom center.
- Allegati opzionali / Optional attachments:** Header "Allegati opzionali / Optional attachments". Description: "Allegati che costituiscono titolo preferenziale / Attachments that constitute preferential title". Below the description is a large empty white box with a green "Aggiungi / Add" button at the bottom center.

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

**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

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”.

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

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

Figure 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**).

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

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

Figure 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).

Figure 25 – Payer's details and proceed to payment

**versoPA** Riepilogo pagamento

**Versante**

Regione sociale  
Codice fiscale  
Indirizzo  
Civico  
CAP  
Località  
Provincia  
Nazione  
Telefono  
Cellulare  
FAX  
Email

Modifica versante

**Pagamento**

Da pagare entro il 11/06/2020 12:00:00.

Causale Codice bando: dottorato33-ga

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

Torna al cruscotto PICA Procedi al pagamento

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).

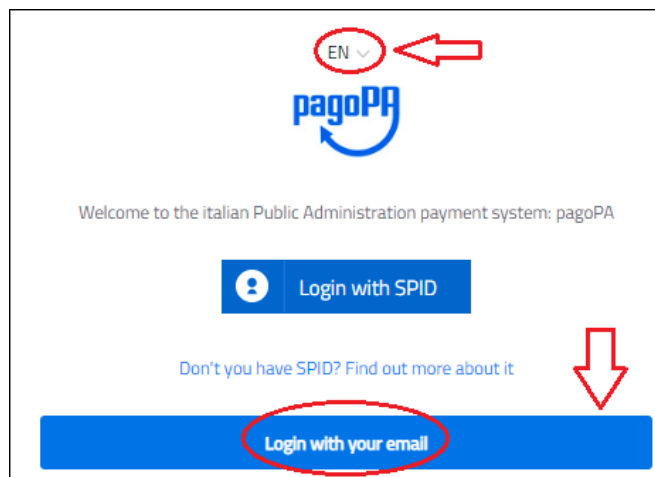


Figure 26 – PagoPA: Access page

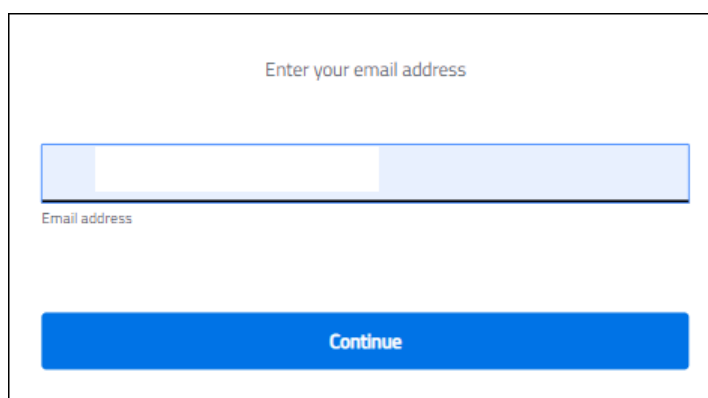


Figure 27 – PagoPA: Login with your email address

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

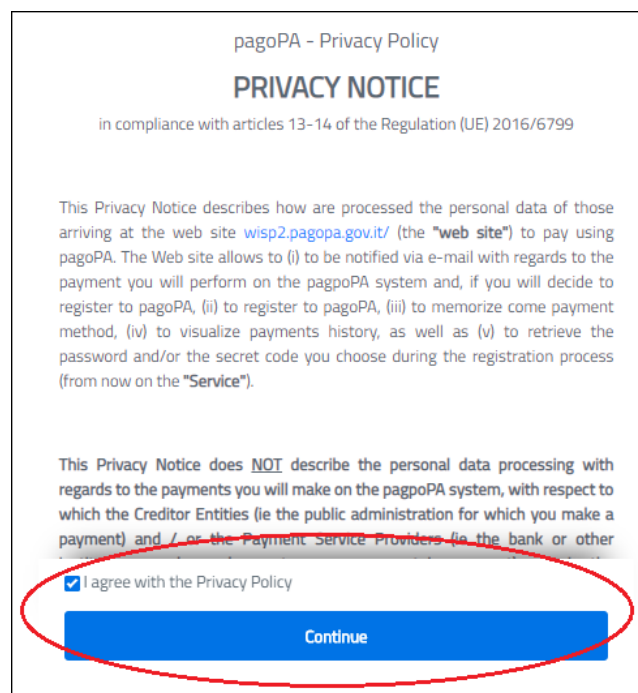


Figure 28 – PagoPA: Privacy policy

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.

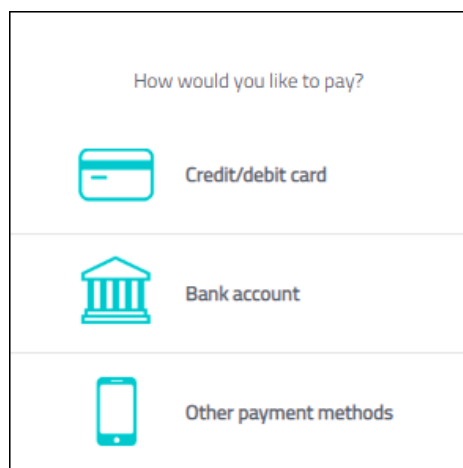


Figure 29 – PagoPA: payment methods

#### 4) SUBMISSION OF THE APPLICATION FORM

Once you have completed the payment, go back to the dashboard and click on “Submit” (Figure 30).

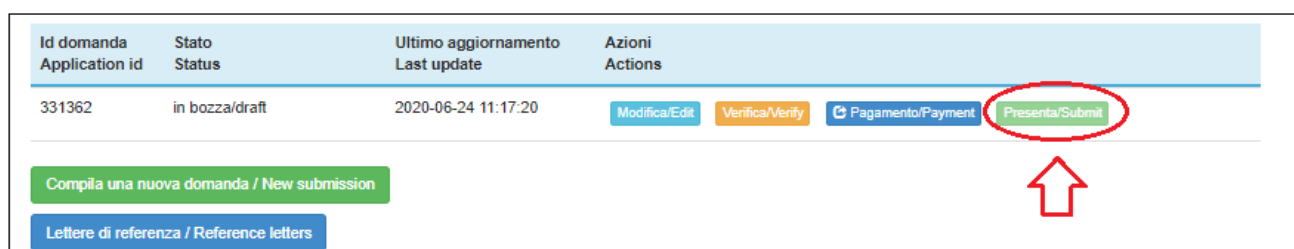


Figure 30 – Submission of the application form

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).

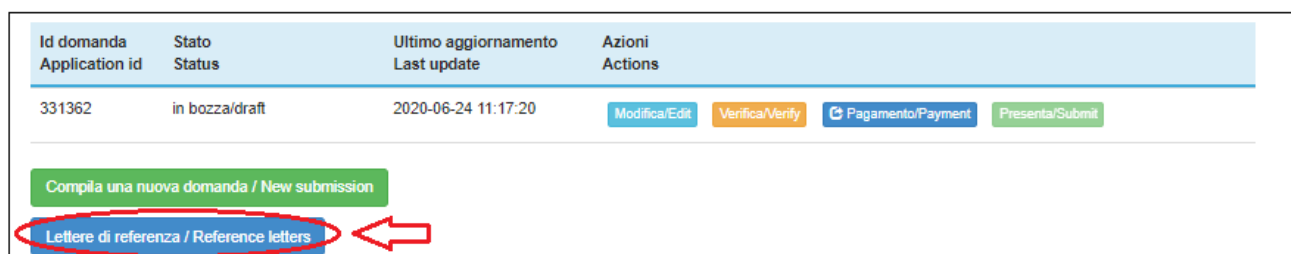


Figure 31 – Reference letters

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](mailto:uniurb@ Cineca.it) specifying the ID of the application form.

## **6) APPLICANTS WITH DISABILITY OR DYSLEXIA**

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

## **7) WITHDRAWAL OF THE APPLICATION**

Once the application form has been submitted, it can no longer be modified.

It is possible to withdraw an application and to present a new one within the same deadline. Please note that making a new submission implies repeating the whole procedure, including the fee payment.

To withdraw the application, go back to the dashboard, click on the appropriate command under "actions" and follow the instructions.

Once the withdrawal of the application has been completed, you can proceed with the presentation of a new application.