UNIVERSITY OF URBINO CARLO BO

Guidelines for the online procedure to apply to the Ph.D. Programmes

XL Cycle, academic year 2024-2025

(deadline: June 25th 2024, 1:00 pm CEST)

https://pica.cineca.it/uniurb/dottorato40

PLEASE NOTE

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

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

3. Before filling in the application form, **please read carefully the Selection call** (available on the start page of the application procedure and in the "Official Documentation" section of the website of each Ph.D. programme accessible from here: https://www.uniurb.it/international/regular-students/phd-programs), and in particular the table regarding the specific Ph.D. programme (**Annex A**), 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 "Manage your application" and click "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 the art. 2 of the Selection Call and upload the required documents** in the relevant section of the online application.

9. Once the application form is ready (duly filled in and with all the requested attachments), 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 Ph.D. Programme**, once the application form has been submitted,

and within the same deadline (June, 25th 2024, at 1 p.m. Italian time 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.

QUICK OVERVIEW OF THE APPLICATION PROCEDURE:

- Read carefully the Selection call
- Go to **https://pica.cineca.it/uniurb/dottorato39**
- Register and Login
- Fill in carefully the application form and upload the requested attachments
- Verify the application form and – if necessary – modify it
- Pay the application fee
- Submit your application
- Request 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/dottorato40**

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

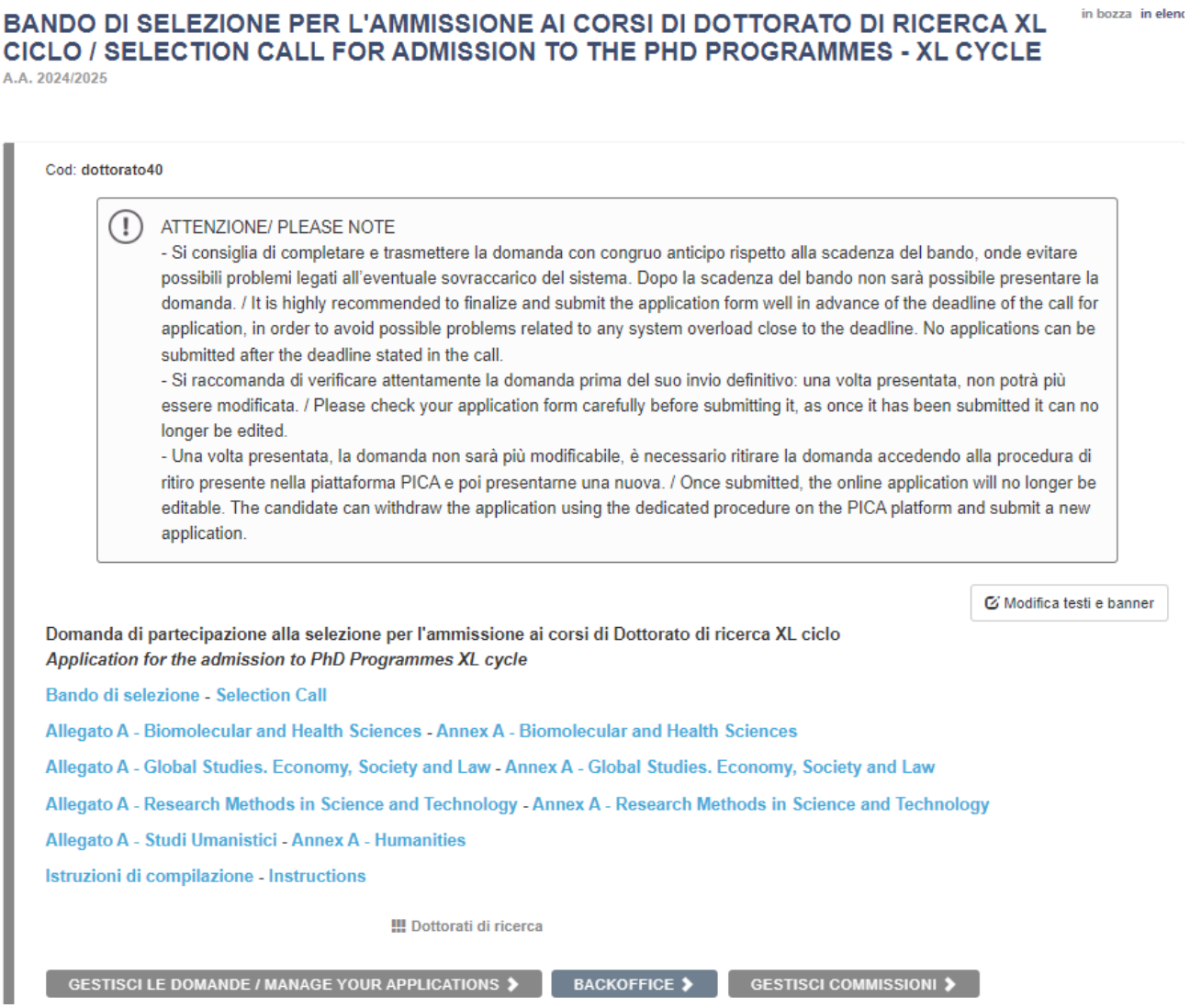


Figure 1 – Homepage and warnings

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?”

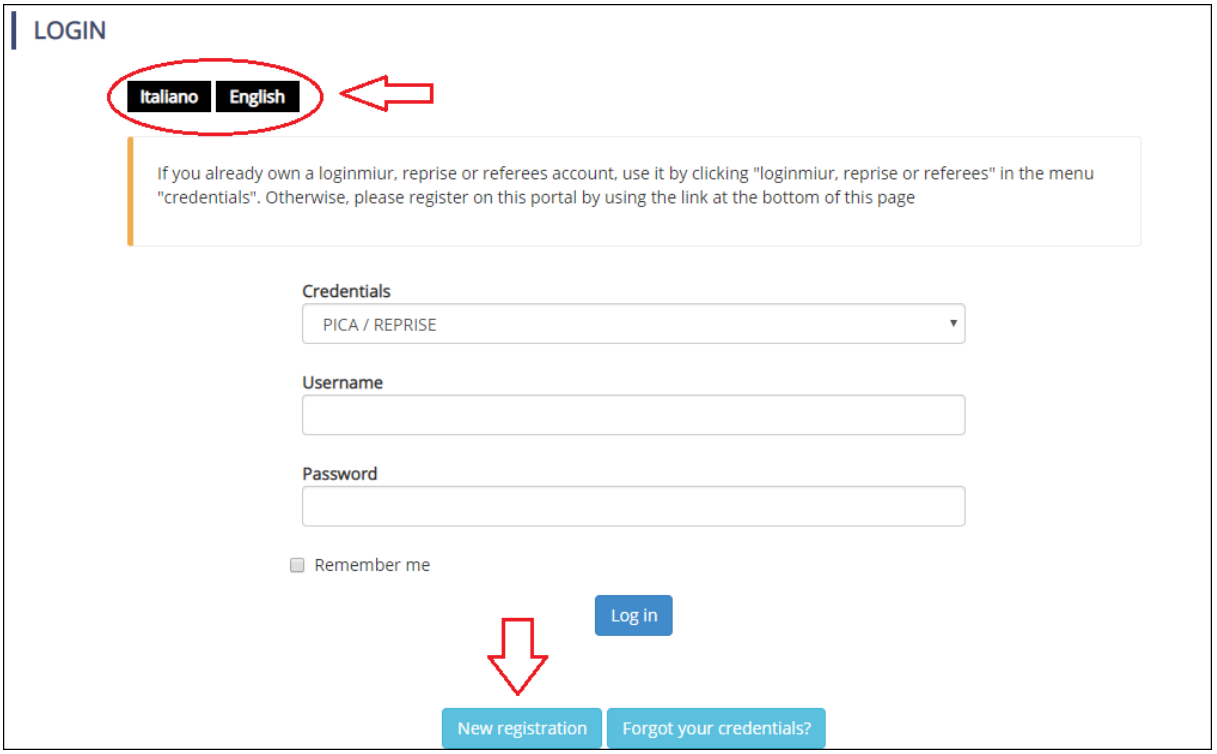
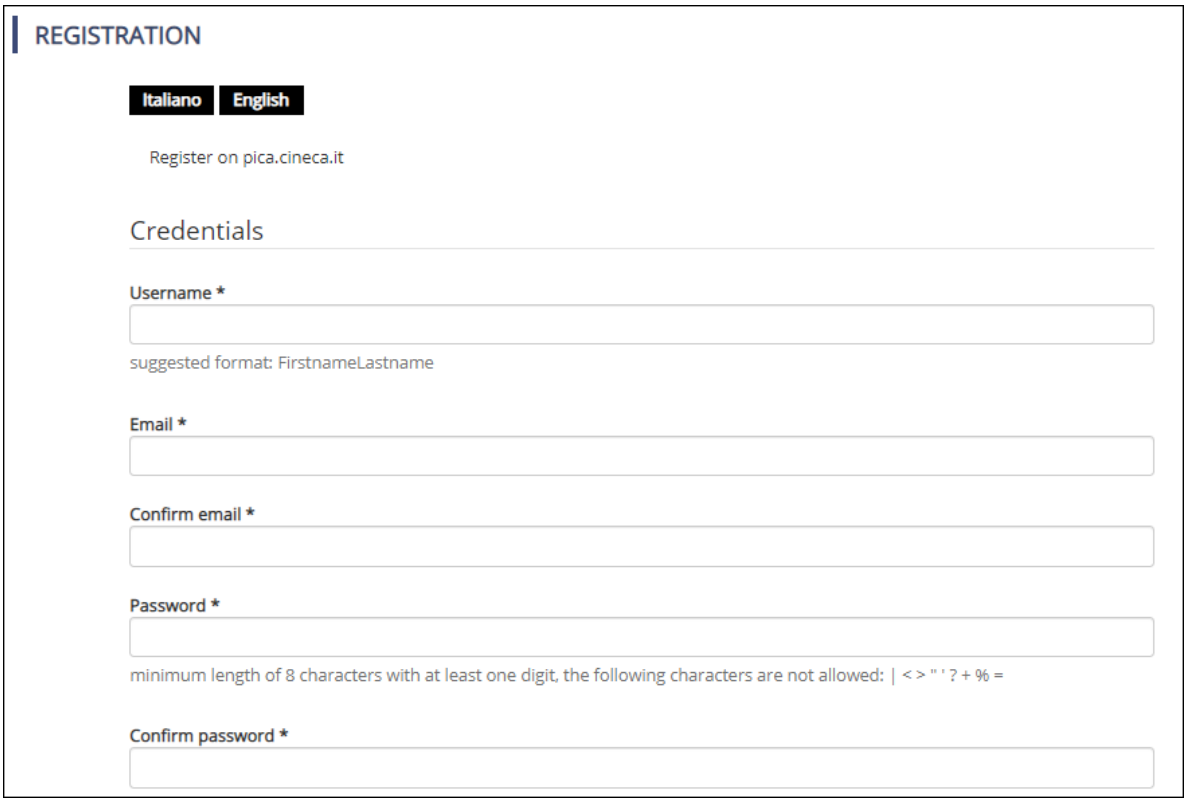


Figure 2 – Login page

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**). 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.



3 – Registration: credentials

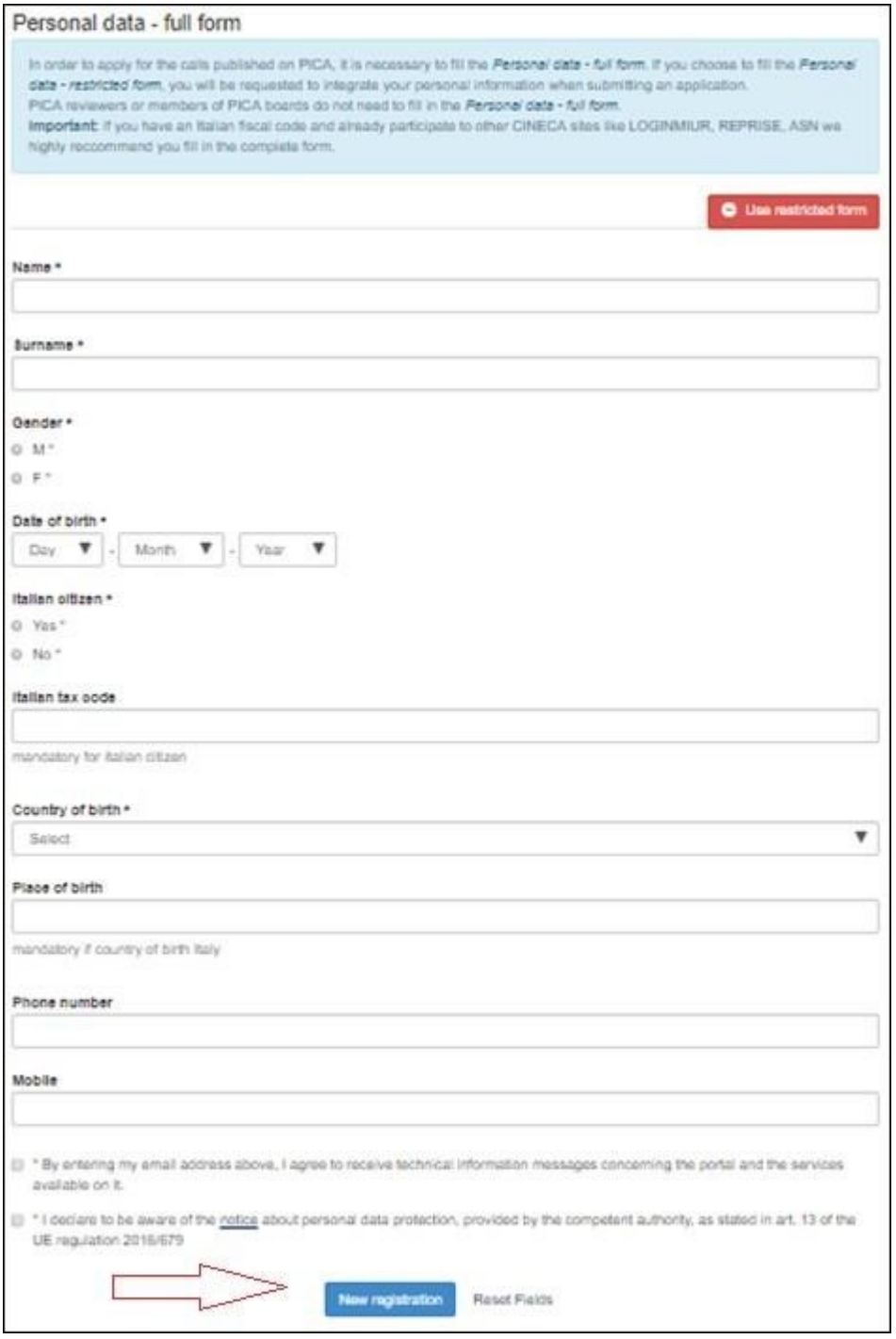


Figure 4 – Registration: personal data

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

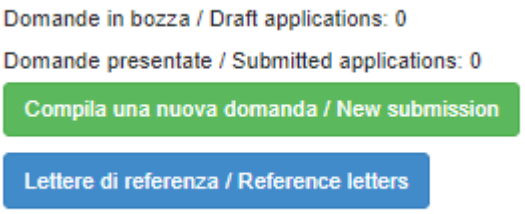


Figure 6 – Start filling in your application: New submission

In the following page you will see the index with the different sections of the application form to be completed (**Figure 7**).

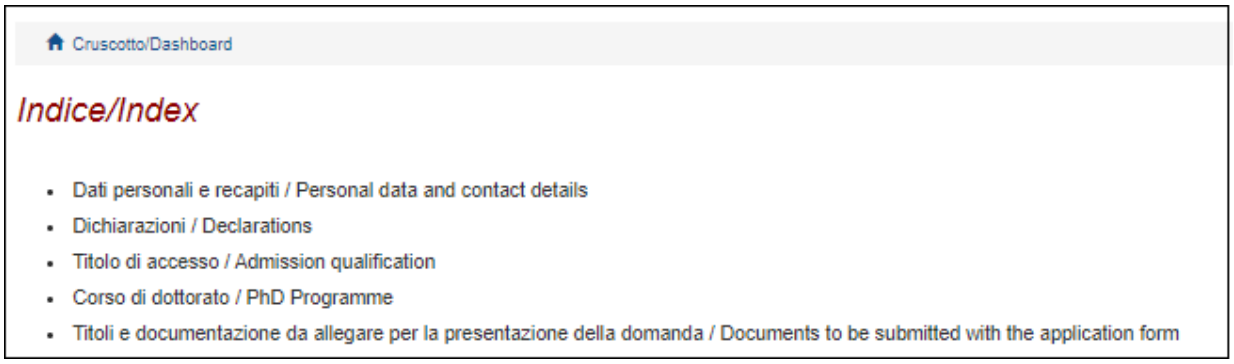


Figure 7 – Index of the application form

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.

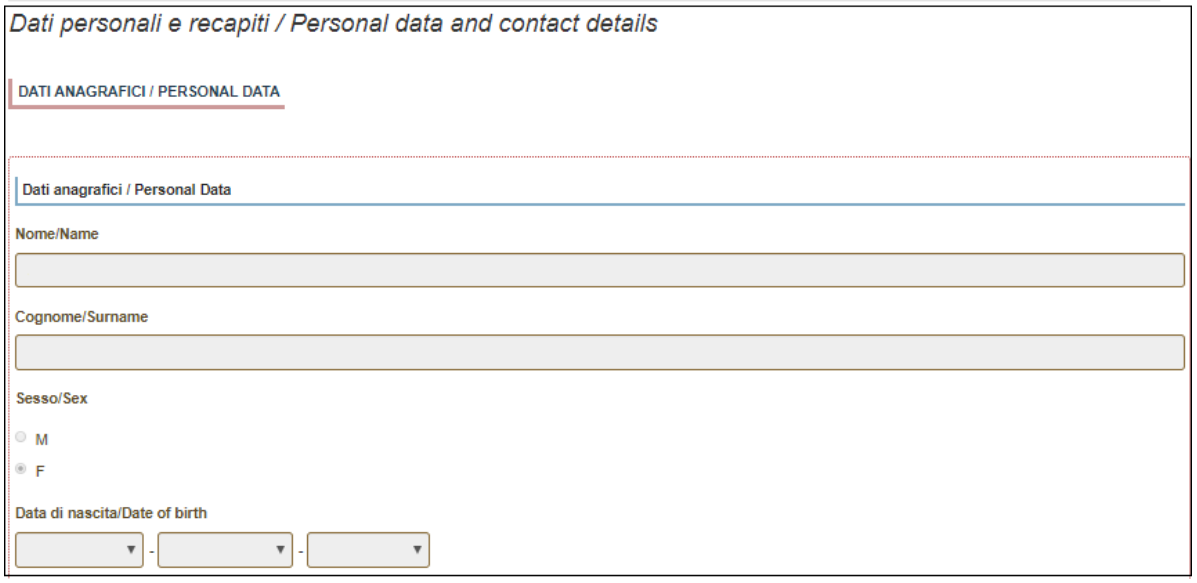


Figure 8 - Personal data and contact details

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.

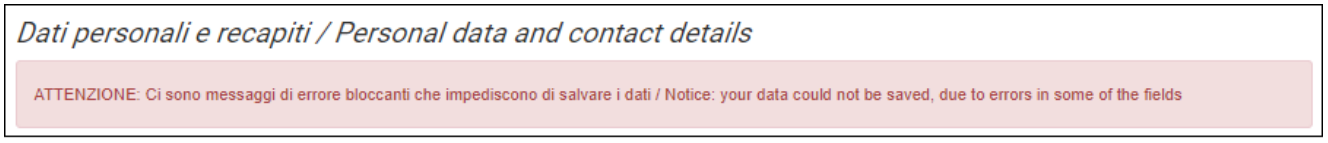


Figure 9 – Error message

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

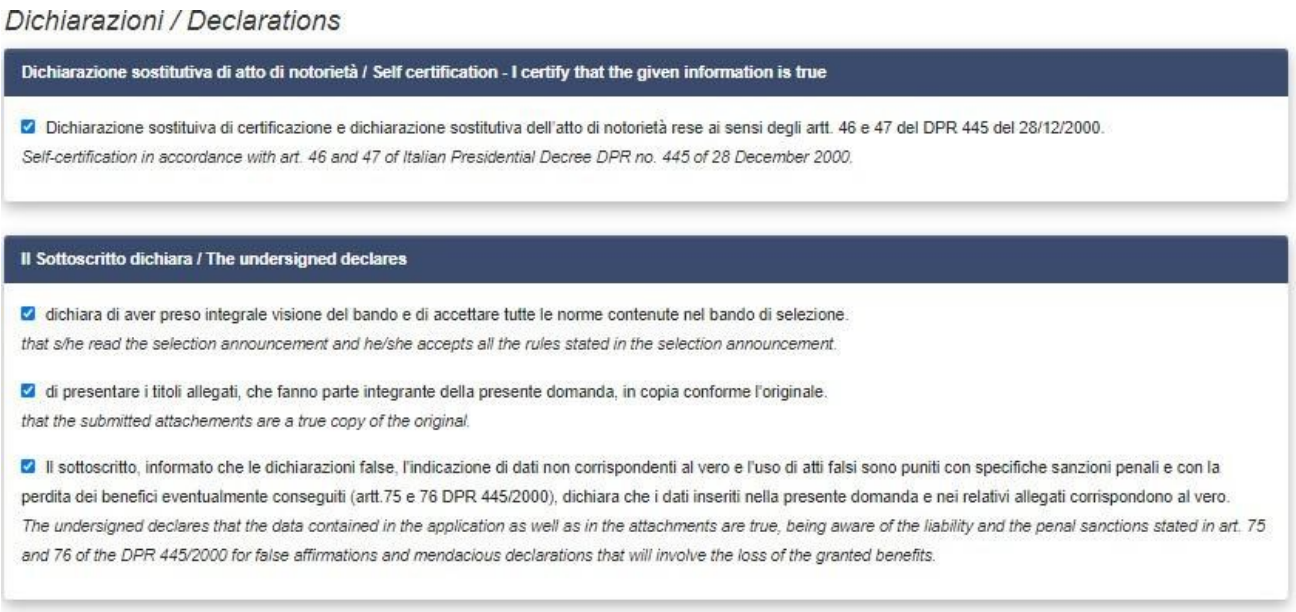


Figure 10 – Declarations

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

Figure 11 – Information notice on personal data treatment

Candidates with a foreign citizenship must indicate that 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.(**Figure 12**).

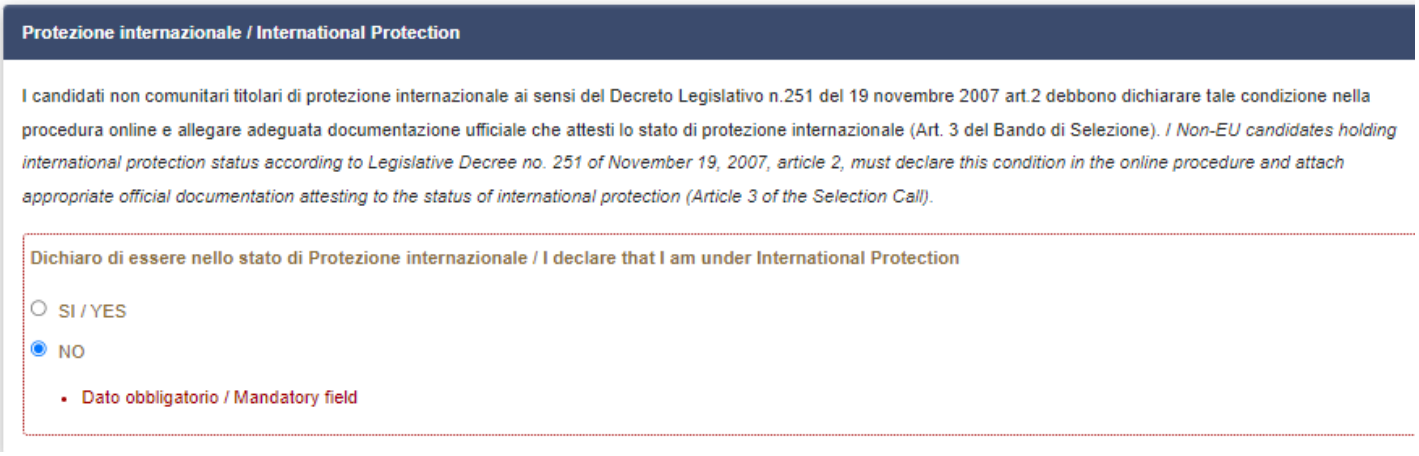


Figure 12 – International protection status

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

In the following section “TITOLO DI ACCESSO / ADMISSION QUALIFICATION”” you must provide information on your access qualification.
First of all, select one of the four options available under “type” of qualification, to indicate whether you already achieved your degree or you are about to achieve it (the degree must be achieved no later than **October 31st 2024**) and whether it is an Italian or a foreign degree (**Figure 13**).

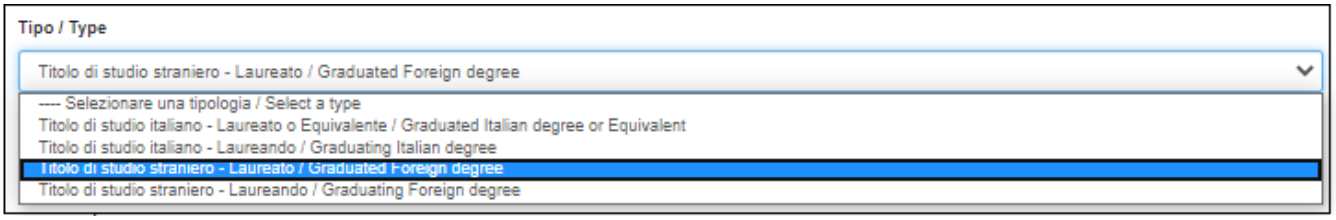


Figure 13– Admission qualification: type of academic qualification

You will be then asked to provide details about your academic title (**Figure 14**).
Indicate the Degree level, the University that awarded/will award it and specify your Major (Major in).

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

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

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

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

Candidates must attach the documentation regarding their degree, as specified in Article 2 of the Selection Call.

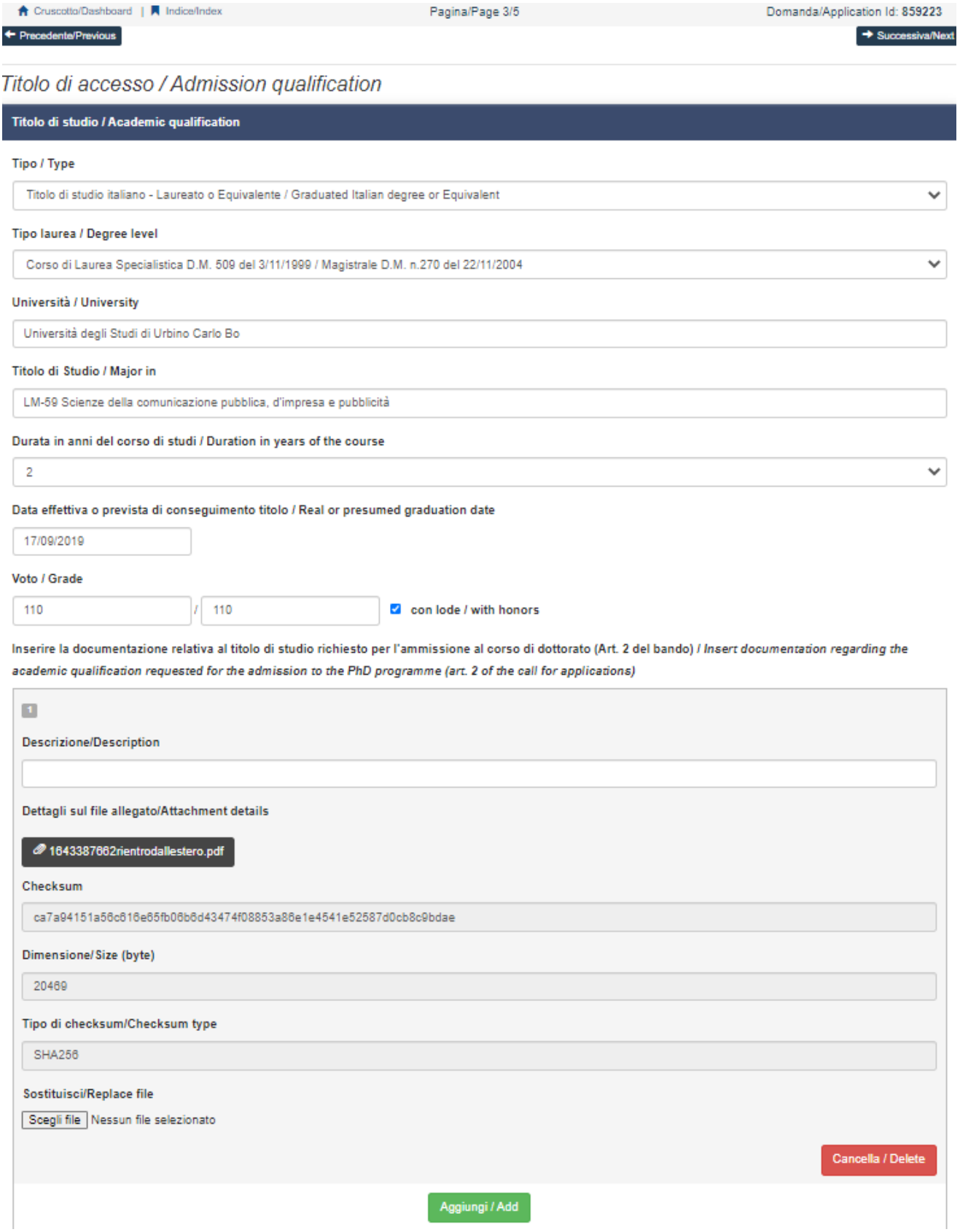


Figure 14 – Admission qualification: details of academic qualification

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

Figure 15 – Foreign degree

Candidates must indicate whether their university studies are divided into first and second level. If yes, he/she must also insert the details and the attachments regarding the first level degree diploma (Bachelor's degree), as requested in the Selection Call (Figure 16). Please note that unsigned self-certifications will not be accepted.

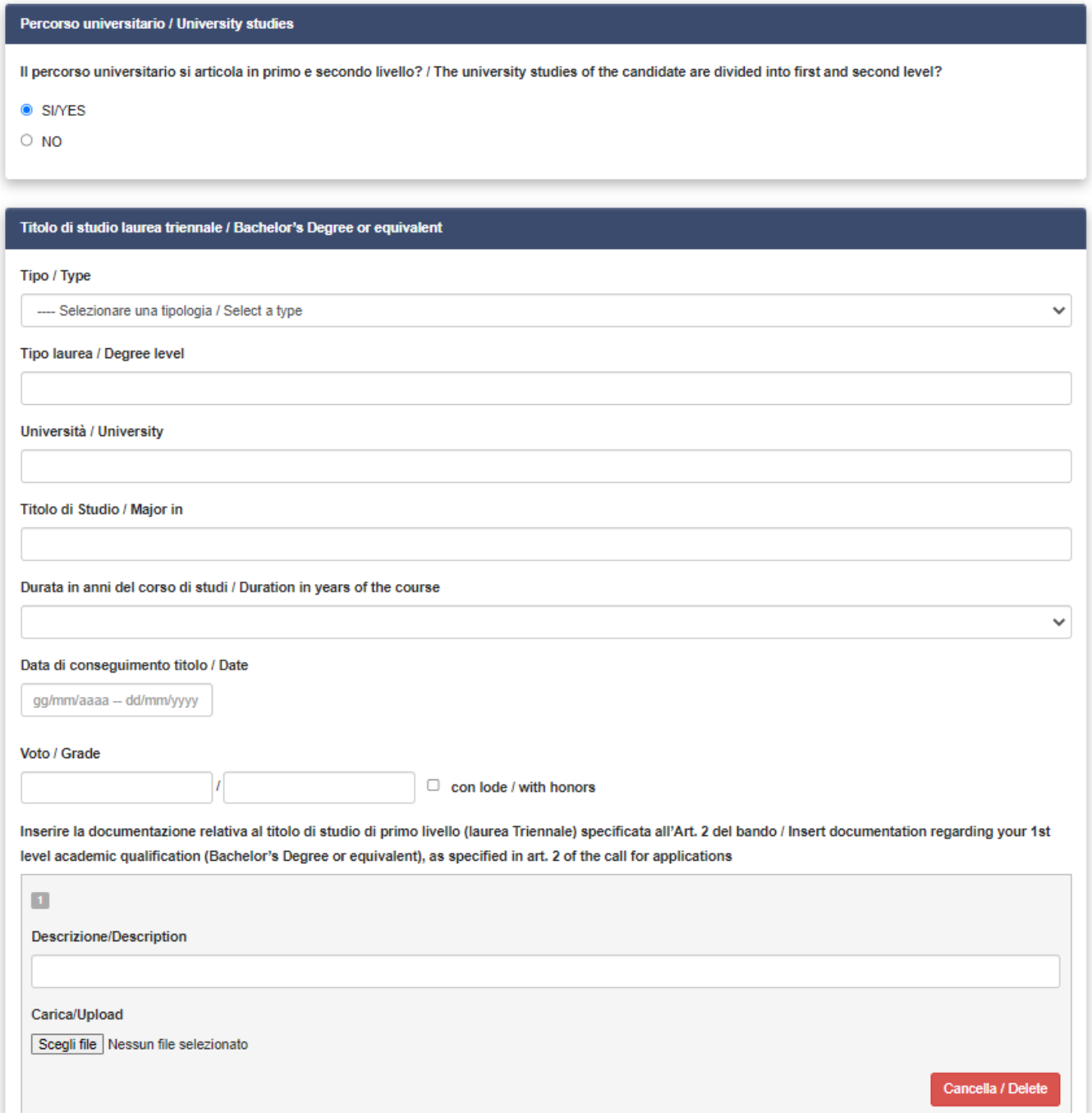


Figure 16 – University studies

At the beginning of the next section, "**CORSO DI DOTTORATO / PHD PROGRAMME**" (**Figure 16)** 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

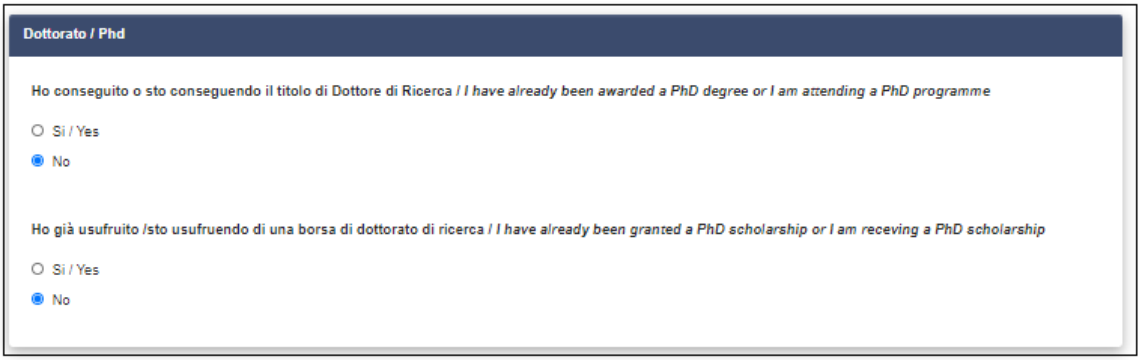


Figure 17 – Declarations

The candidate must then select the Ph.D. programme he/she is applying for

According to the chosen programme, the different available options amongst which to choose will appear.
If the candidate has never benefitted from a Ph.D. scholarship, he/she must indicate whether he/she is interested in competing for positions with scholarships or if he/she only competes for positions without scholarship. Otherwise, he/she can only apply for positions without scholarship if available.

For each Ph.D. programme, two scholarships reserved for 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**:

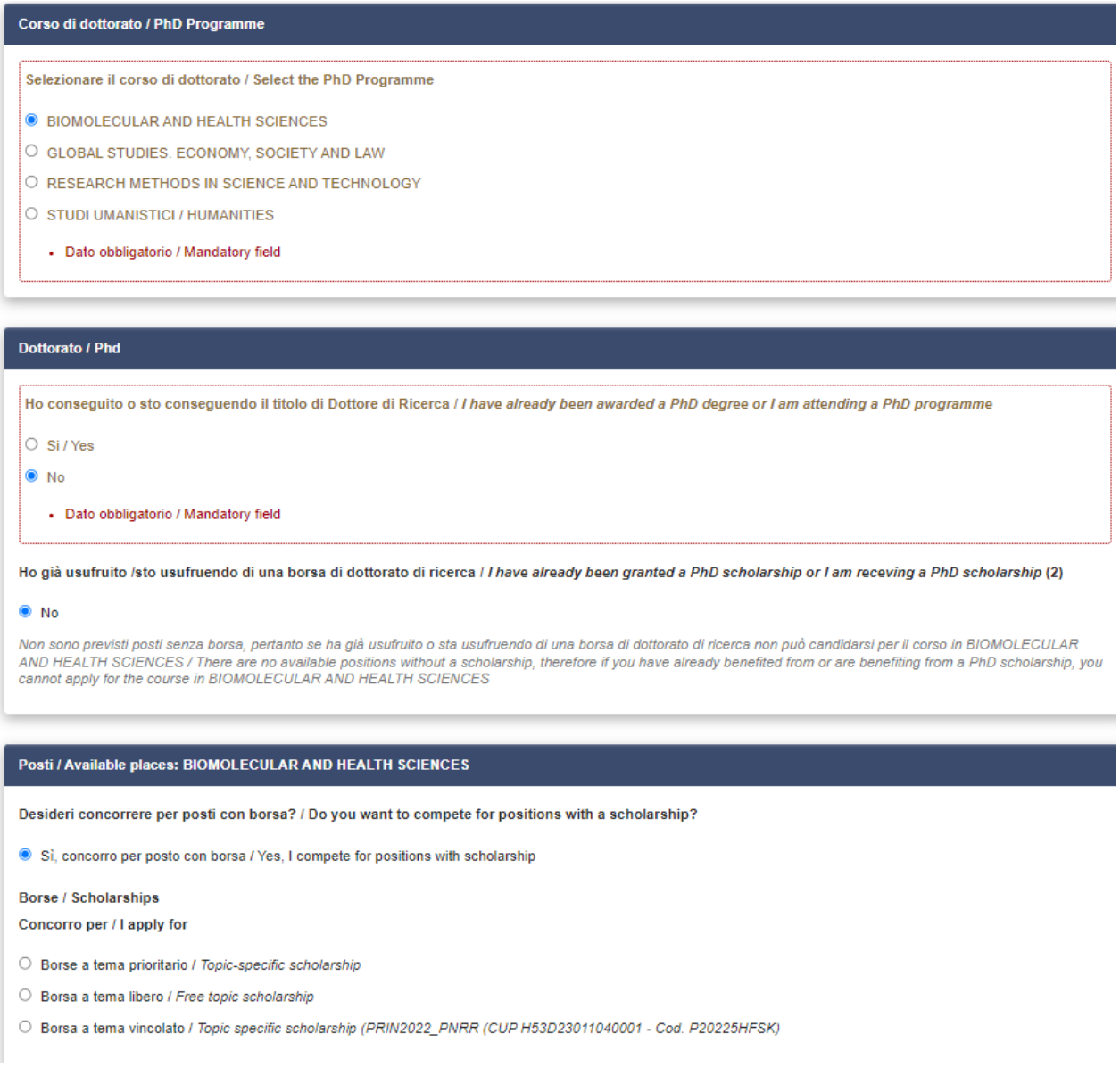


Figure 18 – Ph.D. programme in Biomolecular and Health Sciences

Ph.D. programme in **GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW**

Corso di dottorato / PhD Programme

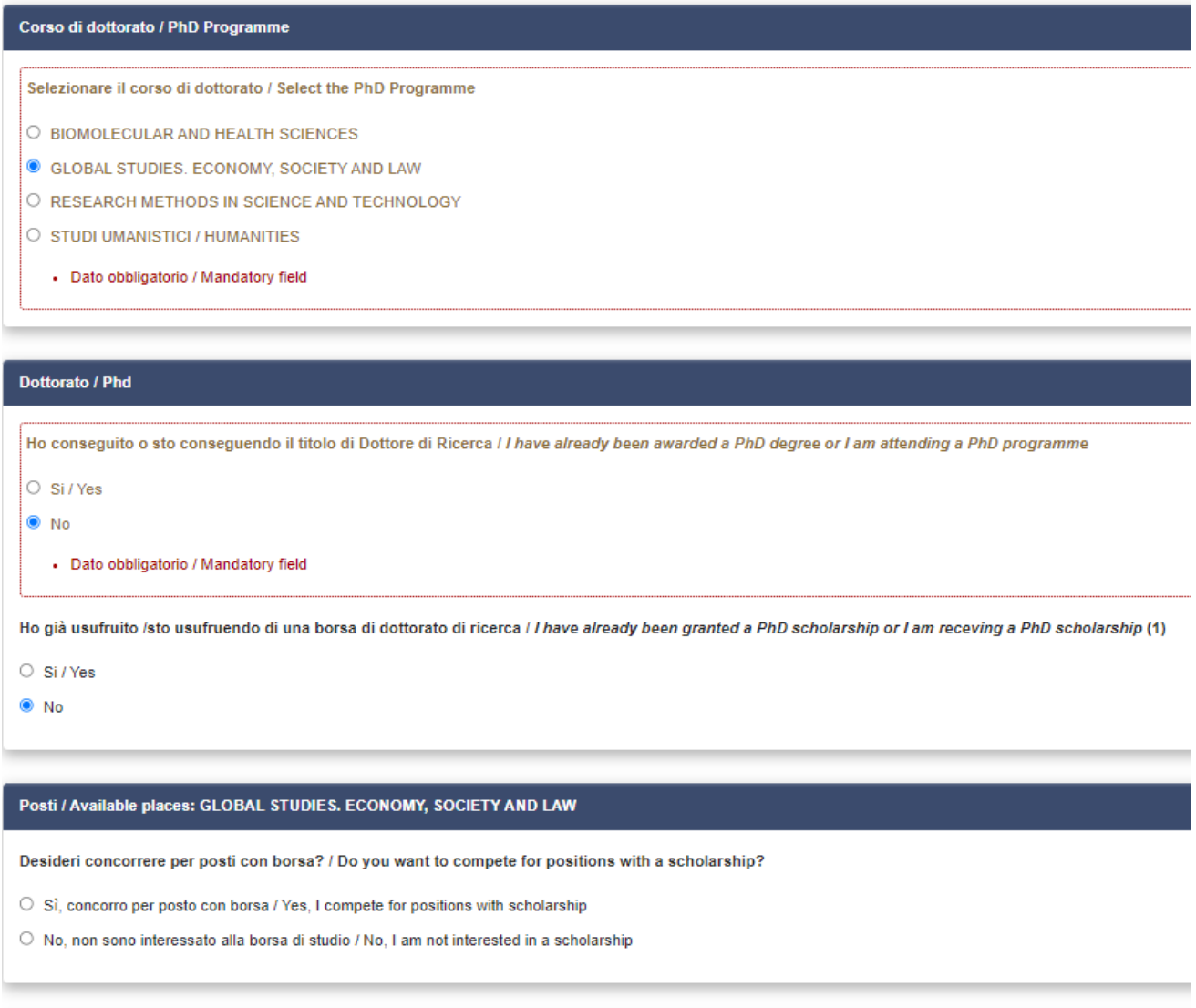


Figure 19: Global Studies. Economy, Society and Law

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

Corso di dottorato / PhD Programme

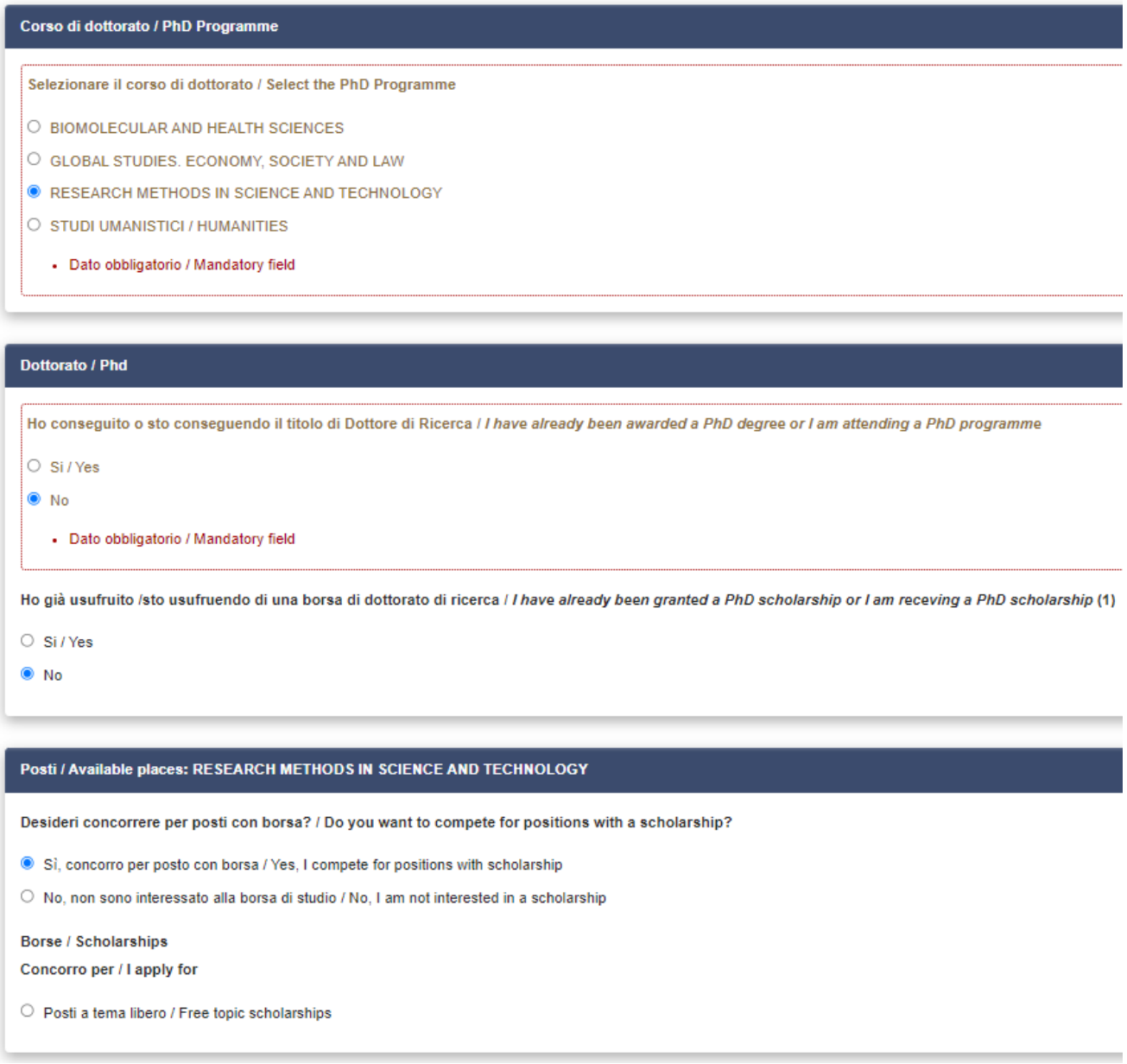


Figure 20 – Research Methods in Science and Technology

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

Figure 21 – 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 3.

In the next section “TITOLI DA ALLEGARE PER LA PRESENTAZIONE DELLA DOMANDA / DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM" (**Figure 22**) 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).

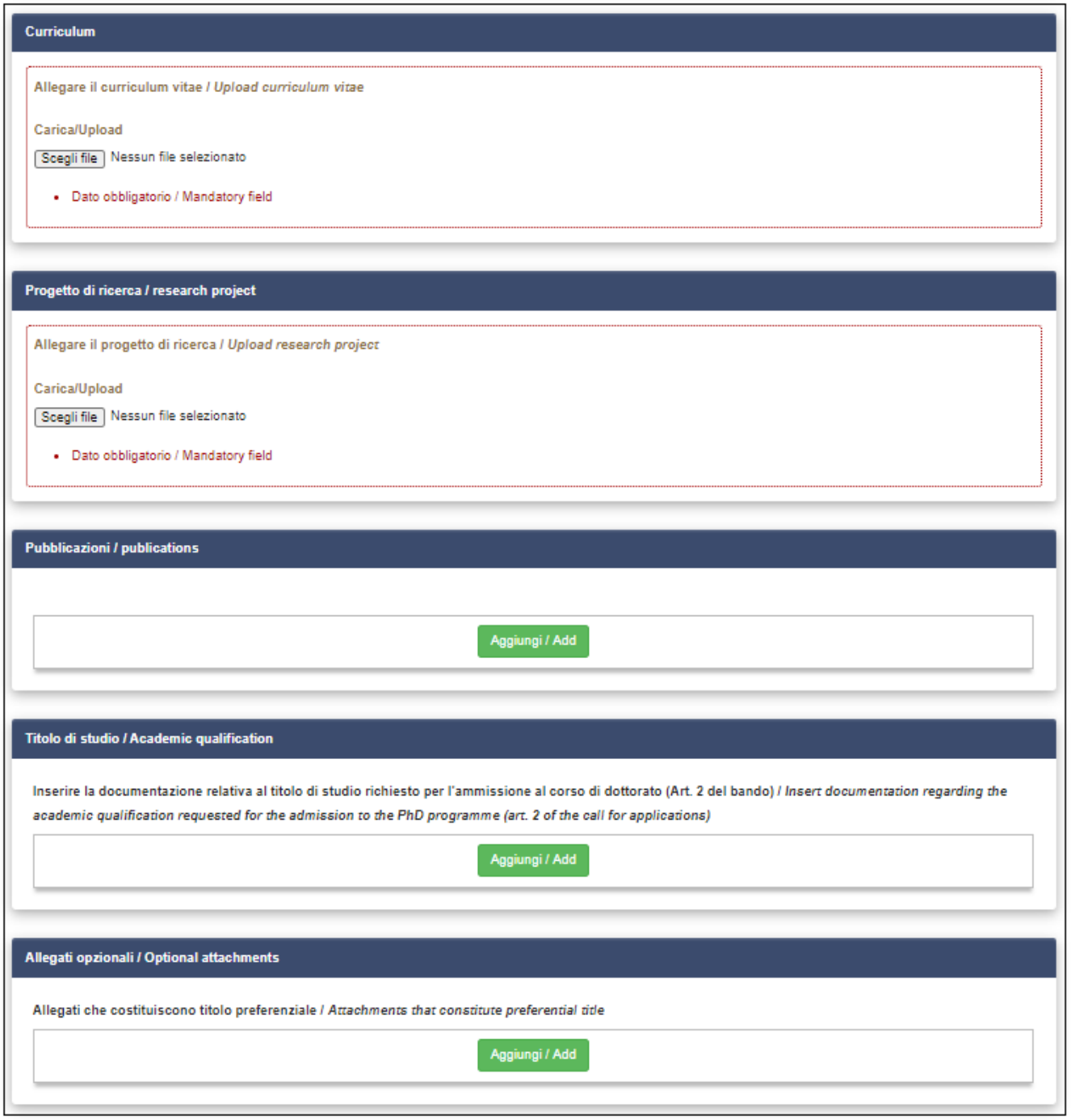


Figure 22 – Attachments

Insert the details of a valid identity document and upload a copy of it (**Figure 23**). **The deposit of a copy of a valid identity document is compulsory.**

Figure 23 – Attachments: Identity document

At the end of the procedure, you are asked to indicate how you have learned about the Selection Announcement (**Figure 24**).

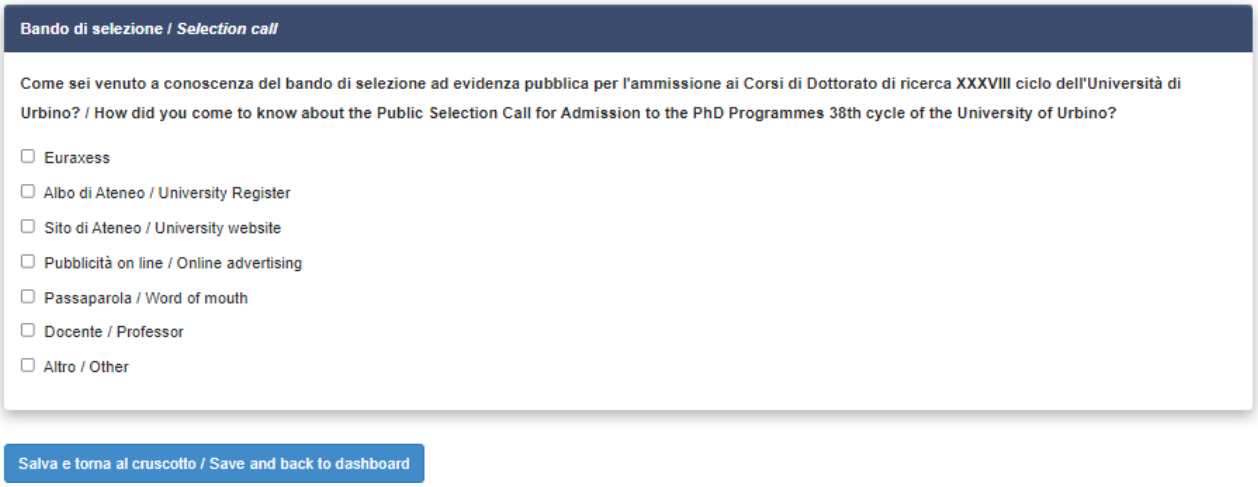


Figure 24 – Question about how you learned about the Selection Call

Click on "**Save and back to dashboard**" at the bottom of the page to save your application. If you have filled in correctly all the sections, you will be redirected to the dashboard, otherwise the system will display an error message. On the dashboard (**Figure 25**) 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 25 – 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 26**).

Figure 26 – 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 27**)

Figure 27– Payer's details and proceed to payment

A warning will appear, informing you that:
- the payment is made through PagoPA, the payment system of the Italian Public Administration, which will receive the payer's details;
- the bank or other payment institution through which the payment will be made, may apply an additional cost;
- once you click on "Accetta" (=Accept) you will move on to the PagoPA platform and it will no longer be possible to edit the payer's details, thus please check them carefully before proceeding.

Click on "Accetta" and enter the PagoPA system.
Select the language on top of the page. If you do not have SPID, click on "Login with your email", insert your email address and press "Continue" (**Figure 28 & 29**).

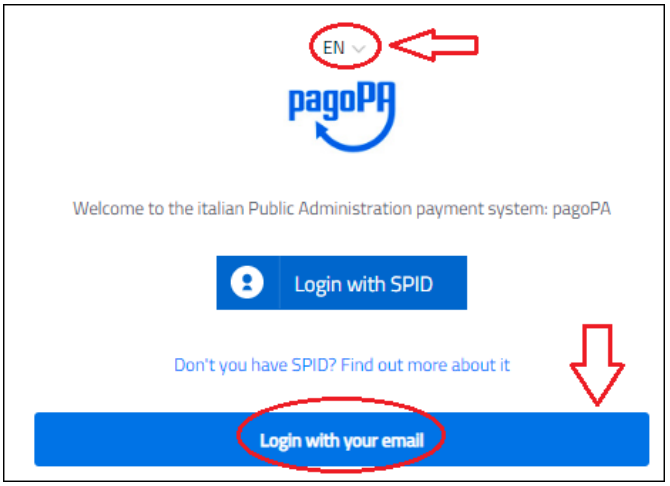


Figure 28 – PagoPA: Access page

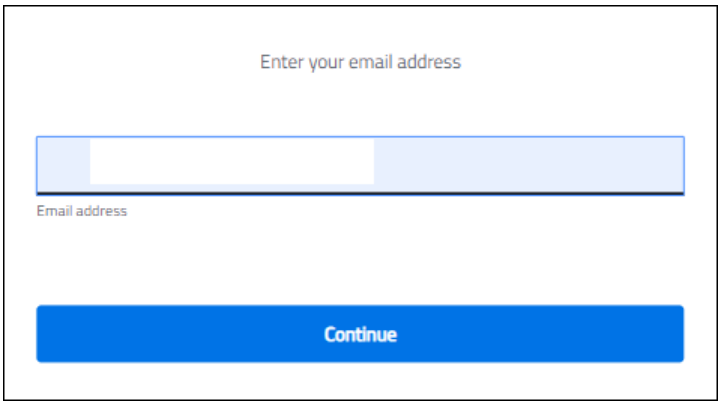


Figure 29 – PagoPA: Login with your email address

Check the box to accept the privacy policy and click on "Continue" (**Figure 30**).

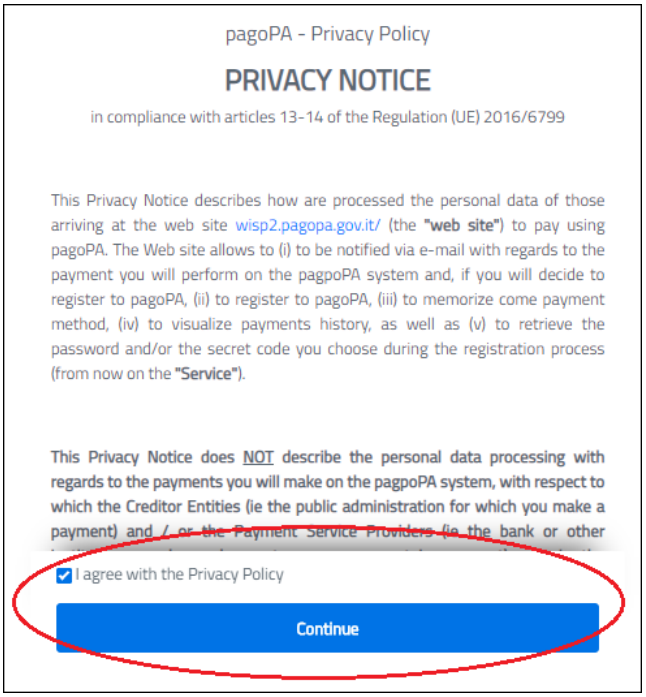


Figure 30 – PagoPA: Privacy policy

Select payment method: Credit/debit card, Bank account or Other payment methods – the latter includes e.g. Paypal and Satispay (**Figure 31**).
Click on the chosen payment method and then follow the instructions provided by the system.

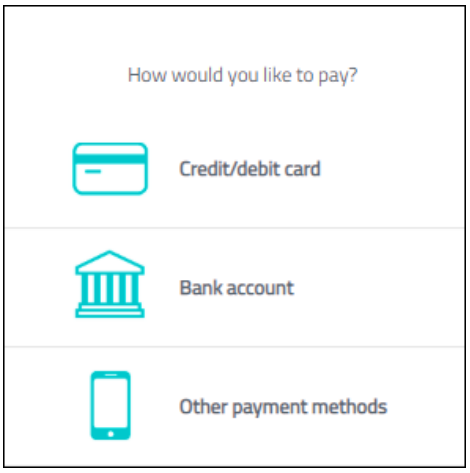


Figure 31 – PagoPA: payment methods

4) SUBMISSION OF THE APPLICATION FORM

Once you have completed the payment, go back to the dashboard and click on “Submit” (**Figure 32**).

Figure 32 – 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 (June 25th, 2023, 1:00 p.m. 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 33**).

Figure 33 – 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 June 28th 202, 1:00 p.m. 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.
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.