

**Guidelines for the online procedure to apply
to the Ph.D. Programme in Global Studies. Economy, Society and Law, Cycle XXXVI,
academic year 2020-2021**

(deadline: June 11th 2020, 12:00 CEST)

Online procedure available at: <https://pica.cineca.it/uniurb/dottorato36-gs/>

PLEASE NOTE

1. **This guide provides general and partial information for submitting applications. It does not replace what is indicated in the calls 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** (<https://www.uniurb.it/it/cdocs/PHD/5405-PHD-07052020111013-call-for-applications.pdf>), and in particular the Course sheet (**Annex A**), in order to verify whether you meet the **entry requirements** and which **documentation** must be uploaded during the online procedure.
4. PLEASE NOTE: all documents must be uploaded in **PDF FORMAT** (maximum weight of each document: **30 MB**)
5. Files 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).
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". 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**.
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 with foreign qualifications that have not been legally recognized as equivalent to the Italian degree, as well as candidates who have not yet achieved their title, must **read carefully art. 2 of the selection announcement and upload the required documents** in the relevant section of the online application.
9. Once the application form has been correctly completed and verified in all its parts, the candidate must proceed with the **payment** in order to be able to submit the application.
10. 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.
11. Once the application form has been submitted, and within the same deadline (June 11th 2020, h 12:00 Italian time) the candidate can request two **letters of reference**, using the dedicated function at the bottom of the dashboard.
12. 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.

QUICK OVERVIEW OF THE APPLICATION PROCEDURE:

- Read carefully the Selection announcement
- Go to <https://pica.cineca.it/uniurb/dottorato36-gs/>
- Register and Login
- Fill in carefully the application form
- Verify the application form and – if necessary – modify it
- Pay the non-refundable application fee
- Submit your application
- Request two reference letters
- 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/dottorato36-gs/>)

or click on the “ON-LINE APPLICATION” button at the end of the “REGISTRATION FOR GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW” section of the website of the PhD programme in global studies (www.uniurb.it/global-studies).

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

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BANDO DI SELEZIONE PER L'AMMISSIONE AL CORSO DI DOTTORATO DI RICERCA IN GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW XXXVI CICLO / SELECTION CALL FOR ADMISSION TO THE PHD PROGRAMME IN GLOBAL STUDIES. ECONOMY SOCIETY AND LAW - XXXVI
A.A. 2020/2021

Apertura/Opening date: 07-05-2020 15:00
Chiusura/Closing date: 11-06-2020 12:00
Cod: dottorato36-gs

BANDO (pdf)
CALL FOR APPLICATIONS (pdf)
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.*

GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS >

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

Password

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 that the data provided during the registration will be automatically inserted in your application form.

REGISTRATION

Italiano English

Register on pica.cineca.it

Credentials

Username *

suggested format: FirstnameLastname

Email *

Confirm email *

Password *

minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > ' ' ? + % =

Confirm password *

Figure 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.

2. COMPILATION, VERIFICATION AND MODIFICATION OF THE APPLICATION FORM

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

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Login

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ATTENZIONE/ PLEASE NOTE

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- 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.*

GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS →

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

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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).

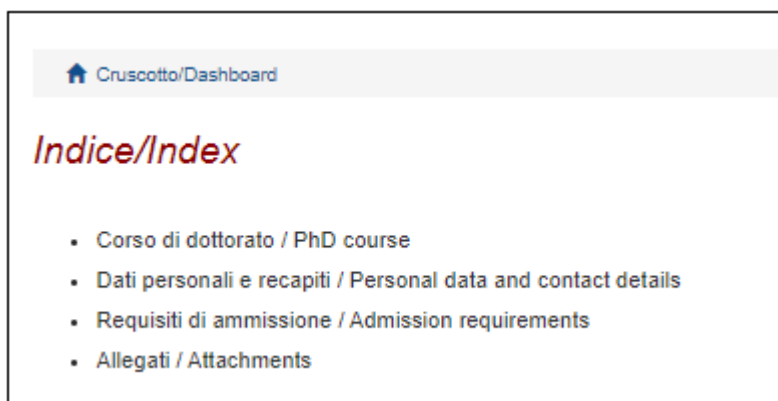


Figure 7 – Index of the application form

To start filling in the application form click on “Corso di dottorato/PhD course”. In this first section (Figure 8) you must check the boxes to:

- select the PhD programme you are applying for
- confirm that you have read the Information notice on personal data treatment
- declare that the information and documentation provided in the application form are true and original and that you are aware of the consequences of false affirmations and mendacious declarations.


Figure 8 – PhD course and declarations

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 display on the top of the page and the missing information will be highlighted (Figure 9). Please fill in missing

information and proceed.

Figure 9 – Error message

In the next section you are requested to insert your personal data and your contact details (**Figure 10**). Data provided during the registration will already be displayed.

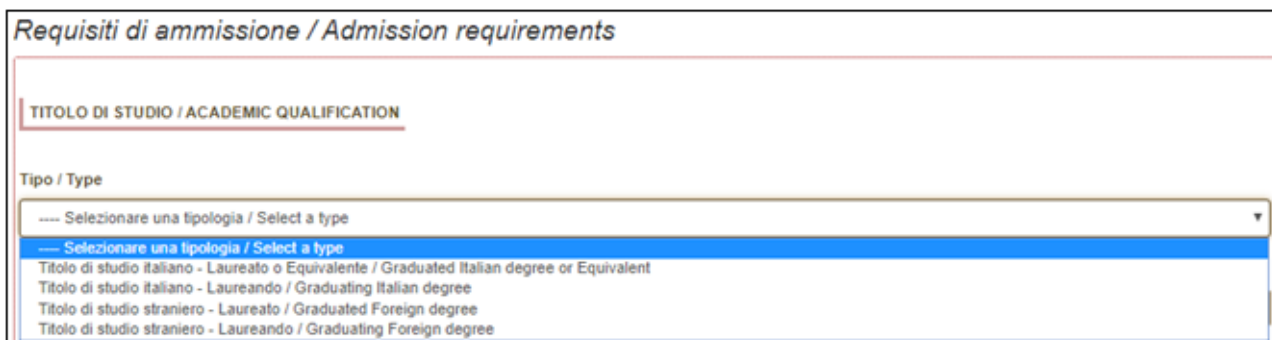
Should there be any mistake, please update your data by selecting “User Profile” from the user menu  on the top right of the page.

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

Figure 10 – Personal data and contact details

In the following section (Admission requirements) applicants must provide information on their academic 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 2020) and whether it is an Italian or a foreign degree (**Figure 11**).



Requisiti di ammissione / Admission requirements

TITOLO DI STUDIO / ACADEMIC QUALIFICATION

Tipo / Type

---- Selezionare una tipologia / Select a type

---- Selezionare una tipologia / Select a type

- Titolo di studio italiano - Laureato o Equivalente / Graduated Italian degree or Equivalent
- Titolo di studio italiano - Laureando / Graduating Italian degree
- Titolo di studio straniero - Laureato / Graduated Foreign degree
- Titolo di studio straniero - Laureando / Graduating Foreign degree

Fig. 11 – Admission requirements: type of academic qualification

You will be then asked to provide details about your academic title (**Figure 12**).

Indicate the Degree level, the University that awarded/will award it and specify your Major (Major in).

If you selected an Italian degree (graduated or graduating):

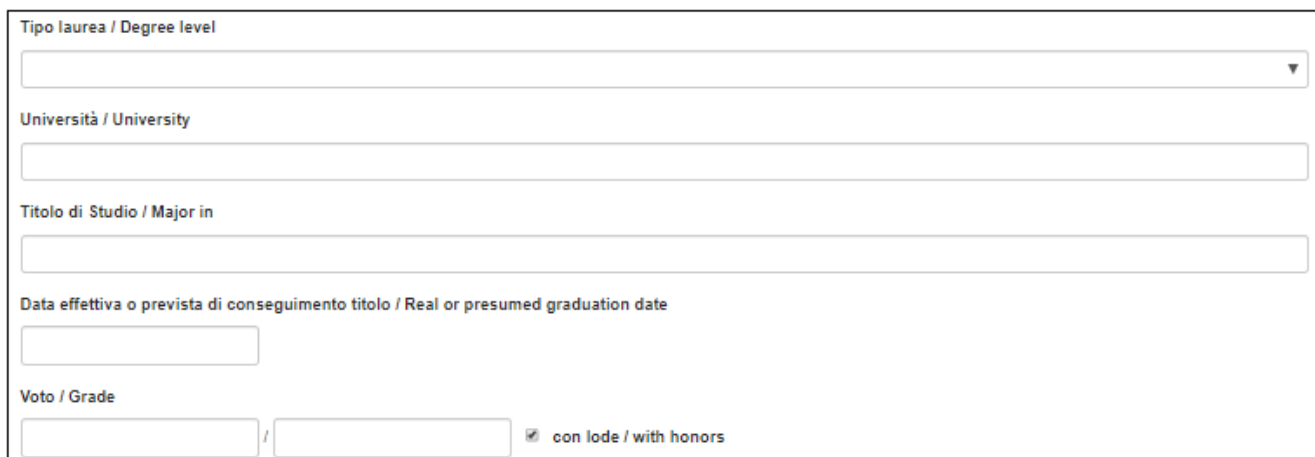
- select the Degree level
- start writing in the “University” and “Major in” fields and then select the correct option amongst those listed by the system.

If you selected 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.

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



Tipo laurea / Degree level

Università / University

Titolo di Studio / Major in

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

Voto / Grade

con lode / with honors

Figure 12 – Admission requirements: details about academic qualification

In the section “ATTACHMENTS” you must upload all the documents specified in the selection call of the Ph.D. Programme you are applying for, with the exclusion of Reference Letters which must be requested via the platform once the application has been submitted (see point 4 below). Please read carefully the selection call to make sure to include all requested documents. Please note that it will not be possible to integrate the application form once it has been submitted.

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).

Upload your curriculum and research project proposal (**Figure 13**).

Allegati / Attachments

CURRICULUM

Allegare il curriculum vitae / Upload curriculum vitae

Carica/Upload

Choose File No file chosen

- Dato obbligatorio / Mandatory field

PROGETTO DI RICERCA / RESEARCH PROJECT

Allegare il progetto di ricerca / Upload research project

Carica/Upload

Choose File No file chosen

- Dato obbligatorio / Mandatory field

Figure 13 – Attachments: curriculum and research project

Upload the documentation regarding the academic qualification requested for the admission to the PhD programme as specified in article 2 of the selection call and any optional attachments (excluding reference letters). For each uploaded file, you must insert a description (Figure 14).

TITOLO DI STUDIO / ACADEMIC QUALIFICATION

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

Carica/Upload

Choose File No file chosen

Cancella / Delete

Aggiungi / Add

- Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements

ALLEGATI OPZIONALI / OPTIONAL ATTACHMENTS

Allegati che costituiscono titolo preferenziale / Attachments that constitute preferential title

1

Descrizione/Description

Carica/Upload

Choose File No file chosen

Cancella / Delete

Aggiungi / Add

Figure 14 – Attachments: Academic Qualification and optional attachments

Insert details of your identity document (identity card or passport) and upload a copy of it (Figure 15). Please note that it is compulsory to provide a copy of the identity document.

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

Choose File No file chosen

- Dato obbligatorio / Mandatory field

Figure 15 – Attachments: 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 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”.

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Domande in bozza / Draft applications 1

Domande presentate / Submitted applications 0

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
302896	in bozza/draft	2020-05-08 13:10:38	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

Compila una nuova domanda / New submission

Lettere di referenza / Reference letters

Figure 16 – Your dashboard with information and actions regarding your application form

3) PAYMENT OF THE APPLICATION FEE AND SUBMISSION OF THE APPLICATION FORM

Once you have carefully verified your application form and you are ready to submit it, **proceed with the payment** of the 30 € fee by clicking on “Payment” (Figure 16).

You will automatically be indicated as the payer. If someone else is paying the fee on your behalf, please click on “Modifica versante” and insert requested details. Once you have modified the payer’s details, click on “Procedi al pagamento” (Figure 17).

The screenshot shows the 'Riepilogo pagamento' (Payment Summary) page on the PagoPA platform. The page title is 'Domanda Bando di selezione per l'ammissione al corso di Dottorato di ricerca in Global Studies. Economy, Society and Law XXXVI ciclo / Selection call for admission to the PhD programme in Global Studies. Economy Society and Law - XXXVI'. Below the title, there are two main sections: 'Versante' (Payer) and 'Pagamento' (Payment).

Versante (Payer) section: This section contains a list of fields for entering payer details: Ragione sociale, Codice fiscale, Indirizzo, Civico, CAP, Località, Provincia, Nazione, Telefono, Cellulare, FAX, and Email. A red arrow points to a blue button labeled 'Modifica versante' (Modify payer).

Pagamento (Payment) section: This section contains payment details. At the top, a red warning box states 'Da pagare entro il 11/06/2020 12:00:00.' Below this, there is a table of payment information:

Causale	Codice bando: dottorato18-ga
Codice fiscale creditore	82002850418
Importo	€ 30,00
Scadenza	11/06/2020 12:00
IUV	(non assegnato)

 A red arrow points to a blue button labeled 'Procedi al pagamento' (Proceed to payment). At the bottom left, there is a blue button labeled 'Torna al cruscotto PICA' (Return to PICA dashboard).

Figure 17 – 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 18 & Figure 19).

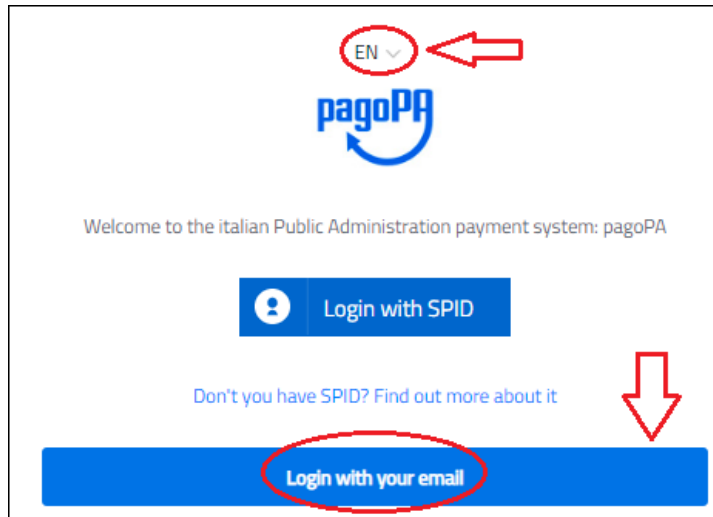


Figure 18 – PagoPA: Access page

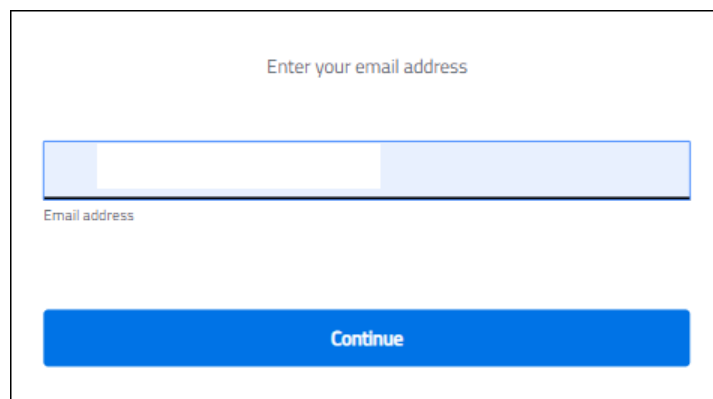


Figure 19 – PagoPA: Login with your email address

Check the box to accept the privacy policy and click on “Continue” (Figure 20).

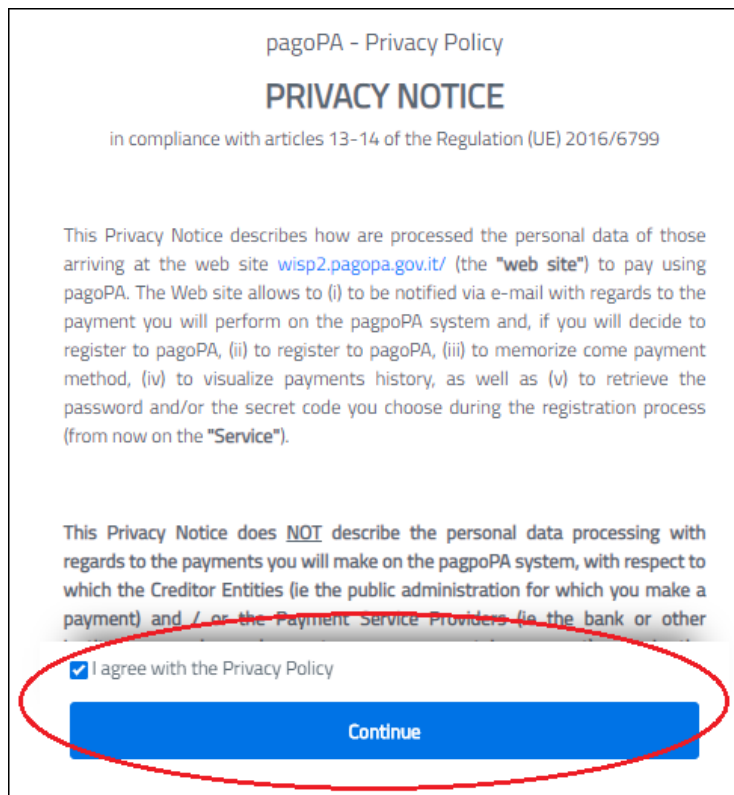
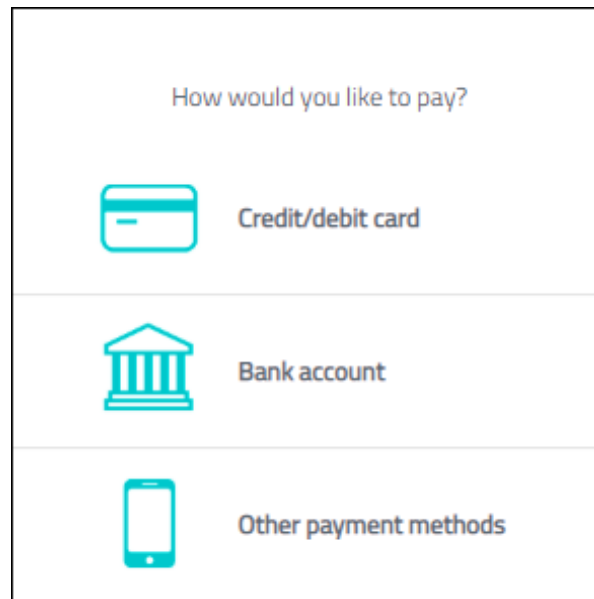



Figure 20 – PagoPA: Privacy notice


Select payment method: Credit/debit card, Bank account or Other payment methods – the latter including under others Paypal and Satispay (**Figure 21**).

Click on the chosen payment method and then follow instructions provided by the system.



How would you like to pay?

 Credit/debit card

 Bank account


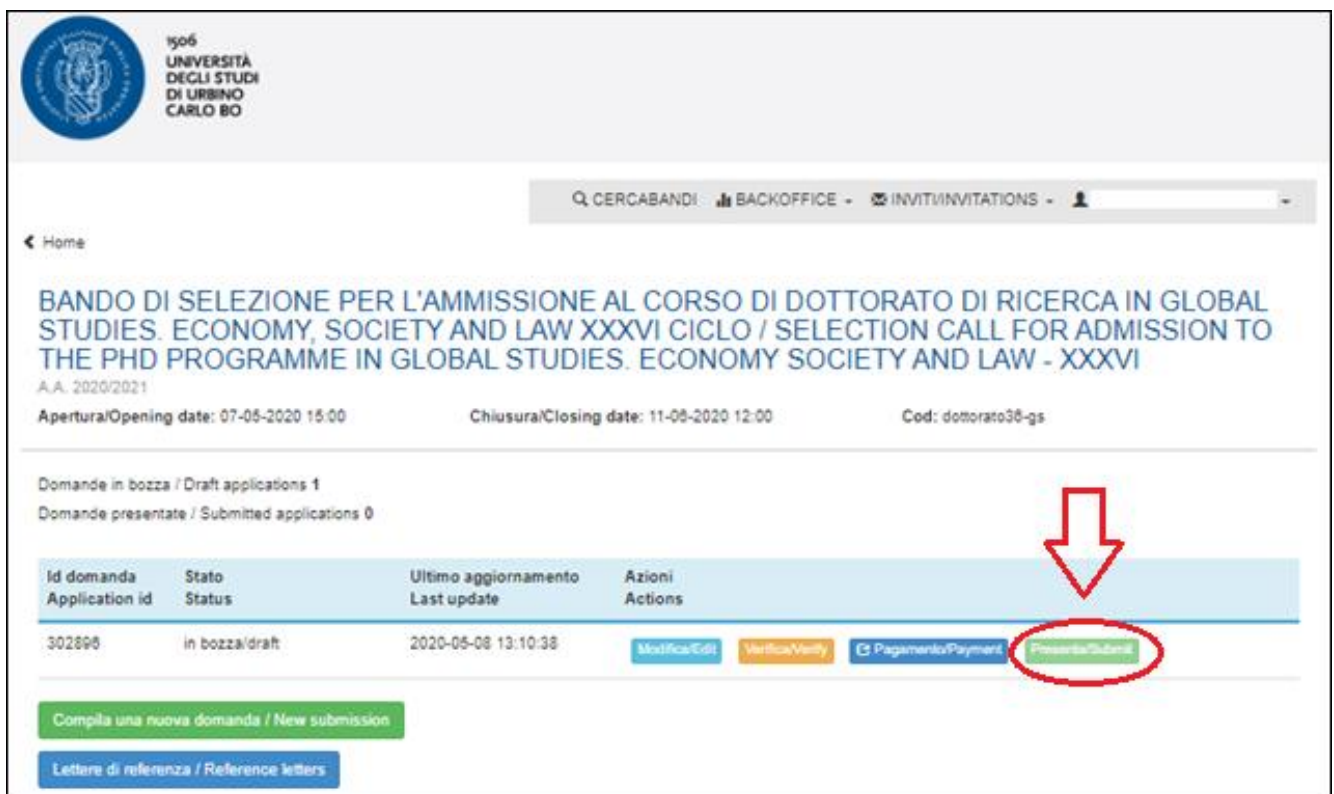
 Other payment methods

Figure 21 – PagoPA: payment methods

Once you have completed the payment, go back to the dashboard and click on “Submit” (**Figure 22**).



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Domande in bozza / Draft applications 1
Domande presentate / Submitted applications 0

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
302898	in bozza/draft	2020-05-08 13:10:38	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

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

Figure 22 – 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.

4) REFERENCE LETTERS

Once you have submitted your application, and within the same deadline of the application form (**June 11th 2020, 12:00 CEST**) you can request 2 reference letters using the dedicated function of the application system. Return to your dashboard and click on “Reference Letters” (**Figure 23**).

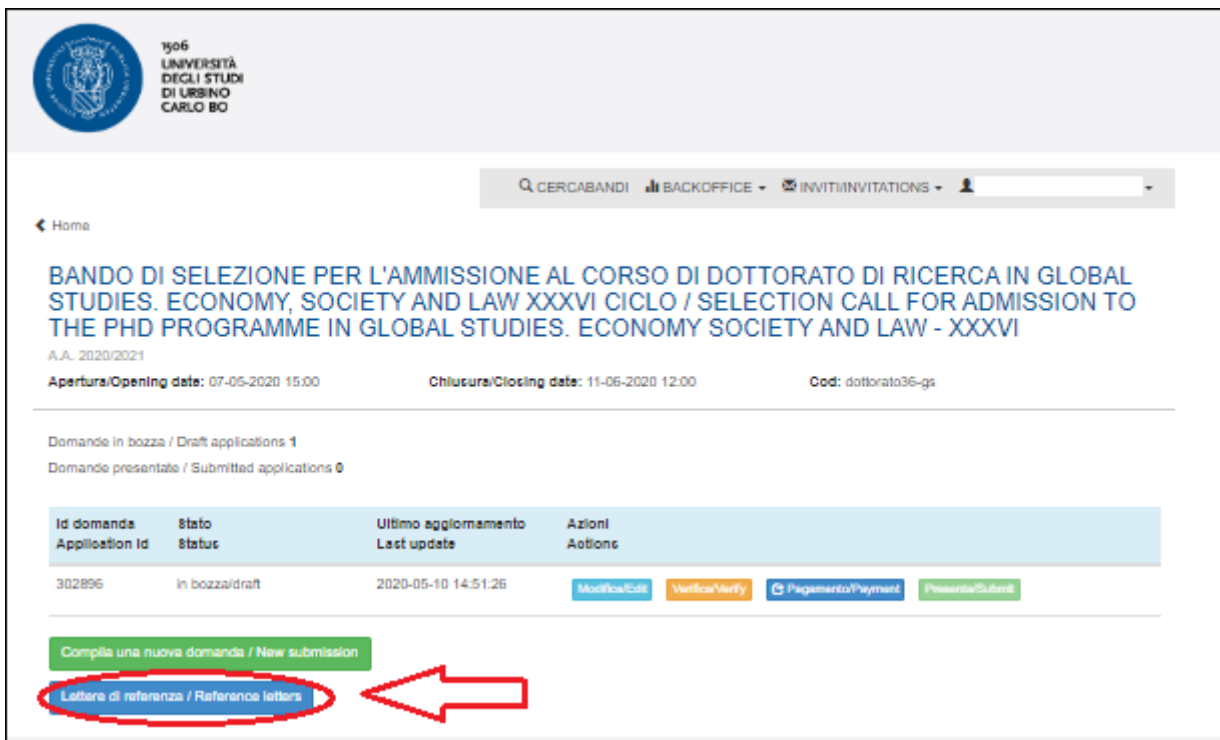


Figure 23 – Submission of the application form

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 through the platform by June 15th 2020, 12:00 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.

5) 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.

6) 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.

