

**UNIVERSITY OF URBINO CARLO BO**  
**Guidelines for the online procedure to apply to the Ph.D. Programmes**  
**XXXVI Cycle, academic year 2020-2021**  
**(deadline: August 31<sup>st</sup> 2020, 12:00 CEST)**

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

**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/dottorato>), and in particular the sheet of the chosen programme (**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 carefully verify 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](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 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 (**August 31<sup>st</sup>, 2020, h 12:00**) 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 disabilities or specific learning disabilities** 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/>
- 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 specific learning disabilities
- Withdrawal

## STEP BY STEP INSTRUCTIONS

### 1. REGISTRATION AND LOGIN

Go to the direct link provided in the call (<https://pica.cineca.it/uniurb/dottorato36/>)

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

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 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 LOGINMIUR 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](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 “Your applications” (Figure 5) and then on “New Submission” (Figure 6).

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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

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- 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).

**Indice/Index**

- **Dati personali e recapiti / Personal data and contact details**
- **Dichiarazioni / Declarations**
- **Corso di dottorato / PhD course**
- **Titolo accademico / Admission qualification - Details**
- **Titoli da allegare per la presentazione della domanda / Documents to be submitted with the application form**

Figure 7 – Index of the application form

To start filling in the application form click on “Dati personali e recapiti/Personal data and contact details”. Data provided during the registration 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. Please fill in the missing information and click on the “Save and proceed” button.

**Dati personali e recapiti / Personal data and contact details**

**DATI ANAGRAFICI / PERSONAL DATA**

Dati anagrafici / Personal Data

Nome/Name

Cognome/Surname

Sesso/Sex  
 M  
 F

Data di nascita/Date of birth  
 -  -

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 (**Figure 9**). Please fill in missing information and proceed.

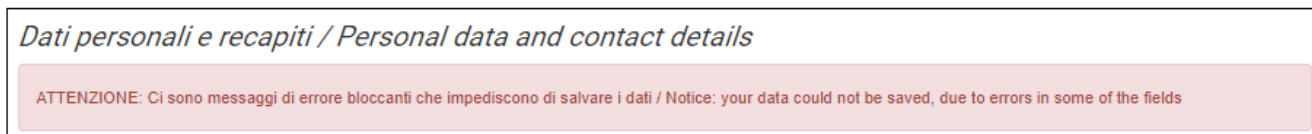
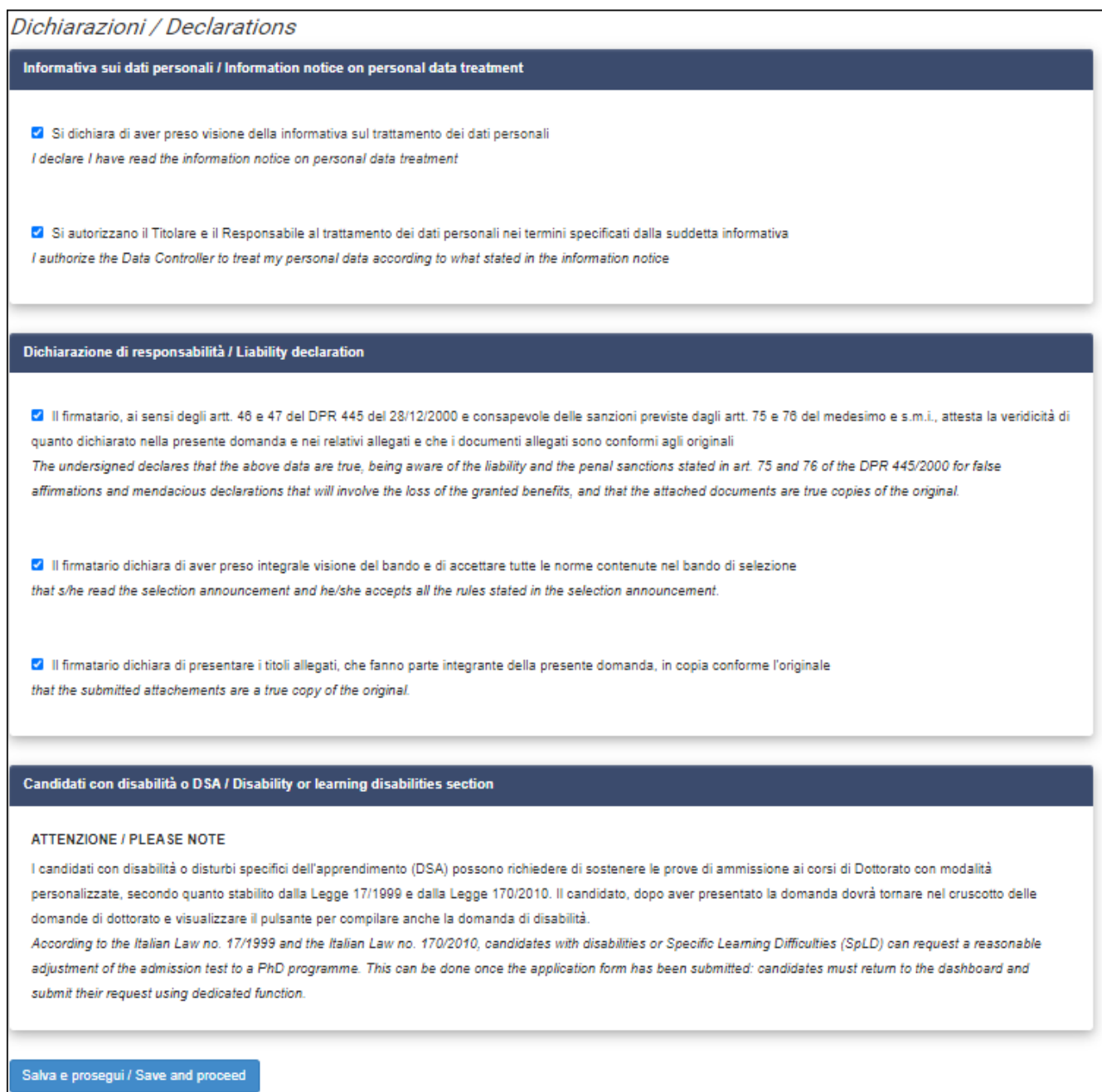


Figure 9 – Error message

In the next section “Dichiarazioni/Declarations” candidates must provide the requested declaration. Please check all the boxes, save and proceed (**Figure 10**).



**Dichiarazioni / Declarations**

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

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

**Dichiarazione di responsabilità / Liability declaration**

- Il firmatario, ai sensi degli artt. 46 e 47 del DPR 445 del 28/12/2000 e consapevole delle sanzioni previste dagli artt. 75 e 76 del medesimo e s.m.i., attesta la veridicità di quanto dichiarato nella presente domanda e nei relativi allegati e che i documenti allegati sono conformi agli originali  
*The undersigned declares that the above data 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, and that the attached documents are true copies of the original.*
- Il firmatario 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.*
- Il firmatario dichiara 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.*

**Candidati con disabilità o DSA / Disability or learning disabilities section**

**ATTENZIONE / PLEASE NOTE**

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. Il candidato, dopo aver presentato la domanda dovrà tornare nel cruscotto delle domande di dottorato e visualizzare il pulsante per compilare anche la domanda di disabilità.

*According to the Italian Law no. 17/1999 and the Italian Law no. 170/2010, candidates with disabilities or Specific Learning Difficulties (SpLD) can request a reasonable adjustment of the admission test to a PhD programme. This can be done once the application form has been submitted: candidates must return to the dashboard and submit their request using dedicated function.*

**Salva e prosegui / Save and proceed**

Figure 10 – Declarations

In the next section, “Corso di Dottorato/PhD Course” the candidate must select the Ph.D. programme he/she wants to apply for. According to the chosen programme, the different available options amongst which to choose will appear.

For each Ph.D. programme, a scholarship reserved to candidates with a foreign degree is foreseen.

For the Ph.D. programme in **BIOMOLECULAR HEALTH AND SCIENCES** candidates must choose between topic-specific and free scholarships.  
Candidates opting for a topic-specific scholarship will be asked to choose one specific topic.  
Candidates opting for a free-specific position who are not interested in a scholarship or who want to compete also for the position with scholarship reserved to candidates holding/about to hold foreign qualification must specify it (Figure 11).

*Corso di dottorato / PhD course*

**Corso di dottorato / PhD course**

Selezionare il corso di dottorato / Select the PhD course

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

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

Desideri concorrere per posti con borsa a tema prioritario? / Do you want to compete for one of the positions with a topic-specific scholarship?

- Si/Yes
- No

Desideri concorrere per posti a tema libero? / Do you want to compete for a free-topic position?

- Sì, concorro per il posto a tema libero con borsa e senza borsa / Yes, I compete for free-topic positions with and without scholarship
- Sì, concorro ai posti a tema libero ma non sono interessato alla borsa di studio/Yes, I compete for the free-topic positions, but am not interested in a scholarship

Posto riservato ai laureati/laureandi all'estero / Positions reserved to applicants holding a foreign qualification

- Dichiaro di concorrere anche per l'assegnazione del posto con borsa riservato ai candidati laureati o laureandi all'estero / I declare to apply also for the position with scholarships reserved to candidates holding or about to hold a foreign degree

**Lingua / Language**

Alla prova orale verrà accertata la conoscenza della seguente lingua straniera / At the oral examination the commission will assess the knowledge of the following language

- Inglese / English

*Scegliere la lingua / Choose language*

Salva e prosegui / Save and proceed

Figure 11 – Ph.D. programme in Biomolecular and Health Sciences



For the Ph.D. Programme in **RESEARCH METHODS IN SCIENCE AND TECHNOLOGY**, candidates who are not interested in a scholarship or who want to compete also for the position with scholarship reserved to candidates holding/about to hold foreign qualification must specify it (**Figure 12**).

*Corso di dottorato / PhD course*

**Corso di dottorato / PhD course**

Selezionare il corso di dottorato / Select the PhD course

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 e senza borsa / Yes, I compete for places with and without scholarship

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

Posto riservato ai laureati/laureandi all'estero / Positions reserved to applicants holding a foreign qualification ←

Dichiaro di concorrere anche per l'assegnazione del posto con borsa riservato ai candidati laureati o laureandi all'estero / I declare to apply also for the position with scholarships reserved to candidates holding or about to hold a foreign degree

**Lingua / Language**

Alla prova orale verrà accertata la conoscenza della seguente lingua straniera / At the oral examination the commission will assess the knowledge of the following language

Inglese / English

*Scegliere la lingua / Choose language*

Salva e prosegui / Save and proceed

Figure 12 – Ph.D. programme in Research Methods in Science and Technology

The Ph.D. programme in **HUMANITIES** foresees 3 curricula.

Different options will appear according to the chosen curriculum, depending on the available positions specified in the table dedicated to the Ph.D. programme in Annex A of the selection call.

Candidates opting for the curriculum in *Sciences of the text and communication* or for the one in *Humanities* who are not interested in a scholarship must specify it.

Candidates opting for the Ph.D. programme in *Sciences of the text and communication* who want to compete also for the position with scholarship reserved to candidates holding/about to hold a foreign qualification must specify it (**Figure 13**).

*Corso di dottorato / PhD course*

Corso di dottorato / PhD course

Selezionare il corso di dottorato / Select the PhD course

BIOMOLECULAR AND HEALTH SCIENCES

RESEARCH METHODS IN SCIENCE AND TECHNOLOGY

STUDI UMANISTICI / HUMANITIES

---

Posti / Available places: STUDI UMANISTICI / HUMANITIES

Curricula

Scienze del testo e della comunicazione / Sciences of the text and communication

Storia contemporanea e culture comparate / Contemporary History and Comparative Culture

Scienze umane / Human sciences

Desidero concorrere esclusivamente per un posto senza borsa / I wish to participate only for a position without scholarship

Sì/Yes

No

Posto riservato ai laureati/laureandi all'estero / Positions reserved to applicants holding a foreign qualification

Dichiaro di concorrere esclusivamente per l'assegnazione del posto con borsa riservato ai candidati laureati o laureandi all'estero / I declare to apply exclusively for the position with scholarships reserved to candidates holding to hold a foreign degree

---

Lingua / Language

Alla prova orale verrà accertata la conoscenza della seguente lingua straniera / At the oral examination the commission will assess the knowledge of the following language

Inglese / English

Scegliere la lingua / Choose language

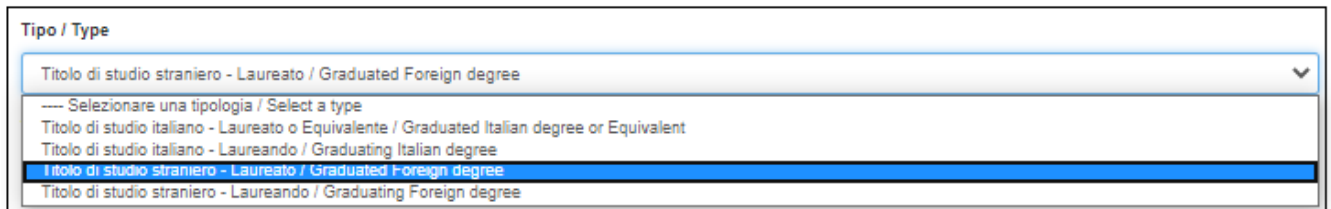
Salva e prosegui / Save and proceed

Figure 13 – Ph.D. programme in Humanities

Select “Inglese/English” as language whose knowledge will be assessed during the oral examination and proceed.

In the following section “Titolo accademico/Admission qualification – details” you must provide information on your 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 31<sup>st</sup> 2020) and whether it is an Italian or a foreign degree (**Figure 14**).



The screenshot shows a dropdown menu titled "Tipo / Type". The selected option is "Titolo di studio straniero - Laureato / Graduated Foreign degree". Other visible options include "---- 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", and "Titolo di studio straniero - Laureando / Graduating Foreign degree".

**Fig. 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).

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

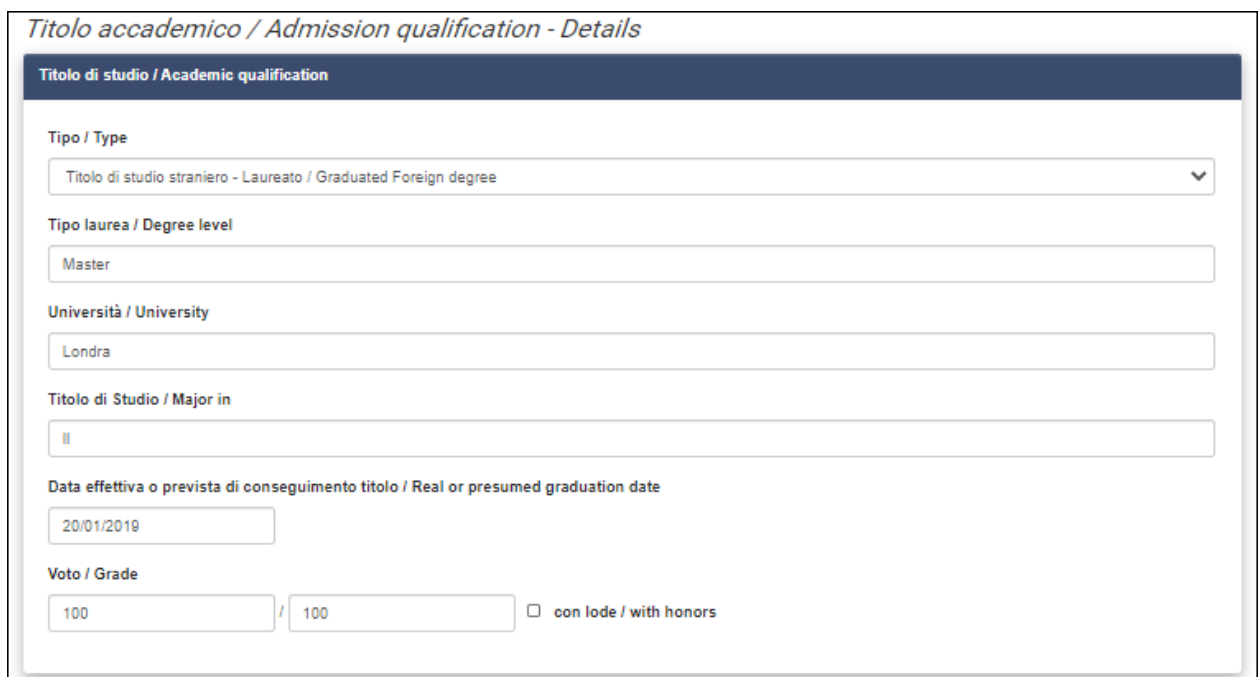
- select the Degree level
- start writing in the “University” and “Major in” fields and then select the correct option amongst those listed by the system.

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.



The screenshot shows the "Titolo accademico / Admission qualification - Details" form. The form is titled "Titolo di studio / Academic qualification". It contains several fields: "Tipo / Type" (dropdown menu), "Tipo laurea / Degree level" (text input field with "Master"), "Università / University" (text input field with "Londra"), "Titolo di Studio / Major in" (text input field with "II"), "Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date" (text input field with "20/01/2019"), and "Voto / Grade" (two text input fields with "100" and "100", and a checkbox labeled "con lode / with honors").

**Figure 15 – Admission qualification: details of academic qualification**

Candidates holding or about to hold a foreign title, 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.

**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**

Candidates must declare whether they already have a Ph.D. degree/attend a Ph.D. programme and whether they have ever benefited 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 17 – Declarations: Previous Ph.D. enrolment/degree and Ph.D. scholarship**

In the next section “Titoli da allegare per la presentazione della domanda / Documents to be submitted with the application form” (**Figure 18**) you can upload all the documents requested for 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).

Please read carefully the selection call to make sure to include all documents requested for the selection procedure of the chosen Ph.D. programme (see relevant table in Annex A). 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 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.

For the Ph.D. programme in **RESEARCH METHODS IN SCIENCE AND TECHNOLOGY** the Master’s Thesis must be uploaded under “Publications”

**Curriculum**

Allegare il curriculum vitae / *Upload curriculum vitae*

Carica/Upload

Nessun file selezionato

- Dato obbligatorio / *Mandatory field*

**Progetto di ricerca / research project**

Allegare il progetto di ricerca / *Upload research project*

Carica/Upload

Nessun file selezionato

- Dato obbligatorio / *Mandatory field*

**Pubblicazioni / publications**

**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)*

**Allegati opzionali / Optional attachments**

Allegati che costituiscono titolo preferenziale / *Attachments that constitute preferential title*

Figure 18 – Attachments: CV, research project, publications, academic qualification and optional attachments

Insert details of your identity document (identity card or passport) and upload a copy of it (**Figure 19**). Please note that 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

Scegli file Nessun file selezionato

- Dato obbligatorio / Mandatory field

Salva e torna al cruscotto / Save and back to dashboard




Figure 19 – 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 (**Figure 20**) 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 20 – Your dashboard with information and actions regarding your application form

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

Non-EU citizens who are under subsidiary protection can request to be exonerated from the payment of the application fee. They 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.

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 21**).

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 21 – 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 22**).

**pagoPA** Riepilogo pagamento

**Versante**

Ragione 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: dottorato38-ga  
Codice fiscale creditore: 82002850418  
Importo: € 30,00  
Scadenza: 11/06/2020 12:00  
IUV: (non assegnato)

[Torna al cruscotto PICA](#) [Procedi al pagamento](#)

Figure 22 – 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 23 & 24).

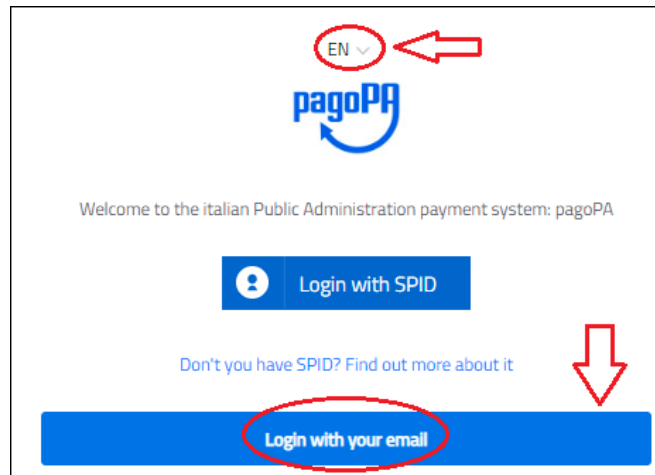


Figure 23 – PagoPA: Access page

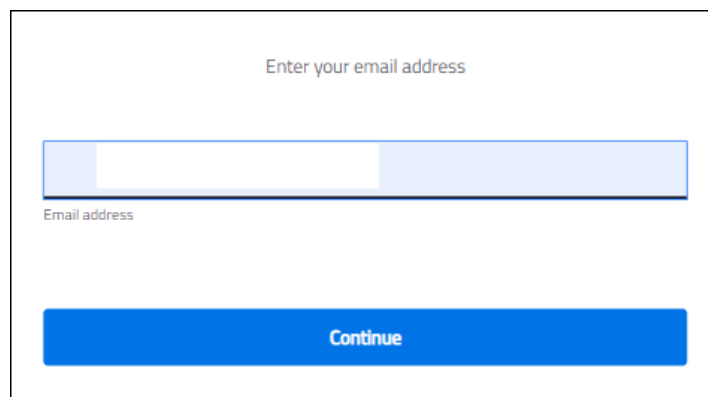


Figure 24 – PagoPA: Login with your email address

Check the box to accept the privacy policy and click on “Continue” (Figure 25).

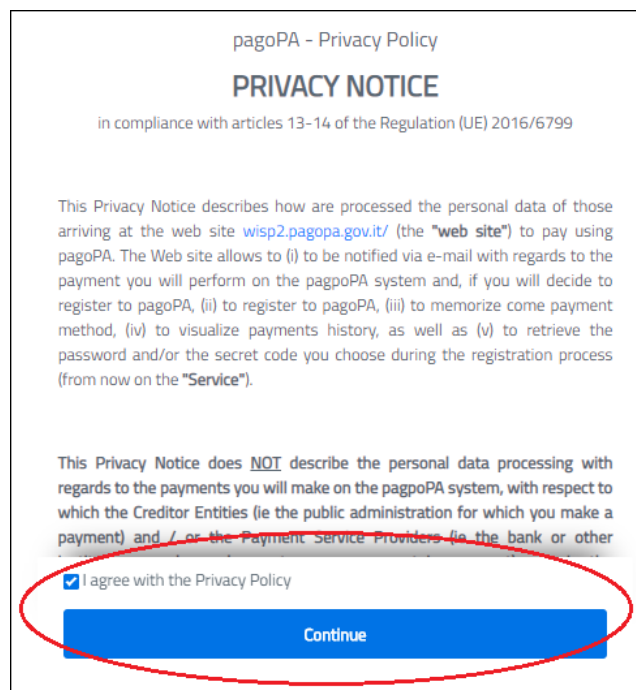


Figure 25 – PagoPA: Privacy policy

Select payment method: Credit/debit card, Bank account or Other payment methods – the latter includes e.g.



Paypal and Satispay (**Figure 26**).

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

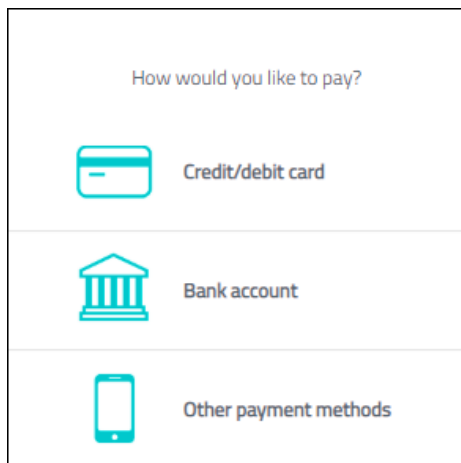


Figure 26 – PagoPA: payment methods

Once you have completed the payment, go back to the dashboard and click on “Submit” (**Figure 27**).



Figure 27 – 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.

#### 4) REFERENCE LETTERS

Once you have submitted your application, and within the same deadline of the application form (**Agust 31<sup>st</sup> 2020, h 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 28**).

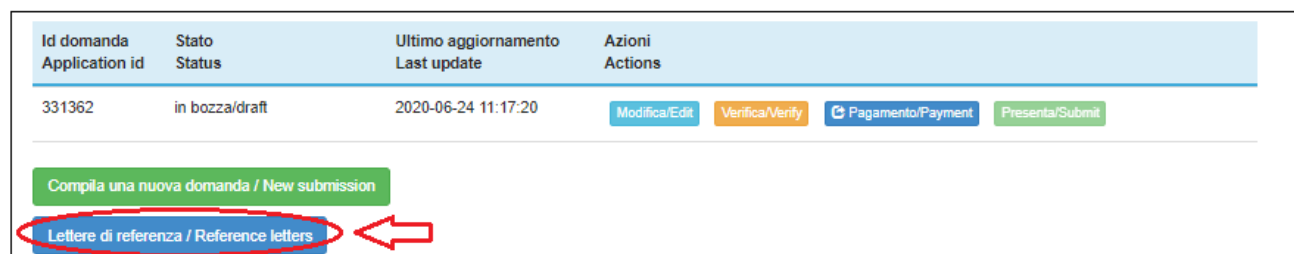


Figure 28 – Reference letters

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 15<sup>th</sup> 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](mailto: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.