

UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO

**Guidelines for the online procedure to apply  
to the Ph.D. Programme in Global Studies. Economy, Society and Law, Cycle XXXVII,  
academic year 2021-2022**

(deadline: June 17th 2021, h 13:00 Italian time)

Online procedure available at: <https://pica.cineca.it/uniurb/dottorato37-gs/>

**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 as well as in the “Administrative documentation” section of the page <http://www.uniurb.it/global-studies>), 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 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. Once the application form has been submitted, and within the same deadline (**June 17th 2021, h 13:00**

**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, paying again the application fee.

#### **QUICK OVERVIEW OF THE APPLICATION PROCEDURE:**

- Read carefully the Selection call
- Go to <https://pica.cineca.it/uniurb/dottorato37-gs/>
- 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 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/dottorato37-gs/>)

or click on the “ON-LINE APPLICATION” button at the end of the “HOW TO APPLY FOR GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW” section of the website of the PhD programme in Global Studies. Economy, Society and Law ([www.uniurb.it/global-studies](http://www.uniurb.it/global-studies)).

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



1906  
UNIVERSITÀ  
DEGLI STUDI  
DI URBINO  
CARLO BO

Home

**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?”

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.

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, REPRIS, 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

[New registration](#) [Reset Fields](#)

**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 or should you not visualize it correctly, please write to [uniurb@cinca.it](mailto:uniurb@cinca.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**).



The screenshot shows the top navigation bar of the University of Urbino Carlo Bo website, including the logo and the text "1506 UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO". A "Login" button is visible in the top right. Below the navigation bar, the page title reads "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" with the academic year "A.A. 2020/2021". The main content area contains the following information:

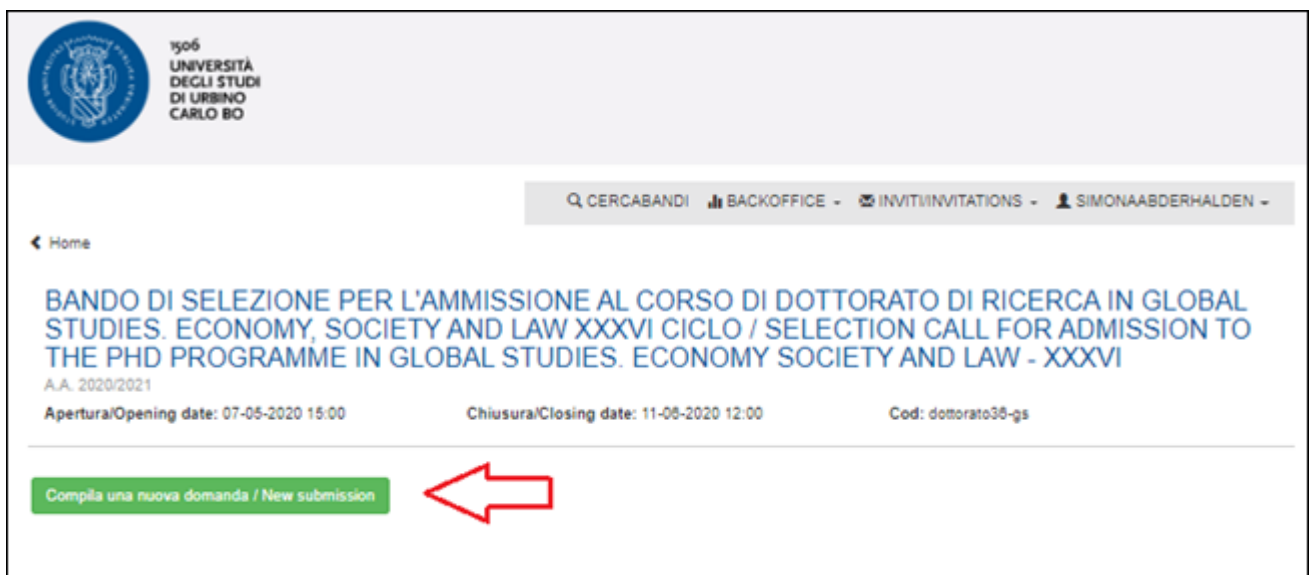
- Apertura/Opening date: 07-05-2020 15:00
- Chiusura/Closing date: 11-06-2020 12:00
- Cod: dottorato36-gs
- BANDO (pdf)
- CALL FOR APPLICATIONS (pdf)
- ATTENZIONE/ PLEASE NOTE**

The attention note contains three bullet points:

- 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 content area, a blue button labeled "GESTISCI LE DOMANDE/MANAGE YOUR APPLICATIONS" with a right-pointing arrow is circled in red, with a red arrow pointing to it from the right.

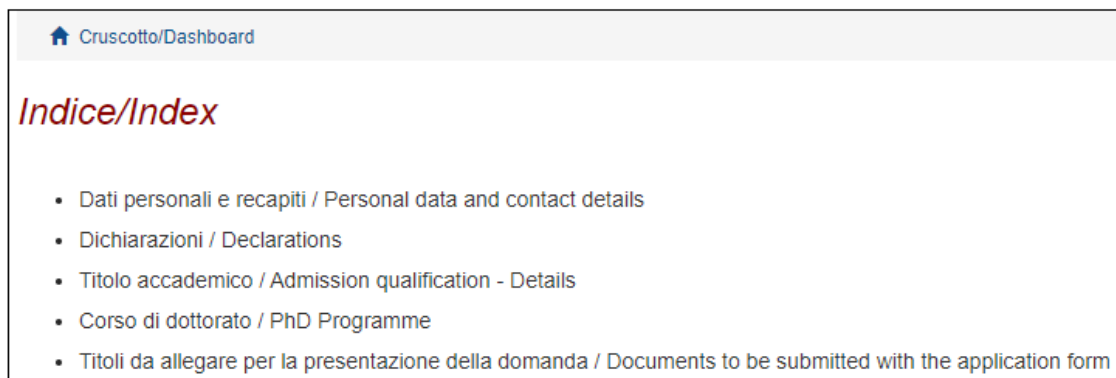
Figure 5 – Start filling in your application: Manage your applications



The screenshot shows the same page as Figure 5, but with a different navigation bar. The top right navigation bar includes a search icon, "CERCABANDI", a "BACKOFFICE" button, an "INVITI/INVITATIONS" button, and a user profile icon for "SIMONAABDERHALDEN". The main content area is identical to Figure 5. At the bottom of the content area, a green button labeled "Compila una nuova domanda / New submission" is circled in red, with a red arrow pointing to it from the right.

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.

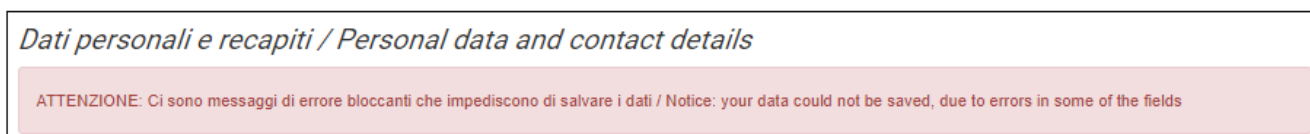
Fill in the missing information and click on the “Save and proceed” button.

**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. Please check 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.*

- **Dato obbligatorio / Mandatory field**

**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.*

**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 10 – Declarations

Extra-EU candidates must also declare whether 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 relevant documentation attesting the recognition of such status such as a copy of a valid Italian stay permit with indication of the refugee status (**Figure 11**).

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



**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

• Dato obbligatorio / Mandatory field

Allegare il permesso di soggiorno / Please attach residence permit

Carica/Upload

Scegli file Nessun file selezionato

---

**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.*

Salva e prosegui / Save and proceed

Figure 11 – International protection and information for candidates with disabilities

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> 2021**) and whether it is an Italian or a foreign degree (**Figure 12**).

Tipo / Type

Titolo di studio straniero - Laureato / Graduated Foreign degree

--- 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

Figure 12 – Admission qualification: type of academic qualification

You will be then asked to provide details about your academic title (**Figure 13**).

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 accademico / Admission qualification - Details*

**Titolo di studio / Academic qualification**

Tipo / Type  
Titolo di studio straniero - Laureato / Graduated Foreign degree

Tipo laurea / Degree level  
Master

Università / University  
Londra

Titolo di Studio / Major in  
II

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date  
20/01/2019

Voto / Grade  
100 / 100  con lode / with honors

**Figure 13 – 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 14**).

**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 14 – Foreign degree**

In the following section "CORSO DI DOTTORATO / PHD PROGRAMME" (**Figure 15**) 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
- Select the PhD programme he/she is applying for

**Corso di dottorato / PhD Programme**

**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

• Dato obbligatorio / Mandatory field

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

• Dato obbligatorio / Mandatory field

**Corso di dottorato / PhD Programme**

Selezionare il corso di dottorato / Select the PhD Programme

GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW

• Dato obbligatorio / Mandatory field

Figure 15 – Declarations and selection of Ph.D. Programme

Once selected the Ph.D. Programme, the candidate who has never benefitted (even partially) from a Ph.D. scholarship must indicate whether he/she competes for places with and without scholarship or whether he/she is not interested in the scholarship. Candidates who have already benefitted (even partially) from a Ph.D. scholarship can only apply for positions without scholarship.

Candidates holding a foreign degree, wishing to apply also for the places reserved to candidates with a foreign degree must declare this in the application, by checking the corresponding box.

Candidates must check the box “English”, to indicate that the knowledge of such language will be assessed by the Selection Board during the oral interview. (Figure 16)

**Posti / Available places: GLOBAL STUDIES. ECONOMY, SOCIETY AND LAW**

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**

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 16 – Selection of places for which to compete and language assessed during the oral interview

In the section “TITOLI DA ALLEGARE PER LA PRESENTAZIONE DELLA DOMANDA/DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified in the Selection Call, with the exclusion of the Reference Letters which must be requested via the dedicated function on the platform once the application has been submitted (see section 5 below). **Please read carefully Annex A of the selection call to make sure to include all requested documents. Please note that it will not be possible to integrate the documentation once the application has been submitted.**

Files must be uploaded in **.pdf format, must not exceed 30 Mb and must be named with surname and name of the candidate and the description of the file, maximum length of 40 characters**. For example, the file containing your curriculum vitae should be named “surname\_name\_curriculum.pdf”. 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.: surname\_name\_curriculum\_2.pdf).

Upload your curriculum and research project proposal (**Figure 17**).

The screenshot displays the 'Allegati / Attachments' section of a web application. It features two distinct upload areas, each enclosed in a dashed red border. The first area is titled 'CURRICULUM' and contains the text 'Allegare il curriculum vitae / Upload curriculum vitae'. Below this, it says 'Carica/Upload' and 'Choose File' with 'No file chosen' next to it. A red dot and the text 'Dato obbligatorio / Mandatory field' are positioned below the 'Choose File' button. The second area is titled 'PROGETTO DI RICERCA / RESEARCH PROJECT' and contains the text 'Allegare il progetto di ricerca / Upload research project'. It also includes 'Carica/Upload' and 'Choose File' with 'No file chosen', and a red dot with the text 'Dato obbligatorio / Mandatory field' below it.

Figure 17 – 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 short description (**Figure 18**).

**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

Aggiungi / Add

Elimina / Delete

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

Aggiungi / Add

Elimina / Delete

Figure 18 – Attachments: 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 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*

DD/LL/AAAA

Dato obbligatorio / *Mandatory field*

Scadenza / *Date of expiry*

DD/LL/AAAA

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 19 – Attachments: identity document

At the end of the section, candidates are asked to indicate how they came to know about the Selection Call (**Figure 20**).

**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 NNN ciclo dell'Università di Urbino? / How did you come to know about the Public Selection Call for Admission to the PhD Programmes NNth 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

**Figure 20 – Questionnaire regarding how candidates came to know 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 you will see the id and the status of your application form (“draft”), as well as possible actions (**Figure 21**): click on “Verifica/Verify” and check carefully your application form; should there be any mistake, please return to the dashboard and click on “Modifica/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 21 - 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 “Pagamento/Payment” on the dashboard (**Figure 22**).

This function will be automatically be disabled for **candidates exonerated from the payment**, that is candidates under International Protection as well as foreign candidates with a foreign title, who can directly proceed with the submission of the application (see section 4).

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 22 – Your dashboard: Payment**

Once you have clicked on Pagamento/Payment, 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 23**).

The screenshot displays the PagoPA payment interface. At the top left is the PagoPA logo. The main heading is "Riepilogo pagamento". Below this, the payment details are listed: "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".

The interface is divided into two main sections: "Versante" (Payer details) and "Pagamento" (Payment details).

**Versante:** This section contains a list of fields for the payer's information: Ragione sociale, Codice fiscale, Indirizzo, Civico, CAP, Località, Provincia, Nazione, Telefono, Cellulare, FAX, and Email. A red arrow points down to a blue button labeled "Modifica versante".

**Pagamento:** 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, the following information is displayed:
 

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

 A red arrow points down to a blue button labeled "Procedi al pagamento". At the bottom left of this section is a blue button labeled "Torna al cruscotto PICA".

Figure 23 – 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 24 & Figure 25).

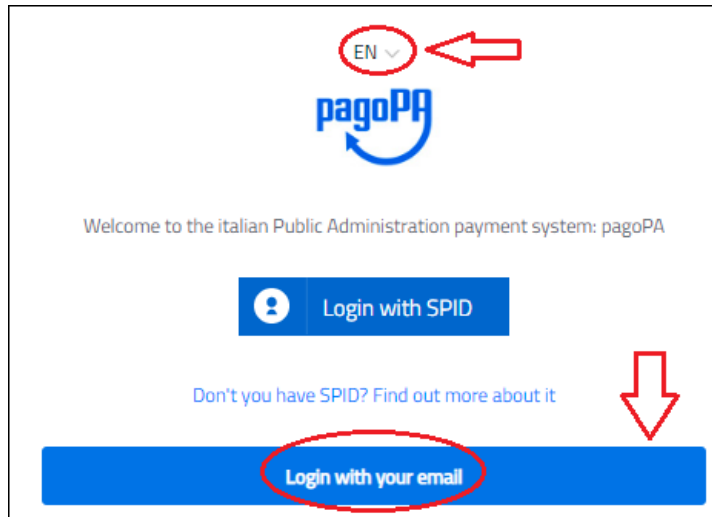


Figure 24 – PagoPA: Access page

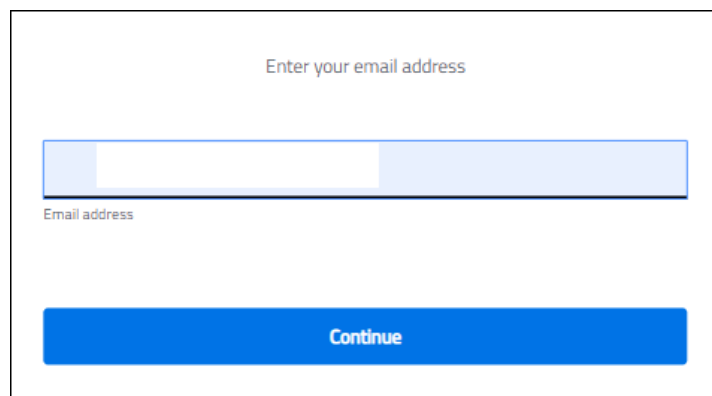


Figure 25 – PagoPA: Login with your email address

Check the box to accept the privacy policy and click on “Continue” (Figure 26).

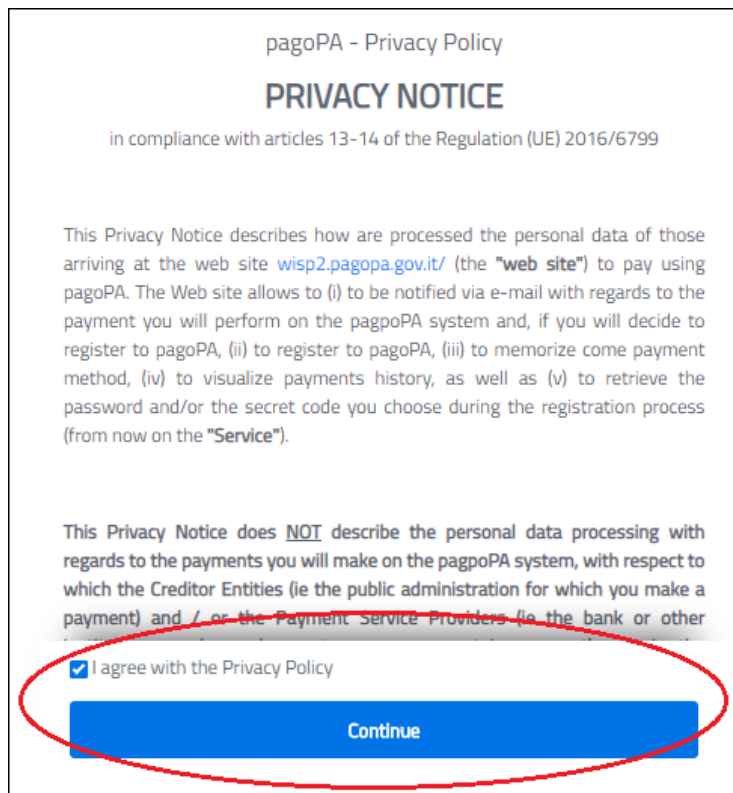


Figure 26 – PagoPA: Privacy notice



Select payment method: Credit/debit card, Bank account or Other payment methods – the latter includes under others Paypal and Satispay (**Figure 27**).

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

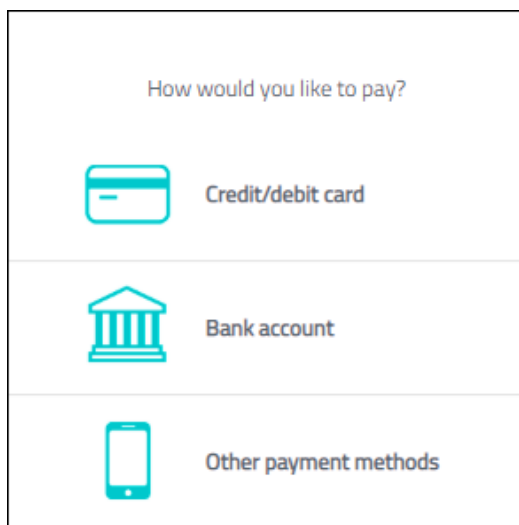


Figure 27 – PagoPA: payment methods

#### 4) SUBMISSION OF THE APPLICATION

In order to submit your application, go back to the dashboard and click on “Presenta/Submit” (**Figure 28**).

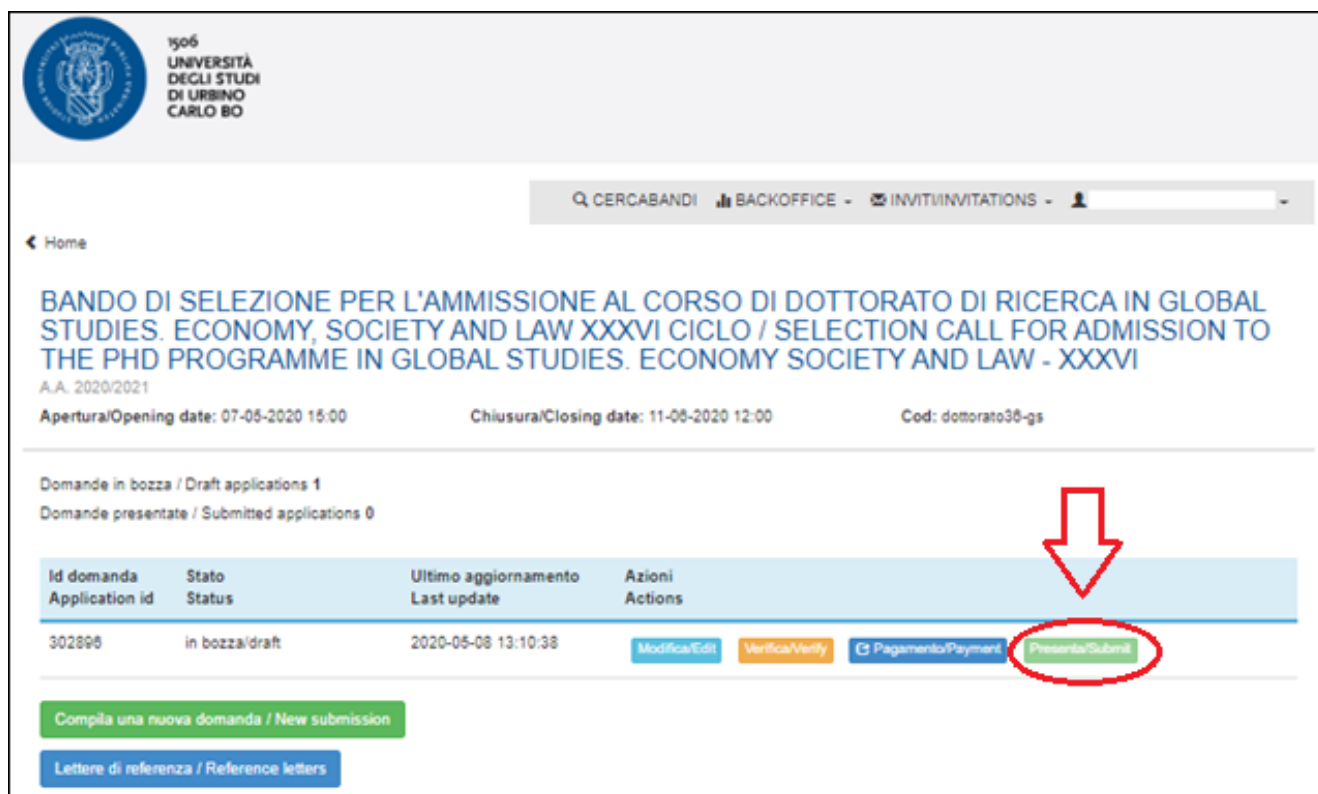


Figure 28 – Submission of the application form

In the following page, you will see your application. Click on “Presenta/Submit” at the bottom of the page.

You will receive an email confirming that you have successfully submitted your application and containing the ID of your application which must be indicated in any further communication.

**PLEASE NOTE: once submitted, the application and its attachments can no longer be modified.**

## 5) REFERENCE LETTERS

Once you have submitted your application, and within the same deadline (**June 17<sup>th</sup> 2021, 13:00 Italian time**) you can request 2 reference letters using the dedicated function of the application system. Return to your dashboard and click on “Reference Letters” (**Figure 29**).

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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

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	2020-05-10 14:51:26	Modifica/Edit Verifica/Verify Pagamento/Payment Presenta/Submit

Compila una nuova domanda / New submission

**Lettere di referenza / Reference letters**

Figure 29 – Reference letters

Fill-in the 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 his/her references through the platform by **June 22<sup>nd</sup> 2021, 13:00 (Italian time)**.

It is highly recommended to inform Referees that they will receive the request of references via email by the PICA platform (subject: Università degli Studi di Urbino Carlo Bo - Reference letter request). Once the Referee fills in and transmits correctly the reference letter, the Applicant will receive a confirmation email (subject Università degli Studi di Urbino Carlo Bo - Conferma di ricezione lettera di referenze / Reference letter notification). Applicants can also check the status of their Reference Letters requests directly on the platform, by clicking again on “Lettere di referenza/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 (when requested).

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 (filling in, payment, submission and request of Reference Letters).