

## **APPENDIX 2 OF D.R. (Rector's decree) 1136 del 30.6.2020**

### **ONLINE APPLICATION PROCEDURE FOR ADMISSION (VERSIONS IN ENGLISH AND ITALIAN)**

#### **1) REGISTRATION ON THE SOL SYSTEM**

IF YOU HAVE BEEN A STUDENT AT THIS UNIVERSITY, you can submit your application for admission in the PhD program online, by using the same credentials you had as a student (username/password):

- go to the following webpage: <https://unipg.esse3.cineca.it/Home.do>
- click on "autenticazione" (login)
- enter the aforementioned username and password.

IF YOU HAVE NEVER BEEN A STUDENT AT THIS UNIVERSITY, you must first register on the website:

- go to the following webpage: <https://unipg.esse3.cineca.it/Home.do>
- click on "registrazione" (registration)
- enter the required data following the walkthrough and you will receive a username and a password.

#### **2) PRINT AND FILL OUT ANNEXES A, A1, B, C.**

To successfully submit the online application, you must first print **Annex A** and, in case you have a foreign degree for which you are requesting the procedure for the ascertainment of the equivalency, **Annex A1**. The aforementioned annexes are available for download on the same webpage where the Call for Applications for the XXXVI Cycle of PhD programs is published:

<http://www.unipg.it/didattica/dottorati-di-ricerca/bandi-avvisi-e-modulistica>.

On the same webpage, **Annex B** and **Annex C** are available for download.

The application for admission – **Annex A** – (together with the request for equivalency for titles obtained abroad, if pertinent – Annex A1) must be thoroughly **filled out**, following the procedure specified in art. 3 of the Call for Applications, **signed** (handwritten signature) and then **scanned in black and white, in pdf file format and with a low resolution**.

Similarly, **fill out, sign** (handwritten signature) and **scan in pdf format, black and white, low resolution**, the following Annexes:

- **Annex B** (if used to declare titles that are to be evaluated as per art. 3 of the Call)
- **Annex C** (if you wish to submit your curriculum vitae for evaluation, also in the light of the specifications of the selected PhD program).

In addition, the following documents must also be **scanned in pdf format, black and white, low resolution**:

- Titles/qualifications that must/can be submitted as a copy, in accordance with art. 3 of the Call, for evaluation (e.g. **Degree thesis, publications, grades obtained in the individual examinations within the Degree, that has been either already awarded or is about to be awarded**, etc.)
- **RESEARCH PROJECT**, if required by the selected PhD program, as per Appendix 1.
- **Identity document**.

**Payment of the participation fee of € 30,00** can be made in the following way:

Online, clicking on "pagopa" at the end of the admissions application procedure; **Scanning and uploading the payment receipt during the online procedure is not required**, as the payment is automatically verified within that procedure.

**Please note: all documents must be scanned in pdf format, black and white, low resolution. Each file cannot exceed 20Mb in size;** should a single scanned document exceed this limit, it must be scanned in separate files, each one not exceeding said 20Mb size limit.

### **3) ONLINE APPLICATION PROCEDURE**

Candidates who have obtained personal login credentials as specified in 1 can now apply:

**Please note the system will automatically generate a personal identification number which will be used in the acts containing the results of the candidate's evaluation.**

- Select " Segreteria" (secretaries)(menu on left);
- Select "test di ammissione/preimmatricolazioni locali" (admission test/local preadmissions) (menu on left)
- The page "Concorsi di ammissione" (admission competitions) will open up, along with the caption "Sono presenti Concorsi di ammissione a cui potersi iscrivere" - (Admission competitions are available for registration) (when registering for a second/third time this same page will also display the list of admission competition registrations for which the user has already completed the procedure). Click on "procedi con l'ammissione" (proceed with the admission);
- The page "Iscrizione concorsi" will open. Click on "iscrizione concorsi" (register for competitions);
- The page "Scelta tipologia corso" (Select course type) will open, in which you must select the category/type "corso di dottorato" (PhD Course);
- The page "Lista concorsi" (competition list) will open, listing the PhD programs specified in Appendix 1 of the Call: select the PhD program for which you want to apply and click "Avanti" (Next);
- The page "Conferma scelta concorso" (confirm your selection of the competition) will open, with the information pertaining to the selected PhD program. You can either choose to click on "Indietro" (back) or to click on "Conferma e prosegui" (Confirm and continue);
- The page "Scelta categoria amministrativa ed ausili di invalidità" (Selection of the administrative category and disability support) will open: administrative category refers to the nature of a position (e.g. positions reserved for candidates with foreign qualifications, non-reserved positions, positions reserved for other categories of candidates, etc.); on this page in the box relative to "categoria amministrativa" (administrative category) you must select one of the position types for which you possess the requisites; this option will be aimed at highlighting the candidate's possession of the requisites for the position but does not prejudice the possibility that the candidate will be assigned a position of another type if in possession of the required requisites and if placed in an advantageous position in the ranking; on the same page, in the box "Ausilio allo svolgimento delle prove", whether or not you need a support for disability (by selecting "Yes" or "No"). Click on Next;
- The page "Conferma iscrizione concorso" (confirmation of registration in the competition) will open. In this page you can verify the information entered in the previous pages and, consequently, either go back if you need to change something, or click on "Confirm and proceed" if the information is correct;
- The page "Dettaglio titoli richiesti" (Detail of required titles) will open: in this page you can enter the Degree required for admission to the PhD program, by selecting the pertinent category and clicking on "inserisci" (Enter), in order to upload the information pertaining to the aforementioned title; once the upload

- is completed, the page will show the icons stating that the information about the academic degree has been successfully entered; Click on "Procedi" (Next);
- The page "Gestione titoli e documenti" (Titles and documents control panel) will open, listing the categories of titles and documents that can/must be presented, in accordance with art. 3 of the Call. You must scan and upload them, by selecting "Yes" or "No" with regard to the question "Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?" (Would you like to submit other documents and/or titles to the Admission Application?). More specifically, By clicking on "Yes", the page "Dichiarazione titolo/documento" (Declare title/document) will open, asking you to enter the detailed information of the title that you wish to upload. Please keep in mind that each file cannot exceed a 20 Mb size limit. If, for this reason, you need to split the document into more than one file in order to upload it, each file must be uploaded separately; once the upload is complete, click on "Avanti" (Next) and you will be back to the list of the uploaded titles/documents;
  - Please be reminded that, in accordance with art. 3 of the Call, the following documents MUST be attached: Annex A, duly filled out and signed, identity document and, if you have obtained your degree abroad, Annex A1, duly filled out and signed, the title obtained abroad, its translation and alternatively the certificate of comparability of the foreign degree issued by CIMEA-NARIC ITALIA, or a "dichiarazione di valore" (declaration of value);
  - Once you have uploaded all documents and titles that can/must be presented, in accordance with art.3 of the Call, click on "No" when asked "Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?" (Would you like to submit other documents and/or titles to the Admission Application?) and then on "Avanti" (Next);
  - The page "Conferma dichiarazione titoli e documenti" (Confirmation of declaration of titles and documents) will open, listing, for each category, the documents and titles that you have submitted: if you need to make any change, you must click on "Indietro" (Previous), otherwise you can click on "Avanti" (Next);
  - The page "**Conferma scelta concorso**" will open, listing, for each category, the information about the competition for which you are submitting your application, with the possibility to click on "Indietro" (Previous) or on "**Completa ammissione al concorso**" (Complete admission application). **By clicking on the latter you will finalize the online admission application and you will not be able to go back to the previous pages to edit the submitted information;**The page "Riepilogo iscrizione concorso" (Summary of registration in the competition) will open, with the detailed list of the information that you have entered so far, **within which the system will generate a personal identification code (PREMATRICOLA), to be kept, which will identify the candidate himself when publishing the assessments of his interest;** it is the final summary of the submitted online application; at the bottom of this page you can go back to the "Home concorsi" page (Competitions Home), or to "pagamenti" (Payments);
  - Click on "home concorsi", you return to the beginning and to the admission competitions table for which the application was submitted; by clicking on the course title, it is possible to access the summary information and **the competition identification number;**
  - Click on "pagamenti" (payments) and you open "Elenco Tasse" (Taxes List) which indicates the fee due for the application under submission, identified as "pagamento non ricevuto" (payment not received), which corresponds to an underlined number identifying the invoice number ( this page also may display a summary of other fees for other applications submitted by the same candidate); click on the underlined number and the "Dettaglio Fattura" (Invoice Detail) page will open, showing details of the payment to be made through "PagoPA", which allows you to make online payment of the participation fee; on the page "Pagamenti" (payments) you can check status of the payment

**Please note that, in order to comply with the final deadline of 31 July 2020 for the submission of the application and of the relevant documentation, the online application submission procedure must be completed by 23:59 (11:59 pm) of 31 July, 2020**

**Candidates are asked to complete the application for admission to the selection well in advance of the deadline of 31 July 2020. Candidates are responsible for verifying the correct completion of the application procedure. No claims will be allowed for eventual malfunctioning of the computer system owing to overloading encountered by candidates in proximity to the deadline.**

#### **4) ORIGINAL DOCUMENTS AND AUTHENTICATED COPIES**

Candidates with a foreign degree who need to produce the documentation in original or authenticated copy may insert in the online procedure a scanned copy of the documentation and then proceed to forward, by the deadline described in the Call, the documentation in original or authenticated copy by one of the following means:

- Deliver directly to the front-office of the concierge desk of Central Office (Palazzo Murena) P.zza Università, 1 – Perugia – during days and times of opening;
- Send by registered post with return receipt to the Rector of the University, at the above address.

#### **ALL CANDIDATES PLEASE NOTE**

**If the candidate wishes to apply for more than one PhD programs, he/she will have to submit separate applications and relevant documentation for each program. Please note that candidates might not be able to participate in all the competitions for which he/she has applied for, as examination dates of different PhD programs might overlap. Should this be the case, the amount paid as a contribution for participation will not be reimbursed under any circumstances whatsoever.**