ANNEX 2

ONLINE APPLICATION PROCEDURES (ITALIAN AND ENGLISH LANGUAGE VERSIONS)

1) REGISTRATION ON G

IF THE CANDIDATE IS ALREADY A STUDENT OF THIS ATHENAU, he/she may use the same username and password to submit the online application for the PhD:
- by going to the following web page: https://unipg.esse3.cineca.it/Home.do
- by clicking 'authentication'
- by entering the username and password it already has.

IF THE CANDIDATE HAS NEVER BEEN A STUDENT AT THIS ATHENAU, he/she must register:
- by going to the following web page: https://unipg.esse3.cineca.it/Home.do
- by clicking 'register'
- proceeding to enter the data required in the username and password wizard.

2) PRINTING AND FILLING IN ANNEXES A, A1, B, C.

As a preliminary step, in order to correctly submit the application online, the candidate must **print out Annex A** and, if he/she holds a degree obtained abroad whose equivalence must be requested, **Annex A1**, which can be found on the same web page where the Call for Doctorates for the XXXIX cycle of Research Doctorates is published: https://www.unipg.it/didattica/percorsi-post-laurea/dottorati-di-ricerca/bandi-avvisi-e-modulistica

Annex B and **Annex C** can be found on the same webpage.

The application for admission - **Annex A** - (as well as the possible request for equivalence of the qualification obtained abroad - Annex A1) must be **completed in** its entirety, following the instructions given in art. 3 of the Announcement, signed with a handwritten signature and then **scanned in PDF format in black and white and with low resolution.**

Similarly, the applicant must **complete, sign and scan in PDF format in black and white and with low resolution:**
- Annex B (where used for declarations relating to the assessable qualifications referred to in Article 3 of the call notice)
- **Annex C** (where, also in the light of what is specified with reference to the doctoral course of interest, the applicant wishes to submit a curriculum vitae for assessment).

It is also necessary to **scan in PDF format in black and white and with low resolution:**
- any titles/qualifications that applicants wishes/needs to produce in copy, pursuant to Article 3 of the notice, for the purposes of evaluation (e.g. dissertation**, publications, marks obtained in individual examinations for the course of study taken or being taken**, etc.).
- the applicant's **identity document**.

Payment of the participation fee of € 20.00 can be made using the following method:
a) online payment by typing in 'pagoPA' at the end of the online application procedure;

There is no need to scan the payment receipt and upload it into the online procedure as the relevant payment is automatically tracked in the procedure itself.

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N.B. Document **scans** must be made in **PDF format in black and white and with low resolution. Each file cannot be larger than 20MB; in the event that** a document, if scanned as a whole, is larger, it must be scanned in several files each no larger than 20MB**.

3) ONLINE APPLICATION PROCEDURE

The applicant, who has his own identification credentials obtained under point 1) can now proceed to enter the application.

Please note that the system will generate a personal identification code, which will be included in the files containing the candidate's evaluation results.

- Select "Segretaria" (*Administration*)(command bar on the left);
- Select "test di ammissione/preimmatricolazioni locali" (*Admission test/pre-matriculation*) (leftcommand bar):
- the page "Concorsi di ammissione" (*Admission Selective procedures*) will open, where the information "sonopresentiConcorsi di ammissione a cui potersiiscrivere" (*there are selective procedures for application*) appears (if you submit a second/third application, the page will also show the indication of the selective procedures for which applications have already been submitted by the same candidate): click on "procedi con l'ammissione"; (*proceed with the admission*)
- you will open the "IscrizioneConcorsi" (*Selective Procedure Registration*) page where you must proceed to click, at the bottom of the page, "IscrizioneConcorsi" (*Competition Registration*);
- the "Sceltatipologiacorsi" (*Course type selection*) page will open where you must select the "corso di Dottorato" *(Doctoral course)* type and click "Avanti" (*Next*);
- the page "Elencoconcorsi" (*List of competitions*) will open where you will find the list of doctoral courses listed in Annex 1 of the Call Notice: select the doctoral course for which you want to apply and click"Avanti" (*Next*);
- the "Confermasceltaconcorso" (*Confirm competition selection*) page will open, where the information related to the selected course will appear, allowing you to go "indietro" (*back*) or click on "Conferma e prosegui" (*Confirm and continue*);
- the page "Sceltacategoriaamministrativa ed ausili di invalidità"(*Choice of administrative category and disability aids*) will open: by administrative category we mean the nature of the post (e.g.: posts reserved for students with foreign qualifications, non-reserved posts, posts reserved for other categories of candidates, etc.); on the same page, in the box "Ausilioallosvolgimentodelle prove" (*Test/interview aids*), you must select whether or not there is a need for an aid because you are disabled (by selecting "si" (*yes*) or "no"); then click on "Avanti" (*Next*);
- you will open the "Confermaiscrizioneconcorso"(*Confirm competition registration*) page, which allows you to check the information related to the choices made in the previous pages and, consequently, to go "Indietro" (*Back*), if there are corrections to be made, or to click on "Conferma e prosegui" (*Confirm and continue*);
- you will open the page "Dettagliotitolirichiesti"(*Details of qualifications/titles required*): on this page you can enter the qualification required for admission to the doctorate, by selecting the item of interest and clicking on the corresponding "Inserisci" (*Enter*) to complete the upload of the required information of the qualification possessed; once completed the upload of the required information, in the above page you will see, in correspondence of the type of qualification declared, the icons that symbolize the successful entry of data relating to the degree; at this point you can click "Procedi" (*Proceed*);

- the "Gestionetitoli e documenti"(*Qualifications and documents management*) page will open where the types of qualifications and documents that must/may be produced, according to art. 3 of the Call Notice, are listed by uploading a scan of them and then allowing to proceed to their upload by selecting "si" (*yes*) or "no" with reference to the question "Vuoiallegarealtridocumenti e/o titolialladomanda di ammissione?" (*Do you want to attach other documents and/or qualifications to the application form*?): in particular, if you type "yes", the page "Dichiarazionetitolo/documento" (*Titles/documents declaration*) opens, where you must enter the detailed information of the qualification you wish to upload and where you must upload the file of the document; each file cannot exceed 20MB, therefore if in order to attach a document you have to upload more than one file, the upload procedure must be carried out for each single file that makes up the document; once the upload is completed, you return, by typing on "Avanti" (*Next*), to the previous page, where the list of the uploaded qualifications will appear;
- pursuant toart. 3 of the Call Notice, these annexes MUST be uploaded:the application form – Annex A - duly filled in and signed, the identity document, and, in the case of a qualification obtained abroad, Annex A1, duly filled in and signed, the qualification obtained abroad, its translation and, alternatively, the certificate of comparability of the foreign qualification issued by CIMEA-NARIC ITALIA, or the declaration of value;
- once all the qualifications and documents that must/must be produced pursuant to art. 3 of the Call have been uploaded, on the "Gestionetitoli e documenti" (*Qualifications and documents management*) page the question "Vuoiallegarealtridocumenti e/o titolialladomanda di ammissione?" (*Do you want to attach other documents and/or qualifications to the application form*?) is answered by selecting "no" and clicking "Avanti" (*Next*);
- the page "Confermadichiarazionetitoli e documenti" (*Confirmation of declaration of titles and documents*) will open, in which the attached documents and titles are summarized by type: if there are corrections to be made click "Indietro" (*Back*), otherwise click "Avanti" (*Next*);
- the "**Confermasceltaconcorso" (*Confirm competition selection*)** screen will open where you will find a summary of the information on the competition for which you are applying, with the possibility of going back or clicking on "**Completaammissione al concorso"(*Complete admission to the competition*)** which determines the completion of the online application procedure: **after this moment, it will no longer be possible to go back and change what you have entered;**
- the "**Riepilogoiscrizioneconcorso**" (*Competition registration summary*) page will open with a more detailed production of the information entered up to that moment: it is the final summary of the online application submitted, **in which the system will generate a personal identification code (PREMATRICOLA), to be kept, which will identify the candidate during the publication of the assessments of his interest;** at the bottom of this page you can decide to go back to the "home concorsi" (*home competitions*) page or to click on "pagamenti" (*payments*);
- if you click on "home concorsi" (*home competitions*)you will return to the competitions admissions page for which you have applied; by clicking on the title of the course you can access the summary information and the competition ID number;
– if you click on "**pagmenti" (*payments*) you will** open the page "Elenco tasse" (*Fee list*) that provides the indication of the fee due for the submitted application, identified as "pagamento non pervenuto" (*open payment*), to which corresponds an underlined number, identifying the invoice number (in this page you can see the eventual summary of other fees related to other applications submitted by the same candidate); click on the underlined number: you will open the page "DettaglioFattura" (*Invoice detail*), in which you can find the data of the payment

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to be made in "PagoPA" mode, which accepts the online payment of the fee. In the "payments" page it is possible to monitor the status of the payment made.

Please note that in order to meet the peremptory deadline of 11 December 2023 for the submission of the application and related documents, the online application procedure must be completed by 13:00 (Italian time) on 11 December 2023.
Applicants are invited to complete their application well in advance of the deadline of 11 December 2023. It is the responsibility of applicants to check that the procedure has been completed correctly. No complaints will be accepted for any malfunctioning of the computer system due to overloading experienced by applicants close to the deadline.

4) ANY DOCUMENTS IN ORIGINAL OR CERTIFIED COPY.

Candidates in possession of a qualification obtained abroad who need to produce original documents or certified copies may enter the scanned documents in the online procedure and then proceed to submit, within the deadline prescribed by the Call, the original documents or certified copies in one of the following ways:
- direct delivery at the front office of the Concierge's Office of the Central Headquarters (Palazzo Murena) - P.zza Università, 1 - Perugia - during the days and hours of opening;
- sent by registered mail with return advice of receipt to the Rector of this University, at the above address.

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