

# UNICAM SCHOOL OF ADVANCED STUDIES

- “ Call for participation in doctoral courses  
(33° cycle)
- “ How to fill out the application form , by  
Cristina Soave, School of Advanced  
Studies

# Application procedure

- “ For application, candidates must fill out the online application form available at:  
<https://vele.unicam.it/CallforApplication>
- “ In this phase, you are not requested to submit any document and to pay any examination fee
- “ **Deadline: August 22, 2017**

# Login request / 1

” Go to the link

<https://vele.unicam.it/CallforApplication>

type your e-mail address in the box and  
click the button Send request

# Login request

Unicam - Call for application - Microsoft Internet Explorer fornito da Studing at Unicam

http://www.unicam.it/laureati/dottorato/CallForApplication/

File Modifica Visualizza Preferiti Strumenti ?

Google Effettua la ricerca Altro >>

PDFCreator eBay Amazon Options

Unicam WebMail - Cristina So... Fabrication and characterizat... Unicam - Call for application

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**UNIVERSITÀ DI CAMERINO**

**APPLICATION FORM  
PERSONAL HISTORY FORM  
INTERNATIONAL SCHOOL OF ADVANCED STUDIES**

**Call For Application**

**INSTRUCTIONS**  
Each question must be answered clearly and completely.

**DEADLINE TO COMPLETE THE FORM: 26th August 2011**

The University of Camerino, in accordance with Legislative Decree 196/03 ("Code for protection of personal data"), uses the applicants' personal data only for the fulfilment of the selection procedures and for institutional reasons (student's career administration, issue of certificates, management of digital accesses, students' representatives' election). In observance of the above-mentioned law, participation in the selection allows the University of Camerino to publish on the University's website the applicants' personal data concerning the results of the selection procedure. ☒ **Agree**

For technical problems to complete the form, please contact [paolo.mancinelli@unicam.it](mailto:paolo.mancinelli@unicam.it);  
for problems related to text and contents, please contact [postlaurea@unicam.it](mailto:postlaurea@unicam.it)

**Login**

Year

Username

Password

**To subscribe or receive a new password, type your e-mail and click "Send request"**

e-mail

start Unicam - Call for appl... Bando Presentazione2 Internet 100% IT 11.49

## Application procedure / 2

- “ On the e-mail account you have provided, you will receive username and password to be used to fill out the Application form
- “ Please note that it may take some time before you receive this message
- “ Enter your login ID and access the on-line form to fill it out

# Enter the Login ID

Unicam - Call for application - Microsoft Internet Explorer fornito da Studing at Unicam

http://www.unicam.it/laureati/dottorato/CallForApplication/

Google

Effettua la ricerca

soavec...

Unicam WebMail - Cristina So... Fabrication and characterizat... Unicam - Call for application

Google

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Traduci

UNIVERSITÀ DI CAMERINO

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**Login**

Year

Username

Password


**To subscribe or receive a new password, type your e-mail and click "Send request"**

e-mail

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# Application form / 1

 UNIVERSITÀ DI CAMERINO		APPLICATION FORM PERSONAL HISTORY FORM INTERNATIONAL SCHOOL OF ADVANCED STUDIES		
Call For Application				
<b>INSTRUCTIONS</b> Each question must be answered clearly and completely.				
<b>DEADLINE TO COMPLETE THE FORM: 26th August 2011</b>				
Personal data	Education	Training or work experience	Confirm all data	
<b>To continue, please compile all fields in this page</b>				
<b>Personal data</b>				
SURNAME/FAMILY Name	MAIDEN Name For women only (if applicable)	First name	Middle name(s)	Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>IMPORTANT: PLEASE ALSO COMPLETE THIS SECTION, IF YOUR NAME(S) IN YOUR PASSPORT ARE SPELT DIFFERENTLY FROM THE ABOVE.</b>				
SURNAME/FAMILY Name	MAIDEN Name For women only (if applicable)	First name	Middle name(s)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Place of birth (City and Country)	Nationality	Date of birth (Day - Month-Year)	Marital status	
<input type="text"/>	ITALY <input type="text"/>	<input type="text"/>	<input type="text"/>	

# Application form: personal data

Full name & address of present Institution (if applicable)

until: Date

Home address

Mailing address

Area of research and PhD curriculum of interest (see web site: [http://www.unicam.it/unicam-poi/dottorato/phd\\_courses.asp](http://www.unicam.it/unicam-poi/dottorato/phd_courses.asp))

Area of research No more than one

Architecture, Environment and Design

PhD Curricula in No more than one

Industrial Design and Experimental Architecture

Add

**Save** **Print all pages**

Fill in all fields and click the Save button

Institute

Ist. NO.

Telefax

Your Office

Tel. No.

Telefax

E-mail

Tel. No.

Telefax

\* E-mail



# Application form: Personal data

- “ Write your personal data (name, surname, middle name) and the e-mail address where you want to receive any further communication about the admission/selection process
- “ Add your Italian fiscal code (if any) and your skype contact

# Application form: Area of research

- ” Choose the Area of research and the PhD Curriculum you would like to apply for
- ” Areas of research and PhD Curricula, are listed on the web-site [isas.unicam.it/courses](http://isas.unicam.it/courses)

# Area of Research / PhD Curriculum

- “ The research topics list is available at <https://isas.unicam.it/school/2017-call-admission-doctoral-degree-programs>
- “ Please note: to access the second page of the Application form, you have to fill out all the mandatory fields, and click on the SAVE button

# Application form / 2

## INSTRUCTIONS

Each question must be answered clearly and completely.

DEADLINE TO COMPLETE THE FORM: 26th August 2011

Personal data Education Training or work experience Confirm all data

To continue, please compile all fields in this page

### EDUCATION

Years attended (months and years (required fields) Name and place of Institution Field of Study Degree or Diploma Grade

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="Add"/>
----------------------	----------------------	----------------------	----------------------	--------------------------------	------------------------------------

Indicate below your proficiency in the English language

#### Reading

- ☒ Good  
☐ Average  
☐ Poor

#### Writing

- ☐ Good  
☒ Average  
☐ Poor

#### Speaking

- ☐ Good  
☐ Average  
☒ Poor

Please quote any certificate attesting knowledge of English language (TOEFL, Proficiency certificate or other)

### Other languages

### Attendance to summer schools, conferences or workshops

Name	Place	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

### Participation to exchange programs

Name of program	Host (Institution, City, Country)	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

# Application form: Education

- “ Mention here your educational Background and the foreign languages you know
- “ Please quote any Degrees you have earned and Institutions where you received the Degree and the date in which you were awarded with the Degree.
- “ You can duplicate the field by clicking the add button

# Application form: Education

- “ Please use the calendar to enter the date when you obtained your bachelor degree (if any) and Master degree.
- “ Please enter also the name of the Institution where you graduated, the field of studies, and the degree (i.e. bachelor degree, Master degree or what else)

# Application form: Education

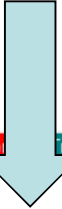
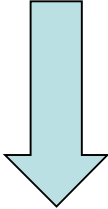
- ” Put the score you obtained in the Field %Grade+, whereas in the field %Percentage+ you have to express the grade with reference to the highest grade attainable (i.e. **75%** with 100% being the highest grade attainable)
- ” These are mandatory fields

# Application form: Education

- “ Candidates who do not already possess the required degree can be admitted, provided that conferral takes place by October 31, 2017
- “ They have to include the data of their Bachelor Degree, if any
- “ For the Master degree, enter the expected date and grade of graduation



# Application form: Education



Personal data **Education** Training or work experience Confirm all data

### EDUCATION

Years attended (months and years are required fields) Name and place of Institution Field of Study Degree or Diploma Grade

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<span>Add</span>
----------------------	----------------------	----------------------	----------------------	--------------------------------	------------------

**Indicate below your proficiency in the English language**

Reading	<input checked="" type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor	Writing	<input checked="" type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor	Speaking	<input checked="" type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor
---------	--	---------	--	----------	--

Please quote any certificate attesting knowledge of English language (TOEFL, Proficiency certificate or other)

Proficiency

Update

**Other languages**

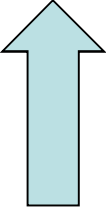
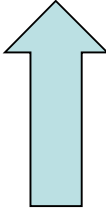
Italian

**Attendance to summer schools, conferences or workshops**

Name	Place	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<span>Add</span>

Participation to exchange programs

Name of program	Host (Institution, City, Country)	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span>Add</span>



# Application form: Education

- “ Please quote and upload any certificate attesting your knowledge of English
- “ Remember to add any information that might be useful as evidence of the skills (attendance of summer schools, conferences, workshops, participation to exchange programmes etc.).
- “ All fields are duplicable by clicking the add button

# Evaluation form I

**EVALUATION\_FORM\_UNICAM - Microsoft Word**

File Modifica Visualizza Inserisci Formato Strumenti Tabella Finestra ?

Digitare una domanda.

100% Lettura Normale Verdana 8

**EVALUATION**

NAME OF APPLICANT  
EVALUATION DATE

**1. CANDIDATE'S BACKGROUND**

	Very low (1 point)	Low (2 points)	Sufficient (2,5 points)	Good (3 points)	Very good (3,5 points)	Excellent (4 points)
I. Educational background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Research training (skills, competence and publications, if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. PROJECT DESCRIPTION**

	Very low (1 point)	Low (2 points)	Sufficient (2,5 points)	Good (3 points)	Very good (3,5 points)	Excellent (4 points)
I. The research project is well written with defined goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. The scientific background is described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Objectives and expected outcomes are consistent with a three- year PhD programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. The project is original and the objectives provide a significant progress of knowledge in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CALCULATE AND SAVE**

← Your educational background will be evaluated

Pg 1 Sez 1 1/1 A 25,4 cm Ri 49 Col 1 REG REV EST SSC Inglese (Re)

start Laureato Lauree ... http://www.unic... Bando Bandoing Presentazione4 tesi dottorato CallForApplication... EVALUATION\_FO... IT 12.06

# Application form / 3a

Personal data	Education	Training or work experience	Confirm all data
<b>TRAINING OR WORK EXPERIENCE</b>			
Name and place	Description of your main activity	Period of duty (from to)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
Scholarships, awards,...			
<div>***</div> <div></div>			
Present employment and duties (if applicable) (255 characters max)			
<div>***</div> <div></div>			
Give a brief account of your research experience, its highlights, and your personal contribution (max 1 page)			
<div>***</div> <div></div>			

# Application form / 3b

List your scientific products, if any, up to a maximum of three and upload, if possible

Authors

Title

Journal

Add

File

Stoglia...

**File Types Allowed : ".pdf", ".txt", ".doc", ".rtf", ".zip"**

Why do you plan to attend graduate school? Explain how graduate school will contribute to your career goals

\*\*\*

# Application form: training and work experience

- “ Please quote in this section any previous training and work experience, and your present employment (if applicable)
- “ List any honors or scholastic distinctions which you received in college/ professional societies.
- “ List up to three scientific publications, if available; you can also upload the full-text of the document

## Please note:

- ” You can also use this field to attach a file with any relevant information for the description of your research project, you could not enter in the application form (for example, Chemical structures)

# Application form: training and work experience

- “ Describe also your previous research experience, and why do you plan to attend a doctoral school
- “ Also your research training (skills, competences and publications) will be evaluated



# Evaluation form II

**EVALUATION\_FORM\_UNICAM - Microsoft Word**

File Modifica Visualizza Inserisci Formato Strumenti Tabella Finestra ?

Digitare una domanda.

100% Lettura Normale Verdana 8

**EVALUATION**

NAME OF APPLICANT  
EVALUATION DATE

**1. CANDIDATE'S BACKGROUND**

	Very low (1 point)	Low (2 points)	Sufficient (2,5 points)	Good (3 points)	Very good (3,5 points)	Excellent (4 points)
I. Educational background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Research training (skills, competence and publications, if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. PROJECT DESCRIPTION**

	Very low (1 point)	Low (2 points)	Sufficient (2,5 points)	Good (3 points)	Very good (3,5 points)	Excellent (4 points)
I. The research project is well written with defined goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. The scientific background is described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Objectives and expected outcomes are consistent with a three- year PhD programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. The project is original and the objectives provide a significant progress of knowledge in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CALCULATE AND SAVE**

Pg 1 Sez 1 1/1 A 25,4 cm Ri 49 Col 1 REG REV EST SSC Inglese (Re)

start Laureato Lauree ... http://www.unic... Bando Bandoing Presentazione4 tesi dottorato CallForApplication... EVALUATION\_FO... IT 12.13

# Application form / 4

## Research topic

Specify up to three research topics of interest, suggesting priority

The topics for each area are listed on the website [http://www.unicam.it/laureati/dottorato/phd\\_courses.asp](http://www.unicam.it/laureati/dottorato/phd_courses.asp)

Add

## Project Description

Provide an outline of the research project that you would like to pursue for your Ph.D. (about 3 pages)

Please, describe the following aspects:

I. State of the art;

II. Proposed research;

III.Expected outcomes.

Please provide the names of three professors or research collaborators who will act as referees on your behalf.  
We will then email this three people and ask them to provide a reference for you via an online form

Name

Institution

Position held

Postal address

phone

e-mail

Add

# Research topics

- “ Please specify up to two Research topics of interest for your Doctoral course, suggesting priority
- “ The topics for each area of doctoral studies are listed at: <https://isas.unicam.it/school/2017-call-admission-doctoral-degree-programs>
- “ With the exception of research proposals for externally funded scholarships, the research topics are not binding as regards the definitive choice of the research project for the doctoral degree.

# Project description

- “ Pay particular attention to the section of the application form requiring the submission of an hypothetical research programme, since it will be considered for the evaluation of the candidates research aptitude.
- “ Provide a title of the research, and include the state of the art of the topic, the objective to be reached in the project, the expected outcomes, the methodology you would like to follow, some references.

# Evaluation criteria / 1

- “ In the first phase of the evaluation, the research proposal will be checked for plagiarism using a special software package; any infractions will result in the application being excluded from further evaluation.

# Evaluation criteria / 2

” Based on the documentation produced by the candidate, especially as regards the research proposal, the Admissions Committee will apply the criteria set forth in the European Framework for Research Careers.

# How the project will be evaluated

## III, IV, V, VI

EVALUATION\_FORM\_UNICAM - Microsoft Word

File Modifica Visualizza Inserisci Formato Strumenti Tabella Finestra ?

Digitare una domanda.

100% Lettura Normale Verdana 8 G C S

EVALUATION

NAME OF APPLICANT  
EVALUATION DATE

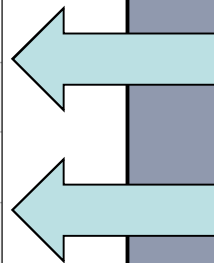
1. CANDIDATE'S BACKGROUND

	Very low (1 point)	Low (2 points)	Sufficient (2,5 points)	Good (3 points)	Very good (3,5 points)	Excellent (4 points)
I. Educational background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Research training (skills, competence and publications, if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. PROJECT DESCRIPTION

	Very low (1 point)	Low (2 points)	Sufficient (2,5 points)	Good (3 points)	Very good (3,5 points)	Excellent (4 points)
I. The research project is well written with defined goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. The scientific background is described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Objectives and expected outcomes are consistent with a three- year PhD programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. The project is original and the objectives provide a significant progress of knowledge in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CALCULATE AND SAVE



# Application form: presenter

- “ Candidates must provide at least three references (professors/ researchers) who will act as referees on your behalf.
- “ The admission office will contact them by e-mail and request to provide a letter of recommendation using the form available on the university website.
- “ Candidates must ensure that at least one letter of reference is submitted within the deadline
- “ Failure to do so will result in the application non being considered for admission to the program.



# Application form / 5

” When you have entered all information,  
Click on the button CONFIRM ALL DATA

” You will receive the following message:

*Your application procedure is successfully  
concluded and will be evaluated.*

*Thank you for your interest in the PhD  
programme of the University of Camerino.*

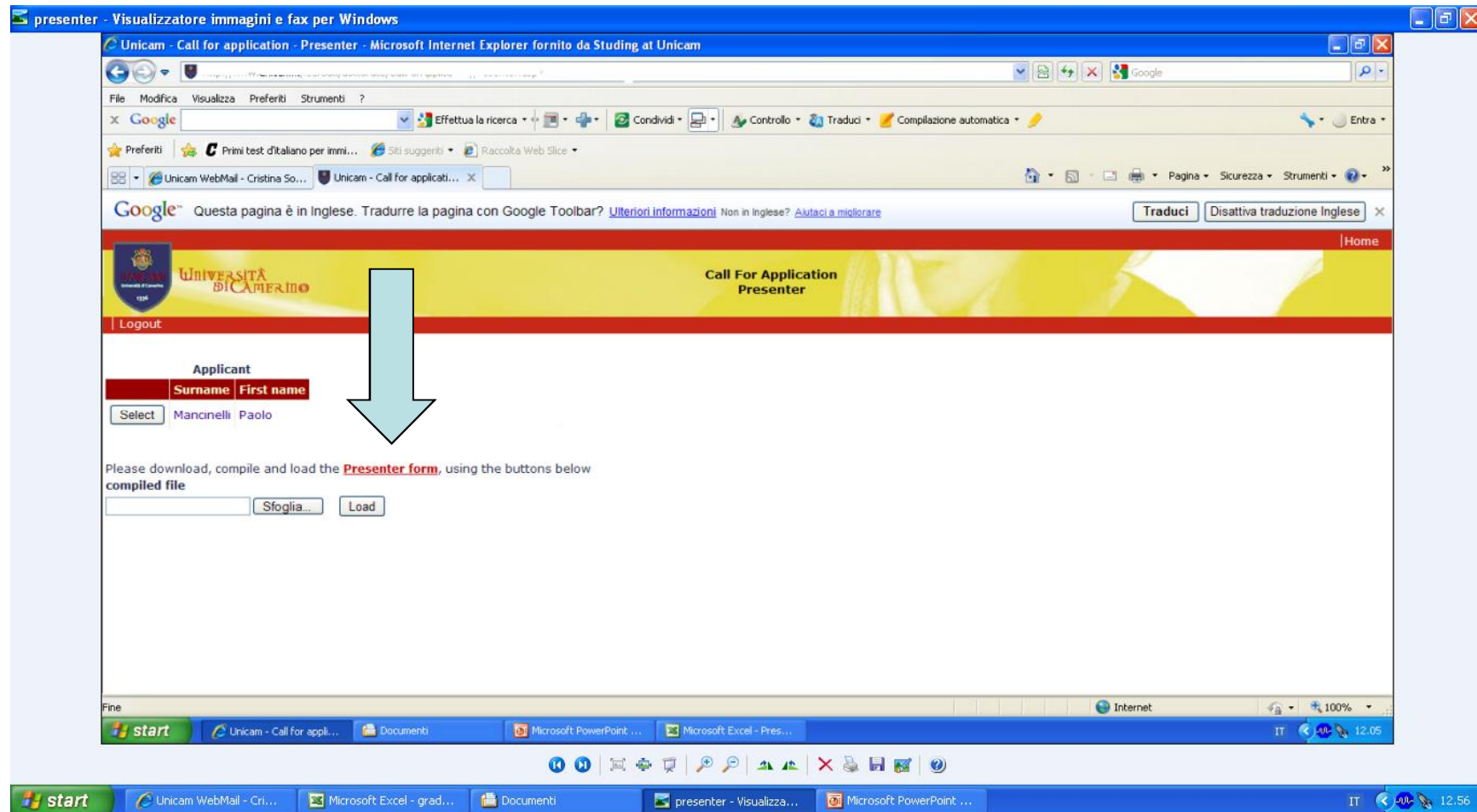
# Application form / 5

- “ Please verify that you have received the confirmation message, otherwise your application is not complete and it will not be evaluated
- “ If you haven't received the confirmation message, please contact [paolo.mancinelli@unicam.it](mailto:paolo.mancinelli@unicam.it)

# Presenter form

- “ The presenter has to click on the link provided in the mail, and download the presenter form (by clicking on **presenter form**).
- “ The presenter form has to be filled out and saved on the presenter's PC, within a support letter
- “ It is mandatory to write also a support letter at the foot of the form

# Download the presenter form



## Load the presenter form / 2

- “ Then, the presenter has to search the file on the PC (by using the button sfoglia) and to load it
- “ The presenter form will be automatically annexed to the application form of the candidate

# Load the presenter form / 2

The screenshot shows a web browser window titled "Unicam - Call for application - Presenter". The page has a red header with the Unicam logo and a yellow banner with the text "Call For Application Presenter". Below the banner, there are two tables: "Applicant" and "Presenter form".

**Applicant Table:**

	Surname	First name
Select	Mancinelli	Paolo

**Presenter form Table:**

Presenter form	
Delete	annex_pres_form_2010.doc
Delete	Prova procedura.txt

Below the tables, there is a text prompt: "Please download, compile and load the **Presenter form**, using the buttons below compiled file". Below this prompt are two buttons: "Sfoglia..." and "Load".

Three numbered instructions with arrows indicate the steps:

1. Click on sfoglia to look for the file on the PC (Arrow pointing to the "Sfoglia..." button)
2. Click on load to Load the presenter form (Arrow pointing to the "Load" button)
3. The presenter form will be annexed to the Application form of the candidate (Arrow pointing to the "Presenter form" table)

The browser's address bar shows a URL starting with "http://www.unicam.it". The taskbar at the bottom shows several open applications: "Unicam WebMail - Cri...", "Unicam - Call for appli...", "CALL FOR APPLICATI...", "Microsoft PowerPoint ...", and "Microsoft Excel - Pres...". The system clock shows "11.36".

# Presenter form

” PLEASE NOTE: If you would like to act as presenter for more than one candidate, please select the button **SELECT** near the name of the applicant, before loading the presenter form

# Presenter form

- “ Should you have any query, please refer to [paolo.mancinelli@unicam.it](mailto:paolo.mancinelli@unicam.it) for technical problems or contact [postlaurea@unicam.it](mailto:postlaurea@unicam.it)
- “ Do not send any reply to the email message you received



# Second phase of the evaluation

- “ The eligible candidates, included in the *short list*, will be invited for an interview in order to complete the final rankings for each area. The interviews will be online and conducted in English by a Committee appointed by the Doctoral Advisory Committee for each doctoral program.

# Evaluation criteria / 1

- “ Carry out research under supervision
- “ Have the ambition to develop knowledge of research methodologies and discipline
- “ Have demonstrated a good understanding of a field of study

# Evaluation criteria / 2

- “ Have demonstrated the ability to produce data under supervision
- “ Be capable of critical analysis, evaluation and synthesis of new and complex ideas
- “ Be able to explain the outcome of research and value thereof to research colleagues

3.						
<b>Assessment of the interview</b>						
	Very Low (1 point)	Low (2 points)	Sufficient (2,5 points)	Good (3 points)	Very good (3,5 points)	Excellent (4 points)
Carry out research and produce data under supervision						
Have the ambition to develop knowledge of research methodologies and discipline						
Have demonstrated a good understanding of a field of study						
Be capable of critical analysis, evaluation and synthesis of new and complex ideas						
Be able to explain the outcome of research and value thereof to research colleagues						