Call for participation in doctoral courses (35th cycle)

How to fill out the application form, by Cristina Soave, School of Advanced Studies
Application procedure

Â For application, candidates must fill out the online application form available at: https://vele.unicam.it/CallforApplication

Â In this phase, you are not requested to submit any document and to pay any examination fee

Â Deadline: June 24, 2019
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

APPLICATION FORM
PERSONAL HISTORY FORM
INTERNATIONAL SCHOOL OF ADVANCED STUDIES

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 fulfillment 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.mancini@unicam.it; for problems related to text and contents, please contact postlabrea@unicam.it

Login

Year
Username
Password
Login

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

e-mail
Send request
Application procedure / 2

Â On the e-mail account you have provided, you will receive username and password to be used to fill out the Application form

Â Please note that it may take some time before you receive this message

Â Enter your login ID and access the on-line form to fill it out
Enter the Login ID
Application form / 1

INSTRUCTIONS
Each question must be answered clearly and completely.

DEADLINE TO COMPLETE THE FORM: 26th August 2011

To continue, please compile all fields in this page.

Personal data

SURNAME/FAMILY Name

First name

Middle name(s)

Sex

MAIDEN Name for women only (if applicable)

IMPORTANT: PLEASE ALSO COMPLETE THIS SECTION, IF YOUR NAME(S) IN YOUR PASSPORT ARE SPELLED DIFFERENTLY FROM THE ABOVE.

SURNAME/FAMILY Name

First name

Middle name(s)

MAIDEN Name for women only (if applicable)

Place of birth (City and Country)

Nationality

Date of birth (Day - Month - Year)

Marital status

ITALY

Please fill in the required fields.
Application form: personal data

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name &amp; address of present Institution</td>
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<tr>
<td>until Date</td>
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<tr>
<td>Home address</td>
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<tr>
<td>Mailing address</td>
<td></td>
</tr>
<tr>
<td>Area of research and PhD curriculum of interest</td>
<td>[see web site: <a href="http://www.unicam.it/unicam-poi/dottorato/phd_courses.asp">http://www.unicam.it/unicam-poi/dottorato/phd_courses.asp</a>]</td>
</tr>
</tbody>
</table>
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.
Area of Research / PhD Curriculum

The research topics list is available at https://isas.unicam.it/2019-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.
### INSTRUCTIONS
Each question must be answered clearly and completely.

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

#### EDUCATION
- **Years attended (months and years)**
- **Name and place of Institution**
- **Field of Study**
- **Degree or Diploma Grade**

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

<table>
<thead>
<tr>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Good</td>
<td>☐ Good</td>
<td>☐ Good</td>
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<tr>
<td>☐ Average</td>
<td>☐ Average</td>
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<td>☐ Poor</td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Place</th>
<th>Year</th>
<th>Add</th>
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</thead>
</table>

**Participation to exchange programs**

<table>
<thead>
<tr>
<th>Name of program</th>
<th>Host (Institution, City, Country)</th>
<th>From</th>
<th>To</th>
<th>Add</th>
</tr>
</thead>
</table>
Application form: Education

Â Mention here your educational Background and the foreign languages you know
Â 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.
Â 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, 2019.

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
Application form: Education

Â Please quote and upload any certificate attesting your knowledge of English.
Â 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.).
Â All fields are duplicable by clicking the add button.
Evaluation form I

Your educational background will be evaluated
Application form / 3a

TRAINING OR WORK EXPERIENCE
Name and place
Description of your main activity
Period of duty (from to)

Scholarships, awards...

Present employment and duties (if applicable) [150 characters max]

Give a brief account of your research experience, its highlights, and your personal contribution (max 1 page)
List your scientific products, if any, up to a maximum of three and upload, if possible

Authors: [ ] Title: [ ] Journal: [ ] Add


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:

Å 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
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/dottorata/phd_courses.asp](http://www.unicam.it/laureati/dottorata/phd_courses.asp)

**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 these three people and ask them to provide a reference for you via an online form

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<tr>
<th>Name</th>
<th>Institution</th>
<th>Position held</th>
<th>Postal address</th>
<th>phone</th>
<th>e-mail</th>
</tr>
</thead>
</table>
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/2019-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

Â 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.

Â 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.
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.
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 I, II, III, IV

<table>
<thead>
<tr>
<th>1. Educational background</th>
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<td>2. Research training (skills, competences and publications, if any)</td>
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<tr>
<td>3. Motivation</td>
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### 2. PROJECT DESCRIPTION

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<th></th>
<th>Very low (1 point)</th>
<th>Low (2 points)</th>
<th>Sufficient (3 points)</th>
<th>Good (4 points)</th>
<th>Very good (5 points)</th>
<th>Excellent (6 points)</th>
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<tbody>
<tr>
<td>1. The research project is well written with defined goals</td>
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<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
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<tr>
<td>2. The scientific background is described</td>
<td>D</td>
<td>D</td>
<td>D</td>
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<td>3. Objectives and expected outcomes are consistent with a three-year doctoral program</td>
<td>D</td>
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<td>4. The project is original and the objectives provide a significant progress of knowledge in the field</td>
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### ASSESSMENT:

**GENERAL COMMENTS (Max 1000 characters)**
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 not being considered for admission to the program.
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.*
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.
Presenter form

Â The presenter has to click on the link provided in the mail, and download the presenter form (by clicking on presenter form).

Â The presenter form has to be filled out and saved on the presenter’s PC, within a support letter.

Â It is mandatory to write also a support letter at the foot of the form.
Download the presenter form
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.
1. Click on sfoglia to look for the file on the PC

2. Click on load to Load the presenter form

3. The presenter form will be annexed to the Application form of the candidate
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

Â Should you have any query, please refer to paolo.mancinelli@unicam.it for technical problems or contact postlaurea@unicam.it

Â 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

Â Carry out research under supervision
Â Have the ambition to develop knowledge of research methodologies and discipline
Â 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.

**Assessment of the interview**

<table>
<thead>
<tr>
<th></th>
<th>Very Low (1 point)</th>
<th>Low (2 points)</th>
<th>Sufficient (2.5 points)</th>
<th>Good (3 points)</th>
<th>Very good (3.5 points)</th>
<th>Excellent (4 points)</th>
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</thead>
<tbody>
<tr>
<td>Carry out research and produce data under supervision</td>
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