UNICAM SCHOOL OF ADVANCED STUDIES

- Call for participation in doctoral courses (37th cycle)

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

• To apply, candidates have to fill out the online application form available at: https://vele.unicam.it/CallforApplication
• In this phase, you are not requested to submit any document. There are no charges to apply
• Deadline for applications: July 2, 2021
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
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 a few minutes before you receive this message.
- Enter your login ID and access the on-line form to fill it out.
Enter the Login ID
## Application Form

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

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

### Personal Data

<table>
<thead>
<tr>
<th>Surname/Family Name</th>
<th>Maiden Name (for women only if applicable)</th>
<th>First Name</th>
<th>Middle Name(s)</th>
<th>Sex</th>
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</table>

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

<table>
<thead>
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<th>First Name</th>
<th>Middle Name(s)</th>
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</table>

### Place of Birth (City and Country)

<table>
<thead>
<tr>
<th>Place of Birth (City and Country)</th>
<th>Nationality</th>
<th>Date of Birth (Day-Month-Year)</th>
<th>Marital Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ITALY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application form: personal data

Full name & address of present institution (if applicable):

Institute

Tel. No.

Telefax

Your Office

Tel. No.

Telefax

E-mail

Tel. No.

Telefax

E-mail

Area of research and PhD curriculum of interest (see website: http://www.unicam.it/unicam-poi/dottorato/phd_courses.asp)

Area of research No more than one

PhD Curriculum in: No more than one

Architecture, Environment, and Design

Industrial Design and Experimental Architecture

Add

Save  Print all pages

Fill in all fields and click the Save button
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 (if any)
Application form: Area of research

• In the dropdown menu select the Area of research and the PhD Curriculum you would like to apply for

• Areas of research and PhD Curricula are listed on the website https://isas.unicam.it/courses
Area of Research / PhD Curriculum

- Please note: to access the second page of the Application form, you have to fill out all 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
Reading Writing Speaking
@ Good @ Good @ Good
@ Average @ Average @ Average
@ Poor @ Poor @ Poor

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

Attendance to summer schools, conferences or workshops
Name Place Year

Participation to exchange programs
Name of program Host (Institution, City, Country) From To

Add
Add
Add
Add
Application form: Education

• In this section, you have to enter the data on your educational Background and your command of foreign languages
• Please list: any Degrees you have earned; the Institutions where you received them; the date of the award of the Degrees.
• 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

• Write 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, 2021.
- 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

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

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 (TCERL, Proficiency certificate or other)
Proficiency

Other languages
Italian

Attendance to summer schools, conferences or workshops
Name  Place  Year

Participation to exchange programs
Name of program  Host (Institution, City, Country)  From  To
Application form: Education

• Please list and upload any certificate attesting your knowledge of English

• Add any information that might be useful as evidence of your skills (attendance of summer schools, conferences, workshops, participation in exchange programs etc.).

• 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) (255 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:

<table>
<thead>
<tr>
<th>Authors</th>
<th>Title</th>
<th>Journal</th>
</tr>
</thead>
</table>


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 list in this section any previous training and work experience, and your present employment (if applicable)

• List any honors or scholastic distinctions 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 write your motivation letter in the field «why do you plan to attend graduate school»

• Your research training (skills, competences and publications) and your motivation will be evaluated too
# Evaluation Form II

**EVALUATION FORM**

**NAME OF APPLICANT**

**EVALUATION DATE**

## 1. CANDIDATE'S BACKGROUND

<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>I. Educational background</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
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<tr>
<td>II. Research training (skills, competence and publications, if any)</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
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<tr>
<td>III. Motivation</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
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## 2. PROJECT DESCRIPTION

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<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>I. The research project is well written with defined goals</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
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</table>
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)

**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:
1. State of the art;
2. Proposed research;
3. 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.

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<tr>
<th>Name</th>
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<td>Institution</td>
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<td>Position</td>
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<td>Phone</td>
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<td>E-mail</td>
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Add
Research topics

• Candidates must indicate 1 research topic from those listed on the website (https://isas.unicam.it/2021-call-phd-applications).

• In the case where candidates would like to apply for an externally funded scholarship, they can indicate up to a maximum of two.

• 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

- Please 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 I, II, III, IV

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<tr>
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2. PROJECT DESCRIPTION

<table>
<thead>
<tr>
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<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>II. The scientific background is described</td>
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<td>D</td>
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<tr>
<td>III. Objective and expected outcomes are consistent with a three-year doctoral programme</td>
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<tr>
<td>IV. 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)
How the project will be evaluated
III, IV, V, VI
Application form: presenter

- Candidates must provide at least three references (professors/researchers) who will act as referees on their behalf.

- The admission office will contact them by e-mail and request to submit a recommendation letter using the form available on the university website.

- Candidates must ensure that at least one letter of reference is received 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’ll 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
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
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
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 for technical problems or contact 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
### Assessment of the interview

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</tr>
</thead>
<tbody>
<tr>
<td>Carry out research and produce data under supervision</td>
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