# UNICAM SCHOOL OF ADVANCED STUDIES

 Call for participation in Theoretical and Applied Neuroscience (a.y. 2023-2024; 39th cycle)

How to fill out the application form

# Application procedure

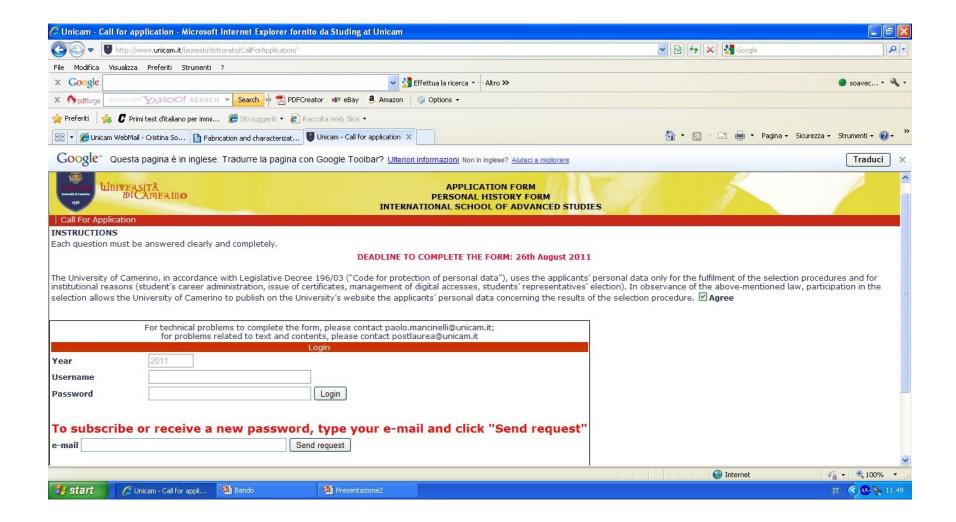
- To apply, candidates have to fill out the online application form available at: <a href="https://vele.unicam.it/CallforApplication/">https://vele.unicam.it/CallforApplication//?st=6</a>
- In this phase, you are not requested to submit any document. There are no charges to apply
- Deadline for applications: August 28, 2023

# Login request / 1

Go to the link
 <a href="https://vele.unicam.it/CallforApplication/?st">https://vele.unicam.it/CallforApplication/?st</a>

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

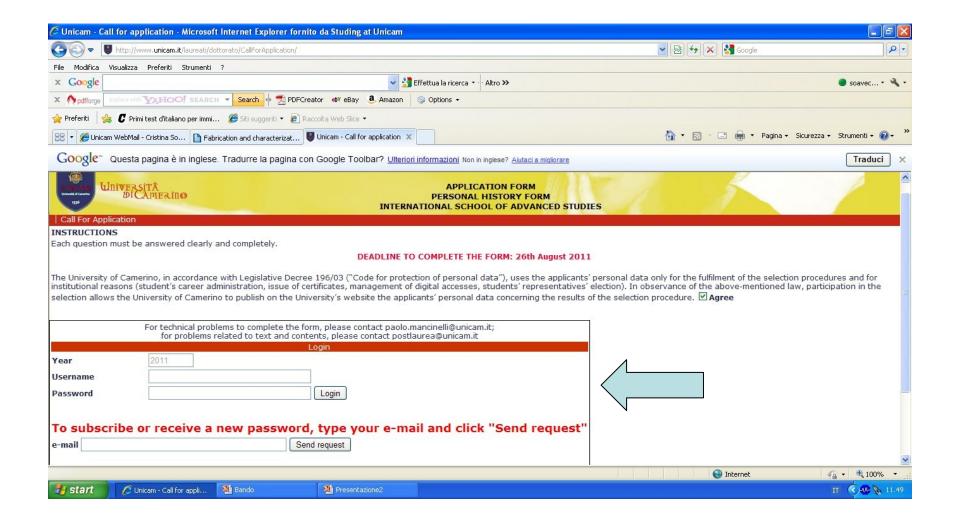
# Login request



# 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 / 1

Università BICAMERINO	1	APPLICATION FO PERSONAL HISTOR' NTERNATIONAL SCHOOL OF A	Y FORM
Call For Application			
INSTRUCTIONS			
Each question must be answered clearly and Personal da	DEADL	INE TO COMPLETE THE FORM:	26th August 2011
SURNAME/FAMILY Name	MAIDEN Name For women only (if applicable)	First name	Middle name(s) Sex
			<u> </u>
IMPORTANT: PLEASE ALSO COMPLETE T	HIS SECTION, IF YOUR NAME(S) IN YOUR PASSPORT ARE	SPELT DIFFERENTLY FROM TH	IE ABOVE.
SURNAME/FAMILY Name	MAIDEN Name For women only (if applicable)	First name	Middle name(s)
Place of birth (City and Country)	Nationality	Date of birth (Day - Mo	onth-Year) Marital status
	ITALY	<b>▼</b>	

# Application form: personal data

Full name & address of present Institution (if applicable)				
until: Date				1
Home address				
			*	
Mailing address				
	*			
Area of research and PhD curriculum of interest (see	web s	ite: http://www.unicam.it/unicam-poi/	dottor	ato/phd_courses.asp
Area of research No more than one		PhD Curricula in No more than one		
Architecture, Environment, and Design	•	Industrial Design and Experimental A	rchited	ture 🕶 🛮 Add
Save Print all pages				
Fill in all fields and click the Save button				

Institute	iei. 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 (if any)

# Application form: PhD Curricula

- In the dropdown menu select the PhD Curriculum you would like to apply for
- PhD Curricula are listed on the website <u>https://isas.unicam.it/dni/phd-</u> neuroscience-curricula

### PhD Curricula

 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

# Application form / 2

#### INSTRUCTIONS

Each question must be answered clearly and completely.

DEADLINE TO COMPLETE THE FORM: 26th August 2011

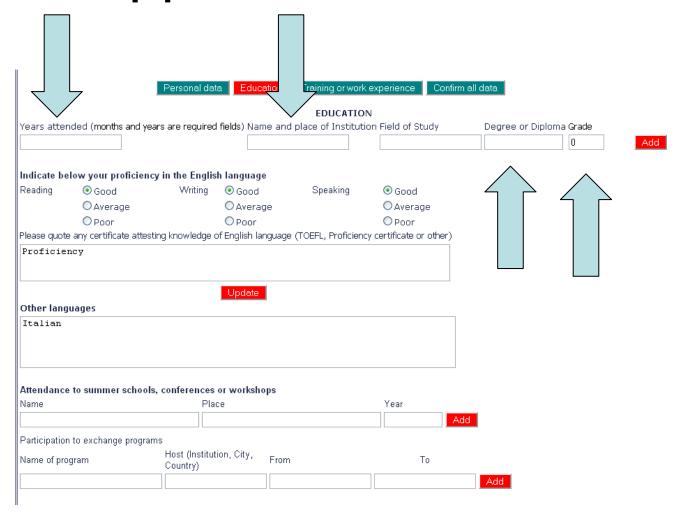
				g or work ex		n all data		
		<u>10 con</u>	tinue, please comp	<u>JIIE AII TIEI</u> JCATION	as in this page			
Years attended	d (months and ye	ars (required fields) I			Field of Study	Degree	or Diploma Grade	
							0	Add
Indicate below Reading	your proficiency Writing	in the English langua Speaking	ge					
⊙ Good	O Good	OGood						
OAverage	Average	OAverage						
OAverage	OPoor	Average     Poor						
OPOOR		_						
	Update	•						
		Update Other lang	_					
	Attendan	e to summer school	s, conferences or	workshop	5			
	Name	Place			Year			
					A	dd		
		Participation t	exchange progra	ams				
Name of progr	am	Host (Institution, Ci Country)	ty, From		То			
						Add		

- 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

- 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)

- 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

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



- 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 programms etc.).
- All fields are duplicable by clicking the add button

# Application form / 3a

	Personal data Education	on Training o	r work experience	Confirm all data
TRAINING OR WORK EXPER	IENCE			
Name and place	Description of your main a	ctivity	Period of duty (	
				Ac
Scholarships, awards,				
***				
Present employment and dut	ies (if applicable) (255 chara	cters max)		
***				
Give a brief account of your re	esearch experience, its highli	ghts, and your	personal contribution	on (max 1 page)
***				

# Application form / 3b

List your scientific product	cs, if any, up to a maxim	num of three and u	ipload, if possible	
Authors	Title		Journal	
				Add
File	Sfoglia			
File Types Allowed: ".pd	lf", ".txt", ".doc", ".rtf	", ".zip"		
Why do you plan to atten	d graduate school? Exp	olain how graduate	e school will contrib	oute 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 criteria / 1 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.

# Research Topics

 Then Browse the Research topics list to identify the projects of your interest and list up to 2 projects in order of preference (the entire list is available at isas.unicam.it, in the <u>section</u> <u>related</u> to PhD in Theoretical and Applied Neuroscience)

 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.

#### Admission criteria and pertaining weight:

- Scientific qualifications
- Scientific qualifications: max 20 points
- Project proposal: max 20 points
- Admission to oral exam: Minimal score 20/40
- Oral exam: 60 points
- Total score: 100 points
- Admission: Minimum of 70 points

# 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 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'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.

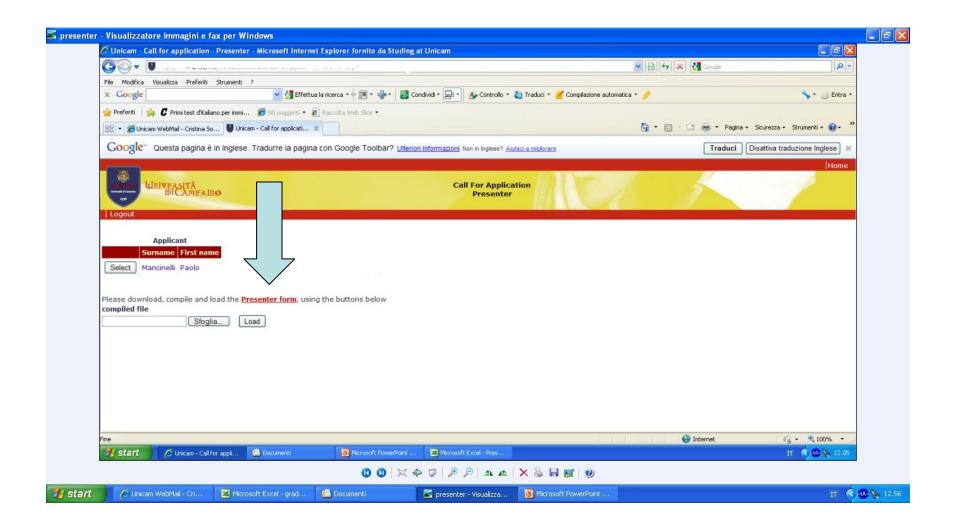
# Application form / 5

- 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

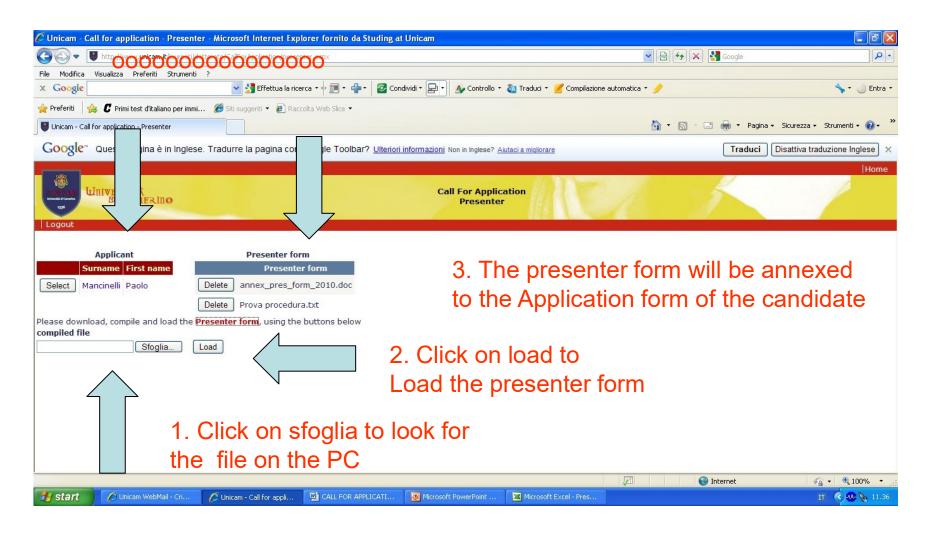
# Download the presenter form



### 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

### Load the presenter form / 2



### 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 <u>paolo.mancinelli@unicam.it</u> for technical problems or contact <u>postlaurea@unicam.it</u>
- 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.

- 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

- 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

