

***PUBLIC SELECTION FOR ADMISSION TO THE NATIONAL INTEREST PH.D.
PROGRAMS OF THE 42TH CYCLE "THEORETICAL AND APPLIED NEUROSCIENCE" –
UNIVERSITY OF CAMERINO***

***Guidelines and Technical Instructions for Completing the Application for
Participation in the Admission Selections to the National Interest Ph.D. Programs
"Theoretical and Applied Neuroscience" on PICA***

This guide aims to provide technical information useful for submitting the application for admission through the online platform designed for collecting applications. For any scientific information, candidates are advised to contact the Coordinator of the Ph.D. Program.

1. The procedure for submitting applications for admission to the Ph.D Programs is completely digital and managed through the online platform PICA, available at <https://pica.cineca.it/unicam/phdtan42/domande>. **No other forms of submission are allowed. Applications and related attachments sent via PEC, regular mail, or registered mail with acknowledgment of receipt will not be considered.**
2. The candidate can access the platform by authenticating themselves using the Public Digital Identity System (SPID) or, alternatively, by registering with the system following the instructions provided below. Access with SPID can be done from any device (computer, tablet and smartphone), using the personal credentials (username and password) and clicking on the button "Enter with SPID o Credenziali Istituzionali" on the screen.
3. Before starting to fill out the admission application, it is essential to carefully read **the public selection notice for admission to the National Interest research doctorate programs of the 42th cycle "Theoretical and Applied Neuroscience"**. It is recommended to ensure that the candidate meets the required qualifications and verifies which documents must be attached. **Mandatory fields and attachments that are not completed or attached will prevent the completion of the application and the submission of the participation request for the admission.**
4. ATTENTION: All documents required for the application must be uploaded in electronic PDF format, and in some cases, before attaching them, printed, signed, and re-uploaded, complying with the file size limits indicated in the format. It is therefore recommended to use a workstation equipped with a printer and scanner.
5. It is possible to complete the form by accessing the platform multiple times. In this case, the candidate can access the application in subsequent sessions by clicking the EDIT button and resume filling out the application; the data entered and saved in this way will be retrieved by the candidate during subsequent logins. **Once the deadline for submission has passed, the system will no longer allow access or submission of the electronic form.**
6. Further information regarding the selection procedures outlined in this notice can be requested by writing to dottorato@unicam.it. **For technical issues,** please click on the link at the bottom

of the page <https://pica.cineca.it/unicam/phdtan42/domande>. We do not guarantee the regarding of reports sent through different methods or to different email addresses.

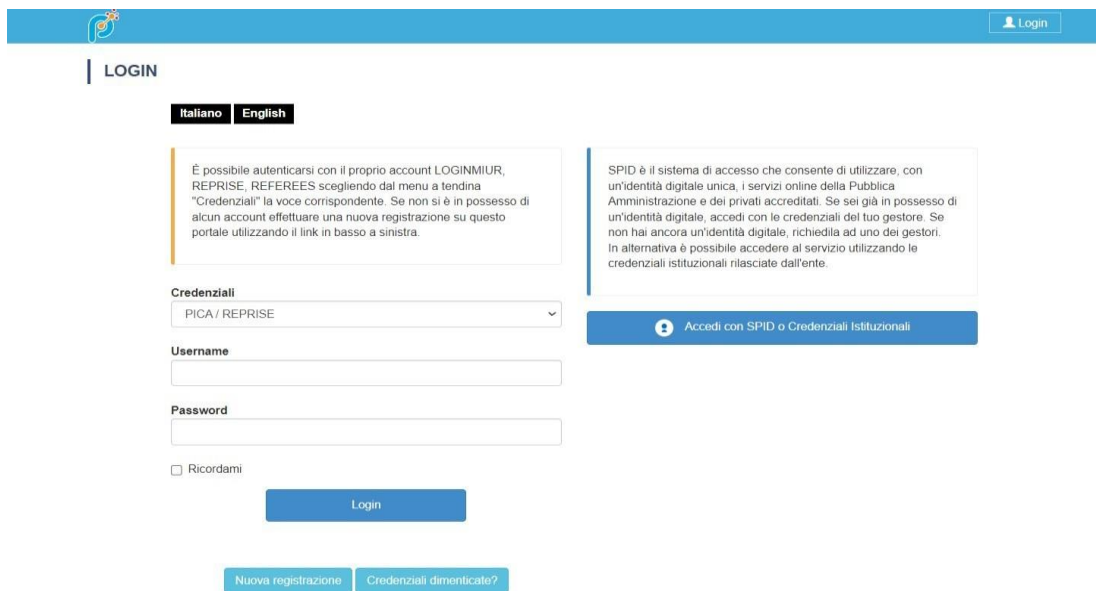
7. Once the application process is completed and submitted, the candidate will receive an e-mail confirming the successful submission, including the application's **identification number**. It is specified that filling out and submitting the application via SPID does not require the signature of the application at the conclusion of the procedure for the submission of the application. The candidate will see the following message on the screen: *"Autenticato SPID: firma digitale non richiesta /SPID authentication: digital signature not needed"*.

REGISTRATION AND ACCESS TO THE SYSTEM/PLATFORM

To directly access the selection page for admission to the National Interest PhD course – CYCLE XL "Theoretical and Applied Neuroscience (A.Y. 2024/2025) you need to connect to the website <https://pica.cineca.it/unicam/phdtan42/domande> and proceed with authentication using:

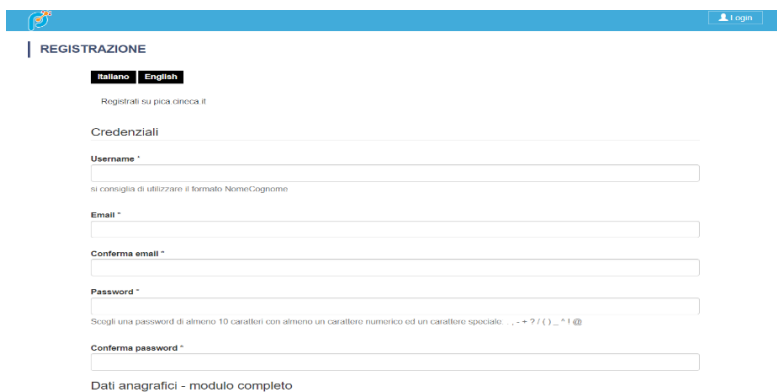
- 1) SPID credentials – Sistema Pubblico d'Identità Digitale, selecting "Università degli studi di Camerino" from the available federations page. If the candidate does not have SPID credentials, they can request them following the instructions on the website <https://www.spid.gov.it/> (fig. 1);
- 2) Institutional credentials (SSO Single Sign On);
- 3) LOGINMIUR account access credentials. If the user has lost their credentials, they can recover them by clicking on the "Forgot credentials?" option (fig. 1);
- 4) By registering on the platform by clicking on "New Registration" (fig. 1). After entering all the required registration details, click on "New registration" (fig. 3); the system will send an e-mail to the provided e-mail address with instructions to confirm the registration. If the candidate does not receive the e-mail or is unable to view it, they can request support through the link at the bottom of the page <https://pica.cineca.it/unicam/phdtan42/domande>

Figure 1 – User login/authentication page



The login page features a blue header with the UNICAM logo and a 'Login' button. Below the header, the 'LOGIN' section includes language tabs for 'Italiano' and 'English'. A central text box explains the login process, mentioning LOGINMIUR, REPRIS, and REFERENCE. To the right, a box describes the SPID system. The login form contains a 'Credenziali' dropdown menu (set to 'PICA / REPRIS'), 'Username' and 'Password' input fields, a 'Ricordami' checkbox, and a 'Login' button. At the bottom, there are links for 'Nuova registrazione' and 'Credenziali dimenticate?'.

Figure 2 – New User Data Registration



The registration page has a blue header with the UNICAM logo and a 'Login' button. The 'REGISTRAZIONE' section includes language tabs for 'Italiano' and 'English'. A note states 'Registrali su pica.cineca.it'. The form fields include 'Credenziali', 'Username *', 'Email *', 'Conferma email *', 'Password *', and 'Conferma password *'. A password strength indicator is provided below the password field. At the bottom, there is a link for 'Dati anagrafici - modulo completo'.

Figure 3 – Registration

Telefono

Cellulare

☐ * Autorizzo l'invio all'indirizzo di posta elettronica da me indicato di comunicazioni tecniche di servizio legate all'utilizzo del portale e dei servizi in esso disponibili.

☐ * Dichiaro di avere preso visione dell'[informativa](#) fornita dal Titolare del trattamento ai sensi dell'art. 13 del Regolamento UE 2016/679 sulla protezione dei dati personali



Nuova registrazione

Cancella Campi

Figure 4 – Federation Selection

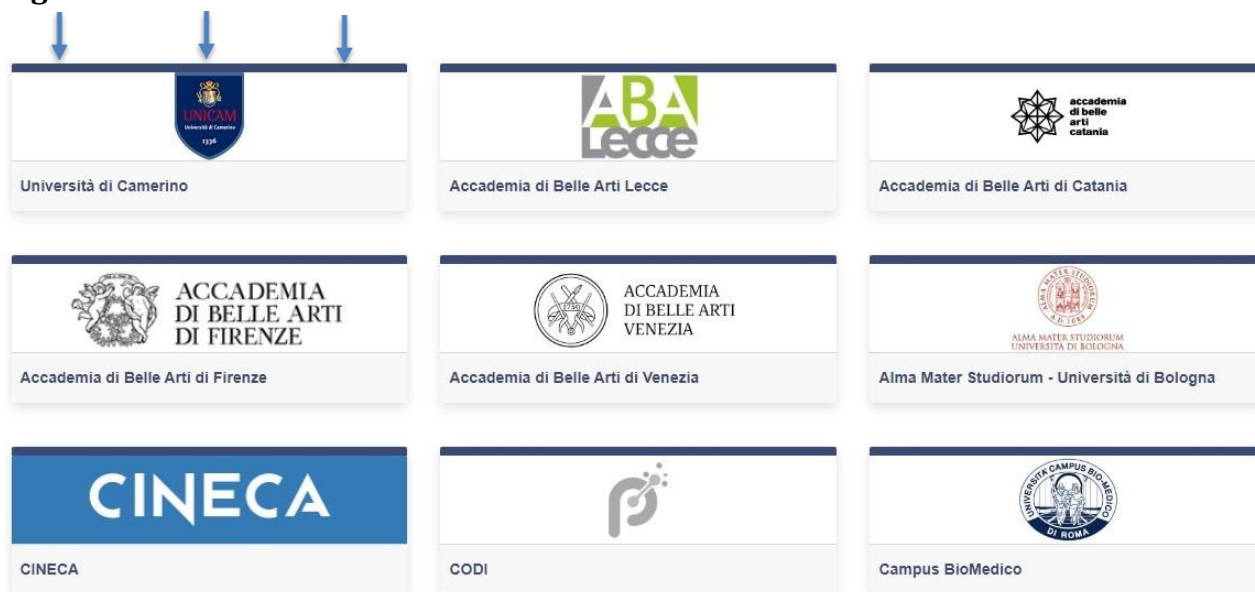


Figure 5 – Manage the applications

Cod: DR 037/2021

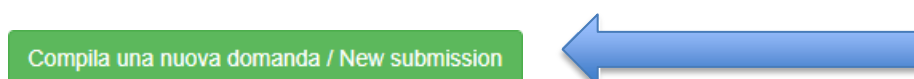
🕒 26-02-2021 09:00 🕒 18-03-2021 23:59

GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS ➔

ACCESS TO THE APPLICATION FORM FILLING PROCEDURE

Once registered, the candidate can proceed with filling out the application by clicking on “*Compila una nuova domanda/New submission*” (fig. 5). Before filling out the application the candidate can make changes to their profile information. ATTENTION: At the end of filling out each section (Fig. 6) it is always necessary to click on the “Save and Proceed” button. If the input was successful the system will move to the next section; otherwise, error messages will appear, and the user will need to correct the entered data before proceeding to the next screen.

Figure 5 – *Start of application entry procedure*



SECTIONS OF THE APPLICATION

Figure 6 – *Index of procedure sections*

Indice/Index

1	Dati anagrafici / Personal data
2	Corso di dottorato / PhD course
3	Formazione / Education
4	Esperienze formative, professionali, di ricerca / Training, work, research experience
5	Allegati / Attachments
6	Informativa sui dati personali / Information notice on personal data treatment

The first section to fill out concerns **PERSONAL DATA (first item in the Index)**. The candidate will find this part already pre-filled with the information entered during the registration procedure and will therefore need to fill in any missing fields (fig. 7). If there are errors in the personal data, the candidate can modify them by accessing “Profilo utente” (User Profile) in the top right corner.

ATTENTION: at the end of the completion, it is necessary to click on the “SALVA E PROSEGUI/SAVE AND PROCEED” button before moving to the next page. If you do not click on the “SALVA E PROSEGUI/SAVE AND PROCEED” button, the page completion will not be saved.

If the input has been successful, the system will move to the next section; otherwise, error messages will appear, and it will be necessary to correct the entered data or include any missing information in mandatory fields (fig.7).

Figure 7 – Personal data Section

Cruscotto/Dashboard | Indice/Index | Pagina/Page 1/6 | Domanda/Application Id: 77343

→ Successiva/Next

Dati anagrafici / Personal data

ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields

Dati Anagrafici / Personal data

In the **PHD COURSE** section (**second item in the Index**) (fig.8) it is possible to select only the PhD Course in THEORETICAL AND APPLIED NEUROSCIENCE.

Figure 8 – Selection of the PhD Course

Cruscotto/Dashboard | Indice/Index | Pagina/Page 2/6 | Domanda/Application Id: 1793001

← Precedente/Previous | → Successiva/Next

Corso di dottorato / PhD course

Corso di dottorato / PhD course

Elenco dei corsi di dottorato / list of PhD Programmes

Consulta l'elenco dei corsi di dottorato: / Information about PhD programmes: <https://isas.unicam.it/courses>

Si prega di selezionare il programma di dottorato di tuo interesse dall'elenco sottostante e poi selezionare fino a due curricula in ordine di preferenza. Infine, premi il pulsante "Salva e continua" / Please select the PhD program of your interest from the list below and then select up to two curricula in order of preference. Finally, press the "Save and proceed" button.

THEORETICAL AND APPLIED NEUROSCIENCE

– selezionare un corso / select a course –

THEORETICAL AND APPLIED NEUROSCIENCE

Next, select the chosen curriculum from those available in the selected PhD Program. The candidate can select one curriculum.

Figure 9 –Curriculum Selection

Curriculum	
Preferenza/Preference	Azioni/Actions
(nessuna voce selezionata / no item selected)	
Voci non selezionate / Unselected items	
COGNITIVE AND BEHAVIOURAL NEUROSCIENCE	+
NEUROSCIENCE AND HUMANITIES	+
PRECLINICAL CLINICAL AND TRANSLATIONAL NEUROSCIENCE	+
COMPUTATIONAL AND SYSTEM NEUROSCIENCE	+

The + button allows the candidate to choose the curriculum.

In the **EDUCATION** section (**third item in the Index**) the candidate must include information regarding their entry qualification (**ATTENTION: fill out the section according to the requirements stated in the notice of admission, at art.9**).

Therefore, depending on the entry qualification situation, the candidate must choose one of the following four options available in the dropdown menu “Tipo/Type”:

- Titolo di studio italiano – Laureato o Equivalente / Graduated Italian degree or Equivalent
- Titolo di studio italiano – Laureando / Graduating Italian degree
- Titolo di studio straniero – Laureato / Graduated Foreign degree
- Titolo di studio straniero – Laureando / Graduating Foreign degree

Figure 10 – Selection of Entry Qualification and related information

Crusotto/Dashboard | Indice/Index Pagina/Page 3/6 Domanda/Application Id: 77343

← Precedente/Previous → Successiva/Next

Formazione / Education

Titolo di studio / Academic qualification

Tipo / Type 
 ---- Selezionare una tipologia / Select a type

Tipo laurea / Degree level
 ---- Selezionare / Select

Università / University
 Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start the research

In the “Titolo di studio/Major” field, the candidate can enter the first three letters of the type of degree obtained (Fig.11)

Figure 11 – Education Section, “Titolo di Studio/Major” field

Tipo laurea / Degree level
 Corso di Laurea Specialistica D.M. 509 del 3/11/1999 / Magistrale D.M. n.270 del 22/11/2004

Università / University
 Università degli Studi di CAMERINO

Titolo di Studio / Major in
 INF

100/S Classe delle lauree specialistiche in tecniche e metodi per la società dell'informazione
 102/S Classe delle lauree specialistiche in teoria e tecniche della normazione e dell'informazione giuridica
 23/S Classe delle lauree specialistiche in informatica
 24/S Classe delle lauree specialistiche in informatica per le discipline umanistiche
 35/S Classe delle lauree specialistiche in ingegneria informatica
 LM-18 Informatica
 LM-19 Informazione e sistemi editoriali
 LM-19 R Informazione e sistemi editoriali

Subsequently, the candidate must include information regarding the LAUREA SPECIALISTICA O MAGISTRALE/MASTER’S DEGREE (second level degree/cycle) obtained in Italy or abroad, or to be obtained within the deadlines set by the notice of admission.

Figure 12 – Entry Qualification and Thesis

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date

☐ Sessione straordinaria / Extraordinary session

Anno accademico effettivo o previsto di conseguimento titolo / Real or presumed graduation year

---- Selezionare un anno accademico / Select an academic year

Voto / Grade

/ ☐ con lode / with honors

Sito dell'università / University website

Nome relatore / Name of Supervisor

Titolo della tesi / Title of MSc thesis

- Dato obbligatorio / Mandatory field

In the same section, the candidate is also required to enter the details of their upper secondary school diploma, as shown in the following image:

Diploma di scuola secondaria di secondo grado / High school diploma

Inserire i dati relativi al Diploma di scuola secondaria di II° grado / Enter data relating to the High school diploma

Tipologia Diploma / Diploma Type

Selezionare una tipologia / Select a type

Titolo Studio / Educational qualification

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search

Voto / Grade

/ ☐ Lode / Laudation

Anno Scolastico conseguimento titolo (se il titolo non è stato ancora conseguito, inserire l'anno scolastico di conseguimento previsto. Es: 2022/2023)

Real or presumed diploma school year (Ex: 2022/2023)

inserire anno scolastico (Es: 2017/2018)

Istituto / Institute

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search

- Dato obbligatorio / Mandatory field

Also, within the Education Section, the candidate must pay particular attention to the entries “Research Project” and “Motivation Letter”.

In the first case, concerning the Research Project, the candidate must upload a PDF file presenting a hypothetical research project chosen from those proposed at the link on the page. This document will be used solely to evaluate the candidate’s research aptitude. The project should clearly outline: the description, the objectives to achieve, the expected results, the methodology to be followed and any references.

In the second case, concerning the Motivation Letter, the candidate must upload a PDF file highlighting:

- **Motivations for pursuing a PhD at Unicam:** the candidate explains why they chose Unicam and how the chosen Unicam PhD Program will help them achieve their professional and academic goals.
- **Consistency with the candidate’s academic background:** the candidate describes how their previous studies have prepared them for this Program.
- **Research interests:** the candidate indicates their specific research interests and explains why they are passionate about them.
- **Research ideas for future projects:** the candidate presents some research ideas they would like to develop during their PhD period.
- **Any experiences gained during thesis work:** the candidate shares significant experiences during their thesis work and how this has influenced their research skills.

Finally, the candidate must also specify whether they intend to apply for positions with or without a scholarship, indicating this in the specified field.

Figure 13 – Research Project, Motivation Letter and Scholarship

Research Project

Research project proposal to be used exclusively to evaluate the application - link <https://isas.unicam.it/phd-program-cycle-xl-%C2%A0call-applications>

Carica/Upload

Nessun file selezionato

- Dato obbligatorio / Mandatory field

Motivation letter

The motivation letter must include the motivations for pursuing a PhD at Unicam; the consistency with the candidate's academic career; research interests; research ideas for future projects; any experience gained during the thesis work.

Carica/Upload

Nessun file selezionato

- Dato obbligatorio / Mandatory field

Borsa di studio / Scholarship

Dichiaro di voler partecipare per posti con borsa di studio / I declare that I wish to participate for scholarship positions

☐ Sì

☐ No

In the **Training, work, research experiences** section (**fourth item in the Index**), the candidate must list:

- In the first space, any educational, professional, and/or research experiences considered relevant (up to seven entries can be made);
- In the second space, the candidate must list any awards, scholarships, and prizes received (up to three entries can be made);
- In the third space, under **“Prodotti della Ricerca”**, the candidate can upload publications to be submitted to the committee.

In the additional information, the candidate must declare their total annual personal income by selecting the two available options. (As also specified in the notice of admission, the annual income of the PhD student with a scholarship, during the PhD course, excluding the year of issuance of the notice, must not exceed the annual amount of the scholarship net of charges).

Figure 14 – Additional information

Informazioni aggiuntive / Additional information

Il candidato dichiara che il reddito netto complessivo annuo personale è:

☐ inferiore o uguale a euro 14.346,00

☐ superiore a euro 14.346,00

Gli emolumenti annui del dottorando con borsa, nel corso del percorso dottorale (ad esclusione dell'anno di emanazione del bando), non devono superare l'importo annuo della borsa al netto degli oneri

- **Dato obbligatorio / Mandatory field**

Additionally, the candidate must specify if they are employed by a company, society, or research institute, and, if so, specify the name of the workplace and the role held.

The **ATTACHMENTS** section (**fifth item in the Index**) allows the candidate to upload all the documents required for participating in the selection for the chosen course.

In this section, the candidate can include information related to:

- Identity document;
- Scientific Professional Curriculum Vitae relevant for the selection;
- Scanned copy of the tax code (*optional*).

Note: Reference letters should NOT be uploaded in this section. There is a separate procedure for them (see the specific section REFERENCE LETTERS in the guide).

The **“Information notice on personal data treatment”** section (**sixth item in the Index**) asks the candidate to review and accept the privacy policy and to confirm the truthfulness and accuracy of all the information provided in the application form, CV, and all the attachments.

SUBMISSION OF THE APPLICATION FOR ADMISSION

The application must be completed in all its parts, according to the instructions provided in the online procedure.

After completing the admission application and uploading the files required by the call and by the procedure, candidates may view the application, make further changes, or proceed with its final submission, subject to verification, payment of the application fee and signature of the application, according to the methods provided by the platform.

Click on the **“Verifica/Verify”** button to allow the system to check that all mandatory information is present. The select “Cruscotto/Dashboard” to return to the list of draft applications and/or applications to be submitted.

Figure 15 – Application verification

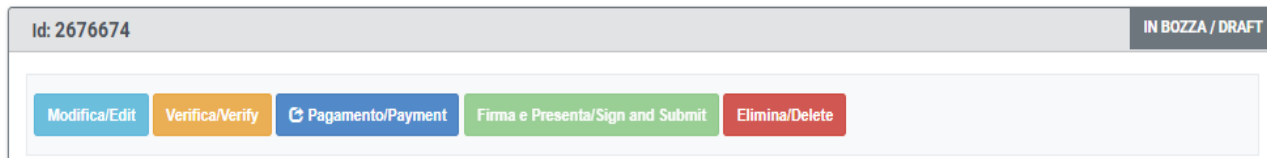
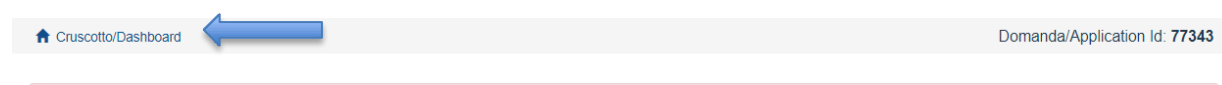


Figure 16 – Dashboard selection



After completing and carefully checking the application, and before proceeding with final submission, the candidate must pay the application fee of EUR 20, exclusively according to the methods provided by the online procedure.

To proceed with payment, click on the “Pagamento/Payment” command on the dashboard.

Figure 17 – Your dashboard: Payment



On the next screen, the candidate will automatically be indicated as the payer. If the payment is made by a third party on behalf of the candidate, click on “Modifica versante” and enter the required data.

Then click on “Procedi al pagamento”.

Figure 18 – Payer details and proceed to payment

Contributo partecipazione concorso cod. phd42

Versante

Ragione sociale
Codice fiscale
Indirizzo
Civico
CAP
Località
Provincia
Nazione
Telefono
Cellulare
FAX
Email

Modifica versante

Pagamento

Da pagare entro il 24/07/2026 13:00:00.

Causale	Contributo partecipazione concorso cod. phd42
Codice fiscale creditore	81001910439
Importo	€ 20,00
Scadenza	24/07/2026 13:00
IUV	(non assegnato)

Torna al cruscotto PICA

Paga tramite PagoPA

Read the warning message carefully and click on n"Accetta" to proceed.

Select the language at the top and access PagoPA.

If the candidate does not have SPID, they can access using their e-mail address by clicking on "Entra con la tua mail", entering their e-mail address and clicking on "Continua".

Accept the Privacy Policy and click on "Continua".

Select the preferred payment method by clicking on the relevant option: credit/debit card, current account, or other payment methods.

Then follow the instructions provided by the system.

Once payment has been completed, return to the dashboard to proceed with final submission of the application.

Then, by clicking on the FIRMA E PRESENTA/SIGN AND SUBMIT button, the full application will be displayed again to the candidate and, if there are no errors, a summary of the application will be shown. At the bottom of the page, by clicking on the FIRMA/SIGN button, a PDF file of the application will be generated for the subsequent signature phase, according to the methods provided by the PICA platform.

Each application is assigned an identification number which, together with the code indicated in the IT application system, must be specified in all subsequent communications.

WARNING: In case of access through the Public Digital Identity System – SPID, it will not be necessary to sign the application in order to submit it, as it will be acquired automatically by the procedure.

The application must in any case be submitted by clicking on the relevant button. In addition, the SPID account used to submit the application will be visible at the top of the page.

If the platform is accessed using a different authentication method, submission of the application must be completed and finalized according to the following methods:

Figure 19 – Signature methods

MODALITÀ DI FIRMA / SIGNATURE METHOD

Cruscotto/Dashboard

Domanda/Application Id: 77343

Il sistema supporta le seguenti modalità / The following options are available:

Firma il documento sul server ConFirma / Sign the application on the server using ConFirma service

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) compatibile con il servizio ConFirma. Dopo la firma sarà possibile scaricare il PDF firmato / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification authority) compatible with ConFirma service. After signing, applicants can download the signed pdf application

Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) o software di firma digitale con cui generare, a partire dal file PDF del documento scaricato da questo sito, il file firmato in formato pdf.p7m da ricaricare sul sito stesso / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification authority) or a software for digital signatures in order to create a pdf.p7m file from the pdf file downloaded from this site. The pdf.p7m file must be uploaded in the website again

Firma il documento manualmente / Handwritten Signature

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuarne la scansione in un file PDF e caricare quest'ultimo sul sito. / To sign manually the document, you need to download the pdf file of the application, print it, sign it in original, scan it in a pdf file and upload it again on the website.

ATTENZIONE: la scansione, oltre alle pagine della domanda, dovrà contenere nell'ultima pagina la copia di un documento di identità in corso di validità (questo passaggio non è necessario se la copia del documento di identità è stata inserita tra gli allegati alla domanda) / WATCH OUT: the copy of a valid identity document must be included as the last page of the scanned pdf, after the application form pages (this step can be dispensed with if a copy of the document was uploaded as an attachment of the application form)

If case of manual signature of the application (third option), follow the instructions shown by the procedure (Fig. 19), paying attention to the upload of the PDF file containing the signed application.

It is not necessary to attach the identity document again, as it has already been uploaded when completing the ATTACHMENTS section.

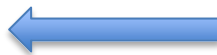
After uploading the file, the application submission may be completed by clicking on the “Presenta la domanda/submit the application” button.

Figure 20 – Application submission

FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Handwritten Signature

- 1 Scaricare (download) la form già compilata / Download your filled-in form
- 2 Stampare la domanda / Print out the application
- 3 Firmare in modo leggibile con inchiostro scuro l'ultima pagina della domanda stampata / Sign the last page of the printed application legibly, with dark ink
- 4 Effettuare la scansione, in un unico file PDF, della domanda firmata e del documento d'identità fronte/retro / Scan your signed application and your identity document (both sides), within a single PDF document **N.B.** Il documento d'identità non è necessario se già caricato all'interno della domanda / The identity document is not required if already uploaded in the application form
- 5 Effettuare l'upload del file PDF / Upload the PDF document
 Nessun file selezionato



Once the procedure has been completed and the online application has been submitted, the candidate will receive an e-mail notifying the correct transmission of the admission application. At any time, the candidate may log back into the system with their credentials and view the application and its status in MyPICA.

Figure 21 – MyPICA



REFERENCE LETTERS

Only after submitting the application will the candidate see the “Lettere di referenza” button on the dashboard (fig. 22).

University of Camerino

Piazza Cavour 19/f
62032 Camerino MC

Fiscal Code: 81001910439
P. IVA: 00291660439
protocollo@pec.unicam.it
www.unicam.it

Libraries, International Education , Post Graduate and Excellence Programmes Division

Polo Santa Caterina - Via Viviano Venanzi, 24
62032 Camerino MC

Dr. Annalisa Albanesi
Head of Division
+39 0737 402765
annalisa.albanesi@unicam.it

Post Graduate and Excellence Programmes Office

iSAS - International School of Advanced Studies
dottorato@unicam.it

Figure 22 – Reference letters

Lettere di referenza / Reference letters

The candidate may enter in the form the institutional e-mail address of the referee to whom the request to complete the reference letter will be sent.

The candidate may enter up to three referees for reference requests. **WARNING: Reference letters are not mandatory for the purposes of evaluation by the committee.**

The referee who receives the request to complete the letter must submit it exclusively online by the deadline set out in the call.

Candidates are advised to inform the referee that they will receive an e-mail with the request.

If the referee decides to complete the letter and concludes the procedure, the system will send an e-mail to the candidate confirming that the letter has been completed. The candidate may still access the system at any time and check the status of the request.

MODIFICATION AND WITHDRAWAL OF THE APPLICATION

- If the candidate has submitted the application and has received the submission confirmation e-mail, it is no longer possible to access that application to modify it. However, it will be possible to withdraw it by the deadline set for submission. To withdraw an application that has already been submitted:
 1. After logging in through the link indicated in the notice, click on “**Compila una nuova domanda**” and, in the upper-left corner of the page, click on **Cruscotto/dashboard**”;
 2. Identify the **submitted application** and click on the “**Ritira/Withdraw**” button;
 3. Complete the relevant page and click on “**Salva e torna al cruscotto/Save and back to dashboard**”.

The candidate will receive an email showing the application withdrawal request and the relevant protocol number assigned to do it. From that moment, and no later than the set deadline, it is possible to submit a new application for the procedure.

- If the candidate has generated the PDF file of the application but has not completed the submission procedure (the signed application has not yet been uploaded and therefore the candidate has not received the submission confirmation e-mail), they must click on the Support link at the bottom of the web page on the online procedure and request the reopening of the application, specifying the reason and the application ID and attaching an identity document.

- It is also possible to delete from the personal Dashboard only the applications that are in “In Bozza” status, by using the “Elimina/Delete” button.

University of Camerino

Piazza Cavour 19/f
62032 Camerino MC

Fiscal Code: 81001910439
P. IVA: 00291660439
protocollo@pec.unicam.it
www.unicam.it

**Libraries, International Education ,
Post Graduate and
Excellence Programmes Division**

Polo Santa Caterina - Via Viviano Venanzi, 24
62032 Camerino MC

Dr. Annalisa Albanesi
Head of Division
+39 0737 402765
annalisa.albanesi@unicam.it

**Post Graduate and
Excellence Programmes Office**
iSAS - International School of Advanced Studies
dottorato@unicam.it