

Guidelines for Applicants

The following guidelines have been designed in order to help prospective applicants for a Research Fellowship at the Università del Piemonte Orientale “Amedeo Avogadro”.

The official and legally binding announcement – *Call/Bando* – is written only in Italian. The present document cannot be used for any legal purpose and is only meant to provide information in English concerning the procedure to be followed for fellowship application.

However, if you have any questions or concerns not addressed in the present guidelines, you can contact the following address: assegni@uniupo.it.

To submit the application you must 1) fill in the electronic application form and 2) send one signed hard copy of the application.

To access the Research Fellowship application system, you must register in the following link: http://wm.rettorato.unipmn.it/assegni/public_login.php, which will enable you to save and edit your application before proceeding with submission.

You are also recommended to register as soon as possible, at your earliest convenience.

The following is the procedure for registration:

1. Click the button *New Registration/Nuova iscrizione*, fill it in with your *Surname/Cognome, Name/Nome* and e-mail address.

You will receive a temporary password to the e-mail address provided.

NOTE E-mails are the primary source of communication used by the Administrators. Consequently, it is necessary to have an active e-mail address or to update the e-mail address should it change.

2. Type your e-mail address in the *User Name* field and type the temporary password in the *Password* field.

3. Click the *Login* button.

4. Then choose a new password and type it in the *Password* field.

5. Select your language on the top right-hand section of the page. (Language options are in the top right-hand corner of the web page.)

Application Form

NOTE All mandatory fields (indicated by an asterisk) have to be completed in order to save the data and submit the Application Form.

1. *Personal data/Dati Anagrafici*

NOTE Information entered in this section will be treated confidentially – in compliance with code D.Lgs. n. 196 30 June 2003 (“Code regarding the protection of personal information”).


The form is designed to initially enter the applicant’s data. Once this phase is completed, the following section will automatically appear:

2. *Educational qualifications/Titolo di studio*



Fill in the *Assegni precedentemente svolti/Previous research fellowships* field only if you have already been a research fellow in Italian universities.




3. *Call for proposal/Bando*

This page enables you to submit your research proposal and download the application form.

In order to submit your application, press either the button  or *Add/Aggiungere*, depending on the position you are interested in.

NOTE You are required to submit a separate application for each position you apply for. At this stage, the Personal data and Educational qualifications information has already been registered and now you have to choose the position you wish to fill. Please remember that each application should be submitted both online and sent by post.

Before clicking the  button you may revise your data and delete a proposal by simply clicking on the  button.

Check your application (the  button presents a draft application), confirm and close the Application Form by clicking the  button. After confirming your application, the  button will present the final Application Form, which should be printed and signed beforehand.

Application package

NOTE You are required to submit a separate application package for each position you apply for. Only hard copy applications sent by post will be accepted: make sure to allow sufficient time for the application to be received by the Università of Piemonte Orientale before the deadline. Call deadlines, published on the *Call for proposals/Bando*, are strictly enforced.

The Administration of the Università degli Studi del Piemonte Orientale assumes no responsibility for lost or late communications due to an inaccurate or incomplete address provided by a candidate, or to delay due to the postal service.





Final check before submission

Check the deadline	<input type="checkbox"/>
Prepare the documents to be transmitted:	
- signed Application Form	<input type="checkbox"/>
- copy of an identification document (either identity card or passport)	<input type="checkbox"/>
- signed Curriculum Vitae	<input type="checkbox"/>
- copy of all publications	<input type="checkbox"/>
- copy of certificates (degree, master's, PhD)	<input type="checkbox"/>
NOTE Publications and certificates in languages other than Italian, English, French, German or Spanish must be translated into either Italian or English.	
Prepare the package envelope:	
- use the correct, already filled out label (see annex 1) and complete it with the Research Fellowship Identification Number	<input type="checkbox"/>
NOTE The Research Fellowship Identification Number is the reference number provided in the <i>Annex/Allegato al Bando</i> of the <i>Call/Bando</i> you are addressing. The identification number looks like this: Id. 123; make sure not to confuse this with the Call Identification Number. The sealed envelope should be sent to the Department where the research project is to be carried out.	
- write your Personal Data (name, surname, address)	<input type="checkbox"/>

Selection process

The selection is made on the basis of qualifications and an interview. The *Call/Bando* provides information concerning the place and date of selection.

Key to symbols in the application form

*	Mandatory information
Home	To return to first page of Application Form
Ricerca Scientifica	To return to Assegni di Ricerca
	To delete the application
	To download the Call
	To download the Application Form
	To confirm and close the Application Form

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Al Direttore
Dipartimento di Scienze e
Innovazione Tecnologica (DISIT)
viale Teresa Michel, 11
15121 Alessandria (Italia)

Call for applications for
research fellowship 'id.....'

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Al Direttore
Dipartimento di Giurisprudenza,
Scienze Politiche, economiche e sociali
via Cavour, 84
15121 Alessandria (Italia)

Call for applications for
research fellowship 'id.....'

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Al Direttore
Dipartimento di Medicina Traslazionale
via Solaroli, 17
28100 Novara (Italia)

Call for applications for
research fellowship 'id.....'

✂

Al Direttore
Dipartimento di Scienze della Salute
via Solaroli, 17
28100 Novara (Italia)

Call for applications for
research fellowship 'id.....'



Al Direttore
Dipartimento di Scienze del Farmaco
Largo Donegani, 2
28100 Novara (Italia)

Call for applications for
research fellowship 'id.....'



Al Direttore
Dipartimento di Studi per l'Economia e
l'Impresa
via Perrone, 18
28100 Novara (Italia)

Call for applications for
research fellowship 'id.....'



Al Direttore
Dipartimento di Studi Umanistici
via Galileo Ferraris, 116
13100 Vercelli (Italia)

Call for applications for
research fellowship 'id.....'