1. The application form must only be submitted online. No hard copy of the application must be sent via regular mail.

2. Before filling in the application form, please read carefully the selection announcement in order to verify the eligibility criteria and the documents to be submitted for the Ph.D. Course you are interested in.

3. PLEASE, BE ADVISED: ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT AND, IN SOME CASES, THEY MUST BE PRINTED, SIGNED AND RE-UPLOADED. WE SUGGEST TO THE APPLICANTS TO USE A PC CONNECTED WITH A PRINTER AND A SCANNER.

4. It is possible to fill in the application form by logging in at different times and saving the data. In order to access the application form that has been partly completed you must click on Modify to complete it.

5. Further information on the selection procedure can be asked via email at: dottorato@unife.it. For any technical issue, you may write to unife@cineca.it also adding the Identification Code as shown in the top right layer of the page. Requests sent to other email addresses may not be read.

6. Applicants who want to apply for more than one Ph.D. Course must submit as many applications as the chosen courses.

7. Applicants with foreign qualifications that have not been legally recognised as equivalent to the Italian degree must read art. 3. Academic Qualification awarded by a foreign Institution of the selection announcement and upload the required documents in the relevant section of the online application.

8. Applicants with a disability or dyslexia may request special assistance and extra time to complete the admission examinations. Applicants requiring such assistance may also notify their need which will be taken into consideration during the test. In order to require it, Candidates will need to fill in the section “Assistance/Extra Time” in the online procedure and then send an e-mail to servizio.disabilita@unife.it and/or servizio.dsa@unife.it, adding their Identification Code as received at the moment of the registration within the Call deadline.

9. After the application has been correctly filled in and submitted, applicants will receive an email with the confirmation of the submission.

1. DATA REGISTRATION

Go to the website https://pica.cineca.it/unife/.
At the first access applicants need to register by clicking on ‘Register’ and complete the online form with the necessary data (fig.1,2).
If applicants already have LOGINMIUR credentials, they don’t need to register again. They must access with their LOGINMIUR username and password in the relevant field LOGINMIUR.
In case you forgot your username and password, click on ‘Forgot your credentials?’
Fig. 1 – Registration home page.

Fig. 2 – Registration data.

After completing the data, click on ‘New Registration’. Applicants will receive an email with the data to confirm their registration. In case you don’t receive or cannot see the email please write to unife@cineca.it (fig.3).
2. APPLICATION FORM ACCESS

Once registered it will be possible to connect to the Ph.D. Course you wish to apply to:

https://pica.cineca.it/unife/dottorati34/ - European Union Law and National Legal Systems, Physics, Molecular Medicine, Translational Neurosciences and Neurotechnology, Biomedical Sciences and Biotechnology, Chemistry, Engineering Sciences, Humanities


https://pica.cineca.it/unife/dottorati34-EMAS - Earth and Marine Sciences

By accessing with your credentials you may now proceed with the filling in of the application by clicking on “New Registration” (fig.4). Before proceeding, the user might change his/her profile by selecting in the user menu (top right layer) the kind of modifications he/she wishes to apply.

![Figura 4 – New submission.](image)
The first section is Personal Data. The data have been partially transferred from the registration procedure. There are some more data to be filled in (fig. 6). In case there are mistakes in the personal data, applicants can modify them by clicking on the top right button (User Profile).

BE ADVISED: after filling in you always need to click on the button “SAVE AND PROCEED”.

If the data have been correctly filled in, you will directly go to the next section. Otherwise, error messages will display and you will have to correct the data (fig.6).

In the Section DECLARATIONS you will see a list of declarations about terms and conditions for the use of the software and personal data treatment. At the end, it is mandatory to upload an identity document (Identity Card, Passport).

In the following section, applicants must choose the Ph.D. Course, the order of the curricula - if any – the places and the scholarships with priority research topic (if any) they want to apply for.

If specified in the call, applicants will also see the Higher-level apprenticeship contracts potentially available. Under these contracts Ph.D. students are employed by a company with a 3 year contract in order to develop the research topic specified. In order to apply for these contracts, it is necessary to give the consent to the treatment of your data, so that such data can be communicated to the companies for possible interviews (fig.7).
Depending on the Ph.D. Course you are going to apply for, different kinds of positions are available:

Reserved positions for candidates holding a foreign government scholarship or a scholarship funded by international mobility programmes;

Reserved positions for employees of Companies active in high qualification activities (Industrial Doctorate);

Reserved positions for employees of Companies active in high qualification activities (Ph.D. Course in High Apprenticeship);

Reserved positions for employees of Institutes and public Research Centers active in high qualification activities (with salary keeping);

Reserved positions with specific research topics.

Candidates who have such requisites will need to choose the option in which they are interested in.

**BE ADVISED:** in order to proceed it is mandatory to answer YES/NO to all of the questions.
In the following section (ADMISSION QUALIFICATION – RELEVANT OPTIONS) applicants must choose one out of the four options proposed (fig.8).

![Fig. 8 – Admission Qualification – Relevant options](image)

In the following section applicants must fill in the data of their Admission Qualification, either already awarded or to be awarded before October 31st 2018 (fig.9).

![Fig. 9 – Admission Qualification - Details](image)

**Fig. 9/1 – Academic Qualifications with Specific Requirements Section (Check the Ph.D. description sheets)**
In the section “DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified for the selection for each Ph.D. Course, with the exclusion of Reference Letters which must be submitted via a specific procedure (see par. 3). Therefore, we suggest applicants to pay special attention to the documents to be submitted listed in the Ph.D. Course table in order to upload them all correctly.

The files must be in .pdf format and readable, and must not exceed 30 Mb. For each file a brief description is needed. (fig.10).

**BE ADVISED:** In this specific section there must also be uploaded other documents, if any, in case of foreign degree (See Art. 3 Degrees awarded by foreign Universities of the Notice).

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**Fig. 10 – Documents to be submitted with the Application Form**

In order to save, click on “Save and Back to Dashboard”.

**Fig. 11 – Saving Draft**

After filling in this section applicants will be redirected to the dashboard where they will see the draft of their application form. If changes are not needed, you may now submit your application by clicking on “Submit” (fig. 12)

**Fig. 12 – Submission of the Application**
If the application has been filled in correctly, you will see the .pdf file of the application. In case there are mistakes, applicants will receive an error message and the application must be corrected. When the application has been corrected, you will be directed to the following section and you must click on ‘Submit’ (fig. 13).

![Fig. 13 – Submission of the Application](image)

After the submission, you will see three possibilities to sign the application. You must choose one and follow the instructions (fig.14).

![Fig. 14 – Signature](image)

If you choose to sign with no digital signature you must print the .pdf application, sign it, scan it and upload it.

After the submission, applicants will receive an email with the confirmation of the submission together with an identification code necessary for any communication with CINECA and IUSS Office.

3. REFERENCE LETTERS

If applicants must submit reference letters among the documents for the PhD course, after the submission of the application form they will find the button ‘Reference letters’ in the dashboard. Applicants must click on it and fill in the relevant information in order to send to the chosen referees the request for the letter. Applicants must specify the institutional email address of the Referee, and not a personal email address.

Only for Architecture and Urban Planning these requirements are mandatory and represent a constraint to the application and they have to be submitted together with the other documents requested during the procedure.
The referee specified will receive the request to fill in the reference letter and must submit it within August 10th 2018 at 12,00 CEST. We suggest applicants to inform the Referees that they will receive the request via PICA. Such time limit does not apply for the Ph.D. Course in Architecture and Urban Planning. If the Referee fills in the letter and submits it, the applicant will receive an email specifying that the letter has been submitted. Applicants, however, can always check the status of their request. Reference letters uploaded by applicants will not be taken into consideration.

If applicants wish to change the Referee, they must send an email to unife@cineca.it specifying the ID of the application form.

4. APPLICATION FORM MODIFICATION OR WITHDRAWAL

- If they have submitted the application form and received the email of confirmation, applicants cannot modify the application form but they will be able to withdraw it following the relevant procedure available on the dashboard and submit a new application form.

- If they have created the pdf file but they have not completed the submission (the pdf file has not been uploaded yet and so they haven’t received the email of confirmation), then they must write to unife@cineca.it and ask to have the application re-opened. In the email they must specify the reason of their request, the ID of their application form and attach copy of their identity document.