



**Università
degli Studi
di Ferrara**

IUSS

Istituto Universitario
di Studi Superiori
IUSS-Ferrara 1391

***Walkthrough for Judging Committee Members
in order to accept their appointment to the
Committee, and to consult the applications and
documents submitted by Candidates who want
to enroll in the Ph.D. Courses, cycle 36***

The appointed Members for each Ph.D. Committee will receive an e-mail as follows:

E-mail sample:

Dear xxxxxxxxx,

We hereby inform You that, by Rectoral Decree, You have been appointed Member of the Judging Committee for the Call for Application: "Domanda di partecipazione alla selezione per l'ammissione ai corsi di Dottorato di ricerca (xxxxxxx) XXXIV ciclo / Application for the admission to Ph.D. courses (xxxxxxxxxx) 36th cycle.

In order to accept or refuse the role, please follow the instructions that follow.

To accept the appointment, access the link:
<http://pica.cineca.it/userinvitation/xxxxxxxxxxxx>

Login with your credentials LOGINMIUR/UAN/REPRISE/REFEREES. If you do not have access to Italian Ministry website, please proceed with the registration and then go to the page of your Board for checking the documents uploaded by the Candidates.

For any technical issue, please contact the support team at pica@cineca.it.

Committee members who are already registered at the LOGINMIUR database can access it without any new registration, by typing their LOGINMIUR username and password in the "credenziali" (credentials) fields.

LOGIN

Italiano English

È possibile autenticarsi con il proprio account LOGINMIUR, REPRISE, REFEREES scegliendo dal menu a tendina "Credenziali" la voce corrispondente. Se non si è in possesso di alcun account effettuare una nuova registrazione su questo portale utilizzando il link in basso a sinistra.

Credenziali

- ✓ PICA / REPRISE
- loginmiur
- Referees

Password

Ricordami

Login

Nuova registrazione Credenziali dimenticate?

In this case you have to select LOGINMIUR. Those who do not belong to the Italian University System, and who do not have a LOGINMIUR registration, must register on **Pica, in Lite mode, only by typing username, password, name, family name and email** Once you accessed the procedure, the invitation to be a Committee member is automatically accepted by the member him/her-self.

After completing your registration, you will receive another e-mail confirming your acceptance of the appointment (IUSS Office will receive the same e-mail, as well).

E-mail sample:

The appointment invitation as Member of the Judging Board for the Call for Application: "Domanda di partecipazione alla selezione per l'ammissione ai corsi di Dottorato di ricerca (xxxxxxxxx) XXXVI ciclo / Application for the admission to Ph.D. courses (xxxxxxxxxxxxx) 36th cycle, has been accepted by xxxxxxxxxxxx.

For any technical issue, please contact the support team at pica@cineca.it.

The invitation will lead you to the **Judging Committee page**. There you will see:

1. The list of Candidates' applications, which must be evaluated by the Committee;
2. The list of Committee Members and possible substitutes;
3. The Rectoral Decree by which you have been appointed Member of the Committee;
4. Drop-down menu that will allow you to choose among the filters **ID/ Surname/ Candidate/ Name/ Registration Number**. Pick the Name or the Surname, put it in the next field, and click on **Filter**.

COMMISSIONE: COMMISSIONE BANDO 1 57

1 ID stringa esatta 5

« Indietro 1 2

ID	Cognome	Nome	Email	Codice	CDL	
60779	Ferraro	Stefania	7@gmail.com	030M		+
60780	Rincozzi	Luca	unimib.it	15M		+
60874	Stavaro	VITO	o@unimi.it	47M		+
61254	Martin	Laura	n@hotmail.it	3M		+

Click here to see application and the attached documents

sedute

Data	Ora	Luogo	
03-11-2017	11.01	Sala Bis	<input type="button" value="Accedi"/>

2

commissari

3

membri

- Antonella De Meo (a.demeo@cineca.it)
- Giulia De rosa (g.derosa@cineca.it)
- Silvia Longhi (s.longhi@cineca.it)

decreto di nomina

4

numero efwwf
data 15-11-2017
repertorio fwf
protocollo www
decreto DECRETO12.pdf

In order to read the documents presented by each Candidate, please click on

... 8 Avanti »

Cliccare qui per aprire la domanda

+

Should you look for a specific name, please use the "Filtra" ("Filter") In the drop-down menu you can select the filter you decide to use, by choosing the following information: ID/Candidate's Family name/Candidate's name/Unife registration number ("matricola"); write in the text box the family name or name you want to filter and click on the "Filtra" ("Filter") button

The screenshot shows the 'Commissioni ammissione ai corsi di Dottorato di ricerca XXXV ciclo' interface. At the top, there is a search bar with a dropdown menu set to 'ID', a text input field, a checked checkbox for 'stringa esatta', and a blue 'Filtra' button. To the right, there are pagination controls showing '« Indietro 1 2 3 4 5'. A red arrow points to the 'Filtra' button. A yellow callout bubble on the right says 'Cliccare qui per visualizzare la domanda e i documenti allegati alla stessa' with a red arrow pointing to a '+' icon in the table.

ID	Cognome	Nome	Codice fiscale	Email	Corso Dottorato	
12345	Bianchi	Giuseppe	0000000000000	giuseppe.bianchi@unife.it	Scienze della Terra e del Mare - EMAS	+ [icon]
12346	Verdi	Francesca	0000000000000	francesca.verdi@unife.it	Scienze della Terra e del Mare - EMAS	+ [icon]
12347	Rossi	Marco	0000000000000	marco.rossi@unife.it	Scienze della Terra e del Mare - EMAS	+ [icon]
12348	Black	Matteo	0000000000000	matteo.black@unife.it	Scienze della Terra e del Mare - EMAS	+ [icon]
12349	Green	Anna	0000000000000	anna.green@unife.it	Scienze della Terra e del Mare - EMAS	+ [icon]

PLEASE BE ADVISED:

Applications for the Doctorate Courses in: European Union Law and National Legal Systems; Economics and Management of Innovation and Sustainability; Translational Neurosciences and Neurotechnologies; Chemistry; Engineering Science; Environmental Sustainability and Wellbeing; Advanced Therapies and Experimental Pharmacology **have no reference letters.** You can see them from August 3rd, 2020.

This screenshot shows a detailed view of a candidate's application. The search bar at the top is identical to the previous screenshot. The table below shows one entry with ID 321095 and the course 'Scienze della Terra e del Mare - EMAS'. Below the table, there is an 'Allegati' section with a download icon and the text 'Domanda', and a button labeled 'Domanda e allegati'.

ID	Cognome	Nome	Codice fiscale	Email	Corso Dottorato	
321095					Scienze della Terra e del Mare - EMAS	- [icon]

Allegati

Domanda

Domanda e allegati

Applications for the Doctorate Courses in Architecture and Urban Planning; Physics; Molecular Medicine; Biomedical Sciences and Biotechnology; Earth and Marine Sciences; Humanities – foresee **reference letters.** You can see them from August 3rd, 2020.

This screenshot is identical to the previous one, showing a detailed view of a candidate's application with ID 321095 and the course 'Scienze della Terra e del Mare - EMAS'.

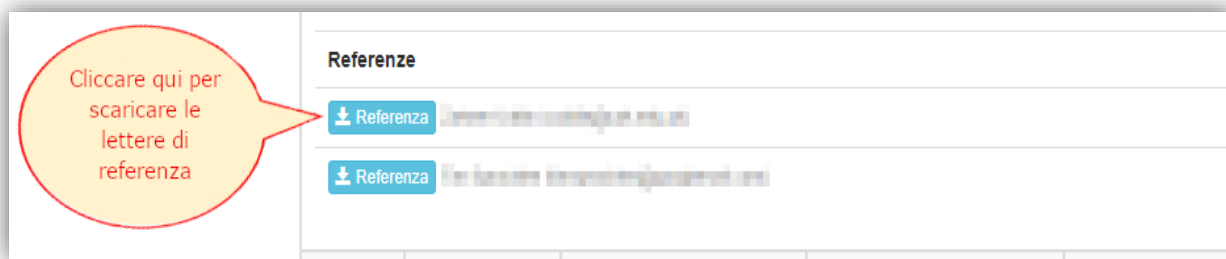
ID	Cognome	Nome	Codice fiscale	Email	Corso Dottorato	
321095					Scienze della Terra e del Mare - EMAS	- [icon]

Allegati

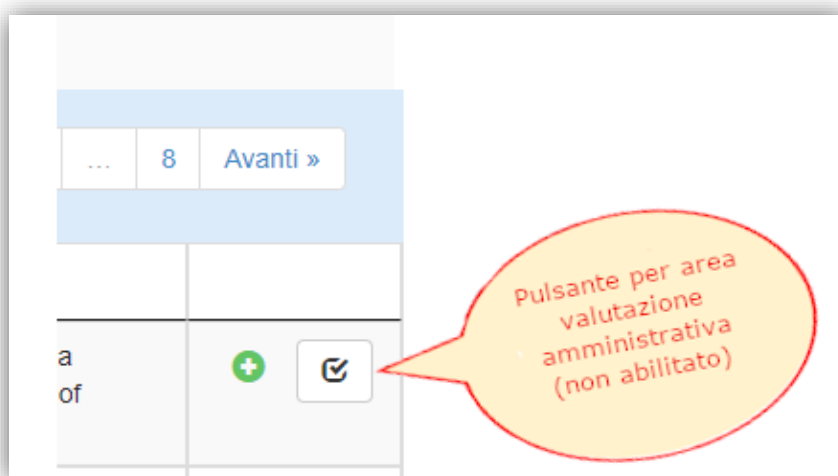
Domanda

Domanda e allegati

Click on the "Referenza" button in order to see each reference letter.



In the procedure you will find a button that refers to the administrative evaluation area. This area **has not been enabled**. Please do not consider that button



Committee members must only use the forms IUSS Office forwarded. **No evaluation must be written in the PICA procedure.**

Should you need assistance with the procedure, IUSS Office is available to support you. Please write to dottorato@unife.it or call the following numbers:

Pirani Maurizio - 0532/293362
Felisati Diana - 0532/455282
Fabbri Lena - 0532/455283
Caniato Elena - 0532/455286

IUSS Office will be closed during the week from August 10 and 14, 2020.

