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 (xxxxxxxxxxx) XXXIV ciclo / Application for the admission to Ph.D. courses (xxxxxxxxxxx) 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/xxxxxxxxxxx

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.

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 (xxxxxxxxxx) XXXVI ciclo / Application for the admission to Ph.D. courses (xxxxxxxxxxxx) 36th cycle, has been accepted by xxxxxxxxxxx.

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**.

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

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.

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.
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.