

IUSS

Istituto Universitario di Studi Superiori IUSS-Ferrara 1391

Guidelines for the submission of the application form
for Ph.D. Courses, Cycle 36
online application open
from June 17th 2020 at 12.00 (ITALIAN TIME)

Online form available at: https://pica.cineca.it/unife/

to July 24th 2020 at 23,59 (ITALIAN TIME)

- 1. The application form must be submitted exclusively 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, and in particular the Course sheet, in order to verify the eligibility criteria and the documents to submit for the Ph.D. Course you are interested in, and VERIFY WHICH DOCUMENTS HAVE TO BE ENCLOSED.
- 3. BE ADVISED: all documents must be uploaded IN PDF FORMAT (maximum document weight **30 MB**) and, in some cases, they must be printed, signed and re-uploaded. Therefore we suggest applicants to use a pc connected with a printer and a scanner.
- 4. Files must be named with number, surname and name of the candidate, file name (e.g.: 1_surname_name_curriculum.pdf max length 40 types). Should there be more files of the same kind to upload, add a progressive number at the end without exceeding the 40 types (e.g.: 1_surname_name_curriculum_2.pdf).
- 5. Candidates can 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. Candidates will close the application only after having checked all data and all requested documents. Once Candidates close the application it cannot be modified.
- 6. Candidates can ask further information on the selection procedure writing an email to: dottorato@unife.it. For any technical issues, you may write to unife@cineca.it adding the Identification Code as shown in the top right layer of the page. Requests sent to other email addresses may not be read.
- 7. Applicants who wish to apply for more than one Ph.D. Course must submit as many applications as the chosen courses.
- 8. 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.
- 9. Applicants with disability or dyslexia (art. 5 of the selection announcement) can notify their needs, which will be taken into due consideration in the logistics of the examination, by filling-in the relevant section "Assistance/Extra Time" in the online procedure. Once

Candidates will finish the online application procedure, they have to send an e-mail within the Call deadline to servizio.disabilita@unife.it and/or servizio.dsa@unife.it, adding their Identification Code as received at the moment of the registration.

10. 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 do not need to register again. They must access with their LOGINMIUR username and password in the relevant LOGINMIUR field. Should you have forgotten your username and password, click on "Forgot your credentials?"

Italiano English

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials

PICA / REPRISE

Username

Password

Remember me

Log in

New registration Forgot your credentials?

Fig. 1 - Registration home page.

REGISTER

Italiano English

Register on pica cineca.tt

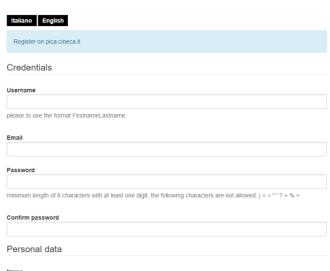


Fig. 2 – Registration data.

After filling-in all data, click on "New Registration", Candidates will receive an email with all info to confirm their registration. In case you do not receive or cannot see the email, please write to unife@cineca.it (fig.3).

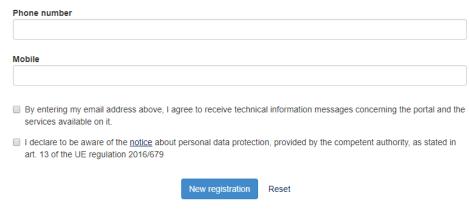


Fig. 3 – Registration fields.

2. ACCESS TO THE PROCEDURE

Once registered, Candidates will be able to connect to the Ph.D. Course they wish to apply to:

https://pica.cineca.it/unife/dottorati36 - European Union Law and National Legal Systems, Economics and Management of Innovation and Sustainability, Physics, Molecular Medicine, Translational Neurosciences and Neurotechnologies, Biomedical Sciences and Biotechnology, Chemistry, Engineering Science, Humanities, Environmental Sustainability and Wellbeing, and Advanced Therapies and Experimental Pharmacology.

https://pica.cineca.it/unife/dottorati36-idaup - Architecture and Urban Planning

https://pica.cineca.it/unife/dottorati36-emas - Earth and Marine Science

By accessing their credentials, Candidates may now proceed with entering the application by clicking on "New Application 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.

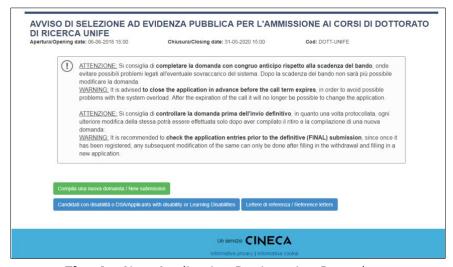


Fig. 4 – New Application Registration Procedure.



Fig. 5 - Application sections.

The first section is Personal Data. Data have been partially transferred from the registration procedure. Candidates must only fill-in the missing data (fig. 6). Should there be any mistakes in the personal data, Applicants can modify them by clicking on the top right button "User Profile".

BE ADVISED: after filling-in always click the "SAVE AND PROCEED" button.

If Applicants fill-in correctly all date, the system will directly go to the next section. Otherwise, error messages will display and Applicants must correct the data (**fig.6**).



Fig. 6 - Personal Data section

In the "DECLARATIONS" Section Applicants 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 they want to apply to (**fig.7**), the reserved positions (for **IDAUP and EMAS** Courses choose the SEDE/Home Institution) and specific research topics (if any).



Fig. 7 – Ph.D. Course section

Depending on the Ph.D. Course Candidates can find different kinds of positions:

- Reserved positions for candidates "holding a foreign government scholarship or a scholarship funded by international mobility programmes";
- Reserved positions for "Industrial Doctorate", "High Apprenticeship", "Salary Keep" and "Scholarship with binding research subject";
- Positions with "scholarships on a restricted topic".

Candidates who meet these requirements or are interested in restricted-topic scholarship must select the **item** and the **sub-item** of interest.

For restricted-topic scholarships, you may select multiple topics.

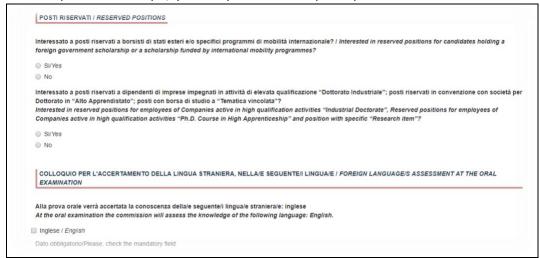


Fig. 7/2 –Ph.D. Courses with Reserved Positions and Specific Research Topics Fellowships Section

BE ADVISED: in order to proceed it is mandatory to answer YES/NO to all of the questions.

In the following section (ADMISSION QUALIFICATION) applicants must choose one out of the four proposed options (**fig.8**).



Fig. 8 – Admission Qualification

In the following section, Applicants must fill-in their Admission Qualification data, either already awarded or to be awarded before October 31st 2019 (fig.9).

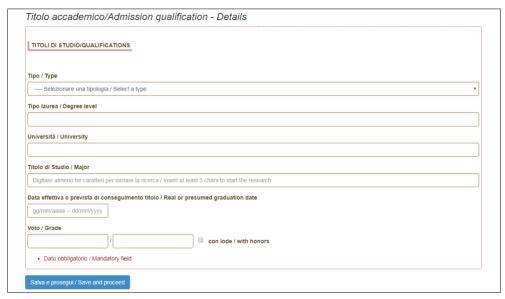


Fig. 9 – Admission Qualification - Details

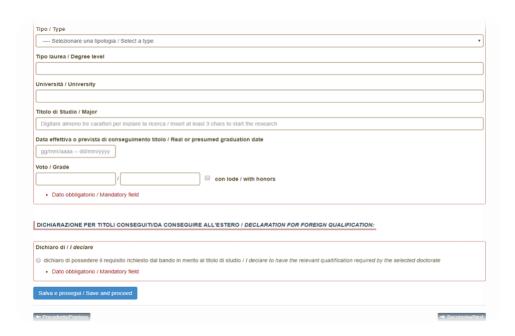


Fig. 9/1 –Academic Qualifications with Specific Requirements Section (Check the Ph.D. description sheets)

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 (see par. 3) which must be submitted via a specific procedure. Therefore, we suggest applicants to pay special attention to the documents to submit, which are listed in the Ph.D. Course sheet, 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 degrees (See *Art. 3 Degrees awarded by foreign Universities* of the Notice).

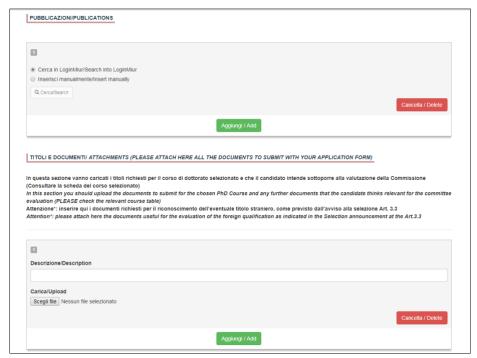


Fig. 10 – Documents to be submitted with the Application Form

In order to save, click the "Save and Back to Dashboard" button.



Fig. 11 – Saving Draft

After filling-in this section, Applicants will be redirected to the dashboard where they will see their application form draft. If there is no need for changes, 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. Should there be any mistakes, Applicants will receive an error message and the application must be corrected. Once done, you will be directed to the following section and you must click on 'Submit' (**fig. 13**).



Fig. 13 – Submission of the Application

At this point your application will be submitted (Fig. 14)



Figure 14 - Submitted application

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

For Courses where reference letters are **NOT** requested, You will find a warning in the last page of the application "reference letters not requested". Anyways You will still see and be able to click the "Reference letter button". Should you click it, the system will inform You that reference letters are not requested and it will not give You the possibility to upload them.

Some Courses ask for reference letters. In this case, after Applicants submitted their applications, they will find the button "Reference letters" on 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 letters.

Applicants must specify the Referee's institutional email address, not the personal one.



Ph.D.	REFERENCE LETTERS
Architecture and Urban Planning	YES
European Union Law and National Legal Systems	NO
Economics and Management of Innovation and Sustainability	NO
Physics	YES
Molecular Medicine	YES
Traslation Neuroscience and Neurotechnologies	NO
Biomedical Science and Biotechnology	YES
Chemistry	NO
Earth and Marine Science	YES
Engineering Science	NO
Humanities	YES
Environmental Sustainability and Wellbeing	NO
Advanced Therapies and Experimental Pharmacology	NO

We suggest applicants to inform the Referees that they will receive the request via **PICA**. If the Referee fills in the letter and uploads 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.

DOMANDA DI PARTECIPAZIONE ALLA SELEZIONE PER L'AMMISSIONE AL CORSO DI DOTTORATO DI RICERCA ARCHITETTURA E PIANIFICAZIONE URBANA - IDAUP XXXVI CICLO / APPLICATION FOR THE ADMISSION TO PHD COURSES 36 SERIES LETTERE DI REFERENZA/REFERENCE LETTERS Richiesta inviata con successo / Request successfully sent Domanda/Application Lettere di referenza/Reference letters 319966 Nessuna risposta/No response yet 12-06-2020 13:56 Inviata/sent: 12-06-2020 13:57 Scadenza/Deadline: 31-07-2020 23:59 Architettura e pianificazione urbana - IDAUP Nessuna risposta/No response vet Inviata/sent: 12-06-2020 14:00 Scadenza/Deadline: 31-07-2020 23:59

DOMANDA DI PARTECIPAZIONE ALLA SELEZIONE PER L'AMMISSIONE AL CORSO DI DOTTORATO DI RICERCA SCIENZE DELLA TERRA E DEL MARE - EMAS XXXVI CICLO / APPLICATION FOR THE ADMISSION TO PHD COURSES 36 SERIES

LETTERE DI REFERENZA/REFERENCE LETTERS

Domanda/Application	Lettere di referenza/Reference letters	
310627 12-06-2020 13:49 Scienze della Terra e del Mare - EMAS	1 Inviata/sent: 12-06-2020 12:47 Scadenza/Deadline: 31-07-2020 23:59	In bozza/In draft

DOMANDA DI PARTECIPAZIONE ALLA SELEZIONE PER L'AMMISSIONE AL CORSO DI DOTTORATO DI RICERCA SCIENZE DELLA TERRA E DEL MARE - EMAS XXXVI CICLO / APPLICATION FOR THE ADMISSION TO PHD COURSES 36 SERIES

LETTERE DI REFERENZA/REFERENCE LETTERS

Domanda/Application	Lettere di referenza/Reference letters	
321095 12-06-2020 12:40 Scienze della Terra e del Mare - EMAS	1 Inviata/sent: 12-06-2020 12:43 Scadenza/Deadline: 31-07-2020 23:59	Ricevuta/Received: 15-06-2020 08:15 visualizza PDF

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

- After Applicants submit the application form and **receive the confirmation email**, they **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.

5. REFEREE

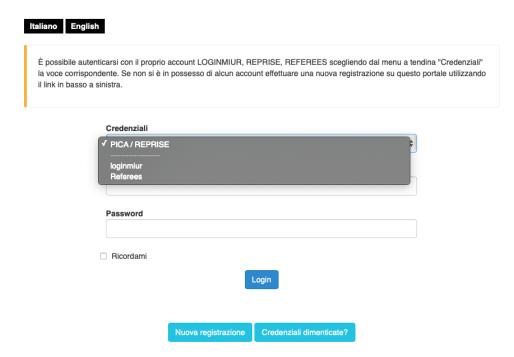
Technical instructions for filling-in the Reference Letter for Candidates to the Research Doctorate Courses – Cycle XXXVI DEADLINE FOR SUBMITTING REFERENCE LETTERS JULY 31st, 2020 AT 23,59 (ITALIAN TIME)

The person who will issue the Reference letter will receive an e-mail request by the Candidate. She/he will then upload the letter for the Candidate that requested it, within July 31_{st}, 2020 at 23:59 (CEST)

You	will have to click on the link that will appear in the email text:
	Da: PICA <noreply-pica@cineca.it></noreply-pica@cineca.it>
	Date: ven 12 giu 2020 alle ore 12:44
	Subject: Università di Ferrara - Reference letter request
	To:
	Dear
	We kindly ask you to provide a reference letter for who applied, who applied
	for the selection announcement Domanda di partecipazione alla selezione per l'ammissione al corso di Dottorato di ricerca Scienze
	della Terra e del Mare - EMAS XXXVI ciclo / Application for the admission to PhD courses 36 series.
	To compile the reference letter, please follow the instructions below.
	Any related issues can be reported to pica@cineca.it.
	To accept this invitation, go to the link:
	http://pica.cineca.it/userinvitation/FZ8ZXJRyKEk8ZQ6PaDml6fl0bonMsM2iTvnJQxJspz4/74385/
	authenticating with the credentials already in use on PICA.
	The deadline to respond to this invitation is: 31-07-2020 23:59

Should you already have the credentials to access the LOGINMIUR database, you can access it, without any new registration, simply by typing username and password in the field "credenziali" (credentials) of the LOGINMIUR account.

LOGIN



In this case it is mandatory to select LOGINMIUR.

All those who do not belong to the Italian University System do not have a LOGINMIUR registration, therefore they have to register in **Pica**, *modalità Lite* (*Lite mode*), *by entering username*, *password*, *name*, *family name and e-mail address*.

Once the access procedure is completed, you will have to answer the questions that will appear and at the Item **"VALUTAZIONE / EVALUATION"**: **you can either** fill-in the text field you will find there, **or** you can upload a PDF file with the presentation letter of the Candidate.

Valutazione / Evaluation

- Testo descrittivo / Decription
- Allegato file pdf / Attachment pdf file

Per Favore caricare un file pdf con la valutazione personale del candidato / Please upload a pdf file with a personal evaluation of the candidate

Dettagli sul file allegato

Ø 3_PICA Domanda EMIS.pdf

Descriptive text

Valutazione delle capacità del candidato/Applicant's performances evaluation

Fornire una valutazione obiettiva delle capacità e delle prestazioni del candidato IN RIFERIMENTO A STUDENTI DI SIMILE ESPERIENZA CONOSCIUTI DURANTE LA PROPRIA CARRIERA. SPECIFICARE I PRINCIPALI PUNTI DI FORZA E DI DEBOLEZZA DEL CANDIDATO, con riferimento alla SUA potenzialità di portare a termine con successo un programma di studio nell'ambito disciplinare proposto. La valutazione riceverà considerevole importanza nella valutazione della domanda del candidato e, pertanto, dovrebbe essere il più completa e dettagliata possibile. / PLEASE PROVIDE AN OBJECTIVE ASSESSMENT OF THE APPLICANT'S PAST PERFORMANCE IN COMPARISON TO STUDENTS WHO YOU HAVE KNOWN DURING YOUR PROFESSIONAL CAREER, WHO HAVE APPROXIMATELY THE SAME AMOUNT OF TRAINING AND EXPERIENCE AS THE APPLICANT. IN YOUR EVALUATION PLEASE HIGHLIGHT THE MAJOR STRENGTHS AND THE MAJOR WEAKNESSES OF THE APPLICANT, WITH PARTICULAR REGARD TO HIS/HER ABILITY TO PURSUE AND SUCCESSFULLY COMPLETE A PROGRAM OF STUDY IN THE PROPOSED FIELD. Your statement will be given considerable importance in reviewing this student's application and should, therefore, be as complete and detailed as possible.

· Dato obbligatorio / Mandatory field

At the end of the procedure you just click the "Submit" key

Valutazione complessiva del candidato / Overall evaluation of the applicant Eccellente/Excellent (top 5%) ○ Molto buono/Very Good Buono/Good Sufficiente/Average Non sufficiente/Below Average O Non pertinente/Not Applicable/Unable to comment Submit La domanda con identificativo 321146 di *** per il bando Domanda di partecipazione alla selezione per l'ammissione al corso di Dottorato di ricerca Scienze della Terra e del Mare - EMAS XXXVI ciclo / Application for the admission to PhD courses 36 series - referenza è stata presentata con successo/Application with id 321146 by for call Domanda di partecipazione alla selezione per l'ammissione al corso di Dottorato di ricerca Scienze della Terra e del Mare - EMAS XXXVI ciclo / Application for the admission to PhD courses 36 series - referenza has been successfully submitted. Draft applications 0 Submitted application 1 Application id Actions Status Last update 321146 presentata/submitted 2020-06-15 08:15:34 Modify Vie ± Application PDF

Once you submitted the evaluation or the reference letter, you will receive a confirmation email of the fact that you submitted it correctly.

Referenza - Domanda di partecipazione alla selezione per l'ammissione al corso di Dottorato di ricerca Scienze della Terra e 👨 🗵 del Mare - EMAS XXXVI ciclo / Reference - Application for the admission to PhD courses 36 series - referenza 🅦

