



**Guidelines for the submission of the application form
for Ph.D. Courses, Cycle 40**

ONLINE APPLICATION OPEN

From JULY 15, 2024 at 12.00 noon (ITALIAN TIME)

To SEPTEMBER 2, 2024 at 12.00 noon (ITALIAN TIME)

Online form available at:

<https://pica.cineca.it/unife/>

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**).
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 contact the support through the link at the bottom of the web page pica.cineca.it/unife, adding the Identification Code as shown in the top right layer of the page. Requests sent to other email addresses may not be read.

Per problemi tecnici contatta il [supporto](#) 🗨️. Il servizio è attivo dal lunedì al venerdì dalle 9:00 alle 17:00

[Informativa privacy](#) | [Informativa cookie](#)

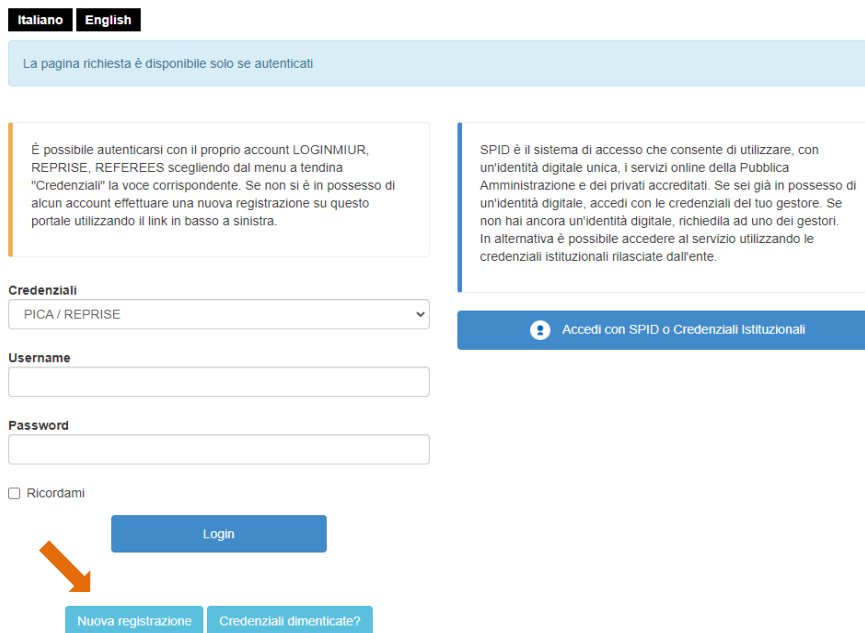
7. Applicants who wish to apply for more than one Ph.D. Course must submit as many applications as the chosen courses.
8. Applicants with foreign qualifications that have not been legally recognised as equivalent to the Italian degree must read *art. 4: Academic Qualification awarded by a foreign Institution* of the selection announcement and upload the required documents in the relevant section of the online application.
9. *Applicants with disability or dyslexia (art. 6 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/>.

OPTION 1: In case of first access, you can register by clicking on "New Registration" and entering the data required by the system (Fig.1).

LOGIN



Italiano English

La pagina richiesta è disponibile solo se autenticati

È possibile autenticarsi con il proprio account LOGINMIUR, REPRIS, 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.

SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Credenziali
PICA / REPRIS

Username

Password

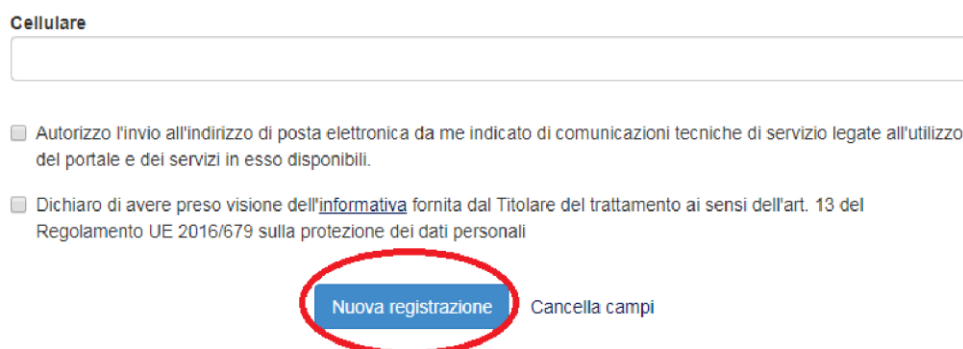
Ricordami

Login

Nuova registrazione Credenziali dimenticate?

Fig. 1 – Registration home page

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@cinca.it (Fig. 2)



Cellulare

Autorizzo l'invio all'indirizzo di posta elettronica da me indicato di comunicazioni tecniche di servizio legate all'utilizzo del portale e dei servizi in esso disponibili.

Dichiaro di avere preso visione dell'[informativa](#) fornita dal Titolare del trattamento ai sensi dell'art. 13 del Regolamento UE 2016/679 sulla protezione dei dati personali

Nuova registrazione Cancelli campi

Fig. 2 - Registration fields

OPTION 2: (This procedure is available only for candidates already living in Italy).

It is possible to access through **SPID** (<https://www.spid.gov.it/>), by selecting the University of Ferrara as the available federation on the page (Fig. 3, 4). Then, follow the instructions provided by your SPID provider (Fig. 5).

Note: When accessing through SPID, no signature will be required during the application submission phase.

LOGIN

Italiano English

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Credenziali

PICA / REPRIS

Username

Password

Ricordami

Login

Nuova registrazione

Credenziali dimenticate?

SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedi ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Accedi con SPID o Credenziali Istituzionali

Fig.3 Page for User's Registration/authentication via SPID

Fig. 3 – Page for User's Registration/authentication via SPID

Seleziona una delle federazioni disponibili

Nota: scegliere una federazione consente di

- presentare domanda di partecipazione esclusivamente ad un bando pubblicato dall'Ente con cui si è effettuato il login con credenziali SPID o istituzionali
 - navigare in sola visualizzazione sui bandi di tutti gli enti
- per cambiare Ente di presentazione delle domande occorre effettuare un logout, e scegliere la federazione corrispondente.

Filtro per ente

 Università degli Studi di Cagliari	 Università di Messina	 Università di Milano Bicocca
 Università Iuav di Venezia	 SCUOLA UNIVERSITARIA SUPERIORE - PAVIA	 Università degli Studi di Bologna
 Università di Ferrara	 Università degli studi di Pavia	 Università di Perugia

Fig. 4 – Page for User's Registration/authentication via SPID – "federation" choice



Fig.5 – Page for User's Registration/authentication via SPID – "manager" choice

OPTION 3: Those who already have an account on the LOGINMIUR database can access without registering by entering their LOGINMIUR username and password in the credentials field. In this case, they should select LOGINMIUR (Fig. 6).

If the user has the credentials but does not remember them, they should click on the "Forgot credentials?" option.

LOGIN

Italiano English

La pagina richiesta è disponibile solo se autenticati

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Credenziali

loginmiur

PICA / REPRIS

loginmiur

Referees

Password

Ricordami

Login

Accedi con SPID o Credenziali Istituzionali

Nuova registrazione Credenziali dimenticate?

2. ACCESS TO THE PROCEDURE

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

By logging in with your credentials, proceed with filling out the application by clicking on "New submission" (Fig. 7, 8). Before filling out the application, the user can make changes to their profile by selecting the desired type of modification from the user menu at the top right.



AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA UNIFE

Apertura/Opening date: 06-06-2018 15:00 Chiusura/Closing date: 31-05-2020 15:00 Cod: DOTT-UNIFE

ATTENZIONE: Si consiglia di **completare la domanda con congruo anticipo rispetto alla scadenza del bando**, onde evitare possibili problemi legati all'eventuale sovraccarico del sistema. Dopo la scadenza del bando non sarà più possibile modificare la domanda.

WARNING: It is advised to **close the application in advance before the call term expires**, in order to avoid possible problems with the system overload. After the expiration of the call it will no longer be possible to change the application.

ATTENZIONE: Si consiglia di **controllare la domanda prima dell'invio definitivo**, in quanto una volta protocollata, ogni ulteriore modifica della stessa potrà essere effettuata solo dopo aver compilato il ritiro e la compilazione di una nuova domanda.

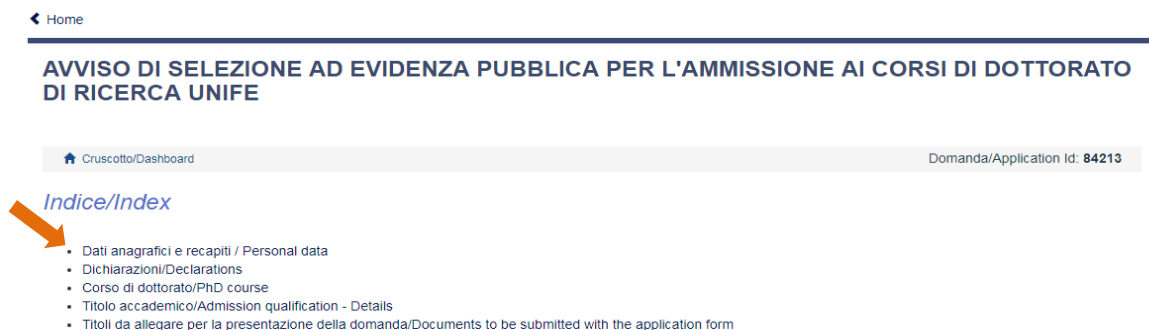
WARNING: It is recommended to **check the application entries prior to the definitive (FINAL) submission**, since once it has been registered, any subsequent modification of the same can only be done after filling in the withdrawal and filling in a new application.

Compila una nuova domanda / New submission

Candidati con disabilità o DSA/Applicants with disability or Learning Disabilities Lettere di referenza / Reference letters

Un servizio **CINECA**
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Fig. 7 – New Application Registration Procedure



Home

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA UNIFE

Cruscotto/Dashboard Domanda/Application Id: 84213

Indice/Index

- Dati anagrafici e recapiti / Personal data
- Dichiarazioni/Declarations
- Corso di dottorato/PhD course
- Titolo accademico/Admission qualification - Details
- Titoli da allegare per la presentazione della domanda/Documents to be submitted with the application form

Fig. 8 - 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. 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 data, the system will directly go to the next section. Otherwise, error messages will display and Applicants must correct the data (fig. 9).

Dati anagrafici e recapiti / Personal data



Dati anagrafici / Personal Data

Dati anagrafici

Fig. 9 – 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).**

The next screen, "PhD Course" asks the candidate to select the PhD program (**Fig. 10**) they are applying for, the reserved seats (IDAUP, choose the Home Institution between Polis University - Tirana (Albania) and Università degli Studi di Ferrara (Italy)), and any specific constrained topics they wish to apply for (the constrained topic will be visible only after clicking "Yes" in the section "Interested in a scholarship with a constrained topic").

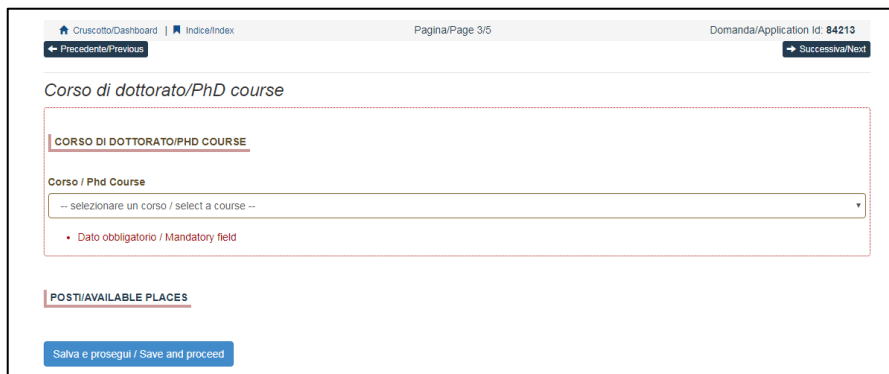


Fig. 10 – Ph.D. Course section

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";
- Positions with specific research topic.

Candidates who meet these requirements or are interested in scholarships with specific research topic must select the **item** and the **sub-item** of interest.

For in scholarships with specific research topic, you may select multiple topics (Fig.11)

Posti riservati / Reserved positions

è possibile concorrere ad un massimo di 2 borse di studio a tematica vincolata totali / It is possible to apply to max. 2 fellowship with a specific research topic

Interessato a posti riservati a borsisti di stati esteri e/o specifici programmi di mobilità internazionale?

Interested in reserved positions for candidates holding a foreign government scholarship or a scholarship funded by international mobility programmes?

- Sì/Yes
 No

• INTERESSATO A BORSA DI STUDIO A TEMATICA VINCOLATA / INTERESTED TO SPECIFIC RESEARCH TOPIC

- Sì/Yes
 No

INTERESSATO A BORSA DI STUDIO FINANZIATA CON FONDI PNRR D.M. 118/2023 A TEMATICA VINCOLATA / INTERESTED TO SPECIFIC RESEARCH TOPIC
FOUNDED WITH PNRR D.M. 118/2023 FUNDS

- Sì/Yes
 No

INTERESSATO A BORSA DI STUDIO FINANZIATA CON FONDI PNRR D.M. 117/2023 - Dottorati Innovativi - M4C2 I. 3.3 A TEMATICA VINCOLATA / INTERESTED TO
SPECIFIC RESEARCH TOPIC FOUNDED WITH PNRR D.M. 117/2023 FUNDS – Innovative Doctorates -M4C2 I. 3.3

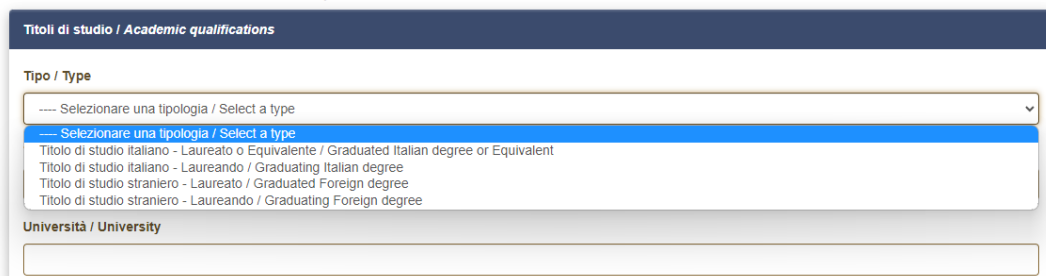
- Sì/Yes
 No

Fig. 11 –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.12**).

Titolo accademico/Admission qualification - Details



The screenshot shows a form titled "Titoli di studio / Academic qualifications". It has a section for "Tipo / Type" with a dropdown menu. The dropdown is open, showing four options: "Selezionare una tipologia / Select a type", "Titolo di studio italiano - Laureato o Equivalente / Graduated Italian degree or Equivalent", "Titolo di studio italiano - Laureando / Graduating Italian degree", "Titolo di studio straniero - Laureato / Graduated Foreign degree", and "Titolo di studio straniero - Laureando / Graduating Foreign degree". Below the dropdown is a text input field for "Università / University".

Fig. 12 – Admission Qualification

In the following section, Applicants must fill-in their Admission Qualification data, either already awarded or to be awarded before **November 1st 2024**.

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.13**).

BE ADVISED: In this specific section, there must also be uploaded other documents, if any, in case of foreign degrees (See Art. 4 Degrees awarded by foreign Universities of the Notice).

Titoli da allegare per la presentazione della domanda/Documents to be submitted with the application form

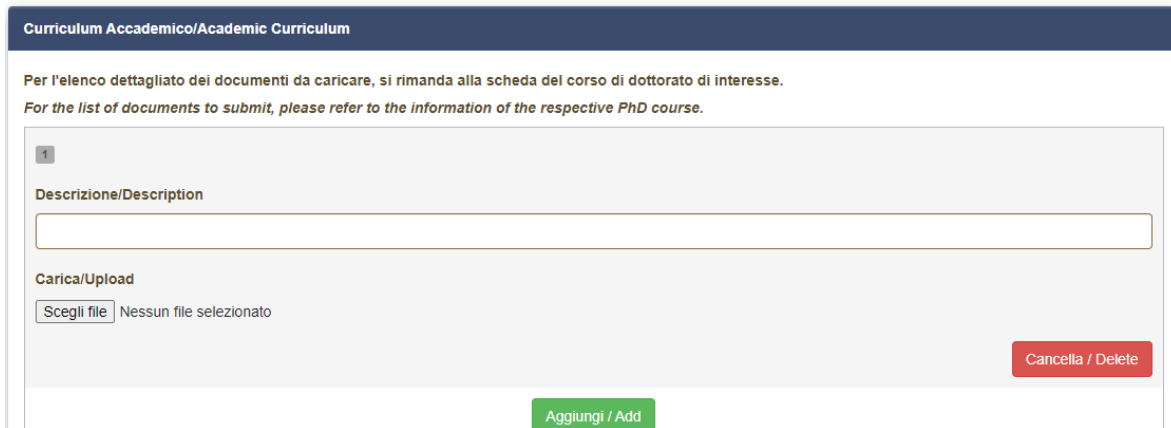


Fig. 13 – Documents to be submitted with the Application Form

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



Fig. 14 – Saving Draft

The last section refers to the LETTERS OF REFERENCE, specifying whether they are required or not for each course.

After reviewing whether the letters need to be submitted or not (it is recommended to always consult the course description), click on the "Save and back to dashboard" button (Fig. 15).

Salva e torna al cruscotto / Save and back to dashboard

Fig.15

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. 16**)

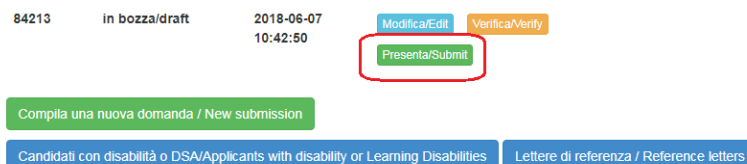


Fig. 16 – Submission of the Application

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. 17**).

Presenta/Submit

Fig. 17 – Submission of the Application

At this point, your application will be submitted (**Fig. 18**)




Figure 18 – 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. LETTERS OF REFERENCE

For courses where Letters of Reference are NOT required, the last page of the application explicitly states "no letters of reference are required."

However, the "Letters of Reference" button may still be present and clickable. The system will reiterate that no letters of reference are required, and the candidate will not be given the opportunity to submit them.

For courses where the submission of letters of reference is required, after submitting the application, the candidate will see the "Letters of Reference" button in the dashboard. They can use this button to send a request to the referees to complete the letter.

Note: The candidate MUST enter the referee's institutional email address in the form and not a personal email address.

It is recommended that the candidate inform the referee about the email sent through the PICA system.

If the referee decides to complete the letter for the candidate and completes the procedure, the system will send an email to the candidate to notify them that the completion has occurred.

In any case, the candidate can access the system at any time and check the status of the request.

Letters of reference attached directly to the application by the candidates will not be considered.



The letters of reference will be recorded and treated as part of the application for the competition.

The screenshot shows a web interface with a top navigation bar containing a button labeled 'Torna al cruscotto/Back to dashboard'. Below this is a table with two columns: 'Domanda/Application' and 'Lettere di referenza/Reference letters'. The 'Domanda/Application' column contains the ID '536883', the date '14-06-2021 13:30', and the title 'Architettura e pianificazione urbana - IDAUP'. The 'Lettere di referenza/Reference letters' column contains two entries. Entry 1 is partially obscured by a blue redaction box, but shows 'Ricevuta/Received: 14-06-2021 13:33', 'Inviata/sent: 14-06-2021 13:32', and 'Scadenza/Deadline: 31-07-2021 23:59'. Entry 2 is for 'Diana Felisati diana.felisati@unife.it', with 'Inviata/sent: 14-06-2021 13:33' and 'Scadenza/Deadline: 31-07-2021 23:59'. A 'Ricevuta/Received' status is shown for entry 1 with a blue 'visualizza' button, and 'Non caricata/No upload yet' is shown for entry 2 with an orange 'Annulla/Disable' button.

Domanda/Application	Lettere di referenza/Reference letters
536883 14-06-2021 13:30 Architettura e pianificazione urbana - IDAUP	1 [Redacted] Ricevuta/Received: 14-06-2021 13:33 Inviata/sent: 14-06-2021 13:32 Scadenza/Deadline: 31-07-2021 23:59
	2 Diana Felisati diana.felisati@unife.it Non caricata/No upload yet Inviata/sent: 14-06-2021 13:33 Scadenza/Deadline: 31-07-2021 23:59

In the event that the candidate decides to change the contact person to whom to send the request, has to contact the support through the link at the bottom of the web page pica.cineca.it/unife, adding the Identification Code as shown in the top right layer of the page. Requests sent to other email addresses may not be read.

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

The Referee will receive a request for completion from the candidate VIA EMAIL and **must proceed no later than September 6, 2024, at 12:00 noon (Italian time)**.

The Referee can respond to the invitation by clicking on the acceptance link, which will direct them to a page where they can immediately upload a file (they no longer need to be registered on Pica and can proceed directly without an account).

The page and notification emails sent during the process will be in either Italian or English. After uploading the file, the Referee can proceed with submission by clicking on the "Trasmetti/Submit" button.

Once submitted, a confirmation email will be sent to the Referee and a notification email will be sent to the candidate.