Guidelines for the submission of the application form
for Ph.D. Courses, Cycle 39
ONLINE APPLICATION OPEN
From JUNE 19, 2023 at 12.00 (ITALIAN TIME)
To JULY 27, 2023 at 12.00 (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

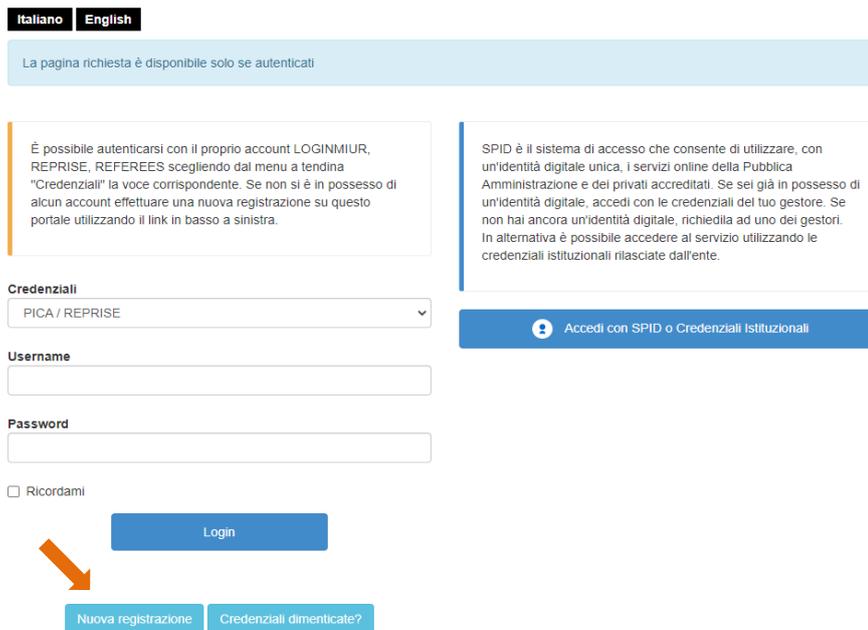Informativa privacy | Informativa cookie

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).

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@cineca.it (Fig. 2)

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.

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

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

Fig. 4 – *Page for User's Registration/authentication via SPID – "federation" choice*
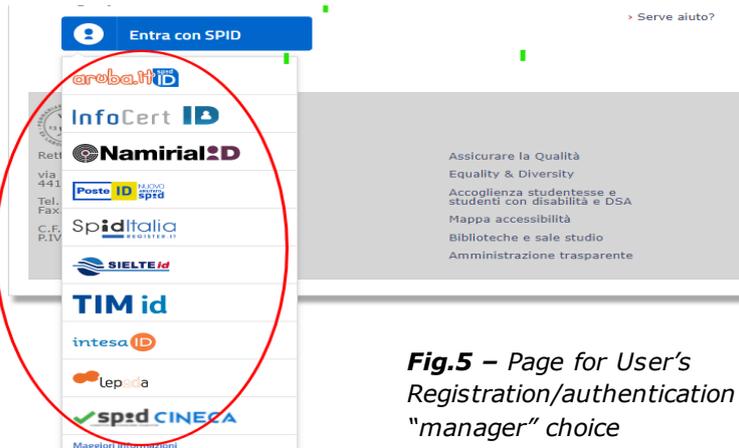
Fig.5 – *Page for User's Registration/authentication via SPID – "manager" choice*

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.

2. ACCESS TO THE PROCEDURE

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

1	Architecture and Urban Planning	https://pica.cineca.it/unife/dottorati39-idaup/
2	European Union Law and National Legal Systems	https://pica.cineca.it/unife/dottorati39-dueon/
3	Physics	https://pica.cineca.it/unife/dottorati39-fisica/
4	Mathematics	https://pica.cineca.it/unife/dottorati39-mate/
5	Translational Neurosciences and Neurotechnologies	https://pica.cineca.it/unife/dottorati39-ntn/
6	Chemistry	https://pica.cineca.it/unife/dottorati39-scchim/
7	Engineering Science	https://pica.cineca.it/unife/dottorati39-scinge/
8	Earth and Marine Sciences	https://pica.cineca.it/unife/dottorati39-emas/
9	Life Sciences and Biotechnology	https://pica.cineca.it/unife/dottorati39-sveb/
10	Medical, Omics and Oncological Sciences	https://pica.cineca.it/unife/dottorati39-scmoo/
11	Environmental Health Sciences	https://pica.cineca.it/unife/dottorati39-scambsalute/
12	Humanities	https://pica.cineca.it/unife/dottorati39-sum/
13	Environmental Sustainability and Wellbeing	https://pica.cineca.it/unife/dottorati39-sab/
14	Advanced Therapies and Experimental Pharmacology	https://pica.cineca.it/unife/dottorati39-tafs/

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.

Fig. 7 – New Application Registration Procedure

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 date, 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
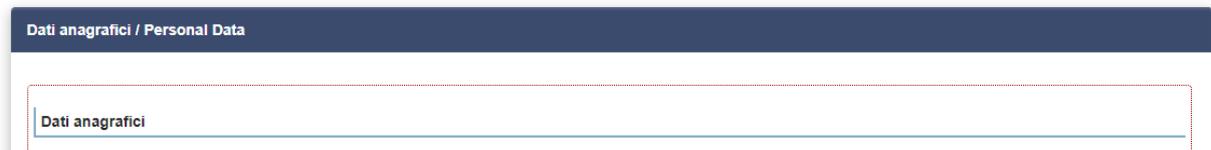
Dati anagrafici / Personal Data

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";
- Reserved positions for "Intersectorial Doctorate", "Salary Keep";
- Positions deriving from DD.MM. 351/2022 and 352/2022;
- Positions deriving from PNRR ((Mission 4 Education and Research - Component 2 From Research to Enterprise - Investments 1.3 "Extended Partnerships" and 1.4 "National Centers")
- Positions with binding research subject

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.11)

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**).

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 2023**.

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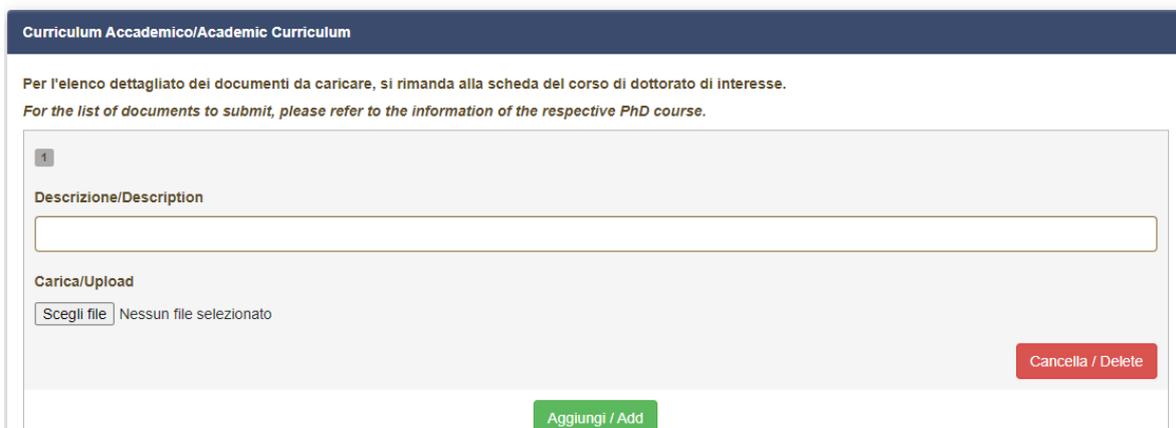
Fig. 13 – Documents to be submitted with the Application Form

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).

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**).

Fig. 17 – Submission of the Application

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

La domanda con identificativo 536883 ... per il bando Concorso per titoli ed esami per l'ammissione a International Research Doctorate in Architecture and Urban Planning / Open Competition for ... Research Doctorate in Architecture and Urban Planning (37 Cycle – A.Y. 2021/2022) è stata presentata con successo/Application with id 536883 ... for call Concorso per titoli ed esami per l'ammissione a International Research Doctorate in Architecture and Urban Planning / Open Competition for admission to Research Doctorate in Architecture and Urban Planning (37 Cycle – A.Y. 2021/2022) has been successfully submitted.

Domande in bozza / Draft applications: 0
Domande presentate / Submitted applications: 1

Id: 536883   PRESENTATA / SUBMITTED

Modifica/Edit   Visualizza/View

PDF
± PDF domanda/Application PDF

Informazioni sul protocollo / Record information
Protocollo / Record: In richiesta

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.

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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.

| PhD Course	Reference letters
Architecture and Urban Planning	YES
European Union Law and National Legal Systems	NO
Physics	YES
Mathematics	YES
Translational Neurosciences and Neurotechnologies	NO
Chemistry	NO
Engineering Science	NO
Earth and Marine Sciences	YES
Life Sciences and Biotechnology	YES
Medical, Omics and Oncological Sciences	YES
Environmental Health Sciences	YES
Humanities	YES
Environmental Sustainability and Wellbeing	NO
Advanced Therapies and Experimental Pharmacology	NO

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.
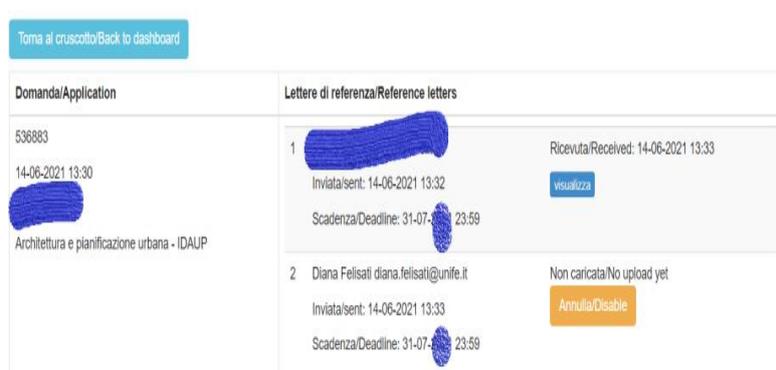
In the event that the candidate decides to change the contact person to whom to send the request, has to contact the support through the link at the bottom of the web page pica.cineca.it/unife, adding the Identification Code as shown in the top right layer of the page. Requests sent to other email addresses 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

Admission to the XXXVII Cycle of the Ph.D. program.
SUBMISSION DEADLINE FOR THE REFERENCE LETTER:
July 31, 2023, at 12:00 AM (Italian time)

The Referee will receive a request for completion from the candidate VIA EMAIL and must proceed no later than July 31, 2023, at 12:00 AM (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.