



**Università  
degli Studi  
di Ferrara**

**IUSS**

Istituto Universitario  
di Studi Superiori  
IUSS-Ferrara 1391

***Guidelines for the submission of the application form***

***To the selection for the admission to 46 new PH.D. spots on INNOVATION and GREEN  
cycle XXXVII***

***Procedure is active***

***FROM September 24 2021 at 12,00 A.M. (Italian Time)***

***TO October XX 2021 at 11,59 P.M. (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 call, 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. **IMPORTANT:** 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 EDIT to complete it. Application form must be closed only after having checked all data and all requested documents have been inserted correctly. Once closed, the application 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. Candidates who wish to apply for more than one thematic area of the GREEN call for application must submit as many applications as the chosen areas; however, it's not possible to apply for more than one thematic area of the call regarding INNOVATION.
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 finish the online application procedure, they'll have to send an e-mail within the Call deadline to [servizio.disabilita@unife.it](mailto:servizio.disabilita@unife.it) and/or [servizio.dsa@unife.it](mailto: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?"

**Fig. 1** – Registration home page.

Italiano English

Register on [pica.cineca.it](http://pica.cineca.it)

Credentials

Username

please to use the format FirstnameLastname

Email

Password

minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > \* \* ? + % =

Confirm password

Personal data

Name

**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](mailto:unife@cineca.it) (**fig.3**).

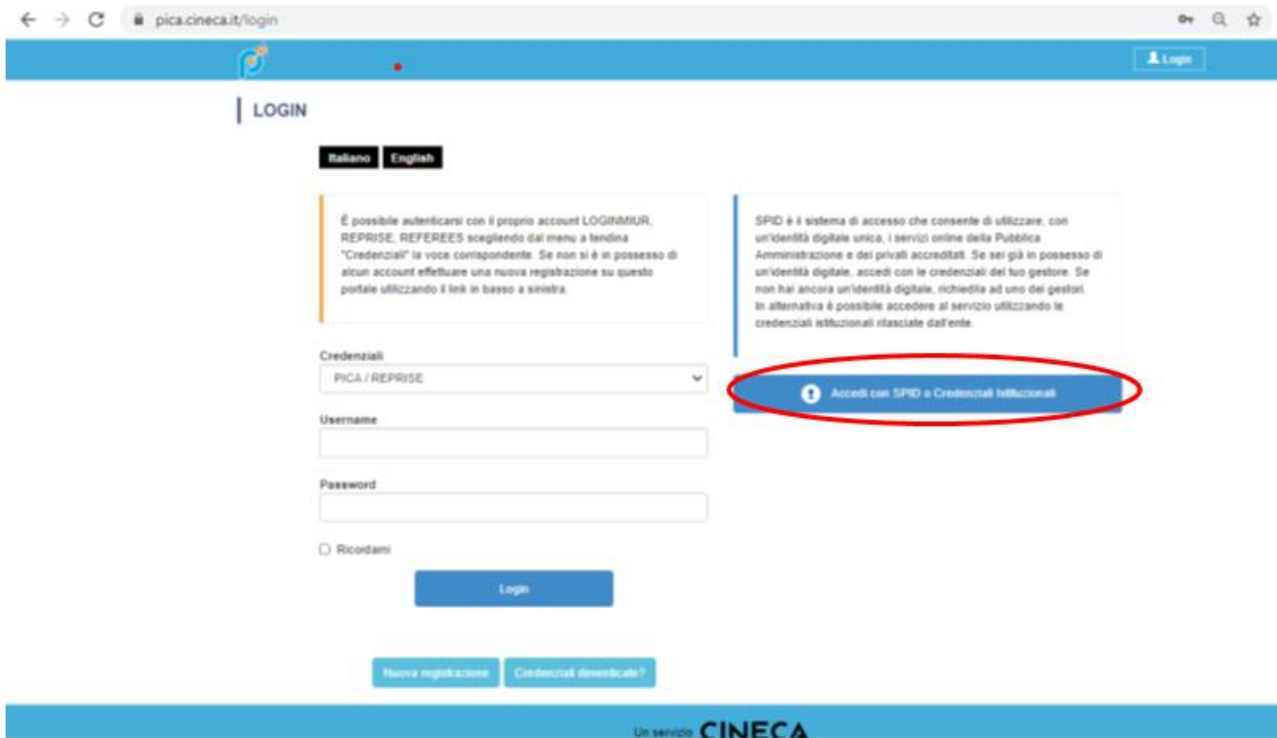
Cellulare

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

**Fig. 3** – Registration fields

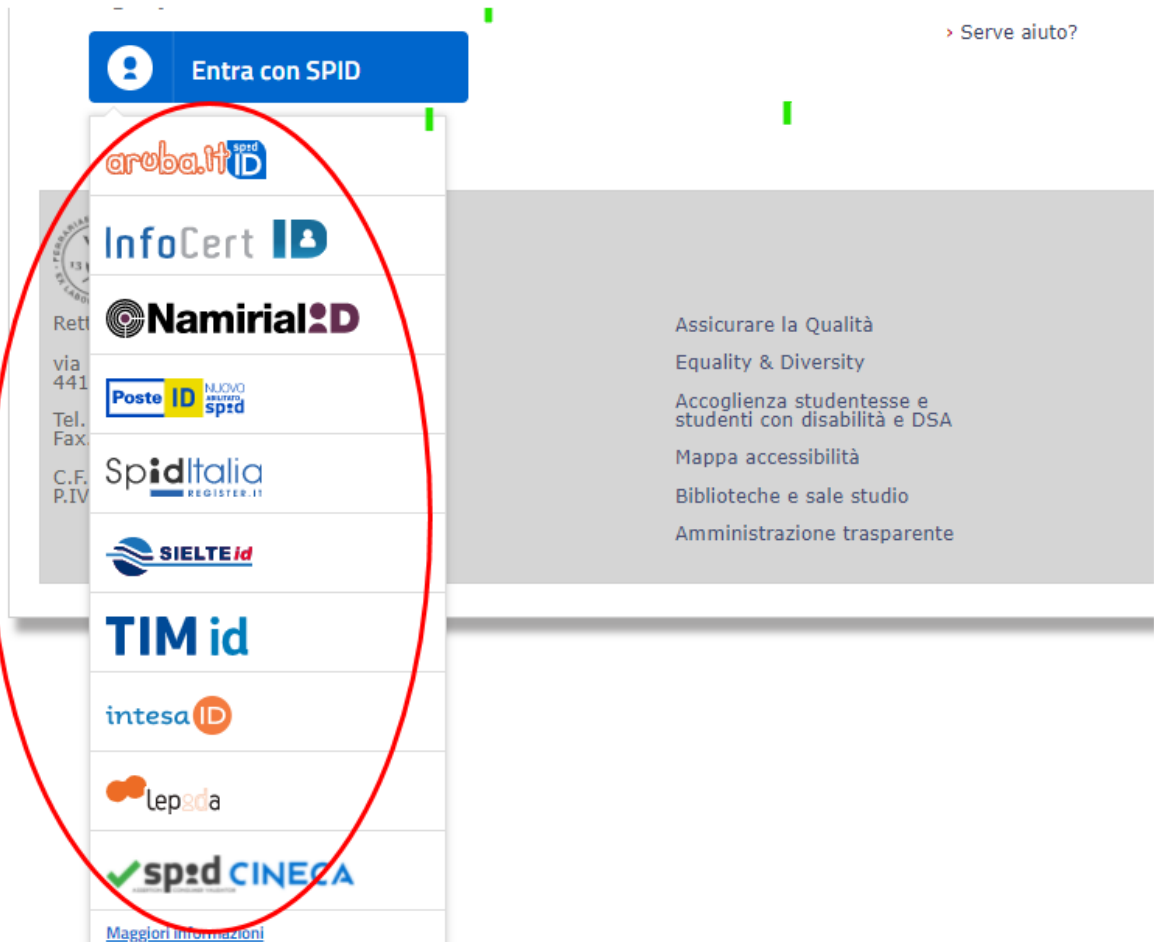
All those who already have LOGINMIUR credentials can access the database without registering again, simply entering the username and password by selecting LOGINMIUR in the credentials field. In the event you don't remember the credentials, click “Credenziali dimenticate?” (Forgot your credentials?) You can access the app using SPID (<https://www.spid.gov.it/>) choosing the Università di Ferrara among the available “federations” you will find (fig. 4, 5). Follow the instructions of your “manager” (fig. 6). When you access the database via SPID, there will be no requests of signature to upload your application. This procedure is available only for candidates already living in Italy).



**Figure 4** – Page for User’s Registration/authentication via SPID



**Figure 5** – Page for User’s Registration/authentication via SPID – “federation” choice



**Figure 6** – Page for User’s Registration/authentication via SPID – “manager” choice

## 2. ACCESS TO THE PROCEDURE

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

<https://pica.cineca.it/unife/dottorati37-innovazione/domande>

<https://pica.cineca.it/unife/dottorati37-green/domande/>

By accessing their credentials, Candidates may now proceed with entering the application by clicking on “New Application Registration” (fig.7 - 8). Before proceeding, it is possible to change user’s profile by selecting the desired kind of modifications in the user menu (top right layer).

## CONCORSO PER TITOLI ED ESAMI PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA - XXXVII GREEN - A.A. 2021/2022 / OPEN COMPETITION BASED ON ACADEMIC QUALIFICATIONS AND EXAMINATIONS FOR ADMISSION TO RESEARCH DOCTORATE XXXVII GREEN - A.A. 2021/2022

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA / PUBLIC SELECTION ANNOUNCEMENT

Cod. dottorati37-green

**!** Avviso: 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 recommended 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.

[Modifica testo](#)

Domanda di partecipazione Concorso Dottorato di ricerca PON 37 ciclo - DOTTORATI37-GREEN / Application for the admission to PhD courses 37 series -DOTTORATI37-GREEN

[Link al bando \(ita\)](#)

[Call link \(en\)](#)

**Fig. 7** – New Application Registration Procedure.

[Home](#)

## CONCORSO PER TITOLI ED ESAMI PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA - XXXVII GREEN - A.A. 2021/2022 / OPEN COMPETITION BASED ON ACADEMIC QUALIFICATIONS AND EXAMINATIONS FOR ADMISSION TO RESEARCH DOCTORATE XXXVII GREEN - A.A. 2021/2022

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA / PUBLIC SELECTION ANNOUNCEMENT

[Cruscotto/Dashboard](#)

Domanda/Application Id: 614926

### Indice/Index

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

Per problemi tecnici scrivere a [unife@cineca.it](mailto:unife@cineca.it)

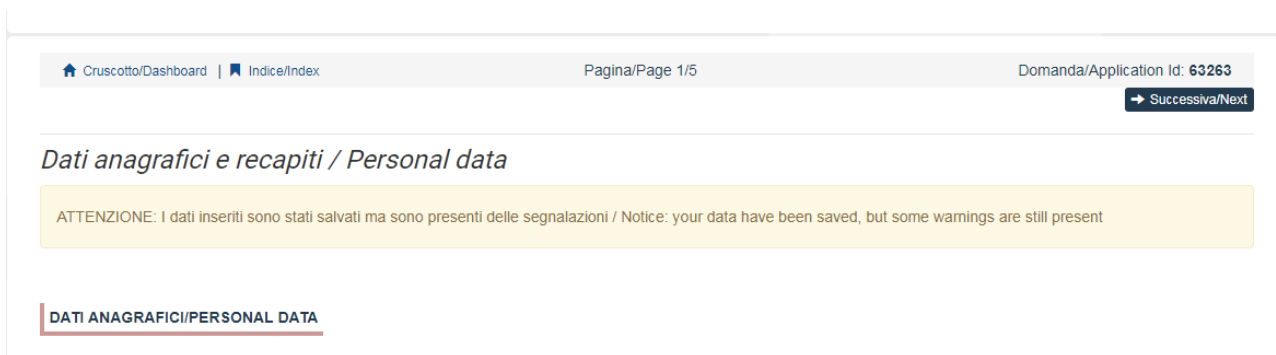
[Informativa privacy](#) | [Informativa cookie](#)

**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 (fig. 9). Should there be any mistakes in the personal data, Applicants can modify them by clicking on the top right button "User Profile".

**IMPORTANT:** 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**).

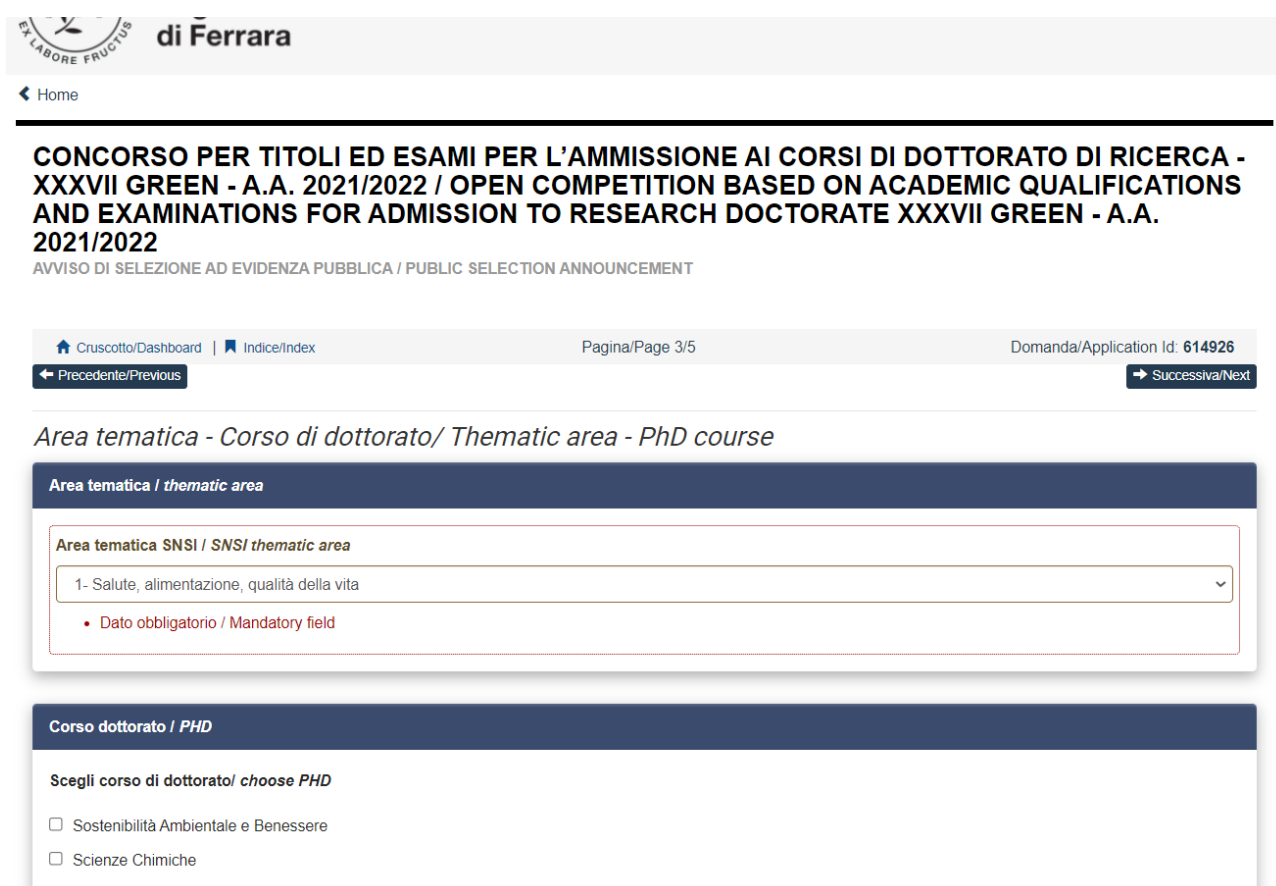


**Fig. 9** – Personal Data section

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).**

In the next section (**fig.10** after selecting the chosen Thematic Area, the list of the relative Ph.d courses will show. It will now be possible to select the chosen courses (select the courses for which you intend to present projects)

**IMPORTANT:** it is necessary to select all the applications in order to continue the procedure.



**Fig. 10** – THEMATIC AREA section / PHD COURSE

In the following section (ADMISSION QUALIFICATION) applicants must choose one out of the four proposed options (**fig.11**).

## Titolo accademico/Admission qualification - Details

### TITOLI DI STUDIO/QUALIFICATIONS

Tipo / Type

Selezionare una tipologia / Select a type Titolo di studio italiano - Laureato / Italian degree Titolo di studio italiano - Laureando / Italian degree Titolo di studio straniero - Laureato / Foreign degree Titolo di studio straniero - Laureando / Foreign degree
---

**Fig. 11** – Admission Qualification

In the following section, Applicants must fill-in their Admission Qualification data, either already awarded or to be awarded before October 31<sup>st</sup> 2021 (**fig.12**).

Titolo accademico/Admission qualification - Details

**TITOLI DI STUDIO/QUALIFICATIONS**

Tipo / Type  
--- Selezionare una tipologia / Select a type

Tipo laurea / Degree level

Università / University

Titolo di Studio / Major  
Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start the research

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date  
gg/mm/aaaa - dd/mm/yyyy

Voto / Grade  
/  con lode / with honors

• Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

**Fig. 12** – Admission Qualification - Details

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**).

**IMPORTANT:** 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).



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

**Carriera universitaria completa / Complete Academic Career**  
Curriculum vitae et studiorum

Curriculum vitae in formato europeo, comprensivo delle eventuali pubblicazioni e link alle stesse:  
Carriera universitaria completa (triennale + magistrale/specialistica, ciclo unico) con certificazione o autocertificazione completa degli esami di profitto sostenuti e relative votazioni, più voto di laurea per i candidati laureati.  
C.V. edited according to the "European format", including possible publications and a link to them: Exhaustive academic career (Bachelor + Master's Degree) and certification/self-certification document of all exams, including the grade for each, as well as the final grade of the degree(s).

1

Descrizione/Description

Carica/Upload

Scegli file Nessun file selezionato

Aggiungi / Add

Cancella / Delete

• Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements

**Proposta di ricerca / Research proposal**

Progetto di ricerca inerente la tematica vincolata scelta, obbligatoriamente strutturato come da format scaricabile alla pagina xxxxxxx  
Research project regarding the chosen specific topic, which must be structured according to the format that can be downloaded at the link ----.  
"Nel campo descrizione specificare il titolo del progetto" / "Please, specify the project title in the description box"

1

Descrizione/Description

Carica/Upload

Scegli file Nessun file selezionato

Aggiungi / Add

Cancella / Delete

• Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements

Salva e torna al cruscotto / Save and back to dashboard

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

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



**Fig. 14** – 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. 15** – 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. 16**).



**Fig. 16** – Submission of the Application

At this point your application will be submitted (**Fig. 17**)

La domanda con identificativo 536883 [redacted] per il bando Concorso per titoli ed esami per l'ammissione a International Research Doctorate in Architecture and Urban Planning / Open Competition for [redacted] Research Doctorate in Architecture and Urban Planning (37 Cycle – A.Y. 2021/2022) è stata presentata con successo/Application with id 536883 [redacted] 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 17** – 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.