Università degli Studi di Ferrara | IUSS
Istituto Universitario di Studi Superiori
IUSS-Ferrara 1391

Guidelines for the submission of the application form

for Ph.D. Courses, Cycle 38 - PNRR notice

online application open

from October 21ˢᵗ 2022 at 13.00 (ITALIAN TIME)

to November 22ⁿᵈ 2022 at 11.30 (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 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. 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/.

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.

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**).

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   Cancella campi

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 the user does not remember the credentials, he/she must 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*
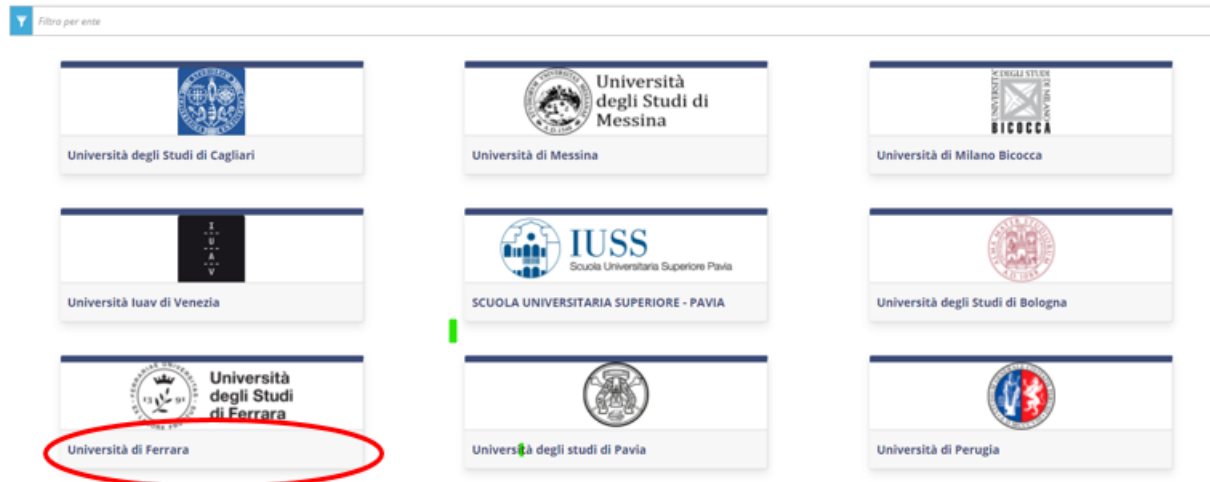
Figure 5 – *Page for User's Registration/authentication via SPID – "federation" choice*
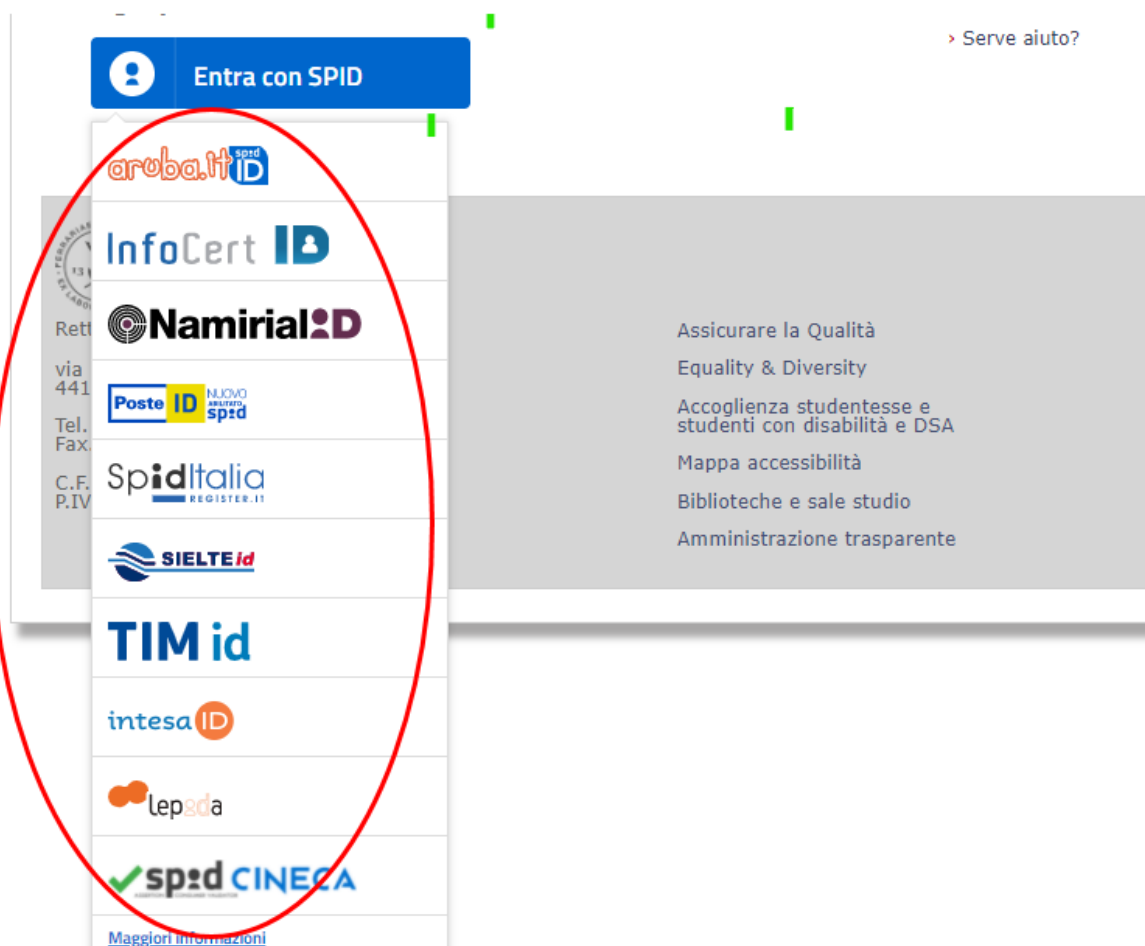
Figure 6 – *Page for User's Registration/authentication via SPID – "manager" choice*

2. ACCESS TO THE PROCEDURE

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

1.	Physics	https://pica.cineca.it/unife/dottorati-38-pnrr/
2.	Chemistry	https://pica.cineca.it/unife/dottorati-38-pnrr/
3.	Environmental Health Sciences	https://pica.cineca.it/unife/dottorati-38-pnrr/
4.	Environmental Sustainability and Wellbeing	https://pica.cineca.it/unife/dottorati-38-pnrr/
5.	Advanced Therapies and Experimental Pharmacology	https://pica.cineca.it/unife/dottorati-38-pnrr/

By accessing their credentials, Candidates may now proceed with entering the application by clicking on "New Application Registration" (fig.7 - 8). 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. 7 – New Application Registration Procedure.

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".

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)**.
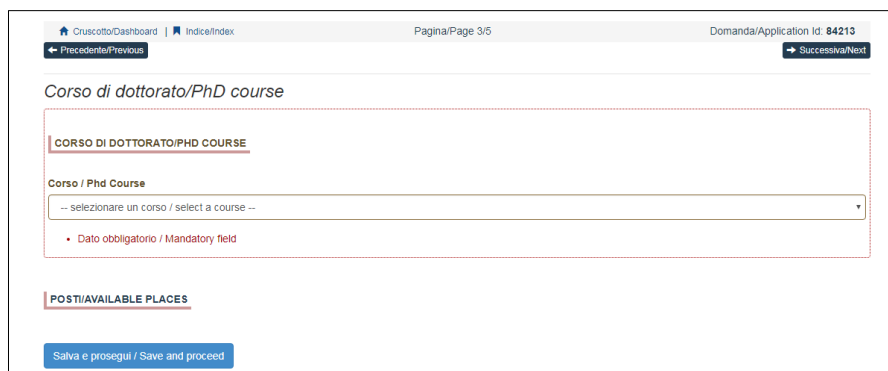
Fig. 9 – Personal Data section

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 following section, Applicants must choose the Ph.D. Course they want to apply to (**fig.10**), the reserved positions *(for **IDAUP and EMAS** Courses choose the SEDE/Home Institution)* and specific research topics (if any).

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 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. 10/2 –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.11**).

Fig. 11 – Admission Qualification

In the following section, Applicants must fill-in their Admission Qualification data, either already awarded or to be awarded before **December 31st 2022** (**fig.12**).

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**).

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 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

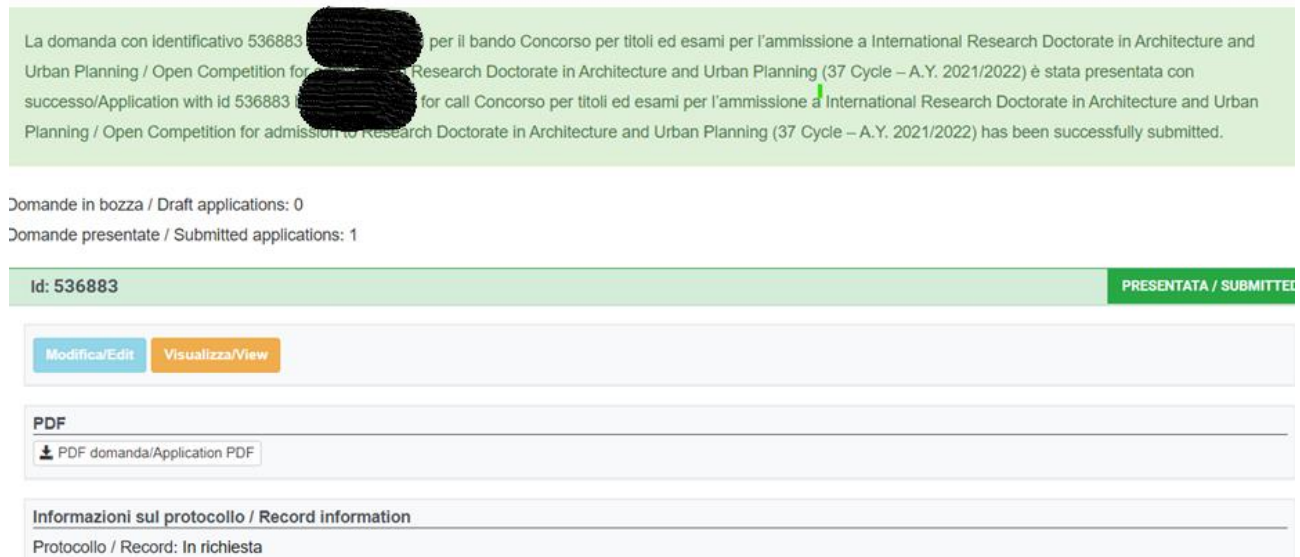At this point your application will be submitted **(Fig. 17)**

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.

3. 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.