Technical guidelines for the submission of the application form for PhD Courses, 38th series

(online application open from June 24, 2022 at 8 am to August 24, 2022 at 14 pm CEST)

Online form available at: https://pica.cineca.it/unina/dottorato38-ssm/

1. The application form must only be submitted online. No hard copy of the application has to be sent by mail.

2. Before filling in the application form, please read carefully the selection announcement, in particular the chosen PhD course table IN ORDER TO VERIFY the eligibility criteria and THE DOCUMENTS TO BE SUBMITTED.

3. WATCH OUT: ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT AND, IN SOME CASES, THEY MUST BE PRINTED, SIGNED, AND UPLOADED. WE ADVISE APPLICANTS TO USE A PC CONNECTED WITH A PRINTER AND A SCANNER.

4. It is possible to 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.

5. Further information on the selection procedure can be asked by email at dottric@unina.it or to the addresses of the doctoral programs specified in the annexes to the selection announcement. For technical problems click on “supporto” at the bottom of the webpage https://pica.cineca.it/unina. Requests sent to other email addresses may not be read.

6. Applicants who want to apply for more than one PhD course must submit as many applications as the chosen courses.

7. Applicants with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read art. 2 of the selection announcement and upload the required documents in the relevant section of the online application.

8. To candidates with disabilities, who declare the IT procedure that they need help, the procedure itself provides information on how to fill in the application, made pursuant to current legislation (Law no. 104/1992 as supplemented and by the modified Laws n. 17/1999 and n. 53/2000 and subsequent amendments and additions), and upload the related medical health certification.

9. Applicants with a disability or dyslexia may request special equipment and extra time to participate, if shortlisted, in the interview. Data will be treated in accordance with EU General Data Protection Regulation n. 679 dated 27.04.2016. The documents submitted will not appear in the application form for the selection announcement and will be held by the UDABS. These applicants, after filling in and submitting the application form, must go back to the dashboard and complete the relevant section by uploading the required documents.

10. AFTER THE APPLICATION HAS BEEN CORRECTLY FILLED IN AND SUBMITTED, APPLICANTS WILL RECEIVE AN EMAIL WITH THE CONFIRMATION OF THE SUBMISSION AND A PASSWORD THAT WILL ALLOW THEM TO CHECK THE RANKINGS.
DATA REGISTRATION

Go to the website [https://pica.cineca.it/unina/dottorato38-ssm/](https://pica.cineca.it/unina/dottorato38-ssm/)

At the first access, applicants need to register by clicking on “gestisci le domande/manage your applications” and then on “new registration” and complete the necessary data (fig.1,2).

Fig. 1 – Registration home page
Fig. 2 – Registration data

Register on pica.cineca.it to submit your application.

Credentials

Username

please to use the format FirstnameLastname

Email

Password

minimum length of 6 characters with at least one digit, the following characters are not allowed: ! " # $ % ^ & * ( ) _ + - = \ | \ / : ; ' " ; , . < > ? + % ~

Confirm password
After completing the data, click on ‘New Registration’. Applicants will receive an email with the data to confirm their registration. In case you don’t receive or cannot find the email, please ask for assistance by clicking on the link “supporto” available at the bottom of the page [https://pica.cineca.it/unina](https://pica.cineca.it/unina) (fig.3)

**Fig. 3 – Registration fields**

If applicants already have LOGINMIUR credentials, they don’t need to register again. They must access with their LOGINMIUR username and password in the relevant field LOGINMIUR.

In case you forget username and password, click on ‘Forgot your credentials?’

The online procedure for submitting the application form can be also accessed through SPID (Public Digital Identity System – more information here: [https://www.spid.gov.it/](https://www.spid.gov.it/)), by choosing the University of Naples Federico II from the list of institutions available (fig. 4, 5, 6) and following the instructions of the provider selected. In case of access via SPID, no signature will be required when submitting the application.
Fig. 4 – Registration home page via SPID
Fig. 5 – Registration home page via SPID – choose the institution

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>University Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>V: Università degli Studi della Campania “Luigi Vanvitelli”</td>
<td>Università degli Studi di Bari Alex Moro</td>
</tr>
<tr>
<td>UNIVITÀ DEGLI STUDI DI BRESCIA</td>
<td>Università degli Studi di Cagliari</td>
</tr>
<tr>
<td>UNIVITÀ DEGLI STUDI DI MEASINA</td>
<td>Università degli Studi di Napoli “L’Orientale”</td>
</tr>
<tr>
<td>Università degli Studi di Messina</td>
<td>Università degli Studi di Napoli PANTHEONEPE</td>
</tr>
<tr>
<td>Università degli Studi di Parma</td>
<td>Università degli Studi di Perugia</td>
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<td>SSM</td>
<td>Università degli Studi di Palermo</td>
</tr>
<tr>
<td>Tor Vergata</td>
<td>Università degli Studi di Roma “Tor Vergata”</td>
</tr>
</tbody>
</table>

The highlighted institution is Università degli Studi di Napoli Federico II.
Fig. 6 – Registration home page via SPID – choose the provider
APPLICATION FORM ACCESS

Once registered, it is possible to access the website [https://pica.cineca.it/unina/dottorato38-ssm/](https://pica.cineca.it/unina/dottorato38-ssm/) and login with username and password to fill in the application form by clicking on ‘New Submission’. Before filling in the application form applicants can modify their personal data by clicking on the top right button (User Profile) and choose what to modify (fig. 7, 8).

Fig. 7 – New submission

![New submission](image)

Fig. 8 – Application Sections

![Application Sections](image)

The first section is Personal Data. The data have partially been transferred from the registration procedure. There are some more data to be filled in (fig. 9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile)

**WATCH OUT**: after filling in you always need to click on the button “SAVE AND PROCEED”.

If the data have been correctly filled in you will directly go to the next section. Otherwise error messages will display and you will have to correct the data (fig. 9).
In the Section DECLARATIONS you must read a list of declarations and upload an identity document (Identity card, Passport or Driving licence).
In the following section applicants must choose the PhD Course (fig. 10), the order of the curricula (if any), the places, and the scholarships with priority research topic (if any) they want to apply for.

**Fig. 10 – PhD COURSE Section**

![PhD COURSE Section](image)

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

**Fig. 11 – ADMISSION QUALIFICATION – RELEVANT OPTIONS**

![ADMISSION QUALIFICATION – RELEVANT OPTIONS](image)

In the next section, candidates must fill in the details of the admission qualification, already achieved or to be achieved by the date of enrollment in the PhD course.

In that case, the candidates are admitted subject to the competition and, if winners, will forfeit admission to the course in case of failure to obtain the degree by the aforementioned date. (fig. 12).
In the section “DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified for the selection for each PhD course, with the exclusion of reference letters which must be submitted via a specific procedure (see par. 3). Therefore we advise applicants to pay special attention to the documents to be submitted listed in the PhD course table in order to upload them all correctly.

WATCH OUT: In this section you must upload the documents requested for the recognition of the foreign academic degree (art. 2 of the selection announcement).

The files must be in pdf format and readable. For each file a brief description is needed (fig. 13).
Fig. 13 – DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

After filling in this section applicants will be redirected to the dashboard where they see the draft of their application form. In order to submit it applicants must click on submit (fig. 14).

Fig. 14 – Submission of the application

If the application has been filled in correctly you will see the pdf file of the application. In case there are mistakes
applicants receive an error message and the application must be corrected. When the application has been corrected you are directed to the following section and you must click on ‘Submit’ (fig. 15). In case of access via SPID, no signature will be required when submitting the application.
After the submission you will see three possibilities to sign the application. You must choose one and follow the instructions (fig. 16).

**Fig. 16 – Signature**

Firma il documento manualmente / Sign the application (no digital signature).

Firma il documento sul server ConFirma / Sign the application on the server using ConFirma service.

Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc.
WATCH OUT: Applicants who, during registration selected "NO" in the "Italian Citizenship" field and did not indicate a "tax code", will be only allowed to add their original signature to the application, i.e. they will only see the "no digital signature" option during the signature process.
If you choose to sign with no digital signature you must print the pdf application, sign it, scan it, and upload it. If applicants haven’t done so before, they must upload an identity document in the Personal Data section. We advise to check that the uploaded file is complete. Applicants can upload only one file, so if they must also upload the identity document, the application form and the identity document must be scanned together.

After the submission, applicants will receive an email with the confirmation of the submission and a password that will allow them to check the rankings. Applicants will always be able to login to their account, personal data and application form.

3. REFERENCE LETTERS

If applicants want to submit reference letters among the documents for the PhD course, after the submission of the application form they will find the button ‘Reference letters’ in the dashboard (fig 16). Applicant must click on it and fill in the relevant information in order to send to the chosen referees the request for the letter. Applicants must specify the institutional email address of the referee, not a personal email address.

The referee specified will receive the request to fill in the reference letter and can submit it by August 26th, 2022 at 2 pm CEST. We advise applicants to inform referees that they will receive the request. If the referee fills in and submits the letter, the applicant will receive an email specifying that the letter has been submitted. Applicants, however, can always check the status of the request. Reference letters uploaded by applicants will not be taken into consideration.

If applicants wish to change the referee they must ask for technical assistance by clicking on the “supporto” button available at the bottom of the page https://pica.cineca.it/unina, specifying the ID of the application.

4. APPLICATION FORM MODIFICATION OR WITHDRAWAL

If applicants need to modify the application form after the pdf has been created:

- if they have submitted the application form and received the email of confirmation, 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;

- if they have created the pdf file but they have not completed the submission (the pdf file has not been uploaded yet and so they haven’t received the email of confirmation), then they must contact support via the link at the bottom of the page https://pica.cineca.it/unina and ask to have the application re-opened. In the email they must specify the reason of their request and the ID of their application form, and attach copy of their identity document.