



**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***

online application open

from June 23rd 2022 at 12.00 (ITALIAN TIME)

to July 25th 2022 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 write to unife@cinca.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?"

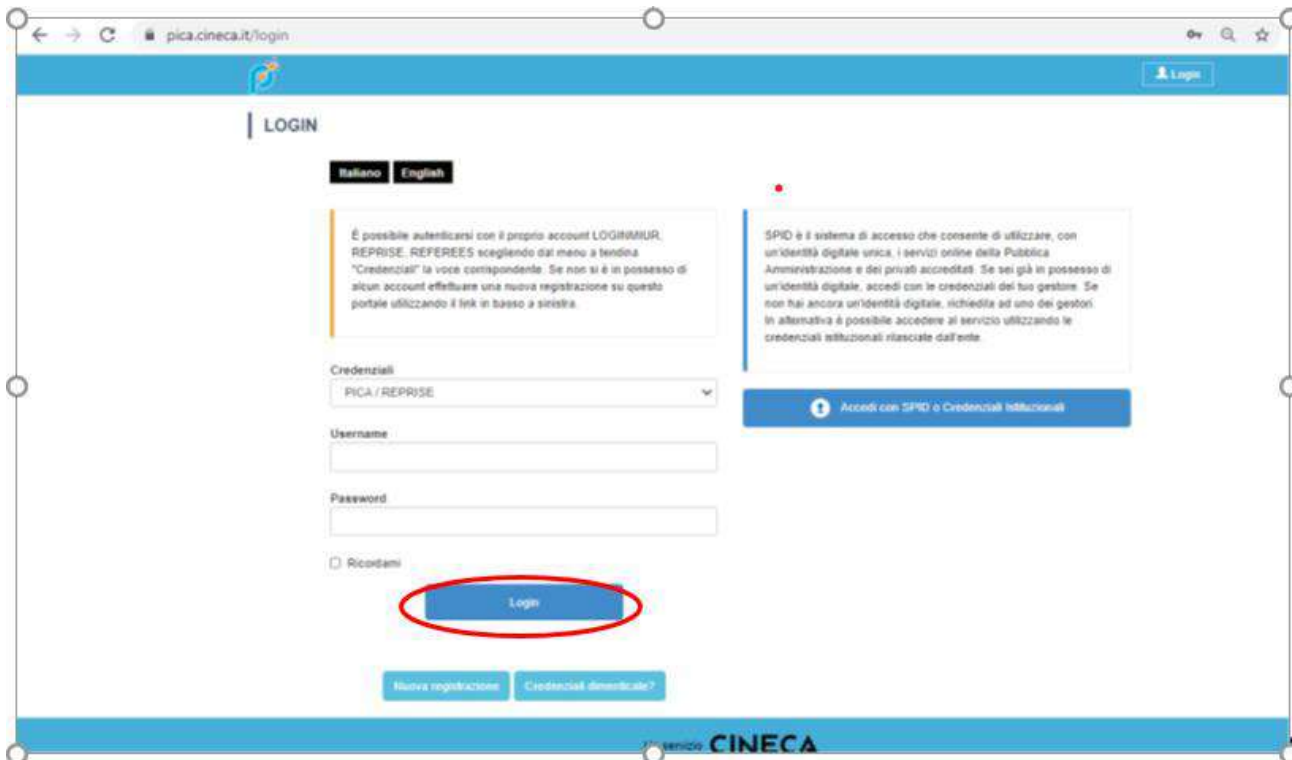


Fig. 1 – Registration home page.

REGISTER

Italiano English

Register on pica.cineca.it

Credentials

Username

please 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 (**fig.3**).

Cellulare

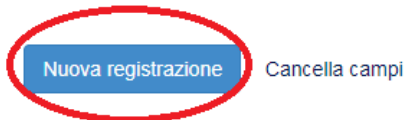
 Autorizzo l'invio all'indirizzo di posta elettronica da me indicato di comunicazioni tecniche di servizio legate all'utilizzo del portale e dei servizi in esso disponibili.
 Dichiaro di avere preso visione dell'[informativa](#) fornita dal Titolare del trattamento ai sensi dell'art. 13 del Regolamento 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 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).

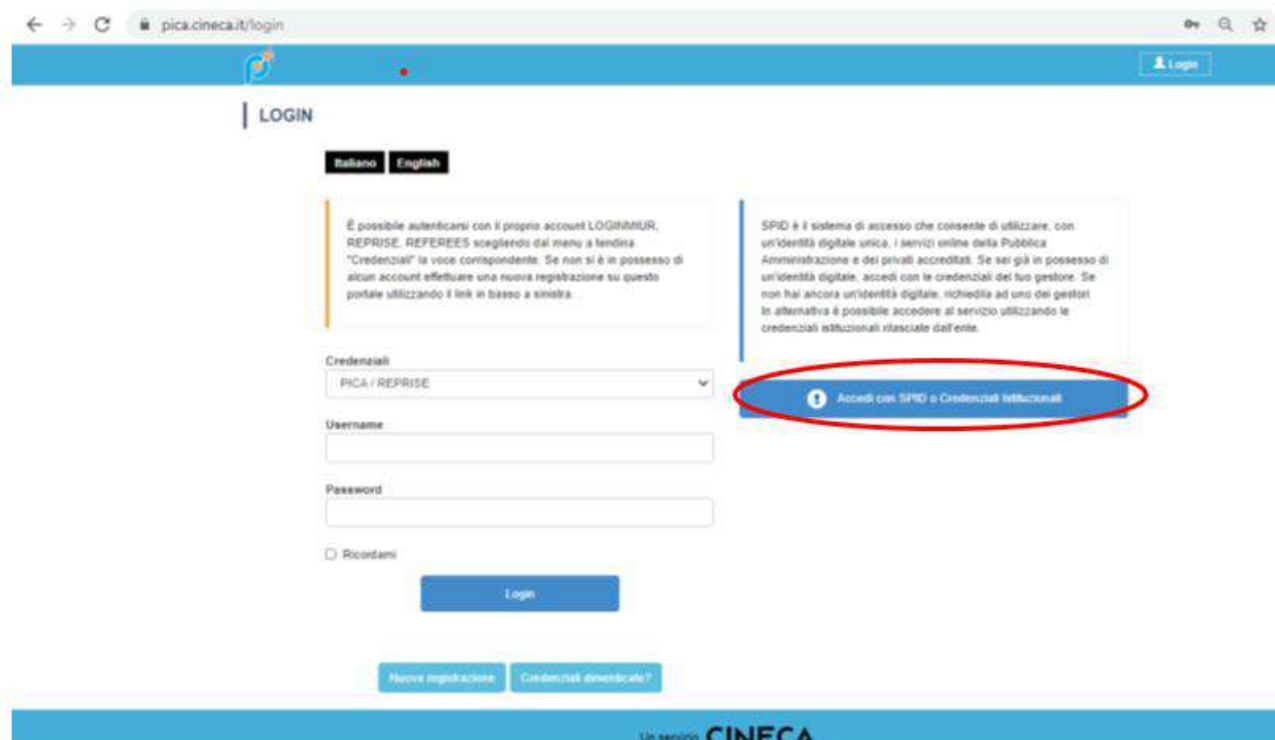


Figure 4 – Page for User’s Registration/authentication via SPID

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

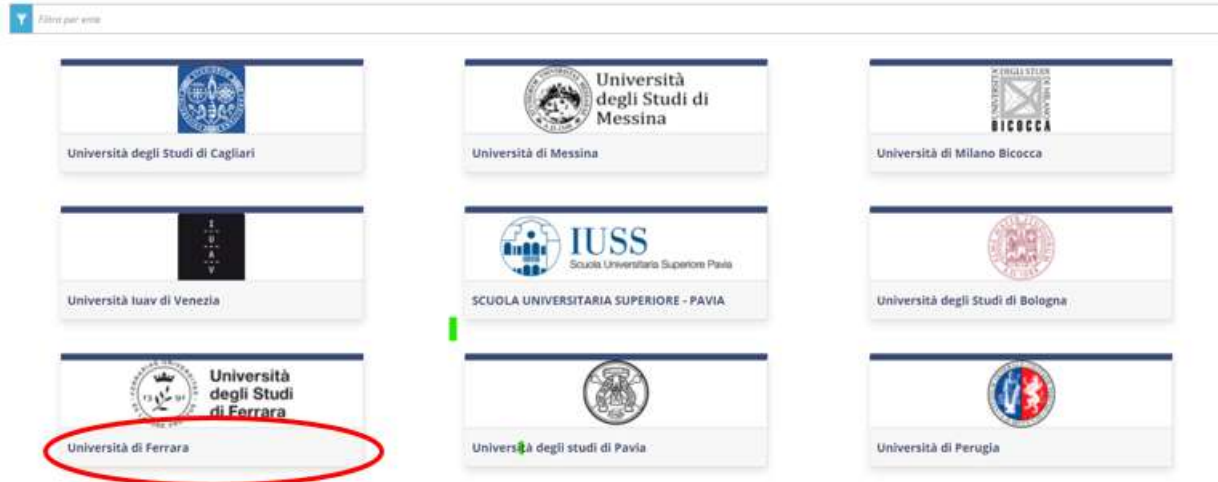


Figure 5 – Page for User's Registration/authentication via SPID – "federation" choice

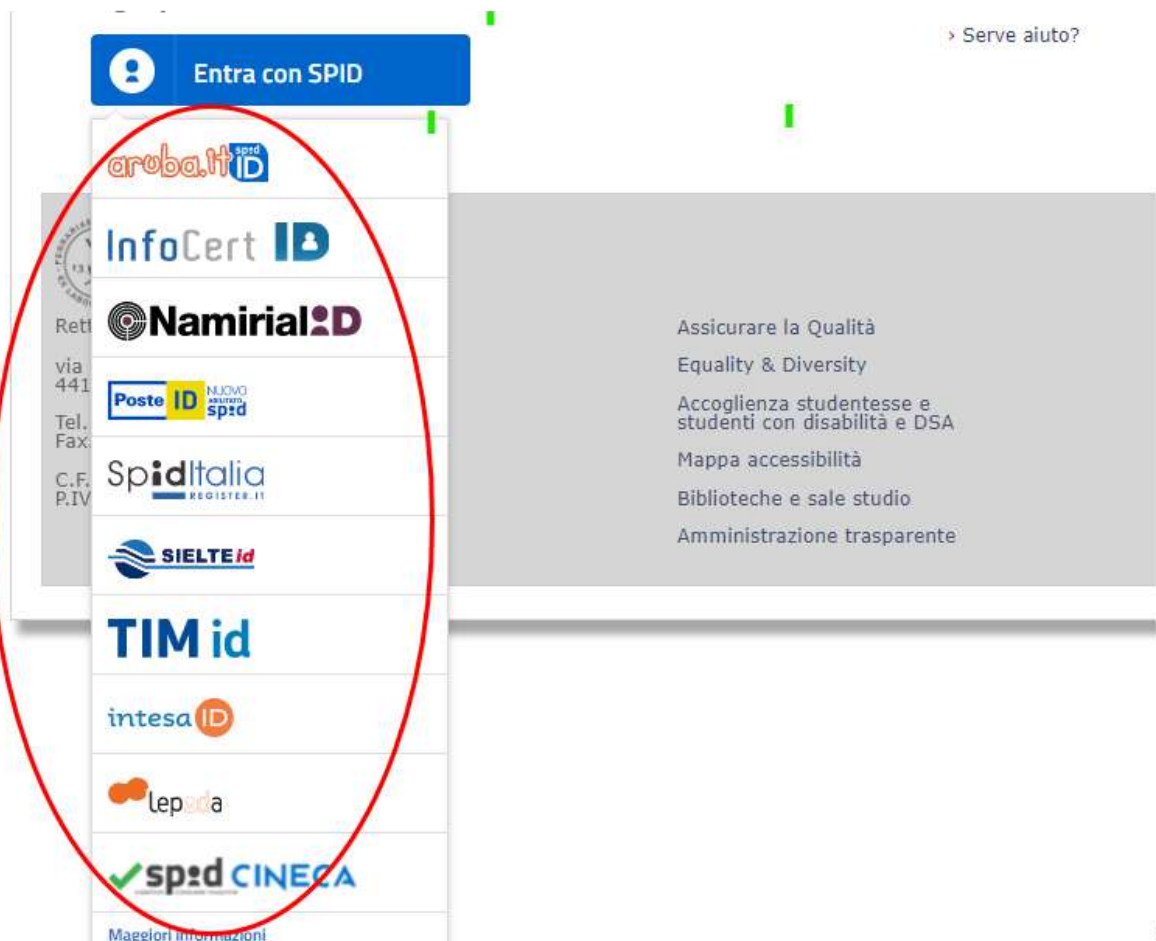


Figure 6 – Page for User's Registration/authentication via SPID – "manager" choice

2. ACCESS TO THE PROCEDURE

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

1.	Architecture and Urban Planning	https://pica.cineca.it/unife/dottorati38-idaup/domande/
2.	European Union Law and National Legal Systems	https://pica.cineca.it/unife/dottorati-38-dueon/domande
3.	Physics	https://pica.cineca.it/unife/dottorati-38-fisica/domande
4.	Mathematics	https://pica.cineca.it/unife/dottorati-38-mate/domande
5.	Traslation Neurosciences and Neurotechnologies	https://pica.cineca.it/unife/dottorati-38-ntn/domande
6.	Chemistry	https://pica.cineca.it/unife/dottorati-38-scchim/domande
7.	Engineering science	https://pica.cineca.it/unife/dottorati-38-scinge/domande
8.	Earth and Marine sciences	https://pica.cineca.it/unife/dottorati38-emas/domande/
9.	Life Sciences and Biotechnology	https://pica.cineca.it/unife/dottorati-38-sveb/domande
10.	Medical, Omics and Oncological Sciences	https://pica.cineca.it/unife/dottorati-38-scmoo/domande
11.	Environmental Health Sciences	https://pica.cineca.it/unife/dottorati-38-scambsalute/domande
12.	Humanities	https://pica.cineca.it/unife/dottorati-38-sum/domande
13.	Environmental Sustainability and Wellbeing	https://pica.cineca.it/unife/dottorati-38-sab/domande
14.	Advanced Therapies and Experimental Pharmacology	https://pica.cineca.it/unife/dottorati-38-tafs/domande

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**).

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 31st 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**).

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**)

84194	presentata/submitted	2018-06-07 09:28:15	Modifica/Edit	Visualizza/View	Ritira/Withdraw	PDF domanda/Application PDF	PDF domanda firmata/Signed PDF
84213	in bozza/draft	2018-06-07 10:42:50	Modifica/Edit	Verifica/Verify	Presenta/Submit		

[Compila una nuova domanda / New submission](#)
[Candidati con disabilità o DSA/Applicants with disability or Learning Disabilities](#)
[Lettere di referenza / Reference letters](#)

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.

3. REFERENCE LETTERS

For Courses where reference letters are **NOT** requested, You will find a warning in the last page of the application "reference letters not requested". Anyways You will still see and be able to click the "Reference letter button". Should you click it, the system will inform You that reference letters are not requested and it will not give You the possibility to upload them.

Some Courses ask for reference letters. In this case, after Applicants submitted their applications, they will find the button "Reference letters" on the dashboard. Applicants must click on it, and fill-in the relevant information in order to send to the chosen referees the request for the letters.

Applicants must specify the Referee's institutional email address, not the personal one.



Ph.D.	REFERENCE LETTERS
Architecture and Urban Planning	YES
European Union Law and National Legal Systems	NO
Physics	YES
Mathematics	YES
Traslation Neuroscience and Neurotechnologies	NO
Chemistry	NO
Engineering Science	NO
Earth and Marine Science - EMAS	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

We suggest applicants to inform the Referees that they will receive the request via **PICA**. If the Referee fills in the letter and uploads it, the Applicant will receive an email specifying that the letter has been submitted. Applicants, however, can always check the status of their request. Reference letters uploaded by applicants will not be taken into consideration. Reference letters will be officially registered together with the application form to enter the competition.

Torna al cruscotto/Back to dashboard

Domanda/Application	Lettere di referenza/Reference letters														
536883 14-06-2021 13:30 Architettura e pianificazione urbana - IDAUP	<table border="1"><tbody><tr><td>1</td><td>Ricevuta/Received: 14-06-2021 13:33 visualizza</td></tr><tr><td></td><td>Inviata/sent: 14-06-2021 13:32</td></tr><tr><td></td><td>Scadenza/Deadline: 31-07-23:59</td></tr><tr><td>2</td><td>Non caricata/No upload yet Annulla/Disable</td></tr><tr><td></td><td>Diana Felisati diana.felisati@unife.it</td></tr><tr><td></td><td>Inviata/sent: 14-06-2021 13:33</td></tr><tr><td></td><td>Scadenza/Deadline: 31-07-23:59</td></tr></tbody></table>	1	Ricevuta/Received: 14-06-2021 13:33 visualizza		Inviata/sent: 14-06-2021 13:32		Scadenza/Deadline: 31-07-23:59	2	Non caricata/No upload yet Annulla/Disable		Diana Felisati diana.felisati@unife.it		Inviata/sent: 14-06-2021 13:33		Scadenza/Deadline: 31-07-23:59
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	Inviata/sent: 14-06-2021 13:32														
	Scadenza/Deadline: 31-07-23:59														
2	Non caricata/No upload yet Annulla/Disable														
	Diana Felisati diana.felisati@unife.it														
	Inviata/sent: 14-06-2021 13:33														
	Scadenza/Deadline: 31-07-23:59														

If applicants wish to change the Referee, they must send an email to unife@cineca.it specifying the ID of the application form.

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

Technical instructions for filling-in the Reference Letter for Candidates to the Research Doctorate Courses – Cycle XXXVII

DEADLINE FOR SUBMITTING REFERENCE LETTERS

JULY 31ST, 2022 AT 23,59 (CEST)

The Candidate will send to the **Referee** - **VIA E-MAIL** a request to fill-in the reference letter and he/she will have to proceed within *July 31st, 2022 – 23,59 (CEST)*.

The **Referee** will answer the invitation by clicking on the acceptance link. Then she/he will be re-directed to a page where she/he will be immediately able to upload a file (in this way there is no need to be registered in Pica, and can proceed without having a Pica account). The page and the emails during the process will be either in Italian or English. After the file is uploaded, the Referee can send the file by clicking on "Trasmetti/Submit".

Once the file is transmitted, a confirmation email is sent to the Referee and a notification email is sent to the Candidate.