



Technical guidelines for the submission of the application form on PICA (Piattaforma Integrata Concorsi Atenei)

Online form available at: <https://pica.cineca.it/unibg/dottorato39>

1. The application form must only be submitted online. **Applications that will be sent by certified e-mail, ordinary mail or by Recommand Uno or A / R will not be taken into consideration.**
2. The application to participate in the call can also take place through the so-called Public Digital Identity System SPID, using the pair of personal credentials in possession (username and password). Access with SPID can be done from any device: computer, tablet and smartphone, by clicking on the "Log in with SPID or institutional credentials" button on the screen.
3. 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. **The mandatory fields, as well as the mandatory attachments, if not filled in and attachments do not allow you to proceed with completing the application and sending the application for participation in the call.**
4. 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.
5. 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 (**upon expiry of the deadline for submission, the system will no longer allow access and submission of the electronic form**).
6. For technical problems click on "supporto" at the bottom of the webpage <https://pica.cineca.it/unibg>. Requests sent to other email addresses may not be read.
7. Further information on the selection procedure can be asked by email at: bando.dottorati@unibg.it.
8. Candidates wishing to compete for more than one PhD program must complete an application for each course. Each candidate can compete for a maximum number of three topics.
9. Once the application submission procedure has been completed, the candidate will receive an email confirming the delivery, including the identification number of the application. It should be noted that the compilation and submission of the application by SPID does not require the signature of the application at the end of the procedure for the purpose of submitting the application. The following words will appear on the screen that the candidate will see: "*Autenticato SPID: firma digitale non richiesta /SPID authentication: digital signature not needed*".

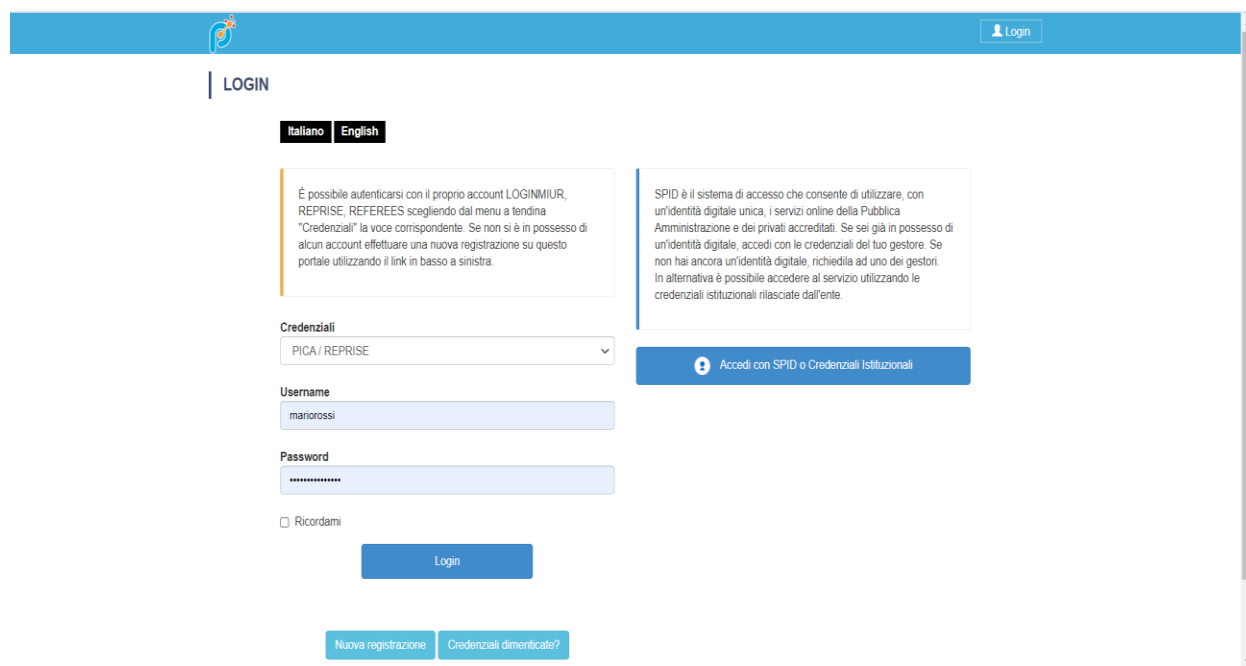
1. REGISTRATION AND ACCESS TO THE SYSTEM

To access the system it is necessary to connect to the site <https://pica.cineca.it/login>

In the case of first access, and if you are not authorized to use the SPID, you can register by clicking on "New Registration" and entering the data required by the system (fig. 1 and 2).

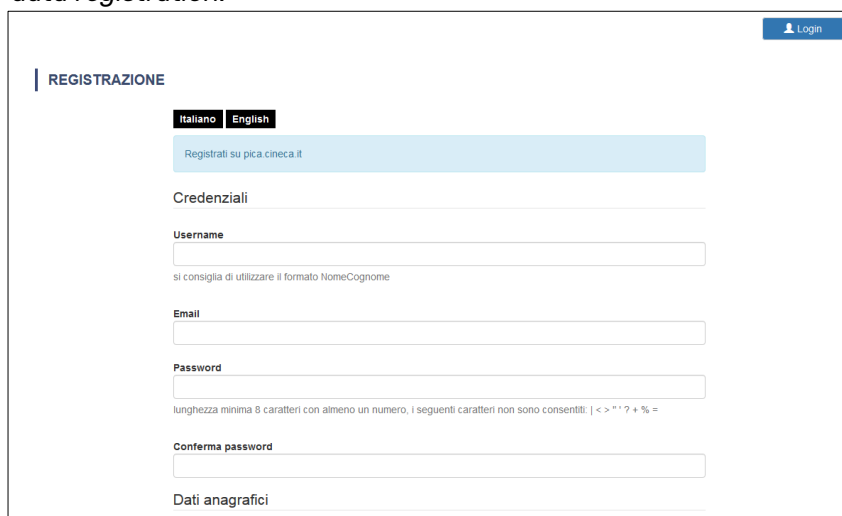
In the event that the user has the credentials but does not remember them, he must click the "Credenziali dimenticate?" Option; in this case you will receive an email with the password.

Figure 1 – Login / authentication page



The screenshot shows the login page with a blue header containing the university logo and a 'Login' button. Below the header, the page is titled 'LOGIN'. There are two language options: 'Italiano' and 'English'. A central text box explains that users can log in with their LOGINMIUR, REPRIS, REFEREES, or REPRIS account by selecting the appropriate voice. It also mentions that if the user does not have an account, they should register. To the right, a box explains SPID (Sistema Pubblico di Identità Digitale) and how to use it. Below these boxes, there is a dropdown menu for 'Credenziali' with 'PICA / REPRIS' selected. There are input fields for 'Username' (containing 'marionossi') and 'Password' (masked with dots). A 'Ricordami' checkbox is present. A blue 'Login' button is at the bottom. At the very bottom, there are two buttons: 'Nuova registrazione' and 'Credenziali dimenticate?'. A blue button with a question mark icon and the text 'Accedi con SPID o Credenziali Istituzionali' is also visible.

Figure 2 – User data registration.



The screenshot shows the registration page titled 'REGISTRAZIONE'. It has a blue header with the university logo and a 'Login' button. Below the header, there are two language options: 'Italiano' and 'English'. A blue button says 'Registrati su pica.cineca.it'. Below that, there is a 'Credenziali' section with an input field. The 'Username' section has an input field and a note: 'si consiglia di utilizzare il formato NomeCognome'. The 'Email' section has an input field. The 'Password' section has an input field and a note: 'lunghezza minima 8 caratteri con almeno un numero, i seguenti caratteri non sono consentiti: | < > * ? + % ='. Below the password field is a 'Conferma password' input field. At the bottom, there is a 'Dati anagrafici' section with an input field.

After entering all the data required by the registration procedure, click on "New registration": the system will send an email to the entered email address with instructions to confirm registration. In the



event that the candidate does not receive this email or fails to view it, he or she must contact support via the link at the bottom of the page <https://pica.cineca.it/unibg> (fig. 3).


Figura 3 – Registration.

Telefono

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



2. ACCESS TO THE PROCEDURE

Once registered, you can connect to the site <https://pica.cineca.it/unibg> and, by logging in with your credentials, proceed with the selection of the procedure of interest and with the compilation of the application by clicking on "New submission" (fig. 4). Before completing the application, the user can make changes to his profile by selecting the type of change he wants to make at the top right of the user menu

Figure 4 – Beginning of the application procedure.

CercaBandi BackOffice DeboraTozzi

[TEMPLATE 3] BANDO PER N. X POSTI DI RICERCATORE A TEMPO DETERMINATO - TIPO B) – S.C. XXX – S.S.D. XXX - XXRTDBXXX

Apertura/Opening date: 14-10-2020 15:00 Chiusura/Closing date: 15-10-2025 12:00 Cod: XXRTDBXXX

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

Per problemi tecnici scrivere a unibg@cinca.it
In collaborazione con CINECA
[Informativa privacy](#) | [Informativa cookie](#)

The submission is divided into sections / pages (Fig. 5).



Figure 5 – Index sections/pages

Indice/Index

- Dati anagrafici e recapiti / Personal Data and Address
- Trattamento dati personali e Dichiarazione di responsabilità / Information notice on personal data treatment
- Corso di dottorato/PhD course
- Posti a concorso e progetto di ricerca
- Titoli idonei alla partecipazione al bando / Qualifications needed for this selection
- Allegati / Attachments

The first section to be filled in concerns the PERSONAL DATA, the user will find this part pre-filled with the data already entered in the registration procedure, therefore he must fill in the missing fields (fig. 6). If there are errors in the personal data, the user can change them by accessing the "User Profile" at the top right.

ATTENTION: at the end of the compilation it is always necessary to click on the "SAVE AND PROCEED" button.

If the entry was successful, the system goes to the next section, otherwise error messages will appear and the user will have to correct the entered data (fig. 6).

Figure 6 –Personal data section

Cruscotto/Dashboard | Indice/Index

Pagina/Page 1/5

Domanda/Application Id: 63263

→ Successiva/Next

Dati anagrafici e recapiti / Personal data

ATTENZIONE: I dati inseriti sono stati salvati ma sono presenti delle segnalazioni / Notice: your data have been saved, but some warnings are still present

DATI ANAGRAFICI/PERSONAL DATA

The "Information notice on personal data treatment" section asks the candidate to read a series of declarations and upload the required documents.

The next PhD Course screen (fig. 7) asks the candidate to select the PhD Course.



Figure 7 – PhD Course

Cruscotto/Dashboard | Indice/Index Pagina/Page 3/6 Domanda/Application Id: 908503

← Precedente/Previous → Successiva/Next

Corso di dottorato/PhD course

Corso di dottorato / PhD course

Selezionare il corso di dottorato/ Select the PhD course
Inserire le prime 3 lettere del nome del corso e scegliere il corso desiderato/ Enter the first 3 letters of the course name and choose the desired course

- Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

The "Posti a concorso e progetto di ricerca" section asks the candidate to select a maximum of 3 restricted topics indicating the order of preference (fig. 8).
The candidate must upload at least one research project.

The remainder of the section will contain an indication of the foreign language, the knowledge of which must be assessed during the interview.



Figure 8 – Posti a concorso e progetti di ricerca

Cruscotto/Dashboard | [Indice/Index](#) | Pagina/Page 4/6 | Domanda/Application id: 908603

[← Precedenti/Previous](#) [→ Successive/Next](#)

Posti a concorso e progetto di ricerca

ECONOMIA E DIRITTO DELL'IMPRESA (BUSINESS & LAW)

Totale posti messi a concorso / Total number of positions: 8

- n. 6 Posti coperti da borse di studio finanziate dall'Ateneo
- n. 2 Posti senza borsa

Selezionare le tematiche / Select topics

Preferenza/Preference	Azioni/Actions
(nessuna voce selezionata / no item selected)	
Voci non selezionate / Unselected items	
Tematica 1 ECO	<input data-bbox="778 875 815 913" type="button" value="+"/>
Tematica 2 ECO	<input data-bbox="778 927 815 965" type="button" value="+"/>
Tematica 3 ECO	<input data-bbox="778 978 815 1016" type="button" value="+"/>
Tematica 4 ECO	<input data-bbox="778 1030 815 1068" type="button" value="+"/>
Tematica 5 ECO	<input data-bbox="778 1081 815 1120" type="button" value="+"/>
Tematica 6 ECO	<input data-bbox="778 1133 815 1171" type="button" value="+"/>
Tematica 7 ECO	<input data-bbox="778 1184 815 1223" type="button" value="+"/>
Tematica 8 ECO	<input data-bbox="778 1236 815 1274" type="button" value="+"/>

Max 3 tematiche / Max 3 topics

- Dato obbligatorio / Mandatory field

Progetto di ricerca/Research project

Allegare il progetto di ricerca/ Attach the research project

1

Descrizione

Carica

Nessun file selezionato

Documentazione in formato pdf / Document in pdf format

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



The screenshot shows a web form with three main sections:

- Lingua italiana / Italian language:** A section with a header in a dark blue bar. Below it, a text box contains the instruction: "Durante la prova orale verrà accertata / The commission will assess". A radio button is next to the text "La conoscenza della lingua italiana / the knowledge of the Italian language". Below this, a red bullet point indicates "Dato obbligatorio / Mandatory field".
- Lingua straniera / Foreign language/s:** A section with a header in a dark blue bar. Below it, a text box contains the instruction: "Durante la prova orale verrà accertata la conoscenza della lingua straniera / The commission will assess the knowledge of a foreign language". A radio button is next to the text "Inglese / English". Below this, a red bullet point indicates "Dato obbligatorio / Mandatory field".
- Colloquio / Interview:** A section with a header in a dark blue bar. Below it, the text "Chiedo" is followed by a checkbox and the text "di svolgere il colloquio in videoconferenza / to carry out the interview via videoconference". Below this, it says "Previo autorizzazione della Commissione / Subject to authorization by the Commission".

At the bottom of the form, there is a blue button labeled "Salva e procedi / Save and proceed".

In the next section (Qualifications needs for these selection) the candidate must choose between the four options indicated (Fig. 9).

Figure 9 – Qualifications

The screenshot shows a section titled "Titolo accademico/Admission qualification - Details". Below the title, there is a red-bordered box containing the text "TITOLI DI STUDIO/QUALIFICATIONS". Underneath this box, the text "Tipo / Type" is followed by a blue-bordered box containing a list of options:

- 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

Subsequently, the candidate is asked to enter the information relating to the academic qualification obtained or to be achieved by October 31, 2023.

The next section "Attachments" allows you to upload all the qualifications required for participation in the selection, except for the acceptance letters for which a separate procedure is envisaged (see paragraph 3). Candidates are advised to carefully read the qualifications provided for in the selection notice (Article 4 of the Call and Annex A), in order to include them in the procedure in an exhaustive and correct manner.



ATTENTION: The documents required in the case of recognition of the foreign qualification must be uploaded in this section.

The uploaded files must be in pdf format and readable. A brief description must be entered for each uploaded file.

It is possible to attach a numbered, dated and signed list of the attached titles, deemed useful for the purposes of the competition, and any attached publications.

If the entry was successful by clicking on "Save and return to the dashboard" the candidate will see the dashboard with his application to submit.

The question is saved in DRAFT mode. In any case, and in any case before the deadline indicated, it will be possible to "Edit" the application.

After the completion of the application, the applicant will click on the "Verify" button to check that all required fields have been filled in correctly and then on "Payment."

When the grant payment transaction has been initiated, the "Submit" button will become operational and the application submission can be completed.

NOTE: In case of withdrawal of the application with payment made and submission of a new application, the applicant will be able to recover the payment previously incurred and will not have to make a new payment.

To submit the application, click on "Firma e Presenta/Sign and Submit" (fig. 10)

Figure 10 – Submission.

The figure displays three sequential screenshots of a web application interface for document submission. Each screenshot shows a horizontal bar at the top with the application ID on the left and the status 'IN BOZZA / DRAFT' on the right. Below this bar is a row of five buttons: 'Modifica/Edit' (blue), 'Verifica/Verify' (orange), 'Pagamento/Payment' (blue with a refresh icon), 'Firma e Presenta/Sign and Submit' (green), and 'Elimina/Delete' (red). At the bottom of each screenshot, the text 'Ultimo aggiornamento / Last update:' is followed by a timestamp. The first screenshot (ID: 1161646) has a timestamp of 2023-05-12 14:45:25. The second screenshot (ID: 1161670) has a timestamp of 2023-05-12 14:46:50. The third screenshot (ID: 1165761) has a timestamp of 2023-05-15 12:19:08.

In case of correct compilation, the system generates a preview of the application file, in case of errors the system warns the candidate that the application must be modified. When the system detects that the application has been correctly filled in, it allows the next step and the candidate must click on the "Presenta / Submit" button at the bottom of the page (fig.11).

In case of access via SPID, once the "Presenta / Submit" button has been pressed, the application will be automatically signed.



Figure 11 – Submission

1

Descrizione/Description

fngjnkjklòjhdghnfgb bvjurstjhnxd gfhntg etgdhbnfd d teh

Dettagli sul file allegato/Attachment details

STATUTO_con_modifica_art45c9.pdf

Dimensione/Size (byte)

582816

Checksum

46794f3365d9631ae6d5bc367eb05ca9f1a91e6cade830ba9007ce0d90a5c04

Tipo di checksum/Checksum type

SHA256

Sostituisci/Change file

Nessun file selezionato

Firma del candidato
Candidate's signature

.....

At this point, three ways of signing are proposed and the candidate must select one and carefully follow the instructions (fig. 12)



Figure 12 – Digital signature

FIRMA DIGITALE / DIGITAL SIGNATURE

Cruscotto/Dashboard Domanda/Application Id: 63262

Il sistema supporta le seguenti modalità / The following options are available:

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

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuare la scansione in un file PDF e caricare quest'ultimo sul sito. / If you can't sign the document digitally as specified in the other sections you need to download the pdf file of the application, print it, sign it in original, scan it in a pdf file and upload it again on the website.

ATTENZIONE: la scansione, oltre alle pagine della domanda, dovrà contenere nell'ultima pagina la copia di un documento di identità in corso di validità (questo passaggio non è necessario se la copia del documento di identità è stata inserita tra gli allegati alla domanda) / WATCH OUT: the copy of a valid identity document must be included as the last page of the scanned pdf, after the application form pages (this step can be dispensed with if a copy of the document was uploaded as an attachment of the application form)
- Firma il documento sul server ConFirma / Sign the application on the server using ConFirma service**

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) compatibile con il servizio ConFirma. Dopo la firma sarà possibile scaricare il PDF firmato / In order to sign digitally the application it is necessary to have a hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification body) compatible with ConFirma service. After signing, applicants can download the signed pdf application
- Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc**

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) e software di firma digitale con cui generare, a partire dal file PDF del documento scaricato da questo sito, il file firmato in formato pdf.p7m da ricaricare sul sito stesso / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification body) and a software for digital signatures in order to create a pdf.p7m file from the pdf file downloaded from this site. The pdf.p7m file must be uploaded in the website again

ATTENTION: candidates who during the registration phase have indicated "NO" in the "Italian citizenship" field and who have not entered the "tax code", during the application signature process will only see the "manual signature" mode

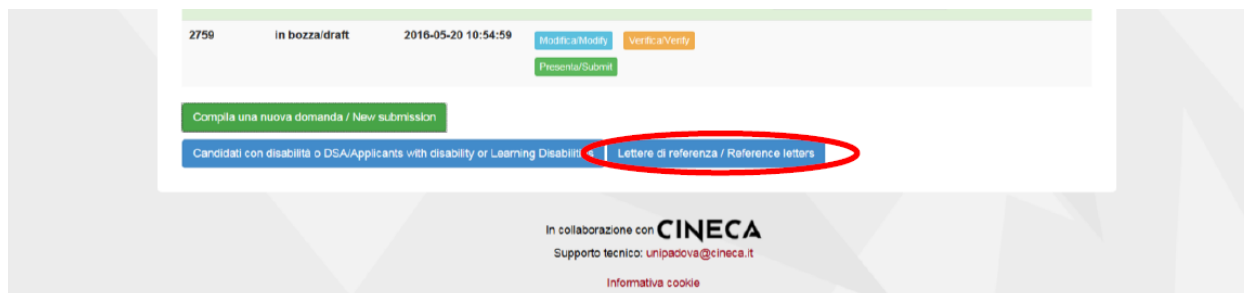
If the candidate chooses the manual mode, it is important to remember that he must print the application, sign it and upload it. Furthermore, if you have not already done so in the "personal data" mask, attach an identification document as required by the procedure. The candidate is advised to check that the file you are about to upload is complete, the system accepts only one pdf file so if you also intend to upload an identification document you must scan it in a single file with the application.

Once the procedure has been completed and the online application has been submitted, the candidate will receive an email with the notification. At any time the candidate can re-enter the system, log in with his credentials and view the application.

3. REFERENCE LETTERS

If candidates want to submit reference letters among the qualifications for the PhD program, after submitting the application form they will find the 'Letters of reference' button in the dashboard (fig. 13). The candidate must click on it and fill in the relevant information in order to send the request for the letter to the chosen referees. Candidates must specify the referee's institutional email address, not a personal email address.

Figure 13 – Reference letters



The specified referee will receive the request to send the “reference letter” and will be able to submit it by 25th August 2023 at 12:00. We advise candidates to inform the referees who will receive the request. If the referee sends the letter, the applicant will receive an email stating that the letter has been sent. However, applicants can always check the status of their application. Reference letters uploaded by applicants will not be considered.

If candidates wish to change their referee, they must contact support via the link at the bottom of the page <https://pica.cineca.it/unibg> specifying the application ID.

4. MODIFICATION AND WITHDRAWAL PROCEDURE

In the event that the candidate needs to make changes to the application after having generated the pdf (visible on the home page in the section dedicated to the applications submitted) of the application itself and **in any case before the deadline for the application:**

- If the candidate has submitted the application and received the email confirming the submission, it will no longer be possible to access this application to modify it but it will only be possible to withdraw it by accessing the withdrawal procedure from the dashboard and resubmitting a new application.
- If the candidate has generated the pdf file of the application, but has not completed the submission procedure (the signed application has not yet been uploaded and therefore the candidate has not received the submission confirmation email) he must contact the support via the link present at the bottom of the page <https://pica.cineca.it/unibg> and ask for the application to be opened, specifying the motivation, the application id and attaching the identification document.

Please Note: This guide provides general and partial information for submitting applications. It does not replace what is indicated in the announcements and does not describe in detail all the cases that may arise.