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

Online form available at: https://pica.cineca.it/unibg/dottorato42ter

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*

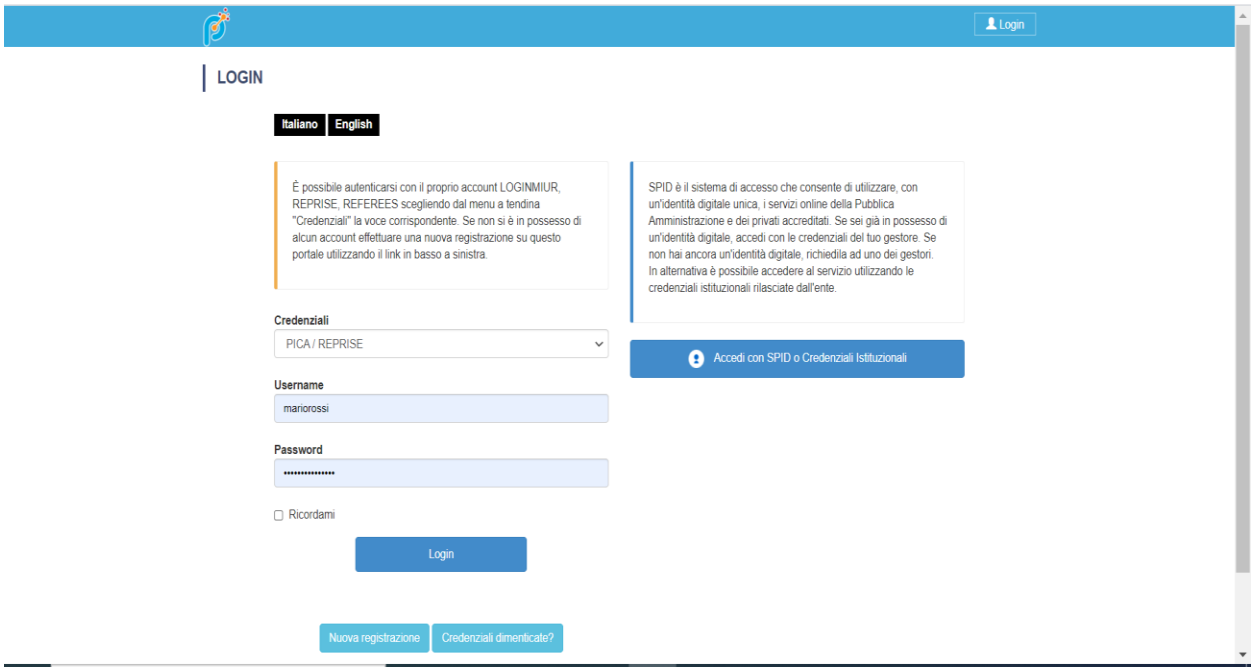
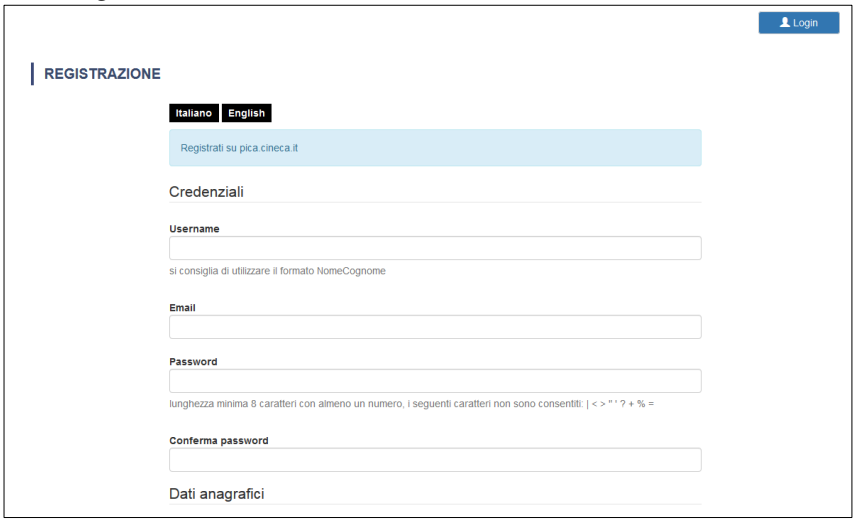


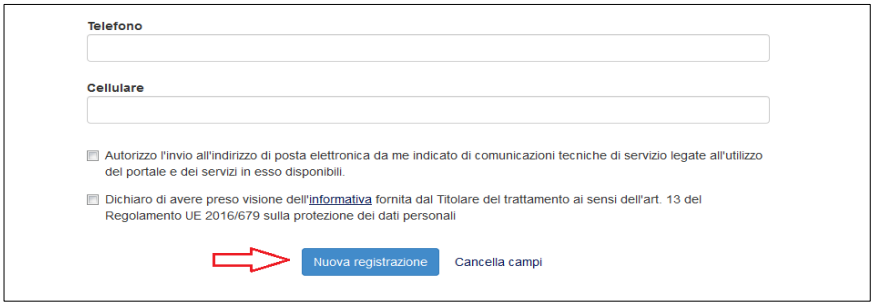
Figure 2 *– User data registration.*



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.*



2. ACCESS TO THE PROCEDURE

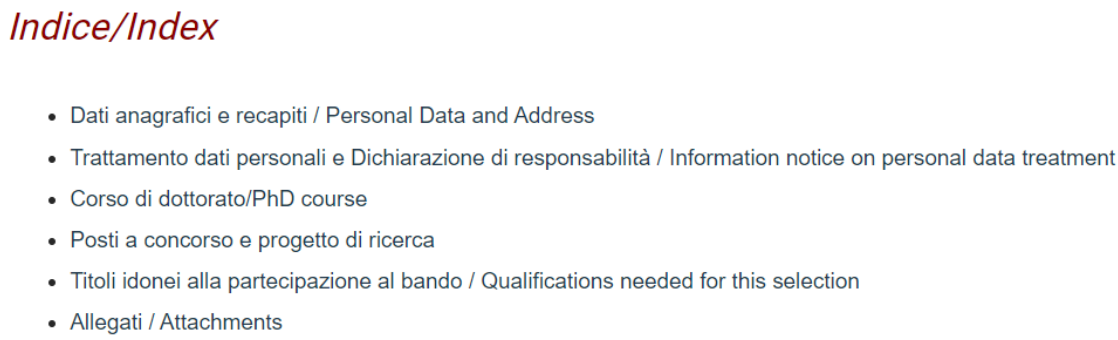
Once registered, you can connect to the site https://pica.cineca.it/unibg and, by logging in with your credentials, proceed with the selection of the procedure of interest and with the compilation of the application by clicking on "New submission" (fig. 4). Before completing the application, the user 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.*



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

Figure 5 *– Index sections/pages*

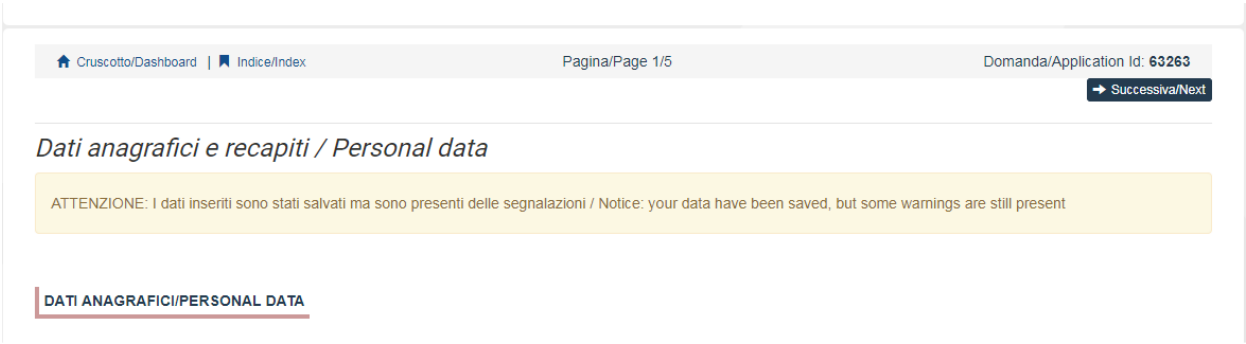


The first section to be filled in concerns the PERSONAL DATA, the user will find this part pre-filled with the data already entered in the registration procedure, therefore he must fill in the missing fields (fig. 6). If there are errors in the personal data, the user can change them by accessing the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

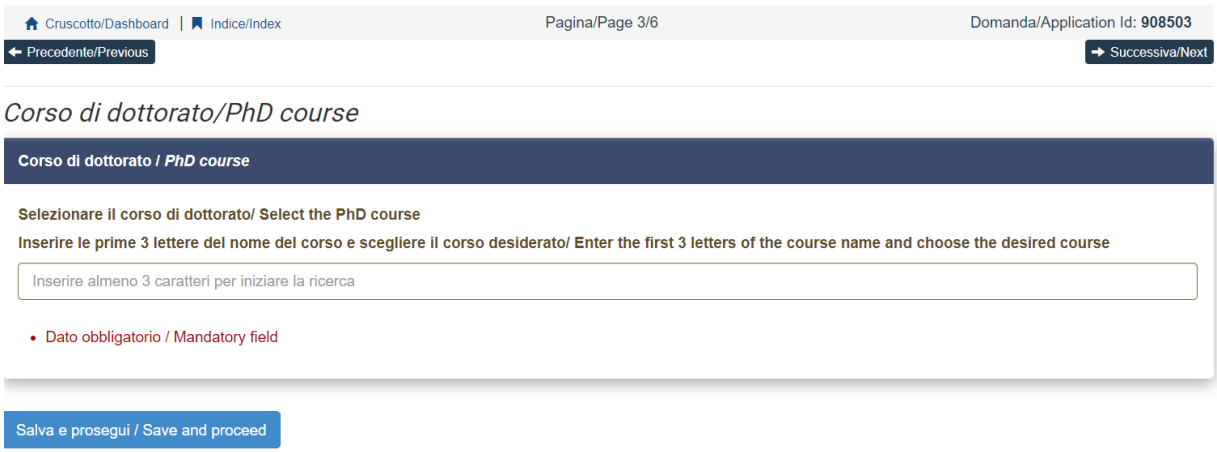
Figure 6 *–Personal data section*



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.

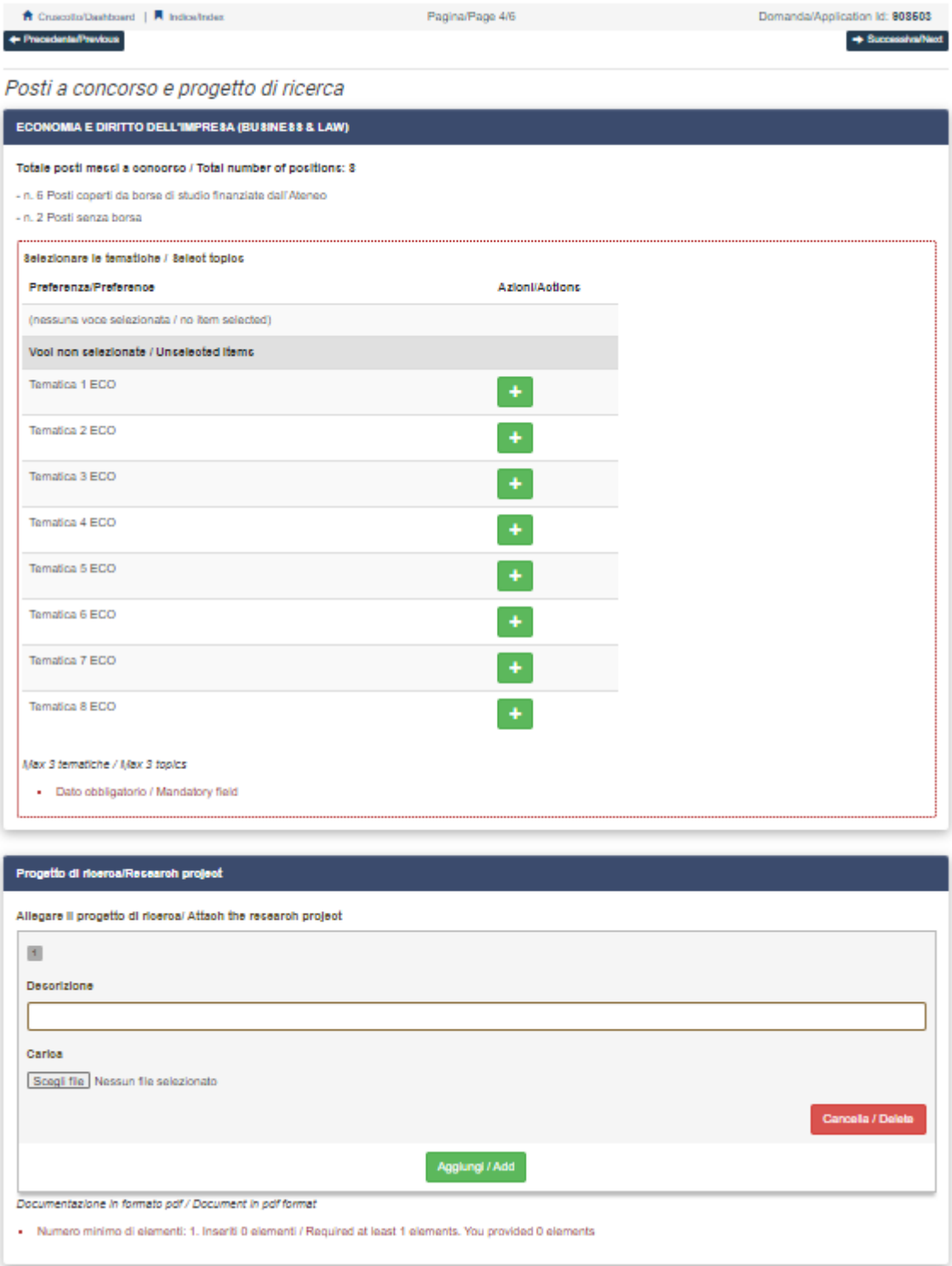
Figure 7 *– PhD Course*

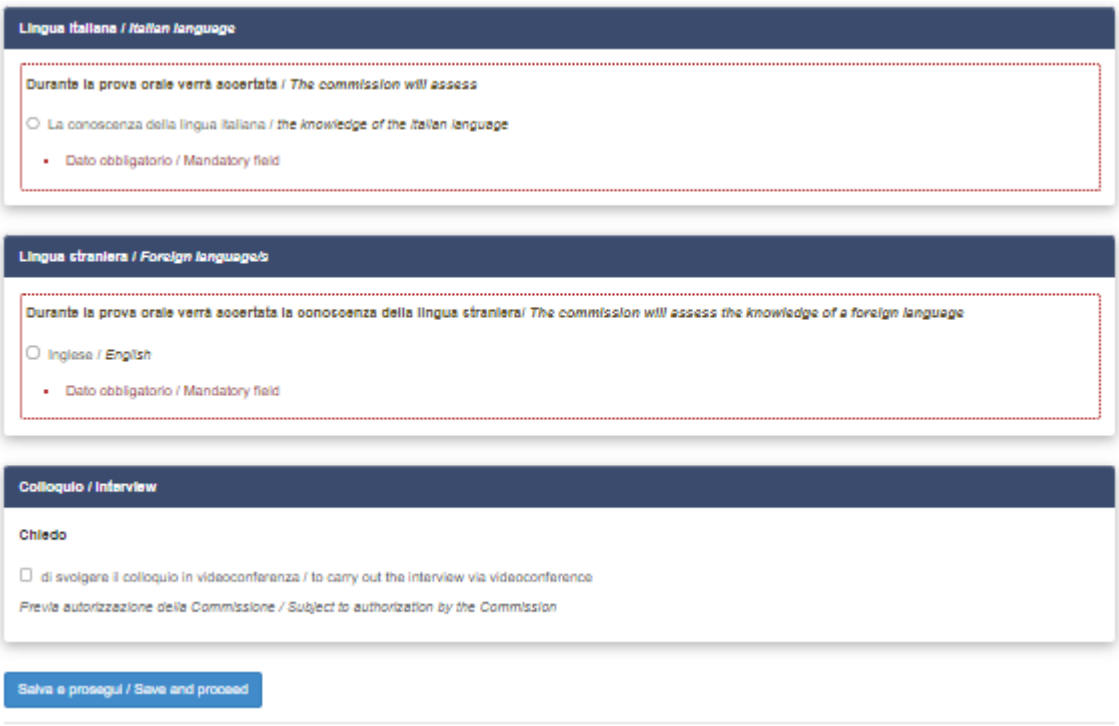


The "Posti a concorso e progetto di ricerca" section asks the candidate to select a maximum of 3 restricted topics indicating the order of preference (fig. 8).
The candidate must upload at least one research project.

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

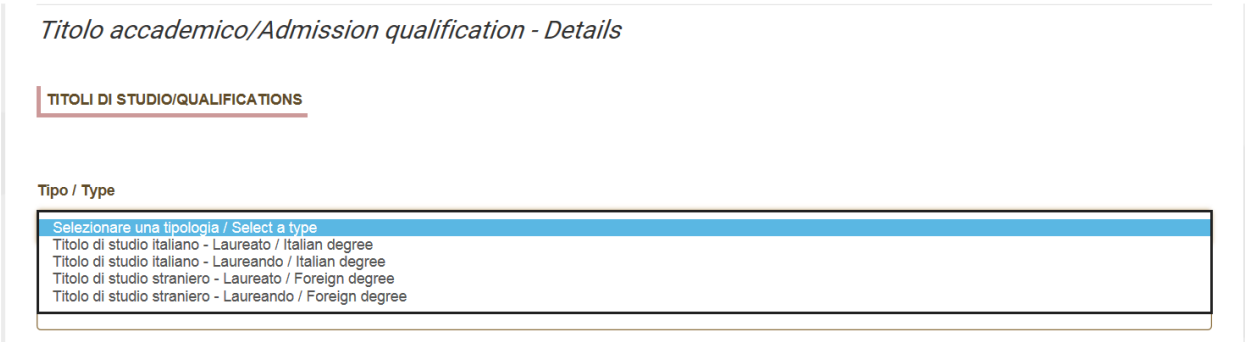
Figure 8 *– Posti a concorso e progetti di ricerca*





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

Figure 9 – *Qualifications*



Subsequently, the candidate is asked to enter the information relating to the academic qualification obtained or to be achieved by January 31, 2027. For foreign candidates requiring an entry visa for study purposes, the qualification required for admission must be obtained by 30 December 2026.

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.

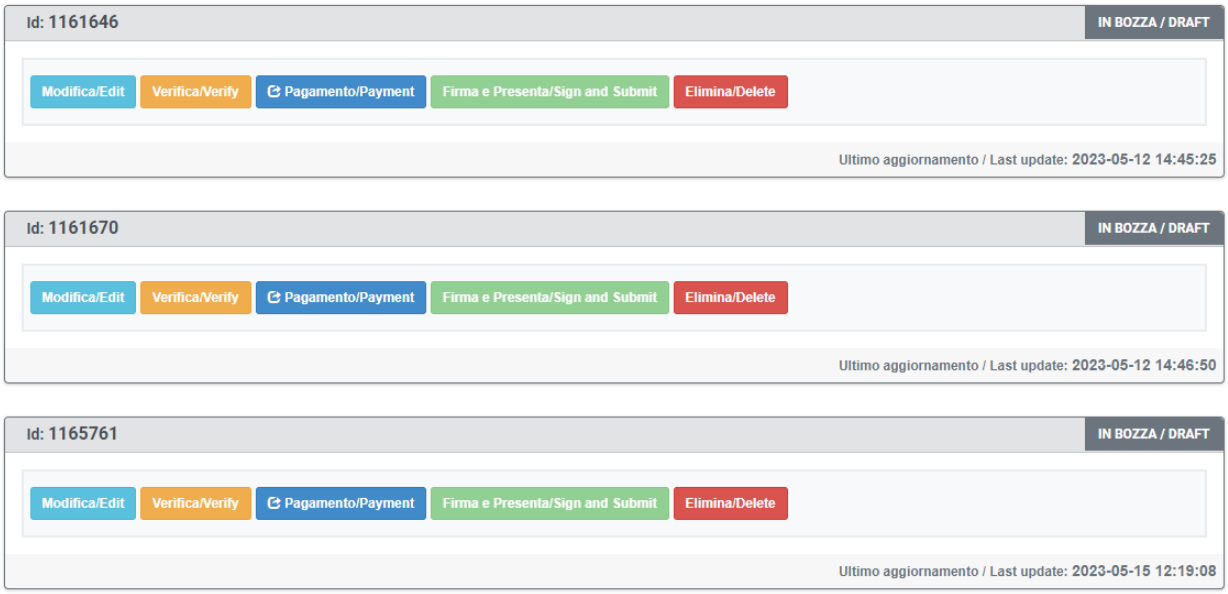
ATTENTION: The documents required in the case of recognition of the foreign qualification must be uploaded in this section.

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: The application will be considered complete only upon submission through the prescribed procedure and payment of the application fee by 11:59 a.m. (Italian time) on December 09, 2026.
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)

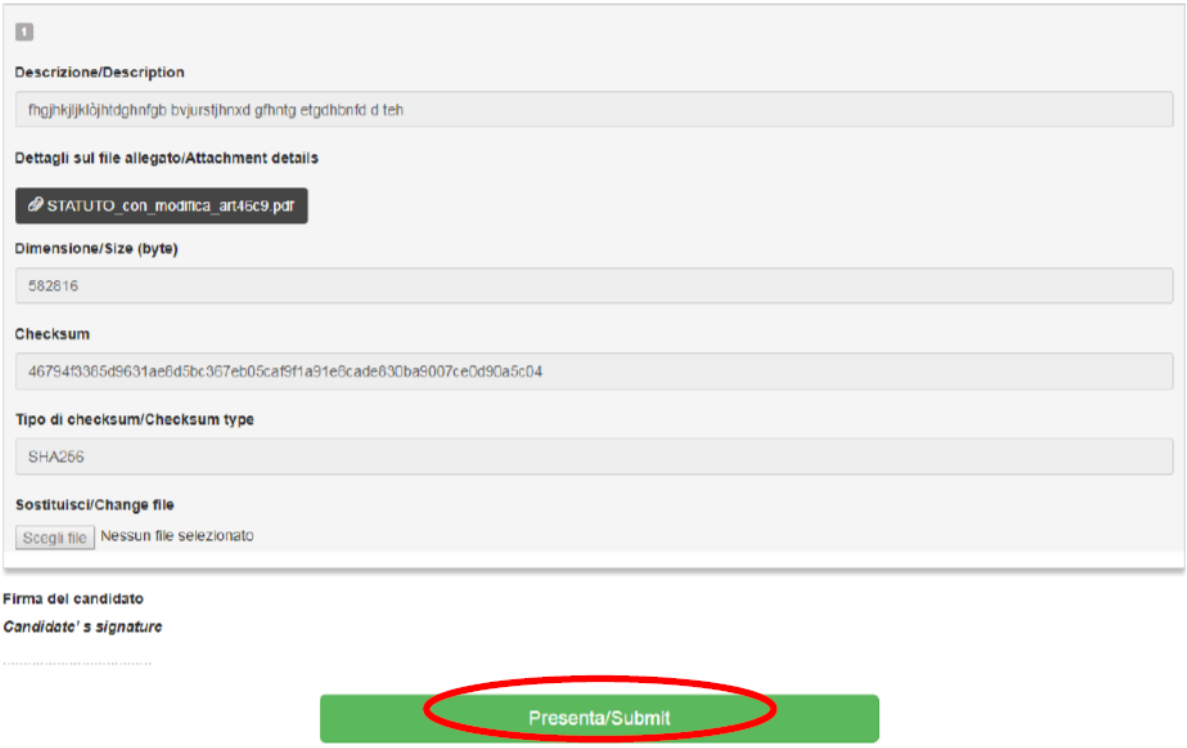
Figure 10 – *Submission.*



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*



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*



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

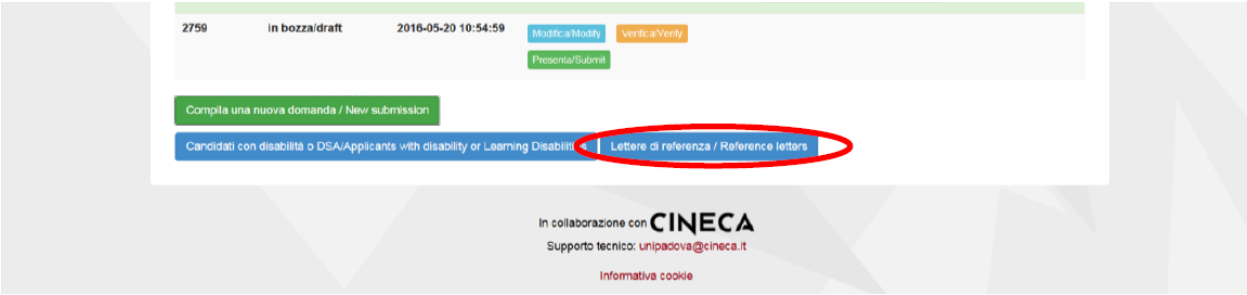
If the candidate chooses the manual mode, it is important to remember that he must print the application, sign it and upload it. Furthermore, if you have not already done so in the "personal data" mask, attach an identification document as required by the procedure. The candidate is advised to check 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 December 09, 2026 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.