UNIVERSITÀ DEGLI STUDI DELL'AQUILA
Amministrazione centrale
Area Ricerca e Trasferimento Tecnologico
Settore Dottorati, Assegni e Borse di Ricerca

Technical guidelines for the submission of the application form for Ph.D. Course in Information and communication technologies – ICT - XXXVII cycle

(online application open until 23th June 2021 at 13.00 CEST)
Online form available at**: https://pica.cineca.it/univaq/dott37-ict/**

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

2. Before filling in the application form, please read carefully the selection announcement and 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: **concorso.dottorati@univaq.it** or by contacting the addresses specified in the call. For technical problems write to: **univaq@cineca.it**.
Requests sent to other email addresses may not be read.

6. Applicants with foreign qualifications that have not been legally recognized as equivalent to Italian degrees must read art. 4.2 of the selection announcement and upload the required documents in the relevant section of the online application.

7. After the application has been correctly filled in and submitted, applicants will receive an email with the confirmation of the submission.

1.   DATA REGISTRATION

To start the registration go to the website **https://pica.cineca.it/univaq/dott37-ict/**
At the first access applicants need to register by clicking on 'Register' and fill in the required data. 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 forgot username and password, click on 'Forgot your credentials?'.

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 read the email, please write to **univaq@cineca.it**

Technical guidelines for the submission of the application form for Ph.D. Course in Information and communication technologies – ICT - XXXVII cycle

2. APPLICATION FORM ACCESS

Once registered it is possible to access the website **https://pica.cineca.it/univaq/dott37-ict/**

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 select what to modify.

The first section to be filled in is "APPLICATION FORM".

Candidates take the oral exam via web (Microsoft Teams, Skype and other). The candidate must specify a valid contact address.

WATCH OUT: after completing each section of the form, the applicant must click on the button "SAVE AND PROCEED". Only if the data have been correctly filled in, the applicant can go to the next section. Otherwise error messages will display and will be compulsory to correct the data.

The section named "DECLARATIONS" display a list of declarations concerning the veracity of data inserted and the treatment of the personal data inserted in the application form.

The third section to be filled is "PERSONAL DATA". This section is partially filled by transferring data from the registration procedure thus the candidate must complete the missing items. In case of mistakes in personal data, applicants can modify them by clicking on the top right button (User Profile).

In the following section "ADMISSION REQUIREMENTS" applicants must select one out of the four options proposed. After that applicants must specify the qualification awarded or to be awarded by 31st October 2021.

In the following section "FURTHER DECLARATIONS" the applicants must compulsory declare the level of knowledge of English language and if they are in situations preventing the receiving of the scholarship and/or of special needs.

In the section named "ATTACHMENTS" the applicant can upload the identity card (or passport) and all the qualifications and certifications required in order to participate to the selection of the Ph.D. course. The references letters cannot be uploaded in this section: for these letters the applicant must follow a different procedures written above.

The applicant can write a self-declaration about the degree obtained and about all the exams passed. The self-declaration concerning the degrees obtained, can be written in a simple paper according to the scheme available below, or downloading the concerned form if it is available on the website of the home University.
The applicant must read carefully the list of documents required for the Ph.D. course, in order to speed up the procedure.

Technical guidelines for the submission of the application form for Ph.D. Course in Information and communication technologies – ICT - XXXVII cycle

In this section you must upload the documents requested for the recognition of the foreign academic degree (art. 4.2 of the selection announcement - Admission of applicants with foreign (non-Italian) qualifications). The files must be in pdf format and readable. For each file a brief description is needed.

After completing this section applicants will be redirected to the dashboard where they can see the draft of their application form. By pressing the bottom "Sign and submit" the process is finalised. If the application has been filled in correctly the system displays the PDF file of the application. In case of mistakes applicants receive an error message and the application must be corrected. Once all the mistakes are corrected the applicant can go to the next section for the submission. By clicking on "Sign" bottom the process is finalise and the PDF file of application is generated.

The application must be signed, missing the signature the application will be rejected.
There are 3 methodologies to sign it and the candidate must select one of them and read carefully they directions.
According to article 5 of the call the possible methodologies are the following:

- By digital signature using smart card, USB token or remote signature which allow the owner to sign general documents by means of a signature software or a Remote Signature web portal made available by the Auditor. Those who have a Digital Signature smart card or USB token shall verify that they are compatible with the Digital Signature system integrated in the system server. If so, the owner may sign the application directly in the system server (e.g. ConFirma);

- Those who do not have compatible digital signature devices and the Remote Digital Signature Owners who may access a web portal for signing general documents shall save in their own PC the .pdf file generated by the system and, without modifying it, digitally sign it in CAdES format. A .p7m file will be generated, which shall be saved and uploaded again in the system. Any editing to the file before signing with the Digital Signature shall interfere with the automatic check of correspondence between the content of such a document and the original, and this will bring to the application exclusion;

- If none of the above-mentioned options can be used candidates shall save in their own PC the .pdf file generated by the system and, without modifying it, print and sign it with full original signature in the last page of the printed document. A scanned .pdf copy of such a document shall be produced and the file thus obtained shall be uploaded to the system.

In case the applicant decides to sign the PDF file he/she must verify that the file that is going to be upload is complete because the system accept only one PDF file.

After the submission applicants will receive an email with the confirmation of the submission. Applicants will always be able to login to their account, personal data and application form.

Technical guidelines for the submission of the application form for Ph.D. Course in Information and communication technologies – ICT - XXXVII cycle

3. REFERENCE LETTERS

The applicant must indicate the names and addresses of one or two referee. The applicant must write in the form the official email address of the referee. A private email address is not allowed.
The referee will be informed of the candidates requirement and receive a reference letter form that he/she must submit by 28th June 2021 at 1 o'clock p.m. CEST.

We advise applicants to inform referees that they will receive the request. When the referee fills in the letter and submits it, the applicant will receive an email specifying that the letter has been upload. 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 send an email to **univaq@cineca.it** specifying the ID of the application form.

4. APPLICATION FORM MODIFICATION OR WITHDRAWAL

Modifications of the application form after the pdf has been created are possible:
- If they have submitted the application form and received the email of confirmation applicants 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 write to **univaq@cineca.it** and ask to have the application re-opened. In the email they must specify the reason of their request, the ID of their application form and attach copy of their identity document.

Technical guidelines for the submission of the application form for Ph.D. Course in Information and communication technologies – ICT - XXXVII cycle

Self-Declaration in substitution of certification
(art. 46 D.P.R – 28th December 2000, n.445)

and/or

Self-Declaration in substitution of attested affidavit
(art. 47 D.P.R 28th December, 2000 n.445)

The undersigned _____ born in (place of birth) _____
on (date of birth) _____

residing in (city/State/Country) _____
Postal code _____ at (address) _____

DECLARES:

1)   in compliance to art(s). 46,47 and 38, D.P.R 28/12/2000, n.445 that he/she has been conferred the following Degree:

Bachelor-level Degree in (title) _____ at (name of University or College issuing the Degree) _____ on (date issued) _____,
mark _____

and that he/she passed the following exams:

EXAM (title of the exam/course)	MARK	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2)   in compliance to art(s). 46,47 and 38, D.P.R 28/12/2000, n.445 that he/she will be confer the following Degree:

Master-level Degree in (title) _____ at (name of University or College issuing the Degree) _____ on (date issued) _____,

and that he/she passed at today the following exams:

Technical guidelines for the submission of the application form for Ph.D. Course in Information and communication technologies – ICT - XXXVII cycle

EXAM (title of the exam/course)	MARK	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned declares that he/she is aware of the sanctions applied in case of false statements established in art.76 D.P.R. 28/12/2014, n.445 and of the consequent loss of any benefits obtained by making false statements as established in art. 75 D.P.R. 28/12/2014, n.445.

The undersigned, under penalty of nullity of the application, shall enclose a photocopy of a valid ID.

Date, _____

_____

(Applicant's signature)