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## ***Technical guidelines for the submission of the application form for Ph.D. Courses XXXVIII cycle***

**Online application open until 28<sup>th</sup> November 2022 at 17.00 CEST**  
Online form available at: <https://pica.cineca.it/univaq/secondodott38>

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, 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 may be requested through HELP POINT ONLINE, accessible from the website <https://servicedesk-form-app-eu-qta.azurewebsites.net/>
6. For technical problems contact support via the link at the bottom of the page <https://pica.cineca.it/univaq>.
7. Applicants who want 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 recognized as equivalent to Italian degrees must read art. 2 of the selection announcement and upload the required documents in the relevant section of the online application.
9. 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/secondodott38>  
Access can be done via SPID. In the absence of SPID, 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, contact support via the link at the bottom of the page <https://pica.cineca.it/univaq>.



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## 2. APPLICATION FORM ACCESS

Once registered it is possible to access the website <https://pica.cineca.it/univaq/secondodott38>

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 "PHD COURSE": the applicant must select the Ph.D. course, one of the curricula and declare the position.

Candidates must to express a preference for themed scholarships, by opening the appropriate menu.

**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 the completion date of the enrollment, and in any case no later than the start date of the course (activities will start by 31 December 2022).

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 chosen Ph.D. course.

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 chosen, in order to speed up the procedure.

**In this section you must upload the documents requested for the recognition of the foreign academic degree (art. 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.



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**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 3 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 access to the platform is via SPID, it is not necessary to sign the application with one of the aforementioned methods.

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.

### 3. 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 contact support via the link at the bottom of the page <https://pica.cineca.it/univaq> 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.



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

and/or

**Self-Declaration in substitution of attested affidavit  
(art. 47 D.P.R 28<sup>th</sup> 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:

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



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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)