UNIVERSITÀ DEGLI STUDI DI BARI ALDO MORO

Technical guidelines for the submission of the application form for PhD Courses, 37th series

(online application open from October 13, 2021 to October 25, 2021 at 12 pm (Italian time - CET)

Online form available at: https://pica.cineca.it/uniba/dottorati37-bis/

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 call for selection, 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 on the selection procedure can be asked by email at: dottorato.ricerca@uniba.it. For technical problems write to: uniba@cineca.it. Requests sent to other email addresses may not be read.

6. Applicants who want to apply for more than one PhD course must submit as many applications as the chosen courses.

7. Applicants with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read art. 2 of the call for selection and upload the required documents in the relevant section of the online application.

8. 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/uniba/dottorati37-bis/**

At the first access applicants need to register by clicking on 'New registration' and complete the necessary data (fig.1, 2).

Fig. 1 – Registration home page

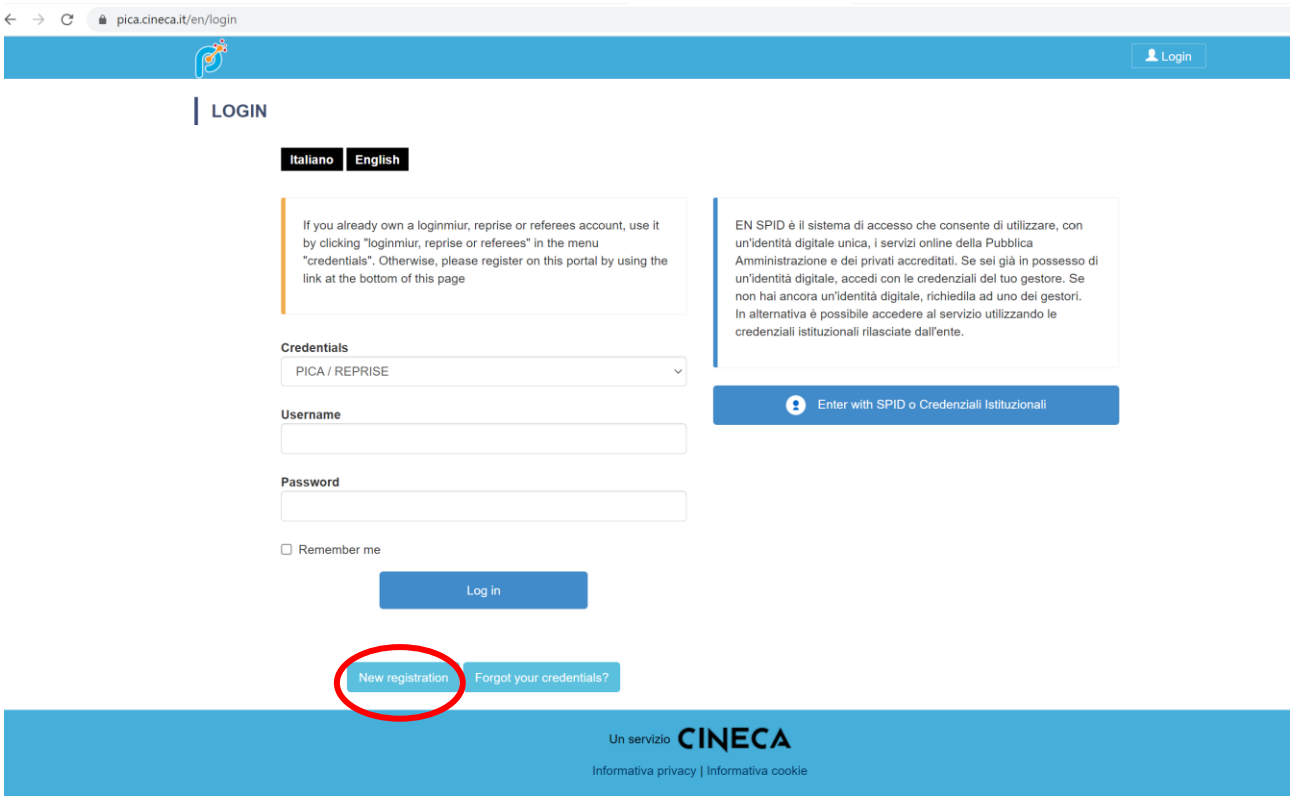
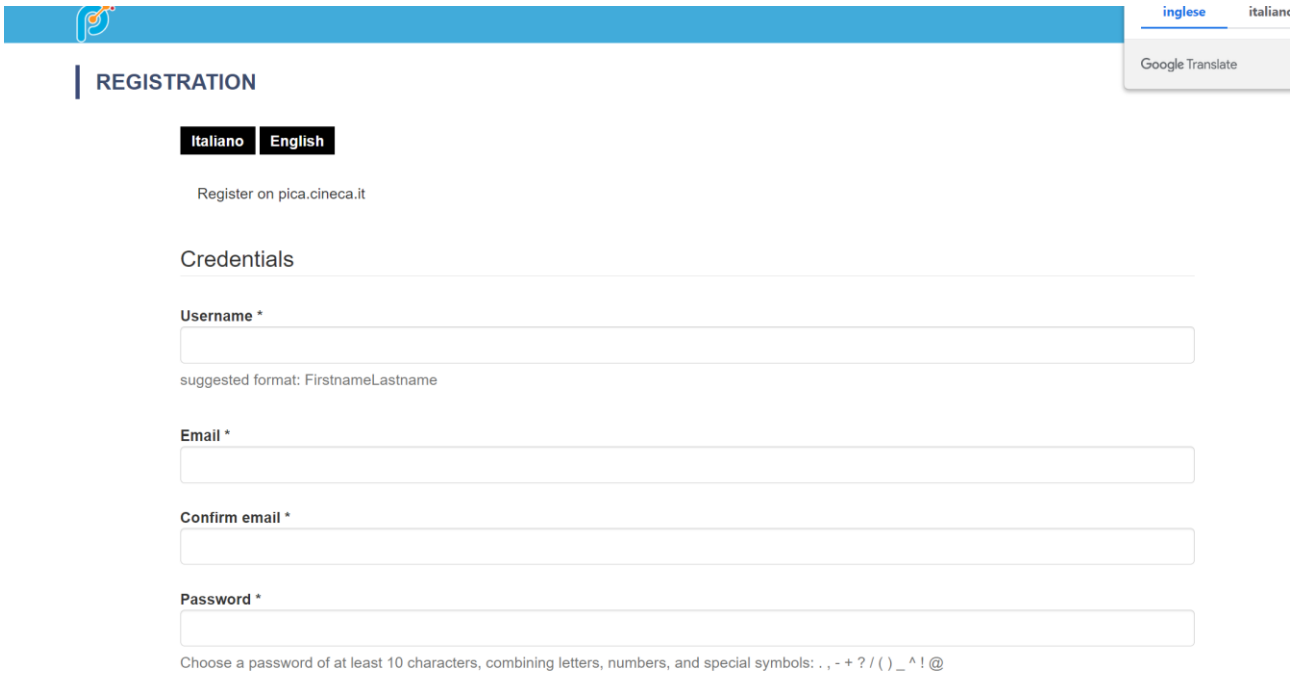
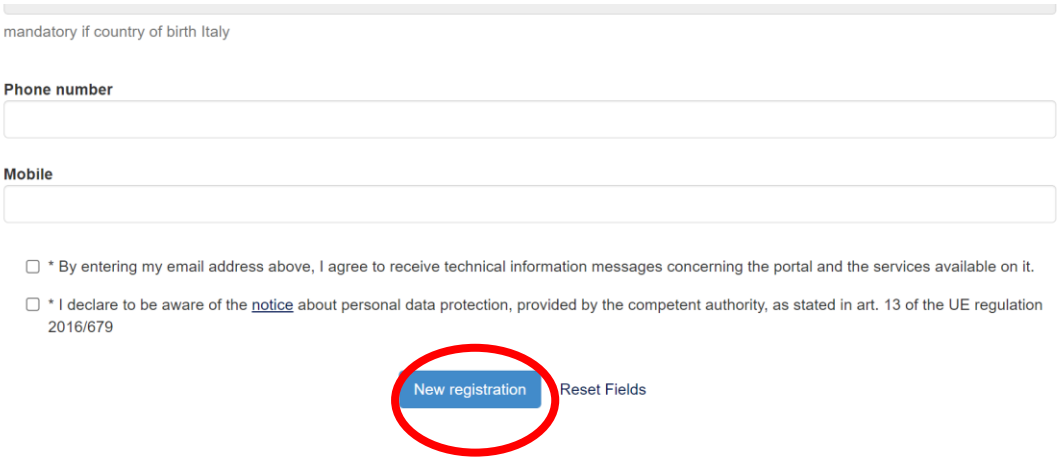


Fig. 2 – Registration data



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 see the email please write to uniba@cineca.it (fig.3)

Fig. 3 – Registration fields



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.

The online procedure for submitting the application form can be also accessed through SPID (Public Digital Identity System – more information here: https://www.spid.gov.it/), by choosing the University of Bari Aldo Moro from the list of institutions available (fig. 4, 5, 6) and following the instructions of the provider selected. In case of access via SPID, no signature will be required when submitting the application.

Fig. 4 – Registration home page via SPID

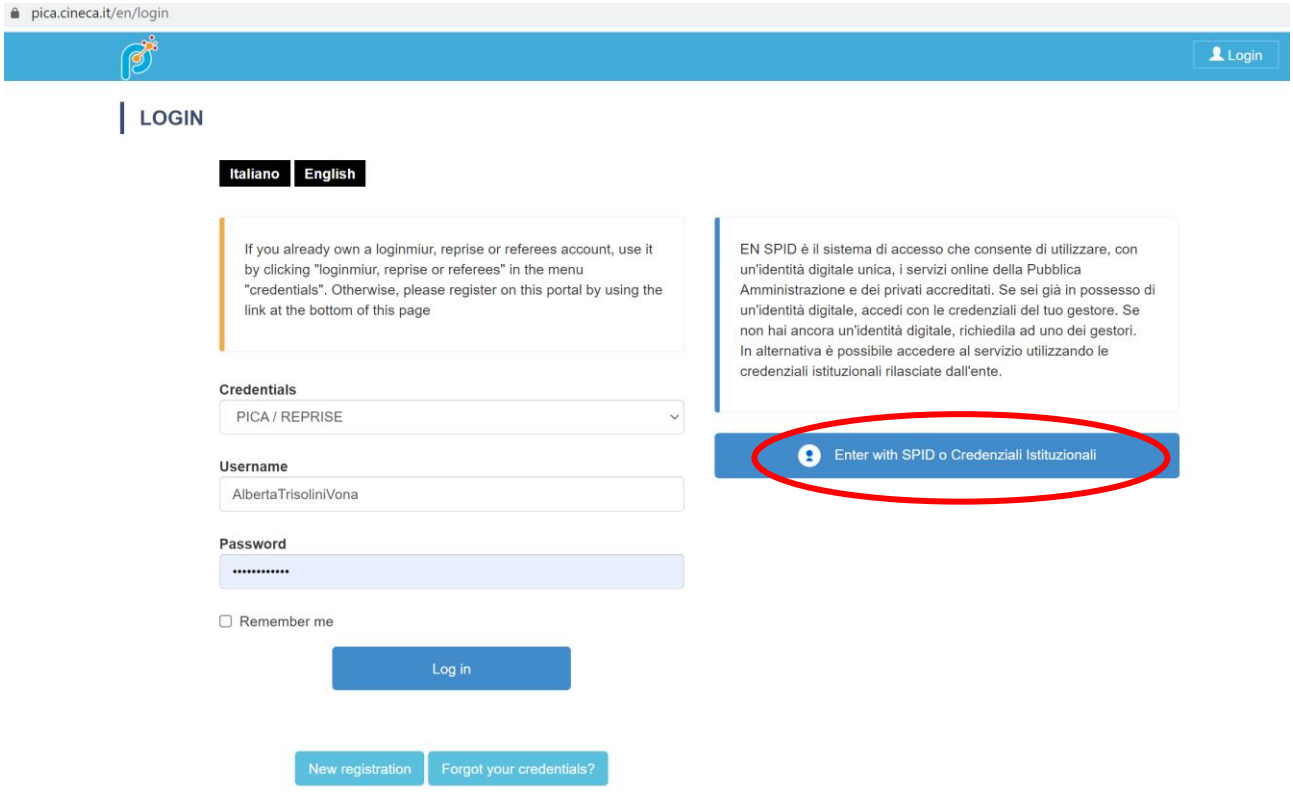


Fig. 5 – Registration home page via SPID – choose the institution

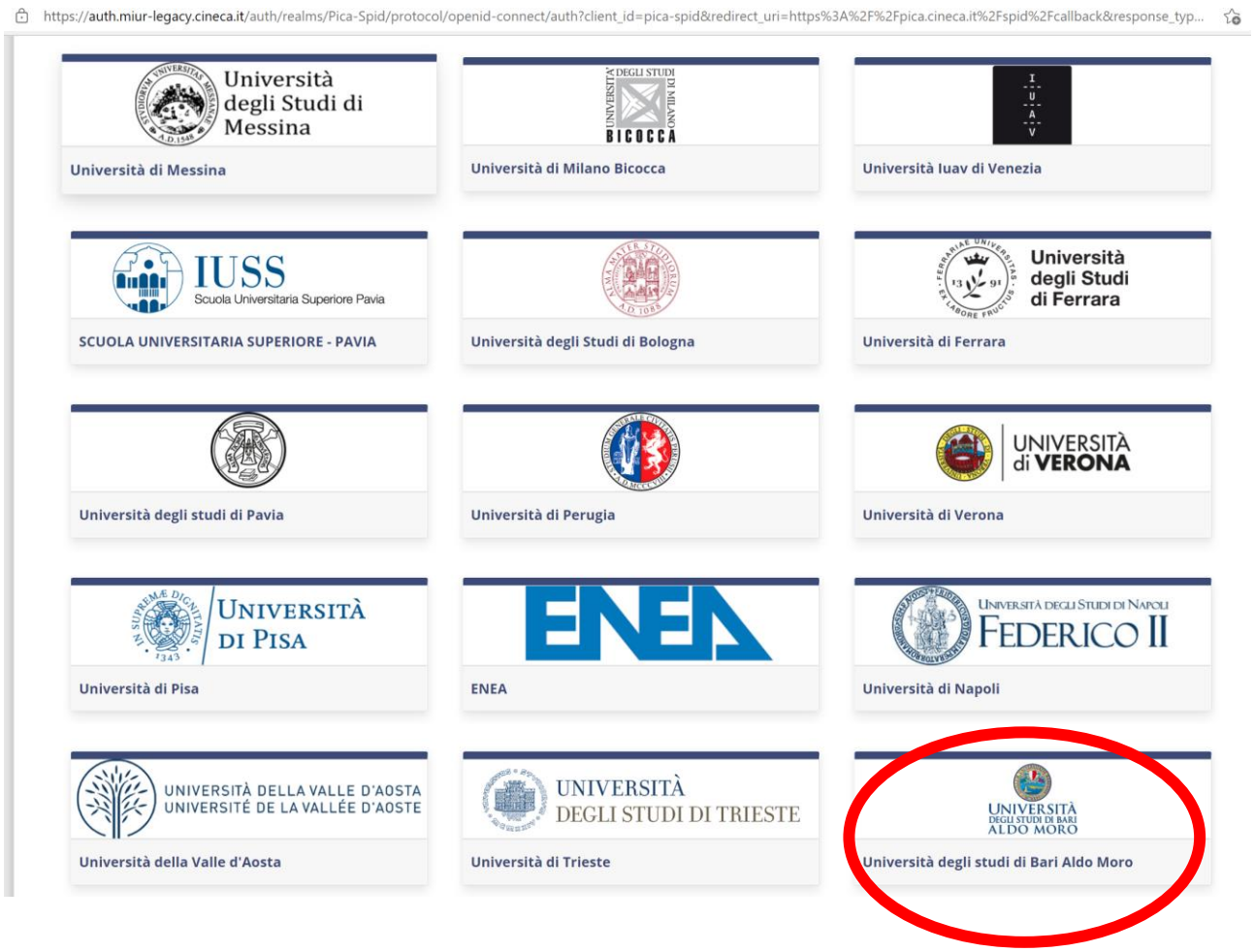
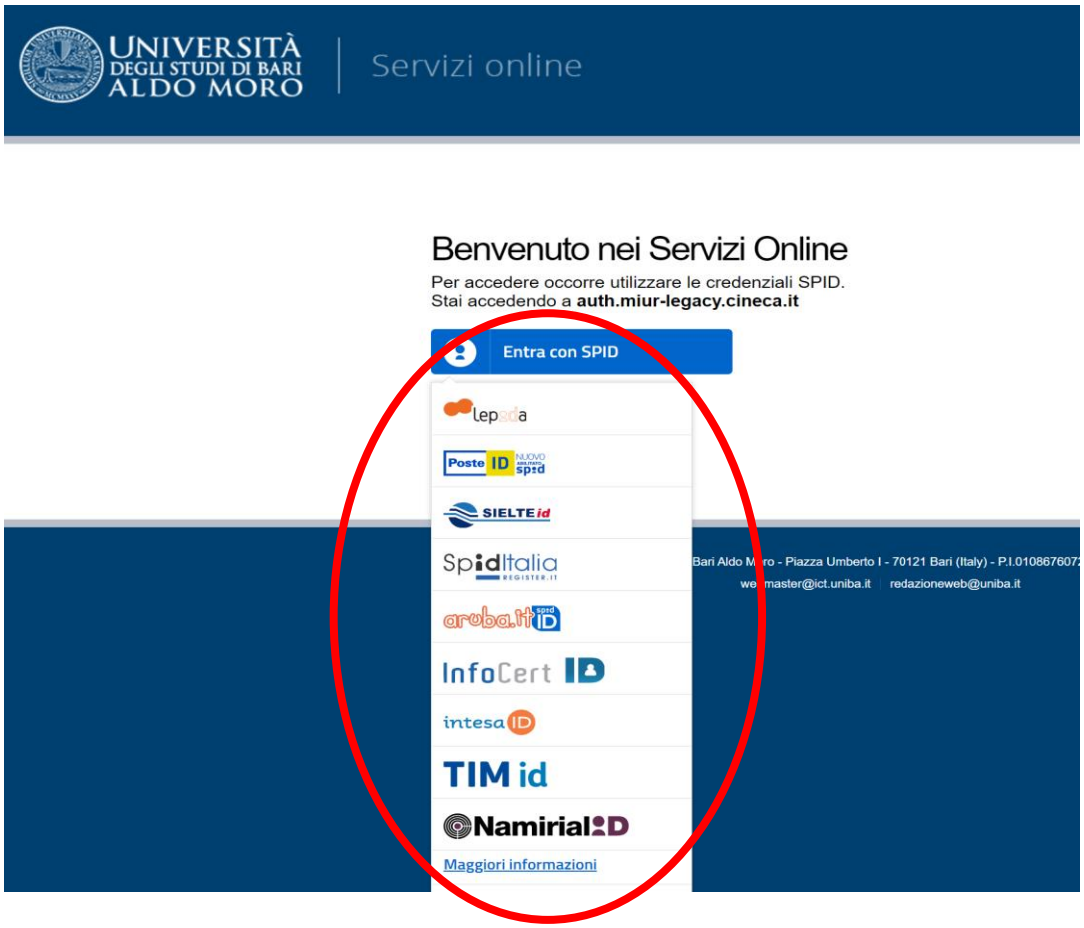


Fig. 6 – Registration home page via SPID – choose the provider



2. APPLICATION FORM ACCESS

Once registered, it is possible to access the website

https://pica.cineca.it/uniba/dottorati37-bis/ 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 choose what to modify (fig.7, 8).

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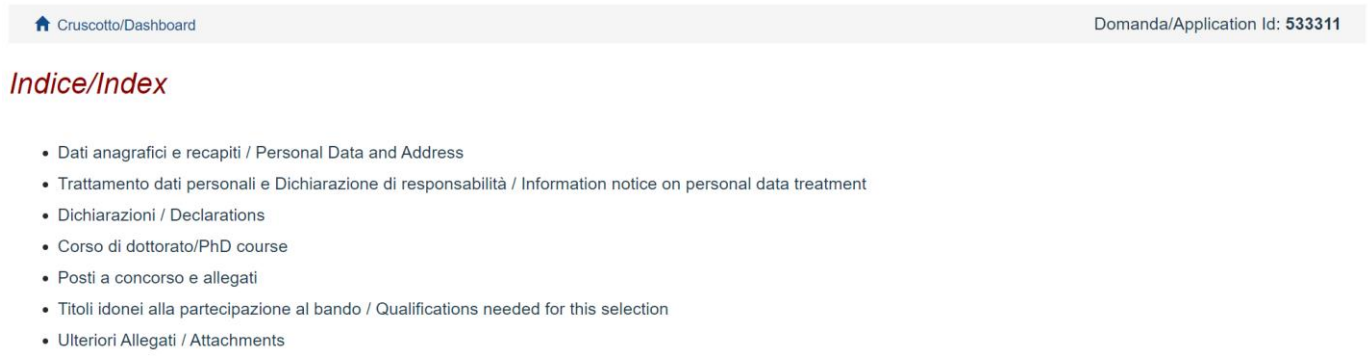
Fig. 7 – New submission

Fig. 8 – Application Sections

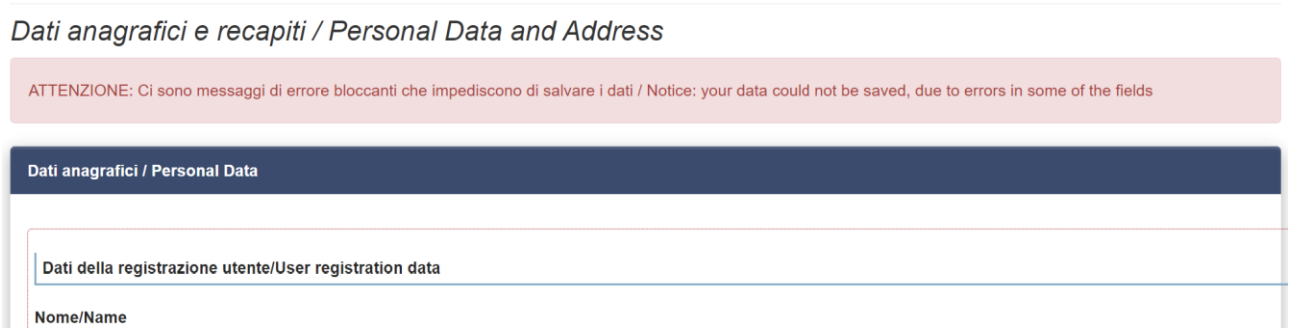


The first section is **Personal Data**. The data have partially been transferred from the registration procedure. There are some more data to be filled in (fig. 9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile)

WATCH OUT: after filling in you always need to click on the button "SAVE AND PROCEED".

If the data have been correctly filled in you will directly go to the next section. Otherwise error messages will display and you will have to correct the data (fig. 9)

Fig. 9 – PERSONAL DATA SECTION



In the Section **Information notice on personal data treatment** you must read a list of declarations.

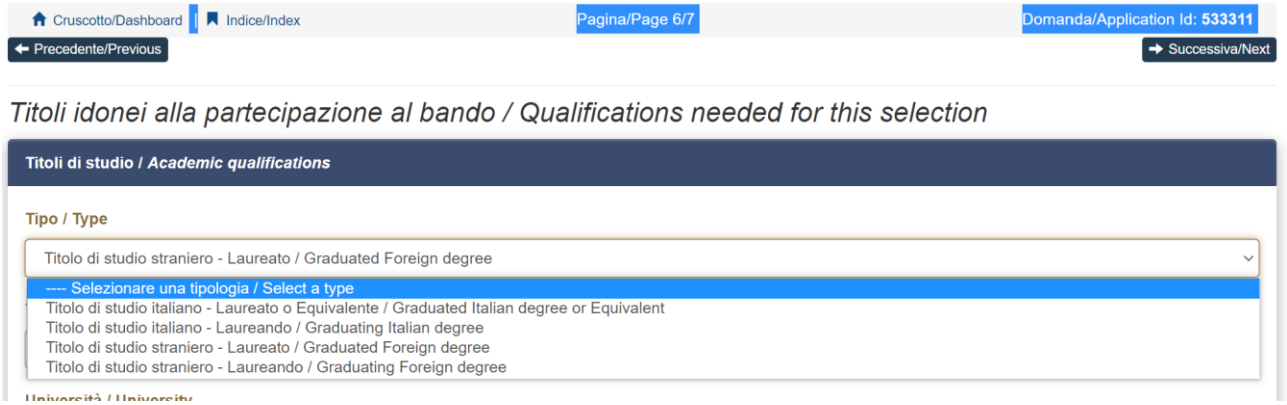
In the Section **Declarations** you must read a list of declarations and upload any documentation.

In the following section (**PhD course)** applicants must choose the PhD Course (fig. 10) and the scholarships with priority research topic they want to apply for.

Fig. 10 – PhD COURSE Section

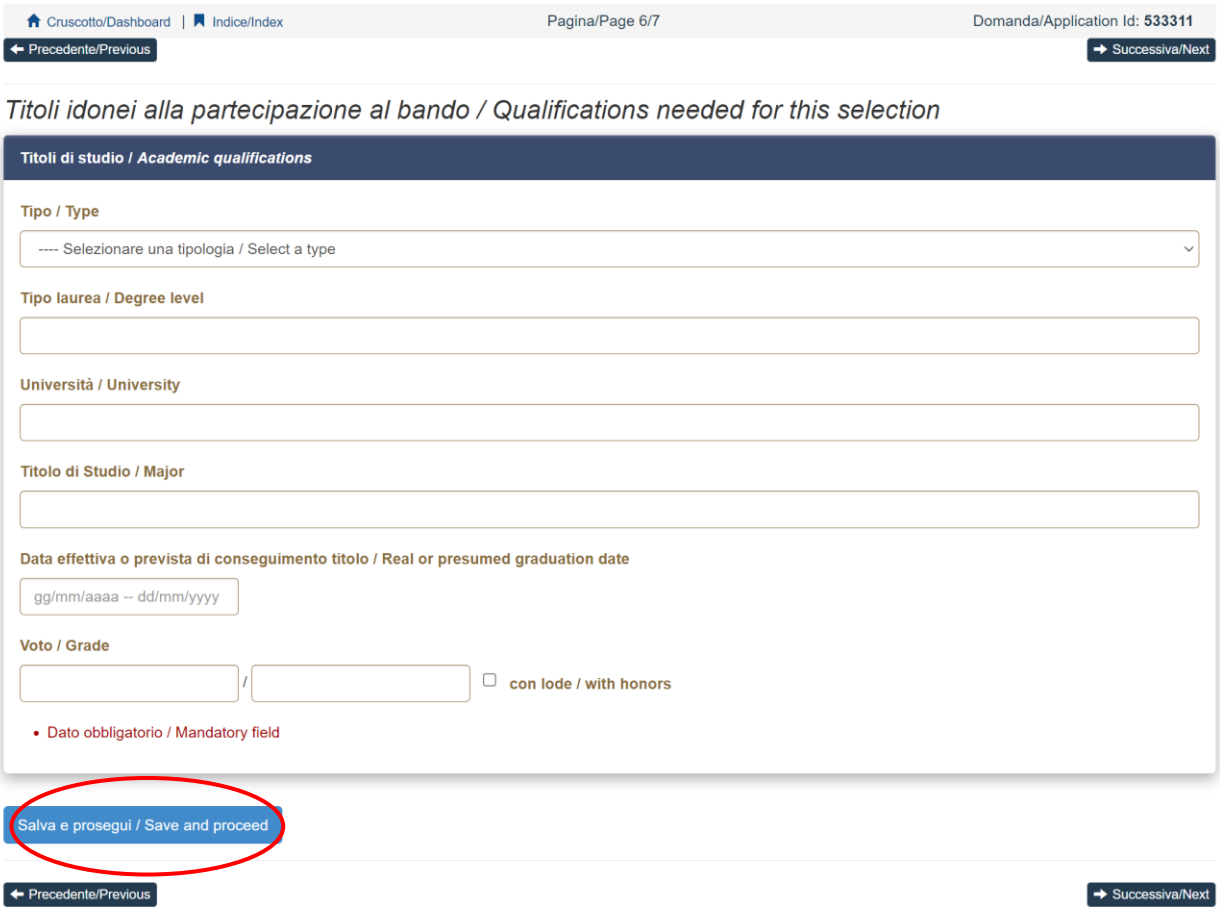
In the following section (**Qualifications needed for this selection**) applicants must choose one out of the four options proposed (fig. 11).

Fig. 11 – ADMISSION QUALIFICATION – RELEVANT OPTIONS



In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by October 31st, 2021 (fig. 12)

Fig. 12– ADMISSION QUALIFICATION – DETAILS

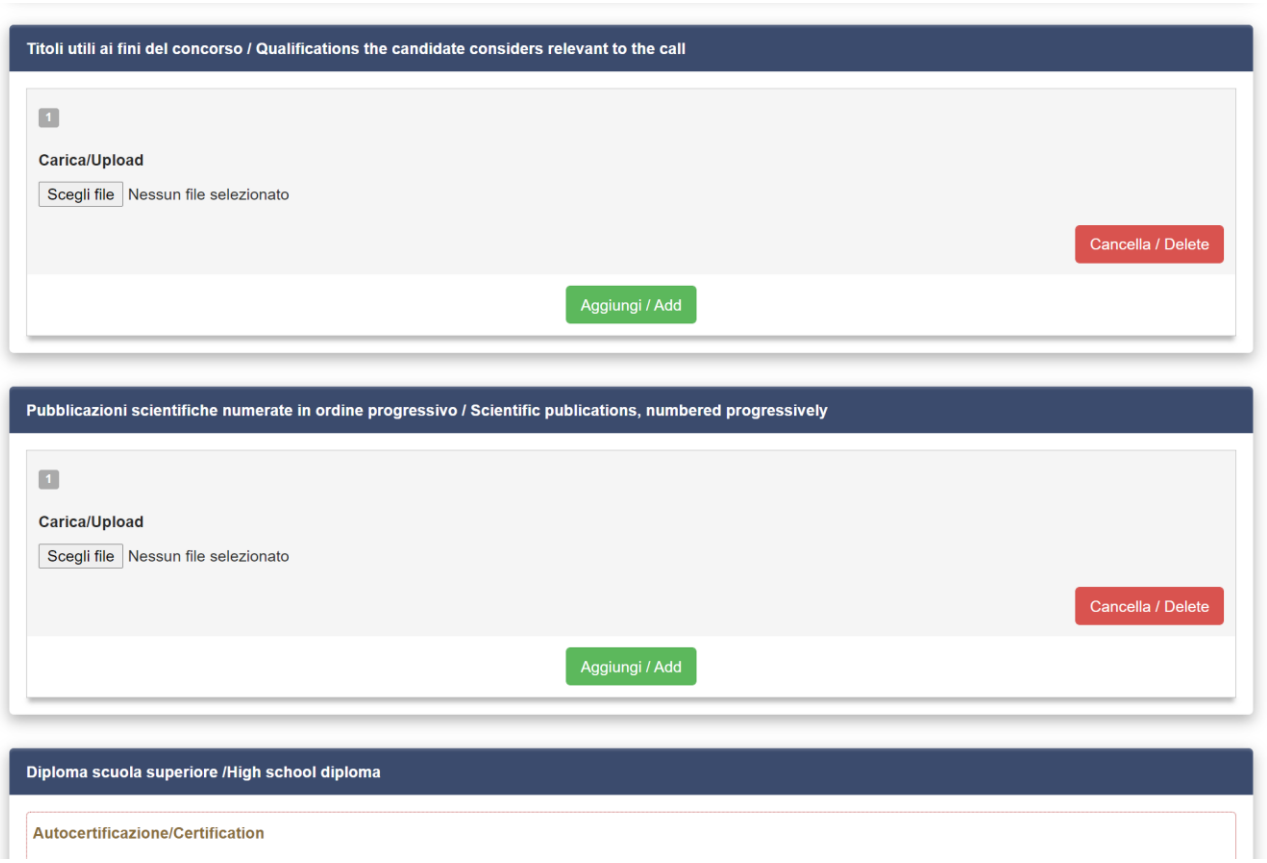


In the section "**Attachments**" you must upload documents such as identity card, Curriculum vitae, Scientific publications etc.

Therefore we advise applicants to pay special attention to the documents to be submitted listed in the PhD course table in order to upload them all correctly.

The files must be in pdf format and readable. (fig. 13).

Fig. 13 - Attachments



After filling in this section applicants will be redirected to the dashboard where they see the draft of their application form.

Before submitting the application you must pay the call registration fee by clicking on the button

"PAGAMENTO/PAYMENT"

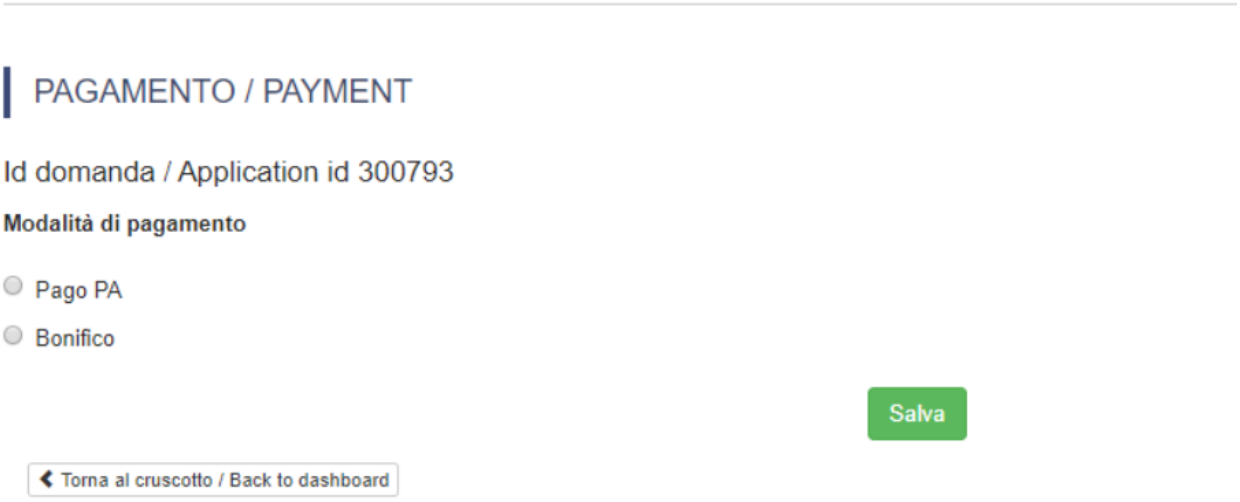
No payment is due in the case of foreign applicants who are resident abroad. The entry fee is non-refundable for any reason.

PAYMENT OF THE CALL REGISTRATION FEE

Click on the payment button and pay via

- Pago PA (online payment by credit card or bank transfer)

The contribution of the call registration fee is mandatory, therefore only once entered will it be possible to confirm and sign the application.



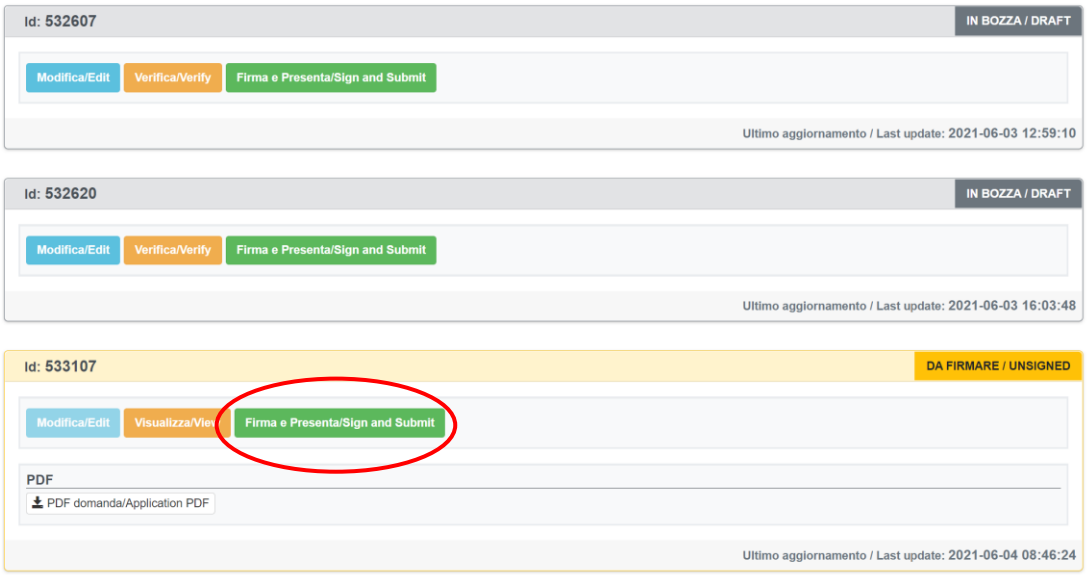
By choosing pago PA an email address will be requested where the payment confirmation will be sent.

Subsequently, the pago PA procedure will ask you to select the online payment method.

Once the payment has been made, it will be possible to download the relevant receipt (quietanza di pagamento).

Once the payment has been made or uploaded, return to the dashboard and proceed with signing and submitting the application. (fig.14).

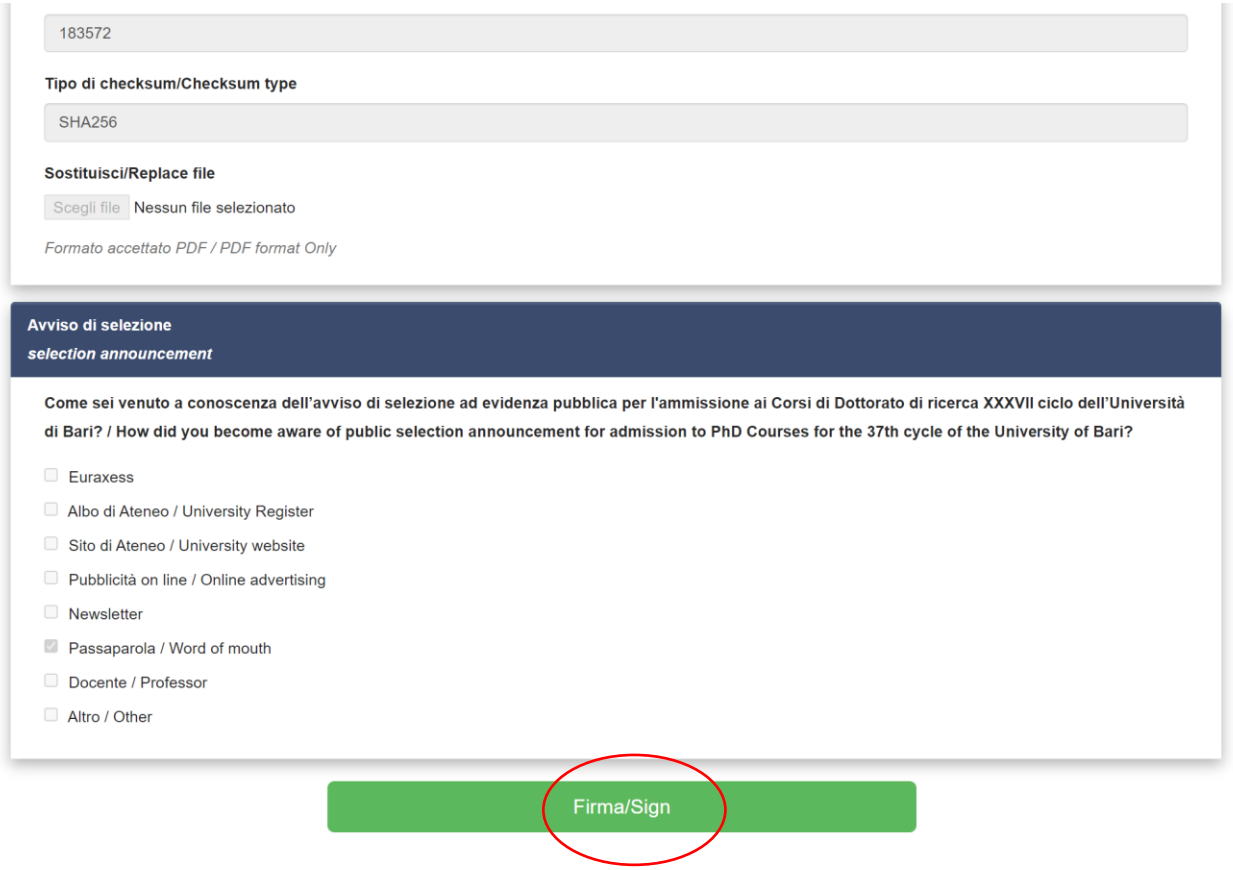
Fig. 14 – Submission of the application



If the application has been filled in correctly you will see the pdf file of the application. In case there are mistakes applicants receive an error message and the application must be corrected. When the application has been corrected you are directed to the following section and you must click on 'Sign' (fig. 15).

In case of access via SPID, no signature will be required when submitting the application. (fig.15).

Fig. 15 – Submission of the application



After the submission you will see three possibilities to sign the application. You must choose one and follow the instructions (fig. 16).

Fig. 16 – Signature

If you choose to sign with no digital signature you must print the pdf application, sign it, scan it, and upload it. We advise to check that the uploaded file is complete.

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

If applicants need to modify the application form after the pdf has been created:

- if they have submitted the application form and received the email of confirmation, 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;

- 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 uniba@cineca.it and ask to have the application re-opened. In the email they must specify the reason of their request and the ID of their application form, and attach copy of their identity document.