

**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 June 8<sup>th</sup>, 2021 to July 8<sup>th</sup>, 2021 at 12 pm (Italian time - CET)**

**Online form available at: <https://pica.cineca.it/uniba/dottorati37/domande/>**

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](mailto:dottorato.ricerca@uniba.it). For technical problems write to: [uniba@cineca.it](mailto: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/domande/>

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**

← → ↻ pica.cineca.it/en/login

LOGIN

Italiano English

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

EN SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Enter with SPID o Credenziali Istituzionali

Credentials  
PICA / REPRISE

Username

Password

Remember me

Log in

New registration Forgot your credentials?

Un servizio **CINECA**  
Informativa privacy | Informativa cookie

**Fig. 2 – Registration data**

inglese italiano

Google Translate

REGISTRATION

Italiano English

Register on pica.cineca.it

Credentials

Username \*

suggested format: FirstnameLastname

Email \*

Confirm email \*

Password \*

Choose a password of at least 10 characters, combining letters, numbers, and special symbols: . , - + ? / ( ) \_ ^ ! @

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](mailto:uniba@cineca.it) (fig.3)

**Fig. 3 – Registration fields**

mandatory if country of birth Italy

Phone number

Mobile

\* By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

\* I declare to be aware of the [notice](#) about personal data protection, provided by the competent authority, as stated in art. 13 of the UE regulation 2016/679

**New registration** Reset 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**

pica.cineca.it/en/login

Italiano English

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

EN SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Credentials: PICA / REPRISE

Username: AlbertaTrisoliniVona

Password: .....

Remember me

Log in

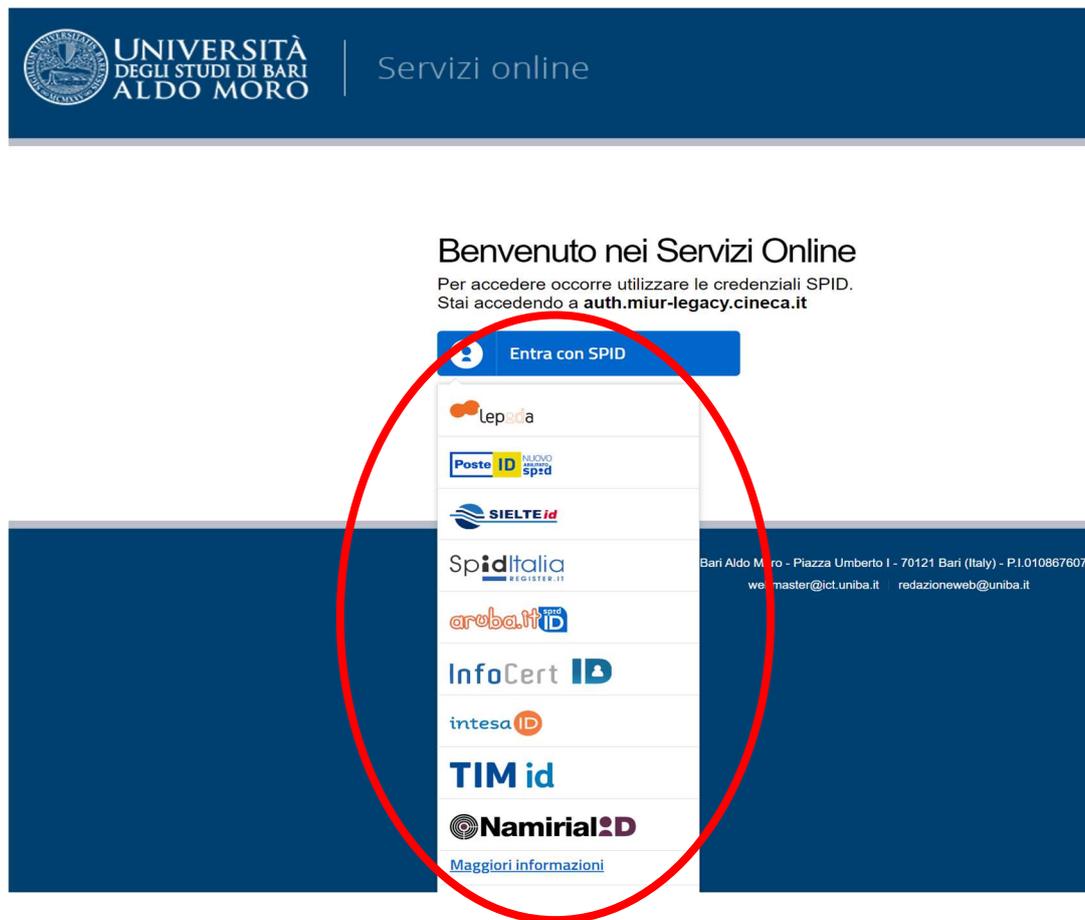
**New registration** Forgot your credentials?

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

[https://auth.miur-legacy.cineca.it/auth/realms/Pica-Spid/protocol/openid-connect/auth?client\\_id=pica-spid&redirect\\_uri=https%3A%2F%2Fpica.cineca.it%2Fspid%2Fcallback&response\\_typ...](https://auth.miur-legacy.cineca.it/auth/realms/Pica-Spid/protocol/openid-connect/auth?client_id=pica-spid&redirect_uri=https%3A%2F%2Fpica.cineca.it%2Fspid%2Fcallback&response_typ...)

 <p>Università degli Studi di Messina</p> <p>Università di Messina</p>	 <p>UNIVERSITÀ DEGLI STUDI BICOCCA</p> <p>Università di Milano Bicocca</p>	 <p>I U A V</p> <p>Università Iuav di Venezia</p>
 <p>IUSS Scuola Universitaria Superiore Pavia</p> <p>SCUOLA UNIVERSITARIA SUPERIORE - PAVIA</p>	 <p>UNIVERSITÀ DEGLI STUDI DI BOLOGNA</p> <p>Università degli Studi di Bologna</p>	 <p>UNIVERSITÀ DEGLI STUDI DI FERRARA</p> <p>Università di Ferrara</p>
 <p>Università degli studi di Pavia</p>	 <p>UNIVERSITÀ DI PERUGIA</p> <p>Università di Perugia</p>	 <p>UNIVERSITÀ di VERONA</p> <p>Università di Verona</p>
 <p>UNIVERSITÀ DI PISA</p> <p>Università di Pisa</p>	 <p>ENEA</p>	 <p>UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II</p> <p>Università di Napoli</p>
 <p>UNIVERSITÀ DELLA VALLE D'AOSTA UNIVERSITÉ DE LA VALLÉE D'AOSTE</p> <p>Università della Valle d'Aosta</p>	 <p>UNIVERSITÀ DEGLI STUDI DI TRIESTE</p> <p>Università di Trieste</p>	 <p>UNIVERSITÀ DEGLI STUDI DI BARI ALDO MORO</p> <p>Università degli studi di Bari Aldo Moro</p>

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

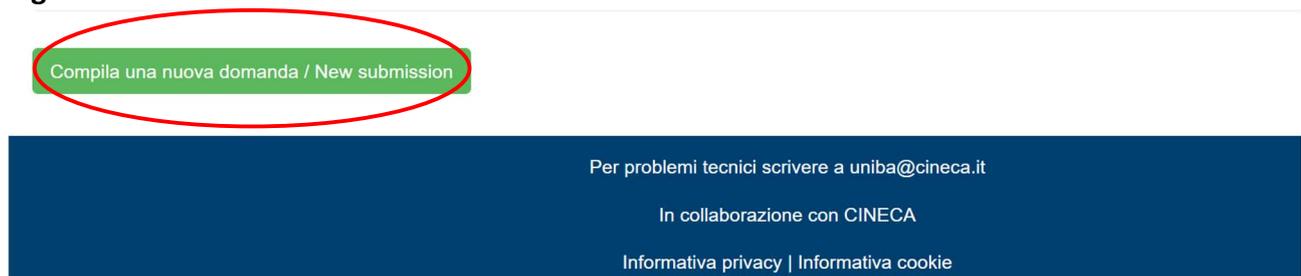


## 2. APPLICATION FORM ACCESS

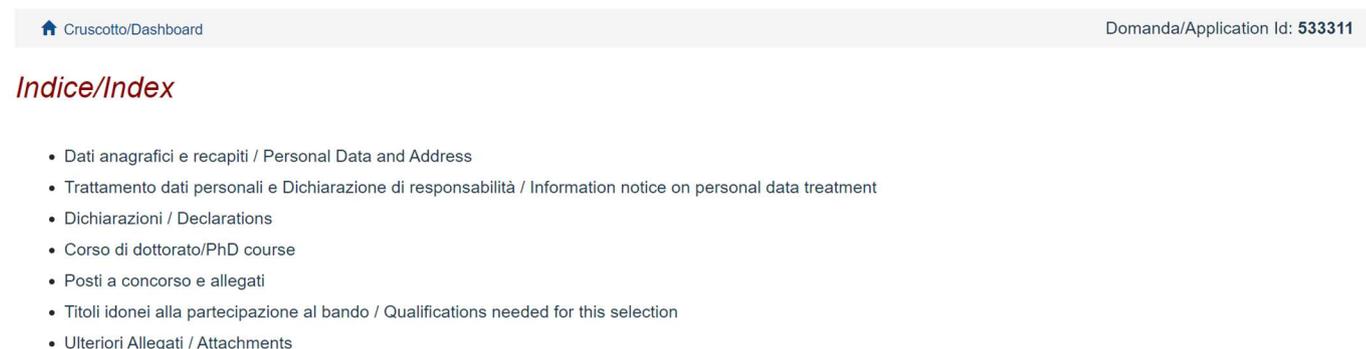
Once registered, it is possible to access the website

<https://pica.cineca.it/uniba/dottorati37/domande/> 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).

Fig. 7 – New submission



## Fig. 8 – Application Sections



Cruscotto/Dashboard Domanda/Application Id: 533311

**Indice/Index**

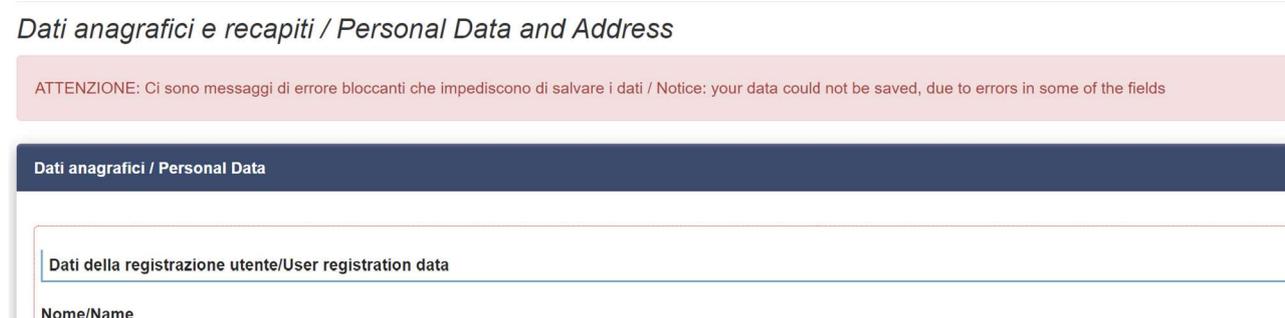
- Dati anagrafici e recapiti / Personal Data and Address
- Trattamento dati personali e Dichiarazione di responsabilità / Information notice on personal data treatment
- Dichiarazioni / Declarations
- Corso di dottorato/PhD course
- Posti a concorso e allegati
- Titoli idonei alla partecipazione al bando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

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



*Dati anagrafici e recapiti / Personal Data and Address*

ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields

**Dati anagrafici / Personal Data**

Dati della registrazione utente/User registration data

Nome/Name

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 (Declaration for holder of a research grant, Declaration for Public Employees, Assistance and extra time, etc.)

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

If specified in the PhD table applicants will also see scholarships reserved to applicants with foreign qualifications. Eligible applicants can specify their interest to apply for such scholarships. If these scholarships are awarded via separate rankings, eligible applicants must choose if they want to apply for this particular kind of scholarships or for the other places/scholarships available.

If specified in the call applicants will also see the Higher-level apprenticeship contracts potentially available. Under these contracts PhD students are employed by a company with a 3/4 year contract in order to develop the research topic specified.

**Fig. 10 – PhD COURSE Section**

The screenshot shows the 'Corso di dottorato / PhD course' section of an application portal. At the top, there is a navigation bar with 'Cruscotto/Dashboard | Indice/Index', 'Pagina/Page 4/7', and 'Domanda/Application Id: 533311'. Below the navigation bar are buttons for 'Precedente/Previous' and 'Successiva/Next'. The main heading is 'Corso di dottorato / PhD course'. Below this is a dark blue bar with the text 'Corso di dottorato / PhD course'. The main content area contains the instruction: 'Selezionare il corso di dottorato / Select the PhD course' and 'Inserire le prime 3 lettere del nome del corso e scegliere il corso e curricula desiderato / Enter the first 3 letters of the course name and choose the desired course and curricula'. There is a text input field with the placeholder 'Inserire almeno 3 caratteri per iniziare la ricerca'. Below the input field is a red dot indicating a mandatory field: 'Dato obbligatorio / Mandatory field'. At the bottom of the section is a blue button labeled 'Salva e prosegui / Save and proceed'. Below the button are more navigation buttons: 'Precedente/Previous' and 'Successiva/Next'.

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**

The screenshot shows the 'Titoli idonei alla partecipazione al bando / Qualifications needed for this selection' section of an application portal. At the top, there is a navigation bar with 'Cruscotto/Dashboard | Indice/Index', 'Pagina/Page 6/7', and 'Domanda/Application Id: 533311'. Below the navigation bar are buttons for 'Precedente/Previous' and 'Successiva/Next'. The main heading is 'Titoli idonei alla partecipazione al bando / Qualifications needed for this selection'. Below this is a dark blue bar with the text 'Titoli di studio / Academic qualifications'. The main content area contains the label 'Tipo / Type' and a dropdown menu. The dropdown menu is open, showing the following options: 'Titolo di studio straniero - Laureato / Graduated Foreign degree', '--- Selezionare una tipologia / Select a type', 'Titolo di studio italiano - Laureato o Equivalente / Graduated Italian degree or Equivalent', 'Titolo di studio italiano - Laureando / Graduating Italian degree', 'Titolo di studio straniero - Laureato / Graduated Foreign degree', and 'Titolo di studio straniero - Laureando / Graduating Foreign degree'. Below the dropdown menu is the label 'Università / University'.

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

**Fig. 12– ADMISSION QUALIFICATION – DETAILS**

Cruscotto/Dashboard | [Indice/Index](#) Pagina/Page 6/7 Domanda/Application Id: 533311  
← Precedente/Previous → Successiva/Next

*Titoli idonei alla partecipazione al bando / Qualifications needed for this selection*

**Titoli di studio / Academic qualifications**

**Tipo / Type**  
---- Selezionare una tipologia / Select a type

**Tipo laurea / Degree level**

**Università / University**

**Titolo di Studio / Major**

**Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date**  
gg/mm/aaaa -- dd/mm/yyyy

**Voto / Grade**  
/  con lode / with honors

• Dato obbligatorio / Mandatory field

**Salva e prosegui / Save and proceed**

← Precedente/Previous → Successiva/Next

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**

Titoli utili ai fini del concorso / Qualifications the candidate considers relevant to the call

1

Carica/Upload

Scegli file Nessun file selezionato

Cancella / Delete

Aggiungi / Add

Pubblicazioni scientifiche numerate in ordine progressivo / Scientific publications, numbered progressively

1

Carica/Upload

Scegli file Nessun file selezionato

Cancella / Delete

Aggiungi / Add

Diploma scuola superiore / High school diploma

Autocertificazione/Certification

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

Domande in bozza / Draft applications 1  
Domande presentate / Submitted application 0

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
64045	in bozza/draft	2018-12-19 14:11:59	<a href="#">Modifica/Edit</a> <a href="#">Verifica/Verify</a> <a href="#">Firma e Presenta/Sign and Submit</a>

[Compila una nuova domanda / New submission](#)

Before submitting the application you must pay the call registration fee by clicking on the button “PAGAMENTO/PAYMENT” (Art. 3 Call for selection).

**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

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
204451	in bozza/draft	2019-07-01 11:39:43	<a href="#">Modifica/Edit</a> <a href="#">Verifica/Verify</a> <a href="#">Presenta/Submit</a> <a href="#">Pagamento</a>

[Compila una nuova domanda / New submission](#)

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.

### PAGAMENTO / PAYMENT

Id domanda / Application id 300793

Modalità di pagamento

- Pago PA
- Bonifico

[Salva](#)

[← Torna al cruscotto / Back to dashboard](#)

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

IT ▾



Benvenuto nel sistema di pagamento della Pubblica Amministrazione italiana: pagoPA

[ENTRA CON SPID](#)

[Non hai SPID? Scopri di più](#)

[Entra con la tua email](#)

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

Come vuoi pagare?



Carta di credito/debito



Conto corrente



Altri metodi di pagamento

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

### Pagamento

✔ Pagato il 02/07/2019 08:15:11.

Causale	
Codice fiscale creditore	
Importo	
Scadenza	
IUV	

[← Toma al cruscotto PICA](#)      [↓ Scarica "Quietanza di Pagamento" \(PDF\)](#)

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**

Id: 532607 IN BOZZA / DRAFT  
Modifica/Edit Verifica/Verify Firma e Presenta/Sign and Submit  
Ultimo aggiornamento / Last update: 2021-06-03 12:59:10

Id: 532620 IN BOZZA / DRAFT  
Modifica/Edit Verifica/Verify Firma e Presenta/Sign and Submit  
Ultimo aggiornamento / Last update: 2021-06-03 16:03:48

Id: 533107 DA FIRMARE / UNSIGNED  
Modifica/Edit Visualizza/View Firma e Presenta/Sign and Submit  
PDF  
PDF domanda/Application PDF  
Ultimo aggiornamento / Last update: 2021-06-04 08:46:24

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**

183572

Tipo di checksum/Checksum type  
SHA256

Sostituisci/Replace file  
Scegli file Nessun file selezionato  
Formato accettato PDF / PDF format Only

**Avviso di selezione**  
*selection announcement*

Come sei venuto a conoscenza dell'avviso di selezione ad evidenza pubblica per l'ammissione ai Corsi di Dottorato di ricerca XXXVII ciclo dell'Università di Bari? / How did you become aware of public selection announcement for admission to PhD Courses for the 37th cycle of the University of Bari?

Euraxess  
 Albo di Ateneo / University Register  
 Sito di Ateneo / University website  
 Pubblicità on line / Online advertising  
 Newsletter  
 Passaparola / Word of mouth  
 Docente / Professor  
 Altro / Other

Firma/Sign

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**

ALDO MORO

## MODALITÀ DI FIRMA / SIGNATURE METHOD

Cruscotto/Dashboard Domanda/Application Id: 533107

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

**Firma il documento manualmente / Handwritten Signature**

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuarne la scansione in un file PDF e caricare quest'ultimo sul sito. / To sign manually the document, 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 an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification authority) 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) o 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 authority) or 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

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](mailto: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.