



**UNIVERSITÀ
DEGLI STUDI DI BARI
ALDO MORO**

**DIREZIONE RICERCA, TERZA MISSIONE E
INTERNAZIONALIZZAZIONE**

**CALL FOR THE ASSIGNMENT OF PHD SCHOLARSHIPS XXXVIII CYCLE FUNDED BY ISTITUTO NAZIONALE
PREVIDENZA SOCIALE (INPS) A.A. 2022/2023**

**Technical guidelines for the submission of the application form for PhD Courses, 38th series
(online application open from MARCH 31, 2023 to MAY 02, 2023 at 12 pm (Italian time - CET))**

Online form available at: <https://pica.cineca.it/uniba/dottorati38-inps/>

PARTICIPATION REQUIREMENTS:

Children and orphans of:

- **enrolled in the Italian “Gestione unitaria delle prestazioni creditizie e sociali”**
- **retired users of Italian “Gestione dipendenti pubblici”**

CONCORSO PER TITOLI ED ESAMI PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA - XXXVIII CICLO E PER L'EROGAZIONE DI N.5 BORSE DI STUDIO INPS AGGIUNTIVE

RISERVATE A FAVORE DEI FIGLI O ORFANI DI: - DIPENDENTE O PENSIONATO ISCRITTO ALLA GESTIONE UNITARIA DELLE PRESTAZIONI CREDITIZIE E SOCIALI; - PENSIONATO UTENTE DELLA GESTIONE DIPENDENTI PUBBLICI DELL'INPS

Cod: dottorati38-INPS



ATTENZIONE: Si consiglia di **completare la domanda con congruo anticipo rispetto alla scadenza del bando**, onde evitare possibili problemi legati all'eventuale sovraccarico del sistema. Dopo la scadenza del bando non sarà più possibile modificare la domanda.

WARNING: It is advised to **close the application in advance before the call term expires**, in order to avoid possible problems with the system overload. After the expiration of the call it will no longer be possible to change the application.

ATTENZIONE: Si consiglia di **controllare la domanda prima dell'invio definitivo**, in quanto una volta protocollata, ogni ulteriore modifica della stessa potrà essere effettuata solo dopo aver compilato il ritiro e la compilazione di una nuova domanda:

WARNING: It is recommended to **check the application entries prior to the definitive (FINAL) submission**, since once it has been registered, any subsequent modification of the same can only be done after filling in the withdrawal and filling in a new application.

La domanda si ritiene perfezionata in seguito al pagamento del contributo e alla presentazione della stessa, in seguito alla quale il candidato riceverà una mail di avvenuta presentazione. Laddove la domanda venga ritirata e ne venga presentata una nuova, sarà necessario effettuare un nuovo pagamento del contributo.

Concorso per titoli ed esami per l'ammissione ai corsi di Dottorato di ricerca - XXXVIII Ciclo e per l'erogazione di N.5 borse di studio INPS aggiuntive e riservate a favore dei figli o orfani di

- dipendente o pensionato iscritto alla Gestione unitaria delle prestazioni creditizie e sociali

- pensionato utente della Gestione dipendenti pubblici dell'INPS

[Avviso di selezione](#)

[Selection announcement](#)

[Linee guida per la compilazione della domanda di partecipazione](#)

[Instructions for completing the application form \(english version\)](#)

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: [supporto](#) . 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/dottorati38-inps/>

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.

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

The screenshot shows a registration form on a website. At the top, there is a blue header with a logo on the left and language options 'inglese' and 'italiano' on the right, along with a 'Google Translate' button. Below the header, the word 'REGISTRATION' is displayed in a vertical bar. The form has two tabs: 'Italiano' (selected) and 'English'. The text 'Register on pica.cineca.it' is centered. The form is titled 'Credentials' and contains four input fields: 'Username *' with a suggested format 'FirstnameLastname', 'Email *', 'Confirm email *', and 'Password *'. Below the password field, there is a note: '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 (fig.3)

Fig. 3 – Registration fields

The screenshot shows the lower part of the registration form. It includes a grey bar with the text 'mandatory if country of birth Italy'. Below this are two input fields: 'Phone number' and 'Mobile'. There are two checkboxes with text: the first says '* By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.'; the second says '* 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'. At the bottom, there are two buttons: 'New registration' (highlighted with a red circle) and '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

The screenshot shows the login page for pica.cineca.it. At the top, there is a navigation bar with the site logo and a 'Login' button. Below the navigation bar, the word 'LOGIN' is prominently displayed. There are two language selection buttons: 'Italiano' and 'English'. A text box on the left provides instructions for existing users and new registrants. The main login form includes a 'Credentials' dropdown menu (set to 'PICA / REPRISE'), a 'Username' field (containing 'AlbertaTrisoliniVona'), and a 'Password' field (masked with dots). A 'Remember me' checkbox is present below the password field. A blue 'Log in' button is centered below the form. At the bottom, there are two buttons: 'New registration' and 'Forgot your credentials?'. On the right side, there is a text box explaining the SPID system. Below this text box, a blue button with a person icon and the text 'Enter with SPID o Credenziali Istituzionali' is circled in red.

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?

Enter with SPID o Credenziali Istituzionali

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_type...
















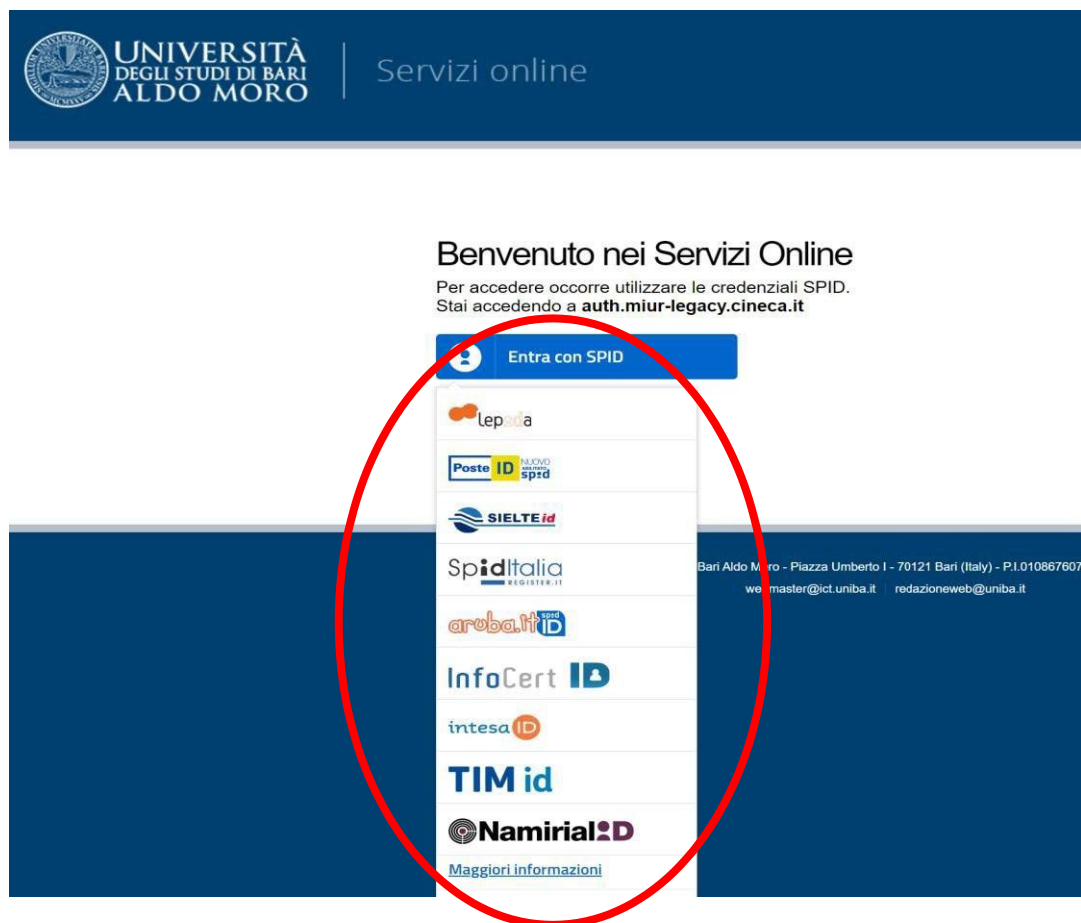
 <p>Università degli Studi di Messina</p> <p>Università di Messina</p>	 <p>UNIVERSITÀ DEGLI STUDI DI MILANO BICOCCA</p> <p>Università di Milano Bicocca</p>	 <p>I U A V</p> <p>Università Iuav di Venezia</p>
 <p>IUSS Scuola Universitaria Superiore Pavia</p> <p>SCUOLA UNIVERSITARIA SUPERIORE - PAVIA</p>	 <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/dottorati38-inps/>

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

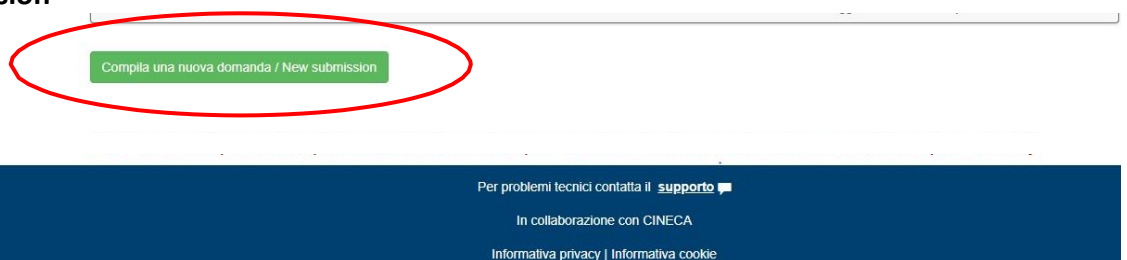
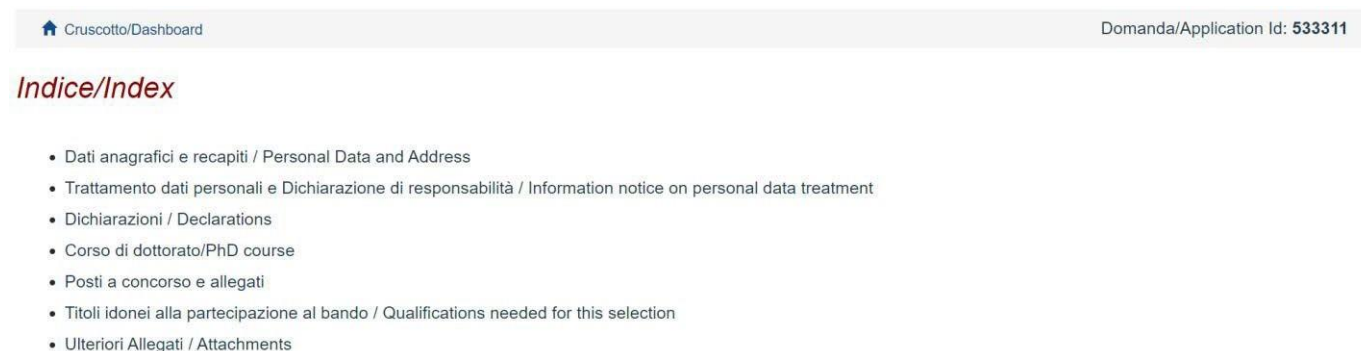


Fig. 8 – Application Sections



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 the required documentation (Declaration to be children and orphans of enrolled in the Italian “Gestione unitaria delle prestazioni creditizie e sociali” or retired users of Italian “Gestione dipendenti pubblici” 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 position with a thematic scholarship they want to apply for, uploading the project.

Fig. 10 – PhD COURSE Section

Cruscotto/Dashboard | Indice/Index Pagina/Page 4/7 Domanda/Application Id: 533311

← Precedente/Previous → Successiva/Next

Corso di dottorato/PhD course

Corso di dottorato / PhD course

Selezionare il corso di dottorato/ Select the PhD course

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

• Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

← Precedente/Previous → 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

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

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

Titolo di studio straniero - Laureando / Graduating Foreign degree

Università / University

In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by May, 31, 2023 (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	Modifica/Edit Verifica/Verify Firma e Presenta/Sign and Submit

[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	Modifica/Edit Verifica/Verify Presenta/Submit Pagamento

[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

Salva

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

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.

The submission of the application to the University takes place automatically and exclusively with the definitive closure of the online procedure, verifiable through the status of the application in the personal section "MY PICA" of the platform. 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 [supporto](#) 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.