



# 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 PhD Courses, 33rd series**

**(online application open until 24<sup>th</sup> August 2017 at 13.00 CEST)**

Online form available at: <https://pica.cineca.it/univaq/univaq-dott33/>

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 on the selection procedure can be asked by email at: [concorso.dottorati@univaq.it](mailto:concorso.dottorati@univaq.it) or by contacting the addresses specified in the selection announcement. For technical problems write to: [univaq@cineca.it](mailto:univaq@cineca.it). Requests sent to other email address 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. 4.2 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**

Go to the website <https://pica.cineca.it/univaq/univaq-dott33/>. At the first access applicants need to register by clicking on 'Register' and complete the necessary 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 forget 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](mailto:univaq@cineca.it)



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### **2. APPLICATION FORM ACCESS**

Once registered it is possible to access the website <https://pica.cineca.it/univaq/univaq-dott33/> 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.

The first section is "PHD COURSE", the applicant must select the PhD course and one of the curricula (where foreseen), and declare if is applying for reserved PhD positions. After that, if foreseen in the announcement of the PhD course chosen, it will be allowed have the oral exam from abroad, writing clearly a skype address.

**WATCH OUT:** after filling in the form, the applicant must click on the button "SAVE AND PROCEED". If the data have been correctly filled in, the applicant will directly go to the next section. Otherwise error messages will display and will be compulsory to correct the data.

The section named "DECLARATIONS" concerns a list of declarations about the treatment of the personal data inserted in the application form.

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

In the following section "ADMISSION REQUIREMENTS" applicants must choose one out of the four options proposed. In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by 31th October 2017.

In the following section "FURTHER DECLARATIONS" it is compulsory declare: if the applicant has some particular obstacles in receiving the scholarship, if the applicant has special needs, his/her level of knowledge of English language.

### **3. REFERENCE LETTERS**

Some PhD courses require "references letters". In this case the applicant must indicate the names and addresses of two referees at maximum. The applicant must write in the form the official email address of the referee. A private email address is not allowed.

The referee will receive the request to fill in the reference letter and can submit it by 31th August 2017 at 1 o'clock p.m. CEST.

We advise applicants to inform referees that they will receive the request. If the referee fills in the letter and submits it, the applicant will receive an email specifying that the letter has been submitted. Applicants, however, can always check the status of the request. Reference letters uploaded by applicants will not be taken into consideration.



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If applicants wish to change the referee they must send an email to [univaq@cineca.it](mailto:univaq@cineca.it) specifying the ID of the application form.

In the section named "ATTACHMENTS" the applicant can upload the identity card (or passport) and all the academic degrees required in order to participate to the selection of PhD course chosen. 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 PhD 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. 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 filling this section applicants will be redirected to the dashboard where they see the draft of their application form. In order to submit it applicants must click on submit. 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 'Submit'.

After the submission you will see three possibilities to sign the application. You must choose one and follow the instructions. If you choose to sign with no digital signature **you must print the pdf application, sign it, scan it and upload it.** The applicant must check carefully if the file is complete. The online system accepts only documents in pdf format.

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.

#### **4. 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 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](mailto: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.



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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:

Table with 3 columns: EXAM (title of the exam/course), MARK, DATE. It contains five rows of blank lines for data entry.

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:



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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)