



**ANNEX 2 to the Call for Applications for Admission to n. 3 PhD positions for XL cycle a.y. 2024/2025 - Application Form and Related Attachments**

1. The application submission procedure is computerized. No documentation sent by mail or email will be accepted.
2. Before filling out the application, it is recommended to read carefully the call for applications, especially Attachment 1, and check which documents need to be attached.
3. Documents must be uploaded in PDF format. It is also recommended to use a workstation equipped with a printer and scanner to correctly upload documents that require signing, scanning, and file uploading.
4. The application can be completed by accessing the platform multiple times and saving the entered data. This way, the user can log in next time and continue the completion process by accessing the "Dashboard" through the "EDIT" button.
5. The online application submission procedure consists of different steps. It is recommended to complete the application for the selection well in advance of the deadline. Please note that the procedure is active from September 13, 2024, until October 14, 2024, at 12:00 PM (Italian time), including the payment of the participation fee, well in advance of the deadline, to avoid the risk of being excluded from the selection due to technical problems.
6. It is the candidates' responsibility to verify the correct completion of the procedure, including the uploading of attachments. The PhD Office (Ufficio Dottorati) does not ensure prior checks on the correct entry or completeness of applications submitted by candidates.
7. It is always possible to view the status of applications and payments from the "Dashboard."
8. For technical problems, contact the appropriate support team from Monday to Friday, 9 AM to 5 PM, using the "support" button at the bottom of the page <https://pica.cineca.it/unipg/>

## **1. SYSTEM ACCESS**

To access the system, go to <https://pica.cineca.it/login>

Access can be made:

- via SPID;
- if you do not have SPID, you can register by clicking on "New Registration" and entering the required data (for those who already have a LOGINMIUR database account, you can log in without registering by entering the LOGINMIUR account username and password); in this case, select LOGINMIUR in the credentials field.

If the user has credentials but cannot remember them, click on the "Forgot Credentials?" option.

After entering all the data required by the registration procedure, click "Register." The system will send an email to the provided address with instructions to confirm the registration. If the candidate does not receive this message or cannot view it, they must contact technical support using the link at the bottom of the page <https://pica.cineca.it/unipg/>

## **2. APPLICATION FOR PARTICIPATION**

The application for participation, one for each PhD course you intend to apply for, must be completed exclusively using the online procedure available at <https://pica.cineca.it/unipg/dottoratoxl/> after logging into PICA. The application must be signed by the candidate, under penalty of exclusion.

For candidates who access the application procedure through identification via the SPID system (Public Digital Identity System) – level 2, signing the application is not necessary.

Once the compilation procedure and application submission is finished, the candidate will receive an email with an identification number that, together with the selection code indicated in the application, will be used for any subsequent communication. A confirmation email of the successful submission will also be sent.

The guidelines for completing the application for participation in the selection procedures on the integrated university competition platform – PICA are available at <https://pica.cineca.it/file/LineeGuidaDomandaPagoPA.pdf/>

After filling in all the required fields, if the system indicates that the data is complete, you can proceed with the payment directly from the PICA portal by clicking on the "Payment" button.

Once the payment transaction for the fee has been initiated, the "Sign and submit" button will become active, and it will be possible to complete the application submission. Once the application is completed, by clicking on the "Sign and Submit" button, the system will generate a preview of the

application file. The candidate must confirm their intention to submit the application again by clicking "Sign" at the bottom of the page. The system will generate the PDF of the application and offer different signing methods (manual, digital, or through the "ConFirma" service).

### **3. INFORMATION AND DECLARATIONS**

During the online procedure, the following declarations/information will be requested:

1. Personal details, date and place of birth, residence, and elected domicile for the competition (specifying the postal code), as well as the phone number and email or PEC address, with an express commitment to promptly communicate any changes. Regarding foreign community and non-community citizens;
2. Citizenship;
3. Possession of adequate knowledge of the Italian language (only for foreign community or non-community citizens, if it is not allowed to take the tests in a language other than Italian as provided in Attachment 1);
4. Choice to participate in the reserved positions for company employees as specified in Attachment 1 of the Call; this choice is mandatory only for those applying for the reserved positions for company employees;
5. Possession of a master's degree obtained under D.M. 270/2004, a specialist degree obtained under D.M. 509/1999, a degree obtained under the regulations prior to the entry into force of D.M. 509/1999, required as an admission requirement under Article 2 of this call and further specified for each PhD course in Attachment 1, as well as the date of achievement, the University that issued it, and the related grade, or the indication that the required degree will be obtained by November 30, 2024;
6. The language, other than Italian, in which you wish to take the tests (only for PhD courses where it is possible to take the tests in languages other than Italian as provided in Attachment 1);
7. Any request to take the interview via videoconference (a request that may be accepted at the discretion of the Evaluation Committee, in light of the reasons provided);
8. that the content of the attached curriculum vitae is accurate;
9. that all statements made are truthful and are made pursuant to Articles 46 and 47 of D.P.R. 445/2000;
10. whether or not they have been recognized as having a disability or Specific Learning Disorder (candidates recognized as having a disability pursuant to Law no. 104/1992 and subsequent amendments, who require specific support during the test due to their disability, and candidates with Specific Learning Disorders pursuant to Law no. 170/2010, must declare the type of disability/disorder and the necessary assistance for the test in the application, under penalty of forfeiture of the requested benefits, attaching

appropriate documentation, in original or authenticated copy, that certifies the recognition of the disability by the competent Authorities. Candidates with certified Specific Learning Disorders are granted an additional time of thirty percent more than that defined for the admission tests of other candidates);

11. to consent, in the event that the Administration receives a motivated request for access to documents related to the procedure and the candidate is the counterparty, to the electronic sending to the email address indicated in the application, pursuant to Article 3 of D.P.R.

184/2006, of a copy of the communication notifying the access request and the possibility to submit a motivated objection to the said request, also electronically, within ten days of receiving the communication;

12. to be aware that the University Administration assumes no responsibility in case of the recipient's unavailability and for the loss of communications due to an incorrect indication of the address by the candidate or failure to promptly communicate any changes to the address indicated in the application;

13. to be aware of the criminal penalties incurred in the case of false statements or statements containing data that no longer correspond to the truth, as provided for by Article 76 of D.P.R. 28.12.2000, no. 445, and to be aware of Article 75 of D.P.R. 28.12.2000, no. 445, regarding the forfeiture of any benefits resulting from the measure issued in the event that the Administration, following verification, finds the untruthfulness of the content of the said declaration;

14. to be aware that candidates must collect, after four months from the date of publication on the University's online notice board of the decision approving the competition acts, excluding the period of suspension of judicial terms, and within the following two months, unless there is ongoing litigation, the titles and any publications sent to the University of Perugia. After this period, the Administration will proceed to eliminate these documents from its archives. The return will be made directly to the interested party or to a person with a proxy, pursuant to Article 11 of the Call for Applications. If requested by the Administration, at any stage of the competition procedure, the undersigned undertakes to certify the statements made in the application for admission under their own responsibility with appropriate documentation, in accordance with the law;

15. to be aware that, pursuant to EU Regulation 2016/679 and Legislative Decree 196/2003, as last amended by Legislative Decree 101/2018, my data will be processed by the University to fulfill institutional purposes and the principle of relevance;

16. to accept all the provisions contained in this Call for Applications.

#### **4. DOCUMENTATION TO BE ATTACHED**

During the online procedure for completing the application, it is necessary to attach (also according to the methods illustrated in Attachment 1 of the Call):

1. curriculum vitae, signed either by hand or digitally
2. translation of the curriculum vitae into Italian or English, if written in another language
3. photocopy of an identity document (required pursuant to Articles 46 and 47 of D.P.R. 445/2000), under penalty of exclusion. If the identity document is not valid, the candidate must declare, at the bottom of the photocopy, that the data contained therein has not changed since the date of issuance, pursuant to Article 45 of D.P.R. 445/2000.
4. degree certificate in compliance with the following forms:

➤ **For candidates who have obtained or will obtain their degree in Italy or an EU country:**

**for graduates:**

1. **under penalty of exclusion**, self-certification issued by the online services of the home universities or a self-declaration of certification made pursuant to Article 46, D.P.R. 445/2000, attesting the possession of the degree required under Article 2 of this Call and further specified for each PhD course in Attachment 1, or a copy of the degree declared compliant with the original pursuant to Article 47 of D.P.R. 445/2000;
2. translation into Italian or English of the above document if written in another language;

**for undergraduates:**

1. **under penalty of exclusion**, self-certification issued by the online services of the home universities with exams and related scores obtained in the master's degree (LM) or specialist degree (LS) or old system degree (LVO) or a self-declaration of certification made pursuant to Article 46, D.P.R. 445/2000, attesting enrollment in one of the degree courses required under Article 2 of this Call and further specified for each PhD course in Attachment 1, as an admission requirement;
2. translation into Italian or English of the above document if written in another language;

➤ **For candidates who have obtained or will obtain their degree in non-EU countries (the degree must be equivalent in level, duration, and, if**

**required, in the disciplinary field to the Italian admission degree and allow access to the PhD in the country that issued it):**

for graduates:

1. **under penalty of exclusion**, diploma or substitute certificate of the **master's degree** for access to the PhD, under penalty of exclusion;
2. diploma or substitute certificate of the bachelor's degree for access to second-level courses;
3. translation into Italian or English of the above documents if written in another language;
4. "Certificate of Comparability of the foreign degree" issued by CIMEA-NARIC ITALIA, OR "Declaration of Value" by the Italian Diplomatic or Consular Representation competent for the territory in the country where the degree was obtained;

for undergraduates:

1. diploma or substitute certificate of the bachelor's degree;
2. **under penalty of exclusion**, certification of exams and related scores obtained in the master's degree program, under penalty of exclusion.

If the "Certificate of Comparability of the foreign degree" issued by CIMEA-NARIC ITALIA, OR "Declaration of Value" by the Italian Diplomatic or Consular Representation competent for the territory in the country where the degree was obtained is not produced along with the application, the candidate may be admitted conditionally. However, if the candidate is successful, they will forfeit the right to enroll if this documentation is not received by November 15, 2024.

It is **RECOMMENDED TO UPLOAD ANY document useful for the evaluation** of the degree for admission to the course (e.g., diploma translated and legalized by the competent Italian Diplomatic Authorities in the country where the degree was obtained, list of exams taken, duration of studies, etc.).

5. research project - mandatory for those PhD courses that require it, pursuant to the provisions in Attachment 1 of the Call - ensuring compliance with any specifications regarding the preparation of the project
6. published works (including print extracts), provided they are produced according to the methods indicated in this article. For published works printed in Italy before 2.9.2006 (date of entry into force of the Regulation referred to in D.P.R. n. 252/2006), the obligations pursuant to Legislative Decree n. 660/1945 must have been fulfilled; if printed in Italy after that date, legal deposit must have been made in the forms referred to in D.P.R. n. 252 of 3.5.2006
7. thesis

8. any other documentation deemed useful for the evaluation.

The Office may ask the candidate clarifications and/or documentary integration regarding the documentation of the qualifications whose failure to produce does not lead to exclusion from the procedure.

It is advisable to attach and/or declare all degrees obtained, complete with any element useful for evaluation, including individual exam grades obtained throughout the entire educational pathway.

The file names to be attached must include the candidate's last name and the type of document (ex. rossi\_curriculumvitae, rossi\_laureamagistrale).

References to documents or publications submitted to this or other administrations, or to documents attached to another application for another competition, are not allowed.

Pursuant to Article 15 of Law 183/2011, Public Administrations cannot accept certificates issued by other Public Administrations.