

## **ANNEX 2 to the Call for admission to the PhD courses - XLI cycle - academic year 2025/2026 - Application Form and Related Attachments**

### **COMPILATION NOTES**

1. The application procedure is computerized. No documentation sent by post or email is permitted and will not be accepted.
2. Before completing the application, it is recommended to carefully read the Notice/Call, in particular Annex 1, and to check which documents must 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 be able to correctly upload documents that require signature, scanning and file upload.
4. It is possible to fill out the application by accessing the platform multiple times, saving the data entered. In this way the user will enter the next time and through the "MODIFY (MODIFICA)" button will be able to continue filling out by accessing from the "Dashboard (Cruscotto)".
5. The application procedure via the online platform consists of different steps. It is recommended to complete the application to participate in the selection well in **advance** of the deadline, in order to avoid the risk of being excluded from the selection due to technical problems.  
The procedure **is active from 1 July 2025 until 31 July 2025** , including the payment phase of the participation fee,
6. It is the responsibility of the candidates to verify the correct completion of the procedure, including the uploading of attachments. The Doctoral Office (Ufficio Dottorati) does not guarantee preventive checks on the correct insertion or completeness of the applications transmitted by the candidates.
7. You can always view the status of your applications and payments from the "Dashboard".
8. For technical problems, contact the appropriate support from Monday to Friday from 9 to 17 using the "support (Supporto)" button at the bottom of the page **<https://pica.cineca.it/unipg/>**

## **1. ACCESS TO THE SYSTEM**

To access the system you need to connect to the site **<https://pica.cineca.it/login>**

Access can be made:

- via SPID (Public Digital Identity System);
- in the absence of SPID, it is possible to register by clicking on “New Registration (nuova registrazione)” and entering the data requested by the system (for those who already have a user account in the LOGINMIUR database, it is possible to access without registering by entering the username and password of the LOGINMIUR account); in this case you must select LOGINMIUR in the credentials field.

If the user has the credentials but does not remember them, he must click on the option “ *Forgot your credentials ?* (credenziali dimenticate?)”.

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

## **2. APPLICATION FOR PARTICIPATION**

The application to participate **one for each PhD course you intend to apply for**, be drawn up using exclusively the online procedure available on the page <https://pica.cineca.it/unipg/dottoratoxli/>, after logging in to PICA.

The application for participation, **under penalty of exclusion, must be signed by the candidate.**

For candidates who access the procedure for completing the application for participation through identification via the **SPID system (Public Digital Identity System) – level 2, it is not necessary** to sign the application.

Once the application has been filled out and submitted, the candidate will receive an email with an identification number that, together with the selection code indicated in the computer application, will be used for any subsequent communication. A confirmation email will also be sent to confirm delivery.

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

Once all the mandatory fields have been filled in, if the system indicates that the data is complete, you can proceed with **payment directly** from the PICA portal by clicking on the “Payment” button.

Once the payment transaction of the contribution has been started, the “Sign and submit (Firma e presenta)” button will become sensitive and it will be possible to

complete the submission of the application.

Once the application has been completed, by clicking on the “Sign and Submit (Firma e presenta)” button, the system generates the preview of the application file. The candidate must confirm again the intention to submit the application by clicking on “Sign (Firma)” at the bottom of the page. The system generates the PDF of the application and offers the different signature methods (manual, digital or via the “ ConFirma ” service).

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

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

1. your personal details, date and place of birth, residence and domicile elected for the purposes of the selection (specifying the postal code) as well as your telephone number and email or certified email address, with an express commitment to promptly communicate any changes;
2. your citizenship;
3. to have adequate knowledge of the Italian language (only for EU or non-EU citizens, in the event that it is not permitted to take the tests in a language other than Italian pursuant to the provisions of Annex 1);
4. curriculum choice, whether foreseen;
5. choice of participation in the positions reserved for company employees as per Annex 1 to the Notice; the choice is mandatory only for those participating in the reserve intended for company employees;
6. to possess a master's degree obtained pursuant to Ministerial Decree 270/2004, a specialist degree obtained pursuant to Ministerial Decree 509/1999, a degree obtained according to the system prior to the entry into force of Ministerial Decree 509/1999, required as an admission requirement pursuant to art. 2 of this Notice and better specified for each doctoral course in Annex 1, as well as the date of achievement of the same, the University that awarded it and the relative grade, or the indication that the requested qualification will be obtained by 31 October 2025;
7. the foreign language whose knowledge will be tested during the oral exam (ENGLISH);
8. the language, other than Italian, in which you wish to take the tests (ENGLISH);
9. ( only for those who meet the requirements for supernumerary admission ) to be a foreign national and to be the recipient of a scholarship awarded for any reason;
10. that the content of the attached CV is accurate;
11. that all the declarations made are truthful and are made pursuant to articles 46 and 47 of Presidential Decree 445/2000;

12. to be/not to have been recognized as having a disability or Specific Learning Disorder (it should be noted that candidates who have been recognized as having a disability pursuant to Law no. 104/1992 and subsequent amendments and additions, who in relation to their disability require specific support during the test and candidates affected by Specific Learning Disorders pursuant to Law no. 170/2010, **under penalty of forfeiture of the benefits requested** , must declare in the application the type of deficit/disorder and the aid necessary for taking the test, attaching, in original or certified copy, suitable documentation attesting to the recognition of the disability by the relevant Authorities. Candidates with certified Specific Learning Disorders are granted an additional time equal to thirty percent more than that defined for the admission tests of the other candidates);
13. to consent, in the event that the Administration receives a motivated request for access to the documents relating to the procedure and the candidate is a counter-interested party, to the electronic sending to the email address indicated in the application , pursuant to art. 3 of Presidential Decree 184/2006, of a copy of the communication with which the request for access is notified and the possibility of presenting a motivated opposition to said request, also electronically, within ten days of receiving the communication itself;
14. to be aware that the University Administration assumes no responsibility in the event of the recipient being unavailable and for the loss of communications due to incorrect indication of the address by the candidate or failure or late communication of the change of address indicated in the application;
15. to be aware of the criminal sanctions to which he/she incurs in the event of a false declaration or one containing data that is no longer true, as provided for by art. 76 of the Presidential Decree of 28.12.2000, n. 445 and to be aware of art. 75 of the Presidential Decree of 28.12.2000, n.445 relating to the forfeiture of any benefits resulting from the provision issued if the Administration, following an inspection, finds that the content of the aforementioned declaration is untrue;
16. to be aware that candidates must provide, four months after the date of publication on the University's online noticeboard of the approval of the competition documents, excluding the period of suspension of judicial terms, and within the following two months, barring any ongoing disputes, for the recovery of the qualifications and any publications sent to the University of Perugia. After this period, the Administration will proceed to eliminate the aforementioned documents from its archives. The return will be made directly to the interested party or to a person with a proxy, pursuant to art. 11 of the Competition Notice. If the Administration so requests, at any stage of the competition procedure, the undersigned undertakes to certify the declarations made in the application for admission under his/her own responsibility with appropriate documentation, in accordance with the law;

17. to be aware, pursuant to EU Regulation 2016/679 and Legislative Decree 196/2003, as last amended by Legislative Decree 101/2018, that my data will be processed by the University to fulfill institutional purposes and the principle of relevance and to authorize their processing;
18. to accept all the provisions contained in this Notice.

#### **4. DOCUMENTATION TO ATTACH**

The **name** of the files to be attached must include the candidate's surname and the type of qualification (e.g. Rossi\_curriculumvitae , Rossi\_laureamagistrale ).

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

1. curriculum vitae, signed with handwritten or digital signature
2. translation into Italian or English of the curriculum vitae, if written in another language
3. photocopy of an identity document (essential pursuant to articles 46 and 47 of Presidential Decree 445/2000), **under penalty of exclusion**. If the identity document is not valid, the candidate must, pursuant to art. 45 of Presidential Decree 445/2000, declare at the bottom of the photocopy of the same that the data contained therein have not undergone variations since the date of issue.
4. **qualification held** , under penalty of exclusion, in compliance with the following forms:

➤ **for candidates who have obtained or will obtain the qualification in Italy or in an EU country :**

for graduates :

1. self-certification issued by the online services of the universities of origin or made by means of a self-certification declaration drawn up, pursuant to art. 46, DPR 445/2000, attesting to possession of the qualification required pursuant to art. 2 of this Call and better specified for each doctoral course in **Annex 1** , as an admission requirement or a copy of the qualification declared compliant with the original drawn up pursuant to art. 47 of DPR 445/2000;
2. translation into Italian or English of the above document if drawn up in another language;

for graduates :

1. self-certification issued by the online services of the universities of origin **with exams** and relative scores obtained in the master's degree (LM) or specialist degree (LS) or old system degree (LVO) or made through a self-certification declaration drawn up pursuant to art. 46, DPR 445/2000, attesting to enrollment in one of the courses of study, required pursuant to art. 2 of this Notice and better specified for each doctoral course in **Annex 1** , as an admission requirement;
2. translation into Italian or English of the above document if drawn up in another language;

- **for candidates who have obtained or will obtain the qualification in non-EU countries** (the qualification must be comparable in level, duration and, where required, disciplinary field to the Italian qualification for admission to the competition and allow access to the doctorate in the country which issued it):

for graduates:

1. **under penalty of exclusion**, a diploma or certificate in lieu of obtaining the qualification for access to the doctorate (Master Degree);
2. diploma or certificate in lieu of obtaining the qualification for admission to second level courses (Bachelor);
3. translation into Italian or English of the above documents if drawn up in another language;
4. "Certificate of comparability of the foreign qualification" issued by CIMEA-NARIC ITALIA, **OR** "Declaration of value" issued by the competent Italian Diplomatic or Consular Representation for the territory in the country where the qualification was obtained;

for graduates:

1. diploma or certificate in lieu of a first level degree (Bachelor),
2. **under penalty of exclusion**, certification of exams with related scores obtained in the second cycle degree course (Master Degree).

If the "Certificate of comparability of the foreign qualification" issued by CIMEA-NARIC ITALIA, **OR** "Declaration of value" by the competent Italian Diplomatic or Consular Representation in the country where the

qualification was obtained is not produced together with the application, the candidate may be admitted with reservations, it being understood that, if he or she is a winner, he or she will lose the right to be enrolled, due to lack of the required qualification, if such documentation is not received by 10 November 2025.

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

5. research project - **mandatory** in accordance with the provisions of Annex 1 to the Call - taking care to comply with any specifications regarding the drafting of the Project
6. published publications (including press extracts), provided that they are produced according to the methods indicated in this article. For published publications, printed in Italy before 2.9.2006 (date of entry into force of the Regulation referred to in Presidential Decree no. 252/2006), the obligations referred to in the Lieutenant Decree no. 660/1945 must have been fulfilled; if printed in Italy after that date, the legal deposit must have been carried out in the forms referred to in Presidential Decree no. 252 of 3.5.2006
7. thesis
8. any other documentation deemed useful for the purposes of the evaluation.

It is recommended to attach and/or declare all qualifications obtained, complete with every element useful for the evaluation, including, for the training courses, individual profit grades obtained in the entire training course.

The Office reserves the right to request clarifications and/or additional documentation from the candidate regarding the documentation of qualifications, failure to produce which does not entail exclusion from the procedure.

Reference to documents or publications presented to this or other administrations, or to documents attached to another application to participate in another competition, is not permitted.

Please note that pursuant to art. 15 of Law 183/2011, this University, as a Public Administration, cannot accept certificates issued by other Public Administrations.