

ANNEX 2 to the Call for Applications for the Doctoral Research Courses of the 41st cycle, academic year 2025/2026 - Completion of the application form and related attachments

COMPILATION NOTES

1. The application process is computerized. Any documentation sent by post or email is not permitted and will therefore not be accepted.
2. Before completing the application, we recommend that you carefully read the announcement, especially Annex 1, and check which documents must be attached.
3. Documents **must** be uploaded **in PDF format** . We also recommend using a workstation equipped with a printer and scanner to properly upload documents that require signature, scanning, and file upload.
4. You can complete the application by logging into the platform multiple times, saving the data entered. This way, the user can log in next time and continue filling out the form by clicking the "EDIT" button from the "Dashboard."
5. The application process via the online platform consists of several steps. We recommend completing the application well in **advance** of the deadline to avoid the risk of being excluded from the selection process due to technical issues.
6. It is the applicant's responsibility to ensure the application process is completed correctly, including uploading attachments. The Doctoral Office does not guarantee prior checks to ensure the correct entry or completeness of applications submitted by applicants.
7. You can always view the status of your applications and payments from the "Dashboard".
8. For technical problems, contact the dedicated support team from Monday to Friday, 9:00 am to 5:00 pm, using the "support" button at the bottom of the page: <https://pica.cineca.it/unipg/>

1. SYSTEM ACCESS

To access the system, you must connect to the website **<https://pica.cineca.it/login>**

Access can be made:

- via SPID;

- in the absence of SPID, it is possible to register by clicking on "New Registration" 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 credentials ?*".

After entering all the required information during the registration process, click "Register." The system will send an email to the address you entered with instructions on how to confirm your registration. If you do not receive this message or are unable to view it, please contact technical support via the link at the bottom of the page: <https://pica.cineca.it/unipg/>

2. APPLICATION FOR PARTICIPATION

The application, **one for each Doctoral Course** for which you intend to apply, must be drawn up using exclusively the online procedure available at <https://pica.cineca.it/unipg/>, after logging in to PICA.

The application form **must be signed by the candidate, under penalty of exclusion**. Candidates who access the application process by identifying themselves through the **SPID (Public Digital Identity System) – level 2 system do not need** to sign the application.

Once the application has been completed and submitted, the candidate will receive an email with an identification number. This number, along with the selection code provided in the online application, will be used for all subsequent communications. A confirmation email will also be sent.

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 fee payment transaction has been initiated, the "Sign and Submit" button will become responsive, allowing you to complete the application submission.

Once the application is complete, clicking the "Sign and Submit" button 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 generates a PDF of the application and offers various signature options (manual, digital, or using the " ConFirma " service).

3. INFORMATION AND DECLARATIONS

The following declarations/information will be requested during the online procedure:

1. your personal details, date and place of birth, residence and domicile chosen for the purposes of the competition (specifying the postal code), as well as your telephone number and email address or certified email, with an express commitment to promptly communicate any changes;
2. their 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. choice of curriculum, for those courses that require it;
5. Choice of participation in the positions reserved for company employees as per Annex 1 of the Notice; the choice is mandatory only for those participating in the reserve reserved 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 relevant grade;
7. to possess a high school diploma;
8. the foreign language whose knowledge will be tested during the oral exam (only for those applying for doctoral courses for which it is possible to choose between more than one foreign language pursuant to the provisions of Annex 1);
9. the language, other than Italian, in which you wish to take the exams (only for doctoral courses for which the possibility of taking the exams in languages other than Italian is foreseen in accordance with the provisions of Annex 1);
10. any request to hold the interview via videoconference, pursuant to the provisions of Annex 1 to the Notice;
11. that the content of the attached CV is accurate;
12. that all declarations made are truthful and are made pursuant to articles 46 and 47 of Presidential Decree 445/2000;
13. to have/not have been recognized as having a disability or Specific Learning Disability (it is specified 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 Disabilities pursuant to Law no. 170/2010, **under penalty of forfeiture of the requested benefits** , must declare in the application the type of deficit/disability and the assistance 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 Disabilities are granted an additional time equal to thirty percent more than that allocated for the admission tests of other candidates);

14. to consent, in the event that the Administration receives a reasoned request for access to the documents relating to the procedure and the candidate is considered 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 notifying the request for access and the possibility of submitting a reasoned objection to said request, also electronically, within ten days of receiving the communication itself;

15. to be aware that the University Administration assumes no responsibility in the event of the recipient being unavailable or for the loss of communications due to the candidate providing an incorrect address or failing to communicate, or late communication of, a change in the address indicated in the application;

16. to be aware of the criminal penalties applicable to false declarations or declarations containing information that is no longer true, as provided for by Article 76 of Presidential Decree No. 445 of December 28, 2000, and to be aware of Article 75 of Presidential Decree No. 445 of December 28, 2000, regarding the forfeiture of any benefits resulting from the provision issued if the Administration, following an inspection, finds the content of the aforementioned declaration to be untrue;

17. I understand that candidates must recover their qualifications and any publications sent to the University of Perugia within four months of the date of publication on the University's online noticeboard of the approval of the competition documents, excluding the suspension period for legal proceedings, and within the following two months, barring any pending disputes. After this period, the Administration will delete the aforementioned documents from its archives. The documents will be returned directly to the interested party or to a designated person, pursuant to Article 11 of the Competition Notice. Should the Administration so request, at any stage of the competition process, the undersigned undertakes to certify the declarations made in the application under his/her own responsibility with appropriate documentation, in accordance with the law .

18. 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;
19. to accept all the provisions contained in this Notice.

4. DOCUMENTATION TO ATTACH

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 Notice):

1. CV, signed with handwritten or digital signature
2. translation into Italian or English of the CV, if written in another language
3. A photocopy of an identity document (required pursuant to Articles 46 and 47 of Presidential Decree 445/2000), **under penalty of disqualification**. If the identity document is not valid, the candidate must, pursuant to Article 45 of Presidential Decree 445/2000, declare at the bottom of the photocopy that the information contained therein has not changed since its date of issue.
4. **academic qualification held , for candidates who have obtained or will obtain the qualification in non-EU countries (the academic qualification must be comparable in level, duration and, where required, disciplinary field to the Italian qualification required for admission to the competition and allow access to the doctorate in the country that issued it):**

1. **under penalty of exclusion**, a diploma or certificate in lieu of the qualification required for admission to the doctorate (Master's 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 in the country where the qualification was obtained;

If the "Statement of Comparability of the Foreign Qualification" issued by CIMEA-NARIC ITALIA, **OR the** "Declaration of Value" issued by the Italian Diplomatic or Consular Representation competent for the territory in the country where the qualification was obtained, is not submitted together with the application, the candidate may be admitted conditionally, without prejudice to the fact that, if successful, he or she will lose the right to enroll, due to lack of the required qualification, if such documentation is not received by May 10, 2026.

IT IS RECOMMENDED TO UPLOAD ANY DOCUMENTS THAT MAY BE ESSENTIAL FOR THE EVALUATION OF YOUR QUALIFICATION FOR THE PURPOSE OF ADMITTING TO THE COURSE (e.g., diploma translated and certified 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 Notice, taking care to comply with any specifications regarding the drafting of the Project
6. Published publications, in PDF format (including press excerpts), provided they are produced according to the methods indicated in this article. For published publications printed in Italy before September 2, 2006 (date of entry into force of the Regulation referred to in Presidential Decree no. 252/2006), the obligations set forth in Lieutenant Decree no. 660/1945 must have been fulfilled; if printed in Italy after that date, legal deposit must have been carried out in the forms set forth in Presidential Decree no. 252 of May 3, 2006.
7. **thesis** , in PDF format
8. any other documentation deemed useful for the purposes of the evaluation

We recommend attaching and/or declaring all qualifications obtained, complete with all information useful for the assessment, including, for training courses, individual grades achieved throughout the entire training course.

The file **names** to be attached must include the candidate's surname and the type of qualification (e.g. rossi_curriculumvitae , rossi_laureamagistrale).

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

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