



UNIVERSITÀ DI PAVIA

GUIDELINES FOR APPLYING FOR PARTICIPATION IN SELECTION PROCEDURES VIA PICA, THE INTEGRATED PLATFORM FOR UNIVERSITY SELECTIONS

1. COMPILATION OF THE APPLICATION FORM

It is possible to access PICA through:

1. Account PICA - If the user accesses PICA for the first time, he must register and enter all the required data into the form
2. Account LOGINMIUR, REPRISÉ o REFEREES
3. SPID - Sistema Pubblico di Identità Digitale (Public System of Digital Identity)

To fill out the application form, click on the relative "CALL" button, and then on "NEW SUBMISSION" - the following page will be visible:

The application form is divided into pages and sections.

Fill out each page with the relevant sections and click on "Save and proceed" (bottom left), alternatively for the display of contents only, click on "Next" (bottom right).

If there are errors in the personal data that was entered during registration, the candidate can correct them by accessing the "Profilo Utente" at the top right.

When the insertion of data is successful, the system proceeds to the following page; otherwise, error messages/warnings will appear, and the candidate must correct the data already entered, or insert any data that is missing.

The candidate will now see that the application to be presented is on the dashboard, with the status "Draft".

The candidate can in any case "Edit" and "Verify" his/her application before the indicated deadline.

To submit the application, click on "Submit"

2. PRESENTATION OF THE APPLICATION



UNIVERSITÀ DI PAVIA

During the presentation phase, the system generates a preview of the application form. The candidate must once more confirm his/her intention to submit the application by clicking on "Submit" at the bottom of the page.

At this point the system generates a PDF file of the application and methods for adding a signature are proposed (manual, digital or via "ConFirma" service). **[In case of access through SPID, no signature will be required when submitting the application]**
The candidate must select one and carefully follow the instructions presented:

FIRMA DIGITALE / DIGITAL SIGNATURE

Cruscotto/Dashboard Domanda/Application id: 76158

Il sistema supporta le seguenti modalità / The following options are available:

Firma il documento manualmente / Sign the application (no digital signature)

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuare la scansione in un file PDF e caricare quest'ultimo sul sito. / If you can't sign the document digitally as specified in the other sections 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 body) 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) e 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 body) and 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

After completing the procedure for filling out and submitting the application, the candidate will receive an email confirming the receipt of the form.

3. PROCEDURE FOR MODIFICATION AND WITHDRAWAL OF THE APPLICATION

If changes need to be made to the application form after the PDF has been generated, but before the deadline for applications:

- ✓ If the candidate has submitted his/her application and received the email confirming receipt of the form, it will no longer be possible to modify it, but it can be withdrawn by clicking on the "Withdraw" button on the dashboard, after which it is possible to submit a new application;
- ✓ If the candidate has generated the PDF file of his/her application, but has not completed the presentation procedure (i.e., the signed application has not yet been uploaded and therefore the candidate has not received the email confirming the presentation), then he/she can write to unipv@cineca.it requesting that the application be opened and specifying the motivation; in this case the candidate must provide the application ID and attach an identity document.

4. PROCEDURE FOR THE PRESENTATION OF ANY LETTERS OF REFERENCE

Once the application form has been signed and submitted, the candidate can ask experts to provide letters of reference (max 3) by clicking on the initial page (Dashboard), on "Reference letters" and then on "Richiedi".

Once the relevant fields have been filled in, the candidate should click on "Invia la richiesta".

The nominated expert will receive a notification email with instructions on how to present the reference.

5. PROCEDURE FOR THE PRESENTATION OF REQUESTS FOR ASSISTANCE / ADDITIONAL TIME FOR CANDIDATES AFFECTED BY DISABILITIES OR INVALIDITY



UNIVERSITÀ DI PAVIA

Once the application has been signed and submitted, candidates affected by disabilities who would like to request assistance or additional time for the completion of their oral interview should click on "Applicants with disability or Learning Disabilities" on the initial page (Dashboard), then on " New submission" and finally, after having entered the necessary information and saved the data, on "Submit ". As was the case for the main question, this separate application must also be signed, following the instructions given in point 2.

This guide provides general and partial information for the submission of applications. It does not replace information given in the announcements and does not describe in detail all situations that could arise.