

PUBLIC SELECTION FOR ADMISSION TO THE PH.D. PROGRAMS OF THE 41ST CYCLE – UNIVERSITY OF CAMERINO

Guidelines and Technical Instructions for Completing the Application for Participation in the Admission Selections for the Ph.D. Programs at Unicam on PICA

This guide aims to provide technical information useful for submitting the application for admission through the online platform designed for collecting applications. For any scientific information, candidates are advised to contact the Coordinator of the Ph.D. Program.

1. The procedure for submitting applications for admission to the Ph.D. Programs is completely digital and managed through the online platform PICA , available at <https://pica.cineca.it/unicam/phd41/domande/>. **No other forms of submission are allowed. Applications and related attachments sent via PEC, regular mail, or registered mail with acknowledgment of receipt will not be considered.**
2. The candidate can access the platform by authenticating themselves using the Public Digital Identity System (SPID) or, alternatively, by registering with the system following the instructions provided below. Access with SPID can be done from any device (computer, tablet and smartphone), using the personal credentials (username and password) and clicking on the button “Enter with SPID o Credenziali Istituzionali” on the screen.
3. Before starting to fill out the admission application, it is essential to carefully read **the public selection notice for admission to the research doctorate programs of the 41th cycle**, especially the section related to the chosen program for which the candidate intends to apply. It is recommended to ensure that the candidate meets the required qualifications and verify which documents must be attached. **Mandatory fields and attachments that are not completed or attached will prevent the completion of the application and the submission of the participation request for the admission.**
4. ATTENTION: All documents required for the application must be uploaded in electronic PDF format, and in some cases, before attaching them, printed, signed, and re-uploaded, complying with the file size limits indicated in the format. It is therefore recommended to use a workstation equipped with a printer and scanner.
5. It is possible to complete the form by accessing the platform multiple times. In this case, the candidate can access the application in subsequent sessions by clicking the EDIT button and resume filling out the application; the data entered and saved in this way will be retrieved by the candidate during subsequent logins. **Once the deadline for submission has passed, the system will no longer allow access or submission of the electronic form.**
6. Further information regarding the selection procedures outlined in this notice can be requested by writing to postlaurea@unicam.it. **For technical issues**, please click on the link at the bottom of the page <https://pica.cineca.it/unicam/phd41/domande/>. We do not guarantee the regarding of reports sent through different methods or to different email addresses.

7. Candidates intending to apply for multiple Ph.D. programs must submit an application for each program. Each candidate may apply for a maximum of three programs.
8. Once the application process is completed and submitted, the candidate will receive an e-mail confirming the successful submission, including the application's **identification number**. It is specified that filling out and submitting the application via SPID does not require the signature of the application at the conclusion of the procedure for the submission of the application. The candidate will see the following message on the screen: *"Autenticato SPID: firma digitale non richiesta /SPID authentication: digital signature not needed"*.

REGISTRATION AND ACCESS TO THE SYSTEM/PLATFORM

To directly access the selection page for admission to the UNICAM PhD courses – CYCLE XLI (A.Y. 2025/2026) you need to connect to the website <https://pica.cineca.it/unicam/phd41/domande/> and proceed with authentication using:

- 1) SPID credentials – Sistema Pubblico d'Identità Digitale, selecting "Università degli studi di Camerino" from the available federations page. If the candidate does not have SPID credentials, they can request them following the instructions on the website <https://www.spid.gov.it/> (fig. 1);
- 2) Institutional credentials (SSO Single Sign On);
- 3) LOGINMIUR account access credentials. If the user has lost their credentials, they can recover them by clicking on the "Forgot credentials?" option (fig. 1);
- 4) By registering on the platform by clicking on "New Registration" (fig. 1). After entering all the required registration details, click on "New registration" (fig. 3); the system will send an e-mail to the provided e-mail address with instructions to confirm the registration. If the candidate does not receive the e-mail or is unable to view it, they can request support through the link at the bottom of the page <https://pica.cineca.it/unicam/phd41/domande/>

Figure 1 – User login/authentication page

Figure 2 – New User Data Registration

Figure 3 – Registration

Telefono

Cellulare

☐ * Autorizzo l'invio all'indirizzo di posta elettronica da me indicato di comunicazioni tecniche di servizio legate all'utilizzo del portale e dei servizi in esso disponibili.

☐ * Dichiaro di avere preso visione dell'[informativa](#) fornita dal Titolare del trattamento ai sensi dell'art. 13 del Regolamento UE 2016/679 sulla protezione dei dati personali



Nuova registrazione

Cancella Campi

Figure 4 – Federation Selection

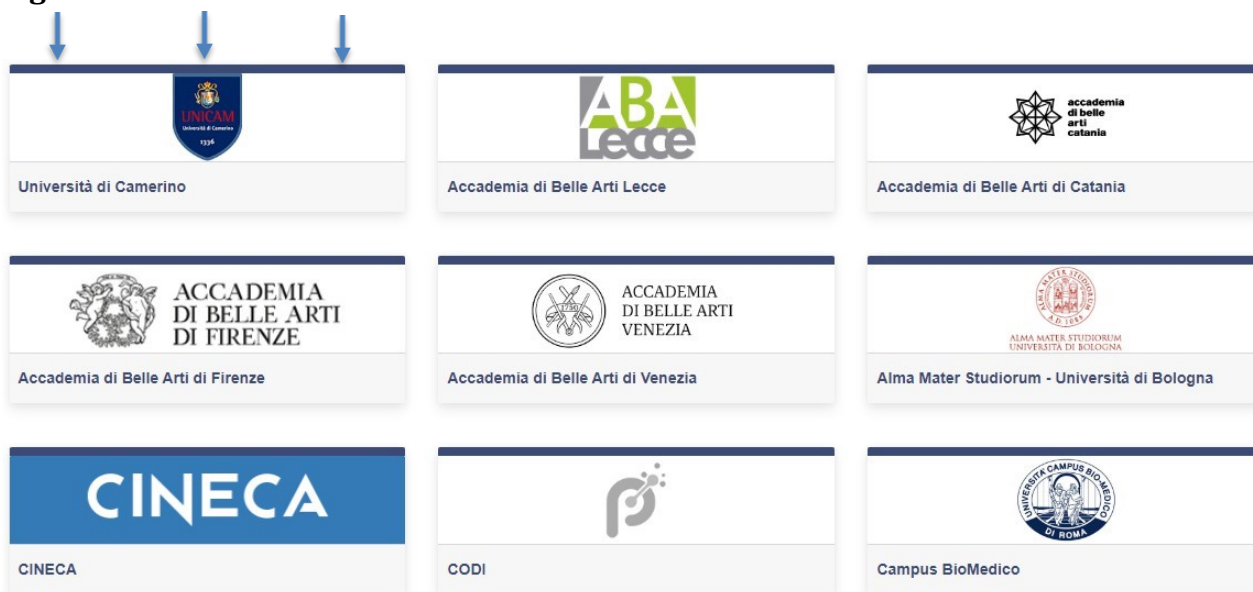


Figure 5 – Manage the applications

Cod: DR 037/2021

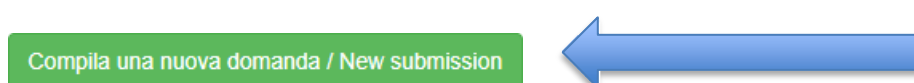
🕒 26-02-2021 09:00 🕒 18-03-2021 23:59

GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS ➔

ACCESS TO THE APPLICATION FORM FILLING PROCEDURE

Once registered, the candidate can proceed with filling out the application by clicking on “*Compila una nuova domanda/New submission*” (fig. 5). Before filling out the application the candidate can make changes to their profile information. **ATTENTION:** At the end of filling out each section (Fig. 6) it is always necessary to click on the “Save and Proceed” button. If the input was successful the system will move to the next section; otherwise, error messages will appear, and the user will need to correct the entered data before proceeding to the next screen.

Figure 5 – Start of application entry procedure



SECTIONS OF THE APPLICATION

Figure 6 – Index of procedure sections

Indice/Index

1	Dati anagrafici / Personal data
2	Corso di dottorato / PhD course
3	Formazione / Education
4	Esperienze formative, professionali, di ricerca / Training, work, research experience
5	Allegati / Attachments
6	Informativa sui dati personali / Information notice on personal data treatment

The first section to fill out concerns **PERSONAL DATA (first item in the Index)**. The candidate will find this part already pre-filled with the information entered during the registration procedure and will therefore need to fill in any missing fields (fig. 7). If there are errors in the personal data, the candidate can modify them by accessing “Profilo utente” (User Profile) in the top right corner.

ATTENTION: at the end of the completion, it is necessary to click on the “SALVA E PROSEGUI/SAVE AND PROCEED” button before moving to the next page. If you do not click on the “SALVA E PROSEGUI/SAVE AND PROCEED” button, the page completion will not be saved.

If the input has been successful, the system will move to the next section; otherwise, error messages will appear, and it will be necessary to correct the entered data or include any missing information in mandatory fields (fig.7).

Figure 7 – Personal data Section

Cruscotto/Dashboard | Indice/Index Pagina/Page 1/6 Domanda/Application Id: 77343
→ Successiva/Next

Dati anagrafici / Personal data

ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields

Dati Anagrafici / Personal data

In the **PHD COURSE** section (**second item in the Index**) (fig.8) the candidate must select the PhD Program for which applies for admission.

Figure 8 – Selection of the PhD Course

Cruscotto/Dashboard | Indice/Index Pagina/Page 2/6 Domanda/Application Id: 77343
← Precedente/Previous → Successiva/Next

Corso di dottorato / PhD course

Corso di dottorato / PhD course

Elenco dei corsi di dottorato / list of PhD Programmes

Consulta l'elenco dei corsi di dottorato: / Information about PhD programmes: <https://isas.unicam.it/courses>

Please select the PhD program of your interest from the list below and then select up to two curricula in order of preference. Finally, press the "Save and proceed" button.

-- selezionare un corso / select a course --

• Dato obbligatorio / Mandatory field

Next, select the chosen curriculum from those available in the selected PhD Program. If the PhD Program offers multiple curricula, the candidate can select up to two curricula. These can be indicated in order of preference using the appropriate buttons.

Figure 9.1 –Curriculum Selection

Curriculum	
Preferenza/Preference	Azioni/Actions
(nessuna voce selezionata / no item selected)	
Voci non selezionate / Unselected items	
Chemical Sciences	
Pharmaceutical, Nutraceutical and Food Sciences	

Inserire max 2 preferenze. Usa il tasto '+' per aggiungere. Le frecce su e giù cambiano l'ordine di preferenza. Il pulsante "X" elimina la scelta inserita

The + button allows the candidate to choose the curriculum.

Figure 9.2 – Change curriculum preference order

Curriculum	
Preferenza/Preference	Azioni/Actions
Pharmaceutical, Nutraceutical and Food Sciences	
Chemical Sciences	

Le arrows change the preference order in case of dual choice.

In the **EDUCATION** section (**third item in the Index**) the candidate must include information regarding their entry qualification (**ATTENTION: fill out the section according to the requirements stated in the notice of admission, at art.9**).

Therefore, depending on the entry qualification situation, the candidate must choose one of the following four options available in the dropdown menu "Tipo/Type":

- Titolo di studio italiano – Laureato o Equivalente / Graduated Italian degree or Equivalent
- Titolo di studio italiano – Laureando / Graduating Italian degree
- Titolo di studio straniero – Laureato / Graduated Foreign degree
- Titolo di studio straniero – Laureando / Graduating Foreign degree


Figure 10 – Selection of Entry Qualification and related information

Crusotto/Dashboard | Indice/Index Pagina/Page 3/6 Domanda/Application Id: 77343

← Precedente/Previous → Successiva/Next

Formazione / Education

TITOLO DI STUDIO / Academic qualification

Tipo / Type 

---- Selezionare una tipologia / Select a type

Tipo laurea / Degree level

---- Selezionare / Select

Università / University

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start the research

In the “Titolo di studio/Major” field, the candidate can enter the first three letters of the type of degree obtained (Fig.11)

Figure 11 – Education Section, “Titolo di Studio/Major” field

Tipo laurea / Degree level

Corso di Laurea Specialistica D.M. 509 del 3/11/1999 / Magistrale D.M. n.270 del 22/11/2004

Università / University

Università degli Studi di CAMERINO

TITOLO DI STUDIO / Major in

INF

- 100/S Classe delle lauree specialistiche in tecniche e metodi per la società dell'informazione
- 102/S Classe delle lauree specialistiche in teoria e tecniche della normazione e dell'informazione giuridica
- 23/S Classe delle lauree specialistiche in informatica
- 24/S Classe delle lauree specialistiche in informatica per le discipline umanistiche
- 35/S Classe delle lauree specialistiche in ingegneria informatica
- LM-18 Informatica
- LM-19 Informazione e sistemi editoriali
- LM-19 R Informazione e sistemi editoriali

Subsequently, the candidate must include information regarding the LAUREA SPECIALISTICA O MAGISTRALE/MASTER'S DEGREE (second level degree/cycle) obtained in Italy or abroad, or to be obtained within the deadlines set by the notice of admission.

Figure 12 – Entry Qualification and Thesis

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date

☐ Sessione straordinaria / Extraordinary session

Anno accademico effettivo o previsto di conseguimento titolo / Real or presumed graduation year

---- Selezionare un anno accademico / Select an academic year

Voto / Grade

/ ☐ con lode / with honors

Sito dell'università / University website

Nome relatore / Name of Supervisor

Titolo della tesi / Title of MSc thesis

• Dato obbligatorio / Mandatory field

• Dato obbligatorio / Mandatory field

In the same section, the candidate is also required to enter the details of their upper secondary school diploma, as shown in the following image:

Diploma di scuola secondaria di secondo grado / High school diploma

Inserire i dati relativi al Diploma di scuola secondaria di II° grado / Enter data relating to the High school diploma

Tipologia Diploma / Diploma Type

Selezionare una tipologia / Select a type

Titolo Studio / Educational qualification

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search

Voto / Grade

/ ☐ Lode / Laudation

Anno Scolastico conseguimento titolo (se il titolo non è stato ancora conseguito, inserire l'anno scolastico di conseguimento previsto. Es: 2022/2023)
Real or presumed diploma school year (Ex: 2022/2023)

inserire anno scolastico (Es: 2017/2018)

Istituto / Institute

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search

• Dato obbligatorio / Mandatory field

Also within the Education Section, the candidate must pay particular attention to the entries “Research Project” and “Motivation Letter”.

In the first case, concerning the Research Project, the candidate must upload a PDF file presenting a hypothetical research project chosen from those proposed at the link on the page. This document will be used solely to evaluate the candidate’s research aptitude. The project should clearly outline: the description, the objectives to achieve, the expected results, the methodology to be followed and any references.

In the second case, concerning the Motivation Letter, the candidate must upload a PDF file highlighting:

- **Motivations for pursuing a PhD at Unicam:** the candidate explains why they chose Unicam and how the chosen Unicam PhD Program will help them achieve their professional and academic goals.
- **Consistency with the candidate’s academic background:** the candidate describes how their previous studies have prepared them for this Program.
- **Research interests:** the candidate indicates their specific research interests and explains why they are passionate about them.
- **Research ideas for future projects:** the candidate presents some research ideas they would like to develop during their PhD period.
- **Any experiences gained during thesis work:** the candidate shares significant experiences during their thesis work and how this has influenced their research skills.

Finally, the candidate must also specify whether they intend to apply for positions with or without a scholarship, indicating this in the specified field.

Figure 13 – *Research Project, Motivation Letter and Scholarship*

Research Project

Research project proposal to be used exclusively to evaluate the application - link <https://isas.unicam.it/phd-program-cycle-xl-%C2%A0call-applications>

Carica/Upload

Scegli file Nessun file selezionato

• Dato obbligatorio / Mandatory field

Motivation letter

The motivation letter must include the motivations for pursuing a PhD at Unicam; the consistency with the candidate's academic career; research interests; research ideas for future projects; any experience gained during the thesis work.

Carica/Upload

Scegli file Nessun file selezionato

• Dato obbligatorio / Mandatory field

Borsa di studio / Scholarship

Dichiaro di voler partecipare per posti con borsa di studio / I declare that I wish to participate for scholarship positions

☐ Si

☐ No

In the **Training, work, research experiences** section (**fourth item in the Index**), the candidate must list:

- In the first space, any educational, professional, and/or research experiences considered relevant (up to seven entries can be made);
- In the second space, the candidate must list any awards, scholarships, and prizes received (up to three entries can be made);
- In the third space, under “**Prodotti della Ricerca**”, the candidate can upload publications to be submitted to the committee.

In the additional information, the candidate must declare their total annual personal income by selecting the two available options. (As also specified in the notice of admission, the annual income of the PhD student with a scholarship, during the PhD course, excluding the year of issuance of the notice, must not exceed the annual amount of the scholarship net of charges).

Figure 14 – Additional information

Informazioni aggiuntive / Additional information

Il candidato dichiara che il reddito netto complessivo annuo personale è:

☐ inferiore o uguale a euro 14.346,00

☐ superiore a euro 14.346,00

Gli emolumenti annui del dottorando con borsa, nel corso del percorso dottorale (ad esclusione dell'anno di emanazione del bando), non devono superare l'importo annuo della borsa al netto degli oneri

• **Dato obbligatorio / Mandatory field**

Additionally, the candidate must specify if they are employed by a company, society, or research institute, and, if so, specify the name of the workplace and the role held.

The **ATTACHMENTS** section (**fifth item in the Index**) allows the candidate to upload all the documents required for participating in the selection for the chosen course.

In this section, the candidate can include information related to:

- Identity document;
- Scientific Professional Curriculum Vite relevant for the selection;
- Scanned copy of the tax code (*optional*).

Note: Reference letters should NOT be uploaded in this section. There is a separate procedure for them (see the specific section REFERENCE LETTERS in the guide).

The **“Information notice on personal data treatment”** section (**sixth item in the Index**) asks the candidate to review and accept the privacy policy and to confirm the truthfulness and accuracy of all the information provided in the application form, CV, and all the attachments.

SUBMISSION OF THE APPLICATION FOR ADMISSION

The application form must be completed in all its parts, as indicated in the online procedure.

After completing the application form and uploading the files required by the notice of admission and the procedure, the candidate can view the application, make further modifications, or submit it definitively, subject to signing the application.

The candidate can click the **“Verify”** button for a system check of the presence of mandatory information and select “Cruscotto/Dashboard” to return to the list of draft and/or submitted applications.

Figure 15 – Verifica application

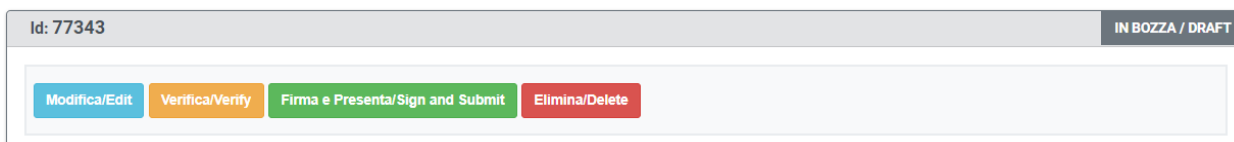
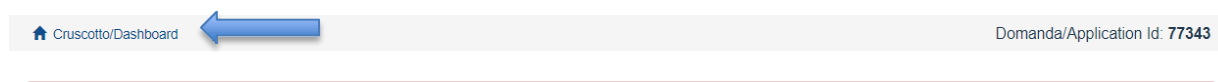


Figura 16 – Select Cruscotto/Dashboard



Next, by clicking on the FIRMA E PRESENTA/SIGN AND SUBMIT button, the candidate will be presented with the entire application again, and if there are no errors, a summary of the application will be displayed. At the bottom of the page, by clicking on the FIRMA/SIGN button, a PDF file of the application will be generated for the subsequent signing phase of the candidacy according to the procedures provided by the PICA platform.

Each application is assigned an identification number that, along with the code indicated in the application system, must be specified for any subsequent communication.

ATTENTION: If accessing via the SPID - Sistema Pubblico di Identità Digitale to submit the application, it will not be necessary to sign it as it will be automatically acquired by the procedure.

The application must in any case be submitted by clicking on the relevant button. Additionally, at the top of the page, the SPID user account used for submitting the application will be visible.

If accessing the platform with a different authentication method, the submission of the application must be completed and finalized according to the following procedures (fig.17):

Figure 17 – Signature Method

MODALITÀ DI FIRMA / SIGNATURE METHOD

Cruscotto/Dashboard

Domanda/Application Id: 77343

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

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 authority) 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) o 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 authority) or 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

Firma il documento manualmente / Handwritten Signature

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuarne la scansione in un file PDF e caricare quest'ultimo sul sito. / To sign manually the document, 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)

If opting for Handwritten Signature of the application (third option), follow the instructions provided by the procedure (Fig. 17), paying attention to uploading the PDF file containing the signed application.

It is not necessary to attach the identity document again as it was already uploaded during the completion of the ATTACHMENTS section.

After uploading the file, the candidate can conclude the application submission by clicking on the “Presenta la domanda/submit the application” button.

Figure 18 – Submit application

FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Handwritten Signature

- 1 Scaricare (download) la form già compilata / Download your filled-in form
- 2 Stampare la domanda / Print out the application
- 3 Firmare in modo leggibile con inchiostro scuro l'ultima pagina della domanda stampata / Sign the last page of the printed application legibly, with dark ink
- 4 Effettuare la scansione, in un unico file PDF, della domanda firmata e del documento d'identità fronte/retro / Scan your signed application and your identity document (both sides), within a single PDF document **N.B.** Il documento d'identità non è necessario se già caricato all'interno della domanda / The identity document is not required if already uploaded in the application form
- 5 Effettuare l'upload del file PDF / Upload the PDF document
 Nessun file selezionato



Once the procedure is completed and the online application is submitted, the candidate will receive an e-mail notification confirming the successful submission of the admission application. At any time, the candidate can log back into the system, access with their credentials, and view the application and its status from MyPICA.

Figure 19 – MyPICA



REFERENCE LETTERS

Only after submitting the application, the candidate will see the “Reference Letters” button in the dashboard (fig. 20).

Figure 20 – Reference letters

Lettere di referenza / Reference letters

The candidate can enter in the form the institutional e-mail address of the referee to whom the request to complete the reference letter will be sent.

The candidate may enter up to three referees for reference requests. **NOTE: Reference letters are not mandatory for the evaluation by the committee.**

The referee who receives the request to complete the letter must submit it exclusively online by the deadline set in the call for applications.

It is recommended that the candidate inform the referee who will receive the e-mail request.

If the referee decides to complete the letter and finishes the procedure, the system will send an e-mail to notify the candidate that the submission has been completed. The candidate can still log into the system at any time to check the status of the request.

MODIFICATION AND WITHDRAWAL OF THE APPLICATION

- If the candidate has submitted the participation application and received the confirmation e-mail, it is no longer possible to access the application to modify it. However, it is possible to withdraw it within the deadline set for submission. To withdraw a submitted application:
 1. After logging in through the link provided in the notification, click on **“Compila una nuova domanda”** (submit a new application), then at the top left on the page, click on **Cruscotto/dashboard**;
 2. Locate the **submitted application** and click on the **“Ritira/Withdraw”** button;
 3. Complete the relevant page and click **“Salva e torna al cruscotto/Save and back to dashboard”**The candidate will receive an email confirming the withdrawal request and the assigned protocol number. From this moment and until the deadline, it is possible to submit a new application for participation in the procedure.
- If the candidate has generated the PDF file of the application but has not completed the submission procedure (the signed application has not been uploaded and therefore the candidate has not received the confirmation email), then they must click on the Support

link at the bottom of the online procedure webpage and request the application to be reopened, specifying the reason and the application ID, and attaching the identification document.

- It is also possible to delete from your personal Dashboard only the applications that are in the “Draft” status using the “Elimina/Delete” button.