



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI
Technical instructions for submitting selection's application on PICA

(Integrated Platform for University Competitions)

Link at: <https://pica.cineca.it/sissa/>

PRELIMINARY INFORMATION:

- The procedure to submit this application is computerized, nothing must be sent by ordinary mail.
- Before starting the procedure, carefully read the announcement.
- All documents required for the application must be uploaded in PDF format and in some cases printed, signed and reloaded. We therefore recommend using a workstation equipped with a printer and scanner.
- You can fill out the application by accessing the platform several times by saving the data entered. User will enter the next time and will be able to continue the compilation through the MODIFY key (**upon expiry of the deadline for the presentation, the system will no longer allow access and the sending of the electronic form**).
- For technical problems, use the link in the bottom of the PICA page ("supporto"):

Per problemi tecnici contatta il [supporto](#) 

[Informativa privacy](#) | [Informativa cookie](#)

- Further information regarding the selection procedures can be requested by sending an email to phd@sissa.it.
- After completing the procedure for submitting the application, the candidate will receive an email confirming the delivery, showing the identification number of the application. Within half an hour of notification of successful delivery, the candidate will receive an email with the indication of the protocol number.

REGISTRATION AND ACCESS TO THE SYSTEM

To access the system it is necessary to connect to <https://pica.cineca.it/login>

In the case of first access, it is possible to register by clicking on "New Registration" and enter the data required by the system (Figures 1 and 2).

For those already using the LOGINMIUR database, you can log in without registering: in the credential field, select LOGINMIUR and enter the LOGINMIUR account username and password.

If the user has the credentials but does not remember them, click on the option "Forgotten Credentials?": You will receive an email with the password.



Figure 1 - User registration / authentication page.

Un servizio **CINECA**

Figure 2 - Registration of user data.

Un servizio **CINECA**



Figure 3 - Registration of the filled fields.

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

After entering all the data required by the registration procedure click "New registration": the system will send to the entered email address, an email with the instructions to confirm the registration (fig.3). In the event that the candidate does not receive this email or cannot visualize it, he must contact the technical support as described above.

ACCESS TO THE PROCEDURE AND COMPILATION OF THE APPLICATION

Once registered, you can log in to the <https://pica.cineca.it/sissa/> site and log in with your credentials, proceed with the selection of the procedure of interest and fill in the application by clicking on "Fill in a new application" (Fig. 4). Before filling out the application, the user can make changes to his profile by selecting the type of change he wants to make in the upper right-hand corner of the user menu.



Figure 4 - Start of application procedure

The screenshot shows the SISSA application portal interface. At the top left is the SISSA logo. The main header reads "SELEZIONE PUBBLICA PER TITOLI PER IL CONFERIMENTO DI N. 1 ASSEGNO DI RICERCA / ANNOUNCEMENT FOR 1 RESEARCH POSITION - REF. PROF.". Below this, it specifies the opening date (19-10-2018 09:00), closing date (19-11-2018 13:00), and code (AR_FE_NEUR_01-2018). There are navigation links for "Commissioni", "BackOffice", "Inviti/Invitations", and "MCristinaSilvera". A "Home" link is also present. The main content area shows "Domande in bozza / Draft applications 1" and "Domande presentate / Submitted application 0". A table lists the application with ID 133589, status "in bozza/draft", and last update "non compilata/blank". The actions for this application are "Modifica/Edit", "Verifica/Verify", and "Presenta/Submit". A green button labeled "Compila una nuova domanda / New submission" is highlighted with a red oval. At the bottom, there is a footer with contact information and privacy links.

The application is divided into sections / pages. In each of them fill in the missing fields (in case there are errors in the personal data, the user can modify them by accessing the top right of the "User Profile").

At the end of the compilation, it is always necessary to click on the "Save and Proceed" button, at the bottom left of the page.

If the compilation is successful, the system will go to the next section / page, otherwise error messages will appear and the user will have to correct the data entered.

Then, the candidate will see the dashboard with his application to be submitted.

The application is saved in DRAFT mode.

In any case, before the indicated deadline, you can "Modify" and "Verify" the application.

To submit the application, click on "Presenta / Submit" (fig.5)

Figure 5 - Verification and presentation of the application.

This screenshot is similar to Figure 4, showing the application dashboard. It highlights the "Modifica/Edit", "Verifica/Verify", and "Presenta/Submit" buttons for application ID 133589 with a red oval. The "Compila una nuova domanda / New submission" button is also visible at the bottom left.



PRESENTATION OF THE APPLICATION

In case of correct compilation, the system generates the preview of the application file, in case of errors the system notifies the candidate that the application must be modified. When the system detects that the application has been correctly filled in, it allows the next step and the candidate must click on "Presenta / Submit"

Figure 6 - Presentation of the application.

tipo di checksum
SHA256

Sostituisci
Sfogl... Nessun file selezionato.

Altri allegati / Other attachments
Allegati facoltativi che il candidato ritiene utili ai fini della valutazione (ad es. master, corsi di perfezionamento post-laurea, contratti, borse di studio, incarichi, working paper...) / Optional attachments that the applicant believes are relevant to the assessment (i.e. masters post-degree, courses, contracts, scholarships, assignments, ...)

1
Descrizione/Description
Carica/Upload
Sfogl... Nessun file selezionato.

Presenta/Submit

At this point, the signature methods indicated in the announcement are proposed; the candidate must select one and carefully follow the instructions.

After completing the procedure for completing and submitting the application, the candidate will receive an email confirming the delivery, also showing the identification number of the application. Within half an hour of notification of successful delivery, the candidate will receive an email with an indication of the protocol number.

For the selections that provide more than one course / module / theme, if indicated in the announcement, more applications may be submitted, following the procedure described above for each of them.

MODIFICATION AND WITHDRAWAL PROCEDURE

If the candidate needs to make changes to the application after generating the PDF of the application **and in any case before the deadline for applications:**

- If the candidate has submitted the application and received an email confirming the presentation, it will no longer be possible to access this request to modify it, but it will only be possible to withdraw it by accessing the withdrawal procedure from the dashboard and resubmitting a new application.
- If the candidate has generated the .pdf file of the application, but has not completed the presentation procedure (the signed application has not yet been uploaded and therefore the candidate has not received the email confirming the presentation) then he must contact the



technical support requesting the opening of the application specifying the motivation and the id-question, attaching the identification document.

N.B. This guide provides general and partial information for the submission of applications. It does not replace what is indicated in the announcements and does not describe in detail all the cases that could arise.