UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Guidelines for completing applications - Research Assignments

Connect to the link: https://pica.cineca.it/unipd/

The application for participation must be submitted exclusively using the PICA (Integrated University Competition Platform) IT procedure, available at: https://pica.cineca.it/unipd/ , nothing should be sent by mail.

Young scholars who have obtained a master's degree or single-cycle master's degree no more than six years ago and have a curriculum suitable for assisting in research activities are eligible to participate in the selection process.The qualifications must be held on the announcement deadline date.

Access to the PICA platform is only possible after user registration and authentication. To access the platform for the first time, it is necessary to make a new registration and enter all the data required in the form, except for access via SPID and SSO.

To complete the application, it is necessary to click on the link Technical instructions for completing the application and download the document provided by CINECA Guidelines for completing the application form for participation in selection procedures on the integrated university competition platform "PICA".

The documents necessary to participate in the selection process (including, but not limited to: identity document, CV, qualifications, publications and any other documents deemed useful for the selection process) must be uploaded in PDF format.

The system allows applications to be saved as drafts until the deadline for submission. Each application will be assigned an identification number which, together with the application code indicated in the online application, must be specified for any subsequent communication.

The procedure for completing and submitting the application online must be completed no later than the deadline indicated in the announcement; the time is intended as Italian time. Once the deadline for submission has passed, the system will no longer allow access for the submission of applications.

The date of electronic submission of the application to participate in the selection process is certified by the computer system by means of a receipt that will be automatically sent by e-mail.

It is not possible to modify an application that has already been submitted and registered; in order to make changes/additions, it will be necessary to withdraw the application and submit a new one.

Candidates are recommended to access the PICA platform always using the same credentials with which the application was started, to avoid problems with viewing and completing their application. In case of access with different credentials, it will not be possible to resume a draft application or start a new application, as the system will detect an incomplete application already in progress.

The application must be completed and submitted in accordance with the following procedures (see document Guidelines for completing the application form for selection procedures on the integrated university competition platform ‘PICA’):

1. manual signature of the application. It will be necessary to save the PDF generated by the system on your PC using the "present/submit" button, print it, sign the last page by hand, scan the printed

application, together with a valid identity document. It is therefore advisable to use a workstation equipped with a printer and scanner.

2. digital signature, using (smart card, USB token or remote signature) that allows the holder to sign generic documents using a signature software on PC or a web portal for Remote Signature made available by the Certifier.

N.B.: In case of access via SPID, no signature will be required when submitting your application.

Any information or clarifications regarding the application process can be requested at the contact details of the structure indicated in the announcement or in the attachments to the call for applications.

For technical issues only, please contact support via the link at the bottom of the page
https://pica.cineca.it/unipd

Dirigente: (nome e cognome)…….. ……tel. …..... e-mail ……
Responsabile del procedimento amministrativo: (nome e cognome)…… tel. …… fax …… e-mail ……
Riferimento da contattare: tel. …… e-mail……