Technical guidelines for the submission of the application form on PICA (Piattaforma Integrata Concorsi Atenei)

Online form available at: https://pica.cineca.it/unito/

The application form must only be submitted online. Applications that will be sent by certified or ordinary mail will not be taken into consideration.

1. The application to participate in the call can also take place through the so-called Italian Public Digital Identity System SPID, using the pair of personal credentials in possession (username and password). Access with SPID can be done from any device: computer, tablet and smartphone, by clicking on the "Log in with SPID or institutional credentials" button on the screen.

2. Before filling in the application form, please read carefully the selection announcement, in particular the List of Courses, in order to verify the eligibility criteria and the documents to be submitted. The mandatory fields, as well as the mandatory attachments, if not filled in and attached correctly do not allow you to proceed with completing the application and sending it for participation in the call.

3. Watch out: all documents must be uploaded in pdf format and, in some cases, they must be printed, signed, and uploaded. We advise applicants to use a pc connected with a printer and a scanner.

4. It is possible to fill in the application form by logging in at different times and saving the data. In order to access the application form that has been partly completed you must click on “Modify” to complete it (upon expiry of the deadline for submission, the system will no longer allow access and submission of the electronic form).

5. For technical problems click on “support” at the bottom of the webpage: https://pica.cineca.it/unito/. Requests sent to other email addresses may not be read.

6. Further information on the selection procedure can be asked by email at: visitingprofessor@unito.it.

7. Each candidate may apply for a maximum of 2 positions and each selected visiting professor may only accept one assignment per academic year.

8. Once the application submission procedure has been completed, the candidate will receive a confirmation email, including the identification number of the application. It should be noted that the compilation and submission of the application by SPID does not require the signature of the application at the end of the procedure for the purpose of submitting the application. The following words will appear on the screen that the candidate will see: “Autenticato SPID: firma digitale non richiesta /SPID authentication: digital signature not needed”.


1. REGISTRATION AND ACCESS TO THE SYSTEM

To access the system it is necessary to connect to the site https://pica.cineca.it/login. In the case of first access, and if you are not authorized to use the SPID, you can register by clicking on "New Registration" and entering the data required by the system (fig. 1 and 2).

In the event that the user has the credentials but does not remember them, he/she must click the "Credenziali dimenticate?" option; in this case you will receive an email with the new password.

Figure 1 – Login / authentication page
After entering all the data required by the registration procedure, click on "New registration": the system will send an email with instructions to confirm registration. In the event that the candidate does not receive this email or fails to view it, he/she must contact support via the link at the bottom of the page https://pica.cineca.it/unito/.

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**Figure 2 – User data registration.**

![Registration Form](image1)

**Figure 3 – Registration.**

![Registration Form](image2)
2. ACCESS TO THE PROCEDURE

Once registered, you can connect to the site https://pica.cineca.it/unito and, by logging in with your credentials, proceed with the selection of the position of interest and with the compilation of the application by clicking on "New submission" (fig. 3). Before completing the application, the user can make changes to his/her profile by selecting the type of change he/she wants to make at the top right of the user menu.

*Figure 4 – Beginning of the application procedure.*

The submission is divided into sections/pages (Fig. 5).

*Figure 5 – Index sections/pages*
The first step consists in choosing the position (COURSE) which you want to apply for.

The complete List of Courses is published on UniTo website, at this link: https://en.unito.it/international-relations/teachers-and-researchers-mobility/visiting-professors/list-courses

The next section to be filled in concerns the PERSONAL DATA: the user will find this part pre-filled with the data already entered in the registration procedure, therefore he/she must fill in the missing fields (fig. 6). If there are errors in the personal data, the user can change them by accessing the “User Profile” at the top right.

**ATTENTION:** at the end of the compilation it is always necessary to click on the "SAVE AND PROCEED" button.

If the entry was successful, the system goes to the next section, otherwise error message will appear and the user will have to correct the entered data.

*Figure 6 – Personal data*
The next part to be filled in concerns the ATTACHMENTS.

**Figure 8 - Attachments**

![Attachement Image]

**ATTENTION:** The uploaded files must be in pdf format and readable. A brief description must be entered for each uploaded file.

If the entry was successful by clicking on "Save and return to the dashboard" the candidate will see the dashboard with his/her application to submit.

The question is saved in DRAFT mode. In any case, before the deadline indicated, it will be possible to "Edit" and "Verify" the application.

To submit the application, click on "Firma e Presenta/Sign and Submit"
In case of correct compilation, the system generates a preview of the application file, in case of errors the system warns 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 the “Presenta / Submit” button at the bottom of the page (fig.10).

At this point, three ways of signing are proposed and the candidate must select one and carefully follow the instructions.
ATTENTION: candidates who have indicated "NO" in the "Italian citizenship" field and who have not entered the "tax code", at the registration phase, during the application signature process will only see the "manual signature" mode.

If the candidate chooses the manual mode, it is important to remember that he/she must print the application, sign it and upload it. The system accepts only one pdf file.

Once the procedure has been completed and the online application has been submitted, the candidate will receive an email with the notification. At any time the candidate can re-enter the system, log in with his/her credentials and view the application.
3. MODIFICATION AND WITHDRAWAL PROCEDURE

In the event that the candidate needs to make changes to the application after having generated the pdf (visible on the home page in the section dedicated to the applications submitted) of the application itself and in any case before the deadline for the application:

- If the candidate has submitted the application and received the email confirming the submission, it will no longer be possible to access this application 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 submission procedure (the signed application has not yet been uploaded and therefore the candidate has not received the submission confirmation email) he/she must contact the support via the link present at the bottom of the page https://pica.cineca.it/unito/ and ask for the application to be opened, specifying the motivation, the application id and attaching the identification document.

Please Note: This guide provides general and partial information for submitting applications. It does not replace what is indicated in the announcements and does not describe in detail all the cases that may arise.