



## 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](mailto: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

Italiano English

È possibile autenticarsi con il proprio account LOGINMIUR, REPRISE, REFEREES scegliendo dal menu a tendina "Credenziali" la voce corrispondente. Se non si è in possesso di alcun account effettuare una nuova registrazione su questo portale utilizzando il link in basso a sinistra.

SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedi ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Accedi con SPID o Credenziali Istituzionali

Credenziali  
PICA / REPRISE

Username

Password

Ricordami

Login

Nuova registrazione Credenziali dimenticate?

**Figure 2 – User data registration.**

REGISTRAZIONE

Italiano English

Registrati su pica.cineca.it

Credenziali

Username

si consiglia di utilizzare il formato NomeCognome

Email

Password

lunghezza minima 8 caratteri con almeno un numero, i seguenti caratteri non sono consentiti: | < > \* ' ? + % =

Conferma password

Dati anagrafici

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/> .

**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



## 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.

Home

[ TEMPLATE 29 ] UNIVERSITY OF TURIN VISITING PROFESSOR PROGRAM - CALL FOR APPLICANTS (A.Y. 202X-202X)

Cruscotto/Dashboard | Indice/Index Pagina/Page 4/5 Domanda/Application id: 1138901

← Precedente/Previous Successiva/Next

### Attachments

Attachments

Kindly attach the aforementioned documents along with the survey - Only .pdf files admitted

Curriculum Vitae

Carica

Scegli file Nessun file selezionato

- Dato obbligatorio / Mandatory field

Copy of a valid ID or passport

Carica

Scegli file Nessun file selezionato

- Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

← Precedente/Previous Successiva/Next

Per problemi di natura tecnica / For technical problems: [supporto / support](#)

Per informazioni e supporto di natura amministrativa, fare riferimento ai contatti indicati per ogni singola procedura selezione / For information and administrative problems, please refer to the contacts indicated for each selection procedure

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

Figure 5 – Index sections/pages

Cruscotto/Dashboard

### Indice/Index

- Course
- Personal information
- Current position
- Attachments
- Information notice on personal data treatment



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 screenshot shows a web interface for the 'Personal data' section. At the top, there is a navigation bar with 'Cruscotto/Dashboard | Indice/Index', 'Pagina/Page 1/5', and 'Domanda/Application Id: 63263'. A 'Successiva/Next' button is visible on the right. Below the navigation bar, the title 'Dati anagrafici e recapiti / Personal data' is displayed. A yellow warning box contains the text: 'ATTENZIONE: I dati inseriti sono stati salvati ma sono presenti delle segnalazioni / Notice: your data have been saved, but some warnings are still present'. At the bottom, there is a tab labeled 'DATI ANAGRAFICI/PERSONAL DATA'.



The next part to be filled in concerns the ATTACHMENTS.

**Figure 8 - Attachments**

Home

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- Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

Precedente/Previous | Successiva/Next

Per problemi di natura tecnica / For technical problems: [supporto / support](#)

Per informazioni e supporto di natura amministrativa: fare riferimento ai contatti indicati per ogni singola procedura selettiva / For information and administrative problems: please refer to the contacts indicated for each selection procedure

Istruzioni compilaz...pdf | 20210511\_man\_Li...pdf | Mostra tutto

**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*"

Figure 9 – Submission.

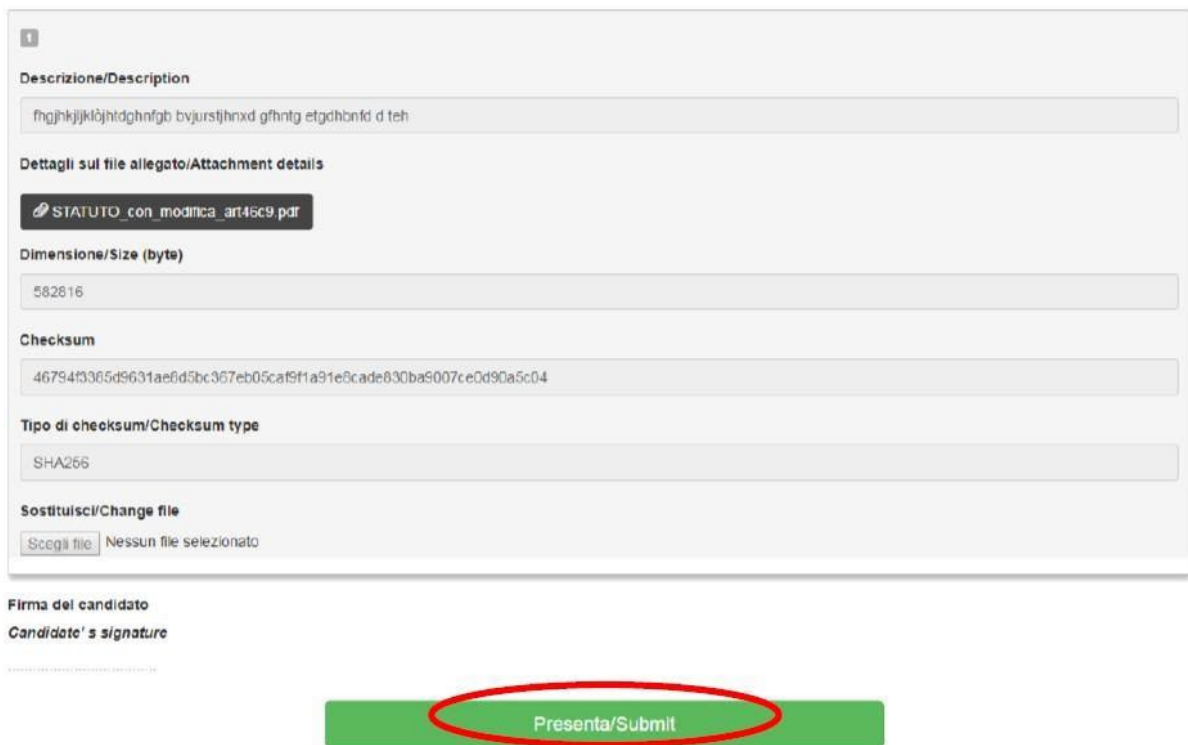


id: 845553 IN BOZZA / DRAFT

Ultimo aggiornamento / Last update: ██████████

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).

Figure 10 – Submission



**Descrizione/Description**  
fghjkljklòjhtdghnfgb byjurstjhnxd gfhntg etgdhbnfd d teh

**Dettagli sul file allegato/Attachment details**  
STATUTO\_con\_modifica\_art45c9.pdf

**Dimensione/Size (byte)**  
582816

**Checksum**  
46794f3365d9631ae0d5bc367eb05caf9f1a91e8cade830ba9007ce0d90a5c04

**Tipo di checksum/Checksum type**  
SHA256

**Sostituisci/Change file**  
Scegli file Nessun file selezionato

Firma del candidato  
Candidate's signature

At this point, three ways of signing are proposed and the candidate must select one and carefully follow the instructions.



Figure 11 – Digital signature

## FIRMA DIGITALE / DIGITAL SIGNATURE

Cruscotto/Dashboard Domanda/Application Id: [REDACTED]

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

**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.**