Instructions for completing the application for participation in the SNS selections on PICA (Piattaforma Integrata Concorsi Atenei), the integrated platform for university competitions

https://pica.cineca.it/sns

June 2021 version

1 - Preliminary information

1) The procedure is completely computerised and is managed with the PICA application system. No other forms of transmission are accepted. Solely in the case of proven and certified technical unavailability of the online PICA procedure, the Scuola reserves the right to accept admission applications and/or supporting documentation presented in other modes, provided they are transmitted before the call deadline. Only one application can be submitted for each position.

2) The application may be filled in over several sessions. PICA enables candidates to save the data they have inserted and to continue completing their application at a later moment, provided it is within the deadline for submission, using the "Modifica" ("Change") key.

3) All necessary documents specified by each call and relevant to participation in the selection process (such as CV, list of publications, publications within the maximum number specified, identity document) must be uploaded in PDF format, with a maximum dimension of 30 MBytes per file. In some types of selections, such as those for recruiting researchers on fixed-term contract, candidates may be requested to submit their CV and the list of their publications utilising special forms made available through the online PICA procedure, to be re-uploaded on the same.

4) You may be required to print out, sign and re-upload some PDF documents: please ensure that you have the necessary tools for the event.
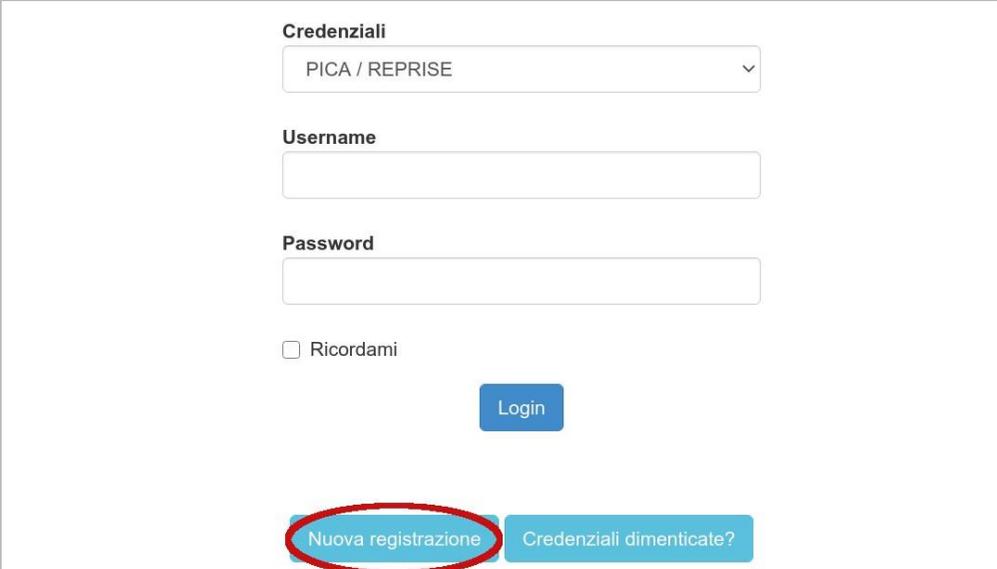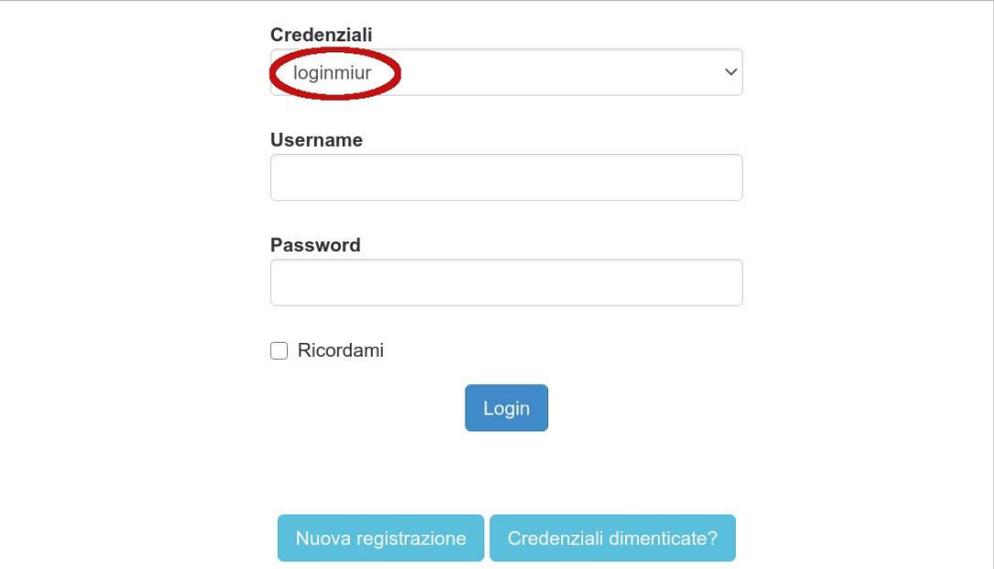
5) Once the application has been filled in and submitted, the candidate will receive an e-mail confirming the receipt of the submission, also containing the identification number of the application (application ID). This identification number is not the registration number; the latter will be assigned and transmitted to the candidate at a later date and will appear on the PICA dashboard.

6) The instructions herein provide only generic operational information; they do not substitute the calls and do not describe all possible cases. For technical problems, please use the following link "Per problemi tecnici contatta il supporto" /"For technical problems contact the online help desk", which is visualised in the section at the foot of the page of the web site https://pica.cineca.it/sns/. Please do not use any other addresses.
For any administrative information relating to the procedures, please contact: gestione.personale@sns.it

2 - Registration and access to the system

To access the system, you need to connect to the web site https://pica.cineca.it/login

At the first access, you can register by clicking on "Nuova Registrazione" ("New Registration"); insert the data requested and click on "Registrati" ("Register").
PICA will send you a confirmation e-mail: if you do not receive this, or if you cannot visualise it, please use the link "Per problemi tecnici contatta il supporto" - "For technical problems contact the online help desk", which is visualised in the section at the foot of the page of the web site https://pica.cineca.it/sns/ , indicating the user name chosen at the registration stage.

If you are already in possession of LOGINMIUR credentials, you may access without registering again: in the credentials field, select LOGINMIUR and insert the username and password of your existing LOGINMIUR account.

If you do not remember your password, you need to click on "Credenziali dimenticate?"/"Forgotten your credentials?" to receive a new password via email.

3 – Access to the procedure and completion of the application

Connect to the https://pica.cineca.it/sns web site and access it using your personal credentials; select the appropriate procedure and start the procedure for the completion of the application, by clicking on "New submission".

The application is subdivided into pages. Although you can complete the pages in any order you wish, you are advised to follow the order in which the pages are presented, since the replies given on one page may modify the structure of the subsequent pages.

Some personal information in "Dati Anagrafici e recapiti"/"Personal and contact Details" is pre-completed. Should you find any errors in the personal details inserted at the registration stage, you may make changes by accessing the top right of "Profilo utente"/"User profile".
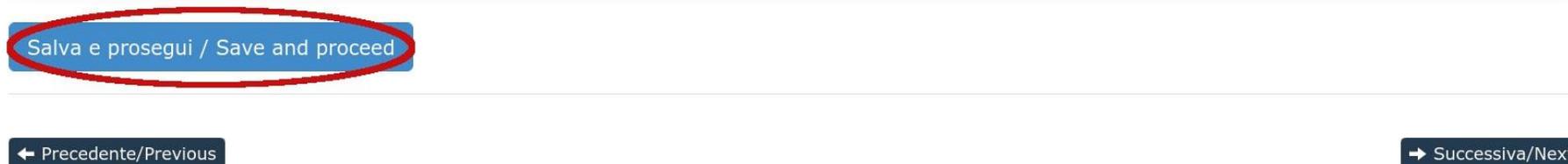
At the bottom of each page, click on the "Salva e prosegui/Save and proceed" key at bottom left of the page. If the insertion has been made correctly, the system passes to the next page; if not, error messages will appear and you will need to correct the data inserted or insert the missing data. The "Successiva/Next" and "Precedente/Previous" keys are only for the visualisation of the pages.

4 – Completion of the application in draft mode

On the last page of the application, click on "Salva e torna al cruscotto/Save and back to dashboard".

PICA will check the application, and will indicate the fields requiring your attention (for example, wrong or missing values).

Upon completion of all the pages, you can open your personal dashboard (click on the account at top right, then "Cruscotto/My Dashboard") and you will see, in draft mode status, the application to be submitted.

Applications in draft mode status can be modified using the "Modifica"/"Edit" key and can be checked using the "Verifica"/"Verify" key, before the call deadline.

5 – Signature and submission of the application

If you click on the "Firma e Presenta/Sign and Submit" key, the system will check that all the necessary information has been entered. If the completion is correct, the system will generate a preview of the application file.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions		
381984	in bozza/draft	2020-10-01 17:49:51	Modifica/Edit	Verifica/Verify	Firma e Presenta/Sign and Submit

Compila una nuova domanda / New submission

Finally, you need to click on "Firma/Sign" at the foot of the page to submit your signature in one of the following modes:

- Written signature + a copy of an identity document: you need to print out your application in PDF format generated by the system and write your full signature on the last page of the printout without making any further changes. The application thus signed must be scanned in PDF format and re-uploaded onto PICA. If the application does NOT include an attachment of a copy of your identity document, you will need to scan at the end of the application a copy of a valid identity document and the PDF file thus created will then need to be uploaded onto the system.

- Digital signature directly in PICA, utilising a hardware device (USB or smart card) or a remote signature compatible with the digital signature system integrated with PICA (ConFirma).

- Digital signature on your personal computer utilising a hardware device (USB or smart card) or a remote signature compatible with the signing of documents in CAdES format (estensione .p7m - .p7m extension): you will need to save on your personal computer the application in PDF format generated by the system and, without making any further changes, sign it digitally in CAdES format; the file signed with estensione .p7m (.p7m extension) must then be uploaded onto the system.

6 – Changes to or withdrawal of applications

Should you need to make any changes to your application after generating the PDF of the application and in any case before the deadline for submission of candidature:

Hypothesis A – If you have generated the PDF file for the application but have not terminated the submission procedure (the signed application has not yet been uploaded and hence you have not received the e-mail confirming the submission), you must write to the help desk using the link "Per problemi tecnici contatta il supporto"/"For technical problems contact the online help desk", which is visualised in the section at the foot of the page, and request the re-opening of the application. Specify in your message: -the reason - the application ID, attaching a scan of an identity document.	**Hypothesis B** – If you have submitted your application (by uploading the signed file or proceeding to the direct signature in PICA) and have received the e-mail confirming the submission, you will no longer be able to access the application to modify it. However, you will be able to withdraw it by clicking the "Ritira/Withdraw" key on your personal dashboard (click on the account at top right, then "Cruscotto/My Dashboard"). You can then proceed to the submission of a new application.