

**PUBLIC SELECTION FOR ADMISSION TO THE 42nd CYCLE PhD PROGRAMMES -  
A.Y. 2026/2027 - UNIVERSITY OF CAMERINO**

**Guidelines and technical instructions for completing the application for admission to the  
Unicam PhD selection procedures through PICA**

*This guide provides technical information useful for submitting the admission application through the online platform used to collect applications. For any scientific information, candidates are invited to contact the Coordinator of the PhD Programme.*

1. The procedure for submitting applications for admission to the PhD Programmes is fully digital and managed through the online PICA platform (Piattaforma Integrata Concorsi Atenei), available at <https://pica.cineca.it/unicam/phd42/domande/>. **No other submission methods are accepted. Applications and related attachments sent by certified e-mail (PEC), ordinary mail, or Raccomanda Uno or registered mail with return receipt will not be considered.**
2. Candidates may access the platform by authenticating through the Public Digital Identity System (**SPID**) or, alternatively, by registering with the system, following the instructions below. Access through SPID may be carried out from any device (computer, tablet or smartphone), using the personal credentials held by the candidate (username and password) and clicking on the button "Accedo con SPID o credenziali istituzionali" displayed on the screen.
3. Before starting to complete the admission application, it is essential to read carefully **the public selection call for admission to the XLII-cycle PhD programmes, in particular the section relating to the selected Programme for which the application is being submitted.** Candidates are advised to make sure that they meet the required admission requirements and to check which documents must be attached. **Mandatory fields, as well as mandatory attachments, if not completed or uploaded, will prevent the candidate from proceeding with the application and submitting the application for the selection procedure.**
4. **WARNING:** All documents required for the application must be uploaded in electronic PDF format and, in some cases, before being attached, must be printed, signed and uploaded again, in compliance with the file-size limits indicated in the form. Candidates are therefore advised to use a workstation equipped with a printer and scanner.
5. The application may also be completed by accessing the platform several times. In this case, the candidate may access the application in subsequent sessions by clicking on the EDIT button and resuming the completion of the application; the data entered and saved will be retrieved by the candidate at later accesses. **Once the deadline for submission has expired, the system will no longer allow access to or submission of the electronic form.**

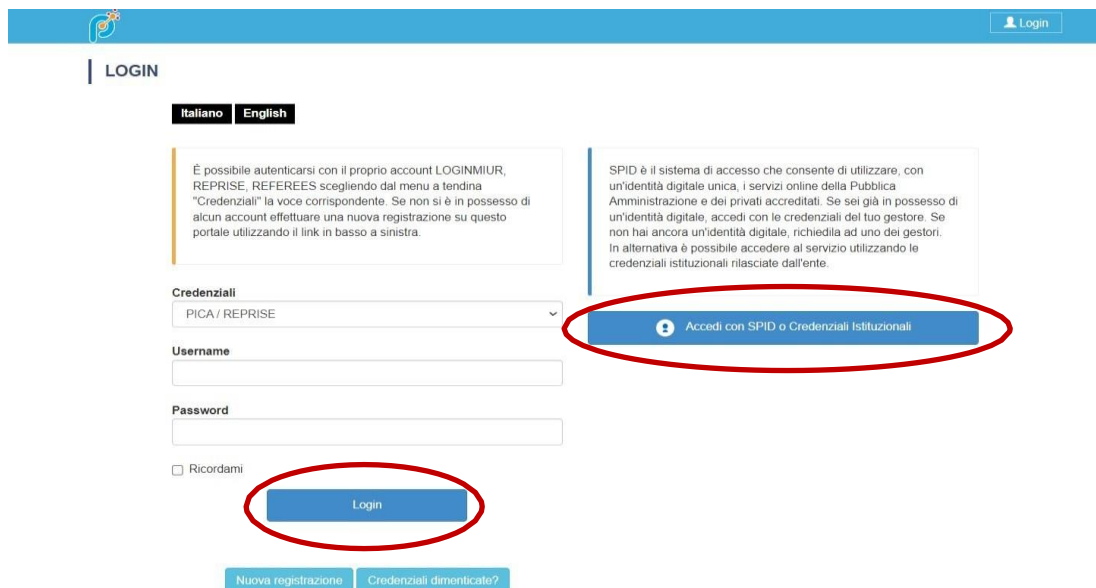
6. Further information regarding the selection procedures provided for in this call may be requested by writing to [dottorato@unicam.it](mailto:dottorato@unicam.it). **For technical problems**, it is necessary to click on the link at the bottom of the web page of the online procedure: <https://pica.cineca.it/unicam/phd42/domande/>. Reading of reports sent by methods other than those indicated, or to different e-mail addresses, is not guaranteed.
7. Candidates wishing to apply for more than one PhD Programme must complete one application for each Programme. Each candidate may apply for a maximum of three programmes.
8. Once the application completion and submission procedure has been completed, the candidate will receive an e-mail confirming successful delivery, which will also include the application **identification number**. Please note that completing and submitting the application through SPID **does not require the application to be signed at the end of the procedure** for the purposes of submission. The screen displayed to the candidate will show the following wording: "*Autenticato SPID: firma digitale non richiesta /SPID authentication: digital signature not needed*".

## REGISTRATION AND ACCESS TO THE SYSTEM/PLATFORM

To access directly the selection page for admission to the UNICAM PhD programmes - XLII CYCLE (A.Y. 2026/2027), candidates must connect to <https://pica.cineca.it/unicam/phd42/domande/> and authenticate using:

- 1) SPID credentials - Public Digital Identity System, selecting the University of Camerino from the list of available federations. Candidates who do not have SPID credentials may request them by following the instructions on <https://www.spid.gov.it/> (fig. 1)
- 2) Their institutional credentials (SSO Single Sign On)
- 3) LOGINMIUR account access credentials. If users have lost their credentials, they may recover them by clicking on the option "Credenziali dimenticate?" (fig. 1)
- 4) Registration on the platform by clicking on "Nuova Registrazione" (fig. 1). After entering all the data required by the registration procedure, click on "Nuova registrazione" (fig. 3); the system will send an e-mail to the address entered, with instructions for confirming the registration. If the candidate does not receive the e-mail or cannot view it, support may be requested through the link at the bottom of the page <https://pica.cineca.it/unicam/phd42/domande/>

**Figure 1 - User login/authentication page**



**LOGIN**

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, richiedila ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Credenziali  
PICA / REPRISE

Username

Password

Ricordami

Login

Nuova registrazione Credenziali dimenticate?

**Figure 2 - New user data registration**



**REGISTRAZIONE**

Italiano English

Registrati su pica.cineca.it

Credenziali

Username \*

si consiglia di utilizzare il formato NomeCognome

Email \*

Conferma email \*

Password \*

Scegli una password di almeno 10 caratteri con almeno un carattere numerico ed un carattere speciale: . + \* ? / ( ) \_ - ! @

Conferma password \*

Dati anagrafici - modulo completo

**Figure 3 - Field 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

**Figure 4 - Federation selection**

 Università di Camerino	 Accademia di Belle Arti Lecce	 Accademia di Belle Arti di Catania
 Accademia di Belle Arti di Firenze	 Accademia di Belle Arti di Venezia	 Alma Mater Studiorum - Università di Bologna
 CINECA	 CODI	 Campus BioMedico

**Figure 5 - Manage applications**

Cod: DR 037/2021

🕒 26-02-2021 09:00 🕒 18-03-2021 23:59

**GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS** ➔

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62032 Camerino MC

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[www.unicam.it](http://www.unicam.it)

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Internazionalizzazione della Didattica  
e Formazione Avanzata**

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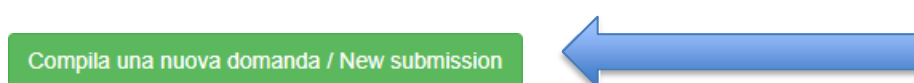
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## ACCESSING THE APPLICATION COMPLETION PROCEDURE

Once registered, candidates may proceed with completing the application by clicking on "Compila una nuova domanda / New submission" (fig. 5). Before completing the application, the candidate may make changes to the data in their profile. **WARNING:** at the end of each section (Fig. 6), it is always necessary to click on the "Salva e Procedi / Save and Proceed" button. If the data have been entered correctly, the system moves to the next section; otherwise, error messages will appear and the user must correct the data entered before moving on to the next screen.

**Figure 5** - Start of the application entry procedure



## APPLICATION SECTIONS

**Figure 6** - Index of procedure sections

### Indice/Index

1	Dati anagrafici / Personal data
2	Corso di dottorato / PhD course
3	Formazione / Education
4	Esperienze formative, professionali, di ricerca / Training, work, research experience
5	Allegati / Attachments
6	Informativa sui dati personali / Information notice on personal data treatment

The first section to complete concerns **PERSONAL DATA (first item in the Index)**. The candidate will find this section already pre-filled with the data entered during the registration procedure and must therefore complete the missing fields (fig. 7). If there are errors in the personal data, the candidate may change them by accessing the "Profilo utente" in the upper-right corner.

**WARNING: at the end of the completion process, it is necessary to click on the "SALVA E PROSEGUI/SAVE AND PROCEED" button before moving to the next page. If the "SALVA E PROSEGUI/SAVE AND PROCEED" button is not clicked, the page will not be saved.**

If the data have been entered correctly, the system moves to the next section; otherwise, error messages will appear and it will be necessary to correct the data entered or add any missing information in mandatory fields (fig. 7).

**Figure 7 - Personal data section**



Cruscotto/Dashboard | Indice/Index Pagina/Page 1/6 Domanda/Application Id: 77343

Successiva/Next

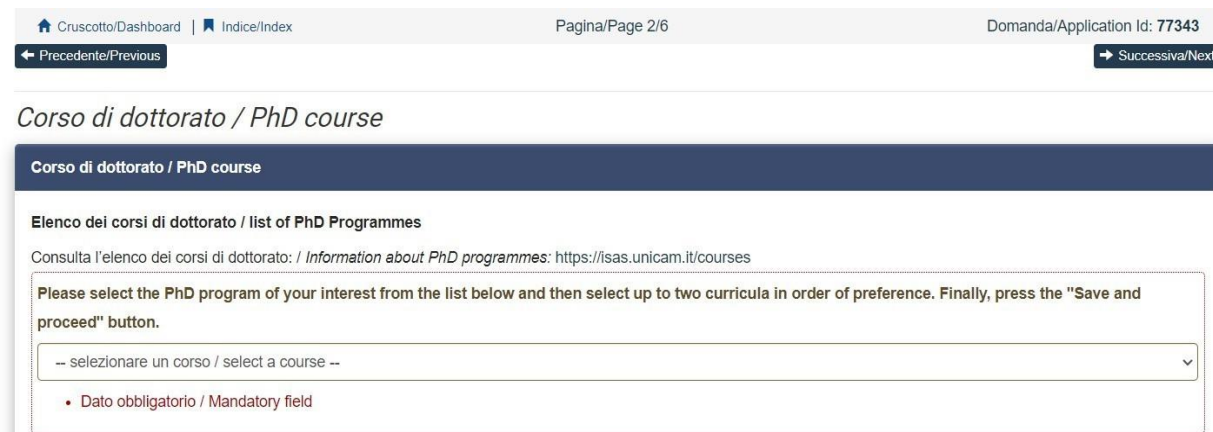
*Dati anagrafici / Personal data*

ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields

Dati Anagrafici / Personal data

In the **PHD COURSE** section (**second item in the Index**) (fig. 8), candidates must select the PhD Programme for which they intend to submit an admission application.

**Figure 8 - PhD Programme selection**



Cruscotto/Dashboard | Indice/Index Pagina/Page 2/6 Domanda/Application Id: 77343

Precedente/Previous Successiva/Next

*Corso di dottorato / PhD course*

Corso di dottorato / PhD course

Elenco dei corsi di dottorato / list of PhD Programmes

Consulta l'elenco dei corsi di dottorato: / Information about PhD programmes: <https://isas.unicam.it/courses>

Please select the PhD program of your interest from the list below and then select up to two curricula in order of preference. Finally, press the "Save and proceed" button.

-- selezionare un corso / select a course --

- Dato obbligatorio / Mandatory field

Candidates must then select the chosen curriculum from those available for the selected PhD Programme. Only one curriculum may be selected.

**Figure 9.1 - Curriculum selection**

**Curriculum**

**Curriculum**

Physics

Physical and Chemical Processes in Earth System

Materials Sciences

After selecting the curriculum, the candidate must indicate the research field of interest. If more than one research field is available, it is possible to select more than one and indicate an order of preference using the relevant buttons.

**Figure 9.2 - Changing the order of preference for the research field**

Preferenza/Preference	Azioni/Actions
Analytical Chemistry	<input type="button" value="▲"/> <input type="button" value="▼"/> <input type="button" value="✕"/>
Inorganic Chemistry	<input type="button" value="▲"/> <input type="button" value="▼"/> <input type="button" value="✕"/>
Metals and alloys / Unselected items	

The arrows change the order of preference when two choices have been selected.

In the **EDUCATION** section (**third item in the Index**), candidates must include information relating to their admission qualification.

Depending on the status of the admission qualification, the candidate must choose one of the following four options available in the "Tipo/Type" drop-down menu:

- Italian degree - Graduated or equivalent / Graduated Italian degree or Equivalent
- Italian degree - Graduating / Graduating Italian degree
- Foreign degree - Graduated / Graduated Foreign degree
- Foreign degree - Graduating / Graduating Foreign degree


**Figure 10 - Selection of admission qualification and related information**

Cruscotto/Dashboard | Indice/Index | Pagina/Page 3/6 | Domanda/Application Id: 77343

← Precedente/Previous | → Successiva/Next

### Formazione / Education

**Titolo di studio / Academic qualification**

Tipo / Type 

---- Selezionare una tipologia / Select a type

Tipo laurea / Degree level

---- Selezionare / Select

Università / University

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start the research

In the "Titolo di studio/Major" field, the candidate may enter the first three letters of the type of degree obtained (Fig. 11).

**Figure 11 - "Educational qualifications" section, "Titolo di Studio/Major" field**

Tipo laurea / Degree level

Corso di Laurea Specialistica D.M. 509 del 3/11/1999 / Magistrale D.M. n.270 del 22/11/2004

Università / University

Università degli Studi di CAMERINO

Titolo di Studio / Major in

INF

- 100/S Classe delle lauree specialistiche in tecniche e metodi per la società dell'informazione
- 102/S Classe delle lauree specialistiche in teoria e tecniche della normazione e dell'informazione giuridica
- 23/S Classe delle lauree specialistiche in informatica
- 24/S Classe delle lauree specialistiche in informatica per le discipline umanistiche
- 35/S Classe delle lauree specialistiche in ingegneria informatica
- LM-18 Informatica
- LM-19 Informazione e sistemi editoriali
- LM-19 R Informazione e sistemi editoriali

The candidate must then include the information relating to the LAUREA SPECIALISTICA OR LAUREA MAGISTRALE/MASTER'S DEGREE (second-level/cycle qualification) obtained in Italy or abroad, or to be obtained within the deadlines established by the call.

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**Figure 12 - Admission qualification and thesis**

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date

Sessione straordinaria / Extraordinary session

Anno accademico effettivo o previsto di conseguimento titolo / Real or presumed graduation year

---- Selezionare un anno accademico / Select an academic year

Voto / Grade

/   con lode / with honors

Sito dell'università / University website

Nome relatore / Name of Supervisor

Titolo della tesi / Title of MSc thesis

- Dato obbligatorio / Mandatory field

• Dato obbligatorio / Mandatory field

In the same section, the candidate must also enter the data relating to the upper secondary school diploma, as shown in the following image:

**Diploma di scuola secondaria di secondo grado / High school diploma**

Inserire i dati relativi al Diploma di scuola secondaria di II° grado / Enter data relating to the High school diploma

Tipologia Diploma / Diploma Type

Selezionare una tipologia / Select a type

Titolo Studio / Educational qualification

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search

Voto / Grade

/   Lode / Laudation

Anno Scolastico conseguimento titolo (se il titolo non è stato ancora conseguito, inserire l'anno scolastico di conseguimento previsto. Es: 2022/2023)  
Real or presumed diploma school year (Ex: 2022/2023)

inserire anno scolastico (Es: 2017/2018)

Istituto / Institute

Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search

- Dato obbligatorio / Mandatory field

Also within the Education section, candidates are asked to pay particular attention to the "Research Project" and "Motivation Letter" items.

With regard to the Research Project, the candidate must upload a PDF file presenting a hypothetical research project, choosing from those proposed at the link on the page. This document will be used exclusively to assess the candidate's aptitude for research. The project must clearly indicate: the description, the objectives to be achieved, the expected results, the methodology to be followed, and any references.

With regard to the Motivation Letter, the candidate must upload a PDF file highlighting:

- **Motivations for pursuing a PhD at Unicam:** the candidate explains why they chose Unicam and how the selected Unicam PhD Programme will help them achieve their professional and academic goals.
- **Consistency with the candidate's academic background:** the candidate describes how their previous studies have prepared them for this Programme.
- **Research interests:** the candidate indicates their specific research interests and explains why they are passionate about them.
- **Research ideas for future projects:** the candidate presents some research ideas that they would like to develop during the PhD period.
- **Any experience gained during the thesis work:** the candidate describes significant experiences gained during the thesis work and how this influenced their research skills.

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Finally, candidates must also specify whether they intend to apply for positions with or without a scholarship, by indicating this in the specific field.

**Figure 13 - Research Project, Motivation Letter and Scholarship**

**Research Project**

Research project proposal to be used exclusively to evaluate the application - link <https://isas.unicam.it/phd-program-cycle-xl-%C2%A0call-applications>

**Carica/Upload**

Nessun file selezionato

- Dato obbligatorio / Mandatory field

**Motivation letter**

The motivation letter must include the motivations for pursuing a PhD at Unicam; the consistency with the candidate's academic career; research interests; research ideas for future projects; any experience gained during the thesis work.

**Carica/Upload**

Nessun file selezionato

- Dato obbligatorio / Mandatory field

**Borsa di studio / Scholarship**

Dichiaro di voler partecipare per posti con borsa di studio / I declare that I wish to participate for scholarship positions

Si

No

In the **Training, Professional and Research Experience** section (**fourth item in the Index**), candidates must list:

- in the first space, any training, professional and/or research experience considered relevant (up to seven entries may be made);
- in the second space, any recognitions, scholarships and awards received (up to three entries may be made);
- in the third space, under "**Prodotti della ricerca**" / Research outputs, candidates may upload the publications to be submitted to the committee.

In the additional information, candidates must declare their total annual personal income by selecting the two options provided. (As also specified in the call, the annual remuneration of PhD students with a scholarship, during the doctoral programme and excluding the year in which the call is issued, must not exceed the annual amount of the scholarship, gross cost borne by the recipient).

**Figure 14 - Additional information**

**Informazioni aggiuntive / Additional information**

Il candidato dichiara che il reddito netto complessivo annuo personale è:

inferiore o uguale a euro 14.346,00

superiore a euro 14.346,00

*Gli emolumenti annui del dottorando con borsa, nel corso del percorso dottorale (ad esclusione dell'anno di emanazione del bando), non devono superare l'importo annuo della borsa al netto degli oneri*

- Dato obbligatorio / Mandatory field

Candidates must also specify whether they are employees of a company, firm or research institute and, if so, indicate the name of the workplace and the role held.

The **ATTACHMENTS** section (**fifth item in the Index**) allows candidates to upload all the documents required to participate in the selection procedure for the chosen Programme.

In this section, candidates may include information relating to:

- Identity document;
- Scientific and Professional Curriculum Vitae relevant for selection purposes.
- Scan of the tax code (not mandatory)

N.B. reference letters must NOT be uploaded in this section. A separate procedure is provided for them. (See the specific REFERENCE LETTERS section in this guide).

The "**Information notice on personal data**" section (**sixth item in the Index**) asks candidates to read and accept the privacy notice, and to confirm the truthfulness and correctness of all information provided in the application form, CV and all attachments.

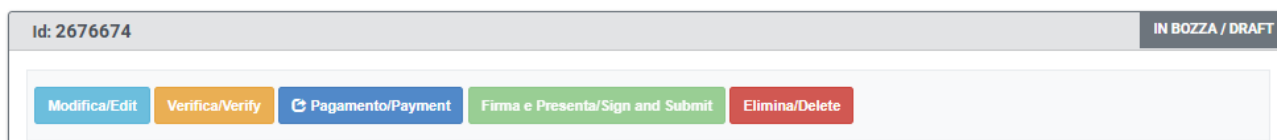
## SUBMISSION OF THE ADMISSION APPLICATION

The application must be completed in all its parts, according to the instructions provided in the online procedure.

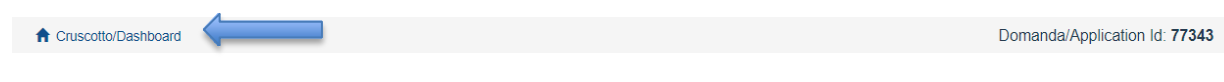
After completing the admission application and uploading the files required by the call and by the procedure, candidates may view the application, make further changes, or proceed with its final submission, subject to verification, payment of the application fee and signature of the application, according to the methods provided by the platform.

Click on the "**Verifica/Verify**" button to allow the system to check that all mandatory information is present. Then select "Cruscotto/Dashboard" to return to the list of draft applications and/or applications to be submitted.

**Figure 15 - Application verification**



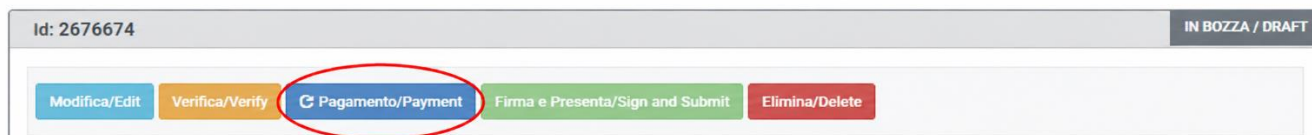
**Figure 16 - Dashboard selection**



After completing and carefully checking the application, and before proceeding with final submission, the candidate must pay the application fee of EUR 20, exclusively according to the methods provided by the online procedure.

To proceed with payment, click on the "Pagamento/Payment" command on the dashboard.

**Figure 17 - Your dashboard: Payment**



On the next screen, the candidate will automatically be indicated as the payer. If the payment is made by a third party on behalf of the candidate, click on "Modifica versante" and enter the required data.

Then click on "Procedi al pagamento".

**Figure 18 - Payer details and proceed to payment**

## Contributo partecipazione concorso cod. phd42

### Versante

Ragione sociale

Codice fiscale

Indirizzo

Civico

CAP

Località

Provincia

Nazione

Telefono

Cellulare

FAX

Email

 Modifica versante

### Pagamento

 Da pagare entro il **24/07/2026 13:00:00**.

Causale


Contributo partecipazione concorso cod. phd42


Codice fiscale creditore 81001910439

Importo € 20,00

Scadenza 24/07/2026 13:00

IUV (non assegnato)

 Torna al cruscotto PICA

 Paga tramite PagoPA

Read the warning message carefully and click on "Accetta" to proceed.  
Select the language at the top and access PagoPA.  
If the candidate does not have SPID, they can access using their e-mail address by clicking on "Entra con la tua mail", entering their e-mail address and clicking on "Continua".  
Accept the Privacy Policy and click on "Continua".  
Select the preferred payment method by clicking on the relevant option: credit/debit card, current account, or other payment methods.  
Then follow the instructions provided by the system.  
Once payment has been completed, return to the dashboard to proceed with final submission of the application.

Then, by clicking on the FIRMA E PRESENTA/SIGN AND SUBMIT button, the full application will be displayed again to the candidate and, if there are no errors, a summary of the application will be shown. At the bottom of the page, by clicking on the FIRMA/SIGN button, a PDF file of the application will be generated for the subsequent signature phase, according to the methods provided by the PICA platform.

Each application is assigned an identification number which, together with the code indicated in the IT application, must be specified in all subsequent communications.

**WARNING:** In case of access through the Public Digital Identity System - SPID, it will not be necessary to sign the application in order to submit it, as it will be acquired automatically by the procedure.

The application must in any case be submitted by clicking on the relevant button. In addition, the SPID account used to submit the application will be visible at the top of the page.

If the platform is accessed using a different authentication method, submission of the application must be completed and finalized according to the following methods:

### **Figure 19 - Signature methods**

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## MODALITÀ DI FIRMA / SIGNATURE METHOD

Cruscotto/Dashboard

Domanda/Application Id: 77343

Il sistema supporta le seguenti modalità / The following options are available:

### 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 authority) 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) o 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 authority) or 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

### Firma il documento manualmente / Handwritten 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. / To sign manually the document, 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)

In case of manual signature of the application (third option), follow the instructions shown by the procedure (Fig. 17), paying attention to the upload of the PDF file containing the signed application.

It is not necessary to attach the identity document again, as it has already been uploaded when completing the ATTACHMENTS section.

**After uploading the file, the application submission process may be completed by clicking on the "Presenta la domanda/submit the application" button.**

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**Figure 20 - Application submission**

## FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Handwritten Signature

- 1 Scaricare (download) la form già compilata / Download your filled-in form
- 2 Stampare la domanda / Print out the application
- 3 Firmare in modo leggibile con inchiostro scuro l'ultima pagina della domanda stampata / Sign the last page of the printed application legibly, with dark ink
- 4 Effettuare la scansione, in un unico file PDF, della domanda firmata e del documento d'identità fronte/retro / Scan your signed application and your identity document (both sides), within a single PDF document **N.B.** Il documento d'identità non è necessario se già caricato all'interno della domanda / The identity document is not required if already uploaded in the application form
- 5 Effettuare l'upload del file PDF / Upload the PDF document  
 Nessun file selezionato



Once the procedure has been completed and the online application has been submitted, the candidate will receive an e-mail notifying the correct transmission of the admission application. At any time, the candidate may log back into the system with their credentials and view the application and its status in MyPICA.

**Figure 21 - MyPICA**



The screenshot shows the MyPICA dashboard header with a blue navigation bar containing: Backoffice Ente, Cerca in Ente, Note di rilascio, and My PICA. Below the navigation bar are logos for: Finanziato dall'Unione europea NextGenerationEU, Ministero dell'Università e della Ricerca, Italiadomani, SAS School of Advanced Studies, and hr EXCELLENCE IN RESEARCH. A blue arrow points upwards from the bottom right of the header area.

## REFERENCE LETTERS

Only after submitting the application will the candidate see the "Lettere di referenza" button on the dashboard (fig. 22).

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## Figure 22 - Reference letters

### Lettere di referenza / Reference letters

The candidate may enter in the form the institutional e-mail address of the referee to whom the request to complete the reference letter will be sent.

The candidate may enter up to three referees for reference requests. **WARNING: Reference letters are not mandatory for the purposes of evaluation by the committee.**

The referee who receives the request to complete the letter must submit it exclusively online by the deadline set out in the call.

Candidates are advised to inform the referee that they will receive an e-mail with the request.

If the referee decides to complete the letter and concludes the procedure, the system will send an e-mail to the candidate confirming that the letter has been completed. The candidate may still access the system at any time and check the status of the request.

## MODIFICATION AND WITHDRAWAL OF THE APPLICATION

- If the candidate has submitted the application and has received the submission confirmation e-mail, it is no longer possible to access that application to modify it. However, it will be possible to withdraw it by the deadline set for its submission. To withdraw an application that has already been submitted:

1. After logging in through the link indicated in the notice, click on "**Compila una nuova domanda**" and, in the upper-left corner of the page, click on "**Cruscotto/dashboard**";
2. Identify the **submitted application** and click on the "**Ritira/Withdraw**" button.
3. Complete the relevant page and click on "**Salva e torna al cruscotto/Save and back to dashboard**".

The candidate will receive an e-mail showing the application withdrawal request and the relevant protocol number assigned to it. From that moment, and no later than the set deadline, it is possible to submit a new application for the procedure.

- 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 e-mail), they must click on the Support link at the bottom of the web page of the online procedure and

request the reopening of the application, specifying the reason and the application ID and attaching an identity document.

- It is also possible to delete from the personal Dashboard only applications that are in "In bozza" status, by using the "Elimina/Delete" button.

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