Guidelines for submitting your application through the PICA platform

This documents contains the guidelines for submitting an application, it is not binding nor comprehensive. For the mandatory and specific requirements, please check the full call on the IMT website.

Submitting a job application can only be done online through the PICA platform.

Before filling in the application form, please read thoroughly the full call and collect all the files you may need for the application.

Please note that PICA accepts only PDF files with a maximum file size of 30MB.

A printer and scanner may be required in order to finalize and submit your application.

1. HOW TO ACCESS PICA

You can access PICA directly from the job opportunity page on the IMT School website by clicking the "Online Application Form" button at the bottom of the page.

<div style="border:1px solid #ccc; padding:10px; text-align:center;">☐ Online Application Form</div>

It also possible to access PICA using the following link https://pica.cineca.it/imtlucca and, then, select the job call from a list of open calls.

2. HOW TO REGISTER
In case of first access, applicants need to register by clicking the "Login" button and then by selecting "New registration".

LOGIN

Italiano English

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials

PICA / REPRISE ▼

Username

Password

☐ Remember me

Log in

New registration   Forgot your credentials?

After selecting a username and password and entering all the data required (name, last name, gender, DOB, place of birth, telephone number) by the registration procedure, click on "New registration" button. The system will send an e-mail to the email address provided in order to confirm the registration.

☐ By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

☐ I declare to be aware of the notice about personal data protection, provided by the competent authority, as stated in art. 13 of the UE regulation 2016/679

New registration   Reset

Please note that login id and password could be used to fill in any other future application in PICA (not just at the IMT School).

3. **LOGIN**

Once you are registered, you can access PICA by using your username and password and clicking on "Log in".

| LOGIN

The requested page is available after authentication

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials

PICA / REPRISE ▾

Username

Password

☐ Remember me

Log in

If you already have a LOGINMIUR account, you can use that username and password to access PICA simply by selecting LOGINMIUR from the Credentials dropdown menu.

Credentials

loginmiur ▾

Username

Password

☐ Remember me

Log in

4. LOST PASSWORD

In case you lost your username and/or password, you can retrieve them by clicking on the "Forgot your credentials?" button.

LOGIN

Italiano English

> If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials

PICA / REPRISE ▾

Username

Password

☐ Remember me

Log in

New registration   Forgot your credentials?

5. FILLING IN YOUR APPLICATION

Once you are logged in, you can fill in a new application by selecting "New submission".

Compila una nuova domanda / New submission

The submission form is divided into the following sections:

- Notice on personal data treatment
- Personal data and address
- Qualification needed for this selection
- List of research products
- Declarations
- Attachments
- How did you find out about IMT calls?

Any mandatory field is highlighted in red.

> • Dato obbligatorio / Mandatory field

Once you have filled in a section, you must click on the "Save and proceed" button.

Salva e prosegui / Save and proceed

If there are no errors, you can move on to the following section. Otherwise, error messages will help you correcting your data.

You can pause the submission process anytime and resume it at a later stage. If the application is yet to be completed, your application status will be "draft".

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
221767	in bozza/draft	2019-08-29 09:57:37	Modifica/Edit Verifica/Verify Firma e Presenta/Sign and Submit

In order to resume, please click the "Edit" button.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
221767	in bozza/draft	2019-08-29 09:57:37	Modifica/Edit Verifica/Verify Firma e Presenta/Sign and Submit

6. ATTACHMENTS

Please note that the system will accept only PDF files, with a maximum size of 30 MB. If you try to upload any other file format, you will get an error message and you will not be able to proceed with your application.

7. SUBMITTING YOUR APPLICATION

Once the application is complete, you can verify it by clicking the "Verify" button and submit it by clicking the "Sign and Submit" button.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
221767	in bozza/draft	2019-08-29 09:57:37	Modifica/Edit Verifica/Verify Firma e Presenta/Sign and Submit

Should there be any issues, you will not be allowed to proceed and will get an error message instead.

Non è possibile presentare la domanda per i seguenti motivi / Application can not be submitted for the following reasons:

Once you've clicked the "Sign and Submit" button, the system will show you a summary if your application. Click on the "Sign" button to generate a PDF file and then pick one of the following 3 options:

- <u>Sign the application form (no digital signature)</u>. You will have to download, print and sign the application and, then, scan and upload the signed copy.

FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Sign the application (no digital signature)

1   Scaricare (download) la form già compilata / Download your filled-in form

    ⬇ Scarica PDF / Download PDF

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'indentità 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

    Scegli file   Nessun file selezionato

Presenta la domanda / Submit the application

- <u>Sign the application form on the server using ConFirma service.</u>
- <u>Sign the application form digitally on your pc.</u>

FIRMA DIGITALE / DIGITAL SIGNATURE

Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc

1   Scaricare (download) la domanda, già compilata, di partecipazione al bando / Download your filled-in application

    ⬇ Scarica PDF / Download PDF

2   **Caricare il file firmato in formato pdf.p7m / Upload signed document in pdf.p7m format**

    Scegli file   Nessun file selezionato

Presenta la domanda / Submit the application

<u>Once the signed application is submitted, you will receive a confirmation email stating the submission date and the id number of your application.</u>

8. REFERENCE LETTERS

Once your application is submitted you will be able to provide the names of up to 3 referees by clicking on the "Reference letters" button.

Lettere di referenza / Reference letters

The referees will receive an automatic email from PICA, containing the instruction for the upload of their reference letter. Reference letters will be accepted only if submitted via the PICA platform.

9. HOW TO MODIFY or WITHDRAW YOUR APPLICATION

Once your application is submitted, it can no longer be modified. Nonetheless, if you are not happy with it, you can always withdraw your application and submit a new one <u>within the deadline.</u>

In order to withdraw your application please click on the "Withdraw" button.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions		
221767	presentata/submitted	2019-08-30 09:16:05	Modifica/Edit	Visualizza/View	Ritira/Withdraw
				⬇ PDF domanda/Application PDF	⬇ PDF domanda firmata/Signed PDF

You will be directed to a dedicated page listing all the details of your application where you will also be able to provide a reason for the withdrawal.

Your application status will change to "unsigned withdrawal"

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions		
221767	ritiro da firmare/unsigned withdrawal	2019-08-30 09:16:05	Modifica/Edit	Verifica/Verify	Firma il ritiro/Sign withdraw
				⬇ PDF domanda/Application PDF	⬇ PDF domanda firmata/Signed PDF

In order to finalize your withdrawal you will have to sign it. Please check section 7 "Submitting your application" for more details on how to sign the PDF file.

Once the signed withdrawal form is uploaded, the application status will change to "Withdrawn"

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions		
221767	ritirata/withdrawn	2019-08-30 09:20:08	Modifica/Edit	Visualizza/View	
			⬇ PDF domanda/Application PDF	⬇ PDF domanda firmata/Signed PDF	⬇ PDF ritiro firmato/Withdrawn PDF

<u>If the call is still open</u>, you will be able to fill in and submit a new application by clicking the "New submission" button.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions		
221767	ritirata/withdrawn	2019-08-30 09:20:08	Modifica/Edit	Visualizza/View	
			⬇ PDF domanda/Application PDF	⬇ PDF domanda firmata/Signed PDF	⬇ PDF ritiro firmato/Withdrawn PDF

Compila una nuova domanda / New submission

<u>Please note that, once the deadline has passed, you will no longer be able to access/modify/submit your application.</u>

Should you have any technical issues, please contact the CINECA helpdesk at scuolaIMT@cineca.it

Should you need any further information on a call, please contact the IMT School HR office at hr@imtlucca.it.