

**University of Cagliari - Integrated Competition Platform (PICA)  
Instructions for Accessing the PICA Digital Procedure**

- **Applications for admission to the doctoral programs at the University of Cagliari** must be submitted **through** the digital procedure called “**PICA – Integrated University Competition Platform**”. Applications sent via email, PEC, or regular mail will not be considered.
- Before filling out the application, **read the Notice of competition** and the descriptive annexes to the doctoral programmes carefully, to ensure you meet the admission requirements and to check which documents need to be attached. If mandatory sections are not completed or required documents are not attached during the application process, you will not be able to complete the application.
- The digital procedure will require an **email address for registration**. The application can also be submitted using the Public Digital Identity System (SPID) with your personal credentials (username and password).
- **Attachments** must be uploaded in **PDF format**.
- You can access the platform multiple times to fill out the application, saving the data entered. By logging in again, you can modify the data already entered and/or continue filling out the application until the deadline indicated in the Admission Announcement.
- After completing the application procedure, the candidate will receive a **confirmation email** with the application’s identification number.
- Candidates intending to apply for multiple doctoral programs must complete an application for each programme.
- For **technical problems**, contact support through the link at the bottom of the application page.
- For **information on the Notice of competition** for the doctoral programmes at the University of Cagliari, contact the Ph.D. and Professional Master’s Office at [dottoratiemaster@unica.it](mailto:dottoratiemaster@unica.it).

## 1) Registration and Access to PICA

To access PICA, use the link: <https://pica.cineca.it/login>

Italiano English

È possibile accedere con i propri account LOGPUBBLIC, REPRISE, REFEREEES 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 o 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.

Credenziali  
PICA / REPRISE

Username

Password

Ricordami

Login

Accedi con SPID e Credenziali istituzionali

Nuova registrazione Credenziali dimenticati?

From this page, you can:

- Access using your SPID credentials.
- Access with your institutional credentials, if available. If the credentials are lost, click on the "Forgot credentials" option.
- Register a new account by entering the required data. Credentials will be sent to the email address provided during registration (check the spam folder).

Once registration is complete and/or you have logged in, you can go directly to the University of Cagliari's competition page via the link: <https://pica.cineca.it/unica/> and select the Notice of Competition for the doctoral programmes.

## 2) Submitting the Application for the Competition

To start the application, click on [Compila una nuova domanda / New submission](#)

The next screen allows you to view the different sections of the application:

## Indice/Index

1	Dati anagrafici e recapiti / Personal data
2	Trattamento dati personali / Personal data treatment
3	Corso di dottorato/PhD programme
4	Posti/Positions
5	Titolo accademico/Admission qualification - Details
6	Altri titoli valutabili/Other assessable qualification
7	Titoli da allegare per la presentazione della domanda/Documents to be submitted with the application

### Section 1 “Personal data”

Once the first section is completed, paying attention to the mandatory fields, click on [Salva e prosegui / Save and proceed](#)  
And then on [→ Successiva/Next](#)

### Section 2 “Personal data treatment”

This section requires three mandatory selections:

#### Trattamento dati personali / Personal data treatment

##### Trattamento dati personali / Information notice on personal data treatment

Si dichiara di aver preso visione della informativa sul trattamento dei dati personali

*I declare I have read the information notice on personal data treatment*

- **Dato obbligatorio / Mandatory field**

Si autorizzano il Titolare e il Responsabile al trattamento dei dati personali nei termini specificati dalla suddetta informativa

*I authorize the Data Controller to treat my personal data according to what stated in the information notice*

- **Dato obbligatorio / Mandatory field**

##### Dichiarazione di responsabilità / Liability declaration

Il firmatario, ai sensi degli artt. 46 e 47 del DPR 445 del 28/12/2000 e consapevole delle sanzioni previste dagli artt. 75 e 76 del medesimo e s.m.i., attesta la veridicità di quanto dichiarato nella presente domanda e nei relativi allegati e che i documenti allegati sono conformi agli originali

*The undersigned declares that the above data are true, being aware of the liability and the penal sanctions stated in art. 75 and 76 of the DPR 445/2000 for false affirmations and mendacious declarations that will involve the loss of the granted benefits, and that the attached documents are true copies of the original*

- **Dato obbligatorio / Mandatory field**

[Salva e prosegui / Save and proceed](#)

[← Precedente/Previous](#)

[→ Successiva/Next](#)

### Section 3: Ph.D. programme

#### *Corso di dottorato/PhD programme*

**Corso di dottorato/PhD programme**

Selezionare il corso di dottorato/ Select the PhD programme  
Inserire le prime 3 lettere del nome del corso e scegliere il corso desiderato/ Enter the first 3 letters of the course name and choose the desired course

- Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

← Precedente/Previous

→ Successiva/Next

### Section 4: Positions

#### *Posti/Positions*

**Posti/Positions**

Il/La candidato/a dichiara / The candidate declares:

di essere interessato al concorso ORDINARIO/to be interested in the ORDINARY selection

di essere interessato al concorso RISERVATO/to be interested in the RESERVED selection

- Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

← Precedente/Previous

→ Successiva/Next

### Section 5: Admission qualification - Details

#### *Titolo accademico/Admission qualification - Details*

**Titolo di scuola superiore / High School Diploma**

Titolo di scuola superiore / High School Diploma

Tipologia Diploma

Titolo di studio / Name of diploma

Anno scolastico di riferimento / Year awarded

Istituto

- Dato obbligatorio / Mandatory field

### Titoli di studio/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

#### Classe di Laurea/Class Degree

#### 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

#### Data di Immatricolazione/Enrolment date

\_\_/\_\_/\_\_

• Dato obbligatorio / Mandatory field

• Dato obbligatorio / Mandatory field

### Altro titolo di studio/Other qualification

#### Titolo di studio/qualification

1

#### Università/University

#### Tipo di Laurea/Type of degree

#### Data conseguimento

##### titolo / Graduation

##### date

#### Voto / Grade

#### Media ponderata / Weighted average of transcripts

#### Allego il certificato con esami, voti e CFU/Certificate with exams, grades and credits

#### Carica

Scegli il file | Nessun file scelto


Formato accettato PDF / PDF format Only

Cancella / Delete

Aggiungi / Add

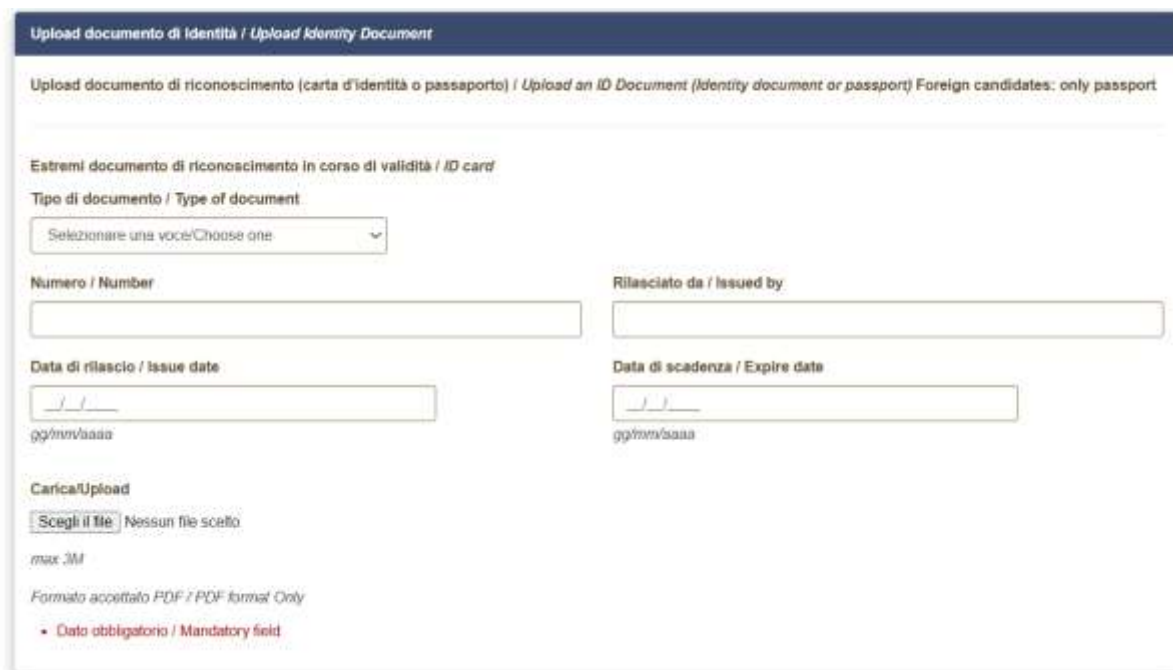
## **Section 6: Other assessable qualifications**

In this section, you can enter other qualifications obtained within the five years preceding the announcement (postgraduate qualifications, language certifications, other titles, and/or relevant activities for admission to the doctorate).

Click on  to add additional sections of the same category.

## **Sezione 7: Documents to be submitted with the application**

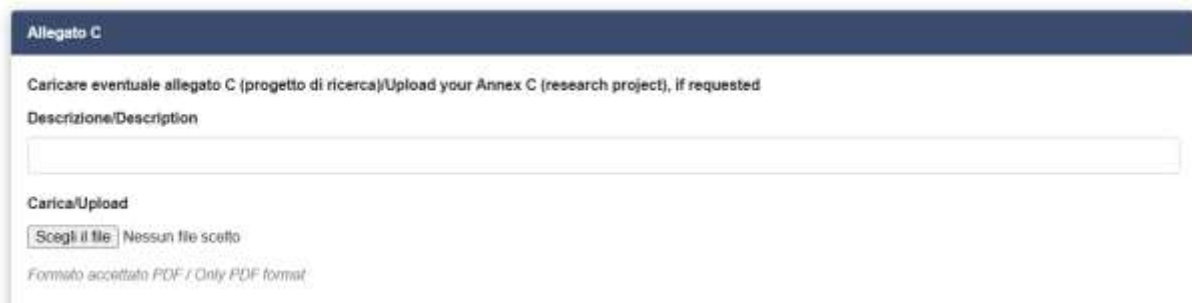
In this section, you must upload a copy of your ID or passport:



The screenshot shows a form titled "Upload documento di Identità / Upload Identity Document". Below the title, it says "Upload documento di riconoscimento (carta d'identità o passaporto) / Upload an ID Document (Identity document or passport) Foreign candidates: only passport". The form includes a dropdown menu for "Tipo di documento / Type of document" with the option "Selezionare una voce/Choose one". There are input fields for "Numero / Number", "Rilasciato da / Issued by", "Data di rilascio / Issue date", and "Data di scadenza / Expire date". A file upload section is labeled "Carica/Upload" with a "Scegli il file" button and the text "Nessun file scelto" and "max 3M". At the bottom, it states "Formato accettato PDF / PDF format Only" and "• Campo obbligatorio / Mandatory field".

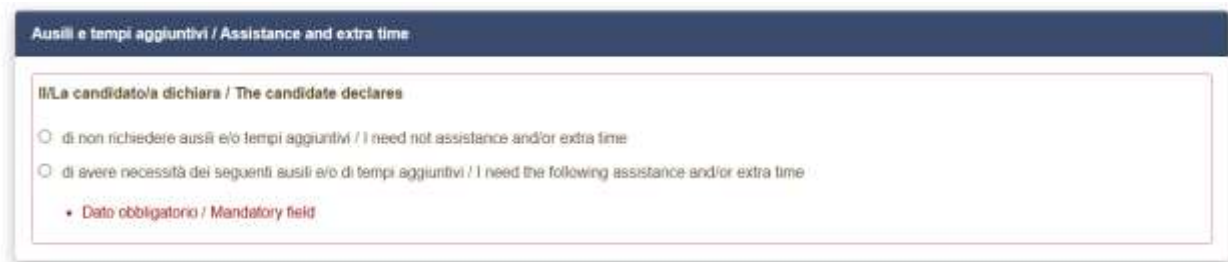
You can also upload any **publications** and additional qualifications and documents that were not uploaded in the previous sections.

In this same section, you must **upload Annex C** (for more information on preparing this document, please refer to the Notice of competition and the descriptive annexes to the doctoral programmes):



The screenshot shows a form titled "Allegato C". It includes a section for "Caricare eventuale allegato C (progetto di ricerca)/Upload your Annex C (research project), if requested" with a "Descrizione/Description" input field. Below that is a "Carica/Upload" section with a "Scegli il file" button and the text "Nessun file scelto" and "Formato accettato PDF / Only PDF format".

Finally, you can request aids and/or additional time:



Ausili e tempi aggiuntivi / Assistance and extra time

Il/La candidato/a dichiara / The candidate declares

di non richiedere ausili e/o tempi aggiuntivi / I need not assistance and/or extra time

di avere necessità dei seguenti ausili e/o di tempi aggiuntivi / I need the following assistance and/or extra time

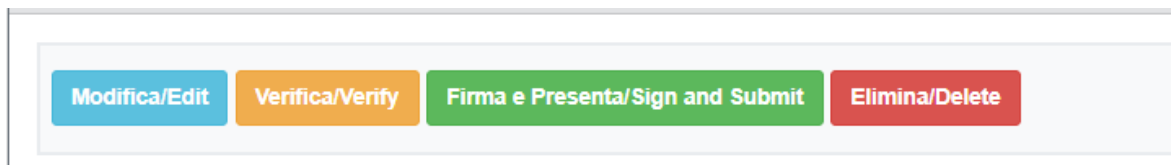
- Dato obbligatorio / Mandatory field

Once all 7 sections are completed, click on

Salva e torna al cruscotto / Save and back to dashboard

The **application** completed so far is now in **draft status**.

From the dashboard, you can modify, verify, sign, submit, or delete it by clicking on the appropriate buttons:



Modifica/Edit   Verifica/Verify   Firma e Presenta/Sign and Submit   Elimina/Delete

After verification, you can proceed with the **payment of the competition participation fee** indicated in the Notice of competition through the **PagoPA system**.

**ATTENTION!** If the application is correctly filled out, the platform will generate a preview of the application file; if mandatory fields are not completed, the application cannot be signed or submitted!

If accessed via SPID, the application will be automatically signed.