

## INSTRUCTIONS FOR REVIEWERS

Dear Reviewer,

According to Italian regulations, in order to be awarded the title of PhD, the PhD thesis must be evaluated by at least two reviewers who are external to the University, for the purpose of admission to the public defense.

We thank you for your availability and collaboration, and kindly ask you to follow the instructions outlined below. The procedure is fully digital, and the evaluation must be submitted by completing the form provided for this purpose.

**We kindly ask you to submit your evaluation within 30 days of receiving the invitation email.**

**IMPORTANT: the evaluation must be submitted exclusively through the PICA platform. It is not possible to draft the evaluation externally and send it via e-mail.**

For any further information, please contact us at: [dottoratiemaster@unica.it](mailto:dottoratiemaster@unica.it)

To respond to the invitation to be appointed as a thesis reviewer, **you need to click on the link provided in the email.**

Once the link is opened, you must log in using your credentials, if you already have them.

**If you have never registered on the PICA website**, you will need to create a new account by setting up your profile and carefully following the instructions to generate a username and password.

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

EN 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.

Credentials  
PICA / REPRISE

Username

Password

Remember me

Log in

New registration | Forgot your credentials?



## REGISTRATION

Italiano English

Register on [pica.cineca.it](http://pica.cineca.it)

### Credentials

Username \*

suggested format: FirstnameLastname

Email \*

Confirm email \*

Password \*

Choose a password of at least 10 characters, combining letters, numbers, and special symbols: . , - + ? / ( ) \_ ^ ! @

Confirm password \*

Click on “use restricted form” so that you only need to enter the required fields: first name and last name.

### Credentials

Username \*

suggested format: FirstnameLastname

Email \*

do not enter certified email (PEC) addresses

Confirm email \*

Password \*

Choose a password of at least 10 characters, combining letters, numbers, and special symbols: . , - + ? / ( ) \_ ^ ! @


Confirm password \*

### Personal data - full form

In order to apply for the calls published on PICA, it is necessary to fill the *Personal data - full form*. If you choose to fill the *Personal data - restricted form*, you will be requested to integrate your personal information when submitting an application.

PICA reviewers or members of PICA boards do not need to fill in the *Personal data - full form*.

**Important:** if you have an Italian fiscal code and already participate to other CINECA sites like LOGINMIUR, REPRISE, ASN we highly recommend you fill in the complete form.

 Use restricted form

## Personal data - restricted form

In order to apply for the calls published on PICA, it is necessary to fill the *Personal data - full form*. If you choose to fill the *Personal data - restricted form*, you will be requested to integrate your personal information when submitting an application.

PICA reviewers or members of PICA boards do not need to fill in the *Personal data - full form*.

**Important:** if you have an Italian fiscal code and already participate to other CINECA sites like LOGINMIUR, REPRISSE, ASN we highly recommend you fill in the complete form.

[+ Fill full form](#)

Name \*

Surname \*

Phone number

Mobile

\* 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 Fields](#)

After creating the profile, a confirmation message containing the activation link will be sent to the email address provided during registration. By clicking **“Confirm registration”**, the profile will be activated.

At that point, you will need to return to the PICA login page (<https://pica.cineca.it/login>). Once you log in — or automatically, if the system already recognizes your session — you will be able to accept the assignment.

Once the invitation has been accepted, a page will open containing the thesis, the doctoral student's report, and the instructions for completing the evaluation.

It will be possible to access the login page again at any time by using the following link: <https://pica.cineca.it/login>, selecting **“PICA/REPRISSE”** and entering the username and password created previously.

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

EN 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.

Enter with SPID o Credenziali Istituzionali

Credentials  
PICA / REPRISSE

Username

Password

Remember me

Log in

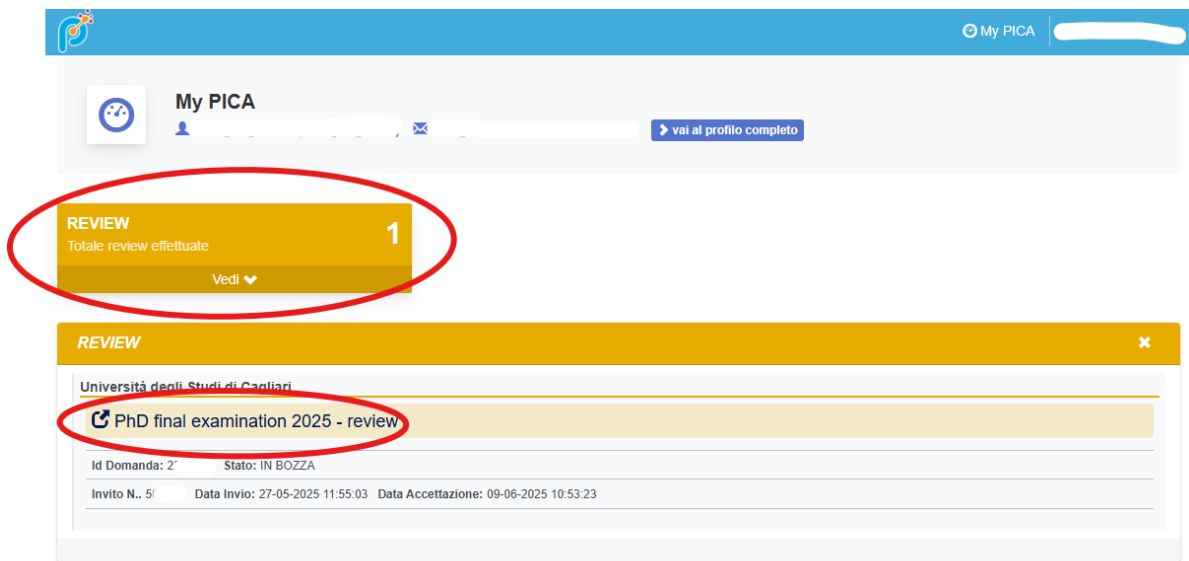
After logging in, you will need to click on "My PICA".



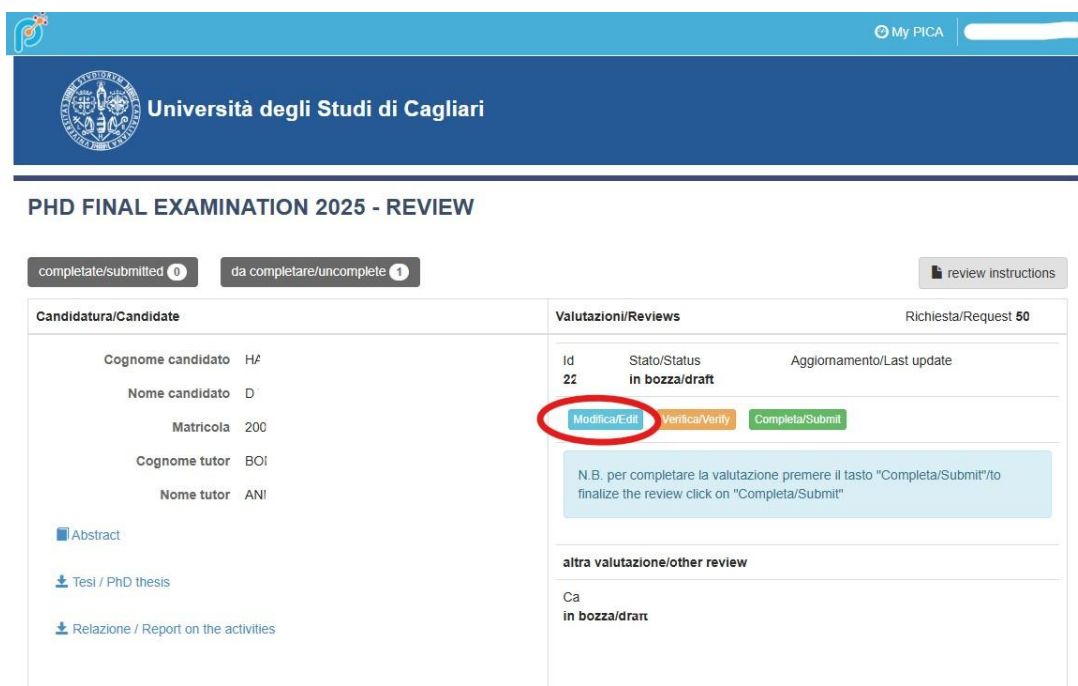
### CERCA BANDI / SEARCH CALLS

Search bar with text: "Inserire un termine di ricerca / Enter a search term" and dropdown: "Ente / Institution" with value "Tutti gli enti / All institutions"

Then click on "Review"; in the next screen, select "PhD Final Examination 2025 – Review"



The page that will open will contain the thesis of the PhD student and their report. On this page, the evaluation must be provided by clicking on the "edit" button:



The following mandatory data must be filled in (evaluator data, Scientific quality, Clearness and synthesis of the thesis, Overall evaluation of the thesis).

Once you reach the "Evaluation" section, 3 possible options will appear:

- 1) **“POSITIVE EVALUATION”** The thesis is fully acceptable, both substantively and formally, and the doctoral student can be admitted to the defence without requesting any modification on the thesis.. **(CHOOSE THIS OPTION ONLY IF THE PHD STUDENT DOES NOT NEED TO MAKE ANY CORRECTIONS TO THE THESIS).** By selecting “positive evaluation” the thesis uploaded by the PhD student will automatically become “final”, without the possibility of further changes:

**Valutazione / Review**

**Valutazione finale / Overall evaluation**

I/La dottorando/a può essere ammesso/a all'esame finale  
The candidate can be admitted to the final examination.

II/La dottorando/a può essere ammesso/a all'esame finale ma la tesi richiede minime correzioni/integrazioni; non è necessaria un'ulteriore valutazione da parte del/della valutatore/valutatrice.  
The candidate can be admitted to the final examination but the thesis requires minor revisions; no addition review is required by the evaluator

Per essere ammessa all'esame finale, la tesi richiede significative integrazioni o correzioni; la versione integrata/corretta deve essere caricata dal/dalla dottorando/a entro 6 mesi e deve essere sottoposta ai valutatori per un nuovo parere.  
To be admitted to the final examination the thesis requires major revisions (additions and corrections); the revised version must be submitted within 6 months and must be newly reviewed by the evaluators.

• Dato obbligatorio / Mandatory field

**Commenti generali sulla tesi e suggerimenti - Esplicitare con chiarezza le modifiche/integrazioni richieste**  
**General remarks on the thesis and suggestions - Clarify the corrections/additions requested**

Massimo 10000 caratteri / max 10000 characters

• Dato obbligatorio / Mandatory field

- 2) **“MINOR REVISION”** The thesis requires minor corrections/integrations (**Including any spelling errors, typos, issues with the text structure, etc.**) that do not lead to the postponement of its admission to defence. You are requested to explain your comments in full so that the doctoral student can modify the thesis according to your indications, without the need for a new revision:

**Valutazione / Review**

**Valutazione finale / Overall evaluation**

I/La dottorando/a può essere ammesso/a all'esame finale  
The candidate can be admitted to the final examination.

II/La dottorando/a può essere ammesso/a all'esame finale ma la tesi richiede minime correzioni/integrazioni; non è necessaria un'ulteriore valutazione da parte del/della valutatore/valutatrice.  
The candidate can be admitted to the final examination but the thesis requires minor revisions; no addition review is required by the evaluator

Per essere ammessa all'esame finale, la tesi richiede significative integrazioni o correzioni; la versione integrata/corretta deve essere caricata dal/dalla dottorando/a entro 6 mesi e deve essere sottoposta ai valutatori per un nuovo parere.  
To be admitted to the final examination the thesis requires major revisions (additions and corrections); the revised version must be submitted within 6 months and must be newly reviewed by the evaluators.

• Dato obbligatorio / Mandatory field

**Commenti generali sulla tesi e suggerimenti - Esplicitare con chiarezza le modifiche/integrazioni richieste**  
**General remarks on the thesis and suggestions - Clarify the corrections/additions requested**

Massimo 10000 caratteri / max 10000 characters

• Dato obbligatorio / Mandatory field

3) **“MAJOR REVISION”** The thesis requires substantial modifications/integrations and it is not acceptable in the version submitted for evaluation. You may propose the postponement of admission to the defence for a maximum of 6 months, explaining the indications in full in the comments. The doctoral student will modify the thesis in accordance with your requests and the thesis will be subject to a new evaluation. Both referees will be asked to express a new written evaluation. At the end of the 6-month period, the doctoral student will be admitted to the defence with the new assessment of the referees:

**Valutazione / Review**

**Valutazione finale / Overall evaluation**

III/La dottorando/a può essere ammesso/a all'esame finale  
The candidate can be admitted to the final examination.

III/La dottorando/a può essere ammesso/a all'esame finale ma la tesi richiede minime correzioni/integrazioni; non è necessaria un'ulteriore valutazione da parte del/della valutatore/valutatrice.  
The candidate can be admitted to the final examination but the thesis requires minor revisions; no addition review is required by the evaluator

Per essere ammessa all'esame finale, la tesi richiede significative integrazioni o correzioni; la versione integrata/corretta deve essere caricata dal/dalla dottorando/a entro 6 mesi e deve essere sottoposta ai valutatori per un nuovo parere.  
To be admitted to the final examination the thesis requires major revisions (additions and corrections); the revised version must be submitted within 6 months and must be newly reviewed by the evaluators.

- Dato obbligatorio / Mandatory field

**Commenti generali sulla tesi e suggerimenti - Esplicitare con chiarezza le modifiche/integrazioni richieste**  
**General remarks on the thesis and suggestions - Clarify the corrections/additions requested**

Massimo 10000 caratteri / max 10000 characters

- Dato obbligatorio / Mandatory field

Once the desired option is selected, click on **"Save and back to dashboard"**:

**Valutazione / Review**

**Valutazione finale / Overall evaluation**

III/La dottorando/a può essere ammesso/a all'esame finale  
The candidate can be admitted to the final examination.

III/La dottorando/a può essere ammesso/a all'esame finale ma la tesi richiede minime correzioni/integrazioni; non è necessaria un'ulteriore valutazione da parte del/della valutatore/valutatrice.  
The candidate can be admitted to the final examination but the thesis requires minor revisions; no addition review is required by the evaluator

Per essere ammessa all'esame finale, la tesi richiede significative integrazioni o correzioni; la versione integrata/corretta deve essere caricata dal/dalla dottorando/a entro 6 mesi e deve essere sottoposta ai valutatori per un nuovo parere.  
To be admitted to the final examination the thesis requires major revisions (additions and corrections); the revised version must be submitted within 6 months and must be newly reviewed by the evaluators.

- Dato obbligatorio / Mandatory field

**Commenti generali sulla tesi e suggerimenti - Esplicitare con chiarezza le modifiche/integrazioni richieste**  
**General remarks on the thesis and suggestions - Clarify the corrections/additions requested**

Massimo 10000 caratteri / max 10000 characters

- Dato obbligatorio / Mandatory field

Salva e torna al cruscotto / Save and back to dashboard

After completing the evaluation, you can click on **"Verify"** to review all the entered data:

The screenshot shows the 'PHD FINAL EXAMINATION 2025 - REVIEW' interface. At the top, there is a blue header with the university logo and 'Università degli Studi di Cagliari'. Below the header, there are two buttons: 'completate/submitted 0' and 'da completare/uncomplete 1'. A 'review instructions' button is also present. The main content is divided into two columns: 'Candidatura/Candidate' and 'Valutazioni/Reviews'. The 'Candidatura/Candidate' column contains fields for 'Cognome candidato' (H), 'Nome candidato' (D), 'Matricola' (200), 'Cognome tutor' (BOI), and 'Nome tutor' (ANI). Below these are links for 'Abstract', 'Tesi / PhD thesis', and 'Relazione / Report on the activities'. The 'Valutazioni/Reviews' column shows a table with columns 'Id', 'Stato/Status', and 'Aggiornamento/Last update'. The first row has 'Id' 22 and 'Stato/Status' 'in bozza/draft'. Below the table are three buttons: 'Modifica/Edit', 'Verifica/Verify' (circled in red), and 'Completa/Submit'. A light blue box contains the text: 'N.B. per completare la valutazione premere il tasto "Completa/Submit"/to finalize the review click on "Completa/Submit"'. Below this is a section for 'altra valutazione/other review' with a 'Ca' field containing 'in bozza/draft'.

If everything is correct, return to the dashboard and click **"Submit"** to submit the evaluation:

This screenshot is identical to the previous one, showing the 'PHD FINAL EXAMINATION 2025 - REVIEW' interface. In this version, the 'Completa/Submit' button is circled in red, indicating the next step in the process. The rest of the interface, including the candidate information, the review table, and the instructions box, remains the same.

By clicking **"Submit"** you will finish the evaluation process.

Settore dottorati e master

Università degli Studi di Cagliari