NOTES CONCERNING THE SUBMISSION OF THE APPLICATION

• The application to take part in the public selection, as well as the qualifications, the publications and the documents deemed useful for the competition must be submitted electronically in PDF format, under penalty of exclusion, using the dedicated computer application, on the Pica platform page: https://pica.cineca.it/unipd/

• The computer application will necessarily require you to have an e-mail address in order to self-register with the system.

• The date for the electronic submission of the application to participate in the selection procedure is certified by the computer system by means of a receipt, which will be automatically sent by e-mail.

• Each application will be assigned an identification number which, together with the competition code indicated in the computer application, must be noted in any subsequent communication.

• Within the application deadline, the system allows draft mode saving.

• The procedure for completing and submitting the application electronically must be concluded no later than 1.00 p.m. on the thirtieth day from the day following the publication in the Gazzetta Ufficiale (Official Journal of the Italian Republic). If the specified deadline falls on a public holiday, the deadline will be deferred to the first available working day. Once the submission deadline has passed, the system will no longer allow access to and submission of the electronic form.

• All parts of the application form must be completed, as indicated in the electronic procedure.

• The application must be completed and submitted in one of the following ways:

1. By **digital signature** (smart card, USB token or remote signature), which allows the holder to sign generic documents using a signature software on a PC or a web portal for remote signature made available by the Certifier. Users who have a smart card or a USB token for Digital Signature can check its compatibility with the Digital Signature system integrated in the server system. If it is compatible, the holder can sign the application form directly on the server; users who do not have compatible digital signature devices and Remote Digital Signature Holders who have access to a portal for the signing of generic documents, must save the PDF file generated by the system on their PC and, without modifying it in any way, sign it digitally in CAdES format: a file with .p7m extension will be generated which must be uploaded again to the system. Any changes made to the file before affixing the Digital Signature will prevent the automatic verification of the content of this document against the original, which will lead to the application being excluded.

2. By identification using the **SPID** (Sistema Pubblico di Identità Digitale) level 2 system. In that case, it will not be necessary to sign the application.

3. If it is not possible to use one of the above methods, you may **manually sign the application**. In particular, you will need to save the PDF generated by the system on their PC by clicking on "presenta/submit", print it, manually sign the last page, and scan the printed application form together with a valid identity document. The pdf file thus obtained must be uploaded to PICA;

• Reference cannot be made to documents submitted to this or other administrations, or to documents attached to the application for taking part in another selection procedure.

Information or explanations on how to submit applications may be requested from the Teaching Staff Office, preferably by email to reclutamento.docenti@unipd.it

For further information, the Teaching Staff Office is also available, but only during the following hours:

- Monday to Friday, from 10 am to 1 pm
- Tuesday and Thursday also from 3 to 4:30 pm by calling 049/827 3170 – 3288

If you need to report purely technical problems, please contact support by accessing **the link at the bottom of the page**: https://pica.cineca.it/unipd