

GUIDELINES FOR COMPLETING THE APPLICATION FORM FOR THE ISSUANCE OF  
AUTHORIZATION FOR UNIVERSITY TRANSFER/COURSE CHANGING TO YEARS  
SUBSEQUENT TO THE FIRST IN SINGLE CYCLE/MASTER'S/THREE-YEARS BACHELOR'S  
DEGREE COURSES WITH NATIONAL AND LOCAL SCHEDULED ACCESS OF THE MEDICAL  
SCHOOL

**ACADEMIC YEAR 2024/2025**

PROCEDURE ACTIVE FROM 16 JULY 2024 TO 19 AUGUST 2024 (12.00 ITALIAN TIME)

Connect to the link: <https://pica.cineca.it/uniba/2024-trasf-001/> (Medicine and Surgery-Dentistry and Dental Prosthesis)

<https://pica.cineca.it/uniba/2024trasf-ppss01/> (Healthcare Professions)

<https://pica.cineca.it/uniba/2024-trasf-sams/> (Sports and physical activity science)

1. The procedure for submitting the application form is online, nothing must be sent by post.
2. Before filling out the application, it is advisable to carefully read the Call for application, in particular the part relating to the chosen course for which you have decided to submit the application; make sure you meet the necessary requirements and CHECK WHICH DOCUMENTS ARE REQUIRED TO BE ATTACHED.
3. ATTENTION: ALL THE DOCUMENTS REQUIRED FOR THE APPLICATION FORM MUST BE UPLOADED IN PDF FORMAT AND IN SOME CASES PRINTED, SIGNED AND RE-UPLOADED. THEREFORE, IT IS RECOMMENDED TO USE A WORK STATION EQUIPPED WITH A PRINTER AND SCANNER.
4. It is possible to complete the application form by accessing the platform several times and saving the data entered. In this way the user will enter the next time and will be able to continue filling in the application by pressing the MODIFY button.
5. Further information relating to the Call procedures can be requested by sending an email to: [teresa.mazzarella@uniba.it](mailto:teresa.mazzarella@uniba.it). For technical problems, contact the "technical support" indicated at the footer of the call.
6. Candidates who intend to submit an application for participation in more than one degree course must complete and submit as many applications as there are degree courses for which the authorisation is requested.
7. ONCE THE PROCEDURE FOR COMPLETING AND SUBMITTING THE APPLICATION IS FINISHED, THE CANDIDATE WILL RECEIVE AN EMAIL WITH CONFIRMATION OF THE SUBMISSION.

## 1. REGISTRATION AND ACCESS TO THE SYSTEM

To access the system you need to connect to the site https:

<https://pica.cineca.it/uniba/2024-trasf-001/domande> (Medicine and Surgery-Dentistry and Dental Prosthesis)

<https://pica.cineca.it/uniba/2024-trasf-ppss01/domande/> (Healthcare Professions)

<https://pica.cineca.it/uniba/2024-trasf-sams01/domande/> (Sports and physical activity science)

In the case of a first access it is possible to register by clicking on "New Registration (*Nuova Registrazione*)" and entering the data requested by the system (fig.1, 2).

Figure 1 – User registration/authentication page

https://pica.cineca.it/login

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?

Accedi con SPID o Credenziali Istituzionali

Figure 2 – Registering of the user data

REGISTRAZIONE

Italiano English

Registrati su pica.cineca.it

Credenziali

Username \*

si consiglia di utilizzare il formato NomeCognome

Email \*

1. After entering all the data required by the registration procedure, click on "New registration". The system will send an email to the email address entered with the instructions to confirm the registration. In the event that the candidate does not receive this email or is unable to view it, contact the **"technical support"** indicated at the footer of the call.

Figure 3 – Registering fields

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

For those who already have a user in the LOGINMIUR database, you can access without registering by entering the username and password of the LOGINMIUR account; in this case you must select LOGINMIUR in the credentials field.

If the user has the credentials but does not remember them, he/she must click on the "Forgotten credentials? (*Credenziali dimenticate?*)" option.

It is also possible to access the system via SPID (<https://www.spid.gov.it/>), choosing the University of Bari Aldo Moro from the page of available institutions (fig. 4, 5). Then follow your provider's instructions (fig. 6). In case of access via SPID, no signature will be required when submitting the application.

Figure 4 – User registration/user authentication with SPID

**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?

Accedi con SPID o Credenziali Istituzionali

Figure 5 – User registration/authentication page with SPID – selection of the institution

https://auth.miur-legacy.cineca.it/auth/realms/Pica-Spid/protocol/openid-connect/auth?client\_id=pica-spid&redirect\_uri=https%3A%2F%2Fpica.cineca.it%2Fspid%2Fcallback&response\_typ...
















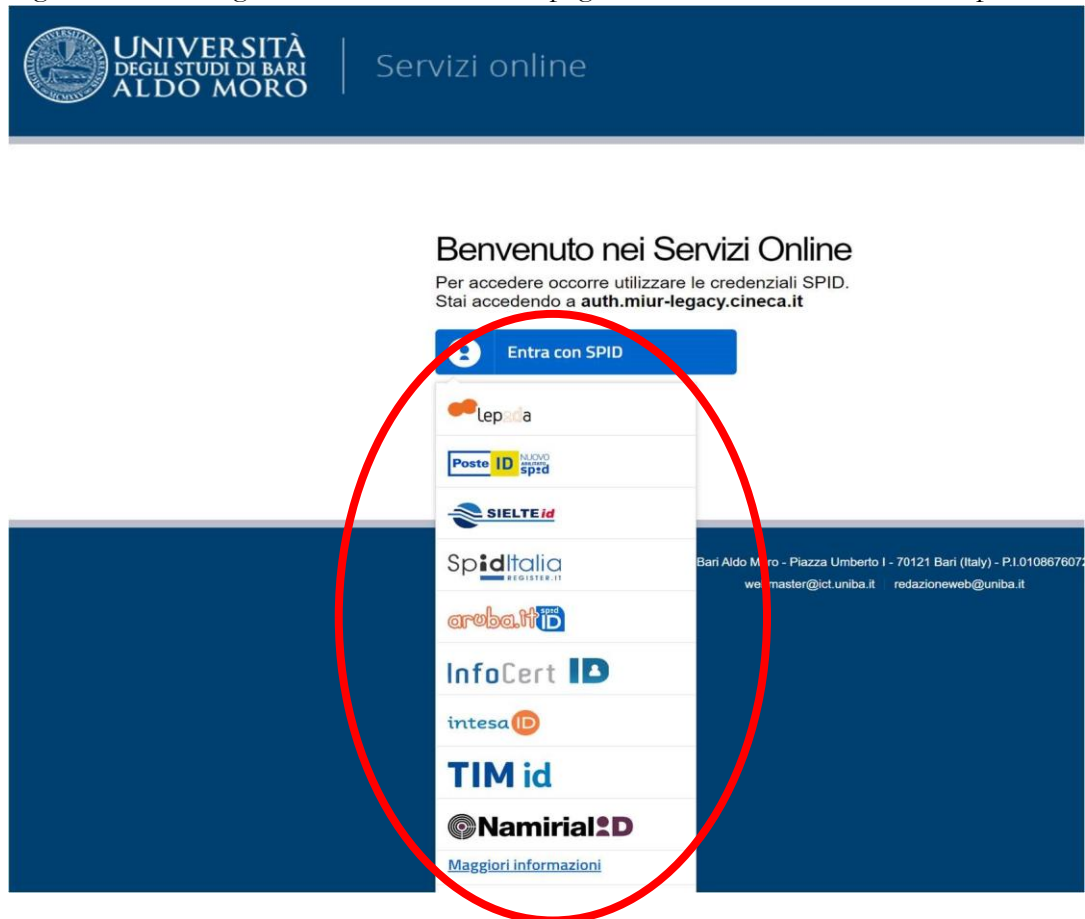
|  |  |  |
|--|--|--|
| <br>Università degli Studi di Messina<br>Università di Messina  | <br>UNIVERSITÀ DEGLI STUDI DI MILANO<br>BICOCCA<br>Università di Milano Bicocca | <br>I<br>U<br>A<br>V<br>Università Iuav di Venezia  |
| <br>IUSS<br>Scuola Universitaria Superiore Pavia<br>SCUOLA UNIVERSITARIA SUPERIORE - PAVIA              | <br>UNIVERSITÀ DEGLI STUDI DI BOLOGNA<br>Università degli Studi di Bologna      | <br>UNIVERSITÀ DEGLI STUDI DI FERRARA<br>Università di Ferrara                              |
| <br>Università degli studi di Pavia   | <br>UNIVERSITÀ DI PERUGIA<br>Università di Perugia                              | <br>UNIVERSITÀ DI VERONA<br>Università di Verona  |
| <br>UNIVERSITÀ DI PISA<br>Università di Pisa  | <br>ENEA<br>ENEA  | <br>UNIVERSITÀ DEGLI STUDI DI NAPOLI<br>FEDERICO II<br>Università di Napoli                 |
| <br>UNIVERSITÀ DELLA VALLE D'AOSTA<br>UNIVERSITÉ DE LA VALLÉE D'AOSTE<br>Università della Valle d'Aosta | <br>UNIVERSITÀ DEGLI STUDI DI TRIESTE<br>Università di Trieste                  | <br>UNIVERSITÀ DEGLI STUDI DI BARI<br>ALDO MORO<br>Università degli studi di Bari Aldo Moro |

Figure 6 – User registration/authentication page with SPID – selection of the provider



## 2. ACCESS TO THE PROCEDURE

Once registered, you can connect by logging in with your credentials and proceed with filling out the application by clicking on "New submission" (fig.7, 8). Before filling out the application, the user can make changes to his profile by selecting the type of change he/she wants to make in the user menu at the top right corner.

Figure 7 – Start the new application procedure, by clicking on “*Compila una nuova domanda*/New submission”

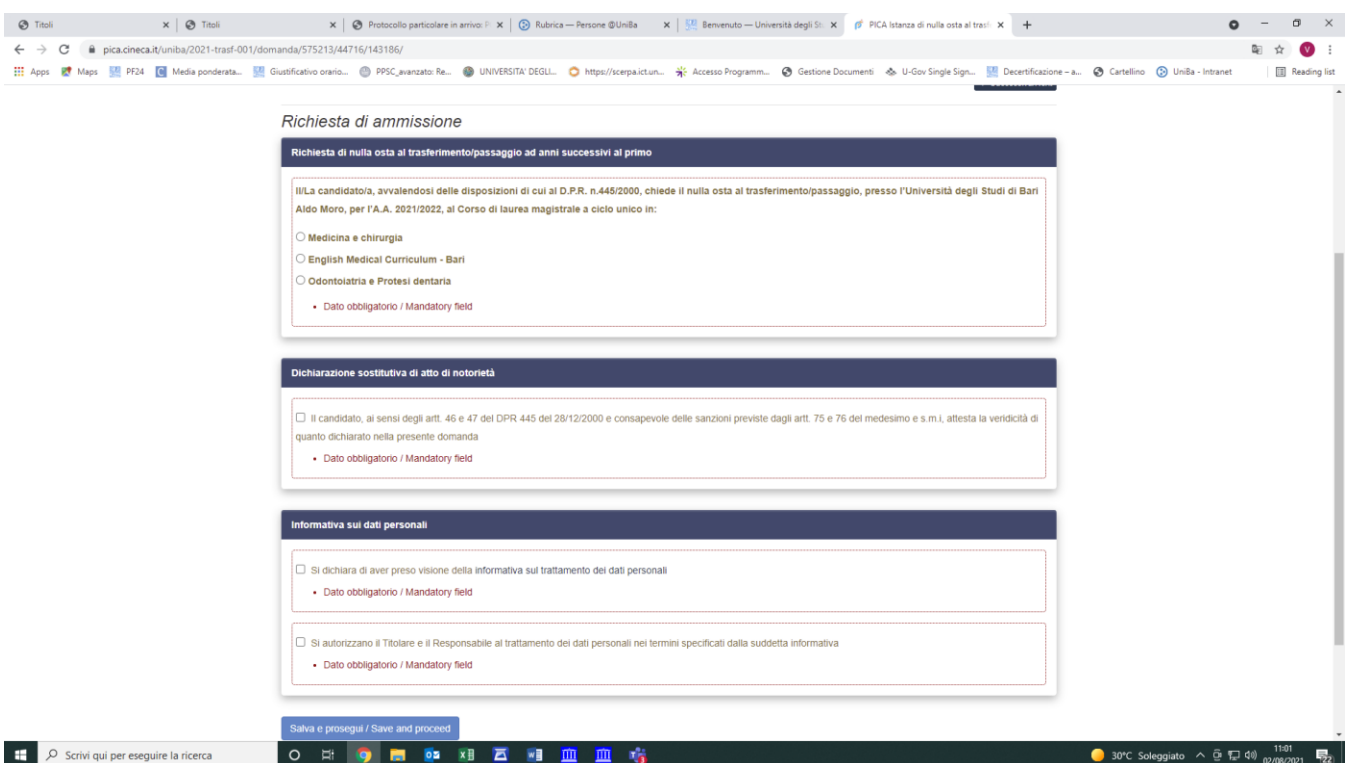


Figure 8 - Sections for filling out the application

The first section concerns the APPLICATION FOR ADMISSION (fig.8-9): in this section the candidates need to select the degree course for which they are applying, the choice of the headquarters, if applicable and the places for which they decide to compete.



Figure 9 – APPLICATION FOR ADMISSION section



The section regarding the Personal data processing and Declaration of responsibility section requires the candidates to read and comply with a list of declarations.

The next screen concerns the PERSONAL DATA: the user will find this part pre-filled with the data already entered in the registration procedure, he/she must therefore fill in the missing fields (fig. 10). If there are errors in the personal data, the user can modify them by accessing the "User profile" at the top right corner.

ATTENTION: at the end of completing each section you must always click on the "SAVE AND PROCEED" button.

If the entry is successful the system moves on to the next section, otherwise error messages will appear and the user will have to correct the data entered (fig. 10) Figure 10 – PERSONAL DATA section

### Dati anagrafici e recapiti / Personal Data and Address

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

##### Dati della registrazione utente/User registration data

Nome/Name

In the next section (Participation requirements) the candidate must choose between the two options indicated (fig.11).

### Figure 11 – PARTICIPATION REQUIREMENTS

The screenshot shows a web browser window with the URL <https://pica.cineca.it/uniba/2021-trasf-001/domanda/575213/44716/143188/>. The page header includes the University of Bari Aldo Moro logo and navigation links like 'Backoffice Ente', 'Cerca in Ente', 'Note di rilascio', 'My PICA', and 'VitoMarino'. The main content area is titled 'ISTANZA DI NULLA OSTA AL TRASFERIMENTO/PASSAGGIO AD ANNI SUCCESSIVI AL PRIMO AI CORSI DI LAUREA MAGISTRALI A CICLO UNICO AFFERENTI ALLA SCUOLA DI MEDICINA'. Below this, there are navigation buttons for 'Precedente/Previous' and 'Successiva/Next'. The 'Requisiti di partecipazione' section is active, showing a 'Possesso dei requisiti' box with the text 'Il/La candidato/a dichiara' and two radio button options: 'di essere, nell'anno accademico 2020/2021, regolarmente iscritto in corso al corso di laurea.' and 'di aver conseguito la laurea in:'. A 'Dato obbligatorio / Mandatory field' label is present. A 'Salva e prosegui / Save and proceed' button is at the bottom of the form. The footer contains contact information: 'Per problemi tecnici scrivere a uniba@cineca.it', 'In collaborazione con CINECA', and 'Informativa privacy | Informativa cookie'. The Windows taskbar at the bottom shows the system tray with a temperature of 31°C, the date 02/08/2021, and the time 11:11.

Subsequently, if the candidate is already in a possession of a qualification, the candidate will be asked to enter the information relating to the academic qualification obtained.

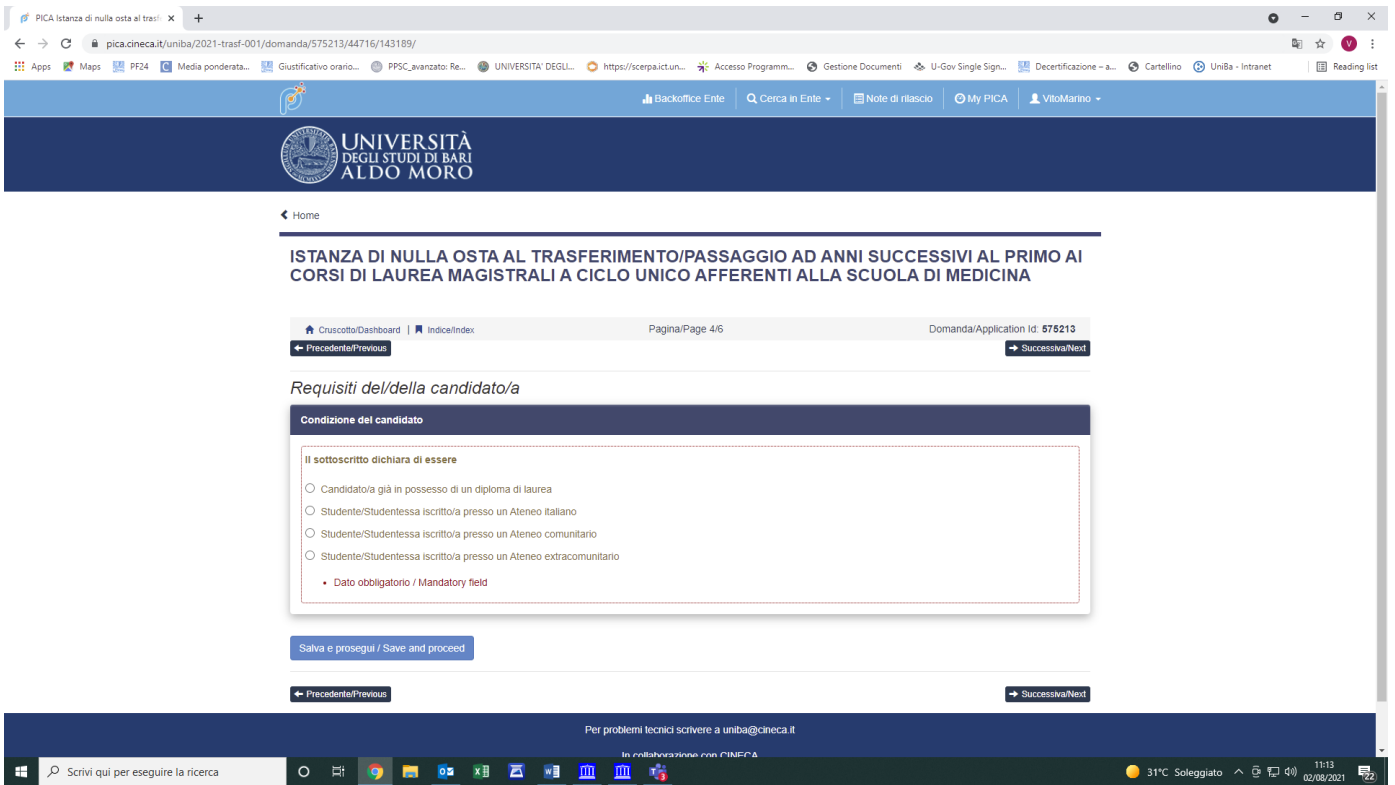


Figure 12 – DECLARATION OF DISABILITY

The next section "Declaration of disability" allows you to upload the documentation certifying your disability and/or invalidity.

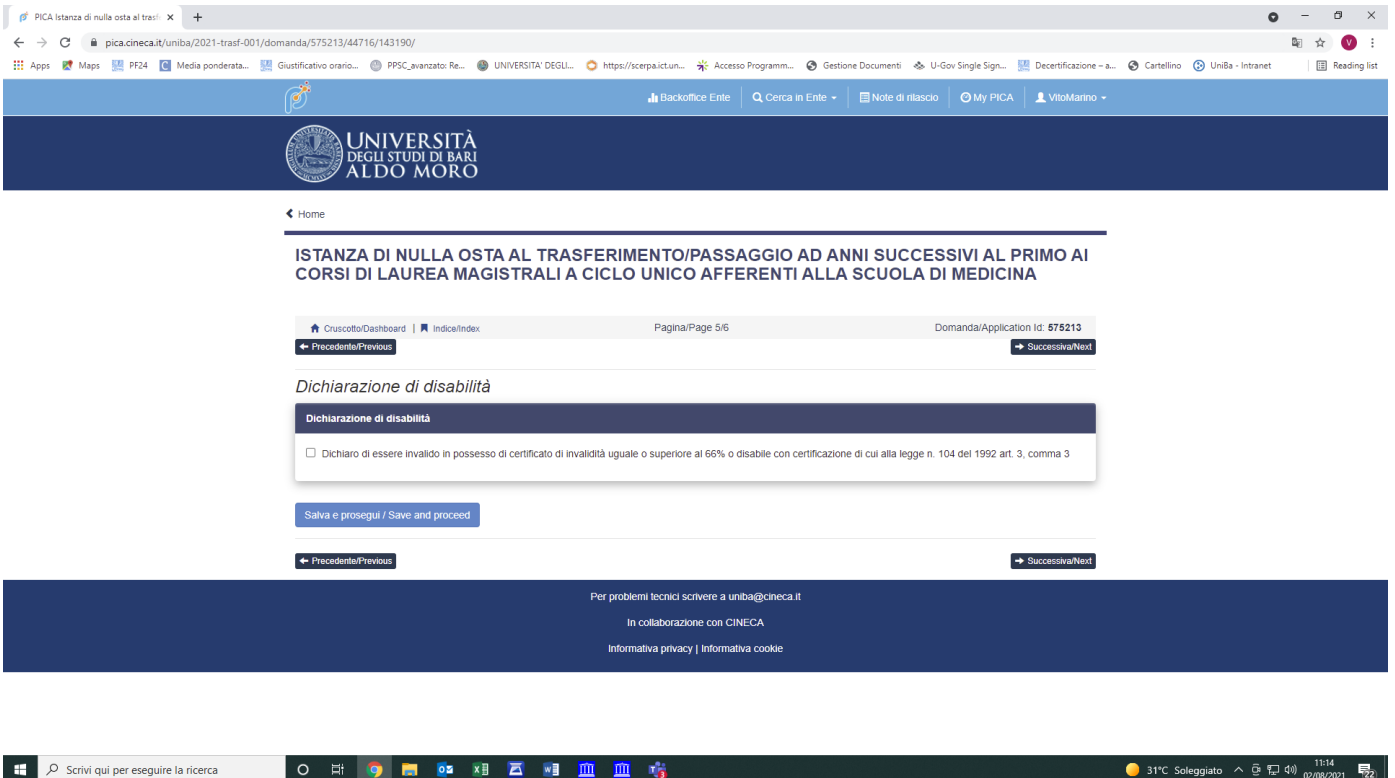
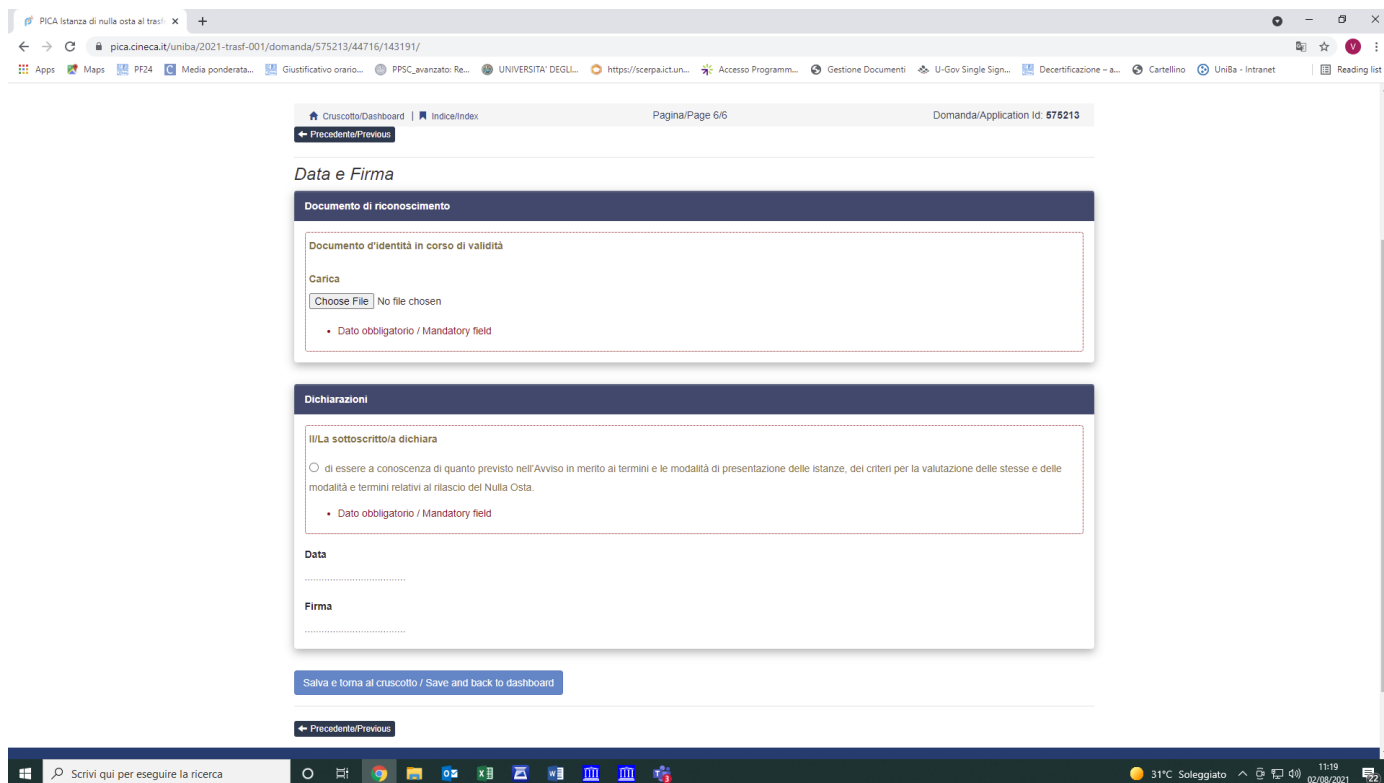




Figure 13 – DATE AND SIGNATURE



Once you reach the last page of the application, click on Save and return to the dashboard.

At the end of completing all the pages/sections, the candidate will see the application to be submitted on the dashboard, with the status "in draft". Applications in "draft" status can be modified and verified using the appropriate buttons.

Domande in bozza / Draft applications 1  
Domande presentate / Submitted application 0

| Id domanda<br>Application id | Stato<br>Status | Ultimo aggiornamento<br>Last update | Azioni<br>Actions  |
|------------------------------|-----------------|-------------------------------------|--|
| 64045                        | in bozza/draft  | 2018-12-19 14:11:59                 | <a href="#">Modifica/Edit</a> <a href="#">Verifica/Verify</a> <a href="#">Firma e Presenta/Sign and Submit</a> |

[Compila una nuova domanda / New submission](#)

The candidate can submit the application for admission, upon payment of the competition fee and signature of the application. The candidate will be able to proceed with the payment of the competition fee by clicking on the "PAYMENT" button (See Art. 3 of the Call notice) PAYMENT OF THE COMPETITION FEE CONTRIBUTION

| Id domanda<br>Application id | Stato<br>Status | Ultimo aggiornamento<br>Last update | Azioni<br>Actions   |
|------------------------------|-----------------|-------------------------------------|---|
| 204451                       | in bozza/draft  | 2019-07-01 11:39:43                 | <a href="#">Modifica/Edit</a> <a href="#">Verifica/Verify</a> <a href="#">Presenta/Submit</a> <a href="#">Pagamento</a> |

[Compila una nuova domanda / New submission](#)

After clicking "Check", return to the dashboard and proceed with the payment of the COMPETITION FEE.

By clicking on the Payment button you can make the payment via

- Pago PA (online payment by credit card or bank transfer)

Please remember that the competition fee contribution is mandatory, therefore only once completed, it will be possible to confirm and sign the application.

## PAGAMENTO / PAYMENT

Id domanda / Application id 300793

### Modalità di pagamento

- Pago PA
- Bonifico

Salva

[← Torna al cruscotto / Back to dashboard](#)

By choosing Pago PA you will be asked for an email address where the payment confirmation will be sent.



Subsequently, the Pago PA procedure will ask you to select the online payment method.

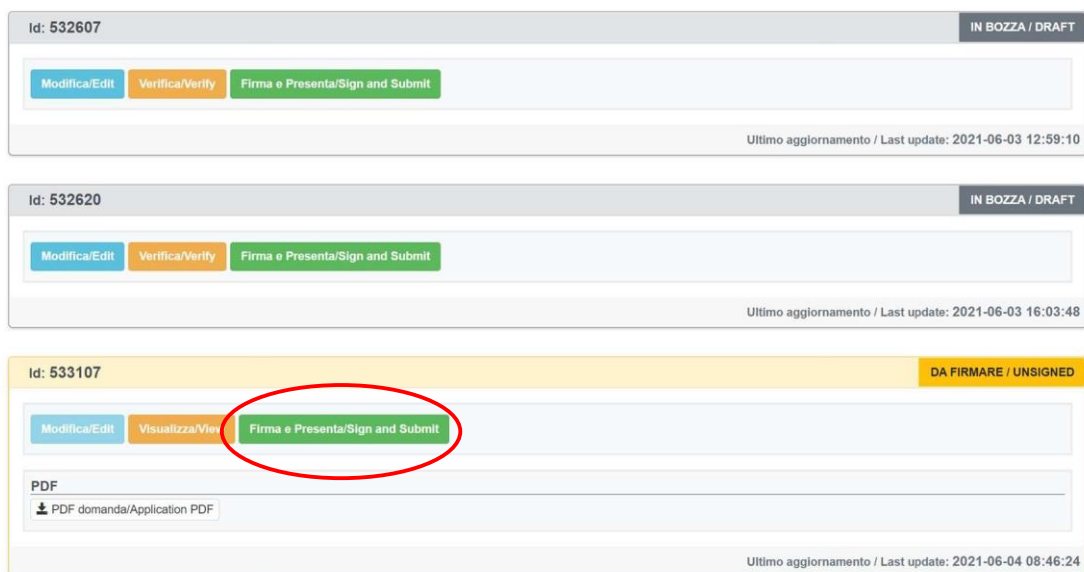


Once the payment has been made, it will be possible to download the relevant receipt.



Once the payment has been made or uploaded, return to the dashboard and proceed with signing and submitting the application. (fig.14).

Figure 14 – Submission of the application



If completed correctly, the system generates a preview of the application file, in the event of errors the system notifies the candidate that the application must be modified. When the system detects that the application has been correctly completed, it allows the next step and the candidate must click on the "*Firma e presenta*/Sign and Submit" button at the bottom of the page (fig.15).

In case of access via SPID, once the "Presenta/Submit" button is pressed, the application will automatically be signed.

At this point three signature methods are proposed, and the candidate must select one and carefully follow the instructions (fig.16).

Fig. 15 – Submission of the application

183572

Tipo di checksum/Checksum type

SHA256

Sostituisci/Replace file

Scegli file Nessun file selezionato

Formato accettato PDF / PDF format Only

**Avviso di selezione**  
selection announcement

Come sei venuto a conoscenza dell'avviso di selezione ad evidenza pubblica per l'ammissione ai Corsi di Dottorato di ricerca XXXVII ciclo dell'Università di Bari? / How did you become aware of public selection announcement for admission to PhD Courses for the 37th cycle of the University of Bari?

Euraxess

Albo di Ateneo / University Register

Sito di Ateneo / University website

Pubblicità on line / Online advertising

Newsletter

Passaparola / Word of mouth

Docente / Professor

Altro / Other

Firma/Sign

Figure 16 – Signature method

ALDO MORO

## MODALITÀ DI FIRMA / SIGNATURE METHOD

Cruscotto/Dashboard Domanda/Application Id: 533107

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

**Firma il documento manualmente / Handwritten Signature**

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuarne 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)

**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

If the candidate chooses the manual method, it is important to remember that he/she must print the application, sign it and upload it. We recommend that you check that the file you are about to upload is complete.

Once the procedure has been completed and the electronic application has been submitted, the candidate will receive an email with the notification. At any time the candidates will be able to re-enter the system, log in with their credentials and view the application.

### **3. MODIFICATION AND WITHDRAWAL PROCEDURE**

In the event that the candidate needs to make changes to the application after having generated the pdf of the application itself:

- If the candidate has submitted the application and received the submission confirmation email, it will no longer be possible to access this application to modify it but it will only be possible to withdraw it by accessing the withdrawal procedure from the dashboard and re-submitting a new application.
- 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 email confirming the submission) then he/she must write to [uniba@cineca.it](mailto:uniba@cineca.it) requesting the opening of the application, specifying the reason and application-ID and attaching the identification document.

DISCLAIMER: this English translation does not have any legal value in itself, and it is a translation of the original in Italian and is intended for information purposes only and thus does not supersede the Italian version. In case of discrepancies, the Italian version prevails.