



SCUOLA  
ALTI STUDI  
LUCCA

## **Guidelines for submitting your PhD Program application through the PICA platform**

This document contains the guidelines for submitting a PhD Program application, it is not binding nor comprehensive. For the mandatory and specific requirements, please check the [full call](#) on the IMT website.

**Submitting the PhD Program 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.

### **Mandatory requirements**

1. Degree:

- "Laurea Magistrale" or "Specialistica" (according to DM no. 509, of November 3, 1999), or a four- or five-year degree (according to the previous rules of the Italian higher education system) obtained in Italy;
- Foreign degrees that give access to the PhD in the Country where they have been awarded.

Please note that to be admitted you must have **completed and obtained a degree** equivalent to at least four years of university studies **by October 31<sup>st</sup>, 2023**.

2. Knowledge of English language.

It is highly recommended to check all data and documents before submitting the applications: **no changes are allowed after the final submission.**

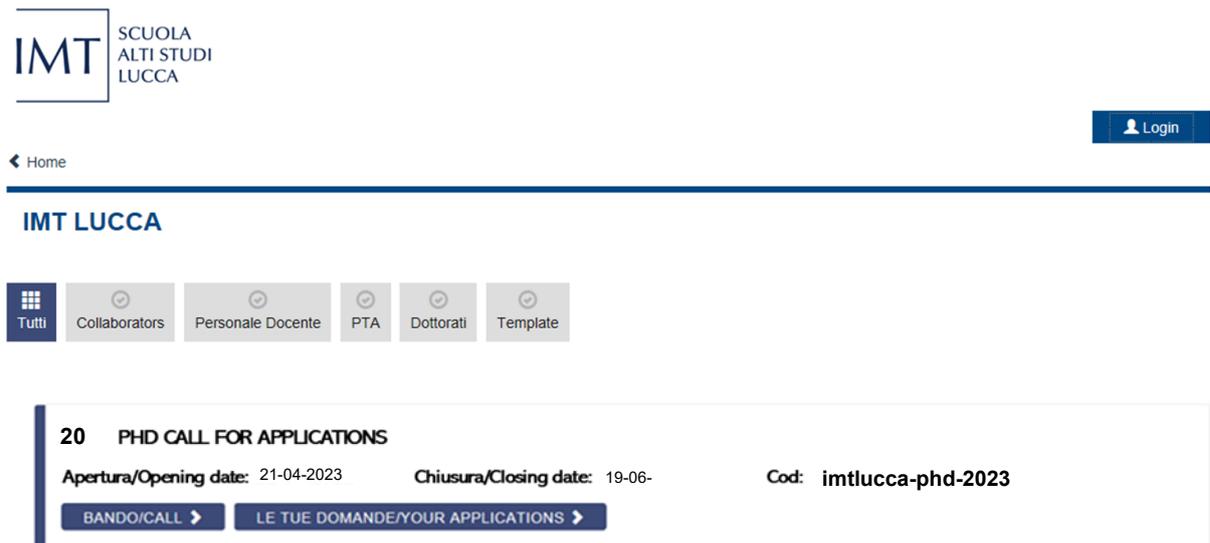
**Candidates willing to apply to more than one track are required to submit an application for each track selected.**

For further information on the call, please email [phdapplications@imtlucca.it](mailto:phdapplications@imtlucca.it).

## 1. HOW TO ACCESS PICA

You can access PICA directly from the [Admissions](#) page on the IMT School website by clicking the "Online Application Form" button at the bottom of the page.

It is also possible to access PICA using the following link <https://pica.cineca.it/imtlucca> and, then, select "2023 PhD Call for Applications".



The screenshot shows the IMT Lucca website interface. At the top left is the IMT logo and the text 'SCUOLA ALTI STUDI LUCCA'. On the right, there is a 'Login' button. Below the logo, there is a 'Home' link. The main header reads 'IMT LUCCA'. A navigation menu contains buttons for 'Tutti', 'Collaborators', 'Personale Docente', 'PTA', 'Dottorati', and 'Template'. The main content area features a prominent announcement for '20 PHD CALL FOR APPLICATIONS'. This announcement includes the opening date '21-04-2023', the closing date '19-06-', and the code 'imtlucca-phd-2023'. Two buttons are provided: 'BANDO/CALL' and 'LE TUE DOMANDE/YOUR APPLICATIONS', both with right-pointing arrows.

## 2. HOW TO REGISTER

In case of first access, applicants need to register by clicking the "Login" button (top right of the page <https://pica.cineca.it/imtlucca>) and selecting "New registration" on the "Login" page.



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** (name, surname, gender, date and place of birth, telephone number) required by the "Personal Data - Full Form" registration, select the two check boxes and 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

**Italiano** **English**

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 forget 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 application form is divided into the following sections:

- PhD Program and Track
- Personal and Contact Details
- Current Resume/CV
- English Language Level

- Additional Information
- Education
- Additional Qualifications
- Research Statement
- Publications
- Referees

Mandatory fields are highlighted in red.

• Dato obbligatorio / Mandatory field

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

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 correct possible oversights.

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 show in the Dashboard page as "draft".

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

In order to resume the application, please click on the "Edit" button in the Dashboard page.

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



## 6. ATTACHMENTS

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

## 7. SELECTING THE PHD PROGRAM AND TRACK

This section is mandatory only when applying for the PhD Programs in "Cognitive and Cultural Systems" and in "Systems Science". You must select **your preferred PhD Program** choosing from the IMT School's educational offer. You can acquaint yourself with the different PhD Programs and Tracks [on the IMT website](#).

### PhD Program and Track

#### PhD Program and Track

The PhD Programs in "Cognitive and Cultural Systems" (CCS) and "Systems Science" (SyS) are structured into specialized tracks. Please indicate your PhD Program and track preference, and then press the "Save and proceed" button.

- [CCS] Cognitive and Cultural Systems
- [CCSN] Cognitive, Computational and Social Neurosciences
- [EADS] Economics, Analytics and Decision Sciences
- [SYS] Systems Science

• Dato obbligatorio / Mandatory field

Salva e prosegui / Save and proceed

You will also be asked to express your interest in one track, for the PhD Program in "Cognitive and Cultural Systems"

The PhD Programs in "Cognitive and Cultural Systems" (CCS) and "Systems Science" (SyS) are structured into specialized tracks. Please indicate your PhD Program and track preference, and then press the "Save and proceed" button.

- [CCS] Cognitive and Cultural Systems
- [CCSN] Cognitive, Computational and Social Neurosciences
- [EADS] Economics, Analytics and Decision Sciences
- [SYS] Systems Science

• Dato obbligatorio / Mandatory field

Candidates applying to the Cognitive and Cultural Systems PhD Program are required to express their interest in one track. Please select:

- Analysis and Management of Cultural Heritage (AMCH)
- Museum Studies (MUST)

Salva e prosegui / Save and proceed



and for the PhD Program in "Systems Science"

The PhD Programs in "Cognitive and Cultural Systems" (CCS) and "Systems Science" (SyS) are structured into specialized tracks. Please indicate your PhD Program and track preference, and then press the "Save and proceed" button.

[CCS] Cognitive and Cultural Systems  
 [CCSN] Cognitive, Computational and Social Neurosciences  
 [EADS] Economics, Analytics and Decision Sciences  
 [SYS] Systems Science

- Dato obbligatorio / Mandatory field

Candidates applying to the Systems Science PhD Program are required to express their interest in one track. Please select:

Learning and Control (LC)  
 Computational Mechanics (CM)  
 Complex Systems and Networks (CN)  
 Software Quality (SQ)

Salva e prosegui / Save and proceed

Note: candidates applying for the PhD Program in "Cognitive, Computational and Social neurosciences" and for the PhD Program in "Economics, Analytics and Decision Sciences" are not required to fill in this section.

## 8. CHECKING AND ADDING PERSONAL AND CONTACT DETAILS

This page will include some auto-filled fields from your PICA registration (section 2 - "How to Register"); we recommend checking that everything is correct and up-to-date.

You will have to add your Permanent Address (mandatory) and a Mailing Address (optional). You will also have to upload a copy of your ID or passport (max 30 MB and PDF format only).

## 9. UPLOADING YOUR CURRENT RESUME/CV

Please upload a copy of your resume or Curriculum Vitae in PDF format (max 30 MB).

In the field labelled as "If applicable, how many years of work experience after your bachelor's degree do you have?" please enter **numbers** only.

If applicable, how many years of work experience after your bachelor's degree do you have?

- Dato obbligatorio / Mandatory field



## 10. SELECTING YOUR ENGLISH LANGUAGE LEVEL

Please select the option that most appropriately describes your English language level, keeping in mind that the interview process will be conducted in English, which is the official language of instruction at the IMT School.

## 11. PROVIDING ADDITIONAL INFORMATION

In this section, you will be able to express your **preference for the interview** - whether in person at the IMT School or via videoconference. You will also be able to indicate if you have any **disability** and any specific arrangements you may need.

You will also be asked to provide information about how you found out about IMT.

## 12. COMPLETING THE "EDUCATION" SECTION

Please make sure to list all the titles you have obtained in **chronological order** (from the oldest to the most recent). To add a new one, click on the "Add" button at the bottom of each title description entry.

The screenshot shows a form with two sections. The first section is titled "Title Certificate/Declaration" and contains a "Carica" label above a "Scegli file" button and the text "Nessun file selezionato". The second section is titled "Academic Transcript/Diploma Supplement" and also contains a "Carica" label above a "Scegli file" button and the text "Nessun file selezionato". At the bottom right of the form, there is a green button labeled "Aggiungi / Add" which is circled in blue.

Please note that it is mandatory to provide the details of a supervisor for each title/institution, in the same order you have entered the titles. To help you, title and supervisor entries are numbered (top left of each entry).



Supervisor (Mandatory)

1	
Name	<input type="text"/>
Surname	<input type="text"/>
Institution	<input type="text"/>
<input type="button" value="Aggiungi / Add"/>	

### 13. ADDITIONAL QUALIFICATIONS

This section is not mandatory but we strongly recommend adding any relevant title or qualification which may be helpful to support your application as the IMT School's selection process is very competitive.

To add any new qualification, click on the "Add" button at the bottom of each entry. Please provide the details of a supervisor for each qualification, in the same order you have entered the qualifications. To help you, qualification and supervisor entries are numbered (top left of each entry) exactly as in the "Education" section above.

### 14. WRITING AND SUBMITTING YOUR RESEARCH STATEMENT

PhD applicants are expected to submit a **Research Statement** (max 10,000 characters, spaces included, mandatorily in English) to prove their aptitude for the School's PhD Programs, as follows:

- **AMCH:** the research statement consists of a research project proposal to be used exclusively to evaluate the application. The candidates, once admitted to the Program, will define their research project with the Advisor chosen for their supervision;
- **CCSN:** the research statement must include a description of the candidate's competences and experiences within the relevant scientific or academic field, future projects and an illustration of the candidate's motivation for pursuing study at the IMT School;
- **EADS:** the research statement must include a summary of the candidate's academic background, scientific interests, research experience, research ideas for future projects, and motivations for pursuing a PhD in Economics, Analytics and Decisions Sciences at the IMT School;
- **MUST:** the research statement consists of a description of the candidate's experiences, including future projects, also in relation to the partner museums, and motivation for enrolling in the track;



- **SyS:** the research statement must include a summary of the candidate's academic background, scientific knowledge, research experience, ideas for future research projects, and motivations for pursuing a Ph.D. study at the IMT School.

## 15. PUBLICATIONS

In this section you will be able to list articles, books, other published material, or patented inventions to support your application. There is a limit of 800 characters per entry. To add a new publication, click on the "Add" button at the bottom of each entry.

**PUBLICATIONS**

Please list articles, books, other published material, or patented inventions (limit of 1500 characters)

## 16. REFEREES

In this section you declare that you will provide the contact information of **two referees** after you have submitted the application.

Once the application is submitted, you will be given access to the (separate) section dedicated to "Reference letters" (Section 18 below).

## 17. REVIEWING, EDITING AND SUBMITTING YOUR APPLICATION

Once the application is complete, please go back to the Dashboard page.

<b>Id domanda</b> Application id	<b>Stato</b> Status	<b>Ultimo aggiornamento</b> Last update	<b>Azioni</b> Actions
300429	in bozza/draft	non compilata/blank	<input type="button" value="Modifica/Edit"/> <input type="button" value="Verifica/Verify"/> <input type="button" value="Presenta/Submit"/>

We recommend checking that everything is correct and you did not miss anything by clicking the "Verify" button on the page. A summary of your application will open for review; if you wish to replace an attachment at this stage, please click on the "Replace" button under each attachment.



### Sostituisci/Replace file

If you are satisfied with your application, you can go back to the Dashboard page and submit it by clicking the "Submit" button.

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
300429	in bozza/draft	non compilata/blank	<a href="#">Modifica/Edit</a> <a href="#">Verifica/Verify</a> <a href="#">Presenta/Submit</a>

Should there be any issues, you will not be allowed to continue and will get an error message as follows:

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

Once you have clicked the "Submit" button in the Dashboard page, the system will show you a summary of your application again. Click on the "Submit" button at the very bottom of the summary page to finalize your submission.

Once the application is submitted, you will be given access to the section dedicated to reference letters. You will be required to provide name and contact information for two referees, making sure to indicate institutional email addresses. Referees contact information is mandatory. Each nominated referee will receive an email with an access code and instructions on how to proceed with the electronic submission of the reference letter. Reference letters must be submitted electronically by the nominated referees exclusively through our online application system by **July 17th, 2020 at 12:00 pm (CEST)**. You will be notified when we receive the letters

I declare I have read the information notice about referees and hereby declare that I will provide the contact information of two referees after I have submitted the application

Presenta/Submit

Once the application is submitted, you will receive an "Application submission confirmation" email, which includes the submission date, the id number of your application and a reminder to complete the Reference letters section.

The system will automatically bring you back to the Dashboard page where you will be able to click on the "Reference letters" button. You will also be able to download a copy of your application for your records by clicking on the "Application PDF" button.



Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
299399	presentata/submitted	2020-04-28 10:43:13	<a href="#">Modifica/Edit</a> <a href="#">Visualizza/View</a> <a href="#">Ritira/Withdraw</a>

[PDF domanda/Application PDF](#)

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

[Lettere di referenza / Reference letters](#)

## 18. REFERENCE LETTERS

Please remember that this section is **mandatory to finalize your application**.

To access the section, please click on the "Reference letters" button on the Dashboard. Click on each of the "Request" buttons on the right-hand side to request a reference letter from each of your referees.

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

Domanda/Application	Lettere di referenza/Reference letters						
299399 28-04-2020 10:43 [REDACTED]	<table border="1"><tbody><tr><td>1</td><td>Non ancora richiesta/Not yet requested</td><td><a href="#">Richiedi/Request</a></td></tr><tr><td>2</td><td>Non ancora richiesta/Not yet requested</td><td><a href="#">Richiedi/Request</a></td></tr></tbody></table>	1	Non ancora richiesta/Not yet requested	<a href="#">Richiedi/Request</a>	2	Non ancora richiesta/Not yet requested	<a href="#">Richiedi/Request</a>
1	Non ancora richiesta/Not yet requested	<a href="#">Richiedi/Request</a>					
2	Non ancora richiesta/Not yet requested	<a href="#">Richiedi/Request</a>					

Complete a "Request a reference letter" form for each referee as follows: please provide the referee's contact details and preferred language, then click on "Send the request" button.

[Torna alla lista di lettere di referenza/Back to reference letters index](#)

### *Richiedi una lettera di referenza / Request a reference letter*

Nome del referente / Referee's first name

Cognome del referente / Referee's last name

Indirizzo email istituzionale del referente / Referee's institutional email address

Lingua di preferenza del referente / Referee's preferred language

Scegli una lingua / Select a language v

[Invia la richiesta/Send the request](#)

You will receive a notification via email that the request has been forwarded to the referee.



Each referee will receive an email with a link and instructions on how to proceed with the electronic submission of the reference letter. Reference letters must be submitted electronically by the nominated referees exclusively through our online application system **by June 26<sup>th</sup>, 2023 at 1:00 p.m. (CEST)**.

You can monitor the status of each request in the "Reference letters" section.

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

Domanda/Application	Lettere di referenza/Reference letters												
299399 28-04-2020 10:43 [REDACTED]	<table border="1"><tr><td>1</td><td>[REDACTED]</td><td>Nessuna risposta/No response yet</td></tr><tr><td colspan="3">Inviata/sent: 28-04-2020 17:24</td></tr><tr><td colspan="3">Scadenza/Deadline: 07-04-2025 12:00</td></tr><tr><td>2</td><td>Non ancora richiesta/Not yet requested</td><td><a href="#">Richiedi/Request</a></td></tr></table>	1	[REDACTED]	Nessuna risposta/No response yet	Inviata/sent: 28-04-2020 17:24			Scadenza/Deadline: 07-04-2025 12:00			2	Non ancora richiesta/Not yet requested	<a href="#">Richiedi/Request</a>
1	[REDACTED]	Nessuna risposta/No response yet											
Inviata/sent: 28-04-2020 17:24													
Scadenza/Deadline: 07-04-2025 12:00													
2	Non ancora richiesta/Not yet requested	<a href="#">Richiedi/Request</a>											

## 19. HOW TO WITHDRAW YOUR APPLICATION AFTER SUBMISSION

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 before the deadline.

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

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
299399	presentata/submitted	2020-04-28 10:43:13	<a href="#">Modifica/Edit</a> <a href="#">Visualizza/View</a> <a href="#">Ritira/Withdraw</a>

[PDF domanda/Application PDF](#)

You will be directed to a dedicated page with details of your application, the call, and institution. To withdraw please check the "I wish to withdraw the application" checkbox and click on the "Save and back to dashboard" button at the bottom of the page. You will also be able to provide a reason for the withdrawal if you so wish. Once done, your application status on the Dashboard will change to "Withdrawn".

If the call is still open, 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	<a href="#">Modifica/Edit</a> <a href="#">Visualizza/View</a>

[PDF domanda/Application PDF](#) [PDF domanda firmata/Signed PDF](#) [PDF ritiro firmato/Withdrawn PDF](#)

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

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

Should you have any technical issues, please contact the CINECA helpdesk at [scuolaIMT@cineca.it](mailto:scuolaIMT@cineca.it).

Should you need any further information on the PhD Program call, please contact [phdapplications@imtlucca.it](mailto:phdapplications@imtlucca.it).