

## UNIVERSITÀ DEGLI STUDI DI PADOVA

### *Technical guidelines for the submission of the application form for PhD Courses, 37th series*

(online application open from April 7<sup>th</sup>, 2021 to May 12<sup>th</sup>, 2021 at 1 pm CEST)

Online form available at: <https://pica.cineca.it/unipd/dottorati37/>

1. The application form must only be submitted online. No hard copy of the application must be sent by post.
2. Before filling in the application form, please read carefully the selection announcement, in particular the chosen PhD course table in order to verify the eligibility criteria and the documents to be submitted.
3. WATCH OUT: ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT AND, IN SOME CASES, THEY MUST BE PRINTED, SIGNED, AND UPLOADED. WE ADVISE APPLICANTS TO USE A PC CONNECTED WITH A PRINTER AND A SCANNER.
4. It is possible to fill in the application form by logging in at different times and saving the data. In order to access the application form that has been partly completed you must click on Modify to complete it.
5. Further information on the selection procedure can be asked by email at: [phd.application@unipd.it](mailto:phd.application@unipd.it) by contacting the addresses specified in the selection announcement. For technical problems write to: [unipadova@ Cineca.it](mailto:unipadova@ Cineca.it). Requests sent to other email addresses may not be read.
6. Applicants who want to apply for more than one PhD course must submit as many applications as the chosen courses.
7. Applicants with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read art. 3.3 of the selection announcement and upload the required documents in the relevant section of the online application.
8. Applicants with a disability or dyslexia may request special equipment and extra time to complete the admission examinations. Data will be treated in accordance with EU General Data Protection Regulation n. 679 dated 27.04.2016. The documents submitted will not appear in the application form for the selection announcement and will be held by the Students Services Office. These applicants, after filling in and submitting the application form, must go back to the dashboard and complete the relevant section by uploading the required documents.
9. AFTER THE APPLICATION HAS BEEN CORRECTLY FILLED IN AND SUBMITTED, APPLICANTS WILL RECEIVE AN EMAIL WITH THE CONFIRMATION OF THE SUBMISSION AND A PASSWORD THAT WILL ALLOW THEM TO CHECK THE FINAL RANKINGS.

## DATA REGISTRATION

Go to the website <https://pica.cineca.it/unipd/dottorati37/>

At the first access applicants need to register by clicking on 'Register' and complete the necessary data (fig.1,2).

Fig. 1 – Registration home page

PICA LOGIN

pica.cineca.it/en/login

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

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?

Enter with SPID o Credenziali Istituzionali

Fig. 2 – Registration data

Piattaforma Integrata Concorsi Atenei

REGISTER

Italiano English

Register on pica.cineca.it to submit your application.

Credentials

Username

please to use the format FirstnameLastname

Email

Password

minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > ' ? + % =

Confirm password

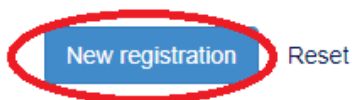
Login

After completing the data, click on 'New Registration'. Applicants will receive an email with the data to confirm their registration. In case you don't receive or cannot see the email please write to [unipadova@cinca.it](mailto:unipadova@cinca.it) (fig.3)

**Fig. 3 – Registration fields**

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



If applicants already have LOGINMIUR credentials, they don't need to register again. They must access with their LOGINMIUR username and password in the relevant field LOGINMIUR.

In case you forget username and password, click on 'Forgot your credentials?'

The online procedure for submitting the application form can be also accessed through SPID (Public Digital Identity System – more information here: <https://www.spid.gov.it/>), by choosing the University of Padova from the list of institutions available (fig. 4, 5, 6) and following the instructions of the provider selected. In case of access via SPID, no signature will be required when submitting the application.

**Fig. 4 – Registration home page via SPID**

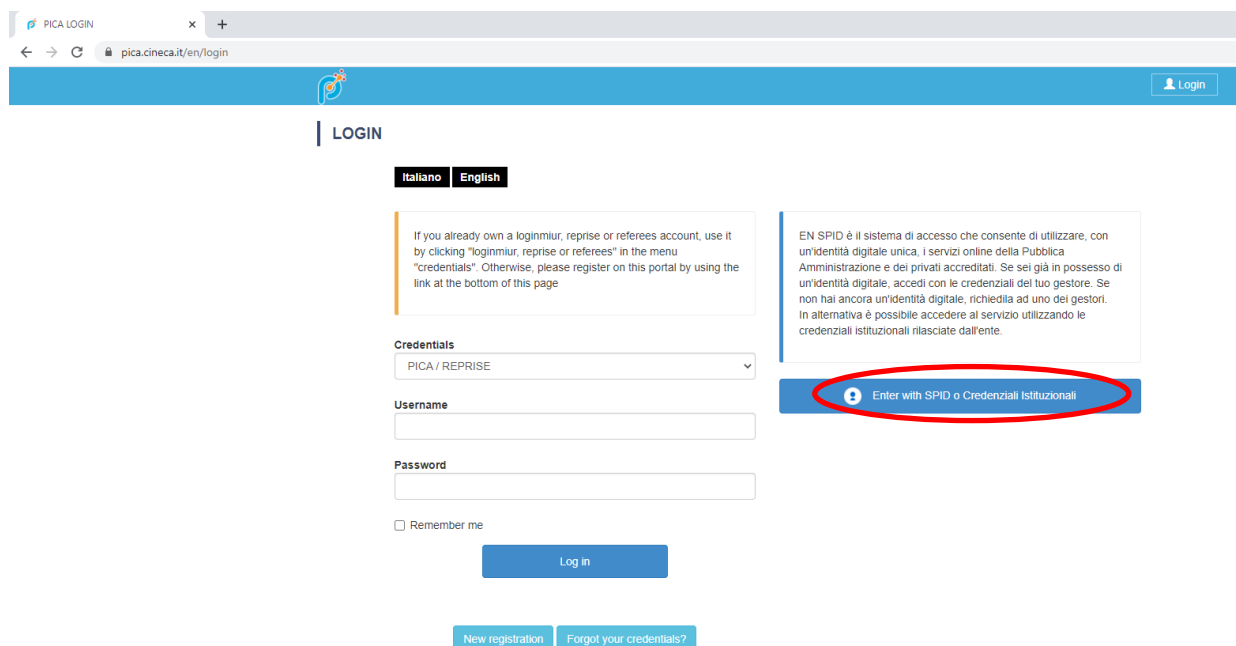


Fig. 5 – Registration home page via SPID – choose the institution

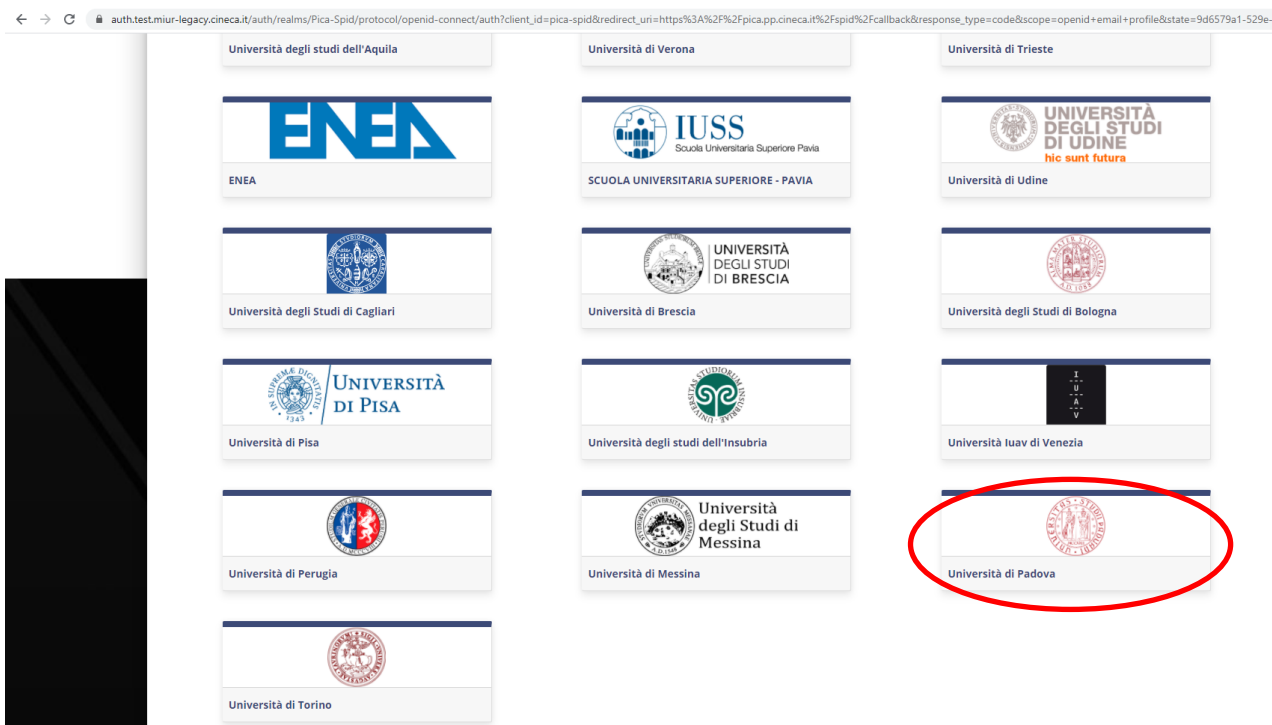
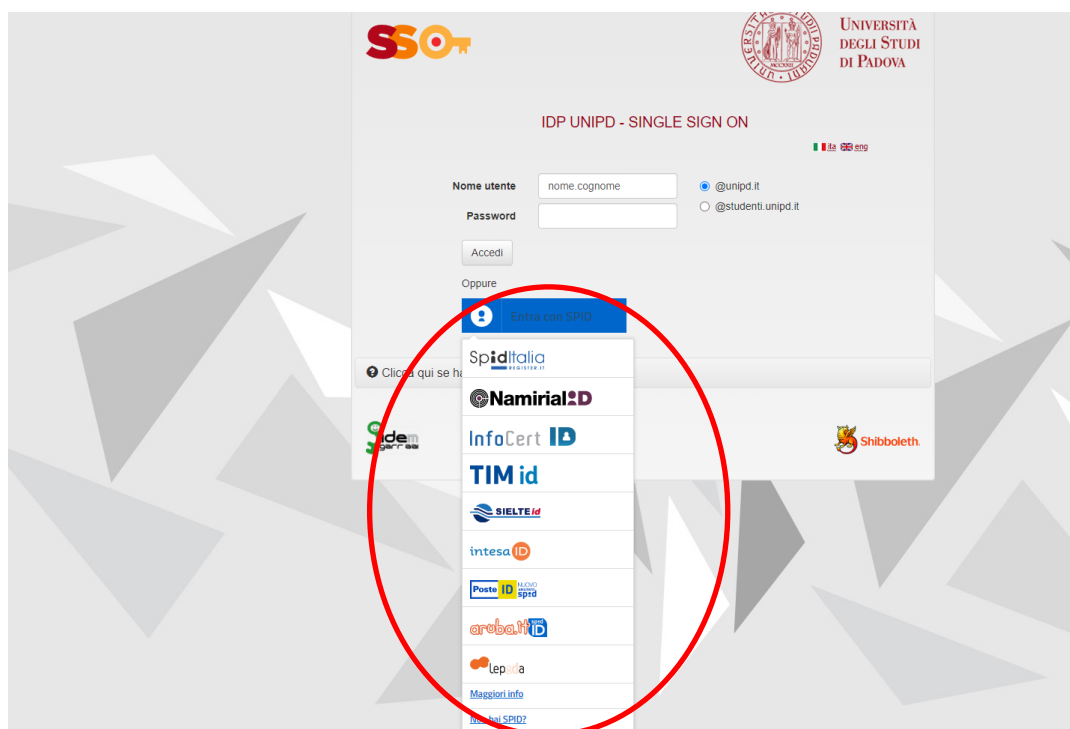


Fig. 6 – Registration home page via SPID – choose the provider



## APPLICATION FORM ACCESS

Once registered, it is possible to access the website <https://pica.cineca.it/unipd/dottorati37/> and login with username and password to fill in the application form by clicking on 'New Submission'. Before filling in the application form applicants can modify their personal data by clicking on the top right button (User Profile) and choose what to modify (fig.7, 8).

Fig. 7 – New submission

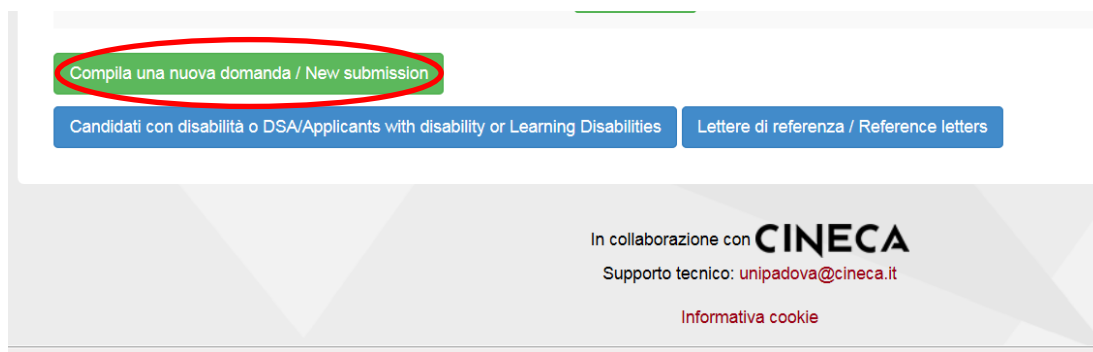
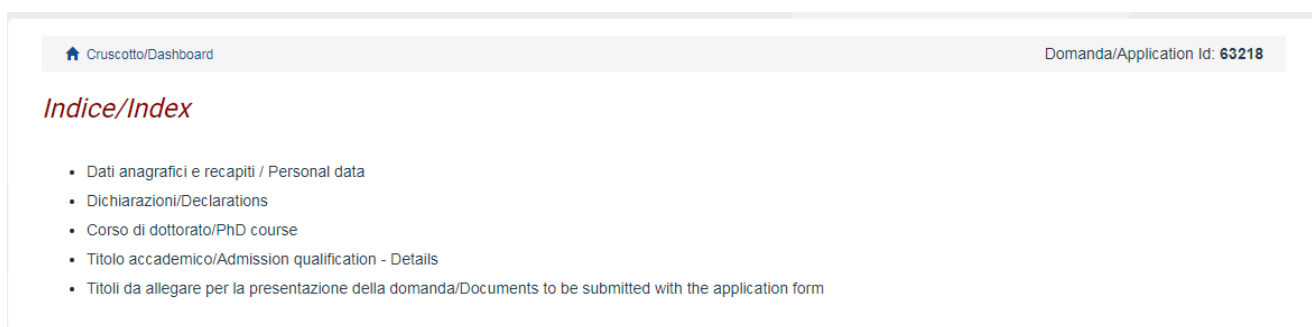


Fig. 8 – Application Sections

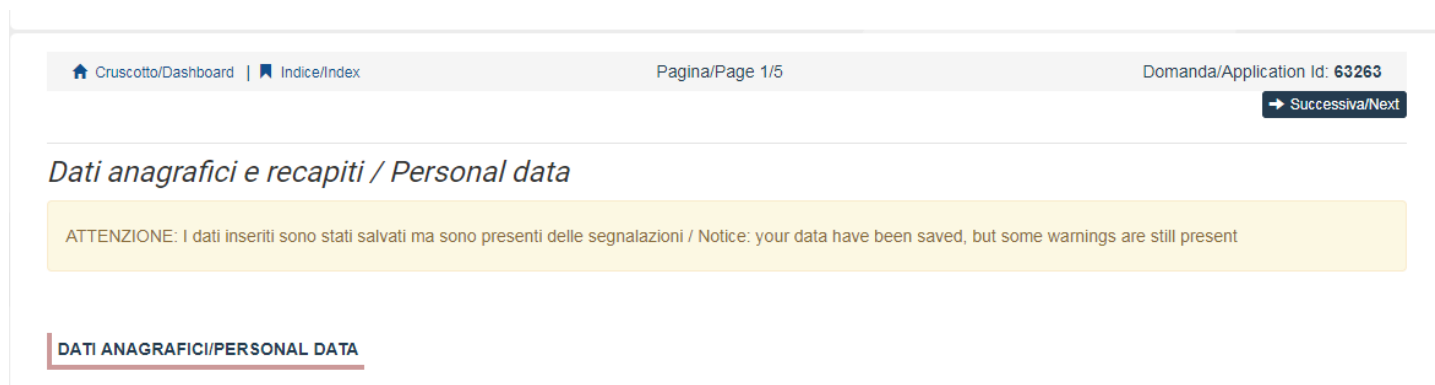


The first section is Personal Data. The data have partially been transferred from the registration procedure. There are some more data to be filled in (fig. 9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile)

**WATCH OUT:** after filling in you always need to click on the button "SAVE AND PROCEED".

If the data have been correctly filled in you will directly go to the next section. Otherwise error messages will display and you will have to correct the data (fig. 9).

Fig. 9 – PERSONAL DATA SECTION



In the Section DECLARATIONS you must read a list of declarations and upload an identity document (Identity card, Passport or Driving licence).

In the following section applicants must choose the PhD Course (fig. 10), the order of the curricula (if any), the places, and the scholarships with priority research topic (if any) they want to apply for.

**WATCH OUT:** PhD courses in ECONOMICS AND MANAGEMENT and MOLECULAR SCIENCES have different selection procedures according to the curriculum. For these two courses, in the online application candidates will be asked to select which curriculum they wish to apply for and, depending on the choice made, the places available.

If specified in the PhD table applicants will also see scholarships reserved to applicants with foreign qualifications. Eligible applicants can specify their interest to apply for such scholarships. If these scholarships are awarded via separate rankings, eligible applicants must choose if they want to apply for this particular kind of scholarships or for the other places/scholarships available.

If specified in the call applicants will also see the Higher-level apprenticeship contracts potentially available. Under these contracts PhD students are employed by a company with a 3/4 year contract in order to develop the research topic specified. In order to apply for these contracts it is necessary to give the consent to the treatment of your data, so that such data can be communicated to the companies for possible interviews.

**Fig. 10 – PhD COURSE Section**

The screenshot shows a web interface for selecting a PhD course. At the top, there is a navigation bar with 'Cruscotto/Dashboard | Indice/Index', 'Pagina/Page 3/5', and 'Domanda/Application Id: 63218'. Below the navigation bar are two buttons: '← Precedente/Previous' and '→ Successiva/Next'. The main heading is 'Corso di dottorato/PhD course'. Below this is a sub-heading 'CORSO DI DOTTORATO/PHD COURSE'. Underneath, there is a label 'Corso / Phd Course' and a dropdown menu with the text '-- selezionare un corso / select a course --'. At the bottom of the form is a blue button labeled 'Salva e prosegui / Save and proceed'.

In the following section (ADMISSION QUALIFICATION – RELEVANT OPTIONS) applicants must choose one out of the four options proposed (fig. 11).

**Fig. 11 – ADMISSION QUALIFICATION – RELEVANT OPTIONS**

The screenshot shows a web interface for selecting an admission qualification. The heading is 'Titolo accademico/Admission qualification - Details'. Below this is a sub-heading 'TITOLI DI STUDIO/QUALIFICATIONS'. Underneath, there is a label 'Tipo / Type' and a dropdown menu with the text 'Selezionare una tipologia / Select a type'. The dropdown menu is open, showing four options: 'Titolo di studio italiano - Laureato / Italian degree', 'Titolo di studio italiano - Laureando / Italian degree', 'Titolo di studio straniero - Laureato / Foreign degree', and 'Titolo di studio straniero - Laureando / Foreign degree'.

In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by September 30<sup>th</sup>, 2021 (fig. 12).

Fig. 12 – ADMISSION QUALIFICATION – DETAILS

Cruscotto/Dashboard | Indice/Index Pagina/Page 4/5 Domanda/Application Id: 63218

← Precedente/Previous → Successiva/Next

### Titolo accademico/Admission qualification - Details

#### TITOLI DI STUDIO/QUALIFICATIONS

**Tipo / Type**  
---- Selezionare una tipologia / Select a type

**Tipo laurea / Degree level**  
[Empty text box]

**Università / University**  
[Empty text box]

**Titolo di Studio / Major**  
Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search

**Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date**  
gg/mm/aaaa – dd/mm/yyyy

**Voto / Grade**  
[Empty text box] / [Empty text box]  con lode / with honors

**Salva e prosegui / Save and proceed**

In the section “DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified for the selection for each PhD course, with the exclusion of reference letters which must be submitted via a specific procedure (see par. 3). **Therefore we advise applicants to pay special attention to the documents to be submitted listed in the PhD course table in order to upload them all correctly.**

**WATCH OUT:** In this section you must upload the documents requested for the recognition of the foreign academic degree (art. 3.3 of the selection announcement - Admission of applicants with foreign (non-Italian) qualifications).

The files must be in pdf format and readable. For each file a brief description is needed (fig. 13).

**Fig. 13 – DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM**

The screenshot shows a search interface at the top with two radio buttons: "Cerca in LoginMiur/Search into LoginMiur" (selected) and "Inserisci manualmente/Insert manually". Below is a search input field with the placeholder "Cerca/Search" and a "Cancella / Delete" button. A green "Aggiungi / Add" button is centered below the search area.

**TITOLI E DOCUMENTI/ ATTACHMENTS (PLEASE ATTACH HERE ALL THE DOCUMENTS TO SUBMIT WITH YOUR APPLICATION FORM)**

In questa sezione vanno caricati i titoli richiesti per il corso di dottorato selezionato e che il candidato intende sottoporre alla valutazione della Commissione (Consultare la scheda del corso selezionato) / In this section you should upload the documents to submit for the chosen PhD Course and any further documents that the candidate thinks relevant for the committee evaluation (PLEASE check the relevant course table)

Attenzione\*: inserire qui i documenti richiesti per il riconoscimento dell'eventuale titolo straniero, come previsto dall'avviso alla selezione Art. 3.3  
Attention\*: please attach here the documents useful for the evaluation of the foreign qualification as indicated in the Selection announcement at the Art.3.3

Below the text is a form field with a "1" icon and the label "Descrizione/Description". At the bottom left of the form area is a "Carica/Upload" button.

After filling in this section applicants will be redirected to the dashboard where they see the draft of their application form. In order to submit it applicants must click on submit (fig. 14).

**Fig. 14 – Submission of the application**

The dashboard shows a table of application drafts. The third row is highlighted in yellow and has a red circle around its "Presenta/Submit" button.

|     |                     |                     |                 |                 |                 |
|-----|---------------------|---------------------|-----------------|-----------------|-----------------|
| 167 | in bozza/draft      | 2015-05-28 11:35:14 | Modifica/Modify | Verifica/Verify | Presenta/Submit |
| 177 | in bozza/draft      | 2015-05-28 12:47:44 | Modifica/Modify | Verifica/Verify | Presenta/Submit |
| 195 | da firmare/unsigned | 2015-05-28 16:31:34 | Modifica/Modify | Visualizza/View | Presenta/Submit |

Buttons at the bottom: "Registra una nuova domanda / New submission" (green), "Domanda di prove di ammissione con modalità individualizzate per candidati con disabilità o dislessia" (blue), and footer text: "In collaborazione con CINECA Supporto tecnico: unipd@cineca.it"

If the application has been filled in correctly you will see the pdf file of the application. In case there are mistakes applicants receive an error message and the application must be corrected. When the application has been corrected you are directed to the following section and you must click on 'Submit' (fig. 15). In case of access via SPID, no signature will be required when submitting the application.



Fig. 15 – Submission of the application

Descrizione/Description  
fhghkjklkjtdghnfgb bvjurstjhxnd ghntg etgdhbnfd d teh

Dettagli sul file allegato/Attachment details  
STATUTO\_con\_modifica\_art46c9.pdf

Dimensione/Size (byte)  
582816

Checksum  
46794f3385d9631ae8d5bc367eb05caf9f1a91e8cade830ba9007ce0d90a5c04

Tipo di checksum/Checksum type  
SHA256

Sostituisci/Change file  
Scegli file Nessun file selezionato

Firma del candidato  
Candidate's signature  
.....

Presenta/Submit

After the submission you will see three possibilities to sign the application. You must choose one and follow the instructions (fig. 16).

Fig. 16 – Signature

FIRMA DIGITALE / DIGITAL SIGNATURE

Cruscolto/Dashboard Domanda/Application id: 63262

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

- Firma il documento manualmente / Sign the application (no digital 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. / If you can't sign the document digitally as specified in the other sections 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 body) 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) e 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 body) and 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

**WATCH OUT:** Applicants who, during registration selected "NO" in the "Italian Citizenship" field and did not indicate a "tax code", will be only allowed to add their original signature to the application, i.e. they will only see the "no digital signature" option during the signature process.

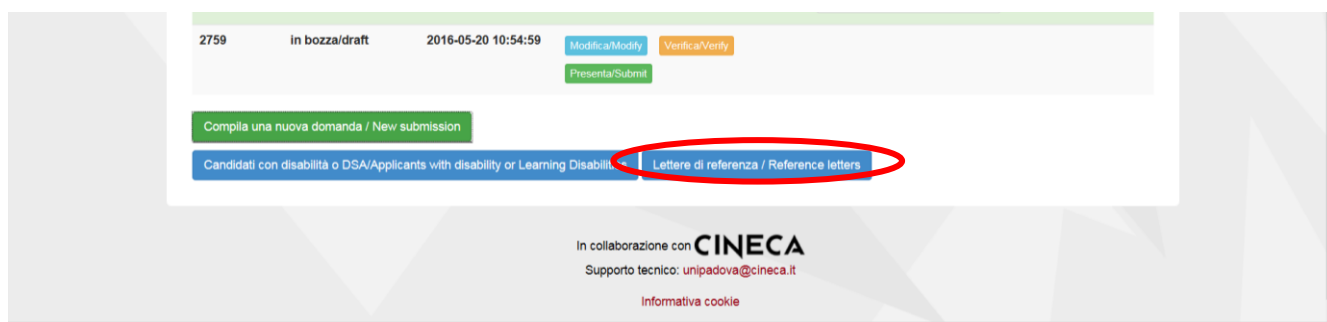
If you choose to sign with no digital signature **you must print the pdf application, sign it, scan it, and upload it. If applicants haven't done so before, they must upload an identity document in the Personal Data section. We advise to check that the uploaded file is complete. Applicants can upload only one file, so if they must also upload the identity document, the application form and the identity document must be scanned together.**

After the submission applicants will receive an email with the confirmation of the submission and a password that will allow them to check the final rankings. Applicants will always be able to login to their account, personal data and application form.

### 3. REFERENCE LETTERS

If applicants want to submit reference letters among the documents for the PhD course, after the submission of the application form they will find the button 'Reference letters' in the dashboard (fig 17). Applicant must click on it and fill in the relevant information in order to send to the chosen referees the request for the letter. Applicants must specify the institutional email address of the referee, not a personal email address.

**Fig. 16 – Reference letters**



The referee specified will receive the request to fill in the reference letter and can submit it by May 14<sup>th</sup>, 2021 at 13:00 CEST. We advise applicants to inform referees that they will receive the request. If the referee fills in and submits the letter, the applicant will receive an email specifying that the letter has been submitted. Applicants, however, can always check the status of the request. Reference letters uploaded by applicants will not be taken into consideration.

If applicants wish to change the referee they must send an email to [unipadova@cineca.it](mailto:unipadova@cineca.it) specifying the ID of the application form.

### 4. APPLICATION FORM MODIFICATION OR WITHDRAWAL

If applicants need to modify the application form after the pdf has been created:

- if they have submitted the application form and received the email of confirmation, they cannot modify the application form but they will be able to withdraw it following the relevant procedure available on the dashboard and submit a new application form;
- if they have created the pdf file but they have not completed the submission (the pdf file has not been uploaded yet and so they haven't received the email of confirmation), then they must write to [unipadova@cineca.it](mailto:unipadova@cineca.it) and ask to have the application re-opened. In the email they must specify the reason of their request and the ID of their application form, and attach copy of their identity document.