

UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of the application form for admission to PhD Scholarships for programs dedicated to innovative doctorates that meet the innovation needs of companies – Ministerial Decree 630/2024 – and by external funds a.a. 2024/2025 – XL Cycle

(online application open till July 25th, 2024 at 1 pm CEST)

Online form available at: <https://pica.cineca.it/unipd/2024dottorati630/>

1. The application form must only be submitted online. No hard copy of the application has to be sent by mail.
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 requested by email at phd.application@unipd.it by contacting the addresses specified in the selection announcement. For technical problems click [here](#). Requests sent to other email addresses may not be read.
6. It is possible to submit only one application.
7. Applicants with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read art. 2.3 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.

10. DATA REGISTRATION

Go to the website <https://pica.cineca.it/unipd/2024dottorati630/>

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

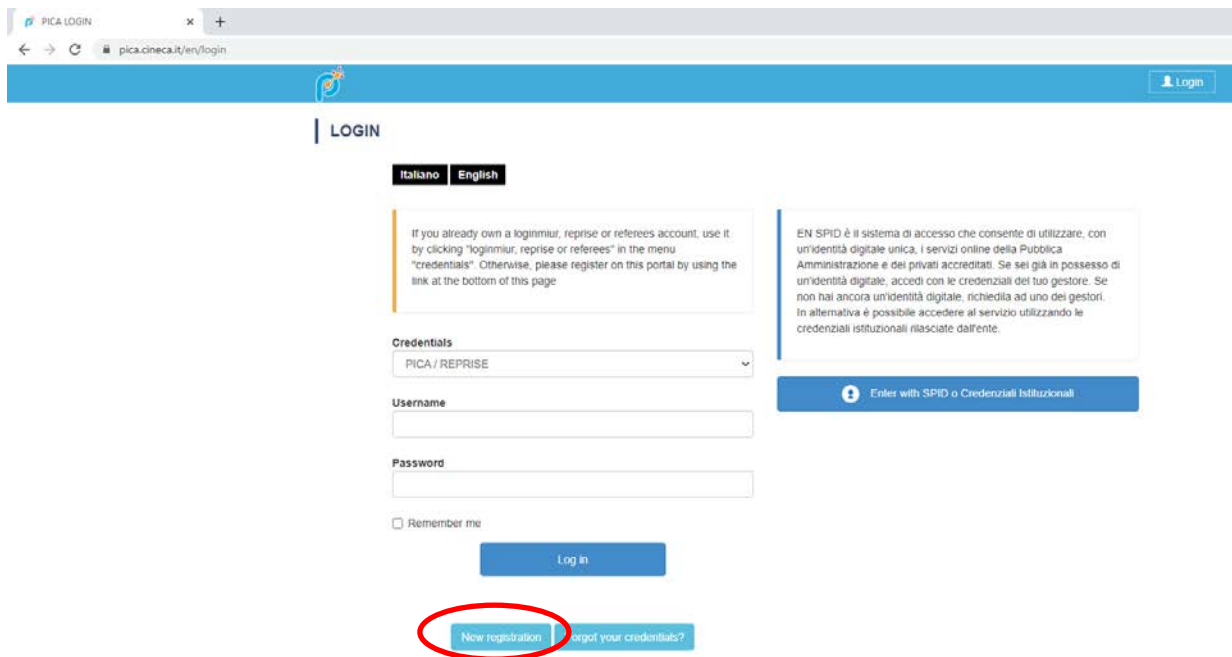
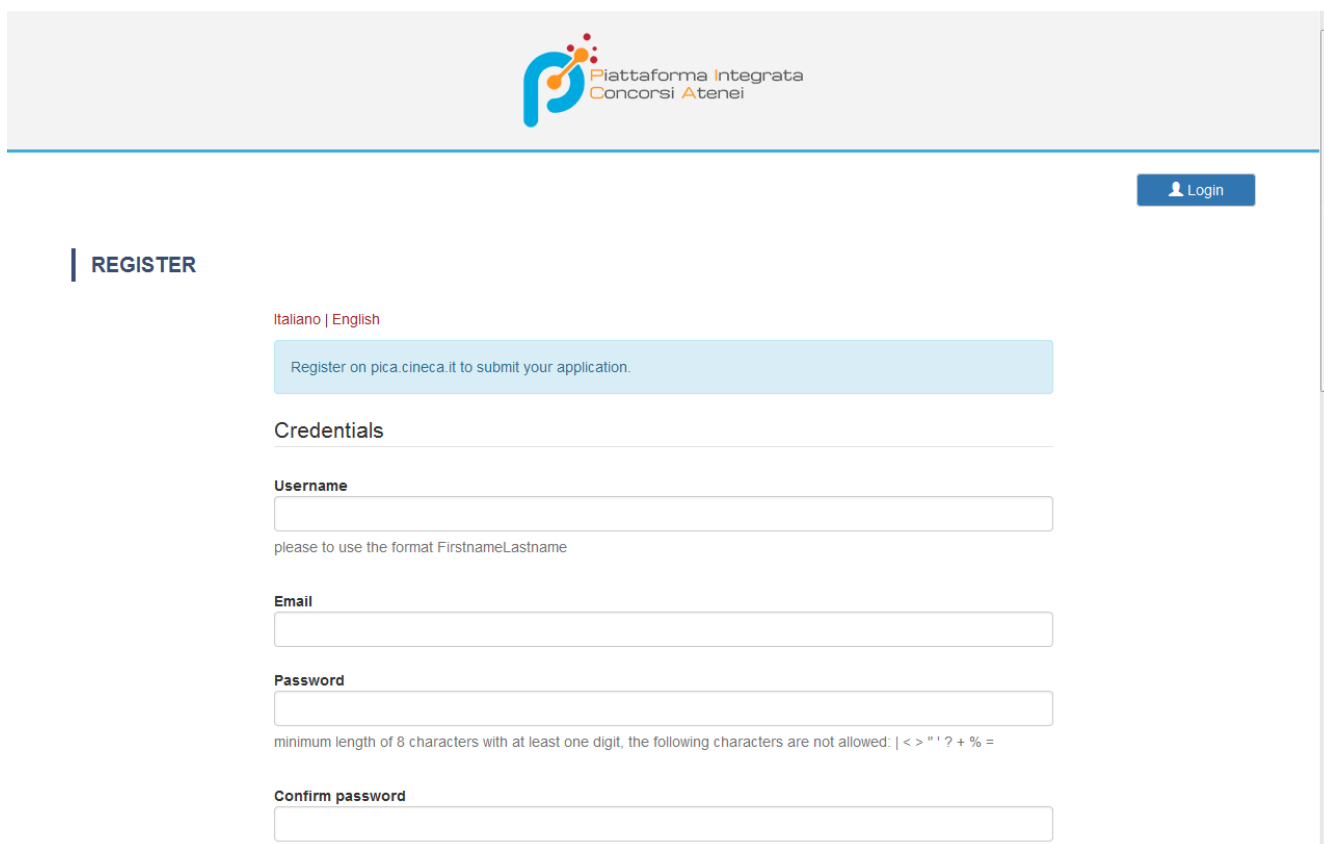


Fig. 2 – Registration data

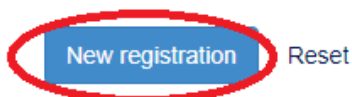


After completing the data, click on 'New registration'. Applicants will receive an email with the data to confirm their registration (fig.3). In case you don't receive or cannot find the email, please ask for assistance by clicking [here](#).

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 do not 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

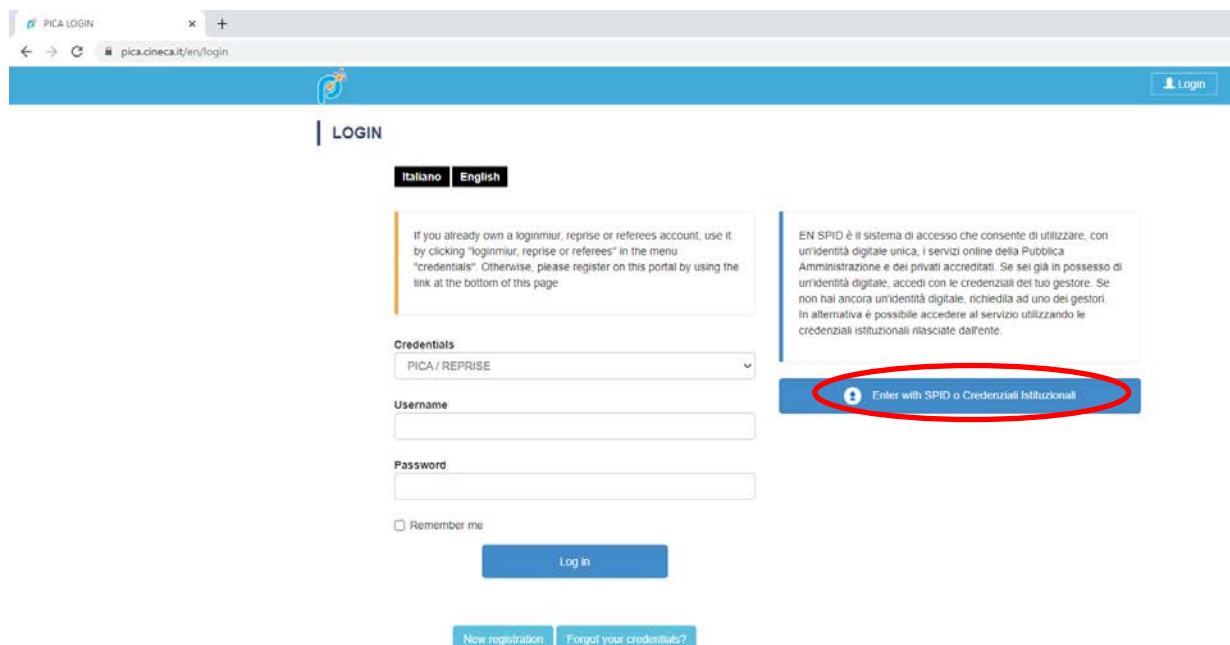


Fig. 5 – Registration home page via SPID – choose the institution

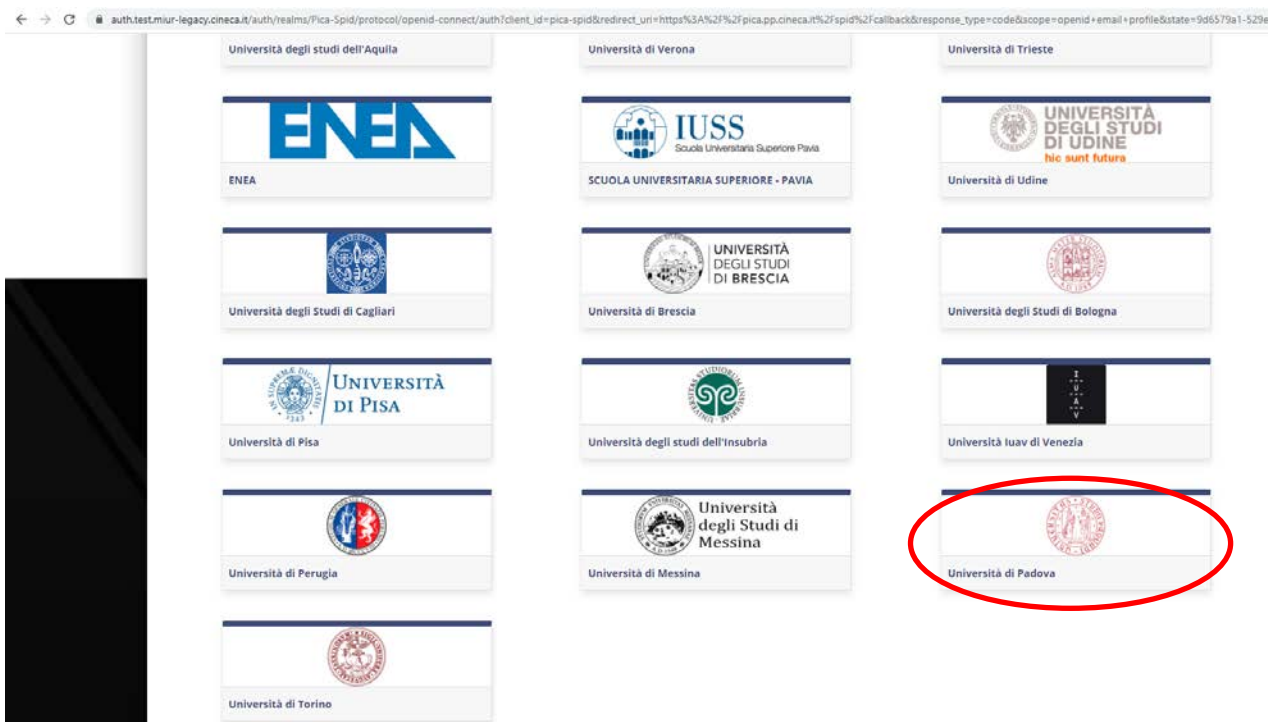
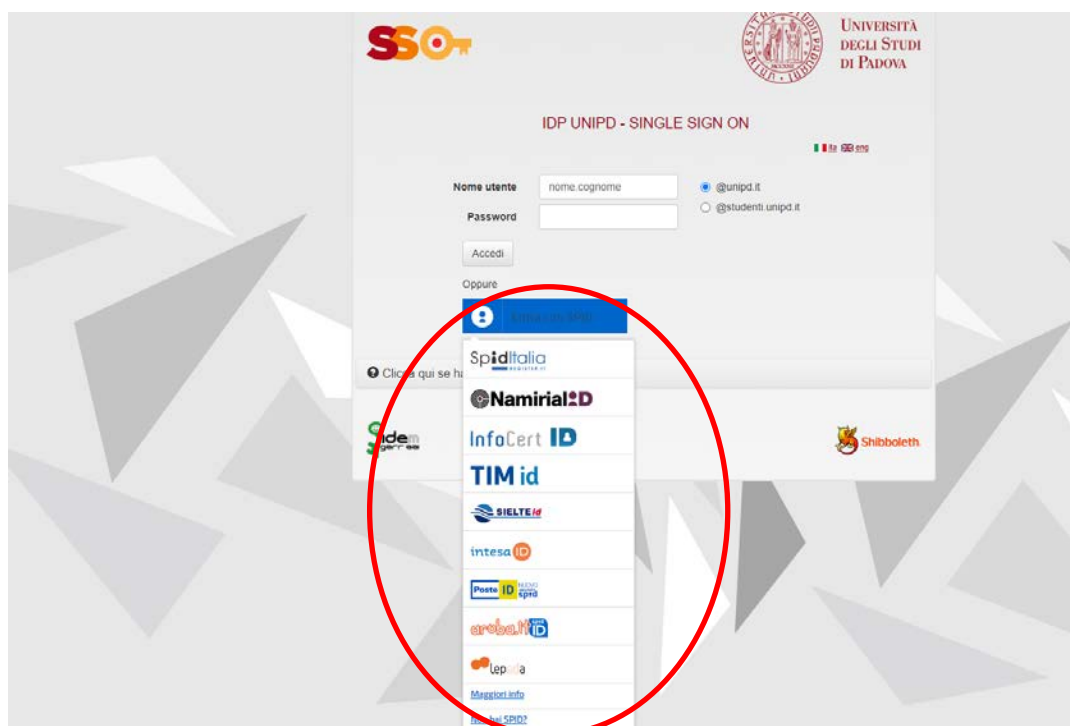


Fig. 6 – Registration home page via SPID – choose the provider



APPLICATION FORM ACCESS

Once registered, it is possible to access the website <https://pica.cineca.it/unipd/2024dottorati630/> 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

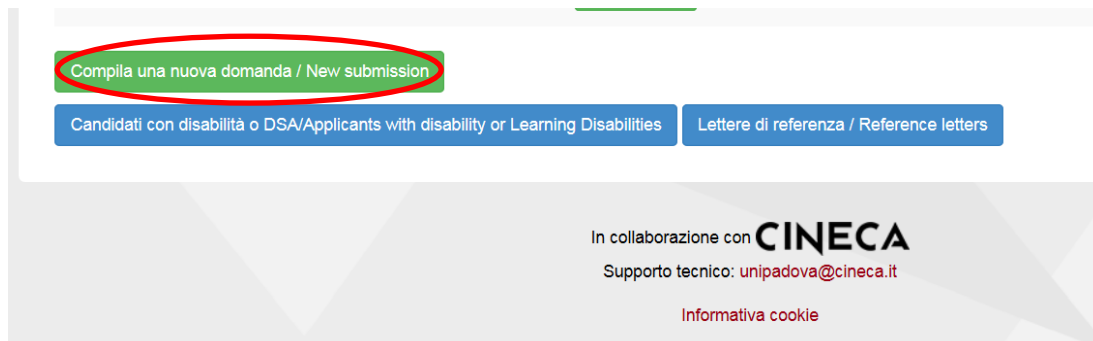
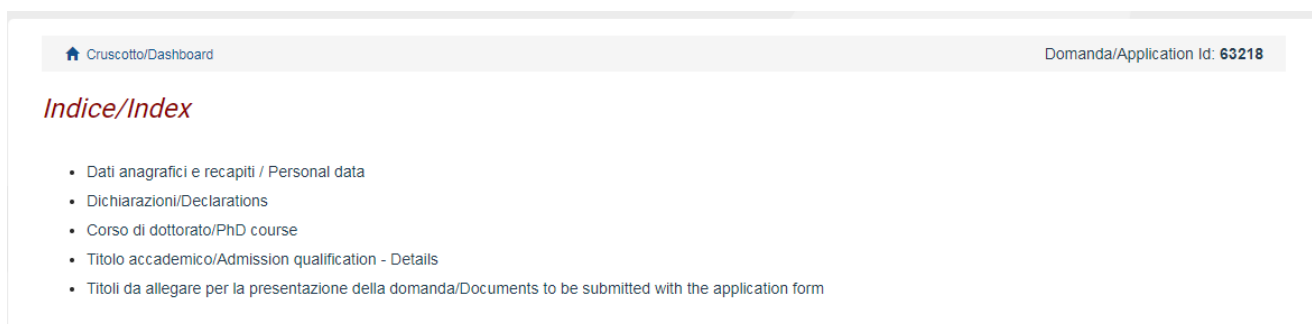


Fig. 8 – Application Sections

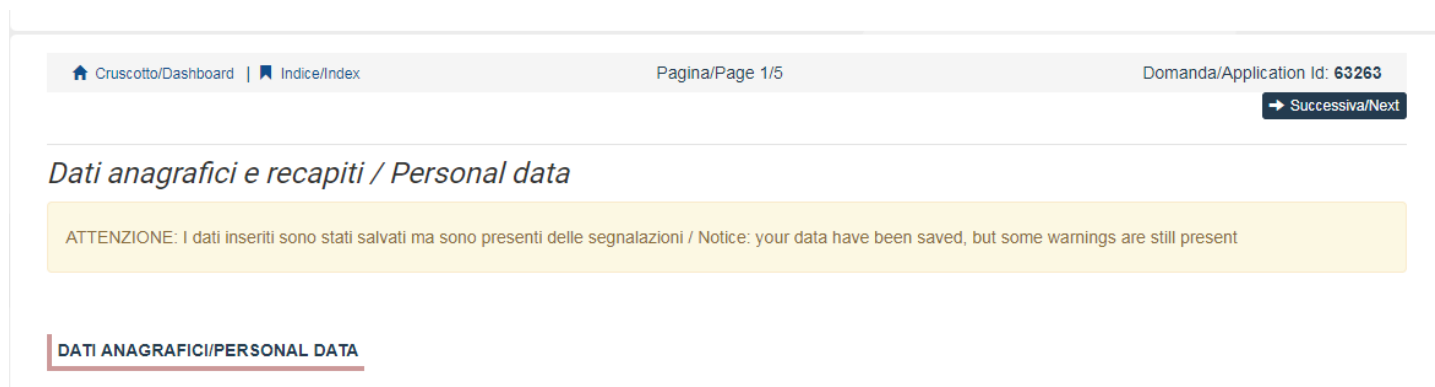


The first section is Personal Data. The data have partially been transferred from the registration procedure. There are some more data to be filled in (fig. 9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile).

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 PhD course and research project (fig. 10), they want to apply for.

Fig. 10 – PhD COURSE Section

Corso di dottorato/ PhD course

Corso di dottorato/PhD course

Corso di dottorato - Progetto di ricerca / Ph.D. course - Research project:

+ ANIMAL AND FOOD SCIENCE

- BIOSCIENZE

- Codice: **PROGETTO002**
Curriculum: **Biochimica e Biotecnologie**
Titolo progetto IT: **Esplorazione multi-omica per la caratterizzazione dei lieviti di interesse enologico**
Titolo progetto EN: **Multi-omic exploration for characterizing oenologically relevant yeast strains**
Responsabile scientifico: **Laura Treu**
- Codice: **PROGETTO013**
Curriculum: **Evoluzione, Ecologia e Conservazione**
Titolo progetto IT: **Bio-inoculanti e sostenibilità: studio del ruolo della biodiversità microbica del compost nella promozione della salute del suolo e delle piante**
Titolo progetto EN: **Bio-inoculants and sustainability: exploiting the role of microbial biodiversity carried by compost in promoting soil and plant health**
Responsabile scientifico: **Barbara Baldan**
- Codice: **PROGETTO084**
Curriculum: **Genetica, Genomica e Bioinformatica**
Titolo progetto IT: **Studio dei meccanismi che controllano la pluripotenza naive umana ed il differenziamento verso la placenta**
Titolo progetto EN: **Dissecting the mechanism controlling human naive pluripotency and differentiation towards placenta**
Responsabile scientifico: **Graziano Martello**

+ BRAIN, MIND AND COMPUTER SCIENCE

+ CROP SCIENCE

+ FUSION SCIENCE AND ENGINEERING

+ GEOSCIENCES

+ INDUSTRIAL ENGINEERING

+ INGEGNERIA DELL'INFORMAZIONE

+ INGEGNERIA ECONOMICO GESTIONALE

+ INGEGNERIA MECCATRONICA E DELL'INNOVAZIONE MECCANICA DEL PRODOTTO

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

Titolo accademico/Admission qualification - Details

TITOLI DI STUDIO/QUALIFICATIONS

Tipo / Type

Selezionare una tipologia / Select a type
Titolo di studio italiano - Laureato / Italian degree
Titolo di studio italiano - Laureando / Italian degree
Titolo di studio straniero - Laureato / Foreign degree
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 30th, 2024 (fig. 12).

Fig. 12 – ADMISSION QUALIFICATION – DETAILS

Cruscotto/Dashboard | [Indice/Index](#) Pagina/Page 4/5 Domanda/Application Id: 647641

[← Precedente/Previous](#) [→ Successiva/Next](#)

Titolo accademico/Admission qualification - Details

Titoli di studio / Academic qualifications

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

Tipo laurea / Second cycle degree (e.g. M.Sc. , M.Phil, etc)

Università / University

Titolo di Studio / Type of second cycle degree (e.g. M.Sc. in Economics)

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

Voto / Grade
 / con lode / with honors

[← Precedente/Previous](#) [→ Successiva/Next](#)

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. 2.3 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 displays three distinct sections of an application form, each with a dark blue header and a light grey body. The first section, titled 'Carriera universitaria completa / Complete Academic Career', includes a sub-header 'Curriculum vitae et studiorum' and instructions to use a downloadable template. It features a text input field for a description, a file upload button labeled 'Scegli file' (with 'Nessun file selezionato' below it), a red 'Cancella / Delete' button, and a green 'Aggiungi / Add' button. A red error message at the bottom states: 'Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements'. The second section, 'Proposta di ricerca / Research proposal', has a sub-header 'Progetto di ricerca inerente la tematica vincolata scelta, obbligatoriamente strutturato come da format scaricabile' and a similar instruction in English. It contains a text input field, a file upload button, and a red error message: 'Dato obbligatorio / Mandatory field'. The third section, 'Documenti per il riconoscimento dell'eventuale titolo straniero / Documents for the evaluation of the foreign qualification', has a sub-header and a note: 'Inserire qui i documenti richiesti per il riconoscimento dell'eventuale titolo straniero. come previsto dall'avviso alla selezione Art. 2.3'.

PAYMENT OF THE PRE-REGISTRATION CONTRIBUTION

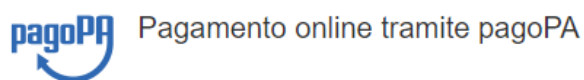
After verifying the application form, applicants must go back to the dashboard and proceed with the payment of € 30,00 (fig.14)

Fig. 14 – Payment

The screenshot shows a horizontal navigation bar with a light grey background. On the left, it displays the number '67379', the status 'in bozza/draft', and the timestamp '2020-06-16 10:00:58'. To the right are four buttons: 'Modifica/Edit' (blue), 'Verifica/Venify' (orange), 'Pagamento/Payment' (blue with a credit card icon), and 'Firma e Presenta/Sign and Submit' (green). A red arrow points from the top right towards the 'Pagamento/Payment' button.

On the next page click on the button “Paga tramite PagoPA” and then “Accetta” (fig. 15.1 e 15.2)

Fig. 15.1 – PagoPA



Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle

Versante

Ragione sociale cognome e nome

Codice fiscale il sistema può averlo calcolato automaticamente

Indirizzo

Civico

CAP

Località

Provincia

Nazione

Telefono

Cellulare

FAX

Email

[Modifica versante](#)

Pagamento

Da pagare entro il 13/05/2024 13:00:00.

Causale Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle

Codice fiscale creditore 80006480281

Importo 30

Scadenza 13/05/2024 13:00

IUV (non assegnato)

[Torna al cruscotto PICA](#) [Paga tramite pagoPA](#)

Fig. 15.2 – PagoPA

Attenzione!

Grazie all'integrazione con la piattaforma pagoPA, puoi completare i tuoi pagamenti verso la Pubblica Amministrazione in modo semplice e immediato. Potrai inoltre scegliere il gestore della transazione (PSP) a te più conveniente.

Il PSP può applicare un **costo aggiuntivo**.

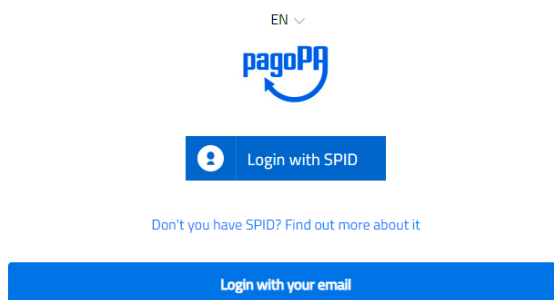
Premendo "Accetta", si procederà sulla piattaforma pagoPA e i dati del versante non saranno più modificabili!

Controllare attentamente la correttezza dei dati del versante!

[Annulla](#) [Accetta](#)

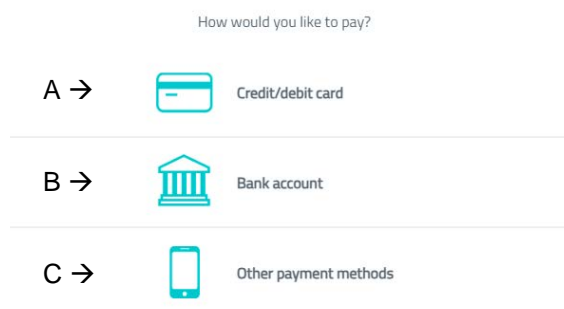
It is possible to pay through the “PagoPA”, it will be required an email address where you will receive the payment confirmation. Choose one of the TWO ways to enter the PagoPA portal (fig. 15).

Fig. 15 – PagoPa



Select one of the following payment options (fig. 16):

Figura 16 – Payment method



A. CREDIT/DEBIT CARD

If you choose this option, a list of authorised banking institutions will be displayed. Select any of the listed institutions and make the payment by entering the required details of your credit / debit card (pay attention to the conditions applied by the institution).

Once the payment procedure has been successfully completed, a confirmation email will be sent to your email address.

pagoPA accetta queste carte di credito/debito



nome e cognome

nome e cognome non validi, non si devono essere caratteri speciali

0000 0000 0000 0000

numero della carta di credito

MM / AA

scadenza (mm/aa)

CVC

codice di verifica

Continua

B. BANK ACCOUNT

If you chose this option, the available PSPs (payment service providers) will be displayed. By selecting one of the PSPs you will be redirected to the web page of the chosen bank, which allows you to select the home-banking service provided by your bank.

Universita' degli Studi di Padova

Paga con il tuo conto corrente

cerca la tua banca

Ordina per: Alfabetico Tipo: Crescente

Banca Popolare di Sondrio
SCRIGNO Internet Banking
Commissione max 0,90 €

ICONTO
Pagamento diretto/Bonifico SCT

C. OTHER PAYMENT METHODS

Universita' degli Studi di Padova

cerca la tua banca

Ordina per: Alfabetico Tipo: Crescente

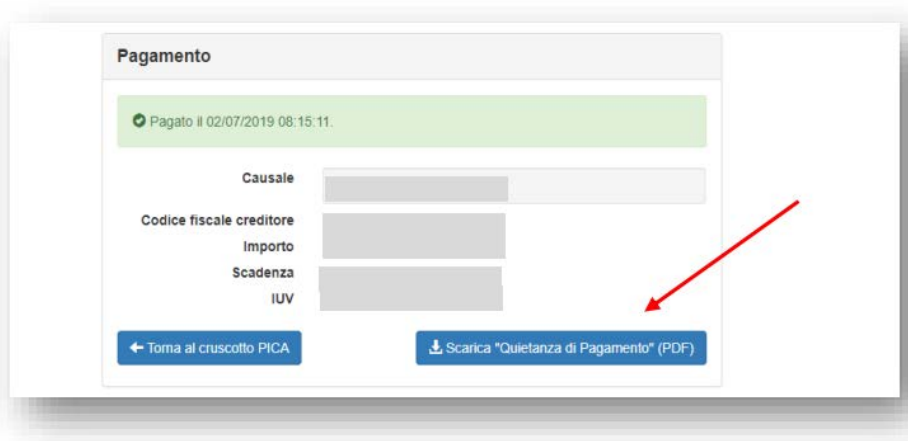
satispay
Satispay
Commissione max 0,00 €

ICONTO
Carte Pagamento
Commissione max 0,95 €

INTESA SINDIACO
DauDai

Once the payment has been made, it will be possible to download the relative receipt (fig. 17).

Figura 17 – Download receipt



SIGNATURE AND SUBMISSION OF THE APPLICATION

After filling in this section, applicants will be redirected to the dashboard where the draft of their application form is available. In order to submit it applicants must click on submit (fig. 18).

Fig. 18 – Submission of the application

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

Registra una nuova domanda / New submission

Domanda di prove di ammissione con modalità individualizzate per candidati con disabilità o dislessia

In collaborazione con **CINECA**
Supporto tecnico: unipd@cineca.it

If the application has been filled in correctly, applicants will see the pdf file of the application. In case there are mistakes applicants would receive an error message and the application must be corrected. When the application has been corrected, applicants will be directed to the following section, where they must click on 'Submit' (fig. 19). In case of access via SPID, no signature will be required when submitting the application.

Fig. 19 – Submission of the application

1

Descrizione/Description

fngjkhkjjklkjhtdghnfgb bvjurstjhnxd gfhntg etgdhbnfd d tch

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 applicants will see three possibilities to sign the application. Choose one and follow the instructions (fig. 20).

Fig. 20 – Signature

FIRMA DIGITALE / DIGITAL SIGNATURE

Cruscotto/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, effettuare 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 a 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.

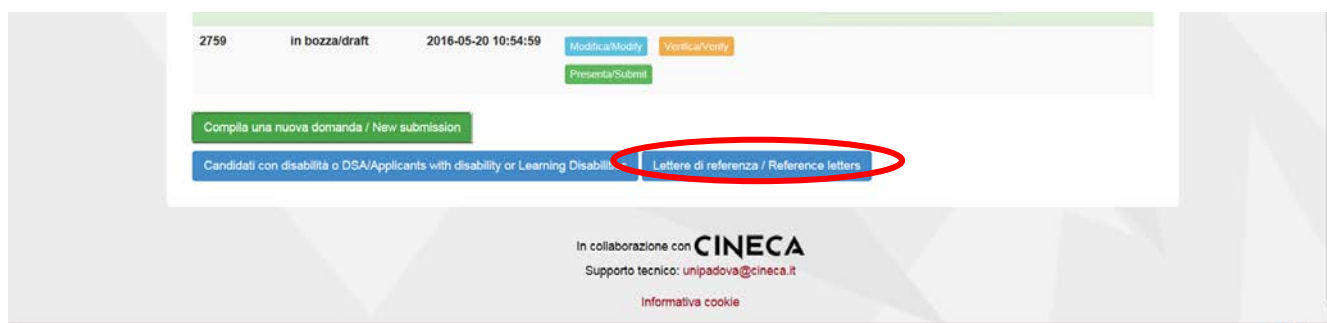
If you choose to sign with no digital signature **you must print the pdf application, sign it, scan it, and upload it. If applicants have not done so before, they must upload an identity document in the Personal Data section. We advise to check that the uploaded file is complete. Applicants can upload 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. Applicants will always be able to login to their account, personal data and application form.

SUPERVISOR ACCEPTANCE LETTER (REFERENCE LETTERS in the procedure)

Applicants must submit the supervisor acceptance letter among the documents for the PhD course. After the submission of the application form they will find on the dashboard the button 'Reference letters' (fig. 17). Applicants must click on it and add the relevant information in order to send the request for the letter to the **SUPERVISOR OF THE SELECTED RESEARCH PROJECT** available in the Appendix of the call. Applicants must add the supervisor's institutional email address (not a personal address).

Fig. 21 – Reference letters



The supervisor specified will receive the request to fill in the reference letter and can submit it by August 5th, 2024 at 1 pm 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 ask for technical assistance by clicking [here](#), specifying the ID of the application.

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 contact for technical assistance by clicking [here](#) 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.