APPLICATION FOR 15 THREE-YEAR GRANTS FOR FOREIGN STUDENTS
(33rd series)
Deadline: 28 March 2017 - 1.00 p.m. (CEST)
GUIDELINES

Please read carefully all the instructions below before completing your on-line application. You will create a Username and Password. Your Username and Password enable you to return to your application as many times as you wish before your final submission.

General Guidelines

Before completing the on-line application, please review the call for application for admissions requirements and the deadline dates at:

http://www.unipd.it/en/node/1053

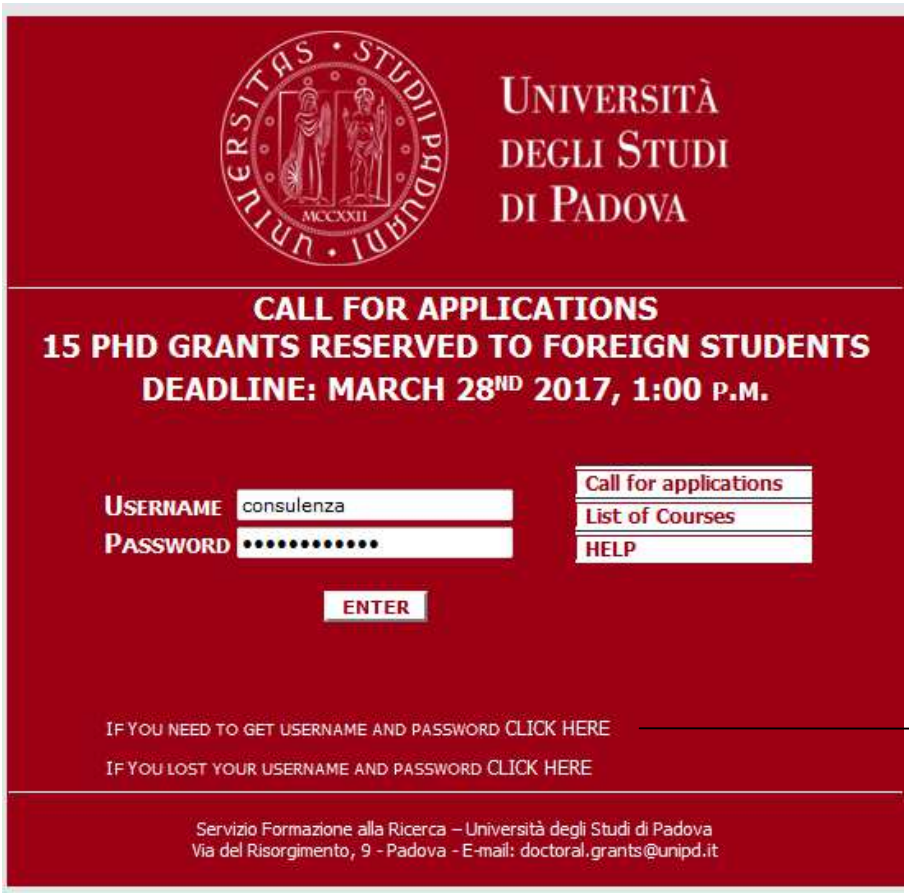
Remember, you may apply to only one Doctoral Course.

If you should experience any difficulty when applying online, please send an email describing the problem to **doctoral.grants@unipd.it**

ONLINE APPLICATION INSTRUCTIONS

➢ Step 1 – Data registration - Access your personal account

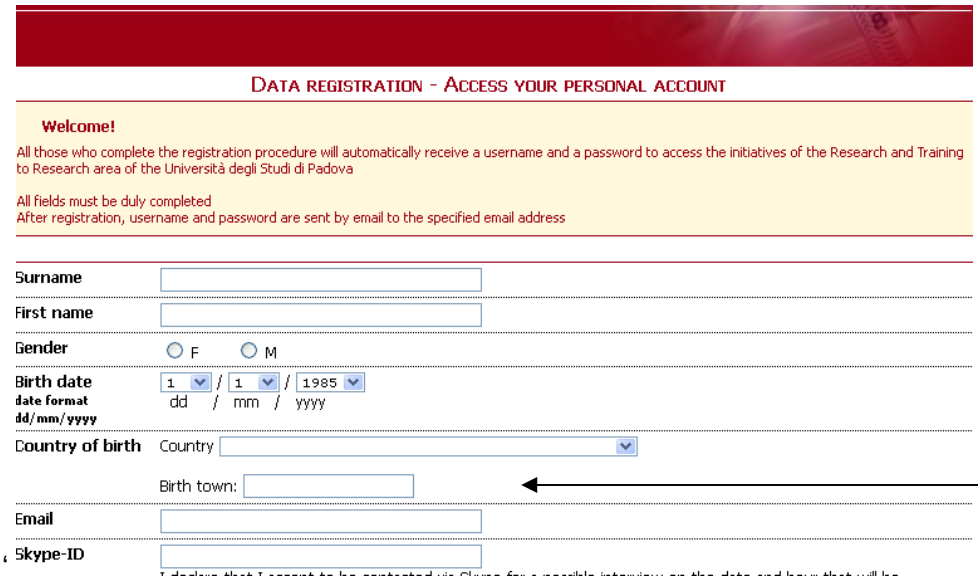
You must register you data and receive a username and a password before filling in the application form.



Click here in order to register your personal data and get username and password

Enter your account information exactly as instructed on the form and then click on 'Save your personal data'. **You should pay great attention to the e-mail address provided as your username and password will be sent to this e-mail address**. This e-mail address will also be used for any official communication (see article 6 of the call). You must also specify your Skype ID.

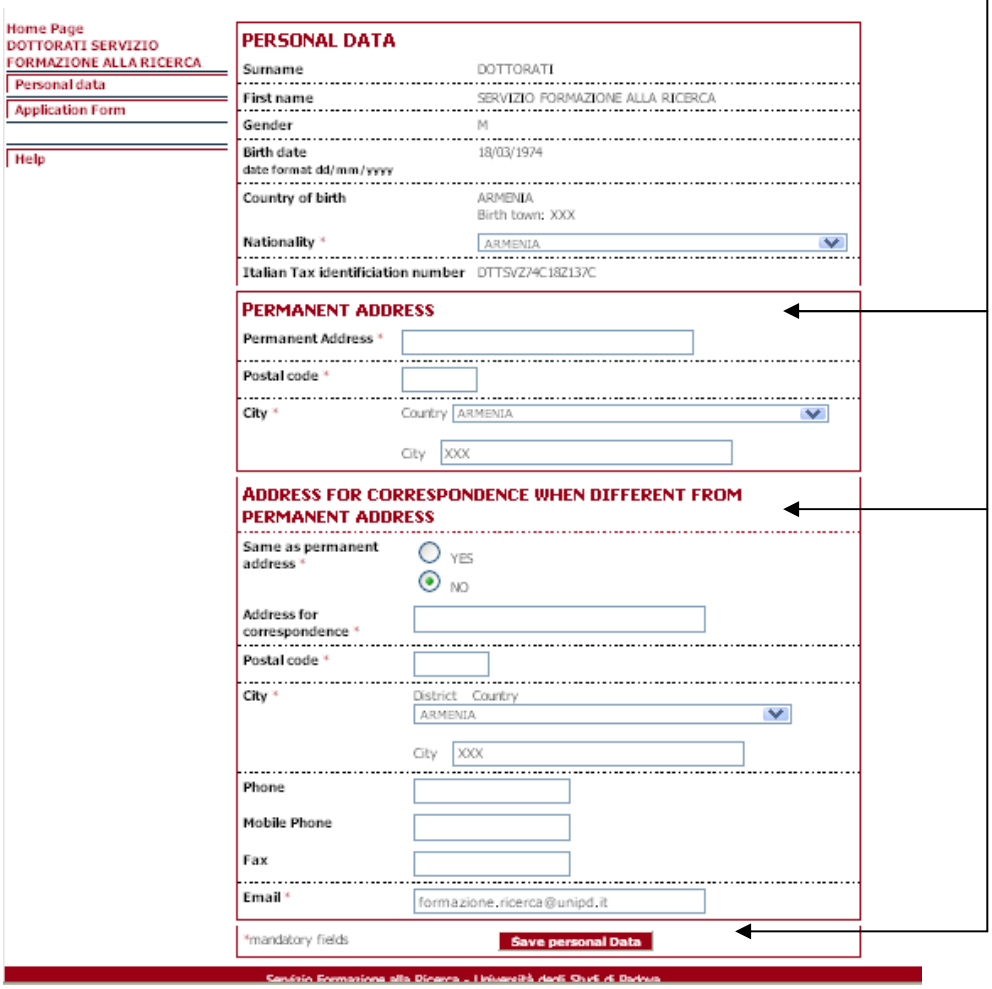
We suggest you to provide a valid e-mail address that you check regularly



Click on 'Complete personal data registration' to complete the registration. You will receive an e-mail with your username and password to fill in the application form

Please write down the TAX IDENTIFICATION CODE (CODICE FISCALE). This code is necessary in case you forget your username and/or password and you need to retrieve them

Enter your ‘Permanent address’ and ‘Address for correspondence’ as instructed on the form and then click on ‘Save personal data’



Then click here in order to confirm the data and proceed to the Application form

You can now start filling the application form by clicking on Edit your application form

➢ Step 2 – Application form – Reference letters and attachments

Reminder: You may stop and save your work to continue at a later time while completing the on-line application.
After having filled in/modified or deleted each field it is necessary to click on the **<Update>** button to save the data. The data saved in this way are provisional: they can still be modified.
In order to save permanently the data it is necessary to close the application form.
After you've closed your on-line application you may not make further modifications (changes, additions, etc.) to it.

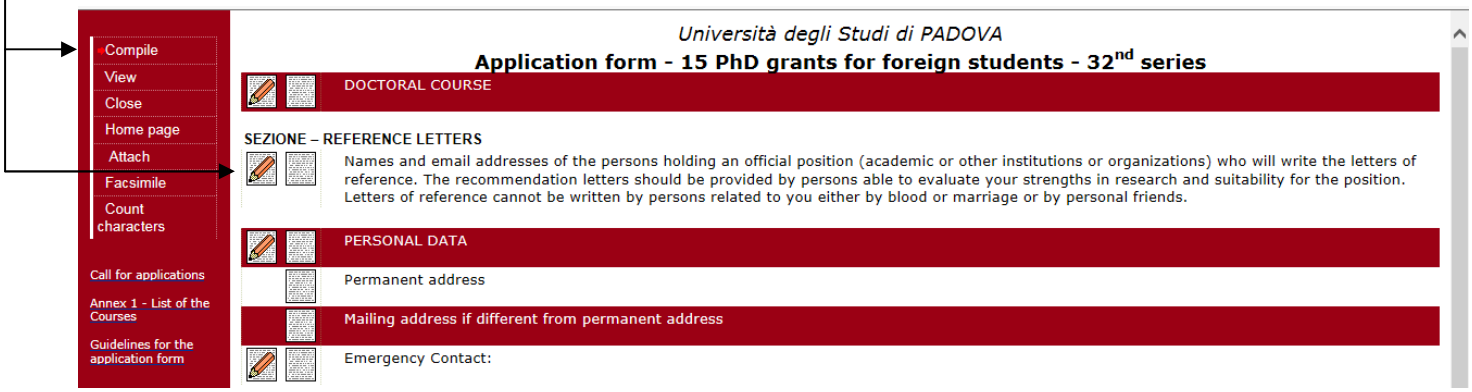
All the sections of the application must be filled in Italian or English
Fields marked with an asterisk (*) are mandatory

REFERENCE LETTERS

We advise you to fill in first the field 'Reference letters', so that the request will be sent even if you haven't closed the procedure and experts will have more time to submit the letters.

The application form must be closed even if the letters have not been submitted by the experts. You will be able to enter the procedure after the final closure to check whether and when the letters are submitted.

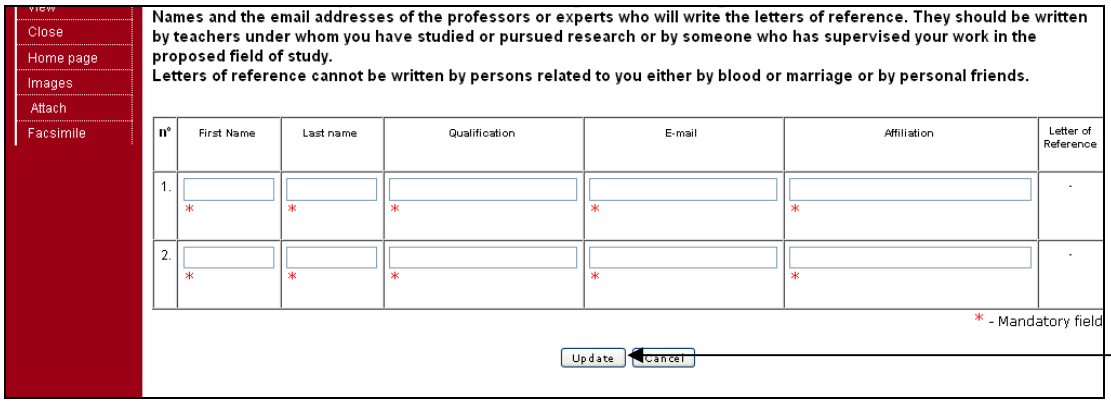
In order to fill in the field 'Reference letters' click on 'Compile' on the top left menu and then click on the icon near 'Sezione-Reference Letters'

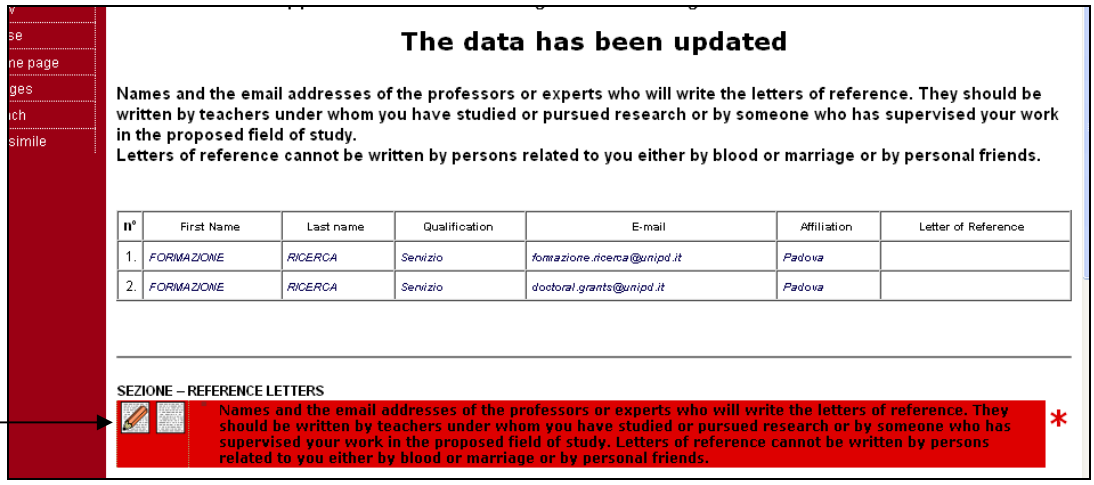


You must specify the name, surname, institution and email address of two professors or experts who will have to write a reference letter. Then:

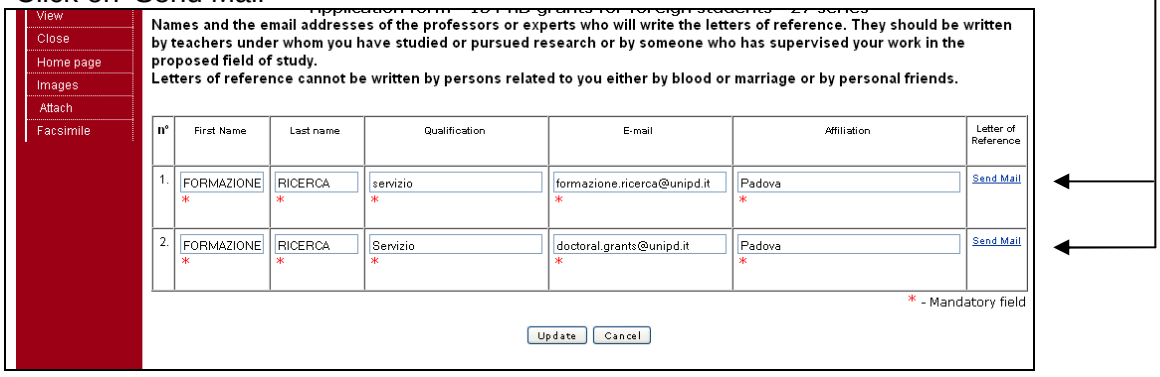
- click on <Update>
- click again on the section 'Reference letters'
- click on <Send Mail>

This will enable you to send the request to fill in the reference letter online.





Click on 'Send Mail'

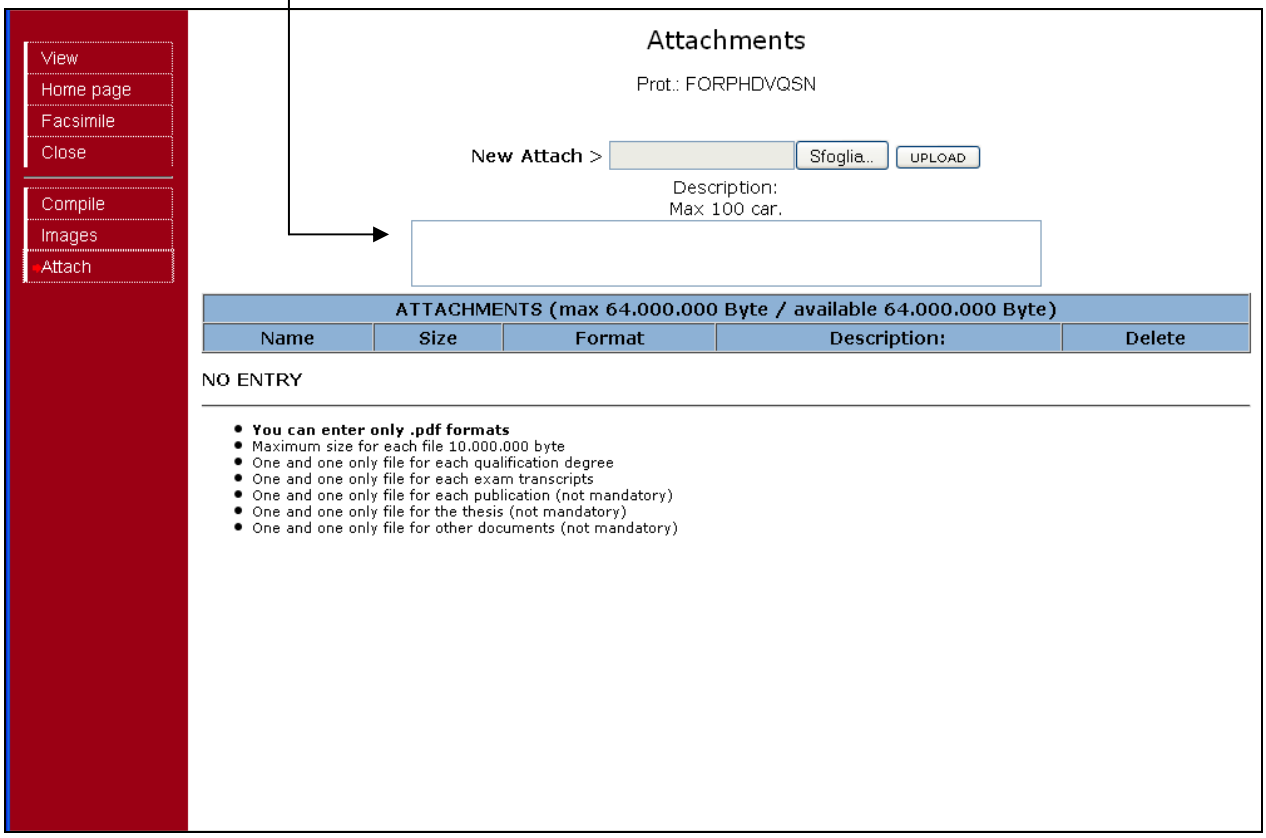


Click on ‘Send’ again

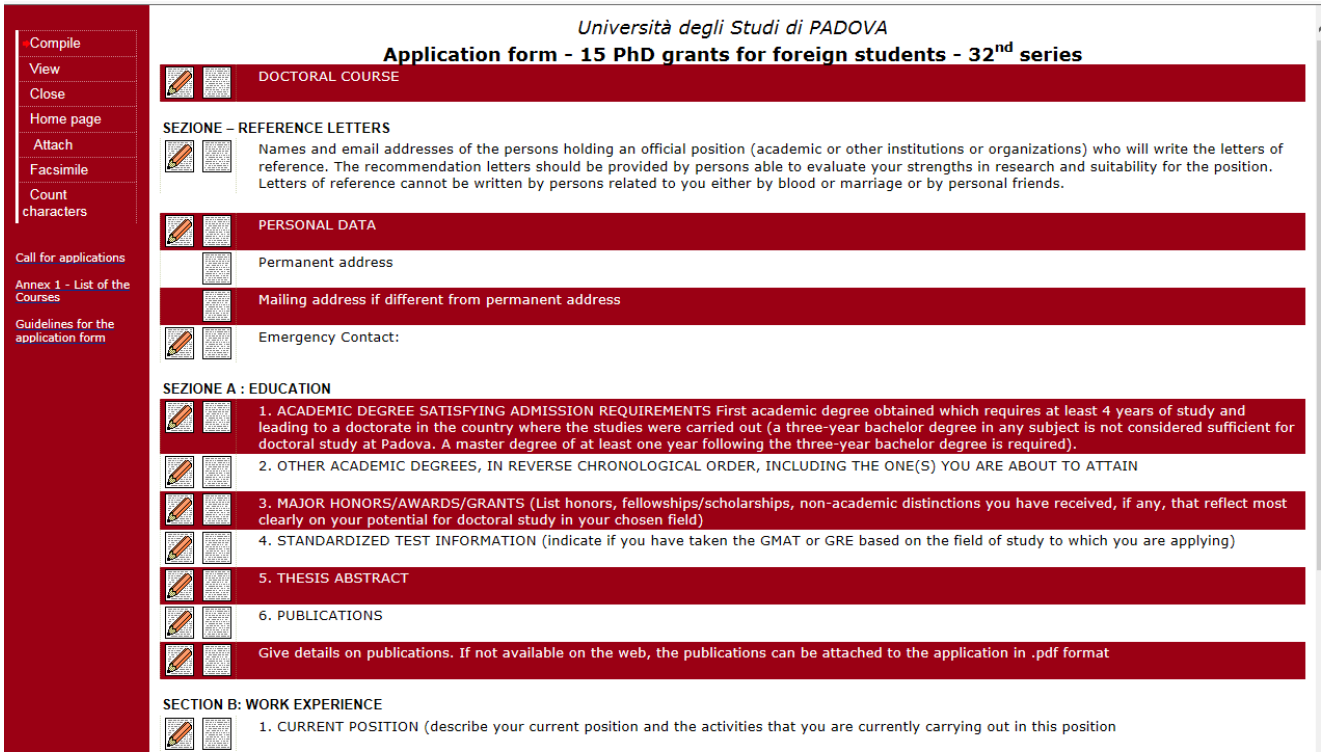
You have to repeat these steps for each expert.

ATTACHMENTS : in order to fill in the application form correctly it is necessary to save beforehand the attachments (**exclusively in .pdf format)** by clicking on **<Attach>** on the top left menu.
The attachments can be linked to the relevant field (e.g. degree certificates and transcripts) only after they have been uploaded. Each file cannot exceed **10MB**.

Remember to write the description of the attachment (e.g. Master diploma, Master transcripts, thesis, etc…) before uploading the file.



In order to fill in the different sections of the form click on ‘Compile’ in the top left menu



For each row there are two main buttons:

Fill in View

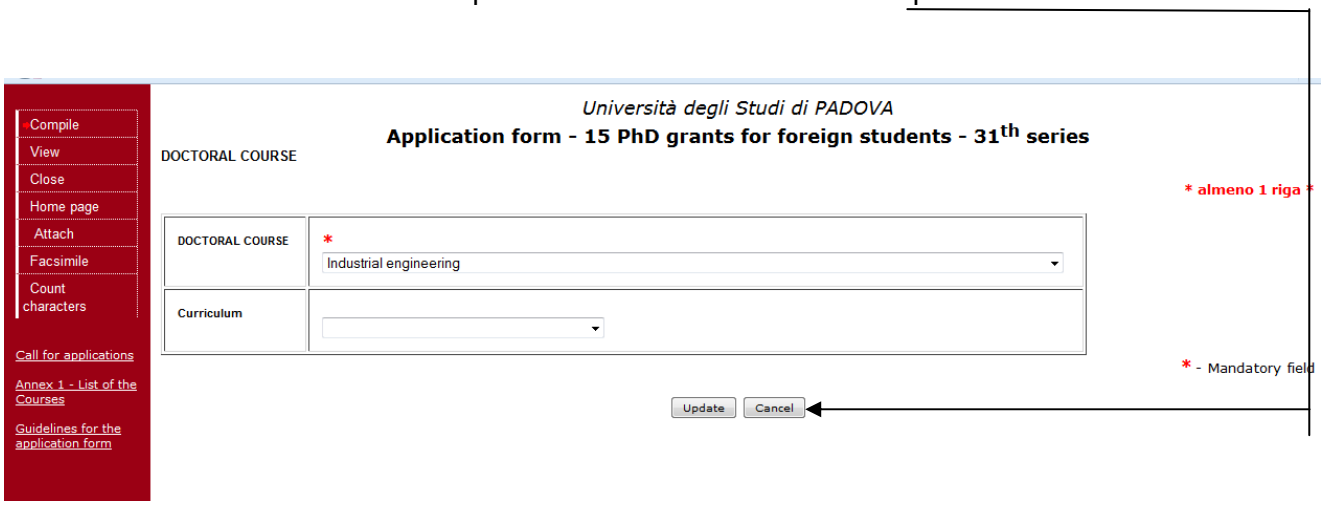
Not all the rows are mandatory. Here is some information concerning mandatory fields

DOCTORAL COURSE

In this section you have to specify the name of the Doctoral Course you are applying for (the full list of the Doctoral Courses can be read in annex 1); in case of several curricula within one Course, you must choose one them.

Click on ‘insert’, then choose the course from the drop down menu and click on ‘select’ and ‘insert’ again

Choose one curriculum from the drop down menu and then click on ‘Update’



PERSONAL DATA

Complete the Personal data section and then click on update. In this section you need to upload a copy of your identity document. This can be your national identity card or the passport. It must be a document specifying your personal data (name, surname, date and place of birth) with a photo. In this section you can also attach an official document specifying that your qualification gives access to the PhD in the country where the qualification was issued.

The section Emergency contact is also compulsory.

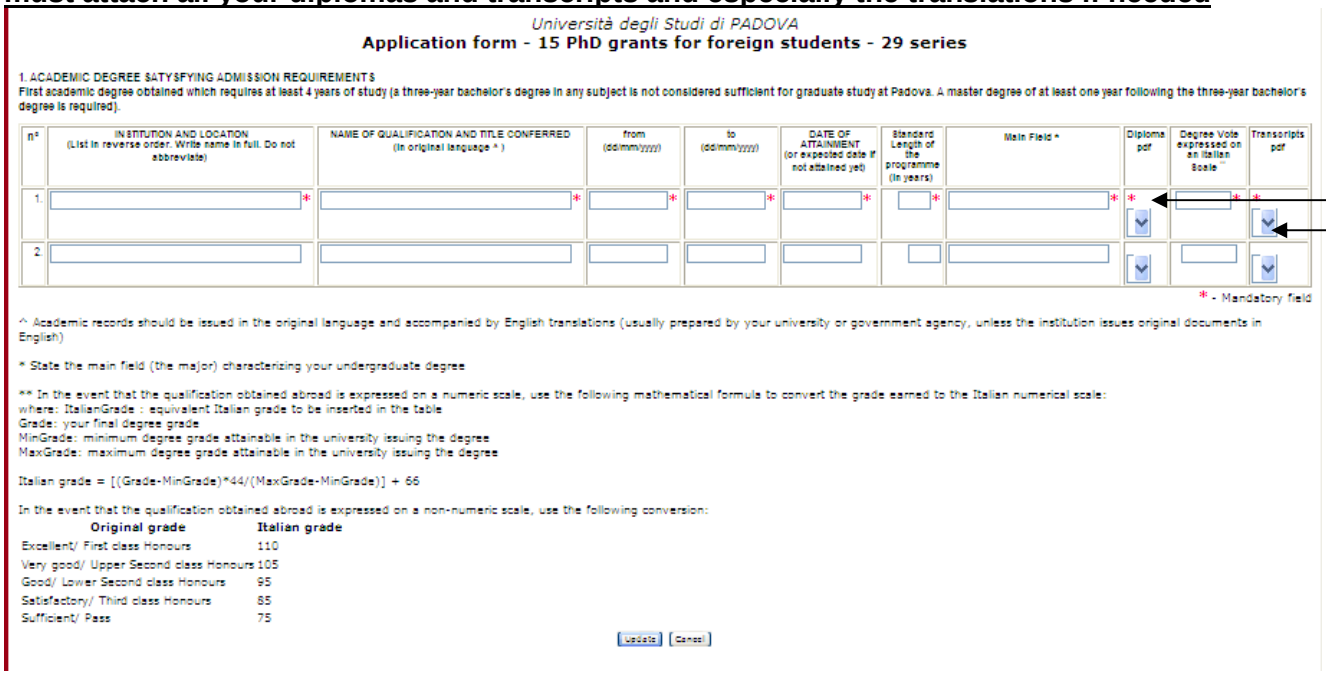
ACADEMIC DEGREE SATISFYING ADMISSION REQUIREMENTS

First academic degree obtained which requires at least 4 years of study and leading to a doctorate in the country where the studies were carried out (a three-year bachelor degree in any subject is not considered sufficient for doctoral study at Padova. A master degree of at least one year following the three-year bachelor degree is required

Here it is mandatory to fill in at least one row. You must specify and attach your academic degree/s (admission qualification/s) and transcripts: this information is very important for the acknowledgement of your qualification. You have to provide information about the title that allows you to participate to this call, and in particular:

- under “INSTITUTION AND LOCATION” the candidate has to provide the name of the institution awarding the qualification and the status of the institution delivering the studies: Private/Independent, Private and State recognized, State, and if applicable who it is accredited by etc.
- under “NAME OF THE QUALIFICATION AND TITLE CONFERRED” you have to write the full name of the qualification in the original language as it is styled in the original qualification (e.g. Kandidat nauk, Maîtrise, Diplom, etc). If the qualification is a dual award this should be stated. Indicate if the award confers any nationally accepted title on the holder and what this title is (e.g. Doctor, Ingénieur etc.);
- under “DATE OF ATTAINMENT” you have to write when the degree was awarded. Remember that you cannot apply unless you get the admission degree by 30th June 2017;
- under DEGREE VOTE EXPRESSED ON AN ITALIAN SCALE, following the instructions you must convert your final grade and write it here;
- you must attach copies of the final certificate/diploma and of the transcripts of the academic degrees and a certificate with the list of the examinations and the marks. For this announcement, a foreign academic qualification, in order to be acknowledged as equivalent to the Italian academic qualification of “Diploma di Laurea/ Laurea Specialistica/Magistrale”, must have a length of at least four years and give access to the PhD in the country where it has been awarded

For each row it is possible to attach only one file for the diploma and one for the transcripts. However in the attach section of the application form (see explanation above) **you must attach all your diplomas and transcripts and especially the translations if needed**



Università degli Studi di PADOVA

Application form - 15 PhD grants for foreign students - 29 series

1. ACADEMIC DEGREE SATYSFYING ADMISSION REQUIREMENTS

First academic degree obtained which requires at least 4 years of study (a three-year bachelor's degree in any subject is not considered sufficient for graduate study at Padova. A master degree of at least one year following the three-year bachelor's degree is required).

n°	INSTITUTION AND LOCATION (List in reverse order. Write name in full. Do not abbreviate)	NAME OF QUALIFICATION AND TITLE CONFERRED (in original language ^)	from (dd/mm/yyyy)	to (dd/mm/yyyy)	DATE OF ATTAINMENT (or expected date if not attained yet)	Standard Length of the programme (in years)	Main Field *	Diploma pdf	Degree Vote expressed on an Italian Scale	Transcripts pdf
1.	*	*	*	*	*	*	*	*	*	*
2.										

* - Mandatory field

^ Academic records should be issued in the original language and accompanied by English translations (usually prepared by your university or government agency, unless the institution issues original documents in English)

* State the main field (the major) characterizing your undergraduate degree

** In the event that the qualification obtained abroad is expressed on a numeric scale, use the following mathematical formula to convert the grade earned to the Italian numerical scale:
where: ItalianGrade : equivalent Italian grade to be inserted in the table
Grade: your final degree grade
MinGrade: minimum degree grade attainable in the university issuing the degree
MaxGrade: maximum degree grade attainable in the university issuing the degree

Italian grade = [(Grade-MinGrade)*44/(MaxGrade-MinGrade)] + 66

In the event that the qualification obtained abroad is expressed on a non-numeric scale, use the following conversion:

Original grade	Italian grade
Excellent/ First class Honours	110
Very good/ Upper Second class Honours	105
Good/ Lower Second class Honours	95
Satisfactory/ Third class Honours	85
Sufficient/ Pass	75

Update Cancel

TEACHING EXPERIENCE (indicate any formal academic teaching activity that you have performed)
If you have no teaching experience write 0

RESEARCH EXPERIENCE (Include any research experience (including stages) you have completed or which you are currently involved in – please report only those that are relevant for doctoral study in your chosen field)
If you have no research experience write 0

WORK EXPERIENCE (List the positions held, beginning with the most recent employment)
If you have no work experience write 0

LANGUAGE SKILLS
You have to specify your main language

RESEARCH PROJECT
Write your research project following the pattern provided:
Project title,
State of the art (max 3000 characters),
Project rationale (max 2000 characters),
Project description (activities, methodologies, expected results, max 3000 characters),
Working program (including time scheduling, max 1000 characters)
References (max 10 references, max 10000 characters)

STATEMENT OF PURPOSE
Describe your aptitude and motivation for postgraduate study in your area of specialization, including your preparation for this field of study, and your future career goals. Please be specific about why the University of Padova would be a good intellectual fit for you

➢ Step 3 – Close your application form

The procedure can and must be closed even if the letters have not been submitted by the experts. You will be able to enter the procedure after the final closure to check whether the letters have been submitted.

- once you've filled in all the fields, click on the 'Close' button on the top left menu to save and register your application form definitely. You will be directed to the 'Closure' procedure section where you will be shown possible errors made when entering the data.
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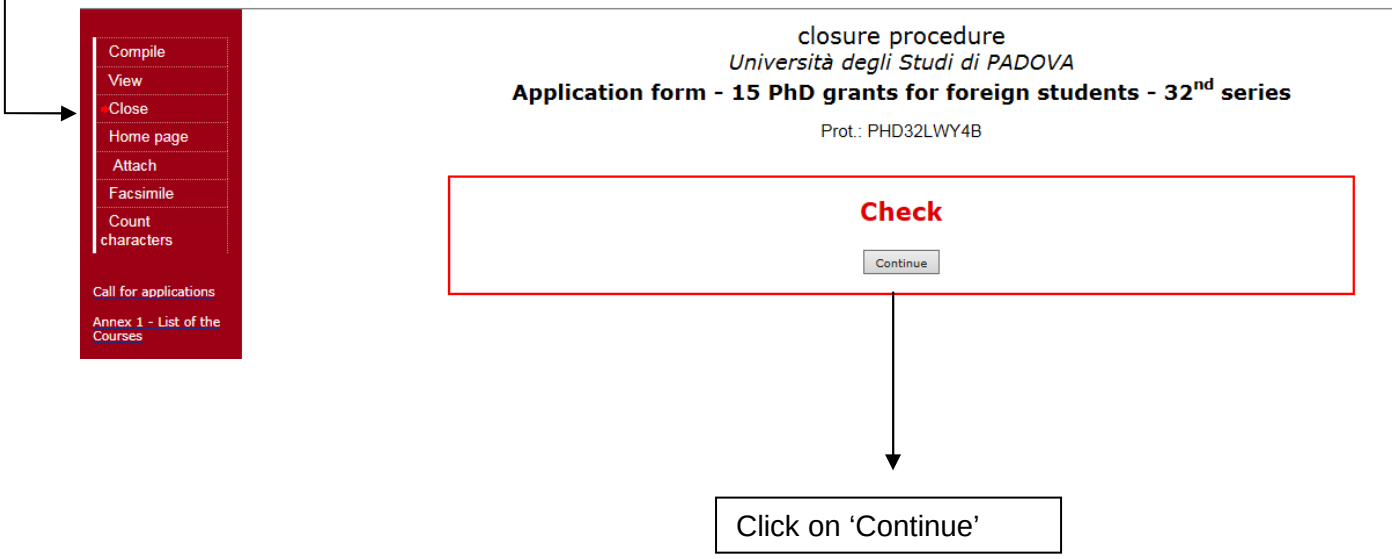
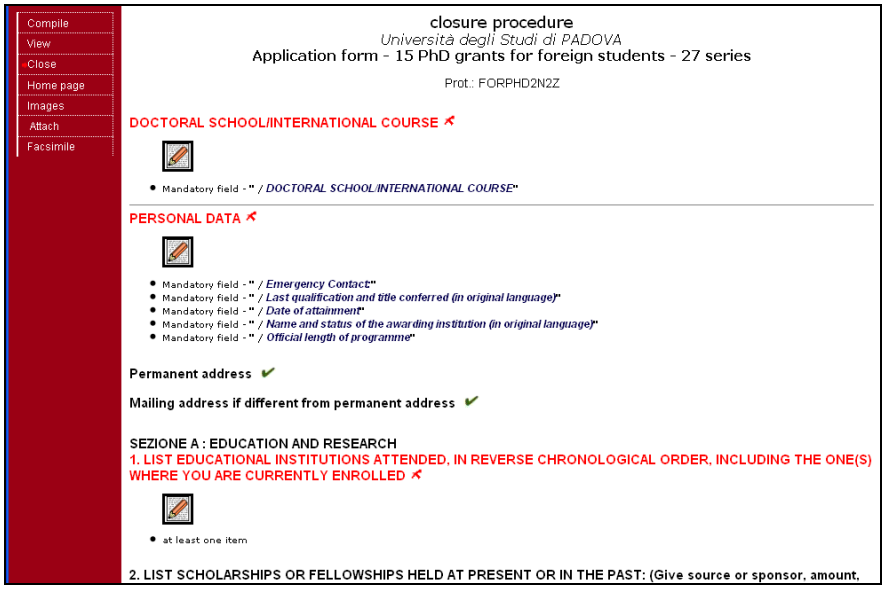
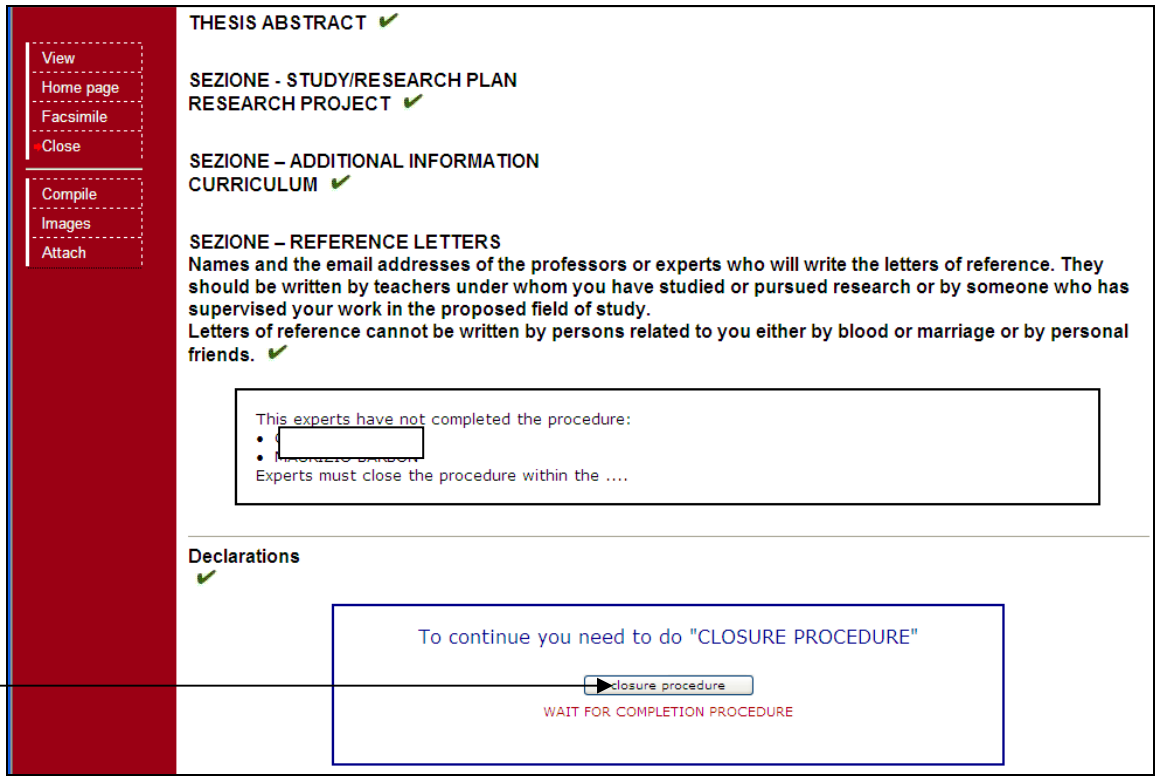


Click on 'Continue'

- If a mandatory field has not been completed, an error message will display in red for the section on which the error occurred. You must click the fill in icon to correct the mistake and then again on 'Close' in the top left menu. All errors must be corrected before you will be eligible to close your application. Correct or corrected fields are marked with ✔



- Once you have completed all required sections and corrected possible errors, click the 'Closure procedure' button at the bottom of the screen. A message confirms your application has been closed. Once you have closed and submitted your application, you cannot use the online system to make changes or additions to your application. However, you will still be able to login to review your application and check whether the reference letters have been submitted.