

UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of the application form for PhD Courses, 33rd series

(online application open from 1st June 2017 to 30th June 2017 at 13.00 CEST)

Online form available at: <https://pica.cineca.it/unipd/dottorati33>

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: bando.dottorati@unipd.it or by contacting the addresses specified in the selection announcement. For technical problems write to: unipadova@cinca.it. Requests sent to other email address 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 Legislative Decree n.196 dated 30 June 2003 and following modifications. The documents submitted will not appear in the application form for the selection announcement and will be held by the Disability and Dyslexia 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.

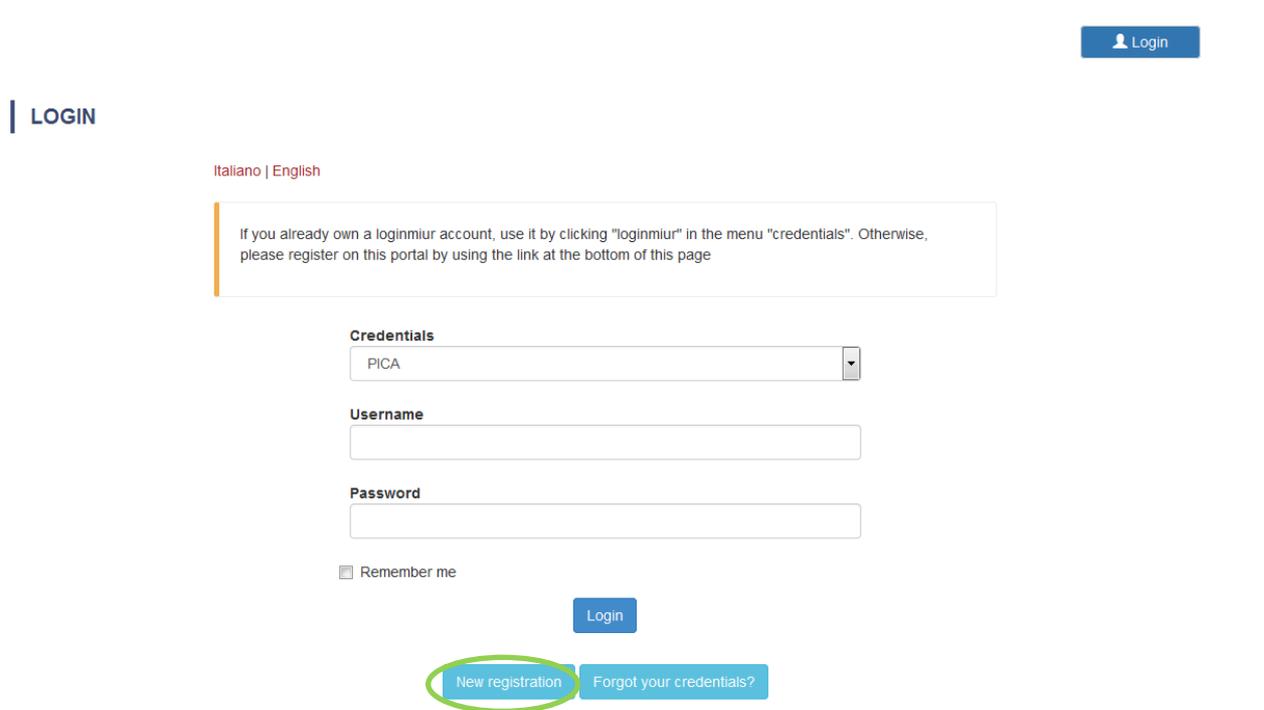
DATA REGISTRATION

Go to the website <https://pica.cineca.it/unipd/dottorati33>. At the first access applicants need to register by clicking on 'Register' and complete the necessary data (fig.1,2).

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?'

Fig. 1 – Registration home page



The screenshot displays the registration home page. At the top right, there is a blue button labeled "Login" with a user icon. On the left side, the word "LOGIN" is displayed in blue. Below this, there are language options: "Italiano | English". A central white box contains the following text: "If you already own a loginmiur account, use it by clicking 'loginmiur' in the menu 'credentials'. Otherwise, please register on this portal by using the link at the bottom of this page". Below this box, there are three input fields: "Credentials" (a dropdown menu showing "PICA"), "Username", and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form, there are three buttons: "Login" (blue), "New registration" (light blue, circled in green), and "Forgot your credentials?" (light blue).

Fig. 2 – Registration data.

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

Personal data

Name

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@cineca.it fig.3)

Fig. 3 – Registration fields.

Country of birth

Place of birth

mandatory if country of birth Italy

Phone number

Mobile

By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

Cineca collects only personal data voluntarily provided by its users. Personal data are processed in compliance with standards of accuracy, lawfulness, transparency, protection of individual privacy and rights, as mandated by EU regulations and Italian Legislative Decree NO. 196/2003 ("Code on personal data protection"). The institution that has published the call is in charge of processing the personal data provided to the portal. Contact it to exercise the rights provided in article 7 of the Legislative Decree NO. 196/2003 and/or to obtain an up-to-date list of the persons responsible for data protection.

APPLICATION FORM ACCESS

Once registered it is possible to access the website <https://pica.cineca.it/unipd/dottorati33> 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.4).

Fig. 4 – New submission.



Fig. 5 – 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. 6). 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.6).

Fig. 6 – 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, the order of the curricula - if any – the places and the scholarships with priority research topic (if any) they want to apply for.

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 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.7).

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.

Moreover, depending on the chosen PhD course, applicants may find other questions/fields linked to the selection procedure.

Fig. 7 – PhD COURSE Section

The screenshot shows a web interface for the 'CORSI DI DOTTORATO DI RICERCA XXXII CICLO/PHD COURSES 32 SERIES'. At the top, there are navigation links for 'Crusotto/Dashboard' and 'Indice/Index', and the page number 'Pagina/Page 3/5'. The application ID is 'Domanda/Application Id: 2770'. Below this, there are buttons for 'Precedente/Previous' and 'Successiva/Next'. The main heading is 'Corso di dottorato/PhD course'. Underneath, there is a section titled 'CORSO DI DOTTORATO/PHD COURSE'. A dropdown menu is labeled 'Corso / Phd Course' with the placeholder text '-- selezionare un corso / select a course --'. A red asterisk indicates this is a 'Dato obbligatorio / Mandatory field'. Below the dropdown is a blue button labeled 'Salva e prosegui / Save and proceed'. At the bottom, there are again buttons for 'Precedente/Previous' and 'Successiva/Next'.

In the following section (ADMISSION QUALIFICATION – RELEVANT OPTIONS) applicants must choose one out of the four options proposed (fig.8).

Fig. 8 – ADMISSION QUALIFICATION – RELEVANT OPTIONS

The screenshot shows the 'Titolo accademico/Admission qualification - Details' section. It features a dropdown menu for 'TITOLI DI STUDIO/QUALIFICATIONS' with the following options: 'Seleziona un'opzione / Select a type', 'Titolo di studio italiano - Laureando / Graduated Italian degree', 'Titolo di studio straniero - Laureato / Graduated Foreign degree', and 'Titolo di studio straniero - Laureando / Graduating Foreign degree'. Below this, there are input fields for 'Università / University' and 'Titolo di Studio / Major'. A note below the 'Titolo di Studio / Major' field says 'Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start search'. At the top, there are buttons for 'Precedente/Previous' and 'Successiva/Next'. The bottom of the screenshot shows a Windows taskbar with various icons and a system tray showing the time '12:12' and date '30/05/2017'.

In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by 30th September 2017 (fig.9).

Fig. 9 – ADMISSION QUALIFICATION – DETAILS

File Modifica Visualizza Preferiti Strumenti ?

Siti suggeriti

CORSI DI DOTTORATO DI RICERCA XXXII CICLO/PHD COURSES 32 SERIES

Cruscotto/Dashboard | Indice/Index Pagina/Page 4/5 Domanda/Application Id: 2770

← 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

Università / University

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

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. 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.10).

Fig. 10 – DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

● Cerca in LoginMiur/Search into LoginMiur
○ Inserisci manualmente/Insert manually

Cerca/Search

Cancella / Delete

Aggiungi / Add

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

1

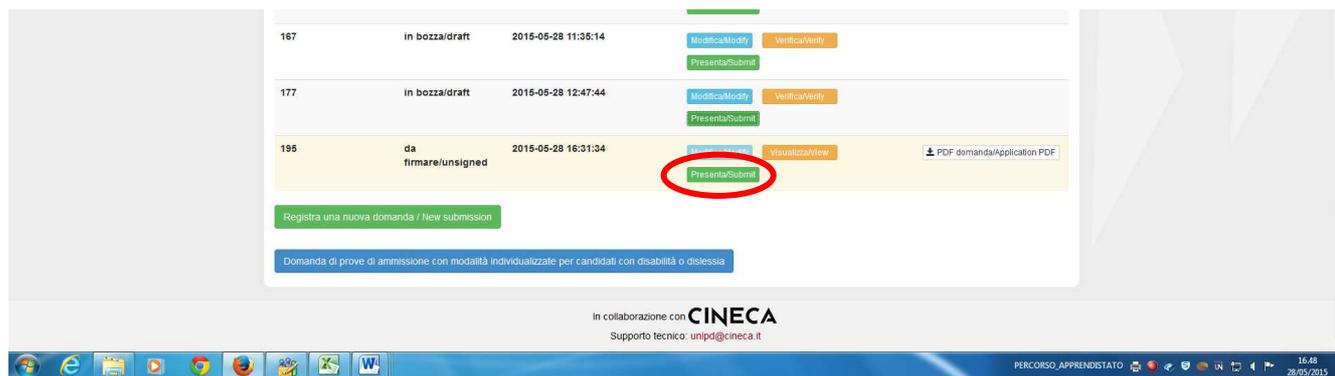
Descrizione/Description

Carica/Upload

125%

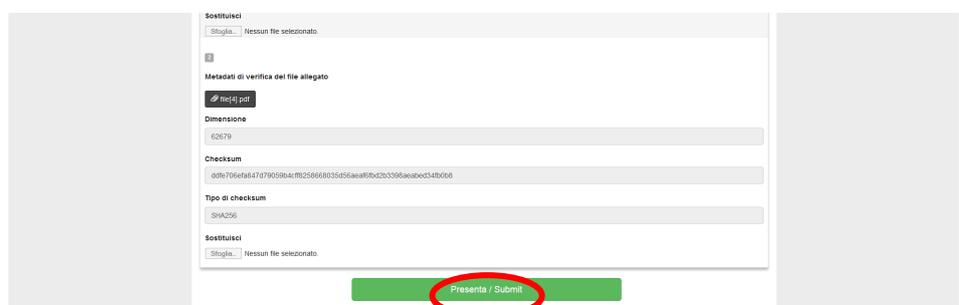
After filling this section applicants will be redirected to the dashboard where they see the draft of their application form. In order to submit it applicants must click on submit (fig. 11)

Fig. 11 – Submission of the application



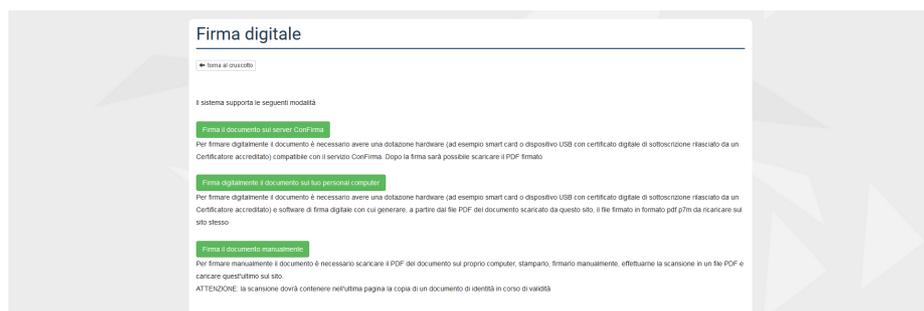
If the application has been filled in correctly you will see the pdf file of the application. In case there are mistakes applicants receive an error message and the application must be corrected. When the application has been corrected you are directed to the following section and you must click on 'Submit' (fig. 12).

Fig. 12 – Submission of the application



After the submission you will see three possibilities to sign the application. You must choose one and follow the instructions (fig.13).

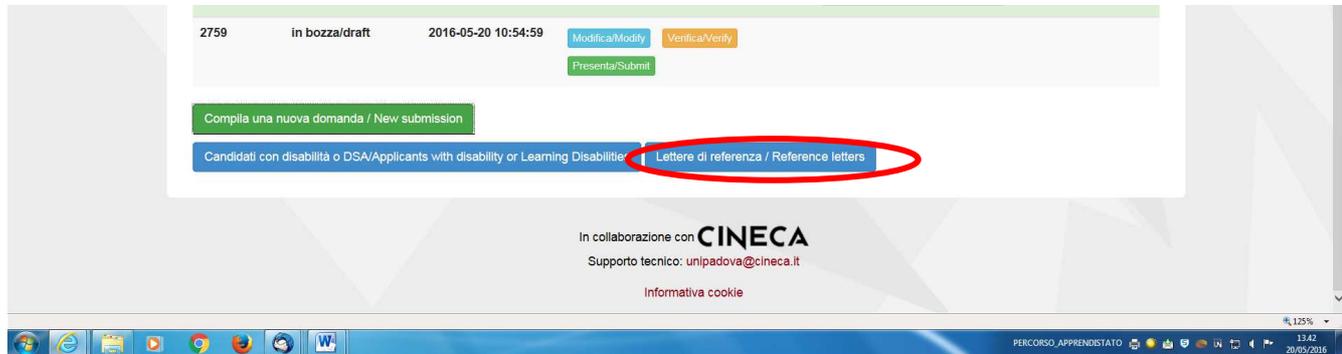
Fig. 13 – Signature



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 must 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. Applicant must to 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.



The referee specified will receive the request to fill in the reference letter and can submit it by 5th July 2017 at 13 CEST. We advise applicants to inform referees that they will receive the request. If the referee fills in the letter and submits it 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 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 applicants 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 and ask to have the application re-opened. In the email they must specify the reason of their request, the ID of their application form and attach copy of their identity document.