**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](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@cineca.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**
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)
APPLICATION FORM ACCESS

Once registered it is possible to access the website [https://pica.cineca.it/unipd/dottorati33](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.**

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**

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**
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**

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**
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.