UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of applications for the assignment of accommodation places at the "Casa dell'Assistente Prof. Virgilio Ducceschi" reserved for students enrolled in the first year of PhD programmes for the A.Y. 2023/2024

(online application open from June 29th, 2023 to July 31st, 2023 at 1 pm CEST)

Online form available at: *https://pica.cineca.it/unipd/dottorati39/domande/*
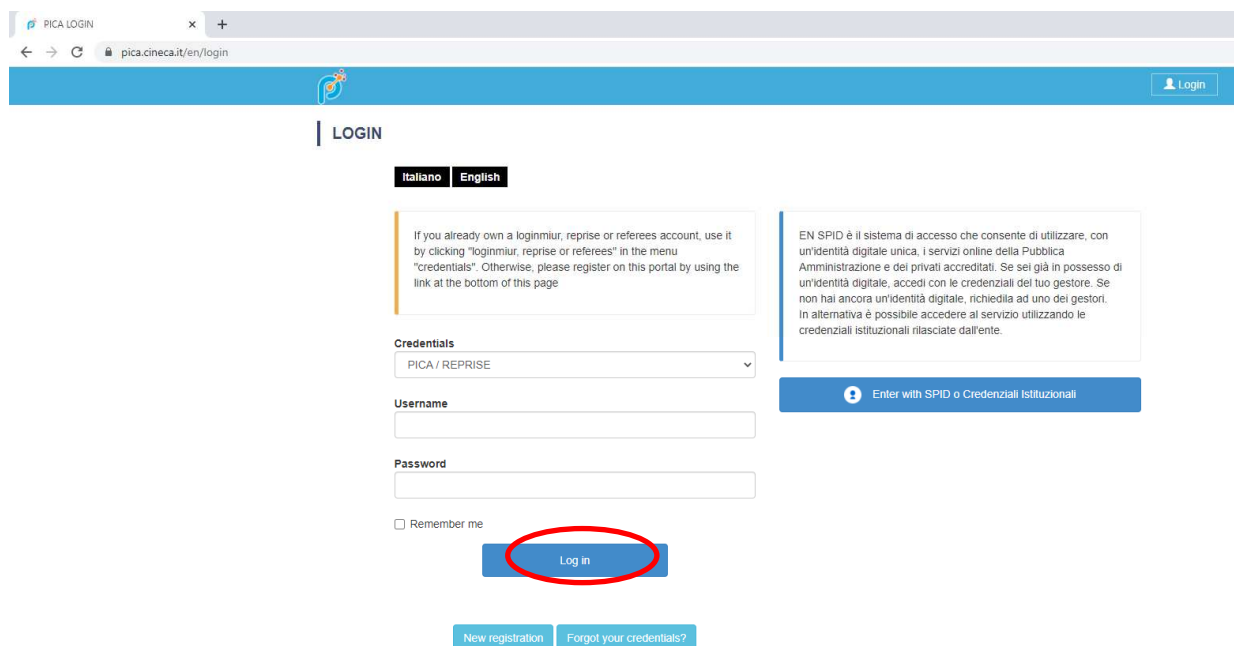
1. The application form must only be submitted online. No hard copy of the application has to be sent by mail.

2. Before filling in the application form, please read carefully the Call.

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 Call can be asked by email at phd.ducceschi@unipd.it by contacting the addresses specified in the Call. For technical problems click here. Requests sent to other email addresses may not be read.

6. AFTER THE APPLICATION HAS BEEN CORRECTLY FILLED IN AND SUBMITTED, APPLICANTS WILL RECEIVE AN EMAIL WITH THE CONFIRMATION OF THE SUBMISSION.

ACCESS TO THE SYSTEM

Go to the website *https://pica.cineca.it/unipd/dottorati39/domande/*

Enter your username and password, then press Login (fig. 1).

Fig. 1 – Registration home page

The application can be accessed via SPID (https://www.spid.gov.it/), choosing the University of Padua institution from the page of available federations (fig. 2, 3). Then follow the instructions of your manager (fig. 4). In case of access via SPID, no signature will be required when submitting the application.

Fig. 2 – Registration home page via SPID
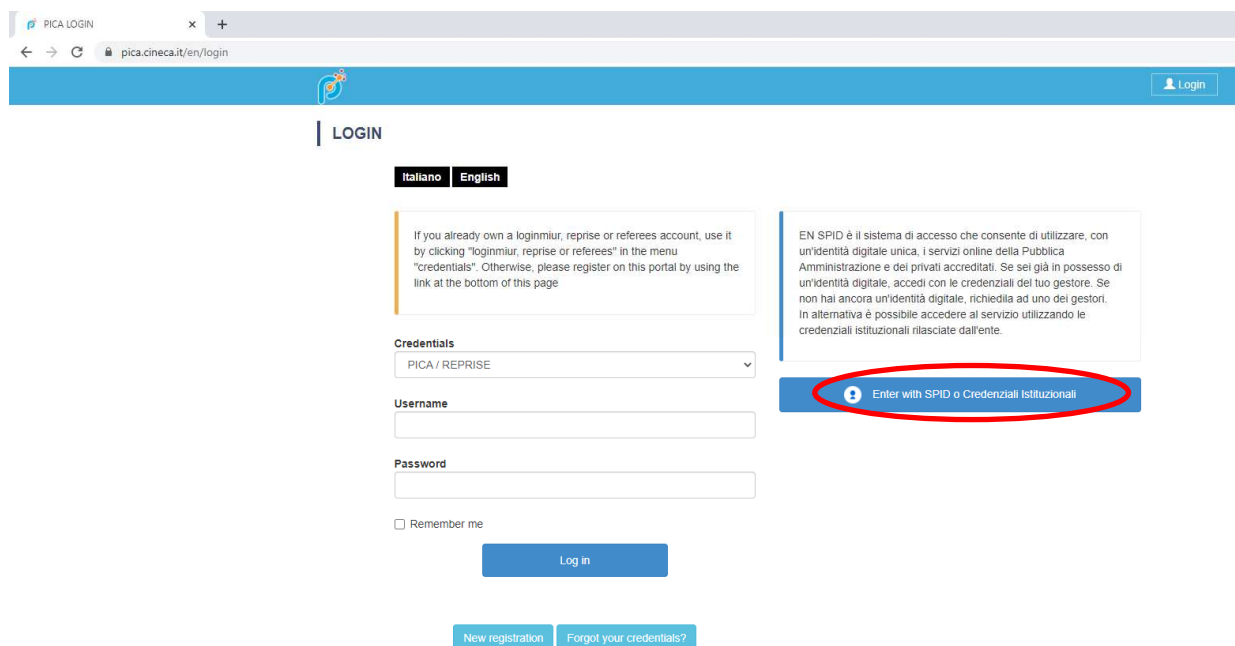
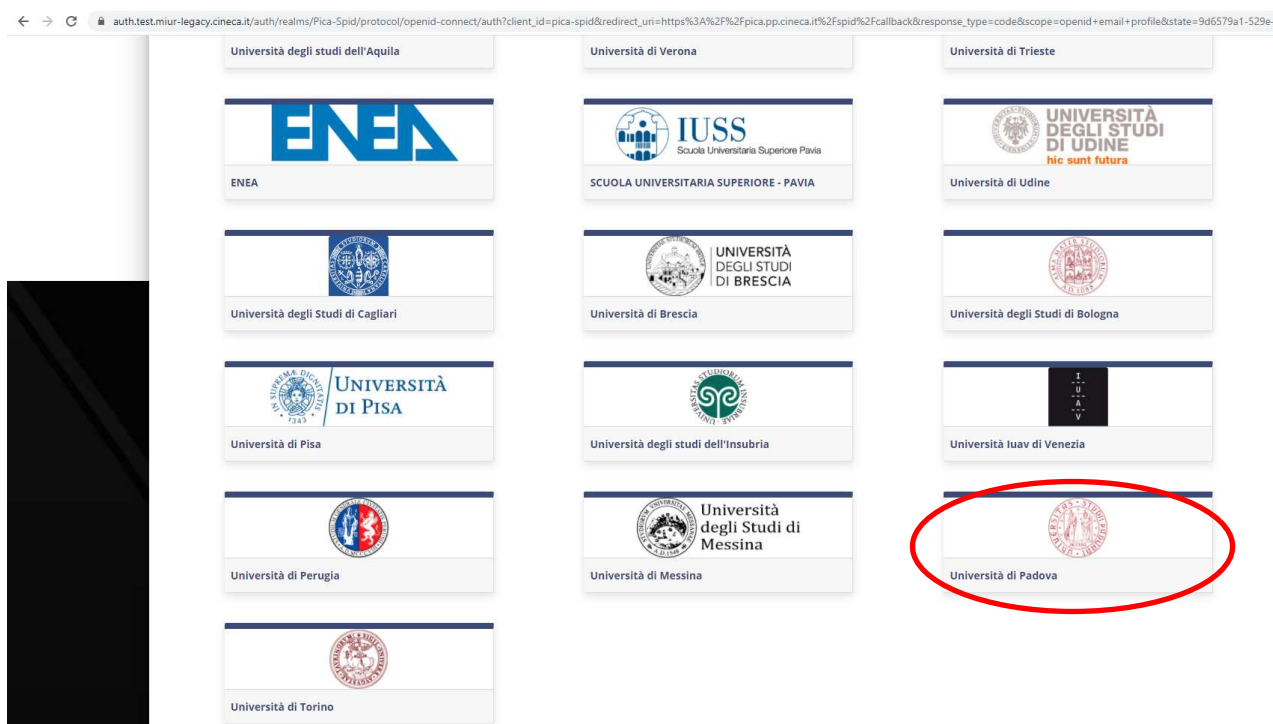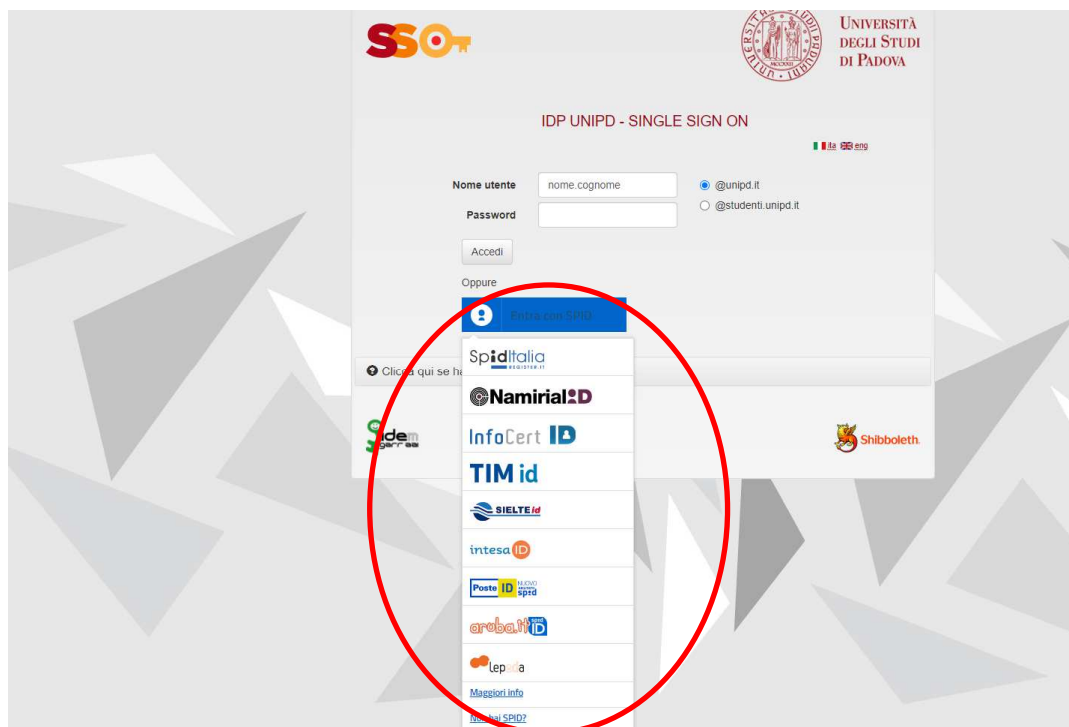**Fig. 3 – Registration home page via SPID – choose the institution**

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

APPLICATION FORM ACCESS

Once registered, you can connect by logging in with your credentials and proceed with filling out the application by clicking on "Compile integration" (fig. 5). Before completing the application, the user can make changes to his profile by selecting the type of change he wants to make in the top right corner of the user menu.

Fig. 5 – Application submission

The first section is Personal Data. The data have partially been transferred from the registration procedure. 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).
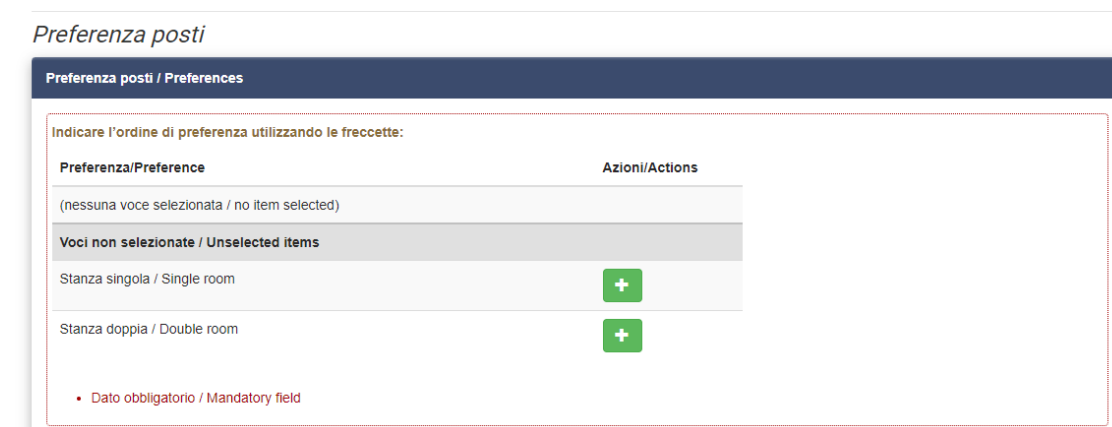
Fig. 6 – PERSONAL DATA SECTION
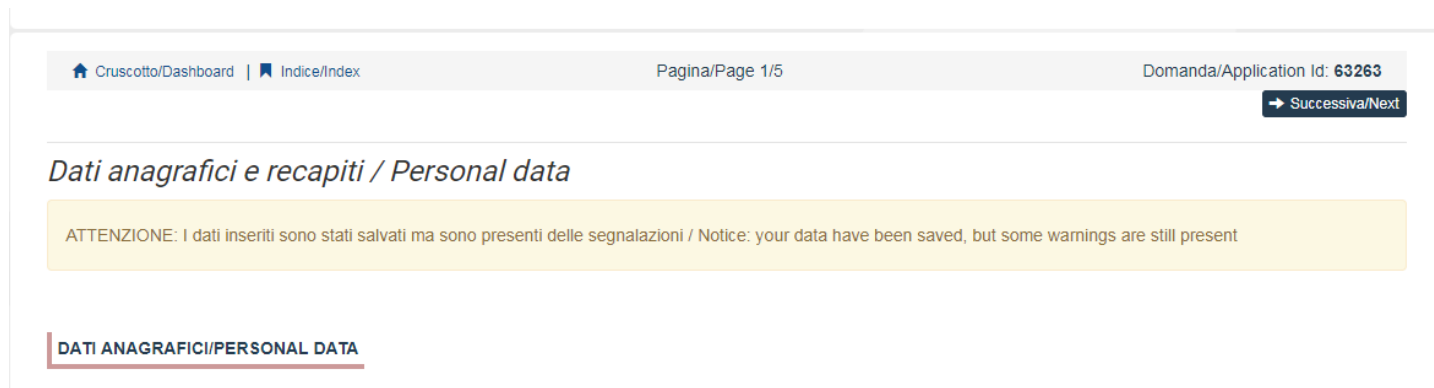
In the Section DECLARATIONS you must read a list of declarations.

The following section "PREFERENCE PLACES" asks the candidate to select the type of accommodation for which he is applying in order of preference (fig 7).

Fig. 7 PREFERENCE PLACES SECTION

In this section, the identification document inserted in the application phase for the selection notice for the PhD courses of the XXXIX cycle is already pre-loaded. We recommend uploading a new document only if the one previously entered has expired.

Uploaded files must be in pdf format and legible. A brief description must be entered for each uploaded file.

At this point the candidate will see the dashboard with his application to submit. The next step will be to click on "Presenta/Submit" (fig.8).

Fig. 8 – 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 'Firma/Sign" (fig. 9). In case of access via SPID, no signature will be required when submitting the application.

Fig. 9 – 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. 10).

Fig. 10 – 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. Applicants will always be able to login to their account, personal data and application form.