

# 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 29<sup>th</sup>, 2023 to July 31<sup>st</sup>, 2023 at 1 pm CEST)

Online form available at: <https://pica.cineca.it/unipd/dottorati39/domande/>

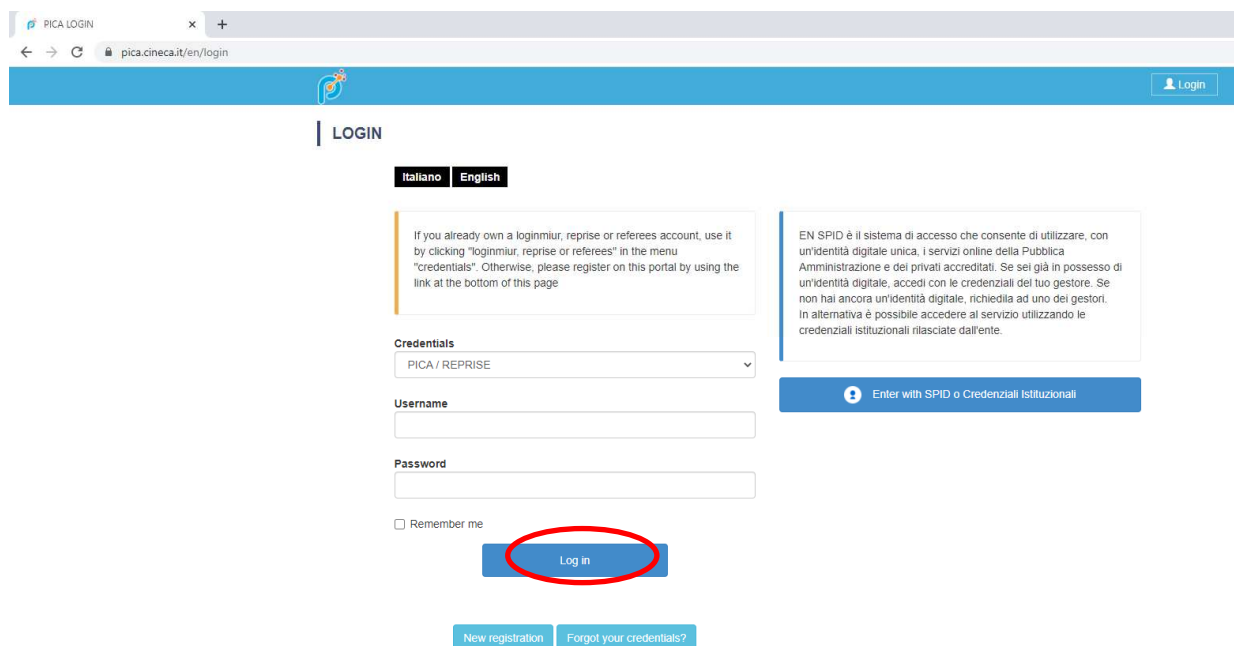
1. The application form must only be submitted online. No hard copy of the application has to be sent by mail.
2. Before filling in the application form, please read carefully the Call.
3. WATCH OUT: ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT AND, IN SOME CASES, THEY MUST BE PRINTED, SIGNED, AND UPLOADED. 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](mailto: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).

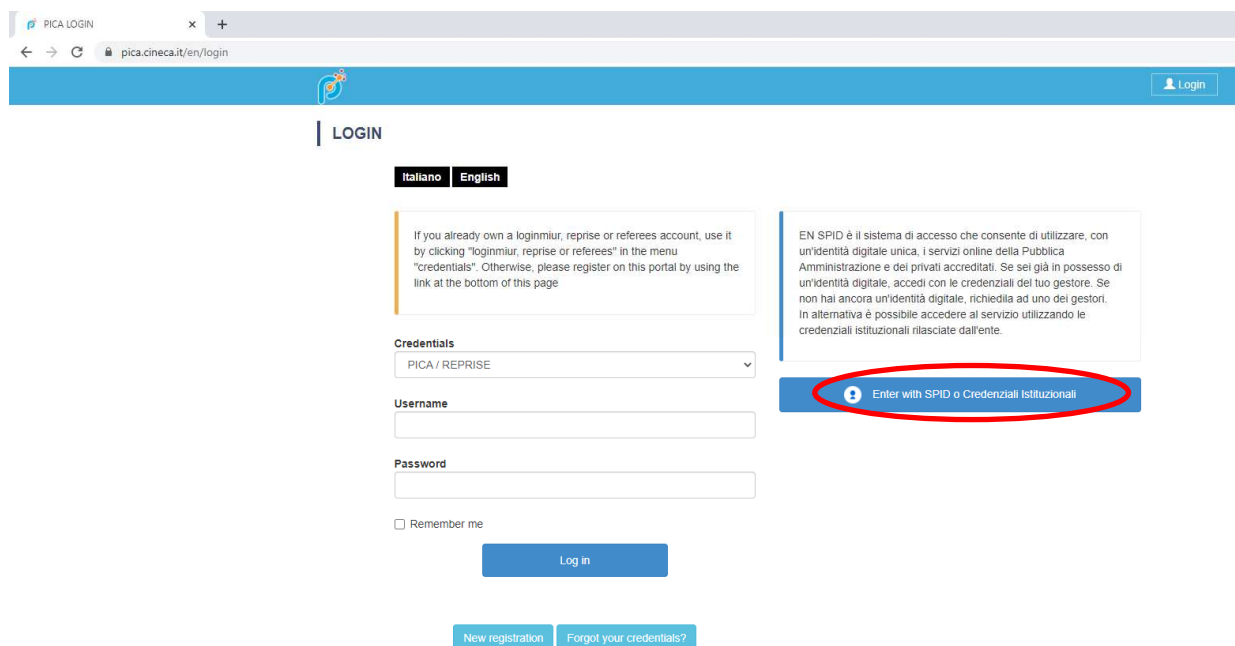
**Fig. 1 – Registration home page**



The screenshot shows the PICA LOGIN registration page. At the top, there is a browser tab labeled 'PICA LOGIN' and the URL 'pica.cineca.it/en/login'. The page has a blue header with a 'Login' button. Below the header, there is a 'LOGIN' section with a language selector for 'Italiano' and 'English'. The main content area contains two informational boxes. The left box explains that users with existing accounts should use the 'loginmiur, reprise or referees' link. The right box describes the SPID system. Below these boxes is a login form with a 'Credentials' dropdown menu set to 'PICA / REPRISE', and input fields for 'Username' and 'Password'. A 'Remember me' checkbox is present below the password field. A blue 'Log in' button is highlighted with a red circle. At the bottom, there are two buttons: 'New registration' and 'Forgot your credentials?'. A blue button labeled 'Enter with SPID o Credenziali Istituzionali' is also visible on the right side of the form.

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**

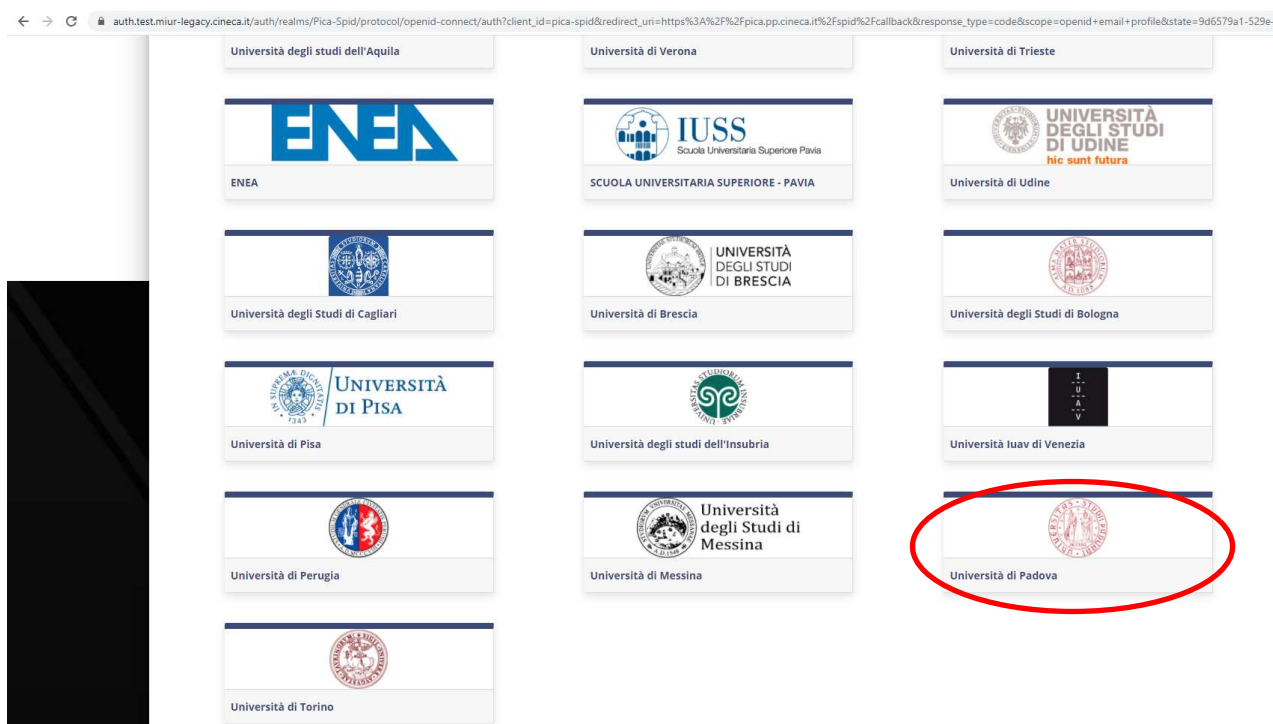
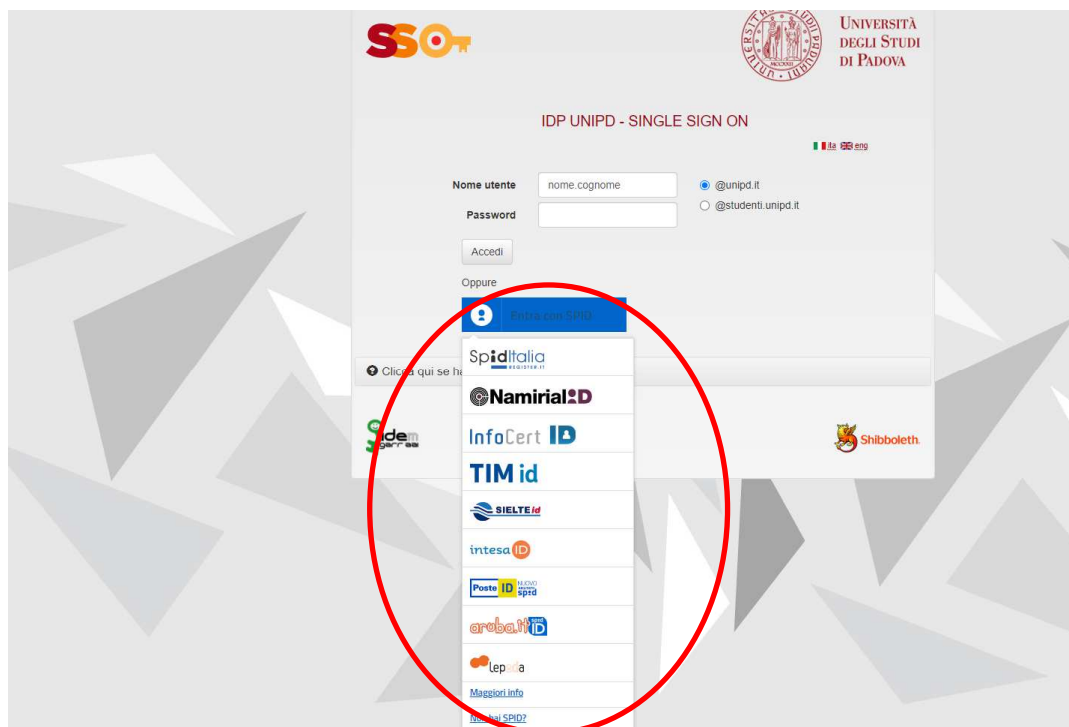


Fig. 6 – Registration home page via SPID – choose the provider



## 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

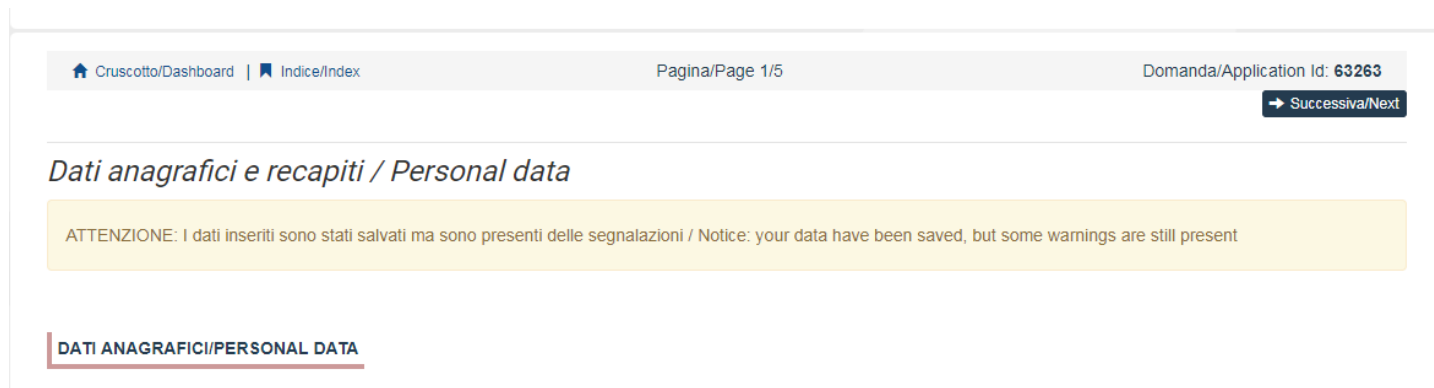


The first section is Personal Data. The data have partially been transferred from the registration procedure. In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile)

**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).

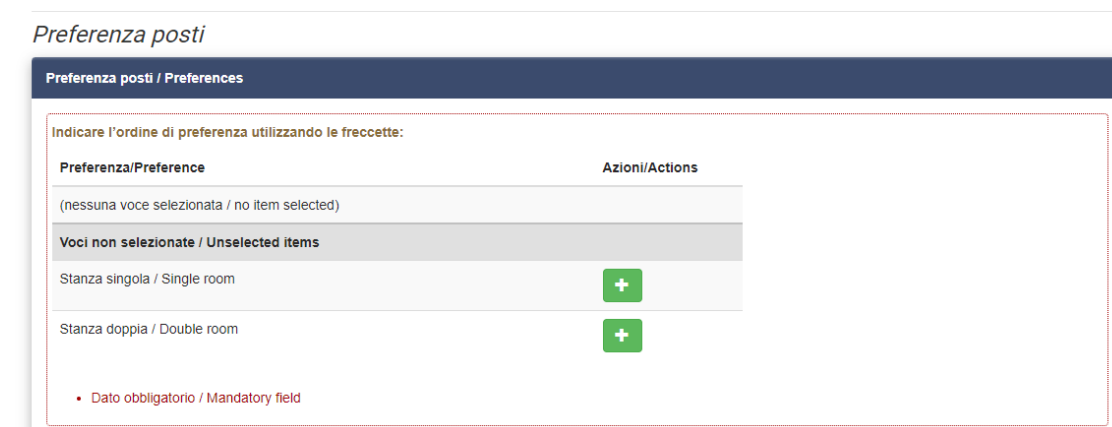
**Fig. 6 – PERSONAL DATA SECTION**



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**

The screenshot shows a web interface for document submission. At the top, there's a dark blue header with the text 'Documento di identità'. Below it, the main content area is white and contains the following information: 'Documento di riconoscimento in corso di validità', 'Dettagli sul file allegato' (with a file named 'Flyer\_2023\_UNIPhD\_Annual\_Network\_Meeting.pdf'), 'Checksum' (223d5e65e5e99592e0f18d4d0f126ea53eddc44785fd33aa1034a2d47ac6b92), 'Dimensione (byte)' (1045850), and 'Tipo di checksum' (SHA256). There is a 'Sostituisci' section with a 'Scegli file' button and the text 'Nessun file selezionato' and 'Dimensione massima 30 MB'. At the bottom of the form area, a green button labeled 'Firma/Sign' is circled in red. Below the form, there is a footer with 'In collaborazione con CINECA', 'Per problemi tecnici contatta il supporto', and links for 'Informativa privacy' and 'Informativa cookie'.

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**

The screenshot shows a web page titled 'FIRMA DIGITALE / DIGITAL SIGNATURE'. The breadcrumb navigation shows 'Cruscotto/Dashboard' and the application ID is '63262'. The main content area lists three signing options, each with a green header button and detailed instructions:

- 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, effettuarne 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 an 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

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.