

UNIVERSITÀ DEGLI STUDI DI PADOVA
TECHNICAL GUIDELINES FOR THE SUBMISSION OF THE APPLICATION FORM FOR STUDENTS OF
THE PEOPLE'S REPUBLIC OF CHINA.

SCHOLARSHIP FINANCED BY THE CHINA SCHOLARSHIP COUNCIL

39th CYCLE

(Online application open from December 12th, 2022 to January 12th, 2023 at 1 pm CET)

Online form available at: <https://pica.cineca.it/unipd/csc39/>

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.
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: china.phd@unipd.it
For technical problems click on "supporto" at the bottom of the webpage <https://pica.cineca.it/unipd>. Requests sent to other email addresses may not be read.
6. Each applicant may apply to one single doctoral course only. In case of PhD courses articulated in more curricula, the candidate must choose one curriculum.
7. It is possible submit only one application form.
8. Applicants with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read carefully art. 3 of the selection announcement and upload the required documents in the relevant section of the online application.
9. 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 EU General Data Protection Regulation n. 679 dated 27.04.2016. The documents submitted will not appear in the application form for the selection announcement and will be held by the Students Services 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.
10. AFTER THE APPLICATION HAS BEEN CORRECTLY FILLED IN AND SUBMITTED, APPLICANTS WILL RECEIVE AN EMAIL WITH THE CONFIRMATION OF THE SUBMISSION

1. DATA REGISTRATION

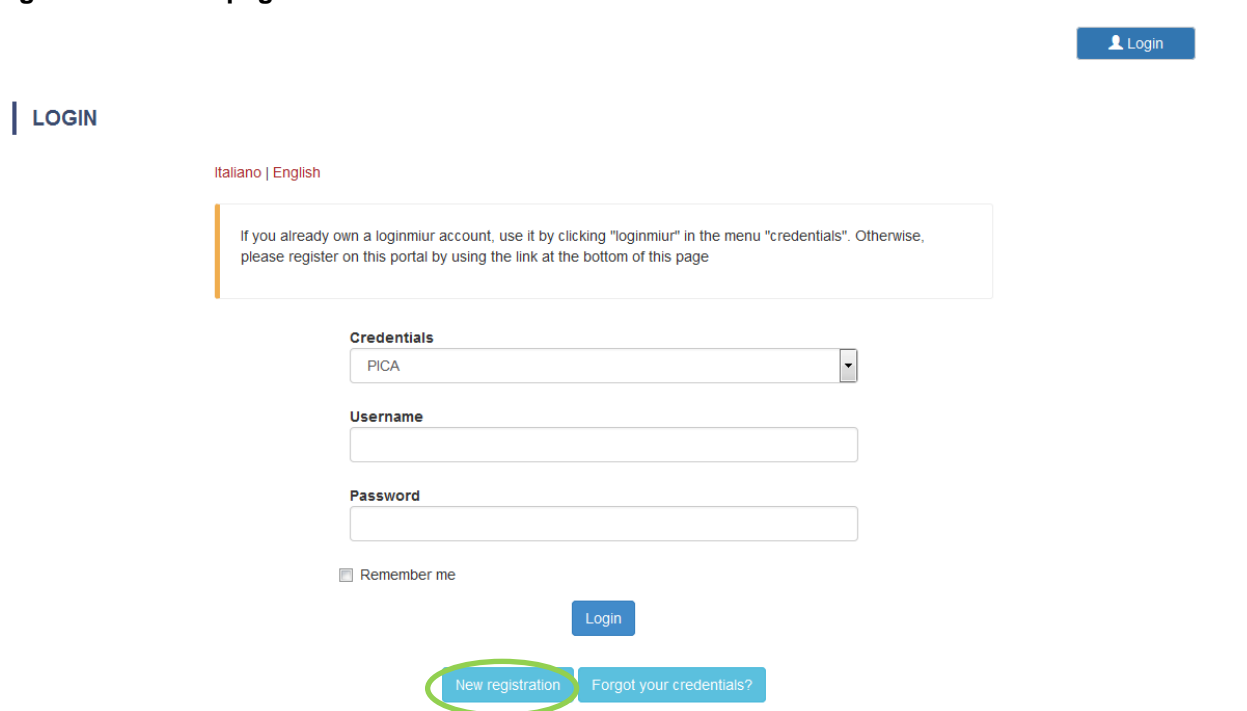
Go to the website <https://pica.cineca.it/unipd/csc39/>

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.

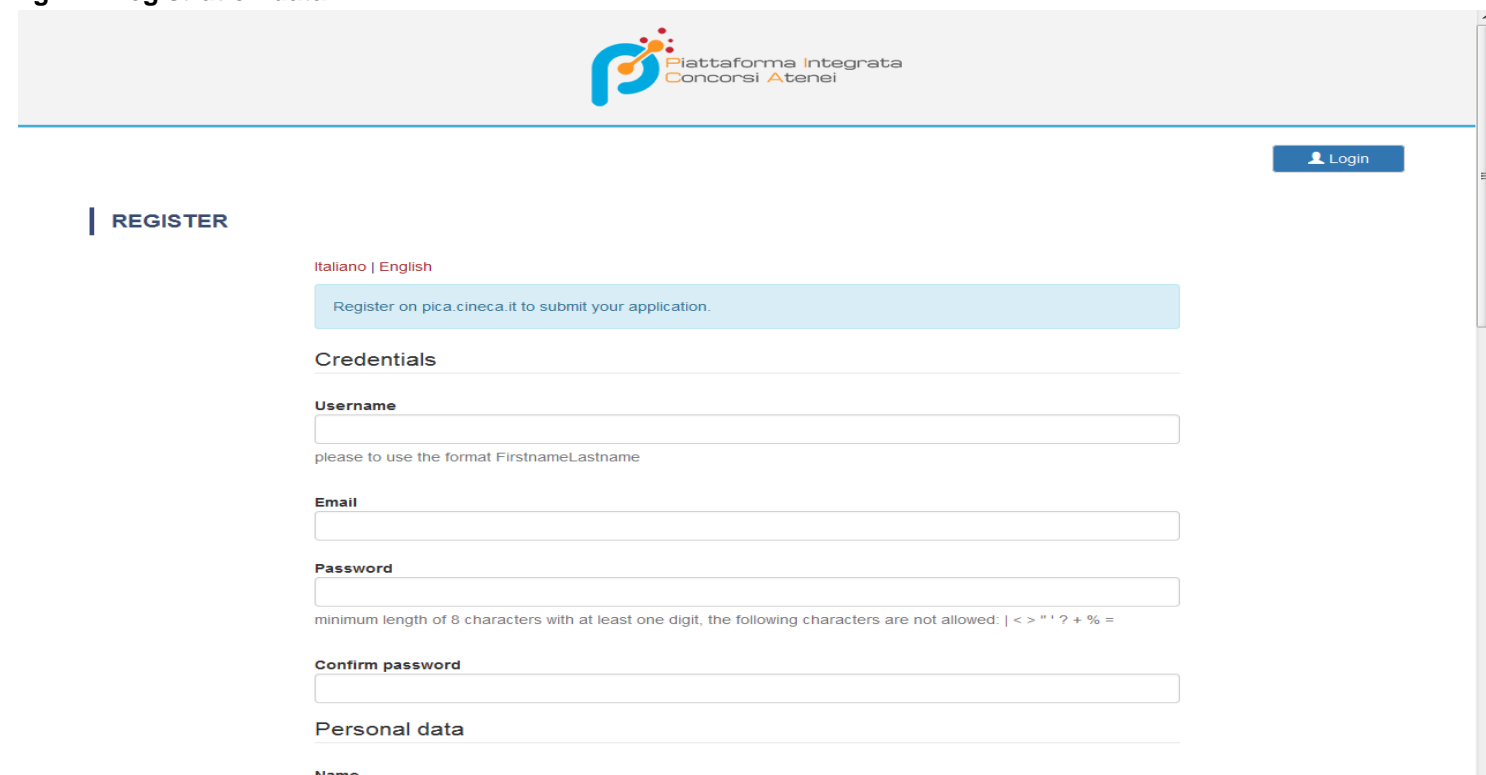
In case you forget username and password, click on 'Forgot your credentials?'

Fig. 1 – Registration home page



The screenshot shows the 'LOGIN' page of the registration portal. At the top right is a 'Login' button with a user icon. On the left, there is a 'LOGIN' header. Below it, there are language links for 'Italiano' and 'English'. A central text box informs users that if they already have a loginmiur account, they should use it by clicking 'loginmiur' in the 'credentials' menu; otherwise, they should register using the link at the bottom. Below this text box are three input fields: 'Credentials' (a dropdown menu currently showing 'PICA'), 'Username', and 'Password'. There is a 'Remember me' checkbox below the password field. A 'Login' button is positioned below the input fields. At the bottom, there are two buttons: 'New registration' (highlighted with a green circle) and 'Forgot your credentials?'.

Fig. 2 – Registration data



The screenshot shows the 'REGISTER' page. At the top right is a 'Login' button with a user icon. On the left, there is a 'REGISTER' header. Below it, there are language links for 'Italiano' and 'English'. A light blue banner contains the text 'Register on pica.cineca.it to submit your application.' Below the banner are several input fields: 'Username' (with a note 'please to use the format FirstnameLastname'), 'Email', 'Password' (with a note 'minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > ' ' ? + % ='), and 'Confirm password'. At the bottom, there is a 'Personal data' section with a 'Name' input field.

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 click on "supporto" at the bottom of the webpage <https://pica.cineca.it/unipd>

Fig. 3 – Registration fields

Mobile

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

☐ I declare to be aware of the [notice](#) about personal data protection, provided by the competent authority, as stated in art. 13 of the UE regulation 2016/679

New registration

Reset

The online procedure for submitting the application form can be also accessed through SPID (Public Digital Identity System – more information here: <https://www.spid.gov.it/>), by choosing the University of Padova from the list of institutions available (fig. 4, 5, 6) and following the instructions of the provider selected. In case of access via SPID, no signature will be required when submitting the application.

Fig. 4 – Registration home page via SPID

PICA LOGIN

pica.cineca.it/en/login

Login

LOGIN

ItalianoEnglish

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials

PICA / REPRISE

Username

Password

☐ Remember me

Log in

New registration

Forgot your credentials?

EN SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Enter with SPID o Credenziali Istituzionali

3

Fig. 5 – Registration home page via SPID – choose the institution

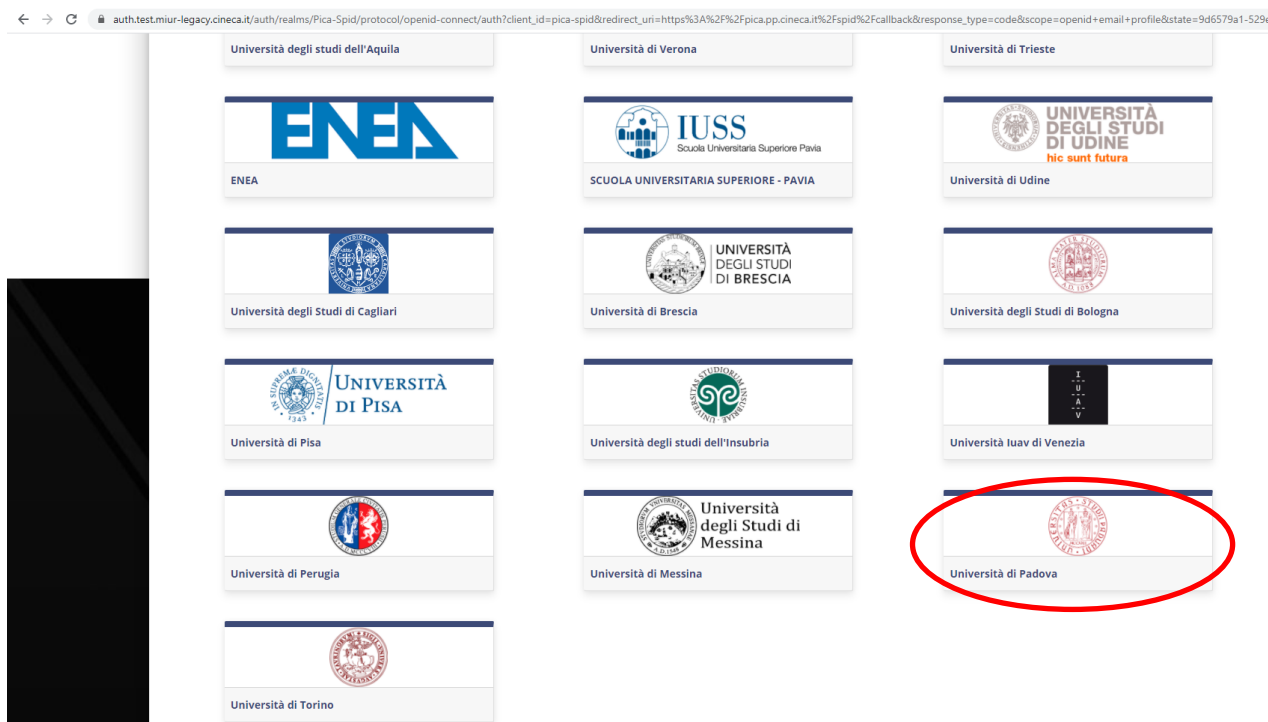
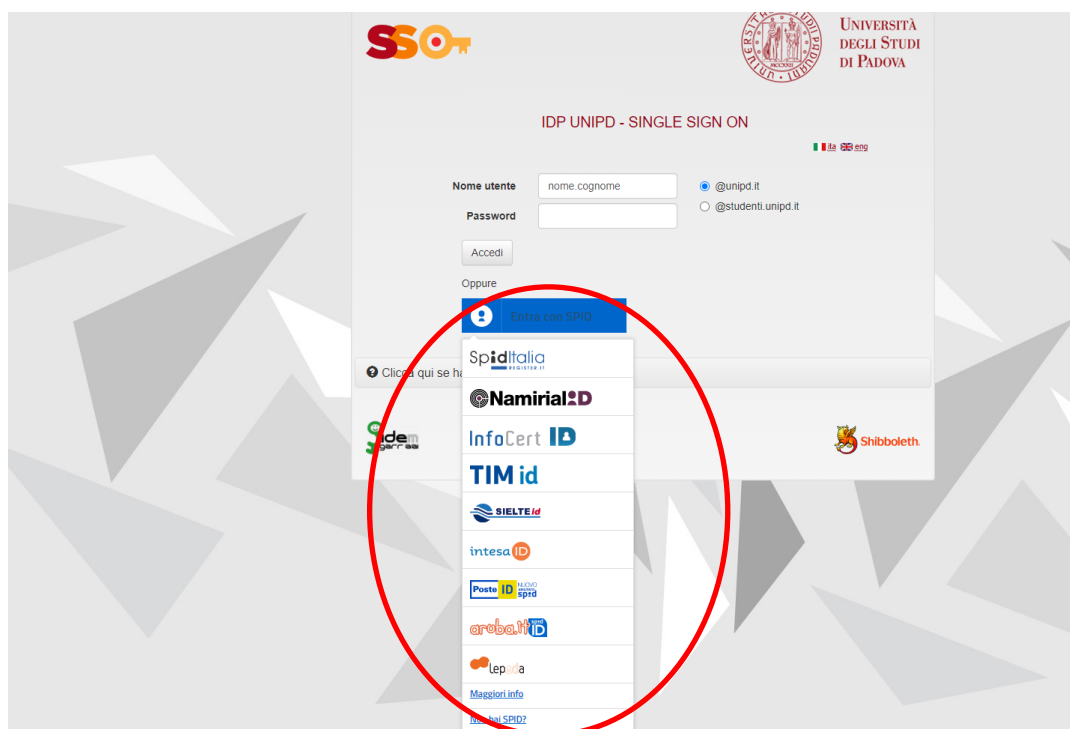


Fig. 6 – Registration home page via SPID – choose the provider



2. APPLICATION FORM ACCESS

Once registered, it is possible to access the website <https://pica.cineca.it/unipd/csc39/> 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.7,8).

Fig. 7 – New submission

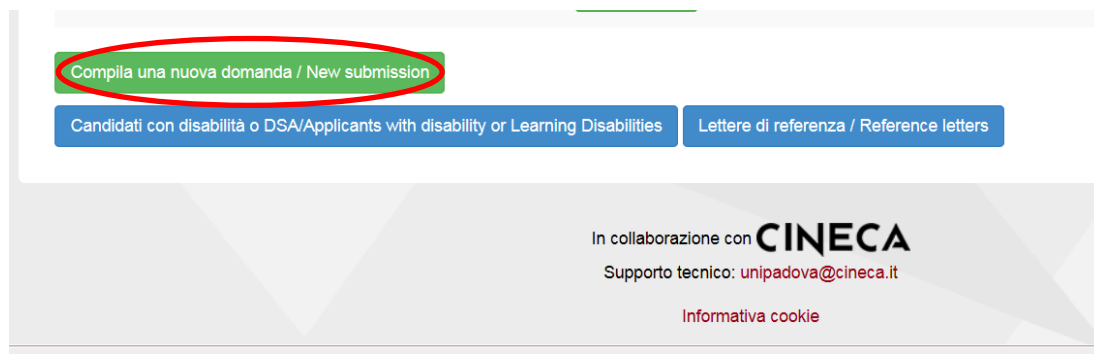
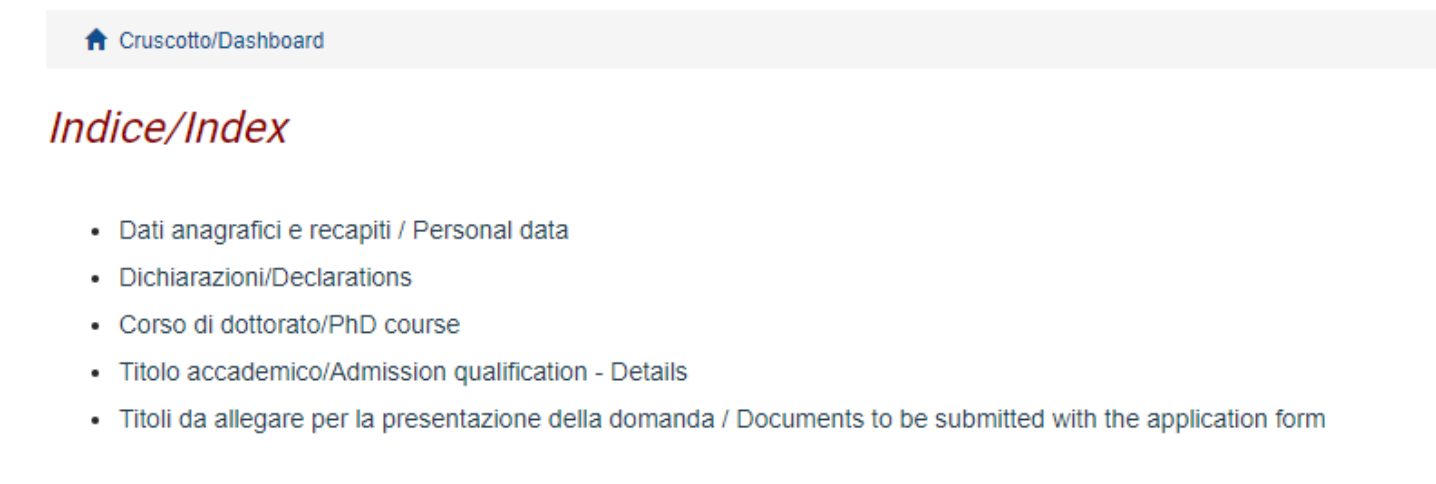


Fig. 8 – Application Sections

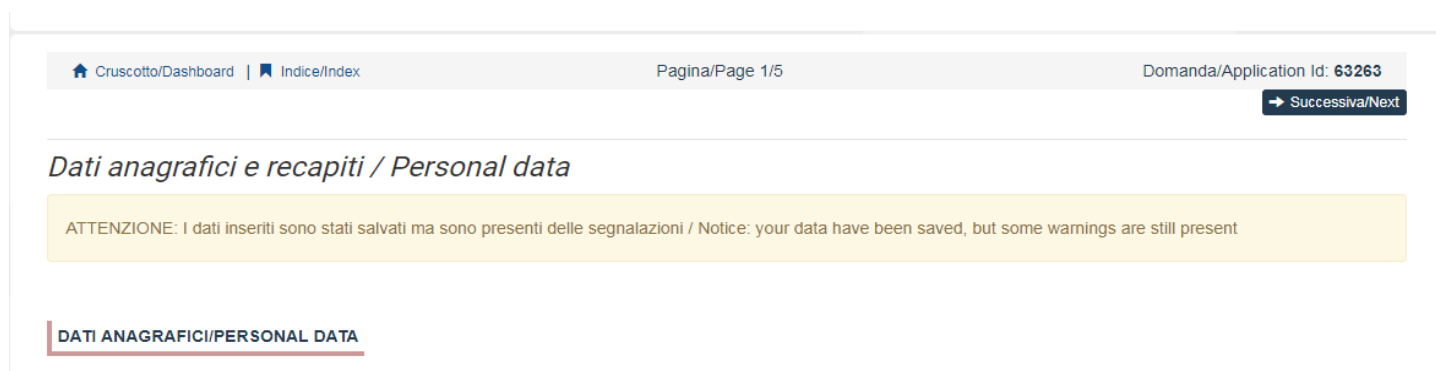


The first section is Personal Data. The data have partially been transferred from the registration procedure. There are some more data to be filled in (fig.9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile)

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. 9).

Fig. 9 – 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 (fig. 10) and the order of the curricula (if any) they want to apply for.

WATCH OUT: The duration of the courses is normally 3 years, except for the PhD Programmes in “HISTORICAL, GEOGRAPHICAL, ANTHROPOLOGICAL STUDIES” and “ECONOMICS AND MANAGEMENT”, which have a duration of 4 years.

Fig. 10 – PhD COURSE Section

The screenshot shows the 'Corso di dottorato/PhD course' section of the application system. At the top, there is a navigation bar with links for 'Cruscotto/Dashboard' and 'Indice/Index', the page number 'Pagina/Page 3/5', and the application ID 'Domanda/Application Id: 63218'. Below the navigation bar, there are buttons for 'Precedente/Previous' and 'Successiva/Next'. The main heading is 'Corso di dottorato/PhD course'. Underneath, there is a sub-heading 'CORSO DI DOTTORATO/PHD COURSE'. The section is titled 'Corso / Phd Course' and features a dropdown menu with the text '-- selezionare un corso / select a course --'. Below the dropdown menu, there is a button labeled 'Salva e prosegui / Save and proceed'.

In the following section (ADMISSION QUALIFICATION – RELEVANT OPTIONS) applicants must choose one out of the four options proposed (fig. 11).

Fig. 11 – ADMISSION QUALIFICATION – RELEVANT OPTIONS

The screenshot shows the 'Titolo accademico/Admission qualification - Details' section. It features a sub-heading 'TITOLI DI STUDIO/QUALIFICATIONS'. Below this, there is a section titled 'Tipo / Type' which contains a dropdown menu. The dropdown menu is currently open, showing the following options: 'Selezionare una tipologia / Select a type', 'Titolo di studio italiano - Laureato / Italian degree', 'Titolo di studio straniero - Laureato / Foreign degree', and 'Titolo di studio straniero - Laureando / Foreign degree'.

In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by September 30th, 2023 (fig. 12).

Fig. 12 – ADMISSION QUALIFICATION – DETAILS

[Cruscotto/Dashboard](#) | [Indice/Index](#)

Pagina/Page 4/5

Domanda/Application Id: 635421

[← Precedente/Previous](#)

[→ Successiva/Next](#)

Titolo accademico/Admission qualification - Details

Titoli di studio / Academic qualifications

Tipo / Type

Tipo laurea / Second cycle degree (e.g. M.Sc. , M.Phil, etc)

Università / University

Titolo di Studio / Type of second cycle degree (e.g. M.Sc. in Economics)

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date

Voto / Grade
 / ☐ con lode / with honors

Salva e prosegui / Save and proceed

[← Precedente/Previous](#)

[→ Successiva/Next](#)

WATCH OUT: In this section you must upload all the documents requested for the recognition of the foreign academic degree (fig. 13)

Fig. 13 – DOCUMENTS TO BE ATTACHED WITH REFERENCE TO THE FOREIGN QUALIFICATION

Documenti per titoli conseguiti/da conseguire all'estero / Documents to be attached with reference to the foreign qualification:

Richiesta riconoscimento / Request for equivalence
☒ Sì, richiedo il riconoscimento / Yes, I ask for the equivalence
☐ No, non richiedo il riconoscimento e allego dichiarazione di equipollenza nella sezione "Titoli da allegare per la presentazione della domanda" / No, I do not ask for the equivalence and I attach the equivalence declaration

Dichiaro/Declare
☒ Dichiaro di allegare nella pagina "Titoli da allegare per la presentazione della domanda" il titolo di studio straniero (se conseguito) e/o altra documentazione utile per la valutazione del riconoscimento del titolo, e ogni altra documentazione prevista dall'avviso utile per il riconoscimento stesso
I declare to attach in the section "Documents to be submitted with the application form" my foreign Degree diploma or certificate (if any) and/or any other document useful for the recognition of the qualifications, as indicated in the selection announcement.

Documenti per il riconoscimento dell'eventuale titolo straniero / Documents for the evaluation of the foreign qualification

Inserire qui i documenti richiesti per il riconoscimento dell'eventuale titolo straniero, come previsto dall'avviso alla selezione Art. 3
 Please attach here the documents useful for the evaluation of the foreign qualification as indicated in the Selection announcement at the Art. 3

1

Descrizione/Description

Carica/Upload
 Nessun file selezionato

In the section “DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified in the selection announcement, with the exclusion of reference letters which must be submitted via a specific procedure (see art. 3). **Therefore we advise applicants to pay special attention to the documents to be submitted listed in the call for admission in order to upload them all correctly.**

The files must be in pdf format and readable. For each file a brief description is needed (fig. 14).

Fig. 14 – DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

Titoli da allegare per la presentazione della domanda / Documents to be submitted with the application form

Lettere di referenza/Reference letters

Attenzione: non inserire le lettere di referenza in questa pagina, ma utilizzare l'apposita funzionalità disponibile nel cruscotto di gestione domande una volta presentata la domanda stessa. / Notice: to submit the reference letters for the selected PhD Course, you must go back to the dashboard and use the specific online procedure for the reference letters after you have submitted your application form only.

☒ Cerca in LoginMiur/Search in LoginMIUR
☐ Inserisci manualmente/Insert manually

[Cancella / Delete](#)

[Aggiungi / Add](#)

After filling in 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. 15).

Fig. 15 – Submission of the application

167	in bozza/draft	2015-05-28 11:35:14	Modifica/Modify	Verifica/Verify	
			Presenta/Submit		
177	in bozza/draft	2015-05-28 12:47:44	Modifica/Modify	Verifica/Verify	
			Presenta/Submit		
195	da firmare/unsigned	2015-05-28 16:31:34	Modifica/Modify	Visualizza/View	PDF domanda/Application PDF
			Presenta/Submit		

[Registra una nuova domanda / New submission](#)

[Domanda di prove di ammissione con modalità individualizzate per candidati con disabilità o dislessia](#)

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 Supporto tecnico: unipd@cineca.it

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. 16). In case of access via SPID, no signature will be required when submitting the application.

Fig. 16 – Submission of the application

Descrizione/Description

fngjhkjklkjtdghnfgb bvjurstjhnxd gfhntg etgdhbnfd d teh

Dettagli sul file allegato/Attachment details

STATUTO_con_modifica_art46c9.pdf

Dimensione/Size (byte)

582816

Checksum

46794f3385d9631ae8d5bc367eb05caf9f1a91e8cade830ba9007ce0d90a5c04

Tipo di checksum/Checksum type

SHA256

Sostituisci/Change file

Scegli file Nessun file selezionato

Firma del candidato
Candidate's signature

.....

Presenta/Submit

After the submission you will see three possibilities to sign the application. You must choose one and follow the instructions (fig. 17).

Fig. 17 – Signature

FIRMA DIGITALE / DIGITAL SIGNATURE

Crusotto/Dashboard Domanda/Application id: 63262

Il sistema supporta le seguenti modalità / The following options are available:

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, effettuare 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

WATCH OUT: Applicants who, during registration selected "**NO**" in the "**Italian Citizenship**" field and did not indicate a "**tax code**", will be only allowed to add their original signature to the application, i.e. they will only see the "no digital signature" option during the signature process.

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.

3. REFERENCE LETTERS

If applicants want to 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 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 January 20th, 2023 at 13:00 CET**. We advise applicants to inform referees that they will receive the request. If the referee fills in and submits the letter, 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 ask for technical assistance by clicking on the "supporto" button available at the bottom of the page <https://pica.cineca.it/unipd>, specifying the ID of the application.

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, they 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 contact support via the link at the bottom of the page <https://pica.cineca.it/unipd> and ask to have the application re-opened. In the email they must specify the reason of their request and the ID of their application form, and attach copy of their identity document.