

## UNIVERSITÀ DEGLI STUDI DI PADOVA

### *Technical guidelines for the submission of the application form for PhD Courses, 36th series*

(online application open from May 7<sup>th</sup>, 2020 to June 16<sup>th</sup>, 2020 at 1 pm CEST)

Online form available at: <https://pica.cineca.it/unipd/dottorati36/>

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: [phd.application@unipd.it](mailto:phd.application@unipd.it) by contacting the addresses specified in the selection announcement. For technical problems write to: [unipadova@cineca.it](mailto:unipadova@cineca.it). Requests sent to other email addresses 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 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.
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/dottorati36/>

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**

LOGIN

Italiano | English

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

**Credentials**

PICA

**Username**

**Password**

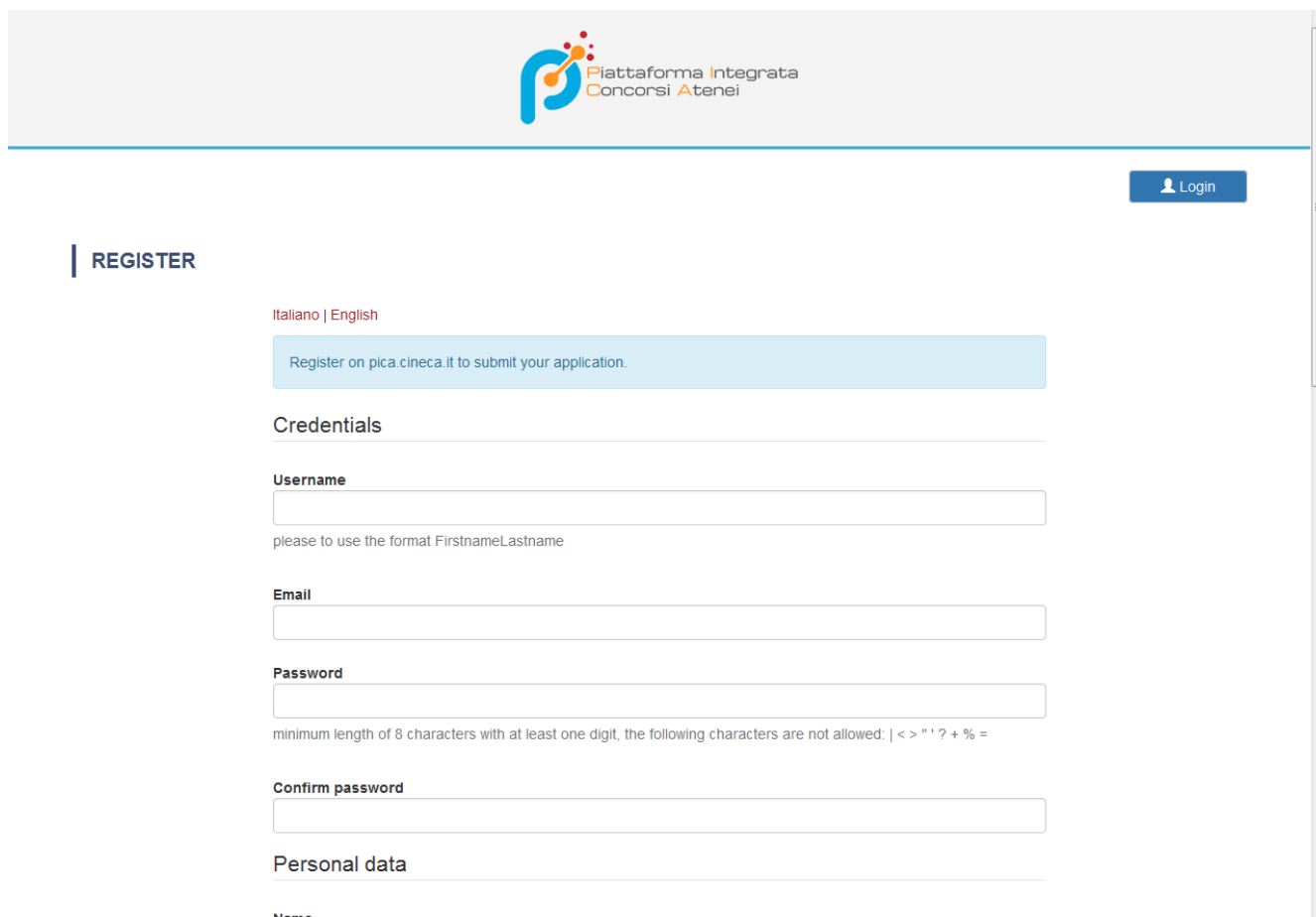
☐ Remember me

Login

New registration

Forgot your credentials?

**Fig. 2 – Registration data**



The screenshot shows the registration page of the 'Piattaforma Integrata Concorsi Atenei'. At the top, there is a header with the logo and the text 'Piattaforma Integrata Concorsi Atenei'. On the right side of the header, there is a 'Login' button. Below the header, on the left, there is a vertical bar with the word 'REGISTER'. The main content area is divided into sections: 'Credentials' and 'Personal data'. Under 'Credentials', there are fields for 'Username', 'Email', 'Password', and 'Confirm password'. Below the 'Password' field, there is a note: 'minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > " ' ? + % ='. Under 'Personal data', there is a field for 'Name'. At the top of the main content area, there is a language selector 'Italiano | English' and a blue box with the text 'Register on [pica.cineca.it](https://pica.cineca.it) to submit your application.'

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](mailto:unipadova@cineca.it) fig.3)

**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

## APPLICATION FORM ACCESS

Once registered, it is possible to access the website <https://pica.cineca.it/unipd/dottorati36/> 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

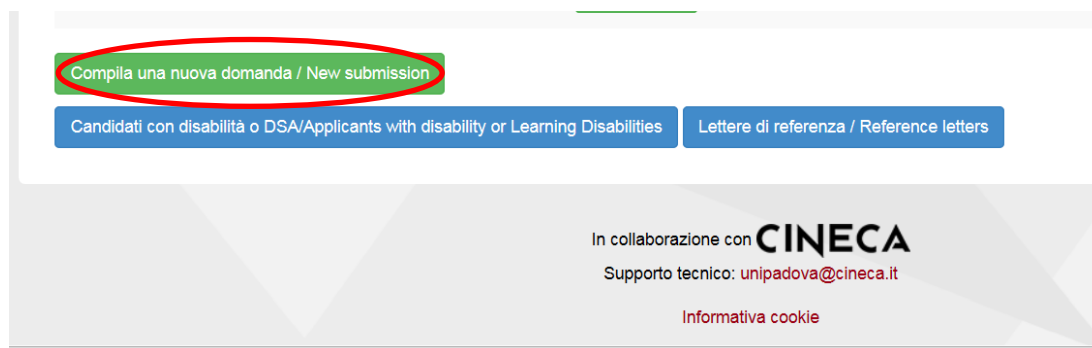
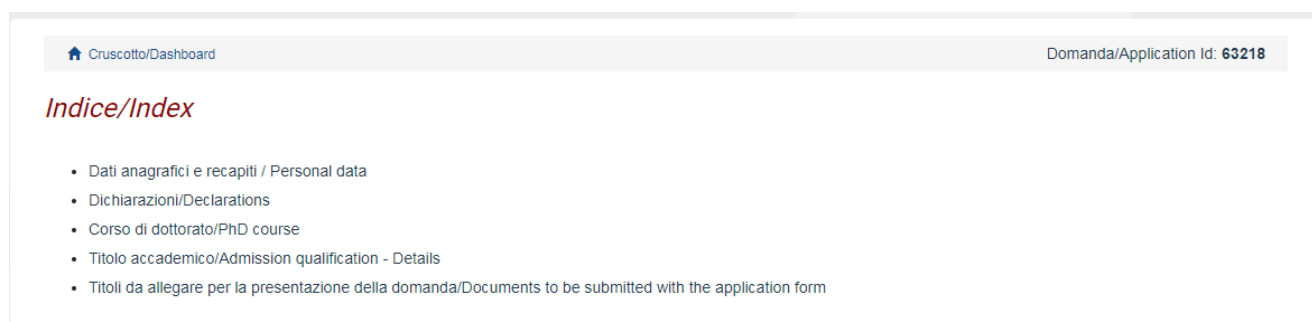


Fig. 5 – Application Sections



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

The screenshot shows the 'Dati anagrafici e recapiti / Personal data' section. At the top, there is a navigation bar with 'Cruscotto/Dashboard' and 'Indice/Index' on the left, 'Pagina/Page 1/5' in the center, and 'Domanda/Application Id: 63263' on the right. A 'Successiva/Next' button is located on the far right. Below the navigation bar, the section title 'Dati anagrafici e recapiti / Personal data' is displayed. A yellow warning box contains the text: 'ATTENZIONE: I dati inseriti sono stati salvati ma sono presenti delle segnalazioni / Notice: your data have been saved, but some warnings are still present'. Below the warning box, the section title 'DATI ANAGRAFICI/PERSONAL DATA' is underlined.

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

**WATCH OUT:** PhD courses in ECONOMICS AND MANAGEMENT and MOLECULAR SCIENCES have different selection procedures according to the curriculum. For these two courses, in the online application candidates will be asked to select which curriculum they wish to apply for and, depending on the choice made, the places available.

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.

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.

Some PhD courses have places reserved for candidates with Chinese citizenship who graduated from Guangzhou University (PRC). Candidates holding these requirements can apply for this kind of places, which however are exclusive: applying for them implies that the candidate cannot compete for any other type of places. 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 the 'Corso di dottorato/PhD course' section. At the top, there is a navigation bar with 'Cruscotto/Dashboard' and 'Indice/Index' on the left, 'Pagina/Page 3/5' in the center, and 'Domanda/Application Id: 63218' on the right. A 'Precedente/Previous' button is on the left and a 'Successiva/Next' button is on the right. Below the navigation bar, the section title 'Corso di dottorato/PhD course' is displayed. Below the title, the section title 'CORSO DI DOTTORATO/PHD COURSE' is underlined. Below the underlined title, the text 'Corso / Phd Course' is displayed. Below this text, there is a dropdown menu with the text '-- selezionare un corso / select a course --'. Below the dropdown menu, there is a 'Salva e prosegui / Save and proceed' button.

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**

*Titolo accademico/Admission qualification - Details*

**TITOLI DI STUDIO/QUALIFICATIONS**

Tipo / Type

Selezionare una tipologia / Select a type
Titolo di studio italiano - Laureato / Italian degree
Titolo di studio italiano - Laureando / Italian degree
Titolo di studio straniero - Laureato / Foreign degree
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 30<sup>th</sup>, 2020 (fig. 9).

**Fig. 9 – ADMISSION QUALIFICATION – DETAILS**

Cruscotto/Dashboard | Indice/Index      Pagina/Page 4/5      Domanda/Application Id: 63218

← 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

gg/mm/aaaa – dd/mm/yyyy

Voto / Grade

/ con lode / with honors

Salva e prosegui / Save and proceed

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.**

**WATCH OUT:** 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**

The screenshot shows a web interface for uploading documents. At the top, there are two radio buttons: 'Cerca in LoginMiur/Search into LoginMiur' (selected) and 'Inserisci manualmente/Insert manually'. Below them is a search input field with the placeholder 'Cerca/Search'. To the right is a red button labeled 'Cancella / Delete'. Below the search area is a green button labeled 'Aggiungi / Add'. A horizontal line separates this from the main section titled 'TITOLI E DOCUMENTI/ ATTACHMENTS (PLEASE ATTACH HERE ALL THE DOCUMENTS TO SUBMIT WITH YOUR APPLICATION FORM)'. Below the title, there is a paragraph in Italian and English explaining the purpose of this section. Below that, there is a note in Italian and English about foreign qualifications. At the bottom, there is a form with a label 'Descrizione/Description' and a text input field. Below the input field is a button labeled 'Carica/Upload'.

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. 11).

**Fig. 11 – Submission of the application**

The screenshot shows a dashboard with a table of applications. The table has columns for application number, status, and date. The first two rows show applications in 'in bozza/draft' status. The third row shows an application in 'da firmare/unsigned' status, which is highlighted in yellow. For this application, the 'Presenta/Submit' button is circled in red. Below the table, there is a green button labeled 'Registra una nuova domanda / New submission' and a blue button labeled 'Domanda di prove di ammissione con modalità individualizzate per candidati con disabilità o dislessia'. At the bottom, there is a footer with the text 'In collaborazione con CINECA' and '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. 12).

Fig. 12 – Submission of the application

**Descrizione/Description**

fmghkjklkjhtdghnfgb bvjurstjhnxd gfmntg 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. 13).

Fig. 13 – Signature

**FIRMA DIGITALE / DIGITAL SIGNATURE**

Cruscotto/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, 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



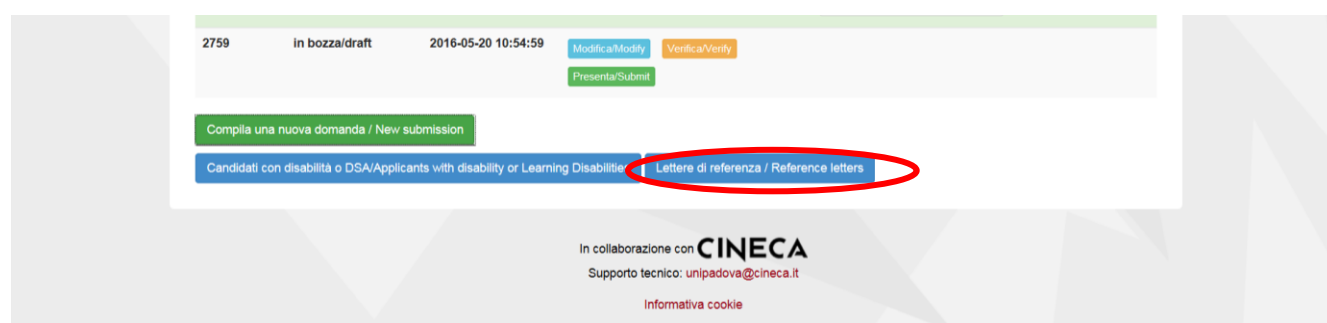
**WATCH OUT:** Applicants who, during registration selected **"NO"** in the **"Italian Citizenship"** field and did not indicate a **"tax code"**, will be only allowed to add their original signature to the application, i.e. they will only see the "no digital signature" option during the signature process.

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 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 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 June 18<sup>th</sup>, 2020 at 13:00 CEST. 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 send an email to [unipadova@cineca.it](mailto: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, 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 write to [unipadova@cineca.it](mailto:unipadova@cineca.it) 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.