

UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of the application form for PhD Courses, 39th series

(online application open from September 29th, 2023 to October 30th, 2023 at 1 pm CEST)

Online form available at: <https://pica.cineca.it/unipd/dottorati39settembre/>

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 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 by contacting the addresses specified in the selection announcement. For technical problems click [here](#). 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/dottorati39settembre/>

At the first access applicants need to register by clicking on 'Register' and complete the necessary data (fig.1,2).

Fig. 1 – Registration home page

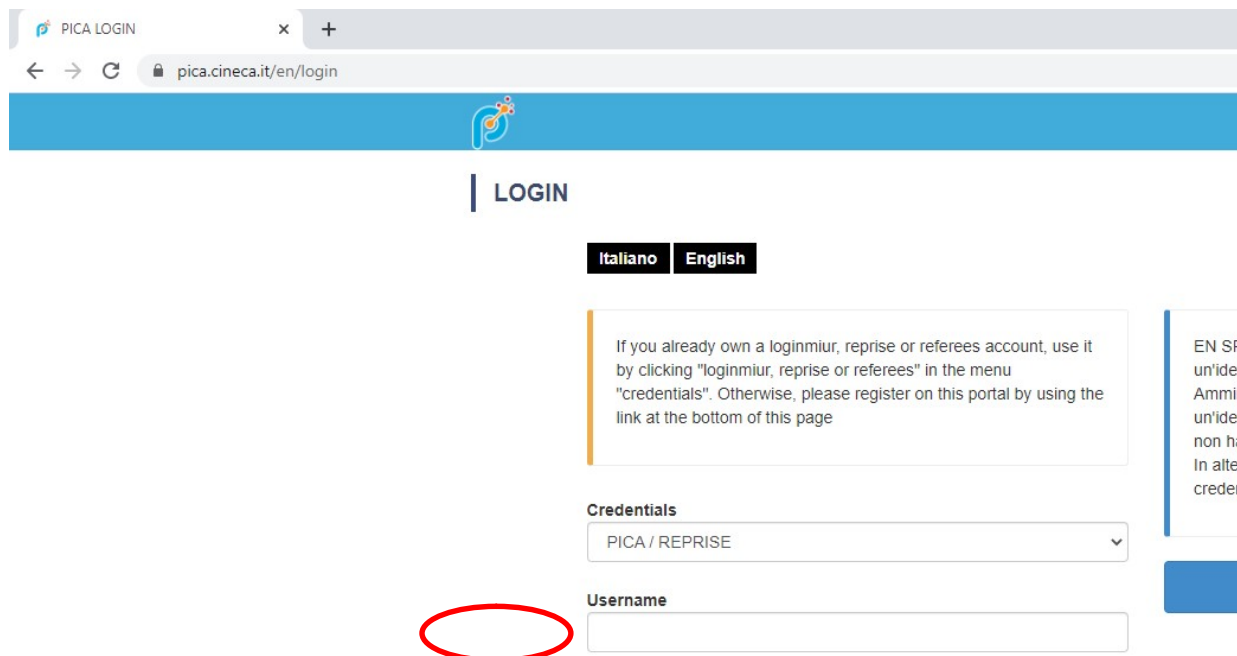
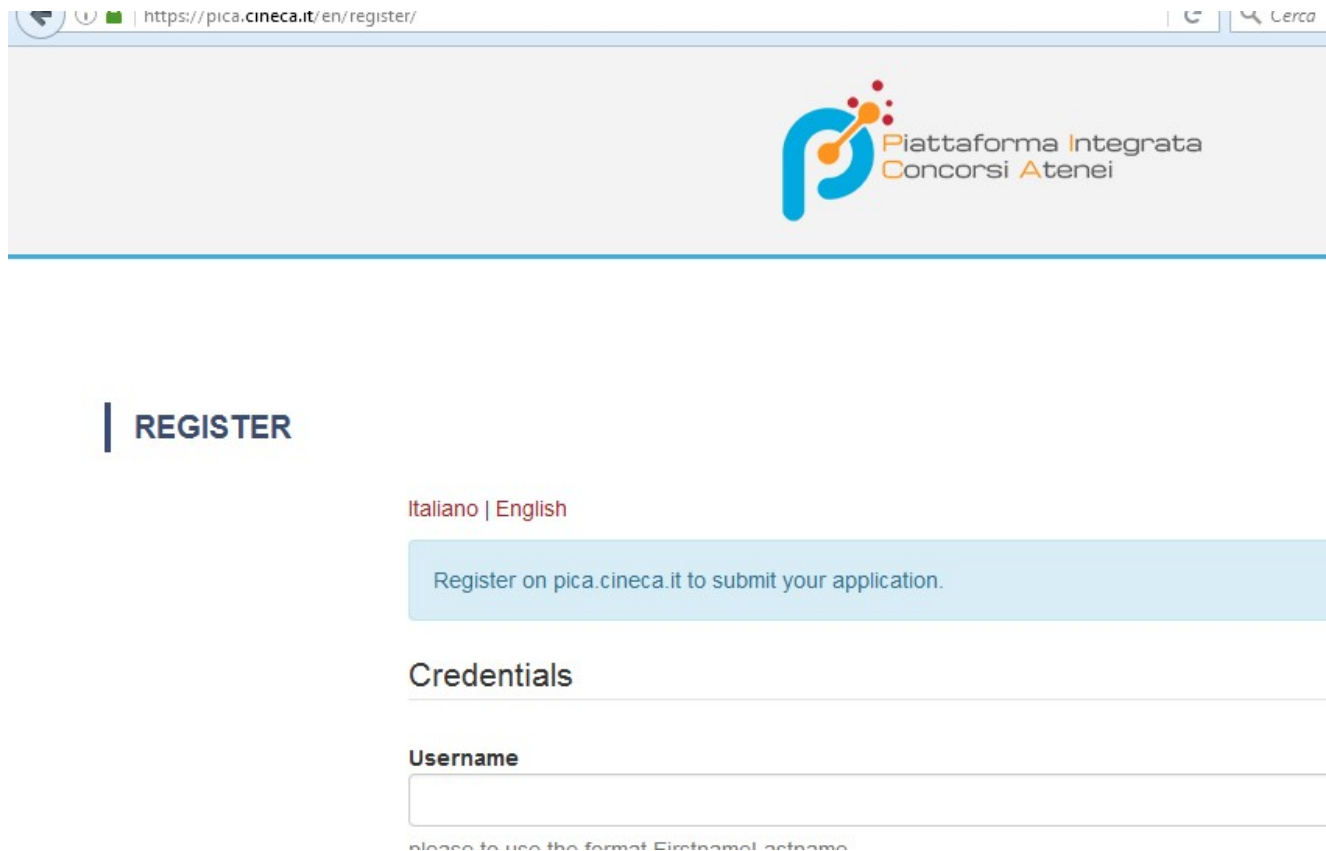


Fig. 2 – Registration data

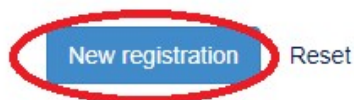


After completing the data, click on 'New registration'. Applicants will receive an email with the data to confirm their registration (fig.3). In case you don't receive or cannot find the email, please ask for assistance by clicking [here](#).

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



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?'

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

The image is a screenshot of a web browser showing the "PICA LOGIN" page. The browser's address bar shows "pica.cineca.it/en/login". The page has a blue header with the PICA logo and the word "LOGIN" in white. Below the header, there are two buttons for "Italiano" and "English". A central text box contains instructions: "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". The phrase "please register on this portal by using the" is circled in red. Below this text box, there is a "Credentials" section with a dropdown menu currently showing "PICA / REPRISE". Below that is a "Username" section with an empty text input field. On the right side of the page, there is a vertical blue bar with some text that is partially cut off: "EN SPI", "un'id", "Ammin", "un'id", "non hai", "In alter", "creden".

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

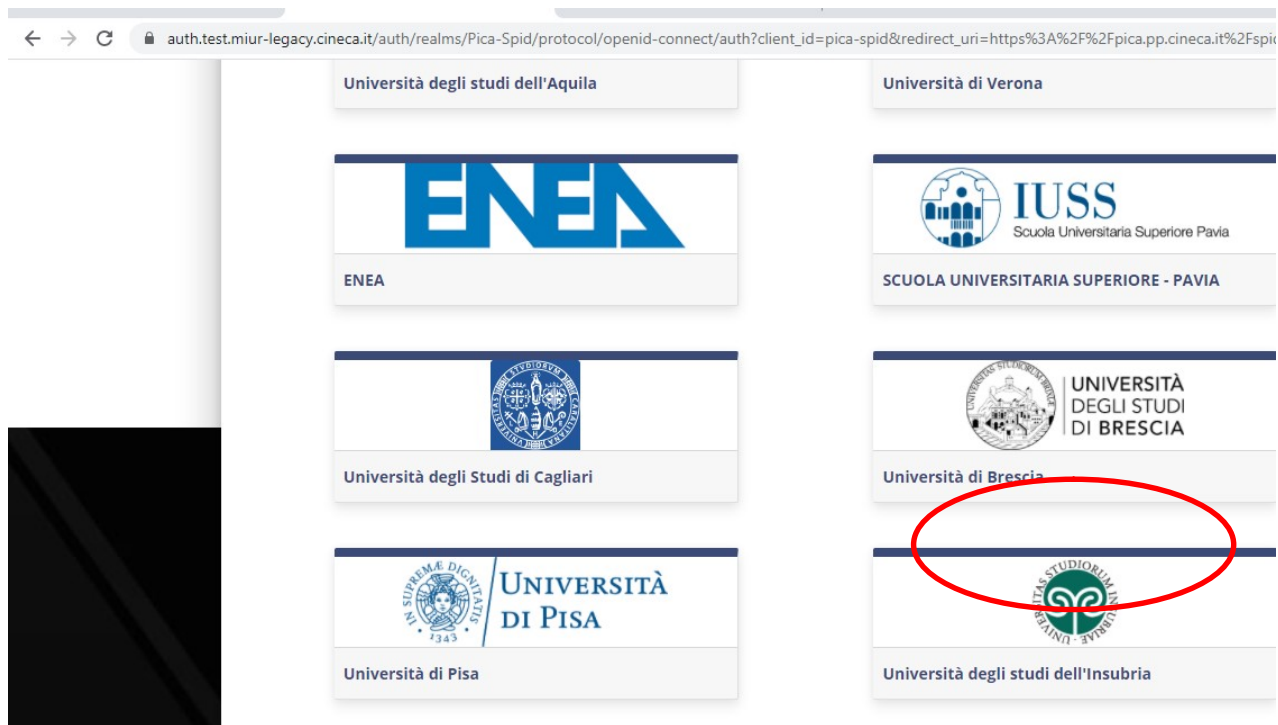
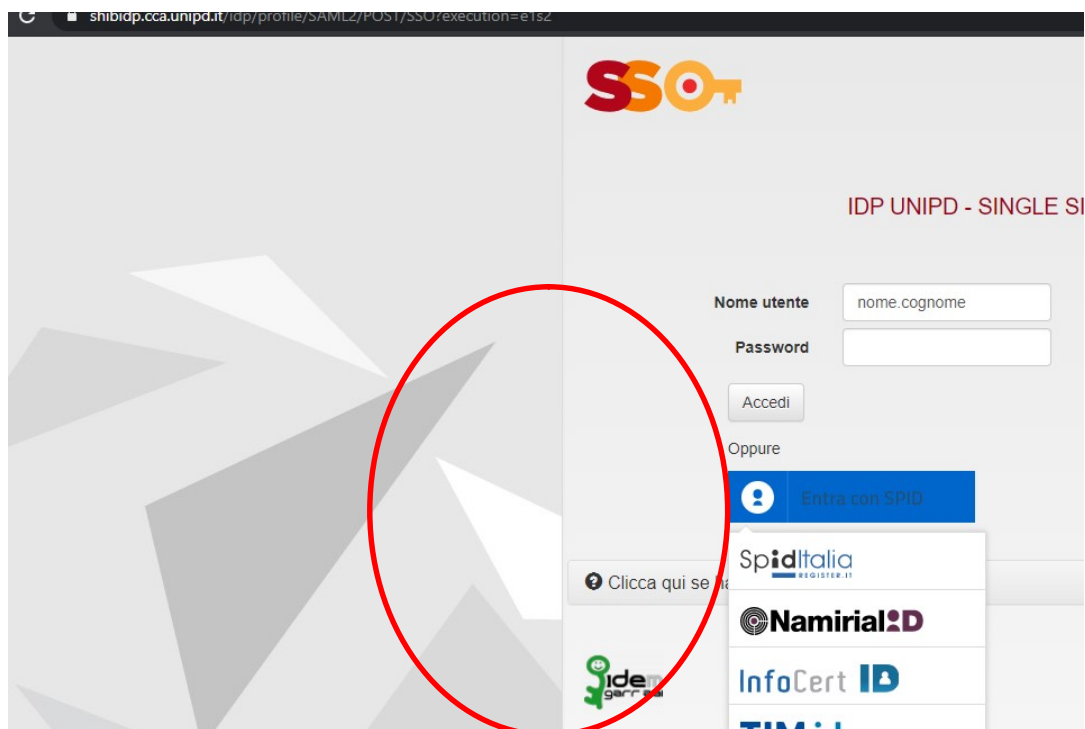


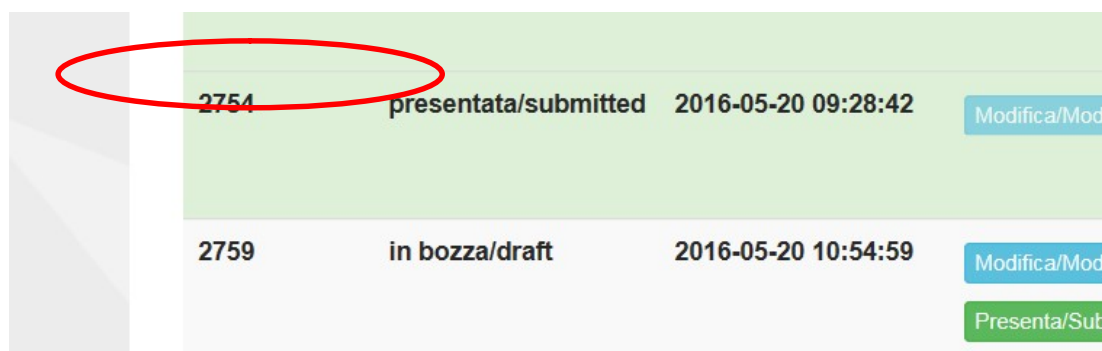
Fig. 6 – Registration home page via SPID – choose the provider



APPLICATION FORM ACCESS

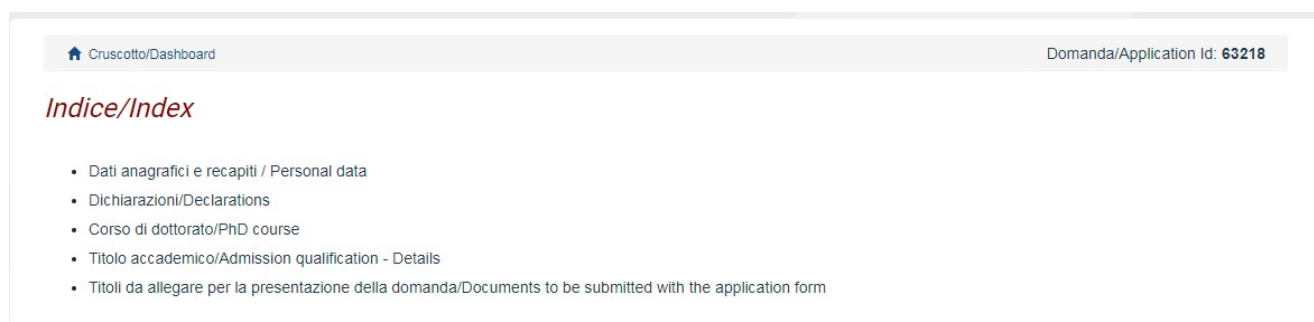
Once registered, it is possible to access the website <https://pica.cineca.it/unipd/dottorati39settembre/> and login with username and password to fill in the application form by clicking on 'New Submission'. Before filling in the application form applicants can modify their personal data by clicking on the top right button (User Profile) and choose what to modify (fig.7, 8).

Fig. 7 – New submission



2754	presentata/submitted	2016-05-20 09:28:42	Modifica/Mod
2759	in bozza/draft	2016-05-20 10:54:59	Modifica/Mod Presenta/Sub

Fig. 8 – Application Sections



Cruscotto/Dashboard Domanda/Application Id: 63218

Indice/Index

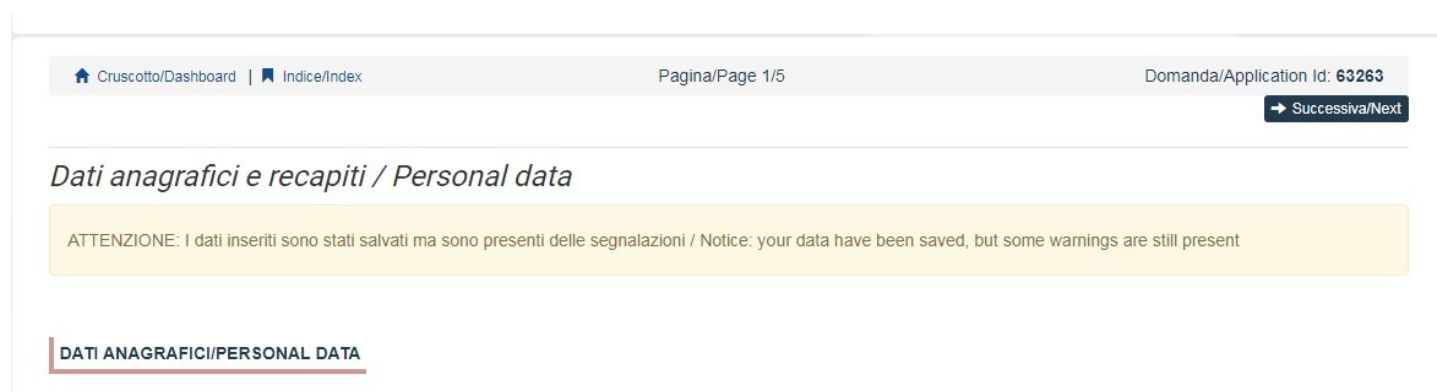
- Dati anagrafici e recapiti / Personal data
- Dichiarazioni/Declarations
- Corso di dottorato/PhD course
- Titolo accademico/Admission qualification - Details
- Titoli da allegare per la presentazione della domanda/Documents to be submitted with the application form

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



Cruscotto/Dashboard | Indice/Index Pagina/Page 1/5 Domanda/Application Id: 63263

Dati anagrafici e recapiti / Personal data

ATTENZIONE: I dati inseriti sono stati salvati ma sono presenti delle segnalazioni / Notice: your data have been saved, but some warnings are still present

DATI ANAGRAFICI/PERSONAL DATA

→ Successiva/Next

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), the order of the curricula (if any), the scholarships with priority research topic.

Fig. 10 – PhD COURSE Section

The screenshot shows the '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'. Below this, there is a section titled 'CORSO DI DOTTORATO/PHD COURSE'. Underneath, there is a label 'Corso / Phd Course' followed by a dropdown menu with the text '-- selezionare un corso / select a course --'. At the bottom, 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 'ADMISSION QUALIFICATION – RELEVANT OPTIONS' section. The main heading is 'CORSI DI DOTTORATO DI RICERCA XXXII CICLO/PI'. Below this, there is a navigation bar with links for 'Cruscotto/Dashboard' and 'Indice/Index', and the page number 'Pagina/Page 4/5'. Below the navigation bar, there is a button for 'Precedente/Previous'. The main heading for this section is 'Titolo accademico/Admission qualification - Details'.

In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by December 31st, 2023 (fig. 12).

Fig. 12 – ADMISSION QUALIFICATION – DETAILS

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA / PUBLIC SELECTION ANNOUNCEMENT

[Cruscotto/Dashboard](#) | [Indice/Index](#) Pagina/Page 4/5

[← Precedente/Previous](#)

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)

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. 13).

Fig. 13 – DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

1

☒ Cerca in LoginMiur/Search into LoginMiur

☐ Inserisci manualmente/Insert manually

Cerca/Search

Aggiungi / Add

TITOLI E DOCUMENTI/ ATTACHMENTS (PLEASE ATTACH HERE ALL THE DOCUMENTS TO SUBMIT WITH THE APPLICATION FORM)

In questa sezione vanno caricati i titoli richiesti per il corso di dottorato selezionato e che il candidato ir
(Consultare la scheda del corso selezionato) / In this section you should upload the documents to subm

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. 14).

Fig. 14 – Submission of the application

				Presenta
164	in bozza/draft	2015-05-28 11:13:46	Modifica	Presenta
166	in bozza/draft	2015-05-28 11:17:01	Modifica	Presenta
167	in bozza/draft	2015-05-28 11:35:14	Modifica	Presenta
177	in bozza/draft	2015-05-28 12:47:44	Modifica	

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

Fig. 15 – Submission of the application

Descrizione/Description

fhghkjkljkljdghnfgb bvjurstjhnxd ghntg 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. 16).

Fig. 16 – 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, 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.

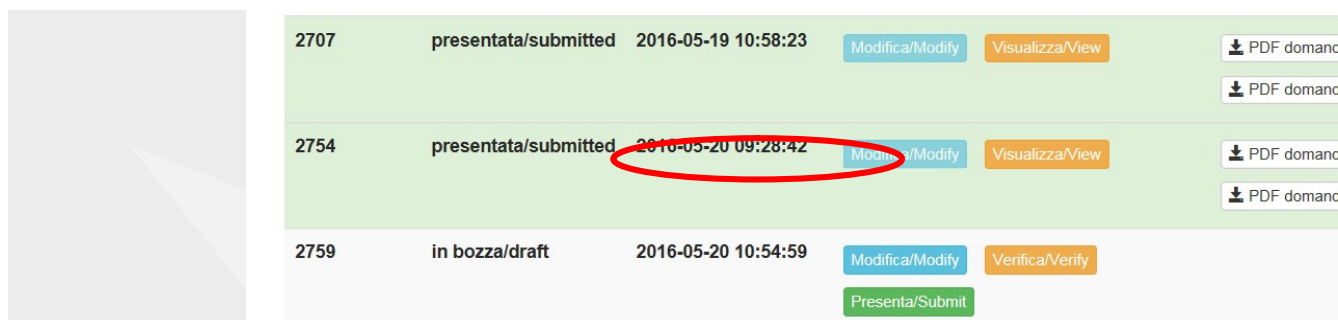
If you choose to sign with no digital signature **you must print the pdf application, sign it, scan it, and upload it. If applicants haven't done so before, they must upload an identity document in the Personal Data section. We advise to check that the uploaded file is complete. Applicants can upload 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 (fig 17). 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.

Fig. 16 – Reference letters



2707	presentata/submitted	2016-05-19 10:58:23	Modifica/Modify	Visualizza/View	PDF download
2754	presentata/submitted	2016-05-20 09:28:42	Modifica/Modify	Visualizza/View	PDF download
2759	in bozza/draft	2016-05-20 10:54:59	Modifica/Modify	Verifica/Verify	Presenta/Submit

The referee specified will receive the request to fill in the reference letter and can submit it by October 31st, 2023 at 1 pm 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 ask for technical assistance by clicking [here](#), 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 for technical assistance by clicking [here](#) 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.