

## UNIVERSITÀ DEGLI STUDI DI PADOVA

### *Technical guidelines for the submission of the application form for PhD Courses, 40<sup>th</sup> series*

(online application open till September 2<sup>ST</sup>, 2024 at 1 pm CEST)

Online form available at: <https://pica.cineca.it/unipd/dottorati40-rcpl/>

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 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 requested by email at [phd.application@unipd.it](mailto: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 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.
7. 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.
8. AFTER THE APPLICATION HAS BEEN CORRECTLY FILLED IN AND SUBMITTED, APPLICANTS WILL RECEIVE AN EMAIL WITH THE CONFIRMATION OF THE SUBMISSION.

## DATA REGISTRATION

Go to the website <https://pica.cineca.it/unipd/dottorati40-rcpl/>

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

The screenshot shows the 'PICA LOGIN' page. At the top, there is a navigation bar with the PICA logo and a 'Login' button. Below the navigation bar, the page is titled 'LOGIN'. There are two language options: 'Italiano' and 'English'. A text box explains that if the user already has a login, they should use it, otherwise, they should register. Below this, there is a 'Credentials' dropdown menu with 'PICA / REPRISE' selected. There are input fields for 'Username' and 'Password'. A 'Remember me' checkbox is present. A 'Log in' button is located below the password field. At the bottom, there are two buttons: 'New registration' (circled in red) and 'Forgot your credentials?'. To the right, there is a blue button that says 'Enter with SPID o CREDENTIALI Istituzionali'. A text box on the right explains the SPID system.

Fig. 2 – Registration data

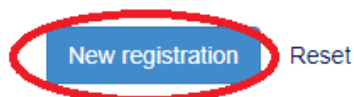
The screenshot shows the 'REGISTER' page. At the top, there is a navigation bar with the PICA logo and the text 'Piattaforma Integrata Concorsi Atenei'. Below the navigation bar, the page is titled 'REGISTER'. There are two language options: 'Italiano' and 'English'. A text box says 'Register on pica.cineca.it to submit your application.' Below this, there is a 'Credentials' section with a 'Username' input field. A note below the username field says 'please to use the format FirstnameLastname'. There is an 'Email' input field. There is a 'Password' input field. A note below the password field says 'minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > " ' ? + % ='. There is a 'Confirm password' input field. At the top right, there is a 'Login' button.

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 do not 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 screenshot shows a web browser window with the URL 'pica.cineca.it/en/login'. The page has a blue header with a 'Login' button. Below the header, there are language options for 'Italiano' and 'English'. A text box explains that existing users should use their credentials, while new users should register. There are input fields for 'Credentials' (a dropdown menu showing 'PICA / REPRISE'), 'Username', and 'Password'. A 'Remember me' checkbox is present. A blue 'Log in' button is at the bottom. At the bottom of the page, there are two buttons: 'New registration' and 'Forgot your credentials?'. A blue button with a white question mark icon and the text 'Enter with SPID o Credeniali Istituzionali' is circled in red.

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

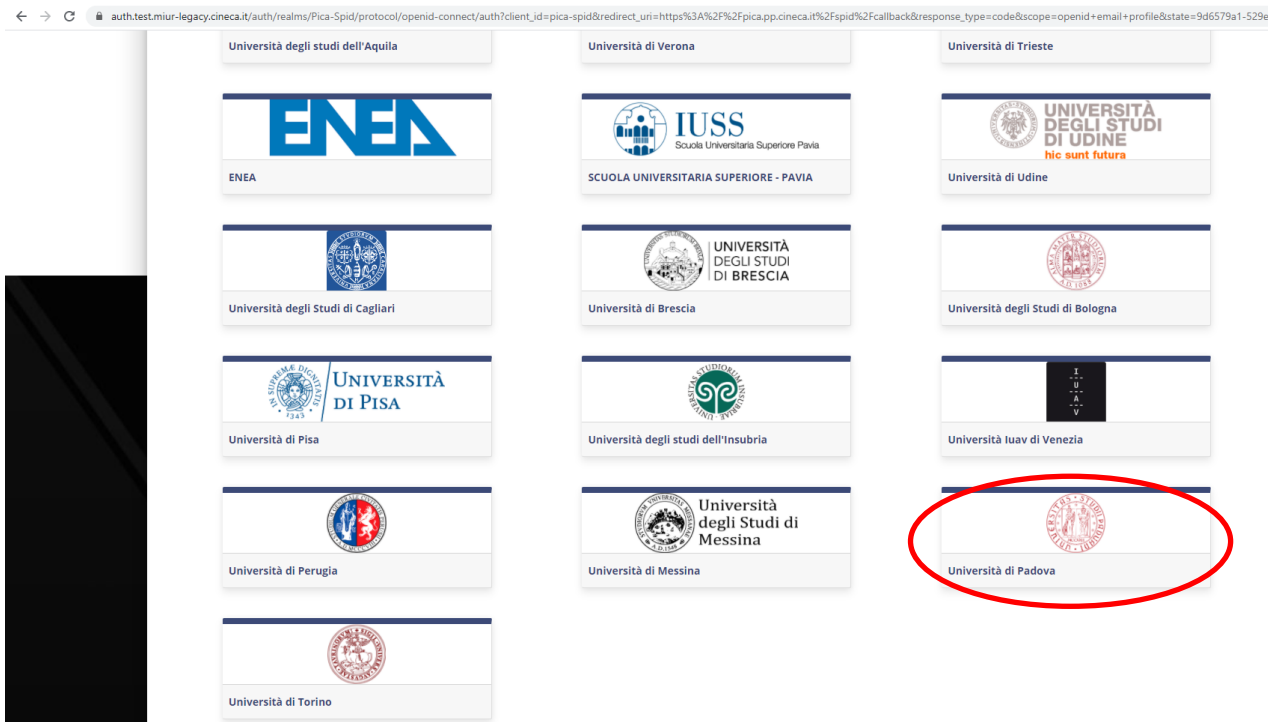
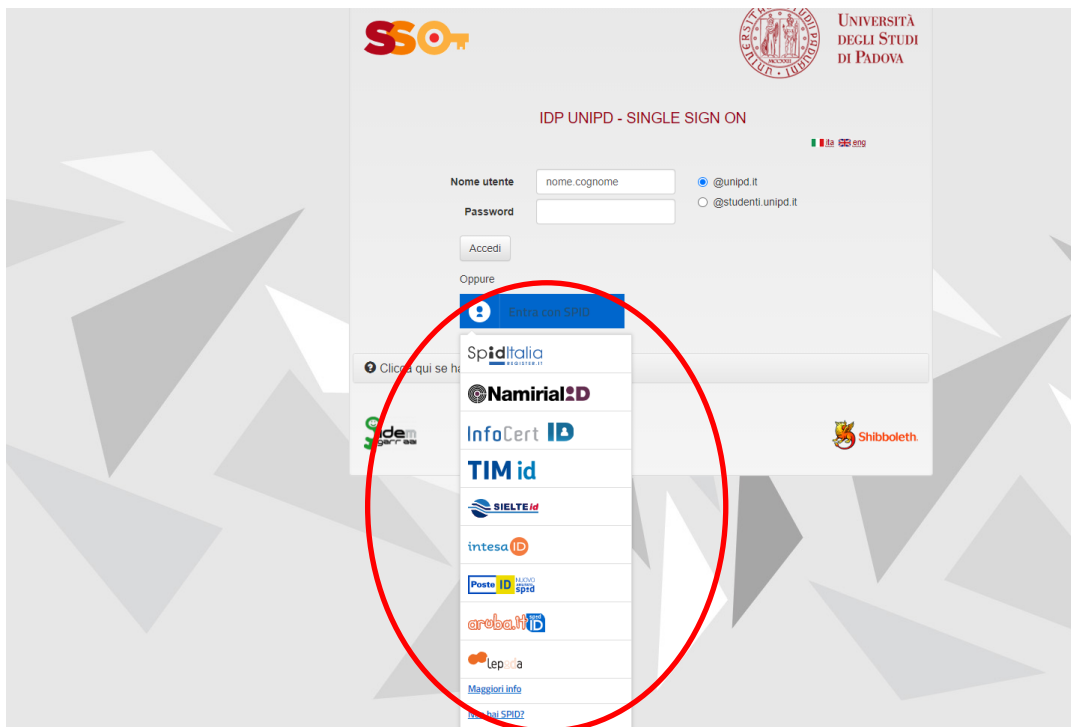


Fig. 6 – Registration home page via SPID – choose the provider



## APPLICATION FORM ACCESS

Once registered, it is possible to access the website <https://pica.cineca.it/unipd/dottorati40-rcpl/> 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

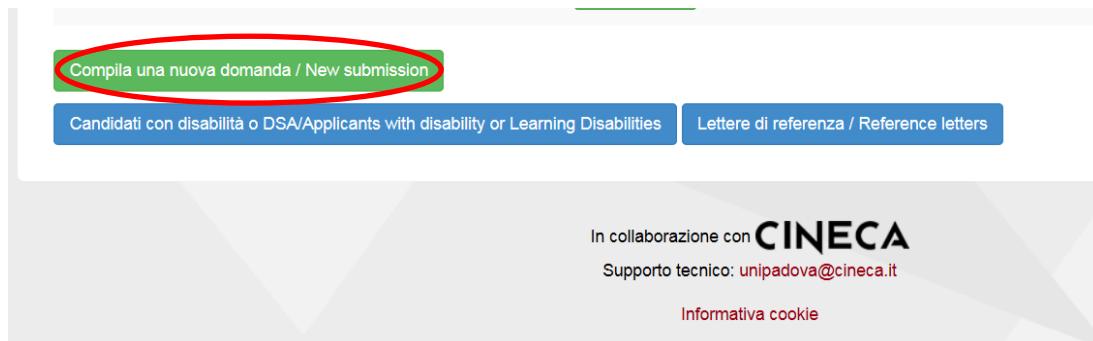
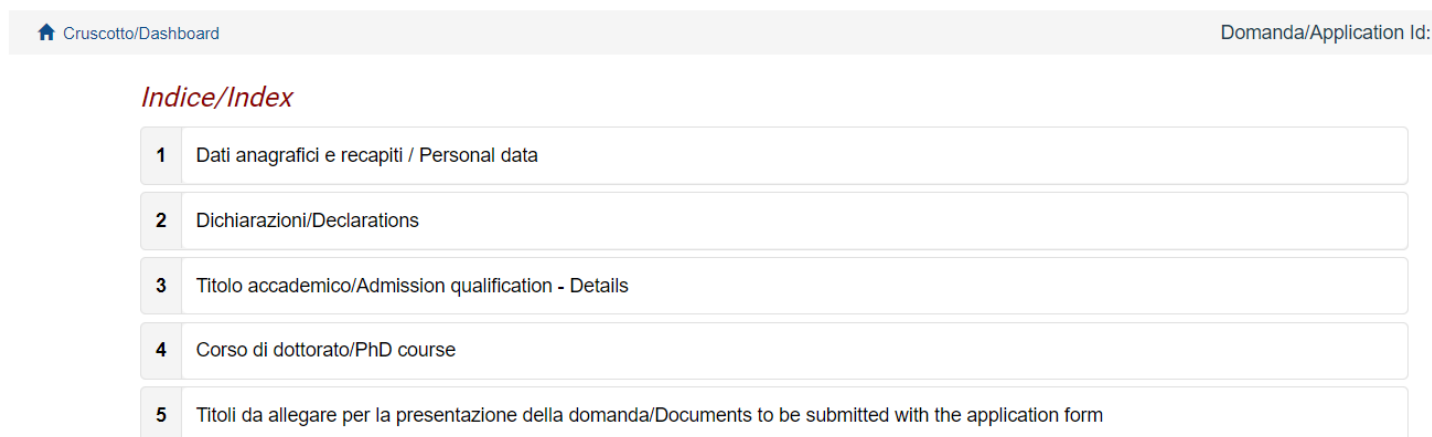


Fig. 8 – Application Sections

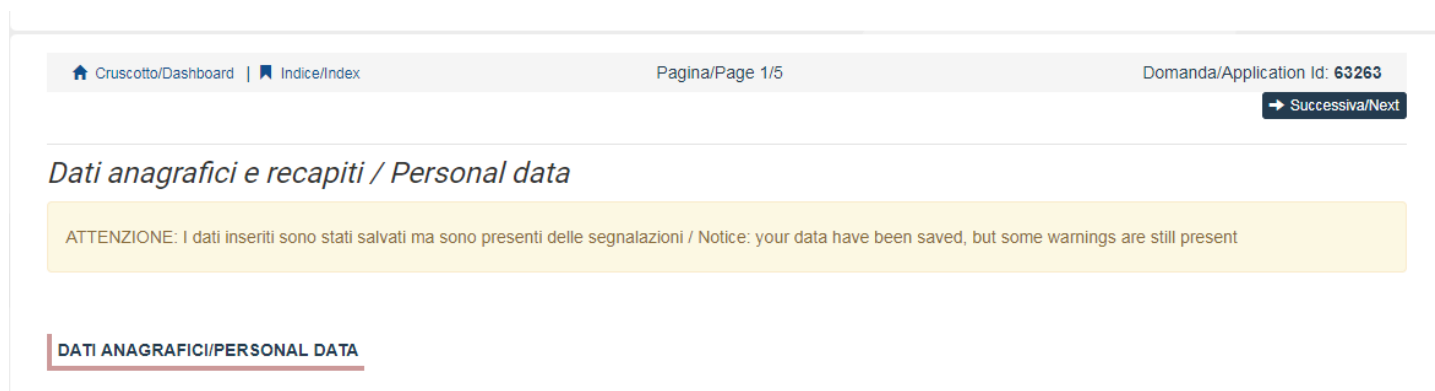


The first section is Personal Data. The data have partially been transferred from the registration procedure. There are some more data to be filled in (fig. 9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile).

**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).

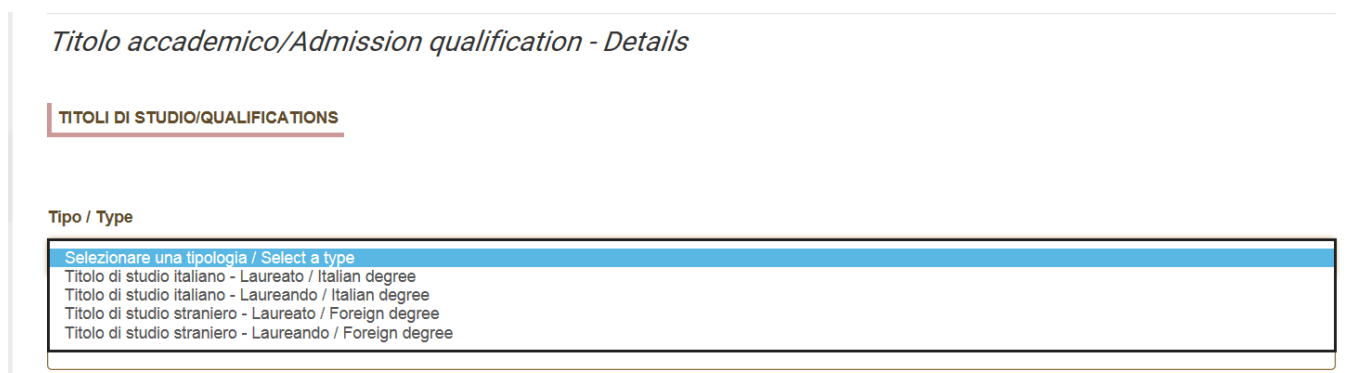
**Fig. 9 – PERSONAL DATA SECTION**



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 (ADMISSION QUALIFICATION – RELEVANT OPTIONS) applicants must choose one out of the four options proposed (fig. 10).

**Fig. 10 – ADMISSION QUALIFICATION – RELEVANT OPTIONS**



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>, 2024 (fig. 11).

**Fig. 11 – ADMISSION QUALIFICATION – DETAILS**

Cruscotto/Dashboard | Indice/Index Pagina/Page 4/5 Domanda/Application Id: 647641

← Precedente/Previous → Successiva/Next

### Titolo accademico/Admission qualification - Details

#### Titoli di studio / Academic qualifications

**Tipo / Type**  
---- Selezionare una tipologia / Select a 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**  
gg/mm/aaaa – dd/mm/yyyy

**Voto / Grade**  
 /  con lode / with honors

← Precedente/Previous → Successiva/Next

In the following section applicants must choose the PhD Course (fig. 12) and the places they want to apply for.

The PhD course also provides scholarships reserved to applicants with foreign qualifications. Eligible applicants can specify their interest to apply for such scholarships.

**Fig. 12 – PhD COURSE Section**

### Corso di dottorato/PhD course

**Corso di dottorato/PhD course**  
DOT247N8PW

**Corso di dottorato/PhD course**

RELIGION, CULTURE AND PUBLIC LIFE

• Dato obbligatorio / Mandatory field

In the section “DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified for the selection for 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**

The screenshot shows a web interface for document uploads. 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" and a "Cancella / Delete" button. A green "Aggiungi / Add" button is centered below the search area. Below this is a section header: "TITOLI E DOCUMENTI/ ATTACHMENTS (PLEASE ATTACH HERE ALL THE DOCUMENTS TO SUBMIT WITH YOUR APPLICATION FORM)". The text below explains that documents should be uploaded for the chosen PhD course and any other relevant documents for committee evaluation. It includes an attention note: "Attenzione\*: inserire qui i documenti richiesti per il riconoscimento dell'eventuale titolo straniero, come previsto dall'avviso alla selezione Art. 3.3 Attention\*: please attach here the documents useful for the evaluation of the foreign qualification as indicated in the Selection announcement at the Art.3.3". Below the text is a form with a "1" in a box, a "Descrizione/Description" label, and a text input field. At the bottom left of the form is a "Carica/Upload" button.

If you declared residence outside Italy and academic qualification obtained abroad, in the section “DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you will be asked if you are interested or not in one of the contributions offered by Fondazione Cassa di Risparmio di Padova e Rovigo, in compliance with art. 12 of the Call for admission.

### **PAYMENT OF THE PRE-REGISTRATION CONTRIBUTION**

After verifying the application form, applicants must go back to the dashboard and proceed with the payment of € 30,00 (fig.14)

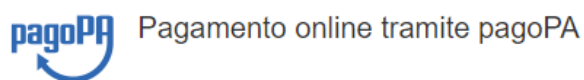
**Fig. 14 – Payment**

The screenshot shows a dashboard with the following information: ID "67379", status "in bozza/draft", and timestamp "2020-06-16 10:00:58". Below this are four buttons: "Modifica/Edit" (blue), "Verifica/Verify" (orange), "Pagamento/Payment" (blue), and "Firma e Presenta/Sign and Submit" (green). A red arrow points to the "Pagamento/Payment" button.



On the next page click on the button “Paga tramite PagoPA” and then “Accetta” (fig. 15.1 e 15.2)

Fig. 15.1 – PagoPA



### Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle

**Versante**

Ragione sociale cognome e nome

Codice fiscale il sistema può averlo calcolato automaticamente

Indirizzo

Civico

CAP

Località

Provincia

Nazione

Telefono

Cellulare

FAX

Email

[Modifica versante](#)

**Pagamento**

Da pagare entro il 13/05/2024 13:00:00.

Causale Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle

Codice fiscale creditore 80006480281

Importo 30

Scadenza 13/05/2024 13:00

IUV (non assegnato)

[Torna al cruscotto PICA](#) [Paga tramite pagoPA](#)

Fig. 15.2 – PagoPA

**Attenzione!**

Grazie all'integrazione con la piattaforma pagoPA, puoi completare i tuoi pagamenti verso la Pubblica Amministrazione in modo semplice e immediato. Potrai inoltre scegliere il gestore della transazione (PSP) a te più conveniente.

Il PSP può applicare un **costo aggiuntivo**.

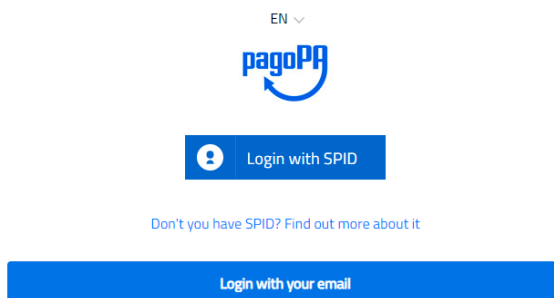
Premendo "Accetta", si procederà sulla piattaforma pagoPA e i dati del versante non saranno più modificabili!

**Controllare attentamente la correttezza dei dati del versante!**

[Annulla](#) [Accetta](#)

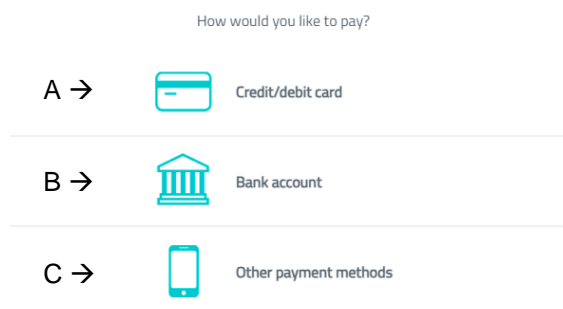
It is possible to pay through the “PagoPA”, it will be required an email address where you will receive the payment confirmation. Choose one of the TWO ways to enter the PagoPA portal (fig. 15).

**Fig. 15 – PagoPa**



Select one of the following payment options (fig. 16):

**Figura 16 – Payment method**



### **A. CREDIT/DEBIT CARD**

If you choose this option, a list of authorised banking institutions will be displayed. Select any of the listed institutions and make the payment by entering the required details of your credit / debit card (pay attention to the conditions applied by the institution).

Once the payment procedure has been successfully completed, a confirmation email will be sent to your email address.

pagoPA accetta queste carte di credito/debito



nome e cognome

nome e cognome non validi, non ci devono essere caratteri speciali

0000 0000 0000 0000

numero della carta di credito

MM / AA

scadenza (mm/aa)

CVC

codice di verifica

Continua

## B. BANK ACCOUNT

If you chose this option, the available PSPs (payment service providers) will be displayed. By selecting one of the PSPs you will be redirected to the web page of the chosen bank, which allows you to select the home-banking service provided by your bank.

Universita' degli Studi di Padova

Paga con il tuo conto corrente

cerca la tua banca

Ordina per: Alfabetico Tipo: Crescente

**Banca Popolare di Sondrio**  
SCRIGNO Internet Banking  
Commissione max 0,90 €

**ICONTO**  
Pagamento diretto/Bonifico SCT

## C. OTHER PAYMENT METHODS

Universita' degli Studi di Padova

Paga con il tuo conto corrente

cerca la tua banca

Ordina per: Alfabetico Tipo: Crescente

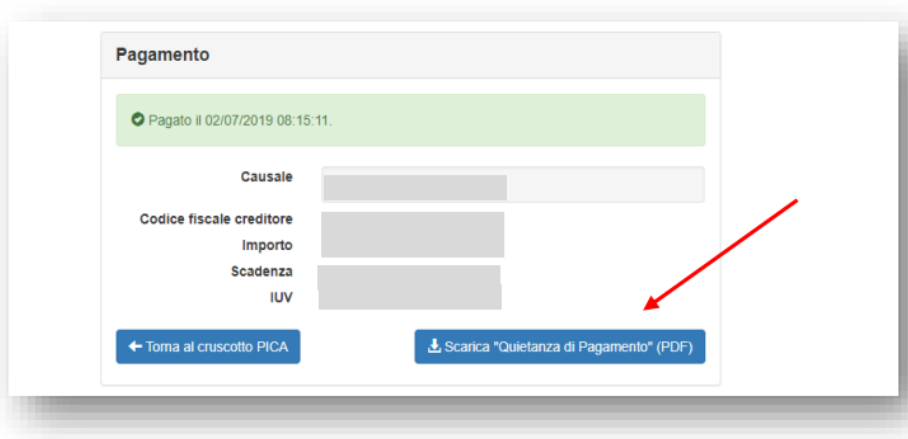
**satispay**  
Satispay  
Commissione max 0,00 €

**ICONTO**  
Carte Pagamento  
Commissione max 0,95 €

**INTESA SINDIACO**  
PostaPay

Once the payment has been made, it will be possible to download the relative receipt (fig. 17).

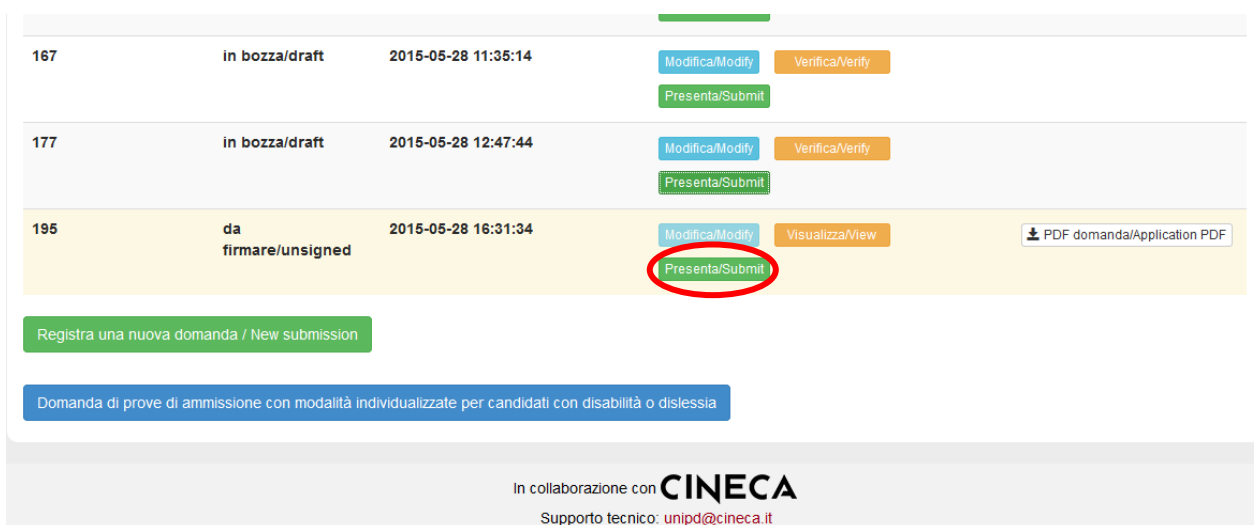
**Figura 17 – Download receipt**



## SIGNATURE AND SUBMISSION OF THE APPLICATION

After filling in this section, applicants will be redirected to the dashboard where the draft of their application form is available. In order to submit it applicants must click on submit (fig. 18).

**Fig. 18 – Submission of the application**



If the application has been filled in correctly, applicants will see the pdf file of the application. In case there are mistakes applicants would receive an error message and the application must be corrected. When the application has been corrected, applicants will be directed to the following section, where they must click on 'Submit' (fig. 19). In case of access via SPID, no signature will be required when submitting the application.

**Fig. 19 – Submission of the application**

1

Descrizione/Description

fngjkhkjjklkjtdghnfgb 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 applicants will see three possibilities to sign the application. Choose one and follow the instructions (fig. 20).

**Fig. 20 – 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, 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 a 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.

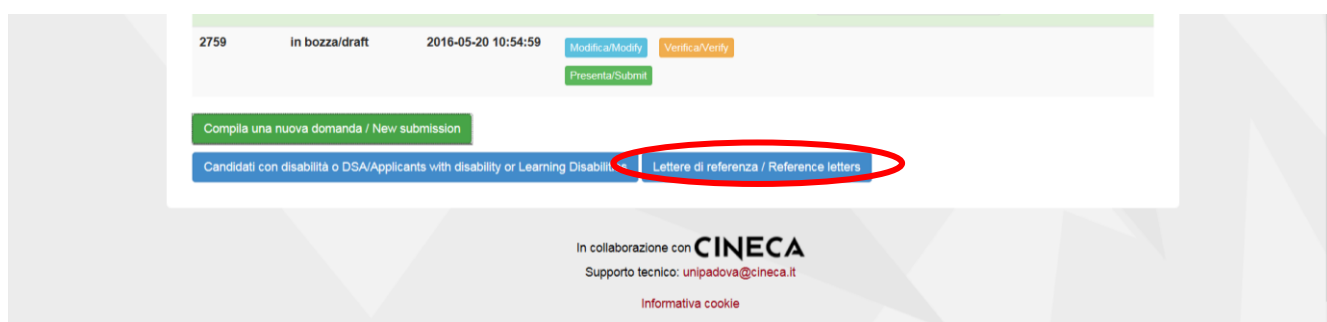
If you choose to sign with no digital signature **you must print the pdf application, sign it, scan it, and upload it. If applicants have not done so before, they must upload an identity document in the Personal Data section. We advise to check that the uploaded file is complete. Applicants can upload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

## 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 21). 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. 21 – Reference letters**



The referee specified will receive the request to fill in the reference letter and can submit it by September 5<sup>th</sup>, 2024 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.

## 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.