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

40th CYCLE

(Online application open from November 10th, 2023 to December 18th, 2023 at 1 pm CET)

Online form available at: https://pica.cineca.it/unipd/csc40/

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 here. Requests sent to other email addresses may not be read. 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/csc40/](https://pica.cineca.it/unipd/csc40/)

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 page](image1)

**Fig. 2 – Registration data**

![Registration data](image2)
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 find the email, please ask for assistance by clicking here.

Fig. 3 – Registration fields

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
2. APPLICATION FORM ACCESS

Once registered, it is possible to access the website https://pica.cineca.it/unipd/csc40/ 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).
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).

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**

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**

In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by September 30th, 2024 (fig. 12).
**Fig. 12 – ADMISSION QUALIFICATION – DETAILS**

<table>
<thead>
<tr>
<th>Academic Qualifications Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Degree</strong></td>
</tr>
<tr>
<td><strong>University</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Date of Graduation</strong></td>
</tr>
<tr>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td><strong>With Honors</strong></td>
</tr>
</tbody>
</table>

**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**

**Request for Equivalence**

- Yes, I request the equivalence
- No, I do not request the equivalence and I attach the equivalence declaration

**Declaration**

I declare that the documents attached in this section are true and accurate. I understand that the recognition of the qualification is subject to the review of the documents submitted.

**Documents for the Evaluation of the Foreign Qualification**

Insert the required documents for the recognition of the foreign qualification, as indicated in the selection announcement at Art. 3.

**Description**

- Enter the description of the document(s) uploaded.

**Upload**

- Select the file(s) to upload.

- Click **Add** to add the file(s) to the list.
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*

<table>
<thead>
<tr>
<th>Lettere di riferimento/Reference letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attenzione: non inserire le lettere di riferimento in questa pagina, ma utilizzare l’apposita funzionalità disponibile nel pulsante 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.</td>
</tr>
</tbody>
</table>

**Pubblicazioni/Publications**

<table>
<thead>
<tr>
<th>Cerca in LoginMIUR/Search in LoginMIUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inserisci manualmente/Insert manually</td>
</tr>
</tbody>
</table>

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**

Registra una nuova domanda / New submission

Domanda di prove di ammissione con modalità individuate per candidati con disabilità o di messa
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**

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**
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 December 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 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.