UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of the application form for admission to PHD COURSE IN SCIENTIFIC, TECHNOLOGICAL AND SOCIAL METHODS ENABLING CIRCULAR ECONOMY FOR THE XXXVIII CYCLE

(online application open from July 6th, 2022 to August 4th, 2022 at 1 pm CEST)

Online form available at: *https://pica.cineca.it/unipd/dottorato-sci/*

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 by contacting the addresses specified in the selection announcement. 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.It is possible submit only one application form.

6. It is possible to submit only one application.

7. Applicants with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read art. 2.3 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.

DATA REGISTRATION

Go to the website *https://pica.cineca.it/unipd/dottorato-sci/*

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. In case you don't receive or cannot find the email, please ask for assistance by clicking on the link "supporto" available at the bottom of the page https://pica.cineca.it/unipd (fig.3)

Fig. 3 – Registration fields
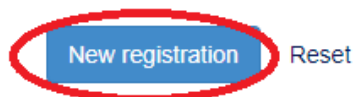
If applicants already have LOGINMIUR credentials, they don't need to register again. They must access with their LOGINMIUR username and password in the relevant field LOGINMIUR.

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

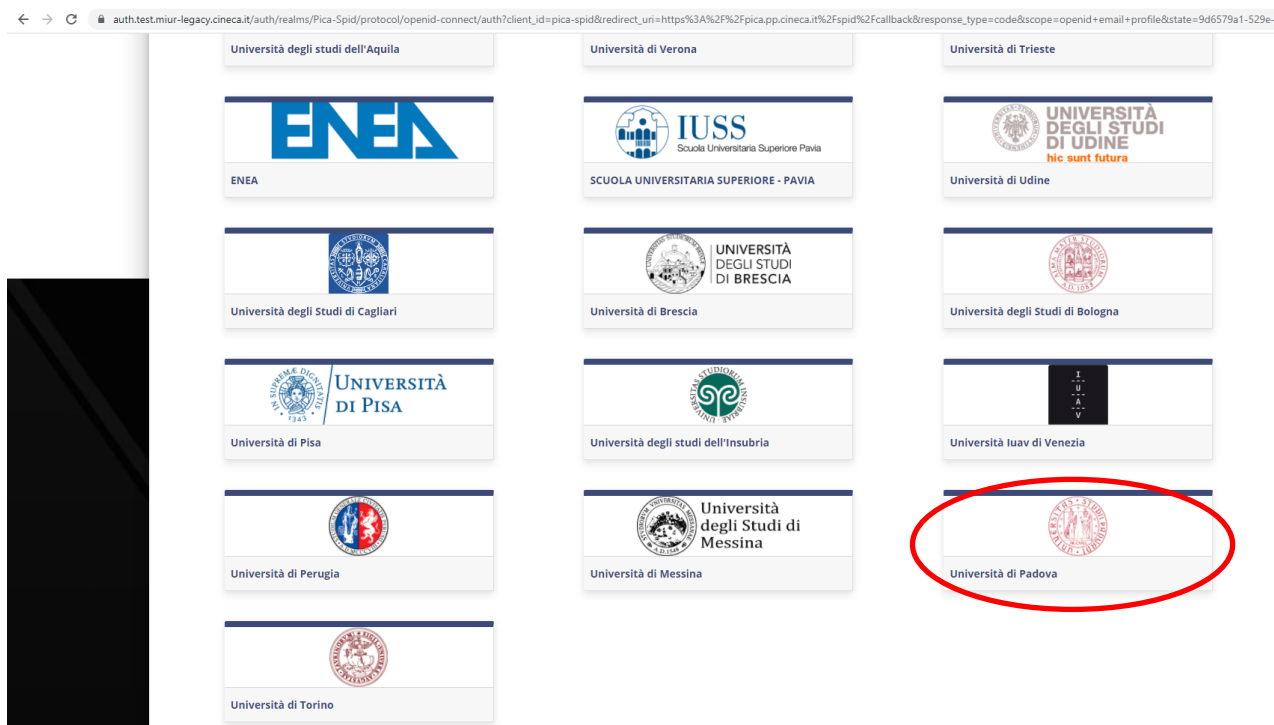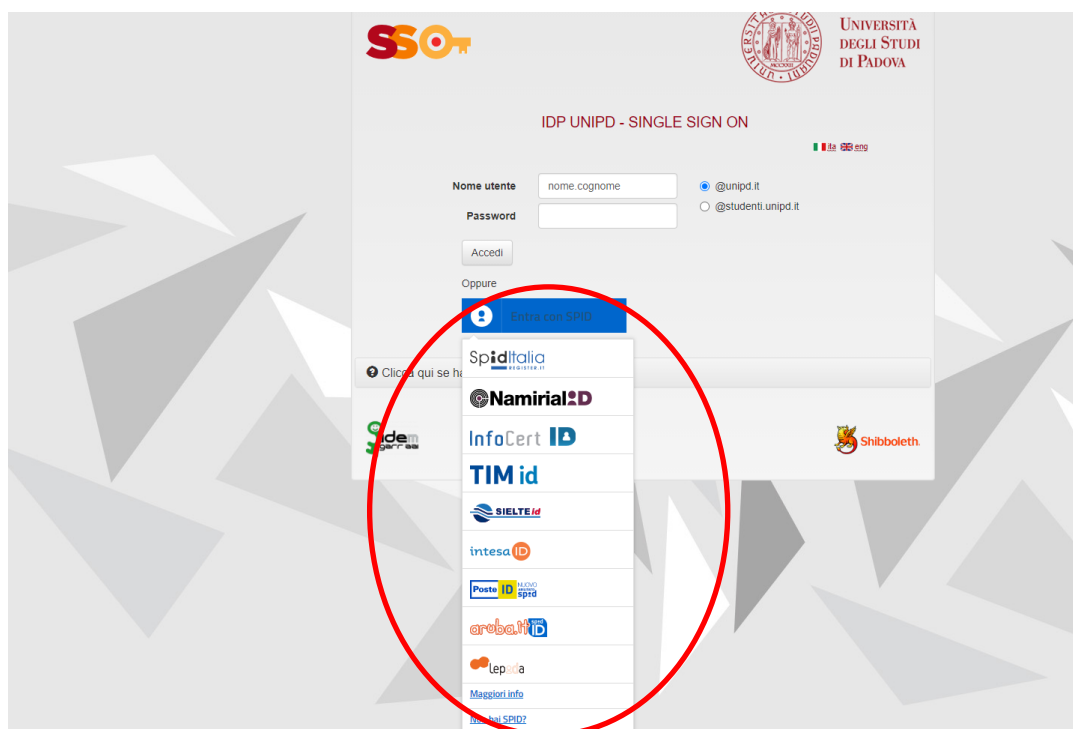**Fig. 5 – Registration home page via SPID – choose the institution**

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/dottorato-sci/* 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
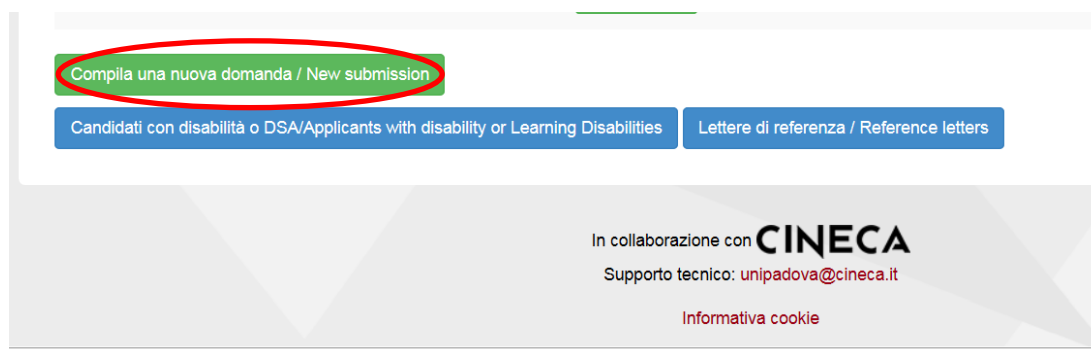
Fig. 8 – Application Sections
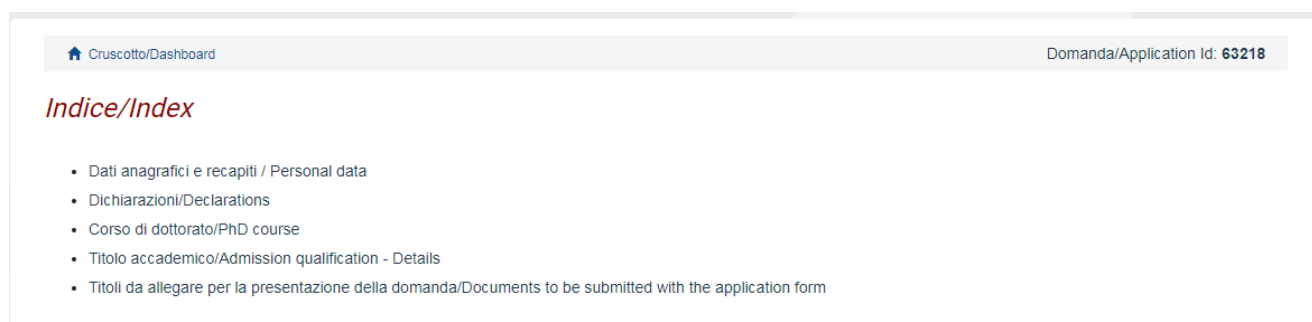
The first section is Personal Data. The data have partially been transferred from the registration procedure. There are some more data to be filled in (fig. 9). In case there are mistakes in the personal data applicants can modify them by clicking on the top right button (User Profile)

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
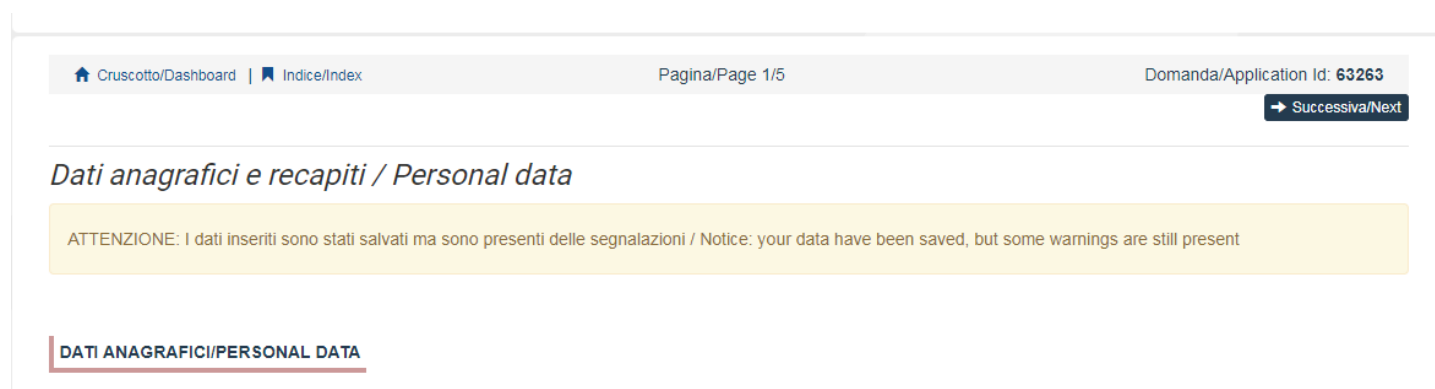
In the Section DECLARATIONS you must read a list of declarations and upload an identity document (Identity card, Passport or Driving licence).

In the following section applicants must choose PhD course, curriculum/a and priority research grants (with a maximum limit of 3 topics) (fig. 10).

Fig. 10 – Ph.D. course - Priority research grants

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, 2022 (fig. 12).

Fig. 12 – ADMISSION QUALIFICATION – DETAILS

In the section "DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM" you must upload all the documents specified for the call for admission, with the exclusion of supervisor acceptance letter 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 call for admission 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. 2.3 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

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

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

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

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 (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
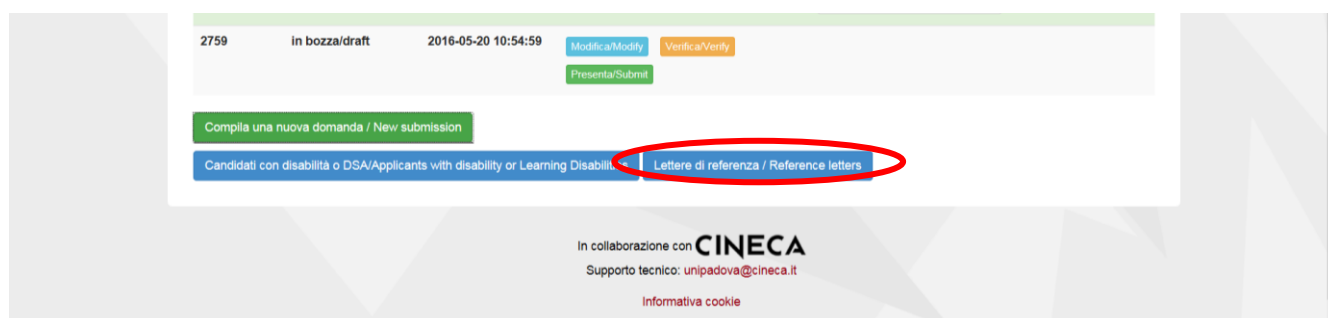
The referee specified will receive the request to fill in the reference letter and can submit it by August 9th, 2022 at 1 pm CEST. We advise applicants to inform referees that they will receive the request. If the referee fills in and submits the letter, the applicant will receive an email specifying 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 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.