

# UNIVERSITÀ DEGLI STUDI DI PADOVA

## Technical instructions for completing the application form

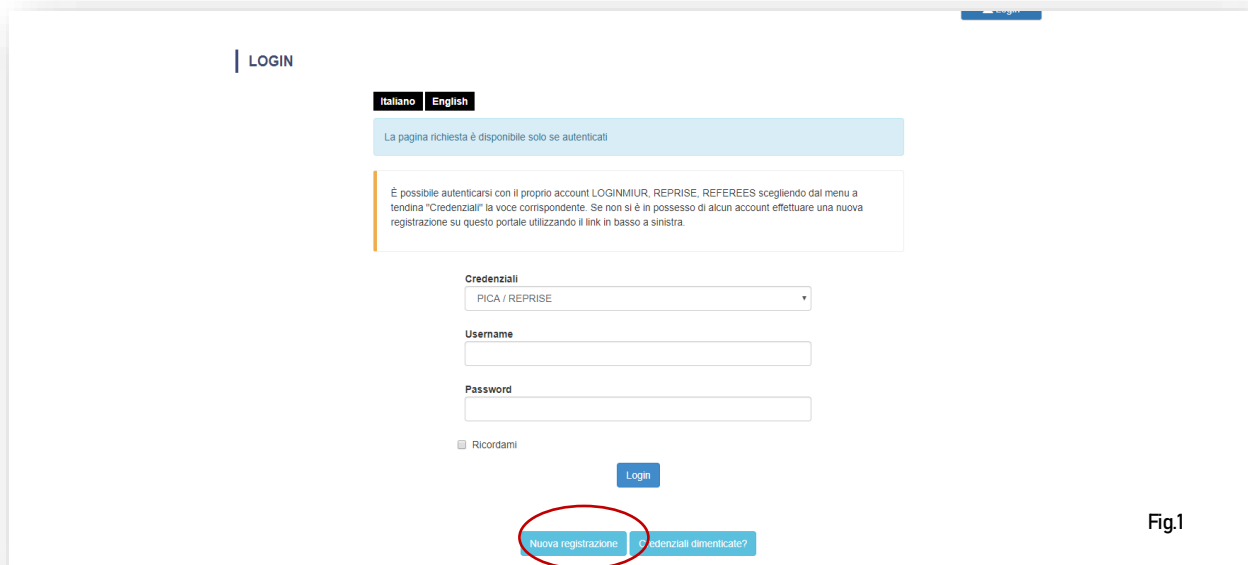
Link to: <https://pica.cineca.it/unipd>

1. The procedure for submitting this application form is computerized, nothing must be shipped by postal service.
2. Before filling in the application, it is advisable to read carefully the Call for applications, in particular the part concerning the Course for which it was decided to submit the application. **MAKE SURE YOU MEET THE REQUIREMENTS PRESCRIBED AND CHECK WHICH DOCUMENTS ARE REQUIRED TO BE ATTACHED**
3. **ATTENTION: ALL THE DOCUMENTS REQUIRED FOR THE APPLICATION FORM MUST BE UPLOADED IN PDF/A FORMAT AND, IN SOME CASES, PRINTED, SIGNED AND RE-UPLOADED. THEREFORE, IT IS ADVISABLE TO USE A DESIGNATED STATION WITH A PRINTER AND A SCANNER.**
4. It is possible to complete the application form by accessing the platform several times and saving the data entered. In this way the user will enter to the platform the next time and he/she will be able to continue the compilation through the **MODIFY** button.
5. Additional information regarding the procedures of the Call for applications can be requested by sending an email to [formazionecontinua.lauream@unipd.it](mailto:formazionecontinua.lauream@unipd.it)
6. Candidates wishing to apply for more than one Course must complete and submit as many application forms as the number of Courses selected.
7. Candidates in possession of a qualification obtained abroad which has not already been declared equivalent to an Italian qualification must read art. 6 of the Call for applications and upload the documents required to the relevant window.
8. **AFTER COMPLETING THE APPLICATION FORM, THE CANDIDATE WILL RECEIVE AN E-MAIL WITH THE DELIVERY CONFIRMATION.**

## REGISTRATION AND ACCESS THE SYSTEM

In order to access the system, it is necessary to link to <https://pica.cineca.it/unipd/> and then to access the "Master e corsi" section.

In case of first access, it is possible to register by clicking on "Nuova Registrazione" and entering the data requested by the system (fig.1). For those who have already a user account on the LOGINMIUR database, it is possible to access the system without the registration by entering the username and password of the LOGINMIUR account (in this case LOGINMIUR must be selected in the credentials field). In the event that the user is in possession of his/her credentials but does not remember them, he/she must click on "Credenziali dimenticate?" option.



The screenshot shows a login page with the following elements:

- Language selection: Italiano | English
- Message: La pagina richiesta è disponibile solo se autenticati
- Instructions: È possibile autenticarsi con il proprio account LOGINMIUR, REPRISSE, REFEREEES scegliendo dal menu a tendina "Credenziali" la voce corrispondente. Se non si è in possesso di alcun account effettuare una nuova registrazione su questo portale utilizzando il link in basso a sinistra.
- Credentials dropdown: PICA / REPRISSE
- Username input field
- Password input field
- Remember me checkbox: Ricordami
- Login button
- Registration and forgot password links: Nuova registrazione (circled in red) and Credenziali dimenticate?

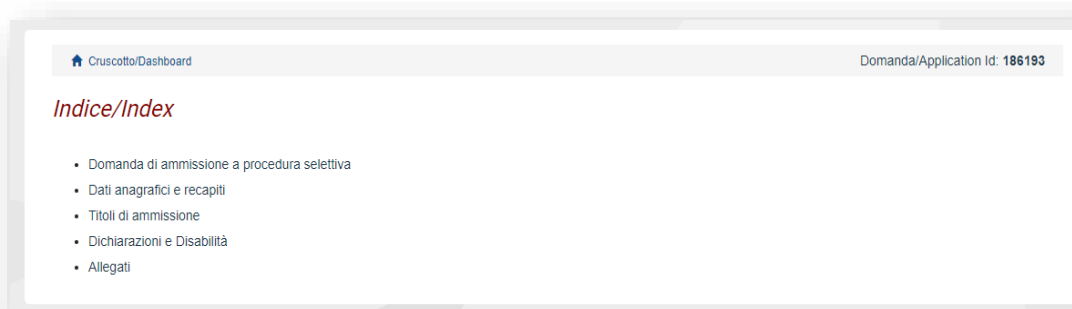
Fig.1

After entering all the data required by the registration procedure, click on "Registrati": the system will send an e-mail with the instructions for confirming the registration. In the event that the candidate does not receive this e-mail or is unable to view it, he/she must send an email to [unipadova@cineca.it](mailto:unipadova@cineca.it).

### 1. ACCESS THE PROCEDURE

Once registered, you can login with your credentials and complete the application form. Before completing the application form, you can make changes to your profile by selecting on the top right corner the user menu.

### 2. SECTIONS FOR FILLING IN THE APPLICATION FORM



The screenshot shows a dashboard with the following elements:

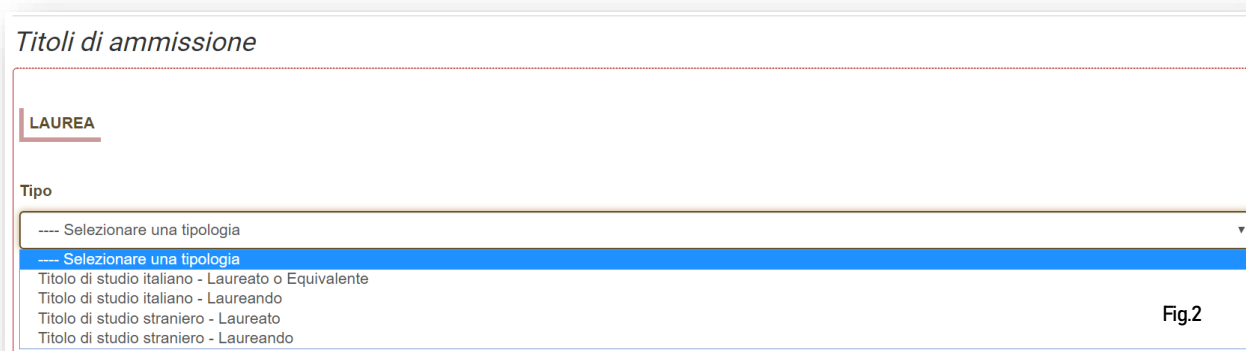
- Home icon and text: Cruscotto/Dashboard
- Application ID: Domanda/Application Id: 186193
- Section: *Indice/Index*
- List of sections:
  - Domanda di ammissione a procedura selettiva
  - Dati anagrafici e recapiti
  - Titoli di ammissione
  - Dichiarazioni e Disabilità
  - Allegati

In the first section to be filled "DOMANDA DI AMMISSIONE A PROCEDURA SELETTIVA", you must select firstly the level and then the Short Specialization degree/Course chosen. Then you must select STANDARD (select "PERSONALE TECNICO AMMINISTRATIVO" only in the event that you are a permanent Technical and Administrative Staff of the University of Padua). In the "PERSONAL DATA" section you will find this part pre-filled with the data already entered in the registration procedure. You must therefore fill in the missing fields.

**ATTENTION:** at the end of the compilation it is always necessary to click on the "SALVAE PROCEDI" button.

In the section "TITOLI DI AMMISSIONE" you must insert the type (fig. 2) of the academic title in your possession.

You can choose between the following four categories, as shown in the image below:

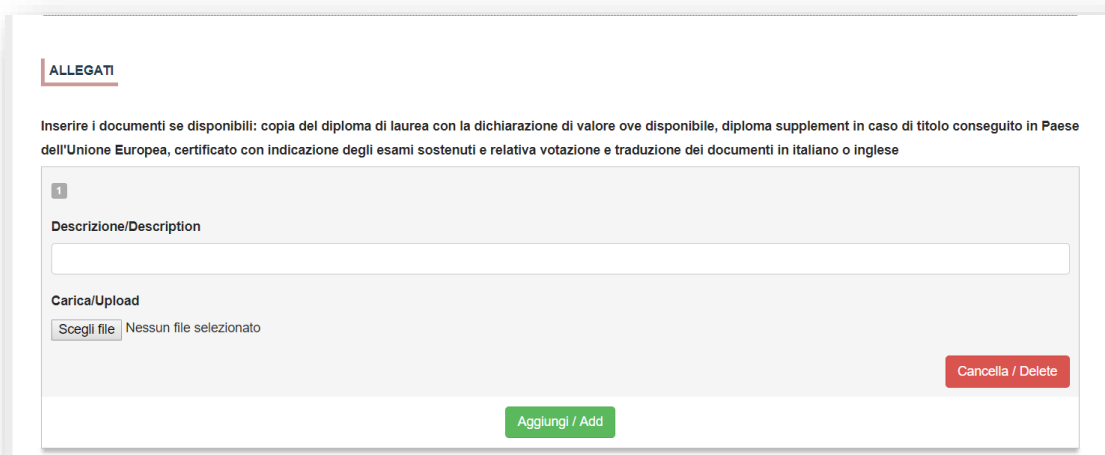


The screenshot shows a web form titled "Titoli di ammissione". Under the "LAUREA" section, there is a "Tipo" label and a dropdown menu. The dropdown menu is open, showing a list of options: "---- Selezionare una tipologia", "---- Selezionare una tipologia" (highlighted in blue), "Titolo di studio italiano - Laureato o Equivalente", "Titolo di studio italiano - Laureando", "Titolo di studio straniero - Laureato", and "Titolo di studio straniero - Laureando". The label "Fig.2" is located at the bottom right of the form area.

Subsequently, you are asked to enter the information relating to the academic qualification obtained or to be achieved by the beginning of the chosen Master's programme.

**Attention:** some Short Specialization degree (1st Level) may also require different titles from a degree (for examples Conservatory/Academy of fine arts/regional nursing school diploma...): in this case if you are in possession of one of these titles, you must first select the type and then fill in the data relating to your degree.

In case in possession of a qualification obtained abroad, the documents currently available must be uploaded as shown in fig. 3



The screenshot shows a web form titled "ALLEGATI". Below the title, there is a text instruction: "Inserire i documenti se disponibili: copia del diploma di laurea con la dichiarazione di valore ove disponibile, diploma supplement in caso di titolo conseguito in Paese dell'Unione Europea, certificato con indicazione degli esami sostenuti e relativa votazione e traduzione dei documenti in italiano o inglese". Below this instruction is a form area with a "1" icon, a "Descrizione/Description" label, and a text input field. Below the input field is a "Carica/Upload" section with a "Scegli file" button and the text "Nessun file selezionato". At the bottom right of the form area is a red "Cancella / Delete" button. At the bottom center of the form area is a green "Aggiungi / Add" button.

Fig.3

In “DICHIARAZIONI E DISABILITA” section, you must give confirmation of having read the Call for applications and indicate if you ask to be admitted to the Short Specialization degree/Course benefiting from the reduced contribution foreseen in case of disability (recognized invalidity percentage equal to or greater than 66%) and you must attach the required certifications. You must indicate if you need to take any admission tests to the Short Specialization degree/Course with individualized modalities.

Section “ALLEGATI” (fig. 4) allows you to upload the documents required for taking part in the selection relating to the Short Specialization degree/Course you have chosen.

For every Course the following data must be uploaded:

- copy of a valid document;
- updated resume

The screenshot displays a web form interface with two main sections. The first section is titled "DOCUMENTI / DOCUMENTS" and contains a sub-section "Selezionare il documento di identità in corso di validità / Select the current identity document". This sub-section has three radio button options: "Carta d'identità / Identity card", "Passaporto / Passport", and "Patente di guida / driving licence". Below these options is a red bullet point indicating a mandatory field: "• Dato obbligatorio / Mandatory field". The second section is titled "CURRICULUM VITAE / CV" and contains a sub-section "Curriculum vitae / CV". Under this sub-section, there is a "Carica / Upload" label and a file selection button labeled "Scegli file" next to the text "Nessun file selezionato". A red bullet point below indicates a mandatory field: "• Dato obbligatorio / Mandatory field".

Fig.4

Some Short Specialization degrees/Courses may require other documents in addition to the ones mentioned above and they will be specified in the Short Specialization degrees/Course form present in the Call for applications and can be uploaded to the specific sections (fig. 5)

The screenshot displays a web interface for uploading documents. It is divided into two main sections: 'TESI E PUBBLICAZIONI' and 'TITOLI'. Each section contains a form with a 'Descrizione/Description' text area, a 'Carica/Upload' section with a 'Scegli file' button and the text 'Nessun file selezionato', and a 'Cancella / Delete' button. A green 'Aggiungi / Add' button is located at the bottom of each form. Below the first form, there is a note: 'Inserire massimo 30 allegati'.

Fig.5

### 3. CONFIRMATION OF THE APPLICATION FORM

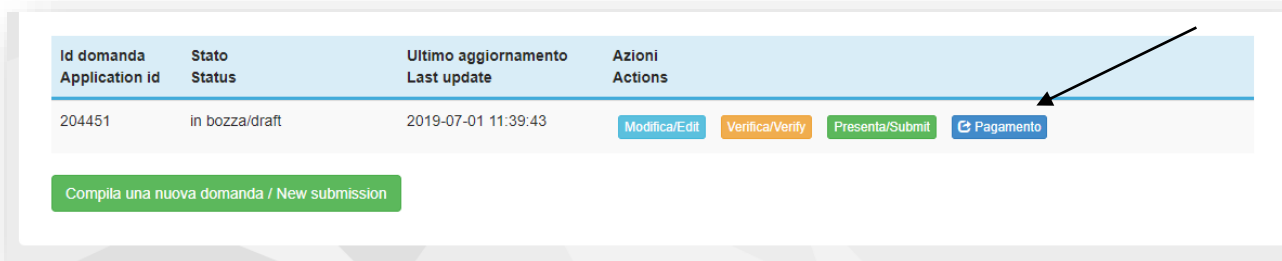
Once you have completed the application form, you will see the dashboard with your application to be submitted. The next step will be to click on "Verifica/Verify" (fig. 6)

The screenshot shows a horizontal row of three buttons. From left to right: a blue button labeled 'Modifica/Edit', an orange button labeled 'Verifica/Verify', and a green button labeled 'Firma e Presenta/Sign and Submit'. A blue arrow points from the top right towards the 'Verifica/Verify' button.

Fig.6

#### 4. PAYMENT OF THE PRE-REGISTRATION CONTRIBUTION

After clicking on “Presenta domanda”, go back to the dashboard and proceed to the payment of € 31,00 (fig.7)



Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
204451	in bozza/draft	2019-07-01 11:39:43	<a href="#">Modifica/Edit</a> <a href="#">Verifica/Verify</a> <a href="#">Presenta/Submit</a> <a href="#">Pagamento</a>

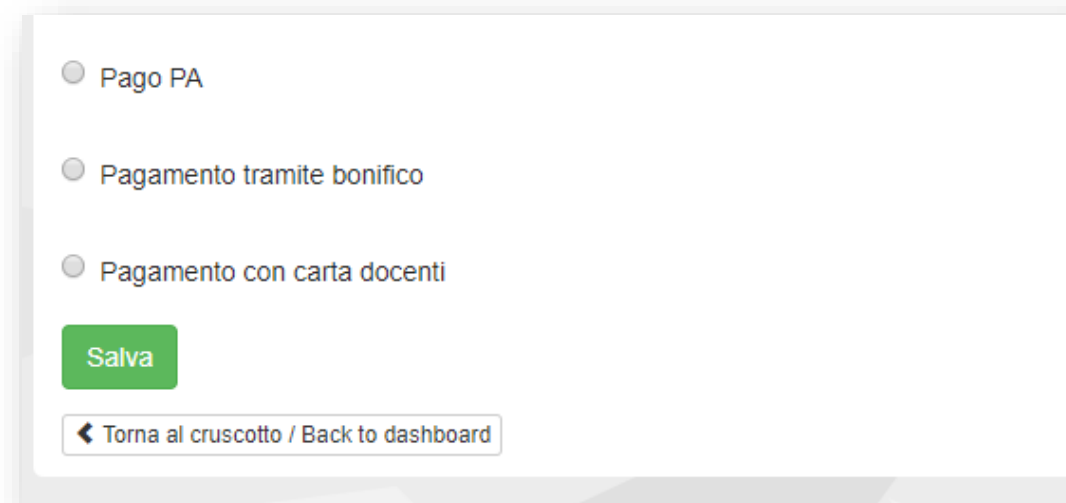
Compila una nuova domanda / New submission

Fig.7

It will be possible to pay through the following 3 options (fig. 8):

- “Pago PA” (online payment by credit card or bank transfer);
- Bank transfer: the Bank account details are specified in the Call for applications (art. 3). Remember to upload the receipt in pdf. format;
- “Carta docente” (it is sufficient to insert the generated code);

The pre-registration contribution (€ 31,00) is compulsory: therefore, only once inserted the payment, it will be possible to confirm and sign the application form.



Pago PA

Pagamento tramite bonifico

Pagamento con carta docenti

[Salva](#)

[← Torna al cruscotto / Back to dashboard](#)

Fig.8

In the event that you have selected Pago Pa, it will be required an email contact where you will receive the payment confirmation (fig. 9).

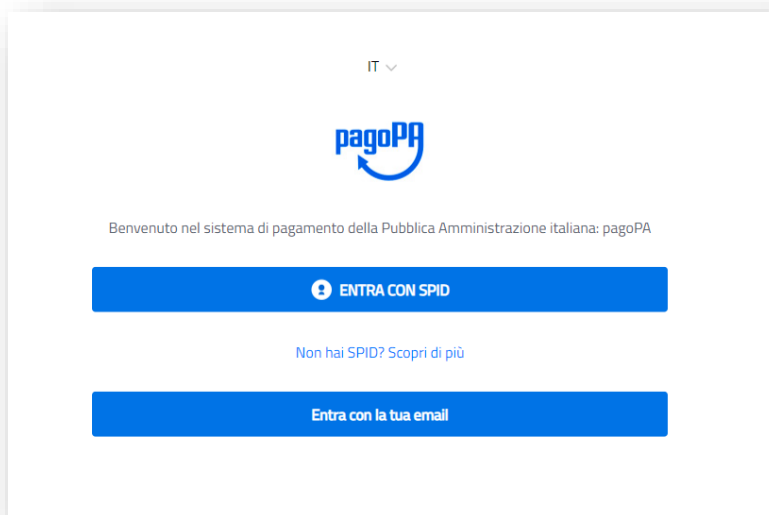


Fig.9

Then the Pago PA procedure will ask you to select the online payment method (fig.10)

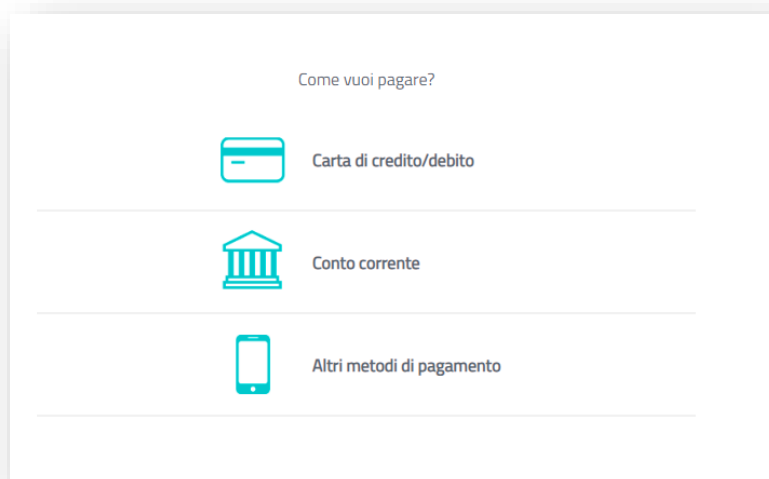


Fig.10

Once the payment has been made, it will be possible to download the relative receipt (fig. 11)

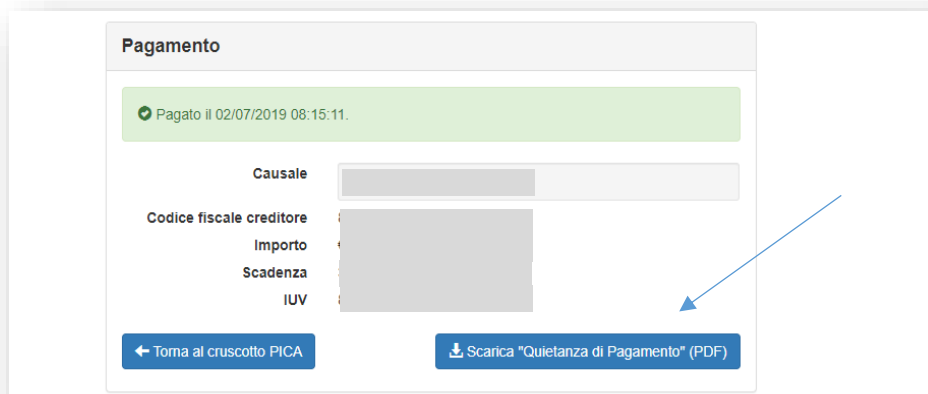


Fig.11

If you have completed the application form correctly, the system generates the preview of the application file. In the event of errors, the system informs you that the application must be modified. When the system detects that the application has been correctly filled in, it allows you to proceed to the next step and you must click on the "Firma/Submit" button at the bottom of the page (fig. 12).

Inserire massimo 10 allegati

**Dichiara**

- che ogni contenuto relativo a titoli, pubblicazioni e attività svolte, riportato nel curriculum allegato alla domanda di partecipazione, è conforme al vero
- che le pubblicazioni presentate sono conformi all'originale

**Data**  
.....

**Firma**  
.....

Si ricorda che, **pena l'esclusione**, la domanda deve essere firmata e corredata da documento di riconoscimento in corso di validità

**Firma/Sign**

Fig. 12

At this point, there are three different modalities in order to sign the application form and you must select one and follow the instructions carefully (fig. 13)

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

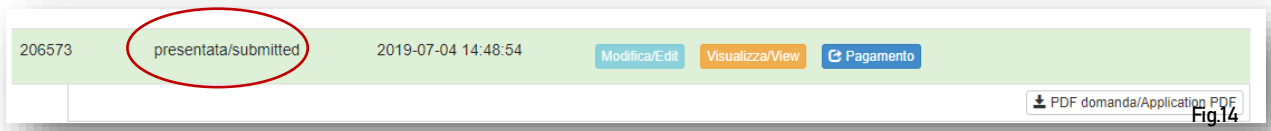
**Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc**

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

Fig.13

The status of the application form, if it is correctly presented, will pass from draft/to be signed to submitted (fig. 14)





Once the application is submitted, it will no longer be possible to change it.

For information regarding the compilation of the application form, it is possible to contact the Ufficio Dottorato e Post Lauream by telephone from Monday to Friday from 10:00 to 12:30 at the following numbers: 049 8276373 / 6374 / 6387