Tutorial: PICA

Clarifications on how to complete some data in the PICA platform to apply for a PhD course
To apply for a PhD course at the University of Padua, it is necessary to present the submission through the “PICA” platform.

Information such as personal data, prior qualifications, preferences towards opportunities for accommodation, chosen PhD course, and other documents to be submitted with the application, should be provided by the candidate.

This is a tutorial to clarify any doubt on how to accurately provide this information, in some relevant sections, to successfully submit the application.
PhD Office

Tutorial: Pica

PERSONAL DATA
In the first section, the candidate must provide some **personal data** such as name, surname, date and place of birth, etc.

*Please complete your name and surname such as they are in your passport or identity document that you provide.*

*This is of utmost importance because otherwise we will not be able to corroborate your identity properly.*
In the section “Declarations” the candidate must upload an ID Document.

**NOTE:** It is strongly recommended to submit a passport as the ID document.
ADMISSION WITH A FOREIGN QUALIFICATION
In the section “admission of qualification” you must detail the type of degree you have (or are going to have if you haven’t graduated yet) and the university that issued it.

Regarding the “type of second cycle degree” you should clarify the “area of study” that your degree falls in, for example: Economics.

**NOTE:** For those who have not graduated yet at the moment of applying, the presumed graduated date should be provided, which in any case cannot be after 30/09/2024.

If you have a **double/joint degree** issued by foreign institution(s) + Italian institution(s), you can choose whether apply with a foreign or an Italian qualification, and fill in this section accordingly.
Finally if you are in posses of a foreign degree, (and unless you are in posses of the equivalence declaration of your degree), you must choose the option “Yes, I ask for the equivalence”, in the last part of the section.

**NOTE:** by selecting this option you will have to **attach in the section “Documents to be submitted with the application form” your foreign Degree diploma or certificate and/or any other document which could be useful for the recognition of your qualification.**
All the documents required by the PhD programme (e.g. CV, research project, thesis, etc.) plus the relevant documents for the evaluation of your foreign qualification must be attached in this section.

**Reference letters (if required by the programme) MUST NOT be attached here.** There is a specific procedure to request for them after submitting the application.
This year, there are more **opportunities for accommodation** for PhD students. In this section you can choose whether you want to apply for these opportunities or not.

*There are 3 options: the first and the second one are alternative to each other, while the third one can be selected without any restriction.*

1. The first option corresponds to **20 contributions** offered by Fondazione Cariparo for **free access to accommodation and canteen services**, which are **reserved to candidates with a foreign qualification and who aren't resident in Italy**.

To apply for this option please click on the first choice.
2. The second option corresponds to *24 accommodation places* that are provided at the “*Casa dell’Assistente Prof. Virgilio Ducceschi*”, intended for PhD students.

For more information, please visit the dedicated section “Annex 2: *Accommodation Places at Ducceschi*” included in the Call for admission to the PhD Courses 2024/25 in our [website](#).

To apply for this option please click on the second choice.
If you choose the second option, the following notice will be displayed:

If you are a candidate with motor or sensor disability please tick the box.

Then, you can choose your preference order regarding single and double rooms.
3. The last accommodation offer consists of 3 “Doctoral Student” positions provided by the Galilean School of Higher Education (SGSS) which include a wide range of benefits (such as free room and board, mobility bonus, research budget).

For more information, please visit the dedicated section “Annex 3: Positions at the Galilean School of Higher Education” included in the Call for admission to the PhD Courses 2024/25 in our [website](#).

Read carefully Annex 2 and Annex 3 regarding these last two accommodation opportunities to choose the one that best fits your situation.
Regarding the PhD course you are applying for, you should consider that it may have different curricula.

If it is so, you should choose the preference order.

Please note that this is not binding, as the selection Committee chooses the most suitable candidates for each curriculum. Therefore, you may be selected for a different curriculum than the one you had indicated in the first place.
If you have chosen to apply for scholarships, and you would like to compete for places with priority research grants, you must indicate this in your application by selecting the relative subjects you're interested in.

This option, instead, is a **binding priority choice**, meaning that you expressly declare your interest in the topic/s you have selected.

This choice does not mean that you will necessarily carry out your research on this topic as it is the selection Committee which assigns the topics to the candidates. However, if you are assigned a topic in the final ranking, you will be bound to do your research on it.
In the last section dedicated to the PhD course you can select the research topics funded by PNRR and PRIN scholarships (only if you have applied for a place with a scholarship and the PhD course that you have selected includes this type of grants).

This option is a binding priority choice, meaning that you expressly declare your interest in the topic/s you have selected. This choice does not mean that you will necessarily carry out your research on this topic as it is the selection Committee which assigns the topics to the candidates. However, if you are assigned a topic in the final ranking, you will be bound to do your research on it.

All places must be filled with a scholarship, which is not renounceable.