

Technical instructions for completing the application form

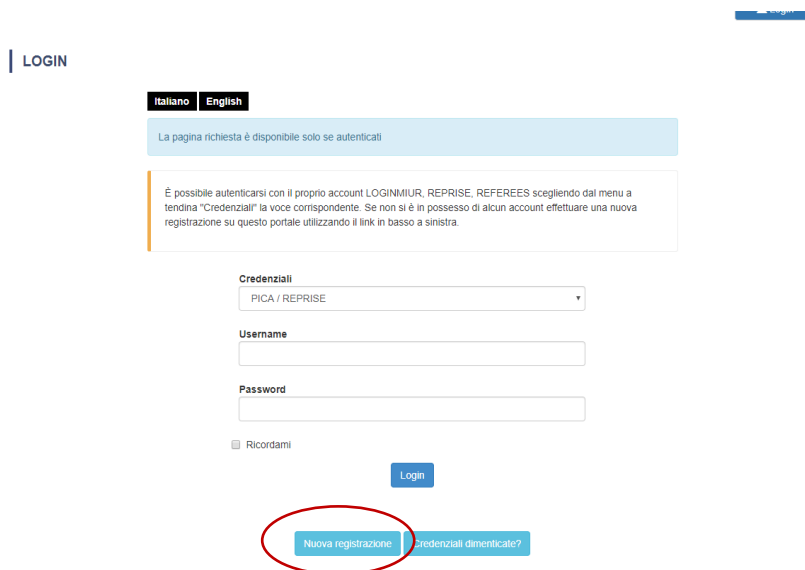
Link to: <https://pica.cineca.it/unipd>

1. The procedure for submitting this application form is computerised, nothing must be sent by postal service.
2. Before filling in the application, it is recommended to read carefully the Call for applications, in particular the part concerning the Course for which it was decided to submit the application. CANDIDATES MUST MAKE SURE THEY MEET THE REQUIREMENTS 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 WORKSTATION EQUIPPED 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 users will enter to the platform the next time and they will be able to continue the compilation through the MODIFY button.
5. Candidates wishing to apply for more than one Course must complete and submit as many application forms as the number of Courses selected.
6. Candidates with 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 dedicated window.
7. AFTER COMPLETING THE APPLICATION FORM, CANDIDATES WILL RECEIVE AN E-MAIL WITH THE DELIVERY CONFIRMATION.
8. 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).

## 1. 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 users are in possession of their credentials but do not remember them, they must click on "Credenziali dimenticate?" option.



The screenshot shows the LOGIN page. At the top, there is a "LOGIN" header. Below it, there are language options: "Italiano" and "English". A message states: "La pagina richiesta è disponibile solo se autenticati". Below this, a text box explains: "È possibile autenticarsi con il proprio account LOGINMIUR, REPRIS, REFEREEs 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." The login form includes a "Credenziali" dropdown menu with "PICA / REPRIS" selected, a "Username" field, and a "Password" field. There is a "Ricordami" checkbox and a "Login" button. At the bottom, there are two buttons: "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 candidates do not receive this e-mail or is unable to view it, they must send an email to [unipadova@cineca.it](mailto:unipadova@cineca.it).

## 2. ACCESS THE PROCEDURE

Once registered, candidates can log in with their credentials and complete the application form. Before completing the application form, they can make changes to their profile by selecting on the top right corner the user menu.

## 3. SECTIONS FOR FILLING IN THE APPLICATION FORM

### Indice/Index

- Domanda di ammissione a procedura selettiva/Application to announcement of selection
- Dati anagrafici e recapiti/Personal data and address
- Titoli di ammissione/Admission qualifications
- Dichiarazioni/Declarations
- Disabilità/Disability
- Allegati/Attachments

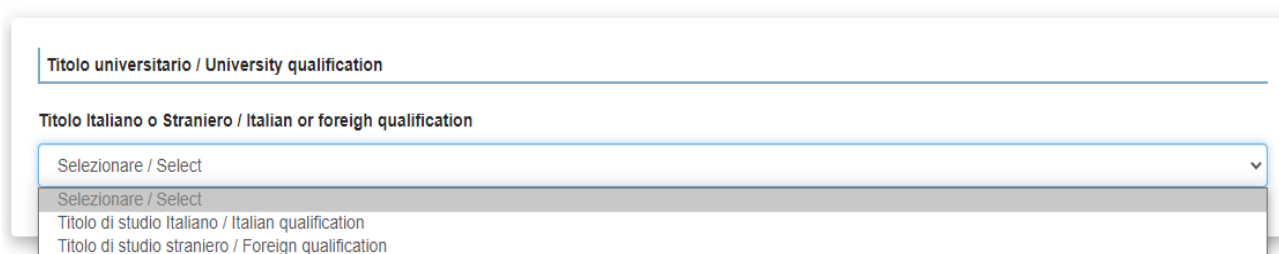
In the first section to be filled "APPLICATION TO ANNOUNCEMENT OF SELECTION" candidates must select firstly the level and then the Short Specialization degree/Course chosen. Then they must select STANDARD (select "PERSONALE TECNICO AMMINISTRATIVO" only in the event that they are a permanent Technical and Administrative Staff of the University of Padua).

In the "PERSONAL DATA AND ADDRESS" section you will find this part pre-filled with the data already entered in the registration procedure. They must therefore fill in the missing fields.

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

In the section "ADMISSION QUALIFICATIONS" candidates must insert the type (fig. 2) of the academic title in their possession.

#### *Titoli di ammissione/Admission qualifications*



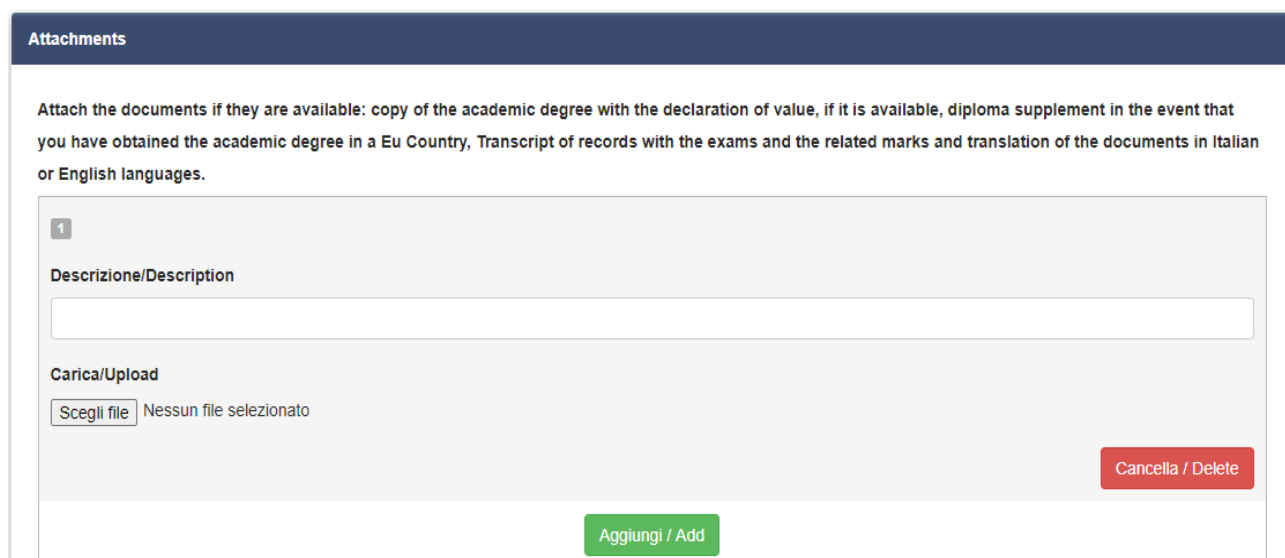
The screenshot shows a web form titled "Titoli di ammissione/Admission qualifications". It contains a section for "Titolo Italiano o Straniero / Italian or foreign qualification" with a dropdown menu. The dropdown menu is open, showing three options: "Selezionare / Select", "Titolo di studio Italiano / Italian qualification", and "Titolo di studio straniero / Foreign qualification".

Fig.2

Subsequently, they 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 qualifications from a degree (for example Conservatory/ Academy of fine arts/Regional nursing school diploma ...): in this case if candidates are in possession of one of these titles, they must first select "Altri titoli" and then fill in the data relating to your qualification.

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 "Attachments". It contains a text area for "Descrizione/Description" and a file upload button labeled "Scegli file" with the text "Nessun file selezionato". There is also a "Cancella / Delete" button and an "Aggiungi / Add" button.

Fig.3

In “DECLARATIONS” section, candidates must give confirmation of having read the Call for applications.

In “DISABILITY” they must indicate if they 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 they must attach the required certifications.

Candidates must indicate if they need to take any admission tests to the Short Specialization degree/Course with individualized modalities.

Section “ATTACHMENTS” (fig. 4) allows candidates 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 identity document;
- updated resume

### *Allegati/Attachments*

**Documenti d'identità / Identity Documents**

Selezionare un documento / Select a document

☐ Carta d'identità / Identity card

☐ Passaporto / Passport

☐ Patente di guida / Driving licence

• Dato obbligatorio / Mandatory field

**Curriculum vitae / CV**

Allegato Curriculum vitae

Carica/Upload

Nessun file selezionato

• 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 two sections of an application form. The first section, titled 'Tesi / Thesis', contains the text 'Tesi di Laurea / Graduation thesis' and a 'Carica' (Upload) area with a 'Scegli file' button and the text 'Nessun file selezionato'. The second section, titled 'Pubblicazioni / Publications', contains the text 'Pubblicazioni' and a list item '1'. Below this is a 'Descrizione/Description' text input field. Underneath is a 'Carica/Upload' area with a 'Scegli file' button and the text 'Nessun file selezionato'. At the bottom right of this section is a red 'Cancella / Delete' button. At the bottom center is a green 'Aggiungi / Add' button. At the very bottom, a note reads 'Inserire massimo 30 allegati'.

Fig.5

#### 4. CONFIRMATION OF THE APPLICATION FORM

Once candidates have completed the application form, they will see the dashboard with their application to be submitted. The next step will be to click on "Verifica/Verify" (fig. 6) and check that all the data entered is correct.

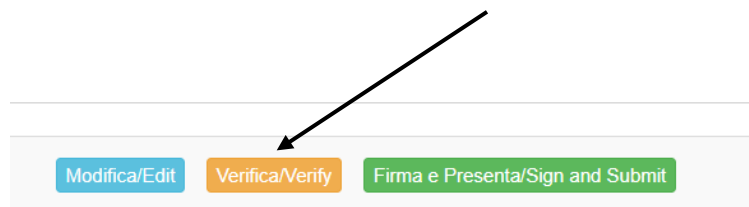


Fig.6

## 5. PAYMENT OF THE PRE-REGISTRATION CONTRIBUTION

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



Fig.7

It will be possible to pay through the following 2 options (fig. 8):

- “Pago PA” (online payment by credit card or bank transfer);
- “Carta docente” (it is sufficient to insert the generated code);

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

A screenshot of a web form titled 'Modalità di pagamento'. It contains two radio button options: 'Pago PA' and 'Carta docenti'. To the right of these options is a green button labeled 'Salva'. At the bottom left, there is a button with a left arrow and the text 'Torna al cruscotto / Back to dashboard'.

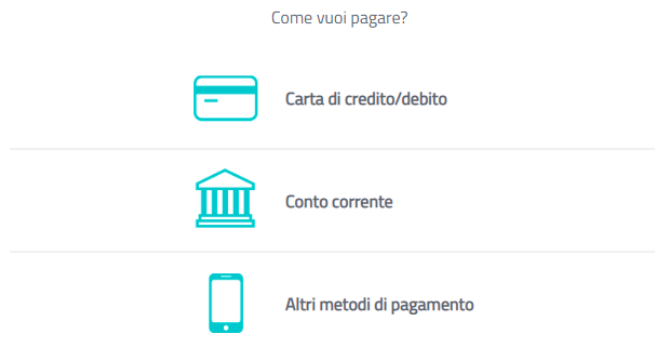
Fig.8

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



Fig.9

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



Come vuoi pagare?

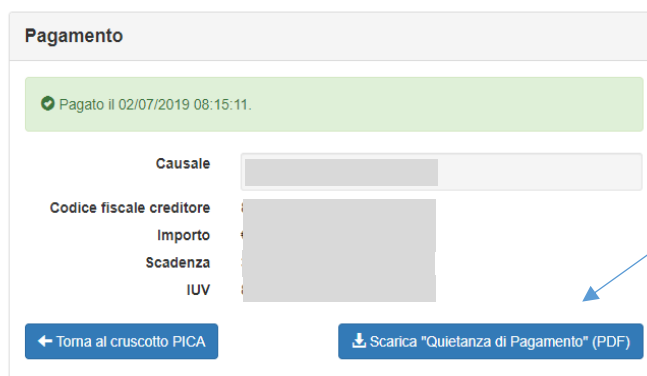
Carta di credito/debito

Conto corrente

Altri metodi di pagamento

Fig.10

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



Pagamento

Pagato il 02/07/2019 08:15:11.

Causale	
Codice fiscale creditore	
Importo	
Scadenza	
IUUV	

← Torna al cruscotto PICA

Scarica "Quietanza di Pagamento" (PDF)

Fig.11

## 5. SUBMISSION OF THE APPLICATION

If candidates have completed the application form correctly, the system generates the preview of the application file. In the event of errors, the system informs them that the application must be modified. When the system detects that the application has been correctly filled in, it allows candidates to proceed to the next step and they 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 candidates 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)

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
67307	presentata/submitted	2020-06-10 11:15:54	<a href="#">Modifica/Edil</a> <a href="#">Visualizza/View</a> <a href="#">Ritira/Withdraw</a>

[PDF domanda/Application PDF](#)
[PDF domanda firmata/Signed PDF](#)

Fig.14

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

Candidates can withdraw the application using the "WITHDRAW" button.

**WARNING:** the withdrawal of the application does not provide a refund of 31.00 euros. If candidates, after withdrawing an application, want to submit another one, they must proceed with a new payment.

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