

UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of the application form for PhD Courses, XLII

(online application open till May 20th, 2026 at 1 pm CEST)

Online form available at: <https://pica.cineca.it/unipd/dottorati42/>

1. The application form must only be submitted online. No hard copy of the application has to be sent by mail.
2. Before filling in the application form, please read the Call for Admission carefully, 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 requested by email at phd.application@unipd.it by contacting the addresses specified in the selection announcement. For technical problems click [here](#). Requests sent to other email addresses may not be read.
6. Applicants who want to apply for more than one PhD course must submit as many applications as the chosen courses.
7. Applicants with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read art. 3.3 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 OF THE SUBMISSION AND A PASSWORD THAT WILL ALLOW THEM TO CHECK THE FINAL RANKINGS.

DATA REGISTRATION

To access the procedure open the website <https://pica.cineca.it/unipd/dottorati42/>

At the first access applicants need to register by clicking on 'New registration' and complete the necessary data (fig.1, 2).

Fig. 1 – Registration home page

LOGIN

Italiano | English

If you already own a lognumur, reprise or referees account, use it by clicking "lognumur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

EN SIPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedi ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Credentials
PICA / REPRISE

Username

Password

☐ Remember me

Log in

New registration | Forgot your credentials?

Un servizio CINECA

Fig. 2 – Registration data

REGISTER

Italiano | English

Register on pica.cineca.it to submit your application.

Credentials

Username

please to use the format FirstnameLastname

Email

Password

minimum length of 8 characters with at least one digit, the following characters are not allowed: | < > " ' ? + % =

Confirm password

Personal data

After completing the data, click on 'New registration'. Applicants will receive an email with the data to confirm their registration (fig.3). In case you don't receive or cannot find the email, please ask for assistance by clicking [here](#).

Fig. 3 – Registration fields

Mobile

☐ By entering my email address above, I agree to receive technical information messages concerning the portal and the services available on it.

☐ I declare to be aware of the [notice](#) about personal data protection, provided by the competent authority, as stated in art. 13 of the UE regulation 2016/679

New registration | Reset

If applicants already have LOGINMIUR credentials, they do not need to register again. They must access with their LOGINMIUR username and password in the relevant field LOGINMIUR.

In case you forgot your 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/>) or CIE (Electronic Identity Card), 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

LOGIN

Italiano English

If you already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page

Credentials
PICA / REPRISE

Username

Password

☐ Remember me

Log in

New registration Forgot your credentials?

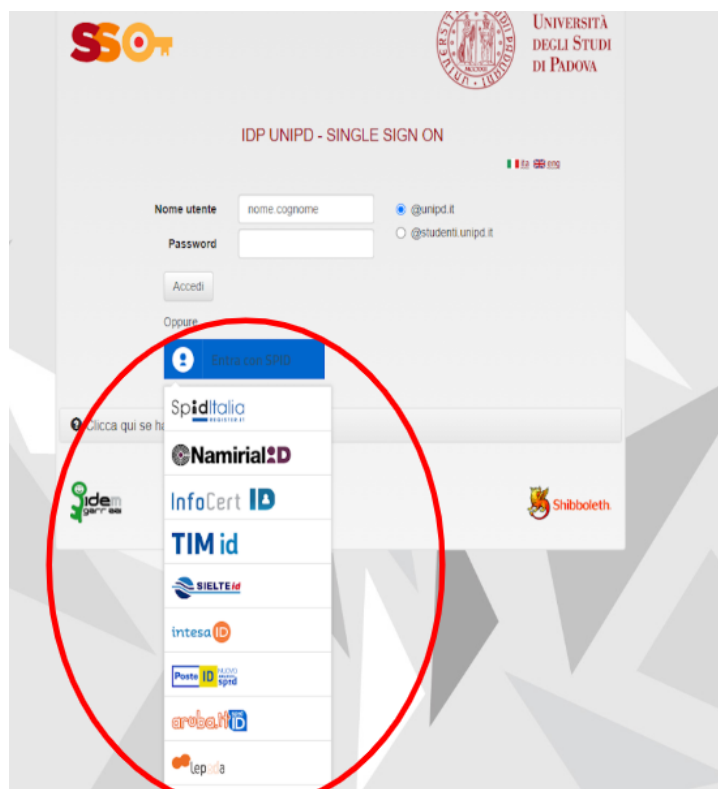
EN SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedi ad uno dei gestori. In alternativa è possibile accedere al servizio utilizzando le credenziali istituzionali rilasciate dall'ente.

Enter with SPID o Credenziali Istituzionali

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

Università degli studi dell'Aquila	Università di Verona	Università di Trieste
ENEA	IUSS Scuola Universitaria Superiore Pavia SCUOLA UNIVERSITARIA SUPERIORE - PAVIA	UNIVERSITÀ DEGLI STUDI DI UDINE hic sunt futura Università di Udine
Università degli Studi di Cagliari	UNIVERSITÀ DEGLI STUDI DI BRESCIA Università di Brescia	Università degli Studi di Bologna
UNIVERSITÀ DI PISA Università di Pisa	Università degli studi dell'Insubria	Università Iuav di Venezia
Università di Perugia	Università degli Studi di Messina Università di Messina	Università di Padova
Università di Torino		

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/dottorati42/> and login with your username and password to fill in the application form by clicking on 'New Submission' (fig.7, 8). 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 – New submission

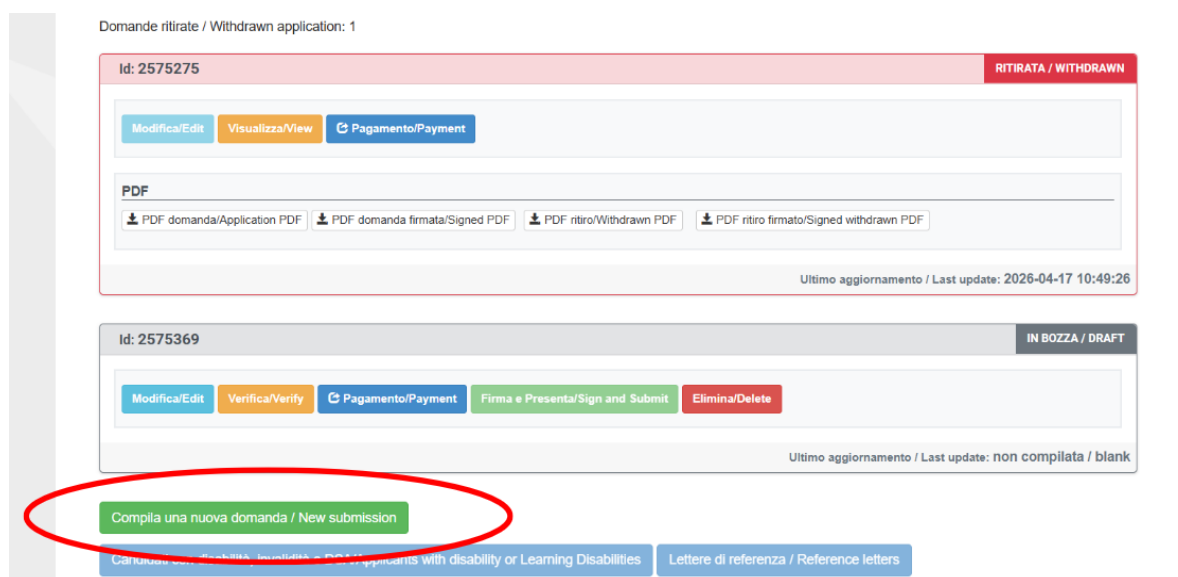


Fig. 8 – Application Sections

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA XLII CICLO/PUBLIC SELECTION ANNOUNCEMENT FOR ADMISSION TO PHD COURSES FOR THE XLII CYCLE

Cruscotto/Dashboard

Domanda/Application Id: 2575369

Indice/Index

1	Dati anagrafici e recapiti / Personal data
2	Dichiarazioni/Declarations
3	Corso di dottorato/PhD course
4	Titolo accademico/Admission qualification - Details
5	Opportunità di alloggio / Opportunity for accommodation
6	Titoli da allegare per la presentazione della domanda/Documents to be submitted with the application form

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 completing one section, it is always necessary to click on the button “SAVE AND PROCEED”.

If the data have been correctly filled in, you will be able to proceed to the next section. Otherwise error messages will display and you will have to correct the data (fig. 9).

Fig. 9 – PERSONAL DATA SECTION

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA XLII CICLO/PUBLIC SELECTION ANNOUNCEMENT FOR ADMISSION TO PHD COURSES FOR THE XLII CYCLE

Cruscotto/Dashboard | Indice/Index

Pagina/Page 1/6

Domanda/Application Id: 2575369

→ Successiva/Next

Dati anagrafici e recapiti / Personal data

ATTENZIONE: Ci sono messaggi di errore bloccanti che impediscono di salvare i dati / Notice: your data could not be saved, due to errors in some of the fields

Dati anagrafici e recapiti / Personal data

In the “DECLARATIONS” section, you are required to review a list of statements and upload a valid identity document (Identity card, passport, or driving licence).

In the following section, applicants are required to select the PHD COURSE (see Fig. 10), indicate the order of preference for any available curricula, and choose the positions and scholarships, along with any priority research topic, if applicable, for which they wish to apply.

WATCH OUT: PhD courses in ECONOMICS AND MANAGEMENT, INDUSTRIAL ENGINEERING, MOLECULAR SCIENCES and SOCIAL SCIENCES have different selection procedures according to the curriculum. For these four

courses, in the online application, candidates will be asked to select which curriculum they wish to apply for and, depending on the choice made, the places available.

If specified in the PhD Information Sheet applicants will also see scholarships reserved to applicants with foreign qualifications. Eligible applicants can specify their interest to apply for such scholarships. If these scholarships are awarded via separate rankings, eligible applicants must choose if they want to apply for this particular kind of scholarships or for the other places/scholarships available.

Fig. 10 – PhD COURSE Section

Cruscotto/Dashboard | Indice/Index

Pagina/Page 3/6

Domanda/Application Id: 2552273

← Precedente/Previous

→ Successiva/Next

Corso di dottorato/PhD course

Corso di dottorato/PhD course

Corso / Phd Course

-- selezionare un corso / select a course --

• Dato obbligatorio / Mandatory field

After selecting the PhD course, applicants must indicate their order of preference for the available curricula, where applicable. It is necessary to select them all, and to put the preferred one on the top of the list. (see fig.11)

Figura 11 - CURRICULA

Curricula/curriculum

Curricula corso di dottorato/Curriculum PhD Course in BIOSCIENZE/BIOSCIENCES

Preferenza/Preference	Azioni/Actions
BIOCHIMICA E BIOTECNOLOGIE/BIOCHEMISTRY AND BIOTECHNOLOGY	↑ ↓ ✕
EVOLUZIONE, ECOLOGIA E CONSERVAZIONE/EVOLUTION, ECOLOGY AND CONSERVATION	↑ ↓ ✕
BIOLOGIA CELLULARE E FISILOGIA/CELL BIOLOGY AND PHYSIOLOGY	↑ ↓ ✕
GENETICA, GENOMICA E BIOINFORMATICA/GENETICS, GENOMICS AND BIOINFORMATICS	↑ ↓ ✕

Voci non selezionate

(nessuna voce selezionata)

Subsequently, applicants are required to indicate whether they wish to apply for positions with a scholarship (see Fig. 12).

Fig. 12 - AVAILABLE PLACES

Posti/Available places

Concorri per posti con borsa/Are you applying for scholarships?

☒ Si/Yes

☐ No

Then, where relevant, applicants may select any predefined research topics for which they wish to apply.

Applicants must then indicate their chosen foreign language for the assessment at the oral examination and specify whether they intend to take the oral examination remotely.

In the following section (ADMISSION QUALIFICATION) applicants must choose one out of the four options proposed (fig. 13).

Fig. 13 – ADMISSION QUALIFICATION

Titolo accademico/Admission qualification - Details

Titoli di studio/qualifications

Tipo / Type

----- Selezionare una tipologia / Select a type

----- Selezionare una tipologia / Select a type

Titolo di studio italiano - Laureato o Equivalente / Graduated Italian degree or Equivalent

Titolo di studio italiano - Laureando / Graduating Italian degree

Titolo di studio straniero - Laureato / Graduated Foreign degree

Titolo di studio straniero - Laureando / Graduating Foreign degree

7

In the following section applicants must fill in the data of their admission qualification, either already awarded or to be awarded by September 30th, 2026 (fig. 14).

Fig. 14 – ADMISSION QUALIFICATION

Titolo accademico/Admission qualification - Details

Titoli di studio/qualifications

Tipo / Type
---- Selezionare una tipologia / Select a type

Tipo laurea / Second cycle degree (e.g. M.Sc., M.Phil, etc)
[Text input field]

Università / University
Digitare almeno tre caratteri per iniziare la ricerca / Insert at least 3 chars to start the research

Titolo di Studio / Type of second cycle degree (e.g. M.Sc. in Economics)
[Text input field]

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date
gg/mm/aaaa -- dd/mm/yyyy

Voto / Grade
[Text input] / [Text input] ☐ con lode / with honors

• Dato obbligatorio / Mandatory field

In the section “DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM” you must upload all the documents specified for the selection for each PhD course, except for reference letters 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 Phd Course Information Sheet 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. 3.3 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. 15).

Fig. 15 – DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

The screenshot shows a web interface for uploading documents. At the top, there is a search bar with two radio buttons: "Cerca in LoginMiur/Search in LoginMIUR" (selected) and "Inserisci manualmente/Insert manually". Below the search bar is a text input field labeled "Cerca/Search". To the right of the search bar is a red button labeled "Cancella / Delete". Below the search bar is a green button labeled "Aggiungi / Add".

Below the search bar is a section titled "Titoli e documenti/ Attachments (please attach here all the documents to submit with your application form)". This section contains the following text:

In questa sezione vanno caricati i titoli richiesti per il corso di dottorato selezionato e che il candidato intende sottoporre alla valutazione della Commissione (Consultare la scheda del corso selezionato)

In this section you should upload the documents to submit for the chosen PhD Course and any further documents that the candidate thinks relevant for the committee evaluation (PLEASE check the course sheet)

Attenzione: inserire qui i documenti richiesti per il riconoscimento dell'eventuale titolo straniero, come previsto dall'avviso alla selezione Art. 3.3

Attention: please attach here the documents useful for the evaluation of the foreign qualification as indicated in the Selection announcement at the Art.3.3

Below the text is a table with one column labeled "Descrizione/Description".

PAYMENT OF THE PRE-REGISTRATION CONTRIBUTION

After verifying the application form, applicants must go back to the dashboard and proceed with the payment of € 30,00 (fig.16)

Fig. 16 – Payment

The screenshot shows a web interface for the application form. At the top, there is a header bar with the text "Id: 2575369" on the left and "IN BOZZA / DRAFT" on the right. Below the header bar is a row of five buttons: "Modifica/Edit" (blue), "Verifica/Verify" (orange), "Pagamento/Payment" (blue, highlighted with a red arrow), "Firma e Presenta/Sign and Submit" (green), and "Elimina/Delete" (red). Below the buttons is a footer bar with the text "Ultimo aggiornamento / Last update: 2026-04-17 12:03:55".

Below the footer bar is a green button labeled "Compila una nuova domanda / New submission".

On the next page click on the button “Paga tramite PagoPA” and then “Accetta” (fig. 16.1 e 16.2)

Fig. 16.1 – PagoPA

The screenshot displays the PagoPA payment interface. At the top, the 'pagoPA' logo is followed by the text 'Pagamento online tramite pagoPA'. Below this, the purpose of the payment is stated: 'Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle'. The interface is divided into two main sections: 'Versante' and 'Pagamento'.

Versante

This section contains fields for the contributor's details:

- Ragione sociale: [Campo vuoto]
- Codice fiscale: [Campo vuoto]
- Indirizzo: [Campo vuoto]
- Civico: [Campo vuoto]
- CAP: [Campo vuoto]
- Località: [Campo vuoto]
- Provincia: [Campo vuoto]
- Nazione: [Campo vuoto]
- Telefono: [Campo vuoto]
- Cellulare: [Campo vuoto]
- FAX: [Campo vuoto]
- Email: [Campo vuoto]

A button labeled 'Modifica versante' is located at the bottom right of this section.

Pagamento

This section displays payment details:

- Causale:** Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle
- Codice fiscale creditore:** 00000480281
- Importo:** [Campo vuoto]
- Scadenza:** 13/05/2024 13:00
- IUV:** (non assegnato)

At the top of the 'Pagamento' section, a yellow banner indicates: 'Da pagare entro il 13/05/2024 13:00:00.' At the bottom, there are two buttons: 'Torna al cruscotto PICA' and 'Paga tramite pagoPA'.

Fig. 16.2 – PagoPA

The screenshot shows a modal dialog box titled 'Attenzione!' (Attention!). The text inside reads:

Grazie all'integrazione con la piattaforma pagoPA, puoi completare i tuoi pagamenti verso la Pubblica Amministrazione in modo semplice e immediato. Potrai inoltre scegliere il gestore della transazione (PSP) a te più conveniente.

Il PSP può applicare un **costo aggiuntivo**.

Premendo "Accetta", si procederà sulla piattaforma pagoPA e i dati del versante non saranno più modificabili!

Controllare attentamente la correttezza dei dati del versante!

At the bottom of the dialog, there are two buttons: 'Annulla' (Cancel) and 'Accetta' (Accept).

“Thanks to the integration with the pagoPA platform, you can complete your payments to the public administration easily and immediately. You can also choose the payment service provider (PSP) most convenient for you. The PSP may charge an additional fee. Please check the provided data very carefully.”

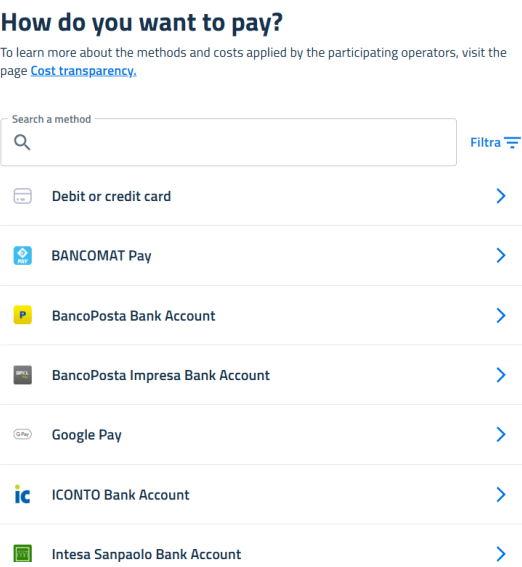
It is required to pay through the “PagoPA”system. Applicants will be required to provide an email address to receive payment confirmation. Please choose one of the two available options to access the PagoPA portal (see Fig. 16.3).

Fig. 16.3– PagoPa



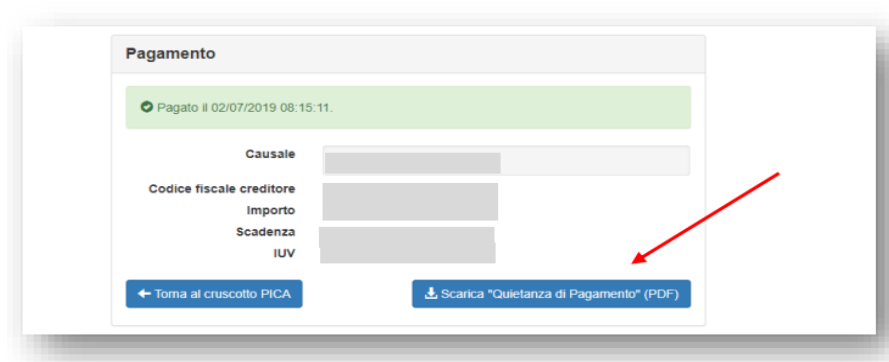
Subsequently, the PagoPA procedure will require the candidates to select the online payment method (fig. 17).

Fig. 17 – Payment method



Once the payment has been made, it will be possible to download the relative receipt (fig. 18).

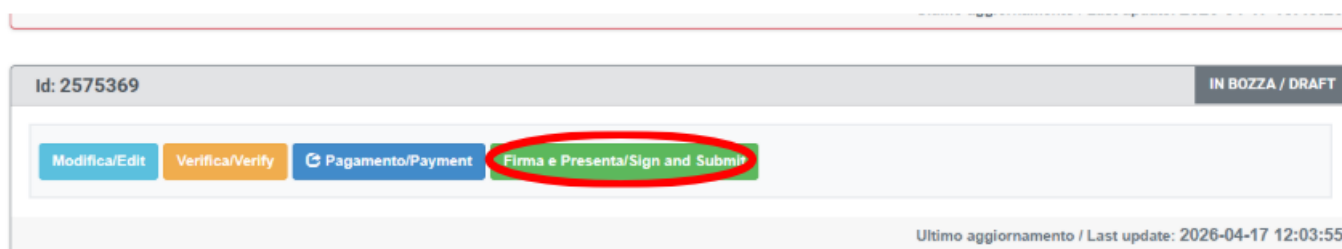
Fig. 18 – Download receipt



SIGNATURE AND SUBMISSION OF THE APPLICATION

At this point, the candidate will see the dashboard with their application ready to be submitted. The next step is to click on “Firma e Presenta/Sign and Submit” (fig. 19).

Fig. 19 – Submission of the application



If the candidate completes the application correctly, the system generates a preview of the application file. If the candidate makes any errors, the system notifies them that they need to revise the application.

Once the system verifies that the candidate has completed the application correctly, it allows them to move on to the next step. The candidate must then click the “Firma/Sign” button at the bottom of the page (fig. 20).

If the candidate accesses the system via SPID or CIE, clicking the “Firma e Presenta/Sign and Submit” button automatically signs the application.

Fig. 20 – Submission of the application



After the submission applicants will see three possibilities to sign the application. Choose one and follow the instructions (fig. 21).

Fig. 21 - Signature

FIRMA DIGITALE / DIGITAL SIGNATURE

[Cruscotto/Dashboard](#)

Domanda/Application Id: 63262

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

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.

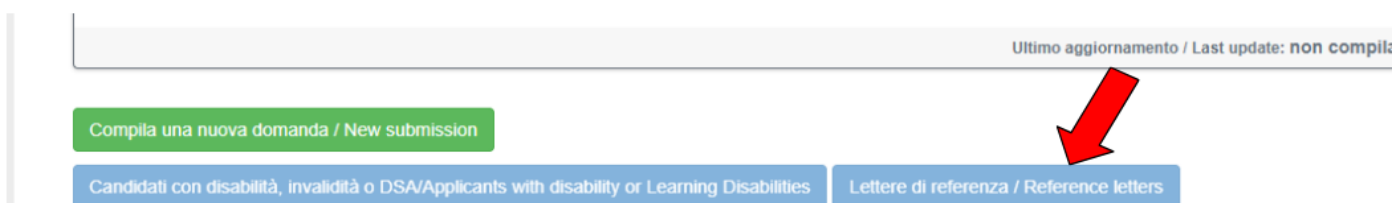
If you choose to sign with no digital signature, **you must print the pdf application, sign it, scan it, and upload it. If applicants have not done so before, they must upload an identity document in the Personal Data section. We advise to check that the uploaded file is complete. Applicants can upload 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 a confirmation email and a password that will allow them to check the results of the admission test. Applicants will always be able to login to their account, personal data and application form.

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 21). Applicants must click on it and fill in the relevant information in order to send the request for the letter to the chosen referees. Applicants must specify the institutional email address of the referee, not a personal email address.

Fig. 22 – Reference letters



The referee specified will receive the request to fill in the reference letter and can submit it by May 25th, 2026 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 themselves 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.

APPLICATION FORM MODIFICATION OR WITHDRAWAL

If you need to modify the application form after the pdf has been created:

- In case you have already submitted the application form and received the confirmation email, you cannot modify the application form anymore. However, you will be able to withdraw your application following the relevant procedure available on the dashboard, and then submit a new application form;
- In case you created the pdf file but you have not completed the submission (the pdf file has not been uploaded yet, so you did not receive the confirmation email), then you must contact the technical assistance by clicking [here](#), and ask to have the application re-opened. In the email you must specify the reason for your request and the application ID, and attach a copy of your identity document.