

UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical guidelines for the submission of the application form for the Call for the assignment of 3 PhD at risk scholarships for the admission to the PhD courses of 42nd cycle – academic year 2026/2027

(online application open until June 5th, 2026, at 1 pm CEST)

1. Online form available at: <https://pica.cineca.it/unipd/risk42/> 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 with foreign qualifications that have not been legally recognized as equivalent to the Italian degree must read art. 3.2 of the selection announcement and upload the required documents in the relevant section of the online application.
7. 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.
8. 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/risk42/>

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

Fig. 2 – Registration 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

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, richiedila 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

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

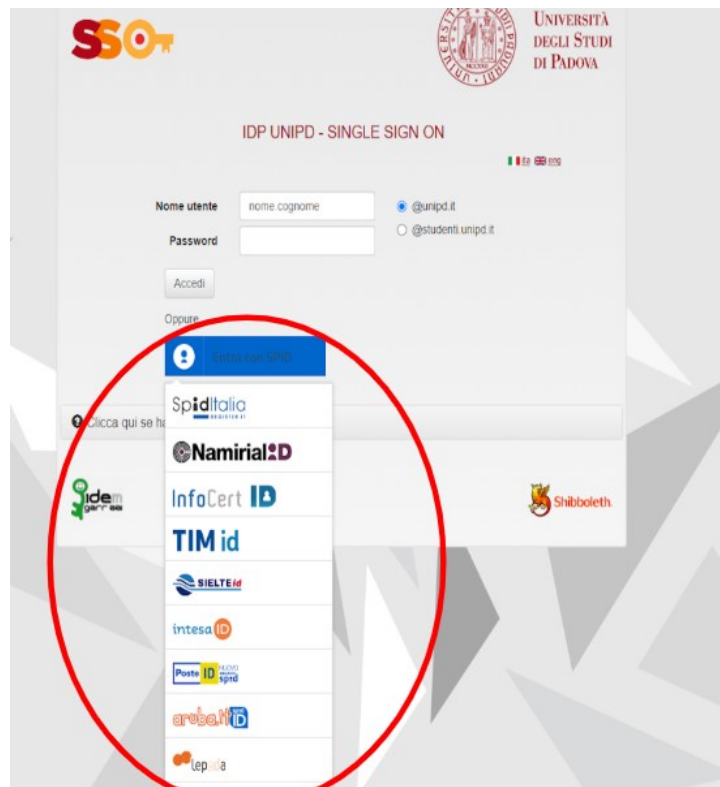
Università di Perugia

Università degli Studi di Messina

Università di 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/risk42/> and login with your username and password to fill in the application form by clicking on 'New Submission' (fig.7). 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

Domande ritirate / Withdrawn application: 1

Id: 2575275 RITIRATA / WITHDRAWN

Modifica/Edit Visualizza/View Pagamento/Payment

PDF

PDF domanda/Application PDF PDF domanda firmata/Signed PDF PDF ritiro/Withdrawn PDF PDF ritiro firmato/Signed withdrawn PDF

Ultimo aggiornamento / Last update: 2026-04-17 10:49:26

Id: 2575369 IN BOZZA / DRAFT

Modifica/Edit Verifica/Verify Pagamento/Payment Firma e Presenta/Sign and Submit Elimina/Delete

Ultimo aggiornamento / Last update: non compilata / blank

Compila una nuova domanda / New submission

Candidato con disabilità / Disabled applicants with disability or Learning Disabilities Lettere di referenza / Reference letters

Fig. 8 – Application Sections

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA PER L'ASSEGNAZIONE DI 3 BORSE DI DOTTORATO PER PHD AT RISK FINANZIATE DALLA FONDAZIONE CASSA DI RISPARMIO DI PADOVA E ROVIGO PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA DEL XLII CICLO - A.A. 2026/2027
CALL FOR THE ASSIGNMENT OF 3 PHD AT RISK SCHOLARSHIPS FOR THE ADMISSION TO THE PHD COURSES OF 42ND CYCLE – ACADEMIC YEAR 2026/2027

Cruscotto/Dashboard Domanda/Application Id: 1

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	Titoli da allegare per la presentazione della domanda / Documents to be submitted with the application form

1. The first section is “**PERSONAL DATA**”. Some data (name, surname, date and place of birth) is displayed based on the information provided during registration. There is some more data to be filled in, such as your permanent address and other contact data. 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 has 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

→ 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

2. In the “**DECLARATIONS**” section, you are required to review a list of statements and upload a valid identity document (Identity card, passport, or driving license). It is strongly recommended to submit a passport as the ID document.

3. In the following section, “**PHD COURSE**”, applicants are required to select the PhD course they intend to apply for (see Fig. 10) and indicate the order of preference for the curricula, if available for the chosen Course (see Fig. 11).

Fig. 10 – PhD COURSE Section

Cruscotto/Dashboard
Indice/Index

Pagina/Page 3/5

Domanda/Application Id:

← Precedente/Previous
→ Successiva/Next

Corso di dottorato/PhD course

Corso di dottorato/PhD course

Corso / Phd Course

-- selezionare un corso / select a course --

It is necessary to select them all, and to put the preferred one at the top of the list (see fig.11).

Fig. 11 - CURRICULA

Curricula/curriculum

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

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

Voci non selezionate

(nessuna voce selezionata)

4. In the following section, “**ADMISSION QUALIFICATION**”, applicants must fill in the data of their admission qualification (Italian or Foreign degree), by specifying whether already awarded or to be awarded by September 30th, 2026) and therefore select one of the four proposed options (fig. 12).

Fig. 12 – 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

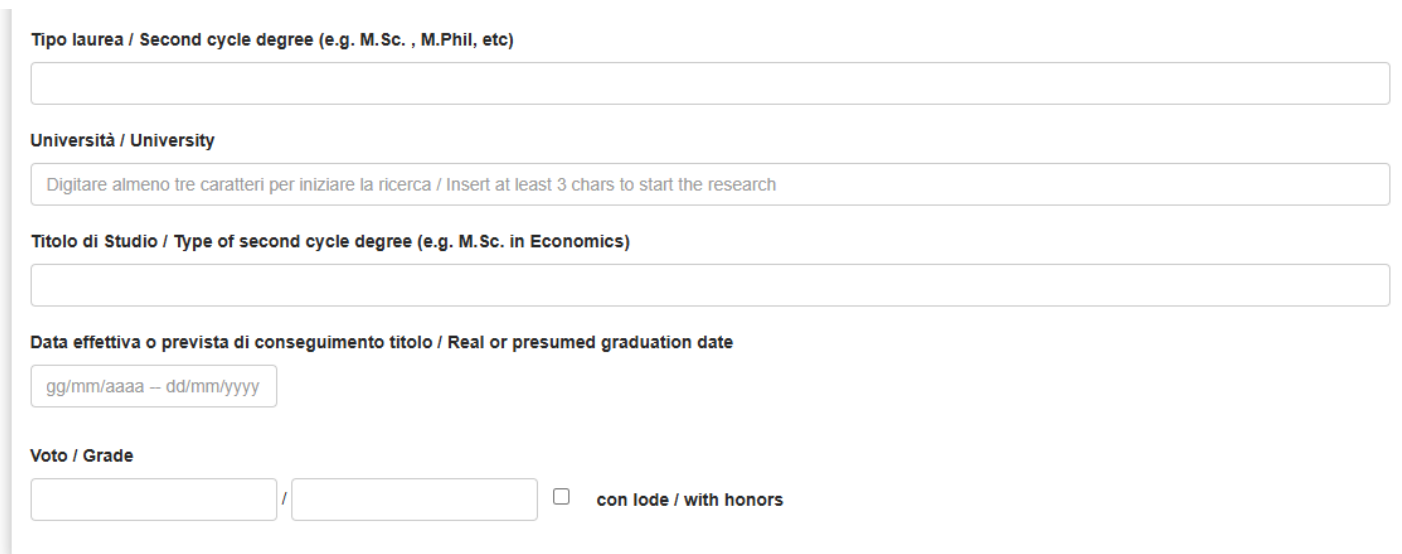
Titolo di studio italiano - Laureando / Graduating Italian degree

Titolo di studio straniero - Laureato / Graduated Foreign degree

Titolo di studio straniero - Laureando / Graduating Foreign degree

The candidates must also detail the type of degree they have (or are going to obtain if they have not yet graduated) and the university that has issued it.

Regarding the “type of second cycle degree” it should be clarified the area of study the degree falls in, for example: Economics.



Tipo laurea / Second cycle degree (e.g. M.Sc. , M.Phil, etc)

Università / University

Titolo di Studio / Type of second cycle degree (e.g. M.Sc. in Economics)

Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date

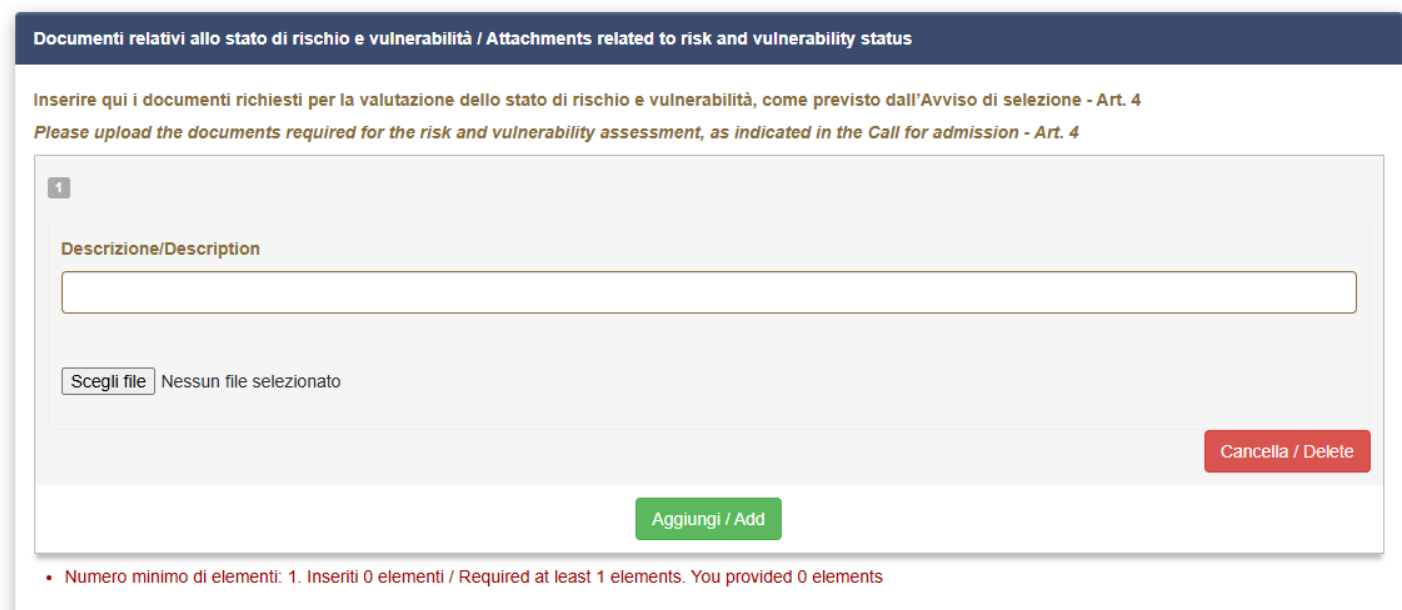
Voto / Grade

con lode / with honors

Salva e prosegui / Save and proceed

5. In the last section, “**DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM**”, the candidate must submit the document(s) required for the risk and vulnerability assessment, as indicated in the Call for admission - Art. 4.

Fig. 13 – RISK VULNERABILITY STATUS



Documenti relativi allo stato di rischio e vulnerabilità / Attachments related to risk and vulnerability status

Inserire qui i documenti richiesti per la valutazione dello stato di rischio e vulnerabilità, come previsto dall'Avviso di selezione - Art. 4

Please upload the documents required for the risk and vulnerability assessment, as indicated in the Call for admission - Art. 4

1

Descrizione/Description

Scegli file Nessun file selezionato

Aggiungi / Add

Cancella / Delete

Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements

Fig. 14 – EVALUATION OF FOREIGN QUALIFICATION

The candidate is invited to submit the documents needed for the evaluation of the foreign qualification declared for admission to the PhD, and complete documentation of the first-cycle qualification if also obtained abroad (Bachelor's Degree or equivalent), as indicated in the Call for admission – Art. 4.

Documenti per il riconoscimento dell'eventuale titolo estero / Documents for the evaluation of the foreign qualification

Inserire qui i documenti richiesti per il riconoscimento dell'eventuale titolo estero, come previsto dall'Avviso di selezione - Art. 4
Please attach here the documents needed for the evaluation of the foreign qualification, as indicated in the Call for admission - Art. 4

1

Descrizione/Description

Scegli file

Nessun file selezionato

Aggiungi / Add

Cancella / Delete

Other mandatory documents are CV, Research Project, and Motivation Letter. For the first two, a specific template is available.

Fig. 15 – CV, Research Project and Motivation Letter

Carriera universitaria completa / Complete Academic Career

Curriculum vitae et studiorum

Curriculum vitae come da [format scaricabile](#)
C.V.: use *the* [template available](#)

1

Descrizione/Description

Scegli file

Nessun file selezionato

Aggiungi / Add

Cancella / Delete

- Numero minimo di elementi: 1. Inseriti 0 elementi / Required at least 1 elements. You provided 0 elements

Proposta di ricerca / *Research proposal*

Progetto di ricerca strutturato come da [format scaricabile](#)
Research project: use the [template available](#)

Descrizione/Description

Nessun file selezionato

- Dato obbligatorio / Mandatory field

The candidate is invited to upload any other optional documents that might be relevant for the committee evaluation, as indicated in the Call for admission - Art. 4, and can indicate the name of a potential supervisor at the University of Padova (the actual supervisor will be assigned by the Academic Board after the start of the Course).

Fig. 16 – Optional documents

Titoli e documenti / *Attachments (please attach here all the documents to submit with your application form)*

In questa sezione vanno caricati la Lettera di motivazione (obbligatoria) e i documenti facoltativi che il candidato intende sottoporre alla valutazione della Commissione, come previsto dall'Avviso di selezione - Art. 4
In this section please upload the Motivation Letter (mandatory) and all the other optional documents that might be relevant for the committee evaluation, as indicated in the Call for admission - Art. 4

1

Descrizione/Description

Nessun file selezionato

Possibile supervisore UNIPD / Possible Supervisor at UNIPD

SIGNATURE AND SUBMISSION OF THE APPLICATION

At this point, the candidate will see the dashboard with their application ready to be submitted.

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. 17).

Fig. 17 – Submission of the application and signature

Id: IN BOZZA / DRAFT

Modifica/Edit Verifica/Verify **Firma e Presenta/Sign and Submit** Elimina/Delete

Ultimo aggiornamento / Last update:

Firma del candidato
Candidate's signature

.....

Firma/Sign

Applicants will see three possibilities to sign the application. Choose one and follow the instructions.

MODALITÀ DI FIRMA / SIGNATURE METHOD

Crusotta/Dashboard Domanda/Application Id: 2585933

Il sistema supporta le seguenti modalità / The following options are available:

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 authority) 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 disporre di una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) oppure di un software di firma digitale. Il documento PDF scaricato da questo sito può essere firmato in formato PAdES (firma integrata nel PDF) o in formato CAdES (generando un file con estensione pdf.p7m) e dovrà poi essere ricaricato sul sito stesso / In order to digitally sign the document, you need to have appropriate hardware (e.g. a smart card or USB device with a digital signature certificate issued by an approved certification authority) or digital signature software. The PDF file downloaded from this site can be signed either in PAdES format (signature embedded in the PDF) or in CAdES format (creating a file with .pdf.p7m extension). The signed file, in either format, must be uploaded again to the website.

Firma il documento manualmente / Handwritten Signature

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo su carta, firmarlo manualmente, effettuarne la scansione in un file PDF e caricare quest'ultimo sul sito. / To sign manually the document, you need to download the pdf file of the application, print it on paper, 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)

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 handwritten signature to the application, i.e., they will only see the "Handwritten 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 checking that the uploaded file is complete. Applicants can upload only one file, so the copy of a valid document must be included as the last page of the scanned pdf, after the application form pages.

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

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.

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.