

## UNIVERSITÀ DI PADOVA – SERVIZIO FORMAZIONE ALLA RICERCA

### Application form for the admission to Doctoral Courses

In order to access the system log in at <http://unipd.cineca.it/interateneo29/>.

UNIVERSITÀ DEGLI STUDI DI PADOVA

ACCESSO RISERVATO ISCRIZIONE AL CONCORSO AMMISSIONE AI CORSI DOTTORATO INTERATENE0 XXIX° CICLO

SCADENZA BANDO 2 DICEMBRE 2013

USERNAME

PASSWORD

ACCEDI

BANDO

HELP

Autocertificazione

La scadenza del bando è fissata al 2 dicembre 2013

SE NON HAI MAI EFFETTUATO LA REGISTRAZIONE CLICCA QUI  
IF YOU NEED TO GET USERNAME AND PASSWORD CLICK HERE

SE HAI PERSO USERNAME E PASSWORD CLICCA QUI  
IF YOU LOST YOUR USERNAME AND PASSWORD CLICK HERE

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Write username and password

In order to get username and password click here

In order to retrieve a lost password

Figure 1 – user authentication/log in page

In order to get the username and password click on “SE NON HAI MAI EFFETTUATO LA REGISTRAZIONE CLICCA QUI” (If you have never registered click here) and fill in the required fields (see figure 2).

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DOTTORATI DI RICERCA

REGISTRAZIONE DATI - ACCESSO SITO PERSONALE

Benvenuti!

Attraverso le username e password che il sistema rilascia automaticamente a tutti coloro che completeranno la registrazione si potrà accedere alle iniziative per la ricerca e la formazione alla ricerca dell'Università degli Studi di Padova  
Tutti i campi sono obbligatori/ All fields are required  
Dopo la registrazione, username e password vengono inviate per posta elettronica all'indirizzo e-mail specificato.  
After registration, username and password are sent by email to the email address specified

Cognome / Surname

Nome / First name

Genere / Gender  F  M

Data di nascita / Birth date  /  /   
formato dd/mm/yyyy  
(formato dd/mm/yyyy)  
dd / mm / yyyy

Comune di nascita / Birth town Prov.

Codice Fiscale

Email

Registra dati anagrafici

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Figure 2 – user data registration

After clicking on “Registra dati anagrafici” (register personal data):

1. if some data are missing read carefully the system messages and click on “Torna Indietro” (Go back) in order to add the missing data (see example in figure 3);

**Watch out!** the system proposes a tax identification number to foreign students. This is only valid only for the registration procedure.



Figure 3

2. After having filled in the data click on “Completa registrazione dati anagrafici” to end the registration procedure; the system will automatically send username and password to the email address specified by the user.

After clicking on “Completa registrazione dati anagrafici”, fill in the required fields, permanent address, address for correspondence - if different from the permanent one - phone number, mobile phone number possible disability and then click on “Registra dati anagrafici”.

Figure 4 – Personal data, permanent address, address for correspondence, disability

**Pay attention to the “disability” section:** if the candidate has a disability, in addition to the application form, he/she will have to send to the Servizio Disabilità the relevant forms (as specified in the call).

**Watch out!:** the system leads the user to the different section of the procedure through **messages written on a yellow background** that contain also the link to go back to the previous section if data are missing or the link to go on to the next section. The different sections are also accessible through the left menu.

After registering the personal data it is necessary to lock them by clicking on “**Blocca Dati Anagrafici**” (lock personal data) (see figure 5): before locking them, check if they are correct because afterwards it will not be possible to modify them.



Figure 5 – personal data lock

The next section to be filled in is “**TITOLO DI STUDIO**” (admission qualification - which can be entered from the left menu of the link above).

First of all select the **type of qualification** (diploma di laurea vecchio ordinamento, diploma di laurea specialistica/magistrale, qualification not awarded yet or foreign qualification etc..) and then fill all the required fields: check the data and click on the button “**Registra Titolo**” below.

After registering the data it is necessary to lock them by clicking on “**Blocca Titolo di Studio**” (lock qualification - see figure 6): before locking them, check if they are correct (institution, qualification, graduation date, graduation mark, etc.) because afterwards it will not be possible to modify them.



Figure 6 – qualification data lock

Figure 7 – Example of the registration of the qualification

After filling in the sections on personal data and qualification data you can access the section “**Domande**” (application forms): the section can be entered from both the link on the top of the page or on the left menu.

In order to fill in the form click on “**Registra domanda**”.

Figure 8 – Filling the application form

The section “Inserisci Domanda” appears: select the Course from the drop-down menu (see figure 9).

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DOTTORATI DI RICERCA

INSERISCI DOMANDA

Sito Personale PROVA PROVA  
PROVA

DATI ANAGRAFICI

TITOLO DI STUDIO

DOMANDE

Help

Bando

Autocertificazione

Per visualizzare le altre parti della domanda è necessario selezionare il Corso e il Curricolo  
Please select Course and Curriculum to view the full form

Corso / Course

REGISTRA

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Figure 9 - Filling the application form: first of all select the Course

Once the Course has been selected choose the curriculum if relevant.

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DOTTORATI DI RICERCA

INSERISCI DOMANDA

Sito Personale PROVA PROVA  
PROVA

DATI ANAGRAFICI

TITOLO DI STUDIO

DOMANDE

Help

Bando

Autocertificazione

Corso / Course  
Corso di Studi Storici, Geografici e Antropologici

Curricolo / Curriculum  
Geografia Umana e Fisica  
Storia Sociale europea dal Medioevo all'età contemporanea+Studi storici+storico-religiosi+Scienze storiche e

REGISTRA

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Figure 10 – Application form: data required



Figure 11 – Example of data required

Select the language for the language for the oral examination.

**Watch out!:** read carefully the call to know if there are compulsory and/or optional languages to choose for the language test in order to fill in this section correctly.

Fill in the list of the documents annexed to the application form (if required by the call) (see figure 12).

**Watch out!:** Check the required documents in the call.

Figure 12 – List of the documents

Once the fields have been filled in, click on “Registra”:

Check the data (see figure 13) and click on “Completa registrazione”.

Figure 13 – Check the application

Once the registration is completed, the application form can be displayed (in order to check the data), deleted (if the data are not correct) or saved (to end the procedure).

The application form must be saved by clicking on “PRESENTA”. Choose “MODIFICA” to edit the application form or “ELIMINA” if you want to delete the application form.

Figure 14 – List of the completed application forms



Figure 15 – Print

In order to end the procedure it is necessary to print the application form by clicking on “**STAMPA**”

**Watch out!:** as specified in the call for applications, each application form must be printed, signed and sent/delivered together with the documents required (**check what documents are required in the call**). A label containing the address for the delivery of the application form is printed together with the application form.

In order to fill in further application forms click on “**Domande**” and then on “**Registra Domanda**”: fill in the new application form and follow the instructions above.



Figure 16 – Sezione domande

## WATCH OUT:

1. Before filling in the application form read the **call for application** carefully to check if you are in possession of all the **eligibility criteria** and the **documents** that have to be submitted.
2. Graduands may also apply as long as they have been awarded their qualification by 31 October 2013, without which candidates are subject to exclusion from the selection process.
3. After having completed the online procedure the application form must be printed, signed and sent/delivered together with the documents specified in the call to the address printed together with the application form.
4. **The date of the postmark will not be accepted as an evidence of meeting the application deadline.**



5. Those candidates who wish to apply for more than one Course/Curriculum, must **submit as many application forms as the chosen Courses/Curricula**.
6. **Disability:** the form available at <http://unipd.cineca.it/interateneo29/> must be either submitted by fax to the n. 049-8275040 or delivered personally to Servizio Disabilità (Via del Portello 25/31, 35129 Padova)
7. **For further information** please call 049/8271929 – 1928 (Monday to Friday from 10.00 to 12.30 and Tuesday and Thursday also from 3.00 p.m. to 4.30 p.m.). o alla email bando.interateneo29@unipd.it