PhD COURSES SELECTION
FOR STUDENTS OF THE PEOPLE'S REPUBLIC OF CHINA
SCHOLARSHIP FINANCED BY THE CHINA SCHOLARSHIP COUNCIL
博士课程申请
专门针对中国学生
由国家留学基金委提供奖学金

DEADLINE
截止日期
2020 年 1 月 10 日,下午 1 点（意大利时间）

10th January 2020, 1.00 p.m. (CET)

GUIDELINES
申请指南

Please read carefully all the instructions below before completing your on-line application. You will create a Username and a Password. Your Username and Password enable you to return to your application as many times as you wish before your final submission.

在您填写网上申请时请务必仔细阅读说明。您需要创建自己的用户名和密码，以便让您在最后提交前对返回申请进行各项操作。

General Guidelines

指南概要

Before completing the on-line application, please review the selection announcement for admissions requirements and the deadline dates at:

http://www.unipd.it/en/admissions-csc-candidates

在进行网上申请时，请查看申请的相关要求与截止日期：

If you should experience any difficulty when applying online, please send an email describing the problem to **china.phd@unipd.it**

如您在进行网申时遇到任何困难，请致电邮给 **china.phd@unipd.it** 来说明您的问题。

ONLINE APPLICATION INSTRUCTIONS

➤ **Step 1 – Data registration - Access your personal account**

➤ 第一步：注册-创建个人账户

You must register your data and receive a username and a password before filling in the application form. 在填写网上申表格前，您需要填写您的个人信息，以便获取您的用户名和密码。

UNIVERSITÀ DEGLI STUDI DI PADOVA

**PhD COURSES SELECTION
FOR STUDENTS OF THE PEOPLE'S REPUBLIC OF CHINA
SCHOLARSHIP FINANCED BY THE CHINA SCHOLARSHIP COUNCIL
DEADLINE: 10TH JANUARY 2020, 1.00 P.M.(ITALIAN TIME)**

USERNAME

PASSWORD

ENTER

Selection Announcement

HELP

Click here in order to register your personal data and get username and password
点击这里填写您的个人信息，并获取用户名和密码

IF YOU NEED TO GET USERNAME AND PASSWORD CLICK HERE

IF YOU LOST YOUR USERNAME AND PASSWORD CLICK HERE

Ufficio Dottorato e Post Lauream – Università degli Studi di Padova
Via Venezia, 15 - Padova - E-mail:china.phd@unipd.it

Enter your account information exactly as instructed on the form and then click on 'Save your personal data'. **Please pay attention to the E-MAIL ADDRESS PROVIDED: your username and password will be sent to this e-mail address**. This e-mail address will also be used for any official communication (see call). You must also specify your Skype ID.

根据表格如实填写您的资料，然后点击'Save your personal data'。**请留意您的邮箱：您的用户名和密码将会发送至您留下的邮箱中，而且此邮箱将会被用作我们的官方通知信箱**。您还必须核实您的 Skype 账号

We suggest you to provide a valid e-mail address that you check regularly

我们建议您留下一个常用邮箱

DATA REGISTRATION - ACCESS YOUR PERSONAL ACCOUNT

Welcome!

All those who complete the registration procedure will automatically receive a username and a password to access the initiatives of the Research and Training to Research area of the Università degli Studi di Padova

All fields must be duly completed
After registration, username and password are sent by email to the specified email address

Surname	
First name	
Gender	○ F ○ M
Birth date date format dd/mm/yyyy	1 ▾ / 1 ▾ / 1985 ▾ dd / mm / yyyy
Country of birth	Country ▾
	Birth town:
Email	
Skype-ID	

I declare that I accept to be contacted via Skype for a possible interview on the date and hour that will be

DATA REGISTRATION - ACCESS YOUR PERSONAL ACCOUNT

CLICK ON THE BUTTON BELOW TO COMPLETE THE REGISTRATION PROCEDURE

Surname	DOTTORATI
First name	SERVIZIO FORMAZIONE ALLA RICERCA
Gender	M
Birth date date format dd/mm/yyyy	18/03/1974
Country of birth	CZECH REPUBLIC Birth town: PRAGUE
Italian Tax identificiation number	DTTSVZ74C18Z156C
Email	doctoral.grants@unipd.it

Save the Italian Tax identificiation number DTTSVZ74C18Z156C
you may need it in case you lose username and password

Complete personal data registration

Servizio Formazione alla Ricerca - Università degli Studi di Padova
Via del Risorgimento, 9 – Padova – E-mail: doctoral.grants@unipd.it

Click on 'Complete personal data registration' to complete the registration. You will receive an e-mail with your username and password to fill in the application form

点击"**Complete personal data registration 完成个人信息注册**"来提交注册。您会在邮箱中收到用户名和密码，然后用它们进入主页填写申请。

Please write down the TAX IDENTIFICATION CODE (CODICE FISCALE). This is a provisional **NOT the legal one,** but it is necessary in case you forget your username and/or password and you need to retrieve them

请抄下'TAX IDENTIFICATION CODE'（税号）。它是一个**临时且不具备法律效力的税号**。但是，如果您需要找回账号/密码，您将需要它。

Enter your 'Permanent address' and 'Address for correspondence' as instructed on the form and then click on 'Save personal data'

如实填写您的个人住址和收信地址，并点击"**Save personal data 保存个人信息**"。

Then click here in order to confirm the data and proceed to the Application form

点击这里确认个人信息并进入网申表格填写流程。

The personal data are completed. In order to access the application form it is necessary to confirm them by clicking here

PERSONAL DATA

Surname	EDSFF
First name	SDFDFD
Gender	M
Birth date date format dd/mm/yyyy	01/01/1985
Country of birth	ALGERIA Birth town: DSDS
Nationality	ALGERIA
Italian Tax identification number	DSFSFD85A01Z301Z

PERMANENT ADDRESS

Permanent Address	dsfsd
Postal code	123
City	DSDS ALGERIA

ADDRESS FOR CORRESPONDENCE WHEN DIFFERENT FROM PERMANENT ADDRESS

Same as permanent address	NO

You can now start filling the application form by clicking on Edit your application form

现在您可以开始填写申请表。点击"edit"。

You must fill in and close the application form by the January 19th, 2017 at 1:00 p.m. (Italian time)

Edit Your Application Form | **code:** CHN17SRJWD Application form

YOU DID NOT SUBMIT YOUR APPLICATION

Servizio Formazione alla Ricerca - Università degli Studi di Padova
Via del Risorgimento, 9 – Padova – E-mail: china.phd@unipd.it

Reminder: You may stop and save your work to continue at a later time while completing the on-line application.
注意：您可以在填写网申表格过程中保存填写内容，以便返回修改。

After having filled in/modified or deleted each field it is necessary to click on the **<Update>** button to save the data. The data saved in this way are provisional: they can still be modified.
In order to save permanently the data it is necessary to close the application form.
After you have closed your on-line application you will not be able to make further modifications (changes, additions, etc.) to it.
在您填写，修改，或删除某个部分后，您必须点击主页下面的**<Update>**键来进行保存。保存的资料是暂时性的，您依然可以对其进行修改。想要永久地保存资料，您需要点击关闭；**关闭后，申请内容将不再可以被进行任何修改。**

All the sections of the application must be filled in Italian or English
Fields marked with an asterisk (*) are mandatory
所有内容都必须用意大利文或者英文进行填写
星号(*)标注的地方为必填项目

REFERENCE LETTERS
推荐信

We advise you to fill in first the field 'Reference letters', so that the request will be sent even if you haven't closed the procedure and experts will have more time to submit the letters.
我们建议您先进行"推荐信"部分的填写，尽快向专家发出您的推荐信请求，即使您的网上申请还未完成，这样他们可有更多时间来提交推荐信。

The application form must be closed even if the letters have not been submitted by the experts. You will be able to enter the procedure after the final closure to check whether and when the letters are submitted.
即使推荐信没有提交，您也必须完成网申的提交。在您已做最后提交后，您仍然可以查看推荐信的状态是否已显示为被提交。

In order to fill in the field 'Reference letters' click on 'Compile' on the top left menu and then click on the icon near 'Sezione-Reference Letters'

填写"推荐信"部分，请点击页面左上角的'Compile'，然后点击 Sezione - Reference Letters'旁的 图标

Università degli Studi di PADOVA
Application form - UNIPD - CHINA CSC selection - 35th series

Compile		DOCTORAL COURSE
View		
Close		**SEZIONE – REFERENCE LETTERS**
Home page		Names and email addresses of the persons holding an official position (academic or other institutions or organizations) who will write the letters of reference. The recommendation letters should be provided by persons able to evaluate your strengths in research and suitability for the position. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.
Attach		
Facsimile		PERSONAL DATA
Count characters		Permanent address
		Mailing address if different from permanent address
Selection announcement		
Guidelines for the application form		Emergency Contact:

You must specify the name, surname, position, institution and email address of two professors or experts who will have to write a reference letter. Then:
- click on <Update>
- click again on the section 'Reference letters'
- click on <Send Mail>
This will enable you to send the request to fill in the reference letter online.

您必须填写两位给您写推荐信的教授的姓名、职位、工作单位和电子邮件，然后：
-点击<Update>
-再次点击'Reference letters'
-点击<Send Mail>（发送邮件）

Università degli Studi di PADOVA
Application form - UNIPD - CHINA CSC selection - 35th series
Names and email addresses of the persons holding an official position (academic or other institutions or organizations) who will write the letters of reference. The recommendation letters should be provided by persons able to evaluate your strengths in research and suitability for the position. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

n°	First Name	Last name	Position	E-mail	Affiliation	Letter of Reference
1.						-
2.						-

* - Mandatory field

[Update] [Cancel]

The data has been updated

Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study.
Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

n°	First Name	Last name	Qualification	E-mail	Affiliation	Letter of Reference
1.	FORMAZIONE	RICERCA	Servizio	formazione.ricerca@unipd.it	Padova	
2.	FORMAZIONE	RICERCA	Servizio	doctoral.grants@unipd.it	Padova	

SEZIONE – REFERENCE LETTERS
Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends. *

Click on 'Send Mail'

Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study.
Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

n°	First Name	Last name	Qualification	E-mail	Affiliation	Letter of Reference
1.	FORMAZIONE	RICERCA	servizio	formazione.ricerca@unipd.it	Padova	Send Mail
2.	FORMAZIONE	RICERCA	Servizio	doctoral.grants@unipd.it	Padova	Send Mail

* - Mandatory field

[Update] [Cancel]

to: asds@ouiy.com

from: doctoral.grants@unipd.it

Subject: University of Padova – 15 PhD grants for foreign students – 27 series

Dear Prof./Dr. **XXXX YYYY**

Your name was suggested by NAME/ SURNAME as a referent in his/her application for the selection of 15 PhD grants reserved to foreign students at the University of Padova . By this call the University of Padua aims at supporting foreign young researchers in the framework of the internationalization of its PhD Schools. Letters of reference should be written by someone with whom the candidate has studied or pursued research and are a relevant document in the evaluation process of the candidates. Therefore we would be very grateful if you could accept to provide the reference letter by using the following url: http://unipd.cineca.it/foreignstudents/experts

Your co-operation would be highly appreciated and we kindly recommend you to complete and submit the form no later than September 5th, 2011 at 10.00 Once you have completed the form on line, it should be transmitted through the Web by clicking the button 'DEFINITIVE SAVE' located at the bottom of the form.

With many thanks for your kind attention.

Sincerely,

University of Padova
Servizio formazione alla ricerca

SEND

Servizio Formazione alla Ricerca - Università degli Studi di Padova
Via del Risorgimento, 9 – Padova – E-mail: doctoral.grants@unipd.it

Click on 'Send' again
再次点击"发送"

You have to repeat these steps for each expert/professor.
您必须对每一位受到撰写推荐信请求的专家/教授重复以上步骤

ATTACHMENTS : in order to fill in the application form correctly it is necessary to save beforehand the attachments (**exclusively in .pdf format)** by clicking on **<Attach>** on the top left menu.
The attachments can be linked to the relevant field (e.g. degree certificates and transcripts) only after they have been uploaded. Each file cannot exceed **10MB**.

<u>附件：</u> 为了正确填写网申表格，你必须先保存附件（**仅限 PDF 格式**）：点击页面左上方的 **<Attach>**键

附件上传后会被保留在相应的位置（例如，您的学位证书和成绩单），每个文件不超过 **10MB**.

Remember to write the description of the attachment (e.g. Master diploma, Master transcripts, thesis, etc…) before uploading the file.
上传文件前请为附件正确命名（例如：硕士学位证，硕士成绩单，
毕业论文等等）

Attachments

Prot.: FORPHDVQSN

New Attach > [   ] Sfoglia.. UPLOAD
Description:
Max 100 car.

[   ]

ATTACHMENTS (max 64.000.000 Byte / available 64.000.000 Byte)				
Name	**Size**	**Format**	**Description:**	**Delete**

NO ENTRY

- **You can enter only .pdf formats**
- Maximum size for each file 10.000.000 byte
- One and one only file for each qualification degree
- One and one only file for each exam transcripts
- One and one only file for each publication (not mandatory)
- One and one only file for the thesis (not mandatory)
- One and one only file for other documents (not mandatory)

View
Home page
Facsimile
Close

Compile
Images
Attach

In order to fill in the different sections of the form click on 'Compile' in the top left menu
如需对网页其他部分进行填写，请点击页面左上方的 Compile'键。

For each row there are two main buttons: 每一行都有两个主要的按键

 Fill in   View

Not all the rows are mandatory. Here is some information concerning mandatory fields
并不是每一项都必须填写。以下是必填部分

DOCTORAL COURSE

In this section you have to specify the name of the Doctoral Course you are applying for. In case of several curricula within one Course, you must choose one them.
在这个部分您必须填写所申请的博士课程的名称。如该课程有不同的研习方向，您应该在其中选择一项。

PERSONAL DATA
个人信息

Complete the Personal data section and then click on update. **In this section you need to upload a copy of your identity document**. This can be your national identity card or the passport. It must be a document specifying your personal data (name, surname, date and place of birth) with a photo.
The section Emergency contact is also compulsory.
填写个人信息部分并点击'Update'。**在这个部分您需要上传可证明您身份的文件**，可以是您的身份证或者护照，这份文件中要注明您的个人信息（姓名、出生日期、出生地）并附上您的照片。

ACADEMIC DEGREE SATISFYING ADMISSION REQUIREMENTS
符合申请要求的学位证

Here you must specify the data of your Bachelor and Master degree.
在这里您必须出示您的学士以及硕士学位证

For the Bachelor degree you must attach both your diploma and the exam transcripts. For the Master degree, if you have not finished it yet, it is possible to attach only the transcripts.
You must attach the documents together with a certified translation in English or Italian
在学士学位处，您必须附上您的学位证和成绩单。而对于硕士学位，假如您尚未取得硕士学位，您可以仅附上成绩单。上传文件必须有官方认可的英文或者意大利文翻译件。

   - under "INSTITUTION AND LOCATION" the candidate has to provide the name of the institution awarding the qualification and the status of the institution delivering the studies: Private/Independent, Private and State recognized, State, and if applicable who it is accredited by etc.
   -在"INSTITUTION AND LOCATION"处，申请人需要填写获得学位的单位名称和单位性质：私人/个人，国家认可的私立，或者国立机构，颁发人是否符合要求等等；

   - under "NAME OF THE QUALIFICATION AND TITLE CONFERRED" you have to write the full name of the qualification;
   -在"NAME OF THE QUALIFICATION AND TITLE CONFERRED "处，您需要填写所获得学位的全名；
   - under "DATE OF ATTAINMENT" you have to write when the degree was awarded or the expected date of the award;
   -在"DATE OF ATTAINMENT 处，您需要填写获得学位的日期或者预计获得的日期；
   - under DIPLOMA and/or EXAMS TRANSCRIPTS you must attach copies of the final certificate/diploma and of the exam transcripts of the academic degrees and a certificate with the list of the examinations and the marks.
   -在 DIPLOMA 或者 EXAMS TRANSCRIPTS 出，您需要附上最终获得的学位证书和考试成绩单，还有关于考试分数的说明。

⚠️ For each row it is possible to attach only one file. However in the attach section of the application form (see explanation above) **you must attach all your diplomas and transcripts and especially the translations in English language**

您只能在每项中添加一个附件。但是在申请表的"附件"部分（上文有说明），**您必须附上您的学位证和成绩单，还有它们的英文翻译件。**

TEACHING EXPERIENCE (indicate any formal academic teaching activity that you have performed) 教学经验（注明您曾参与过的教职活动）

If you have no teaching experience write 0 如果您没有任何的教学经验，请填写 0

RESEARCH EXPERIENCE (Include any research experience (including stages) you have completed or which you are currently involved in – please report only those that are relevant for doctoral study in your chosen field) 研究经历（包括您从事过的或者正在进行的任何研究活动（包括您的实习）--请填写仅和您博士学习相关的资料）

If you have no research experience write 0 如果您没有任何的研究经历，请填写 0

WORK EXPERIENCE (List the positions held, beginning with the most recent employment) 工作经验（列出您所从事的职位，从离目前最近的时期开始）

If you have no work experience write 0 如果您没有任何的工作经验，请填写 0

LANGUAGE SKILLS 语言能力

You have to specify your main language 您需要写明您懂的所有语言

RESEARCH PROJECT 研究计划

Write your research project following the pattern provided:
Project title,
Possible Supervisor at Università di Padova
State of the art (max 3000 characters),
Project rationale (max 2000 characters),
Project description (activities, methodologies, expected results, max 3000 characters),
Working program (including time scheduling, max 1000 characters)
Bibliography/Literature (max 10 references, max 10000 characters)
根据下列模板填写您的研究计划：
课题名称，
帕多瓦大学的意向导师，
文献评论（不超过 3000 字）
研究目的（不超过 2000 字）
研究计划（活动、研究方法、预期结果，不超过 3000 字），
工作计划（包括时间表，不超过 1000 字），
参考文献/综述 （不超过 10 本，不超过 10000 字）

STATEMENT OF PURPOSE

Describe your aptitude and motivation for postgraduate study in your area of specialization, including your preparation for this field of study, and your future career goals. Please be specific about why the University of Padova would be a good intellectual fit for you.

陈述您博士学习领域的兴趣和目的，包括您的为了开展博士研究所作的准备，您以后的职业计划，请写明为何帕多瓦大学会成为您博士学习的选择

> ➤ **Step 3 – Close your application form**
> ➤ **第三步-提交您的网申**

⚠️   <u>The procedure can and must be closed even if the reference letters have not yet been submitted by the experts/professors. You will be able to enter the procedure after the final closure to check whether the letters have been submitted.</u>

网上申请在推荐信提交之前或者之后都可以进行提交。在您最后提交后，您仍然可以查看推荐信的状态是否显示被提交。

- once you've filled in all the fields, click on the 'Close' button on the top left menu to save and register your application form definitely. You will be directed to the 'Closure' procedure section where you will be shown possible errors made when entering the data.

- 当您完成所有部分的填写后，点击页面左上角的'Close'进行保存并最终提交您的申请。页面会转自'Closure'，在此您可以查看输入信息时的错误之处。

-

Compile
View
Close
Home page
Attach
Facsimile
Count characters
Selection announcement
Guidelines for the application form

closure procedure
Università degli Studi di PADOVA
Application form - UNIPD - CHINA CSC selection - 32nd series

Prot.: CHN15R4PUF

Check

Continue

Click on 'Continue'
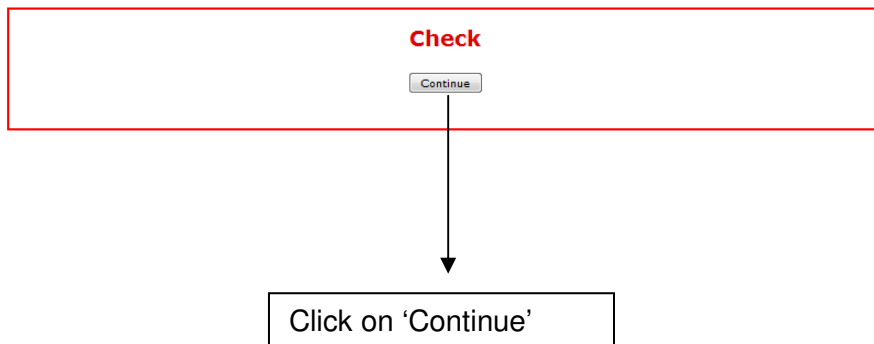
- If a mandatory field has not been completed, an error message ⚑ will display in red for the section on which the error occurred. You must click the fill in icon to correct the mistake and then again on 'Close' in the top left menu. All errors must be corrected before you will be eligible to close your application. Correct or corrected fields are marked with ✔
- 假如必填选项没有完成，漏填的地方会显示 ⚑ 的红色提示符。您必须点击提示符，并对错误进行修改，然后再点击左上方的 **Close**。只有所有的错漏被修改好，您才能正确关闭推荐信页面。修改正确或者不需要修改的地方会显示 ✔ 。

- Once you have completed all required sections and corrected possible errors, click the 'Closure procedure' button at the bottom of the screen. A message confirms your application has been closed. Once you have closed and submitted your application, you cannot use the online system to make changes or additions to your application. However, you will still be able to login to review your application and check whether the reference letters have been submitted.
- 当您完成所有填写并修改相关错误后，点击屏幕下方的'**closure procedure**'来提交推荐信。会有信息提示您申请已被提交。一旦您提交了申请，您将不能再使用网申系统对您的申请进行修改或添加，但您仍然可以登录查看您的申请状态和推荐信是否显示为被提交。