

**APPLICATION FOR 15 THREE-YEAR GRANTS FOR FOREIGN STUDENTS  
(28<sup>th</sup> series)  
Deadline: 5 September 2012 - 12.00 p.m.  
GUIDELINES**

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

**General Guidelines**

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

[www.unipd.it/pg/grants](http://www.unipd.it/pg/grants)

**Remember, you may apply to only one Doctoral School/International Doctoral course.**

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

## ONLINE APPLICATION INSTRUCTIONS

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

You must register your data and receive a username and a password before filling in the application form.



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

**CALL FOR APPLICATIONS**  
**15 PHD GRANTS RESERVED TO FOREIGN STUDENTS**  
**DEADLINE: 5TH SEPTEMBER 2012, 12:00 P.M.**

USERNAME   
PASSWORD

IF YOU NEED TO GET USERNAME AND PASSWORD [CLICK HERE](#) →  
IF YOU LOST YOUR USERNAME AND PASSWORD [CLICK HERE](#)

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

Click here in order to register your personal data and get username and password

Enter your account information exactly as instructed on the form and then click on 'Save your personal data'. **You should pay great attention to the e-mail address provided as 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 article 6 of the call).

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

**UNIVERSITÀ DEGLI STUDI DI PADOVA**  
**DOTTORATI DI RICERCA**

**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 \* relevant 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:  /  /   
Country of birth: Country   
Birth town:   
Email:

**Save Personal Data**

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

**UNIVERSITÀ DEGLI STUDI DI PADOVA**  
**DOTTORATI DI RICERCA**

**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 identification number	DTTSVZ74C18Z156C
Email	doctoral.grants@unipd.it

Save the Italian Tax identification 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](mailto: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

Please write down the TAX IDENTIFICATION CODE (CODICE FISCALE). This code is necessary in case you forget your username and/or password and you need to retrieve them

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

Home Page  
DOTTORATI SERVIZIO  
FORMAZIONE ALLA RICERCA

**Personal data**

Application Form

Help

**PERSONAL DATA**

Surname: DOTTORATI

First name: SERVIZIO FORMAZIONE ALLA RICERCA

Gender: M

Birth date: 18/03/1974  
date format dd/mm/yyyy

Country of birth: ARMENIA  
Birth town: XXX

Nationality: ARMENIA

Italian Tax identification number: DTTSVZ74C18Z137C

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**PERMANENT ADDRESS**

Permanent Address:

Postal code:

City:  Country: ARMENIA

City:

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**ADDRESS FOR CORRESPONDENCE WHEN DIFFERENT FROM PERMANENT ADDRESS**

Same as permanent address:  YES  NO

Address for correspondence:

Postal code:

City:  District:  Country: ARMENIA

City:

Phone:

Mobile Phone:


Fax:

Email:


\*mandatory fields **Save personal Data**

Servizio Formazione alla Ricerca - Indirizzo: Viale dell'Università

Then click on 'Application form' on the top left menu: the following will appear. You can now edit your application form



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA



DOTTORATI DI RICERCA

Home Page  
DOTTORATI SERVIZIO  
FORMAZIONE ALLA  
RICERCA

**Personal data**

**Application Form**

Help

You can fill in and close the application form within 5th September 2011, 10.00 a.m.

[Edit Your Application Form](#) | **code:** FORPHDVQSN Application form

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

➤ **Step 2 – Application form – Reference letters and attachments**

**Reminder:** You may stop and save your work to continue at a later time while completing the on-line application.

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've closed your on-line application you may not make further modifications (changes, additions, etc.) to it.


All the sections of the application must be filled in Italian or English  
**Fields marked with an asterisk (\*) are mandatory**

## REFERENCE LETTERS





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.



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.



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'


Università degli Studi di PADOVA  
**Application form - 15 PhD grants for foreign students - 27 series**


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.

  DOCTORAL SCHOOL/INTERNATIONAL COURSE

  PERSONAL DATA

 Permanent address

 Mailing address if different from permanent address

You must specify the name, surname, 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.

*Università degli Studi di PADOVA*  
Application form - 15 PhD grants for foreign students - 27 series

**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.**

It°	First Name	Last name	Qualification	E-mail	Affiliation	Letter of Reference
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-

\* - Mandatory field


*Università degli Studi di PADOVA*  
Application form - 15 PhD grants for foreign students - 27 series

**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.**

It°	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'

*Università degli Studi di PADOVA*  
Application form - 15 PhD grants for foreign students - 27 series

**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.**

It°	First Name	Last name	Qualification	E-mail	Affiliation	Letter of Reference
1.	FORMAZIONE	RICERCA	servizio	formazione.ricerca@unipd.it	Padova	<a href="#">Send Mail</a>
2.	FORMAZIONE	RICERCA	Servizio	doctoral.grants@unipd.it	Padova	<a href="#">Send Mail</a>

\* - Mandatory field

to: asds@ouly.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 Padova 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](mailto:doctoral.grants@unipd.it)

Click on 'Send' again

You have to repeat these steps for each expert.

**ATTACHMENTS AND IMAGES:** 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>** or **<Images>** 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**.



Remember to write the description of the attachment (e.g. Master diploma, Master transcripts, thesis, etc...) before uploading the file.

View  
Home page  
Facsimile  
Close

Compile  
Images  
Attach

### Attachments

Prot.: FORPHDVQSN

New Attach >

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)



In order to fill in the different sections of the form click on 'Compile' in the top left menu

Università degli Studi di PADOVA  
Application form - 15 PhD grants for foreign students - 27 series

**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.

DOCTORAL SCHOOL/INTERNATIONAL COURSE

PERSONAL DATA

Permanent address

Mailing address if different from permanent address

**SEZIONE A : EDUCATION AND RESEARCH**

1. LIST EDUCATIONAL INSTITUTIONS ATTENDED, IN REVERSE CHRONOLOGICAL ORDER, INCLUDING THE ONE(S) WHERE YOU ARE CURRENTLY ENROLLED
2. LIST SCHOLARSHIPS OR FELLOWSHIPS HELD AT PRESENT OR IN THE PAST: (Give source or sponsor, amount, place and duration)
3. INDICATE ANY ACADEMIC HONOR OR PRIZE WHICH YOU HAVE RECEIVED, WITH TITLES AND DATES
4. LIST ANY BOOK, ARTICLES OR THESIS PUBLISHED BY YOU, ESPECIALLY IN YOUR PROPOSED FIELD OF STUDY
5. LIST PROFESSIONAL SOCIETIES, ASSOCIATIONS OR OTHER ORGANIZATIONS IN WHICH YOU NOW HOLD MEMBERSHIP OR IN WHICH YOU HAVE BEEN ACTIVE IN THE PAST: (Indicate if you have held an elective office)
6. TEACHING EXPERIENCE: (Indicate any teaching position you have held or currently hold)
7. RESEARCH: (Include any research you have completed or which you are currently involved in)

For each row there are two main buttons:



Fill in



View

Not all the rows are mandatory. The mandatory rows are

- Doctoral School/International course
- Personal data
- List educational institutions attended, in reverse chronological order, including the one(s) where you are currently enrolled
- Language skills
- Research project
- Reference letters
- Declarations

Here is some information concerning these mandatory fields

## DOCTORAL SCHOOL/INTERNATIONAL COURSE

In this section you have to specify the name of the Doctoral School you are applying for (the full list of the Doctoral Schools/International Courses can be read in annex 1); in case of several curricula within one School, you must choose at most three of them. Please note that, at the time of the issue of the call, the list of the Doctoral Schools/Courses not been approved by the Academic Bodies of the University yet. Application forms will be accepted only for those Doctoral Schools/International Courses that will be approved;

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**Application form - 15 PhD grants for foreign students - 27 series**  
DOCTORAL SCHOOL/INTERNATIONAL COURSE

DOCTORAL SCHOOL/INTERNATIONAL COURSE \*

\* - Mandatory field

[insert](#) [delete](#)

Click on 'insert', then choose the school from the drop down menu and click on 'select' and 'insert' again

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**Application form - 15 PhD grants for foreign students - 27 series**  
Codice: FORPHDVQSN  
DOCTORAL SCHOOL/INTERNATIONAL COURSE  
DOCTORAL SCHOOL/INTERNATIONAL COURSE \*

\* - Mandatory field

[select](#)

If the School is divided in two or more curricula you have to click the Doctoral School/international Course button again

Università degli Studi di PADOVA  
**Application form - 15 PhD grants for foreign students - 27 series**  
Codice: FORPHDA20D  
DOCTORAL SCHOOL/INTERNATIONAL COURSE

**The data has been updated**

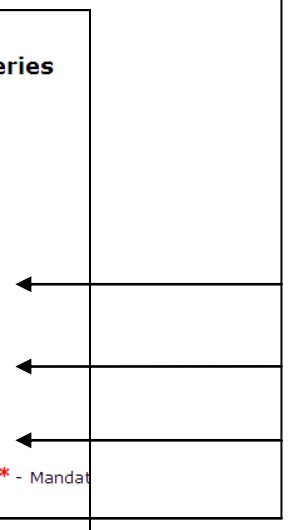
[DOCTORAL SCHOOL/INTERNATIONAL COURSE](#) \*

[PERSONAL DATA](#)

Choose at most three curricula from the drop down menu and then click on 'Update'

<i>Università degli Studi di PADOVA</i> <b>Application form - 15 PhD grants for foreign students - 27 series</b>	
<b>DOCTORAL SCHOOL/INTERNATIONAL COURSE</b>	
DOCTORAL SCHOOL/INTERNATIONAL COURSE	Bioscienze E Biotecnologie *
Curriculum 1	Biochemistry and biophysics
Curriculum 2	
Curriculum 3	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	
<a href="#">insert</a> <a href="#">delete</a>	

\* - Mandat



## PERSONAL DATA

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) and with a photo

## LIST EDUCATIONAL INSTITUTIONS ATTENDED, IN REVERSE CHRONOLOGICAL ORDER, INCLUDING THE ONE(S) WHERE YOU ARE CURRENTLY ENROLLED).

Here it is mandatory to specify and attach your academic degree (admission qualification) and transcripts: this information is very important for the acknowledgement of your qualification. You have to provide information about the title that allows you to participate to this call, and in particular:

- under "NAME OF THE QUALIFICATION AND TITLE CONFERRED" you have to write the full name of the qualification in the original language as it is styled in the original qualification (e.g. Kandidat nauk, Maîtrise, Diplom, etc). If the qualification is a dual award this should be stated. Indicate if the award confers any nationally accepted title on the holder and what this title is (e.g. Doctor, Ingénieur etc.).

- under "NAME AND STATUS OF THE AWARDING INSTITUTION" 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 recognised, State, and if applicable who it is accredited by etc.

- under "ACCESS TO FURTHER STUDIES" you have to write if, within the country of origin, the qualification normally provides access to further academic and/or professional study, and in particular if it allows to apply for Doctoral studies in the country where it was obtained;

- you must attach copies of the final certificate/diploma and of the transcripts of the academic degrees and a certificate with the list of the examinations and the marks. For this announcement, a foreign academic qualification, in order to be acknowledged as equivalent to the Italian academic qualification of "Diploma di Laurea/ Laurea Specialistica/Magistrale", must have a length of at least four years.



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

Università degli Studi di PADOVA

**Application form - 15 PhD grants for foreign students - 28 series**

1. LIST EDUCATIONAL INSTITUTIONS ATTENDED, IN REVERSE CHRONOLOGICAL ORDER, INCLUDING THE ONE(S) WHERE YOU ARE CURRENTLY ENROLLED

\* at least one item \*

n°	INSTITUTION AND LOCATION <small>(List in reverse order. Write name in full. Do not abbreviate)</small>	DATES		NAME OF QUALIFICATION AND TITLE CONFERRED <small>(in original language)</small>	DATE OF ATTAINMENT <small>(or expected date if not attained yet)</small>	Diploma pdf	Transcripts pdf
		from <small>(dd/mm/yyyy)</small>	to <small>(dd/mm/yyyy)</small>				
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼
.....							

1. LIST EDUCATIONAL INSTITUTIONS ATTENDED, IN REVERSE CHRONOLOGICAL ORDER, INCLUDING THE ONE(S) WHERE YOU ARE CURRENTLY ENROLLED

Compile

View

Close

Home page

Images

Attach

Facsimile

Call for applications

Annex 1 - List of the Schools/Courses

Guidelines for the application form

## LANGUAGE SKILLS

You have to specify at least one language and rate yourself accordingly.

## RESEARCH PROJECT

Write or attach a clear and detailed description of your study objectives and give your reasons for wanting to pursue them. Be specific about your major field and your specific interests within this field. Describe the kind of programme you expect to undertake and explain how your study plan fits with your previous training and your future objectives. This statement is an essential part of your application.

### ➤ Step 3 – Close your application form



The procedure can and 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 the letters have been submitted.

- 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.

closure procedure  
Università degli Studi di PADOVA  
Application form - 15 PhD grants for foreign students - 27 series  
Prot.: FORPHDVQSN

**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 ✔

[Compile](#)  
[View](#)  
[Close](#)  
[Home page](#)  
[Images](#)  
[Attach](#)  
[Facsimile](#)

**closure procedure**  
*Università degli Studi di PADOVA*  
 Application form - 15 PhD grants for foreign students - 27 series  
 Prot.: FORPHD2NZZ

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**DOCTORAL SCHOOL/INTERNATIONAL COURSE ✖**

Mandatory field - "" / DOCTORAL SCHOOL/INTERNATIONAL COURSE\*

**PERSONAL DATA ✖**

Mandatory field - "" / Emergency Contact\*\*

Mandatory field - "" / Last qualification and title conferred (in original language)\*

Mandatory field - "" / Date of attainment\*

Mandatory field - "" / Name and status of the awarding institution (in original language)\*

Mandatory field - "" / Official length of programme\*

Permanent address ✔

Mailing address if different from permanent address ✔

**SEZIONE A : EDUCATION AND RESEARCH**  
**1. LIST EDUCATIONAL INSTITUTIONS ATTENDED, IN REVERSE CHRONOLOGICAL ORDER, INCLUDING THE ONE(S) WHERE YOU ARE CURRENTLY ENROLLED ✖**

at least one item

**2. LIST SCHOLARSHIPS OR FELLOWSHIPS HELD AT PRESENT OR IN THE PAST: (Give source or sponsor, amount.**

- 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.

[View](#)  
[Home page](#)  
[Facsimile](#)  
[Close](#)  


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[Compile](#)  
[Images](#)  
[Attach](#)

**THESIS ABSTRACT ✔**

**SEZIONE - STUDY/RESEARCH PLAN**  
**RESEARCH PROJECT ✔**

**SEZIONE - ADDITIONAL INFORMATION**  
**CURRICULUM ✔**

**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. ✔**

This experts have not completed the procedure:

- 
- 

Experts must close the procedure within the ....

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**Declarations** ✔

To continue you need to do "CLOSURE PROCEDURE"

closure procedure

WAIT FOR COMPLETION PROCEDURE