UNIVERSITÀ DEGLI STUDI DI PADOVA

Technical instructions for completing the application form

- The procedure for submitting the application form is online, nothing must be sent by post.

- Before filling in the application, it is recommended to read carefully the Call for applications, in particular the part concerning the Course for which it was decided to submit the application. Applicants must make sure they meet the requirements and check which documents are required to be attached.

- ATTENTION: all the documents required for the application form must be uploaded in pdf/a format and, in some cases, they must be printed, signed and re-uploaded. Therefore, it is advisable to use a pc connected with a printer and a scanner. **In case of access via SPID, no signature will be required when submitting the application, but it is still necessary to submit the application (penalty will be the exclusion from admission to the course)**

- It is possible to complete the application form by logging in at different times and saving the data entered. In order to access the application form that has been partly completed applicants must click on "MODIFY" to complete it.

- Applicants who want to apply for more than one Course must complete and submit as many application forms as the chosen Courses.

- Applicants with foreign qualifications which have not already been declared equivalent to an Italian qualification must read art. 6 of the Call for applications and upload the required documents in the relevant section of the online application.

- After completing the application form, applicants will receive an email with the confirmation of the submission.

- At the link https://www.unipd.it/video-istruzioni-master there are video tutorials (with english subtitles) to help you fill in the application.

- Further information regarding the procedures of the Call for applications can be requested by sending an email to formazionecontinua.lauream@unipd.it

1. REGISTRATION AND ACCESS THE SYSTEM

Go to the website https://pica.cineca.it/unipd/.

It is possible to access the system with:

1) Access via SPID (Public Digital Identity System – more information here: https://www.spid.gov.it/); choose the University of Padova from the list of institutions available (fig. 1, 2, 3) and follow the instructions of the provider selected.

   In case of access via SPID, no signature will be required when submitting the application, but it is still necessary to submit the application (penalty will be the exclusion from admission to the course)

Fig. 1

Fig. 2

Fig. 3

In case of first access applicants will see a screen (fig. 4) where they must enter the missing data and click on "New registration".

Fig. 4

2) Access via UNIPD-SSO (@studenti.unipd.it oppure @unipd.it); choose the University of Padova from the list of institutions available and log in with SSO credentials.

NB. In case of expired or forgotten password click on the help section and follow the instructions (fig. 5).

Fig. 5

3) Access via account PICA; in case of first access, it is possible to register by clicking on "Nuova Registrazione" and entering the necessary data (fig.6).

Fig. 6

After completing the data required, click on "Registrati": the system will send an e-mail with the instructions for confirming the registration.

In case that candidates do not receive this e-mail or are unable to view it, they must contact the support using the link at the bottom of the web page pica.cineca.it/unipd.

4) Access via account LOGINMIUR; it is possibile to access the system without the registration by entering the username and password of the LOGINMIUR account (in this case LOGINMIUR must be selected in the credentials field). In the event that applicants are in possession of their credentials but do not remember them, they must click on "Credenziali dimenticate?" option.

2. FILLING IN THE APPLICATION FORM

Once logging in, select the University of Padova from the list of institutions available.

To fill in the application form select from the menu "Tipologia/Category" the voice "Master e Corsi", click on the call of interest and then click on "Compila una nuova domanda/New submission" (fig. 7)

Before completing the application form, applicants can make changes to their profile by selecting on the top right corner the user menu.
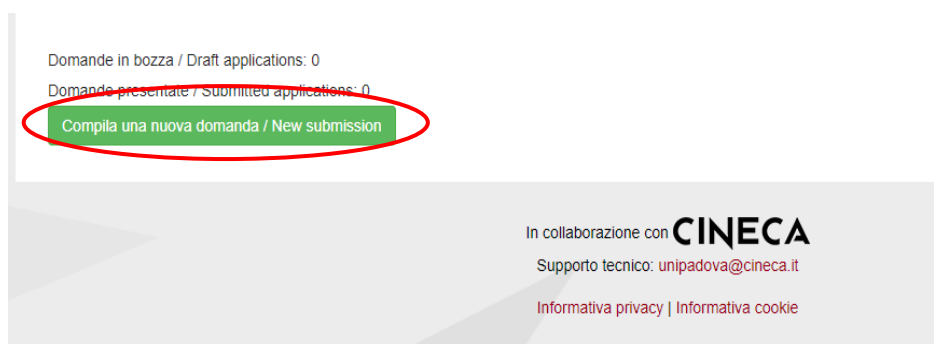
Fig. 7

In the first section "APPLICATION FOR SELECTION PROCEDURE" applicants must select firstly the level and then the Short Specialization degree/Course chosen.
Then they must select STANDARD.

ATTENTION: at the end of the compilation it is always necessary to click on the button "SAVE AND PROCEED".
If the data have been correctly filled in, applicants will directly go to the next section.
Otherwise error messages will display and applicants will have to correct the data.

In the section "PERSONAL DATA AND CONTACT DETAILS" applicants will find this part pre-filled with the data transferred from the registration procedure or recovered logging in with SPID/UNNIPD-SSO.
Therefore they must fill in only the missing fields.

In the section "AUTOMATIC RECOVERY OF ADMISSION QUALIFICATIONS" applicants (if they have previous academic careers in the University of Padua database) can recover their qualifications by clicking on "cerca/search" (fig. 8).

Fig. 8

In case it is not possible to recover the admission qualifications, applicants must insert the type of the academic qualification in their possession in the section "ENTERING ADMISSION QUALIFICATIONS" (fig. 9). Subsequently, applicants must enter the information relating to the academic qualification obtained or to be achieved by the beginning of the chosen Master's programme.

Fig. 9

ATTENTION: some Short Specialization degrees (1st Level) may also require different qualifications from a degree (Regional nursing school diploma ...): in this case applicants must first select "Altri titoli" and then fill in the data relating to their qualification.

In case in possession of a foreign qualification the documents currently available must be uploaded as shown in fig. 10.

Fig. 10

In "DECLARATIONS" section, applicants must confirm having read the Call for applications.

In "DISABILITY' applicants must indicate if they ask to be admitted to the Short Specialization degree/Course with a full exemption from the full fee foreseen in case of disability and they must attach the required certifications.

Applicants must indicate if they need a disability assistance during an eventual admission test for the Short Specialization degree/ Professional Course.

In the section "ATTACHMENTS" (fig. 11) applicants must upload the documents required for the selection.

For every Course it is mandatory to upload:

- copy of a valid identity document;

- updated resume (preferably in European format).

Fig.11

Some Short Specialization degrees/Courses may require other documents in addition to the ones mentioned above; they are specified in the Short Specialization degrees/Course Call for applications.

It will be possible to upload these documents in specific sections (fig. 12).

Fig.12

3. CONFIRMATION OF THE APPLICATION FORM

Once applicants have completed the application form, they will see the dashboard with the draft of their applicantion. In order to submit it they must click on "Verifica/Verify" (fig. 13) and check that all the data entered is correct.
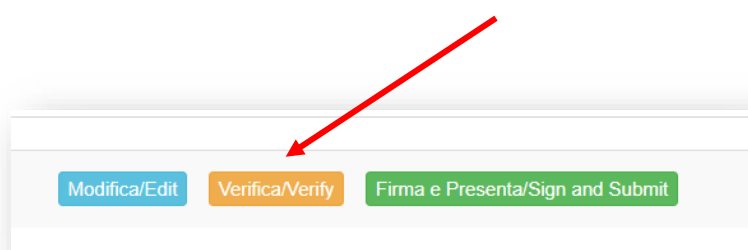
Fig. 13

4. 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.14)
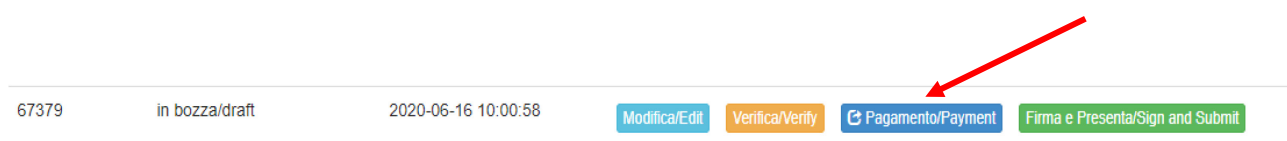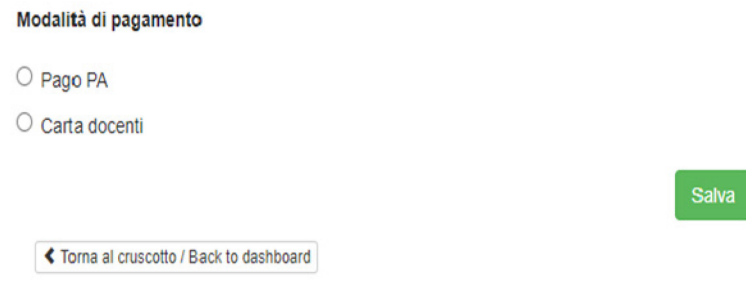
Fig. 14

It is possible to pay through the following two options (fig. 15):

- "PagoPA" (instructions at this link: https://www.unipd.it/pago-pa);
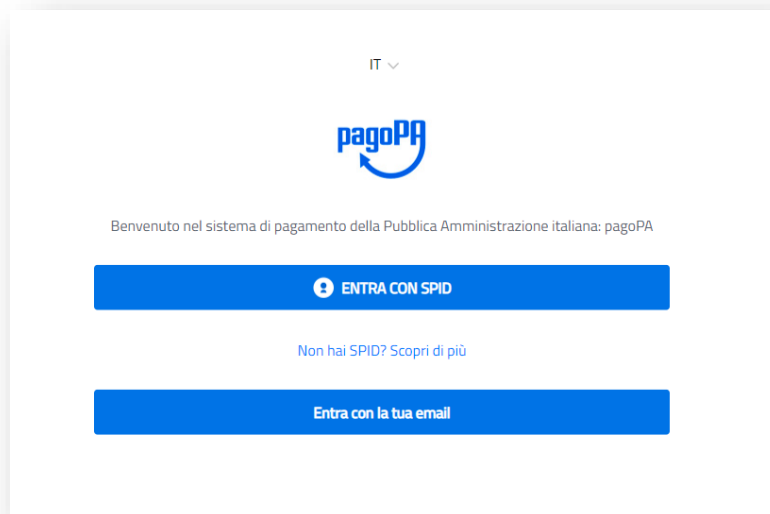- Carta docente (just enter the generated code)

The pre-registration contribution (€ 30,00) is compulsory: only once inserted the payment, it will be possible to confirm and sign the application form.

Modalità di pagamento

○ Pago PA
○ Carta docenti

Salva

‹ Torna al cruscotto / Back to dashboard

Fig.15

In the event that applicants have selected PagoPa, it will be required an email address where they will receive the payment confirmation (fig. 16).

IT ⌄

pagoPA

Benvenuto nel sistema di pagamento della Pubblica Amministrazione italiana: pagoPA

🔵 ENTRA CON SPID

Non hai SPID? Scopri di più

Entra con la tua email

Fig. 16

Then the PagoPA procedure will ask them to select the online payment method (fig.17)
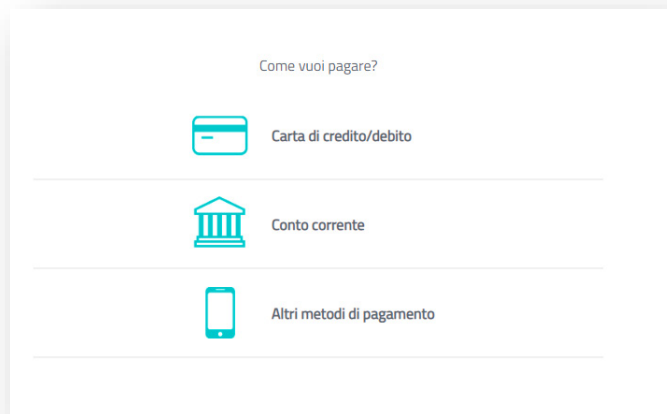
Fig.17

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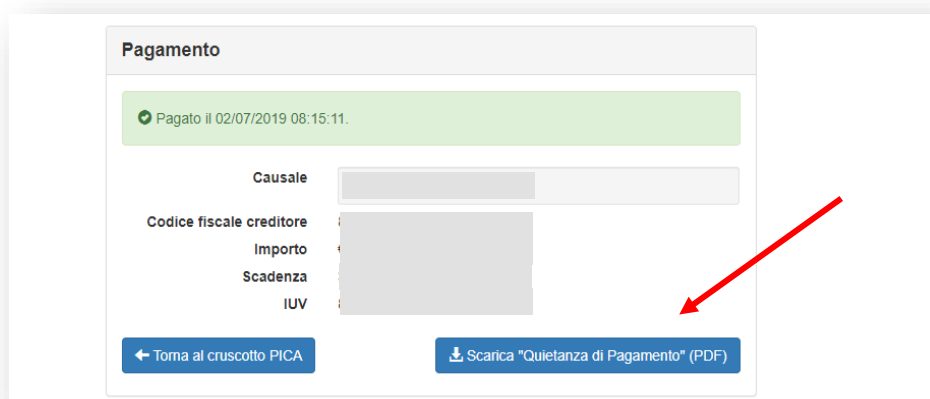

Fig. 18

5. SIGNATURE AND SUBMISSION OF THE APPLICATION

Once applicants have completed the payment, they must go back to the dashboard and proceed with the sign of the application form.

Pica verify that all the information are entered and in case of mistakes, it will inform applicants that the application must be modified.

When the system detects that the application has beeen corrected, applicants can proceed to the next step: they must click on the button "Firma/Submit" at the bottom of the page (fig. 19).

In case of access via SPID, no signature will be required when submitting the application, but it is still necessary to submit the application (penalty will be the exclusion from admission to the course)
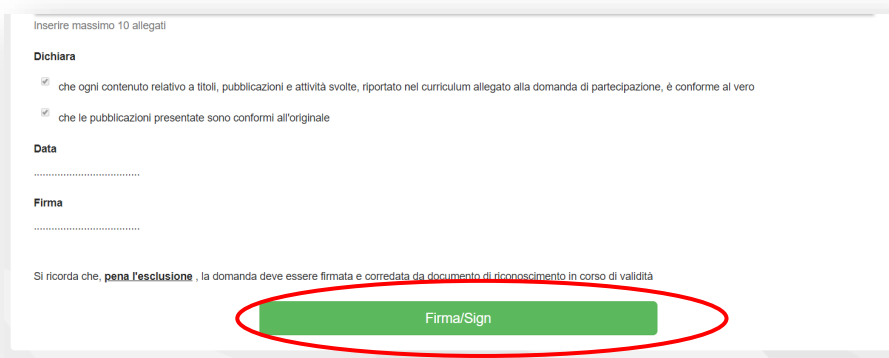
Fig. 19

At this point, there are three different modalities in order to sign the application form; Applicants must select one and follow the instructions carefully (fig. 20)

Fig. 20

If the application form is correctly submitted, its status will pass from "draft/to be signed" to "submitted" (fig. 21). Once the application is submitted, it will no longer be possible to modify it.

Fig.21

6. WITHDRAWAL PROCEDURE

Candidates can withdraw the application using the "RITIRA/WITHDRAW" button (by the deadline to complete the application form).

ATTENTION: the withdrawal of the application does not provide a refund of 30.00 euros. If candidates want to submit another applicationone after withdrawing the previous one, they must proceed with a new payment.

For information regarding the completion of the application form, it is possible to contact the Ufficio Post Lauream – Settore Master e Formazione Continua by telephone from Monday to Friday from 10:00 to 12:30 at the following number: 049 8276373.