Call for the Admission to PhD positions – XL Cycle - a.y. 2024/2025 with the assignment of doctoral scholarships financed by the University, by projects supported by Next Generation EU – NRRP pursuant to M.D. 629 and 630/2024 and other fundings

DEADLINE: 20th JUNE 2024 AT H 12.00 (NOON, CENTRAL EUROPE SUMMER TIME)

GUIDE FOR APPLICANTS

This guide provides technical information for submitting a PhD application through the online platform PICA.

For any academic/scientific information, please, contact the Coordinator of the PhD Program.

Before starting to fill in your application form, you must read thoroughly:

• THE CALL FOR ADMISSION TO PHD PROGRAMS – 40th Cycle - with the assignment of doctoral scholarships financed by the University, by projects supported by Next Generation EU – NRRP pursuant to M.D. 629 and 630/2024 and other fundings

• THE PHD PROGRAM INFORMATION SHEET (ANNEX 1) of the PhD Program you are applying for. This document includes: evaluation criteria, the required documents to be uploaded, the number of available positions and available research projects.

Both documents are available at the webpage Bando XL

1. SUPPORT

For information about selections process: <dottorati@unito.it>

For technical problems, please, use the Support link at the bottom of the application webpage.

Requests sent in a different way from those above-mentioned may not be answered.
2. REGISTRATION AND ACCESS TO THE ONLINE PLATFORM

Applications for the Call for admission to UniTO PhD Programmes - 40th cycle (a.y. 2024/25) can only be submitted through the online application platform.

To directly log into the application webpage, go to:
<https://pica.cineca.it/unito/2024-dott/> and click “Login”.

Italian citizens must login with SPID credentials. Foreign citizens may login with PICA credentials.

Foreign citizens who are not yet registered on PICA must select the item "New Registration", then enter the information required.

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After entering all the information required by the registration procedure, confirm it by clicking on the "New registration" button. The system will send you an email to confirm your registration.
If you do not receive a confirmation email or have any technical problems, please, request support by clicking on the Support link, at the bottom of the webpage.

If you already have credentials, but you need to recover them, please, click on “Forgotten credentials?”

If you access using SPID credentials (mandatory option for Italian citizens), please, select “Università di Torino” among the available options.

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Area Dottorati di Ricerca

After selecting “Università di Torino”, follow the instructions shown by the system to select your SPID digital identity administrator, then approve the transmission via SPID of your personal information (as shown by the system).

**WARNING**: if you access using SPID credentials, your signature is not required when applying, but you still must submit your application.

If you need support while registering or accessing the online platform, please, click on the Support link, at the bottom of the webpage.

**3. HOW TO FILL IN YOUR APPLICATION**

Once the registration and/or the access has been made, you can proceed with filling in your application. After selecting the Call (Selezione pubblica per l’ammissione ai Corsi di Dottorato di Ricerca del XL ciclo / Call for Admission to PhD Positions – 40th Cycle, click on “Gestisci le domande/Manage your applications”.

![Image 7. Manage your application](image)

To start your application, click on the button “Compila una nuova domanda/New submission”, at the bottom left.

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The APPLICATION will consist of the following FIVE SECTIONS:

1. DATI ANAGRAFICI E RECAPITI PERSONALI / PERSONAL DATA
2. DICHIARAZIONI / DECLARATIONS
3. CORSO DI DOTTORATO / PHD PROGRAMME
4. TITOLI ACCADEMICI / ACADEMIC QUALIFICATIONS
5. TITOLI DA ALLEGARE PER LA PRESENTAZIONE DELLA DOMANDA / DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

When you fill in your application form, you can always save data and come back to the platform later. Your application shall be saved and accessible again from the Dashboard or clicking on the menu bar item “My PICA”. To change, supplement or correct your application draft, click on the button “MODIFICA / EDIT”.

SECTION 1 - Dati anagrafici e recapiti personali Personal Data / Personal Data

This section is prefilled with data already entered in the registration procedure; you have consequently to fill in empty fields. If you find any mistake concerning your personal data, please, correct it by accessing "Profilo Utente", in the top right corner of the page.

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WARNING: in order to save the data that you have entered and continue with your application, you must always click on the button “SALVA E PROSEGUI/SAVE AND PROCEED” at the end of each section. If you click directly on “Successiva/Next” instead of “SALVA E PROSEGUI/SAVE AND PROCEED”, data already entered will not be saved.

If the information provided is successfully uploaded, you can proceed to the next section, otherwise error messages will appear, and it will be necessary to correct entered data or include any missing information in mandatory fields.

**SECTION 2 – Dichiarazioni/Declarations**

In the section “DECLARATIONS”, you must provide a few mandatory declarations by ticking the related boxes. In this section, it is also required to upload an identity document. Eligible identity documents are identity card, passport, or driving licence. Finally, where necessary, it is also possible to fill in a request for extra time or assistance during examinations.

**SECTION 3 - Corso di Dottorato/PhD Programme**

In the section “PhD PROGRAMME”, you must select the PhD Programme you want to apply for.

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If you have selected the PhD Programme in Psychological, Anthropological and Educational Sciences, you must also select a curriculum.

After selecting a PhD Programme and a curriculum (if applicable), select the title of the Research Project among those offered by the Programme (if applicable).

![Image 12. Choice of the Project title](image12)

Furthermore, if the Programme provides for the possibility of a specific selection reserved to candidates holding an international degree, you must select one of the two options available in the box “Reserved positions or standard positions”.

![Image 13 - Selection for standard positions or for reserved positions](image13)

After the choice of the PhD Programme, if you request to take the interview online, explain the reason in the related field.

![Image 14. Request for online interview](image14)

SECTION 4 – Titoli Accademici/Admission qualifications

In the section “ADMISSION QUALIFICATIONS”, you have to provide information about your qualification giving access to PhD (See Articles 3 and 4 of the Call for Admission).

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First, according to your status, you must choose among the following 4 options (box “Titoli accademici/Admission qualification”, “Type” drop-down menu):

- Graduate Italian degree or equivalent
- Graduating Italian degree
- Graduate foreign degree
- Graduating foreign degree

After selecting the “Type” of your admission qualification, you must provide the information about the qualification you obtained or are obtaining by filling in the fields of the box “Titoli accademici/Admission qualification”.

In the box “Titolo di studio estero/Foreign awarded degree” (Image 16) you have to:

- Choose among two options: if you have already obtained an official recognition of your second cycle/level 7E.Q.F. foreign/international degree by an Italian University (this means that you have been awarded by an Italian University an Italian degree corresponding to your foreign/international degree), tick the first box; if you have not obtained a certified academic recognition of your foreign degree by an Italian University, tick the second box;

- Upload your Master’s degree (second cycle/level 7 E.Q.F.) documentation (Diploma or Master Certificate, if already achieved; Transcripts of records; Diploma Supplement or ENIC NARIC statements or DoV; ARDI certificate, if applicable).

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In the box “Titolo laurea Triennale/Bachelor” you must enter information about your Bachelor’s degree (first cycle/level 6 E.Q.F.). Furthermore, applicants holding an Italian degree who have not been awarded their second cycle/level 7 E.Q.F. degree yet and applicants holding a foreign/international degree must upload documents concerning their Bachelor’s Degree - first cycle/level 6 E.Q.F. (Diploma and transcripts).

Please, note that according to your status, you must upload documents differently in the specific boxes. If you are:

1) Graduates holding an Italian degree: you don't need to upload any document, but simply enter the required information in the “Titolo di accesso/Admission Qualification” box;

2) Graduates holding a foreign/international degree: you must upload:

- your Master’s degree Diploma and Transcripts (and any supplementary documents such as Diploma Supplement or Declaration of Value or Certificates of Verification and Comparability; ARDI certificates) in the box “Titolo di studio estero/Foreign awarded degree”;
- your Bachelor’s Diploma and transcripts in the box “Titolo Laurea triennale / Bachelor”.

3) Graduating candidates who are obtaining a foreign/international degree: you must upload your Bachelor’s Degree and Bachelor’s and Master’s Transcripts (or Single Cycle Programme transcripts) in the box “Titolo Laurea triennale/Bachelor”;

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4) Graduating candidates who are obtaining an Italian degree: you must upload a self-certification about both Bachelor’s Diploma, Bachelor’s and Master’s (or Single Cycle Degree) Transcripts, specifying grades, ECTS and weighted average.

WARNING: In case of foreign/international qualifications, applicants must upload the documents required by the Call as set in Article 4 of the Call for admission for PhD positions.

SECTION 5 - Titoli da allegare per la presentazione della domanda / Documents to be submitted with the application form

This section allows applicants to upload all the documents required by the Programme Info Sheet (Annex 1) of the PhD Programme for which you are applying, except for reference letters for which a separate procedure is provided (see paragraph 6, p. 15).

In this section, you can provide information and supporting documentation related to:

- CV (Annex 2): please, use the template provided at the page: <https://www.dottorato.unito.it/do/documenti.pl/Show?_id=bxe9>

- PROGETTO DI RICERCA / RESEARCH PROJECT or other document, as specified in the Programme Info Sheet (Annex 1), written by the applicant.

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Please, **read carefully which documents are required by the PhD Programme Info Sheet (Annex 1)** in order to include them in a complete and correct manner. **Files must be uploaded in pdf format and be readable.**

**4. SUBMITTING YOUR APPLICATION**

After filling in your application and uploading all the files required by the Call and by the PhD Programme Information Sheet (Annex 1), the application can be submitted upon the payment of the application fee (except for those cases specified in the Call, see Article 6 of the Call for admission) and after signing of the application.

Click on the button “Verifica/Verify” (Image 18), on the dashboard, in order to allow the system to check that all the mandatory information was entered then click on “Cruscotto/Dashboard” (Image 19) to come back to the list of your applications (draft or to be submitted). After this check, you can proceed with the payment of the application fee by clicking on the button "PAYMENT" (please, see the Art. 6 of the Call).

**If you are exempted from the payment of the application fee**, the button “PAYMENT” will **not be active**. Payment can only be made via Pago PA.

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Image 18. Verify your application and pay

Image 19. Select Cruscotto/Dashboard

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After making the payment, you can click on the button “FIRMA E PRESENTA/SIGN AND SUBMIT” and see your complete application. By clicking on the button “FIRMA/SIGN”, your application is generated in a PDF format and you can proceed to sign it, selecting a signature method among those provided by the platform.

**WARNING:** if you logged in using SPID credentials, you are not required to sign the application (which in any case must be submitted by clicking the specific button). On the top of the page you can verify to be logged with your SPID profile.

**Image 20. Verify your SPID user profile and proceed with submission**

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According to the signature method you choose, you must follow the instructions shown by the system.

If you choose “Handwritten signature” (first option), please, pay attention to correctly upload the PDF file containing your signed application.

You do not have to upload your ID document again, since it was already uploaded in section 2 (“Dichiarazioni/Declarations”).

**Once the PDF file has been uploaded, you must complete your application by clicking on the button “Presenta la domanda/submit the application”**.
Once the procedure has been completed and the electronic application has been submitted, you shall receive an email with a notification of correct transmission. At any time, you can enter the system again, log in with your credentials and see your application and its status from the “MyPICA” button.

5 - CHANGES AND WITHDRAWAL

- If you have submitted your application and already received a confirmation email, you can no longer access your application in order to modify it, but you can only withdraw it by accessing the withdrawal procedure from the dashboard. This allows you to fill in and submit a new application. Furthermore, you can recover the tax payment made for the withdrawn application and use it to pay the tax of the new application (if you are not exempted).

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If you have created a PDF file of your application, but you have still to complete the submission procedure (the signed application has not been uploaded and you have not received an email confirming the application submission), then you must click on the **Support link**, at the bottom of the application webpage, asking to open your application again. Your request must include the reason for your request, your application ID and a copy of your ID document.

Please, note that you can also delete from your Cruscotto/Dashboard applications in draft status by clicking the button “Elimina/Delete”. Applications which require the fee payment (via PagoPA) can be deleted only if the payment is still to be made.

### 6 - REFERENCE LETTERS

If a PhD Programme requires reference letters (see the Programme Info Sheet/Annex 1), after submitting your application, you can invite referees by clicking on the button “Reference Letters”. This button is accessible both from the dashboard and the menu item “My PICA”. You must enter all the information required to send your request to selected referees.

**The referee’s email address must be the institutional one, not the personal one.**

Invited referees will receive your request to fill in a reference letter on the online platform. **Referees can submit their letters until June 20th, 2024, at 11:59 P.M. (Central Europe Summer Time).**

We suggest you inform referees that they will receive your request. When a referee completes and submits the letter, you shall receive a notification email. Anyway, you can always check the status of your request from the dashboard or My PICA.

**Reference letters uploaded directly by applicants or submitted after this deadline or in any other way shall not be taken into consideration.**

If you wish to change your referee, please, send your request by using the Support link at the bottom of the application webpage, specifying your application ID.

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