Call for Admission for PhD positions – 38th Cycle

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 Programme.

Before starting to fill out the application form, it is essential to read thoroughly:

• THE CALL FOR ADMISSION FOR PHD POSITIONS – 38th CYCLE

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

Both documents are available at the webpage Bando XXXVIII ciclo/Submitting your application.

1. REGISTRATION AND ACCESS TO THE ONLINE PLATFORM

Applications for the Call for admission to UniTO PhD Programmes - 38th cycle (a.y. 2022/23) can only be submitted through the online application platform.

To directly log into the application webpage go to https://pica.cineca.it/unito/2021-dott/2022-dott/ and click “Login”.

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
Applicants who **already have SPID credentials** (compulsory for Italian citizens) or **PICA** (for foreign citizens) can directly login, otherwise a registration on PICA is required.

If you **need to register**, please, select the item "**New Registration**", then enter the information required.
After entering all the information required by the registration procedure, confirm it by clicking on "New registration" button. The system shall send you an email to confirm your registration.

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
If you don’t 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?**”

![Image 4. Recover credentials](image)

If you access using **SPID credentials**, please, select “Università di Torino” that you can find among the available options.

---

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
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.

**2. HOW TO FILL IN THE APPLICATION**

Once the registration and/or the access has been made, you can proceed with filling in your application.

After accessing the page “CALL FOR ADMISSION FOR PhD POSITIONS – XXXVIII CYCLE”, click on “Gestisci le domande/Manage your applications”.

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
To start your application, click on the button “Compila una nuova domanda/New submission”, at the bottom left.
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 manu bar item “My PICA”. To change, supplement or correct your application draft, click on the button “**MODIFICA/EDIT**”.

---

**Selezion pubblica per l’ammissione ai corsi di dottorato - Ciclo XXXVIII / Call for Admission for PhD Positions - XXXVIII cycle**

**Apertura / Opening date:** 28-04-2022 10:00  
**Chiusura / Closing date:** 31-05-2022 23:59  
**Cod:** 2022_DOTT

Domicilia in buzza / Draft applications: 1  
Domicilia presentate / Submitted applications: 0

---

*Image 8. Edit your application draft*

---

**Via Bogino, 9 – 10123 Torino**  
e-mail: dottorati@unito.it
Section 1 - Dati anagrafici e recapiti personali / 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 mistakes concerning your personal data, please, correct them by accessing "Profilo Utente", in the top right corner of the page.

**Image 9. User profile**

**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 don’t click on “SALVA E PROSEGUI / SAVE AND PROCEED” but directly on “Successiva / Next” 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 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.

*Image 10. Choice of PhD Programme*

If the PhD Programme includes any curricula, you must then also select one curriculum from those available.

In this section, if the Programme Info Sheet (Annex 1) provides for a specific selection for positions reserved to candidates holding a foreign degree, you have the possibility to choose between two options (selection for standard positions/selection for reserved position).

Furthermore, if the Programme Sheet (Annex 1) provides for the possibility to choose the interview language, you must select one of them from those available in the list.

After the choice of the PhD Programme (and of any curriculum and language, if applicable), if you request to take the interview online, explain the reason in the related field.

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
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 for PhD positions).

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

- Graduated Italian degree or equivalent
- Graduating Italian degree
- Graduated 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” you have to:

- Choose among two options: if you have already obtained an official recognition of your foreign degree by an Italian University (equipollenza), tick the first box; if you have not obtained an official recognition of your foreign degree by an Italian University, tick the second box;

- Upload Master’s degree documentation.

Via Bogino, 9 – 10123 Torino  
e-mail: dottorati@unito.it
As part of your study and research career, you must also provide information about your Bachelor’s degree, filling in the box “Titolo laurea Triennale/Bachelor”. Please, note that according to your status, you must upload documents differently. If you are:

1) a **graduated candidate holding a foreign degree**, you have to upload your Master’s Degree and Transcripts (and any other document related to your Master’s degree) in the box “Titolo di studio estero / Foreign awarded Degree”, while Bachelor’s Degree and transcripts must be uploaded in the Box “Bachelor”;

2) a **graduating candidate** who are obtaining a **foreign degree**, you must upload your Master’s Transcripts, Bachelor’s Degree and Bachelor’s Transcripts **Box “Bachelor”**;

3) a **graduated candidate with an Italian degree** you just have to fill in fields in the box “Admission qualification” but you don’t have to upload any document.
4) a **graduating candidate** who are obtaining an **Italian degree**, you must upload a self-certification about both Bachelor’s and Master’s (or Single Cycle Degree) Transcripts, specifying grades, ECTS and weighted average.

![Image 14. Bachelor’s degree information and uploading Bachelor’s degree and transcripts or self-certification](image)

**WARNING:** In case of qualifications obtained abroad, applicants must upload the documents required by the Call as set in Article 4 of the [Call for admission](#) for PhD positions.

Via Bogino, 9 – 10123 Torino

e-mail: dottorati@unito.it
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 3).

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=m91o

- PROGETTO DI RICERCA / RESEARCH PROJECT

Applicants are strongly advised to read carefully which documents are required by the PhD Programme Info Sheet (Annex 1) they have chosen in order to include them in a complete and correct manner.

Files must be uploaded in pdf format and be readable.

3. 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 for PhD positions) and signing of the application.

Click on the button “Verifica/Verify”, on the dashboard, in order to allow the system to check that all the mandatory information was entered. After this check, you can proceed with the payment of the application fee by clicking on the button “PAYMENT”.

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.

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
After making the payment, you can click on the button “FIRMA E PRESENTA/SIGN AND SUBMIT” and see your complete application. 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).

### MODALITÀ DI FIRMA / SIGNATURE METHOD

![Image 15. Signature method](image)

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

If you choose a **handwritten signature** (first option), please, pay attention to correctly upload the PDF file containing your application.

Via Bogino, 9 – 10123 Torino  
e-mail: dottorati@unito.it
You do not have to upload your ID document, 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”.

Firma manuale / Handwritten signature

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 the application status from MyPICA.

Via Bogino, 9 – 10123 Torino
E-mail: dottorati@unito.it
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, paying the application fee again (if you are not exempted).

- If you have created the PDF file of your application, but you have not completed the submission procedure yet (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.

4- REFERENCE LETTERS

If the PhD Programme requires reference letters (see the Programme Info Sheet/Annex 1), after submitting your application, you can invite referees 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 shall receive your request to fill in a reference letter on the online platform. Referees can submit their letters until May 31st, 2022, at 11:59 P.M. (Italian time).

Reference letters sent after this deadline or in any other way shall not be taken into consideration.

We suggest you inform referees that they will receive your request. When a referee completes and submits the required 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 by applicants 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.

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
5. 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.