

**CALL FOR APPLICATIONS: ADMISSION TO UNITO Ph.D. PROGRAMS -39th CYCLE- A.Y 2023/2024,
WITH SCHOLARSHIPS FUNDED THROUGH NEXT GENERATION EU FUNDS - NRRP PURSUANT TO
M.D. 117/2023 AND M.D. 118/2023 AND OTHER FUNDINGS DEADLINE: 7TH JULY 2023 AT 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 – 39th CYCLE** - with the assignment of doctoral scholarships funded by the University of Turin or by external bodies or under the National Plan of Recovery and Resilience, Mission 4 Component 2 of the NPRR - "From Research to Business", scholarships referred to the Ministerial Decrees n. 117/2023 and n. 118/2023 within the NPRR funded by the European Union (Next Generation EU).

- **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 XXXIX](#).

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.



Image 1. Support link

2. REGISTRATION AND ACCESS TO THE ONLINE PLATFORM

Applications for the Call for admission to UniTO PhD Programmes - 39th cycle (a.y. 2023/24) can only be submitted through the online application platform.

To directly log into the application webpage go to <https://pica.cineca.it/unito/2023-dott/> and click "Login".



Image 2. Page application for the Call for Admission to PhD positions 39th cycle

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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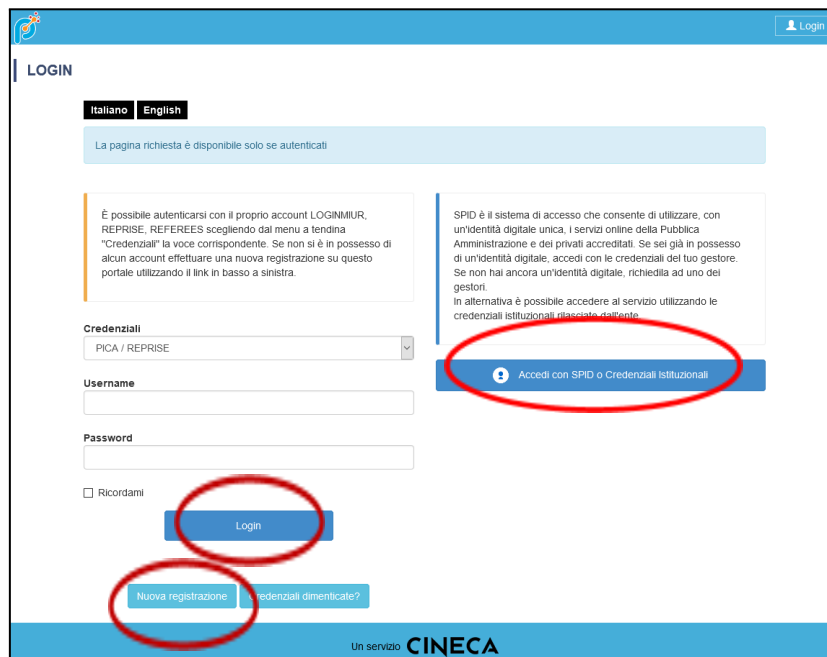


Image 3: Registration and/or Authentication

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.



Image 4. Confirm new registration



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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 already own a loginmiur, reprise or referees account, use it by clicking "loginmiur, reprise or referees" in the menu "credentials". Otherwise, please register on this portal by using the link at the bottom of this page.

Credentials
PICA / REPRISE

Username

Password

☐ Remember me

Log in

New registration **Forgot your credentials?**

Un servizio **CINECA**
Informativa privacy | Informativa cookie

Image 5. Recover credentials

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

Inserire un termine di ricerca / Enter a search term

Ente / Institution: Tutti gli enti / All institutions

Filtra per ente / Filter by institution

 Università di Torino	 Accademia di Belle Arti Lecce	 Accademia di Belle Arti di Firenze
 Accademia di Belle Arti di Venezia	 Accademia di belle arti di Catania	 Agenzia Nazionale per la Meteorologia e Climatologia
 Alma Mater Studiorum Università di Bologna	 CINECA	 Campus BioMedico

Image 6. Select institute option

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.

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 XXXIX ciclo / Call for Admission to PhD Positions – 39th Cycle, click on “**Gestisci le domande/Manage your applications**”.

pubblicato in elenco

SELEZIONE PUBBLICA PER L'AMMISSIONE AI CORSI DI DOTTORATO - CICLO XXXIX / CALL FOR ADMISSION FOR PHD POSITIONS – XXXIX CYCLE

Cod: 2023_DOTT

Modifica testi e banner

Prima di compilare la domanda on line leggere il bando, la scheda informativa del Dottorato e la guida con le istruzioni per la presentazione della domanda disponibili sul sito della Scuola di Dottorato alla pagina [Bando XXXIX ciclo](#)

Per informazioni e supporto di natura amministrativa scrivere a: dottorati@unito.it

Before applying online, please, read the Call, the Programme Information Sheet and the Guide for applicants available on the Doctoral School website at the page [Bando XXXIX ciclo](#)

For administrative support and information please write to: dottorati@unito.it

06-06-2023 12:00 07-07-2023 12:00 Dottorati di ricerca

GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS >

BACKOFFICE >

GESTISCI COMMISSIONI >

Image 7. Manage your application

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



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Domanda Id: 781724 eliminata

Domande in bozza / Draft applications: 0
Domande presentate / Submitted applications: 0

Compila una nuova domanda / New submission

Lettere di referenza / Reference letters

Per problemi di natura tecnica / For technical problems: [supporto / support](#)

Per informazioni e supporto di natura amministrativa, fare riferimento ai contatti indicati per ogni singola procedura selettiva / For information and administrative problems, please follow up the indications in the call.

Image 8. Submitting your application

The **APPLICATION** will consist of the following **SIX 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**”.

Domande in bozza / Draft applications: 1
Domande presentate / Submitted applications: 0

Id: 637906 IN BOZZA / DRAFT

Modifica/Edit Verifica/Verify Paga/Payment Firma e Presenta/Sign and Submit

Ultimo aggiornamento / Last update: non compilata / blank

Compila una nuova domanda / New submission

Image 9. Edit your application draft

e-mail: dottorati@unito.it

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 mistakes concerning your personal data, please, correct them by accessing "**Profilo Utente**", in the top right corner of the page.

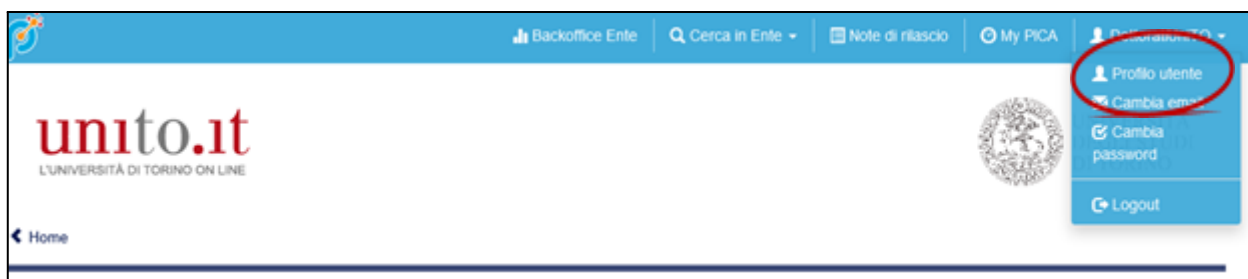


Image 10. User profile

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 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.

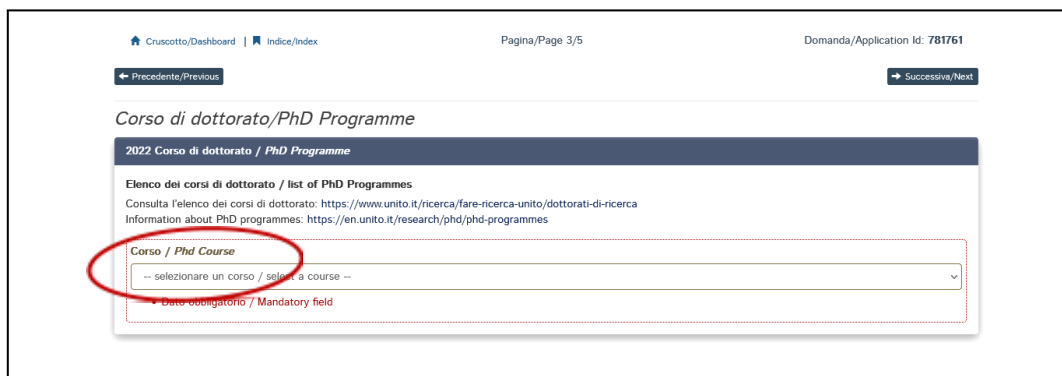


Image 11. Choice of PhD Programme

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

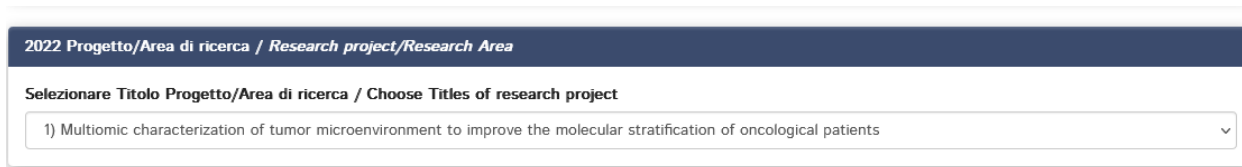


Image 12. Choice of the Project title

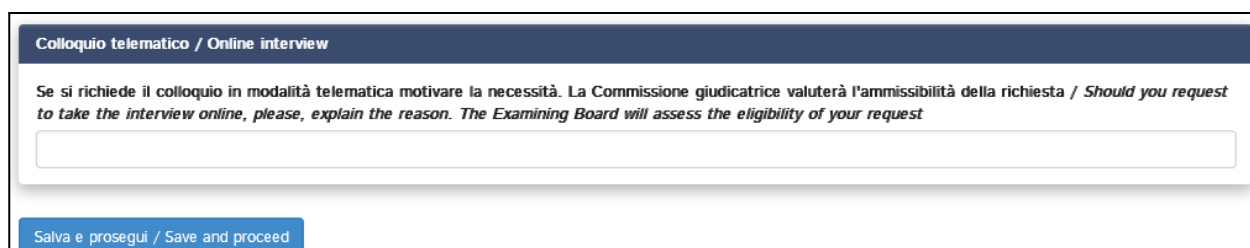
Furthermore, if the Programme provides for the possibility of a specific selection reserved to candidates holding a foreign degree, you must select one of the two options available in the box “Reserved positions or standard positions”.



Figura 13 - Selection for standard positions or for reserved positions

Please, note that, if you apply for the Programme in “Law, the Individual and the Market”, you have to select one or more typologies of selection among those listed.

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



The screenshot shows a web form titled "Colloquio telematico / Online interview". Below the title, there is a text prompt in Italian and English: "Se si richiede il colloquio in modalità telematica motivare la necessità. La Commissione giudicatrice valuterà l'ammissibilità della richiesta / Should you request to take the interview online, please, explain the reason. The Examining Board will assess the eligibility of your request". Below this text is a large, empty text input field. At the bottom left of the form is a blue button labeled "Salva e prosegui / Save and proceed".

Image 14. Request for online interview

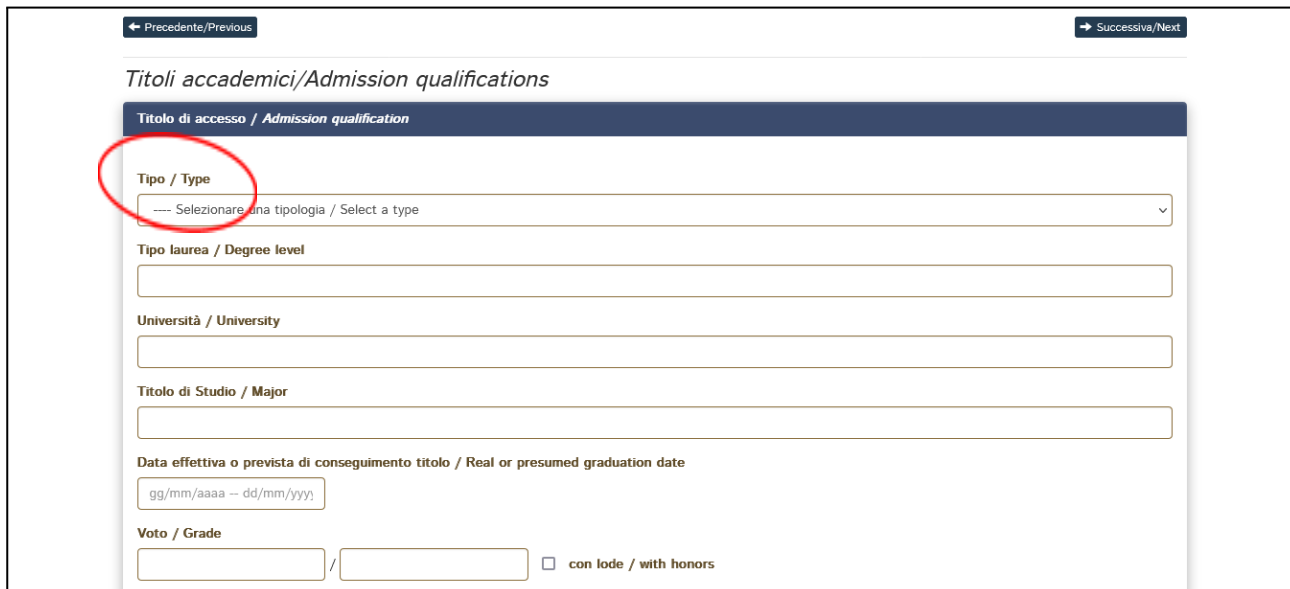
SECTION 4 – Titoli Accademici/Admission qualifications

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](#)).

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**”.



← Precedente/Previous

→ Successiva/Next

Titoli accademici/Admission qualifications

Titolo di accesso / Admission qualification

Tipo / Type
 ---- Selezionare una tipologia / Select a type

Tipo laurea / Degree level

Università / University

Titolo di Studio / Major

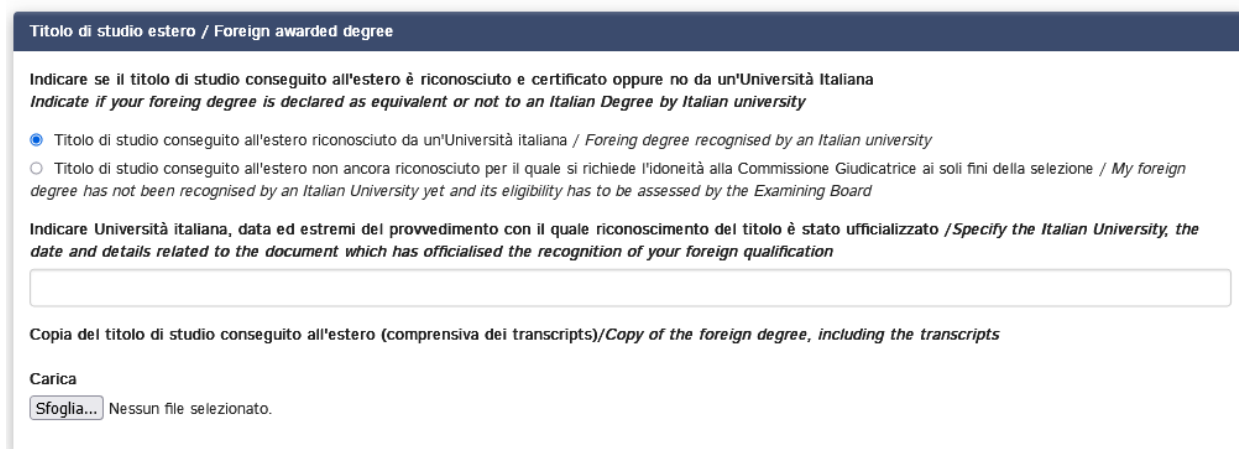
Data effettiva o prevista di conseguimento titolo / Real or presumed graduation date
 gg/mm/aaaa -- dd/mm/yyyy

Voto / Grade
 _____ / _____ ☐ con lode / with honors

Image 15: Choice of qualification type for admission

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 foreign degree by an Italian University (this means that you have been awarded by an Italian University an Italian degree corresponding to your foreign degree), tick the first box; if you have not obtained a certified recognition of your foreign degree by an Italian University, tick the second box;
- Upload Master’s degree documentation (Diploma or Master Certificate, if already achieved; Transcripts of records; DoV or Diploma Supplement or ENIC NARIC statements).



Titolo di studio estero / Foreign awarded degree

Indicare se il titolo di studio conseguito all'estero è riconosciuto e certificato oppure no da un'Università Italiana
 Indicate if your foreign degree is declared as equivalent or not to an Italian Degree by Italian university

☒ Titolo di studio conseguito all'estero riconosciuto da un'Università italiana / Foreign degree recognised by an Italian university
☐ Titolo di studio conseguito all'estero non ancora riconosciuto per il quale si richiede l'idoneità alla Commissione Giudicatrice ai soli fini della selezione / My foreign degree has not been recognised by an Italian University yet and its eligibility has to be assessed by the Examining Board

Indicare Università italiana, data ed estremi del provvedimento con il quale riconoscimento del titolo è stato ufficializzato / Specify the Italian University, the date and details related to the document which has officialised the recognition of your foreign qualification

Copia del titolo di studio conseguito all'estero (comprensiva dei transcripts)/Copy of the foreign degree, including the transcripts

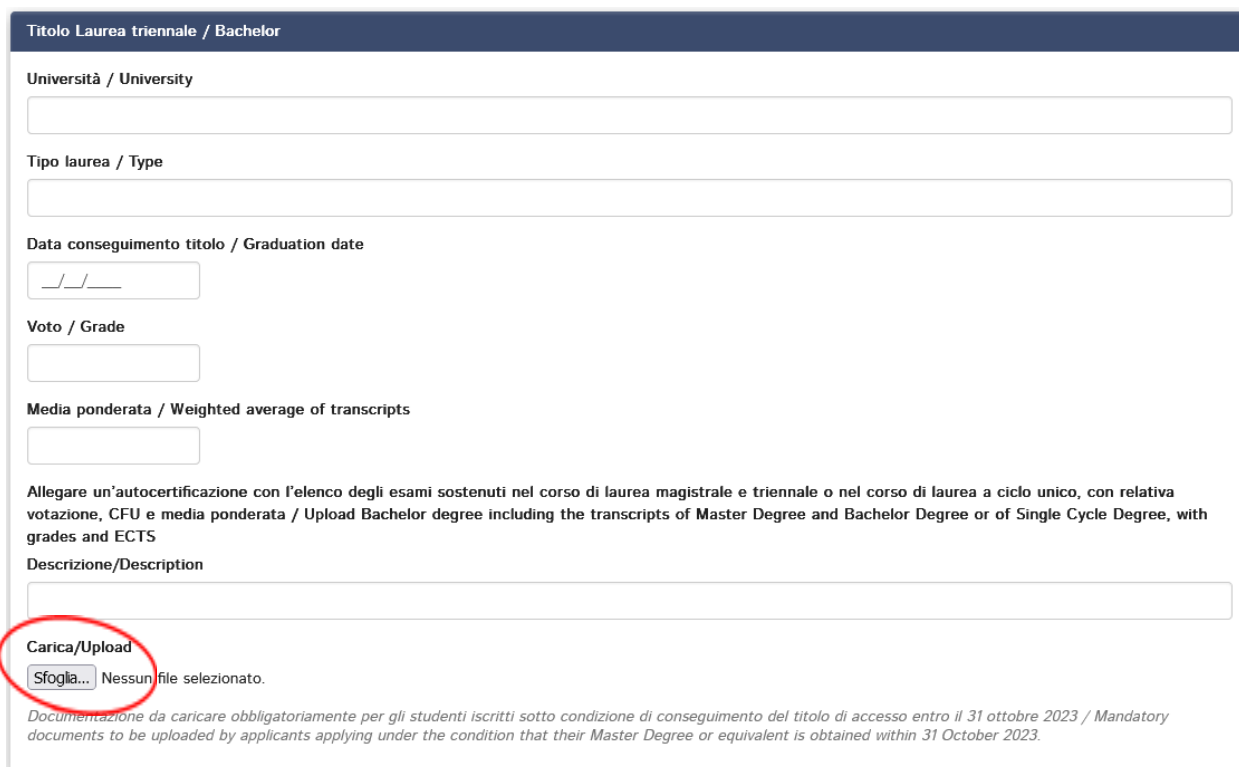
Carica
 Sfoglia... Nessun file selezionato.

Image 16. Foreign awarded degree (Uploading Master’s documentation)

In the box **“Titolo laurea Triennale/Bachelor”** you must enter information about your Bachelor’s degree. Furthermore, applicants who have not been awarded their second cycle degree yet must upload documents concerning their Bachelor’s Degree.

Please, **note that** according to your status, you must upload documents differently. If you are:

- 1) a **graduating candidate** who is obtaining a **foreign degree**, you must upload your Bachelor’s Degree and Bachelor’s Transcripts;
- 2) a **graduating candidate** who is 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.



Titolo Laurea triennale / Bachelor

Università / University

Tipo laurea / Type

Data conseguimento titolo / Graduation date

Voto / Grade

Media ponderata / Weighted average of transcripts

Allegare un'autocertificazione con l'elenco degli esami sostenuti nel corso di laurea magistrale e triennale o nel corso di laurea a ciclo unico, con relativa votazione, CFU e media ponderata / Upload Bachelor degree including the transcripts of Master Degree and Bachelor Degree or of Single Cycle Degree, with grades and ECTS

Descrizione/Description

Carica/Upload

Sfogliare... Nessun file selezionato.

Documentazione da caricare obbligatoriamente per gli studenti iscritti sotto condizione di conseguimento del titolo di accesso entro il 31 ottobre 2023 / Mandatory documents to be uploaded by applicants applying under the condition that their Master Degree or equivalent is obtained within 31 October 2023.

Image 17. Bachelor's degree information and uploading Bachelor's degree and transcripts or self-certification



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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.

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. 16).

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=3mdi
- PROGETTO DI RICERCA / RESEARCH PROJECT or other document, as specified in the Programme Info Sheet (Annex 1), written by the applicant.
-

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 may 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](#)).

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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**.

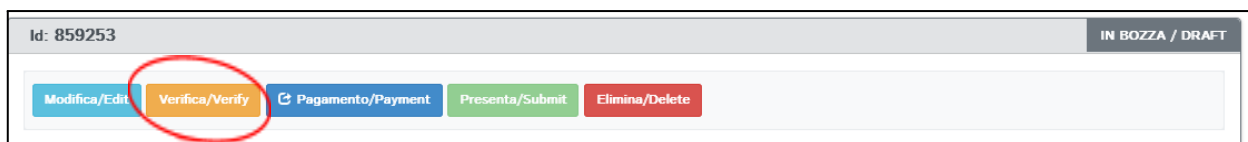
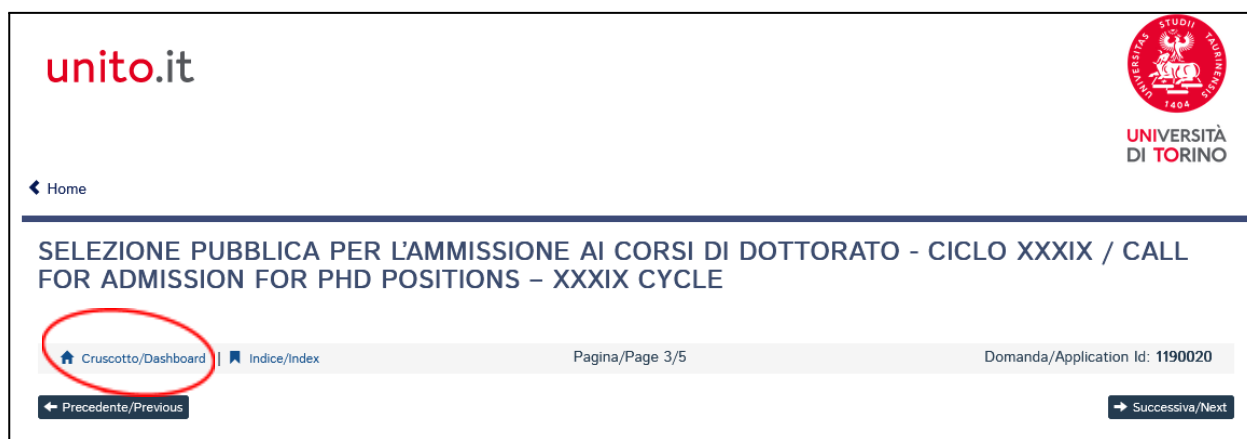


Image 18. Verify your application



19. Select Cruscotto/Dashboard

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.



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Home

Domande in bozza / Draft applications: 2
Domande da firmare / Unsigned application: 1
Domande presentate / Submitted applications: 1

Id: 856188 **PRESENTATA / SUBMITTED**

[Modifica/Edit](#) [Visualizza/View](#) [Pagamento/Payment](#) [Ritira/Withdraw](#)

PDF

[PDF domanda/Application PDF](#) Autenticato SPID: firma digitale non richiesta /SPID authentication: digital signature not needed

ultimo aggiornamento / Last update: 2022-06-24 10:40:58

Id: 856228 **DA PRESENTARE / READY FOR SUBMISSION**

[Modifica/Edit](#) [Visualizza/View](#) [Pagamento/Payment](#) [Presenta/Submit](#)

PDF

[PDF domanda/Application PDF](#)

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

e-mail: dottorati@unito.it

MODALITÀ DI FIRMA / SIGNATURE METHOD

[Cruscotto/Dashboard](#) Domanda/Application Id: 525667

Il sistema supporta le seguenti modalità / The following options are available:

Firma il documento manualmente / Handwritten Signature

Per firmare manualmente il documento è necessario scaricare il PDF del documento sul proprio computer, stamparlo, firmarlo manualmente, effettuarne la scansione in un file PDF e caricare quest'ultimo sul sito. / To sign manually the document, you need to download the pdf file of the application, print it, sign it in original, scan it in a pdf file and upload it again on the website.

ATTENZIONE: la scansione, oltre alle pagine della domanda, dovrà contenere nell'ultima pagina la copia di un documento di identità in corso di validità (questo passaggio non è necessario se la copia del documento di identità è stata inserita tra gli allegati alla domanda) / WATCH OUT: the copy of a valid identity document must be included as the last page of the scanned pdf, after the application form pages (this step can be dispensed with if a copy of the document was uploaded as an attachment of the application form)

Firma il documento sul server ConFirma / Sign the application on the server using ConFirma service

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) compatibile con il servizio ConFirma. Dopo la firma sarà possibile scaricare il PDF firmato / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification authority) compatible with ConFirma service. After signing, applicants can download the signed pdf application

Firma digitalmente il documento sul tuo personal computer / Sign the application digitally on your pc.

Per firmare digitalmente il documento è necessario avere una dotazione hardware (ad esempio smart card o dispositivo USB con certificato digitale di sottoscrizione rilasciato da un Certificatore accreditato) o software di firma digitale con cui generare, a partire dal file PDF del documento scaricato da questo sito, il file firmato in formato pdf.p7m da ricaricare sul sito stesso / In order to sign digitally the application it is necessary to have an hardware (e.g. smart card or USB with digital signature certificate issued by an approved certification authority) or a software for digital signatures in order to create a pdf.p7m file from the pdf file downloaded from this site. The pdf.p7m file must be uploaded in the website again

Image 21. Signature method

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”.



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FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Handwritten Signature

- 1 Scaricare (download) la form già compilata / Download your filled-in form
[Scarica PDF / Download PDF](#)
- 2 Stampare la domanda / Print out the application
- 3 Firmare in modo leggibile con inchiostro scuro l'ultima pagina della domanda stampata / Sign the last page of the printed application legibly, with dark ink
- 4 Effettuare la scansione, in un unico file PDF, della domanda firmata e del documento d'identità fronte/retro / Scan your signed application and your identity document (both sides), within a single PDF document **N.B.** Il documento d'identità non è necessario se già caricato all'interno della domanda / The identity document is not required if already uploaded in the application form
- 5 Effettuare l'upload del file PDF / Upload the PDF document
[Sfoglia...](#) Nessun file selezionato.

[Presenta la domanda / Submit the application](#)

[Torna alla scelta della modalità di firma / Back to the choice of signature method](#)

Image 22. Submit your 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.

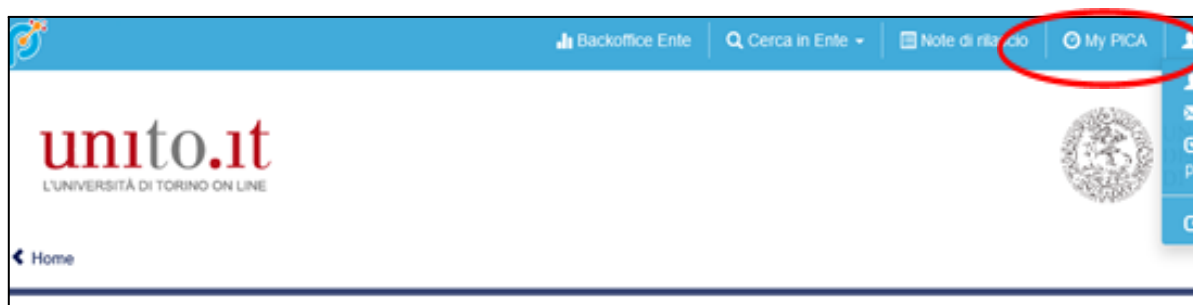


Image 23. MyPICA

e-mail: dottorati@unito.it



Area Dottorati di Ricerca

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).

- 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 the 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.



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A screenshot of the 'Area Dottorati di Ricerca' dashboard. At the top, there is a header bar with the application ID '217886', the status 'in bozza/draft', and 'non compilata/blank'. Below this are four buttons: 'Modifica/Edit' (blue), 'Verifica/Verify' (orange), 'Pagamento/Payment' (blue with a credit card icon), and 'Firma e Presenta/Sign and Submit' (green). Below the header bar, there are two more buttons: 'Compila una nuova domanda / New submission' (green) and 'Lettere di referenza / Reference letters' (blue). The 'Lettere di referenza / Reference letters' button is circled in red.

Image 24. Request a letter of reference

Invited referees will receive your request to fill in a reference letter on the online platform. Referees can submit their letters until July 7th, 2023, at 11:59 P.M. (Italian 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.