

Direzione Ricerca e Terza Missione Area Ricerca – Sezione Dottorati di Ricerca

# Calls for Admission -additional positions PhD Programs (Cycle XXXVII), a.y. 21/22 - Innovation and Green Topics

#### **GUIDELINES FOR APPLICANTS**

This guide provides technical information for submitting a PhD application via 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 37th CYCLE
- THE PHD PROGRAMME SHEET (ANNEX 1) of the PhD Programme for which you are applying. This document includes: evaluation criteria, the required documents to be uploaded, the number of available positions and available research projects or topics.
- THE PROJECTS INFORMATION SHEET: including detailed information about research topics, available clicking on the PhD Programme you are interested in.

All documents are available at the webpage <u>Calls for Admission -additional positions PhD Programs</u> (<u>Cycle XXXVII</u>), a.y. 21/22 - <u>Innovation and Green Topics</u>.

#### 1. REGISTRATION AND ACCESS TO THE ONLINE PLATFORM

Applications for the Call for admission to PhD Programmes can only be submitted via the online application platform.

To directly log into the application page for applying for additional PhD positions on Innovation topics, 37<sup>th</sup> cycle, go to <a href="https://pica.cineca.it/unito/2021-dott-innovazione/">https://pica.cineca.it/unito/2021-dott-innovazione/</a> and click "Login".

To directly log into the application page for applying for additional PhD positions on Green topics, 37<sup>th</sup> cycle, go to <a href="https://pica.cineca.it/unito/2021-dott-green/">https://pica.cineca.it/unito/2021-dott-green/</a> and click "Login".



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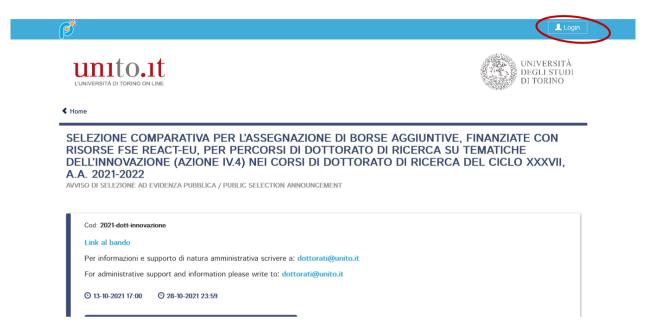
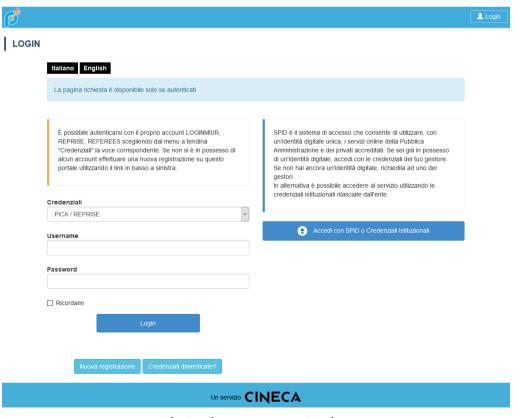


Image 1: page application for the Call for Admission to PhD additional positions 37th cycle

Applicants who **already have LOGINMIUR**, **PICA** or **SPID** credentials can directly log in, otherwise a registration on PICA is required.





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Image 2: Registration and authentication

If you **need to register**, please, select, from the button "Login", the item "**New Registration**", then enter the data requested by the system.

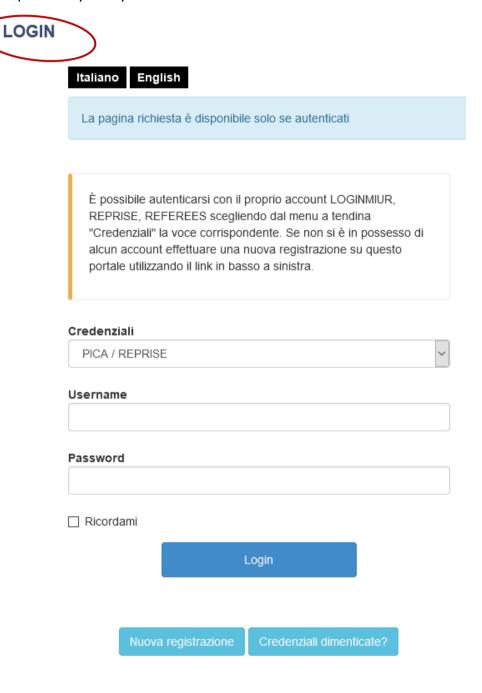


Image 3: Registration for a new user



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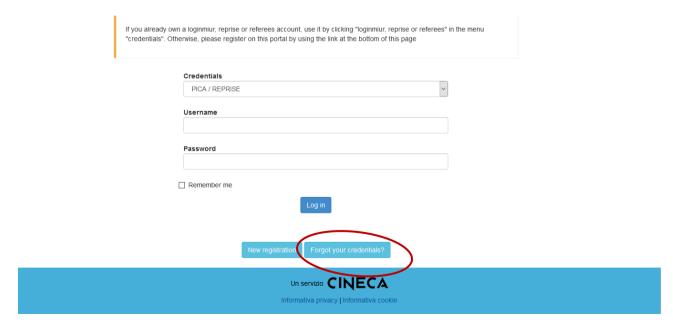
After entering all the data required by the registration procedure, click on "**New registration**" button. The system shall send you an email to confirm your registration.



Image 4. Confirm new registration

If you don't receive a confirmation email or can't display it, please, write to: unitorino@cineca.it

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





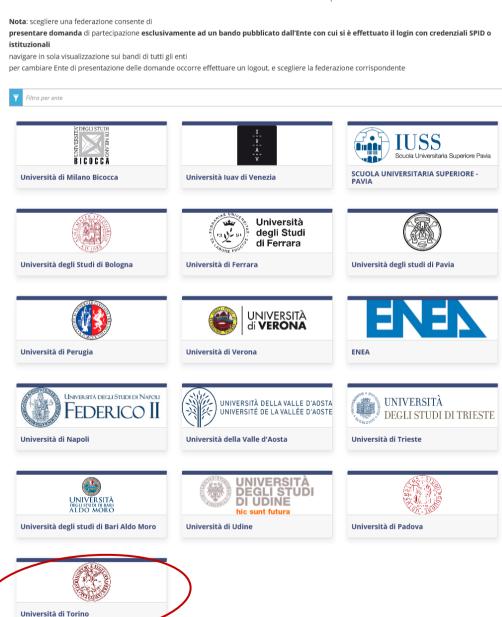
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Image 5. Recover credentials

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

WARNING: if you access using SPID credentials, your signature is not required when applying.

Seleziona una delle federazioni disponibili





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#### Image 6. Select institution

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

**If you hold LOGINMIUR credentials**, please, select LOGINMIUR from the CREDENTIALS drop-down menu and enteryour LOGINMIUR credentials.

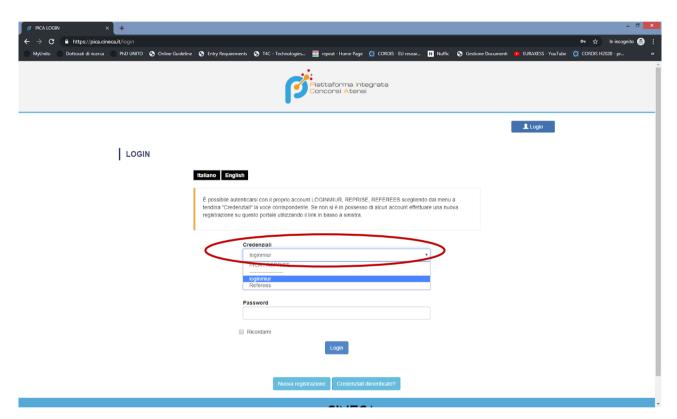


Image 7. Access to platform by using LOGINMIUR credentials

If you need support while registering or accessing the online platform, please, write to: <a href="mailto:unitorino@cineca.it">unitorino@cineca.it</a>

#### 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.



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After accessing the page "Calls for Admission -additional positions PhD Programs (Cycle XXXVII), a.y. 21/22 – Innovation/Green Topics", click on "Gestisci le tue domande/Manage your applications".

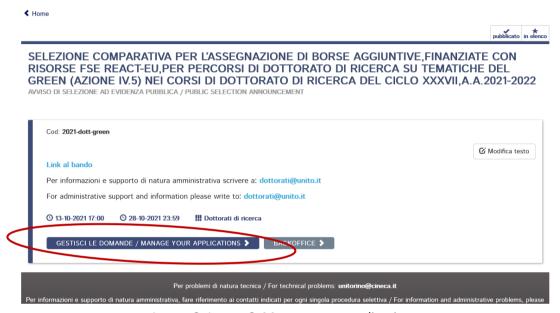


Image 8. Image 8. Manage your applications

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

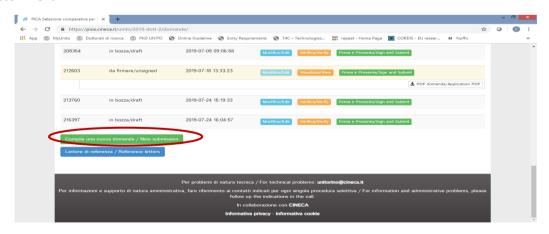


Image 9. Submitting your application

The **APPLICATION** will consist of the following **FIVE SECTIONS**:

- 1. DATI ANAGRAFICI E RECAPITI PERSONALI/PERSONAL DATA
- 2. DICHIARAZIONI/DECLARATIONS



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- 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".



Image 10. Edit your application draft

#### Section 1 - 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/User profile", in the top right corner of the page.



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Image 11. User profile

WARNING: in order to save 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 only click "NEXT", entered data won't be saved.

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

#### SECTION 2 - Declarations

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



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#### **SECTION 3 - PhD Programme**

In the section "PhD PROGRAMMES", you must select the **PhD Programme** for which you want to apply.

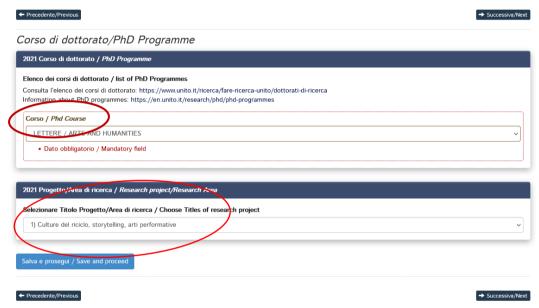


Image 12. Choice of PhD Programme and Research Project

After the choice of the PhD Programme, you must select the title of the research project among those available (which are also specified in the Programme sheet/Annex 1 and in the Projects Information Sheet).

#### **SECTION 4 – 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 <u>Call for Admission for PhD positions</u>).

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



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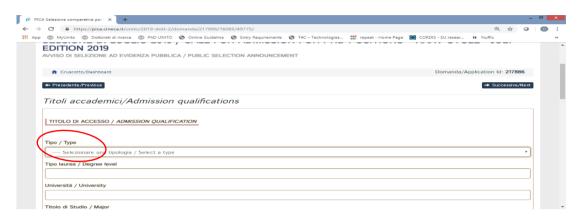


Image 14: Choice of qualification type for admission

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 <u>have already obtained an official recognition</u> of your foreign degree by an Italian University (equipollenza), tick the first box; if you <u>have not obtained an official recognition</u> of your foreign degree by an Italian University, tick the second box;
- Upload Master's degree documentation.

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:

- 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 "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 have to upload your Master's Transcripts in the box "**Foreign awarded Degree**", while Bachelor's Degree and Transcripts must be uploaded in the Box "Bachelor";



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- 3) a **graduated candidate with an Italian degree** you must only 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.

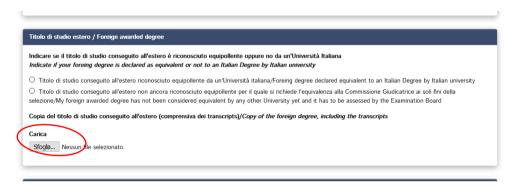


Image 15. Foreign awarded degree (Uploading Master's documentation)

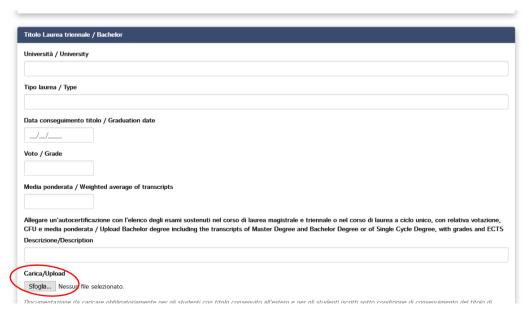


Image 16. Bachelor's degree information and uploading Bachelor's degree and transcripts or selfcertification



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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 <u>Call for admission</u> for PhD positions.

For any doubts about documents to upload and/or how to upload them, please, read <u>FAQs</u> (Submitting your application).

#### SECTION 5 - Documents to be submitted with the application form

This section allows applicants to upload all the documents required by the Info Sheet (Annex 1) of the PhD Programme for which you are applying.

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

- CV/Annex 2 (using the template provided at the page: https://www.dottorato.unito.it/do/documenti.pl/Show? id=ipbo)
- PROGETTO DI RICERCA / RESEARCH PROJECT (if the PhD Programme for which you are applying requires a motivation letter, you can attach it within the same file)

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 allows 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". Payment can only be made via Pago PA.



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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. 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.

#### 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 oder 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 oder 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 17. Signature method

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

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

You don't have to upload again your ID document, since it was already uploaded in section 2 ("Dichiarazioni/Declarations").

Once the PDF file has been uploaded, you can complete the application procedure by clicking on the button "Presenta la domanda/submit the application".



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Should have access the application using SPID credentials, you don't have to sign it, but you have to submit it an<u>yway.</u>



Image 18: 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.

Please, verify that your application is properly submitted.

#### **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 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 therefore you have not received an email confirming the application submission), then you can write to <a href="mailto:unitorino@cineca.it">unitorino@cineca.it</a> asking to open your application again. Your request must include the reason of your request, your application ID and a copy of your ID document.



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#### **5. SUPPORT**

For information about selections process: dottorati@unito.it

For technical problems: unitorino@cineca.it

Emails sent to addresses different from those above-mentioned may not be answered.