



UNIVERSITÀ DEGLI STUDI DI TORINO

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

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, 37th cycle, go to <https://pica.cineca.it/unito/2021-dott-innovazione/> and click “Login”.

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



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Login

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Home

SELEZIONE COMPARATIVA PER L'ASSEGNAZIONE DI BORSE AGGIUNTIVE, FINANZIATE CON RISORSE FSE REACT-EU, PER PERCORSI DI DOTTORATO DI RICERCA SU TEMATICHE DELL'INNOVAZIONE (AZIONE IV.4) NEI CORSI DI DOTTORATO DI RICERCA DEL CICLO XXXVII, A.A. 2021-2022

AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA / PUBLIC SELECTION ANNOUNCEMENT

Cod: 2021-dott-innovazione

[Link al bando](#)

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

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

13-10-2021 17:00 28-10-2021 23:59

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.

The screenshot shows the LOGIN page on the unito.it website. At the top right, there is a 'Login' button. Below the header, the word 'LOGIN' is displayed. There are two language tabs: 'Italiano' (selected) and 'English'. A light blue message box states: 'La pagina richiesta è disponibile solo se autenticati'. Below this, there are two informational boxes. The left one explains that users can log in with LOGINMIUR, REPRIS, REFERENCEES, or 'Credenziali' and provides instructions for new registrations. The right one describes SPID as a digital identity system and provides instructions for using institutional credentials. Below these boxes are input fields for 'Credenziali' (a dropdown menu currently showing 'PICA / REPRIS'), 'Username', and 'Password'. There is a 'Ricordami' checkbox and a 'Login' button. At the bottom, there are links for 'Nuova registrazione' and 'Credenziali dimenticate?'. The footer includes the text 'Un servizio CINECA'.

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



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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.



Italiano English

La pagina richiesta è disponibile solo se autenticati

È possibile autenticarsi con il proprio account LOGINMIUR, REPRISE, REFEREES scegliendo dal menu a tendina "Credenziali" la voce corrispondente. Se non si è in possesso di alcun account effettuare una nuova registrazione su questo portale utilizzando il link in basso a sinistra.

Credenziali

PICA / REPRISE

Username

Password

Ricordami

Login

Nuova registrazione

Credenziali dimenticate?

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.

Cellulare

- Autorizzo l'invio all'indirizzo di posta elettronica da me indicato di comunicazioni tecniche di servizio legate all'utilizzo del portale e dei servizi in esso disponibili.
- Dichiaro di avere preso visione dell'[informativa](#) fornita dal Titolare del trattamento ai sensi dell'art. 13 del Regolamento UE 2016/679 sulla protezione dei dati personali

Nuova registrazione

Cancella campi

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?**"

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](#)

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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

Nota: scegliere una federazione consente di presentare domanda di partecipazione esclusivamente ad un bando pubblicato dall'Ente con cui si è effettuato il login con credenziali SPID o istituzionali
navigare in sola visualizzazione sui bandi di tutti gli enti
per cambiare Ente di presentazione delle domande occorre effettuare un logout, e scegliere la federazione corrispondente

Filtra per ente

 Università di Milano Bicocca	 Università Iuav di Venezia	 SCUOLA UNIVERSITARIA SUPERIORE - PAVIA
 Università degli Studi di Bologna	 Università di Ferrara	 Università degli studi di Pavia
 Università di Perugia	 Università di Verona	 ENEA
 Università di Napoli	 Università della Valle d'Aosta	 Università di Trieste
 Università degli studi di Bari Aldo Moro	 Università di Udine	 Università di Padova
 Università di Torino		

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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 enter your LOGINMIUR credentials.

The screenshot shows a web browser window with the URL <https://pica.cineca.it/login>. The page header includes the logo for "Piattaforma Integrata Concorsi Atenei". The main content area is titled "LOGIN" and features a language selector for "Italiano" and "English". A text box explains that users can authenticate with their LOGINMIUR, REPRISE, or REFEREES accounts. Below this, there is a "Credenziali" dropdown menu with "loginmiur" selected and highlighted in blue. Other options visible are "PICA/REPRISE" and "Referrees". Below the dropdown is a "Password" input field, a "Ricordami" checkbox, and a "Login" button. At the bottom, there are links for "Nuova registrazione" and "Credenziali dimenticate?".

Image 7. Access to platform by using LOGINMIUR credentials

If you need support while registering or accessing the online platform, please, write to: unitorino@cinca.it

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”.

Home

publicato in elenco

SELEZIONE COMPARATIVA PER L'ASSEGNAZIONE DI BORSE AGGIUNTIVE, FINANZIATE CON RISORSE FSE REACT-EU, PER PERCORSI DI DOTTORATO DI RICERCA SU TEMATICHE DEL GREEN (AZIONE IV.5) NEI CORSI DI DOTTORATO DI RICERCA DEL CICLO XXXVII, A.A. 2021-2022
AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA / PUBLIC SELECTION ANNOUNCEMENT

Cod: 2021-dott-green

Link al bando

Per informazioni e supporto di natura amministrativa scrivere a: dottorati@unito.it
For administrative support and information please write to: dottorati@unito.it

13-10-2021 17:00 28-10-2021 23:59 Dottorati di ricerca

GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS

Per problemi di natura tecnica / For technical problems: unitorino@cineca.it
Per informazioni e supporto di natura amministrativa, fare riferimento ai contatti indicati per ogni singola procedura selettiva / For information and administrative problems, please

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.

PICA Selezione comparativa per

https://pica.cineca.it/unito/2019-dott-2/domande/

ID	Stato	Data	Modifica/Edit	Verifica/Verify	Firma e Presenta/Sign and Submit
208354	in bozza/draft	2019-07-09 09:06:58	Modifica/Edit	Verifica/Verify	Firma e Presenta/Sign and Submit
212603	da firmare/unsigned	2019-07-18 13:33:23	Modifica/Edit	Visualizza/View	Firma e Presenta/Sign and Submit
213760	in bozza/draft	2019-07-24 15:19:33	Modifica/Edit	Verifica/Verify	Firma e Presenta/Sign and Submit
216397	in bozza/draft	2019-07-24 16:04:57	Modifica/Edit	Verifica/Verify	Firma e Presenta/Sign and Submit

Compila una nuova domanda / New submission

Lettere di referenza / Reference letters

Per problemi di natura tecnica / For technical problems: unitorino@cineca.it
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.
In collaborazione con CINECA
Informativa privacy - Informativa cookie

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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Backoffice Ente | Cerca in Ente | Note di rilascio | My PICA | Dottorati@unito

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Profilo utente
Cambia email
Cambia password
Logout

SELEZIONE COMPARATIVA PER L'AMMISSIONE AI CORSI DI DOTTORATO - CICLO XXXVII / CALL FOR ADMISSION FOR PHD POSITIONS - XXXVII CYCLE
AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA / PUBLIC SELECTION ANNOUNCEMENT

Cruscotto/Dashboard | Indice/Index | Pagina/Page 1/5 | Domanda/Application Id: 525667

Successiva/Next

Dati anagrafici e recapiti / Personal data

Dati anagrafici / Personal Data

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.

The screenshot shows a web form for selecting a PhD programme and research project. At the top, there are navigation buttons: "← Precedente/Previous" on the left and "→ Successiva/Next" on the right. The main heading is "Corso di dottorato/PhD Programme". Below this, there is a section titled "2021 Corso di dottorato / PhD Programme" with the sub-heading "Elenco dei corsi di dottorato / list of PhD Programmes". It includes two links: "Consulta l'elenco dei corsi di dottorato: https://www.unito.it/ricerca/fare-ricerca-unito/dottorati-di-ricerca" and "Information about PhD programmes: https://en.unito.it/research/phd/phd-programmes". A dropdown menu labeled "Corso / Phd Course" is highlighted with a red circle and contains the option "LETTERE / ARTS AND HUMANITIES". Below the dropdown, a red asterisk indicates a mandatory field: "• Dato obbligatorio / Mandatory field". The next section is titled "2021 Progetto/Area di ricerca / Research project/Research Area" with the sub-heading "Selezionare Titolo Progetto/Area di ricerca / Choose Titles of research project". A dropdown menu is highlighted with a red circle and contains the option "1) Culture del riciclo, storytelling, arti performative". At the bottom of this section is a blue button labeled "Salva e prosegui / Save and proceed". The form concludes with the same navigation buttons as the top: "← Precedente/Previous" and "→ Successiva/Next".

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 [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



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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 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.

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 “**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.

Titolo di studio estero / Foreign awarded degree

Indicare se il titolo di studio conseguito all'estero è riconosciuto equipollente 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 equipollente da un'Università italiana/Foreign degree declared equivalent to an Italian Degree by Italian university

Titolo di studio conseguito all'estero non ancora riconosciuto equipollente per il quale si richiede l'equivalenza alla Commissione Giudicatrice ai soli fini della selezione/My foreign awarded degree has not been considered equivalent by any other University yet and it has to be assessed by the Examination Board

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

Carica
Sfogli... Nessun file selezionato.

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

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
Sfogli... Nessun file selezionato.

Documentazione da caricare obbligatoriamente per gli studenti con titolo conseguito all'estero e per gli studenti iscritti sotto condizione di conseguimento del titolo di

Image 16. 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.

For any doubts about documents to upload and/or how to upload them, please, read [FAQs](#) (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 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**”. 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 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 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 anyway.

FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Handwritten Signature

- 1 Scaricare (download) la form già compilata / Download your filled-in form
- 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
 Nessun file selezionato.

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 unitorino@cineca.it 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.