



# UNIVERSITÀ DEGLI STUDI DI TORINO

## ONLINE APPLICATION GUIDELINES

This guide aims at helping you when submitting your application within the online platform of the Call for Admission to PhD positions.

As far as PhD Programmes in partnership with other universities are concerned, we strongly suggest you to refer to the specific Call to get the right information about documents to be uploaded.

Read these guidelines carefully and have them with you when you start your online application.

Before you start:

1. Read **carefully** the **Call for Admission** and the **PhD Programme Information Sheet (Annex 4)** so that you know in advance what documentation you will need to upload.
2. The online application may take some minutes. Please take your time to complete it but remember that if you remain too long on a section the data may not be registered and the system may interrupt the procedure. Then you will need to start again from the last section you confirmed.
3. Submit one application for each PhD Programme you wish to apply for.
4. Fill in the **Application form** (ANNEX 1) with all the required information **before** you start the online procedure (one **Application form** for each PhD Programme). **For the PhD Programme in "Bioengineering and medical and surgical sciences" and in "Pure and applied Mathematics", please consider that a different application procedure apply and Application Form is different. We suggest to visit the specific PhD programme page.**
5. **International qualifications:** you will need to submit electronic/scanned copies of the original (or certified true copies) of your documentation: Bachelor's and Master's Degrees, Bachelor's and Master's transcripts and any other documents such as the "*Dichiarazione di valore in loco*" or Diploma Supplement, listed on the Call) **for each application you submit.**
6. During the application process (i.e. before you confirm and submit by clicking on the button "*Close the application procedure*" – see section F below) and within the deadline, the **only way to modify any data** is to cancel the whole application. To do so log out and then log in, click on "**Enrolment**" and "**Admission Exam**" (see point 1 below). Then select the last open section you have completed and click on "**Cancel**". This allows you to cancel your application and start a new one from the very beginning.

After you close the application procedure, (e.g., once you confirmed and submitted the whole application) **you can only delete or add documents** (see section F below). You cannot cancel or modify the data of the whole application.



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7. Should you have any technical problem with the application please contact the **HELP AND SUPPORT Service**: <http://en.unito.it/services/online-services/help-and-support>

Or the **University PhD Office**, e-mail: [dottorati@unito.it](mailto:dottorati@unito.it), well in advance before the deadline.



# UNIVERSITÀ DEGLI STUDI DI TORINO

## REGISTER AND CREATE A NEW USER ACCOUNT AT UNITO

To participate into the Call for admission and submit your application you need to be registered with the UNITO website <https://www.unito.it/> or <https://en.unito.it/> (English Version).

To access the website, click on **Login – MyUnito** (on top of the page, on the right side).

a) If you are an applicant who has never registered to the UNITO portal, please follow the instructions here below:

After clicking on **Login- Myunito**, you will be redirected to the login area (Italian page). Click on **"Registrati"** (*Register to the website*) to create a new account.

unito.it  
L'UNIVERSITÀ DI TORINO ON LINE

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DI TORINO

Accedi ai servizi di unito.it

username

password

Login

Oppure:

Entra con SPID

Ricordami la password Istruzioni e supporto

Sei un nuovo utente?  
Registrati  
Registrati con SPID

Image 1 – Login at MyUnito

You will need to click on **"Register to the web site" – "Registrati"**. Then select **"Registration for foreign users"**.

You will be requested to provide the following personal data: name, last name and a password, retype the password, gender, date of birth, country of birth, citizenship, ID or passport number email, mobile phone, under profile select "prospective student" and then tick off "I am not a robot".



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Fill in the **Portal Registration Form** with all compulsory information (named *mandatory field*). While filling it this section, have your ID or Passport with you. Your personal data must be the same as reported on your official and valid documents.

Then click on "**Next**", then tick off the box "**Data retention policy**" and then "**Submit**" your registration.

**Please note:**

**Province and city of birth** and **Tax Code**: compulsory only for Italian candidates.

**Email**: verify that your e-mail address functions properly. Please do not enter Hotmail/Live/msn e-mail accounts since the registration website system has encountered problems in delivering emails to these domains.

**Password**: Take note of the password and the email address you entered because you will need both to log in later to the application and enrolment website.

After submitting your request, you will receive an email with a link to confirm your registration. Once confirmed, you will receive a second email containing the username assigned to you (the password is unchanged).

To avoid missing any communication, please make our email address (*domain: @unito.it*) a **safe sender** with your internet provider.

**b) If you are an applicant already registered within the Unito portal** (e.g. you were a student at our University): Login and proceed as in Step 1 below. If you forgot your password click on "**Ricordami la password**" (*Forgotten password*, as showed in image 1 above) and follow the instructions.

If you already applied online to PhD programmes from 2005 onwards, you may use the credential you already got when you registered. If you do not remember your credentials or for any other problem related to the registration to the website, please fill in the **help and support form**. The form is accessible at: <https://en.unito.it/services/online-services/help-and-support>



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## APPLICATION PROCEDURE

### 1. LOG IN AND START APPLYING

Select **Login - MyUnito** on the Unito homepage and enter your **username** and **password**.

If you have already been a student at Unito or in case of a previous registration to other courses at the University of Torino, select your most recent student number (*matricola*) among those listed and continue.

### 2. Enrolments → ADMISSION EXAM

From the main menu of Myunito, select **Enrolments**, then **Admission Exam**.

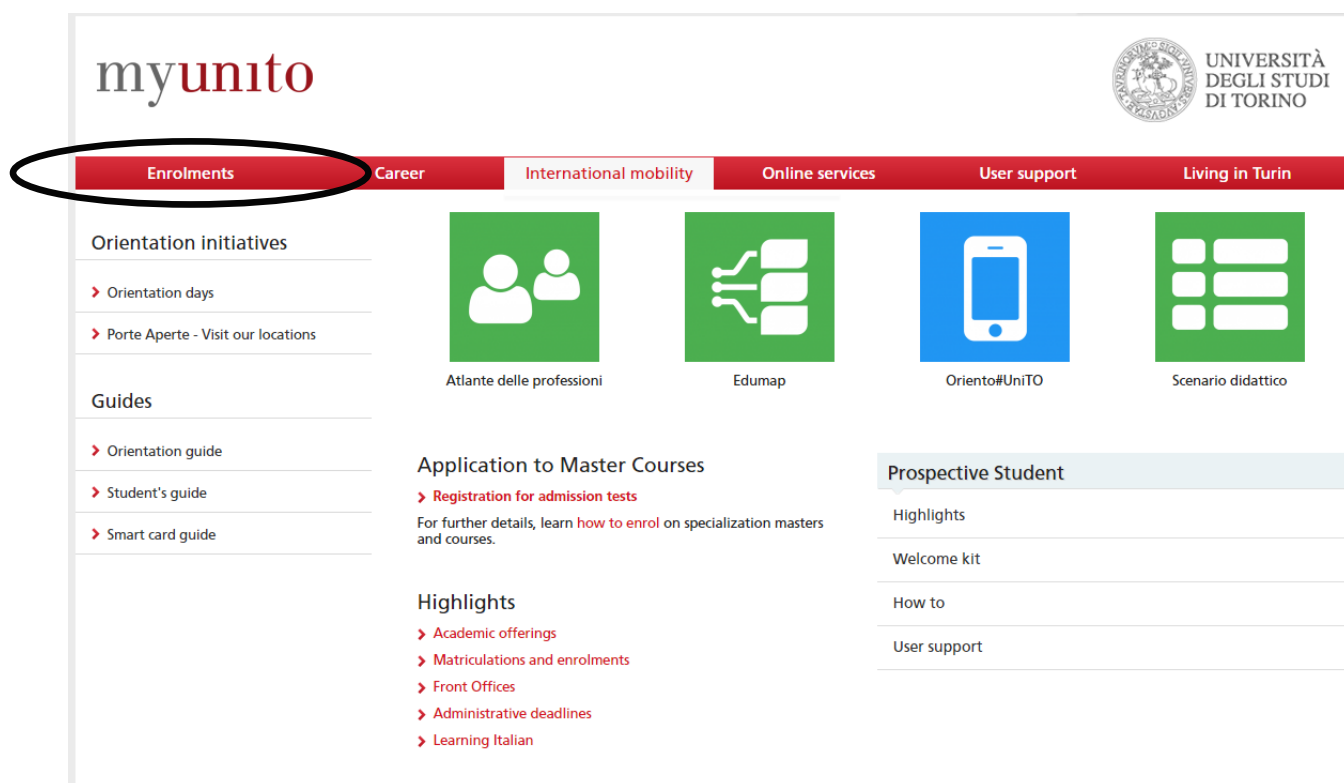


Image 2 – Home MyUniTO

At first, you may be asked to confirm your personal data. The data required may include city of birth, Italian Tax Code (it will be generated by the system according to the data you entered, so you do not need to have an official one at this moment), passport details, permanent and temporary addresses.

### 3. REGISTRATION TO COMPETITIONS

Once you are in the Registration to competitions page, skip the checklist and go straight to the end of the page and click on the **“Registration to competitions”** button at the end of the page.



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## SECTION A – COMPETITION

### 4. CHOOSING YOUR ACADEMIC QUALIFICATION

Select **PhD** and then click on “**Next**”

### 5. PHD PROGRAMMES AVAILABLE

“**Choose the competition**”: Here you will find a list of PhD Programmes offered by the University of Torino. You may find a PhD programme listed more than once with a different label. In fact, you will need to decide if you want to apply either for *positions reserved for applicants with international qualification* (labelled as *reserved positions*) or *non-reserved/ordinary positions or any other specifically labelled positions (such as “apprenticeship positions with a separate merit ranking list”)*.

You have to choose amongst the competitions offered by the same PhD Programme, you are not allowed to participate to two different competitions offered by the same PhD programme. Different type of competitions mean different assessment methods and different entry requirements and documentation. Please check the PhD Programme Information Sheet (Annex 4) to check the available competitions and positions.

Select the competition you wish to participate in, click on “**Next**” at the bottom of the page, at the end of the list of PhD Programmes.

### 6. CONFIRMATION CHOICE OF COMPETITION

Click on the “**Confirm and Submit**” button to save and confirm your application.

## SECTION B - ENROLLMENT CONFIRMATION

### 7. LANGUAGE CHOICE

For some PhD programmes you may have to choose the language in which you wish to take the examination, see PhD Programme Information Sheet (Annex 4) for any further information.

### 8. REQUEST FOR DISABILITY FACILITIES and EXAMINATIONS

Here you will have confirm that you have read the Call for Applications and you will have to express your disability aids request, if any.

At the end of the page, you will find information on entrance examinations and assessment procedure. Please consider that this information is also available in the PhD Programme Information Sheet (Annex 4).

Complete the form, where applicable, and then click on “**Next**”.

### 9. ENROLLMENT CONFIRMATION

Click on the “**Confirm and proceed**” button below.

## SECTION C – QUALIFICATIONS REQUIRED



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## 10. QUALIFICATIONS

You will need to specify **the latest academic qualification** you have been awarded, in particular, **the one that gives you access to PhD studies**. Option 1, 2 and 3 apply to degrees obtained in Italy, option 4 applies to everyone with international (non-Italian) qualifications.

Select **"Submit"** next to the type of qualification.

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Registrato

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### Qualifications required

In order to proceed it is compulsory to provide information about the qualifications held.

International qualifications: please enter the information about your qualifications in the section "Foreign degree". Here you will need to enter details on the latest degree you have been awarded that gives you access to PhD studies (e.g.: Master's Degree level).

#### Qualifications

⚠ In order to proceed it is necessary to enter at least one of the qualifications listed here below

Option 1:

Section status	Qualification	Note	Status
✓	SECOND CYCLE DEGREE MINISTERIAL DECREE 270/2004		Submit

Option 2:

Section status	Qualification	Note	Status
✓	SECOND CYCLE DEGREE MINISTERIAL DECREE 509/99		

Option 3:

Section status	Qualification	Note	Status
✓	DEGREE		

Option 4:

Section status	Qualification	Note	Status
✓	FOREIGN DEGREE		

Back Proceed

Key

- Check List
- Completed
- Not completed
- Qualification declared
- Qualification not declared
- Qualification not declared
- Modify qualification
- Degree details
- Delete qualification

ITALIAN "LAUREA MAGISTRALE"

ITALIAN "LAUREA SPECIALISTICA"

ITALIAN "LAUREA"

INTERNATIONAL QUALIFICATION. PLEASE SUBMIT THE LATEST QUALIFICATION: eg. MASTER DEGREE

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Image 3 - Qualifications

Fill in the form with the required details. Compulsory records are marked with an asterisk (\*).



**Foreign qualification**

In this page you can enter the details of your foreign qualification.

Foreign qualification

Qualification status\* ☐ awarded ☒ not yet awarded

Country Choose...

University Not present

Qualification\* Choose...

Study Course

Duration (Years)

Award date (dd/MM/yyyy)

Grade (ES: 98/110)

Evaluation

Back Proceed

**Image 4 – Information on foreign qualifications.**

**Grade:** if you did not receive a final overall grade or it is stated with letters or expressions (e.g. "A" or "with distinction"), enter 000/110 (please specify your final grade in the **Application Form**).

Click on **"Proceed"**. You will be redirected to the list of qualifications where the one you entered will be marked in green. Click on **"Next"**.

## **Section D – UPLOAD DOCUMENTATION**

### **11. QUALIFICATIONS AND DOCUMENTS FOR THE EVALUATION**

In this section, you are required to upload the documentation listed in the **Call for Admission to PhD positions** and the **PhD Programme Information Sheets** (Annex 4).

Documentation required may include:

- **Application Form** – Annex 1 (compulsory for all PhD Programmes, *except for those in cooperation with Politecnico di Torino*)
- International qualifications
- Any other documentation required by the PhD Programme (e.g. thesis abstract, research project; etc...).

If you have international qualifications, please **upload** the **qualification documents (in pdf. Format)** specified in the **Call for Admission for PhD positions**, i.e.:

- Certificates and transcripts of **first and second level degrees – Bachelor's and Master's degrees** (and translation, whenever applicable) including the qualification you have listed as in point 10 above;
- Diploma Supplement or
- Dichiarazione di valore in loco.





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Please make sure that the electronic/scanned documentation is **clearly legible** and **easy to be identified** (for example by tagging the file with the type of document and your name: e.g. "Master Degree\_Name\_Surname"). Photographs of documents will not be accepted.

Upload all documents as follows:

1. **"Upload documents"** → select **"Yes"** and then **"Next"**. You can make as many uploads, as it is necessary.

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Qualifications and documents for the evaluation

Type of document

Alleg. 5 (iscr. sotto condizione)

Application form

International Qualifications

UPLOADED DOCUMENTS

Type of document	Title
Application form	test

upload documents\*

☐ Yes

☒ No

Back Next

Key

- Mandatory field
- Check List
- Display document
- Modify
- Delete

Image 5 – Upload documentation.

Once you have uploaded all the documentation required, select **"No"** and then **"Next"**. Check once again that the list of uploaded documentation is complete. If you need to make any changes, click on **"Back"** otherwise on **"Next"**. You will be redirected to the Qualification section (as in point 10 above). Click on **"Proceed"**.

**Please note:** This is the only section you will be able to edit later after you have completed and confirmed the online application.

## SECTION E – LETTERS OF REFERENCE (If requested by the Call/PhD Programme Information Sheet Annex 4)

If requested by the call you are applying in, please fill in the request for letters of reference in the following page:



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The screenshot shows the 'List of references' page in the myunito system. The browser address bar displays the URL: <https://esse3.unito.it/auth/studente/Admission/MsgRichReferencePre.do>. The page features the myunito logo and the University of Turin seal. A navigation bar includes a 'Registrato' section with a profile icon and the text 'PROVAPROVA DOTTORATO'. The main content area is titled 'List of references' and includes a message: 'Please enter a request of reference (max 2)'. Below this, a box indicates 'No data' and 'No request of reference'. A button labeled 'Add request of reference' is visible, along with 'Back' and 'Next' buttons. The footer contains contact information for the University of Turin.

By clicking on **"Add request of reference"** (bottom of the page) you will be able to provide the requested information about the referee.

The screenshot shows the 'Name of referee' page in the myunito system. The browser address bar displays the URL: [https://esse3.unito.it/auth/studente/Admission/RichReferenza.do?sessionId=7B6E054AD6E706D92E67994E7F18EF69.esse3-unito-prod-04?row\\_num=1](https://esse3.unito.it/auth/studente/Admission/RichReferenza.do?sessionId=7B6E054AD6E706D92E67994E7F18EF69.esse3-unito-prod-04?row_num=1). The page features the myunito logo and the University of Turin seal. A navigation bar includes a 'Registrato' section with a profile icon and the text 'PROVAPROVA DOTTORATO'. The main content area is titled 'Name of referee' and includes a message: 'Candidates must specify the name of one or more referees, who will submit his/her reference through the online procedure within the Call's deadline.' Below this, a form titled 'Referee' contains fields for 'Qualifications', 'Last Name\*', 'First name\*', 'Email\*', 'Tel. number', and 'Institution'. A button labeled 'Add request of reference' is visible, along with 'Back' and 'Next' buttons. The footer contains contact information for the University of Turin.

Once included the information about referees, you can proceed with your application.



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Please consider that if you proceed with the application by clicking on the "Next" button, you will not be able to come back and modify, add or delete the referees. Be sure, you have provided the right information. In case you have clicked on "Next" unawares and you need some help to modify some data (e.g. referee's contact email), please contact Unito PhD Office at [dottorati@unito.it](mailto:dottorati@unito.it)

## SECTION F– ENROLMENT CONFIRMATION

Check if all the information you entered is correct.

- If the provided information is correct, you have to click on **"Final confirmation"** (Image 6)
- If you need to correct any section, you must cancel the whole application as follows: Logout (Image 7) and then Login, click on **"Enrolment"**. Then select the last open section you have completed and click on **"Cancel"**. You can start the application from the very beginning.

Image 6 - Final Confirmation



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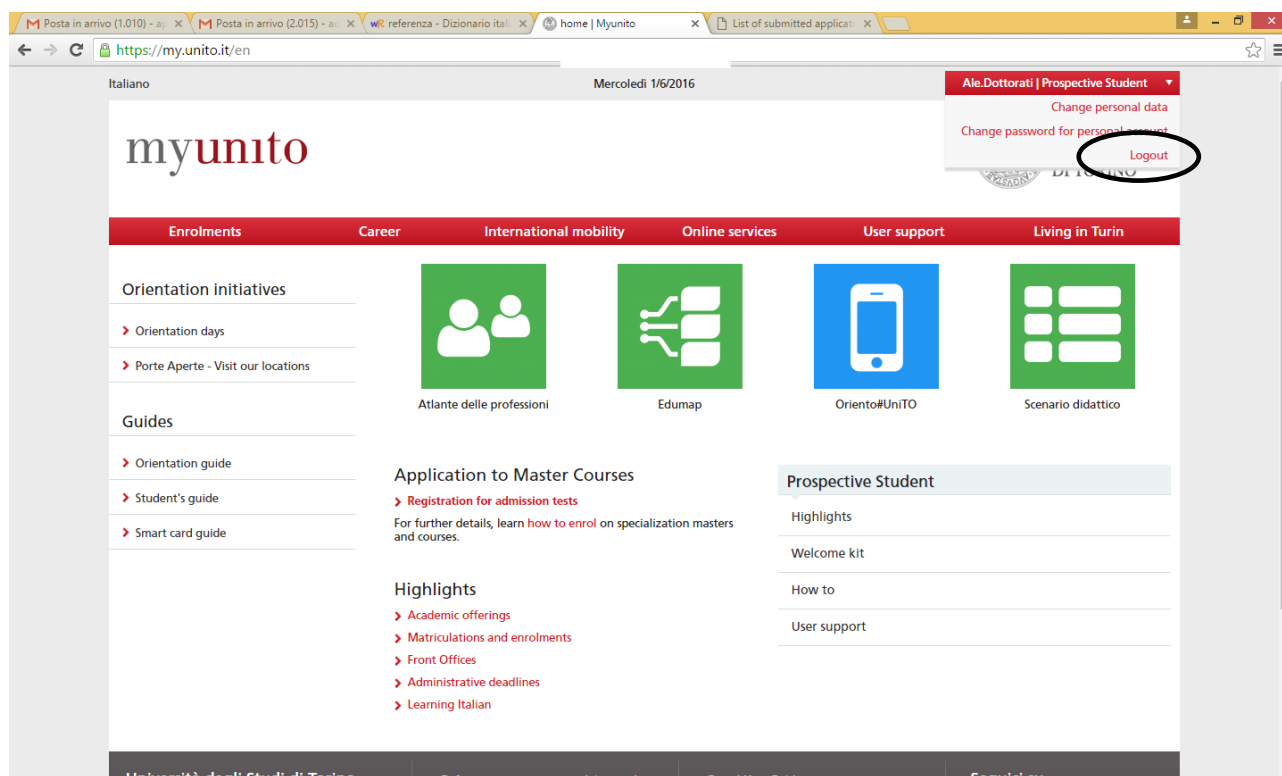


Image 7 – Logout

If you have clicked on Final Confirmation, you will be then redirected to the **Competition enrolment summary (Image 8)**. **You do not need to print** the “summary form” nor send it to the PhD Office. This page is only a confirmation that your online application was successful and the system registered it.

**This does not mean that you correctly uploaded all the documents.**

At the bottom of the page, you can find the **“Add or Modify documents”** button. By clicking on it you can upload, delete, or modify **documents** as shown in section D, point 11.



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home | Myunito x Competition enrolment : x Ufficio - x

Sicuro | https://esse3.unito.it/auth/studente/Admission/DettagliScrizione.dojsessionid=546976D7CF18E9203D38D51632514ECD.esse3-unito-prod-02?POS\_ID=338tir

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DOTTORATO

Enrolment on competition was successfully completed.

If you applied for PhD "non-reserved positions", you must pay the application fee. At the bottom of the page, you will find the "Payment" button. Candidates who do not pay the application fee within the deadline will be excluded from the competition. Candidates with international qualifications are exempt from paying application fee.

**Admission competition**

Description	SOCIOLOGY AND METHODOLOGY OF SOCIAL RESEARCH
Year	2017/2018
Prematriculation number	1

**Administrative category and request for disability facilities**

Request for disability facilities	No
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**PhD in**

**Details**

503213 - SOCIOLOGY AND METHODOLOGY OF SOCIAL RESEARCH

**Examinations**

Description	Type examination	Date	Time	Location	Results	Subjects	Status	Mark/Evaluation
Assessment of qualifications	Qualifications						-	-
Research project							-	-
Oral interview	Oral						-	-

**Application requirements**

Type of document	Title
Certificate	dhhdhdhd
h) Altri titoli bando con Polito	dd

**Request of reference**

Name	Letter of reference	Remind	Send a remind
	Not sent	Remind sent	

[Home Admission competitions](#) [Payment](#) [Add or Modify Documents](#)

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Image 8 - Competition enrolment summary

Candidates with international qualifications are exempt from paying application fee. They do not need to click on the "Payment" button.

For candidates holding an Italian qualification, you will find the "**Payment**" button at the bottom of the page. Here you will open the "**List of fees**" screen where you can see the amount due and print the MAV (Receipt of Payment) by clicking on the **Invoice** number.

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List of Fees

This page displays the list of fees and their respective amounts.

Invoice	Pay-in slip Code	Year	Description	Expiry date	Amount	Status
<b>Payments not received</b>						
5955312	00000000000005955312	15/16	TASSA DI PRESCRIZIONE	03/07/2015	€ 51,50	

Image 9 – Application fee payment

PRINT MAV



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Should you have problems with paying the application fee, please contact the University PhD Office well in advance before the deadline ([dottorati@unito.it](mailto:dottorati@unito.it)).

## HOMEPAGE - ADMISSION

Whenever you want to check all the applications you have submitted, you must click on "Enrolment→ Admission Exams" and you will be redirect to the page entitled "**List of submitted applications**". If you click on the name of the admission exam, you will be redirected to the "**Competition enrolment summary**". Should you wish to apply for another PhD, click on "**Enrolment**" and start the procedure again. Please remember that you can submit only one application for each chosen Programme.

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List of submitted applications

In this page you can see the List of submitted applications. Click on the description to display the details of each application.

Results of the competitions and the on-line confirmation procedure will be updated according to the information provided in the Call for applications.

Agricultural, Forestry and Food Sciences

Enrolment

Image 10 – List of submitted applications.

### Contact:

Università degli Studi di Torino  
Direzione Ricerca e Terza Missione - PhD Office  
Via Bogino, 9 - 10123 TORINO  
[dottorati@unito.it](mailto:dottorati@unito.it)