



# UNIVERSITÀ DEGLI STUDI DI TORINO

## ONLINE APPLICATION GUIDELINES

**This guide is designed to help you in the online application process to PhD Programmes 2014 (30<sup>th</sup> cycle). For PhD Programmes in partnership with other universities please refer to the specific Call for information on documents to upload.**

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

**Before you start:  
(VERY IMPORTANT, PLEASE READ!)**

1. Read the **Call for applications** and the **PhD Programmes Information Sheets** 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 stay too long on a section the data may not be registered and the system may interrupt the procedure. Then you'll need to start again from the last section you confirmed.
3. Submit one application for each PhD Programme to which you wish to apply.
4. Fill in the **Application form** with all the required information **before** you start the online procedure (one **Application form** for each PhD Programme).
5. **International qualifications:** you will need to submit electronic/scanned copies of the original (or certified true copies of) of your documentation (certificates, transcripts, "*Dichiarazione di valore in loco*" or Diploma Supplement) **for each application you submit.**
6. Once you select "**confirm**" in a section you cannot make any changes. Make sure you change incorrect information **before you confirm** any section.

During the application process (i.e. not already confirmed and submitted 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**" - "**Admission Exam**" (see point 1 below). Then select the last open section you have completed and click on "**Cancel**". This allows you to start the application from the very beginning.

After you close the application procedure (i.e. you confirmed and submit the whole application) you can only delete or add documents (see section F below). You cannot cancel or modify the whole application.

7. Should you have any technical problem with the application please contact the **International PhD Office**, e-mail: [phdprogrammes@unito.it](mailto:phdprogrammes@unito.it), tel.: +39 0116704390 well in advance before the deadline.



# UNIVERSITÀ DEGLI STUDI DI TORINO

## REGISTER AND CREATE A NEW USER ACCOUNT AT UNITO

To submit your application you need to be registered with the Unito website.  
To access the website, click on **Log in – MyUnito**.

**Applicants not registered to the Unito portal:** You will be redirected to the login area in Italian. Click on “**Registrati al portale**” (*Register to the website*) to create a new account.



Image 1 – Login at MyUnito

Have your ID or Passport with you. Your personal data must be the same as reported on your documents. Fill in the **Portal Registration Form** with all compulsory information (named **mandatory field**).

### 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.

**Applicants registered to the Unito portal:** Log in 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.



# UNIVERSITÀ DEGLI STUDI DI TORINO

If you applied online to PhD programmes from 2005 onwards and you don't 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 from the login area as shown in *image 1* above or from the homepage as shown in *image 2* below.

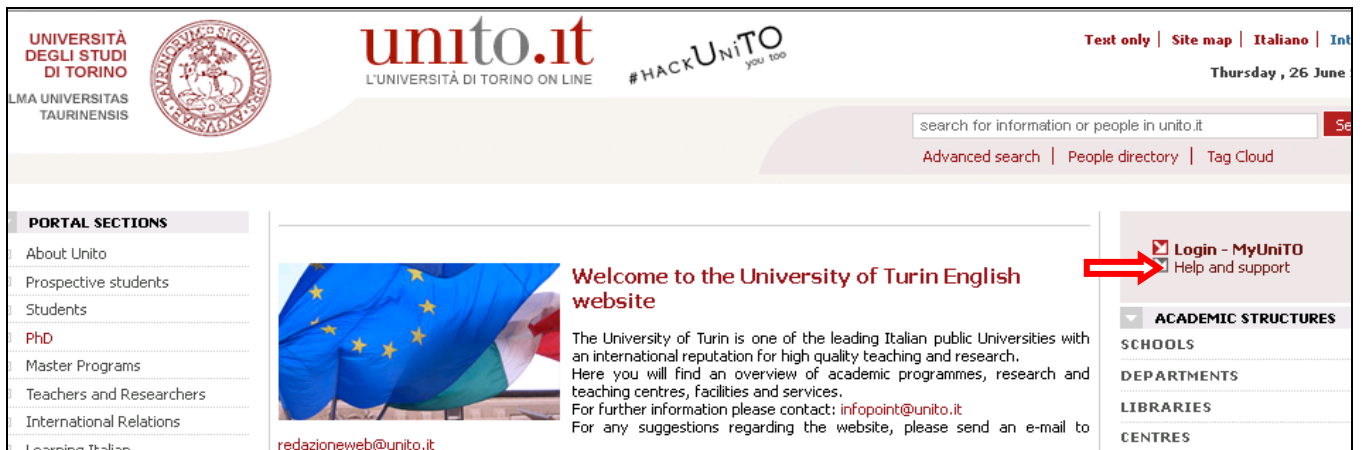


Image 2 – Help and Support.

## APPLICATION PROCEDURE

### 1. LOG IN AND START APPLYING

Select **Log in - MyUnito** on the Unito homepage and enter your username (“**Utente**”) and password.

Should you be redirected to the Italian version of MyUnito, click on “**English**” on the top right side of the page to go to the English version.

In case of previous registration to other courses at the University of Turin, select your most recent student number (**matricola**) among those listed and continue.

### 2. ADMISSION EXAM

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 the moment), passport details, permanent and temporary address. The information will be checked by the office when enrolling.

After you enter and confirm all the data, select “**Enrolment**” from the top menu and then select “**Admission Exam**” to proceed with the application (*image 3*).

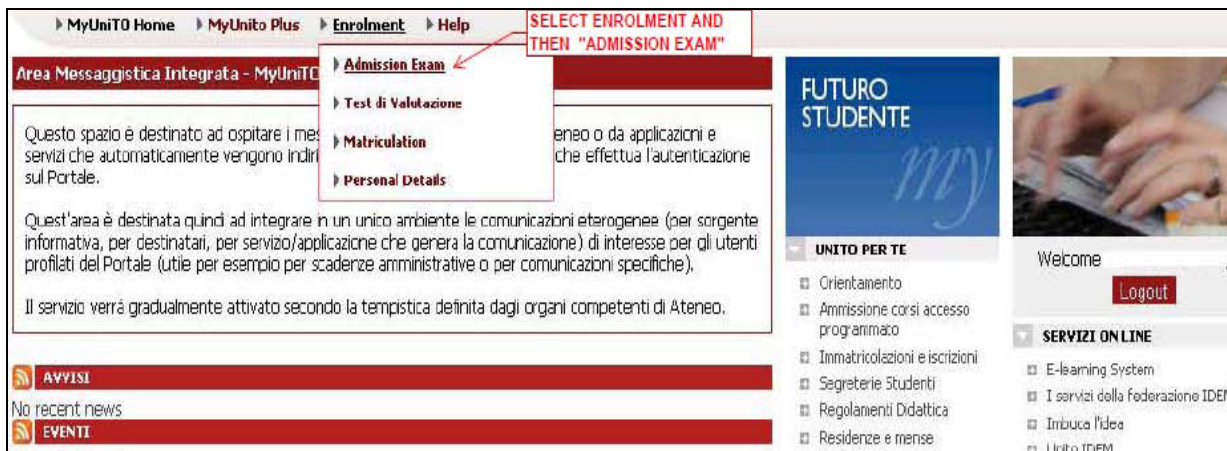


Image 3 – Enrolment/Admission Exam

### 3. REGISTRATION TO COMPETITIONS

Click on the “**Registration to competitions**” button at the end of the page.

## 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 for entry in 2014. 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 positions**. You cannot apply for both kind of positions for the same PhD Programme. Different type of competitions mean different assessment methods and different entry requirements and documentation. The complete list of PhD Programmes that offer reserved positions is available in the **Call for applications** and on the website. Select the competition, click on “**Next**” at the bottom of the page, at the end of the list of PhD Programmes.

### 6. CONFIRMATION CHOICE OF COMPETITION

Here you will find a check list of the PhD Programme you have selected. Click on the “**Confirm and Submit**” button to save and confirm your application.

## SECTION B - ENROLLMENT CONFIRMATION

### 7. LANGUAGE CHOICE

For some PhD programmes (in particular for non-reserved positions) you may choose the language in which you can take the examination. If you apply for reserved positions you are not required to choose the language, since you will not sit the examination in person.





# UNIVERSITÀ DEGLI STUDI DI TORINO

## 8. REQUEST FOR DISABILITY FACILITIES

Here you will find information on entrance examinations, **Call for applications** and disability facilities. 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

### 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 foreign (non-Italian) qualifications. Select “**Submit**” next to the type of qualification.

Section status	Qualification	Note	Status
<input checked="" type="checkbox"/>	DEGREE	University degree (previous Italian University system)	<input type="radio"/> Submit
Option 2:			
<input checked="" type="checkbox"/>	SECOND CYCLE DEGREE MINISTERIAL DECREE 270/2004		<input type="radio"/> Submit
Option 3:			
<input checked="" type="checkbox"/>	SECOND CYCLE DEGREE MINISTERIAL DECREE 509/99		<input type="radio"/> Submit
Option 4:			
<input checked="" type="checkbox"/>	FOREIGN DEGREE	International qualification (available to apply for PHD programmes)	<input type="radio"/> Submit

Back Proceed

Operazione completata. Premi nella visualizzazione della pagina Internet

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

Image 4 - 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

University

Qualification\*

Study Course

Duration (Years)

Award date

Grade

Evaluation

Image 5 – Information on foreign qualifications.

**Grade:** if you did not receive a final 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 applications](#) and the PhD Programme Information Sheets. Should you see differences in what is written in the Call/Information Sheet and the online procedure, please refer to the Call/Information Sheet as reliable source.

Documentation required may include:

- [Application form](#) (compulsory for all PhD Programmes)
- International qualifications
- Any other documentation required by the PhD Programme (e.g. CV; reference letters; etc...).

If you have international qualifications please **upload** the **qualification documents** specified in the [Call for applications](#), i.e.:

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



# UNIVERSITÀ DEGLI STUDI DI TORINO

Please make sure that the electronic/scanned documentation is **clearly legible** and **easy to identify** (for example by tagging the file with the type of document and your name: e.g. “MasterDegree\_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.

MyUniTO Home > MyUniTO Plus > Enrolment > Help

Qualifications and documents for the evaluation

Tipo titolo
Certificate
Application form
Research project
International Qualifications

UPLOADED DOCUMENTS

Type of document	Title
Application form	

upload documents\*

Yes

No

Back Next

checklist of documents to upload

list of uploaded documents

Click Yes or No here to upload documentation

Image 6 – 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 – ENROLMENT CONFIRMATION

Check if all the information you entered is correct. Please remember that the only way to modify any data is to cancel the whole application. This is the last stage in the procedure where you can do it. If all information is correct click on **“Close the application procedure”**. If you need to correct any section you must cancel the whole application as follows:



# UNIVERSITÀ DEGLI STUDI DI TORINO

log out and then log in, click on **“Enrolment”** - **“Admission Exam”**. Then select the last open section you have completed and click on **“Cancel”**. You can start the application from the very beginning.

After closing the procedure, you will then be redirected to the **Competition enrolment summary**. **Do not 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.

At the bottom of the page you can find the **“Add documents”** button. By clicking on it you can upload or delete documents as shown in *section D, point 11* (page 7).

Please bear in mind that if you applied for *“reserved positions”* **you do not need to come to the University** for the assessment of qualifications. Dates are reported for your information only.

If you applied for *“non-reserved positions”*, you must pay the application fee. At the bottom of the page, you will find the **“Payment”** button. 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.

MyUniTO Home ▶ MyUnito Plus ▶ Enrolment ▶ Help

HOME » Elenco Tasse

List of Fees

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

Payments not received

Invoice	Pay-in slip Code	Year	Description	Expiry date	Amount	Status
5466694	00000000000005466694	13/14	TASSA DI PREISCRIZIONE	13/09/2013	€ 52,00	

Payment made

No fee found

Image 7 – Application fee payment

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

## HOME PAGE - ADMISSION

Whenever you go back to the **Admission Exam** page (under **Enrolment**, as seen in *point 1*) you will see all the applications you have submitted. 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.





# UNIVERSITÀ DEGLI STUDI DI TORINO

► [MyUniTO Home](#) ► [MyUnito Plus](#) ► [Enrolment](#) ► [Help](#)

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**Admission competitions**

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In this page you can see your enrolment to Admission competitions. Click on the description to display the details of each admission competition.

Admission procedure.

Competitions you enrolled on, display of the results and the deadline for the prematriculation will be updated according to the information provided in the Call.

[Analisi Comparata del Diritto, dell'Economia e delle Istituzioni \(cod. 40\) - posti riservati ai laureati all'estero](#)

[Enrolment](#)

Image 8 – List of submitted applications.

Contact:  
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Direzione Ricerca e Relazioni Internazionali.  
Ufficio Internazionalizzazione del Dottorato (International PhD Office)  
Via Bogino, 9 - 10123 TORINO  
e-mail: [phdprogrammes@unito.it](mailto:phdprogrammes@unito.it)  
Tel.: +39 0116704390  
Fax: +39 0116704380