



UNIVERSITÀ DEGLI STUDI DI TORINO

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

Call for Admission for PhD positions – XXXVI Cycle

GUIDELINE FOR APPLICANTS

This guide is intended to provide technical information to applicants for submitting a PhD application through the online platform PICA. For any information of scientific interest, applicants are invited to 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 – XXXVI CYCLE**

- **THE PHD PROGRAMME INFORMATION SHEET (ANNEX 1)** of the PhD Programme for which you are applying. In this sheet, you will find the evaluation criteria, the requested documents to be uploaded, the available positions and the available research projects or topics.

Both documents are available on PhD Programmes [web page](#), within the specific PhD Programme page.

1. REGISTRATION AND ACCESS ON THE ONLINE PLATFORM

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

Applicants need to register or access the platform through the link: <https://pica.cineca.it/login>

Italiano | English

Registrandoti su pica.cineca.it potrai presentare domande di partecipazione ai bandi promossi dagli Enti partecipanti.

Credenziali

Username

si consiglia di utilizzare il formato NomeCognome

Email

Image 1 – Registration and authentication
Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it



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In case of first access, applicants need to register by clicking on "New Registration" and enter the data requested by the system.

Image 2. Registration for a new user

After entering all the data required by the registration procedure, click on "New registration" button. The system will send an e-mail to the email address provided in order to confirm the 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

Image 3. Confirm new registration

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In the event that an applicant does not receive this email or is unable to view it, support can be requested by writing to unitorino@cineca.it

If you already have credentials, but do not remember them, you can 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
[input field]

Password
[input field]

☐ Remember me

[Log in](#)

[New registration](#) [Forgot your credentials?](#)

Un servizio **CINECA**
[Informativa privacy](#) | [Informativa cookie](#)

Image 4. Recover credentials

Applicants who already have a user account for the LOGINMIUR database can log in without registering, by using their LOGINMIUR account username and password, in the credentials field. In this case, LOGINMIUR must be selected in the CREDENTIALS dropdown menu.



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PICA LOGIN

https://pica.cineca.it/login

MyUnito Dottorati di ricerca PHD UNITO Online Guideline Entry Requirements T4C - Technologies... repeat - Home Page CORDIS - EU resear... Nuffic Gestione Documenti EURAXESS - YouTube CORDIS H2020 - pr...

Piattaforma Integrata
Concorsi Atenei

Login

LOGIN

Italiano English

È possibile autenticarsi con il proprio account LOGINMIUR, REPRIS, 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

- loginmiur
- PICA / REPRIS
- loginmiur
- Referees

Password

☐ Ricordami

Login

Nuova registrazione Credenziali dimenticate?

Image 5. Access to platform by using LOGINMIUR credentials

If you need support while registering on or accessing the online platform, you can write to: unitorino@cineca.it

2 HOW TO FILL IN THE APPLICATION

Once the registration and/or the access has been made, applicants can proceed with the participation in the call by filling in the application.

With your credentials, enter the <https://pica.cineca.it/unito/> web site and click on "Dottorati di Ricerca/Phd Programmes"



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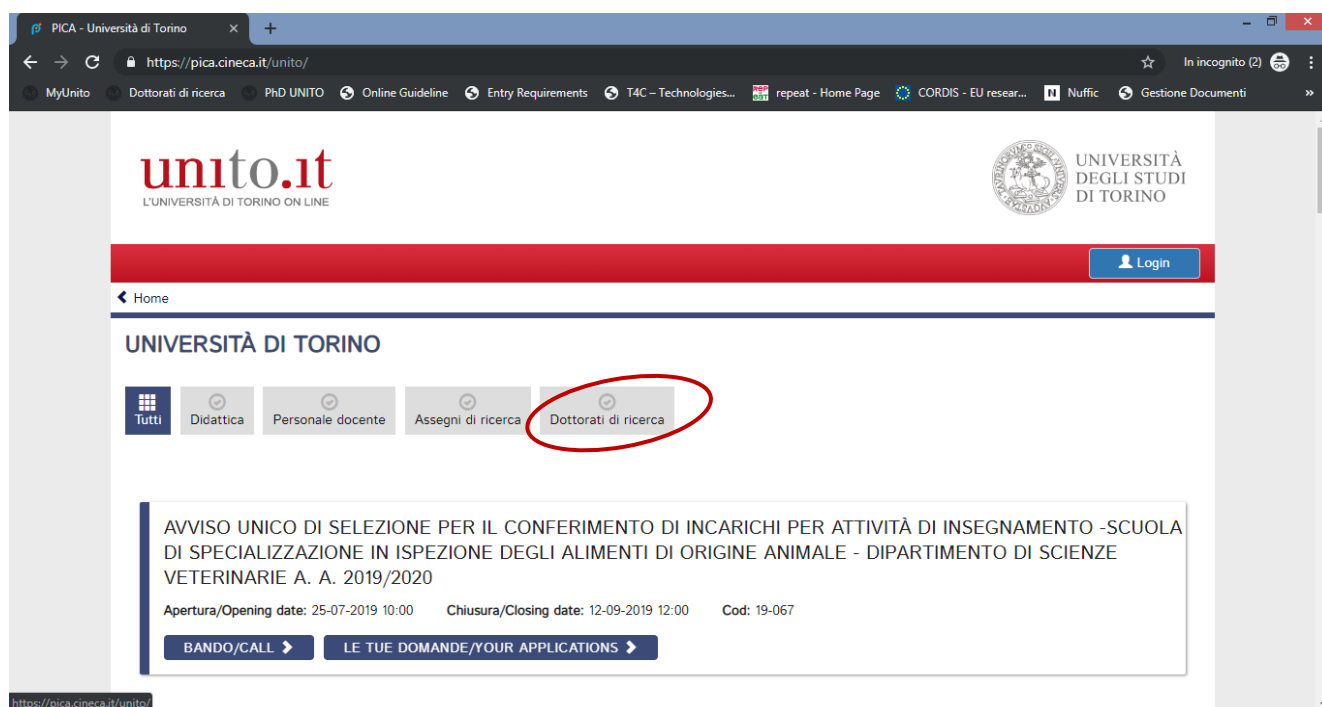


Image 6. Entering the call for admission

After that, in order to apply, click on "Your applications"

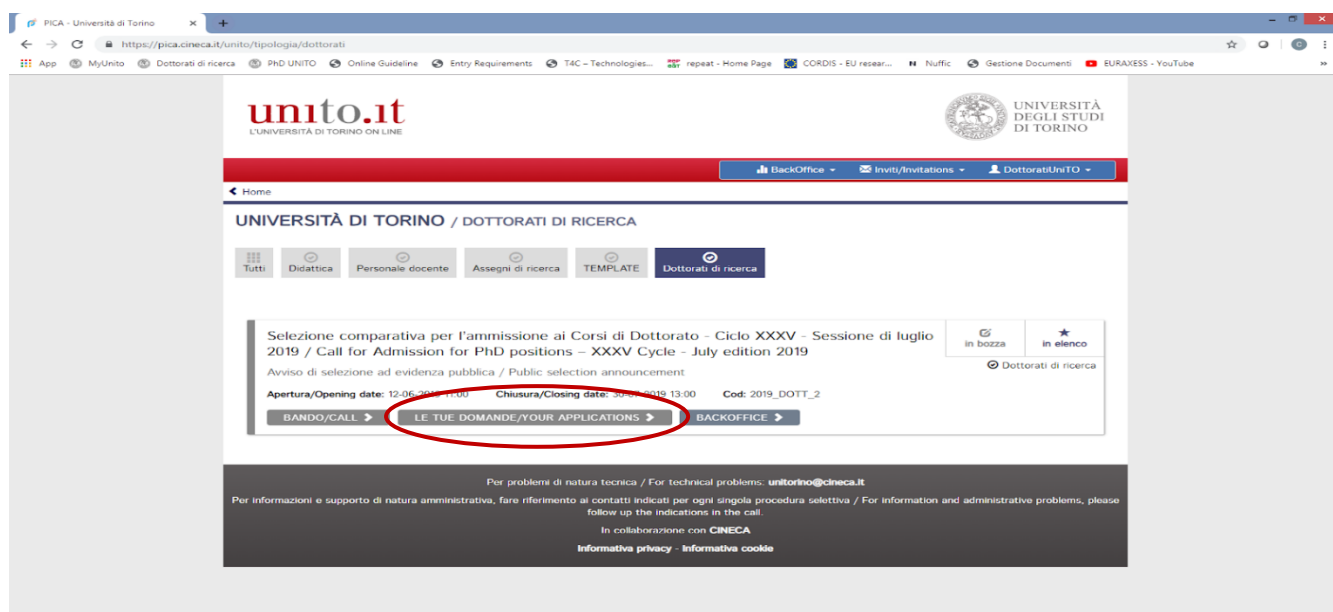


Image 7. Your applications

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To fill in the application form, click on the button “New submission”, at the bottom of the page, on the left.

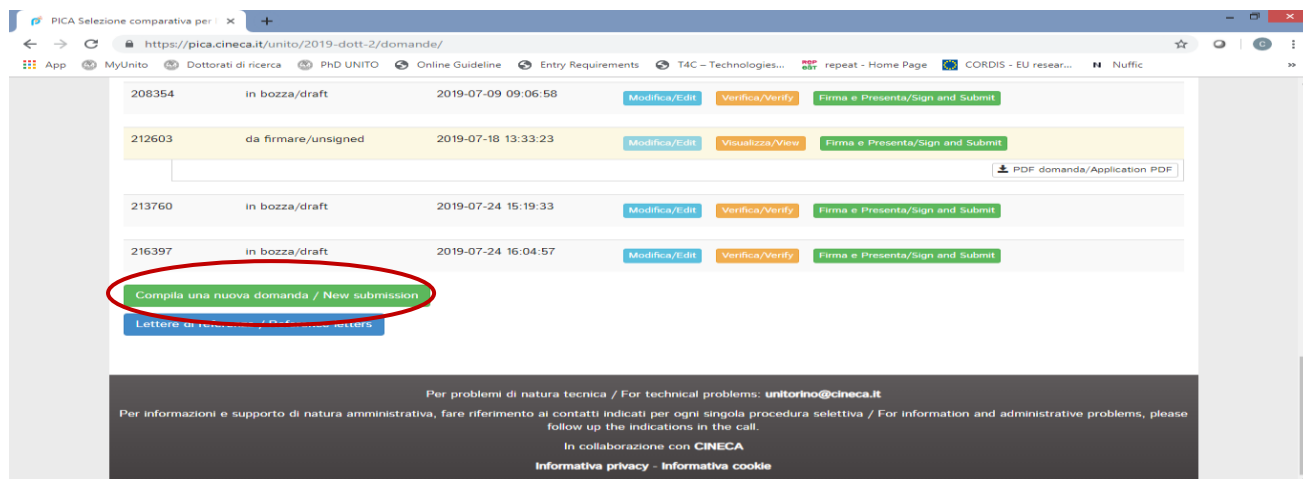


Image 8. Submitting your application

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

- **PERSONAL DATA**
- **DECLARATIONS**
- **PHD PROGRAMME**
- **ACADEMIC QUALIFICATIONS**
- **DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM**

You can start filling the application form, save the data and come back to the platform later. The application will be saved and will be accessible again from the Dashboard. Changes and additions are possible through the **EDIT** button.



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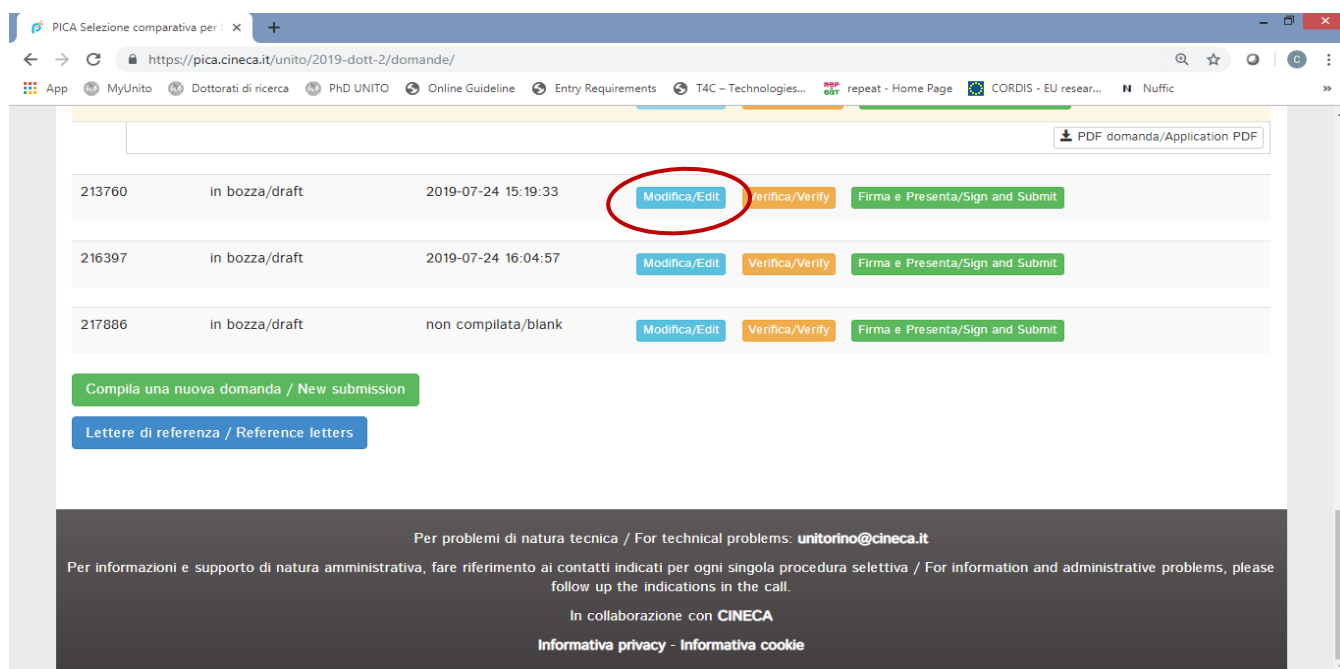


Image 9. Modify/Edit button

Section 1 - Personal Data

The first section to fill out concerns the **PERSONAL DATA**. You will find this part prefilled with the data already entered in the registration procedure and you have therefore to fill in the missing fields. If there are mistakes in the personal data, you can modify them by accessing the "User profile", in the upper right corner of the page.



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Image 10. User profile

WARNING: At the end of each section, you must always click on the “SAVE AND PROCEED” button. Entered data will be saved and you will be able to continue with the application.

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

SECTION 2 –Declarations

In the DECLARATIONS section, you will be asked to provide some declarations. In this section, it is also required to upload an identity document. Eligible identity documents are identity card, passport, or driving license. Finally, it is also possible to indicate the request for additional aids or time, if necessary.

SECTION 3 - PhD Programme

In the PhD Programme section, you must select the **PhD Programme** for which you are applying.



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Image 11. Choice of PhD Programme

Furthermore, if the PhD Programme includes curricula, you must select amongst the offered curricula. After the choice of the PhD Programme (and of any curriculum, if applicable) you must select the title of the research project / research area for which you are applying.

If the selected PhD Programme provides for scholarships funded by INPS (Art. 3 of the Call for Admissions) or for positions reserved to candidates holding a foreign degree, applicants can state to meet the requirements to benefit from INPS scholarships or to apply to the Call exclusively for the reserved positions.

SECTION 4 – Admission qualifications

In the Admission qualifications section, you have to provide information relating to the qualification that you hold and that gives access to the PhD (See Articles 3 and 4 of the Call for admission for PhD positions).

Depending on the status of the qualification, you must firstly choose amongst the following 4 options:

- Graduated Italian degree or equivalent
- Graduating Italian degree
- Graduated foreign degree
- Graduating foreign degree

Then provide the information about the qualification you obtained or are obtaining.



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Image 12. Academic qualification status

Next, as part of your study and research career, you have to provide information relating to the BACHELOR'S DEGREE.

Image 13. Bachelor's degree information

In the 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 - Documents to be submitted with the application form

The section allows applicants to upload all the documents required for participating in the selection, according to the PhD Programme chosen, except for the reference letters for which a separate procedure is provided (see paragraph 3).

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

- RESEARCH PROJECT
- ABSTRACT MASTER THESIS

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- PUBLICATIONS
- FURTHER INFORMATION:
 - OTHER QUALIFICATIONS
 - HONOURS
 - RESEARCH EXPERIENCE
 - FOREIGN LANGUAGES
 - ANY OTHER SPECIFIC DOCUMENTS REQUESTED BY THE PHD PROGRAMME (ANNEX 1) [AS FOR EXAMPLE CV, MOTIVATION LETTER, WRITING SAMPLE, ETC.]

Applicants are strongly advised to read carefully which documents are required by the PhD Programme they have chosen in order to include them in the procedure in a complete and correct manner. This information can be found in the PHD PROGRAMME SHEET (Annex 1).

The uploaded files must be in pdf format and must be readable.

3. SUBMITTING THE APPLICATION

After completing the sections and uploading the files required by the call and the PhD Programme Information Sheet, you can submit the application, upon payment of the application fee and signing of the application. You can proceed with the payment of the application fee by clicking on the "**PAYMENT**" button (see Article 6 of the Call for admission for PhD positions).

Then by clicking on the **SIGN AND SUBMIT** button, you must proceed with the signature of the application following the instructions provided by the platform.



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FIRMA DIGITALE / DIGITAL SIGNATURE

Cruscotto/Dashboard Domanda/Application id: 63262

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

Firma il documento manualmente / Sign the application (no digital 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. / If you can't sign the document digitally as specified in the other sections 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 body) 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) e 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 body) and 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 14. How to sign the application

Once the procedure has been completed and the electronic application has been submitted, you will receive an e-mail with the notification of the correct transmission of the application. At any time, you can re-enter the system, log in with your credentials and view the application.

CHANGES AND WITHDRAWAL

- If you have submitted the application and have already received the email confirmation of the submission, it will no longer be possible to access the application in order to modify it, but it will only be possible to withdraw it by accessing the withdrawal procedure from the dashboard. After that, you will be able to create a new application, resubmit it and pay again the application fee.
- If you have created the pdf file of the application, but have not completed the submission procedure yet (the signed application has not been uploaded and therefore you have not received the confirmation email of the submission), then you can write to unitorino@cineca.it requesting to open the application, specifying the reason and the application id, and attaching your identification document.

4- REFERENCE LETTERS

If requested by the PhD Programme (see Annex I), after submitting the application (Section 3), applicants can invite external referees via the 'Reference Letters' button in the dashboard. You must click the "Reference Letters" button and fill in with relevant information in order to send your request to the selected referees. You must include the institutional referee's email address, not a personal email address.

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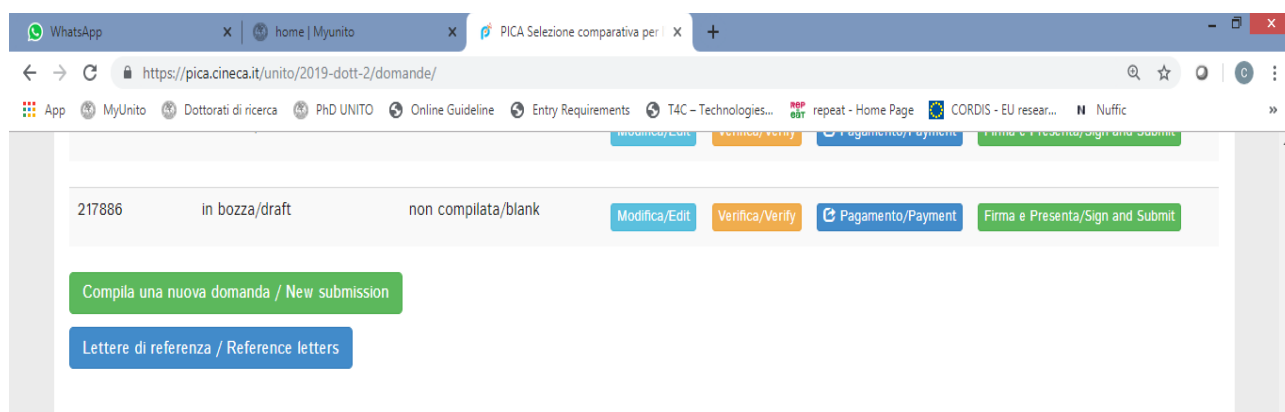


Image 15. Request a letter of reference

The invited referee will receive the request to fill in the "reference letter". The reference letter will be filled in and released through the online platform. It has to be sent through the online platform by June 4 at 11.59 pm (Italian time). Reference letters sent after this deadline will not be taken into consideration. Applicants are advised to inform the referees who will receive the request. If the referee completes and sends the letter, the applicant will receive an e-mail specifying that the letter has been sent. However, applicants can always check the status of the request. The reference letters uploaded by the applicants will not be taken into consideration.

If applicants wish to change the referee, they must send an email to unitorino@ Cineca.it specifying the ID of the application.

5. SUPPORT

Information on the selection process can be requested by sending an email to: dottorati@unito.it

For technical problems, it is necessary to contact: unitorino@ Cineca.it

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