

## Do you want to participate to admission tests for PhD courses?

As first remember to:

- Registerate for university website, if you DON'T still have access credentials
- Prepare the documentation requested by the call
- Prepare an appropriate **electronic ID** photo, that is an ID photo (i.e. **passport or driving license**) in jpeg format with a minimum resolution of **300x400 pixels**. Do not use landscapes pictures, pictures taken from afar or from behind, do not use partial photos in which you cannot see the whole face (i.e. scarves, dark glasses, etc.). Do not use group photos, drawings or distorted photos, other people's pictures.

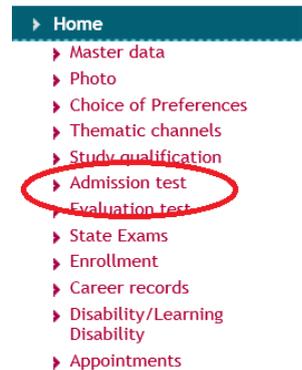
**Start the process well in advance in order to have it completed by the deadline, Registration to the admission tests will stop automatically on the day and time indicated in the call.**

Connect to this website:

[https://s3w.si.unimib.it/Home.do;jsessionid=73D195024D9F4FFD19D42EFA774AA3ED.esse3-unimib-prod-01?cod\\_lingua=eng](https://s3w.si.unimib.it/Home.do;jsessionid=73D195024D9F4FFD19D42EFA774AA3ED.esse3-unimib-prod-01?cod_lingua=eng)

Click Login, enter your personal page and select "Admission test" voice

Choose Call to enrolment and click on Ph.D. Course (D.M. 45/2013) and on Forward to go on, now you can select the test you want to participate to, clicking in the dot near the test name.



**Note: You always have to click on Forward or Confirm and continue and similar ones at the end of every screenshot. If you don't see it, scroll to the bottom of the page.**

When you arrive to your personal data page, if your data are correct, Confirm, otherwise click on Back. Now you can upload your Identity Document. As first you will be requested to insert your document's details, please fill in the form with requested data.

To choose the "Type", open the drop-down menu. Type\* ▼

Go through the screenshots and at the end you will have to upload your document card. The scan of the document must be front and back, in PDF format or jpg, gif, png image format, and may if necessary be included on more than one file. Using Actions you can display, modify or delete what you uploaded.

### Identity document

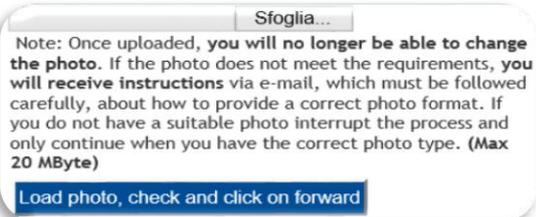
Summary of Identity document

Identity document		
Type:	Document type	
Number:	Document number	
Issued by:	Document issuing institution	
Issuing date:	Date of issue	
Expiry date:	Date of document's expiry	
Scanning of identity document		
Attachments presented		
Attachment type	Description	Actions
ci	ci	
<span style="border: 1px solid black; padding: 2px; display: inline-block;">Insert Attachment</span>		
<span style="border: 1px solid black; padding: 2px; margin-right: 10px;">Back</span> <span style="border: 1px solid black; padding: 2px; display: inline-block;">Forward</span>		

## Do you still have to upload your photo? Do it now!

If you have to upload your photo, do it now.

Take care of the side box.



If you selected a competition with curricula or if there will be different procedures for ordinary and reserved places, or there are Executive positions, you have to choose the curriculum or the procedure you want to participate to: click in the drop-down menu and choose the voice you're interested in.

### Preferences

Select the preferences related to the call to enrolment

Preferences

Preference:\* 

## Warning!

In the competition you chose there are Industrial/Executive PhD positions or places reserved to scholarship holders from foreign countries or places reserved to foreign university graduates and you don't know if you can participate?

Follow these instructions:

- Are you an employee of companies which have an agreement with the University and your competition has got Industrial/Executive positions? Choose Executive position.
- Are you a scholarship holder from foreign countries, financed by Italian or foreign institutions? Choose Foreign students with scholarships.
- Are you graduated in a foreign university and for your competition there are different procedures for this category? Choose Reserved places.

In the next screenshot, if requested, please select your Administrative category.

Candidates with disabilities (DIS) or with Specific Learning Difficulties (DSA) can ask to benefit from the specific supports now.

### Declarations of invalidity or Specific Learning Disorders (SLD)

I ask for assistance to take the enrolment test (see Laws 104/92 and 170/2010)

Yes 

## Do you have to ask for specific supports for DIS o DSA?

The documentation for Candidates with disabilities (DIS) or with Specific Learning Difficulties (DSA) have to be uploaded now. Before going on with the admission, prepare all the documentation requested in the call. Now you can select the type of assistance needed and upload the requested documentation.

**Note: Failure to upload the documentation online within the deadlines specified in this notice shall prevent the candidate from benefitting from the requested support.**

Confirm your request again and go on.

Now you have to indicate your required qualifications. You will find many options.

Choose the option referred to your studies and fill in with the requested data. If you awarded a First Level degree you have to indicate your data now.

**Note: Candidates who obtained their degrees in the University of Milano-Bicocca find their achieved qualifications already indicated.**

### How to choose the correct option

If you awarded an old system degree (four/five years), or a single cycle second level degree or Foreign degree you have to choose the single option relative to the qualification you awarded. For Foreign degree, please select "Foreign certificate"

If you did 3+2 studies (a First Level Degree + a Second Level Degree - Laurea Specialistica/Magistrale/AFAM Second Level Diploma), you must indicate both your degrees, choosing the correct option.

**Note: If you awarded any other second degree, DON'T have to indicate these data now.**

### How to indicate your First Level Degree (3+2 studies)

Choose the Region and search the University of achievement.

If your First Level course is in the list, choose it, otherwise DON'T select anything.

In both events, click on [Proceed](#)

Now you can indicate your First Level Degree data.

**Note: Check the data, they must be correct before you go on!**

Details Study qualification: First Level Degree

Class*	Select... <input type="button" value="v"/>
Date*	<input type="text"/> (dd/mm/yyyy)
Academic year*	<input type="text"/> (e.g. 2001/2002)
Mark*	<input type="text"/> (e.g. 98/110)
Cum Laude	<input type="checkbox"/>
Study course	<input type="text"/>

[Back](#) [Proceed](#)

You will come back to the options screenshot. Now you can indicate your Second Level Degree data.

## How to indicate your access degree (valid for everyone)

Choose your access degree. As first, select the University of achievement (choose your University's country and find it in the list). If your course is in the list, choose it, otherwise DON'T select anything.

In both events, click on **Proceed**. Now you can indicate your Degree data. Note: Check the data, they must be correct before you go on!

If you don't have still obtained your degree select "not yet achieved" and indicate the requested data.

Details Study qualification: **Second Level Degree**

Qualification status\*  
 achieved  
 not yet achieved 

Class\*  
 Select... 

Academic year\*  
 (e.g. 2001/2002)

Study course

**Back** **Proceed**

If you awarded your degree select "achieved" and indicate the requested data.

Details Study qualification: **Second Level Degree**

Qualification status\*  
 achieved   
 not yet achieved

Class\*  
 Select... 

Date\*  
 (dd/mm/yyyy)

Academic year\*  
 (e.g. 2001/2002)

Mark\*  
 (e.g. 98/110)

Cum Laude

Study course

**Back** **Proceed**

Uploaded your degrees, near your option, at "Block status" voice, you will find a green flag.

**Note: Only if you obtained a 3+2 studies, in the next screenshot you will be requested to confirm your option. Click on the option that include your First Level Degree + Second Level Degree.**

Titoli di studio validi all'accesso da selezionare

Seleziona	Combinazione titoli	Dettagli Titolo	Stato
<input type="radio"/>	Combinazione 1	Second Level Degree	
<input type="radio"/>	Combinazione 2	First Level Degree	
		Second Level Degree	

Now you can upload your documentation. Read carefully the documents' list written in the call and in courses' description sheets. Some documents are mandatory. If you don't upload them you can't go on with the admission.

Type	Min	Max
Research	0	5
Curriculum vitae et studiorum	1	1

Near mandatory documents' denomination minimum is equal to 1, near optional ones minimum is equal to 0. Remember that there is also a maximum number of documents (column Max) for each type.

To upload your documents click Yes, when you finish and everything is uploaded click No.

Do you want to attach other documents and/or qualifications to your admission application?\*

Yes 

No

### How to upload documents

For every document uploaded, you have to complete all the blanks as requested in the box below. As first select "Type" and choose it in the drop-down menu. Then fill in the blanks and upload the document (clicking on "Sfoglia").

Details of qualification or document

Type:\*  

Qualification:\*

Description:

Attachment:\*

Do you see this message?

**It is necessary to insert a correct number of evaluation qualifications for each type.**

You haven't uploaded mandatory documents. Check the missing ones and upload them!

**Note: Documentation must be in pdf format. All the whole documentation can't be larger than 12MB. Until expiration of the call, candidates will be able to change, add or remove the submitted documents, including after completion of the online application.**

**Statements, qualifications, publications or requests to modify those already filed, received after expiration of the call for applications, will not be taken into consideration.**

If your course requires reference letters, you will find a reserved section called "Reference request list".

As first read carefully the call and check how many letters are requested and follow the instructions in the next box.

## Are reference letters required?

Fill in the section called "Reference request list". Click on "Add reference request" and complete all the blanks.

Referee's e-mail address must be the institutional address of the referee's membership organization.

### Include Reference

Reference of an academic/expert indicated by the candidate to give a reference letter

Reference

Title	<input type="text"/>
Surname*	<input type="text"/>
Name*	<input type="text"/>
Email*	<input type="text"/>
Phone number	<input type="text"/>
Institution*	<input type="text"/>

Back Forward

After the references' insertion click on [Complete admission to call](#)

You will find the "Summary of the call to enrolment inscription". At the bottom of the screenshot you will find "Reference request" list. As you can see, the reminder is not sent. Click on the envelope.

Reminder	Reference reminder
Reminder not sent	 

You find a screenshot to send the request. Click on "Send reminder" and reminder's status become "Reminder sent". When the reference letter is uploaded, reference letter status change from "Not sent" to "Sent"

Reference letter
Sent

Remember that you can't see the letter, that it will be viewed only by the committee.

In the "Summary of the call to enrolment inscription", you will find the summary of your registration to the admission test and the list of the documents you uploaded. Now you will receive on your personal e-mail a message for your registration.

Take care to the buttons at the bottom of the page.



**Homepage calls** brings you back to Admission test homepage

**Change application data** allows you to modify the choices you have done during the registration

**Change evaluation qualifications** allows you to add, modify, delete the uploaded files.

To pay € 10.00 as fee to cover expenses you have to click on [Payments](#). Next screenshot is *List of fee*. Click on the number below "Invoice" label and you will be redirected to the *Invoice detail*

Tuition fees

Year	Instament	Item	Amount
<b>Rimborso spese per dottorato</b>			
2019/2020	Rata unica	Ammissione dottorato di ricerca	10,00 €

Paga con PagoPA

Stampa Avviso per PagoPA



There are two ways to pay using PagoPA payment system:

1. Click on **Stampa Avviso per PagoPA** if you want to print the payment slip and pay it to any payment service provider of the PagoPA circuit (banks, tobacconists, etc. ... Note: it is not possible to pay at the post office);
2. Click on **Pago con PagoPA** if you want to pay by debit/credit card, current account

**Note: Citizens from Non-EU countries, who are not resident in Italy, are exempt from the fee for participation in the competitive examination.**

The registration receipt can be seen and printed only after any payment of the fee: enter your personal page of SegreterieOnLine again, click on Admission test and on your test's denomination. At the bottom of the screenshot you will find the button "Print admission request"



## Are you interested in project scholarships or in apprenticeship contract?

In order to express their interest for project grants or for the positions with high level training apprenticeship, according to the deadlines set by art. 6 of the call, you have to login SegreterieOnLine again, click on Admission test and then select the name of the competitive examination for which you have previously registered.

In the "Summary of the call to enrolment inscription" you will find (only for the competitions that have this kind of positions) "Questionnaires" entry. Click on "Start".

**Note: The questionnaire is referred only to project scholarships, but use it also for high level training apprenticeship contracts.**

Questionnaires

Questionnaire	Status	Actions
Scholarships for specific projects		<a href="#">Start</a>

Fill in the questionnaire.

To indicate the project scholarships and the high level training apprenticeship contracts, you are interested in click on Yes and then on Forward. When you have completed the questionnaire and indicated all the positions you're interested in, click No.

Are you interested in applying to project grants, too?\*

Yes 

No

Take care to the buttons below



**Cancel** is necessary to delete your answer, **Exit** to come out from the questionnaire, **Back** to come back to the previous screenshot, **Forward** to go on.

Fill in the blanks, as suggested in the screenshot below.

Project grant I

Indicate your favourite project grant\*

Project grant

Fill in with the denomination of the scholarship or the apprenticeship contract you are interested in

Research activities related to your favourite project grant

Indicate previous research activities related to your favourite project grant\*

Research activities related to your project grant

Fill in with your past research activities, related to your choice, if you have done it

Would you like to mention other project grants?\*

Yes

No

At the end of the questionnaire you will find a screenshot with the summary. If data are correct click on Confirm, otherwise you can modify them again.

Warning: Once confirmed the questionnaire cannot be later modified.

After the confirm you can also print the summary of your questionnaire. Click on Exit and you come back to the "Summary of the call to enrolment inscription", the questionnaire status is green now. You can also see your answers clicking on [Show details](#) -



Have you forgotten to fill in the questionnaire by the deadline? Don't worry, any expressions of interest may also be declared during the admission tests.