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

As first remember to:

- Registrate 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
Click Login, enter your personal page and select "Admission test" voice.
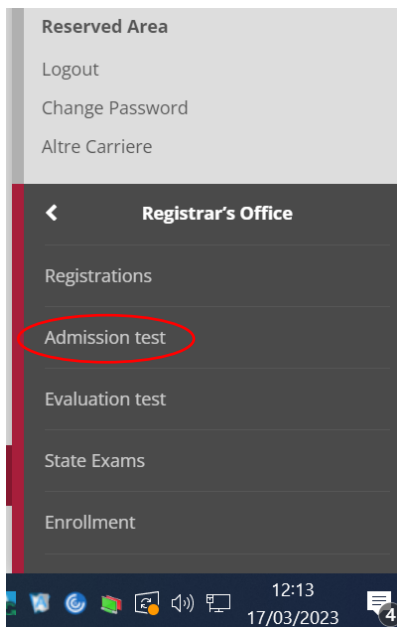
Call to enrolment

It is necessary to fill in the information in order to present an application. Please carefully check that all given information is correct.

Pause and restart of the application procedure
Periodically the system saves the online application process. In case the application is interrupted before being completed, *normally* it can be **restored** to where it was left off. The filled in data will be automatically saved by the system.

To modify saved data (before ending the process)
If the saved data has to be modified, it will be necessary to restart the process again, from the beginning. You have to enter the admission section, select the process in stand-by and cancel it. The system allows you to restart the application from the beginning.

End of the application
When the application is submitted, it will not be possible to modify it through the website.

[Call to enrolment]

Choose Call to enrolment and click on Ph.D. Course (D.M.226/2021) 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.

Choose course level

Choose the course level in which you want to be enrolled.

┌─ Choose course level ───┐
Post Italian	● Ph.D. Course (D.M. 226/2021)
university reform*	○ Degree Course
	○ 6-year single cycle Master Degree
	○ 2-year Master Degree
	○ First Level Master Course
	○ Second Level Master Course
	○ 4-year Specialization School
	○ Corso di Perfezionamento a crediti
└──┘

[Back] [Forward]

Now you can choose your Phd course

Call to enrollment list

Choose the call to enrollment in which you want to be enrolled.

┌─ Call to enrollment ───┐
Call to enrollment*	○ CHEMICAL, GEOLOGICAL AND ENVIRONMENTAL SCIENCES from 17/03/2023 08:00 to 19/04/2023 12:00
Call to enrollment*	○ COMPUTER SCIENCE from 17/03/2023 08:00 to 19/04/2023 12:00
Call to enrollment*	○ CONVERGING TECHNOLOGIES FOR BIOMOLECULAR SYSTEMS (TECSBI) from 17/03/2023 08:00 to 19/04/2023 12:00
Call to enrollment*	○ CULTURAL AND SOCIAL ANTHROPOLOGY from 17/03/2023 08:00 to 19/04/2023 12:00
Call to enrollment*	○ ECONOMICS, STATISTICS AND DATA SCIENCE from 17/03/2023 08:00 to 19/04/2023 12:00
Call to enrollment*	○ EDUCATION IN THE CONTEMPORARY SOCIETY from 17/03/2023 08:00 to 19/04/2023 12:00
Call to enrollment*	○ LEGAL SCIENCES from 17/03/2023 08:00 to 19/04/2023 12:00
Call to enrollment*	○ MATERIALS SCIENCE AND NANOTECHNOLOGY from 17/03/2023 08:00 to 19/04/2023 12:00
└──┘

Click CONFIRM AND CONTINUE

Call to enrolment confirmation

Verify the information related to the choices made in the previous pages.

Call to enrolment

Level of qualification	Doctorate
Course level	Ph.D. Course (D.M. 226/2021)
Description	TRANSLATIONAL AND MOLECULAR MEDICINE – DIMET

Back   Confirm and continue

When you arrive to your personal data page, if your data are correct click Confirm, otherwise click Back.

Personal Data

In this page you can see the information on your permanent address and your current home address. If you click the link "Edit" in the different sections, you can change your data.

Permanent address

Country	ITALY
Province	Milano (MI)
Town/City	Milano
Post code	20146
Locality	
Address	████████████
Street no.	██
Phone number	███████
Current address is the same as permanent address	Y

✏ Edit Permanent Address **Use the link to edit Permanent Address**

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. Go through the screenshots and at the end you will have to upload your document card. The scan of th 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.

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.

Identity Documents

On this page you can see the list of identity documents previously inserted and you may also insert new ones.

Type	Number	Issued by	Issuing date	Expiry date	Status	Attachments presented	Actions
Identity card	███	comune milano	29/06/2010	28/06/2020	🔴	No	🔍 🌐
Identity card	███	comune di milano	26/11/2016	27/05/2027	🟢	Yes	🔍 🌐

Insert a new identity document

Back   Proceed

Otherwise you can select PROCEED.

If your Phd course has curricula you can choose the correct preference

Preferences

Select the preferences related to the call to enrolment

Preferences

Preference:* ` - `

- 112R - ECONOMICS, STATISTICS AND DATA SCIENCE, 112R - 3 - BIG DATA & ANALYTICS FOR BUSINESS, 975 - Ordinary places
112R - ECONOMICS, STATISTICS AND DATA SCIENCE, 112R - 1 - ECONOMICS, 975 - Ordinary places
112R - ECONOMICS, STATISTICS AND DATA SCIENCE, 112R - 2 - STATISTICS, 975 - Ordinary places

Back   Forward

Now click FORWARD

Choose the administrative category and state your disability needs

Choose the administrative category, if necessary, in order to enter the call to enrolment.

Students with **disability needs or special learning disabilities** can now declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010. During the enrolment process further information will be required.

Administrative category

Administrative
category   Ordinary places

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   ● No

Back   Forward

Select:

- Administrative Category: select Ordinary places

- Declaration of invalidity of specific learning disorder (SLD): Select YES or NO, if necessary

- If you click YES you can choose the request of assistance and after you can upload the documentation request

Click Forward. Will appear a recap screen, select CONFIMR AND PROCEED

Confirm call to enrolment

Check the information relative to the selections made in the previous pages.

Call to enrolment

Level of qualification	Doctorate
Course level	Ph.D. Course (D.M. 226/2021)
Description	CONVERGING TECHNOLOGIES FOR BIOMOLECULAR SYSTEMS (TECSBI)

Valid for

Details	117R - CONVERGING TECHNOLOGIES FOR BIOMOLECULAR SYSTEMS (TECSBI), 975 - Ordinary places

Administrative category and disability needs

Administrative category	Ordinary places
Request assistance for disability needs	No

Back   Confirm and proceed

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

Details of required qualifications

Indicate the type of **compulsory** qualifications needed to proceed with the procedure.

Compulsory Qualifications

Block status	Qualification	Notes	Qualification status	Actions
✔	High School Certificate		●	📝 🌐 🔍

Alternative Qualifications

⚠ The various options show qualifications that are alternative one to the other.

Information about language and information technology certification
You are advised to consult the teaching regulations of the study course and the university website: www.unimib.it/cfu-lingue-informatica

Option 1:

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!

Dati Titolo di studio Laurea di Primo Livello

Classe*	Scegli... ⌄
Data Conseguimento*	(gg/MM/yyyy)
Anno accademico*	(es: 2001/2002)
Voto*	(es:98/110)
Lode	☐
Percorso di studio	

Indietro **Procedi**

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.

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

Once you have entered the titles, you will find a green flag at the side of your combination under block status.

In addition to the Bachelor's Degree you will need to add the **High School Title** as a required title. You will be able to enter it using the

- Search High School
- From the drop-down menu you will be able to select the correct one

On the next screen you will be asked to confirm your correct combination of access title + high school title. Then click on PROCEED.

Now you can upload your documentation. Carefully read 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.

Management of qualifications and documents for evaluation

Declare your qualifications and documents valid for evaluation.

The following types of documents and/or qualifications are valid for positioning in the eligibility list.

Type	Min	Max
Research	0	5
Certif./self-certif. post grad. courses	0	10
Curriculum vitae et studiorum	1	1
Certif. training/research periods abroad	0	5
Publications	0	20

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

Tipo titolo	Min	Max
Curriculum vitae et studiorum	1	1
Attività di ricerca	0	5

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").

Dichiarazione titolo di valutazione

┌─Dettaglio titolo o documento─────────────────────────────┐
Tipologia:*   [-   ▼] ⇐
Titolo:*   [   ]
Descrizione: [   ]
Allegato:*   [Sfoglia...   ]
└──┘

[Indietro] [Avanti]

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 25MB. Until completion of admission request, candidates will be able to change, add or remove the submitted documents.

Afterwards click No and proceed

Conferma dichiarazione titoli e documenti per la valutazione

Verificare le informazioni inserite relativamente ai titoli ed ai documenti inseriti per la valutazione.

Tipologia	Titolo
Curriculum vitae et studiorum	xx

Indietro Avanti

CASE 1

For PhD programs wich request the choice of a scholarship project, without uploading a reserach project, **will appear a questionnaire to fill**.

Click COMPILA

Elenco questionari

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Azioni
Interest in scholarships project *	🔴	Compila

Indietro

For who are not interested to the scholarships project in the first screen click NO. After, if interested, please tick **AT LEAST one preference and up to a MAXIMUM of 2** for the projet scholarships.

⬛ » Questionnaire

Compilation of questionnaire "Interest in scholarships project"

The fields marked with * are mandatory.

* (Maximum number of answers accepted: 2)

If interested, please tick AT LEAST one preference and up to a MAXIMUM of 2 for the projet scholarships*

☑ TECSBI.1
☑ TECSBI.2
☐ TECSBI.3

Cancel Exit Back Next

Next

NOTE: If you choose 3 project appear a message of ERROR and you can't go on with the admission procedure.

At this point it's ESSENTIAL to keep in mind the steps to follow shown in the screenshot below:

⬛ » Questionnaire

Compilation of questionnaire "Interest in scholarships project"

The fields marked with * are mandatory.

ATTENTION, THE APPLICATION PROCESS IS NOT FINISHED
1. Click NEXT.
2. On the following page click on CONFIRM to confirm the questionnaire.
3. On the next page click EXIT to return to completing the application
4. On the next page click AVANTI to complete the application for admission
5. You will arrive at the last page where you must click COMPLETE COMPETITION ADMISSION to finally complete the application. Remember that after this step you will no longer be able to take any action, not even cancel the application.

Cancel Exit Back Next

Now click NEXT

⚠️ Attenzione: il questionario non è stato **CONFERMATO**.

ℹ️ Tutte le domande del questionario sono complete.

Conferma　Esci　🖨 Stampa

PAGINA 1

▬ Borse a progetto ▬

Selezionare almeno una preferenza e fino ad un massimo di due per le borse a progetto indicate a bando cliccando l'acronimo del/i progetto/i di interesse. Ricordiamo che confermando non sarà più possibile modificare la scelta degli acronimi per questo concorso　　ANTRO.1

Modifica Pagina 1

Conferma　Esci　🖨 Stampa

1) If you wish to edit the questionnaire click on EDIT PAGE 1. You will return to the questionnaire completion and can change the choice of acronyms related to the project grants
2) If you wish to finally confirm the questionnaire click CONFIRM

Clicking CONFIRM will take you to this screen

Riepilogo Preferenza borse a progetto per dottorati AA 2022/2023

ℹ️ Il questionario è stato **CONFERMATO**.

Esci　🖨 Stampa

PAGINA 1

▬ Borse a progetto ▬

Selezionare almeno una preferenza e fino ad un massimo di due per le borse a progetto indicate a bando cliccando l'acronimo del/i progetto/i di interesse. Ricordiamo che confermando non sarà più possibile modificare la scelta degli acronimi per questo concorso　　ANTRO.1

Esci　🖨 Stampa

The questionnaire has been confirmed and is no longer editable, click EXIT to exit the questionnaire and return to filling out the application.

Elenco questionari

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Azioni
Preferenza borse a progetto per dottorati AA 2022/2023 *	🟢	Compila

Indietro　Avanti

📌 **Legenda**

⭐ Dato obbligatorio

🟢 Questionario completo

🔴 Questionario incompleto

You will see the questionnaire summary screen; in the string you can see the GREEN dot indicating that the questionnaire is complete and confirmed. Click NEXT to complete the questionnaire.

CASE 2

For PhD programs wich request to choose for schoarships project/High Apprenticeship position, will be required, in the screen of evaluation title, a mandatory upload of a research project **for both University scholarships and acronym-related project.**

Management of qualifications and documents for evaluation

Declare your qualifications and documents valid for evaluation.

The following types of documents and/or qualifications are valid for positioning in the eligibility list.

Type	Min	Max
Research	0	5
Certif./self-certif. post grad. courses	0	10
Curriculum vitae et studiorum	1	1
Certif. training/research periods abroad	0	5
Research project	0	1
Research project ECOSTATDATA.1	0	1
Publications	0	20

IMPORTANT:
If will not uplead a correct number of project the system will send an ERROR MESSAGE. Remember that after the error message you will have to undo the process e redo a new admissione request

THE NUMBER OF PROJECTS UPLOADED IS NOT CORRECT. YOU HAVE TO UPLOAD ONE OR TWO FILES RELATING TO THE RESEARCH PROJECTS

ESSE 3 – Message for ▇▇▇▇▇▇▇▇ [Stud.ID▇▇▇▇]

ESSE3 MSG-30042

The number of projects uploaded is not correct. You have to upload one or two files relating to the research projects

Confirm

NB. IT'S MANDATORY TO UPLOAD AT LEAST ONE RESEARCH PROJECT UP TO A MAXIMUM OF 2

CASE 3

PhD programs wich request the upload of only ONE research project. The uploading is done in the mask of documents for evaluation.

Letters of Reference

Are reference letters required?

If your competition requires letters of reference, you will see the dedicated section "List of Reference Requests." First, check in the Note of Competition how many letters are required and follow what is indicated in the next box.

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.

After the references' insertion click on.

At this point to confirm the application for admission click on the COMPLETE APPLICATION button. By clicking this button, as reminded in the message that appears at the top, the application for admission will be final and **you will no longer be able to take any action, not even cancel the application and redo a new one.**

Final confirmation for call to enrolment

WARNING: If you click "COMPLETE APPLICATION" you can **no** longer take any action, not even cancel the application.
If some data, already saved during application, have to be changed you will have to undo the process and to do a new one. Access to section *"Admission"*, select the process left undone and cancel it. You will be able to begin a new application.

Call to enrolment

Level of qualification	Doctorate
Description	CULTURAL AND SOCIAL ANTHROPOLOGY

Valid for

Details	119R - CULTURAL AND SOCIAL ANTHROPOLOGY, 975 - Ordinary places

Administrative category and disability needs

Administrative category	Ordinary places
Request assistance for disability needs	No

Back   Complete admission to call

After the completion of admission request the procedure is complete. You can porceed with the payment.

NB. After payment you can print the admission request. You can conserve the admission request, you have not to presnt during the competition tests.

Evaluation qualifications

Type	Qualification
Curriculum vitae et studiorum	XXX

Answers to questionnaires

Questionnaire: Interest in scholarships project

Question	Answer
Are you interested in scholarships project?	Yes
If interested, please tick AT LEAST one preference and up to a MAXIMUM of 2 for the projet scholarships	TECSBI.1
If interested, please tick AT LEAST one preference and up to a MAXIMUM of 2 for the projet scholarships	TECSBI.2

Homepage Calls   Payments

If you then wish not to confirm but to cancel the application and redo a new one, click BACK. You will return to the Competitions Home where you can cancel the selected process and make a new competition entry.

Iscrizione Concorsi

E' necessario inserire alcuni dati indispensabili per presentare la domanda di iscrizione al concorso. Controllare attentamente che le informazioni inserite siano corrette.

Sospensione e ripresa della domanda di iscrizione
Il sistema salva periodicamente il progresso della domanda di iscrizione al concorso. Qualora si interrompa per qualsiasi motivo la presentazione della domanda prima di averla conclusa, sarà *generalmente* possibile **riprenderla** da dove si è interrotto (o comunque dagli ultimi step effettuati). I dati precedentemente inseriti saranno automaticamente mantenuti nel sistema.

Modifica di dati già salvati (prima della conclusione)
Qualora si debbano modificare dati già salvati dalla procedura, sarà necessario annullare l'intero processo e reinserire la domanda.
Accedere alla sezione *ammissione*, selezionare il processo lasciato in sospeso e annullarlo. Il sistema permetterà di ricominciare da capo con la compilazione.

Conclusione della domanda
Una volta conclusa la domanda, non sarà più possibile modificarla attraverso il sito.

[Iscrizione Concorsi] [Annulla il processo selezionato]
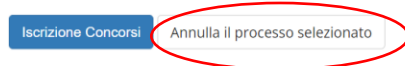
After completing the admission request you will find the "Summary of the call to enrolment inscription". At the bottom of the screenshot you will find "Reference request" list. As you can see, the reminder is not sent. Click on the envelope.

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".

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