

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

As first remember to:

- Register at the university website if you DON'T 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.

If you are not already a Unimib user follow this procedure:

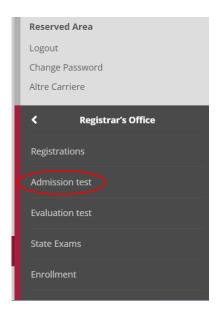
- 1. Access the link https://s3w.si.unimib.it/Home.do
- 2. Click registration
- 3. Follow the registration procedure indicated on the site.
- 4. Upon completion you will be sent a username and password to your personal e-mail address or to the one you entered during registration by which you will be able to access the online secretaries to start the admission process
- 5. With the regenerate password function you will be able to change the password at your convenience

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)

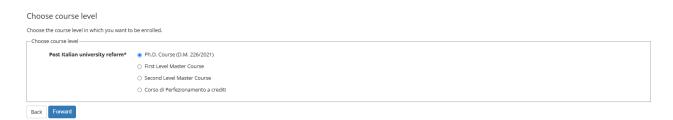
If the saved data has to be modified, it will be necessary to restart the process again, from the beginning. You have to enter the admission section, select the process in stand-by and cancel it. The system allows you to restart the application from the beginning.

End of the application

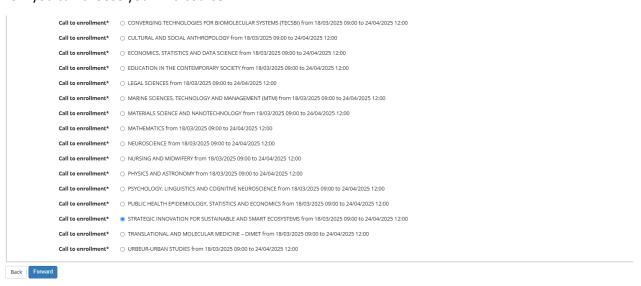
When the application is submitted, it will not be possible to modify it through the website.



Choose Call to enrolment and click on Ph.D. Course (D.M.226/2021) and on select the test you want to participate to by clicking in the dot near the test name.



Now you can choose your Phd course



Click CONFIRM AND CONTINUE.

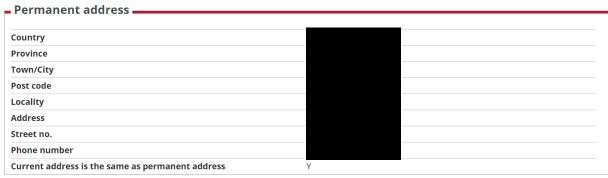


Call to enrolment confirmation	
Verify the information related to the choices made in the previous pages.	
- Call to enrolment -	
Level of qualification	Doctorate
Course level	Ph.D. Course (D.M. 226/2021)
Description	STRATEGIC INNOVATION FOR SUSTAINABLE AND SMART ECOSYSTEMS
Back Confirm and continue	

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.



<u>| Edit Permanent Address</u> Use the link to edit Permanent Address

Now you can upload your Identity Document. At 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 the document must be front and back, in PDF format or jpg, gif, png image format, and may be, if necessary, included more than one file. Using Actions you can display, modify or delete what you uploaded.

Identity Documents

Proceed

Back

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



Otherwise you can select PROCEED.



If the phd course has curricula or executive positions, category "Employees of affiliated companies" (these positions are reserved only to industrial doctorates), select the phd course of interest via the preference (drop-down menu).

For executive positions it is mandatory to upload the employer's declaration.



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 category 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

Select the Administrative Category:

- Ordinary places

Or

- Employees of affiliated companies, if you want to apply for executive position (only for employees of the companies indicated in the description sheet)

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

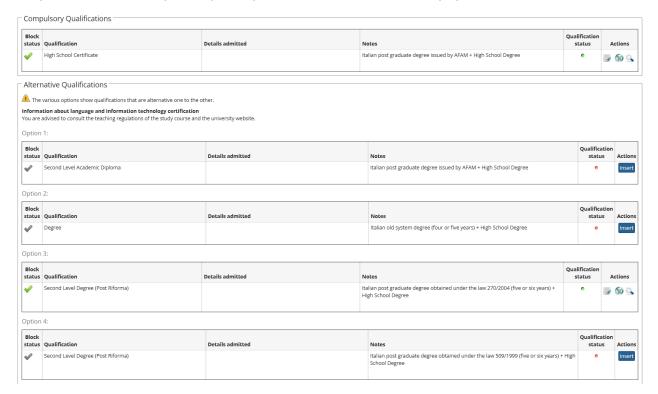
- If you click YES you can choose the request of assistance and after you can upload the documentation request

Click Forward. It 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 Course level Description Valid for	Doctorate Ph.D. Course (D.M. 226/2021) STRATEGIC INNOVATION FOR SUSTAINABLE AND SMART ECOSYSTEMS
Details Administrative category and disability needs	134R - STRATEGIC INNOVATION FOR SUSTAINABLE AND SMART ECOSYSTEMS , 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.



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 have taken an old-system degree (four-year/five-year) or a single-cycle Master's Degree, you must select the option that contains only that degree achieven.

If you have taken a 3+2 pathway (Bachelor's Degree + Master's Degree/Second-Level Academic Degree AFAM compartment/Foreign Degree or a Bachelor's Degree + a two-year Italian LM), you must compulsorily enter



the data of both degrees, by selecting the combination that includes both of them otherwise one of them will not be evaluated by the committee.

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

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

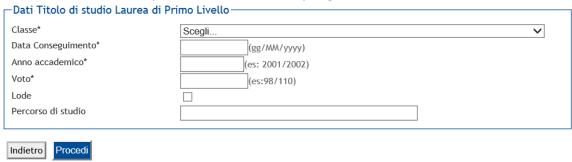
Choose the Region and search the University of achievement.

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!



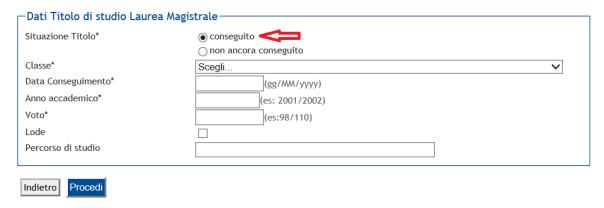
How to indicate your access degree (valid for everyone)

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.

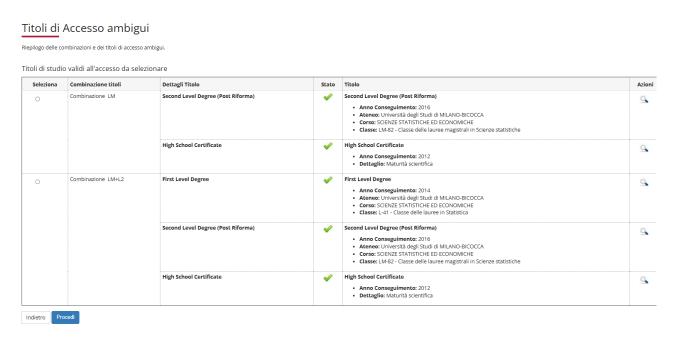


In addition to the Bachelor's Degree you will need to add the **High School Title** as a mandatory title required. You will be able to enter it using the

- 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.

For the category Employees of affiliated companies it is mandatory to upload the declaration of employment status signed.



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.		
Туре	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	1	1
Publications	0	20
Declared qualifications		
No document and/or qualification has been inserted		
Do you want to attach other documents and/or qualifications to your admission application?*		
Yes		
O No		
Back Proceed		

For mandatory documents the minimum is equal to 1, for optional one's the minimum is equal to 0. Remember that there is also a maximum number of documents to upload (column Max) for each type. Please remember that at the item "Copy of foreign degree" you have to upload in 1 single file your Master and Bachelor degree. Do the same as concerns the item "transcript of records".



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").



Do you see this message?

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

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

Note: Documentation must be in pdf format. Every document can't be larger than 25MB. Candidates will be able to change, add or remove the submitted documents <u>only until completion of the online application</u>.

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



WARNING!!!

IF YOU DO NOT FIND A WAY TO UPLOAD THE EVALUABLE TITLE IN IN THE CORRECT PLACE, UPLOAD IT IN ANY OTHER USEFUL PLACE (FOR EXAMPLE IN PUBLICATIONS, THAT HAVE A MAXIMUM OF 20 UPLOADABLE DOCUMENTS). ALL THE DOCUMENTS UPLOADED IN THE PROCEDURE WILL BE SENT TO THE COMMITTEE WITHOUT DISTINCTION.

In this mask the mandatory upload of a research project is requested.

After completing the mask of evaluation titles in the summary screen click NEXT.

For the following courses, an **expression of interest in the phd project**, from a minimum of 1 to a maximum of 2 preferences, can be made **by filling in a questionnaire**:

- BUSINESS FOR SOCIETY
- PHYSICS AND ASTRONOMY
- COMPUTER SCIENCE
- TRANSLATIONAL AND MOLECULAR MEDICINE DIMET
- NEUROSCIENCE
- NURSIGN AND MIDWIFERY
- INTANGIBLE HERITAGE IN SOCIO-CULTURAL INNOVATION
- PUBLIC HEALTH EPIDEMIOLOGY, STATISTICS AND ECONOMICS
- THE NEW PUBLIC ADMINISTRATION: DATA AND HUMAN RESOURCES
- MATERIALS SCIENCE AND NANOTECHNOLOGY
- MARINE SCIENCES, TECHNOLOGY AND MANAGEMENT (MTM)
- STRATEGIC INNOVATION FOR SUSTAINABLE AND SMART ECOSYSTEMS
- CONVERGING TECHNOLOGIES FOR BIOMOLECULAR SYSTEMS (TECSBI)

For these courses, the questionnaire mask is accessed after the completion of the evaluable qualifications mask.

Click FILL IN.

List of Questionnaires

This page contains a list of questionnaires to be filled in.

Questionnaire

Questionnaire

STRATEGIC INNOVATION FOR SUSTAINABLE AND SMART ECOSYSTEMS *

Fill in



Now you have to options:



- If you are interested in the scholarship without theme (University scholarships) click No and confirm the questionnaire as per instruction in the following page.
- If you are interested in the scholarship with project/theme click Yes and go on to the following mask.

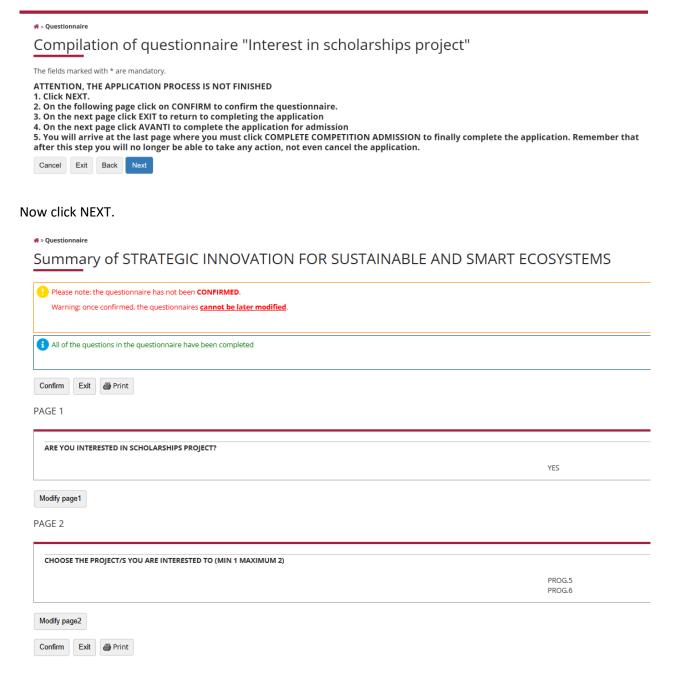


Select AT LEAST one preference and up to a MAXIMUM of 2 for the project grants indicated in the description sheets.

NOTE: If you choose 3 project/or no project appear a message of ERROR and you can't go on with the admission procedure.



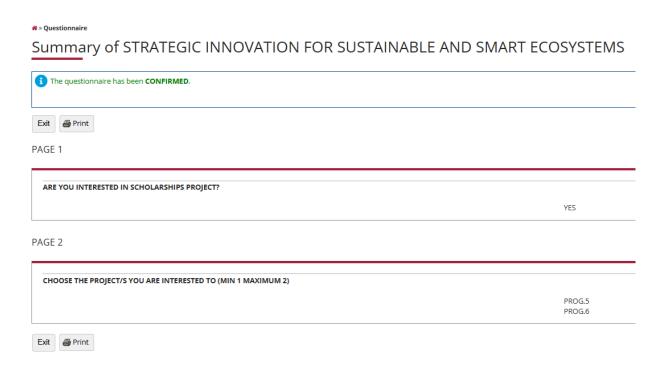
At this point it's ESSENTIAL to keep in mind the steps to follow shown in the screenshot below:



- 1) If you wish to edit the questionnaire click on EDIT PAGE 1. You will return to the questionnaire completion and can change the projects chosen.
- 2) If you wish to finally confirm the questionnaire click CONFIRM



By clicking CONFIRM you will arrive to this screen.



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



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 your application.

PLACES WITHOUT SCHOLARSHIP

For those phd courses that offer positions without scholarship, if there is the questionnaire to be fulfilled, the candidate should:

- upload mandatory the project in the evaluable titles mask (under "research project")
- fill out the questionnaire and at the question "Are you interested in project grants?" click NO



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.

Туре	Min	Max
Research	0	5
Transcript of records	1	1
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

Letters of Reference

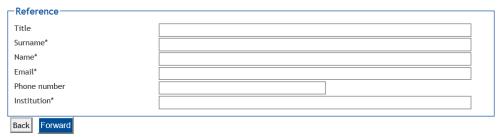
Are reference letters required?

If your course requires letters of reference, you will see the dedicated section "List of Reference Requests." First, check in the Call, in the description sheet of the course, 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.

Include Reference

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



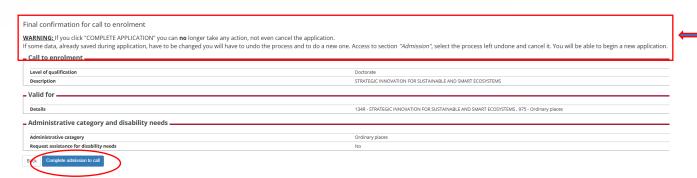
Please note that you will not be able to see the letter, which will only be visible to the Selection Committee.

After having uploaded the references click on FORWARD.



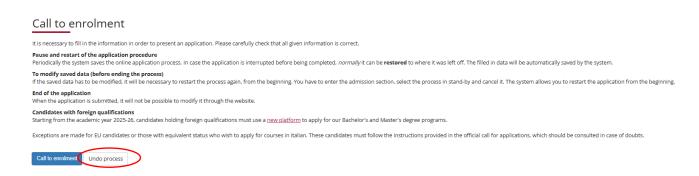
At this point to confirm the application for admission click on the COMPLETE APPLICATION button. By clicking this button, as reminded in the message that appears at the top, the application for admission will be final and you will no longer be able to take any action, not even cancel the application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





If you wish not to confirm but to cancel the application and reapply, click BACK.

You will return to the Homepage where you can cancel the selected process and make a new one.



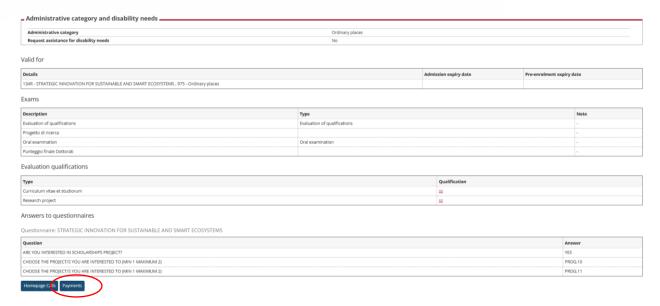
After the application is confirmed, the system may give an ERROR message if:

- 1. You are already enrolled in a phd program
- 2. You have not entered your correct degree class in the access titles. In this case, cancel the registration and do the process again to enter the correct data.

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

N.B. NON-EU CITIZENS ARE EXEMPT FROM PAYING THE FEE!





WARNING!!!

THERE IS NO RECEIPT MESSAGE AFTER THE APPLICATION IS COMPLETED. IF YUO CAN PRINT THE ADMISSION REQUEST, THIS MEANS THE PROCESS HAS BEEN SUCCESSFUL.

NB. After the payment you can print the admission receipt. You can save the admission receipt, you have not to present it during the competition test.

Please note that no confirmation e-mail will be sent upon completion of the registration process.

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.



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 will be viewed only by the committee.