GUIDE TO REGISTRATION TO A PhD CALL

To register online to a PhD Course you have to access the online service “Segreteria online”: visit https://segreteriaonline.unite.it/ or click on “Gestione profilo” from the home page of the university www.unite.it.

Then you have to access the Reserved Area - “Area riservata”:
Click - at the top right - on the square icon with the three lines and log in with your personal credentials.
GUIDE TO REGISTRATION

You are in the “Area utenti registrati” (registered users area) screen. Click again - at the top right - on the square icon with the three lines.

Click on the “segreteria” button.

And then click on “Test di ammissione”.
The site shows a summary page with the informations that will be required to proceed. Click “Iscrizione Concorsi” to proceed.

You have to choose the kind of title. Select “dottorato di ricerca” and click “Avanti”.

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GUIDE TO REGISTRATION
GUIDE TO REGISTRATION

To continue you have to select the kind of course: “corso di dottorato (D.M 45/2013)” , and click on “Avanti button to proceed.

Select the kind of course. Then click “Avanti” to go on.
Select the call ("concorso"). You find more information in “Dettaglio”. Click again on “Avanti” button to continue.

A summary page shows the choices made. Click on “conferma e prosegui” button to proceed.
GUIDE TO REGISTRATION

An identity document is necessary. Click on “Inserisci nuovo documento di identità”.

Enter the details of your identify document (kind of document, identify number, released by, on date, expiration, country).
GUIDE TO REGISTRATION

Check your data in the summary page, click on “Avanti” to proceed.

Attach the identify document. Click on “Inserisci Allegato” button.
GUIDE TO REGISTRATION

Insert the details of the document (title and description) and attach it. Click “Avanti” to go on.

You can see the summary page, click again on “Avanti” button to confirm.
A list sums up the documents attached, if you want insert a new document click on “inserisci nuovo documento di identità”, click on “proseguì” to proceed.

Upload a ID photo. Please be attention to the image format.
Click on “Conferma” button to go on.

Select if you need a disability aid.
GUIDE TO REGISTRATION

Confirm the registration to the call. Click “conferma e prosegui” to proceed.

The page is for people with disabilities, click “Inserisci nuova dichiarazione di invalidità/handicap/DSA” and follow the instruction.
A list shows the academic qualifications needed to proceed. Click “Procedi” to go on.

Indicate if your high school qualification is Italian or foreign and if it was obtained in Italy or abroad. Click “Procedi” to proceed.
Search the details of your school: enter province, municipality and the name of the school and click on “Cerca istituto” to search it.

Enter the kind of high school title, year and date of graduation and the final score. Click “Procedi” to continue.
GUIDE TO REGISTRATION

Enter if you obtain the title in this university or in another one. Click “Procedi” to go on.

Search the university where you graduated. Insert the region and click on “Cerca ateneo”.

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[Diagram of the UNITE website showing the search function for universities and the option to proceed with registration.]
GUIDE TO REGISTRATION

Enter the detail of your master’s degree qualification: insert date and year of graduation and the final score.

Check the summary of the titles requested.
In this screen you find a summary of documents needed for the call. Note that you have a minimum and a maximum for each kind of document.

For each title, please enter kind, name, description and attach them.
GUIDE TO REGISTRATION

When you finished to attach all titles a page shows you the summary.

If all titles are right click “Avanti” to proceed.
Now a list of tests that you have to complete. Click on “compila” and fill it.

Join the privacy policy.
Finally, you can check the details of the call.

This is final step: A summary of the registration. Click on “Stampa ricevuta di ammissione” if you want save it or “Home concorsi” if you want come back to the home page.