

Do you want to request of recognition PhD degree?

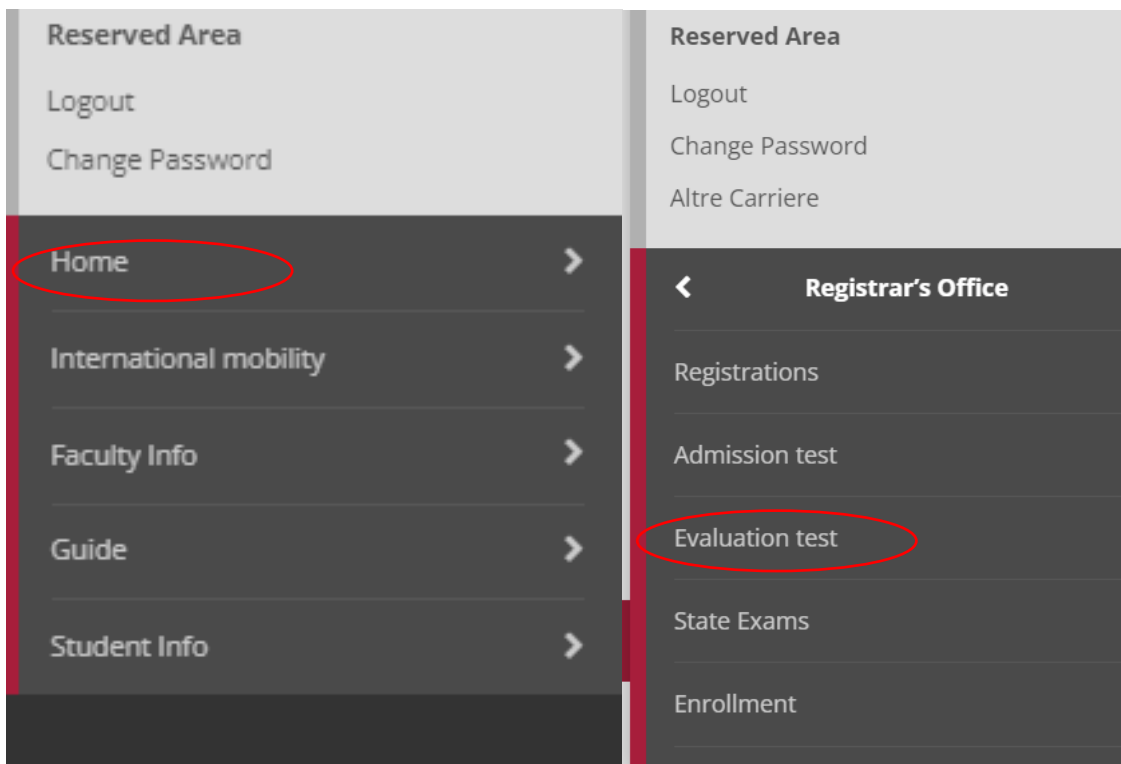
As first remember to:

- 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.

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 "Home" and after "Admission test" voice.



Click **ADMISSION TEST** and after click **ENROLLMENT IN AN EVALUATION TEST**.

Enrollment in an evaluation test

Via the following pages you can enrol for an evaluation test.

[Enrollment in an evaluation test](#)

Click **FOREIGN DEGREE EQUIVALENCE** and after **FORWARD**.

Choose course level

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

Choose course level

Post Italian university reform* 2-year Master Degree
 Foreign Degree Equivalence

[Back](#) [Forward](#)

Click **RECOGNITION OF THE PHD DEGREE** and after **FORWARD**.

Call to enrollment list

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

Call to enrollment

Call to enrollment* Recognition of the PhD degree from 31/03/2023 09:00 to 31/03/2023 23:59

Details

[EQUI03 - Foreign Ph.D. Course Equivalence](#)

[Back](#) [Forward](#)

A summary of your choice will appear with imprinted directions regarding uploading attachments. Read carefully and then click on **CONFIRM AND CONTINUE**.

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


Call to enrolment

Level of qualification	Undefined Certificate
Course level	Foreign Degree Equivalence
Description	Recognition of the PhD degree
Note	Explanatory notes: Annexes with the indication "1" in column "Min" are MANDATORY, annexes with the indication "0" are optional; Types of Annexes: 1. Diploma supplement (DS); Diploma Supplement or Statement issued by the competent institution of the foreign higher education attesting the elements and activities of the phd carried out in order to obtain the final degree, in addition to the number of years 2. CIMEA Statement (CIMEA); Attach any documentation of verification certificates issued by the Italian ENIC-NARIC Centre (CIMEA) or legalization of documents (such as the Hague Apostille, where provided) or Declaration of Value 3. PhD (DOTT); Copy of the phd thesis (max 25 MB). Alternatively, upload a PDF file indicating the web address of the repository of the University or Library where the approved thesis is stored and available. 4. Copy of foreign qualification (COPIA_TS); Copy of the EXTRA-EU degree by which you have had access to the foreign phd course or Self-certification of the second cycle Italian degree or EU degree by which you have had access to the foreign phd course. 5. Translation of documents in Italian or English (TRAD-_DOC); Ant Italian translations of the required documents 6. Curriculum vitae et studiorum 7. Any other titles (AL_TIT2); Any other documentation, such as reference letters, etc.

[Back](#) [Confirm and continue](#)


When you get to the screen of your master data, if they are correct, click **CONFIRM**, otherwise click **EDIT**.

Town/City	
Post code	
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

Contact details

Email	
Mobile phone	
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y

 [Edit Contact details](#) Use the link to edit Contact details

In the case of replacing the ID document:

- First you will be asked for the details of the document, fill in all fields with the required data.
- To choose the "document type" open the drop-down menu.
- Proceed through the screens until you will be asked to upload the ID document. The document must be double-sided and must be uploaded in PDF or image format (jpg, gif, png). Fill in all fields within the Document Detail and upload the file. If the document is divided into multiple files, you can insert a new attachment. In the Actions you will find the ability to view, edit, or delete what you have uploaded.
- Click on INSERT NEW IDENTITY DOCUMENT.

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						Yes	  

Now follow the following steps

- On the next screen you will be able to enter the information about the new ID. Then click NEXT.
- Click NEXT.
- Here you will be able to attach the new document, after which click NEXT.
- Once you have entered the document then click NEXT.

You will return to the master data page, click NEXT.

In this page click FORWARD.

Choose the administrative category and state your disability needs


No examination test is required for this call: click Forward to continue.



In the **access titles page** you will upload

- **Foreign Philosophie doctor (PhD)**
- **High School Title**

Click the INSERT buttons to enter the respective titles.

Compulsory Qualifications

 In order to proceed you must insert all the compulsory qualifications

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	Foreign Certificate	Details admitted • PHILOSOPHIAE DOCTOR (PHD)		<input type="button" value="Insert"/>
<input type="checkbox"/>	High School Certificate			<input type="button" value="Insert"/>

FOREIGN DOCTOR DEGREE

Insert all the informations about your foreign phd degree

Foreign university study qualification

This form allows you to insert or modify data relative to foreign university study qualifications.

Foreign University Qualification Data

Nation	<input type="text" value="Choose..."/>
University	<input type="text" value="Not in list"/>
Qualification*	<input type="text" value="Choose..."/>
Study course	<input type="text"/>
Duration (years)	<input type="text"/>
Date of achievement*	<input type="text"/> 
	(e.g. dd/mm/yyyy)
Mark	<input type="text"/>
	(e.g. 98/110)
Assessment	<input type="text"/>

After that you will upload the Copy of the official foreign doctoral degree. Then click FORWARD.

Attachments: Foreign university degree

In this section, you need to upload all documents related to the foreign university degree.

Attachments list


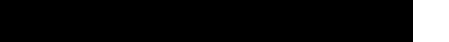
 No documents currently attached

Insert attachment

Back

Forward

You'll come back to the access titles page, click PROCEED.

		
Second Level Degree	Details of qualification: <ul style="list-style-type: none"> *  *  *  *  	  
Doctorate	Details of qualification: 	  

Back 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.

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.

PAY VERY ATTENTION TO THE FOLLOWING EXPLANATORY NOTES FOR LOADING before proceeding:

1. **DIPLOMA SUPPLEMENT (DS):** Diploma Supplement or Statement issued by the competent institution of the foreign higher education attesting the elements and activities of the phd carried out in order to obtain the final degree, in addition to the number of years
2. **CIMEA Statement (CIMEA):** Attach any documentation of verification certificates issued by the Italian ENIC-NARIC Centre (CIMEA) or legalization of documents (such as the Hague Apostille, where provided) or Declaration of Value
3. **PHD (DOTT):** Copy of the phd thesis (max 25 MB). Alternatively, upload a PDF file indicating the web address of the repository of the University or Library where the approved thesis is stored and available.
4. **COPY OF FOREIGN QUALIFICATION (COPIA_TS):** Copy of the Italian or foreign degree with which one gained access to the foreign doctoral program.
5. **TRANSLATION OF DOCUMENTS IN ITALIAN OR ENGLISH (TRAD-_DOC):** Ant Italian translations of the required documents
6. **CURRICULUM VITAE ET STUDIORUM**



7. ANY OTHER TITLES (AL_TIT2): Any other attestation, such as reference letters, etc.

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
Other qualifications	0	1
Cimea Certificate	0	1
Copy of foreign degree	1	1
Curriculum vitae et studiorum	1	1
Ph.D	1	1
Diploma Supplement	1	1
Translation documents in ita. or in eng.	0	1

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
 No

When you have upload all the necessary titles click NO and then NEXT. On the next screen again NEXT.

Confirm your declaration of qualifications and documents for evaluation

Verify the information inserted concerning your qualifications and documents presented for evaluation.

Type	Qualification
Copy of foreign degree	xxx
Curriculum vitae et studiorum	xxx
Diploma Supplement	xx
Ph.D	xxx

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

A questionnaire will appear, click FILL IN.

List of Questionnaires

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

Questionnaire	Status	Actions
Foreign course equivalence request (Ph.D.) *	●	Fill in

[Back](#)

NB. QUESTIONNAIRE COMPILATION

Before proceeding, carefully follow the instructions that will guide you to correctly fill out the questionnaire. The questionnaire consists of two sections:

Section 1: Indicate the reason for requesting foreign title recognition. The maximum limit is 4000 characters.

Compilation of questionnaire "Foreign course equivalence request (Ph.D.)"

The fields marked with * are mandatory.

State the reason for requesting recognition of foreign phd degree (max 4000 characters)*

Cancel Exit Back Next

Section 2: you must compulsorily declare AT LEAST 1 up to a MAXIMUM of 2 ERC fields. The ERC fields, matched to doctoral courses, are posted on the website page.

Compilation of questionnaire "Foreign course equivalence request (Ph.D.)"

The fields marked with * are mandatory.

You must compulsory choose the ERC fields corresponding to the requested PhD course

It's mandatory to indicate AT LEAST 1 ERC field and up to a MAXIMUM of 2*

Cancel Exit Back Next

Now carefully follow the steps for completing the questionnaire (as shown in the screen):

1. Click on NEXT.
2. On the following page click on CONFIRM to confirm the questionnaire.
3. On the next page click EXIT to return to the 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 you will no longer be able to take any action, not even cancel the application.

Compilation of questionnaire "Foreign course equivalence request (Ph.D.)"

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

Click CONFIRM (if you want to confirm the [redacted]) or MODIFY (if you want to modify the answer to the questionnaire).

» Questionnaire

Summary of Foreign course equivalence request (Ph.D.)

! Please note: the questionnaire has not been **CONFIRMED**.
 Warning: once confirmed, the questionnaires **cannot be later modified**.

i All of the questions in the questionnaire have been completed

Confirm Exit Print

The questionnaire is confirmed. Click EXIT.

» Questionnaire

Summary of Foreign course equivalence request (Ph.D.)

i The questionnaire has been **CONFIRMED**.

Exit Print

PAGE 1

You will return to the initial page and the questionnaire dot will turn green, a sign that it has been completed correctly. Click FORWARD.

List of Questionnaires

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

Questionnaire	Status	Actions
Foreign course equivalence request (Ph.D.) *	●	Fill in

Back Forward

You have reached the end of the procedure. [REDACTED]

Final confirmation for call to enrolment

The call to enrolment is almost finalized. We remind you that following this last confirmation **it will no longer be possible** to change the data inserted for this call.

Call to enrolment	
Level of qualification	Undefined Certificate
Description	Recognition of the PhD degree
Note	Explanatory notes: Annexes with the indication "1" in column "Min" are MANDATORY, annexes with the indication "0" are optional; Types of Annexes: 1. Diploma supplement (DS): Diploma Supplement or Statement issued by the competent institution of the foreign higher education attesting the elements and activities of the phd carried out in order to obtain the final degree, in addition to the number of years 2. CIMEA Statement (CIMEA): Attach any documentation of verification certificates issued by the Italian ENIC-NARIC Centre (CIMEA) or legalization of documents (such as the Hague Apostille, where provided) or Declaration of Value 3. PhD (DOTT): Copy of the phd thesis (max 25 MB). Alternatively, upload a PDF file indicating the web address of the repository of the University or Library where the approved thesis is stored and available. 4. Copy of foreign qualification (COPIA_TS): Copy of the EXTRA-EU degree by which you have had access to the foreign phd course or Self-certification of the second

If you wish to UNCONFIRM because you want to modify your request you can cancel the application and redo a new one by clicking on BACK.

You will return to the Competitions Home where you have to click undo the process and reapply for a new evaluation test.

Enrollment in an evaluation test

Via the following pages you can enrol for an evaluation test.

Enrollment in an evaluation test
Undo process

If you wish to complete the application click COMPLETE COMPETITION ADMISSION.

By clicking this button, as reminded in the message that appears at the top, the application 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

The call to enrolment is almost finalized. We remind you that following this last confirmation **it will no longer be possible** to change the data inserted for this call.

Call to enrolment	
Level of qualification	Undefined Certificate
Description	Recognition of the PhD degree
Note	Explanatory notes: Annexes with the indication "1" in column "Min" are MANDATORY, annexes with the indication "0" are optional; Types of Annexes: 1. Diploma supplement (DS); Diploma Supplement or Statement issued by the competent institution of the foreign higher education attesting the elements and activities of the phd carried out in order to obtain the final degree, in addition to the number of years 2. CIMEA Statement (CIMEA); Attach any documentation of verification certificates issued by the Italian ENIC-NARIC Centre (CIMEA) or legalization of documents (such as the Hague Apostille, where provided) or Declaration of Value 3. PHD (DOTT); Copy of the phd thesis (max 25 MB). Alternatively, upload a PDF file indicating the web address of the repository of the University or Library where the approved thesis is stored and available. 4. Copy of foreign qualification (COPIA_TS); Copy of the EXTRA-EU degree by which you have had access to the foreign phd course or Self-certification of the second

After confirming the application for admission you have to pay the MAV, € 516.00. by clicking PAYMENTS button.

Valid for

Details
EQUI03 - Foreign Ph.D. Course Equivalence

Exams

Description	Type	Data	Time	Place	Results	Subjects	Stato	Score	N
Evaluation of qualifications	Evaluation of qualifications				There is no publication of a ranking on the web		-	-	-

Answers to questionnaires

Questionnaire: Foreign course equivalence request (Ph.D.)

Question	Answer
State the reason for requesting recognition of foreign phd degree (max 4000 characters)	xx
It's mandatory to indicate AT LEAST 1 ERC field and up to a MAXIMUM of 2	x

[Homepage Calls](#)
[Print admission request](#)
[Payments](#)

Payment will have to be made through PAGOPA.

» Fees

List of Fees

This page displays the list of fees and their respective amounts.

Addebiti fatturati

Cerca

Invoice	Codice IUUV	Description	Expiry date	Amount	Status	PagoPA enabled
2653048	0	Recognition of the PhD degree - Foreign Degree Equivalence - Foreign Ph.D. Course Equivalence - Valutazione per Equipollenza titolo Year 2022/2023	20/12/2023	216,00 €	● non pagato	ABILITATO



IMPORTANT NOTICE

At the end of the online procedure, after the payment of the application fee it is mandatory to send an email to dottorati@unimib.it indicating your name, surname, tax code and attaching a copy of the payment receipt.

In the subject line of the email indicate: "Recognition of the PhD degree abroad."

The submission of the Application is considered completed only with the payment of the relevant fee. Checking of the documentation by the Doctoral Office will begin only after receiving the email of payment.