



Call for the Admission to PhD positions - 40<sup>th</sup> Cycle  
Academic Year 2024-2025

**Deadline: 21<sup>st</sup> July 2024 at 12:00 p.m. (Italian time)**

**N.B. This document is a non-official version of the original Call for admission. In the event of disputer and disagreements, the Italian version of the call prevails.**

**SELECTION FOR THE ADMISSION**

Academic Year 2024/2025 – 40<sup>th</sup> Cycle

**Deadline for Applications: July 21<sup>st</sup> 2024 at 12:00 p.m. (Italian time)**

**1. INSTITUTION**

The University announces the 40<sup>th</sup> cycle of the PhD Programme with the public call for admission to the below listed courses (Attachment n°1). The duration of all Ph.D. courses is three years, starting from 1<sup>st</sup> November 2024.

**PhD PROGRAMMES**

- *ACCOUNTING, MANAGEMENT AND BUSINESS ECONOMICS*
- *APPLIED SCIENCES FOR BUSINESS INNOVATION*
- *BIOMOLECULAR AND PHARMACEUTICAL SCIENCES*
- *BUSINESS AND BEHAVIOURAL SCIENCES*
- *CULTURAL HERITAGE STUDIES. TEXTS, WRITINGS, IMAGES*
- *DESIGN CULTURES: CREATIVITY, HERITAGE, ENVIRONMENTAL*
- *ECONOMICS AND STATISTICS*
- *ENGINEERING SCIENCE*
- *ENGLISH STUDIES*
- *GEOSCIENCES*
- *INNOVATIVE TECHNOLOGIES IN CLINICAL MEDICINE & DENTISTRY*
- *KINESIOLOGY*
- *LANGUAGES, LITERATURES AND CULTURES IN CONTACT*
- *LEGAL SCIENCES FOR SUSTAINABILITY, ECOLOGICAL TRANSITION AND INNOVATION*
- *MEDICAL BIOTECHNOLOGIES*
- *MOLECULAR ONCOLOGY AND TUMOR IMMUNOLOGY*
- *NEUROSCIENCE AND IMAGING*
- *PSYCHOLOGY*
- *SCIENCE AND TECHNOLOGY FOR SUSTAINABLE DEVELOPMENT*
- *SOCIAL SCIENCES*
- *TRANSLATIONAL MEDICINE*

The PhD courses activation is subject to the completion of the accreditation procedure and the verification of the requirements by the Italian Ministry for University and Research (MUR).

Therefore, the selections will be carried out only for the PhD courses that have received the accreditation or its confirmation by the Ministry.

The number of places with scholarship may be increased following further funding from external parties to the university administration, which will be announced by means of a specific notice on the University Portal and on the web page of the Scuola Superiore at the following link: <https://www.scuolasuperiore.unich.it/>.

## 2. ADMISSION REQUIREMENTS

Applicants, regardless of age and citizenship status, can apply for the admission to the selection procedure if they have awarded one of the following degrees:

- a) Laurea Magistrale, Magistrale a ciclo unico or Laurea Specialistica (Master's Degree);
- b) Laurea Vecchio Ordinamento (prior-1999 reform);
- c) A non-Italian Second Cycle Degree (Master's Degree or Single Cycle Degree) awarded by an academic institution equivalent to the above mentioned degrees (letters a, b), or an equivalent second-level degree issued by an AFAM (Alta Formazione Artistica e Musicale) institution.

**Applicants whose degrees will be awarded after the call deadline** may apply under the condition that their qualification is obtained **within the enrollment date of 31<sup>st</sup> October 2024**.

Applicants who already hold a PhD degree, or had a PhD scholarship in Italy (even if partial) cannot benefit from a scholarship.

The administrative office may, at any time of the procedure, check on the declarations produced. In case of falsity, the University may exclude the student from the Ph.D. course.

## 3. HOW TO APPLY

**Application for admission, one for each PhD course for which the applicant wishes to apply, must be submitted on-line by July 21<sup>st</sup>, 2024 at 12:00 p.m. (Italian time) through the online platform at the following link: <https://pica.cineca.it/unich/dottorati40>**

**The on-line procedure will be open from June 27<sup>th</sup>, 2024.**

**An application submitted beyond this deadline will not be taken into consideration and applicants will be excluded from the selection procedure.**

**Applications or further documentation received beyond the Call deadline or by email or by any other way than the online platform will not be taken into consideration.**

Applicants must first register on the PICA (Piattaforma Integrata Concorsi di Ateneo) platform or access with SPID credentials (SPID credentials are mandatory for Italian applicants) or by registration.

**The following documents must be uploaded:**

- **Scan of a valid identity document**
- **CV European format (including publications) in italian or english language**
- **Diploma supplement or list of exams with grade**
- **Research proposal in italian or English language - max 10000 characters spaces included**
- **Only one research proposal can be uploaded.**

If one applies for multiple courses, each application must be accompanied by the qualifications required.

All documents must be uploaded in PDF format file.

In order to submit the application, the candidate must pay the application fee – art. 4 - according to the procedures provided for online.

Once completed, the application must be downloaded to be signed and re-uploaded onto the platform following the instructions described in the online procedure.

The lack of signature and/or of the identity document for applicants without SPID credentials are grounds for exclusion from the selection.

In case of access to the online platform through SPID credentials, it is not necessary to sign the application.

At the end of the process the application will be registered to confirm the submission.

Applicants may check the status of their application on the PICA platform, at the "MyPICA" personal webpage.

Applicants with a disability may apply for a specific request about an individualized entrance examination. Upon request, applicants with a specific learning disorder may benefit from a 30% additional time as regards written examinations, where applicable.

This request must be submitted following the information available in the online application procedure.

**Please note that the procedure for submitting the application via the online platform consists of several steps, which in some cases require several minutes of waiting.**

**Applicants are kindly invited to submit their application well in advance before the deadline. Applicants are responsible for verifying the correct completion of the online procedure. Once the submission is completed, it is not possible to make changes or to add documentation. Applicants**

**can only delete the application and submit a new one.** If the application is withdrawn and a new one is submitted, it is possible to recover the fee already paid for the withdrawn application and use it to pay for the new application.

**Complaints pertaining to any malfunctioning trouble due to website traffic overload close to the deadline will not be accepted.**

#### **ART. 4 - APPLICATION FEE**

The application fee is € 40.00 for each application submitted. This payment is compulsory.

**Payment must be made before submitting the application.**

**The payment of the fee does not imply the simultaneous submission of the application, which must subsequently be sent through the procedure.**

The fee paid for participation in the selection will not be refundable under any circumstances, including failing to submit the application.

**The candidates have the responsibility to verify that the procedure is duly completed. The administration is not responsible for any on-line applications improperly closed by candidates.**

#### **5. SELECTION PROCEDURE**

Information about doctoral positions, research topics, scholarships, specific are detailed in the PhD Programme Tables (Attachment 1).

For the admission to the exam the candidate is submitted to a preselection based on the project evaluation. The candidates who obtain at least 15/25 will be admitted to the oral interview.

Criteria evaluation:

	Point
A. CURRENT RESEARCH STATUS	from 0 to 5
B. ORIGINALITY AND INNOVATIVE CONTENT	from 0 to 5
C. PROJECT FEASIBILITY	from 0 to 5
D. CLARITY AND COMPLETENESS OF OBJECTIVES AND RESULTS	from 0 to 5
E. RELEVANCE OF THE PROJECT TO THE PhD PROGRAM	from 0 to 5

The publication of students admitted to the oral exam will be published on the following web site <https://www.scuolasuperiore.unich.it/bandi-di-concorso>.

#### **ORAL INTERVIEW:**

**During the oral exam, candidates will:**

- a) discuss their CV (max 40 points);**
- c) discuss their research proposal (max 50 points);**
- d) assessment of knowledge of the foreign language ( max 10 points).**

**In order to be eligible, candidates must achieve a total score of at least 60/100 points**

### **6. ADMISSION BOARD**

The Admission Board members are appointed by the Rector.

Each Admission Board, for the evaluation of each candidate, has a maximum of one hundred (100) points. The candidate must achieve at least 60/100 to pass the exam.

### **7. FINAL RANKING LIST**

The final ranking list contains the applicants who passed all the admission examinations. According to their place in the final ranking list, successful applicants are awarded one of the positions offered by this Call and are admitted to a PhD programme.

In case two or more applicants have the same final score, if the position is covered by a scholarship, the assessment of applicants' economic situation will be the criterion to choose the successful one.

The **topic-specific positions** (if available) bind the applicants to carry out their doctoral research on the specific topic indicated in the chosen PhD Table.

**Reserved and topic-specific positions** are not assigned only according to the applicant's placement in the general ranking list, because they require a specific evaluation by the Admission Board. Therefore, the positions are awarded following the ranking order of the applicants who are eligible and fulfil the specific requirements regarding each position.

In case of a missing or late acceptance by a successful candidate before the starting of the courses, to the following eligible candidate on the list will be offered the position.

If a successful applicant withdraws from a position the following applicant in the ranking list, who is also eligible for the position, will be contacted.

In case of “topic specific positions” (“tema vincolato”) the positions are awarded following the ranking order of the applicants eligible for the specific requirements.

If a candidate is admitted contemporarily to two or more Ph.D. courses, he/she will choose to attend only one of them.

Rankings will be published on the following websites: <https://www.scuolasuperiore.unich.it/bandi-di-concorso> and University website.

### 8. ENROLMENT

The publication of the ranking lists will represent official notification to the winners of the competition results. The administration will therefore not send any communication to the candidates' residence or by e-mail, and the publication of the competition results on the site will have full legal notification value. Candidates admitted to the courses are responsible for checking the dates and enrolment procedures.

The enrolment of the winners of the competition takes place with the payment of the first instalment, which must be made - under penalty of exclusion - no later than seven days after the date of publication of the ranking list (excluding Saturdays, Sundays and public holidays).

#### Guidelines for the enrolment procedure

- access the portal <https://unich.esse3.cineca.it> using the login credentials (username and password) used during the registration for the competition. In case you forgot or lost your password you can contact the Info Studenti at the following email: [infostudenti@unich.it](mailto:infostudenti@unich.it)

- select the menu "SEGRETERIA;
- select the section "PAYMENTS" (pagamenti) and proceed with enrolment by paying the instalment (€ 256.00 including the university contribution, regional tax and the stamp duty paid in virtual mode); in this section the amount (invoice) to be paid is displayed and it is possible to choose one of the following methods that can be used in the pagoPA service:

1. direct payment: clicking on the "Pay with PagoPA" button and selecting "Credit Card" or "Bank Transfer" the PSPs (Payment Service Providers) accredited in PagoPA will appear or
2. deferred payment: by clicking on the "Print Notice for PagoPA" button, payable at authorised points (e.g. Post office, Tabaccherie, etc.) or using your home banking system, in the PagoPA system on the following link: <https://www.pagopa.gov.it/>.

Subsequently, but this is beyond the scope of the enrolment process, for students who have completed (with payment) the enrolment process, it will probably be necessary to re-enter the identity document and photo; this process can be carried out in a way to be assessed together.

In case of replacement, the successful eligible applicants will receive a communication to the email address indicated in the application.

**In this case, the applicant must complete the enrolment process within the deadline specified in the mail (three days); otherwise the replacement procedure will continue.**

### **Missing the deadline will result in the exclusion from the PhD Programme.**

After the completion of the University enrolment process, the applicants who require a VISA to stay in Italy must register on University website and carry out the “pre-enrolment” to the PhD programme.

## **9. TUITION FEES**

PhD students must pay the tuition fees for the enrolment for each academic year. For The academic year 2024/2025 the total amount is 256,00 euros.

PhD students without scholarship, company employees are required to pay the € 140,00 regional fee and € 16,00 stamp duty for a total amount of 156,00 euros.

Please consult Regolamentoo Tasse Academic Year 2024/2025

## **10. SCHOLARSHIP**

The gross amount of the scholarship, according to the Ministerial Decree n.247 of February 23<sup>rd</sup>, 2022, amounts to **€ 16.243,00** per year; this amount includes I.N.P.S. - National Insurance Contributions.

The annual personal gross income limit for the acceptance of the scholarship is **€16.000,00**.

The cases of total or partial incompatibility for benefiting from a scholarship are fixed by specific rules in force. I.a.: according to L.398/89 art.6 comma 2, “*Students can’t be awarded of the same doctoral scholarship twice*”. In case of verified incompatibility, the amount of money unduly received has to be refunded. The reimbursement refers to the academic year or to a part of it.

Scholarships are paid to PhD candidates on a monthly basis (payment is usually processed on the 25<sup>th</sup> day of the month).

The amount of the scholarship can be increased by 50% for research periods spent abroad (maximum 12 months), previously authorized by the Ph.D. Course Coordinator. This period can be increased up to 18 months overall in case of PhD students in joint supervision. The scholarships are non-cumulative, that is they cannot be combined with other grants, except for those awarded by national or foreign scientific

Institutions for activities related to study research periods spent abroad.

From the first year of activity, an additional budget of 10% of the scholarship will be granted to students with/without scholarship.

## **11. RIGHTS AND OBLIGATIONS OF PhD STUDENTS**

Admission to a PhD Programme obliges PhD students to full time attendance of the PhD Programme.

PhD students must regularly attend and carry out research and study activities assigned to them by the hosting Department of the University, according to the procedures set out by the PhD Board.

PhD students may carry out tutorial activities for undergraduate and postgraduate students, as well as supplementary teaching activities as part of their training project; these activities are not eligible for an increase of scholarship. All activities must be previously authorized by the PhD Board for a maximum of forty hours per academic year.

The acceptance of scholarships labeled as NRRP implies the following obligations:

- a. for basic NRRP scholarships, PhD students must spend a period of study and research abroad of at least six months;
- b. for scholarships labeled as “NRRP PA”, “NRRP Cultural Heritage” and “NRRP Digital and Environmental Transitions”, PhD students must spend:
  - i. a period of study and research abroad of at least six months, and
  - ii. periods of study and research in companies, research centers or public administration from a minimum of six months to a maximum of twelve months;
- c. for scholarships labeled as “NRRP DM 630/2024”, PhD students must spend:
  - i. a period of study and research abroad of at least six months, and
  - ii. periods of study and research in companies from a minimum of six months to a maximum of twelve months.

Ph.D. students if authorized by the Ph.D. Coordinator could spend a period of study abroad and obtain further mobility allowance by University.

In case of unsatisfactory outcomes during the intermediate evaluations or unjustified and prolonged absence, or if the Ph.D. student adopts behaviours not coherent with the research deontology the Professors' Board is authorized to exclude him/her from the course. The attendance of Ph.D. courses can be interrupted in the following cases: maternity, paternity, serious and documented illness, for adoption and family custody, for temporary/permanent employment with the public administration during the trial period, for teacher training, military service or civilian service, as well as for study or work opportunities, for a maximum period of 6 months.

## **12. PERSONAL DATA**

Personal data provided by the applicants will be processed, pursuant to the EU Regulation n. 679 of 2016 (General Data Protection Regulation, GDPR), for the execution of tasks outlined in this Call.

The information is published on line at the following address:

[https://www.unich.it/sites/default/files/informativa\\_dottorandi.pdf](https://www.unich.it/sites/default/files/informativa_dottorandi.pdf)

## **13. REGULATIONS OF THE UNIVERSITY**

For all other terms and regulations not expressly set out in this Call, the University Regulation of the Doctoral School and PhD Programmes and the provisions of the Italian current legislation shall apply.

Responsible for the administrative proceedings:

Claudia Mundo – Doctoral School

Further information can be requested to: Scuola Superiore email: [scuolasuperiore@unich.it](mailto:scuolasuperiore@unich.it)

Attachment 1: *PhD Programmes*