

CALL OF SELECTION FOR RESEARCH PHD COURSES XXXIX CYCLE

Accademic Year 2023/2024

APPLICATION DEADLINE: 14 NOVEMBER 2023 AT 01 pm (Italian time)

Issued with Rector's Decree 1907/2023 Prot. n. 0270351 – 15.10.2023

ARTICLE 1 - PURPOSES AND GENERAL PROPOSITIONS

Public selections are held at the University of Parma, for qualifications and exams, for supplementary admission to the XXXIX cycle – academic year 2023/2024 of the PhD courses of University of Parma reported in the forms attached to the announcement and an integral part of this announcement.

The PhD Research programmes have a three-year duration starting from 1st January 2024.

For each PhD courses, research topics, vacancies, admission requirements, procedures and criteria for the selection and assessment of candidates are specified in the attached Forms. Forms are integral part of this announcement. Any additions to this announcement may concern any PhD course with administrative headquarters at the University and accredited for the XXXIX cycle.

Available positions shall be assigned based on the score lists as per Article 9 of this public Announcement and available on the page <http://www.unipr.it/dottorati-iscrizione>.

In case of funds transferred by public or private institutions, the availability of scholarships, research grants, internships or other forms of similar support may increase, including positions available compared to what already provided by in this call. Regardless of the chance, everything shall happen without any disruption or alteration to the current terms and conditions of submission.

This announcement is to be considered an official notification.

Any change and integration will be published exclusively on the web site <http://www.unipr.it/dottorati-iscrizione>.

This call is available in Italian and English in accordance with Italian laws and University of Parma Regulations.

ARTICLE 2 - ADMISSION REQUIREMENTS

Regardless of age and origin, in the selection may participate all candidates in possession of:

- "*laurea magistrale*" or "*laurea specialistica*" [Italian academic degree equivalent to a Master's Degree] or "*laurea*" attained pursuant to the university degree system applicable before Italian Ministerial Decree No. 509 of 3 November 1999, came into force, as amended with Italian Ministerial Decree No. 270 of 22 October 2004, as well as second-level degrees equivalent to the above;
- a second level academic qualification issued by institutions belonging to the AFAM sector (Higher Education for Art, Music and Dance);
- an academic degree attained abroad. The degree will have to be comparable to an Italian one that grants admission to the PhD programme, in terms of length, level and if possible of field of education.

This degree must also be recognized as eligible even for the sole purpose of admission to the selection, as pursuant to Article 3 below.

The attached Forms, which are integral part of this announcement, specify for each PhD course the type of academic qualifications or additional requirements necessary for the admission in the selection.

Candidates that already hold a research doctoral degree may be admitted to attend, granted that the selection tests are sat and passed, another research doctorate program without any scholarship coverage.

In compliance with the terms set in Article 5, **undergraduate students** may also apply for admission, granted that they attain the necessary degree within **1st January 2024 (enrolment deadline)**, under penalty of exclusion. These candidates shall have to communicate to "UO Formazione Post Lauream – Dottorati di Ricerca" (dottorati@unipr.it) date, final mark attained and the University that issued the relevant academic degree by sending a self-certification, dated and hand-signed, with a copy of a valid identification, within 1st January 2024.

ARTICLE 3 – ACADEMIC DEGREE ATTAINED ABROAD

The eligibility of foreign academic degrees shall be verified by the Examination Board in charge of admission, in compliance with the applicable legislation in Italy and in the Country where the academic degree has been issued, as well as in compliance with any international agreements or treaties concerning the recognition of educational degrees for higher education.

Applying for admission entails an implicit request to assess the eligibility of the academic degree attained abroad. To this end, candidates must submit the following documents to their on-line application:

- a) a certificate of their academic degree listing the exams sat and passed with the relevant mark, specifying the minimum and maximum vote provided for in the educational system of your country. EU citizens may use a statutory declaration in lieu of the certificate, pursuant to Italian Presidential Decree No. 445/2000 as amended;
- b) English translation of the certificate as per item a), signed by the candidate under their responsibility, only where this document is not originally in English;
- c) any other documents useful to assess the academic degree eligibility (Diploma Supplement, etc.)

Candidates in possession of a foreign degree that have passed the selection, shall be admitted conditionally until they submit the "dichiarazione di valore in loco del titolo posseduto" [declaration of local value of the degree held] along with the certificate of the relative exams and marks, translated and certified by the Italian diplomatic representation in the Country where the degree was attained. The declaration of value shall certify that the held degree is valid, in the Country where it was issued, for admission to an academic programme similar to a PhD Research.

If the above declaration of value is not available at the time of enrolment, a document shall be provided giving evidence that the application for its issue has been submitted to the competent diplomatic representation and it shall be turned in as soon as possible. As an alternative to the declaration of value, a Diploma Supplement can be attached issued by higher education institutions belonging to the EU or a certificate of comparability issued by CIMEA Center (further information at <https://www.cimea.it/EN/pagina-attestatati-di-comparabilita-e-verifica-dei-titoli>).

Candidates in possession of a foreign qualification are invited to observe the provisions of the Ministerial Circular "Procedures for entry, stay, enrolment of international students and the related recognition of

qualifications, for higher education courses in Italy valid for the academic year 2023-2024”
https://www.studiare-in-italia.it/studentistranieri/moduli/2023/Circolare_2023_2024.pdf

In fact candidates will have to complete the pre-enrolment procedures using the UNIVERSITALY portal. Admission remains subject to the suitability assessment of qualifications by academic bodies for the sole purpose of admission, as well as for the passing of entrance exams, where required.

ARTICLE 4 – QUALIFICATIONS

In order to be admitted to any of the PhD Research Programme dealt with in this call, candidates shall submit the following **mandatory documentation**:

1	Curriculum Vitae et studiorum	Preferably in European format and including a brief description of the degree thesis topic. It may also be written in English. Check in the respective course Form if any specific action is required (language and/or format).
2	Abstract of the second cycle Master's degree thesis	Abstract of the second cycle Master's degree thesis. Undergraduates applicants may submit the <i>draft</i> of the thesis approved by their supervisor (<i>Abstract/draft</i> : approximately 10,000 characters including spaces)
3	Documents attesting that the applicant holds both the necessary first and second level degrees. 1. university that has awarded the degree 2. type of degree awarded, whether second level master degree/single cycle' second-level degrees/pre-reform degree 3. denomination of the degree awarded 4. "Classe di Laurea" (only for degree awarded in Italy) 5. date in which the degree has been awarded 6. final mark 7. academic transcript of records, including the full list of the exams taken and the related marks	Graduate candidates: 1. applicants granted of the above academic degrees by Italian Universities must submit a self-certification, duly filled and signed, attesting the completion of their studies (both the first and second level master' degree); 2. applicants awarded by the above academic degrees by other foreign Universities must submit a certificate attesting the completion of their studies (i.e. first and second level master' degree), and the transcript of records. The latter must include the full list of the exams taken and the related marks. In case of documents drawn up in languages other than Italian or English, the official translation in Italian/English of both the documents is required. Only official translations issued by the University which has awarded the degree or by other competent authorities in the State in which the title has been awarded shall be accepted. Applicants holding a degree awarded in the other EU Member States can submit a self-certification (see previous point) or the Diploma Supplement as an alternative to the certificate.

4	<p><i>For applicants who are yet to obtain their second cycle degree by the date they apply:</i></p> <p>Academic transcript of records, including the full list of the exams taken and the related marks. Please also indicate the related CFU or ECTS (if provided by education system of the Country in which the degree will be awarded). The record must include the "<i>media ponderata dei voti degli esami</i>" (Weighted Average Mark WAM), <u>only for graduate students enrolled in Italian Universities</u></p>	<p>To calculate the media ponderata (the weighted average mark, only for graduate students enrolled in Italian Universities):</p> <ol style="list-style-type: none"> 1. Multiply the marks obtained by the number of CFUs (please, note that 30 with honours is regarded as 30); 2. Add all the obtained results; 3. Divide the result by the total of the CFUs.
5	<p>Research Project (when required by the course specific Form)</p>	<p>Preferably according to the format attached to this selection call. It can also be written in English. Check in the Forms of the individual courses if there are any specific requirements (language and /or format).</p>

According to current legislation, the University must reject certifications issued by other Italian public administrations. Therefore, academic degrees must be attested only using self-certification if awarded by Italian public universities.

At <http://www.unipr.it/dottorati-iscrizione> applicants may download a self-certification fac-simile to be used in the case the academic qualifications attained in other Italian public universities.

After verification, if the qualifications do not comply with the requirements, pursuant to art. 2, or the declarations produced are not truthful, the University may dispose for the exclusion from the selection or from the PhD course, with a provision of the Rector, at any time, even after enrolment and the beginning of the course.

For each PhD Research programme, in the attached Forms are also specified the additional documents required. Candidates shall attach copy of such qualifications during the online application, for assessment purpose. **All titles written in a language other than Italian will have to be translated into English, otherwise they will not be evaluated.**

All documentation will have to be submitted in accordance with Article 5 below.

ARTICLE 5 - APPLICATIONS ADMISSION

Applications for selection shall be submitted **from 24 October 2023, 12 pm (Italian time) to 14 November 2023, 1pm (Italian time, final deadline)**. Candidates must apply online only, under penalty of exclusion, following the procedure at <https://unipr.esse3.cineca.it/Home.do>. Please remember to have a valid ID and proof of tax identification number at hand during the procedure.

The candidate shall:

- Connect to <https://unipr.esse3.cineca.it/Home.do>;
- Register by entering the required data (or login, if already registered);
- Click on menu > REGISTRAR'S OFFICE > ADMISSION TEST > ADMISSION TO RESTRICTED DEGREE COURSES – DEGREE WITH ADMISSION IN CHRONOLOGICAL ORDER > select the desired PhD Course;
- Proceed with completing the online application, submitting the required information and attaching the necessary documents as required in Article 4 (in addition to the additional ones listed in the Forms). Please remember the documents must be in **pdf format** (maximum size limit of 5Mb for each

attachment) and the file will have to state the name of the candidate (for example: surname_namefile.pdf). It is also mandatory to attach copy of the **ANNEX A "ADMISSION TO RESEARCH DOCTORATE COURSES"** and one of a valid ID of the applicant.

To properly upload the documents, please **follow the instructions** <http://www.unipr.it/dottorati-iscrizione>.

N.B. Italian candidates who have never been registered at the University of Parma will MUST register using their SPID credentials. For more information, consult <https://www.unipr.it/registrazione>

The form ANNEX A, compulsorily loaded during the online application procedure, **PENALTY NOT EVALUATION**, will have to state the candidate's personal information, address, phone number, email address as well as citizenship for the purpose of the selection.

Furthermore it will have to state:

- the exact denomination of the desired selection ;
- the chosen **Research Area**, selected among those indicated in the courses attached Forms and with relating research project, if required;
- the reserved position, if any, for which they intend to apply;
- the type of degree attained (or to be attained), the name of the University issuing the degree, the graduation date and the final mark.

It is also possible to indicate, in the appropriate section, an expression of interest in the assignment of one or more Scholarships with "SPECIFIC TOPIC", as specified in the following art. 7.

To this end, candidates shall provide a certificate stating that the submitted documentation is identical to its original, under their responsibility and pursuant to Articles 46 and 47 of Italian Presidential Decree No. 445 of 28 December 2000, aware of forfeiture of any benefits obtained, as well as of the criminal penalties provided for by Articles 75 and 76, respectively of the above Decree, for false declarations and for forgery or use of forged documents.

The candidates with online application declare:

- a) to grant attendance to the PhD programme as instructed by its Academic Board;
- b) that they are not enrolled in Postgraduate Schools of Specialization or in Undergraduate or Graduate courses of studies of any kind. Should they be enrolled in any of the above courses, they undertake to suspend attendance/enrolment, or they declare to be enrolled in the Postgraduate Medical School of Specialization at the same educational center (in the latter case, a copy of the authorization given by the School of Specialization Board must be attached);
- c) that they do not hold a research doctor qualification. If they already hold a research doctor qualification, they will have to state the PhD title in their possession, the institution that issued the title and the date of attainment (in the latter case, the winner of the selection shall not receive any scholarship, pursuant to Article 6 of Italian Law No. 398/1989 and to Article 5 of the University Regulations for the attainment of the PhD research title);
- d) that they have never benefited or are not currently benefiting from any scholarship for a PhD programme.

Candidates suffering from impairments or learning disabilities may express their specific needs, by filling in form A38-5 or form A39-1, which can be downloaded from the website <https://www.unipr.it>, and by including such form in their application for registration. The form, filled in and signed, shall be sent via e-mail to the address: dottorati@unipr.it.

At any time, within the call deadline, candidates shall be able to access their applications to integrate or edit the data and attachments inserted.

The submission of the application to the University shall be completed automatically at the end of the procedure. Therefore, candidates do not have to deliver or send any printed material to the offices. Through the online procedure candidates must also attach the documents proving the qualifications required for the admission to the desired PhD course.

Online submission is the only means of presentation accepted for the qualifications, no other shall be accepted.

Please note that at the end of the online admission procedure, no payment slip will be issued as there is no admission fee for the selection.

Applications that at **1 pm (Italian time) of 14 November 2023** are incomplete and/or lack the required attachments, will be excluded.

Applications that are incomplete, irregular or not submitted in the manner and within the terms specified in this article will not be accepted.

The deadline is peremptory, at its expiration the informatic system will no longer allow the submission or editing of any application. The informatic system will moreover work as means of certification for the time of submission and deadline expiration.

In any case, additions to the documentation attached to the application will not be admitted after the deadline of the call, with the exception of those requested by the University.

Candidates applying for more than one PhD programme selection shall submit more than one application, attaching the required documentation to each one of them.

In case the attached forms require research topics for the chosen Doctorate program, **candidates shall set forth the specific topic chosen in their application for admission in Annex A.**

Candidates already in possession of login credentials for the <https://unipr.esse3.cineca.it/Home.do> application will have use the latter. In case of loss or prolonged inactivity of the access credentials, it is possible to proceed with the password recovery, following the procedure indicated. **Please note that if you have previously participated, even once, in a selection procedure or attended a course at the University of Parma you are already in possession of the credentials and will not be able to register again with the same personal data.** It will therefore be necessary to reactivate the credentials, in the manner described.

Candidates are strongly encouraged to complete their application well in advance of the deadline, in order to avoid any possible crashing of the informatic system and subsequent failure of the submission process – due to the high number of last-minute applicants.

It is not possible to guarantee the fulfillment of requests to recover/duplicate the access credentials to our informatic system within 5 days of this call deadline.

It is the candidates' responsibility to verify the correct conclusion of the procedure and the correct loading of all the documents. No complains will be accepted for any malfunctions of the informatic system due to overload close to the deadline.

ARTICLE 6 – RESERVED POSITIONS

Reserved positions are available in those PhD courses that have expressed provision for it. Be the candidates with foreign degrees, holding scholarships founded by foreign countries, holding scholarships in the field of specific programmes with international mobility or benefitting from EU/international collaboration projects, they may compete for the positions. In this case special separate selections will be held though.

Any reserved position is stated in the attached Forms of each PhD programme, which are an integral part of this call.

Reserved positions may also be provided to employees of companies having agreements in place for “Industrial PhD Programmes”.

The candidates intending to apply for the above reserved positions, when provided for in the Forms of the courses, must attach alongside ANNEX A, additional documents to their application for selection, more precisely:

- **Candidates holding scholarships funded by foreign Countries:** in addition to the documents listed in the Form for the specific PhD programme, they shall attach a certificate stating that they are holders of a scholarship or of similar support.
- **Candidates under specific international mobility programmes:** in addition to the documents listed in the Form for the specific PhD program, they shall attach a certificate stating that they are holders of a scholarship or similar support provided as part of a specific international mobility programme.
- **Candidates employed by companies or public institute and research centers engaged in highly qualified activities:** in addition to the documents listed in the Form of the relevant PhD programme, they shall attach documents giving evidence of their being employees of the company. This shall automatically entail their eligibility for the positions reserved for their category.
- **Candidates holding Research Scholarship:** in addition to the documents listed in the Form of the relevant PhD programme, they shall attach a self-certification stating that they hold a research fellow position, its duration and the granting institution or a document stating the awarding of such position. This shall automatically entail their eligibility for the positions reserved for their category. In the event that a certification of the hold position can not be presented, as the selection procedure has not yet been completed on the date of this announcement deadline, candidates shall be admitted under the condition of procuring said documentation before 31.12.2023.

For reserved positions, the Examination Board shall prepare a separate ranking in accordance with the category of the reserved positions.

The positions that are reserved to holders of scholarships funded by foreign Countries; pertaining to specific international mobility programmes; reserved to research fellows or employees of companies having industrial PhD agreements; reserved for high educational and research internship contracts and that have remained vacant shall not be awarded to other candidates.

Should there be no winning candidates for positions reserved for graduates from foreign universities, the vacancies will be added to the general ranking of each research PhD course.

ARTICLE 7 - ADMISSION EXAMINATION

Admission shall consist on a comparative selection based on qualifications and possibly an oral test.

The selection, intended to ascertain the candidate's ability and aptitudes for scientific research, may consist, in addition to the evaluation of qualifications and/or of a research project, in a public oral test.

The oral exam will take place in the presence. Within the limits and only and exclusively if provided for by the individual course Forms, the oral exam may, at the request of the candidate, be taken remotely using the **Microsoft Teams platform**. Applicants are responsible for providing adequate audio and video equipment for the use of this platform.

The selection procedures and the assessment criteria for the admission to the PhD Programmes are described in the PhD Programme Tables in attachment and are integral part of the present Call for applications. Such information is also available in the webpage of each PhD Programme at <http://www.unipr.it/dottorati-iscrizione>.

The publication of a calendar shall amount to a formal notification for all purposes convening candidates for the exams, if any. Therefore, candidates shall present themselves, **with any notice or communication whatsoever related to the admission exams**, at the examination venue, on the day and at the time set forth in the Forms. Please note the candidates will have to exhibit a valid identification that has a photograph of the holder, issued by an official Public Administration, **under penalty of exclusion**.

Only and exclusively, if provided in the relative Form of the chosen PhD programme, the test may be held in a language other than Italian.

The Examination Board may award a total of 120 points. The attribution of points to qualifications and projects, including the minimum score required to be admitted to the oral test, is set forth in the Forms relating to the single PhD programme.

To qualify, a total score not lower than 70 points is required. The final score shall be the sum of the points obtained in the qualifications and in each oral test.

In case of scholarships linked to specific topics, during the oral test, the candidates will have the possibility to express their interest for one or more scholarships linked to the specific topics. The Examination Board will express a suitability assessment for the allocation of the scholarships linked to specific topics, taking into account specific skills, experiences and aptitudes of the candidates.

The expression of interest can be presented by filling in the dedicated section of **Annex A** and by confirming it during the oral test before the interview begins. This declaration does NOT preclude the possibility of applying for other ordinary scholarships.

In the event of winning a useful position covered by a scholarship in the general ranking of merit, any expression of interest does not entail the automatic assignment of the scholarship for a restricted subject

Candidates can view the results of the qualifications assessment, of each test and of the final ranking by accessing the reserved webpage of the online students' office services at <https://unipr.esse3.cineca.it/Home.do>. The results of the qualifications assessment will be displayed a few days before the date scheduled for the oral test.

Special provisions for remote oral test:

Candidates who reside abroad or temporarily abroad for study or work reasons can take the oral exam remotely, **only and exclusively if explicitly provided** for in the profile relating to the chosen PhD course.

With reference to PhD courses that provide for the possibility of carrying out the oral exam remotely, the candidate who intends to make use of this operating method, must attach to the application for online admission the "**DISTANCE ORAL EXAMINATION REQUEST FORM**", completed and signed, specifying the e-mail address that will be used by the Commission should use for the video call. The candidate must be available

at the provided personal address, on the day set for the oral test, in accordance with the calendar in the relating Form of the PhD programme, guaranteeing the use of a webcam to allow their identification. The Examination Board may choose together with the candidate a time for the beginning of the interview.

To take the distance Oral Test, candidates must connect to a Teams session using the link that will be sent to the e-mail they provided in the "DISTANCE ORAL EXAMINATION REQUEST FORM".

For identification purposes and **under penalty of exclusion from the selection procedure**, each candidate shall identify themselves, before the interview begins, by showing the same identification that has been attached to the selection application.

In the event a candidate fails to communicate their personal address, fails to connect, or is not available on the day and time agreed or fails to show a valid identification, pursuant to the previous paragraph, all these shall be ground to exclude them from the selection procedure.

These causes of exclusion do not apply if the candidate, with a valid identification, presents themselves on the day set for the interview in order to sit for the oral exam "in person".

Technical connection problems during the remote oral exam:

- a) in the event that the connection problem concerns one or more committee members, the interview is postponed ex-officio to another date of which will be given appropriate and adequate publicity;
- b) in the event that the connection concerns the candidate admitted to the interview, the committee may reasonably postpone the interview to another date, in compliance with the principles of non-discrimination and equal treatment between the candidates that will be given appropriate and adequate communication

The acceptance of any requests to take the oral exam at a distance received after the expiry of the competition will be judged discretionally by the Examination Board, taking into account the particular needs expressed by the candidate who may go to preclude the possibility of taking the oral examination in attendance.

The University of Parma shall not be responsible for any technical causes which prevent the oral interview from being carried out regularly.

At the end of the selection the Examination Board, will draw up a ranking for merit based on the final score obtained during the assesement of qualifications and oral test. The ranking shall be approved by Rector's Decree.

The Examination Board shall be able to express a differentiated judgment for each individual position/scholarship also in relation to special skills required for conducting research on specific topics.

The Examination Board and the Academic Board are not bound by any options expressed by the candidates nor by any project presented at the time of the application.

ARTICLE 8 – EXAMINATION BOARD

Examination Boards shall be appointed by the Rector and composed in accordance with Article 5 of the Regulation concerning Research Doctorate degrees of the University of Parma.

The composition of the single Boards shall be published, before the expiry of the notice, on the University website: <http://www.unipr.it/dottorati-iscrizione>.

The Examination Boards will not send any personal communication to the candidates regarding the outcome of the selection tests: it will be the exclusive responsibility of the candidates to inform themselves through the methods described in art. 7 and the subsequent art. 9 of this notice.

ARTICLE 9 - ADMISSION TO THE PROGRAMS (Final short-lists)

Successful applicants will be admitted to the PhD programme, after the approval of selection deeds, in line with the ranking list until all positions available are covered, without prejudice to the specific procedures for the awarding of the positions set out in Arts. 6 and 7 of this call, concerning reserved positions and scholarships dedicated to specific research topics.

For the purposes of admission to each PhD Programme, only the rankings published shall be valid. Candidates can consult them in the reserved area, by logging in with the same methods used to register at the selection <https://unipr.esse3.cineca.it/Home.do>.

The beneficiaries of scholarships on the basis of specific topics, awarded by European and international institutions or other forms of financial support in which the University of Parma is a partner, may be admitted to the PhD courses. Provided they still perceive a scholarship or other form of financial support, they may participate in the selection procedures as described in the regulation of each programme.

The publication of the ranking on the website shall be the only official publications of the outcomes of the competitive selection and, therefore, **no personal notifications shall be sent to the winning candidates**.

In case a candidate ranks in a winning position in more than one short-list, he/she shall opt for only one Doctorate Program, concomitantly notifying his/her waiver of the other programs.

The choice of the PhD program, carried out at the time of registration is **final and you can not change** it in any way.

The candidates that rank as winners in the final short-list, who are not over 29 years of age, may be selected in cooperation with any interested companies and based on each candidate's specific skills, for a "high training and research internship contract" to cover any vacancies, where any are set forth in the forms attached hereto.

Postgraduate students enrolled in a Medical School of Specialization at the University of Parma, who win the selection for a PhD programme, may be allowed to attend jointly both programmes. It shall be allowed granted that the students are in the last year of the School of Specialization at the time of enrolment in the PhD programme, in compliance with the deadlines set down in Article 10 below.

Joint attendance shall be allowed also if compatible with the activities and commitment required by the same School and proved by an authorization issued by the School Board, also in consideration of the distance between the locations.

The PhD Board shall resolve on any request for a reduction in the PhD programme, after assessing the research activities already carried out during the postgraduate medical career of the student, as certified by the postgraduate medical school of specialization and may grant enrolment directly to the second year of the PhD programme.

In the year of joint attendance, the postgraduate student can not receive the PhD programme scholarship.

ARTICLE 10 – ACCEPTANCE OF THE POSITION AND MATRICULATION

The winning candidates will have to complete a pre-enrolment procedure EXCLUSIVELY ON-LINE, accessing the page "<https://unipr.esse3.cineca.it/Home.do>". Candidates shall have time **from 11 December 2023, 12 pm (Italian time) to 15 December 2023, 12 pm (Italian time)** by accessing the dedicated restricted area and clicking on **Registrar's office > enrolment**, with your credentials (with SPID for Italian citizens or for those who have it) and by uploading a copy of the required documents.

OTHER MODALITIES, DIFFERENT FROM THE ONLINE PROCEDURE, SHALL NOT BE ACCEPTED.

Applicants who do not complete the enrolment procedure shall be considered as having tacitly refused their PhD position.

Before starting the online procedure, the applicant should keep at hand:

- A device connected to the Internet;
- A printer;
- A valid ID;;
- SWIFT CODE where any scholarship may be transferred;
- A valid e-mail address (where the enrolment confirmation shall be sent);
- A credit card (in case one plans to use this form of payment, taking into account that commission fees may be applied by their own Credit Institution);

After the pre-enrolment procedure, candidates will have to print the enrolment request form, complete it with date and signature, **no later than 18 December 2023**, and send the following documentations:

- enrolment request form (printed from online procedure) with indication of date and signature, as indicated above;
- payment receipt, as proof of having paid the tuition fee as pursuant Article 12 below. (**only via PagoPA**);
- **scan of a valid ID (back and front)**;
- Declaration attesting the qualifications held (High School Diploma and Master's/Specialist Degree) for applicants outside the University of PARMA, according to the model downloadable at <http://www.unipr.it/dottorati-iscrizione>
- copy of a valid residence permit (only for non-UE citizens). Those who do not hold a valid residence permit yet, they will have to request it **within 8 days from their arrival in Italy**, according to the Italian legislation on Immigration. They will also have to provide a document proving the insurance coverage for medical treatment and hospitalization.

Scholarship winners will also have to submit the following forms which can be downloaded from the website: <http://www.unipr.it/dottorati-iscrizione>

- either the **Scholarship Acceptance Form** or **Withdrawal Form** for the entire duration of the course (**those attending a school of specialization** will have to fill in the scholarship acceptance form reserved for them);
- declaration certifying the INPS (Social Security Insurance) status by using the form included among those of the scholarship acceptance;
- Registration receipt for the separate management of contribution by INPS (Social Security Insurance) for the payment of the scholarship (if not available immediately, no later than 31.12.2023).

Foreign citizens results winners shall complete and submit the above-mentioned forms reserved for them and proceed immediately with registration on the UNIVERSITALY portal, sending notification by e-mail to doctorati@unipr.it of successful pre-registration, in order to validate and confirm the information entered, necessary for the issuance of the visa by the Italian Embassies abroad.

For information and assistance regarding the accomodation, foreign citizens may contact the CENTRO ACCOGLIENZA E INCLUSIONE (<http://cai.unipr.it>).

All the aforementioned documentation must be sent, **by December 18, 2023**, by email to dottorati@unipr.it or delivered, by appointment, directly to the UO Post Graduate Training - Research Doctorates - P.le San Francesco, 3 - 43121 Parma (open to the public: Monday, Tuesday, Wednesday, Friday from 09.00 to 12.00 - Thursday from 09.00 to 13.00).

Enrolment will become effective only after the presentation of all the above-mentioned documents within the specific deadline. Candidates who do not comply within the relating deadline will be considered forfeiters. Vacancies will be offered to the next available applicant as by final ranking.

Following a waiver by the winners of the selection, whether explicit or tacit, replacements will be made in line with the final ranking. A communication shall be sent to the applicant taking over the available position via e-mail. In this case, enrolment must be completed within the peremptory term of 5 days from the sending of the substitution notice. It will have to be done using the online procedure first and then by sending, or submitting by appointment, the enrolment request form together with the necessary attachments, within the same deadline, under penalty of revocation.

Candidates who received the notice of substitution, but intend to renounce the enrollment, must communicate their refusal without delay so that the available position can be offered to other applicants. The refusal must be notified via e-mail to dottorati@unipr.it, attaching the scanned front-back copy of a valid ID document. Eligible applicants who fail to complete the enrollment procedure by the deadline set in the notice of substitution shall be considered having refused the position tacitly.

In case of equality the following criteria will apply:

- for positions covered by scholarships, the assessment of the economic situation, determined in accordance with D.P.C.M. of 09.04.2001, published in the Official Gazette no. 172 of 26.07.2001, without prejudice to the specific procedures for the awarding of the position set out in Arts. 6 and 7 concerning reserved positions and scholarships dedicated to specific research topics;
- for positions not covered by scholarship precedes the youngest candidate.

For admission to the doctorate program, candidates with the same ranking shall submit a self-certification concerning their income situation, pursuant to the Decree issued by the Italian Prime Minister on 9 April 2001 published in the Italian Official Journal issue No. 172 of 26 July 2001.

At the beginning of the course an email will be sent confirming the enrolment and providing the student with the University credentials (i.e. student number and e-mail address).

These data are essential for the PhD student's career. In fact, the University of Parma will officially communicate with its students **only via the institutional email account** for any administrative information regarding the PhD course.

All enrolled PhD students are invited **to create an ORCID profile** (Open Researcher and Contributor. To register, visit the page <https://orcid.org/register>). ORCID is a unique and permanent identification number attributed to the individual researcher and which, thanks to the integration with Web of Science and Scopus, allows you to easily populate your author profile with all future publications, also in order to keep track of the different affiliations of the researcher during his/her professional life. The Code Number of the successful creation of **the ORCID Profile** must be communicated to the PhD Office (dottorati@unipr.it) **no later than 31 December 2023**.

For the duration of the course, students are required to edit, insert and promptly update any changes of personal details including IBAN/SWIFT CODE for the crediting of the scholarship, residence, domicile or any other number, connecting to the private area using the credentials received (<https://unipr.esse3.cineca.it/Home.do>).

In case of waiver by a person within two months of the beginning of the programme, the next eligible candidate on the ranking may take over the position, taking into account, if necessary, of the specific research field related

to funding. The new candidate shall start no later than the end of the third month from the beginning of the programme.

Non-EU nationals shall submit a photocopy of the application for an Italian stay permit, for study or otherwise, and shall commit to turn in later the stay permit issued by the Questura di Parma.

All deeds and documents in a foreign language shall be translated and certified by the competent Italian diplomatic representation or consulates, in accordance with the applicable legislation concerning the admission of foreign students to courses at Italian Universities.

ARTICLE 11 - SCHOLARSHIPS

The scholarships will be assigned, during the planning of the activities of the first year of the course, by the Academic Board according to the order in the final ranking, taking into account the indications contained in the PhD programme Forms, regarding reserved positions, positions with scholarships linked to specific topics and the assessment of suitability expressed by the Examination Boards during the selection.

The number of scholarships may increase to the maximum number of available positions stated in each course description Form as result of further funding from public and private institution interested in supporting research activities, even after the publication of this announcement, however, within the deadline for submitting the enrolment application.

The potential increase in the number of scholarships will be stated on the attached Form of each courses, available on line, without affecting the application deadline as indicated in art. 5 of this call.

The increase in scholarships determine the increase in the number of place available globally.

Candidates who are assigned scholarships with a predetermined research activity will be bound to carry out that activity.

Scholarships on specific topics are those financed under certain programmes, projects or agreements with external bodies which obligatorily provide for the performance of the activity on a specific research topic (indicated in the call Form) and which bind the assignees to carry out such research.

Due to their particular nature, scholarships dedicated to specific research topics can not be assigned on the basis of the general merit ranking but require an additional specific assessment.

The Examination Board, possibly supplemented by an expert as referred to in the previous art. 5, shall express a suitability assessment for the assignment of scholarships linked to specific topics. In doing so they shall take into consideration specific competences, experiences and aptitudes of the candidates, as well as the type of profile sought, when indicated in the PhD programme Form.

In the modalities provided for by the PhD programme Form, each candidate can express their interest in the assignment of one or more scholarships with specific topics to the Examination Board. This expression of interest is not binding for the purpose of the suitability assessment.

All candidates, who apply for a specific topic PhD course, shall take part in the selection for the general positions as well.

For candidates with the same ranking, the assessment of their income situation will work as leading factor pursuant to the Decree issued by the Italian Prime Minister on 9 April 2001 and published in the Italian Official Journal issue No.172 of 26 July 2001.

The yearly gross amount of the scholarship is € 16.243,00 as defined by the Ministerial Decree n. 247, 23.02.2022. Social-security contributions are deducted monthly from the gross scholarship by the University on behalf of the PhD candidates. Scholarships are paid to PhD candidates on a monthly basis, in arrears.

The scholarships are subject to the payment of the INPS social security contribution (gestione separata INPS) according to the relevant legislation into force. Such a contribution is paid as follow: two-thirds to be paid by the University and one-third to be paid by the scholarship holder. PhD candidates enjoy the related rights and tutelage.

In terms of taxes, the provisions of Article 4 of Italian Law No. 476, 13 August 1984 apply to scholarships for attendance to PhD programmes.

The scholarship shall not add to other research grants or other scholarships awarded on whatever ground, except for those awarded by Italian or foreign institution intended to integrate, with stays abroad, the training or research activities of the PhD Student.

The beneficiaries of research grants who are awarded scholarships as part of a PhD programme must irrevocably renounce their grant or scholarship by the start date of the course, 01.11.2023, by promptly contacting their administration.

Anyone who has already received a scholarship for a PhD course, even partially, cannot apply for a second one.

ARTICLE 12 - TUITION FEES

It is envisaged the total exemption from the payment of fees or grants to the University for the PhD students who have a scholarship and other forms of equivalent support under the D.M. 226/2021/2013.

It is also envisaged, pursuant to Law 11 December 2016, no. 232, paragraph 262, the total exemption from paying taxes or grants to the University for PhD students who are not scholarship beneficiaries.

All doctoral students enrolled in the programs shall be required in any case to pay €16.00 per year as revenue stamp duty and €140.00 per year as the Regional tax for the right to study.

As a result of termination of studies the installment paid for the registration is not refundable.

Terms of payment

To make the payment of the aforementioned amount of **€ 156.00** you will have to connect to the University website www.unipr.it. Click on Servizi > Servizi di segreteria online, log in with your credentials to access your personal page and click on SEGRETERIA > PAGAMENTI.

Payment can be made:

- by printing the **IUV bulletin** to be presented at any **bank branch authorized** in Italy or through another payment system accepted by **PagoPA** (bank branches, home banking, authorized stations, Sisal and Lottomatica points, Post Offices if account holders, as well as apps payment methods such as Bancomat Pay or Satispay, etc.).

For more information on the **pagoPA payment system (IUV)** you can consult the following web page: <https://www.unipr.it/pagoPA>.

The amounts of the tuition fee for enrollment in the following years and their deadlines are determined annually by the competent Academic Bodies and published on the University web page at: <http://www.unipr.it/dottorati-iscrizione>. The PhD students are required to view it through the University web site.

ARTICLE 13 – DEGREE ATTAINMENT

The research doctor title, also referred to as: "Ph.D." ("Dott. Ric." In Italian), shall be achieved upon sitting for and passing the final exam. For all information on the appointment of Examination Boards for the final exam and on the procedures and requirements relating to the PhD thesis, reference is made to the Regulations of the University of Parma concerning the Programmes for PhD Research Degrees.

ARTICLE 14 - COMPATIBILITY REGIME

PhD students shall undertake to ensure attendance of the PhD programme based on the instructions given by the Academic Board.

Admission to PhD research programmes shall entail full-time and exclusive commitment.

The Academic Board shall have the power to include any extra-curricular activities to be performed along with the academic, educational and research activities of the programme.

The regimes of compatibility and incompatibility with the attendance of PhD courses are governed by Arts. 6 and 7 of the Regulations concerning PhD courses, to which reference is made.

Pursuant to and by effect of the Law of 12 April 2022, n. 33 and of the Ministerial Decree 29 July 2022, no. 930, simultaneous enrollment in a doctoral course and a first or second cycle degree course is permitted; pursuant to the same discipline, simultaneous enrollment in the doctoral course and in a non-medical specialization school is also permitted. Double enrollment is permitted subject to verification of the requirements established, in relation to the attendance obligations, by the general regulations referred to above.

ARTICLE 15 - APPLICABLE REGULATION

For anything not expressly provided for herein, reference is made to the "Regolamento dei Corsi per il conseguimento del Dottorato di Ricerca dell'Università degli Studi di Parma" [Regulation of the University of Parma concerning the Programs for Research Doctorate degrees], issued by Rector's Decree no. 2275 of the 27.06.2013, as amended.

ARTICLE 16 – PERSON IN CHARGE OF THE PROCEEDING

Pursuant to Italian Law No. 241 of 7 August 1990, as amended and integrated, the person in charge of the proceeding dealt with herein shall be Ms. Sonia Rizzoli – Head of the Postgraduate Training Sector] - P.le S. Francesco, 3 - 43121 Parma, Italy, phone +390521 – 034214 fax +390521/347042 and e-mail dottorati@unipr.it.

The provisions set down herein and intended to ensure transparency in all phases of the proceeding, the criteria and procedures for the appointment of examination boards and persons in charge of the proceeding implement Italian Law No. 241 of 7 August 1990, as amended.

ARTICLE 17 – PERSONAL DATA PROTECTION

Personal and sensitive data provided by candidates will be used for administrative purposes and for possible proceedings for the management of the academic career of the winners only.

The treatment of the personal data according to art. 13 of EU art. 2016/679 – General Data Protection Regulation.

The communication regarding the request for personal data is obligatory in order to evaluate the prerequisites for participation, or exclusion of the candidate from the selection process. The personal data provided can be communicated to the Administration of the Università of Parma and to related external structures within the framework of the University of Parma authorised to manage personal data under the direct control of the Owner of the Service of the Data Protection officer, exclusively for the above-mentioned purposes.

The e mail of Data Controller at the Università degli Studi of Parma, dpo@unipr.it or dpo@pec.unipr.it.

ARTICLE 18 – OTHER INFORMATION

This announcement of a competitive examination, written in Italian and in English, is published on the website of the University of Parma, <http://www.unipr.it>; the relating notice is available on the website of the Italian Ministry of Education, University and Research and on the EU Euraxess website.

Additional information and regulation details may be asked to the Postgraduate Training – Ph.D Office, P.le San Francesco, 3 - 43121 Parma, Italy Phone: +39 0521/034214 dottorati@unipr.it.

Prof. Paolo Andrei

Digitally signed pursuant to Legislative Decree no. 82/2005

U.O.R. - Unità Organizzativa Responsabile (<i>Relevant Organizational Unit</i>)	Area Dirigenziale Didattica, Internazionalizzazione e Servizi agli Studenti (<i>Relevant Organizational Management -Teaching Area and Students' Services</i>)	Ms. Anna Maria Perta
R.P.A. Responsabile del Procedimento Amministrativo (<i>Person in charge of the proceeding</i>)	UO Formazione Post Lauream (<i>Head in charge of the administrative proceeding of the Postgraduate Training</i>)	Ms. Sonia Rizzoli

ANNEX A

“ADMISSION TO RESEARCH DOCTORATE COURSES”

(Articles 4, 19, 46 and 47 of Italian Presidential Decree No. 445 of 28 December 2000)

I, the undersigned

SURNAME _____

NAME _____

Birth Place _____

Date of birth (gg/mm/aaaa) _____

Tax ID _____

Citizenship _____

Phone number _____

E-mail for correspondence _____

DECLARE to participate in the public competition for admission to the **PhD cycle XXXIX**:

(INDICATE THE CORRECT COURSE)

RESEARCH AREAS: _____

(It **must indicate** the research topic if expressly provided for in the schedule for the chosen course of Ph.D.)

also **DECLARE** admission to a reserved position (if provide in the form attached to the notice of the course) for:

- Holders of Research Grant
- Holders of scholarships funded by foreign States or recipients of specific international mobility programs

aware of the forfeiture by any obtained benefits and penalties provided for by Articles 75 and 76 of Italian Presidential Decree No. 445 of December 28, 2000 for the alleged false declarations regarding education or use of false documents

DECLARE under my responsibility:

a) Possess a degree (fill in one):

- Master Degree** (Ministerial Decree No. 270/04) in _____ Class: _____
- Master Degree** (Ministerial Decree No. 509/99) in _____ Class: _____
- Degree** (ante Ministerial Decree No. 509/99 – system previously in force to the one introduced by Ministerial Decree No. 509/99) in: _____

obtained at the University of _____ on _____ on the final vote _____ (or to obtain it on _____ at the University of _____)

- Degree obtain abroad:** _____ at the University of _____ on _____ on the final vote _____

(also DECLARES, in order to allow the recognition of the only purpose of participating in the qualification to the PhD program, attach the necessary documents to enable the declaration of equivalence, as required by art. 3 of the announcement).

- b) that I undertake to hand in a self-certification relating on my academic degree to the Chair of the Examination Board at the competitive examination, if possible, or later to the Office "Dottorati di Ricerca" (**for candidates that do not have an academic degree**);
- c) that I undertake to attend, on a full-time basis, the doctorate program, in accordance with the procedures to be set by the Program Board;
- d) that I undertake to promptly notify any change in my residence or contact details;
- e) to know the following foreign languages : _____
- f) that I am not enrolled in postgraduate Specialty Schools or in courses of studies for Laurea or Laurea Specialistica/Magistrale, in University Master's Degree courses or, in case I am enrolled in the above courses, that I undertake to suspend attendance, or that I am enrolled in the _____ **YEAR** of the Postgraduate Medical Specialty School in _____ with training center at the same training center of the Research Doctorate Course (**in the latter case, attaching a copy of the authorization issued by the School Board to enrol in the specific Doctorate Program**);
- g) that presently I do not hold any doctorate degree and that I have not been nor I am currently the recipient of any scholarship for doctorate programs, or that I hold a doctorate degree in _____ obtained at the University of _____ on _____;

EXPRESS

(not mandatory)

EXPRESSION OF INTEREST in the assignment of one or more "BOUND RESEARCH TOPIC" Scholarships (if applicable):

- _____
(SPECIFY THE TITLE OF THE RESEARCH THEME INDICATED IN THE FORM OF THE PHD COURSE)
- _____
(SPECIFY THE TITLE OF THE RESEARCH THEME INDICATED IN THE FORM OF THE PHD COURSE)

I, the undersigned _____ also declares to be aware that the aforementioned expression of interest does not involve the automatic assignment of the scholarship with a restricted topic (articles 7 and 11 of the call for applications)

I, the undersigned _____, also state that I am aware of the provisions of Article 7 of the announcement of the competitive examination, concerning the procedures to convene candidates for the relevant examinations, as well as of the relevant forms; I state also that I undertake, where applicable, to check whether I have been admitted to the oral exams.

I, the undersigned _____, state that I am aware of the date set for enrolment in the Doctorate Program.

finally DECLARE

which as indicated in the documents accompanying an application on-line admission is true in accordance with articles. 46 and 47 of Presidential Decree 445/2000.

Place and date, _____

Signature

Competitive examination for admission to Research Doctorate Programs

DISTANCE ORAL EXAMINATION REQUEST FORM

(Article 7 of the Announcement)

NOTE: filling in this document shall not amount on its own to registration for the competitive examination. This form shall be filled in, signed and attached, together **with a photocopy of an identity document**, to the application for admission to the competitive examination

I, the undersigned

Surname:							
Name:							
Sex:	M	F					
Birth:	Date						
	Town						
	Country						
Residing in:	Town						
	Country						
	E-mail						
Home for:	Town						
	Country						
<table border="1"> <tr> <td>STUDY</td> <td></td> <td>WORK</td> <td></td> </tr> </table> (Mark)	STUDY		WORK				
STUDY		WORK					

ASK

to be admitted to take the Oral Exam required for admission to the PhD in (name of the PhD course)

electronically through the **Microsoft Teams platform** for the following **REASON** (*specify if expressly requested in the PhD course form*): _____ and, for this purpose,

I communicate the following e-mail address: **E-mail:** _____

to which the Examination Board will send the invitation, for the performance of the Oral Exam on the day and time established for the interview and indicated in the form relating to the above mentioned course, attached to the Competition Notice.

HEREBY STATE

- to be equipped with audio and video equipment suitable for the use of Microsoft Teams;
- to have read the rules contained in the Announcement of competitive examination, specifically, those set down in Article 5 "Applications for admission" and in Article 7 "Admission exam".

(place)

_____/_____/_____
(date)

(Candidate's signature)

SELECTION FOR ADMISSION TO THE PHD RESEARCH COURSE IN

“ _____ ”

XXXIX CYCLE

RESEARCH PROJECT

(NAME and SURNAME of the CANDIDATE)

TITLE (potential) OF THE RESEARCH PROPOSAL

MAX 10.000 character, bibliography and spacing included

brief description of the research proposed by the candidate thus structured: introduction of the problem in the international scientific context, relevance of the problem, method by which the problem will be addressed, objectives and expected results, bibliography.

CHECK IN THE COURSE FORM IF A DIFFERENT AND SPECIFIC STRUCTURE OF THE PROJECT (LANGUAGE AND / OR FORMAT) IS REQUIRED