

**DISCLAIMER:** This document is a non-official version of the PhD Programmes – 40<sup>th</sup> cycle Call for Applications. Only the Italian version approved with Rectoral Decree shall prevail and be binding

## CALL OF SELECTION FOR RESEARCH PHD COURSES XL CYCLE

Accademic Year 2024/2025

**APPLICATION DEADLINE: 25<sup>th</sup> JULY 2024 AT 01 pm (Italian time)**

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### Art. 1 PhD PROGRAMMES

Public selections are held at the University of Parma, for qualifications and exams, for admission to the XL cycle – academic year 2024/2025 of the PhD courses of research listed below:

1. **BIOTECHNOLOGY AND LIFE SCIENCE**
2. **ECONOMICS & MANAGEMENT OF INNOVATION AND SUSTAINABILITY -EMIS** (in agreement with University of Ferrara and University Cattolica del Sacro Cuore)
3. **PHYSICS**
4. **CIVIL ENGINEERING AND ARCHITECTURE**
5. **INDUSTRIAL ENGINEERING**
6. **MOLECULAR MEDICINE**
7. **MICROBIOTA AND HEALTH**
8. **NEUROSCIENCES**
9. **PSYCHOLOGY**
10. **MATERIALS SCIENCE AND TECHNOLOGY** (in agreement with C.N.R. - The Italian National Research Council)
11. **CHEMICAL SCIENCES**
12. **FOOD SCIENCE**
13. **DRUGS SCIENCES**
14. **EARTH SCIENCES**
15. **PHILOSOPHY, SOCIAL SCIENCES, CULTURAL AND ENVIRONMENTAL HERITAGE**
16. **JURIDICAL SCIENCES** (in agreement with University Modena e Reggio Emilia)
17. **TRANSLATIONAL MEDICAL AND SURGICAL SCIENCES**
18. **HISTORICAL AND TEXTUAL SCIENCES**
19. **VETERINARY SCIENCES**
20. **INFORMATION TECHNOLOGIES**

#### 1.1 Activation and Ministerial Accreditation

In accordance with Ministerial Decree no. 226/2021, the PhD programmes can be activated after being accredited by the MUR (Ministry of University and Research). The accreditation is renewed after a yearly revision of the mandated requirements.

In the event of non-accreditation and/or non-activation of one or more doctoral courses, any competition procedures already completed will be considered void.

The PhD Research programmes have a three-year duration starting from 1<sup>st</sup> November 2024.

## 1.2 PhD Programme Table

For each of the above-mentioned 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 and are available on the [University website](#).

The number of positions and scholarships may be incremented in case additional funding becomes available, notwithstanding the terms of the application process as detailed in Art. 3. Any amendment, update or integration of the Programme Table will be published only on the [University website](#).

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

**This announcement is to be considere an official notification.**

## 1.3 Available PhD Positions

The present Call for Applications may offer the PhD positions detailed in the table below.

<p><b>PhD Positions with full scholarship</b></p>	<p>PhD candidates awarded with such PhD Positions shall carry out their research activities on a topic agreed with their PhD thesis Supervisor and officially approved by the PhD Academic Board</p>
<p><b>Positions with full scholarship funded by Next Generation EU – National Recovery and Resilience Plan (NRRP) ex M.D. 629/2024 and 630/2024</b></p> 	<p>Such PhD Positions bind the applicants to carry out their doctoral research on a specific topic that is indicated in the relevant PhD Programme Table, that complements the Call for Applications and is available on the <a href="#">University website</a> Applicants awarded with such PhD scholarships shall fulfil <b>specific obligations</b> foreseen in the funding scheme and in the relevant regulations, as per Art. 1.4</p>
<p><b>Positions with full scholarship funded by Emilia Romagna Region (DGR n. 154/2023 Pr fse+ 2021/2027)</b></p> 	<p>Such PhD Positions bind the applicants to carry out their doctoral research on a specific topic that is indicated in the relevant PhD Programme Table, that complements the Call for Applications and is available on the <a href="#">University website</a> Applicants awarded with such PhD scholarships shall fulfil <b>specific obligations</b> foreseen in the funding scheme and in the relevant regulations.</p>
<p><b>PhD Positions with full scholarship Linked to a specific research topic</b></p>	<p>Such PhD Positions bind the applicants to carry out their doctoral research on a specific topic that is indicated in the relevant PhD Programme Table, that complements the Call for Applications and is available on the <a href="#">University website</a> Applicants awarded with such PhD scholarships shall fulfil <b>specific obligations</b> foreseen in the funding scheme and in the relevant regulations.</p>
<p><b>Reserved PhD Positions</b></p>	<p>The <b>reserved positions</b> (e.g. Executive PhD, Apprenticeship PhD, PhD positions reserved for applicants with a second-cycle degree awarded in a foreign country, PhD extra-quota positions) are open to applicants who fulfil specific requirements in addition to the general assessment carried out by the Admission Board. If such positions are available, the requirements are detailed in the relevant PhD Programme Table, that complements the Call for Applications and is available on the <a href="#">University website</a></p>

**PhD Positions reserved for research grant holders**

Specific information about the Research Grant provided to cover the PhD Positions is detailed in the relevant PhD Programme Table, that complements the Call for Applications and is available on the [University website](#)

#### 1.4 PhD scholarships funded by the National Recovery and Resilience Plan ex M.D. 629/2024 and M.D. 630/2024

The PNRR PhD scholarships - DD.MM. 629 and 630, are aimed at activating doctoral courses on defined topics and intend to promote interdisciplinarity, membership of international networks and inter-sectorality referred to in the PNRR.

To this end, all doctoral courses involve the involvement of companies in the definition of the training path, through the carrying out by the doctoral student of compulsory study and research periods in the company from a minimum of six (6) months to a maximum of twelve (12) months for grants pursuant to Ministerial Decree 629/2024, from a minimum of six (6) months to a maximum of eighteen (18) months for grants pursuant to Ministerial Decree 630/2024.

With reference to the scholarships activated pursuant to the Ministerial Decree 630/2024, the companies involved in the definition of the training project provide co-financing of the scholarship as established at ministerial level within the scope of this decree.

For each specific topic, a study and research period abroad of six (6) months is envisaged.

The candidates will be declared winners and admitted to the courses "sub conditional". This status will remain until the end of the eligibility verification process for PNRR support, carried out by the Ministry on the basis of the eligibility requirements identified respectively by the articles. 7, 8, 9 and 10 of the Ministerial Decree. 629/2024 and art. 7 of the Ministerial Decree 630/2024. In the event that the verification procedure indicated above has a negative outcome, the scholarship will not be financed and the interested party will be promptly notified.

### Art. 2

## ADMISSION REQUIREMENTS

### 2.1 General Requirements

Regardless of age and citizenship status, applicants can be admitted to the selection procedure if they have been awarded at least one of the following degrees:

- a) Laurea Magistrale, Magistrale a ciclo unico or Laurea Specialistica (Italian Second-Cycle Degree);
- b) Laurea di Vecchio Ordinamento (pre-1999 reform);
- c) A Second-Cycle Degree awarded by academic institutions part of AFAM (Alta Formazione Artistica e Musicale);
- d) A non-Italian Degree awarded by an academic institution., 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.

**Applicants who are yet to obtain their Second-Cycle Degree are admitted to the selection procedure on condition that they obtain their degree no later than October 31st, 2024 (enrolment deadline).**

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.**

## 2.2 Academic Degree obtained 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 also attach the following documents to the online application, in addition to what is established in the following Art. 3.2:

- 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.)

## Art. 3 HOW TO APPLY

### 3.1 Application

The online application must be **submitted by 25 July, 2024 at 1pm (Italian time, final deadline)**.

**A € 30,00 application fee, non-refundable, is to be paid within the above mentioned deadline. Payment must be made by July 25, 2024**

The application, including the documentation reported below, must be submitted exclusively through the [Esse3 Portal application](#), available from **12.00 (local time) on 3 July, 2024**.

**Candidates already in possession of login credentials for the [Esse3 Portal 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.**

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. **Candidates are strongly encouraged to complete their application well in advance of the deadline.**

**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>.**

In order to submit the application, applicants shall:

1. Access [Esse3 Portal application](#);
2. Register by entering the required data (or login, if already registered);
3. Click on menu > REGISTRAR'S OFFICE > ADMISSION TEST > ADMISSION TO RESTRICTED DEGREE COURSES – DEGREE WITH ADMISSION IN CHRONOLOGICAL ORDER > select the desired PhD Course;

4. Proceed with completing the online application, submitting the required information and following the online procedure, at the end of which the payment of the admission fee for the selection is expected. The € 30,00 application fee is to be paid using the PagoPA system;
5. Upload the required documents, as detailed in the table below, exclusively in .pdf format (maximum size limit of 5Mb for each attachment; the file will have to state the name of the candidate for example: surname\_namefile.pdf). At any time, within the call deadline, candidates shall be able to access their applications to integrate or edit the data and attachments inserted. **Mandatory attachments cannot be deleted or modified. In the event of an attachment error, the document will have to be uploaded again.**
6. After having entered all the information, attached the mandatory documents and the documents required by the PhD form, proceed with the confirmation;
7. Print the application, to keep. 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 office.

To properly upload the documents, please **follow the instructions** <http://www.unipr.it/dottorati-iscrizione>. Applications that at **1 pm (Italian time) of 25 July 2024** 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.**

**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.

### 3.2 Required documents

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	<b>Scanned valid ID with photograph</b>	Both sides
2	<b>ANNEX A "ADMISSION TO RESEARCH DOCTORATE COURSES"</b>	Mandatory uploaded during the online application procedure, PENALTY NOT EVALUTION, it must indicate: <ul style="list-style-type: none"> <li>• the exact name of the competition in which you intend to participate (not to be confused with the research topic);</li> <li>• the chosen <b>Research Area</b>, selected among those indicated in the courses attached Forms and with relating research project, if required;</li> <li>• the reserved position, if any, for which they intend to apply;</li> <li>• the type of degree attained (<i>or to be attained</i>), the name of the University issuing the degree, the graduation date and the final mark.</li> </ul>

		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. 6.
3	<b>Curriculum Vitae et studiorum</b>	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).
4	<b>Abstract of the second cycle Master's degree thesis</b>	<b>Abstract</b> 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)
5	<p><b>Documents attesting that the applicant holds both the necessary first and second level degrees.</b></p> <ol style="list-style-type: none"> <li>1. university that has awarded the degree</li> <li>2. type of degree awarded, whether second level master degree/single cycle' second-level degrees/pre-reform degree</li> <li>3. denomination of the degree awarded</li> <li>4. "Classe di Laurea" (only for degree awarded in Italy)</li> <li>5. date in which the degree has been awarded</li> <li>6. final mark</li> <li>7. academic transcript of records, including the full list of the exams taken and the related marks</li> </ol>	<p><b>Type of document</b> for degree awarded by:</p> <p>a) <b>Italian Public Universities:</b> self-certification dated and signed</p> <p>b) <b>EU/Non-EU Universities:</b> the certificate and transcript of records of the Bachelor's and Master's degree. (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.</p> <p>The certificate, transcript of records of the first and second level qualification or Diploma Supplement, if present; useful document for the purposes of the declaration of authenticity and equivalence of the qualification (e.g. Diploma Supplement, Declaration of Value on site issued by the Italian diplomatic authorities in the country in which the qualification was obtained, certificate of authenticity and comparability issued by centers such as ENIC-NARIC )</p> <p>c) <b>Italian Private Universities:</b> the certificate or the self-certification, including all the information as detailed on the side, or in alternative the Diploma supplement, if available.</p>
	<p><i>For applicants who are yet to obtain their second cycle degree by the date they apply:</i></p> <p><b>Academic transcript of records</b>, 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 <b>media ponderata</b> (the weighted average mark, only for graduate students enrolled in Italian Universities):</p> <ol style="list-style-type: none"> <li>1. Multiply the marks obtained by the number of CFUs (please, note that 30 with honours is regarded as 30);</li> <li>2. Add all the obtained results;</li> <li>3. Divide the result by the total of the CFUs.</li> </ol>
6	<b>Research Project</b> (when required by the course specific Form)	Preferably according to the format attached to this selection call. It can also be written in English. <b>Check in the Forms of the individual courses if there are any specific requirements (language and /or format).</b>

7	<b>Further supporting documents</b>	As detailed in the PhD Programme Table, that complement the Call for Applications and is available on the <a href="#">University website</a>
<b>Additional documents that can be uploaded</b>		
8	<i>For applicants who need to request an adaptation for the Admission test</i>	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 <a href="https://www.unipr.it">https://www.unipr.it</a> , 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: <a href="mailto:dottorati@unipr.it">dottorati@unipr.it</a> .
9	<b>DISTANCE ORAL EXAMINATION REQUEST FORM</b>	<b>ONLY AND EXCLUSIVELY IF EXPLICITLY PROVIDED FOR IN THE FORM OF THE CHOSEN PHD COURSE</b>

All documents written **in a language other than Italian will have to be translated into English, otherwise they will not be evaluated.** For identity documents and degrees issued in a language different from Italian or English, an official translation is required. The translation shall be drawn up by an authorized body or by the awarding University.

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.

On the [University website](#) 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.

### 3.2 Reserved Positions

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

The candidates intending to apply for the reserved positions, in possession of the requirement corresponding to the type of reserved place, when provided for in the Forms of the courses, must attach, in addition to the mandatory documents and those indicated on the course sheet, the specific documentation and precisely:

- **Candidates with qualifications obtained abroad::** only if expressly provided for in the Form for the specific PhD programme, the candidacy of those entitled to compete is automatic. There is no need to submit any additional documentation, they shall attach a certificate stating that they are holders of a scholarship or of similar support.
- **Candidates holding scholarships funded by foreign Countries:** a certificate stating that they are holders of a scholarship or of similar support.
- **Candidates under specific international mobility programmes:** 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:** the 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** 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 31.10.2024.

If an incorrect application for a reserved position is found by office without the specific requirement, the candidate will be automatically admitted to the competition for the non-reserved positions.

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

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.

For all other types of reserved positions left vacant, it will not be possible to proceed with the assignment to other candidates given the particular nature of the reserve.

## Art. 4 SELECTION PROCEDURE

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

The examination dates, 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 and also available in the webpage of each PhD Programme on the [University website](#).

**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 this platform.

The publication of the oral exam calendar shall amount to a formal notification. Therefore, candidates shall present themselves, **without any prior notice, call or communication regarding 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 and the receipt of the competition fee.

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

Examination results will be published on the [Esse3 Portal application](#) **The publication of such results on the website is equivalent to receiving a notification. No notification will be sent to applicants via e-mail.**

The results of the qualifications assesement will be displayed a few days before the date scheduled for the oral test.

It is the candidate's responsibility to verify the outcome of the evaluation of qualifications, which can be consulted in their reserved area in the days preceding the date of the Oral Exam.

#### **4.1 Special provisions for remote oral test**

**Only and exclusively if explicitly provided for** in the Form relating to the chosen PhD course, the applicants who reside abroad or temporarily abroad for study or work reasons can take the oral exam remotely **via the Microsoft Teams platform**. The link to connect to the virtual room for the examination will be sent by the Examination Board to the email address indicated in the "**DISTANCE ORAL EXAMINATION REQUEST FORM**", completed and signed and attached to the online application.

In order to take the examination, applicants shall connect to the Teams session via the mentioned link on the day set for the oral test. The Examination Board may choose together with the candidate a time for the beginning of the interview.

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

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.

## **Art. 5 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, by the deadline of this announcement on the University website.

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. 4 and the subsequent art. 7 of this notice.

## Art. 6 FINAL RANKING LIST

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.

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.

At the end of the selection the Examination Board, will draw up a ranking for merit based on the final score obtained during the assessment 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.**

## Art. 7 ADMISSION TO THE PROGRAMS

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. 3 and 6 of this call, concerning reserved positions and scholarships dedicated to specific research topics.

After the publication of the results of the last admission examination, the final ranking list will be published through a Rector Decree on the [Esse3 Portal application](#), by logging in with the same methods used to register at the selection. For the purposes of admission to each PhD Programme, only the rankings published shall be valid.

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.

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.

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.

## Art. 8 ENROLMENT

### 8.1 Enrolment procedure

Successful applicants will have to complete a pre-enrolment procedure EXCLUSIVELY ON-LINE, accessing on the [Esse3 Portal application](#) **from 12<sup>th</sup> September 2024, 12 pm (Italian time) to without exception until 17<sup>th</sup> September 2024, 12 pm (Italian time).**

In order to **pre-enrol**, applicants shall:

1. Log in [Esse3 Portal application](#) with your credentials (with SPID for Italian citizens or for those who have it);
2. Click on **Registrar's office => ENROLMENT => ENROLMENT Online => STANDARD ENROLMENT** and follow the procedure. In this phase, the winner are required to upload the **scan** of the personal identification document entered and of the tax code (foreign citizens without a tax code issued by the Italian Revenue Agency will be able to attach a declaration of the tax code created when registering for the competition);
3. At the end print the Enrolment Form;
4. Proceed with the payment of the Enrolment Tax as pursuant Article 10 below (REGISTRAR'S OFFICE => PAYMENT) through the PagoPA system, according to the Italian Law;
5. Send to [dottorati@unipr.it](mailto:dottorati@unipr.it) until **17<sup>th</sup> September 2024** the following scanned documents:

- a) Valid ID or passport (both sides);
- b) Enrolment Form filled and signed;
- c) Payment receipt of the Enrolment Tax;
- d) 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 [University website](#);
- e) Declaration of ORCID profile (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. To register, visit the page <https://orcid.org/register>);
- f) Scholarship forms (only for successful applicants with scholarship), downloadable at [University website](#):
  - 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);
  - current account form for crediting the scholarship (enter the bank details also on [Esse3 Portal application](#) => PERSONAL DATA/CHANGE DATA/PAYMENTS AND REFUNDS/METHOD/IBAN);
  - 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 31.12.2024;

**Enrolments and payments carried out in ways differ from the ones indicated above will not be accepted.**

**Applicants who do not complete the enrolment procedure shall be considered as having tacitly refused their PhD position and vacancies will be offered to the next available applicant as by final ranking. Enrolment will become effective only after the presentation of all the above-mentioned documents within the specific deadline.**

Only at the start of the course will the enrollment be made final and an email will be sent from the enrollment confirmation system, containing the University credentials (i.e. student number and e-mail address). The University of Parma will officially communicate with its students **only via the institutional email account** for any administrative information regarding the PhD course.

At the moment of the enrolment, those who are **yet to obtain the degree entitling them to enroll in a PhD programme** (see Art. 2), will be registered with reserve. The qualification must however be obtained before the start of the course, **no later than 31.10.2024**. In order to complete the registration, candidates have to send to [dottorati@unipr.it](mailto:dottorati@unipr.it) the following documents:

- a) Self-certification (or official certification, if the degree has been obtained either in EU or non-EU foreign countries, or if the degree has been awarded at an Italian Private University). The above mentioned certificates must indicate: University Name, graduation date, type of degree (in Italy *laurea specialistica/magistrale, magistrale a ciclo unico, vecchio ordinamento* or an equivalent degree as specified in Art. 2) and final mark;
- b) Scanned copy of a Valid ID with photo;

## **8.2 Replacement positions enrolment**

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 with an indication of the enrollment deadlines assigned at the same time. Enrollment takes place according to the procedure described in the previous paragraph.

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](mailto:dottorati@unipr.it), attaching the scanned front-back copy of a valid ID document.

Eligible applicants **who do not enroll within the indicated deadline will be considered tacitly withdrawn.**

### 8.3 Information for applicants in need of a VISA

The applicants who require a VISA to stay in Italy, after the completion of the University enrolment process, by submitting the forms for them referred to in the previous paragraph, must proceed immediately with registration on the [UNIVERSITY Portal](#) and carry out the “pre-enrolment” to the PhD programme, following the indicated procedure to obtain the VISA. After that they must send a communication via e-mail to [dottorati@unipr.it](mailto:dottorati@unipr.it) of successful pre-enrolment, in order to validate and confirm the information entered, necessary for the issuing of the VISA by the Italian Embassies abroad.

Moreover, on their arrival to Italy, applicants are also invited to promptly send the following documents to [dottorati@unipr.it](mailto:dottorati@unipr.it), also for the purposes of payment of the scholarship:

- a) Valid Permit of Stay. Those who are not in possession of this document must apply **within 8 days from their arrival in Italy**, according to the Italian legislation on Immigration and send a copy of the receipt issued by “*Questura*”. They will also have to provide a document proving the insurance coverage for medical treatment and hospitalization;
- b) Italian Tax Code issued by Italian Revenue Agency (*Agenzia dell’Entrate*).

### 8.4 Information for applicants with a non-Italian Degree

PhD 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>).

PhD candidates with a **degree issued by non-EU institutions** must provide **a document attesting the validity and the comparability of the qualification awarded** (e. g. Diploma Supplement, Declaration of Value - Dichiarazione di Valore in loco - of the second-cycle degree issued by the Italian Diplomatic authorities located in the country in which the qualification was awarded, recognition of foreign qualifications carried out by agencies like the ones of ENIC-NARIC network). Those who have not provided such documents during the application step shall submit them after the enrolment, within three months from the starting date of the PhD programme.

The University reserves the right to request the documents attesting the validity and comparability of the awarded qualifications also for those issued in EU countries.

## Art. 9 PHD POSITIONS SCHOLARSHIPS

### 9.1 Position and Scholarships Assignment

The PhD Programme Form, which complement the present Call for Applications, provide the number of both the positions and the scholarships available.

The research topics relating to the open-theme and reserved 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 assesment of suitability expressed by the Examination Boards during the selection.

**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.**

**If there are no suitable candidates for the assignment of one or more Scholarships on specific topics, the places will be assigned without the scholarship being covered.**

**Successful candidates for a PhD position are required to begin training and research activities within the times indicated and in the manner established for them by the Teaching Board. If this does not happen, the Teaching Board may order their exclusion.**

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

## **9.2 Scholarship payment**

Scholarships are paid to PhD candidates on a monthly basis (payment is usually processed on in the first ten days of the following month).

The annual amount of the scholarships, as defined by Ministerial Decree 23 February 2022 n. 247, is equal to €16,243.00 gross.

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, 01.11.2024, by promptly contacting their administration.

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

## **Art. 10 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.

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.**

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.

## **Art. 11 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.

## **Art. 12 OWNERSHIP OF RESULTS AND CONFIDENTIALITY**

Intellectual and industrial property rights over any result achieved by PhD candidates (e.g. including software, industrial inventions - whether patentable or not - know-how, models, data and data collections, etc.) are disciplined by the relevant National Legislation into force, the University internal regulations, and other agreements signed between the University and third parties if any.

## **ART. 13 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.

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.

## **Art. 14**

### **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.

## **Art. 15**

### **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](mailto: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.

## **Art. 16**

### **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](mailto:dpo@unipr.it) or [dpo@pec.unipr.it](mailto:dpo@pec.unipr.it).

## **Art. 17**

### **OTHER INFORMATION**

**UNIVERSITÀ DI PARMA**  
Via Università, 12 - 43121 Parma  
[www.unipr.it](http://www.unipr.it)

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](mailto:dottorati@unipr.it).

Prof. Paolo Martelli

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