



## COMPETITION NOTICE FOR ADMISSION TO RESEARCH DOCTORATE COURSES XXXVII CYCLE

Accademic Year 2021/2022

**DEADLINE FOR APPLICATION: 3<sup>th</sup> SEPTEMBER 2021 AT 01 pm (Italian time)**

Issued with Rector's Decree 1393/2021 Prot. n. 197225 – 23.07.2021

### ARTICLE 1 - PURPOSES OF THE ANNOUNCEMENT AND GENERAL RULES

Public competitions are held at the University of Parma, for qualifications and exams, for admission to the XXXVII cycle – academic year 2021/2022 of the courses of research doctorate listed below:

1. **BIOTECHNOLOGY AND LIFE SCIENCE**
2. **PHYSICS**
3. **CIVIL ENGINEERING AND ARCHITECTURE**
4. **INDUSTRIAL ENGINEERING**
5. **MATHEMATICS** (in agreement with University of Ferrara and Modena e Reggio Emilia)
6. **MOLECULAR MEDICINE**
7. **NEUROSCIENCES**
8. **PSYCHOLOGY**
9. **MATERIALS SCIENCE AND TECHNOLOGY** (in agreement with C.N.R. - The Italian National Research Council)
10. **CHEMICAL SCIENCES**
11. **FOOD SCIENCE**
12. **DRUGS, BIOMOLECULES AND HEALTH PRODUCTS**
13. **EARTH SCIENCES**
14. **PHILOLOGICAL-LITERARY, HISTORICAL-PHILOSOPHICAL AND ARTISTIC STUDIES**
15. **TRANSLATIONAL MEDICAL AND SURGICAL SCIENCES**
16. **VETERINARY SCIENCES**
17. **INFORMATION TECHNOLOGIES**

The effective admission to the courses listed above is subject to issuance by Ministry of University and Research of the Decree for the integration of the corresponding D.M. of accreditation.

The Research Doctorate programs have a three-year duration starting from 1<sup>st</sup> November 2021.

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 forms attached, which are an integral part of this announcement.

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/didattica/post-laurea/dottorati-di-ricerca>.

Scholarships, training contracts, and any other forms of financial support from research funds or other University resources including research grants, as well as the number of places available shall be increased as a result of funding public and private entities. These additional places will be published before the expiry date of this announcement.



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

Any change and integration shall be published exclusively on the web site: <http://www.unipr.it/didattica/post-laurea/dottorati-di-ricerca>.

This announcement is available in Italian and English in accordance with Italian laws and regulation on Ph.D. qualifications and the University of Parma's regulation.

## ARTICLE 2 - ADMISSION REQUIREMENTS

Irrespective of their age and citizenship, all candidates may apply to participate in the competitive examination for admission granted that they hold one of the following:

- "*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;
- an academic degree attained abroad, granted that it is comparable in terms of duration, level and, where possible, in terms of branch of learning, to the Italian degree allows admission to the Doctorate program, and recognized as eligible for the participation in the competitive examination only, pursuant to Article 3 below.

For each Research Doctorate program, the forms attached hereto specify the type of academic degree required to participate in the competitive examination and any other additional requirements.

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 down in Article 5 below, **graduands** may also apply for admission, granted that they actually graduate and attain the degree required for admission **no later than 31 October 2021**, under penalty of exclusion. The candidates that have been admitted as graduands shall communicate no later than 2 November 2021, to the "UO Formazione Post Lauream" [PhD Office] via e-mail to the following address [dottorati@unipr.it](mailto:dottorati@unipr.it), the date, the final mark achieved and the University that issued the relevant academic degree, by sending a self-certification, dated and hand-signed, with a copy of a valid document.

## 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.

The admission application that is filled in online shall entail an implicit request to assess the eligibility of the academic degree attained abroad. To this end, candidates must submit the following documents to their 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) translation into English of the certificate as per item a), signed by the candidate under his/her responsibility, only where this document is not originally in English;
- c) any other documents as useful to assess the academic degree eligibility (Diploma Supplement, etc.)

a certificate of academic qualification with the list of the examinations and the relative voting, specifying the minimum and maximum vote provided for in the educational system of your country

In case they win the competitive examination, candidates holding an academic degree attained abroad shall be admitted conditionally and shall hand in the "dichiarazione di valore in loco del titolo posseduto" [declaration of local value of the degree held] and the certificate of such degree setting forth the exams and marks, translated and certified by the Italian diplomatic representation or consulate in the Country where the institution that issued the degree is based. The declaration of value shall certify that the held degree is valid in the Country where it was attained for admission to an academic program similar to a Research Doctorate. If the above "dichiarazione di valore in loco" is not available at the time of matriculation, a document shall be provided giving evidence that the application for its issue has been submitted to the competent diplomatic representation and the "dichiarazione di valore" shall be turned in as soon as possible.

## ARTICLE 4 – QUALIFICATIONS

Candidates shall submit the following **mandatory documentation** for admission to all Research Doctorate Programs dealt with in this announcement:

1	<b>Curriculum Vitae et studiorum</b>	Preferably in European format and including a brief description of the topics of the degree thesis. It can also be written in English. Check in the forms of the single courses if a specific articulation is required (language and/or format).
2	<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)
3	<b>Documents attesting that the applicant holds both the necessary first and second level degrees.</b>  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	<b>Graduate candidates:</b>  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><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>

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.

To <http://www.unipr.it/didattica/post-laurea/dottorati-di-ricerca> page applicants may download a self-certification fac-simile to be used in the case the academic qualifications held has been awarded by an Italian public university.

In circumstances where following an assessment of the documents submitted the academic qualification held does not meet the requirements set by art. 2 of the present Call or the statements made are untrue; the University is entitled to issue a Rectoral Decree excluding the applicant by the selection procedure or by the PhD Programme. Such an exclusion can be established at any point during the selection procedure, even after the enrollment has been completed.

The forms attached hereto also specify other optional documents as provided for by each Research Doctorate program, of which a copy shall be attached to the application online for assessment purposes. **All titles written in a language other than Italian will have to be translated into English, otherwise they will not be evaluated.**

All documentation shall be submitted in accordance with Article 5 below.

## ARTICLE 5 - APPLICATIONS FOR ADMISSION

Candidates may register for selection **from 28<sup>th</sup> July 2021, 12.00 pm (Italian time) to 3<sup>rd</sup> September 2021, 1.00pm (Italian time, final deadline)**. Candidates must register electronically, by connecting from any PC with Internet access to the University website <https://unipr.esse3.cineca.it/Home.do>, having at hand their identification document, Tax ID Code and the PC connected to a printer.

The candidate must:

Go to the website <https://unipr.esse3.cineca.it/Home.do>;

- Register by entering the required data (or simply login if already registered);
- Click on the course chosen from REGISTRAR'S OFFICE menu > Entrance Exam > "Concorsi ammissione/corsi ad accesso cronologico";
- Proceed with completing the online application, submitting the required information, attaching the



necessary documents required by Article 4 (in addition to the requirements of each course), exclusively in **pdf-format** (maximum size limit of 5Mb for each attachment). The file will have to indicate the name of the candidate, for example: `cognome_nomefile.pdf`. It is also mandatory to attach a scanned version of **ANNEX A "ADMISSION TO RESEARCH DOCTORATE COURSES"** and a scanned valid ID of the applicant.

To properly loading the documents, please **follow the instructions** to <http://www.unipr.it/didattica/post-laurea/dottorati-di-ricerca> page.

The completed online application, accompanied by the ANNEX A, must contain the candidate's personal details, address and possibly a telephone number and an email address, for the purposes of the competition, as well as citizenship.

In annex A candidates must indicate:

- the exact denomination of doctoral program;
- indication of the chosen **Research Topics** selected from among those indicated in the forms of the single courses;
- reserved position, if any, for which they intend to compete;
- the type of degree obtained (or to be obtained), the name of the University awarding the degree, the graduation date and the final grade.

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) that they undertake to ensure attendance of the doctorate program based on the instructions given by the Program Board;
- b) that they are not enrolled in postgraduate Specialty Schools or in courses of studies for Laurea or Laurea Specialistica/Magistrale, in University Master's Degree courses or, should they be enrolled in the above courses, that they undertake to suspend attendance/enrolment, or that they are enrolled in the Postgraduate Medical Specialty School at the same training center (in the latter case attaching a copy of the authorization given by the School Board to enrol in the specific doctorate program);
- c) that they do not hold a research doctor qualification or that they already hold a research doctor qualification specifying the doctoral title in their possession (in the latter case, the winner of the competitive examination shall not be entitled to any scholarship, pursuant to Article 6 of Italian Law No. 398/1989 and to Article 5 of the University Regulation for the attainment of the research doctorate title);
- d) that they have never benefited and they are not benefiting from any scholarship for a doctorate program.

Candidates suffering from impairments or learning disabilities may express their specific needs, by filling in form A38-1 or form A39-2, which can be downloaded from the website <https://www.unipr.it/didattica/info-amministrative/modulistica>, 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](mailto:dottorati@unipr.it).

**At any time, until the call expires, the candidate will be able to access his / her application to integrate or modify 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 PhD course chosen.

**No other modes of presentation of qualifications will be accepted, other than online.**

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

Applications sent before **3<sup>rd</sup> September 2021, 1.00 pm (Italian time)** that are incomplete in the compilation and/or in the attachments required, 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 ends above is peremptory and, at its expiry, the computer system will no longer allow to conclude and send the application. The presentation date and time are certified by the IT system.

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 intending to participate in the competitive examination for more than one doctorate programs 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 are strongly encouraged to complete their application well in advance of the deadline, in order to avoid any possible crashing of the IT system and subsequent failure of the application process – due to the high number of last-minute applicants. For this purpose, a receipt confirming submission of the applications and containing all details can be printed out.

**Request for password recovery cannot be processed if received on very short notice, close to the deadline.**

**It is the candidates' responsibility to verify the correct conclusion of the procedure and the correct loading of all the documents.** No claims will be accepted for any malfunctions of the computer system due to excessive load in proximity to the deadline.

## ARTICLE 6 – RESERVED POSITIONS

As regards doctorate programs for which reserved positions are provided, candidates that graduated from foreign Universities or candidates holding scholarships funded by foreign States, candidates holding scholarships within specific international mobility programs and candidates that are the recipients of EU or international collaboration programs may compete for the positions reserved to the same, for which specific admission procedures may be set.

Any reserved positions are stated in the attached forms referring to the single doctorate programs, which shall be an integral part of this announcement.



Reserved positions may be provided to employees of companies having agreements in place for “Industrial Doctorate Programs.

The candidates intending to compete for the above reserved positions, possibly provided and indicated in the forms of the single courses, must attach additional documents to their application for participation in the competitive examination (ANNEX A), specifically:

- **Candidates holding scholarships funded by foreign States:** in addition to the documents listed in the Form for the specific doctorate program, they shall attach a certificate stating that they are the holders of the scholarship granted or similar support.
- **Candidates under specific international mobility programs:** to the documents listed in the Form for the specific doctorate program, they shall attach a certificate stating the title of the scholarship or similar support provided as part of a specific international mobility program.
- **Candidates that are employees of companies having agreements for “Industrial Doctorate programs”:** in addition to the documents listed in the Form of the relevant doctorate program, they shall attach documents giving evidence of their being employees of the company. This shall automatically entail that the candidates meeting the requirements will compete for the relevant reserved positions, where provided.
- **Candidates holding Research Grant:** in addition to the documents listed in the Form of the relevant doctorate program, they shall attach a self-certification stating that they hold the research fellow position, its duration and the granting body, or a document stating the award of the same position. This shall automatically entail that the candidates meeting the requirements will compete also for the relevant reserved positions, where provided. In the event that it is not possible to present a declaration certifying the title of the grant, as the comparative evaluation procedure has not yet been completed on the closing date of this call, candidates will be admitted subject to presentation of said documentation course or before 31.10.2021.

For reserved positions, the examination Board shall prepare a separate short-list in accordance with the type of reserved positions.

The positions that are reserved to holders of scholarships funded by foreign States or pertaining to specific international mobility programs, or reserved to research fellows or employees of companies having industrial doctorate agreements, or reserved for high training and research internship contracts and that have remained vacant shall not be awarded to other candidates. Should there be no winning candidates, any vacancies reserved for graduates from foreign universities will be added to the general ranking of each Research doctorate course.

## ARTICLE 7 - ADMISSION EXAMINATION

Admission shall be based on a competitive examination consisting in assessment of qualifications and, possibly, of tests. In addition to the assessment of qualifications and/or the research project, the procedures for the comparative assessment, aimed at verifying the candidates' abilities and skills for scientific research may consist in a public oral exam.

The oral exam will take place in the presence. At the request of the candidate, the oral exam can be taken remotely using the **Microsoft Teams platform**. Applicants are responsible for providing adequate audio and video equipment for the use this platform. Should the emergency epidemiology from COVID-19 undergo



changes, the face-to-face oral exam provided for the specific course will be replaced with the remote one using the same platform.

The selection procedures and the assessment criteria for the admission to the PhD Programmes are described in the PhD Programme Tables in attachment, which form an integral part of the present Call for applications. Such Tables are also available in the webpage listing the PhD Programme available on the website <http://www.unipr.it/didattica/post-laurea/dottorati-di-ricerca>

The publication on the web of the above schedule shall amount to formal notification for all purposes convening candidates for the exams, if any. Therefore, candidates shall present themselves, **with no notice or communication whatsoever required regarding admission exams**, at the examination venue, on the day and at the time set forth in the above forms, with an identity document that has a photograph of the holder, is valid and has been issued by a State Body, **under penalty of exclusion**.

Only and exclusively where so provided in the Form relating to the chosen doctorate program, the exam may be held in a language other than Italian.

The Examination Board may award a total of 120 points. The breakdown of points of the single exams, including the minimum requirement to be admitted to oral exam, is set forth in the forms relating to the single doctorate programs.

To qualify a total score not lower than 70 points shall be required. The final score shall be the sum of the points obtained in the assessment of qualifications and in the single oral exams.

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

The expression of interest can be presented by filling in the section dedicated to it in the Annex A Form and confirmed during the Oral Exam before the interview begins.

Candidates must view the results of the single exams and the outcome of the final long-listing by accessing the reserved web page of online students' office services from the University website <https://unipr.esse3.cineca.it/Home.do>. The results of the evaluation of the qualifications will be displayed a few days before the date scheduled for the oral exam.

### **Special provisions for the remote oral test:**

The candidates intending to take the oral exam remotely must attach to the online admission application the form "**REQUEST FORM FOR DISTANCE ORAL EXAMINATION**", filled in and signed, specifying the e-mail address that will be used by the Examination Board for the video call. The candidate must be available at the personal address, previously communicated, on the day set for the oral exam, in accordance with the schedule included in the Form relating to the relevant Doctorate program, guaranteeing the use of a webcam to allow his/her identification. The Examination Board may decide to agree with the candidate on a precise time for the beginning of the interview.

**To take the distance oral exam, candidates must connect to the Teams session using the link that will be sent to the e-mail indicated in the "REQUEST FORM FOR DISTANCE ORAL EXAMINATION".**





For identification purposes and **under penalty of exclusion from the selection procedure**, each candidate shall identify him/herself, before the interview begins, by showing the same identity document a copy of which has been attached to the application for participation in the competitive examination.

**In the event a candidate fails to communicate his/her personal address, fails to connect, or is not available on the day and at the time as agreed, or fails to show a valid identity document, pursuant to the previous paragraph, all these shall be grounds to exclude such candidate from the selection procedure.**

**These causes of exclusion do not apply if the candidate, with a valid identification document, presents him/herself on the day set for the interview in order to sit 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.

Each Examination Board, after completing the selection of candidates, will draw up the single merit list, which will be approved by the Rector's Decree. The Examination Board will be able to express a differentiated judgment for each individual post/scholarship also in relation to specific skills required for conducting research on a specific topic.

The Examination Board and the Academic Board are not bound by any options expressed by the candidates nor by any project presented during the competition.

## **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/didattica/post-laurea/dottorati-di-ricerca>.

## **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.

Candidates will be able to check whether they have qualified for admission to the chosen Doctorate Program, in the reserved dedicated website area, under the item admission tests, by logging in with the same



procedures used to register for the competitive examination on the University website <https://unipr.esse3.cineca.it/Home.do>.

The beneficiaries of scholarships awarded by European and international institutions or other forms of financial support, on the basis of specific projects in which the University of Parma is a partner, may be admitted to the doctorate courses, after evaluation of the access requirements, provided they are assigned to a grant or other form of financial support won through participation in the selection procedures described in the regulation of each program.

The publication of the short-list on the website shall be the only official publications of the outcomes of the competitive examination 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 Specialty School at the University of Parma who win the competitive examination for admission to a doctorate program held at the same University may be allowed to attend jointly both programs during the last year of the Medical Specialty School, granted that they are in the last year of the Specialty School at the time of matriculation in the doctorate program, in compliance with the deadlines set down in Article 10 below.

Joint attendance shall be allowed where compatible with the activities and commitment required by the same School, and such compatibility shall be stated by the authorization issued by the School Board.

The Doctorate Program Board shall resolve on any request for a reduction in the doctorate program, after assessing the research activities already carried out during the postgraduate medical specialty program as certified by the postgraduate medical specialty school, and may allow enrolment in the second year of the doctorate program.

In the year of joint attendance, the postgraduate student may not receive the doctorate program scholarship.

## ARTICLE 10 – ACCEPTANCE OF THE POSITION AND MATRICULATION

The winning candidates shall complete a registration before formal matriculation using EXCLUSIVELY the ON-LINE procedure, accessing the page "<https://unipr.esse3.cineca.it/Home.do>" **from 5<sup>th</sup> October 2021, 12.00 pm (Italian time) to no later than 12<sup>th</sup> October 2021, 12.00 pm (Italian time)** by accessing the reserved dedicated area clicking on students' office/matriculation.

IT WILL NOT BE ACCEPTED OTHER MODES DIFFERENT FROM THE ONLINE REGISTRATION PROCEDURE.

**Successful applicants who do not complete the enrolment procedure within the deadline indicated at the bottom of the final ranking list shall be considered having refused their PhD position tacitly.**

Before you begin the online registration, the applicant must have:

- A device connected to the Internet;



- A printer;
- A valid ID;
- The Tax ID Code;
- BANK ACCOUNT NUMBER on which pay any scholarship;
- A valid e-mail address (which will be sent confirmation of registration);
- A credit card (unless you plan to use this form of payment, taking into account that commission fees may be applied by each Credit Institute);
- A passport photo.

At this stage, interested parties are required to attach (by uploading) in the data processing system:

1. own passport photo that shows the face in the foreground against a white background in digital JPEG format;
2. scan (front and back) of the personal identification document entered during registration;
3. scan of the Tax ID Code (Foreign nationals without tax code issued by the Entrate Agency will present the photocopy after arrival in Italy).

After the registration before formal matriculation, the candidate must print the enrollment form by including their signature and the date and **no later than 15<sup>th</sup> October 2021** present the following documentation:

- enrolment form the first year of the PhD program (printed from online procedure) with indication of date and signature, as indicated above;
- receipt proving payment of the tuition fee according to the contributions provided for in Article 12. Payments made by bank transfer or at the post office are not accepted;
- **scan of your ID (back and front)**;
- Declaration attesting the qualifications held (Higher Diploma and Master's Degree / Specialist) for graduates outside the University of PARMA according to the model downloadable from the site;
- photocopy of your valid permit of stay (only for non-UE citizens). Those who do not hold a valid permit of stay must request it **within 8 days from their arrival in Italy**, according to the Italian legislation on Immigration and must have a document proving the insurance coverage for medical treatment and hospitalization.

**Scholarship assignees** must also submit the following forms which can be downloaded from the website:

- **Scholarship Acceptance Form** or **Withdrawal Form** for the entire duration of the course (**trainees** will have to fill in the scholarship acceptance form reserved for them);
- declaration certifying the INPS (Social Security Insurance) position according to the form attached to the acceptance of the scholarship;
- Registration receipt for the separate management contribution to INPS (Social Security Insurance) for the payment of the scholarship (if not available immediately, no later than 20.11.2021).

**Foreign citizens results winners shall complete and submit the above-mentioned forms reserved for them.**

**For information and assistance regarding the Tax ID Code, accomodation and Permit of stay, foreign citizens may contact the CENTRO ACCOGLIENZA E INCLUSIONE (<http://cai.unipr.it>).**

All the aforementioned documentation must be sent, **by October 15, 2021**, by email to [dottorati@unipr.it](mailto: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).



**Registration will become effective only after the presentation of all the above-mentioned documents within the specified deadline. The candidates who do not comply with all the above within the relevant deadline will be cancelled from the list and considered renouncers. Vacancies will be made available to runner-ups, in order of merit.**

**Following a waiver by the winners of the competition, wheter explicit or tacit, replacements will be made in line with the final ranking list. A communication is sento to the applicant taking over the available position via e-mail. In this case, enrollment must be completed within the peremptory term of 5 days from the date of sent of the notice of substitution, under penalty of revocation, using only the online procedure and sending or submitting, by appointment, the application in paper form, including the attachments requested, within the same deadline.**

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 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.

To the start of the course will be sent an email confirmation of registration, indicating the student number and the e-mail address assigned by the University.

These data are essential for the PhD student's career. The University of Parma will contact its PhD students **only using the above-mentioned email account** to communicate the 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](mailto:dottorati@unipr.it)) **no later than 31 October 2021**.

For the duration of the course, students are required to edit, insert and promptly update any changes of personal details including the Bank Account Number for crediting of the scholarship, residence, domicile or any other number, connecting to the private area using the credentials possessed.



In case of waiver by a person so entitled within two months of the beginning of the program, the candidate on the short-list of eligible candidates ranking immediately after the waiving one shall take over the position, however, no later than at the end of the third month from the beginning of the program, taking into account, where necessary, of the specific research field related to funding

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 list, taking into account the indications contained in the PhD programme tables, regarding reserved positions, positions with scholarships linked to specific topics and the judgments of suitability expressed by the Examination Boards during the competition.

The number of scholarship may be increased up to the maximum number of available places indicated in each course description sheet a result of further funding from public and private entities interesting to supporting the research activities, even after the publication of this announcement, however, within the deadline for submitting applications for admission.

The potential increased in the number of scholarships will be noted on the description sheets of each courses, published on the web site, without effecting the application deadline as indicated in art. 5 of this announcement.

The increase in the number of scholarship may determine an increase in the overall number of places available for that course.

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

Scholarships decided to specific research topics are those financed under certain programs, projects or agreements with external bodies that obligatorily require the activity to be carried out on a specific research topic (indicated in the PhD programme tables) and which bind the beneficiary to conduct this specific research. Due to their particular nature, the 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 member referred to in the previous art. 5, will express a suitability assessment for the assignment of the scholarship linked to specific topics, taking into consideration the specific competences, experiences and aptitudes of the candidates, as well as the profile sought, possibly indicated in the PhD programme tables.

In the modalities provided for by the PhD programme tables, each candidate can express to the Examination Boards his or her interest in the assignment of one or more scholarships with a fixed subject. This expression of interest is not binding for the purpose of assigning the suitability assessment.

All candidates who apply for a specific PhD course take part in the selection for general positions.



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

The yearly gross amount of the scholarship is € 15.343,28, as defined by the Ministerial Decree n. 40 of the 25.01.2018. 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 safeguards.

In tax terms, the provisions of Article 4 of Italian Law No. 476 of 13 August 1984 apply to scholarships for attendance of doctorate programs.

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

The beneficiaries of research grants who are awarded scholarships as part of a PhD program must irrevocably renounce the grant or scholarship by the start date of the course on 01.11.2021 by promptly contacting their administration.

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

## 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. 45/2013.

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](http://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/didattica/post-laurea/dottorati-di-ricerca>. The PhD students are required to view it through the University web site.

## **ARTICLE 13 - ACHIEVEMENT OF THE DEGREE**

The research doctor degree, also referred to as: "Dott. Ric." or "Ph.D.", shall be achieved upon sitting and passing the final exam. For all information on the appointment of Examination Boards for the final exams and on the procedures and requirements relating to the doctoral thesis, 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].

## **ARTICLE 14 - COMPATIBILITY REGIME**

Doctoral students shall undertake to ensure attendance of the doctorate program based on the instructions given by the Program Board.

The admission to research doctorate programs shall require full-time and exclusive commitment.

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

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

## **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](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.



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





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