



Università degli Studi di Ferrara

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Istituto Universitario di Studi Superiori – IUSS Ferrara 1391

Public competitive examination for International Research Doctorate in Architecture and Urban Planning

XXXIII Cycle – Academic year 2017/18

DEADLINE FOR APPLICATIONS ON THE 1ST AUGUST 2017 – h. 23.59 (GMT+1)

Art. 1 Purpose and general rules

Having regard to the Consortium Agreement between the Università degli Studi di Ferrara (Italy) and the Polis University of Tirana (Albania), an open competition based on qualification and interview is called for admission to the International Research Doctorate in Architecture and Urban Planning.

As associate members of the *consortium*, the Slovak University of Technology – STU Bratislava (Slovakia) and University of Pécs - Pollack Mihaly Faculty of Engineering and Information Technology (Hungary), the Universidade Do Minho (Portugal) participate in training and researching activities provided for the Course.

The course lasts three years with effect from November 2nd, 2017.

Available places will be awarded according to a merit list, depending on the places provided by the individual Institutions Partners, as illustrated in article 7 of this announcement. Available places, admission requirements, procedures and selection *criteria*, and evaluation of candidates for the ranking are shown in the following articles of this announcement.

This announcement has to be considered an official notification.

Any changes, updates or integrations to its content will be exclusively announced via website <http://www.unife.it/studenti/dottorato/concorsi/idaup-call>

Failure to comply with the requirements stated in this announcement shall cause the exclusion from the competition.

Any personal communication to candidates concerning this competition is carried out via the e-mail address provided by the candidate during the registration procedure (ref. art. 4).

Università degli Studi di Ferrara does not assume any responsibility for the loss of any communications due to incorrect candidate addresses, or to missed or late communication of their change, or to postal or telecommunication mistakes.

This announcement is written in Italian and English according to the rules of the Consortium Agreement signed by the partner Institutions and by the respective University Regulations on Doctoral Research.

The effective admission to the course is subject to verification by ANVUR about the completion of the requirements established by Ministerial Decree 45/2013 for the activation of the courses already accredited, and the release of accreditation by the Ministry of Education, University and Research for the courses of new institution.

In case of lack of accreditation and/or failure in activating the doctoral program, any selection proceedings already complied will be void.

Art. 2. **Features and organization of the course**

The programme is addressed to highly qualified candidates from all European and non-European Countries. Its main aim is to educate young highly scientific researchers, opened to great debates about the issues related to the two proposed curricula, with a pluri- and inter-disciplinary approach. Considering that ethical action for researching the highest sustainability of intervention and social inclusiveness is the engine of any training and researching act provided within the activities of the PhD Programme, the themes of the course shall be related to the two curricula, i.e. Architecture and Urban Planning.

The research topics of the two curricula are shown on the website: <http://www.unife.it/studenti/dottorato/corsi/riforma/architecture>

To provide excellent academic quality of the programme, the Partner Institutions are committed to providing specific expertise, lessons and supervisors for studying and researching activities in the field of architecture and urban planning, commensurately to the specific roles of each Institutions.

The international PhD course is fully integrated, also thanks to the compulsory mobility required to doctoral candidates, both between the partner institutions and within the research network offered by each Institutions.

Students enrolled in the course must carry out training and researching activities in a "Host Institution " for at least 6 months, even if not continuous, of the 36 planned for graduation. All Partners and Consortium-Associated Institutions are considered "Host Institution", as well as each University and International High Research Institution qualified in the research fields of the course, as long as authorised by the Teaching Board.

At the end of the course, each Partner Institution will release the title of Doctor of Philosophy in "Architecture and Urban Planning" to candidates who have successfully argued their thesis.

Art. 3. **Admission Requirements**

Applicants who within the expiration date of this announcement will be holding a University degree valid for access to third level of University education, according to the regulations in force in the Partners Institutions, i.e. in possession of a comparable Academic Degree (second cycle qualification) considered appropriate for admission to the PhD programme, can submit their applications, without any restriction of age and nationality.

Applicants are required to produce an appropriate certification of qualifications, in accordance with the national rules on PhD courses access.

For the acceptance of the admission application, each applicant must also provide **at least two (2) reference letters** written and signed by teachers, experts, researchers or professionals, qualified for the course's topics.

The lack of the two reference letters cause the exclusion of the candidate.

All applicants are admitted to the selection upon verification of self-certified statements according to DPR n. 445/2000 and subsequent amendments and integrations. The University may, at any time during the proceedings—even after the start of doctoral courses—, carry out checks on the truthfulness of the declarations and require the presentation of original documents.

The Administration may order at any time, by order of the Rector, the exclusion from the selection process for lack of requirements.

Art. 4 **Competition application**

Selection application forms, together with all documents listed below, must be submitted electronically **no later than 1st August 2017 – h. 23.59 (Italian time)** using the **online procedure** available on the web page: <https://studiare.unife.it/Start.do> (Instructions for completing the online application form are available on the following web page: <http://www.unife.it/studenti/dottorato/modulistica/Guidaconcorso.pdf>)

The applicant must:

- connect to: <https://studiare.unife.it/Start.do>
- register on the web site providing the requested personal details (or just login if already registered)
- select the chosen research doctorate course from the courses menu
- fill in the forms providing the information required and upload the requested documents as listed in the description sheet for each course, as a **pdf-Adobe file** only (maximum size 50 Mb for each file. The file name should contain the type of document and the applicant's surname: e.g. surname_file name.pdf). A scanned copy of a valid Identity Card or Passport with photo is mandatory;

The application form will contain the applicant's personal details, permanent address including telephone number and email address for selection process purposes only, and his/her citizenship.

The application form must require the choice of "Home Institution" by the candidate. Only one "Home Institution" can be chosen.

- **Polis University Tirana** = Universiteti Polis (Albania)
- **Department of Architecture** = Università degli Studi di Ferrara (Italy)

The choice made shall be binding and determine the allocation of available places, according to art. 7 of this announcement, which shall be awarded according to the order of final classification, until all places depletion.

In the online application form applicants must also declare, according to art. 46 of D.P.R. 445 del 28/12/2000, academic qualification award details:

- Degree awarding institution
- Type of academic degree held
- Year
- Final mark

Instructions for correctly uploading all requested documents are available on the following page: <http://www.unife.it/studenti/dottorato/modulistica/Guidaconcorso.pdf>

At the end of the online procedure for the application for research doctorate courses, the University will receive all documents and the completed application form. Nothing has to be delivered to the university administrative office.

All documents required for the selection must be uploaded following the online procedure.

Please remember that only online applications will be accepted.

It is the applicant's responsibility to verify the correct completion of the online procedure. Complaints related to potential system overload problems close to the deadline will not be taken into consideration.

Applications not completed in all parts, without the mandatory documents or which do not meet the deadline will be excluded.

No integration to the application and no paper copies of documents will be accepted after the deadline on 1st August 2017 h. 23.59. (Italian time).

**No application will be accepted after the deadline
(1st August 2017 – h. 23.59. Italian time)**

Art. 5
Support for candidates with disabilities or with specific learning difficulties (SpLD)

Candidates with disabilities

Pursuant to law n. 104/1992 and subsequent modifications, candidates with disabilities can outline their particular needs, which will be taken into account when organising the test, by completing the "Help with performing tests" section in the online test registration procedure.

N.B. To validate your request and terminate the procedure you must upload a valid certificate issued by the medical commissions of local health units via the web-page headed "List of declarations of invalidity/disability/SpLD" (law no. 295/1990).

Requests will be dealt with by the Disability and SpLD Service of the University of Ferrara (for more information: tel. 0532/293366 - Monday to Friday from 9.30 to 12.30).

Please note that your personal data will remain confidential pursuant to Legislative Decree n. 196/2003.

Candidates with specific learning difficulties (SpLD)

Pursuant to law n. 170/2010 and Ministerial Decree no. 5669 of 12/07/2011, candidates diagnosed with Specific Learning Difficulties (SpLD) can outline their particular needs by completing the "Help with performing tests" section in the online test registration procedure.

N.B. To validate your request and terminate the procedure you must upload a valid certificate issued within the last 3 years by national health service facilities, or by specialists and accredited facilities, via the web-page headed "List of declarations of invalidity/disability/SpLD".

Candidates diagnosed with SpLD are granted 30 per cent more time to complete entry tests.

Requests will be dealt with by the Disability and SpLD Service of the University of Ferrara (for more information: tel. 0532/293366 - Monday to Friday from 9.30 to 12.30).

Please note that your personal data will remain confidential pursuant to Legislative Decree n. 196/2003.

Art. 6
Admission exam

The Commission shall evaluate the candidates' qualifications and interview. **All interviews will be conducted in English.**

The Commission shall assign up to 50 points for the evaluation of qualifications and up to 30 points for the interview of candidates.

The timetable regarding the selection has to be considered an official notification.

Candidates will not receive any personal notice about the selection procedures.

Results of the evaluation of qualifications and subsequently admission to the interview will be published on the website <https://studiare.unife.it/Start.do>, following the timetable that will be available at the page: <http://www.unife.it/studenti/dottorato/concorsi/commissioni>

Applicants do not have to attend the meetings regarding the evaluation of qualifications.

Candidates shall be admitted to the interview whether they reach a score of at least 38 out of 50.

For candidates positively evaluated, the interview will be held via conference call on the Internet (e.g.: Skype, Adobe Connect, GoToMeeting). For this reason, in the application candidates must provide a contact to ensure the use of a webcam to allow their identification to the Board.

For identification purposes and upon exclusion from the selection process, all candidates are required to identify themselves before the interview begins, exhibiting the identity document already provided together with all documents uploaded in the application.

Interview's schedule and timetable for those admitted will be prepared by the Commission and published on the website <http://www.unife.it/studenti/dottorato/concorsi/idaup-call>

Personal address communication failure, connection fails, unavailability of the candidate on the day or in the time established, or failure to present the valid identification document, in accordance to the preceding paragraph, integrates reasons for selection process exclusion.

Università di Ferrara assumes no responsibility for the possibility that technical reasons impede the proper conduct of the interview.

Purpose of the interview is the exposure of the research project and the verification of the applicant's aptitude to carry out research. The interview will be held in English.

The Commission has got up to 30 points to evaluate the candidates.

The selection is passed if the candidate gets a score of at least 60 out of 80.

Aims and Research Topics: <http://www.unife.it/studenti/dottorato/corsi/riforma/architettura>

List of qualifications for assessment and scores

Title	Description	score
Curriculum vitae et studiorum	Detailed Curriculum vitae et studiorum including: academic career information with examinations grades and final mark; research activities at Universities, public bodies or internships; study periods abroad; certified participation in conferences and seminars	Up to 20 points
Graduation Thesis	Copy of the graduation thesis. Abstract in English (length from 3 to 6 pages), with the following structure: motivation, research methodology, obtained or expected results and bibliography.	Up to 10 points
Research proposal	Scientific Research Project. 4 pages minimum in English are requested. Structure: research topic, methodologies, objectives, basic bibliography	Up to 15 points
Others qualifications	Other certified qualifications; language certificates(QCER); Scientific publications.	Up to 5 points

Evaluation of qualifications and interview will take place in September, within the deadline set on September 26th, 2017.

Evaluations' results may be checked at the following link: <https://studiare.unife.it>

The beginning date for consulting the evaluations' results and the interview schedule will be available within the present call deadline at the following page <http://www.unife.it/studenti/dottorato/concorsi/commissioni>

Art. 7

Available Positions and assignment mode

The following positions are put up for tender:

Home Institution	Università di Ferrara	Polis University
With scholarship	3	--
With research contract	--	8
Positions reserved for candidates holding a foreign government scholarship or a scholarship funded by international mobility programmes	2	
Reserved positions for employees of Institutes and public Research Centers active in high qualification activities (with salary keep)	--	2

The Commission, after the production of one ranking list, will assign places available with scholarships and/or research contracts, according to the choice of the Home Institution expressed by the applicants, during the registration procedures.

The annual gross amount of the scholarship is € 13,638.47 and is subject to National Social Security contributions. Fiscal matters regarding scholarships, are regulated by art. 4 Law 13th August 1984, n. 476.

The amount of the scholarship is increased by 50% for any period spent abroad, for a maximum period of 18 months.

In case of equal merit, for the allocation of positions, the assessment of economic situation prevails, in force of the regulations regarding the education right. In case of a further tie, the younger candidate prevails.

The scholarship cannot be combined with other research grants and scholarships for any reason whatsoever, except those awarded by national or foreign institutions useful for foreign research activities of the student. Those who have already received a scholarship for a doctorate, even partially, cannot apply for a scholarship for the second time.

For all positions made available by the University of Ferrara, an annual budget of at least 10% of the stock exchange (€ 1.363,84 per person) is guaranteed to support the research activities of students. It can be used in accordance with Teaching Board's rules.

For research contracts guaranteed by the Polis University, the annual gross contract amounted to € 9.000,00, subject to tax deduction provided by Albanian laws.

The payment of scholarships and research contracts is monthly and deferred.

Scholarships and research contracts are annual and renewed provided that the student has passed the annual verifications scheduled for the course.

Candidates wishing to apply for these reserved places must adhere to the following conditions when enrolling through the on-line procedure available on the web-page <https://studiare.unife.it/Start.do>:

- **International scholarship holders** (*): in addition to the requirements of the Ph.D description sheets, candidates must attach a document certifying the scholarship awarded by the foreign country, or a copy of the application sent to the authority responsible for the awarding of scholarships .
- **Candidates included in international mobility projects** (*): in addition to what is specified in the PhD description sheets, candidates must attach a document certifying details of the grant or scholarship provided within the international mobility project.

Candidates wishing to apply for positions reserved for international scholarship holders or scholarship holders involved in international mobility projects, must provide evidence of such awards by the deadline of **March 30th, 2018**. This documentation must be sent to the Ufficio IUSS (fax 0039 0532 455262 – email dottorato@unife.it) by that date, or the candidate will be excluded from the PhD Course.

Applicants interested in reserved positions in cooperation with private companies, in case they are employed by the company and involved in research projects (**Industrial Ph.D. programs**), or positions in **apprenticeship Ph.D. programs**, or positions which imply the **maintenance of the salary**, upon specific agreement with a company the candidates work for, as specified in the attached description sheets, forming an integral part of this announcement, will prepare an additional form to be uploaded together with the other documents in the online procedure, as indicated in the aforementioned description sheets.

The additional form can be downloaded at the following link:

http://www.unife.it/studenti/dottorato/modulistica/Posizioni_Industriali_Riservate/view

For reserved positions, a specific selection committee will produce a ranking list, divided according to the types of positions. If there are no suitable applicants, positions reserved for candidates with foreign qualifications and positions reserved for international scholarship holders and candidates included in international mobility projects that remain vacant, cannot be given to other candidates.

Art. 8 Examiners Board

The Examiners Board shall be appointed by the Rector and be made according to the provisions of the Consortium Agreement and Art.14 of the *Regulations governing the Research Doctoral Courses* at the Università di Ferrara.

The composition of the Board will be published before the announcement deadline on the website <http://www.unife.it/studenti/dottorato/concorsi/commissioni>

The Examiners Board shall not send any personal communication to applicants about exams results: to inquire about them through the procedures described in this announcement will be exclusive duty of candidates.

Art. 9 Ranking List

Suitable candidates shall be admitted to the PhD course after the approval of the selection proceedings, according to the ranking list and to the amount of available places for each Partner Institution, as described in Art. 7 of this announcement.

After the proceedings approval, the list shall be published on the website <https://studiare.unife.it/Start.do>

Publication of the ranking list will be the only official means of communication of results, therefore Applicants admitted, with or without scholarship, **will NOT be sent any personal communications**: the only communication of the competition result will be the affixing of the ranking list in the PhD Office and its publication on the website <https://studiare.unife.it/Start.do>

Failing to complete the enrolment before **October 13th, 2017 – 11.30 (local time)**, leads to the loss of the right to be admitted at the course. In this case, vacancies are awarded to those who hold a good position in the list.

In case of renounce by one of the successful candidates within the first year of the course, vacant places will be reassigned to other suitable candidates according to the ranking list.

Art. 10
Courses registration procedure

Candidates admitted to the course will be enrolled by both Partner Institutions.

For the University of Ferrara, information will be available on the website [Concorso IDAUP](#)

For the Polis University, information will be available on the website [Programme Doktorature](#)

Each institution may require additional documents to those already submitted for the competition to the parties concerned, in accordance with the national regulations in force, for the purpose of submission of any additional documentation, i.e. the proof of recognition of the qualifications by the national bodies, the Parties take charge of ensuring adequate timing, and however, while waiting for the requested documents by the respective national and/or local authorities, agree to register the candidates conditionally, in order to ensure their attendance to the course.

Successful candidates must register to their Home Institution **October 13th, 2017 – 11.30 (local time)**, following the instructions they will receive.

The enrolment request is to be considered concluded only if all the aforementioned documents are delivered within the indicated deadlines.

Those who will not have regularized their position within the deadline shall be excluded and vacancies shall be assigned to other candidates, according to the ranking.

Art. 11
Replacements

Candidates who pass the selection, but miss out on a place may be entitled to enroll and may therefore state their interest in covering any places that may not be taken by eligible candidates, filling the **REPLACEMENT FORM** and sending it by email to dottorato@unife.it or by fax (+39 0532 455262), **by October 13th, 2017 – 11.30 (local time)**

The replacement form can be downloaded from the web page:
http://www.unife.it/studenti/dottorato/modulistica/dottorati_domanda_subentro.doc

Those who do not comply with the replacements procedure will not be admitted to the reserved list.

Starting on **October 17th, 2017**, a replacement list of newly admitted candidates will be available by logging on the web page <http://studiare.unife.it>.

No personal communication will be sent regarding this matter.

Newly admitted candidates will **have to enrol within October 20th, 2017 – 17.00 (local time)** using the online enrolment procedure mentioned in article 10 above, and will have to send all requested papers by the same deadline.

Art. 12
Tuition and administrative fees for the course

Tuition fees shall be paid only to the Home Institution in a way independently defined and in accordance with relevant timing.

For the University of Ferrara
Candidates holding a Scholarship

Candidates enrolled on Research Doctorate courses holding a Scholarship must pay the tuition fees outlined in the table below:

Regional contribution	140,00 €
Stamp duty	16,00 €
Insurance	12,00 €
University contribution	532,00 €
Total annual amount	700,00 €

The payment of the fees for 1st year students is payable in the installments outlined below:

Installment	Amount	Description
I Installment: At the time of enrolment	28,00 €	Stamp Duty - 16,00 € Insurance - 12,00 €
II Installment: before 31/01/2018	472,00 €	Regional contribution-140,00 € Contribution - 332,00 €
III Installment (*): before 15/05/2018	200,00 €	Contribution - 200,00 €

Reductions can be applied to Candidates holding a Scholarship with particular income conditions. Further information regarding tuition fees are available by contacting the **Ufficio Diritto allo Studio Studentesse e Studenti** through the SOS Online System.

Web page: <http://www.unife.it/studenti/diritto-studio/tasse/dottorato-di-ricerca/dottorato-di-ricerca>

Candidates without a Scholarship

According to the Law 232/2016, Candidates enrolled to a Research Doctorate course who do not benefit from a Scholarship are exempted from fees and contributions to the University.

The amounts below could be subject to changes in future years.

Regional contribution	140,00 €
Stamp duty	16,00 €
Insurance	12,00 €
Total annual amount	168,00 €

Tuition fees payments for the 1st year must be paid following the deadlines below mentioned:

I Installment: At the time of enrolment	28,00 €	Stamp Duty - 16,00 € Insurance - 12,00 €
II Installment: before 31/01/2018	140,00 €	Regional contribution-140,00 €

In the case of termination of studies, forfeiture or exclusion, students who have already paid the enrolment fee **have no right**, under any circumstance, to a refund of this fee.

For the Polis University, tuition fees for the first year of the PhD will be paid according to the following deadlines, in ways that will be communicated later;

Fees	amount
1 st instalment: upon enrolment	350,00 €
2 nd instalment: within 31/01/2017	350,00 €

Furthermore, in accordance with the Consortium Agreement, PhD students enrolled as "Home Institution" at Polis University are required to pay an additional amount in order to cover administrative and management costs of their research facilities and services of € 1.000,00. This will be paid in the following way:

Fees	amount
1 st instalment: upon enrolment	500,00 €
2 nd instalment: within 31/01/2017	500,00 €

Art. 13

Privacy policy

Candidates' personal data will be gathered by the Università di Ferrara for purposes relating to the selection procedure and PhD students' career management.

It is compulsory to supply the data requested for the purposes of evaluation of the requirements, on penalty of exclusion from the selection procedure.

Personal data provided by applicants should be communicated to the Administration of the University of Ferrara and their external related structures. These data will be stored and managed in accordance with D. Lgs. 196/2003—Code concerning personal data protection.

Art. 14

Other standards

All matters not provided for in this announcement shall be governed by the laws and regulations currently in force.

The person in charge for the process is the head of the IUSS Office.

This announcement is available on the Web site of the University of Ferrara at <http://www.unife.it/studenti/dottorato/concorsi/idaup>

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