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Competition for qualifications and exams for admission to the Doctoral courses – 40° Cycle – Academic Year 2024/2025

**EXPIRY OF THE PREENT CALL 2 September 2024
at 12:00 noon (ITALIAN TIME)**

Article 1 Purposes and general rules

Public competitions for degrees and exams are held at the University of Ferrara for admission to the following PhD courses established at the University of Ferrara – XL Cycle – Academic Year 2024/2025:

- 1. European Union Law and National Legal Systems**
- 2. Translational Neurosciences and Neurotechnologies**
(PhD course in associated form with Fondazione Istituto Italiano di Tecnologie – IIT)
- 3. Chemistry**
- 4. Engineering Science**
- 5. Earth and Marine Science**
- 6. Life Sciences and Biotechnology**
- 7. Medical, Omics and Oncological Sciences**
- 8. Environmental Health Sciences**

The PhD courses have a three-year duration starting from 1 November 2024.

For each of the courses referred to in this article, the research topics, the available places, the admission requirements, the methods and the criteria for the selection and evaluation of candidates for the purposes of the formation of the rankings are indicated in the attached sheets that form an integral part of this call. The available places will be assigned according to the merit rankings referred to in Article 9 of this call.

Candidates holding a qualification obtained abroad shall compete on the same basis as the other candidates on the positions put out to tender, including those with a scholarship or other equivalent form of financial support, even in the case of a specifically defined reserve (Article 2).

The calendar of admission tests is available on the dedicated [web page](#).

The calendar will be defined by the Board of Professors of each individual course within the deadline of this notice and promptly published.

Scholarships, research grants and/or other forms of equivalent funding and the related ordinary posts referred to in this call may be increased following additional funding, obtained from public research bodies or qualified private structures, without prejudice to the deadlines for submitting the application for admission.

Any additional positions may also relate to PhD courses not included in this notice at the time of publication.

Failure to finalize the agreements with external bodies for the financing of scholarships and/or other equivalent forms of research support, even if indicated in the call, reduces the total number of ordinary places.

This notice is for all intents and purposes a notification.

Any changes, updates or additions to its content will be made **exclusively** with the publication on the [web site](#).

Failure to comply with the rules contained in this notice will result in exclusion from the competition.



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Any personal communications to candidates relating to this competition are made by email. To this end, the e-mail address indicated by the candidate during the registration procedure referred to in Article 5 shall be used.

The University assumes no responsibility for the dispersion of communications dependent on inaccurate indications of personal contact details by the candidate, or by failure or late communication of contact details change, or by postal or telematic discrepancies.

This notice is drawn up in Italian and English, in accordance with the regulations in force and with the University Regulations.

Article 2 Competition positions

Admission to the PhD Courses referred to in Article 1 takes place by selection valid for the positions indicated in the course forms, attached and an integral part of this call.

The types of positions in competition are as follows:

- Ordinary positions with scholarship, some positions with a constrained research subject, some positions with unconstrained research subject;
- Positions reserved exclusively for specific categories of candidates with specific admission requirements: candidates with a degree obtained from a foreign institution, scholarship holders from foreign countries or from specific international mobility programmes, scholarship holders from development cooperation programmes.

There are no competitive positions without scholarships.

The competitive positions with scholarship not having a specific research theme will be assigned according to the order of the specific rankings of the Course.

Regarding the positions in competition with a specific research theme scholarship, the Commission will verify the suitability of the applicants for the specific theme and research path; for each specific research theme position, the assignment will take place according to the ranking order of the single research theme position.

Regardless of the type of funding, the competitive positions covered by scholarships on the topics indicated in the Call Form require the Candidate to carry out his/her research in accord to the specific Project.

For all those interested in specific research theme scholarships, regardless of the type of grant funding, it is necessary to submit a research project consistent with the specific theme, under penalty of non-admission to the evaluation of the application for the scholarship itself.

The option of choosing to compete on specific thematic positions is a binding priority choice.

In the case of a specific thematic scholarship award, the waiver of the scholarship is equivalent to the waiver of the Doctoral Course.

In the event of lack of eligibility and/or assignment of a thematic scholarship, the candidate's application remains valid for positions with an unconstrained scholarship.

For the doctoral courses that have expressly provided for this, candidates holding a degree obtained at foreign universities or candidates holding scholarships financed by foreign States or candidates holding scholarships under specific international mobility programmes may compete for the positions reserved for them.

The possible provision of places in reserve is explained in the sheets relating to the individual doctoral courses, an integral part of this call, published on the [website](#).

Candidates who intend to compete for reserved places, must complete the application for admission to the competition through the online procedure available at <https://pica.cineca.it/unife/> according to the following instructions:

- **Candidates with a foreign degree:** in addition to what is provided for in the doctoral course form, they must comply with the indications provided for in Article 4 of this call.
- **Foreign scholarship holders:** in addition to the documents indicated on the course form, they must attach a certificate certifying the ownership of the scholarship provided by the foreign country or a copy of the application sent to the competent authorities for the assignment of the same.

- **Scholarship holders of specific international mobility programmes:** in addition to the documents indicated on the course form, they must attach a certificate certifying the ownership of the scholarship granted under the international mobility programme.
- **Fellows of the "Development Cooperation" program:** in addition to the provisions of the doctoral course form, they must attach a letter of acceptance issued by the partner institution.

Applicants who intend to compete for positions reserved for scholarship holders from foreign countries or scholarship holders of specific international mobility programs must demonstrate that they are definitively in possession of such a scholarship within the peremptory deadline of **April 30, 2025**. The certificate of possession of the scholarship must be sent to the IUSS Office (mail: dottorato@unife.it) by that date, under penalty of exclusion from the Doctoral Course.

For reserved positions, the Examining Commission will draw up a separate ranking according to the type of reserve posts.

Should there be no suitable candidates, positions covered by scholarships exclusively reserved for candidates holding a degree obtained abroad and positions reserved for scholarships from foreign countries or specific international mobility programs that remain vacant, **cannot be assigned to other candidates.**

Article 3 **Requirements for access to coursesù**

Applicants who, by the expiry date of this call, hold at least one of the following qualifications may submit an application for participation, without limitation as to age or nationality:

- a) specialised or master's degree or degree issued pursuant to the law in force prior to Ministerial Decree no. 509 of 3 November 1999, amended by Ministerial Decree no. 270 of 22 October 2004, as well as second-level academic qualifications equivalent to them;
- b) foreign academic qualification declared equivalent to the qualifications referred to in letter a);
- c) similar academic qualification, obtained abroad, provided that it is comparable in duration, level and possibly disciplinary field to the qualifications referred to in letter a) and considered suitable.

Candidates who will obtain the academic qualification necessary for access to the doctorate no later than **1st November 2024**, which is the start date of courses and the effective start of enrolment, will be admitted subject to selection. Graduate candidates are required to communicate the date and vote of the obtained degree to the IUSS office to the email dottorato@unife.it, sending a substitute declaration of certification **by 1st November 2024**.

The attached forms, which form an integral part of this call, specify for each doctoral course the type of qualifications required for participation in the competition and any additional requirements.

All candidates are admitted to the selection subject to verification of the self-certified declarations pursuant to Presidential Decree no. 445/2000 and subsequent amendments and additions. At any time during the procedure, even after the start of the doctoral courses, the University may carry out checks on the veracity of the statements produced, and request the presentation of the original documents.

The Administration may, at any time, by reasoned provision of the Rector, exclude from the selective procedure for lack of the prescribed requirements.

Those who are already enrolled in the same doctoral course cannot apply for admission.

Article 4 **Academic qualification obtained abroad**

The suitability of the foreign qualification is ascertained by the selection committee of the admission competition, for the sole purpose of participating in the competition and enrolling in the doctoral course, in compliance with the legislation in force in Italy and in the country where the qualification was issued and in compliance with international treaties or agreements on the recognition of qualifications for the continuation of studies.

The online completion of the application for admission to the competition involves the simultaneous implicit request to ascertain the suitability of the qualification obtained abroad. To this end, candidates must attach the following documents to the online application:

- a) certificate relating to the academic degree with the list of exams taken and relative marks; European Union

citizens can also use the substitute declaration of certification pursuant to Presidential Decree no. 445/2000 and subsequent amendments;

- b) if the document is not in English, it is requested an English translation of the certificate referred to in point a) signed under the candidate's own responsibility;
- c) any other useful document for assessing the suitability of the qualification (Diploma Supplement, for candidates in possession of a qualification obtained in an EU country; declaration of value on site, issued by the Italian diplomatic representations of the country to which the institution that issued the qualification belongs).

Article 5 **Application for admission to the selections**

The application for admission to the selection, including the mandatory documentation, must be drawn up and sent, under penalty of exclusion, by **2 September 2024 – at 12:00 noon (Italian time)** using exclusively the appropriate **online procedure**, available at: <https://pica.cineca.it/unife/>

Information for registration and access to the procedure can be consulted by following the instructions in the "Online application guide" published on the following [webpage](#).

You can access the procedure for sending the admission application also through SPID (Public System of Digital Identity), choosing from the page of the available federations the University of Ferrara.

The application is completed by entering the required information and attaching the documents indicated in the reference sheet of the course of interest.

The files must **only be in pdf/A format: maximum size 30 Mb for each attachment**.

The files must be named **with the number, surname and name of the candidate and name of the file**, for example:

- 1_familyname_name_curriculum.pdf;
- In case of multiple files of the same type, add a progressive number to the term (1_familyname_name_curriculum_2.pdf)

The application must contain the details of the candidate, the indication of residence and telephone number and e-mail, as well as citizenship.

The application is to be considered for all legal purposes as a self-certification, pursuant to Articles 46 and 47 of the Presidential Decree 445/2000 and subsequent amendments, of the data contained therein and in the documents attached thereto.

Candidates who intend to compete on the specific positions listed below, **must select the corresponding item** and then **select the type of positions and/or scholarships with a constrained theme of interest**, during the compilation of the admission application.

In case of interest in bound grants, regardless of the type of grant funding, it is necessary to submit a research project consistent with the bound theme, under penalty of non-admission to the evaluation of the application for the scholarship itself.

The option of choosing to compete on constrained thematic positions is configured as a binding priority choice.

In the case of a restricted thematic scholarship award, the waiver of the scholarship is equivalent to the waiver of the Doctoral Course.

The request to compete for thematic scholarships does NOT preclude inclusion in the ranking or the possibility of competing for other ordinary scholarships.

Once the procedure for filling in and submitting the application has been completed, the candidate will receive an email with confirmation of delivery and an essential identification code for any communications with CINECA and the IUSS Office.

It is the responsibility of candidates to verify the correct conclusion of the procedure. Complaints will not be accepted for any malfunctions of the computer system due to overloads near the expiry date.

Applications that **at 12:01 pm (Italian time) on 2nd September 2024** were incomplete in the compilation and/or in the mandatory annexes, will be excluded.

In no case will additions to the documentation be allowed after the expiry of the call.

Candidates who intend to participate in the competition for several doctoral courses must submit several applications, attaching the required documentation for each one.

Candidates are invited to complete the application for participation in the competitions well in advance of the expiry date.

Article 6 **Candidates with disabilities and/or ASD**

Candidates with disabilities and/or with ASD can report their needs to be considered in the organisation of the test. (Law no. 104/1992 and following amendments, Law no. 170/2010 and following amendments).

Allowed certifications

Applications containing at least one of the following certifications will be accepted:

- valid certificate of invalidity, issued by the competent medical commission pursuant to Law no. 295 of 1990;
- certification of valid disability, issued by the competent medical commission for the territory according to Law no. 104 of 1992;
- ASD diagnosis issued by structures of the National Health Service or by specialists and structures accredited by the Region for no more than 3 years from the expiration of this call or after the age of 18;
- other documentation that the law equates to one of the previous types.

Candidates with disabilities and/or with ASD may be admitted to the test with the medical certification they possess, even if not updated due to the limitation of the activity of the NHS for the COVID-19 emergency, subject to the University subsequently requesting the integration of the documentation provided therein.

Uploaded certifications must be legible and complete in each of their pages.

Applicants with disabilities or ASD residing abroad

Applicants with disability, handicap or ASD who reside in foreign countries, must present the legalized certification, where required by current international standards, certifying the status of disability, handicap or ASD issued in the country of residence, accompanied by a translation, that has been issued by a sworn and official translator or certified as compliant with the original text by the Italian diplomatic representations, in Italian or English.

How to report

The report must be made following the instructions in the "Online Application Guide" published on the following [web page](#) by 23:59 on 2nd September 2024.

Evaluation of requests and granting of aids or compensatory measures

Requests are evaluated by the Disability Service and DSA (Office for the Coordination of Inclusion Policies), requesting opinions from experts in the field of disability and DSA, where necessary. At the end of the assessment, the Disability and DSA Service communicates the outcome to the candidate.

The support measures granted shall be communicated to the Examination Committee for their application.

Article 7 **Admission Tests**

The methods of selection are indicated in the sheets relating to the individual doctoral courses, which are an integral part of this call, published on the following [webpage](#).

The assessment of the qualifications and the oral exam will take place by **7 October 2024**.

The test calendar will be published by the deadline of this call on the dedicated [web page](#).

The publication of the schedule of tests will constitute an official convocation for all legal purposes.

Candidates will not receive any summons or communication regarding the admission tests.

Candidates are not required to be present when assessing qualifications.



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The Commission has **80** points available in total. The attribution of the scores to the individual tests, including the minimum score to be admitted to oral tests, is indicated in the sheets relating to the individual doctoral courses.

The outcome of the evaluation of the qualifications and the consequent verification of admission to the next selective test will be available via the web according to the calendar available on the following [webpage](#).

To take part in the interviews, candidates must appear at the location, on the day and at the time indicated on the dedicated [web page](#), presenting a valid identification document.

The oral tests, only and exclusively if provided for in the form relating to the chosen doctoral course, may also be carried out in a language other than Italian.

To achieve eligibility, it is necessary to report at least 60 points in the overall evaluation of the tests. The final score is given by the sum of the points reported in the assessment of the qualifications and any written or oral test.

In the case of restricted thematic scholarships, the Examining Committee, in addition to evaluating the eligibility for admission to the doctorate, will also have to evaluate the suitability for the research subject of the funding for the candidates who have made an explicit request for the purpose of awarding this scholarship.

Special provisions for candidates residing abroad: candidates residing abroad can take the oral distance test using the audio and video **teleconference** tool via the web (e.g.: Skype, Adobe Connect, GoToMeeting).

A special section of the IT procedure must be completed by the candidate, with the indication of the Skype contact or similar, to be used by the video call committee.

The candidate must be available at the personal address, previously communicated, on the day indicated for the oral exam, according to the calendar that will be published on the [webpage](#).

The Commission may decide to agree with the candidate a precise time for the start of the interview. For the purpose of identification and under penalty of exclusion from the selection procedure, each candidate is required, before the interview begins, to show the same identity document already transmitted, in copy, as an attachment to the application.

Failure to communicate the personal address, the lack of connection, the unavailability of the candidate on the day or at the established time or the failure to present a valid identification document pursuant to the preceding paragraph, are grounds for exclusion from the selective procedure.

The University of Ferrara declines any responsibility for the possibility that technical reasons prevent the regular conduct of the oral interview.

Article 8 Selection Board

The Judging Committee is appointed by the Rector and is composed in accordance with the provisions of art. 17 of the Regulations on Doctoral Studies of the University of Ferrara, issued pursuant to Ministerial Decree no. 226 of 14 December 2021.

The composition of the individual Committees will be published, within the deadline of the call, on the following [webpage](#). The Selection Board will not send any personal communication to the candidates regarding the outcome of the competitive tests: it will be the sole responsibility of the candidates to inform themselves through the methods described in this notice.

Article 9 Admission to courses

Eligible candidates are admitted to the doctoral course, after the approval of the selection documents, according to the ranking order and up to the completion of the available number of places in competition.



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For positions with a restricted thematic scholarship, the ranking is parallel and independent of the general ranking, and it is determined for each position by the score assigned by the Commission to those candidates who are deemed eligible to carry out the specific research topic.

Therefore, the admission will take place according to the order of the ranking with respect to the ascertained suitability to carry out the research object of the funding.

The rankings can be consulted via the web at the following [link](#).

The publication of the ranking will be the only official means of advertising the results of the contest, therefore **no personal communications will be sent to the winning candidates**.

In the event that the candidate is the winner in several rankings, he must opt for only one doctoral course. The choice of the doctoral course, made at the time of enrolment, **is final** and it will not be possible in any way to modify it.

In the event of an equal score, the assessment of the economic situation shall prevail, determined on the basis of the **ISEE certification** type of subsidised social benefits for the Right to University Study without omissions or discrepancies, **expiring on 15 January 2025**;

Failure to complete the registration entails the forfeiture of the right to admission to the Course. In this case, the remaining vacancies are assigned to those who occupy a useful position in the ranking of merit.

In case of waiver of registration within one month from the beginning of the first year of the course by those entitled, the vacancies shall be assigned to those who occupy a useful position in the ranking of merit, taking into account, where necessary, the specific field of research related to the financing.

Admission to all positions with Scholarship or equivalent financing deriving from departmental funds and/or funds made available by external entities, is conditional, and subject to accounting checks following the formalization of the loans.

Article 10 Enrolment methods

The winning candidates must register following the instructions that will be published on the portal of the University of Ferrara, on the dedicated [page](#).

The deadline for registrations is set with no exception at 12:00 noon on 31 October 2024 (Italian time).

No other method of registration for the course other than that indicated will be accepted.

The application for registration shall be deemed completed only after all the documents listed in the registration guide have been submitted.

Those who have not regularized their position within the established period will be considered *RENOUNCED* in all respects and vacancies will be assigned to other applicants, according to the ranking order.

Article 11 Takeover requests

Candidates with suitable results but not winners of a PhD position, who wish to take over any places not covered by winners of the contest, must send via email (doctorato@unife.it) the relevant and duly signed **request by and no later than 31st October 2024 at 12:00 noon (Italian time)**.

The request form can be found at this [link](#).

Those who have not submitted their request for taking over a position within the deadline will not be admitted to the takeover.

Any persons entitled to take over will be duly informed of the possibility and terms of registration by the IUSS Office.

Article 12 **Doctoral courses and medical specialization schools**

Those enrolled in University Medical Specialization Schools, if winners of the selective procedure for a Doctoral position, will be able to enroll in the Doctoral Course in compliance with the following conditions:

- a) compatibility, also in consideration of the distance between the locations, the activities and the commitment envisaged by the specialization school and the doctoral course, certified by the board of the medical specialization school and by the doctoral college;
- b) incompatibility between the doctoral scholarship and the emoluments, however denominated, received in relation to the activities of the specialization school.

In cases of joint attendance, the request for attendance of doctoral activities is accepted by the College of professors of the doctoral course, after a positive evaluation of the coherence of the research activities, already carried out and to be carried out in the course of medical specialization, with the doctoral project. For the purpose of accepting the application referred to in this paragraph, the compatibility assessment, expressed by the board of the specialization school, of the doctoral project with the educational purposes of the specialization school itself is also required.

Article 13 **Scholarships**

Except as provided by specific conventions or agreements for the internationalization of doctorates, the annual amount of the scholarship amounts to €16,243.00 gross, subject to the INPS social security contribution provided for by current legislation. The provisions of art. 4 of Law no. 476 of 13 August 1984 apply to scholarships for the attendance of doctoral courses in tax matters.

The amount of the scholarship is increased by 50% for the possible period of stay abroad up to a maximum of 12 months.

This period can be extended up to a maximum of 18 months for doctorates within co-tutelle agreements with foreign subjects or activated pursuant to the regulatory discipline on the accreditation of courses by universities.

The payment of the scholarship is monthly deferred.

The scholarships have an annual duration and are renewed provided that the doctoral student has passed the annual verifications of the activity carried out by the Board pursuant to art. 19 and in accordance with the provisions of the internal regulations of the Courses.

In case of resignation or forfeiture within one month from the start of the courses, the doctoral student is not entitled to the scholarship rate or to the disbursement of another form of financing.

The scholarship cannot be combined with any other scholarship, research grant or equivalent form of funding, except with those provided to complement, with stays abroad, the training and research activity of the scholarship holder.

Those who have benefited from a scholarship for a doctoral course, even partially, cannot ask to take it a second time.

In the case of scholarships not awarded to the winners of the competition, the same will be awarded to the eligible candidates entitled according to the order of the relative ranking.

Please refer to Chapter V (Rights and Duties of Doctoral Students) of the University Regulations on Doctoral Studies for further provisions on the subject.

Article 14 **Properties of Results and Confidentiality**

The intellectual and industrial property rights on any results achieved by the doctoral candidate, including – by

way of example and not limited to – software, industrial inventions, whether patentable or not, expertise, models, data and data compilations, are regulated in accordance with regulations in force, with the University regulations and, where appropriate, based on the provisions of individual agreements with the Universities, companies or institutions involved.

The doctoral student who realizes that he has achieved an invention is obliged to immediately notify his supervisor or, failing that, the director of the structure of affiliation, who, from that moment on, will be bound by the obligations of confidentiality and will have the obligation to inform without delay the Technology Transfer Sector of the University to proceed with the evaluation of the inventive results and appropriate protection actions.

Candidates who compete for positions with thematic grants undertake to accept the provisions relating to intellectual property agreed in the Agreement between the University and the funding body.

The doctoral student is, in any case, guaranteed the possibility of carrying out the ordinary publication activities provided for in the training course, which must be programmed in a manner compatible with the protection of any results.

Article 15 **Registration fee**

Those enrolled in PhD courses with scholarship or equivalent economic financing – such as Intersectoral Doctorate, Doctorate with Salary Maintenance, High Apprenticeship - are required to pay university fees, according to the scheme below.

Regional Tax	140,00 €
Virtual Stamp Duty	16,00 €
Insurance	12,00 €
Contribution	270,00 €
Yearly total	438,00 €

The payment of contributions to the first year of doctorate will take place according to the deadlines listed below:

1st installment: at the time of registration	28,00 €	Stamp Duty - 16,00 € Insurance - 12,00 €
2nd installment: within 31 January 2025	240,00 €	Regional Tax - 140,00 € Contribution - 100,00 €
3rd instalment (*): within 15 May 2025	170,00 €	Contribution - 170,00 €

(*) There are reductions for doctoral students with scholarship, in particular income conditions (exemption from the payment of the 3rd installment). For any information on this item, please refer to the "**Ufficio Diritto allo Studio**" through the SOS Online Student Support service.

Website: <https://www.unife.it/it/iscriviti/tasse/post-laurea/dottorato>

The above amounts may be subject to change in subsequent years. In the event of renunciation of studies, forfeiture or exclusion, the PhD student who enrolled **is not entitled, in any case, to the refund of the contributions paid.**

Article 16 **Data handling**

The processing of personal data provided by candidates will take place exclusively for institutional purposes, for the purposes of managing the competition and any procedure for managing the academic career of the winners. The data will be processed in compliance with the provisions of European Regulation 2016/679 on the protection of individuals with regard to the Processing of Personal Data, as well as the free movement of such data (GDPR).

The communication of the personal data requested is mandatory for the purposes of evaluating the participation requirements, under penalty of exclusion from the competition. The personal data provided by the candidates may be communicated to the administrative structures of the University of Ferrara and to all external subjects to whom the communication is necessary for the correct fulfillment of the purposes indicated.



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Pursuant to the GDPR, the Data Controller is the University of Ferrara, based in Ferrara, Via Ariosto 35, E-mail: rettore@unife.it, PEC: ateneo@pec.unife.it;
Responsible for data protection is Lepida S.c.p.A., based in Bologna, Via della Liberazione 15, E-mail: dpo_team@lepida.it, PEC: segreteria@pec.lepida.it.

Within the limits of the processing purposes indicated, personal data may be communicated or disclosed to the following Data Processor, appointed by the University of Ferrara: CINECA, Interuniversity Consortium, based in via Magnanelli 6/3 - 40033 Casalecchio di Reno (BO).

Article 17 Referral legislation

Anything not provided for in this notice, the laws and regulations currently in force in this area shall apply, as far as compatible.

Responsible for the procedure with regard to the competition referred to in this call is the head of the IUSS Office.

This competition notice is available on the website of the University of Ferrara at the following [link](#).



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