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Competitions for qualifications and exams for the admission to the International Research Doctorate in Architecture and Urban Planning

Research Doctorate – 39° Cycle – Academic Year 2023/2024

**DEADLINE SET ON 27 JULY 2023
AT 12:00 NOON (Italian time)**

Art. 1

Finalità e norme generali

Pursuant to the Consortium Agreement signed between the University of Ferrara (Italy) and the Polis University of Tirana (Albania), the public competition for qualifications and exams is herewith called for admission to the International PhD course in Architecture and Urban Planning.

The Slovak University of Technology – STU Bratislava (Slovakia), the Universidade Do Minho (Portugal), the Lawrence Technological University (Southfield, Michigan - USA) participate in training and researching activities provided for the Course, being associate members of the Consortium.

Effective admission to the above indicated courses is subject to verification of the requisites envisaged by the D.M 226/2021 by ANVUR (Agenzia nazionale di valutazione del sistema universitario e della ricerca – National University and Research System Evaluation Agency) in order to activating already accredited courses; or by the Ministry of Education, University and Research for newly established courses.

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

The course lasts three years with effect from November 1st, 2023.

Available positions, research subjects, admission requirements, procedures and evaluation and selection criteria are indicated in the following articles and in the sheet attached, which is an integral part of this announcement.

The available places will be assigned according to a single merit ranking, according to the available positions that are provided by both partner institutions, as per the attached form.

I candidati in possesso di titolo di studio conseguito all'estero concorrono al pari degli altri candidati sui posti messi a bando, ivi compresi quelli con borsa di studio o altra forma di sostegno finanziario equivalente, anche in caso di riserva specificamente definita (art. 2).

Il calendario delle prove di ammissione, consultabile alla pagina

<https://www.unife.it/studenti/dottorato/it/concorsi/esiti-prove-concorso-di-dottorato-per-il-ciclo-39deg>, sarà definito dal Collegio Docenti del Corso di dottorato in Architettura e Pianificazione Urbana entro la scadenza del presente bando e tempestivamente pubblicato.

Le borse di studio, gli assegni di ricerca e/o altre forme di finanziamento equivalente ed i relativi posti ordinari di cui al presente bando potranno essere aumentati a seguito di ulteriori finanziamenti disponibili, ottenuti anche da Enti pubblici di ricerca o da qualificate strutture private, fermi restando i termini per la presentazione della domanda di ammissione.

Il mancato perfezionamento delle convenzioni con Enti esterni per il finanziamento di borse di studio e/o delle altre forme equivalenti di sostegno della ricerca, anche se indicate a bando, riduce il numero complessivo dei posti ordinari.

This announcement has to be considered an official notification for all purposes.

Any changes and integrations will be published **exclusively** at the website:

<https://www.unife.it/studenti/dottorato/it/concorsi/concorso-per-titoli-e-colloquio-per-laccesso-al-39deg-ciclo>

Failure to comply with the requirements stated in this announcement will result in the exclusion from the competition.

Any personal communication to candidates concerning this competition will be sent to the e-mail address provided by the candidate during the registration procedure, as per art. 5.

The 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 drawn-up in Italian and English according to the rules of the Consortium Agreement signed by the partner Institutions, and to the respective University Regulations relevant to PhD courses.

Art. 2
Positions

L'ammissione al Corso di Dottorato di Ricerca di cui all'art. 1 avviene mediante selezione a valere per le posizioni indicate nella scheda corso, allegata e parte integrante del presente bando.

Le tipologie di posizioni a concorso sono le seguenti:

- Posizioni ordinarie con borsa di studio, a tematica di ricerca vincolata e a tematica di ricerca non vincolata;
- Posizioni con borsa di studio a tematica di ricerca vincolata finanziata a valere sulle risorse di cui ai Decreti Ministeriali 2 marzo 2023 n. 117 e 118.

Le posizioni a concorso con borsa di studio, non aventi tematica di ricerca vincolata, saranno assegnate secondo l'ordine della graduatoria.

Per le posizioni a concorso con borsa di studio a tematica vincolata, la Commissione provvederà ad accertare l'idoneità dei candidati richiedenti allo specifico tema e percorso di ricerca; per ogni posizione a tematica vincolata l'assegnazione avverrà secondo l'ordine di graduatoria della singola posizione a tema vincolato.

Indipendentemente dalla tipologia di finanziamento, le posizioni a concorso coperte da borse di studio a tema vincolato sulle tematiche indicate nella Scheda Bando prevedono obbligatoriamente lo svolgimento dell'attività di ricerca sulla base di uno specifico Progetto, vincolando gli assegnatari allo svolgimento dello stesso.

In caso di interesse a borse a tematica vincolata, indipendentemente dalla tipologia di finanziamento della borsa, è necessario presentare un progetto di ricerca coerente con la tematica vincolata, pena la mancata ammissione alla valutazione della candidatura per la borsa stessa.

Per ogni corso è possibile presentare domanda per un massimo di due (2) borse a tematica vincolata allegando due distinti progetti di ricerca coerenti con la tematica scelta.

L'opzione di scelta a concorrere su posizioni a tematica vincolata si configura come scelta prioritaria vincolante. In caso di assegnazione di borsa a tematica vincolata, la rinuncia alla borsa equivale alla rinuncia al Corso di Dottorato.

In caso di mancata idoneità e/o assegnazione di borsa a tematica vincolata, la candidatura rimane valida per le posizioni ordinarie con borsa di studio non vincolata.

Sono messe a concorso le seguenti posizioni:

Home Institution	Borsa di studio	Contratto di ricerca
Università degli Studi di Ferrara	5	--
POLIS University Tirana	--	6

La scelta della Home Institution è vincolante per l'assegnazione delle rispettive posizioni.

I posti a concorso previsti nel presente articolo potranno essere aumentati a seguito di ulteriori finanziamenti disponibili, ottenuti anche da Enti pubblici di ricerca o da qualificate strutture private, fermi restando i termini per la presentazione della domanda di ammissione.

Positions deriving from the DD.MM. 2 March 2023 no. 117 e no. 118

a) The Italian Ministry for University and Research, issued the Ministerial Decree 2 March 2023 n. 118 assigning resources to the Universities based on the PNRR (National Recovery and Resilience Plan), Mission 4, Component 1 "Strengthening of the educational services: from nursery schools to universities"- Investment 3.4 3.4 "Advanced teaching and university skills" and Investment 4.1 "Extension of the number of research doctorates and innovative doctorates for public administration and cultural heritage".

The University of Ferrara selected the research projects to activate as part of the University doctoral courses accredited for the XXXIX cycle.

Such projects, pursuant the above-mentioned Ministerial Decree 118/2023, are:

- a. consistent with the objectives and purposes of the (EU) Regulation 2021/241; with the general strategy and with the detailed Sheet of the PNRR component;
- b. aimed at achieving results measured in reference to milestones and targets that may be assigned to the Investment, within the terms that are established by the Plan;
- c. compliant with the "do not cause significant damage" (DNSH) principle, pursuant to art. 17 of the (EU) 2020/852 Regulation; and coherent with the technical guidelines prepared by the European Commission (European Commission communication 2021/C58/01);
- d. suitable for addressing and bridging gender inequalities;
- e. in support of the participation of women and young people, also in accordance with the provisions of the Decreto-Legge (Decree) 31 May 2021, n. 77 (so-called "Decreto Semplificazioni" - "Simplifications Decree"), that was modified by the law 29 July 2021, n. 108, related to the management of the PNRR - National Recovery and Resilience Plan.
- f. The summary of the research projects selected for the Doctoral Programs with administrative headquarters at the University of Ferrara is shown in the diagram below:

	No. Of Fellowships	Missione 4, componente 1, linea di investimento:	
A	2	M4C1 Inv. 3.4 – Awarding of new three-year PhD courses in programs dedicated to digital and environmental transitions	
B	1	M4C1 Inv. 4.1 – Extension of the number of research doctorates and innovative doctorates for Public Administration and cultural heritage	PNRR PhD Programs
C	3		Public Administration PhD Programmes Cultural Heritage PhD Programmes

The interventions that are the target of such initiatives must also:

- a. cover disciplinary and thematic areas consistent with the needs of the country, as well as the regional territories affected by the program, in terms of highly qualified figures oriented to meet the innovation needs of the companies referred to in the PNRR;
- b. provide for the implementation of the entire doctoral, training, research and evaluation path at the administrative and operational headquarters of the beneficiary University, without prejudice to the periods of study and research at the company and abroad. These periods at the company and abroad must be planned consistently with the training and research activities that are provided for at the site of the proposing body;
- c. ensure that the PhD student can use qualified and specific operational and scientific facilities, that must be in accordance with the law, in order to develop the study and research activities, including (if relevant with the type of course) scientific labs, libraries, data-bases and so on;
- d. provide for the implementation of didactic activities for linguistic and computer science improvement; for research management; for the knowledge of European and international research systems, for the enhancement of research results and intellectual property;
- e. promote the enhancement of research results and guarantee the protection of intellectual property by ensuring open access to the research results and to the relevant data in the shortest time and with the least limitations, according to the "Open Science" and "FAID Data" principles;
- f. Ensure compliance with the PNRR horizontal principles (environmental sustainability; sustainable development; equal opportunities and non-discrimination; accessibility for disable persons).

The PhD programs include periods of study and research in companies for a minimum of six (6) months to a maximum of twelve (12) months and periods of study and research abroad for a minimum of six (6) months to a maximum of eighteen (18) months as specified below:

	PERIODI ALL'ESTERO	PERIODI IN IMPRESA
PhD Programs dedicated to the Public Administration	Mandatory	Mandatory At companies, research centers or Public Administrations.
PhD Programs dedicated to Cultural Heritage	Mandatory	Mandatory At companies, research centers or Public Administrations, including museums, institutes of the Ministry for Culture, archives, libraries

b) Furthermore, the Italian Ministry for University and Research, with the Ministerial Decree 2 March 2023 n. 117, assigned resources, based on the PNRR, Mission 4, component 2 "From Research to Business" – Investment 3.3 "Introduction of innovative PhD Programs that respond to the innovation needs of businesses and promote the recruitment of researchers by enterprises", for the activation of dedicated doctoral programs, with the contribution and involvement of businesses.

The University of Ferrara selected the companies to participate in the co-financing of the scholarships and selected the research projects to activate as part of the University doctoral courses accredited for the XXXIX cycle.

These projects, pursuant to the above-mentioned Ministerial Decree D.M. 117/2023, are:

- a. consistent with the objectives and purposes of the (EU) Regulation 2021/241; with the general strategy and with the detailed Sheet of the PNRR component;
- b. aimed at achieving results measured in reference to milestones and targets that may be assigned to the Investment, within the terms that are established by the Plan;
- c. compliant with the "do not cause significant damage" (DNSH) principle, pursuant to art. 17 of the (EU) 2020/852 Regulation, and coherent with the technical guidelines prepared by the European Commission (European Commission communication 2021/C58/01);
- d. suitable for addressing and bridging gender inequalities;
- e. in support of the participation of women and young people, also in accordance with the provisions of the Decreto-Legge (Decree) 31 May 2021, n. 77 (so-called "Decreto Semplificazioni" – "Simplifications Decree"), that was modified by the law 29 July 2021, n. 108, related to the management of the PNRR – National Recovery and Resilience Plan.

Furthermore, the Interventions to which the initiative is destined must:

- a. be related to disciplinary and thematic areas, that must be consistent with the needs of the Country, as well as the regional territories affected by the program, in terms of highly qualified figures oriented to meet the innovation needs of the companies referred to in the PNRR;
- b. provide for the implementation of the entire doctoral, training, research and evaluation path at the administrative and operational headquarters of the beneficiary University, without prejudice to the periods of study and research at the company and abroad. These periods at the company and abroad must be planned consistently with the training and research activities that are provided for at the site of the proposing body
- c. ensure that the PhD student can use qualified and specific operational and scientific facilities, that must be in accordance with the law, in order to develop the study and research activities, including (if relevant with the type of course) scientific labs, libraries, data-bases and so on;
- d. provide for the implementation of didactic activities for linguistic and computer science improvement; for research management; for the knowledge of European and international research systems, for the enhancement of research results and intellectual property;
- e. promote the enhancement of research results and guarantee the protection of intellectual property by ensuring open access to the research results and to the relevant data in the shortest time and with the least limitations, according to the "Open Science" and "FAID Data" principles.
- f. Ensure compliance with the PNRR horizontal principles (environmental sustainability; sustainable development; equal opportunities and non-discrimination; accessibility for disable persons).

All PhD programs include periods of study and research in companies for a minimum of six (6) months to a maximum of twelve (12) months and periods of study and research abroad for a minimum of six (6) months to a maximum of eighteen (18) months

Candidates who are employed either in private or public institutions/companies, cannot require fellowships financed pursuant to the DD.MM. 117/2023 and 118/2023, unless they are on leave of absence without paycheck.

Regarding the positions financed under the aforementioned initiatives, the titles of the selected research projects are shown in the attached competition records of each Course, which are an integral part of this announcement: <https://www.unife.it/studenti/dottorato/it/concorsi/concorso-per-titoli-e-colloquio-per-laccesso-al-39deg-ciclo>

Furthermore, at the web-page <https://www.unife.it/studenti/dottorato/it/concorsi/progetti-dm-117-2023-dm-118-2023-e-pnrr> applicants can consult the descriptive sheets of all individual topics, that provide suitable information and allow candidates to prepare and adequate research project.

Obligations relating to doctoral programs funded under the DD.MM. 117/2023 e 118/2023

In addition to the obligations for doctoral students, that are in the Regulations about Research Doctorates, issued with Rectoral Decree (D.R.) Rep. No. 448/2022 of 25/03/2022, the winners of a scholarship associated with research projects relating to DD.MM. 117/2023 e 118/2023 undertake to:

- present a report every six months indicating the time commitment (articulated in months at the company, in site at UNIFE and abroad) and a summary of the main activities the PhD Student carried out; the report must be written through the appropriate online platform and using the forms therein;
- ensure compliance with the communication and information obligations, provided for by art. 34 of the EU Regulation 2021/241. All documents must have the European Union logo and must indicate that the Programme is funded under the PNRR Italian Plan, with explicit reference to the EU funding and to the NextGenerationEU programme, using the EU Emblem in all documents. It is mandatory to provide adequate dissemination and promotion to the Programme, online, via web and through social media, as requested by the PNRR Communication Strategy;
- comply with the "do not cause significant damage" (DNSH) principle, to the environment goals, pursuant to art. 17 of the (EU) 2020/852 Regulation.

Furthermore, they are obliged, under penalty of revocation of the scholarship, to:

- carry out the PhD program consistently with the project admitted for funding, unless the candidate requested an was subsequently granted the necessary authorization by the Ministry for the University and Research;
- The spend a mandatory period of study and research abroad (minimum 6 months, maximum 18 months) before the end of the PhD Course;
- The spend a mandatory period of study and research in a company (minimum 6 months, maximum 12 months) before the end of the PhD Course, as provided by the rules for scholarships funded within what is provided in the Ministerial Decree **D.M. 118/2023** referred to programs **dedicated to digital and environmental transitions, to the Public Administration and to the cultural heritage;**
- The spend a mandatory period of study and research in a company (minimum 6 months, maximum 12 months) before the end of the PhD Course, as provided by the rules for scholarships funded within what is provided in the Ministerial Decree **D.M. 117/2023**.

At the end of the competition process, candidates that will be recipients of the scholarships as per the paragraphs a) and b) of this article must proceed with the enrolment in the PhD Course, in accordance with the procedures and timing indicated in art. 12.

Subsequently, the Ministry of the University and Research (MUR) will verify the eligibility for support within the PNRR projects and ANVUR (National Agency for the University and Research System Evaluation) will verify that the project are consistent with the Ministerial Decree DD.MM. 117/2023 o 118/2023 requisites.

Once both evaluations are complete, MUR will communicate the allocation of the final funding that will be due to each University.

Therefore, the actual activation of the indicated positions is subject to the positive evaluation of consistency and eligibility, in order to receive the ministerial funding.

Art. 3 Features and course organisation

The programme is addressed to highly qualified candidates from all European and non-European Countries. Its main aim is to educate young researcher of high scientific level, who are open to major 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 research act provided within the activities of the Ph.D. Programme, the course subjects will 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/architettura>

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

The international PhD course is fully integrated, due to the mandatory mobility of the PhD Students both among the Partner Institutions and the research network each Institution offers.

The compulsory mobility of doctoral students is envisaged. Doctoral students who are enrolled in the course will have to carry out training and research activities at a "Host Institution" for at least 6 months of the 36 ones expected for the achievement of the title. The 6-month mobility can be not continuous. 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 the mobility is 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 defended their thesis.

Art. 4 Admission Requirements

Applicants, without any limitation of age nor citizenship, must hold within the expiration date of this announcement a University degree valid for accessing the third level of University education, according to the regulations in force in the Partners Institutions. This means that they must possess of a comparable Academic Degree (second cycle qualification) considered appropriate for admission to the PhD programme. Candidates are required to produce suitable certification of their qualifications, in compliance with national regulations on access to PhD courses.

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 topics.

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

Pursuant to the application procedure, candidates must send the request for the reference letters to the teachers or experts identified; once the teachers/experts receive the reference letter request, they will be able to access the platform and upload the letter, which will be sent directly to the jury and bcc to the candidates.

Candidates must in no way upload the reference letters in the procedure.

La scheda allegata, che costituisce parte integrante del presente bando, specifica la tipologia dei titoli di studio richiesti per la partecipazione al concorso ed eventuali ulteriori requisiti aggiuntivi.

All candidates are admitted to the selection subject to verification of the self-certified declarations, pursuant DPR n. 445/2000 e successive modifiche e integrazioni 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.

Those who are already enrolled in the PhD Course cannot submit a new application.

Art. 5 Selection Application Form

The application form, including all mandatory documents, must be filled-in and submitted, under penalty of exclusion, **within 27 July 2023 - at 1200 noon (Italian time)** using only the relevant **online procedure**, available at the web page: <https://pica.cineca.it/unife/>

Instructions for completing the online application form are available on the following web pages: <https://www.unife.it/studenti/dottorato/it/concorsi/concorso-per-titoli-e-colloquio-per-laccesso-al-39deg-ciclo-> Filing instructions "Help_39.pdf"

Candidates can access the procedure for submitting the admission application also using SPID (Public Digital Identity System. This procedure is available **only for candidates already living in Italy**). You can do so by choosing the University of Ferrara from the page of the available federations.

The application is completed by entering the requested information and enclosing the documents indicated in the form regarding the course each candidate is interested in.

Files must be **exclusively in pdf/A (pdf Adobe) format: maximum size 30 Mb for each attachment.** Files must be named with the candidate's **number, family name, name and file name**, for instance:

- 1_familyname_name_curriculum.pdf);
- Should there be more files with the same object, please add a number at the end (1_familyname_name_curriculum_2.pdf)

The application must contain the candidate's personal data, the residence, phone number, e-mail address, and the citizenship.

For all legal purposes, all the data contained in the application and in all the enclosed documents are considered as a self-certification, pursuant to articles no. 46 and 47 of the Italian Presidential Decree 445/2000 and subsequent amendments.

In the application form it is mandatory to choose the "Home Institution".

Applicants can choose only one "Home Institution".

- Polis University Tirana = Universiteti Polis (Albania)
- Dipartimento di Architettura = Università degli Studi di Ferrara (Italia)

The expressed choice will be binding and it will determine the allocation of available positions, pursuant to art. 6 of this announcement. Positions will be assigned according to the order of the relative rankings, until all available positions at each University run out.

Candidates who intend to apply for the specific positions listed below **must select the corresponding item and the type of position and/or scholarships with a restricted topic of interest**, when completing the application for admission:

- Fellowships for a specific research topic. These topics are duly listed in the attached sheets, which are an integral part of this announcement.

In caso di interesse a borse a tematica vincolata, indipendentemente dalla tipologia di finanziamento della borsa, è necessario presentare un progetto di ricerca coerente con la tematica vincolata, pena la mancata ammissione alla valutazione della candidatura per la borsa stessa.

Per ogni corso è possibile presentare domanda per un massimo di due (2) borse a tematica vincolata allegando due distinti progetti di ricerca coerenti con la tematica scelta.

The choice option to complete for positions with restricted topics is configured as a binding priority. In the event of a scholarship being awarded for a restricted topic, the renunciation of the scholarship is equivalent to the renunciation of the PhD Programme.

Candidates who request to compete for scholarships for a specific research topic are NOT precluded from applying to the ordinary scholarship positions.

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

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

Applications that at **12:01 (Italian time) on 27 July 2023** are incomplete in their compilation and/or the mandatory attachments, will be excluded.

In no case will additions to the documentation be admitted after the deadline of the announcement.

Candidates who intend to participate in the competition for more doctoral courses, must submit more 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 deadline date.

Art. 6

Support for candidates with disabilities or with specific learning difficulties (SLD)

Candidates with disabilities and/or with Specific Learning Disorder (SLD) can report their needs, which will be taken into account in the organization of the test. These Candidates are required to fill-in the appropriate "Aids/Additional time" section, indicating the aids required for carrying out the tests, and they have to attach one or more admitted certifications, referred to in the following paragraph, in a .pdf format.

Admitted certifications

According to Law no. 104/1992, including its changes and additions, and Law no. 170/2010 including its changes and additions, applications will be admitted with at least one of the following certifications:

- Valid certificate of disability, issued by the competent medical commission pursuant to Law no. 295/1990;
- Valid certification of handicap, issued by the competent medical commission for the local Health Service, pursuant to Law no. 104/1992;
- SLD diagnoses issued by the National Health Service or by specialists accredited by the Emilia-Romagna Region. Certifications must be issued no longer than 3 (three) years from the expiration date of the present call, or must be issued after the Candidate turned 18;
- Other certifications that the Italian law make equal to the above mentioned certifications.

Candidates must upload the certifications that **must be readable and complete in each and all pages**.

Once the Candidates complete the registration procedure for the enrollment in the selection, they have to open a ticket on SOS (sos.unife.it) - sezione Servizio Disabilità e DSA - and write the registration number they received for their procedure.

Candidates with disabilities or with SLD, who are resident in foreign countries

Candidates with disabilities and/or with SLD who are resident in foreign countries, who intend to use the aids or the compensatory measures, must submit – according to the above procedure – a certification to certify the disability or SLD issued in the country where they are resident. They must attach a sworn translation of the certificate in Italian or English.

Evaluation of requests and granting of aids or compensatory measures for Candidates with disabilities or with LSD

The requests by Candidates with disabilities and/or SLD will be accepted with reserve and will be evaluated by the Coordination of Inclusion Policies – Disability and SLD Service – after hearing the possible opinion of experts in the field of disabilities and SLD.

It will be the responsibility of the Disability and SLD Service to communicate to the Candidates which aids or compensatory measures will actually be granted. The Service will do so before the Candidates carry out the test.

The University reserves the right not to provide aids or compensatory measures if the provided medical documentation is out of date, unsuitable or sent after the enrollment deadline.

Art. 7 Admission tests

The Commission shall evaluate the candidates' qualifications and interview.

Interviews will be in English.

The selection procedures are shown in the attached sheet, which is an integral part of this call, published at the following webpage:

<https://www.unife.it/studenti/dottorato/it/concorsi/concorso-per-titoli-e-colloquio-per-laccesso-al-39deg-ciclo>

The evaluation of qualification and the oral test will take place within 19 September 2023.

The tests schedule will be published before the expiration date of this call at the web page:

<https://www.unife.it/studenti/dottorato/it/concorsi/esiti-prove-concorso-di-dottorato-per-il-ciclo-39deg>

The publication of the exam calendar will constitute an official convocation for all legal purposes.

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

Candidates are not requested to be present during the qualifications evaluation process.

The outcome of the assessment of qualifications for the admission to the interview will be visible by connecting to the reserved web area:

<https://www.unife.it/studenti/dottorato/it/concorsi/esiti-prove-concorso-di-dottorato-per-il-ciclo-39deg>

Positively evaluated candidates will hold the interview via web conference call (e.g.: GoToMeeting or Skype). For this reason, candidates must provide a contact in the application form and ensure the use of a webcam to allow their identification to the examining commission.

For identification purposes and under penalty of exclusion from the selection procedure, each candidate is required to show the same identity document already sent as an attachment to the application before the interview begins.

The examining commission will prepare and publish the interviews schedule at the website:

<https://www.unife.it/studenti/dottorato/it/concorsi/esiti-prove-concorso-di-dottorato-per-il-ciclo-39deg>

Failure to communicate the personal address, failure to connect, the unavailability of the candidate on the day or at the established time or failure to produce a valid identification document pursuant to the previous paragraph, are grounds for exclusion from the selection procedure.

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

The interview will focus on explaining the candidate's reasons for accessing the IDAUP Program, presenting the research project and verifying the candidate's preparation and aptitude for carrying out research activities. The interview will be in English.

For the evaluation of each candidate, the commission will have **50** points available for the evaluation of qualifications, and a further **30** points for the interview.

Candidates will be admitted to the interview if they reach a score of at least **38 out of 50**.

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

The commission, having drawn up a single merit ranking, it will assign the positions with financial support according to the "Home Institution" choice that candidates mandatorily had to indicate in their applications.

In the case of scholarships assigned to restricted topics, the Examining committee, in addition to assessing the suitability to the doctorate program, will have to assess the suitability of the research object of the funding for the candidates who made an explicit request for the award of such scholarships.

Art. 8 **Examining Commission**

The examining commission will be appointed by the Rector according to the provisions of the Consortium Agreement, signed by both Universities, and according to art. 16 of the University of Ferrara PhD Courses Regulations, issued pursuant D.M. 14 December 2021, n. 226.

The commission member list will be published before the announcement deadline at the website:

<https://www.unife.it/studenti/dottorato/it/concorsi/esiti-prove-concorso-di-dottorato-per-il-ciclo-39deg>.

The commission shall not send any personal communication to applicants about exams outcomes: it is the candidates' exclusive duty to inquire about the exam outcome through the procedures described in art. 7 and art. 10 of this announcement.

Art. 9 **Ranking list**

After the approval of the competition proceedings, the ranking lists will be available online at the following web page:

<https://www.unife.it/studenti/dottorato/it/concorsi/esiti-prove-concorso-di-dottorato-per-il-ciclo-39deg>.

Publication of the ranking list will be the only official means of communication of results, therefore **personal communication will not be sent to successful candidates**.

For positions with a scholarship on a restricted topic, the ranking will include a parallel and independent part with the evaluation by the Examining committee that decides which candidates are or are not suitable for carrying out the specific research topic.

In the event a candidate is successful in more than one ranking, she/he will have to opt for only one PhD course. Such choice is made at the enrollment and **it is definitive**, and it will not be possible to change in any way.

Art. 10 **Courses registration procedure**

Candidates are admitted to the Doctoral Course after the approval of the selection proceedings, according to the order of the respective ranking list, until the number of positions included in the competition announcement run out.

Admission to positions for specific research topics either with scholarship or with other equivalent form of funding will follow the ranking order, with respect to the ascertained suitability for carrying out the research object of the funding.

Recipients of scholarships with restricted topics do not compete of the assignment of ordinary positions; in the event of renunciation of the scholarship, it corresponds to renunciation of enrolment in the course.

Failure to complete the enrolment procedure, will result in forfeiture of the right to be admitted to the course. Vacancies will be assigned to other candidates, according to the ranking.

In the event of a tie, the following criteria will be applied to the "Home institution - University of Ferrara":

- for positions covered by a scholarship, the assessment of the economic situation prevails, determined on the basis of the ISEE certification "Subsidized social benefits for the Right to University Education" without omissions or discrepancies, expiring on January 15, 2022;
- for positions that are not covered by a scholarship, the younger candidate prevails.

Candidates admitted to attend the course will be enrolled by both partner institutions.

For the University of Ferrara, information will be available at the page: [Concorso IDAUP](#).

For the Polis University information will be available at the page: [Programme Doktorature](#).

Admission to all positions with a scholarship or equivalent funding deriving from departmental funds and/or funds made available by external bodies, are subject to the accounting audits, following the formalization of the funding.

Each institution may require candidates to present additional documents to those already submitted for the competition, in compliance with the relevant national regulations in force. For submitting additional documentation, or for the recognition of the admission certificates by both national bodies, the parties undertake to ensure adequate timing to provide the necessary documents. In any case, pending receipt of the requirements of the respective national and/or local regulations, the parties agree to enroll interested candidates "*sub condizione*" in order to allow them to attend the course.

The Examining committee will draw up a separate ranking for reserved places, according to the type of reservation.

In the event a candidate is successful in more than one ranking, she/he will have to opt for only one PhD course.

In case of renunciation of enrollment within one month from the beginning of the first year of course, vacant places are assigned to those who hold a useful position in the merit ranking, taking into account, where necessary, the specific field of research linked to the funding.

Admission to all positions with a scholarship or equivalent funding deriving from departmental funds and/or funds made available by external bodies is subject to the accounting audits, following the funding formalization.

Art.11 **Course Enrolment**

Winning candidates must enrol using the online procedure, following the enrolment instructions that will be available at the web page:

<https://www.unife.it/studenti/dottorato/it/concorsi>.

The deadline for enrolments is fixed without delay on 29 September 2023 – 12:00 noon (Italian time)

No other method of enrollment in the course other than the one indicated will be accepted.

The enrollment application will be considered finalized only after the presentation of all the documents listed in the enrollment guide.

Those who will not regularize their position within the deadline will be considered RENUNCIATORS in all respects, and the vacant positions will be assigned to other applicants, according to the ranking order.

Art.12 Replacements

Eligible candidates, but not winners of a position, who wish to take over any places that will become available (because not covered by winners) must sign and send a **replacement request** to (dottorato@unife.it) **mandatorily within 22 September 2023 at 12:00 noon (Italian time)** debitamente firmata.

Candidates can download the replacement form at the web link:
<https://www.unife.it/studenti/dottorato/it/concorsi>

No replacement forms will be accepted after the deadline.

IUSS Office will send a relevant communication regarding the possibility and terms of enrolment to anyone entitled to take over a position.

Art. 13 PhD courses and Medical Graduate Schools

Students enrolled in University Medical Graduate Schools who are successful in the selection procedure for a research doctorate, will be able to enroll in the PhD course, in compliance with the following conditions:

- a. compatibility of the activities and commitment envisaged by the Medical Graduate School and the PhD course, considering also the distance between the places where the activities will be carried out. Such compatibility must be certified by the Council of the Medical Graduate School and by the PhD Course Board;
- b. incompatibility between the PhD scholarship and the amounts, however denominated, that are related to the Medical Graduate School activities.

In case of joint attendance, the request to attend the doctoral activities is accepted by the PhD Board of Professors, subject to a positive assessment of the coherence of the research activities, both already carried out and future ones, carried out in the Medical Graduate School with those of the doctoral project. In order to accept the applications referred to in the present article, it is also required a judgment of compatibility by both the PhD Board of Professors and the one of the Graduate Medical School.

Art. 14 Scholarships and Research Contracts

Without prejudice to the provisions of specific conventions or agreements for the internationalization of PhD Students, the annual gross amount of the University of Ferrara scholarship is € 16.243,00 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 12 months.

Such period can be extended up to 18 months for co-tutelle Ph.D programs with foreign subjects or that are complying with the Universities regulations on courses' accreditation.

The annual gross amount for research contracts guaranteed by the Polis University is € 9.000,00, subject to tax deduction provided by Albanian laws.

Additional funds are also envisaged to cover mobility and research costs.

The payment of scholarships is monthly and deferred.

Scholarships have a year duration and are renewed depending on PhD student passing the annual verifications regarding his/her annual activity, which is performed by the Academic Board (art. 19) according to what is specified in Courses' internal rulings.

In case of withdrawal or decadence within a month of the courses start, the PhD student has no right to the first instalment of his/her scholarship, nor to any other form of funding.

No other scholarships, research funds or similar forms of financial support may be added to the PhD scholarship, except for integration funds dedicated to abroad mobility for the PhD student training activities and research.

Anyone who already benefited from a scholarship for a PhD course, even only partially, cannot ask to benefit from it a second time.

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

Please refer to Chapter V (Rights and duties of doctoral students) of the University Regulations for PhD programs for further provisions on the subject.

Art. 15 **Ownership of results and confidentiality**

Intellectual and industrial property rights on any results achieved by the PhD student, including, by way of example, but not limited to: software, patentable or non-patentable industrial inventions, know-how, models, data and data collections, are regulated pursuant the current legislation and the University regulations and, possibly, on what is established in individual agreements with other involved Universities, companies or Organizations.

It is mandatory for PhD Students who realize to have obtained an invention, to notify immediately the supervisor or, should she/he not have one, to the director of the relevant Department she/he is affiliated to. From that moment on, the tutor or director are bound by obligations of confidentiality and must inform the University of Ferrara Technology Transfer Office without delay, in order to proceed with the evaluation of the inventive results and the appropriate protective actions.

Candidates who compete for positions with scholarship on a restricted topic undertake to accept the provisions relating to intellectual property agreed upon in the Agreement between the University and the funding body.

In any case, the PhD student is guaranteed the possibility of carrying out the ordinary publication activities envisaged by the training course which must be programmed in a manner compatible with the protection of any results.

Art. 16 **Tuition and administrative fees for the course**

Candidates admitted to the course must pay tuition fees only to their own "Home Institution" according to the autonomously defined method of each Institution and in compliance with the relative deadlines.

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Candidates holding a Scholarship:

Candidates enrolled in Research Doctorate Courses holding a Scholarship or any other kind of equivalent financial support – such as those in the Ph.D. Courses with Industrial Doctorate, Salary Keep or High Apprenticeship programmes - must pay the tuition fees outlined in the table below:

Regional contribution	140,00 €
Virtual stamp duty	16,00 €
Insurance	12,00 €
University contribution	270,00 €
Total annual amount	438,00 €

First year fees are payable in the instalments outlined below:

1° instalment: at the time of enrollment	28,00 €	Virtual stamp duty - 16,00 € Insurance - 12,00 €
2° Instalment: within 31 January 2024	240,00 €	Regional contribution - 140,00 € Contribution - 100,00 €
3° Instalment (*): within 15 May 2024	170,00 €	Contribution - 170,00 €

Reductions can be applied to Candidates holding a Scholarship, in case of particular income conditions (exemption from payment of the third installment). For further information, PhD Students will contact the **Ufficio Diritto allo Studio Studentesse e Studenti** through the SOS Online System.

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

The above amounts may vary in subsequent years. In the event of withdrawal from the course, forfeiture of exclusion, the PhD student who obtained enrolment has no right, under any circumstances, to a refund of the contributions she/he paid.

First year tuition fees for the **Polis University** must be paid according to the following deadlines, in ways that will be communicated later;

Tax	Amount
1° instalment: at the time of enrollment	350,00 €
2° instalment: within 31 January 2024	350,00 €

Inoltre, in conformità con quanto previsto nel Consortium Agreement, ai dottorandi iscritti come "Home Institution" presso la Polis University, verrà richiesto il versamento di un ulteriore contributo per la copertura dei costi amministrativi e gestionali delle proprie strutture di servizi e ricerca, pari a € 1.000,00 da versarsi secondo le scadenze di seguito riportate con modalità che saranno comunicate successivamente agli interessati:

Tassa	Importo
1° instalment: at the time of enrollment	500,00 €
2° instalment: within 31 January 2024	500,00 €

Art. 17 **Trattamento dei dati personali**

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

Data treatment will be in compliance with the provisions of the European Regulation 2016/679 concerning the protection of individuals with regard to the processing of personal data, as well as the free movement of such data (GDPR).

The communication regarding the request for personal data is mandatory in order to evaluate the prerequisites for participation, or exclusion of the candidate from the selection process.

The personal data provided by the candidates may be communicated to the University of Ferrara administrative offices and to all external subjects to whom the communication is necessary for the correct fulfilment of the indicated purposes.

Pursuant to DGPR, the Data Controller is the Università degli Studi di Ferrara, located in Via Ariosto, 35, Ferrara – e-mail: rettore@unife.it, PEC: ateneo@pec.unife.it;

The appointed Data Protection Officer is Lepida S.c.p.A., located in Via della Liberazione 15 – Bologna; e-mail: dpo_team@lepida.it, PEC: segreteria@pec.lepida.it.

In order to pursue the aims mentioned in this announcement, Personal data can be transferred to the appointed Responsible of Data Treatment, within the limits of the indicated processing purposes: Cineca Consorzio Interuniversitario, located in via Magnanelli 6/3 - 40033 Casalecchio di Reno (BO).

Art. 18 **Norme di rinvio**

For any matters that are not covered by this announcement, the currently in force laws and regulations on the subject do apply, insofar as they are compatible.

For everything regarding the competition referred to in this announcement, the person in charge is the Responsible of the IUSS Office.

This announcement is available at the Web site of the University of Ferrara at

<https://www.unife.it/studenti/dottorato/it/concorsi/concorso-per-titoli-e-colloquio-per-laccesso-al-39deg-ciclo>.