



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

AREA  
SERVIZI ALLA  
DIDATTICA

DOTTORATO



**GIOVANI SI**



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE



Regione Toscana



annex 2)

## PH.D. PROGRAMMES CALL FOR APPLICATIONS XXXV CYCLE

D.R. rep. n. 501 prot. n. 76303 del 29 aprile 2019

**Application deadline:  
29<sup>th</sup> May 2019 at 12:00 (midday)\***

\* registration service will be automatically interrupted at that hour,  
it is necessary to begin the trials in advance to conclude it by the deadline

**ACADEMIC YEAR 2019/2020**

### Disclaimer

The official and legally binding announcement is the Italian one available [here](#). The present document cannot be used for legal purposes and it is only meant to provide information in English on the call for applications.



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#### Art. 1 – PH.D. PROGRAMMES

1. The University of Florence has published the call for applications for the admission to the Ph.D. Programmes reported in Annex 3 which is an integral part of the call. All the information regarding the competition (curricula, research topics, number of positions, admission requirements, selection procedures and criteria) can be found in Annex 3 at <https://www.unifi.it/p11549.html>.
2. The number of positions, indicated in Annex 3, may be increased if additional scholarships financed by public or private Institutions are made available, provided the relative conventional acts are signed within the Ph.D. call expiration date.
3. The Ph.D. Programmes will officially start on 1<sup>st</sup> November 2019 and will have a duration of three years.
4. In accordance with Italian Ministerial Decree no. 45/2013, in order for Ph.D. courses to go ahead, they may be subject to compliance checks on accreditation requirements, carried out by Ministero dell'Istruzione, dell'Università e della Ricerca. Therefore, only following the positive outcome of these checks may successful candidates enrol.

#### Art. 2 – WHO CAN APPLY

1. Except for the Ph.D. positions financed in the frame of the Pegaso Project by Regione Toscana, applicants of any Country and age, holding a Master's degree (second cycle) or equivalent, can submit their application.
2. Admissible academic degrees:
  - "laurea Specialistica/Magistrale" (Italian University degrees 3+2 years or combined degrees);
  - "laurea Vecchio Ordinamento" (Italian University degrees, under the pre-reform system, with a legal course of at least 4 years);
  - academic title released by the Institutions of the compartment AFAM (Alta Formazione Artistica e Musicale);
  - academic degrees conferred by a foreign Universities (of at least 4 years) and declared equivalent (equipollente) to an Italian degree by the Italian Ministry of Education, University and Research (MIUR) or acknowledged as equivalent by the Admission Board for the sole purpose of the selection.
3. Applicants not yet graduated will be admitted *sub condicione*. In this case they have to provide written evidence that the degree will be awarded mandatorily no later than 31<sup>st</sup> October 2019. Self-certified statements are subject to verification and in the case of false declarations, the University may exclude applicants from the selection procedure or from the Ph.D. programme. The relevant certification has to be submitted, not over the date of beginning of the courses (1<sup>st</sup> November 2019), under penalty of exclusion from the admission.
4. Applicants, eligible for a Ph.D. scholarship within the Pegaso Project financed by Regione Toscana - POR FSE TOSCANA 2014/2020 – in the frame of the Programme of Regione Toscana for young people "Giovanisi" ([www.giovanisi.it](http://www.giovanisi.it)) must meet the following



additional requirements: age under 35 by the time of application, ability to use spoken and written English (at least B2 level), willingness to study abroad for at least 6 months or 12 months (in case of “international scholarships”) during the three years Ph.D. course, willingness to spend at least 3 months of training/research experience in an application contest, such as an enterprise, a public research organisation, another public (non-university) institution (in case of a scholarships with specific topic).

#### Art. 3 – RESERVED POSITIONS

1. For Ph.D. applicants who have obtained the qualifications for admission to the Ph.D. courses in foreign Universities or have obtained a scholarship from the Government of a foreign Country or have been admitted to specific international mobility programmes, a number of positions specified in Annex 3 is reserved. The applicants will participate to a competition based on the evaluation of their own curriculum, scientific qualifications and research project (if any). The Admission Board may also request the applicants an interview and a specific ranking is established.
2. The reserved positions not allocated can be made available for standard ranking.

#### Art. 4 – HOW TO APPLY

1. For the application, candidates must use the online procedure at the website [http://sol.unifi.it/domdott/login\\_en.jsp](http://sol.unifi.it/domdott/login_en.jsp).  
Applicants have to:
  - connect to [http://sol.unifi.it/domdott/login\\_en.jsp](http://sol.unifi.it/domdott/login_en.jsp);
  - log in and follow the instructions provided;
  - select a Ph.D. programme (see Annex 3);
  - follow carefully the various requests in the provided webpages for online application;
  - fill in the application online providing the information required and upload the requested documents.Documents listed below have to be mandatorily enclosed with the application under penalty of exclusion:
  - o copy of an ID;
  - o statement replacing the certification proving that the applicant holds the university degree required for admission, with the final grade, for the degrees awarded in Italy;
  - o statement replacing the certification of the passed exams and their respective grades, if the required Italian degree has not yet been awarded;
  - o copy of the degree awarded, or list of passed exams with their grades, for degrees awarded abroad.
2. Applicants have also to pay the application fee of € 30,00. Payment is due, under penalty of exclusion, within the deadline of 29<sup>th</sup> May 2019, by one of the following means:
  - a) online by credit card (even if not the personal one);
  - b) at any branch/ATM of *UniCredit Bank* using the appropriate printable deposit slip at the end of the online procedure with specific bulletin *INC1*. *UniCredit Bank* account holders can make payments through internet banking and *UniCredit ATMs*. Payments from different credit institutions are not allowed.
3. Please note that the payment of the application fee is compulsory and failure to make



- payment will result in the exclusion from the selection. The application fee is not refundable under any circumstances.
4. The application form must be submitted for each of Ph.D. programme referred to Annex 3 choosen. The application fee must be paid for each Ph.D. programme for which the application form is submitted.
  5. In the case of a Ph.D. programme that foresees separate rankings, the candidate can equally applies for standard ranking only, for one or more specific rankings or for both with the same application.
  6. The candidate applying for a reserved position (art. 3) or for a supernumerary position (art. 6, paragraph 1, lett. a) can not apply for the other positions. In the case of a Ph.D. programme structured in “curricula”, the candidate must select a specific curriculum; the candidate, if admitted to the course, will be enrolled in one curriculum only.
  7. Candidates with disabilities or Specific Learning Disorders must attach to the application an appropriate document - issued by a specialist - proving their disability or Specific Learning Disorder and specify any support that may be required, and - if applicable – any extra time that must be allowed for completing the admission tests.
  8. After the closure of the online application, changes or other documents are not allowed, except the possibly documentation required by the Administration.
  9. It is interest of the candidate to make sure to complete and “close” the application in reasonable time before the deadline of the competition: 29<sup>th</sup> May 2019, hour 12:00 (midday), Italian time. Please note that the payment will be accepted until 00:00 (midnight) of the expiry day.

#### **Art. 5 – FOREIGN ACADEMIC DEGREE**

1. Applicants with a foreign academic degree (Master’s degree - equivalent to “Laurea Magistrale, Laurea Specialistica, Laurea Vecchio Ordinamento”), may apply for the admission, enclosing with the official transcripts of the academic degree, accompanied by an Italian or English translation, under the applicant’s own responsibility. These applicants are conditionally admitted to the selection and are excluded from the competition, if the degree is not in agreement with the Ph.D. level, as stated in the present announcement.
2. The degree must have been awarded by an officially recognized academic institution, that in the relevant foreign country fulfils the requirements for admission to PhD studies, and that is similar in length, level and subject to the required Italian title. The eligibility of the foreign degree is verified by the admission board of the doctorate according to the laws and regulations in force in Italy and in the country where the degree was awarded, as well as to the treaties and international agreements concerning the mutual recognition of titles for pursuing doctoral studies. Once the application is submitted with the relevant documentation, it is assumed that the applicant requires as well the verification of the eligibility of the degree.
3. The degree certificates duly translated, legalized and with a declaration of value, issued by the competent Italian Consulate/Embassy in the Country where the qualification was obtained (diploma supplement if issued by an European University) must be submitted to the relevant offices, within the beginning of the courses.



#### **Art. 6 – SUPERNUMERARY POSITIONS**

1. May be admitted as supernumerary students, previous submission of the specific online application within the term of expiration:
  - a) non-EU citizens, with the required degree for the admission to the Ph.D. courses, holders of a scholarship awarded by the Italian Government, or by other national or international Institutions, and research fellows funded by European Union or by other European or International scientific institution. Applicants shall enclose the documentation of the ownership of the grant or, if it is not available by the expiry date of the Ph.D. Call, applicants shall provide with the information in the on line application. In any case, the documentation must be mandatorily submitted by the beginning of the Ph.D. course. In this case applicants are conditionally admitted. The equivalence of the degree and the modalities of the admission will be established by the Academic Board (“Collegio dei Docenti del Dottorato”);
  - b) researchers according to art. 22 of the law 30 December 2010 n. 240, if they are eligible in the ranking;
  - c) Italian public servants, if eligible in the ranking.
2. Applicants, previously selected within a research programme of the European Union or under other programmes of international cooperation (Erasmus Mundus, AICS, specific agreements with the University of Florence signed by the Rector, etc.) may be admitted to a Ph.D. course, despite not having applied to participate to the competition within the due deadline, if they have submitted an application for Ph.D. admission, before the starting date of the same course, and provided they are able to attend courses on that date. Enrolment is also subject to the verification of academic qualifications and to the prior approval of the Academic Board of the chosen Ph.D. program who, for candidates having a foreign qualification, will decide on the declaration of equivalence of the foreign degree with the Italian Master degree.

#### **Art. 7 – ADMISSION TEST**

1. Selections are based on evaluation of qualifications and/or examinations. For further details on the selection procedures of each Ph.D. programme see Annex 3.
2. In order to participate in the written examination and/or in the interview, applicants must provide and show a valid passport or other ID at the indicated place and date.
3. Upon decision of the Admission Board, for some Ph.D. Programmes specified in Annex 3, applicants residing abroad may be interviewed by videoconference over Skype or similar tools (equipped with webcam for identification purpose). In this case they should provide in advance their own registered contact/name (ID) in the online application form and show a valid passport or other ID when contacted by the Admission Board.
4. On the appointed day on the appointed hour the missed presentation of a candidate to the test, also in videoconference, it is considered renouncement to the selection.

#### **Art. 8 – ADMISSION BOARDS**

1. The Admission Boards are nominated by the Rector, on proposal of the competent Academic Board, in accordance with the University Regulations on Ph.D. Programmes



issued by July 4, 2013.

2. The composition of the admission boards is available at <https://www.unifi.it/p11549.html>.
3. Admission boards must conclude their own activities within thirty days from the date of the first test of the competition.

#### **Art. 9 – EXAMINATIONS SCHEDULES**

1. The dates of the examinations are indicated in the Annex 3 for each Ph.D. programme.
2. The list of the applicants admitted to the competition will be published at <https://www.unifi.it/p11549.html> at least five days before the date of the examination. The mentioned publication has to be considered as legal notification convening of the competition.
3. At the end of the evaluation process, the scores assigned to the applicants and the final ranking list will be published on <https://www.unifi.it/p11549.html>.

#### **Art. 10 – ADMISSION TO THE COURSES**

1. The successful applicants, who are placed in winning positions in the ranking list, are admitted to the course. In the case of winner renounces, within sixty days from the date of the beginning of course, the next candidate in the ranking list will enter.
2. In the case the candidate is successfully placed in more than one ranking list of different courses, the candidate must choose the enrolment at only one Ph.D. course. The same choice is also necessary if the candidate is successfully placed in different rankings within the same Ph.D. course.
3. Candidates who are placed in winning positions will receive indications regarding the formalities and the peremptory terms, for the acceptance or the possible renouncement. The indications will be sent by e-mail to the address communicated in the application form.
4. The award criteria of the various types of scholarships, also with specific aims and dedicated funding, are established by the Academic Board, according to the requirements and attitudes of the winner.
5. If a scholarship is funded by an Institution whether public or private, the Academic Board takes into account the purpose of the funding for the conduct of research, established by the conventional act.

#### **Art. 11 – ENROLMENT**

1. To perform the enrolment applicants have to submit the following documentation within the term and with the modalities communicated:
  - enrolment form;
  - photocopy of a valid identity document;
  - payment receipt of the enrolment fees, as specified in art. 12.

#### **Art. 12 – ENROLMENT FEES**

1. Enrolment fees due by Ph.D. students consist of a duty fee stamp of € 16,00 and of a Regional tax for the right to University study. The annual amount of the Regional tax is



established, without prejudice to any other determination, by Regione Toscana; for the academic year 2019/2020, the amount is € 140,00.

2. Admission to the first year, to the following years and to the final examination is subordinate to the verification of the payment of the regional tax.

#### **Art. 13 – SCOLARSHIPS**

1. The scholarships will be awarded as indicated above in art. 10.
2. In cases of equal merit in the admission ranking, the evaluation of the disadvantageous economic situation in accordance with D.P.C.M. December 5, 2013, n. 159 and the subsequent amendments will prevail.
3. The yearly gross amount of the scholarship is € 15.343,28. different amounts are suitable in the Annex 3.
4. The amount of the scholarship can be increased by 50% for any periods of stay abroad up to a maximum of 18 months.
5. Who has already had, also partially, a scholarship for the frequency of a Ph.D. course, it is not able to have it a second time.

#### **Art. 14 – OBLIGATIONS OF PH.D. STUDENTS AND INCOMPATIBILITIES**

1. During the Doctoral Programme, Ph.D. students are requested to attend the activities of study and research as established by the Academic Board in accordance with the University Regulations on Ph.D. Programmes issued by July 4, 2013, in particular they have to achieve 6 C.F.U. for complementary skills.
2. The enrolment in a Ph.D. programme is incompatible with the enrolment in any other Ph.D. programme, academic course, specialisation school and Bachelor's and Master's programme, either in Italy or abroad, as indicated in the national and internal Regulations on Ph.D. Programmes, not including co-tutorship agreements.
3. Other compatibilities/incompatibilities are disciplined by the University of Florence internal regulations.

#### **Art. 15 – AWARDING Ph.D DEGREE**

1. To obtain the Ph.D. Degree it is necessary to pass the final exam.
2. The PhD student is required to upload the electronic version of the thesis in the appropriate repository of the University.

#### **Art. 16 – INTELLECTUAL PROPERTY ON RESEARCH RESULTS AND PUBLICATIONS**

1. Industrial property rights and copyrights related to the results attained by PhD students are protected according to relevant laws (Law on copyright - D.lgs. 633/1941 – and Industrial Property Code - D.Lgs 30/2005), to the "Regolamento di Ateneo relativo alle invenzioni effettuate in occasione di attività di ricerca svolte da personale universitario" and – when applicable - according to what is established in the specific agreements with the relevant universities, enterprises and institutions.
2. Candidates holding scholarships awarded by third parties external to the university are bound by the provisions about industrial property and copyrights contained in the agreements between the university and the financing organizations. The PhD student





- keeps, however, his/her inalienable moral right to be recognized as author or inventor.
3. The PhD student is bound to sign a specific confidentiality agreement concerning information, data, and documents of internal nature with which he/she can come in contact during the implementation of the activity within the university and/or on its behalf.
  4. The PhD student has the possibility, however, to implement the ordinary publication activities established in the educational program, that will have to be planned so to make them compatible with the protection of any possible result attained.

#### **Art. 17 – PROCESSING OF PERSONAL DATA**

1. The personal data in possession of the University of Florence, provided by the applicants together with the application form, will be treated in accordance with the General Data Protection Regulation (GDPR) – EU Regulation 2016/679.
2. Anytime the concerned people may exercise their rights in according to Regulation. For more details see link <https://www.unifi.it/cmpro-v-p-11360.html>

#### **Art. 18 – PUBLICITY**

1. The Call is published, by notice, on the “Gazzetta Ufficiale dello Stato - Serie Speciale Concorsi ed esami” - and entirely, on the “Albo di Ateneo” and on the website at the <https://www.unifi.it/p11549.html> It is also advertised on the Ministry’s website and on the European website Euraxess.

#### **Art. 19 – LIABILITY FOR THE SELECTION PROCEDURES**

1. For all purposes of the selection procedures of the present call, the Ph.D. Office is identified as the competent organisation unit, Piazza San Marco 4, 50121 Florence, telephone 055 2757 668 – 671 – 678 – 309, e-mail: [dottorato@unifi.it](mailto:dottorato@unifi.it).
2. The person responsible for the procedure is Sabrina Pazzagli.

#### **Art. 20 – RELEVANT REGULATIONS**

1. All the matters not included in the present announcement will be governed by the University regulations in force on Ph.D. Programmes and by the relevant national laws.