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UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

**ANNEX 1.**

**PH.D. PROGRAMMES**  
**Headquartered at the University of Florence**  
**CALL FOR APPLICATIONS**  
**XXXIX CYCLE**

**D.R. rep. no. 433 record no. 101703 of 10 May 2023**

**DEADLINE: 9 June 2023**  
**12:00 noon (Italian time)\***

\* the enrollment service automatically stops at the time stated above,  
therefore, it is recommended that the process be started well in advance so that it will be concluded by the  
deadline

**2023/2024 ACADEMIC YEAR**

**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.



HR EXCELLENCE IN RESEARCH



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#### **Art. 1 - ACTIVATION**

1. This call governs the procedures for access to the XXXIX cycle PhD programs, having administrative headquarters at the University of Florence.
2. Pursuant to M.D. No. 226/2021, doctoral programs may be activated upon accreditation or verification that accreditation requirements are maintained by the Ministry of University and Research (MUR). Therefore, winners will only be able to register following the successful outcome of this verification.
3. Positions with scholarship funded by external bodies, public or private, will be awarded only upon the transfer of funds to the University of Florence.
4. The duration of the doctoral program is three years, with a planned start date of November 1, 2023.
5. Submission of the application for admission, according to the procedures in Article 5, implies the applicants' acceptance of the rules contained in this call.
6. All communications to applicants regarding this call will be sent by e-mail. The e-mail address given by the candidate in the application will be used for this purpose.
7. The use, in this notice, of the masculine gender has no discriminatory character but, understood as gender-neutral, responds only to needs of more immediate communication.

#### **Art. 2 - NUMBER OF POSITIONS AVAILABLE**

1. The available positions and scholarships, research topics, including set research topics, any reserved positions, positions without scholarship, and the procedures for the admission tests are indicated in the individual doctoral program fact sheets in Annex 2, an integral part of this call.
2. Winners of set-topic scholarships are required to conduct doctoral work on a specific research topic indicated in the program outline.
3. For doctoral programs that do not make positions available without a scholarship, successful candidates will not be able to enroll in the doctoral program by forfeiting the scholarship award.
4. Where provided for by individual doctoral programmes, positions without a scholarship may be assigned following the order in the final ranking and only upon acceptance of the scholarship by successful candidates.
5. The number of positions offered for competition, shown in the aforementioned Annex 2, may be increased if additional scholarships become available.
6. Notice of the increase in the number of positions shall be posted on the University's website at the following address <https://www.unifi.it/p12341.html>. It is understood that the possible increase of positions made available for the competitive examination does not mean that the application deadline is extended.

#### **Art. 3 - ADMISSION REQUIREMENTS**

1. Those who hold one of the following degrees at the deadline of the call may apply for the competition, without age or citizenship limits:



- master's degree obtained in accordance with Ministerial Decree 270/2004;
  - master's degree obtained in accordance with Ministerial Decree 509/1999;
  - degree obtained under the educational systems prior to Ministerial Decree 509/1999, the legal course of which has a duration of at least four years;
  - second-level academic degree awarded by institutions that are part of the AFAM (High Artistic and Musical Education) sector;
  - academic degree from foreign universities equivalent to the Italian degree required for access.
2. Those who will earn one of the above degrees by the start date of the program are also eligible to apply. In this case the candidate is admitted with reserve and it is their duty to send a self-certification of the achievement of the academic qualification to the PhD Office ([dottorato@unifi.it](mailto:dottorato@unifi.it)) within 10 days of the award date. Failure to submit the above self-certification by the specified deadline will result in exclusion from the competition.

#### Art. 4 - RESERVED POSITIONS

1. Applicants who have obtained the degree required for admission to the doctoral program from foreign universities, or scholarship holders from foreign states or specific international mobility programs, may be eligible for a reservation of positions for certain doctoral programs listed in Annex 2. In such a case, differentiated manner of conducting the admission procedure may be established and a separate ranking shall be provided. Unallocated reserved positions may be made available for the general ranking.
2. Candidates competing for reserved positions may not compete for other positions.

#### Art. 5 - APPLICATION

1. The application for admission to the procedure must be submitted through the online application procedure only available at [sol.unifi.it/domdott/login\\_en.jsp](https://sol.unifi.it/domdott/login_en.jsp) starting May 10, 2023 and no later than 12 noon on June 9, 2023.
2. How to apply:
  - log on to the site [https://sol.unifi.it/domdott/login\\_en.jsp](https://sol.unifi.it/domdott/login_en.jsp);
  - register by entering the required data;
  - select the doctoral degree chosen (see Annex 2) and the relevant curriculum, if applicable and the scholarship(s) you are applying for;
  - proceed to complete the online application as indicated in the various screens;
  - attach under penalty of exclusion:
    - o copy of an identity document;
    - o for degrees awarded in Italy (bachelor's and master's degree or combined-cycle degree), a self-declaration containing a list of exams taken and the corresponding grade, the title of the thesis and grade, using the form provided by the Administration and found in each program fact sheet;
    - o copy of the degree held and transcript of records with marks for degrees awarded abroad;



- attach the additional documents required for each individual doctoral program in Annex 2, using the declaration in lieu of affidavit to attest conformity to the original;
  - make payment of the non-refundable contribution of €30.00. Payment must be made, under penalty of exclusion, by the deadline of the notice, according to the instructions explained on page <https://www.unifi.it/pagopa>.
3. Reimbursement of the fee is not allowed under any circumstances. The candidate will be considered duly enrolled and thus admitted to the competition only after making payment of the fee.
  4. Documentation must be complete with all elements necessary for evaluation; documents with incomplete or illegible text will not be considered.
  5. For programs in which the interview is conducted in person, the candidate residing abroad may opt to conduct the interview by videoconference. The option is allowed only at the time of application.
  6. The application for admission can be submitted for each doctoral program listed in Annex 2. If the candidate intends to compete for several doctoral programs, he must submit separate applications and pay the appropriate fee for each.
  7. In the case of doctoral programs with separate rankings, the candidate may apply indifferently for the ordinary ranking only, for one or more separate rankings, or for both by submitting a single application and one or more research projects, as indicated in the program factsheets in Annex 2.
  8. Applicants with disabilities or learning difficulties must attach specialized documentation attesting to the disability to the application and specify any aid needed.
  9. For doctoral programs that require the submission of one or more letters of reference, the applicant may include the letter with the other documents when submitting the application.
  10. Once "closed" the online application cannot be modified, nor can it be supplemented with additional documentation. If they wish, respecting the deadline of the call for applications, applicants may submit a new application after requesting cancellation of the previous one.
  11. It is in the interest of applicants to complete the application, including payment of the admission fee, well in advance of the deadline. For applications closing at 12:00 noon on 9 June 2023, payments made by 11.59 p.m. of the same day will be considered valid. These are strict deadlines, and it is incumbent on the candidate to verify that the procedure has been completed correctly.

#### **Art. 6 - ACADEMIC QUALIFICATIONS AWARDED ABROAD**

1. Applicants with foreign academic degrees (equivalent to a master's degree) may apply for admission by attaching the qualifications obtained, accompanied by their translation into Italian or English. Such candidates are admitted to the competition with reservation and will be excluded from the competition, or, if they pass it, from the doctoral program in which they are enrolled if it turns out, upon verification, that the degree does not comply with the requirements of this notice and does not, therefore, permit enrolment in the doctoral program.
2. The academic degree awarded abroad must be comparable in duration, level and subject



area to an Italian second-level academic degree. The suitability of foreign degrees not already recognized under current regulations is ascertained by the Doctoral Admissions Board for the sole purpose of taking part in the admissions procedure, in compliance with the relevant regulations in force in Italy and in the country where the degree was awarded, as well as with international Treaties or Agreements on the recognition of degrees for the pursuit of studies.

3. By the beginning of the programs, however, the translated degrees, legalized in Italian and accompanied by a "Dichiarazione di valore in loco" (declaration of value) issued by the competent Italian Representations of the country in which the degree was obtained, or else the [Statements of comparability and verification of the foreign university degree](#) issued by the ENIC-NARIC center in Italy (CIMEA) containing all the information required to evaluate the degree, must be delivered to the Doctoral Office together with the application form. For academic qualifications obtained in a country of the European Union, a *diploma supplement* is sufficient.
4. For the purpose of entry into Italy, citizens of non-EU states residing abroad must register on the [Universitaly](#) portal and apply for an entry visa (type D postgraduate visa) at the appropriate Italian Embassy or Consulate.

#### Art. 7 - SUPERNUMERARY ADMISSION

1. If in possession of a degree evaluated as suitable for admission to the doctoral program by the Academic Board ("collegio dei docenti del dottorato"), nationals of non-European Union states holding scholarships awarded by the Italian government or national and international institutions and recipients of research scholarships funded by the European Union or other European or international scientific institutions may be admitted in supernumerary numbers, subject to submitting an application for admission. The Ph.D. Academic Board decides on admission.
2. Also eligible for supernumerary admission are those who, having already been selected under European Union research programs or other international cooperation programs, although they have not applied for admission to the competition within the terms set out in the call for applications, submit an application for enrolment in the doctoral program. Enrolment is, however, subject to verification of the qualifications possessed and the prior approval of the Phd Academic Board, which, in the case of candidates possessing a degree obtained abroad, decides on the suitability of the degree.
3. Lastly, requests for supernumerary admission may be submitted by eligible candidates in the merit ranking who are in receipt of research grants, pursuant to art. 22 of law no. 240 of December 30, 2010 and according to the text in force before the amendments made by Legislative Decree no. 36 of April 30, 2023<sup>1</sup>, that start no later than November 1, 2023, provided that the grant guarantees financial coverage for the entire first year of the doctoral program and that its renewal is expressly provided for.

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<sup>1</sup> Legislative Decree no. 36 of April 30, 2022 (converted into Law No. 79 dated June 29, 2022), under article 14, paragraph 6-septies, replaced "research grants" with "research contracts". Article 6, paragraph 1, of Legislative Decree no. 198 dated Dec. 29, 2022 (converted into Law no. 14 dated Feb. 24, 2023) subsequently extended to Dec. 31, 2023 the deadline by which universities can call procedures for the awarding of research grants under the original provision



#### Art. 8 – ENTRANCE EXAM

1. Admission to the Doctoral Programs is granted after passing the entrance exam that ascertains, through appropriate comparative evaluation, the candidate's general preparation, skills and aptitude for scientific research.
2. The admission procedure may include evaluation of qualifications, as well as written and oral exams (interview). Pre-selection based on qualifications and documents submitted by candidates, including a prepared research project proposal, may be carried out prior to the entrance exam. The forms in Annex 2 indicate, for each of the Programmes, the way exams are delivered and provide all relevant information for admissions purposes.
3. For doctoral programs requiring a written exam, candidates are admitted to the interview if they pass the written exam with at least the minimum score, as indicated in the program factsheet.
4. For doctoral programs requiring an interview only, the Admissions Board carries out a preliminary selection by assessing qualifications and the project submitted. Those who pass the preliminary selection by obtaining at least the minimum score indicated in the program factsheet are admitted to the oral exam.
5. The oral exam may be conducted in one of the foreign languages specified in the doctoral program, if any, and may include verification of proficiency in one or more foreign languages and in Italian for foreign nationals.

#### Art. 9 – EXAM PROCEDURES

1. To sit the written exam, if any, candidates must present on the day and at the given time and location, in accordance with the indications provided in the individual program factsheets, and they must show a valid ID.
2. To sit the interview, candidates must present at the location indicated in the program fact sheet, or, if the interview is conducted online, they must be available at the contact provided. Candidates are required to identify themselves before the interview exam begins by showing a valid ID.
3. Candidates for doctoral programs that allow for an online interview, or residents abroad who wish to take advantage of this option, must ensure the availability of a webcam to enable the Admissions Board to identify and view them during the interview. The Board will send the link for conducting the interview.
4. Failure to show up, failure to connect online, to present on the appointed day or time, or failure to show a valid ID, are grounds for exclusion from the selection process.
5. Should technical connection problems occur during the online interview, if the problem affects one or more board members, the exam shall be postponed ex officio to another date; if the problem affects the candidate, the Admissions Board may justifiably postpone the exam to another date, in accordance with the principles of non-discrimination and equal treatment of candidates.

#### Art. 10 - ADMISSIONS BOARDS

1. Boards for admission to doctoral programs are appointed by the Rector, upon the proposal of the relevant Academic Board, pursuant to the [University Regulations on](#)





#### Doctoral Programs.

2. The composition of the admission board is available on the University website at the following address <https://www.unifi.it/p12341.html>.
3. The Boards conduct a preliminary session, also by electronic means, to evaluate the qualifications and research project submitted by the candidates, who are assigned a score that may or may not allow their admission to the interview. If a written exam is provided for, qualifications are assessed during the interview.
4. At the end of the interview, the Boards draw up the ranking list (or rankings, if separate rankings are provided for) and transmit the minutes of the meetings to the Rector who shall approve the acts by decree.

#### **Art. 11 - EXAMS SCHEDULES AND OUTCOME OF THE COMPETITION**

1. The exams dates are indicated in the individual program fact sheets in Annex 2.
2. The lists of candidates admitted to the interview will be published at <https://www.unifi.it/p12341.html> at least five days before the date of the exams itself. Such publication serves for all purposes as official notification to present.
3. The merit lists, formulated on the basis of the total score reported by each candidate, will be published at <https://www.unifi.it/p12341.html>.

#### **Art. 12 - ADMISSION TO PROGRAMS AND ALLOCATION OF POSITION TO CANDIDATES**

1. Those suitably placed in the ranking lists are admitted to doctoral programs; when allocating positions without a scholarship, in the case of equal merit preference will be given to the younger applicant.
2. Should a successful candidate withdraw before the start date of the program, the next candidate on the ranking list will be offered the position.
3. Those suitably placed in the ranking of more than one program must opt for only one doctoral program. The option must be exercised even if the candidate is a winner in more than one ranking within the same program.
4. Winners will receive instructions on how and by what strict deadline they may accept or decline the position. The instructions, as specified in Article 1, par. 6, will be sent to the e-mail address provided in the application for the competition.
5. The criteria for awarding the different types of scholarships, including those for specific topics and with dedicated funding, are determined by the Academic Board in accordance with requirements and considering the aptitude of winners.
6. In the case of a scholarship funded by a public or private entity, the Academic Board shall consider the expressed purpose of the funding for the conduct of research, as established under the agreement.

#### **Art. 13 - ENROLLMENT IN PROGRAMS**

1. Those who have accepted the position will receive communication containing the necessary information and forms for matriculation purposes. The enrolment procedure is finalized upon payment of the regional tax and stamp duty, following the instructions





published on the university website <https://www.unifi.it/p11798.html>.

2. In case of joint attendance of the medical specialization program and the PhD program, pursuant to the provisions of Art. 17 of the [University Regulations on Doctoral Programs](#), enrollment in the specialization program must be declared in the application.
3. Article 12 paragraph 5 of Ministerial Decree 226/2021 and other applicable provisions apply to civil servants admitted to doctoral programs.

#### **Art. 14 - REGIONAL FEE FOR ADMISSION AND COURSE ATTENDANCE**

1. Doctoral students are required to pay the stamp DUTY (16 euros) and the regional tax for the right to study, the amount of which, unless otherwise determined by the Region of Tuscany, is set at 140.00 euros.
2. The following individuals are not required to pay the regional fee for the right to university study:
  - the winners and eligible candidates in the ranking list to obtain the scholarship of the Regional Board for the Right to University Study
  - students with recognized disabilities (Art. 3, Paragraph 1 of Law No. 104 of February 5, 1992) or a disability of 66 percent or more;
  - students who are children of incapacity pension holders (Article 30 of Law No. 118 of March 30, 1971).
3. Admission to the years following the first year and the final examination is subject to verification that the regional fee has been paid.

#### **Art. 15 - SCHOLARSHIPS**

1. Scholarships are awarded as specified in Article 12.
2. In the case of equal merit, preference is given to the candidate with the most disadvantaged economic situation pursuant to D.P.C.M. Dec. 5, 2013, No. 159, based on the Equivalent Economic Situation Indicator Statement (ISEE valid on the date of submission) dedicated to Ph.D. students ("ISEE dottorato di ricerca").
3. The scholarship is disbursed in monthly instalments in arrears; if the doctoral student withdraws from the program, he loses the right to receive the scholarship from the date of withdrawal.
4. The annual amount of the scholarship is €16,243.00 (before social security charges payable by the recipient). If different amounts are envisaged for specific programmes, these will be indicated in Annex 2.
5. The amount of the scholarship is increased by 50% for conducting research activities abroad for a total period not exceeding twelve months. This period may be extended up to eighteen months for doctoral students under co-supervision by foreign bodies or for doctoral programs activated under a convention or consortium.
6. In addition, the doctoral student is given a budget, appropriate to the type of doctoral program and in any case amounting to no less than ten percent of the amount of the scholarship itself. In the case of candidates in receipt of a scholarship admitted in excess of the approved intake under Article 7, par. 3, the budget is provided by the structure proposing the scholarship.



7. Scholarships funded by external entities are awarded to doctoral students subject to the successful allocation to the University of the respective financial resources and agreements between the University and the funding entities.
8. Should a student withdraw from the program or forfeit the scholarship, the remaining portion of the latter will be assigned to the next doctoral student (if any) in the merit ranking holding a position without a scholarship.
9. If the student withdrawing is a scholarship holder receiving dedicated funding, the residual scholarship shall be transferred to the next doctoral student in the ranking without a scholarship, subject to approval by the Academic Board and to the provisions of any agreement.
10. Those who have already been in receipt, of a scholarship, even in part, for attending a doctoral program cannot receive one a second time.
11. The University may not be able to disburse the scholarship to students from restricted ("embargoed") countries until a residence permit is obtained.
12. The bonus and budget referred to in paragraphs 5 and 6 above are also granted to doctoral students without a scholarship.

#### **Art. 16 - ATTENDANCE AND OBLIGATIONS OF PH.D. STUDENTS**

1. Those enrolled in doctoral programs must attend the programs full time and perform study and research activities on a continuous basis. In particular, each Ph.D. student is required to undertake a stay abroad, the duration of which is indicated in the individual program factsheets, and to acquire, over the course of the three-year period, at least 6 credits by attending customized in-depth courses related to so-called "complementary skills".
2. The Academic Board may authorize the performance of paid activities that enable the doctoral student to acquire skills pertaining to their doctoral field, after assessing the compatibility of such activities with the doctoral program's training, teaching and research activities.
3. The annual income, if any, from paid work must in any case not exceed the annual amount of the doctoral scholarship.
4. NRRP (National Recovery and Resilience Plan) scholarship recipients, given the special nature of funding for said scholarship, will be held to accurate scheduled reporting requirements and may be subject to partly different rules regarding any activities they undertake outside the doctoral program.
5. In the case of justified impediments that do not allow effective attendance (illness, maternity and childbirth or other serious and documented reasons), the doctoral student may request suspension of program attendance, resulting in the interruption of the grant and extension of the training period. The suspension will be decided by the Academic Board.
6. For any further aspects related to the conduct of the doctoral program, please refer to the relevant university regulations.



#### **Art. 17 - AWARD OF THE TITLE**

1. The title of Ph.D. is obtained by passing the final examination referred to in Art. 27 of the [University Regulations on Doctoral Programs](#).
2. Doctoral students are required to enter their doctoral thesis, in an electronic version, in the appropriate online repository of the University.

#### **Art. 18 - INTELLECTUAL PROPERTY OF RESEARCH RESULTS AND PUBLICATIONS**

1. Intellectual and industrial property rights to any achievements of the Ph.D. student are governed in accordance with current legislation (Copyright Law - Legislative Decree 633/1941 - and Industrial Property Code - Legislative Decree 30/2005), to the [Regulations for the management of industrial and intellectual property rights with reference to research activities carried out by university personnel](#) and, if necessary, according to what is established in individual agreements with universities, companies or entities involved.
2. Applicants who are awarded scholarships funded by entities outside the University acknowledge and accept the provisions regarding intellectual and industrial property contained in the agreement between the University and the funding body. The doctoral students' inalienable moral right to be recognized as authors or inventors remains intact.
3. Doctoral students are required to sign appropriate confidentiality undertakings in relation to information, data and documents of a confidential nature of which they may become aware in the course of their work at and/or on behalf of the University.
4. The Ph.D. student is, in any case, guaranteed the opportunity to carry out the normal publication activities envisaged by the program, which must be scheduled in a manner compatible with the protection of any results.

#### **Art. 19 - PROCESSING OF PERSONAL DATA**

1. Personal data related to this proceeding are collected and processed for institutional purposes of the University in accordance with Articles 13 and 14 of EU Regulation 2016/679 - General Data Protection Regulation (GDPR).
2. Candidates are entitled to the rights provided by the same Regulations. For more details follow the link <https://www.unifi.it/cmpro-v-p-11360.html>.

#### **Art. 20 - PUBLICITY**

1. The announcement is published by notice in the Official State Gazette - Competitions and Exams Special Series - and, in its entirety, on the University Official Journal and on the website at <https://www.unifi.it/p12341.html>.
2. It is also published on the Ministry's website and the European Euraxess website.

#### **Art. 21 - PERSON IN CHARGE OF THE PROCEDURE**

1. For all purposes of this notice, the competent Organizational Unit is identified as the



Area Servizi alla Didattica - Process Unit "Educational Offer and Quality of Study Programs" - Doctoral Program, Piazza San Marco 4, 50121 Florence.

2. Information and clarifications on application submission can be addressed to e-mail [dottorato@unifi.it](mailto:dottorato@unifi.it) or by phone at the following numbers 055 2757 668 - 671 - 678 - 681 - 309 Monday through Friday, 10:00 a.m. to 1:00 p.m. and Thursday from 2:30 p.m. to 5:00 p.m.
3. Official Responsible for the Procedure: Sabrina Pazzagli

#### **Art. 22 - FINAL PROVISIONS**

1. Competition documents are public, to which access is permitted in the manner established by Law No. 241 of August 7, 1990.
2. For anything not expressly provided for in this announcement, please refer to the [University Regulations on Doctoral Programs](#) and to the statutory, regulatory and ministerial provisions cited in the call for application decree.
3. The University reserves the right to exclude at any time candidates who participate in the tests provided for in this call for failure to comply with the provisions given therein or the deadlines specified therein, or for failure to meet the requirements.