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Regione Toscana



**Annex 2)**

## **PH.D. PROGRAMMES CALL FOR APPLICATIONS XXXVI CYCLE**

**D.R. rep. n. 628 ref. n. 80610 of 10 June 2020**

**Application deadline:  
10 July 2020 at 12 pm (midday)\***

\* the registration procedure will be automatically interrupted at 12 pm sharp,  
it is necessary to begin the trials in advance to conclude it by the deadline

**ACADEMIC YEAR 2020/2021**

### **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 XXXVI cycle 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/p11741.html>
2. The number of positions, indicated in Annex 3, may be increased if additional scholarships financed by the University of Florence or by other universities, public or private Institutions are made available, provided the relative agreements are signed within the Ph.D. call expiration date.
3. If any more positions are made available notice will be given on the University's website at the page <https://www.unifi.it/p11741.html> . The possible increase in positions does not, however, extend the deadline for the submissions of applications.
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'Università e della Ricerca (the Ministry of University and Research). Therefore, only following the positive outcome of these checks may successful candidates enrol.
5. The Ph.D. Programmes will officially start on 1<sup>st</sup> November 2020 and will have a duration of three years.

#### Art. 2 – WHO CAN APPLY

1. Except for the Ph.D. positions financed in the framework 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. Anyone with an admissible qualification can apply, regardless of age and citizenship. The qualification must be held by the deadline of the call.  
Admissible academic degrees:
  - "*laurea Specialistica/Magistrale*" (Italian University degree 3+2 years or combined degrees);
  - "*laurea Vecchio Ordinamento*" (Italian University degree, obtained before 1999, with a legal course of at least 4 years);
  - academic title released by the Institutions of the performing arts compartment AFAM (Alta Formazione Artistica e Musicale);
  - academic degrees conferred by a foreign University (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 who have not yet graduated but will obtain their title by 31 October 2020 will be admitted *with reserve*. In this case they have to provide a self-certification of their title the PhD Office ([dottorato@unifi.it](mailto:dottorato@unifi.it)) as soon as possible and in any case no later than 1



November 2020, under penalty of exclusion from the admission.

4. Except as indicated in art. 3, additional admission requirements for particular types of scholarships, where provided, are indicated in the individual course fact sheets included in Annex 3.

#### **Art. 3 – PEGASO 2020 SCHOLARSHIPS**

1. In order to be eligible for the Regione Toscana's Pegaso 2020 Scholarships, candidates must meet the following requirements:
  - be 35 years of age or younger at the time of application;
  - have an adequate knowledge of the English language (at least B2 level);
2. At the time of enrolment, the successful candidates must formally commit to:
  - study abroad for at least 6 months (or 12 in case of "international scholarships") during the three years of their Ph.D. programme, with the exception of recipients of scholarships with specific research topics that may not provide for a foreign stay. Failure to carry out the stay abroad may result in the revocation of the entire scholarship;
  - spend at least 3 months of hands-on training/research in an enterprise, a public research organisation, another public (non-university) institution (in case of a scholarship with a specific topic). Failure to carry out the internship may result in the revocation of the entire scholarship;
  - attend courses for the acquisition of complementary skills and knowledge on the workplace and the world of research, which will be offered over the three-year period of the Ph.D. programme.
3. The recipients of the Pegaso scholarships must also comply with the provisions established by the Notice of the Regione Toscana, issued with decree 1157 of 27 January 2020.
4. Pegaso Scholarships are funded with resources of the POR FSE TOSCANA 2014/2020 in the frame of Giovani ( [www.giovanisi.it](http://www.giovanisi.it) ), the project organized by Regione Toscana to help young people become independent.

#### **Art. 4 – 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.
3. The candidates employed by companies affiliated with the University of Florence in the context of the Industrial Doctoral programmes indicated in Annex 3, when completing the application for admission, need to select the position reserved for the Industrial Doctorate, if provided for the chosen course. In case they are successful in the competition, they are listed in a separate ranking from the ordinary one set up for non-reserved positions.



#### Art. 5 – HOW TO APPLY

1. For the application, candidates must use exclusively the online procedure at the website [http://sol.unifi.it/domdott/login\\_en.jsp](http://sol.unifi.it/domdott/login_en.jsp).
2. The window to put in the application is from 10 June 2020 until 10 July 2020 at 12 noon.
3. Applicants need to:
  - connect to [http://sol.unifi.it/domdott/login\\_en.jsp](http://sol.unifi.it/domdott/login_en.jsp);
  - register and log in following the instructions provided;
  - select a Ph.D. programme (see Annex 3);
  - fill in the application following carefully the instructions in the various screens;
  - upload all of the following documents, under penalty of exclusion:
    - o copy of an ID;
    - o self-certification stating that the applicant holds the university degree required for admission, including the final grade, for degrees awarded in Italy;
    - o self-certified statement listing all the exams taken and their respective grades, in case the required Italian degree has not yet been awarded;
    - o copy of the degree awarded, or a statement of academic record, for degrees awarded abroad.
  - Attach any other document as specified in Annex 3 for each programme, using a self-certification stating that it is a true copy of the original;
  - pay the application fee of € 30. Payment is due, under penalty of exclusion, within the deadline of the call, by one of the following means:
    - a) online by credit card;
    - b) at any branch/ATM of *UniCredit Bank* using the appropriate printable deposit slip provided at the end of the online procedure (slip *INC1*). *UniCredit Bank* account holders can make payments through internet banking and *UniCredit ATMs*. Payments from different credit institutions are not allowed.
4. 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.
5. An application form must be submitted for each of Ph.D. programme referred to Annex 3 the candidate chooses to apply for. The application fee must be paid for each Ph.D. programme for which the application form is submitted.
6. In the case of a Ph.D. programme that foresees separate rankings, the candidate can equally apply for standard ranking only, for one or more specific rankings or for both with the same application.
7. The candidate applying for a reserved position (art. 4) or for a supernumerary position (art. 7, paragraph 1, lett. a) can not apply for the other positions.
8. 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.
9. Candidates with disabilities or Specific Learning Disorders must attach to the application the appropriate certification - 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.



10. After the closure of the online application, changes or uploading of other documents are not allowed, except for any documentation required afterwards by the Administration.
11. It is in the interest of the candidates to make sure to complete and “close” the application well ahead of the deadline of 10 July 2020, at 12 pm (midday), Italian time. Please note that the payment will be accepted until 12 am (midnight) of the same day. No extension of the above deadline will be granted.

#### **Art. 6 – 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 the official transcripts of the academic degree, accompanied by an Italian or English translation, also made by the applicant’s and under their own responsibility. It is assumed that the candidate will file for a request of equivalence of their title to the competent authorities, following the official procedures (see para. 3. below) These applicants are conditionally admitted to the competition and will be excluded from it, if the academic title does not comply with the requirements for access to the Ph.D. level, as stated in this announcement.
2. The foreign degree must have been awarded by an officially recognized academic institution, that fulfils the requirements for admission to PhD studies in the country it was awarded, and that is equivalent in length, level and subject to the required Italian title. The eligibility of the foreign degree is verified by the Admissions 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.
3. The documentation relating to the foreign degree duly translated and legalized and with a declaration of value, issued by the competent Italian Consulate/Embassy in the Country where the qualification was obtained must be submitted to the appropriate offices, on or before the enrolment deadline. Alternatively, the candidate can submit the [Statement of Comparability of the foreign title](#) issued by ENIC\_NARIC in Italy (CIMEA). The statement must contain all the necessary information to allow a proper evaluation of the title. If the foreign title was obtained in an EU country the *Diploma Supplement* will suffice.

#### **Art. 7 – SUPERNUMERARY POSITIONS**

1. Individuals falling under the following categories may be admitted as supernumerary students, previous submission of the application within the term of expiration using the online platform as per art. 5:
  - 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 institutions. Applicants shall enclose the documentation proving they hold the grant or, if this is not available by the expiry date of the Ph.D. Call, applicants shall provide all relevant information in their online 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 Ph.D Academic Board ("Collegio dei Docenti del Dottorato");
- b) researchers according to art. 22 of the law n. 240/2010, if they are eligible in the ranking;
  - c) Italian public servants, if eligible as per official 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. programme who, for candidates having a foreign qualification, will decide on the declaration of equivalence of the foreign degree with an Italian Master's degree.

#### **Art. 8 – ADMISSION TEST**

1. The admission examination is aimed at assessing, by comparative evaluation, the candidate's basic knowledge and their attitude towards scientific research.
2. Following Covid-19 emergency, admission tests will be carried out for all programmes according to the procedures set forth in art. 12 para 1 letter c) of the University Regulations on PhD programmes.
3. The admission test consists of an interview and the evaluation of the CV, any academic titles submitted and the research project. The interview might entail the verification of the knowledge of foreign languages and the Italian language in case of foreign students. Points allocated for each section are specified, for each programme, in Annex 3.
4. The admission test can be held in any of the foreign languages indicated in the PhD programme of choice.

#### **Art. 9 – ADMISSION TEST PROCEDURES**

1. The interview will take place in-person or on Google Meet (foreign residents may use Skype) as specified in Annex 3, at the date and time stated in each individual programme.
2. Candidates for courses that require the exam to be conducted online and foreign residents who want to take advantage of this possibility (the telematic mode for foreign residents is possible for all courses) must provide their contact details in the application for admission and guarantee the availability of a webcam to allow the Selection Board to identify the candidate and display their ID during the test. The Commission has the right to agree with the candidate a specific time for the start of the interview.
3. On the day and time established for the test, the candidates must be available at the contact provided and must identify themselves before the interview begins, showing a valid identity document.
4. Failure to connect, the unavailability of the candidate on the day or time set or the failure



to show a valid identification document, are grounds for exclusion from the selection procedure.

5. In case there are connection problems during the interview, if the problem concerns one or more commissioners, the interview is postponed ex officio to another date, if the problem concerns the candidate, the commission can reasonably postpone the interview to another date, in compliance with the principles of non-discrimination and equal treatment between candidates.
6. Failure by the candidate to show up for the tests is considered a renunciation to participate in the selection.

#### **Art. 10 – ADMISSION BOARDS**

1. The Admission Boards are nominated by the President, on proposal of the competent Academic Board, in accordance with the [University Regulations on Ph.D. Programmes](#).
2. The composition of the admission boards is available at <https://www.unifi.it/p11741.html>
3. Admission boards shall carry out a preliminary meeting, in-person or remotely, to evaluate the admission titles of the candidates. At the end of the interview process the Boards draw the ranking (or a number of them in case of separate rankings) and forward the minutes of their meetings to the President who will issue a decree of approval of the deeds.

#### **Art. 11 – ADMISSION TESTS SCHEDULES AND RESULTS**

1. The dates of the admission tests 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/p11741.html> at least five days before the date of the admission test. Such publication is to be considered as a legal notification convening the candidates.
3. The ranking, based on the scores assigned to the applicants will be published on <https://www.unifi.it/p11741.html>.

#### **Art. 12 – ADMISSION TO THE COURSES AND ALLOCATION OF THE POSITIONS**

1. The successful applicants, who are placed in winning positions in the ranking list, are admitted to the course. In the case any of the winners renounce, within sixty days from the date of the beginning of course, the next candidate down in the ranking list will be eligible to take the position.
2. In case the candidate is successfully placed in more than one ranking list of different courses, they must select the one Ph.D. programme in which to enrol. The same choice is also necessary if the candidate is successfully placed in different rankings within the same Ph.D. programme.
3. Candidates who are placed in winning positions will receive indications regarding the formalities and the preemptory 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 successful candidates.





5. If a scholarship is funded by an Institution whether public or private, the Academic Board will take into account the specific research purpose of the funding as was established in the agreement.

#### **Art. 13 – ENROLMENT**

1. To confirm the enrolment the successful applicants have to submit the following documentation within the deadline and with the modalities stated in the call:
  - enrolment form;
  - photocopy of a valid identity document;They also need to pay the Regional tax and stamp duty. Instructions to this regard will be provided by the PhD office.
2. In the enrolment form the candidate needs to indicate also:
  - Nationality
  - permanent residence and domicile
  - declaration that they are not enrolled in any other study programme, such as PhD, undergraduate or postgraduate, specialisation school or professional master course at the University of Florence or any other university. In case the candidate is indeed enrolled in another study programme, they must commit to suspend the other programme for the legal duration of the PhD programme. Joint attendance of the medical specialization course and the PhD course is however permitted, as established by art. 15 of the University Regulations for PhD Programmes. In this case, enrolment in the specialization course must be declared in the application form;
  - declaration of having already obtained a PhD or equivalent qualification;
  - declaration of not having already benefited, even partially, from a doctoral scholarship;
  - declaration of non-cumulation of the scholarship for this PhD programme with other scholarships awarded for any other reason, except with those granted by national or foreign institutions useful for integrating, with stays abroad, the research activity of the doctoral student.

#### **Art. 14 – ENROLMENT FEES**

1. Pursuant to art. 1, paragraphs 252 and 262 of Law n. 232/2016, PhD students, in addition to the stamp duty of € 16, doctoral students are required to pay the regional tax for the right to university study (pursuant to art.18, paragraph 8, of Legislative Decree no. 68/2012) the amount of which, for the academic year 2020/2021 (unless otherwise determined by the Regione Toscana by 30 June 2020), is set at € 140.00.
2. The following categories of individuals are not required to pay the regional tax for the right to study:
  - a. those who have applied to the Regional Board for the Right to University Study (ARDSU) for the academic year 2020/2021 Students who have not subsequently been successful/eligible in the scholarship ranking list must pay the regional tax for the right to study, after the publication of the definitive ranking list by ARDSU, within the deadline and in the manner that will be communicated later on the University website on the Doctorate page;



- b. students with certified disabilities, (art. 3, paragraph 1, of Law n. 104/1992) or with a disability equal to or greater than 66%;
  - c. students whose parents are the beneficiaries of a disability pension (art.30 of Law n.118/1971)
3. Admission to subsequent years of the programme and to the final examination is subordinate to the verification of the payment of the regional tax.

#### **Art. 15 – SCOLARSHIPS**

1. The scholarships will be awarded as indicated in art. 10.
2. In cases of equal merit in the admission ranking, the evaluation of the most disadvantageous economic situation will prevail, in accordance with DPCM n. 159/2013. To this end, PhD students must obtain their net worth estimate declaration (DSU) from a CAAF office or directly at INPS (the National Institute for Social Security) which will be needed for calculating the Certificate of the Equivalent Economic Situation Indicator (ISEE) for the benefits for the right to university study, necessary to obtain the benefits for the PhD courses, by 15 December 2020.

It should be noted that, pursuant to art. 8, paragraph 4 of the DPCM n. 159/2013, the family of the applicant for the benefits for PhD courses is made up exclusively of the applicant, their spouse, children under the age of 18, as well as adult children, according to the rules set out in paragraphs 2 to 5 of the art. 3 of the same DPCM Decree n. 159/2013, and in any case without prejudice to the possibility for the beneficiary to establish the family unit according to the ordinary rules.

PhD students, when completing the DSU, must specify to the CAAF/I.N.P.S. that the declaration is intended to obtain the ISEE for university study and whether they intend to benefit from the specific concessions provided for students enrolled in PhD programmes. Different types of ISEE will not be valid.

3. The yearly gross amount of the scholarship is € 15.343,28. If different amounts are envisaged for specific programmes, these will be indicated in Annex 3.
4. The scholarship is paid in deferred monthly installments; if the PhD student renounces to continue the course, they lose the right to receive the scholarship from the month following the date of the renunciation.
5. The amount of the scholarship can be increased by 50% for any periods of stay abroad up to a maximum of 18 months.
6. Scholarships funded by external Bodies, including grants from the Regione Toscana, are awarded to PhD students without prejudice to the successful allocation to the University of the financial resources and of the agreements between the University and the funding bodies.
7. In the event of renunciation to continue the programme or to receive the scholarship, the scholarship will be destined, for the remainder, to the PhD student holding a position without a scholarship, respecting the ranking.
8. If the renouncer is a scholarship holder who receives dedicated funds, the transfer of the residual scholarship to the next student in the ranking without a scholarship is applied only after the approval of the Academic Board, without prejudice to the provisions of any agreement in place.



9. Those who had already received, even a partial scholarship for another Ph.D. programme, will not be eligible to apply for it a second time.

#### **Art. 16 – OBLIGATIONS OF Ph.D. STUDENTS AND INCOMPATIBILITIES**

1. During the Doctoral Programme, Ph.D. students are required to attend the courses and perform all their scheduled research activities on a full-time basis as established by the Academic Board in accordance with art. 17 of the [University Regulations on Ph.D. Programmes](#). In particular, each PhD student has to acquire 6 credits (CFU) by attending specific courses on complementary skills.
2. Enrolled students may be engaged in subsidiary or supplementary teaching activities, approved by the teaching staff, not in contrast with the research activity connected with the doctorate and pursuant to paragraph 4 of the aforementioned art. 17.
3. In the event of justified impediments that do not allow effective attendance (sickness, maternity and post-natal care or further serious and documented reasons), the PhD student may request a waiver to the obligatory attendance to the courses. This will consequently result in the interruption of the scholarship and the extension of the programme's duration. The Academic Board will decide on the matter.
4. In the event that the PhD student carries out work activities, the assessment of compatibility with the fulfillment of the obligations foreseen by the PhD programme is entrusted to the Academic Board.

#### **Art. 17 – AWARDING OF THE Ph.D. DEGREE**

1. To obtain the Ph.D. Degree it is necessary to pass the final exam as per art. 21 of the [University Regulations on PhD Programmes](#).
2. PhD candidates are required to upload the electronic version of their thesis in the appropriate repository of the University as established in the [University Regulations for the Deposit of PhD Theses](#) issued with con D.R. n. 1238 of 20 December 2012.

#### **Art. 18 – INTELLECTUAL PROPERTY ON RESEARCH RESULTS AND PUBLICATIONS**

1. Industrial property rights and copyright 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 carry out the expected publication activities established in the educational program, that will have to be planned so as to make them compatible with the protection of any result attained.

#### **Art. 19 – 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. The candidates, as data subjects, may exercise their rights anytime according to the GDPR. For more details see <https://www.unifi.it/cmpro-v-p-11360.html>

#### **Art. 20 – PUBLICITY**

1. The Call is published, as a notice, on the “Gazzetta Ufficiale dello Stato - Serie Speciale Concorsi ed esami” (the Italian Official Bulletin) - and in its entirety, on the Official Register of the University of Florence and on the website at the <https://www.unifi.it/p11741.html> It is also advertised on the Ministry of Education’s website and on the European website Euraxess.

#### **Art. 21 – UNIT IN CHARGE OF THE SELECTION PROCEDURES**

1. For all purposes pertaining to this call for admissions, the unit in charge is the Ph.D. Office, Piazza San Marco 4, 50121 Florence.
2. Any queries can be addressed to this e-mail: [dottorato@unifi.it](mailto:dottorato@unifi.it) or by calling 055 2757 668 – 671 – 678 – 309, Monday to Friday 10 am – 1 pm.
3. The officer responsible for the procedure is Sabrina Pazzagli.

#### **Art. 22 – FINAL PROVISIONS**

1. The competition documents are public, access is allowed in the ways established by the Law n. 241/1990.
2. For anything not expressly provided for in this announcement, please refer to the legislative, regulatory and ministerial provisions mentioned in the part relating to the legal conditions (Annex 1 in Italian).
3. The University reserves the right to exclude at any time the candidates participating in the competition called with this announcement for failure to comply with the instructions given therein or the terms indicated, or if candidates lack the qualifications required.