



UNIVERSITÀ
DEGLI STUDI
FIRENZE

AREA
SERVIZI ALLA RICERCA
E TRASFERIMENTO TECNOLOGICO

Ph.D. Office

With the financial contribution of:



Regione Toscana



GIOVANI si



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**Ph. D. Programmes
Call for applications
XXXI Cycle – Academic Year 2015/2016**

SUMMARY - Bando di concorso pubblico per l'ammissione ai corsi di Dottorato di ricerca del XXXI ciclo con sede amministrativa presso l'Università degli Studi di Firenze – D.R. n. 705 prot. 89901 del 3 luglio 2015.

Disclaimer:

The official and legally binding announcement is the Italian one available at <http://www.unifi.it/vp-385-dottorati-di-ricerca.html> . The present document cannot be used for legal purposes and is only meant to provide information in English on the call for applications.

Changes and integrations in English will be published on the website at <http://www.unifi.it/vp-385-dottorati-di-ricerca.html> .

No personal written communication shall be provided to applicants concerning assessments' results and deadlines for enrolment.

Application deadline: 7th of August 2015 at 12 p.m. (midday).

Article 1 - Ph.D. Programmes

The University of Florence has published the call for applications for the admission to the Ph.D. programmes reported in **Annex 1** which is an integral part of the call (¹).

All the information regarding the competition (curricula, research topics, number of positions, admission requirements, selection procedures and criteria) can be found in **Annex 1** at <http://www.unifi.it/vp-385-dottorati-di-ricerca.html> .

The PhD programmes will officially start on November 1st 2015 and will have a duration of three years.

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 1, with or without scholarship, 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 oral examination and a separate ranking is formed. The reserved positions not allocated can be made available for ordinary admissions.

The number of positions, indicated in Annex 1, 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.

Article 2 - Who can apply.

Except for the Ph.D. positions funded under the Pegaso projects by the Tuscany Region, applicants of any Country and age, holding a Master's degree (second cycle), can submit their application.

Admissible degrees:

- "*Laurea Specialistica/Magistrale*" (Italian University degrees 3+2 years or combined degrees BA+MA);
- "*Laurea Vecchio Ordinamento*" (Italian University degrees, under the pre-reform system, with a legal course of at least 4 years);
- 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.

¹ For each Ph.D. Programme there are specified, divided in areas of research:

- "curricula" (if any);
- administrative office of the course;
- partner institutions (if any);
- the positions and the scholarships available;
- the number of positions reserved to special categories of students;
- the admission procedures;
- foreign languages in which the examination can be taken;
- documentation to be attached to the application form;
- research project (if requested).

Applicants whose degree are to be awarded after the deadline of the call (7th of August 2015) will be admitted *sub condicione*. In this case they have to provide written evidence that the degree will be awarded mandatorily no later than **October 31st 2015**. 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 applicant is required to submit, not later than **10 days** after graduation, the relevant certification, on pain of ineligibility.

The qualifications and documents required for the admission to PhD courses are listed in Annex 1.

Applicants with a foreign academic degree (equivalent to “*Laurea Magistrale, Laurea Specialistica, Laurea Vecchio Ordinamento*”), may apply for admission attaching 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. The degree certificates **duly translated, legalised and with a declaration of value**, issued by the competent Italian Consulate/Embassy in the Country where the qualification was obtained, must be delivered to the relevant offices, together with the application form.

Non-EU citizens, who have the degree requested for admission to the Ph.D. courses and hold 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, may be admitted as Ph.D. supernumerary students. **The applicants must attach documentation of the ownership of the grant.** In this case applicants are **conditionally admitted**. The Academic Board (“Collegio dei Docenti del Dottorato”) decides on the admission by evaluating each single case.

Applicants, previously **selected under a programme for research of the European Union or under other programmes of international cooperation (Erasmus Mundus, 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.

For Ph.D. courses explicitly listed in Annex 1, contracts of apprenticeship (named “*Apprendistato di Alta Formazione e Ricerca*”) may be offered, whenever available, to those applicants who are admitted without scholarship and do not receive other financial support. More information about this possibility will be posted on the University website on the page specifically dedicated to the programmes. The reference office for such contracts is Ufficio Orientamento e Job Placement - Centro di Servizi di Ateneo per la Valorizzazione della Ricerca e la gestione dell’Incubatore universitario (CsaVRI).

Applicants, eligible for a Ph.D. grant within the Progetto Pegaso funded by Regione Toscana, must meet the following additional requirements: age under 35 by the time of application, ability to use spoken and written English, willingness to study abroad for at least 6 months during the three years PhD course.

Article 3 - How to apply.

For the application, candidates must use the online procedure at the website

http://sol.unifi.it/domdott/login_en.jsp.

Applicants have to:

- connect to http://sol.unifi.it/domdott/login_en.jsp;
- log in and follow the instructions provided;
- select a Ph.D. programme (see **Annex 1**);
- fill in the application online providing the information required and upload the requested documents (also a copy of valid Identity Card or Passport with photo must be attached);
- follow carefully the various requests in the provided webpages for online application.
- pay the application fee of € 30,00. Payments are due, under penalty of ineligibility, within the deadline of 7th of August 2015, 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 *INCI*. *UniCredit Bank* account holders can make payments through internet banking and *UniCredit ATMs*.

Payments from different credit institutions are not allowed.

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.

The application form must be submitted for each choice of Ph.D. programme referred to in Annex 1. The application fee must be paid for each Ph.D. programme for which the application form is submitted.

In the case of a Ph.D programmes structured in “curricula”, the candidate must select a specific curriculum; the candidate, if admitted to the course, registers for only one curriculum.

Applicants with disabilities must specify in their application, in accordance with current Italian Law, any assistance required in relation to their disability, as well as the possible need for additional time to complete the examinations.

Incomplete applications at the 7th of August 12 p.m. (midday) deadline will be excluded.

Article 4 – Selection.

The Admission Board is 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.

Selections are based on evaluation of qualifications and/or examinations. For further details and selection procedures of each PhD programme see **Annex 1**.

In order to participate in the written and/or oral examination, applicants must provide and show a valid passport or other ID at the indicated place and date.

Upon decision of the Admission Board, for some PhD Programmes specified in Annex 1, 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 application form and show a valid passport or other ID when contacted by the Admission Board.

The dates of the competitive examinations will be announced by 7th of August 2015 and will be available on the University of Florence website at the following page [www.unifi.it/ricerca/dottorati di ricerca](http://www.unifi.it/ricerca/dottorati_di_ricerca)>XXXI ciclo.

Article 5 – Ranking list.

At the end of the evaluation process, the scores assigned to the applicants and the final ranking list will be published on <http://www.unifi.it/vp-385-dottorati-di-ricerca.html> .

No information and/or communications about positions in the ranking list will be provided to applicants, being the website the sole and official means of publicity.

Article 6 - Enrolment.

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 .

In the case the candidate is successfully placed in more than one ranking list, the candidate must choose only one Ph.D. course; this option must be exercised promptly and in any event **within 5 days** from publication of the ranking lists on the University website.

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.

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.

Non-EU citizens having scholarships and holders of research grants funded by the European Union or by another European or International scientific institution, may be admitted as supernumerary students after decision by the Academic Board.

Non-EU citizens who are not holders of scholarships are admitted to the Ph.D. course on par with EU citizens.

The successful applicants have to submit the following documentation on the University website on the page dedicated to the Ph.D. courses, **within 7 days** from the publication of the ranking lists:

- application form in legal form (*duty fee stamp of € 16,00*) available on the University website [www.unifi.it/ricerca/dottorati di ricerca/XXXI ciclo](http://www.unifi.it/ricerca/dottorati_di_ricerca/XXXI_ciclo);
- two passport-sized photographs;
- a signed photocopy of a valid identity document;
- payment receipt of the first year tuition and enrolment fees, as specified in Article 7.

Article 7 - Tuition and enrolment fees.

Tuition and enrolment fees due by the Ph.D. students consist of:

a) Regional tax for the right to University study, the amount of which is established, without prejudice to any other determination by the Tuscany Region for the academic year 2015/2016, of **€ 140,00**.

b) Contributions for the enrolment and the attendance to Ph.D. courses, depending on the income levels provided in the annual Degree Programmes are due by those who are not selected for the scholarships offered in this call.

The first instalment of the first year tuition and fees, to be paid by those who are not selected for the scholarships offered in this call, amounting to **€ 340,00 (including the regional tax)**, must be paid at registration.

The second instalment will be determined on the basis of the student's income as in Table 1 University Fees A.Y. 2015/2016 (*“Manifesto degli Studi”*, Academic Year 2015/2016 Section 13.1.1).

The contributions paid will not be refundable.

Article 8 - Scholarships.

The scholarships will be awarded as indicated above in Article 5.

In cases of equal merit in the admission ranking, the evaluation of the economic situation in accordance with D.P.C.M. 9/4/2001 will prevail.

The yearly gross amount of the scholarship is € 13.638,47.

The amount of the scholarship can be increased by 50% for any periods of stay abroad up to a maximum of 18 months.

The scholarship holders are required to pay the Regional Tax.

Article 9 – Compatibilities.

The enrolment in a PhD programme is incompatible with the enrolment in any other PhD 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 PhD programmes, not including co-tutorship agreements.

PhD applicants already enrolled in a PhD programme cannot enrol in the same PhD programme and will be excluded from the ranking list in case they have participated in the selection procedure.

Other compatibilities/incompatibilities are disciplined by the University of Florence internal regulations, "*Regolamento per l'accreditamento, l'istituzione e il funzionamento dei corsi di Dottorato di Ricerca dell'Università degli Studi di Firenze*" (D.R. n. 670/2013).

Article 10 - Liability for the selection procedures.

For all purposes of the selection procedures of the present call, the Ph.D. Office is identified as the competent organisational unit, branch Office in the Department DIPINT, Largo Brambilla 3, 50134 Florence, telephone 055 7944300/325 - e-mail: carriere.dottorato@unifi.it. The person responsible for the procedure referred to in the same notice is Dr. Francesca Cavigli, Head of the Ph.D. Office – Piazza San Marco 4 – 50121 Florence.

Article 11 – Confidentiality.

The personal data in possession of the University of Florence, provided by the applicants together with the application form, in accordance with the current University Regulations about protection of Privacy, will be treated for the purpose of organising selection procedure and managing of the relationship with the University of Florence. Anytime the concerned people may exercise their rights in according to Regulation.

Article 12 – Reference regulations.

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

Florence, July 3rd 2015

The Executive Manager
F.to Dr. Marigrazia Catania

THE RECTOR
F.to Prof. Alberto Tesi