



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

AREA  
SERVIZI ALLA  
DIDATTICA

DOTTORATO



**GIOVANI SI**



Regione Toscana



annex 2)

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

D.R. rep. n. 721 prot. n. 104681 del 25 giugno 2018

**Application deadline:  
25th July 2018 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 2018/2019**

### Disclaimer

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



## *Summary*

Art. 1 – Ph.D. Programmes	pag. 3
Art. 2 – Who can apply	pag. 3
Art. 3 – Reserved Positions	pag. 4
Art. 4 – How to apply	pag. 4
Art. 5 – Foreign Academic Degree	pag. 5
Art. 6 – Supernumerary Positions	pag. 5
Art. 7 – Admission test	pag. 6
Art. 8 – Admission boards	pag. 6
Art. 9 – Examinations schedules	pag. 6
Art. 10 – Admission to the courses and enrolment	pag. 6
Art. 11 – Enrolment fees	pag. 7
Art. 12 – Scholarships	pag. 7
Art. 13 – Obligations of Ph.D. Students and Incompatibilities	pag. 8
Art. 14 – Liability for the selection procedures	pag. 8
Art. 15 – Processing of personal data	pag. 8
Art. 16 – Relevant regulations	pag. 8



#### 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/p11361.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 2018 and will have a duration of three years.

#### 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 whose degree are to be awarded after the deadline of the call (25<sup>th</sup> July 2018) 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 2018. 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 over the date of beginning of the courses (1<sup>st</sup> November 2018), the relevant certification, on pain of ineligibility.
4. Applicants, eligible for a Ph.D. grant 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 grants") during the three years Ph.D. course, willingness to carry out a specific research project having the topics listed in Annex 3.



### 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, 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 interview and a specific ranking is established.
2. The reserved positions not allocated can be made available for standard ranking.
3. The reserved positions with scholarship within *Progetto Ministeriale “Dipartimenti di Eccellenza 2018–2022”*, if not allocated, they will be not available for standard ranking.
4. Related to the Industrial Doctoral Programmes, a number of positions, as specified in Annex 3, may be reserved to employees of societies in agreement with the University of Florence, for these positions a specific ranking is established.

### 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 (also a copy of valid Identity Card or Passport with photo must be attached);
  - pay the application fee of € 30,00. Payments are due, under penalty of ineligibility, within the deadline of 25<sup>th</sup> July 2018, 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.
2. 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.
3. The application form must be submitted for each choice of Ph.D. programme referred to Annex 3. The application fee must be paid for each Ph.D. programme for which the application form is submitted.
4. 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 (standard and specific ones).
5. In the case of a Ph.D. programme that foresees reserved positions (art. 3), the candidate that apply for the reserved position may not apply for the other positions.



6. 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. 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.
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: 25<sup>th</sup> July 2018, 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 (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 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 (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 application within the term of expiration:
  - a) Non-EU citizens, with the requested 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. The applicants must enclose the documentation of the ownership of the grant or if it is not available by the expiry date of the Ph.D. Call, the applicants must enclose with the online procedure the form for the admission as Ph.D. supernumerary students (form link [rtf](#) - [pdf](#)). 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 eligibles 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/p11361.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. The list of the applicants admitted to the competition will be published at <https://www.unifi.it/p11361.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.
2. 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/p11361.html>.

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

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. Applicants 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.
  6. The applicants to perform the enrolment at the University of Florence, have to submit the following documentation within the term and with the formalities suitable on the University website on the page dedicated to the Ph.D. courses:
    - application form in legal form (*duty fee stamp of € 16,00*) available at <https://www.unifi.it/p11361.html>;
    - one passport-sized photograph;
    - a signed photocopy of a valid identity document;
    - payment receipt of the Regional tax, as specified in Article 11.

#### **Art. 11 – ENROLMENT FEES**

1. Enrolment fees due by the Ph.D. students consist of a Regional tax for the right to University study. The annual amount is established, without prejudice to any other determination, by Regione Toscana; for the academic year 2018/2019, 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. 12 – SCHOLARSHIP**

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. 13 – 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 provided by IUSSAF (Istituto Universitario di Studi Superiori dell'Ateneo di Firenze).
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. Ph.D. applicants already enrolled in a Ph.D. programme cannot enrol in the same Ph.D. programme and will be excluded from the ranking list in case they have participated in the selection procedure.
4. Other compatibilities/incompatibilities are disciplined by the University of Florence internal regulations.

#### **Art. 14 – 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: dottorat@unifi.it.
2. The person responsible for the procedure referred to in the same notice is Sabrina Pazzagli.

#### **Art. 15 – 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. Anytime the concerned people may exercise their rights in according to Regulation.

#### **Art. 16 – 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.

Firenze,

The Executive Manager  
Dr. Maria Orfeo

The Rector  
Prof. Luigi Dei