

## CALL FOR APPLICATIONS FOR PHD-PROGRAMS - XXXVIII CYCLE

### ART. 1 - INSTITUTION

Università Politecnica delle Marche announces a call for applications for Doctoral research programs – cycle XXXIX – academic years 2023/24 – 2024/25 – 2025/26. Selections are based on the Italian Ministerial Decree no. 226 of 14<sup>th</sup> December 2021:

PhD COURSES
<b>AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES</b>
<b>ECONOMICS</b>
<b>MANAGEMENT AND LAW</b> Including the following Curricula: 1. <i>Business Economics and Management</i> 2. <i>Economic Law</i>
<b>CIVIL, ENVIRONMENTAL, BUILDING ENGINEERING AND ARCHITECTURE</b> including the following Curricula: 1. <i>Civil, Environmental, Building Engineering and Architecture</i> 2. <i>Digital, Sustainable and Resilient Built Environments</i>
<b>INFORMATION ENGINEERING</b> including the following Curricula: 1. <i>Biomedical, Electronics, Telecommunication Engineering and Nanotechnology</i> 2. <i>Informatics, Management and Automatics Engineering</i>
<b>INDUSTRIAL ENGINEERING</b> including the following Curricula: 1. <i>Mechanical Engineering</i> 2. <i>Energy Engineering</i> 3. <i>Materials Engineering</i>
<b>HUMAN HEALTH</b>
<b>BIOMEDICAL SCIENCES</b>
<b>LIFE AND ENVIRONMENTAL SCIENCES</b> including the following curricula: 1. <i>Marine Biology and Ecology</i> 2. <i>Biomolecular Sciences</i> 3. <i>Civil and Environmental Protection</i>

**The selection procedure, after the ministerial approval required by the Italian Ministerial Decree no. 226 of 14<sup>th</sup> December 2021, for admission to doctoral courses is as follows:**

In the **session** candidates will be selected for:

- doctoral programs funded by the University;
- doctoral programs funded by the University, which can be applied for only by candidates who graduated in non-Italian Universities;
- doctoral programs funded through the Development Projects by excellence departments;
- doctoral programs funded by MIUR for specific research projects;
- doctoral programs funded for specific European projects;
- doctoral programs funded by DD.MM. n. 118 of 02.03.2023 and by the University;
- doctoral programs funded by DD.MM. n. 117 of 02.03.2023 and by the partner Company;
- doctoral programs funded by PNRR;
- doctoral programs funded by third parties;
- unfunded doctoral programs.

**The scholarships funded or co-funded by third parties are subject to agreements to be concluded with such parties or to the availability of dedicated funds in the case of scholarships financed by Ministries.**

**The scholarships funded or co-funded according to DD. MM. 117/2023 and 118/2023 are subject to the successful completion of the activation procedure provided for in the decrees above-mentioned.**

The sub-mentioned positions with scholarships may be increased by funds from third parties, which might still be available after the publication of the present call for applications, in compliance with the deadlines set out in Article 4 below for the submission of applications, and subject to the number of positions without scholarship in the ranking list.

**Annex A** of this Call describes for each PhD program of the ordinary session the number of positions and scholarships available, scientific areas and the maximum score assigned to qualifications and interviews as well as day, time, and topics of the exams.

All PhD programs shall begin on **November 1<sup>st</sup>, 2023**.

## **ART. 2 – ADMISSION REQUIREMENTS**

Admission to doctoral programs is open to graduates of master's programs ("laurea specialistica/magistrale"), graduates holding a degree qualification following legislation in force before Ministerial Decree 509/99, an equivalent academic qualification awarded by non- Italian universities, and students who will graduate **no later than October 31<sup>st</sup>, 2023**. In this case the admission to the program is conditional, and candidates will have to submit a self-declaration within 8th November 2023, in compliance with art. 47 of Presidential Decree Nr. 445/2000, stating they graduated within October 31st. Candidates who fail to comply will not be considered for the competition. Candidates who graduated at any University abroad will be admitted under the condition they provide the complete documentation

required to assess their eligibility, whereas foreign citizens will be admitted under the condition they provide a copy of the Permit of Stay or certificate of residence applied for at the Anagrafe of the Comune.

### **ART. 3 – STUDENTS WITH A DEGREE OBTAINED AT UNIVERSITIES ABROAD**

Candidates with an academic qualification obtained abroad must request for evaluation of said qualification, exclusively to be admitted to the PhD program they wish to apply for. To this purpose they must submit upon application any relevant documents useful for verifying eligibility, according to the instructions provided for in Art.4.

Candidates with an academic qualification obtained abroad can apply for positions and scholarships reserved to them, if available, also for ordinary positions.

Candidates who intend to apply for both must submit two separate applications for participation in the selection process.

Candidates shall have to send a separate application for each of the Courses they wish to apply for.

Candidates admitted to the second stage of the selection process will be interviewed by an internal Panel of the Doctoral Program. At the end of the procedure two separate ranking lists will be published.

### **ART. 4 – APPLICATIONS**

Applications must be submitted for the session, **from June 14th, 2023 (at 1.00 p.m. - CET) to July 14th, 2023 (at 1.00 p.m. - CET) exclusively** via the Esse3Web online form available at <https://esse3web.univpm.it>.

Candidates from Università Politecnica delle Marche can apply through the Esse3web Student-Portal using their student account.

Candidates who don't have their own account must set one up first and then login following the instructions provided.

Instructions on registration can be found in the "**Registration Guide**" on the Univpm website, under [http://www.univpm.it/Entra/Concorsi Dottorato di ricerca](http://www.univpm.it/Entra/Concorsi_Dottorato_di_ricerca).

The above-mentioned webpage contains also instructions on "**Online Application Guide**". Candidates shall ensure that the online application has been successfully completed and submitted. The University shall in no way be held responsible for any technical and/or network problem.

For any information on the call and in case of technical problems, please send an email to [concorsi.dottorato@sm.univpm.it](mailto:concorsi.dottorato@sm.univpm.it)

Candidates must submit the application specifying the PhD Program and, if required, the Curriculum they wish to apply for. They must also state if they will accept the scholarship, should one be available.

The PhD Program selected cannot be changed.

Candidates interested in more than one PhD Program must submit a specific application for each single Program.

Candidates must pay a € 30.00 application fee for each PhD Program they apply for. Application fees are not refundable in any case, not even if candidates haven't taken the tests.

Please note that the payment of the application fee is compulsory and failure to make payment will result in the exclusion of the candidates from the selection.

Payment can be done through the following method:

- **Pago PA**: the candidate must log in and pay by credit card (**immediato**) or by form (**stampa avviso**). In the same page you can visualize the status of the transaction and print out the receipt, after the University has received notification of it thereof (students are recommended to keep it and submit it to the University's offices, only if expressly required to do so).

Candidates shall attach to their online applications copy of a valid I.D.

The following documents, which can be considered for scores, can be attached in addition to the above mentioned: 1) Curriculum Vitae et Studiorum, 2) list of Universities exams taken and grades achieved, 3) declaration stating if candidate is beneficiary of any research grants 4) other qualifications obtained, 5) publications.

Some Ph.D. Courses require specific qualifications as indicated on **Annex A**.

Where requested, the research project proposal will be taken into consideration by the Selection Committee to determine applicant's total qualification score. In case of admission, the research proposal submitted will not necessarily be assigned to the student.

Any request to take the exam remotely may also be attached to the application (TEAMS PLATFORM). This opportunity is reserved for candidates who reside and/or are domiciled abroad.

For the Doctoral Course in Life Sciences only, the examination mode can be chosen by the candidate. Any request to take the exam remotely may also be attached to the application (TEAMS PLATFORM).

Candidates who graduated abroad and who ask for their degree to be evaluated for eligibility by the Selection Committee, must attach to the application the documents required to this purpose (degree certificate, list of courses attended and their duration, list of the exams passed, etc.), along with an Italian translation, an authentication issued by a competent Italian diplomatic-consular representative for the country, in accordance with the regulations governing the admission of foreign students to Italian university degree courses.

Applications received via regular mail or hand delivered will not be considered.

According to the Italian Law. Nr. 104 of February 5, 1992, as amended and supplemented, disabled candidates can specify their status in the online application, so that any possible obstacle during the competition can be removed.

After having completed and submitted the application, candidates can print out the receipt. After submission, however, it will no longer be possible to change the entered data.

At any time, candidates may be officially notified of exclusion from the competition for failure to meet admission requirements.

## **ART. 5 – ADMISSION PROCEDURES**

Applicants will be selected on the basis of the academic qualifications held and the result of the interview. The maximum score assigned for the interview of each doctoral program is specified in Annex A.

Candidates' qualifications will be assessed before the interview according to the general criteria set by the Selection Committee. The results will be published **on the page of the Faculty/Department for PhD courses** before the interview takes place. **The candidates who have regularly submitted their application are admitted to the interview, regardless of the scores obtained for their qualifications. This does not apply to the candidates for the PhD Course "Life and Environmental Sciences", who are required to obtain a minimum score of 15/100 for their qualifications to be admitted to the interview.**

In compliance with art. 7 of the Decree of the President of the Republic Nr. 487 of May 9th, 1994, each Selection Committee may establish a minimum passing grade for the interview.

Interviews will be held publicly and remotely through the Microsoft Teams video conferencing platform. The date and time of the interview will be reported in "Annex A" of this Call for the ordinary session. Their publication is equivalent to a notification to all intents and purposes. Applicants will not receive any further communication.

The exams are meant to assess the candidates' qualification, attitude towards research and the knowledge of one or more foreign languages.

Candidates must show a valid identification document to take the interview.

Candidates who do not show up at the place and time indicated in Annex A will be excluded.

Candidates who reside and / or are domiciled abroad can take the interview in telematic mode through the Microsoft Teams platform only by specific request to be submitted together with the application. The link will be published on the website of Università Politecnica delle Marche under <https://www.univpm.it/Entra/Ricerca/Dottorato di Ricerca /Bando di Concorso Dottorato di ricerca> at least on the day before the interview and the address indicated in the reserved area "Esse3 Web" will be used for contact. This publication is equivalent to a notification to all intents and purposes. Applicants will not receive any further communication.

The admission test for the PhD Course in Life and Environmental Sciences will take place in telematic mode through the Microsoft Teams platform on the day and time indicated for each course in Annex A. The modalities of participation are the same as those indicated in the previous paragraph.

On the day indicated for the interview according to the schedule in Annex A, the candidate must be available at his personal address. If not, the candidate will be excluded from the selection. The Commission has the right to agree with the candidate on a specific time for the start of the interview.

## **ART. 6 – SELECTION COMMITTEE**

A Selection Committee will be appointed for each of the sessions for the selection to every single doctoral program, in compliance with the University Regulations. The names of the members of the Selection Committee will be published after closure of the call on the following web-page: <http://www.univpm.it/Entra/Concorsi Dottorato di ricerca>.

At the end of the interviews, each Selection Committee shall draw up a list of the candidates and the grades assigned to each of them. At the end of each session, each Selection Committee draws up a ranking list for each PhD Program on the base of the total grades achieved by each candidate through the interview and his/her academic qualifications. The Selection Committee of the extraordinary session shall also propose the allocation of the scholarships funded by the University or co-funded with third parties, to be used for working on a specific research topic, considering the positions of the candidates in the ranking list, the candidates' preferences of curriculum specified in the application and the competences on the specific research topic. If two or more applicants score an equal number of points on the list, the financial situations of the candidates shall prevail, according to the Prime Minister Decree (D.P.C.M.) of April 9th, 2001, as amended and supplemented.

The ranking list of the single PhD course will be valid for the allocation of the positions that may still be available after the publication of the present call for applications subject, in any case, to the deadlines set forth in art. 4 for the submission of applications.

## **ART. 7 – ADMISSION TO DOCTORAL COURSES**

At the end of each session of the selection procedures, the ranking lists drawn up by the Selection Committees for each PhD Program shall be approved by the Rector. Candidates will be admitted to the doctoral programs according to their position in the ranking list until all vacancies have been filled.

**The final ranking lists will be published** on the University website under <https://www.univpm.it/Entra/Ricerca/Dottorato di Ricerca /Bando di Concorso Dottorato di ricerca> **by August 9<sup>th</sup>, 2023.**

This publication is equivalent to a notification to all intents and purposes. Applicants will not receive any further communication.

The admitted candidates must apply for enrolment **by August 25<sup>th</sup>, 2023.**

The admitted candidate must apply for enrolment following the instructions that will be given on the University website under

<https://www.univpm.it/Entra/Ricerca/Dottorato di Ricerca /Bando di Concorso Dottorato di ricerca> when the final ranking list is published.

The following documents must be attached:

- The External Activities Declaration
- Scholarship Declaration (to be filled out both by scholarship recipients and not scholarship recipients)
- A passport photo

In addition:

➤ **for scholarship recipients only:**

- form concerning the ways of payment of the scholarship and the national insurance contribution (INPS);

➤ **in addition to the documents already attached to the application form, candidates holding an academic qualification obtained at a University abroad must submit it** (according to the rules governing each single Country):

- a copy of the degree certificate, along with its Italian translation, the authentication and a "declaration of value" ("dichiarazione di valore") issued by the competent Italian consular or diplomatic representative for the country or Diploma Supplement or certificate of comparability and verification issued by an ENIC\_NARIC center;

➤ **for foreign citizens only:**

- for non-EU citizens, a copy of the "Permit of Stay" or a copy of the request of the "Permit of Stay";
- for EU-citizens, a copy of certification of registration at the registry office, issued by the town-hall of residence;



- Italian fiscal code (codice fiscale).

Should a candidate qualify for a position in more than one ranking, he/she must register for only one PhD Program. Registration shall be submitted within the indicated deadline.

**Candidates who have not completed the enrollment procedure in accordance with the terms and conditions indicated above will be considered as withdrawn.**

Vacancies not assigned to any candidates after expiration of the deadline shall be offered to the next ranking candidates of the same session. Notification thereof will be sent to the email address provided for by the candidates in their reserved area. Scholarships not assigned shall be offered to the next ranked candidates who declined a position without scholarship.

At any time, candidates may be officially notified of exclusion from the PhD Course for failure to meet admission requirements.

### **ART. 8 – ENROLLMENT FEE**

All PhD students shall pay upon enrollment a total amount of € 156,00, which includes € 140,00 for Regional University fees and € 16,00 for virtual stamp duties.

The amount paid will be returned to the student, if he/she withdraws before the PhD Course starts.

### **ART. 9 – SCHOLARSHIPS**

The yearly amount of a scholarship is € 16.243,00. It includes social security charges, which are to be paid by the students themselves.

The scholarships shall be paid in monthly installments and they are renewed only if student has successfully completed all the activities of the previous year, which shall be verified by the Academic Board of the Doctoral Program.

The scholarships cannot be combined with any other scholarship or studentship of whatever kind, except those awarded by national or foreign institutions in order to supplement the training and research activities of the recipient with stays abroad.

The amount of the scholarship raises by 50% for duly authorized periods of study and research abroad, if funds are available. These periods abroad must be min. 30 consecutive days and max. 18 months long. The scholarship increase does not apply for mobility to the country of origin in case of graduates from foreign universities and recipients of a scholarship.

Those who have been awarded a doctoral scholarship must not apply for such benefit again, even if for partial fruition. In this second case, applications will be submitted to the academic bodies and, if approved, the granted scholarship will be exclusive of the share already enjoyed.

The scholarship is paid to those entitled only if they have an annual income deriving from work not exceeding € 15.000,00 gross.

### **ART. 10 – RIGHTS AND DUTIES OF PHD STUDENTS**

PhD Students are to be considered as university students in all respects.

Participation in the Doctoral Program requires a full-time and exclusive commitment.

For holders of apprenticeship contracts or employees of companies, commitments are established in the specific agreements.

They must therefore attend the PhD Courses and carry out study and research activities within the facilities provided for that purpose, in accordance with the requirements set forth by the Scientific Board. At the end of each year they must submit an activity report to the Scientific Board for, amongst other things, the extension of the scholarship, if entitled to it.

It is ordinarily expected that each PhD student will carry out for at least a period of 3 months, not necessarily consecutive, research and training activities, consistent with the doctoral project, at highly qualified institutions abroad.

All PhD students are allocated annually, within the available financial resources, a budget for research activities in Italy and abroad of the PhD students themselves, adjusted according to the type of course and in any case the amount is not less than 10% of the amount of the scholarship.

PhD students can carry out the following activities, prior authorization of the Scientific Board and without any increase in the scholarship:

- a. Tutor activities for students of bachelor- and master degree courses;
- b. non-remunerated supplementary lecturing activities for a max. of 40 hours per each academic year.

For the activities referred to in letters a. and b., PhD students are paid the grants referred to in Art. 1, co. 1, letter b), of D.L. No. 105 of May 9th, 2003, converted, with amendments, by Law No. 170 of July 11th, 2003.

In addition, PhD Students can, prior to authorization of the Scientific Board, carry out the following activities:

- Professional internships, provided that they don't interfere with the doctoral activities;
- Fixed-term jobs;
- Research grants;
- Paid activities, if they do not interfere with the didactic and research activities included in the PhD Course. PhD students who have been awarded a scholarship can perform exclusively paid activities which are strictly connected to the topics of the PhD-Course; in the case of PhD students who have not been awarded any scholarships, the inconsistency of the paid activity with the activities of the PhD Course must be assessed considering that, according to the Italian Constitution, those skilled and worthy, although without financial means, have the right to progress to the highest educational levels.

All PhD students, both recipients and non-recipients of a scholarship, must submit to the Scientific Board a written request for the authorization to the performance of the paid activity they wish to perform, along with a declaration of their tutors attesting the compatibility of the activities with the doctoral research work undertaken. Subsequently, the Scientific Board will take its decisions, including the exclusion of the student from the PhD course, if deemed appropriate. The decisions taken by the Scientific Board will be notified to the Rector.

Public employees, who have been admitted to the PhD Courses, are subject to the provisions of Art. 2 of Law Nr. 476 of August 13, 1984 – and following amendments and integrations – governing paid and unpaid study leave. The study leave shall be granted with regard to the needs of the public administration they serve and only if they have never enrolled in a PhD Course before.



PhD students of the medical area can take part in clinical activities, under the direct responsibility of the Director of the Division and after all the insurance obligations of the host clinic have been met.

Enrolment in the course may be suspended at the request of the PhD student for a maximum period of six months for:

- a) proven reasons provided for by specific laws;
- b) serious and long-term illnesses;
- c) civil service;
- d) enrolment in a "Tirocinio Formativo Attivo (TFA)" (internship) in compliance with art. 15 of the above-mentioned Ministerial Decree n. 249 of September 10, 2010.

Suspension is also granted pursuant to Legislative Decree n. 151 of March 26, 2001 and following amendments and integrations, and with Decree of Ministry of Labour and Social Security of July 12, 2007.

PhD students, who decide to suspend the PhD Course temporarily for more than 2 months, must extend the course after the end of the three years for a period equivalent to the one not fulfilled. In this case the scholarship shall be regularly credited, provided that no limitations to extensions of scholarship exist, as in the case scholarships being paid by other institutions than the Univpm.

The PhD student may also request, for proven reasons that do not allow him/her to submit his doctoral thesis within the time provided for by the duration of the course, an extension of the maximum duration of 12 months, without additional financial charges. The Scientific Board, having verified the reasons given by the PhD student, may grant the requested extension.

Instead, it is up to the Scientific Board to decide, for exceptional and motivated scientific needs, to grant an extension of the duration of the doctoral course for a maximum period of 12 months, with payment of the scholarship with funds charged to the University budget for the period of extension of the duration of the scholarship itself.

The periods of suspension and extension referred to in paragraphs 7. (lett. a, b, c, d), 8. and 9. may not exceed 18 months.

The PhD student may withdraw during the three-year period from the course. In this case, the period of activity carried out will be recognized, subject to certification by the Scientific Board of the actual attendance related to this period.

PhD students may decide to withdraw from a course at any time during the three-year period. The University will acknowledge the student's course activities upon attendance certification issued by the Scientific Board and upon payment of the annual tuition fees in case of PhD students not holding a scholarship.

In the cases of unauthorized absence or non fulfilment of the obligations, including the activities to be carried out within the end of each year, the Scientific Board shall reasonably suggest to the Rector that the student be dismissed from the PhD Course, thereby losing the right to receive the scholarship, if granted.

PhD students are provided with insurance coverage against accidents and for civil liabilities for the whole duration of the course and solely for the activities related to the PhD Course.

Inventions made by PhD students during the activities performed within the PhD Course will be subject to the University Regulations concerning patents.

Please note that PhD students are required to comply with any other provisions related to the specific

type of funded scholarship. ([Decreto Ministeriale n. 117 del 02-03-2023.pdf \(mur.gov.it\)](#) and [Decreto Ministeriale n. 118 del 02-03-2023.pdf \(mur.gov.it\)](#))

## **ART. 11 – AWARDING OF THE DOCTORAL DEGREE AND FINAL EXAM**

The title of PhD ("Dottore di Ricerca") is awarded by the Rector upon presentation of a thesis.

PhD theses are expected to make a significant contribution to knowledge and methodologies in the relevant field of study, as judged by two expert professors (examiners) elected by the Scientific Board. The examiners will decide if the thesis shall be submitted for public dissertation or be postponed up to six months for further integrations or corrections. The thesis will then be admitted to public dissertation in any case. Thesis dissertation will take place before an Examination Board appointed in compliance with the University Regulations.

PhD students shall submit within 30 days before the deadline their final thesis - along with a short abstract in Italian and English – to the open access University library, which shall be responsible for assuring its preservation and access to the public, as well as for legal deposit of the thesis at the national libraries of Rome and Florence. Upon substantiated request of the PhD student and prior authorization of the Scientific Board the thesis can be kept confidential and not accessible to third parties for a period not longer than 18 months in accordance to the measures taken to protect copyright, industrial property rights and avoid their commercial exploitation.

## **ART. 12 – REFERENCE STANDARDS**

For matters not explicitly covered in this Call, please refer to the provisions contained in the "Regolamento dottorato di ricerca" (Rules and Regulations for PhD Courses) issued with Rector's Decree Nr. 253 of March 11, 2022, and in the Ministerial Decree Nr. 226 of December 12, 2021, and in the University regulations in force.

## **ART. 13 – OFFICER IN CHARGE**

The Head of the PhD and Post Degree Office is responsible for overseeing all administrative procedures, according to art. 4 of Law nr. 241 of August 7, 1990.

## **ART. 14 – PERSONAL DATA**

The candidate's personal data will be collected from the "Università Politecnica delle Marche" for the Call for Application and the related activities, in accordance with the Italian Legislative Decree no.196 of 30th June 2003, then modified with the Legislative Decree 2018/101 and GDPR Regulation (EU) 2016/679 of the European Parliament.

Names and surnames of the candidates will be showed in the list of candidates. In case of homonymy personal data can be showed, in accordance with the current privacy regulation.

The Privacy Policy is published on the University website: <https://www.univpm.it/Entra/Privacy>

Ancona,

THE RECTOR

f.to Prof. Gian Luca Gregori

*Digitally signed document pursuant to D. Lgs. n. 82/2005 e s.m.i.*