



UNIVERSITA' POLITECNICA DELLE MARCHE



Annex 1 of D.R. n. 513 of 23rd May 2018

CALL FOR APPLICATIONS FOR PHD-PROGRAMS - XXXIV CYCLE

ART. 1 - INSTITUTION

Università Politecnica delle Marche announces a call for applications for Doctoral research programs – cycle XXXIV – academic years 2018/2019 – 2019/2020 – 2020/21 as follows:

PhD COURSES
AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES
ECONOMICS
MANAGEMENT AND LAW including the following curricula: <i>1. Business Economics and Management</i> <i>2. Economic Law</i>
CIVIL, ENVIRONMENTAL, BUILDING ENGINEERING AND ARCHITECTURE including the following curricula: <i>1. Civil, Environmental, Building Engineering and Architecture</i> <i>2. Integrated Facility Engineering and Resilient Environmental</i> <i>3. Vitruvian Studies</i>
INFORMATION ENGINEERING including the following curricula: <i>1. Biomedical, Electronic and Telecommunication Engineering</i> <i>2. Computer, Management and Automation Engineering</i>
INDUSTRIAL ENGINEERING including the following curricula: <i>1. Mechanical Engineering</i> <i>2. Energy Engineering</i> <i>3. Materials Engineering</i>
HUMAN HEALTH
BIOMEDICAL SCIENCES
LIFE AND ENVIRONMENTAL SCIENCES including the following curricula: <i>1. Marine Biology and Ecology</i> <i>2. Biomolecular Sciences</i> <i>3. Civil and Environmental Protection</i>

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The selection procedure for the admission to doctoral programs shall take place in two separate sessions, henceforth called “**ordinary sessions**” and “**extraordinary sessions**”.

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

- doctoral programs funded by the University;
- unfunded doctoral programs;
- 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.

In the **extraordinary session** candidates will be selected for the following programs, if available:

- doctoral programs funded and co-funded by third parties;
- doctoral programs funded by the Marche Region and companies having at least one seat in the Marche region within Eureka project;
- funded and unfunded doctoral programs unassigned in the ordinary session

Candidates applying for Eureka scholarships must be resident or domiciled in the Marche region and be unemployed for the entire duration of the course.

The scholarships funded or co-funded by third parties, offered in the extraordinary session are subject to agreements to be concluded with such parties.

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, location and topics of the exams.

The scholarship beneficiaries of the extraordinary session shall be published on the website of Università Politecnica delle Marche <http://www.univpm.it>, under Research – Ph.D. Programs – Call for applications (link: http://www.univpm.it/Entra/Concorsi_Dottorato_di_ricerca). The list will be constantly updated until the day before the end of the competition.

All PhD programs shall begin November 1st 2018.

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 31st, 2018. In this case admission to the program is conditional, and candidates will have to submit a self-declaration within 12th November 2018, 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.

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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 ordinary session, from May 25th, 2018 to June 25th, 2018 (2.00 p.m. - CET) exclusively** via the Esse3Web online form available at <https://esse3web.univpm.it>.

The application of the extraordinary session shall be submitted according to the same procedure.

The application deadlines for the extraordinary session will be published on 3th September 2018 on the University's website under http://www.univpm.it/Entra/Concorsi_Dottorato_di_ricerca.

Candidates who have passed selection in the ordinary session and have enrolled, cannot apply for the extraordinary session, unless they cancel from the doctoral program they have been selected for in the ordinary session.

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.

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.

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For any information on the call and in case of technical problems, please send an email to dottorato@pm.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. If interested in the Eureka scholarships, available for applicants of the extraordinary session, candidates must also declare to be unemployed and domiciled or resident in the Marche region. 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 one of the following methods:

- **payment online through MAV-form:** this procedure will enable you to generate the online MAV form that will be used by the bank for the payment (the MAV-form must be downloaded from the section "stampa ricevuta e bollettino"). The amount will be automatically sent by the bank to the University's management system. This way students won't need to submit any receipt of payment (students are recommended to keep it and submit it to the University's offices, only if expressly required to do so);
- **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);
- **bank transfer c/o Unicredit** (only for those who make the payment from abroad) Iban: IT95P020080262600000600882 BIC SWIFT: UNCRITM1Q01, stating "contributo di partecipazione a concorso di dottorato in..." ("application fee for Doctoral Program in...") in the field "causale" ("reason for payment").

Candidates shall attach to their online applications the following documents: 1) copy of a valid I.D., 2) bank slip proving payment of 30 € for application fee, if the amount has been paid by bank transfer from abroad.

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.

Applicants for the PhD Courses in "Management and law" and "Political Economy" must attach a copy of the final thesis that will be evaluated along with other qualifications.

Applicants for PhD programs in "Economics" must attach, in addition, not more than two presentation letters.

For the Phd-course of "Information Engineering" students shall submit the list of the exams taken during their previous university study period (Transcript of Records) along with grades.

For the Phd-course of "Human Health" and of "Biomedical Sciences":

- students shall submit up to 5 publications on PubMed or Scopus

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- students shall submit a research work (max. 2 pages, with background, scope, materials, methods, expected results and relevance of the results).

Candidates who are not resident and/or not domiciled in Italy may choose to be interviewed via Skype, stating this option in their application.

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 before the interview takes place. **The candidates who have regularly submitted their application are all admitted to the interview, regardless of the scores obtained for their qualifications.**

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.

The exam time, date and location for each doctoral program are 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 dates, venues and time of the exams for the extraordinary session will be published under http://www.univpm.it/Entra/Concorsi_Dottorato_di_ricerca. Such publication is equivalent to a public notification to all intents and purposes. Applicants will not receive any further communication.

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

Candidates will be admitted to the exams upon presentation of a valid identification document. Candidates who do not show up at the time and location reported in Annex A of this Call for the ordinary session and under [http://www.univpm.it/Entra/Concorsi Dottorato di ricerca](http://www.univpm.it/Entra/Concorsi_Dottorato_di_ricerca) for the extraordinary session shall not take part in the competition.

Candidates who are not resident and/or not domiciled in Italy may choose to be interviewed via Skype (or similar tools), stating this option in their application and thereby providing their personal contact addresses. To this purpose they shall use a webcam for their identification by the Selection Committee. On the day set for the interview, as indicated in Annex A, the candidate must be reachable to the personal address provided and show the identity document, a copy of which he/she attached to the application, before the interview starts. Failure to comply with these procedures will result in the exclusion of candidate.

The time of the interview can be agreed upon by the Selection Committee and the candidate him/herself.

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](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.

ART. 7 – ADMISSION TO PHD-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.

Candidates will be awarded the scholarships for doctoral programs of the ordinary session according to the ranking list until all funds will be allocated.

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The scholarships offered for the doctoral programs of the extraordinary session will be awarded to candidates according to the proposal made by the Selection Committee, as in art. 6 of this call.

The final ranking lists will be published on the University website under http://www.univpm.it/Entra/Concorsi_Dottorato_di_ricerca by **July 23th, 2018 for the ordinary session.**

The date of publication of the ranking list of the students applying for the extraordinary session will be published in the above-mentioned web-page.

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 10th, 2018 for the ordinary session.**

The application deadline for the extraordinary session will be published on the above-mentioned web-page.

The admitted candidate must apply for enrolment following the instructions that will be given on the University website under http://www.univpm.it/Entra/Concorsi_Dottorato_di_ricerca when the final ranking list is published.

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.

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 € 15.343,28. 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.

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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.

ART. 10 – RIGHTS AND DUTIES OF PHD-STUDENTS

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

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.

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

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. If these supplementary lecturing activities are carried out at any other University which the UNIVPM has concluded an agreement with, the authorization must be granted by resolution of the Academic Senate upon approval of the Scientific Board.

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

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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.

Students enrolled in a university course cannot apply for admission to a PhD Course, according to the Ministerial Decree n. 271 of October 22, 2004 and following amendments and integrations.

Students in the last year of the Univpm Specialization Schools in the medical area who have been admitted to a PhD Course offered by Univpm, can attend both, provided that:

- a. attendance to both courses does not interfere with the activities of the Specialization School. A declaration issued by the Board of the Specialization School itself shall then be submitted in this respect;
- b. they accept not to benefit from the PhD scholarship in the year when attending both courses.

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.

Doctoral students are expected to participate in the activities planned, except in the following cases:

- a. pregnancy and maternity, in conformity with 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;
- 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.

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.

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.

PhD students may also decide to renounce their scholarship. In this case, they will maintain their PhD-students status, but will lose any right to the scholarship fruition. The remaining amount may be awarded to the next admitted non-percipient candidates in the ranking lists.

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

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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.

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 15th February after conclusion of the Phd Program 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 – ADDITIONAL REGULATIONS

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. 694 of July 1, 2013, and in the Ministerial Decree Nr. 45 of February 8, 2013 and in the University regulations in force.

ART. 13 – OFFICER IN CHARGE

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

ART. 14 – PERSONAL DATA

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The University Administration will use the applicants' personal data solely for the fulfillment of the selection procedures and for administrative purposes after enrollment, in accordance with Legislative Decree n. 196 of June 30, 2003.

Personal data must be provided in order to assess compliance with the requirements. Non-submittance of personal data will result in the exclusion from the competition.

The information provided can only be transferred to the public administrations directly involved in the competition or requiring to process the data after enrolment.

The candidates hold the rights provided for in the above-mentioned Legislative Decree Nr. 196/2003 and following amendments and integrations, such as the right of access to their personal data, and the right to modify, add to, correct, update or delete data, which are inaccurate, incomplete or collected in a way incompatible with the legitimate purposes, as well as the right to object to the processing of such personal data.

These rights may be asserted against Università Politecnica delle Marche, the data processing entity.

The person responsible for data processing is the General Manager of the Univpm.

Candidates are aware that the ranking lists shall be published with surname, name and other personal details of the candidates only in case of candidates with the same name without exception, in accordance with the privacy protection rules.

Ancona, 23rd May 2018

F.to THE RECTOR
Prof. Sauro Longhi