PhD PROGRAMMES: 34th CYCLE, STARTING ACADEMIC YEAR 2018-2019
CALL FOR APPLICATIONS

ART. 1 – CALL FOR APPLICATIONS

1.1 The University of Verona is now accepting applications from the public for admission to its PhD programmes for the XXXIV cycle, academic year 2018-2019.

1.2 The details of each PhD programme, including the number of places and scholarships available, the criteria for the evaluation of qualifications (if provided), the dates of any admission exam sessions and the possibility of taking the exams in a foreign language can be found in Attachment 1, “List of Contents and Detailed Tables”, published on the Official University Register (Albo Ufficiale di Ateneo) and on the following websites: Dottorati di Ricerca, Ministry of Education, Universities and Research (MIUR), Euraxess and Gazzetta Ufficiale (Official Gazette).

1.3 Any additions, modifications or updates of the content of this Call for Applications will be published exclusively on the Dottorati di Ricerca website.
In the case of additional funding from public or private bodies, Bando Vinci, Banco Intesa San Paolo, ITN or Prin, the number of scholarships offered may increase. However, the deadline for all applications shall remain the same.

1.4 The research lines of the “scholarships associated with a specific research project” reported in Attachment 1, “List of Contents and Detailed Tables”, are under evaluation by Fondazione Cariverona. In the event that all or part of these projects is not financed by Fondazione Cariverona, these positions will be founded by the University of Verona and the Entrance Examination Panel refers the right to modify the project within the same topic.

1.5 The activation of each PhD programme is conditional to the accreditation process of Decree no. 45 of 8/2/13 of the Ministry of Education, Universities and Research. In the event that a PhD programme is not accredited, the relevant entrance examinations will not be held, and applicants will be promptly informed.

This Call for Applications constitutes a notification to all intents and purposes. Applicants will not individually receive any written communication, except as stated in 1.5.

ART. 2 – IMPLEMENTATION OF PhD PROGRAMMES

2.1 The 34th cycle of PhD programmes officially begins on 1st October 2018. PhD programmes last at least three years, except for the Joint PhD programme in Arts and Archaeology whose duration is four years, and end with the defence of the doctoral thesis, which must take place by the month of May of the solar year after the conclusion of the PhD programme.

The PhD degree is conferred by the Rector upon the suggestion of the Examination Panel, after the candidate has successfully completed the doctoral programme and passed the final examination (PhD defence).

2.2 In order to be awarded the degree certificate, PhD candidates must have submitted their
completed doctoral thesis to the Verona University Open Archive (IRIS), where it shall be kept available for consultation by the public. The University of Verona shall be responsible for submitting a copy of the doctoral thesis to the National Libraries of Rome and Florence, as specified by law.

ART. 3 – ADMISSION REQUIREMENTS

3.1 To be admitted to a PhD programme, all applicants (regardless of age or nationality) must hold a Laurea Specialistica/Magistrale or a Laurea (of the old system before Reform no. 509/1999) issued by an Italian University, or an equivalent-level foreign degree. This means candidates with a foreign Master’s degree (e.g. MSc or MA) that would grant them access to PhD programmes in the country where the degree was conferred are entitled to apply.

3.2 Candidates who will complete their Master’s degree by 31st October 2018 are also entitled to apply. Their application will be considered “subject to confirmation” and they will be required to submit their degree certificate or a self-certification to the PhD Office (Area Ricerca – U.O. Dottorati di Ricerca) by 31st October 2018 (in accordance with Presidential Decree no. 445 of 28/12/00 for EU citizens). Any applications which lack this document will not be considered.

3.3 Candidates who are already enrolled in a PhD programme at the University of Verona may, if they pass the relevant entrance exams and are successfully graded in the merit ranking, change to a different PhD programme. Students who change PhDs must renounce their previous PhD programme and begin again from the first year of the new programme only if the programme offers a place without a scholarship.

3.4 Applicants who already hold a PhD will not be admitted to any programme with similar research topics to that of their PhD. Candidates who have already benefited from a PhD scholarship, regardless of the place and year, are not eligible for another scholarship.

All candidates may submit their application for the present Call, subject to confirmation. If any of the aforementioned prerequisites are not satisfied, the university reserves the right to exclude applicants from the selection procedure for justified reasons at any time, even after the examination sessions have taken place.

ART. 4 – APPLICATIONS

4.1 Applications must be submitted electronically only, from 18th May 2018 until 1 pm on 18th June 2018 (Italian local time) using the application form at [www.univr.it/applicationphd](http://www.univr.it/applicationphd)

Procedure:
1. Connect to [www.univr.it/applicationphd](http://www.univr.it/applicationphd)
2. Register by entering the information required
3. Select the PhD programme you wish to apply for
4. Fill in all the required details using the online application form

Further instructions for submitting the online application can be found in the specific guidelines available on Dottorati di Ricerca website.

4.2 After completing the online procedure, applicants should print a hard copy of their filled in application form, sign it and send it by email together with the documentation listed in Attachment 1 by the deadline of 18th June 2018, 2 pm. All documents must be submitted in pdf/A format.

All application documentation must be submitted EXCLUSIVELY to the email address phd.selection@ateneo.univr.it from the candidate’s personal e-mail address with the following subject: “Application for the PhD programme in ……………………………., Candidate’s name and surname”.

Any other modality of candidacy submitting will not be considered.
Each e-mail must not exceed 20 MB, attachments included. Emails that are over the size limit will not be delivered. The system sends an automatic error message of error which may be received by the sender up to several days after sending the email; therefore it is each applicant’s responsibility to check for this type of message, which may be identified as spam by the system.

In case of necessity due to large files, candidates may split their application documents into more than one email. In this case, the subject should be the same and each e-mail should be numbered as follows:

Subject: Application for the PhD Programme in Economics (Candidate XY) – 1 of 2
Subject: Application for the PhD Programme in Economics (Candidate XY) – 2 of 2
etc.

For technical issues, please send an email to: phd.support@ateneo.univr.it
For further information or questions about this Call for Applications, please send an email to: dottorati.ricerca@ateneo.univr.it

4.3 It is highly recommended that candidates do not to wait until the last minute to submit their application. It is each applicant’s responsibility to check that the procedure has been completed correctly. The university accepts no responsibility for late applications due to technical problems or software malfunctions close to the deadline, overloading of communications and/or applicative systems, nor for any loss of communication due to incorrect or missing addresses or late notification of a change of address, nor for any possible misunderstandings or problems caused by third parties, fortuitous cases or force majeure. Incomplete applications that are missing information and/or compulsory attachments shall not be considered. Additional material submitted after the deadline will not be accepted, with the exception of the documents expressly required by the PhD Office.

4.4 Candidates may apply for more than one PhD programme. For this purpose, they must complete a separate online application form for each programme of interest and send it together with the specific documentation listed in Attachment 1. Each application must be accompanied by the specific documents required by the relevant programme.

4.5 All documentation must be in Italian, English, French or Spanish, or translated into one of the aforementioned languages as the candidate’s responsibility.

4.6 Shortly after the application deadline and before the selections are made, a list of all the applications received will be published on Dottorati di Ricerca website and on the web page of each PhD programme. Applicants are kindly invited to check the information posted and, if there are any errors, inform the PhD Office as soon as possible by email only: dottorati.ricerca@ateneo.univr.it.

ART. 5 – INSTRUCTIONS FOR APPLICANTS WITH FOREIGN DEGREES

5.1 Applicants with a foreign degree must attach the following documentation in pdf format to their application form to show that their degree is equivalent to the Italian Laurea Magistrale/Specialistica, that it grants access to PhD programmes in the country where it was conferred and in order to permit the relevant Office to verify the suitability and veracity of their qualification as well as the coherence of their educational pathway:
- Bachelor’s degree certificate showing the exact name of the degree and the final score, supported by a certificate with a full list of the exams taken, the grades achieved and the academic grading scale (academic transcript/transcript of records);
- Master's degree certificate showing the exact name of the degree and the final score, supported by a certificate with a full list of the exams taken, the grades achieved and the academic grading scale (academic transcript/transcript of records);
- Graduation thesis or abstract;
- Letters of introduction/recommendation written by professors or academic specialists from the university that awarded the degree (in Italian or English);
- Diploma Supplement (if available);
- Curriculum Vitae;
- Any other documents in addition to those specified in Attachment 1 that may certify or help the university to evaluate the candidate’s academic qualifications.

The official documents listed above, to be attached to the application, may be in Italian, English, French or Spanish. If they are written in a different language, candidates must attach a legal translation in either Italian or English.

5.2 If the applicant’s academic qualification has already been officially recognised as equivalent to an Italian degree, the candidate must specify the Italian university and the Rector’s Decree number that declared the degree to be equivalent. For qualifications awarded abroad that have not been officially recognised, a standard procedure to verify the degrees will begin, with the sole purpose of fulfilling the application for the PhD programme and on the basis of the documentation listed in paragraph 5.1.

5.3 In addition to the above listed documents, applicants may be requested to submit further documentation that certifies their degrees.

5.4 Applicants with university degrees granted by foreign Universities will be admitted to the selection “subject to confirmation”. The suitability of their degree will be verified after the selections and the procedure will take in consideration only applicants listed in the rankings of merit. In the event that, after verification, the foreign degree submitted by a applicant does not result equivalent to the Italian Laurea Magistrale/Specialistica, the applicant will not be entitled to enrol in the PhD programme and his/her position will be offered to the next applicant on the ranking list.

ART. 6 – ENTRANCE EXAMINATION, EVALUATION AND SELECTION OF APPLICANTS

6.1 The entrance examination consists of a selection procedure intended to ascertain candidates' knowledge and aptitude for academic research.

6.2 Details on the selection procedure and the criteria for evaluating applicants can be found in Attachment 1 – “List of Contents and Detailed Tables”, which constitutes an essential part of this Call for Applications.

6.3 Candidates with disabilities or specific learning difficulties (SpLDs) should note their specific disability in the relevant section of the online application form in order to request any special assistance and, if required, extra time for the examinations, as stated in Italian Law no. 104/1992 and additions.

“Candidates with disabilities” refers to blind candidates (total blindness or a remaining vision of no more than 1/10 in both eyes); deaf candidates (born with impaired hearing or whose hearing loss occurred before they began to speak); candidates with a legal disability of 66% or higher; and candidates with a certificate of disability issued in accordance with Law no. 104/92. The aforementioned disabilities must be certified by the relevant health authority.

“Candidates with specific learning difficulties (SpLDs)” refers to candidates with diagnosed dyslexia, dysgraphia, dyscalculia, dysorthographia. These must be supported by a specific clinical statement issued within the last three years by the Italian National Health Services or a registered medical practitioner. Candidates with certified dyslexia will be given 30% extra time for the entrance examination in accordance with Law no. 170/2010.
All medical certificates must be submitted to the University Student Disabilities Centre (U.O. Inclusione e Accessibilità), Polo Zanotto, Via S. Francesco 22, Verona, phone: 0039 045 8028786, opening times: Monday to Friday 10.00 am–1.00 pm, e-mail: renata.castellani@univr.it, before the Call for Applications deadline. In the case of documentation received after the deadline, the university cannot guarantee the provision of necessary aid.

6.4 To participate in the written and/or oral examination, applicants must appear before the Entrance Examination Panel according to the instructions in Attachment 1 – “List of Contents and Detailed Tables”, at the place and date specified. Candidates must present the original of the same valid ID (passport, identity card or driver’s license) submitted with their application form. They are not required to attend the evaluation of qualifications meetings.

6.5 A score of at least 40/60 is required to pass the entrance exam. The evaluation of qualifications will be based on the documents submitted by the candidates along with their application form following the criteria stated in Attachment 1 – “List of Contents and Detailed Tables”, and the score will be added to the overall mark of the written and/or oral examination. If the qualifications score has not been specified in Attachment 1 the Entrance Examination Panel will decide the maximum score for each qualification required.

6.6 If expressly specified in Attachment 1 of this Call for Applications, foreign and/or Italian candidates may ask to take the oral examination by videoconference (via webcam) by ticking the appropriate option in the online application form. In this case, candidates must specify their preferred platform (Skype, Adobe Connect, etc.) and ID name where they can be contacted for the oral examination and must guarantee the use of a webcam so that they can be identified the Entrance Examination Panel. Please refer to the relevant PhD programme details reported in Attachment 1 to confirm if oral examinations by videoconference are permitted or not.

6.7 No information and/or communication about the results of the entrance examinations will be provided to applicants specifically. The official merit rankings, approved by Rector’s Decree, will be published and displayed on the Official University Register (Albo Ufficiale dell’Ateneo), on Dottorati di Ricerca webpage, and on each PhD programme webpage. Candidates may appeal starting from the publication of the selection results. The selection results are available to be viewed by the public, in accordance with Law no. 241/1990 and subsequent additions and modifications.

ART. 7 – ENTRANCE EXAMINATION PANEL

7.1 The Examination Panels for entrance examinations shall be comprised of three members of the Teaching Committee put forward by the Committee and officialised by the Rector. The Examination Panel may, without going through University Central Administration, be complemented by up to two experts, who may be foreign, selected from companies or public or private research entities. The nomination of such experts is compulsory if an agreement has already been established. The Examination Panel shall elect its own Chair and Secretary. The Rector’s Decrees stating the members of the Entrance Examination Panels will be published on Dottorati di Ricerca webpage, by 5th June 2018.

ART. 8 – ADMISSION TO THE PhD PROGRAMMES

8.1 Successful candidates are admitted to the PhD programmes in order of merit ranking until all the available places on the programme have been filled. If a candidate who has been admitted renounces his/her place within the first three months of the programme, the next applicant on the ranking list shall be admitted. Should a candidate be successful on more than one merit ranking, he/she must select only one PhD programme to enrol in.

8.2 After the process of evaluating applicants’ qualifications and exam results, if two or more candidates have the same score, priority will go to the youngest, in accordance with Art. 3.7
of Law no. 127/97 and subsequently modified by Art. 2 of Law no. 191 of 16/6/98.

8.3 Successful candidates who are admitted to a PhD programme must submit an enrolment form online (available at www.univr.it/enrolmentphd) within 15 days after the publication of the final merit rankings in order to register for their PhD programme.

8.4 Should a candidate fail to complete the online enrolment within the period stated for their relevant PhD programme, the University will consider him/her as having given up his/her place (with or without scholarship) on the programme, and this place will be reassigned to the next candidate on the merit ranking. The latter candidate will be informed by email and must enrol by following the procedure described in paragraph 8.3 and submitting the required documents within five days of the notification.

8.5 Candidates who submit false information or statements will automatically lose their place and sanctions will be imposed according to the Penal Code and other relevant laws (Art.s 75 and 76 of Presidential Decree no. 445/2000). The University Administration will withdraw any benefits awarded to the candidate (such as a scholarship and fee concessions) and will not reimburse any of the fees paid. False declarations may also lead to possible legal action by the interested parties.

ART. 9 – PhD PROGRAMMES AND MEDICAL POSTGRADUATE SPECIALISATIONS

9.1 Students enrolled in the final year of a Postgraduate Specialisation run by the University of Verona are permitted to participate in PhD entrance examinations. Joint attendance is allowed only if the winners result enrolled in the final year of the Postgraduate Specialisation in the Academic Year 2018-2019 (period of reference 1.10.2018 – 30.09.2019).

9.2 When enrolling, the aforementioned students must provide, by the end of October, the following documentation:
- “Nulla Osta” signed by the Director of their Postgraduate Specialisation programme, attesting that attending the two programmes is compatible and authorised by the Committee of the Postgraduate Specialisation.
- A signed declaration written by the student attesting his/her commitment to carry out research activities as instructed by the PhD Teaching Committee.

9.3 Due to incompatibility between the remuneration for the Postgraduate Specialisation and the PhD scholarship, during the period of joint attendance, the student will not receive the latter. The scholarship instalments not paid to the student will be used by the University Administration to fund new PhD scholarships.

9.4 The procedure reported above is valid and effective until the eventual modification of Art. 7 of Ministerial Decree no. 45 of 8/2/13 (Relationship between PhD programmes and Medical Postgraduate Specialisation programmes).

ART. 10 – RIGHTS, OBLIGATIONS AND INCOMPATIBILITIES FOR PhD STUDENTS

10.1 It is not possible to be simultaneously enrolled in more than one study programme that leads to the awarding of a degree (e.g. Bachelor, Masters or Postgraduate Specialisation (except in the medical sector, pursuant to Article 9), short Masters level I or II, or PhD). In case of enrolment in one of the above mentioned programmes, the winner will be required to suspend or, if it is not possible, interrupt the attendance of the aforementioned course before the beginning of the PhD programme; otherwise he/she will be excluded from the PhD programme. Double enrolment is not possible until the end of the PhD programme.

10.2 PhD students must spend at least 3 months (and up to a maximum of 50% of the PhD programme) abroad for study and/or internship at private or public foreign entities (art. 12 point 12 of the “Regulations for PhD Studies”).
10.3 PhD students’ rights, obligations and incompatibilities are regulated by the “Regulations for PhD Studies” available on the Dottorati di Ricerca webpage.

ART. 11 – SCHOLARSHIPS
11.1 Scholarships are awarded according to an evaluation of comparative merit, in order of the respective merit ranking.

The amount granted for each scholarship is €15,343.28 gross per year. This may be increased in situations stipulated by law. Scholarships are exempt from IRE (personal income tax).

Scholarships are awarded for the entire duration of the PhD programme (three years – 36 months, four years – 48 months) and instalments are paid monthly. The first instalment of October 2018 will be paid at the end of the same month ONLY IF the student has submitted all the documentation required and is correctly enrolled in their PhD programme by 25th September 2018. Otherwise, a two-month instalment will be paid to them at the end of November.

The scholarship will be increased by 50% during authorised study periods abroad. Should the student be suspended or excluded from the PhD programme, scholarship funds will be awarded only for the period in which he/she attended it.

Scholarships have an annual duration and are renewed on the condition that the PhD student has completed all the activities intended for that year, as attested by the Teaching Committee.

From the second year of the programme, every PhD student (with or without scholarship) shall be guaranteed a research budget of not less than 10% of the annual scholarship amount, equal to €1,534.32 per year, in order to support his/her research activity in Italy and abroad.

11.2 PhD scholarships cannot be accumulated with other scholarships, except those granted by national or foreign institutions that allow the student to conduct PhD research abroad.

11.3 PhD students who are not awarded a PhD scholarship but who fulfil the income requirements foreseen by the laws in force may apply for a regional scholarship in accordance with the Call for Applications for Regional Scholarships 2018-2019 (“Bando di concorso per l’assegnazione delle borse di studio regionali A.A. 2018/2019”) available at: Laureati → Diritto allo Studio → Borse di Studio D.Lgs. 68/2012) or directly at this link. Such applications must be made by 1st October 2018.

ART. 12 – STUDY FEES AND CONTRIBUTIONS PAYABLE
12.1 Students enrolled in the 2018-2019 academic year must pay fees and contributions according to the following:

Students with a scholarship must make a single payment of €435.00, which comprises €250.00 for tuition fees, about €169.00 for regional study tax contributions, and €16.00 for stamp duty using the virtual stamping system.

Students without a scholarship must make a single payment of €185.00, which comprises €169.00 for regional study tax contributions and €16.00 for stamp duty using the virtual stamping system.

12.2 Students who are not awarded a scholarship but who meet certain income requirements may request a reduction in tuition fees by following the instructions published in the Rector’s Decree at: www.univr.it/benefici.

Students meeting the following requisites are exempt from paying tuition fees:

a) Students with a legal disability of at least 66% certified by the relevant health authority pursuant to Law no. 104/92;
b) Students receiving an Italian Government scholarship (for foreign students, the current application process is available on the Ministry of Foreign Affairs website: www.esteri.it);
c) Recipients of a regional scholarship.
d) Students without a scholarship.

ART. 13 – IPR
13.1 The intellectual and industrial property rights of any results achieved by PhD students – including, but not limited to, software, industrial inventions that may or may not be patentable, know-how, models, data and data collections – are governed in accordance with current regulations/statutory laws, the University regulations and, where applicable, in compliance with specific agreements signed with universities, enterprises/businesses or other parties involved.

13.2 In all cases, PhD candidates undertake to promptly notify the Coordinator regarding the achievement of any results and must agree not to disclose them or use them without the prior authorisation of the University. If collaborating with research groups, PhD students must sign a specific agreement for the recognition of intellectual property rights, maintaining the utmost confidentiality concerning all reserved information, data, and documents they may come into the possession of while carrying out their activities at or on behalf of the University.

13.3 In all cases, PhD students are guaranteed the possibility of undertaking all the normal publication activities provided by the research and study programme, which shall be planned compatibly with the need to protect any possible results.

ART. 14 – CONFIDENTIALITY
14.1 Pursuant to Italian Law no. 196/2003 regarding the protection of personal data, the University Administration commits to using candidates' personal information for the implementation of the selection process and institutional purposes only.

14.2 In accordance with the aforementioned regulations, participation in the selection process implies the applicant’s consent to the use of their personal data and examination results by the University of Verona.

ART. 15 – FINAL REGULATIONS
15.1 All matters not specified in this Call for Applications shall be governed by the “Regulations for PhD Studies” available on Dottorati di Ricerca webpage (“Regolamento per gli studi di Dottorato di Ricerca”) and relevant national laws.

Further information can be requested directly from the PhD Office:
Area Ricerca – U.O. Dottorati di Ricerca
Via San Francesco 22
Public opening hours: Monday, Wednesday and Friday 10.00 am–1.00 p.m.
Phone: 0039 045 8028078/ 8092/ 8608
Email: dottorati.ricerca@ateneo.univr.it
or found on the Dottorati di Ricerca webpage:
http://www.univr.it/main?ent=catdoc&id=6851&idDest=2&sServ=545&serv=68&lang=en

The official, legal Call for Applications is the Italian document available on Dottorati di Ricerca webpage:
http://www.univr.it/main?ent=catdoc&id=6851&idDest=2&sServ=545&serv=68&lang=en
This translation provides a summary in English for informational purposes only.
In the case of any inconsistencies, the valid version is the official Call for Applications in Italian.