



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DISCLAIMER: This document is a non-official version of the PhD Programmes Call for Applications. Only the Italian version approved with Rectoral Decree shall prevail and be binding.

CALL FOR APPLICATIONS FOR THE ADMISSION TO PHD PROGRAMME
IN LAW, SCIENCE AND TECHNOLOGY (37th CYCLE) ACADEMIC YEAR 2021/2022

DEADLINE: 04/06/2021 12.00 (CEST)

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Any amendment or integration of the Call will be published on the [University website](#)

INDEX

ART. 1 - PHD PROGRAMME	3
1.1 Activation and Ministerial Accreditation	3
1.2 PhD Programme Table	3
1.3 Covid-19 Info	3
ART. 2 - ADMISSION REQUIREMENTS	3
ART. 3 - HOW TO APPLY	3
3.1 Application	3
3.2 Required documents	4
ART. 4 - SELECTION PROCEDURE	6
4.1 How to take the admission examinations remotely	6
4.2 Adaptations Requests	6
ART. 5 - ADMISSION BOARD	8
ART. 6 - FINAL RANKING LIST	8

ART. 7 - ENROLMENT	9
7.1 Enrolment procedure	9
7.2 Replacement positions enrolment	10
7.3 Information for applicants who require a VISA	10
7.4 Information for applicants with a non-Italian Degree	10
7.5 Extra-quota Positions	10
ART. 8 - TUITION FEES	11
ART. 9 - PHD POSITIONS AND SCHOLARSHIPS	11
9.1 Positions and Scholarships Assignment	11
9.2 Scholarships payment	11
ART. 10 - ADMISSION TO THE INTERNATIONAL PHD COLLEGE*** OF THE INSTITUTE OF ADVANCED STUDIES FOR INTERNATIONAL CANDIDATES	12
10.1 Subject and scope	12
10.2 Number of positions	12
10.3 Requirements for participation	12
10.4 Application submission	12
10.5 Timing of the selection, shortlist publication and acceptance	13
10.6 Award criteria	13
10.7 Winners obligations	14
10.8 Benefit revocation	14
ART. 11 – ER.GO SCHOLARSHIPS	14
ART. 12 - COMPATIBILITY AND INCOMPATIBILITY	14
ART. 13 - OWNERSHIP OF RESULTS AND CONFIDENTIALITY	15
ART. 14 – PROCESSING OF PERSONAL DATA	15
ART. 15 - LEGAL FRAMEWORK CONCERNING DOCTORAL STUDIES	15

Art. 1 - PhD PROGRAMME

The Call for Applications for the **admission to the PhD programme in Law, Science and Technology, 37th cycle, A.Y. 2021/2022** at Alma Mater Studiorum – University of Bologna, Via Zamboni 33, 40126, Bologna, is now open.

1.1 Activation and Ministerial Accreditation

In accordance with Ministerial Decree no. 45/2013, the PhD programme can be activated after being accredited by the MUR (Ministry of University and Research). The accreditation is renewed after a yearly revision of mandated requirements.

In case of a denied accreditation due to a negative review, which would affect the activation of one or more programmes, the applicants shall be promptly alerted via email to their name.surname@studio.unibo.it account (for more information about the account see [Art. 3](#)).

1.2 PhD Programme Table

Additional information about doctoral positions, research topics, scholarships, specific requirements and assessment criteria are detailed in the PhD Programme Table. Such Table complement the Call for Applications and is available on the [University website](#) (select the PhD programme → “More Information” and then “PhD Programme Table”).

The number of positions and scholarships may vary in case additional funding becomes available, notwithstanding the terms of the application process as detailed in [Art. 3](#). Any amendment, update or integration of the Programme Table will be published on the [University website](#).

1.3 Covid-19 Info

Due to the unpredictable nature of the evolution of the Covid-19 pandemic and in order to ensure continuity in teaching and research activities, during the first semester of the AY 2021/22, doctoral activities shall, if necessary, be carried out in blended modality, in presence and remotely.

Art. 2 - ADMISSION REQUIREMENTS

Applicants, regardless of age and citizenship status, can apply for the admission to the selection procedure if they have awarded at least one of the following degrees:

- a) Laurea Magistrale, Magistrale a ciclo unico or Laurea Specialistica (Master’s Degree);
- b) Laurea di Vecchio Ordinamento (pre-1999 reform);
- c) A Second Cycle Degree awarded by academic institutions part of AFAM (Alta Formazione Artistica e Musicale);
- d) A non-Italian Second Cycle Degree (Master’s Degree or Single Cycle Degree) awarded by an academic institution equivalent to the above mentioned degrees (letters a, b, c).

Applicants who are yet to obtain their Second Cycle Degree are admitted to the selection procedure on condition that they obtain their degree by no later than October, 31st 2021.

Art. 3 - HOW TO APPLY

3.1 Application

The online application must be **submitted by 4th June 2021, 12:00 (CEST)**.

There is no application fee to be paid.

In order to submit the application, applicants shall:

1. Access [Studenti Online](#) and log in using their credentials or register by providing the required information. After registering applicants will receive their credentials, i.e. name.surname@studio.unibo.it. This will be the only email account (which will be activated upon registration) where they will receive all eventual communication regarding the admission procedure. Applicants must use this address to send emails to any University office. **To ensure the protection of the applicants' privacy, the University administrative offices will not be able to reply to emails sent by accounts other than name.surname@studio.unibo.it.**
2. Select "Admission application" and follow the online procedure;
3. Fill in the first part of the application form, in order to access to the attachments upload section (candidates are allowed to access to their application several times, to complete or modify it, up to the submission);
4. Upload the required documents, as detailed in the table below, exclusively in .pdf format. **Applicants will not be able to upload any supporting document after the deadline of this call;** after providing all the required information and documents the application will show the status "Application filled in: You can submit the application";
5. To finalize the application, select "Submit". **Any application not submitted by the deadline will be rejected.** After submission, the application will show the status "Application submitted: Your application has been successfully submitted". **No communication will be sent to applicants about the successful submission of their application.**

After the deadline, all the submitted applications will be forwarded to the Admission Board, and the status will change to "Application checked".

To be valid and eligible, all applications must be filled in and submitted following exclusively the instructions detailed in this call.

3.2 Required documents

a)	Scanned valid ID with photograph	Both sides
b)	Curriculum Vitae	The Curriculum Vitae shall be written in English only.
c)	Documents* attesting the completion and awarding of both first and second cycle degrees. The documents must include: <ol style="list-style-type: none"> 1. Name of the awarding institution; 2. Type of degree (in Italy <i>specialistica/magistrale, magistrale a ciclo unico, vecchio ordinamento</i> or an equivalent second cycle degree as specified in Art. 2); 3. Name of the degree programme; 4. "Classe di laurea" (only for degrees awarded in Italy); 5. Date in which the degree has been awarded; 6. Final mark; 7. Academic transcript of records, including the full list of the exams taken and the related marks. Please also indicate the related CFU or ECTS (if provided by the education system of the Country in which the degree has been awarded); 	Type of document: <ol style="list-style-type: none"> 1. Italian Public Universities: self-certification* dated and signed attesting the completion and awarding of the degree. University of Bologna graduates can download the self-certification from Studenti Online. 2. EU/Non-EU Universities: the certificate, the transcript of records of both the first and second cycle degree, or the <i>Diploma Supplement</i>, if available; 3. Italian Private Universities: the certificate or the self-certification, including all the information as detailed on the side, or in alternative the <i>Diploma Supplement</i>, if available);

	8. <i>“Media ponderata dei voti degli esami”</i> (weighted average, only for degrees awarded in Italy, calculated as detailed below);	
d)	<p><i>For applicants who are yet to obtain their second cycle degree by the date they apply:</i></p> <p>Academic transcript of records, including the full list of the exams taken and the related marks. Please also indicate the related CFU or ECTS (if provided by the education system of the Country in which the degree will be awarded). The record must include the <i>“media ponderata dei voti degli esami”</i>(weighted average , only for graduate students enrolled in Italian Universities)</p>	<p>To calculate the media ponderata (the weighted average mark, only for degrees awarded in Italy and for graduands enrolled in Italian Universities):</p> <ol style="list-style-type: none"> 1. Multiply the marks obtained by the number of CFUs (please, note that "30 e lode" is regarded as 30); 2. Add all the obtained results; 3. Divide the result by the total of the CFUs); 4. Multiply the obtained average by 110 and then divide by 30;
e)	Further supporting documents	As detailed in the PhD Programme Table, that complement the Call for Applications and is available on the University website (select the PhD programme → “More information” then “PhD Programme Table”)
f)	<p><i>For applicants who need to request an adaptation for the Admission test:</i></p> <p>Request of Adaptation Form and valid health documents</p>	For more information about special arrangements and adaptations for the admission examinations see Art. 4
g)	<p>Admission to the International PhD College</p> <p><i>For applicants with non-Italian citizenship, currently resident outside of Italy and with a second cycle degree awarded by a non-Italian University, who intend to participate in the selection for the admission to the International PhD College of the Institute of Advanced studies:</i></p> <ol style="list-style-type: none"> 1. Motivation letter for the participation in the International PhD College activities; 2. A proposal of interdisciplinary project to be developed under “coworking” scheme in the International PhD College (max. 10.000 characters spaces included). 	For more information see Art. 10

***Identity and qualifications documents** must be written in **Italian, English, French, Spanish or German**. In case of documents written in any other language, the official Italian and/or English translation is required. To be accepted, the translation must be issued by the awarding University or by other relevant authorities. Any other supporting document, listed in the PhD programme table, shall be written in English only.

****** According to current legislation, the University must reject certifications issued by other Italian public administrations. Therefore, academic degrees must be attested only using self-certificates if awarded by Italian public universities.

As the PhD Programme Table foresees the possibility to submit to the evaluation one or more **reference letters**, signed by Italian or International academics and professionals in the research field, attesting the suitability of the applicant and

his/her interest for the scientific research, notice that the above-mentioned letters shall not be uploaded by applicants. When filling the online application form on [Studenti Online](#), applicants will be only allowed to provide the email accounts of the requested academic/professional. The latter shall receive an email from the University of Bologna providing for the instructions for uploading. Only letters in .pdf format submitted before the expiry date and time of the Call shall be accepted. Reference letters shall be written in English only.

Art. 4 - SELECTION PROCEDURE

Examination dates, assessment methods, and evaluation criteria concerning the selection procedure for PhD programme admission are detailed in the PhD Programme Table. Such Table complement this Call for Applications and is available on the [University website](#) (select the PhD programme → “More Information”, then click on “PhD Programme Table”). Oral examinations are open to the public and will be conducted remotely via Microsoft Teams.

Examination results will be published on [Studenti Online](#) (select “Requests in progress” → “see details” and then open the .pdf files available at the bottom of the page). No notification will be sent to applicants via e-mail.

Absence without notice or failure to connect on the date/time slot defined for the examination is considered as a withdrawal from the selection process. Also, failing to provide the Admission Board with the same ID uploaded on [Studenti Online](#) is considered as a withdrawal.

Any voluntary withdrawal from the selection process must be communicated to the members of the Admission Board via email (the Admission Board member’s emails are available on the [University website](#) (select the PhD programme → “More Information”, then click on “Admission Board” tab) copying the PhD Unit aform.udottricerca@unibo.it. Such withdrawal emails must be sent exclusively by using the account name.surname@studio.unibo.it, together with a valid ID scan.

4.1 How to take the admission examinations remotely

Examinations will be held remotely via Microsoft Teams. The link to connect to the virtual room for the examination will be available on [Studenti Online](#), in the admission application details.

In order to take the examination, applicants shall connect to the Teams session via the above-mentioned link, using their own account (i.e. name.surname@studio.unibo.it) on the day and time scheduled, and showing their valid ID. A copy of such ID must have been attached to the admission application form as well.

Applicants are responsible for providing adequate audio and video equipment for Microsoft Teams.

In case of **technical issues** occurring before and/or during the examination:

- a) **If one or more Admission Board members experience connection problems**, the examination is postponed to another date which will be notified on [Studenti Online](#), in the admission application details.
- b) **If the applicant experiences connection problems**, the Admission Board may reasonably postpone the examination to another date, in compliance with the principles of non-discrimination and equal treatment between applicants. The new date and time will be published on [Studenti Online](#), in the admission application details.

4.2 Adaptations Requests

Applicants requiring special arrangements (hereinafter Adaptations) to participate to the examinations, should make a request before the deadline of this Call for Applications.

Applicants for PhD programmes which adopt only the qualifications and/or Research Project evaluation as assessment methods **are not required to submit any Adaptation Request**.

In order to submit an Adaptation Request, applicants must:

- 1) **Log in** [Studenti Online](#) and apply following the procedure detailed in [Art.3](#).

2) Fill in the **Request of Adaptation form** available on the first page of the application procedure, then save it as .pdf and attach it to the appropriate section.

Adaptations may consist in:

- a) extra time to take the examination (30% extra time for applicants submitting documents which certify Specific Learning Disorders, Special Educational Needs, or other; 50% extra time for applicants submitting documents which prove any disability and/or handicap as stated by the Italian Law 104/92)
- b) special aids available, such as reading aid, non-scientific calculator, or other aids (the list of special aids can be found in the Request for Adaptation form on [Studenti Online](#)).

Regarding oral examinations, applicants needing special aids can detail them by using the “*Other*” field in the Request for Adaptation form.

In case of any organizational need and/or mandatory regulation that cannot ensure the required adaptations to applicants, an alternative but equivalent measure will be defined as well.

3) Submit **specific documents** as detailed below:

- a) Diagnosis of Specific Learning Disorders, according to the Italian Law 170/2010, issued by the National Health Service (Servizio Sanitario Nazionale) or by a private affiliated body or private professional including a document of conformity issued by the National Health Service itself. These documents must have a date of issue that does not exceed three years from the date of PhD application, or must have been issued after reaching the age of eighteen.

Due to Covid-19 emergency, documents older than three years will be considered as valid if applicants show to have requested an updated document. The University reserves to ask for the mentioned documents. Any document issued by private professionals must be complete and compliant with the 2011 Consensus Conference requirements on Specific Learning Disorders.

- b) Documents issued by National Health Service professional, certifying a Special Educational Need or a difficulty that affects learning.
- c) Handicap certificate according to the Italian Law 104/92;
- d) Disability certificate;
- e) Documentation proving a disorder that may determine a physical/mental inability, even temporary, to study that may lead to certain specific needs during the examination.

Documents must be clear and include all the relevant information needed to understand the special needs of the applicant.

Please note: If an applicant owns both certifications according to the Italian Law 104/92 and some other medical documentation, it is strongly recommended to submit all of them.

Applicants **with disabilities or with Specific Learning Disorders, residing in foreign Countries** who need to ask for the above-mentioned adaptations, must submit an official document certifying such a disability or learning disorder issued in the Country of residence together with its official translation exclusively in Italian or English language.

University Governing Bodies in charge of assessing the mentioned documentation will verify also if the certifications issued abroad prove a condition of disability or learning disorder recognized by the Italian Law.

Please note: Before submitting the application, please check that all the supporting documents listed above are properly attached.

The submitted documents will be assessed by the **Services for disabled students and students with specific learning disabilities** in order to match their compliance with the request for adaptation. In case of incomplete or unreadable

documentation, any addition will be requested to applicants (via name.surname@studio.unibo.it account) and must be fulfilled compulsorily within the deadline stated in the email.

Please note that failing to submit the request or to provide any additional documentation within the deadline, will result in the rejection of the adaptation request.

The PhD Unit will inform the interested applicants (via name.surname@studio.unibo.it account) and the Admission Board about the outcome of adaptation requests.

For any further clarification concerning the procedure for requesting adaptations, please contact the Services for disabled students and students with specific learning disabilities (e-mail: abis.adattamentiammissione@unibo.it; Tel. 051 20 80740).

Art. 5 - ADMISSION BOARD

Details about the Admission Board members are available on the [University website](#) (select the PhD programme → "More Information" and then click on "Admission Board" tab").

In case of scholarships funded by external institutions or of reserved positions, the Admission Board may include an additional Expert Member (i.e. from the external institution) with the purpose of assessing the applicant suitability for the interested position. Any change to the Admission Boards will be communicated on the [University website](#), before the date of the oral examination.

Art. 6 - FINAL RANKING LIST

After the publication of the results of the oral examination, a final ranking list for each PhD programme will be published through a Rector Decree on the [University website](#) (select the PhD programme → "More Information" and check the "Notices" section at the bottom of the page).

The final ranking list contains the applicants who passed all the admission examinations. According to their place in the final ranking list, successful applicants are awarded one of the positions offered by this Call and are admitted to a PhD programme. Please note that specific rules may apply to topic-specific and reserved positions, as stated below.

In case two or more applicants have the same final score, if the position is covered by a scholarship, the assessment of applicants' economic situation will be the criterion to choose the successful one. In case of positions without scholarship, the youngest applicant precedes in the ranking list.

The **topic-specific positions** (if available) bind the applicants to carry out their doctoral research on a specific topic, indicated in the PhD Programme Table. The **reserved positions** (e.g. Industrial or Intersectoral PhD, Apprenticeship PhD, if available) are open to applicants who fulfil specific requirements in addition to the general assessment carried out by the Admission Board.

Reserved and topic-specific positions are not assigned only according to the applicant's placement in the general ranking list, because they require a specific evaluation by the Admission Board (topic-specific positions) or the assessment of specific requirements (reserved positions). Therefore, the positions are awarded following the ranking order of the applicants who are eligible and/or fulfil the specific requirements regarding each position.

If a successful applicant withdraws, with or without notice, from a position, or only from a funding opportunity, the following applicant in the ranking list, who is also eligible for the specific position, will be contacted. Please note that, in case of withdrawal from the funding opportunity only, the relevant Department sets the maximum number of applicants to contact for replacement.

After withdrawal, if the position that becomes available is covered by a regular scholarship, it will be offered to eligible applicants following the final ranking list order.

In order to fill all the openings, the replacement procedure will continue until October 29th, 2021.

Following a withdrawal, if a funded position becomes available, the University will not contact who have already enrolled to a Unibo PhD programme with a topic-specific scholarship. This occurs if the available scholarship has an amount and duration equal to that already accepted.

It is not possible to carry out a PhD project in the **same research field** (i.e. “*Settore Scientifico Disciplinare*”) of a previous PhD programme. The Academic Board will assess each case at the beginning of the programme.

Art. 7 - ENROLMENT

7.1 Enrolment procedure

Successful applicants must enrol on [Studenti Online](#) before the deadline indicated in [University website](#) along with the publication of the Final Ranking list (select the PhD programme → “More information”). Successful applicants who are already enrolled in a different PhD programme need to withdraw from the previous enrolment before the start of the new programme.

In order to **enrol**, applicants shall:

1. log in [Studenti Online](#) with their registration credentials (i.e. name.surname@studio.unibo.it).
2. Click on “Admission application” and follow the procedure;
3. Print the .pdf document, which contains the forms indicated at the following point 6 (c, d, e, and f of the present article), fill it in and sign it;
4. Click on “Fee situation - Enrolment”;
5. Pay the enrolment tax online through the PagoPA system, according to the Italian Law;
6. Before the enrolment deadline, send to aform.udottricerca@unibo.it, using your email name.surname@studio.unibo.it, in attachment the following scanned documents:
 - a) Valid ID or passport (both sides);
 - b) Payment receipt;
 - c) Enrolment Form filled and signed;
 - d) Intellectual property rights and confidentiality protection on research results self-certification;
 - e) Information on “*how to use your institutional e-mail boxes*”;
 - f) Scholarship forms (only for successful applicants with scholarship);
 - g) (*for non-Italian citizens only*) Tax code issued by the Italian Revenue Agency (Agenzia delle Entrate). For applicants who does not hold a tax code at the moment of the enrolment, they can request for it once arrived to Italy and send a scanned copy of it afterwards, before the start date of the PhD Programme.

Enrolments and payments carried out in ways that differ from the ones indicated above will not be accepted.

At the moment of the enrolment, those who are **yet to obtain a second cycle degree** (see article 2), after the completion of their studies and **before October 31st, 2021**, have to send to aform.udottricerca@unibo.it the following documents:

- a) Self-certification (or official certification, if the degree has been obtained either in EU, except for Italy, or non-EU countries, or if the degree has been awarded by an Italian Private University). The document must indicate: University Name, graduation date, type of degree (in Italy *specialistica/magistrale*, *magistrale a ciclo unico*, *vecchio ordinamento* or an equivalent second cycle degree as specified in [art. 2](#)) and final mark;
- b) Scanned copy of a Valid ID with photo.

When the enrolment is complete, PhD candidates will receive an email to their account name.surname@studio.unibo.it with a QR code and the instructions to print their **University ID card** in one of the self-service printing stations of the University.

7.2 Replacement positions enrolment

In case of replacement, the eligible applicants next in line will receive a communication to their email *name.surname@studio.unibo.it*, with the deadline for their enrolment. The latter must be carried out as indicated in paragraph 7.1.

The above-mentioned applicants must complete the enrolment process within the deadline specified in the email, otherwise, the replacement procedure will continue, and the next eligible applicant will be contacted.

7.3 Information for applicants who require a VISA

After the completion of the University enrolment process, the applicants who require a VISA to stay in Italy must register on [UNIVERSITALY website](#) and carry out the “pre-enrolment” to the PhD programme, following the indicated procedure to obtain the VISA.

Moreover, on their arrival to Italy, applicants who have obtained a funded position must send to aform.udottricerca@unibo.it a scanned copy of the following documents:

- a) Valid Permit of Stay. Those who are not in possession of this document must apply for it within 8 days from their arrival to Italy. For more information, please follow the instructions on the [University website](#). Applicants must send the receipt issued by the Questura at the moment of the request of the Permit of Stay;
- b) Italian Tax Code issued by Italian Revenue Agency (*Agenzia delle Entrate*). Those who need to apply for an Italian Tax Code should follow the instructions on the [University website](#).

7.4 Information for applicants with a non-Italian Degree

After the enrolment, within two months from the arrival to Italy, PhD candidates with a **degree issued by non-EU institutions** must provide the following documents in **their original version**:

- a) Second cycle degree certification and *Transcript of Records*, with the official translation in one of the following languages: Italian, English, French, German and Spanish;
- b) Documents attesting the validity of the qualification awarded (e. g. Diploma Supplement, Declaration of Value- *Dichiarazione di Valore in loco* of the second cycle degree issued by Italian Diplomatic authorities located in the country in which the qualification was awarded, recognition of foreign qualifications carried out by agencies like the ones of ENIC_NARIC networks). For more information, please check the [University website](#).

The University reserves the right to request the documents attesting the validity of the awarded qualifications also for those issued in EU countries.

The suitability of non-Italian degrees is established by the University, following the legislation into force both in Italy and in the Country where the qualification has been awarded, and under the relevant international treaties or agreements dealing with the recognition of academic qualifications for access to further studies.

Applicants holding a non-Italian degree, who do not show the requested documents upon enrolment, **are enrolled with condition**. They will be **excluded from the PhD programme** and required to refund any scholarship or funding already received, if they do not provide the original documents or if, on the basis of the evaluation carried out, the qualification provided does not meet the admission requirements referred to in [Art. 2](#).

7.5 Extra-quota Positions

Applicants can be **admitted to extra-quota positions** (i.e. outnumbering the positions established by this Call), who have passed all the admission examinations, can be admitted to the PhD programme if:

- a) Applicants have a scholarship awarded by **the Italian Ministry of Foreign Affairs, in Italian *Ministero degli Affari Esteri e della Cooperazione Internazionale (MAECI)***, or by the foreign authorities of the country where the applicant is born, holds citizenship, resides, or lives. Documents attesting the award of the above-mentioned scholarship must be sent before October 31st, 2021. If already in possession of the documents attesting the

scholarship, applicants should attach them on [Studenti Online](#) during the PhD admission application. In case the applicants enter into possession of these documents after the deadline of this Call for Applications, they must send them to aform.udottricerca@unibo.it using their email name.surname@studio.unibo.it and attaching a scanned double-sided copy of a valid ID.

b) they hold a contract of Apprenticeship for PhD outnumbering the positions established by this Call.

Art. 8 - TUITION FEES

PhD candidates must pay the tuition fees for the enrolment for each academic year.

The total amount of the tuition fees includes insurance premium, stamp duty and the regional tax for the right to higher education.

The amount of the tuition fees is established every year by the Board of Governors of the University of Bologna.

As an example, for the academic year 2020/2021, the amount of such fees was 157.04 euros.

The tuition fees cannot be reimbursed under any circumstances.

Art. 9 - PHD POSITIONS AND SCHOLARSHIPS

9.1 Positions and Scholarships Assignment

The **PhD Programme Table**, which complement this Call for Applications, provide the number of both the **positions** and **scholarships** available for the PhD programme in Law, Science and Technology.

Each applicant can express to the Admission Board their interest for the assignment of one or **more reserved or topic-specific positions**, following the indications provided in the PhD Programme Table. In case of interest in topic-specific positions, applicants can also express their overriding interest in standard positions (i.e. *tema libero*).

The Admission Board will establish if applicants can be considered eligible for the allocation of topic-specific scholarships, taking into account the preferences expressed by the applicants and considering the applicants' skills and expertise. In this event, the Admission Board may include additional Expert Members taking part to the Board with the purpose of assessing the suitability of the applicants competing for topic-specific positions (see [Art. 5](#)).

PhD applicants awarded of Apprenticeship PhD positions are enrolled with condition until their contract is signed. They will withdraw from their enrolment in the PhD programme if they do not sign the contract by December 31st, 2021.

PhD applicants awarded of apprenticeship PhD positions or positions reserved to employees of public and private Entities (on the basis of specific agreements) **will be excluded from the PhD programme** if the employment is interrupted before the end of the legal duration of the PhD programme.

PhD applicants that **already received** a scholarship for the attendance of a PhD programme in Italy, cannot receive a scholarship again.

9.2 Scholarships payment

Scholarships are **paid to PhD candidates on a monthly basis** (payment is usually processed on the 25th day of the month).

For the PhD Programme in Law, Science and Technology, the yearly gross amount of the scholarships is 17,500 euros.

Please note that for PhD candidates with a scholarship, **the registration to the Social Security Administration ([Gestione separata INPS](#)) is mandatory**. The scholarships are subject to the payment of the **INPS social security contribution** according to the relevant legislation into force. Such a contribution is paid as follows: two-thirds paid by the University and one-third paid by the scholarship holder. PhD candidates have the related rights and safeguards.

The payment of the scholarship will be carried out after the PhD candidate has duly entered their **bank account details** (e.g. IBAN code) on [Studenti Online](#) (section "Modify contact details"). The scholarship payment can be made also on

foreign bank accounts. The IBAN code will be used by the University for the payment of the scholarship (the PhD candidate must be the holder of the bank account or, as an alternative, they must be the co-holder).

If the financial agreements with external Entities will not be duly completed by the October 31st 2021, the related positions shall not be awarded, even if indicated in the PhD Programme Table.

The rules regarding the impossibility to combine the PhD scholarships with other funding is governed by Art. 17 of the [PhD Programme Regulation](#) of the University of Bologna.

Art. 10 - ADMISSION TO THE INTERNATIONAL PHD COLLEGE*** OF THE INSTITUTE OF ADVANCED STUDIES FOR INTERNATIONAL CANDIDATES

10.1 Subject and scope

The International PhD College of the Institute of Advanced Studies is a community of international PhD students from different study areas. PhD students joining the International PhD College must integrate the research activity required by their PhD programmes with an interdisciplinary and international “coworking” activity on cross-cutting themes. As a rule, the themes the PhD students will be required to work on will be proposed annually by the Academic Board of the Institute of Advanced Studies or approved by the Academic Board on proposals submitted by the PhD students of the International PhD College. The results of these joint study/research projects will be presented annually during an institutional event. The PhD students will be also required to participate actively in the events and projects organized by the Institute of Advanced Studies.

The successful candidates will be granted free accommodation in a studio apartment for one person in the International PhD College Residence for the entire duration of PhD programme. This benefit will be renewed annually and **for a maximum of three years, irrespective of the PhD programme official duration**, on the basis of an assessment by the Institute of Advanced Studies Academic Board. No financial support or subsidies other than the accommodation shall be provided.

10.2 Number of positions

The Institute of Advanced Studies offers for the a.y. 2021/22 **10 positions** for the admission to the International PhD College. The call is addressed to particularly motivated and deserving international students successfully admitted to a PhD programme offered by the University of Bologna.

10.3 Requirements for participation

In order to participate in the selection, the candidate must meet **all the requirements** listed below:

- a) Non-Italian citizenship;
- b) Residence abroad at the moment of the application submission;
- c) Master’s degree required for the admission to the PhD programme granted by a foreign university (**Please note**: if the candidate has also been granted a master’s degree by an Italian university, only the foreign degree will be considered for the purpose of the selection).

10.4 Application submission

The application for participation in the selection for the admission to the International PhD College is to be submitted simultaneously to the compilation of the application for the admission to the selected PhD programme on [Studenti Online](#) by ticking the option “*I intend to participate in the selection for the admission to the International PhD College of the Institute of Advanced Studies*”. At the moment of the application, the candidate must include the following documents:

- a) Motivation letter for the participation in the International PhD College activities;
- b) A proposal of interdisciplinary project to be developed under “coworking” scheme in the International PhD College (max. 10.000 characters spaces included).

Unless specifically indicated in the PhD Programme Table, the documents listed above will be evaluated only for the purpose of awarding a position in the International PhD College.

The students who will not include the above listed documents will be excluded from the selection for the admission to the International PhD College of the Institute of Advanced Studies. **It will not be possible to integrate the application via e-mail after the submission of the application for the PhD programme.**

10.5 Timing of the selection, shortlist publication and acceptance

The candidates admitted to a PhD programme, **formally enrolled before September 30th 2021**, who have submitted the application for the participation to the selection for the admission to the International PhD College, who meet the requirements listed in point c) and have attached the documents required in point d), will be invited to an interview via the institutional and personal e-mail address indicated in the application for the PhD programme.

The invitations to the interview will be sent to the candidates admitted to the selection starting from **October 6th 2021**. After receiving the invitation, the student must confirm his/her participation in the interview with the Commission of the Institute of Advanced Studies before the deadline indicated in the invitation e-mail.

Please note: If participation in the interview is not confirmed before the deadline indicated in the invitation e-mail, the candidate will be automatically excluded from the selection.

The exact date and hour of the interview will be communicated via e-mail exclusively to the candidates who will confirm their participation within the indicated deadline. The absence of the candidate on the communicated day and time will be considered as the withdrawal from the selection.

The interviews with the Commission of the Institute of Advanced Studies will be carried out in the period **October 18th – October 22nd 2021** and can be carried out remotely via an online platform (Skype, Teams or Zoom). At the end of the selection process, a short list of applicants will be defined by the Commission. The shortlist will be published on the page of the [Institute of Advanced Studies website](#) dedicated to the International PhD College in the section “Attachments”, normally, **before October 31st 2021**. The top 10 candidates will be declared winners and will receive via e-mail an official letter of admission to the International PhD College. The winners will be required to accept the position within the deadline indicated in the assignment letter. The lack of acceptance within the deadline indicated in the letter will be considered as withdrawal from the selection and entails the exclusion from the selection.

In case of withdrawal of a winner or lack of acceptance within the indicated deadline, the vacant position will be offered to next candidates according to the ranking list. The Commission reserves the right to increase the number of available positions based on resource availability.

The withdrawals, if any, after the acceptance of the position, received within January 31st 2022, will allow the assignment of the position to next candidates in the shortlist based on accommodation availability.

The entrance of the successful candidates in the International PhD College Residence is planned, as a rule, starting from **November 1st 2021**. More information will be sent to the winners after the acceptance of the position.

10.6 Award criteria

The admission to the International PhD College of the Institute of Advanced Studies is based on the evaluation of the documents submitted by the applicant and the interview aimed at ensuring a high scientific quality and the level of motivation of candidates. The interview can be carried out in Italian or in English, at the discretion of the applicant.

The evaluation criteria which will be used during the interview are as follows:

- a) curriculum vitae of the candidate and other documents attached to the application;
- b) motivations indicated in the motivation letter;
- c) the proposed interdisciplinary project proposal to be developed under the “coworking” scheme at the International PhD College (max. 10.000 characters spaces included);
- d) knowledge of English and Italian language (if any);
- e) the doctoral research project to be carried out primarily and mainly at the Alma Mater Studiorum – University of Bologna.

10.7 Winners obligations

The PhD students admitted to the International PhD College will be required:

- a) to participate in and actively follow all cultural activities, seminars and other scientific events organized by the Institute of Advanced Studies with particular regard to the Institute weekly lectures and to the interdisciplinary working groups that will be proposed;
- b) to participate in at least 10 weekly lectures offered by the Institute of Advanced Studies during the academic year;
- c) to spend the entire duration of their PhD programme at the University of Bologna. Periods of study and research at other universities or Italian and foreign research centres must be authorized by the Academic Board and cannot exceed a total of 6 months over the entire time span of the PhD programme;
- d) to submit on a yearly basis a report summarizing the carried out scientific activities with attached his/her supervisor evaluation to be submitted to the Institute of Advanced Studies Academic Board for the evaluation of the free accommodation benefit renewal;
- e) to acknowledge the support of the Institute of Advanced Studies and the affiliation to the International PhD College in the thesis and in all derived publications.

10.8 Benefit revocation

The Academic Board of the Institute of Advanced Studies can decide the revocation of the free accommodation benefit and even the expulsion of the PhD student from the International PhD College in cases of repeated and/or unjustified absences to the activities of the College and of the Institute of Advanced Studies or in case of inappropriate behaviors during the stay in the Residence. For more information about the admission to the International PhD College, please refer to segreteria.isa@unibo.it. Further details about the mission and activities of the Institute of Advanced Studies are available on the website <http://www.isa.unibo.it/en>.

Responsible for the present administrative procedure is Dr. Lucia Gunella - Administrative Manager of the Institute of Higher Studies: lucia.gunella@unibo.it

***** At the date of publication of this Call for Applications, the name "International PhD College" is in process of being approved by the Academic Bodies of the University of Bologna.**

Art. 11 – ER.GO SCHOLARSHIPS

PhD candidates who do not receive scholarships, research grants or other funding for the right of higher education may apply for an ER.GO scholarship.

The call for applications for the ER.GO scholarships for the Academic Year 2020/2021 will be published around **July 2021**.

To apply for ER.GO scholarships, applicants must provide regular ISEE (Equivalent Economic Situation Indicator), ISEE form specific for PhD studies or ISEE Università relating to the 2019 income and assets.

It is possible to enquiry at the CAF/INPS about the ISEE 2021, which refers to 2019 incomes and assets.

The application shall be submitted online using the [ER.GO website](#) (using SPID credentials only for applicants holding an Italian ID or using name.surname@studio.unibo.it), on the section "domande online" – "dottorati di ricerca".

For information, please contact ER.GO (tel. +39 051 19907580) or send a message via "Scrivici" on the ER.GO website).

Art. 12 - COMPATIBILITY AND INCOMPATIBILITY

Attending a PhD programme implies a full-time and exclusive commitment for PhD candidates.

More information on PhD programme attendance and the related compatibility/incompatibility rules are disciplined by art. 16 and 17 of the [PhD Programme Regulation](#).

Art. 13 - OWNERSHIP OF RESULTS AND CONFIDENTIALITY

Intellectual and industrial property rights over any result achieved by PhD candidates (e.g. including software, industrial inventions - whether patentable or not - know-how, models, data and data collections, etc.) are disciplined by the relevant National Legislation into force, the University internal regulations, and other agreements signed between the University and third parties if any.

PhD candidates are always required to communicate immediately to the PhD programme Coordinator any accomplishment, by committing themselves not to disclose any result nor use without an explicit prior authorization from the University.

Equally, PhD candidates must sign a confidentiality agreement including any information, data, and confidential documentation that may come to their attention throughout all the activities performed at the University or on behalf of the University itself.

In any case, PhD candidates are allowed to ordinary publishing activities, consistently with their training programme expectations. Those publications will have to be programmed in a way which ensures the protection of the related research results as well.

Art. 14 – PROCESSING OF PERSONAL DATA

In accordance with art. 13 of the EU Regulation 2016/679, the processing of the personal data provided by the applicants, participating to the selection procedure, or acquired for this purpose, by the University aims to carry out only the activities of the selection procedure. Data will be managed by the people in charge of the selection procedure, including the Admission Boards, in the manner and within the limits necessary to achieve the above-mentioned purposes, which may also be communicated to third parties.

The University will keep and use the personal data and contacts provided by the PhD candidates enrolled to the University, also after the completion of the selection procedures, for operational, administrative, accounting and/or other purposes related to the management of institutional activities and legal obligations, as well as for the disclosure of any opportunities to the successful applicants (scholarships, awards, etc.).

Applicants have the right to access their personal data, to request amendments, elimination, limitation of treatment, as well as to object to the processing of the above-mentioned data by addressing their requests to privacy@unibo.it.

Those who believe that the processing of their personal data is in violation of the provisions of the Regulation mentioned above may lodge a complaint to the Authority for data processing (in Italian *Garante*) or refer to the competent court.

The data holder is Alma Mater Studiorum - University of Bologna (registered office: via Zamboni n. 33, 40126 - Bologna, Italy; e-mail: privacy@unibo.it; PEC: scriviunibo@pec.unibo.it).

The contact details of the Personal Data Protection Officer are: registered office, via Zamboni n. 33, 40126 - Bologna, Italy; e-mail: dpo@unibo.it; PEC: scriviunibo@pec.unibo.it.

For further information, please consult the information available on the [University website](#).

Art. 15 - LEGAL FRAMEWORK CONCERNING DOCTORAL STUDIES

The [PhD Programme Regulation](#), issued by Rector's Decree No. 1468/2016 of the 05/12/2016, governs matters other than those covered by the present Call for applications.

By applying for the admission to a PhD programme at the University of Bologna through the online procedure referred to in [Art. 3](#), applicants tacitly agree to be subject to both the rules of the present Call and the [PhD Programme Regulation](#).

Responsible for the present administrative procedure

Daniela Taccone – AFORM – Education and PhD Administrative Division (e-mail: aform.udottricerca@unibo.it; PEC: scriviunibo@pec.unibo.it).