CALL FOR APPLICATIONS FOR PhD PROGRAMMES
(CYCLE XXXIX – ACADEMIC YEARS 2023/2026)

Positions with scholarships funded by M.D. 117/2023 and positions with scholarships funded by M.D. 118/2023

Art. 1
Call Issuing

1. The University of Macerata announces a call for applications for the following PhD programmes (cycle XXXIX) – academic years 2023/2026 as follows:

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2. The University of Macerata complies with the European Researchers’ Charter and Code of Conduct for the employment of researchers outlined at [https://www.unimc.it/it/ricerca/HRS4R/HRS4R-human-resources-strategy-for-researchers](https://www.unimc.it/it/ricerca/HRS4R/HRS4R-human-resources-strategy-for-researchers).

3. The following positions are available in this call for application, founded by European Union - NextGenerationUE:
   - positions with restricted research topic scholarship funded by PNRR resources (M.D. 117/2023);
   - positions with restricted research topic scholarship funded by PNRR resources (M.D. 118/2023).

4. Details of individual positions with restricted research topic fellowship are described in the individual Ph.D. programme tables.

5. The tables of each PhD programme, published on the webpage [https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr](https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr), are integral parts of this call and specify the Coordinator, the research topics, the scientific areas, the criteria for preliminary assessment, for the interview and any further specific requirements/obligations for each course.

6. The attendance of PhD programmes lasts three years, from November 1st 2023 to October 31st 2026.

7. This call for application is an official notification in full. Any changes, updates or additions to its content will be made known, exclusively, with the publication on the website: [https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr](https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr).
Art. 2
Admission requirements

1. Regardless of gender, age, religion or nationality, can participate to the selection who owns a Laurea (in compliance with Italian laws existing prior to Ministerial Decree No. 509/99), or Laurea Specialistica / Magistrale / a ciclo unico or a second level degree awarded by an AFAM (Alta Formazione Artistica e Musicale) institution or, alternatively, who owns an equivalent non-Italian qualification (Master’s Degree) awarded by a foreign university, if that qualification is judged eligible for the selection by the Selection Board.

2. All applicants have to upload, in the online application, a copy or a signed self-statement of holding Italian academic qualifications with the list of exams taken, or a copy of both Bachelor’s and Master’s degrees which have been obtained abroad with the list of exams taken. In case of foreign degrees, the applicant also has to upload the translations, into Italian or English language, with any further documents useful to evaluate the eligibility of the degree to the selection (e.g. Diploma Supplement, Declaration of Value, etc). All candidates are provisionally admitted to the selection and will be excluded from the selection and from the PhD programme if their qualification does not fulfil the formal entry requirements of the third level research programmes.

3. Students who obtain the degree stated in the par. 1, before the date of matriculation for PhD programmes, may submit their application not later than 31st October 2023. In this case, admission to the competition is conditional and any enrollment is regulated in accordance with the provisions of the following art. 6 par. 3.

Art. 3
Application

1. Applications shall be submitted, either in Italian or in English language, online only at https://pica.cineca.it/unimc/dott-2023-02/, no later than 11.59 p.m. (Italian time) on the thirtieth day following the date of publication of this call in the Official University Bulletin Board (https://www.unimc.it/albo_online), enclosing a copy of a valid identity document (identity card or passport) and the copy of the payment receipt of €15 as non-refundable fee for applying to the selection. Possible applications submitted in a different way will not be considered.

2. The non-refundable fee for applying to the selection have to be paid through the PagoPA system, which is available in the website Portale dei pagamenti UNIMC, in the following way:
   
   **Mode:** Voluntary Payment
   
   **Payment reason:** Research doctorate expenses contribution – participation in the competition announcement
   
   **Reason:** 2° Concorso ciclo XXXIX – Surname and Name of the applicant

   **Under any circumstances, the aforementioned application fees are not refundable.**

3. Applicants who do not complete the online application by the deadline, who do not state the university degree as affirmed in the art. 2 par. 1, or do not enclose their ID (identity card or passport) nor enclose a copy of the payment receipt of the application fee, will be excluded from selection.

4. In the context of this call, it is not possible to send multiple applications for the same PhD course. In the event that this occurs, only the last application received in chronological order will be considered valid.

5. To apply for different PhD programmes, the applicant must create several different accounts and submit separate applications, enclosing all required documents and paying the non-refundable application fee for each application.

6. Those who intend to apply for this call must never have received a scholarship for a doctoral programme, even partially. This condition must be self-certified in the application.
7. When completing the application, it is necessary to select one of the topics proposed for the type of position you are interested in, as indicated in the relative course profile.

8. Candidates must pay particular attention to drafting, when completing the application, a research project hypothesis relating to the selected topic.

9. The qualifications, publications and any other required document must be presented in electronic .pdf format and attached exclusively to the online application.

10. Except as provided for the access title to the previous art. 2 par. 3, the other qualifications presented must have been achieved within the deadline of this notice.

11. **It is not possible to modify or supplement the application after its submission.**

12. All of the communications concerning this call are shown on the website https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr. Communications pertaining to a single candidate will be sent to the email address which they have stated in the application form.

13. The University will not be held responsible for problems related to technical failure and/or overload of communication and/or information flow, or for its failure to communicate with candidates due to an incorrect email address provided by a candidate, or for any other problem or delay caused by third parties, unexpected occurrences or unforeseeable circumstances.

14. The verification of the validity of the applications will be carried out by the Administration after the expiry of the term established in par. 1 of this article. In case of non-admissibility of the application or exclusion from the competition procedure, the candidate will be notified by e-mail. The Administration reserves the right to order checks on the truthfulness of what is declared in the application form. Anyone who issues false declarations is punished in accordance with current legislation on the matter.

**Art. 4**

**Selection Boards**

1. The Selection Boards for the competition for admission to the PhD courses are appointed, upon designation by the Academic Board, with a provision from the Rector and are made up of professors and/or university researchers. The presidency of the Commissions is assumed by the Coordinator of the PhD course or by his delegate.

2. The Commissions can be integrated by experts belonging to the bodies and/or companies that contribute to the funding of grants for applied research activities, who participate without the right to vote, with the exclusive task of supporting the Commissions in identifying the most suitable profile to the research topic inherent to the co-financed scholarship.

3. The nomination provisions of the Selection Boards will be available, after the deadline of the call, at web page https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr.

**Art. 5**

**Selection**

1. The admission to the PhD programme takes place passing a selection procedure for qualifications and exams that aims to verify the preparation, the ability and the aptitude for research of the applicant.

2. Each application will be preliminarily evaluated on the basis of the criteria provided by the doctoral course and declared, by reasoned judgment, eligible or ineligible for interview.
3. Results of the aforementioned preliminary assessment, in connection with each PhD course, is published on the admissions website: https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr.

4. The posting of the exam schedule on the above website will be the official notification for calling those applicants who have been admitted to the interview. So, the candidates are invited to the exam, without further notice, on the day and time advertised on the website https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi, and are to bring a valid ID document.

5. A failed presence at the interview will be considered as a waiver of the selection.

6. In accordance with national regulations and with the implementing provisions issued by the University, without prejudice to any further and different provisions, which will be promptly published on the aforementioned website, the interviews will take place in-person, on the date and location indicated on the website at address https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr.

7. A videoconferencing interview is admissible only and exclusively in case of candidates are resident or domiciled outside Italy, by requesting this option in their application.

8. The admitted candidates will be examined by a Selection Board which will proceed to assess the relevance of the qualifications presented, the training profile, skills, experience and aptitudes with respect to the project proposal and also to ascertain the knowledge of the languages indicated in the application for participation.

9. At the end of the interview candidates will receive a mark on a scale of 1 to 10, and the selection process will be deemed successfully passed if candidates receive a mark of at least 7 or above. In the event of equal marks, priority will be given to the youngest candidate.

10. The Selection Boards of each PhD programme will formulate separate rankings for each type of position envisaged.

11. The final ranking list of successful suitable candidates is endorsed by Rector's Decree and published on https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr, thereby serving as official notification to applicants.

12. The suitable candidates in the number of established positions are declared winners and admitted to the doctoral programme in accordance with the ranking order.

13. If there are no applications or there are no suitable candidates in the number envisaged by this notice for a specific type of spot, this position will remain unassigned.

14. In the case of successful placement in more than one ranking in the same selection session, the candidate will have to choose a single PhD programme through the enrolment in that one.

15. The awarding of restricted research topic scholarships requires particular requisites and obligations, as stated in the details of the PhD programme tables, and the consequent acceptance by the winners compulsorily entails the implementation of the assigned research.

16. There is no possibility of admission to any position with waiver of the fellowship.
17. At the end of the selection process, all the candidates will receive a copy of the assessments of their candidacy by the relevant Selection Board, including the outcomes of their initial selections and interviews, in compliance with the principles outlined in the European Researchers’ Charter.

Art. 6
Registration to PhD programmes

1. In order to complete enrolment to the PhD programmes, students are required to:

   a) login at http://studenti.unimc.it/Home.do and submit the enrolment form, within the deadline indicated in the decision approving the competition documents;

   b) proceed with the payment of the first installment of the foreseen fees and/or contributions (Piano tasse), within the deadline indicated for enrolment;

   c) upload in the Allegati section of the enrolment form, the documents listed below:

   - Dichiarazione del percipiente (all scholarship winners)
   - Copy of the ISEEU 2023 declaration or ISEE for PhD programme 2023 declaration (all scholarship winners, who wish to take advantage of the reduction of the second installment of taxes)
   - Copy of residence permit or copy of the request for obtaining residence permit (only non-EU citizens)
   - Copy of a health insurance (private or Italian National Health Service) (only non-Italian citizens)

2. The enrollment of successful candidates, as nominated in the final merit ranking, must be completed, under penalty of exclusion, within the deadline indicated in the provision for approval of the merit ranking, which will be published on the website https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi/bando-borse-pnrr.

3. Failure to obtain the admission title within the terms established in art. 2 para. 3, implies the non-admissibility to the PhD course and therefore the impossibility of proceeding with the matriculation.

4. The aforementioned winners will not receive any other notice regarding the enrolment deadline.

5. If a winner does not enrol within the stated deadline, their standing in the Programme will be forfeited.

6. If a scholarship winner waives the above entitlement, either expressly or tacitly, the scholarship will be offered to the next successful candidate in the final ranking list.

7. Receipt of the enrolment form by the University of Macerata and payment of the tuition and/or fees due, by the deadline, are both necessary for the purpose of accepting the place, on penalty of exclusion.

8. Under no circumstances will the refund of taxes and/or enrollment contributions already paid be allowed.

9. Enrollment in a research doctorate course is compatible with simultaneous enrollment in university study courses pursuant to Law n. 33 of 04/12/2022.

Art. 7
Further fulfilments for candidates with foreign qualifications and visa applicants

1. Winners with admission qualification obtained in non-EU countries, who have not already provided, when submitting the application to participate in the competition, a document useful for the purpose of declaring the authenticity and equivalence of the second level qualification obtained (e.g. Diploma Supplement, Dichiarazione di Valore issued by the Italian diplomatic authorities in the country where the qualification was obtained, certificate of authenticity and comparability issued by centres such as ENIC-NARIC), they will have to provide this documentation during the enrollment phase (in the “Allegati
carrier" section ”) or in any case within two months of the start date of the course.

2. The University reserves the right to request the declaration of authenticity and equivalence also for qualifications obtained in EU countries, and to request the presentation of the original documentation.

3. Candidates in possession of a foreign qualification who do not present the required documentation at the time of submission of the application for admission to the competition or enrolment are enrolled with reserve and will subsequently be excluded from the doctoral course, with the obligation to return the months' salaries any scholarship received, if they fail to show such documentation or, following verification, the qualification produced does not comply with the requirements of art. 2.

4. After completing the enrolment, candidates who need a visa to stay in Italy must register on the Universitaly portal, make a "pre-enrolment application" for the doctoral course and follow the procedure indicated therein for the purpose of issuing a visa. Upon arrival in Italy, it is also required to promptly send the following documents to scuola.dottorato@unimc.it, for the purposes of payment of the scholarship:

   a) valid residence permit. Those who do not have one must request it within 8 days of arriving in Italy following the procedure indicated on the University Portal and send a copy of the insured receipt issued by the Police Headquarters;
   b) tax code, issued by the Italian Revenue Agency. Those who do not have one must request it by following the instructions on the University Portal.

Art. 8
Fulfilments on the part of recipients of scholarships funded by M.D. 117/2023 and M.D. 118/2023

1. Ph.D. students who have been awarded the scholarships under this announcement are required to comply with the ministerial obligations set forth in the Reporting Guidelines intended for implementing entities of the PNRR Italy interventions of which the Ministry of University and Research is the titular administration.

2. The obligations established by the Ministry must be fulfilled through the designated ministerial platform dedicated to scholarship holders and in the aforementioned, in particular, the Declaration of Acceptance of the Doctoral Scholarship (All. 1 to the Guidelines) and the Semi-annual Reports regarding the activities carried out (All. 2 to the Guidelines) must be entered.

Art. 9
Scholarships and other fundings

1. The amount of the scholarship for attending doctoral courses, set by the D.M. no. 247 of 02/23/2022, is equal to a gross annual recipient of € 16,243.00.

2. The assignment of the scholarship implies enrolment in the INPS Separate Management, pursuant to art. 2 par. 26 of the Law n. 335 of 08/08/1995, and the provisions of art. 4 of Law no. 476 of 13 August 1984.

3. The scholarship cannot be combined with the payment of research grants, nor with other scholarships of any kind, except those granted by national or foreign institutions useful for integrating training and research activities with stays abroad of fellows.

4. The assignment of the scholarship is annual and is confirmed, after passing the verification tests for admission to the following year, by the Academic Board.

5. The amount of the scholarship is increased by 50% for carrying out research activities abroad, authorized by the supervisor, for a total period not exceeding twelve months.
6. To carry out the research activity in Italy and abroad, each PhD student is guaranteed an annual budget of no less than 10% of the scholarship amount, pursuant to art. 9 par. 4 of the Ministerial Decree 226/2021.

7. The fruition of the scholarship excludes the establishment of a subordinate employment relationship with the University.

Art. 10
University fees and tax

1. The amount of the fees (Regional tax for Access to Higher Education, public liability insurance premium and stamp duty) and the amount of the annual contribution (COA) due for attending PhD courses are published on the webpage https://www.unimc.it/it/dottorato-di-ricerca/dottorandi/iscrizioni-e-tasse.

2. The amount of the annual contribution (COA) depends on the amount of the student’s ISEE for Doctoral programme (Financial Revenue Status Index), in accordance with Regolamento in materia di contribuzione studentesca, available at https://www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/didattica-e-studenti.

3. Are exempted from paying the amount of the annual contribution (COA) students who are in a condition of disability equal to or greater than 66%, in accordance with the relevant national law;

4. A forfeiture following enrolment or dropout from the PhD programme offers no entitlement to any reimbursement of tuition and fees paid.

Art. 11
Personal Data Processing

1. According to the Art. 13 of 2016/679/UE - GDPR, notice is hereby given that the University of Macerata is committed to respecting the confidential nature of the information provided by candidates: all personal data will be processed only for the purposes connected to and instrumental for this call, according to existing laws.

2. The Data Controller of personal data is the University of Macerata, with headquarters in Macerata, via Crescimbeni nn. 30-32, in the person of the Magnificent Rector as Legal Representative. The Data Controller can be contacted at urp@unimc.it or at the PEC address ateneo@pec.unimc.it.

3. The Data Protection Officer, appointed pursuant to Article 37 of the GDPR, operates in conjunction with the Data Controller. The Data Protection Officer can be contacted at the following email address: dpo@unimc.it.

4. All selection process records are public. Under Law No. 241 dated 7th August 1990, whoever has a legally relevant interest is entitled to legally exercise the right to access said records within 60 days of their approval.

Art. 12
The Officer in Charge for the administrative procedure

1. Pursuant to Law no. 241 of 07/08/1990 and subsequent amendments, Dr. Giovanni Gison, Scientific Research Area and PhD Office, via Don Minzoni, 17 – 62100 Macerata (e-mail: scuola.dottorato@unimc.it; PEC: ateneo@pec.unimc.it).

Art. 13
Final Provisions

1. Doctoral students are required to observe the provisions of the Code of Ethics of the University of Macerata, (D.R. n. 254 of 07/05/2012).
For anything not covered by this notice, please refer to the Regulation containing the procedures for accrediting doctoral locations and courses and criteria for the establishment of doctoral courses by accredited bodies (Ministerial Decree n. 226 of 12/14/2021) and to University PhD Regulations (R. D. No. 81 of 01/03/2023).