CALL FOR APPLICATIONS FOR PhD PROGRAMMES
CYCLE XXXVIII – ACADEMIC YEARS 2022/2025

Art. 1
Call Issuing

1. The University of Macerata announces a call for applications for the following PhD programmes (cycle XXXVIII) – academic years 2022/2025 as follows:

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<th>PhD programme in LAW AND INNOVATION</th>
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<td>PhD programme in GLOBAL STUDIES. INSTITUTIONS, RIGHTS, DEMOCRACY</td>
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<td>PhD programme in QUANTITATIVE METHODS FOR POLICY EVALUATION</td>
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<td>PhD programme in HUMANITIES AND TECHNOLOGIES</td>
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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.

3. According to Ministerial Decree No. 226/2021, the activation of the PhD programmes is subjected to accreditation on the part of the Italian Ministry of University and Research. Winners of the selection will be able to enrol only after the above-mentioned successful verification.

4. The following positions are available in this call for application:
   − positions with scholarship funded by University of Macerata;
   − positions with scholarship funded by University of Macerata reserved for applicants who hold an admission foreign degree;
   − positions with scholarship for developing specific research topic, funded by PNRR – DM n. 351/2022;
   − positions with scholarship for developing specific research topic, funded by PNRR – DM n. 352/2022;
   − positions without scholarship reserved for Public Officers in an Italian Administration.

5. The available positions for each PhD programme are detailed at the link: https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

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

7. The attendance of PhD programmes lasts three years, from 1st November 2022 to 31st October 2025. Successful candidates have to participate in the training activities which will end in writing an original research thesis and they are encouraged to spend a period of study and research abroad during the three-year period of the PhD programme.

8. 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.
Art. 2
Admission requirements

1. Regardless of gender, age, religion or nationality, can participate to the selection they who own 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 Arsitica e Musicale) institution or, alternatively, they who own an equivalent non-Italian qualification (Master’s Degree) awarded by a foreign university, if that qualification will be judged eligible for the selection by the Selection Board.

2. All applicants has to upload, in the online application, a copy or a self-statement of the holding Italian academic qualifications together with the passed list of exams, or a copy of both Bachelor’s and Master’s degrees which have been obtained abroad, together with the passed list of exams. In case of foreign degrees, the applicant have to upload also the translations, into Italian or English language, together 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 for enrolling stated in the Rector’s Decree containing the final ranking list of successful suitable candidates, may submit their application for PhD programmes. In such cases, admission and enrolment are conditional on the truthfulness of their application statement. The getting of the degree after that date will revoke the possible enrollment.

4. Additional detailed terms and conditions for admission are provided on the tables of each PhD programme, which are published on the webpage https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

Art. 3
Application

1. Applications shall be submitted, either in Italian or in English language, online only at https://cfa.unimc.it/2022/01/applicants, no later than 1 p.m. (Italian time) on August 24th 2022, together with a copy of a valid identity document and the copy of a valid ID (identity card or passport) and the copy of the payment receipt of € 40.00 as non-refundable fee for applying to the selection.

   Possible applications submitted in a different way will be not 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:** Concorso ciclo XXXVIII – *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 or who do not state the university degree stated in the art. 2 par. 1, or who do not enclose their ID (identity card or passport) or do not enclose a copy of the payment receipt of the application fee, will be excluded from selection.

4. It is not possible to submit more than one application for the same PhD programme.

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 applicants who want apply for a position with scholarship for developing specific research topic (DM 351/2022 and DM 352/2022), must indicate their choice selecting the specific research topic of interest
among the list proposed by the PhD programme. Requirements and obligations about the scholarships for developing specific research topic, that can be funded by public or private companies are provided on the tables of each PhD programme and they are also published on the webpage https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

7. Public Officers in an Italian Administration who want to apply for reserved positions without scholarship must indicate that choice specifying it in the online application form.

8. The applicant must carefully outline a research project proposal (max 14,000 characters, spaces included), as part of the online application, which develops one of the research topics proposed by the chosen PhD programme, available at web page: https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

9. Qualifications, publications and all other required documents must be submitted in PDF format (maximum size for each file is 7 MB) and uploaded as attachments to the online application

10. With the exception specified under Art. 2, par.3 about the academic qualification for admission, the applicant must be in possession of all the stated qualifications by the application deadline.

11. After the submission, the application can be considered as correctly transmitted, only if you receive an email confirmation (to your registration email address), with an identification code assigned to your application.

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

12. All communication concerning this call is shown on the website https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi. Communications pertaining to a single candidate will be sent to the email address which he/she has stated in the application form: so, make sure to type correctly the email address elected for the purposes of the contest.

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 University of Macerata will check the correctness of all applications after the deadline, as stated in the first paragraph of this article. If the application is invalid or excluded, the candidate will be informed via e-mail. The University will also check whether the candidate’s statements are true: misrepresentation is a crime under the Italian Criminal Code.

Art. 4
Selection Boards

1. For each of the sessions, Selection Boards are appointed by the Rector and they include university teaching staff and/or researchers. The Chair of each Selection Board is the Coordinator of the relative PhD course or his/her delegate.

2. In case of scholarships for applied research topics funded by public and/or private institutions, some representatives of those institutions may participate in the Selection Boards as non-voting consultants, in order to select the best profile for developing the funded research topic.

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.

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 is preliminarily assessed by a Selection Board, which decides if it will or will not be admitted to the interview, stating a reasoned judgment.

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.

4. The posting of the exam schedule on the above website will be the official notification for calling those applicants who have been admitted into 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. Failure to presence at the interview will be considered as a waiver of the selection.

6. In accordance with the governmental regulations and the implementing measures issued by the University, without prejudice to any further and different provisions of the University that will be promptly published on the aforementioned website, the interviews will be on the day and time and in the place stated on the website https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi. A video conferencing interview is admissible only and exclusively in case of candidates are resident or domiciled outside Italy, by requesting this option in their application.

7. Candidates admitted to the interview will be questioned by the Selection Board of the PhD course, that will also check the knowledge of languages stated by the applicant in his/her application.

8. 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.

9. The Selection Boards of the interview will formulate a ranking list for each available position, evaluating the relevance of the provided qualifications, the training profile, skills, experiences and aptitudes with respect to the project proposal.

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

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

12. 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.

13. The awarding of scholarships for specific research topics requires particular requisites and obligations, as stated at Art. 3 par. 6, and the consequent acceptance by the winners requires to carry out that specific research topic and to conduct the planned research activities.

14. Winners who already hold research grants are admitted to PhD courses without a scholarship.

15. 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.

16. Possible availability of scholarships for specific research topic which may derive by the “Dottorati in Discipline Umanistiche” Programme of the Fondazione Intesa San Paolo requires the following requirements and obligations for the applicant:
   a. to have obtained a master’s degree, with no more than one year of registration out of course, in the period between December 2017 and June 2022;
   b. to have obtained a degree score at least equal to 100/110 (preferable is 110 cum laude);
   c. to have an ISEE 2022 value of a maximum of € 30,000.00, according to the art. 8, par. 2, 3 and 5 of D.P.C.M. 159/2013 and not to have any other scholarship nor prize (e.g. research grant).
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, before the date for enrolling stated in the Rector’s Decree containing the final ranking list of successful suitable candidates;

   b) pay the 1st installment of fees (Piano tasse);

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

      • Dichiarazione del percepiente (all scholarship winners)
      • Copy of the ISEEU 2022 declaration or ISEE for PhD programme 2022 declaration (all scholarship winners)
      • 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. Applicants with foreign-issued university degrees should also send the following documents:

      • copy of the university degree, validated and submitted with an official translation into Italian by the Italian Embassy or Consulate in the country where the degree was issued;
      • Dichiarazione di valore validated by an Italian Embassy or Consulate, in the country where the degree was obtained, or alternatively, a Diploma Supplement released according to the model of the European Commission, the Council of Europe and Unesco/Cepes.
      • certificate showing all the exams passed in relation to the university degree, including marks, along with its translation into Italian, validated by an Italian Embassy or Consulate in the country where the degree was issued (if you send the Diploma Supplement you do not have to submit the aforementioned certificate).

3. The enrolment of a winner entitled to a scholarship, as stated in the final ranking list, must be completed, on penalty of exclusion, within the deadline stated in the provision of the approval of the final ranked list, posted at https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

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, his/her 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. The enrolment of a winner not entitled to a scholarship must be completed, on penalty of exclusion, within the deadline that the University of Macerata will communicate to him/her exclusively by e-mail.

8. 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.

9. Applicants are never entitled to a refund of tuition and/or fees paid for enrolling.

Art. 7
Scholarships and other funding

1. The scholarships, amounting a gross income of € 16.243,00 per year, are awarded on the basis of the final ranking of each PhD programme, to candidates who have never been granted a scholarship for a PhD programme previously, not even partially. Candidate who is awarded a scholarship must register with the Gestione Separata INPS [Separate Contribution of the National Institute for Social Security] in compliance with Art. 2, para. 26 of Law No. 335 of 08/08/1995.

2. Concerning the fiscal aspects, the scholarships for attending to a PhD programme are subdued to

3. Scholarships are awarded on a yearly basis, and may be renewed, or not, during the evaluation, by the Scientific Board of the PhD programmes, for admission to the following year of the PhD programme.

4. The scholarship is paid in monthly instalments.

5. If the holder conducts studies and research activity abroad, the amount of the PhD scholarship will be increased by 50% for a maximum of 12 months during the three-year period, under the prior approval of the Coordinator of the PhD programme or of his/her Supervisor. This length cab be extended up to a maximum of 18 months for students who have joint PhD thesis supervision approved by the Scientific Board of the PhD programme.

6. PhD scholarships may not be combined with the amount either of research grants or of any other funding, except for funding granted by Italian or foreign institutions for the purpose of additional research or study to be carried out abroad.

7. The University of Macerata supports PhD students who are not entitled to a scholarship with funding destined for research activities abroad. Such funding is authorized by the Coordinator of the PhD programme or by the Supervisor. The maximum available funding equals the amount provided for the increasing of the scholarships.

8. In line with its yearly budget, the University of Macerata grants all PhD students financial support amounting to 10% of a PhD scholarship, in order to support study and research activities, authorized by the Coordinator of the PhD programme or by the Supervisor, in compliance with Art. 9 of the MD No. 226 of 14/12/2021.

9. Receipt of a scholarship does not entitle the holder to the status of an employer-employee relationship with the University.

Art. 8
Regional Grants For Access to Higher Education

Candidates applying to carry out PhD research on the basis of this call may apply for grants issued by Ente Regionale per il Diritto allo Studio Universitario – ERDIS (Regional Board for Access to Higher Education), in compliance with its regulations, viewable online at: https://erdis.it/.

Art. 9
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.

3. In line with the Stability Law of 2017, para. 262, research students who have not been granted any scholarship are exempted from paying enrolment fees, though they are required to pay the regional tuition for Access to Higher Education, public liability insurance premium and stamp duty.

4. Are exempted from paying the amount of the annual contribution (COA) students who:
   a) obtain or are eligible for ERDIS grants;
   b) are in a condition of disability, recognized by law, equal to or greater than 66%;
   c) own an annual scholarship of the Italian Government as part of development cooperation programs and of cultural and scientific intergovernmental agreements and of the related executive programs.

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

Art. 10
Duties of PhD students

1. Participation in the PhD programme involves full-time and exclusive commitment by PhD students, except for specific programmes defined by the Scientific Board in case of industrial doctorate or partnership with companies and organizations.

2. PhD students can simultaneously enrol to other university courses, as stated by the Law No. 33 of 12/04/2022.

3. Public employees who have been admitted to a PhD courses are subject to the provisions of Art. 2 of Law No. 476 of 13.08.84 and following amendments and integrations regulating paid and unpaid study leave. Study leaves are granted on the basis of the needs of the public administration for which the PhD students work and only if they have never enrolled in a PhD course before.

4. PhD students are expected to attend the lessons and participate to the research activities, like planned in the ARCHITETTURA GENERALE DEI PIANI DI STUDIO DEI CORSI DI DOTTORATO.

5. PhD students are expected to carry out an international mobility abroad for study and research activities for a minimum of three months during the three-year period.

6. PhD students can carry out, as an integral part of the training project, subject to authorization from the Scientific Board and without increasing the amount of the scholarship, tutoring activities for undergraduate and master’s degree students, as well as supplementary teaching activities, within the limit of forty hours for each academic year.

7. PhD students are required to comply with the provisions of the Ethic’s Code of the University of Macerata, available at the link [https://www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/ateneoreg/nuoviregolamentisitoweb.al.06.3.2014/Codice.etico.pdf](https://www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/ateneoreg/nuoviregolamentisitoweb.al.06.3.2014/Codice.etico.pdf)

8. At the end of each course year, PhD students undergo evaluation by the Scientific Board of the PhD programme, which determines whether they will be allowed to continue in the PhD course.

9. The title of Dottore di ricerca, abbreviated to «Dott.Ric.» or «Ph.D.», is awarded following the positive evaluation of a research thesis that contributes to the advancement of knowledge or methodologies in the chosen field of investigation.

10. The public defence of the thesis takes place publicly before a Board specifically appointed by a Rectoral Decree, in compliance with gender balance.

11. All final PhD theses are stored, in electronic format, in the ministerial database, in the National Libraries of Rome and Florence, and in the Open Access University Digital Archive.

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 Provost 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

1. Pursuant to law no. 241 of 7th August 1990 and following amendments and integrations, the manager in charge of administrative proceedings in connection with this call is Cinzia Raffaelli, Office of Scientific Research and Doctorate, Via Don Minzoni, 17 – 62100 Macerata – Italy (e-mail: cinzia.raffaelli@unimc.it; telephone No.: +39 0733.258.2843).

2. For information you can contact the following: telephone Nos. +39 0733.258.2870, +39 0733.258.2880; e-mail scuola.dottorato@unimc.it.

Art. 13
Final Provisions

Issues not covered in this call for applications shall be regulated by relevant national legislation and by the university Rules and Regulation concerning PhD courses.