CALL FOR APPLICATIONS FOR PhD PROGRAMMES
CYCLE XXXVI – ACADEMIC YEARS 2021/2024

Art. 1
Call Issuing

1. The University of Macerata announces a call for applications for the following PhD programmes (cycle XXXVII) – academic years 2021/2024 as follows:

| PhD programme in LAW AND INNOVATION |
| PhD programme in EDUCATION, CULTURAL HERITAGE AND TERRITORIES |
| PhD programme in GLOBAL STUDIES. JUSTICE, RIGHTS, POLITICS |
| PhD programme in QUANTITATIVE METHODS FOR POLICY EVALUATION |
| QMPE1 - Computable General Equilibrium Models and Multisectoral Analysis for Policy Evaluation |
| QMPE2 - Mathematical and Statistical Methods for Policy Evaluation |
| QMPE3 - Nowcasting, big data, networks and web scraping |
| PhD programme in HUMANITIES AND TECHNOLOGIES |

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. 45/2013, research activities being offered are subject to successful recognition on the part of the Italian Ministry of Education, University and Research. Candidates will be informed in case of any negative outcome that should compromise the activation of the courses.

4. The selection procedure for the admission to doctoral programmes shall take place in two separate sessions.

At its first session candidates will be selected for each PhD programme:
- positions with scholarship funded by University of Macerata;
- unfunded positions.

As its second session candidates will be selected for:
- positions with scholarship funded and co-funded by public and/or private companies for developing specific research topics;
- positions with scholarship and unfunded positions unassigned in the first session.

5. Detailed information on available positions and scholarships for each PhD programme may be found at the link: https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi. While deadlines for applications are laid down hereby, in Art. 3, the number of available positions and scholarships of the second session will be published after the herein call and updated details shall be posted on the above website.
6. The tables of each PhD programme, which will be separately published on the webpage [https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi](https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi), state the exam topics, the scientific areas, the assessment criteria, and the interview subjects, as well as any further specific requirements.

7. Any positions and scholarships related to the second session shall be awarded according to the selection procedure of the herein call and the awarding of the scholarships for developing specific research topics to the winners shall be subjected to prior endorsement of agreements on part of the funding companies.

8. The attendance of PhD programmes lasts three years, from 1st November 2021 to 31st October 2024. Successful candidates are to participate continuously in training activities which will be necessary to write an independent and original dissertation, and they are encouraged to spend a period of study and research abroad during this same three-year period.

**Art. 2**

**Admission requirements**

1. Candidates eligible for PhD programmes are graduates, regardless of gender, age, religion or nationality, holding either a Laurea (in compliance with Italian laws existing prior to Ministerial Decree No. 509/99), or Laurea Magistrale / Laurea Specialistica / Magistrale a ciclo unico or, alternatively, an equivalent non-Italian qualification (Master’s Degree) issued by a university institution abroad.

2. Each applicant has to upload, in the online application, a copy or a self-statement of the holding Italian academic qualifications, or a copy of both Bachelor’s and Master’s degrees which he/she obtained abroad, together with the list of exams that he/she passed, all with relevant translations, where appropriate, into Italian or English language. Such candidates are provisionally admitted to courses and will be excluded from this public 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 by 31/10/2020 the degree stated in the par. 1, or before the derogatory date stated by possibly laws, may submit their application for PhD programmes. In such cases, admission and enrolment are conditional on the truthfulness of their application statement.

4. International students must certificate the knowledge of the Italian language at a minimum A2 level according to the Common European Framework of Reference for Languages (CEFR).

5. 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](https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi).

**Art. 3**

**Application**

1. Applications for the first session shall be submitted, either in Italian or in English language, online only at [https://cfa.unimc.it/2021/01/applicants](https://cfa.unimc.it/2021/01/applicants), no later than 2 p.m. (Italian time) on July 5th 2021, 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.

Applications for the second session shall be submitted according to the above mentioned procedure, at [https://cfa.unimc.it/tematicavincolata/2021/01/applicants](https://cfa.unimc.it/tematicavincolata/2021/01/applicants), from 8 a.m. (Italian time) on August 23rd 2021 to no later than 2 p.m. (Italian time) on October 5th 2021 together with a signed 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.

2. The non-refundable fee for applying to the selection have to be payed 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 XXXVII – Surname and Name of the applicant

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

3. An applicant who does not complete the online application by the deadline or who does not state his or her university qualifications or who fails to enclose a signed copy of his or her ID (identity card or passport) or fails to 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, in the same session.

5. To apply for different PhD programmes, the applicant must make separate registrations and submit separate applications, enclosing all required documents and he/she must pay the non-refundable fee for applying pertaining to each application.

6. 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.

7. The research topic that the applicant chooses for his or her application, in the first session, will not necessarily be the topic of the research activity which he or she will carry out in the PhD programme.

8. 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.

9. 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.

10. If the application has been correctly transmitted, after the submission he/she will receive email confirmation (to his/her registration email address) with the identity code assigned to his/her application. It is not possible to modify or supplement the application after its submission.

11. 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.

12. 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.

13. 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 at web page https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

Art. 5
Selection

1. The Selection Boards either of the first session and of the second session work by the same procedure, as described below.

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. 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 conducted in the following way:

   **YELLOW OR ORANGE ZONE**
   The interview 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. Anyway, a video conferencing interview is admissible in case of candidates are resident or domiciled outside Italy, by requesting this option in their application, or if candidates are subjected to Covid-19 restrictions, which they have to self-state sending the AUTOCERTIFICAZIONE form by PEC (registered electronic mail) to ateneo@pec.unimc.it, at least 24 hours before the date and time scheduled for the interview.

   **RED ZONE**
   The interview will be on a video conferencing interview, via Microsoft TEAMS, according to the instructions that will be published in the website https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

6. Candidates admitted to the second selection step are interviewed by the Selection Board within the relative PhD course. The Selection Board has the task of checking the applicant’s fluency in the languages stated in his/her application.

7. The Selection Board of the second session will propose the allocation of the scholarships for applied research topics, considering the degrees, the skills, experience and approach in relation to the research activity to which the scholarships refer.

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 successful 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 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.

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

12. The specific requisites and obligations of scholarships for applied research topics, which may be co-funded by public and/or private companies, will be published on https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

13. The awarding of scholarships for applied research topics may require specific additional requisites and obligations, and the consequent acceptance by the winners requires to carry out that specific research topic and to conduct the applied research activity in the funding company or partner organization.

14. The awarding of scholarships for specific applied research topic which may derive by the Fondazione Intesa San Paolo programme requires the following requisites and obligations:

   Applicants for Fondazione Intesa San Paolo scholarship are required:

   a. to have obtained a master’s degree, with no more than one year of registration out of course, in the period between December 2016 and June 2021;
   b. to have obtained a degree score at least equal to 100/110 (preferable is 110 cum laude);
   c. to have an ISEE 2021 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).

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

16. 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;
   b) pay the 1st installment of fees (Piano tasse);
   c) send by PEC (registered electronic mail) to ateneo@pec.unimc.it, with object "Immatricolazione Dottorato di ricerca - ciclo XXXVI", the documents listed below:

   • Dichiarazione del percepiente (all scholarship winners)
   • Copy of the ISEE for PhD programme 2021 (all scholarship winners)
   • Copy of residence permit or copy of application for 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. Candidates are never entitled to a refund of tuition and/or fees paid for enrolling.

Art. 7
Scholarships and other funding

1. Research scholarships each amounting to € 15,343.28 per year are awarded, on the basis of the final ranking of each PhD programme, to candidates who have never previously been awarded a PhD research scholarship, either wholly or in part. Candidates who are awarded scholarships 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. The amount of a PhD scholarship is increased by 30% for a period of up to 18 months if the holder conducts his/her studies and research activity abroad while on a three-year research course, unless otherwise defined for scholarships co-financed for specific applied research activities.

3. 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.

4. 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.

5. The scholarship is paid in monthly instalments, at the end of each month.

6. 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 PhD Coordinator or by the Tutor. The maximum available funding equals the highest amount provided for scholarships.

7. In line with its yearly budget, the University of Macerata grants all PhD students financial support amounting to 10% of a PhD scholarship, beginning in their second year of enrolment, in order to support study and research activities authorized by the PhD Coordinator or by the Tutor.

8. 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. Any exemptions of the fees connected with the awarding of a scholarship for specific applied research topic will be published on https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi.

5. PhD students listed in Art. 19, para. 11 of the University’s Rules and Regulations are exempted from paying the amount of the annual contribution (COA).

6. 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, exclusive commitment by PhD students.

2. PhD students cannot enrol simultaneously in any other university course, as laid down by Ministerial Decree No. 271 of 22.10.2004 and following amendments and integrations.

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

6. The Doctor of Philosophy Degree (PhD) is granted upon passing the final examination, which consists in the presentation of a thesis providing significant scholarly results in the chosen field of research. The PhD Thesis, including an abstract in either Italian or English, may be written in Italian, in English or in another language, subject to prior authorization by the Academic Board of the relative PhD course. A report on the activities carried out during the research course, as well as a list of any published work, should be attached. The final thesis is examined by at least two high-profile university teachers who are not based at any of the institutions awarding the degree (and who may belong to international institutions), chosen on the basis of their scholarly expertise (the evaluators). They provide a detailed written assessment of the final thesis, which can be either approved for oral examination, or rejected if significant additions or corrections are required (in which case the oral examination can be put on hold for a maximum of 6 months). After this period, students are admitted to sit for the final examination, and the same evaluators provide a new assessment, taking into account all the corrections and amendments that have been made. The thesis defence takes place publicly before a Doctoral Degree Conferment Board specifically appointed according to university Rules and Regulations. At the end of the defence, the thesis is either approved or rejected on the basis of a collective written report. The Conferment Board, with unanimous vote, can add an honours commendation to final dissertations of significant scientific relevance.

7. 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 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. Further details are available contacting: telephone Nos. +39 0733.258.2870, +39 0733.258.2880; e-mail scuola.dottorato@unimc.it; fax No. 0733.258.2660.

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 (D.R. n. 188 del 27 Maggio 2014 - REGOLAMENTO DI ATENEO IN MATERIA DI DOTTORATO DI RICERCA) and following amendments and integrations.