



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

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Call for applications for admission to the International PhD College of the Collegio Superiore of the Alma Mater Studiorum - University of Bologna for students in the first year of a PhD Programme (III cycle)

2023/2024 Academic Year

(APPLICATION DEADLINE: 25 October 2023 at 3:00 p.m. - Italian time)

This call contains the provisions governing access to the International PhD College of the Collegio Superiore for third cycle degree students. Modifications and/or integrations to this Call will be published on the Collegio Superiore website.

It is important to consult the Collegio Superiore website <https://site.unibo.it/collegio-superiore/en> and the email address (name.surname@studio.unibo.it or name.surname@unibo.it) at the link <https://posta.studio.unibo.it>. These are the only tools to obtain information on the application (e.g. rankings, interviews, etc.).

GENERAL INFORMATION

- WHO IS ELIGIBLE TO APPLY

This call for applications is open **at particularly motivated and deserving Italian and international students admitted to one of the 39th cycle PhD programmes activated by the Alma Mater Studiorum - University of Bologna** for the academic year 2023/2024 and who intend to participate in the selection for the International PhD College (hereinafter referred to as I-PHD College).

The I-PHD College is a third-cycle learning and research programme, organized by the Collegio Superiore in collaboration with the Institute of Advanced Studies (hereinafter referred to as ISA), complementary to the University's PhD programmes. PhD students who join the I-PHD College must integrate their research activity required by their PhD programme with cross-disciplinary learning and "coworking" activities on crosscutting topics.

Objectives, the organization of the educational activities, requirements, and obligations of the PhD students in the I-PHD College are described in the respective Regulations.

- DEADLINES

All deadlines specified in the procedures **are mandatory** and failure to meet them **will result in exclusion from the selection process**, regardless of the reasons given. All times indicated refer to the Italian time zone.

STEPS	DATE
Application for Participation in the Selection Process	From October 10 to October 25, 2023 (application deadline: 25 October 2023 at 3:00 p.m. - Italian time)
Invitation of the applicants admitted to the interview	by November 13, 2023
Interviews	From November 20 to November 24, 2023
Ranking list and communication to the winners	From December 1 st , 2023
Sending the declaration of acceptance to the winners	Within 7 days from the communication of admission via e-mail
Review of the ranking and selection of applicants from the reserve list	Until December 31, 2023

- BENEFITS

Academic bodies annually approve benefits, as specified in the I-PHD College Regulations. For the academic year 2023/2024, PhD students admitted to the I-PHD College will receive a grant equal to 90% of the monthly rent amount, not exceeding €500.00 per month, as a partial reimbursement of housing rental expenses, as long as they do not receive any other forms of financial support for housing related to their enrolment in the academic year 2023/2024.

1. In order to be awarded the grant, students must submit the following documentation according to the procedures and by the deadlines stated below:

- a) A copy of a rental agreement of at least 10 months in the period between 01/11/2023 and 31/12/2024, if the applicant is also the holder of the rental agreement;
- b) A copy of a rental agreement as detailed above and a copy of a takeover (subentro) or transfer or sublease agreement, if the applicant is not the holder of the rental agreement for the place where they are domiciled;
- c) A copy of an agreement for the assignment of rented accommodation at private halls of residence and the like, of at least 10 months in the period between 01/11/2023 and 31/12/2024.

Since the rental agreement must be duly registered, the receipt of payment of the registration tax for the current academic year must also be attached (F24 ELIDE FORM, RLI 12 FORM or other forms, as provided by the Italian Revenue Agency).

If the flat rate (cedolare secca) option applies, students will have to submit the documentation issued by the Italian Revenue Agency proving that the option is valid for the current year. To prove that the flat rate (cedolare secca) option applies, students may submit:

- A declaration issued by the Italian Revenue Agency confirming that the flat rate (cedolare secca) option applies;
- A declaration issued by the Italian Revenue Agency extending the flat rate (cedolare secca) option and indicating the details of the rental agreement;
- The Italian Revenue Agency RLI FORM, if the option is in paper form.

The property owner statement concerning the flat rate (cedolare secca) option – which must be sent to each tenant for the option to be valid – does not replace any of the documents mentioned above.

2. All relevant documentation must be submitted via email to segreteria.collegio@unibo.it.

3. If the rental agreement attached before November 1st, 2023 expires after that date without covering the 10-month period, the student must send the corresponding renewal documentation or a new registered rental agreement via email to segreteria.collegio@unibo.it.

4. Students who change their domicile during the year must timely inform the Collegio Superiore via email to segreteria.collegio@unibo.it within 30 days of changing it, by submitting the documentation regarding both the old and the new agreements according to the procedure above.

5. All documentation submitted will be subject to thorough checks. Furthermore, the Collegio Superiore reserves the right to carry out sample checks on any documentation concerning rented accommodation that has been deemed complete and appropriate, to make sure that the applicable fee/rent has been duly paid, by requesting proof of payment (e.g. receipts, copies of payment mandates, etc.). If the outcome is negative, the benefit will be revoked.

1. I-PHD POSITIONS

For the academic year 2023/2024, **10 positions** are available, typically five in the Scientific and Technological Area and five in the Humanities and Social Sciences Area.

2. ADMISSION REQUIREMENTS

Applicants for admission to the International PhD College may be PhD students who:

- Have consented to the transmission of personal data to the relevant Administration office of the Collegio Superiore when submitting their application for admission to the PhD programme through the Studenti Online platform (reference: Article 10 - INTERNATIONAL PHD COLLEGE in the University's PhD programme call for applications);
- **Have been ranked as winners in** their PhD programmes ranking list at the University of Bologna;
- **Have completed their enrolment in the respective PhD programme.**

3. REGISTRATION FOR THE INTERVIEW

Applicants must complete their enrolment for the selection by 3:00 PM (Italian time) on October 25, 2023, following these steps:

- a) Access the Studenti Online website (www.studenti.unibo.it) entering the credentials created during the PhD programme application.
- b) Click on "Bandi. Le opportunità che l'Università ti offre", select the "Collegio Superiore" course type, enrol in the selection named "Bando di concorso per l'ammissione all'International PhD College del Collegio Superiore dell'Alma Mater Studiorum – Università di Bologna di studenti di primo anno di Corsi di dottorato (III ciclo)," and complete the procedure.

Applicants are required to attach the following documents (in PDF format):

- a) Front and back photocopy of your ID card/Passport with a photo;¹
- b) Curriculum Vitae (in Italian or English);
- c) Statement of purpose for participation in the activities of the I-PHD College;
- d) A concise proposal for a possible interdisciplinary project aimed at public engagement or dissemination to society (maximum 2500 characters including spaces, in Italian or English). This proposal can be possibly developed starting from the disciplinary skills of the candidate or linked to themes of the PhD project, but different from the latter;
- e) A summary or abstract of the Master's degree thesis (if any) or a research/internship project completed during the Master's degree.

¹ A valid document means an identity card or other equivalent document pursuant to DPR n. 445/2000: the passport, the driving licence, the nautical licence, the pension booklet, the license to operate heating systems, the weapons licence, the identification cards, provided they have a photograph and stamp or other equivalent signature, issued by a State administration. If expired within one year, it will be accepted as valid.

f) A valid residence permit (if any) issued in Italy for international or temporary protection (for asylum, subsidiary protection, humanitarian protection, special cases, special protection, pursuant to Legislative Decree 286/1998, Legislative Decree 25/2008 and legislation special, for temporary protection, pursuant to Legislative Decree 85/2003) or any valid residence permit that recognizes international or temporary protection in another country.

g) Applicants have the option to request a letter of recommendation (optional) from an Italian or international university professor/professional, which will be evaluated by the selection Board.

Students who do not attach the documents listed above, attach incomplete documentation, or provide different documents than what is requested will be excluded from the selection for admission to the I-PHD College.

The self-declared information will be verified. It is important to note that false or misleading statements are punishable under criminal law and special regulations and can result in exclusion from the selection process or, if admitted, revocation of the status of a PhD student in the I-PHD College.

The admission test is free of charge.

Applicants who need assistance and guidance in completing the online application for the test can contact the Studenti Online Help Desk by phone at 051.2080301 or send an email to help.studentionline@unibo.it.

4. SELECTION PROCEDURE AND EVALUATION CRITERIA

The selection consists of a **preselection** based on the evaluation of the required qualifications and an **interview**.

An Admission Board, appointed by the Director of the Collegio Superiore, will admit only PhD students who have been awarded a PhD position and have given their consent for the transmission of their personal data to the Administration office of the Collegio Superiore when submitting their application for PhD admission. They must also have applied to participate in the selection for admission to the I-PHD College and have attached the required documents as outlined in paragraph 3 of this call.

- **Preselection (up to 70 points)**

It is based on the evaluation of the following submitted documents:

- a) Candidate's *curriculum vitae* and any international or temporary protection status in Italy or abroad (up to 25 points);
- b) Candidate's statement of purposes and a letter of recommendation (if any) from a university professor/professional (up to 15 points);
- c) Concise proposal for a possible interdisciplinary project for scientific dissemination or societal engagement (up to 15 points);
- d) Summary or abstract of the Master's degree thesis (if any) or a research/internship project undertaken during the Master's degree programme (up to 15 points).

The date of the interview will be communicated via email to both the institutional and personal email addresses provided during the PhD application phase **by November 13, 2023**, exclusively to the applicants who have been admitted to the interview. These applicants will be required to confirm their participation within the deadline indicated in the email. Failure to attend the interview on the specified date and time will be considered a withdrawal from the selection process.

- **Interview (up to 30 points)**

Applicants who have obtained a score in the qualifications equal to or higher than 55 will be invited to take the interview.

The interview can be conducted in either Italian or English, at the candidate's choice. It will be considered successful for applicants who score at least 20 points based on criteria such as the quality and breadth of arguments, the depth and solidity of cultural references, the originality of solutions proposed, and the ability to present the qualifications. For those primarily conducting the interview in Italian, their knowledge of the English language will also be assessed.

The oral interviews will take place during the week from **November 20 to 24, 2023**, through the Microsoft Teams platform.

To take or attend the interview, applicants should connect using the link² provided in the notes.

Applicants called for the interview must log in to the Teams session using the above-mentioned link, entering their institutional credentials of the form "name.surname@studio.unibo.it" or "name.surname@unibo.it," on the date and time specified in the interview schedule. For privacy reasons, the Admission Board will verify the identity of each candidate by using the identification document uploaded during the application procedure.

Applicants must follow the following instructions:

- It is essential to have access to a computer with a webcam connected to the internet or another suitable device with a webcam for the test.
- Position yourself in a well-lit room and be alone.
- Ensure that the webcam is positioned to fully frame the candidate.
- The candidate is not allowed, under penalty of exclusion from the test, to consult materials such as dictionaries, handwritten or typed notes, books, publications, manuals, textbooks, or reference materials.
- The candidate is strictly prohibited, under penalty of exclusion from the competition, from using or even possessing calculators, mobile phones, smartphones, PDAs, smartwatches, and any device capable of storing or transmitting information, except those used for the test.

² https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2Q2MTY5MWQtM2JjYy00OTQyLTg5MzEtZjAyNmFIMDZmZmY1%40thread.v2/0?context=%7b%22Tid%22%3a%22e99647dc-1b08-454a-bf8c-699181b389ab%22%2c%22Oid%22%3a%226fe3b0d2-3ac3-44c5-96a4-72dd4904675f%22%7d

- The candidate may have a container for liquids on the desk and a single glass.
- At any time, the candidate may be asked to share their desktop through the screen sharing function, as the candidate must only use the Microsoft Teams application during the oral test.
- It is necessary to install the Microsoft Teams application on your computer or other device. Microsoft Teams is also available for Mac OS X computers and Android and iOS mobile systems.

It is advisable for the candidate to read the specific instructions on how to use and share screens related to the Microsoft Teams application.

In case of unforeseen circumstances, it is suggested to have an additional device suitable for the oral test with a stable internet connection and the Microsoft Teams application installed.

Failure to connect or the unavailability of applicants on the specified day or time for the interview is considered equivalent to a withdrawal from participation in the interview and, consequently, from the selection, regardless of the cause.

If technical connection problems arise during the interview:

a) In the event that the connection issue affects one or more examiners, the interview will be suspended until the problem is resolved. If the issue persists, the Board will consider rescheduling the interview for another date, which will be communicated to the applicants and advertised on Studenti Online as part of the admission application details.

b) If the connection issue affects the candidate admitted to the interview, the candidate must promptly contact the Secretariat of the Collegio Superiore by phone at +39.339.7734971. The Board, after evaluating the reasons, may reschedule the interview later or on another date (in accordance with the principles of non-discrimination and equal treatment among applicants).

5. FINAL RANKING LISTS, WITHDRAWALS AND REPLACEMENT PROCEDURE

The Admission Board will formulate two separate ranking lists based on the average scores obtained by the applicants in qualifications and the oral interview. One ranking will be for the humanities and social sciences discipline area, while the other will be for the scientific and technological discipline area. The top 5 eligible applicants from each ranking list will be declared winners.

Distinction of *ex aequo*

In case two or more applicants have the same final score, priority will be given to the candidate with less favourable economic conditions. If a further tie exists, priority will be given to the candidate of the underrepresented gender. If there is still a tie, priority will be given to the candidate who is younger in age.

Regarding the criterion related to economic conditions, in the case of applicants with tied scores, following the formulation of the final rankings, the Secretariat will request the ISEE 2023 (Equivalent Economic Situation Indicator) for student financial aid from the respective applicants. This request

will be sent to their institutional email addresses, and a specific deadline will be assigned for the acquisition of the documentation.

The final ranking lists will be approved by the Director of the Collegio Superiore through a decree and published on the Collegio Superiore's website (<https://site.unibo.it/collegio-superiore/it>). This publication will serve as the sole legal means of announcing the results of the call for application.

The winners will receive an official admission email to the I-PHD College and must accept the position within 7 calendar days from the date of the email. Failure to accept within the specified timeframe will be considered a withdrawal of admission.

Note: In the event of an explicit withdrawal of admission by the winners or failure to accept within the specified time, eligible applicants will be called in accordance with the ranking order.

Any withdrawals following the acceptance of the position, received by December 31 2023, will allow for the calling of eligible applicants who follow in the ranking. In case of withdrawal by the winners, the ranking will be adjusted accordingly.

Admitted winners will be subject to the regulations of the I-PHD College, the Collegio Superiore, and the Institute of Advanced Studies in effect on the date of admission to the I-PHD College.

The regulations of the Collegio Superiore and other useful information can be found on the Collegio Superiore's website: <https://site.unibo.it/collegio-superiore/en>.

THE DIRECTOR OF THE COLLEGIO SUPERIORE
Professor Beatrice Fraboni

OFFICES YOU CAN CONTACT

For **administrative** questions and information **related to PhD programmes**, please contact the relevant offices. Information and contacts can be found on the University's portal at <https://www.unibo.it/en/teaching/phd/phd-programmemes>.

For questions, appointments, **and administrative information related to the I-PHD College** (e.g., deadlines, access methods, confirmation of participation, requirements, etc.), please contact the **Student Office of the Collegio Superiore** by emailing segreteria.collegio@unibo.it (via Marsala, 26 – 40126 Bologna – tel. +39.051.2099262 or 2087138 – fax +39.051.2086257). The telephone service is available on Mondays from 2:00 PM to 4:00 PM, and on Tuesdays and Thursdays from 9:30 AM to 11:30 AM. Additional information on how to contact the Student Office can be found on the website <https://site.unibo.it/collegio-superiore/en>.

The sole person responsible for the procedure is Dr. Lucia Gunella, the management head of the Collegio Superiore: lucia.gunella@unibo.it.