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**This is an English courtesy translation of the original Call for admission and it is not binding for legal purposes.**

In the event of dispute or disagreements, the Italian version of the Call prevails.

**Object: Call for the Admission to PhD positions – XXXIX Cycle - a.y. 2023/2024 with the assignment of further doctoral scholarships financed by the University, by external funds, by projects supported by PRIN and PNRR funds**

**Deadline: 20th November 2023 at 12.00 (noon, Central Europe Summer Time)**

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**ART. 1 - OBJECT**

The Call for the admission to the PhD Programmes of the 39<sup>th</sup> cycle is open at the University of Turin with the assignment of doctoral scholarships

borse di dottorato finanziate dall'Ateneo, da fondi esterni, da progetti a valere su fondi PRIN e PNRR

The selection and assignment of additional scholarships may take place on specific topics described in the PhD Programme Information Sheet (Annex 1) of each PhD Programme, published at the [Call webpage](#).

The positions with scholarship may be increased following funding that becomes available after the issue of this Call; this increase will be communicated exclusively on the [Doctoral School webpage](#).

**ART. 2 - PhD POSITIONS**

Available positions may be consulted in the information sheet of each PhD Programme (Annex 1).

The Information Sheets (Annex 1) of each PhD Programme along with the Curriculum Vitae template (Annex 2) constitute an integral part of this Call and are published at the [Call webpage](#).

The detailed information is the following:

- number of positions and their research projects;
- admission requirements;



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- selection mode;
- evaluation criteria.

The dates and places where to carry out the tests, as well as any changes, will be published on the Doctoral School website at the [Call webpage](#) starting from 22nd November 2023. This publication has the value of an official notification for all legal purposes, therefore the candidates will not receive any personal communication regarding the summons for the tests.

It is possible to carry out the oral exam via videoconference, subject to authorization by the Examining Board. To this end, the candidate must submit a reasoned request when completing the application pursuant to art. 5 or, in the event of impediments occurring after completing the application, with a reasoned request to be sent via email to the Examining Board whose e-mail addresses will be provided on the website of the Doctoral School at the [Call webpage](#) after the deadline of this Call.

The candidate must be available on the day and at the time established by the Board. Unavailability will result in the exclusion from the test.

For identification purposes and under penalty of exclusion from the selection procedure, each candidate is required to identify him/herself before the interview begins, showing the same identity document already sent, in copy, as an attachment to the application.

Failure to connect, the unavailability of the candidate on the established day or time or failure to show a valid identification document are grounds for exclusion from the selection procedure. These reasons for exclusion do not operate if the candidate, in possession of a valid identification document, arrives on the day set for the interview in order to take the oral test in person.

Scholarships are assigned according to the ranking lists (Art. 8) to be published on the website of the Doctoral School [Call webpage](#) within the 15th of January 2024.

### **ART. 3 - ADMISSION REQUIREMENTS**

Applicants of any citizenship and age can respond to this Call for Admission, provided that they hold one of the following requirements:

1. A degree awarded by an Italian University prior to Ministerial Decree 509/99, i.e. laurea vecchio ordinamento (L);
2. A second level degree awarded by an Italian University (pursuant to Ministerial Decrees 509/99 and 270/04, i.e. laurea magistrale (LM) or laurea specialistica (LS));
3. Second level academic qualification issued by the institutions belonging to the AFAM (Higher Artistic and Musical Education) sector suitable for access to PhD studies;



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4. A Master's degree level or other equivalent academic qualification of a second cycle level awarded by an officially recognized foreign university and granting access to PhD studies in that country;
5. Bi-national Master's Degree/second level degree (double/multiple degree or joint degree) suitable for access to PhD studies.

In this case applicants may choose which degree to declare for the purpose of the application or may apply with the joint degree.

**Applicants whose degrees will be awarded after call deadline** may apply under the condition that their qualification is obtained **within the enrollment date of 31st January 2024**. Should they not obtain the qualification within the established deadline, they will not be admitted to the PhD programme, in case a position was offered.

**Applicants who apply under the condition of receiving their qualification from an Italian institution, shall submit a self-declaration** with the list of exams passed (all the exams in their "corso di laurea magistrale" and "corso di laurea triennale" or "corso di laurea a ciclo unico"), with grades, CFUs (credits) and weighted average.

Applicants who already hold a PhD degree, or had a PhD scholarship in Italy (even if not completed) may apply to positions without scholarship.

**Only requirements and qualifications acquired within the Call for Admission deadline may be evaluated.**

#### **ART. 4 - INTERNATIONAL QUALIFICATIONS**

In order to be considered eligible to apply within this Call for PhD admission, higher education degrees awarded by non-Italian universities must be assessed equivalent to an Italian second level degree.

**For the sole purpose of admission to this selection process**, the Examining Board (Art. 7) will carry out a comparative assessment of qualifications in order to award the recognition of eligibility of international qualifications. The assessment of the suitability of the foreign qualification is carried out on the basis of the documentation attached to the application for admission to this selection and, in the event that the documentation presented does not provide sufficient elements for the assessment, the Examining Board has the right to exclude these applications.

Applicants who hold international qualifications must therefore upload into the online application procedure the following documents:



1. Second cycle degree diplomas - Master's Degree level that allow admission to PhD level/3rd cycle studies in the country where the degree was issued, awarded by a recognized academic Institution, with final mark;
2. Transcripts of records of second cycle Degrees with complete grading;
3. Any other document useful for the recognition of eligibility (such as the Diploma Supplement or the Dichiarazione di valore in loco issued by the University or the Italian embassy/consulate in the country where the degree was issued, respectively; or a certification of eligibility issued by ENIC NARIC Centres).

Applicants whose degrees will be awarded after the call deadline and therefore apply under the condition that their qualification is obtained within the official start date of 31st January 2024, must upload their First cycle degree (Bachelor's degree) and the Transcript of records of first and second cycle degree programmes or of single cycle degree programme.

Whenever those official documents are in a language other than Italian, English or French, a complete Italian or English or French translation of such documents, certified as true copies by either the issuing institution, the Italian embassy/consulate, or any body recognized by the Italian embassy/consulate, must be provided and uploaded onto the platform.

Applicants who obtained a recognition of eligibility issued by an Italian University to enter PhD studies (recognition aimed at obtaining the corresponding Italian qualification) must specify, in the online application, the details of this certification, accompanying it with the documents referred to in points 1) and 2) of this article.

Recognition results of eligibility will be published exclusively on the Doctoral School website, at the [Call webpage](#).

This publication has the value of an official notification for all legal purposes, therefore the candidates will not receive any personal communication regarding eligibility results.

Applicants who are holders or are applying for international protection and cannot submit the documents required in points 1), 2) e 3) of this article shall contact the PhD office ([dottorati@unito.it](mailto:dottorati@unito.it)) within the call deadline and will start a dedicated assessment procedure.

#### **ART. 5 - APPLICATION AND DEADLINE**

The application for admission, one per each PhD Programme for which one candidate intends to apply, must be submitted only through the online platform, accessible on the Doctoral School website at the [Call webpage](#).



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**Applications must be completed and submitted through the online platform by and not later than the 20<sup>th</sup> of November 2023 at 12.00 (noon) Central Europe Time.**

**An application submitted beyond this deadline will not be taken into consideration and applicants will be excluded from the selection procedure.**

**Applications or further documentation received beyond the Call deadline or by email or by any other way than the online platform will not be taken into consideration.**

Applicants must first register on the PICA (Piattaforma Integrata Concorsi di Ateneo) platform or access with SPID credentials (SPID credentials are mandatory for Italian applicants).

Qualifications and documents required by the chosen PhD Programme and indicated in the Programme Information Sheet (Annex 1) **must be uploaded** within the application.

In particular, the mandatory documents for all candidates are:

- the CV drawn up as per the template (Annex 2);
- the Research Project.

Furthermore, if required by the Information Sheet, it is possible to attach the following documents to the application:

- any publications (maximum 2)
- any letters of reference (maximum 2), to be submitted using the method described in this Call (last paragraph of this article).

All documents must be uploaded in PDF format file.

In order to submit the application, the candidate must pay the application fee (Art. 6, if applicable) according to the procedures provided for online.

Once completed, the application must be downloaded to be signed and re-uploaded onto the platform following the instructions described in the online procedure. The lack of signature and/or of the identity document are grounds for exclusion from the selection.

In case of access to the online platform through SPID credentials, it is not necessary to sign the application.

At the end, the application will be registered to confirm the submission. Applicants may check the status of their application on the PICA platform, at the “MyPICA” personal webpage.

Applicants with a disability may apply for a specific request about an individualized entrance examination. Upon request, applicants with a specific learning disorder may benefit from a 30% additional time as regards written examinations, where applicable.



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This request must be submitted following the information available in the online application procedure.

Applications for admission to more than one PhD Programme may be submitted.

**Please note that the procedure for submitting the application via the online platform consists of several steps, which in some cases require several minutes of waiting.**

**Applicants are kindly invited to submit their application well in advance before the deadline.**

**Applicants are responsible for verifying the correct completion of the online procedure. After the submission is completed on the platform it is no more possible to make changes or to add documentation. It is only possible to delete the application and submit a new one.**

**Complaints pertaining to any malfunctioning trouble due to website traffic overload close to the deadline will not be accepted.**

After the closure of the online procedure it is not possible to make any changes, corrections and/or additions, unless the previous application is withdrawn and a new application is submitted by starting a new procedure, which will involve the payment of a new registration fee, in cases where this is expected.

If the application is withdrawn and a new one is submitted, it is possible to recover the fee already paid for the withdrawn application and use it to pay for the new application.

After submitting the application, the candidate may, in cases where it is envisaged (see Annex 1 of the Call), request **letters of reference** by filling in the appropriate section within the same deadline for submitting the application (20<sup>th</sup> November 2023).

The referee will be automatically notified by the system and must personally fill in the reference letter form present in the online procedure and send it within the deadline of 20<sup>th</sup> November 2023 11.59 p.m. (Central Europe Time).

**Letters of reference sent after the deadline, attached by the candidate or sent by other means than that of the online procedure, will not be considered.**

#### **ART. 6 - APPLICATION FEE**

The application fee is € 50.00 for each application submitted. This payment is compulsory.

**Payment must be made before submitting the application.**

**The payment of the fee does not imply the simultaneous submission of the application, which must subsequently be sent through the procedure.**



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The fee paid for participation in the selection will not be refundable under any circumstances, including failing to submit the application.

Applicants responding to the Call for Admission to PhD Programmes with international qualifications are exempt from paying the application fee.

#### **ART. 7 - EXAMINING BOARD**

The Examining Board is composed according to the University Regulations about the Doctoral School and the PhD Programmes.

There is one Examining Board for each PhD Programme and it is responsible for the whole selection and evaluation procedure, from the eligibility and minutes drafting step to the interview and the formulation of the final ranking list.

The Board composition will be published on the Doctoral School website at the [Call webpage](#) after the Call for Admission deadline.

#### **ART. 8 - SELECTION AND EVALUATION PROCEDURE, RANKING LISTS**

The comparative evaluation of the candidates is aimed at assessing the applicant's attitude to scientific research and it will be carried out according to the criteria outlined in the PhD Programme Information Sheet (Annex 1).

Assessment results for PhD Programmes will be published on the Doctoral School website at the [Call webpage](#).

The Examining Board, which will draw up a ranking list for each PhD Programme, will express an assessment of eligibility for the assignment of those scholarships bound to specific research projects/topics, taking into consideration the skills, experience and aptitudes of the candidates.

The final merit ranking lists of successful applicants will be published on the Doctoral School website at the [Call webpage](#) within the date of the 15th of January 2024.

This publication is the sole official communication. Applicants will not receive any personal communication.

Applicants will be admitted to PhD Programmes according to the final ranking list of successful applicants and, whether provided for in the Information Sheet, and, according to the eligibility assessment expressed by the Examining Board for positions bound to specific projects, up to the number of the available positions for each PhD Programme



Should successful applicants withdraw, their positions will be assigned to qualified applicants according to the order of the final merit ranking list.

If applicants have obtained the same score in the ranking list, scholarships will be awarded according to their respective financial situations, in accordance with the Italian legislation and regulation on the right to study.

Positions without scholarship will be assigned to the youngest applicant.

In case of a positive placement in the ranking lists of different PhD Programmes, candidates must choose only one Programme.

#### **ART. 9 - ENROLMENT PROCEDURE FOR SUCCESSFUL APPLICANTS**

Successful applicants must confirm their enrolment into the PhD Programme through the same online procedure used for submitting the applications **within 7 days from the publication of final merit ranking list**.

Missing the deadline will result in the exclusion from the PhD Programme.

For the enrolment procedure, successful applicants must confirm their enrolment through the online platform on the Doctoral School website at the [Immatricolazione/Enrollment](#) webpage and upload into the same platform as follows:

The applicants **holding an Italian qualification** must upload the following documents:

1. Enrolment form FORM A;
2. Bank account details FORM B;
3. Self-declaration about job activities FORM C;
4. Confidentiality agreement for temporary members;
5. Copy of an Identity Document and of the Italian Tax Code (Codice Fiscale);

The applicants **holding international qualifications** must upload the following documents:

1. Enrolment form FORM A;
2. Bank account details FORM B;
3. Self-declaration about job activities FORM C;
4. Confidentiality agreement for temporary members;
5. Copy of an Identity Document and of the Italian Tax Code (Codice Fiscale);
6. Original or certified copies of second cycle degree (Master's Degree);
7. Original or certified copy of Master's degree transcripts;
8. Original or certified copies of the "Dichiarazione di valore in loco" or Diploma Supplement (as per Art. 4) or a certification of comparability and verification issued by ENIC NARIC Centres.





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**Within 7 days from the publication of the final merit ranking list**, successful applicants must also pay the tuition fees for enrollment into the PhD programme as set out in the [University Regulation of Taxes and Contributions](#).

**The enrollment procedure is considered properly completed only if the fee payment is regularly made.**

**Applicants who applied under condition** of obtaining their Master Degree or equivalent second cycle degree must communicate the date of the award of their qualification **by and not later than the 31st of January 2024** and proceed as follows:

- candidates with **qualifications obtained in Italy** must complete and send to the PhD Office ([dottorati@unito.it](mailto:dottorati@unito.it)) the Annex 3, available on the Doctoral School website at the [Immatricolazione/Enrollment](#) webpage.
- candidates with **qualifications obtained abroad** must send a copy of the diploma or certificate of achievement of the qualification to the PhD Office ([dottorati@unito.it](mailto:dottorati@unito.it)).

Successful applicants who do not provide the documentation within the terms and conditions set in this article lose the right to enrol in the PhD programme.

#### **ART. 10 - SCHOLARSHIPS: GENERAL CONDITIONS**

Available scholarships will be assigned by the PhD Programme Board.

The annual amount of the PhD scholarship is € 17.500 (gross amount), unless otherwise indicated in the Information Sheet of the PhD Programme (Annex 1).

The scholarship is confirmed on a yearly basis, provided that the PhD candidates have completed the required Programme activities during the year and that the PhD Board admits them to the following year.

The scholarship is paid on a monthly basis.

The increase in the scholarship is established at fifty percent, for a total period not exceeding twelve months, for carrying out research activities abroad as provided for in the training plan. This period may be extended up to eighteen months for co-tutelle doctorates, in consortium or agreement with foreign subjects.



PhD scholarships cannot be combined with any other kind of scholarship, except for those awarded by national or international institutions to support PhD students' training periods abroad. Furthermore, PhD scholarships cannot be combined with a research fellowship (*assegno di ricerca*).

Scholarships are not compatible with specialist training contracts, in accordance with the Italian Law Decree n. 368/1999, with apprenticeship contracts (*Apprendistato di Alta Formazione e Ricerca*, art. 45, Law Decree n. 8/2015), and with the resolution of the Regional Council of Regione Piemonte n. 4-4372 of 22/12/2021 issued with the Order n. 114 of 3/03/2022.

Candidates holding a PhD degree obtained in Italy, with or without a scholarship (even partial) or who have benefited, even partially, from a PhD scholarship in Italy cannot benefit from it a second time. The principles referred to in this paragraph do not apply to recipients of scholarships provided directly by foreign states or beneficiaries of financial support as part of specific international mobility programmes

#### **ART. 11 - RIGHTS AND OBLIGATIONS OF PHD CANDIDATES**

Admission to a PhD Programme obliges PhD candidates to full time attendance of the PhD Programme.

PhD candidates must regularly attend courses and carry out research and study activities assigned to them by the hosting Department of the University, according to the procedures set out by the PhD Programme Board.

PhD candidates may carry out tutorial activities for undergraduate and postgraduate students, as well as supplementary teaching activities as part of their training project; these activities are not eligible for an increase of scholarship. All activities must be previously authorized by the PhD Board for a maximum of forty hours per academic year.

Any possible income derived from paid activities may not exceed the amount of the PhD scholarship set out by the MUR (Italian Ministry of University and Research).

Regarding the attendance of the PhD Programme and the award of the PhD degree, the University Regulation of the Doctoral School and PhD Programmes shall apply.

#### **ART. 12 - INCOMPATIBILITY**

For the incompatibility regime, please refer to the provisions of the Italian current legislation.



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**ART. 13 - ETHICAL CODE, CODE OF BEHAVIOUR FOR THE DEFENCE OF THE DIGNITY OF WORKERS AND STUDENTS OF THE UNIVERSITY OF TURIN, REGULATION ON RESEARCH INTEGRITY**

PhD Candidates must comply with the Ethical Code, the Code of Behaviour ([Portale di Ateneo Codici di Comportamento](#)), and the Regulation on Research Integrity of the University Community issued by the University of Torino and available at the following link: [https://www.unito.it/sites/default/files/reg\\_integrita\\_scientifica\\_2016.pdf](https://www.unito.it/sites/default/files/reg_integrita_scientifica_2016.pdf)).

**ART. 14 - PROCESSING OF PERSONAL DATA AND RIGHT OF ACCESS**

Personal data provided by the applicants will be processed, pursuant to the EU Regulation n. 679 of 2016 (General Data Protection Regulation, GDPR), for the execution of tasks outlined in this Call.

The complete information regarding the data processing method is available at the University Policy Data webpage: [Il titolare, DPO e trattamento dei dati](#).

**ART. 15 - RESPONSIBILITY FOR THE PROCEEDINGS**

The Responsible for the administrative proceedings regarding the selection process is the Chair of the Examination Board, from the eligibility step till the publication of the final ranking list. The Responsible for the administrative proceedings regarding this Call for Admission is Dr. Antonella Trombetta, Head of the Research Division.

**ART. 16 - REFERENCE TO THE REGULATIONS OF THE UNIVERSITY OF TORINO**

For all other terms and regulations not expressly set out in this Call, the University Regulation of the Doctoral School and PhD Programmes and the provisions of the Italian current legislation shall apply.

Any changes or additions to this Call will be announced on the Doctoral School website at the [Call webpage](#).