



*Agenzia per la
Coesione Territoriale*



UNIVERSITÀ DEGLI STUDI DELL'AQUILA

Amministrazione centrale
Area Ricerca e Trasferimento Tecnologico
Settore Dottorati, Assegni e Borse di Ricerca

D.R. Rep. n. 1756/2022 - Prot. n. 147822 Attachments 2
of 22/12/2022
Year 2022 Tit. III Cl. 6 Fasc. 7 Sottofasc. 10

PUBLIC COMPETITION FOR ADMISSION TO CYCLE XXXVIII - n. 1 PLACE WITH SCHOLARSHIP FOR “MUNICIPAL DOCTORATES”, INTERNAL AREA GRAN SASSO – VALLE SUBEQUANA FOR THE Ph.D. COURSE IN INDUSTRIAL AND INFORMATION ENGINEERING AND ECONOMICS

**XXXVIII CYCLE
ACADEMIC YEAR 2022/2023**

**THE RECTOR
OF THE UNIVERSITY OF L'AQUILA**

IN FORCE OF law n. 168, May 9, 1989, concerning the establishment of the “Ministero dell'Università e della Ricerca Scientifica e Tecnologica”;

IN FORCE OF law n. 476, August 13, 1984, establishing rules on university scholarships;

IN FORCE OF law n. 398, November 30, 1989, establishing rules on university scholarships;

IN FORCE OF article n. 4 of law n. 210, July 3, 1998, which provides that the universities, with their own regulation establish their Ph.D. schools;

IN FORCE OF article 19 of law n. 240, December 30, 2010;

IN FORCE OF D.P.C.M. of April 9, 2001 "Disposizioni per l'uniformità del trattamento sul diritto agli studi universitari" according to article n. 4 of law n. 390, December 2, 1991;

IN FORCE OF legislative decree n. 68, March 29, 2012;

PURSUANT TO DD. MM. 509/1999 e 270/2004 which provides rules about the didactic autonomy of Universities;

PURSUANT TO D.M. n. 226 of December 14, 2021 “Regolamento recante modalità di accreditamento delle sedi e dei corsi di dottorato e criteri per la istituzione dei corsi di dottorato da parte degli enti accreditati”;

PURSUANT TO D.M. n. 247 of February 23, 2022 which restated the gross annual amount of Ph.D. scholarships;

PURSUANT TO the rules for admission of foreign students to the university course, published on MIUR web site;

PURSUANT TO the Regulation of the Ph.D. Schools of the University of L'Aquila, renewed by Rectoral Decree n. 787/2022 of 2022, June 1st;

HAVING REGARD TO Ethical Code and “Codice di Comportamento” of University of L'Aquila issued by D.R. n. 734/2020 of July 27, 2020;

HAVING REGARD TO the minutes of the Academic Senate meeting of 19th may 2022;

HAVING REGARD TO the minutes of the Board of Administration meeting of 19th may 2022;

HAVING REGARD TO the Decree of the Director General of the Agency for Territorial Cohesion n. 196 of 15th July 2022, published on the same date on the Agency for Territorial Cohesion website, concerning the Call for Proposal for the granting of resources for the experimental financing by the municipalities present in the internal areas, including in associated form, of scholarships for "Municipal Doctorates" for XXXVIII cycle;



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HAVING REGARD TO the resolution of the Board of Professors of the aforementioned Ph.D. Course of 11th July 2022, prot. n. 80425 of 18th July 2022, in which they approved the activation of 1 position for the Municipal Doctorate;

HAVING REGARD TO the agreement between the University of L'Aquila and Molina Aterno, which is the referring municipality of the following group of municipalities: Castelvechio Subequo, Collepietro, Goriano Sicoli, Molina Aterno, San Benedetto in Perillis, Secinaro e Tione degli Abruzzi;

HAVING REGARD TO the Decree of the Director General of the Agency for Territorial Cohesion n. 305 of 26th September 2022 by which the scholarships financed under the Call for Proposals for the granting of resources for the experimental financing by the municipalities present in the internal areas, including in associated form, of scholarships for "Municipal Doctorates" were approved – CUP E59J21007730005;

HAVING REGARD TO the notification received from the Agency for Territorial Cohesion on 15th November 2022, prot. n. 133921;

HAVING REGARD TO the minute of the Academic Senate meeting of 13th December 2022;

HAVING REGARD TO the minute of the Board of Administration meeting of 14th December 2022;

HEREBY DECREES

ART. 1

Public selection

1. The public competition, based on qualifications and examinations, is called for the admission to the Ph.D. Course in Industrial and information engineering and economics at the University of L'Aquila, in connection with the financing of n. 1 scholarship of "Municipal Doctorate", for the internal area of Gran Sasso – Valle Subequana.

The duration of the course is three years, and it starts on 1st March 2023.

2. The form attached to this announcement, which is an integral part of it, indicates the place and the type of scholarship, the curriculum, the research topic, the methods and criteria for selecting candidates and the calendar for the examinations.

ART. 2

Requirements for Access

1. Those who, at the expiry of the deadline for submitting the application for admission, are in possession of one of the following qualifications can participate in the selection, without age or citizenship restrictions:

- a) master's or specialist degree;
- b) degree awarded in accordance with the Ministerial Decree n. 509/1999 (old system);
- c) second level academic qualification issued by institutions belonging to the AFAM (Higher Artistic and Musical Education) sector;
- d) qualification obtained abroad, recognized as equivalent to the aforementioned second level academic qualifications.

The academic qualification held by the candidate must refer to a course with a duration of at least 4 years and it should allow the access to a Ph.D. course in the country in which it was awarded.



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Candidates holding a foreign Degree who have not as yet obtained certified equivalency required for the admission to the Ph.D. course, must include the following documents in their application (necessary for the Examination Commission to evaluate the Degree as conforming to requirements):

- a copy of the Degree certifications obtained (Bachelor e Master Degree), with a transcript of records of the exams taken and an Italian or English translation provided by the applicant under his/her responsibility;
- any other documentation deemed useful for the qualification assessment (Diploma Supplement, declarations etc...).

Eligibility of the qualification will be verified by the Course's Admission Committee and will only be granted for the sole purpose of admission to the chosen Ph.D. course.

2. Candidates who, on the expiry date of this announcement, do not possess the requisites referred to in paragraph 1, will be admitted to the selection with reserve. The qualification required for access to PhD courses must be achieved by the completion date of the enrollment.

ART. 3

Applications, terms and conditions

1. The application form can be submitted only by using the dedicated online procedure, available at:

<https://pica.cineca.it/univaq/dottcomunale>.

Applications must be submitted no later than **January 24th, 2023 at 1 p.m. (CEST)**.

The application must be signed.

The absence of the signature implicates the exclusion from the public competition.

You can sign the application by using one of the following methods:

- **By digital signature** using smart card, USB token or remote signature which allow the owner to sign general documents by means of a signature software or a Remote Signature web portal made available by the Auditor. Those who have a Digital Signature smart card or USB token shall verify that they are compatible with the Digital Signature system integrated in the system server. If so, the owner may sign the application directly in the system server (e.g. ConFirma);

- **Those who do not have compatible digital signature devices and the Remote Digital Signature Owners** who may access a web portal for signing general documents shall save in their own PC the .pdf file generated by the system and, without modifying it, digitally sign it in CADES format. A .p7m file will be generated, which shall be saved and uploaded again in the system. Any editing to the file before signing with the Digital Signature shall interfere with the automatic check of correspondence between the content of such a document and the original, and this will bring to the application exclusion;

- If none of the above-mentioned options can be used candidates shall save in their own PC the .pdf file generated by the system and, without modifying it, print and sign it with full **original signature in the last page** of the printed document. A scanned .pdf copy of such a document shall be produced and the file thus obtained shall be uploaded to the system.

In case the access to the platform is via SPID, it is not necessary to sign the application with one of the aforementioned methods.

2. When filling the application, candidates must:

- select the PhD course;
- select the curriculum;
- select the following type of seat "ordinary seat with scholarship";



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- select the thematic scholarship specified in the form attached to this announcement;
- attach the qualifications required and indicated in the form of the PhD course and a photocopy of the identity document.

All documentation must be attached in pdf format.

The lack of the copy of the identity document is cause of exclusion from the public competition.

For all legal purposes, the application is to be considered as a self-certification of the data included therein, in accordance with articles 46 and 47 of Italian Presidential Decree no. 445/2000 and subsequent amendments.

3. The candidate can request **reference letters**. A notification will be sent automatically sent to the selected referee only when the application has been fully submitted.

The referee must compile the reference letter scheme and submit it by the deadline of **January 31, 2023, at 1:00 p.m. CEST**.

Reference letters attached by the candidate will not be taken into consideration.

4. The application is automatically sent to the University when the online procedure has been completed. Therefore, no paperwork needs to be delivered or sent to the University's office.

Candidates are invited to complete applications for the public competition well in advance of the closing date specified in this call.

Candidates are responsible for verifying that the procedure is completed correctly. No complaints will be accepted for any malfunctioning of the IT system due to overload experienced by candidates near the closing date.

After the deadline of the call it will no longer be possible to change the application for participation.

In force of Italian Law no. 104/92, as amended by Italian Law no. 17/99, disabled candidates may request an individual examination (with the use of aids, any additional time required, etc.) to complete the required entry examinations.

According to the art. 15 of Law 183/2011 and following the interpretation done by the Directive of the Presidency of the Council of Ministers, signed by the Minister of Public Administration and Simplification, n. 61547 of 22/12/2011, the University can't accept certifications issued by other Public Administrations.

Therefore, if the titles declared by candidates and attached to the application for admission to the competition, have been issued by Italian public universities, they must only be self-certified.

Following the rules on self-certification, the University will verify the veracity of the self-certification, pursuant to the Consolidated Law on Finance. 445/2000.

ART. 4 Examinations

1. The examination procedures and the dates of the exams are indicated in the form attached to this announcement.

The date of the oral exam, indicated in the form, is to be regarded as official legally binding calls.



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Candidates will therefore not receive any other sort of call or summons by the University as to the exams prescribed for the Ph.D. Course they have applied for.

The candidate does not have to be present during qualification assessment procedures.

Any changes in dates and times will be made public on the University website.

A candidate who is not present at the time and place indicated for the examination will be automatically excluded from the public competition.

2. For the oral exam, candidates must present on the place provided and they are required to show a valid identity document.

During the interview, the Examination Committee will evaluate the suitability of each candidate in relation to the thematic scholarship.

In case, due to the COVID Emergency, it will be necessary to change the methods of the implementation, it will be made public by publishing an advice on the University website.

ART. 5

Examination Committee and competition rules

1. The Examination Committee is appointed by the Rector through a specific decree and is composed by a minimum of three to a maximum of five members among professors and assistant professors. At least one of the members must be full or associate Professor.

Having regard to Italian Law about “Equal Opportunities for Men and Women” and specifically to Art. 57 of the Leg. Decree n. 165, 30 March 2001, at least one third of the Examining Board has to be women, except impossibility to be demonstrated when the Board proposal is made. In any case the gender balance must be respected: each gender must be represented at least by one third of components.

Having regard to Art. 35 bis of the Leg. Decree n. 165, 30 March 2001, Individuals condemned for crimes – even if not yet sentenced – in Book II of the Italian Penal Code (“crimes by civil servants against public administration”) cannot be nominated as members of the Examining Board.

Teachers who have issued letters of reference to candidates cannot be part of the exam boards.

2. The Commission can carry out the preliminary meeting and the meeting relating to the evaluation of the candidates' qualifications electronically. Insofar as they are compatible, the rules of the University Regulations on the subject are guided (D.R. n. 467–2016 of 18/04/2016 modified with D.R. 318-2020 of 17/03/2020 and with D.R. n. 21 of 17/01/2022).

3. The candidate's scores will be indicated out of a total of 100 points.

The results of the title evaluation will be published on the website of the University <https://www.univaq.it/en/section.php?id=2163> and on the web site of the concerned Department.

At the end of the session, the Examination Committee draws up the list of the interviewed applicants with the related scores.

This list, signed by the President and by the secretary of the Examination Committee, will be published on the website of the Department, on the same day of the oral examination.



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ART. 6

Ranking and assignment of scholarships

1. Once all the interviews have been completed the Examination Committee draws up the final ranking list according to the sums of the obtained scores. In case of equality, the Ph.D. position will be conferred to the younger candidate.

The University Administration will publish the rankings on the official notice board of the University <https://www.univaq.it/section.php?id=1391> and on the University web site https://www.univaq.it/en/section.php?id=2163&lang_s=en, once the validity of the examination procedure has been checked.

The applicants will obtain a Ph.D. position according to their position on the ranking list.

ART. 7

Enrolment in Ph.D. Courses

1. Successful candidates must submit their enrolment through the University of L'Aquila official website https://www.univaq.it/en/section.php?id=2163&lang_s=en, within 15 days from online publication of selection results.

No information will be sent to the candidate's home. Candidates granted admission to the Courses are responsible for checking enrolment dates and procedures.

Failure to enroll within the established deadlines will be considered as drop out and the place will subsequently be assigned to the next candidate according to the ranking.

The enrolment forms, available on the University website, duly signed, must be delivered to "Settore Dottorati, Assegni e Borse di Ricerca", within the deadline foreseen for the enrolment.

The documents can be delivered in one of the following ways:

- by certified e-mail (PEC) addressed to protocollo@pec.univaq.it.

The certified e-mail account used must be the candidate's personal account. **The administration will not accept documents from candidates using certified e-mail accounts belonging to other individuals or to institutions.** The University Administration declines all responsibility for any non-deliveries or misdeliveries of the documents sent via PEC or in case the documents attached to it are non-readable or damaged.

The date of submission will be indicated on the receipt sent automatically by the PEC system.

- by mail addressed to concorso.dottorati@univaq.it.

All documentation must be attached in pdf format.

Candidates with a qualification obtained abroad, when they arrive in Italy, have to deliver the original copies of the qualifications to the Settore Dottorati, Assegni e Borse di Ricerca.

For the purpose of enrolment, candidates have to **compulsory submit the following documents:**

- a) Enrolment form;
- b) Self-Declaration in substitution of certification and Self-Declaration in substitution of attested affidavit in accordance with articles 46 and 47 of the Presidential Decree – 28th December, 2000, n.-445 (using the forms available on the University website <https://www.univaq.it/section.php?id=684>);
- c) a copy of an identity document;
- d) a photocopy of the candidate's fiscal-code number;



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- e) a photocopy of the candidate's "Italian-residency permit" (permesso di soggiorno) – only for non-EU citizens;
- f) self-declaration to obtain the scholarship for the Ph.D. course they have earned admission to;
- g) scholarship accreditation form.

Within 15 days from the start of the Ph.D. Course, candidate who has been conferred the scholarship must send by mail a photocopy of a receipt from the INPS (National Social Security Service), certifying that they have been registered in "Posizione contributiva alla gestione separate" (for information visit the INPS website at www.inps.it).

Foreign citizens must declare possessing the following requisites:

1. that they benefit from civil rights and right to vote in their country;
2. that, aside from Italian citizenship, they possess all other requisites required for citizens of the Italian Republic.

If the winner holds a University Degree awarded abroad, he/she must enclose, also, the following documents, translated and certified by competent Italian Diplomatic Authorities:

- copy of their university degree indicating their final mark;
- degree transcripts indicating the exams taken during their course and marks awarded.

Alternatively, the winner may present the certificate of comparability issued by CIMEA as part of the agreement stipulated with the University of L'Aquila (<https://www.cimea.it/pagina-attestati-di-comparabilita-e-verification-of-qualifications>).

For the registration, please enter the service *Diplome*, via the following link <https://cimea.diplome.eu/univaq/#/auth/login>.

If the above documentation is not available at the time of enrolment, the candidate's enrolment shall be deemed "subject to verification". In this case all above mentioned compulsory documentation must be consigned **by and no later than 30th April 2023**.

Failure to do so will result in expulsion from the course.

False declarations shall lead to the candidate's expulsion from the Ph.D. course and to prescribed sanctions for such offenses, vacant positions will be assigned to other candidates according to the ranking list.

2. Successful candidates who do not want to enroll to the Ph.D. Course they have been selected for, must **immediately send a signed letter** of renouncement enclosing a photocopy (front-back) of their identity card.

When candidate, even if not winner of the competition, have right to be enrolled, the suitable candidate entitled to be enrolled will receive a communication to the e-mail address indicated on the application for participation in the competition. Candidates selected as replacements must write a letter of acceptance within three days of the aforementioned email. All other necessary documents indicated in this announcement must be consigned within, and no later than, ten days after receiving notification.

Failure to enroll by the deadline indicated is equivalent to tacit renunciation.



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ART. 8

Public Employee

Public employees admitted to PhD course must ask the Administration to which they belong, to be placed on extraordinary leave for study purposes without paychecks for the duration of the course.

Public employee who does not obtain the aforementioned extraordinary leave without paychecks from the Administration to which they belong, will not be able to enrol or continue the PhD Course.

Public employee who has already obtained the title of PhD, nor public employee who has been enrolled in Ph.D. courses for at least one academic year, benefiting from this leave, are not entitled to extraordinary leave, with or without paychecks.

ART. 9

Grants – Scholarships

1. The grants available indicated in the Ph.D. form are assigned according to the ranking list and verification of the suitability of the candidates referred to in art. 4.2.

2. A Ph.D. gross grant consists of € 16.243,00 which includes health and social security taxes that, in 2022, amounts to 35,030%, but only 11,677% is paid by the beneficiary.

Starting from the first year of each Ph.D. course, a research budget will also be available for research activity, in Italy or abroad, for each PhD student, and the budget will be not less than 10% of the total sum of the grant conferred.

3. Grants are yearly provided and are renewed on the condition that the Ph.D. student has completed all programmed activities for the course during the previous year.

A Ph.D. scholarship cannot be cumulated with other grants, except for those provided by national or foreign institutions which are aimed at integrating the Ph.D. student's research activity with periods abroad.

The payment of the scholarship is done each month.

The candidate who has already benefited from other Ph.D. study grants in Italy (even if only for one year) is not eligible to receive another grant.

If Ph.D. student does not respect what is indicated in article 15 paragraph 6 of Ph.D. regulations, his/her scholarship will be stopped.

ART. 10

Attendance Abroad

Ph.D. students can carry out training periods abroad in qualified institutions. Such training or study periods abroad cannot be longer than 12 months and can be allowed in case they are foreseen by:

- a) The study program of the Ph.D. course;
- b) Upon advice of the course coordinator or board;
- c) Upon request made by the Ph.D. student.

The period of study abroad can be extended until 18 months at maximum only for the PhD in co-tutelle with foreign bodies.

All the Ph.D. students, with or without grants, are entitled to an increase in the scholarship up to a maximum of 50% for the aforementioned training periods abroad.



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Before going abroad the following documents must be sent to the above mentioned Ph.D. office by the Coordinator:

- Signed authorization by the course Coordinator for training/study periods abroad of 6 months or less
- or
- Board resolution allowing a period of over 6 months;

The authorization must include:

- the source of financial coverage for the additional sum of the scholarship;
- indication of the fund to which the additional sum of the scholarship is to be sent, if this sum is to be paid by the Department;

Upon returning to Italy the Ph.D. Coordinator shall present the following:

- Certification about study periods abroad.

ART. 11 Tuition Fees

All Ph.D. students are exempted from tuition payments. All Ph.D. students must only pay € 156,00; the Regional tax (€ 140,00) and aduty stamp “marca da bollo” (€ 16,00).
Late payment will result in a € 52.00 fine.

ART. 12 Rights and Duties

1. Ph.D. students are obliged to attend lessons and carry out all prescribed activities regularly in accordance with the programs and schedules set by the Board of Professors.
2. The University provides insurance coverage for the entire duration of the Ph.D. course and for activities pertaining to the course.
3. Compatible employment activities shall be allowed for brief periods, following authorization from the Board of Professors, after hearing the favorable opinion of the supervisor, as long as such commitments do not pose any sort of conflict with the activities required within the Ph.D. course.
4. Interruptions in attendance shall be allowed for:
 - a) Illness or injury for periods of 30 days or more;
 - b) Military or civil service;
 - c) Training courses for teacher certification.

Interruption may also be agreed for substantiated serious personal reasons after having received a positive opinion of the Board of Professors. Discontinuation does cannot be longer than six months one year according to the total course length Ph.D. students benefitting of interruption period must recover the entire time with consequent test delay for the move to following year and for the awarding of title.

5. Maternity/paternity leave and leave for adoption or foster care may also be authorized. Maternity-leave laws and regulations as indicated in Gazzetta Ufficiale n. 247 of 23rd October, 2007 shall be applied only to scholarship holders.



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6. A Ph.D. student's unexcused absence or non-fulfillment of obligations shall result in his/her exclusion from the course by the Board of Professors. In this case the expelled Ph.D. student shall be liable for the sum of the scholarship conferred or for tuition fees.
7. Ph.D. students enrolled at the University of L'Aquila may carry out limited teaching or tutoring activities within the University's Bachelor and Master-level degree courses if so established and programmed by the Board of Professors in agreement with the University Department.
8. Ph.D. students must preserve the confidentiality in information, knowings and materials. They must not disclose beyond subject different by the ones that gave to them.

ART. 13

Graduation

Students can write their Ph.D. thesis in Italian or in English, an abstract in English must also be provided. Students wishing to write their thesis in a language different from Italian or English must receive authorization from the Board of Professors.

The evaluation committee for Ph.D. thesis discussion will be appointed according to the Ph.D. Regulations of the University.

A Doctoral Degree title (Dott. Ric. or Ph.D.) will be awarded following a positive assessment of the Ph.D. thesis, taking into account the achieved results.

ART. 14

Head of the Competition Procedure

According to art. 5 of law 07/08/1990, n. 241, the Head of the Settore Dottorati, Assegni e Borse di ricerca of the University of L'Aquila (Piazza Santa Margherita, 2 – Palazzo Camponeschi - L'Aquila) shall be responsible for the competition procedure.

ART. 15

Legal Reference

For all other matters not foreseen or included in this announcement we shall refer to Law n. 210 of 03/07/98, Law n. 240 of 30/12/2010, Ministerial Decree 226/2021 and to the "Regolamento dei corsi di Dottorato di Ricerca" (Ph.D. regulations) of this University.

This announcement is available at: https://www.univaq.it/en/section.php?id=2163&lang_s=en

Further information may be requested through HELP POINT ONLINE, accessible from the website <https://servicedesk-form-app-cu-qta.azurewebsites.net/>

L'Aquila, 21 December 2022

The Rector of the University of L'Aquila
Signed Prof. Edoardo Alesse



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 Settore Dottorati, Assegni e Borse di Ricerca

Ph.D. Course in INDUSTRIAL AND INFORMATION ENGINEERING AND ECONOMICS	
Ordinary places with grant	1
Grant/Fellowship Funding source	Decree of the Director General of the Agency for Territorial Cohesion n. 305 of 26 th September 2022 which approved the scholarships financed under the Call for Proposals for the granting of resources for the experimental "Municipal Doctorates" – Internal Area of “Gran Sasso – Valle Subequana” – which included the following municipalities: Castelvechio Subequo, Collepietro, Goriano Sicoli, Molina Aterno, San Benedetto in Perillis, Secinaro e Tione degli Abruzzi - CUP E59J21007730005
Research topic	Economic and social development of inland area
Research topic description	The research will focus on the economic and social development of the municipal areas covered by the call as well as the analysis methods of the innovation needs (products, processes, management, and marketing) of companies (manufacturing, commercial, and services) operating in the aforementioned areas, and suitable policies to encourage the transfer of knowledge in favor of local businesses.
Research Manager	Prof. Luciano Fratocchi luciano.fratocchi@univaq.it
Duration	3 years
Curriculum	Legal and Business Sciences
University Department Responsible for the Ph.D. Course	Department of Industrial and Information Engineering and Economics
Ph.D. Course Website	http://diie.univaq.it/index.php?id=2613
Ph.D. Course Coordinator	Prof.ssa Katia Gallucci katia.gallucci@univaq.it
Admission Pre-requisites	Degree from the previous system or Master/Specialistic Degree belonging to the following classes: <ul style="list-style-type: none"> - LM 31 - LM 76 - LM 77 or related, or similar qualification obtained abroad, recognized as equivalent to the aforementioned second level academic qualifications. Candidates who, on the expiry date of this announcement, do not possess the requisites referred to in paragraph 1, will be admitted to the selection with reserve. The qualification required for access to PhD courses must be achieved by the completion date of the enrollment. Foreign applicants are required to know ITALIAN language, at least at C1 level.
Admission Procedure	Oral exam and qualification assessment
Examination topics	Oral exam will focus on subject related to the following two specific training programs: Management engineering and/or Economics and Business Sciences.
How to apply	The application must be submitted only via the online procedure available at: https://pica.cineca.it/univaq/dottcomunale The documents must be attached in pdf format. The application and the attached documents are submitted automatically by closing the online procedure. So, no hard copy of the application and of the documents must be sent to the office.
Documents to be annexed to the Application	1. CV 2. Candidates holding a degree from an Italian university must provide:



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	<ul style="list-style-type: none"> • Self-certification concerning their Bachelor-level Degree indicating final mark and list of exams taken and marks obtained; • Self-certification concerning their Master-level Degree course indicating final mark and list of exams taken and marks obtained. <p>3. Candidates enrolled in an Italian Degree Course must include:</p> <ul style="list-style-type: none"> • Self-certification concerning their Bachelor-level Degree indicating final mark and list of exams taken and marks obtained; • Self-certification concerning the exams so far taken in their Master-level Degree course indicating marks obtained. <p>4. Applicants with foreign Degrees must follow the directions explained in article n. 2 of this call.</p> <p>5. The candidate must indicate the name of one or two professors with their e-mail address. The referee will receive an e-mail with the instruction to write the recommendation letter directly online.</p> <p>6. Scientific publications and/or other qualifications deemed suitable for assessment.</p> <p>7. Summary, max.2 pages, of the candidate's Degree thesis.</p>
Language(s)	<p>Assessment of foreign language skills English language skills and competence shall be assessed during the oral exam</p> <p>Admission The oral exam must be held in ITALIAN</p>
Exam Schedules	<p>Oral exam: Thursday 2nd February 2023 at 09:30 a.m. at Economics Department, Room 7, Via Giuseppe Mezzanotte, 67100, L'Aquila AQ</p> <p>Qualification assessment: Thursday 2nd February 2023 at 6:00 p.m. electronically</p>
Assessment Criteria	<p>The examination procedure consists in two phases: an oral exam and qualifications evaluated. The candidate's score shall be expressed out of a total of 100 points attributed as follows:</p> <p>1. Oral exam: Max. 40/100, with a 24/100 passing mark. The oral exam must be held only in ITALIAN. The oral exam will also include assessment of the applicant's English language skills. The results of the oral exams will be made public by posting at the Department of Industrial and information engineering and economics.</p> <p>2. Qualification evaluation: Max. 60/100 divided as follows:</p> <ul style="list-style-type: none"> - Up to 20 points for the degree grade or for the career. - Up to 20 points for professional experiences related to the thematic scholarship. - Up to 20 points for publications or other qualifications coherent with the thematic scholarship. <p>Only in case of sanitary emergency, the Examination Committee can decide to carry out the oral exams electronically.</p>
Title evaluation results publication	<p>Title evaluation results shall be published on the University website https://www.univaq.it/en/section.php?id=2163 and on Department website.</p>



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Technical guidelines for the submission of the application form for n. 1 place with “Municipal Doctorates” scholarship, internal area Gran Sasso – Valle Subequana, for the Ph.D. course in Industrial and information engineering and economics

XXXVIII cycle

ONLINE APPLICATION OPEN FROM 23 DECEMBRE 2022 AT 11 a.m. UNTIL 24 JANUARY 2023 AT 13.00 CEST

Online form available at: <https://pica.cineca.it/univaq/dottcomunale>

1. The application form must only be submitted online. No hard copy of the application must be sent by post.
2. Before filling in the application form, please carefully read the selection announcement and, in particular, the form attached to this announcement to verify the eligibility criteria. WE RECOMMEND CHECKING WHICH DOCUMENTS MUST BE SUBMITTED.
3. WATCH OUT: ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT AND, IN SOME CASES, THEY MUST BE PRINTED, SIGNED AND UPLOADED. WE ADVISE APPLICANTS TO USE A PC CONNECTED WITH A PRINTER AND A SCANNER.
4. It is possible to fill in the application form by logging in at different times and saving the data. In order to access the application form that has been partly completed you must click on Modify to complete it.
5. Further information may be requested through HELP POINT ONLINE, accessible from the website <https://servicedesk-form-app-eu-qta.azurewebsites.net/>
6. For technical problems contact support via the link at the bottom of the page <https://pica.cineca.it/univaq>.
8. After the application has been correctly filled in and submitted, applicants will receive an email with the confirmation of the submission.

1. DATA REGISTRATION

To start the registration, go to the website <https://pica.cineca.it/univaq/dottcomunale>.

Access can be done:

- via SPID;
- in the absence of SPID, at the first access, applicants need to register by clicking on ‘Register’ and fill in the required data;
- if applicants already have LOGINMIUR credentials, they don’t need to register again; but they must access with their LOGINMIUR username and password in the relevant field LOGINMIUR.

In case you forgot username and password, click on ‘Forgot your credentials?’.

After completing the data, click on ‘New Registration’. Applicants will receive an email with the data to confirm their registration. In case you don’t receive or cannot read the email, contact support via the link at the bottom of the page <https://pica.cineca.it/univaq>.



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2. APPLICATION FORM ACCESS

Once registered it is possible to access the website <https://pica.cineca.it/univaq/dottcomunale> and login with username and password to fill in the application form by clicking on 'New Submission'. Before filling in the application form, applicants can modify their personal data by clicking on the top right button (User Profile) and select what to modify.

The first section to be filled in is "PH.D. COURSE", therefore the applicant must select:

- the PhD course;
- the curriculum;
- the following type of seat "ordinary seat with scholarship";
- the thematic scholarship specified in the form attached to this announcement.

WATCH OUT: after completing each section of the form, the applicant must click on the button "SAVE AND PROCEED".

Only if the data have been correctly filled in, the applicant can go to the next section. Otherwise, error messages will display and will be compulsory to correct the data.

The section named "DECLARATIONS" displays a list of declarations concerning the veracity of data inserted and the treatment of the personal data inserted in the application form.

The third section to be filled is "PERSONAL DATA". This section is partially filled by transferring data from the registration procedure thus the candidate must complete the missing items. In case of mistakes in personal data, applicants can modify them by clicking on the top right button (User Profile).

In the following section "ADMISSION REQUIREMENTS" applicants must select one out of the four options proposed. After that applicants must specify the qualification awarded or to be awarded by the completion date of the enrollment.

In the following section "FURTHER DECLARATIONS" the applicants must compulsory declare the level of knowledge of English language and if they are in situations preventing the receiving of the scholarship and/or of special needs.

In the section named "ATTACHMENTS" the applicant can upload the identity card (or passport) and all the qualifications and certifications required to participate to the selection of the Ph.D. course. The references letters cannot be uploaded in this section: for these letters the applicant must follow a different procedure, written above.

The applicant can write a self-declaration about the degree obtained and about all the exams passed. The self-declaration concerning the degrees obtained, can be written in a simple paper according to the scheme available below, or downloading the concerned form if it is available on the website of the home University.

The applicant must carefully read the list of documents required for the Ph.D. course in order to speed up the procedure.

ATTENTION: in this section you must upload the documents requested for the recognition of the foreign academic degree (art. 2 of the selection announcement - Admission of applicants with foreign (non-Italian) qualifications). The files must be in pdf format and readable. For each file a brief description is needed.

After completing this section applicants will be redirected to the dashboard where they can see the draft of their application form. By pressing the bottom "Sign and submit" the process is finalised. If the application



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has been filled in correctly the system displays the PDF file of the application. In case of mistakes applicants receive an error message and the application must be corrected. Once all the mistakes are corrected the applicant can go to the next section for the submission. By clicking on “Sign” bottom the process is finalise and the PDF file of application is generated.

The application must be signed.

The absence of the signature or the absence of handwritten signature implicates the exclusion from the public competition.

There are 3 methodologies to sign it and the candidate must select one of them and read carefully they directions.

According to article 3 of the call the possible methodologies are the following:

- By digital signature using smart card, USB token or remote signature which allow the owner to sign general documents by means of a signature software or a Remote Signature web portal made available by the Auditor. Those who have a Digital Signature smart card or USB token shall verify that they are compatible with the Digital Signature system integrated in the system server. If so, the owner may sign the application directly in the system server (e.g. ConFirma);

- Those who do not have compatible digital signature devices and the Remote Digital Signature Owners who may access a web portal for signing general documents shall save in their own PC the .pdf file generated by the system and, without modifying it, digitally sign it in CADES format. A .p7m file will be generated, which shall be saved and uploaded again in the system. Any editing to the file before signing with the Digital Signature shall interfere with the automatic check of correspondence between the content of such a document and the original, and this will bring to the application exclusion;

- If none of the above-mentioned options can be used candidates shall save in their own PC the .pdf file generated by the system and, without modifying it, print and sign it with full original signature in the last page of the printed document. A scanned .pdf copy of such a document shall be produced and the file thus obtained shall be uploaded to the system.

In case the access to the platform is via SPID, it is not necessary to sign the application with one of the aforementioned methods.

In case the applicant decides to **handsign** the PDF file he/she must **verify that the file that is going to be upload is complete because the system accept only one PDF file.**

After the submission applicants will receive an email with the confirmation of the submission. Applicants will always be able to login to their account, personal data and application form.

3. REFERENCE LETTERS

The applicant can indicate the names and addresses of two referees at maximum. The applicant must write in the form the official email address of the referee. (**ATTENTION: a private email address is not allowed**).

The referee will be informed of the candidates requirement and receive a reference letter form that he/she must submit by **31st January 2023 at 1 o'clock p.m. CEST.**

We advise applicants to inform referees that they will receive the request. When the referee fills in the letter and submits it, the applicant will receive an email specifying that the letter has been upload. Applicants, however, can always check the status of the request. Reference letters uploaded by applicants or sent by the referent directly to the university, will not be taken into consideration.



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If applicants wish to change the referee they must contact support via the link at the bottom of the page <https://pica.cineca.it/univaq>.

4. APPLICATION FORM MODIFICATION OR WITHDRAWAL

Modifications of the application form after the pdf has been created are possible:

- If they have submitted the application form and received the email of confirmation applicants cannot modify the application form but they will be able to withdraw it following the relevant procedure available on the dashboard and submit a new application form.
- If they have created the pdf file but they have not completed the submission (the pdf file has not been uploaded yet and so they haven't received the email of confirmation) then they must contact support via the link at the bottom of the page <https://pica.cineca.it/univaq> and ask to have the application re-opened. In the email they must specify the reason of their request, the ID of their application form and attach copy of their identity document.



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Self-Declaration in substitution of certification

(art. 46 D.P.R – 28th December 2000, n.445)

and/or

Self-Declaration in substitution of attested affidavit

(art. 47 D.P.R 28th December, 2000 n.445)

The undersigned _____ born in (place of birth) _____ on (date of birth) _____

residing in (city/State/Country) _____ Postal code _____
at (address) _____

DECLARES:

1) _____ in compliance to art(s). 46,47 and 38, D.P.R 28/12/2000, n.445 that he/she has been conferred the following Degree:

Bachelor-level Degree in (title) _____ at (name of University or College issuing the Degree) _____ on (date issued) _____, mark _____

and that he/she passed the following exams:

EXAM (title of the exam/course)	MARK	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2) _____ in compliance to art(s). 46,47 and 38, D.P.R 28/12/2000, n.445 that he/she will be confer the following Degree:

Master-level Degree in (title) _____ at (name of University or College issuing the Degree) _____ on (date issued) _____,

and that he/she passed at today the following exams:

EXAM (title of the exam/course)	MARK	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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The undersigned declares that he/she is aware of the sanctions applied in case of false statements established in art.76 D.P.R. 28/12/2014, n.445 and of the consequent loss of any benefits obtained by making false statements as established in art. 75 D.P.R. 28/12/2014, n.445.

The undersigned, under penalty of nullity of the application, shall enclose a photocopy of a valid ID.

Date, _____

(Applicant's signature)