



**NOTICE for the award of a SCHOLARSHIP for the MUNICIPAL DOCTORATE IN THE UPPER  
MACERATA INTERNAL AREA  
(CYCLE 38, Academic Year 2022/2023)**

**The Rector**

- Having regard to** Presidential Decree No. 382 of 11 July 1980, "Reorganisation of university teaching, related academic category, as well as organisational and teaching experimentation";
- Having regard to** Law No. 210 of 03 July 1998, "Rules for the recruitment of researchers and tenured university professors", in particular Art. 4 "PhD Programmes";
- Having regard to** Ministerial Decree No. 224 of 30 April 1999, "Regulations on the matter of PhD programmes";
- Having regard to** Law No. 240 of 30 December 2010 "Rules on the organisation of universities, academic staff, and their recruitment, as well as delegation to the Government to incentivise the quality and efficiency of the university system", in particular the Art. 19 "Provisions on PhD Programmes";
- Having regard to** Decree of the Minister of Education, University, and Research No. 45 of 08 February 2013 "Regulations laying down procedures for the accreditation of PhD programmes and locations, and criteria for the implementation of PhD programmes by accredited bodies";
- Having regard to** Decree of the Minister of Education, University, and Research No. 226 of 14 December 2021 "Regulations laying down procedures for the accreditation of PhD programmes and locations, and criteria for the implementation of PhD programmes by accredited bodies";
- Having regard to** Decree of the Minister of Education, University and Research No. 247 of 23 February 2022 "Increase in PhD scholarships";
- Having regard to** Law No. 33 of 12 April 2022 "Provisions on simultaneous enrolment in two higher education programmes";
- Having regard to** the University Statute, issued with Rector's Decree No. 194 of 30 July 2012, and published in the Official Gazette of the Italian Republic - General Series - Part One, No. 200 of 28 August 2012, which entered into force on 27 September 2012; amended by

Rector's Decree No. 179 of 18 September 2015, published in the Official Gazette of the Italian Republic No. 236 of 10 October 2015, and entered into force on 09 November 2015;

**Having regard to** the adoption of the European Charter for Researchers and the Code of Conduct for their recruitment and the adoption of the human resources strategy;

**Having regard to** the Regulations of the School of Advanced Studies, issued with Rector's Decree No. 168/2022;

**Having regard to** the Regulations on PhD Programmes, issued with Rector's Decree No. 169/2022;

**Having regard to** the University Guidelines and the UNICAM OTM-R (Open, Transparent and Merit-based Recruitment of Researchers) Policy, approved by the Academic Senate in their meeting No. 28 of 31 May 2016;

**Having regard to** the Call for the granting of resources intended for experimental funding by the municipalities present in the internal areas, also in associated form, of scholarships for "municipal doctorates" for the 38th cycle of studies;

**Having regard to** Decree No. 305/2022 of the Agency for Territorial Cohesion, which approves the list concerning the scholarships for municipal doctorates "intended for experimental funding by the municipalities present in the internal areas - CUP E59J21007730005;

**Having regard to** the Note of the Municipality of Bolognola (MC) of 14 October 2022 (Prot. No. 0006132 of 14 October 2022), informing about the admission to financing of a "municipal doctorate" scholarship for the project "Exploitation of natural and cultural resources, through the creation of new employment circuits", submitted by the Municipality of Bolognola as leader representing the "Upper Macerata" internal area, within the "National Strategy for Internal Areas";

**Having recognized** the need not to lose the funding relating to the aforementioned scholarship topic;

## DECREES

### Art. 1 – PhD PROGRAMMES

The selection procedure, unique for EU and non-EU citizens, for admission to the 38<sup>th</sup> cycle of PhD programmes activated by the *School of Advanced Studies* - International Doctoral School of the University of Camerino (henceforth referred to as SAS) is hereby launched, limited to the assignment of a Municipal Doctorate Scholarship in the Upper Macerata Internal Area, in the following research area and in its respective curriculum:

- **Physics, Earth, and Materials Sciences**
  - ✓ Physical and Chemical Processes in Earth Systems

PhD Programmes of the 38<sup>th</sup> cycle will start with the new academic year, and in any case no later than 31 December 2022; the programmes will end with the writing of an original thesis, preferably in English language. In addition to the activities directly aimed at the preparation of the thesis, PhD students are required to participate in training activities in English, organised by the SAS, and in the courses held as part of the curriculum. Mobility experiences outside the university in Italy and abroad are also envisaged.

## **Art. 2 – PhD SCHOLARSHIPS**

PhD scholarships have an annual duration, and are renewed for each year of the programme, provided that the PhD student has completed all the activities planned for the previous year, and that they have been admitted to the following year by the Academic Board. Scholarships are usually disbursed for a maximum of three years.

Candidates successfully placed on the ranking list will be awarded a scholarship, which can be maintained for the three-year period, subject to annual verification of the results obtained.

## **Art. 3 – REQUIREMENTS FOR ADMISSION TO THE SELECTION PROCEDURE**

Italian and foreign citizens in possession of a Specialisation/Master's degree, or a similar university qualification recognised as suitable by the academic authorities, can apply for participation in the selection procedure for admission to the PhD Research Programmes, without discrimination based on gender, age, religion, nationality, sexual orientation, political opinions, socio-economic conditions, or disabilities. If the qualification has not already been recognised, the Board of the SAS will decide on and declare its equivalence, for the sole purpose of admission to the PhD Programme, after having carried out the appropriate controls.

Candidates who will achieve the qualification referred to in the previous paragraph by the date of enrolment in the PhD programme may also apply for admission, under penalty of forfeiture of admission to the programme. In such a case, admission shall be allowed "under reserve", and the candidate shall be required to submit, under penalty of forfeiture, a declaration in lieu of certification, pursuant to Art. 47 of Presidential Decree No. 445/00, by **15 December 2022**.

The payment of any fee for admission to the selection procedure is not foreseen.

## **Art. 4 – APPLICATION FOR PARTICIPATION IN THE SELECTION PROCEDURE**

The application for participation in the selection procedure must be filled out **exclusively** (under penalty of exclusion from the selection procedure / admission) on the format accessible from the website <https://vele.unicam.it/CallforApplication> by Wednesday, **30 November 2022**.

Applications received after the deadline and with methods other than those indicated above will not be considered valid.

## **Art. 5 – CRITERIA FOR THE EVALUATION OF CANDIDATES**

The evaluation of the suitability of candidates for admission to the PhD Programme shall be carried out by a Selection Committee, appointed by Rector's Decree.

On the basis of the documentation produced by the candidates, in particular the hypothesis of a research programme, the Selection Committee shall carry out its own evaluation, in accordance with the provisions of the *European Framework for Research Careers* (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>) for the R1 profile (*First stage researchers*), i.e.:

- ability to conduct original research under the guidance of supervisors;
- ambition to develop knowledge of research-related methodologies and disciplines;
- good knowledge of the research area in which they intend to develop their thesis;
- ability to produce data under the guidance of supervisors;

- critical ability, analysis, evaluation, and synthesis of new and complex ideas;
- ability to illustrate research results and their meaning.

### **Art. 6 – RANKING LISTS**

The Selection Committee shall prepare the ranking list of suitable candidates for the PhD Programme on the basis of the score achieved by each candidate.

Participants in the selection procedure will have 30 days to submit any complaints to [postlaurea@unicam.it](mailto:postlaurea@unicam.it). These will be sent to the Head of Corruption Prevention and Transparency of the University, who, in collaboration with the students' Ombudsman, will examine and respond to the issues submitted to him/her within 30 days following the submission of the complaint.

### **Art. 7 – ACCEPTANCE OF POSITIONS AND METHODS OF ENROLMENT IN THE PROGRAMMES**

Candidates admitted to PhD Programmes (including those "under reserve") must send, within the peremptory deadline of 10 days from the communication of admission to the programmes, a declaration of acceptance of enrolment to [postlaurea@unicam.it](mailto:postlaurea@unicam.it).

Once the selection procedure exams have been completed, and after acceptance by the PhD student, the Rector shall approve the ranking list formulated by the Selection Committee, assigning the places and scholarships available for the selection procedure.

Applications for enrolment, addressed to the Rector of the University of Camerino, must be submitted, within the deadline, exclusively online through the appropriate section on the University website where all the necessary information is published. In the applications, which must be completed online within the indicated deadlines, the students must self-certify, in accordance with Presidential Decree No. 445/2000, their personal details, residence, domicile, tax code, the truthfulness of the data contained in the copy of the identity document, the achievement of a secondary school diploma, the fact that they are not simultaneously enrolled in more than one university programme. In the enrolment applications, the students must also sign the privacy statement, the statement for the release of the password enabling the use of IT services, and the request for any benefits. During the enrolment process, the student must attach a copy of a valid identity document.

Enrolment is considered regularly closed, and therefore accepted, when the entire online procedure has been completed, and all the required fees have been paid, and the required attachments have been uploaded.

No delivery or shipment of paper material must be made.

Candidates who have obtained the academic qualification abroad, must submit, for enrolment purposes, the Declaration of Value, issued by the Italian Embassy of the country in which the qualification was issued, or the Statement of Comparability and Verification of the qualification issued by CIMEA (Academic Equivalence Mobility Information Centre).

In the Declaration of Value, it must be specified that the qualification that allows access to doctoral courses was obtained after 17 years of schooling, and that it meets the academic requirements for access to third-cycle courses in the country of issue.

An official translation in Italian of the diploma and of Transcript of Records is also required, showing the exams taken and the grades obtained, if not already produced in English.

This documentation must be sent in advance by email to [postlaurea@unicam.it](mailto:postlaurea@unicam.it), and presented in original copy to formalise the registration, once the candidate has arrived at Italy.

Enrolment remains subject to the assessment of the suitability of the qualification by the academic bodies for the sole purpose of enrolment.

### **Art. 8 – ALLOCATION OF SCHOLARSHIPS**

The monthly gross amount of scholarships is € 1,353.58 (one thousand three hundred and fifty three euros / 58 cents). The amount of the scholarship increases by 50% for periods of stay abroad.

Each PhD student is guaranteed a *budget* for research activities in Italy or abroad of not less than 10% of the amount of the three-year scholarship.

PhD students can be scholarship recipients if the maximum amount of annual emoluments does not exceed the annual amount of the scholarship calculated net of charges (for the Academic Year 2022/2023, this amount is calculated at € 14,346.36).

For the entire duration of the PhD Programme it is forbidden to hold a permanent employment contract.

For the benefit of the scholarship, PhD students avail themselves of the faculty of self-certification to be referred to the tax period coinciding with the calendar year in which the scholarship is actually paid. This communication must be sent to the SAS offices no later than 31 July of each year. The university administration may carry out checks on the veracity of the aforementioned self-certifications.

In the event that the annual emoluments of the PhD student with scholarship, during the course of the PhD programme (with the exception of the year of issue of the Notice) exceed the annual amount of the scholarship net of charges, the PhD student shall forfeit the receipt of the scholarship, with the obligation to repay the amount already received in the reference calendar year.

The scholarships are disbursed in 36 deferred monthly instalments, have an annual duration, and are renewed on the condition that each student has completed the programme of activities planned for the previous year, according to the evaluation made by the Academic Board.

Anyone who, for at least one year, has benefited from a scholarship for a PhD programme, cannot ask to benefit from it a second time.

Scholarships cannot be combined with other scholarships conferred for any reason, except with those granted by national or foreign institutions aimed at supporting stays abroad for the purposes of training or research activity of PhD students.

It is mandatory for foreign non-EU PhD students to register with the Italian National Health Service, and renew their registration every year, by immediately notifying [postlaurea@unicam.it](mailto:postlaurea@unicam.it); Otherwise, PhD students will not be able to regularly attend their PhD programme. The University reserves the right, in the presence of available resources, to reimburse the cost (approximately € 150) incurred by the PhD students concerned following the presentation of the necessary expense receipts. Furthermore, foreign non-EU PhD students must comply with the rules relating to entry visas, and make a request for the issue and annual renewal of a residence permit; the cost of approximately € 120.00 (one hundred and twenty euros / 00) is to be paid by the applicant.

### **Art. 9 – FEES FOR ACCESS AND ATTENDANCE TO PhD PROGRAMMES**

The annual amount of fees for access to PhD Programmes and for the relative attendance will be available in the Manifesto of Studies under "University Fees", which will be approved by the Academic Bodies and published on the University's institutional website.

Candidates admitted to the PhD Programmes are required to pay the regional tax for the right to university study of € 140, and the stamp duty of € 16, paid electronically. PhD students without a scholarship who are included in the ERDIS (Regional Body for the Right to University Education) right to study ranking lists are also exempted from paying the regional tax for the right to university study, which will subsequently be reimbursed, once the compliance with the requirements has been verified.

### **Art. 10 – DUTIES OF PhD STUDENTS**

PhD students have the status of a university student.

Admission to the PhD Programme involves an exclusive and full-time commitment, and a commitment to the performance of all study and research activities within the relevant department, in accordance with the provisions of the Regulations on PhD Programmes, and the procedures established by the Academic Board. In particular, it is necessary to earn 60 credits per year according to the criteria established by the Board of the SAS.

PhD students are required to submit to the Academic Board, at the end of each year, a report on the activity carried out, also for the purpose of renewing the scholarship, if they are scholarship holders. In the event of non-fulfilment of the obligations, after at least 6 months from the start of the activities, the Academic Board may propose to the Board of the SAS the exclusion of the PhD student from the Programme, and from the benefit of the scholarship. Any exclusion shall take effect from the date of communication to the interested party of the resolution of the Board of the SAS.

As part of the educational activities provided by the Academic Board, PhD students may be engaged in internships with public or private entities outside the University; Where the funding agreement, which regulates the specific PhD scholarship, provides for an obligatory attendance of these activities, the PhD students must necessarily comply with the specific provisions, and the activities in question will be evaluated at the time of the passing to the next year.

PhD students undertake to carry out tutoring and/or supplementary teaching activities, without this entailing any increase in the scholarship, also through the assignment of specific teaching modules. The Department in which the PhD student carries out his/her activity has the duty to ensure that the accumulation of teaching activities possibly entrusted to the PhD student in any capacity is such as not to jeopardize the successful performance of the research activities, and in any case does not exceed the limit of 40 hours/year. It is the task of the Academic Board of reference to monitor that the PhD students fulfil their obligations. The teaching activity does not involve any burden for the University, and must not compromise the research training activity.

Without prejudice to the full-time commitment, work activities, including paid ones, concerning practical professional training, or limited external work activity that allows the acquisition of skills relating to the formative field of the PhD Programme, are also compatible with the PhD Programme, subject to the authorisation of the Board of the SAS, following the approval of the Academic Board. For PhD students with scholarships, the provisions and limits set out in Article 8 of this Notice shall apply.

Pursuant to Law No. 33 of 12 April 2022, simultaneous enrolment in a bachelor's or master's degree course, and in a university master, PhD programme, or specialisation programme is allowed, with the exception of medical specialisation courses, as well as simultaneous enrolment

in a PhD programme or a university master, and in a medical specialisation programme. Simultaneous enrolment is allowed in Italian, or Italian and foreign institutions. The obligation to possess the qualifications required by the regulations for enrolment in single study programmes remains unaffected.

### **Art. 11 – AWARD of the DEGREE**

The PhD degree, abbreviated in Italian as "*Dott. Ric.*", or "*PhD*", is awarded by the Rector of the University of Camerino and, possibly, also jointly, by academic authorities of institutions with which specific Agreements are signed (see. Joint PhD Programmes), or co-organisation, or joint degree agreements, and is obtained upon passing the final exam.

To take the final exam, PhD students must submit a copy of the PhD thesis in electronic format to the SAS, accompanied by the judgment of the external evaluators.

The thesis consists of a written dissertation or graphic work to which it is necessary to attach a report on the activities carried out during the entire PhD Programme, and on any publications.

The thesis is evaluated by at least 2 highly qualified professors, preferably belonging to foreign institutions, and in any case external to the institutions which have contributed to the release of PhD degrees, called external evaluators. External evaluators express a written analytical judgment on the thesis, and propose admission to the final exam, or postponement for a period not exceeding 6 months, if they consider that significant additions or corrections are necessary.

The Final Examination Committees, appointed by the Head of SAS on the proposal of the Academic Board of the Research Area of competence, are made up of tenured university professors and researchers, Heads of Courses related to the scientific and disciplinary sectors to which the PhD Programme refers, the majority not belonging to the University of Camerino, usually with the presence of experts from foreign institutions.

PhD students admitted to take the final exam will have to upload the doctoral thesis on a special platform for evaluation by the members of the Examination Committee.

Suspension from the PhD Programme is allowed for the periods relating to the following cases:

- for pregnancy, maternity, and paternity leave, according to the provisions of the Legislative Decree No. 151 of 26 March 2001, and subsequent amendments, and the Decree of the Ministry of Labour and Social Security of 12 July 2007;
- for severe and prolonged illness;
- for military service.

PhD students who make use of a suspension period are obliged to recover the entire period after the end of the three years, with consequent disbursement of the suspended scholarship to the scholarship holders, provided that, if the scholarship is provided by an external body, there are no restrictions on the extension of the scholarship beyond three years.

PhD students may also renounce the scholarship. In this case, while maintaining their student status, they all right to receive the scholarship.

In the event of unjustified absence or non-fulfilment of the obligations, including the non-completion of the activities planned at the end of each year, the Academic Board may propose the exclusion of the PhD student from the programme, with the consequent loss of the right to receive the scholarship, where perceived.

PhD students benefit from accident and civil liability insurance coverage for the entire duration of the Programme, and only for the activities relating to the PhD programme.

In the case of an invention made by a PhD student as part of university research, the University Regulations on patents shall apply.

#### **Art. 12 – PROCESSING OF PERSONAL DATA**

The University, implementing the “Code regarding the protection of personal data” (Legislative Decree No. 196 of 30 June 2003, and subsequent amendments), “Consolidated Law on privacy and the use of information systems” (Legislative Decree No. 271/2009, and subsequent amendments), and the General Data Protection Regulation (EU Regulation 2016/679), as data controller, undertakes to process the personal data and contacts provided by the candidate for the completion of the selection procedures, and for the pursuit of its institutional purposes.

Participation in the selection procedure implies the expression of tacit consent, so that the names of the candidates and the results of the selection procedure tests are published on the UNICAM website, and the SAS website, at <http://isas.unicam.it>.

#### **Art. 13 – RULES FOR REFERENCE**

For matters not covered by this Notice, reference is made to the regulations in force on the subject of PhD programmes, in particular to:

- Ministerial Decree No. 226/2021
- Regulations on PhD Programmes of the University of Camerino issued with Rector’s Decree No. 169/2022
- Regulations of the School of Advanced Studies of the University of Camerino, issued with Rector’s Decree No. 168/2022.

This Notice of Selection Procedure is also published on the European Euraxess website, on the website of the Ministry of Education, University, and Research, on the institutional website of the University, and on the SAS website.

For information, interested parties can contact the SAS offices by timely sending an email to [postlaurea@unicam.it](mailto:postlaurea@unicam.it).

THE RECTOR

Prof. Claudio Pettinari