CALL FOR APPLICATIONS TO RESEARCH DOCTORAL PROGRAMMES - XXXIII CYCLE

HOW TO SUBMIT YOUR APPLICATION

NOTE: The deadline for the call is strictly established as

12:00 (Italian time - CET) on Tuesday, September 5, 2017

Admission Requirements

You can apply for the call without any restrictions on citizenship and age if you hold one of the following titles:

• Bachelor's degree (old degree cycle)

• A specialist degree/Master degree or a second level academic degree issued by institutions belonging to the AFAM ("*Alta Formazione Artistica e Musicale*")

• An equivalent academic degree from a foreign university.

If you hold a degree from a foreign university which is not declared as equivalent to an Italian degree you must **apply for certification of equivalence** in order to apply for admission to the doctoral programme, with the following documentation attached to the application:

<u>If you are an EU citizen</u>

• **Self-certification** according to D.P.R. 445/2000 of the academic title obtained with a list of examinations, the relative results and the legal duration of the course.

<u>If you are a non-EU citizen</u>

• A **certificate** attesting to the academic qualification obtained with a list of examinations, the relative results and the legal duration of the course together with an Italian translation, under the responsibility of the applicant.

You may also apply if you will, by 31 October 2017, be obtaining the qualifications necessary to qualify for access to the doctoral programme call. In that case, you must also complete Attachment C and submit, no later than the 2 November 2017, the

documentation of achievement, in accordance with the provisions of Article 2 of the notice. Failure to submit it by the deadline will result in exclusion from the call.

Before making the application

- ✓ Carefully read the call notice along with the doctoral profiles for which you intended to apply. The call is available in the attachments on this web page.
- ✓ Check that you are in possession of the requirements set out in the notice (Article 2) and in the profile of your chosen doctorate.
- ✓ If you have a degree from a foreign university, you can also participate in the call for reserved places, if specified in the doctoral profile for which you wish to apply. In this case, see Art. 15 and subsequent modifications of the call.
- ✓ Make sure you have all the documents you wish to attach to your online application.

If you would like further clarification, write to dottorato@uniba.it or call the Doctoral Programme Office on +39 0805714228 from Monday to Friday from 10.00 am to 12.00 pm (Italian time).

COMPLETION OF THE APPLICATION AND SUBMISSION

If you intend to apply for an ordinary position

The application for admission must be completed online, in accordance with the contents of Article 3.

The online application must then be printed and, together with Attachment A, signed and received by 12:00 (Italian time CET) on Tuesday 5 September 2017, according to the methods outlined in Art. 3 of the call. Failure to submit it by the deadline will result in exclusion from the call.

Before sending, remember to pay the call registration fee of € 50,00 (by MAV), the receipt of which you will have to attach to the application.

If you intend to apply for a place reserved for graduates from foreign universities

The application for admission must be completed using Attachment F.

The signed application for admission to the call must be received no later than 12:00 (Italian time CET) on Tuesday 5 September 2017, according to the methods outlined in Art.16 of the call.

If you are a foreign resident abroad

While the above applications methods must be followed, you will not have to pay the call registration fee € 50.00, even for applications for an ordinary position, and you can send the application by e-mail to the e-mail address **dottorato@uniba.it.**

NOTE

The guided completion of the electronic application does not validate missing or late applications received in paper hardcopy which remains the only valid method of applying for admission to the call. Failure to choose, where provided, the curriculum profile will result in exclusion from the call.
The payment of the €50.00 call fee does not constitute right to admission to the call in the absence of a formal application, even if made by the deadline of the call notice. In no case will the call administration fee be returned.

DOCUMENTS TO ATTACH TO THE APPLICATION

If you intend to apply for an ordinary position

As stated in Art. 3 of the call, the following documents must be attached to the application

1. Integration Declaration for Application to the Call (Attachment A);
2. Substitute self-certification statement relating to degree certificates:
   - **for graduates**: signed and dated self-certification statement (Art.46 TU - DPR No.445 of 28/12/2000) containing the type of qualification (old degree cycle, specialist/Master degree), the date awarded, the final result and details of the university that awarded the qualification (Attachment C);
   - **for undergraduate candidates**: signed and dated self-certification statement (Art.46 TU - DPR No.445 of 28/12/2000) indicating the university at which they are enrolled, the type of degree (old degree cycle, specialist/Master degree), the name of the degree course, the list of examinations taken along with the relative results and the expected date of graduation. In the self-certification, the weighted average of the marks of all exams taken up to the expiry date of this call must be specified (the weighted average is obtained by multiplying each result by the corresponding examination credits,

adding the result obtained and dividing that sum by the total credits earned through examinations with results) (Attachment C);

- **for candidates holding a qualification from a foreign university** which has not been declared as equivalent to an Italian qualification: in the case of Italian and EU citizens, self-certification according to D.P.R. 445/2000 and subsequent amendments of the academic qualification obtained with the list of examinations, the relative results and the legal duration of the programme; in the case of non-EU citizens, certificate attesting to the academic qualification obtained with an indication of the examinations taken, the relative results and the legal duration of the programme together with a translation into Italian. The translation must be signed under the responsibility of the candidate in order that the qualification be recognized.

3. Signed and dated curriculum vitae;
4. Numbered, dated and signed list of qualifications deemed useful for the call attached to the application;
5. Numbered, dated and signed list of publications considered useful for the call attached to the application;
6. Qualifications that the candidate considers useful for the call; Such qualifications must be produced with a Substitute Declaration of Certification or a Substitute Declaration of Conformity with Original Copies (Attachments D and E) provided for in Articles 46 and 47 of the D.P.R. 445/2000;
7. A single copy of scientific publications, progressively numbered, may be submitted in original or in photocopy; In the latter case, the candidate must produce a Substitute Declaration of Conformity with Original Copies (Attachment E); The Substitute Declaration of Conformity with Original Copies must be signed and submitted together with a photocopy copy of an ID document of the applicant; publications listed but not submitted will not be considered.
8. Photocopy of a valid ID document of the candidate;
9. Photocopy of proof of payment of the call administration fee of € 50,00 except in the case of foreign citizens resident abroad who are exempt from this fee.

In the profiles attached to the call, it is specified whether a research project is to be attached.

If you are interested in a place with an apprenticeship contract

You will have to complete Attachment B and submit it with your application, subject to age requirements (between 18 and 29 years at the moment of employment by the company) and possession of a valid residence permit for Italy if you are a non-EU citizen.

If you are applying for a place reserved for graduates in foreign universities

The following documents must be submitted with the application in accordance with Attachment F:

1. a certificate attesting to the foreign degree of study with indications of the examinations taken and the relative results together with a translation into Italian. The translation must be signed under the responsibility of the candidate in order that the qualification be recognized; For candidates who hold a degree from a foreign University which has not been declared as equivalent to an Italian degree: in the case of Italian and EU citizens, self-certification under D.P.R. 445/2000 and subsequent amendments of the academic qualification obtained with the list of examinations, the relative results and the legal duration of the course; in the case of non-EU citizens, certificate attesting to the academic qualification obtained with indications of the examinations taken, the relative results and the legal duration of the programme together with the translation into Italian. The translation must be signed under the responsibility of the candidate in order that the qualification be recognized;
2. curriculum Vitae indicating academic qualifications and study, scientific activity and professional experience, written in Italian, English or French, indicating the academic qualifications obtained. In particular, the candidate must indicate: any scholarships awarded by Italian, foreign or international bodies specifying the start date, end date and duration; Attestations of participation in postgraduate or Master degree programs, specifying the date of completion, duration and the training provider; Any acknowledgments and other scientific/academic qualifications deemed relevant to the selection;
3. scientific publications;
4. a summary of the degree thesis in English or French, of a minimum of 3 and a maximum of 6 pages organized as follows: thesis topic, research methodology, results obtained;

5. indication of the specific research interest of the candidate (Statement of Research Interest);
6. at least two letters of reference from professors of the institutions where the candidate has worked;
7. a research project where specified in the profile relating to the doctoral programme for which application is made;
8. photocopy of a valid ID document of the candidate.

Qualifications may be presented in original, as certified photocopies or simple photocopies. In this case, conformity to the original must be declared by the candidate through self-certification or through a Substitute Declaration of Certification of Conformity to the Original Copy in accordance with Art. 19, 46 and 47 of the D.P.R. 445/2000. (Attachment G).

Only and exclusively if specified in the profile relating to the doctoral programme selected, applicants resident abroad may take the oral examination at distance using a videoconferencing tool (e.g. Skype) and preferably from a location such as a university institution, a Consulate or Diplomatic Representation or at an Italian Cultural Institute abroad. In this case, interested applicants will have to make a specific request to make use of such a location, provide their contact in the application for admission to the call and ensure the use of a webcam to allow their identification to the Commission. The candidate must be available at their previously communicated contact address on the day for the oral examination, according to the calendar published on the website as indicated on the profile. The Commission may agree with the candidate on a precise time for the interview to take place.

For the purposes of identification each candidate must, prior to commencement of the interview, identify themselves, displaying the same identity document already submitted as a copy attached to the application. Failure to do so will result in exclusion from the call.

Failure by the candidate to communicate their personal address, a lack of internet connection, the unavailability of the candidate on the day or time established or the failure to display a valid identification document in accordance with the previous paragraph constitute reasonable motives for exclusion from the call.

The University of Bari does not accept any responsibility for the possibility of technical issues preventing the carrying out of the oral examination.

COMMISSION AND RESULTS

The composition of Call Commissions will be published following the appointment Commission members.

As soon as they become available, the results of individual examinations and the final merit rankings of the doctoral programme programmes will be published online.

WARNING! THIS DOCUMENT DOES NOT REPLACE THE CALL NOTICE. REGULARLY VISIT THE WEBSITE http://www.uniba.it/ricerca/dottorati/33-ciclo-2017-2018, where modifications, updates or additions to the call will be published.