

## Public Competition Announcement for PhD programmes 40th cycle Academic year 2024/2025

### Art.1 – CALL

The Free University of Bozen/Bolzano (unibz) announces a public competition, by examination and/or qualification, for the admission to the following PhD programmes of the 40th cycle, starting from the academic year 2024/2025:

#### **COMPUTER SCIENCE (INF)**

Duration: 3 years

Official course language: English

A public competition for the allocation of **1** position\* is announced:

- n. **1** position funded by third parties

#### **ADVANCED-SYSTEMS ENGINEERING (ASE)**

Duration: 3 years

Official course language: English

A public competition for the allocation of **3** positions\* is announced:

- n. **3** position funded by third parties

#### **MANAGEMENT - joint PhD programme with the University of Trento**

Duration: 3 years

Official course language: English

A public competition for the allocation of **3** positions\* is announced, divided as follows:

- n. **2** positions with scholarship
- n. **1** positions without scholarship

#### **MOUNTAIN ENVIRONMENT AND AGRICULTURE (MEA)**

Duration: 3 years

Official course language: English

A public competition for the allocation of **1** position\* is announced:

- n. **1** position funded by third parties

Details for each programme referred to in this article, such as research areas, possible research projects and their supervisors, study programmes, admission requirements, procedures and criteria for the choice and evaluation of applicants ranked can be found in the appendices, which are integral part of this announcement.

The PhD programmes will start on **November 1<sup>st</sup>, 2024.**

This announcement is valid as the means of public notification to all intents and purposes. However, any changes, updates or supplements will be released **exclusively** through the university web page of the PhD programmes.

\*The places can be increased in the event that further funding is available from other universities, public research institutions or qualified private companies who are willing to provide funds after the publication of this call but before the call expires (October 2<sup>nd</sup>, 2024). Notification about the possible above-mentioned increase will be announced only on the university webpage of unibz regarding the PhD programmes. Candidates who wish to be considered eligible for any additional scholarship which will fund specific projects, must make a specific request to the Selection Committee before the selection process so that they can also evaluate the applicant in this specific case.

## Art. 2 – ADMISSION REQUIREMENTS

All citizen, regardless of sex, age and nationality may apply to be admitted to a PhD programme:

- Applicants holding a postgraduate degree as per Italian Ministerial Decree no. 509/1999, a postgraduate degree as per Italian Ministerial Decree no. 270/2004, a degree of the former Italian university system, or an equivalent degree obtained abroad.
- Applicants achieving one of the above-mentioned titles within the enrolment deadline. In this case applicants will be admitted conditionally to the selection procedure, **and they must produce the degree certificate within the enrolment's deadline. If not, their application is considered null and void.**

All applicants are eligible for selection, subject to verification of self-certified statements pursuant to Presidential Decree no. 445/2000 and subsequent amendments and additions. In the event of a false declaration, the university may order at any time, by order of the Rector, the exclusion of applicants from the selection process or from the PhD programme, without prejudice to the criminal liability arising therefrom.

### **Candidates with degrees obtained abroad that have not already been declared equivalent to an Italian degree.**

Based on the documentation produced, the selection committee will declare the foreign qualification equivalent to a master's degree, solely for the purposes of participation in this competition.

Candidates with a foreign qualification:

- will be **admitted to the selection process with reservations** and will be excluded from the PhD programme if it turns out, after verification, that the qualification does not comply with the requirements of this call for applications and therefore does not permit enrolment in the PhD programme.
- must certify that at the university in the country in which the degree was obtained they have access to a course of study similar to that chosen at unibz. They must then upload to the pre-enrolment portal one of the documents indicated in Articles 3 and 7 of this call.

## **SUPERNUMERARY ADMISSION**

Candidates selected under the European Unions' Research Programmes or other international cooperation programmes (such as, for example, Erasmus Mundus, Marie Skłodowska-Curie Actions etc.) may be admitted in supernumerary, even if they have not applied for the competition within the terms set out in the call for applications.

## Art. 3 – APPLICATION FOR ADMISSION TO THE PUBLIC COMPETITION

Applications to the selection procedure can be submitted **from the date of publication of the call for applications.**

Each application is subject to a payment for administrative expenses (30 EUR). This registration fee cannot be reimbursed under any circumstances.

To apply, you need to follow these steps:

- 1) Create an account at <https://aws.unibz.it/exup/> and upload in electronic format a passport-size colour photo and a valid ID (passport or identity card, front/back);
- 2) In the application portal, select the PhD programme and pay the registration fee of 30 EUR (see instructions in the portal);
- 3) Fill in the online form in the same portal and upload the additional required documents (see the specific attachments to the call for each PhD programme).

Completing the application online is the **only way** to submit the application. Applications will not be considered if:

- incomplete or without compulsory entry qualifications/requirements;
- sent by e-mail.

It is necessary to upload the required documentation for each PhD programme chosen in the portal. A traffic light system indicates complete/incomplete documentation (missing documents will be marked in red).

Only documents uploaded by the deadline will be evaluated.

It is advisable to apply online well in advance and to check the portal regularly to take note of any notes concerning missing and/or incorrect documents.

The application must be completed **no later than October 2<sup>nd</sup>, 2024, at 12:00 midday (GTM +2:00)**. After this deadline, it will no longer be possible to complete/correct incomplete applications. The University is not liable if the portal is overcharged, due to the net or to the software itself.

**In the application portal, applicants must upload, otherwise excluded:**

- **if graduated in Italy:** diploma supplement or self-declaration (following the Italian D.P.R. no. 445/2000) of the degree awarded with the exams passed (if graduated) or just with the exams passed (if not graduated yet);
- **if graduated abroad:** diploma supplement or final degree certificate with exams passed (if graduated) or transcript of records (if not graduated yet) in Italian, German or English.

**The above must contain the following information:** final grade, exams passed with grade and date of passing, credit points, scientific fields (the latter only for Italian titles), university where the degree was or will be awarded and date of graduation.

**For qualifications obtained abroad, also:** scale of grades awarded by the home university (with a minimum final grade to obtain the qualification and a maximum final grade achievable).

Unibz reserves the right to request a description of the contents of the single courses and/or teaching hours where necessary.

All applicants are admitted to the competition conditionally until the requirements for admission have been completely verified. Unibz has the right to check by sampling (according to the provisions of art. 71 and subsequent of Presidential Decree no. 445/2000). Applicants may be excluded at any time by justified decision of the Rector for not meeting the requirements set out in this call for applications.

#### Art. 4 – SELECTION PROCEDURE

The selection procedure, the specific admission requirements and the dates of the examinations are mentioned in the descriptive appendices for the individual PhD programmes, which are an integral part of this announcement and are published in the university web pages of the PhD programmes.

If candidates are given the opportunity to take the examination and/or interviews remotely via videoconference (e.g. Teams, Zoom), they must ensure the use of a webcam to allow their identification to the selection committee by showing a valid identity document.

#### Art. 5 – SELECTION COMMITTEE

Each committee consists of members chosen from tenured professors and university researchers who are experts in the scientific areas of the PhD Research Programme. The Committee may also include experts, Italian or foreign, from public and private corporations or research institutes.

Once the entrance examinations are completed, the Selection Committee will draw up a ranking list, based on the number of points the applicants obtain from the various examinations, and will publish it on the unibz website on the page dedicated to PhD programmes.

#### Art. 6 – ADMISSION TO THE PHD PROGRAMME

Applicants will be admitted to the PhD programme according to the ranking list until all available positions are covered. In case of equal merit, the youngest applicant prevails.

The final ranking lists will be published on the university web pages of the PhD programmes. The mentioned **publication is considered the official notification**.

If a successful applicant does not enrol or withdraws before the course enrolment date, the next applicant on the ranking list will be offered the place.

If a successful applicant withdraws or is excluded during the first quarter of the first year of the course, the PhD Course Committee may decide to fill the vacant place with the next applicant on the ranking list.

#### Art. 7 – ENROLMENT PROCEDURE

To enrol, the admitted applicants according to each ranking list need to:

##### 1. PAYMENT OF THE UNIVERSITY FEES AND CONFIRMATION OF THE STUDY PLACE:

**Access the application portal**, choose the PhD programme and **pay with one of the methods indicated in the portal**, to confirm your study place (189 EUR - one hundred and eighty-nine).

Deadlines	To (no extension!)
Admitted students	within October 25 <sup>th</sup> 2024 at 12:00 (GMT+2:00)

Those who do not meet the deadline will automatically lose their position, which will be offered to the next applicant in the ranking list.

**Please note** that payment does not allow you to get the student status, which will be acquired upon enrolment. If you have a confirmed study place but you do not enrol on time, there will be no refund of the university fees unless you do not pass your university final exam or, in the event of non-EU

applicant's resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

## 2. ENROLMENT:

in the application portal enrol online.

Deadlines	To (no extension!)
	within October 31 <sup>st</sup> 2024 at 12:00 (GMT+1:00)

It is recommended to start the enrolment procedure as soon as possible since it may be necessary to upload in time missing documents.

If you don't meet the deadline for enrolment, you will lose your study place, which will be offered to the next applicant in the ranking list.

<p><b>If you gained your qualification abroad, you must upload the following documents (if not uploaded upon application):</b></p> <ul style="list-style-type: none"> <li>diploma of the master's degree with official translation into Italian (not necessary if the diploma has been issued in German or English).</li> <li>the Diploma Supplement of the master's degree where it must be indicated that the qualification gives access to a PhD programme. In case of foreign qualifications for which a diploma supplement is not provided, the upload of this document may be omitted.</li> </ul> <p>If you have gained your qualification abroad in one of the Countries that are signatory to the <u>Lisbon Convention</u> you must also upload:</p> <ul style="list-style-type: none"> <li>The <b>Statement of Correspondence</b> of your qualification, to be downloaded from the ARDI - Automatic Recognition Database – Italy</li> </ul> <p>If you have gained your qualification abroad in a country that is not a signatory to the Lisbon Convention, you must also upload:</p> <ul style="list-style-type: none"> <li>the <b>Statement of Comparability and Verification</b> of your qualification, issued by the Italian Information Centre on Academic Mobility and Equivalence (CIMEA);</li> <li>if not available, the declaration of equivalent value, issued by the competent Italian representation abroad.</li> </ul> <p>If the required document is not uploaded by the time of enrolment, the applicant will be enrolled with reservations. The documents must in any case be submitted by 15 January 2025 under penalty of exclusion from the programme.</p> <p>In the case of a university degree obtained abroad and recognised in Italy, it is sufficient to upload a copy of the recognition decree.</p> <p>unibz will carry out the necessary checks of the foreign qualification and reserves the right to request additional documents to supplement those already submitted. Should it become apparent after these checks that the qualification does not meet the requirements of this call for applications and therefore enrolment in the PhD programme is not possible, the applicant will be excluded.</p>
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### If you are a non-EU citizen living abroad:

If the candidate is eligible for admission and has also applied on [Universitaly](#), the Italian Authorities in his country of origin will issue the entry visa for studies/university.

This will allow him to arrive in Italy to enrol for the study programme that he has applied for, after passing the admission procedure.

According to Italian law, within 8 working days of your arrival in Italy, non-EU-citizens must have applied for the residence permit: as soon as they arrive, they can contact the Study and Tuition office ([phdunibz@unibz.it](mailto:phdunibz@unibz.it)), which will give them the necessary information.

Once they will obtain the residence permit (permesso di soggiorno), they have to hand it in at the Student Secretariat personally or via e-mail (front/retro).

**Please note:**

Enrolments received by means other than those listed above and / or beyond the terms provided for in this article will not be accepted.

Applicants who find themselves in a good position on the ranking lists of more than one PhD programme can only enrol for one of these programmes.

Applicants who intend to withdraw from the course and not enrol or waive their right to a scholarship are requested to inform the university as soon as possible and in any case before the enrolment deadline at the following e-mail: [phdunibz@unibz.it](mailto:phdunibz@unibz.it).

Any updates will be published on the university websites of the PhD programmes.

#### Art. 8 – TUITION FEES

For the PhD courses, 40<sup>th</sup> cycle in the 2024/2025 academic year, the tuition fees amount to 189 EUR, (one hundred eighty-nine Euros), which includes the provincial tax for the right to study in higher education of 173 EUR (one hundred seventy-three), and a duty stamp of 16,00 EUR (sixteen) in virtual form.

A refund of the fees paid cannot be claimed in case of suspension or withdrawal from studies.

#### Art. 9 - SCHOLARSHIP

Scholarships are assigned following the ranking list drawn up by the Selection Committee. If the eligible applicant declines the scholarship, the next applicant on the ranking list will be offered the scholarship.

The yearly study scholarship amounts to **€ 20,000 gross**.

The scholarship is paid from the date on which the doctoral student is physically present in Bozen/Bolzano or Brixen/Bressanone. Any outstanding payments for previous months are not paid.

In justified cases, the final date for arrival in Bozen/Bolzano or Brixen/Bressanone is 28 February 2025. Any student who fails to meet this deadline will be excluded from the PhD programme and will lose his or her place and scholarship.

In the case of scholarships financed by external funders, the annual amount may be increased.

The scholarship is also subject to national insurance contributions (INPS) according to current laws.

The scholarship is paid in monthly instalments and increased by 50% for study periods spent abroad, if duly authorised.

The scholarship is awarded for the entire length of the PhD Programme except in case of suspension or withdrawal from studies. Scholarships will be reconfirmed from one year to the next unless the PhD Course Committee officially decides otherwise.

Scholarship holders are not employees of the university.

Scholarships cannot be combined with other scholarships or scholarships awarded for any purpose, except those awarded by national or foreign institutions which supplement, with stays abroad, the research activities of the student. Anyone who has already received a scholarship in Italy for a PhD programme cannot hold a further scholarship on the same purpose.

#### Art. 10 – RIGHTS AND DUTIES OF PHD STUDENTS

PhD students are obliged to attend the PhD courses and to carry out research activities according to the schedules and the regulations laid down by the PhD Course Committee.

More details can be found in the following document: [Regulations of Ph.D Degree programmes](#)

Scholarship financed by external bodies where specific research is required limit the scholarship holder to carry out only that specific work.

The university provides, for the duration of the course, insurance cover for accidents and damage to third parties that may occur during the activities related to the Ph.D.

According to art. 2 first paragraph, of law August 13, 1984, no. 476 and subsequent amendments, public servants who are admitted to a PhD programme may apply to be placed, for the duration of the programme, on leave without pay for study purposes, and may apply for a scholarship.

In the event of admission to PhD programmes without a scholarship, or if the student has refused a scholarship, the person on leave maintains his/her salary, social security and pension from the public administration which has established the working relationship. If, after obtaining the PhD degree, the employee discontinues his/her working relationship with the public administration in question within two years of the end of the course, s/he is obliged to return all sums received during the PhD programme.

#### Art. 11 – PERSONAL DATA PROTECTION ACT

The Administration of the Free University of Bozen/Bolzano, according to the European Regulation 2016/679, will use the applicants' personal data only for the selection procedure and for institutional purposes.

In observance of the above-mentioned law, participation in the selection requires the applicant to consent tacitly to the publication of his/her personal data and the data concerning the results of the selection procedure on the website of the Free University of Bozen/Bolzano.

#### Art. 12 – REFERRAL RULE

For matters not explicitly mentioned in the present competition announcement, art. 4 of law no. 210 of July 3, 1998, art. 19 of Law no. 240 of 30 December 2010, Ministerial Decree n. 226, December 14<sup>th</sup>, 2021, the "Regulations for PhD Research at the Free University of Bozen/Bolzano" with subsequent amendments and the "Regulations for research scholarships referred to in article 22 of Law no. 240/2010" shall apply.

#### Art. 13 – ADMINISTRATOR RESPONSIBLE FOR THE PROCEDURE

According to law no 241 of August 7, 1990, and subsequent amendments, dott. Karin Felderer is in charge of this procedure. Address: Study and Tuition, Free University of Bozen/Bolzano, Via Cassa di Risparmio 21, I-39100 Bozen/Bolzano – Tel. +39 0471 012815, e-mail: [phdunibz@unibz.it](mailto:phdunibz@unibz.it).

## **Information pursuant to Articles 13-14, EU Reg 2016/679 "European Data Protection Regulation"**

This information notice represents a fulfilment of the provisions of Regulation (EU) 2016/679, General Data Protection Regulation (hereinafter, GDPR), which, pursuant to Articles 13 and 14, provides for the obligation to provide data subjects with the information necessary to ensure the correct and transparent processing of their personal data.

### **1. Data subjects**

The data controller is the Free University of Bozen/Bolzano, with registered office at Piazza Università no. 1, 39100 Bozen/Bolzano, in the person of the President and legal representative pro tempore.

**1.2.** The Privacy Officer of the Free University of Bozen/Bolzano can be contacted at the following email address: [privacy@unibz.it](mailto:privacy@unibz.it)

### **2. Purposes of the processing for which the data are intended**

**2.1.** The personal data provided by you are processed for the management of the competition or selection procedure with any pre-contractual measures and for the management of the rankings (where provided for in the notice) which also includes the publication of the rankings on the University website. The processing also includes any checks on the declarations of support pursuant to Article 71 of Presidential Decree 445/2000 (see point 4.2).

**2.2.** The processing may also include special categories of data (e.g. health status and disability, etc.) as well as personal data relating to criminal convictions and offences pursuant to Article 10 GDPR. The processing of this data is required by the rules governing selection (e.g. to provide appropriate support for candidates with disabilities, etc.).

**2.3.** The personal data of the candidates are processed by the members of the commission, and by the administrative offices in charge of the selection procedures of the Free University of Bozen-Bolzano.

### **3. Modalities of data processing and duration of data retention**

**3.1** The data will be processed in such a way as to guarantee the security and protection of the data in full compliance with the provisions of the "European Regulation" and the national legislation on data protection and may be carried out by means of manual operations and/or the use of computer and/or telematic tools.

**3.2** In this case, applications to take part in the selection will be kept for 5 (five) years. The successful candidate's application will be retained indefinitely. The minutes of the Selection Boards and their annexes, and the approval and appointment measures shall be retained indefinitely.

### **4. Processing and scope of communication and dissemination of data**

**4.1.** The processing of personal data collected is carried out by the offices in charge and by the selection committee, which has been adequately instructed for this purpose in accordance with Article 29 of the GDPR.

**4.2.** In particular, your data may be communicated to other public bodies for the purposes of carrying out checks on the declarations in lieu of identity pursuant to Article 71 of Presidential Decree 445/2000. In addition, the University may acquire certain information ex officio in order to verify the declarations submitted by candidates (e.g. request for verification of criminal records, requests for confirmation of qualifications from schools, universities, etc.; requests to municipalities for family status, etc.).

### **5. Nature of the provision of data and legal basis for processing**



**5.1** The provision of data is necessary for the achievement of the purposes referred to in paragraph 2.

**5.2.** Personal data are processed in accordance with Articles 6(1)(b) - performance of a contract, (c) - fulfilment of legal obligations, (e) - public interest or related to the exercise of public authority; (f) - legitimate interest ), 9(2)(b) - labour law obligations, (f) - defence in court, (g) relevant public interest and 10 (personal data relating to criminal convictions and offences GDPR).

## **6. Rights of the data subject**

**6.1** In your capacity as a Data Subject you have the rights set out in sections 2, 3 and 4 of Chapter III of the GDPR (e.g. to request from the data controller: access to and rectification or erasure of personal data; restriction of processing concerning you).

**6.2.** You also have the right to lodge a complaint with a supervisory authority (such as the Privacy Authority <http://www.garanteprivacy.it/>).

With regard to the exercise of these rights, you may send your request to [privacy@unibz.it](mailto:privacy@unibz.it).