



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

DEADLINE FOR APPLICATIONS: 30/09/2015 3:30 pm (Italian time)

Student Services Area
Postgraduate Office

Rector's Decree No. 360/2015
Prot. No. 17325 of 10/09/2015

THE RECTOR

- GIVEN the Statute of the University of Modena and Reggio Emilia, enacted by Rector's Decree no. 3 of February 6, 2012 and subsequent amendments and additions;
- GIVEN the Italian Prime Minister's Decree of April 9, 2001 on "*Uniform treatment regarding the right to higher education*", in accordance with art. 4 of Law no. 390 of December 2, 1991, and subsequent amendments and additions;
- GIVEN art. 4 of Law no. 210 of July 3, 1998 on "*Guidelines for the recruitment of tenured university researchers and professors*", published in the Official Gazette of July 6, 1998, General Series no. 155, and subsequent amendments and additions;
- GIVEN Ministerial Decree no. 45 of February 8, 2013, on "*Regulations on the procedures for the accreditation of teaching establishments and PhD Programs by accredited institutions*", published in the Official Gazette of May 6, 2013, General Series, no. 104;
- GIVEN Rector's Decree no. 168 of July 18, 2013, implementing the provisions contained in Ministerial Decree no. 45 of February 8, 2013, to enact the University Regulations governing PhD studies, and subsequent amendments and additions;
- GIVEN Law no. 240 of December 30, 2010;
- GIVEN the legislation regarding apprenticeship contract for advanced training and research;
- GIVEN the Decree from the Ministry of Education, Higher Education and Research of August 19 2014 that accredited the PhD Programmes offered by University of Modena and Reggio Emilia for the XXX cycle;
- GIVEN the Note from the Ministry of Education, Higher Education and Research of prot.4289 of March 13 2015 on the "*Operative guidelines on the procedure of accreditation of PhD Programmes. A.Y 2015-2016*";
- GIVEN the document of the National Agency for the Evaluation of the University System and Research (ANVUR) "*Accreditation of PhD Programmes of the XXXI cycle*" of March 20 2015;
- GIVEN the resolution of the Academic Senate, in its session of April 28, 2015, approving the establishment of doctoral research schools, with administrative headquarters 1 at the University of Modena and Reggio Emilia, for the academic year 2015/2016, and approving the allocation of scholarships among the various schools;
- GIVEN the resolution of the Executive Board, in its session of April 29, 2015, approving the establishment of doctoral research programmes, with administrative headquarters at the University of Modena and Reggio Emilia, for the academic

year 2015/2016, and approving the allocation of scholarships among the various programmes;

GIVEN the resolution of the Executive Board, in its session of June 26, 2015, which determined the amount of tuition and fee charges for enrolment and attendance in doctoral research programmes for the academic year 2015/2016;

GIVEN the Notes from the Ministry of Education, Higher Education and Research of prot. 10906 of June 22 2015 and prot. 11948 of 6 July 2015 on the “*Renewal of PhD Programmes already accredited in A.Y 2014-2015*”;

DECREES

ARTICLE 1 – Institution

The University of Modena and Reggio Emilia hereby announces a selection procedure for admission to 2 positions with apprenticeship contract for advanced training and research of three years in the three-year PhD Programme in “Human sciences” for the XXXI cycle, Academic Year 2015/2016.

Apprenticeship contracts will be concluded with the Social Cooperative TICE Onlus for work, training and research activities on the issue of Special Educational Needs and Support for Learning (the trainees will be hired at the company plant located in via Matteotti n. 45, Rubiera (RE), to cover an operating position, following the regulations set in the collective labour agreement on what concerns the terms for the Social Cooperative sector to which the cooperative belongs).

A candidate holding an apprenticeship contract may not at the same time hold doctoral scholarships or those awarded by foreign Countries or those awarded within specific mobility programmes.

Apprenticeship contracts can be concluded only by candidates who have not yet reached their thirtieth year of age at the time of signing the contract.

This call is equivalent to notification to all intents and purposes. Any changes, updates or additions to the content of this call will be announced, **exclusively**, on the following website: <http://www.unimore.it/didattica/dottorati.html>.

ARTICLE 2 - Admission requirements

The competition is open to any candidate, regardless of age or nationality, who as of **October 31, 2015**, holds an Italian degree obtained prior to D.M. 509/99 or an Italian second level degree (laurea specialistica, under D.M. 509/99 or laurea magistrale, under D.M. 207/04), or an equivalent academic qualification from a foreign University, that has to be validated by the Selection Committee, following the legislation in force both in Italy and in the Country where the qualification was issued and within the international treaties or agreements on the recognition of international qualifications, in the case where degrees in specific subjects are required for admittance to the Programme.

Candidates who have a foreign academic qualification must submit any relevant documents useful for verifying equivalency (degree certificate with exams, or description of the degree with a list of exams passed, by using Annex A2) to the Postgraduate Office (Via Università, 4, 41121 – Modena), attaching the documents to the application for admission using the online procedure described in Art. 3

Candidates who complete their degree after the deadline for this call must submit a Degree certificate or the form in Annex A2 (in case of degree awarded by a foreign institution) or a self-certification to prove that the degree has been conferred (using the form in Annex A1, in case of degree awarded by an Italian University):

- in case of degree completed before enrolment: by enclosing the form with the enrolment application form,

- in case of degree not yet completed when enrolling in the PhD Programme: by submitting the form to the Postgraduate Office (Via Università, 4, 41121 – Modena), by and no later than, October 31, 2015, using one of the following methods: HAND DELIVERY during office hours (Monday and Wednesday from 1:30 to 3:30 p.m.; Tuesday and Thursday from 10:00 a.m. to 1:00 p.m.), or REGISTERED MAIL, or COURIER (the University Administration will recognise the date of receipt of the parcel and not the sending date) or FAX to +39 059/2056574 or E-MAIL to the address segr.postlaurea@unimore.it.

Italian nationals and foreigners holding a foreign academic qualification must submit their degree certificate with a list of exams taken, along with an Italian translation, an authentication, and a “declaration of validity” (“dichiarazione di valore in loco”) issued by the competent Italian consular or diplomatic representative for the country, in accordance with current admission regulations concerning foreign students, to the Postgraduate Office, by and no later than, December 31, 2015, using one of the methods described above. Further information is available at www.istruzione.it - “University” – “Foreign students”. The University reserves the right to exclude from the competition any candidate who has not submitted the required documents by the deadline cited above without a justified reason.

The information sent by candidates will be carefully checked by the competent offices in order to verify correctness.

Admission of candidates to the competition is conditional upon verification of the aforementioned requirements.

ARTICLE 3 – Admission applications

Applications for admission to competition and any required enclosures must be submitted following the online procedure by the final deadline of September 30, 2015, at 3:30 p.m. (local time), when the competition closes. Candidates failing to comply will not be considered.

Admission applications and any required enclosures (academic qualifications, documents and publications considered useful for competition purposes) must be submitted to this Administration before the final deadline for the competition, using the following method only:

- **by Internet**, on the University website <http://www.esse3.unimore.it/Home.do> (new users must register by selecting “Registration”; those who have already registered should select “Login” and proceed with the following steps: insert username and password, and then, in the Student area, select “Admission” – “Admission Exams” – “Ph. D.”);

All academic qualifications, documents and publications considered useful for the application procedure must be attached in .pdf or .rtf file form with a maximum size of 20 MB. Attachments larger than 20 MB must be divided into smaller files.

The application will require a payment of € 25.00, not refundable, to cover administrative costs.

Payment must be made using one of the following methods:

- 1) on line by credit card;

- 2) at any bank throughout Italy (including automatic teller machines, via telephone banking or Internet banking for those banks providing such services), using the special payment slip in MAV (*mediante avviso*) bank format printed out at the end of the admission application procedure.

The payment of € 25.00 must be made before September 30, 2015.

Candidates must keep the payment receipt for € 25.00. First year candidates should instead enclose it with the enrolment application form before the deadline and in accordance with the terms and conditions in art. 7

The application for admission will be considered to be correctly filed only by saving the data (“Save the data”) after the “Explicit confirmation of the validity of the application” given by the candidate at the end of the online procedure mentioned above.

Before the data saving (“Save the data”) that follows the “Explicit confirmation of the validity of the application”, and prior to the deadline for the competition, candidates may add, change or remove attached academic qualifications, documents and publications using the abovementioned website. The procedure is as follows: select “Login”, insert username, password, and then, in the Student area, select “Admission”).

After the data saving (“Save the data”) that follows the “Explicit confirmation of the validity of the application”, in the case of errors or incomplete insertion of attachments using the online procedure, candidates will only be able to send this information on an optical disk (CD-ROM or DVD), along with the signed application for admission and a photocopy of a valid identity document, before the final deadline of the competition (September 30, 2015, at 3:30 p.m.), to the Postgraduate Office (Via Università, 4, 41121 – Modena). One of the following methods may be used: HAND DELIVERY during office hours (Monday and Wednesday from 1:30 to 3:30 p.m.; Tuesday and Thursday from 10:00 a.m. to 1:00 p.m.), or REGISTERED MAIL, or COURIER (the University Administration will recognise the date of receipt and not the date of sending). In the case where attachments on optical disk are not received before the deadline, and in the manner indicated, only the documents included online will be evaluated.

Applications and supporting enclosures may not be submitted by e-mail or fax.

In the event of any technical and/or operating difficulties, please write to the following e-mail address: webhelp@unimore.it.

Admission applications, submitted in accordance with the indications given above, will be considered valid only if they reach this Administration before the final deadline.

Therefore, any applications arriving after the deadline, or not submitted in accordance with above requirements, will not be considered.

As part of the procedural information in making the application, the candidate takes personal responsibility for declarations in relation to:

- a) name and surname;
- b) place and date of birth;
- c) residential address, telephone/cell number, elected domicile for the purposes of this competition, and e-mail address;
- d) tax identification number (“codice fiscale”- if candidates have one. Candidates who do not have a tax identification number need only to confirm the one that will automatically be assigned to them by the system);
- e) citizenship;

- f) possession of an Italian old ordinance degree or second level degree (laurea specialistica or laurea magistrale), or an equivalent academic qualification issued by a foreign University;
- g) the exact title of the PhD Programme chosen by the candidate;
- h) knowledge of a second foreign language (either French, German or Spanish), in addition to English;
- i) curriculum vitae;
- j) academic qualifications and any other documents;
- k) publications;
- l) in the case of candidates with special needs, any accommodations required for taking the examinations, in accordance with Law no. 104 of February 5, 1992;

By submitting the application, the candidate agrees:

- 1) to attend the PhD programme on a full-time basis, in accordance with the conditions established by the Teaching Committee;
- 2) to notify the University immediately of any changes in residence or address;
- 3) in the case of Italian nationals or foreign citizens holding a foreign degree, to send the degree certificate, with a list of exams taken, along with an Italian translation, an authentication and “declaration of validity” issued by a competent Italian diplomatic-consular representative for the country, in accordance with the regulations governing the admission of foreign students to Italian university degree courses, by the final deadline of December 31, 2015;
- 4) in the case of candidates who complete their degree after the deadline for this call, but before October 31, 2015, to send their degree certificate or facsimile attachment A2 (if awarded by a foreign university) or a self-certification to prove that the degree has been conferred (if awarded by an Italian university, please use form in Annex A1), by the final deadline and in accordance with the conditions indicated in art. 2 of this competition. Candidates failing to comply will not be considered.

At any time, candidates may be officially notified of automatic exclusion from the competition for the following reason: failure to meet admission requirements.

Admission applications will not be considered for any of the following reasons: submission or receipt of applications after the deadline or non-compliance with the procedural requirements of the competition.

The Administration cannot be held responsible for any loss of correspondence due to the following situations: incorrect contact details, failure or delay in notification of a change in address, technical errors, negligence of third parties, or a *force majeure*. Furthermore, the Administration shall assume no responsibility for attachments not received as a result of third-party involvement, faulty attachment of documents by the candidate, or any type of network failure.

ACADEMIC QUALIFICATION CERTIFICATES, DOCUMENTS AND PUBLICATIONS:

Candidates with any academic qualification certificates, documents or publications considered useful for the purposes of the competition procedures must attach the following certificates, documents and publications:

- 1) (for candidates holding an Italian degree) a self-certification to prove to meet the requirements (using the form in Annex A1) in accordance with articles 46 and 47 of the Presidential Decree 445/2000;
- 2) (for candidates holding a foreign degree) degree certificate indicating exams taken and grades achieved, or a description of the degree with a list of exams taken and grades achieved together with a statement of truth of the certificates attached, by means of a self-

certification in accordance with Articles 46 and 47 of the Presidential Decree 445/2000 using Annex A2;

3) scanned copy of a valid identity card or passport;

4) curriculum vitae of one's research and teaching activities written in Italian or English indicating university degree qualifications obtained;

5) a copy of the degree dissertation in electronic form, degree obtained prior to D.M. 509/99 or second level degree ("laurea specialistica/magistrale") or equivalent degree (if obtained abroad), or an abstract of the degree dissertation;

6) a short essay written in English – no longer than two pages – which illustrates the reasons why the candidate wishes to attend the PhD Programme and describes his/her specific research interests (Statement of Research Interest);

7) any certification attesting to knowledge of the English language (TOEFL, CAE/Proficiency or other) or other languages, indicating the level achieved by the candidate;

8) letter/letters of recommendation (in accordance with the form in Annex B of this call);

9) academic publications with corresponding list;

10) academic qualification certificates and documents considered useful for the purposes of evaluation with corresponding list.

Along with the application, all candidates are to present a research project, in Italian or English, in the subject area of Special Educational Needs and Support for Learning. The project will be a description – between four and ten pages in length – with: aim of the research, literature review, materials and methods, results, references. The project will not be binding for the Teaching Committee in terms of the possible attribution of a thesis title.

Under article 15 of Law no. 183 of November 12 2011, certificates regarding personal qualities, status and facts issued by the public administration can be only used for private purposes. Self-certification, under articles 46 and 47 of Presidential Decree 445/2000, can replace attested declarations for public administration or public services purposes.

Publications in languages other than Italian, English, French, German or Spanish, or which do not include a summary in one of the abovementioned languages, must be produced in the original language and translated into Italian.

Certificates issued by the competent authorities of the foreign candidate's country of citizenship must comply with the provisions in force in the same country. Certificates in a language other than Italian, English, French, German or Spanish, must also be translated and authenticated by the competent Italian diplomatic or consular authorities.

An Italian translation must be attached to all documents written in a language other than Italian, English, French, German or Spanish and must be certified as conforming to the foreign text by a competent Italian diplomatic authority or an official translator.

Printed documents and those on optical disks (CD-ROM or DVD), sent in accordance with articles 2 and 3, can be picked up at the Postgraduate Office from June 6 to July 28, 2016.

Printed documents, CD-ROMs and DVDs will not be available for pick up after the abovementioned deadline.

ARTICLE 4 – Selection Committee

The committee responsible for the evaluation of candidates will be appointed by a Rector's decree and composed of three permanent members and one or more substitute members. They will be selected from the University's tenured professors and researchers.

A maximum of two Italian and/or foreign experts may be chosen from public and private research bodies or institutions.

ARTICLE 5 – Selection procedures

The selection procedure is based on academic and research record.

The Selection Committee has the capacity to assign scores up to a total of 60 points in the evaluation of candidate qualifications, as follows:

- Curriculum: from 0 to 10 points,
- Master thesis/abstract and other qualifications: from 0 to 10 points,
- Publications: from 0 to 10 points,
- Research project: from 0 to 30 points.

The Selection Committee will decide whether to admit or not only those who have applied based on the following qualifications:

- Documentation attesting experience and interest in the topic of Special Educational Needs and Learning Support.

The Selection Committee will assign scores solely to admitted candidates.

Eligibility of students will not affect the evaluation of candidates but regards solely the assignation of a score and the allocation in the ranking.

ARTICLE 6 – Ranking

At the end of the selection process, the committee will publish a final merit-based list ranking the candidates.

The final merit list will be approved by a Rector's Decree, once all documentation has been declared valid.

The places will be allocated to the candidates reaching the best ranking position among those who have been admitted.

The final ranking of candidates will be announced publicly exclusively by:

- publication on the University website at <http://www.unimore.it>, under: ("Didattica"/"Dottorati di ricerca"), within the designated section for the PhD Programme.

Candidates may not enrol in a PhD Programme if they are already enrolled in another PhD Programme, Degree or Diploma Programme, Specialisation Programme (medical area excepted), Tirocinio Formativo Attivo (Teachers' Training Programmes) or Level I and II Master's Programme of the University of Modena and Reggio Emilia, or any other University.

ARTICLE 7 – Enrolment

Within the mandatory ten-day time limit, starting from the day after the publication of the final ranking on the University Web site (as cited above in Art. 6), those candidates qualifying for a place on the merit list must enrol in the first year of the PhD Programme, using the method mentioned below. Failure to comply will result in the loss of right to admission.

- **by internet:**

through the University website at <http://www.esse3.unimore.it/Home.do> (select 'Login' and, using the username and password assigned by the system at the time of registration for the competition, or the one already held by students of the University of Modena and Reggio Emilia, follow the instructions in the Student area: "Enrolment" – "Enrolment according to ranking"; if an applicant has forgotten his/her username and password, assistance is available via email at webhelp@unimore.it).

Candidates will be asked to enclose the digital copy of the following documents:

- a) digital passport photo;
- b) scanned copy an identity document, duly signed;
- c) scanned copy of the tax identification card;
- d) scanned copy of the receipt for the payment of € 25.00 required for participation in the competition, in accordance with art. 3;
- e) self-certification to prove the possession of a university degree (using the form in Annex A1 for Italian degrees or the form in Annex A2 for foreign degrees), in case of degree already awarded;
- f) Annex C “Declaration accompanying application for enrolment on a PhD Programme”.

Please note that the mere completion of the online form is NOT sufficient for enrolment. PhD students must make their first tuition payment by the aforementioned deadline date (i.e. within ten days of the publication of the rankings). Failure to comply within this deadline will result in exclusion from the PhD program.

Payment must be made at the end of the enrolment procedure using one of the following methods:

- at any bank throughout Italy (including automatic teller machines, via telephone banking or Internet banking for those banks providing such services), using the special payment slip in MAV (*mediante avviso*) bank format printed out by selecting “Stampa Domanda di Immatricolazione” (“Print Enrolment Application”);
- on line by credit card by selecting “Tasse” (“Taxes”).

The print copy of the enrolment application and receipt of payment must be kept by the applicant and not submitted to the Postgraduate Office.

Candidates gaining their academic qualification after the date of enrolment must submit Annex 1 (if the qualification is conferred in Italy) or Annex 2 (if the qualification is conferred abroad) to the Postgraduate Office (Via Università n.4, 41121-Modena) no later than October 31, 2015, using one of the following methods: HAND DELIVERY during office hours (Monday and Wednesday from 1:30 to 3:30 p.m.; Tuesday and Thursday from 10:00 a.m. to 1:00 p.m.), or REGISTERED MAIL, or COURIER (the University Administration will recognise the date of receipt of the parcel and not the sending date) or FAX to +39 059/2056574 or E-MAIL to the address segr.postlaurea@unimore.it.

Italian nationals and foreigners holding a foreign academic qualification must present their degree certificates with a list of exams taken, along with an Italian translation, and a “declaration of validity” (“dichiarazione di valore in loco”) provided by the Italian Consulate or diplomatic representative for the country concerned, to the Postgraduate Office no later than December 31, 2015, using one of the following methods: HAND DELIVERY during office hours (Monday and Wednesday from 1:30 to 3:30 p.m.; Tuesday and Thursday from 10:00 a.m. to 1:00 p.m.), or REGISTERED MAIL, or COURIER (the University Administration will recognise the date of receipt of the parcel and not the sending date) or FAX to +39 059/2056574 or E-MAIL to the address segr.postlaurea@unimore.it.

Foreign citizens who do not yet have a tax identification number must apply to the “Agenzia delle entrate” (Italian Revenue Agency) upon arriving in Italy and must forward a copy of the card issued by the Agency before December 31, 2015, to the Postgraduate Office, by fax at +39 059/2056574 or by sending a scanned copy via mail to segr.postlaurea@unimore.it.

Any candidates who have not completed their enrolment in accordance with the terms and conditions indicated above will be considered as withdrawn.

Candidates issuing false statements will be withdrawn.

The university administration reserves the right to ask enrolled students to complete the enrolment documentation if incomplete and/or to provide payment receipt of the first instalment.

Any remaining places will be assigned to alternate candidates, according to their positioning on the final merit list.

ARTICLE 8 – Reassignment of Places.

In the event of vacancies, eligible candidates will be contacted by e-mail and will be invited to enrol, in accordance with the requirements indicated in the preceding article, within four days from the time of receipt of the email. Failure to comply will result in loss of the right to admission.

The procedure will be considered complete within 90 days from the day the list of admitted candidates for the academic year 2015/2016 is posted on the University Web site, under art. 6.

ARTICLE 9 - Fees for PhD Programmes

Under art. 5, d.lgs. no. 167/2011, yearly fees for PhD students with an “apprenticeship contract for advanced training and research” are Euro 2,500.00.

These fees will be entirely covered by the Emilia-Romagna Region, the regional authorities will directly pay the University of Modena and Reggio Emilia on behalf of the students.

Students will have to pay the fees, following the procedures, amounts and deadlines below mentioned.

Should the amount paid by the regional authority be higher than the one that paid by the student, the remaining amount will be kept by the University to cover expenses related to the PhD Programme.

Should the regulations set for the “apprenticeship contract for advanced training and research” not be observed and the regional authority thus fail to cover the fees, the University will not refund students.

Fees for PhD Programmes, payable by PhD students, are structured according to a progressive scale, with a minimum and maximum limit, as specified in the Financial Aid Application procedure provided by the Regional Agency for the Right to Higher Education – District headquarters of Modena and Reggio Emilia.

Payment of these fees for the first year is divided into three instalments:

- the first instalment, which is the same for all the candidates, is payable at the time of enrolment; the amount of the payment slip downloadable on line will be: € 460.45 (it includes both the first instalment of € 444.45 and the revenue stamp of € 16.00);
- the second instalment, which is as well the same for all candidates, has to be paid by February 29, 2016 (the amount of the payment slip downloadable on line and available from February is € 200.00);
- the third instalment, payable by May 2, 2016 (remaining amount depending on the fee bracket assigned to the PhD student by the Financial Aid Office, subject to submission of a special application, in accordance with the terms and conditions of the Financial Aid Application procedure.)

In the event of late payment of the second and third instalment, the PhD student will be required to pay a surcharge of € 30.00 (if the payment of the overdue instalment is

made within 15 days following the deadline) or € 70.00 (if the payment of the overdue instalment is made 16 or more days following the deadline).

Therefore, anyone wishing to be placed in a specific fee bracket must refer to the Financial Aid Application procedure of the Regional Agency for the Right to Higher Education – District headquarters of Modena and Reggio Emilia for the 2015/2016 academic year, available at www.unimore.it (selecting “Servizi” – “Diritto alla studio”). The deadline for submission of the application is November 5, 2015).

Applications can be submitted even if not yet enrolled on a PhD Programme.

For information on fees total or partial exemption, candidates may contact the Er.Go Offices: phone +39 051/6436900 (Call Centre) – “Ergo risponde” <http://www.er-go.it/fileadmin/include/faq/index.php> - Financial Aid Office: servizi.studenti@unimore.it

If a PhD student fails to submit a financial aid application, he/she will automatically be assigned to the last fee category in the application procedure indicated in this article (in this case the amount of the third instalment will be € 671.66).

The amounts, the number of instalments and the deadlines for the contribution for the following years will be determined from year to year and will be notified on the web page <http://www.unimore.it/didattica/dottorati.html> (approximately towards the end of July).

ARTICLE 10 - Rights and Responsibilities of PhD Students

Doctoral research programs require a full-time and exclusive commitment. PhD students are required to perform the research projects assigned to them and to be involved in related study, further research, and teaching, as well as any internships affiliated with public or private bodies, in accordance with the requirements set by the competent Teaching Committee. Students who fail to comply may be withdrawn from the programme.

The other responsibilities and rights of doctoral students, including incompatibility, exemption from the obligation to attend, and the conditions of exclusion, as well as the procedure for awarding the PhD, are regulated by the provisions in art. 13 of this competition.

ARTICLE 11 – Awarding of the PhD

The PhD is awarded upon completion of the PhD Program, when students pass their final examination that consists in the presentation of a PhD Thesis on an original research, carried out meticulously and where results are adequately and scientifically relevant. Should the assessment be negative, the final examination cannot be repeated.

Thesis defense will take place before an Examination Board appointed in compliance with the University PhD Research Program Regulations.

The title of PhD is awarded by the Rector. The issue of the above title is dependent upon the candidate's submission of three copies of the final thesis to the competent office, two to be sent to the National Libraries of Florence and Rome respectively, and one (in electronic form) to the library of the Department sponsoring the PhD Programme. All doctoral theses will be digitally published in the “open access” archives of the University, “MoReThesis”, which shall be responsible for assuring its conservation and availability to the public. All doctoral theses will be registered by the University in the ministerial database in compliance with the related legislation in force on copyright issues.

Upon completion of the PhD programme, graduates will be invited to fill out a “Questionnaire on the opinions of programme attendees” for the Alma Laurea database. This will enable the Alma Laurea Inter-University Consortium to monitor the training of doctoral students.

ARTICLE 12 – Handling of personal data

The University Administration, in accordance with Legislative Decree 196/2003, will use the applicant's personal data solely for the fulfilment of the selection procedures and for administrative purposes.

In accordance with the principles in Legislative Decree 196/2003, by participating in the competition, the candidate authorizes the University of Modena and Reggio Emilia to publish his/her personal data as well as information relating to the admissions examinations on the University website.

ARTICLE 13 – Additional Regulations

For matters not explicitly covered in this application procedure, refer to the provisions contained in art. 4 of Law no. 210 of July 3, 1998, art. 19 of Law no. 240 of December 30, 2010, Ministerial Decree no. 45 of February 8, 2013 and to the University regulations in force governing PhD Programmes and to the Teaching Regulations of the University of Modena and Reggio Emilia.

The Director responsible for overseeing all procedures is the Director of the Postgraduate Office (Dott.ssa Stefania Ianni - Via Università, 4 – Modena - phone +39 059/2056424 - e-mail: stefania.ianni@unimore.it).

For further information, candidates may contact the Postgraduate Office - Via Università 4, 41121 Modena - phone +39 059/2056423 – fax +39 059/2056574 - e-mail: segr.postlaurea@unimore.it .

Modena, 10/09/2015

THE RECTOR
(Prof. Angelo Oreste Andrisano)

Annex A1 (for candidates holding degrees awarded in Italy only)

Self-certification as substitute for attested declarations under articles 46 and 47, Presidential decree 445/2000

WARNING

The following self-certification complies with the dispositions of Presidential decree 445 of the 28th December 2000: "LEGISLATIVE DISPOSITIONS AND RULES FOR ADMINISTRATIVE FORMS". In particular:

- Details provided by candidates have to be considered as substitute for attested declaration under articles 46-47; following article 76 candidates who provide mendacious information can incur in administrative and criminal penalties.
- Following article 39 the self-certification does not require official stamps.
- Under articles 71 and 72 the relevant University office will verify the information provided.
- The information requested in this self-certification follow article 16 is strictly necessary for the selection procedures and will be kept confidential following the Legislative decree 196 of the 30th June 2003 on personal data protection.

DEGREE DESCRIPTION

**Italian second level degree "laurea magistrale" (under D.M. 270/04)
or Italian second level degree "laurea specialistica" (under D.M. 509/1999)
or Italian degree (prior to D.M. 509/1999)**

Aware of the provisions on criminal consequences for false declarations, under art. 76 of Presidential decree 445/2000 the undersigned

Family name _____

Given name _____

Place of birth _____

Date of birth (dd/mm/yyyy) _____

Citizenship _____

E-mail for correspondence _____

DECLARES TO HOLD THE FOLLOWING DEGREE CERTIFICATE

(Tick only one of the three options)

- Italian second level degree "Laurea magistrale" (under D.M. 270/04) in

Degree class of _____

- Italian second level degree "Laurea specialistica" (under D.M. 509/1999) in

Degree class of _____

- Italian degree (prior to D.M. 509/1999) in

Degree awarded by the University of _____

on the (dd/mm/yyyy) _____

Final mark _____

AND DECLARES

that, in accordance with articles 46 and 47 of Presidential decree 445/2000, the information included in all the copies attached to the admission form is correct.

Date and place

Signature (legible and in full)

Annex A2 (for candidates holding foreign degrees only)

Self-certification as substitute for attested declarations under articles 46 and 47, Presidential decree 445/2000

WARNING

The following self-certification complies with the dispositions of Presidential decree 445 of the 28th December 2000: "LEGISLATIVE DISPOSITIONS AND RULES FOR ADMINISTRATIVE FORMS". In particular:

- Details provided by candidates have to be considered as substitute for attested declaration under articles 46-47; following article 76 candidates who provide mendacious information can incur in administrative and criminal penalties.
- Following article 39 the self-certification does not require official stamps.
- Under articles 71 and 72 the relevant University office will verify the information provided.
- The information requested in this self-certification follow article 16 is strictly necessary for the selection procedures and will be kept confidential following the Legislative decree 196 of the 30th June 2003 on personal data protection.

DESCRIPTION OF THE QUALIFICATION (Degree, Master of Science or equivalent)

INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

Family name _____

Given name _____

Place of birth _____

Date of birth (dd/mm/yyyy) _____

Citizenship _____

E-mail for correspondence _____

INFORMATION IDENTIFYING THE QUALIFICATION

Level of Qualification (Degree, Master of Science or other) _____

Qualification in _____

Qualification awarded at the University of _____

Qualification awarded on (dd/mm/yyyy) _____

Final degree mark /grade _____

Main Field(s) of Study for the Qualification _____

Language(s) of Instruction/Examination _____

Official Length of Programme (years) _____

Access Requirement(s) to Programme _____

**INFORMATION ON THE EXAMINATIONS AND RESULTS GAINED FOR THE QUALIFICATION
(Examination and individual grades/marks/credits obtained)**

DATE	EXAMINATION	GRADE	MARK	CREDITS OBTAINED

Useful additional information about examinations and results _____

**INFORMATION ON THE FUNCTION OF THE QUALIFICATION IN THE COUNTRY WHERE THE
QUALIFICATION WAS AWARDED**

Does the title described above, in the country where it has been awarded, enable application to University PhD programmes? (Tick only one of the two options)

- Yes No

ADDITIONAL DECLARATION

In accordance with articles 46 and 47 of Presidential decree 445/2000, the information included in all the copies attached to the admission form is correct.

Date and place

Signature (legible and in full)

Annex B

FACSIMILE OF LETTER OF PRESENTATION

I certify that Mr/Ms [name and surname] has carried out the following tasks under my supervision:
(briefly describe the activities carried out by the applicant, indicating personal qualities, study skills and /or professional ability)

[Place and Date]

Signature (legible and in full)

ANNEX C – Form “Declaration accompanying application for enrolment on a PhD Programme ”

DECLARATION ACCOMPANYING APPLICATION FOR ENROLMENT ON A PhD PROGRAMME

A.Y. 2015/2016, XXXI cycle

I, the undersigned _____

DECLARE

- a) that I am aware of the rights and obligations of graduates, specified in the notice of competition for admission to PhD Programmes, XXXI cycle – A.Y. 2015/2016, on the internet site of the University of Modena and Reggio Emilia: *www.unimore.it*;
- b) to have read and fully understood the rules and regulations governing research doctorates, as published on the internet site of the University of Modena and Reggio Emilia: *www.unimore.it*.
- c) to hereby provide consent to their personal data being held, including sensitive information, in accordance with Legislative Decree No.196/2003 and to be aware that the databank is the property of the University of Modena and Reggio Emilia.

Italian and foreign citizens holding an academic degree awarded abroad are reminded they have to submit their academic transcript of records, together with its legalized Italian translation and the “declaration of equal value” issued by the Italian consular office of the country where the degree was awarded, if it is not already enclosed with the online application form.

Please note that citizens of States which do not belong to the European Union must provide documentation certifying insurance cover for medical treatment and hospitalization, together with a valid residence permit.

Date _____

Signature (legible and in full)