

*Disclaimer: this is a translation of the Bando (call for application) for international applicants. It has merely informational purposes but no legal value. The only official source is the original Bando at [http://www.unive.it/nqcontent.cfm?a\\_id=55349](http://www.unive.it/nqcontent.cfm?a_id=55349)*



Università  
Ca' Foscari  
Venezia

## **Call for applications for the Research Doctorate schools at the Ca' Foscari University of Venice, 25<sup>th</sup> cycle – Academic Year 2009/2010**

### **Art. 1 - Call Objectives**

1. This Call for applications regulates the admission requirements to the research doctorate schools, Advanced School of Economics – SSE and the Inter -University Doctoral School in “Global Change, Science and Policy” of the Ca' Foscari University of Venice for the 25th cycle (A.Y 2009/2010)
2. Failure to comply with the regulations of this announcement will result in the exclusion from the call.
3. The submission of the application, as outlined in article 5, entails acceptance of the regulations of this announcement by the candidate.

### **Art. 2 - Call for applications**

1. The Ca' Foscari University of Venice invites applications for the 25th cycle of the research doctoral courses for academic year 2009/2010, as described in point 2.
2. There are three PhD programmes organized within the following Doctoral Schools of the University:
  - Advanced School of Economics-SSE
    1. PhD in Business (DEA)
    2. PhD in Economics (DEC)
  - Doctoral school in Global Change, Science and Policy
    3. PhD Programme on Science and Management of Climate Change
3. For each of the courses listed above, please refer to the attached document Annex “A”, for information regarding research topics, available places, admission requirements, together with assessment criteria, and shortlist and ranking procedures.
4. The number of positions can be increased in case of grants obtained from public research bodies or qualified private institutions. The deadline remains as that stipulated in this call for application.
5. All of the courses will start in September 2009. The duration of the Research Doctorate is three years.

### **Art. 3 - Admission criteria**

1. In order to be admitted to the doctoral course, applicants are subject to an examination based on the assessment of qualifications as stipulated by each Doctoral programme and listed in the attached document: Annex “A”.

### **Art. 4 - Admission requirements**

1. Applicants are invited to submit an application for admission to the Research Doctorate Programme indicated in article 2, without any restrictions on age or nationality. Applications may be submitted by students with a postgraduate degree or a degree taken under the old Italian university system (prior to the that introduced by the Italian Ministerial Decree No. 509/1999) modified by the Italian Ministerial Decree No. 270/2004 or an equivalent non-Italian degree, previously recognized as eligible by the members of the PhD Faculty board, solely for purposes regarding admission to the call.
2. The information found in Annex “A” determines the type of academic qualifications and any other requirements as stipulated by each Doctorate programme.

3. Eligibility of a foreign academic qualification, exclusively for the admission to the call, will be assessed by the members of the PhD Faculty board who reserve the right to ask the applicants for further documentation than that already submitted.

4. Therefore applicants with a foreign academic qualifications must attach the following:

- the academic qualification certificate including the list of exams taken, legally certified translation into Italian;
- a “statement of value”, issued by the Italian embassy/consulate in the country where the institution issuing the academic qualification is based, certifying that the qualification is valid for registration at a university course – in that country - equivalent to the Research Doctorate in Italy.  
If applicants are unable to deliver the “statement of value” within the application deadline, they can fill in the form in Annex “C” of this call. In this case applicants will be admitted to the examination “under reservation”. Therefore, if the applicant qualifies for admission he/she will have to submit the required documents upon enrolment

5. Candidates must fulfil all the necessary requirements/achieve the qualifications requested, within, and no later than, the deadline for the application submission. (23<sup>rd</sup> June, 2009). Failure to do so will result in exclusion from the call.

6. Applications from students already enrolled in Doctoral Programmes of the Ca’ Foscari University of Venice will not be considered eligible.

## **Art. 5 – Application Procedure**

1. The application form, see Annex B which forms part of this announcement, must be compiled and addressed to the Ca’ Foscari University of Venice by, and no later than, **Tuesday 23rd June 2009 at 12.30pm**, according to the criteria stipulated below, point 3. Failure to do so will result in exclusion.

2. The list of applications submitted within the deadline will be published on the University website, at the following address: [www.unive.it](http://www.unive.it) > Offerta Formativa> Dottorati di ricerca.

3. The application can be:

- delivered personally to the *Servizio immatricolazione e accoglienza studenti*, Ca’ Foscari University of Venice, Dorsoduro 3246, 30123 Venice (1<sup>st</sup> floor), during opening times to the public: Tuesday, Wednesday and Friday, from 9.30am to 12.30pm; Wednesday also from 2.30pm to 4.30pm.
- sent by express mail, registered mail with notification of receipt, or by a private courier company including a copy of a valid ID, to the Ca’ Foscari University of Venice, Ufficio Protocollo Informatico, Dorsoduro 3246, 30123 Venezia, arriving no later than Tuesday 23rd June 2009 at 12.30pm. **The date of postmark will not be considered as legally binding.**

On the envelope the following words must be clearly written:

**Domanda di ammissione alle Scuole di dottorato di ricerca 25° ciclo (A.A. 2009/2010)**

*(Application for admission to Research Doctoral schools 25th cycle – AY 2009/2010)*

**Dottorato di ricerca in**

*(Research doctorate in) [please indicate the doctoral course]*

4. Applications filed following modalities other than those listed above will not be considered valid.

5. All documentation certifying the qualifications required for admission must be enclosed with the application form.

6. Any other qualification certificates and the publications requested as per Annex A must be attached to the application in paper format.

7. All attached documentation must be submitted in Italian or English. Translations of the documents are the sole responsibility of the applicant.

8. The qualifications submitted must have been obtained within the application deadline.

9. The University Administration declines all responsibility for the loss of documents, or communications in general, due to the incorrect statement of address by the candidate, or due to the late notification of a change in address or the lack thereof, or for any postal or telegraphical issues for which the Administration is not directly responsible.

10. Valid for applicants in the PHD Programme on Science and Management of Climate Change only:

A copy of the receipt of payment of 26.00 € for examination fees must be attached to the application. The payment must be made to the postal current account no. 270306 on behalf of the Università Ca' Foscari Venezia - Servizio Tesoreria, description: "iscrizione concorso Scuole dottorato 25° ciclo" (*registration for the call of application for Doctoral schools - 25<sup>th</sup> cycle*). The payment can also be made online, without any additional cost, by means of Visa o Mastercard credit cards or Bankpass Web. Online payment must be made via the University website [www.unive.it/tasse](http://www.unive.it/tasse) online. This is a high security guaranteed procedure that only goes through the protected server of the bank. No other forms of payment are allowed. Students applying to the Advanced School in Economics are not required to pay the examination fee, as stipulated above.

11. Under no circumstances will the payment, referred to in the above paragraph, be refunded.

12. Applicants will be admitted to the examination with reservation until the requirements, as stipulated in this announcement are verified. This will be carried out in compliance with the Art. 43 of the Decree of the President of the Republic No. 445/2000 on the 28<sup>th</sup> of December 2000. Therefore, at any time, the Administration can decide to exclude an applicant from the selection procedure, with a ruling from the University Rector.

## **Art. 6 - Board of Examiners**

1. The committees selecting the applicants to be admitted to each of the PhD programmes are appointed by the Rector, on the advice of the Scientific Board of the doctoral programme, and is made up of three members: The Chairman and two other members, chosen from the permanent professors and university researchers. The chairman of the board must be a full professor, should none be available, an associate professor.

2. The committee may include a maximum of two more experts, also non Italians, to be chosen from public and private research institutions. The appointment of these experts is compulsory in cases where there are conventions or agreements with small or medium enterprises.

3- Prior to the examination, the committee stipulates the evaluation criteria and point system attributed to examinations and/or academic qualifications eligible for assessment.

The Boards are in charge of setting both the assessment criteria and the points to be assigned to the qualifications and to the examinations (before these examinations take place). The Boards can set specific criteria related to the research topics established in order to award topic-related scholarships and grants as set forth in article 9.

## **Art. 7 - Final shortlists of qualified candidates**

1. Suitable candidates will be admitted to the programmes based on their ranking on the shortlist until all available positions for the Doctorate programmes have been filled.

2. The shortlist will be published on the following website: [www.unive.it](http://www.unive.it) > Offerta formativa > Dottorati di Ricerca. Communications will not be sent to the candidate's home address.

3. The assignment of scholarships according to the Ministerial Decree No. 224/1999 of the 30<sup>th</sup> of April 1999 is based on the applicants' ranking on the shortlist and is independent of citizenship. In the case of equal ranking grants shall be awarded according to each candidate's financial situation, which will be assessed in compliance with current regulations in the field of student support.

4. For SSE Doctorate research programmes, at least 50% of scholarships available are reserved to applicants who did not graduate from the Ca Foscari University of Venice. If scholarships reserved to

applicants who graduated in other universities cannot be assigned, it will be possible to assign such scholarships following the ranking of suitable candidates

5. All of the places available without scholarships will be assigned to the next qualified candidates according to ranking on the shortlist.

6. In the event of an equal ranking, priority will be given, in order of preference to the candidate with disabilities equal to or exceeding 66%, then to the younger candidate.

7. Should candidates turn down their place before the beginning of the course, the first candidate on the shortlist of qualified applicants after him/her will be admitted to replace him/her. Where qualified candidates are shortlisted for admission in more than one doctorate programme, they must choose only one doctoral course.

8. Qualified candidates who, at the moment of enrolment, also hold a research fellowships - "assegno di ricerca" - of at least one year (the fellowship year must correspond to the first year of the doctoral course), are admitted without scholarship up to the maximum number of extra available places.

9. Non Italian applicants are evaluated under the same conditions as Italian citizens and if shortlisted maybe admitted to the programme as long as there are extra places available for each doctoral course, after prior assessment of their eligibility. In the case of applicants with dual citizenships, Italian citizenship will be given precedence for the purposes listed in this paragraph.

#### **Art. 8 - Doctoral scholarships as stipulated by the Ministerial Decree No. 224 of 30 April 1999**

1. The amount of each research doctoral scholarship is Euro 13,638.47,p.a gross.

National Health and Social Security contributions are to be paid by recipient. The scholarship is exempt from the local Italian Income tax on earnings (ILOR) and personal income tax (IRPEF). The scholarship covers the entire duration of the course.

2. In case of study periods abroad, the scholarship amount will be increased by 50% during this period.

3. The scholarship is paid in six two-monthly instalments.

4. The scholarship cannot be accumulated with others (any type of qualification), except when they are awarded by national or international institutions and can be useful for integrating the education or research activities of the scholarship recipients during their study period abroad.

5. In order to calculate the years of the scholarship assignment – which by the way cannot exceed the duration of the Doctoral program – the years during which the candidate has benefited from scholarships from other Doctoral programs (at Ca Foscari or other Italian Universities) without obtaining the qualification will have to be taken into account.

6. Applicants who intend to apply for scholarships bound to specific research must indicate this in their application.

7. In the case where none of the applicants express a preference for a specific research area scholarship, the committee can propose to award this scholarship to one of the qualified shortlisted candidates, according to the ranking system and in compliance with the relative agreement.

#### **Art. 9 - Regional scholarships for study support**

1. Students admitted without scholarship, as stipulated in Art. 8, but who meet the requirements concerning their economic situation according to the current laws, may apply for one of the Regional scholarships in accordance with the rules outlined in the "Announcement for the implementation of the student support for the 2009/2010 academic year", which will be published in July 2009.

## **Art. 10 - Pre-enrolment of qualified candidates**

1. Each candidate that has qualified for admission to the programme, must notify his/her intent to enrol **within 5 days from the date that the shortlist is published on the University website**, and must send the following documents via fax, to the number +39 041 234 7969: Failure to do so will result in exclusion.

- Pre-enroll using the on-line form, downloadable from the University website
- Receipt of payment of the registration fee as per Art. 11;
- Copy of a valid ID.

Should the qualified candidate wish to turn down his/her place, declaration of this must be made in the form of an email to: [immatricolazioni.dottorato@unive.it](mailto:immatricolazioni.dottorato@unive.it).

2. Should a candidate decline the offer of admission, he/she will be replaced by other eligible candidates on the shortlist until all available places have been filled. These shortlisted candidates will be informed of this via email and must confirm acceptance within 5 days of its receipt according to procedure as indicated in point 1.

3. Candidates admitted to the programme must enrol **from the 4<sup>th</sup> of August to the 1<sup>st</sup> September 2009**, and must submit the following documents:

- Enrolment form using the module which can be downloaded from the University website;
- a photograph;
- a copy of the receipt of payment of registration fees as per article 11 below.

Candidates awarded a scholarship must also submit:

- a statement regarding their bank account details, which can be downloaded from the University website;
- a statement of registration / non-registration in other obligatory social security funds, which can be downloaded from the University website.

Non-EC citizens must also submit:

- original permit of stay and/or original visa.

Candidates who have a non-Italian degree must also submit:

- original copy of the diploma attesting to the obligatory qualification as an admission requirement (article 4), with a legally certified translation in Italian;
- original copy of the "statement of value" as stipulated in article 4, point 4.

The Enrolment and Student Welcoming office (ufficio immatricolazioni e accoglienza studenti) is on the first floor at Ca' Foscari University of Venice, Dorsoduro 3246, Venice. The office is open solely by appointment. You can book an appointment at: [www.unive.it/prenotazione-servizi-studenti](http://www.unive.it/prenotazione-servizi-studenti).

4. It is possible to delegate someone else to consign the documentation, if that person is in possession of a signed letter of proxy and the original/or copy of the candidates' ID card.

5. Documents can be sent using registered post (with acknowledgement of receipt) only if a copy of a valid ID document is enclosed.

6. Thirty days after enrolment, scholarship students must register at the Gestione Separata INPS (National Health and Social Security tax office).

7. In the case where, after having paid pre enrolment, as point 1, the student does not intend to complete enrolment, the pre enrolment fee will not be reimbursed.

## **Art.11 - University taxes and fees**

1. The maximum amount of university taxes and fees for the 2009/2010 academic year is 912.00 Euro.

The regional tax for student support and 14.62 Euro for stamp duty must be added to this sum. The total amount of regional tax is still to be stipulated by the Veneto Region.

2. The following students:

- doctoral scholarship holders;
- research fellowship holders;
- students who were admitted with a 66% or over disability.

must pay the stamp duty and the regional tax for student support only:

3. Payment can be made in two instalments. The first instalment of 376.00 Euro at the moment of enrolment and the second instalment of 536.00 Euro by the 14th of May 2010. The regional tax and stamp duties must be paid at the time of enrolment.

4. The payment must be made using the postal current account no. 16530305 on behalf of Università Ca' Foscari Venezia – Servizio Tesoreria, description: "iscrizione Scuole dottorato 25° ciclo" (*enrolment to the doctoral school – 25th cycle*). The payment can also be made online at the University website [www.unive.it/tasseonline](http://www.unive.it/tasseonline), without any additional cost, by means of Visa or Master Card credit cards, or Bankpass Web. This is a high security guaranteed procedure that only goes through the protected server of the bank. No other forms of payment are allowed.

5. The amount defined in point 1 maybe subject to a deductions according to the candidate's financial situation, which is assessed through the ISEE parameter (Indicator of Financial Situation Equivalence) according to Art. 5 of DPCM dated 9 April 2001. For the 2009/2010 academic year there are three contribution classes as follows:

ISEE values	Contribution amount
Up to 16,846.99 Euro	0.00 Euro
from 16,847.00 Euro up to 33,694.99 Euro	376.00 Euro
over 33,695.00 Euro	912.00 Euro

The regional tax for student support and 14.62 Euro for stamp duty must be added to these amounts.

6. In order to benefit from the abovementioned deductions, students must contact a CAF office (for tax assistance) - which has an agreement with the Ca' Foscari University of Venice - to receive an ISEE certification **by the 22<sup>nd</sup> of December 2009**.

7. Where a candidate has paid the fee which is more than the amount calculated on the basis of his/her real financial situation, the difference will be reimbursed.

8. In the case where the candidate results as being a recipient of a regional scholarship as per article 9, the regional tax for study support will also be reimbursed.

9. Students who withdraw, lose the right or are excluded from the doctoral course, must pay the full amount of taxes for the entire academic year. In the case where a student withdraws from the doctorate and was eligible for a reduction in contributions, he/she forgoes this right.

### **Art. 12 - Rights, duties and non-eligibility of doctoral students**

1. Doctoral students can carry out research, specialization and training activities at foreign universities or research institutes for a period no longer than 12 months, during the whole course of their doctoral studies, with prior consent of the Members of the Scientific board of the doctoral course or doctoral school.

2. Within their doctoral course, doctoral students may carry out limited teaching activities, free of charge, in order to complete their own education. Notwithstanding all that is stipulated by the Ministerial Decree 198/2003 regarding paid teaching contracts remains valid.

3. Doctoral students may work, when it is not an obstacle to the study required by the doctoral course. Doctoral students, with no exception, cannot obtain teaching contracts with the Ca Foscari University of Venice.

4. Enrolment on this doctoral course excludes the possibility to enrol in any other doctoral courses in any other national and/or international university or research institute (unless there are specific academic

agreements), in first- and second-level degree courses, first- and second-level degree university postgraduate course, training schools. Except in the case where it is possible to suspend the above courses.

5. Doctoral Students will be awarded the title of doctorate on condition that the final thesis is consigned to the University Public Archives Office, where it will be open to free reference which will guarantee conservation and consultation. It will be the responsibility of the Ca Foscari University of Venice to deposit the thesis at the National Libraries of Rome and Florence, as per Art 6 of the Ministerial Decree no. 224/1999.

### **Art. 13 - Withdrawal of applicants certificates of qualification and publications**

1. Applicants may collect the certificates of qualification and publications which were submitted for this call 90 days after the shortlist was published and within 2 months from this same date. Only where a dispute has arisen this rule may change. Candidates may collect their documents in person or on request have them sent via post at their own expense.

2. Five months from the date of the shortlist publication, the University will no longer be bound to return the abovementioned documents.

### **Art. 14 - Data processing and right to access**

1. The University, in compliance with the Legislative Decree no. 196/2003 (*Personal data protection code*) shall process the candidate's personal data for institutional and competitive examination purposes only.

2. In compliance with the abovementioned law, students' participation in the call for application examination implies that they authorize their own personal data, as well as any other information concerning the examinations taken, to be published on the University website.

3. The proceedings from the Call for application examinations are public. According to the Law no. 241/1990, of the Decree of the President of the Republic no. 184/2006, and relevant University Implementation Rules, anyone having a juridical interest must be granted the right to examine the Call for examination proceedings. This right can be exerted by and no more than 60 days from the date the Call for application examination proceedings are approved.

### **Art. 15 - Reference Norms**

1. In case of rules and regulations which are not stipulated for in this Announcement, reference must be made to the Ca Foscari University of Venice regulations, in particular: "the "University Course Regulations", the "Regulations of the Doctoral Schools and Research Doctorates of the Ca' Foscari University of Venice and the individual doctoral school regulations.

2. For further information on this announcement, the evaluation procedures, the members of the Examination Board, the admission of qualified students, and University Regulations please refer to the University website at [www.unive.it](http://www.unive.it) > Offerta formativa > Dottorati di ricerca or contact the Office of Student Affairs and Student Support (*Segreteria Studenti e Diritto allo Studio, Post Lauream*) of Ca' Foscari University of Venice at the following telephone number +39 041 234 7575 and/or e-mail address: [segstud@unive.it](mailto:segstud@unive.it).

3. Further information for international students and for those students with non-Italian qualifications can be found at the University website at [www.unive.it](http://www.unive.it) > Offerta formativa > immatricolazioni, iscrizioni, tasse > studenti internazionali.

Date: 20th of May 2009

**Il Rettore**  
**(prof. Pier Francesco Ghetti)**