



**Università
degli Studi
di Ferrara**

IUSS

Istituto Universitario
di Studi Superiori
IUSS-Ferrara 1391

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**Public competitive examination for International Research Doctorate
in
Architecture and Urban Planning**

XXXVII Cycle – Academic year 2021/2022

APPLICATION DEADLINE: JULY 23rd 2021 – h. 23.59 (ITALIAN TIME)

Art. 1

Purpose and general rules

Pursuant to the Consortium Agreement signed between the University of Ferrara (Italy) and the Polis University of Tirana (Albania), the public competition for qualifications and exams is herewith called for admission to the International PhD course in Architecture and Urban Planning.

The Slovak University of Technology – STU Bratislava (Slovakia), the Universidade Do Minho (Portugal), the Lawrence Technological University (Southfield, Michigan - USA) and the University of Portsmouth (UK) participate in training and researching activities provided for the Course, being associate members of the Consortium.

The course lasts three years with effect from November 1st, 2021.

Available positions will be awarded according to a merit list, according to the positions provided by the individual Partner Institutions, as illustrated in article 7 of this announcement.

Available positions, research subjects, admission requirements, procedures and evaluation and selection criteria are indicated in the following articles and in the sheet attached, which is an integral part of this announcement.

Scholarships, research grants and/or other equivalent financial support, as well as the available positions of this announcement may be increased depending on the funding availability. These may also come from other Public research bodies or private research structures, without prejudice to the deadlines for the admission request.

Failure to complete agreements with external bodies for the funding of scholarships and/or other equivalent forms of research support, even though written in this call, reduces the number of available positions.

This announcement has to be considered an official notification.

Any changes and integrations will be published **exclusively** at the website:
<http://www.unife.it/studenti/dottorato/concorsi/idaup>.

Failure to comply with the requirements stated in this announcement will result in the exclusion from the competition.

Any personal communication to candidates concerning this competition will be sent to the e-mail address provided by the candidate during the registration procedure (ref. art. 4).

The Università degli Studi di Ferrara does not assume any responsibility for the loss of any communications due to incorrect candidate addresses, or to missed or late communication of their change, or to postal or telecommunication mistakes.

This announcement is drawn-up in Italian and English according to the rules of the Consortium Agreement

signed by the partner Institutions, and to the respective University Regulations relevant to PhD courses.

The schedule of the admission tests will be available at the following link:

<http://www.unife.it/studenti/dottorato/concorsi/commissioni>

Within the deadline of this call the Board of Professors will define the schedule and immediately publish it online.

Art. 2. Features and course organisation

The programme is addressed to highly qualified candidates from all European and non-European Countries. Its main aim is to educate young researcher of high scientific level, who are open to major debates about the issues related to the two proposed curricula, with a pluri- and inter-disciplinary approach. Considering that ethical action for researching the highest sustainability of intervention and social inclusiveness is the engine of any training and research act provided within the activities of the Ph.D. Programme, the course subjects will be related to the two curricula, i.e. Architecture and Urban Planning.

The research topics of the two curricula are shown on the website:

<http://www.unife.it/studenti/dottorato/corsi/riforma/architettura>.

To provide excellent academic quality of the programme, the Partner Institutions are committed to providing specific expertise, lessons and supervisors for study and research activities in the field of architecture and urban planning, commensurately to the specific roles of each Institutions.

The complementarity of the research lines developed by the parties and the integration of the international path are also guaranteed through mandatory mobility periods for doctoral students, both between the parties and within the research network each Institutions offers.

Students enrolled in the course must carry out training and researching activities in a "Host Institution" for at least 6 months, even if not continuous, of the 36 planned for graduation. All Partners and Consortium-Associated Institutions are considered "Host Institution", as well as each University and International High Research Institution qualified in the research fields of the course, as long as authorised by the Teaching Board.

At the end of the course, each Partner Institution will release the title of Doctor of Philosophy in "Architecture and Urban Planning" to candidates who have successfully defended their thesis.

Art. 3. Admission Requirements

Applicants, without any limitation of age nor citizenship, must hold within the expiration date of this announcement a University degree valid for accessing the third level of University education, according to the regulations in force in the Partners Institutions. This means that they must possess of a comparable Academic Degree (second cycle qualification) considered appropriate for admission to the PhD programme. Candidates are required to produce suitable certification of their qualifications, in compliance with national regulations on access to PhD courses.

For the acceptance of the admission application, each applicant must also provide **at least two (2) reference letters** written and signed by teachers, experts, researchers or professionals, qualified for the course topics.

The lack of the two reference letters implies the exclusion of the candidate.

Pursuant to the application procedure, candidates must send the request of the reference letters to the teachers or experts identified; once the teachers/experts receive the reference letter request, they will be able to access the platform and upload the letter, which will be sent directly to the jury and bcc to the candidates. Candidates must in no way upload the reference letters in the procedure.

All applicants are admitted to the selection upon verification of self-certified statements according to DPR n. 445/2000 and subsequent amendments and integrations. The University may, at any time during the proceedings—even after the start of doctoral courses—, carry out checks on the truthfulness of the declarations and require the presentation of original documents.

The Administration may order at any time, by order of the Rector, the exclusion from the selection process for lack of requirements.

Those who are already enrolled in the PhD Course cannot submit a new application.

Art. 4
Selection Application Form

Selection application forms, together with all documents listed below, must be submitted electronically **within July 23th 2021 – h. 23.59 (Italian Time)** using the **online procedure** available on the web page: <https://pica.cineca.it/unife/dottorati37-idaup>

Instructions for completing the online application form are available on the following web pages:

<https://pica.cineca.it/unife/dottorati37-idaup>

<http://www.unife.it/studenti/dottorato/concorsi/idaup> - Istruzioni di compilazione "*Help_37_ita.pdf*"

Candidates can access the procedure for submitting the admission application also using SPID (Public Digital Identity System. This procedure is available only for candidates already living in Italy). You can do so by choosing the University of Ferrara from the page of the available federations.

The application is completed by entering the requested information and enclosing the documents indicated in the form regarding the course each candidate is interested in.

Files must be in pdf-Adobe format only: maximum size 30 Mb for each attachment.

Files must be named with the candidate's number, surname, name, file name. For example: 1_surname_name_curriculum.pdf. Should there be files with more pages, add a number at the end, i.e.: 1_surname_name_curriculum_2.pdf

The application must contain the candidate's personal data, the residence, phone number, e-mail address, and the citizenship.

For all legal purposes, all the data contained in the application and in all the enclosed documents are considered as a self-certification, pursuant to articles no. 46 and 47 of the Italian Presidential Decree 445/2000 and subsequent amendments.

In the application form **it is mandatory to choose the "Home Institution"**.

Applicants can choose **only one "Home Institution"**.

- **Polis University Tirana** = Universiteti Polis (Albania)
- **Dipartimento di Architettura** = Università degli Studi di Ferrara (Italia)

The expressed choice will be binding and it will determine the allocation of available positions, pursuant to art. 6 of this announcement. Positions will be assigned according to the order of the relative rankings, until all available positions at each University run out.

Candidates who intend to apply for the specific positions listed below **must select the type of position and/or the type of fellowship for specific research topics** in their application:

- Positions reserved for company employees, who are engaged in highly qualified activities (industrial doctorates);
- Positions with high-apprenticeship contracts;
- Positions reserved for Public bodies employees, who are engaged in highly qualified activities and who will keep their salary;
- Fellowships for a specific research topic. These topics are duly explained in the attached sheets, which are an integral part of this announcement.

Candidates who request to compete for scholarships for a specific research topic are NOT precluded from applying to the ordinary scholarship positions.

Once the application has been completed and submitted, candidates will receive an email to confirm the submission process finished and they will receive an identification code, which is essential for any communication with CINECA and the IUSS Office.

It is the candidates' responsibility to verify the correct procedure conclusion. Complaints will not be accepted for any malfunctions of the computer system due to overloads near the deadline.

Applications that **at 11:59 pm (Italian time) on July 23, 2021** are incomplete in the compilation and/or in the mandatory attachments will be excluded.

In no case additions to the documentation will be accepted after the deadline for the call.

Candidates wishing to participate in the competition for more than one doctoral course must submit an application for each course and attach the required documentation for each application.

Candidates are invited to complete the application for participating in the competition well in advance of the deadline for participating in the competition.

Art. 5

Support for candidates with disabilities or with specific learning difficulties (SpLD)

According to law no. 104/1992 and subsequent modifications, candidates with disabilities can outline their particular needs, which will be taken into account when organising the test, by completing the "Assistance/Extra Time" section in the online test registration procedure.

Pursuant to law no. 170/2010 and D.M. N° 5669 of July 12th, 2011, Candidates with Specific Learning Difficulties (*SpLD*) may inform their needs by filling in the "Assistance/Extra Time" form pointing out the type of assistance needed for the tests, together with a diagnostic report issued to the Candidate by National Health Service or specialists/regional accredited structures. The request must be uploaded in .pdf format in the online procedure.

Once the application is completed, please send a ticket to SOS (sos.unife.it) – "Sezione Servizio Disabilità e DSA" with the number assigned during the procedure. The ticket must be sent before the call deadline.

Candidates with specific learning difficulties (SpLD) residing abroad

Candidates with disabilities or SpLD, who are resident in foreign countries and intend to use the aids or the compensatory measures, must submit – according to the above described procedures – a certificate of their disability of SLD status. Certificates must be issued in the country where they are resident, and they Candidates must add a certificate legal translation in Italian or English.

Requests evaluation and supporting measures for Candidates with Specific Learning Difficulties (SpLD)

All candidates' requests will be considered accepted with reserve and will be evaluated by the Deputy Rector Delegate for disabilities; by the Examination Commission President; by the Inclusion Policies Coordination – Disability and SLD Service, after possibly having received the opinion of experts in the field of disability and SLD.

It will be up to the Disabilities Service Office to communicate to requesting Candidates the kind of supporting measures granted before the tests.

The University of Ferrara reserves the right not to grant such supporting measures in case of lack of information, expired documents or documents given after the deadline for application.

Art. 6

Available Positions

Available positions are as follows:

| Home Institution | Università di Ferrara | Polis University |
|---|------------------------------|-------------------------|
| With scholarship | 7 | -- |
| With research contract | -- | 5 |
| Reserved positions for employees of Albanian Institutes and public Research Centres or other Institutes considered as equal according to the Albanian laws and regulations in force, active in high qualification activities (with salary keep) | -- | 1 |
| Positions reserved for candidates holding a foreign government scholarship or a scholarship funded by international mobility programmes | 2 | |

The annual gross amount of the University of Ferrara scholarship is € 15.343,28 and is subject to National Social Security contributions. Fiscal matters regarding scholarships, are regulated by art. 4 Law 13th August 1984, n. 476.

The amount of the scholarship is increased by 50% for any period spent abroad, for a maximum period of 18 months.

The scholarship cannot be combined with research grants and other scholarships awarded for any reason, except with those awarded by national or foreign institutions for integrating the research activity of the PhD Student when she/he is abroad. Anyone who already benefited from a PhD program scholarship, even if only partially, cannot apply for a second time.

For all positions made available by the University of Ferrara, an annual budget of at least 10% of the stock exchange (€ 1.534,32 per person) is guaranteed to support the research activities of students. PhD Students can use it in accordance with Teaching Board's rules.

The annual gross amount for research contracts guaranteed by the Polis University, is € 9.000,00, subject to tax deduction provided by Albanian laws.

The payment of scholarships and research contracts is monthly and deferred. Scholarships and research contracts are annual and renewed provided that the student has passes the annual verifications scheduled for the course.

Art. 7 **Admission tests and assignment procedures**

The Commission shall evaluate the candidates' qualifications and interview.

Interviews will be in English.

The selection procedures are shown in the attached sheet, which is an integral part of this call, published at the following webpage <http://www.unife.it/studenti/dottorato/concorsi/idaup>

The evaluation of qualification and the oral test will take place in September.

The tests schedule will be published before the expiration date of this call at the web page:

<http://www.unife.it/studenti/dottorato/concorsi/commissioni>.

The publication of the tests calendar must be considered the official convocation.

Candidates are not requested to be present during the qualifications evaluation process.

The outcome of the qualifications assessment for the admission to the interview will be visible by connecting to the reserved web area <http://www.unife.it/studenti/dottorato/concorsi/idaup>.

Positively evaluated candidates will hold the interview via web conference call (e.g.: GoToMeeting or Skype). For this reason, candidates must provide a contact in the application form and ensure the use of a webcam to allow their identification to the examining commission.

For identification purposes and under penalty of exclusion from the selection procedure, each candidate is required to show the same identity document already sent as an attachment to the application before the interview begins.

The examining commission will prepare and publish the interviews schedule at the website:

<http://www.unife.it/studenti/dottorato/concorsi/idaup>.

Failure to communicate the personal address, failure to connect, the unavailability of the candidate on the day or at the established time or failure to produce a valid identification document pursuant to the previous paragraph, are grounds for exclusion from the selection procedure.

The University of Ferrara declines any responsibility for the eventuality that technical reasons prevent the regular conduct of the oral interview.

The interview will focus on explaining the candidate's reasons for accessing the IDAUP Program, presenting the research project and verifying the candidate's preparation and aptitude for carrying out research activities. The interview will be in English.

For the evaluation of each candidate, the commission will have 50 points available for the evaluation of qualifications, and a further 30 points for the interview.

Candidates will be admitted to the interview if they reach a score of at least 38 out of 50.

The selection is passed if the candidate gets a score of at least 60 out of 80.

After preparing a single merit ranking, the commission will assign the positions with financial support according to the "Home Institution" choice that candidates mandatorily had to indicate in their applications.

Candidates who intend to compete for reserved places must comply with the instructions they find below, while applying for admission to the competition through the online procedure available at the web page <https://pica.cineca.it/unife/dottorati37-idaup>

- **International scholarship holders:** in addition to the required documents indicated in the Ph.D. description sheet, candidates must attach a document certifying the scholarship awarded by the foreign country, or a copy of the application they sent to the authorities responsible for awarding such scholarships;
- **Candidates included in international mobility projects:** in addition to the required documents indicated in the Ph.D. description sheet, candidates must attach a document certifying the grant or scholarship awarded within the international mobility project.

Candidates who intend to apply for positions reserved for fellows from foreign counties or fellows from specific international mobility projects must prove that they are in possession of such scholarships by the peremptory deadline set on **March 30th 2022**. Candidates must send this mandatory documentation to the Ufficio IUSS (dottorato@unife.it) by that date; otherwise, the candidate will be excluded from the Ph.D. Course.

For all reserved positions, the examining commission will issue a separate ranking list according to the position types.

Should there be no suitable applicants for reserved positions regarding international scholarship holders and candidates included in international mobility projects, vacant position cannot be assigned to other candidates.

Art. 8 Examining Commission

The examining commission will be appointed by the Rector according to the provisions of the Consortium Agreement and Art.14 of the Università di Ferrara *Regulations governing the Research Doctoral Courses*.

The commission member list will be published before the announcement deadline at the website <http://www.unife.it/studenti/dottorato/concorsi/commissioni>.

The commission shall not send any personal communication to applicants about exams outcomes: it is the candidates' exclusive duty to inquire about the exam outcome through the procedures described in this announcement.

Art. 9 Ranking list

After the approval of the competition proceedings, the ranking lists will be available online at the following web page: <http://www.unife.it/studenti/dottorato/concorsi/idaup> .

Publication of the ranking list will be the only official means of communication of results, therefore **personal communication will not be sent to successful candidates**.

Art. 10 Courses registration procedure

Candidates are admitted to the Doctoral Course after the approval of the selection proceedings, according to the order of the respective ranking list, until the number of positions included in the competition announcement run out.

Admission to positions for specific research topics either with scholarship or with other equivalent form of funding will follow the ranking order if the suitability to carry out the research topic is ascertained.

Failure to complete the enrolment procedure **within the deadline**, will result in forfeiture of the right to be admitted to the course. Vacancies will be assigned to other candidates, according to the ranking.

In the event of a tie, the following criteria will be applied to the "Home institution - University of Ferrara":

- for positions covered by a scholarship, the assessment of the economic situation prevails, determined on the basis of the ISEE certification "Subsidized social benefits for the Right to University Education" without omissions or discrepancies, expiring on January 15, 2022;
- for positions that are not covered by a scholarship, the younger candidate prevails.

Candidates admitted to attend the course will be enrolled by both partner institutions.

For the University of Ferrara, information will be available at the page: [Concorso IDAUP](#).

For the Polis University, information will be available at the page: [Programe Doktorature](#).

Each institution may require candidates to present additional documents to those already submitted for the competition, in compliance with the relevant national regulations in force. For submitting additional documentation, or for the recognition of the admission certificates by both national bodies, the parties undertake to ensure adequate timing to provide the necessary documents. In any case, pending receipt of the requirements of the respective national and/or local regulations, the parties agree to enroll interested candidates "*sub condicione*" in order to allow them to attend the course.

Art. 11 Course Enrolment

Winning candidates must enrol using the online procedure, following the enrolment instructions that will be available at the web page:

The deadline for enrolments is October 22th, 2021 – 11.30 a.m. (Italian time)

Only online applications are accepted.

The enrolment request will be concluded only upon presentation of all documents listed in the enrolment instructions.

Those who will not regularize their position within the deadline will be considered RENUNCIATORS in all respects, and the vacant positions will be assigned to other applicants, according to the ranking order.

**Art.12
Replacements**

Eligible candidates, but not winners of a position, who wish to take over any places that will become available (because not covered by winners) must sign and send a **replacement request** to dottorato@unife.it, **within October 22nd, 2021, at 11:30 (Italian Time)**. Candidates can download the replacement form at this [link](#).

No replacement forms will be accepted after the deadline.

IUSS Office will send appropriate communication regarding the possibility and terms of enrolment to anyone entitled to take over a position.

**Art. 13
Tuition and administrative fees for the course**

Candidates admitted to the course must pay **tuition fees only to their own "Home Institution"** according to the autonomously defined method of each Institution and in compliance with the relative deadlines.

Università di Ferrara

Candidates holding a Scholarship:

Candidates enrolled in Research Doctorate Courses holding a Scholarship or any other kind of financial support – such as those foreseen in the Ph.D. Courses with Industrial Doctorate, Salary Keep or High Apprenticeship programmes - must pay the tuition fees outlined in the table below:

| | |
|----------------------------|-----------------|
| Regional contribution | 140,00 € |
| Stamp duty | 16,00 € |
| Insurance | 12,00 € |
| University contribution | 532,00 € |
| Total annual amount | 700,00 € |

First year fees are payable in the instalments outlined below:

| | | |
|--|----------|---|
| I Instalment: At the time of enrolment | 28,00 € | Stamp Duty - 16,00 € Insurance - 12,00 € |
| II Instalment: within 31/01/2022 | 472,00 € | Regional contribution-140,00 € Contribution - 332,00 € |
| III Instalment (*): within 16/05/2022 | 200,00 € | Contribution - 200,00 € |

Reductions can be applied to Candidates holding a Scholarship, in case of particular income conditions (exemption from payment of the third installment). For further information, PhD Students will contact the **Ufficio Diritto allo Studio Studentesse e Studenti** through the SOS Online System.

Web page: <http://www.unife.it/it/iscriviti/tasse/post-laurea/dottorato>

Candidates without a Scholarship:

According to the Law no. 232/2016, candidates enrolled to a Research Doctorate course who do not benefit from a Scholarship are exempted from fees and contributions to the University.

Therefore, candidates must pay only the fixed tuition fees:

| | |
|----------------------------|-----------------|
| Regional contribution | 140,00 € |
| Stamp duty | 16,00 € |
| Insurance | 12,00 € |
| Total annual amount | 168,00 € |

Candidates must pay first year tuition fees following the deadlines as showed below:

| | | |
|--|----------|---|
| I Instalment: At the time of enrolment | 28,00 € | Stamp Duty - 16,00 € Insurance - 12,00 € |
| II Instalment: within 31/01/2022 | 140,00 € | Regional contribution - 140,00 € |

The above-mentioned amounts may be subject to variations in subsequent years. In the event of renunciation of studies, forfeiture or exclusion, the PhD student who enrolled **is not entitled, under any circumstances, to the refund** of the paid contributions.

First year tuition fees **For the Polis University** must be paid according to the following deadlines, in ways that will be communicated later;

| Fees | amount |
|---|---------------|
| 1 st instalment: upon enrolment | 350,00 € |
| 2 nd instalment: within 31/01/2022 | 350,00 € |

Furthermore, in accordance with the Consortium Agreement, Ph.D. students enrolled as "Home Institution" at Polis University are required to pay an additional amount of € 1.000,00 in order to cover administrative and management costs of their research facilities and services. This fee have to be paid according to the deadlines shown below in ways that will be communicated later;

| Fees | amount |
|---|---------------|
| 1 st instalment: upon enrolment | 500,00 € |
| 2 nd instalment: within 31/01/2022 | 500,00 € |

Art. 14 Personal Data Protection

Personal and sensitive data provided by candidates will be used only for administrative purposes and for possible proceedings for the management of the academic career of the winners. The treatment of the personal data according to art. 13 of EU art. 2016/679 – General Data Protection Regulation (GDPR).

The communication regarding the request for personal data is mandatory in order to evaluate the prerequisites for participation, or exclusion of the candidate from the selection process.

The personal data provided can be communicated to the Administration of the Università degli Studi di Ferrara and to related external structures within the framework of the Università degli Studi di Ferrara, which are authorized to manage personal data under the direct control of the Owner of the Service of the Data Protection officer, exclusively for the above-mentioned purposes.

Pursuant to DGPR, the Data Controller is the Università degli Studi di Ferrara, located in Via Ariosto, 35, Ferrara – e-mail: rettore@unife.it, PEC: ateneo@pec.unife.it;

The appointed Data Protection Officer is Lepida S.c.p.A., located in Via della Liberazione 15 – Bologna; e-mail: dpo_team@lepida.it, PEC: segreteria@pec.lepida.it.

In order to pursue the aims mentioned in this announcement, Personal data can be transferred to the appointed Responsible of Data Treatment: Cineca Consorzio Interuniversitario, located in via Magnanelli 6/3 - 40033 Casalecchio di Reno (BO).

Art. 15
Referral rules

For any matters that are not covered by this announcement, the currently in force laws and regulations on the subject do apply, insofar as they are compatible.

For everything regarding the competition referred to in this announcement, the person in charge is the head of the IUSS Office.

This announcement is available at the Web site of the University of Ferrara at <http://www.unife.it/studenti/dottorato/concorsi/idaup>.

THE RECTOR
G. Zauli