# UNIVERSITA' COMMERCIALE "LUIGI BOCCONI"

## SUPPLEMENTARY Public competition for the admission to PhD programs

### The Rector

### in compliance with the law and the rules and regulations of the University[1]

### decrees as follows:

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**Article 1:**
**SUPPLEMENTARY PhD FELLOWSHIP in SOCIAL AND POLITICAL SCIENCE – CNR**

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The present call concerns a **supplementary fellowship** for the PhD in **SOCIAL AND POLITICAL SCIENCE** (XXXIX Cycle – cohort 2023-24).

Duration and Disciplinary fields of the program (in English):

| duration | 4 years |
|---|---|
| disciplinary fields | SECS-P/01 (Political Economy), SECS-P/02 (Economic Policy), SECS P/07 (Business Administration), SECS-P/12 (Economic History), SPS/04 (Political Science), SPS/07 (Sociology), SECS/S04 (Demography) |

**The fellowship is funded by IRPPS** - Istituto di Ricerche sulla Popolazione e le Politiche Sociali (Research Institute with focus on Population and Social Policies) **within CNR** - Consiglio Nazionale delle Ricerche (National Research Council).
Bocconi provides residual co-funding[2] to ensure complete coverage of all costs.
The fellowship is tied to a PNRR project[3] (PNRR-IR 0000008 FOSSR – Fostering Open Science in Social Science Research) and to the Joint Research Unit DASSI/CESSDA  DASSI stands for Social Science Data Archives of Italy and CESSDA stands for Consortium of European Social Science Data Archives. Hereinafter the present call is referred to as **PhD in SOCIAL AND POLITICAL SCIENCE – CNR.**

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### Article 2: STUDY AND RESEARCH ACTIVITIES

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The selected PhD student will have to fulfil the requirements of the PhD program's study plan that are published on the website (*www.unibocconi.eu/admissionphd sps-cnr*).
Research must be consistent with the activities of the European research infrastructure known as JRU DASSI/CESSDA. This would include aspects such as any research to use and further develop the FOSSR open cloud services, as well as use and further develop the Social Science Data Archives of Italy (DASSI). Data sources archived herein include data for socio demographic surveys such as the

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[1]  -Ministerial Decree (14 December, 2021 n. 226) and Ministerial Guidelines (22 March, 2022) regarding accreditation of Programs and Universities.
- Bocconi PhD Programs Handbook (published on Bocconi website).
- Deliberations of the PhD School Council, Academic Council and University Board- Executive Committee regarding programs to be offered in 2023-24.
[2] The student is required to pay only the regional tax, as per current Italian regulations (amount of regional tax: see art.11)
[3] reporting obligations have to be met

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SHARE and GGS. The PhD student is therefore expected to develop and implement research topics relevant to CESSDA, which also includes aspects of Fairness, Open Science and Data Discovery and promote data accessibility and develop innovative solutions for data sharing, integration and analysis.

The PhD student will be supervised by two CNR members and two members of the Faculty Board of the Bocconi PhD in Social and Political Science.

During the research period, the PhD student will engage with IRPPS-CNR. Moreover, he/she might be involved in other study and research periods in other Italian or foreign Universities and organizations.

The program requires full-time commitment and attendance is compulsory.

## Article 3: REQUIREMENTS

Applications can be submitted by candidates of any citizenship who:
- have completed or are completing their graduate studies and
- have at least a "proven" B2 (CEFR) level of competence in English.

Graduate qualifications accepted:
- Italian degrees: second cycle degrees ("laurea magistrale");
- non-Italian degrees of equivalent level (eg. level 7 European Qualification Framework) recognised by the Admission Board.

Candidates whose Italian or non-Italian degree qualifications are still pending on the final application date can take part in the selection and will be admitted conditionally. They must be awarded the required degree qualifications by 31st October 2023, otherwise their enrollment will be void. Certifications of required qualifications must be produced by 10th November 2023.

## Article 4: SELECTION DEADLINES

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| Application opening date | May 10 th, 2023 |
| Application closing date | June 12 th, 2023 |
| PhD admission results (personal email about admission result) | by June 23rd, 2023 |

## Article 5: APPLICATION

Applications in English shall be submitted online at *www.unibocconi.eu/admissionphd_sps-cnr*.

In order to complete their application, prospective students will have to:
- register on the admission portal to obtain a Personal ID and password; please note that Bocconi students already have the required credentials;
- enter the information in the spaces provided;
- upload the necessary documents;
- submit the application.

Detailed instructions can be found at *www.unibocconi.eu/admissionphd_sps-cnr*.

Prospective students are responsible for the information they enter and for the validity of the documents they upload. The University has the right to verify the information and the validity of the

documents provided and exclude the students at any time, even after completion of the enrollment procedure.

The online application procedure will be available from May 10 th, 2023.

The application closing date is June 12 th, 2023. This deadline is not negotiable.

**Entering data and uploading documents:**
Applicants can access the online procedure more than once.
- Entering data:
  Applicants will enter data on each section, then click on SAVE for each section; data can be modified and then saved by clicking on SAVE.
- Uploading documents:
  Applicants will upload documents on each separate section; if changes are required, an uploaded document can be replaced with a new document, which will be saved automatically, or cancelled if applicants want no document to be uploaded.
  If more than one document needs to be uploaded, a zip file is to be created and then uploaded.

**Submitting the application:**
First step:
Applicants must click on SUBMIT DATA only when no further changes are needed in the DATA entered on each section. No further data changes can be made once the final submission (SUBMIT DATA) is made.
Second step:
Applicants must click on SUBMIT APPLICATION only when no changes are needed in each UPLOADS section. No data and/or uploads can be changed after clicking on SUBMIT APPLICATION.
In summary, applicants must click on SUBMIT DATA and SUBMIT APPLICATION **only** when they have finalized their application.
Applications are completed and can only be assessed after clicking on SUBMIT DATA and SUBMIT APPLICATION.

In order to close the application and be evaluated, the following documents (sections: personal details, language requirements, academic records) are strictly required:
- personal CV;
- documentary evidence of English language competence (except English native speakers): international certification / test, university or high school studies in English, ...;
- academic records;
- statement of purpose
- copy of international passport;
- passport format photo.

Documents of the remaining sections contribute to increasing the score in the final ranking.

| Article 6: SELECTION CRITERIA |
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Admission is decided by the Admission Board, who will evaluate the suitability of the applicants for the program.

The assessment is based on a candidate's:
- curriculum vitae (indispensable);
- academic records (indispensable);

- international graduate admission tests scores, i.e. GMAT or GRE;
- statement of purpose (indispensable);
- up to three reference letters;
- other relevant documents, if any (e.g. publications).

The assessment criteria are as follows:
- a maximum of 40 points for the applicant's curriculum vitae and academic records;
- a maximum of 20 points for GMAT/GRE;
- a maximum of 30 points for statement of purpose and reference letters;
- a maximum of 10 points for other submitted documents.

The Admission Board may decide to conduct a brief online interview in order to gather more information about the student's qualifications, but no points are awarded for this interview.

A minimum of 60 total points is required to be eligible for admission.

| Article 7: DETAILED INSTRUCTIONS | | |
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| TYPE OF INFORMATION | REQUIRED online INFORMATION | DOCUMENTS TO BE UPLOADED<br>All documents have to be in English, except for those regarding the academic records (which can be in Italian) and publications, which can be in any language. |
|---|---|---|
| **Personal CV**<br>indispensable | Personal details | - copy of international passport (preferred)<br>- identity document duly translated (second choice);<br>- passport photo (JPG format);<br>- full CV (education, work experience, language skills, study/work abroad, other relevant skills and experiences) |
| **English language requirements**<br>indispensable<br><br>A B2 (CEFR) competence level of English or above is required to be admitted to all PhD programs | Proof of competence:<br>- Recognized international English language certification/test; in case of international test (TOEFL, IELTS) the result must be still valid (not expired);<br>- University or secondary school studies in English;<br>- internal English exam in a Bocconi degree program;<br>- English native speaker. | Documentary evidence:<br>- in case of international language certification / test: the list of recognizable certifications/tests is available in the online application procedure;<br>- in case of secondary school studies in English: high school certificate;<br>- in case of University studies or internal English exam in a Bocconi degree program: no |

| | | |
|---|---|---|
| | | upload is required (info are available in the section "academic records"); <br>- in case of English native speaker: no upload is required. |
| **Academic records** <br>indispensable <br><br>Only applicants with Italian graduate degrees or non-Italian degrees of equivalent level, recognised by the PhD Admission Board, can be admitted to the PhD programs. <br><br>Applicants who have not achieved a degree are allowed to apply, but they must obtain the degree by 31<sup>st</sup> October 2023, otherwise their enrollment will be void. | University, name of degree, field of study, type of degree (one-cycle system, two-cycle system) | Documents in English or Italian <br><br>• Two-cycle system, (3+2 yrs, 3+1 yrs, 4+1 yrs, 4+2 yrs, others): <br>Undergraduate degrees: <br>Transcript of exams <u>and</u> certification of degree awarded and final grade. **(see "*" note below the table)** <br>Graduate degrees: <br>Transcript of exams. If the applicant has already been awarded a degree, the certification of the degree awarded with final grade is also required: **see "*")** <br><br>• One-cycle system (4yrs , 5 yrs, others): <br>Transcript of exams. If the applicant has already been awarded a degree, the certification of the degree awarded with final grade is also required: **see "*")** |
| **International graduate admission tests score (GMAT/GRE)** | GMAT (or GRE) with date and results. A valid (not expired) result is required. <br><br>Please note that GRE Test Taker Score Reports are only available 15 days after the test date. <br>We urge applicants to take the test well in advance as the report must be uploaded before the application closing date | GMAT: official score report or unofficial report <br><br>GRE: Test Taker Score Report |
| **Statement of purpose** <br>indispensable | --- | Short description (max 1200 words) of: |

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| | | 1) motivation for enrollment in the PhD in Social and Political Science – CNR and the related research activities, 2) professional goals |
|---|---|---|
| **References (up to three reference letters)** | Names and email addresses of referees (up to three) chosen by the applicant.<br><br>**Applicants are advised to enter and save referees' names and e-mail addresses well before the deadline, so the referees will have time to write and upload their letters** | Referees will be automatically asked to upload their reference letters by June 12th, 2023<br>Applicants can access the online procedure to see whether the reference letters have been uploaded |
| **Other relevant documents, if any (e.g. publications, certifications in foreign languages other than English, etc.)** | - publications;<br>- certifications in foreign languages other than English;<br>- other programs attended;<br>- other documents. | A maximum of five documents can be uploaded |

(Notes):

(*)    Candidates must upload the certification of their degrees specifying: name of degree, home University, date of graduation, final grade (if any), exams taken and grades achieved.

If the candidates have not completed their graduate studies, they must upload documents certifying: enrollment in a degree program, their full study plan, exams taken and grades achieved.

Self-certification is allowed only for Italian and foreign candidates with Italian degrees.

Documents sent by post, email or fax are not accepted.

## Article 8: RESULTS

Applicants are ranked according to merit.
The ranking will be confirmed by decree of the Rector.

The ranking is organized as follows:

| ranking score | Status |
|---|---|
| 100<br>99<br>... | # 1 candidate admitted "with confirmed CNR - Bocconi fellowship" |
| ...<br>...<br>60 | # W candidates eligible for enrollment but in the waiting list with possible shift to "with fellowship" |
| 59<br>...<br>1 | # K candidates not admitted |

Shifts to different status occur when higher ranked candidates decline their offer.

Candidates in the waiting list are made the offer if and when higher ranked candidates have declined their offer.

By June 23rd 2023 each candidate will be sent a personal email to the address provided online in which information about the outcome of the application will be found.
Candidates will be able to access the online procedure using their ID and password, accessing more information, in particular:

- if their status is "with fellowship": points awarded, ranking and financial conditions;
- if their status is "in the waiting list": points awarded and ranking;
- if their status is "not admitted": points awarded.

The ranking of this public competition is published in compliance with data privacy laws on *www.unibocconi.eu/admissionphd_sps-cnr* (privacy is guaranteed).

## Article 9: ENROLLMENT DEADLINES

| top ranking candidate | Within 4 calendar days from notification (included) |
|---|---|
| replacement candidates | Within 4 calendar days from notification (included), if notification within July 11th<br>Within July 14th, if notification after July 11th |

Please note that the candidate must enroll within the deadline.
If he/she does not enroll by that date, he/she will automatically be considered to have declined the offer.
If he/she intends to decline the offer, it is advisable that he/she forfeits well before the deadline for enrollment to allow replacement applicants to receive their offer as soon as possible.

## Article 10: ENROLLMENT PROCEDURES

Enrollment takes place online (ENROLLMENT Section), using the ID and password provided at registration.

It is required to upload the enrollment form, filled out and signed (the form can be downloaded from the online procedure).

Certification attesting awarding of the degree[4] is required to definitively finalize enrollment.
Certification can be:
- uploaded when enrolling via online procedure;
- delivered to PhD Administrative Center (PhD-AC) (by 10th November 2023).

In particular:
+ Italian degrees: certification issued by the awarding Italian University or self-certification;
+ non-Italian degrees:
  - UE countries and UK: certification in English issued by the awarding University;
  - non-EU countries: 1) certified translation into Italian of the degree 2) "legalization"[5] issued by the competent authorities 3) "dichiarazione di valore"[6] issued by the Italian Embassy or Consulate of the country where the degree was awarded.

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[4] Name of degree program, level, University, graduation date, final grade (if any).
[5] Document certifying the authenticity of the degree.
[6] Document certifying the "level" of university studies (first level – undergraduate – level 6 EQF; second level-graduate – level 7 EQF; third level – post-graduate – level 8 EQF).

Please note that Consulates are competent to give full assistance on this matter.

## Article 11: FINANCIAL MATTERS

The PhD student will be granted (the majority funded by IRPPS within CNR with residual Bocconi co-funding):

- **a four-year fellowship: € 20,000 per annum**.
  Fellowships can be renewed in the following years if the requirements to be admitted to the following year are met.
  Income from the fellowship is tax free.
  The amount of the fellowship is subject to INPS contributions (INPS = National Social Security Institute).
  Part of contributions are borne by the University (currently 23,35%) and part by the student (currently 11.68%).
  The amount of the student fellowship is gross; the part of contributions borne by the student is directly deducted from each monthly gross installment of the fellowship and transferred to INPS.

- **an increase in the amount of the fellowship in case of study and research activities abroad** (at least one month; fully months) authorized by the PhD Program Director.
  The fellowship is increased by 50% of € 16,243 (ministerial amount) in proportion to the duration of the stay abroad and for a maximum total period of 12 months (saved exceptional cases provided for by the law)

- **a research contract (min 7,000 €** and, based on merit, **maximum 17,000 €**; gross amount) to cover the "PhD candidate period" (from the end of year 4 to thesis dissertation).

- **an annual budget for "study and research activities" (1,650 € per year)**; the use of the budget is always subject to the Program Director approval.
  The 1st year budget is earmarked to the acquisition of a **laptop** that will be given to the student as of the start of the 2nd year.
  The budget of the following years (2nd, 3rd and 4th year) is meant to allow the purchase of services and goods to support study and research activities.

Moreover, the PhD School offers **financial support for placement** (i.e. travel expenses to relevant events and workshops). The PhD School offers training and procedural support to be successfully placed on the job market (Academia) (PhD students are given the opportunity to attend conferences to present their papers, meet scholars of other universities and participate in job markets events).

The PhD student will also benefit from a **Health Insurance Policy** subscribed by Bocconi which covers accidents when involved in work-related activity at Bocconi and when travelling (the travel must be previously authorized by the Program Director).

The PhD student will be required to pay only the annual regional tax (currently € 140).

Finally, PhD students can supplement their income with part time remunerated work for the university; in particular:
- research assistantship from the second year (as an exception, during the first year, subject to Dean's approval); research activities ought to be coherent with the topics described in art. 2
- teaching assistantship /teaching from the second year.

These activities must be previously authorized by the PhD Director, as students are above all committed to their PhD research and activities.

| Article 12: MORE INFORMATION ON PhD PROGRAMS |
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More detailed information can be found in the Bocconi PhD Programs - Handbook at _https://www.unibocconi.eu/phds_.

| Article 13: PRIVACY |
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The data will be processed under General Data Protection Regulation n. 679/2016.
Privacy Policy can be found online at _http://www.unibocconi.eu/privacy_ (please read "Students, participants, _Alumni_ and Donor Privacy Policy").

| Article 14: RESPONSIBILITY FOR THE PROCEDURE |
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Mr. Gualtiero Valsecchi (tel. no. 02-58362027, e-mail: _gualtiero.valsecchi@unibocconi.it_) is responsible for the procedure of the call.
Copy of the call is available at _www.unibocconi.eu/admissionphd_sps-cnr_.

Milano, 2nd May 2023

D.R. n. 52 / GV.bc

The Rector
Prof. Francesco C. Billari