

**PUBLIC NOTICE FOR THE ADMISSION TO THE RESEARCH
DOCTORATE IN MOLECULAR AND EXPERIMENTAL MEDICINE**

XXXIV Cycle – Academic year 2018/2019

Issued with Decree No. 057/2018

Disclaimer: Please note that this is an English courtesy translation of the original documentation prepared in Italian language and, consequently, only the original Italian version of the document has legal value.

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ART. 1 – SCOPE OF THE NOTICE

This public notice regulates the application process for admission to the Research Doctorate Programme in Molecular and Experimental Medicine (hereafter “PhD programme”) for the academic year 2018/2019, corresponding to the XXXIV cycle of the Italian Doctorate Programmes activated according to current legislation.

The PhD programme is organised by Humanitas University in collaboration with IRCCS Humanitas.

There are 8 (eight) positions available of which at least 6 (six) are covered by scholarships or alternative forms of funding.

The number of places and/or scholarships available may increase if, within the deadline set for the conclusion of this procedure, external funding becomes available.

All scholarships are formally awarded by Humanitas University and are assigned to successful candidates according to their position in the ranking list.

Specific agreements signed before the beginning of the programme may allow personnel and collaborators of institutions and research centres, either public or private, conducting highly-qualified activities, to be admitted to the PhD programme maintaining the salary borne by the institution to which they belong, if they are positioned in the final ranking list.

The awarding of additional scholarships, or financial contributions of an amount at least equivalent to the PhD scholarship, is conditional to the verification of the ranked candidates’ possession of specific competences required for the field of research.

Candidates who are beneficiaries of scholarships, research fellowships or financial support granted by other countries or institutions may be admitted to the PhD programme as supernumerary students either after passing the application process described in the present notice or equivalent selection processes, agreed with the funding institution.

The legal duration of the PhD programme in Molecular and Experimental Medicine is 3 (three) years.

The beginning of the academic year is scheduled for January 1st, 2019.

The official language of the PhD programme in Molecular and Experimental Medicine is English.

The PhD programme in Molecular and Experimental Medicine covers the scientific areas listed below and, as an integral part of the programme, provides for the direct participation of doctoral students in research projects carried out on the premises of the participating institutions. Additional information on the research topics covered by the PhD programme are available on page <https://www.hunimed.eu/courses/phd-molecular-experimental-medicine/#research-topics>

The scientific areas covered by the PhD programme include:

- 05/E - Experimental and Clinical Biochemistry and Molecular Biology
- 05/F - Applied Biology
- 05/G - Experimental and Clinical Pharmacological Science
- 06/A - Pathology and Laboratory Diagnostics
- 06/C - General Clinical Surgery
- 06/D - Specialised Clinical Medicine
- 06/I - Clinical Radiology

ART. 2 – ADMISSION REQUIREMENTS

To take part in the application process outlined in the present notice, applicants must have either a “Laurea magistrale” obtained in accordance with DM 270/2004 or an equivalent University Degree granted by a foreign university (usually referred to as a Master's Degree) in one or more of the following subjects:

- LM-6 Biology
- LM-7 Agrarian Biotechnologies
- LM-8 Industrial biotechnology
- LM-9 Medical Biotechnology, Veterinary and Pharmaceutical
- LM-13 Pharmacy and Industrial Pharmacy
- LM-17 Physics
- LM-18 Computer Science
- LM-21 Biomedical Engineering
- LM-22 Chemical Engineering
- LM-32 Computer Engineering
- LM-41 Medicine and Surgery
- LM-42 Veterinary Medicine
- LM-46 Dentistry
- LM-53 Materials Science and Engineering
- LM-60 Natural Sciences
- LM-61 Nutrition
- LM-70 Food Science
- LM-71 Industrial Chemistry

The equivalence of an academic title granted by a foreign institution is assessed, by the Committee appointed to examine the applications for admission to the PhD programme, in compliance with the current legislation and international treaties. To this purpose, Humanitas University may require the candidate to present the Declaration of Value in loco (i.e., “Dichiarazione di valore”) issued by the competent Italian diplomatic authorities in the country where the degree has been granted. This document should provide evidence that the academic title presented by the candidate allows access to post-graduate programmes equivalent to the Italian Doctorate Programmes in the country where it was issued. Further information can be found at: <http://www.miur.gov.it/equipollenze-ed-equiparazioni-tra-titoli-accademici-italiani1>.

Applicants expected to complete their degree course by September 2018 can also take part in the application process. However, should candidates be positioned in the ranking list, enrolment in the PhD programme is subject to the condition that the academic title required for admission is actually awarded by September 30th, 2018.

ART. 3 - APPLICATION

The application for admission, complete with all the documents required, must be submitted **no later than July 31st, 2018 at 23:59 (Italian time)**. The application form must only be submitted **online** at the following link:

<https://pica.cineca.it/humanitas/tipologia/dottorati>

No hard copy of the application must be sent by post.

At the first access, applicants need to register by clicking on “Register” and completing the requested data. If applicants already have LOGINMIUR credentials, they do not need to register again. They must access with their LOGINMIUR username and password in the relevant field LOGINMIUR.

Applicants must enter all data necessary to produce the application and attach the required documents in PDF format.

Applicants may indicate name and contacts of maximum two referees, preferably chosen among those who have had a supervising role of the candidates. The referees will be directly contacted by Humanitas University and asked to complete a brief letter of reference.

Applicants are required to pay, with penalty of exclusion, a contribution of €30.00 to the account of BANCA PROSSIMA – P.zza P. Ferrari, 10 – 20121 Milano – c/c 1000/00102343 - IBAN: IT54 0033 5901 6001 0000 0102 343 – BIC CODE: BCITITMX for payments from abroad- made out to Humanitas University, indicating reference: "PhD MEM 34".

Within the time limit for the completion of the application, the system allows “saving to draft mode”. At the deadline for submission of applications, the system will no longer permit access or sending of the electronic form.

Each application form has an identification number that, along with the selection code specified on the online form, should be specified for any subsequent communication.

The following documents must be uploaded to the appropriate section of the restricted area in PDF format:

1. **Curriculum vitae** dated and signed (2 pages is the maximum length) containing the titles awarded to the candidate (that is, degrees, as well as publications and participation at congresses) and the description of any professional or research experience, based on which the applicant's aptitude for scientific research can be assessed. It is advisable to use a Europass CV format (<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae>).
2. **Motivation letter** of a maximum of 3,000 characters including spaces, containing the candidate's motivation for carrying out the Research Doctorate and reasoning for the choice of the research topics selected in the online form.
3. Copy of a valid **document of identity** or, for Non-EU citizens, a copy of candidate's passport.
4. **Diploma Supplement** – or equivalent certification - issued by the University that awarded the academic title requested for admission, or a certification in English or Italian issued by the university in which the applicant is/was enrolled, with the complete list of examinations taken, their value in credits, the statistical distribution of the degree course examination marks and the position of the candidate in this ranking scale, as well as the minimum and the maximum mark or evaluation requested to obtain the academic title. Applicants whose graduation is still pending must attach to the list of examinations taken a statement from their supervisor attesting that the applicant is likely to be awarded the academic title required for admission to the PhD programme by the deadline specified in this notice.
5. **Copy of the receipt** of payment of € 30,00 (thirty euros)

Submitting of the application form must be completed through the printing and signing of the application itself; the signed documents must be transformed in PDF format and uploaded in the designated area in the online form.

Applicants who fail to submit one or more documents referred to in points 1 to 5 in the list above will be excluded from the selection process.

To complement the above documentation, the University may require a copy of the titles and/or publications declared by the applicant.

ART. 4 – SELECTION PROCESS

Admission to the PhD Programme is based on a public selection process consisting in the comparative evaluation of the titles and qualifications of the applicants and of an interview carried out by a Committee appointed by decree of the Rector of Humanitas University and composed of a maximum of seven members.

The aim of the selection process is to assess the knowledge, competencies and aptitude of the applicants for scientific research as well as their motivation for undertaking the PhD programme. The assessment is based on the evaluation of the documentation submitted by the applicants and of an interview during which will be assessed the basic knowledge required to carry out the research projects indicated by the applicants in the online form.

Only those applicants who are ranked within the first 30 positions (including all the candidates that have obtained ex equo) of the ranking list based on the documentation submitted will be invited for the interview.

As part of the evaluation of the Curriculum Vitae et Studiorum, the entire academic career, list of publications, participation at conferences, professional and laboratory experiences and other qualifications will be considered in order to assess the preparation and aptitude of the applicant for scientific research. A maximum of 40 points can be attributed to the evaluation of the curriculum; in the scoring, the Committee takes into account the circumstances and time in which each applicant has earned his/her titles. Moreover, the Committee may ask for a formal opinion of the other members of the Board of Directors of the PhD, who are not already part of the Committee.

Only the ranked candidates for whom a reference letter is presented to Humanitas University by the 5th of August 2018 will be invited for the interview. The results of the assessment will be posted on the following webpage: <https://www.hunimed.eu/courses/phd-molecular-experimental-medicine/>.

The interviews are open to the public and will take place according to the timetable posted on the website of the PhD Programme. Prior to the interview, applicants may be asked to take a multiple choice test, aimed at assessing the applicant's specific knowledge in the fields of the research projects they have chosen. The interview is aimed at verifying the applicant's competencies, obtained during his/her professional experiences, and his/her attitude for scientific research. The interview includes a short presentation either of the final essay of his/ her degree course or a research project to which the applicant has contributed. The presentation will be followed by a general discussion aimed at verifying the applicant's motivation. A maximum of 60 points can be allocated to the test and interview.

The test and interview are conducted in English.

The calendar will be published on the University's website. The publication is to be considered as a formal notification. Candidates who have not been communicated exclusion from the procedure must present themselves on the dates indicated, carrying a valid ID.

Should reasons justify it, the test and interview can be conducted via video-conference. Those who intend to conduct the interview via video-conference or request special assistance should specify this on the application form.

After the interviews, the Committee will compile a ranking of the applicants accepted on the basis of the sum of the scores obtained in the evaluation of the curriculum, the documentation received, and the interview. An applicant passes the selection process if he/she reaches the minimum overall score of 60/100.

The scores obtained by the single candidate will be published on the internet at the following address <https://www.hunimed.eu/courses/phd-molecular-experimental-medicine/>.

ART. 5 – ADMISSION TO THE PROGRAMMEME

Applicants who have passed the selection process are admitted to the PhD programme according to the order of the ranking up to the limit of the number of positions available. Should two or more candidates obtain the same score, priority is given to the younger candidate.

The ranking will be published on the internet at the following address: <https://www.hunimed.eu/courses/phd-molecular-experimental-medicine/>.

The above-mentioned announcement functions for all purposes as official notification to the candidates of the results of the selection process; the term for lodging appeals starts from that date.

Candidates admitted to the Programme must enrol by the specified deadline. If they fail to do so, the position is assigned to the next candidate in the ranking.

If a candidate admitted to the programme withdraws within three months from the start of the PhD programme, the position that has become free is assigned to the next candidate in the ranking. In that case, the candidate that has withdrawn is required to repay the monthly scholarship received up to then.

Candidates beneficiaries of scholarships or research fellowships from other countries or institutions who are admitted to the PhD programme, if considered as supernumerary, the position associated to them is assigned to the candidates next in the ranking up to the limit of positions available.

The list of positions still available will be published on the webpage of the PhD programme and will be continually updated until the final deadline for new enrolment (i.e., 31st March 2019, three months from the start of the course).

ART. 6 – ENROLMENT

Candidates admitted to the PhD programme must enrol by the date published on the website of the course through the registration procedure specified on page <https://humanitas.esse3.cineca.it/>.

In order to complete the procedure of enrolment, non-EU candidates must submit the following documents:

a) Italian tax code ("codice fiscale") for more information see the page: http://www1.agenziaentrate.gov.it/english/italian_taxation/tax_code.htm

b) VISA. For more information, see the page: <http://vistoperitalia.esteri.it/home/en>

The University reserves the right to request copies of the original qualifications obtained abroad or to verify their validity at the time of enrolment. Until that date, applicants are admitted to the course subject to condition and may be excluded from the PhD programme if found not to meet the requirements.

PhD students are required to pay an annual fee for access and attendance, set at €250,00 for the academic year 2018/2019, including the regional tax and stamp duty. Cancellation of programme enrolment does not entitle the candidate to receive a refund of the registration fees already paid.

ART. 7 – SCHOLARSHIPS

The scholarships granted by Humanitas University are assigned according to ranking, up to the total number available.

The gross annual amount of each scholarship awarded by the University is € 18,000.00 (eighteen thousand). This amount is exempt from income tax under provision of art. 4 of Law n. 476 of 13 August 1984, and subject to social security contributions under the provision of art. 2 of Law n. 335 of 8 August 1995.

The scholarships are paid in monthly instalments. Scholarships cannot be combined with other scholarships with the only exception of those awarded by national or foreign institutions to compensate for the costs of travel abroad relevant to the career development of the doctoral student.

ART. 8 – RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT

Admission to the Doctoral Research programme implies a full-time and exclusive commitment. By entering the PhD programme students commit themselves to:

- i) complying with the Code of Ethics of the University and that of the institution where they carry out their doctoral activities;
- ii) behaving according to general principles of scientific integrity and to conducting their studies and research in accordance with criteria of honesty, accuracy, efficiency and objectivity;
- iii) attending courses, seminars, tutorials and teaching modules in the PhD programme as well as carrying out continuous study and research on the premises designated for this purpose by the partner institutions.

As part of the PhD programme, students may be authorized to spend an overall period of a maximum of 18 months, even if not continuous, of training or research abroad. In correspondence with stays abroad lasting 30 consecutive days or more, the monthly instalment of the scholarship can be increased up to 50 per cent, pro-rata, in relation to the destination.

For serious and justified personal reasons, students may request a temporary suspension from the PhD programme. A suspension of thirty days or more entails the suspension of the scholarship for the corresponding period.

Any absences not previously communicated and authorized may be grounds for expulsion from the PhD Programme.

ART. 9 – ADMISSION TO FOLLOWING YEARS AND AWARD OF THE TITLE

The title of Doctor of Philosophy, abbreviated either as "Dott.Ric." or "Ph.D", is awarded by Humanitas University as a result of the successful completion of the PhD programme.

At enrolment, each student is assigned a research topic.

At the end of the first year, students present their individual research project to an evaluation Committee appointed for this purpose by the Academic Board. In the event that the training project is not approved, the student will not be admitted to the second year, with the consequent loss of the benefits linked to the status of PhD student.

Students can be provisionally admitted to the second year ("ammissione con riserva") when the Committee's evaluation is only partially positive and highlights critical issues and possible amendments to the individual training project to be implemented by the end of second year.

Admission to the third year is contingent upon the positive evaluation of the achievements of the first two years of the training that each student presents and discusses in the presence of an external opponent identified by the Academic Board.

To be admitted to the final examination, students present the preliminary version of their doctoral thesis according to the instructions provided by the Academic Board, which expresses an analytical judgment on the work of each student and decides on admission to the final examination.

ART.10 – CONFIDENTIALITY OF INFORMATION

According to EU Regulation 2016/679, the University is committed to respecting the confidentiality of information provided by the candidates; all data provided will be used only for the purposes of the admission process to the PhD programme and for the management of the relationship with the University, in compliance with current legislation.

ART. 11 – RESPONSIBILITY FOR THE SELECTION PROCESS

Responsible for the selection process disciplined by this notice is Paola Antonicelli.

For information, please send an email to phd@hunimed.eu or phone +39 02.8224.5424 – 5421 - 5642.

ART. 12 – REFERENCE TO STANDARDS

For matters not explicitly mentioned in this notice, please refer to the Regulations of Humanitas University and to current provision on Italian research doctorates.