

**Open selection for admission to doctoral studies at the University of Pavia
(XXVI CYCLE)**

Information for foreign students

This document is a short summary of the official statements available in the call for applications (you can download the Italian version of the call for application at the following link: <http://www.unipv.eu/on-line/en/Home/Research/ResearchDoctorates-PhD.html>).

This summary is provided in order to assist non-Italian candidates during the online application and selection procedures for doctoral studies.

Doctoral studies are open to candidates without any restriction on age and citizenship.

The main requirement for participating to the selection procedure for admission to doctoral studies is the possession of a **second-level University degree**, generally equivalent to a Master degree.

Candidates must obtain the degree before the deadline for applications (August 12th, 2010).

The application for admission must be done only through the online procedure **by August 12th, 2010**. The online procedure is available at the following link: <http://studentionline.unipv.it/esse3/Start.do> (the english version will be available from July 1st, 2010).

Before applying, candidates are advised to read carefully the Administrative Categories Legend (see Addendum A below).

DECLARATION OF EQUIVALENCE

Candidates with academic degree awarded by a foreign University, not officially declared equivalent to the Italian academic degree, must fill in the form "Declaration for equivalence" (see **addendum B below**), sign and send it, together with their documents, **by August 12th, 2010** (postmark date) at the following address:

**MAGNIFICO RETTORE DELL'UNIVERSITÀ DEGLI STUDI DI PAVIA
CORSO STRADA NUOVA N. 65
27100 - PAVIA - ITALY**

The dossier must be sent by recorded delivery with acknowledgement of receipt, or preferably by courier.

Candidates must attach to the form the following documents:

- a) a signed photocopy of the candidate's personal document (passport or ID card)
- b) a copy of the University academic degree in their original language and its legalised translation into Italian or English;
- c) a final University transcript, including denominations of the courses taken, the marks received and the date of the award of the degree and its legalised translation into Italian or English;
- d) if in possession, the "dichiarazione di valore", issued by the Italian Embassy or Consulate. The "dichiarazione di valore" is a document certifying that the academic degree has legal validity in the country where it was obtained. The declaration should also specify that the academic degree was delivered after a full first + second level University curriculum (a total of at least 4 years) and that it is a qualifying title for being admitted to doctoral studies. If the first-level and second-level degrees are obtained in two different Universities, only a certification about the second level degree is required, though the "Dichiarazione di valore" should mention the full University curriculum – for instance that the Master degree was obtained after 5 years

of university studies and that the first-level degree had been previously obtained in another university.

Only successful candidates will have to deliver the "dichiarazione di valore", if not submitted yet, within a period of time agreed with the Administration.

APPLICATION PROCEDURE

Non-Italian candidates who do not reside in Italy can ask for admission to additional PhD positions without scholarship, by selecting "Foreign candidates (additional positions)" in the field "Administrative category" during the application procedure.

Candidates who apply for these positions do not have to pay the application fee (30€).

The selection procedure will be by qualifications only (candidates will not take any exam), so applicants are required to submit, together with the documentation for the Declaration of Equivalence of their degree if needed, the following documents:

- the application form (issued by the system after completing the online procedure) printed and signed;
- a full CV, dated and signed;
- a detailed list of publications;
- a copy of the publications;
- any other relevant qualifications or documents (awards, other activities, etc);
- a signed photocopy of the candidate's personal document (passport or ID card).

All documents must be sent by recorded delivery with acknowledgement of receipt , or preferably by courier, at the following address: Magnifico Rettore dell'Università degli Studi di Pavia - Corso Strada Nuova n. 65 - 27100 - Pavia - ITALY.

Considering the mailing delivery periods, we heartily recommend sending the documents together with the ones requested for the Declaration of Equivalence (deadline August 12th, 2010).

A Selection Committee will evaluate the documentation provided by the candidate.

The Selection Committee has thirty points for the assessment of qualifications submitted by candidates resident abroad. Assessment of qualifications is based on specific criteria defined before examining applications. Average minimum to be selected is 21 points. The Committee will report in the minutes the evaluation criteria, the total score attributed to each candidate and the final ranking. The ranking is in descending order, based on the vote achieved by each candidate.

Selected candidates are admitted without scholarship to the doctorate in the order of ranking on the basis of the availability of positions.

Non-Italian candidates who wish to gain a fellowship can participate to the selection by the ordinary way, by selecting "Italian and foreign candidates (standard competition)" in the field "Administrative category" during the application procedure.

Candidates who apply for these positions must pay the application fee (30€)¹ and bring with them the payment slip, together with the application form, the day of the written exam.

¹ The application fee must be paid for each application submitted.

Account name: Università degli Studi di Pavia - Servizio Tesoreria

Reason for payment: "Rimborso spese per test di ammissione a corso di dottorato di ricerca in (please enter the name of the doctorate course you are applying for)".

The payment can be done through:

- **Postal current account bill:** account n. 198200
- **Bank transfer** c/o UBI - Banca Popolare Commercio e Industria
IBAN IT 32 I 05048 11302 000000 46566, SWIFT: BLOPIT 22XXX BIC: POCIITM1XXX.

The standard competition for admission to doctoral courses can be of two kinds:

A) by examinations (written and oral);

B) by qualifications and examinations (written and oral).

In the first case, candidates will have to travel to Italy in order to take the admission exams, which will take place in September-October 2010. In many cases candidates are allowed to take the exams in English (see the call for application or contact virginie.gallati@unipv). Scholarships² will be awarded to successful candidates following the merit ranking order. Candidates with a high position in the ranking will gain a scholarship; if their position in the ranking is lower, they will be admitted to the course without scholarship. Candidates with a low position in the final ranking won't be admitted to the course.

In case of competition B), students will have to take the admission exams as in the first case, but in addition they will be required to send a list of qualifications **as specified for each Doctorate in the call for application**. Usually, they include curriculum vitae dated and signed, the graduation mark, a list of publications in the international format, a copy of the above mentioned publications, any other documents or qualifications useful for the selection.

All documents must be sent by recorded delivery with acknowledgement of receipt, or preferably by courier, at the following address: Magnifico Rettore dell'Università degli Studi di Pavia - Corso Strada Nuova n. 65 - 27100 - Pavia - ITALY.

Considering the mailing delivery periods, we heartily recommend sending the documents together with the ones requested for the Declaration of Equivalence (deadline August 12th, 2010).

SPECIAL OPPORTUNITIES FOR FOREIGN STUDENTS FOR THE ACADEMIC YEAR 2010/2011

For the XXVI cycle, some doctorate courses provide special opportunities for foreign students. In particular:

1. the doctorate course in **Physiology and Neuroscience** provides 2 doctoral positions with scholarship for Marie Curie candidates;
2. the doctorate course in **Institutions, Administration and Regional Policies** provides 2 positions with scholarship for non-EU candidates.

1. Candidates who wish to apply for the Marie Curie special positions with scholarship (doctorate course in Physiology and Neuroscience) must complete the online application procedure by selecting, in the field "Administrative category", "Marie Curie (additional positions)". Candidates who apply for these positions must have passed a preliminary selection within the European project CEREBNET ITN-Marie Curie ("Timing and plasticity in the olivo-cerebellar circuit", GA 238686).

Candidates who apply for these positions do not have to pay the application fee (30 €).

Candidates will be selected on the basis of their qualifications (degree mark, CV and scientific publications).

² The amount of the fellowship is € 13.638,47 per year. This amount can be increased up to 50% for PhD student who decide to spend a period of time abroad (maximum 18 months in the three-year PhD course). Additional contracts for specific research teaching activities may also be granted according to University rules.

All documents must be sent by recorded delivery with acknowledgement of receipt, or preferably by courier, at the following address: Magnifico Rettore dell'Università degli Studi di Pavia - Corso Strada Nuova n. 65 - 27100 - Pavia - ITALY. Considering the mailing delivery periods, we heartily recommend sending the documents together with the ones requested for the Declaration of Equivalence (deadline August 12th, 2010).

2. Candidates who wish to apply for a position with scholarship for non-EU candidates (doctorate course in Institutions, Administrations and Regional Policies) must complete the online application procedure by selecting, in the field "Administrative category", "Non-EU candidates".

Candidates who apply for these positions are selected by qualifications and interview. The documents candidates have to forward are the following:

- a letter of motivation (maximum characters: 2000) in italian or english language;
- two letters of presentation in italian or english language, closed and signed by the author along the closure;
- degree thesis (preferably on Cd-Rom)
- publications;
- certifications issued by institutions or companies who host/have hosted the candidate for professional activities, study or research;
- research project in italian or english language (more information regarding how to draft the research project are available at the following website: <http://www.unipv.it/iapr>)
- CV.

All documents must be sent by recorded delivery with acknowledgement of receipt, or preferably by courier, at the following address: Magnifico Rettore dell'Università degli Studi di Pavia - Corso Strada Nuova n. 65 - 27100 - Pavia - ITALY. Considering the mailing delivery periods, we heartily recommend sending the documents together with the ones requested for the Declaration of Equivalence (deadline August 12th, 2010).

The results of the qualifications assessment will be published within September 15th, 2010. In order to see their results, candidates will have to enter username and password they used to apply for the competition.

Candidates who reside in Non-EU countries and wish to be interviewed through videoconference must submit a request by mail at the following address: dottorato_iapr@unipv.it. Candidates will be allowed to choose the english language for the interview, which will be focused on the research project and will check candidates' attitude to the research activity. Please remind that, during the videoconference, candidates will be asked to show an ID.

Candidates who apply for these positions must pay the application fee (30€)

VERY IMPORTANT:

For all selection procedures, candidates with academic degree issued by a foreign Institution must ask for the Declaration of Equivalence (see above).

How to apply?

- 1- Click on the following link: <https://studentionline.unipv.it/esse3/Start.do>
- 2- Select the english language by clicking on the **english flag**.
- 3- If you have never been enrolled at the University of Pavia, click on **Registration**. At the end of the procedure, you will be awarded a username and a password to access the system and apply for the doctorate course of interest.

If you are enrolled at the University of Pavia - or you have been enrolled in the past - you can log in using username and password you used for the University services. If you forgot them, please click on **Forgotten password** (on the left) and follow the instructions.

When you have obtained your username and password, select login and enter your username and password in capital letters.

- 4- After the login, a welcome page will appear. Select **Registrar's Office** (on the left). A new menu will appear on the left. Click on **Admission test**, then on the button **Registration**.
- 5- In the page "Competition for admissions", select **PhD course**.
- 6- Follow the instructions and complete your application, paying attention to the field Administrative Category (see addendum A).
- 7- Print the application form.
- 8- If you have applied for one of the following administrative categories:
 - Foreign candidates (additional positions)
 - Marie Curie (additional positions)
 - Non-EU candidates

please send the application form, dated and signed, together with the documents required.

If you have applied for the administrative category "Italian and foreign candidates (standard competition)", please bring with you the application form the day of the written exam, together with the payment slip. Do not forget that, during the oral test, the knowledge of a foreign language among those listed in the call for application will be checked.

FOR MORE INFORMATION PLEASE CONTACT VIRGINIE.GALLATI@UNIPV.IT

ADDENDUM A

ADMINISTRATIVE CATEGORIES - LEGEND

ENGLISH PROCEDURE DENOMINATION	CATEGORY DESCRIPTION
ITALIAN AND FOREIGN (STANDARD CONTEST)	This is the standard competition for Italian candidates and for foreign candidates who wish to be awarded a scholarship. All candidates who choose this administrative category will have to take a written and oral exam (or just the oral one in the case of the PhD course in Institutions, Administration and Regional Policies). If the candidate succeeds in the tests and his position in the final ranking is high, he will be awarded a scholarship.
FOREIGN CANDIDATE (ADDITIONAL POSITIONS)	This category is reserved to foreign candidates living in a foreign country who apply for the special positions for foreign students, <u>without scholarship</u> . Candidates who choose this administrative category won't have to take any exams: they will be selected only on the basis of their qualifications.
RESEARCH FELLOWS (ADDITIONAL POSITIONS)	This category, <u>without scholarship</u> , is reserved to researchers who already own a research grant at the University of Pavia. Candidates who apply for this administrative category will have to take a written and oral exam like the ones who apply for the standard competition.
<p>EXECUTIVE PHD (ADDITIONAL POSITIONS)</p> <p><u>This category is available for the competition for the PhD course in Earth Science only</u></p>	<p>This category, <u>without scholarship</u>, is reserved to company employees who want to attend a PhD course holding their job and salary. The Executive PhD student is followed by a University tutor together with an additional tutor from his company. The research path is planned by the University and the company in cooperation.</p> <p>Candidates who apply for this administrative category will have to take a written and oral exam like the ones who apply for the standard competition.</p>
<p>MARIE CURIE (ADDITIONAL POSITIONS)</p> <p><u>This category is available for the competition for the PhD course in Physiology and Neuroscience only</u></p>	<p>This category is reserved to candidates already selected within the European programme CEREBNET ITN-Marie Curie ("TIMING AND PLASTICITY IN THE OLIVO-CEREBELLAR CIRCUIT, GA 238686). Candidates will be selected only on the basis of their qualifications. Successful candidates will be awarded a fellowship funded by the CNISM.</p>

NON-EU CANDIDATES

This category is available for the competition for the PhD course in **Institutions, Administration and Regional Policies** only

This category is reserved to non-EU candidates who will be selected by qualifications and interview. Candidates living in non-EU countries can ask to be interviewed by videoconference. If their position in the final ranking is high, they can be awarded a scholarship.

