



UNIVERSITÀ DEGLI STUDI DI BERGAMO
SERVIZI AMMINISTRATIVI GENERALI
GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

**ANNOUNCEMENT OF COMPETITIVE EXAMINATIONS FOR ADMISSION TO THE
DOCTORAL SCHOOL IN HUMAN CAPITAL FORMATION
AND LABOUR RELATION
AT THE UNIVERSITA' DEGLI STUDI DI BERGAMO:
– SESSION XXVII –**

Article 1
INSTITUTION

Competitive examinations, open to the public and organised by the Università degli Studi di Bergamo, will take place for the admission to the following PhD courses (session XXVII) which will start on 1 January 2012:

For each Doctorate will be indicated:

- the title
- the department, the University Centre or school to which it is linked
- the coordinator
- the places available to compete for via examination
- the student bursaries available and the relevant financial sources
- the maximum number of places sustainable (in case of further fellowships)
- the partner universities,
- the foreign language required for interview

ACADEMY FOR TEACHING AND LEARNING QUALITY

**DOCTORAL SCHOOL IN HUMAN CAPITAL FORMATION
AND LABOUR RELATION**

- Coordinator: Prof. Giuseppe Bertagna

Duration	Places	Student bursaries	Places without bursaries	Maximum places sustainable
3 years	40	22	18	60

The main research areas that must be worked out by the candidates in their research projects are published at the web page <http://www.unibg.it/struttura/struttura.asp?cerca=DOT-FPDLM>

Student Bursaries: No. 1 co-financed at 50% by the University and at 50% by the Academy for teaching and learning quality
No. 9 financed by ADAPT – Association for International and Comparative Studies in the field of Labour Law and Industrial Relations
No. 11 financed by the M.I.U.R. (Ministry of Education, University and Research)
No. 1 financed by Confindustria Bergamo



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

Partner Institutions: None

For further information, please consult the following webpage:
www.unibg.it/struttura/struttura.asp?cerca=dottorati_home.

The granting of student bursaries financed by external bodies is subject to the successful closing of the agreement between the University and the body in question.

Student bursaries financed by external bodies and which are granted on the condition that a certain form of research is carried out oblige their beneficiaries to carry out said research.

Sponsorships which become available before the completion of the competitive entrance examinations may allow the negotiation of ulterior agreements, leading to the creation of further student bursaries.

Failure to successfully close any agreements concerning the financing of student bursaries already indicated in this document may lead to a reduction in the total number of places with student bursaries available.

In line with the Phd courses' aims and objectives, the recipients of bursaries funded by external private bodies may be asked if they wish to convert their bursary into an apprenticeship contract for advanced training to be entered directly with the funding body in accordance with Article 50 of D.Lgs No. 276/2003.

Each bursary (as every possible apprenticeship contract), along with its specific research project, will be awarded to the admitted candidates depending on the correspondence with their scientific profile, also in accordance with the financing external body, unless different provisions defined in specific agreements.

Candidates are also informed that the "Servizio per il diritto allo studio" (formerly I.S.U.) publishes announcements for further student bursaries and other services made available to enrolled PhD students, as specified in the following art. 8.

For further information please consult the following web-page:
http://www.unibg.it/struttura/struttura.asp?cerca=isu_intro

Article 2 ENTRY REQUIREMENTS

In order to take part in the competitive entry examinations as detailed in the previous article, candidates must be in possession of an Italian degree obtained before the University reform in didactic autonomy, the specialist (five year) degree obtained after said reform or indeed of an equivalent qualification obtained abroad. Foreign qualifications must be recognised in advance by the academic authorities in the context of inter-university cooperation and student mobility. Limitations of age or citizenship do not apply.

Stateless candidates are considered as foreign citizens who does not belong to the U. E. States.

E.U or foreign citizens in possession of a qualification not previously declared equivalent to the Italian degree must (exclusively for the purposes of admission to the doctorate they are applying for) request this declaration, **with the sole purpose of gaining admission to the doctorate in question**, when applying to participate in the competitive entry examinations. The candidates in question must attach all documents deemed relevant, and therefore of use to the Board of teachers when drawing up a declaration of equivalence. These documents must be translated and legalised by the competent Italian bodies in



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

accordance with the regulations currently in force governing the admission of foreign students to Italian universities.

The above is also valid for Italian citizens in possession of a foreign academic qualification which has not yet been declared equivalent to an Italian degree. The candidates in question are required to compile their applications following the template named attachment A, and to attach to it every document indicated.

Failure to comply with any of these requirements shall result in exclusion from the entry examination, certified and motivated in a decree issued by the Chancellor within 90 days from the deadline of this announcement.

Also permitted to take part in the entrance examinations are those who will have obtained their degree by 31 December 2011. In this case, "conditional" admission will be granted, and the candidate obliged to present the degree certificate in question no later than 31 December 2011, to avoid forfeiting their place on the course. Where said certificate is not available on the above date, it is possible to present a declaration, signed by the candidate, made in lieu of certification, in accordance with article 46 of Presidential Decree (DPR) number 445, of 28 December 2000.

Article 3 APPLICATIONS AND ENROLMENT PROCEDURE

Applications to participate in the selection procedure, completed as indicated below, must be submitted **no later than noon of 30 September 2011.**

The registration to the examination must be done by using the on-line procedure following the instructions as indicated at http://www.unibg.it/struttura/en_struttura.asp?cerca=en_dottorati_home#733

The on-line registration will be available till noon (Italy time) of 30 September 2011.

The candidate must verify the correct on-line registration procedure by printing the corresponding PDF receipt and the University's administration will not accept any complaints about possible informatic system problems.

Applications submitted in a different way will not be taken into consideration.

Each candidate shall attach to the application his/her Academic Record (specifying studies and experiences relevant to the doctorate), a research project or letter of academic interest written by the candidate, two letters of reference from Italian or foreign academics and any documents deemed relevant to the selection procedure such as academic qualifications, employment reports, etc. by using a PDF file and on the basis of specific templates available on the web page <http://www.unibg.it/struttura/struttura.asp?cerca=DOT-FPDLM> .

Candidates who got a foreign degree and have to submit the request of the declaration of that qualification as equivalent to the Italian one must attach the above-mentioned request (using the attachment A) with all the documents required by using the PDF format.

Handicapped candidates must specify any aid they may subsequently require, and make any requests for extra time to be given for the completion of the examination. Any such requests must be presented alongside the appropriate certification obtained from the public health service, in accordance with articles 4 and 20 of Legislation number 104/92.

The University Administration guarantees equality and equal opportunities between men and women concerning access to work and payment for said work.

Article 4



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

ENTRANCE EXAMINATION

The Examiners shall carry out examination in two phases:

Phase 1 - Assessment of the candidate's Academic Record, which is given a maximum score of 60 points;

Phase 2 - Admission to the interview is subject to a minimum score of 42/60 points for the academic record. The interview is passed with a minimum score of 42/60.

If viable and decided by the Examination Board, the interview can be held by videoconference (using Skype) and in a foreign language.

The list of the candidates admitted to the interview with information about time and room will be published on the day 25 October 2011 at the following web page: http://www.unibg.it/struttura/struttura.asp?cerca=bandi_dottorati

The interview, for the candidates admitted to it, will take place from 10.00 a.m. of 27 October 2011, with possible prosecution at 28 October 2011 at the University seat in Via dei Caniana, 2 – Bergamo.

The above is valid for all purposes as official notification of date and time.

In order to sit the interview candidates must show a valid form of identification (post office I.D card, firearms licence, passport, identity card, driving licence).

At the end of each session dedicated to oral assessment the examination board will compile a list of the candidates examined, indicating the result obtained in said assessment.

This list, signed by the president and the secretary of the board, will be posted on the same day on the on-line notice board managed by the U.O. Gestione procedure concorsuali e selezioni. Once all of the assessments have been completed, the examination board will compile a list of candidates in order of merit, based upon the sum of the results obtained by each candidate in the assessments.

Documents relating to the competitive entrance examinations are public, and access to these is permitted as specified by Legislation number 241/90. The Chancellor may choose to delay public access until the conclusion of the examinations.

Article 5 EXAMINATION BOARD

The examination board responsible for the comparative evaluation of candidates is nominated by Decree of the Chancellor after consultation with the Board of teachers. It consists of three active members and of two substitutes chosen from established university professors and researchers, expert in the disciplines connected to the areas of study referred to in the course in question, who may come from other Italian or foreign universities.

No more than two experts, Italian or foreign, chosen in the context of independent bodies and public or private institutions of research, can make up part of the examination board. The above mentioned experts must be part of the Examination Board when there are agreements between the University and public or private bodies aimed to the bursaries' sponsorship.

The examination board nominates internally a President and a Secretary.

Article 6 ADMISSION TO THE COURSES



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

Candidates will be admitted to courses depending on the order in which they fall in the list, and the number of places available on the course they competed for. When results and qualifications are equal, preference shall be given to the candidate who has the lower income on the basis of the ISEEU certification.

Where successful candidates relinquish their right to admission to the course prior to its beginning, other candidates will take their places, according to the order in which they fall on the list. If a candidate is positioned highly enough to gain admission to a doctor of research course on more than one list, the candidate must express a preference for one of these only.

The following can be accepted to Doctor of Research courses, over and above the number of posts available but within the maximum places sustainable, on the condition that they are highly enough placed on the lists and that they continue to receive the money from which they are benefiting:

- Paid researchers and those with research grants, on the condition that the doctorate they wish to follow is in the same area of study as the research for which they are being paid;
- Citizens resident abroad;
- Public employees who can benefit from Legislation number 476/84 and subsequent modifications.

Article 7

MATRICULATION, TUITION FEES AND CONTRIBUTIONS

The admitted candidates will be contacted by an e-mail which explains the on-line matriculation procedure.

At the enrollment step all doctoral students are required to pay a fee of 114,62 Euros. This fee includes the regional student fee that amounts to 100.00 Euros, except in case of changes made by the Regione Lombardia, and the stamp duty of 14,62 Euros that is compulsory for the enrollment.

For the second and third year all doctoral students are required to pay the regional student fee that amounts to 100.00 Euros, unless otherwise stated by the Regione Lombardia.

Where student bursaries have been awarded by public or private bodies in agreement with the University, tuition fees and contributions, equal to 1,033.00 Euros, will also be paid by the financing body, unless indications are made to the contrary.

Pre-emptively exempt from payment of tuition fees and contributions, are all doctoral students benefiting from student bursaries funded by one of the following:

- Funds distributed in accordance with Ministerial decrees, referred to in article 4, paragraph 3 of Legislation number 210 of 3 July 1998, and with Ministerial decree (D.M.) number 492 of 3 November 2005;
- The University of Bergamo's own funds;
- The funds of a partner institution.

Doctoral students who do not benefit from a student bursary, including those who receive payment for research, are also pre-emptively exempt from payment of tuition fees and contributions.

Article 8

STUDENT BURSARIES, CANTEEN AND ACCOMODATION SERVICES



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

A) Student bursaries and research grants

The student bursary amounts to a total of 13,638.47 Euros gross per annum, and is subject to deductions for INPS welfare contributions to the state scheme for atypical workers in accordance with the regulations in force. Student bursaries are awarded according to comparative evaluation of merit and therefore according to the order defined in the list of results compiled by the examination board.

In line with the Phd courses' aims and objectives, the recipients of bursaries funded by external private bodies may be asked if they wish to convert their bursary into an apprenticeship contract for advanced training to be entered directly with the funding body in accordance with Article 50 of D.Lgs No. 276/2003.

Each bursary (as every possible apprenticeship contract), along with its specific research project, will be awarded to the admitted candidates depending on the correspondence with their scientific profile, also in accordance with the financing external body, unless different provisions defined in specific agreements.

Student bursaries are paid by deferred payment, in monthly instalments.

During periods of study abroad the student bursary is increased by 50%. These periods must be of active residence abroad for more than 20 days, aimed to the development of the research activity in qualifying Facilities. The student bursary will not be increased in case of periods abroad for the attendance of conferences and meeting.

PhD student bursaries cannot be received in conjunction with any other student bursary, for any qualification, apart from those granted by national or foreign institutions to aid periods of study abroad, beneficial to the completion of the research activities of the doctorate student.

Any candidate who has previously received a student bursary for a doctorate, even for one year, cannot request another.

Candidates granted a student bursary financed by an external body should, when accepting the bursary, inform themselves as to any particular conditions stipulated by the agreement with the financing body.

Student bursaries will be confirmed with the passage of the doctoral students into the following year of the course, except in case of a justified decision to the contrary by the Board of teachers.

Where a doctoral student fails to complete the course, the student bursary will be withdrawn and he/she obliged to repay any instalments already received for the year in question. University fees, if applicable, and regional student fees are non-refundable.

Within the margins stipulated by the Board of teachers, doctoral students have the right to claim expenses from the funds of the department to which their doctorate is linked, for:

1. Participation in specialist courses, meetings and conventions:
 - a) Payment of enrolment fees;
 - b) Reimbursement of travel expenses and of board and lodging.
2. Movement between the main institution and partner institutions, or other institutions as indicated by the course coordinator:
 - a) Reimbursement of travel expenses;
 - b) Contributions to board and/or lodging expenses.
3. Periods of study or of research abroad:
 - a) Reimbursement of economy class airline return ticket;Any fees to be paid to the host University.

B) Student bursaries per law 390/91



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

Candidates could apply on-line to the announcement concerning the study grants provided by the “Servizio per il diritto allo studio” (Service for the right of studying) **also before their enrollment to the Phd.**

The announcement and the application form, both in English and Italian version, will be available at http://www.unibg.it/struttura/struttura.asp?cerca=isu_intro from the half of July till **noon of 30 September 2011.**

Please note: If you get one of the benefits mentioned in the previous point A) you will be excluded from the list.

C) Accomodation service

You can also ask for an accomodation in one of the University Residences **also before your enrollment to the Phd** using the on-line application previously mentioned at point B). In this case the deadline is at **noon of 5 September 2011 without exception.**

In addition to this you can refer to Centro Stampa for apartment accomodations. Tel. +39 035/2052555 – Fax. +39 035/2052614 – E-mail: centro.stampa@unibg.it

D) Canteens

Every Phd student can eat at the University canteens by paying the “Tariffa Studenti fuori fascia” (Over income bracket) student rate. If you attached to the above mentioned on-line application the ISEE/ISEEU certification concerning the 2010 received income and declared in the year 2011, you could receive additional discounts, depending on the income bracket into which you will be included.

Further information are available at

http://www.unibg.it/struttura/struttura.asp?cerca=isu_intro , in “Avvisi e documenti”.

Article 9

DUTIES OF DOCTORAL STUDENTS

The Board of teachers establishes the level of progress expected from doctoral students on an annual basis. For each doctoral student a development plan, aimed at ensuring the acquisition of the skills necessary to carry out research activities at a high level, is approved. For this purpose, the Board of teachers nominates a supervisor responsible for keeping track of the development plan of each doctoral student, and for giving them advice regarding their research activities, including the writing of their final thesis .

Students are forbidden to enrol in another PhD course or in another Institute of Higher Education for the duration of the course.

Doctoral students can attend the Phd course and the course of medical specialization at the same time. In this case the duration of the Phd course is reduced to a minimum of 2 years.

Students are forbidden to benefit from other student bursaries for the duration of the doctorate, apart from those granted by national or foreign institutions to aid periods of study abroad, beneficial to the completion of the research activities of the PhD student.

Doctoral students may, with the authorisation of the Board of teachers, take part in other research activities carried out by the University, provided they coincide with the educational objectives of the student.

The Board of teachers may also authorise doctoral students to carry out limited auxiliary or supplementary didactic activities, on the condition that no burden is placed on the



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

State budget. Having carried out activities of this nature does not provide the doctoral student with additional rights regarding access to University roles.

Doctoral students are required to carry out diligently the activities demanded by the doctorate, as stipulated by the Board of teachers. Doctoral students must annually present a written report of all research activities and any didactic activities carried out, and of the results thus obtained. The student should likewise indicate participation in seminars, conventions or other academic enterprises and any resulting publications. The Board of teachers may also request the oral discussion of the report, in compliance with pre-determined conditions.

Doctoral students are required to be discreet when taking part in research activities requested by the Board of teachers. Where patented material is involved, students should refer to the regulations in force.

Doctoral students may carry out some of their own research with qualified organisations in Italy or abroad, provided they first obtain the authorisation of the course coordinator. The coordinator is then responsible for the presentation of his/her motives for authorising this activity at the first meeting held with the Board of teachers subsequent to the granting of said authorisation.

The authorisation of the Board of teachers must be obtained in advance for periods of time exceeding six months spent out with the University, or for the granting of extensions.

The doctoral student may carry out professional activities outside of the University, or continue to carry out professional activities already begun at the moment of enrolment in the doctorate, providing that the student obtains the authorisation of the Board of teachers, and that the activity is not to be carried out on a full time basis or that it takes place over a period of time not exceeding six months annually.

State employees admitted to study for PhDs will be placed on unpaid extraordinary leave for educational purposes in order to study, if it is compatible with the requirements of the public office by which he/she is employed, for the duration of the course where benefiting from a student bursary. If a state employee is admitted to study for a PhD but does not receive a student bursary, or if he/she chooses not to accept said bursary, the individual in question will continue to receive payment, benefits and pensions contributions from the public office by which he/she is employed.

State employees who have previously got the Phd title or who have already been enrolled in a Phd course for at least one year being placed on extraordinary leave cannot benefit from this for a second time.

The Board of Teacher, in its meeting of 13.06.2011 has decided that students who are enrolling at the academic year 2011/12 and who will benefit from a scholarship, apprenticeships, or pay for public works, in any case can not perform additional remunerated activity over a gross annual compensation equal to 7500.00 euros.

PhDs can be suspended for documented periods relating to the following circumstances only: maternity, serious illness. Suspension is compulsory for pregnant students.

The Board of teachers, after consultation with the supervisor of the student in question, will authorise admission to the following year and to the final exam, or, where insufficient results have been obtained, will propose that the Chancellor act to exclude the student from completing the course.

Further motives for exclusion from the completion of the doctorate, where a justified decision is made by the Board of teachers, are:

- Professional activities carried out without the written authorisation of the Board of teachers;
- Enrolment in other University courses during the Doctorate;



UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZI AMMINISTRATIVI GENERALI

GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

- Prolonged and unjustified absences
- Failure to obtain the University Credits set in the training plan (where established).

Article 10 GRANTING OF THE QUALIFICATION

The Ph. D. title is awarded by the Chancellor of the Università degli Studi di Bergamo after passing the final examination, subject to submission of a doctoral thesis before sitting the final exam. The exam will be based upon the subject of the thesis, and will take the form of an interview. The final exam must be passed, and only one re-sit is permitted.

The doctoral thesis can, with the authorisation of the Board of teachers, be written in a foreign language.

If, for established reasons, a student cannot present his/her thesis before the agreed deadline, the Chancellor may, if advised by the Board of teachers and if so requested by the student in question, waive the set terms and admit the candidate to the final exam.

Postponement of the final exam is permitted in the following cases: prolonged illness, maternity, circumstances beyond our control, a need to elaborate on the doctoral thesis. In the first two instances the Board of teachers will record all relevant documentation. Cases falling into the last two categories will be evaluated on the discretion of the above.

The date fixed for the presentation of the doctoral thesis cannot be postponed. The doctoral student in question may however request that the University take into account certain circumstances which may justify absence in the following cases: illness and circumstances beyond our control. In the first instance the Board of teachers will record all the relevant documentation, and the second will be evaluated on the discretion of the above.

The examination board for each PhD is formed, and its members nominated, in compliance with University Regulations.

Article 13 DICHANCELLOR OF PROCEEDINGS

Doctor Natalia Cuminetti (D4), General Administrative Services - U.O. gestione amministrativa, selezioni, sportello informativo sito in Via Dei Caniana, 2 - 24127 Bergamo, fax +39 035 2052.862, e-mail: selezioni@unibg.it, is responsible for the current selection procedure.

Article 14 INFORMATION

This announcement of competitive entrance examinations will be made available on the Università degli Studi di Bergamo official web-site at: http://www.unibg.it/struttura/struttura.asp?cerca=bandi_dottorati, along with the english version at http://www.unibg.it/struttura/en_struttura.asp?cerca=en_dottorati_home#733

Further information and detailed regulations can be obtained directly from Dr. Sara Zappella - C1 administrative area or Dr. Debora Tozzi C1 – administrative area, at the University's General Administration Services – U.O. Gestione procedure concorsuali e



UNIVERSITÀ DEGLI STUDI DI BERGAMO
SERVIZI AMMINISTRATIVI GENERALI
GESTIONE PROCEDURE CONCORSUALI E SELEZIONI

selezioni - Via Dei Caniana, 2 - 24127 Bergamo, tel. +39 035 2052.876, fax +39 035 2052.862.