



**Executive summary of the Call for applications to the PhD program in
METHODS AND MODELS FOR ECONOMIC DECISIONS - XXXV cycle - at
the Università degli Studi dell'Insubria, for the academic year 2019/2020**

**Disclaimer: this document is a summary in English language of the original and
legally binding document drawn in Italian language, it has no legal value and it
is intended to provide foreign applicants with the basic information and
instructions**

Item 1. Introduction

The University of Insubria opens the XXXV cycle of PhD program in **METHODS AND MODELS FOR ECONOMIC DECISIONS**. The PhD program lasts three years and all its activities are in English. The number of scholarships, the required qualifications, and the calendar of the competition tests are indicated in annex 1. Any increase in the number of scholarships can imply the increase of available places and will be notified to the applicants by a notice on the website <https://www.uninsubria.it/opportunita/ammissioni-al-dottorato-methods-and-models-economic-decisions-xxxv-ciclo> before the competition test starts.

Item 2. Admission requirements

Applicants holding a master's degree diploma or an Italian degree title attained according to the laws previous to the DM 509/1999 or equivalent academic qualification obtained in foreign universities, can access the PhD program in Methods and Models for Economic Decisions, without any limitations of age or citizenship. Such titles must be consistent with the topics of the PhD program.

Master's students are admitted under condition provided that they attain their Master Degree title by October 31, 2019.

The Administration may state, at any given time, with reasoned decision, the exclusion for defect of the prescribed requirements.

Item 3. Application

The application for admission to the PhD program shall be submitted by June 10, 2019, 12 pm (CET). Applicants must apply, exclusively on-line, connecting to the web site of the University of Insubria (www.uninsubria.it) from any personal computer.

After the mentioned deadline the on-line application procedure will be deactivated.

To access the on-line procedure applicants must follow the link "Servizi Web – Segreteria Studenti" (Web Services – Student affairs section) from the website www.uninsubria.it

If you already have a user ID and password you can access web services logging in and choosing "Test di ammissione" (admissions test) and follow the instructions.

Those who do not possess access credentials must register by selecting "Registrazione" (register), then go to "login", then select "test for admission" and follow the instructions. During the on-line registration, applicants must:





- Enter personal data, residence, domicile and telephone number, ID number, e-mail address, degree data, knowledge of languages other than Italian.
- Indicate if they are interested in a university accommodation in Varese;
- Enter the names and e-mail addresses of their referees. Recommendation letters (max 3 letters) should be uploaded directly by the applicant's referees through an online procedure.
- Upload a scan of the qualifications needed for the PhD program as listed in annex 1.
- Upload a scan of the ID

All the uploaded files must be in .pdf format not exceeding 5MB. Each uploaded file must be titled with the applicant's surname and the qualification description (e.g. Smith_master_degree).

The assessment committees will take into consideration only the eligible qualifications needed for the PhD program listed in annex 1.

Furthermore, foreign applicants and Italian applicants with a foreign qualification must upload:

- Diploma and transcript of records legalized and officially translated by the Italian Diplomatic body (Embassy or Consulate) in the country where the qualification was attained;
- "Dichiarazione di Valore in Loco" issued by the Italian Diplomatic body (Embassy or Consulate) in the country where the qualification was attained;
- Diploma Supplement, if available.

Before the deadline applicants may access their on-line application and, if necessary, modify the submitted documents. After the deadline no further integration to the application will be admitted. Applicants must upload a qualification list and they will not be required to be physically present during the qualification assessment.

Please note that the entry of false or incorrect data (that are not corrected by the deadline), implies the exclusion from the competition.

At the end of the application process, the receipt of the application to the admission test must be printed.

Foreign applicants and Italian applicants with a foreign qualification who are unable to obtain a transcript of records legalized and officially translated by the Italian Diplomatic body, or unable to obtain the Dichiarazione di Valore in Loco are admitted to the selection process with reserve. If they are admitted to the PhD program, they are required to deliver the academic degree, translated and legalized and the value statement by the date of registration to the PhD program.

The receipt of the application must be submitted on the day of the test together with the ID document indicated in the on-line application.

In case of difficulties in the online application process, please contact the Foreign Students' Office of the Economics Department (foreign.students.eco@uninsubria.it) or the Research and Internationalization Service (scuola.dottorato@uninsubria.it).

The University assumes no responsibility for any malfunctions due to overloading of networks or application systems.



List of admitted applicants

After the application deadline and the appropriate checks, a list of applicants having correctly applied before the deadline will be published on the webpage: <https://www.uninsubria.it/opportunita/ammissioni-al-dottorato-methods-and-models-economic-decisions-xxxv-ciclo>

Disabled Persons

In order to provide all the necessary assistance and determine any additional time required for the completion of the examination in relation to the specific disability (according to item 20 of the Law 104/92, integrated and amended by law 17/1999), applicants with disabilities must submit by the deadline to the Research and Internationalization Service a suitable certification. At the University of Insubria a Disabled Students Service is available, open every Monday and Tuesday, from 10.00 a.m. to 12.00 in the seat of Via Ravasi, 2 - Varese and Wednesdays from 10.00 a.m. to 12.00 in the seat of Via Sant'Abbondio, 9 - Como. In both seats students are received upon appointment. Additional Information is available on the webpage www.uninsubria.it/web/serv-disabili.

Results

The list of admitted applicants will be officially published on the website <https://www.uninsubria.it/opportunita/ammissioni-al-dottorato-methods-and-models-economic-decisions-xxxv-ciclo>

Item 4. Examinations

Admission to the PhD program depends on assessable qualifications and examinations. The teaching board determines assessable qualifications and assessment criteria. The assessment of applicant's qualifications and the interview are aimed at ascertaining the preparation, the skills and aptitudes to scientific research of the applicants. Interviews may be performed either in English or Italian. The knowledge of English and other languages eventually indicated by the applicant will be evaluated as well.

The tests will be held according to the schedule that will be published on the University website <https://www.uninsubria.it/opportunita/ammissioni-al-dottorato-methods-and-models-economic-decisions-xxxv-ciclo>

Videoconference

Foreign and Italian applicants living abroad may request to be interviewed remotely by videoconference or any other technology enabling remote communication, by sending an email to the Foreign Students' Office of the Economics Department (foreign.students.eco@uninsubria.it).

Applicants should specify whether the connection will be through video conferencing services of the University (international standard H.323) or Skype.

Applicants must indicate their email address and the Skype account if they chose this option and contacts will take place directly with the Coordinator.

In the case of video conferencing services offered by the University, a link needed to download and install a terminal h.323 software, interfaced with the University IT system



and credentials to access it, will be sent to the applicant's email address. Few days before the interview, it will be necessary to make at least two link tests (an independent test with auto responder and a qualitative test with the University staff).

If connecting by Skype the applicant might be excluded from the competition if the personal account has not previously provided. If using the university video conferencing system, applicants might be excluded if not logging in according to the time and the modalities agreed with the Committee. Furthermore, applicants might be excluded in case of connection failure, absence, or if the applicant does not show a valid ID. The University of Insubria disclaims any responsibility in the eventuality of technical issues compromising a regular interview.

Item 5. Evaluation Committee

The Evaluation Committee is composed of three members chosen among professors and researchers of the University and, if necessary, of external experts. The Committee attributes to each applicant up to a maximum of 60 points for each of the two evaluations (qualifications assessment and interview). Interviews are public. The results of the selection process will be notified by means of an official publication of the applicants' ranking in the website of the University (<https://www.uninsubria.it/opportunita/ammissioni-al-dottorato-methods-and-models-economic-decisions-xxxv-ciclo>). The website publication replaces any personal communication.

Item 6. Enrollment in the Program

Applicants will be admitted to the PhD program according to the final ranking and the number of available places for the program. Selected applicants who do not complete their enrollment by the deadline, will be excluded. The competent offices will proceed further in the ranking giving formal notice to the parties concerned.

The rankings will be published in the website of the University. The publication replaces in all respects any personal communication. Applicants are requested to view the ranking, the possible scrolling of the ranking list and the peremptory terms of registration, in the notices published on the website <https://www.uninsubria.it/opportunita/ammissioni-al-dottorato-methods-and-models-economic-decisions-xxxv-ciclo>

Repechage

Any further subsequent scrolling of the rankings will be made by direct communication to the applicants admitted to registration by sending an e-mail to the email box indicated during the registration to the admission test. The eligible applicants will be contacted personally by e-mail, with a message sent to the e-mail address indicated by each applicant, during the registration procedure on the website of the university. In this case only, a personal communication of the admission to registration will be given. Selected applicants who have received the communication by e-mail must apply for registration in accordance with the procedures described on the webpage <https://www.uninsubria.it/opportunita/ammissioni-al-dottorato-methods-and-models->



[economic-decisions-xxxv-ciclo](#) within the terms indicated in the text of the above-mentioned communication.

In any case, both rankings and registrations are closed on the date of December 31, 2019.

Item 7. Incompatibility

The registration to the PhD program is incompatible with the registration to any other PhD program, undergraduate or graduate programs, first or second level master programs, non-medical specialization programs, in Italy or abroad, with the exception of joint programs agreements. The registration to the PhD program is incompatible with any other scholarship, with the exception of scholarships for specialization abroad provided that the training period abroad is related to the scientific topics that are included in the PhD program established by the PhD Board.

Those who have already been granted a scholarship for a PhD program cannot benefit from a second scholarship.

Item 8. Attendance

The admission to a PhD program implies an exclusive and full time commitment. The PhD student is obliged to attend the activities for its educational curriculum and with full commitment to programs of study and the assigned research activities. The Teachers Board disciplines the attendance modalities of the PhD.

PhD students, as part of their training program, may perform tutoring activities for Bachelor and Master's students as well as integrative teaching activities. The PhD title is attained at the end of the PhD cycle, once the final examination has been passed implying the submission and the discussion of a written dissertation (thesis) with a scientific research relevance, conducted with method from which important scientific results arise. The final thesis will be filed in the open access University institutional archive, that will ensure the preservation and public consultation, total, partial, or only in bibliographic data.

Item 9. Scholarships

Each PhD program grants scholarships to a limited number of admitted PhD students. The scholarships are annual and are renewed provided that the student has completed the program of activities for the previous year, verified according to the procedures stated by the PhD Regulation.

For periods of study abroad, the scholarship amount is increased to a maximum of 50% of the monthly amount for periods equal or more than 30 days and not exceeding 18 months. The annual amount of the scholarship is € 15.343,28. The scholarship of the PhD program is subject to the payment of social security contributions (INPS a gestione separata), according to the relevant regulations in force.



Item 10. Tuition fees

All PhD students (assignees and non-scholarships) are required to pay an annual contribution of €156.00.

Item 11. Personal data

According to legislative Decree No. 196 of June 30, 2003 ("Code for the protection of Personal data"), and of the general Regulations for the protection of data-EU Regulation 2016/679, the information on the processing of personal data is published on the University website

The university in implementation of the legislation on the subject adopted its three-year plan for the prevention of corruption and appointed the responsible for the prevention of corruption:

<https://www.uninsubria.it/amministrazione-trasparente/disposizioni-general/piano-triennale-la-prevenzione-della-corruzione-e>

Item 12. Recruitment and HRS4R

Recruitment of PhD student (or Early Stage Researcher according to European definition) will be in accordance to the European Charter for Researchers (ECR) and the Code of Conduct for the Recruitment of Researchers (CCR), which provide the overarching framework of guidelines and requirements for the roles, responsibilities and entitlements of such positions, ensuring that selection procedures are open, transparent and merit-based.

University of Insubria has been awarded the European Quality Label "HRS4R – Human Resources Strategy for Researchers" in February 2019, which recognizes the effort of the organisations in the implementation of the Charter & Code in their policies and practices and also identifies those universities and institutions that generate and support the existence of a stimulating and encouraging research environment.

Item 13. Reference laws

For everything not specifically included in this competition notice, the University of Insubria complies with the legislation in force and the University regulation for the PhD programs.

For further information related to the selection procedures of the PhD program in Methods and Models for Economic Decisions contact the Foreign Students' Office of the Economics Department (foreign.students.eco@uninsubria.it) or the Research and Internationalization Service (scuola.dottorato@uninsubria.it).

Varese, 24/04/2019

The Rector
f.to Prof. Angelo Tagliabue

Person in charge of the administrative procedure (L. 241/1990): Dott. Luca Azimonti –
scuola.dottorato@uninsubria.it



**Annex 1 to the call for the applications to the PhD program in Methods and
Models for Economic Decisions – XXXV cycle**

METHODS AND MODELS FOR ECONOMIC DECISIONS	
Scientific field:	Economics and Quantitative Methods
Referent:	Prof. Ivan Moscati ivan.moscati@uninsubria.it
Duration:	3 Years
Department:	Economics
Scholarships:	6
Places without scholarship:	0
Requirements:	Master Degree (second or single cycle, national or foreign title).
Assessment criteria and assessable qualifications:	<p>Assessable qualifications; up to <u>60 points</u>:</p> <ul style="list-style-type: none">– graduation final mark (max 15 points);– relevance of the final dissertation for the PhD topics (max 15 points; the applicant must submit an abstract of the thesis or its integral version);– publications and conference presentations on topics relevant for the PhD program (max 5 points);– training activities and professional experience relevant for the PhD (max 5 points);– any other assessable qualification, including language certifications, and up to 3 recommendation letters (max 20 points). <p>Only applicants awarded with a minimum of 40 points on the qualification assessment are admitted to the interview.</p>



Interview:	<p>Only applicants awarded with a <u>minimum of 40 points on the qualification assessment</u> are admitted to the interview.</p> <p>Applicants are interviewed on their scientific interests and their motivations for applying to this specific PhD program. The interview can be evaluated <u>up to a maximum of 60 points</u>, and <u>only applicants awarded with a minimum of 40 points in the interview</u> can access to the next steps of the selection <u>process</u>. The interview tests the basic knowledge of economics and quantitative topics, as well as the knowledge of English, and could involve a discussion of possible research lines related to the PhD. Applicants may perform the interview in English or Italian.</p>
Calendar:	Date, time and place will be made public at the following address: www.uninsubria.it/bandodottorati
	Applicants have to enter in the online registration form the name and e-mail addresses of their referees. Recommendation letters (max 3) should be uploaded <u>directly by the applicant's referees</u> through an online procedure.