

# TIPS FOR APPLICATION - 38<sup>th</sup> CYCLE

The Call for Applications, the Online application guide and the FAQs on how to participate to the admission test can be found at the links:

<https://en.unimib.it/education/doctoral-research-phd-programmes/applying-doctorate/calls-application>

<https://www.unimib.it/didattica/dottorato-ricerca/accedere-al-dottorato/bandi-concorso>

Please, read the *Call for Applications*, the *Description sheets for each PhD programme*, the *list of Project-based scholarships*, the *Online application guide*, and the *FAQs* carefully.

Here, we provide some additional suggestions relevant to your application to the 38<sup>th</sup> cycle of the PhD Course in Chemical, Geological and Environmental Sciences.

## Curricula and types of positions

The PhD Course in Chemical, Geological and Environmental Sciences consists of three different curricula: (i) Chemical Sciences; (ii) Geological Science; (iii) Terrestrial and Marine Environmental Sciences. Candidates can apply for multiple courses, but not for multiple curricula of the same course. Therefore, as a first step you must choose the curriculum you want to apply to.

When applying to the PhD Course in Chemical, Geological and Environmental Sciences, there are different types of PhD positions, which are referred to as:

- Ordinary places
- Reserved places, i.e., positions reserved to foreign university graduates with the status of refugees or beneficiaries of subsidiary protection
- Foreign students with scholarships, i.e., positions reserved to scholarship holders from foreign countries (it is necessary to have a scholarship granted by the foreign state institution starting from the start date of the PhD course, for example, a China Scholarship Council scholarship etc.; the University of Milano-Bicocca does not provide scholarships for these positions)
- Executive positions, i.e., PhD positions reserved to employees of companies which have an agreement with the University

You have to choose the position you want to apply to. For example, if you are a foreign student and you are willing to compete for a scholarship provided by University of Milano-Bicocca, you must apply for the ordinary places, or for the positions reserved to foreign university graduates with the status of refugees or beneficiaries of subsidiary protection, if that is the case for you. At the end of the selection procedure, specific rankings are drawn up by the Selection Board for each curriculum, and for ordinary places, reserved places, and Executive positions. Your choice at this stage is thus crucial and cannot be changed during the selection procedure.

## Research project

During the application, it is mandatory to upload a research project that will be discussed during the oral examination. Candidates who do not upload their research project during the application will not be admitted to the examinations. Every year, lists of available research projects are published within the *calls of interest* of each curriculum (Chemical, Geological, Environmental) at the following links:

<https://www.disat.unimib.it/en/research/phd-course/research-lines>

<https://www.disat.unimib.it/it/ricerca/dottorato-scga/linee-ricerca>

Please consult the list of themes to identify a potential research topic of your interest. You can also contact the prospective supervisor to ask for more details (you can find the email address on the supervisor's webpage indicated in the call of interest).

Some research projects are linked to specific positions in the Description Sheet, others are not. The number of potential research topics not related to specific positions in the Description Sheet is higher than the number of scholarships available for the PhD Course in Chemical, Geological and Environmental Sciences. The possibility that one of these research topics is associated with a scholarship depends exclusively on the final position in the ranking of the candidate who has chosen this topic.

You are asked to prepare your research project starting from the outline provided in the calls of interest. The research project must be a pdf file with maximum 3000 words (references excluded) and maximum 4 figures. Research projects linked to Executive positions are not listed in the calls of interest. However, candidates for Executive positions also have to prepare and upload a research project, based on what it is indicated in the agreement between the Company and the University. Further details on project scholarships can be found at the link:

<https://www.unimib.it/didattica/dottorato-ricerca/accedere-al-dottorato/bandi-concorso/borse-progetto-project-scholarships>

The number of scholarships or other types of financial support, and the overall number of available positions, may be increased as a result of funding from public and private entities. Such additional positions will be notified by a subsequent decree that will be published the 19<sup>th</sup> May 2022 at the following links:

<https://en.unimib.it/education/doctoral-research-phd-programmes/applying-doctorate>

<https://www.unimib.it/didattica/dottorato-ricerca/accedere-al-dottorato>

You can express your interest in a project scholarship or a high-level apprenticeship position by following the procedure indicated in the Online application guide at the links:

<https://en.unimib.it/education/doctoral-research-phd-programmes/applying-doctorate/calls-application>

<https://www.unimib.it/didattica/dottorato-ricerca/accedere-al-dottorato/bandi-concorso>

If you have forgotten to fill in the questionnaire by the deadline, you can also declare any expressions of interest during the admission tests.

## Selection procedure

The selection procedure consists of two phases:

(i) assessment of qualifications; (ii) oral examination (videoconference)

### Assessment of qualifications:

Qualifications are assessed by the Selection Board before the oral examination. Up to 20 points may be assigned by the Board. A minimum score of 4 points is requested to access the oral examination for the PhD Course in Chemical, Geological and Environmental Sciences. The Selection Board will evaluate:

- 1) Grade of bachelor degree: max 3 points
  - 2) Grade of master degree (second cycle): max 7 points
  - 2bis) Grade of old system degree or single-cycle second level degree: max 10 points
- Note that, for those students who have not obtained their degree yet, the score of points 2 or 2bis will be replaced with the assessment of the average mark of the examinations.
- 3) Publications in extenso (already published or accepted by the publishers) and conference papers of the last two years: max 4 points
  - 4) Participations in post-degree masters, training courses, advanced courses, specialization schools, any other second degrees: max 2 points
  - 5) Certification of joint research and analysis: max 2 points
  - 6) Certification of training periods and/or research periods abroad of at least two months: max 2 points (the committee will evaluate periods less than 2 months only if the early come back has been due to documented force majeure for COVID-19).

During your application, you are requested to provide a signed *curriculum vitae et studiorum*. However, the **information included in your CV cannot be assessed by the Selection Board** in order to reach the minimum score of 4 points. For this purpose, **you have to submit your assessable qualifications (grades, publications, etc.) separately, according to the instructions provided in the Call for applications** (to be read carefully).

While reading the Call for applications, you will see that the documents attached to the application (assessable qualifications) have to be drawn up as self-certifications or statements in lieu of affidavit as indicated in the tables A and B. To this end, you can use the models of self-certification and statement in lieu of affidavit available on the website at <https://www.unimib.it/didattica/dottorato-ricerca/carriera/modulistica-dottorandi>. The self-certifications must contain all the elements needed to assess the qualification to be submitted and its truthfulness. Omission of any element shall result in the non-evaluation of the self-certified qualification. Self-certifications are only valid if signed with an autograph signature. Citizens of non-European Union Member States legally residing in Italy may self-certify, in Italian or English, only those states, facts and personal qualities that can be certified or attested to by Italian public bodies. For all other matters it is necessary to attach the appropriate documentation.

Grade of bachelor and master degrees: Candidates must upload all the documents listed in the Call for applications. Documents to be uploaded by candidates with a foreign degree are indicated in Table B of the Call for applications. The suitability of a foreign degree, as long as it is equivalent in length of studies, level, and subject area to the Italian degree required for admission to the course, is evaluated by the Selection Board. In case the Degree is evaluated as non-eligible, the applicant will be excluded from the selection process.

If the documentation produced does not clearly indicate the duration of the academic studies and/or the eligibility of the foreign qualification for access to the PhD program in the country of reference, or the scale of value to which the degree and exam scores refer, the Selection Board may deny admission to the tests or not evaluate the degree or exam scores.

The final marks of your MSc and BSc degrees should be clearly indicated. In the lack of a specific conversion table for the country where the degree has been issued, the Selection Board has to evaluate your mark according to a formula of the Ministry of University and Research based on the following three parameters: (i) your grade; (ii) minimum grade for passing in the home University; (iii) maximum possible grade in the home university. We suggest you to clearly indicate these three parameters in your CV in order to avoid any misunderstandings.

If you have obtained more than an academic degree, the first obtained degree will be considered as the access qualification by the Selection Board. If you have not obtained your degree yet, remember to provide the self-certification (if applicable) of the exams taken in universities other than the University of Milano-Bicocca with relative marks:

<https://www.unimib.it/sites/default/files/Allegati/Dichiarazione%20sostitutiva%20di%20certificazione%20conseg.titolo%20ed%20esami.pdf>

(see the Call for applications for further details)

Publications: only the publications and conference papers of the last two years that were uploaded in their full version (in extenso) can be evaluated by the Selection Board. Papers accepted for publication within the deadline of the Call have to be uploaded together with the publisher's letter of acceptance.

Note that **the uploaded publications must be accompanied by a signed statement in lieu of affidavit**, attesting the conformity to the original documents. Please, use the form at the link:

[https://www.unimib.it/sites/default/files/Dottori di ricerca/Dichiarazione inglese pubblicazioni 2021.pdf](https://www.unimib.it/sites/default/files/Dottori%20di%20ricerca/Dichiarazione%20inglese%20pubblicazioni%202021.pdf)

If you forget to fill and sign this form, your publications cannot be evaluated by the Selection Board.

Remember that the information included in your CV cannot be assessed by the Selection Board. Therefore, do not forget to include any documentation attesting to research and study collaborations, or periods of study and/or research abroad, as well as any certifications of post-degree masters, training courses, advanced courses, specialization schools, and any other second degrees (or related self-certifications, if applicable). Carefully read the Call for applications about this point.

No reference letter is required for the PhD Course in Chemical, Geological and Environmental Sciences.

The research project is not part of the assessment of qualifications. It will be discussed during your oral examination.

To avoid misunderstandings, please name the files you are uploading according to the following scheme (you can introduce minor modifications to this scheme whenever required):

- SURNAME NAME - Research\_project
- SURNAME NAME - Degree\_1st\_level
- SURNAME NAME - Degree\_2nd\_level
- SURNAME NAME - Publication\_nr1
- SURNAME NAME - Publications\_statement
- SURNAME NAME - Other\_qualifications\_nr1                      etc.

#### **Oral examination:**

The examination (videoconference) may be taken in Italian or English, at the candidate's discretion. The research project on the topics related to the curriculum you have chosen, your grounding, ability, and aptitude for research in the scientific areas covered by the PhD Course shall be discussed during the oral examination. You can evaluate the possibility of preparing a short presentation (maximum 5 slides) in order to illustrate your research project to the Selection Board. Your knowledge of English shall be tested during the oral examination. Note that the research project discussed during the interview is not binding when assigning the actual dissertation topic to the successful candidates.

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*For any questions on administrative and technical issues relating to registration for the call, please contact:*

[dottorati@unimib.it](mailto:dottorati@unimib.it)

*For any questions on scientific issues, please contact the prospective supervisor, the Responsible of the chosen curriculum, or the Coordinator of the PhD Course.*

<https://www.disat.unimib.it/it/didattica/dottorato-scga>

<https://www.disat.unimib.it/en/research/phd-course>