

TIPS FOR APPLICATION – 41st CYCLE – session I

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

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

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

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 41st 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) 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. Your choice at this stage is crucial and cannot be changed during the selection procedure. At the end of the selection procedure, specific rankings are drawn up by the Selection Board for each curriculum, with sub-rankings for each project grant.

Selection procedure

The selection procedure consists of three phases:

(i) assessment of qualifications; (ii) research project evaluation; (iii) oral examination (videoconference)

Phase (i): Assessment of qualifications:

Qualifications are assessed by the Selection Board before the research project evaluation and the oral examination. Up to 20 points may be assigned by the Board during phase (i). For the PhD Course in Chemical, Geological and Environmental Sciences, a minimum score of 4 points is requested to access phase (ii) (research project evaluation). Otherwise, the candidate will not access the evaluation of the research project and will be excluded from the competition.

During phase (i), 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** and therefore **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 of the Call. 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 also specifically indicated in 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 ask you to clearly indicate these three parameters in your CV 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_conseg.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.

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.

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.

Phase (ii): Research project evaluation

During application, it is mandatory to upload a research project.

Every year, lists of potential themes for research projects are published within the *research lines call for interest* of each curriculum (Chemical, Geological, Environmental) at the following links:

<https://www.disat.unimib.it/it/didattica/dottorato-scienze-chimiche-geologiche-e-ambientali/linee-ricerca>

<https://www.disat.unimib.it/en/study/phd-chemical-geological-and-environmental-sciences/research-lines>

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 themes are linked to specific positions in the Description Sheet, others are not. The number of potential themes 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 themes is associated with a scholarship depends exclusively on the final position in the ranking of the candidate who has chosen that theme.

The research project, with a maximum length of 3000 words (excluding references) and containing a maximum of 4 figures, must be written in English, saved in PDF format and uploaded to the system during application. The research project is preferably developed starting from the potential themes and outlines proposed in the "research lines call for interest", which can be consulted at the following links:

<https://www.disat.unimib.it/it/didattica/dottorato-scienze-chimiche-geologiche-e-ambientali/linee-ricerca>

<https://www.disat.unimib.it/en/study/phd-chemical-geological-and-environmental-sciences/research-lines>

Further details on project scholarships can be found at the link:

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

You can express your interest in a project scholarship 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>

The research project is evaluated by the Selection Board (phase ii) and is presented and discussed by the candidate during the oral examination (phase iii). Up to 10 points may be assigned by the Board to the Research project during phase (ii). To be admitted to the oral exam, a score of 4 or more must be reported in the project evaluation. Otherwise, the candidate will not be admitted to the oral exam.

Phase (iii): 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 prepare a short presentation (maximum 5 slides) 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.

Scholarship:

The amount of the PhD scholarship is €16,243.00 per year, gross of social security contributions to be paid by the scholarship holder. The amount of the scholarship is increased by 50% for the period of stay abroad. The scholarship does not include any accommodation arrangements.

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

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/node/48>

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