

PhD Program in Management, Finance and Accounting – 34th cycle 2018/19

ONLINE APPLICATION GUIDE

Art. 5 - Submission of application for admission

To apply for admission, the applicant should:

- connect to the site <https://sol.liuc.it>;
- if you are a “new user” register by entering the required general, personal information and contact details, pledging to communicate any change;
- select Admission and Selection/Admission Test
- in the page Choice Category select “PhD Selection”
- complete the application form by entering the required information;
- attach by uploading onto the site the following documents in PDF or JPEG format:
 - Scan of the application request which can be downloaded from the website, duly filled in and with handwritten signature
 - copy (both sides), signed, of a valid personal identity document
 - copy (both sides) of personal tax code (if available)
 - Diploma Supplement or Degree Certificate (or self-certification if the title has been obtained in Italy) stating the name of the University where obtained, official study duration, exams passed, ECTS and related scientific areas, final score and related grading scales. If degree is still to be obtained, average score of the exams already taken and related grading scales.
 - curriculum vitae, in Italian or English
 - two reference letters, in Italian or English, with handwritten signature, completed according to the format published on the website
 - international test score (GMAT, GRE, or other equivalent internationally recognized test), with proof of the score, if performed
 - internationally recognised language certifications, with proof of the score, if achieved
 - list of publications of academic/scientific relevance, if applicable, and/or any other titles, qualifications or information useful to assess the applicant’s aptitude for research
 - short description of own research interests completed according to the format published on the website

All documents may be presented in Italian or English.

If drafted in another language, they should be translated into Italian or English.

- download and fill in the application request, self-certifying:
 - possession of civil and political rights;
 - not to violate, by enrolling in the Program, Art. 142 T.U. (simultaneous enrolment on university courses, including University Master Degrees);
 - not to be enrolled in a Postgraduate School or on a Specialising Course and, in the case of registration in place, the commitment to suspend attendance;
 - to have / have not been awarded another scholarship (even for one year) for another PhD Program;
 - to be / not be an employee of the Public Administration and the commitment to be placed on unpaid leave for the duration of the Program;

- the commitment to attend, if admitted, the Program in the manner prescribed in the Regulations of the Program and to participate in the activities planned for doctoral applicants within the University;
- to be aware that the Administration, at any time during the proceedings, and even after the start of the Program, may check the authenticity of the statements made and require the submission of original documents, having the right at all times, with reasoned motivation, to the exclusion of applicants selected or on the Program for lack of the requirements established by this notice;
- to be aware of the penalties that may be incurred in the case of false declarations or data content not corresponding to the truth, according to Art. 76 of the DPR, 28 December, 2000, n. 445.

All documentation must be uploaded and the entire procedure concluded before the deadline of May 31st, 2018 at 17:00 CEST.

The University administration does not assume any responsibility in the case of dispersion of communications, due to errors in the delivery on the part of the applicant or late communication of changes of the same, or to failures in electronic communications not attributable to the administration itself.

Art. 6 - Application for admission: additional documentation for foreign citizens or holders of a foreign qualification

In addition to the provisions of *Art. 5*, foreign nationals, EU or not, should also indicate on the application form an Italian address, or an indication of their Embassy in Italy, as domicile for participation in the selection.

In addition to the provisions of *Art. 5* and according to *Art. 4*, applicants in possession of an academic qualification obtained at a foreign university should also attach documentation useful to enable the Faculty Board to declare the equivalence, that is to say:

- Declaration of Value issued by the Italian Embassy or Consulate or Italian Cultural Institute responsible for the geographical area of the city where you have obtained your university.

or

- Diploma Supplement in English

or

- Declaration of Equivalence issued by an Italian University.

If Declaration of Value or Declaration of Equivalence has already been requested but not yet obtained, attach a copy of such a request.

Declaration of Value is not needed for titles obtained in EU.

The above documents should be in Italian or English.

Applicants who, at the time of submission of the application for admission, have not yet the relative declaration of value in the case of foreign title, may participate in the selection, but if accepted, as a provisional and with reservations, must complete the documentation supplementing it, before 31 October, 2018 with the declaration of value under penalty of exclusion from participation in the selection.