

## **ADMISSION CALL TO PHD PROGRAM IN MANAGEMENT, FINANCE AND ACCOUNTING – XXXV CYCLE**

### THE RECTOR

- Given the Statute of Università Carlo Cattaneo - LIUC, specifically *Art. 26*;
- Given the Act of 9 May 1989, no. 168;
- Given the Act of 30 January 1989, no. 398;
- Given the Act of 19 November 1990, no. 341 and subsequent amendments;
- Given the Act of 15 May 1997, no. 127 and subsequent amendments;
- Given Articles 68 and subsequent amendments of the Decree of the President of the Republic of 11 July 1980, no. 382, instituting the PhD Programs;
- Given the Act of 3 July 1998, no. 210, specifically *Art. 4*, as amended by *Art. 19*, Paragraph 1 of the Act of 30 December, 2010, no. 240;
- Given the Act of 13 August 1984, no. 476 and subsequent amendments, specifically *Art. 2* as amended by *Art. 5* of the Legislative Decree of 14 September 2011, no. 167;
- Given the Ministerial Decree of 8 February 2013, no. 45;
- Given the regulation that governs the PhD Programs at Università Carlo Cattaneo - LIUC, issued with the Rector's Decree of 23 April 2014, no. 257;
- Given the resolution of the Administration Board of 29 January 2019;
- Given the regulations governing the PhD Program on Management, Finance, and Accounting-XXXIII Cycle at Università Carlo Cattaneo - LIUC, issued with the Rector's Decree of 22 February 2019, no. 369;

### DECREES

#### *Art. 1 - Activation*

Università Carlo Cattaneo – LIUC offers the 35th cycle of the three-year PhD Program in Management, Finance and Accounting (hereafter referred to as “the Program”).

The Program is delivered in English.

The activation of the Program is subject to the completion of the verification procedures of the requirements by ANVUR. In the case of a failure of accreditation there may be provided, followed by a Rector's Decree, the non-activation of the Program.

#### *Art. 2 - Selection*

Admission offers are made following a public selection process which provides a ranking of the applicants deemed suitable to attend the Program.

#### *Art. 3 - Contributions and economic support*

The Program admits eight Ph.D. applicants. Availability is so defined:

The admission offers will be inclusive of financial support, defined as follows:

- a) 6 places with exemption from tuition for access and attendance and the provision of scholarships;
- b) 2 places with exemption only from tuition for access and attendance.

The places with the benefit of the scholarship may be covered by any available financial resources from public or private entities, if before the expiry date of the Call, and with a signed a letter of intent.

The concessions are granted, in the above sequence, according to the ranking of eligible applicants.

#### *Art. 4 - Admission requirements*

The application form may be submitted, without limitation of citizenship, by whoever holds a Laurea Magistrale or equivalent foreign academic degree (Master of Arts, Master of Sciences), or persons who expect to achieve such a qualification by 31 October 2019 in the following subjects:

- LM-77 Sciences Economics - Business
- LM-16 Finance
- LM-56 Science of Economics
- LM-31 Engineering Management
- LM-59 Science of Public Communication, Companies and Advertising
- LM-63 Science of Public Administrations
- LM-76 Science of Economics for the Environment and Culture

Applications from applicants holding degrees in areas other than those listed above, but whose education and experience demonstrate knowledge of the subjects of the Program, shall be considered and assessed by the Admission Panel.

Applicants who expect to graduate after the application deadline shall be considered and may be admitted conditionally to receiving their degree by 31 October 2019. Failure to do so will render their admission void.

#### *Art. 5 - Submission of application for admission*

To apply for admission, the applicant should:

- connect to the site <https://sol.liuc.it>;
- register by entering the required general/personal information and contact details, pledging to communicate any change;
- complete the application form by entering the required information;
- attach by uploading onto the site the following documents in PDF 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 the degree is yet 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 available)
- internationally recognised language certifications, with proof of the score
- 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
- a short statement of purpose written according to the format shown and available on the website (1000 words maximum, including spaces but not including bibliography and figures) describing reasons for wanting to attend the doctoral program at LIUC, topics of interest for research and personal career goals.

All documents may be presented in Italian or English.

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

With application download and completion the applicant declares:

- possession of civil and political rights;
- non violation of Art. 142 T.U. (simultaneous enrolment in university courses, including University Master Degrees);
- not being enrolled in a Postgraduate School or on a Specialising Course and the commitment to suspend attendance if one is enrolled in such a program;
- having been/or not having been awarded another scholarship (even for one year) for another PhD Program;
- being / not being 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;
- awareness that at any time during the proceedings, and even after the start of the Program, the Administration may check the authenticity of the statements made and require the submission of original documents, having the right at all times, with sound reason, to exclude applicants who have been selected or are already in the Program, due to lack of fulfilment of 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 31 May 2019 at 17:00 CEST.

Complete information and instructions for sending the application form are available at: <http://www.liuc.it/corsi-di-laurea/dottorato-di-ricerca/>.

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 enabling the Faculty Board to declare the suitability, 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 request.

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

The above documents should be in Italian or English.

At the time of submission, applicants who do not yet have the relative Declaration of Value in the case of a foreign title may in any case participate in the selection process. However, their submission will be accepted on a provisional basis and they must complete the documentation before 31 October 2019, supplementing it with the Declaration of Value, under penalty of exclusion from participation in the selection.

*Art. 7 - Method of selection of applicants*

Applicants are selected on the basis of their documented qualifications and in accordance with the following three criteria:

- a) basic knowledge and expertise on the Program's topics
- b) aptitude for scientific research and coherence between scientific background and Phd Program main subjects
- c) knowledge of English

Criterion a) is assessed by considering the university career of the applicant, as well as any other titles or aspects of their personal CV useful to demonstrate their skills and knowledge.

Criterion b) is assessed on the basis of publications, participation in projects / research groups, the results of an internationally agreed test (such as the GRE or GMAT) if performed and an oral exam on a date communicated to the applicants at least 10 days in advance.

The oral examination involves the discussion and interpretation of phenomena in management, engineering, accounting and finance also expressed in a quantitative form, and may be conducted in English.

The oral exam will be held at the University or remotely via the web (Skype). The teleconference method should be specifically requested in the application and Skype account and a land line number has to be given. Applicants who take the oral examination at a distance should ensure their availability to be contacted as indicated in the application, for 3 hours starting from the time stated in the schedule of examinations at a distance. Applicants who are not available on two occasions will be considered absent and therefore excluded from the selection.

A test connection before the interview must be made between the applicant and university before the conference date, as agreed upon with University personnel.

An applicant may be excluded from the selection process if his/her Skype handle is not stated on the application.

LIUC denies any responsibility if an interview cannot take place due to technical reasons.

If the Commission cannot fully deem linguistic competency as based on the information available in the application form, competency may be determined by oral examination.

The overall score of the applicant is determined as follows:

- criterion a): up to a maximum of 15 points;
- criterion b): up to a maximum of 30 points;
- profile c): does not contribute to the points, but a positive assessment is a necessary condition for admission.

Applicants are deemed suitable for admission to the Program if they achieve a score of at least 30/45 points, with criteria a) and b) having at least 9 and 16 points, respectively.

#### *Art. 8 - Admission to the Program*

A list of applicants who are suitable for admission to the Program will be published and ranked according to their score. Offers of financial aid are made following the order of the ranking, until the available finances are exhausted. If needed, the Panel can form separate rankings in accordance with the content of specific agreements made with scholarship sponsors, as specified in the Ministerial Decree no. 45 of 8 February, 2013.

Applicants are admitted to the Program as follows:

- the first applicants on the list, in line with those reported in *Art. 3*, a) and b), shall be exempt from tuition for access and attendance and are recipients of the scholarship.
- the other applicants, in line with those reported in the *Art. 3*, c) are admitted with exemption from tuition for access and attendance.

If any admitted applicants who were offered financial aid withdraw, they will be replaced within three months after the start of the Program by the highest-ranked enrolled applicants who had not received that type of aid.

According to *Art. 7*, paragraph 2, of the Regulations, scholarships offered through the University but sponsored by third parties are offered to the highest-ranked applicants who comply with all the requirements set by the supporting institutions.

#### *Art. 9 - Enrollment*

Applicants admitted to the Program must send or submit their Doctorate enrolment form to the Doctorate of Research Secretariat, Università Carlo Cattaneo - LIUC, Corso Matteotti 22, 21053 Castellanza (VA) Italy, in electronic form not later than 15 days, and in paper form, within 45 days from the day they have received the admission notice. They should complete on plain paper the document available at the link <http://www.liuc.it/phd> attaching the following documents:

- 1) self-certification of degree obtained with exam grades or scores, credits and related scientific areas (if not already submitted)
- 2) declaration of acceptance of the form of financial support allocated (only for recipient applicants)

- 3) documents proving the payment of university fees (see art. 11)
- 4) one passport photograph, which should be authenticated by the Secretariat.

*Additional documentation for foreign citizens or holders of a foreign qualification*

- visa/residence permit for study purposes (for applicants outside the European Union);
- other documents requested in art. 5 and art. 6 if not previously provided.

The recipients of scholarships and/or exemptions that do not submit documentation within the prescribed period shall be considered to have withdrawn and the related economic benefits are made available, according to the grading, to applicants with lower assessment that were in that moment recorded. The same occurs in the case of renunciation of the only form of financial support allocated.

It is prohibited to enrol in other PhD Programs: if an applicant has obtained admission to other PhD Programs, he/she should opt for only one of them.

*Art. 10 - Scholarships*

Scholarships and tuition waiver are offered for the entire three-year duration of the Program and are renewed yearly upon verification of the conditions specified in the Regulations of the PhD Program in terms of applicants' performance.

Interruption in attendance to the Program for more than thirty days is cause for scholarship suspension.

In the case of exclusion, scholarships will be permanently suspended.

The PhD scholarship cannot be granted to applicants holding postdoctoral research fellowships. Post-doctoral research fellows, if admitted, may enrol in the PhD Program, either with or without a tuition waiver.

A scholarship cannot be granted to PhD applicants participating in a higher education apprenticeship Program.

The yearly amount of the scholarship, paid in monthly instalments, is determined in accordance with the Ministry of Education, Universities and Research Ministerial Decree n. 40 of 25 January 2018. Currently it amounts to € 15,343.28 yearly, before social security and health insurance contributions, to be paid by the recipient.

Scholarships that require the completion of a specific research activity oblige the applicant to carry out this activity and to comply with the provisions in the Convention.

*Art. 11 – Enrolment costs*

At enrolment, all applicants must pay the regional tax for the Right to Education and the applicable stamp duty.

*Art. 12 - Processing of personal data*

According to EU Regulations n. 2016/679 personal data provided by the applicants will be processed with electronic and paper based means at LIUC for the purpose of this admission procedure and publication of the proceedings in accordance with the rules laid down by Regulations and Legislative Decree 196/2003 as updated by Legislative Decree 101/2018.

Participation in the application and admission procedures implies, in accordance with the principles of the above mentioned rules, a tacit consent to the publication of the applicant's personal and admission test results on the LIUC website. The person responsible for the procedure is Dr. Massimo Colli.

*Art. 13 - Publication of the call for application*

This call for applications is published in the Official Gazette of the Italian Republic and in electronic version on the websites of Università Carlo Cattaneo - LIUC (<http://www.liuc.it>), of the Ministry of Education, Universities and Research MIUR, (<http://bandi.miur.it>) and of the European Union (<http://ec.europa.ec/euraxess>).

This call is written in Italian and translated into English. In case of conflict and/or different interpretation of individual parts, the text written in Italian shall prevail.

Any changes or additions to the call will be announced by publication on the University website.

*Art. 14 – Reference legislation*

For anything not explicitly stated in this announcement, please refer to the Regulations of the PhD Program in Management, Finance and Accounting - XXXV Cycle issued with Rector's Decree of 22 February 2019, n. 369 and the relevant regulations.

D.R. n. 370 (three hundred and seventy) 22 February 2019

The General Director  
Dr. Massimo Colli

The Rector  
Prof. Federico Visconti