

# PhD Program in Management, Finance and Accounting – 40th cycle 2024/25 ONLINE APPLICATION GUIDE

## *Article 5 – Submission of admission applications*

To apply for admission application, the candidate must:

- Connect to the website <https://sol.liuc.it> ;
- Register by entering their personal information, contact details, and commit to promptly communicate any changes;
- Open the menu;
- Select “Admission test”;
- Select “Proceed with admission”
- Select “Ammissioni Corsi di Laurea (pre-immatricolazione) e selezione Dottorato/Master Universitari”;
- Select category “PhD”
- Fill out the online application by entering the required information;
- Attach the following documents in PDF format via upload on the website:
  - Scanned copy of the duly completed and signed application request downloadable from the website;
  - Signed front and back copy of a valid personal identification document;
  - Signed front and back copy of the tax code (if available);
  - Diploma Supplement or degree certificate (or its self-certification if the degree was obtained in Italy) indicating the University where it was obtained, official duration of the study program, exams taken, credits and related scientific-disciplinary sectors, final grade, and its grading scale. If the degree has not yet been obtained, indicate the average grade, with its grading scale, of the exams taken;
  - Curriculum vitae, in Italian or English;
  - Two reference letters, written in Italian or English, filled out and signed according to the format provided and available on the website;
  - Official certification of GMAT or GRE test results, or equivalent aptitude test offered by recognized and accredited international entities, if taken;
  - Certifications of English language proficiency, with any scores achieved;

- List of significant scientific publications, if any, and/or any other title, recognition, or useful information to demonstrate aptitude for research;
- A brief description (Statement of Purpose: SOP) according to the format provided and available on the website <https://www.liuc.it/corsi-di-studio/phd-program> (maximum 800 words, excluding bibliographies and figures) regarding an individual presentation of the candidate and the motivations for pursuing the doctoral program;
- An illustrative paper on the development of a doctoral research on a topic chosen by the candidate, to be prepared according to the instructions published on the website <https://www.liuc.it/corsi-di-studio/phd-program> .

All documents submitted may be in Italian or English.

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

When filling out the application request, you are required to self-certify:

- the enjoyment of civil and political rights;
- whether or not you are enrolled in a bachelor's, master's, master's, or specialization program;
- whether or not you have previously benefited from another scholarship (even for only one year) for a Doctoral program;
- whether or not you are an employee of Italian Public Administrations and, in case of scholarship assignment, to commit to being on leave without pay for the duration of the Doctoral program;
- the commitment to attend, if admitted, the Doctoral program according to the regulations of the course and to participate in the activities planned for doctoral students within the University;
- being aware that the Administration, at any stage of the procedure and even after the start of the Doctoral program, may verify the truthfulness of the statements provided and request the submission of original documents, having the right at all times, to exclude candidates from the selection process or the program by reasoned decision if they do not meet the requirements specified in this call;
- being aware of the criminal penalties for false statements or containing data no longer in accordance with the truth, as provided for in Article 76 of d.p.r No. 445 of December 28, 2000.

The procedure must be completed online and submitted by the final deadline of May 22, 2024, at 5:00 PM CEST.

Complete information and instructions for submitting the admission application are available on the website [www.liuc.it/phd](http://www.liuc.it/phd).

The university administration assumes no responsibility for the loss of communications due to inaccurate contact information provided by the applicant or failure to timely communicate changes to the same, nor for any electronic communication issues not attributable to the fault of the administration.

*Article 6 – Admission Application: Additional Documentation for Foreign Citizens or Those Holding a Degree Obtained Abroad*

In addition to the provisions of Article 5 and in accordance with Article 4, candidates holding an academic degree obtained from a foreign university must attach the following documents:

- For candidates who have obtained their degree abroad in EU countries:

- Diploma Supplement;

- For candidates with a degree obtained abroad in NON-EU countries:

- Legalized copy of the original diploma or Master's Degree, with translation if it is in a language other than English  
and/or
- Declaration of Value issued by the Italian diplomatic representation responsible for the geographical area where the university degree was obtained  
and/or
- Declaration of Equivalence issued by an Italian University

In case candidates do not have the Declaration of Value or the Declaration of Equivalence at the time of application, it will be the Evaluation Committee's responsibility to deliberate on the suitability of the degree, in accordance with the current regulations in Italy and in the country where the degree was issued, as well as any international treaties or agreements regarding the recognition of qualifications for further studies, solely for the purpose of admission to the course.

To request such evaluation, candidates must attach to the participation application:

- Degree or Master's certificate with the corresponding grade, if already obtained;
- Transcript of records of exams taken during the bachelor's or Master's degree program with corresponding grades;
- Any other document useful for the declaration of suitability (e.g., validity certification issued by ENIC\_NARIC centers).

The Committee proceeds with the assessment of the foreign degree based on the documentation attached to the admission application. The evaluation will be possible only if all necessary information can be inferred from the documents provided (type of degree; normal duration of the program; official name of the academic institution issuing the degree; date of attainment; grade...). The Committee may therefore exclude applications whose submitted documentation does not provide sufficient elements for evaluation.

The aforementioned documents must be issued by the university that issued them in Italian or English, failing which, candidates may be excluded from the competition.