



Call for Applications for admission to the PhD Course in Cognitive and Behavioral Sciences

RECTOR'S DECREE NO. 8244

**THE RECTOR**

- **Having considered** the statute of the Vita-Salute San Raffaele University of Milan, approved by the Decree of the Minister of University, Scientific and Technological Research of 02 August 1996 and following amendments and integrations;
- **Having considered** article 4 of Law no. 210 of July 3<sup>rd</sup> 1998;
- **Having considered** the Ministerial Decree no. 226 of December 14<sup>th</sup>, 2022, "Regulations on the methods of accreditation of the PhD Courses and sites, and criteria to be followed by the accredited bodies to start PhD Courses";
- **Having considered** article 19 of Law no. 240 of December 30<sup>th</sup> 2010;
- **Having considered** the Ministerial Decrees no. 117 and 118 of March 2<sup>nd</sup>, 2023;
- **Having considered** the Directorial Decree no. 931 of 6<sup>th</sup> June, 2022 - notice for the granting of funding for research initiatives for innovative technologies and pathways in health and welfare sectors;
- **Having considered** the Circular on the procedures for the entry, stay, enrollment of international students and the relative recognition of qualifications, for higher education courses in Italy - academic year 2023/2024;
- **Having considered** the Vita-Salute San Raffaele University Regulations for PhD Courses issued with Chancellor's Decree no. 7613 of May 19<sup>th</sup> 2022;
- **Having considered** the MUR [Ministry of University and Research] Memo of August 5<sup>th</sup> 2013 - Practical Guidelines on publication of the calls for admission to the Ph.D. Course;
- **Having considered** the Ministerial Decree no. 301 of March 22<sup>nd</sup>, 2022 - "Guidelines to accredit PhD Courses pursuant to Article 4, paragraph 3, of the Regulation referred to in DM 14 December 2021, n. 226"
- **Having considered** the Law n. 22 of April 12<sup>th</sup>, 2022 - Provisions on simultaneous enrolment in two higher education courses and the Ministerial Decree n. 930 of July 29<sup>th</sup>, 2022
- **Having considered** the competent academic and administrative bodies' resolutions;
- **Having considered** the request for the renewal ministerial accreditation of June 5<sup>th</sup>, 2023;
- **Having assessed** the opportunity to start the selection procedures under the condition of the accreditation and the verification of the maintenance of the requirements by the MUR.

## HEREBY DECREES

### Article 1 Institution

Vita-Salute San Raffaele University (hereinafter the "UniSR") announces the XXXIX cycle of the **PhD Course in Cognitive and Behavioral Sciences** (hereinafter the "Course") for the academic year 2023/2024 with administrative headquarter at UniSR.

The aim of the course is to offer an educational programme for PhD students to promote their professional careers in national and international academic and industrial institutions active in the field of research.

UniSR announces a Call for Applications for the admission to the three-year Course.

PhD Course Coordinator: **Prof. Luigi Ferini-Strambi**

The above-mentioned Call is for the assignment of the following **11 positions**:

#### **10 positions with fellowships:**

#### **1 position without a fellowship**

The project-based fellowships are divided as follows:

- 4 free fellowships
- 5 fellowships as part of the funding from the PNRR, Mission 4, component 1 "Strengthening the offer of education services: from kindergartens to the University" - Investment 4.1 "Extension of the number of innovative PhD programmes for public administration and cultural heritage" pursuant to DM 118 of 2nd March, 2023;
- 1 fellowship from other types of funding.

The details of the projects related to the 6 project-based fellowships are listed below while the description can be found on the UniSR website: <https://www.unisr.it/en/offerta-formativa/psicologia/post-lauream/dottorato/scienze-cognitive-comportamentali>.

Project 1 (SCC1): "Biological signature of cognitive impairment in eating disorders"

Supervisor: prof. Francesco Benedetti

Unit: Psychiatry and clinical psychobiology - San Raffaele Turro

Funded in the context of financing pursuant to DM 118 of 2<sup>nd</sup> March, 2023 (M4C1 - Inv. 4.1 - Ricerca PNRR)

Project 2 (SCC2): "Self-image perception in the digital era: exploring a multifaceted construct within a multidimensional framework involving individual characteristics, psychological traits and social environment"

Supervisor: Prof.ssa Chiara Brombin

Unit: CUSSB (University Centre for Statistics in Biomedical Sciences) and Faculty of Psychology, Vita Salute San-Raffaele University

Funded in the context of financing pursuant to DM 118 of 2<sup>nd</sup> March, 2023 (M4C1 - Inv. 4.1 - Ricerca PNRR)

**Project 3 (SCC3):** "Internet - delivered Cognitive-Behavioral Therapy for insomnia: a Step Care model in order to improve cost-benefits and effectiveness"

Supervisor: Prof. Luigi Ferini-Strambi

Unit: Sleep Disorders Center-Division of Neuroscience, San Raffaele Scientific Institute

Funded in the context of financing pursuant to DM 118 of 2<sup>nd</sup> March, 2023 (M4C1 - Inv. 4.1 - Pubblica Amministrazione)

**Project 4 (SCC4):** "Digital Integrated Monitoring System of Public Health Spending in Patients with Insomnia"

Supervisor: Dr.ssa Maria Salsone

Unit: Sleep Disorders Center-Division of Neuroscience, San Raffaele Scientific Institute

Funded in the context of financing pursuant to DM 118 of 2<sup>nd</sup> March, 2023 (M4C1 - Inv. 4.1 - Pubblica Amministrazione)

**Project 5 (SCC5):** "The role of school climate and innovation in promoting students' and teachers' well-being and students' cognitive skills"

Supervisor: Prof.ssa Valentina Antonia Tobia

Unit: Faculty of Psychology, Vita-Salute San Raffaele University.

Funded in the context of financing pursuant to DM 118 of 2<sup>nd</sup> March, 2023 (M4C1 - Inv. 4.1 - Pubblica Amministrazione)

**Project 6 (SCC6):** "Improving virtual technologies for health care through sensorimotor optimization"

Supervisor: Prof. Claudio de' Sperati

Unit: Laboratory of Action, Perception and Cognition (Lapco), School of Psychology, Vita-Salute San Raffaele University.

Financing body: Velux Stiftung (Zurigo)

Reference code of the project: 1767

The fellowships funded in the context of financing pursuant to ex DM 117 and DM 118 of March 2, 2023 will be activated only following the successful verification of eligibility, performed by the MUR, of the related research projects proposed, in accordance with the provisions of the aforementioned decree.

The positions with fellowships awarded by external funding will be activated only if the agreement for each fellowship is successfully made. If these positions are not activated, the number of positions without fellowship may decrease too.

The number of fellowships may be increased by subsequent measures as a result of additional funding. In this case the deadline for the submission of the applications for admission would remain the same.

The terms for the assignment of above positions are indicated in Art. 4.

Moreover, those who have not applied for the admission to the PhD Course within the terms indicated by this Call will be enrolled in the PhD Course as supernumerary students if they:

- have been selected in European Union Research Programs or in other international cooperation programs in which UniSR participates;
- hold the qualifications required by this Call;
- apply for admission to the PhD Course within the first half of the first academic year;
- can attend the courses from the moment of the enrollment.

However, registration is subject to the verification of the qualifications, report/s of the admission tests and to the approval of the PhD Academic Board. Please note that the equivalence between a foreign qualification and the Italian degree must be assessed by the PhD Academic Board.

## **Article 2 Admission requirements**

The application to the PhD Course in Cognitive and Behavioral Sciences can be submitted, regardless of age or citizenship, by those holding a 5-year University Degree (according to the old Italian regulation), a Master Degree (according to the new Italian regulation) (hereinafter, the "Degree") or an equivalent foreign academic qualification. The suitability of the foreign qualification is verified beforehand by the Committee for admission to the PhD Course, in compliance with the legislation in force in Italy and in the country where the title was issued also under international agreements on the recognition of qualifications for the continuation of studies.

For those who have obtained more than one academic qualification, the one entered in the application form will be considered for the participation in the Call.

Final year students can also apply to the Course **only if they graduate before October 31<sup>st</sup> 2023**, whereas the beginning of the Course is fixed at 1st November 2023 under penalty of exclusion from the Course. By November 15th 2023, all candidates admitted to the selection "*sub condicione*" and awarded with a position must give evidence of having graduated within October 31st, 2023. under penalty of exclusion from the Course.

Those who have already a second-level qualification suitable for eligibility for a PhD Course and who are about to obtain an additional second-level academic qualification, will not be considered as "*sub-condicione*" undergraduates but the qualification already obtained will be evaluated for this competition.

Italian, EU and non-EU citizens holding an academic degree awarded abroad not yet declared equivalent to an Italian degree must upload in addition the documents listed below in order to have the degree recognized by the Admission Committee as being eligible for this PhD competition purpose only:

- 1) Copy of the original Master's Degree Diploma or equivalent (only if the diploma has already been issued by the University);
- 2) Copy of the original Bachelor's Degree Diploma and certificate with the indication of the degree if obtained abroad. This must include also the official record of the degree

including the list of the exams passed and the relevant marks translated into Italian or English;

- 3) Official record of the Master's degree including the list of the exams passed and the relevant marks translated and validated by an Italian diplomatic representation (Embassy or Consulate) of the country where the degree was awarded or a similar document in English issued by the University which issued the qualification;
- 4) DV document (declaration of value- "dichiarazione di valore in loco") to be requested to the same diplomatic representation or the certificate of comparability issued by CIMEA (Information Centre on Mobility and Academic Equivalences).

Instead of the certificate indicating the official record of the degree with the list of the exams passed during the Bachelor and/or Master's Degree, it is possible to present the diploma supplement in English with the same information required for the certificate and issued by the University in which you got your academic qualification

In case a candidate is unable to submit the documents referred to in point 4), together with the application to be admitted to this competition, or in case he/she submits the documentation described in point 3) in English, the Admission Committee will decide whether to admit the candidate with provisional admission pending the assessment of qualifications step of the selection process.

In order to be considered eligible and not be excluded from the competition, candidates admitted with provisional admission and/or "sub condicione" to the selection, if winners of a position must to proceed as follows:

- those admitted "sub condicione", by November 15th 2023, must provide evidence of having graduated within October 31st, 2023;
- those admitted with "provisional admission", by December 31st 2023, must submit the certificate as defined under item 3) and 4).

If the submitted documentation does not allow to declare the equivalence of the foreign academic degrees to the Italian eligible degrees, the winning candidate admitted with provisional admission will not be considered eligible and will be excluded from the competition.

A good knowledge of English language is required for all candidates. Interviews of the second assessment phase will be held in English.

### **Article 3 Admission applications**

Applications can only be made online through the Reserved Area using the following UniSR link (<https://univr.esse3.cineca.it/Home.do>).

In order to be admitted to the selection Italian citizens, EU and non-EU citizens must pay € 50,00 fee following the instructions indicated on the online registration form.

Please note that payment of the fee by itself does not imply that the candidate has registered correctly to the selection unless all the steps indicated in the form have been

fulfilled. The fee will not be reimbursed for whatever reason the candidate does not participate to the admission selection.

Registration for the competition consists of four steps:

1. Registration of personal data;
2. Login to the website through the appropriate link;
3. Online payment of the fee for the chosen competition;
4. Filling out the application form and uploading the required documentation.

Upon submitting the application, the candidate will receive a confirmation email.

**Registration and application for the competition will open on 1:00 pm June 15<sup>th</sup>, 2023 and will close 1:00 pm July 19<sup>th</sup>, 2023.**

Please note that all time indications in this call refer to the local time in Italy.

Please be aware that each candidate is responsible for the details s/he indicates during the registration, application and enrolment procedures. In case of wrong, missing or untruthful data, the candidate will be excluded from the final ranking list and, therefore, from the possibility to be enrolled. The University administration will perform checks on the information provided by the candidates.

The application must be filled out and submitted exclusively using the electronic form provided through the link available after registration of personal data. It is drawn up as a self-certification, pursuant to art. 46 and 47 of DPR 445/2000 and ss.mm. and is valid as such for all purposes of law.

The documents uploaded relating to the academic degree awarded, must be drawn up as self-certifications according to the relevant above-mentioned law.

In the application candidates will provide a description of their current research activities, their scientific interests and any information required in the online form. Under their own responsibility they must:

1) declare:

- name and last name, tax code (for Italian candidates or for foreign candidates resident in Italy) or passport number (for those non-resident in Italy), date and place of birth, permanent address, telephone, email address and citizenship;
- academic qualification (Bachelor's and Master's degrees) awarded including the date and the University in which it was awarded. If the foreign qualification has already been declared equivalent to Italian qualifications, candidates shall indicate the reference of the document attesting the equivalence;
- any enrolment in another degree in accordance with the provisions of Law No. 33 of April 12<sup>th</sup> 2022 and Ministerial Decree No. 930 of July 29<sup>th</sup>, 2022.

In this case, the candidate must provide an appropriate self-certification indicating the degree in which he is enrolled, the year, the University of enrolment and the training program.

- It is up to the Academic Board to assess the admissibility of double enrolment based on the cultural coherence of the two courses, on the time commitment and the distance between the locations

2) indicate any interest (optional) for only **ONE** three-year project-based fellowship. Please remember that the project-based fellowship chosen **will represent the 1<sup>st</sup> choice** (see art. 4.3).

Please note that these fellowships can be assigned ONLY to those who selected them in the application form (see art. 4.3).

- 3) commit to immediately notify any change of permanent address;
- 4) declare to be aware that the admission to the PhD Course involves an exclusive, full-time commitment to the assigned research project, and declare to attend the educational and/or research activities of the PhD Course with full commitment.

The list of the projects for A.Y. 2023/2024 is available at the following link: <https://www.unisr.it/en/offerta-formativa/psicologia/post-lauream/dottorato/scienze-cognitive-compportamentali>. In the application the candidate will also indicate up to two referees, as per article 4.1, letter c) of this call. Please be aware that the reference letters will be relevant for the assessment.

Referees will receive an automatic email having attached:

- the form for the reference letter (**Annex 1**);
- the link to upload the letter.

The Referees must upload the reference letters (drawn up according to the form **Annex 1**) on the website through the link received via email, **within 2 days from the deadline for submission of application by the candidates, therefore within July 21<sup>st</sup> 2023.**

Reference letters will be rejected if they are not drafted according to the form "**Annex 1**" or if they are submitted with methods different from the ones described above. Candidates are not allowed to read their reference letters.

Candidates are responsible for the data submitted. They can contact the referee(s) to request the letter and to check that it is submitted as required by this call within the defined deadline.

The PhD Office will not solicit the submission of the letters.

The application (electronic form) can be filled out either in Italian or English.

After submitting the online application, the candidate will submit the following documentation in separated PDF files through the same online registration system:

- Duly signed Application Form;

- A self-certification according to the relevant DPR 445/00 of the Bachelor's Degree indicating the graduation mark or a copy of the diploma supplement issued by the University in which the degree was obtained accompanied by substitutive declarations of affidavit
- A self-certification according to the relevant DPR 445/00 of the Master's Degree (according both to the old and new Italian regulation) indicating the passed exams and graduation mark or a copy of the diploma supplement issued by the University in which the degree was obtained accompanied by substitutive declarations of affidavit
- *A copy of a valid identification document;*
- the abstract of the Master's Degree thesis (according both to the old and new Italian regulation) (in Italian or in English);
- **ONLY** for candidates admitted "*sub condicione*" who have not yet graduated when submitting the online application, the self-certification with the list of all exams taken including the relative marks and the **WEIGHTED AVERAGE** of all grades;
- **ONLY** for candidates who are enrolled in their last year of a Residency Program a self-certification stating that they will finish the Program by the end of 2023;
- **In the case of manuscripts accepted for publication but not yet available in the public databases**, letter of acceptance by the editors.

Moreover, with a degree awarded abroad, which has not yet received a declaration of equivalence to an Italian degree, should submit with the application any document that may be useful for the Admission Committee to declare its equivalence, as set forth by Art. 2 of this Call.

Please use Annex 2 at the bottom of this call to fill out **self-certifications**.

**The following will not be accepted:**

- Incomplete applications and/or submitted after the deadline will not be taken into consideration;
- Certificates/Diploma Supplements unless the candidate provides a self-declaration which states that the copy complies with the original document;
- Self-certifications according to the relevant DPR 445/00 not duly signed.

In case a candidate attests other circumstances provided for by Articles 46 and 47 of Italian Presidential Decree no. 445/00, he/she shall avail himself of what is set forth in Italian Presidential Decree no. 445/00, as amended and integrated, governing substitute declarations by using **Annex 2**.

Candidates with disabilities, pursuant to Law no. 104 of February 5th, 1992, as well as candidates with temporary disabilities of any kind, can make an explicit request, in relation to their disability or incapacity, for the necessary aids, as well as to any additional necessary



time to be able to take the test specified in this Call for Application.

Candidates falling within the scope of the Law no. 170 of October 8<sup>th</sup>, 2010, dealing with New rules on specific learning disabilities in the school environment, will be able to request the benefits provided by the Ministerial Decree no. 5669 of the Ministry of University and Research of July 12<sup>th</sup>, 2011.

These requests, duly accompanied by a specific medical certificate, must be sent to the e-mail address [inclusion@univr.it](mailto:inclusion@univr.it) by the deadline for the submission of applications set out in this Call.

It should also be noted that candidates diagnosed with specific learning disabilities, pursuant to law no. 170/2010, must attach suitable certification issued by National Health Service (NHS) structures or by specialists and structures accredited by the same, for no more than 3 years if carried out when underage.

The Inclusion Service will respond to each request to the candidate's e-mail address.

#### **Article 4 Procedure for the Admission to the PhD Course**

Admission to the PhD Course consist in a two-stage comparative evaluation procedure as defined below.

For the purposes of the final ranking up to 60 points can be given in the first assessment phase for the candidates' qualifications, for the declaration of interest and information on one's training and research experience as included in the application for admission to the competition and for the references). Up to 40 points can be given during the second assessment phase.

The final rankings will be published as indicated below and they will show the score, the name and surname and the birthdate of the candidates.

##### **4.1. First assessment phase**

This phase is carried out by the Committee and does not require the presence of the candidates. It concerns the evaluation of:

a) The qualifications submitted as described above and namely:

- curriculum vitae and information declared in the electronic form;
- degree (5-year degree, as per old Italian regulation, Bachelor's Degree or Master's Degree) and graduation mark (including BD mark);
- any publication on international journals or submission of abstracts at conferences, as declared in the current Call for Application for admission.

b) The written dissertation describing the candidates' research interests;

c) The reference letters submitted by recognised scientific or academic experts mentioned by the candidates in the application form. These authoritative personalities acknowledge the scientific qualities of the candidates by virtue of their institutional tasks (as per **Attachment 1**).

Based on the documents received, the Committee will proceed to the first evaluation phase, i.e. the comparative assessment of the candidates' qualifications according to pre-established assessment criteria.

The Admission Committee will compile the ranking of the first assessment phase.

Only candidates who have obtained a score higher than or equal to 50% of the maximum score for the academic qualification (60 points) will be admitted to the second phase, as per Art. 4.1, items a), b), c).

The ranking of the first assessment phase will be published on the online Albo d'Ateneo [University Board], and/or on the University website (<https://www.unisr.it/en/offerta-formativa/psicologia/post-lauream/dottorato/scienze-cognitive-compportamentali>) at least three days before the start of the second phase of the selection. The publication on the websites and/or boards shall be considered the official notice.

The eligible candidates will be provided with five scientific publications selected by the Committee. The candidate will have to choose one to discuss during the interview.

Upon publication of the list, and for information purposes only, candidates eligible for the second assessment stage will receive a communication to the email address indicated in the application form. Failure to receive the email will not be considered as an objection for the missed opportunity to participate to the subsequent assessment stages.

#### **4.2. Second assessment phase**

This phase consists in an interview held in English, eventually via video conference, with the Admission Committee in accordance with the assessment criteria already established by the Committee.

The interview will assess the general and specific qualifications of the candidates, the ability to analyze and discuss one of the papers provided by the Committee in the days before the interviews, their motivation for pursue the PhD Course and their further professional research development. Since it will be held in English, it also represents a language test.

During the interview the candidate will need to show one of the following identification documents: identity card, driving licence, passport or any other document issued by a state authority and provided for by law with a photograph and a stamp or another equivalent marking.

Candidates unable to take the interview at UniSR can ask the Committee to do it via video conferencing. Upon assessment of the request, the Committee can authorise or deny the interview via video conferencing.

At the end of the second assessment phase, the Admission Committee will fill in a final ranking based on a comparative assessment of the candidates and evaluation criteria established preliminary.

Candidates with a final score lower than 60% of the total score (100 points) will be considered non-eligible.

In case of equal qualification of two or more candidates, the younger candidate will be preferred.

Fellowships will be assigned based on the personal financial situation, determined pursuant to art.8 comma 4 of D.P.C.M. 5/12/2013 n.159, to the candidate with the lower ISEE for services related to the PhD Courses (nucleo familiare ristretto). For the purposes of the ranking or in the case of equal ISEE, the younger candidate will be preferred.

The final ranking will be published on the online Albo d'Ateneo [University Board] and/or on the University website (<https://www.univr.it/en/offerta-formativa/psicologia/post-lauream/dottorato/scienze-cognitive-comportamentali>) The publication on the websites and/or boards of the enrolment instructions shall be considered an official notice for all purposes.

#### **4.3. Assignment of the fellowships and of the positions without a fellowship**

Fellowships are assigned on the basis of the candidate's position in the final ranking and of the preference expressed in the application form for the project-based fellowship.

There will be only one final ranking, which will be updated after each withdrawal and/or forfeiture.

Renouncing a project-based fellowship involves the definitive exclusion from the selection.

##### *Renouncing a free fellowship*

A candidate can decline a fellowship and maintain the position won only if the candidate already benefits from another type of fellowship (e.g. European research fellowships), or a research grant that guarantees the three-years coverage of the PhD fellowship. In this case the fellowship is assigned to the first eligible candidate for a position without fellowship.

At the time of publication of the FINAL ranking list, for information purposes only, the candidates who can proceed with the online enrolment will receive the communication also via e-mail to the e-mail address indicated at the time of submission of the application. Failure to receive the above e-mail cannot excuse a missed enrolment.

The assignment of positions is made according to the order of the ranking and to the preference expressed. It consists of 3 phases.

The ranking is compiled based on the assignments and on any withdrawal that may occur at each stage, always considering the preferences expressed by the candidates and the order of the preference.

The positions are assigned in the following order:

- a) **First phase** - 6 three-year project-based fellowships, assigned to those candidates who selected them in the application form
- b) **Second phase** - 4 three-year free fellowships
- c) **Third phase** - 1 position without a fellowship

Candidates awarded the above positions will have to formally accept the position and enrol

online within two days from the date of publication of the ranking.

The candidate who wins the position without a fellowship must accept the position and complete the online enrolment within 5 days from the date in which the ranking is published.

All candidates who have won a position with or without a fellowship must complete the enrolment within 2 working days after the online enrolment, as indicated in art. 6. Candidates who do not comply with these formalities within the deadlines will be deemed renouncers and the next eligible candidates in the ranking will take their place. Also, these candidates must meet the deadlines previously mentioned as for the assignment of the projects.

### **Article 5 Admission Committee**

Having consulted the Course Coordinator, the Chancellor appoints by Decree the Committee in charge of the comparative assessment of the candidates.

The Committee is composed by the Course Coordinator and up to five members proposed by the Course Coordinator.

### **Article 6 Instructions to enrol in the courses**

The selected candidates will have to proceed to formalise the enrolment through the dedicated webpage, using the login credentials received during the online registration (<https://unisr.esse3.cineca.it/Home.do>). **As per Art. 4.3 herein**, candidates awarded with a fellowship will have two days to comply, whereas the candidate awarded without fellowship will have five days.

All candidates shall complete the enrolment procedure within the second working day from the online enrolment.

Candidates who do not enrol online within the set deadlines or do not complete the enrolment within two working days from the online enrolment will be deemed renouncers and will lose their right to enrol.

By filling out the online application, candidates will also declare:

- Not to be enrolled in a medical area Residency Programs for MD's. In such case the candidate should commit to stop attending it before this PhD Course starts or alternatively to be enrolled in the last year of the Residency health area program reserved for doctors and to obtain the degree by the end of 2023;
- To be aware that the admission to the PhD Course demands an exclusive, full-time commitment to the assigned research project and to attend the educational and research activities necessary to carry out the PhD Course with full commitment;
- To be awarded no other fellowship for a PhD Course;
- To receive no other fellowship granted for any reason, with exception of those granted by Italian or foreign institutions that are intended to integrate the PhD student research activity abroad.

Unless different instructions are given by the office, Candidates who completed the online enrolment will have to present themselves at the PhD Office to complete the enrolment procedure within two working days from the online enrolment and hand in the following documents:

1. A copy of the receipt of the payment of the first instalment of the yearly tuition fee for the admission and the attendance at the course (please refer to Art. 10 below). The payment should be made with the online MAV, which the candidate can download at the end of the online enrolment procedure;
2. Enrolment Request Form duly filled out and signed. The candidate can download this form at the end of the online enrolment procedure;
3. Formal acceptance letter by the Head of the laboratory;
4. Photocopy of both sides of a valid identity document;
5. One passport-style photograph signed on the back;
6. The documents that candidates admitted to the selection with provisional admission were not able to submit during the application for the admission to the competition (see Art. 2 herein).

Within the 2 working days following the online registration, the aforementioned documentation must be submitted:

1. as **hard copies**:

- directly handed to the PhD Office or have a third party do it by filling out an authorisation approval form (Palazzo Cellini 6° piano - stanza 613 - Milano2 - Segrate);  
or
- delivered it to the PhD Office, to the address Via Olgettina, 58 - 20132 Milan using one of the following methods:
  - a) by registered mail with return receipt sent to the address mentioned above;
  - b) by a tracked courier service with return receipt sent to the address mentioned above.

Within two days from the online enrolment, the candidates who will submit the documents as per point a) and b) have to send by email to the PhD Office ([ufficio.dottorati@univr.it](mailto:ufficio.dottorati@univr.it)) the pdf files listed from point 1) to 6).

2. as a PDF file attached to a certified e-mail which can be sent to: **[procedureweb@pec.it](mailto:procedureweb@pec.it). The e-mail must be exclusively sent from a certified e-mail address (PEC).**

Date of postmark (or the authorised courier stamp) or date of the PEC will serve as proof.

The beginning of the PhD may be postponed, with respect to what is communicated by the PhD Office, only for justified and verifiable reasons.

Candidates who win a three-year fellowship and who have declared that they are enrolled in a Residency Program and that they will obtain the title by the end of 2023 must enroll online, complete the enrolment and send the documents enlisted at points 1) to 6) of this article. The PhD will begin at the end of the Residency Program.

Only for those winners of these positions, failure to obtain the Residency Program degree, or to pass the year, in the stated/expected time implies the forfeiture of the status of PhD student.

Non-Eu candidates awarded with a position and applying for a Visa will have to:

- enroll online as indicated in Art 4.3
- complete the enrolment within the two subsequent working days and submit the documents as indicated at point 1) and 6)

The PhD Office will consider the enrolment procedure completed once the candidate provides proof of obtaining a Visa. This must occur within five months from the online enrolment. Failure to meet this deadline will lead to the loss of the position awarded.

With regard to the prerogatives of the public employees admitted to the PhD program, please refer to the current legislation and the Regulations for PhD Courses of UniSR.

#### **Article 7 Awarding of the PhD title**

PhD students can take the final examination to obtain the title after the expiry of the legal duration of the PhD Course, equal to 3 years or after the expiration of any extension period requested and authorized pursuant to art 6 paragraph 2 and 3 of the University Regulations.

The procedures to obtain the title are detailed in the University Regulations governing the PhD Courses and, in the Courses operating procedure.

#### **Article 8 Obligations and rights of the PhD students**

Every year an educational program is established. Such program provides theoretical and/or practical courses, lessons and seminar activities held by experts that may or may not belong to the PhD Committee.

Without prejudice to the PhD students' rights, pursuant to the regulations in force, the PhD Course demands an exclusive, full-time commitment to the assigned research project, and the PhD students will attend courses, seminars and workshops as indicated in the University regulation concerning the PhD Courses. The participation and attendance to these activities will be certified.

All PhD students will undergo a yearly examination conducted by the Course PhD committee and aimed at certifying the completion of all the activities scheduled for the ending year.

As indicated in the University regulations regulating the PhD Courses, the renewal of the fellowships is subject to the positive result of this examination. The management procedures of the annual assessment are detailed in the University regulations concerning the PhD course and in the internal rules of the Course and in the operating procedure of the Course.

In addition to what is established in case of failure to pass the yearly examination and upon advice of the PhD committee, the Course Coordinator can propose a temporary suspension for the PhD student or his/her exclusion to the Chancellor. This must occur with a justified deliberation and after consulting the interested person. It must be the consequence of unjustified or prolonged absences or infringement of the regulations governing the access to the laboratories or to those indicated in the University Regulations governing the PhD Courses or in the UniSR Disciplinary Regulations.

Only during the legal duration of the Course, students have the right to attend educational and research activities at scientific institutes or laboratories, even abroad, according to the rules and timing established by the Supervisor and for maximum 12 months, except in the case of a thesis in cotutelle where this period can be extended to 18 months.

The fellowships financed in the context of DM 117 and 118 March 2, 2023, as per art. 1 of this call, provide:

- a mandatory period of study and research in the enterprise from 6 to 18 months as indicated by art. 7 of the DM 117/2023 or from 6 to 12 months as indicated by art.7 to 10 of DM 118/2023;
- a mandatory period of study and research abroad from 6 to 12 months as indicated by art. 7 of the DM 117/2023 and art. 7 to 10 of DM 118/2023.

The projects related to this funding are and available on the UniSR website including details on the timing.

The Coordinator has the responsibility to explain to the PhD Students their duties and rights.

### **Article 9 Fellowships**

The yearly amount of the fellowship is €18,000.00, subject to the INPS [Italian Social Security] separate management contribution, according to the regulations in force.

The total fellowship duration is three years. However, it is renewed yearly upon successful completion of the annual examination. The PhD student must have completed all the activities planned for the previous year, pursuant to the procedures set by the University Regulation for PhD Courses.

All PhD students (including those without a fellowship) may apply for an allocation for periods of research to be carried out abroad.

PhD students awarded with a three-years fellowship who spend a research period abroad will have their fellowship increased by 50% for a maximum of 12 months.

As for PhD students without fellowship, the amount is based on the duration of the research period and on the Curriculum. The grant must be used as a refund for travel expenses.

PhD students without fellowship are also granted a budget for activity abroad. The amount is based on the duration of the research period and on the Curriculum. The grant must be used as a refund for travel expenses.

Each year, excluded any period of extension, all PhD students are granted a budget covering research activity in Italy and abroad, in addition to the fellowship and based on the available financial resources. The said budget shall be adequate to type of course and shall amount to at least 10% of the fellowship.

Budget not used within the legal duration of the Course may not be used during the possible period of extension or in the time between the end of the legal duration of the Course and the achievement of the title.

Fellowships cannot be combined with other fellowships, granted for any reason, with exception of those granted by Italian or foreign institutions that are useful to integrate the PhD student research activity by means of periods abroad.

Since the enrolment in the PhD Course demands an exclusive, full-time commitment to the assigned research project, it is not compatible with full-time collaborations (both permanent and fixed-term contract). Other different employment contracts will be evaluated by the Course PhD committee or by the Course Coordinator delegated for this purpose.

Furthermore, the fellowship cannot be combined with other research grants.

The fellowship starts upon the effective start of attendance.

The payment of the fellowship is made in deferred monthly instalments.

If students have already received a fellowship for a PhD Course, they are not entitled to benefit a second one.

Benefits (regional fellowships for PhD Students without a fellowship or research fellowship) will be implemented in accordance with what is provided by the Decree of the President of the Council of Ministers of April 9th 2001 – "Uniformity of treatment as regards the right to attend university studies", pursuant to Art. 4 of Law no. 390 of December 2nd 1991, as amended by Italian Legislative Decree no. 68 of March 29th 2012, and the resolutions of the Lombardia Region.

### **Article 10 Contributions to access and attend courses**

All PhD students are bound to pay €1,640.00 for insurance against accidents and third-party liability, duty stamp, regional tax and contributions for the admission to and the attendance at the courses.

The sums to be paid may be subject to change at the time of enrolment in the following years.



The fees are to be paid in two instalments that are divided as follows for the first year:

- The first payment is € 900 to be paid at the time of enrolment;
- The second payment is € 740 to be paid by February 28th 2024.

### **Article 11 Processing of personal data**

Pursuant to CE Regulation no. 679 of the European Parliament and the Council of 27<sup>th</sup> April 27th 2016 concerning the protection of individuals with regard to the processing of personal data, and in accordance with the free circulation of such data and Legislative Decree no. 196 of 30 June 2003, University commits to guarantee the confidential nature of the information provided by the candidates. All personal data provided will be processed only for the purpose of the selection and for possible management of the relationship with the University, in accordance with the regulations in force.

Those who apply for admission to the PhD Program, pursuant to this call, are required to read the information on the processing of personal data (**Annex 3**) which describes the information collected, the reasons for the processing of personal data and candidate rights.

### **Article 12 Reference regulations**

For anything that is not covered by this Call for Applications, reference is made to Italian Ministerial Decree no. 226 of 14/12/2021 (“Regulations on the methods of accreditation of the PhD Courses and sites and criteria to be followed by the accredited bodies to start PhD Courses”), to the Regulation for PhD Courses of the Vita-Salute San Raffaele University and to the laws and regulations governing PhD Courses.

This Call for Applications, drafted in Italian and English, has been published on the online noticeboard of the University, on the European website Euraxess, and on the website of the Ministry, the online Albo d’Ateneo and/or the University website (<https://www.unisr.it/en/offerta-formativa/psicologia/post-lauream/dottorato/scienze-cognitive-comportamentali>).

Please be advised that the Italian version of this Call for Applications is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.

**Article 13 Person in charge of the procedure**

Pursuant to Law no. 241 of August 7<sup>th</sup> 1990, as amended and integrated, the person in charge for the administrative procedure for this call is Dr Cristina Cerutti – PhD Office –UniSR, via Olgettina 58, 20132 Milan - Italy.

Milan, June 12, 2023

The Rector  
Prof. Enrico Gherlone



**Lettera di referenza / Reference letter****ALLEGATO 1 / ATTACHMENT 1**

La presente lettera può essere compilata in Italiano o in inglese/  
This application may be filled out in Italian or in English

<b>Riferimento del Candidato/a e del Referente</b> <b>Applicant and Referee details</b>			
<b>Nome del Candidato</b> <i>Name of Applicant</i>			
<b>Corso di Dottorato per cui ha presentato domanda</b> <i>PhD Course for which the applicant has applied</i>	Corso di Dottorato di Ricerca in Scienze Cognitive e Comportamentali PhD Course in Cognitive and Behavioral Sciences		
<b>Nome del Referente</b> <i>Name of Referee</i>		<b>Titolo</b> <b>Title</b>	
<b>Affiliazione</b> <i>Institution /Organisation</i>			
<b>Email</b>			
<b>Phone</b>			

<b>Reference for UniSR graduate application</b>				
<i>Il Coordinatore del Corso di Dottorato apprezzerrebbe una sua valutazione del candidato</i> <i>The Coordinator of the PhD Course will appreciate your evaluation of the applicant's capacity.</i>				
<b>Per quanto tempo ha supervisionato il Candidato/a</b> <i>How long have you known the applicant?</i>				
<b>In quale veste ha conosciuto il candidato</b> <i>In what capacity have you known the applicant?</i>				
Per favore, valuti il Candidato confrontandolo con altri studenti da lei supervisionati (laureandi dal vostro istituto o attuali studenti senior presso l'istituto): <i>Please rate the applicant in comparison with other students known to you (either undergraduates from your institution or current senior students at your institute):</i>				
	<b>Sotto media/</b> <i>below average</i>	<b>Media/</b> <i>average</i>	<b>Sopra la media/</b> <i>Above the average</i>	<b>Molto sopra la media/</b> <i>Much above the average</i>
<b>ATTITUDINE ALLA RICERCA/RESEARCH SKILLS</b>		Nel/on 50%	Nel/on 25%	Nel/on 10%
<b>Potenziale Accademico / Academic potential</b>				
<b>Capacità di ragionare in modo indipendente: creatività, curiosità, fiducia nelle proprie idee</b> <i>Intellectual independence: creativity, curiosity, self-confidence</i>				
<b>Capacità di giudizio: capacità di valutare una problematica, consapevolezza, determinazione</b> <i>Capacity for analytical thinking: ability to analyse a problem, consciousness and determination.</i>				
<b>Attitudine alla ricerca: capacità pratiche e di comunicazione</b> <i>Research skills: bench work, scientific communication</i>				
<b>Motivazione / Motivation for graduate study</b>				
<b>SOCIALE/SOCIAL</b>				
<b>Maturità / Maturity</b>				
<b>Affidabilità: senso di responsabilità</b> <i>Reliability: dependability and responsibility</i>				
<b>Capacità di lavorare in gruppo</b> <i>Ability to work with others</i>				
Note: Non compilare se impossibilitati ad esprimere un giudizio / Note: leave blank if unable to assess				

**Firma/Signature:****Data / Date:**

## **Lettera di referenza / Reference letter**

**ALLEGATO 1/ ATTACHMENT 1**

La presente lettera può essere compilata in italiano o in inglese/  
This application may be filled out in Italian or in English

***Per favore, scriva un giudizio sul Candidato/a e sulle esperienze nell'ambito della ricerca  
(se preferisce può scrivere una lettera su carta intestata e allegarla al presente modulo)***

*Please write an assessment of the Candidate and his/her research activity (you may write a separate letter and attach it to this form):*

***Firma/Signature:***

***Data / Date:***

***La ringraziamo per la sua valutazione***  
*Thank you for completing this evaluation.*

***Per favore, inviare la valutazione entro il 21 luglio 2023***  
*Please return this form within July 21<sup>st</sup> 2023.*

*La valutazione deve essere caricata sul sito tramite il link ricevuto via email.*  
*You must upload the reference letter on the website through the link received in the email.*

DICHIARAZIONI SOSTITUTIVE DI CERTIFICAZIONI/ *Substitute declarations of certification*  
(art. 46 D.P.R. n. 445/00)  
(art. 46 of Italian Presidential Decree no. 445/00)

DICHIARAZIONI SOSTITUTIVE DELL'ATTO DI NOTORIETÀ/ *Substitute declaration of affidavit*  
(art. 47 D.P.R. n. 445/00)  
(art. 47 of Italian Presidential Decree no. 445/00)

*La presente domanda può essere compilata in italiano o in inglese/ This application may be filled out in Italian or in English.*

Il/La sottoscritto/a / *The undersigned*

Cognome/Last name .....

Nome/Name .....

Codice Fiscale/n° Passaporto (Tax Code/Passport Number) .....

Nato a/Place of birth ..... (prov./province .....) il/on ..... Sesso/Gender ...

Attualmente residente a /Currently resident at ..... (prov./province .....)

Indirizzo / Address ..... n./Street Number ..... C.a.p./Postcode .....

Telefono/Phone number: prefisso/dialling code..... Numero/Number .....

consapevole che le dichiarazioni mendaci sono punite ai sensi del Codice Penale e delle leggi speciali in materia, secondo le disposizioni richiamate dall'articolo 76 del D.P.R. 445 del 28 dicembre 2000 / *being aware that false declarations will be subject to the penalties set out by the Italian Civil Code and the relevant Italian laws governing this subject matter, according to Art. 76 of Italian Presidential Decree no. 445 of 28 December 2000*)

**Dichiara/ Hereby declares:**

.....  
.....  
.....

Il sottoscritto dichiara di avere letto l'informativa di cui all'art. 13 del Regolamento CE n. 679 del Parlamento Europeo e del Consiglio del 27 aprile 2016 e del D.Lgs. 30 giugno 2003, n. 196 e resa nel bando di concorso ed esprime il proprio consenso affinché i dati personali e sensibili forniti possano essere trattati con le modalità e per le finalità ivi indicate/ *I hereby declare to have read the information under the art. 13 of CE Regulation n. 679 dated April 27, 2016 and the Italian Law Decree no. 196/03 and indicated in the call for applications, and hereby agree to the processing of my personal and sensitive data according to the methods and for the purposes described therein.*

Data/Date .....

Il dichiarante/Signature.....

**PRIVACY POLICY**

Università Vita-Salute San Raffaele, with registered office located in Milan, Via Olgettina no. 97187560152 (hereinafter referred to as "**UniSR**") undertakes to constantly safeguard the privacy of the data subjects. This information notice is aimed at disclosing the privacy policy implemented by UniSR in order to: **(i)** explain to the data subjects the terms and conditions pursuant to which their personal data are processed; and **(ii)** allow the data subjects to provide their explicit and conscious consent to the processing of their personal data. The above in compliance with the provisions set forth under both Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "**Regulation**") and the Italian Legislative Decree 30 June 2003, no. 196 (hereinafter referred to as "**Privacy Code**").

The information and the personal data supplied or otherwise collected shall be processed in accordance with the provisions of both the Regulation and the Privacy Code and in compliance with the confidentiality obligations inspiring UniSR activity.

According to the provisions of both the Regulation and the Privacy Code, any processing of personal data carried out by UniSR shall be lawful, fair and transparent and shall be consistent with the following principles: limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality.

**DATA CONTROLLER AND DATA PROTECTION OFFICER**

The controller of the personal data is Università Vita-Salute San Raffaele.

According to **(i)** Article 37 of the Regulation and **(ii)** the CODAU Guidelines, by resolution of the Board of Directors dated 22 January 2018, UniSR appointed GSD SISTEMI E SERVIZI S.C.A.R.L., with registered office located in Milan, Corso di Porta Vigentina no. 18, VAT no. 06959200962 (hereinafter referred to as "**GSD**"), as data protection officer (hereinafter referred to as the "**DPO**").

The professional indicated by GSD for the purposes of the carrying out of the DPO activities is Mr. Gabriele Tettamanti.

The DPO is available for any information regarding the data processing carried out by UniSR.

The contact details of the Data Processor and of the DPO are the following:

e-mail Titolare : titolare.privacy@univr.it;

e-mail RPD: privacy@univr.it

**CATEGORIES, NATURE AND PURPOSES OF THE PROCESSED DATA**

The personal data collected by UniSR for institutional purposes - ID data, contact data, scholarship data, carrier data, economic data, sensitive and judicial data - will be processed for institutional purposes only, including the possible publication of the personal data on UniSR website, for the purposes of all fulfilments imposed to UniSR by any applicable laws in compliance with the Regulation and the Privacy Code as well as with the aforementioned principles of limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality in connection with the purposes for which such data are processed.

The personal data could be also processed for historic, statistic, scientific purposes in compliance with any applicable laws and deontological code.

As per the so called sensitive data (*id est* personal data allowing the disclosure of racial or ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character, as well as personal data disclosing health and sex life) and judicial data (*id est* personal data disclosing the measures referred to in Section 3(1), letters a) to o) and r) to u), of Presidential Decree no. 313 of 14 November 2002 concerning the criminal record office, the register of offence-related administrative sanctions and the relevant current charges, or the status of being either defendant or the subject of investigations pursuant to Sections 60 and 61 of the Criminal Procedure Code) within the employment relationship UniSR may collect any of the following data:

- a) data regarding students and/or their relatives affected by any handicap or economic data for the purpose of any control and/or granting of any benefit provided under applicable laws and/or management of extraordinary contributions;
- b) data concerning the status of refugee;
- c) data concerning pregnancy for academic purpose and for the purpose of the granting of any benefit provided under applicable laws;
- d) personal data allowing the disclosure of political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character,
- e) sensitive and judicial data concerning disciplinary proceedings against students;
- f) data regarding handicap;
- g) data regarding health necessary for any eligibility evaluation of the students, also through specific medical visits, and for safety measures.

The sensitive and judicial data referred to above, regarding academic activities and the inscriptions of students collected from the data subject or from third parties, shall be processed through paper and electronic support.

Please find below the main legal provisions justifying the data processing of sensitive and judicial personal data: Royal Decree no. 1592/1933 and subsequent amendments; Royal Decree no. 1269/1938 and subsequent amendments; Presidential Decree no. 382/1980; Law no. 168/1989; Law no. 398/1989; Law no. 341/1990; Law no. 390/1991; Law no. 104/1992; Ministerial Decree no. 224/1999; Italian Legislative Decree no. 445/2000; Law no. 148/2002; Ministerial Decree no. 270/2004; Presidential Decree no. 334/2004; Ministerial Decree no. 142 of 25/3/1998 and Law 24 giugno 1997, no. 196; Presidential Decree 9 April 2001; Law no. 14 February 2003, no. 30; *Contratto Istituzionale Socrates Erasmus*; By-laws, UniSR Regulations; Regional Laws in force.

#### **MANDATORY COLLECTION OF PERSONAL DATA**

Within the aforementioned principles of limitation of scopes, conservation and minimization of data, please be informed that the collection of personal data is mandatory for the purpose of the relationship with UniSR.

#### **PROCESSING**

Personal data are processed with both handwriting and electronic systems, in strict compliance with the scope of the processing, through adequate safety measures and for the period provided under applicable laws.

#### **TRANSFER OF PERSONAL DATA**

In compliance with the aforementioned principles of lawfulness, fairness and transparency, limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality, the personal data collected by UniSR could be transferred to third countries, including extra UE countries.

In such cases UniSR undertakes to preliminary verify and impose to the third subject to which the personal data should be transferred the compliance with the principles and the applicable provisions pursuant to the Regulation and the Privacy Code. To such purpose UniSR could impose to the third subject to which the personal data are transferred to sign a specific deed of appointment in accordance with Article 29 of the Privacy Code and Article 28 of the Regulation.

#### **PERIOD OF DATA COLLECTION**

Within the GDPR, art. 5, comma 1, lett. e), personal data will be collected in a form that allows the identification of the subject for a period of time not exceeding the achievement of the purposes for which the data are processed or according to the deadlines set by laws. The verification on the obsolescence of the data stored in relation to the purposes for which they were collected is carried out periodically, under the supervision of the Data<sup>7</sup> Titolare<sup>8</sup>.

**RIGHTS OF THE DATA SUBJECT**

At any time you are entitled to ask UniSR to have access to your personal data, to modify or cancel the same or to object to their processing according to Article 20 of the Regulation. You are further entitled to request for a restriction of processing according to Article 18 of the Regulation, and for the portability according to Article 20 of the Regulation.

Any request should be addressed in writing to the Data Controller and the DPO.

You are always entitled to make a claim before the competent supervisory authority (*Garante per la Protezione dei Dati Personali*) according to Article 77 of the Regulation, should you consider any data processing being in breach of the applicable laws.