

ENROLMENT APPLICATION FORM 34° CYCLE - A.Y. 2018/2019

a scanned copy of the present form, duly filled, must be sent to udottricerca@unibo.it together with all the attachments listed at the bottom of this page.

Please send this form by the deadline set for enrolment together with all the attachments in a single pdf file using your name.surname@studio.unibo.it e-mail account.

I, the undersigned, _____

Place of birth _____ date of birth _____

Cell phone _____ e-mail account (private) _____

PhD Programme _____

Availing myself of the provisions of Arts. 45 and 46 of the Presidential Decree n. 445/00 and aware of the legal sanctions as provided by art. 483, 495 and 496 of the Italian Penal Code regarding fraudulent statements, under my responsibility I hereby declare that:

<input type="checkbox"/>	I have been awarded a second level Master's degree (laurea magistrale/specialistica/a ciclo unico/vecchio ordinamento or equivalent foreign degree);
<input type="checkbox"/>	I am currently not enrolled in other PhD Programmes, degree programmes, master's degree programmes, professional masters (I and II level), Specialisation Schools;
or	
<input type="checkbox"/>	I am currently enrolled in other PhD Programmes, degree programmes, master's degree programmes, professional masters (I and II level), Specialisation Schools (please, detail the following information: type of course, University, expected award date or withdrawal date) _____
<input type="checkbox"/>	I am not employed by Italian public/private Institutions;
or	
<input type="checkbox"/>	I am employed by _____ (please, indicate if you work on temporary or permanent basis. If you work on a temporary basis, please provide the expiration date of your employment contract) _____
<input type="checkbox"/>	I am the recipient of an Italian Research grant (Assegno di Ricerca) funded by _____ _____ expiring on (date): _____
<input type="checkbox"/>	I commit myself to fully comply with the University of Bologna PhD Programmes Regulation (R.D. n. 1468 of the 05/12/2016) and with the provisions laid down by the Call for Applications - 34rd cycle
<input type="checkbox"/>	I am aware that the enrolment in a PhD programme is incompatible with the enrolment in any other PhD programme, academic course, specialisation school and Bachelor's/Master's course, either in Italy or abroad, as laid down in the regulation into force (with the exception of cases covered by art. 19 of the PhD Programmes Regulation)

FOR THAT PURPOSE, I SUBMIT THE SCANNED COPY OF THE FOLLOWING DOCUMENTS:

- valid ID with photo (back and front)
- tuition fees payment receipt
- passport-size photo (jpeg or tiff format)
- intellectual property self-certification and confidentiality regime and information on 'how to use your institutional e-mail boxes'
- form for scholarship recipients (only for scholarship recipients)
- self-declaration attesting the second cycle degree obtained in Italy or certificate/diploma supplement in the case the degree has been awarded in a foreign Country (only for undergraduate students, which have been awarded of their degree before the enrollment date)
- original Master's degree (final diploma) and transcript of records. If the two documents are drawn up in a language different from Italian/ English/ French/ Spanish/ German, the official translation in Italian or English is required (only for degrees obtained abroad)
- Dichiarazione di Valore in loco of the Master's degree, issued by the Italian Embassy or Consulate in the Country where such degree has been awarded (only for degrees obtained in extra-UE countries)
- a valid permit of stay or copy of the residence permit application receipt (for non-UE citizens only)
- Italian tax code or scanned copy of the receipt of the request for the Italian tax code issued by the Italian Revenue Agency (Agenzia delle Entrate) (only for non-Italian citizens)

Date	Signature
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INTELLECTUAL PROPERTY SELF-CERTIFICATION AND CONFIDENTIALITY REGIME

I, the undersigned, _____

Place of birth _____ date of birth _____

HEREBY ACKNOWLEDGE:

that, pursuant to art. 21 of the PhD Programme Regulation issued by Rectoral Decree no. 1468 of 05/12/2016 with later amendments, the intellectual and industrial property rights over any results achieved by the PhD candidate, including but not limited to software, industrial inventions that may or may not be patentable, know-how, models, data and data collections, are governed in compliance with statutory law and the University regulations and, where applicable, according to the specific agreements signed with Universities, Businesses or other Bodies.

I, also undertake:

- to promptly notify the Coordinator all the results achieved within the framework of the doctoral activity, including all the activities carried out at/in behalf of the University;
- to hold all the information, data and documents derived therefrom in strict confidence and to use them exclusively to complete doctoral activities, with the exclusion of information of proven public domain;
- not to disclose confidential information, data and documents;
- to comply with the intellectual property and confidentiality provisions laid down by agreements between the University and funding bodies, in the case the scholarship is financed or co-financed by Institutions/Bodies other than the University of Bologna.

Date	Signature
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INFORMATION ON 'HOW TO USE YOUR INSTITUTIONAL E-MAIL BOXES'

During the PhD programme attendance, PhD candidates must use both of the following e-mail addresses:

- name.surname@studio.unibo.it (account provided at the time of application)
PhD candidates must use this account to login on Studenti Online (www.studenti.unibo.it) and:
 - pay the yearly tuition fees
 - download self-certifications/certificates, etc.
- name.surname@unibo.it (account provided by the PhD Unit at the time of enrolment)
PhD candidates must use this account to login on:
 - The Unibo Intranet (<https://intranet.unibo.it>) and the section "My portal" providing useful information about the PhD career (scholarships, absences, research periods abroad, final exam, deadlines, etc.)
 - [IRIS](#) Catalogue, in which PhD candidates can both obtain their ORCID code and enter the information concerning their research activities and outputs
 - CedoliniWeb (<https://cedolini.unibo.it/mercurio/>) in order to check the scholarship payments (including the increase of the scholarship for study periods spent abroad) and download the Certificazione Unica
 - The PhD student's personal website, that can be updated with useful details such as the personal CV
 - AMS Tesi di dottorato (<https://amsdottorato.unibo.it/>) in order to upload the final thesis at the end of the Ph.D programme

All the institutional communications will be sent to the e-mail address nome.cognome@unibo.it, so please check it regularly. Please, note that User and Password will be disabled when not in use for at least six months.

In any case, these will be disabled after six months from the end of the relation formally established with the University of Bologna. In the event of deactivation or loss of the above User and Password, PhD students can send an email to udottricerca@unibo.it, asking for their recovery. Please, note that for this purpose, the scanned copy of a valid ID card/Passport shall be requested.

Date	Signature
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FORM FOR SCHOLARSHIP RECIPIENTS

I, the undersigned, _____ Place of birth _____
 date of birth _____ Italian tax code _____
 Cell phone _____ e-mail account (private) _____
 PhD Programme _____ Cycle _____

Residence and/or domicile for taxation purposes (as a rule, for natural persons residence coincides with domicile for taxation purposes)

Address	N.	City	District	Zip code

Other Address (if different from the address indicated above)

Address	N.	City	District	Zip code

ACCEPT

The PhD scholarship pursuant to art. 14 of the PhD Programmes Regulation (R.D. n. 1468 of the 05/12/2016) with later amendments

For that purpose, under my responsibility I declare that

- I did not previously benefited of a PhD scholarship in Italy (PhD Programmes Regulation, art. 11, para 9);
- I am not in one of the situations covered by art. 17 of the PhD Programmes Regulation (incompatibility and non-accumulation regime);
- I have duly filled the page <https://studenti.unibo.it/>, with my bank account (IBAN code) using the section “Modify contact details” (please note that this code will be used by the University to pay the scholarship; for this reason, the bank account must be registered or co-registered in the name of the scholarship recipient).

1	<input type="checkbox"/> to be public servant <input type="checkbox"/> to be private employee	<input type="checkbox"/> working on a temporary basis, from _____ to _____ <input type="checkbox"/> working on a permanent basis
2	<input type="checkbox"/> to be pensioner (please detail the type): _____	
3	<input type="checkbox"/> to be registered at the following occupational pensions scheme: _____	
4	<input type="checkbox"/> to be registered at the Gestione separata INPS (retirement fund) <input type="checkbox"/> not to be registered at the Gestione separata INPS (retirement fund). If this is the case, the undersigned undertakes to complete the registration to the Gestione separata INPS from the starting date of the PhD Programme and to forward the registration code together with the document confirming that the registration has been completed to arag.contabilitaricerca@unibo.it In order to complete the registration to the Gestione separata INPS, please visit the website www.inps.it and ask for the PIN using online services. University details: Alma Mater Studiorum - Università di Bologna; Via Zamboni, 33 - 40126 Bologna -.Fisc. Code 80007010376 – VAT Registration number 01131710376.	
5	<input type="checkbox"/> to receive remuneration subject to “gestione separata INPS” social security contributions scheme in the current calendar year (e.g. <i>atypical contracts, research grants/tutorship grants, PhD scholarship</i>)	<input type="checkbox"/> not exceeding 101.427,00 € <input type="checkbox"/> exceeding 101.427,00 €

aware of the legal sanctions as provided by art. 76 of the D.P.R. 445 of the 28.12.2000 regarding fraudulent statements and of the content of art 75 of the D.P.R. 445/2000 under my responsibility

I undertake to:

- notify arag.contabilitaricerca@unibo.it any change to the above data, submitting a new declaration without delay;
- reimburse in full the University in the case the latter is sanctioned by the competent enforcing agencies due to the failure to provide or the delayed/incomplete communication of the change to the above data;
- update the website <https://studenti.unibo.it/> in case of change to the bank account.

Date	Signature
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Pursuant to L.D. 196/2003 on the protection of personal data, data collected with the present declaration shall be processed fairly and lawfully for the purposes of the scholarship payment and to comply with the necessary obligation required by law.