

# F.A.Q. access to PhD Courses

*XL cycle - a.a. 2024/2025*

## A - GENERAL INFORMATION

### **1. How long does a PhD course last?**

The Universitas Mercatorum PhD courses have a duration of 3 years.

### **2. Is a research period abroad planned for companies, public bodies, research centres, institutions, etc.?**

Yes, it is provided for all PhD students, with scholarship and without scholarship, a mandatory period of 6 months abroad for research activities at qualified companies, public bodies, research centers, institutions, etc.

### **3. Is a research period planned in Italy for companies, public bodies, research centres, institutions, etc.?**

Yes, it is provided for all PhD students, with scholarship and without scholarship, a period of minimum 6 months and maximum 18 months (according to the Call for Applications) for research activities in Italy at qualified companies, public bodies, research centers, institutions, etc.

### **4. Is knowledge of Italian required?**

All Universitas Mercatorum doctoral courses are taught in Italian, therefore the knowledge of the Italian language is necessary for the proper conduct of the required activities, including the examinations of profit. For foreign candidates, certified knowledge of the Italian language (level B1) is required.

### **5. How much does a doctoral course pay?**

The winners, Italian and foreign, with or without scholarship, are required to pay the annual service fee of € 142.00 and the regional fee for the right to university study of € 140.00, for each year of the course.

### **6. I have won a place in the chosen PhD Course, I have completed and submitted my application, how do I obtain access to the various services provided by the University?**

The access credentials of the online platform will be issued from 1 December 2024, the start date of the PhD activities. The first meetings of the College of Teachers will be assigned tutors and any co-tutors to each PhD student. The teaching schedule and the deadlines that will be required during the year will then be communicated.

### **7. Am I attending a Medical School I can enroll simultaneously in a doctoral course?**

The joint attendance of the medical specialization course and the PhD course is allowed only if there are specific conditions governed by DM 226/2021, art. 7.

### **8. Am I enrolling in a Master's degree program?**

I and II level University Master's Degrees always involve a total commitment of not less than 1500 hours and 60 credits, therefore it is not **allowed to** attend at the same time as a doctoral course.

### 9. How does a PhD take place?

The modalities may vary for each Course and are established by the College of Teachers. The first year is mainly dedicated to study, with the aim of deepening the themes related to their research theme, it is expected that specific courses will be followed. During the years following the first the activity is mainly of research, at the end of the course, the PhD students must take a final examination on the subject of their Research Project, which includes the writing of the final thesis.

### 10. Is the PhD student required to take the courses?

The PhD student is a university student enrolled in a third level training course with the obligation to follow the doctoral courses and to carry out continuous study and research activities within the structures intended for this purpose, in accordance with the procedures established by the Board of Lecturers and the University Doctorate Regulations.

### 11. How is the Tutor assigned?

The Faculty Committee assigns to each PhD student an academic tutor of Universitas Mercatorum, under whose supervision the educational and research path develops. In case of collaboration with a Company or an Institution, the co-tutor can also be identified outside Universitas Mercatorum to participate in the supervision of the PhD student's activity. The identification of a tutor is not required before submitting the application for admission.

### 12. Can PhD students carry out integrative teaching activities?

Yes. The PhD students can carry out, as an integral part of the training project, subject to the approval of the Board of Teachers and without increasing the scholarship, tutoring, supplementary teaching, and third mission activities, up to a maximum of 40 hours per year.

### 13. I work: can I still enroll in a doctoral course?

The D.M. n. 226/2021 reform of the PhD *Program*, art. 12, co. 1, states that: "The doctoral course involves an exclusive and full-time commitment (...)". Any activity other than training and research must be authorized by the Teaching Board.

It is then left to the College of Teachers of the course to decide whether or not to carry out external work activities, or to continue working activities in place at the time of enrollment in the doctorate.

For doctoral candidates with scholarships, the paid activities must be limited to those relating to the acquisition of skills relating to the training field of the doctorate, after evaluation of the compatibility of the same activities with the fruitful development of the training, teaching and research activities of the Course.

In particular, the remuneration of authorised work activities for doctoral candidates with scholarships must not exceed the value of the annual grant amount. In the case of an employee (fixed or indefinite period of time) you must apply for unpaid leave from your employer.

For PhD students without a scholarship, the possible incompatibility between the performance of the doctoral activity and the work activity must be assessed.

### 14. Can civil servants apply for a doctorate?

Civil servants admitted to a doctorate course are entitled, for the normal duration of the course, to leave under collective bargaining or, if they are employees under public law, to special leave for study purposes, Subject to the requirements of the administration,

pursuant to Article 2 of Law No. 476 of 13 August 1984, with or without cheques and unless expressly waived, only if they are enrolled for the first time in a doctoral course, regardless of the disciplinary field.

For further information, please refer to your Public Administration.

#### **15. Are there any other forms of funding available during doctoral studies?**

For the XL cycle, from the first year each PhD student, with or without a scholarship, is insured:

- a budget for research activity equal to 10% of the annual amount of the scholarship, to support internal and international mobility and the costs related to the training course;
- a budget for periods of stay abroad equal to 50% of the annual amount of the scholarship. This budget cannot be used for stays of less than one continuous month, nor in your country of residence.

#### **16. Can I apply for a doctoral suspension?**

It is possible to request a suspension of attendance at the Teaching Board for the following reasons:

- Motherhood;
- Serious and documented disease;
- Serious and justified reasons.

The approval of the Faculty Committee is necessary for the approval of the suspension.

During a period of suspension, the enrollment in the Course, the attendance and the disbursement of the scholarship are suspended. The suspension period is recovered by extending the duration of the Course for a period of time equal to that of the suspension. The relevant administrative deadlines shall be postponed accordingly.

#### **17. How do I get a PhD?**

The title of PhD is obtained by passing the final exam, which focuses on the discussion of a written thesis with original contributions submitted by the candidate.

#### **18. How do I apply for a certificate?**

To obtain a certificate it is necessary to submit a request through a special form (Form A - Request for a PhD certificate) duly filled in and sent by email to the address: [dottorati@unimercatorum.it](mailto:dottorati@unimercatorum.it).

Certificates can only be issued in Italian and may contain the following information:

- registration/attendance;
- registration with a scholarship;
- frequency with certificate of qualification.

## **B - GRANTS AND OTHER SOURCES OF FINANCE**

### **19. Are there scholarships available? How much is a bag?**

All Universitas Mercatorum Doctoral Courses offer scholarship places. The number of places with scholarship available, for each course, are indicated in the Information Sheet of the Course, attached to the competition notice.

In addition to the places with ordinary stock exchange, are announced for the XL cycle places with stock exchange to be valid on PNRR funds, pursuant to D.M. 629/2024 and D.M. 630/2024.

The amount of the scholarship, for the academic year 2024/2025, is € 16,243.00 gross of the social security costs borne by the student, and is paid in monthly instalments.

### **20. Are the grants reconfirmed annually?**

Yes. The scholarships have an annual duration and are renewed on condition that the PhD student has completed the program of the activities planned for the previous year, verified by the Faculty on the basis of the provisions of the University Regulations on doctorates.

### **21. Can I receive multiple bags at once?**

Scholarships may not be combined with other scholarships for any reason, except those awarded by national or foreign institutions to supplement the training or research activities of fellows with stays abroad. Scholarships for doctoral attendance are compatible with Erasmus grants.

### **22. If I have already received a scholarship for a doctoral course, can I use it again?**

If you have received a scholarship for your first doctoral course (even for just one day), you will no longer be eligible for a scholarship. But you can access positions without a purse.

### **23. Is the scholarship compatible with the research grant?**

The doctoral grant is not compatible with the research grant, in which case the persons concerned must choose whether:

- maintaining the research grant and renouncing the three-year doctoral grant;
- Give up the check and keep the bag.

In both cases the option is irrevocable. In case you opt for the research grant, it will be paid until the natural expiry, unless renewal. Enrolment in the PhD programme does not entitle the University to provide additional funding.

### **24. Is the doctoral grant incompatible with income from work?**

The doctoral scholarship is not incompatible with the income deriving from the performance of work, but it is necessary to acquire the authorization of the Teaching Board for the continuation and/or performance of this activity.

The College of Teachers can authorize the PhD student to carry out paid activities that allow to acquire skills related to the educational field of the PhD, after the evaluation of the compatibility of the same activities with the successful conduct of the training, teaching and research activities of the doctoral course.

In any case, the maximum income of the PhD student may not exceed the amount of the grant received.

### **25. Is the PhD grant subject to INPS social security contributions?**

Yes, the scholarship of the PhD is subject to the payment of INPS social security contributions under separate management pursuant to Article 2, paragraph 26, of the Law

of 8 August 1995, n. 335, to the extent of two thirds to be borne by the administration and one third by the grant holder. Doctoral students benefit from the protection and related rights.

**26. Can I give up the scholarship and continue the training as a non-scholar?**

Yes, it is possible to give up the scholarship, however it is possible to continue the training as a non-scholar only if there are additional places without scholarship available, as regulated by art. 9, paragraph 1 of D.M. 226/2021.

The Head of Procedure  
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