



**IMT School PhD Programs in
“Cognitive, Computational and Social neurosciences”, “Cultural Systems”,
“Economics, Analytics and Decision Sciences” and in “Systems Science”**

**Call for applications 2023/2024
Executive Summary**

PHD PROGRAMS DESCRIPTION

The IMT School for Advanced Studies Lucca has launched the call for applications for the PhD Programs in [“Cognitive, Computational and Social Neurosciences”](#), [“Cultural Systems”](#), [“Economics, Analytics and Decision Sciences”](#) and [“Systems Science”](#) (2023/2024 academic year).

The IMT School adopts equal opportunity principles in its selection procedures and rejects any type of discrimination based on sex, gender identity, nationality, ethnicity, religious belief, sexual orientation, state of health, and any other status or quality that is not strictly relevant to the call outlined in this document.

Program official duration: 3 years.

Programs start on November 2nd, 2023.

Program official language: English.

Scholarships: 32 (distributed among PhD Programs as follows)

PhD Program	Scholarships
Cognitive, Cultural and Social Neurosciences	5
Cultural Systems	7
Economics, Analytics and Decision Sciences	8
Systems Science	12

The number of positions may be increased in the event that additional funding is made available after the publication of the Call.

Scholarship gross amount: 16,243.00 Euros/year (see the “Scholarships” paragraph).

Additional benefits:

- All PhD students admitted are exempt from paying tuition fees, although they are still responsible for paying the yearly Regional Education Tax (currently 140.00 Euros/year);
- All PhD students are offered free meals (lunch and dinner) at the on-campus canteen;
- All PhD students are provided with free accommodation in shared double rooms within the campus residential facilities.

REQUIREMENTS

Applications are open to candidates who meet the following requirements:



1. **Degree:**

- "Laurea Magistrale" or "Specialistica" (according to DM no. 509, of November 3, 1999), or a four- or five-year degree (according to the previous rules of the Italian higher education system) obtained in Italy;
- Foreign degrees that give access to the PhD in the Country where it has been awarded.

For the selection procedure, candidates are required to upload the documents indicated in Table 2 - Attachments to the application.

Applicants who obtain their degree by no later than **October 31st, 2023**, can also apply. These candidates will be admitted to the selection procedure "with reserve" and must provide their degree certificate by the date of enrollment, or they will be excluded from the Program.

2. **Knowledge of the English language:** Applicants are required to indicate their level of English.

APPLICATION

The **application form** must be **mandatorily** filled out in **English** through the School's online procedure **by June 19th, 2023, at 11:59 p.m. (CEST)**.

Applicants must upload the **documents** in **PDF**. The **maximum size is 30MB** for each attachment.

The Selection Committee will accept **attachments** in **Italian or English only** (unless otherwise specified in the table below).

Table 1: Information		
Track	compulsory	It is possible to apply for more than one track, submitting a new application for each track selected. Applicants cannot register more than once with different email addresses and/or different names or submit more than one application for the same track (in this case, only the last one will be considered valid).
Personal information	compulsory	In this section, applicants must enter their personal data (name, address, contact details, etc.).
English Language Level	compulsory	Applicants must indicate their level of English.
Additional information/Interview	compulsory	Applicants have to indicate the modality for the interview (IMT School campus, videoconference, or similar, or by telephone at an Italian embassy/consulate).



Additional information/Disability	optional	Applicants should indicate if they need assistance to participate in the selection procedure.
Additional information/How did you first find out about IMT?	compulsory	Applicants are required to indicate how they found out about the IMT School.
Education	compulsory	Applicants are required to indicate their university degrees (whose duration must be equivalent to at least 4 years of university studies), the average exam mark, and final grade (if any) for each degree obtained.
Additional qualifications	optional	In this section, applicants may list any other qualifications considered relevant in relation to their application.
Publications	optional	Applicants can list their own published articles, books, or any material that may be considered relevant for the PhD and research activity.

Table 2: Attachments			
1	Copy of National Identity Card or Passport	compulsory	<p>Applicants have to upload a copy of a valid identity document:</p> <ul style="list-style-type: none"> • <u>For Italian and EU citizens</u>: Valid National Identity card or Passport • <u>Non-EU applicants</u>: National Identity card or Passport (the latter is highly recommended). <p><u>The copy has to be signed by the candidate, indicating the date and place of the signature</u>. In particular, the document has to contain the applicant's photograph, personal data, and document number, place and date of issue. If any of the above information is missing, the document will not be accepted.</p> <p>If the document is not in English or Italian, a translation into English or Italian should also be uploaded (an official/legal translation is <u>not</u> required).</p> <p>In the event that the copy of the document is unreadable, the Selection Committee may request a new submission.</p>
2	Curriculum vitae et studiorum/Resume	compulsory	Applicants must upload their curriculum vitae et studiorum/resume in Italian or English (the latter is highly recommended) , indicating their university degrees, work and research experience, and publications (if any).



3	Education	compulsory	<p>Candidates are required to upload one of the following documents in Italian or English:</p> <ul style="list-style-type: none"> • for degrees obtained in Italy and/or in France, Ireland, Belgium, Denmark (Bruxelles Convention of May 25, 1987), and Germany (Italian-German Convention, ratified by the Law no. 176 of 1973): a self-declaration stating the possession of a degree, conferral date, issuing University, and final grade; • for degrees obtained in all other EU and non-EU countries: an official certificate indicating the possession of a degree, conferral date, issuing University, and final grade.
4	Academic transcript/Diploma supplement	compulsory	<p>For each degree, the applicant has to attach one of the documents listed below in Italian or English (English is highly recommended):</p> <ul style="list-style-type: none"> • Academic transcript: an official document detailing the course, classes attended or subjects studied and results, completion date, graduation date; <p><u>or alternatively,</u></p> <ul style="list-style-type: none"> • Diploma Supplement: document produced by the University accompanying the diploma, providing a standardized description of the nature, level, context, content, and status of the studies completed by the applicant (https://ec.europa.eu/education/diploma-supplement_en).
5	Research Statement	compulsory	<p>To best evaluate each candidate's aptitude for the School's PhD Programs, all candidates must upload a document (maximum 10,000 characters, spaces included) mandatorily in English, as specified below for each track:</p> <ul style="list-style-type: none"> • for AMCH: the research statement consists of a research project proposal to be used exclusively to evaluate the application. The candidates, once admitted to the Program, will define their research project with the Advisor chosen for their supervision; • for CCSN: the research statement must include a description of the candidate's competences and experiences within the relevant scientific or academic field, future projects and an illustration of the candidate's motivation for pursuing study at the IMT School; • for EADS: the research statement must include a summary of the candidate's academic background, scientific interests, research experience, research ideas for future projects, and motivations for pursuing a PhD in Economics, Analytics and Decisions Sciences at the IMT School; • for MUST: the research statement consists of a description of the candidate's experiences, including future projects, also in



			<p>relation to the partner museums, and motivation for enrolling in the track;</p> <ul style="list-style-type: none"> • for SyS: the research statement must include a summary of the candidate's academic background, scientific knowledge, research experience, ideas for future research projects, and motivations for pursuing a Ph.D. study at the IMT School.
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If the application lacks a piece of information or an attachment referred to as "compulsory", applicants can be conditionally admitted to the selection procedure. Their application will be considered valid only if they produce the required documents by the day scheduled for the interview.

The correct completion of the online application procedure is **confirmed by an automatic email** sent to the email address indicated by each applicant while registering for the procedure; the message only confirms the receipt of the application. The School will not verify the validity and completeness of applications before the call closes.

After the submission, no changes are allowed to the entered data.

Candidates are also required to fill out a **separate section of the application form** dedicated to referees:

References	compulsory	<p>Applicants are required to provide the names and contact information of two referees.</p> <p>The referees who are invited to submit a reference letter in English through the IMT School's online application system, by June 26th, 2023, at 1:00 p.m. (CEST), will receive an automatic notification from the School's application system.</p> <p>Applicants will receive an automatic notification when a letter is submitted, but they may not access any reference provided.</p>
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SELECTION COMMITTEES

The Selection Committees are nominated by decree by the Director of the IMT School in accordance with the School regulations.

The Selection Committees may be assisted by Preliminary Evaluation Committees, which are also nominated by the Director and can comprise IMT School Professors, Assistant Professors, Post-Doctoral Fellows, or experts from relevant fields.

EVALUATION CRITERIA AND SELECTION PROCEDURE

Evaluation criteria

The Selection Committees will evaluate candidates'

- academic background, knowledge, skills, and scientific potential;
- general aptitude for research and potential to collaborate in the specific research activities of the selected Track in the application form;

- interdisciplinarity, knowledge, and skills with reference to the multidisciplinary of the IMT School PhD Programs;
- pertinence to a track different than the one selected in the application form.

Assessment of qualifications

The first phase of the selection procedure is the assessment of qualifications. This assessment is carried out in relation to the specifics of the PhD Programs and specifically to determine who is admitted to the interview.

In the assessment of qualifications phase, the evaluation of the candidates is carried out by the Committees defined in the previous paragraph "Selection Committees" and based on the candidates' application form, uploaded documents, and reference letters provided by referees.

Based on the assessment of qualifications, the Selection Committees will draw up a shortlist of candidates admitted to the interview in alphabetical order.

The shortlist of applicants admitted to the interview will be published on the School's website and Online Notice Board ("*Albo Online*").

This is the only official communication of the preliminary results to all applicants.

Interview

Candidates admitted to the interview must confirm their participation by email to phdapplications@imtlucca.it within two (2) days of the publication of the shortlist, confirming their preference to have the interview conducted in one of the methods indicated in the "Application" paragraph of this call.

During the comprehensive interview, the Selection Committees will assess the candidates' knowledge and skills with reference to the specific characteristics of the PhD Program.

The Selection Committees will assess all interviews by assigning a score (up to 100 points): applicants scoring at least 70 out of 100 will be eligible for the Program and, therefore, listed in the final ranking.

Final ranking

At the end of the **interviews** (which will take place in the period **July 17th – 23rd, 2023**), each Selection Committee will draft the final ranking of the eligible candidates for each track/PhD Program according to their scores obtained in the interview.

In the event that additional subject-restricted positions become available after the opening of the present call for applications, the Selection Committees reserve to assign eligible candidates to the relevant rankings.

If multiple candidates get the same score, preference will be given to the youngest candidate.

In the event of the withdrawal or exclusion of a candidate, they shall be replaced by the next suitable candidate according to the ranking.

If the ranking of a track does not list enough eligible candidates to allocate all available positions, the remaining scholarships will be assigned according to the ranking of other eligible candidates of the other PhD Program's track.

If the ranking of a PhD Program does not list enough eligible candidates to allocate all available positions, the remaining scholarships will be assigned according to the ranking of other eligible candidates of the other PhD Programs.

All rankings will be published on the School's website and Online Notice Board ("*Albo Online*").

ENROLLMENT

Once admitted to the PhD Program, candidates wishing to enroll must submit the complete enrollment form to the IMT School **no later than five (5) days from the publication of the results** on the School's Online Notice Board ("*Albo Online*") and website, using one of the following methods:

- in person or by post to:
IMT School for Advanced Studies Lucca
PhD and Higher Education Office
Piazza S. Ponziano, 6
55100 Lucca – Italy
- by email to phdapplications@imtlucca.it
- by certified email to imtlucca@postecert.it

Failure to submit the enrollment request by the deadline and through the above-mentioned methods will result in an automatic withdrawal of the candidate from the Program.

The enrollment request is valid only if all the requested documents have been enclosed.

If any of the documents submitted during the application procedure do not correspond to those submitted during enrollment due to an intentional false declaration, the applicant will automatically lose their right to enroll in the program.

Enrollment is effective on the first day of official classes. Unauthorized absences may nullify the enrollment procedure.

SCHOLARSHIPS

The scholarship amount is 16,243.00 Euros/year and shall be disbursed in monthly installments.

For any research or training activities at universities or research centers abroad, the scholarship amount is increased by 50% for up to 12 months. This period can be extended up to 18 months in case of co-tutored Programs established with a foreign institution and/or in case of Programs established in agreement with other institutions.

Scholarships are subject to the payment of social security contributions (INPS) managed separately under Article 2, paragraph 26 of Law no. 335 of August 8, 1995, as amended, with two-thirds paid by the Administration and one-third by the scholarship recipient.

Admitted candidates who have already benefited from a PhD scholarship in Italy cannot be assigned another one.

The scholarship has a maximum duration of three (3) years and is subject to annual confirmation: according to articles 15 and 16 of the IMT School PhD Regulations, students must complete all the activities provided for each academic year.

If a student withdraws or is excluded within 45 days from the beginning of the Program, they are not entitled to the scholarship. The scholarship will be awarded to the next eligible candidate according to the final ranking. For this reason, the first scholarship payment will be made only after the successful completion of the first 45 days of the program.

If a student registers after 45 days from the beginning of the Program, he/she is entitled to the scholarship starting from the actual date of enrollment.



SCHOOL
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LUCCA

FACILITIES

Residential facilities: accommodation

All PhD students who are granted a scholarship have free accommodation in shared double rooms with private bathrooms, priority being given to on-campus residential facilities, for the entire official duration of the Program (3 years), except for periods spent off campus for study and/or research.

The School can revoke the right to accommodation if it is rarely or not used.

Residential facilities: canteen

All PhD students are offered free meals (lunch and dinner) at the School canteen located on campus for the entire official duration of the Program (3 years). Lunch and dinner are served each day, Monday through Sunday, for the entire academic year, except for the closing periods.

Other facilities

All PhD students have access to library facilities and can benefit from the IT support services for all technical requests related to study and research until the thesis defense.

The School subscribes to an insurance policy for all PhD students. It provides coverage against accidents and injuries incurred by students in Lucca or abroad while performing academic activities. The IMT School also provides students with health insurance policies for research trips outside Europe (students are automatically covered in European countries).

All international PhD students are offered the possibility to take an Italian language and culture course.

TREATMENT OF PERSONAL DATA

The IMT School will use the personal data provided by applicants solely for selection procedures and institutional aims in accordance with the provisions of the current European and Italian legislation (EU Regulation 2016/679 and Italian D. Lgs. 196/03 - *Italian Privacy Code*, as modified by the D. Lgs. 101/2018) and the relevant School Regulations.

Applicants are granted all the rights established by art. 15, sections 2, 3, and 4 of Chapter III, and art. 77 of the EU Regulation 2016/679.

For further information regarding the call and the selection procedure, please contact the PhD and Higher Education Office by email at phdapplications@imtlucca.it or by phone at +39 0583 4326530.

Further information regarding the PhD Programs and the IMT School is available at www.imtlucca.it.

FINAL PROVISIONS

Relevant laws and the IMT School PhD Regulations shall be applied to any issue or item not covered by the present call for applications.