UNIVERSITA' COMMERCIALE "LUIGI BOCCONI"

Public competition for the admission to PhD programs

The Rector

in compliance with the law and the rules and regulations of the University[1]

decrees as follows:

Article 1: PhD PROGRAMS

The 2023-24 PhD programs' portfolio of Università Commerciale "Luigi Bocconi" includes 5 full-time programs (XXXIX Cycle).
The present call concerns the PhD in **LEGAL STUDIES.**

A further call might occur if and when a Ministerial Decree regarding 2023-24 PNRR PhD fellowships will be issued.

Curricula, duration and disciplinary fields are listed below:

curricula	Business and Social Law (partly in Italian)
	International and European Law (in English)
duration	3 years
disciplinary fields	Curriculum in Business and Social Law:
	IUS/01 (Private Law), IUS/04 (Business Law), IUS/05 (Law and Economics), IUS/07 (Labour Law), IUS/15 (Civil Procedural Law), IUS/17 (Criminal Law).
	Curriculum in International and European Law:
	IUS/12 (Tax Law), IUS/13 (International Law), IUS/14 (European Union Law), IUS/21 (Comparative Public Law), SECS-P/01 (Political Economy)

Applicants shall select on the on-line application (art. 5) the curriculum they opt for.
A curriculum will be activated if at least 3 students are enrolled on it.

PhD students can be authorized by the Program Director to temporarily study and do research in Italy and abroad in private and public bodies and institution.

Article 2: PLACES AND FINANCIAL CONDITIONS

The enrollment of the qualified candidates (as per art. 6) takes place under one of the following conditions:

1) **with Bocconi fellowship**:
   1.A) based on merit

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or
1.B) based on merit and financial conditions (see art. 11)

2) **with merit-based tuition waiver** covering up to 100% of tuition fees

Note that PhD students are always required to pay the regional tax, as per current regulations (amount of regional tax: see art.11).

For the 2023-24 cohort **8 Bocconi fellowships** and **2 merit-based tuition waivers** will be made available.

Besides Bocconi fellowships, there might be fellowships funded by external donors (private or public institution)[2]:
-    In case of "non ad personam financing", the donor signs an ad hoc agreement with Bocconi; in such case the number of Bocconi fellowships is increased before the publication of admission results; the external donor fellowship is managed as all other Bocconi fellowships (the recipient pays no tuition fees; replacement is possible in case the candidate declines the offer);
-    in case of "ad personam financing", the candidate receives the financial support directly from the external donor (the recipient has to pay tuition fees; replacement is not possible).

Article 3: REQUIREMENTS

Applications can be submitted by candidates of any citizenship who:
-    have completed or are completing their graduate studies and
-    have at least a "proven" B2 (CEFR) level of competence in English (for both curricula)
-    are Italian native speakers or have at least a B2 (CEFR) level of competence in Italian (only for the curriculum in Business and Social Law)

Graduate qualifications accepted:
-    Italian degrees: second cycle degrees ("laurea magistrale"; e.g. five-year degree in Law);
-    non-Italian degrees of equivalent Italian level (eg. level 7 European Qualification Framework) recognised by the Admission Board.

Candidates whose Italian or non-Italian degree qualifications are still pending on the final application date can take part in the selection and will be admitted conditionally.
They must be awarded the required degree qualifications by 31st October 2023, or their enrollment will be void. Certifications of required qualifications must be produced by 10th November 2023.

Article 4: SELECTION DEADLINES

Application opening date	3rd October 2022
Application closing date	16th January 2023
PhD admission results – FIRST STEP: ranking for interviews (interview dates; personal email about admission or non-admission to interview)	by 21st February 2023
PhD admission results – SECOND STEP (personal email about admission result)	by 16th March 2023

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[2] E.g., Government of the Country of origin of the candidate, or Foundations.

Article 5: APPLICATION

Applications - in English - shall be made online at *http://www.unibocconi.eu/admissionphd*.

In order to complete their application prospective students will have to:
- register in order to obtain Personal ID and password;
  please note that Bocconi students already have the required credentials;
- enter the information in the spaces provided;
- upload some documents;
- submit the application.

Detailed instructions can be found at *http://www.unibocconi.eu/admissionphd*.

Prospective students are responsible for the information they enter and for the validity of the documents they upload. The University has the right to verify the information and the validity of the documents provided and exclude the students at any time, even after completion of the enrollment procedure.

The online application procedure will be available from 3rd October 2022.

The application closing date is 16th January 2023.
This deadline is not negotiable.

Entering data and uploading documents:
Applicants can access the online procedure more than once.
- Entering data:
  Applicants will enter data on each section, then click on SAVE for each section; data can be modified and then saved by clicking on SAVE.

- Uploading documents:
  Applicants will upload documents on each separate section; if changes are required, an uploaded document can be replaced with a new document, which will be saved automatically, or cancelled if applicants want no document to be uploaded.
  If more than one document needs to be uploaded, a zip file is to be created and then uploaded.

Submitting application:
First step:
Applicants must click on SUBMIT DATA only when no changes are needed in the DATA entered on each section. No data changes are allowed after clicking on SUBMIT DATA.
Second step:
Applicants must click on SUBMIT APPLICATION only when no changes are needed in each UPLOADS section. No data and/or uploads can be changed after clicking on SUBMIT APPLICATION.
In summary, applicants must click on SUBMIT DATA and SUBMIT APPLICATION **only** when they have finalized their application.
Applications are completed and can only be assessed after clicking on SUBMIT DATA and SUBMIT APPLICATION.

In order to close the application and be evaluated, the following documents (sections: personal details, language requirements, academic records) are strictly required:
- personal CV;

- documentary evidence of English language competence (except English native speakers): international certification/test, university or high school studies in English, …;
- academic records;
- copy of international passport;
- passport format photo.

Documents of the remaining sections contribute to increasing the score in the final ranking.

Prospective students may apply for more than one PhD program using the same ID and password; however, if they apply for more than one program, separate online procedures shall be used.

Article 6: SELECTION CRITERIA

Admission is decided by the Admission Board, who will evaluate the suitability of the applicants for the program.
The Admission Board will first evaluate the suitability of the applicants' qualifications and, after a first step of selection, the Board will interview some candidates in order to assess their aptitude for research in the program's subjects (second step of selection).

The first step assessment is based on a candidate's:
- curriculum vitae;
- academic records (including thesis' abstract);
- statement of purpose;
- research proposal;
- up to three reference letters;
- other relevant documents (e.g. publications).

The qualifications assessment criteria are as follows:
- a maximum of 50 points for the applicant's curriculum vitae, academic records and thesis' abstract;
- a maximum of 40 points for statement of purpose, research proposal and reference letters;
- a maximum of 10 points for other relevant elements.

The Admission Board will interview candidates who have obtained at least 70 points in the qualifications assessment.

The second step assessment is based on the interview, whose maximum score is 30 points.

A candidate will be eligible for admission if he or she has obtained at least 70 points in the qualifications assessment and at least 20 points out of 30 in the interview.

By 21st February 2023 all the applicants will be sent a personal email to the address they provided on their on-line application in which they will be informed about their admission to the interview.

Each candidate will be able to access the on-line procedure by using their ID and password and find more information, in particular:
- if they have been admitted to the interview: points awarded and ranking;
- if they have not been admitted to the interview: points awarded.

The ranking of this public competition is published in compliance with data privacy laws on *http:/www.unibocconi.eu/admissionphd* (privacy is guaranteed).

Interviews may be held by communications technology which does not require the physical presence of the applicant.

The purpose of the interview is to better assess candidates' qualifications; discuss their research proposal (relevance, international approach, issues involved) and their publications, if any; test their aptitude for the program; ascertain their proficiency in English and other foreign languages (when only self-certified), and ascertain their competence in a subject of their choice, which is part of the PhD curriculum.

After completing the interviews, the Board will rank the applicants.

Article 7: DETAILED INSTRUCTIONS

TYPE OF INFORMATION	REQUIRED online INFORMATION	DOCUMENTS TO BE UPLOADED All documents have to be in English, except for those regarding the academic records (which can be in Italian) and publications, which can be in any language.
Personal CV	Personal details	- copy of international passport (preferred) - identity document duly translated (second choice); - passport photo (JPG format); - full CV (education, work experience, language skills, study/work abroad, other relevant skills and experiences)
English and Italian languages requirements A B2 (CEFR) competence level of English or above is required to be admitted to both curricula and a B2 (CEFR) of Italian is required for the curriculum in Business and Social Law	Evidence of competence for English language: - Recognized international English language certification /test; in case of international test (TOEFL, IELTS) the result must be still valid (not expired); - University or secondary school studies in English; - internal English exam in a Bocconi degree program; - English native speaker. Only for curriculum in Business and Social Law:	Documentary evidence: - in case of international language certification / test: the list of recognizable certifications / tests is available in the on-line application procedure; - in case of secondary school studies in English: high school certificate; - in case of University studies or internal English exam in a Bocconi degree program: no upload is required (info are available in section "academic records");

	- candidate's self-certification of Italian language competence	- in case of English native speaker: no upload is required.
Academic records Only applicants with Italian graduate degrees or non-Italian degrees of equivalent level, recognised by the PhD Admission Board, can be admitted to the PhD programs. Applicants who have not achieved a degree are allowed to apply, but they must obtain the degree by 31st October 2023, otherwise their enrollment will be void.	University, name of degree, field of study, type of degree (one-cycle system, two-cycle system)	Documents in English or Italian ● Two-cycle system, (3+2 yrs, 3+1 yrs, 4+1 yrs, 4+2 yrs, others): Undergraduate degrees: Transcript of exams <u>and</u> certification of degree awarded and final grade. **see "*" note below the table**) Graduate degrees: Transcript of exams. If the applicant has already been awarded a degree, the certification of the degree awarded with final grade is also required: **see "*")** ● One-cycle system (4yrs, 5 yrs, others): Transcript of exams. If the applicant has already been awarded a degree, the certification of the degree awarded with final grade is also required: **see "*")**
Abstract of the thesis	---	Only if included in the applicant's graduate program. Maximum length: one page
Statement of purpose	---	Short description (max 1200 words) of motivation for enrollment in Bocconi PhD program and of professional goals
Research proposal	---	Detailed description of research proposal coherent with one of the curricular disciplinary fields
References (up to three reference letters)	Names and email addresses of referees (up to three) chosen by the applicant. **Applicants are advised to enter and save referees' names and e-mail addresses**	Referees will be automatically asked to upload their reference letters by 16th January 2023 Applicants can access the online procedure to see

	well before the deadline, so the referees will have time to write and upload their letters	whether the reference letters have been uploaded
Other relevant documents (e.g. publications, certifications in languages other than English and Italian, etc.)	- publications; - certifications in languages other than English and Italian; - other programs attended; - other documents.	A maximum of five documents can be uploaded
"Ad personam" External fellowship (if any) **See "**" note below the table**	self-declaration of financial support by external donor, if any	document attesting "ad personam" financial support by external donor

(Notes):

(*) Candidates must upload the certification of their degrees specifying: name of degree, home University, date of graduation, final grade (if any), exams taken and grades achieved.

If the candidates have not completed their graduate studies, they must upload documents certifying: enrollment in a degree program, their full study plan, exams taken and grades achieved.

Self-certification is allowed only for Italian and foreign candidates with Italian degrees.

Documents sent by post, email or fax are not accepted.

(**) Candidates notify their ad personam fellowship (if any) as soon as they have a document attesting it; it may occur at any time; therefore the applicant fills in the on-line section, only in case he/she is sure to benefit from the fellowship before the deadline for applications.

Otherwise he/she will notify later (before or even after enrollment BUT WITHIN JULY 7th) by e-mail (gualtiero.valsecchi@unibocconi.it or barbara.contaldo@unibocconi.it)

Financial support by external donors is not included in the assessment criteria, therefore it does not contribute to increasing the score in the ranking for admission results.

Article 8: RESULTS

Applicants are ranked according to merit.

The ranking will be confirmed by decree of the Rector.

The ranking is organized as follows:

ranking score	Status
100+30 (maximum 100 first step + maximum 30 second step) …	# 8 candidates admitted "with confirmed Bocconi fellowship"
… …	# 2 candidates admitted "with tuition waiver" with possible shift to "with fellowship"
… 70+20 (minimum 70 first step + minimum 20 second step)	# W candidates eligible for enrollment but in the waiting list with possible shift to "with tuition waiver" and even "with fellowship"
Less than 70 (first step) Less than 20 (second step)	# K1 candidates not admitted (first step) # K2 candidates not admitted (second step)

Shifts to different status occur when higher ranked candidates decline the place offered.
Candidates in the waiting list are offered a place if and when higher ranked candidates have declined the offer and on condition that there are still available places.

By 16th March 2023 each candidate will be sent a personal email to the address provided online in which information about the final outcome of the application will be found.
Candidates will be able to access the online procedure using their ID and password, accessing more information, in particular:
- if their status is "with fellowship" or "with tuition waiver": points awarded, ranking and financial conditions;
- if their status is "in the waiting list": points awarded and ranking;
- if their status is "not admitted": points awarded.

The ranking of this public competition is published in compliance with data privacy laws on *http://www.unibocconi.eu/admissionphd* (privacy is guaranteed).

Article 9: ENROLLMENT DEADLINES	
top ranking candidates "with confirmed fellowship"	by March 29, 2023
replacement candidates "with fellowship"	By March 29, if notification within March 23 Within 7 days, if notification after March 23
candidates and replacement candidates "with tuition waiver"	after completing enrollment of applicants "with fellowship" and within 7 days from final notification - July 7th as a maximum

Please note that:

§ **Top ranking candidates admitted with fellowship** receive just one notification (admission result + deadline for enrollment).
They must enroll by 29th March 2023.
If they do not enroll by that date, they will automatically be considered to have declined the offer.
Candidates admitted with fellowship who intend to decline the offer should decline it well before the 29th March 2023 to allow replacement applicants to receive their offer as soon as possible.

§ **all the other candidates eligible for enrollment** receive at least two notifications: in the first one, they are notified about admission results; in the last one, they are notified about their final status and deadline for enrollment. In between, they are notified about change(s) of status (if any).
Candidates who intend to decline the offer should decline it as soon as possible to allow replacement applicants to receive their offer.

If students enrolled with fellowship withdraw, a further round of replacements will take place after the end of enrollments but before the PhD program begins, for the benefit of students enrolled with tuition waiver.

Replacement of candidates is not allowed after the beginning of the first year of the program (1st September 2023).

Article 10: ENROLLMENT PROCEDURES

Enrollment takes place online (ENROLLMENT Section), using the ID and password provided at registration.

The following documents <u>must</u> be uploaded:
1) enrollment form, filled out and signed (the form can be downloaded from the online procedure);
2) <u>only for enrolled students who had been admitted with payment of tuition fees</u>: copy of receipt of first installment payment (€ 3,000).

Cases of feasible contemporary enrollment in two university programs are regulated by the Italian law.
In cases of prohibited contemporary enrollment in another university program and a PhD program, the candidate has to opt; therefore, he/she either quits the other program to enroll in the PhD program or has to decline the PhD offer.
In cases of feasible contemporary enrollment, the PhD Admission Board evaluates on a case by case basis and allows the enrollment in the PhD (as a second program) only if there is reasonable certainty that an active and regular participation in the PhD academic activities can be really guaranteed.

Certification attesting awarding of the degree[3] is required to definitively finalize enrollment.
Certification can be:
- uploaded when enrolling via online procedure;
- delivered to PhD Administrative Center (PhD-AC) (by 10th November 2023).

In particular:
+ Italian degrees: certification issued by the awarding Italian University or self-certification;
+ non-Italian degrees:
  - UE countries and UK: certification in English issued by the awarding University;
  - non-EU countries: 1) certified translation into Italian of the degree 2) "legalization"[4] issued by the competent authorities 3) "dichiarazione di valore"[5] issued by the Italian Embassy or Consulate of the country where the degree was awarded.
    Please note that Consulates are competent to give full assistance on this matter.

Article 11: FINANCIAL MATTERS

Bocconi PhD Programs - Handbook (https://www.unibocconi.eu/phds) gives detailed information about:

1) fellowships, merit-based tuition waivers (granted for some PhD programs only) and tuition fees;

2) financial aid for PhD students, PhD candidates and fellows (remuneration for research assistantship and teaching assistantship/teaching; budget for study and research activities; financial support after completion of the last official year and for job market placement, …).

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[3] Name of degree program, level, University, graduation date, final grade (if any).
[4] Document certifying the authenticity of the degree
[5] Document certifying the "level" of university studies (first level – undergraduate – level 6 EQF; second level-graduate – level 7 EQF; third level – post-graduate – level 8 EQF).

In particular:

1) **With reference to fellowships, merit-based tuition waivers and tuition fees:**
   Bocconi merit-based fellowships (see art. 2, 1.A of the present call) are awarded to the best ranked students, in relationship to the number of available fellowships.

   The fellowships merit–based amount to **€ 20,000 per annum** (before social security-INPS contributions). Fellowships can be renewed in the following years if the requirements to be admitted to the following year are met.

   For study and research activities abroad (at least one month) authorized by the PhD Program Director, the fellowship is increased by 50% of € 16,243 (ministerial amount) in proportion to the duration of the stay abroad and for a maximum total period of 12 months (saved exceptional cases provided for by the law).

   Income from the fellowship is tax free.

   All PhD students (with fellowship, with tuition waiver and paying students) are required to pay the current annual regional tax of € 140, whose amount may be modified by law at a later date.

   Fellowships based on merit and financial conditions (art. 2, 1.B of the present call) are managed by ISU Bocconi, as per DPCM (Italian Prime Minister Decree) 9th April 2001, without prejudice to further modifications. Applications shall be sent to ISU Bocconi following the 2023-2024 public competition instructions, which will be published at: *www.unibocconi.eu/isu*.

   Tuition fees for students without fellowship and without tuition waiver amount to € 15,000 for year 1 and € 5,000 for year 2 and 3 to be settled as follows:

   First year:

	DEADLINE	AMOUNT
1st installment	date of enrollment	€ 3,000
2nd installment	31st December	€ 6,000
3rd installment	31st March	€ 6,000

   Second and third year:

	DEADLINE	AMOUNT
1st installment	30th November	€ 1,000
2nd installment	31st December	€ 2,000
3rd installment	31st March	€ 2,000

   Bocconi University will not refund the tuition fees paid by students who enrolled and then withdrew; tuition fees will be refunded only to enrolled students who replace a withdrawn student who had been awarded a fellowship or a merit-based tuition waiver.

2) **With reference to financial aid:**

   PhD students may work part time, and be paid for the following activities:
   - **research assistantship** from the second year (as an exception, during the first year, subject to Dean's approval);
   - **teaching assistantship /teaching** (from the second year).

These activities must be previously authorized by the PhD Director, as students are above all committed to their PhD research and activities.

Moreover:
- in compliance with Italian law, each PhD student (with and without fellowship) is provided with an annual **budget for study and research activities** (the use of the budget is always subject to the Program director approval); the 1st year budget is meant to acquire the laptops that will be assigned to students as of the start of their 2nd year.
- PhD candidates are given financial as well as training and procedural support to be successfully placed on the job market (Academia) (they are given the opportunity to attend conferences to present their papers, meet scholars of other universities, …).

Article 12: MORE INFORMATION ON PhD PROGRAMS

More detailed information about:
- PhD program attendance and evaluation;
- thesis writing and submission;
- final examination

can be found in the Bocconi PhD Programs - Handbook at https://www.unibocconi.eu/phds.

Article 13: PRIVACY

The data will be processed under General Data Protection Regulation n. 679/2016.
Privacy Policy can be found online at *http://www.unibocconi.eu/privacy* (please read "Students, participants, *Alumni* and Donor Privacy Policy").

Article 14: RESPONSIBILITY FOR THE PROCEDURE

Mr. Gualtiero Valsecchi (tel. no. 02-58362027, e-mail: gualtiero.valsecchi@unibocconi.it) is responsible for the procedure of the call.
Copy of the call is available at *http://www.unibocconi.eu/admissionphd* .

Milano, 3rd August 2022

D.R. n. 60 / GV.bc

The Rector
Prof. Gianmario Verona