

## UNIVERSITA' COMMERCIALE "LUIGI BOCCONI"

Public competition for the admission to the following PhD programs:

- Business Administration and Management
- Economics and Finance
- Public Policy and Administration
- Statistics

The Rector,

in compliance with the law and the rules and regulations of the University,

decrees as follows:

### Article 1: PhD Programs

Università Commerciale "Luigi Bocconi" PhD School introduces the XXX Cycle of the PhD programs for the 2014-2015 academic year. A public competition is held for the admission to the following full time PhD programs:

- BUSINESS ADMINISTRATION AND MANAGEMENT
- ECONOMICS AND FINANCE
- PUBLIC POLICY AND ADMINISTRATION
- STATISTICS

Courses and seminars are held in English.

Students can be authorized by the program Coordinator to temporarily study and do research abroad in private and public bodies and institutions.

The specific subjects and the duration of the PhD programs are listed below:

#### BUSINESS ADMINISTRATION AND MANAGEMENT:

subjects	SECS P/07 (Business Administration) – SECS P/08 (Management) – SECS P/10 (Business Organisation)
duration	4 years

#### ECONOMICS AND FINANCE:

subjects	SECS-P/01 (Political Economy) – SECS-P/03 (Public Finance) – SECS-P/05 (Econometrics)– SECS-S/06 (Mathematics for Economics, Actuarial Studies and Finance) – SECS-P/09 (Corporate Finance) – SECS-P/11 (Financial Markets and Institutions) – SECS-P/12 (Economic History)
duration	4 years

#### PUBLIC POLICY AND ADMINISTRATION:

subjects	SECS-P/01 (Political Economy), SECS-P/03 (Public Finance), SECS-P/06 (Applied Economics), SECS P/07 (Business Administration), SPS/04 (Political Science), SECS/S01 (Statistics), SECS/S04 (Demographics)
duration	4 years

STATISTICS:

subjects	SECS/S01 (Statistics) – SECS/S04 (Demographics) – SECS/S06 (Mathematics for Economics, Actuarial Studies and Finance)
duration	4 years

Candidates applying for a place in the Economics and Finance PhD program shall indicate on the online application (art. 5) whether they intend to follow the Economics curriculum or the Finance curriculum.

However, students are allowed to change the curriculum they have chosen:

- when enrolling on the first year;
- at the end of the first year and before enrolling on the second year, provided they have met the requirements needed to enrol on the second year.

A curriculum will be activated, and the request to change the curriculum will be accepted, if at least 3 students are enrolled on a curriculum.

**Art 2: PLACES, REGISTRATION FEES AND FINANCIAL AID**

The candidates who have been awarded at least the minimum total points required for admission, as per art. 6, can enrol.

Students can be enrolled to each program in the following ways:

- 1) with fellowship:
  - 1.A – merit-based
  - 1.B – based on merit and financial conditions
- 2) without fellowship and with merit-based tuition waiver up to 100%
- 3) without fellowship and with payment of registration fees.

Note that PhD students are always required to pay regional fees, as per current regulations.

1) With fellowship:

1.A Places with fellowship merit-based:

PhD	Maximum number of places with fellowship in each PhD program	Maximum number of extra places with fellowship available for all PhD programs
Economics and Finance	10	8
Business Administration and Management	7	
Public Policy and Administration	4	
Statistics	4	
	max 25	max 8

The table above shows the maximum number of places with fellowship available in each PhD program; it also indicates that 8 places with fellowship may be available for outstanding students of the four PhD programs. A Board, composed of a representative of each PhD program and the Dean of the PhD School, will award, all or in part, the places and the fellowships according to the students' ranking in the selection.

Fellowships can be increased if more resources are available after the publication of the present call and before the completion of the public competition.

1.B About fellowships based on merit and financial conditions, please refer to art. 10 of the present call.

2) Without fellowship and with merit-based tuition waiver up to 100%

A maximum of 8 places without fellowship are available for the five Bocconi PhD programs, including the PhD program in Legal Studies, with a merit-based tuition waiver up to 100%. All these places or some of them may be awarded to the programs whose candidates are the most deserving. A Board, composed of a representative of each of the five PhD programs and the Dean of the PhD School, will award these places according to the students' ranking in the selection.

3) Without fellowship and with payment of registration fees

Enrolment is open to candidates who have not been awarded a fellowship or a merit-based tuition waiver but have gained at least the minimum points required for admittance in the competition, as per art. 6.

All students without Bocconi fellowship are allowed to receive fellowships by external institutions.

**Article 3: REQUIREMENTS**

Application can be submitted by Italian and non-Italian citizens who:

- have completed or are completing their graduate studies and
- have at least a B2 (CEFR) level of competence in English.

Graduate qualifications accepted:

- Italian degrees: two-year or four-year graduate degrees
- non-Italian degrees of equivalent Italian standard recognised as such by the Admission Board.

Candidates whose required qualifications are still pending can take part in the selection. If they are selected, they will be admitted conditionally, and will only be enrolled if they obtain the required qualifications by 31<sup>st</sup> October 2014.

**Article 4: DEADLINES**

Application opening date	from 1 <sup>st</sup> October 2013
Application closing date	31 <sup>st</sup> January 2014
Notification of admission	by 20 <sup>th</sup> March 2014
Enrolment of admitted applicants with fellowship	by 10 <sup>th</sup> April 2014
Enrolment of replacement applicants with fellowship	(from 11 <sup>th</sup> April) within 5 days of replacement communication date
Enrolment of applicants with merit-based tuition waiver	(after completing enrolments of students with fellowship) within 5 days of notification
Enrolment of replacement applicants with merit-based tuition waiver	within 5 days of replacement communication date
Enrolment of admitted applicants with payment of registration fees	Applicants can choose between two deadlines: by 10 <sup>th</sup> April 2014 <u>or</u> after enrolment of applicants with merit-based tuition waiver (within 5 days of notification)
Final enrolment deadline	30 <sup>th</sup> June 2014

**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;
- enter the required information in the spaces provided;
- upload some documents.

NB: Before uploading other documents students shall upload a scanned copy of their passport. Italian citizens may choose to upload a scanned copy of their identity card.

See this link [www.unibocconi.eu/admissionphd](http://www.unibocconi.eu/admissionphd) for detailed instructions.

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

The online application procedure will be available from 1<sup>st</sup> October 2013.

The application closing date is 31<sup>st</sup> January 2014. This deadline is not negotiable.

Applicants can access the procedure more than once, each time saving the information they are entering. However, referees' names and e-mail addresses cannot be modified, either by the applicant or the University. Candidates can indicate a maximum of two referees and one e-mail address for each referee. Candidates who did not indicate a referee cannot later access the procedure to include a referee, and those who indicated one referee cannot later access the procedure to add a second referee.

As soon as applicants have saved the reference letter section, an e-mail will automatically be sent to the referee/referees' e-mail address/addresses. Candidates are required to check the accuracy of the addresses they have provided.

Applicants can submit their application by clicking on "SUBMIT" without having completed the uploading. The uploading can be completed after submission. No uploading will be possible after 31<sup>st</sup> January 2014. This deadline applies to applicants and referees.

Prospective students are allowed to apply for more than one PhD program; however, if they apply for more than one program, separate online procedures shall be used.

### **Article 6 SELECTION CRITERIA**

Admission to each of the programs (art. 1) is decided by the Admission Board, who will evaluate the suitability of the applicants for each program.

The assessment is based on a candidate's:

- curriculum vitae (including English language competence)
- academic records
- international graduate admission tests scores (GMAT or GRE)
- statement of purpose
- up to two reference letters
- other relevant documents (e.g. publications)

The members of the Admission Board are appointed in conformity to art. 7 of the PhD Programs Academic Rules and Regulations

The assessment criteria are the same for each of the PhD programs:

- a maximum of 40 points for the applicant's curriculum vitae and academic records;
- a maximum of 30 points for GMAT/GRE;
- a maximum of 20 points for statement of purpose and reference letters;
- a maximum of 10 points for other submitted documents.

The Admission Board may decide to conduct a brief long distance interview in order to gather more information about the student's qualifications, but no points are awarded for this interview.

A minimum of 50 total points is required for admission to all the above PhD programs.

**Article 7 DETAILED INSTRUCTIONS**

TYPE OF INFORMATION	REQUIRED ONLINE INFORMATION	DOCUMENTS TO BE UPLOADED
<p><b>English language requirements</b></p> <p>A B2 (CEFR) competence level of English or above <u>is required</u> to be admitted to all PhD programs.</p>	<p>Candidate's self-certification.</p>	<p>English language certifications, if any.</p>
<p><b>Personal details</b></p>	<p>Place and date of birth; permanent address; other personal details.</p>	<p>Full CV (qualifications, work experiences, language skills, stays abroad, other relevant skills and experiences).</p>
<p><b>Academic records</b></p> <p>Only applicants with Italian graduate degrees or non-Italian degrees of equivalent standard, recognised as such by the PhD Admission Board, can be admitted to the PhD programs.</p> <p>Applicants who have not achieved a degree are allowed to apply, but they must obtain the degree by 31<sup>st</sup> October 2014, or their application will not be considered.</p>	<p>University, course of study, type of degree (one-cycle system, two-cycle system).</p>	<p>For all PhD programs</p> <ul style="list-style-type: none"> <li>• Two-cycle system, (3+2 yrs, 3+1 yrs, 4+1 yrs, others): <u>Undergraduate degrees:</u> document with final grade, if provided, and list of exams with grades (* see notes below the table) <u>Graduate degrees:</u> document with final grade, if provided, and list of exams with grades (* see notes below table) ; if the program has not been completed, upload document of enrolment with full list of course exams, exams taken and grades achieved (*see notes below the table)</li> <li>• One-cycle system (4yrs , 5 yrs, others): document with final grade, if provided, and list of exams with grades (* see notes below table); if the program has not been completed, upload document of enrolment with full list of course exams, exams taken and grades achieved (*see notes below the table).</li> </ul>
<p><b>International graduate admission tests score (GMAT/GRE)</b></p>	<p>GMAT (or GRE) with date and results. Alternatively, indication of date when the applicant will do</p>	<p>If the certificate is still not available when the applicant is applying online, it is possible to</p>

	<p>the test.</p> <p><b>We strongly recommend doing the test by November 2013 in order to obtain the certificate by 31<sup>st</sup> January 2014.</b></p>	<p>complete the on line application and print out the receipt. The site can be accessed at a later date, when the certificate is available, and the document can be uploaded.</p> <p>The uploading closing date is 31<sup>st</sup> January 2014.</p>
Statement of purpose	None	Research interests and goals (maximum 1,200 words).
References (up to two reference letters)	<p>Names, titles and email addresses of referees (up to two) chosen by the applicant.</p> <p><b>Applicants are advised to enter and save referees' names and e-mail addresses a few days before 31<sup>st</sup> January 2014, so the referees will have time to write and upload their letters.</b></p>	<p>Referees will be asked to upload their reference letters on the forms available and by 31<sup>st</sup> January 2014.</p> <p>Applicants can access the online procedure to see whether the reference letters have been uploaded.</p>
Other relevant documents (e.g. publications, certifications in foreign languages other than English, etc.)	<ul style="list-style-type: none"> <li>- publications;</li> <li>- certifications in foreign languages other than English;</li> <li>- other courses attended;</li> <li>- other documents.</li> </ul>	A maximum of five documents can be uploaded.

(\*Notes):

Italian and foreign candidates with Italian degrees can self-certify their academic qualification by specifying: date of graduation, University where they graduated, final grade, exams taken and grades achieved. If the program has not be completed, they can self-certify their enrolment to a program, also providing a full list of program exams, exams taken and grades achieved.

Italian and foreign candidates with non-Italian degrees must attach their degree certificate with final grade (if any), a list of exams with grades, or, if the program has not been completed, an enrolment document with a full list of course exams and a list of exams taken and grades achieved.

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

### **Article 8: RESULTS**

Successful applicants are admitted to the PhD programs ranked according to merit. The prospective students' ranking and scores will be published on the website [www.unibocconi.eu/admissionphd](http://www.unibocconi.eu/admissionphd) by 20<sup>th</sup> March 2014, and the final ranking will be confirmed by decree of the Rector.

### **Article 9: ENROLMENT**

Winners with fellowship must enrol on the PhD program to which they were admitted by 10<sup>th</sup> April 2014. They shall provide the following documents:

- a) enrolment form, which can be downloaded from [www.unibocconi.eu/admissionphd](http://www.unibocconi.eu/admissionphd) ;
- b) signed photocopy of passport or identity card (for Italian citizens);
- c) two ID photos signed on the back;

d) Italian or non-Italian degree:

d1) Applicants holding an Italian degree are required to self-certify their qualifications as per art.46 D.P.R. 28-12-2000, n.445;

d2) Applicants holding a non-Italian degree shall make available the following documents by 1<sup>st</sup> September 2014:

- original copy of the graduate degree or certified copy of graduate degree with exams taken, official translation into Italian and legalization by the competent Authorities;
- "dichiarazione di valore", issued by the Italian Embassy or Consulate of the country where the degree was achieved.

Students enrolled on a PhD program are forbidden to enrol on other University programs, unless they suspend their studies in one of the two programs, as per art. 10.5 of the PhD Programs Academic Rules and Regulations.

If applicants admitted with fellowship decline their places, replacement applicants will be contacted starting from 11<sup>th</sup> April 2014. The PhD Administrative Center (CADES) will send them an email to the address provided on their online application. They must subsequently enrol within five days.

After completing enrolments with fellowship, CADES will contact by email applicants admitted with merit-based tuition waiver, who must subsequently enrol within 5 days. If they decline their places, any replacement applicants with merit-based tuition waiver, must subsequently enrol within five days.

After completing the previous enrolments, CADES will contact by email applicants admitted with payment of registration fees, who must subsequently enrol within 5 days and provide the required above-mentioned documents and the receipt of the payment of the first instalment of the registration fees, for the amount of € 1,000.

Students admitted with payment of registration fees can enrol either after the enrolment of students with merit-based tuition waiver has been completed or by 10<sup>th</sup> April 2014.

Bocconi University will not refund the registration fees paid by a candidate who has declined his or her place, also if the candidate declines the place before the beginning of the program.

The above-mentioned documents and, for paying students, the receipt of the first instalment of the registration fees must be sent by post to:

Università Commerciale "Luigi Bocconi" – Centro Amministrativo Dottorati ed Esami di Stato (CADES) –  
Piazza Sraffa, 11 - 20136 Milano.

N.B.: the final deadline for enrolment is 30<sup>th</sup> June 2014.

If students enrolled with fellowship or with merit-based tuition waiver decline their places before the PhD program begins, enrolled replacement students will be offered a fellowship or a merit-based tuition waiver according to their ranking. CADES will contact them by email at the address provided in their application. However, replacements cannot take place after the first-year PhD program has started (1<sup>st</sup> September 2014).

#### **Article 10 FELLOWSHIPS, REGISTRATION FEES AND FINANCIAL AID**

Bocconi PhD Programs Rules and Regulations (<http://www.unibocconi.eu/regulations>) give information about:

1) fellowships, merit-based tuition waivers and registration fees (art. 9);

2) financial aid for PhD students (budget for studies and research; remuneration for research activities and teaching assistantship; remuneration for research funded by external bodies and organizations) (art. 11).

In particular:

**1) With reference to fellowships, merit-based tuition waivers and registration fees:**

Without prejudice to the above-mentioned Rules and Regulations, 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 € 13.838,47 per annum (before social security-INPS contributions), which is above the minimum amount of € 13.638,47, stated by law.

For the period of time spent abroad the fellowship will be increased by 50% of € 13.638,47, the minimum amount stated by law, in proportion to the duration of the stay abroad, which, in any case, cannot exceed a total of 18 months.

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.

If fellowships are granted by non-university institutions, the Admission Board will assign them according to the ranking of the applicants and the field of research agreed upon with each institution.

Fellowships cannot be added on to other fellowships of any kind except those granted to students who are required to spend some time abroad by domestic or foreign institutions.

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) 9<sup>th</sup> April 2001, without prejudice to further modifications. Applications shall be sent to ISU Bocconi following the 2014-2015 public competition instructions, which will be published at: [www.unibocconi.eu/isu](http://www.unibocconi.eu/isu).

Registration fees for students without fellowship amount to € 5,000 for each year and are to be paid as follows:

First year:

	DEADLINE	AMOUNT
1 <sup>st</sup> instalment	date of enrolment	€ 1,000
2 <sup>nd</sup> instalment	31 <sup>st</sup> December	€ 2,000
3 <sup>rd</sup> instalment	31 <sup>st</sup> March	€ 2,000

Next years:

	DEADLINE	AMOUNT
1 <sup>st</sup> instalment	30 <sup>th</sup> November	€ 1,000
2 <sup>nd</sup> instalment	31 <sup>st</sup> December	€ 2,000
3 <sup>rd</sup> instalment	31 <sup>st</sup> March	€ 2,000

Bocconi University will not refund the registration fees paid by a candidate, unless he or she replaces another candidate who had been awarded a fellowship or a merit-based tuition waiver.



## 2) With reference to financial aid:

Without prejudice to the Bocconi PhD Rules and Regulations, the budget provided for studies and research activities in the last two years of the program amounts to € 1,400 per annum.

Moreover, all PhD students may be allowed to work part time, and be remunerated, when doing the following activities:

- research assistantship
- teaching assistantship

Indicatively, the current standards for the academic year 2013-2014 are as follows:

- Research Assistantship: from the first year
- Teaching Assistantship: from the second year, and, more specifically:
  - a maximum 80 hours of TA per semester in the 2<sup>nd</sup> year;
  - a maximum 160 hours of TA per semester in the 3<sup>rd</sup> year
  - 4 hours of TA may be replaced by 1 lecturing hour.

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

### **Article 11: MORE INFORMATION ON PhD PROGRAMS**

More detailed information about:

- PhD program attendance and evaluation
- thesis writing and submission
- final examination

will be found in the Bocconi PhD Programs Rules and Regulations at <http://www.unibocconi.eu/regulations>

### **Article 12: PRIVACY**

All personal data sent to Bocconi University will only be used in the present call and are for internal use only, as per D.Lgs. (Legislative Decree) 30<sup>th</sup> June 2003 n.196, subsequently complemented and modified.

### **Article 13: GENERAL RULES AND REGULATIONS**

For matters not covered in this call, refer to general PhD rules and regulations and to Bocconi PhD Programs Rules and Regulations published at <http://www.unibocconi.eu/regulations>

### **Article 14: RESPONSIBILITY FOR THE PROCEDURE**

Mr. Gualtiero Valsecchi (tel. no. 02-58362027, e-mail: [gualtiero.valsecchi@unibocconi.it](mailto: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, 31<sup>st</sup> July 2013

D.R. n. 110 / GV.bc

The Rector  
Prof. Andrea Sironi