

F.A.Q. (Frequently Asked Questions)

The PhD Degree

What can I do to participate in the PhD programme?

To be admitted to the PhD programme you must pass the selection process, which include the evaluation of your qualifications and the examination (written and or oral test depending on the PhD programme).

What does the Doctoral programme involve? Will I have to take exams and attend courses?

The requirement varies for each programme, however, the first year of the programme is normally dedicated to study with the objective of mastering the issues surrounding your research project. Students are also required to attend courses. The years following the first are prevalently dedicated to research activities. Please refer to the PhD Administration Office of your course (Segreteria Didattica) for information regarding course content. Usually the last year is dedicated to writing the PhD thesis. Seminars will be held during the PhD Programme in which students are required to participate as speakers. The PhD student is neither employed nor works in any way and thus is not subject to fixed working hours. Issues regarding holidays or illness do not concern the programme even if a student may request a period of suspension from studies for health reasons. The PhD student is expected to write a report at the end of each year indicating their activities in detail. The Teacher's Board will decide students' admittance to or exclusion from the following year of studies.

The Teaching Board establishes the mandatory educational activities for PhD students and the PhD Coordinator and the Teaching Board must authorize all employment activities.

Can I be enrolled in a Bachelor or Master's Degree and a PhD at the same time?

Enrollment in the PhD course is compatible with Bachelor's degree, Master's degree, Single cycle degrees, Schools of specialization and master without compulsory attendance.

On the other hand, simultaneous enrollment between a PhD and a second PhD or between a PhD and a compulsory master's degree.

What are the PhD entry requirements?

In order to apply for a place in the PhD programmes, students must have a degree (in Italy "laurea magistrale, specialistica, vecchio ordinamento quadriennale, AFAM"). An Italian "Master universitario" of first or second level (post-graduate diploma) does not allow admittance to the selection process.

I have a foreign academic qualification. Do I need to provide any particular documentation?

Foreign academic qualifications (Master's degree) must be comparable to the Italian second-level degree (laurea magistrale) in terms of length, level and disciplinary field, and

must be recognized as suitable by the Examining Board, pertaining to the selection process. Applicants must be in possession of a valid foreign academic qualification that allows enrollment in a PhD programme in the country of achievement.

I have a foreign academic qualification or am about to complete one. Can I know beforehand if the qualification is valid in order to apply for the PhD programme?

No, you cannot. The suitability of your qualification will be appraised by the Examining Board in compliance with the regulations in force in Italy, in the country where the qualification was issued and in compliance with the international treaties or agreements regarding the conferment of qualifications for the continuation of studies.

May I apply for a second PhD?

Yes, you may as there are no limitations. However, the Italian scholarship may be awarded only once in a lifetime (that is, if it has been received even for only a brief period of time you may not be awarded another).

My degree qualification was issued years ago. May I apply for admission to the PhD programme?

No, if the PhD Programme you wish to apply for has posed an access limit (such as 5 or 10 years) from the date of publication of the call (see annex A of the Call for applications).

The Call for applications

Where can I find the call, how do I access PhD courses?

The call for applications is generally published in the month of March of every year in the Gazzetta Ufficiale (Official Journal of Italy), on the Euraxess website and on the [University website](#) and indicate deadlines, application procedures, the number of places and the number of available scholarships for each PhD.

What are Scholarships bound to specific bounds topics?

These are places that can be applied for, for which the scholarship award is bound by a particular research theme and which the students must do during their PhD.

May I apply for a specific placement (with or without a scholarship)?

No, applications are made for all the places available in the Call.

I am a foreign candidate. May I apply for all the places in the Call including those offering scholarship grants?

Yes, you may.

I have a Single Cycle Degree gained in Italy prior to Ministerial Decree 509/1999, for which validation as a current Master's or four year degree has not, yet, been achieved. What can I do to obtain the validation?

Candidates must request validation from the University that conferred the degree in accordance with the Ministerial Decree 9 July, 2009.

My degree qualification was issued a number of years ago. May I apply for admission to the PhD programme?

If the PhD Programme you wish to apply for has posed an access limit (such as 5 or 10 years) from the date of publication of the call (see annex A of the Call for applications).

I am a graduate. May I submit an application to the PhD call?

Graduating students may apply within the deadline indicated in the Call.

What is meant by a minimum “certified B2 level of English language”?

To enrol in the Ca' Foscari PhD Programme you must hold a minimum B2 proficiency level of English. PhD students need to obtain the necessary certification within the deadline set by the University or will be excluded from the Doctoral programme.

What types of certification are accepted?

The list of accepted certifications can be consulted at the page [B2 level of English language](#).

I gained my B2 certification some time ago. Is there an expiry date or is it still valid?

Starting from the 2022/2023 academic year, the certifications on the list that have not been obtained for more than 5 years will be considered valid.

Is it possible to gain B2 English Language certification at this University?

Yes, the CLA (Centro Linguistico di Ateneo – University Language Centre) can certify your level of English language as well as organize courses with the aim of reaching the B2 level.

What is the GRE test?

The GRE test (Graduate Record Examinations) – General test (www.ets.org/gre) ascertains students general abilities in Verbal Reasoning, Quantitative Reasoning e Analytical Writing. It is held in English. For PhD programme who needed it, as optional qualifications, the test must be passed before the Call deadline.

I've passed the GRE test but still do not have the certificate. How can I inform the University of this?

If you wish to inform the University that you have passed the GRE test to apply to the Call, attach a signed declaration to that effect. The Certificate itself will be sent directly to Ca' Foscari PhD Office.

Are specific qualifications needed to apply to the PhD Programme?

Yes, there are a number of qualifications and/or documents needed without which your application will not be accepted. The complete list is indicated on the Call.

What is meant by “self-certifying” your academic qualifications?

A self-certification is a declaration signed by the student in lieu of the academic certificate. Our website has a number of forms that can be used by students to self-certify.

What are the differences in the self-certification forms on the website?

Two forms can be downloaded from the site. If you need to self-certify your degree with the list of exams held, that is the form to be used. Should you wish to self-certify other qualifications, please use the general form.

Do I sign the self-certification?

Yes, it must be signed otherwise the self-certification is not valid.

I already have a certificate listing the exams included in my degree. Can I submit this in place of the self-certification?

No, you cannot if you are an Italian and European Community citizen. Government offices can only accept self-certifications of qualifications issued by other Government Offices.

Amongst the documents that can be requested is an abstract. What is it?

The abstract is the thesis summary of your Master's degree.

How is the research proposal to be set out?

If required by your PhD programme, indications are given on the Ca' Foscari [PhD Office website](#).

What do you mean by page?

A typewritten page (in Word or other word-processing program).

Can I present other educational qualifications other than those requested?

Yes, you may attach those documents you believe helpful to your application. Attachment A lists the optional qualifications foreseen by each PhD Course.

In which languages may I present the required documentation?

All documentation must be preferable in either Italian or English, or translated into Italian or into English. It is your responsibility to provide the translated documentation.

I am employed: can I apply for the PhD?

Yes, you may. Please keep in mind that admission to the Doctoral programme involves an exclusive, full-time commitment. The Teacher's Board for each course will evaluate any possible incompatibilities with curricular or training activities.

I am a public servant: should I be admitted, can I take time off work?

In accordance with the law and consistent with the needs of the public administration, the public servant admitted to doctoral Courses is placed on special unpaid leave for study purposes for the duration of the course and may take advantage of the scholarship if conditions are met. In case of admission to a PhD without a scholarship, or should the scholarship be relinquished, the person on leave keeps the social security and retirement plan established by their government office. If, after having obtained a doctorate, their work contract with the Government ceases at the request of the employee within two years, amounts paid pursuant to the second period will be recovered.

The public servant who has already received their PhD or has enrolled in Doctoral Courses for at least one year, having taken advantage of the leave, is not entitled to special leave, either paid or unpaid.

The period of special leave is useful for career purposes, for end of work pay-outs and for the pension plan. For more details please refer to the public administration.

How do I submit my application to the Call?

Applications and any attachments must be submitted within the deadline and via the online procedure indicated by the Call, published on [Annual Call](#) page, or will be excluded from the selection process.

Is there an admission fee?

No, at the moment our University does charge applicants to the PhD Call.

What do I need to apply online?

You must hold a tax code. If you do not have one (e.g. foreign citizens), the procedure allows you to access a site which allows you to create a provisional code in order to apply.

I am a foreign student: what is a Tax Code?

It is a personalized alphanumeric code of 16 characters used for tax purposes.

Do I need an email address to apply for a programme?

Yes, it is mandatory to have an email address, as all information regarding the Call will take place via email.

Do I have to register on the University website before participating in the selection process?

Yes, you do. It is compulsory in order to be able to confirm admission to the PhD course upon selection. If you have already registered (e.g., to take part in previous years' calls for applications or as a former student of Ca' Foscari) this step must be skipped.

Access to the reserved area for confirmation purposes can take place in three ways, depending on the status of the applicant:

1. those who have a student number and a password (as former students of the University) can log in with their credentials;
2. once registered, applicants of Italian nationality or currently residing in Italy who do not have a student number and a password must log in through SPID.
3. once registered, applicants of a nationality other than Italian who are not currently in Italy and have no student number and password may request credentials via the link www.unive.it/nospidaccess

More info about Registration process on [Registration and password recovery](#) page.

I am a foreign student: how do I register?

Enter your personal details in the appropriate fields. It is very important that your Name and Surname (Family name) are entered exactly as per your attached identity card.

What is the code assigned to the application I received via email for?

The code is used to identify you during the various selection phases (results of evaluation of qualifications and tests). The results of the evaluation of qualifications and tests will not be published with your name and surname, but with your application code.

I don't remember my University credentials. How can I recover them?

To recover your password, follow this procedure <https://apps.unive.it/newpass/recupera>.

In case it does not fit in any of the indicated cases contact callcenterstudenti@unive.it or call +39 041 234 7575.

Can I apply for more than one PhD course?

Yes, you can.

Does this mean I will have to send in more than one online application?

Yes, you will need to submit more than one application, attaching all the necessary documentation to each. You may only apply to one curriculum for those courses divided into separate curricula.

What do I do if I have problems with the application procedure?

For any technical and/or operational problems, please refer to phd.application@unive.it.

I made a mistake when attaching one or more files. Can I make changes or additions to the application?

Yes, modifications may be made at any time provided they are done within the deadline (time and day) established by the Call. Simply click on the link provided in the email using your tax code and your application code. Each time a change is saved you will receive a confirmation email.

In what format should I attach files?

All files must be in PDF format.

What is their maximum size?

10 MB each.

I have some files in another format. How do I convert them into PDF?

Online you will find sites that, free of charge, convert to PDF and compress the files if they are greater than 10 MB.

How many files can I attach?

You can attach a maximum of 6 separate files in addition to the B2 English language certification should you have it.

If I have more than 6 files, what do I do?

You can compress (WINZIP/WINRAR) multiple files together, while maintaining the maximum size of 10 MB.

I hold an Italian qualification. What do I fill in on the STUDIES (studies) page?

Only fill in information regarding your second-level qualification giving access to the selection process (laurea quadriennale/magistrale/specialistica/AFAM). You must also indicate when you will gain your Master's Degree, if you still have to complete it. In the field "Duration in years" you must indicate the duration of the title, not how many years it takes to graduate.

I hold or am about to gain a foreign qualification. What do I fill in on the STUDIES (studies) page?

You must complete both the fields relating to qualifications giving access to the competition (Master's Degree) and those related to your previous title (Bachelor's Degree). You must also indicate when you will earn your Master's Degree, if you are a student. In the field "Duration in years" you must indicate the legal duration of the title, not how many years it did take to graduate.

I hold or am about to gain a foreign qualification. Do I have to attach the relevant Declaration of Value?

Yes. If you have obtained the degree in an EU country, the Diploma Supplement is required. Candidates who do not have these documents shall be admitted to the selection procedure conditionally and, if successful, must provide them during the enrollment procedure or in any case by 31 December of first year.

Mandatory knowledge of other languages

The PhD programmes in "Ancient Heritage Studies", "Languages, Cultures and Modern Societies and Linguistics" and " on Asia and Africa Studies" require, in addition to knowledge of English, knowledge of additional foreign languages that will be evaluated during the oral examination. You have to declare this in the Curriculum Vitae.

I am a graduate: how do I fill in the self-certification of my qualification with exams?

Fill in all the fields to the best of your knowledge, including the date of graduation. However, do not fill in the final exam field or final mark field, as you still do not know them.

How do I attach qualifications that I cannot convert into electronic format to my application?

You can attach qualifications only through online application.

How does the presentation of letters of reference (REFERENCES) work?

The online procedure asks you to enter the names of two selected professors (and respective email addresses) as referees. As soon as your application has been saved, they will receive an email notification with instructions to proceed with the upload of the letter of reference. The letter of reference must be uploaded within the admission deadline.

Am I informed when the referee has uploaded their letter of reference?

Yes, you will receive an email as soon as the letter has been uploaded.

One of the referees I have nominated has not received the notification email. What can I do?

The email is sent from a "No Reply" address. Ask the professor to check their SPAM mail and if there is no email, you can send a Reminder to the professor by accessing your saved application again. Alternatively, you can ask the professor to provide a different email address, modify it on the application and, once saved, a notification will be sent to the new address.

Is there a specific format or language to use for the letters of reference?

There is no mandatory format, however, Ca' Foscari PhD Office suggests a template, to be set out on the professor's University or Institutional letterhead. The Commission that read the letter must understand the language used.

May I read my references?

No, you cannot. Only the Ca' Foscari PhD Office and the Commission can read the letters.

If I do not receive notifications, does that mean the professor has never uploaded the reference?

Yes, that's right.

In this case, what is best I do?

Contact the professor to remind them to upload their letter or change referee, modifying your online application.

I already have the letters of reference. Can I upload them myself?

No, because of their significance, references can only be uploaded by the chosen referees and not by the candidate.

When is the best time to apply?

We recommend that you do not complete the application on the last day to avoid problems with your internet connection or oversights that may prevent you from completing this procedure. This will also allow time for your referee to receive their email alert and upload their references within the specified deadline.

What happens if I don't have all the documents ready?

You can fill in the application enclosing empty (white) PDF files in place of those that are not ready. This allows you to save your application and your referees will receive the email alert to upload their references.

Can I cancel my application?

No, once submitted it cannot be cancelled. In case of waiver you must send an email at phd.application@unive.it communicating Application Code and PhD Programme chosen.

How do I know if my application is in order?

The notification email with a personal application code certifies the regular submission of the application. Validity will be accessed by PhD office staff only after the application deadline.

Do you normally inform candidates that their application has been admitted?

No, Ca' Foscari PhD Office will only notify candidates who, for whatever reason, have been excluded from the competition. Therefore, if you do not receive any emails to this purpose, you are to present yourself to the exam selection on the days and at the time specified by the online publication of the calendar of selections.

Exams and selection

How are candidates selected?

There may be an evaluation of qualifications as well as a written and/or oral exam. The exams are listed for each PhD in Attachment A to the Call.

Is it possible to view the exams from previous PhD selections?

No, they are not available.

When are exams held?

Exams are held according to the calendar that is published after the Call deadline found on the Ca' Foscari PhD Office website.

Is it possible to take the exams via video-conferencing?

Yes, it is as indicated in the relevant PhD programme in Annex A. The Examination Boards may, however, decide to opt for the oral interview exclusively via videoconference.

How are exams evaluated?

The Commissions of each PhD programme set out the assessment criteria and the scores attributed to qualifications and exams before the exams end, if not specified by the calendars in Annex A.

How long do the exams last?

If not specified in Annex A, the length of each exam is at the discretion of the Commission. You will be notified on the day of the exam itself.

Can I bring a dictionary with me on the day of the written exams?

Explicit requests must be made to the Commission before the examination session starts, if you wish to use a dictionary.

What ID do I need to bring to the exams?

Accepted forms of ID are an Identity Card, Passport, Driver's Licence or a valid Residence Permit (if you are a foreigner). The ID must contain a passport photo.

I work. Can I get a statement declaring I have taken the exam for my employer?

Yes, ask the Commission to provide one on the day of the exam.

How will I be notified of the exam results?

Exclusively online. The selection calendar indicated the days the scores will be made available. You will find the results of the individual exams and final rankings for each Doctoral Programme. Candidates who have gained a placement will not be notified

personally. The results of the evaluation of qualifications and tests will be published without the name and surname of the candidates but with the only unique application code assigned, in accordance with current legislation on the protection of personal data.

How are the final rankings structured?

The rankings establish the order of student admission up to the number of placements available for each PhD course. All rankings will be published without candidates' first and last names but only with the unique application code assigned.

What does it mean to be eligible?

It means that your final score makes you suitable for admission to the Doctoral Programme but that you have not gained a placement.

How are PhD scholarships assigned?

PhD scholarships are assigned in the same order as student ranking.

I have attained the same score as another candidate. What does this mean?

In situations where students are equally ranked, the scholarship is assigned to the candidate on the basis of their family economic situation in accordance with current legislation on the right to study.

I have been admitted. Do I have to pay enrollment fees?

All admitted students shall pay stamp duty and Regional tax for each year of study.

I have been assigned a specific topic scholarship. What does this mean?

This means you are obliged to develop that research theme during your PhD. It is not possible for the winner of these specific scholarships to opt, regardless of their ranking, for a free-topic scholarship.

How are placements without scholarships assigned?

Places not covered by scholarships are awarded to candidates until all placements have been filled. In the event of equal ranking, priority is given to the disabled candidate (equal to or above 66% disability) and then to the youngest candidate.

If I have applied and have been admitted to more than one PhD courses, what do I do?

If you are placed in more than one ranking, you will have to choose one PhD program.

What happens if someone cedes their placement on a programme?

If a candidate withdraws before the course begins or because they have not paid their enrollment fees, the first candidate eligible on the ranking will take their place. Should any scholarships become available due to a candidate's withdrawal, these will be reassigned to eligible candidates according to the order of the ranking.

What is access to records?

It is the request to view and/or receive a copy (photocopy) of the documents that regard you personally.

How can I gain access to records?

Please refer to the appropriate [University web page \[ITA\]](#) for more information and for the relevant form.

Registration, enrolment and student fees for the Doctoral Programme

How do I enroll in the Doctoral Programme?

If you are usefully placed in the final ranking you must enroll in the first year of the PhD program, under penalty of forfeiture within the deadline indicated in the Call. Indications are given in the Call on how to enroll.

How much are the Doctoral enrolment fees?

Payment of stamp duty and regional tax for the right to study is required, the amount of which is determined annually by the Veneto Region.

I'm a winner, can I give up the scholarship?

The Regulation of the PhD programmes (Article 20 paragraph 7) in force since the academic year 2018/19 provides that: "The doctoral scholarship holder can at any time renounce the scholarship without losing the Doctorate, but must pay to the University the registration fees for the current year and return the amount of the scholarship received for the reference year. " Therefore, there is the possibility to enroll for the Doctorate by giving up the scholarship.

May I choose my supervisor?

No, you will be assigned a Supervisor by the Teaching's Board.

The Doctorate and employment

Can the PhD student work?

Yes, consistent with the activity planned by your Faculty and with the permission of the College itself.

What happens for Doctoral students who are public servants?

The government employee admitted to PhD courses is placed on special leave for study purposes at their own request from the outset and for the duration of the course (art. 2 of Law no. 476 of August 13, 1984 and art. 52 c. 57 of Law no. 448, December 28, 2001).

The period of special leave is useful for career progression and treatment of abeyance and retirement planning. Leave is not mandatory and is by employee request. Article 52, paragraph 57 and the subsequent ministerial note of Law No. 448 of December 28, 2001 (budget 2002) provide that the student public servant admitted to a doctorate without scholarship keep their salary, as long as they return to work for the government body at the end of the course.

Can I hold teaching posts at the University?

Doctoral students, as an integral part of the training project, will be required to carry out supplementary teaching activities or teaching assistance. In particular, the PhD students' individual training and research plan includes an annual number of hours, normally equal to 40, of supplementary teaching activities or teaching assistance, to be intended as dedicated to: exercises, seminars, workshops to integrate curricular courses, support in drafting the final paper, assistance with exams, correction of written papers, and online tutoring. The hours of didactic-integrative activity of each PhD student are established by the Teaching Board. Doctoral students may carry out tutoring activities to students of Bachelor, Master's and PhD Degrees, upon Faculty authorization. In any case, this may occur within the maximum limit set by the regulations regarding supplementary teaching activities.