FAQ related to the application procedure

Documents to be attached to the application
The thesis can be attached to the application, preferably with summary in English, but this is not compulsory.

Which is the best languages of the documents?
Languages that can be read by the examination commission are: English, Italian, Spanish and French.

How to prepare the research synopsis?
It has to be written in English. A template for preparing the proposal is available in the LERH web site at the link;
http://www.tesaf.unipd.it/en/sites/tesaf.unipd.it.en/files/ResearchSynopsisWriting_vers.0.pdf
The template is only a draft frame. Feel free to adapt/modify it in accordance with the contents of your proposal.
In preparing the research proposal make reference to the list of priority research topics available in
http://www.tesaf.unipd.it/en/research/phd-lerh-program/priority-research-topics
The research synopsis is a document analysed by the Commission to test the knowledge of the candidate in the field of research organization methodology. It is not the final topic and the methodology that will be used by the candidate in his/her PhD program. This topic and methodology will be finalized by the student with his/her supervisor(s) in the first year of the PhD program.

How to include the letter(s) of reference (or recommendation) in the application?
After closing the application, the candidate can, where applicable, request reference letters by completing the appropriate section on the application form. The candidate can request reference letters before the same closing date for applications. A notification for completion of the letter will be sent to the referee only after the application has been fully submitted.
The referee will be automatically notified by the system and will have to personally complete the reference letter section in the online procedure and submit it by the deadline.
Reference letters attached by the candidate will not be taken into consideration.
It is preferable if the letters are coming from different institutions.

Which are the topics of the oral examination?
The list of topics published in the call is only indicative. The oral exam will be focused on the research topic selected by the candidate, described in the research synopsis, on research methodology and on his/her background.

Since the selection process is highly competitive, is it possible to know the selection ratio?
Applicants are ranked after the evaluation of the documents attached to the application and, if they are shortlisted, after an oral exam on their research proposal (with special focus on the methodology), their background experience, their motivations.

In my application I made a proposal related to a research topic connected to a special grant (i.e. those at the beginning of the list in http://www.tesaf.unipd.it/en/research/phd-lerh-program/priority-research-topics). Does this preclude my selection for the other normal grants?
No, it doesn't. There will be only one ranking. The option for a topic linked to a special grant does not preclude the possibility of being selected for an ordinary grant. In the general ranking the first eligible candidate that will have selected the topic associated to the special grant will be selected.

How many points should I have to be selected?
50 points are the top mark a candidate can reach after the evaluation of the documents sent to the Commission.

100 points are the top mark a candidate can reach after the documents examination (50 points) and the oral exam (50 points).
70 point is the minimum, after the oral exam and as a final mark, to be put in the ranking of the eligible applicants.

Are oral exams public?
Yes, they are (also in the case of a Skype connection).

The oral exam by Skype: how to organize it?
Be prepared to test the connection before the scheduled oral exam.
You will test the connection with the LERH Secretariat some days before the scheduled exam. LERH Skype address: **phd_lerh.**
Telephone contact: +39 (=Italy) **049** (=Padova) **827** (=university) **2693 or 2772** (LERH Secretariat)
At the beginning of the oral exam you will have to show thee document that has been attached to the application.
It is the candidate responsibility to make use of a proper functioning Skype connection.

Are the results of the selection made public?
No, they aren't, in accordance to the Italian regulations on privacy. Applicants can use a code to access to the file with the list of selected candidates.
A list of all candidates' marks will be made public without mentioning the name of the candidates but only their registration code (received at the end of the application).

I am not in the first list of the selected candidates. Can I be selected to attend the PhD program?
Yes, you have to wait: some of the selected candidates can withdraw (or forget to answer to the request of enrolment before the deadline) and the ranking will be re-defined opening some positions to the eligible candidates.

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