



UNIVERSITÀ  
DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale  
Sezione Ricerca e Dottorati  
Ripartizione Dottorati

**ADMISSION ANNOUNCEMENT  
to Ph.D. PROGRAMMES  
29th cycle (academic year 2013/2014)**

(3<sup>rd</sup> supplement)

Issued with Rector's decree number n. 929/2013 Prot. 15809 dated 7th August 2013

(The official Italian text is posted on the University Official Board no. 777/2013 Prot. 15812 dated 8<sup>th</sup> August 2013)

Modified with Rector's decree number 970/2013 Prot. N. 16446 dated 21 August 2013 and with Rector's decree number 1020/2013 Prot. N. 17241 dated 9 September 2013

Integrated with Rector's decree number 81/2014 Prot. 1014 dated 20 January 2014 (The official Italian text is posted on the University Official Board no 31/2014 Prot. 1016 dated 20 January 2014)

**Deadline for applications: 6 February at 11.30 am (Italian time)**

The announcement may be viewed on the following website:

<http://www2.units.it/dottorati/> >> Admission procedure

**Art. 1 – ANNOUNCEMENT**

The Università degli Studi di Trieste (hereinafter University of Trieste) announces public selection procedures for admission to the following Ph.D. Courses (29th cycle) for the academic year 2013/2014:

- **Environment and Life** (attachment 1bis)
- **Molecular Biomedicine** (attachment 2bis)
- **Engineering and Architecture** (attachment 5bis)
- **Nanotechnologies** (attachment 6bis)
- **Earth Science and Fluid Mechanics** (attachment 9bis)

Ph.D. Courses shall not be run if the number of registered students is lower than four.

Admission to the Ph.D. courses is by public selection. Modalities and criteria are explained in the attached files that describe each Ph.D. Programme and form an integral part of this announcement. The attachments also provide information on curricula - if any - research areas, available places, additional admission requirements which may differ from the general ones herein provided, and examination dates and times.

Any changes and integrations shall be published on the website in each attachment.

**Art. 2 – ADMISSION REQUIREMENTS**

Ph.D. applicants must hold one of the following qualifications:

1. an Italian Master's degree known as "Laurea specialistica/magistrale" or a degree awarded prior to approval of Ministerial Decree D.M. n. 509 of 3 Novembre 1999, updated with D.M. n. 270 of 22 October 2004, n. 270, or a qualification corresponding to a Master's (second level) degree;
2. an equivalent foreign academic qualification awarded abroad;

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3. an academic qualification awarded abroad which is considered to be equivalent to the Italian degree that allows the holder to undertake Ph.D. studies for duration, level and area of study.

Possession of specific degree qualifications may be required by each Ph.D. programme. Please refer to the Ph.D. attachments for further details.

Candidates must be awarded their degrees no later than deadline set for each Ph.D. course, as specified in each attachment. No restriction to citizenship applies.

Candidates who have not been awarded their degrees yet may be admitted to the selection procedure conditionally. Failure to obtain their degree by and no later than the deadlines set for each Ph.D. course shall result in their exclusion from the merit lists. Students graduating from the University of Trieste must submit their application for graduation prior to applying for any Ph.D. course.

Any other qualification that candidates may list in their applications shall only be assessed if they are awarded by and no later than the same deadline set for graduating, which is a requirement for admission to the Ph.D.

Specific requirements must be fulfilled by candidates who apply for scholarships that are co-funded by the European Social Fund and the Friuli Venezia Giulia Region (see art. 4.2).

Applicants with dual Italian citizenship must declare their Italian citizenship (law n. 218 of 31 May 1995, on the reform of the Italian system on private international law, art. 19 paragraph 2).

## **Art. 3 – DEGREES AWARDED BY FOREIGN UNIVERSITIES**

Candidates who have been awarded a degree by a foreign university shall attach the documents listed below to their online application. Failure to do so shall result in their exclusion from the selection.

- a. A copy of their degree certificate and transcript of the exams taken and the title of the thesis, in either in Italian or English. EU citizens may simply submit a self-certification of the above-mentioned information, in compliance with Italian Presidential Decree DPR 445/2000 and subsequent amendments and additions;
  - b. Curriculum vitae et studiorum  
and **if available:**
  - c. The Diploma Supplement. Should this certificate be issued by the foreign University, its legalization must be provided but not its translation. This document substitutes the so-called “declaration of value” (Dichiarazione di valore);
- or
- d. The “declaration of national value” of a degree qualification. The declaration of value must report duration of the degree course, final mark obtained and the value scale to which it refers. Failure to provide this information shall result in the Examining Board attributing the lowest score upon assigning points to the degree mark. The declaration of value shall also indicate that in the Country where it was obtained the

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degree allows the holder to undertake third-level academic studies that are equivalent to Ph.D. Programmes.

Should the candidate's course of studies include a first and second level degree (e.g. Bachelor's + Master's), certificates for both degrees must be submitted, including a list of exams taken and standard duration of the course/s. Failure to do so shall result in exclusion from the selection.

Candidates who have obtained a Bachelor's degree and then an Italian Master (a specialist course) awarded by an Italian University are not eligible for admission to a Ph.D. course.

The documents listed under points a. and c. must be legalized by the local Italian Embassy or Consulate within and no later than the date of enrolment (see art. 7). Failure to provide this documentation shall result in exclusion from the merit list.

Candidates who have not been awarded their degree yet must attach a transcript listing the exams taken – either in Italian or in English – to their online application by the deadline for submitting qualifications set for each Ph.D. Programme. Failure to provide this information shall result in exclusion from the entry examination. Should they be awarded their degree by the deadline for submitting qualifications, they can access the online admission procedure again and attach a copy of their degree certificate, either in Italian or in English. Suitability of the candidate's academic qualification for enrolment on the Ph.D. Programme shall be assessed by the Entry Examination Board, in compliance with relevant laws in force in Italy and in the Country where the qualification has been awarded and in compliance with international treaties or agreements on the recognition of qualifications for the continuation of higher education studies.

In light of the wide range of foreign degree qualifications, the University of Trieste may request the support of expert third-party institutions for assessment and recognition of foreign degrees.

Candidates applying for places reserved for scholarships funded by foreign Countries or by international mobility programmes, outlined in the attachments, must also attach the statement of allocation of scholarship.

## Art. 4 – AVAILABLE PLACES

### 4.1 – general information

The number of places and/or scholarships for each Ph.D. Programme may be increased in the event of co-funding by third-party sponsors. The deadlines for submitting applications set in this Announcement shall apply. A number of scholarships shall be available and shall be allocated in line with art. 8 below.

Upon submitting their application, candidates cannot opt for a place without scholarship. This option is possible only after the selection procedure is completed.

Some places on some Ph.D. courses may be reserved for students who have graduated in foreign universities and for holders of scholarships funded by foreign

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Countries or international mobility programmes. Details about this availability may be found in each attachment. For these candidates, admission procedures and times may vary and a separate merit list may be provided.

## 4.2 – scholarships co-funded by the European Social Fund



**Il Fondo Sociale Europeo  
in Friuli Venezia Giulia**  
Programma Operativo Regionale 2007-2013



Unione Europea  
Fondi sociali europei



UN INVESTIMENTO PER IL TUO FUTURO

The Region Friuli Venezia Giulia, through resources of the European Social Fund, Operational Programme 2007/13, Axis 5 Transnational and Interregional Cooperation, wishes to support the acquisition of the title of “Doctor Europaeus” in line with the conditions set by the European University Association (EUA).

ESF co-funded places are available for candidates who meet the following requirements, without prejudice to provisions set in art. 4:

- 35 years of age or less;
- reside or be domiciled in the Region Friuli Venezia Giulia when the doctorate/project starts;

Candidates are requested to:

- attach a Research Project (hereinafter “Project”) to the application. The project must have a duration of 18 months and must be concluded by 30 June 2015, without prejudice to the three-year duration of the Ph.D. course. The project must be submitted using the given form (<http://www2.units.it/dott/en/> Admission procedure >> Application forms >> “Research Project - ESF”), to be filled in with all the requested information. Failure to do so shall result in exclusion of the project from the selection procedure.
- spend 6 months abroad - over the 18 months of the doctoral studies - in a research institute located in one of the EU member states, Switzerland, Norway, Iceland, including the EUA member universities ([www.eua.be](http://www.eua.be) >>EUA-membership >>EUA membership directory). The six-month period may be divided into two three-month periods, which may be carried out in two different institutes. The Ph.D. student must obtain authorization from the Academic Board, in line with the Internal Doctor Europaeus Regulations.
- participate in conferences, seminars and workshops.
- with regard to Results and Patents, the owners of the results shall indicate the regional funding, European Social Fund, Operational Programme 2007/2013 when disseminating their results, in line with the University’s regulations and national laws. Without prejudice to the obligations provided in art. 11, the Ph.D. student shall also:
  - a. submit a quarterly report of the activities performed within 20 days of the end of the quarter, with the approval of the scientific supervisor, confirming that the activities have been regularly carried out;
  - b. submit a yearly analytic report of the activities performed, within 30 days of the end of the year, with the approval of the scientific supervisor;

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- c. submit a report of the activities performed abroad within 10 days of the end of the period of stay abroad, with the approval of the foreign scientific supervisor;
- d. submit the final Project report, approved by the supervisor, within 30 days of the end of the Ph.D. course. The final report must indicate the achievement of the set project objectives, specifying any changes to the project that may have been necessary but have not hindered the successful completion of the Project.

The project may be concluded in advance solely in the cases listed below. In these events, the scholarship shall only be paid until conclusion of the project.

- a) permanent health issues affecting the Ph.D. student, to be certified by a public health facility, which hinder Project continuation;
- b) serious family problems affecting the studies undertaken, to be adequately documented;
- c) employment, to be documented by the employer.

The certificates requested in letters a), b) and c) above shall be submitted by the Ph.D. student together with his/her statement of advance interruption.

The advance conclusion of the Project for reasons other than those listed above shall result in the interruption of the ESF-funded scholarship and obligation for the Ph.D. student to return the amount received until interruption of the project.

If students fail to comply with the said obligations and to achieve the set yearly and final results, and are thus unable to continue or conclude the Project successfully, shall have to return all the ESF scholarship fees received until that moment.

The Project and scholarship allocation may be suspended solely in the following cases:

- a) serious health problems
- b) pregnancy
- c) military service.

In these cases, scholarship holders shall submit a request of interruption and a certificate indicating the reason for the interruption. The Project may be redeemed at the end of the period of interruption and shall be concluded by 30 June 2015.

## Art. 5 – APPLICATIONS

### 5.1 – procedure

The application must be filled online and submitted by 11.30 am (Italian time) of 6 February 2014. Other forms of applications shall not be accepted and shall exclude candidates from the selection.

The application procedure is as follows:

1. **register** on the University of Trieste website at the address <http://www.units.it/dottorati/>, >> Admission Procedure >> Online application
2. After **registration**, login and fill in the application form, following the instructions. Once you have confirmed your application, an email will be automatically sent to you confirming submission.

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Candidates who were previously enrolled at the University of Trieste already possess login username and password and can directly log onto the **enrolment** section, following the online instructions. If you have forgotten your login username and password, you may request new ones to the Doctoral Registrar's Office by 3 February. After that date, the office shall not issue new usernames and passwords. The username and password assigned to the student shall be necessary for future logins.

**After the deadline for submitting the admission application, the type of selected place cannot be changed.**

3. Should the candidate hold more than one university degree of different levels, the highest level qualification requested for admission to the Ph.D. course must be inserted in the online application (see art. 2).

Candidates who have not been awarded their degrees yet (which nonetheless must be obtained by the deadline for submitting certificates and qualifications) and have therefore been accepted conditionally, may access the online procedure again and upload a self-certification.

4. Candidates must fill in and attach online the form "Integration to application" which can be downloaded from <http://www.units.it/dottorati/> >> Admission procedure >> Forms, together with the certificates and documents listed below. The deadline for submission of these documents can be found in each attachment under "deadline for submission of certificates":
  - a. curriculum vitae et studiorum;
  - b. degree thesis /abstract in Italian or English;
  - c. publications and other certificates/qualifications;
  - d. research project, if requested.

Certificates may only be attached during the online application in "PDF" format (following an antivirus check). File size must not exceed 5 MB and they may be compressed in RAR or ZIP formats. Candidates may add, delete or modify the documents also after completion of the online application up until the final deadline for submission of certificates and qualifications.

Candidates must apply online uploading certificates, transcripts and the form "Integration to the application". However, they may submit their publications separately, should they be voluminous or unavailable in electronic format. In this case, candidates must indicate in the above-mentioned form which publications will be sent in ways other than the online submission in compliance with the procedures outlined in each attachment.

5. The exam registration fee (**€ 46,38** including € 16 of stamp duty) must be paid **by and no later than 10 February 2014**. Payments made after this date will not be accepted and candidates shall be excluded from the examination. Accepted payment methods are as follows (receipts need not be sent to the Doctoral Registrar's Office):

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- **in Italy only**, at any bank located in Italy or at any cash machine or any machine with “Internet Banking” or “Telephone Banking” services, **using exclusively the personal payment form** that can be printed at the end of the online enrolment procedure. **Bank transfers** are not accepted. The payment deadline is compulsory and therefore if payment orders are done through the bank’s **online payment service** or through “**Telephone Banking**”, candidates must be aware that payments may be carried forward the following office day.
- online by credit card using VISA or MASTERCARD (also if the credit card holder is another person). Payment confirmation may be printed at the end of the procedure.

The exam fee is non-refundable in no case whatsoever, unless more than one payment has been mistakenly made for the same examination.

Non-Italian candidates residing in Iran or in other countries subject to US or EU restrictions shall pay the exam registration fee before the entry examination, if it is scheduled in Trieste, or else when applying for enrolment, otherwise they will be excluded from the merit list.

Candidates from Developing Countries shall pay € 16,00 only to cover the stamp duty. A list of Developing Countries is available at the following web link: <http://www.units.it/dottorati/> >> Admission procedure.

6. The admission application shall be considered sent by the candidates when they sign the attendance sheet on the day of the entry examination or when they submit their enrolment applications in the case of selections that do not foresee an examination.

Candidates applying for more than one Ph.D. Course shall have to submit more than one application, attaching all the necessary documentation to each application and make the relevant payments.

Candidates who wish to take the interview by video conference shall comply with art. 6.1 bis (see below).

All candidates are admitted to the examination conditionally: their applications are verified to check that they meet the requirements set in this announcement, which shall be done in line with art. 43 of DPR n. 445 of 28 December 2000. The University may decide on the exclusion of any candidate from the selection procedure at any time. The University shall also verify the truthfulness of the self-certifications provided by candidates. Applicants providing false declarations are punished in compliance with the Italian criminal code and special laws on the matter.

## 5.2 – applicants with disabilities and learning impairments

According to the nature of their disability and in line with law n. 104/1992 and its integration law n. 17/99, disabled candidates may request the use of special equipment and additional time to complete the examination.

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In line with law n.170/2010, candidates with learning impairments shall be granted 30% more time than the standard allowed time to complete their examination, in relation to the type of examination that is being taken.

In the event of a certified severe learning impairment, the University may take other measures aimed at guaranteeing a fair opportunity at the examination.

Requests must be sent at least 15 days prior to the examination to the Sportello Disabili - Piazzale Europa 1, 34127 Trieste, Building A (right wing), underground floor - tel. 040 558 2570 - fax 040 558 3288 - email: [disabili@units.it](mailto:disabili@units.it) - [dislessia@units.it](mailto:dislessia@units.it) - web page: <http://www.units.it/disabili> - Office opening hours: Tuesdays and Thursdays, from 10 am to 12 pm, Wednesdays from 2.30 to 4.30 pm. The request must include the certificate issued by the Health Commission in line with law 104/1992 or the documentation listed in law 170/2010 for students with learning impairments.

Candidates with disabilities who need to use special equipment during the examination, in line with law n. 104/1992 and its integration law n. 17/99, shall provide this information in the online application form, specifying the type of equipment they will need.

## Art. 6 – ENTRY EXAMINATION

### 6.1 - procedure

Entry procedures and examination dates are set out in each attachment, which form an integral part of this announcement, and are to be considered as an official notification.

Dates and procedures may vary for each Ph.D. course. Candidates are thus requested to check for changes and updates also nearer examinations.

The written examination (if any) shall be taken by all candidates in Italian. The Examining Board may however decide that the essay must be written in a foreign language by all candidates.

The oral examination (if any) focuses on the assessment of the knowledge of one or more foreign languages.

For some Ph.D. courses the minimum language level required may be one set by the CEFR (Common European Framework of Reference for Languages by the Council of Europe – global representation of the three reference levels).

The relevant tables may be viewed at the address: <http://www.units.it/dottorati/> >> Admission procedure.

On the day of the examination, unless otherwise specified in the attachments, candidates shall indicate which places with earmarked topics (if any) they are taking the exam for, specifying their priorities. Candidates opting for places co-funded by the European Social Fund must specify this in the form "Integration to the application".

In order to be admitted to the examination, candidates must show a valid ID document.

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The candidates' names and the results of initial and/or intermediate evaluations and final lists shall be published in one single PDF file on the Doctorates website, next to each attachment.

No personal letters shall be sent directly to candidates. In line with current laws, rejected candidates may ask for the reasons of their exclusion in writing.

## 6.1 bis – Video conference interview

Interviews for the admission to some Ph.D. Courses can take place by video conferencing or other technologies which allow the examiners to remotely visualize the candidates, in case this option is specified in the relevant attachment to the Admission Announcement. Candidates who wish to take advantage of this possibility shall submit a request by attaching the "Video conference interview" form (downloadable from the Doctoral web site <http://www.units.it/dottorati/>>> Admission procedure >> Application forms) to the admission application with a copy of a valid ID document. The software (Skype or similar) and the candidate's account to be used by the Examining Board to make the video call, must be indicated in the form. Failure to do so shall result in the candidate's exclusion from the selection.

Candidates shall be available and connected through the personal account indicated in the above mentioned form on the day scheduled for the interview, to be checked in the relevant attachment to the Admission Announcement. The Examining Board may decide to start the interview at a time agreed with the candidate.

The candidate will have to show to the video camera the same ID document already attached to the online application at the beginning of the interview, in order to be identified by the Examining Board.

Failure to either communicate the personal account or to connect online or to be available at the set date and time or to show the valid ID document as explained above shall result in the candidate's exclusion from the selection.

The candidate may however decide to attend the interview in person and on site, at the time scheduled, and provided s/he carries a valid ID document.

The University of Trieste is not to be held responsible or liable for technical failures that may hinder the interview.

Candidates who cannot attend the interview in person and on site owing to unforeseen circumstances can submit the request for video conferencing by emailing the "Video conference interview form" and attaching a valid ID document to [dottorati@amm.units.it](mailto:dottorati@amm.units.it) at least 4 working days before the oral exam, stating the grounds for their request.

The Examining Board will determine whether the request is admissible and communicate the final decision to the candidate by email at least two days before the oral exam.

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If no email is received in time, the request is to be considered as rejected and the candidate will have to attend the interview in person and on site. Failure to do so shall result in the candidate's exclusion from the selection.

## 6.2 – examining boards

Examining boards shall be appointed to perform the comparative evaluation of candidates, in compliance with art. 13 of the Regulations on Research Doctorates.

The names of appointed Board members shall be published on the Doctorates website, next to each attachment.

## 6.3 – merit lists

On completion of the selection procedure, the Boards shall draw up general merit lists. Candidates who applied for earmarked research places or scholarships shall also be assessed for their specific scientific knowledge.

Should two or more candidates obtain the same score for a funded place, the candidates' Equivalent Economic Indicator (ISEE) shall be taken into account for scholarship allocation.

Should two or more candidates obtain the same score for a non-funded place, the younger candidate shall obtain the place.

The merit lists shall be published in a "PDF" file on the Doctorates website, next to each attachment. The enrolment terms and conditions shall be outlined at the end of each list.

The lists shall also be published on the University's Official Online Board (Albo ufficiale).

The above-mentioned procedures for publishing merit lists and enrolment terms and conditions are to be considered as official notifications and therefore no personal notifications shall be sent to the candidates' addresses.

The merit lists shall be available on the website for 120 days.

## Art. 7 – ENROLMENT APPLICATION

### 7.1 - procedure

The Ph.D. Programmes are run every academic year.

The 29th cycle of the Ph.D. Programmes is run for the academic year 2013/2014 and normally start on 1 January 2014.

Should the start date be postponed due to a delay in the selection procedures, the Ph.D. student should complete his/her first-year research activities by 31 December 2014, making up for all the activities that were to be carried out as from 1 January 2014.

Enrolment on each Ph.D. Programme follows the order of the merit list, according to the number of places available.

Should a place (with or without scholarship) be earmarked for a specific research topic, candidate selection shall be made by the Academic Board by taking into account

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their ranking on the merit list, any options selected by the candidates and the evaluation made by the Examining Board on the candidates' knowledge and expertise in the research field in question.

Enrolment to more than one University and on more than one course at the same University is forbidden (a student is no longer enrolled on a university course only if s/he has submitted his/her written waiver to the University). Candidates may request a suspension of any enrolment to another study course or non-medical training school for the entire duration of the Ph.D. programme, in compliance with current Regulations.

Enrolment to the Ph.D. Programme is incompatible with enrolment on the following: other Ph.D. courses at other Italian and/or foreign Universities or Research institutes (with the exception of joint supervisions), bachelor's or master's degree courses, first and second level Italian Masters and Training Schools, with the exception of provisions set out in art. 9.

Successful candidates must enrol and pay the Regional tax by the date and on the terms set out at the end of their merit list.

Successful candidates who applied for places without scholarship and intend to apply for a reduction of fees, must submit their applications for fee exemption/reduction by the deadline and in line with the conditions set out in the Tax and Fees Announcement.

Successful non-EU citizens must submit their permit of stay when enrolling. The permit may have been granted for either subordinate or self-employment, family reasons, religious reasons, political asylum, subsidiary protection or studies/university attendance. Should they not be in possession of their permit of stay yet, the receipt of application for a permit of stay must be provided. In case of a renewal, successful candidates must also submit their expired permit of stay. Non-EU candidates who are already in Italy on a permit of stay for study or research reasons may have to return to their Country of origin and apply for a new study visa. Further information may be obtained from the local police headquarters (Questura).

Successful candidates who fail to submit their enrolment applications in line with the terms and conditions that will be provided shall be excluded from the selection and their vacant places shall be made available to the next eligible candidates on the list.

Candidates who hold a foreign degree but have not submitted the requested documents listed in art. 3, validated by the Italian Consular Offices, prior to the examination must do so by the deadline for enrolment. Failure to do so shall result in their exclusion from the merit list.

Foreign candidates may be allowed to start their first Ph.D. year later, in the subsequent academic year, if they are unable to obtain the required documentation for their foreign academic qualification or the entry visa within the first quarter of the start of the Ph.D (January 1, 2014). Programme. Reasons for this delay must be proved and documented, However, payment of the first enrolment fee and submission of the form "Declaration of obligations by the Ph.D. student" are compulsory and scholarship

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holders must submit the “scholarship request” form. Moreover, approval by the Academic Board on this issue is necessary. Candidates must be in possession of the above-mentioned documentation by the start of the successive academic year or they shall be excluded from the programme.

Once all successful candidates have enrolled, the date of commencement of the Ph.D. Programme shall be published on the website [>> Ph.D. commencement dates](http://www2.units.it/dott/en/Admission_procedure). Any granted postponed commencement shall be notified by the Doctoral Office directly to the Ph.D. students.

In the event of waivers on the part of successful candidates, an equivalent number of eligible candidates shall be selected from the merit list (following the ranking order) within a month of the official commencement of the course, after assessment by the Academic Board.

No research activity may be started prior to the official commencement date set for the Ph.D. Programme by the Academic Board. Payment of scholarships shall start from that date.

Ph.D. students from the medical sector may request to participate in clinical care work. In this case, professional habilitation and professional insurance shall be essential requirements.

The following may also enrol on the Ph.D. Courses (set number of places available):

- a) students selected in the framework of international research agreements or programmes in which the University is involved either as coordinator or partner, which have at least the same duration as the Ph.D. Course. Enrolment is possible after approval by the Academic Board of the course in question and after evaluation of the candidate's qualifications which should meet the admission requirements listed in article 2.
- b) students enrolled at Foreign Universities or Research Institutes that have signed agreements with the University of Trieste for the joint award of the qualification of Philosophiae Doctor.

## 7.2 – places left vacant

Students who fail to enrol by the set deadline or provide false statements shall be excluded from the Ph.D. Programme. Any places that may thus become vacant shall be assigned to other eligible candidates, following the order on the merit list and in the ways outlined hereafter:

- a) after the enrolment deadline, any places/scholarships that may remain available shall be published online on the Doctorates page;
- b) eligible candidates who rank higher on the merit list shall be assigned the available places and must enrol following the terms and conditions set out in the “PDF” file listing the students admitted to the Ph.D. programme, which shall be published on the Doctorates website in each attachment;
- c) candidates ranking lower on the merit list may be entitled to enrol and may therefore state their interest in covering any places that may not be taken by eligible

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candidates as in letter b), by filling in the form that can be downloaded from <http://www2.units.it/dott/en/> Admission procedure >> Forms >> Intention to cover vacant places. Submission is by the same deadline;

- d) unsuccessful eligible candidates who do not submit their enrolment application or their intention to cover vacant places by the set deadline shall lose their right to enrolment. No justification to any delayed submission shall be taken into account.

Should further places become vacant after the above-mentioned deadline, a list of the candidates entitled to enroll on the Ph.D. Programme shall be published, following the merit list and the candidates' letter of intention to cover any vacant places.

No personal notifications shall be sent directly to candidates.

## Art. 8 – SCHOLARSHIPS

Scholarships are available for all candidates applying for standard places, unless otherwise stated in the attachments.

In the event of two or more candidates obtaining the same score at the entry examination, selection shall be made by taking into account the candidates' economic situation that is assessed in line with decree D.P.C.M. of 9 April 2001 and subsequent amendments and additions.

Scholarships are granted annually and may be renewed every year for the entire duration of the Course, as long as the Ph.D. student completes the set programme activities, which shall be assessed by the Academic Board.

The Ph.D. scholarship is paid monthly for a total annual amount of € 13,638.47, gross of national insurance contributions to be paid by the student. The said amount may be increased by maximum 50% in case of research that is carried out abroad for a period of time that must not exceed 18 months. The number of months that can be spent abroad is specified in each attachment. Different conditions may apply to scholarships funded by third-party institutions. In any case, scholarships may be increased if the period of stay abroad is uninterrupted and longer than sixty days.

Students who have already been granted a scholarship, even partially, cannot be granted a second one.

Scholarships cannot be granted in conjunction with fellowships or other grants, except for scholarships awarded by Italian or foreign institutions to support the students' research activities abroad.

Students may waive their scholarship at any time without losing their place in the Ph.D. Programme.

Scholarships do not entitle holders to any legal and economic career advancement.

Scholarships are granted only if acceptance is given by the Ph.D. students using the given form.

Scholarships funded by the University of Trieste for research other than earmarked research shall be assigned following the order on the merit list until full allocation.

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In the case of scholarships funded by external bodies, the Academic Board shall decide on the combination of candidate/funding body. In the case of scholarships for earmarked research, the candidate shall be selected by the Academic Board which shall take into account the merit list, any options selected by the candidate and the best assessment provided by the Examining Board in terms of candidate's competence in the specific field of research.

In the cases where it is compulsory to select an option but none of the successful candidates who have selected that option accept the research topic offered in conjunction with the scholarship, the latter shall be offered to another successful candidate following the order on the merit list until all standard places available are covered. This shall be done also if the candidate has not selected that option but the Academic Board considers him/her to have the necessary competence to work on that specific topic. The scholarship may be offered to the first unsuccessful eligible candidate who has selected it as his/her option, if it not assigned to any other successful candidate for the reasons mentioned above and solely if approval is given by the Examining Board on the candidate's specific competences and if the number of available places may be increased up to the ranking position held by the said candidate. If none of the eligible candidates have selected the specific topic, the Academic Board may, at its own discretion, offer the scholarship to the eligible candidate on the merit list that has the highest potential and competences to perform the research.

Payment of scholarships starts when attendance and research activities commence. Even if the Ph.D. programme does not start on the first day of the month, the first monthly installment of the scholarship shall be paid in full. A student who has not been able to attend and make up for the lectures/activities missed, shall have to return the part of the scholarship s/he received unduly.

At the end of the year the Academic Board shall assess the students' work to assess whether they can continue their research onto the following year. Unless otherwise stated, a successful assessment shall mean that the candidate has made up for any activity that s/he has missed at the start of the Ph.D. Programme and all scholarship installments shall be paid for the said period.

## **Art. 9 – COORDINATION OF Ph.D. COURSES WITH MEDICAL SPECIALTY TRAINING COURSES**

Joint attendance of a Ph.D. Programme and a Medical Specialty Training Course is possible if the following general criteria are met:

- a)** the medical trainee has passed the admission examination to a Ph.D. Programme at the same University where s/he follows his/her training;
- b)** joint attendance may be granted during the last year at the Medical Specialty Training School and the first year in the Ph.D. Programme and must be compatible with the work and commitments at the Medical Specialty Training School. Authorization by the Board of the Medical Training School is necessary;

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- c) the Academic Board of the Ph.D. Programme decides on admission to the second year after assessment of the research activities carried out at the medical specialty training course during the year of joint attendance and attested by the Board of the Medical Training School;
- d) during the joint attendance the trainee cannot be holder of a Ph.D. scholarship.

## Art. 10 – ENTRY AND TUITION FEES AND REGIONAL TAX

Enrolled students shall pay tuition fees and regional tax in line with the terms and conditions set out in the “Tax and fees announcement” for Ph.D. Programmes.

The exact fee to be paid shall be calculated according to the economic band students fall into (ISEE bands are calculated according to income). In order to be included in one of the ISEE bands (or to obtain full exemption from any payment) students must document their economic situation. Relevant terms and conditions are outlined in the “Taxes and fees announcement for the academic year 2013/2014 – Ph.D. Courses”, which can be downloaded from the University’s website at the address <http://www2.units.it/dott/en/> Tax and fees.

## Art. 11 – RIGHTS AND DUTIES OF Ph.D. STUDENTS

Admission to a Ph.D. Programme entails a full-time exclusive commitment, except for the joint coordination of Ph.D. courses and medical specialty training courses as set out in art. 9.

Ph.D. students have the following duties:

- a) attend lectures included in the Programme;
- b) perform research activities assigned by the Academic Board;
- c) undertake any tests/assessments;
- d) respect the University’s Ethical Code;
- e) submit, either yearly or whenever requested, to the Academic Board a report on the development of the research.

Ph.D. students may carry out their research studies in Italy and abroad, with the authorization of their Supervisor and the Academic Board. During their stays in institutions other than the University of Trieste, Ph.D. students must keep the Supervisor updated on the research and undertake the required assessments as requested by the Academic Board.

As part of their training programme, Ph.D. students may work as tutors for BA or MA students and may be in charge of so-called integrative teaching activities for up to forty hours over each academic year. Authorization by the Academic Board is required and scholarships are not increased. Once the Ph.D. Programme ends and any suspension periods are made up for, the limit of forty hours no longer applies.

As from the second year, a budget is allocated to each Ph.D. student to cover their research activities in Italy and abroad, which may vary according to the Course but will in no case be lower than 10% of the amount of the scholarship set by ministerial decree. The budget shall be managed by the Department where the Ph.D. student is attending his/her course. Any expense shall be authorized by either the Supervisor,

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who is a member of the Academic Board, or the co-Supervisor. In case of controversies with the Supervisor, the opinion of the Academic Board may be requested. The Board may decide to replace the Supervisor, once it has heard the parties involved.

Ph.D. students have access to the facilities, equipment and IT resources of the University in order to carry out their research programme.

Ph.D. students are covered by mandatory insurance against injuries at work issued by I.N.A.I.L. (Italian Insurance Against Injuries and Accidents at Work) in compliance with art. 4 of decree D.P.R. n. 1124 of 30.6.1965, and the n. 1124. They are also covered by the University's insurance against civil liability risks, which the University has undertaken with a major insurance company. Insurances cover only injuries that occur whilst carrying out Course activities.

Insurance cover for civil servants who have been admitted to the Courses is regulated by current laws on the matter (ex art. 12 paragraph 4 of DM 45/2013).

Equal opportunities are granted.

Ph.D. students who fail to comply with their duties may be suspended or excluded from the Programme with motivated decision of the Academic Board.

Ph.D. students are requested to constantly check the Doctorates webpage (<http://www2.units.it/dott/en/>) under the "Notice board" section where general information is posted (deadlines for enrolments to successive years, application for inclusion in fee bands, conferral of qualification, etc.). The Doctoral Office shall not send circulars but only personal letters in case of changes to the curricula. Any communication by email shall be done through the university's account that is created for Ph.D. students.

## Art. 12 – CONFERRAL OF QUALIFICATION

At the end of the Ph.D. Programme, students shall take an examination in which they shall demonstrate the attainment of results of scientific relevance by presenting a written dissertation or a graphic project.

Examining Boards are formed and appointed for each Ph.D. student in compliance with the University's Regulations.

Candidates shall file their dissertation and abstract in Italian and in another foreign language (if authorized to do so) in electronic format in the University Repository OpenstarTs <http://www.openstarts.units.it>.

Dissertations and abstracts are harvested (collected) by the National Libraries of Rome and Florence which retrieve them from the "OpenstarTs" repository, which is also the archive of the General University Library. Dissertations are made public by the National Libraries, in compliance with current regulations.

The institutional University repository "OpenstarTs" is an open, interoperable archive which guarantees high visibility and dissemination of deposited material, in line with the Berlin Declaration for open access to scientific literature"

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([http://oa.mpg.de/openaccess-berlin/BerlinDeclaration\\_it.pdf](http://oa.mpg.de/openaccess-berlin/BerlinDeclaration_it.pdf)) which has been undersigned by the University of Trieste.

Candidates may deny access to their dissertations for a maximum period of one year.

Terms and conditions for admission to the final examination are set out by the University of Trieste every year and are outlined in a specific announcement.

## Art. 13 – ACCESS TO DOCUMENTS, HANDLING OF DATA AND MANAGER OF THE ADMINISTRATIVE PROCEDURE

All personal data collected for the purpose of this selection shall be used (also electronically) in compliance with art. 13 of legislative decree D.Lgs. 196/2003. They may also be used for statistical purposes by the Ministry of the University and Research.

Personal data must be provided since they are essential to draw up the merit list. Failure to provide them results in exclusion from the selection procedure. Students may be granted access to the data they have provided in line with art. 7 of decree D.Lgs. 196/2003.

Candidates may also view the documents of the selection procedure, in line with current laws and regulations (L. 241/90 and subsequent amendments and additions and D.P.R. 184/2006).

The University of Trieste, represented by its Rector (P.le Europa, 1 – 34127 Trieste) is given authorization to handle the data. The Head of the Sezione Ricerca e Dottorati (Research and Doctorate Department) is responsible for the actual handling of data.

In line with law 241/90 and subsequent amendments and additions that Manager of the Administrative Procedure is the Head of the Doctoral Office.

The Doctoral Office is responsible for the implementation of the provisions set herein, which shall be registered in the general registry of decrees.

Any publications candidates submit during the admission procedure shall be used only for the assessment of candidates and the creation of merit lists for the Ph.D. selection procedure.

## Art. 14 – FINAL INFORMATION

Any information that is not included in this announcement may be obtained by consulting relevant current laws and University Regulations on Ph.D. Programmes.

Further information on courses and programmes may be found at the website address <http://www2.units.it/dott/en/>, General information.

Candidates who register with the University of Trieste for the first time when they apply for the Ph.D. selection procedure shall receive a username and password to access university online services and an email account which they can use to communicate with the Doctoral Registrar's Office: (<http://www2.units.it/dott/en/>). Candidates who have previously studied at the University of Trieste keep their old username and password.

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Enrolled Ph.D. students shall be given a university email account, which must be used for all official communication with the University. Students can login to their email accounts from the Doctorates website, by clicking on "email" and using the same username and password.

The University Administration is not to be held responsible if candidates do not receive communications due to incorrect information they have provided or to IT faults that have not been caused by the Administration.

In any case, any communications shall be sent to the home address or email address candidates have provided on registering.

For submissions in which delays are acceptable, the University's Academic Boards have set a fine of Euro 30.00 for a delay of 20 days and Euro 100.00 for delays exceeding 20 days.

<b>Doctoral Office – Address and opening hours</b>	<b>Information</b>
<p><b>Doctoral Registrar's Office:</b> Segreteria Dottorati di ricerca: Main University building (Building "A") – right-hand wing Piazzale Europa, 1 - 34127-TRIESTE (tel. +39 040/558.3182 email: <a href="mailto:dottorati@amm.units.it">dottorati@amm.units.it</a>)</p> <p><b>Opening hours:</b></p> <ul style="list-style-type: none"> <li>- Mondays from 3:15 to 4:15 pm/until all ticket-holders have been seen</li> <li>- Tuesdays, Thursdays and Wednesdays from 9:00 to 11:00 am/until all ticket-holders have been seen</li> </ul> <p>Reservation tickets are needed for office enquiries (dispenser on the second floor - opposite the lift – right wing). Tickets are available half an hour before opening hours and distribution ends at 3.15 pm and 10.30 am.</p> <p><b>Closing times:</b> Fridays and on public holidays (15<sup>th</sup> August, Christmas). For further details please see <a href="http://www2.units.it/dott/en/">http://www2.units.it/dott/en/</a> - Notice Board</p>	<p><b>web:</b> ..... <a href="http://www.units.it/dottorati/">http://www.units.it/dottorati/</a>  <b>telephone:</b> ..... +39-040.558.3182  <b>fax:</b> ..... +39-040.558.3008  <b>email:</b> ..... <a href="mailto:dottorati@amm.units.it">dottorati@amm.units.it</a>  <b>email (for applications):</b>..... <a href="mailto:helpdottorati@amm.units.it">helpdottorati@amm.units.it</a></p>

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