



GIOVANI SÌ



[Applicable Laws and Regulations \(only available in Italian\)](#)

### Art. 1

#### CALL FOR APPLICATIONS TO PhD PROGRAMMES

1. The University of Pisa is now accepting applications for the admission to its PhD Programmes for the academic year 2019/2020 (35° cycle). The list of available programmes and grants is given in the attached forms.
2. In compliance with the Ministry Decree No.45/2013, the PhD Programmes can be activated after the ANVUR has verified the accreditation requirements. The admission tests can therefore be carried out once the reception of positive outcome of such verification.
3. The University of Pisa is committed to achieving and promoting equality of opportunity between men and women.
4. The educational activity of the Doctoral Programmes starts on the 1<sup>st</sup> of November of its first year and ends on the 31<sup>st</sup> of October 31<sup>st</sup> of its third year.

### Art. 2

#### APPLICATION FOR ADMISSION

1. **In order to participate in the application process and avoid being disqualified, the candidate must the following steps:**
  - a. register **online by May 29<sup>th</sup>, 2019, 1.00 pm (Italian Time)**. This step requires visiting the following webpage [www.unipi.it/concorsodottorato](http://www.unipi.it/concorsodottorato) and printing the corresponding receipt at the end of the compilation. No admission is allowed with the registration only and without application fee payment (see following par. B);
  - b. the candidate must pay an application fee of **€ 30,00 by May 29<sup>th</sup>, 2019** at any national bank. Payment must be made using the MAV form, which may be printed at the end of the online application. Please verify that the identifying code of the MAV corresponds to the code of the application: these codes are listed in *Attachment B*. **As for the doctoral courses with more than one competition, the applicant will have to pay only one fee for all the interested competitions.** This payment is valid for all the competitions in the same PhD program. If made or received after the deadline (29 May), the payment will not be accepted, and the candidate will be excluded from the selection, even if due to bank responsibility. If the application fee payment has been made but not completed yet , within the deadline, the candidate will be tentatively admitted pending the payment verification.

**For abroad payments**, the candidate will have to pay following the modality that will be published by May 29<sup>th</sup>, 2019 on the website of Pisa University at <http://dottorato.unipi.it/> - "Admission".

Candidates are invited to keep their payment e-invoicing carefully, as an evidence of payment.

The application fee is never reimbursed except in the event that the admission tests are not carried out because of the reasons in article 1, subparagraph 2 of this call.

2. The list of candidates admitted to the oral interview or written examination will be published at least one day before the event date at <http://dottorato.unipi.it/> under "Admissions
3. Candidates who are attending a Medical Specialization School at the University of Pisa and intend to enrol in a PhD Programme for which the first year would coincide with the last year of the Specialization School (resulting in the possibility of requesting an abbreviation of the PhD Programme according to Art.12 of the PhD regulations), during the online application must upload, within the deadline of the call, a declaration listing the research activities already carried out during the Medical specialization school and attested by the Council of the School. The candidate will also have to send a communication to [concorsodottorato@unipi.it](mailto:concorsodottorato@unipi.it) - July 25<sup>th</sup>, 2018 - in which she/he requests the abbreviation of the PhD course because of the joint attendance.
4. By May 29<sup>th</sup>, 2019 candidates who have a disability or a S.L.D. certificate may request the use of aids or additional time during the admission test by downloading the appropriate form and following the procedures published respectively on the webpages
  - candidates who have a disability: <https://www.unipi.it/index.php/usid/item/7817-assistenza-ai-concorsi-o-ai-test-di-valutazione>;
  - Candidates who have a S.L.D. certificate: <https://www.unipi.it/index.php/servizi-e-orientamento/item/1174>.

### Art. 3

#### ADMISSION REQUIREMENTS

1. Participation is open to all those who, by October 31<sup>st</sup>, 2019, will have obtained an academic qualification equivalent to the Italian "laurea magistrale/specialistica" (e.g. Master Degree) in the fields specified in the corresponding attachment. If applying for PHD programmes that provide for reserved positions for foreign citizens, candidates with a Double Degree Italy/Foreign Country or Joint Degree issued by an Italian and a foreign university, are required to choose whether to participate with the Italian degree (thus waiving to any reserved positions for candidates with foreign degrees), or with the foreign degree (thus applying only for the position reserved to foreign citizens).
2. Foreign academic degrees presented for application are subject to the evaluation of eligibility by the Selection Boards (valid only for the enrolment in the PhD program) in accordance with the relevant legislation in Italy and in the country where the title was awarded, and with the treaties or international agreements concerning the recognition of qualifications for the continuation of studies. The PhD Council will evaluate the equivalence of the level, the nature, the content and the academic rights (access to additional courses) compared to the Italian academic qualifications required for the admission to the PhD program. Such candidates shall submit the necessary documents in order to verify the academic qualifications (e.g. translation, legalization, declaration of value, the Diploma Supplement, Transcript of Records, certificates of ENIC-NARIC centers, etc.). The lack of such documents may undermine the evaluation of foreign qualification requested if the PhD Council is not able to deliberate on the above-mentioned equivalence.
4. **The foreign academic qualification and all documentations will have to be transmitted (only by upload procedure) during the online application within the deadline (29<sup>th</sup> May, 2019, 1:00 pm).**
5. The University has the right to exclude at any time those candidates who do not fulfil the necessary requisites.

## Art. 4

### ADMISSION EXAMS

1. Acceptance into the PhD Programme is based on the assessment of the candidate's curriculum and possibly a written examination and/or an interview. The evaluation of the curriculum shall allow a total score based on the grading criteria established by the Selection Board during the preliminary meeting. For each admission procedure, the relevant annexes will state the specific selection methods, the eventual request of a research project submission and the tests coordination. The tests will take place between the 24th June and the 8th July 2019.
2. **The test schedule (where applicable) and venue, will be published the 30 of May 2019 at <http://dottorato.unipi.it/> - "Admission and enrolment".**
3. The curriculum, signed and accompanied by a copy of a valid identification document, must be uploaded during the online application process and written in Italian and / or English. The candidate must submit separate curricula for each selection they are competing for, and therefore, the curriculum uploaded for a specific application cannot be taken into consideration for other applications. The failure in uploading the curriculum and/or the research project will not give rise to exclusion.
4. In order to avoid being disqualified, the candidate must abide, under penalty of exclusion, the Board's recommendations concerning the correct execution of the written examination.
5. The candidate who intends to submit to the evaluation of the Selection Board any document related to his/her academic records held at the University of Pisa, must make an explicit request of acquisition "through office" in the aforementioned curriculum.
6. In order to take the written examination or the interview (also in video conference) and avoid being disqualified, the candidate must bring a valid identity document. Upon candidate's request, the interview via web or conference call is allowed only if provided for by the Annex of each admission call.
7. A candidate's failure to attend the exams or videoconference will be considered equivalent to resigning from the application process.
8. Before each test, all candidates must be informed of the outcome of any previous test. The score obtained in the evaluation of the curriculum will be announced prior to the completion of the first test by public posting at the administrative department of the Course or at the test venue.
9. Subsequent notifications concerning the selection procedures will be exclusively published at <http://dottorato.unipi.it/> - "Admission" by updating the Attachment concerning the specific to competition.
10. The Selection Boards will be nominated for each degree programme according to Art.10 of the PhD regulations. Should there be justified reasons, the meetings of the Selection Board may be held via teleconferencing. In this case, the Selection Board carries out the online procedures simultaneously and takes the decisions jointly. Those members taking part remotely in the board will have to sign the report transmitted by the Selection Board and return it, by fax or email, together with the copy of a valid identity document.

## Art. 5

### RANKING OF CANDIDATES AND ENROLMENT

1. The ranking list of candidates who have passed the test, highlighting those who have obtained a placement in the given PhD Programme (with or without a study grant) and those who are admitted in the supernumerary category referred to in Art.6, will be published on the following webpage: <http://dottorato.unipi.it/> "Admissions" **by July 23<sup>rd</sup>, 2019**. The ranking is based on the overall grade given to each candidate for the curriculum and of the potential exams.
2. In case of equal ranking:

- a. for the study grant assignment, the lower personal and family income will prevail. The personal and family income is assessed upon the ISEE certification (Indicatore Situazione Economica Equivalente), valid by this call date of publication and issued on behalf of recipient, in compliance with d.p.c.m. n.159/2013;
  - b. assignment of placements without a grant: priority will be given to the youngest candidate.
3. **To avoid losing their placement**, successful candidates (with or without a grant) must register within **30<sup>th</sup> July, 2019**. In case of non-registration or renunciation, the first round of the ranking list will take place followed by the second rounds only in the event that placement assignments are still available due to lack of registration or renunciation. The terms for registration and for the first and second rounds are given in the following table:

	POSTING DATE	DEADLINE FOR ENROLMENT
<b>I ROUND OF PLACEMENT ASSIGNMENT</b>	<b>2<sup>ND</sup> SEPTEMBER, 2019</b>	<b>BY 1:00 PM 6 SEPTEMBER, 2019</b>
<b>II ROUND OF PLACEMENT ASSIGNMENT</b>	<b>11<sup>TH</sup> SEPTEMBER, 2019</b>	<b>BY 1:00 PM 16 SEPTEMBER, 2019</b>
<b>III ROUND OF PLACEMENT ASSIGNMENT</b>	<b>20<sup>TH</sup> SEPTEMBER, 2019</b>	<b>BY 1:00 PM 25 SEPTEMBER, 2019</b>

The list of follow-up candidates will be announced in the same way as the ranking list.

4. In case of non-registration or renunciation of a successful or eligible candidate, the following candidate in the ranking list will succeed, according to the dates assigned above. After those dates and still within 31 December 2019, the ranking list proceeds only upon request of the PhD Council with no possibility for the PhD student to regain the study activities already done. The new placement assignment will be communicated to the e-mail address the candidate indicated in the application form.
5. Here following the documents to submit for the registration following the instructions that will be indicated at <http://dottorato.unipi.it/> - "Admission and registration" by 23 July 2019:
  - a) the Regional tax (or the tax exemption certificate) and the revenue stamp payment receipt;
  - b) the complete registration form of the documents therein;
  - c) enrolment form
  - b) in the case of non-Community recipients, a valid permit / residence card;
  - c) in the case of recipients holding a university degree obtained abroad, the original of the qualification.
6. The candidate is required to provide correct contact information for any personal communication. The University is not held responsible for any loss of correspondence due to erroneous contact information, to any delay in notifying a change of address or to any postal service disruption attributable to third parties.
7. The attendance to the PhD programme, with or without grant, requires an exclusive and full-time participation. To perform external job activities, an authorization is required, as provided for by the University of Pisa Doctoral Programme Regulation, art. 14.
8. PhD students in the medical and veterinary area can, on request, participate in the clinical-assistance activity at affiliated public health facilities, only because they are strictly functional to the research project and subject to the authorization of the teaching body. This participation is governed by a specific agreement stipulated between the University of Pisa and public health facilities (article 17, regulation on the research doctorate).

## Art. 6

### SUPERNUMERARY ADMISSIONS

1. **For the admission in a supernumerary position**, candidates are required to submit the Annex C soon after the interview and no later than three days after at [concorsodottorato@unipi.it](mailto:concorsodottorato@unipi.it) "Dottorati di ricerca – Direzione "Servizi per la Didattica e l'internazionalizzazione".

2. Following a favourable opinion of the PhD Council, aimed also at verifying the compatibility of the working activity with the scope of the PhD course, the candidates who on **November 1<sup>st</sup>, 2019** meet the following criteria can be admitted in **supernumerary**, without grants:
  - to be holders of a research grant subject to verification of compatibility with the research topic and the doctoral degree programme; **or**
  - to have an official relationship with one of the following entities affiliated with the University of Pisa:
    - Consiglio nazionale delle ricerche;
    - Centro Interforze Studi Applicazioni Militari della Marina Militare Italiana (C.I.S.A.M.) **only for PhD degree programmes in Information Engineering;**
    - Azienda Ospedaliera Universitaria Pisana (AOUP) e IRCCS Fondazione Stella Maris.
 Said relationship must have a duration no lower than those of the PhD programme. Furthermore, admission is subject to the positive opinion of the entity they refer to.

**or**

  - to be government employees or under a public law regime.

3. Application for supernumerary admission is also allowed to candidates that meet the requirements and, competing for the economic benefits within the bilateral "Partnership for Knowledge" program between the Italian Agency for Development Cooperation (AICS), limited to Platform 1 "Rural Development and Land Management" and Platform 4 "Cultural Heritage and Sustainable Tourism".

## **Art. 7**

### **STUDY GRANT ALLOCATION**

1. The PhD council decides, in accordance with the rank of order, the assignment of the grants to the entitled candidates and these grants will then be conferred upon the disposition of the empowered director at the end of the ranking procedures
2. If a grant recipient renounces the grant or does not enrol, said grant will be given to the following successful candidate according to the ranking.
3. Grants involving the carrying out of a specific research activity bind the recipients to perform such activity, and in the case of a fund financed by an external entity, provided for in the relevant agreement with the latter.
4. Those who have already benefitted, even partially, from a PhD grant or equivalent programme at the University of Pisa or at any other Italian university cannot receive another PhD grant.
5. The grant recipient is entitled to a total gross amount of € 15.343,28 for the academic year 2019/2020.
6. The University cannot anticipate any payments related to doctoral grants in case of loans or co-financing not assured by bank guarantees, on behalf of public and private entities. Therefore, the University will not pay the beneficiary for the sum to be paid by the external financier and not paid.
7. The recipients of the PhD grant "**Pegaso Regione Toscana – Anno 2019**" together with the requirements listed in Art.3, must also meet the following criteria:
  - to be under 35 years of age by the time the application to the PhD degree programme has been submitted;
  - to be able to demonstrate, during the interview, the ability to use the English language. Furthermore, the candidates must certify this knowledge (comparable at least to the level B2) before acceptance of the PhD grant "Pegaso" through:
    1. internationally recognized certification (e.g. Cambridge English Language Assessment, TOEFL, IELTS) at the B2 level of the Common European Framework for Languages (cfr. <http://www.cli.unipi.it/files/equipollenze/inglese equip?lang=it>);
    2. certification of a Language Centre of the University of any Italian or foreign university;

3. certificate issued by the University's Language Centre (CLI) of Pisa, which provides dedicated sessions of language certification.
- to be available to spend periods of study/research abroad for at least 6 months within the three years of the PhD Programme (at least 12 months for international PhD programmes , if required) , and to be aware that **failure to spend the above period abroad, could give rise to the entire study grant withdrawal . The beneficiaries of a specific-topic related scholarship are excluded if a stay abroad has not been provided;**
  - (*for a specific topic-related scholarship only* ) to formally declare their availability to carry out an experience of at least 3 months of training / research in an applicative context, such as a company, a public research institution, another public institution (non-university) and to be aware that failure in carrying it out may rise the entire study grant withdrawal by the Regione Toscana;
  - to declare the availability to attend courses of soft skills and research and labour market know-how proposed during the three year period of the doctorate.

#### **Art. 8**

##### **CONTRIBUTIONS**

1. PhD students with or without grant are not required to pay the university tax but only the yearly regional tax.

#### **Art.9**

##### **RESPONSIBLE PERSON FOR THE ADMISSION PROCESS AND HANDLING OF PERSONAL DATA**

1. The person in charge of the administrative procedure: Licia Del Corso.
2. According to the General Data Protection Regulation (GDPR) n.679/2016, personal data provided by the applicants will be collected by the University of Pisa with the purpose of coordinating the application process. These data will be handled also using automated processes in accordance with current laws referred to for all issues not specified within this call.

#### **Art. 10**

##### **ADVERTISEMENT OF THE CALL**

1. This call for the applications will be advertised at the following address: <http://dottorato.unipi.it/> "**Admissions**" and electronically advertised at the Pisa University's site, at the European site of EURAXESS and at the Education Ministry site.
2. The call for the applications and the ranking of candidates will also be advertised on Pisa University's official website: <http://alboufficiale.unipi.it>.

The Rector  
Paolo Maria Mancarella