

Disclaimer: This is not an official translation, the official text is the Italian "Bando di ammissione"

**ADMISSION ANNOUNCEMENT
TO THE Ph.D. PROGRAMMES
OFFERED BY THE
UNIVERSITÀ DEGLI STUDI DI TRIESTE
4th SUPPLEMENTARY ANNOUNCEMENT
28TH CYCLE OF Ph.D. COURSES
7TH CYCLE OF Ph.D. SCHOOLS**

**DEADLINE FOR APPLICATIONS:
17 DECEMBER 2012**

A notice of the official Italian text was published on Gazzetta Ufficiale n. 59 - IV serie speciale - dated 31.07.2012
The official Italian text is posted on the University Official Board no. 693 (Prot. 14258) dated 11.07.2012
4th SUPPLEMENTARY ANNOUNCEMENT published on the University Official Board no. 1207 (Prot. 24247) dated 27.11..2012
For updates, please check the University web site: <http://www.units.it> → Ricerca → Dottorati di ricerca.

*La Segreteria
dei Dottorati di Ricerca
(Doctoral Registrar's Office)*
for contacts and opening hours see last page

- Art. 1 - [ANNOUNCEMENT](#)
- Art. 2 - [PLACES AVAILABLE](#)
- Art. 3 - [APPLICATIONS](#)
- Art. 4 - [ADMISSION EXAMINATION](#)
- Art. 5 - [REGISTRATION AND VACANCIES](#)
- Art. 6 - [SCHOLARSHIPS](#)
- Art. 7 - [CHARGES \(ADMISSION AND TUITION FEES, REGIONAL TAX\)](#)
- Art. 8 - [STUDENT RIGHTS AND OBLIGATIONS](#)
- Art. 9 - [AWARD CONFERMENT](#)
- Art. 10 - [ACCESS TO DOCUMENTS, PERSONAL DATA HANDLING, PERSON RESPONSIBLE FOR THE ADMINISTRATIVE PROCEDURE](#)
- Art. 11 - [FINAL INFORMATION](#)
- Attachments 1-8 - [DOCTORAL SCHOOLS](#)
- Attachments A-D - [DOCTORAL COURSES](#)

For the relevant Italian legislation please see: <http://www.units.it/dottorati/?file=DottNorme.inc>



PLEASE NOTE THAT THE UNIVERSITY WEB SITE IS UNDER REVISION. THEREFORE SOME OF THE WEB PATHS INDICATED MIGHT CHANGE IN THE NEAR FUTURE. CHECK HERE FOR NEW LINKS AND PATHS.

The relevant legislation is missing ; please refer to the official Italian text

OMISSIS/MISSING

Art. 1 - ANNOUNCEMENT

The Università degli Studi di Trieste (hereafter Trieste University) announces public selection procedures for admission to the Ph.D. Courses (XXVIII ciclo) and Ph.D. Schools (VII ciclo):

List of Ph.D. Schools (7TH Cycle)

- **HUMANITIES – CURRICULUM INTERPRETING AND TRANSLATION STUDIES (ATTACHMENT 8.5)**

It's also reopened the admission to:

- **NANOTECHNOLOGY (ATTACHMENT 5 bis)**
- **SCIENCES OF REPRODUCTION AND DEVELOPMENT :**
 - **CURRICULUM CLINICAL EPIDEMIOLOGY (ATTACHMENT 6.1 bis)**
 - **CURRICULUM GENETIC AND MOLECULAR (ATTACHMENT 6.2 bis)**

For specific information please see the relative attachment.

List of Ph.D. Courses (28TH Cycle)

- **INSURANCE AND FINANCE: MATHEMATICS AND MANAGEMENT (ATTACHMENT A bis)**

For specific information please see the relative attachment.

This announcement can also be consulted on the University web site: <http://www2.units.it/dott/en/> → *Admission procedure.*

The attachments are subject to continuous updating and any major changes as well as last updating date will be made evident. Please note that also the examination schedules and the number of funded and/or non-funded places are subject to variation.

Person in charge of the administrative procedure (cf L. 241/90 and ff) : Elena Ferraro



Art. 1.1 – REQUIREMENTS

Eligible candidates must hold one of the following qualifications:

- a degree awarded by an Italian institution before the reform (D.M. 3.11.1999 n. 509);
- a “Laurea specialistica/magistrale” awarded by an Italian institution ex D.M. 3.11.1999 n. 509 and ff;
- an equivalent academic qualification awarded by a non-Italian institution;
- an academic qualification awarded by a non-Italian institution of at least four years’ duration, to be declared by the Academic Board as “equivalent for the sole purposes of admission to the Ph.D. Programme”. The Board must verify that the qualification corresponds - in duration and contents - either to a “degree awarded by an Italian institution before the reform (D.M. 3.11.1999 n. 509)” or to a “Laurea specialistica/magistrale” degree awarded by an Italian institution ex D.M. 3.11.1999 n. 509 and ff.”. An assessment (expertise) by third parties specialized in the recognition of foreign academic qualifications might be asked by the University, if necessary.

Candidates must have been awarded their degree **before the deadline stated for each Ph.D. School/Curriculum/Course** (see “academic qualification required”). Further requirements – if any – are also specified in the attachments.

Undergraduates are admitted provisionally; failure to complete the degree before the deadline will automatically result in exclusion from the merit lists. Undergraduates from Trieste University must have submitted their degree application to the Segreteria Studenti (Student Registrar’s Office).

Candidates must have obtained any other qualifications within the same deadline. Research grant holders (“*assegnisti di ricerca*” cf. L. 240/2010 art. 22) who apply for extra places (“*in soprannumero*”) must be receiving their grant from the organizing Department or from one of the other Departments involved (see relative attachment).

In case of Italian dual citizenship, candidates should declare Italian citizenship for the sole purposes of this selection (according to L.31/5/1995 no. 218 Reform of the Italian system of private international law, art. 19 para. 2).

. The University is committed to providing a fair environment that embodies and promotes equality of opportunity.

Art. 2 – PLACES AVAILABLE

The number of places and/or scholarships for every Ph.D. Programme may be increased if extra funds become available. In any case, the deadline for applications remains the same.

A **Ph.D. School** becomes operative when at least **six** students with scholarships have enrolled. A **Ph.D. Course** becomes operative when at least **three** students have enrolled.

Ordinary places (“*ordinari*”) are available to all candidates regardless of nationality unless otherwise stated. See Article 6 for the criteria for scholarship allocation.

When candidates apply for admission to a Ph.D. Programme, it is not possible to apply for an ordinary place without a scholarship (whereas it is possible to apply for one of the extra non-funded places “*soprannumerari*”). If a candidate is awarded a scholarship, the scholarship can only be refused after completion of the admission exams.

Extra non-funded places (if any) are only available to candidates belonging to one of the following categories (identified by the relevant codes):

- [code S/1] research grant-holders (see art. 1.1 - Requirements), carrying out activities in the Departments involved in the Ph.D. Programme
- [code S/2] non-EU citizens living abroad who do not want to apply for an ordinary place
- [code S/3/1] research grant-holders funded by the Italian Ministry of Foreign Affairs (MAE), permitted to sit the **entrance examination in the country of origin**
- [code S/3/2] research grant-holders funded by the Italian Ministry of Foreign Affairs (MAE) required to sit the **entrance examination in Trieste**
- [code S/4/1] non-EU citizens living abroad funded by their own country, with ministerial authorization either by the Italian Ministry of Foreign Affairs (MAE) or by the Italian Ministry of Education, University and Research (MiUR), permitted to sit the **entrance examination in the country of origin**
- [code S/4/2] non-EU citizens living abroad funded by their own country, with ministerial authorization either by the Italian Ministry of Foreign Affairs (MAE) or by the Italian Ministry of Education, University and Research (MiUR) and required to sit the **entrance examination in Trieste**.

N.B. On registration, **non-EU candidates** who have won a place must at least show the receipt proving that they have applied for a **permit of stay** unless they already have a valid one (for work or study/research purposes, for family reasons,

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UNIVERSITÀ DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati

as political refugees, or on humanitarian or religious grounds or similar, i.e. "protezione sussidiaria"). In case they have applied for permit renewal, they must show both the receipt and the expired permit, then show the new permit as soon as issued. Some useful info may be found in the Welcome Office FVG website: <http://www.welcomeoffice.fvg.it/common/are-you-a-non-eueea-citizen/student/entry-and-residence-procedure/permit-of-stay.aspx>.

If the candidate is already in Italy with a permit of stay for study or research purposes, in some cases s/he might need to go back to the country of origin and apply for a new permit of stay. Please contact the Police Office (Questura) for updated and official information.

Art. 3 APPLICATIONS

3.1 On-line applications

In order to be admitted to the selection, **eligible Italian speaking candidates must apply online**, using this procedure (Art.3.1); non Italian speaking candidates as well as candidates who attended Trieste University in the past as part of the Erasmus project must apply as described below (Art.3.2) :

1. **connect** to <http://www2.units.it/dott/en/> click on Admission procedure (left frame) and select On-line Application ("Domanda online"). The deadline for applying is **17 December 2012, 11:30 am CET (Central European Time)**;
N.B. Former students of Trieste University should already have their own username and password (automatically generated since 1985); if they have forgotten/lost their credentials they must contact the Doctoral Registrar's Office (*Segreteria Dottorati*) by 13 December, at the latest, otherwise the office cannot guarantee an answer to all requests.
2. **sign in and register** following the instructions; **please keep username and password** for subsequent accesses. Upon registration, successful candidates will receive their **permanent credentials**. **N.B.: after the deadline for applications it will not be possible to change the category of place and/or the study curriculum applied for.**
N.B.: the candidate is required to enter only the qualification necessary to apply for the Ph.D. Programme (see art. 1.1).
3. **pay the €45 admission fee** (including € 14.62 in stamp duty) **within 20 December 2012 otherwise the candidate will not be evaluated at all** (it is not necessary to send receipt of payment to the Doctoral Registrar's Office).

Payment can be made:

- **on-line by credit card** (also someone else's) using Visa or Mastercard. Remember to print out and keep the receipt of payment.
- **in Italy only:** at any bank branch or any ATM (automatic cash machine) or via home banking services (through the Internet or by phone) **exclusively using the personal payment form** to be printed out after completing the online application. **Bank transfers are not accepted.** In order to comply with the deadline, please consider that the payment order could actually be processed on the following working day.

Candidates coming from developing countries will pay € 14.62 only. Developing countries are listed in a table at the bottom of the Taxes and Fees Announcement available at <http://www2.units.it/dott/en/> → Taxes and fees → Taxes and Fees Announcement.

Application is considered complete when the candidate signs either the entrance exam register or the registration form, if there is no entrance exam.

Applicants without Internet access can connect from two workstations in the General Registrar's Department (*Segreteria Studenti*) during office opening hours.

In order to take part in the selection, further steps described herebelow must be accomplished following the online application, otherwise candidates will be excluded.

3.2 – Paper applications in exceptional cases

This is only possible for foreign candidates who:

- are not Italian speakers and have never been enrolled in any course of study in Italy

OR

- attended Trieste University in the past as Erasmus students.

The following documents should be delivered to Trieste University by **17 December 2012**:

- the application form addressed to "*Magnifico Rettore dell'Università degli Studi di Trieste*" (the Rector of the University) available at <http://www2.units.it/dott/en/> → Admission procedure → Application forms → Paper application form. **Incomplete applications will not be accepted.** Qualifications and publications should be presented as shown in the "Presentation of Qualifications" section below;

Person in charge of the administrative procedure (cf L. 241/90 and ff) : Elena Ferraro

Università degli Studi di Trieste
Piazzale Europa, 1
I - 34127 Trieste

Tel. +39 040 558 7953
Fax +39 040 558 3008
dottorati@amm.units.it

www.units.it – ateneo@pec.units.it



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati

- a photocopy of a valid ID card and a passport-sized photograph should also be enclosed with the application, which must be delivered as specified in art. 3.2.1 below.

An admission fee of €45 must be paid following the instructions that will be emailed to the address supplied by each candidate. Email will be considered as equivalent to an official notification.

The admission fee payment is a prerequisite for admission to the selection and must be paid by 20 December 2012 (it is not necessary to send receipt of payment to the Doctoral Registrar's Office).

N.B.: After the deadline for applications, it will no longer be possible for a candidate to change the category of place and/or the study curriculum applied for.

Candidates coming from developing countries will pay € 14.62 only. A list of developing countries is at the bottom of the Taxes and Fees Announcement available at <http://www2.units.it/dott/en/> → Taxes and fees → Taxes and Fees Announcement.

In order to take part in the selection, further steps described here below must be accomplished following the online application, otherwise candidates will be excluded.

Foreign candidates having problems with the registration procedure can ask for information either by email or through Skype by appointment. To make an appointment for a Skype conversation please send an email message to helpdottorati@units.it. The Doctoral Secretary Office will follow up fixing date and time. Candidates who will break the appointment shall apply for a new one. **No answers will be provided by chat, nor shall Skype be used for general information.** Upon completion of the admission and enrolment procedures, all contacts will be erased. Skype shall only be active for assistance with applications until 13 December 2012.

3.2.1 – Mode of delivery for paper applications

Paper application forms (for foreign candidates only) can be delivered in one of the following ways:

- directly to the Doctoral Office during office opening hours;
- by registered letter with notification of receipt to the Ripartizione Dottorati di Ricerca - Piazzale Europa,1 - 34127-TRIESTE). (please write on the outside of the envelope: "Application for the entrance examination to the Ph.D. Programme in.....");
- by private courier (please request a receipt). Applications must be delivered to the main university building between 8.00am and 1.00pm Mondays to Fridays;
- by fax (+39 040/558.3008) by midnight CET;
- by email (attaching the original documents duly scanned) to helpdottorati@amm.units.it by midnight CET; the field "Subject" must indicate "application for admission to the Ph.D. programme in". Each email must not exceed 5 Mb (including attachments) since the University mail server rejects heavier files (please zip or split accordingly);

N.B. - the date on the postmark does not prove respect of the deadline.

N.B. - applications sent to partner institutions or to the respective Departments of Trieste University will not be accepted.

Application is considered complete when the candidate signs either the entrance exam register or the registration form, if there is no entrance exam.

3.3 Non-Italian qualifications

3.3.1 –Graduate candidates

Candidates who have already been awarded a non-Italian qualification must send **by 17 December 2012** the following documents both to the Doctoral Office and to the person in charge of the Ph.D. Programme being applied for (see relative attachment); failure to do so will result in exclusion from the selection:

1. a degree certificate plus a degree transcript and the thesis title, either in Italian or English;
2. curriculum vitae et studiorum
as well as (if available):
3. Diploma Supplement, if the certificate was issued by a non-Italian university; a translation is not needed but the Diploma Supplement must be legalized. This document substitutes the official assessment of the qualification ("dichiarazione di valore in loco")

OR

4. an official assessment of the qualification ("dichiarazione di valore in loco"). which must be obtained from the candidate's local Italian Embassy or Consulate. The assessment of the qualification must mention the duration of the programme, the final score of the diploma and where it lies on the scale of reference. Should these data be absent, the minimum score will be assigned and the candidate's final score will be affected. The official assessment of the qualification ("dichiarazione di valore") should

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dottorati@amm.units.it

www.units.it – ateneo@pec.units.it



UNIVERSITÀ DEGLI STUDI DI TRIESTE

**Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
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make it clear that in the country in which it was obtained, the degree allows access to a third-level course equivalent to a Ph.D. Programme. Non Italian degrees corresponding to a first-level Italian degree will not be accepted, even if they allow access to a doctorate in the country of origin.

If the course of study involved a first and second level degree (e.g. Bachelor + Master), a certificate must be provided for **both qualifications** including a transcript of the exams, the date of conferment and the standard course duration; failure to do so will result in exclusion from the selection. A one or two year Italian Master course (i.e. under-graduate or post-graduate vocational course) conferred by an Italian University/Institute/Scuola Superiore is NOT a suitable qualification for admission to a Ph.D. Programme.

The above mentioned documents no. 1 and 3 must be legalized by the Italian Embassy or Consulate in the country/region where the degree was awarded, and they must be submitted within the deadline for registration (see Art.5); failure to do so will result in exclusion from the merit list.

Candidates who are unable to provide the documentation required from their local Italian Embassy or Consulate by the closing date must in any case provide before that deadline copies of the original documents translated into Italian or English. However, before the final deadline for enrolment, the complete official documentation must be duly received; candidates who fail to comply will be excluded from the merit list.

3.3.2 – Undergraduate candidates

Undergraduates (candidates whose non Italian qualification has not been awarded yet) must send the Doctoral Office a certificate with a complete list of their exams, either in Italian or in English, which must arrive **by 17 December 2012**. In case they are going to be awarded a second level degree necessary for admission to the Ph.D. selection, they must also send a complete documentation concerning their first level degree (BSc) (see item 3.3.1), otherwise they will be excluded from the selection.

Once they have graduated and within the final deadline stated for each specific Ph.D. Programme (see “Absolute deadline for receiving certificates”), they must send their degree certificate, either in Italian or in English, according to what stated under item 3.3.1. The degree certificate and the official assessment of the qualification (“dichiarazione di valore in loco”) must be received within the deadline for enrolment, otherwise the applicants will be excluded from the merit list.

The suitability of the candidate’s academic qualification for the sole purposes of admission to the Ph.D. Programme will be assessed by the Academic Board. For these purposes, further documentation may be needed. A candidate may be excluded from the merit list if the Academic Board decides that his/her qualifications do not meet these requirements.

3.4 - Extra places for foreign applicants: additional documentation

Applicants for extra places (“*posti in soprannumero*”) – if any - reserved for:

- [code S/3/2] research grant-holders funded by the Italian Ministry of Foreign Affairs (MAE) required to sit the **entrance examination in Trieste**
- [code S/4/2] non-EU citizens living abroad funded by their own country, with ministerial authorization either by the Italian Ministry of Foreign Affairs (MAE) or by the Italian Ministry of Education, University and Research (MIUR) and required to sit the **entrance examination in Trieste**

have to enclose certification proving that the scholarship has been awarded.

Applicants for extra places (“*posti in soprannumero*”) – if any - reserved for:

- [code S/3/1] research grant-holders funded by the Italian Ministry of Foreign Affairs (MAE), permitted to sit the **entrance examination in the country of origin**
- [code S/4/1] non-EU citizens living abroad funded by their own country, with ministerial authorization either by the Italian Ministry of Foreign Affairs (MAE) or by the Italian Ministry of Education, University and Research (MIUR), permitted to sit the **entrance examination in the country of origin**

have to send in their application through the local Italian Consular Offices, enclosing the documents required (qualifications, certification proving that the scholarship has been awarded, etc.), by **17 December 2012**. Certification that the candidate has passed the local selection test should also be enclosed, along with details regarding the selection procedure.

Applications sent through the Consular representatives do not require online or paper application. In this case applicants are exempted from payment of admission fees.

No later than one month after the beginning of the Ph.D. Programme, the Academic Board may decide to offer any places still vacant to candidates who have applied through their local Consular Offices.

3.5 - Qualifications

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Università degli Studi di Trieste
Piazzale Europa, 1
I - 34127 Trieste

Tel. +39 040 558 7953
Fax +39 040 558 3008
dottorati@amm.units.it

www.units.it – ateneo@pec.units.it



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati

All candidates, whether they apply on-line or send a paper application, must send copies of their certificates and full-text copies of their publications following the instructions laid out in the section entitled "Admission Information and Requirements" together with a copy of the Qualifications List available at <http://www2.units.it/dott/en/> - Admission procedure – Application forms – Qualifications list.

If this form is not properly presented, the candidate's certificates and publications will NOT be assessed by the Board of Examiners. For the Board to be able to assess the content of publications, these need to be provided in full-text form, preferably in the original or equivalent.

Whenever hard copies are requested, candidates should send them to the organizing Departments and not to the Doctoral Registrar's Office, by registered letter with notification of receipt to the address stated in the relevant Attachment to the Admission Announcement (please write on the outside of the envelope: "Application for the entrance examination to the Doctoral programme in....."). Postmark date on the envelope shall **not** be accepted as presentation date, even if it is within the deadline.

This documentation may be given a score (for further information, see the specific information for each single Ph.D. Programme), or may simply be used by the Board of Examiners to better assess the candidate's suitability and aptitude for research.

Candidates who hold non-Italian qualifications should enclose a copy of all the documents concerning their degree already sent to the Doctoral Registrar's Office.

Undergraduates admitted provisionally also need to provide certification relative to the degree being awarded. All documents presented either in person or by post are available for consultation in the respective Department and not in the Doctoral Office. They can be requested from 60 to 120 days after the merit lists have been published, but NOT afterwards, as they will be destroyed.

3.6 – Applicants with Disabilities and Learning Impairments (dyslexic, dysgraphic, dyscalculational, dysortographic syndromes)

According to the nature of their disability, physically challenged applicants may request special examination arrangements and may have extra time and tools to complete the entrance examination (in accordance with L. 104/1992 and ff L. 17/99). Candidates with specific learning impairments will be allowed 30% more time for the entrance examination. Requests must be sent at least 15 days before the examination to [Sportello Disabili](#) - Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement floor - tel. + 39 040 558 2570 - fax 040 558 3288 - email: disabili@units.it – Office opening hours: Tuesdays and Thursdays, 10:00-12:00 am. Wednesdays 2:30 – 4:30 pm. Applicants must provide relevant certificates or else self-certify their disability in compliance with L. 104/1992, L. 448/1998 and L. 170/2010. They are therefore required to contact the Sportello Disabili for further information.

3.7 - General Information

The University cannot be held responsible if candidates fail to receive timely information because the address they have provided in the application form is incorrect. Any change of address should be notified without delay. The University cannot be held responsible for postal/ telegraph errors or mishandling. In any case, communications will be sent to the postal or email address provided at the time of registration.

The list of eligible candidates as well as **the initial and/or intermediate assessments** will be posted on:

- the notice board of the Doctoral Registrar's Office (*Segreteria dei dottorati di ricerca*), main University building (on campus) – left-hand wing - 2nd floor, Piazzale Europa, 1. - TRIESTE
- the web site: <http://www2.units.it/dott/en/> , click on Admission procedure (left frame) and then on: "Admission Announcement - Eligible Candidates" and select the "Eligible Candidates/Merit List" file corresponding to the Ph.D. programme you have applied for.

Applicants who are not listed have failed to meet the requirements, whereas all listed "eligible candidates" are **provisionally** admitted to the selection. Subsequent shortlists of candidates and finally the official merit lists, enrolment procedures and deadlines, will be added **at the end of the same file**.

On no grounds can admission fees be reimbursed.

Candidates who wish to apply for more than one Doctorate must fill in a separate application form for each Ph.D. Programme, and pay the registration fee for each application.

No other notification will be sent. Candidates who are not admitted can ask on what grounds they have been rejected by presenting a request in person at the Doctoral Office or by registered mail attaching an ID card with photo or by certified email only to ateneo@pec.units.it. NO explanations will be given to requests received in any other way (phone or personal email).

N.B: - If a candidate lacks the necessary requirements s/he can be rejected at any time, even after completion of the admission procedure; in this case, a letter stating the grounds for exclusion will be sent by registered mail with notification of receipt

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- Only EU citizens can self-certify. Non-EU citizens can only self-certify degrees awarded by an Italian institution. In no case can the assessment of qualification ("dichiarazione di valore") be self-certified. Other documentation required if any (see the "Admission Information and Requirements" section in the specific information for each Ph.D. programme) should be sent in the original, with an official legalized translation.

Art. 4 - ADMISSION EXAMINATION

4.1 - Procedure

The admission procedure and scheduling of the admission examinations are officially notified in the attachments describing every Ph.D. Programme, which form an integral part of this Admission Announcement.

However, the schedule of the admission examinations may be subject to variation at any time. The website should therefore be checked regularly for possible changes in the examination dates.

The written examination (if any) must be sat by all candidates and is normally in Italian, although the Board of Examiners may decide that the examination will be done by all candidates in a language other than Italian (please check under the heading "Possible alternative language to Italian for the written examination" for every Ph.D. Programme).

The oral examination (if any) includes assessment of the knowledge of one or more languages other than Italian. The level of knowledge may be assessed against the Common European Framework of Reference for Languages, i.e. A basic, B independent, C proficient (see below):

level	description
A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations

During the examination – when not otherwise stated in the respective attachments of each Ph.D. Programme – the candidates must specify which earmarked scholarships on pre-assigned topics they are applying for (if any).

Only those foreign candidates applying for extra places (without scholarship) may ask the Board to be permitted to sit the examination in a language other than the official language of the Doctorate.

In order to be admitted to the examination, candidates must show a valid ID card and the receipt of application.

4.2 – Examining Boards

The comparative evaluation is made by the Board of Examiners, appointed according to the provisions of the University regulations for Ph.D. Programmes (art. 7) (*Regolamento in materia di Dottorato di ricerca* and *Regolamento generale per le Scuole di dottorato*).

All the Board members are listed in: <http://www2.units.it/dott/en/> → Admission procedure → Admission Announcement ... Board of Examiners.

4.3 - Merit lists

Person in charge of the administrative procedure (cf L. 241/90 and ff) : Elena Ferraro



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati

After the selection process has been completed, the Boards of Examiners draw up the respective merit lists. Candidates applying for one of the earmarked places/scholarships will also be evaluated on the specific skills required for their pre-assigned topic.

If two or more candidates get the same score for a funded place, the deciding factor is the candidate's Equivalent Economic Indicator ISEE.

If two or more candidates get the same score for a non-funded place, the younger/est is selected.

Merit lists will be made public only after the relevant Rectoral decree has been signed and will be posted on:

- the notice board of the Doctoral Registrar's Office (*Segreteria dei dottorati di ricerca*), main University building (on campus), left-hand wing - 2nd floor, Piazzale Europa, 1. - TRIESTE
- the web site: <http://www2.units.it/dott/en/>, click on Admission procedure (left frame) and then on: "Admission Announcement - Merit Lists" and select the "Merit Lists" file corresponding to the Ph.D. programme you have applied for.

The procedure and deadlines for registration are specified below each list.

Merit lists and enrolment deadlines published on the web site are to be considered as official communications: no personal communication will be made to candidates, except in the case of extra vacancies becoming available (see art. 5).

Candidates who receive a positive assessment may request a provisional declaration after the merit lists have been published.

Merit lists will be available on the web site for 120 days.

Art. 5 - REGISTRATION AND VACANCIES

The academic year of the Ph.D. Programmes coincides with the solar year.

The present Ph.D. cycle corresponds to the academic year 2012/2013 and normally starts on 1 January 2013.

If a Ph.D. Programme starts late, owing to lengthy admission procedures, the Doctoral student must make up the period elapsing between January 1 2013 and the actual date of commencement of the Ph.D. Programme by the end of the first year.

Registration on the respective programmes follows the order of merit on the merit list according to the number of places available.

If a place (with or without scholarship) is earmarked for a pre-assigned topic, candidates will be selected by decision of the Academic Board according to their ranking in the merit list, the eventual option chosen, and the assessment made by the Board of Examiners of their specific skills in the field of the pre-assigned topic.

Students cannot be enrolled at more than one university at the same time, or on more than one course of the same university at the same time. A student is no longer enrolled on a university course only if s/he has officially given up her/his enrolment in writing. Enrolment on non-medical specialization courses or other courses can be **suspended** for the entire duration of the Ph.D. Programme, in compliance with the respective regulations. Enrolment on more than one course at the same time is only possible in the case of a "Corso di perfezionamento" or "Italian Masters" course (i.e. under-graduate or post-graduate vocational courses) or for joint supervision of the Doctoral thesis (where a joint supervision agreement has been signed with the partner University). In any case, the attendance requirements laid down by the Academic Board of the Ph.D. Programme are compulsory.

Candidates who have been awarded a place on more than one Ph.D. Programme must opt for one only.

Successful candidates must apply for registration and pay the regional tax **until the deadline and following the procedure for registration** to be found specified below each list.

Successful candidates for places without scholarship should apply for exemption/reduction of fees in compliance with and within the deadline stated in the "Taxes and fees announcement".

On registering, **non-EU citizens** must have a valid **permit of stay** (for work or study purposes, for family reasons, as political refugees, or on humanitarian or religious grounds or similar, i.e. "protezione sussidiaria") or the receipt which shows the permit of stay has been applied for and, in case they have applied for permit renewal, they must show both the receipt and the expired permit, then show the new permit as soon as issued. In case of delivery by mail, they have to attach the copy of the document true to the original.

Successful candidates who have not presented their registration applications by the deadline (to be defined) will be considered to have **refused the offer** and the places left vacant will be made available to other eligible candidates.

Candidates who hold a non-Italian qualification who have not yet provided the documentation in the final form required, i.e. the original certificates officially translated and legalized by their local Italian Embassy or Consulate (cf art. 3.3), must in any case provide them before the final deadline for enrolment. Candidates who fail to comply will be excluded from the merit list.

Person in charge of the administrative procedure (cf L. 241/90 and ff) : Elena Ferraro

Università degli Studi di Trieste
Piazzale Europa, 1
I - 34127 Trieste

Tel. +39 040 558 7953
Fax +39 040 558 3008
dottorati@amm.units.it

www.units.it – ateneo@pec.units.it



UNIVERSITÀ DEGLI STUDI DI TRIESTE

**Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati**

On completion of the registration process, the Ph.D. Programmes will start. Please check the website for the starting dates: go to <http://www2.units.it/dott/en/> - Admission procedure – **Actual dates of commencement**.

In case of refusal by a successful candidate, the place left vacant will be offered to other eligible candidates selected from the list in order of merit and according to the evaluation of the Academic Board - within a month of the official starting date of the programme. In this case they will be notified their official commencement date, which is obviously delayed.

Research activities cannot start before the official date of commencement fixed by the Academic Board. From this date, students with a funded place will be entitled to receive their scholarship.

Successful candidates for a Ph.D. Programme in the university hospitals can be employed in health care if they wish. In this case, the necessary professional qualification and insurance against professional liability are required.

5.1 – Places left vacant

Successful candidates who fail to complete registration by the deadline are considered to have refused the place offered, and any candidate making a false declaration is automatically excluded. Places left vacant will be allocated to other eligible candidates selected from the list in order of merit.

If there are vacancies available among the extra places reserved for research grant holders (*“assegnisti di ricerca”*) or grant holders sponsored by the Italian Ministry of Foreign Affairs (*“borsisti MAE”*), these may be assigned within one month of the starting date of the Doctorate to candidates who obtained either the research grant (*“assegno di ricerca”*) or the Italian Ministry of Foreign Affairs grant (*“borsa MAE”*) subsequent to the date of the admission examination.

If there are vacancies available after all the winners have registered they will be assigned to those who have passed the exam in merit list order. See details below:

1. vacancies, i.e. funded or non-funded places, will be published on the website after the deadline for registration;
2. eligible candidates who rank higher in merit list order will have to register according to the notice published on <http://www2.units.it/dott/en/> Admission procedure – Eligible candidates – Merit lists;
3. candidates who rank lower in merit list order may declare that they are willing to register if extra vacancies become available by filling in the form downloadable at <http://www2.units.it/dott/en/> Admission procedure/Possible new registrants within the deadline;
4. possible new registrants who fail to do so within the deadline will lose the right to register.

After the deadline for registering, if there are still vacancies available, eligible candidates who have declared their willingness to register will be listed on the website and will have the right to register.

No personal communication will be made.

Art. 6 - SCHOLARSHIPS

Unless otherwise stated in the attachments, scholarships are available to all candidates applying for ordinary places.

Scholarships cannot be assigned to students who have made any previous use of another scholarship, not even for one year, to attend a Doctorate. Students cannot accumulate the scholarship with research fellowships (according to Law 449/97 and ff. - art. 22 Law 240/10) nor with any other scholarship of any nature, except for those granted by national or foreign institutions to cover for study periods abroad, necessary to integrate the students' research activity.

Scholarships are allocated on the basis of comparative evaluation of merit and according to the order established in the merit list. When candidates obtain the same score, the deciding factor is the candidate's Equivalent Economic Indicator ISEE (cf. law D.P.C.M. of 09.04.01 and ff.).

Non-earmarked scholarships funded by Trieste University are allocated according to order of merit.

In the case of scholarships funded by external sources, it is the Academic Board which decides on the student/funder match. In the case of earmarked scholarships on pre-assigned topics, allocation is made by the Academic Board taking into account not only the order of merit, but also the eventual options expressed by the candidate and the Board of Examiners evaluation of the candidate's skills in that specific area of research.

When it is compulsory to select one in a range of earmarked scholarships, in case no successful candidate who has opted for it accepts the pre-assigned topic, the scholarship is re-allocated as follows:

In the first instance: to another successful candidate (according to order of merit and as long as there are places available) even when the candidate did not specifically opt for the earmarked topic, provided that the Academic Board considers s/he has the specific qualifications required;

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www.units.it – ateneo@pec.units.it



UNIVERSITÀ
DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati

In the second instance: to the first eligible candidate who opted for it, according to order of merit, and provided that the Board of Examiners expressed a positive opinion on the candidate's specific qualification and by the broadening the number of places to the position held by the applicant;

In the third instance: if no candidate opted for the topic, the scholarship may be offered to an eligible candidate (according to order of merit) whom the Academic Board deems capable of carrying out the research;

Students who have been awarded a scholarship should fill in the relevant form <http://www2.units.it/dott/en/> Scholarships/ Confirmation of the Scholarship.

In the subsequent years Ph.D. students shall have to submit an application for renewal of the scholarship ("Confirmation of the scholarship").

The registration form contains detailed information about the necessary requirements.

These include self-certifying within the deadline stated in the Taxes and Fees Announcement that their gross annual income will presumably not exceed € 16,160 in the fiscal year in which the scholarship will be paid (2013).

Students must also undertake to provide a copy of their income tax returns for that same year as soon as available.

The scholarship is separate and does not make up part of the above-mentioned income limit.

A similar procedure is required for the second year of attendance.

If the tax return indicates that the student has exceeded the maximum limit, the scholarship will be suspended, and the student will have to refund the payments so far received. Payments due for refund will refer solely to that year in which the scholarship was misappropriated.

No self-certification or copy of tax returns is necessary in the third year of course.

The normal annual scholarship amounts to € 13,638.47 gross (from the academic year 2012/2013, i.e. solar year 2013 onwards), less compulsory national insurance contributions.

Eventual higher amounts awarded are guaranteed by co-financing (see the respective attachments of each Ph.D. Programme).

Students with a funded place will be **entitled** to their scholarship starting from the first day of the official month of commencement, but they will have to refund the payments unduly received in case they do not make up for the period of non-attendance. Scholarships will be paid in monthly instalments; the first instalment will be actually received at the end of the second month of official activity.

At the end of each year, the Academic Board will assess the research activity. A positive assessment implies that the student has made up for the period elapsing from Jan. 1st to the official date of commencement and therefore is entitled to receive the previous instalments of the scholarship (from Jan 1st until the month preceding the official month of commencement). Note: such instalments will be added up to the December instalment).

The daily amount may be increased by 50% in case of study or research periods abroad (except at partner institutions).

The number indicated under "maximum number of months to be spent abroad during the time of the doctoral School/Curriculum/Course" in no way implies that the Academic Board is obliged to guarantee a period of time to be spent abroad.

Scholarships funded by other Institutions may have different limits for study periods abroad.

Scholarships paid out of the "Fund for Youth Support and Student Mobility" ("Fondo per il sostegno dei giovani e per favorire la mobilità degli studenti") do not usually provide extra funding for periods abroad.

Scholarships are paid in monthly instalments at the end of each subsequent month.

Scholarships are officially assigned following a decree by the University's Departmental Director.

Other types of scholarship which may be made available are regulated by their respective legislation.

Art. 7 – ENTRANCE AND TUITION FEES, REGIONAL TAX

All charges (i.e. entrance and tuition fees plus the regional tax) are to be paid every year in compliance with the "Taxes and fees announcement".

The exact amount owed varies according to the student's economic situation, calculated according to the position on the ISEE table of family and/or personal annual income. Doctoral students must provide documentation of their economic position in order for assessment of the amount owed (or eligibility for total exemption). They must therefore fulfil the conditions laid out in the "Tax and fees announcement" (posted on the web site <http://www2.units.it/dott/en/>, Taxes and fees) which they are required to check each year.

Art. 8 – STUDENT RIGHTS AND OBLIGATIONS

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Università degli Studi di Trieste
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dottorati@amm.units.it

www.units.it – ateneo@pec.units.it



Doctoral students should regularly check the Doctoral web page (<http://www2.units.it/dott/en/>) for updates (deadlines for enrolling in subsequent course-years, applications for fee reductions, requirements for conferment of the degree, etc). The Registrar's Office does not send students these updates by post: the only personal notifications are urgent administrative issues affecting individual doctoral careers. **All communication via email will take place using the students' institutional email accounts provided by the University.**

Attendance on the Doctoral courses is compulsory, and the student is obliged to pursue study and research activities on a continuous basis, according to the instructions laid down by the Academic Board and the tutor/supervisor, and in compliance with an approved schedule.

The status of doctoral student is incompatible with full-time employment, unless special permission is obtained from the Academic Board on the understanding that the work commitment is not prejudicial to the study and research activity; in any case, a job with an open-ended contract where annual earnings exceed the above-mentioned maximum limit.

The Academic Board may suspend or expel a Doctoral student from the course if, after assessment of results obtained, the student falls short of course requirements.

The statement "maximum number of months to be spent abroad" does in no way guarantee that the Academic Board will offer this opportunity to the students enrolled.

The Doctoral Student should declare, when enrolling, to be in possession of all the necessary requirements stated in the Doctoral Admission Announcement and to align to any new rules coming into force after its publication.

Art. 9 – AWARD CONFERMENT

At the end of the Ph.D. Programme, students sit an examination in which they must demonstrate the attainment of results of scientific significance by presenting and defending their own written dissertation or project.

The Boards of Examiners for the final examination are appointed for every Doctoral School / Course in compliance with the University regulations.

Candidates have to self-archive their theses and abstracts (in Italian and in a foreign language, when authorized) in the University Institutional Repository "OpenstarTs" <http://www.openstarts.units.it>

The Italian National libraries will then harvest the theses and the abstracts from the institutional repository "OpenstarTs", which is also the archive for the University General Library. The theses are then made available to the public by the National Libraries in compliance with current legislation.

The Institutional Repository "OpenstarTs" is an open archive, i.e. interoperable; it provides the widest possible dissemination and visibility to the works deposited, in fulfilment of the "Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities" (http://oa.mpg.de/files/2010/04/berlin_declaration.pdf) undersigned by this University.

Candidates may put their theses under a "one-year embargo" by specifically requesting this option, in which case their theses will become accessible to the public one year after defence.

The process and deadlines for applying for the final examination are publicized every year in a special University announcement.

Art. 10 – ACCESS TO DOCUMENTS, HANDLING OF PERSONAL DATA AND PERSONS RESPONSIBLE FOR THE ADMINISTRATIVE PROCEDURE

The personal data necessary for this selection procedure will be handled (also electronically) in compliance with art. 13 D.Lgs. 196/2003. They may be also be collected and used for statistical purposes by the Italian Ministry of Education, University and Research.

Since these data are essential in order for the merit lists to be drawn up, applicants cannot deny access to them, otherwise they will be excluded from the selection. However, applicants are guaranteed right of access to their own data (cf art. 7 D.Lgs. 196/2003).

Applicants have the right to access all documents regarding the selection process (cf D.P.R. 184/2006).

The Rector is officially entitled to data handling. The Head of the "Sezione Ricerca e Dottorati" (Research and Doctorate Department) is officially responsible for data handling. The Head of the "Ripartizione Dottorati" (Doctoral Office) is officially in charge of the administrative procedure (cf L. 241/90 and ff).

The Doctoral Office is in charge of the admission procedures. This Announcement will be listed in the University general registry of decrees.

The full-text publications received by the applicants will only be used for the evaluation and selection procedure required for

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**UNIVERSITÀ
DEGLI STUDI DI TRIESTE**

**Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati**

admission to the Doctorate.

Art. 11 - FINAL INFORMATION

For further information, please refer to the current relevant laws and University regulations regarding Doctoral Courses and Doctoral Schools and check the website <http://www2.units.it/dott/en/> - General information.

The list of the Doctorates offered by Trieste University is also available at <http://www.alma laurea.it>

Students who are not ex-alumni who were given temporary credentials when they applied to sit the admission examination will be sent (by post) new permanent credentials to access general on-line services, and in particular to access email services in order to communicate with the Registrar's Office: (<http://www2.units.it/dott/en/>). Temporary credentials will be disabled. Ex-alumni will keep their previous credentials.

For situations in which a delay is acceptable, the University's Academic Boards have decided on a fine of € 30 (for delays of up to 20 days) and of € 100 (for delays exceeding 20 days).

Doctoral office enquiries	Info/contacts
<p>Doctoral Registrar's Office: Segreteria Dottorati di ricerca: Main University building (on campus) – right-hand wing - 2nd floor, Piazzale Europa, 1 - 34127-TRIESTE (tel. +39 040/558.3182 email: dottorati@amm.units.it)</p> <p>Reservation tickets are needed for office enquiries (dispenser on the same floor as the office - opposite the lift). Tickets are available for half an hour before and after opening hours.</p> <p>Opening hours:</p> <ul style="list-style-type: none"> - Mondays from 3:15 to 4:15 pm/until ticket-holders have been seen - Tuesdays, Thursdays and Wednesdays from 9:00 to 11:00 am/until ticket-holders have been seen <p>Periods of Closure: Every Friday – for closing days around public holidays, please check. http://www2.units.it/dott/en/ - Notice Board</p>	<p>web:.....http://www2.units.it/dott/en/</p> <p>telephone:.....+39-040.558.3182</p> <p>fax:+39-040.558.3008</p> <p>email:dottorati@amm.units.it</p> <p>email (for help with applications): helpdottorati@amm.units.it</p>
Deadline overview	
<p>Deadline for applications: 17 December 2012 11:30 am CET</p> <p>Admission fee payment: by 20 December 2012</p> <p>Admission examinations: see the relevant attachments (Doctoral Schools / Doctoral Courses)</p>	<p>Registration: by the deadlines shown at: http://www2.units.it/dott/en/ below the merit lists (see: Eligible Candidates/Merit list)</p> <p>Earnings declarations/fee and tax exoneration: 15 days before registration deadline</p> <p>Re-allocation of vacant places: for details and deadlines please check http://www2.units.it/dott/en/ below the merit lists (see: Eligible Candidates/Merit list)</p>

Trieste, 27 November 2012

THE RECTOR
(Prof. Francesco Peroni)

Person in charge of the administrative procedure (cf L. 241/90 and ff) : Elena Ferraro

Università degli Studi di Trieste
Piazzale Europa, 1
I - 34127 Trieste

Tel. +39 040 558 7953
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dottorati@amm.units.it

www.units.it – ateneo@pec.units.it