



UNIVERSITÀ  
DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale  
Sezione Ricerca e Dottorati  
Ripartizione Dottorati

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**ADMISSION ANNOUNCEMENT to PhD COURSES**

**31st cycle (academic year 2015/2016)**

**Issued with Rector's decree no. 565 dtd. 15<sup>th</sup> June 2015 (published on the Albo / Official Notice Board n. 472)**

**Application for the selection:**

**DEADLINE : 30th July 2015 1:00 pm (Italian time)**

The Admission Announcement may be viewed on the website:

<http://www2.units.it/dott/en/?file=DottBandi.inc&cod=2015>

**Art. 1 – ANNOUNCEMENT**

The Università degli Studi di Trieste (hereinafter University of Trieste), subject to verification by ANVUR that the requirements for Ministerial accreditation, as prescribed by the DM no. 45 of 8<sup>th</sup> February 2013, are still met, announces for the academic year 2015/2016 (XXXI cycle), the following PhD Courses:

- **Environment and Life** (attachment 1)
- **Molecular Biomedicine** (attachment 2)
- **Chemistry** (attachment 3)
- **Physics** (attachment 4)
- **Engineering and Architecture** (attachment 5)
- **Nanotechnology** (attachment 6)
- **Neural and Cognitive Sciences** (attachment 7)
- **Reproduction and Developmental Sciences** (attachment 8)
- **Earth Science and Fluid Mechanics** (attachment 9)
- **History of Societies, Institutions and Thought. From Medieval to Contemporary History** (attachment 10)

PhD Courses shall not be run if there are fewer than four students registered.

The start date of the Courses is that of the start of the academic year: 1st November 2015.

Modalities and criteria for the selection are indicated in the course files (attached) that describe each PhD Programme, and which form an integral part of this Admission Announcement. The attachments, split into "Overview" and "Admission", also provide information on the curricula where applicable, the research areas, the places available,

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additional admission requirements which may differ from the general ones listed under art. 2, and the examination calendar.

In the course files, you may find that there are places reserved for candidates who have been awarded a degree by a foreign university (code R/1) and candidates with a scholarship granted by a foreign country (code R/2) or who belong to specific programmes of international mobility (code. R/3). In such cases, admission procedures and times may vary and a separate merit list may be published.

Additional scholarships or other grants, if any, which may become available after the publication of this Admission Announcement, will be added to the relevant course files. The deadline set for the submission of the application remain unchanged.

For any issue not expressly regulated by this Admission Announcement, the general provisions in force and the Regulations on Research Doctorates of the University of Trieste shall apply.

## Art. 2 – ADMISSION REQUIREMENTS

PhD applicants must hold one of the following qualifications:

1. An Italian degree known as “Laurea specialistica/magistrale” or a degree awarded prior to approval of Ministerial Decree D.M. no. 509 of 3rd November 1999, amended by D.M. no. 270 of 22nd October 2004, awarded before 31<sup>st</sup> October 2015;
2. a foreign academic qualification awarded abroad if recognized as equivalent;
3. a foreign academic qualification awarded abroad which is comparable for its duration, level and academic field to the Italian title which grants the access to the PhD Course, and awarded before **30th July 2015** (see art. 3).

Some PhD courses may require specific degree qualifications. For more information please refer to the relevant “Admission” sheet.

For applicants with dual citizenship, one of which is Italian, their Italian citizenship shall prevail (as per law no. 218 of 31st May 1995, reforming the Italian system on international civil law, art. 19 paragraph 2).

## Art. 3 - DEGREES AWARDED BY FOREIGN UNIVERSITIES

### 3.1 – general information

Suitability of the candidate’s academic qualification for enrolment on the PhD Programme shall be assessed by the Examining Board, in compliance with relevant laws in force in Italy and in the Country where the qualification was awarded and in compliance with international treaties or agreements on the recognition of qualifications.

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The applicants must have obtained their foreign qualification by the deadline for application to the PhD Courses, i.e. 30st July, in order to allow the University, where applicable, to seek the support of national institutions for assessment and recognition of foreign qualifications.

The admission procedure is online only, and therefore it is necessary to upload the files of the scanned documents proving of the qualifications obtained.

At enrolment, the candidate shall submit the original documents of the files uploaded at admission.

It is in the interest of the candidate to provide all the elements useful for the evaluation, especially if the education system of the country where the qualification was awarded is not comparable with the Italian one.

The Examining Board, may ask the candidates to provide further details and documents, should it be necessary for the assessment of the suitability of the application.

## 3.2 – documents required for the admission to the selection

In order to prove the degree diploma held, it is necessary to upload a file of the original degree diploma. Were the course of studies to be divided into a first and a second level, eg Bachelor's plus Master's, both diplomas must be uploaded. Should the original diploma not be available yet it would be sufficient – at this stage – to upload a certificate of the diploma issued by the institution awarding it.

In order to document their academic career the applicants must submit a *transcript of records* or a certificate detailing exams taken and marks awarded.

Should the language of the diploma or of the certificate be other than English, French, Spanish or Portuguese, the candidate shall upload a translation into English. At this stage, the translation may be made by the candidate himself/herself, who undertakes full responsibility for the truthfulness and the conformity with the original document.

If the candidate has the *Diploma Supplement* s/he does not have to submit other documents, as long as the DS contains a complete description of the nature, level, context, content and the status of the studies completed.

It is however advisable to upload any other document useful to assess the suitability of the application (e.g. the so-called “declaration of value” - Dichiarazione di valore)

## Art. 4 – ADMISSION APPLICATION

### 4.1 – procedure

The candidate must fill in and submit the application online by **1:00 pm** (Italian time) of **30<sup>th</sup> July 2015**, exclusively through the online procedure available at the link <http://www2.units.it/immatricolazioni/dottorati/>

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At the same link there is a guide describing the procedure for enrolment to the selection, which is integral part of this Admission Announcement.

In their own interest, candidates are invited to complete the application in due time, i.e. well in advance of the deadline, in order to avoid possible breakdowns in the IT system, due to overload close to the deadline. It is their responsibility to check that the application procedure is successful and that the application receipt and the payment of the fees are printed.

For each application submitted it is necessary to pay the exam registration fee (€ 30.00) by **30th July 2015**. The exam registration fee is non-refundable except where more than one payment has been mistakenly made for the same examination.

Foreign candidates residing in countries subject to restrictions shall pay the exam registration fee before the entry examination, if the examination is to take place in person, or, in any event, before enrolment.

Candidates from Developing Countries are exempt from the payment of the exam registration fee. A list of Developing Countries can be found at the link: <http://www2.units.it/dott/files/DevCountries.pdf>

The candidate must submit, together with the application, the online form “**List of documents**”, which is integral part of this Announcement and must be filled in, in full, and signed by the candidate.

The admission application shall be considered complete when the attendance sheet is signed by the candidate on the day of the entry examination, or, if the selection is carried out without examination, when the enrolment application is submitted.

## 4.2 – Applicants with disabilities and learning impairments

Candidates with a disability, as per the provisions of law no. 104/1992 and its amendments by law no. 17/99, may request the use of special aids as necessary and to be granted 30% additional time to complete the examination.

Candidates with learning impairments shall be granted 30% more time than the standard allowed time to complete their examination, as provided for by law no.170/2010, and as applicable, to request any measures necessary to guarantee equal opportunities, which would be agreed beforehand with the DSA Disability Services.

Requests must be sent at least 15 working days prior to the date fixed for the examination to the **Sportello Disabili** - Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement - tel. (0039) 040 558 2570/7663 - fax (0039) 040 558 3288 - email: [disabili@units.it](mailto:disabili@units.it) – web page: <http://www.units.it/disabili> - Opening hours: Mondays from 2:30 p.m. to 4:30 p.m., Tuesdays and Thursdays, from 10:00 a.m. to

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12:00 a.m., or to the **Sportello DSA** – Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement - tel. (0039) 040 558 7792 – fax (0039) 040 558 3288 – email: [dislessia@units.it](mailto:dislessia@units.it) - Opening hours: by appointment, Mondays from 9:00 a.m. to 01:00 p.m. and from 03:00 p.m. to 05:00 p.m. web page: <http://www.units.it/disabili>

The request must include the certificate issued by the Health Commission as provided by law 104/1992 or, for students with learning impairments, the documentation foreseen by law 170/2010, issued not longer than three years previously.

## Art. 5 – ENTRY EXAMINATION

### 5.1 – procedure

Entry procedures and the calendar of examinations are set out in each of the “Admission” sheets of the individual PhD courses (ATTACHMENT 1, 2, etc.), which form an integral part of this Announcement, and are to be considered as an official notification. It is the responsibility of the candidates to check for changes and updates close to examinations dates. No personal communications will be sent by the PhD Office.

The written examination (if any) shall be taken by all candidates in Italian. However, the Examining Board may decide otherwise.

The oral examination (if any) foresees the assessment of the knowledge of one or more languages. If indicated in the “Admission” sheet, it may be necessary for the Candidates to prove their minimum language level required, as per the CEFR (Common European Framework of Reference for Languages by the Council of Europe ).

The relevant tables may be viewed at the address: <http://www2.units.it/dott/files/CFER.pdf>

In order to be admitted to the examination, candidates must show a valid ID document and, on request, the printout of the admission application and the receipt of the fees paid.

### 5.2 – Video conference interview

If it is foreseen in the “Admission” sheets, interviews for the admission to some PhD Courses can take place by video conferencing or other technologies which allow the examiners to see the candidates. Candidates who wish to take advantage of this possibility shall submit a request by attaching the form “Video conference interview” , filled in and signed, specifying the platform to be used (Skype or similar) and the account that the Examining Board shall use for the interview.

The form can be downloaded at <http://www2.units.it/dott/en/?file=DottBandi.inc&cod=1010>

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Candidates shall be available at the personal account indicated in the form on the day scheduled for the interview, to be checked in the calendar on the relevant Admission sheet, attached to this Admission Announcement. The Examining Board may decide to start the interview at a fixed time agreed with the candidate.

Before the interview, the candidate shall show the video camera the same ID document s/he had attached to the online application, for identification purposes.

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, s/he can take part in the interview without any sanction.

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

Should a candidate – who had not requested a video conference interview at the time of the application - not be able to attend the interview in person at the time and the site fixed, due to unforeseen circumstances, s/he can submit the request for video conferencing by sending an email to the addresses indicated in the "Admission" sheets up to four working days before the date fixed for the interview, stating the grounds for their request.

The Examining Board, whose decision is final, will inform the candidate about its decision by sending an email about the late request at least two days before the date fixed for the interview, to the same email address from which the request was originally made

**N.B.** the requests sent to email addresses different to the ones indicated in the "Overview" sheets will not be considered.

If no reply is received, 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.

## 5.3 – examining boards

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

The names of appointed examining Board members shall be published on the Doctorates website, in the Admission web page at the entry "Boards of Examiners".

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## 5.4 – merit lists

On completion of the selection procedure, the Examining Boards shall draw up general merit lists. The candidates will also be shall assessed on the specific competencies needed for carrying out research aimed at earmarked projects.

The candidates will be admitted to each PhD course according to their place on the merit list.

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

The names of the candidates, the results of the initial and/or intermediate assessments and the final merit lists will be published on the PhD website, for each PhD course in the relevant course files, and on the official Albo – the Official Notice Board of the University. The merit lists will be available for 120 days.

Candidates shall not receive any personal communication. The publication on the official Albo – the Official Notice Board of the University will be considered as official notification for all purposes.

## Art. 6 – ENROLMENT APPLICATION

### 6.1 - procedure

Successful candidates must submit the enrolment application and pay the first instalment of the fees **by the final deadline and according to the terms set out at the end of their merit list, which, once published, are considered as official notifications.**

Enrolment on each PhD Course follows the order of the merit list, up to the number of places available.

Successful candidates who fail to submit their enrolment applications by the deadline shall be considered to have withdrawn and their vacant places shall be made available to the next eligible candidates on the list.

After applying for enrolment, PhD students shall contact the Professors in charge of the Course.

No research activity may be started prior to the start date set for the PhD Course or anyway before enrolment procedures are completed, should this be later. Payment of scholarships, for those entitled, shall start from that date.

### 6.2 – qualification awarded abroad

In order to complete their enrolment, successful candidates who hold a qualification awarded abroad must submit, on arrival in Italy, the originals of the documents proving the qualification obtained, and which had already been uploaded as a file in the application for the exam, with legalization or apostille (should the issuing countries belong to The Hague Convention).

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## 6.3 – other duties for candidates resident abroad

In order to complete their enrolment, successful candidates who come from other countries must, on arrival in Italy, submit a copy of their Italian fiscal code and indicate a domicile in Italy.

## 6.4 – candidates from non-EU countries

In order to complete their enrolment, successful candidates who come from countries which are not members of the European Union, will have to submit their Permit of Stay or – while waiting for it to be issued – the receipt of the application for the Permit of Stay ( for long-term stays ).

Successful non-EU candidates who have been assigned a research grant shall submit a Permit of Stay “for scientific research” exclusively. For other specific information about research grants see art. 8.

## 6.5 – reserved places

Scholars selected from the framework of international research agreements or programmes in which the University is involved either as coordinator or partner, where the research programmes have at least the same duration as the PhD Course (cod. R/4), may also enrol on the PhD Courses, providing there are places available.

Enrolment is possible after approval by the Academic Board of the course in question and after assessment of the candidate’s qualifications, which should meet the admission requirements listed in article 2.

## 6.6 - places left vacant

Students who fail to enrol by the set deadline or provide false statements shall be excluded from the PhD Course. Any places that may thus become vacant shall be assigned to other eligible candidates, following the order on the merit list and following the same procedures as per art. 6.1.

The number of the vacant places will be published in the “Merit list” file on the Doctorates page as “Possible new registrants”.

## Art. 7 – SCHOLARSHIPS

### 7.1 – general provisions

Scholarships are available for all candidates applying for standard places, unless otherwise stated in the “Admission” sheets of each PhD course.

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

The PhD scholarship is paid in monthly installments for a total annual amount of € 13,638.47, gross of national insurance contributions to be paid by the student. The said

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amount may be increased by maximum of 50% in case of research that is carried out abroad for a period of time which must not exceed 18 months. The maximum number of months that can be spent abroad is specified in the “Overview” sheets. Different conditions may apply to scholarships funded by third-party institutions. In any case, scholarships may be increased only if the period of stay abroad is uninterrupted and longer than sixty days.

Students who have already been granted a doctorate scholarship during his/her university career, 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 set up to support the students’ research activities abroad.

As far as the incompatibility for the scholarship with work activities is concerned, see art. 12.3, final paragraph.

Students may waive their scholarship at any time without losing their place in the PhD Course.

The award of a scholarship has no effect for any subsequent juridical or financial evaluation for career purposes.

## 7.2 –awarding of scholarship

The doctoral scholarships are awarded to successful candidates as follows:

- a) scholarships funded by the University of Trieste or fellow institutions following the order of the merit list up to the full allocation of scholarships;
- b) scholarships funded by “external bodies” for earmarked research, following the order of the merit list up to the full allocation of scholarships, provided there is also the approval expressed by the Examining Board of the qualifications submitted and the candidate’s competence for the topic of the research funded by the scholarship.

If a scholarship requires that the candidate should meet specific requirements, the assignment of the scholarship preceeds, according to the merit list, those of the scholarships under a). If there are any scholarships not assigned under point b) there is a reduction in the number of scholarships available.

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/research grant allocation, and the lowest one shall prevail.

For the awarding of the scholarship, it is necessary for the doctoral student to confirm acceptance of the scholarship using the appropriate form.

All scholarships shall be assigned after the publication of the Admission Announcement and/or the selection to the successful candidates, following the criteria as indicated above.

In the case of withdrawal of a candidate, the same scholarship cannot be offered to another successful candidate who had already been assessed by the Examining Board as not having the necessary competence to work on that specific topic.

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Payment of scholarships starts when attendance and research activities commence. Should the PhD Course 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 the lectures/activities missed, shall have to return that proportion of the scholarship s/he received unduly.

At the end of the year the Academic Board shall assess the student's work to decide whether the student can continue his/her activity in the following year, and if so, with the agreement of the Academic Board, any activity that s/he has missed from the 1<sup>st</sup> of November (official start of the PhD academic year) shall be considered as made up, and all scholarship installments shall be paid for the said period.

## Art. 8 – RESEARCH GRANTS

Research grants may be offered for some Doctoral Courses and published in the "Admission" sheets, and may be granted to successful candidates who had expressed interest in having one, through collaboration contracts defining the terms and conditions of the research activity.

Research grants are regulated by the provisions of art. 22 of the Law no. 240 of 30th December 2010 and of the University Regulation issued by Rector's decree number 653 dated 24th May 2013.

Non-EU citizens can sign the contract only after the procedure for obtaining the permit of stay for "scientific research" exclusively has been completed. To this effect, the University will sign a "Hosting Agreement" with the candidate to be forwarded to the competent Italian consulate that issues the entry visa for "scientific research".

## Art. 9 – EXCLUSION FROM THE MERIT LIST

All candidates are admitted to the selection subject to verification of the requisites requested by the Admission Announcement for PhD courses (art. 43 of D.P.R. 28th December 2000, no. 445). Therefore the University can, at any time, exclude any candidate from the selection. The University shall also verify any personal sworn declaration submitted by the candidates; false declarations are a criminal offence and shall be punished as per the Penal Code and the laws regulating the matter.

The candidate who does not submit his/her application by the deadline and in the ways indicated is excluded from the selection.

Reasons for exclusion:

- incorrect /incomplete documentation in the case of foreign documents;
- lack of payment of the admission fee as per art. 2;
- non compliance with the provision of art. 5.2 on videoconferencing;
- any other non compliance with the rules set out in the Admission Announcement to PhD courses and the rules about Doctorate courses.

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## **Art. 10 – COORDINATION OF PhD COURSES WITH MEDICAL SPECIALTY TRAINING COURSES**

Joint attendance of a PhD Course 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 PhD Course at the same University where s/he follows his/her training;
- b) joint attendance is possible for the final year of the Medical Specialty Training and the first year of the PhD Course and must be compatible with the activity and work load of the Medical Specialty Training School and attested by the Board of the Medical Training School;
- c) the Academic Board of the PhD Course 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 year, the trainee cannot benefit from a PhD scholarship.

## **Art. 11 – 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 PhD Courses - <http://www2.units.it/dott/en/?file=DottTasse.inc> available on the University website.

## **Art. 12 – RIGHTS, DUTIES, COMPATIBILITIES AND INCOMPATIBILITIES**

The admission to the PhD course implies an exclusive and full time engagement, with the exception of the provisions of art.10 - Coordination of PhD Courses with Medical Specialty Training Courses.

### **12.1 - rights**

PhD students may carry out their research studies in Italy and abroad, with the authorization of their Supervisor and of the Academic Board. During their stays in institutions other than the University of Trieste, PhD 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, PhD students may work as tutors for university students (both first and second level Degree courses) if authorised to do so by the Academic Board and with no increase in the scholarship amount. These activities may

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# UNIVERSITÀ DEGLI STUDI DI TRIESTE

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last for up to forty hours over each academic year. Once the PhD Course ends and suspension periods, if any, are made up for, the limit of forty hours no longer applies.

As from the second year, a budget is allocated to each PhD 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 PhD student is attending his/her course. Any expense shall be authorized by either the Supervisor, if s/he is a member of the Academic Board, or by the co-Supervisor.

In case of controversies with the Supervisor, the opinion of the Academic Board may be sought. The Board may decide to replace the Supervisor, once it has heard the parties involved.

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

PhD 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. no. 1124 of 30.6.1965. They are also covered by the University's insurance against civil liability risks, which the University has undertaken with a major insurance company. Insurances only cover injuries that occur whilst carrying out Course activities.

Doctoral students from the Medical area can take part, on request, in clinical assistance activities. In this case they must be licensed to practice Medicine, and be covered against professional risks.

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.

## 12.2 - duties

PhD students have the following duties:

- a)** attend the lectures included in the Programme;
- b)** carry out the research activities assigned by the Academic Board;
- c)** undertake any tests/assessments as required;
- 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.

PhD students who fail to comply with their duties may be excluded from the Programme with a motivated decision of the Academic Board.

The exclusion from the PhD course determines the interruption of the scholarship, or of the equivalent financial grant, from the exclusion date. The exclusion is effected by a rectoral decree, which is notified to the student. The doctoral student who is excluded cannot enrol again in the same Course.

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PhD students are requested to constantly check the Doctorates webpage (<http://www2.units.it/dott/en/>) where “Notices” with general information (deadlines for enrolments to subsequent years, application for inclusion in fee bands, conferral of qualification, etc.) are regularly posted. The PhD Office shall not send circulars but only personal communications in case of changes to the relevant curricula. All other communications will be managed by email, exclusively through the university’s institutional account, which is made available to PhD students.

## 12.3 – compatibilities and incompatibilities

Enrolment to the PhD Course is incompatible with enrolment on other PhD courses at another Italian and/or foreign Universities or Research institutes (with the exception of joint supervisions), first or second level degree courses, first and second level Italian Masters and Training Schools, with the exception of provisions set out in art. 10.

Successful candidates may request a suspension of any enrolment to another study course or non-medical training school before the commencement and for the entire duration of the PhD Course, in compliance with current Regulations, provided the specific Regulations of the other course allow such a suspension.

A student is no longer enrolled on a university course only if s/he has submitted his/her written withdrawal from the University where the course is held, or if s/he has obtained the relevant qualification.

The attendance to both a PhD Course and another activity is compatible only with the following activities, with the consent of the Supervisor and the authorization of the Academic Board.

- practical and professional training, as long as it is carried out with modalities and time which nevertheless allow for the effective and correct fulfilment of the activities foreseen for the PhD course and in the absence of any conflict of interest;
- tutoring and integrative teaching activities for university students for up to a maximum of sixty hours for each academic year, and which are not part of the PhD course;
- paid activities, on the condition that they are authorised in advance regarding their compatibility with the profitable attendance to training activities (didactics and research) of the PhD course

For the case of doctoral students without a scholarship, the incompatibility with paid work activities must be assessed taking care not to impinge on constitutional rights, such as the right to study, given that capable and deserving students have the right to study, even if lacking financial resources.

For the case of doctoral students with a scholarship, paid work activities must be limited to those which can be referred to the acquisition of competencies appropriate to the doctoral studies. Therefore, the scholarships are anyway incompatible, with the following, and at the risk of revocation of the scholarship:

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- being an employee at a private company or a civil servant, on either a temporary or a permanent contract, unless on unpaid leave from that organization;
- any industrial or business activity or profession carried out on regular basis;
- any other activity for which it is necessary to have VAT number;
- any contract for the provision of services with public administrations as per art. 7 paragraph 6 legislative decree D.lgs. 30th March 2001, no. 165;
- collaboration contracts as per the provisions of art. 61 paragraph 1 legislative decree D.lgs. 10th September 2003, no. 276.

## Art. 13 – AWARD CONFERMENT

At the end of the PhD Course, doctoral students shall take an examination in which they shall demonstrate the attainment of results of scientific relevance by presenting a written thesis or a graphic project.

The Examining Boards are formed and appointed for each PhD course in compliance with the University's Regulations.

In order to take the final examination, candidates shall self-archive their doctoral thesis in electronic format and by the set deadline, in the format prescribed by the Policy of open access available at the permalink <http://hdl.handle.net/10077/8791> and/or subsequent amendments or additions.

The candidate may request that his/her thesis should not be made public for a maximum period of one year.

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

## Art. 14 – ACCESS TO DOCUMENTS, HANDLING OF DATA AND MANAGER OF THE ADMINISTRATIVE PROCEDURE

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

The provision of personal data is compulsory, 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 as per the provisions of art. 7 of legislative 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).

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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.

The Head of the PhD Office is responsible for the administrative procedure.

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

Any publications submitted by candidates during the admission procedure shall be used only for the assessment of candidates and the creation of merit lists for the PhD selection procedure.

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