



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

Area dei Servizi Istituzionali  
Settore Servizi agli studenti e alla didattica  
Ufficio Dottorati di ricerca

*Disclaimer: this is a translation with no legal value, as the only official and legally binding source is the original, in Italian, available at <http://www2.units.it/dott/it/?file=DottBandi.inc&cod=2016>*

## ADMISSION ANNOUNCEMENT to PhD COURSES

32nd cycle (academic year 2016/2017)

Issued with Rector's decree no. 266 dtd. 13<sup>th</sup> May 2016  
(published on the Albo / Official Notice Board n. 239/2016)

Application for the selection:

**DEADLINE : 16th June 2016 1:00 pm (Italian time)**

The Admission Announcement may be viewed on the website:

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

### 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 2016/2017 (XXXII cycle), the following PhD Courses:

- **Environment and Life** (attachment 1)
- **Molecular Biomedicine** (attachment 2)
- **Chemistry** (attachment 3)
- **Physics** (attachment 4)
- **Civil and Environmental Engineering and Architecture** (attachment 5)
- **Industrial and Information Engineering** (attachment 6)
- **Nanotechnology** (attachment 7)
- **Neural and Cognitive Sciences** (attachment 8)
- **Reproduction and Developmental Sciences** (attachment 9)
- **Earth Science and Fluid Mechanics** (attachment 10)
- **History of Societies, Institutions and Thought. From Medieval to Contemporary History** (attachment 11)

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 2016.

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

*Legge 241/1990 - Responsabile del procedimento: Elena Ferraro*

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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 2016;
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 **16th June 2016** (see art. 4).

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

Applicants for the scholarships co-funded by the European Social Fund through the Region Friuli Venezia Giulia (cf art. 3 below) must comply with further specific requirements.

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 – SCHOLARSHIPS CO-FUNDED BY THE EUROPEAN SOCIAL FUND



REGIONE AUTONOMA  
FRIULI VENEZIA GIULIA



### 3.1 – general information

The Region Friuli Venezia Giulia targets resources of the European Social Fund, Operational Programme 2014/2020, Axis 3 Education and Training (cf. the notice attached to the Decree no. 282/LAVFORU of 1 Feb. 2016), to foster higher education

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by supporting PhD courses and enhancing internationalization with particular reference to the EUSALP and EUSAIR-related areas.

This multi-annual programme is consistent with the Smart Specialization Strategy (S3) and covers several academic years.

The University of Trieste accordingly implements two PhD-related operations. The project proposals were approved by the Regional Decree no. 2242/LAVFORU of 11 April 2016:

## **a – PhD scholarships in Friuli Venezia Giulia – ESF – S3**

The Operation ESF – S3 aims to develop the connections between the public research system and the economic, productive and social environment, and mainly focuses on:

- a)** strengthening the regional scientific system and improving its international attractiveness;
- b)** enhancing the relations between the university and research institutions and the economic, productive and social environment;
- c)** improving the employment opportunities of target students through their inclusion in scientific projects since the very beginning of their PhD programme.

The Operation ESF – S3 funds scholarships for research projects mainly in the territory of Friuli Venezia Giulia.

Each research project shall be carried out either at the Departments of the University of Trieste or at public / private partner institutions / participating agencies (i.e. research, arts, and cultural institutions, as well as museums or conservatories of music) located in the territory of Friuli Venezia Giulia, with the exception of a maximum of 5 months over 3 years to be spent abroad for scientific purposes. Please refer to art. 8 below for information concerning scholarship increase.

The projects funded by this Operation must be consistent with the areas covered by the Smart Specialization Strategy in Friuli Venezia Giulia (cf: <http://www.regione.fvg.it/rafvfg/cms/RAVFG/fondi-europei-fvg-internazionale/Strategia-specializzazione-intelligente/articolo.html#id2> - in Italian only) and its development trajectories.

## **b – PhD scholarships with a compulsory period abroad – ESF – EUSAIR/EUSALP**

The Operation ESF – EUSAIR/EUSALP aims to:

- a)** foster the relations between the universities and research institutions of the Region Friuli Venezia Giulia, and the universities, research institutions, business organizations and public administrations of the EUSALP (<http://www.alpine-region.eu/>) e EUSAIR (<http://www.adriatic-ionic.eu/>) -related areas;
- b)** improve the employment opportunities of target students through their inclusion in technological and scientific projects since the very beginning of their PhD training;

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c) support research-oriented education/education in research.

This Operation funds scholarships with a compulsory period abroad which corresponds to a third of the project duration, to be spent at one or more university/ies and/or research institutions and/or business organizations and/or public administrations of countries involved in the areas of the EUSALP and EUSAIR macrostrategies.

Except for the compulsory period abroad, each research project shall be carried out either at the Departments of the University of Trieste or at public / private partner institutions / participating agencies (i.e. research, arts, and cultural institutions, as well as museums or conservatories of music) located in the territory of Friuli Venezia Giulia. Please refer to art. 8 below for information concerning scholarship increase.

## 3.2 – requirements

Candidates who apply for ESF-funded scholarships must meet all the requirements as per art. 2; moreover, they must also reside or be domiciled in the Region Friuli Venezia Giulia when the doctorate / project starts (enrolment date), otherwise they will lose their eligibility and prerogatives.

Candidates must submit along with the online application a research project, which must be completed within the date indicated in the contract, and in compliance with the three-year duration of the PhD programme. Candidates must fill in with all the required information and submit only the form available at <http://www2.units.it/dott/en/?file=DottBandi.inc>, otherwise they will be excluded from the ESF selection.

The research project submitted for the ESF – S3 Operation will be assessed according to:

- its value in relation to the set objectives;
- its consistency with the areas of the Smart Specialization Strategy of the Region Friuli Venezia Giulia (S3) and its development trajectories;
- its quality, with special focus on the methodology adopted, the scheduling of the objectives and rough plan of the activities.

The research project submitted for the ESF – EUSAIR/EUSALP Operation will be assessed according to:

- its value in relation to the set objectives;
- its consistency with the EUSAIR/EUSALP areas;
- its quality, with special focus on the methodology adopted, the scheduling of the objectives and rough plan of the activities.

Scholarships will be allocated in line with the criteria as per art. 8.2.

A research project assessed as unsuitable for scholarships co-funded by the European Social Fund may still be evaluated fit for other available places, at the discretion of the Examining Board.

## 3.3 – duties of the recipients

Recipients must comply with the duties listed in art. 13.2, as well as with those listed below:

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- a) follow (stick to) the activity plan and the scheduling of the objectives indicated in the research project;
- b) more specifically:
  - ESF – S3 scholarships: each research project shall be carried out either at the Departments of the University of Trieste or at public / private partner institutions / participating agencies (i.e. research, arts, and cultural institutions, as well as museums or conservatories of music) located in the territory of Friuli Venezia Giulia, with the exception of a maximum of 5 months over 3 years to be spent abroad for scientific purposes;
  - ESF – EUSAIR/EUSALP scholarships: this Operation funds scholarships with a compulsory period abroad which corresponds to a third of the project duration, to be spent at one or more university/ies and/or research institutions and/or business organizations and/or public administrations of countries involved in the EUSALP and EUSAIR areas. Except for the compulsory period abroad, each research project shall be carried out either at the Departments of the University of Trieste or at public / private partner institutions / participating agencies (i.e. research, arts, and cultural institutions, as well as museums or conservatories of music) located in the territory of Friuli Venezia Giulia.
- c) respect the ethical and behavioural rules of the primary and partner institutions involved;
- d) submit a quarterly report on the progress of the activities, to be approved by the scientific tutor and by the tutor of the partner institution (each one for the relevant periods);
- e) submit a yearly analytic report signed by the PhD student, to be approved by the scientific tutor;
- f) submit the final project report, signed also by the scientific tutor. The final report shall prove that the project objectives have been achieved and shall highlight any changes that may have been necessary but have not hindered the successful completion of the project;
- g) submit the record of the activities carried out abroad, to be approved by the foreign scientific supervisor.

### 3.4 – early project closure

The anticipated closure of the project without the obligation to return the scholarship instalments received is possible only in the cases listed below:

- a) permanent health issues affecting the PhD student that prevent the continuation of the project, to be certified by a public health facility;
- b) serious reasons that prevent research activity, to be adequately documented;
- c) employment of the PhD student, to be documented by the declaration of the employer or a copy of the relevant contract, including collaboration contracts known as “co.co.co.” and research grants. The certifications and above mentioned documents shall be attached to the documents confirming the accomplishment of the activities until interruption of the project.

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The above-mentioned certificates must be submitted by the PhD student along with the declaration of anticipated interruption and the statement acknowledging the accomplishment of the activities until interruption of the project.

The anticipated interruption of the project for other reasons than those listed above shall result in the interruption of the ESF scholarship and the obligation for the PhD student to return the amounts received until interruption of the project.

PhD students who do not fulfil their duties and / or do not achieve the set yearly or final objectives, and therefore fail to complete the project, shall return all the ESF scholarship instalments received up to that point.

## 3.5 – suspension of the project

The project and consequent payment of the scholarship can be interrupted only for the reasons listed below:

- a) serious health issues
- b) maternity leave
- c) parental leave
- d) documented serious family issues.

In these cases scholarship holders shall submit an application, to be duly certified. The project shall be resumed at the end of the suspension period and shall be completed by 30<sup>th</sup> April 2022 at the latest.

## 3.6 – project results

University rules and relevant laws apply to the handling of project results and patenting. Wide dissemination and due credit shall be given to the funder's financial support, i.e. the European Social Fund - Operational Programme 2014/2020 of the Region Friuli Venezia Giulia.

## Art. 4 - DEGREES AWARDED BY FOREIGN UNIVERSITIES

### 4.1 – general information

Suitability of the candidate's academic qualification for the sole purposes of 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 foreign qualifications.

The applicants must have obtained their foreign qualification by the deadline for application to the PhD Courses, 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 the qualifications obtained.

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

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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.

## 4.2 – 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 an award certificate issued by the relevant institution.

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

Should the language of the diploma or of the certificate be other than English or Spanish, 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 shall not submit any other documents, 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 (including the so-called “declaration of value” - Dichiarazione di valore, if already at the candidate's disposal).

The Examining Board may exclude the candidates that do not provide sufficient documents to assess their qualifications.

## Art. 5 – ADMISSION APPLICATION

### 5.1 – procedure

The candidate must fill in and submit the application online by **1:00 pm** (Italian time) of **16<sup>th</sup> June 2016**, exclusively through the online procedure available at the link <http://www2.units.it/immatricolazioni/dottorati/>

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

**Applications sent by email or received in other ways will not be considered.** The software will prevent applications after the deadline. The date and time of application is automatically certified by the system.

For each application submitted it is necessary to pay the exam registration fee (€ 30.00) by **16th June 2016** (see exceptions below). The exam registration fee is non-

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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 the Developing Countries decreed by the Italian Ministry only are exempt from the payment of the exam registration fee. The list of developing countries for the sole purpose of waiving the exam registration fee is available at: <http://www2.units.it/dott/files/PVS%20DevCountries.pdf>. **No other lists apply.**

In their own interest, candidates are invited to complete the application and pay the admission fee where applicable 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 make sure that the application procedure is successful, i.e. by checking the application receipt with the detail of the documents uploaded and the payment of the fees if applicable (see below).

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.

## 5.2 – Applicants with disabilities and learning impairments

Candidates with a recognized disability, as per art. 3.1 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.

Requests must be made to Sportello Disabili (Disability Services) at least 15 working days prior to the date fixed for the examination and must include the certificate issued by the Health Commission as provided by law 104/1992.

Office contacts: email [disabili@units.it](mailto:disabili@units.it) - tel. +39 040 558 2570 - fax + 39 040 558 3288 - web: <http://www.units.it/disabili> - location: main University campus - Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement.

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

Requests must be made to Servizio DSA (Learning Impairment Services.) at least 15 working days prior to the date fixed for the examination and must include the documentation foreseen by law 170/2010, issued not longer than three years previously.

Office contacts: email: [dislessia@units.it](mailto:dislessia@units.it) - tel. +39 040 558 7792 - fax +39 040 558 3288 - web: <http://www.units.it/disabili> - location: main University campus - Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement.

## Art. 6 – ENTRY EXAMINATION

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## 6.1 – 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 oral examination 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.

## 6.2 – Video conference interview

If it is foreseen in the relevant “Admission” sheet, 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 uploading 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>

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.

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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.

## 6.3 – 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 Board members shall be published on the PhD website, next to each Overview attachment.

## 6.4 – merit lists

On completion of the selection procedure, the Examining Boards shall draw up general merit lists, which will be approved by Rector’s Decree. 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 “Admission” 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.

Candidates who have been selected for ESF scholarships, however, will receive an email to the account provided in the admission application within 10 days of publication of the merit lists approved with rectoral decree. They will be notified:

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- a) the deadline for accepting the scholarship targeted for the research project submitted;
- b) the official way to confirm acceptance of the scholarship;
- c) the deadline for signing the contract that establishes the respective rights and duties of the parties involved in the project.

## Art. 7 – ENROLMENT APPLICATION

### 7.1 - 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 online, 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 (for students enrolled before 31st October the official beginning of the academic year is 1st November) or anyway before enrolment procedures are completed, should this be later. Payment of scholarships, for those entitled, shall start from that date.

If a PhD course does not offer any non-funded places, candidates who have not been assigned a scholarship or who have not been considered eligible for any available scholarship/research grant or who have waived a scholarship/research grant will not be entitled to enrol.

### 7.2 – 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).

### 7.3 – 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 tax/fiscal code and indicate a domicile in Italy.

### 7.4 – 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

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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. 9.

## 7.5 – 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.

## 7.6 - places left vacant

Students who fail to complete enrolment by the set deadline will be considered to have renounced. Students who provide false statements shall lose the right to enrol in 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 procedures below:

- a) after the enrolment deadline, any places/scholarships that may remain available shall be published online in the relevant “Merit list - Possible new registrants” file on the PhD “Admission” web site;
- b) all unsuccessful eligible candidates who are interested in vacant places – regardless their ranking in the merit list - are asked to submit the form “Intention to cover vacant places”, available at <http://www2.units.it/dott/en/?file=DottBandi.inc&cod=1010> within the deadline indicated below the relevant merit list;
- c) the list of the candidates who are entitled to cover vacant places and who have stated their intention to cover vacant places will be published in the relevant Merit list - Possible new registrants” pdf file following the order on the merit list. No personal notification will be sent directly to the candidates;
- d) the candidates who cover vacant places shall apply for enrolment within the deadline and in line with the terms and conditions indicated below the merit list, otherwise they shall be excluded.

Please notice that:

- the procedure to cover vacant places must be completed as soon as possible to avoid any delay in PhD scheduling;
- successful candidates who have not been awarded a scholarship and who have not enrolled within the deadline will be excluded and not entitled to enrol at a later stage even if there were further places with scholarship to cover;
- if the vacant places are earmarked for a pre-assigned topic (code P/0, P/1 etc.), they shall be allocated by the Academic Board according to the merit list and to the evaluation of the Examining Board on the specific competencies required.

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## Art. 8 – SCHOLARSHIPS

### 8.1 – 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 amount may be increased by maximum of 50% for a total period that must not exceed the maximum number of months (over three years) 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. 13.3, 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.

### 8.2 –awarding of scholarship

The doctoral scholarships are awarded to successful candidates as follows:

- a) scholarships funded by the University of Trieste or partner 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, according to the assessment provided the Examining Board on the eligibility and competence of the candidate’s competence for the topic of the research funded by the scholarship based upon the qualifications submitted and educational background;
- c) scholarships co-funded by the European Social Fund, following the order of the merit list, in line with the evaluation of the project by the Examining Board in accordance with the criteria as per art. 3.2.

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).

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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 that may become available after the publication of the Admission Announcement and/or after the selection shall be assigned to the successful candidates, following the criteria as indicated above.

A scholarship left vacant cannot be offered to an eligible candidate who had already been assessed by the Examining Board as not having the necessary competence to work on that specific topic.

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. 9 – 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. 10 – 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.

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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 qualifications;
- lack of payment of the admission fee as per art. 5;
- non compliance with the provision of art. 6.2 on videoconferencing;
- any other non compliance with the rules set out in the Admission Announcement to PhD courses and the rules about Doctorate courses.

## **Art. 11 – 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. It must be compatible with the activity and work load of the Medical Specialty Training School, and must be formally approved 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 receive a PhD scholarship.

## **Art. 12 – 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=DotTasse.inc> available on the University website.

## **Art. 13 – 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.11 - Coordination of PhD Courses with Medical Specialty Training Courses.

### **13.1 - rights**

PhD students may carry out their research and training 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 programme, PhD students may tutor university students enrolled in first and second level degree courses, if authorized to do so by the Academic Board and with no increase in the scholarship amount. This training activity (“didattica

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integrativa”) may 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 replace the Supervisor with a motivated decision, 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 30th June 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).

The University of Trieste fully supports equal opportunities.

## 13.2 - 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, a report on the development of the research to the Academic Board.

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, as 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, conferment of qualification, etc.) are regularly posted. The PhD Office shall not send circulars but only personal communications in case of significant changes to the students’ records. All other communications will be managed by email, exclusively through the university’s institutional account, which is made available to PhD students and which students are required to use for all communications.

## 13.3 – 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. 11.

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 training university students (“didattica integrativa”) for a maximum of sixty hours for each academic year (extra the PhD programme);
- paid activities, on the condition that they are authorized 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 (in compliance with art. 20 of the Regulations on Research Doctorates).

## Art. 14 – AWARD CONFERMENT

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At the end of the PhD Course attendance, 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 be admitted to the final examination, candidates shall deposit their doctoral thesis in electronic format by the set deadline.

Doctoral theses shall be made public in Open Access (free or libre access), immediately after award conferment or 12 month after defense (viva) at the latest, according to the authors' requests, in compliance with the provisions of the Institutional Open Access Policy available at the persistent URL <http://hdl.handle.net/10077/8791> and / or subsequent amendments and additions if any.

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. 15 – 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).

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 Settore Servizi agli studenti e alla didattica (Department of Student Services) is responsible for the actual handling of data.

The Head of the PhD Office is responsible for the administrative procedure as per Law 241/1990 and subsequent amendments and additions.

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. Foreign qualifications may be submitted to third parties for comparability purposes.

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