

Disclaimer: This is not an official translation: the official text is the Italian “Bando di ammissione 1[^] integrazione”

ADMISSION TO THE DOCTORATES
(XXVI CICLO DEL DOTTORATO - V CICLO DELLE SCUOLE)
AWARDED BY THE
UNIVERSITÀ DEGLI STUDI DI TRIESTE
1st SUPPLEMENTARY ANNOUNCEMENT
APPLICATIONS ARE INVITED FOR:

- **Doctoral School in Environmental and Industrial Fluid Mechanics**
- **Doctorate (presently Doctoral Course) in Information Engineering**
- **Doctoral Course in Geosciences**

DEADLINE 8 NOVEMBER 2010

(“Gazzetta Ufficiale” n. 69 - IV serie speciale - dd. 31/08/2010)
(For updates, please check the University web site: <http://www.units.it>)

*La Segreteria
dei Dottorati di Ricerca*
(Doctoral Registrar’s Office)

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 e-mail: dottorati@amm.units.it)

Reservation tickets are needed for office enquiries (dispenser on the same floor as the office - opposite the lift). Tickets are available half an hour before and after office opening hours.

Opening hours:

- Mondays and Thursdays from 3:15 to 4:15 pm/until ticketholders have been seen
- Tuesdays and Wednesdays from 9:00 to 11:00 am/until ticketholders been seen

Overview of the first supplementary announcement

(For references to the relevant Italian legislation please consult: <http://www.units.it/dottorati/?file=DottNorme.inc>)

- **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, HANDLING OF PERSONAL DATA, PERSON RESPONSIBLE FOR ADMINISTRATIVE PROCEDURE](#)**
- **Art. 11 - [FINAL INFORMATION](#)**
- **Attachment - [PAPER APPLICATION FORM \(for non Italian candidates unable to apply online\)](#)**
- **Attachment - [QUALIFICATION EVALUATION FORM](#)**
- **Attachment 2 - [ENVIRONMENTAL AND INDUSTRIAL FLUID MECHANICS](#)**
- **Attachment 4 - [INFORMATION ENGINEERING](#)**
- **Attachment B - [GEOSCIENCES](#)**



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

OMISSIS/MISSING

Art. 1 - ANNOUNCEMENT

The Università degli Studi di Trieste announces public selection procedures for admission to the Doctoral programmes (XXVI ciclo).

This official supplement announces that the following Doctorates will become operative:

- [ENVIRONMENTAL AND INDUSTRIAL FLUID MECHANICS \(ATTACHMENT 2\)](#)
- [INFORMATION ENGINEERING \(ATTACHMENT 4\)](#)
- [GEOSCIENCES \(ATTACHMENT B\)](#)

Please consult the relative attachments.

This announcement can also be consulted on the University web site: <http://www2.units.it/dottorati/>.

Further announcements may follow regarding other Doctoral programmes.

The examination schedules and the number of funded and/or non-funded places is subject to variation. The attachments are subject to continuous updating and any major changes will be made evident.

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, declared as equivalent by the Academic Board for the sole purposes of admission to the Doctorate. The Board must find that the qualification corresponds 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."

Candidates must have been awarded their degree before the deadline stated for each 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.



Sezione Ricerca e Dottorati

Ripartizione Dottorati

Candidates have to have obtained any other qualifications within the same deadline. Research grant holders (*"assegnisti di ricerca"*) 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.

Art. 2 – PLACES AVAILABLE

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

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

Ordinary places (*"ordinari"*) are available to all candidates regardless of nationality. See Article 6 for those places allocated scholarships.

When candidates apply for admission to a Doctoral course, 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).

If a candidate is awarded a scholarship, the scholarship can only be refused at the moment of registration.

Extra non-funded places (if any) are only available to candidates who are:

- holders of a research grant
- non-EU citizens residing abroad who do not want to apply for an ordinary place
- grant-holders funded by the Italian Ministry of Foreign Affairs either
 - permitted to sit the entrance examination in the country of origin,

OR

- required to sit the entrance examination in Trieste
- non-EU citizens resident abroad considered to be equivalent (*"equiparabili"*) to grant-holders funded by the Italian Ministry of Foreign Affairs, whose grant is provided by their own country, and with the authorization of either the Italian Ministry of Foreign Affairs or the Italian Ministry of Education, University and Research either
 - permitted to sit the entrance examination in the country of origin,

OR

- required to sit the entrance examination in Trieste

After the deadline for applications has passed, it is no longer possible for a candidate to change the type of place applied for.

N.B. On registration, **non-EU candidates** who have won a place must have either a valid **residence permit** (for work or study purposes, for family reasons, as political refugees, or on humanitarian or religious grounds) or the receipt which shows the residence permit has been applied for.

Art. 3 APPLICATIONS

3.1 On-line Applications

Eligible candidates must apply online to be admitted to the selection, using the following procedure:

1. **connect** to <http://www.units.it/dottorati/> and click on "*Domande di ammissione – On-line Applications*". The deadline for applying is **8 November 2010, 11:30 am CET (Central European Time)**.

N.B. Former students of the University of Trieste 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 the day before the deadline at the latest.

2. **sign in** and **register** following the instructions; please keep username and password for subsequent accesses;
3. **pay** the **€45** admission fee (including € 14.62 in stamp duty). Payments can be made:
 - **in Italy only:** at any branch of *Agenzia UniCredit Banca* by showing the **personal payment form** to be printed out after **registering** on-line. **Bank transfers are not accepted. Payment cannot be made at any other bank.**
 - if the service is available, **on-line by credit card** (also someone else's) using Visa or Mastercard. Remember to print out the receipt of payment.

The fee has to be paid by 18 November 2010.

N.B.: Candidates from the countries listed in <http://www.units.it/dottorati/files/TCEson.pdf> are required to pay € 14.62 only.



Registration is complete when the application/receipt for participation in the admission exam is printed out. The deadline for applications is 8 November 2010, while the admission fee must be paid by 18 November 2010 (it is not necessary to send receipt of payment to the Doctoral Registrar's Office).

No signature is required on the application form. Candidates will be required to sign the entrance exam register or the registration form later.

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

3.2 – Paper applications in exceptional cases

This is only possible for foreign candidates who:

- attended the University of Trieste as part of the Erasmus project,
OR
- have a qualification awarded by a non-Italian university, have never been enrolled in any course of study in Italy and who have difficulty registering on-line because of difficulties with the Italian.

The following documents should be sent to the University of Trieste by **8 November 2010**:

- the application form addressed to "*Magnifico Rettore dell'Università degli Studi di Trieste*" (the Chancellor of the University) (for instructions see the attachment "Paper Application Form"); incomplete applications will not be accepted. Qualifications and publications should be presented as shown in the "Presentation of Qualifications" section below;
- a photocopy of a valid ID card and a passport-sized photograph should also be enclosed with the application, which must be presented using one of the methods listed below.
- **An admission fee of € 45 must be paid by one of the following methods:**
 - at any branch of *Agenzia UniCredit Banca* – **the only bank authorized for this purpose** - using the **personal payment form** which can be printed out after on-line registration. **Bank transfers are not accepted. This method of payment is only possible in Italy.**
 - **if the service is available, on-line by credit card** (also someone else's) using Visa or Mastercard. Remember to print out the receipt of payment.

The admission fee must be paid by 18 November 2010.

N.B: Candidates from one of the countries listed in <http://www.units.it/dottorati/files/TCEson.pdf> are required to pay € 14.62 only.

Instructions for how to access the on-line payment procedure will be sent to the e-mail address supplied by each candidate. E-mail will be considered as equivalent to conventional mail.

3.3 Non-Italian qualifications

Candidates who have been awarded a non-Italian qualification by 8 November 2010 must send the following documents to both the Doctoral Office and to the person in charge of the Doctoral Course being applied for (see relative attachment) by that date (failure to do so will result in exclusion from the examination):

- the degree certificate plus a degree transcript, and the title of the thesis, with the official Italian translation and legalization;
- the Diploma Supplement, if the certificate was issued by a non-Italian university;
- an official assessment of the qualification ("dichiarazione di valore in loco").

If the course of study involved a first and second level degree (e.g. B.Sc + M.Sc), details should be provided about both.

These documents must be obtained from the candidate's local Italian Embassy or Consulate. The assessment of the qualification must mention 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 make it clear that in the country in which it was obtained, the degree allows access to a third-level course equivalent to a Doctorate, as long as said degree, while allowing access to a doctorate in the country of origin, does not correspond to a first-level Italian degree. 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, all the correct documentation must be duly received; candidates who fail to comply will be excluded from the merit list.

Undergraduates should send the Doctoral Office a list of their exams, which must arrive **by 8 November 2010**. Once they have graduated, they should send their degree certificate within the final deadline stated for each specific Doctoral programme. The



Sezione Ricerca e Dottorati

Ripartizione Dottorati

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 Doctorate course will be assessed by the Academic Board, once it has been established that the qualification is equivalent either to an Italian degree awarded prior to the reform (3.11.1999), or to a “Laurea specialistica/magistrale” degree awarded by an Italian institution ex D.M. n. 509 of 3.11.1999 and subsequent modifications. 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:

- grant-holders funded by the Italian Ministry of Foreign Affairs (MAE) sitting the entrance examination at the University of Trieste;
 - grant-holders funded by their own country, who have been approved either by the Italian Ministry of Foreign Affairs (MAE) or by the Italian Ministry of Education, University and Research (MiUR), sitting the entrance examination at the University of Trieste;
- have to enclose certification proving that the scholarship has been awarded.

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

- grant-holders funded by the Italian Ministry of Foreign Affairs (MAE) sitting the entrance examination in the country of origin;
 - grant-holders funded by their own country, who have been approved either by the Italian Ministry of Foreign Affairs (MAE) or the Italian Ministry of Education, University and Research (MiUR), sitting the entrance examination in the country of origin
- have to send in their application through the local Italian Consular Offices, enclosing the documents required, by **8 November 2010**. 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, but non-Italian degrees must still be assessed and the candidate must still undergo the selection procedure.

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

3.5 - Paper Applications

The application form (see the APPLICATION FORM attachment) can be delivered as follows:

- 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 Doctoral 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 e-mail helpdottorati@amm.units.it (attaching the original documents duly scanned). Each single e-mail should not exceed 5 Megabytes (including attachments) since the University mail-server rejects heavier files;

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

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

3.6 Qualifications

All candidates, whether they apply on-line or send hard copy, 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:

- Qualification Evaluation Form (<http://www2.units.it/dottorati/files/Qualification%20evaluation%20form.pdf>).

If this form is not properly presented, the candidate’s certificates and publications will not be assessed by the Board of Examiners. Undergraduates admitted provisionally also need to provide certification relative to the degree being awarded. For the Board to be able to assess the content of publications, these need be provided in full-text form, preferably in the original or equivalent.



Sezione Ricerca e Dottorati

Ripartizione Dottorati

Whenever hard copies are requested, candidates should send them to the organizing Departments and not to the Doctoral Registrar's Office.

In any case, all applicants must provide:

- a. a detailed curriculum vitae et studiorum;
- b. a copy of their degree thesis.

This documentation may be given a score (for further information, see the specific information for each single doctoral course), 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 may enclose an abstract of their degree thesis either in English or in Italian. They should have to enclose a copy of all the documents already sent to the Doctoral Registrar's Office.

All documents presented either in person or by post are available for consultation in the respective Department and not in the Doctoral Office.

3.7 – Applicants with Disabilities

According to the nature of their disability, physically challenged applicants may request special examination arrangements which may include having extra time to complete the entrance examination (in accordance with L. 104/1992 and ff L. 17/99). Requests must be sent two weeks 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, 9:00-12:00 am.

3.8 - 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 e-mail address provided at the time of registration.

The list of eligible candidates will be posted on:

- the notice board of the Doctoral Registrar's Office (*Segreteria dei dottorati di ricerca*), main University building (on campus) – right-hand wing - 2nd floor, Piazzale Europa, 1. - TRIESTE
- the web site: <http://www.units.it/dottorati/> click: "*Esami di ammissione-graduatorie*"; select "*Elenco Ammessi*". Applicants who are not listed have failed to meet eligibility requirements.

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 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 faxing a request to +39 040/558.3008 attaching an ID card with photo. NO explanations will be given by phone or e-mail.

- N.B:
- If a candidate lacks the necessary requirements s/he can be rejected at any time, even after sitting the examination; in this case, a letter stating the grounds for exclusion will be sent by registered mail with notification of receipt
 - 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) should be sent in the original, with an official stamped translation.

Art. 4 - ADMISSION EXAMINATION

4.1 - Procedure

The admission procedure and scheduling of the admission examinations are specified in the Admission Information and Requirements Section for every Doctoral School / Course (see relative attachments).

However, the schedule of the admission examinations are subject to variation. 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



Sezione Ricerca e Dottorati

Ripartizione Dottorati

"Possible alternative language to Italian for the written examination" for every Doctoral School / Course).

The oral examination (if any) includes assessment of the knowledge of one or more languages other than Italian.

During the examination – when not otherwise stated in the respective attachments of each Doctoral programme – the candidate must specify whether they are applying for earmarked scholarships on pre-assigned topics.

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 Doctoral 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://www.units.it/dottorati/?file=EACalenda.htm>

4.3 - Merit lists

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 financial position (based on family or personal annual income).

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

Merit lists will be posted on:

- the notice board of the Doctoral Registrar's Office (*Segreteria dei dottorati di ricerca*), main University building (on campus) – right-hand wing - 2nd floor, Piazzale Europa, 1. - TRIESTE
- the web site: <http://www.units.it/dottorati/> click: "*Esami di ammissione-graduatorie*"; select the merit list of the relevant programme ("*Graduatoria*"). Deadlines for enrolment are specified below each list.

Merit lists and enrolment deadlines published on the website 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).

Art. 5 - REGISTRATION AND VACANCIES

The academic year of the Doctoral programmes coincides with the solar year.

The present Doctoral programme (XXVI cycle) corresponds to the academic year 2010/2011; and normally starts on 1 January 2011.

If a Doctoral programme starts late, owing to lengthy admission procedures, the Doctoral student must make up the period elapsing between 1 January 2011 and the **actual date of commencement of the Doctorate** by the end of the first year.

Registration on the respective courses 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.

If none of the candidates selected agrees to accept the pre-assigned topic or the Academic Board decides that no candidate has met the necessary requirements, the number of ordinary places will be reduced accordingly.

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 cancelled her/his enrolment in writing. Enrolment on non-medical specialization courses or other courses can be suspended for the entire duration of the Doctoral programme. Enrolment on more than one course at the same time is only possible in the case of a one or two-year Masters course, or for co-supervision of the Doctoral thesis (where a co-supervision agreement has been signed with the partner University). In any case, the attendance requirements laid down by the Academic Board of the Doctoral programme are compulsory.

Candidates who have been awarded a place on more than one Doctoral programme must opt for one only.

Successful candidates can apply for registration from the day after the publication of the merit lists **up until the deadline and following the procedure for registration** to be found specified below each list.



Sezione Ricerca e Dottorati

Ripartizione Dottorati

Successful candidates for places without scholarship should apply for exemption/reduction of fees in compliance with and within the deadline stated in the “Manifesto tasse ed esoneri”.

Registration is complete when the application form and necessary documentation are received by the deadline.

Please note that the registration form contains a detailed list of the documents/self-certification needed for registration.

Registration by mail is only possible by registered letter with notification of receipt or by private courier (please request a receipt). In the latter case, applications must be delivered to the university between 8.00 am and 1.00pm, Mondays to Fridays. The address is “Segreteria dottorati di ricerca dell’Università degli Studi di Trieste – Piazzale Europa, 1 – 34127 TRIESTE” (please write “Application for Registration to Doctoral programme” on the envelope). The address must be complete and legible.

Please note that the date of the postmark does not prove respect of the deadline.

A complete photocopy of a valid ID card should be attached to the registration application.

On registering, **non-EU citizens** must have a valid **residence permit** (for work or study purposes, for family reasons, as political refugees, or on humanitarian or religious grounds) or the receipt which shows the residence permit has been applied for.

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 will be considered to have **refused the offer** and the places left vacant will be made available to other eligible candidates.

On completion of the registration process, the Doctoral programmes will start. Please check the website for the starting dates – go to “Esame di ammissione / graduatorie”.

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 course.

Research activities cannot start before the official starting date fixed by the Academic Board. From this date, students with a funded place will start receiving their grant.

Successful candidates for a Doctoral 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; these candidates will be informed by telegram.

If there are vacancies available among the extra places reserved for research grant holders (“*assegnisti di ricerca*”) or grantholders 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.

Art. 6 - SCHOLARSHIPS

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

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 financial position (see the law of 09.04.01).

The non-earmarked scholarships funded by Università di Trieste are allocated according to order of merit until all available places are assigned.

In the case of scholarships funded by external sources, it is the Academic Board which decides on the student/fund-provider 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 a scholarship is expressly earmarked but none of the successful candidates who has opted for it accepts the pre-assigned topic related to it, 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 they have the specific qualifications required;

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 research proposal;



Sezione Ricerca e Dottorati

Ripartizione Dottorati

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;

In the fourth instance: if none of the eligible candidates accepts the pre-assigned topic or if the Academic Board deems no one capable of carrying out the research, the scholarship will not be allocated and therefore the number of scholarships will diminish.

Students who have been awarded a scholarship should fill in the relevant section of the registration form requesting assignment of the funding .

The registration form contains detailed information about the necessary requirements.

These include self-certifying that their annual income will not exceed € 16,100 in the fiscal year in which the scholarship will be paid (2011).

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 2010/2011, i.e. solar year 2011 onwards, less compulsory national insurance contributions.

Eventual higher amounts awarded are guaranteed by co-financing (see the respective attachments of each Doctoral programme).

The daily amount awarded may be increased by up to 50% in the case of study 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 every month.

Scholarships are officially assigned following a decree by the university's Administrative 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 one instalment as specified in the "*Manifesto - determinazione tassa, contributi ed esoneri per l'a.a. 2010-2011 – Dottorati di ricerca*" (Doctoral Course Fees).

The exact amount owed varies according to the student's financial situation, calculated according to the position on the ISEE table of family and/or personal annual income. Doctoral students must provide documentation of their financial position in order for assessment of the amount owed (or eligibility for total exemption). They must therefore fulfil the conditions laid out in the "*Manifesto - determinazione tassa, contributi ed esoneri per l'a.a. 2010-2011 – Dottorati di ricerca*" (posted on the web site <http://www.units.it/dottorati/>, click on "Bandi e Manifesti").

Art. 8 –STUDENT RIGHTS AND OBLIGATIONS

Doctoral students should regularly check the university website for doctorate courses (<http://www.units.it/dottorati/>) 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 e-mail will take place using the students' institutional e-mail 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.



Sezione Ricerca e Dottorati

Ripartizione Dottorati

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 (€16,100 per annum).

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.

Art. 9 – AWARD CONFERMENT

At the end of the Doctoral programme, students sit an examination in which they must demonstrate the attainment of results of scientific significance by presenting and discussing 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/openaccess-berlin/berlindeclaration.html>) 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 L. 241/90 and ff, D.P.R. 184/2006).

Università degli Studi di Trieste – Piazzale Europa, 1 – 34127 Trieste is officially responsible for data handling. The Administrative Director is officially responsible for the administrative procedure.

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

Art. 11 - FINAL INFORMATION

For further information, please refer to the current relevant laws and University regulations regarding Doctoral degrees.

See also:

- <http://www2.units.it/dottorati/files/Admission%20Information.pdf> ,
- <http://www.units.it/dottorati/?file=Istruzioni.htm>

Details on the Doctorates are also available at <http://www.almalaurea.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 e-mail services in order to communicate with the Registrar's Office: (<http://www.units.it/dottorati/>). 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).



UNIVERSITÀ
DEGLI STUDI DI TRIESTE

Sezione Ricerca e Dottorati

Ripartizione Dottorati

PhD 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 e-mail: 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 and Thursdays from 3:15 to 4:15 pm/until ticket-holders have been seen - Tuesdays 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, see the “Avvisi” section on the website reserved for Doctorates.</p>	<p>web:.....http://www.units.it/dottorati/ telephone:.....+39-040.558.3182 fax:+39-040.558.3008 e-mail:dottorati@amm.units.it e-mail (for help with applications): helpdottorati@amm.units.it</p>
Deadline overview	
<p>Applications: from the date of publication in “Gazzetta Ufficiale” until the deadline 8 November 2010</p> <p>Admission examinations: see the relevant attachments (Doctoral Schools / Doctoral Courses)</p>	<p>Registration: by the deadlines shown at: http://www.units.it/dottorati/ below the merit lists (see: <i>Esami di ammissione – Graduatorie</i>)</p> <p>Earnings declarations/fee and tax exoneration: 15 days before registration deadline</p> <p>Re-allocation of scholarships: by the deadline specified in the notification telegram</p>

Trieste, 8 October 2010

THE CHANCELLOR
(Prof. Francesco Peroni)

EF/FS

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

Tel. +39 040 558 3182
Fax +39 040 558 3008
dottorati@amm.units.it

www.units.it