



UNIVERSITÀ
DEGLI STUDI DI TRIESTE

Rettorato e Direzione Generale
Sezione Ricerca e Dottorati
Ripartizione Dottorati

**Disclaimer: This is not an official translation, the official text is
the Italian “Bando di ammissione”**

**ADMISSION ANNOUNCEMENT
to PhD COURSES
30th cycle (academic year 2014/2015)
(1st supplement)**

Issued with Rector's decree number n. 628/2014 Prot. 12481 dated 23 June 2014
Integrated with Rector's decree number 71/2015 Prot. 2153 dated 28 January 2015 (The official Italian text is posted on the
University Official Board no 94/2015 Prot. 2158 dated 28 January 2015)

Deadline for applications: 17 February 2015 at 11:30 am (Italian time)

The announcement may be viewed on the following website:

<http://www2.units.it/dottorati/> >> Admission procedure

Art. 1 – ANNOUNCEMENT

The Università degli Studi di Trieste (hereinafter University of Trieste) announces public selection procedures for admission to the following PhD Course (30th cycle) for the academic year 2014/2015:

- **Chemistry** (attachment 3bis) (reopening)

PhD Courses shall not be run if the number of registered students is lower than four.

Admission to the PhD courses is by public selection. Modalities and criteria are explained in the attached files that describe each PhD Programme and form an integral part of this announcement. The attachments also provide information on curricula - if any - research areas, available places, additional admission requirements which may differ from the general ones herein provided, and examination dates and times.

Any changes and integrations shall be published on the website in each attachment.

Art. 2 – ADMISSION REQUIREMENTS

PhD applicants must hold one of the following qualifications:

1. an Italian Master's degree known as “Laurea specialistica/magistrale” or a degree awarded prior to approval of Ministerial Decree D.M. n. 509 of 3 November 1999, updated with D.M. n. 270 of 22 October 2004, n. 270, or a qualification corresponding to a Master's (second level) degree;
2. an equivalent foreign academic qualification awarded abroad;
3. an academic qualification awarded abroad which is considered to be equivalent to the Italian degree that allows the holder to undertake PhD studies for duration, level and area of study.

PLEASE NOTE: candidates who have been awarded both an Italian qualification as well as a foreign one are requested to upload the qualification received in Italy.

Manager of Administrative Procedure (Law 241/1990): Elena Ferraro

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

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

www.units.it – ateneo@pec.units.it



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Possession of specific degree qualifications may be required by each PhD programme. Please refer to the PhD attachments for further details.

If specific degrees are required, the indications provided by the “Decreto interministeriale 9.7.2009 - Equiparazione tra diplomi di laurea di vecchio ordinamento (DL), lauree specialistiche (LS) e lauree magistrali (LM), ai fini della partecipazione ai pubblici concorsi” shall apply and degrees considered to be equivalent will be accepted even if they are not listed in the relevant attachment. In case of doubt, candidates are invited to contact the PhD Registrar’s Office for clarifications.

Candidates must be awarded their degrees no later than deadline set for each PhD course, as specified in each attachment. No restriction to citizenship applies.

Candidates who have not been awarded their degrees yet may be admitted to the selection procedure conditionally. Failure to obtain their degree by and no later than the deadlines set for each PhD course shall result in their exclusion from the merit lists. Students graduating from the University of Trieste must submit their application for graduation prior to applying for any PhD course.

Any other qualification that candidates may list in their applications shall only be assessed if they are awarded by and no later than the same deadline set for graduating, which is a requirement for admission to the PhD.

Applicants with dual Italian citizenship must declare their Italian citizenship (law n. 218 of 31 May 1995, on the reform of the Italian system on private international law, art. 19 paragraph 2).

Students who have already enrolled in a the PhD Course in Chemistry and who have been awarded a scholarship cannot apply.

Art. 3 – DEGREES AWARDED BY FOREIGN UNIVERSITIES

3.1 – general information

Suitability of the candidate’s academic qualification for enrolment on the PhD Programme shall be assessed by the Entry Examination Board, in compliance with relevant laws in force in Italy and in the Country where the qualification has been awarded and in compliance with international treaties or agreements on the recognition of qualifications for the continuation of higher education studies. In light of the wide range of foreign degree qualifications, the University of Trieste may request the support of expert third-party institutions for assessment and recognition of foreign degrees.

Candidates who have been awarded a degree by a foreign university shall attach the documents listed below to their online application following the instructions given in art. 5 (failure to do so shall result in their exclusion from the selection):

- a.** A copy of their degree certificate and transcript of the exams taken and the title of the thesis, in the original language and translated either in Italian or English. Translations done by the candidates will not be accepted. EU citizens may

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provisionally submit a self-certification of the above-mentioned information, in compliance with Italian Presidential Decree DPR 445/2000 and subsequent amendments and additions. Should the candidate's course of studies include a first and second level degree (e.g. Bachelor's + Master's), certificates for both degrees must be submitted, including a list of exams taken and standard duration of the course/s. Failure to do so shall result in exclusion from the selection. Candidates who have obtained a Bachelor's degree and then an Italian Master (a specialist course) awarded by an Italian University are not eligible for admission to a PhD course.

b. Curriculum vitae et studiorum

and **if available:**

c. The Diploma Supplement. Should this certificate be issued by the foreign University, its legalization must be provided but not its translation. The DS is a document that provides additional information to that included in the official degrees / diplomas and/or transcript in Europe. This document substitutes the so-called "declaration of national value" (Dichiarazione di valore);

or

d. The "declaration of national value" of a degree qualification. The declaration of value must report duration of the degree course, final mark obtained and the value scale to which it refers. Failure to provide this information shall result in the Examining Board attributing the lowest score upon assigning points to the degree mark. The declaration of value shall also indicate whether in the Country where it was obtained the degree allows the holder to undertake third-level academic studies that are equivalent to PhD Programmes. Candidates are recommended to provide an official University document confirming the eligibility of the degree for admission to a PhD course.

The local authorities of the countries that signed the Aja Convention of 5 December 1961 shall stamp documents with the Aja Apostille. In this case, the documents are exempt from legalization.

The documents issued in some European countries (Belgium, Denmark, France, Ireland, Germany) are exempt from legalization and Apostille (European Convention of Bruxelles of 25 May 1987).

More detailed information is available at <http://www2.units.it/dott/en/?file=AccTitStran.inc>

Candidates applying for places reserved for scholarships funded by foreign Countries (code R/2) or by specific international mobility programmes (code R/3), outlined in the attachments, must also attach the statement of allocation of scholarship.

3.2 – undergraduates

Candidates who have not been awarded the degree required for admission yet must attach the first level degree certificate plus a transcript of the Master's listing the exams taken – either in Italian or in English – to their online application by the deadline for *Manager of Administrative Procedure (Law 241/1990): Elena Ferraro*

Università degli Studi di Trieste
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submitting qualifications set for each PhD Programme. Failure to provide this information shall result in exclusion from the entry examination. In any case the candidate must have been awarded the diploma before the deadline specified in the attachment. Should s/he be awarded their degree by the deadline for submitting qualifications, they can access the online admission procedure again and attach a copy of their degree certificate, either in Italian or in English.

Art. 4 – AVAILABLE PLACES

The number of places and/or scholarships/research grants for each PhD Course may be increased in the event of further funding. The deadlines for submitting applications set in this Announcement shall apply. A number of scholarships/research grants shall be available and shall be allocated in line with art. 8 below.

The candidate must indicate the place s/he applies for, i.e. a place with no scholarship, a place with a scholarship, or else a research grant (if available), in the form “Integration to the application” (cf 5.1.4 below). The choice is binding and cannot be changed later.

Some places on some PhD courses may be reserved for students who have graduated in foreign universities (code R/1) and for holders of scholarships funded by foreign Countries (code R/2) or international mobility programmes (code R/3). Details about this availability may be found in each attachment. For these candidates, admission procedures and times may vary and a separate merit list may be provided.

If places reserved for graduates from non-Italian institutions (code R/1) have not been assigned, the Academic Board can reallocate them as standard places.

Art. 5 – APPLICATIONS

5.1 – procedure

The application must be filled online and submitted by 11:30 am (Italian time) of 17 February 2015. Other forms of applications shall not be accepted and shall exclude candidates from the selection.

The application procedure is as follows:

1. **register** on the University of Trieste website at the address <http://www2.units.it/dott/en/?file=AccTitStran.inc> Please enter an email account to be used by the PhD Office for communications.
2. After **registration**, login and fill in the web application form, following the instructions. Once the application has been confirmed, an email will be automatically sent to the candidate confirming submission.

Candidates who were previously enrolled at the University of Trieste already possess login username and password and can log in directly, following the online instructions. If you have forgotten your login username and password, please refer to <http://www2.units.it/divisioneisi/pwd/?file=studente.inc> (link in Italian). New credentials shall not be assigned close to the deadline for applications (17

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February). The username and password assigned to the student shall be necessary for future logins.

After the deadline for submitting the admission application, the type of selected place cannot be changed.

3. Should the candidate hold more than one university degree of different levels, the highest level qualification requested for admission to the PhD course must be inserted in the online application (see art. 2).

Candidates who have not been awarded their degrees yet (which nonetheless must be obtained by the deadline for submitting certificates and qualifications) and have therefore been accepted conditionally, may access the online procedure again and upload a self-certification.

4. Candidates must fill in and upload the form "Integration to the application" which can be downloaded from <http://www2.units.it/dott/en/?file=DottBandi.inc&cod=1010> together with the certificates and documents listed below. The deadline for submission of these documents (which must be listed in the form) can be found in each attachment:

- a. curriculum vitae et studiorum, specially focussed on pre-PhD experiences, duly signed;
- b. copy of a valid ID document with a photo;
- c. degree thesis /abstract in Italian or English;
- d. publications and other certificates/qualifications;
- e. research project, if required
- f. other relevant documentation required (if applicable).

Certificates may only be uploaded during the online application in "PDF" format (following an antivirus check). File size must not exceed 5 MB and they may be compressed in RAR or ZIP formats.

N.B. the system does not ensure the readability of file formats other than pdf (eg doc, xls, dot etc.).

Candidates may add, delete or modify the documents and update the form "Integration to the application" also after completion of the online application up until the final deadline for submission of certificates, qualifications and publications.

Candidates must apply online uploading certificates, transcripts and the form "Integration to the application". However, they may submit their publications separately, should they be voluminous or unavailable in electronic format. In this case, candidates must indicate in the above-mentioned form which publications will be sent in ways other than the online submission in compliance with the procedures outlined in each attachment.

Please note that the documents required can be edited or replaced. It is necessary however to go through the whole procedure again, otherwise changes are not saved. All the documents required must be submitted.

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5. The exam registration fee (€ 46.38 including € 16 of stamp duty) must be paid **by and no later than 17 February 2015**. Payments made after this date will not be accepted and candidates shall be excluded from the examination. Accepted payment methods are as follows (receipts need not be sent to the Doctoral Registrar's Office):
- **in Italy only**, at any bank located in Italy or at any cash machine or any machine with "Internet Banking" or "Telephone Banking" services, **using exclusively the personal payment form (MAV)** that can be printed at the end of the online enrolment procedure. **Bank transfers** are not accepted. The payment deadline is compulsory and therefore if payment orders are done through the bank's **online payment service** or through "**Telephone Banking**", candidates must be aware that payments may be carried forward the following office day.
 - online by credit card using VISA or MASTERCARD (also if the credit card holder is another person). Payment confirmation may be printed at the end of the procedure.

The exam fee is non-refundable in no case whatsoever, unless more than one payment has been mistakenly made for the same examination.

Non-Italian candidates residing in Iran or in other countries subject to US or EU restrictions shall pay the exam registration fee before the entry examination, if it is scheduled in Trieste, or else when applying for enrolment, otherwise they will be excluded from the merit list.

Candidates from Developing Countries shall pay € 16,00 only to cover the stamp duty. A list of Developing Countries is available at the following web link: <http://www2.units.it/dott/files/DevCountries.pdf>

Please notice: candidates from Developing Countries are kindly asked to check the exam fee. If the amount indicated in the procedure is € 46.38 instead of 16 s/he is invited to email dottorati@amm.units.it and ask for fee adjustment.

6. Candidates are invited to complete the application in due time, i.e. well in advance of the deadline. It is their responsibility to check that the application procedure is successful. Complaints for system failure/connections refused due to server overload close to the deadline shall not be accepted.
7. The admission application shall be considered sent by the candidates when they sign the attendance sheet on the day of the entry examination or when they submit their enrolment applications in the case of selections that do not foresee an examination.

Candidates applying for more than one PhD Course shall have to submit more than one application, attaching all the necessary documentation to each application and make the relevant payments.

Candidates who wish to take the interview by video conference shall comply with art. 6.2 (see below).

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All candidates are admitted to the examination conditionally: their applications are verified to check that they meet the requirements set in this announcement, which shall be done in line with art. 43 of DPR n. 445 of 28 December 2000. The University may decide on the exclusion of any candidate from the selection procedure at any time. The University shall also verify the truthfulness of the self-certifications provided by candidates. Applicants providing false declarations are punished in compliance with the Italian criminal code and special laws on the matter.

5.2 – applicants with disabilities and learning impairments

According to the nature of their disability and in line with law n. 104/1992 and its integration law n. 17/99, disabled candidates may request the use of special equipment and additional time to complete the examination.

In line with law n.170/2010, candidates with learning impairments shall be granted 30% more time than the standard allowed time to complete their examination, in relation to the type of examination that is being taken.

In the event of a certified severe learning impairment, the University may take other measures aimed at guaranteeing a fair opportunity at the examination.

Requests must be sent at least 15 days prior to the examination to the Sportello Disabili - Piazzale Europa 1, 34127 Trieste, Building A (right wing), underground floor - tel. 040 558 2570 - fax 040 558 3288 - email: disabili@units.it - dislessia@units.it – web page: <http://www.units.it/disabili> - Office opening hours: Tuesdays and Thursdays, from 10 am to 12 am, Wednesdays from 2:30 to 4:30 pm. The request must include the certificate issued by the Health Commission in line with law 104/1992 or the documentation listed in law 170/2010 for students with learning impairments.

Candidates with disabilities who need to use special equipment during the examination, in line with law n. 104/1992 and its integration law n. 17/99, shall provide this information in the online application form, specifying the type of equipment they will need.

Art. 6 – ENTRY EXAMINATION

6.1 - procedure

Entry procedures and examination dates are set out in each attachment, which form an integral part of this announcement, and are to be considered as an official notification.

Dates and procedures may vary for each PhD course. Candidates are thus requested to check for changes and updates also nearer examinations.

The written examination (if any) shall be taken by all candidates in Italian. The Examining Board may however decide that the essay must be written in a language other than the Italian by all candidates.

The oral examination (if any) focuses on the assessment of the knowledge of one or more languages.

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

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Fax +39 040 558 3008
Dottorati@amm.units.it

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For some PhD courses the minimum language level required may be one set by the CEFR (Common European Framework of Reference for Languages by the Council of Europe – global representation of the three reference levels).

The relevant tables may be viewed at the address: <http://www.units.it/dottorati/> >> Admission procedure.

On the day of the examination, unless otherwise specified in the attachments, candidates shall indicate which places with earmarked topics (if any) they are taking the exam for, specifying their priorities.

In order to be admitted to the examination, candidates must show a valid ID document.

The candidates' names and the results of initial and/or intermediate evaluations and final merit lists shall be published on the Doctorates website.

No personal letters shall be sent directly to candidates. In line with current laws, rejected candidates may ask for the reasons of their exclusion in writing.

6.2 – video conference interview

Interviews for the admission to some PhD Courses can take place by video conferencing or other technologies which allow the examiners to remotely visualize the candidates, in case this option is specified in the relevant attachment to the Admission Announcement. Candidates who wish to take advantage of this possibility shall submit a request by uploading the form "Video conference interview" (downloadable from the Doctoral web site <http://www2.units.it/dott/en/?file=DottBandi.inc&cod=1010>) before the deadline for submitting qualifications. The software (Skype or similar) and the candidate's account to be used by the Examining Board to make the video call, must be indicated in the form. Failure to do so shall result in the candidate's exclusion from the selection.

Candidates shall be available and connected through the personal account indicated in the above mentioned form on the day scheduled for the interview, to be checked in the relevant attachment to the Admission Announcement. The Examining Board may decide to start the interview at a time agreed with the candidate.

The candidate will have to show to the video camera the same ID document already attached to the online application at the beginning of the interview, in order to be identified by the Examining Board.

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.

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

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Candidates who cannot attend the interview in person and on site owing to unforeseen circumstances can submit the request for video conferencing by emailing the "Video conference interview form" and attaching a valid ID document to dottorati@amm.units.it at least 4 working days before the oral exam, stating the grounds for their request.

The Examining Board will determine whether the request is admissible and communicate the final decision to the candidate by email at least two days before the oral exam.

If no email is received in time, 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 Doctorates website, next to each attachment.

6.4 – merit lists

On completion of the selection procedure, the Boards shall draw up general merit lists. Candidates who applied either for earmarked research places or scholarships or research grants shall also be assessed for their specific scientific knowledge.

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.

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

Candidates shall not receive any personal communication regarding the outcome of the selection, which will be posted on the web site for each PhD course.

The merit lists shall be published on the Doctorates website, next to each attachment. The enrolment terms and conditions shall be outlined at the end of each list.

The lists shall also be published on the University's Official Online Board (Albo ufficiale).

The above-mentioned procedures for publishing merit lists and enrolment terms and conditions are to be considered as official notifications and therefore no personal notifications shall be sent to the candidates' addresses.

The merit lists shall be available on the website for 120 days.

Art. 7 – ENROLMENT APPLICATION

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Università degli Studi di Trieste
Piazzale Europa, 1
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7.1 - procedure

The PhD Courses are run every academic year.

PhD Courses start at the beginning of the academic year, i.e. 1. November 2014.

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

Should a place (with or without scholarship/research grant) be earmarked for a specific research topic, candidate selection shall be made by the Academic Board by taking into account their ranking on the merit list, any options selected by the candidates and the evaluation made by the Examining Board on the candidates' knowledge and expertise in the research field in question.

If the places/scholarships/research grants are all earmarked for a pre-assigned topic, the candidates will be selected only if they have proved adequate specific competencies.

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

A student is no longer enrolled on a university course only if s/he has submitted his/her written waiver to the University. 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 suspension.

Successful candidates must enrol and pay the Regional tax by the date and on the terms set out at the end of their merit list.

Successful non-EU citizens must submit their permit of stay when enrolling. The permit may have been granted for either subordinate or self-employment, family reasons, religious reasons, political asylum, subsidiary protection or studies/university attendance. Should they not be in possession of their permit of stay yet, the receipt of application for a permit of stay must be provided. In case of a renewal, successful candidates must also submit their expired permit of stay. Non-EU candidates who are already in Italy on a permit of stay for study or research reasons may have to return to their Country of origin and apply for a new study visa. Further information may be obtained from the local police headquarters (Questura).

Successful non-EU candidates who have been assigned a research grant shall submit a permit of stay "for scientific research" (please check art. 9 below).

Successful candidates who fail to submit their enrolment applications in line with the terms and conditions that will be provided shall be considered to have withdrawn and their vacant places shall be made available to the next eligible candidates on the list.

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Successful candidates who hold a Bachelor's and a Master's degree are allowed to submit the declaration of national value of the Master's only, if it provides all the necessary information (cf 3.d). Otherwise they will be asked to submit the declaration of national value of the Bachelor's degree as well.

Once all successful candidates have enrolled, the date of commencement of the PhD Course shall be published on the website <http://www2.units.it/dott/en/> Admission procedure >> PhD commencement dates.

In the event of waivers on the part of successful candidates, an equivalent number of eligible candidates shall be selected from the merit list (following the ranking order) within a month of the commencement of the course, after assessment by the Academic Board.

PhD students shall contact the Professors in charge of the Course after enrolment.

No research activity may be started prior to the commencement date set for the PhD Course by the Academic Board. Payment of scholarships shall start from that date.

PhD students from the medical sector may request to participate in clinical care work. In this case, professional habilitation and professional insurance shall be essential requirements.

The following may also enrol on the PhD Courses (set number of places available):

- a) students selected in the framework of international research agreements or programmes in which the University is involved either as coordinator or partner, which have at least the same duration as the PhD Course. Enrolment is possible (code R/4) after approval by the Academic Board of the course in question and after evaluation of the candidate's qualifications which should meet the admission requirements listed in article 2.
- b) students enrolled at Foreign Universities or Research Institutes that have signed agreements with the University of Trieste for the joint supervision of Doctoral theses.

7.2 – places left vacant

Students who fail to enrol by the set deadline or provide false statements shall be excluded from the PhD Course. Any places that may thus become vacant shall be assigned to other eligible candidates, following the order on the merit list and in the ways outlined hereafter:

- a) after the enrolment deadline, any places/scholarships that may remain available shall be published online on the Doctorates page;
- 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.
- 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 pdf file

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following the order on the merit list. No personal notification shall 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 cover vacant places even if they come with a scholarship;
- 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, to the candidate's choice and to the evaluation of the Examining Board on the specific competencies required.

Art. 8 – SCHOLARSHIPS

Scholarships are available for all candidates applying for standard places, unless otherwise stated in the attachments.

In the event of two or more candidates obtaining the same score at the entry examination, selection shall be made by taking into account the candidates' economic situation that is assessed in line with decree D.P.C.M. of 9 April 2001 and subsequent amendments and additions.

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

Students who have already been granted a scholarship, 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 to support the students' research activities abroad.

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

Scholarships do not entitle holders to any legal and economic career advancement.

Manager of Administrative Procedure (Law 241/1990): Elena Ferraro

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

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

www.units.it – ateneo@pec.units.it



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Scholarships are granted only if acceptance is given by the PhD students using the given form.

If some scholarships are funded by external bodies or earmarked for a pre-assigned topic, all the scholarships shall be allocated by the Academic Board according to the merit list, to the candidate's choice and to the evaluation of the Examining Board on the specific competencies required.

Scholarships funded by the University of Trieste for research other than earmarked research shall be assigned following the order on the merit list until full allocation.

In the case of scholarships funded by external bodies, the Academic Board shall decide on the combination of candidate/funding body. In the case of scholarships for earmarked research, the candidate shall be selected by the Academic Board which shall take into account the merit list, any options selected by the candidate and the best assessment provided by the Examining Board in terms of candidate's competence in the specific field of research.

In the cases where it is compulsory to select an option but none of the successful candidates who have selected that option accept the research topic offered in conjunction with the scholarship, the latter shall be offered to another successful candidate following the order on the merit list until all standard places available are covered. This shall be done also if the candidate has not selected that option but the Academic Board considers him/her to have the necessary competence to work on that specific topic. The same applies if more scholarships are offered at a later stage and have not consequently been selected by the candidates.

As indicated above, the scholarship can be assigned to the first eligible candidate, following the order on the merit list.

Payment of scholarships starts when attendance and research activities commence. Even if the PhD Course does 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 for the lectures/activities missed, shall have to return the part of the scholarship s/he received unduly.

At the end of the year the Academic Board shall assess the students' work to assess whether they can continue their research onto the following year. Unless otherwise stated, a successful assessment shall mean that the candidate has made up for any activity that s/he has missed at the start of the PhD academic year, i.e. 1. November, and all scholarship installments shall be paid for the said period.

Art. 9 – RESEARCH GRANTS

Research grants offered for some Doctoral Courses and specified in the relative attachments, which form an integral part of this announcement, will be awarded to selected candidates through collaboration contracts defining the terms and conditions of the research activity.

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Research grants fall under the provisions of art. 22 of the Law n. 240 of 30 December 2010 and of the University Regulation issued by Rector's decree number 653 dated 24 May 2013.

Non-EU citizens can sign the contract only after the procedure for obtaining the permit of stay for scientific research has been completed. To this effect the University signs a "Hosting Agreement" with the candidate which is forwarded to the competent Italian consulate that issues the entry visa for scientific research. The candidate shall not enter Italy before s/he obtains the visa for scientific research. Failure to do so shall result in having to return to the country of provenance.

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

Joint attendance of a PhD Course and a Medical Specialty Training Course is possible if the following general criteria are met:

- a) the medical trainee has passed the admission examination to a PhD Course at the same University where s/he follows his/her training;
- b) joint attendance may be granted during the last year at the Medical Specialty Training School and the first year in the PhD Course and must be compatible with the work and commitments at the Medical Specialty Training School. Authorization by the Board of the Medical Training School is necessary;
- 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 the trainee cannot be holder of a PhD scholarship.

Art. 11 – ENTRY AND TUITION FEES AND REGIONAL TAX

Enrolled students shall pay tuition fees and regional tax in line with the terms and conditions set out in the "Tax and fees announcement" for PhD Courses.

Relevant terms and conditions are outlined in the "Taxes and fees announcement for the academic year 2014/2015 – PhD Courses", which can be downloaded from the University's website at the address <http://www2.units.it/dott/en/> Tax and fees.

Art. 12 – RIGHTS AND DUTIES OF PhD STUDENTS

PhD students have the following duties:

- a) attend lectures included in the Programme;
- b) perform research activities assigned by the Academic Board;
- c) undertake any tests/assessments;
- d) respect the University's Ethical Code;
- e) submit, either yearly or whenever requested, to the Academic Board a report on the development of the research.

PhD students may carry out their research studies in Italy and abroad, with the authorization of their Supervisor and the Academic Board. During their stays in

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institutions other than the University of Trieste, PhD students must keep the Supervisor updated on the research and undertake the required assessments as requested by the Academic Board.

As part of their training programme, PhD students may work as tutors for BA or MA students and may be in charge of so-called integrative teaching activities for up to forty hours over each academic year. Authorization by the Academic Board is required and scholarships are not increased. Once the PhD Course ends and any suspension periods 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, who is a member of the Academic Board, or the co-Supervisor. In case of controversies with the Supervisor, the opinion of the Academic Board may be requested. The Board may decide to replace the Supervisor, once it has heard the parties involved.

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

PhD students are covered by mandatory insurance against injuries at work issued by I.N.A.I.L. (Italian Insurance Against Injuries and Accidents at Work) in compliance with art. 4 of decree D.P.R. n. 1124 of 30.6.1965, and the n. 1124. They are also covered by the University's insurance against civil liability risks, which the University has undertaken with a major insurance company. Insurances cover only injuries that occur whilst carrying out Course activities.

Insurance cover for civil servants who have been admitted to the Courses is regulated by current laws on the matter (ex art. 12 paragraph 4 of DM 45/2013).

Equal opportunities are granted.

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

PhD students are requested to constantly check the Doctorates webpage (<http://www2.units.it/dott/en/>) under the "Notice board" section where general information is posted (deadlines for enrolments to successive years, application for inclusion in fee bands, conferral of qualification, etc.). The Doctoral Office shall not send circulars but only personal letters in case of changes to the curricula. Any communication by email shall be done through the university's account that is created for PhD students.

Art. 13 – AWARD CONFERMENT

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At the end of the PhD Course, 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.

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

Candidates shall file their thesis and abstract in Italian and in another foreign language (if authorized to do so) in electronic format in the University Institutional Repository OpenstarTs <http://www.openstarts.units.it>.

Theses and abstracts collected by the National Libraries of Rome and Florence by harvesting the "OpenstarTs" repository, which is also the archive of the General University Library. Theses are made public by the National Libraries, in compliance with current regulations.

The institutional University repository "OpenstarTs" is an open, interoperable archive which guarantees high visibility and dissemination of deposited material, in line with the Open Access Policy of the University of Trieste <http://www.openstarts.units.it/dspace/handle/10077/8791>.

Candidates may request a one-year embargo to their theses, i.e. restricted access for a maximum period of one year.

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

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

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

Personal data must be provided 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 in line with art. 7 of 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 Sezione Ricerca e Dottorati (Research and Doctorate Department) is responsible for the actual handling of data.

In line with law 241/90 and subsequent amendments and additions that Manager of the Administrative Procedure is the Head of the Doctoral Office.

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

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

Art. 15 – FINAL INFORMATION

Any information that is not included in this announcement may be obtained by consulting relevant current laws and University Regulations on PhD Courses.

Further information on courses and programmes may be found at the website address <http://www2.units.it/dott/en/?file=Infogen.inc> .

Candidates who register with the University of Trieste for the first time when they apply for the PhD selection procedure shall receive a username and password to access university online services and an email account which they must use to communicate with the Doctoral Registrar's Office: (<http://www2.units.it/dott/en/>). Candidates who have previously studied at the University of Trieste keep their old username and password.

The size of emails, including attachments, must not exceed 5 Megabytes, as the University server rejects heavier files. It is therefore necessary to zip the files attached.

In any case, any communications shall be sent to the home address or email address candidates have provided on registering.

Enrolled PhD students shall be given a university email account, which must be used for all official communication with the University. Students can login to their email accounts from the Doctorates website, by clicking on <http://www2.units.it/dott/en/?file=AccTitStran.inc> and using the same username and password.

Email accounts are structured as follows: s123456@stud.units.it.

The aliases provided are structured as follows: name.surname@phd.units.it

The University Administration is not to be held responsible if candidates do not receive communications due to incorrect information they have provided or to IT faults that have not been caused by the Administration.

For submissions in which delays are acceptable, the University's Academic Boards set the relevant fines indicated in the Tax and fees announcement, which is issued every year.

Doctoral Office – Address and Information opening hours

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Ripartizione Dottorati**

Doctoral Registrar's Office: Segreteria Dottorati di ricerca: Main University building (Building "A") – right-hand wing

Piazzale Europa, 1 - 34127-TRIESTE (tel. +39 040/558.3182 email: dottorati@amm.units.it)

Opening hours:

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

Reservation tickets are needed for office enquiries (dispenser on the second floor - opposite the lift – right wing). Tickets are available half an hour before opening hours and distribution ends at 3.15 pm and 10.30 am.

Closing times:

Fridays and on public holidays (15th August, Christmas). For further details please see <http://www2.units.it/dott/en/> - Notice Board

web:<http://www.units.it/dottorati/>
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fax:+39-040.558.3008
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