



UNIVERSITÀ DEGLI STUDI DI TRIESTE

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

Disclaimer: This document is an English translation of the original Notice of competition. In case of conflict or discrepancy, the original version in Italian shall always prevail. The official Italian text is available on: <http://www2.units.it/dott/it/?file=DottBandi.inc&cod=2018>

NOTICE OF COMPETITION

ADMISSION TO THE DOCTORAL PROGRAMME IN REPRODUCTION AND DEVELOPMENTAL SCIENCES – 34th cycle (AY 2018/2019)

Enacted with Rector's decree no. 505/2018 Prot. 74821 of 16th July 2018
(published on the University Official Notice Board no. 777/2018 Prot. 74824)
APPLICATION DEADLINE: 20th August 2018 - 1:00 p.m. (Italian time)

This Notice of Competition is available online on the following link:

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

Art. 1 – DOCTORAL PROGRAMME

The Università degli Studi di Trieste, hereinafter University of Trieste, will run the following Doctoral Programme in the academic year 2018/2019 (34th cycle):

- **Reproduction and Developmental Sciences** (attachment 9bis)

The Doctoral Programme begins on 1st November 2018 at the start of the academic year. Programmes with fewer than four PhD students will not be run.

Terms and conditions for admission are detailed in the attached files which form an integral part of this Notice of Competition. In particular, two attachments are given, namely "Overview" and "Admission", which provide a description of the Programme, as well as information on the curricula, where applicable, the research topics, the places available, the examinations calendar and the admission requirements including any different or specific additional requirements (cf. art. 2).

You may find that some places are reserved for candidates who have been awarded a degree by a foreign university (code R/1) or for candidates with a scholarship granted by a foreign country (code R/2), or else for candidates joining programmes of international mobility (code. R/3). For such categories, selection procedures and times might be different, and a separate merit list shall be made. There might be some places reserved for highly-qualified staff employed in research institutes or centres (code R/5); such candidates shall be allocated the reserved place while remaining on salary from the employer.

Additional scholarships or other grants which may become available after the publication of this Notice of Competition, will be announced in the above-mentioned attachments. The deadline for submission of applications remains however unchanged.

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

Art. 2 – ADMISSION REQUIREMENTS

Applicants must hold one of the following qualifications:

1. an Italian degree known as "Laurea specialistica/magistrale" or a degree awarded under the former university system (ie prior to D.M. no. 509 of 3rd November 1999, as

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amended by D.M. no. 270 of 22nd October 2004) - to be **achieved within 31st October 2018**;

2. a foreign academic qualification comparable by duration, level and academic field to the required Italian degree - unless recognized as fully equivalent to the Italian degree by an authorized Italian Higher Education Institution - and **achieved within 1st October 2018** (see art. 3.1). The qualification must allow access to Doctoral studies in the issuing country.

Candidates holding a Doctoral degree cannot be admitted to the same PhD Programme.

Art. 3 – INTERNATIONAL DEGREES

3.1 – General information

Any second-cycle academic qualifications obtained abroad which are comparable to the required Italian degrees give access to the Doctorate (see art. 2).

Foreign degrees are assessed by the Examination Panel to ensure that they are of the equivalent level of Italian qualifications, in compliance with the relevant laws in force in Italy and in the awarding country, as well as with international treaties or agreements on the recognition of foreign qualifications.

Applicants must have gained their foreign qualification **by the 1st October 2018**, in order to allow time for accurate evaluation, by way of – where appropriate – the ENIC-NARIC national information centres.

The application process is online only. Candidates therefore need to upload the required documents (see art. 3.2).

Upon enrolment, successful candidates shall submit hardcopies of the original documentation (degree certificate/diploma and Transcript of Records), duly legalised and translated (v. art. 6.2).

The Examination Panel may require that the candidates provide further evidence, should it be necessary for the assessment of qualifications.

3.2 – Supporting documentation

For the purpose of admission, it is required to upload a copy of the original academic qualification, along with a Transcript of Records certifying examinations and the date of graduation. If the official diploma is not available at this stage or the required degree is still to be achieved, a Transcript of Records shall suffice. In the event that the degree is awarded after 20th August 2018 (closing date for applications), the degree certificate must be submitted to the Doctoral Office **within 10 days of the graduation date and in any event no later than 11th October 2018**.

If a *Diploma Supplement* (DS) is delivered by the university, such document can be submitted in lieu of the Transcript of Records, provided the DS is issued according to the European standard format.

If the certificates are delivered in a language other than English, a translation in English or Italian must be uploaded. At this stage, the translation may be provided by

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the candidates themselves, who take full responsibility for the accuracy and truthfulness of the version. At the time of enrolment, however, successful candidates shall submit an official translation (sworn before a Court in Italy or certified by an Embassy/Consulate) along with the original degree certificate and Transcript.

The Examination Panel may exclude the candidates who fail to provide adequate documentation to assess their qualifications.

Candidates are strongly encouraged to provide any other document that might be useful for consideration of their application (e.g. "dichiarazione di valore" issued by the Italian Embassy or Consulate in the awarding country, syllabi, etc.)

Art. 4 –APPLICATIONS

4.1 – Application procedure

The candidate must complete and submit the application by **1:00 pm** (Italian time) of **20th August 2018**.

The application must be submitted via the University online system: <http://www2.units.it/immatricolazioni/dottorati/>. Applications sent by any other means will not be processed. On the above link, a step-by-step tutorial is available for guidance. Applicants can apply from any computer with access to internet using the most popular web browsers. As this selection is made on a competitive basis, the closing date for application is mandatory and the online system will not allow late applications. The date and time of application are certified by the online system.

A registration fee (€ 30.00) must be paid by **20th August 2018** (closing date for applying). Applicants failing to pay within the first day of the Examination Panel's assessment of qualifications shall be excluded from the competition (see the exact date on the "Admission attachment" concerning the PhD Programme). The fee is non-refundable, except where more than one payment has been mistakenly made for the same application.

Foreign candidates residing in countries subject to banking restrictions can pay the exam registration fee after the deadline, provided they do so before the entry examination takes place - if taken in person - or, in any event, before enrolment.

Candidates from Developing Countries are exempt from payment of the exam fee. The list of developing countries is available on: <http://www2.units.it/dott/files/PVS%20DevCountries.pdf>.

Candidates are strongly encouraged to complete their application and pay the admission fee well in advance of the deadline, in order to avoid any possible crashing of the IT system and subsequent failure of the application process - due to the high number of last-minute applicants. It is the candidate's responsibility to ensure that the application is submitted correctly. For this purpose, a receipt confirming submission of the application and containing all details (items uploaded and payment) can be printed out. Requests for password recovery cannot be processed if received on very short notice, close to the deadline.

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Applications shall be deemed valid upon signature by the candidate on the day of the examination, if applicable, or upon enrolment.

4.2 – Applicants with disabilities and learning impairments (LSD)

Candidates with a recognised disability (pursuant to Law no. 104/1992 as amended by Law no. 17/99), or with a disability of at least 66% may request special aids and up to 50% extra time for completing a written test, where applicable.

Requests must be submitted in writing along with a copy of the certificate from the Public Medical Board (the Italian *Commissione Sanitaria*), as provided by Law 104/1992, or official acknowledgement of disability, to the Disability Service (*Servizio Disabilità*). Before visiting the Service, candidates are advised to book an appointment by email or telephone at least 15 working days prior to the date of the examination:

Servizio Disabilità: disabili@units.it - tel. +39 040 558 2570/7663 - fax + 39 040 558 3288 - website: <http://www.units.it/disabili> - location: Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement floor.

Candidates with specific learning disorders (LSD) may request up to 30% extra time, where applicable, and in the event of serious issues, they may request special aids aimed at ensuring equal opportunities, provided they have the suitable certification (not older than 3 years) as provided by Law no.170/2010.

Requests must be submitted in writing to the Learning Impairment Service (*Servizio DSA*). Before visiting the Service, candidates are advised to book an appointment at least 15 working days prior to the date of the examination:

dislessia@units.it - tel. +39 040 558 7792 - fax +39 040 558 3288 - website: <http://www.units.it/disabili> - location: Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement floor.

Art. 5 – ADMISSION EXAMINATION

5.1 – Terms and conditions

Terms of admission and the examinations calendar are advertised on the “Admission” information sheet of the Doctoral Programme (see Attachments 9bis), which form an integral part of this Notice of Competition. Applicants will not be notified of any changes or updates concerning the examinations calendar; it is therefore recommended that they consult the said attachments regularly.

During the oral examination, knowledge of one or more languages will be tested. Candidates may be required – if indicated on the Admission sheet - to have a minimum language level, according to the Common European Framework of Reference for Languages (CEFR). For information on CEFR levels, please link to: <http://www2.units.it/dott/files/CFER.pdf>

When sitting the examination, candidates must show proof of identity.

5.2 – Videoconference interview

If mentioned in the relevant “Admission” sheet, interviews for admission to the Doctoral Programme may be held by videoconferencing or other suitable electronic

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means. Candidates who are unable to attend the examination in person and wish to be interviewed online shall upload the "Videoconference interview" form, available on <http://www2.units.it/dott/en/?file=DottBandi.inc&cod=1010>. Applicants need to indicate on the form the platform (Skype or similar) and the account that the Examination Panel shall use for the connection.

Candidates must be reachable at the personal account they have indicated on the form and on the day scheduled for the interview (see the calendar on the relevant Admission sheet). The Examination Panel may agree with the candidate the time for the interview.

Before the interview starts, for identification purposes the candidates must present the same identity document they uploaded at the time of application.

Failure to connect online due to incorrect account or wrong date and time or technical issues, or else failure to show a valid ID document, shall result in the candidate's exclusion.

Applicants for video-conferencing can nevertheless attend the interview in person at the scheduled time, provided they bring a valid ID document.

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

Should a candidate – who had not requested a videoconference interview at the time of the application - be unable to attend the interview in person, due to exceptional and justified circumstances, they can send the videoconference form to the email addresses indicated in the "Admission" sheet up to four working days before the date of the interview.

The Examination Panel will inform the candidates whether their request is accepted, no later than two days before the date of the interview. If no reply is received, the request shall be deemed rejected and the candidate will need to attend the interview in person. Failure to do so shall result in the candidate's exclusion. Any requests sent to email addresses other than those indicated in the Admission sheet will not be considered.

5.3 – Examination Panels

The Examination Panel is appointed by the Rector to carry out a comparative evaluation of the candidates, in compliance with art. 13 of the Regulations on Research Doctorates.

The composition of the Panel will be posted on the PhD website, next to the Overview sheet.

5.4 – Merit lists

On completion of the evaluation process, the Examination Panel will draw up the merit list, which will be approved by Rector's Decree. Assessment of the candidates may differ depending on the place/scholarship offered, based on particular competencies needed for carrying out research in subject-specific projects.

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The candidates' preferences about the type of PhD places as well as the project submitted upon application are not binding for the examiners nor for the Doctoral Board when allocating the places. Successful candidates will be offered the places by rank order.

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

The names of the candidates, the results of the initial and/or intermediate assessments and the final merit lists will be posted on the PhD website in the relevant information sheets. Merit lists will be also published on the official *Albo* – the Official Notice Board of the University, and will be available until 31st December 2018, or else for 60 days.

Candidates will be notified of the publication on their personal email account. Publication on the University Notice Board will be considered as official notification.

Art. 6 – ENROLMENT APPLICATION

6.1 - Procedure

Successful candidates must submit the enrolment application and pay the first instalment of the fees **by the deadline and according to the terms and conditions posted at the bottom of the merit list. The online publication is considered as official notification.**

Enrolment on the Doctoral Programme is subject to the limit of places available.

Candidates failing to submit their enrolment applications by the deadline or submitting incomplete applications shall be considered to have withdrawn and the vacant places shall be made available to the next eligible candidates on the list.

Should any statement in the application prove to be false, admission to the Doctoral Programme will be denied or withdrawn.

After applying for enrolment, PhD students shall consult with the Programme Coordinator for guidance.

No research activity can start prior to the official start date of the Programme (ie 1st November) or before the enrolment process is completed, should this occur later. Payment of scholarships, where applicable, will be processed from that date onwards.

Candidates applying for enrolment who have not yet obtained the required academic degree are given the “pre-enrolled” student status until achievement of the qualification. Candidates graduating from the University of Trieste will have to inform the Doctoral Office staff of their graduation (email to dottorati@amm.units.it) who will verify the information provided. Candidates graduating from other Italian universities will need to submit a self-declaration in lieu of certificate **within 10 days of their graduation.**

Enrolment on non-funded places is allowed only if such places are made available by the Doctoral Programme. Likewise, successful candidates for a funded place cannot waive the scholarship or grant they qualified for.

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Before the start of their activity, any PhD student shall inform the University Prevention and Protection Service of the type of activity they will perform by filling out the dedicated form. For further information: http://www2.units.it/prevenzione/procedure/nuovi_arrivati.php.

6.2 – International qualifications

In order to complete their enrolment, successful candidates holding a foreign qualification must submit the original supporting documentation which was uploaded online at the time of application for admission (see art. 4.2), bearing the legalization or Apostille stamp.

They shall also submit a certified translation of their certificates in English or Italian (if the certificate is delivered in a different language), ie legalised by the competent Consular office or sworn before a Court in Italy.

6.3 – Candidates residing abroad

In order to complete their enrolment, successful candidates from abroad must submit a copy of their Italian tax code and provide a domicile in Italy.

6.4 – Candidates from non-EU countries

In order to complete their enrolment, successful candidates from non-EU countries need to submit their permit of stay for long-term stays or – if still to be delivered – the receipt of their application for the permit.

Successful non-EU candidates who are awarded a research grant shall submit a permit of stay for the purpose of “scientific research”. For further information about research grants, see art. 8.

6.5 – Reserved places

Candidates selected in the framework of international research agreements or programmes where the University is involved either as coordinating or partner institution can enrol on the Doctoral programmes, providing that there are places reserved for such category (cod. R/4) and that the research programme covers the entire duration of the PhD.

Enrolment is allowed after approval by the Doctoral Board, provided the candidate meets the qualifications as required by article 2.

6.6 - Vacant places

Any places that may become vacant shall be advertised and allocated to other eligible candidates by rank order on the merit list as follows:

- a) after the enrolment deadline, any places/scholarships that may remain available will be posted online on the relevant “Merit list - Possible new registrants” file on the PhD site;
- b) all eligible candidates who are interested in the vacant places – regardless of their ranking in the merit list - are required to submit the form “Intention to cover vacant places”, available on <http://www2.units.it/dott/en/?file=DottBandi.inc&cod=1010> within the deadline indicated below the relevant merit list;

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- c) the list of candidates who have applied for the vacant places will be posted on the relevant "Possible new registrants" pdf file. The places will be allocated following the rank order. For details on funded places, see art. 7;
- d) candidates entitled to vacant places shall apply for enrolment within the deadline and according to the terms indicated at the bottom of the merit list, otherwise they shall be excluded. The Doctoral office will notify the candidates of the places available and will further allocate the vacant places within the limit of their number. Failure to receive such notice shall not involve the University in any liability.

Please note that:

- vacant places must be allocated as soon as possible to avoid delays in the Programme scheduling;
- any scholarships that shall remain vacant will be offered first to candidates who have enrolled on a non-funded place;
- candidates who are allocated a non-funded place - but still stand a chance of being awarded a funded place - can waive the non-funded place and apply for the vacant funded place, should this become available;
- if the vacant places are subject-specific (codes P/0, P/1 etc.), these shall be allocated by the Doctoral Board by rank order and on the basis of the assessment of the Examination Panel on the specific competence required.

Art. 7 – SCHOLARSHIPS

7.1 – General provisions

Scholarships are available for all applicants, save if otherwise stated in the "Admission" sheet of the Doctoral Programme.

Scholarships are granted annually and are renewed every year for the entire duration of the Programme, as long as the PhD student has successfully completed the planned activities, as assessed by the Doctoral Board.

The PhD scholarship is paid in monthly installments for a total annual amount of € 15,343.28, gross of national insurance contributions to be paid by the student. The said amount may be increased by a maximum of 50% if the PhD candidate conducts his research abroad for a length of time not exceeding the maximum number of months allowed (over three years), as indicated in the relevant "Overview" file. Different conditions may apply to scholarships funded by third-party institutions. In any event, the scholarship increase can be granted only for uninterrupted stays abroad of at least sixty days.

If the candidate has ever been awarded a doctoral scholarship, even partially, they are not eligible to receive another PhD scholarship.

Scholarships cannot be granted along with fellowships or other grants, except for scholarships awarded by Italian or foreign institutions for the purpose of supporting the research activity abroad.

As far as incompatibility with work activity is concerned, see art. 12.3.

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PhD students may waive their scholarship at any time while keeping their place in the Programme.

The award of a scholarship confers no legal or financial rights for the purpose of career advancement.

For information on unemployment benefits following completion of the Doctoral Programme, PhD candidates (scholarship recipients) are advised to contact the local INPS office (ie the Italian authority for State pensions).

7.2 – Scholarship award

Doctoral scholarships are awarded by the Doctoral Board to successful candidates according to their rank order, also by taking into account the Examination Panel's assessment of the candidate's competence in the specific research subject required by the funded place. The overall aim is to allocate as many scholarships as possible in the interest of the candidates.

Should two or more candidates obtain the same score on a funded place, the income value of the candidate's family, known as Equivalent Economic Indicator (ISEE), shall be taken into account for the scholarship or research grant allocation, and the lowest one shall prevail.

Successful candidates need to confirm acceptance of the scholarship using the appropriate form.

Any scholarships that may be offered after the publication of this Notice of Competition and/or after the selection process shall be allocated to the successful candidates, following the criteria as given above.

Vacant scholarships cannot be offered to candidates whose competency on the research subject has been assessed as unsatisfactory by the Examination Panel.

Scholarships will be paid monthly from the start of attendance of the PhD activity, normally on the 25th day of the following month. Should attendance start after the first day of the month, the first monthly payment of the scholarship is ensured in full.

Students starting to attend the activities after November will have to retrieve attendance by the end of the Programme, and the respective scholarship will be paid during attendance recovery.

Art. 8 – RESEARCH GRANTS

Research grants may be offered by the Doctoral Programme if advertised in the "Admission" sheet, and are awarded to successful applicants by way of term contracts regulating the research activity.

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

For non-EU grant holders living outside Italy the University will sign a "Hosting Agreement" with the candidate and send it to the competent Italian Consulate that will

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issue an entry visa for the purpose of “scientific research”. They shall sign the contract only after completion of the process for obtaining their permit of stay.

Art. 9 – EXCLUSION FROM THE MERIT LIST

All candidates are admitted to this competition subject to verification that all requirements have been met (art. 43 of D.P.R. 28th December 2000, no. 445). Therefore, the University may exclude a candidate from the competition at any time. The University shall also verify the truthfulness of the candidate’s statements as well as the authenticity of the documents submitted. Any false statements or documents shall be punished as violation of the Criminal Code and of the laws regulating the matter.

Under no circumstances, can candidates be admitted if one of the following occurs:

- lack of mandatory documentation, as displayed in the “Admission” attachment;
- non-compliance with the provisions of art. 5.2 on videoconferencing;
- any other non-compliance with the provisions as given in this Notice of Competition as well as with the general rules on Doctoral Programmes.

Art. 10 – JOINT ATTENDANCE OF DOCTORAL PROGRAMMES AND POSTGRADUATE MEDICAL TRAINING

Joint attendance of a Doctoral Programme and a postgraduate Medical Training Programme is allowed if the following general criteria are met:

- a) the medical trainee is admitted to a Doctoral Programme at the same University where they follow their medical training;
- b) the trainee is a final-year student of a Medical Training Programme and is attending his first year of the Doctoral Programme. The joint attendance must be compatible with the activity and work load of the Medical School, and must be approved by the Board of the School;
- c) the Doctoral Board approves the student admission to the second year after assessment of the research carried out at the Medical Training Programme during joint attendance, as attested by the Board of the Medical School;
- d) during the joint attendance year, the trainee cannot obtain a doctoral scholarship.

Art. 11 –FEES

Enrolled students shall pay tuition fees and the regional fee rate as set out in the “Fees Policy” for the AY 2018/2019, available on <http://www2.units.it/dott/en/?file=DottTasse.inc>.

Art. 12 – RIGHTS, RESPONSIBILITIES AND COMPATIBILITY

Doctoral students are committed to ensuring performance of their research activity on an exclusive full-time basis, with the exceptions set out in art.10.

12.1 - Rights

Doctoral students can carry out their research and training activity in Italy and abroad, subject to the authorisation of their supervisor and of the Doctoral Board. During their stays in institutions other than the University of Trieste, students shall consult with their supervisor and report their activity as required by the Doctoral Board.

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As part of their PhD Programme, students - if authorized by the Doctoral Board and with no increase in the scholarship amount - may tutor university students enrolled in first and second-level degree programmes, or carry out teaching activity ("didattica integrativa") for up to forty hours in an academic year. Once the Doctoral Programme is completed and suspension periods - if any - are retrieved, 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 Programme but can under no circumstances be lower than 10% of the amount of the scholarship, as determined by ministerial decree. The budget shall be managed by the Department where the PhD student is attending their Programme. Any expense shall be authorised by either the supervisor, if they are a member of the Doctoral Board, or by the co-supervisor.

Should any disputes arise with the Supervisor, the student can turn to the Doctoral Board for settling the matter. The Board may replace the supervisor by reasoned decision, after hearing the parties.

PhD students have access to all facilities, equipment and IT resources of the University which are needed to carry out their research programme.

PhD students are covered by mandatory national insurance against accidents 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 provided with third-party liability insurance, which the University has contracted with a major insurance company. Please note that insurances only cover accidents that occur whilst carrying out the PhD activity.

Doctoral students from the Medical area can take part, on request, in clinical activities, provided they are licensed medical practitioners and are covered against professional risks.

To civil servants attending the Doctoral Programmes apply the provisions pursuant to art. 12 par. 4 of DM 45/2013.

The University of Trieste fully supports equal opportunities for women and men.

12.2 - Responsibilities

PhD students have to comply with the following duties:

- a)** attend the lectures included in the PhD programme;
- b)** carry out the research activity as determined by the Doctoral Board;
- c)** take any assessment tests, as required;
- d)** comply with the University Ethical Code;
- e)** submit, either yearly or whenever requested, a report on the progress of their research work to the Doctoral Board.

Students who fail to comply with their duties shall be excluded from the Programme by reasoned decision of the Doctoral Board. Any exclusion will result in the interruption of the scholarship, or the equivalent financial grant, as from the date of exclusion. The

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UNIVERSITÀ DEGLI STUDI DI TRIESTE

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

students will be notified of the decision by Rector's decree. Doctoral students who have been excluded cannot enrol again on the same Programme.

PhD students are recommended to consult the PhD webpage regularly (<http://www2.units.it/dott/en/>) where "Notices" with general information (deadlines for enrolments to subsequent years, conferment dates, etc.) are posted. Only significant changes regarding the academic records will be directly communicated to the PhD student. Any other notice will be given by email to the university's account, which is made available to PhD students after enrolment and which they are required to use for all correspondence. The only information that will be sent to the students' private account concerns their IT credentials for access to the UGov system through which they will be able to deliver their publications and, if applicable, to verify scholarship payments.

Through the ESSE3 Student Management System, enrolled students can access their academic records.

12.3 – Compatibility

Enrolment on a Doctoral Programme is incompatible with enrolment on other PhD Programmes (with the exception of joint supervisions of thesis), or on any degree programmes and Training Schools, both at Universities and Research institutes, in Italy or abroad, with the exceptions given in art. 12.

Should a PhD candidate be enrolled in another study programme or non-medical training school, they can apply for a leave for the purpose of enrolment in the Doctoral Programme before the start and for the entire duration of the PhD Programme, in accordance with the Regulations of the other Programme.

A student is no longer enrolled on a University Programme only if they have notified in writing their withdrawal from the University where the Programme is held, or if they have achieved the qualification after completion of the Programme.

Joint attendance of a PhD Programme and another activity is permitted only with the following activities, with the approval of the Supervisor and of the Doctoral Board:

- practical and professional training, as long as regular and successful performance of the PhD activity is ensured, and provided there is no conflict of interest;
- university tutoring and training activity ("didattica integrativa") for a maximum of sixty hours for each academic year (outside the PhD Programme);
- paid work activities, subject to verification that they do not affect satisfactory attendance of the PhD activity.

As regards assessment of paid work activities, doctoral students not holding a scholarship shall be given special consideration in view of the right to study which needs to be guaranteed to deserving students, when adequate financial means are lacking.

With regard to students holding a scholarship, paid work must be limited to activities aimed at the acquisition of competences which are consistent with the doctoral studies (in compliance with art. 20 of the Regulations on Doctoral Programmes).

Legge 241/1990 - Responsabile del procedimento: Elena Ferraro

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Art. 13 – CONFERMENT OF DOCTORAL DEGREE

At the end of the doctoral training, students shall take an examination in which they need to demonstrate the attainment of results of scientific relevance by submitting a written thesis or a graphic project.

The members of the Examination Panel are chosen and appointed in compliance with the University Regulations.

In order to be admitted to the final examination, candidates shall submit their doctoral thesis in electronic format by the set deadline.

Doctoral theses shall be made public in Open 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 on <http://hdl.handle.net/10077/8791>.

Terms and conditions for admission to the final examination and for the submission of theses are announced every year.

Art. 14 – ACCESS TO DOCUMENTS - DATA PROTECTION - OFFICIAL IN CHARGE OF THE ADMINISTRATIVE PROCEDURE

All personal data collected for the purpose of this competition 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, as they are required in order to manage the student recruitment process. Failure to provide them results in the applicant exclusion from the competition. 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 shall also have access to any files relating to the competition, in accordance with Law 241/90 and subsequent amendments, and D.P.R. 184/2006.

The University of Trieste, represented by its Rector (P.le Europa, 1 – 34127 Trieste) holds and processes the data supplied. The Head of the Department of Student Services (*Settore Servizi agli studenti e alla didattica*) is the Official responsible for the protection and processing of personal data.

The Head of the Doctoral Office is the Official in charge of the administrative procedure, pursuant to Law 241/1990, as amended.

The Doctoral 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 the candidates at the time of application shall be used only for the assessment of candidates and the formation of merit lists. Foreign qualifications may be submitted to third parties for the purpose of assessment or verification.

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