



# 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 (re-opening) ADMISSION TO DOCTORAL PROGRAMMES in:

- **INDUSTRIAL AND INFORMATION ENGINEERING**
- **NANOTECHNOLOGY**
- **EARTH SCIENCES, FLUID-DYNAMICS AND MATHEMATICS. INTERACTIONS AND METHODS.**

**34th cycle (AY 2018/2019)**

**Enacted with Rector's decree no. 873/2018 Prot. 114915 of 7<sup>th</sup> November 2018 (published on the University Official Notice Board no. 1472/2018 Prot. 114968)**

**APPLICATION DEADLINE: 3<sup>rd</sup> December 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 PROGRAMMES

The University of Trieste (Università degli Studi di Trieste) will be running the following Doctoral Programmes in the academic year 2018/2019 (34<sup>th</sup> cycle):

- **Industrial and Information Engineering** (attachment 6bis)
- **Nanotechnology** (attachment 7bis)
- **Earth Science, Fluid-dynamics and Mathematics. Interactions and methods** (attachment 10bis).

Attendance begins on 1<sup>st</sup> February 2019 or from the date established by the Doctoral Board of the relevant Programme. The length of the Doctoral Programmes is 36 months.

Terms and conditions for admission are detailed in the attached files which form an integral part of this Notice of Competition. In particular, for each Programme are given two attachments, 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 offered, 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). There might be some places reserved for highly-qualified staff employed in companies (Industrial PhD) or research centres (code R/5); such candidates shall be allocated the reserved place while remaining on salary from the employer, and an agreement will be signed between the University and the company involved.

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.

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## 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 3<sup>rd</sup> November 1999, as amended by D.M. no. 270 of 22<sup>nd</sup> October 2004) - **achieved within 31<sup>st</sup> October 2018**;
2. a foreign academic qualification comparable by duration and level to the required Italian degree - unless recognized as fully equivalent to the Italian degree by an authorized Italian Higher Education Institution - and **achieved within 1<sup>st</sup> October 2018** (see art. 3.1). The qualification must allow access to Doctoral studies in the issuing country.

Some Doctoral Programmes may require specific academic qualifications. Please refer to the relevant “Admission” sheet for more information.

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 31<sup>st</sup> October 2018**.

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, a Transcript of Records shall suffice.

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, duly legalized.

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 **3<sup>rd</sup> December 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.

For each application a registration fee (€ 30.00) must be paid by **3<sup>rd</sup> December 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 your 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](mailto: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](mailto: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 sheets of each Doctoral Programme (see Attachments), 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 might 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 Doctoral Programmes may be held by videoconferencing or other suitable electronic means.

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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 sheets will not be considered.

## 5.3 – Examination Panels

Examination Panels are 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 each Overview sheet.

## 5.4 – Merit lists

On completion of the evaluation process, each Examination Panel will draw up the general 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 31<sup>st</sup> March 2019, 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 lists. The online publication is considered as official notification.**

Enrolment on each 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 start date of the Programme as established by the Doctoral Board or before the enrolment process is completed, should this occur later. Payment of scholarships, where applicable, will be processed from that date onwards.

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.

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](http://www2.units.it/prevenzione/procedure/nuovi_arrivati.php).

### 6.2 – International qualifications

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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. 3.2), 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;
- 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

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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.

## 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.

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

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assessment of the candidate's competence in the specific research subject required by the funded place.

Should two or more candidates obtain the same score on a funded place which is not related to a specific research subject, 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 25<sup>th</sup> 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.

## Art. 8 – RESEARCH GRANTS

Research grants may be offered by the Doctoral Programmes if advertised in the "Admission" sheets, 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 30<sup>th</sup> December 2010 and by the University Regulations issued by Rector's decree no. 653 of 24<sup>th</sup> 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 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. 28<sup>th</sup> 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" attachments;
- non-compliance with the provisions of art. 5.2 on videoconferencing;
- failure to pay the registration fee by the set deadline (first day of the Examination Panel's assessment of qualifications);
- any other non-compliance with the provisions as given in this Notice of Competition as well as with the general rules on Doctoral Programmes.

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## 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” (under the section “Corsi di dottorato”) for the AY 2018/2019, available on <http://www2.units.it/dott/en/?file=DottTasse.inc>.

## Art. 12 – RIGHTS, RESPONSIBILITIES AND COMPATIBILITY

With regard to rights, responsibilities and compatibility with other activities of doctoral students, the provisions of the Regulations on the Doctorate apply (see <http://www.units.it/dottorati/> >> Fonti Normative >>.Leggi e Decreti).

## Art. 13 – 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 and stored, including by automated means, in compliance with art. 13 of the General Data Protection Regulation (EU) 2016/679.

The provision of personal data is compulsory, as they are required in order to manage the student recruitment process. Failure to provide them will result in the applicant exclusion from the competition.

The Data Controller is the University of Trieste having its legal address in piazzale Europa, 1 – 34127 Trieste.

The data used for the mentioned purposes will be disclosed to or accessed by staff and co-operating parties of the University offices, as instructed by the Controller.

The University may also disclose the controlled personal data to other public administrations, should this be required for the execution of their public functions, as well as to other public bodies, where disclosure is mandatory pursuant to EU provisions or laws and other legal acts.

The collected data are filed and managed by means of University’s servers and/or - should this be required for the administrative management - external servers by service

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# UNIVERSITÀ DEGLI STUDI DI TRIESTE

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