

## CALL FOR PROSPECTIVE PhD STUDENT APPLICATIONS\*

Academic Year 2017/2018- 33rd Cycle

### THE RECTOR

- In relation to** Bill n. 168 of May 9, 1989;
- In relation to** Bill n. 398 of November 30, 1989;
- In relation to** Art. 4 of Bill 210/98;
- In relation to** Ministerial Decree n. 270 of October 22, 2004;
- In relation to** Art. 19 of Bill 30/12/2010 n. 240/2010;
- In relation to** Ministerial Decree n. 45 of February 8, 2013;
- In relation to** General university regulations in matter of PhDs;
- In relation to** the Report of the Internal Evaluation Committee (NVA) of May 29, 2017;
- In relation to** the Resolution of the Academic Senate of May 30, 2016;
- In relation to** the opinion of the PhD Committee of May 14, 2017;
- With the condition** that all possible modifications, amendments and integrations to the present call will only be communicated on the university web site:  
<http://www.uniroma1.it/didattica/offerta-formativa/dottorati>;
- Considering** that the present call has been issued pending the validation of the PhD degrees by the Italian Ministry of Education and Scientific Research and that the examinations will not be held for the degrees that are not validated;

### DECREES AS FOLLOWS

#### ART. 1 - INSTITUTION

Sapienza University of Rome announces the following exam-based open call for admission to the 33rd cycle of PhD programmes as listed below in **annex A**.

The PhD programmes, the date, time and location of both written exams (*prova scritta*) and oral exams (*prova orale*) together with contact person (*referente*), telephone number and email address will be available in the PhD course web site.

**PhD programmes last three years. Programmes may be taught in Italian.**

#### ART. 2 - REQUIREMENTS

Applications are invited from candidates, regardless of gender, age and nationality, who hold an Italian *diploma di laurea*, *laurea specialistica*, *laurea magistrale* or an equivalent second-level degree

(generally equivalent to a Masters Degree) obtained abroad or who expect to receive their degree by **October 31, 2017**.

The equivalence of each academic title to the relevant Italian degree will be ascertained, for the sole purpose of this call, by the Academic Board of each programme, as established by inter-university cooperation and mobility agreements.

Applications are also invited from candidates who expect to receive their degree by **October 31, 2017**. Admission is conditional to reception of relevant degrees by the indicated deadlines.

Students currently enrolled without a fellowship will not be admitted to admission exams for the same PhD programme they are already attending, unless they formally resign their doctoral position with the relevant academic board.

### **ART. 3 - APPLICATIONS**

In order to submit an application, candidates must pay a **€ 35** non-refundable application fee at any branch of the "UNICREDIT" Bank by **July 31, 2017**, using the payment form that is available at <http://www.uniroma1.it/didattica/sportelli/infostud>.

Candidates must indicate their e-mail address in the application form.

Please note that the copy of the application form and of the bank payment **must not be submitted** to the PhD Office.

**Applications that are not submitted as described herein will be rejected.**

Applications have the same validity as an official self-declaration as established by Bill N. 445/200.

### **ART. 4 - APPLICATIONS BY CANDIDATES WITH A FOREIGN ACADEMIC DEGREE**

In order to submit an application, as indicated in the preceding article, candidates with a foreign academic degree must:

1. Pay the non-refundable **€ 35** application fee as indicated in article 3;
2. Submit the following documentation by **July 31, 2017**:

#### **Candidates with a EU academic degree:**

##### Self-declaration of academic degree

*Candidates who are admitted will be asked to present a translated and legalized degree certificate with a full list of all exams and grades obtained, along with a declaration of validity ("dichiarazione di valore") issued by the competent Italian consulate or embassy in the country where the academic degree was attained or the "Diploma Supplement".*

#### **Candidates with a non-EU academic degree:**

- Degree certificate with a full list of exams and grades, translated and legalized;

- Declaration of validity (*dichiarazione di valore*) for their academic degree or “Diploma Supplement”.

All documents must be issued by the competent Italian consulate or embassy in the country where the academic degree was issued.

**Applications lacking any of these documents will be rejected.**

The documents listed above must be submitted to the University PhD Office by **July 31, 2017** by email with object “**DOCUMENTAZIONE PER IL CONCORSO DI DOTTORATO - CODICE [insert PhD Code]**” to the address: **callforadmission@uniroma1.it**

**Please note that applications not submitted as described herein will be rejected.**

Candidates admitted without fellowship must submit documentation providing evidence that the applicant has adequate funds to sustain them for at least one year or, alternatively, that the applicant has obtained another scholarship for the entire duration of the PhD programme.

#### **ART. 5 - APPLICATIONS BY FOREIGN CANDIDATES AS SUPERNUMERARY STUDENTS**

Foreign candidates who do not plan or need to request a fellowship may apply for a PhD position, not covered by a grant, as a supernumerary student (*ammissione in soprannumero*).

Up to one third of the positions assigned to each PhD Programme are reserved to supernumerary students, who are not required to participate in the admission examinations. They will be evaluated on the basis of their curriculum, academic qualifications and/or through an interview.

Foreign students applying for admission as supernumerary students may ask, alternatively, to be admitted on the basis of a coherent research project dossier written in Italian, English or French, which must be submitted together with the others documents listed below together with the proof of their academic/scientific titles.

In this case, applicants must:

1. Clearly indicate in their application - submitted as per Art. 3 - that they are applying for a position as supernumerary student.
2. Pay the **€ 35** non-refundable application fee (as indicated in Art. 3).
3. Provide the following documents by the **July 31, 2017** deadline:

**Candidates with a EU academic degree:**

Self-declaration of academic degree

Candidates who are admitted will be asked to present a translated and legalized degree certificate with a full list of all exams and grades obtained, along with a declaration of validity (“dichiarazione di valore”) issued by the competent Italian consulate or embassy in the country where the academic degree was attained or the “Diploma Supplement”.

**Candidates with a non-EU academic degree:**

- Degree certificate with a full list of exams and grades, translated and legalized;
- Declaration of validity (*dichiarazione di valore*) for their academic degree issued by the competent Italian consulate or embassy in the country where the academic degree was attained or the “Diploma supplement

**Applications lacking any of these documents will be rejected**

The documents listed above must be submitted to the University PhD Office by **July 31, 2017** by email with object “**DOCUMENTAZIONE PER IL CONCORSO DI DOTTORATO - CODICE [insert PhD Code]**” to the address: **callforadmission@uniroma1.it**.

Documents listed above do **NOT** have to be submitted by foreign candidates who have an Italian academic degree.

Admitted candidates must submit documentation providing evidence that they adequate funds to sustain him or herself for at least one year or, alternatively, that the applicant has obtained another scholarship for the entire duration of the PhD programme

**Applications as Supernumerary Candidates**

Applications as supernumerary students will be evaluated by an Academic Board that will assess candidate’s knowledge on the doctoral programme research areas also by means of an interview

**ART. 6 – APPLICATIONS BY RESEARCH GRANT HOLDERS AND PUBLIC EMPLOYEES**

Applicants who have received a research grant (*assegno di ricerca*) and public employees can apply to be admitted to PhD programmes as supernumerary students **if they pass both the oral and written admission tests with a minimum score of 40/60**.

Supernumerary students have the right to up to 1/3 of the positions assigned to each PhD programme. To apply as supernumerary students, candidates must specify that they are public employees or research grants holders in their application. Applications must be submitted as described in Art. 3. Research grants holders must also provide full details on their research grant.

Research grants assigned after the submission of a PhD application must be immediately communicated to the PhD Office by means of a written note (delivered by hand or sent by e-mail/fax).

Research-grant holders and public employees, admitted as supernumerary students, must pay annual tuition fees.

#### **ART. 7 – DISABILITY ASSISTANCE**

**Students with a disability equal or higher to 66%**, who require assistance or have special needs (i.e., tutorial assistance for reading and/or writing, special assistance, extra time (30% over regular exam times, etc.) should contact the Sapienza Office for Students with Disabilities at the toll-free number 800.410.960 or via e-mail ([sportello@uniroma1.it](mailto:sportello@uniroma1.it)).

All requests for disability assistance must be submitted on the form available at the following link (<http://sportellodpd.uniroma1.it/>) **by July 31, 2017**.

A PC with voice synthesizer system and software for magnifying text and images is always available.

**Students with officially certified Learning Disabilities (DSA)** must contact the Sapienza Office for Students with Disabilities (see contacts above) and follow the procedure indicated on the web site (<http://www.uniroma1.it/didattica/sportelli/infostud>).

Requests for disability assistance forms (available at <http://sportellodpd.uniroma1.it/>) must be submitted to the Office for Students with Disabilities **by July 31, 2017** together with the medical certification issued no more than 3 years before by an authorized official structure.

Students with Learning Disabilities have the right to 30% extra time for each test.

#### **ART. 8 – ADMISSION TESTS**

**ONLY BLACK BALLPOINT PENS CAN BE USED ON THE WRITTEN EXAM AND ADMISSION EXAM PAPERS MUST BE ANONYMOUS AND NOT PROVIDE ANY SIGN THAT COULD HELP IDENTIFY A CANDIDATE OR THE EXAM WILL BE VOID.**

Different PhD programmes adopt different admission procedures. Normally, the procedure includes both a written and an oral examination. However, **there are exceptions and you are advised to check the web site of the course you choose for the exact procedure for your selected PhD programme.**

**Please note:**

- a) **Candidates wishing to participate in this PhD call must be present at the date, time and location indicated on the PhD course chosen and reported in Annex A, without any further notice.**
- b) **Candidates must provide a valid ID to be admitted to the tests.**

#### **ART. 9 – EXAMINATION BOARDS**

The Examination Boards that will assess admission to the PhD programmes are nominated as established by Art. 9 of the Sapienza PhD Regulations (see <http://www.uniroma1.it/didattica/offerta-formativa/dottorati>).

Candidates applying to multi-disciplinary PhD programmes will only be tested by one Examination Board. However, candidates who wish to be tested separately for each *curriculum* will be requested to make their choice during the written test or in the way indicated on Course website.

Each candidate is evaluated on a maximum of 60 available points.

Only candidates who pass the written exam with a score equal to or higher than 40/60 will be admitted to the oral exam. Candidates who score at least 40/60 on the oral test pass.

At the end of the admission exams, the examination Board will publish a general ranking of candidates based on the sum of the two exam scores achieved by each candidate. In case of equally ranked candidates, the following criteria will be adopted:

- In case of identical ranking for the assignment of a research fellowship, preference will be granted to the candidate with less income;
- In case of identical ranking for positions without a scholarship, preference will be given to candidates who:
  1. Have academic degrees with the highest grades;
  2. In case of identical academic grades, preference will be given to the candidate with the highest average of exams grades;
  3. In case of identical exam grade average, preference will be given to the candidate who earned his/her academic degree in the shortest period;
  4. In case points (1), (2) and (3) are identical, preference will be given to the youngest candidate.

#### **ART. 10 – ADMISSION TO PhD PROGRAMMES**

Applicants will be admitted to PhD programmes based on the final ranking until all available positions have been assigned. In the case a candidate does not reply to his admission invitation or accepts late, the following eligible candidate will be offered the position. If a candidate is admitted contemporarily to two or more PhD programmes, he/she will have to choose which to attend.

Candidates who already have a PhD can be admitted, after having passed the examinations, to another PhD programme, only if the scientific sectors of the two programmes are different.

**Students cannot be awarded the same doctoral fellowship twice.**

#### **ART. 11 – ENROLLMENT IN PhD PROGRAMMES**

Once admission procedures have ended and have been approved, the candidate ranking will be published on the Sapienza website at <http://www.uniroma1.it/didattica/offerta-formativa/dottorati>.

The ranking will include enrolment schedule and procedures.

**Successful candidates who do not respect these procedures will lose the right to their place, which will be offered to the next-ranked candidate.**

When the final candidate ranking is published, an e-mail will also be sent to each candidate to the address indicated on the application forms. Candidates who do not receive the e-mail (at the address indicated on their application form) may not use this as a justification for not completing enrolment procedures.

**Candidates admitted are requested to pay a stamp duty.**

**Students without fellowship are requested to pay a refundable local tax.**

**No tuition fee is requested by PhD students.**

Admission to the following years is subject to a positive evaluation by the Programme's Academic Board.

## **ART. 12 – FELLOWSHIPS**

PhD positions are assigned based on the final ranking published by the Examination Board. Fellowships are awarded for a period of three years and are confirmed yearly. If the number of available fellowships is less than the number of PhD positions, the fellowships will be awarded to the candidates based on their ranking.

The fellowship amounts to €13.638,47 gross per year, this includes National Insurance Contributions (INPS) which fellowship recipients are required to pay. The payment is made on a monthly basis. In case of (documented) illness, paid leave may be granted as long as it does not exceed one month.

The amount of the scholarship may be increased by 50% for research periods spent abroad that have been previously authorized by the PhD Programme Coordinator. Scholarships are non-cumulative. They cannot be combined with other grants, except for those awarded by national or foreign scientific Institutions for activities related to study or research periods spent abroad.

A further 10% will be available from the second year programme for research periods in Italy and abroad.

Students earning more than €16,000,000 gross per year are not entitled to scholarships.

All cases of total or partial incompatibility for scholarship benefits are governed by university regulations. In case of incompatibility, students will have to reimburse the amount of money unduly received. Reimbursements refer to an academic year or fraction thereof.

**Students cannot be awarded the same doctoral fellowship twice.**

## **ART. 13 – DUTIES AND RIGHTS OF PhD STUDENTS**

Doctoral students must attend the programme and carry out study and research activities on a full-time basis within the framework of the structures intended for this purpose. They may also conduct limited,

additional or integrative teaching activities for no more than 40 hours per year. The Professors' Board defines the procedures and authorize teaching activities that do not compromise research training.

After registering, doctoral students must activate an official email address writing to postmaster@uniroma1.it.

The PhD Programme Coordinator can authorize study periods abroad, according to research requirements, but the duration shall not exceed half of the duration of the programme.

Doctoral students who obtain unsatisfactory results during intermediate evaluations, who have unjustified prolonged absences or cannot be contacted over long periods, or exhibit behaviour that is not coherent with research deontology or general rules of good conduct as may be excluded from the PhD programme following a motivated statement by the Board of Professors.

The attendance of PhD programmes may be interrupted, with previous approval by the Board of Professors, in the following cases: maternity, military or civilian service, study or work opportunities (provided that they are compatible with a successive continuation of PhD activities) and serious and documented illnesses.

PhD students who were working as public employees may benefit from scholarships only if they accept a period of unpaid leave for the whole duration of the programme. If PhD students are admitted to a programme without a scholarship (or if it is refused) they may retain their salary as a public employee. If the employee resigns from the public administration, within two years after having obtained a doctoral degree, the salary paid during the PhD programme will have to be reimbursed.

#### **ART. 14 – APPRENTICESHIP CONTRACTS FOR HIGH EDUCATION**

Apprenticeship contracts for high education can be activated for PhD students without fellowship in accordance with art. 45 - D. lgs. n. 81/2015 and artt. 18 ss. Reg. Regione Lazio n. 7, March 29, 2017. These contracts can have a validity from 6 to 36 months.

#### **ART. 15 - PRESENTATION OF A PhD DEGREE**

PhD degrees are conferred by the Rector at the end of a three-year doctoral programme to students who satisfactorily pass the final examination. Student admission to the final examination is communicated to the PhD Office by the Coordinator after approval by the Academic Board. The final examination may not be repeated.

Upon request, Sapienza University issues a PhD Certificate if the student agrees to publish his final thesis on the University on-line System.

The final thesis, if previously approved by the Board of Professors, may be written in a foreign language.



## **ART. 16 – EXAMINATION BOARDS FOR PhD DEGREES**

The Examination Boards conferring the PhD degree are nominated by the Rector in accordance with the above-mentioned University PhD Regulations.

## **ART. 17 – APPLICABLE REGULATIONS**

For all matters that are not expressly disciplined by this call, please refer to the specific rules governing this area.

The educational goals of the PhD programmes are published on the same website as this call:

<http://www.uniroma1.it/didattica/offerta-formativa/dottorati>

June 19, 2017

**THE RECTOR**

Prof. Eugenio Gaudio

***\* Please note: the official version of this call is in Italian and is available on the Sapienza website. This abridged version is not valid and may not be used for any legal purpose.***