

CALL FOR PROSPECTIVE PhD STUDENT APPLICATIONS*

Academic Year 2018/2019- 34th 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 opinion of the PhD Committee of April 5, 2018 as completed by the note of the President on April 6, 2018;
- In relation to** the Report of the Internal Evaluation Committee (NVA) of April 9, 2018;
- In relation to** the Report of the Quality Team of April 10, 2018;
- In relation to** the Resolution of the Academic Senate of April 17, 2018;
- With the condition** that all possible modifications, amendments and integrations to the present call will only be communicated on the university web site:
<https://www.uniroma1.it/it/pagina/dottorati-di-ricerca;>
- Considering** that the present call has been issued pending the validation of the PhD programmes by the Italian Ministry of Education and Scientific Research and that the examinations will not be held for the degrees that are not validated;
- Considering** that in case of failure of the validation by the Ministry, the examinations already held will be invalidated

DECREES AS FOLLOWS

ART. 1 – ACTIVATION OF THE COURSES

Sapienza University of Rome announces the following exam-based open call for admission to the 34th Cycle of PhD programmes as listed in **annex A**.

The PhD programmes, the date, time and location of the exams (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 accepted from candidates, regardless of gender, age and nationality, who hold an Italian *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, 2018**. The Coordinator of each programme will ascertain the equivalence of each academic title obtained abroad to the relevant Italian degree for the sole purpose of this call, or in the frame of inter-university cooperation and mobility agreements.

Applications are also accepted from candidates who expect to receive their degree by **October 31, 2018**. Admission is conditional to reception of relevant degrees by the indicated deadlines.

Students currently enrolled without a fellowship can participate to competitive exams for the same PhD programme they are already attending, but, if admitted, they cannot enrol 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 on line on the UNICREDIT Bank website by **July 6th, 2018 -11.59 p.m.** or at any branch of the "UNICREDIT" Bank by **July 6th, 2018**, using the payment form that can be printed following the instruction on: <https://www.uniroma1.it/it/pagina/dottorati-presentazione-della-domanda>

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

Please note that the paper copy of the application form and of the bank payment **must not be delivered** 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 6th, 2018**:

Candidates with an EU academic degree:

- Self-declaration affidavit with signature (dichiarazione sostitutiva di certificazione e/o dell'atto di notorietà according to art. 46 and art. 47 of D.P.R. 445/2000) of academic degree with a full list of exams and grades, in Italian or English.

Candidates with a non-EU academic degree:

- A legalized translation of the academic degree into English or Italian with a full list of all exams and grades obtained;

Applications lacking any of these documents will be rejected.

The documents listed above must be submitted to the University PhD Office by **July 6th, 2018** 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 who are admitted will be asked to present

1. A legalized translation of the academic degree into English or Italian with a full list of all exams and grades obtained
2. The 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
3. Candidates admitted without fellowship must prove to have adequate funds to sustain him /herself for one year (at least € 5.000) or, alternatively, that has a 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 their curriculum, academic qualifications and through an interview.

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 6th, 2018** deadline:

Candidates with an EU academic degree:

- Self-declaration of academic degree with a full list of exams and grades, in Italian or English.

Candidates with a non-EU academic degree:

- A legalized translation of the academic degree into English or Italian with a full list of all exams and grades obtained.

The documents listed above must be submitted to the University PhD Office by **July 6th, 2018** by email with object “**DOCUMENTAZIONE PER IL CONCORSO DI DOTTORATO - CODICE [insert PhD Code]**” to the address: callforadmission@uniroma1.it together with copy of the candidate's ID/Passport.

Applications lacking any of these documents will be rejected.

Candidates who are admitted will be asked to present before to sign in:

- The legalized translation of the academic degree into English or Italian with a full list of all exams and grades obtained;

- 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
- Documents providing evidence that the applicant has adequate funds to sustain him /herself for at least one year (at least € 5.000) or, alternatively, that the applicant has obtained another scholarship for the entire duration of the PhD programme

Applications as supernumerary students will be evaluated by the Coordinator that will consult the Academic Board and decide if the application will be accepted. If the candidate doesn't have notice that the application has been rejected, must participate directly to the oral examination.

Foreign students applying for admission as supernumerary who cannot attend the oral examination at Sapienza may ask to be evaluated on a dossier. In this case they must make a request to the coordinator of the PhD program and send her/him a coherent research project written in Italian, English or French together with all the other documents that can demonstrate their academic/scientific qualification. Please note that applications not submitted as described herein will be rejected.

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

Applicants holding a research grant (*assegno di ricerca*) and public employees can apply to be admitted to PhD programmes as supernumerary students **if they pass the admission tests**.

These candidates 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 by putting a mark in the relevant boxes. 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).

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, Sign Language interpreter, 30% extra time over regular exam times, etc.) should contact the Sapienza Office for Students with Disabilities at the toll-free number 800.410.960 or by e-mail to sportellodisabili@uniroma1.it. They also must complete the procedure as explained at <https://www.uniroma1.it/it/pagina/dottorati-presentazione-della-domanda>

A calculator and 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 counselingdsa@uniroma1.it. They also must complete the procedure as explained at <https://www.uniroma1.it/it/pagina/dottorati-presentazione-della-domanda>

Candidates will be allowed to a 30% extra time. A calculator is also available depending on the specific need indicated on the certificate.

The Learning Disabilities certificate must explain the kind of disability (Reading and/or Writing and/or Calculation)

Application for disability assistance must be submitted to the Office for Students with Disabilities **by July 6th, 2018** together with the medical certification issued no more than 3 years before by an authorized official structure.

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 candidates must check the web site of the course you choose for the exact procedure.**

Please note:

- a) Candidates wishing to participate in this PhD call must be present at the date, time and location indicated on the website 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.**
- c) Candidates wishing to participate to the oral examination by video conferencing must ask with adequate advance the coordinator the PhD course by email with copy of the ID/Passport attached.**

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 <https://www.uniroma1.it/it/pagina/dottorati-di-ricerca>).

A single Examination Board will test candidates applying to multi-disciplinary PhD programmes. However, candidates will be requested to make their choice during the written test or in the way indicated on Course website.

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 on the base of the final ranking (winner list) until all available positions have been assigned. If a candidate does not reply to his admission invitation or accepts late, the following eligible candidate will be offered the position. A candidate admitted contemporarily to two or more PhD programmes, must choose only one to attend.

Candidates who already have a PhD diploma 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 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 <https://www.uniroma1.it/it/pagina/dottorati-di-ricerca>;

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 form.

When the final ranking is published, candidates admitted that are temporarily not able to register as expecting to receive their degree by October 31, 2018, must send an email to ufficio.dottorato@uniroma1.it with their commitment to matriculate as soon as the degree will be received. The email must have attached copy of the ID/Passport of the candidate and must be sent by the expiry date indicate on the final ranking. The lacking of the email or of the attached copy of ID/Passport, will be considered as a waiver.

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 second and third year of the programme is subject to a positive evaluation by the Programme's Academic Board.

ART. 12 – FELLOWSHIPS

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 following the position on the final ranking.

The fellowship amounts to € **15.343,28** gross per year; is paid on a monthly basis and includes National Insurance Contributions (INPS) which fellowship recipients are required to pay.

The amount of the scholarship will be increased by 50% for research periods spent abroad that have been previously authorized by the PhD Programme Coordinator. Scholarships are non-cumulative and 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 ruled 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 doctoral fellowship twice.

ART. 13 – 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. 14 – DUTIES AND RIGHTS OF PhD STUDENTS

After registering, doctoral students must activate an official email address (name.surname@uniroma1.it)

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 also must fill in yearly the PhD programme evaluation form. Doctoral students 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.

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 (18 months).

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 can be excluded from the PhD programme following a motivated statement by the Board of Professors.

The Board of Professors can allow a temporary interruption of the attendance of PhD programmes in the following cases: maternity, military or civilian service, study or work opportunities compatible with a successive continuation of PhD activities, serious and documented illnesses.

PhD students working as public employees may benefit from scholarships but must accept a period of unpaid leave from the job for the whole duration of the programme. PhD students who are admitted to a programme without a scholarship, or refuse it, retain their salary as a public employee. If the employee resigns from the public administration, within two years after having obtained a doctoral degree, they must reimburse the salary paid during the PhD programme.

ART. 15 - PhD DEGREE

The Rector will award the PhD degrees 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 can not be repeated.

Sapienza University issues a PhD Certificate. After the defence, candidates must load in the thesis on the University on-line System, IRIS.

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

ART. 16 – EXAMINATION BOARDS FOR PhD DEGREES

The Rector will nominate the Examination Boards for oral defence of the thesis 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:

<https://www.uniroma1.it/it/pagina/dottorati-di-ricerca>.

Rome, 30/05/2018

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.***