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***FACSIMILE MINUTES OF THE ADMISSION COMPETITION***

***Please note****: the minutes of the admission competition must not be published on the PhD programme web page. For the publication of the final result on the PhD programme webpage, it is only possible to use the "39th competition final result facsimile for publication" which can be downloaded from the PhD Sector's "Forms for Commissions" web page at the address:* [*https://www.uniroma1.it/it/pagina/modulistica-le-commissioni*](https://www.uniroma1.it/it/pagina/modulistica-le-commissioni)

# *In the text, the necessary integrations are indicated in italics and with the reference asterisk (\*) only in specific cases, such as the presence of a written test, articulation across multiple curricula, or the presence of foreign candidates, etc.*

**MINUTES OF THE PRELIMINARY MEETING**

The year…, on the day…. of the month of…, at … o'clock, in the room of…, the Evaluation Committee for the admission competition to the PhD programme …………………………….. convened. The Committee, appointed by the Rector with her Decree No. 00…. dated ../../……., is composed of:

Prof. …………………………..

Prof. …………………………..

Prof. …………………………..

The Committee unanimously decides that the functions of the President shall be performed by Professor ………………………………..., the faculty member with the highest seniority in position, **who will also ensure the proper conduct of the competition tests.**

The functions of the Secretary will be performed by Professor ………………..

The President, having verified the regularity of the Committee's composition as stated in the aforementioned appointment decree, declares the meeting open.

**The Committee establishes/confirms during this meeting the application methods of the evaluation criteria for the examination tests outlined in the competition announcement:**

* **Criteria for the evaluation of qualifications: …………………………………….**
* **Criteria for written tests: ……………………………………………………………**
* **Criteria for oral tests: ……………………………………………………………….**

The Committee reviews the list of candidates (Annex 1 to these minutes, which is an integral part) and signs the Declaration of absence of causes of incompatibility and the Declaration according to the "Framework for the Management and Monitoring of PNRR Projects" (Annex 2 to these minutes, which is an integral part).

The President then reads out the competition announcement and the current regulations on the matter.

(\*) *The Committee prepares a set of three topics in case of a written test, and for each curriculum if applicable.*

*The titles of the topics, read by the drafter to the other members and approved, are sealed in individual envelopes bearing the signatures of all members and the department stamp. These envelopes are then entrusted to the President.*

*Subsequently, considering the number of candidates, the necessary protocol paper for the test is prepared, with the department stamp and the signature of one of the Committee members placed on each page.*

*The meeting is adjourned at …………….*

*Read, approved, and signed.*

THE COMMITTEE

|  |  |  |
| --- | --- | --- |
| The President | Prof. | *signature* |
| Member | Prof*.* | *signature* |
| (enter one row for each member) | Prof. | *signature* |
| Member-secretary | Prof. | *signature* |

**MINUTES OF QUALIFICATION EVALUATION**

The year..., on the day.... of the month of..., at ... o'clock, in the room of..., the Evaluation Committee for the evaluation of the qualifications of the admission competition to the PhD programme... convenes. The Committee, appointed by the Rector with Decree No. 00.... dated ../../......, is composed of:

Prof. …………………………..

Prof. …………………………..

Prof. …………………………..

After collectively carrying out a careful evaluation of the submitted qualifications, the Committee assigns the following scores to each candidate, **indicating them for each individual qualification and following the established evaluation grid:**

*Curriculum a (if applicable):*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Title A (e.g. degree grade)…*** | ***Title B…*** | ***Total score of qualifications*** | ***/…***  ***(score basis)*** |
| *1* |  |  |  |  |  | */…* |
| *2* |  |  |  |  |  | */…* |
| *3* |  |  |  |  |  | */…* |
| *4* |  |  |  |  |  | */…* |
| *5* |  |  |  |  |  | */…* |

Etc.

Based on the assigned scores, the Committee unanimously admits the following candidates to the next phase of the competition (*list the names in order of the obtained scores, expressed in sixtieths*):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Qualifications Score:*** | ***/…***  ***(score basis)*** |
| *1* |  |  |  | */…* |
| *2* |  |  |  | */…* |
| *3* |  |  |  | */…* |
| *4* |  |  |  | */…* |
| *5* |  |  |  | */…* |

The Committee proceeds to announce the results of the qualification evaluation, indicating the obtained scores next to the personal details of each candidate (*through publication on the website, notice board, or according to the instructions provided in the competition announcement*).

The meeting is adjourned at …………….

Read, approved, and signed.

THE COMMITTEE

|  |  |  |
| --- | --- | --- |
| The President | Prof. | *signature* |
| Member | Prof*.* | *signature* |
| (enter one row for each member) | Prof. | *signature* |
| Member-secretary | Prof. | *signature* |

**MINUTES OF THE WRITTEN TEST**

The year..., on the day.... of the month of..., at ... o'clock, in the room of..., the Evaluation Committee for the written examination of the admission competition to the PhD programme... convenes. The Committee, appointed by the Rector with Decree No. 00.... dated ../../......, is composed of:

Prof. …………………………..

Prof. …………………………..

Prof. …………………………..

All members of the Committee are present, and the Secretary calls the candidates and verifies their identities by transcribing the details from their identification documents onto the designated list (Annex 3 to these minutes, which is an integral part), where candidates also sign. After identity verification, no candidate may leave the room.

The President reads the candidates the warnings (and notes) referred to in Presidential Decree 487/94, which are also attached to these minutes (Annex 4).

The President, having ensured the integrity of the envelopes containing the topics for the written test, invites a candidate to proceed with the random selection of the topic to be addressed.

*(\*) A topic will be drawn for each applicable curriculum.*

The draw is conducted by candidate Dr. …………………….., who selects an envelope and hands it to the President.

The President opens the chosen envelope and reads the title as follows:

* "……………………………………………………………………………………………";

*(To be repeated in the case of multiple curricula)*

Therefore, the President opens the envelopes of the unselected topics and reads the titles as follows:

* "…………………………………………………………………………………………………";
* "…………………………………………………………………………………………………".

The title of the selected topic is dictated, and after informing the candidates that they will have ….. hours to complete the test, starting from …… o'clock, the test begins. After the topic has been dictated, no candidate can leave the classroom before half the duration of the established time.

During the written test, the members of the Committee remain in the room for mandatory supervision.

The test proceeds smoothly, and at ……… o'clock, all candidates have submitted their work according to the procedures specified in Presidential Decree 487/94.

The Commissioners sign the sealing flaps of the envelopes containing the candidates' papers.

All the envelopes are then gathered into a single sealed package, and the President and the Committee members sign the sealing flaps.

The package is entrusted to the President, who will ensure its safekeeping until the day ……….. when the Committee will convene to proceed with the correction and evaluation of the papers.

In case the date of the oral examination was not included in the announcement, the Committee mandates the President to schedule the candidates for the oral examination on the day \_\_\_\_\_\_\_\_\_\_\_ (*to be specified only if the date of the oral examination has not already been indicated in the announcement and/or communicated to the candidates simultaneously with the summons for the written test*).

*The meeting is adjourned at …………….*

*Read, approved, and signed.*

THE COMMITTEE

|  |  |  |
| --- | --- | --- |
| The President | Prof. | *signature* |
| Member | Prof. | *signature* |
| (enter one row for each member) | Prof. | *signature* |
| Member-secretary | Prof. | *signature* |

**MINUTES OF PAPER CORRECTION**

The year..., on the day.... of the month of..., at ... o'clock, in the room of..., the Evaluation Committee for the assessment of the papers of the admission competition to the PhD programme... convenes. The Committee, appointed by the Rector with her Decree No. 00.... dated ../../......, is composed of:

Prof. …………………………..

Prof. …………………………..

Prof. …………………………..

The Committee proceeds to open the package containing the larger envelopes, which, in turn, contain smaller envelopes that are still sealed with the personal details of the candidates and their papers.

As the first step, the Committee assigns the same progressive number to both the larger and smaller envelopes, as well as the papers.

Subsequently, after collectively conducting a careful reading of each paper, the Committee assigns the following scores:

*Curriculum a (if applicable):*

Paper contained in envelope no. ……… points ………

Paper contained in envelope no. ……… points ………

Paper contained in envelope no. ……… points ………

Etc.

The Committee then proceeds to open the smaller envelopes containing the personal details of the candidates and matches them with their respective papers:

The paper contained in the envelope n. 1 with points……… belongs to candidate ……………………..

The paper contained in the envelope n. 2 with points……… belongs to candidate ……………………..

The paper contained in the envelope n. 3 with points……… belongs to candidate ……………………

Etc.

*Curriculum b (if applicable):*

Paper contained in envelope no. ……… points ………

Paper contained in envelope no. ……… points ………

Paper contained in envelope no. ……… points ………

Etc.

The Committee then proceeds to open the smaller envelopes containing the personal details of the candidates and matches them with their respective papers:

The paper contained in the envelope n. 1 with points……… belongs to candidate ……………………..

The paper contained in the envelope n. 2 with points……… belongs to candidate ……………………..

The paper contained in the envelope n. 3 with points……… belongs to candidate ……………………

Etc.

Based on the assigned scores, the Committee unanimously admits the following candidates to the oral examination (*listing the names in order of the achieved score, expressed in sixtieths*).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Written test scores*** | ***/…***  ***(score basis)*** |
| *1* |  |  |  | */…* |
| *2* |  |  |  | */…* |
| *3* |  |  |  | */…* |
| *4* |  |  |  | */…* |
| *5* |  |  |  | */…* |

The Committee proceeds to publish the results of the evaluation of the written tests, indicating the score achieved next to the personal details of each candidate.

The meeting is adjourned at …………….

Read, approved, and signed.

THE COMMITTEE

|  |  |  |
| --- | --- | --- |
| The President | Prof. | *signature* |
| Member | Prof. | *signature* |
| (enter one row for each member) | Prof. | *signature* |
| Member-secretary | Prof. | *signature* |

# MINUTES OF ORAL EXAMINATION

The year..., on the day.... of the month of..., at ... o'clock, in the room of..., the Evaluation Committee for the oral examination of the admission competition to the PhD programme... convenes. The Committee, appointed by the Rector with Decree No. 00.... dated ../../......, is composed of:

Prof. …………………………..

Prof. …………………………..

Prof. …………………………..

The identification of the attending candidates is carried out, and the following candidates are present:

|  |  |  |  |
| --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Document details*** |
| *1* |  |  |  |
| *2* |  |  |  |
| *3* |  |  |  |
| *4* |  |  |  |
| *5* |  |  |  |

Etc.

Although duly summoned, the following candidates are absent:

|  |  |  |
| --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** |
| *1* |  |  |
| *2* |  |  |
| *3* |  |  |

Etc.

The candidates are called one by one before the Committee.

***Curriculum a*** *(if applicable):*

* To the candidate dr. …………… the following questions are asked:

………………………………………………………………….……………..

………………………………………………………………….……………..

Furthermore, the candidate is subjected to the language test(s).

* To the candidate dr. …………… the following questions are asked:

Furthermore, the candidate is subjected to the language test(s).

Etc.

***Curriculum b*** *(if applicable):*

* To the candidate dr. …………… the following questions are asked:

………………………………………………………………….……………..

Furthermore, the candidate is subjected to the language test(s).

Etc.

Once the oral examinations for each session are completed, the Committee proceeds to publish the list of the results, indicating the score obtained by each examined candidate next to their name. (***failure to comply with this provision will result in the annulment of the examination***)

|  |  |  |  |
| --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Oral Examination Score*** |
| *1* |  |  |  |
| *2* |  |  |  |
| *3* |  |  |  |
| *4* |  |  |  |
| *5* |  |  |  |

Considering the above, the final merit outcomes are as follows:

**FINAL RESULT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Surname*** | ***Name*** | ***Curriculum (if applicable)*** | ***Points for qualification evaluation*** | ***Punti prova scritta***  ***Points for written exam*** | ***Points for oral exam*** | ***Total points*** | ***Eligibility for the specific scholarship (specify the type and any funding institution)*** |
| *1* |  |  |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |  |  |
| *4* |  |  |  |  |  |  |  |  |
| *5* |  |  |  |  |  |  |  |  |

THE COMMITTEE

|  |  |  |
| --- | --- | --- |
| The President | Prof. | *signature* |
| Member | Prof. | *signature* |
| (enter one row for each member) | Prof. | *signature* |
| Member-secretary | Prof. | *signature* |

# MINUTES OF ADMISSION IN SUPERNUMERARY PURSUANT TO ARTICLE 7\* (if applicable)

(\*) *The eligibility of the foreign degree is assessed by the Evaluation Committee solely for the purpose of admission to the competition.*

The year..., on the day... of the month of..., at ... o'clock, in the room of..., the Evaluation Committee for the admission competition to the PhD programme... convenes to interview foreign citizens who have obtained their degrees from foreign universities and have applied for admission in supernumerary of the established quota, which amounts to one third of the total number of scholarships offered for the specific PhD programme, regardless of the type and source of funding (\*\*)[[1]](#footnote-1).

The Committee, appointed by the Rector through Decree No. 00... dated ../../...., is composed of the following members:

Prof. …………………………..

Prof. …………………………..

Prof. …………………………..

The following candidates have applied for admission in supernumerary:

|  |  |  |
| --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** |
| *1* |  |  |
| *2* |  |  |
| *3* |  |  |

Etc.

The identification of the attendees is carried out.

|  |  |  |  |
| --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Document details*** |
| *1* |  |  |  |
| *2* |  |  |  |
| *3* |  |  |  |
| *4* |  |  |  |
| *5* |  |  |  |

Etc.

Although duly summoned, the following doctors are absent:

|  |  |  |
| --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** |
| *1* |  |  |
| *2* |  |  |

Etc.

The candidates are called one by one before the Committee.

The Committee conducts the scheduled interview with the candidate, Dr. [candidate's name].

The Committee, having evaluated the qualifications, judges the outcome of the interview ......... and assigns the overall mark of (only in the case where the number of candidates exceeds the number of those who can be admitted: 1/3 of the total number of scholarships offered for the specific PhD programme, awarded and effectively assigned).

The Committee, based on the conducted interviews, approves the following outcomes of the competitive examinations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Interview Outcome (Eligible/Not Eligible)*** | ***Score (only in case of number of candidates exceeding 1/3 of the total number of scholarships)*** |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
| *3* |  |  |  |  |
| *4* |  |  |  |  |

The Committee, therefore, proposes the admission in supernumerary of the 39th cycle of the aforementioned Ph.D. programme for the following foreign candidates graduated from foreign universities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***n.*** | ***Surname*** | ***Name*** | ***Interview Outcome (Eligible/Not Eligible)*** | ***Score (only in case of number of candidates exceeding 1/3 of the total number of scholarships)*** |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
| *3* |  |  |  |  |
| *4* |  |  |  |  |

THE COMMITTEE

|  |  |  |
| --- | --- | --- |
| The President | Prof. | *signature* |
| Member | Prof. | *signature* |
| (enter one row for each member) | Prof. | *signature* |
| Member-secretary | Prof. | *signature* |

**FINAL RESULT according to Article 8 (if applicable):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Surname*** | ***Name*** | ***Curriculum***  **(if applicable):** | ***Qualifications evaluation points*** | ***Written test points*** | ***Oral exam points*** | ***TOTAL*** |
| *1* |  |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |  |
| *4* |  |  |  |  |  |  |  |
| *5* |  |  |  |  |  |  |  |

THE COMMITTEE

|  |  |  |
| --- | --- | --- |
| The President | Prof. | *signature* |
| Member | Prof. | *signature* |
| (enter one row for each member) | Prof. | *signature* |
| Member-secretary | Prof. | *signature* |

**ANNEX 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **n.** | **Student ID number (*Matricola*)** | **SURNAME** | **NAME** | **DATE OF BIRTH** | **DOCUMENT DETAILS** | **CHOICE OF CURRICULUM**  **(if applicable)** | **SIGNATURE** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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# PUBLIC COMPETITION FOR EXAMS FOR N°…….. POSITIONS OF PHD PROGRAMME IN…………….…………………………………………………………., 39TH CYCLE

Attached to this communication, please find the following documentation related to the Admission Competition for the PhD programme mentioned above.

a) 2 copies of the complete minutes of the admission competition;

b) envelope with the extracted topic/topics (if multiple curricula are present);

c) envelope with the non-extracted topics (if multiple curricula are present);

d) written works (papers) of all candidates placed in individual envelopes.

**THE COMMITTEE**

The President ……………………………..…………..

Member ……………………………..…………..

Member …………………………………………

Member (list all members)

Member-secretary ……………………………..…………..

**Annex 4**

**INSTRUCTIONS FOR PARTICIPANTS UNDER D.P.R. 487/94 (ARTICLES 13 AND 14)**

*(REQUIREMENTS OF PARTICIPANTS DURING THE WRITTEN TESTS)*

During the written tests, participants are not allowed to communicate verbally or in writing with each other, or establish contact with others, except with the authorized invigilators or members of the examination committee. The answers must be written exclusively, under penalty of invalidation, on paper bearing the stamp of the department and the signature of a member of the examination committee.

**During the written test, under penalty of exclusion from the competition itself, each candidate: must only use a ballpoint pen with black ink and, to guarantee the anonymity of the work, must not affix any identifying mark on the manuscript (use of other pen or pencil unless explicitly requested for the type of proof, use of white-out, signature, etc. or use another language than that provided for in the competition procedure).**

Candidates are not allowed to bring writing paper, handwritten notes, books, or publications of any kind, cell phones, smartwatches, and other electronic devices (including devices capable of sending photographs and images or any type of computer that can connect to external networks through wireless connections or the regular telephone network) to the examination venue. They may only consult the texts of laws provided by the committee or previously authorized in the prescribed manner, dictionaries, and any other publications expressly permitted. Any candidate who violates the aforementioned provisions or copies all or part of the content of an essay is disqualified from the competition. If it is found that one or more candidates have copied all or part of the content, the exclusion applies to all candidates involved. The examination committee ensures compliance with these provisions and has the authority to take necessary measures. For this purpose, at least two members of the committee must be present in the examination room. The failure to exclude a candidate during the test does not preclude subsequent exclusion during the evaluation of the same tests.

*(REQUIREMENTS OF PARTICIPANTS AND THE COMMITTEE AT THE END OF THE WRITTEN TESTS)*

The candidate is provided with two envelopes of the same color on each examination day: one large envelope and one small envelope containing a white card. After completing the essay, the candidate puts the sheet(s) in the large envelope without signing or marking it in any way. They write their name, surname, date, and place of birth on the card and seal it in the small envelope. The small envelope is then placed inside the large envelope, which is sealed and handed over to the President of the committee. The President of the committee signs across the envelopes, ensuring that the closure flap or remaining part of the envelope is included, and indicates the date of submission. At the end of the written test, all envelopes are collected and folded, then sealed and signed by the President, at least one member of the examination committee, and the secretary. The folded envelopes are opened in the presence of the examination committee when they need to review the works related to the test. The same number as the corresponding small envelope must be affixed to each large envelope. This process is carried out by the examination committee at a specific location, date, and time, which is orally communicated to the candidates present in the examination room during the final test, with the notification that a limited number of candidates, not exceeding ten, may witness these operations. The recognition process must take place at the conclusion of the examination and assessment of all candidates' submissions.

After the correction of the papers, the Committee is required to publish on the PhD programme website, and if applicable, also by posting it on the notice board of the competition venue, the list of candidates admitted to the oral examination. The list should include the name, surname, and score assigned to each candidate.

1. *Foreign students meeting the eligibility requirements can request to be assessed for admission as a supernumerary on a dossier and/or through an interview. The interview will normally take place at the same time as the oral exam of the other candidates, unless otherwise communicated, and can be carried out remotely. For foreign citizens, the Commission can decide whether to simply admit or non-admit, or to assign a score for the formulation of a ranking if the number of candidates is higher than the number of those who can be admitted (1/ 3 of the total number of scholarships available for each PhD programme, assigned and effectively awarded for any reason).* [↑](#footnote-ref-1)