



*** 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.

**Application procedure for national PhD programme in Heritage Science
A.Y. 2022/2023 (38th cycle)***

THE RECTRESS

[Applicable Laws and Regulations](#) (only available in Italian)

DECREES AS FOLLOWS

Art. 1

Call for applications to PhD Programme

Sapienza Università di Roma is accepting applications for the admission to National PhD Programme in **Heritage Science** for the academic year 2022/2023 (38th cycle), with administrative headquarters at Sapienza Università di Roma. Selection procedures and available PhD scholarships are described in **annex A**, that is an integral part of this Call.

Art. 2

Organization of the activities

PhD students are involved in a unique, joint and shared didactic-scientific project; they can carry out their research and training activities in the different venues of the universities / institutions involved in the national PhD Programme. These PhD students are ensured the actual sharing of the facilities needed for their teaching and research activities aimed at performing their PhD project.

The educational activity of the Doctoral Programme starts on November 01st of its first year and ends on October 31st of its third year.

Art. 3

Application for admission

Candidates can submit their application **no later than August 25th, 2022, 02:00 PM (Italian Time)**.



To submit the application candidates will have to access the PhD Programme page by registering and login in [Infostud](#), filling out the online form, uploading the required documentation and paying the application fee through the PagoPA system which can be accessed directly from the application. To be considered valid, the payment must be completed **within 11:59 PM on August 25th, 2022 (Italian Time)**.

The application is correctly submitted only if the system displays the message “pagamento effettuato/fee paid” and the symbol ✓ appears under “pagamento/payment” and “documenti/documents”.

Any claims related to malfunctioning of the informatics system in close proximity to the deadline will not be accepted; candidates are recommended to complete the application sufficiently in advance in order to allow the office in charge to guarantee any necessary support.

Detailed instructions are available at <https://www.uniroma1.it/en/pagina/phd-application-form> .

Submission receipt and summary of the application must be **kept by the candidate and must not be delivered to the PhD office**. Applications that are not submitted as described herein will be rejected.

Please Note that the University will check the veracity of the self-statements presented by the candidate. If the control ascertains the falsity of the declarations, the candidate will be excluded from taking the admission test or, if in the list of nominees will be declared lapsed, without prejudice to the criminal prosecution as for art. 76 of the law n. 445/2000.

Art. 4

Disability assistance

Applicants with disability recognition under art. 3, paragraphs 1 and 3 of the Law of February 2nd, 1992, n. 104 or with certificate of invalidity that need special aids or additional time for the admission test, must apply to the Department for Relations with Students with Disabilities and with DSA contacting servizio.disabilita@uniroma1.it. They also must complete the procedure as explained at <https://www.uniroma1.it/en/pagina/phd-application-form>. Candidates will be allowed, depending on the specific needs indicated on the certificate, extra time, a calculator, other assistance and/or technical aids. According to Bill 170/2010 and DM n.5669/2011, students with officially certified Learning Disabilities (DSA) must contact servizio.dsa@uniroma1.it. They also must complete the procedure as explained at <https://www.uniroma1.it/en/pagina/phd-application-form>. Candidates will be allowed, depending on the specific needs indicated on the certificate, extra time, a calculator, other



assistance and/or technical aids. Special situations will be examined considering the submitted certifications. The requests must be received by the deadline for registration for the test and must be accompanied by appropriate certification issued by SSN facilities or by specialists and facilities accredited by the same. The DSA certification must refer to the nosographic codes and the explicit wording of the DSA (reading and/or writing and/or calculation). The diagnosis must be updated after 3 years if performed by the under-age student.

Art. 5

Admission requirements

Applications are accepted from candidates who completed or will complete an Italian laurea specialistica, laurea magistrale or any equivalent academic degree obtained abroad by **October 31st, 2022**. Applications from candidates holding a foreign study title depend on the assessment of the title itself by the examining Examination Committee. This assessment must be carried out in compliance with the relevant legislation in Italy and in the country where the title was issued and international treaties or agreements on the recognition of qualifications for the continuation of studies. The Committee must assess the equivalency by level, nature, content and academic rights (access to further courses) of the Italian academic qualification required to access the PhD. Candidates with a foreign qualification must submit the documents deemed useful for the verification of the degree (e.g. translation, legalization, declaration of value, Diploma Supplement, certificate of exams, certificates of ENIC-NARIC centers, etc.). The absence of such documents may in fact prejudice the assessment of the foreign qualification as an entry requirement in the event that the Examination Committee is not able to decide on the necessary and aforementioned equivalence.

Art. 6

Admission exams

The competition is to be conducted through the evaluation of academic titles, a research project and an oral interview.

To take the interview in videoconference and avoid disqualification, the candidate must be identified through a valid identification document.

The Examination Committee is appointed by the Rector and, at least three of the Committee's members, will be selected among ordinary professors or associates or researchers of Italian and foreign universities, or research institutions involved in the topics and scientific areas of the PhD Programme.

If the Examination Committee is composed of more than three members, at least two of the Committee's members must be selected outside the teaching personnel. The Committee can be supplemented by the addition of no more than two experts chosen from public and

private research bodies and structures, including foreign ones, provided that it is of particular documented competence in the disciplinary fields of the training course.

The meetings of the Examination Committees can take place in-presence, entirely or in part, pursuant to the anti-contagion safety protocol. If one or more committee members attend the meeting remotely, it will be necessary that:

- a) in the convocation it is specified that the meeting takes place in-presence, with the possibility of remote attendance of one or more committee members, indicating the possible operating procedures;
- b) names of the present members and those connected remotely, along with their connection procedures, shall be indicated in the meetings' minutes.

The meetings can also take place only remotely, still pursuant to the anti-contagion safety protocol.

The videoconference interviews of candidates will be held as follows:

- a) via video meeting platforms made available to the University, ensuring the simultaneous connection among the committee members and each candidate, in accordance with the regulation on personal data protection and confidentiality. This shall be written in the session's minute;
- b) audio and video recording of remotely held interviews is forbidden;
- c) the interview shall be held publicly, forwarding to all candidates the event's link and ensuring to any third party the possibility to attend using the link available at https://phd.uniroma1.it/web/NATIONAL-PHD-IN-IN-HERITAGE-SCIENCE_nD3864_EN.aspx;
- d) at the beginning of the session, the President and / or the Examination Committee Secretary must identify the candidate through a valid identification document. The identification shall be reported in the session's minute;
- e) after every interview, the President must interrupt the connection with all but the Committee members in order to allow the Committee evaluation.

Art. 7

Ranking of candidates and enrolment

Once admission procedures have ended and have been approved, the candidates' ranking will be published on the Sapienza website at https://phd.uniroma1.it/web/NATIONAL-PHD-IN-IN-HERITAGE-SCIENCE_nD3864_EN.aspx. At the same time as the ranking is published, a communication will be sent to interested parties at the e-mail address indicated during the application process. The communication will include enrolment procedures and deadlines. Successful candidates who do not respect these procedures and deadlines will lose the right to their place, which will be offered to the next-ranked candidate.

All PhD students are requested to pay a **€16,00 stamp duty**.



All PhD students are required to produce appropriate documentation attesting the ownership of other scholarships granted on at least a triennial basis.

Before the enrolment, PhD students with a foreign education title will be asked to present:

1. The legalized translation of the academic degree into English or Italian (if not submitted during the application);
2. A Declaration of Validity (“dichiarazione di valore”) issued by the competent Italian consulate or embassy in the country where the academic degree was obtained or the “Diploma Supplement” or by another authorized institution (e.g. CIMEA).

GRADUATING STUDENTS

When the final ranking is published, candidates admitted that are temporarily not able to register as expecting to receive their degree by October 31st, 2022, must send an email to ufficio.dottorato@uniroma1.it with their commitment to enrol as soon as the degree will be obtained. The email must include a copy of the ID/Passport of the candidate and must be sent by the deadline indicated on the final ranking. Lack of the email or of the attached copy of ID/Passport will be considered as a waiver.

Art. 8

Study grant allocation

PhD scholarships are detailed in the annexed document, being an integral part of this application call. In the event of specific-topic related grants, PhD scholarship holders are required to carry out the doctoral activity on the specific research topic at a specific venue, as set out in the annexed document (**Annex A**).

To this aim, when applying, candidates are allowed to express their own preferences regarding the venue and any specific research topic; **these preferences will not be binding for the purpose of the PhD scholarships allocation.**

In compliance with the ranking order, taking note of the preferences expressed and after assessing the suitability of the candidate’s training and profile, the Examination Committee decides on the assignment of the scholarships to the entitled candidates and these scholarships will then be conferred, by rectoral decree, at the end of the ranking scrolling procedures.

In the event of waiver or non-enrolment of the successful candidate with scholarship, the available PhD scholarship will be reallocated following the candidates’ ranking. The Committee’s failure to award specific-topic scholarships will result in a reduction of the number of positions envisaged by the application call.



If a scholarship is financed by an external entity, the commitments provided for in the agreement for the PhD student are to be fulfilled.

Those who have already benefited, even partially, from a PhD scholarship or equivalent programme at Sapienza Università di Roma or at any other Italian university cannot receive another PhD scholarship.

Determined with accordance to [DM 247/2022](#), the total gross annual recipient amount of the PhD scholarship is **€16,243.00**. The scholarship is allocated only in the event of non-existence of incompatibility, as provided for by applicable laws. Since the scholarship allocation starts from November 01st, 2022, the non-existence of incompatibility must remain in force from that date (November 01st, 2022), also in the event of subsequent allocation after ranking scroll.

It is only possible to enrol in the PhD with a scholarship, except in the event that the winner renounces the same as the holder of a research grant (on November 01st, 2022) or public employee with maintenance of salary.

Art. 9

Commitments of the candidate in case of acceptance of the scholarships under ex DM 351/2022 and 352/2022

The scholarships under this paragraph provide for a period of study and research in enterprises, public administrations or research centers, including museums, institutes of the Ministry of Culture, archives, libraries as indicated in [DM 351/2022](#), from a minimum of six (6) months to a maximum of twelve (12) months as well as periods of study and research abroad from a minimum of six (6) months to a maximum of eighteen (18) months. Exceptions are doctoral scholarships under DM n. 351/2022 related to PNRR PhD Programmes for which only the period is mandatory of study and research abroad from a minimum of six (6) months to a maximum of eighteen (18) months.

The scholarships under [DM 352/2022](#) provide for a period of study and research in the company of a minimum of six (6) months and a maximum of eighteen (18) months, and study and research periods abroad from a minimum of six (6) months to a maximum of eighteen (18) months.

The successful candidate of the scholarship referred to in this paragraph shall, on a semi-annual basis, produce through the appropriate online platform (<http://dottorati.miur.it>) a report bearing an indication of the time commitment (broken down into months in the company, on site, abroad, if planned) and a summary of the main activities carried out.



Art. 10

Responsible person for the admission process and handling of personal data

In accordance with Art. 5 of Law n. 241 of August 7th, 1990, the person responsible for the procedure referred to in this call is: Romina Caronna, Head of The Research Doctorate Sector - Postgraduate Diplomas Office, State Exams and Specialization Schools - Educational Offer and Right to Study Area - Sapienza University of Rome - Piazzale Aldo Moro, 5 - Rome - e-mail address: ufficio.dottorato@uniroma1.it .

According to the General Data Protection Regulation (GDPR) n.679/2016 of April 27th, 2016, concerning the protection of individuals and other subjects with respect to the processing of personal data, there is a specific document attached, that is an integral part of this call (**Annex B**).

Art. 11

Applicable regulations

For all the matters not expressly addressed in this call, please refer to the current legislation on the subject and to the University PhD Regulation available at <https://www.uniroma1.it/it/documento/regolamento-dottorati-di-ricerca>.

Art. 12

Advertisement of the call

This application call will be published at <https://www.uniroma1.it/en/pagina/phd-programmes> and advertised on the Euraxess and the MUR's websites.

The Rector
Prof. Antonella Polimeni

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