



SAPIENZA
UNIVERSITÀ DI ROMA

Welcome Kit PhD
A.Y 2021/2022

SAPIENZA PhD Programmes

The legal duration of a PhD program in Italy lasts three years. The academic year 2021/2022 starts on 01 November 2021. The admission is based on call for competition and fellowships are set out to the “CALL FOR APPLICATION” published on our official website of [PhD](#)

Every year we publish the calls for applications here:

- 1. Ordinary National Call for application published every year for Italian and International students holding a Master Degree;*
- 2. Fellowship Call for Application for the students who hold a foreign Master's Degree;*
- 3. Exceptionally, National Call PON for additional PhD scholarships on specific topics subject to the PON project “Ricerca e Innovazione” 2014-2020;*
- 4. Bando Regione Lazio – forthcoming:*

The number of places and fellowships on offer and other details about the entrance examinations are set out in the “Call for application”, published here [Dottorati di Ricerca/PhD](#)

Applications by Supernumerary Art.5

Candidates holding a non-Italian degree who do not plan or need to request a fellowship may apply for a PhD position, **not covered by grant**, as supernumerary students (*Admission as Supernumerary students*).

Up to one third of the positions assigned to each PhD Programme are reserved to supernumerary foreign students, with separate rankings.

In this case, candidates have to specify in the application form, their intention to be admitted as supernumerary students, selecting (*art. 5 cittadini stranieri con titolo estero - Foreign candidates holding a non-Italian degree*).

Applications by Research Grant Holders and Public Employees Art. 6

- Applicants holding a research grant and public employees can apply to be admitted to PhD programmes as supernumerary students if they pass the admission tests.
- The candidates have the right up to 1/3 of the position assigned to each PhD programme, with separate rankings.
- Public employees or research grants holders who want to apply as supernumerary students must select the option [Art. 6](#) (*to be updated by the new PhD Regulation*), assegno di ricerca o Dipendenti di Pubbliche amministrazioni – Research grants holders and Public employees.

Before and After coming in Rome - Necessary steps

Before arriving in Rome

- Register your application on [UNIVERSITALY](#) and book immediately an appointment with your Italian Embassy in your country;
- Prepare your documents as Declaration of Value or your CIMEA Comparability Certification for the enrollment;
- Get your visa and book your flight, the PhD Programme starts on 1st November 2021.

After arrival in Rome

- If you have not already done, register on [Infostud](#), get your matricola/student number and pay the fees as indicated by PhD office;
- Apply for your [Codice Fiscale/Fiscal Code](#);
- Apply for your [Italian Bank Account](#);
- Apply for your [Permesso di Soggiorno/Resident Permit](#)
- Apply for your [Tessera Sanitaria/Health Insurance](#)
- Apply for your Student Card through your Infostud profile

We are waiting for you!

Scholarship and Research Budget



PhD students awarded the scholarship will receive for the *Ordinary Call* an amount of € 15,343,28, paid in 12 monthly installments;

PhD students awarded the scholarship for the *Fellowship Call for Application* will receive an amount of €19.800,00, paid in 12 monthly installments;

The scholarship will only be assigned to the students whose annual income, during the PhD programme, does not exceed the sum of €20.000,00 (to be updated DM 226/2021).



Participation National and International Conferences



PhD students have a Budget that may use for Conferences or Seminars in Italy or abroad where the expenses will be reimbursed within the limits allowed by the PhD program:

- Conference and Seminars fee;
- Summer School, Courses ect..
- Travels and accomodation;
- Publication fee PhD students;
- Specific training aimed at research (eg language course; informatic course etc..)

For participating you need the authorization before your departer, signed by the Coordinator of your PhD Progame.

Please contact your Department for all other amministrative procedures: they are completely managed by it.

Each year Sapienza determines the amount of the operating fund, including the **10% increase provided for by DM 45/2013** as a budget for research activities in Italy and abroad for PhD students **from the second year onwards.**

- Travels and accomodation for PhD students;
- Conference and seminars fee PhD students;
- Pubblication fee PhD students;
- Specific training aimed at research (eg language course; informatic course etc..) for PhD students;
- Mobility of PhD students;
- Reimbursement of expenses for external commission members;
- Inventory material necessary for PhD activities;
- Consumable materials;
- Postage and consumables for competitive exams for PhD students;
- Information and educational materials and/or services;
- Conferences and seminars

Increase of scholarship for periods abroad

Ordinary National Call and PON

PhD students holding a scholarship can request a 50% increase of the scholarship for the research periods spent abroad (max 18 months).

Fellowship Call

The increase of scholarship for period abroad is not intended because the amount of scholarship is higher than Ordinary Call

These options are not expected for Supernumerary Art.5 and Research Grant Holders or Public Employees Art. 6





Don't miss your chance!

For research periods abroad, PhD students may ask for 50% increase of their scholarship following these steps:

- Before leaving, request authorization by the Coordinator of the PhD Programme with the provisional period of stay abroad;
- At the end of the period, request attendance certificate signed by the supervisor of the hosting university with precise periods of mobility or Certification of participation to the Conference or Seminar;
- Download from our webpage the Richiesta Maggiorazione Borsa format and fill in it;
- Email a single PDF with the documents to ufficio.dottorato@uniroma1.it, subject: Richiesta Maggiorazione Borsa.

Soft skills and Educational purposes of your PhD

- Sapienza University every year organises Soft Skills courses for all the PhD students independently from the cycle. Here is the webpage dedicated [Soft Skills](#)
- For all the educational purposes as exams, seminars, conferences etc you are pleased to visit the web site of your PhD Programme and contact your department.



Free Italian Language courses

Sapienza offers some Italian language courses for international students.

The courses are intended for all international students who possess a foreign diploma or degree or come from a foreign school or university and are enrolled for the first time in the academic reference year in a course of study held in English at Sapienza, Università di Roma (e.g.: a bachelor's degree, master's degree, single cycle degree, 1st and 2nd level masters degree, graduate school, PhD, Invest Your Talent in Italy Program).

- The CLA provides Italian language courses for the following CEFR levels: A1, A2, B1, B2, C1.
- Considering the large number of students involved in those activities, the courses for the A1 and A2 CEFR levels are usually delivered online on UNITELMA SAPIENZA Platform.
- For the B1, B2 and C1 CEFR levels the CLA delivers 40-hour Italian language courses in-person and/or online (due to the COVID emergency).
- In any case, priority is given to those students with a basic and intermediate knowledge of Italian (from A1 to B1).
- Normally, all courses are delivered during the second semester of the academic reference year (February–June). The courses are for free.
- Every year the CLA receives a list of eligible students from the ICT Area of the Centro InfoSapienza and other Sapienza Italian language entry level in order to place each student in the appropriate course.



Here some useful links:

[Italian language courses for Sapienza International Students | CLA - Centro Linguistico d'Ateneo \(uniroma1.it\)](#)

[Home | CLA - Centro Linguistico d'Ateneo \(uniroma1.it\)](#)

Mobility: Joint Thesis Supervision Agreement – Cotutelle

PhD candidates can obtain a double degree by activating a Joint Thesis Supervision Agreement:

- Thesis supervised by two supervisors from two different universities
- Alternate periods of thesis preparation between the institutions
- Single thesis defence, only after positive evaluation of both supervisors;
- Each university issues a PhD diploma;
- Winners of Fellowship call who would like to start a cotutelle can spend their period abroad in a country other than that of origin;



For further info ✉ cotutele.phd@uniroma1.it

The Doctor Europaeus Designation



The Confederation of European Union Rectors' Conferences has drawn up a common "European doctorate" brand.

PhD students who are interested in applying for this label must consult the regulation of [PhD](#) Art. 24 and ask the PhD Coordinator for the procedure.

This designation can be added to a national doctorate, which was obtained by fulfilling some specific conditions.



The Doctor Europaeus Designation (2): Conditions



1. Thesis evaluation will be carried out by no less than two professors from two European universities in different EU States from where the thesis is discussed; at least one member of the Exam Commission must belong to a different EU State from where the thesis is discussed.
2. Part of the thesis discussion must be held in a different EU official language than that used where the thesis is discussed;
3. The research presented in the thesis must have been partly carried out in a stay abroad of no less than three months in a different EU member state.
4. Applications should be presented by candidates to the Programme Coordinator, who will submit it to the PhD Office with a declaration of conformity to application prerequisites before the student is admitted to the final exam, as well as to the PhD Exam Commission.

Passage to the following year

- At the end of the first year and the second year (generally in September or October) all PhD students should make a presentation about the state of advancement of their research in front of the Academic Board.
- The PhD Programme Board can invite you for periodic seminars about the progress of your work.
- During the third year of your PhD you need to work on your final Thesis.
- For further information, you may refer to the website of your PhD Programme or contact the Coordinator of the PhD Programme.

1st ➡ 2nd ➡ 3rd



Reporting Research Activity Every Year



- PhD students should report through Infostud platform the research activities conducted during the academic year;
- Insert all your publication on [IRIS](#) Catalogo dei prodotti della ricerca/ Research product catalog;
- The Coordinator of PhD programme will give access to a specific section of the PhD website where students must complete the report being informed about the deadlines;



Suspension duties and obligations



You can have the suspension from your PhD Programme whether the Academic Board of the Programme will decide to accept your request or not:

- *Illness, maternity leave or civil services*: send to our office and to your PhD Programme the communication regarding your case, indicating the period of suspension and attach the motivation;
- *Serious problems*: write an email to the Coordinator of your PhD Programme indicating the period of suspension and the motivation;

Suspension from the PhD goes together with the suspension of the scholarship and should be retrieved after the end of the three years of PhD.

Thesis



At the end of the PhD experience, all the students should write a final thesis.

Sapienza has some models of thesis layout and a logo

<https://www.uniroma1.it/it/pagina/impaginazione-della-tesi-e-logo>

The thesis should be also uploaded on IRIS platform (at the following link you can find a useful Guide

https://www.uniroma1.it/sites/default/files/field_file_allegati/linee_guida_inserimento_tesi_dottorato_ver_2.0_0.pdf).

Pergamena/Final Diploma



- Pergamenas of the year are generally printed once or twice a year.
- Fix an appointment for the collection.
- Access Infostud > Proceed to payment > Pagamento immediato (Direct payment to pay online) or Avviso di pagamento (Print the receipt to pay the €16,00 stamp duty at a bar/tabacchi shop);
- Come to the appointment provided with proof of the paid bulletin slip and a valid ID.
- If you cannot come personally, you can fix an appointment for an authorized person to collect the diploma on your behalf. Write and sign an authorization with your and the person's personal data. The person will have to come provided with: signed authorization, proof of the paid bulletin slip, and copies of both valid IDs.



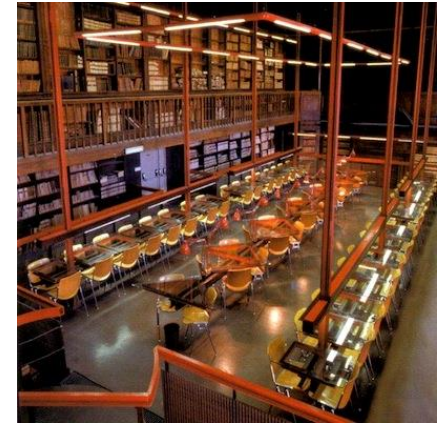
Certifications



- Certifications of career and final exam can be downloaded from personal Infostud profile; they can be downloaded in Italian or in English, valid in Italy or valid abroad;
- If needed with specific information or handwritten signature, send an email to ufficio.dottorato@uniroma1.it to fix an appointment;
- Bring a €16,00 stamp duty on the appointment date, together with a valid ID.
- Resident Permit renewal can require a career certificate with the amount of the scholarship: you can obtain it by booking an appointment with PhD Office and bringing a €16,00 stamp duty on appointment date.



- Sapienza Library System <https://www.uniroma1.it/en/pagina/sapienza-library-system>
- For online PhD resources visit <https://iris.uniroma1.it/>;
- Here the link for booking a place in study rooms <https://opac.uniroma1.it/SebinaOpacRMS/article/bookings/prenotaposto?locale=eng>





Student discounts

Sapienza students can benefit of some reductions related to:

- [Sport activities](#)
- [Banks](#)
- [Shops](#)
- [Restaurants, hotels, accomodation, travelling services](#)
- [Health and other services](#)
- [Free time – cinemas, theaters, shows, events](#)
- Urban transport - [Atac website](#)
- Trains – [Trenitalia website](#)

For further information visit <https://www.uniroma1.it/en/pagina/student-discounts> or contact the HELLO Information Center <https://www.uniroma1.it/en/pagina/hello-information-centre>

COVID-19 Measures



- Keep monitoring Sapienza webpage for all updates concerning Covid-19 (bottom of the page <https://www.uniroma1.it/en/pagina-strutturale/home>)
- <https://www.uniroma1.it/en/notizia/covid-19-phase-2-procedures-students-staff-and-guests>
- <https://www.uniroma1.it/en/notizia/covid-19-free-swabs-students>
- <https://www.uniroma1.it/en/notizia/coronavirus-advice-sapienza-community>

Office Contacts and Location

General information: ufficio.dottorato@uniroma1.it;

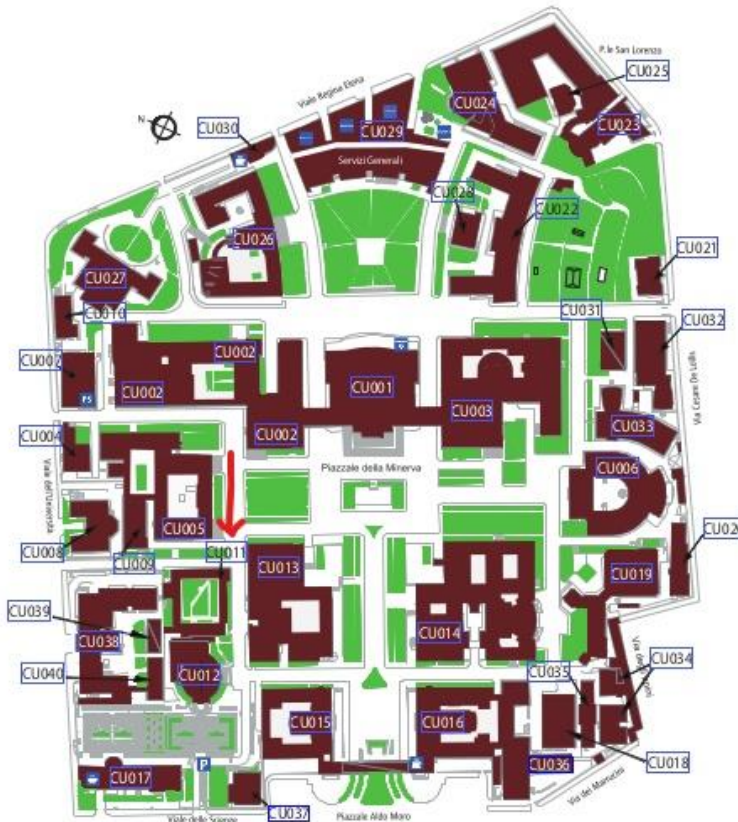
International students service:
phdfellowship@uniroma1.it;

Information related to Joint Thesis Supervision
Agreements: cotutele.phd@uniroma1.it.

Please send us an email to fix an appointment in
case of urgent matters.

*PhD Office is located in Piazzale Aldo Moro 5, CAP
00185, Rome next to Kindergarten CU011 [See the
maps](#)*

*Office Hours: MONDAY, WEDNESDAY, FRIDAY,
h.08:30- 12:00 AM,
TUESDAY, THURSDAY, h. 02:30-04:30 PM.*



THANK YOU FOR YOUR ATTENTION!

ufficio.dottorato@uniroma1.it
phdfellowship@uniroma1.it
cotutele.phd@uniroma1.it

If you have any question, you can now write them
in the chat: we are going to answer at the end of
the presentation