

## CALL FOR PROSPECTIVE PhD STUDENT APPLICATIONS\*

Academic Year 2019/2020 - 35th Cycle

### THE RECTOR

<b>In relation to</b>	Bill n. 168 of May 9th, 1989;
<b>In relation to</b>	Bill n. 398 of November 30th, 1989;
<b>In relation to</b>	Art. 4 of Bill 210/98;
<b>In relation to</b>	Ministerial Decree n. 270 of October 22nd, 2004;
<b>In relation to</b>	Art. 19 of Bill December 30 <sup>th</sup> , 2010 n. 240/2010;
<b>In relation to</b>	Ministerial Decree n. 45 of February 8th, 2013;
<b>In relation to</b>	General university regulations in matter of PhDs;
<b>In relation to</b>	the opinion of the PhD Committee of April 16th, 2019 as completed by the note of the President on April 6th, 2018;
<b>In relation to</b>	the Report of the Internal Evaluation Committee (NVA) of April 29th, 2019;
<b>In relation to</b>	the Report of the Quality Team of May 6th, 2019;
<b>In relation to</b>	the Resolution of the Academic Senate of May 7th, 2019;
<b>With the condition</b>	that all possible modifications, amendments and integrations to the present call will only be communicated on the university web site: <a href="https://www.uniroma1.it/en/pagina/phd-programmes;">https://www.uniroma1.it/en/pagina/phd-programmes;</a>

### DECREES AS FOLLOWS

#### ART. 1 – ACTIVATION OF THE PHD COURSES

Sapienza University of Rome announces the following exam-based open call for admission to the 35th Cycle of PhD programmes as listed in **annex A**. PhD programmes last three years.

The PhD programmes, the number of positions with and without fellowship, the date, time and location of the exams together with contact person, email address of the coordinators, **specific conditions for the admission and evaluation criteria will be available in the PhD course web site.**

The number of positions with fellowship, or positions for industrial PhDs, could be increased depending on further fundings or agreements with external public or private companies. In these cases, the winners will opt, according to the ranking, between Sapienza fellowship or external company fellowship/ Sapienza's or external companies' fellowship. When all the Sapienza fellowships will be granted, the external fellowship will be assigned to the first candidate with a valid position in the ranking. If the external fellowship is funded for a specific curriculum, it will be granted only to the first candidate in a valid position who opted for that specific curriculum.

## ART. 2 - REQUIREMENTS

Applications are accepted from candidates, regardless of gender, age and nationality, who hold an Italian *laurea specialistica*, *laurea magistrale* or any equivalent academic second-level degree issued by Artistic and Musical High Education institutions (AFAM) or any equivalent academic degree obtained abroad (generally equivalent to a Masters Degree). Applications are also accepted from candidates who expect to receive their degree **by October 31st, 2019**. Candidates who do not hold their degree at the time of the application are admitted “with reserve” until they obtain it.

The Evaluation Board will ascertain the equivalence of each academic degree 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.

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 Doctorate Committee.

## ART. 3 - APPLICATIONS

Application consists of two steps.

### Step 1: fill in the PhD form

In order to submit an application, candidates must pay a **€ 35** non-refundable application fee by **July 18th, 2019**. The candidates have to access Infostud

<https://www.uniroma1.it/en/pagina-strutturale/graduates> and follow the procedure to complete Step 1 printing the payment slip.

The payment slip can be paid at any branch of the “UNICREDIT” Bank within the opening hours or online on the website

<https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=sapienza&action=pag> strictly by 08:30 p.m. (local hour) of **July 18th, 2019**<sup>1</sup>.

### Step 2: complete the PhD form

The PhD application form is completed only after the upload of all the documents required by the PhD course of interest. The candidate has to access <https://phd.uniroma1.it/application/> and upload the files to complete the application. At the end of the application procedure, the candidate will receive a confirmation email.

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

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<sup>1</sup> N.B. the bank payment form is in Italian. To support, it is possible to use a websites translator (e.g. Google Translator: copy and paste the link to the page to translate in the box on the left and click on the resulting link on the right, after selecting the language). The University is not responsible for any problems arising from incorrect translations.

Any claims related to malfunctionings 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.

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.

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

In order to submit an application, as indicated in the preceding article 3, candidates with a foreign academic degree must also submit:

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

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

Foreign 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 a grant, as a supernumerary student (*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. Therefore, candidates have to specify in the application form, as described in Art. 3, the intention to be admitted as supernumerary students, by putting a flag in the relevant boxes (*Foreign citizens with degrees from foreign universities*). The application as supernumerary student DOES NOT give access to a scholarship, but allows participation to the PhD program on other funds.”

- 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.

## **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, with separate rankings.

To apply as supernumerary students, candidates must specify that they are public employees or research grants holders in their application by putting a flag in the relevant boxes (*Research grant holders* or *Public Servants*). Applications must be submitted as described in Art. 3. Research grants holders must also provide full details about their research grant.

Research grants assigned after the submission of a PhD application must be immediately communicated to the PhD Office by means of an e-mail to [ufficio.dottorato@uniroma1.it](mailto:ufficio.dottorato@uniroma1.it) within the calendar year in which the research grant is hold.

## **ART. 7 – DISABILITY ASSISTANCE**

According to Art. 3 of Bill n.104 of February 5th, 1992, students with a disability equal or higher to 66%, who require assistance or have special needs (e.g., 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](mailto:sportellodisabili@uniroma1.it). They also must complete the procedure as explained at <https://www.uniroma1.it/en/pagina/phd-application-form>. According to Bill 170/2010 and Ministerial Decree n.5669/2011, **students with officially certified Learning Disabilities (DSA)** must contact [counselingdsa@uniroma1.it](mailto:counselingdsa@uniroma1.it). They also must complete the procedure as explained at <https://www.uniroma1.it/en/pagina/phd-application-form>.

Candidates will be allowed to a 30% extra time and/or a calculator (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 18th, 2019**, together with the medical certification issued no more than 3 years before by an authorized official structure.

## **ART. 8 – ADMISSION TESTS**

### **ATTENTION**

**To participate, candidates must exhibit a valid ID/Passport. 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.**

Aim of the exam is a valid comparison among the candidates. **The detailed procedure is available on the courses website as listed in Annex A.** Candidates have to prove the knowledge of a foreign language.

Candidates must be present at the date, time and location indicated on the website PhD course, without any further notice.

Should the candidate be unable to participate in the oral examination, he/she can ask to be evaluated by video conferencing. **Foreign candidates applying as supernumerary** can ask to be evaluated on the basis of a dossier. The request must be asked with adequate advance to the coordinator of the PhD course and the Examination Board can decide whether accept or refuse both requests.

## **ART. 9 – EXAMINATION BOARDS**

The Examination Boards that will assess admission to the PhD programmes are nominated as established by of the Sapienza PhD Regulations (see <https://www.uniroma1.it/en/pagina/phd-programmes>).

A single Examination Board will test candidates applying to PhD based on curricula. Different tests can be held for different curricula. Therefore, candidates will be requested to make their choice during the written test or in the way indicated on the PhD course website.

The application of the evaluation criteria will be indicated on the exam reports by the Examination Board.

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 as for D.P.C.M. del 9/4/2001;
- 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**

There is a single ranking also for PhD courses based on curricula. Applicants will be admitted to PhD programmes on the basis of the final ranking until all available positions have been assigned. If a candidate does not reply to his/her 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 – ENROLMENT 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/en/pagina/phd-programmes>.

At the same time as the ranking is published, a notice will be sent to interested parties at the e-mail address indicated during the application process

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.

To complete the registration it is necessary to follow the instructions at:

<https://www.uniroma1.it/en/pagina/phd-programmes>.

Candidates admitted are requested to pay a € 16,00 stamp duty.

Students without fellowship are requested to pay a € 140,00 local tax and a € 16,00 stamp duty.

No tuition fee is requested by PhD students.

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

Candidates, **educated abroad** 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”.

#### **CANDIDATES EXPECTING TO OBTAIN THEIR DEGREE.**

When the final ranking is published, candidates admitted that are temporarily not able to register as expecting to receive their degree by October 31st, 2019, must send an email to [ufficio.dottorato@uniroma1.it](mailto:ufficio.dottorato@uniroma1.it) with their commitment to matriculate as soon as the degree will be received. The email must present attached a copy of the ID/Passport of the candidate and must be sent by the deadline indicated on the final ranking. The lacking of the email or of the attached copy of ID/Passport will be considered as a waiver.

## **ART. 12 – FELLOWSHIPS**

The fellowship amounts to € **15.343,82** gross per year and it 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. If a scholarship holder is not admitted to the next year or irrevocably waives the fellowship or the entire PhD course, the residual amount of the fellowship can be assigned according to Art. 6 of General University Regulations in matter of PhDs.

Students earning more than €16.000,00 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 aged under 29 without fellowship in accordance with art. 45 - D. lgs. n. 81/2015 and artt. 18 ss. Reg. Regione Lazio n. 7, March 29th, 2017.

These contracts can have a validity from 6 to 36 months.

## **ART. 14 - RIGHTS OF THE DATA SUBJECT**

The data protection and privacy are ruled by General Data Protection Regulation (EU) 2016/679 ("GDPR"). A summary is available in attachment to the present call. (annex B).

## **ART. 15 – APPLICABLE REGULATIONS**

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

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

**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.***