

Disclaimer: This is not an official translation: the official text is the Italian “Bando di ammissione”

ADMISSION
TO THE DOCTORATES
(XXV CICLO DEL DOTTORATO - IV CICLO DELLE SCUOLE)
AWARDED BY THE
UNIVERSITÀ DEGLI STUDI DI TRIESTE
DEADLINE
FOR APPLICATIONS
24 SEPTEMBER 2009

(“Gazzetta Ufficiale” n. 61 - IV serie speciale - dd. 11.08.2009)

(For updates, please check the University web site: <http://www.units.it>)

*La Segreteria
dei Dottorati di Ricerca
(PhD Office)*

PhD Office: *Segreteria Dottorati di ricerca*: Main University building (on campus) - right wing - 2nd floor, P.le Europa, 1 - 34127-TRIESTE (tel. +39 040/558.3182 e-mail: dottorati@amm.units.it)
Reservation tickets are needed for office enquiries (counter on the same floor as the office - opposite the lift). Tickets are available half an hour before and after opening hours.
Opening hours:
- Mondays and Thursdays from 3:15 to 4:15 pm;
- Tuesdays and Fridays from 9:00 to 11:00 am.

Overview

(For references to the relevant Italian legislations please go to: <http://www.units.it/dottorati/?file=DottNorme.inc>)

- Art. 1 - [ANNOUNCEMENT](#)
- Art. 2 - [AVAILABLE PLACES](#)
- Art. 3 - [APPLICATION](#)
- Art. 4 - [ADMISSION EXAMINATION](#)
- Art. 5 - [REGISTRATION AND VACANCIES](#)
- Art. 6 - [SCHOLARSHIPS](#)
- Art. 7 - [CHARGES \(ENTRANCE AND TUITION FEES, REGIONAL TAX\)](#)
- Art. 8 - [STUDENT RIGHTS AND OBLIGATIONS](#)
- Art. 9 - [QUALIFICATION AWARD](#)
- Art. 10 - [ACCESS TO ADMINISTRATIVE DOCUMENTS, PERSONAL DATA TREATMENT AND ADMINISTRATIVE RESPONSIBILITY](#)
- Art. 11 - [FINAL INFORMATION](#)
- Attachment paper application form (for non-Italian candidates who cannot apply online)
- Attachment “Qualifications evaluation form”
- Attachments 1-9 Doctoral Schools
- Attachments A-H Doctoral Courses



The relevant legislation is missing ; please refer to the official text

OMISSIS/MISSING

Art. 1 - ANNOUNCEMENT

The Università degli Studi di Trieste announces public selections for admission to the Doctoral programmes (XXV ciclo):

List of Doctoral Schools:

- [BIOMEDICINA MOLECOLARE](#) (attachment 1)
- [ENVIRONMENTAL AND INDUSTRIAL FLUID MECHANICS](#) (attachment 2)
- [FISICA](#) (attachment 3)
- [NANOTECNOLOGIE](#) (attachment 5)
- [SCIENZE DELLA RIPRODUZIONE E DELLO SVILUPPO](#) (attachment 7)
 - INDIRIZZO GENETICO MOLECOLARE
 - INDIRIZZO MEDICINA MATERNO INFANTILE E PERINATOLOGIA
 - INDIRIZZO RELAZIONALE-EDUCATIVO
- [SCIENZE E TECNOLOGIE CHIMICHE E FARMACEUTICHE](#) (attachment 8)
- [SCIENZE UMANISTICHE](#) (attachment 9)
 - INDIRIZZO ANTICHIISTICO
 - INDIRIZZO ITALIANISTICO
 - INDIRIZZO STORICO - STORICO-ARTISTICO

Please check the relevant attachments

List of Doctoral Courses:

- [BIOLOGIA AMBIENTALE](#) (attachment A)
- [FILOSOFIA](#) (attachment B)
- [GEOFISICA DELLA LITOSFERA E GEODINAMICA](#) (attachment C)
- [INGEGNERIA CIVILE E AMBIENTALE](#) (attachment D)
- [SCIENZE AMBIENTALI \(AMBIENTE FISICO, MARINO E COSTIERO\)](#) (attachment E)
- [SCIENZE DELL'INTERPRETAZIONE E DELLA TRADUZIONE](#) (attachment F)
- [SCIENZE PENALISTICHE](#) (attachment G)
- [TRANSBORDER POLICIES FOR DAILY LIFE – POLITICHE TRANSFRONTALIERE PER LA VITA QUOTIDIANA](#) (attachment H)

Please check the relevant attachments.

This announcement is posted on the University web site: <http://www.units.it/dottorati/?file=DottBandi.inc> – please go to: - [Admission to the Doctorates \(XXV ciclo – IV ciclo delle Scuole\) awarded by the Università degli studi di Trieste.](#)

Further announcements on other Doctoral programmes may follow later on.

The examination schedules and the number of funded places may vary from the original announcement. The attachments will be constantly updated and a list of the major changes (if any) will be available.

Requirements

Eligible candidates must hold one of the following qualifications:

- a degree awarded by an Italian institution before the reform (D.M. 3.11.1999 n. 509);
- a “diploma di laurea specialistica/magistrale” awarded by an Italian institution ex D.M. 3.11.1999 n. 509 and ff;



Sezione Ricerca e Dottorati

Ripartizione Dottorati

- an equivalent academic qualification awarded by a non-Italian institution;
- an academic qualification awarded by a non-Italian institution after a four-year course, considered equivalent by the Academic Board for the sole purposes of the admission to the Doctorate.

Candidates must have completed their degree before the deadline stated for each School/Specialization/Course (see "academic qualification required"). Further requirements – if any – are also specified in the attachments.

Undergraduates are admitted provisionally; failure to complete the degree before the deadline, will automatically imply the exclusion from the merit list.

Candidates have to hold all the other qualifications required (if any) within the same deadline. Research grant holders ("assegnisti di ricerca") who apply for extra places ("in soprannumero") must be funded by the organizing Department or by the other Departments mentioned in the relevant attachment.

In case of Italian dual citizenship, candidates have to declare their Italian citizenship for the sole purposes of this selection.

Art. 2 – AVAILABLE PLACES

The number of places and/or scholarships for every Doctoral programme can be raised if there are extra funds. The deadline for applications however remains the same.

A Doctoral School will start if six grant-holders at least have enrolled. A Doctoral Course will start if three grant-holders at least have enrolled.

Ordinary places ("ordinari") are offered to all candidates disregarding their citizenship. For scholarships allocation please check below art. 6:

Extra non-funded places (if any) ("soprannumerari") are offered to the candidates who are:

- research grant-holders ("assegnisti di ricerca")
- non-EU citizens residing abroad who do not want to apply for ordinary places ("posti ordinari")
- grant-holders funded by the Italian Ministry of Foreign Affairs
 - permitted to sit the entrance examination in the country of origin
 - required to sit the entrance examination in Trieste
- non-EU citizens resident abroad who are considered to be equivalent ("equiparabili") to the grant-holders funded by the Italian Ministry of Foreign Affairs, whose grant is provided by their own country, and with the authorization of either the Italian Ministry of Foreign Affairs or the Italian Ministry of Education, University and Research
 - permitted to sit the entrance examination in the country of origin
 - required to sit the entrance examination in Trieste

After applying for a place, candidates have to stick to their choice.

Please notice When registering, **non-EU selected candidates** have to show either their **permit of stay** (for work or family reasons, as political refugees or for religious or research reasons) or the receipt which replaces the permit of stay until the original document arrives.

Art. 3 APPLICATION

On-line application

Eligible candidates must apply online for admission to the selection. Below the procedure step by step:

1. **connect** to <http://www.units.it/dottorati/> and click on "Domande di ammissione – On-line application". The deadline for applying is **24 September 2009, 11:30 am CET (Central European Time)**.

Please notice: Former students at *Università degli Studi di Trieste* already have their own username and password (automatically generated since 1985); if they have forgotten/lost their credential they have to contact the PhD Office (*Segreteria Dottorati*) the day before the deadline at the latest.

2. **sign in and register** following the instructions; please keep username and password for subsequent accesses;
3. **pay the € 45** admission fee (including € 14.62 for the duty stamp). Payments can be made:
 - **in Italy only:** at any branch of *Agenzia UniCredit Banca* by showing the **personal payment form** to be printed out after **registering** on-line. **Bank transfers are not accepted. Payment cannot be made at any other bank.**
 - on-line by credit card (VISA, MASTERCARD or BANKPASS WEB). Remember to print out the payment receipt.



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Sezione Ricerca e Dottorati

Ripartizione Dottorati

PLEASE NOTICE: Applicants for both curricula of the Doctoral School in "Neuroscienze e scienze cognitive" have to pay only once.

PLEASE NOTICE: Candidates from the countries listed in <http://www.units.it/dottorati/files/TCEson.pdf> are due to pay € 14.62 only.

To register to the exam it is necessary to print out application/receipt for the admission exam. The deadline for applications is 24 September. The deadline for paying the admission fee is 8 October 2009. It is not necessary to send the receipt to the PhD Office.

No signature is required on the application form. Candidates will be required to sign the entrance exam register or the registration form later.

Applicants who have no access to the Internet can connect from two workstations at the Registrar's Department (*Segreteria Studenti*) during office opening hours.

paper application form

Only foreign candidates who cannot apply online are allowed to fill in the paper application form instead. They have to:

- **send** the following documents making sure they arrive **by 24 September 2009**:
 - application form to "*Magnifico Rettore dell'Università degli Studi di Trieste*" (Rector of the University) (see the attachment "paper application form"); incomplete applications will not be accepted. For other qualifications/publications see below "Titles presentation". Copy of the identity document and a passport-sized photograph have to be attached to the application.
- **pay** the € 45 admission fee:
 - **in Italy only**: at any branch of *Agenzia UniCredit Banca* – which is **the only authorized bank for this purpose** - by showing **the personal payment form** to be printed after **registering** on-line. **Bank transfers are not accepted**.
 - on-line by credit card (VISA, MASTERCARD or BANKPASS WEB). Remember to print out the payment receipt.

The admission fee has to be paid by 8 October 2009.

PLEASE NOTE: Applicants for both curricula of the Doctoral School in "Neuroscienze e scienze cognitive" have to pay only once.

PLEASE NOTE: Candidates from the countries listed in <http://www.units.it/dottorati/files/TCEson.pdf> are due to pay € 14.62 only for the duty stamp

Instructions for paying online will be emailed to candidates. This will be the only official announcement.

non-Italian qualifications

Candidates who have been awarded non-Italian qualifications before 24 September 2009 are required to send the following documents directly to the Segreteria Dottorati di Ricerca, making sure they arrive within the deadline:

- a degree certificate plus a degree transcript, with the official Italian translation and legalization;
- an assessment of the qualification ("dichiarazione di valore in loco").

These documents must be issued by the local Italian Embassy or Consulate. The assessment of the qualification must mention the final score of the diploma and the reference scale. In case of missing data, the minimum score will be assigned and it will affect the position in the merit list. All documentation must be duly received within the deadline for registration; candidates who fail to comply will be excluded from the merit list.

Undergraduates have to send a transcript of the exams, making sure they arrive **by 24 September 2009**. After graduating, they have to send a degree certificate within the deadline stated for every Doctoral programme. The degree certificate and the assessment of the qualification ("dichiarazione di valore in loco") must be received within the deadline for registering, otherwise the applicants will be excluded from the merit list.

The PhD Academic Boards (Collegio Docenti) will assess the suitability of academic qualifications for the sole purposes of this selection. Further documentation may be needed. A candidate may be excluded from the merit list if the Academic Board decides that his/her qualifications do not meet the requirements.

extra places for foreign applicants: additional documentation

The applicants for the extra places ("*posti in soprannumero*") – if any - reserved to:

Università degli Studi di Trieste
Piazzale Europa, 1
I-34127 Trieste

Tel. +39 040 558 3182
Fax +39 040 558 3250
dottorati@amm.units.it

www.units.it



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Sezione Ricerca e Dottorati

Ripartizione Dottorati

- grant-holders funded by the Italian Ministry of Foreign Affairs (MAE) required to sit the entrance examination at the University of Trieste;
- grant-holders funded by their own country, who have been approved either by the Italian Ministry of Foreign Affairs (MAE) or by the Italian Ministry of Education, University and Research (MiUR), required to sit the entrance examination at the University of Trieste;

have to enclose the declaration of scholarship award.

The applicants for extra places ("posti in soprannumero") – if any - reserved to:

- grant-holders funded by the Italian Ministry of Foreign Affairs (MAE) permitted to sit the entrance examination in the country of origin;
- grant holders funded by their own Government, who have been approved by the Italian Ministry of Foreign Affairs (MAE) or the Italian Ministry of Education, University and Research (MiUR), permitted to sit the entrance examination in the country of origin

have to send their application through the local Italian Consular representatives, enclosing the documents required, within **24 September 2009**. A pass certificate with details on the selection procedures has to be enclosed too.

Applications sent through the Consular representatives replace the online or paper application. In this case applicants are not required to pay the admission fees.

The Academic Board may decide to offer vacant places – if any - to the candidates who have applied through the consular representatives, one month after the doctoral program has started.

paper application

The application form (ATTACHMENT – APPLICATION FORM) can be delivered as follows:

- directly to the PhD office (Segreteria Dottorati di ricerca), during office opening hours;
- through registered letter with notification of receipt to the Ripartizione Dottorati di ricerca - P.le Europa,1 - 34127-TRIESTE). (please specify: "application for the entrance examination - Doctoral programme in..." ("iscrizione all'esame di ammissione al Dottorato di ricerca in (...) on the envelope;
- through fast delivery services (please request a receipt). The application has to be delivered to the main University premises from Monday to Friday from 8:00 am to 1:00 pm;
- by fax (+39 040/558.3250);
- by e-mail helpdottorati@amm.units.it (please attach the original documents duly scanned). The mail cannot exceed 5 Megabyte (including attachments) as the University mail server rejects heavier files;

please note - post mark date does not prove respect of the deadline.
- applications sent to partner Universities will not be accepted.

The possibility of uploading qualifications / publications through a web interface is mentioned in the admission information and requirements of some Doctoral Schools / Courses. In this case the applicants who have completed their degree within the deadline for applications can upload the documents required instead of sending them in hard copy.

qualifications

Qualifications and full text publications have to be sent according to the "admission information and requirements" – which may vary according to the Doctoral School / Course, together with a copy of the "qualifications evaluation" form (<http://www2.units.it/dottorati/files/Valutazione%20titoli.pdf>) and of the degree certificate (only for candidates admitted provisionally). The Boards of examiners will not evaluate the qualifications of the candidates who have not filled the "qualifications evaluation" form properly. The Boards need to have the original copy – or equivalent - of the publications for evaluation.

Whenever hard copies are requested, candidates have to send them to the organizing Departments and not to the Segreteria Dottorati di ricerca.

All the applicants candidates have to enclose:

- a detailed curriculum vitae et studiorum;
- a copy of their degree thesis.

Università degli Studi di Trieste
Piazzale Europa, 1
I-34127 Trieste

Tel. +39 040 558 3182
Fax +39 040 558 3250
dottorati@amm.units.it

www.units.it



Sezione Ricerca e Dottorati

Ripartizione Dottorati

The candidates who hold non-Italian qualifications are permitted to enclose only the abstract of the degree thesis either in English or in Italian. They also have to enclose a copy of all the documents sent to the PhD Office.

impaired applicants

Impaired applicants are allowed to use the necessary tools and/or to have additional time to sit the entrance examination depending on the nature of impairment (in compliance with L. 104/1992 and ff L. 17/99). The request has to be sent 15 days before the examination to **Sportello Disabili** - Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement floor - tel. + 39 040 558 2570 - fax 040 558 3288 - email: disabili@units.it – Office opening hours: Tuesdays and Thursdays, 9:00-12:00 am.

general information

The University is not to be held responsible if candidates do not receive timely information because the address they have provided in the application form is not correct. Applicants have to notify their new address (if that is the case) with no delay. The University is not to be held responsible for postal / telegraph errors or mishandling.

The list of eligible candidates will be:

- pinned on the notice board of the PhD Office (*Segreteria dei dottorati di ricerca*), main University building (on campus) - right wing - 2nd floor, P.le Europa, 1. - TRIESTE
- posted on the web site: <http://www.units.it/dottorati/> click: "Esami di ammissione-graduatorie"; select "Elenco Ammessi". Applicants are not listed if they do not meet the requirements.

On no ground can admission fees be reimbursed.

Applicants for more than one Doctorate have to fill in an application for every programme they apply for. Accordingly they have to pay the registration fees for every application.

PLEASE NOTE: Applicants for both curricula of the Doctoral School in "Neuroscienze e scienze cognitive" have to pay only once.

- No further notification will be sent. Candidates can ask on what grounds they have been rejected by faxing a request to +39 040/558.3250 attaching an identification document and a photograph. NO explanation will be given by phone/e-mail.

PLEASE NOTE: if a candidate lacks the requirements s/he can be rejected at any time; in this case a notification stating the grounds for exclusion will be personally sent through registered letter with notification of receipt

- EU citizens only can self-certify. Non-EU citizens can only self-certify titles awarded by an Italian institution. In no case can the assessment of qualification ("dichiarazione di valore") be self-certified. Other qualifications required (if any – see the admission information and requirements) have to be sent in original paper, with an official translation.

Art. 4 –ADMISSION EXAMINATION

Process

The admission process and scheduling of the admission examinations are specified in the admission information and requirements for every Doctoral School / Course (see relevant attachments).

The schedule of the admission examinations however may vary at all times.

Please keep checking the web site in order to have regular updates.

Written examinations (if any) are in Italian as a rule. The Board of examiners may however decide otherwise. Please check **POSSIBLE ALTERNATIVE LANGUAGE TO THE ITALIAN FOR THE WRITTEN EXAMINATION** for every Doctoral School / Course.

Oral interviews (if any) also test the knowledge of one or more languages other than the Italian.

During the examination – if not stated otherwise in the admission requirements – the candidates have to specify whether they are applying for earmarked scholarships on pre-assigned topics.

Foreign applicants for extra places ("*posti soprannumerari*") may ask the Board to be permitted to sit the examination in a language other than the official language of the Doctorate.

In order to be admitted to the examination, candidates have to show their identity card and the application receipt.

Board of examiners

Università degli Studi di Trieste
Piazzale Europa, 1
I-34127 Trieste

Tel. +39 040 558 3182
Fax +39 040 558 3250
dottorati@amm.units.it

www.units.it



Sezione Ricerca e Dottorati

Ripartizione Dottorati

- A comparative evaluation is made by Board of examiners; they are appointed according to the provisions of the University regulations for Doctoral programmes (art. 7) (*Regolamento in materia di Dottorato di ricerca* and *Regolamento generale per le Scuole di dottorato*). The Board of examiners for the Doctoral Course in [TRANSBORDER POLICIES FOR DAILY LIFE – POLITICHE TRANSFRONTALIERE PER LA VITA QUOTIDIANA](#) is ruled by a special agreement (“Convenzione per la Costituzione dell’Istituto universitario internazionale per gli studi europei (per le scienze sociali) – Consorzio internazionale per la formazione sociale alla cooperazione europea”).

All the Boards members are listed in: <http://www.units.it/dottorati/?file=EACalenda.htm>

Merit lists

After the selection process has been completed, the Boards draw up the merit lists. The specific competencies required of the applicants for “*borse a ricerca finalizzata*”, i.e. earmarked scholarships on pre-assigned topics, are distinctively assessed.

If two or more applicants are equal, an extra assessment indicator is the candidate’s economic position (“ISEE”).

If two or more applicants for non-funded places are equal, the younger/est is selected.

Merit lists will be:

- pinned on the board of the PhD Office (*Segreteria dei dottorati di ricerca*), main University building (on campus) - right wing - 2nd floor, P.le Europa, 1. - TRIESTE
- posted on the web site: <http://www.units.it/dottorati/> click: “*Esami di ammissione-graduatorie*”; select the merit list of the relevant programme (“*Graduatoria*”) and check the deadline for registration.

Merit lists and registration deadlines are officially announced on the web site: no personal communication will be sent, except for extra vacancies (see art. 5).

Art. 5 – REGISTRATION AND VACANCIES

Doctoral programmes start every year. Doctoral academic years and solar years coincide.

The present Doctoral programme (XXV ciclo) corresponds to the academic year 2009/2010; **as a rule**, it starts on 1 January 2010.

If a Doctoral programme starts later, owing to a postponement in the admission process, Doctoral students have to recuperate the delay within the first year of the Doctorate.

Registration follows merit list order and availability of places.

If a place has no scholarship but is earmarked for a pre-assigned topic, the candidate will be selected according to: the Academic Board proposal, merit list order and the assessment of his/her specific competencies by the Board of examiners.

If no selected candidate accepts the pre-assigned topic or if the Academic Board decides that no candidate meets the necessary requirements, the number of ordinary places will be accordingly diminished.

It is forbidden to enrol to more than one University or to more than one course within a University at the same time. A student is no longer enrolled to a University course only if he has officially renounced. It is possible to suspend enrolment to non-medical specialization courses or other courses for all the length of the Doctoral programme. It is possible to enrol to more than one course at the same time only in case of Masters or for thesis co-supervision (where a co-supervision agreement has been signed with the partner University). In all cases students have to attend all the classes required by the Academic Board of the Doctoral programme.

If a candidate has been selected in more than a merit list, he has to choose one Doctoral programme only.

Selected candidates can apply for registration the day after the merit lists have been published. The deadline and process for registering to Doctoral programmes are to be found below every merit list.

Selected candidates who are not grant holders and who have the necessary requirements can apply for tax/fees exemption in compliance with and within the deadline stated in the “*Manifesto tasse ed esoneri*”.

Registration is complete if the application and the documents required have been received within the deadline.

Please note that the registration form details the documents/self-certifications needed for registration.

It is possible to send applications for registration by mail only through registered letter with notification of receipt or through fast delivery services (please request a receipt acknowledging reception). In the latter case, applications have to be delivered to the University from Monday to Friday from 8:00 am to 1:00 pm. The address is “*Segreteria dottorati di ricerca dell’Università degli Studi di Trieste – P.le Europa, 1 – 34127 TRIESTE*” (please specify “*application for registration to the Doctoral programme*” on the envelope). The address must be complete and clearly written.



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Sezione Ricerca e Dottorati

Ripartizione Dottorati

Please note that the post mark date does not prove respect of the deadline.

A front-back photocopy of a valid identity document must be attached to the application for registration.

When registering, **non-EU citizens** have to show their **permit to stay** (for work or family reasons, as political refugees or for religious and social protection) or the receipt acknowledging they have requested a permit. In case of delivery by mail, they have to attach the copy of the document true to the original.

The selected candidates who do not suitably apply for registration within the deadline will be considered to have **renounced** and vacant places will be available for eligible candidates.

When the registration process has been completed, the Doctoral programmes start. Please check the web site – go to “Esame di ammissione / graduatorie”.

If selected candidates renounce, other eligible candidates are selected from the merit list - in merit list order and according to the evaluation of the Academic Board - within a month from the official start of the programmes.

Research activities cannot start before the Academic Board decides when the Doctoral programme starts. From this date grant holders start receiving their stipend.

Selected candidates for Doctoral programmes at University hospitals can be employed in health care if they want. In this case the necessary professional qualification and the insurance covering professional risks are required.

Vacancies

Failing to complete registration within the deadline equals to renunciation. Whoever makes false declarations loses all rights. Vacant places will be allocated to eligible candidates, in merit list order; they will be informed by telegram.

If there are vacancies among the extra places reserved to research grant holders (*“assegnisti di ricerca”*) or grant holders sponsored by the Italian Ministry of Foreign Affairs (*“borsisti MAE”*), the candidates who have received a research grant (*“assegno di ricerca”*) or an Italian Ministry of Foreign Affairs grant (*“borsa MAE”*) after the admission test may be asked to take their place within a month from the start of the Doctoral programme.

Art. 6 - SCHOLARSHIPS

Scholarships are available for all candidates who apply for ordinary places, if not stated otherwise.

Scholarships are allocated after comparative evaluation and in merit list order. An extra assessment indicator for equal candidates is the economic position (icf D.P.C.M. 09.04.01).

The non-earmarked scholarships funded by Università di Trieste are allocated in merit list order to assign all the available places.

If there are external funders, the Academic Board allocates the scholarships to students. “Earmarked scholarships” on pre-assigned topics (*“borse di studio a ricerca finalizzata”*) are allocated by the Academic Board by taking into consideration not only merit list order but also the students’ preferences and the evaluation of the Board of examiners on the specific competencies on the relevant topics.

If no candidate accepts the pre-assigned topic related to “earmarked scholarships”, the scholarship is re-allocated as follows:

In the first instance: to other selected candidates (*“vincitori”*) who have applied for other places, in merit list order, until there are places available, provided the Academic Board considers they have the specific qualifications required;

In the second instance: to the first eligible candidate (*“idoneo”*) who has applied for it, in merit list order, provided the Board of examiners opinion on the research proposal is favourable;

In the third instance: if no-one has applied for it, the scholarship may be allocated to an eligible candidate (*“idoneo”*), in merit list order, who is able to pursue the research according to the Academic Board;

In the fourth instance: if no eligible candidate accepts the pre-assigned topic or if no one is able to pursue the research according to the Academic Board, the scholarship will not be allocated and therefore the number of scholarships will diminish.

Students who accept a scholarship have to fill in the registration form accordingly.

Please note that the registration form details the necessary requirements

Doctoral students specially have to self-certify that their annual income will not exceed € 16,100 in 2010.

They also have to send a copy of the relevant income declaration as soon as possible.

This is necessary for the first and second year of attendance, but not for the third year.

If the income declaration shows that the student’s income exceeds € 16,100, s/he will no longer receive the salary and will have to refund the University accordingly.

Università degli Studi di Trieste
Piazzale Europa, 1
I-34127 Trieste

Tel. +39 040 558 3182
Fax +39 040 558 3250
dottorati@amm.units.it

www.units.it



Sezione Ricerca e Dottorati

Ripartizione Dottorati

The annual stipend amounts to € 13,638.47 (from the academic year 2009/2010, i.e. solar year 2010 onwards); less the social security taxes ("*contributi INPS*") required by the current legislation.

Study periods abroad (except at partner institutions) imply that scholarships are augmented accordingly by 50%.

Study periods abroad are subject to viability and by no means guaranteed by the Academic Boards.

Differences – if any - in stipends are duly indicated.

The scholarships under the youth support and mobility fund ("*Fondo per il sostegno dei giovani e per favorire la mobilità degli studenti*") do not ensure extra funding for periods abroad.

Scholarships are paid in monthly deferred instalments.

Scholarship allocations are decreed by the manager in charge.

Other scholarships are regulated by the relevant legislation.

Art. 7 – CHARGES (ENTRANCE AND TUITION FEES, REGIONAL TAX)

All charges (i.e. entrance and tuition fees plus the regional tax) have to be paid every year in one instalment as specified in the "*Manifesto - determinazione tassa, contributi ed esoneri per l'a.a. 2009-2010 – Dottorati di ricerca*" (i.e. fee announcement).

Fees vary according to the economic situation indicators (ISEE). Doctoral students have to declare their position in the ISEE schema in order to assess the amount due (or whether they are exempt from paying). Hence, they have to fulfil the conditions detailed in the "*Manifesto - determinazione tassa, contributi ed esoneri per l'a.a. 2009-2010 – Dottorati di ricerca*" (which will be posted on the web site <http://www.units.it/dottorati/>, click on "Bandi e Manifesti").

Art. 8 –STUDENT RIGHTS AND OBLIGATIONS

Doctoral students have to check the University web site (<http://www.units.it/dottorati/>) for updates (deadlines for further enrollment, applications for fee reductions, requirements for being awarded the qualification etc.). The only grounds for personal notifications are urgent administrative issues affecting individual doctoral careers. Otherwise all the information will be sent only to the students' institutional email accounts provided by the University.

Doctoral students must attend the Doctoral programme and pursue study and research activities with no interruptions, according to the directions of the Academic Board and under the supervision of a tutor, in compliance with the schedule.

The Academic Board may suspend or reject a Doctoral student from the course after assessing the results obtained if they do not meet the requirements.

Art. 9 –QUALIFICATION AWARD

At the end of the Doctoral programme, students have to sit an examination to prove they have attained high scientific results by writing a dissertation or creating a graphic piece of work.

The Boards of examiners for the final examination are appointed for every Doctoral School / Course in compliance with the University regulations.

Candidates have to self-archive their theses and abstracts (in Italian and in a foreign language, if authorized) in the University Institutional Repository "*OpenstarTs*" <http://www.openstarts.units.it>

The Italian National libraries will then harvest the theses and the abstracts from the institutional repository "*OpenstarTs*", which is also the archive for the University General Library. The theses are then made available to the public by the National Libraries in compliance with the relevant legislation.

The Institutional Repository "*OpenstarTs*" is an open archive, i.e. interoperable; it provides the widest possible dissemination and visibility to the works deposited, in fulfilment of the "Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities" (<http://oa.mpg.de/openaccess-berlin/berlindeclaration.html>) undersigned by this University.

Candidates may put their theses under a "one-year embargo" by specifically requesting this option, in which case their theses will be publicly accessible one year after defence.

The process and deadlines for applying for the final examination are detailed every year in a special University announcement.

Art. 10 – ACCESS TO ADMINISTRATIVE DOCUMENTS, PERSONAL DATA TREATMENT AND ADMINISTRATIVE RESPONSIBILITY



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Sezione Ricerca e Dottorati

Ripartizione Dottorati

The personal data necessary for this process will be treated and computerized in compliance with art. 13 D.Lgs. 196/2003. They may be also be aggregated and used for statistical purposes by the Italian Ministry of Education, University and Research.

The data are necessary for drawing up merit lists. Applicants cannot deny access to their data, otherwise they will be excluded from the selection. They are guaranteed however the right of access to their own data (cf art. 7 D.Lgs. 196/2003).

Applicants have the right to access the documents relevant to the selection process (cf L. 241/90 and ff, D.P.R. 184/2006).

Università degli Studi di Trieste – P.le Europa, 1 – 34127 Trieste is officially responsible for data treatment. The Administrative Direttore is officially responsible for the administrative process.

The full text publications received by the applicants will only be used for the evaluation and selection process required for the admission to the Doctorate.

Art. 11 - FINAL INFORMATION

Please refer to the relevant laws and University regulations for further information.

Please check also: <http://www.univ.trieste.it/~dott/files/BandoAgg25Ia.pdf> , <http://www.units.it/dottorati/?file=Istruzioni.htm>

Details on the Doctorates are also available at <http://www.almalaura.it>

Permanent credentials for online services (in replacement of the temporary credentials for the admission examination) as well as institutional email accounts will be provided for those who are not ex alumni.

The University Boards have established to charge arrears fees of 30 € (for delays not exceeding 20 days) and of 100 € (for delays exceeding 20 days) where applicable.

PhD office enquiries	Info/contacts
PhD Office: Segreteria Dottorati di ricerca: Main University building (on campus) - right wing - 2nd floor, P.le Europa, 1 - 34127-TRIESTE (tel. +39 040/558.3182 e-mail: dottorati@amm.units.it) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Reservation tickets are needed for office enquiries (counter on the same floor as the office - opposite the lift). Tickets are available half an hour before and after opening hours. Opening hours: - Mondays and Thursdays from 3:15 to 4:15 pm; - Tuesdays and Fridays from 9:00 to 11:00 am. </div>	web: http://www.units.it/dottorati/ telephone:+39-040.558.3182 fax:+39-040.558.3250 e-mail: dottorati@amm.units.it e-mail (for application purposes) helpdottorati@amm.units.it
Deadlines overview	
Applications: from the date of announcement in "Gazzetta Ufficiale" – deadline 24 September 2009 Admission examinations: see the relevant attachments (Doctoral Schools / Doctoral Courses)	Registration: deadlines at: http://www.units.it/dottorati/ below the merit lists (see: <i>Esami di ammissione – Graduatorie</i>) Declarations re tax / fees: 15 days before the registration deadline Whenever scholarships are re-allocated, the relevant deadlines are specified in the notification telegram

Trieste, 27 July 2009

THE RECTOR
(Prof. Francesco Peroni)

EF/FS

Università degli Studi di Trieste
Piazzale Europa, 1
I-34127 Trieste

Tel. +39 040 558 3182
Fax +39 040 558 3250
dottorati@amm.units.it

www.units.it