Applicable Laws and Regulations (only available in Italian)

Art. 1

CALL FOR APPLICATIONS TO PhD PROGRAMMES

1. The University of Pisa is now accepting applications for admission to its PhD Programmes for the academic year 2016/2017 (XXXII cycle). The list of available Programmes and grants is given in the attached forms (Attachment A from 1 to 37).

Art. 2

APPLICATION FOR ADMISSION

1. In order to participate in the application process and avoid being disqualified, the candidate must follow these steps:
   a. register online by 02 Sep. 2016, 1pm (Central European Time). This step requires visiting the following webpage www.unipi.it/concorsodottorato and printing, at the end of the compilation, the corresponding receipt;
   b. the candidate must pay a non-refundable application fee of €60,00 by 02 Sep. 2016. Payment must be made using the MAV form, which can be printed at the end of the online application. Please verify that the identifying code of the MAV corresponds to the code of the application: these codes are listed in Attachment B. In the case of doctoral courses with more than one competition, the applicant will have to pay an only fee for the all competitions. This payment is valid for all competitions on the same PhD program. For payments from overseas must be made, the candidate will have to pay by methods that will be published on the website of the University of Pisa at http://dottorato.unipi.it/ - “Admission” within 5th August 2016.

2. The list of candidates who have been admitted to the interview or written examination will be published at least one day before the event’s date, at http://dottorato.unipi.it/ under “Admissions”. If the admission to the selection tests of a curriculum some conditions are required, the list of candidates who have been admitted will be published in the same webpage at least one week before the test.

3. Candidates who are attending a Specialization School in healthcare area at the University of Pisa, and intend to enrol in a PhD Programme for which the first year would coincide with the last year of the Specialization School (resulting in the possibility of requesting an abbreviation of the PhD Programme according to Art.9 of the PhD regulations), must upload during the online application process - by the deadline of the call - a declaration listing the research activities already carried out during the specialization school in healthcare area and attested by the Council of the School. The candidate will also have to send a communication to dottorato.ricerca@adm.unipi.it in which she/he requests to shorten the PhD course because of the joint frequency.

4. Candidates who have a disability or a certificate that attests to specific learning disorders may request the use of aids or additional time to take the admission test by downloading the corresponding form and following the published procedures respectively at webpages:
   • https://www.unipi.it/index.php/usid/item/7817-assistenza-ai-concorsi-o-ai-test-di-valutazione;
Art. 3
ADMISSION REQUIREMENTS

1. Participation is open to anyone who, by October 31, 2016, will have obtained an academic qualification equivalent to the Italian “laurea magistrale/specialistica” (e.g. Master degree) in the fields specified in the corresponding attachment. Candidates enrolled in the last year of a Specialization School in a medical area can apply for admission to a PhD program (Art.12 of the PhD Regulations). Candidates already enrolled in a PhD program cannot submit an application for admission to the same program, unless she/he renounces, within the deadline of the call, to the course in which she/he is enrolled.

2. Foreign academic degrees presented for application are subject to the evaluation of eligibility by the PhD Council (valid only for enrolment in the PhD program). The PhD Council will evaluate the equivalence to the level, nature, content and academic rights (access to additional courses) to the Italian academic qualification required for admission to the PhD program. Such candidates must submit the documents necessary for verify the academic qualification (e.g. Translation, legalization, declaration of value, the Diploma Supplement, Transcript of Records, certificates of ENIC-NARIC centers, etc.). The lack of such documents may prejudice the evaluation of foreign qualification requested if the PhD Council is not able to deliberate about the above-mentioned equivalence.

3. The foreign academic qualification and any documentation will have to be transmitted (only by upload procedure) during the online application procedure by the deadline (02 Sep. 2016, 1pm).

4. The University has the right to exclude at any moment candidates who do not fulfill the necessary requisites.

Art. 4
ADMISSION EXAMS

1. Acceptance into the PhD Programme is based on an assessment of the candidate’s curriculum and possible a written examination and/or an interview. The curriculum must have an overall evaluation where the grade must be accompanied by a motivated judgment. For each programme Attachment A provides information on the specific selection criteria, the possible requirement of submission of a research proposal, as well as the selection date, place, time and the evaluation criteria for the tests. The exams will take place in the period 19-30 September 2016.

2. The curriculum, signed and accompanied by a copy of a valid identification document, must be uploaded during the online application process and be written in Italian and / or English.

3. In order to avoid being disqualified, the candidate must abide by the Board’s recommendations concerning the correct execution of the written examination.

4. The candidate who intends to submit to the evaluation of the examining board any element related to academic careers held at the University of Pisa, must make an explicit request of acquisition “through office” in the aforementioned curriculum.

5. In order to take the examination and avoid being disqualified, the candidate must bring a valid identity document.

6. A candidate’s failure to attend the exams or videoconference will be considered equivalent to resigning from the application process.

7. Before each test, the examining boards let the candidates know the grade obtained in the evaluation of the curriculum and in any already made test by publication in the main office of the PhD programme department or at the exam location.

8. Communications concerning the selection procedures will be published exclusively to http://dottorato.unipi.it/ – “Admission” by updating the Attachment A concerning the specific competition.

9. The examining boards will be nominated for each degree programme according to Art.9 of the PhD regulations. If there are justified reasons, the meetings of the Examining Boards may be held via teleconferencing. In this case, the Examining Board carries out the online procedures simultaneously and jointly takes the decisions. Any member taking part to the board remotely will have to sign the report transmitted by the Examining Board and return it, by fax or email, together with the copy of a valid identity document.

Art. 5
RANKING OF CANDIDATES AND ENROLMENT

1. The ranking of candidates who have passed the test, highlighting those who have obtained a placement in the given PhD Programme (with or without a study grant) and those who are admitted in the supernumerary (sovranumerario) category referred to in Art.6, will be published on the following webpage: http://dottorato.unipi.it/ “Admissions”. The ranking is based on the overall grade given to each candidate based on the assessment of the curriculum and of any the exams.

2. In case of equal ranking:
   a. assignment of placements with a study grant: priority will be given to the candidate who has a greater socio-economic disadvantage. This evaluation will be based on the “Indicator of the
Equivalent Economic Situation for Universities” (ISEEU) which is calculated using 2014 income and assets at 31 Dec. 2014;

b. assignment of placements without a grant: priority will be given priority to the youngest candidate.

3. To avoid losing their placement, successful candidates (with or without a grant) must register according to the deadlines indicated in the following table:

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Posting date</th>
<th>Deadline for enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>I round of placement assignment</td>
<td>17 October 2016</td>
<td>21 October 2016</td>
</tr>
<tr>
<td>II round of placement assignment</td>
<td>25 October 2016</td>
<td>28 November 2016</td>
</tr>
<tr>
<td>III round of placement assignment</td>
<td>3 November 2016</td>
<td>7 November 2016</td>
</tr>
</tbody>
</table>

The list of follow-up candidates will be announced in the same way as the ranking list.

4. In case a candidate resigns or fails to enrol before the beginning of the degree programme, the placement will then be given to the next suitable candidate according to the ranking order and the procedure indicated below. After November 14, 2016, but no later than 31 Dec., re-assignment of such placements is subject to a favourable opinion of the PhD Council. In this case, re-assignment will be communicated to the candidates using the email address given during registration.

5. In order to enrol, the following documentation is necessary:
   a) enrolment form;
   b) payment receipt of the following fee:
      1. for recipients without a grant: payment receipt of the first university tuition fee instalment of € 423,00 (including stamp duty, the Regional fee and CUS fee) or receipt of having applied for DSU (Diritto allo studio universitario) benefits;
      2. for recipients with a grant: payment receipt of € 156,00 (including stamp duty and the Regional fee);
   c) a photo;
   d) photocopy of a valid identification document and of the tax code (codice fiscale);
   e) for successful candidates from non-EU countries, a valid residency permit (permesso di soggiorno);
   f) for successful candidates possessing an academic qualification obtained abroad, the original degree.

6. The candidate is required to provide correct contact information for any personal communication. The University is not held responsible for any loss of correspondence due to wrong contact information, to any delay in notifying a change of address or to any postal / telegraphic service disruption attributable to third parties.

7. The attendance to the PhD programme, with or without grant, requires an exclusive and full-time participation. Any possible working activity has to be communicated by the PhD student and expressly authorized by the PhD Council, according to Art.9 of the PhD regulations.

Art. 6
SUPERNUMERARY ADMISSIONS

1. In order to be admitted in the supernumerary category, candidates must submit via fax the Attachment C (PhD Graduates division, no.0502210620) after the final exam and within 3 days from the date of the final exam.

2. After positive judgment of the PhD Council, aiming to check the compatibility of the working activity with the scope of the PhD course, can be admitted in supernumerary, without grants, the candidates who certify at November 01, 2016:
   • they are holders of a research grant subject to verification that it is compatible with the research topic and the doctoral degree programme; or
   • they have an official relationship with one of the following entities affiliated with the University of Pisa:
     - Consiglio nazionale delle ricerche;
     - Centro di Supporto e Sperimentazione Navale della Marina Militare (C.S.S.N.), only for PhD degree programme in Information Engineering;
     - IRCCS Fondazione Stella Maris.
   Said relationship must have a duration and remuneration no lower than those of the PhD grant. Furthermore, admission is subject to the positive opinion of the entity to which they refer.

   or
   • are government employees or under a public law regime and have registered for the first time to a PhD degree programme independently of the topic; or
   • possess a Master’s degree in “Marine management and administration” or its equivalent and they are permanently employed by the administration of the Ministry of Infrastructure and of Transport, Port Captaincies (only for the PhD degree programme in Legal Sciences and limited to one person).
Art. 7

**STUDY GRANT ALLOCATION**

1. The PhD Council will independently decide whom to give the available grants to, choosing amongst the candidates who have the right to a grant; the grants will be allocated after all placements have been assigned.
2. If a grant recipient turns down the grant or does not enrol, said grant will be given to the next successful candidate according to the ranking.
3. Study grants tied to a specific research activity bind the grant recipients to carrying out that activity and to comply with the provisions laid out in the corresponding agreement.
4. Anyone who has already benefitted, even partially, from a grant for a PhD or equivalent programme at the University of Pisa or at any other Italian university cannot receive another PhD grant.
5. The grant recipient is entitled to a total gross amount of € 13.638,48 for the academic year 2016/2017.
6. In case a grant is financed by public or private entities external to the University, the money will be given to the grant recipient only if it has arrived from the corresponding financing entity.
7. The recipients of the PhD grant “Pegaso Regione Toscana - Anno 2016” together with the requirements listed in Art.3, must also meet the following criteria:
   - to be under 35 years of age by the time the application to the PhD degree programme has been submitted;
   - to be able to demonstrate, during the interview, the ability to use the English language (comparable at least to the level B2). Furthermore, the candidates must certify this knowledge before acceptance of the PhD grant ‘Pegaso’ through:
     1. internationally recognized certification (e.g. Cambridge English Language Assessment, TOEFL, IELTS) at the B2 level of the Common European Framework for Languages (cfr. http://www.cli.unipi.it/files/equipollenze/inglese_equi?lang=it);
     2. certification of a Language Centre of the University of any Italian or foreign university;
     3. certification issued by the University's Language Centre (CLI) of Pisa, which, by appointment, provides monthly session's language certification.
   - to declare the readiness to spend periods of study/research abroad for at least 6 months within the three years of the course, and to be aware that *failure to spend the aforementioned period abroad could cause the cancellation of the entire study grant*;
   - to declare the readiness to attend courses for the acquisition of soft skills proposed during the doctorate.

Art. 8

**CONTRIBUTIONS**

1. PhD graduate students without a grant and those in the supernumerary category must pay a yearly maximum fee of € 2.342,00, unless a reduction or exemption is obtained. This fee includes the regional tax of € 140,00 and the tax of € 6,00 for the University Sporting Center (CUS). The contribution is waived for grant recipients of the Regional “Right to Study programme” (DSU). Foreign students who come from developing countries may be eligible for the maximum reduction of the fee due to economic situation.
2. **PhD students with a grant** must pay only the regional tax of € 140,00 for each year of registration.

Art. 9

**RESPONSIBLE PERSON FOR THE ADMISSION PROCESS AND HANDLING OF PERSONAL DATA**

1. Responsible person for the administrative procedure: Licia Del Corso.
2. According to the Legislative Decree. Jun. 30, 2003, No. 196 “Codice in materia di protezione dei dati personali”, personal data provided by the applicants will be collected by the University of Pisa with the purpose of coordinating the application process. This data will be handled also using automated processes in accordance with current laws, to which we refer for all issues not specified in this call.

Art. 10

**ADVERTISEMENT OF THE CALL**

1. This call for the applications will be advertised at the following address: [http://dottorato.unipi.it/Admissions](http://dottorato.unipi.it/Admissions) and electronically advertised at the accredited subject’s site, at the European site of EURAXESS and at the Ministry’s site.
2. The call for the applications and the ranking of candidates will also be advertised at the University’s official website: [http://alboufficiale.unipi.it](http://alboufficiale.unipi.it).

The Rector

professor Massimo Augello

The Annex A to the call are available at [www.unipi.it/concorsodottorato](http://www.unipi.it/concorsodottorato)