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 the admission to its PhD Programmes for the academic year 2020/2021 (36° cycle). The list of available programmes and grants is given in the attached forms.

2. In compliance with the Ministry Decree No.45/2013, the PhD Programmes can be activated after the ANVUR has verified the accreditation requirements. The admission tests can therefore be carried out once the reception of positive outcome of such verification.

3. The University of Pisa is committed to achieving and promoting equality of opportunity between men and women.

4. The educational activity of the Doctoral Programmes starts on the 1st of November of its first year and ends on the 31st of October 31st of its third year.

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 July 10th, 2020, 1.00 pm (Italian Time). This step requires visiting the following webpage [www.unipi.it/concorsodottorato](http://www.unipi.it/concorsodottorato) and printing the corresponding receipt at the end of the compilation. No admission is allowed with the registration only and without application fee payment;
   b. fee payment of € 30,00 by 10 July 2020 by PagoPA system which is accessible at the end of online registration. **As for the doctoral courses with more than one competition, the applicant will have to pay only one fee for all the interested competitions.** This payment is valid for all the competitions in the same PhD program. If made or received after the deadline, the payment will not be accepted, and the candidate will be excluded from the selection. If the application fee payment has been made but not completed yet, within the deadline, the candidate will be tentatively admitted pending the payment verification. The application fee is never reimbursed except if the admission tests are not carried out because of the reasons in article 1, subparagraph 2 of this call. Submission final receipt should be printed and kept as a proof of the accurate completion of the online registration, along with the fee payment receipt (within the deadline).

2. The list of candidates admitted to the oral interview or written examination will be published at least one day before the event date at [http://dottorato.unipi.it/](http://dottorato.unipi.it/) under “Admissions”

3. Candidates who are attending a Medical Specialization School 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.12 of the PhD regulations), during the online application must
upload, within the deadline of the call, a declaration listing the research activities already carried out during the Medical specialization school and attested by the Council of the School. The candidate will also have to send a communication to concorsodottorato@unipi.it - July 10th, 2020 - in which she/he requests the abbreviation of the PhD course because of the joint attendance.

4. By July 10th, 2020 candidates who have a disability or a S.L.D. certificate may request the use of aids or additional time during the admission test by downloading the appropriate form and following the procedures published respectively on the webpages
   - candidates who have a disability: https://www.unipi.it/index.php/usid/item/7817-assistenza-ai-concorsi-o-ai-test-di-valutazione;

Art. 3

ADMISSION REQUIREMENTS

1. Admission is granted to those who hold an academic qualification equivalent to the Italian "Laurea Magistrale/Specialistica" (e.g. Master Degree) awarded by 31 October 2020 as specified in the related annex. During the online procedure, if applying for PhD programmes with reserved places for foreign citizens, candidates holding a Double Degree (Italian/foreign degree) or Joint Degree (awarded by an Italian and a foreign university) are required to choose, for all selection of the same PhD Programme, whether to participate with the Italian degree (thus waiving to any reserved places for candidates with foreign degrees), or with the foreign degree (thus applying only for the places reserved to foreign citizens).

2. Foreign academic degrees presented for application are subject to the evaluation of eligibility by the Selection Boards (valid only for the enrolment in the PhD program) in accordance with the relevant legislation in Italy and in the country where the title was awarded, and with the treaties or international agreements concerning the recognition of qualifications for the continuation of studies. The PhD Council will evaluate the equivalence of the level, the nature, the content and the academic rights (access to additional courses) compared to the Italian academic qualifications required for the admission to the PhD program. Such candidates shall submit the necessary documents in order to verify the academic qualifications (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 undermine the evaluation of foreign qualification requested if the PhD Council is not able to deliberate on the above-mentioned equivalence.

4. The foreign academic qualification and all documentation will have to be transmitted (only by upload procedure) during the online application within the deadline (29th May, 2019, 1:00 pm).

5. The University has the right to exclude at any time those candidates who do not fulfil the necessary requisites.

Art. 4

ADMISSION EXAMS

1. Admission to the PhD Programme is based on the assessment of the candidate’s curriculum (some PhD Programmes foresee a minimum score to be admitted to the next test), and possibly a written examination and/or an interview. The evaluation of the curriculum shall allow a total score based on the grading criteria established by the Selection Board during the preliminary meeting. For each admission procedure, the relevant annexes will state the specific selection methods, the eventual request of a research project submission and the tests coordination. The tests will take place between the 1st and the 15th September 2020.
2. The test schedule and venue will be published on 1 July 2020 at http://dottorato.unipi.it/ - "Admission".

3. According to the provision of the PhD Programme Coordinator, justified by the measures implemented to contrast and contain the Coronavirus spread, admission tests and score allocation criteria may be amended by 31 July 2020 considering the epidemiological trends in our country. In the event of no amendment within the aforementioned date, the provisions of the annexed forms remain valid.

4. The curriculum, written in Italian and/or English, signed and provided with a copy of a valid identification document, along with the Research project (if applicable) must be uploaded during the online application submission. Candidates should submit separate curricula and/or Research project (if applicable) for each PhD Programme application, hence the curriculum uploaded for a specific application won’t be considered for other applications. Non-compliance with the curriculum and/or Research project uploading will not give rise to exclusion.

5. In order to avoid being disqualified, the candidate must abide, under penalty of exclusion, the Board’s recommendations concerning the correct execution of the written examination.

6. For the submission and subsequent assessment by the Selection Committee of any document about their academic and scientific curriculum at the University of Pisa candidates should explicitly request, during the online application, the ex-officio acquisition of the documents.

7. To take the written examination or the interview (also via videoconference) and avoid disqualification, candidates must compulsorily hold a valid identification document. Upon candidate’s request, the interview via videoconference is allowed only if provided for by the Annex of each admission call, except as stated in paragraph 3 above.

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

9. The list of admitted candidates will be published on the University website, at http://dottorato.unipi.it/ - "Admission and registration". Entering the credentials provided during the application submission, admitted candidates log in a reserved area at http://dottorato.unipi.it/ where the curriculum evaluation score and the tests’ outcome will be available.

10. Further notifications related to the selection procedures, including any amendment as for paragraph 2 of this article, will be exclusively published at http://dottorato.unipi.it/ - "Admission" by updating the Annex of the specific call for admission.

11. The Selection Boards will be nominated for each degree programme according to Art.10 of the PhD regulations.

12. The meetings of the Selection Committees can take place in-presence, entirely or in part, pursuant to the anti-contagion safety protocol of the University of Pisa. In the event one or more committee members attend remotely, it will be necessary to comply with the provisions of the temporary Regulations for the conduct of collegial meetings electronically, issued by the Rector Decree no. 517 of 13 March 2020 and subsequent amendments, provided 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 the connection procedures, shall be entered in the meetings’ minutes.

13. The meetings can also take place only remotely. In this event, all members will attend by using a video meeting platform and the Selection Committee shall comply with the provisions of the aforementioned Regulation.

14. 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 board members and each candidate, in accordance with the
regulation on personal data protection and confidentiality. This shall be written in the interviews’ report.

b) audio / video recording of the remotely held interviews is forbidden, as well as the broadcast of any audio / video record with any other tool than the platform.

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 http://dottorato.unipi.it/- "Admission"

d) at the beginning of the session, candidates will receive the link to individually connect to a virtual classroom with the President and / or the Selection Committee Secretary. Candidates must show a valid identification document, to be reported in the session’s minute.

e) at the end of the interview, the President shall disconnect all non-board members in order to allow the assessment of the interviewed candidate.

Art. 5
RANKING OF CANDIDATES AND ENROLMENT

1. The ranking list 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 category referred to in Art.6, will be published on the following webpage: http://dottorato.unipi.it/ “Admissions” by July 30th, 2020. The ranking is based on the overall grade given to each candidate for the curriculum and of the potential exams.

2. In case of equal ranking:
   a. for the study grant assignment, the lower personal and family income will prevail. The personal and family income is assessed upon the ISEE certification (Indicatore Situazione Economica Equivalente), valid by this call date of publication and issued on behalf of recipient, in compliance with d.p.c.m. n.159/2013;
   b. assignment of placements without a grant: priority will be given to the youngest candidate.

3. To avoid losing their placement, successful candidates (with or without a grant) must register within 7th July 2020 h 1.00 (Italian Time). In the event of non-enrolment or waives, the available places will be reassigned. Please check the enrolment deadlines below:

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<tr>
<th>POSTING DATE</th>
<th>DEADLINE FOR ENROLMENT</th>
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<tr>
<td>I ROUND OF PLACEMENT ASSIGNMENT</td>
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<td>III ROUND OF PLACEMENT ASSIGNMENT</td>
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<td>V ROUND OF PLACEMENT ASSIGNMENT</td>
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<td>VI ROUND OF PLACEMENT ASSIGNMENT</td>
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<td>VII ROUND OF PLACEMENT ASSIGNMENT</td>
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<td>27 NOVEMBER 2020</td>
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<td>VIII ROUND OF PLACEMENT ASSIGNMENT</td>
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<td>4 DECEMBER 2020</td>
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<td>IX ROUND OF PLACEMENT ASSIGNMENT</td>
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The list of follow-up candidates will be announced in the same way as the ranking list.

4. In case of non-registration or renunciation of a successful or eligible candidate, the following candidate in the ranking list will succeed, according to the dates assigned above. After 21 December 2020 and still within 31 December 2020, the ranking list proceeds only upon request of the PhD Council with no possibility for the PhD student to regain the study activities already done. In this case, the new placement assignment will be notified to the e-mail the candidate indicated in the application form.

5. Here following the documents to submit for the registration following the instructions that will be indicated at http://dottorato.unipi.it/ - "Admission and registration" by 30 September 2020:
   a) the Regional tax (or the tax exemption certificate) and the revenue stamp payment receipt;
   b) the complete registration form of the documents therein;
   c) enrolment form
   b) in the case of non-Community recipients, a valid permit / residence card;
   c) in the case of recipients holding a university degree obtained abroad, the original of the qualification.

As an alternative to the enrolment without a grant, successful candidates should send a declaration of their will to waive the right to enrol without grant and to be interested only in the enrolment with grant in the event of any change in the ranking order. The declaration must be submitted as provided at http://dottorato.unipi.it/ - "Admission and registration" by 30 September 2020.

6. The candidate is required to provide correct e-mail address for any personal communication. The University is not held responsible for any loss of correspondence due to erroneous contact information, to any delay in notifying a change of address or to any disruption due to third party action.

7. The attendance to the PhD programme, with or without grant, requires an exclusive and full-time participation. To perform external job activities, an authorization is required, as provided for by the University of Pisa Doctoral Programme Regulation, art. 14.

8. PhD students in the medical and veterinary area can, on request, participate in the clinical-assistance activity at affiliated public health facilities, only because they are strictly functional to the research project and subject to the authorization of the teaching body.

9. The enrolment in a PhD programme is incompatible with the enrolment in any other university degree programmes, notwithstanding any exception set out in the document "Procedures and terms" available at http://dottorato.unipi.it/index.php/en/PhD/item/55.html. At the time of enrolment, successful candidates should declare they are not enrolled in any other degree programme and are aware they are not allowed to enrol in any other degree programme until the end of the PhD programme they are enrolled in.

Art. 6
SUPERNUMERARY ADMISSIONS

1. For the admission in a supernumerary position, candidates are required to submit the Annex B soon after the interview and no later than three days after at concorsodottorato@unipi.it “Dottorati di ricerca – Direzione “Servizi per la Didattica e l’internazionalizzazione”.

2. In case of non-registration or renunciation of a successful candidate or eligible candidate, the candidate enrolled in supernumerary will still have the possibility, in the case of his/her interest, to proceed with the ordinary enrolment to cover the place due, in compliance with the order of the ranking, with or without scholarship, without prejudice to the observance of the sliding date indicated in the previous article.
3. Following a favourable opinion of the PhD Council, aimed also at verifying the compatibility of the working activity with the scope of the PhD course, the candidates who on **November 1st, 2020** meet the following criteria can be admitted in **supernumerary**, without grants:
   - to be holders of a research grant subject to verification of compatibility with the research topic and the doctoral degree programme; **or**
   - to have an official relationship with one of the following entities affiliated with the University of Pisa:
     - Centro Interforze Studi Applicazioni Militari della Marina Militare Italiana (C.I.S.A.M.) **only for PhD degree programme in Information Engineering**;
     - Centro di Supporto e di Sperimentazione Navale della Marina Militare (C.S.S.N.) **(only for PhD degree programme in Information Engineering)**.
     - Azienda Ospedaliera Universitaria Pisana (AOUP) e IRCCS Fondazione Stella Maris.
     Furthermore, admission is subject to the approval of the body they refer to.
     Said relationship must have a duration no lower than those of the PhD programme. In case c), eligible candidates must also earn not less than the PhD grant. **or**
   - to be government employees or under a public law regime.
4. Eligible candidates admitted as supernumerary are allowed to enrol only after the approval of the PhD Council, as referred to in paragraph 1. The evaluation outcome will be notified to the e-mail inbox provided at the time of the online application submission, along with deadline and procedure to enrol in the event of positive outcome.

**Art. 7**

**STUDY GRANT ALLOCATION**

1. The PhD council decides, in accordance with the rank of order, the assignment of the grants to the entitled candidates and these grants will then be conferred upon the disposition of the empowered director at the end of the ranking procedures.
2. If a grant recipient renounces the grant or does not enrol, said grant will be given to the following successful candidate according to the ranking.
3. Grants involving a specific research project bind the recipients to perform such activity.
4. If a grant is financed by an external entity, the commitments provided for in the agreement for the PhD student are to be fulfilled.
5. Those who have already benefitted, even partially, from a PhD grant or equivalent programme at the University of Pisa or at any other Italian university cannot receive another PhD grant.
6. The holders of a yearly grant are entitled to a total gross amount of € 15.343.28 for the academic year 2020/2021.
7. The University cannot anticipate any payments related to doctoral grants in case of loans or co-financing not assured by bank guarantees, on behalf of public and private entities. Therefore, the University will not pay the beneficiary for the sum to be paid by the external financier and not paid.
8. The holders of the PhD grant **“Pegaso Regione Toscana – Anno 2020”**, financed by Regione Toscana, with the POR FSE 2014/20 resources for the first two years (Pegaso biennial grant Project) and with regional funds for the third year, along 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 (comparable at least to the level B2) 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_equip?lang=it);
2. certification of a Language Centre of the University of any Italian or foreign university;
   - to formally declare their availability to carry out an experience of study/research abroad for 4 months in the first two years, and 2 months in the third year. (8 months, in the first two years, and 4 months during the third year for international grant, if required), and to be aware that failure in carrying out the period abroad may lead to full grant withdrawal. **Holder of a specific-topic related grant are exempted if a stay abroad is not applicable;**
   - (for a specific topic-related scholarship only) to formally declare their availability to carry out an experience of at least 3 months of training / research in an applicative context, such as a company, a public research institution, another public institution (non-university) and to be aware that failure in carrying it out may rise the entire study grant withdrawal by the Regione Toscana;
   - to declare the availability to attend courses of soft skills and research and labour market know-how proposed during the three years period of the doctorate.

Art. 8
**CONTRIBUTIONS**
1. PhD students with or without grant are not required to pay the university tax but only the yearly regional tax.

Art. 9
**RESPONSIBLE PERSON FOR THE ADMISSION PROCESS AND HANDLING OF PERSONAL DATA**
1. The person in charge of the administrative procedure: Licia Del Corso.
2. According to the General Data Protection Regulation (GDPR) n.679/2016, personal data provided by the applicants will be collected by the University of Pisa with the purpose of coordinating the application process. These data will be handled also using automated processes in accordance with current laws referred to for all issues not specified with 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/) and electronically advertised at the Pisa University’s site, at the European site of EURAXESS and at the Education Ministry site.
2. The call for the applications and the ranking of candidates will also be advertised on Pisa University’s official website: [http://alboufficiale.unipi.it](http://alboufficiale.unipi.it).

The Rector
Paolo Maria Mancarella