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 2013/2014. The list of available Programmes and grants is given in the attached forms (Attachment A from 1 to 29).
2. The available grants are subject to change, via updates to Attachment A.

Art. 2
ADMISSION REQUIREMENTS
1. Participation is open to anyone who, by the enrollment date, will have obtained a Master’s (or equivalent) degree in the fields specified in the corresponding attachment. Candidates already registered to a PhD degree programme cannot submit an application for admission to the same degree programme. Students registered in the last year of a Specialization School in a medical area can apply to a PhD Programme (Art. 12 of the PhD Regulations).
2. Candidates who possess a foreign degree equivalent to those mentioned in the attachment must upload the following documents during the online application process:
   a. Master's degree diploma with an official translation into Italian, authenticated by the Italian Consular authority of the country where the diploma was issued;
   b. “declaration of Value” (Dichiarazione di Valore) of the diploma, issued by the Italian Consulate/Representatives;
   c. Certificate with a list of exams taken, translated and legalized by the same consulate/Representatives.
3. As part of the admission process, the examining board will determine the adequacy of the foreign degree. If the aforementioned documentation has not been received by the deadline of the application process, the candidate will be excluded from the admission process.
4. The University has the right to exclude at any moment candidates who do not fulfill the necessary requisites.

Art. 3
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 05 Sep. 2013, 1pm (Central European Time). This step requires visiting the following webpage: www.unipi.it/concorsodottorato and typing in the requested information. Only for competitions in “Information Engineering” and ”Clinical Physiopathology”, the candidate must register by 10 Sep. 2013, 1pm (Central European Time).
   b. for each application to a PhD degree programme, the candidate must pay a non-refundable application fee of € 60,00 by 05 Sep. 2013. 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. Only for competitions in “Information Engineering” and ”Clinical Physiopathology”, the candidate must pay the application fee of € 60,00 by 10 Sep. 2013. Payments from overseas must be made via a bank-to-bank transfer into the following account: n.000000365212, payable to the University of Pisa at the Banco Popolare (Piazza Dante 1 Pisa) - BIC o SWIFT: BAPPIT21T51 - IBAN IT66L0503414011000000365212. If payment has not been received, but has been made before the application deadline, the candidate will be admitted subject to the verification of the payment.
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”.

3. Candidates who have a disability or a certificate which attests to specific learning disorders may request the use of aids or additional time to take the admission test by downloading the corresponding form at the following webpages:
   - http://www.unipi.it/index.php/servizi-e-orientamento/item/1172-usid-unit%C3%A0-di-servizi-per-lintegrazione-degli-studenti-con-disabilit%C3%A0;

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. For each programme Attachment A provides information on the selection process, date, place, time and on the evaluation criteria for any exams. The exams will take place in the period 16-27 Sep. 2013.

2. The curriculum must be uploaded during the online application process.

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

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

6. The results of the curriculum assessment and of the grading of each of the exams will be posted in the main office of the degree programme’s department or at the exam location.

7. Any updates and further information related to the application process will appear in the Attachment corresponding to the each competition.

8. The examining boards will be nominated for each degree programme according to Art.9 of the PhD regulations.

Art. 5
RANKING OF CANDIDATES AND ENROLLMENT

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 (sovrannumerario) 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 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 the candidate’s 2012 income;
   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 enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>I round of placement assignment</td>
<td>15 OCTOBRE 2013</td>
<td>25 OCTOBER 2013</td>
</tr>
<tr>
<td>II round of placement assignment</td>
<td>6 NOVEMBRE 2013</td>
<td>11 NOVEMBRE 2013</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 enroll 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 the start date of the degree programme, but no later than 31 Dec., re-assignment of such placements is subject to a favorable opinion of the PhD Council. In this case, re-assignment will be communicated to the candidates using the address given during registration.

5. In order to enroll, the following documentation is necessary:
   a) enrollment form completed with a special stamp (marca da bollo) of € 16,00;
   b) payment receipt of the following fee:
      1. for recipients without a grant: payment receipt of the first university tuition fee installment of € 742,00, or receipt of having applied for DSU (Regional “Right to Study programme”) benefits;
      2. for recipients with a grant: payment receipt of the regional taxes equal to € 140,00;
   c) photocopy of a valid identification document and of the tax code (codice fiscale);
d) for successful candidates from non-EU countries, a valid residency permit (permesso di soggiorno).

6. At the end of the degree programme, the doctoral thesis must be completely digitalized and entered in the University of Pisa’s electronic archive for theses (ETD System).

7. 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.

**Art. 6**

**SUPERNUMERARY ADMISSIONS**

1. Additional candidates who have achieved a sufficient score may be admitted into the supernumerary category, without a study grant, after a favorable decision of the PhD Council as long as:
   - 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:
     - IRCCS Fondazione Stella Maris;
     - Cassa di Risparmio di Volterra;
     - Centro di Supporto e Sperimentazione Navale della Marina Militare (C.S.S.N.), only for PhD degree programme in Information Engineering.

   Said relationship must have a duration and remuneration no lower than those of the PhD grant. Furthermore, admission is subject to the favorable opinion of the entity to which they refer; or
   - they are government employees or under a public law regime and have registered for the first time to a PhD degree programme. Admission is subject to a special leave (law n. 476/1984) with or without a grant; or
   - (only for the PhD degree programme in Legal Sciences and limited to one person) they 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.

2. In order to be admitted in the supernumerary category, please submit via fax the **Attachment C** (PhD Graduates division, n. 0502210620) within 3 days from the date of the final exam.

**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 enroll, 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 2013/2014.

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 study grant *Pegaso Regione Toscana - Dottorati Internazionali - Anno 2013* together with the requirements listed in art.2, must also meet the following criteria:
   - is under 35 years of age by the time the application to the Phd degree programme has been submitted;
   - is able to demonstrate the ability to use the English language both in its written and spoken forms;
   - declares willingness to work abroad for at least 4 months during the two years which are financed by the Regional funds.

**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 particularly poor countries may be eligible for the maximum reduction of the fee due to economic circumstances and to a low human development index.

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. 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/) 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