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 formation of a ranking for the assignment of a position available with grant on the subject “The representation of economic relations in European novelistic literature from the beginning of the 19th to the beginning of the 21st century” within in PhD Programmes in Philology, Literature and Linguistics for the academic year 2017/2018 (33° cycle), given in the attached (A/1 form).

2. The University of Pisa is committed to achieving and promoting equality of opportunity between men and women, but for the sake of brevity and readability of this regulation, it will make use of male gender-specific terms holding the strict meaning to refer both to the female and the male gender form.

Art. 2  
APPLICATION FOR ADMISSION

1. In order to participate in the application process and avoid being disqualified, the candidate must the following steps:
   a. register online by August 28th, 2017, 1.00 pm (Italian Time). This step requires visiting the following webpage www.unipi.it/concorsodottorato and printing the corresponding receipt at the end of the compilation. The registration without the payment, within the deadline, of the fee indicated in the following point b) is not valid;
   b. the candidate must pay a non-refundable application fee of € 60,00 by August 28th, 2017. Payment must be made using the MAV form, which may be printed at the end of the online application. If the candidate paid the fee for the PhD in "Philology, Literature and Linguistics" (expired on July 19th, 2017), s/he has not to pay for this new competition. In this case, s/he has to send a copy of the payment receipt to the email address concorsodottorato@unipi.it;
   For abroad payments, the candidate will have to pay following the modality that will be published by August 28th, 2017 on the website of Pisa University at http://dottorato.unipi.it/- “Admission”.

Lungarno Pacinotti, 44 - 56126 Pisa protocollo@pec.unipi.it
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/ under “Admissions

3. 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

Art. 3
ADMISSION REQUIREMENTS

1. Participation is open to all those who:
   - will have obtained, by October 31st, 2017, an academic qualification equivalent to the Italian "laurea magistrale/specialistica" (e.g. Master Degree);
   - have an Indicator of the Equivalent Economic Situation (ISEE) which is calculated using 2017 income of less than 25,000.00 euro twenty-five thousand/00);
   - by way of preference, obtained a Master’s degree obtained with 110 out of 110 and praise (or equivalent) and obtained a Master’s degree no more than one year of enrolment outside prescribed time;
   - have never enjoyed any study grant or other form of grant (eg "assegni di ricerca") or will not have it in future during the grant period.

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 documentations will have to be transmitted (only by upload procedure) during the online application within the deadline (28th August, 2017, 1:00 pm Italian time).

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. Acceptance into the PhD Programme is based on the assessment of the candidate’s curriculum and a written examination and 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. Attachment A/1 provides information concerning the specific selection criteria, the requirement of a research proposal submission, as well as the selection date, the venue, the time and the evaluation criteria for the tests.

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

3. 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.

4. The candidate who intends to submit to the evaluation of the Selection Board any document related to his/her academic records 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 will be considered equivalent to resigning from the application process.

7. Before each test, all candidates must be informed of the outcome of any previous test. The score obtained in the evaluation of the curriculum will be announced prior to the completion of the first test by public posting at the administrative department of the Course or at the test venue.

8. Subsequent notifications concerning the selection procedures will be exclusively published at http://dottorato.unipi.it/-"Admission" by updating the Attachment A/1.

9. The Selection Board will be nominated according to Art.10 of the PhD regulations. Should there be justified reasons; the meetings of the Selection Board may be held via teleconferencing. In this case, the Selection Board carries out the online procedures simultaneously and takes the decisions jointly. Those members taking part remotely in the board will have to sign the report transmitted by the Selection 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 list of candidates who have passed the test, highlighting those who have obtained a placement with a study grant will be published on the following webpage: http://dottorato.unipi.it/“Admissions”. The ranking is based on the overall grade given to each candidate for the curriculum and of the exams.

2. In case of equal ranking, for 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 2016 income and assets on 31 Dec. 2016.

3. **To avoid losing their placement**, successful candidates must register within 29th September 2017. In case of non-registration or renunciation, the first round of the ranking list will take place followed by the second and third rounds only if they are still available placement assignments due to lack of registration or renunciation. The terms for registration and for the first, second and third rounds are given 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>25TH SEPTEMBER, 2017</td>
<td>29TH SEPTEMBER 2017</td>
</tr>
<tr>
<td>II ROUND OF PLACEMENT ASSIGNMENT</td>
<td>4TH OCTOBER, 2017</td>
<td>9TH OCTOBER 2017</td>
</tr>
<tr>
<td>III ROUND OF PLACEMENT ASSIGNMENT</td>
<td>12TH OCTOBER, 2017</td>
<td>16TH OCTOBER 2017</td>
</tr>
<tr>
<td></td>
<td>19TH OCTOBER, 2017</td>
<td>23RD OCTOBER 2017</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 PhD programme, but after the last ranking the placement will be then given to the following suitable candidate according to the ranking order and the procedure indicated below. After 23rd October 2017, but no later than 31 Dec. 2017, the re-assignment of such placements is possible upon a motivated request of the PhD Board without the PhD student having to retrieve the workshops already done. In this case, the re-assignment will be communicated to the candidates using the email address given during the registration.

5. Here following the documentation to be submitted for the registration:
   a) the complete registration form of the documents therein;
   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.

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 erroneous contact information, to any delay in notifying a change of address or to any postal 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 previously authorized, through substantiated decision, by the PhD Council, according to Art.14 of the PhD regulations. In case of an employment in progress at the date of enrolment in the PhD, the interested candidate may continue to do so until the authorization is given, namely the denial to continue the working activity, as provided for above.

**Art. 7**

**STUDY GRANT ALLOCATION**

1. The assignment of the grant to the entitled candidates 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. The grant involving the carrying out of a specific research activity bind the recipients to perform such activity.

4. 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.

5. The grant recipient is entitled to a total gross amount of € 13,638,48 for the academic year 2017/2018.

6. 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.

7. The recipient of the PhD grant funded by the Fondazione Sanpaolo Onlus, together with the requirements listed in Art.3, will have to formally declare that the grant will be totally or partially withdraw at the discretion of the Foundation which could ask for the amounts already paid in the following cases:
   - there are substantial differences between the PhD student’s declaration and the her/his actual financial or family economic situation
   - the PhD student does not complete the PhD course, the study plan or the research program;
   - The Foundation can withdrawal the PhD grant also if the grant has already been paid to the PhD student.

**Art. 8**

**CONTRIBUTIONS**

1. PhD students with or without grant are not required to pay the university 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 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. These data will be handled also using automated processes in accordance with current laws referred to for all issues not specified within 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

professor Paolo Maria Mancarella