

**Notice of Public Exam for the admission to the 30th Cycle Doctoral Research Course with administrative seat at the *Università del Salento***

**This translation cannot be used for legal purposes and is only meant to provide information in English on the call for applications**

### **Article 1 – Implementation**

The call for applications for the three-year Doctoral Research Course with administrative seat at the Università del Salento is now open. The detailed description of the course is attached to this notice and is to be considered a part of it. The curricula for the three-year Doctoral Research Course to be included in the call for application are the following:

- Scienze del patrimonio culturale (Sciences of Cultural Heritage, see attachment A);
- Ingegneria dei materiali e delle strutture e nanotecnologie (Engineering of materials, structures and nanotechnologies, see attachment B);
- Ingegneria dei sistemi complessi (Engineering of complex systems, see attachment C);
- Matematica e informatica (Mathematics and IT, see attachment D);
- Fisica e nanoscienze (Physics and nanosciences, see attachment E);
- Human and social sciences (see attachment F);
- Filosofia: forme e storia dei saperi filosofici (Philosophy: forms and history of philosophical knowledge, see attachment G);
- Lingue, letterature e culture moderne e classiche (Modern and Classical languages, literature and culture, see attachment H);
- Scienze e tecnologie biologiche ed ambientali (Biological and environmental sciences and technologies, see attachment I);
- Diritto dei beni privati, pubblici e comuni. Tradizione e innovazione nei modelli di appartenenza e fruizione (Law of private, public and common goods. Tradition and innovation in the models of belonging and fruition, see attachment L)
- Economia, management e metodi quantitativi (Economics, management and quantitative methods, see attachment M)

**The present call has been issued pending the validation of the PhD courses by MIUR. The examination will not be held for the courses not validated by MIUR.**

### **Article 2 - Admission Requirements**

Admission to the selection procedure for the Doctoral Research Course mentioned in Art. 1 is open to all the citizens, without age or citizenship limitations, who enjoy civil and political rights in their state of residence or origin and that, within the expiry date of this public notice, as specified in the following paragraph, hold a degree awarded in accordance with Law n. 341/90, a diploma or degree obtained in accordance with Ministerial Decree n. 509/99 or a bachelor's degree awarded in accordance with Decree 270/04, or an equivalent foreign degree recognized as equivalent on the basis of international agreements or approved in advance by the Academic Board, for the purpose of the admission to the doctoral course, and on the basis of national legislation. It is possible to apply for more than one curriculum (see article 1 for a list of the curricula). Eligible candidates also include those who will be awarded one of the aforementioned degrees by October 31<sup>st</sup>, 2014. Once they get their degrees, candidates must timely submit all the required information (name of institution by which the degree was issued, date of issue, typology of degree, result) either by means of a self-certification (in the case of EU candidates) or a certificate (as for candidates outside the EU) accompanied by the copy of a valid ID document to the following email addresses [protocollo@unisalento.it](mailto:protocollo@unisalento.it) and [ufficio.dottorati@unisalento.it](mailto:ufficio.dottorati@unisalento.it).

In the latter case the applicant is admitted conditionally and decays from the course, even if admitted to the same, if not respect this deadline of 31 October 2014 for the graduation.

Detailed information on the individual doctoral courses, in the appendix to the public notice of admission, may specify the precise degrees required for admission to the selection procedure. This information specifies the places available on the courses, including any places with specific research

questions (with grants for specified research), funded under certain Programs / Projects or agreements with external bodies which foresee mandatory research on a precise topic which has already been specified in the public notice.

Places with specific research questions, for the purposes of this announcement, are those places, specified in the detailed information, which, by their nature, cannot be assigned purely and simply on the basis of general merit of the selection procedure but require further specific evaluation beyond that of the general assessment. Candidates who wish to participate in the selection procedure for the allocation of places with specific research questions – who will then be required to carry out the research on this theme should they be allocated a grant must be in possession of specific skills or experience in the field which must be self-certified in the application form and will be evaluated by the judging committee.

A candidate who applies for a specific PhD Course will necessarily participate in the selection procedure for the places of a general nature but they may also request to participate for a single place with specific research questions.

To this end, the candidate must select the research topic in the application form.

A candidate who wishes to attend more courses must produce distinct and autonomous requests to participate.

The suitability of a foreign qualification is assessed by the committee appointed for admission to the doctorate, in compliance with current legislation in force both in Italy and in the country where it was issued.

### **Article 3 – Application Procedure**

Applications for the selection procedure must be either within and not after the 20th day from the date of publication of the public notice on the official notice board and on the University website.

The submission of the application consists of two distinct phases, both of which mandatory for the proper participation in this selection, and both to be completed by the date specified in the preceding paragraph.

The compilation of the application shall be made, under penalty of exclusion, exclusively online, by using the appropriate procedure made available at: <https://studenti.unisalento.it>

To access the procedure, you must:

- a) Log on to the above website, choose the Doctorate program in which you are interested and, after carefully reading this notice and the attachments, connect to the appropriate service for the completion of the on-line application form;
- b) Proceed to registration in the portal and then to the completion of the application by entering all the required data. The procedure described in this paragraph is necessary but not sufficient to be admitted to the competition. However, it is mandatory to complete the procedure as mentioned in the following point c) and d) in order for the application to be valid and definitive;
- c) pay € 23,00 as application fee within and not after the August 14, 2014.
- d) Finalize the application form that should be sent to this university, in accordance with the indications and time schedule shown below.

NOTE. It is recommended to indicate a valid email address in order to retrieve the credentials through the Esse3 computer system and for any further communications.

The procedure for the preparation and presentation of on-line applications can be made from any computer on the network.

Once the electronic compilation of the application has been successfully completed, applicants must print out a copy, sign it, and send it within the deadline given by the first paragraph of this article, according to one of the following ways:

- By registered A / R (postal service);

- By delivery, in sealed envelope, Ufficio Servizi Generali - Università del Salento, 49 Viale Gallipoli, Lecce. The envelope containing the application for participation in the competition, addressed to the Rector of the University of the Salento, viale Gallipoli 49-73100 Lecce, must bear in addition to the sender, the following statement: "Request for the admission to the public examinations of the 30th cycle of research Doctorate courses with administrative seat at the University of the Salento – Doctorate in \_\_\_\_\_".

As an alternative to registered mail with return receipt the application may be sent through a certified e-mail message (PEC) to the certified mail of the University of Salento (amministrazione.centrale@cert-unile.it). In this case, the documents for which provision is made in a traditional application must be signed in turn, under penalty of exclusion, by the candidate by means of a digital signature. Electronic documents sent via PEC and that are not digitally signed will be considered as unsigned and therefore the candidate will be excluded from the selection. Static formats may be used but only those which cannot be edited, i.e. without macros or executable code, preferably pdf and tiff, or open source such as odf, txt, xml and avoiding proprietary formats (doc, xls, etc., etc.). Finally, the automatic return receipt must be sent by the manager of PEC, so there is no need to call the office to make sure that it has arrived at the university, nor is it necessary to send anything in paper format. "

**WARNING:** electronically guided compilation of applications, will not justify the failure or delay in sending the hard copy of the same, duly signed by the candidate. Failure to sign the application will result in exclusion from the competition.

In the hard copy of the completed application must be accompanied by data transmission, at the time of sending, to be completed within the deadline laid down in Article. 3, first paragraph:

1. A curriculum vitae, signed and dated, filled in the manner indicated in art. 5;
2. Documentation certifying the possession of the titles listed by individual boards in the detailed attachment to the notice of selection, of which the candidate is in possession, and which the Selection Committee may deem to be worthy of assessment. The titles that the candidate considers relevant for the purpose of the competition shall be covered by a declaration in lieu of certification or declaration in lieu of affidavit provided by artt.46 and 47 of Presidential Decree 445/2000.
3. Photocopy of a valid identity document of the candidate.

This administration is not responsible in any way for the non arrival of applications for reasons not attributable to it.

To be kept up to date on news regarding this notice, you can subscribe to the RSS FEED associated with the web page of the competition procedure, simply by clicking on the icon labeled "Subscribe to RSS" option on the detail page of the notice on the website and adding it to the Apply to Unisalento Rss reader.

Any documents, titles or publications that will be sent to this university after the deadline for submission of requests to participate in the competition will not be taken into consideration.

#### **Article 4 - Candidates with a qualification conferred by a foreign university**

Those who are in possession of a degree obtained from a foreign University which has not yet been declared as equivalent to an Italian degree on the basis of international agreements, must accompany the application form with the following documents, in order to allow the evaluation of the degree certificate by the Selection Commission:

- certificate of the foreign qualification, together with a translation into Italian or into English. The translation must be signed under their own responsibility.

In case of admission, the doctoral candidates in possession of such foreign qualifications must submit, within sixty (60) days from the date of registration, the following documentation:

- titles translated and legalized by the competent Italian diplomatic or consular representation abroad;
- declaration of value of foreign qualification issued by the competent diplomatic or consular representatives abroad.

#### **Article 5 - Curriculum vitae et studiorum**

In order to enable the Selection Committee to carry out the assessment of qualifications, the candidate must accompany the application for participation in the competition with a curriculum vitae et studiorum, duly signed, possibly in European format, which contains a reference to all the experiences / activities / titles for which the candidate requires an assessment under this selection.

**Article 6** – The university administration does not accept any liability in the event of loss of communications due to incorrect information on the residence or the address of the candidate or failure or delay in notifying a change of address or for any postal or telegraph are not attributable to the fault of 'administration stessa. I disabled applicants, recognized under the law n. 104 of 5 February 1992 on the application form in the competition, must explicitly request, in relation to their disability, the required support, as well as indicate the possible need for additional time for completion of the tests.

### **Article 7 - Exclusion**

The following application forms will automatically be excluded:

- a) applications made and / or received in a manner or timing not in accordance with that specified in the previous article 3 of this notice;
- b) applications from candidates who do not possess the specific qualifications indicated in the detailed information in the appendix to the notice of the selection procedure or who do not obtain them by the deadline of 31st October 2014;
- c) applications without a research project, which must be attached when submitting the application form within the deadline specified in art. 3, this refers exclusively to those doctoral programs that foresee, as specified the detailed information attached to the public notice, the assessment of the project itself as part of the evaluation process;
- d) photocopy of a valid identity document of the candidate, duly signed.

Candidates excluded from the public competition announcement will be notified individually by registered mail with acknowledgment of receipt or by electronic means at the email address provided in the application form, only if this is compatible with the examination schedule. Candidates eligible for selection are admitted provisionally. The Director may opt for the exclusion from the public competition announcement due to lack of requirements, at any time prior to the approval of the classification list. If the reasons for exclusion under this Article are determined after the completion of the procedure, the Rector will issue a decree establishing the forfeiture of any right arising from the participation in the competition announcement

### **Article 8 - Procedures for admission**

The selective assessment procedure of candidates will be carried out according to the timetable which will be published on the University website for each of the competitions (see attachments A-M), at the following link "Bandi e Concorsi/Concorsi/Ricerca/Bandi per Dottorati di Ricerca".

If impediments of any kind do not permit the respect of the examination schedule as described in the previous paragraph, the Administration will publish a notice with all the necessary changes, within three days prior to the date set for the first test.

This notice will be published exclusively on the website of the Università del Salento at [www.unisalento.it](http://www.unisalento.it) in the "News" section and the dedicated section 'Dottorati di Ricerca / Bandi per Dottorati di Ricerca'.

Both will be considered as notification to participants.

The evaluation will be carried out by a Board of Examiners that will be appointed by the Rector and composed of three members that will be chosen among professors and researchers in the doctoral area of interest; to such members it will be possible to add no more than two experts, also chosen from foreign institutions and public as well as private research institutions.

Pursuant to Art. 16 of the Code of Ethics "*Obligations of effectiveness in comparative evaluations*", as also stated in DR. 1323 (19/11/2012) from our University:

*"... 1. In all comparative evaluations for the award of scholarships, doctoral, post-doctoral or research grants or specialization contracts as well as in competitions for research positions and in all the procedures of recruitment, transfer or recruitment of professors and in the conferment of teaching courses to any committee members belonging to the University staff regardless of their role, they must state that they have read Chapter II of the Code, indicate and justify any infringement of such rules.*

*2. All the teaching staff is committed to ensure that the scientific and professional collaborations between themselves and their employees are not based on commonality of personal interests that give rise to the suspicion that any comparative assessments of the candidates are not carried out on the basis of objective findings, but by virtue of personal acquaintance with the Commissioner ... ".*

The exams will aim to assess the candidate's knowledge and his/her own attitude towards scientific research in the field of the doctorate. The procedure for admission to the course and the corresponding scores will be shown in the summary sheet of the Doctoral Course (Attachements A-M). It is possible for candidates residing abroad to carry out an interview by Skype, on request. In such a case, the candidate who requests it in the application form must indicate his/her own Skype account and a valid copy of an identity document so as to allow successful identification in the video session. The interview via Skype will be held on the same day as the one for the Doctorate. **Candidates who obtain a score of at least 30 points in the first test are admitted to the interview.**

The communication of the results of the research project evaluation may be done according to one of the following ways, and in line with the examination schedule:

- The notice of the results will be published on the site of the relevant Department;
- The notice will be sent individually to the email address provided by the candidate in his/her application form.

At the end of the examinations, the Commission will prepare a classification list of merit for ordinary positions. The candidate is successfully admitted to the Course (ordinary places) if the total score obtained by the outcome of the two tests is equal to 65/100.

At the end of the examination, the Commission will draw up a single list of candidates, in order of merit, which will be used to assign the total number of places available and the allocation of grants for those places of a general nature.

Regarding those places with a scholarship for research on a specific subject, the Commission will express a positive or negative judgment on the applicant's suitability to conduct the specific research topic, taking into account their professional profile as can be deduced from their CV and the accompanying documentation and, if foreseen by the information concerning each single course of study, on the basis of a judgment following the interview.

The Vice Chancellor will issue a decree allocating places to those candidates who hold top position in the list of rankings drawn up by the Selection Committee.

With regard to the allocation of grants for research on specific questions, the Rector will proceed to their assignment in view of the judgment of suitability issued by the examining Commission for specific area covered by the research, giving priority, in the event of a winner for more than one place ( general and specific research questions) for the grant for specific research.

No grants will be issued for research on specific research questions if none of the successful applicants received a positive judgment from the Commission for research in this field

If the candidates obtain the same final result in the examination, priority will be given to the youngest candidate and without any prejudice (Art. 2, paragraph 9, Law no. 191/98); this principle will not be applied to candidates who are to be awarded a scholarship. (art. 7, paragraph 4, Ministerial Decree no. 224/99) For these candidates their economic situation will also be evaluated. The classification list approved by the Rector is then published on the following website [www.unisalento.it](http://www.unisalento.it), in the section Offerta Formativa/Dottorati di Ricerca/Bandi e Concorsi/Esiti.

This Administration will not send notices to the address.

## **Article 9 - How to enrol to the Course**

Candidates admitted to the Doctoral Course, are required to proceed with the registration within 15 (fifteen) days from the date of publication of the lists on the website institutional activity [www.unisalento.it](http://www.unisalento.it) in the "Breaking News " section and in the dedicated section 'Dottorati di ricerca/Bandi per Dottorati di Ricerca' - . Failure to comply will result in exclusion from the selection process.

Candidates admitted to the Doctoral Course must submit applications for enrollment in the course by following the procedures set out in a separate document that will be published at the same Decreto rettorale approval of the acts of the competition and the proclamation of winners.

Winners holding a degree from a foreign University and which has not yet been declared equivalent to an Italian degree on the basis of international agreements, must submit the documentation as stated in art. 4 of this announcement, within sixty (60) days from the date of registration.

#### **Article 10 – Access and attendance fee**

Winners of scholarships from the ministerial assignment of University resources are exempt from the contributions for access to and attendance of classes.

Students enrolled on doctoral research courses who do not qualify for a scholarship or who receive a grant not from ministerial or University funds are required to pay an annual contribution amounting to € 1.046,00 for access to and attendance of the Doctoral Course, as stipulated in the University Regulations for the academic year 2014/2015.

The student who, despite having enrolled on the course by making the relative payment, withdraws from the course before it starts, will, on request, be reimbursed for the amount paid. If withdrawal from the course should occur after it has started, no refund is due to the student.

The winners of the competition for admission to 30th cycle of the Doctoral Course are required to pay an annual fee of € 1,046.00, excluding any possibility of exemption from contribution for reasons of annual income or merit.

For the access and attendance to Doctoral Courses, all students have to pay the same contribution, i.e. € 1,046.00, which can be paid in a lump sum or in two installments: 1) the first one, i.e. € 523.00, when the course starts (or following admission to the following year of course), 2) the second installment, i.e. € 523.00, by 31 January 2015 – same thing for each reference year.

Doctoral students opting for the two installments and deciding to leave the course during the academic year after having paid only the first installment are still obliged to pay the second installment.

All students enrolled on the course will have to annually pay the amount of the regional right-to-study tax (Law 45/2012).

Here follows an exemplification of the regional right-to-study tax values:

Regional right-to-study tax	ISEEU values
€ 120,00	Students with ISEEU equal or inferior to € 17.000,00
€ 140,00	Students with ISEEU between € 17.001,00 and € 34.000,00
€ 160,00	Students with ISEEU equal or superior to € 34.001,00

#### **Article 11 – Grants, rights and duties of doctoral students**

The successful applicants must declare in their application:

- that they have not previously received any other scholarships for the attendance of a doctoral course;
- that they will not cumulate the amount of the scholarship with any other scholarship for any reason whatsoever, except those explicitly awarded by national or international institutions in order to allow training or research at a foreign institution and outside the doctoral course.

Scholarships will last one year and shall be renewed provided that the student has completed the program of activities for the previous year, subject to the obligation to deliver the scholarship after passing the verification to be carried out by the College of Professors by September 30th of each academic year.

The confirmation of the grant for the years subsequent to the first is done by formal resolution of the College of Professors.

The negative judgment on the part of the College will result in the loss of the doctorate.

If the forfeiture or waiver to the course of study will occur at a later date at the beginning of the first year of the course, but in any event no later than December 31st of the same year, the ranking is only possible after a favorable opinion of the College of Professors.

The amount of the scholarships in art. 1 is equal to € 13,638,47 per annum, gross of social security charges paid by the recipient, as determined by Decree of the Ministry of Education, University and Research June 18, 2008. The duration of the scholarship is equal to that of the course (three years).

The grant is provided with monthly payments in arrears.

The amount of the scholarship is increased by 50% for any periods of residence abroad, and from a minimum of 30 consecutive days to a maximum of 18 months, except for any special agreements



Students are required to attend the classes and carry out the activities of study and research provided by the School.

For anything not specified in this article about the rights and duties of PhD students and the institution of the interruption, suspension, revocation or withdrawal from the course please refer to the provisions in TITLE IV, Art. 17 and 18 of the existing Rules of Ph.Ds issued with the Rector's Decree no. 765 of 1 July 2013 at the following address <https://www.unisalento.it/web/10122/304>

## **Article 12 – Conferment of Qualification**

For the title of Doctor of Philosophy is awarded at the conclusion of the Doctoral Course cycle. Please refer to the provisions in Art. 15 of the existing Rules of Ph.Ds issued with the Rector's Decree no. 765 of 1 July 2013.

## **Article 13 – Final Dissertation**

The doctoral thesis must be digital in order to allow its legal deposit at the National Libraries of Rome and Florence and at the institutional open-access archive of the University. The issue of the diploma is subject to the deposit of the final thesis into the open access archive of the Università del Salento which will ensure its conservation and availability to the public and will deposit it at the National Libraries of Rome and Florence, in accordance with the law.

## **Article 14 – Accessibility of doctoral theses**

Accessibility to doctoral thesis in the archive of the University may be subject to restrictions, for the following reasons:

- a) parts of the thesis have already been submitted to a publisher or are awaiting publication;
- b) the thesis contains sensitive content data (art. 4 of decree n. 196, June 30, 2003)
- c) the thesis is financed by external entities that have rights on it and on its publication;
- d) parts of the thesis have been discussed at a date that is earlier than the discussion and thus subject to patent protection;

In the cases referred to in letter b), the thesis will only be made available if it is possible to make data anonymous. As for the other cases, there could be a 12-month suspension of free access, but only after the Teaching Body has expressed its approval and following a reasoned request of the student countersigned by his/her tutor. The suspension of access may be analogously extended for a further 6 months. Any request for a longer period of suspension (in any case of no longer than three years) will be evaluated by the Rector.

At the end of the suspension period the dissertation will be made accessible.

## **Article 15 – Reference Regulations**

Those matters which are not covered by this announcement are subject to the rules laid down in the University Regulations for the establishment and organization of Doctoral Course (DR. 1296, 07.11.2012). Provisions in art. 2, paragraph 1, of Law no. 476/84 as well as recently amended by Law no. 240/2010 also apply to government employees enrolled on a Doctoral Course.

## **Article 16 - Privacy policy**

Art. 13 of Legislative Decree No. 196 (30 June 2003) establishes that the personal data provided by the candidates to the University Administration at the time of participation will be used exclusively for institutional purposes and for the completion of any inherent procedures made by the people in charge of the procedure, even by the Examining Board, (the Università del Salento, Ufficio Dottorati e Borse Post-Laurea,

Piazza San Vito, 73010 Lequile), even with the use of computerized procedures, in the manner and within the limits required for the above purposes, even in the event of any communication to third parties. Providing such information is necessary to assess the applicants' eligibility and qualifications and its absence may preclude such an assessment.

Candidates are entitled to the rights under Art. 7 of the Legislative Decree no. n. 196/03, in particular, the right to access their personal information, to request correction, updating and cancellation if incomplete, incorrect or collected in violation of the law, and to oppose their processing for legitimate reasons by directing requests to the Rector of the University of Salento, Viale Gallipoli, 49 - 73100 Lecce.

#### **Article 17 – Availability and Information**

The *Ufficio Dottorati e Borse Post-Laurea* at the *Università del Salento* is responsible for any procedural aspect related to this announcement. The person in charge of the administrative procedure and data processing is the Head of the *Ufficio Dottorati e Borse Post-Laurea*, Dott.ssa Simona Palermo, tel. 0832/299232, e-mail address [simona.palermo@ unisalento.it](mailto:simona.palermo@unisalento.it) .

You can also contact the Ufficio Dottorati e Borse Post-Laurea at the following telephone numbers 0832/299200-28-32-33-34-38 - Fax 0832 / 299201-0832 / 299235; e-mail addresses: [ufficio.dottorati@unisalento.it](mailto:ufficio.dottorati@unisalento.it); [simona.palermo@unisalento.it](mailto:simona.palermo@unisalento.it); [anna.micolano@unisalento.it](mailto:anna.micolano@unisalento.it); [roberta.buttazzo@unisalento.it](mailto:roberta.buttazzo@unisalento.it); [andrea.cuna@unisalento.it](mailto:andrea.cuna@unisalento.it).

#### **Article 18 - Final Provisions**

This public notice will be sent to the Ministry of University, Scientific and Technological Research (MIUR). This public notice will be published in the Official Gazette of the Italian Republic.

This public notice will also be publicised by electronic means on the site [www.unisalento.it](http://www.unisalento.it) in the "News" section and in the 'Dottorati di Ricerca / Bandi per Dottorati di Ricerca' section, as well as on the Euraccess website.