With the financial contribution of:

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The official and legally binding announcement is the Italian one (see: http://www.unifi.it/vp-9799-xxix.html). The present document cannot be used for legal purposes and is only meant to provide information in English on the call for applications.

THE RECTOR
[omissis]

DECREES

the enactment of this announcement:

Call for public competition for admission to research Ph.D. Programmes of the XXIX cycle with administrative office based at the University of Florence.
Application deadline: 16th of September 2013 at 12 (midday).
Article 1. Institution

1. Public competitions are announced, for admission to the Ph.D. of the XXIX cycle with administrative office based at the University of Florence, referred to in Annex 1 which is an integral part of the present call \(^1\). As a rule Ph.D. courses are acceded to through a competitive examination, according to the procedures established by Articles 11 and 12 of the University Regulations concerning Ph.D. issued by Rectoral Decree No. 670 of 4th of July 2013, except for the cases listed in the following paragraph 2. The admission requirements are specified for all the Ph.D. students in Annex 1. The duration of the Ph.D. course is three years: the beginning is scheduled on 30th of November 2013.

2. For Ph.D. candidates who have obtained the qualifications for admission to the Ph.D. courses of foreign universities or have been admitted to specific international mobility programmes, a number of positions specified in Annex 1, with or without scholarship, is reserved; they must participate to competition based on evaluation of their curriculum, of their scientific qualifications and of their research project (if any). The Examination Board may also request the candidates to sit for an interview and a separate ranking is formed. The reserved positions not allocated can be made available for ordinary admissions.

3. The number of positions, indicated in Annex 1, may be increased if additional scholarships financed by public or private Institutions are made available, provided the relative conventional acts are signed within the Ph.D call expiration date.

4. The increase of positions, with and without scholarship, will be announced into the University website at the link: www.unifi.it>ricerca>dottorati di ricerca>bandi di concorso> XXIX ciclo – ulteriori posti a disposizione, without prejudice to time-limits of the submission of the application.

Article 2. Requirements.

1. Except as provided for under paragraph 12 of present Article, concerning the only Ph.D. positions funded under the Pegaso projects by the Tuscany Region, candidacy for Ph.D. programs can be advanced by anybody, regardless of age and nationality, who, on the expiration date of Ph.D call, is in possession of one of the following Italian degrees:

- “Laurea Magistrale” attained in compliance with Ministerial Decree 270/2004;
- “Laurea Specialistica” attained in compliance with Ministerial Decree 509/1999;

\(^1\) For each Ph.D. course there are indicated, distinguished by area of research: membership to a Graduate school (if any), internal structure (“curricula”, if any), administrative office of the Course, partner institutions (in any), the positions opened for competition and the scholarships available, the number of positions reserved to special categories of students, the admission procedures, foreign languages in which the examination can be taken, documentation to be attached to the application form, indication of the research project discussed during the oral examination.
- “Laurea Vecchio Ordinamento” achieved in accordance with the education systems existing prior to Ministerial Decree 509/1999 (legal course is at least four years);
- Academic degree awarded by a foreign University (of at least 4 years) and declared equivalent to Italian qualifications in accordance with current law or appropriate as determined under paragraph 6 below.

2. All applicants are eligible for selection, subject to verification of self-certified statements pursuant to Presidential Decree No. 445/2000 and its subsequent changes. In the case of false declarations, the University may at all times, by order of the Rector, exclude candidates from the selection process or the Ph.D. research programme, without prejudice to the criminal liability arising therefrom.

3. The candidates in possession of an academic degree awarded by an Italian University must attach to the online self-certified application form, provided with date and signature, the qualifications and documents required for the admission to courses, and listed in Annex 1.

4. Candidates in possession of a foreign academic degree (equivalent to “Laurea Magistrale, Laurea Specialistica, Laurea Vecchio Ordinamento”), may apply for admission attaching the official transcripts of the academic degree, accompanied by an Italian or English translation, under the candidate’s own responsibility. These candidates are conditionally admitted to the selection and are excluded from the competition, if the degree is not in agreement with the Ph.D level, as stated in the present announcement. The degree certificates duly translated, legalised and with a declaration of value, issued by the competent Italian Consulate/Embassy in the country where the qualification was obtained, must be delivered to the relevant offices, together with the application form.

5. Applicants obtaining their degree by not later than 31st of October 2013 can also apply. In this case the admission to the competition is conditional and the candidate is required to submit, not later than ten days after graduation, the relevant certification, on pain of ineligibility.

6. The suitability of the foreign qualification is established by the Ph.D Examination Board in compliance with the current Italian law, and the Treaties or international Agreements, with regards to the recognition of qualifications for the pursuance of studies. The request of suitability, accompanied by the relevant documentation, must be delivered by the candidate together with Ph.D application.

7. Non-EU citizens, who have the degree requested for admission to the Ph.D. courses and hold a scholarship awarded by the Italian Government, or by other national or international Institutions, and research fellows funded by European Union or by other European or International scientific institution, may be admitted as Ph.D. supernumerary students. The applicants must attach documentation witnessing ownership of the grant. In this case candidates are conditionally admitted as indicated in paragraph 4 of this Article. The Graduate Program Board (“Collegio dei Docenti del Dottorato”) decides on the admission by evaluating each single case.

8. Candidates, who are “Assegnisti di Ricerca”, may be also admitted to the Ph.D studies as supernumerary students, if they are eligible in the ranking list.

9. Italian public administration employees may be also admitted to the Ph.D. studies as supernumerary students, if they are eligible in the ranking list, by no more than 30%, with rounding up to the higher unit, of available positions. The admission, in accordance with Article 12, paragraph 4 of the new Ministerial Decree about Ph.studies is subject to placement on leave, pursuant to Article 2 of Law 13th of August 1984, No. 476, as amended by Article 19 of the Law 30th of December 2010 No. 240 and in accordance with local regulations.
10. **Young scholars selected under the 7th Framework Programme for Research and Technological Development of the European Union or under other programmes of international co-operation (for example: Erasmus Mundus, specific agreements with the University of Florence signed by the Rector, etc)** may be admitted to a Ph.D. course, despite not having applied to participate to the competition within the due deadline, if they have submitted an application for Ph.D. admission, before the starting date of the same course, and provided they are able to attend classes on that date. Enrolment is also subject to the verification of academic qualifications and to the prior approval of the Graduate Committee of the chosen Ph.D. program who, for candidates having a foreign qualification, will decide on the declaration of equivalence of the foreign degree with the Italian master degree.

11. For some Ph.D. courses listed in Annex 1, contracts of apprenticeship (named “Apprendistato di Alta Formazione e Ricerca”) may be offered, whenever available, to those candidates who are admitted without scholarship and do not receive other financial support. More information about this possibility will be posted on the University website on the page specifically dedicated to the Ph.D. The reference office for such contracts is Office of Work Orientation and Job Placement (“Ufficio Orientamento e Job placement del Centro di Servizi di Ateneo per la Valorizzazione della Ricerca e la gestione dell’Incubatore universitario (CsaVRI)”)  

12. Candidates, who will obtain scholarships financed by the Tuscany Region (“Progetto Pegaso”), must meet the following additional requirements: age under 35 by the time of application, ability to use spoken and written English, willingness to study abroad for at least 4 months on the two years financed by the regional scholarships (first two years of the Ph.D.). The recipients of regional scholarships must also comply with the provisions of the aforementioned notice of the Tuscany Region, issued by Executive Decree No. 1534 of 30th of April 2013.

**Article 3. Application**

1. The application for admission to the selection must be completed, on pain of exclusion, using the online procedure at the website [http://sol.unifi.it/domdott/login_en.jsp](http://sol.unifi.it/domdott/login_en.jsp). It is possible to apply for admission to the selection starting from 7th of August 2013.

   The candidate must:
   - connect to the website [http://sol.unifi.it/domdott/login_en.jsp](http://sol.unifi.it/domdott/login_en.jsp);
   - register by entering the data requested;
   - select the Ph.D. chosen (see Annex 1);
   - proceed to filling out the application online by entering the information and attaching the documents requested. One copy of an identity document and the copies of academic qualifications (as specified in Article 2) must be attached;
   - follow carefully the various request in webpages of the online application.
   - make payment of the contribution of € 30 (not refundable) to cover part of the costs of the competition. Payments are due, under penalty of ineligibility, within the deadline of 16th of September 2013, by one of two following methods:
     a) online by credit card;
     b) at any branch/ATM of UniCredit Bank using the appropriate printable deposit slip at the end of the online procedure with specific bulletin INC1. UniCredit Bank account holders can make payments through internet banking and UniCredit ATMs.

   Payments from different credit institutions, through bank transfer or payment by postal order, are not allowed.

   **Paid Contributions are not refundable under any circumstances.**
2. The application form can be submitted for each Ph.D. referred to in Annex 1. The contribution must be paid for each Ph.D. for which the application form is submitted.
In the case of a Ph.D programs structured in “curricula”, the candidate indicates his preferred curriculum; the candidate, if admitted to the course, registers for exactly one curriculum.

3. In the application the candidate must indicate, clearly and precisely, under his own responsibility:
- surname and name, date and place of birth, residence, address for the purposes of the competition, telephone number, email address;
- citizenship;
- exact Italian title of the chosen Ph.D. program;
- academic degree, indicating the date, the grade and the University where this was obtained or the date of the Ministerial Decree which declared the equivalence of the qualification awarded by a foreign University;
- to attend on a full-time basis the courses according to the plan fixed by the Graduate Committee of the chosen PH.D. Program;
- the foreign languages known;
- to have an adequate knowledge of the Italian language (only for foreign citizens);
- to promptly communicate any change in residence or the address for the purposes of the competition.

4. Disabled candidates must specify in their application, in accordance with current Italian Law, any assistance required in relation to their disability, as well as the possible need for additional time to complete the examinations.

5. Applications, which are incomplete at the 16th of September 12am deadline, will be excluded.

Article 4. Selection

1. The Examination Board is nominated by the Rector, on advice of the competent Graduate Committee, in accordance with the University Regulations on Ph.D. Studies issued by July, 4, 2013.
2. Except for cases referred to in Article 1, paragraph 2, the Ph.D. selection procedure, pursuant to Article 12 of Doctoral Regulation, consists of a written examination and an oral examination, intended to ensure by appropriate benchmarking, basic training experience, the skills and the aptitude of the candidate for scientific research. The Examination Board has sixty points for each examination. Only those candidates who have obtained a minimum score of 40/60 points in the written examination are allowed to take the oral one. At the end of each session the Board makes public the results of the oral examination. Oral examination is passed by achieving a minimum score of 40/60 points. At the end of the evidence, the Board will compile a ranking list on the basis of the sum of the scores obtained by the candidates in each examination.
3. Pursuant to paragraph 1 of the above-mentioned Article 12, two selection procedures are normally applied:
   a) Written examination, oral examination with evaluation of qualification documents and the research project. For this modality the grades for each are equal to the grades determined as shown above.
   b) Oral examination, evaluation of the curriculum, of any other qualification document and the research project, through grades specified in detail in Annex 1.
4. Selection procedures are specified for each Ph.D. course in Annex 1. There are also indicated, for each Ph.D. program, additional qualifications document to submit (if any).
5. The oral examination may provide for the verification of the knowledge of one or more foreign languages and the Italian language for foreign candidates, according to the guidelines found in Annex 1.
6. The examinations may be taken in a foreign language which is indicated in the present call in correspondence of the Ph.D. course.
7. To take the examinations, the candidates must present a valid identity document.
8. The dates of the competitive examinations will be announced by 16th of September 2013 and will be available on the University of Florence website at this page: www.unifi.it>ricerca>dottorati di ricerca>bandi di concorso>XXIX ciclo.
9. Such announcement is effective to communicate the exact date and time of the official examination.
10. The competitive results are public; access to these is allowed as established by Law No. 241/1990 and subsequent amendments.

Article 5. Admission to a Ph.D. course

1. Candidates who are placed in winning position in the ranking of merit are admitted to the course. In the case chosen winner renounces, within sixty days from the date of the beginning of course, the next candidate in the ranking list will enter.
2. In the case the candidate is successfully placed in more than one ranking list, the candidate must choose only one Ph.D. course; this option must be exercised promptly and in any event within five days from publication of the ranking lists on the University website.
3. If a scholarship is funded by an entity whether public or private, the Graduate Program Board takes into account the purpose of the funding for the conduct of research, established by the conventional act.
4. The award criteria of the various types of scholarships, also with specific aims and dedicated funding, are established by the Graduate Program Board, according to the requirements and attitudes of the winner.
5. Non-EU citizens not having a scholarship are admitted to the Ph.D. course in the same way as EU citizens.
6. Non-EU citizens having scholarships and holders of research grants funded by the European Union or by another European or International scientific institution, are admitted to the Ph.D. course after decision by the Graduate Program Board, pursuant to the preceding Article 2.

Article 6. Course registration

1. Successful candidates will have to submit the following documentation on the University website on the page dedicated to the Ph.D. courses, within fifteen days from the publication of the ranking lists:
   - application form in legal form (duty fee stamp of € 16) available on the University website following the thread: www.unifi.it>ricerca>dottorati di ricerca>bandi di concorso>XXIX ciclo;
   - two passport-sized photographs;
   - a signed photocopy of an identity document;
   - proof of the payment of the due contribution due, referred to in Article 7.
2. The application form must also indicate:
   - citizenship;
   - residence and/or domicile;
   - date of attainment of the required academic qualification;
   - declaration of not being simultaneously enrolled in a different Ph.D. course, or in a degree program of the University of Florence or another University. In the case of registration for a different degree program, the candidate must undertake to suspend the enrolment for the legal duration of the Ph.D. course. The joint undertaking of the medical specialisation course and the research Ph.D. course is allowed, according to the provisions of Article 15 of the Doctoral Regulations. In this case enrolment in the post-graduate course must be declared in the application;
- a declaration that he had already obtained the research Ph.D. qualification or an equivalent qualification;
- a declaration of not having already benefitted, even partially, of a Ph.D. scholarship;
- a declaration of not cumulating the same scholarship with other scholarships awarded for any purpose, except those granted by national or foreign institutions, in order to activities of the Ph.D. program with research stays abroad;
- authorisation to communicate and disseminate personal information.

**Article 7. Tuition and Fees**

1. Tuition and fees due by the Ph.D. students consist of:

   a) Regional tax for the right to University study, the amount of which is established, without prejudice to any other determination by the Tuscany Region for the academic year 2013/2014, of €140, in accordance with Legislative Decree No. 68 of 29th of March 2012, Article 18, paragraph 8 (omissis). All those enrolled in the Ph.D. are required to pay the Regional Tax, except for the disabled with an invalidity recognised under Article 3, paragraph 1, of the Law of 5th of February 1992 No. 104 or with an invalidity equal to or greater than 66% and the students who have applied to the “Azienza Regionale per il Diritto allo Studio Universitario (DSU)” for granting of a scholarship or a loan ‘of honour’. In the case of non-granting of the scholarship or the loan ‘of honour’, the graduate students in question will be required to pay the regional tax and the due contributions in a lump sum.

   b) Contributions for the enrolment and the attendance to Ph.D. courses, depending on the income levels provided in the annual Degree Programmes, are due by those who are not selected for the scholarships offered in this call.

2. The first instalment of the first year tuition and fees, to be paid by those who are not selected for the scholarships offered in this call, amounting to €355 (including the regional tax), must be paid at registration.

3. The second instalment, to be paid by 31th of May 2014, will be determined on the basis of the student’s income as in Table1 UNIVERSITY FEES A.Y. 2013/2014 (“Manifesto degli Studi”, Academic Year 2013/2014 Section 13.1.2). The proof of payment of the contributions due must be submitted by no later than 16th of June 2014.

4. When placed in a lower income bracket than the maximum, the Ph.D. students must obtain the “Dichiarazione Sostitutiva Unica (DSU form)” and the relative “ISEE form” (a personal asset statement) released by “Centro di Assistenza Fiscale (CAF)” [omissis]. The documents indicated above must be submitted by the time of registration and no later than 20th of December 2013.

5. Admission to the following years and to the final exam is conditional, for those who are required to pay the contributions, to the verification of the payment of tuition and fees, and for those who have been granted the scholarship, to the payment of the single regional tax. The amount of the contributions for the years following the first will be adapted to the “Manifesto degli Studi” of the relevant academic years.

6. The contributions paid will not be refundable.

**Article 8. Scholarships.**

1. The scholarships will be awarded as indicated above in Article 5.
2. In cases of equal merit in the admission ranking, the evaluation of the economic situation in accordance with D.P.C.M. 9/4/2001 will prevail.
3. The annual amount of the scholarship is €13,638.47 (gross of social security charges paid by the University of Florence).
4. The scholarships financed by foreign entities are awarded, subject to the successful conclusion of the agreement between the University and the funding body.

5. The amount of the scholarship is increased by 50% for any periods of stay abroad up to a maximum of 18 months.

6. The scholarship is paid in monthly rates; if the Ph.D. student decides not to continue the course, s/he loses the right to receive the grant from the month following that of the renunciation.

7. Anyone who has already earned a Research Ph.D. or equivalent qualification may be allowed to attend a different Ph.D. course, on condition that the selection tests are passed, but cannot benefit from a Ph.D. scholarship. Anyone who has already benefitted, even partly, of a scholarship to attend a Ph.D. course, cannot benefit from it a second time.

8. In cases of withdrawal from continuing the course or to avail of the scholarship, the remainder of the scholarship will be given to the Ph.D. student without a scholarship, respecting the order of merit.

9. If the renouncing student is the holder of a scholarship that received dedicated funding, the transfer of the remaining scholarship to the next Ph.D. student without scholarship in the ranking will apply only after the assent of the Graduate Program Board, except as otherwise stated by the funding agreement.

10. The scholarship holders are required to pay the Regional Tax.

**Article 9. Attendance and obligations of Ph.D. students.**

1. Those enrolled in the Ph.D. programs have the obligation to attend the courses and carry out study and research activities on a full-time basis, in the manner prescribed by the Graduate Program Board and in accordance with the provisions of Article 17 of the new Doctoral Regulation issued on 4th of July 2013.

2. Ph.D. students can be employed as teaching/research assistants, approved by the Graduate Program Board, provided the activities do not contrast with the specific Ph.D. studies (see paragraph 4 of the above-mentioned Article 17).

3. In the case of justified impediments which do not allow the actual attendance (sickness, maternity and childbirth or other serious and documented reasons) and in the case of the frequency of the active internship for the training of teachers, the Ph.D. student may request the suspension of attendance at courses, with subsequent interruption of the grant and the extension of the training period.

4. The Graduate Program Board will pronounce itself on the suspension on a case-by-case basis.

5. If the Ph.D. student is working, assessment of compatibility with the fulfilment of the obligations provided for the research Ph.D. training is required by the Graduate Program Board.

6. If the Ph.D. student made an invention as part of the University research, the University regulations on patents apply.

**Article 10. Achievement of the qualification.**

1. The Ph.D. qualification is obtained passing the final examination, in according to Article 21 of the Doctoral Regulation.


3. It will be the responsibility of the University to deposit the thesis according to law in the National Libraries of Rome and Florence.
Article 11. Liability for the selection procedures

For all purposes of the selection procedures of the present call, the Ph.D. Office is identified as the competent organisational unit, branch office in the Department DIPINT, Largo Brambilla 3, 50134 Florence, telephone 055 7944300/302/325 - fax 055 7944328 – e-mail: dottorato@polobiotec.unifi.it. The person responsible for the procedure referred to in the same notice is Dr Francesca Cavigli, Head of the Ph.D. Office – Piazza San Marco 4 – 50121 Florence.

Article 12. Privacy policy

1. The personal data in possession of the University of Florence, provided by the applicants together with the application form, in accordance with the current University Regulations about protection of Privacy, will be treated for the purpose of organising selection procedure and managing of the relationship with the University of Florence. Anytime the concerned people may exercise their rights in according to Regulation.

Article 13. Final rules and publication

1. For matters not described in this announcement, national laws and regulations are applicable.  
2. The call will be published, as an extract, in the “Gazzetta Ufficiale della Repubblica Italiana – Serie Speciale Concorsi ed Esami” and, in its entirety, in the Official Bulletin of the University and, from the day after the date of this Decree, on the website www.unifi.it. It will also be advertised on the website of the Ministry and on the European site Euraxess.

Florence, 7th of August 2013

THE RECTOR

Prof. Alberto Tesi

The Executive Manager

Dr. Marigrazia Catania