ISTITUTO ITALIANO DI SCIENZE UMANE
ALMA MATER STUDIORUM – UNIVERSITY OF BOLOGNA
UNIVERSITY OF SIENA
UNIVERSITY OF FLORENCE

PUBLIC SELECTION FOR ADMISSION TO THE XXIX CYCLE
OF THE RESEARCH DOCTORATE COURSE IN “POLITICAL SCIENCE”

THE DIRECTOR OF THE ISTITUTO ITALIANO DI SCIENZE UMANE

- Given the Statute of the Istituto Italiano di Scienze Umane;
- Given art. n. 19, clause 1, of Law 240 of 30 December 2010 containing some juridical rules governing research doctorates;
- Given the Regulation governing research doctorates adopted by the Istituto Italiano di Scienze Umane;
- Given the DM n. 45/2013 of 8 February 2013, containing the norms regulating the criteria according to which authorized institutions may approve the venues where the doctorate courses will be carried out and the courses themselves (“Regolamento delle modalità di accreditamento delle sedi e dei corsi di dottorato e criteri per la istituzione dei corsi di dottorato da parte degli enti accreditati”);
- Given the ministerial note n. 22 May 2013 containing the guidelines to institute the research doctorates in the academic year 2013/2014 (“Linee di indirizzo per l’avvio dei Dottorati di ricerca a.a. 2013/2014”);
- Given the deliberations of the Faculty Council of the Istituto Italiano di Scienze Umane n. 10 dated 5 July 2013, and of the Executive Board of the Istituto Italiano di Scienze Umane n. 17 dated 5 July 2013;
- Given the opinion expressed by the Assessment Board of the Istituto Italiano di Scienze Umane, dated 17 July 2013, after verifying the existence of the eligibility requirements;
- Given the agreement signed by the Istituto Italiano di Scienze Umane and the Alma Mater Studiorum – University of Bologna regulating the funding of six scholarships grants for the joint research doctorate in “Political Science”;
- Given the agreement signed by the Istituto Italiano di Scienze Umane and the University of Siena regulating the funding of two scholarships for the joint research doctorate course in “Political Science”;
Given the agreement signed by the Istituto Italiano di Scienze Umane and the University of Florence for the institution of the joint doctorate course in “Political Science”;

---

**DECREES**

**Art. 1 Institution**
The Istituto Italiano di Scienze Umane, the “Alma Mater Studiorum” – University of Bologna, the University of Siena and the University of Florence jointly announce the 29th cycle of the Ph.D. Programme in Political Science. Admission to the Ph.D. is regulated by a public selection procedure, according to the conditions below.

---

**Ph.D. PROGRAMME IN POLITICAL SCIENCE**

**Administrative Head Office:** Istituto Italiano di Scienze Umane, Palazzo Strozzi – 50123 Florence  
**Teaching Activities Offices:** Istituto Italiano di Scienze Umane, Palazzo Strozzi – 50123 Florence  
**Duration:** 3 years  
**Places:** 8  
**Scholarships:** 8  
**Deadline for the admission applications:** 4th October 2013, 23h00 (Central European Time).

**Date and venue where to put up the list of candidates admitted to the qualifying examinations:** 
The list of candidates admitted to the qualifying examinations will be put up by 31st October 2013 at the seats of the Istituto Italiano di Scienze Umane, Palazzo Strozzi, Piazza Strozzi – 50123 Florence, and it will be also published on the Istituto website: www.sumitalia.it. This will be the only official notification.

**The dates of the written and oral exams, that will be held at the seats of the Istituto Italiano di Scienze Umane, Palazzo Strozzi, Piazza Strozzi – 50123 Florence, will be published on the Istituto’s website by October 31st, 2013.**  
**This will be the only official notification.**

The written exam will be held in one of the following languages: Italian or English.  
The oral examination will concern knowledge and expertise of the candidate with respect to the aim of the program and will be held in English in order to assess the level of knowledge of the language.

**Responsible for the administrative implementation:**  
In the sense of Art. 4 of the Law n. 241 of 7 August 1990 and subsequent modifications and changes, the person responsible for the administrative implementation of this selection procedure is Mrs. Federica Codegone, Responsible ad interim of the Ufficio Servizi per la Didattica of the Istituto Italiano di Scienze Umane, based in Palazzo Strozzi, Piazza Strozzi – Florence.

The number of the places available might later increase in case of further grants supported by other Universities and public or private bodies, on the condition that the agreement regulating the funding of these additional grants will have been undersigned by the deadline of the present public selection, otherwise the additional places will be invalid. The relative administrative procedure, once completed, and the number of the additional grants will be published on the
website of the Istituto, provided that the deadline for the admission applications will remain unchanged.

Art. 2 Admission requisites
Anybody who, at the date of expiry for applications, will possess one of the following university degree, may apply to take part in the selection exams, without any age or citizenship limit:

- “Laurea specialistica” (second cycle degree achieved after completing five - or more - years of university studies, according to the provisions of the Italian D.M. 509/1999);
- “Laurea magistrale” (second cycle degree achieved after completing five - or more - years of university studies, according to the provisions of the Italian D.M. 270/2004);
- “Laurea vecchio ordinamento” (a university degree obtained prior the Italian D.M. 509/1999, after completing at least four years of studies)
- Equivalent degree obtained by non Italian universities.

Candidates holding a foreign university degree which has not yet been declared equivalent to an Italian degree must specifically request the College of Teachers of the Ph.D. Programme in Political Science to recognize its equivalence, for the sole purpose of admission to the Research Doctorate.
In this case, candidates should attach to the admission application form all documents necessary to the College of Teachers in order to declare the above mentioned equivalence. Such documents shall be properly translated and authenticated, together with Statement of Validity (Dichiarazione di Valore) issued by the Italian diplomatic representative officer based in the country where the degree has been released.
An additional number of non-EU citizens, already possessing both a qualification that is considered to have equal validity to be admitted to the Ph.D. Programme and, as well, an at least three year length grant, may be admitted, up to 50% limit of the available scholarship positions. The grant must have been issued by the Italian Government or by other national or international institutions, The College of Teachers will decide on the conditions for their admission, case by case.

Art. 3 Application for admission
Candidates must apply on line by following the enrolment procedure they can find on the website www.sumitalia.it/dottorati, attaching all the requested documents, by 4th October 2013, 23h00 (Central European Time). Any application sent after this date, will not allow admittance to the selection.
Documents and information requested: in order to apply, candidates are first requested to enroll themselves by inserting the required data and their email address. Once registration has been successfully concluded and notified to the candidates, they will receive further indications by email. Should they not be notified, within the following 24 hours, that they have successfully registered, they are kindly requested to contact the Segreteria Didattica of the Istituto, at the following email address: didattica@sumitalia.it.

Once enrolled, applicants will able to access their own online form any time, by inserting their email address and password in order to Log in. For example, they can fill the application form to some extent, save all the information already inserted and to reopen the procedure in any another moment. Candidates will be able to modify the information they already saved.
Only by completing the whole procedure, application forms, together with all the attached documents, can be effectively sent to the Istituto Italiano di Scienze Umane by pressing the key “Send”/“Invio”.

For assistance, applicants may call the Help Desk numbers that are to be found during the procedure.

In the application form, each candidate must state clearly and truthfully, under his/her own responsibility:
- his/her name and surname, date and place of birth, residence, address for the purpose of the selection exam, telephone number, email address;
- citizenship;
- the exact name of the Ph.D. Programme;
- the degree he/she possesses, with the indication of the date and the University where it was obtained, or an equivalent qualification received from a foreign University;
- the modern languages he/she knows;
- that he/she undertakes to attend the courses on a full time basis, in accordance with the programme fixed by the College of Teachers;
- that he/she undertakes to give immediate notice of any change of residence or address for the purposes of the selection exam.

The application form must be signed in original by candidates on the day of the written exam in order to be valid.

Disabled candidates or applicants with Learning Disability

In accordance with Law 5 February 1994, n. 104, disabled candidates or applicants with Learning Disability can expressly request, in consideration of their handicap, special requirements and, in case, additional time in order to complete the exam.

Disabled candidates are to be considered the following: applicants who are either total blind or who have a very limited sight capacity (not more than one unit of vision measure); applicants who are deaf either from the birth or who have become so before learning to speak; applicants with a disability equal or higher than 66%, duly certified in accordance with law 104/92. All these handicap typologies must be duly certified by proper medical authorities.

Students with Learning Disabilities are to be considered those candidates affected by: dyslexia, dysgraphia, dyscalculia, dysorthography. Applicants must be in possess of a certificate not older than three years, released either by doctors of the National Health System or by professionals.

Candidates affected by dyslexia, duly certified in accordance with Law n. 70/2010, will be given a 30% of additional time in order to complete the admission exams. Medical certificates must be delivered to the Segreteria Didattica, or sent by email to the address didattica@sumitalia.it or faxed to the number 055-2673356, by the deadline indicated in the announcement. In case the requested certificate arrived after the deadline, it will not be possible to guarantee the presence of the special requirements needed in order to complete the exams.

Personal data will be protected and treated with privacy, in accordance with D.Lgs. 196/2003.

Candidates should enclose their degree dissertation and a Curriculum Studiorum, which may be integrated by any further elements that may illustrate the candidate’s training and attitude to research (es. certificates, publications, etc.), including a thoroughly detailed description of the research project they intend to carry out during the three years of the Doctoral programme (max
Applicants are requested to write on the research project their name and surname and the title of the project itself.

**Art. 4 Introduction letters.**

The documents sent by each candidate must include also two introduction letters from scholars working in the fields connected with the Doctorate course. The letters must be signed, scanned and sent directly by the scholars to the email address: didattica@sumitalia.it. The object of the message will be: “Concorso dottorato Scienza Politica XXIX - Presentazione candidato (please write name and surname of the candidate)”. Should it not be possible to scan the letters, these can be sent by fax to the following number: 0039 055-2673356.

It is the applicants’ responsibility to make sure that the scholars will promptly send the introduction letters so that they may be strictly delivered by the deadline indicated in the Call for Applications (4th October 2013 time: 23h00 Central European Time).

Please note that in the field “Lettere di presentazione” of the online enrolment procedure, the candidate must simply insert a document (in one of the formats indicated by art. 5 of this public selection) with the names of the two scholars who will transmit the introduction letters, and the University they belong to.

**Art. 5 Transmission of the documents**

The requested documents (curriculum vitae, research project, etc...), that can be formatted as “.doc”, “.pdf”, “.jpeg” files, must be inserted through the appropriate online form by selecting the option “seleziona file”. If some documents are requested to be scanned (identity card, etc.), we recommend them to be black & white; should it not be possible for the candidate to scan them, they can be faxed to the following number: 0039 055-2673356, following the instructions of the online procedure and the online attached form. It is important to know that it is not possible to attach documents over 4 megabytes, although it is allowed to split a file of such big size into smaller documents which, in this case, will be properly titled and numbered.

**Art. 6 Admission exams.**

The Selection Exam Commission, which will be appointed by the Director of the Istituto Italiano di Scienze Umane upon proposal of the College of Teachers, will be composed by from 3 to 5 standing statutory members, and by as many substitute statutory ones, chosen among full professors of Italian and foreign universities, operating in the fields connected with the Doctorate course. The Commission may also include up to two experts, who anyway will not represent the majority of the Committee itself.

The Selection Commission proceeds to evaluate the applicants on the basis of their curriculum, their scientific qualifications and of the research project presented. Only the candidates who will receive a positive evaluation from the Committee will be admitted to the Selection exams. Such evaluation will not determine any marks useful to pass the exams neither can it be added to the average score obtained by the exams. Candidates non resident in Italy who are admitted to the Selection exams will receive a contribution equivalent to not less than 80% of their travel and accommodation expenses, that must be properly and duly documented (tourist class journey or equivalent, accommodation in hotels chosen by the Istituto Italiano di Scienze).
The admission exams will consist of one written exam, that will be held in Italian or English, and one oral exam, whose aim is to ascertain, through and attentive comparative evaluation, the candidate’s scientific research attitude and the candidates’ level of English.

The oral examination will concern knowledge and expertise of the candidate with respect to the aim of the program and will be held in English in order to assess the level of knowledge of the language.

In order to take the exams, candidates will be required to exhibit one of the following documents:
- identity card
- driving licence
- passport
- gun licence

Candidates who receive a mark of at least 40/60 in the written exam will be admitted to the oral one.

In order to pass the oral exam, candidates must obtain a mark of at least 40/60.

At the end of each session of the oral exam, the Commission will put up a list of the marks obtained by the candidates in the exam buildings.

At the end of the Selection exam, the Commission will draw up a general list of merit, adding up the marks obtained by candidates in the single exams. On equal merit, the preference will go to the younger candidate.

The acts of selection exam are public; access to them is allowed in accordance with Italian Law n. 241/1990 and subsequent modifications.

Art. 7 Admission to the courses
Candidates deemed eligible are admitted to the courses on the basis of the general list of merit, until the number of places offered is filled.

In the case of the withdrawal of a successful candidate within 60 days after the start of the programme, the next candidate in the rank order will be offered a place. It will be anyway the College of Teachers to decide if a later admission may be profitable for the candidate. In any case, a later admission will not be possible if more than 90 days have passed from the beginning of the Programme.

Non-EU citizens who do not possess a scholarship will be allowed to attend the courses under the same conditions as EU citizens.

Non-EU citizens who have a scholarship will be admitted to the Ph.D. programme under the conditions specified in art. 2.

An additional number of candidates who received a positive evaluation in the general list of merit, and who benefit from research grants, may be admitted, upon request.

Likewise, an additional number of candidates may be admitted, who passed the admission exam, and who benefit from research grants provided by the European Union, or by other European or international scientific institution.

A public employee who has been admitted to the Ph.D. is entitled to be put on study leave throughout the regular length of the course – unless he/she formally renounces to it - as it is provided for by the national collective labour agreement, his/her employers’ needs permitting, and in the sense of art. 2 of Italian Law 13th August 1984, n. 476 and subsequent modifications, either with or without grant, only in case he/she enrolls to a Doctoral Programme for the first time.
In case, after obtaining the Ph.D., the public employee decided to resign within the two following years, he/she is required to return the total amount the employer paid for him/her during the length of the doctoral Programme.

**Art. 8 Enrolment in the Courses**

Successful candidates, within 10 days from publishing the list of merit on the Istituto’s website, must present the following documents:

- enrolment application on paper bearing a revenue stamp (the document will be sent to successful candidates by mail by the administrative offices of the Istituto)
- passport size photo
- signed copy of an identity document

The application should include:

- a self certification of citizenship;
- a self certification of the degree obtained;
- a statement that the accepted candidate is not enrolled at the same time in another Doctorate course, in a Degree course, or in a School of Specialization, or in a Master course of another University. In case the accepted candidate was enrolled in a Degree course or in a School of Specialization, he/she undertakes to suspend his/her enrolment in the Degree course or in the School of Specialization for the entire duration of the Doctorate course;
- a statement that the candidate has not already received a Doctorate scholarship;
- a statement that the scholarship grant will not be combined with other grants awarded for any reason, except those granted by Italian or foreign institutions, to integrate the doctoral candidate’s research activity with study periods abroad.

**Art. 9 Scholarships**

The scholarship grants will be assigned to the most deserving candidates, following the order of the list of merit, up to a maximum of 8 scholarships.

The annual amount of the scholarship grant is € 13,638,47 (including insurance expenses). The amount of the grant will be increased by 50% in case of motivated periods of study abroad when these exceed 15 days, in accordance with Art. 3 of the Istituto’s “Regolamento per le missioni fuori sede”.

Payment of the scholarship grant is made in monthly instalments; if the doctoral student fails to continue the course, he/she will loose the right to receive the grant from the month following the manifestation of his/her intention to stop attending.

Anyone who has already received, even partially, a Doctorate scholarship from an Italian University, cannot receive a second one.

Ph.D. students may access all learning and scientific facilities available in the universities belonging to the Istituto’s network. During the periods of the courses, students are required to reside in Florence. For this purpose, they will receive free hospitality on the condition that their residence is:

- outside of the City or Town where courses are held;
- over 50 km distant from the venue where courses are held.

Both conditions must be met in order to receive free hospitality.

**Art. 10 Attendance and duties of the doctoral candidates**
Students enrolled in the Doctorate course are required to attend the courses on a full-time basis, and to carry out study and research for the whole three-year period according to the terms expressed by the College of Teachers.

Students enrolled in the Doctorate may also be engaged in teaching activities linked to the Ph.D., once these have been approved by the College of Teachers.

In the case of proven hindrances that interrupt attendance (illness, childbirth and maternity, military service or other serious, proven reasons) the doctoral candidate may request the suspension of attendance of the courses, with the consequent interruption of the payment of the scholarship grant, and an extension of the period of training.

The College of Teachers will decide on the suspension, case by case.

In the case that the student is engaged in any working activity (professional, employee, consultant), the College of Teachers will evaluate case by case the compatibility with the duties demanded by the Doctorate training.

Art. 11 Award of the title of Doctor
The title of Research Doctor is achieved by passing the final exam, which may be repeated once. The exam consists of the discussion of the dissertation presented by the candidate. The title of Research Doctor is undersigned jointly by the Director of the Istituto Italiano di Scienze Umane, by the Rector of the Alma Mater Studiorum – University of Bologna, by the Rector of the University of Siena and by the Rector of the University of Florence.

The Istituto takes care of depositing a copy of the dissertation at the libraries of Rome and of Florence.

Art. 12 Final norms
The Istituto Italiano di Scienze Umane, in accordance with the D.Lgs 30/06/2003, n. 196, undertakes to use the candidates’ personal data for the purposes of the Selection and for institutional reasons only.

For anything not specified in the present exam announcement, reference should be made to the provisions of the laws and regulations regarding the subject.

The present exam announcement will be published on the Istituto’s website www.sumitalia.it, on the Euraxess’ website, and on the MIUR’s website (the Italian Ministry of Education, University and Research).

Florence, August 2nd 2013

The Director of the Istituto Italiano di Scienze Umane
Prof. Mario Citroni