

*Università degli Studi della Tuscia**Il Rettore*

HAVING REGARD TO art. 4 of Law of 3 July 1998, no. 210 on PhD Programs;

HAVING REGARD TO Ministerial Decree No. 270 of 22 October 2004 on amendments to the regulations concerning the academic independence of universities, approved with Ministerial Decree 509/1999;

HAVING REGARD TO Ministerial Decree no. 45 of 8 February 2013 "Regulation laying down rules for accreditation of doctoral venues and courses and criteria for the establishment of doctoral programs by accredited bodies";

HAVING REGARD TO the Regulations of PhD courses of the University of Tuscia - Viterbo, issued by Rector's decree no. 713/13 of 17 July 2013;

HAVING REGARD TO ministerial note no. 0011677 of 14 April 2017 "Guidelines on accreditation for PhD Courses";

HAVING REGARD TO ministerial note no. 0012311 of 21 April 2017 regarding operational guidelines on accreditation procedures for doctoral programs for the XXXIII cycle;

HAVING REGARD TO the resolutions of the Academic Senate at its meeting on 5 June 2017 and of the Board of Directors of the University of Tuscia - Viterbo on 6 June 2017, concerning the establishment of PhD courses - XXXIII cycle, with administrative site at the University of Tuscia and the funding of the related scholarships;

HAVING REGARD TO Ministerial note no. 19415 of 10 July 2017 confirming the PhD courses already accredited by Ministry of Education, Universities and Research and the new courses established for the academic year 2017/18

HEREBY DECREES**Art. 1 - Call for application**

The University of Tuscia announces a call for admission to the 33rd cycle of PhD Programmes, academic year 2017/18:

Ph.D. Courses	Places with grant	Places without grant	Reserved with grant Candidates awarded with a foreign institution degree	Specific categories
European and Global Markets Law. Crisis, Rights, Regulation	2	1		3 (a)
Ecology and Sustainable Management of Environmental Resources	8	2		
Economics, management e quantitative methods	5	1		
Engineering for Energy and Environment	5	3	2 (b)	2 (c)
Plant and Animal Science	6	1		
History and Cultural Heritage	4	0		
Science, Technology and Biotechnology for Sustainability	9	1		

(a) Positions reserved for employees of Companies active in high qualification activities (Industrial PhD)

(b) 1 position reserved to foreign candidates within the framework of the academic and scientific cooperation agreement between New York University – Tandon School of Engineering and Tuscia University
1 position reserved to foreign candidates graduated abroad

(c) Positions reserved for employees of Public Research Institute



Attachment A, which is an integral part of this selection announcement, for each Ph.D specifies the Program, the subjects, duration, the administrative Department, number of available places and fellowships, curricula, admission exam and schedules, location and any other useful detail.

Ph.D. Programs last at least three years, terminate with the PhD thesis that has to be defended within April of the year following the PhD conclusion.

The PhD degree is awarded by the Rector after completion of the PhD program and passing the final exam.

The official call for application and admission are published on the University of Tuscia official register (Albo Ufficiale di Ateneo) and are available on the website address www.unitus.it > "Didattica" > "Dottorati di Ricerca".

This call for application is to be considered as an official notification to all intents and purposes.

Applicants will not receive any correspondence from the University. All possible variations will be available online on the University website www.unitus.it ("Didattica" > "Dottorati di Ricerca").

Art. 2 - Admission Requirements

Applicants of any nationality and age can submit their application by providing the following requirements:

- a degree awarded in an Italian University prior to Ministerial Decree 509/99;
- a specialized or a master university degree awarded in an Italian University (second level degree pursuant to Ministerial Decree 509/99 and Ministerial Decree 270/04, i.e. *laurea magistrale* or *laurea specialistica*)
- international academic qualifications, awarded in a University, suitable for admission to a Ph.D. Program.

Candidates who graduate within 31 October 2017, can apply. They have to email Ufficio Offerta Formativa (dottorati@unitus.it), attaching their degree.

The Selection Committee may assess qualifications before 31 October 2017 on the base of testing dates.

Candidates already enrolled in a PhD Program can attend, after passing the admission examination, a different PhD course without fellowship, renouncing to the previous PhD Program and starting from the first year.

Candidates who have already obtained a Ph.D. Degree cannot apply for the same Program or for a program with a similar field of research. Those who have already awarded a Ph.D. scholarship cannot benefit a second one.

At any time the exclusion from the competition for lack of requirements can be ordered, even after the exams, with motivated decision.

Art. 3 - Admission of candidates graduated abroad

The selection is open to candidates possessing an academic qualification, awarded in a foreign University, equivalent in duration and contents to the required Italian academic qualification. The admission is nevertheless submitted to the Selection Committee's evaluation for the sole purpose of admission to the selection procedure.

The foreign degrees equivalence must be required in the application form, by attaching the following documents:



1. A certified copy and an official translation of the academic qualification required, validated by the competent Italian Representative for the territory, together with a Consular Declaration of equivalence (*Dichiarazione di Valore in loco*) or comparability statement for foreign qualifications issued by the ENIC-NARIC center;

2. Certificate issued by the competent academic authority duly authenticated by the diplomatic/consular representative – certifying the exams passed and, the hours of theoretical and practical teaching required for the achievement of the title, for each subject.

The Declaration of equivalence must indicate the final grade as well as the adopted grading system; if not indicated, the minimum grade will be considered for the overall evaluation. It must also state that the foreign academic qualification allows to be admitted to Ph.D. courses in foreign countries.

or

an original or a certified copy of the *Diploma Supplement* (in English) produced by the University that issued it.

If the "*Dichiarazione di valore in loco*" or the *Diploma Supplement* are not provided at the time of application, candidates will be provisionally admitted; the documentation must in any case be provided within the 30 September 2017, pain of exclusion from the Ph.D. program.

3) copy of a valid document.

The results of the equivalence assessment carried out by the Selection Committee will not be communicated directly to the candidates, but they will be published exclusively on the University website address www.unitus.it > "*Didattica*" > "*Dottorati di Ricerca*".

Art. 4

Candidates with disabilities or with Specific Learning Difficulties

Candidates with disabilities (DIS) or with Specific Learning Difficulties can ask to benefit from the specific supports provided by law for the purpose of taking the admission examination.

The applicants are required to submit their request when applying for the test and to attach the documents certifying their disability or specific learning disorder in order for the University to be able to assess their request and properly organize the service.

The disability certification must be issued by the public health authority responsible for the area, according to Law no. 104/92.

The DSA diagnosis must

- be compliant with the criteria set by the Consensus Conference (2011);
- contain the nosographic codes, the express name of the specific learning difficulty in question, contain the information necessary to understand the individual characteristics with indications of areas of strength and weakness;
- in addition, it must have been issued by units of National Health Service or by institutions or professionals accredited by the Regional Governments and be no more than three years old if issued before the candidate became of age (art. 3 of Law no. 170/2010 and subsequent State- Regions agreement of 24/07/2012).



Ar. 5 - Application form

Candidates participating in the competition must submit the application to the Rector of *Università degli Studi della Tuscia* **within the September 5, 2017, at 12 p.m.**

Applicants must complete an application form (Annex B) available at the website address www.unitus.it > "Didattica" > "Dottorati di Ricerca".

The application form must be received by the Università degli Studi della Tuscia under penalty of being excluded from the selection, as follows:

- **by hand to the Ufficio Protocollo:** via S. Maria in Gradi n. 4 – 01100 Viterbo - opening hours: from Monday to Friday, from 9.30 a.m. to 12.30 p.m. – Tuesday and Thursday afternoon from 15.00 to 16.30 p.m.;

- **by registered mail with return receipt** to the following address: via S. Maria in Gradi n. 4 – 01100 Viterbo. Receipt of applications will be validated by post office date stamp.

The candidate's personal data and the name of the chosen PhD programme for which the candidate is applying must be shown on the envelope. Each envelope may contain only one application with its relevant documentation.

- **transmission by certified email (PEC)** to the address: protocollo@pec.unitus.it from a certified personal (PEC) email address of the candidate. The certified e-mail must contain as subject the following writing: "Selection Application for the admission to PhD courses";

- **by swift delivery service, delivery agencies, authorized courier** to the following address: via S. Maria in Gradi n. 4 – 01100 Viterbo.

The documents listed hereunder must be attached to the original printed and signed application form, under penalty of exclusion:

- a copy of a valid ID document
- a copy of the Residence Permit (for non-EU candidates who have it already);
- a copy of the medical certificates supporting requests by candidates with disabilities or with learning difficulties who require help.

In the application form, available in Italian and English, candidates have to declare under their responsibility:

- personal information: surname, first name, tax code (for Italian nationals only), date and place of birth, citizenship, residence and domicile elected for the purposes of the competition;
- should candidates possess dual nationality, one of which is for a EU member state, they may opt for EU citizenship;
- EU and foreign nationals should indicate an Italian domicile if possible, or the address of their Embassy in Italy, elected as domicile;
- the exact title of the competition which candidate is applying for;
- graduates: university degree, date it was obtained and name of the awarding university, or foreign degree;
- undergraduates: university degree candidates are attending, expected date it will be obtained and name of the awarding university (whether in Italy or abroad);
- foreign languages known.

Applications sent to affiliated universities will not be accepted.

Each application may refer to a single PhD Program or a single PhD School.



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The application form must be accompanied by :

- *curriculum vitae et studiorum*;
- an electronic copy of the thesis (CD-ROM)
- self-certification indicating degree held, or self-certified proof of enrolment attesting the degree that candidates are attending;
- publications;
- participation in research project;
- research project proposed by the applicant, to be discussed in the oral examination;
- any further documentation specifically required by the single Ph.D. Programs;
- tax code (for Italian nationals only).

Candidates must promptly notify any change of the residence or domicile elected for the purposes of the competition.

Candidates holding a foreign university degree, or that will be obtained within the date of the first examination, must attach the necessary documentation to enable the Selection Committee to decide on the eligibility.

The University Administration offices will assume no responsibility for misdirected communication due to incorrect residence or domicile information provided by candidates or for absent or late notification of any changes. The University Administration offices will bear no responsibility for any postal errors in communication due to circumstances beyond their control.

Candidates with disabilities must specify in their application the help required in relation to their disability, in accordance with Law no. 104 of February 5th, 1992.

Foreign candidates are exempted from the payment of the fee provided for the selection

Art. 6 - Entrance examination

The admission exam consists in a comparative selection, based on the evaluation of qualifications and/or exams, with the aim of testing the candidates preparation and abilities in scientific research.

If non indicated in Annex A (*Allegato A*), the exam schedule is published on the University website ("*Didattica*" > "*Dottorati di Ricerca*") in accordance with the provisions specified in the attached PhD forms.

Applicants will not receive any convocation notice from the University.

Candidates who are not resident in Italy may choose the option of a video conference interview, via Skype, by requiring this option. The video conference form is available on the University website.

Candidates who intend to participate in a video conference interview must add their own Skype account which will be used by the Selection Board to video call the candidate. The latter must be available at that address, on the established day and time.

Before the interview, candidates must show the ID they have attached to their application form for the purpose of identification. Failure to do so will result in exclusion from the selection process as any of the following: if candidates fail to be available online, or are unavailable on the arranged day or at the arranged time, or fail to show a valid ID.



Each candidate can obtain a maximum of 80 points for the exam. The form published for each PhD course shows the points awarded in each test, the criteria for assigning them and the threshold scores.

During the entry examination the Selection Committee may test foreign languages skills declared by the candidates.

Candidates must show a valid ID document to attend the examination.

Art. 7 - Industrial PhD

For some programs, positions of industrial PhD are available and reserved to employees of companies which have an agreement with the University and involved in high level qualification. The positions will be assigned according to the merit ranking.

Art. 8 – Admission Board

The Admission Boards will be nominated in compliance with current regulations.

The composition of each Selection Committee will be published on the University website address www.unitus.it > “Didattica” > “Dottorati di Ricerca”.

Art. 9 - Ranking list and admission procedures

The final merit-based ranking list for each PhD course is approved by Rector decree. In case of PhD courses structured in different curricula, the Rector approves a final merit-based ranking list for each different curriculum. Candidates are admitted to the PhD courses according to the final merit-based ranking lists until coverage of the number of positions opened has been completed. If selected candidates withdraw from the course, their positions will be assigned to qualified candidates according to the order of the list.

The merit-based ranking lists will be published on the University website address www.unitus.it > “Didattica” > “Dottorati di Ricerca”.

This publication is the sole official communication. Candidates will not receive any personal communication concerning the merit-based ranking list.

Art. 10 - Enrolment Procedure

Selected applicants must enroll within 7 working days from the date of notification of admission to the PhD Program. Only applications received within the term of 7 working days will be accepted.

Enrolment procedures and registration forms are available on the University website address www.unitus.it > “Didattica” > “Dottorati di Ricerca”.

If candidates withdraw from the course within one month from its beginning, the remaining vacant places will be reassigned to the next candidates in the merit ranking list. If candidate benefits of a fellowship, he/she will not be required to pay back the rates already received. The remaining part of the fellowship will be reassigned by the University to another PhD candidate without a fellowship, already enrolled in the course, according to the ranking list.



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The candidate that is included in more than one ranking list will have to choose only one Ph.D Course. In this case, the remaining vacant places will be reassigned to next candidates in the merit ranking list, who will be informed by e-mail.

Selected non-EU citizens resident abroad, once enrolled and paid the fee required, must submit a photocopy of the permit of residence or a copy of the request made to the Police Headquarter-Immigration Office.

Art. 11 - Fellowships

Fellowships will be awarded in accordance with each PhD ranking. In accordance with the Italian Minister Decree dated 18th June, 2008, the gross amount of the fellowship is 13,638.47 Euros per annum – from this amount a percentage will be deducted as INPS (National Social Welfare Institute) contribution paid by the PhD student. Fellowship taxation is regulated by article 4 of the Law number 476 dated 13th August, 1984.

In case of two or more candidates of equal merit, the evaluation of their economic situation will prevail in compliance with the Presidential Decree of the Council of Ministers of 5th December 2013, no. 159. In case of a further equal result, the younger candidate will prevail.

The use of a fellowship is compatible with other income, as long as the latter does not exceed the set ceiling figure indicated annually by the Board of Directors. For the year 2017, the gross limit set to personal income is 14,000 Euros per annum.

The fellowship will be granted for the entire duration of the PhD program and it is confirmed only in case of admission to the next year course, according to the decision of the Board of Professors

The fellowship will be increased of 50% during an eventual authorized stays abroad. Study periods abroad cannot exceed 18 months.

The fellowship starts at the beginning of the PhD program and is paid in monthly rates.

~~The PhD candidates cannot benefit from than one fellowship, except for those awarded by national and international institutions to support Ph.D. students training periods abroad.~~

Fellowships awarded by the *Università degli Studi della Tuscia* cannot be combined with a research fellowship (assegno di ricerca). Individuals who have benefitted from a previous Ph.D. fellowship (entirely or in part) cannot be awarded with a second one, unless the amount received for the previous has been returned.

Fellowships are not compatible with specialist training contracts, in accordance with Legislative Decree of 17th August 1999, no. 368 and with apprenticeship contracts in accordance with Legislative Decree N. 276/2003 Article 50.

Starting from the second year, the fellowship will have at least a 10% increase, for research activities concerning the PhD program, in Italy and abroad. Should the student be excluded from the renewal of the fellowship, or renounce to it, the amount not allocated will be available again for the same purposes.

Art. 12 - Incompatibility

Candidates participating in a Ph.D. course cannot enroll at other undergraduate and postgraduate degrees, Italian University master courses, other Ph.D. courses and specialized courses organized by private institutes pursuant to art. 17, paragraph 96, Law 127/1997.



Upon registration, the candidate enrolled in one of the above mentioned courses must, within fifteen days, regularize his position for enrollment, on pain of exclusion from PhD program.

Art. 13 - Tuition and fees

At the enrollment, all Doctoral students are required to pay €156,00, as specified below:

- Regional tax for the right to study: €140.00
- stamp duty €16.00

Students with recognized disabilities equal to or greater than 66% and students awarded or eligible for a scholarship for the a.y. 2017/2018 granted by the Lazio Region for the Right To Education are exempted from paying the university fees and the regional tax.

Art. 14 - Rights and duties of Ph.D. students

Admission obliges students to attend full time the PhD program.

PhD students must regularly attend courses and carry out all researches and study activities assigned by the relevant Department of the University, according to the procedures set out by the academic board of the PhD program.

By asking the Doctoral Course Coordinator and the program tutor, Ph.D. students may apply for study periods in Italy and abroad in order to carry out their research program and/or to present research outcomes in scientific assemblies.

Upon authorization of the Board of Professors and excluding any fellowship increase, as part of the program, Ph.D. students can carry out tutoring activities for students of Bachelor and Master degree courses as well as integrated teaching activities, with a limit of 40 hours per academic year, for the first three years. Afterwards the limit of 40 hours is cancelled.

Art.15 - Interruption of studies

PhD students may request a suspension of frequency to attend *Tirocinio Formativo Attivo* (Active Internship Programme) for maternity, illness or any other serious and documented reason. In case of maternity, interruption of studies is mandatory.

If the interruption of studies is longer than 30 days, the fellowship will be suspended.

The application must be submitted to *Ufficio Offerta Formativa*. The office will forward the application to the Board of Professors for the evaluation. The months of suspension must be recovered so that the total duration of the course is the same for all students.

Art. 16 - Final Examination

The PhD degree is awarded upon completion of the PhD course, when the final examination is passed and after presenting a written thesis (PhD thesis) that provides an original research, developed with certainty of method and leading scientific relevance results.



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Art. 17 - Treatment of Personal Information

In accordance with Article 13 of the Legislative Decree no. 196 dated 30th June, 2003 - "*Personal Data Protection Code*" – the personal data supplied by the candidates are stored at the *Università degli Studi della Tuscia di Viterbo*, *Ufficio Offerta Formativa* – for purposes relating to the selection procedure and electronically handled.

Art. 18 - Procedure Manager

According to Law no. 241 of 7 August, 1990, the Manager of this procedure is Mr. **Paolo A. Capuani**, *Offerta Formativa Office* of Tuscia University, via S. Maria in Gradi n. 4, Viterbo (dottorati@unitus.it).

The candidates are entitled to exercise the right to access to the acts related to the procedure according to the current law.

The request, addressed to the Rector of the University of Tuscia, must be sent to *Offerta Formativa Office* – via S. Maria in Gradi n. 4, 01100 Viterbo.

Art. 19 - - Final provisions

All matters not included in the present announcement call will be governed by the University Regulations on PhD Programs and by the relevant national laws.

This is a translation of the Selection Announcement for PhD Courses. Its purpose is to provide foreign students with necessary information. In the event of disputes or disagreements, the Italian version of this call prevails.

Viterbo, 2/08/2017

The Rector
Prof. Alessandro Ruggieri

PAC/