



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

HAVING REGARD TO art. 19 of Law no. 240 of December 30, 2010;

HAVING REGARD TO the Ministerial Decree no. 45 of February 8, 2013;

HAVING REGARD TO the Ministerial Decree no. 1061 of August 10, 2021, which gave access to the funds for the project PON "Ricerca e Innovazione" 2014-2020 – Action IV.4 "Dottorati e contratti di ricerca su tematiche dell'innovazione" and Action IV.5 "Dottorati su tematiche green", in favour of subjects with active and accredited PhDs for the 37th cycle, as well as national PhDs;

HAVING REGARD TO the positive results of the ANVUR assessment procedures for the XXXVII cycle;

HAVING REGARD TO the "Procedures for entry, residency and enrolment at higher education institutions for students requiring visas for higher education courses in Italy, for the academic year 2021/22" - Part VII: "Enrolment in other study course" (16 April 2021);

HAVING REGARD TO the ministerial note no. 7403 of March 16, 2021;

HAVING REGARD TO the University regulations in matter of PhD;

HAVING REGARD TO the Resolution of the Scientific Research Committee of September 28, 2021;

HAVING REGARD TO the Resolution of the Board of Directors of September 30, 2021;

WITH THE CONDITION that all possible modifications, amendments and integrations to the present call will only be communicated on the University website at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo>

## DECREES AS FOLLOWS

### Art. 1

#### Call for application

1. Tuscia University of Viterbo announces for the academic year 2021-2022 (PhD 37<sup>th</sup> Cycle), the competition based on academic qualification and admission test for PhD positions with scholarship with restriction topics funded by the Programma Operativo Nazionale (PON) Project "Ricerca e Innovazione" 2014-2020 – Action IV.4 "Dottorati e contratti di ricerca su tematiche dell'innovazione" and Action IV.5 "Dottorati su tematiche green".



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2. These scholarships are additional to those already provided for cycle XXXVII, and put on call for application with D.R. n. 370/2021 of July 02, 2021 and are funded until December 31, 2023. For the period after December 31, 2023, the financial resources relating to the stock exchanges additional fees in question will be financed by Tuscia University of Viterbo on its own resources, or on resources deriving from agreements with public or private subjects, national or foreign, in possession of requisites of high cultural and scientific qualification, structures and suitable equipment.

3. All PhDs have three years duration.

4. The PhD positions to which the call applies foresee:

- a) a mandatory research period spent in a company between six (6) and twelve (12) months;
- b) an optional research period spent abroad between six (6) and twelve (12) months. Such period has to be conducted within the first two years of the PhD (by December 31, 2023).
- c) **Attachment A**, considered integral part of the call for application, is a list of the PhDs the call concerns.

It reports the number of positions with scholarship available, the selected research topics and details on the admission exams: the admission procedures and evaluation criteria, the duration of the research activity in Company in partnership with Tuscia University and the duration of the research period abroad.

The PhD Program Information Sheet (Annex A) of each PhD Program are published on the University website at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo> web page.

## Art. 2

### Admission requirements

1. Applicants of any citizenship and age can participate to this Call for Application, provided that they meet one of the following requirements:

- a) a degree awarded by an Italian University prior to Ministerial Decree 509/99, i.e. laurea vecchio ordinamento (L);
- b) a second level degree awarded by an Italian University (pursuant to Ministerial Decree 509/99 and Ministerial Decree 270/04, i.e. laurea magistrale (LM) or laurea specialistica (LS));
- c) a Master's degree level or other equivalent academic qualification of second cycle level awarded by an officially recognised foreign university and granting access to PhD studies.

2. Applicants whose degrees will be awarded after call deadline may apply under the condition that their qualification is obtained **within October 31, 2021**. Should they not obtain the qualification within the established deadline, they will not be admitted to the PhD Program.

Applicants who apply under the condition of receiving their qualification from an University, shall submit a self-declaration with the list of exams passed (all the exams in their "corso di laurea magistrale" or "corso di laurea a ciclo unico"), with grades and credits.



3. Candidates already enrolled in a PhD Program can attend, after passing the admission examination, any other PhD course, renouncing to the previous PhD Program and starting from the first year.

Candidates who have already obtained a PhD Degree cannot apply for the same PhD Program or for a program with a similar field of research.

### Art. 3

#### International qualifications

1. In order to be considered eligible to apply within this call for PhD admission, higher education degrees awarded by foreign universities must be assessed equivalent to an Italian second level degree (Art. 2, point a) and b). The Admission Board (Art. 7) will carry out a comparative assessment of qualifications in order to award, for the sole purpose of admission to this selection process, the recognition of eligibility of international qualifications.

2. Applicants who hold international qualifications must therefore upload within the online application procedure the following documents:

a) first and second cycle degree diplomas - Bachelor's and Master's Degree level that allow admission to PhD level/3rd cycle studies in the home country, awarded by a recognized academic Institution, with final mark;

b) transcript of records of both first and second cycle Degree with complete grading;

c) any other document useful for the recognition of eligibility (such as the Diploma Supplement or the Dichiarazione di valore in loco issued by the University or the Italian embassy/consulate in the country where the degree was issued, respectively; or a certification of eligibility issued by ENIC NARIC Centres);

3. Failure to provide the documents listed in points a) and b) will result in the exclusion from the selection procedure.

Applicants who apply under the condition of receiving their qualification from an University, shall submit the transcript of records with the list of exams passed (all the exams in their "corso di laurea magistrale" or "corso di laurea a ciclo unico"), with grades and credits.

4. Recognition results of eligibility will not be communicated to applicants. Results will be published exclusively on the PhD Programmes website at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo> web page.

### Art. 4

#### Application and deadline

1. The application must be completed **by November 8, 2021, at 2.00 p.m. (CET)**.

2. Applications must be submitted only through the online platform available at <https://studenti.unitus.it/Workflow2011/Logon/Logon.aspx?ReturnUrl=%2f> webpage.



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Applicants must register on Portal Student (Portale dello Studente) platform first to get the credentials (username and password) to access the sign-up process.

Detailed instructions are available at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo> webpage.

Qualifications and documents required by the chosen PhD program and indicated in the Program Information Sheet (**Annex A**) must be uploaded within the application, under penalty of exclusion from the selection. All documents must be uploaded in PDF format file.

At the end of the online application procedure candidates must pay a € 25,00 application fee either directly by credit card (preferable option for applicants residing abroad) or print the PagoPA bulletin and pay at banks, post offices and authorized stores. This payment is compulsory for each application submitted, under penalty of exclusion from the selection.

3. Applications received by email or by any other way than the online platform will not be taken into consideration.

Application submitted beyond deadline will be not taken into consideration and applicants will be excluded from the selection procedure.

In case of application to more than one PhD Program, each application must be accompanied by the relevant qualifications and documents required.

Applicants with a disability can benefit from a 50% additional time.

Upon request, applicants with specific learning disorder can benefit from a 30% additional time.

These requests must be submitted following information available in the online application procedure.

3. Applicants are kindly invited to submit their application well in advance before the deadline.

Applicants are responsible for verifying the correct completion of the online procedure. After the submission is completed on the online procedure it is not possible to make changes or to add documentation.

Complaints pertaining to any system malfunctioning due to website traffic overload close to deadline will not be accepted.

## Art. 5

### Conditions for the effectiveness of the call for application

1. Enrollment in the PhD program and the simultaneous assignment of the scholarship is subject to the outcome of the verification process conducted by Ministry for Universities and Research (MUR) pursuant to art. 3 of Ministerial Decree 1061, relating to the coherence and compliance of the research project submitted with the thematic areas subject to the topics of Innovation and Green Sustainability.

In the event of a negative outcome, the scholarship will not be funded, and enrollment will not be allowed.



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## Art. 6

### Entrance examinations

1. The entrance examination, aimed at assessing applicant's attitude to scientific research, will be carried out according to the criteria outlined in PhD Programme Information Sheet (**Annex A**). Candidates have to prove the knowledge of a foreign language.

2. Entrance examinations will take place online, via Google Meet or Skype, in a manner that will be communicated promptly to the candidates and published on the website of the University.

To this end, candidates must provide a personal email address and guarantee the use of a webcam, in order to allow the Selection Board to identify them. The applicant 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.

The absence of the candidate on the day and time of the exam will be considered as a waiver of the exam itself, whatever the cause.

If the number of candidates will not permit a single-day exam session, it will be continued over in the following days; the schedule will be published on the University website.

3. Any change in the date, timetable or location of the exams will be published on the university website mentioned above; applicants will not receive any convocation notice from the University.

## Art. 7

### Admission Boards

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

Admission Boards, one for each PhD Program, are responsible for the whole selection and evaluation procedure, from the eligibility step to the interview and the drafting of ranking list.

Boards composition will be published on the PhD Programmes website at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo>

webpage after the Call for Application deadline.

2. The first action of the Admission Boards is to decide, if not already specified, the criteria and the procedures for evaluating the applications.

3. After completing the competition admission tests, the Selection Committee lists the ranking of successful candidates, drafted by the sum of each mark obtained by the candidates in the admission exams



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The rankings will report the sum of all the marks obtained by the candidates, and the indication of the eligibility of each candidate for the specific research topic. In case of scrolling of the ranking list the specific scholarship on a specific topic will be assigned to the first candidate in a suitable position for said topic.

4. Eventual scholarships on a specific topic that will not be awarded by the Selection Committee will result in a reduction of the number of scholarships foreseen in the call for application.

### **Art. 8**

#### **Admission to the PhD Programs**

1. The official merit ranking for each PhD course is approved by Rector decree  
Applicants are admitted to the PhD Programme according to their ranking until coverage of the number of positions has been completed.
2. A candidate admitted contemporarily to two or more PhD programmes must choose only one to attend.
3. Candidates who already have a PhD diploma can be admitted, after having passed the examinations, to another PhD programme, only if the scientific sectors of the two programmes are different. They cannot be awarded the doctoral fellowship twice.
4. The merit-based ranking lists will be published on the University website at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo> web page.  
This publication is the sole official communication.

### **Art. 9**

#### **Enrolment Procedure**

1. Once admission procedures have ended and have been approved, the candidate ranking will be published on the Tuscia University website at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo> web page.  
At the same time as the ranking is published, a notice will be sent to successful candidates at the e-mail address indicated during the application process.  
The communication will contain the procedures and deadline to complete the enrollment process. Successful candidates who do not respect these procedures will lose the right to their place, which will be offered to the next-ranked candidate.  
If candidates withdraw from the course, the vacant places will be reassigned to the next candidates in the merit ranking list.



2. To enroll in a PhD course is necessary to follow the instructions at <http://www.unitus.it/it/unitus/post-lauream1/articolo/pon-ricerca-innovazione-2014-2020-risorse-fse-react-eu-xxxvii-ciclo> webpage.

To complete the enrollment procedures, students holding a foreign degree will have to present:

- a) certification of the degree, including the exams with marks translated and legalized in Italian or English (unless not already presented during the application process).
- b) Diploma Supplement or Declaration of Value of the Master's degree provided by the Italian Consular Authority in the country where the degree was obtained, or by another authorized Body (unless not already presented during the application process).

3. 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 Offerta Formativa Office.

4. The PhD courses will last no less than 3 year and will start **on 01 January 2022**.

#### **Art. 10 PhD Scholarships**

1. In accordance with the Italian Minister Decree of June 18, 2008, the gross amount of the fellowship is 15.343,18 Euros per annum – from this amount a percentage will be deducted as INPS (National Social Welfare Institute) contribution paid by the PhD student. Scholarship taxation is regulated by article 4 of the Law no. 476 of August 13, 1984.

In case of two or more candidates of equal merit, the younger candidate will prevail.

3. The use of a scholarship 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 2022, the gross limit set to personal income is 14.000,00 Euros per annum.

The scholarship 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 scholarship starts at the beginning of the PhD program and is provided on a monthly basis, subject to the report on the activities conducted, every two months, subject to the submission of the documents foreseen by art.11, paragraph 1.

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

Scholarship 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.

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

5. The scholarship will be increased of 50% during an eventual authorized stays abroad. Study periods abroad cannot exceed 12 months, to be conducted by December 31, 2023.



6. Starting from the second year, the scholarship 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 scholarship, or renounce to it, the amount not allocated will be available again for the same purposes.

#### **ART. 11**

#### **Report of the PhD activities**

1. Students winners of the PhD must present a report on the activities conducted every two months, on the platform <https://dottorati.miur.it> filling the form provided. Each PhD student will have to write a report indicating the time commitment (divided into months in the company, on site, abroad, if applicable) and a summary of the main activities. It will be the responsibility of the Coordinator of the PhD programme to verify and validate the report, through the same platform.

2. Students must also prepare an annual report on the activity conducted, drafted according to the forms provided by Ministry for Universities and Research (MUR). The Coordinator of the PhD will transmit the reports on the platform online, on an annual basis except for the last year of PhD, together with the report drafted by the Board of Professors for Cycles 37 containing the evaluation of the activity conducted by the student and the possible access to the following year.

3. At the end of the PhD and within 30 days from the dissertation, students must provide an annual report on the activity conducted, drafted according to the forms provided by MUR, which will be sent to the PhD coordinator, together with the report drafted by the Board of Professors for Cycles 37 containing the evaluation of the activity conducted by the student during the three years of PhD, a copy of the dissertation complete with the forms provided by MUR and the report of the dissertation Committee.

#### **Art. 12**

#### **Incompatibility**

1. Enrolment in a PhD Program is incompatible with enrolment in other undergraduate and postgraduate degrees, Italian University master courses, other PhD Programmes and specialised courses organised by private institutions pursuant to art. 17, paragraph 96, Law 127/1997.

Applicants registered in any of the above-mentioned courses must comply with the PhD enrolment requirements within 15 days from enrolment, under penalty of exclusion from the PhD program.

#### **Art. 13**

#### **Tuition fees**

1. 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





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2. Students with recognized disabilities equal to or greater than 66% and students awarded or eligible for a scholarship for the a.y. 2021/22 granted by the Lazio Region for the Right to Education are exempted from paying the regional tax.

#### **Art. 14**

##### **Rights and duties of Ph.D. students**

1. Admission to Doctoral Programme obliges PhD students to full time attendance of the PhD Programme.

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 Professors's board of the PhD program.

2. PhD 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.

4. PhD students may carry out tutorial activities for undergraduate and postgraduate students, as well as supplementary teaching activities as part of their training project; these activities are not eligible for an increase of scholarship. All activities must be previously authorised by the Doctoral Board for a maximum of forty hours per academic year.

#### **Art. 15**

##### **Final examination**

1. At the end of the doctoral training, PhD students shall take a final examination in which they need to demonstrate to have achieved results of scientific relevance by submitting a written thesis.

2. In order to be admitted to the final examination, candidates shall submit their doctoral thesis by the set deadline. Terms and conditions for admission to the final examination and for thesis submission are announced every year.

#### **Art. 16**

##### **Personal Data**

1. Personal information and documents provided by applicants will be treated by the University respecting the discipline described at <http://www.unitus.it/it/unitus/footer/articolo/privacy1>

#### **Art. 17**

##### **Procedure Manager**

1. According to the Law no. 241 of August 7, 1990, the person responsible for the selective procedure is Mr. Paolo A. Capuani, Head of Offerta Formativa Office, via S. Maria in Gradi n. 4, Viterbo ([dottorati@unitus.it](mailto:dottorati@unitus.it)).



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## **Art. 18** **Final provisions**

1. For matters not explicitly mentioned in the present Call for Applications, please refer to:

- Law no. 210 of July 3, 1998;
- Law no. 240 of December 30, 2010;
- DM no. 45 of February 8, 2013;
- University Regulations in matter of PhD;
- Ministerial Decree no. 1061 of August 10, 2021.

2. This is a translation of the Call for Application 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.

The Rector  
Prof. Stefano Ubertini