



**UNIVERSITY OF SIENA
DOCTORAL PROGRAMS**

This document cannot be used for legal purposes and is only meant to provide information in English on the call for applications. Please refer to the official announcement published on <http://dottorati.unisi.it/bandi>
Admission requirements for each Doctoral Program are specified in the relevant regulations for participation at the web page <http://dottorati.unisi.it/bandi>
General information is given below.

ADMISSION REQUIREMENTS AND APPLICATION

Admission to the Doctoral Programs is open to persons of any age and citizenship holding an Italian "diploma di Laurea" awarded according to the university rules prior to Ministerial Decree no. 509/99 (4 years) or a "Laurea specialistica" (3+2 years) awarded according to Ministerial Decree no. 509/99 or a "Laurea magistrale" (3+2 years) awarded according to Ministerial Decree no. 270/04 (please see "Requisiti di partecipazione" indicated for each Doctoral Program) or an equivalent foreign degree of equivalent duration and content which has been previously recognized by the competent Academic Bodies of an Italian University, including degrees awarded in the context of interuniversity cooperation and mobility programmes. In the case of foreign degrees, instead of the graduation date, the candidate must indicate when and by which Italian University the degree was recognised as equivalent to an Italian degree.

If the recognition of a degree has not been officially confirmed by the time a successful candidate wishes to enrol, the Doctorate's Academic Board will deliberate upon recognition of the degree, with specific reference to admission to the course. Candidates whose degree has not yet been conferred may take the admission examination, as long as the degree has been awarded by 31 December 2011.

Candidates must apply by the deadline established in the announcement, following the on-line procedure as indicated on the website <http://dottorati.unisi.it/domande>. Confirmation of receipt of registration will be automatically e-mailed to the candidate at the address provided in the application form.

Candidates who are not able to enrol on-line can deliver their applications either:

- by hand, **by the deadline**, to the Divisione Corsi di III livello-Dottorato – Collegio Santa Chiara - Via Valdimontone 1, 53100 Siena (opening hours: Mon/Wed/Fri 9.00 – 13.00 - Tues/Thurs 14.30 – 16.30);
- by post, by recorded delivery with return receipt to the following address: Divisione Corsi di III livello-Dottorato – Collegio Santa Chiara – Via Valdimontone 1 - 53100 Siena, **by the deadline**. Candidates sending their applications from abroad may also send them to the above address by courier, as long as the envelope/parcel bears a legible date of dispatch.

In any case applications for participation in the Doctoral program selection process must be received by the University of Siena by the deadline at the very latest. Only the date of receipt, not the date of postage, will be considered.

The application form is part of this entrance examination notice and can be found on the web page <http://dottorati.unisi.it/domande>.

Where documents for evaluation (please see "Documenti utili ai fini della valutazione" indicated for each Doctoral Program) **are required** by the regulations, they must be **attached as an electronic copy (accepted format is PDF) to the online application**. If the candidate is not able to attach them to the on-line application, he is obliged to post the required documents **as described above** or deliver them by hand to the Divisione Corsi di III livello-Dottorato – Via Valdimontone n. 1, 53100 Siena, **by the deadline. The documents for evaluation, as the application, must be received by the University of Siena by the deadline at the very latest. Only the date of receipt, not the date of postage, will be considered.**

All documents must be delivered in a sealed envelope. Those who have registered on-line must attach the **slip** confirming receipt of the on-line application to the envelope.

The University declines all responsibility for non-receipt of documents due to third parties or technical reasons. The University reserves the right to exclude from the selection process at any time candidates



who do not meet the admission requirements; the University will provide a justified decision for such exclusion.

Candidates should collect their documents within three months of the admission examination. After that time,

the University can no longer be held responsible for keeping or returning the documents.

Degree obtained abroad

Candidates who have obtained (or having to obtain – no later than 31 December 2011) abroad the academic degree required for the admission to the Doctoral Programme, must also submit the documents required in art. 2 of the competition announcement (a copy of the transcript in Italian or English, or translated into Italian or English; a copy of any other document deemed useful for evaluating the acceptability of the degree: Diploma supplement, Declaration of equivalence, i.e. *Dichiarazione di valore in loco*) in electronic format, enclosed to the online application in electronic format or in paper format, enclosed to the application form, by the deadline of the competition announcement.

EXAMINATIONS

The examinations, which aim to evaluate the candidate's aptitude for scientific research, will take place as specified for each Doctoral School. The dates of the exams can be found on the web page <http://dottorati.unisi.it/concorsi>.

Candidates must show a valid identity card/passport at the examination. The Examination Board is appointed by the Rector, following consultation with the Academic Board. The Board comprises three professors, plus an optional maximum of two either Italian or foreign external experts chosen from institutions

and public or private research organizations. The University cannot be held responsible for failed communications due to the candidate supplying late or incorrect information regarding his/her address or to problems with the postal or telegraphic service. **Candidates will not receive any further notice from the University regarding the exam, unless the Examination Board decides to hold a further initial selection exam. In that case, the Examination Board will contact the candidates.**

ENROLMENT AND ADMISSION

The maximum number of candidates to be admitted is indicated in the regulations for participation. Should one or more candidates renounce, s/he/they will be replaced by other candidates according to the list. In case of admission to more than one Doctoral School, the applicant must choose only one school. The "Assegnisti di ricerca" (i.e. graduate students who have been awarded a research grant following an exam) who have passed the entrance examination, can be added to the admission list, provided that the Doctoral School they have chosen is in the same scientific area as their "assegno di ricerca".

Also the non-EU citizens living abroad, or the students that have been awarded a scholarship from Ministries, research local agencies or other qualified corporations, who have passed the entrance examination, can be added to the admission list, if the Academic Board agrees.

A **list of successful students** for each Doctoral Program will be on the following web page <http://dottorati.unisi.it/graduatoria>.

No later than the deadline indicated in the competition announcement the students admitted with or without a scholarship must present the **appropriate documents** (which can be found on the web page <http://dottorati.unisi.it/accesso>) to the *Divisione Corsi di III livello-Dottorato, Università degli Studi di Siena, Via Valdimontone n. 1 53100 Siena* (opening hours: Mon, Wed, Fri from 9.00 to 13.00; Tue, Thu from 14.30 to 16.30):

1. application containing self-certification according to the law in force
2. scholarship acceptance form (if applicable)
3. request for the catering service badge;
4. request for the university e-mail address
5. signed photocopy of passport/identity card
6. copy of the receipt of the Regional Tax payment .

Failure to present the above documents will result in exclusion of the candidate from the Doctoral Program.

All the documents must be submitted or sent by mail and be received **by the deadline**.

Candidates admitted who do not comply to the above provisions will be considered as renouncers.



Vacancies may be made available to the next candidates in the list who must complete the enrolment within six days of receipt of the communication e-mailed by the *Divisione Corsi di III livello-Dottorato*. After that time, the place will be offered to the following candidate.

Candidates who are admitted and hold a **foreign degree** (conferred at the end of a degree course lasting at least 4 years) which has not yet been recognized by an Italian University as equivalent to one of the Italian degrees required, must submit (along with the enrolment form) the documents required for the Academic Board to deliberate upon recognition of the degree for admission to the Doctoral Programme only. All documents (photocopy of the original diploma and degree certificate with list of exams and grades) must be officially translated into Italian and legalized by the competent Italian authorities abroad (Italian Consulate or Embassy) as well as provided with an "*in loco*" Declaration of value, according to the legislation in force on the admission of foreign students to Italian University courses.

Non EU candidates who have passed the entrance examination will be admitted to the courses as long as they have permits to enter and reside in Italy and are legally residing in Italy (art. 39, par. 5, Legislative Decree. 25.07.1998 no. 286 as modified by art. 26 Law 30.07.2002 no. 189); they must present a copy of their passport and a valid temporary residence permit issued by the competent authorities along with the enrolment form.

Non EU citizens residing abroad must present a copy of their passport, entrance visa and temporary residence permit for study issued by the competent *Questura* (Police headquarters).

SCHOLARSHIPS AND FEES

An annual scholarship currently amounts to 13.638,47 Euros (gross, before social security tax). The most qualified candidates among those admitted (according to the admission list) will be awarded a grant. The scholarship will be allocated for the whole course; payments are monthly. In case of failure to complete the PhD programme, the university will not demand the return of instalments paid for the period attended. The amount of the scholarship is increased by at least 50% for any period of study carried out abroad.

Who has already received even a partial scholarship to attend a PhD Program cannot receive it a second time.

Any measures about contribution to tuition costs are adopted by the Board of Directors of the University of Siena, after consulting the Academic Senate.

Students must pay a regional tax for the Right to University Study, according to Regional Law no. 4 of 3rd January 2005 (98.00 Euros a year). The regional tax must be paid in one of the following ways: 1) bank transfer to Post Office Bank Account in the name of Azienda Regionale per il Diritto allo Studio Universitario - IBAN IT60B076011420000095810461 (swift code - only for payments from abroad - BPPIITRRXXX), Reason for payment "Dottorandi, Tassa Regionale DSU 2011/2012 + surname and name of the doctoral student"; 2) Post Office payment ("bollettino postale" - within Italy): to the Italian Post Account no. 95810461 in the name of Azienda Regionale per il Diritto allo Studio Universitario - AOT Siena, Reason for payment: "Dottorandi, Tassa Regionale DSU 2011/2012", Paid by: "Surname, name and full address of the doctoral student".

Students with certified disability, which is equivalent to 66% or higher, are exempted from paying any fees.

It is not possible to accumulate the grant with other scholarships of equal or larger amounts received for the same course.

ATTENDANCE AND STUDENTS' OBLIGATIONS

PhD students must attend the doctoral courses and carry out study as well as research according to the rules concerning the Doctorate of Research.

Please see http://www.unisi.it/santachiara/reg_dottorati.htm

ATTAINING THE DEGREE

The doctoral degree is conferred by the Rector of the University of Siena on successful completion of the final examination; the exam can only be repeated once. For the final examination, the Rector will appoint an appropriate commission made up of three qualified professors from scientific areas related to the course, following consultation with the Academic Board. At least two members of the commission must be from Universities (including foreign universities) other than Siena and not be part of the Academic Board. Upon the proposal of the School's Academic Board, two more experts can be added to the commission. The commission may judge more than one candidate or the Academic Board may propose a different commission for each candidate.