



UNIVERSITÀ
DI SIENA
1240

DOCTORAL PROGRAMME	PHILOLOGY AND LITERARY CRITICISM
COORDINATOR	Pierluigi Pellini pierluigi.pellini@unisi.it
Department	Philology and literary criticism
Course start date	1 st November 2015
Online application procedure open from	3 August 2015 at 9:00 a.m.
Call deadline (date and time)	3 September 2015 at 6:00 p.m.
Selection procedure	Preselection + oral exam
No. of places	5
of which:	
Places with University grants	4
Places without grants	1
Type of classification (the abovementioned places are divided between the two research tracks, as shown):	<p>- A list in order of merit for the research track in "Romance Philology": 2 places with grants 1 place without a grant</p> <p>- A list in order of merit for the research track in "Italian and Comparative Studies": 2 places with grants</p>
Places with grants funded by external bodies	0
Places reserved for graduates of foreign universities	0
Places reserved for foreign grant holders	0
Places reserved for international mobility project grant holders	0
Places reserved for junior research fellows	0
Programme duration	3 years
Research tracks (on their online application forms candidates must select only one of the Research Tracks available)	<ol style="list-style-type: none"> 1. Romance Philology 2. Italian and Comparative Studies
Documents for evaluation (to be sent with the online application form)	<p>a - Curriculum vitae et studiorum (signed at the bottom and containing the statement "I declare that the contents of this curriculum correspond to the truth, pursuant to Presidential Decree 445/2000") including a list of any publications.</p> <p><u>Candidates who have gained (or will gain by 31 October 2015) a degree at an Italian University</u> must specify in their CV all details of their education to date and qualifications for admission, in particular:</p> <ol style="list-style-type: none"> 1. University issuing the degree; 2. type of degree – old Italian system/first cycle/second cycle (specialistica/magistrale); 3. degree programme title; 4. list of exams and relative grades; 5. date on which degree was obtained and final grade/date degree expected to be obtained (before 31 October 2015). <p><u>Candidates who have gained (or will gain by 31 October 2015) a degree at a foreign University</u> (lasting at least four years) must specify in their CV:</p> <ol style="list-style-type: none"> 1. University issuing the degree; 2. type of degree – (lasting at least 4 years) – Bachelor's degree/Master's degree; 3. date on which degree was obtained and final grade/date on which degree expected to be obtained (before 31 October 2015). They must also provide: a degree certificate with a list of exams taken and grades (transcript) – issued in Italian or in



	<p>English, or translated into Italian or English – and a copy of any other documents deemed useful for the evaluation of the qualification (e.g. Diploma supplement, Declaration of value);</p> <p>b – Summary of the research project in English;</p> <p>c – Letters of reference (no more than two) from University professors and/or Italian or international professional researchers;</p> <p>d – Thesis abstract.</p>
Exam details	<p>Preselection (Evaluation of qualifications): candidates' presence is not required.</p> <p>Minimum score for admission to the oral exam: 20/40</p> <p>Oral exam: The aim of the oral exam is to ascertain the candidates' aptitude for research. Candidates will be required to discuss the proposed research project in front of the Board in English. During the oral exam candidates' knowledge of English will be tested.</p> <p>Candidates residing/domiciled abroad who have demonstrated their inability to attend the oral exam can ask to perform the oral exam via videoconference. In this case the University of Siena cannot be held responsible for the oral exam being missed due to technical problems of any nature or cause. The Board will check that the requirements are met for the correct performance of the exam (proof of candidates' identity and fairness of the exam).</p> <p>Minimum score: 40/60</p> <p>Admission:</p> <p>Minimum score: 60/100</p> <p>Candidates who obtain a total score of at least 60/100 considering the sum of the results obtained in the selection procedure (minimum score in the preselection 20/40 – minimum score in the oral exam 40/60), will be included in the list of successful candidates in order of merit.</p>
Oral exam	<p>The date of the oral exam will be published on the website www.unisi.it/ricerca/dottorati-di-ricerca under the name of the programme of interest, at least 15 days prior to the exam date.</p> <p>The list of candidates admitted to the oral exam will be published on the following page: www.unisi.it/ricerca/dottorati-di-ricerca by clicking on the name of the programme of interest.</p> <p>Candidates will not receive an invitation to attend the exam.</p>

Admission requirements

- Italian degree (*Laurea*) awarded according to the university rules prior to Ministerial Decree no. 509/99 (lasting at least 4 years)
- Italian second cycle degree (*Laurea Specialistica/Magistrale*) lasting 3+2 years or a single 5-year cycle)
- Academic qualification (degree) gained abroad, equivalent to an Italian qualification in level, length and content.

Applicants must be in possession of the admission requirements or gain their degree **before 31 October 2015**.

Academic qualifications obtained abroad

Academic qualifications obtained abroad, following courses lasting at least four years, must be recognized as second cycle degrees and permit admission to doctoral programmes in the country in which they were awarded.

Candidates with foreign academic qualifications must enclose with their online application:

- a transcript in Italian or English (or translated into Italian or English). Those who have not yet been awarded their degree must provide a list of exams taken and grades awarded, translated into Italian or English;
- a copy of any documents of use to evaluate the recognisability of the qualification (e.g. diploma supplement, course contents, declaration of value).



UNIVERSITÀ
DI SIENA
1240

Candidates with a foreign academic qualification must attach the following to the online application: a transcript, i.e. a certificate attesting to the qualification with a list of exams passed and grades, in Italian or in English, or translated into Italian or English, and a copy of any documents that may be of use in assessing the suitability of the qualification (e.g. Diploma supplement, curriculum, Declaration of Value).

The candidate may be asked at any time to present further documentation in order to assess the admissibility of that already presented.

Candidates with a foreign qualification are admitted conditionally to the selection procedure and will be barred from the doctoral programme should, on assessment, the qualification not meet the admission requirements. Winners must present the documentation indicated in article 5.

The University can, by reasoned decision, exclude candidates from the selection procedure at any time if they lack the admission requirements specified in this call.

Application procedure

Applications must be compiled and sent electronically, **between 9.00 a.m. on 3rd August 2015 and 6.00p.m. on 3rd September 2015** using only the online enrolment procedure, at <https://segreteriaonline.unisi.it>. Please follow the "Application instructions" available at www.unisi.it/ricerca/dottorati-di-ricerca, and select the relevant doctoral programme. The "Applications instructions" differ according to whether or not the candidate is already registered on the portal <https://segreteriaonline.unisi.it> and therefore is already in possession of a user name and password. The "Documents for evaluation" specified in the table (see art. 1 of the Doctoral programme competition announcement) must be sent with the online application form in electronic format. As confirmation that your application has been registered, an automatic "Application memo" will be issued.

The application form is automatically sent to the University when the procedure at <https://segreteriaonline.unisi.it> has been completed. No printed materials need to be sent or delivered to the University offices.

Admission and enrolment

There will be a single final ranking list, published on the following page: www.unisi.it/ricerca/dottorati-di-ricerca selecting the Doctoral Programme of interest.

Successful candidates will not be notified in person.

Places may be reserved for graduates of foreign universities, foreign grant recipients, those participating in specific international mobility programmes, or recipients of research grants in the same scientific-disciplinary area as the research programme, depending on their place in the ranking list, and as long as the study or research grant has the same duration as the Doctoral Research programme (at least 3 years).

The simultaneous enrolment on a first or second cycle degree, postgraduate specialization course or another Doctoral Programme is not permitted.

Doctoral students may attend medical specialization courses at the same time as the Doctoral Programme. In this case, the duration of the Doctoral Programme is reduced to a minimum of two years (art. 19, Law 240/2010), as long as the following criteria are respected:

a) the specialization student must have won a competition for admission to the doctoral programme at the same University in which he/she wishes to attend the specialization school.

b) joint attendance can take place during the last year of the specialization school but must be compatible with the activities and commitments provided for by the school itself, following permission from the board of the relevant school.



UNIVERSITÀ
DI SIENA
1240

c) The academic board of the doctoral programme decides whether to accept requests for reductions in the programme length following an evaluation of the research activities already conducted during the medical specialization school, as certified by the board of the specialization school.

d) During the year of joint attendance the specialization student cannot receive the doctoral research grant.

Instructions for enrolment

Winners (with or without scholarship) must **present the request for enrolment no later than 31 October 2015**.

Enrolment must be completed online **using the specific on-line enrolment** procedure available at

<https://segreteriaonline.unisi.it> and following the "instructions for enrolment" available at

www.unisi.it/ricerca/dottorati-di-ricerca selecting the appropriate doctoral programme. Enrolment **opens at 9am on 20 October 2015 and closes at 6pm on 31 October 2015**

Before completing the procedure the system generates a form for payment of the single instalment of university fees and regional taxes, as determined in articles 8 and 9 of the Doctoral Programme call (Bando).

At the end of the online procedure, when completed correctly, the student can print out the receipt of provisional enrolment.

Enrolment is confirmed on payment of fees.

Candidates who do not comply with the above by the prescribed deadlines will be considered to have withdrawn ipso iure.

Enrolment is definitive once the credentials for admission to the programme have been verified. Until then, enrolment is conditional.

Considering that the ranking list may be updated up to two months after the start of the programme, replacement candidates, must complete enrolment, under penalty of exclusion, within six days of having received e-mail confirmation from the *Ufficio gestione bandi e carriere dottorandi*. The Administration declines all responsibility should the e-mail not be received due to third parties or technical problems.

5.6 Candidates who meet the requirements to enrol but hold a **foreign academic qualification** (from at least a four-year programme) that has not been yet declared equivalent to an Italian qualification by an Italian university, must also attach an electronic copy of the following documents during the online enrolment procedure:

- copy of the original qualification awarded - translated and authenticated by the competent Italian Consulate or Embassy;
- a transcript, i.e. a certificate attesting to the qualification with a list of exams passed and grades, in Italian or in English - translated and authenticated by the competent Italian Consulate or Embassy.
- copy of any document that may be of use in assessing the suitability of the qualification (e.g. Diploma supplement)
- copy of the Declaration of Value (*Dichiarazione di valore "in loco"*) issued by the competent Italian Consulate or Embassy abroad, in compliance with current norms on the admissibility of foreign students to degree programmes in Italian universities. The **Declaration of Value** must clearly indicate that the academic qualification allows access to doctoral programmes in the country in which it was awarded.

The original or authenticated copies of the documentation listed above must be presented to the Doctoral admission Office (*Ufficio gestione bandi e carriere dottorandi*) of The University of Siena **within six months of the official start of the programme**. Candidates who do not present the documentation regarding the foreign qualification are admitted to the programme "conditionally". They will be dismissed from the doctoral programme if they do not present the documentation within six months of the official start of the programme. They will also be dismissed if, on assessment of the documents, the qualification is considered not suitable for admission to the programme.



UNIVERSITÀ
DI SIENA
1240

Non-EU candidates who have passed the admission exam will be admitted to the courses as long as they have a permit 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 residence permit issued by the competent authorities.

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

Successful candidates who do not complete the enrolment procedure by the deadline will be considered to have renounced their place.

Vacancies may be made available to the next candidates in the ranking list.

University fees

A 304,00 Euro enrolment fee plus 16,00 Euro virtual stamp duty must be paid on enrolment using the specific form downloaded during the online procedure or using a credit card.

Regional tax

There is a yearly Regional Tax for the Right to University Studies, as set out in Regional Law 3 January 2005 n. 4. The 140,00 Euro Regional Tax for A.Y. 2015/2016 must be paid using the form downloaded during the online enrolment procedure or using a credit card

Exemption from payment of taxes and fees

Students with certified disability equivalent to 66% or higher, are exempt from the payment of any taxes or fees.

Research grants

Research grants are awarded on the basis of the ranking list formed following the admission exam.

The gross annual amount of the research grant is 13,638.47 Euros.

As long as the student is authorized by the Academic Board to carry out research abroad, the amount of the grant is increased by up to 50% for a maximum of 18 months during the period abroad.

The grant will be paid for the whole duration of the course.

Payments are normally made in monthly instalments in arrears.

The doctoral grant cannot be accumulated with other study/research grants awarded for any purpose, except those awarded by national or foreign institutions for the purpose of integrating the training and research activities of grant recipients with stays abroad.

Those who have used a research grant to attend a Doctoral Programme, or part of a Programme, cannot be awarded a second grant.

Attendance

Admission to the Doctoral Programme implies full time and exclusive commitment, except as specifically provided for in the following cases: joint attendance with a medical specialization school; public employee not on study or extraordinary leave; Business Doctoral Programme; Industrial Doctoral Programme and advanced traineeships.

Awarding of the qualification

The qualification of PhD is gained when the final exam has been passed, pursuant to art. 18 of the Doctoral Programme Regulations, issued by Rector's Decree no. 1016 of 4 July 2013.



UNIVERSITÀ
DI SIENA

1240

Doctoral theses must be filed by the doctoral students themselves, in electronic format, in the University Repository: USiena-air <http://usiena-air.unisi.it/>, in order to ensure that they are automatically filed in the National Libraries, as provided for by the CRUI guidelines for the filing of doctoral theses in open archives.

False declarations

Pursuant to art. 75 of Presidential Decree no. 445 of 28 December 2000, without prejudice to art. 76 on criminal matters, should false contents emerge when checking declarations in lieu of certification, the declarant loses any benefits awarded as a result of the provision issued on the basis of the false declaration.

Person in charge and handling of personal data

The person in charge of the procedure, pursuant to arts. 4, 5 and 6 of Law no. 241/1990 as subsequently amended, is Ms Alessandra Rillo, head of the *Ufficio gestione bandi e carriere dottorandi* (office for the management of competitions and doctoral careers). The personal information provided by candidates will be collected by the University of Siena for the purpose of managing the selection procedure and processed automatically in line with the law in force, to which reference should be made regarding any matters not specified in the announcement.

For any matters not covered by this summary, please consult the official competition call published at www.unisi.it/ricerca/dottorati-di-ricerca selecting the Doctoral Programme of interest, the University's Degree Course Regulations (Regolamento Didattico) and Regulations on Doctoral Programmes (Regolamento in materia di dottorati di ricerca).