

Vademecum for the request of equivalence of the Ph. D degree achieved abroad

(Art. 38 paragraph 3 point 2 of Legislative Decree no. 228 of 30 December 2021, converted into Law no. 15 of 25 February 2022)

1-Procedures and deadlines for submission of the application

1.1 The application for the equivalence of the Ph. D degree obtained abroad pursuant to art. 38 c. 3 point 2 of Decree Law no. 228 of 30 December 2021, converted into Law no. 15 of 25 February 2022, can be submitted using the appropriate form published on the web pages of the Ufficio per il dottorato di ricerca (Office for the PhD) of the University of Siena.

1.2. The application must be sent:

- a) by certified e-mail to the address rettore@pec.unisipec.it - the University is exempt from any liability in the event of non-receipt (in the subject of the certified email it must be clearly indicated "Request for equivalence of the Ph.D obtained abroad pursuant to art. 38 c. 3 point 2 of Legislative Decree no. 228 of 30/12/2021 converted into Law no. 15 of 25/02/2022")

or

- b) by certified mail or courier to the following address: Magnifico Rettore dell'Università degli Studi di Siena – Via Banchi di sotto 55 – 53100 Siena (on the envelope it must be clearly indicated "Request for equivalence of the Ph. D degree obtained abroad pursuant to art. 38 c. 3 point 2 of Legislative Decree no. 228 of 30/12/2021 converted into Law no. 15 of 25/02/2022")

1.3 The following documentation must be attached to the application:

- a) photocopy of a valid personal identity document (identity card or equivalent document for EU citizens, passport for non-EU citizens)
- b) a certified copy of the doctoral degree obtained abroad, translated, and legalized with the attached Dichiarazione di Valore in loco (Declaration of On-site Value);
- c) curricular documentation (e.g. *Diploma Supplement*) relating to the PhD obtained, also considering the indications given in the guidelines published by CIMEA at https://www.cimea.it/Upload/Documenti/Doc_CIMEA_137_Linee_guida_riconoscimento_titoli_esteri_DdR.pdf

1.4 After sending the documentation referred to in point 1.3 above, the applicant will receive a specific communication to the email address indicated in the request, indicating the link to which to connect for the payment of a contribution of €300.00. Said payment must be made within the peremptory period indicated in the aforementioned communication and the receipt of the payment must be promptly sent to the email ufficiodottorato@unisi.it. Under no circumstances will the contribution be refundable.

1.5 The request for equivalence will be evaluated by a restricted committee identified by the Assembly of Coordinators of PhDs of the University of Siena within its own body. The results of the evaluation will normally be communicated within 30 days from the date of payment of the contribution referred to in point 1.4.

1.6. The Assembly of PhD Coordinators of the University of Siena may proceed to request the submission of additional documentation deemed useful for the assessment of the equivalence. In this case, the term indicated in point 1.5 above will start upon reception of said documentation.

1.7 In the event of a positive evaluation, the applicant will be issued a certificate certifying the equivalence of the degree obtained abroad to a PhD from the University of Siena active at the time of submission of the application.

Art. 2 - Personal data processing

2.1 The processing of applicants' personal data is carried out by the University of Siena exclusively for institutional purposes and for the purposes of managing this call for applications. Information on the processing of students' personal data can be obtained in the Privacy section of the University Portal <https://www.unisi.it/ateneo/adempimenti/privacy>.

2.2 The University makes a commitment to respect the confidential nature of the data and information provided by the Applicant, which will be processed in accordance with EU Regulation 2016/679 on the protection of personal data and the Legislative Decree 196/2013 of the Privacy Code, for provisions not incompatible with the Regulation. The data controller is the University of Siena, legally represented by the pro-tempore Rector, Prof. Roberto Di Pietra.

Applicants may assert their rights (articles 15 and following of the EU Regulation) by contacting the Data Controller by writing to the pec box: rettore@pec.unisipec.it, or e-mail segreteria.rettore@unisi.it.

2.3 The provision of data is mandatory for the management of the relationship between the Student and the University (eg: selection, admission, enrollment, university course of study management, etc.). Any refusal to the data processing will result in the exclusion from the announcement.