



## Annex 1 - Selection notice for admission to PhD courses of the University of Siena, 40<sup>th</sup> cycle, academic year 2024/2025

**Disclaimer:** This document is a non-official version of the PhD course selection notice meant to provide information in English – only the Italian version approved with Rectoral Decree n. 698/2024, Prot. N. 76289 of 11/04/2024 shall be legally binding.

**Deadline for applications:  
15 May 2024, 14:00 (Central European Summer Time)**

### Art. 1 - Subject

1. The University of Siena announces a selection procedure for admission to the doctoral courses for academic year 2024/25, 40<sup>th</sup> cycle, for n. 24 positions for the PhD courses in Economics, Information Engineering and Science, Sustainability Law and Management, and History of Art.
2. All specific information for the positions announced including the research topic and the selection procedures are outlined in the attached schedules (Annex 2) which are an integral part of this notice.
3. The number of scholarships may be increased as a result of additional funding that must actually be acquired by the University of Siena in time to be assigned by 31 December 2024. These scholarships will be assigned only after completion of the acts necessary for the acquisition of the resources required for the scholarship and ascertained by the competent offices. If the number of scholarships increases, the number of positions without scholarships may be increased provided that at least 75% of the total available positions are financially covered.
4. Any increase of scholarships and the consequent integration to the present notice will be published on the website of the doctoral courses, 40<sup>th</sup> cycle (<https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>).
5. The duration of the doctoral course is 3 years, beginning from 1 November 2024.
6. The activation of each position in the above table is dependent on the positive assessment by ANVUR of the accreditation request which will be completed by the University of Siena by the deadline indicated by MUR.

### Art. 2 – Admission requirements

1. Applicants holding at least one of the following academic qualifications, obtained by 31 October 2024, may apply for admission, without age or citizenship restrictions:
  - *Diploma di Laurea* conferred by an Italian university before D.M. 509/1999 or
  - *Laurea Specialistica* conferred by an Italian university according to D.M. 509/1999 or
  - *Laurea Magistrale* conferred by an Italian university according to D.M. 270/2004 or
  - academic degree conferred by a foreign University, comparable for level, nature, duration, content and academic rights (access to doctoral courses) to the Italian master's degree. In this case a "statement of comparability" (*dichiarazione di equipollenza*) by competent academic authorities, including the context of inter-university cooperation and mobility agreements, is required and in the application for admission the candidate must indicate the date of issue of the statement of comparability as date of the achievement of the title and the Italian university that has issued it. If no statement of comparability has been issued, yet, the eligibility of the qualification is ascertained by the selection committee, also on the basis of the indications of the competent office of the University in compliance with the law in force in Italy and in the country where the title was awarded and international treaties or agreements in the field of recognition and qualifications for the continuation of studies.
2. The attached schedules to this notice indicate any specific master's degrees required by individual doctoral courses.

3. The academic qualification awarded abroad, lasting at least 4 years, must be qualified second level according to the university system of the country in which it was obtained and allow access to doctoral courses. Candidates with foreign academic qualifications must attach the following documentation to the online application: certificate of title with list of exams and grades (transcript) in Italian, English or French, or translated into Italian, English or French and a copy of any other document deemed useful for the assessment of eligibility of the qualification (e.g. Diploma supplement, curriculum, Declaration of value - *Dichiarazione di valore in loco* or Statement of comparability and verification of qualifications through the CIMEA DiploMe portal, for further details see art. 5, point 8). The candidate may be asked at any time to integrate the submitted documentation in order to verify eligibility. Candidates with a foreign academic qualification are admitted to the selection under condition. **If admitted for matriculation, they must deliver the documentation indicated in article 5, paragraph 8 when matriculating.** If, after verification, the qualification does not comply with the requirements of this notice, the candidates will be excluded from the doctoral programme.
4. Applicants for positions covered by apprenticeship contracts, as per article 45 of Legislative Decree 81/2015, may not be aged over 29 years at the time of contract stipulation.

### Art. 3 – Application

1. Applications must be submitted **by the peremptory deadline of 14:00 hrs (Central European Summer Time - CEST) of 15 May 2024** through the online platform at <https://segreteriaonline.unisi.it>. Instructions for the online application procedure are available in the section "How to apply to PhD positions" on the University of Siena webpage "*Informazioni per dottorandi e dottori di ricerca*" on (<https://www.unisi.it/ricerca/dottorati-di-ricerca/informazioni-dottorandi-e-dottori-di-ricerca>). A one-time contribution of EUR 30,00, to be made online through PagoPA, is required before the application can be submitted.
2. The documents required for evaluation indicated in the annex must be uploaded to the telematic system in PDF format, with the exception of the reference letter/s. If reference letters are required, the email of the lecturer/s who will submit the letter directly on-line must be indicated. The deadline for the presentation of reference letters is 22 May 2024, 23:59 (CEST).
3. The "Selection application reminder" (*Promemoria domanda di partecipazione selezione*) will be automatically issued to confirm that the application has been registered successfully. When closing the procedure on the online platform <https://segreteriaonline.unisi.it> the application is automatically forwarded to the University of Siena. Applicants are therefore not required to send or deliver any documentation to the University offices.
4. Candidates may apply for more than one position, following the on-line procedures as of paragraph 1. If in a useful placement in more than one ranking list, candidates must opt for only one position.

### Art. 4 – Selection examinations and admission

1. The dates of examinations and the composition of the selection committee, responsible for the evaluation of the candidates, will be published on the reference pages of the related doctoral course on the website of the University of Siena (at the time of publication of this notice <https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>) usually at least 15 days before the date of the exam. This publication is to be considered an official convocation. **Candidates will therefore not receive any personal convocation nor communication related to the examinations.**
2. The composition of the selection committee in charge of evaluating the candidates will be published on the reference pages of the relevant doctoral course on the University of Siena's website (<https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>) upon the expiration of the notice.
3. The examinations, aimed at assessing the candidate's aptitude for scientific research, will take place as indicated in the attached schedules. To take part in the examinations, candidates must present the valid identification document (ID card, passport) uploaded during the application process. The modalities of the interview are indicated on the schedules attached to the notice or will be made known on the

reference pages of the relevant PhD course on the University of Siena's website (<https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>). If it will be conducted on an online platform, the candidate must ensure the use of a webcam to allow his/her identification to the selection committee, be available at the registered personal address during the registration on the day indicated for the oral examination. The selection committee may agree with the candidates on a precise timetable for the start of the interview. For the purpose of identification each candidate shall be required, before the interview begins, to identify himself/herself, showing the same identity document submitted during the application procedure. Failure to communicate the personal address, failure to connect, the unavailability of the candidate on the date or time set or the failure to present a valid identification document, as indicated beforehand, constitute grounds for exclusion from the selection procedure. The University declines any responsibility for technical difficulties that may hinder a regular conduction of the interview. The oral examinations, including those conducted on online platforms, are public.

4. The selection committee, appointed by the Rector after consulting the Academic board, shall be composed of at least three up to seven members of which at least three tenured professors and not more than two experts, also from foreign countries, selected from public or private research institutions and centres. The evaluation criteria of the examinations are established in advance by the selection board in plenary session.

#### Art. 5 – Ranking lists and enrolment

1. The Rector will approve the selection acts and rankings and issue a decree regarding the admission of candidates. The ranking of eligible applicants and winners of positions will be published on the reference pages of the doctoral course on the website of the University of Siena (at the time of publication of this notice <https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>) **by 3 July 2024**. The ranking is based on the candidate's total score in the evaluation of the CV, titles, research project, and any test.
2. In the event of equality of merit, the youngest candidate shall prevail.
3. The positions will be assigned based on the ranking of merit. The publication of ranking lists has the value of official notification. **Winners will therefore not receive any personal communication regarding their final ranking.** In case of useful placement in more than one ranking list of different doctoral research programmes, the candidate must opt for only one position.
4. Winners must enrol, under penalty of forfeiture, **by 14:00 hrs (CEST) of 10 July 2024**. Only if there are still positions available, due to non-enrolment or explicit waiver by entitled persons, the ranking list will be scrolled. The terms for scrolling are indicated in the following table:

	<i>Date of publication</i>	<i>Peremptory deadline for enrolment</i>
<b>Ranking lists</b>	<b>by 3 July 2024</b>	<b>By 14:00 hrs (CEST) of 10 July 2024</b>
<b>1<sup>st</sup> scrolling</b>	<b>16 July 2024</b>	<b>by 14:00 hrs (CEST) of 19 July 2024</b>
<b>2<sup>nd</sup> scrolling</b>	<b>22 July 2024</b>	<b>by 14:00 hrs (CEST) of 25 July 2024</b>

The list of replacement candidates is notified through the same procedure adopted for the final ranking. Should the candidate renounce to his/her position or fail to enrol, the next candidate in the ranking list shall be assigned a position in accordance with the dates indicated above. After these deadlines, and in any case no later than 31 December 2024, replacements are possible only after approval by the academic board of the doctoral course.

5. Scholarship holders of specific international mobility programs (such as, for example, AICS - Italian Agency for Development Cooperation, Marie Curie Sklodowska Actions, etc. ) may be admitted in a surplus number to the doctoral courses without the obligation to participate in the call for applications referred to in the above paragraphs and to pass the admission tests, provided that they have been selected through comparative evaluation procedures, subject to the positive judgment of the academic board regarding scientific suitability (as per the University Regulations on doctoral programs in adaptation to Ministerial Decree 226/2021, art. 9). They must formally apply to the coordinator of the identified doctoral course attaching the following documentation: the curriculum vitae and the

employment contract or letter of grant award.

6. In case of joint attendance of a medical specialization course and a doctoral research course the duration of the doctoral course is reduced to a minimum of two years (art. 19, Law n. 240/2010) in compliance with the following general criteria:
  - a) The postgraduate student must have been awarded a place in the doctoral course at the same university in which he/she is attending postgraduate school.
  - b) Joint attendance may be arranged during the last year of the Specialization school and must be compatible with the activities and duties of the school, subject to approval by the school's council.
  - c) The academic board of the doctoral course may approve any request for reduction after assessing research activities already carried out during the medical specialization course, as attested by the school's council.
  - d) During the year of joint attendance, the specializing postgraduate student cannot receive a doctoral scholarship
7. Winners must submit their request for enrolment no later than the deadline indicated under paragraph 4, using the dedicated online enrolment procedure available at <https://segreteriaonline.unisi.it>, following the instructions in section "How to enrol in the first year" on the University of Siena internet page "*Informazioni per Dottorandi e Dottori di ricerca*" (at the time of the notice <https://www.unisi.it/ricerca/dottorati-di-ricerca/informazioni-dottorandi-e-dottori-di-ricerca>).
8. Candidates who hold a foreign academic qualification, of at least four-year duration, as of art. 5, paragraph 3, **must attach during the online matriculation:**
  - copy of the original degree awarded or certificate of the qualification issued by the awarding university in digital format
  - **proof of authenticity of the the degree awarded** (one of the following three options)
    - o "Certificate of Comparability" and "Certificate of Verification" issued by the Italian ENIC-NARIC Centre (CIMEA), through the CIMEA DiploMe platform via the following link dedicated to the University of Siena: <https://cimea.diplo-me.eu/unisi/#/auth/login>;
    - o Declaration of Value (DoV) issued by Italian diplomatic missions;
    - o Diploma Supplement issued by the University, following the standard scheme developed by the European Commission, the Council of Europe, and UNESCO/CEPES (valid only for countries that have joined the international agreement).

Candidates **must present the required documents at the moment of matriculation. Candidates who do not submit the above required documents** and applicants for whom verification shows that the qualification does not comply with the requirements of this notice **will be excluded.**
9. Candidates admitted and expecting to obtain their degree by 31 October 2024, according to the provisions of Article 2, must submit the required documents as a rule by 4 November 2024.
10. Non-EU applicants who are eligible for enrolment will be admitted to the courses provided that they comply with the current provisions concerning entry and stay in Italy and are legally residing in Italy (art. 39, par. 5 of Legislative Decree no. 286 dated 25.07.1998, as modified by art. 26 of Law no. 189 dated 30 July 2002). They must submit a copy of their valid passport and residence permit issued by the competent authorities. If resident abroad, instead, they must provide a copy of the passport, of the entry visa and a copy of the residence permit for study purposes issued by the competent police authority (*Questura*).
11. Enrolment is confirmed upon payment of the *Tassa Regionale di Diritto allo Studio Universitario* (DSU; Regional Fee for the Right to University Study) (€140,00) and the virtual stamp duty (€16,00) through the PagoPA system (art. 5 of Code for Digital Administration and Legislative Decree 179/2012). An enrolment receipt may be printed out at the end of the online procedure.
12. Those admitted who do not comply with the above requirements within the above peremptory deadlines shall be considered *ipso iure* to have resigned.
13. Final enrolment completion is conditional on verification that the course access requirements have been met. Until that time, enrolment is intended to be conditional.

## **Art 6 – Scholarship allocation**

1. The academic board of the doctoral course allocates the scholarships in compliance with the ranking order.
2. In case of waiver or failure to enrol by the winner of a scholarship, the scholarship will be allocated by scrolling the ranking list.
3. Scholarships which are dedicated to a specific research activity, bind the recipients to carry out such activity and to the respect of what is required.
4. Those who have already received, even partially, a scholarship for the attendance of doctoral courses or equivalent courses at the University of Siena or other Italian universities, cannot benefit from another doctoral scholarship.
5. Should a scholarship winner with a foreign academic qualification not submit the necessary documentation (as of art. 5, paragraph 8) or the submitted documentation not attest the validity of the qualification for an academic course similar to a PhD (*Dottorato di ricerca*) in the country of achievement, the candidate loses his/her position and must return any doctoral scholarship disbursements.
6. The annual amount of the scholarship is Euro 16.243,00, eligible for the INPS separately managed social security contribution. The duration of the scholarship is equal to the entire duration of the course and will be paid in deferred monthly instalments. If the doctoral student renounces to the scholarship or the continuation of the course, the University will interrupt payment of the scholarship.
7. The doctoral scholarship may not be combined with any other scholarship, except those awarded by national or foreign institutions to supplement training or research activity of the scholarship holder.
8. In the case of a scholarship financed by public or private external bodies, the scholarship will only be allocated if the financier has actually paid the corresponding amount to cover the scholarship.

## **Art. 7 – Fees and contributions**

1. Doctoral students benefitting from a scholarship must pay the annually the DSU (Right to University Study) Tuscan regional tax of € 140,00, the virtual stamp duty of € 16,00, and the university fee of € 340,00.
2. Doctoral students without scholarship must pay the annual DSU Tuscan regional tax of € 140,00 and the virtual stamp duty of € 16,00.
3. Students with certified disability greater than or equal to 66% are exempt from payment of university fees and the DSU Tuscan regional tax.

## **Art. 8 – Duties of doctoral students**

1. The admission to the doctoral course entails exclusive, full-time commitment.
2. For courses requiring mandatory attendance, winning candidates must make the necessary arrangements with the course coordinator in good time to agree on the terms of attendance.
3. Doctoral students are required to carry out activities related to the approved research project. At the end of each year, doctoral students are required to submit a report on their activities and research to the academic board for the purpose of admission to the following year. If there is a valid reason, the academic board has the authority to exclude candidates from admission to the following academic year.
4. At the end of the course, doctoral students submit their doctoral thesis with original contributions for the purpose of admission to the final examination.

## **Art. 9 – Awarding of the degree**

1. The title of *Dottore di ricerca* (PhD) is awarded according to the modalities indicated in article 13 of the University Regulations governing doctoral courses ([https://www.unisi.it/sites/default/files/allegatiparagrafo/2022\\_PhD\\_regulations.pdf](https://www.unisi.it/sites/default/files/allegatiparagrafo/2022_PhD_regulations.pdf)).
2. Doctoral dissertations must be up-loaded by the doctoral students in electronic format with a digital

signature (compliant with Italian legislative decree n. 82 of 7 March 2005 and successive modifications) in the University repository USiena-Air (<http://usiena-air.unisi.it/>), to be filed in the national libraries.

#### **Art. 10 – Relevant legislation**

For any matter not explicitly covered by this selection notice, the University shall refer to the following Italian legislation:

- Art. 4 of Italian Law 3 July 1998, no. 210
- Decree of the Minister of University and Research 14 December 2022, no. 226;
- University regulations on PhDs in compliance with DM 226/2021 ([https://www.unisi.it/sites/default/files/allegatiparagrafo/2022\\_PhD\\_regulations.pdf](https://www.unisi.it/sites/default/files/allegatiparagrafo/2022_PhD_regulations.pdf)).

#### **Art. 11 – Processing of personal data**

1. The processing of personal data of candidates is carried out by the University of Siena exclusively for institutional purposes and for managing this notice. The information on the processing of the student's personal data can be obtained in the Privacy section of the University Portal (<https://www.unisi.it/ateneo/adempimenti/privacy>).
2. The University undertakes to respect the confidential nature of the data and information provided by the candidate, which will be treated in accordance with EU Regulation 2016/679 on the protection of personal data and Legislative Decree 196/2013 of the Privacy Code, for provisions not incompatible with the Regulation itself. The data controller is the University of Siena, legally represented by the pro-tempore Rector, Prof. Roberto Di Pietra. The candidate can assert his/her rights (articles 15 and following of the EU Regulation) by contacting the Data Controller and writing to pec email [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it) or e-mail [segreteria.rettore@unisi.it](mailto:segreteria.rettore@unisi.it).
3. The provision of data is mandatory for the management of the relationship between the student and the University (eg. selection, admission, enrolment, university career management, etc.). Any refusal to process data implies the exclusion from the selection.

#### **Art. 12 – Notice advertising**

1. This selection notice shall be published on the reference pages of the doctoral course on the website of the University of Siena (<https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>) and advertised online on the University of Siena, Euraxess, and Ministry of University and Research webpages.
2. Furthermore, this notice and the rankings of candidates will be published on the official University website at <http://albo.unisi.it>.

#### **Art. 13 – Final provisions**

1. The person in charge of the administrative procedure is Jacqueline Irene Muller, Head of the Office for doctoral courses (*Ufficio per il Dottorato di ricerca*) at the University of Siena.
2. Any changes or additions to the contents of this notice will be published on the reference pages of the doctoral course on the website of the University of Siena (at the time of publication of this notice <https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>).
3. Should the amounts of the fees and contributions be subject to change following the approval of the Regulations for the determination and payment methods of the fees and contributions due for enrolment on courses at the University of Siena for the academic year 2024/2025, this will be communicated by means of publication on the University of Siena's website (at the time of publication of the call for applications <https://www.unisi.it/ricerca/dottorati-di-ricerca/dottorati-di-ricerca-40-ciclo>).

*Annex 2 containing*

- 1 – Schedule for the PhD in Sustainability Law and Management
- 2 – Schedule for the PhD in Economics
- 3 – Schedule for the PhD in Information Engineering and Science
- 4 – Schedule for the PhD in History of Art