



DOCTORAL PROGRAMME	PHILOLOGY AND LITERARY CRITICISM
COORDINATOR	Lino Leonardi lino.leonardi@unisi.it
Department	Philology and literary criticism
Course start date	1 st November 2014
Online application procedure open from	24 September 2014 at 9:00 a.m.
Call deadline (date and time)	13 October 2014 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):	- A list in order of merit for the research track in "Romance Philology": 2 places with grants - A list in order of merit for the research track in "Italian and Comparative Studies": 2 places with grants 1 place without a grant
Places with Ministry (MIUR) grants	0
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)	1. Romance Philology 2. Italian and Comparative Studies
Documents for evaluation (to be sent with the online application form)	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. <u>Candidates who have gained (or will gain by 31 October 2014) 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: 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 2014). <u>Candidates who have gained (or will gain by 31 October 2014) a degree at a foreign University</u> (lasting at least four years) must specify in their CV: 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 2014). They must also provide: a degree certificate with a list of



	<p>exams taken and grades (transcript) – issued in Italian or in 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); b – Summary of the research project in English; c – Letters of reference (no more than two) from University professors and/or Italian or international professional researchers; d – Thesis abstract. (optional: a copy of the thesis in pdf can be send by email to the Director of the programme at <lino.leonardi@unisi.it>).</p>
Exam details	<p>Preselection (Evaluation of qualifications): candidates' presence is not required. 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. 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). Minimum score: 40/60</p> <p>Admission: Minimum score: 60/100 Candidates who obtain a total score of at least 60/100, considering the sum of the results obtained in the selection procedure, 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. 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. 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 length and content.

Applicants must be in possession of the admission requirements or gain their degree **before 31 October 2014.**

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 printed or 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;



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- a copy of any documents of use to evaluate the recognisability of the qualification (e.g. diploma supplement, course contents, declaration of value).

Candidates with foreign academic qualifications will be admitted to the selection procedure conditionally and will be excluded from the Doctoral Research Programme if, following verification, their qualifications are found not to comply with the requirements specified in the call. If successful, candidates must provide the documents specified in art. 5 of the Doctoral Programme call in Italian Language (Bando)

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 24th September 2014 and 6.00p.m. on 13th October 2014** 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.

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.



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Documents required for enrolment

Instructions for enrolment on the first year of the Doctoral Programme are published on the following page: www.unisi.it/ricerca/dottorati-di-ricerca selecting the Doctoral Programme of interest.

Without receiving further notice from the University, successful candidates must send the forms listed at www.unisi.it/ricerca/dottorati-di-ricerca, selecting the Doctoral Programme of interest, **by the final deadline of 10 November 2014** to: Ufficio gestione bandi e carriere dottorandi Collegio S.Chiera, Via Valdimontone 1, 53100 Siena (opening hours: Fri. 9.00-13.00; Tues/Thurs 14.30 -16.30). Failure to do so will result in exclusion:

- enrolment form bearing a revenue stamp for €16 Euros;
- study grant acceptance form (if applicable);
- request for canteen access card;
- request for a university e-mail address;
- signed photocopy of identity card/passport;
- copy of receipt for payment of regional tax (*Tassa Regionale per il Diritto allo Studio Universitario*);
- copy of receipt for payment of university fees;
- copy of visa in passport and residence permit (only for non-EU students).

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 the following documents together with the enrolment form:

- photocopy of their original diploma and degree certificate with list of exams and grades, translated into Italian and legalized by the competent Italian authorities abroad (Italian Consulate or Embassy);
- **Declaration of Value "in loco"**, clearly stating that the academic qualification possessed gives access to Doctoral Research Programmes in the country in which it was awarded.

Candidates with foreign academic qualifications who cannot deliver the documents required at the time of enrolment will be enrolled conditionally and will be excluded from the Doctoral Programme if they fail to present said documents by the deadline set by the Administration. They will also be excluded if their qualifications are found not to comply with the requirements specified in the call.

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 along with the enrolment form.

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

The annual enrolment fee is 304.00 (three hundred four) Euros, to be paid at the time of enrolment. Payment can be made:

- through a branch of the bank Monte dei Paschi di Siena. The reason for payment (causale) must be specified as: "Dottorandi, Tasse Universitarie 2014/2015 + your name and surname";
- bank transfer to the following account. Account in the name of: Università degli Studi di Siena, Via Banchi di Sotto 55, Siena.

Bank: Monte dei Paschi di Siena, Agenzia n. 13, Piazza Amendola 4, 53100 Siena –

IBAN: IT16U0103014217000063269552

BIC CODE (for payments made outside Italy):



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The reason for payment (causale) must be specified as: "Dottorandi, Tasse Universitarie 2014/2015 + your name and surname".

Regional tax

Annual payment of a Regional Tax for the Right to University Study is required by Regional Law no. 4 of 3 January 2005. For the academic year the tax is 140.00 (one hundred and forty) Euros and can be paid as follows:

1) bank transfer to post office account in the name of: Azienda Regionale per il Diritto allo Studio Universitario
IBAN: IT60B076011420000095810461

SWIFT CODE: BPPIITRRXXX

The reason for payment (causale) must be specified as:

"Dottorandi, Tassa Regionale DSU 2014/2015 + your name and surname";

2) Post Office payment ("bollettino postale" - within Italy): Italian Post Office Account no.: 95810461
in the name of: Azienda Regionale per il Diritto allo Studio Universitario – AOT Siena.

The reason for payment (causale) must be specified as:

"Dottorandi, Tassa Regionale DSU 2014/2015".

Also provide (pagamento eseguito da) your name, surname and full address.

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.

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



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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).