



Scuola Superiore
Sant'Anna



Università degli
Studi di Siena



Università degli
Studi di Firenze



Università di Pisa



Call for applications for admission to Joint PhD in Political Science, European Politics and International Relations academic year 2015/2016

Article 1

(Available positions)

The Scuola Superiore Sant'Anna di Pisa, the University of Siena, the University of Firenze and the University of Pisa - pending the definition of the procedure for the enlistment foreseen by art. 3, Decreto Ministeriale nr. 45, 2013 -hereby announce **nr. 4** positions for admission to the Joint PhD in Political Science, European Politics and International Relations.

If additional funding becomes available before the start of the Programme, the number of positions may be increased; **nr. 8** scholarships may be available in case of successful request for funding submitted to the Regione Toscana – Fondo Sociale Europeo (Progetto regionale Giovani Sì – Dottorati Internazionali – Borse Regionali “Pegaso”). Requirements for eligible candidates “Borse Regionali Pegaso” are:

- to be not older than 35 years by August 31, 2015
- good knowledge of English
- availability to spend no less than six months abroad

Article 2

(Requirements for taking part in the competition)

Candidates with the academic qualifications set forth below may take part in the selection process, without citizenship restrictions:

- Master of Science (MSc)/Master of Arts (MA) degree
- Similar academic qualification obtained abroad, declared to be equivalent by the Italian authorities or recognised as comparable to the Italian qualification in terms of duration and content and deemed suitable for the purposes of taking part in the competition.

Individuals who have not obtained their qualification by the announcement deadline but who will obtain it by 31 October may also take part in the selection process.

It being understood that the official start date of the School for the PhD courses is 1 October, as specified in article 5 below, which is the start date of the academic year, entry of scholarship winners obtaining their degree in October and related payment of the scholarship to the same, may be postponed to no later than 1 November. There may be no further exceptions to this time limit. In this case, the enrolment date on the PhD programme starts from the day after the one on which the qualification is obtained.

Candidates holding a qualification obtained in Italy

All candidates holding an academic qualification obtained at an Italian University, whether they be EU citizens or citizens of Non-European Union Countries, are required to self-certify their

qualification and are eligible for the selection process subject to verification of the self-certified declarations.

Candidates holding a qualification obtained abroad (EU and NON-EU Countries)

All candidates holding a qualification obtained abroad (EU and NON-EU Countries) are required to submit a copy of their original degree certificate along with a translation unless written in English/French/Spanish/German.

Admission to the Programme for candidates holding a foreign qualification obtained in a NON-EU Country is in any case conditional on verification of the qualification held, which is carried out on the basis of the *“Dichiarazione di valore in loco”* [“Statement of equivalence of qualification”] issued by the Italian diplomatic mission competent in that territory, or, alternatively, the Diploma Supplement.

The statement of equivalence should contain the following information:

- 1) legal status and nature of the issuing institution;
- 2) admission requirements for the study programme resulting in that qualification;
- 3) legal duration of the study programme and/or the overall commitment required of the student in credits (if available);
- 4) value of the qualification for academic and professional purposes in the system/Country which issued it.

Article 3

(Application to take part in the competition)

The application to take part in the competition should be written and sent by electronic means only, using the specific procedure which can be found in the dedicated section of the School website <http://www.sssup.it/phdapplicationonline> by 3 September 2015.

Candidates are required to declare the following in the application, on their responsibility:

- a) surname, name, place and date of birth, nationality;
- b) that they hold the academic qualification set forth in article 2 above, specifying the degree programme, its duration and the University or Institution of Higher Education where it was obtained;
- c) the mark received in the MSc degree examination, specifying the maximum possible mark and the date on which the said mark was obtained;
- d) the date on which they expect to obtain the qualification, for those not already holding it;
- e) the domicile or contact details for receiving competition-related communications and the undertaking to inform of any further changes of address;
- f) Skype contact details for conducting the interview where applicable using electronic communication tools;
- g) email address, mandatory for competition-related correspondence.

The following may use the self-certification process:

- Italian and EU citizens;
- Citizens of Non-European Union Countries who are legal residents in Italy, only as regards personal qualities and facts which can be certified or attested by Italian public bodies.

People with disabilities should attach a note to the application for taking part in the competition, applying for the assistance they require throughout the competition in relation to their disability, as well as for any extra time needed.

The documents specified in the individual PhD Programme information sheet should be attached to the application form. The lack of these documents will entail exclusion.

The School may perform checks on the truthfulness of the declarations and documents submitted, at any time during the procedure, including after the start of the Programme, and may request that the original documents be produced. In the event of false declarations, the School may order the exclusion of candidates from the selection procedure or from the Programme at any time, by the substantiated decision of the Rector, without prejudice to the criminal liability deriving from the same.

Article 4

(Selection Board and test examinations)

The Examining Board for admission to the PhD Programme is appointed by decree of the Rector and its composition is available for consultation on the School website.

The candidate selection and assessment methods and criteria for drawing up the ranking list are specified in the information sheet annexed .

Article 5

(Admission to the PhD Programme and entrance of students)

Successful candidates are admitted to the PhD programme according to the ranking list and subject to availability of the positions subject to the competition.

The general merit ranking list, approved by decree of the Rector, is published on the School website. Publication constitutes an official communication.

In case of equal ranking in the assessment phase, preference will be given to the younger candidate.

The School reserves the right to assign any position which becomes available as a result of candidates renouncing or dropping out, to suitable candidates on the ranking list.

The start date of the PhD Programme is 1 October 2015.

NON-EU citizen students should apply for a specific study visa to enter Italy, which is issued by the Italian embassies or consulates in the Country of origin. Students are required to apply for a residence permit for study purposes within eight (8) days of arriving in Italy.

For further information, please go to: http://www.sssup.it/iro/welcome_support

In special, justified cases, entrance of students may be postponed, to no more than 30 days after the official Programme start date.

On the Programme start date, students should turn up with the following documents at the offices of the School:

- competition application form, printed when registering online and signed;
- valid identity document;
- only for students with a qualification obtained in a NON-EU country: Declaration of equivalence (or a copy of the application for the same made to the competent authorities) or the Diploma Supplement;
- receipt of payment of the regional tax for Right to University Study (DSU) of €140.00 or receipt of the application to the DSU for exemption from payment (for more information on the regional tax, please go to: <http://www.dsu.toscana.it>)

Article 6

(Scholarship and other grants)

The scholarship has the duration of three years and is confirmed on a yearly basis for admission to the subsequent year subject to the decision by the Teaching Board.

The scholarships are awarded according to the general merit ranking list, without prejudice to the scholarships reserved for specific research topics which may be awarded to the first suitable candidate identified by the Selection Board based on the profile/CV.

The yearly scholarship amount is of 14,000.00 euros gross paid to the student in deferred monthly instalments. The gross amount includes social security contributions payable by the recipient.

The scholarship may not be cumulated with other scholarships granted for any reason, with the exception of those granted by national or foreign institutions to enhance the student's research activity during periods of stay abroad.

Those who have taken advantage, even partly, of a PhD scholarship in the past, may not benefit from the scholarship.

Students can access the library and the laboratories of the School and Universities in the ways provided for by the respective regulations.

The scholarship may be increased as provided for by the Training Activity Regulations for periods of stay abroad authorised by the Teaching Board.

The School will also make an annual budget available to all PhD students pursuant to article 9 of Italian Ministerial Decree 45/2013, starting from the second year of the programme, to cover research activity-related expenses.

The scholarship and grants referred to in this article are subject to the current legislation applicable to scholarships paid by Universities and the Regions for tax and social security purposes.

The School shall insure the students against accidents and civil liability for the entire duration of the programme and undertakes to meet the safety conditions with respect to the rooms, systems, instruments and equipment used within the Programme.

Article 7

(Obligations of the PhD student)

Students are required to attend the teaching and research activities provided by the School within the Programme and to fulfil the obligations provided for in the Training Activity Regulations – Book III. Courses, seminars and internship will be held in Pisa, Firenze or Siena.

Students also undertake to comply with the rules in the Statute, in the Regulations and Codes of Conduct of the School.

For the protection of health and safety purposes, students shall also:

- fill in the intended occupation form;
- undergo health checks as part of the health monitoring carried out by the Medical Officer of the School;
- take part in scheduled educational and training courses.

Penalties shall be applied in case of failure to fulfil these obligations. These may include prohibition of access to the rooms of the School.

The Rector

Signed Prof. Pierdomenico Perata
(digitally signed document)

Procedure Supervisor:

Ms Silvia Marcacci, Manager of the U.O. Ph.D. e Lauree Magistrali – Via Santa Cecilia 3 – 56127 Pisa – tel. +39 050883528, fax +39 050883586, e-mail: s.marcacci@sssup.it.

Data handling:

Personal data provided by candidates shall mainly be handled automatically by the School and in compliance with article 11 of Italian Legislative Decree no. 196/2003 (“Personal Data Protection Code”) for management of the competition procedures. The data, which is made anonymous, may also be used for statistical purposes. Data must be provided in order to take part in the Competition. Interested parties may exercise their rights under article 7 of the aforesaid Legislative Decree, at any time, by writing to the Scuola Superiore Sant’Anna, U.O. Ph.D. – Lauree Magistrali, Via Santa Cecilia, 3, 56127 Pisa (Italy).

Transparent administration:

The Scuola Superiore Sant’Anna operates in compliance with the legislation on the prevention of corruption (Italian Law 190/2012), by applying the measures identified in the Three-year Plan on the prevention of public corruption in the “Transparent Administration” section of the institution website at: <http://www.sssup.it/amministrazione-trasparente/altri-contenuti/corruzione>

References to the legislation:

Equivalence and recognition of foreign qualifications: article 2, Italian Law 148/2002; article 6, Italian Ministerial Decree 270/2004

Self-certificates: Italian Presidential Decree no. 445/2000 and subsequent amendments and additions

People with disabilities: Italian Law no. 104/92

Occupational Safety Consolidation Act: Italian Legislative Decree no. 81/2008