UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II

ADMISSION TO RESEARCH DOCTORATE PROGRAMS: PRE-SELECTION RESERVED TO NON ITALIAN RESIDENTS WHO HAVE OBTAINED ABROAD THE REQUIRED EDUCATIONAL QUALIFICATIONS

ACADEMIC YEAR 2009/2010

Decree no. 2227, Napoli July 6th, 2009

ARTICLE 1
(Object of the pre-selection)

It is hereby announced the opening of a pre-selection, based on qualifications and oral examination, for the admission to the research doctorate programs listed in **annex A**, reserved to applicants who are both not resident in Italy and have obtained the academic qualifications required for admission into the doctorate programs in a country other than Italy.

For each program, the following information is given: the Doctorate School to which it is affiliated, its standard duration, the department acting as administrative seat, and the professor who is the coordinator of the program.

The number of open positions for each program, with or without institutional fellowships, will be notified by a special announcement that will be published **within 30 days from the conclusion of the oral examinations of all candidates** on the University website at the address www.unina.it/studentididattica/postlaurea/dottorato/en/index.jsp.

The pre-selection timetables for each program (date of publication of the results of the qualifications evaluation and date of the interview) will be published on the **18th of September 2009** on the website of the University at the address www.unina.it/studentididattica/postlaurea/dottorato/en/index.jsp;

The applicants will not receive any further official communication about the dates fixed for the pre-selection.

ARTICLE 2
(Requirements for admission)

The pre-selection is open to all persons, irrespective of their age, who are both not residents in Italy and have obtained, in a country other than Italy, an educational qualification that is equivalent to the Italian degree of “laurea specialistica” or “laurea magistrale”, as defined by Ministry Decree no. 509/1999 or subsequent modifications and/or integrations (similar to the M.Sc. degree of most Anglo-Saxon educational systems), or to the Italian degree of “laurea”, as defined by preceding national educational regulations (i.e., a single-cycle degree having a minimum legal duration of four years).

Moreover, the pre-selection is also open to those who will obtain the above mentioned educational qualification not later than the **31st of October 2009**. In the latter case, the applicants will be admitted conditionally to the pre-selection and, if admitted to the program, will have to exhibit to the University offices, before enrolment in the doctorate program, the official certificate stating that the required degree has been obtained.

In their application form, the applicants will have to explicitly **ask that their foreign degree be considered equivalent to the required Italian degree**. If granted by the University governing bodies, **this equivalence will be valid only for the admission to the doctorate programs of the University**. Moreover, the applicants will have to attach to their application form the other documents listed in the following article 3.

ARTICLE 3
(Submission of the application)

The application to this pre-selection, compiled using the attached **annex B application form**, available on the University website at the address www.unina.it/studentididattica/postlaurea/dottorato/en/index.jsp, **in order to be considered further in the pre-selection procedure, will have to be submitted and made to arrive to the University not later than 2nd of September 2009**, by one of the following methods:

- *E-mail* submission to the following address: phdnafedericoII@unina.it. In this case, all documents, including the application form signed by the applicant, will have to be attached as electronically scanned files;

- Postal shipping (by courier, express or priority mail or other equivalent means) to the following address: Università degli Studi di Napoli Federico II – Ufficio Dottorato, Assegni e Borse di Studio **-** Palazzo degli Uffici, via Giulio Cesare Cortese, 29 – 80133 – Napoli.

- Telefax delivery to the following fax number: +39 0812537616.

All applications arrived after the 2nd of September 2009, even if sent earlier, will not

be accepted. The formal date that will determine if the deadline has been met will therefore not be the postal office stamp date but the reception date at the University.

Those who wish to apply to several doctorate programs will have to prepare different applications, but they can be sent in with a single mailing. If a single application form is used for applying to several programs, the University will consider the application valid only for the program listed first in the form.

The application, signed in the applicant's own hand, must contain the following statements:

a) The surname (or family name) and first name, the date and place of birth, the gender, the citizenship, the residence and address where the applicant wishes to receive any communications relating to the pre-selection, the telephone number, the electronic mail (e-mail) address;

b) the exact denomination of the research doctorate program the application is meant for;

c) the denomination of the academic degree equivalent to the italian degree that has been obtained or that will be obtained by the applicant, the date of conferral and the name of the conferring University, and the duration of the degree program;

d) the request that the above degree be considered equivalent to the corresponding required Italian degree, for the sole purpose of the admission to the doctorate programs of the University; *(alternatively, in the uncommon case in which the applicant already obtained a general-purpose declaration of equivalence from any Italian University, the application must indicate the name of such University and the number and date of the Rector Decree declaring the equivalence);*

e) the foreign language chosen for the oral examination, among those listed in the following article 4;

f) the undertaking to promptly inform the University on any possible variation of the address to be used for all communications relating to this pre-selection.

Physically handicapped applicants will have to specify in the application, in compliance with the current regulations, the aid needed because of their disability as well as any need for additional time in the completion of the examinations.

The following documents must be included with the application:

1) certificate of the laurea magistrale degree (or equivalent) with the final marks, if already completed;
2) official transcript or academic record listing all university-level examinations taken by the applicant and the corresponding marks obtained;
3) short description of the examinations taken (content of the courses);
4) any other document deemed useful for the degree equivalence assessment;
5) certificates of any further academic qualification, with transcripts of the examinations and program descriptions;
6) other possible academic or scientific qualifications (e.g., fellowships, post-graduate schools, titles relating with research activity, scientific publications, scores obtained in standard tests used for university admission at the international or national level, etc.);
7) recommendation letters in sealed envelopes or, alternatively, a list of names, affiliations, and contact information of professors, scientists or other appropriate persons to be contacted to obtain academic references on the applicant;
8) curriculum vitae.

If the above documents are written in a language other than Italian, English, French, Spanish or German, they have to be submitted in a version translated into one of said languages and certified for conformity to the original.

An application will be rejected if it does not include anyone of the following items:

- surname and first name;
- residence and address where the communications relating to this selection should be sent;
- the denomination of the research doctorate program to which the application is meant for;
- the denomination of the degree held or that will be obtained, with the indication of the conferral date and of the University that has conferred it or that will confer it;
- the request that the above degree be considered equivalent to the Italian laurea magistrale, for the sole purpose of the admission to the University doctorate programs; *(alternatively, the name of the University and the number and date of the Rector Decree by which such equivalence has been already declared for general purposes).*

The University administration does not take responsibility upon itself for the missed delivery of an application due to mistake of the applicant, or to any postal errors arising due to third party, to fortuitous incident or other circumstances beyond our control.

Similarly, the administration does not take responsibility upon itself for the missed delivery or dispersion of communications to the applicant arising because the address specified in the application be inexact or its possible change be communicated late, or because of any postal errors arising due to third party, to fortuitous incident or other circumstances beyond our control.

All applicants are admitted to the pre-selection conditionally. The administration can decide at any time, with appropriate motivations, the exclusion of an applicant for lack of the prescribed requirements; the deed of exclusion will be communicated to the applicant.

ARTICLE 4
(Selection exams)

The candidates will be selected based on an evaluation of their academic qualifications and of an oral examination or interview. The qualifications that will be taken in consideration in the evaluation are the following:

1) university-level degrees and other academic qualifications;
2) scientific publications;
3) scholarships, fellowships and attendance certificates of post-graduate programs and courses;
4) qualifications related with the carrying out of research activity;
5) references from former lecturers and professors.

The candidates will have to demonstrate, moreover, a good knowledge of a language of their choice among Italian, English, French and German *(**only English** in the case of the doctorate program in Computational and Bioinformation Biology, Electronic and Telecommunication Engineering, Aerospace, Naval and Total Quality Management Engineering, Chemical Engineering, Electrical Engineering, Novel Technologies for Materials, Sensors and Imaging, Improvement and Management of Agricultural Resources and Forests, Fundamental and Applied Physics)*. The possible subjects of the oral examinations will concern the scientific sectors of reference for the corresponding doctorate program.

Before the oral examination, the candidate will have to exhibit a valid passport, or in exceptional justified cases, another identification document valid in their countries.

The candidates can attend the oral examination in videoconference.

The candidate absence on the specified day, time and place of the oral examination will be regarded as a withdrawal from the pre-selection, whatever the actual cause.

ARTICLE 5
(Examining committees)

The examining committees, which will be published on the University website at the address www.unina.it/studentididattica/postlaurea/dottorato/en/index.jsp, are appointed with Rector Decree in compliance with article no. 10 of the University Regulations on the research

doctorate.

In the evaluation of each applicant, the examining committee can award a total score of 100 points, of which 40 are for the evaluation of the qualifications and 60 are for the oral examination.

To be admitted to the oral examination, a candidate must receive not less than 26/40 points in the evaluation of his/her qualifications.

The oral examination is passed if the candidate will have acquired a score of not less than 40/60.

The final score is given by the sum of the partial scores obtained in the evaluation of qualifications and of the oral examination.

ARTICLE 6
(Ranking list)

The ranking list will be formed by the decreasing total score attained by the candidates in the selection evaluations and will be approved by Rector Decree. In case of score equality, priority in the ranking will be given to the younger candidate.

The ranking list will be posted, **within 20 days from the conclusion of the oral examinations of all candidates**, on the University website at the address www.unina.it/studentididattica/postlaurea/dottorato/en/index.jsp

This posting will represent the formal notification of the pre-selection results. The selection applicants will not receive any further formal communication on the outcome of the selection.

ARTICLE 7
(Admission to the program)

If the doctorate program will be activated, the candidates in the pre-selection ranking list will be admitted to the program for the academic year 2009/2010 according to the order of the ranking until all open positions will be filled. **The number of open positions and the number of fellowships will be determined by the governing bodies of the University. Once these numbers will be determined**, the deadline and instructions for enrolling will be communicated to the admitted students.

ARTICLE 8
(University doctoral fellowships)

The available fellowships for each program, if any, will be awarded according to the

evaluation ranking list.

The fellowship amount is **€ 13,638.47** (thirteen thousands six hundreds thirdy eight euros and 47 cents), including retirement contributions as fixed by article no. 2 of Ministry Decree 1998.9.11 published on the Gazetta Ufficiale of Italian Republic no. 293 of 1998.12.16 and subsequent modifications and integrations. The fellowship will be paid in bimonthly instalments at the end of each two-months period. In order to be entitled to receive the fellowship, the annual personal gross income of the recipient must not be higher than (additional) € 13,638.47 (thirteen thousands six hundreds thirdy eight euros and 47 cents). This income must be computed for the solar (or fiscal) year in which the largest fraction of the fellowship is paid. In computing the income, property revenues and any other earnings having recurrent character must be included, with the exclusion of earnings having occasional nature or which are arising from conscription military (at troop level) or civil service.

Those who have already attended a doctorate program in Italy and were awarded a fellowship, even if for only one year, cannot ask to be awarded a fellowship for a second time.

University doctoral fellowships cannot be combined with other fellowships, awarded for any reasons, except with those provided by national or foreign institutions and aimed at supporting, with stays abroad, the educational and research activity of the recipients.

The fellowship disbursement is only related with actual periods of attendance and study or research activity.

Those who are entitled to receive a University doctoral fellowship must present, jointly with the enrolment application, a statement about the anticipated personal gross income and that there are no other reasons for incompatibility as mentioned in the present article. Such statement must be repeated at the beginning of each subsequent academic year of the program attendance. The fellowship recipients will have, moreover, to enrol in the INPS (National Institute for the Welfare) under the “separate management” section of the Institute. The forms for such fulfilments will be available on the University website at the address www.unina.it/studentididattica/postlaurea/dottorato/index.jsp.

ARTICLE 9
(Tuition and fees)

The students admitted to the research doctorate programs who are not recipients of a University fellowship are expected to pay, each program year, tuition and fees for an amount equal to that paid by foreign students enrolled in undergraduate programs of this University.

ARTICLE 10
(Duties, incompatibilities, suspensions)

Doctoral students are required to attend and complete all activities scheduled in the program, to present the required oral or written reports and to whatever else be decided by the Academic Board of the doctorate program. The doctoral student can carry out part of his/her activity abroad at universities or research organizations, for a total time not exceeding half of the

duration of the program. During these periods abroad, the fellowship amount is increased by 50%.

At the end of each program year, the Academic Board, on the basis of a detailed report on the activities and researches performed by each doctoral student, will rule on his/her admission to the following year or propose to the Rector his/her exclusion from the program.

The simultaneous attendance of both a doctorate program and any other university study is forbidden. This includes programs for laurea, laurea specialistica or laurea magistrale, specialization and master. If an admitted candidate is already enrolled in one of above programs, he/she is required to suspend the enrolment for the entire duration of the doctorate program.

Students enrolled in a doctorate program can ask a suspension for maternity leave, serious illness, or civil service. A suspension longer than thirty days will give rise to a suspension of the fellowship for the same time.

ARTICLE 11
(Research doctor title and doctoral thesis)

The title of “dottore di ricerca” (research doctor) is obtained at the end of the program, after passing the final examination, subject to the presentation of a doctoral thesis, and is conferred by the Rector according to the formalities fixed by the University Regulations on the research doctorate.

The University will archive the complete thesis and will make it available online through the institutional open-access document archive.

On motivated request of the research doctor, a period anyway not longer than three years can be accorded in which the thesis will not be made consultable to third parties.

ARTICLE 12
(Access, private data treatment, and procedure administrative responsible)

All applicants have the right to accessing the documents relating to the selection procedure, in compliance with current regulations. Such right will be exercised according to the formalities fixed by the University regulations on the administrative procedures and on the right to the document access, issued by Rector Decree no. 2386/98 and subsequent modifications and integrations.

In compliance with the Legislative Decree 196/2003, it is informed that the personal data treatment of all candidates competes to the University, in accordance with the University Regulations on the implementation of the code of protection of the personal data utilized by the University, issued by the Rector Decree no. 5073/2005 and subsequent modifications and integrations.

The Head of the Office “Ufficio Dottorato, Assegni e Borse di Studio” of the University is responsible of all deeds concerning the present selection procedure which are not in the

jurisdiction of the examining committee. For what is not discussed in the present article, reference is made to the provisions dictated by the law no. 241 of the 7th August 1990 and to the regulations for their implementation approved with Rector Decree no. 2386/98 and subsequent modifications and integrations.

THE RECTOR
prof. Guido Trombetti

signed by
THE PRO-RECTOR
prof. Vincenzo Patalano