



UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II



Scuola Superiore Meridionale

**Doctoral Programs – 35<sup>th</sup> cycle – academic year 2019/2020**

**Call for applications**

**APPLICATIONS DEADLINE**

**2 September 2019, 12:00 (CET)**

***This document cannot be used for legal purposes and is only meant to provide information in English on the call for applications***

The Scuola Superiore Meridionale (SSM) hereby announces for the academic year 2019-2020 a call for application to 18 scholarships in the following Doctoral Programs: *Archaeology and Cultures of the Ancient Mediterranean. Historical Research, Preservation, Cultural Heritage Management and Use* ; *Global History and Governance*; *Texts, Traditions and Book Cultures. Italian and Romance Studies*.

The Admission to the Doctoral Programs will be on a competitive basis. The selection of the candidates will be based on the evaluation of their academic record, a research proposal and an interview

In the table below, for each programme, the following items are listed:

- The length of the program;
- The number of scholarships;
- The name and e-mail address of the coordinators of the three programs;
- The webpage of each program.

Ancient Mediterranean Archaeology and Cultures. Historical Research, Preservation, Cultural Heritage Management and Use	Program's duration: 4 years <b>no. of scholarships: 6</b> Coordinator: Prof. Massimo Osanna e-mail: <a href="mailto:massimo.osanna@unina.it">massimo.osanna@unina.it</a>  webpage: <a href="http://www.unina.it/ateneo/scuola-superiore-meridionale/archeologia-e-culture-del-mediterraneo-antico.-ricerca-storica-conservazione-fruizione-del-patrimonio">http://www.unina.it/ateneo/scuola-superiore-meridionale/archeologia-e-culture-del-mediterraneo-antico.-ricerca-storica-conservazione-fruizione-del-patrimonio</a>
Global History and Governance	Program's duration: 4 years <b>No. of scholarships: 6</b> Coordinator: Prof. Daniela Luigia Caglioti e-mail: <a href="mailto:danielaluigia.caglioti@unina.it">danielaluigia.caglioti@unina.it</a>  webpage: <a href="http://www.unina.it/ateneo/scuola-superiore-meridionale/global-history-and-governance">http://www.unina.it/ateneo/scuola-superiore-meridionale/global-history-and-governance</a>
Texts, Traditions and Book Cultures. Italian and Romance Studies	Program's duration: 4 years <b>No. of scholarships: 6</b> Coordinator: Prof. Andrea Mazzucchi e-mail: <a href="mailto:andrea.mazzucchi@unina.it">andrea.mazzucchi@unina.it</a>  webpage: <a href="http://www.unina.it/ateneo/scuola-superiore-meridionale/testi-tradizioni-e-culture-del-libro.-studi-italiani-e-romanzi">http://www.unina.it/ateneo/scuola-superiore-meridionale/testi-tradizioni-e-culture-del-libro.-studi-italiani-e-romanzi</a>

In each Doctoral Program, one scholarship is reserved for candidates who attained their degree (or equivalent) in a non-Italian University.

Successful candidates will mainly pursue their research at the SSM. The terms and conditions of the scholarships are described on the SSM website at <http://www.unina.it/ateneo/scuola-superiore-meridionale/i-dottorati>.

Courses will start on November 1, 2019.

The candidates' level of competence, talent, motivations and inclination for scientific research relevant to their chosen discipline will be assessed on the basis of their academic record, a research proposal and an interview.

Candidates are expected to have sufficient background in theory and research methodology relevant to their discipline. The research proposal, written in Italian or English (max 5,000 words), must reveal the candidate's scientific interests and their connections with and adherence to the scientific lines promoted by the SSM. The proposal's theme does not factor, however, into the subsequent choice of the dissertation topic. The proposal must show the candidates' full awareness of the state of the art in the selected scientific field, and their competence in the research methods used within the chosen discipline.

The Doctoral Programs combine coursework and research activities. Coursework is generally concentrated in the first year and is designed to broaden the students' knowledge and to prepare them for research, with the aim of obtaining a high level of specialisation in a specific scientific area, and the capacity to pursue independent research. Doctoral students will carry out their studies in accordance with annually approved plans, and they may be authorized, possibly with a specific financial contribution, to spend periods of study and research in other highly qualified Italian and non-Italian university and scientific institutions. At the end of the Doctoral Program, providing that all due obligations have been fulfilled, and after the successful defence of the dissertation, the student obtains the title of *Philosophiæ Doctor* (Ph.D.).

### **Admission Requirements**

To apply to the above-described Doctoral Programs candidates (with no restriction of age and citizenship) should possess one of the following degrees:

- Master's degree, according to the Italian Ministerial Decree nr. 509/1999 and its subsequent modifications and integrations ("laurea specialistica" or "laurea magistrale");
- academic degree, according to the Italian previous academic system ("laurea"), where the legal course lasted for at least four years;
- an equivalent degree obtained from a foreign university.

As a general rule, candidates should fulfill the minimum degree requirements by 31 October 2019. Candidates not in possess of a degree by 2 September 2019 will be admitted conditionally.

The equivalence of the degree of the candidates graduated abroad will be ascertained on the basis of the documents attached by the candidate to the application form.

This requirement is not needed if the degree has been already declared equivalent to an Italian academic degree by virtue of agreements between Italy and the foreign Country where the degree was obtained.

Candidates are admitted with reservation; those not in possession of the appropriate requisites may be excluded by the person in charge of the procedure at any time during the selection. Excluded candidates will be notified of the decision and the reason for exclusion.

### Applications

**In order to access the procedure in its English version, foreign candidates are kindly invited to set their browser in a language different from Italian: in such a way all the information will appear in English.**

**The online application's procedure opens on Monday 8 July 2019.**

Candidates resident in Italy or possessing Italian citizenship are kindly requested to refer to the Italian version of the announcement, published on the SSM website. **Candidates who are not resident in Italy and who are not Italian citizens are exempted from the payment of the examination fee.** Please note that the exemption from the payment of the examination fee applies only to candidates who are not resident in Italy, and do not possess Italian citizenship.

The **deadline** for completing the application form and for the submission of references and all required documents is **2 September 2019**. Applications may be submitted until midnight (12:00 - CET) on that day.

By this deadline the on-line form will be removed, and any filling and printing will be no longer possible.

Having not filled and/or sent the application form within the deadline and according to the correct procedures will cause exclusion from the competitive examinations.

Candidates must fill distinct application forms for each Doctoral Program they wish to apply for.

There are **two distinct phases** in the application process:

- A) First: the applicant must register herself/himself as a user (steps 1 - 6)
- B) Second: the application form must be filled, printed, signed and sent, together with all the required materials, in pdf format, to the following e-mail address: [info.ssm@unina.it](mailto:info.ssm@unina.it) (steps 7 - 15).

A) First phase:

- 1) login to the webpage [www.unina.it](http://www.unina.it)
- 2) on the left side of the main webpage, under the section " *IN PRIMO PIANO* " ...
- 3) ... click on the link "Presentazione domanda dottorato di ricerca"
- 4) at the first access, select "Foreign user registration"

Once the form is open, applicants must:

- 5) fill in all the required data
- 6) take note on a separate sheet of the user key and the password automatically assigned by the procedure, to be used later.

B) Proceed to the second phase:

- 7) repeat all the steps 1 – 3,
- 8) click on "System access"
- 9) insert user key and password
- 10) click on "Insert a new application" (on the top of the menu, left side)
- 11) select the PhD program you would like to apply for
- 12) fill in the form with all the requested data
- 13) check the inserted data; to confirm the inserted data and to send the form, click on "Enter application";
- 14) click on "Print application" to print the filled form;
- 15) sign the application form, scan it and send it as a .zip file to the e-mail address: [info.ssm@unina.it](mailto:info.ssm@unina.it) together with the following materials:

- a) **Copy of an identity document** (such as passport or ID card);
- b) **one or two pages cv** including degrees, language skills, work experience, and prizes, participation to conference and workshops as well as publications if present;
- c) the **master's degree thesis**, including an abstract written in Italian or in English (max 1,500 words); candidates who have not completed their master's degree by the application deadline are required to submit an extended abstract in Italian or English (max 2,500 words); the extended abstract is also mandatory if the thesis is written in a language other than Italian or English;
- d) **degree transcript(s)** issued by your university listing the exams/courses taken at university, grades/marks awarded and (if applicable) the final degree result. You should also attach your degree transcript(s) from previous degree(s).

Should the transcript(s) be written in a language other than Italian, English, French, Spanish or German, the applicant must also submit its translation into one of the aforesaid languages: this translation must be certified for conformity to the original by the cognizant Italian representative bodies.

e) **copy of any publications**, if present;

f) the **research proposal** (max 3,500 words), together with a selected bibliography and an abstract in Italian and English (max 500 words).

Please, do not attach or send supplementary documents that are not strictly requested, such as traineeships diplomas etc.

**Lack of presentation of these documents will cause exclusion from the selection procedure.**

Applicants may also ask two scholars to write letters in support of their applications. The letters must be sent directly from the scholars who write them to the coordinators of the Doctoral Programs at the e-mail addresses provided in the table above.

**The e-mail subject should include the name of the Ph.D. program and the name of the applicant.**

### **Selection**

The selection process is based on a comparative evaluation of the candidates with the aim to assess their knowledge and aptitudes for the scientific research.

Selections will be based on:

- academic record,
- research proposal;
- interview.

All the candidates must also prove a good knowledge of at least one foreign language (for the Ph.D. program in Global History and Governance only, a good knowledge of English is compulsory. Also, the interview can be done entirely in English).

For the evaluation of the candidates' aptitude towards scientific research and of their capacity to attend the program, each examining board attributes up to 100 marks to each applicant that are divided as follows: 60 max for the evaluation of their academic record and research proposal and 40 max for the interview. Candidates will be shortlisted for the interview if they obtain at least 40 points in the evaluation of their academic record and research proposal. To be placed on the final ranking list, applicants must score at least 30 in the interview.

Academic record and research proposal will be evaluated as a whole.

In the Doctoral Programs for which it is necessary, examining boards will verify the level of competence in Italian of non-Italian candidates and their ability to participate satisfactorily in the programme's educational and research activities.

The outcome of the evaluation and the shortlist for the interview will be published by **Monday, September 16, 2019.**

The interviews will take place starting on Monday, 23 September 2019 at the location and on the day and time that will be announced on the SSM webpage by **Monday, September 16, 2019.**

The interviews' timetables should be considered as an official notification to applicants, who will not receive any further written notice.

**Upon request, shortlisted candidates may be interviewed by video conference (e.g., Skype).**

The final score will be the sum of the marks the candidate has obtained in the assessment of the academic record, the research proposal and the interview.

To take the examinations, candidates will produce one the following legally valid identity document: identity card, passport, driving license.

The candidate will be considered as a renouncer, if she/he, for any reason, will be absent on the day, place and time scheduled for the examinations.

The examining boards must conclude the selection process by Thursday, **September 30, 2019.**

### **Additional Information Ranking Lists**

Candidates will be ordered in the final lists by following the decreasing order of the sum of their marks. In the case of parity in marks between two or more candidates, precedence is given to the youngest candidate.

Selected candidates will be admitted to the chosen Doctoral Program on the basis of their standings in the ranking list until all the positions available have been filled.

If a candidate - eligible for the enrolment in a Doctoral Program – does not submit her/his acceptance within 10 days from the date of the publication of the final results of the competition or, in case of renouncement within 60 days from the beginning of the doctoral courses, the position will be assigned to the candidate who follows her/him in the ranking list.

### **Enrolment procedure**

The Rector of the Università di Napoli Federico II approves the ranking lists and decrees the results of the selections within 30 days from the date of the interview. These lists will be published in the *Official Register of the Università degli Studi di Napoli Federico II* – University Website <http://www.unina.it/didattica/post-laurea/dottorati-di-ricerca/bandi-di-ammissione>.

Such a publication represents an official notification of the results to the admitted candidates.

Within and not later than **10 days** following the date of publication of the Rector Decree of approval, the selected candidates must deliver to the

*“Ufficio Dottorati, Assegni e Borse di Studio”*

*Università degli Studi di Napoli “Federico II”*

*Palazzo degli Uffici*

*Via Giulio Cesare Cortese, 29 – 1st floor (Napoli)*

on Monday – Wednesday – Friday, hrs 9.00 – 12.00 a.m.

on Tuesday – Thursday, hrs. 9 – 12.00 a.m; and 14.30 – 16.30 p.m.

- the enrolment form, duly filled in. The form is available on the University Website: <http://www.unina.it/didattica/post-laurea/dottorati-di-ricerca/bandi-di-ammissione>;
- a substitute self-certificate where the admitted candidate declares she/he is not (and that even in the past she/he has not been) a recipient of other PhD scholarships; the enrolling PhD students must also declare they are not attending any other academic course: should this not correspond to their position, candidates must undersign a declaration confirming the suspension of this attendance
- a declaration where the candidate confirms she/he is informed on the prohibition to attend – all over the duration of the Ph.D. program – any other academic course.
- a photocopy of an identity document (duly undersigned)
- one passport-size photo

- the receipt confirming the payment of registration fees and contributions: amounts and modalities will be published on the same University website. The deadline for the payment of these fees is set at the 15<sup>th</sup> day following the last useful day for enrolment.

If their academic degree has not been already declared equivalent to the Italian one, selected candidates which are non-Italian citizens and did graduate abroad, must also deliver to the PhD offices a certificate of the master degree, which must be previously translated and legalized (with an attached “dichiarazione di valore” / *statement of value*) by the Italian Embassy/Consulate with competencies on the Country where the University which conferred that degree is located.

Further information is available at the MIUR (Italian Ministry for University and Research) website:

<http://www.studiare-in-italia.it/studentistranieri/5.html>

All the above-mentioned self-declarations could be summarized, in a single form, which can be downloaded from the University of Naples website:

<http://www.unina.it/didattica/post-laurea/dottorati-di-ricerca/bandi-di-ammissione>.

**Students not fulfilling such requirements will be no longer enrolled in the Doctoral Program.**

### **Scholarships**

Scholarships have a yearly duration: they will be renewed on the condition that the Ph.D. student has completed the program scheduled for the previous year, and that he has been admitted to the following one.

The annual scholarship amounts to € 19,000 (including the social welfare charges due by the student). The scholarship covers the entire duration of the Doctoral Program.

The instalments will be credited monthly, by postponed payments.

The amount of the scholarship is increased, to a maximum extent of 50%, for periods the Ph.D. student spends abroad, for no more than 18 months. This increase will be not supplied for periods the Ph.D. student will spend in her/his own Country, or in the Country in which she/he has the residence.

The grants cannot be added up to other scholarships, except those ones from national or foreign institutions, to integrate training or research activities abroad.

Scholarships will be credited according to the actual periods of attendance to study and research activities.

In addition to the scholarship (and limited to the availability of resources in the financial budget of the university) an extra- budget will be assigned to the Ph.D. student, to support her/his research activities in Italy and abroad: this budget will be dependent on the typology of the Ph.D. program, and anyhow it will be no less than the 20% of the PhD scholarship amount.

Ph.D. students must enroll in the “Gestione separata” at INPS (the *Italian National Social Security Institute*). To comply with the INPS registration, please refer to the website <http://www.inps.it>

### **Fees and contributions**

Students enrolled in the Doctoral Programs of the Scuola Superiore Meridionale are required to pay, for each year of course, a contribution to the Regione Campania for the “diritto allo studio.”.

### **Rights and obligations of Ph.D. Students**

Attending a PhD course implies an exclusive and full-time engagement. Doctoral students are obliged to take all the courses, attend all the scheduled activities, present all the oral and written reports required established by the Ph.D. Faculty Board.

Admission to the second year is decided on the basis of the presentation of a detailed research project, including a three-year work plan presented to the Board. In addition to the discussion of the project itself and of the papers students prepare for the courses they attend, the Board can also assign them reading lists.

Admission to the third year is decided on the basis of the discussion and approval of a detailed outline of the thesis that the student intends to write and of a chapter thereof. Admission to the fourth year is decided on the basis of the presentation and discussion, and therefore of the approval by the thesis advisor, of a further chapter of the thesis and of a detailed table of content.

At the end of the Doctoral Program, the Ph.D. students must also submit to the Academic Board a report concerning all the activities they attended to, and their publications, if any.

Contemporary attendance at the Doctoral Program and at any other university course is forbidden.

Students enrolled in a Doctoral Program may request suspension from attending the courses for maternity, serious illness, civil service (for this last occurrence, no more than 1 year). The Board will take note of these suspensions.

Suspension with a duration more than 30 days obliges the PhD students to recover all the time corresponding to the interruption of their academic activities; additionally, for PhD students granted with scholarship, this suspension entails the cessation of the grant payment for the period involved.

The entire duration of the PhD course cannot be reduced due to these suspensions: thus, the completion of the course will be deferred for a corresponding time.

PhD students must carry out her/his activities abroad, for a period of nine to eighteen months. In such a case, the Board and the advisor must authorize the student. For periods no longer – as a whole – of 6 months, the authorization of the PhD coordinator, and the previous consent of the advisor, are needed.

### **Dissertation and Degree of Research Doctor**

The degree of “Research Doctor” (in its shorted Italian form “Dott. Ric.”, corresponding to “Ph.D.”) is obtained by passing the final examination, i.e. defending a PhD dissertation at the end of the Doctoral Program. The Rector confers it in conformity with the university regulations.

By 30 days after the defense of the PhD dissertation, the University will record them – as electronic files – in the MIUR (Italian Ministry for University and Research) data-base. The University of Naples Federico II uploads the full text of the Ph.D. dissertations on its Open Archive, with a free internet access. The University will also transmit a copy of the Ph.D. dissertations to the National Libraries of Rome and Florence.

On duly justified request by the Ph.D. student, the Board can establish an embargo and inhibit parts of the PhD dissertation to the open access, so that data covered by industrial secret cannot be consulted – for a certain period - by third parties.

### **Access, Treatment of Personal Data and Person in Charge of the Procedure**

All the candidates are allowed to require an access to the procedures related to the competitive examinations, within the frame of rules and criteria stated in the University of Naples Federico II Regulation about the right to be informed on its administrative acts.

The University will take care to respect the privacy on the personal data of the candidates.

The Chief of the Office for Doctoral Programs, Fellowships and Scholarships at the University of Naples Federico II is the responsible for the administrative part of the selection procedure and for all those act that are not competence of the Selection Boards.

### **Advertising of the Call**

This call is published in an electronic format on the website of the University of Naples Federico II and the webpages of the SSM, on the European website “Euraxess”, on the MIUR (Italian Ministry for University and research) website.

All the documents related to this call will be published on the Official register of the University of Naples ([www.unina.it](http://www.unina.it)).

The electronic publication must be considered as an official notice to all the interested candidates: no personal communication will be sent to them.

All the acts and documents here above cited will be also posted up in the Office for Doctoral Programs, Fellowships and Scholarships at the University of Naples “Federico II”, in Via G. Cesare Cortese, 29 – Napoli.

### **Reference**

As for what not specified in the present summary, one must refer to the Italian D.M. nr. 45/2013.