

FREQUENTLY ASKED QUESTIONS

Admission to Phd courses is announced each year by the University.

The call for admission to the PhD Programmes can be consulted at the link <https://www.scuolasuperiore.unich.it/bandi-di-concorso>.

The admission notice contains the times and methods for submitting the application, the access requirements, the evaluation criteria as well as the number of places and scholarships provided for each course. For the admission to the selection there is no payment.

If I have difficulty in submitting the application who can I ask for assistance?

For technical-operational assistance contact the University's Student Info service at the email address infostudenti@unich.it. To retrieve your access credentials, connect to the Student Info Service on the page <http://www.unich.it/infostudenti> and follow the procedure to recover the password (only for Ud'A graduates)

I have a certified form of disability. How will I be supported during the admission exam?

When registering for the competition, students with certified disabilities or DSA will be able to request adaptations to the admission test by submitting a specific form to be sent by email to the address: ufficio.disabilitaedsa@unich.it.

Further information regarding the services activated by the University for students with disabilities and specific learning disorders (DSA) can be found at the link <https://orientamento.unich.it/servizi-gli-studenti/disabilita-e-dsa>

ADMISSION REQUIREMENTS

How can I apply for a PhD Programme at the University of Chieti?

Each year there is a Call for Applications for the admission to PhD Programmes and a selection procedure. The procedure is detailed in the Call for Applications and in the specific tables. Any application submitted in ways other than those explicitly detailed in the Call for Applications and in the related PhD Programme Tables will be rejected.

When is the Call for Applications published?

The Call for Applications is published by the end of June. We strongly suggest you to monitor the Unich website to get any related update.

Which qualifications allow me to apply for a PhD Programme?

Each of the following Italian qualifications allow you to apply for a PhD Programme:

1. *Laurea Magistrale, Magistrale a ciclo unico or Laurea Specialistica* (Master's Degree);
2. *Laurea di Vecchio Ordinamento* (pre 1999 reform);
3. An equivalent Second Cycle Degree awarded by academic institutions part of AFAM (*Alta Formazione Artistica e Musicale*).

In addition, non-Italian Second Cycle Degrees awarded by an academic institution and equivalent to the above-mentioned degrees allow you to apply to a PhD Programme at the University of Chieti.

Applicants who are yet to obtain their Second Cycle Degree are admitted to the selection procedure on condition that they obtain their degree by no later than October,31.

Does my non-Italian degree give me access to a PhD Programme in Italy?

In order to apply for a PhD Programme in Italy, you need to have a Second Cycle Degree that gives you access to a PhD Programme in the country in which it was awarded. Check the validity of your qualification, contacting the awarding Institution.

5. What are the language requirements to apply for a PhD Programme? Do I need a language certification?

Each PhD Programme has its own language requirements. For more information check the PhD Table.

ADMISSION APPLICATION AND REQUIRED DOCUMENTS

Can I apply for more than one PhD Programme?

Yes, you can apply for more than one PhD Programme, either at the University of Chieti or other universities. Please check the schedule of the admission examinations in order to avoid overlaps.

I am already enrolled in a PhD Programme, can I apply for another PhD?

Yes, you can. Should you be a successful applicant, you must choose just one of the two programmes because it is not possible to be enrolled to more than one PhD Programme at the same time

If I have already got a PhD, can I apply for another PhD Programme?

Yes, but with the following limits:

- During the first meeting with the Academic Board, you will be assigned a research field (*Settore Scientifico Disciplinare*). This cannot be the same of your previous PhD Programme.
- If you already had an Italian PhD scholarship (even for one day), you cannot be eligible for a second scholarship. However, you can apply for a PhD position without scholarship or covered by other form of funding, such as research grants or funding awarded by national/international Institutions.

What is the difference between “required documents” and “supporting documents”?

The required documents are mandatory in order to submit the admission application. If you do not upload these documents, you will not be able to submit your application.

The supporting documents will increase your score to access to the oral examination. In each PhD Table you can find the details regarding the score assigned to each document.

To attest my degrees, do I need to upload the certification or a self-certification?

For degrees awarded by **Italian public or private (if applicable) Universities** the signed self-certification is mandatory.

For degrees awarded by **EU/Extra EU Universities** the certification is required, together with the Transcript of Records of the Bachelor's and Master's Degree, or the Diploma Supplement (if available).

In which languages are the application documents accepted? How do I get a valid translation?

Documents must be written in **Italian or in English**. In case of ID documents or degree certificates written in other languages, the official translation in Italian/English is required. To be accepted, the translation must be issued by the awarding University or by other competent authorities of the country where the document has been issued.

Should I attach reference letter to my application?

You can verify the possibility of attaching a reference letter to your application by checking the PhD Table of the programme you are interested in.

Can I present additional qualifications, certifications and degrees besides the ones requested in the Call for applications?

Yes, but only qualifications, certifications and degrees mentioned in the Call for Applications will be taken into consideration for the purpose of admission to the PhD Programme. Other qualifications, certifications and degrees will not be taken into account by the Admission Board.

After the submission of my application, will I receive a notification with information about the admission exams and the results of the selection procedure?

No. The calendar of the selection procedure, the link to the Teams virtual room where the selection will take place and the results of each step of the selection procedure will be published on the Website. The sub-criteria (additional criteria of evaluation that are established by the Admission Board before the examination) and the ranking list are instead published on the Albopretorio on line and School of Advanced Studies website.

I submitted the application, what now?

You can find more information about the examination calendar in the PhD Table of the PhD Programme you applied for.

SELECTION PROCEDURE

Where can I find specific information concerning the selection procedure?

All the information concerning the selection procedure and the evaluation criteria can be found in the PhD Table.

Where and when can I find the qualifications evaluation results and the admission examinations calendar?

The qualifications evaluation results, the admission examinations calendar and the admission examinations results will be published on Albo Pretorio and School of Advanced Studies website.

Is the oral examination going to be in presence or online?

Please, check the PhD Tables of the PhD Programme you applied for. You can in any case request to sit the oral examination remotely, using the Microsoft Teams platform.

My internet connection is unstable and I cannot participate to the examination. Whom should I reach?

Contact the Admission Board using the contacts that you can find on the webpage of the specific PhD Programme you applied for.

Where and when will the final ranking list be published?

After the examinations are over, and after the PhD Unit has carried out checks and the Rector of the University has officially approved the procedure, the final ranking list will be published on the webpage.

Whom can I reach if I need a clarification about the examinations?

Contact the Admission Board using the contacts that you can find on the webpage of the Course you applied for.

I completed my enrolment. What do I have to do now?

You must wait for the email by the Coordinator of the PhD Programme for the start of activities. At the first meeting of the Academic Board, a research project and a supervisor will be assigned to each candidate. Moreover, the Board will illustrate the training activities and the deadlines for the first year.

I am an extra-EU citizen. How can I obtain my VISA?

After enrolment, you have to register on University Portal, fill in the “pre-enrolment request” at the PhD Programme and follow the procedure detailed.

SCHOLARSHIPS AND TUITION FEES

What are the standard positions?

Standard positions are those positions not linked to a specific research topic and are assigned following the general ranking list. In any case, during the first meeting of the Academic Board to each candidate will be assigned a research project and a supervisor.

What are the topic-specific positions?

Topic-specific positions are those that bind the candidate to carry out activities on a specific research topic, as indicate in the PhD Programme of your interest.

Topic-specific positions are not assigned on the basis of the general ranking list, but they require a specific evaluation by the Admission Board, and therefore the awarding follows the sub-ranking list of those that are eligible for the topic-specific position.

What are the reserved positions?

The reserved positions (e.g., Apprenticeship PhD, if available) are open to applicants who fulfil specific requirements in addition to the general assessment carried out by the Admission Board.

Reserved positions are not awarded according to the applicant's place in the general ranking list, because they require a specific evaluation by the Admission Board. Therefore, the positions are awarded following the sub-ranking order of the applicants who are eligible and fulfil the specific requirements regarding each position.

Are phd students covered by insurance?

PhD students are insured with RCT/O and accident policy.

How much does phd enrollment cost?

All PhD students are required to pay the regional tax for the right to study (€140.00) and the stamp duty paid virtually (€16.00). PhD students receiving scholarships, upon enrolment/renewal of enrolment, in addition to the regional tax and stamp duty, must pay an all-inclusive fixed contribution of €100.00.

To students with disabilities/recognized handicaps pursuant to art. 3, paragraph 1 Law 5 February 1992, n. 104 or with a disability equal to or greater than 66%, is granted total exemption.

What is the PagoPA system and how does it work?

PagoPA is a system for electronic payments, created to make any payment for the Italian Public Administration easier, safer and clearer. To pay your tuition fee, access your Studenti Online personal page.

In case of withdrawal or exclusion can I have a tax refund?

No. The withdrawal or the exclusion from a PhD Programme does not give you the right to a tax refund.

In the past I was awarded a PhD scholarship, am I eligible for another?

If you already had an Italian PhD scholarship (even for one day), you cannot be eligible for a second scholarship. However, you can apply for a PhD position without scholarship or covered by other form of funding, such as research grants or funding awarded by national/international Institutions.

What are the fulfilments to benefit from the PhD scholarship?

PhD candidates who have been awarded a PhD scholarship must subscribe to gestione separata INPS (INPS Special Funds for self-employed workers). The scholarship is subject to the payment of INPS social security contributions. The University is responsible for 2/3 of the amount of INPS social security contributions to be paid, while the PhD candidate is responsible for 1/3, which is automatically deducted from your scholarship payment. The PhD candidate benefits from all the protections and related rights.

I can't subscribe to the "gestione separata INPS", how can I solve this problem?

You can contact the INPS Contact center (especially if you need information in English). However, if you are resident abroad you can subscribe to the "gestione separata INPS" at your arrival to Italy, without losing your previous social security contributions.

How and when do I receive the scholarship?

You will receive your scholarship monthly, though not before the 25th day of each month. In order to receive the scholarship, you must own (or co-own) your bank account and communicate it.

Is the PhD scholarship compatible with other forms of income?

The PhD scholarship is not compatible with:

1. Other scholarships, with the exception of the ones whose purpose is to fund the international mobility of PhD candidates.
2. Salary received as a student enrolled in a Medical Specialisation School. Specialist medical students enrolled in a PhD Programme don't receive the PhD scholarship while they are attending the Specialisation School.
3. Research grants. If you are already receiving a research grant and obtain a PhD scholarship, you must renounce either the research grant or the PhD scholarship before the start of the PhD Programme.

PhD scholarship is compatible with any other income, deriving from contracts in the private sector, from activities as a free lancer, or from collaborations with Public Offices with contracts different than that of an employee.

However, you should keep in mind that the PhD Programme requires a full-time and exclusive commitment on the part of PhD candidates, who are required to attend the activities connected to the PhD Programme for its whole legal duration (see PhD Rules). To carry out paid activities, you need to obtain a formal authorisation from the Academic Board, who will evaluate the compatibility of the extra activities with the training and research activities foreseen for the PhD programme.

What is the amount of my scholarship?

The scholarship amounts to €16,243 per year gross.

Is it possible to increase the PhD scholarship in particular conditions?

All the PhD candidates are assigned a budget for periods spent abroad as visiting PhDs. Such budget amounts to the 50% of the basic scholarship amount, and it does not apply for periods abroad shorter than a month (uninterrupted) and/or if the candidate stays in the country where they hold Residence (*residenza*).

Each PhD student is guaranteed a budget equal to 10% of the scholarship from the first year of activity to be used for research activities in Italy and abroad.

Under which circumstances am I allowed to suspend my PhD career?

You can ask for the suspension for the following purposes: in case of pregnancy, in case of national voluntary service (*Servizio Civile*), in case of severe illness, for a period of study/work. For more information, please check art.15 of the PhD Programmes Regulation.

I am a PhD candidate and I received the last payment of my scholarship. How can I request the DISS-COLL unemployment benefit regulated by Legge 81/2017?

Starting July, the 1st 2017, the DISS-COLL has been extended to PhD candidates with scholarship and to research fellows. The request for the unemployment benefit must be submitted at the end of the legal duration of the PhD Programme by following the procedure described on the INPS website (it is sufficient that you attest your participation to the PhD Programme, you do not need to request any certificate from the PhD Unit).

How can I get a certificate?

Certificates can be requested using the forms published on School of Advanced Studies website at the link <https://www.scuolasuperiore.unich.it/modulistica> and sent by email to the following address scuolasuperiore@unich.it, attaching a valid identification document.

INFO: School of Advanced Studies

Via dei Vestini, 31 – 66013 Chieti Scalo — Tel. + 39.0871.3556060 (front office)

Secretary: +39.0871.6164/6049/6662/6077/5809

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