NOTICE REGARDING THE ADMISSION PROCEDURE
TO THE DOCTORAL PROGRAMS OF SCUOLA SUPERIORE MERIDIONALE
(XXXIX CYCLE)

1. INITIATING THE ENROLLMENT PROCEDURE. Please note that, as stipulated in Article 8 of the Call for Application, the final rankings of the competitions for admission to the PhD courses of the XXXIX cycle, approved by decree of the Head of the Scuola Superiore Meridionale and posted on the Official Notice Board on the School’s website as well as at the address https://www.ssmeridionale.it/it/la-scuola/bandi-di-concorso/dottorati/2023/bando-di-concorso-39-ciclo-dottorato-ssm-35884-1-a857e5c233e38eb663eb33415292987, amounts to official notification to the winners of the competition results.

Those who have been thus admitted to one of the courses in question are required, within 6 days from the date by which the ranking list has been published (thus no later than Oct. 3, 2023) submit a statement of acceptance of the position to the Scuola Superiore Meridionale at the email address: ssm@ssmeridionale.it or through pec, at the address: ssm@pec.ssmeridionale.it. Lack of such a statement of acceptance entails forfeiture of the position.

2. COMPLETING THE ENROLLMENT PROCEDURE: By no later than Oct. 31, 2023, the enrollment process is to be finalized by forwarding the following documents:

a) application for enrollment in the Doctoral Program (prepared using the template which will be made available on the SSM institutional website). The applicant will need to include, in addition to one's personal data, the following statements:

- A declaration in lieu of certification regarding the possession of a bachelor's degree with the corresponding final grade;
- A declaration in lieu of certification that he/she is not in possession of a doctoral degree issued by an Italian university and that he/she has not been awarded other scholarships granted to follow doctoral courses in Italy, as well as a declaration that he/she is not enrolled in a university degree program of whatever level (undergraduate, graduate or post-graduate) or, if he/she is, a written commitment to discontinue attendance of the aforementioned courses.

Non-Italian winners, should they hold a degree that has not already been declared equivalent to the Italian one required for applying, are also required to submit a translated degree certificate.

(b) proof of payment for the regional student’s fee. All those admitted are required to pay this fee exclusively by bank transfer: IBAN IT17E030690349610000300100, swift code: BCITITMM, payable to ADISURC, via A. De Gasperi, 45 - 80133 Naples. The student’s name, date, and place of birth, as well as the academic year 2023/2024 and the words "Scuola Superiore Meridionale", are to be inserted in the reason for payment (e.g. “NAME/DATE OF BIRTH/PLACE OF BIRTH/A.A. 2023-24/SCUOLA SUPERIORE MERIDIONALE). Admitted students who are not Italian residents are allowed to finalize payment upon arrival.
(c) a duly signed photocopy of an identity document.

The above documentation is to be submitted by the deadline of **31/10/2023** by one of the following means, to the exclusion of any other:

1) through pec to ssm@pec.ssmeridionale.it; or e-mail: ssm@ssmeridionale.it;

or

3) if submitted by hand, it should be delivered, to Dr. Antonio Ferrara on duty at Scuola Superiore Meridionale, on the 1st floor of the office located at Via Mezzocannone No. 4 - Naples, Monday through Friday from 09:00 to 13:00 hours.

3. SCHOLARSHIP. Those admitted are eligible for a scholarship amount to € 19,000.00 (nineteen thousand/00) per year, including social security contributions to be paid by the recipient.

3.1. SCHOLARSHIP DISBURSEMENT. The disbursement of the scholarship will take place, as a rule by monthly instalments in arrears, starting from the 25th day of each month, upon acquisition by the Coordinator of the Doctoral Program of a monthly attendance certificate referring to the month for which the instalment is to be disbursed. Such certificates are to be sent to the e-mail address ssm@ssmeridionale.it by the 20th day of each month and will follow the template that will be made available on the SSM institutional website.

3.2 INPS CONTRIBUTION. The scholarships are subject to the payment of a social contribution, of which 2/3 are to be paid by the Administration and 1/3 by the beneficiary, to the “Gestione Separata” of the INPS, ex-art.2, paragraph 26, first sentence, of L. 335/95 and subsequent amendments.

It is necessary, therefore, to provide for the establishment of an INPS contribution position in the aforementioned “Gestione Separata”. The application for registration must be submitted to INPS by following instructions available at [www.inps.it](http://www.inps.it).

**Lack of a contribution position will prevent the disbursement of the scholarship.**

4. ADDITIONAL INFORMATION. At the end of each academic year, those admitted to the doctoral courses are required to submit the documentation on the previous year’s activities, prepared according to the requirements set forth by each Doctoral Program’s Board. Each Board will also take care to preserve those documents and, after evaluation of each PhD student’s performance, propose to the Steering Board of the Scuola Superiore Meridionale that the student is admitted (or not) to the following year of the Program. Each PhD student is allowed pursue research activities abroad, for a total period of no more than twelve months, subject to the authorization of the Doctoral Program’s Board, after consultation with the student’s mentor. For periods not exceeding six months in total suffices the authorization by the Doctoral Program’s coordinator, after consultation with the student’s mentor. The scholarship’s amount will be raised by 50% in proportion to and in relation to the authorized periods of research stay abroad. Payment for such periods are conditional on the student’s delivery of a certificate, issued by the foreign institution, certifying that research activities at that institution have actually been performed.
Research stays abroad are allowed up to a maximum of eighteen months in cases in which a student is co-tutored by foreign institution or is enrolled in a Doctoral Program activated in associated form. Concurrent attendance of another doctoral program or of a master's degree program is not allowed. Enrollment in the Doctoral Program can be suspended at the student's request in the following cases:
(a) simultaneous attendance of courses related to the Tirocinio Formativo Attivo; in this case enrollment will be suspended as long as the student is enrolled in the TFA course;
(b) mandatory maternity leave, pursuant to the provisions set forth in Legislative Decree No. 151 of March 26, 2001. Doctoral students are subject to the maternity and paternity protection provisions of the Decree of the Minister of Labor and Social Security of July 12, 2007, published in Official Gazette No. 247 of October 23, 2007;
(c) community service, for a maximum period of one year.
Doctoral students may also request suspension of the course, for up to six months, either for the reasons mentioned by law or for documented serious health reasons. A suspension lasting more than thirty days for any of the above reasons entails the obligation to make up in full the periods of interruption of activity and, for scholarship holders, the interruption of the disbursement of the scholarship itself or other equivalent funding for the period of suspension. The full duration of the doctoral course cannot be reduced due to the above suspensions and, therefore, it will be prolonged for a period corresponding to that of the interruption.
Pursuant to Article 14, Paragraph 12, of the Regulations Governing the Ph.D. Program of the Scuola Superiore Meridionale, "The periods of suspension, referred to in Paragraph 10, and the periods of extension referred to in Article 21, Paragraphs 1 and 2, below, may not exceed a total of eighteen months, except in specific cases provided for by law."
Employees of the Italian Civil Service admitted to a Doctoral Program are entitled, for the duration of the course, to request an extraordinary leave for study purposes, compatibly with the administration’s requirements, pursuant to Article 2 of Law No. 476 of August 13, 1984 and its successive amendments. The extraordinary leave of absence, be it with or without pay and unless explicitly waived, is only authorized to students enrolled for the first time in a Doctoral Program, regardless of the disciplinary field.

The Head of the Department of Institutional Affairs, Teaching and Human Resources.

Dr. Francesca D'Oriano