



DOCTORATE GUIDE FOR FOREIGN STUDENTS

DOCTORATE PROGRAMS AT UNIPA

The University of Palermo offers 35 doctoral programs, including two of National Interest. The programs are divided into five thematic areas. The program offerings can be found at:

<https://www.unipa.it/didattica/dottorati/corsi-di-dottorato/>

DOCTORAL SCHOOL

All doctoral programs are part of the . The Doctoral School coordinates doctoral programs and manages joint activities, helping to ensure training in scientific research and providing the skills needed to carry out research, including internationally, and highly qualified professional activities. Further details are available at:

<https://www.unipa.it/strutture/scuoladidottorato/>

CALL FOR SELECTION

At UNIPA, admission to a doctoral program is through a public competition announced with a call for applications. Admission requirements include a master's degree (or equivalent qualification obtained abroad and recognized as suitable). Any specific requirements may be specified in the call for applications.

The call for applications is typically published between May and July each year and specifies:

- available doctoral programs
- eligible degree categories
- available positions, both with and without scholarships
- application deadline
- selection procedures

The call for applications is published on the website www.unipa.it/didattica/dottorati

HOW TO APPLY

The application form is completed online and requires:

- Master's degree or equivalent
- CV
- Proposed research project
- Language certification (if applicable)



A participation fee is required, usually €50, with exemptions in some cases. The application link is <https://studenti.unipa.it> (registration on the portal is mandatory).

Selection is based on discussion of the research project and evaluation of the CV. Upon completion, the examination committee assigns a score and publishes the final ranking of those admitted and eligible. Admission is based on the ranking until all available places are filled.

ENTRY VISA – NON-EU STUDENTS

Students from a non-EU country require a study entry VISA to enter Italy. Applications for a VISA are completed through the University portal (<https://www.university.it/>) and can be obtained from the Italian diplomatic and consular representations in their country.

RESIDENCE PERMIT

Within 8 days of arrival in Italy, a residence permit must be requested by collecting the Yellow Kit available at authorized post offices ("Sportello Amico"). To apply for a residence permit, students must be enrolled in a course of study.

The residence permit can be requested through a post office (Sportello Amico) by completing a special kit, or directly at the Police Headquarters.

Where to apply:

1. Police Headquarters: Some permits require you to go directly to the Immigration Office of your local Police Headquarters, often by booking an appointment through websites like Prenotafacile.it, for example, to issue/renew/duplicate a residence permit for medical reasons or for family members of EU citizens.
2. Post Offices: For many types of permits, the application is submitted by completing the "yellow kit" available at post offices offering the "Sportello Amico" service.

TAX CODE

The Italian tax code is a unique 16-character code issued by the "Agenzia delle Entrate" that identifies each individual. In Italy, it is essential for accessing public services, opening bank accounts, entering into rental agreements, and registering for a course of study.

Non-EU students can apply for a tax code by going to the Revenue Agency with their passport, VISA, and university enrollment, completing form AA4/8.

Alternatively, the tax code can be assigned by the Immigration One-Stop Shop or the Police Headquarters (Questura) when issuing the residence permit, depending on the reason for the stay.



Procedure for EU students: Revenue Agency:

1. Documents: Valid passport, university enrollment, and completed AA4/8 form.
2. Where to go: Any Revenue Agency office.
3. How to: Submit the documents and the form to the office.
4. Issuance: The tax code will be issued immediately on paper.

Procedure for non-EU students: Police Headquarters (Questura)

1. The request is processed at the same time as the residence permit application.

BANK ACCOUNT

PhD scholarships are paid directly to students' bank accounts. They can be used with EU and non-EU bank accounts. To open a bank account in Italy, you will need: tax code, passport or identification document, residence permit (for non-EU students), and, if applicable, certificate of enrollment in a degree program.

REGISTRATION WITH THE NATIONAL HEALTH SERVICE (SSN)

Registration with the National Health Service (SSN) in Italy allows you to have a general practitioner, visits, tests, and treatments at very low or no cost.

The procedure varies slightly depending on whether you are a non-EU citizen and the type of residence permit you hold. For non-EU students with a residence permit for study purposes, registration with the SSN is optional but often highly recommended, especially for long-term stays (e.g., university, doctoral studies).

To register, you will need:

- residence permit, or
- the receipt for the residence permit application (from the post office).
- Registration is completed at the local health authority (ASL/ATS/AUSL) responsible for your residence or domicile. For example, at the ASP Palermo.

Required documents:

- Passport
- Residence permit or postal receipt
- Tax code
- University enrollment certificate
- Receipt of payment of the National Health Service contribution (for non-EU students)
- ASL forms (available at the desk)



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For non-EU students, the registration fee is €700 per year. Registration is valid from January 1st to December 31st, regardless of the date of payment.

NATIONAL SOCIAL SECURITY INSTITUTE (INPS) – “GESTIONE SEPARATA”

Doctoral scholarships are subject to social security contribution deductions. The University withholds the contribution it will pay each month to the National Social Security Institute (INPS). Doctoral students are required to register on the INPS website (www.inps.it), specifically with the "Gestione separata" service.

ITALIAN LANGUAGE COURSES

The University Language Center (CLA) organizes Italian language courses for international students. For further details, please visit <https://www.unipa.it/strutture/cla/>

UNIPA EMAIL AND WIFI

All doctoral students enrolled in a UNIPA program are provided with an official account identified by an email address (name.surname@unipa.it). Instructions on how to activate it will be sent once the program has been successfully registered. The institutional email account provides free access to UNIPA's WIFI and all the university's online services.

SCHOLARSHIP

The annual gross amount of the scholarship is €16,243 and is paid in 12 monthly installments, paid in arrears. The scholarship is subject only to social security deductions and is not taxable. The net monthly amount is €1,195.

SCHOLARSHIP INCREASE FOR PERIODS ABROAD FOR STUDENTS WITH A SCHOLARSHIP

Doctoral students with a scholarship who travel abroad may request a 50% increase in the scholarship amount. This increase will take into account the days spent abroad. Before departure, the doctoral student must be authorized by the Program Coordinator or the Doctoral Committee to travel abroad.

CONTRIBUTION FOR DOCTORAL STUDENTS WITHOUT A SCHOLARSHIP FOR PERIODS ABROAD.

Each year, doctoral students without a scholarship who travel abroad may request a net contribution of €1,000 per month for the first three months and €500 for months after the third. Before departure, the



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doctoral student must be authorized by the Program Coordinator or the Doctoral Committee to travel abroad.

10% RESEARCH BUDGET (20% FOR DIN)

Doctoral students have an annual research budget of €1,624, equal to 10% of their annual gross scholarship. Use of this budget must be authorized by the coordinator and can be used to cover expenses related to study and research. For Doctorates of National Interest (DIN), the budget is doubled: €3,248/year. For all doctoral students, at the end of the year, any unspent funds can be used in subsequent years until graduation.

PROGRAMME SUSPENSION

Programme suspension is permitted in the following cases: illness, parental leave (maternity), employment where a mandatory probationary period is required, or serious, documented reasons. In the latter case, the Doctoral Committee will decide whether to accept the request. During the suspension period, the scholarship is also suspended. The suspension period and the scholarship will be recovered at the end of the program, up to the 36-month duration of the doctoral program.

JOINT THESIS SUPERVISION AND DOUBLE DOCTORAL DEGREE

Joint thesis supervision is a collaboration between two universities in two different countries to develop a joint educational program. Joint supervision is activated through an agreement signed by the Rectors, Coordinators, Directors of the departments hosting the courses involved, and the doctoral students. The doctoral student will carry out his or her research under the supervision of tutors from both universities and at each university's campus. At the end of the program, the thesis will be defended before a committee designated by the two universities. A single exam will be given, awarding a double degree recognized in both countries.

Further information is available from the Department of Agreements, Co-tutorships and Doctoral Degrees.

CONTACTS

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