



UNIVERSITY  
OF TRENTO - Italy

# UNIVERSITY REGULATIONS FOR DOCTORAL PROGRAMMES

**Important notice:** This document in English is a translation of the original regulations written in Italian and is furnished for information only. In all matters of interpretation, the original Italian version is the sole version to have legal value.



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## University Regulations for Doctoral Programmes

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## University Regulations for Doctoral Programmes

### SECTION I - SCOPE

#### Art. 1 – Objectives and scope

1. The present Regulations govern the establishment and operation of Doctoral Programmes of the University of Trento, including those established in agreement and/or within a consortium with other Italian and foreign universities, and with public or private highly regarded research institutions, in compliance with laws in force.

#### Art. 2 - Definitions

1. For the purposes of these Regulations, the following definitions shall apply:
  - a) **University:** the University of Trento;
  - b) **Doctoral/PhD Programme or Doctorate:** a Doctoral Programme lasting at least three years on subjects pertaining to broad, structured and clearly defined disciplines, that are investigated with consistent research methodologies;
  - c) **Curriculum/a:** the lines of research into which a Doctoral Programme can be divided;
  - d) **Doctoral School:** the grouping of Doctoral Programmes on similar subjects and sharing the same methodologies to coordinate and manage common activities;
  - e) **Lead University:** the university that establishes and operates a Doctoral Programme;
  - f) **Consortium:** a body having legal status, made up of Italian and international universities or of universities (one of which must be Italian) and public or private highly regarded research institutions, whose purpose is to establish and operate one or more Doctoral Programmes;
  - g) **Regulations of the Doctoral Programme:** the set of rules adopted by each Doctoral Programme for its proper functioning and administration; they also detail the objectives, the internal organisation and the rules of conduct for the attending PhD students;
  - h) **Manifesto of Studies:** a document approved every year by each Doctoral Programme Committee, that includes the specific educational activities and related calendar.
  - i) **Ministry:** the Italian Ministry for Education, University and Research;
  - j) **ANVUR:** the Italian National Agency for the Evaluation of the Universities and Research Institutes.

### SECTION II – DOCTORAL PROGRAMMES

#### Art. 3 – Objectives of Doctoral Programmes

1. Doctoral Programmes are an integral part of the third cycle education offered at the University.
2. The purpose of third cycle education is to provide doctoral students with the skills required to perform highly qualified research in universities, public entities or private organizations, and to obtain the qualifications necessary to work as professionals, to participate in scientific and technological progress and to become part of leading organizations with a high-level education and international outlook, thereby contributing to the development of the European Higher Education Area and the European Research Area.

#### Art. 4 – Agreements and Consortia

1. In order to efficiently manage the research activities of the third cycle of education at national and international level, the University may:
  - a) sign agreements with universities and/or public and private, national and international research institutions, meeting the criteria regarding the high cultural and scientific qualification and adequate staff, facilities and equipment and which carry out research and development activities;
  - b) set up consortia with the institutions as mentioned in paragraph a), also aimed at issuing multiple or joint degrees, if the Consortium is composed of universities only.
2. Agreements and consortia, respecting the principle of reciprocity, should provide an effective sharing of educational and research activities, an equitable sharing of burdens, the rules regarding the financial funding, the procedures for exchange and mobility of professors and PhD students and the possibility to issue multiple or joint degrees.
3. The universities and research institutions participating in agreements and consortia shall respect these Regulations, except in case of specific derogations laid down in the agreements, which may even regard the composition of the Doctoral Programme Committee, in case of international inter-university cooperation.
4. If Doctoral Programmes are activated by Consortia of Universities - one of which must be Italian – and public or private research institutions (art. 2, par. 2, letter d) of the Italian Ministerial Decree no. 45/2013) the Doctoral



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Programme Committee can be made up, up to 1/4, of research directors, high-level researchers in the research institutions or equal posts in international institutions.

### Art. 5 – National accreditation of Doctoral Programmes

1. Doctoral Programmes are established, after the official accreditation by the Ministry, subject to a consistent recommendation by ANVUR.
2. The accreditation procedure is disciplined by art. 3 of the M.D. no. 45/2013 and it consists in giving initial authorization to establish Doctoral Programmes and their curricula and periodically monitoring that the programmes still meet the minimum requirements needed for the accreditation, also on the basis of the results of the monitoring activities performed by the internal bodies in charge of the evaluation of the University.
3. The accreditation of the seat of the Doctoral Programmes and their curricula lasts for five years, but if one or more requirements are not respected any longer the new cycle of the Doctoral Programme is forfeited and suspended immediately.
4. The minimum requirements of the seats and of the Doctoral Programmes, as specified in art. 4 of the M.D. no. 45/2013, relate to the:
  - a) composition of the Doctoral Programme Committee;
  - b) quality of research performed by the members of the Doctoral Programme Committee;
  - c) average number of scholarships or other forms of funding support with an amount at least equivalent to the one of the scholarships – for each Doctoral Programme and for each cycle;
  - d) availability of adequate and constant financial resources to guarantee the sustainability of the Doctoral Programme;
  - e) availability of specific and qualified, scientific and operative structures to perform the educational and research activities of PhD students;
  - f) organization of activities to enhance the disciplinary, interdisciplinary, linguistic and ICT knowledge, as well as the knowledge of the European and international research systems, the dissemination of the results of research activities and the safeguarding of the intellectual property.
5. The titles and possible curricula of Doctoral Programmes are evaluated by ANVUR at the moment of accreditation.

### Art. 6 – Eligibility Requirement

1. Subject to the provisions of art. 4 of M.D. no. 45/2013, for the purposes of opening/continuing Doctoral Programmes, the Evaluation Group and the Academic Senate assess the existence of the following minimum requirements:
  - a) appointment of a Doctoral Programme Committee, composed of at least eight tenured professors and researchers of the University scientifically productive in the last five years within the scientific reference area of the Doctorate; if the Doctoral Programme is structured upon more curricula, for each curriculum the Doctoral Programme Committee must include at least 6 members, four of whom participating in the minimum number of the Doctoral Programme Committee itself, as per art. 4 par. 1 letter a) of M.D. no. 45/2013;
  - b) opportunity to set up partnerships with Italian and foreign public and private organizations that can offer the students the possibility to train in a highly qualified and/or in international working context;
  - c) implementation of evaluation systems regarding the continuity of the requirements mentioned in this article and to judge whether the Doctorate meets the training objectives, in relation to the professional prospects and to the level of training of the PhD students;
  - d) the Doctoral Programme should offer a minimum number of 4 positions.

### Art. 7 – Structure of Doctoral Programmes

1. Each Doctoral Programme can be structured upon different curricula.
2. The contents of such curricula are approved by the Board of professors, as per subsequent art. 14.

## SECTION III – ESTABLISHMENT AND ACTIVATION OF DOCTORAL PROGRAMMES

### Art. 8 – Proposals for the establishment of Doctoral Programmes

1. The Departments and Centres, upon the counsel of other Departments and Inter-Departmental Centres involved, can submit to the Rector, no later than the 30th of June of each year or other deadline approved by the Academic Senate, a proposal to establish or continue the Doctoral Programmes at the University.
2. The proposal of each Doctoral Programme must include the:
  - a) title of the Programme and possible specific curricula;
  - b) typology (i.e. if it's autonomous, in agreement or in consortium);
  - c) field of study, the macro-sector and/or scientific and research areas of the Doctoral Programme;
  - d) specific research topics and possible curricula;



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- e) the scientific and educational organization, including internships at public bodies or private organizations and study and/or research periods to be spent abroad;
  - f) provision of facilities to carry out research and training activities (scientific laboratories, libraries, facility to improve the ICT and linguistic skills, etc.);
  - g) provision of creditable premises belonging to cooperation networks or consortia and their financial contribution;
  - h) not creditable public bodies and private organizations participating in the Doctoral Programme and their respective financial commitments and availability of structures and other resources;
  - i) duration of the Doctoral Programme;
  - j) number of positions that may be yearly open, based on the availability of scientific and teaching structures and of personnel involved in management and teaching;
  - k) admission criteria and procedures;
  - l) procedure for admitting PhD students to the subsequent year (intermediate tests, etc.);
  - m) international features of the Doctoral Programme;
  - n) composition of the Doctoral Programme Committee. For each member the scientific and research area and the list of the last five years publications must be provided
  - o) financial plan, including the available or obtainable sources of external financing.
3. The Regulations of the Doctoral Programme must be attached to the proposal to establish a Doctoral Programme. They regulate the activity of the Doctorate, in particular the objectives, the internal organization and the rules of conduct for the students attending it.
  4. After setting up the Doctoral Programme, any modifications to the Regulations of the Doctoral Programme described in the previous paragraph must be approved by the Department or the Centre to which the Doctorate belongs.

### Art. 9 – Establishment of Doctoral Programmes

1. The proposals for Doctoral Programmes are submitted for approval by the Evaluation Group, which ensures that the prerequisites for accreditation as per M.D. no. 45/2013 and as laid down in art. 6 of these Regulations are met.
2. The Academic Senate decides upon the establishment of the Doctoral Programmes, upon verification of the consistency of the contents of the Doctoral Programmes with the training and scientific programmes of the Departments and/or Centres, and the availability of human and financial resources.

### Art. 10 – Opening of Doctoral Programmes

1. The Academic Senate allocates yearly the financial resources for the Doctoral Programmes management and for the scholarships to be divided among the activated Doctoral Programmes.
2. Opening of the Doctoral Programmes is valid for three consecutive cycles, except for the matters laid down in art. 3 par. 8 of M.D. no. 45/2013.

### Art. 11 – Continuation proposals

1. Three years after opening a Doctoral Programme, the procedures for continuing it are the same as for new proposals, as per previous art. 8.
2. If when opening a new cycle (i.e. edition) substantial variations have been made to the structure or organization of the programme, the same procedures established for the new proposals, laid down in previous art. 8, are to be applied.

### Art. 12 – Use of financial resources given to Doctoral Programmes with Trento as Lead university

1. As per art. 10, par. 1, the University of Trento allocates annually the amounts of the financial support to the Doctoral Programmes in order to cover the expenses of the Doctoral fellowships.
2. Within each Doctoral Programmes, it is possible to allocate scholarships for research activities for a maximum of six months before the official start of the Programmes for a total amount which must not exceed the scholarship amount. These scholarships can also be given by comparative procedures defined by the Doctoral Programme Committee and according to possible specifications of the Internal Regulations of the Doctoral Programme. The scholarship can be given to students who have been admitted to each Doctoral Programme after having passed the competitive selection.
3. If any remaining quotas are left due to a non-appointment, quitclaim or forfeiture from the Doctoral Programme, these quotas will be available for the PhD student of the relative Doctoral Programme or for the next editions.
4. The University decides the amount of the financial support for the Doctoral Programme to be used either for mobility needs of the PhD students enrolled or to support their educational training costs.

### Art. 13 - Bodies of the Doctoral Programme



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1. The bodies of the Doctoral Programme are the:
  - a) Doctoral Programme Director;
  - b) Doctoral Programme Committee,
  - c) Executive Committee, if necessary.
2. If the Doctoral Programme is divided into curricula, a responsible for each of them may be appointed.

### Art. 14 - Doctoral Programme Committee

1. As per art. 4, par. 1, letter a) of M.D. no. 45/2013, the Doctoral Programme Committee of each Doctoral Programme is composed of full or associate professors and researchers (assistant professors); at least eight members of the Committee must be tenured at the University. High-level researchers and research managers, or professionals with equivalent positions, in public research organizations, as well as selected experts, can be members of the Doctoral Programme Committee but they should be no more than the number of members working in the participating organizations.
2. Student representatives may take part in the meetings of the Doctoral Programme Committee, but only for issues regarding the general operation of the programme and its taught part. The two representatives are elected yearly from among the students enrolled in the Doctoral Programme and may correspond with those appointed in the Committees of the Departments or of the Centres. They are elected for two years. In case of forfeiture, during these two years, they are replaced by the first non-elected candidate/s.
3. In the first establishment, the Doctoral Programme Committee is composed of professors and researchers pertinent to the disciplines of the Doctoral Programme. The Committee may also include Italian and foreign experts, not working in the participating organizations, who should not be more than half the whole Committee.
4. In order to meet the requisite regarding the minimum composition of the Doctoral Programme Committee, as per art. 4, par. 1, letter a) of D.M. no. 45/2013, each member may only participate in one Committee considering all Italian universities.
5. The modalities to submit and accept candidatures to become members of the Committee are established by the internal Regulations of each Doctoral Programmes.
6. Professors and researchers of the University who intend to become members of the Committee established by another university shall ask their academic institution for permission. Should they be employed both by a Department and by a Centre, the permission must be issued by both structures. If when the permission is asked, professors and researchers as per previous par. 1 are members of the Doctoral Programme Committee of the University, the authorization shall be authorized by the Committee itself before being submitted to the academic structure. Once obtained the authorization and before entering the Committee at the other university, the interested professor must officially resign from the Committee at the University.
7. In the event that a new Doctoral Programme is established, the first meeting of the Doctoral Programme Committee is called by the Director of the Department or the Centre to which the Doctoral Programme belongs, within thirty days after approval by the Academic Senate, as under art. 9, par. 2.
8. The Doctoral Programme Committee
  - a) organizes the taught part of the programme and other activities and defines the curricula;
  - b) can set up the Executive Committee;
  - c) approves the participation of new members in the Doctoral Programme Committee, according to the internal regulation of the Doctoral Programme;
  - d) defines the contents of the call for admission to the PhD programme, referred to in art. 19;
  - e) organizes yearly the redaction of the Manifesto of studies, including all the teaching activities and related calendar;
  - f) supervises the research results of each PhD student in order to ensure that each one learns the methodology of scientific research;
  - g) approves the individual syllabus of the PhD students at the start of each academic year, establishing the timings and procedures for submission and verification of any intermediate reports;
  - h) appoints a supervisor, internal or external to the Doctoral Programme Committee, for each PhD student;
  - i) authorizes students to go abroad for training periods of more than six months, except as provided in par. 5, letter. c) in the following art. 15;
  - j) approves participation of the students in internships organized at Italian and foreign public bodies or private organizations if the internship lasts longer than six months;
  - k) approves the *co-tutelle* agreements of in-coming and out-going students;
  - l) authorizes students to do possible educational, ancillary or supplementary activities and extra-specializations research activities;
  - m) at the end of each academic year, approves or denies admission of the students to the following year based on the report on the activities carried out and approve admission to the external review of the thesis for the purposes of graduation, so as required by art. 31, informing the offices;
  - n) approves the annual report drawn up by the Doctoral Programme Director, as foreseen by art. 17;
  - o) promotes relationships with other Italian and foreign universities and with public bodies and private organizations in order to improve the research activities;



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- p) approves the request for the additional label of "Doctor Europaeus" to the PhD degree;
- q) submits to the Rector the names of the members of the Doctoral Programme Admissions Committee;
- r) upon hearing the PhD student's supervisor/s, chooses at least two professors/experts who will be in charge of evaluating his/her thesis, as per art. 8, par. 6 of M.D. no. 45/2013, before its public defence;
- s) submits to the Rector the names of the members of the Final Examination Committee.

### Art. 15 – Doctoral Programme Director

1. The Doctoral Programme Director is responsible for the Doctoral Programme, coordinates its work and represents it.
2. The Doctoral Programme Director is elected by the Doctoral Programme Committee. He/She must be a full or, in case of unavailability, an associate professor member of the Doctoral Programme Committee and appointed full time at the University.
3. The election of the Doctoral Programme Director is announced by the Dean of the Doctoral Programme Committee. The Director is elected with the absolute majority of members entitled to vote during the first poll; with the absolute majority of voting people attending the session, at the second poll. The vote is personal and secret and cannot be delegated. Minutes of the election procedures are drafted.
4. The Doctoral Programme Director remains on duty for three years and he/she can be re-elected only once.
5. The Doctoral Programme Director is responsible for carrying out the following tasks:
  - a) co-ordinating and organizing the educational and management activities of the Doctoral Programme;
  - b) calling and chairing the Doctoral Programme Committee and implementing the relevant resolutions;
  - c) authorizing PhD students, personally or through their supervisors, to leave the university to carry out research or internships at partner universities or other institutions or research centres for periods of less than six months;
  - d) reporting to the relevant administrative offices of unexcused absences of the students so to suspend the payment of the scholarship or expel the student from the Doctoral Programme;
  - e) preparing a detailed report that will be submitted at the end of each year to the University Evaluation Group on the status of the Doctoral Programme, to support the annual monitoring activity carried out by ANVUR;
  - f) designating a Doctoral Programme Deputy-Director who will stand in for him/her in the event of illness or impediment.

### Art. 16 - Executive Committee

1. In order to streamline the management, the Doctoral Programme Committee can set up an Executive Committee to delegate part of its duties and to assist the Doctoral Programme Director in accomplishing the tasks mentioned in art. 15.
2. The Executive Committee is composed of at least 4 professors and researchers, elected by the Doctoral Programme Committee among its members, plus the Doctoral Programme Director as chairperson.
3. The work of the Executive Committee is governed by the regulations envisaged for the Doctoral Programme Committee, without prejudice to the possibility to require a detailed set of rules as part of the internal Regulation of that Doctoral Programme.

### Art. 17 – Annual evaluation of Doctoral Programmes at the University

1. At the end of each academic year, the Doctoral Programme Director, upon approval by the Doctoral Programme Committee, submits a detailed report to the University Evaluation Group on the status of the Doctoral Programme, to facilitate the annual monitoring activities performed by ANVUR, in accordance with the formulation of the opinion mentioned in art. 3 par. 7 of M.D. no. 45/2013.

## SECTION IV – DOCTORAL SCHOOLS

### Art. 18 – Tasks and organization of Doctoral Schools

1. The University may organize Doctoral Programmes in Doctoral Schools, with the aim of:
  - a) streamline the organization of educational activities;
  - b) coordinating the advanced training activities.
2. The proposal to set up a Doctoral School at the University is submitted by the interested Doctoral Programme Committees and it is approved by the Committees of the Departments or Centres involved.
3. The proposal must include:
  - a) the description of the project and the organization of the School;
  - b) the Regulations of the School;
  - c) the list of the Doctoral Programmes of the University (minimum two) which intend to become members of the



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- School.
4. The Regulations of the School, as per par. 3, must list in detail the criteria for the efficient management of the School, its bodies and their tasks.
  5. The Rector is responsible for the establishment of a School and the contemporary approval of its Regulations, subject to the approval of the Academic Senate, without prejudice to the tasks of the Board of Governors, as for the financial aspects.
  6. If the criteria for the efficient running of the Doctoral School are not met any longer, the Rector approves its dismissal, upon approval of the Academic Senate.

## SECTION V – ADMISSION TO DOCTORAL PROGRAMMES

### Art. 19 – Announcement of selection

1. Each announcement for admission to the Doctoral Programme is issued by Rector's Decree and is published on the websites of the University, *Euraxess* and the Ministry.
2. The announcement is written both in Italian and English and must specify:
  - a) the duration of the Doctoral Programme;
  - b) the number of positions announced;
  - c) the number of scholarships and their amount;
  - d) the number of possible internship contracts and other forms of financial support, including the research fellowships as per art. 22 of Law no. 240 of 30.12.2013 (mentioned in the announcement as "research fellowships for doctoral studies") whose amount must be at least equal to the amount of the doctoral scholarships;
  - e) the possible quota of positions reserved to graduates in foreign universities (upon existing cooperation agreements), candidates who were granted fellowships by foreign countries or specific programmes of international mobility, or in the case of Industrial Doctoral Programmes, positions reserved to employees of companies active in high-qualification activities; the possible quota of positions reserved to persons who collaborate with academic institutions or research centers in Italy and abroad, active in high-qualification activities, which receive payment of an amount not less than the scholarship on the basis of a formalized relationship whose planned duration continues for at least twenty-four months from the start of the PhD programme;
  - f) the maximum number of candidates admitted in excess of the set number; for definition of such number, see subsequent art. 20, par. 3;
  - g) the admissions requirements and evaluation criteria of the candidates;
  - h) the deadline for application;
  - i) the procedures to carry out the selection, specifying the foreign language/s in which the candidate can take the examination;
  - j) the methods to draw the ranking lists in accordance with the guidelines established by the Academic Senate;
  - k) the deadline for enrolment;
  - l) any tuition fees and contributions to be paid by the PhD students and the cases of exemption.
3. The announcement can also include the possibility for applicants residing or domiciled abroad, or otherwise unable to proven reasons to take the admission examinations in person, to be authorized to take the examinations in another seat by means that will guarantee the regularity of the examination itself.
4. The number of positions either scholarship-assisted or financed with traineeship contracts or other forms of financial support may be increased by funds made available after the publication of the announcement and before the beginning of the last examination as established in the announcement. Any increase in the number of scholarships may result in the increase of total number of places set in the announcement, on the request of the Doctoral Programme Director and on the counsel of the Doctoral Programme Committee. This increase will be posted on the University website.
5. More announcements can be issued for the same Doctoral cycle and for each Doctoral Programme before the beginning of the reference Academic year.

### Art. 20 – Requirements for admission to the Doctoral Programme

1. Applications to the Doctoral Programme are accepted from candidates who, at the deadline of the announcement or anyway by 31st October of the same year, hold an Italian "laurea magistrale" issued in conformity with the Italian M.D. no. 270/2004, or equivalent qualification obtained abroad and recognized as equivalent by the Admissions Committee.
2. Positions covered by fellowships or by other forms of financial support can be reserved for applicants who have obtained abroad their qualification valid for admission to PhD studies in the country of issue. Positions not covered by scholarships or by other forms of financial support can be reserved for applicants who are employees of companies (*Dottorato industriale*) or persons that collaborate with academic institutions or research centres in Italy or abroad, active in high-qualification activities who receive a salary (the minimum salary must be



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equivalent to the scholarship amount) under a contract that must last for a minimum of 24 months as from the starting date of the Doctoral Programme.

3. Supernumerary positions, without scholarship paid by the University, may be assigned to those applicants who passed the admission exams and within the limits of the established quota, if they fall within one of the following categories:
  - a) shortlisted foreign candidates who are granted scholarships by other entities;
  - b) shortlisted candidates from countries with which a specific inter-governmental agreement has been signed and with which an ad-hoc agreement with the University is then made, without the University being required to assume any financial obligations;
  - c) research fellows (*Assegnisti di ricerca*) whose contract lasts for a minimum of 24 months as from the starting date of the Programme and researching a subject relevant to the PhD Programme; such relevance has to be determined by the Doctoral Programme Committee;
  - d) Italian civil servants or under Italian public law regime. Admission is subject to placement on leave under art. 2 of Law no. 476 of 13.08.1984 and subsequent amendments.

### Art. 21 – Admission policy

1. Admission to the Doctoral Programme is offered through a selective procedure, which aims at assessing the eligibility of the candidate and his/her aptitude for research and must include a comparative evaluation of the candidates.
2. The selection procedure must be concluded by 30th September of every year.
3. If the selection procedure includes a written examination and/or an interview, the University notifies applicants of the calendar of the examinations, complete with their schedule, by publication on the University website, at least twenty days before the first examination.
4. If the Doctoral Programme includes several curricula or scholarships related to the development of specific themes, the topics of the examinations can be differentiated but the selection must be held concurrently.
5. Within accredited Doctoral Programmes, in case of International inter-university agreements, specific procedures for admission to the Programmes, including the assessment of applications, different ranking list/s and specific organizational modalities which take into account the features of the various projects, can be applied.

### Art. 22 - Doctoral Programme Admissions Committee

1. The Rector, upon advice of the Doctoral Programme Committee, appoints an Admissions Committee for each Doctoral Programme.
2. The Admissions Committee consists of minimum three members chosen from professors and researchers working in Italian or foreign institutions who are experts in the disciplines of the Doctoral Programme.
3. The Admissions Committee can be enlarged by a maximum of two experts, foreign or Italian, pertinent to public or private research centres. If the announcement establishes a selection for specific research projects financed by external organizations, a representative of the financing organization, in agreement with the Doctoral Programme Committee, may be appointed as a member of the Admissions Committee.
4. The Admissions Committee chooses a Chair among the members of the Committee.
5. The Doctoral Programme Committee designates an alternate member for each acting member.
6. Each Doctoral Programme Committee appoints the acting and alternate members of the Admissions Committee at least thirty days before the date scheduled for selection.
7. If the Admissions Committee fails to appoint the members by the required terms, the Rector will make the appointments on counsel of the Doctoral Programme Director.
8. The members who lose the legal status required for the appointment to the Admissions Committee, will also be banned from the position.
9. If a member of the Admissions Committee resigns from the position or is no longer able to participate in one of the exams, the Rector replaces him or her definitively with the alternate member, as under par. 5.

## SECTION VI – ADMISSION TO THE DOCTORAL PROGRAMME AND ATTENDANCE

### Art. 23 – Admissions

1. Admission to the Doctoral Programme will be based on the final ranking list/s according to merit drawn by the Admissions Committee until the number of positions set in the announcement is filled. If the PhD programme is organized in curricula or Research Areas, as decided by the Doctoral Committee and specified in the announcement, separate ranking lists for curriculum/Research Area may be drawn up. If scholarships reserved to specific topics are available, in the final ranking list/s the possible suitability of candidates must be indicated. The non-allocation of scholarships on reserved topics (if none of the applicants for the reserved scholarships was deemed suitable or has accepted the reserved scholarship/s) will result in the reduction of the available positions.
2. The final ranking list/s are approved by Rector's Decree and posted on the University website.



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3. If a successful applicant doesn't enrol within the deadline set in the announcement or withdraws before the beginning of the Doctorate, the next applicant on the list will be offered the place.
4. If a successful applicant withdraws or is excluded in the first three-month term of the first year of the Doctorate, the Doctoral Programme Committee may decide to fill the vacant place with the next candidate on the list.
5. The Board of Governors of the University will decide on the amount of any annual fees to be paid by each registered PhD student for attending the Doctoral Programme. These fees will be published in the announcement of selection, together with the regulations for exemptions.

### Art. 24 – Scholarships and other means of financial support

1. The number of scholarships and other means of financial support shall not be less than 75% of the positions announced.
2. Scholarships are awarded after a comparative evaluation and following the ranking list/s and, in case of scholarships reserved to specific topics, only if the applicant is specifically suitable; all other conditions being equal, the economic situation of the candidate will be considered in accordance with the Italian laws in force. The scholarships cannot be combined with any other fellow/scholarships, except those awarded by national or foreign institutions for periods spent abroad, which are deemed useful for the research activities of the PhD student. Candidates who have been already benefitted from a scholarship to attend an Italian Doctoral Programme, even partially, are not eligible for a further scholarship for the same reason.
3. The scholarships are paid bi-monthly in advance, except for recoupment of any amount paid out unduly in the case of forfeiture, exclusion or suspension of the PhD student, as laid down under following art. 27.
4. The scholarship amount for potential periods spent abroad is increased by no more than 50% for a total period no longer than 18 months. The payment of the scholarship increase will be done after the period spent abroad. If the PhD student stays abroad for three consecutive months or more, he/she can ask for a 60% advance of the due amount.
5. A study period abroad is considered as being an uninterrupted period of at least one month, unless otherwise motivated by the Doctoral Programme Director.
6. The scholarship is paid for the entire duration of the Doctoral Programme, with the exception of what is laid down in the next paragraph.
7. The scholarship is confirmed for the following year upon approval by the Doctoral Programme Committee, provided that the PhD student has completed the research and training activities foreseen for the previous year and has passed the exam/s as established by the Regulations of the Doctoral Programme.
8. The traineeship contracts and the other forms of financial support, as per previous art. 19 par. 2 letter d), are confirmed for the following years, provided that the same criteria to be met for scholarships are confirmed. These criteria are not applied to students who receive a scholarship from foreign countries or financial support in the framework of specific mobility programmes, as foreseen by the specific rules.
9. If a PhD student decides not to continue with his/her studies and withdraws, he/she loses the right to receive further instalments of the scholarship.
10. The financial sources to pay for the scholarships as per this article can be provided by external bodies, following the procedures approved by the governing bodies of the University.
11. If the scholarships mentioned in the previous paragraph are associated with specific research topics, candidates who wish to apply for these scholarships may be required to carry out an additional evaluation regarding their knowledge and skills on the specific topics.

### Art. 25 – Individual budget for research activities

1. From the second year of the Doctoral Programme, each PhD student is provided with an individual budget for expenses related to research activities to be carried out either in Italy or abroad, according to the rules of each Programme.
2. The amount of this individual budget, considering the available financial resources in the University budget, cannot be lower than 10% of the amount of the scholarship.

### Art. 26 - Incompatibility

1. Students already enrolled in any other programme for a diploma, master's degree, PhD or specialization, either in Italy or abroad, may not enrol concurrently in a Doctoral Programme.

### Art. 27 – Rights and duties of PhD students

1. Admission to the Doctoral Programme entails an exclusive full-time commitment.
2. Students enrolled in the Doctoral Programme must undertake to attend the courses, seminars, lessons, and to carry out research and study activities in the structures designated for these purposes and to submit a report on the research done to the Doctoral Programme Committee at the end of each year of study.



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3. Students are expected to behave accordingly to the Code of Ethics of the University and to the Student Honour Code. In addition to what is regulated in these Regulations, specific rights and duties of PhD students can be found in the Internal Regulations of each Doctoral Programme as laid down in previous art. 8 par. 3.
4. The Doctoral Programme Committee may decide to exclude PhD students from the Doctoral Programme with the resulting forfeiture of the scholarship in the following cases:
  - a) insufficient results in the assessments during the year;
  - b) negative opinion given by the Doctoral Programme Committee regarding admission to the successive year of study; in this case, the Doctoral Programme Committee will verify the achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work;
  - c) the student has accepted employment contracts without the prior authorization of the Doctoral Programme Committee;
  - d) truancies or prolonged unavailability.
5. The Doctoral Programme Committee can also decide the exclusion with the resulting forfeiture of the scholarship according to specific provisions expressed in the Internal Regulations of the Doctoral Programme.
6. The PhD student has the right to obtain maternity/paternity leave, for serious and substantiated illness or to attend the traineeship in order to obtain the qualification to teach in the Italian schools.
7. The maternity rules as per Decree of the Ministry of Labour and Social Welfare, 12.07.2007, published in the Official Journal no. 247 of 23.10.2007 are applied to PhD students.
8. Suspensions due to severe and documented personal and family reasons must be expressly authorized by the Doctoral Programme Committee upon request of the PhD student.
9. At the end of the suspension period, the PhD student will resume attendance of the Programme by submitting a declaration signed by the Director of the Programme. The administrative deadlines and the payment of the scholarship - if the student is scholarship-assisted - will be postponed for a period equivalent to the absence. The Doctoral Programme Committee will approve the modalities to complete the training activities, provided that under no circumstances can the official duration of the Programme be shortened.
10. For suspensions lasting more than thirty days or in case of forfeiture or exclusion from the Doctoral Programme, payment of the scholarship is stopped.

### Art. 28 – Activities related to the educational path and compatible with the Doctoral Programme

1. PhD Students, upon request of the Doctoral Programme Committee, may be required to carry out the following activities, to be considered as an integral part of their educational programme:
  - a) tutoring activities for undergraduate and students of Master's degree courses;
  - b) additional teaching activities, up to a maximum of 40 hours for the first three years of the programme.
2. PhD students will carry out the above mentioned activities without any increase of their scholarships.
3. If compatible with the commitments required for their educational programme, the Doctoral Programme Committee may require that PhD students carry out activities as per par. 1, which may last longer than 40 hours.
4. The activities mentioned hereunder may be paid and are compatible with the Doctoral programme attendance, upon approval of the Doctoral Programme Committee and after consulting the supervisor:
  - a) professional practical traineeship;
  - b) occasional external working activities;
  - c) tutoring and additional teaching.

### Art. 29 – Organization of the activities

1. The Doctoral Programmes begin on the 1<sup>st</sup> November.
2. Doctoral Programmes usually last 3 to 4 years.
3. The Doctoral Programme Committee is in charge of the scientific, organizational and educational activities of each Doctoral Programme. The Committee decides the activities to be carried out during the Doctoral Programme, the number of mandatory class hours and the annual assessment to verify the acquired preparation.
4. The Doctoral Programme Committee approves, within the framework of an adequate planning of activities, the research projects which the PhD students intend to carry out during their attendance.
5. At the beginning of the Doctoral Programme PhD students are informed of the programme and schedule of the activities to be carried out.

## SECTION VII – AWARD OF THE DOCTORAL QUALIFICATION

### Art. 30 – Doctoral thesis

1. A Doctoral thesis shall contribute to the progress of knowledge and to the development of methodologies in the designated research field.
2. The thesis shall be written either in Italian, English or in any other language, upon approval of the Doctoral



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Programme Committee. A summary in Italian or English shall be attached to the thesis.

### Art. 31- Evaluation of the Doctoral thesis

1. Doctoral candidates, within the end of the last year of the Programme, must apply for admission to the final examination in order to be awarded the title of "Dottore di ricerca".
2. After receiving a recommendation of the supervisor/s for the student's thesis admission to final examination, the Doctoral Programme Committee writes its own judgment at this regard. In case of negative judgment, the Doctoral Programme Committee does not allow admission to final examination and exclude the PhD student. In case of positive results, the Doctoral Programme Committee appoints two or more evaluators (hereinafter also referred to as referees). Referees are chosen among professors and researchers at Italian or foreign institutions, with high profile, not belonging to the University or to other institutions collaborating with the Doctoral Programme.
3. The referees have the task of expressing a written analytical judgment on the thesis and to propose the admission to public defence or in alternative the postponement for a period not exceeding six months, if major revisions are needed.
4. The candidate shall provide each referee with:
  - a copy of his/her thesis,
  - a report on the activities he/she has carried out during the Doctoral Programme and on any publications.
5. The career of the PhD student who doesn't fulfill the requirements of per previous par. 4 can be closed for forfeiture, with the exception of severe and documented personal and family reasons.
6. Doctoral candidates are allowed to attend the University facilities for completing all activities related to the thesis, until the public defence.
7. Doctoral Programme Committees, making use of the resources as described in previous art. 12 par. 3, may deliberate the extension of any scholarships beyond the official duration of the Doctoral Programme and till the defence day in favour of worthy PhD students and/or for completing any activities of particular scientific value.

### Art. 32 - Final Examination Committee

1. The Final Examination Committee is appointed by the Rector upon advice of the Doctoral Programme Committee in which the student is enrolled.
2. The Examination Committee consists of three members chosen among professors and researchers of Italian and foreign institutions, specialized in the topics of the thesis.
3. The Committee can be enlarged by a maximum of two high-profile foreign or Italian experts working at public and private institutions.
4. The Chairman of the Examination Committee is appointed based on criteria described in art. 22 par. 4.
5. If a member of the Examination Committee resigns from the position, the Rector, upon advice of the Doctoral Programme Director, appoints another member with qualifications similar to those of the resigning member. Candidates are informed of the new composition of the Examination Committee.
6. In case of internationally run Doctoral Programmes, the Examination Committee is defined in accordance with the agreements.

### Art. 33 – Final examination and award of the PhD

1. The final examination, that must be held within 12 months as from the official end of the programme, consists of the public defence of the thesis in front of the Examination Committee.
2. Candidates shall provide each member of the Examination Committee with a copy of their thesis.
3. Candidates are notified the place, date and time of their final examination via their University e-mail. Alternatively, notification may be published on the University website.
4. At the end of the defence session the Examination Committee writes its assessment for each candidate. This assessment is an integral part of the final examination minutes.
5. The thesis may be approved or rejected.
6. Should the thesis be rejected, the PhD student is excluded from the Doctoral Programme; if approved, the Committee has the capacity to unanimously give praise "cum laude" for outstanding scientific results.
7. The qualification "Dottore di ricerca" can be shortened to "Dott.Ric." or "Ph.D." and is awarded if the final exam is passed.
8. The Regulations of the Doctoral Programme may prescribe that the title of Ph.D. should be integrated with the denomination of the curriculum, whenever the case.
9. International inter-university partnership agreements may entail specific procedures and schedules for awarding the title.

### Art. 34 – Absence of Doctoral candidates at the final examination

1. In case of unjustified absence, the candidate loses the right to take the final examination.
2. The absence is considered justified only in case of serious reasons supported by adequate documentation. In such



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- cases, interested candidates can ask to the Rector, within 30 days following the date of the scheduled final examination, to be allowed to take the examination on another date.
3. The Rector, upon advice by the Doctoral Programme Committee and considering the specific circumstances which prevented the candidate to defend his/her thesis, will appoint a specific Committee, as per art. 32, or allows the candidate to take part in the following defence sessions.
  4. If the Doctoral Programme is not continued in the following cycle, the Rector appoints a Committee as per art. 32.

### Art. 35 – Certification of the degree and submit of the thesis

1. The issue of the degree certificate (Diploma) is subject to the deposit by the candidates of the digital format of the final thesis in the University open access archive which will ensure its preservation and public consultation. Candidates must upload the copy at least 10 days before the date set for the final examination.
2. Within 30 days of the defence, the University sends a copy of the thesis to the Ministerial database and to the National Libraries of Rome and Florence, in compliance with the laws in force.
3. Upon authorization of the Doctoral Programme Committee restrictions may be adopted on the access to the thesis by postponing its online consultability for up to 24 months in case of:
  - a) use of data protected by industrial secret under current legislation;
  - b) thesis to be published by a different publisher which does not allow any open access before publication;
  - c) the thesis is part of a broader research project for which an agreement with an external research institution or a funding body was previously signed according to which publication and dissemination of the thesis is allowed only after completion of the entire research project.

## SECTION VIII – FINAL PROVISIONS

### Art. 36 – Final and transitional provisions

1. These Regulations are issued by Rector's decree and are applicable to all Doctoral Programmes established since the academic year 2013/2014 (XXIX edition).
2. PhD students enrolled in the editions XXIX (a.y. 2013/2014) and XXX (a.y. 2014/2015) may require the postponement of the submission of the thesis to the referees for a maximum of twelve months. The request is addressed to the Director of the Programme at least thirty days before the end of the last year and is approved by the Doctoral Committee. For special scientific or expediency's reasons, the thesis defence can be held within 24 months from the end of the Doctoral Programme.
3. These Regulations are not applicable to the Doctoral Programmes established earlier than the XXIX edition, to which the previous Regulations are applied, issued by Rector's Decree no. 997 of 16.12.2003 and subsequent amendments, with the exception of rules regarding the suspension due to maternity leave or for severe and documented health conditions, as per previous art. 27 and applicable to PhD students upon request.