



UNIVERSITY
OF TRENTO - Italy

University Regulations for Doctoral Programmes

Issued with Rector's Decree no. 383 of 04/07/2013



University Regulations for Doctoral Programmes

INDICE

SECTION I - SCOPE	3
Art. 1 – Objectives and scope	3
Art. 2 - Definitions	3
SECTION II – DOCTORAL PROGRAMMES	3
Art. 3 – Objectives of the Doctoral Programmes	3
Art. 4 – Agreements and Consortiums	3
Art. 5 – Setting up of Doctoral Programmes	4
Art. 6 – Minimum requirements	4
Art. 7 – Structure of the Doctoral Programmes	4
SECTION III – SETTING UP AND RUNNING OF DOCTORAL PROGRAMMES	5
Art. 8 – Proposals for the setting up of Doctoral Programmes	5
Art. 9 – Setting up of the Doctoral Programmes	5
Art. 10 – Start up of the Doctoral Programmes	5
Art. 11 – Continuation proposals	5
Art. 12 – Use of financial resources given to Doctoral Programmes with administrative seat in Trento	5
Art. 13 - Bodies of the Doctoral Programme	6
Art. 14 - The Doctoral Programme Committee	6
Art. 15 – The Doctoral Programme Director	7
Art. 16 - The Executive Committee	7
Art. 17 – Annual evaluation of the Doctoral Programmes at the University of Trento	7
SECTION IV – DOCTORAL SCHOOLS	8
Art. 18 – Tasks and organization of the Doctoral Schools	8
SECTION V – ADMISSION TO THE DOCTORAL PROGRAMMES	8
Art. 19 – Announcement of selection	8
Art. 20 – Requirements for admission to the Doctoral Programme	9
Art. 21 – Admission policy	9
Art. 22 - Doctoral Programme Admissions Committee	9
SECTION VI – ADMISSION TO THE DOCTORAL PROGRAMME AND ATTENDANCE	10
Art. 23 – Admissions	10
Art. 24 – Fellowships, scholarships and means of financial support	10
Art. 25 – Individual budget for research activities	11
Art. 26 - Incompatibility	11
Art. 27 – Rights and duties of PhD Students	11
Art. 28 – Activities compatible with the attendance of the Doctoral Programme	12
Art. 29 – Organization of the activities	12
SECTION VII – DOCTORAL TITLE CONFERRAL	12
Art. 30 – Doctoral dissertation drafting	12
Art. 31- Doctoral dissertation evaluation	12
Art. 32 - The Examination Committee for conferring the Doctoral title	13
Art. 28 – Final examination and Doctoral title conferral	13
Art. 34 – PhD Students not attending the final exam	13
Art. 35 – Certification of the title and submission of the dissertation	13
SECTION VIII – FINAL REGULATIONS	14
Art. 36 – Final and temporary provisions	14



University Regulations for Doctoral Programmes

SECTION I - SCOPE

Art. 1 – Objectives and scope

1. These Regulations govern the start up and running of the Doctoral Programmes of the University of Trento, activated by agreement or within a consortium with other Italian and foreign universities, public and private research institutions and private advanced training institutions, in compliance with the regulations in effect.

Art. 2 - Definitions

For the purposes of these Regulations, the terms used herein have the following meanings:

- a) **University** means the University of Trento;
- b) **Doctoral Programme** means a Doctoral Programme lasting at least three years and concerning various organic and clearly defined disciplines, marked by consistent scientific topics and methodologies;
- c) **Curriculum** means the training programme activated within the internal Doctoral Programme on the basis of specific research needs;
- d) **Doctoral School** is the aggregation of more Doctoral Programmes with thematic and methodological shared elements, aimed at the coordination and management of shared activities;
- e) **Administrative seat** means the university that sets up and runs a Doctoral Programme;
- f) **Consortium** is a body with own legal status, made up of with Italian and international universities (one of which must be Italian) or with other public bodies and private research institutions for advanced training, aimed at the establishment and functioning of one or more Doctoral Programme;
- g) **Regulations of the Doctoral Programme** means the set of rules adopted by each Doctoral Programme that lays down the detailed standards for running and managing the Research Doctorate; it also includes objectives, internal organisation and rules of conduct for the PhD Students attending the Research Doctorate;
- h) **Teaching Programme** means a document approved every year by the Doctoral Programme Committee, that includes the educational activities and the calendar for each Doctoral Programme.
- i) **Ministry** means the Italian Ministry for Education, University and Research;
- j) **ANVUR** means the Italian National Agency for the Evaluation of the University and Research Systems.

SECTION II – DOCTORAL PROGRAMMES

Art. 3 – Objectives of the Doctoral Programmes

1. The Doctoral Programmes are an integral part of the third level educational offer at the university.
2. Training of the research Doctoral student aims at giving the necessary skills in order to carry out highly qualified research work at universities, public bodies, and private organizations; developing the scientific and technological progress; and contributing to the creation of a leading class with a high level professional background and a corresponding international approach also to contribute to the establishment of the European Research Area and the European Area of Advanced Training.

Art. 4 – Agreements and Consortiums

1. In order to efficiently manage the research activities of the third level 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 consortiums with the institutions as mentioned in paragraph a), also aimed at issuing multiple or joint qualifications, if the Consortium includes universities only.
2. The agreements and consortiums are mutually engaged in the real sharing of training and research activities, a just sharing of burdens, the rules regarding the financial funding, the exchange modalities and mobility opportunities of professors and PhD students and the possibility to issue multiple or joint qualifications.
3. The participating universities shall respect these Regulations, with the exception of specific derogations laid down in the agreements or framework agreements, which may even regard the composition of the Doctoral Programme Committee, if the agreement regards international inter-university cooperation.



University Regulations for Doctoral Programmes

4. If Doctoral Programmes are activated by Consortiums of Universities - one of which must be Italian – and public or private research institutions or institutions of advanced training (Art. 2, paragraph 2, letter d) of the Italian Ministerial Decree no. 45/2013) the Doctoral 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 – Setting up of Doctoral Programmes

1. Doctoral Programmes are established after the official recognition of the Ministry, upon consistent recommendation by ANVUR.
2. The recognition procedure is disciplined by Art. 3 of the Ministerial Decree no. 45/2013 and it starts with the initial authorization to the establishment of the Doctoral Programmes and the relevant specializations/curricula and the periodical monitoring of the respect of the minimum requirements needed for the recognition, 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 recognition of the seat of the Doctoral Programmes and their specializations/curricula lasts for five years, unless the new cycle of the Doctoral Programme is forfeited and suspended immediately, if one or more requirements are not respected any longer.
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:
 - a) The composition of the Doctoral Programme Committee;
 - b) The quality of research performed by the members of the Doctoral Programme Committee;
 - c) Availability of sufficient financial resources to finance at least six fellowships or other forms of financing with an amount at least equivalent to the one of the fellowships – for each Doctoral Programme established for each cycle, with an availability of no less than four for each Doctoral Programme or three for Doctoral Programmes activated under an agreement or in a consortium made up of two or more institutions; Doctoral Programmes with an agreement with foreign universities and for Doctoral Programmes which foresee to cooperate with enterprises (ex Art. 11 of the M.D. no. 45/2013), the availability of at least four fellowships;
 - d) The availability of sufficient and constant financial resources to guarantee the sustainability of the Doctoral Programme;
 - e) The availability of specific operating and scientific structures to perform the training and research activities of Ph.D. students;
 - f) The provision of activities to enhance the disciplinary, interdisciplinary, linguistic and ICT knowledge of Doctoral Programmes, 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 specializations/curricula of the Doctoral Programmes are evaluated by ANVUR when the Programmes are recognised and set up.

Art. 6 – Minimum requirements

1. Subject to what is established by Art. 4 of M.D. D.M. 45/2013, for the purposes of setting up/continuing the Doctoral Programmes, the Evaluation Commission and the University Senate, assess the existence of the following minimum requirements:
 - a) appointment of a Doctoral Programme Committee, made up of at least eight tenured professors and researchers of the University of Trento scientifically productive in the last five years of the reference area of the Research Programme; if the Doctoral Programme is structured upon more specializations, at Doctoral Programme Committee made of at least 6 members, four of whom participating in the minimum number of the Doctoral Programme Committee itself, as foreseen by Art. 4 par. 1 letter a) of the M.D no. 45/2013;
 - b) opportunity to set up partnerships with Italian and foreign public administrations and private organizations that can give the students experience in a high level working context;
 - c) implementation of evaluation systems regarding the continuity of the requirements mentioned in this article and to judge whether the Research Doctorate meets the training objectives, in relation to the professional prospects and to the level of training of the students;
 - d) the Doctoral Programme should offer a minimum number of 4 positions.

Art. 7 – Structure of the Doctoral Programmes

1. Each Doctoral Programme can be made up of specific *specializations/curricula*.
2. The contents of such *specializations/curricula* are approved by the Doctoral Programme Committee, as per Art. 14 of these Regulations.



University Regulations for Doctoral Programmes

SECTION III – SETTING UP AND RUNNING OF DOCTORAL PROGRAMMES

Art. 8 – Proposals for the setting up 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, a proposal to set up or continue the Doctoral Programmes with Administrative seat at the university.
2. The proposal must cite the following for each Doctoral Programme:
 - a) the name of the Programme and possible specific specializations/curricula;
 - b) the Programme typology (i.e. if it's autonomous, in agreement or in consortium);
 - c) the Programme field of study, the macro-sector and respective topic disciplines studied;
 - d) the specific research topics studied in the proposed Programme and possible specific curricula;
 - e) the objectives and the methods of implementing the Programme, including internships at public bodies or private organizations and study abroad programmes;
 - f) Provision of facilities to carry out research and training activities (scientific laboratories, libraries, facility to improve the ICT and linguistic skills, etc.);
 - g) the universities, public bodies and private organizations recognized as participating in the Doctoral Programme and their respective financial commitments;
 - h) the duration of the Doctoral Programme;
 - i) the number of graduates who may be accepted to the Doctoral Programme, based on the scientific-teaching structures and the personnel involved in management and teaching;
 - j) the ongoing methods and the selection criteria;
 - k) The methods for admitting PhD students to the subsequent year (intermediate tests, etc.);
 - l) the international features of the Doctoral Programme;
 - m) the composition of the Doctoral Programme Committee;
 - n) The financial plan, including the available and potential sources of external financing.
3. The Regulations of the Doctoral Programme must be attached to the proposal to set up a Doctoral Programme and 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 Inter-Departmental Centre to which the Doctorate belongs.

Art. 9 – Setting up of the Doctoral Programmes

1. The Proposals for Doctoral Programmes are submitted to approval of the Evaluation Commission, which ensures that the prerequisites of eligibility as per M.D. no. 45/2013 and as laid down in Art. 6 of these Regulations are met.
2. The University Senate decides upon the setting up of the Doctoral Programmes, once they have verified the consistency of the contents of the Doctoral Programmes with the training and scientific programmes of the Departments and/or Centres, the availability of human and financial resources.

Art. 10 – Start up of the Doctoral Programmes

1. The University Senate allocates yearly the financial resources for the Doctoral Programmes management and for the scholarships to be divided onto the activated Doctoral Programmes.
2. Start-up of the Doctoral Programmes is valid for five consecutive cycles, except for the matters laid down in Art. 3 paragraph 8 of the M.D. no. 45/2013 and the Art. 9, paragraph 2 of these Regulations.

Art. 11 – Continuation proposals

1. Five years after start-up of a Doctoral Programme, the procedures for continuing the programme are the same as for new proposals, as per Art. 8 of these Regulations.
2. If variations, specified when setting up the Doctorate, need to be made to the structure or organization of the programme when starting up a new cycle, the same methods established for the new proposals, laid down in Art. 8 of these Regulations, are used for continuation.

Art. 12 – Use of financial resources given to Doctoral Programmes with administrative seat in Trento

1. As per Art. 10, paragraph 1, of these Regulations, 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. The Doctoral Programmes, with their own financial resources and, if necessary, also through comparative procedures defined by the Doctoral Programme Committee, and in compliance with possible specifications



University Regulations for Doctoral Programmes

defined in the Regulations of the Doctoral Programme, can decide to allocate fellowships for research activities for a maximum of six months before the official beginning of the Programmes for a total amount which should not exceed the fellowship amount. These fellowships can be given to students who have been admitted to the Doctoral Programme after having passed the related competitive selection.

3. If there should be any remaining quotas due to a non-appointment, quitclaim or forfeiture, included those foreseen by the paragraph 2 of this article, or exclusion from the Doctoral Programme, these quotas will then be available to the Doctoral Programme for the next cycles.
4. The University also offers financial support to the interested Departments or Interdepartmental Centres for the national and international mobility of students enrolled to Doctoral Programmes at the University of Trento and to cover for the expenses regarding their educational needs.

Art. 13 - Bodies of the Doctoral Programme

1. Under current regulations, the following are bodies of each Doctoral Programme:
 - a) the Doctoral Programme Director;
 - b) the Doctoral Programme Committee, and where necessary,
 - c) The Executive Committee.
2. If the Doctoral Programme is divided in various specializations/curricula, various managers may be appointed.

Art. 14 - The Doctoral Programme Committee

1. As per Art. 4, paragraph 1, letter a) of the M.D. no. 45/2013, the Doctoral Programme Committee of each Doctoral Programme is made up of full or associate professors and researchers; at least eight members of the Committee must be tenured at the University of Trento, high-level researchers and research managers, or professionals with equivalent positions, of public research organizations, as well as selected experts, even not working in the participating organizations. They should be no more than the components of members working in the participating organizations. Student representatives may take part in the meetings of the Doctoral Programme Committee, but only for issues regarding the general progress of the programme and the training Programmes; two of such representatives are elected yearly from among the students enrolled in the Doctoral Programme and who 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 candidates.
2. In the first set up, the Doctoral Programme Committee is formed by professors and researchers teaching in the disciplines of the Doctoral Programme. The Committee may also include foreign experts, not working in the participating organizations and who should not be more than half the components given in the previous paragraph.
3. In order to meet the requisite regarding the minimum composition of the Doctoral Programme Committee, as per Art. 4, paragraph 1, letter a) of the D.M. no.45/2013, each member may only participate as members of one Committee at any Italian university..
4. The modalities to submit and accept candidatures to become members of the Committee are established by the internal Regulations of the Doctoral Programmes.
5. Tenured professors and researchers of the University who intend to become members of the Committee set up by another university shall ask their academic institution for permission. Should they be employed both by a Department and by a Centre, the permission needs to be issued by both structures. If when the permission is asked, professors as per paragraph 1 of this article are members of the Doctoral Programme Committee of the University of Trento, the authorization shall be authorized by the Committee itself before being submitted to the academic structure.
6. In the event that a Doctoral Programme is set up, the first meeting of the Doctoral Programme Committee is called by the Director of the Department or the Inter-Departmental Centre to which the Doctoral Programme belongs, no later than thirty days after the meeting, as under Art. 9, paragraph 2.
7. The Doctoral Programme Committee
 - a) organizes the Programmes and other activities of the Doctoral Programme and defines the specializations/curricula;
 - b) can set up the Executive Committee;
 - c) approves the participation of new members to the Doctoral Programme Committee;
 - d) organizes yearly the redaction of the Teaching Programme, including all the teaching activities and the Programme calendar;
 - e) supervises the research results of each PhD student in order to ensure that each one learns the methodology of scientific research;
 - f) approves the individual syllabus of the students at the start of each academic year, establishing the times and methods for submission and verification of any intermediate reports;
 - g) appoints a tutor, internal or external to the Doctoral Programme Committee, for each student;



University Regulations for Doctoral Programmes

- h) authorizes the students to go abroad for training periods of more than six months;
- i) 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;
- j) can authorize students to conduct educational, ancillary or supplementary activities and extra-specializations research activities;
- k) at the end of the academic year, approves or denies admission of the students to the following year;
- l) approves the annual report drawn up by the Doctoral Programme Director, as foreseen by Art. 17 of these Regulations;
- m) promotes relationships with other Italian and foreign universities and with public bodies and private organizations in order to improve the research activities;
- n) approves the request for the additional label of "Doctor Europeus" to the PhD degree;
- o) submits to the Rector the names of the members of the Doctoral Programme Admission Committee;
- p) upon hearing the student's referees, chooses at least two professors who will be in charge of evaluating their thesis, as per Art. 8, paragraph 6 of the M.D. no 45/2013, before their public debate session;
- q) submits to the Rector the names of the members of the Final Examination Committee.

Art. 15 – The Doctoral Programme Director

1. The Doctoral Programme Director is elected by the Doctoral Programme Committee; 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 among the 1st and 2nd level professors who are members of the Doctoral Programme Committee and who work full time at the University of Trento.
3. The election of the Doctoral Programme Director is announced by the Dean of the Doctoral Programme Committee among the University professors. 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 training and administrative work 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 tutors, to leave the university to conduct further research work or internships at partner universities or at 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 for the purpose of suspending payment of the fellowship or expelling 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 Commission 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 or her in the event of illness or impediment.

Art. 16 - The Executive Committee

1. For the sake of streamlining 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 Article 15.
2. The Executive Committee is composed of at least 4 professors and researchers, appointed 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 each internal Regulation of that Doctoral Programme.

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

1. At the end of each academic year, the Doctoral Programme Director, subject to approval by the Doctoral Programme Committee, submits a detailed report to the University Evaluation Commission 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 of Ministerial Decree, no. 45/2013.



University Regulations for Doctoral Programmes

SECTION IV – DOCTORAL SCHOOLS

Art. 18 – Tasks and organization of the Doctoral Schools

1. The University may organise Doctoral Programmes in the Doctoral School, with the aim of:
 - a) Rationalize the organization of training activities;
 - b) Coordinating the advanced training activities for the syllabus of the students.
2. The proposal to set up a Doctoral School with the administrative seat at the University of Trento is submitted to the Doctoral School Committee and it is approved by the Committees of the Departments or Centres involved in the Doctoral Programmes which intend to be integrated in the Doctoral School.
3. The proposal must cite the following:
 - 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 universities (minimum two) which intend to become members of the School.
4. The Regulations of the School, as per paragraph 3, lists in detail the criteria for the efficient management of the School, its bodies and their tasks.
5. The Rector is responsible for the setting up of a School and the contemporary approval of its Regulations, subject to the approval of the University Senate, without prejudice to the tasks of the Board of directors, 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, subject upon the approval of the University Senate.

SECTION V – ADMISSION TO THE DOCTORAL PROGRAMMES

Art. 19 – Announcement of selection

1. Each announcement for admission to the Doctoral Programme issue with Rector's Decree, is published on the website of the University, on the website of *Euraxess* and on the website of the Ministry.
2. The announcement is drafted both in Italian and English and it must indicate:
 - a) the training curriculum of the Doctoral Programme;
 - b) the duration of the Doctoral Programme;
 - c) the deadline for the application submission;
 - d) the evaluation criteria of the candidates and the methods of carrying out the selection, specifying, if that is the case, the foreign languages in which the candidate can take the exam;
 - e) the number of positions being announced;
 - f) the possible quota of positions reserved to graduates in foreign universities, 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 training fields;
 - g) the maximum number of candidates admitted in excess of the set number; for definition of such number, see Art. 20, paragraph 3 of these Regulations;
 - h) the number of fellowships, which cannot be less than half of the number of positions announced, and the amount of such fellowships;
 - i) the number of possible internship contracts and other forms of financial support, including the research fellowships as per Art. 22 of the Law no. 240, 30 December 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; the research project outline for fellowships made available on specific topics; the deadline by which shortlisted candidates must submit their application for enrolment in the Doctoral Programme; the fellowship increase amount for any periods spent studying abroad, which shall not be less than 50% of the amount of the fellowship;
 - m) the criteria for admission to the following years after the first one;
 - n) the fellowship payment methods;
 - o) events that give rise to suspension and cancellation of the fellowship;
 - p) any fees to be met by the students and rules for exemptions;
 - q) rights and duties of the student.
3. The announcement for admission can also include the possibility for candidates resident in foreign countries to sit the entrance exam at other universities in the country of residence, fellowshipping that they will carry out their exam in an equivalent way.
4. The number of places either fellowship-assisted or financed with traineeship contracts or other forms of financial support may be increased by funds from other universities, public research bodies or qualified private enterprises



University Regulations for Doctoral Programmes

made available after the publication of this announcement and before the beginning of the last test as established in the related selection. Any increase in the number of fellowships may result in the increase of total number of places established in the 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 of Trento website.

5. Several announcements can be issued for the same Doctoral cycle and for each Doctoral Programme instituted before the beginning of each 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 date of the announcement or anyway by 31st October of the same year, hold an Italian "laurea magistrale" institute in conformity with the Italian Ministerial Decree no 270, 30 October 2004, or equivalent qualification obtained abroad and officially recognized as equivalent by the Doctoral Programme Committee for the purposes of admission to the Doctoral Programme.
2. Positions covered by fellowships or by other forms of financial support can be reserved for students who have obtained their qualification abroad.
 - a) Students who are not financed through fellowships of the University of Trento may be assigned additional positions, according to the limits established in the announcement, if they are: Applicants from non-E.U. countries who are eligible in the general classification list according to merit and who have been awarded any kind of fellowship;
 - b) Applicants from a country with a specific intergovernmental agreement with Italy, on the basis of a bilateral agreement between the University of Trento and the foreign university (with no obligatory financial burden for the University of Trento);
 - c) Candidates who have been awarded fellowships under Italian Law 449/97 – Art. 51 ("Assegni di ricerca"), subject upon the approval by the Doctoral Programme Committee of their research project consistency with the topic of the Doctoral Programme;
 - d) Public officers or public employees. Admission to the Doctoral Programme is offered through a selective procedure and the acceptance of their time-off work or extraordinary leave position, as per Art. 2 of the Law no. 476, 13 August 1984 and subsequent amendments.

Public officers who have already obtained the title of Research Doctor have no right to obtain the extraordinary leave, with or without financial support. Public officers who have enrolled in Doctoral Programmes for at least one academic year, on an extraordinary leave, do not have the right to obtain it again, independently on the topic of their research.

Art. 21 – Admission policy

1. Admission to the Doctoral Programme is offered through a selective procedure, which aims at certifying the eligibility of the candidate and his or her aptitude for research and must include a comparative evaluation of the candidates.
2. The selection procedure must be concluded by 30 September of every year.
3. If the selection procedure foresees a written examination and/or an interview, the University notifies applicants of the calendar of the examinations, complete with the date and time of the exams by publishing it on the University of Trento website, at least twenty days before the first examination.
4. If the Doctoral Programme includes several specialisations/curricula or foresees fellowships related to the development of specific themes, the topics of the exams can be differentiated but the exams must be held concurrently
5. International inter-university agreements can foresee specific procedures for admission to the Programmes and organizational modalities which take into account the features of the various projects, provided that they are activated in the activated Doctoral Programmes.

Art. 22 - Doctoral Programme Admissions Committee

1. The Rector, upon the advice of the Doctoral Programme Committee, appoints an Admissions Committee for each Doctoral Programme.
2. The Admissions Committee consists of three members chosen from among tenured professors and researchers, foreigners included, who are experts in the disciplines of the Doctoral Programme.
1. The Admissions Committee can be enlarged by a maximum of two experts, foreign or Italian, selected in the field of the universities and the public and private research centres. If the announcement establishes a selection for specific research projects financed by external organization, a representative of the financing organization, upon



University Regulations for Doctoral Programmes

- counsel of the Doctoral Programme Committee, may be appointed as a member of the Selection Committee.
3. The Admissions Committee chooses a Chair among the members of the Committee.
 4. The Doctoral Programme Committee designates an alternate member for each acting member.
 5. Each Doctoral Programme Committee appoints the acting and alternate members of the Admissions Committee at least thirty days before the date scheduled for selection.
 6. 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.
 7. The members who lose the legal status required for the appointment to the Admissions Committee, will also be banned from the position.
 8. 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 paragraph 6.

SECTION VI – ADMISSION TO THE DOCTORAL PROGRAMME AND ATTENDANCE

Art. 23 – Admissions

1. Admission to the Doctoral Programme will be fellowshiped based on the general classification list according to merit redacted by the Admissions Committee until the number of places established by the Rector's announcement is filled.
2. The candidates admitted to the Doctorate based on the final list will forfeit their right to enrolment if they fail to enrol by the deadline indicated in the announcement.
3. The final ranking of candidates will be posted on the University of Trento website.
4. If a successful applicant withdraws before the beginning of the Doctorate, the next applicant on the list will be offered the place.
5. 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.
6. The Managing Board of the University of Trento will decide on the amount of any annual fees to be met by each matriculated student for attending the Doctoral Programme. These fees will be published in the individual announcement of selection, together with the regulations for exemptions.

Art. 24 – Fellowships, scholarships and means of financial support

1. The number of fellowships conferred shall not be less than half of the positions announced. If a Doctoral Programme has an uneven number of positions, the number of fellowships will be rounded up.
2. Fellowships are awarded after a comparative evaluation and on the basis of the list of applicants given on a merit basis; all other conditions being equal, the economic situation of the candidate will be considered in accordance with the Italian laws in force. The fellowships cannot be combined with any other fellowships, except those awarded by national or foreign scientific institutes for periods spent abroad, which are deemed useful for the research activities of the PhD student. Candidates who have been already benefitted from a fellowship to attend an Italian Doctoral Programme, even partially, are not eligible for a further fellowship for the same reason.3. The fellowships are paid monthly, except for recoupment of any amount paid out unduly in the event the PhD student is excluded or suspended, as laid down under the following Art. 27.
4. The fellowship amount for any periods spent abroad is increased by no more than 50%. The payment of the fellowship increase will be carried out after the period spent abroad, for a total duration which cannot exceed eighteen months. If the PhD student stays abroad for three consecutive months or more, he or 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 fellowship is paid for the entire duration of the Doctoral Programme, with the exception of what is laid down in the next paragraph of this article.
7. The fellowship 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 article 19, paragraph 2, letter j) of these Regulations are confirmed for the following years, provided that the same criteria to be met for fellowships 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 or her studies during any given year, he or she loses the right to use the fellowship for the amount which has not yet paid out.
10. The financial sources to pay for the fellowships as per this article can be financed by external bodies, following the modalities and procedures as approved by the governing bodies of the University.



University Regulations for Doctoral Programmes

11. If the fellowships mentioned in the previous paragraph are associated with specific research topics, candidates who wish to apply for these fellowships 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. Each PhD student can be assigned from the second year of the Doctoral Programme, an individual budget to cover for expenses related to research activities to be carried out either in Italy or abroad, according to the type of 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 fellowship.

Art. 26 - Incompatibility

1. Students already enrolled in any other program for a diploma, degree, PhD or master degree, whether of the first or the second level, may not enrol concurrently in a Doctoral Programme.

Art. 27 – Rights and duties of PhD Students

1. The admission to the Doctoral Programme implies the full-time exclusive engagement of the PhD student. Students enrolled in the Doctoral Programme must undertake to attend the Programmes, seminars, lessons and teaching units, to carry out research and study activities on a full time basis in the structures designated for these purposes and to submit a report on the research work done to the Doctoral Programme Committee at the end of each year of study.
3. Specific rights and duties of PhD Students can be found in the Regulations of the Doctoral Programme as laid down in Art. 8 paragraph 3 of these Regulations.
4. The Doctoral Programme Committee may decide to exclude PhD students from the Doctoral Programme with the resulting forfeiture of the study fellowship in the following cases:
 - a) Insufficient marks in the possible evaluation exams in itinere 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 achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work done;
 - c) the student accepts open-ended employment contracts or is hired for short term employment contracts or rendered professional services without authorisation by the Doctoral Programme Committee;
 - d) unexcused and extended absences.
5. The Doctoral Programme Committee, according to the specific hypotheses expressed in the Regulations of the Doctoral Programme to which the announcement of selection refers, can also decide to exclude a PhD student with the consequent immediate fellowship forfeiture.
6. The forfeiture is also foreseen if the Doctoral student does not pass the final exam.
7. The PhD student has the right to obtain maternity/paternity leave, leave for military service or for serious and substantiated illness or to attend the traineeship foreseen to obtain the qualification to teach in the Italian schools.
8. 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 October 2007 are applied to PhD Students.
9. Absence due to severe and documented personal reasons and family reason must be expressly authorized by the Doctoral Programme Committee upon request of the Doctoral student..
10. At the end of the absence period, the Doctoral Student will resume attendance of the Programme again and submit a declaration of resumption of the attendance signed by the Head of the Programme. The administrative deadlines and the payment of the fellowship - if the student is fellowship-assisted-will be delayed during the absence period. The Doctoral Programme Committee will approve the modalities to recover the missed training activities, provided that under no circumstances can the normal duration of the Programme be shortened.
11. If the Doctoral student fails to attend the Doctorate for over thirty days or if the student is excluded from the Doctoral Programme, payment of the fellowship will be suspended.
12. PhD Students, upon approval of the Doctoral Programme Committee and without any additional amount being paid on the top of their fellowships, are allowed to carry out:
 - a) Tutoring activities for undergraduate and graduate students;
 - b) Integrative teaching activities, up to a maximum of 40 hours per academic year, for 1st and 2nd year students;
 - c) Integrative teaching activities without any timetable limitation, for 3rd year students.



University Regulations for Doctoral Programmes

Art. 28 – Activities compatible with the attendance of the Doctoral Programme

1. The following activities are compatible with the attendance of the Doctoral Programme, upon approval of the Doctoral Programme Committee and counsel of the supervisor:
 - a) Professional practical traineeship;
 - b) Occasional working activities.

Art. 29 – Organization of the activities

1. The Doctoral Programme activities begin on 1 November.
2. Doctoral Programmes usually last 3 to 4 years.
3. The Doctoral Programme Committee is in charge of the scientific, organizational and regarding the teaching activities of each Doctoral Programme. The Committee decides the activities to be carried out during the Doctoral Programme, the number of compulsory hours of lesson and the annual exam modality 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. The programme and schedule of the activities are transmitted to the PhD Students at the beginning of the Doctoral Programme.

SECTION VII – DOCTORAL TITLE CONFERRAL

Art. 30 – Doctoral dissertation drafting

1. The Doctoral dissertation shall contribute to the progress of knowledge and methodologies in the selected research field.
2. The dissertation shall be drafted in Italian or in English or in another language, upon approval of the Doctoral Programme Committee. A summary in Italian or English must be attached to the dissertation.

Art. 31- Doctoral dissertation evaluation

1. By the end of the Doctoral Programme, the PhD students enrolled in the last year submit the application to the Doctoral Programme Committee for the final examination.
2. The dissertation is defended by 6 months after the closing of the last year of the Doctoral Programme, unless otherwise specified, as per paragraph 6 of this article.
3. Considering what is established in the previous paragraph, and after receiving a recommendation of the supervisor as regards the student's dissertation the Doctoral Programme Committee appoints two or more *referees*, for PhD students who have achieved adequate scientific results. Referees are chosen among professors and researchers of Italian and foreign institutions, with a high qualification, outside of the University and of other possible bodies participating in the Doctoral Programme.
4. Referees are required to evaluate in an analytic way the dissertation and to propose the public defense of the dissertation or the postponement for a period no longer than six months, should significant integrations or corrections be necessary.
5. Candidates upon receiving the communication from the referees chosen by the Doctoral Programme Committee, are required to provide each of them with:
 - a. A copy of their dissertation,
 - b. A report on the activities they have carried out during their Doctoral Programme and possible publications.
6. Upon decision of the Doctoral Programme Committee or upon motivated request by the candidate, approved by the Committee on the basis of scientific and general motivations, the submission of the dissertation to the referees may be delayed for a period no longer than 12 months after the regular closing of the Doctoral Programme cycle.
7. To obtain an extension the candidate must submit a justified request to the Director of the Doctoral Programme no later than 30 days before the end of the last year of the Doctoral Programme.
8. PhD Students are authorized to use the University facilities to carry out all activities regarding the drafting of the dissertation, until the defense session.
9. The Doctoral Programme Committee of every Doctoral Programme, making use of its own resources expressed in the Art. 12 paragraph 3, can decide to extend the fellowship till the end of the first year of extension in favour of worthy PhD Students and/or in favour of those students who has to take to accomplishment any activity of particular scientific meaning.



University Regulations for Doctoral Programmes

Art. 32 - The Examination Committee for conferring the Doctoral title

1. No later than one month after receiving the final evaluation of the dissertation by the Referees, the Doctoral Programme Committee designates the members of the Final Examinations Committees.
2. The Examination Committee is appointed by the Rector based on the advice of the Doctoral Programme Committee of the Doctoral Programme in which the student is enrolled, no later than ninety days after conclusion of the Doctoral Programme. The Examination Committee must complete its tasks in the subsequent ninety days.
3. The Examination Committee consists of three members chosen among university tenured professors and researchers of Italian and foreign institutions, specialized in the topics of the dissertation. .
4. The Committee can be enlarged by a maximum of two foreign or Italian experts selected from the universities and the public and private research centre.
5. The Chairman of the Examination Committee is appointed based on the criteria described in Art. 22 paragraphs 4.
6. If a member of the Examination Committee resigns from the position, the Rector, upon the advice of the Doctoral Programme Director, appoints another member with similar qualifications to the resigning member. Candidates are informed of the new composition of the Examination Committee.
7. In the case of Doctoral Programmes set up pursuant international inter-university partnership arrangements, the Examination Committee is defined in accordance with the matters in the agreements.

Art. 28 – Final examination and Doctoral title conferral

1. The examination will be given before the Examination Committee and consists in the public discussion of the dissertation.
2. The candidates must provide each member of the Examination Committee with a copy of the dissertation, as soon as the members of the Examination Committee have been appointed.
3. Candidates are notified the place, date and time of the final exam via e-mail to their University email address. Otherwise the notice may be published on the University website.
4. The Examination Committee formulates an opinion for each candidate at the end of the defense session. The opinions constitute an essential part of the minutes of the final examination of the Doctorate.
5. The dissertation can be approved or rejected.
6. Should the dissertation be rejected, the PhD student is expelled from the Doctoral Programme. Should the dissertation be approved with unanimous vote, the Committee may assign the laude, if the results are extremely relevant from the scientific viewpoint.
7. The Doctoral title will be shortened in: "*Ph.D.*" and is conferred if the final exam is passed.
8. The Regulations of the Doctoral Programme may foresee that the title reflects the official name of the specialization/curriculum, if the Doctoral Programme is divided into more than one specialization/curricula.
9. International inter-university partnership agreements can include specific procedures for awarding the title.

Art. 34 – PhD Students not attending the final exam

1. If the candidates do not attend the final exam without any justified reason, they are not entitled to the right to participate in the final exam. Only special circumstances, adequately documented, may result in a justified absence.
2. In these cases, the involved candidates may ask to the Rector, by 30 days from the date scheduled for the final exam, to set a new date schedule for the exam.
3. The Rector, upon motivated proposal submitted by the Doctoral Programme Committee and considering the specific circumstances which prevented the candidate from taking part in the defense session, will appoint a specific Committee, as per article 32 or allows the candidate to take part in the following defense sessions.
4. If the Doctoral Programme is not continued in another cycle, the Rector appoints a Committee as per article 32.

Art. 35 – Certification of the title and submission of the dissertation

1. The issuing of the certification of the title conferral is subject to the submission by the candidates, of the digital version of the final dissertation in the institutional archive of the University, with open access. The archive shall safeguard its storage and the public availability. Candidates must submit the copy at least 10 days before the scheduled final exam date.
2. By 30 days after the defense and approval of the dissertation, the University sends a copy of the dissertation to the Ministerial database and to the National Libraries of Rome and Florence, in compliance with the laws in force.
3. Upon prior authorization of the Doctoral Programme Committee limitations may be imposed to the access to the dissertation and delay to the possibility to access it online for up to 24 months in the following cases:
 - a) Due to the legal norms in force which rule the use of data protected by the industrial secret.
 - b) If the dissertation is being published by a different editor which does not allow the open access before the official publication;



University Regulations for Doctoral Programmes

- c) If the dissertation belongs to a wider research project for which an agreement was signed beforehand, with an external research body or an financing body supporting the publication and the dissemination of the dissertation only after the completion of the entire research project.

SECTION VIII – FINAL REGULATIONS

Art. 36 – Final and temporary provisions

1. These Regulations are issued with Rector's decree and are applicable to all Doctoral Programmes established since the academic year 2013/2014 (XXIX cycle).
2. During the first year of entry into force of these Regulations, derogations to the time schedule and modalities established therein are possible, upon prior motivated provision by the Rector.
3. The provisions of these Regulations are not applicable to the Doctoral Programmes established earlier than the XXIX cycle, to which the previous Regulations are applied, issued with Rector's Decree no. 997, 16 December 2003 and subsequent amendments.