



# **REGULATIONS OF THE DOCTORAL PROGRAMME IN SOCIOLOGY AND SOCIAL RESEARCH**

**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.

Translation of the Regulations approved by the Board of the Department of Sociology and Social Research, 16 September 2013.  
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**Regulations of the Doctoral Programme in Sociology and Social Research**

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## Regulations of the Doctoral Programme in Sociology and Social Research

### Art. 1 – The Doctoral Programme

1. As per Article 8, paragraph 3, of the University Regulations for Doctoral Programmes, issued with Rector's Decree no. 383, 4 July 2013, to which we integrally refer, hereinafter referred to as "University Regulations for Doctoral Programmes"; and for the purpose of the affiliation of the Doctoral Programme in "Sociology and Social Research" - hereinafter referred to as "Programme" - to the School of Social Sciences – hereinafter referred to as "School"; the Board of the Department of Sociology and Social Research shall adopt this regulation aimed at regulating its specific objectives, its internal organization and the Code of Conduct for doctoral students.

### Art. 2 – Objectives and scope

1. As an integration to the general objectives of each Doctoral Programme as per Article no. 3 of the University Regulations for Doctoral Programmes, as agreed with the Department of Sociology and Social Research and the School of Social Sciences, the Programme aims at training high-level professional figures in the field of sociological research, able to perform qualified, empiric, theoretically-oriented research activities - both basic and applied - in the universities, public authorities and private bodies. More specifically it aims at training professionals able to use their skills in an interdisciplinary, exploiting the various theoretical and research approaches, as well as the interdisciplinary research opportunities within the Department of Sociology and Social Research and the Doctoral School of Social Sciences.
2. The Programme refers to the School, as per norms outlined in Chapter IV of the University Regulations for Doctoral Programmes, and adopts the contents of the Regulation, to the end of rationalizing the organization of teaching activities and the coordination of the advanced training activities.

### Art. 3 – Language

1. The official languages of the Programme are Italian and English. Lessons, exams and the Doctoral theses may be also in German, French, Spanish or other languages available at reasonable levels of proficiency.

### Art. 4 – The Doctoral Programme Committee

1. The Doctoral Programme Committee – hereinafter called the Committee – it being understood the content of Article no. 14 of the University Regulations for Doctoral Programmes, is made of the following members:
  - a) full professors and associate professors and researchers;
  - b) two representatives of students in an advisory capacity, and only for issues regarding the general progress of the Programme, the training courses/didactic activities and possible organizational problems.
2. New members need to be approved by the Committee by an absolute majority. Their application shall be submitted to the Director of the Doctoral Programme, together with a curriculum vitae, the list of publications highlighting the five considered as the most significant by the candidate and a declaration stating to be/not to be a member of other Doctoral Programme Committees in other universities. In case of professors and researchers of other universities the authorization of their institution is required.
3. Non-members - professors and researchers – involved in teaching activities and supervising doctoral students, may participate in the Committee, without having the right to vote.
4. Furthermore, other people may contribute to the activities of the Committee, without having the right to vote and upon invitation of the Director and only for the discussion of specific items on the agenda.
5. The Doctoral Programme Committee is called by the Doctoral Programme Director, or upon request of at least 1/3 of its members.
6. The Director sends the notice via e-mail, with a seven days' notice. The notice shall explicitly include all the items on the agenda prepared and sent out by the Programme Director.
7. The Committee meets at least twice a year for the annual evaluation of the advancing situation of the students' academic performance.
8. When the Committee shall give its decision urgently, the Director may schedule an online meeting. Decision adopted during an online conference shall be ratified in the next meeting of the Committee.
9. All members are required to participate in the meetings which are valid if the majority of the Committee members is present.
10. Unjustified absences of a Committee member for more than three consecutive meetings shall lead to the relinquishment of revoke his/her membership, while s/he shall retain his/her role as a tutor or supervisor, if these tasks have already been assigned.



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11. The minutes of the Committee meetings are drafted by the Secretariat of the Doctoral School of Social Sciences, or if they are absent, by the professor with the shortest academic career among the present members. The Director shall send out the draft of the minutes to the Secretariat of the School within one month from the seat of the Committee. The minutes shall be approved at the beginning of the next meeting.
12. The Committee shall carry out all tasks as outlined in the University Regulations for Doctoral Programmes, which this Regulation integrally refers to.
13. The Committee shall approve students' paid employment in line with their study plan and the didactic activities of the Departments. To this end the Committee adopts, among its first decisions, adequate criteria and procedures, including the proxy to the Director, to safeguard this objective.
14. For all issues which are not expressly addressed in this Regulation, provisions of Article no. 14 of the University Regulations for Doctoral Programmes shall be applied.

### **Art. 5 – The Doctoral Programme Director**

1. The Director of the Doctoral School Committee shall carry out his/her duties as per Article no. 15 of the University Regulations for Doctoral Programmes.
2. The Doctoral Programme Director calls and chairs the Committee meetings; ensures the correct implementation of the issued decisions; circulates the proposals and the decisions of the bodies of the Doctoral Programme.
3. The Director is elected for three years and can be re-elected for an additional mandate.
4. The Director is a full member of the Board of Directors of the School of Social Sciences.

### **Art. 6 – Tutors and supervisors**

1. At the beginning of the first year, each PhD student is assigned a Tutor by a Teaching assistant, - appointed by the Doctoral Programme Committee - who shall primarily evaluate the skills of the students in the research activities and support her/him in drafting her/his research project.
2. When the research project is approved, the Committee shall appoint a Supervisor to monitor the student's thesis and research activities. The Supervisor is not required to be a member of the Committee. The Supervisor shall inform the Committee of the progress in the student's study and research activities.
3. The Supervisor shall ensure that the student respects the basic rules.
4. The Committee may replace a Supervisor who does not respect the duties as per paragraphs 2 and 3 above.

### **Art. 7 – Institutional training activities**

1. The Doctoral Programme lasts four years from the 33 cycle onwards and three years up to the 32 cycle.
2. The Course is organized in training activities, submitted at the beginning of each academic year in the Study Programme.
3. The teaching and training Programme is organized on to three levels: compulsory courses - jointly activated by the School of Social Sciences and available for all PhD students enrolled in the School; elective courses; seminars.
4. Students are evaluated at the end of each course and are required to sit a comprehensive examination covering the main topics of the compulsory courses.

### **Art. 8 – Study Programme**

1. The Study Programme is approved annually by the Doctoral Programme Committee. The study Programme shall be published on the website of the Doctoral School.
2. The study Programme is drafted annually and it includes:
  - a) admission criteria to the second and third year of the Doctoral programme;
  - b) list and duration of the courses which shall be activated;
  - c) possible admission requirements to individual courses;
  - d) provisions concerning training, propaedeutic and/or integrative activities;
  - e) features concerning the courses and relevant attendance criteria regarding study periods abroad;
  - f) exams and any further test;
  - g) recognition of ECTS credits obtained in host Italian or international universities, institutions and research bodies (including summer schools).

### **Art. 9 – Admission**

1. Admission to the Doctoral Programme is based on:



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- a satisfactory completion of an initial assessment process;
  - a) the research proposal;
  - b) the curriculum studiorum;
  - c) language skills of candidates – in English and any other language, if foreseen in the call;
  - d) reference letters – if available;
  - e) any further documents proving the research skills of candidates, as outlined in the Call for selection.
  - a written multiple-choice test;
  - an oral interview – restricted to those candidates whose project and profile have been considered interesting and compatible with the skills and activities of the School.
2. Successful candidates will be admitted to the doctoral programme on the basis of a general merit-based shortlist, approved by the Selection Committee.

### **Art. 10 – Admission to the second and third year**

1. Admission criteria to the second and third year are outlined in the Study Programme.
2. Such criteria shall include:
  - a) in order to be admitted to the second year, students shall be required to:
    - Have successfully taken the exams regarding the comprehensive and qualifying courses;
    - Have submitted the required papers/assignments or equivalent works to the Committee. These papers or works need to be approved by the Committee.
  - b) to be admitted to the third and fourth year students are required to:
    - Have achieved a satisfactory stage in their research activities;
    - Obtain a positive evaluation by the Committee, based on the participation in the specified didactic activities.

### **Art. 11 – Rights and duties of PhD students**

1. Rights and duties of PhD students are established by Article no. 27 of the University Regulations for Doctoral Programmes. Furthermore, at the beginning of the study period, students shall be required to carefully read the Code of Honour of the School of Social Sciences (Annex A) which forms an integral part of these Regulations, and to respects the provisions therein contained.
2. PhD students shall further respect the procedures published on the website of the Programme, regarding training activities, as outlined in the Study Programme, as well as the communication which shall be transmitted in writing by the Director, with reasonable notice.

### **Art. 12 –Award of the degree of PhD**

1. The Committee of the Doctoral Programme or upon proxy, the Executive Committee of the School of Social Sciences, will appoint an Evaluation Committee, for each candidate, for the title conferral, as per Chapter VII of the University Regulations for Doctoral Programmes.

### **Art. 13 – Amendments to the Regulations of the Doctoral Programme**

1. Amendments to the University Regulations for Doctoral Programmes and the relevant Annex and approved as per Article no. 8, paragraph 4, of the University Regulations for Doctoral Programmes, shall be preliminarily approved by the Committee of the Doctoral Programme and subsequently by the Board of the Department of Sociology and Social Research. Amendments enter into force on the date of their publication on the Department and School websites.

### **Art. 14 – Reference provisions**

1. These Regulations are completed. What has been not expressly decided, is established by the national law and by the University Regulations for Doctoral Programmes.

Annex A: Honour Code