

REGULATIONS OF THE DOCTORAL PROGRAMME IN DEVELOPMENT ECONOMICS AND LOCAL SYSTEMS (DELoS)

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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.

Approved by the Board of the Department of Economics and Management (University of Trento) on June 18, 2014 and on January 21, 2015 and by the Board of the Department of Economics and Management (University of Florence) on June 25, 2014



Allegato A del Regolamento interno del Corso di Dottorato in Development Economics and Local Systems: Codice d'onore/ Honour Code

Art. 1 – The Doctoral Programme

1. As per Article 2, paragraph 10, of the Agreement between the University of Florence (Department of Economics and Management) and the University of Trento (Department of Economics and Management) to establish, starting from the 30 cycle, the Doctoral programme in **Development Economics and Local Systems (DELoS)** – both universities agree jointly to award a single PhD degree).

As per Article 8, paragraph 3, of the University Regulations for Doctoral Programmes, issued with Rector's Decree no. 383, 4 July 2013 and amended with Rector's Decree no. 160, 16 March 2014, 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 **Development Economics and Local Systems (DELoS)** - hereinafter referred to as "Programme" - to the School of Social Sciences – hereinafter referred to as "School"; the Board of the Department of Economics and Management of the University of Trento and the Board of the Department of Economics and Management of the University of Florence 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. Ad 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 Economics and Management of the University of Trento, the School of Social Sciences and the Department of Economics and Management of the University of Florence, the Programme aims at training high-level professional figures able to perform qualified research activities.

More specifically it aims at training professionals able to use their skills in:

- Research and training activities in applied economics (development of the developing countries, local development, development and management of firms and systems of firms) both in academics and at firms level, systems of firms, public and private research centers, and international, national and non – governmental organizations;
 - Impact analysis of policies and evaluation/management of programmes and projects (development cooperation and technical support, local development and systems of firms).
2. The programme is organized in two curricula: **Development Economics** and **Economics of Local Development**.
 3. Among the objectives:
 - interdisciplinarity
 - the ability to understand and compare socio-economic systems with different features and at different scales
 - the methodologically rigorous use of complex databases

Economics is the foundation of the programme, however the analysis of the social and institutional-political phenomena are also addressed in the programme.

Art. 3 – Language

1. The official language of the Programme is English.

Art. 4 – Governing Bodies

1. The governing bodies of the programme:
 - a) The Doctoral programme Committee;
 - b) The Doctoral programme Council;
 - c) The Doctoral programme Director.

Allegato A del Regolamento interno del Corso di Dottorato in Development Economics and Local Systems: Codice d'onore/ Honour Code**Art. 5 – 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 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. The Doctoral Programme Committee is called by the Doctoral Programme Director, or upon request of at least 1/3 of its members. The Director sends the notice via e-mail, with a notice of at least one week. In case of urgent matters a shorter notice shall be given. The notice shall explicitly include all the items on the agenda prepared and sent out by the Programme Director.
4. The Committee meets at least twice a year for the annual evaluation of the advancing situation of the students' academic performance. 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.
5. All members are required to participate in the meetings, which are valid if the majority of the Committee members is present. Unjustified absences of a Committee member for more than three consecutive meetings shall lead to the relinquishment of revoke his/her membership from the Committee.
6. The minutes of the Committee meetings are drafted by the Secretariat of the School of Social Sciences, or if they are absent, by the professor with the shortest academic career among the present members.
7. The Doctoral programme Committee:
 - a) approves the individual syllabus and thesis of each student and appoints the supervisor and co-supervisor
 - b) approves the Study Programme as per art. 9 of these regulations;
 - c) authorizes changes in the curriculum as specified in art. 12;
 - d) authorizes students to spend research and training periods in public and private institutes abroad or in Italy;
 - e) approves the agreements with other public or private institutions;
 - f) approves the student's research activities at the end of each academic year and decides on his/her admission to the following academic year. If a student's academic progress is unsatisfactory, the Committee reserves the right to require the student to withdraw from the programme.
 - g) draws up the student's academic history and performance for the final exam;
 - h) delivers an opinion on possible replacements/new memberships in the Committee as well as on the replacement of the Programme Director;
 - i) approves the Doctoral Programme Admission Committee as well as the Final Examination Committee;
 - j) approves the establishment as well as the affiliation to Doctoral Schools.
8. For all issues not expressly addressed in this Regulation, provisions of Article no. 14 of the University Regulations for Doctoral Programmes shall be applied.

Art. 6 – The Council

1. The Council is made of the following members: the Doctoral programme Director, two Vice – Directors and other two members of the Committee appointed according to the following criteria: (i) equal number of members from each university and (ii) equal number of members per curriculum.



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2. The Council prepares the meetings of the Committee and proposes decisions about what specified in paragraph 7, art. 5 of these Regulations. In addition the Council deals with any issue which involves the programme and does not apply to other bodies. In particular, the Council:
 - a) appoints a tutor to any PhD student as specified in the following art. 8, paragraph 1 of these regulations;
 - b) authorises PhD students to participate in national or international research projects linked to their research activities;
 - c) authorises PhD students to attend additional didactic activities;
 - d) authorises PhD students to conduct supplementary didactic activities in accordance with the national law and the University doctoral regulations and considering the student's training and research activities as well as the department's needs;
 - e) authorises PhD students to undertake paid employment if this does not interfere with the students' academic progress.
3. The minutes of the Council meetings are drafted by the Secretariat of the School of Social Sciences, or if they are absent, by the professor with the shortest academic career among the present members.

Art. 7 – The Doctoral programme Director

1. The Director of the Doctoral programme 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 further year.
4. The Director is a full member of the Board of Directors of the School of Social Sciences.

Art. 8 – Tutors and supervisors

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

Art. 9 – Institutional training activities

1. The Doctoral Programme lasts three years.
2. The Programme is organized in training activities, submitted at the beginning of each academic year in the Study Programme and published on the School's website.
3. The Study Programme is drafted annually and it includes:
 - a) list and duration of the courses which shall be activated;
 - b) possible admission requirements to individual courses;
 - c) provisions concerning training, propaedeutic and/or additional activities;
 - d) exams and any further test;
 - e) features concerning the courses and relevant attendance criteria regarding study periods abroad;



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- f) recognition of ECTS credits obtained in host Italian or international universities, institutions and research bodies (including summer schools);
- g) admission criteria to the second and third year of the Doctoral programme
- h) criteria to change the curriculum

Art. 10 – Admission

1. Admission to the Doctoral Programme on:
 - a) a satisfactory completion of an initial assessment process;
 - b) an interview
2. The satisfactory completion of an initial assessment process is based on:
 - a) the research proposal;
 - b) the curriculum studiorum;
 - c) language skills of candidates – in English;
 - d) reference letters;
 - e) any further documents proving the research skills of candidates, as outlined in the Call for selection.
3. The interview– restricted to those candidates whose project and profile have been considered interesting and compatible with the skills and activities of the School – is held in English and it will be focused on the basic knowledge of the topics of the Doctoral Programme and the research project, on the previous experiences qualifications of the candidates.
If required by the candidate, the interview may be held by phone or by video conference, as detailed in the Call for application.
4. Successful candidates will be admitted to the doctoral programme on the basis of a general merit-based shortlist, approved by the the Selection Committee.

Art. 11 – Admission to the second and third year and to the final exam

1. Admission criteria to the second and third year are outlined in the Study Programme.
2. In order to be admitted to the second year, students shall be required to:
 - have obtained a positive evaluation from their tutor;
 - have attended and passed the courses as specified in the Study Programme;
 - have submitted and presented a preliminary research project
3. In order to be admitted to the third year students are required to:
 - have obtained a positive evaluation from their supervisor;
 - have submitted and presented their final research proposal;
 - have submitted and presented their first “research paper”;
 - have attended the Academic Writing Workshop.
4. In order to be admitted to the final exam students are required to:
 - have obtained a positive evaluation by the supervisor and possible external evaluators;
 - have submitted and presented the thesis.

Art. 12 – Curricula

1. The criteria to change the curriculum are specified in the Study Programme.
2. In order to change curriculum, the PhD student is required to:
 - submit a formal request to the Doctoral programme Committee by the end of the first year;
 - be committed to attend all the training activities, particularly to sit first year exams as specified in the Study Programme.

Art. 13 – 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.



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Art. 14 – 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 three-year 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. 15 – 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 Economics and Management. Amendments enter into force on the date of their publication on the Department and School websites.

Art. 16 – 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



ANNEX A: Regulations of the Doctoral Programme in Development Economics and Local Systems

THE HONOUR CODE
SCHOOL OF SOCIAL SCIENCES
DOCTORAL PROGRAMME IN LOCAL DEVELOPMENT
AND GLOBAL DYNAMICS

Approved by the Board of the Department of Economics and Management (University of Florence)
on June 25, 2014

Approved by the Board of the Department of Economics and Management (University of Trento)
on January 21, 2015

ANNEX A: Regulations of the Doctoral Programme in Development Economics and Local Systems**THE HONOUR CODE**

The fundamental objective of the School in Social Sciences is to provide the students with a high quality education while developing a sense of ethics and social and professional responsibility.

Students are expected to adhere to some basic norms of academic and personal integrity. These rules are set out in the following Honour Code.

Student Responsibilities

1. Plagiarism
2. Use of the School's Facilities
 - 2.1. Computers and other equipment
 - 2.2. Facilities Usage
 - 2.3. Workspace
3. Participation in School Activities
 - 3.1. Courses and seminars
 - 3.2. Communications
4. Respect Others
5. Lying/Deception and Fraud
6. Disciplinary Measures
7. Honour Code Agreement

1. Plagiarism

Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own.

What is considered plagiarism

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Students CAN'T do the following:

- Cut and paste from electronic journals, websites or other sources to create a piece of work.
- Use someone else's work as your own.
- Recycle essays or practical work of other people or your own (this is self plagiarism).
- Employ a professional ghost-writing firm or anyone else to produce work for you.
- Produce a piece of work based on someone else's ideas without citing them.

Students CAN do the following:

- quote from sources providing you use quotation marks and cite the source (this includes websites).
- paraphrase (take information from a piece of work and rewrite it in a new form) but you must still mention the source.
- In the case of joint practical or project work (or some group projects) individuals may use the same data, but the interpretation and conclusions derived from that data i.e. the 'write-up' must be their own.



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2. Use of the School's Facilities

In the interest of everybody at the School, it is important that some basic rules are observed while using the School's facilities.

This is fundamental in creating and maintaining a good environment at the School in Social Sciences.

2.1 Computers and Other Equipment

- Theft, damage or misuse of the equipment is forbidden as it takes advantage of all the other users who will lose the use of the resources.
- Allowing unauthorized personal guests to the equipment is strictly prohibited inside the Open Spaces, Laboratories and Common Room.
- Network usage concerning downloading of material and files and placing material in the web must be restricted to working items.

2.2 Facilities usage

- The Doctoral School offers a number of facilities to the students, such as telephone, printer and scanner usage, a continuous internet access and a software platform (Stata, Matlab) when available.
- These services must be used only for work related activities and not for personal purposes; moreover their usage is restricted to students, that cannot invite external people to let them enjoy faculty services.

2.3 Workspace

- Students are expected to be silent because the workspace is shared by several people and it is necessary to let everybody do his/her work quietly and with the needed concentration.
- No material should be hung on the walls of the study rooms, laboratories and the common room.

3. Participation in School Activities

3.1. Courses and seminars

The school is residential and therefore long absences are not permitted, unless previously approved by the tutor/supervisor and the Academic Director who guarantees that the absence is motivated by the research activity. Absences longer than two weeks must be communicated to the Secretariat and to the tutor/supervisor. Repeated unjustified absences will cause the expulsion from the Doctoral School.

3.2. Communications

Doctoral students must be able to receive and answer to the messages sent to their *unitn* e-mail address independently of the place they are.

4. Respect Others

Students must have a correct hygienic behaviour in the common spaces of the University, such as study rooms, laboratories, common room, vending machine area, toilettes and corridors. Cleanliness is fundamental to show respect for the other people.

5. Lying, Deception, and Fraud



ANNEX A: Regulations of the Doctoral Programme in Development Economics and Local Systems

Any attempt to gain an advantage or to avoid a consequence by lying, deception or fraud is not acceptable behaviour at the School in Social Sciences.

Examples of lying, deception, and fraud include falsifying records of time and attendance at work, giving false information to School in Social Sciences' official, and failing to take responsibility for personal conduct.

6. Disciplinary Measures

Serious violations will be treated as follows:

- The students and his/her advisor will be asked for an explanation of the events by the Board of Directors.
- The Board of Directors decide whether to admonish the student or not.
- After two formal admonishments, if the student commits another serious violation, the Board of Directors will propose his/her expulsion from the School.
- In the case where a student is assessed in a highly negative manner the student could be expelled from the School in Social Sciences immediately.

7. The Honour Code Agreement¹

Having read the School of Social Sciences' Honour Code, I understand and accept my responsibility as a member of the School in Social Sciences to uphold the Honour Code at all times.

Surname _____

Name _____

Doctoral Programme and Cycle _____

Date _____

Signature _____

¹ This Code has been inspired by similar codes at Caltech, ITC Doctoral Programme (University of Trento), UCL and University of London.