



UNIVERSITY OF TRENTO - Italy

## University Regulations for Doctoral Schools

Issued with D.R. (Rector's Decree) no. 997 of  
16.12.2003 and modified with D.R. (Rector's  
Decree) no. 359 of 19.04.2006



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## Section I Scope

### Art. 1 – Purpose

These Regulations govern the start up and running of the Doctoral Schools of the University of Trento, in compliance with the national and EU regulations in effect.

### Art. 2 – Definitions

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

**University** means the University of Trento;

**Doctoral School** means a Doctoral School lasting at least three years concerning one or more disciplines, without prejudice to the fact that the areas of research can involve more specific topics;

**Administrative seat** means the university that sets up and runs a Doctoral School;

**Partner** means the public body, including universities, or the private organization that takes part in a Doctoral School/Research Doctorate set up and run by another university;

**International Doctoral School** means a Doctoral School that includes agreements with other international universities or with other public bodies and private organizations which possess the prerequisites of high cultural and scientific qualification and which demonstrate the characteristics indicated in Art. 7, paragraph 3, below;

**Regulations of the Doctoral School** means the set of rules adopted by each Doctoral School 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 Doctoral students attending the Research Doctorate;

**Teaching Programme** means a document approved every year by the Doctoral School Committee, that includes the educational activities and the calendar for each Doctoral School.

## Section II Doctoral Schools

### Art. 3 – Objectives of the Doctoral School

1. The Doctoral Schools 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.
3. These objectives are also pursued through high-level teaching activities, defined and coordinated together with the relevant Faculty.



#### **Art. 4 – Minimum requirements**

1. For the purposes of setting up/continuing the Doctoral Schools, the Evaluation Commission, the University Senate, and the Commission for Scientific Research jointly or also independently assess the existence of the following minimum requirements:

- a) appointment of a Head of the School responsible for the course organization; a Doctoral School Committee, made up of at least eight tenured professors and researchers of the University of Trento and at least one representative of professors for each discipline in the Doctoral School; and tutors in a number proportionate to the number of students and scientifically productive in the last five years of the reference area of the Research Doctorate;
- b) availability of sufficient financial resources and specific operating and scientific structures for the Research Doctorate and for the students' study and research activities;
- c) 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;
- d) training courses oriented toward carrying out highly qualified research activities at universities, public administrations and private organizations;
- e) 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;
- f) the Research Doctorate should offer a minimum number of six positions.

#### **Art. 5 – Composition of the Doctoral School**

1. Doctoral Schools deal with sufficiently broad scientific themes that refer to the contents of a scientific discipline or to an aggregation of several disciplines.

2. Each Doctoral School can be divided up into several Doctoral programmes. The Doctoral School Committee chooses the areas, as defined by Article 13 below.

#### **Art. 6 – Constitution of Consortiums**

1. If the University of Trento sets up as Administrative seat a Doctoral School together with other organizations, the partner organizations undertake to observe these regulations. The relationships between partner organizations are defined by agreement. More specifically, the agreement does not only set out the organizational and educational commitment of each partner and the methods for distributing the financial burden among the agreement's parties, it can also require that the Doctoral Degree is issued jointly with the other participating universities, as established under Art. 3, paragraph 10 of the Italian Ministerial Decree no. 509 of 3<sup>rd</sup> of November 1999 as modified by the Ministerial Decree no. 270 of 22<sup>nd</sup> of October 2004.



2. Similarly, if the University of Trento participates as a partner in a Doctoral School founded at another university campus, as foreseen in the Art. 17 of these Regulations, the University of Trento must conform to the regulations about Doctoral Schools established by the partner Administrative seat and set out, through a specific agreement, the educational/organizational and financial contribution of the University of Trento as well as the possibility of issuing a joint Doctoral Degree.

#### **Art. 7 – Agreements with other Italian or foreign universities**

1. The University of Trento, with the aim of promoting cooperation among its own Doctoral Schools and the Doctoral Schools set up by other Italian or foreign universities, promotes signing agreements that envisage:

- reciprocal recognition of the teaching and research activities carried out in another Doctoral School;
- achievement of dual degrees, issued individually by the partner universities;

2. These agreements, where they regulate international university partnership agreements, can also govern specific methods of appointment and composition of the Admission Committee for the admission to the Doctorate and appointment and composition of the Examination Committee.

3. If the University of Trento enters into agreements with foreign universities, the Doctoral School can be defined as international if:

- a) there is a suitable number of foreign professors in the Doctoral School Committee;
- b) a second official language is indicated for the course: English or the language of the partner university;
- c) the English version of the announcement of competitive selection is published on the website of the University of Trento;
- d) committees designated to confer the degree are made up of members belonging to distinguished foreign scientific institutions;
- e) there is a suitable number of foreign Doctoral students.

#### **Art. 8 – Proposals for the setting up of Doctoral Schools**

1. The Departments and Inter-Departmental Centres, with the agreement of the Faculties and upon the counsel of other Departments and Inter-Departmental Centres involved, can submit to the Rector, no later than the 30<sup>th</sup> of November of each year, a proposal to set up or continue the Doctoral Schools with Administrative seat at the university.

2. The proposal must cite the following for each Doctoral School:

- a) the field of study and respective disciplines studied in the Research Doctorate;
- b) the specific research topics studied in the proposed cycle and any Doctoral programme;
- c) the objectives and the methods of implementing the Doctorate, including internships at public bodies or private organizations and study abroad programmes;
- d) the duration of the Doctorate;
- e) the number of graduates who may be accepted to the Doctoral School, based on the scientific-teaching structures and the personnel involved in teaching and managing the Doctorate;
- f) the methods of implementation and the selection criteria;



- g) the methods for promoting the students to the subsequent year;
  - h) the universities, public bodies and private organizations participating in the Research Doctorate and their respective financial commitments;
  - i) the international nature of the Doctoral School;
  - j) the composition of the Doctoral School Committee;
  - k) any potential sources of external financing.
3. The Regulations of the Doctoral School must be attached to the proposal to set up a Doctoral School 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 School, any modifications to the Regulations of the Doctoral School 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 the Doctoral Schools**

1. Proposals for Doctoral Schools set up are examined by a Scientific Committee, made up of members selected among important professionals in the national and international scientific community. Such a Scientific Committee ensures representation both in the technical, scientific and in the humanities disciplines present in the University of Trento. It expresses its opinion on the scientific and cultural merits of the Proposals for Doctoral School.
2. The members of the Scientific Committee are appointed by the University Senate and the Commission for Scientific Research, which deliberate in a joint meeting. The Scientific Committee members remain in office for three years and may be re-appointed for a second term.
3. The Proposals for Doctoral Schools are submitted to approval of the Evaluation Commission, which ensures that the prerequisites of eligibility laid down in Art. 4 of these Regulations are met.
4. Once they have heard the opinion of the Evaluation Commission, the University Senate and the Commission for Scientific Research decide, in a joint meeting the setting up of the Doctoral Schools.
5. Start up of the Doctoral Schools is valid for three consecutive cycles, except for the matters laid down in Art. 10 paragraph 2 of these Regulations.

#### **Art. 10 – Continuation proposals**

1. Three cycles after start up of a Doctoral School, 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. 11 – Use of financial resources given to Doctoral Schools with administrative seat in Trento**

1. The University of Trento gives financial support to the Doctoral Schools in order to cover the expenses of the Doctoral grants.
2. The Doctoral Schools, with their own financial resources and, if necessary, also through comparative procedures defined by the Doctoral School Committee, and in compliance with possible specifications defined in the Regulations of the Doctoral School, can decide to allocate grants for research activities for a maximum of six months before the official beginning of the courses for a total amount which should not exceed the grant amount. These grants can be given to students who have been admitted to the Doctoral School after having passed the related competitive selection.
3. If there should be any remaining quotas due to a non-appointment, renunciation or forfeiture, included those foreseen by the paragraph 2 of this article, or exclusion from the Doctoral School, these quotas will then be available to the Doctoral School.
4. The University also offers financial support to the interested Departments or Interdepartmental Centres for the national and international mobility of students enrolled to Doctorates at the University of Trento. The Departments or Interdepartmental Centres have to managed this opportunity in collaboration with the Doctoral Schools.

**Art. 12 – Bodies of the Doctoral School and incompatibility**

1. Under current regulations, the following are bodies of each Doctoral School: the Head of the School, the Doctoral School Committee, and where necessary, the Executive Committee.
2. Persons in charge may be designated if there are several Doctoral programmes in a single Doctorate.
3. The Head of the School and other members of the Doctoral School Committee cannot carry out the same functions in another Italian Research Doctorate.

**Art. 13 – The Doctoral School Committee**

1. The Doctoral School Committee of each Doctoral School 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; at least one must represent professors for each discipline of the Doctorate; and representatives of the public administrations and private organizations participating in the consortium. Student representatives may take part in the meetings of the Doctoral School Committee, but only for issues regarding the general progress of the programme and the training courses; two of such representatives are elected yearly from among the students enrolled in the Doctoral School.
2. In the first set up, the Doctoral School Committee is formed by professors and researchers teaching in the disciplines of the Doctoral School. The Committee may also include foreign experts, who should not be more than half the components given in the previous paragraph.
3. Professors and researchers may only participate as members of one Committee at any Italian university.





4. In the event that a Doctoral School is set up, the first meeting of the Doctoral School Committee is called by the Director of the Department or the Inter-Departmental Centre to which the Research Doctorate belongs, no later than thirty days after the meeting, as under Art. 9 paragraph 4.

5. The Doctoral School Committee:

- a) organizes the courses and other activities of the Doctoral School and defines the Doctoral programmes;
- b) can set up the Executive Committee;
- c) approves the participation of new members to the Doctoral School Committee;
- d) organizes yearly the redaction of the Teaching Programme, including all the teaching activities and the course calendar;
- e) supervises the research results of each Doctoral 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 School Committee, for each student;
- 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;
- l) can authorize students to conduct educational, ancillary or supplementary activities and extra-curricular research activities;
- m) at the end of the academic year, approves or denies admission of the students to the following year;
- n) submits the opinion on the activities conducted by each student to the Examination Committee for the conferral the Doctoral degree;
- o) approves the annual report drawn up by the Head of the School, as foreseen by Art. 16, paragraph 1 of these Regulations;
- p) promotes relationships with other Italian and foreign universities and with public bodies and private organizations in order to improve the research activities;
- q) declares whether degrees pursued abroad are suitable, for the sole purpose of admission to the competitive selection for the Doctoral School in which the candidate intends to participate;
- r) submits to the Rector the names of the members of the Doctoral School Admissions Committee;
- s) submits to the Rector the names of the members of the Examination Committee.

#### **Art. 14 – Head of the School**

1. The Head of the School is elected by the Doctoral School Committee among the 1<sup>st</sup> and 2<sup>nd</sup> level professors who are members of the Doctoral School Committee and who work at the University of Trento; the Head of the School is responsible for the Doctoral School, coordinates its work and represents it.

2. The Head of the School remains in office for three years.



3. The Head of the School is responsible for carrying out the following tasks:

- a) co-ordinating and organizing the training and administrative work of the Research Doctorate;
- b) calling and chairing the Doctoral School Committee and implementing the relevant resolutions;
- c) authorizing Doctoral 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 grant or expelling the student from the Doctoral School;
- 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 Doctorate, in accordance with formulation of the opinion as under Art. 3 of Ministerial Decree no. 224 of 30<sup>th</sup> of April 1999;
- f) designating a Vice-Head of the School who will stand in for him or her in the event of illness or impediment.

#### **Art. 15 – The Executive Committee**

1. For the sake of streamlining management, the Doctoral School Committee can set up an Executive Committee to delegate the work of the Doctoral School Committee and to assist the Head of the School in accomplishing the tasks mentioned in Article 14.
2. The Executive Committee is composed of at least 6 professors and researchers, appointed by the Doctoral School Committee among its members, plus the Head of the School as chairperson.
3. The work of the Executive Committee is governed by the regulations envisaged for the Doctoral School Committee, without prejudice to the possibility to require a detailed set of rules as part of the Regulations of the Doctoral School of each Doctoral School.

#### **Art. 16 – Annual evaluation of the Doctoral Schools at the University of Trento**

1. At the end of each academic year, the Head of the School, subject to approval by the Doctoral School Committee, submits a detailed report to the University Evaluation Commission on the status of the Doctorate in accordance with the formulation of the opinion mentioned in Art. 3 of Ministerial Decree, no. 224 of 30<sup>th</sup> of April 1999.
2. Taking into account the specific analyses carried out by the Head of the School in accordance with Art. 14 letter e) of these Regulations, the University Evaluation Commission in its turn draws up an annual report on the results of the evaluation work, that the Rector sends to the Italian Ministry of Education, University, and Research (MUIR) along with the observations made by the University Senate.



## Section III Participation in Doctoral Schools/Research Doctorate at other universities

### Art. 17 – Procedures for Participation

1. After consultation of the Faculties involved, the Departments and Inter-Departmental Centres, in agreement with each other or independently, may submit a proposal to the Rector for participation in Doctoral Schools/Research Doctorate instituted by another university by 30<sup>th</sup> of November of each year.
2. The proposal must also indicate:
  - a) the research area and the relative disciplines of the Doctorate;
  - b) the specific topics of research of the proposed cycle;
  - c) the length, the purposes and the methods for implementing the Doctorate;
  - d) the universities, public bodies and private organizations participating in the Doctorate;
  - e) the composition of the Doctoral School Committee;
  - f) any charges to be met by the Departments and the Inter-Departmental centres of the universities participating in the consortium;
  - g) any charges to be met by the University of Trento
3. On the counsel of the University Senate and the Commission for Scientific Research in a joint meeting,, the Rector decides yearly with a decree the Doctoral Schools/Research Doctorate of another university site with which the University associates.

## Section IV Admission and attendance

### Art. 18 – Announcement of selection

1. Each announcement of selection for admission to the Doctoral School, issued with Rector's Decree, published in the Official Journal of the Republic of Italy and notified to the MIUR in accordance with Art. 5, paragraph 3 of Italian Ministerial Decree no. 224 of 30<sup>th</sup> of April 1999, must indicate:
  - a) the training curriculum of the Doctoral School;
  - b) the duration of the Doctoral School;
  - c) the term for the application submission;
  - d) 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) evaluation criteria of the candidates;
  - f) the number of positions being announced;
  - g) the maximum number of candidates admitted in excess of the set number; for definition of such number, see Art. 19, paragraph 3 of these Regulations;



- h) the number of grants, which cannot be less than half of the number of positions announced, and the amount of such grants;
- i) the number of grant-assisted places reserved to non-EU students;
- j) the deadline by which winners must submit their applications for enrolment in the Doctoral School;
- k) the percent increase of the grant for any periods spent studying abroad, which shall not be less than 50% of the amount of the grant;
- l) the criteria for admission to the following years after the first one;
- m) the terms of payment of the grant;
- n) events that give rise to suspension and cancellation of the grant;
- o) any fees to be met by the students and rules for exemptions;
- p) rights and duties of the student.

2. 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.

3. The number of grant-assisted places may be increased by funds from other universities, public research bodies or qualified private enterprises made available after the publication of this announcement and before the beginning of the selection. Any increase in the number of grants may result in the increase of places in the announcement, on the request of the Head of the School and on the counsel of the Doctoral School Committee. This increase will be posted on the University of Trento website.

4. Several announcements can be issued for the same Doctoral cycle and for each Doctoral School instituted before the beginning of the relevant academic year.

#### **Art. 19 – Requirements for admission to the Doctoral School**

1. Applications for the Doctorate are accepted from candidates who have an Italian “laurea specialistica” (“magistrale”) instituted in conformity with Italian Ministerial Decree no. 509 of 3<sup>rd</sup> of November 1999, a university degree of the old regulations, or equivalent degree qualification obtained abroad and officially recognized as equivalent to the Italian degree by the Doctoral School Committee for the purposes of admission to the Doctorate.

2. Positions covered by grants can be reserved for non-EU students as part of internationalisation programmes supported by Italian and foreign ministries and cooperation programmes with developing countries.

3. Eligible students included in the general classification list according to merit may be assigned additional positions, if they belong to one of the following categories:

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 grant;

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);

candidates who have been awarded grants under Italian Law 449/97 – Art. 51 (“Assegni di ricerca”).



### **Art. 20 – Admissions policy**

1. Admission to the Doctoral School 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. If the selection procedures 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.
3. If the Doctoral School includes several specialisations or foresees grants related to the development of specific themes, the topics of the exams can be differentiated but the exams must be held concurrently.
4. International inter-university agreements can foresee specific procedures for admission to the courses.

### **Art. 21 - Doctoral School Admissions Committee**

1. The Rector, upon the advice of the Doctoral School Committee, appoints an Admissions Committee for each Doctoral School.
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 School.
3. 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 consortium includes bodies described in paragraph 3 of Art. 4 of Italian Ministerial Decree no. 224 of 30<sup>th</sup> of April 1999, the bodies and research structures can candidate experts to supplement the Admissions Committee.
4. The Admissions Committee shall be chaired by the most senior 1<sup>st</sup> level tenured professor; other conditions being equal, the oldest member by age shall chair the Committee.
5. In the absence of 1<sup>st</sup> level professors, the Committee shall be chaired by the most senior 2<sup>nd</sup> level tenured professor; other conditions being equal, the oldest member by age shall chair the Committee.
6. The Doctoral School Committee designates an alternate member for each acting member.
7. The individual Doctoral School Committees appoint the acting and alternate members of the Admissions Committee at least thirty days before the date set for the selection.
8. If the Admissions Committee fails to appoint the members by the required terms, the Rector will make the appointments on counsel of the Head of the School.
9. The members who lose the conditions required for the appointment to the Admissions Committee, will also be banned from the position.
10. 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 7.
11. For International Doctoral School, the Admissions Committee can be supplemented with other members, according to the methods envisaged in the individual agreements.



### **Art. 22 – Admissions**

1. Admission to the Doctoral School will be granted 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 School 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 School. These fees will be published in the individual announcement of selection, together with the regulations for exemptions.

### **Art. 23 – Grants**

1. The number of grants conferred shall not be less than half of the positions announced. If a Doctoral School has an uneven number of positions, the number of grants will be rounded up.
2. Grants are awarded after a comparative evaluation and on the basis of the list of applicants given in order of merit; all other conditions being equal, the economic situation of the candidate will be considered in accordance with the Decree of the Italian Prime Minister of 9<sup>th</sup> of April 2001. The grants cannot be combined with other grants, except those awarded by national or foreign scientific institutes for periods spent abroad, which are deemed useful for the research activities of the Doctoral student.
3. Students holding grants awarded by the University on funds allocated by Ministerial Decrees in accordance with Art. 4, paragraph 3 of the Law 210/98, are exempted from paying fees.
4. The grants are allocated bi-monthly in advance, except for recoupment of any amount paid out unduly in the event the Doctoral student is excluded or suspended, as laid down under the following Art. 25.
5. The grant amount for any periods spent abroad is increased by no less than 50%. The payment of the grant increase will be carried out after the period spent abroad. If the Doctoral student stays abroad for three consecutive months or more, he or she can ask for a 60% advance of the due amount.
6. If one or more study grants are financed by external authorities, applicants can choose which grant to accept according to their position on the general classification list.
7. The grant is confirmed for the following year, provided the Doctoral student maintains the merit requirements, considering the decision of the Doctoral School Committee relating to the correct conduct of research activities.
8. If a Doctoral student decides not to continue with his or her studies during any given year, he or she forfeits the right to use the grant for the amount which has not yet paid out.



#### **Art. 24 – 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 School.

#### **Art. 25 – Rights and duties of Doctoral students**

1. Students enrolled in the Doctoral School must undertake to attend the courses, 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 School Committee at the end of each year of study.

2. Specific rights and duties of Doctoral students can be found in the Regulations of the Doctoral School as laid down in Art. 8 paragraph 3 of these Regulations.

3. The Doctoral School Committee may decide to exclude students from the Doctoral School with the resulting forfeiture of the study grant in the following cases:

- a) negative opinion given by the Doctoral School Committee regarding admission to the successive year of study; in this case, the Doctoral School 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;
- b) the student accepts open-ended employment contracts or is hired for short term employment contracts or rendered professional services without authorisation by the Doctoral School Committee;
- c) unexcused and extended absences.

The Doctoral School Committee, according to the specific hypotheses expressed in the Regulations of the Doctoral School to which the announcement of selection refers, can also decide to exclude a Doctoral student with the consequent immediate grant forfeiture.

4. The Doctoral student has the right to obtain maternity leave, leave for military service or for serious and substantiated illness.

5. Absence due to reasons other than the ones listed in paragraph 4 of this Article must be expressly authorized by the Doctoral School Committee.

6. The Doctoral School Committee can then decide whether to readmit the student in the year in progress or readmit the student to the following year. Student readmitted in the year in progress will be awarded a grant, minus the amount already paid during year in which the student was absent.

7. If the Doctoral student fails to attend the Doctorate for over thirty days or if the student is excluded from the Doctoral School, payment of the grant will be suspended.





## Section V Doctoral title conferral

### Art. 26 – Doctoral dissertation: terms and extension

1. The Doctoral title is granted when students pass the final examination, which can be repeated only one time.
2. By the end of the Doctorate, the students enrolled in the last year submit the application to the Doctoral School Committee for the final examination.
3. The Doctoral School Committee requests a recommendation of the supervisor as regards the student's dissertation and decides whether the candidate will be admitted to the final exam, formulating a detailed opinion on the candidate's work during the Doctorate.
4. The degree candidate is admitted to sit the final examination after the Doctoral School Committee positively evaluates the dissertation.
5. For justified reasons that preclude submission of the dissertation by the required term, the Rector, upon a reasoned proposal of the Doctoral School Committee, can grant an extension for admission to the final exam to the following academic year. Such extension can be granted twice. Some of the justified reasons are those listed in the preceding Art. 25, paragraph 4.
6. To obtain an extension the candidate must submit a justified request and the favourable opinion of the Doctoral School Committee no later than 31<sup>st</sup> of October of the final year of the Doctoral School.
7. Authorisation to extend the term for submission of the dissertation does not automatically entitle the candidate to more grant allocations.
8. The Doctoral School Committee of every Doctoral School, making use of its own resources expressed in the Art. 11 paragraph 1, can decide to extend the grant till the end of the first year of extension in favour of worthy Doctoral students and/or in favour of those students who has to take to accomplishment any activity of particular scientific meaning.

### Art. 27 – The Examination Committee for conferring the Doctoral title

1. No later than 31<sup>st</sup> of October, the Doctoral School Committee designates the members of the final exams committees.
2. The Examination Committee is appointed by the Rector based on the advice of the Doctoral School Committee of the Doctoral School in which the student is enrolled, no later than ninety days after conclusion of the Doctoral School. 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.
4. At least two members must belong to Italian or foreign universities not participating in the Doctoral School and cannot be members of the Doctoral School Committee.
5. The Committee can be enlarged by a maximum of two foreign or Italian experts selected from the universities and the public and private research centres.





6. The Chairman of the Examination Committee is appointed based on the criteria described in Art. 21 paragraphs 4 and 5.
7. If a member of the Examination Committee resigns from the position, the Rector, upon the advice of the Head of the School, appoints another member with similar qualifications to the resigning member. Candidates are informed of the new composition of the Examination Committee.
8. In the case of Doctoral Schools 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 exam will be given before the Examination Committee and consists in the public discussion of the dissertation. The Doctoral title will be conferred after passing the final examination.
2. The Regulations of the Doctoral School under Art. 8 paragraph 3 of these Regulations can require that if the Doctoral School is divided into Doctoral programmes, the Doctoral title will include the respective denomination.
3. The Central Office of Doctoral Studies notifies the candidates of the members of the Examination Committee, informing them of the place, date and time of the final exam. This notice is sent by registered letter with advice of receipt at least thirty days prior to the date set for the examination.
4. The candidates must provide each member of the Examination Committee with a copy of the dissertation, complete with the report by the Doctoral School Committee and presentation by the supervisor. Candidates must also submit three copies of the final dissertation to the Central Office of Doctoral Studies, which will be filed at the National Libraries of Rome and Florence.
5. The student may ask the Head of the School to consider special circumstances (illness, accidents, *force majeure*) that have prevented him or her from sitting the final examination. If the Head of the School considers the absence justified for the aforementioned circumstances, he or she will give written communication thereof to the person involved and to the Chairman of the Examination Committee, inviting the latter to set a new date prior to the date schedule for the exams of the successive cycle.
6. The Examination Committee formulates an opinion for each candidate. The opinions constitute an essential part of the report of the final examination of the Doctorate.
7. International inter-university partnership agreements can include specific procedures for awarding the title.

### **Section VII Final regulations**

#### **Art. 29 – Entry into force**

1. These Regulations are issued with Rector's decree, taking effect as of the date of publication. The Regulations apply to all the Doctoral Schools already established at the University of Trento or the universities which the University is partner at the time it takes effect, with no prejudice of the rights acquired regarding the cycles already being conducted.



2. In the first year after these Regulations take effect, exception can be made to the times and methods defined here, with ordinance given by the Rector.

### **Art. 30 – Abrogation**

1. At the date these Regulations take effect, the "University Regulations concerning PhD studies" enacted with Rector's Decree 663 of 23.6.1999 and subsequent amendments, are considered abrogated.