



UNIVERSITY  
OF TRENTO - Italy

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Regulations of the PhD Programme in International Studies

# REGULATIONS OF THE PHD PROGRAMME IN INTERNATIONAL STUDIES

**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 PhD Programme Committee in International Studies on 11.11. 2013  
and by the School of International Studies Council on 12.11.2013;  
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## Regulations of the PhD Programme in International Studies

### Art. 1 – PhD Programme

1. In accordance with article 8 of the University Regulations for PhD Programmes, issued with the Rector's Decree 383 of 4 July 2013 (hereafter "PhD University Regulations"), the multidisciplinary PhD Programme in "International Studies" was established by decision of the Council of the School of International Studies of 12 September 2013. The Programme has a regular duration of three years and includes the scientific areas of History, Law, Economics and Statistics, Political and Social Sciences (corresponding to the Ministerial classification of scientific areas, numbers 11, 12, 13 and 14).
2. It shall continue the work of the PhD Programme set up in 2004 in agreement with the Departments of Economics and Management, Sociology and Social Research, Humanities and the Faculty of Law.

### Art. 2 – Main Objectives

1. In accordance with the general objectives set out in Article 3 of the PhD University Regulations, the main objectives of the PhD Programme in International Studies are the following :
  - a) the education of graduate students to become scholars who will be competitive in the international academic and scientific labour market. PhD students will acquire advanced theoretical knowledge qualifying them for international professions, working in non-governmental organizations, as diplomats, and in the senior ranks of international organizations;
  - b) the training of experts qualified to work in interdisciplinary fields, drawing on the knowledge acquired in the different areas represented in the PhD Programme, i.e. law, economics, and the political and the social sciences;
  - c) the establishment of an innovative interdisciplinary study programme which provides the necessary legal, economic, socio-political and historical skills for understanding the complexities of the international system.

### Art. 3 – Language

1. English is the official language of the PhD Programme in International Studies. Seminars, courses, the website, exams, and the doctoral thesis are all in English. Single events may be held in other languages.
2. All foreign PhD students are encouraged to learn Italian during the course of their studies.
3. All regulations of the PhD Programme are available both in English and Italian. Translations must guarantee correspondence of the two texts. If there are discrepancies, the Italian version prevails.

### Art. 4 – Programme Bodies

1. The Programme Bodies are: the PhD Programme Committee, the Programme Coordinator and Vice-Coordinator, and the Executive Committee.

### Art. 5 – The PhD Programme Committee

1. Members of the PhD Programme Committee with voting rights are:
  - a) Full, Associate or Assistant Professors affiliated with the School of International Studies;
  - b) qualified representatives of public and private entities collaborating with the School of International Studies;
  - c) Professors and researchers from other Departments of the University of Trento or other Universities and experts, especially from other institutions, including foreigners.
2. The number of members belonging to the categories indicated under points b) and c) may not exceed 40% of the total number of members of the PhD Programme Committee.



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3. The representatives of the PhD students in International Studies participate in Committee meetings with regard to matters such as the general progress of the Programme and those concerning teaching.
4. By invitation of the Programme Coordinator, persons who can contribute skills or support to the activities of the Programme may participate - without the right to vote - in meetings of the Committee, or in the discussion of specific points. In particular:
  - a) the person responsible for the administration of the PhD Programme and/or School, with the task of assisting in the preparation of the minutes;
  - b) the supervisor(s) and advisor(s) of PhD students who are not part of the Programme Committee, during the period in which they are performing this role.
5. The Committee decides on membership; requests are to be sent to the Coordinator with a resume, a list of publications and a statement on the compatibility of affiliation with other PhD programmes. Resignations from the PhD Programme Committee must be presented in writing.
6. The PhD Programme Committee will be convened by the Programme Coordinator, or upon the request of at least one third of its members.
7. The PhD Programme Committee will meet at least twice a year to approve the budget, the admission of PhD students to the following years and to the Final Exam, and the call for application for new PhD scholarships.
8. Members will be notified in due time of the date, time and agenda of meetings in order to assure good attendance.
9. All members are required to participate in committee meetings. The unjustified absence of a member of the PhD Programme Committee for more than three consecutive sessions may result in removal from the Committee to be recorded in the Committee minutes. The member in question is, however, still required to fulfill any duties previously assigned to him/her by the PhD Programme Committee.
10. The quorum for meetings is reached when an absolute majority of the voting members are present, not counting justified absentees.

In urgent cases, if it is not possible to convene a regular meeting, single issues may be decided through consultation and voting via e-mail. The participation of all members has to be guaranteed and the decision has to be ratified at the next meeting.
11. The Committee decides with a simple majority of the members present. If there is a hung vote, the vote of the Programme Coordinator prevails.
12. The Committee meetings' minutes are taken by the Programme Coordinator, with the help of the PhD Programme assistant.
13. The Committee carries out all the tasks set out in art. 14.8 of the PhD University Regulations. The Committee may decide to delegate part or all of its functions to the Executive Committee.

### **Art. 6 - The Programme Coordinator and Vice-Coordinator**

1. The Programme Coordinator fulfills all tasks set out in art. 15.5 of the PhD University Regulations making sure that the PhD Programme Committee's tasks as in Art. 14.8 of the PhD University Regulations are fulfilled.
2. The Programme Coordinator is elected for a period of three years and may be re-elected for only one consecutive term of office. He or she has to be a Full or Associate Professor of the University of Trento, employed full-time.
3. The Programme Coordinator nominates a Vice-Coordinator from among the members of the Committee who are Full or Associate Professors of the University of Trento, employed full-time. The Vice-Coordinator substitutes the Coordinator in case of absence or hindrance and may do so in any circumstance.

### **Art. 7- The Executive Committee**

1. Upon request of the Coordinator the Committee may establish an Executive Committee composed of at least 4 members of the Committee elected in a single election for the duration of the term of the



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Coordinator. It is comprised of Committee members from all the major disciplines represented in the Programme.

2. The procedures of the Executive Committee are the same as those given in article 5 of the present regulations for the Programme Committee.
3. The Executive Committee assists the Programme Coordinator in carrying out his/her tasks, and discusses matters delegated to it by the PhD Programme Committee. The Executive Committee will ensure that the PhD Programme Committee is always informed of all matters delegated to the former.
4. The Programme Coordinator may assign specific tasks, related to the management and organization of the PhD Programme in International Studies, to single members of the Executive Committee.

### Art. 8 - Supervisors

1. The supervisor assists the PhD student in formulating his/her thesis topic and research programme, including research periods abroad, and guarantees the quality of the PhD student's work. The supervisor gives his/her opinion on their students' requests to participate in conferences and other academic events or activities, thus supervising the use of research funds awarded to students.
2. The supervisor is appointed by the Programme Committee from among the members of the teaching body of the University of Trento. In specific circumstances he or she may be external to the University of Trento, but has to belong to the categories listed in art. 5.1. An additional advisor may be appointed in order to represent different academic disciplines or areas.
3. Before the end of the first academic year each PhD student submits a request for the assignment of a supervisor to the PhD Programme Committee. Before submitting a request for the assignment of a supervisor (and, eventually, advisor), the student must ascertain whether the persons in question are willing to accept him/her as a PhD student. The Committee approves the request or, if this is not possible, provides for an alternative after consultation with the PhD student. If a PhD student fails to submit a request, a supervisor may be appointed by the PhD Programme Committee.
4. The supervisors ensure that the PhD students observe the basic norms of conduct in order to create a positive environment, based on mutual respect and assistance, which will foster the scientific and professional advancement of its students.
5. The Committee may revoke the positions of supervisors or advisors who do not fulfill their obligations.

### Art. 9 - Programme of Studies and Research

1. The programme of studies provides for approximately 200 hours of teaching, the majority of which is concentrated in the first year. The coursework includes the following components that complete each other:
  - in the first year, all PhD students will attend advanced courses on in-depth understanding of the quantitative and qualitative components of methodological research;
  - in the first year, all PhD students will attend courses in the main disciplines underlying international studies (law, sociology, politics and economics); in the multidisciplinary courses the methodological component will be applied to specific case studies;
  - the programme of studies also requires attending seminars and Guest Lectures organized throughout the academic year; PhD students may participate in the organization of the seminars and be asked to act as discussants. The PhD Programme can support specific trainings targeted to the practice of the competences acquired in the methodological and disciplinary courses.
2. In the second and third year, the PhD students will concentrate on research and thesis writing; activities and seminars can be organized to support their research work.
3. During the three years, the Programme will offer courses on academic and professional writing, thesis and research proposal outlines and on dissemination of research outputs through presentations and publications (Academic Writing).



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4. The PhD students will attend further activities organized by the University targeted to acquire skills such as acquisition and management of research funds, research project management, as well as issues related to copy right and open access. The PhD students will attend joint events, for example Summer Schools, organized in conjunction with the School of International Studies partners.

### **Art. 10 – Periods abroad and Internships**

1. From the third semester onwards, PhD students spend one or more research periods either at foreign institutions or with international organisations.
2. Periods abroad exceeding six months proposed by PhD students are only approved by the Committee if they have been approved by the PhD student's supervisor.
3. Decisions on internships and similar periods related to research projects are made in the same way.

### **Art. 11 – Study Handbook**

1. Prior to the beginning of each academic year a handbook will be published on the PhD Programme's web site. The Handbook will contain detailed information about the programme, main deadlines and further general information.

### **Art. 12 – Admission Requirements**

1. The requirements for admission to the PhD Programme in International Studies are set out in article 20 of the PhD University Regulations; deadlines must be observed, as must the other criteria indicated in the announcement of selection (art. 19 PhD University Regulations).

### **Art. 13 – Selection Procedure**

1. Applicants are selected according to a ranking based on the qualifications demonstrated by candidates in their applications. After a first selection based upon their written applications, shortlisted candidates are assessed in an interview.
2. The jury assessing admission to the Programme is appointed by the Committee and nominated by the Rector.
3. Admission to the PhD Programme in International Studies is based on the ranking of merit compiled by the jury, and is conditional on the number of places available, as indicated in the announcement of selection.

### **Art. 14 – Admission to the 2<sup>nd</sup> and 3<sup>rd</sup> Years of the Programme**

1. In order to be admitted to the following year the PhD students must obtain at least "pass" in the course and seminar examinations scheduled throughout the programme. By the end of their first year, the PhD students will have to successfully defend their research proposal in the Graduate Student Conference with positive judgment from the evaluation board.
2. PhD students are expected to record the working meetings with their supervisor. Evaluations on the advancement of their work on the thesis will be carried out through submission of thesis chapters, according to the programme deadlines.

### **Art. 15 – Admission to the Final Examination and Degree Conferral**



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1. By the end of the last year of the course the PhD candidate presents a request for admission to the Final Examination together with a report on his or her activities; this is evaluated by the PhD Programme Committee after receiving an assessment by the supervisor. In the request the PhD student shall also indicate whether she/he wants to obtain the label of *Doctor Europaeus*, provided that the necessary criteria are fulfilled.
2. The Final Examination for the conferral of the degree requires the preparation of a piece of written research in English - the PhD thesis – its evaluation from two external referees, and a public defence before a commission with discussion and final questions.
3. The rules governing the evaluation of the doctoral thesis and the Final Examination are set in the University Regulations for Doctoral Programmes. The procedures are led out in the Handbook.

### Art. 16 – Rights and Duties of PhD Students

1. Participation in the PhD Programme is an exclusive and full-time activity and participation in courses and seminars is mandatory. Apart from approved periods abroad or participation in conferences or similar events, any absence has to be justified to the Coordinator (and supervisor).
2. In accordance with article 27 of the PhD University's Regulations, PhD students are expected to respect their fellow students and staff and to follow accepted rules of academic behaviour. The PhD students will sign the Honour Code Agreement and respect the Honour Code adopted by the School of International Studies.<sup>1</sup>
3. Any complaints will be passed to the Coordinator, who may impose sanctions, including a recommendation to the Committee to suspend the PhD student(s) in question from the Programme.
4. PhD students may be assigned a limited amount of supplementary and additional teaching work, such as tutoring on graduate courses or supplementary teaching. These activities usually cannot exceed 40 hours per academic year and have to be compatible with the obligations of the PhD Programme. They must be approved first by the supervisor and then by the PhD Programme Committee.
5. Internships or occasional work activities may be approved as compatible with the activities of the PhD Programme by the Committee, upon well-founded request and with the prior agreement of the supervisor.

### Art. 17 – Research Funds and Services

1. **Research Budget**  
In accordance with article 25 of the Regulations for PhD Research Programmes, the use of funds for participation in conferences and seminars or other events of scientific interest of short duration, is subject to the approval of first the supervisor or advisor and then the Coordinator.
2. **Grant Increase**  
For research periods abroad lasting more than one month, the grant is increased according to the University regulation (grant increase is for covering current and higher expenses, including the trip from and to Trento). During such long research periods, it is also possible to utilize the Mobility Funds, as for par. 17.1
3. For the duration of the Programme, PhD students have a PhD room at their disposal, with PCs, printer/scanner, internet connection and WiFi access. PhD students also have access to the University Library and related services as well as to the teaching offer at the Language Center.

### Art. 18 – First Application and Changes to the Regulations

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<sup>1</sup> Adopted in the 25 February 2016 Graduate School Committee meeting (see provision n. 6)



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1. This regulation applies from 1 November 2013 and from the 29<sup>th</sup> and subsequent cohorts of PhD students.
2. In accordance with article 8.4 of the Regulations for PhD Research Programmes, any changes to the current Regulations must be approved by an absolute majority of the PhD Programme Committee, and will enter into force from the date of publication on the web site of the Programme of International Studies.

**Art. 19 – National and University PhD Regulations**

1. Unless expressly mentioned otherwise in the present Regulations, both the national regulations and the PhD University Regulations apply.