



UNIVERSITY  
OF TRENTO - Italy

## **Allegato (1)**

### **Norme Attuative della Scuola di Dottorato in Studi Internazionali**

# **Executive Regulations of the PhD School in International Studies**

**Approved by the  
Graduate School  
Committee of the PhD  
Programme in  
International Studies on  
November 24, 2010**



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## **Art. 1 – Name of the School**

In accordance with article 8, paragraph 3, of the University Regulations for PhD Research Programmes, issued with Rector's Decree 997 of 16 December 2003 and modified with Rector's Decree 359 of 19 April 2006, and in agreement with the Departments of Economics, Philosophy, History and Cultural Heritage, Law, Human and Social Sciences, and Sociology and Social Research, the PhD School in International Studies has been established.

## **Art. 2 – Main Objectives**

The PhD School in International Studies, in accordance with the objectives of PhD Schools set out in Article 3 of the University Regulations for PhD Research Programmes - defined in agreement with the Departments of Economics, Philosophy, History and Cultural Heritage, Law, Human and Social Sciences, and Sociology and Social Research - sets itself the following main objectives:

- a. the development of scholars who will be competitive on the international academic and scientific labour market. Moreover, students of the PhD programme will have acquired advanced theoretical knowledge qualifying them for international professions, such as functionaries of non-governmental organisations, diplomatic professions, and high-level professionals of international organisations.
- 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, history and political and social sciences.
- c. to establish an innovative interdisciplinary programme of studies which provides the necessary legal, economic, politico-social and historic skills for an understanding of the international system.

## **Art. 3 – Specialisations**

In accordance with article 28, paragraph 2, of the University Regulations for PhD Research Programmes, the PhD School in International Studies offers specialisation tracks that will be reflected in the title of the PhD degree awarded.

## **Art. 4 – Language**

- 1 In accordance with Art. 7, paragraph 3, letter b) of the University's Regulations for PhD Research Programmes, English is established as the official language of the PhD School in International Studies. Seminars, courses, the announcement of



selection (except the one published in the *Gazzetta Ufficiale* G.U.), 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 the regulations of the PhD School are available both in English and Italian. The translation must be such as to guarantee the perfect correspondence of the two texts. In case of discrepancies the Italian version will apply.

### **Art. 5 – The Graduate School Committee**

- 1 The voting members of the Graduate School Committee of the PhD School in International Studies are the following:
  - a Tenured and non-tenured professors affiliated with the School;
  - b Confirmed and non-confirmed researchers affiliated with the School;
  - c Representatives of public and private entities collaborating with the School of International Studies;
  - d Experts, including foreigners.
- 2 The number of members belonging to the categories indicated under points c) and d) may not exceed 40% of the total number of members of the Graduate School Committee.
- 3 Persons belonging to the categories indicated in points c) and d) may be appointed as members of the Graduate School Committee only if they have been appointed supervisor, or advisor (cf Art. 8 below).
- 4 In addition, persons whose contribution is considered useful in view of their scientific, didactic, technical or financial support to the activities of the School, by invitation of the Programme Coordinator, may participate without the right to vote in meetings of the Graduate School Committee, or in the discussion of specific points. In particular:
  - a The assistant of the Programme Coordinator and the person responsible for the administration of the School, with the task of assisting in the preparation of the minutes;
  - b Two representatives of the doctoral students of the PhD School in International Studies;
  - c The supervisor(s) and advisor(s) of those students whose request for a extension of the date of the final exam has been evaluated positively by the Graduate School Committee, in accordance with the University Regulations for PhD Research Programmes.
- 5 Persons belonging to the categories a) and b) of paragraph 1 above, rightfully are members of the Graduate School Committee, unless having expressly declined, or in cases of incompatibility of membership. Resignations from the Graduate School Committee must be presented in writing.



- 6 At the end of each academic year those members belonging to the categories indicated in points c) and d) of paragraph 1 above, who no longer perform the task of supervisor or (co)-advisor, automatically exit from the Graduate School Committee.
- 7 The Graduate School Committee will be convened by the Programme Coordinator, or upon request of at least one third of its members.
- 8 Members will be notified of the date, time and agenda of Graduate School Committee meetings in due time in order to assure good attendance.
- 9 The Graduate School Committee will normally meet twice a year to approve the draft budget and the final budget.
- 10 All the members are held to participate in the meetings. At the second consecutive and unjustified absence the Programme Coordinator will send written notice to the member in question and the head of the institute to which he/she belongs.
- 11 The unjustified absence of a member of the Graduate School Committee for more than three consecutive sessions automatically results in the removal from the Committee. The member in question however, is still required to fulfil any duties previously assigned to him / her by the Graduate School Committee (cf Art. 8 below).
- 12 The quorum is reached when an absolute majority of the members under points a)-d) of paragraph 1 above – not counting justified absentees - are present.
- 13 The Graduate School Committee decides with a simple majority of the members present. In case of a hung vote, the vote of the Programme Coordinator will prevail.
- 14 The minutes of the meetings of the Graduate School Committee are recorded by the Programme Coordinator, with the help of the assistant of the PhD programme. The minutes will be placed on the web site of the Ph.D. programme in International Studies.
- 15 The Graduate School Committee carries out all the tasks set out in the University Regulations for PhD Research Programmes. The Graduate School Committee may decide to delegate part or all of its functions to the Executive Committee.

## **Art. 6 – The Programme Coordinator**

- 1 The Programme Coordinator of the PhD School carries out the tasks set out in Art. 13 of the University Regulations for PhD Research Programmes.
- 2 The Programme Coordinator is elected for a period of three years and may be re-elected for only one consecutive term of office.

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

1. The Executive Committee is composed of at least 6 members of the Graduate School Committee and is elected in a single election.
2. By invitation of the Programme Coordinator, the School's assistant, who assists in preparing the minutes, may attend the meetings without a right to vote.



- 3 The Executive Committee is chaired by the Coordinator and convened by the latter, or on request of at least 1/3 of its members.
- 3 The modalities of calling a meeting of the executive Committee and the quorum are the same as those given in article 5 of the present regulations for the Graduate School Committee.
- 4 The Executive Committee assists the Programme Coordinator in carrying out the tasks according to Art. 13 of the University Regulations for PhD Research Programmes, and discuss matters delegated to it by the Graduate School Committee. The Executive Committee will continuously update the Graduate School Committee with respect to the matters delegated to it.
- 5 The Executive Committee remains in office for the duration of the term of the Coordinator.
- 6 In the case of resignation, removal, or absence of a member of the Executive Committee for a period in excess of three months, the Programme Coordinator must initiate an election for a replacement. The term of the new member ends with that of the Executive Committee.
- 8 The Programme Coordinator may assign specific tasks, deemed necessary for the management and organization of the PhD School in International Studies, to single members of the Executive Committee.

### **Art. 8 – Supervisors**

- 1 Before the end of the first academic year each PhD student will submit a request to the Graduate School Committee to be assigned an Advisory Committee. The advisory committee is composed of a supervisor, plus one or two advisors. The supervisor and one advisor must be members of the teaching body of the University of Trento. In case a second advisor is appointed, he or she may also be external to the University of Trento. At least two different academic disciplines should be represented on the advisory committee. Before submitting a request for an advisory committee to be assigned, the student must ascertain whether the supervisor, and advisor(s) in question are willing to accept him/her as a student. The student's proposal must be submitted to the Graduate School Committee for approval. The Graduate School Committee will assign an Advisory Committee to each student who submits a request.
- 2 The supervisor and the advisor(s) may be members of the Graduate School Committee or external to it. In the latter case the Graduate School Committee will be notified of the choice.
- 3 In case a doctoral student should fail to submit a request, the Advisory Committee may be appointed by the Graduate School Committee out of its own accord.
- 4 In addition to supervising the utilization of research funds awarded to the student by the Graduate School Committee, the Advisory Committee assists the student in formulating his/ her research programme and thesis topic, and guarantees the quality of the student's work.



- 5 The Advisory Committee ensures that the students observe the basic norms of conduct, so as to create a positive environment, based on mutual respect and assistance, which will maximise the School's contribution to the scientific and professional advancement of its students.
- 7 The Graduate School Committee may revoke the tasks of supervisors or advisors who do not fulfil their obligations. In the case of members appointed under points c) and d) of article 5, paragraph 1, the supervisor or advisor in question consequently exits from the Graduate School Committee.

### **Art. 9 – Programme of Studies**

- 1 The PhD School in International Studies annually offers a host of programmes that will be presented in the Handbook of Studies at the beginning of each academic year.
- 2 In addition, the PhD School in International Studies organizes seminars throughout the academic year.

### **Art. 10 – Handbook of Studies**

1. Prior to the beginning of each academic year the Graduate School Committee approves the handbook, which will be published on the web site of the Ph.D. Programme.
2. The handbook, while giving equal weight to the areas of interest of the Graduate School Committee of the PhD School in International Studies, must contain:
  - The main deadlines for each year of studies;
  - The requirements for admission to the courses;
  - Information concerning courses and other didactic activities offered by the School;
  - If foreseen by the curriculum, information concerning laboratory work, apprenticeships and internships;
  - Information concerning research and study activities abroad;
  - Information regarding exams and other forms of evaluation of performance;
  - Possibility to present individual curricula.

### **Art. 11 – Admission Requirements**

The admission requirements to the PhD School in International Studies are those set out in article 18 of the University Regulations for PhD Research Programmes, issued with Rector's Decree 997 of 16 December 2003 and modified with Rector's Decree 359 of 19 April 2006, observing the time schedule indicated in the announcement of selection.





## **Art. 12 – Selection Procedure**

1. Admission to the School takes place by means of a selective procedure consisting of a ranking based on qualifications.
2. The jury assessing admission to the School is appointed by the Graduate School Committee and nominated by the Rector. In selected cases, and whilst ensuring equal treatment of all candidates, the jury may decide to call candidates for an interview.
3. Admission to the PhD School in International Studies takes place on the bases of a ranking of merit compiled by the jury, and up to the number of places indicated in the announcement of selection.
4. The publication of the ranking of candidates and of the names of those who have forfeited or declined their place, or have been excluded, will take place in accordance with articles 21 and 24 of the University Regulations for PhD Research Programmes and the modalities indicated in the announcement of selection.

## **Art. 13 – Admission to the 2<sup>nd</sup> and 3<sup>rd</sup> Years of the Doctoral Programme**

- 1 In order to be admitted to the second year of studies students must have:
  - Obtained a passing grade in all courses in the first year
  - Obtained a passing grade in the comprehensive exam at the end of the first year;
  - Submitted their preliminary research proposal to their advisory committee and obtained a satisfactory assessment by the end of September of the first year of studies.
- 2 In order to be admitted to the third year of studies students must have:
  - Obtained a passing grade for any courses scheduled during the third semester;
  - defended their thesis proposal in a public seminar,
  - obtained their Advisory Committee's formal approval of the thesis proposal and the defence thereof,
  - obtained a positive evaluation by their Advisory Committee of the activities performed in the research period spent abroad during the second semester of the second year.

## **Art. 14 – Rights and Duties of the Doctoral Students**

In accordance with the rights and duties of doctoral students, as set out in article 25 of the University's Regulations for PhD Research Programmes, students are expected to respect their fellow students and staff and to follow accepted rules of academic





behaviour. The Executive Committee of the School will receive possible complaints and may impose sanctions, including a recommendation to the Graduate School Committee to suspend the student(s) in question from the School.

Moreover, doctoral students must observe the procedures published on the School's website concerning teaching and research activities.

## **Art. 15 – Degree Conferral**

The Executive Committee designates the jury, which will award the degree, in accordance with the provisions of section V of the current University Regulations for PhD Research Programmes.

The exam for the conferral of the degree requires the preparation of a written work in English, the PhD thesis, and a public presentation on the latter with discussion and final questions.

All PhD students are encouraged to qualify for the title of “European Doctor”.

## **Art. 16 – Student Services**

### **1 Personal Funding**

- a. Upon request of the student, the Executive Committee of the PhD School in International Studies may decide to provide a limited amount of personal funding;
- b. Such funding may be utilized by the doctorate student for the duration of the PhD programme, to finance participation at conferences and seminars or other events of scientific interest, approved by the tutor or advisor.

### **2 Health insurance**

- a. The PhD School in International Studies assumes the basic costs for the enrolment in the Italian National Health Service of non-EU doctoral students for the period from 1 January of the first year of study to 31 December of the third year;
- b. Students should inform the relevant offices and the Secretariat of the PhD School in International Studies, in due time of any increases in the basic costs of the health insurance due to income earned in addition to the PhD scholarship;
- c. Any additional costs of health coverage resulting from income referred to in paragraph 2b must be paid by the student;
- d. Doctoral students with scholarships that include health insurance are exempt from enrolment in the above service.

### **3 Supplementary and additional activities**

As indicated in article 12, subsection 1 of the University Regulations for PhD Research Programmes, students may be assigned a limited amount of supplementary and additional didactic tasks, as long as those are compatible with the attendance of the activities of the PhD programme. Such tasks may be



paid by the competent bodies within the limits set by the Graduate School Committee.

### **Art. 17 – Delays**

Eventual delays in starting the academic year by a doctoral student are tolerated only in justified cases and if considered valid by the Graduate School Committee. If the delay is in excess of thirty days the grant will not be paid for the period of absence and instead will be assigned at the end of the three-year programme for a period equal to that lost.

### **Art. 18 – Changes to the Executive Regulations**

In keeping with article 8, paragraph 4, of the University's Regulations for PhD Research Programmes, any changes to the current Executive Regulations must be approved by an absolute majority of the Graduate School Committee, and will enter into force from the date of publication on the web site of the School of International Studies.

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

Unless expressly mentioned otherwise in the present executive regulations, the national regulations as well as the University's Regulations for PhD Research programmes apply.