



Regulation of the International Research Doctoral Course in Forms of cultural exchange

REGULATION OF THE INTERNATIONAL RESEARCH DOCTORAL COURSE IN "FORMS OF CULTURAL EXCHANGE"

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Rules of procedure for the Research Doctoral Course in Forms of cultural exchange

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Art. 1 - Scope of the Regulation

1. Under the Agreement stipulated by the University of Trento and the University of Augsburg (hereinafter also referred to as the "partner institution") for the launch and operation of the International Research Doctorate in "Forms of cultural exchange", starting from the 35th cycle, and pursuant to art. 8, para. 3 of the University Regulations regarding Research Doctorates (hereinafter called "University Regulations" for the sake of brevity) enacted with DR no. 742 of 28 October 2016, to which full reference is made, the Department of Humanities and the University of Augsburg's Faculty of History and Literature adopt this Regulation in order to regulate the running of the research degree itself, indicating its specific objectives, internal organisation and behavioural rules for PhD students on the course.
2. The aforesaid Doctorate represents one of the significant actions on the Department of Humanities' Project of excellence, funded by the Ministry for Instruction, University and Research (MIUR) according to the provisions of L. 232/2016, and promoted by the Centre of Advanced Studies in the Humanities (CeASHum) established under DR no. 280 of 20 April 2018.

Art. 2 - Objectives and general characteristics

1. The International Doctoral Course in "Forms of cultural exchange" (hereinafter "Course") is a doctorate programme promoted jointly by the University of Trento and the University of Augsburg (hereinafter "Parties") and its specific objective is to train highly professional and autonomous individuals in the field of study relating to the dynamics of exchanges, conflicts and interactions between cultures. The international doctoral course is fully integrated, thanks in part to the compulsory mobility planned for the PhD students, both between the Parties and within the research network offered by the Parties.
2. Each course cycle lasts three (3) academic years.
3. One or more calls shall be published each year in Italian and English for the public selection of candidates, in which the expected numbers of places and scholarships are specified.
4. Italian and German are the official languages of the Course. Seminars will be held in Italian, German, English or other language appropriate to the topic being covered in the seminars. The doctoral thesis shall be written in English or in a different language, by prior permission of the Academic Board.
5. Doctoral activities will begin on 1 November each year.

Art. 3 - Pertinent area

1. The PhD Programme is mainly related to the Disciplinary Area 10 - Sciences of Antiquity, philological-literary and historical-artistic, in which research activities are coordinated by CeASHum, the Project also aims to activate effective synergies, during research and highly qualified teaching, with areas related to historical and philosophical knowledge in the Disciplinary Area 11 - Historical, philosophical, pedagogical and psychological sciences.

Art. 4 - Course Entities

1. The following entities are expected to manage the Course:
 - Coordinating Committee
 - Academic Board
 - Coordinator
 - Co-coordinator

Art. 5 - The Coordinating Committee



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1. The Coordinating Committee is made up of eight professors: Course Coordinator and Co-Coordinator, together with three representatives from each partner university, elected by the Academic Board from among its members.
The Coordinating Committee oversees the good management of the programme and specifically:
 - a) defines the procedures for admission to the joint doctoral programme in accordance with national regulations concerning research doctorates;
 - b) proposes the appointment of the Selection Committee in charge of admission to the Doctoral Course;
 - c) defines the PhD Syllabus;
 - d) proposes the appointment of an Examination Panel for the conferment of the award/final exam;
 - e) formulates the strategies for implementing and promoting the Programme;
 - f) evaluates the admission of possible new Partners;
 - g) supervises the quality of the PhD programme;
 - h) at the end of each cycle, prepares a detailed report on the progress of the PhD Programme, including financial aspects, and transmits it to the relevant Academic Bodies at both universities;
 - i) carries out all the roles delegated to it by the Academic Board.

Art. 6 - The Academic Board

1. Members of the Doctorate's Academic Board are selected jointly by the Parties, from among:
 - a) the professors and researchers working in the broad sectors coherent with the educational objectives of the PhD programme, considering primarily the quality requirements required for accreditation and a composition that guarantees an adequate number of potential supervisors;
 - b) experts, from any country, with proven qualifications, whether they hold a role at one of the parties or not, numbering no more than half of those members referred to in point a) who apply for membership; at least 50% of the Academic Board's members must be linked to the Parties.
2. Co-option of new members is deliberated by the Academic Board and approved by absolute majority decision of the members, minus the excused absentees.
3. Members of the Board are required to have scientific output of international standard in the Course's disciplinary fields for the previous ten years.
4. By invitation of the Coordinator and without the right to vote, individuals whose contribution is considered useful, due to their scientific, didactic, technical or financial support to activities of the Course, may take part in sessions of the Academic Board or in discussions of specific points, in particular:
 - a) administrative staff responsible for tasks connected to operation of the Course, as well as to help record minutes;
 - b) two PhD student representatives, limited to questions concerning the general progress of the PhD Programme and training courses.
5. The Academic Board is convened by the Coordinator, or at the request of at least one third of its members. Meeting invitations are sent at least five days before the session (except for matters of urgency) by methods that are deemed most fitting to ensure receipt, including email. For matters of urgency, this deadline may be reduced to three days.
6. For sessions to be valid, the absolute majority of members is necessary, minus the excused absentees. Decisions are taken by a vote in favour from the majority of attendees. In the event of a tie, the Coordinator's vote prevails. Sessions may also be held by teleconference.
7. Minutes of the Academic Board meetings are drawn up by the lecturer with least academic seniority of those present, with the help of the administrative staff member present at the session.
8. The Academic Board ensures the quality of the doctoral Programme and sets out the training and research path of the individual PhD students.
9. The Academic Board shall meet at least twice a year to fulfil the following obligations:
 - a) to identify the University at which the PhD students will carry out their main training and research activities and to which their supervisor belongs ("primary institution"), and to decide on the period of six months to be spent at the other University in the agreement (two months of which are considered obligatory so carry no increase in scholarship);



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- b) to determine the handling of PhD students' careers: assigning thesis topics; allocating a supervisor and any co-supervisor; admission to the following year and/or to the final examination for attaining the PhD, or disqualification from the Course when necessary; granting permission to act as mentors to students on undergraduate and masters courses, as well as for additional teaching tasks; issuing authorisations to take up employment during the three years of the Doctoral Course; authorising mobility periods of more than six months based on training plans;
- c) define the guidelines for writing the PhD Course Syllabus;
- d) develop contacts with the private sector;
- e) promote the search for other sources of funding for the Doctorate;
- f) oversee the quality of the Programme;
- g) annually approve a report on the activities carried out, highlighting any problem issues;
- h) may delegate the aforementioned duties to the Coordinating Committee.

Art. 7 - Course Coordinator

1. In addition to carrying out the tasks expressly set out in art. 15 of the University Regulations, to which reference is made, the Coordinator:
 - a) chairs Coordinating Committee meetings;
 - b) organises the agenda for every meeting;
 - c) oversees the implementation of decisions taken by the Coordinating Committee;
 - d) reports to the Coordinating Committee on the progress of the Programme and proposes any actions to be taken to improve its quality.

Art. 8 - Course Co-coordinator

1. The Co-Coordinator is identified among the members of the Academic Board belonging to the partner institution. The mandate has the same duration as that of the Coordinator.
2. The Co-Coordinator shall assist the Coordinator in the performance of his/her duties and ensure links between the University of Trento and the University of Augsburg.

Art. 9 - Training activities and ways to conduct them

1. Every year, the Doctoral Course offers a series of training activities which are presented at the beginning of each academic year in the Syllabus referred to in the following section, together with procedures for carrying out the activities.
2. In addition, seminars, talks and other training events are organised jointly by the Department, CeASHum through its own Laboratories, and the Parties' other education and research facilities. The PhD students are required to participate in these events under the conditions set out in the Syllabus.
3. The Course anticipates didactic and research activities will also be carried out at the University of Augsburg. Teaching activities are organised as seminars in the following way:
 - first year: seminars totalling a minimum of 48 hours;
 - second year: seminars totalling a minimum of 12 hours;
 - third year: seminars totalling a minimum of 12 hours.
4. Scientific conferences, useful for the preparation of doctoral seminars, will be organised during the three years; other training activities in languages, IT, research management, knowledge of research systems, financing systems, exploitation of research results and intellectual property are also planned.

Art. 10 - Syllabus

1. Prior to the start of each academic year, the Coordinating Committee defines the Syllabus which is submitted to the Academic Board for approval.



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Art. 11 - Requirements and procedures for admission to the joint doctoral course

1. The requirements for admission to the course are those set out in articles 19 and 20 of the University Regulations, according to the terms and starting dates expressly given in the PhD call for applicants, which the University of Trento, as administrative headquarters, will issue in compliance with the commitments made in the convention referred to earlier in art. 1.

Art. 12 - Admission to the second and third year

1. By the end of each academic year, each PhD student must submit a written report on all the training and research activities undertaken (courses and seminars, progress made in his/her own research, etc.) to the Coordinator. The report format will be decided by the Academic Board and these reports will be evaluated by the said Board. For admission to the next year, a favourable assessment by the supervisor, identified in accordance with art. 13 of these rules of procedure, is required as well as a positive evaluation of both research and courses attended.
2. In addition, during the second year, students are expected to defend an early draft of their dissertation.

Art. 13 - Supervisor

1. A supervisor will be assigned promptly by the Academic Board to students admitted to the Course, on the basis of the project and specific research interests. The supervisor has the task of monitoring the student's scientific training during the three years.
2. In special cases, supervisors may be chosen from Italian and/or foreign experts who are not members of the Board but are particularly well-qualified to supervise a thesis on a highly specialised subject.
3. In the case of a joint-supervision agreement with foreign universities, the PhD student must be monitored by an Italian or German supervisor and another in the different language in line with the rules in this agreement.
4. The Academic Board can relieve a supervisor of duty should he/she not fulfil these obligations.

Art. 14 - Rights and duties of the PhD students

1. In addition to the rights and duties set out in art. 27 of the University Regulations, PhD students are required to:
 - a) abide by the procedures published on the Course website concerning activities related to the training, as specified in the Syllabus and the guidelines issued from time to time by the Coordinator with reasonable notice;
 - b) agree an individual study plan with the supervisor at the beginning of each year setting out intended training and research activities and objectives to be achieved that year;
 - c) maintain development of the research project in line with the agreed objectives and present written reports in accordance with the arranged schedule;
 - d) spend a period of least six months (not necessarily continuous) of study and/or research at each of the two institutions signing this agreement and also spend another six months minimum abroad at qualifying research institutions during the three-year period.

Art. 15 - Admission to the final exam and conferment of the degree

1. PhD students must present an application for admission to the final exam before the end of the third year of the course.
2. After receiving the supervisor's positive assessment, the Academic Board approves the application for admission to the final exam and, in accordance with the deadlines set, identifies two or more evaluators (referred to as *referees* below) chosen from highly qualified lecturers and researchers, who are external to the Academic Board and parties of this agreement.
3. The referees receive:



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- a copy of the PhD thesis;
- the candidate's CV listing any publications.

Within 60 days of receiving the documentation, referees deliver a written analytical assessment of the thesis and recommend admission to the viva voce exam or postponement of up to six months should significant additions or corrections be necessary.

4. The final exam for attaining the joint title of "Dottore di ricerca" in Italian and corresponding "Doktor der Philosophie" in German consists of a discussion of the thesis held in public in front of a special Panel that is proposed by the Coordinating Committee and appointed by the Rector of the University of Trento and the President of the University of Augsburg.
5. The Examination Panel appraises the thesis presented by the candidate and outcome of the viva voce and at the same time gives a summary assessment.
6. Students who fulfil the requirements set out by the Doctoral Course and pass the viva voce examination will be awarded the joint title of Dottore di Ricerca/Doktor der Philosophie in "Forme dello scambio culturale"/"Forms of cultural exchange".
7. A PhD student cannot resit the viva voce exam should he/she receive a negative assessment from the Panel.

Art. 16 - Modifications to the Rules of Procedure for the PhD Course

1. Pursuant to art. 8, paragraph 4, of the University Regulations, any change to these Rules of Procedure after the launch of the PhD Course must first be approved by the Academic Board, then by the Department of Humanities Committee of the University of Trento; changes come into force on the date they are published on the Course website.

Art. 17 - Allocation to PhD students

1. The primary institution, identified according to art. 6 paragraph 9 of the these Rules, shall provide PhD students with a budget for research activity that equals at least 10% of the scholarship.

Art. 18 - Legal reference

1. For anything not specified in these Rules, provisions set out in current national legislation, in University Regulations and in the Agreement between the Parties shall apply.