



UNIVERSITÀ DEGLI STUDI
DI TRENTO

EXECUTIVE REGULATIONS SCHOOL OF SOCIAL SCIENCES

Approved by the Board of Directors on 29 February 2012



INDICE

Art. 1 – Executive Regulations of the School of Social Sciences.....	3
Art. 2 – Aims of the School.....	3
Art. 3 – The Doctoral Programmes and what is involved.....	3
Art. 4 – Language.....	3
Art. 5 – The Doctoral Programmes.....	3
Art. 5.1 – Economics and Management.....	4
Art. 5.2 – Local Development and Global Dynamics.....	4
Art. 5.3 – Sociology and Social Research.....	4
Art. 6 – Governing Bodies.....	4
Art. 6.1 – Governing Bodies of the School.....	5
Art. 6.2 – Governing Bodies of the Doctoral Programmes.....	5
Art. 6.2.1 – Programme Committee.....	5
Art. 6.2.2 – Programme Academic Directors.....	5
Art. 6.3 – Students’ representatives.....	5
Art. 7 – Admission requirements.....	5
Art. 8 – Selection procedure.....	6
Art. 9 – Grants and Scholarships.....	6
Art. 10 – Tutors and supervisors.....	6
Art. 11 – Manifesto Studiorum.....	7
Art. 11.1 – Independent Activities.....	7
Art. 12 – Admission to the 2nd and 3rd years of the Doctoral Programme.....	7
Art. 12.1 – Economics and Management.....	8
Art. 12.2 – Local Development and Global Dynamics.....	8
Art. 12.3 – Sociology and Social Research.....	8
Art. 13 – The Doctoral Thesis.....	8
Art. 13.1 – Qualifying Exam.....	8
Art. 13.2 – Final examination and degree award.....	9
Art. 14 – Doctoral Students’ Rights and Duties.....	9
Art. 14.1 – Delays.....	9
Art. 14.2 – Attendance.....	9
Art. 14.3 – Suspensions.....	9
Art. 14.4 – Exclusion.....	10
Art. 14.5 – Paid Employment.....	10
Art. 15 – Services provided for Doctoral Students.....	10
Art. 15.1 – Health Insurance.....	10
Art. 16 – International Mobility Opportunities.....	11
Art. 17 – Visiting students and Visiting scholars.....	11
Art. 18 – Internal evaluation/external quality assessment.....	11
Art. 18.1 – Internal evaluation.....	11
Art. 18.2 – External evaluation.....	11
Art. 19 – Alterations in the Executive Regulations.....	12
Art. 20 – Cross References.....	12



Executive Regulations School of Social Sciences

Art. 1 – Executive Regulations of the School of Social Sciences

In accordance with Art. 8, subsection 3, of the Doctoral School Regulations enacted with Rector's Decree 997 of 16 December 2003 and modified with Rector's Decree 359 of 19 April 2006, The Board of Directors of the School has introduced the Executive Regulations. A Doctoral School has been established within the University of Trento and has been denominated "School in Social Sciences", for the sake of brevity, called "School". The Executive Regulations relative to this School indicate the main objectives, internal organization and rules of conduct for the doctoral students.

Art. 2 – Aims of the School

The School in Social Sciences, in compliance with the goals of each Doctoral Programme as indicated in Art. 3 of the Doctoral School Regulations, has the following main objectives:

- To promote a broad multidisciplinary perspective on the study of Social Sciences;
- To offer a common methodological training, and promotes the use of front-edge methods of research and a wide range of applications in all the main fields of the Social Sciences;
- To offer both disciplinary and interdisciplinary doctoral programmes;
- To give students the opportunity to live in a vibrant research environment, interacting
- with scholars from different fields of the Social Sciences in a markedly international
- context.

Art. 3 – The Doctoral Programmes and what is involved

The School offers a series of doctoral curriculums each year, which are presented at the start of the academic year in the School's *Manifesto Studiorum*.

Furthermore, the School organizes seminars, meetings and additional research events in collaboration with external partners and for the length of the academic year.

Art. 4 – Language

According to Art. 7, subsection 3, letter b) of the Doctoral School Regulations, English is established as the official language of the School. Seminars, courses, the call (except that published in Gazzetta Ufficiale), the website, exams and the doctoral thesis are all in English.

All foreign doctoral students are required to learn the Italian language during the course of their studies. This is in order to reach a certain level of competence so that they may consequently be integrated in an Italian working environment. The School and the University provide the means considered necessary to favour this acquisition and to verify the level of knowledge acquired.

All School's regulations are written both in English and Italian. The translation must be certified in order to guarantee exact correlation between the texts in the two languages. In the case of discrepancies the Italian version is considered valid.

Art. 5 – The Doctoral Programmes

Currently the School offers three Doctoral Programmes:

Art. 5.1 – Economics and Management

This Programme aims to form theoretical and applied researchers in the economic and managerial sciences, as well as providing highly qualified professional skills, with regard to the analysis of economic behaviour and markets at the micro, macro and international levels, and to organisational design and human



Executive Regulations School of Social Sciences

resource management.

Besides access to research groups and competences in the Departments of Economics and of Management and Computer Studies, the Programme offers specific teaching and training in three fields of specialisation:

- *Behavioural Economics;*
- *Management;*
- *International Economics.*

Art. 5.2 – Local Development and Global Dynamics

The Programme aims to give both theoretical and applied knowledge about the nature and dynamics of local socioeconomic systems, in the perspective of the current global integration. Consequently, the programme has an interdisciplinary and comparative approach, in order to show how the economic, social and institutional levels cooperate in defining the performances of different local systems. The programme intends to introduce to the knowledge of local systems in both developed and non-developed countries.

The specific research areas of the doctoral programme are:

- *Local productive Systems; technology, firms organization and innovation;*
- *Local institutions design and local policies for socioeconomic development*
- *Social economics: the role of cooperatives and social enterprises in local development;*
- *Regional planning, infrastructures and environment*

Art. 5.3 – Sociology and Social Research

The doctoral programme aims to form highly qualified researchers able to engage in both applied and fundamental research in Universities and scientific research centres or market research institutions. The systematic integration of theory and empirical research is one of the core principles of Programme in Sociology and Social Research, and has characterised this doctoral programme ever since its foundation. Particular attention is placed on interdisciplinary competences especially in the research areas of the Department of Sociology and Social Research.

The Doctoral Programme in Sociology and Social Research covers the following main research areas:

- *The analyses of social stratification and social inequality trends: gender, class, education, cohorts;*
- *Comparative studies concerning welfare regimes, labour markets, and their evolution;*
- *Economic sociology,*
- *Cultural Sociology*
- *The analyses of social change and how institutions shape social change,*
- *Social networks analysis;*
- *Migration Studies;*
- *Studies on attitudes, values, and political and religious orientations;*

All these topics are addressed in a macro, meso and micro comparative perspective within European and international research networks.

Art. 6 – Governing Bodies

Art. 6.1 – Governing Bodies of the School

In accordance with The Founding Regulation of the School in Social Sciences enacted with Rector's Decree 83 of 2 February 2011, the Governing Bodies of the School are the following:

- *The Board of Directors;*
- *The School Committee;*
- *The Scientific Board;*
- *The Director.*



Executive Regulations School of Social Sciences

The Governing Bodies of the School carry out the tasks set in the Art. 3, 4, 5, 6 and 7 of The Founding Regulation.

Art. 6.4 – Governing Bodies of the Doctoral Programmes

Art. 6.5.1 – Programme Committee

The Programme Committee consists of up to twenty professors including the Director of the Programme. The Programme Committee is charged with:

- Defining the aims and scope of the Programme;
- Organising the teaching programme and calendar, including all the relevant activities, and supervising the research results of each doctoral student;
- Approving the individual syllabus of each student at the start of the 1st year;
- Appointing a tutor for each student;
- Authorising the students to go abroad for research periods of more than six months;
- Approving participation of the students in internships, if the internship lasts longer than six months;
- Authorising students to conduct educational, ancillary or supplementary activities and extra-curricular research activities;
- Deciding upon the admission of the students to the subsequent year of studies;
- Submitting an opinion on the activities conducted by each student to the examination committee for the doctoral degree.

Art. 6.6.2 – Programme Academic Directors

The Academic Director of the Programme is appointed by the Programme Committee for a three-year period. The Director of the programme is responsible for the following tasks:

- Coordinating and organizing the training and research work of the Programme;
- Convening and chairing the Programme Committee and implementing its decisions;
- Authorising Doctoral students, personally or through their tutors, to conduct further research or do an internships at partner universities or at other institutions or research centres for periods of less than six months;
- Reporting unexcused absences of the students to the relevant administrative offices for the purpose of suspending payment of the grant or expelling the student from the Doctoral School.

Art. 6.3 – Students' representatives

Students' representatives may take part in the meetings of the Board of Directors of the School, of the School Committee and of the Programme Committees but only for issues regarding the general progress of the programme and the training courses.

One student representative is elected from amongst the students of each of Doctoral Programmes. In the case of only one candidacy for a given Doctoral Programme that candidate shall be considered elected automatically. Elected representative shall remain in office for one year. There shall be no term limits.

Art. 7 – Admission requirements

Admission requirements to the School are indicated in Art. 18 of the Doctoral School Regulations and should correspond with the start and end dates indicated in the call for admissions.

Applicants must possess a graduate degree of at least four years, or a three year degree plus a Master degree, in a relevant academic discipline.

Applicants holding a foreign degree not officially recognised as equivalent to the Italian "laurea", must explicitly request recognition of equivalence in their application.



Executive Regulations School of Social Sciences

Applicants should indicate for which Doctoral Programme they apply.

Art. 8 – Selection procedure

Admission to the School is on a competitive basis. The procedure consists of two stages and a third stage for the Doctoral Programme in Sociology and Social Research.

In the first stage a shortlist of candidates is produced on the basis of the assessment of their curriculum, the research proposal and the reference letters.

Shortlisted candidates to the Doctoral Programmes in *Economics and Management* and in *Local Development and Global Dynamics* will be asked to take part in an interview in Trento.

Applicants to the Doctoral programme in *Sociology and Social Research* before the interview will, in addition, be asked to sit a multiple choice exam on methods for social science research.

Non-Italian candidates may be interviewed by phone or videoconference.

Art. 9 – Grants and Scholarships

The School's policy is to support all students with grants for the minimal duration of the Doctoral Programme (three years). The Call for applications specifies the number of grants available. These assigned to the top ranked students. Additional grants may be obtained and assigned subsequently in accordance to the opportunity offered by the School.

Doctoral students are entitled to get a 50% increase of their scholarship for any period spent abroad.

Scholarships may be extended beyond three years, conditional upon the approval of the Programme and School Committee and depending on the availability of financial resources.

Students receiving a scholarship reserved for a specific area of research are required to conduct research in that area.

Art. 10 – Tutors and Supervisors

At the start of each academic year each doctoral student is assigned a tutor . The tutor is nominated by the Programme Committee and has the following tasks:

- To assist integration of the doctoral student regarding the research of the School;
- To assist in the proposal and outline of each student's individual study plan;
- To assist the students intending to carry out a mission abroad;
- To supervise the use of the personal funding assigned to the student by the Programme Committee;
- To assist the student in choosing a supervisor and a co-supervisor for their thesis.
- To assist the student in all practical matters regarding activities in the School as well as relationships with supervisors and the Programme Committee

During the second year of studies, as soon as the thesis proposal has been approved, students will be assigned a thesis supervisor. The Supervisor should be a teacher in the Programme or a member of the Programme Committee.

Upon request of the Supervisor a co-Supervisor may be nominated. The co-supervisor works in assisting the supervisor in carrying out his/her tasks providing extra scientific or technological knowledge. The co-supervisor has the same rights and obligations as the supervisor. A Co-supervisor can be chosen from amongst the faculty of the University of Trento, another university or external bodies that finance scholarships.

The tasks of supervisors are as follows:

- To assist the doctoral student in his/her choice of the thesis topic and subsequent research work.
- To supervise the use of the personal funding assigned to the student by the Programme Committee.
- To supervise students' intending to carry out a mission abroad.



Executive Regulations School of Social Sciences

- To express an assessment or recommendation as required by the Doctoral School Regulations regarding the advancement of the student doctoral track and admission to the final examination

Tutor and supervisor are both responsible to ensure the student's respect of the regulations and rules of conduct since they are considered fundamental for the value of the School and for scientific and professional integrity of the doctoral student.

The Programme Committee is at liberty to remove those tutors or supervisors who fail to meet their obligations.

Art. 11 – Manifesto Studiorum

Manifesto Studiorum is subject to approval by the Programme Committees in the first stage and by the School Committee in the subsequent phase.

Prior to the start of the academic year the Manifesto of Studies should be published on the School website.

The *Manifesto Studiorum* must contain:

- The calendar of courses and teaching activities for each year of the Programme;
- All relevant information regarding each course's programme, examination and other forms of evaluation of performance, grading system, and any prerequisites or admission rules;
- Indications on how any laboratory activities, practical works and apprenticeships are carried out, if part of the curriculum;
- Indications on how work abroad may be carried out and information on the attendance requirements;
- Information regarding recognition of credits obtained in the School, as well as credits from other national and foreign universities and institutes (including summer schools);
- Regulation about individual curricula.

The student should present a Study Plan by choosing courses among those proposed annually in the Manifesto, or an individual one. The Study Plan is subject to approval by the Programme Committee.

The Doctoral Programme in Sociology and Social Research offers first year courses that are fully mandatory for all students. Second and third year students can be required to attend specific courses and seminars.

Any other work or activity allowing for credits is subject to approval.

For the admission to the final exam, it is mandatory to have done at least a 3-month research period abroad; except a case of a written justification motivated by the supervisor and approved by Programme Committee.

Art. 11.1 – Independent Activities

Each year the School will make available a certain amount of money for the purpose of helping student organise some independent activities like, e.g. guest lectures, conferences, cultural events etc.

Art. 12 – Admission to the 2nd and 3rd years of the Doctoral programme

At the end of each academic year the Programme Committee will decide upon the admission to the subsequent year of studies

Art. 12.1 – Economics and Management

In order to be admitted to the second year of studies students must have:

- Obtained a positive evaluation from their tutor;
- Taken five common courses;
- Taken 4 elective courses;
- Obtained an average grade of 3 or better;



Executive Regulations School of Social Sciences

- No more than one insufficient grade (4.5 or worse).

All students who attain at least an average grade of 4 will be awarded the “Certificate of Advanced Studies in Economics and Management”.

In order to be admitted to the third year of studies students must have:

- Obtained a positive evaluation from their supervisor;
- Taken two seminar courses during the first semester;
- Taken the workshop on academic writing;
- Submitted and presented their research proposal;
- Submitted and presented their first research paper.

Art. 12.2 – Local Development and Global Dynamics

In order to be admitted to the second year of studies students must have:

- Obtained 60 ECTS by passing single modules exams and participating in the seminars;
- Worked out, submitted and presented a research and thesis project.

In order to be admitted to the third year of studies students must have done a public presentation on the research project state of the art.

Art. 12.3 – Sociology and Social Research

In order to be admitted to the second year of studies students must have:

- Obtained a positive evaluation from their tutor;
- Taken all the comprehensive and qualifying courses and passed all the exams;
- Presented and discussed a draft of the Thesis Proposal;
- Obtained a passing grade for the three papers (Major, Minor and Theoretical).

In order to be admitted to the third year of studies students must have:

- Obtained a positive evaluation of progress in the research activity from their supervisor;
- Obtained a positive evaluation of the thesis proposal from the Programme Committee;
- Obtained a positive evaluation of the theoretical/literature review and critical discussion thesis chapter from their tutors and from the Programme Committee;
- Obtained a positive assessment of the participation in the integrative didactic activities from the Programme Committee

Art. 13 – The Doctoral Thesis

The doctoral thesis should be a work of original research. The thesis remains the responsibility of the student and not of the supervisors, both in terms of research questions and content. The thesis should be written in English (except in the case of a written request motivated by Supervisor), which will also be the language of the examination.

The student must write the thesis him/herself. It is acceptable that the student collaborates with others on joint papers, but if any such papers are included in the thesis, there must be clear and substantial evidence of individual work.

Art. 13.1 – Qualifying Exam

The thesis is submitted to a review process. The Qualifying Exam consists in defending the thesis in front of a Qualifying Exam Committee, which involves at least one external member of attested international standing in the research field. Upon recommendation of the Qualifying Exam Committee, the student is admitted to the final examination for the award the Doctoral Degree.

The Qualifying Exam must be done at least 4 months before the scheduled final examination.

The Qualifying Exam has three possible outcomes:

1. Pass without revisions;
2. Pass with minor revisions;



Executive Regulations School of Social Sciences

3. Major revision required.

The thesis will be passed to the final examination only if outcome 1 or 2 is attained. In case of outcome 3, the reviewed version of the thesis must be resubmitted and approved by the Qualifying Exam Committee.

Art. 13.2 – Final Examination and degree award

The Programme Committee appoints the jury for the final examination for the award of the Doctoral Degree. This is accomplished in accordance with the Doctoral School Regulations, point of reference Chapter V.

Art. 14 – Doctoral students' rights and duties

The relevant section of the Doctoral School Regulations concerning the rights and obligations of the Doctoral Student is indicated in Art. 25. Each doctoral student should accept the rules of the Doctoral School Honour Code at the start of the Doctoral Programme. The Honour Code (Attachment A) form is a part of the School Executive Regulations.

The doctoral student must observe the procedures published on the Doctoral School in Social Sciences website concerning research.

Art. 14.1 – Delays

An eventual delay in the start of the academic year of a doctoral student is accepted only in justified cases and if approved by the Programme Committee. Furthermore, the delay should be due to reasons beyond the control of the student. In an eventual situation of a delay of more than sixty days, the grant will not be given immediately to the student for the time lost due to the delay, but rather it will be reassigned to the student at the end of the third year, for a period of time equivalent to the initial absence.

Art. 14.7 – Attendance

Doctoral students must attend the programme and carry out research activities on a full-time basis. During the first three years, students are expected to be present at the School and to participate on a regular basis in the activities organised by the School and the Doctoral Programmes.

Art. 14.3 – Suspensions

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

Absence due to reasons other than the ones above-mentioned must be expressly authorized by the Programme Committee.

The suspension of the attendance is subject to approval by the Programme Committees and entails the consequent suspension of the grant. Requests for leave or absence should be submitted in advance (no later than 30 days before) to the Secretariat and should be accompanied by a letter of support from the student's Tutor/Supervisor.

The Programme 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.

Absences not previously communicated in written form and agreed with the Supervisor may be reason for the exclusion of the student from the School.



Art. 14.4 – Exclusion

The Programme Committee of the student's Doctoral Programme may appeal to the School's Board of Directors to exclude a student from the School in the following cases:

- negative evaluation is given by the tutor or supervisor concerning admission to the successive year of study;
- the student accepts open-ended employment contracts or is hired for short term employment contracts or rendered professional services without authorisation by the Programme Committee;
- unexcused and extended absences.
- violation of academic standards described in the Honour Code (Att.1)

Students excluded from the School must repay any amounts unduly received.

Art. 14.5 – Paid Employment

Students may undertake paid employment, either as teaching assistants, or as research assistants at universities, faculties or departments, or at external bodies.

Any remunerated job of a student enjoying a fellowship has to be approved by the Programme Committee.

The general principles are the following (except in the case of a written request motivated by tutor/supervisor):

- First year students cannot undertake paid employment;
- Second year students can undertake no more than 40 hours per year of paid teaching or research activities;
- Starting from the third academic year students, conditional upon the supervisor's approval, have no particular limit on hours.

The Programme Committee will consent to additional paid employment only if this is judged compatible with the student's doctoral research activities. The Programme Committee has the right to adjust the level of financial support in cases in which the student is in receipt of other employment income.

Art. 15 – Services provided for doctoral students

The School will provide to all doctoral students:

- A personal desk and internet connection in a room equipped with PCs and personal productivity software;
- Access to a certain number of licensed computer programmes for special needs. The default platform is: Mathematic for calculus and simulation; Stata and MatLab for Econometrics;
- Mailboxes
- Telephone access for local calls. Access to non local calls is permitted only for research needs, and must be approved by the Director of the Programme
- Access to a photocopier and printer. Students will be allowed a certain number of free copies per year.
- Access to databases

Art. 15.1 – Health Insurance

1. The School is responsible for the basic costs of health coverage through registration to the Servizio Sanitario Nazionale (National Health Service) for any non-EU students, during the time period that goes from 1st January of the first year of study to 31st December of the third year inclusive.



Executive Regulations School of Social Sciences

2. The student should inform the relative offices and the Secretariat immediately if there are any increases in basic costs of health insurance due to income in addition to the PhD scholarship.
3. Any additional costs resulting from the increases referred to at point 2 are the responsibility of the doctoral student.
4. Students with scholarships that include health insurance are exempt from registration to the above service.

Art. 16 – International mobility opportunities

The School supports international mobility of students. Students have the possibility to access the University of Trento's international network, the School's network and the networks of the Doctoral Programmes, in order to participate in seminars, supervision arrangements, research internships and joint degrees.

Students who have contacts with external public or private institutions can propose to make an agreement with them for the participation in seminars, research internship or joint supervision. The agreement must be previously discussed with the tutor or supervisor, approved by the relevant Programme Committee, and implemented in accordance with the rules of the University of Trento.

Mobility funds are available to contribute to conference and workshop application fees and for travel and accommodation costs.

Art. 17 – Visiting students and visiting scholars

Students participating in a joint supervision programme are obliged to carry out study and research activities in compliance with the agreement established with the partner university.

Visiting doctoral students from external institutions are accepted to take courses activated by the School in accordance with the student's proposal and availability of the course. Visiting students have the possibility to access study rooms, pc labs and printers during their stay period by the School.

Visiting scholars are accepted to spend a research/teaching period at the School. The acceptance of visiting scholar follows the rules of the University of Trento with respect to visiting scholar and professors.

Art. 18 – Internal Evaluation/External Quality Assessment

Art. 18.1 – Internal Evaluation

In the first year of the programme after the first and second term students will be asked to fill out a questionnaire. This helps to provide a feedback to the school about quality and effectiveness of the teaching activities, administrative organisation and facilities.

Moreover students' personal suggestions about school's services improvement are encouraged.

The results of the questionnaires and information provided are presented to the Executive Committee of the School during the meetings.

Art. 18.8 – External Evaluation

In accordance with article 13 of the Doctoral Programme Regulations of the University of Trento, the Director of the School together with Scientific Board submits an annual report. The report provides detailed information about:

- The number of applications submitted and the results of the selection procedures, including the number of foreign candidates
- The progress and the results of attendance at the basic courses



Executive Regulations School of Social Sciences

- The results of the studies abroad completed by Doctoral students
- Any suggestions for modifying the basic course work
- The topics of the dissertation proposals
- Any working papers produced by the Doctoral students
- The existing partnerships, also documented by research works published jointly with scholars from other universities
- The work experience of the Doctoral students

Art. 19 – Alterations in the Executive Regulations

According to Art. 8, comma 4 of the Doctoral School Regulations any alterations to the current Executive Regulations and relative attachments must be approved by the School Committee. Regulations are in force from the date of publication on the School in Social Sciences website.

Art. 20 – Cross References

If not expressly specified in the current Executive Regulations the national regulations in force are to be considered valid as well as the Doctoral School Regulations.