



UNIVERSITÀ  
DI TRENTO

# UNIVERSITY REGULATIONS FOR DOCTORAL PROGRAMMES

**Important notice:** This document in English is a translation of the original regulations written in Italian and is provided for information only. In all matters of interpretation, the original Italian version is the sole version to have legal value. Issued by Rector's Decree no. 250 of 11/03/2022



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**SECTION I - SCOPE**

**Art. 1 – Objectives and scope**

1. The present Regulations govern the establishment and operation of Doctoral Programmes of the University of Trento, including those established in agreement with and/or within a consortium with other Italian and foreign universities; with public or private highly regarded research institutions; institutions of higher education in the arts, music and dance (Afam); national and foreign companies carrying out R&D activities; public administrations; European and internationally recognized cultural institutions and research infrastructures to realize specific research and development and innovation programmes, in compliance with the laws in force, particularly with the Ministerial Decree no. 226/2021.

**Art. 2 - Definitions**

1. For the purposes of these Regulations, the following definitions shall apply:
  - a) University: the University of Trento;
  - b) Doctoral/PhD Programme or Doctorate: a Doctoral Programme lasting at least three years on subjects pertaining to broad, structured and clearly defined disciplines that investigate topics of scientific interest using relevant methodologies.
  - c) Curriculum/a: the lines of research into which a Doctoral Programme can be divided;
  - d) Doctoral School: the grouping of Doctoral Programmes on similar subjects and sharing the same methodologies to coordinate and manage common activities;
  - e) Lead University: the university that establishes and operates a Doctoral Programme;
  - f) Consortium: a body having legal status, made up of Italian and international universities or of universities and public or private highly regarded research institutions, institutions of higher education in the arts, music and dance (Afam), companies, public administrations, cultural institutions and research infrastructures, whose purpose is to establish and operate one or more Doctoral Programmes;
  - g) Regulations of the Doctoral Programme: the set of rules adopted by each Doctoral Programme for its proper functioning and administration and detailing its objectives, its internal organisation and the rules of conduct for the attending Doctoral students;



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- h) Programme Description and Information: a document approved every year by each Doctoral Programme Committee, which includes the specific educational activities and related calendar.
- i) Ministry: the Italian Ministry of University and Research;
- j) ANVUR: the Italian National Agency for the Evaluation of Universities and Research Institutes.

### **SECTION II – DOCTORAL PROGRAMMES**

#### **Art. 3 – Objectives of Doctoral Programmes**

1. Doctoral Programmes are an integral part of the third level of university education offered at the University.
2. The purpose of the third level of university education is to provide doctoral students with the skills required to perform highly qualified research in universities, public entities or private organizations, and to obtain the qualifications necessary to work as professionals and to access a career in the public sector, to participate in scientific and technological progress and to become part of leading organizations with a high-level education and international outlook, thereby contributing to the development of the European Higher Education Area and the European Research Area. The Doctoral Programmes foster the opportunity to receive an interdisciplinary, multidisciplinary and cross-curricular education, also within non-academic fields, such as the industrial sector, the public sector, and the services and cultural institutions sector, involving experts in different sectors in the educational activities.

#### **Art. 4 – Doctoral Programme Partnerships**

1. In order to efficiently manage the research activities of the third level of university education at national and international level, the University may finalize agreements and/or create consortia, subject to the deadlines for ministerial accreditation, with the following subjects:
  - a) Italian or foreign universities; in this case a multiple or joint title can be awarded;
  - b) public or private research bodies, culturally and scientifically highly qualified and possessing adequate research facilities and equipment;
  - c) Institutions of higher education in the arts, music and dance (Afam) accredited by the Ministry; in this case a multiple or joint title can be awarded;
  - d) companies, including foreign companies, carrying out high-level research and development activity;



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- e) public administrations, European and internationally recognized cultural institutions and research infrastructures, to realize specific research and development and innovation programmes.
2. The agreements, including consortia, respecting the principle of reciprocity, should provide an effective sharing of educational and research activities, an equitable sharing of burdens, rules regarding funding, appropriate operational and scientific facilities, procedures for exchange and mobility of professors and Doctoral students and the possibility to issue multiple or joint degrees.
3. The universities and research institutions participating in agreements and consortia shall commit to guaranteeing the activation of Doctoral Programme cycles usually for at least three years, and must respect these Regulations, except in the case of specific derogations laid down in the agreements, which, in the case of international inter-university cooperation, may also include the composition of the Doctoral Programme Committee.
4. If Doctoral Programmes are activated in partnership with public research bodies, according to the Italian Ministerial Decree no.226/2021 Art. 3, par. 2, letter b), research directors, senior researchers and researchers of the associated bodies can take part in the Doctoral Programme Committee.

### **Art. 5 – National accreditation of Doctoral Programmes**

1. Doctoral Programmes are established, after the official accreditation by the Ministry, subject to the assent of ANVUR.
2. The accreditation procedure is disciplined by Art. 5 of the M.D. no. 226/2021 and consists in giving initial authorization to establish Doctoral Programmes and their curricula and periodically monitoring that the programmes still meet the minimum requirements for the accreditation, including on the basis of the results of the monitoring activities performed by the internal bodies in charge of the evaluation of the University.
3. The accreditation of the seat of the Doctoral Programmes and their curricula lasts five years, subject to the periodic monitoring and verification of the requisites and any modifications for which an evaluation is required, as per Art. 5, par. 4 of the M.D. no. 226/2021. If one or more requirements are no longer met, the new cycle of the Doctoral Programme is forfeited and suspended immediately, without prejudice to the conclusion of the already activated course.
4. The minimum requirements of the seats and of the Doctoral Programmes, as specified in Art. 4 of the M.D. no. 226/2021, relate to the:



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- a) composition of the Doctoral Programme Committee;
  - b) scientific qualification of the Doctoral Programme Committee and of the Doctoral Programme Director;
  - c) average number of scholarships for each Doctoral Programme and for each cycle;
  - d) availability of adequate and constant financial resources to guarantee the sustainability of the Doctoral Programme;
  - e) availability of suitable scientific and operational structures to perform the educational and research activities of Doctoral students;
  - f) provision of advanced research and higher education activities;
  - g) organization of activities to enhance disciplinary, interdisciplinary, linguistic and ICT knowledge, as well as the knowledge of European and international research systems, of the exploitation and the dissemination of the results of research activities, the safeguarding of intellectual property, open access and open data research policy and fundamental principles of ethics and integrity;
  - h) quality assurance system of the planning and management of doctoral education in compliance with the Standards for quality assurance in the European Higher Education Area (EHEA).
5. The titles of the Doctoral Programmes and of the possible curricula, as well as the composition of the Doctoral Programme Committee, must correspond to the research topics which distinguish the Doctoral Programme and must be related to broad and clearly defined research fields.

### **Art. 6 – Eligibility Requirements**

1. Subject to the provisions of Art. 4 of M.D. no. 226/2021, for the purposes of opening/continuing Doctoral Programmes, the Evaluation Group and the Academic Senate confirm the existence of the following minimum requirements:
  - a) appointment of a Doctoral Programme Committee, composed of at least six tenured professors and researchers of the University of Trento; if the Doctoral Programme is structured upon more than one curriculum, for each curriculum the Doctoral Programme Committee must include at least 6 members;
  - b) opportunity to set up partnerships with Italian and foreign public and private organizations that can offer the students the possibility to train in a highly qualified and/or international working context;



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- c) implementation of evaluation systems that verify the continuity of the requirements mentioned in this Article and that assess whether the Doctoral Programme meets the training objectives, in relation to the professional prospects and to the level of training of the Doctoral students;

**Art. 7 – Structure of Doctoral Programmes**

1. Each Doctoral Programme can be structured upon different curricula.
2. The contents of such curricula are approved by the Doctoral Programme Committee, as per Art. 12.

**SECTION III – ESTABLISHMENT AND ACTIVATION OF DOCTORAL PROGRAMMES**

**Art. 8 – Establishment and renewal of Doctoral Programmes**

1. The proposal for the establishment and/or renewal of a Doctoral Programme must be presented using the form prepared by the University Evaluation Group and must be sent by the Department/Centre in which the Doctoral Programme is based, following the procedures and deadlines decided by the Academic Senate. More than one Department/Centre can take part in the establishment of the Doctoral Programme. A request for renewal must be presented:
  - a) when significant changes are proposed to the organization or structure of the Doctoral Programme that was indicated when the Programme was established;
  - b) after five academic years from the establishment of the Doctoral Programme or from the renewal as per letter a).
2. The Regulations of the Doctoral Programme, which govern the organizational aspects of the Doctoral Programme, must be attached to the proposal to establish or renew a Doctoral Programme.
3. After the establishment of the Doctoral Programme, any modifications to the Regulations of the Doctoral Programme described in the previous paragraph must be approved by the Department or the Centre to which the Doctorate belongs.
4. The proposals to establish and renew a Doctoral Programme are evaluated by the Evaluation Group to confirm the fulfilment of the accreditation requirements according to Art. 4 of the M.D. no 226/2021, and the criteria according to Art. 6 of these Regulations.



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5. The establishment and/or the renewal of the Doctoral Programmes is approved by the Academic Senate, upon verification that the content of the Doctoral Programme is consistent with the training and scientific organization of the relative Department and/or Center and with the availability of personnel and financial resources.

### ***Art. 9 – Activation of Doctoral Programmes***

1. Each year the Academic Senate allocates the financial resources for the management of Doctoral Programmes and for the scholarships to be divided among the activated Doctoral Programmes.
2. The activation of each Doctoral Programme is conditional on accreditation by the Ministry, with the assent of ANVUR, according to the current provisions.

### ***Art.-10 – Use of financial resources allocated to Doctoral Programmes with Trento as the Lead university***

1. As per Art. 9, par. 1 of these Regulations, the University of Trento allocates annually the amounts of financial support to the Doctoral Programmes to cover Doctoral scholarships.
2. Within each Doctoral Programme, based on comparative procedures defined by the Doctoral Programme Committee and according to the University Regulations for the awarding of grants for research activities for Doctoral students and to the Internal Regulations of the Doctoral Programmes, scholarships for research activities may be awarded to students who have been admitted to the Doctoral Programme for a maximum of six months before the official start of the Programme, for an amount equivalent to the scholarships for Doctoral students.
3. Any funds remaining due to non-appointment, withdrawal from, or forfeiture of a place on the Doctoral Programme will be available for the Doctoral students of the relative Doctoral Programme or for students in future years.
4. The University determines the amount of the financial support for the Doctoral Programme to be allocated for the mobility needs of Doctoral students and for the provision of the educational programmes.

### ***Art. 11 – Bodies of the Doctoral Programme***

1. The bodies of the Doctoral Programme are
  - a) the Doctoral Programme Director;



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- b) the Doctoral Programme Committee,
  - c) the Executive Committee, if necessary.
2. If the Doctoral Programme is divided into curricula, a Director may be appointed for each curriculum..

### **Art. 12 – Doctoral Programme Committee**

1. As per Art. 4, par. 1, letter a) of the M.D. no. n. 226/2021 and Art. 6 of these Regulations, the Doctoral Programme Committee of each Doctoral Programme is composed of at least 12 members.
2. The scientific qualification of the Doctoral Programme Committee members must be consistent with the requirements for the accreditation by ANVUR and with any additional quality requirements set by the Ministry and/or by the University.
3. Student representatives may participate in the part of the meetings of the Doctoral Programme Committee that is devoted to issues regarding the general operation of the programme and its courses. The two representatives are elected yearly from among the students enrolled in the Doctoral Programme and may correspond with those appointed to the Committees of the Departments or of the Centres. Representatives are elected for two years. In the case of forfeiture or withdrawal during these two years, they are replaced by the first non-elected candidate/s; if there is no candidate in the non-elected list, a new election must be held. The Doctoral Programme Committee can proceed with its activities during the election period.
4. Each member of the Committee can take part in only one Doctoral Programme Committee in Italy. It is possible to take part in an additional Committee only when it is the Committee of a Doctoral Programme established in partnership, including the Industrial Doctoral Programmes and the National Doctoral Programmes according to Art. 10 and Art. 11 of the M.D. no. 226/2021.
5. The procedures for submitting and accepting candidatures to become members of the Committee are established by the internal Regulations of each Doctoral Programme.



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6. Professors and researchers of the University who intend to become members of the Committee established by another university or by a different academic structure of the University of Trento shall ask their academic structure for authorization. Should they be employed by both a Department and a Centre, the authorization must be issued by both structures. If, when the authorization is requested, a professor or researcher is a member of a Doctoral Programme Committee of the University, the authorization shall be given by the Committee itself before being submitted to the academic structure. Once authorization is obtained and before joining the Committee at the other university, the professor involved must officially resign from the Committee at the University.
7. When a new Doctoral Programme is established, the first meeting of the Doctoral Programme Committee is called by the Director of the Department or the Centre to which the Doctoral Programme belongs, within thirty days after approval by the Academic Senate, as under Art. 8, par. 5. The Director of the Department/Centre follows the steps required to establish the Doctoral Programme Committee and to appoint the Doctoral Programme Director.
8. The Doctoral Programme Committee
  - a) organizes the taught component and other activities of the programme and defines the curricula;
  - b) may establish an Executive Committee;
  - c) approves the addition of new members to the Doctoral Programme Committee, according to the internal regulations of the Doctoral Programme, subject to the annual approval by the relative Department/Centre of the composition of the Committee during the accreditation or accreditation confirmation process.
  - d) defines the contents of the call for applications for the Doctoral Programme, referred to in Art. 17;
  - e) annually revises the manifestos, including the description of all the teaching activities and related calendar;
  - f) supervises the research results of each Doctoral student in order to ensure that each student learns the methodology of scientific research;
  - g) approves the individual study plans of the Doctoral students at the start of each academic year, establishing the timings and procedures for submission and verification of any intermediate reports;



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- h) assigns to each Doctoral student a supervisor and one or more co-supervisors. The supervisor and co-supervisor/s may be selected from outside the Doctoral Programme Committee, notwithstanding that at least one of them must be an academic. Where both the supervisor and the co-supervisor/s are not members of the Doctoral Committee, at least one of them must meet the requirements necessary to become a member of the Doctoral Programme Committee.
- i) authorizes students to go abroad for training periods of more than six months, except as provided in Art. 13, par. 5, letter. c);
- j) 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;
- k) approves the co-tutelle agreements of in-coming and out-going students;
- l) authorizes students to undertake teaching, ancillary or supplementary activities and extra-curricular research activities;
- m) at the end of each academic year, approves or denies admission of the students to the following year based on the report on the activities carried out and approves admission to the external review of the thesis for the purposes of graduation, as required by Art. 29, informing the appropriate offices;
- n) approves the annual report drawn up by the Doctoral Programme Director, as specified in Art. 15;
- o) promotes relationships with other Italian and foreign universities and with public bodies and private organizations in order to further improve research activities;
- p) approves the request for the additional label of "Doctor Europaeus" to the Doctoral degree;
- q) submits to the Rector the names of the members of the Doctoral Programme Admissions Committee;
- r) having considered the opinion of a Doctoral student's supervisor/s and co-supervisor/s, selects at least two professors/experts to evaluate the student's thesis, as per Art. 8, par. 11 of M.D. no. 226/2021, before the public defence;
- s) submits to the Rector the names of the members of the Final Examination Committee.

**Art. 13 – Doctoral Programme Director**

1. The Director of the Doctoral Programme Committee is a full professor and, only in the event of unavailability, an associate professor.



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2. The Doctoral Programme Director is elected by the Doctoral Programme Committee from among its members teaching full-time at the University.
3. The election is announced by the Dean of the Doctoral Programme Committee. The Director is elected by secret ballot with the absolute majority of members entitled to vote during the first poll, and with the absolute majority of those present from the second poll.
4. The Doctoral Programme Director remains in office for three academic years and can be re-elected only once.
5. The Doctoral Programme Director:
  - a) co-ordinates and organizes the educational and management activities of the Doctoral Programme;
  - b) calls and chairs the Doctoral Programme Committee, implementing the relevant resolutions;
  - c) authorizes the Doctoral students, personally or through their supervisors, to leave the university to carry out research or internships at partner universities or other institutions or research centres for periods of less than six months;
  - d) reports to the relevant administrative offices any unexcused absences of the students so as to suspend the payment of the scholarship or expel the student from the Doctoral Programme;
  - e) at the end of each academic year, prepares a detailed report on the status of the Doctoral Programme, whose purpose includes facilitating the annual monitoring activity carried out by ANVUR. This report, after being approved by the relative academic structure, is submitted for approval to the University Evaluation Group;
  - f) designates a Doctoral Programme Deputy-Director who will stand in for him/her in the event of illness absence or impediment, or, in the case of withdrawal from the role, until the new Director is appointed.

### **Art. 14 – Executive Committee**

1. To streamline the management of the Doctoral Programme, the Doctoral Programme Committee may set up an Executive Committee to which it can delegate part of its duties and which can assist the Doctoral Programme Director in accomplishing the tasks listed in Art. 13.
2. The Executive Committee is composed of at least 4 professors and researchers, elected by the Doctoral Programme Committee from among its members, plus the Doctoral Programme Director as Chair.



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3. The work of the Executive Committee is governed by the regulations envisaged for the Doctoral Programme Committee, without prejudice to the possibility to require a detailed set of rules as part of the internal Regulations of the Doctoral Programme.

### ***Art. 15 – Annual evaluation of Doctoral Programmes of the University***

1. At the end of each academic year, the Doctoral Programme Director, upon approval by the Doctoral Programme Committee, submits a detailed report to the University Evaluation Group on the status of the Doctoral Programme, to facilitate the annual monitoring activities performed by ANVUR, in accordance with Art. 5 par. 5 of the M.D. no. 226/2021.

## ***SECTION IV – DOCTORAL SCHOOLS***

### ***Art. 16 – Tasks and organization of Doctoral Schools***

1. The University may organize Doctoral Programmes into Doctoral Schools, with the aim of
  - a) streamlining the organization of educational activities,
  - b) coordinating the advanced training activities.
2. The proposal to set up a Doctoral School at the University is submitted by the interested Doctoral Programme Committees and is approved by the Committees of the Departments or Centres involved.
3. The proposal must include, among other things
  - a) the description of the project and the organization of the School,
  - b) the Regulations of the School,
  - c) the list of the Doctoral Programmes of the University (minimum two) which intend to become members of the School.
4. The Regulations of the School, as per par. 3, must detail the criteria for the efficient management of the School, its bodies and their tasks.
5. The Rector is responsible for the establishment of a School and the concurrent approval of its Regulations, subject to the approval of the Academic Senate, without prejudice to the tasks of the Board of Governors with regard to the financial aspects.
6. If the criteria for the efficient running of the Doctoral School are no longer met the Rector approves its termination, upon approval of the Academic Senate.



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**SECTION V – ADMISSION TO DOCTORAL PROGRAMMES**

**Art. 17 – Call for applications**

1. Each call for applications for admission to the Doctoral Programme, provided in Italian and English, is issued by Rector's Decree and is published, for at least 30 days, on the University website and on the *Euraxess* and the Ministry websites.
2. The call for applications must specify
  - a) the usual duration of the Doctoral Programme;
  - b) the number of positions available;
  - c) the number of scholarships and their amount;
  - d) the number of possible internship contracts and other forms of financial support, whose amount must be at least equal to the amount of the doctoral scholarship;
  - e) any quota of positions reserved to graduates in foreign universities (according to existing cooperation agreements); to candidates granted fellowships by foreign countries or specific programmes of international mobility; or in the case of Industrial Doctoral Programmes, positions reserved to employees of companies active in high-level research activity; and any quota of positions reserved to persons employed by academic institutions or research centers in Italy and abroad, active in high-level research activities, who receive payment of an amount not less than the scholarship on the basis of a formalized relationship whose planned duration continues for at least twenty-four months from the start of the Doctoral Programme;
  - f) the maximum number of candidates that may be admitted in excess of the set number; for definition of such number, see Art. 18, par. 3;
  - g) the admissions requirements and the criteria for evaluation of the candidates;
  - h) the deadline for application;
  - i) the procedures for the selection, specifying any foreign language/s in which the candidate can take the examination;
  - j) the methods by which the ranking lists will be drawn up, in accordance with the guidelines established by the Academic Senate;
  - k) the deadline by which accepted candidates must enrol;



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- l) any tuition fees and contributions to be paid by the Doctoral students and the cases of exemption.
3. The call for applications may also include the possibility to take admission tests remotely, using appropriate audio-video connection tools.
4. The number of positions either scholarship-assisted or financed with traineeship contracts or other forms of financial support may be increased by funds made available after the publication of the call for applications and before the beginning of the last examination as established in the call. Any increase in the number of scholarships may result in an increase in the total number of places available, on the request of the Doctoral Programme Director and on the counsel of the Doctoral Programme Committee. This increase will be publicized on the University website.
5. More than one call for applications can be issued for the same Doctoral cycle and for each Doctoral Programme before the beginning of the relevant Academic year.

### ***Art. 18 – Requirements for admission to Doctoral Programmes***

1. Applications to the Doctoral Programme are accepted from candidates who, by the deadline indicated in the call for applications, hold an Italian "laurea magistrale" issued according to the Italian M.D. no. 270/2004, or equivalent qualification obtained abroad and recognized as equivalent by the Admissions Committee. The eligibility of the foreign degree is ascertained according to the provisions of the current laws in Italy and in the country where the degree is awarded and considering international agreements on degree recognition for continuation of studies. In the case that the Declaration of Value or the Diploma Supplement or other documents provided by the candidate do not confirm this eligibility, the candidate involved forfeits entitlement to participate in the Doctoral Programme and must return any scholarship instalments already received.
2. Positions covered by scholarships or by other forms of financial support may be reserved for applicants who obtained their qualification abroad for admission to Doctoral studies. Positions not covered by scholarships or by other forms of financial support can be reserved for applicants who are employees of companies (*dottorato industriale*), according to the provisions of Art. 10 of the M.D. no. 226/2021, or persons employed by academic institutions or research centres in Italy or abroad, active in high level research, who receive a salary at least equivalent to the scholarship amount, under a contract that must last for a minimum of 24 months from the starting date of the Doctoral Programme.



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3. Supernumerary positions without a scholarship paid by the University, up to the limit of the established quota as per Art. 17, par. 2, letter f), may be assigned to applicants who pass the admission procedure, if they fall within one of the following categories:
  - a) shortlisted foreign candidates who are granted scholarships by other entities;
  - b) shortlisted candidates from countries with which a specific inter-governmental agreement has been signed and with which an ad-hoc agreement with the University is then made, without the University being required to assume any financial obligations;
  - c) research fellows (*assegnisti di ricerca*) whose contract lasts for a minimum of 24 months from the starting date of the Programme and who are researching a subject relevant to the Doctoral Programme; such relevance shall be determined by the Doctoral Programme Committee;
  - d) Italian civil servants and certain categories of people who work in the Italian public law system (*regime di diritto pubblico*). Admission is subject to being placed on leave under Art. 2 of Law no. 476/1984 and subsequent amendments.

### **Art. 19 – Admission policy**

1. Admission to the Doctoral Programme is decided through a selective procedure, which aims at assessing the eligibility of the candidate and his/her aptitude for research and which is based on a comparative evaluation of the candidates.
2. The selection procedure must be concluded by 30th September of each year, with the exception of the provisions of par. 5.
3. If the selection procedure includes a written examination and/or an interview, the University notifies applicants of the calendar of the examinations, indicating the day, month and time of the examinations, by publication on the University website, at least twenty days before the first examination.
4. If the Doctoral Programme includes several curricula or scholarships related to the development of specific themes, the topics of the examinations can be differentiated but the selection must be held concurrently.
5. When the purpose of the selection procedures is to obtain competitive funding for a Doctoral Programme, in order to realize national, European and international collaboration projects, when necessary, specific admission and evaluation procedures may be used, with separate rankings, and different start dates.



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***Art. 20 - Doctoral Programme Admissions Committee***

1. The Rector, on the advice of the Doctoral Programme Committee, appoints an Admissions Committee for each Doctoral Programme.
2. The Admissions Committee consists of, respecting, when possible, the gender balance, a minimum of three university professors or researchers working in Italian or foreign institutions who are experts in the disciplines of the Doctoral Programme.
3. The Admissions Committee can be enlarged by a maximum of two foreign or Italian experts from public or private research centres. If the call for applications involves a selection for specific research projects financed by external organizations, a representative of the financing organization, in agreement with the Doctoral Programme Committee, may be appointed as a member of the Admissions Committee.
4. The Admissions Committee chooses a Chair and a minute Secretary from among the members of the Committee.
5. The Doctoral Programme Committee designates an alternative member for each actual member.
6. Each Doctoral Programme Committee appoints the actual and alternative members of the Admissions Committee at least thirty days before the date scheduled for the selection.
7. If the Admissions Committee fails to appoint the members by the required terms, the Rector will make the appointments on the advice of the Doctoral Programme Director.
8. Any member who loses the legal status required for appointment to the Admissions Committee will cease to be a member of the Committee.
9. If a member of the Admissions Committee resigns from the position or is no longer able to participate in one of the examinations, the Rector replaces him or her permanently with the alternative member, as under par. 5.
10. The Admissions Committee can use appropriate ICT instruments to carry out the selection procedure.

***SECTION VI – ADMISSION TO THE DOCTORAL PROGRAMME AND ATTENDANCE***

***Art. 21 – Admission***

1. Admission to the Doctoral Programme is based on the final ranking list/s according to merit drawn up by the Admissions Committee, until the number of positions stated in the call for applications is filled.



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If the Doctoral Programme is organized in curricula or Research Areas, as decided by the Doctoral Committee and specified in the call for applications, separate ranking lists for each curriculum/Research Area may be drawn up. If scholarships reserved to specific topics are available, in the final ranking list/s the possible suitability of candidates must be indicated. The non-allocation of scholarships on reserved topics (if none of the applicants for the reserved scholarships was deemed suitable or has accepted the reserved scholarship/s) will reduce the number of positions available.

2. The final ranking list/s are approved by Rector's Decree and posted on the University website.
3. If a successful applicant does not enrol by the deadline stated in the call for applications or withdraws before the beginning of the Doctoral Programme, the next applicant on the list will be offered the place.
4. If a successful applicant withdraws or is excluded in the first three months of the first year of the Doctoral Programme, the Doctoral Programme Committee may decide to fill the vacant places with the next candidate on the list.
5. The Board of Governors of the University decides on the amount of any annual fees to be paid by each registered Doctoral student for attending the Doctoral Programme. These fees will be specified in the call for applications, together with the regulations for exemptions.

### ***Art. 22 – Scholarships and other means of financial support***

1. The number of scholarships and other means of financial support shall cover not less than 75% of the positions announced.
2. Scholarships are awarded after a comparative evaluation and following the order given in the ranking list/s and, in the case of scholarships reserved to specific topics, only if the applicant is specifically eligible; all other conditions being equal, the economic situation of the candidate will be considered in accordance with the Italian laws in force. Scholarships cannot be combined with any other grants, except those awarded by national or foreign institutions for periods spent abroad which are deemed useful for the research activities of the Doctoral student. Candidates who have already benefitted from a scholarship to attend a Doctoral Programme in Italy, even partially, are not eligible for a further scholarship for the same purpose.
3. Scholarships are usually paid every two months in advance, except where it is necessary to recoup any amount paid out unduly in the case of forfeiture, exclusion or suspension of the Doctoral student, as laid down under Art. 25.



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4. The scholarship amount for periods spent abroad is increased by no more than 50% for a total period of no longer than 12 months. This period can be extended to 18 months when an individual agreement with a foreign university for a binational Doctoral Programme (“co-tutelle de thèse”) is in effect, or when a Doctoral Programme is established in partnership according to Art. 3, par. 2 of the M.D. no. 226/2021. The payment of the amount exceeding the normal scholarship will be made after the period spent abroad. If period spent abroad is of three consecutive months or longer, the Doctoral student can request a 60% advance of the amount due.
5. A study period abroad is considered as being an uninterrupted period of at least one month, unless otherwise indicated, with reasons, by the Doctoral Programme Director.
6. The scholarship is paid for the entire usual duration of the Doctoral Programme, except as specified in par. 7.
7. The scholarship is confirmed for each following year upon approval by the Doctoral Programme Committee, provided that the Doctoral student has completed the research and training activities foreseen for the previous year and has passed the examination/s as established by the internal Regulations of the relevant Doctoral Programme.
8. Traineeship contracts and other forms of financial support, as per Art. 17 par. 2 letter d), are confirmed for each following year, based on the same criteria as given for scholarships in par. 7. These criteria are not applied to students receiving a scholarship from foreign countries or financial support in the framework of specific mobility programmes, which are covered by specific regulations.
9. If a Doctoral student decides not to continue with his/her studies and withdraws, he/she loses the right to receive further instalments of the scholarship.
10. The financial resources to pay for the scholarships as per this Article can be provided by external bodies, following the procedures approved by the governing bodies of the University.
11. If the scholarships mentioned in par. 10 are associated with specific research topics, candidates who wish to apply for these scholarships may be required to be additionally evaluated regarding their knowledge and skills on the specific topics.



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### **Art. 23 – Individual budget for research activities**

1. Each Doctoral student is provided with an individual budget for expenses related to research activities to be carried out either in Italy or abroad, according to the rules of each Programme.
2. The amount of this individual budget, considering the available financial resources in the University budget, cannot be lower than 10% of the amount of the scholarship.

### **Art. 24 – Incompatibility**

1. Enrolment in the Doctoral Programme is not compatible with concurrent enrolment in any other programme for a bachelor's or master's degree, diploma, specialization or Doctoral programme, either in Italy or abroad.<sup>1</sup>

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

1. Admission to the Doctoral Programme entails an exclusive full-time commitment.
2. Students enrolled in a Doctoral Programme must undertake to attend the courses, seminars, lessons, and to carry out research and study activities in the structures designated for these purposes and to submit a report on the research done to the Doctoral Programme Committee at the end of each year of study. Following a positive evaluation as per Art. 12, par. 8, letter m) by the Doctoral Programme Committee, students must register for the following academic year and/or send the request to be admitted to the thesis review process by the deadline set and communicated by the offices in charge and posted on the University website, to avoid forfeiture, and the resulting termination of the students' enrolment, unless there are documented reasons.
3. Students are expected to behave according to the Code of Ethics of the University and to the Student Honour Code. In addition to these Regulations, specific rights and duties of Doctoral students can be found in the Internal Regulations of each Doctoral Programme as specified in Art. 8 par. 2.
4. The Doctoral Programme Committee may decide to exclude Doctoral students from the Doctoral Programme with the resulting forfeiture of the scholarship in the following cases:
  - a) insufficient results in the assessments during the year;

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<sup>1</sup> The present article is no longer in force, pursuant to Italian Law no. 33 of 12 April 2022 (Provisions regarding simultaneous enrolment in two higher education courses) and subsequent implementing provisions



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- b) negative opinion given by the Doctoral Programme Committee regarding admission to the subsequent year of study; to this end, the Doctoral Programme Committee will verify the achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work;
  - c) the student has accepted employment contracts without the prior authorization of the Doctoral Programme Committee;
  - d) unjustified and prolonged absences or prolonged unavailability.
5. The Doctoral Programme Committee can exclude a student, with the resulting forfeiture of the scholarship, also based on specific provisions expressed in the Internal Regulations of the Doctoral Programme. Within the Industrial Doctoral Programmes, the enrolment of a Doctoral student on the Doctoral Programme ends if his/her working contract at the company terminates.
  6. The Doctoral student has the right to obtain leave for maternity/paternity, for serious and substantiated illness or to attend training for the qualification to teach in Italian schools.
  7. The maternity rules as per Decree of the Ministry of Labour and Social Welfare, 12.07.2007, published in the Official Journal no. 247 of 23.10.2007 are applied to Doctoral students.
  8. A Doctoral student may suspend their enrolment in the Doctoral Programme for a maximum of six months on request, subject to authorization by the Doctoral Programme Committee, for serious and documented personal and family reasons.
  9. At the end of the suspension period, the Doctoral student will resume attendance of the Programme by submitting a declaration signed by the Director of the Programme. The administrative deadlines and the payment of the scholarship - if the student is scholarship-assisted - will be postponed for a period equivalent to the absence. The Doctoral Programme Committee will approve a programme for completion the training activities; however, under no circumstances can the official duration of the Programme be shortened.
  10. For suspensions lasting more than thirty days or in case of forfeiture or exclusion from the Doctoral Programme, payment of the scholarship is stopped.

### ***Art. 26 – Study-related activities compatible with the Doctoral Programme***

1. Doctoral students, upon the approval of the Doctoral Programme Committee, may carry out, as an integral part of their educational programme, and without an increase in the doctoral scholarship, paid tutoring



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activities for undergraduate and master's degree courses, and additional teaching activities, up to a maximum of 40 hours for each year of the programme. For this kind of activity, Doctoral students receive payment in accordance with Art. 1, par. 1, letter b) of the Legislative Decree no. 105 of 09/05/2003.

2. Notwithstanding the full-time commitment, the following activities may also be paid and are compatible with attendance of the Doctoral Programme, upon approval of the Doctoral Programme Committee and after consulting the supervisor:
  - a) professional practical traineeship;
  - b) occasional external working activities, which give the opportunity to gain competences within the educational field of the Doctoral Programme.

### ***Art. 27– Organization of the programme***

1. Doctoral Programmes begin on 1st November, except as specified in Art. 19, par. 5.
2. Doctoral Programmes usually last 3 to 4 years.
3. The Doctoral Programme Committee is responsible for the scientific, organizational and educational activities of each Doctoral Programme. The Committee decides the activities to be carried out during the Doctoral Programme, the number of mandatory class hours and the format of the annual assessment of academic progress.
4. The Doctoral Programme Committee approves, after consideration of the adequate planning of activities, the research projects which the Doctoral students intend to carry out during the Programme.
5. At the beginning of the Doctoral Programme, Doctoral students are informed of the programme and schedule of the activities to be carried out.

## ***SECTION VII – AWARD OF THE DOCTORAL DEGREE***

### ***Art. 28 – Doctoral thesis***

1. A Doctoral thesis shall contribute to the progress of knowledge or to the development of methodologies in the designated research field.
2. The thesis shall be written in Italian, English or any other language, upon approval of the Doctoral Programme Committee. A summary in English shall be attached to the thesis.



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***Art. 29- Evaluation of the Doctoral thesis: deadlines and extension***

1. Doctoral candidates, by the end of the last year of the Programme, must apply for admission to the thesis review procedure in order to be awarded the degree of “Doctor of Philosophy (Ph.D.)”.
2. After receiving the recommendation of the supervisor/s and of the co-supervisor/s for admission of the student's thesis to the review procedure, the Doctoral Programme Committee writes its own judgment in this regard. In the case of a negative judgment, the Doctoral Programme Committee does not allow admission to the thesis review procedure and excludes the Doctoral student. If the student is judged to have achieved results of sufficient scientific value, the Doctoral Programme Committee appoints two or more evaluators (hereinafter referred to as referees). Referees are chosen from among professors and researchers at Italian or foreign institutions with high profiles, not belonging to the University or to other institutions collaborating with the Doctoral Programme. At least one of the referees must be a university professor or researcher.
3. The referees have the task of expressing a written analytical judgment on the thesis within 30 days of the receipt of the thesis, and they can propose the admission to public defence or, alternatively, postponement for a period not exceeding six months, if major revisions are required.
4. The candidate shall provide each referee with:
  - a copy of his/her thesis,
  - a report on the activities he/she has carried out during the Doctoral Programme and on any publications.
5. The enrolment of the Doctoral student who does not fulfill the requirements in par. 4 can be terminated for forfeiture, except in the case of serious and documented personal and family reasons.
6. If there are proven reasons why the thesis cannot be presented by the deadline, and a request detailing these reasons is received from the Doctoral student, the Doctoral Programme Committee can extend the deadline for the request to be admitted to the thesis review procedure, by a period not exceeding 12 months longer than the usual duration of the Doctoral Programme. The candidate wishing to ask for the extension must present their request, detailing the reasons, to the Doctoral Programme Director at least 30 days before the end date of the final academic year. An extension to the deadline for presenting the request for admission to the thesis review does not entitle the student to additional scholarship payments.



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7. The Doctoral Programme Committee can decide to extend the distribution of a scholarship beyond the end of the final academic year and up to the final examination, for deserving Doctoral students and/or to conclude high-value scientific activities, using the resources indicated in Art. 10, par. 3.
8. The Doctoral Programme Committee can also approve, considering the financial resources of the Doctoral Programme, for demonstrated scientific need, an extension of the duration of the Doctoral Programme for a period not exceeding 12 months, in which case, the extension of the scholarship is also assured.
9. Doctoral candidates are allowed to use the University facilities to complete all activities related to the thesis, until the public defence.

### **Art. 30 - Final Examination Committee**

1. The Final Examination Committee is appointed by the Rector upon the advice of the Doctoral Programme Committee of the Programme in which the student is enrolled, respecting, when possible, the gender balance.
2. The Examination Committee consists of a minimum of three and a maximum of five members chosen from among university professors and researchers of Italian and foreign institutions, specializing in the topics of the thesis. At least two-thirds of the members cannot be employed by the University. If the Doctoral Programme is established in partnership according to Art. 3, par. 2 of the M.D. no. 226/2021, the members of the Examination Committee employed by the bodies or the consortia in partnership with the University cannot represent more than two-thirds of the members of the Committee. In all cases, at least two-thirds of the Examination Committee consists of academic members.
3. The Committee can be enlarged by a maximum of two high-profile foreign or Italian experts affiliated to public and private institutions.
4. The Chair of the Examination Committee is appointed based on the criteria described in Art. 20 par. 4. The members of the Committee can participate in the public defence using adequate audio-video connection tools, notwithstanding that at least two members must attend in person to perform their role of President and minute Secretary.
5. If a member of the Examination Committee resigns from the position, the Rector, upon the advice of the Doctoral Programme Director, appoints another member with qualifications similar to those of the resigning member. Candidates are informed of the new composition of the Examination Committee.



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6. In the case of internationally run Doctoral Programmes, the Examination Committee is defined in accordance with the agreements.

### ***Art. 31 – Final examination and award of the Doctoral Degree***

1. The final examination consists in the public defence of the thesis in front of the Examination Committee; it must be held within 6 months of the official end of the Programme, except when an extension has been approved in accordance with Art. 29, par. 6 and 8. The six-month term can be extended if the referees require a longer deadline to review the thesis.
2. Candidates shall provide each member of the Examination Committee with a copy of their thesis.
3. Candidates are notified the place, date and time of their final examination via their University email. Alternatively, notification may be published on the University website.
4. At the end of the defence session the Examination Committee writes its assessment for each candidate. This assessment is an integral part of the final examination report.
5. The thesis may be approved or rejected.
6. Should the thesis be rejected, the Doctoral student is excluded from the Doctoral Programme; if approved, the Committee has the capacity to unanimously award “cum laude” for outstanding scientific results.
7. The degree of “Doctor of Philosophy”, abbreviated as “Ph.D.”, is awarded if the final examination is passed.
8. The Regulations of each Doctoral Programme may prescribe that the title of Ph.D. is integrated with the denomination of the curriculum.
9. International inter-university partnership agreements may entail specific procedures and schedules for awarding the degree.

### ***Art. 32 – Absence of Doctoral candidates at the final examination***

1. In the case of unjustified absence, the candidate loses the right to take the final examination.
2. The absence is considered justified only in case of serious reasons supported by adequate documentation. In such cases, candidates can ask the Rector, within 30 days following the date of the scheduled final examination, to be allowed to take the examination on another date.



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## UNIVERSITY REGULATIONS FOR DOCTORAL PROGRAMMES

3. The Rector, upon the advice of the Doctoral Programme Committee and considering the specific circumstances which prevented the candidate to defend his/her thesis, will appoint a specific Committee, as per Art. 30, or allow the candidate to take part in the following defence sessions.
4. If the Doctoral Programme is not continued in the subsequent cycle, the Rector appoints a Committee according to the provisions in Art. 30.

### ***Art. 33 – Degree certificate and deposit of the thesis***

1. The issuing of the degree certificate, together with a certification of the educational activities carried out by the students during the Doctoral Programme, is subject to the candidate depositing the digital format of the final thesis in the University open access archive, which will ensure its preservation and public consultation. Candidates must upload the copy at least 10 days before the date set for the final examination.
2. Within 30 days from the defence date, the University sends a copy of the thesis to the Ministerial database and to the National Libraries of Rome and Florence, in compliance with the laws in force.
3. Upon authorization of the Doctoral Programme Committee, restrictions may be adopted on access to the consultation of the thesis for up to 24 months in case of
  - a) use of data protected as an industrial secret under current legislation;
  - b) thesis to be published by a different publisher which does not allow any open access before publication;
  - c) the thesis is part of a broader research project for which an agreement with an external research institution or a funding body was previously signed according to which publication and dissemination of the thesis is allowed only after completion of the entire research project.

### ***Art. 34 - Intellectual property and confidentiality***

1. The intellectual and industrial property rights of any results achieved by Doctoral students, including but not limited to, software, patentable or non-patentable industrial inventions, know-how, models, data and databases, are regulated according to the current legislation on copyright and industrial property rights and to the University Regulations (in particular the “Regulations on Intellectual Property”) and, where relevant, according to the provisions of any individual agreement with other public and private bodies to operate the Doctoral course.



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2. The Doctoral students commit to the confidentiality of the reserved information, data and documents they may access during the doctoral activities at the University and must sign a specific declaration of commitment, approved by the academic supervisor, to allow the University to observe any obligations towards third parties regarding intellectual property.

### **SECTION VIII – FINAL PROVISIONS**

#### **Art. 35– Final and transitional provisions**

1. These Regulations are issued by Rector's decree and are applicable to all Doctoral Programmes established starting from the academic year 2022/2023 (38<sup>th</sup> cycle).
2. For Doctoral Programmes established before the 38<sup>th</sup> cycle, the previous Regulations issued by Rector's Decree no. 383 of 04.07.2013 and subsequent amendments are applied, with the exception of the provisions in Art. 25, par. 2, and Articles 26, 28, 29, 30, 31, 32, 33 and 34 of these Regulations, which are applicable to all Doctoral students of the cycles active at the date of issue.