



## **University of Cagliari (UniCa)** **Rules and Regulations on PhD Programmes**

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2019 and reg. no. 793 of 12<sup>th</sup> July 2019)

### **Art. 1 - Scope, purpose and duration**

1. These Rules and Regulations govern the establishment, implementation and operation of UniCa specific study programmes awarding a PhD degree.
2. PhD programmes provide PhD students with the skills needed to carry out highly qualified scientific research activities, scientific and technological transfer and launch of economical enterprises with a high scientific and technological level, at Universities, Schools, public or private institutions, as well as professional positions.
3. The duration of PhD programmes cannot be less than three years, except as provided for in art. 22.

### **Art. 2 - Establishment of PhD programmes**

1. The establishment of PhD programmes at UniCa - as a single head office or under a convention/consortium - requires the presence of a reference scientific community with a strong research experience in the specific field of its PhD programme, and a scientific production certifiable on a quality/quantity basis on research fields traceable to large organic and clearly defined disciplinary areas.
2. After accreditation according to Ministerial Decree no. 45/2013, PhD programmes can be established with a Rector's decree, under a proposal of one or more Departments, following the favourable opinion of the Academic Senate and the approval of the Board of Directors.
3. PhD programmes can be established also
  - in collaboration with:
    - a. other Universities;
    - b. public or private research institutions, either in Italy or abroad, holding highly qualified requirements at cultural, scientific and personal levels, and appropriate facilities and equipment. In this case, the head office of the PhD programme is UniCa, which awards the PhD degree;
    - c. enterprises, also in different Countries, carrying out R&D activities, holding highly qualified requirements at cultural, scientific and staff levels, and appropriate facilities and equipment. In this case, the head office of the PhD programme is UniCa, which awards the PhD degree;
  - within a consortium with:
    - d. Universities, also abroad, considering the possibility of awarding double, multiple or joint degrees;
    - e. highly qualified public or private research institutions, also in different Countries. In this case, the head office of the consortium is UniCa, which awards the PhD degree.
4. Industrial PhD programmes can also be established with the possibility of assigning a percentage of the available positions, according to specific agreements, to employees of enterprises, who are involved in highly qualified activities. They are enrolled in a PhD programme after successfully passing the corresponding selection procedure.
5. The agreements needed to implement the paths referred to in paragraphs 3, letter c, and 4 of this article, among other things, set how to carry out research activities in enterprises as well as, for the positions covered by employees of enterprises, the distribution of the employee's overall commitment and the duration of the PhD programme, shared between the University and the enterprise.
6. As indicated in art. 5 of the Legislative Decree no. 167 of 14<sup>th</sup> September 2011, the possibility of establishing PhD programmes in apprenticeship with external institutions and enterprises remains. Apprenticeship contracts, as well as positions under an agreement of collaboration - as referred to in



paragraphs 3, letter C, and 4, are equivalent to PhD scholarships for the purpose of calculating the minimum number of scholarships needed for the PhD programme to start.

7. In order to ensure their best possible execution, for the PhD programmes referred to in paragraphs 3, letter C, and 4, the Rules on PhD programmes can consider different organizational arrangements for the PhD students' educational activities.
8. PhD programmes can be organized in PhD schools, exclusively conferring them tasks related to the management and administrative coordination of common educational and training activities.

### **Art. 3 - Planning of PhD programmes**

1. In the framework of the annual planning, the Board of Directors allocates the resources needed to establish new PhD programmes and to renew those already established, in accordance with the relevant Rules in force.
2. PhD programmes start at the beginning of each academic year, except as provided for those established in the context of EU and international collaboration projects, and for those in collaboration with enterprises, as referred to in art. 2, paragraphs 3, letter c, and 4.

### **Art. 4 - Requirements for the accreditation of PhD programmes**

1. Necessary requirements to have a PhD programme accredited are:
  - a. an Academic Board of at least 16 members (with no more than a  $\frac{1}{4}$  of researchers) belonging to macro-areas in line with the educational goals of the PhD programme, ensuring the permanence of the requirements set in this article for at least three years. The members of the Academic Board should demonstrate research results at an international level on the disciplinary fields of the PhD programme, specifically referring to five years before the date of the application for the accreditation. In order to comply with the requirement of this paragraph, each member can be counted once on a National basis. If the Academic Board counts more than 16 members, for the part in excess, the number of researchers can reach 50%, and members should demonstrate research results in the disciplinary fields of the PhD programme;
  - b. the Academic Board of PhD programmes established within a consortium (ref. to art. 2 par.3) can count a maximum of  $\frac{1}{4}$  of heads of research, first researchers and researchers in research institutes, or equivalent positions in foreign institutions;
  - c. for the implementation of each PhD cycle, the availability of an average of six scholarships for each PhD programme – considering that for each cycle this availability cannot be less than four. In order to comply with this requirement, other financing possibilities for scholarships can be considered to cover the same amount of money. In PhD programmes within a consortium (ref. art. 2 par. 3 letters a, b, d and e), each institution must ensure at least three scholarships;
  - d. appropriate and stable funds to sustain the PhD programme, specifically concerning scholarships (ref. to letter c) and research support, verified by the Departments at UniCa where the PhD programmes are organized;
  - e. specific and qualified operational and scientific facilities for the PhD students' study and research activity, including scientific laboratories, an appropriate book heritage, data bases and IT resources, according to the typology of the PhD Programme. This availability should be verified by the Departments of UniCa where the PhD programmes are organized;
  - f. organization of activities, also in common with other PhD programmes, related to disciplinary and interdisciplinary education, and linguistic and IT development, as well as, in the field of research management and knowledge of European and International research systems, to the promotion of research and intellectual property results.
2. In case of agreements of collaboration (ref. to art. 2, par. 3, letters a and b), partner institutions should commit to ensure the implementation of PhD cycles for at least three years. For each PhD programme, the agreements should also ensure the requirements established in par. 1, and, for each partner institution, should indicate the contribution in terms of teaching and financial resources, operational and scientific facilities, able to ensure the sustainability of the PhD programme. Except



for PhD programmes in collaboration with foreign institutions, the agreements of collaboration should ensure at least three scholarships for each PhD cycle.

3. In case of PhD programmes to be established within a consortium (ref. to art. 2 par. 3 letters d and e), with some motivated exceptions assessed during the accreditation procedure, a maximum of four universities and research institutions can be normally included in a consortium. Institutions within a consortium should ensure PhD students a real continuative sharing of facilities and educational and research activities.
4. The Italian ministerial accreditation for PhD programmes and their locations lasts 5 years, subject to the annual audit for the stability of requirements, as detailed in par. 1 letters a, c, d, e and f.
5. Every year the National Agency for the Evaluation of Universities and Research Institutes (ANVUR) monitors the stability of the requirements for accreditation, also considering the data resulting from the monitoring activity of the Evaluation Unit at UniCa, according to criteria and procedures explained in the Italian Presidential Decree no. 76 of 1<sup>st</sup> February 2010 (ref. to art. 3 par. 1, letter b).
6. If one or more requirements are not confirmed, the accreditation can be revoked with a specific ministerial decree, after the consent expressed by ANVUR.
7. If the accreditation is revoked, UniCa immediately suspends the beginning of a new cycle for the affected PhD programme.

#### **Art. 5 - Establishment procedure**

1. Departments can apply to establish and/or renew their PhD programmes, following the online procedure of the National PhD Register, within the deadline annually indicated by the Italian Ministry for Education, University and Research (MIUR).
2. Departments' proposals are submitted to MIUR and ANVUR, following the Board of Directors' approval, with the Academic Senate's favourable opinion.
3. Each proposal must respect the relevant rules in force and indicate:
  - a. name and head office of the PhD programme;
  - b. research topics and their possible specializations. PhD programmes' research topics must refer to large organic and clearly defined disciplinary areas;
  - c. purposes and operating methods of the PhD programme, with educational programmes and activities;
  - d. participation requirements for the PhD programme;
  - e. PhD students' educational time and locations;
  - f. facilities available for PhD students' study and research activities;
  - g. available resources for supporting the PhD programme;
  - h. possible Italian or foreign Universities available to sign an agreement of collaboration or to enter a consortium together, and their contribution in the educational, organizational and financial context;
  - i. possible Italian or foreign private or public institutions available to sign an agreement of collaboration to make PhD programmes start;
  - j. composition of the Academic Board, in accordance with the provisions of art. 4, par. 1, letters a and b, and art. 8, paragraphs 2, 3 and 4;
  - k. PhD programme Coordinator, in accordance with art. 8, par. 7;
  - l. Coordinator's and Academic Board members' highly qualified and objectively documented scientific production during the last five years;
  - m. number of PhD students - no less than four - admissible to the first year, defined on the basis of available facilities, teaching staff and resources.
4. Proposals for establishing PhD programmes at UniCa under an agreement of collaboration or a consortium with other Universities should indicate:
  - a. presence of ten UniCa professors/researchers in the Academic Board as a rule, by way of derogation from the provisions of art. 4, par. 1, lett. a, and, for each of the other Universities involved, four tenured professors and researchers normally;



- b. Parties' commitment to respect the present Rules and Regulations in managing the PhD programme.
5. If, under an agreement of collaboration or within a consortium according to art. 2, par. 3, UniCa wishes to join a PhD programme already established in another University, the agreement needed to join it should indicate:
  - a. research topics;
  - b. scientific units involved, either at UniCa or at the partner institution(s) under an agreement of collaboration or within a consortium;
  - c. purposes and operational methods of PhD programmes;
  - d. composition of the Academic Board, with at least six members from UniCa, in accordance with the provisions of the head office Regulations and with the relevant rules in force;
  - e. UniCa contribution in the educational, organizational and financial context of the PhD programme, also in relation to the number of UniCa professors/researchers and PhD students involved in research activities mainly at UniCa.
  - f. commitment to respect the Rules in force at the head office of the PhD programme.
6. Interested Departments submit their participation proposal with a motivated deliberation. It will be subject to the Board of Directors' approval, following the Academic Senate's favourable opinion.
7. Participation may be renewed only if the conditions indicated in par. 5 remain.
8. Every year the Evaluation Unit assesses the PhD programmes established at UniCa. ANVUR may use the assessment results for its annual monitoring activity (ref. to art. 4, par. 5).

#### **Art. 6 - Funding of PhD programmes**

1. The distribution of financial resources to be allocated to PhD programmes is calculated considering UniCa policy on advanced training and the annual assessment results of UniCa Evaluation Unit.
2. As regards the PhD programmes established with the contribution of other institutions, for the purposes referred to in this article, the contribution of each institution in PhD activities is taken into account.

#### **Art. 7- PhD programmes established under international agreements**

1. In order to coordinate research activity at a high international level efficaciously, PhD programmes established under an agreement of collaboration with highly qualified and internationally recognised foreign universities and research centres, should respect the principle of reciprocity.
2. Agreements of collaboration (ref. to par. 1) should ensure an effective sharing of educational and research activities, a fair distribution of expenses, the regulation set for financial support, teaching staff and PhD students' exchange and mobility, award of double, multiple or joint PhD degrees.
3. PhD programmes established in the frame of international agreements are regulated according to the Regulations set in their agreements, also as a special dispensation to the present Rules.

#### **Art. 8 - PhD programme Authorities: Academic Board and Coordinator**

1. Academic Board and Coordinator are Authorities of the PhD programme.
2. In accordance with art. 4, par. 1, letters a and b, the Academic Board is composed by first and second level professors, university researchers, first researchers and heads of research, or equivalent positions, from public research institutions, as well as experts with a proven qualification, even if not belonging to the above-mentioned positions, to an extent not exceeding the total number of members belonging to those positions.
3. Those interested in joining an Academic Board at UniCa can submit their application to the reference Coordinator, together with their scientific and educational curriculum, and a list of publications. External professors/researchers should also provide an authorization issued by their University. The Academic Board can allow or dismiss the application, after evaluating the connection between the



applicant's research activity and the research topics of the PhD programme, as well as his/her scientific production at international level during the last five years.

4. Members of an Academic Board at UniCa cannot be members of other Academic Boards at Unica or other Universities.
5. The Academic Board:
  - a. by ten days from the selection announcement deadline, chooses three or five full members and two substitutes of the Committee, responsible for the comparative evaluation of the candidates for a PhD programme. Members are chosen among university professors and researchers, with a predominance of professors. The Committee is appointed through Rector's Decree and can be integrated with a maximum of two experts, Italian or not, chosen from public and private research institutions;
  - b. plans the PhD programme activities;
  - c. finds proper tutoring methods for one or more PhD students;
  - d. evaluates PhD students' activity annually, through proper monitoring methods;
  - e. by 15<sup>th</sup> October of each year, through a Rector's decree, appoints three or five full members and two substitutes, of the Examination Committee of the PhD programme, chosen among university professors and researchers, with a predominance of professors, specifically qualified in disciplines related to the scientific areas of the PhD programme. At least two or three of them must come from Universities (also abroad) not participating in the PhD programme, and cannot be members of the Academic Board. The Examination Committee can be integrated with a maximum of two experts from public or private research institutions, Italian or not. In case a PhD programme is divided into different curricula, the Academic Board can propose a separated Examination Committee for each curriculum. In the frame of PhD programmes established under an international agreement of collaboration, the Examination Committee is appointed according to the provisions of the related agreements;
  - f. appoints at least two highly qualified professors/researchers from Italian and/or foreign institutions not involved in the PhD programme, acting as reviewers;
  - g. provides the Examination Committee with the list of the PhD degree candidates, together with an overall assessment on PhD students' scientific personality and work;
  - h. once considered the availability of the related Departments, proposes the announcement of some positions without scholarship to the Rector.
6. If the Academic Board's meetings are not about PhD students' evaluation, appointment of research topics and tutors, or professors'/researchers' teaching workload, a PhD students' representative for each year of the PhD programme, can attend them, following UniCa rules on representation in decision-making bodies.
7. Upon a proposal of the Academic Board, the Department(s) Council designates a PhD programme Coordinator among first-level professors or, if absent or unavailable, among full-time second-level professors. A Coordinator is appointed through Rector's decree, serves three academic years and can be reconfirmed only once.

One year before the expiry of the Coordinator-in-Office's mandate, under a proposal of the Academic Board, the reference Department(s) Council, appoints a Coordinator for the next 3-year academic period, who takes on the role upon termination of the former Coordinator's term.

A Coordinator covering two consecutive terms can be appointed again only after a period equal to the half of a full term has passed.
8. The Coordinator calls and chairs the Academic Board and is responsible for the organization and operation of the PhD programme.
9. The Coordinator can appoint a vice-Coordinator serving as a substitute to all his/her functions in case of absence or impediment.
10. Any change in the Academic Board's composition and the Coordinator becomes effective from the following year for all the operative cycles, except in urgent cases if duly motivated.

In the event of resignation or early anticipation, under a proposal of the Academic Board, the reference Department(s) Council appoints an alternate, who remains in office until the expiry of the substituted



Coordinator's mandate. In case of renewal, the terms equal or exceeding the half of the duration of the term referred to in par. 7 can be considered.

11. If a PhD programme is closed, its Coordinator and Academic Board serve until the completion of all the open cycles.
12. University professors' and researchers' certified educational and tutoring activity in the context of PhD programmes contributes to the fulfilment of the institutional obligations referred to in art. 6 of Law no. 240 of 30<sup>th</sup> December 2010.

### **Art. 9 - Internal Rules of procedure**

In compliance with the present Rules and Regulations and the law currently in force, each PhD programme can adopt its own Internal Rules, to be approved by the reference Department Council. Internal Rules may consider a delegation to a smaller authority for some of the Academic Board's tasks, excluding PhD students' periodical and final evaluation and PhD programme general planning.

### **Art. 10 - UniCa professors'/researchers' participation in other Academic Boards**

As long as it does not impede their institutional activity at UniCa, professors and researchers can ask their Department Council an authorization to participate in a personal capacity in the Academic Board of another university.

### **Art. 11 - Admission to PhD programmes**

1. Admission to PhD programmes takes place through a public selection, to be closed every year by 30<sup>th</sup> September, without prejudice to paragraph 2. Candidates holding, on the expiry date of the selection, a second-level degree (in Italy *Laurea Magistrale* ref. to in Ministerial Decree no. 270/2004, *Laurea Specialistica* ref. to in Ministerial Decree no. 509/1999, or another degree awarded according to the regulations previously in force) or a valid degree awarded abroad, can access to positions covered by a scholarship, with no restriction on citizenship. The selection Committee verifies the eligibility of foreign degrees, in accordance with the Law in force in Italy, in the Country awarding the degree, and with international treaties or agreements on recognition of qualifications to further education. Candidates obtaining the degree eligible for the selection within 31<sup>st</sup> October of the same year can apply, otherwise they will not be admitted even if successfully selected.
2. The selection announcement is written in Italian and English, and uploaded on UniCa, European Euraxess and MIUR websites. It indicates the selection criteria, assessment of qualifications (ref. to par. 7), and how the selection is done. If a percentage of positions is reserved to candidates holding a degree awarded abroad, according to par. 4, or to scholarship holders from foreign Countries or in the frame of special international mobility programmes, the admission procedure is differentiated and a separate list of successful candidates is provided. Unassigned reserved positions may be available for procedures indicated in paragraph 1. PhD programmes in collaboration with enterprises may consider a different deadline to apply for admission.
3. The selection announcement indicates the amount of scholarships (ref. to art. 12), as well as the number of apprenticeship contracts (ref. to art. 5 of Legislative Decree no. 167 of 14<sup>th</sup> September 2011), and other possible ways of financial support under research funds or other university resources, including fellowships (ref. to art. 22 of Law n. 240 of 30<sup>th</sup> December 2010), which can be assigned to one or more successful candidates. It also indicates fees and contributions charged to PhD students, in accordance with the provisions of the Law currently in force on the right to education.
4. A percentage of the scholarships and of the other ways of financial support can be reserved to foreign candidates holding a degree awarded abroad, eligible for the admission to the PhD programme.
5. In case of EU and international collaboration projects, specific admission and organizational procedures, considering the characteristics of those projects, can be taken into account.
6. The public selection is intended to verify candidates' competence and aptitude for scientific research. The Academic Boards of each PhD programme choose one of the following selection methods:



- a. Qualification and CV evaluation, written test and interview;
  - b. Qualification and CV evaluation, and discussion of a research project proposed by the candidate;
  - c. Qualification and CV evaluation, interview or other test decided by the Academic Board;
7. The selection Committee defines the evaluation criteria and has 100 points available, distributed as follows:

Up to 45 points:   ▪ university career (single-cycle *Laurea Magistrale*; *Laurea Magistrale/Laurea Specialistica* plus *Laurea*; *Laurea* awarded according to the regulations in force before Ministerial Decree no. 509/1999):  
    ≈ weighted average of exam grades  
    ≈ degree mark  
    ≈ length of study

Up to 15 points:   ▪ experiences and other qualifications:  
    ≈ study, research or professional experiences abroad before and/or after the degree  
    ≈ other possible candidate's qualifications related to a period of maximum five years before the selection announcement (postgraduate qualifications, language certifications, certificates of attendance to training courses relevant to the disciplinary areas of the PhD programme, other qualifications and/or activities relevant for the admission to the PhD programme)  
    ≈ publications and professional experiences

Up to 40 points:   ▪ interview/discussion of a research project proposed by the candidate or written test and interview

For foreign candidates holding a degree awarded abroad, applying for a reserved position covered by a scholarship, with or without a personal scholarship:

Up to 40 points:   ▪ CV

Up to 20 points:   ▪ letters of introduction

Up to 40 points:   ▪ interview or another test decided by the Academic Board

8. Candidates resident abroad can give their interview in a language other than Italian. If expressly requested in their application to participate in the selection, they can attend their interview by videoconference, through suitable ways for allowing a positive identification, as well as the transparency and publicity of the exam. Candidates not living in Cagliari, unable to give their interview at UniCa for motivated reasons, can do their interview by videoconference, if expressly indicated in the selection announcement.
9. Candidates can give their interview, or discuss their research project or take the other test decided by the Academic Board if they obtain:
- at least 30 points in the evaluation of their qualifications, in the cases referred to in par. 6, letters b and c;
  - at least 30 points in the evaluation of their qualifications and a minimum score of 6 out of 10 points which can be assigned by the selection committee for the written test, in the cases referred to in par. 6, letter a.

Candidates obtaining a minimum score of 60/100 are successfully selected.

10. At the end of the selection procedure, the selection Committee provides a general ranking list of successful candidates, considering the total amount of scores assigned to each of them after the evaluation carried out following the criteria stated in par. 7
11. Candidates are admitted to the PhD programme following the order of the ranking list up to the completion of the available positions.
12. Where there is equal merit, the younger candidate is admitted.
13. If successful candidates renounce before the beginning of the PhD programme, or they don't enrol within the deadline, the other candidates take over, following the order of the ranking list.



## **Art. 12 - Fees and contributions, scholarships, exonerations**

1. Every year the Board of Directors decides the sum of fees and contributions needed to access and attend PhD programmes, according to UniCa Regulations on Fees.
2. Every year, after a comparative assessment of their merit and financial hardship, a Rector's decree defines the number of PhD students exempt from access and attendance fees requested for PhD programmes.
3. Every year a Rector's decree defines the number and value of scholarships and apprenticeship contracts (ref. to art. 50 of Legislative decree no. 276 of 10<sup>th</sup> September 2003, and its subsequent amendments) to be stipulated following the order of the ranking list for candidates admitted to PhD programme, after a comparative assessment of their merit.
4. Scholarships have an annual duration and can be renewed if the Academic Board verifies the completion of the PhD student's activity programme decided for the previous year. This step is necessary also to maintain apprenticeship contracts and other financial supports (ref. to art. 11, par. 3) after the first academic year of the PhD programme.
5. Scholarships are distributed in monthly deferred payments to PhD students holding the income requirements established by the Board of Directors. If these requirements are no longer present, PhD students lose their right to scholarship and must give back the scholarships instalments they have received during the year in which the income limit has been exceeded. The total amount of the scholarship cannot be lower than the one defined in the reference ministerial decree. This amount is increased to 50% for a maximum of 18 months, if the Academic Board allows the PhD student to carry out research activities at universities or research institutions abroad.

During the 3-year PhD programme, PhD students holding a scholarship must spend research and/or study activities at universities or research institutions abroad for a minimum period of six months. If the minimum period abroad hasn't been completed, the scholarship is revoked and the PhD student will be obliged to give the amounts back, partially or totally. PhD students holding a scholarship are exempt from paying contributions to access and attend the PhD programme.

6. In accordance with art. 2 par. 26 of Law no. 335 of 8<sup>th</sup> August 1995 and its subsequent amendments, PhD scholarships are subject to pay to the Italian National Social Insurance Agency (INPS) the social security contributions under separate management (*gestione separata*), to the extent of 2/3 charged to UniCa and 1/3 to the holder. PhD students can benefit from the related protections and rights.
7. From the 2<sup>nd</sup> year, in addition to the scholarship and as part of the financial resources of PhD reference subjects' budget, a special budget for research activity is available for PhD students, appropriate for their PhD programme characteristics, for an amount not lower than 10% of their scholarship. If a PhD student doesn't receive a positive assessment for the renewal of his/her scholarship, or renounce it, UniCa may re-use the unused sum for the same purposes.
8. Principles defined in this article cannot be enforced to PhD students holding a scholarship of a foreign Country or to recipients of a financial support in the frame of specific mobility programmes, in respect of the provisions of those relevant Regulations.

## **Art. 13 - PhD students' rights and obligations**

1. Admission to a PhD programme entails an exclusive and full-time commitment, except as provided for in paragraphs 2bis and 3 below, in art. 2, paragraphs 3, letter c, 4 and 6, and in art. 22.
  2. As an integral part of their educational plan, upon authorization of their Academic Board, and, if they receive it, without this leading an increase of their scholarship, PhD students may carry out tutoring activities for students of Bachelor's and Master's degree within the maximum limit of 40 hours. Within the same limit, for each academic year, they can also carry out complementary teaching activities. PhD students enrolled in a doctoral programme in medical research can take part in clinical care activities. After the third year of the PhD programme, this limit is abrogated.
- 2bis. Upon Academic Board's authorization, once compatibility with regular and productive attendance in educational activities has been verified, PhD students can also be gainfully employed. Scholarship



students must limit their work activities to those leading to competences relevant to the specific educational area of their PhD programme.

3. For the normal duration of the PhD programme, civil servants admitted to a doctorate can resort to the leave from work established by the collective labour agreement. Government servants can benefit from a special leave for study reasons, as it's compatible with the Administration needs, according to art. 2 of Law no. 476 of 13<sup>th</sup> August 1984, and its subsequent amendments, being paid or not and except in case of explicit waiver, only if they are enrolled in a PhD programme for the first time, regardless of the disciplinary area.
4. Interventions provided for in Legislative decree no. 68 of 29<sup>th</sup> March 2012 are extended to PhD students, according to the arrangements the above-mentioned decree defines.
5. Provisions on maternity protections (ref. to Minister of Employment and Social Security's decree of 12<sup>th</sup> July 2007) shall apply to PhD women students.
6. PhD students must respect law provisions and UniCa Regulations on industrial and intellectual property "UniCa Patent Regulations", issued with Rector's decree no. 162 of 14<sup>th</sup> November 2008 and its subsequent amendments and supplements.

#### **Art. 14 - PhD programmes attendance**

1. At the end of each academic year, Academic Boards assess PhD students' activity through proper assessment methods. On the basis of this assessment, they propose their admission to the next year or the exclusion from the PhD programme.
2. Upon motivated decision, Academic Boards can exclude PhD students from a PhD programme in case of:
  - a. negative assessment on PhD students' activity at the end of the year of attendance;
  - b. full-time and permanent work activity, except for provisions of art. 13, par. 3;
  - c. work activity in accordance with art 13, par. 2bis, without the Academic Board's authorization;
  - d. prolonged absences without permission.
3. Exclusion leads to the loss of PhD student's status and the right to scholarship, if any. Attendance and scholarship (if any) are suspended in case of maternity or prolonged duly documented disease. Upon PhD student's request accompanied by Academic Board's favourable opinion, attendance can be suspended to enrol in a course of TFA (*Tirocinio Formativo Attivo*, meaning Active Formative Traineeship, that is Italian teachers traineeship).
4. PhD students can carry out part of their research and educational activity in laboratories at universities and public or private institutions, in Italy or abroad. They can also attend schools and conferences on relevant topics. Off-site activities cannot exceed 18 months and must be authorized by the Academic Board, having consulted the PhD student's tutor.
5. Activities at institutions under consortium/agreement or at non-university laboratories expressly agreed upon this purpose with UniCa, cannot be considered off-site activities.

#### **Art. 15 - Award of PhD degree**

1. At the end of the PhD programme, as a result of a final examination consisting of a PhD thesis defence, UniCa awards its PhD degree - short forms '*Dott.Ric.*' or '*Ph.D.*'
2. The PhD thesis is written in Italian or English, or in another language authorized by the Academic Board. A summary in Italian or English and the PhD student's report about his/her activity in the frame of the PhD programme, as well as possible publications, are provided together with the PhD thesis, which is assessed by at least two reviewers, appointed according to art. 8, par. 5, letter f. The reviewers provide a written analytic assessment on the PhD thesis and propose its admission to public defence or a referral for a maximum period of six months, if they consider significant additions or revisions as necessary. After this period, the PhD thesis is admitted to public defence anyway, together with a new assessment by the same reviewers, written after the PhD student has provided possible revisions and additions.



3. Public defence takes place in front of a Committee appointed in accordance with art. 8, par. 5, letter e. At the end of the defence, the PhD thesis is approved or rejected, with a motivated joint written assessment. Unanimously the Examination Committee can award the honours in case of significantly important scientific results.
4. UniCa schedules two final examination sessions, one in December-January and one in May-June of every year.

#### **Art. 16 - Doctor Europaeus**

1. UniCa awards the Doctor Europaeus (DE) additional certification only in case the four conditions established by the Confederation of European Union Rectors' Conferences, recognized by the European Universities Association (EUA), are present:
  - the thesis must partly have been prepared as a result of a research period of at least one trimester spent in another European Country, certified by PhD student's supervisor formal declaration on letterhead of the European university or research centre, proving the PhD student's activity abroad;
  - two professors/researchers from two higher education institutions of two European countries, other than the one where the thesis is defended, have sent their review of the PhD thesis to the Examination Committee;
  - at least one member of the jury (appointed in accordance with art. 8, par. 5, lett. e) should come from a higher education institution in another European country, other than the one, where the thesis is defended, and not coinciding with the reviewers or the supervisor;
  - at least a part of the defence must take place in a language, other than the one(s) of the country, where the PhD student is enrolled.
2. The Examination Committee proposes the award of the additional certification of DE together with the award of the PhD degree, and writes the defence report in Italian and in the language of the defence.
3. In order to receive a DE additional certification, the PhD student should submit a specific application to the PhD and Professional Master Office by the first semester of the third year. A copy of the application should be sent to the Academic Board of the PhD programme. Within 30 days before the date of the defence, the Coordinator sends the following documents to the PhD and Professional Master Office:
  - Academic Board's deliberation on the approval of the application, confirming the four conditions referred to in par. 1;
  - two reviewers' positive assessments;
  - supervisor's certificate - on letterhead of the hosting university/research centre - certifying a period abroad of at least three months.
4. Once received the PhD thesis defence report, confirming the respect of the four conditions referred to in par. 1, related to international jury's assessment, multilingualism, PhD student's mobility and assessment of PhD thesis, the Office in charge provides a certificate with the EU logo, attesting the award of Doctor Europaeus.

#### **Art. 17 - Joint supervision of PhD thesis (Cotutelle)**

1. UniCa can sign agreements with foreign universities to promote the joint supervision of PhD thesis by a supervisor from UniCa and a supervisor from a partner university.
2. Every cotutelle agreement requires an international framework agreement.
3. The reference Regulations are the agreements provided by the Italian Rectors' Conference (CRUI), if the cotutelle agreement is signed between an Italian university and an institution of one of the following Countries:
  - Spain
  - France
  - Switzerland



- Germany.

In the absence of such agreements, partner universities will sign a framework agreement together with the individual cotutelle agreement.

4. In order to start a joint supervision of PhD thesis, by the first semester of the second year the PhD student should submit a specific application to the PhD and Professional Master Office and to the Academic Board of the PhD programme, the latter having the task of approving the request.
5. The cotutelle agreement is drafted in accordance with the following provisions:
  - PhD student's mandatory enrolment in a PhD programme at UniCa, according to its Rules and Regulations in force, and in a PhD programme of another foreign university, equivalent for objectives and fields of research. Therefore, the PhD student will be enrolled at both universities. A joint supervision of PhD thesis applicant, already enrolled in another university, will be enrolled at UniCa as supernumerary. Fees will be paid only to the PhD student's home institution, except for the stamp duty and insurance coverage tax. A PhD student enrolled at another university will apply at UniCa PhD and Professional Master Office, using a specific form;
  - PhD student's mandatory stay at the partner university for a period between 6 and 18 months, during the 3-year PhD programme. The cotutelle agreement indicates the detailed period to be spent between the two universities;
  - as set out in the cotutelle agreement, the PhD thesis defence will take place at one of the partner universities;
  - the PhD thesis may be written in a foreign language and includes a summary in the official language of the Country where the joint supervision has been started;
  - the Examination Committee is appointed according to each partner university's Regulations. It consists of at least four members chosen among university professors or researchers from the two Countries involved, including the two PhD thesis supervisors;
  - the cotutelle agreement indicates the reimbursement rules for mission expenses. In case of outgoing PhD students, UniCa will bear the mission costs, otherwise the partner university will cover them.
6. At the end of the cotutelle experience, the PhD student receives a double PhD degree recognised by both Universities.

#### **Art. 18 - Administrative procedures for the award of PhD degree**

1. Each year, within 15<sup>th</sup> October, PhD students completing their PhD programme send to the PhD and Professional Master Office an application for the admission to the final examination.
2. The publication of the Rector's decree appointing the Examination Committee and the date of the defence are communicated to PhD candidates by e-mail. Promptly, they send a copy of their PhD thesis, together with the Academic board's final report and reviewers' assessments, to the Committee members.
3. Within 15 working days before the date of the final examination, candidates send two optical copies of their thesis to the PhDs and Professional Masters Office. The University archives the complete text of the PhD thesis and makes it available for consultation online through UniCa institutional open-access archive, ensuring its conservation and public accessibility. When sending a PhD thesis, PhD students sign a declaration for its public accessibility. Within 30 days from the PhD thesis defence and its approval, UniCa files a copy of the thesis in electronic format, in a designated ministerial database. Under a motivated request of the PhD student and with the authorization of the Academic Board, a period not exceeding three years in which the thesis will not be accessible by third parties may be allowed, for the protection and economic exploitation of intellectual original works and/or industrial property. UniCa will take care of filing the PhD thesis in the National Libraries of Rome and Florence, according to the Law in force.
4. The date of the PhD thesis defence cannot be disregarded. However, if the PhD candidate is not able to attend the final examination for sickness, unforeseeable or force majeure circumstances, he/she can ask the Rector to be allowed to attend another date, considering the extraordinary circumstances



precluding him/her to attend the defence. If his/her explanation is considered valid, the PhD candidate will attend the final examination with the PhD candidates of the next year or in another location if their PhD programme has not been opened.

#### **Art. 19 - Ownership of industrial property rights on the innovations achieved in the context of a PhD programme**

1. Specific law provisions and UniCa Patent Policy regulate the industrial property rights resulting from the innovations achieved by PhD students.
2. Agreements signed by UniCa for the establishment of PhD programmes (ref. to in art. 2, par. 3) must include that possible hypotheses of patent and economic consequences of the PhD research activity, including possible confidentiality obligations in disclosing results, are regulated in specific agreements.

#### **Art. 20 - PhD Coordinators' Board**

1. UniCa PhD Coordinators, Directors of PhD Schools (if any) and local representatives of PhD programmes under an agreement of collaboration or a consortium, with their head office in another University, are members of the PhD Coordinators' Board.
2. The PhD Coordinators' Board is a proactive and advisory body, connecting the government authorities at UniCa.
3. The PhD Coordinators' Board appoints a Coordinator. At least once a year, the Rector calls him/her to analyse any general possible problem connected with PhD programme operation.

#### **Art. 21 - Incompatibility**

1. Enrolling in a PhD programme is incompatible with enrolling in another degree, PhD, post-graduate or professional master programme and in specialization schools of non-medical areas at UniCa or other Italian/foreign universities.
2. The study courses of students enrolled in non-medical specialization schools, admitted in a PhD programme, are suspended until the end of their PhD career.

#### **Art. 22 - Joined attendance of PhD programmes and medical specialization schools**

1. Joined attendance of a PhD programme and a medical specialization course is allowed to graduates in Medicine at UniCa, with a possible reduction in their PhD programme duration up to a minimum of two years, if the following conditions are met:
  - a. medical interns are attending their last year of specialization school at UniCa and are successfully selected for a PhD programme at UniCa;
  - b. the Board of the specialization school authorizes a joined attendance of the PhD programme, after verifying its compatibility with the activity and commitment required in the school;
  - c. after evaluating the research activities during the medical specialization, certified by the Board of the specialization school, the Academic Board of the PhD programme grants the intern's application to reduce the duration of his/her PhD programme.
2. During the year of joined attendance, medical interns cannot receive a PhD scholarship.

#### **Art. 23 - Final and temporary provisions**

1. Following the entry into force of the present Rules and Regulations, new PhD cycles can be established through the procedures governed by this document, except for different ministerial provisions on the beginning of PhD programmes for the academic year 2013/2014.
2. For PhD cycles already opened and not yet completed, the law in force at the time of their beginning is the only valid one to be considered.