



University of Cagliari (UniCa)

Rules and Regulations on PhD Programmes

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reg. no. 378 of 3rd April 2019, reg. no. 793 of 12th July 2019 and reg. no. 537 of 5th June 2020)

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 economic 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 rooted 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, even in other countries, with the possibility of awarding a double, multiple or joint degree;
 - 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, even in different countries. In this case, the head office of the consortium is UniCa, which awards the PhD degree.



4. PhD programmes in collaboration with companies involved in R&D activities 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 enrol in a PhD programme after successfully passing the corresponding selection procedure.
5. The agreements necessary to implement the paths referred to in paragraphs 3, letter c, and 4 of this article, set, among other things, how to carry out research activities in enterprises. Moreover, for the positions covered by the employees of companies, they establish the distribution between the University and the enterprise of the employee's commitment, and the PhD programme duration.
6. As indicated in art. 5 of the Legislative Decree no. 167 of 14th September 2011, the possibility of establishing PhD programmes in an 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 to calculate the minimum number of scholarships needed for the PhD programme to start.
7. 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 shared 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 existing, following 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 (ref. to art. 2, paragraphs 3, letter c, and 4).

Art. 4 - Requirements for the accreditation of PhD programmes

1. 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, explicitly referring to five years before the date of the application for the accreditation. To comply with the requirement mentioned above, 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. 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, databases and IT resources, according to the typology of the PhD Programme. The Departments of UniCa where the PhD programmes take place should verify this availability;
 - f. the 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 guarantee 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 cooperation should provide 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 generally 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 five 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 1st February 2010 (ref. to art. 3 par. 1, letter b).
 6. If one or more requirements are not confirmed, a specific ministerial decree can revoke the accreditation, after the consent expressed by ANVUR.
 7. In case of a revocation of the accreditation, 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 University and Research (MUR).
2. Departments' proposals are submitted to MUR 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 participation of each institution in PhD activities is taken into account.

Art. 7- PhD programmes established under international agreements

1. To coordinate the research activities at a high international level efficaciously, PhD programmes under a collaboration agreement with highly qualified and internationally recognised foreign universities and research centres should respect the principle of reciprocity.
2. Agreements of cooperation (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, the award of double, multiple or joint PhD degrees.
3. PhD programmes established in the frame of international agreements follow the Regulations set in those 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. By 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 positions mentioned above, 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. 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 selected from university professors and researchers. The Committee is appointed through Rector's Decree and can be integrated with a maximum of two experts in the relevant disciplinary fields of the PhD programme, chosen from public and private research institutions;
 - b. plans the PhD programme activities;
 - c. assign a research topic to each PhD student, and a supervisor selected among the Academic Board's members, together with one or more co-supervisor, if needed, also out of the Academic Board;
 - d. evaluates PhD students' activity annually, through proper monitoring methods;
 - e. at least 45 days before the start of the defence session, appoints three or five full members and two substitutes, of the Examination Committee of the PhD programme, chosen among university professors and researchers, qualified explicitly in disciplines related to the scientific areas of the PhD programme. At least one out three or two out five members should work at the UniCa. The remaining members should come from Italian or foreign Universities, also not participating in the PhD programme, and cannot be members of the Academic Board. The Examination Committee, appointed through a Rector's Decree, can be integrated with a maximum of two experts from public or private research institutions, Italian or not, who will participate by electronic means. The integration can be considered for every PhD student admitted to the defence. 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 reviewers for the thesis of each PhD student, selected among Italian or foreign university professors, even retired, external to UniCa, or highly-qualified experts, without a teaching profession, and work in Italian or foreign, public or private research institutions not involved in the PhD programme;
 - 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 to the Rector the announcement of some positions without a scholarship.
6. If the Academic Board's meetings are not about PhD students' evaluation, the 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 the 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 as a substitute for all 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 half the duration of the term referred to in paragraph 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 30th 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 30th September, without prejudice to paragraph 2. Those candidates who, on the expiry date of the selection, are holding 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, following 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 31st 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 modalities of the selection. 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 the procedures indicated in paragraph 1. PhD programmes in collaboration with enterprises may consider a different deadline to apply for admission.
3. The selection announcement specifies the number of scholarships (ref. to art. 12), as well as the number of apprenticeship contracts (ref. to art. 5 of Legislative Decree no. 167 of 14th September 2011). It also reports other possible ways of financial support under research funds or other university resources, including fellowships (ref. to art. 22 of Law n. 240 of 30th December 2010), which can be assigned to one or more successful candidates. It also indicates fees and contributions charged to PhD students, under the provisions of the law currently in force on the right to education.
4. A percentage of the scholarships and the other ways of financial support can be reserved for foreign candidates holding a degree awarded abroad, eligible for the admission to the PhD programme.
5. In the case of EU and international collaboration projects, specific access and organizational procedures, considering the characteristics of those projects, can be taken into account.
6. The public selection intends 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, 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 the interview by videoconference, through appropriate means allowing their identification, 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 be interviewed, 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 for the assessment of their qualifications and a minimum score of 6 out of 10 points which the selection committee can assign 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 prevails.
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. PhD students are exempt from the payment of access and attendance fees. For the enrolment to each academic year, they pay annual stamp duty and the regional tax for the right to university study, if due.
2. Scholarships are assigned according to the order of the ranking list as defined by the PhD selection committee. Scholarships funding a specific research topic can be awarded exclusively to those candidates well-placed in the ranking list, who obtained the best score and a positive assessment of their CV in relationship with the research topic by the selection committee.
3. Benefitting from a scholarship is incompatible with a personal annual gross income exceeding the annual amount of the same scholarship, as established by the ministerial decree in force. If the PhD student exceeds that limit, he/she loses the right to the scholarship and must give back the instalments they have received during the year in which the income limit has been exceeded.



Scholarships are paid in deferred monthly instalments. Scholarships increase to 50% for a PhD student's stay abroad, proportionally to its duration, at universities or research institutions, authorized by the Academic Board or the Coordinator, for a maximum of 18 months.

The increase mentioned above is not available for a stay in the PhD student's home or residence country.

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. The allocation of the scholarships is set 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 PhD student does not complete the minimum period abroad, the scholarship is revoked, and the PhD student will be obliged to give the amounts back, partially or totally.

6. Following art. 2 par. 26 of Law no. 335 of 8th 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 related protections and rights.
7. From the 2nd year, in addition to the scholarship and as part of the financial resources of PhD reference subjects' balance sheet, a specific budget for the research activity is available for PhD students, appropriate for their PhD programme characteristics, for an amount not lower than 10% of their scholarship. The budget mentioned above can be used from the first year with the supervisor's authorization. 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 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 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. PhD students are expected to carry out assiduously the activities of their PhD programme, following the plan approved by the Academic Board, also regarding the knowledge level of English to be acquired by the end of the programme.
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 abolished.

- 2-bis. 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 standard 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, compatibly with the Administration needs, according to art. 2 of Law no. 476 of 13th August 1984, and subsequent amendments, being paid or not, and except in case of an explicit waiver, only if they enrol in a PhD programme for the first time, regardless of the disciplinary area.
4. Interventions provided for in Legislative decree no. 68 of 29th March 2012 are extended to PhD students, according to the arrangements the decree mentioned above defines.
5. Provisions on maternity protections (ref. to Minister of Employment and Social Security's decree of 12th 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 14th 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. Based on 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. non-attendance in the PhD programme educational activities;
 - b. negative assessment of PhD students' activity at the end of the year of attendance;
 - c. performing any work activity, 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 the 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 TFA (*Tirocinio Formativo Attivo*, meaning Active Formative Traineeship, that is Italian teachers traineeship) course.
4. PhD students can perform part of their research and educational activity out of their home institution or out of the institutions the PhD programme is in cooperation with, in laboratories at universities and public or private institutions, in Italy or abroad. They can also attend schools and conferences. Off-site activities cannot exceed 18 months and must be authorized by the Academic Board, or, upon its delegation, by the Coordinator, if they do not exceed three months, having consulted the PhD student's tutor.



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 and contains a summary in Italian or English. Together with the PhD student's report about his/her activity in the frame of the PhD programme, as well as possible publications, it 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 significative 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 following art. 8, par. 5, letter e. Upon the Academic Board's proposal, the external members can attend the defence by electronic means, subject to the mandatory presence in the place of the defence of a member with functions of President and one acting as secretary. At the end of the dissertation, 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 remarkable scientific results.
4. Every year, UniCa schedules two defence sessions, one in January-February and one in June-July.

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 have been prepared partly as a result of a research period of at least one trimester spent in another European country, certified by PhD student's host supervisor formal declaration on the 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, different from each other, and from 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, letter 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 host 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. 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 form should be sent to the Academic Board of the PhD programme. Within 45 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 the letterhead of the hosting university/research centre - certifying a period abroad of at least three months.

Once received the PhD thesis defence report, written in English or the language of the dissertation, 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, on request, a certificate with the EU logo, attesting the award of Doctor Europaeus, in compliance with EUA conditions.

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. To start 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 the Academic Board of the PhD programme, the latter having the task of approving the request.
5. The cotutelle agreement is drafted under 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 enrol at both universities. Joint supervision of PhD thesis applicant, already enrolled in another university, will register 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 the 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. Within 15 days before the date of the dissertation, PhD students are required to submit online their application to be admitted to the defence, and upload their PhD thesis. UniCa archives the complete text of the PhD thesis and makes it available for consultation online through its institutional open-access database, ensuring its conservation and public accessibility.
2. Through the online procedure, the PhD student can ask, with his/her tutor's approval, a period not exceeding three years in which the thesis will not be accessible by third parties, for the protection and economic exploitation of original intellectual 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.
3. PhD students receive communications about the publication of the Rector's decree appointing the Examination Committee and the date of the defence by e-mail. Promptly, they send a copy of their PhD thesis and reviewers' assessments, to the Committee members.
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 submit a request to the Rector to be allowed to defend the PhD thesis in another date. The PhD candidate could attend the defence even by electronic means if the Academic Board authorizes it, considering the extraordinary circumstances precluding him/her to participate in the defence. If his/her explanation is deemed to be valid, the PhD candidate will attend the defence remotely or with the PhD candidates of the next year.

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 those possible hypotheses of patent and economic consequences of the PhD research activity, including potential 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 possible general problem connected with PhD programme operation.

Art. 21 - Incompatibility

1. Enrolling in a PhD programme is incompatible with the registration 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 start is the only valid one to be considered.