



UNIVERSITÀ  
di **VERONA**

## **REGULATIONS FOR PHD SCHOOL AND PHD PROGRAMMES**

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Contents

SECTION I – General principles	1
Art 1 - Purpose and scope	1
SECTION II – PhD programmes	1
HEADING I – GENERAL PRINCIPLES	1
Art. 2 - Establishment and implementation of PhD programmes	1
Art. 3 - Modification and termination of PhD programmes	1
Art. 4 - Scholarships	2
Art. 5 - Quality assurance and quality assessment of PhD programmes	2
HEADING II – JOINT PhD PROGRAMMES	2
Art. 6 - PhD programmes instated in collaboration with other universities and research bodies	2
Art. 7 - Programmes in consortium with other universities or research bodies	2
Art. 8 - Industrial Ph.D.s	4
Art. 9 - Ph.D programmes of national interest	3
Art. 10 - Co-tutorship programmes	3
HEADING III – PhD PROGRAMME BODIES	3
Art. 11 - Programme bodies	4
Art. 12 - Coordinator	4
Art. 13 - Teaching Committee	4
Art. 14 - Joint Committee for medical programmes	5
SECTION III – PhD School	5
HEADING I – GENERAL PRINCIPLES	5
Art. 15 - Establishment, modification and termination of PhD Schools	5
Art. 16 - Administrative, organisational and financial autonomy	5
HEADING II - SCHOOL BODIES	6
Art. 17 - School bodies	6
Art. 18 - Director	6
Art. 19 - Council	6
SECTION IV – Transitional and final provisions	6
Art. 20 - Issuing and entry into force of these Regulations	7
Art. 21 - Changes to the Regulations	7



## SECTION I – General principles

### Art 1 - Purpose and scope

1. By Ph.D. Programme, the University of Verona means the third level of university education instituted to ensure a high level of education through conducting research and to provide the necessary skills to carry out advanced research activities and professional activities at national or international universities, public bodies or private entities, also for the purpose of applying for jobs in the public sector, or for highly innovative professional roles.
2. By Ph.D. School, the University means the body established to promote, manage and organize service and support activities for Ph.D. Programmes, stimulating the transversal teaching activity.
3. These Regulations govern the establishment and operation of the Ph.D. School and Ph.D. Programmes administratively registered at the University of Verona, in accordance with the principles expressed by the University of Verona's Code of Ethics.
4. For joint Ph.D. programmes as described in HEADING II, these Regulations apply:
  - a) when the programme is administratively based at the University of Verona;
  - b) as compatible with the founding agreements.
5. For the purpose of these Regulations:
  - a) "University" shall mean Università di Verona;
  - b) "School" shall mean Ph.D. School;
  - c) "Programme" shall mean Ph.D. Programme;
  - d) "MUR" shall mean Ministry of University and Research;
  - e) "ANVUR" shall mean *Agenzia Nazionale di Valutazione del sistema Universitario e della Ricerca*;
  - f) "QA Model" shall mean University's Quality Assurance Model.

## SECTION II – Ph.D. Programmes

### HEADING I – GENERAL PRINCIPLES

#### Art. 2 - Establishment and implementation of Ph.D. Programmes

1. Ph.D. Programmes must be at least three years long and are considered part of the department to which the majority of the Teaching Committee members belong.
2. For better quality and organisation of teaching, all Ph.D. Programmes are structured into a Ph.D. School.
3. Ph.D. Programmes, including joint programmes, are instituted by the Board of Directors, after consultation with the Academic Senate, upon proposal by one or more Departments.
4. Ph.D. Programmes may only be implemented after accreditation by the Ministry of University and Research in accordance with the current legislation.
5. Programmes are implemented in areas in which the University has specific, original, qualified and continuous research and teaching activities, and are organised around wide, organic, clearly defined academic themes. These may be divided into curricula, if there is adequate scientific and cultural reason for such, without prejudice to the uniqueness of the selection procedure as described in the Regulations for Ph.D. studies. The implementation of separate curricula requires the availability of an adequate number of Teaching Committee members belonging to the macro-sectors of each proposed curriculum in order to ensure the necessary teaching can be provided.
6. Proposals for establishing new Ph.D. Programmes must fulfil the accreditation criteria required by law. Proposals are put forward to the relevant academic bodies by one or more departments and must be approved by an absolute majority by a specified deadline and in accordance with University procedures based on ministerial instructions.
7. Each proposal must include all the information required by MUR form, which are needed for the Programme accreditation by ANVUR.

#### Art. 3 - Modification and termination of Ph.D. Programmes

1. Ph.D. Programmes may be modified by the Department that proposed them, subject to approval by the Ph.D. School, in terms of:
  - a) programme objectives;
  - b) name changes.These changes must be communicated to the Academic Senate and the Board of Directors.
2. Where necessary and/or if suggested by the proposing Department, the Board of Directors may terminate a Ph.D. Programme, joint programme or a *curriculum* within a programme, after consultation with the Academic Senate.



#### **Art. 4 - Scholarships**

1. The University provides scholarships for its Ph.D. Programmes. The number of scholarships and funding amount are defined each year by the relevant academic bodies.
2. Scholarships are disbursed in monthly instalments and must be at least equal in value to the minimum amount specified by law. This amount may be increased by up to 50% for research conducted abroad, for a maximum of 12 months in total, with the only exception of co-tutorship agreements, for which the period of mobility abroad is agreed between the parties and it cannot exceed in any case 18 months.
3. All Ph.D. students from their first year onwards must be ensured a research budget of at least 10% of the minimum annual scholarship amount, regardless of any other financial support they may be receiving, unless specifically agreed otherwise with partner/consortium bodies.
4. Scholarships cannot be combined with other scholarships for any reason (not even if the student puts the course on hold) except for those scholarships granted by national or foreign institutions for students to carry out research abroad. These cannot be scholarships for advanced educational courses or activities (ex Law no. 398/89 and Fulbright scholarships).

#### **Art. 5 - Quality assessment and quality assurance of Ph.D. Programmes**

1. The University promotes an internal quality assessment and assurance system of Ph.D. Programmes and Ph.D. School in order to:
  - a) verify the quality of education provided by each programme and the level of skills attained by students at graduation;
  - b) ensure the academic expertise of the Teaching Committee members;
  - c) ensure Ph.D. Programmes and School continually improve in the education and training they provide, discussing strengths and areas for improvement with the departments involved.
2. Refer to the AQ Model for any matters not provided for in these Regulations.

### **HEADING II – JOINT Ph.D. PROGRAMMES**

#### **Art. 6 – Ph.D. programmes instated in collaboration with other universities and research bodies**

1. The University may sign specific agreements to instate Ph.D. programmes in collaboration with:
  - a) other Italian universities, or international universities awarding Double or Joint Ph.D degrees;
  - b) public or private research institutions with a high level of academic and cultural knowledge and appropriate resources in terms of staff, facilities and equipment;
  - c) institutes as 'Accademie', pursuant to Art. 2.1 of Law no. 508/1999;
  - d) Italian and foreign companies carrying out highly qualified research and development activities;
  - e) public administration bodies, cultural institutions and research infrastructures at European or international level, for the implementation of specific research and development or innovation programmes.
2. In the case of Ph.D programmes instated through agreements between two entities pursuant to Art. 6.1 above, the institutions involved must guarantee funds for at least two scholarships; where there are more than two entities involved, the entity where the programme is administratively based shall fund at least two scholarships and each other entity shall fund at least one. The scholarship shall cover the cost of the mobility period abroad and the research budget specified in Art. 4.
3. Agreements must be stipulated with adequate time to ensure the accreditation procedure and call for applications with corresponding application round can be completed prior to the beginning of the programme. Education and research must be divided between the partners and the Ph.D. Programme must meet accreditation requirements. Specifically, the parties must:
  - a) regulate their academic and educational contributions
  - b) define their financial commitments and distribute them fairly
  - c) describe the operational and academic facilities available
  - d) establish how the programmes will be organised and implemented, including the composition of the managing bodies
  - e) establish how students will conduct research at the specified facilities
  - f) define the lecturer mobility plan
  - g) for agreements with other universities, specify the possibility of issuing a joint academic degree; otherwise the university where the programme is administratively registered shall confer the title.



**Art. 7 - Programmes in consortium with other universities or research bodies**

1. The University can implement interuniversity Ph.D. Programmes involving up to four institutions in consortia. Such institutions may be Italian or foreign universities or public or private research bodies. The University may also join already-established consortia or those implemented by other institutions.
2. Interuniversity consortia may award a joint, double or multiple degree. In consortia which include foreign universities or research entities, an Italian university must award the degree and assume the function of the consortium's administrative headquarters.
3. The consortium bodies form a new legal entity. Each party must guarantee funding for at least three scholarships and assume a fair role in sharing its educational and research facilities.

**Art. 8 - Industrial Ph.D.s**

1. At the time of accreditation or at a later date, the University may request recognition of the 'Industrial Ph.D.' qualification for Ph.D programmes instated on the basis of agreements or consortia that also include companies as per Art. 6.1 letter d) carrying out research and development activities.
2. The agreements in question must specify:
  - a) the manner in which the research activities will be coordinated between the organisations involved;
  - b) the manner in which the programme will be carried out at the company and a breakdown of the total commitment of any company employees involved;
  - c) how the University will provide education and training for the Ph.D. students;
  - d) research activities conducted under the supervision of a university tutor together with a co-tutor from the company;
  - e) research facilities;
  - f) financial contribution to fully support the scholarships;
  - g) any possible financial and patent matters regarding research activities related to the Ph.D., including any confidentiality restrictions in the dissemination of results, as per individual agreements.
3. This is without prejudice to the possibility of implementing apprenticeship contracts ensuring the prevalence of research activity.
4. Given the specificity of the programmes described in points 1 and 2 above, the bodies involved may plan their activities following a different schedule to the standard calendar and may organise training activities as they define.

**Art. 9 – Ph.D programmes of national interest**

1. The Ministry encourages the establishment of Ph.D programmes of national interest and determine the methods for co-financing them;
2. A Ph.D programme is defined as being of national interest if it meets the following requirements:
  - a) the programme makes a proven contribution to the progress of research, including through the achievement of specific objectives of the priority areas of intervention of the National Plan for Recovery and Resilience, including those related to the enhancement of innovative Ph.Ds for public administration and cultural heritage, the National Research Programme or related National Plans;
  - b) the programme includes, from the moment of accreditation, the establishment of agreements or consortia between several universities, as well as with highly specialised and internationally recognised research organisations, including international ones, which provide for joint teaching and research activities, the regulation of financial support instruments, the arrangements for the exchange and mobility of lecturers and Ph.D students and possible forms of co-tutoring;
  - c) the programme includes, from the moment of accreditation, the coordination and joint planning of research activities, as part of an agreement or consortium, between at least one university and at least four other entities, in order to provide highly qualified training programmes and to provide access to research infrastructures suitable for implementing the Ph.D candidates' research projects;
  - d) the programme includes, for each doctoral cycle, at least thirty scholarships, it being understood that the quota for the support of the Ph.D student's research and training activities shall be increased, through ministerial co-funding, by twenty per cent of the amount of the scholarship.
3. The Programme promoters shall award the doctoral scholarships of national interest by means of an open selection procedure, with the candidates being assessed by a Committee formed in such a way as to ensure the participation of members from abroad or external to the organisations involved.



#### **Art. 10 - Co-tutorship programmes**

1. The University shall sign bilateral agreements with foreign universities to implement co-tutorship programmes.
2. Each co-tutorship is supported by a nominal arrangement specifying:
  - a) enrolment at both universities, unless otherwise specified in the agreement itself;
  - b) teaching and research facilities available at each institution for approximately equal research periods;
  - c) mobility-related fees for each institution's Ph.D. students;
  - d) two thesis supervisors: one at the University of Verona and one at the partner university;
  - e) Examination Committee that will confer the double or joint degree.
3. Co-tutorship agreements are normally instated upon request for Ph.D. students enrolled in the first year of a Ph.D. Programme.

### **HEADING III – Ph.D. PROGRAMME BODIES**

#### **Art. 11 - Programme bodies**

1. The official bodies of each Ph.D. Programme are:
  - a) Coordinator;
  - b) Teaching Committee.

#### **Art. 12 - Coordinator**

1. The Coordinator is elected by the Teaching Committee in the manner stated in the general university regulations from among full-time full professors possessing advanced scientific qualifications attested on the basis of the requirements for access to full professor posts, as per current legislation. In case of justified unavailability, the role of Coordinator may be performed by a full-time associate professor who meets the requirements for access to full professor posts.
2. The term of office is three years and may be renewed only once. Upon appointment, the Coordinator is also responsible for managing the Ph.D. cycles already in progress.
3. Should the Coordinator be absent or unable to perform the role, their tasks shall be performed by a vice-Coordinator nominated by the Coordinator.
4. At least 30 days before the term of office expires, the Dean shall call a Teaching Committee meeting to elect a new Coordinator. The election may take place via internet or email and is valid if at least half the committee members participate. A candidate is elected if they obtain an absolute majority of correctly submitted votes.
5. The Coordinator's mandate usually commences the month before a new accreditation procedure begins, and oversees the conclusion of all the cycles in progress.
6. Should the Coordinator give notice of early termination, the Dean shall call a Committee meeting within 30 days of the Coordinator's notice of resignation. The new election process shall be conducted in the same manner as described in point 4.
7. The Coordinator shall:
  - a) call and preside over the Teaching Committee and oversee the implementation of the decisions made;
  - b) oversee the organisation and coordination of the Ph.D. Programme's lessons and activities;
  - c) propose the educational plan of the Ph.D. Programme to the Teaching Committee and submit this to the Director of the Ph.D. School;
  - d) organise and coordinate the quality assurance measures for the Ph.D. Programme;
  - e) ensure all the annual MUR/ANVUR accreditation forms are completed and submit these to the Teaching Committee for approval;
  - f) prepare an annual report of the activities carried out, to be approved by the Teaching Committee and submitted to the Ph.D. School and relevant Department;
  - g) propose the spending plan and any modifications during the year to the Teaching Committee, to be submitted for approval to the relevant Ph.D. School Council;
  - h) notify the university department of any changes of Teaching Committee members;
  - i) be a member of the Ph.D. School Council;
  - j) maintain relations with the university department and relevant Ph.D. School;
  - k) implement suggestions for the transverse educational activities statede by the relevant Ph.D. School;
  - l) perform all the other functions assigned to the position as described in university regulations, especially the Regulations for Ph.D. Studies.
8. The Coordinator position is incompatible with the roles of Department Director, Ph.D. School Director, Postgraduate Specialisation Director and Macroarea School Chairperson.



9. In the case of resignation or early termination of office, the Committee Dean shall assume the functions of Coordinator, for urgent and non-deferable acts only, until a new Coordinator is elected.

### Art. 13 - Teaching Committee

1. The Teaching Committee of each Ph.D. programme is comprised of:
  - a) at least 12 university members, including the Coordinator, whose fields of study must be in line with the learning objectives of the Programme;
  - b) at least half of the members must be tenured university professors – both associate and full professors – in possession of a scientific qualification attested on the basis of the requirements for access to full professor posts, as per current legislation. The remaining part shall be made up of tenured researchers of universities or public research bodies, in possession of a scientific qualification attested on the basis of the requirements for access to associate professor posts, as per current legislation;
  - c) in addition, the Teaching Committee may include non-university experts, up to a maximum of 1/3 of the total members, who are highly qualified and with proven expertise in fields of study that are in line with the learning objectives of the Programme;
  - d) two Ph.D. students per programme are invited to participate in Teaching Committee meetings and have voting rights on teaching and organisation matters only.
2. In the case of Ph.D programmes established jointly with public research organisations, the Teaching Committee shall provide for the participation of researchers belonging solely to the roles of research managers, researchers or first researchers of the organisations themselves, without prejudice to the minimum quota of professors.
3. Each member of the Teaching Committee may participate in only one Teaching Committee at national level. Participation in an additional Teaching Committee is possible only if it relates to a Ph.D programme organised jointly with other Parties, including industrial Ph.Ds and Ph.D programmes of national interest.
4. Members of the Teaching Committee must have the academic qualifications required for programme accreditation, both at the time it is established and for each annual renewal.
5. For the purpose of appointing the Teaching Committee, potential members must submit the following documentation to the Department (when the programme is being established) or the Teaching Committee (for changes or additions):
  - a) CV and proven academic production in the academic disciplines of the Ph.D. Programme;
  - b) a statement that they do not belong to any other Italian Teaching Committee;
  - c) if the Ph.D. Programme has different pathways (*curricula*), the relevant pathway must be specified. Members can only be affiliated with one pathway;
  - d) authorisation from the relevant structure (Department or body) to be part of the Teaching Committee. Provided they fulfil the ministerial requirements, academic staff and external experts who are already authorised shall remain members of the Committee when the Ph.D. Programme is renewed.
6. When a new cycle of an accredited Ph.D. Programme is implemented, if any members of the Committee have changed, the modified Committee shall be effective from the month before the accreditation process and shall oversee the conclusion of all the cycles in progress.
7. The Committee is responsible for the academic, organisational and educational aspects of the Ph.D. Programme. The Committee oversees the design and implementation of the programme's educational activities, provides direction and guides Ph.D. students' academic research.
8. The Committee approves and submits to the Ph.D. School:
  - a) educational plan of the Ph.D. Programme;
  - b) development and action plans to ensure the Ph.D. Programme is international, intersectoral and interdisciplinary;
  - c) annual report of the activities carried out;
  - d) spending budget of the Ph.D. Programme;
  - e) changes or additions to the Committee itself, to take effect at the annual renewal.
9. The Committee expresses its opinion on:
  - e) application process, criteria for evaluating applicants, method of determining scores and the number of places to be advertised for each pathway;
  - f) academic suitability of any education and qualifications gained abroad (for the sole purpose of admission to the application round);
  - g) Admission Committee and final Examination Committee members, to be proposed to the Rector;
  - h) Tutors, as described in Art. 10 of the Regulations for Ph.D. Studies;
  - i) thesis evaluation external revisers.
10. The Committee is also responsible for:



- j) control and monitoring of the Ph.D. Programme to check it is running correctly, as well as quality assurance based on the university's QA Model;
  - k) designation of a Tutor for each Ph.D. student as described in the Regulations for Ph.D. Studies;
  - l) all the roles assigned to it by law, statute and university regulations, especially the Regulations for Ph.D. Studies.
11. The Committee deliberates without the representation of the Ph.D. students on matters related to:
- m) disciplinary measures against Ph.D. students;
  - n) admission of Ph.D. students to the following year of the programme and to the thesis defence.
12. The Teaching Committee is subject to the University's General Regulations.

#### **Art. 14 - Joint Committee for medical programmes**

1. For each Ph.D. Programme a joint Committee is established, which shall consist of the Coordinator of the Ph.D. Programme and the Director of the Postgraduate Specialisation. The joint committee shall define the admission criteria and methods of joint attendance of the Ph.D. Programme and the Medical Postgraduate Specialisation, in accordance with the following criteria:
- a) compatibility, also in consideration of the distance between the Programme locations, of the activities and commitment required by the the Medical Postgraduate Specialisation and the Ph.D Programme;
  - b) incompatibility between the Ph.D scholarship and any remuneration paid by the Medical Postgraduate Specialisation during periods of joint attendance.

### **SECTION III – Ph.D. School**

#### **HEADING I – GENERAL PRINCIPLES**

##### **Art. 15 - Establishment, modification and termination of the Ph.D. School**

1. The Ph.D. School is established, modified and terminated by the Board of Directors after consultation with the Academic Senate.
2. The Ph.D. School is supported by dedicated administrative personnel.

##### **Art. 16 - Administrative, organisational and financial autonomy**

1. Ph.D. School is granted administrative, organisational and financial autonomy in the ways described by the Board of Directors and under the forms and limits of the University Statute and Regulations for administration, finance and accounting.

#### **HEADING II - SCHOOL BODIES**

##### **Art. 17 - School bodies**

1. The bodies of the Ph.D. School consist of:
  - a) Director
  - b) Council.

##### **Art. 18 - Director**

1. The Director of the Ph.D. School is nominated by the Rector after consultation with the Academic Senate. The Director must be a full-time, tenured professor at the University with highly-qualified, proven academic experience.
2. The Director holds office for three academic years and may be re-elected only once.
3. If the Director is absent or unable to perform their role, the Director's tasks shall be performed by a vice-Director, as nominated by the Director, from among the members of the School Council.
4. The Director's position may be revoked by the Rector for justified reasons.
5. In the case of an early termination of office, the Dean of the Coordinators shall assume the functions of Director for urgent and non-deferable acts only.
6. The Director represents the School and organises and coordinates joint activities.
7. The Director's tasks are to:
  - a) liaise with the Directors of the relevant Departments;
  - b) call and preside over Board meetings;
  - c) promote and coordinate quality assurance processes for the quality of the Ph.D. Programmes as defined in the QA Model;





- d) Draft and present an annual report on the School's activities to the School Council. This will subsequently be submitted, along with the Ph.D. Programme reports, to Quality Control and the Rector's Delegate for Research.
  - e) Suggest criteria to the School Board for the use of the School budget and any changes made during the year based on the Ph.D. Programmes' proposed expenses.
8. The School Director position is incompatible with the roles of Department Director, Postgraduate Specialisation Director, Ph.D. Coordinator, member of Quality Control and Macroarea School Chairperson.

#### **Art. 19 - Council**

1. The Council consists of:
  - a) Director;
  - b) Coordinator of each Ph.D. Programme;
  - c) eight representatives of Ph.D. students, two for each Macroarea, nominated among the Ph.D. Programmes representatives, whose term lasts for two years.
2. The Council function is to implement common educational activities and promote internationalisation.
3. The Council approves:
  - a) the educational activity plans for Ph.D. Programmes as proposed by the Director and Coordinators, providing a uniform system for the allocation of educational credits for each type of activity. It also supports quality assurance processes, monitoring their effectiveness;
  - b) development and action plans to ensure the Ph.D. School and Ph.D. Programmes are international, intersectoral and interdisciplinary, as suggested by the individual programmes;
  - c) conventions regarding the School's common activities and the activities defined by the Ph.D. Programmes;
  - d) allocation of teaching staff to the Ph.D. Programmes and common educational activities;
  - e) use of the budget and any changes made by the Ph.D. School and Ph.D. Programmes during the year;
  - f) Director's annual report on the School's activities;
  - g) changes or additions of Teaching Committee members or change of Coordinator of Ph.D. Programmes, notifying the relevant Department.
4. The Council is subject to the University's General Regulations.

#### **SECTION IV – Transitional and final provisions**

##### **Art. 20 - Issuing and entry into force of these Regulations**

1. These Regulations have been approved by the Academic Senate after the Board of Director's favourable opinion, and they are issued by the Rector's decree.
2. These Regulations are published in the University's Official Journal and, if not specified otherwise by the decree itself, shall enter into force the day immediately following publication.
3. These Regulations shall apply with effect from the XXXVIII Ph.D cycle.

##### **Art. 21 - Changes to the Regulations**

1. Changes to the Regulations must be made by the same procedure specified in Art. 20.