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Scuola Universitaria Superiore Pavia

Decreto n. 188 - 2018

Oggetto: Regolamento per i corsi di dottorato della Scuola Universitaria Superiore IUSS di Pavia

Publicato all'Albo in data 30 ottobre 2018

IL RETTORE

- **VISTA** la Legge n. 240 del 30 dicembre 2010;
- **VISTO** lo Statuto della Scuola pubblicato in Gazzetta Ufficiale della Repubblica Italiana in data 10 febbraio 2018;
- **VISTA** il parere favorevole espresso dal Consiglio di Amministrazione in data 22 ottobre 2018;
- **VISTA** la delibera del 25 ottobre 2018 con la quale il Senato Accademico ha approvato il Regolamento in oggetto;
- **ATTESA** la necessità di procedere all'emanazione del Regolamento in oggetto;

DECRETA

È emanato il Regolamento per i corsi di dottorato della Scuola Universitaria Superiore IUSS di Pavia allegato al presente atto quale parte integrante e sostanziale.

Il presente Regolamento abroga il Titolo II e il Titolo IV del Regolamento per le attività formative post laurea e le attività di ricerca emanato con Decreto n. 33 – 2013 e revisionato con Decreto n. 14 – 2018.

Il presente Regolamento abroga inoltre, per quanto incompatibili, le disposizioni previste in materia di Corsi di dottorato dal Regolamento didattico della Scuola emanato con Decreto del Direttore n. 34 del 08/06/2006.

Il Regolamento entra in vigore il giorno successivo alla data di pubblicazione all'Albo della Scuola.

Pavia, 30 ottobre 2018

IL RETTORE

prof. Michele Emilio Massimo Di Francesco



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**REGULATIONS FOR DOCTORAL COURSES
AT THE UNIVERSITY SCHOOL FOR ADVANCED STUDIES IUSS
PAVIA**



Summary

CHAPTER I GENERAL RULES	4
Art. 1 - Purpose	4
Art. 2 - Government	4
CHAPTER PHD COURSES	4
Art. 3 - Purpose	4
Art. 4 - Funding	4
Art. 5 - Opening and Closing Courses	4
Art. 6 - Agreements	5
Art. 7 - Bodies	5
Art. 8 - Academic Board	5
Art. 9 - The Coordinator of the doctoral course	6
Art. 10 - Admission to doctoral courses	6
Art. 11 - Enrolment to PhD courses	7
Art. 12 - Organisation of doctorate courses	7
Art. 13 - Rights and duties of the Students	8
Art. 15 - Incompatibility	9
Art. 16 - Suspension and forfeiture	9
Art. 17 - Final exam	9
Art. 18 - Board of Examiners	10
Art. 19 - Title of Research Doctor	11
TITLE III USE OF THE BUDGET FOR RESEARCH ACTIVITIES IN ITALY AND ABROAD	11
Art. 20 - Definition	11
Art. 21 - Eligible expenses	11
Art. 22 - Ineligible costs	11
Art. 23 - Method of use	12
TITLE IV FINAL AND TRANSITIONAL PROVISIONS	12
Art. 24 - Final and transitional provisions	12



CHAPTER I GENERAL RULES

Art. 1 – Purpose

1. The University School for Advanced Studies Pavia, hereinafter the “School”, may offer Doctoral Courses pursuant to art. 4 of the Statute in order to achieve its post-degree educational objectives.

Art. 2 – Government

1. Based on its autonomy and within the framework of existing community and national legislation, the School governs the activation of the Doctoral Courses and their operating procedures according to these Regulations.

2. The Heads of Department and the Department Councils are responsible for ensuring these Regulations are complied with, for noting innovations in community and national legislation and for proposing any changes to the School’s Governing Bodies.

CHAPTER PHD COURSES

Art. 3 – Purpose

1. The School opens PhD Courses, pursuant to art. 4 of its Statute, intended to train young researchers from an international and interdisciplinary perspective, offering the necessary skills to carry out highly-qualified research activity for public and private subjects, as well as qualifying in order to pursue liberal professions, contributing to implementing the European Higher Education Area and the European Research Area.

Art. 4 – Funding

1. During approval of the budget and balance sheet, the Joint Board of Directors annually establishes:

- the amount of the fund for financing PhDs and its breakdown;
- the contribution for accessing the courses and their attendance according to existing community and national regulations;
- the criteria for exemption;
- the amount, duration and methods of fellowship payments.

Art. 5 – Opening and Closing Courses

1. The proposal for setting up or renewing a Doctoral Course is presented by the Head of the Department concerned, after obtaining the opinion of the Department Council, to the Rector according to the regulations laid down by the School.

2. The Rector submits the proposals to the Academic Senate, which assesses the opening or closure after obtaining the opinion of the Joint Evaluation Unit and the Joint Board of Directors for matters under its jurisdiction.

3. As concerns new or renewed courses approved by the Academic Senate, the School applies to the Ministry for request for accreditation.

4. After receiving the accreditation decree by the Ministry for newly instituted doctoral courses and the assent by the ANVUR, the Rector issues the relevant public notice.



5. The public notice is drawn up in Italian and English and publicised in computerised form on the School's website, on European websites and on the Ministry website and contains:

- the total number of places covered by fellowships for each doctoral course;
- the amount of the fellowships;
- their possible distribution in the curricula;
- the access criteria and qualification assessment as well as any written examinations, including internationally recognised tests, or oral tests envisaged;
- the procedures for the admission tests.

6. In case of loss of the accreditation of a Doctoral Course by Ministerial Decree, with assent by the ANVUR, due to loss of one or more requisites, the School suspends opening a new cycle with immediate effect.

Art. 6 – Agreements

1. In order to open Doctoral courses, the School may enter into agreements with public or private, national or foreign Universities and research Bodies in possession of high-quality cultural and scientific qualifications, suitable structures and equipment, it being understood that the academic title will be issued by the administrative headquarters of the doctorate.

2. The conventions in paragraph 1 must envisage:

- the participating subjects must ensure their commitment to opening the doctoral cycles for at least three years;
- the contribution by each participating subject in terms of: tenure, financial resources, operating and scientific facilities;
- a possible fellowship contribution.

3. As part of the agreements entered into by the School with other Universities, including abroad, it is possible to establish the issue of a double, multiple or joint degree.

4. In order to activate Doctoral Courses, the School may also constitute consortia with other Italian or foreign Universities, with the possibility of granting double, multiple or joint degrees, and with other highly qualified public or private research bodies or with companies which carry out research and development activities, including from different countries, it being understood that the qualification is issued by the School.

5. In order to complete training, research, study and hospitality activities linked to the Doctoral Courses, the School may enter into specific agreements with University Colleges of Merit and with the EDiSU (Body for the Right to Education) in Pavia.

Art. 7 – Bodies

1. The Bodies of the Doctoral Course are: the Academic Board and the Coordinator.

Art. 8 – Academic Board

1. The Academic Board of each Doctoral Course, consisting of at least five members, comprises full and associate professors, research supervisors, senior researchers and university researchers or similar roles in public research bodies, as well as proven experts even if not belonging to the accredited subjects, whose number must not exceed twice the total number of the accredited subjects. Should a doctoral course consist of several curricula, the Board must include the positions concerning each curriculum. PhD students are ensured representation in the Board in order to deal with educational and organisational problems, according to the manner defined by the School's electoral rules.



2. The categories in paragraph 1 can submit their request to take part in the Academic Board of the Doctoral Course to the pertinent Department Council. The application requests are assessed on the basis of documented research results at international level within the subjects of competence of the course, in particular those obtained during the previous five years. After consultation with the pertinent Academic Board, the members of the Academic Board under evaluation are put forward by the Department Council to the Academic Senate for approval.

3. The Academic Board is in charge of planning and implementing the doctoral course, and specifically:

- a. it organises the doctoral courses and the other activities;
- b. it chooses a supervisor and possible co-supervisor, either from the Academic Board or from outside, to coordinate the activity of each PhD student;
- c. it approves the PhD students' educational and research programme, after obtaining the supervisor's opinion;
- d. it indicates the facilities where the PhD student must carry out study activities on a continuous basis and decides on any research timeframes to be carried out at other locations, Italian or foreign;
- e. at the request of the PhD student, it can authorise the student to carry out educational, subsidiary and supplementary activity at the School or at other Universities or research bodies;
- f. it can invite Italian or foreign scholars of the highest repute as international experts;
- g. it may appoint a Deputy coordinator to assist the Coordinator in the performance of his/her duties;
- h. it carries out the tasks laid down in articles 9, 10, 13, 14, 15, 16, 17, 18, 19.

4. In the case of agreements pursuant to art. 6, paragraph 1, the composition of the Academic Board can be specified in the agreements, always in compliance with current regulations.

5. In cases where it is not possible for the majority of the members to participate or a collegial discussion of the case is not considered necessary, the Coordinator can convene the Academic Board via computer.

Art. 9 - The Coordinator of the doctoral course

1. The coordination of the Academic Board is entrusted to a full professor, on a full-time basis, or, failing that, to an associate professor of the School.

2. The Coordinator:

- a. represents the doctoral course within the Department Council;
- b. convenes and presides over the Academic Board;
- c. is responsible for the overall organisation and operation of the doctoral course and of the training programmes envisaged therein;
- d. pursuant to art. 19 of the School's General Regulations, authorises the participation of external students as auditors for the courses activated within the teaching offer of the doctorate, after consultation with the reference professor.
- e. proposes the assigned tutor for each PhD student to the Head of the Department concerned for the related assignment act;

3. Should the Coordinator need to be replaced, the Academic Board will appoint a new one.

Art. 10 - Admission to doctoral courses

1. Admission to the doctorate takes place on the basis of a public selection

2. After passing an admission exam without limitation of age or nationality, the courses may be accessed by those who are in possession of a:

- bachelor's degree (old system);



- graduate / master's degree;
- similar academic qualification, including obtained abroad, recognised as suitable by the Commission and by the Academic Senate

Further admission requirements may be decided by the School when the calls for application notices are published.

3. The Selection Board consists of a minimum of three acting commissioners and three deputies, chosen among the full professors and university researchers related to the research topics to which the PhD program refers, including from non-Italian Universities. The Commissioners can be members of the Academic Board.

4. The Selection Board is appointed by Rector's decree on the proposal of the Academic Board. Any resignation by members of the Selection Board, suitably motivated, will become effective at the moment the Rector nominates the new member.

5. Admission to doctoral courses takes place after passing a suitable selection procedure aimed at ascertaining the candidate's preparation, ability and aptitude for scientific research. The selection is carried out by public call based on qualifications and possibly by exams or interviews (including via computer), according to the procedures defined by the Academic Board in accordance with the regulations in force.

Art. 11 - Enrolment to PhD courses

1. The Rector ascertains the regularity of the application documents and approves, with own decree, the general ranking of merit together with that of the winners. Applicants well-placed on the merit list are declared winners, subject to verification of the admission requirements to the selection procedure.

2. Applicants are admitted to the courses according to the ranking list and up to the number of places available for each PhD program. Applicants admitted to the course lapse should they not submit their acceptance within the terms contained in the notice of the result of the call. Should any of those entitled renounce before the start of the course, as many applicants will take their place following the ranking list order.

Art. 12 - Organisation of doctorate courses

1. The educational programmes of the doctoral courses envisage the activities defined below:

- Research activity: each student, entrusted to the coordination of a responsible professor (supervisor) will be addressed towards research on specific topics, for which the supervisor possesses a consolidated experience documented by a scientific production of excellence and scientific contacts at national and international level;
- Specialised courses: each PhD programme will annually activate a certain number of specialised courses, held by the School Professors and by highly qualified international lecturers, within the subjects of the course itself, according to the programme defined upon its establishment;
- Short courses and cycles of conferences: each PhD course will be able to organise short courses and / or cycles of conferences both of specialised and of interdisciplinary content, held by scholars from the School or from other highly qualified Italian or foreign universities or institutions, on an annual basis.

2. The educational activities may be designed to broaden the cultural base of the students, including through specific interdisciplinary paths, and to refine their specialist preparation. In addition, internships can be provided at other research institutions.

3. The activities referred to in the first paragraph may be carried out at the School, or at any participating facility pursuant to art. 6.



4. Each PhD course must provide a minimum number of hours of teaching or of educational credits which each student must acquire during the programme, by attending courses and taking the related exams where envisaged. This minimum number must in any case correspond to at least 150 hours of teaching through the entire cycle.
4. As the presence of foreign professors and students is recognised as a noteworthy scientific and cultural feature, the PhD courses are generally taught in English.

Art. 13 - Rights and duties of the Students

1. Admission to the doctorate involves an exclusive and full-time commitment, except for the cases provided for by law and by the provisions of art. 15. PhD students must carry out the activities included in their educational project on a full-time basis, at the School's facilities or at participating ones. These are approved annually by the Academic Board in compliance with the provisions of the previous article and at the time of the setting-up proposal.
2. PhD students can take part, as an integral part of the training project, subject to authorisation from the Academic Board and without this leading to any increase in the fellowship, in tutoring activities for students of the undergraduate and master's degree courses, as well as, within the maximum limit of 40 hours in each academic year, in supplementary teaching activity. After the last year the limit is revoked.
3. PhD students must attend the courses and take the exams scheduled for each doctoral programme, in accordance with the provisions of art. 12, paragraph 4.
4. PhD students in the medical area can take part in clinical-care activity.
5. At the end of each academic year, PhD students must draw up a summary report on the activity carried out and submit this to the Academic Board for approval in order to pass to the following year and for confirmation of the fellowship; at the end of the final year, the report (concerning the whole cycle) will be correlated with the indication of the final title and the *abstract* of the doctoral thesis. The Academic Board will verify the achievement of the objectives set by the educational and research project and will evaluate the acquisition, by the PhD student, of adequate national and international scientific experience.
6. In case of an insufficient evaluation, the Academic Board can admit the doctoral applicant to the following year under condition, indicating the due date within which he/she is bound to meet the requirements.
7. In the event of a negative evaluation or in case of failure to meet the requirements referred to in the preceding paragraph, the Academic Board motivates the refusal for admission to the following year, proposes forfeiture to the Rector and notifies the person concerned.

Art. 14 - Fellowships

1. Fellowships are assigned according to the order defined in the related ranking.
2. Fellowships last for the length of the Ph.D. Course of reference and are conferred for the first year and confirmed after the resolution of admittance to the following year by the Academic Board of the individual Courses.
3. The amount of the fellowship is increased for any possible stay abroad for research activities up to a maximum of 50 per cent for a total period not exceeding 18 months, subject to authorisation to the PhD student by the Academic Board.
4. In addition to the fellowship and within the framework of the financial resources available in the School's budget, from the second year each student is provided with a budget for research activities in Italy and abroad, appropriate to the type of course and in any case for an amount not less than 10% of the amount of the fellowship itself, whose allocation procedures are defined in Title III.



5. Fellowships cannot be combined with other scholarships awarded for the same purpose or with research grants, with the exception of those granted by national or foreign institutions and useful for integrating, by means of stays abroad, the research activity of the fellowship holder. Students can take part in calls awarding study awards issued by the School and by other Bodies.
6. The doctoral student who has received a fellowship for a doctoral course cannot obtain the same benefit for a second doctoral course.

Art. 15 - Incompatibility

1. Enrolment in research doctoral courses is not compatible with simultaneous enrolment in undergraduate and master's programmes, master's courses, specialisation schools or other doctoral courses in Italy and abroad; the applicant is required to communicate the fulfilment of this requirement at the time of the enrolment.
2. Admission to a research doctorate course entails the right for students enrolled in a Master's Degree Course to request that the Master's educational activities may be concluded and be recognised, where there is sufficient scientific congruence, as an educational course within the PhD programme, with the subsequent recognition of the educational hours or credits towards the doctorate, in the opinion of the Academic Board.
3. Taking into account the provisions of art. 13, first paragraph, the Academic Board may authorise the PhD student to carry out paid activities, verifying and motivating the compatibility with the successful development of the educational activities (teaching and research) related to the course. These activities must however be limited to those attributable to acquiring skills related to the PhD programme. The decision of the Academic Board which authorises the performance of paid activities must also detail the possibility of increasing the fellowship referred to in art. 14, paragraph 3, taking into account the amount of the payment received by the PhD applicant.

Art. 16 - Suspension and forfeiture

1. Attendance to the activities of the doctoral courses is compulsory and may be temporarily suspended by the Rector of the School, at the request of the Student and subject to the favourable opinion of the Academic Board, for serious and documented reasons.
2. During the suspension there is no payment of any possible fellowship.
3. The months of suspension must be caught up, with payment of the relevant instalments of any possible fellowship, at the end of the period prescribed for the PhD course. The Academic Board defines the changes to the activities programme of PhD applicants requesting a suspension, in order to ensure that their education is not compromised by the suspension.
4. A PhD student can be declared to have forfeited his/her doctoral privileges by Rector's decree, following a detailed proposal by the Academic Board, for serious and documented reasons, including of a disciplinary nature.
5. The suspension or exclusion do not involve the repayment of the already paid-out fellowship instalments.

Art. 17 - Final exam

1. The doctoral thesis must consist of an original research by the applicant, which contributes to the advancement of knowledge or of methodologies in the chosen field of investigation, is preferably written in English, or in Italian or another language subject to authorisation by the Academic Board and must in any case be accompanied by an abstract in Italian and English.



2. The thesis is accompanied by the PhD applicant's report on the activities carried out during the doctoral programme and on any publications and is evaluated by at least two examiners.
3. Within 60 days from the closing of the academic year of the final year of the PhD programme, a copy of the thesis is filed by the applicants at the School offices, which within 60 days, after an anti-plagiarism verification, sends the thesis to the examiners.
4. The examiners referred to in paragraph 2 are chosen by the Coordinator of the doctoral course, on the opinion of the supervisor, among highly qualified professors, including belonging to foreign institutions, external to those who have contributed to awarding the PhD degree.
5. Within the due date indicated by the Coordinator, the examiners express a written analytical judgment of the thesis and propose to the Rector its admission to public discussion or its postponement for a period not exceeding six months, should they consider that significant additions or corrections are necessary.
6. The Coordinator can replace the examiner should he/she not comply with the due date referred to in the previous paragraph.
7. After the period referred to in paragraph 5, the thesis is in any case admitted to public discussion, accompanied by a new written opinion by the same examiners, made in light of any corrections or additions made.
8. Public discussion takes place before a Board of Examiners pursuant to art. 18.
9. At the end of the public discussion, the Board approves or rejects the thesis, with a collective motivated written decision.
10. A possible absence at the final exam can be justified by the Academic Board against a suitable documented motivation. In this case, the interested applicants can ask the Rector, within 30 days after the date fixed for the final exam, to take the exam on another date.
11. On a reasoned proposal by the Academic Board, the Rector, taking into account the particular circumstances that precluded the presence of the applicant for the final exam, appoints a special board according to the procedures set forth in art. 18, or admits the applicant to the examinations scheduled for the next session.
12. In the event of unjustified absence, the applicant forfeits the right to sit the final exam.
13. In the case of PhD courses established as a result of international cooperation agreements or on the basis of agreements stipulated with other universities or bodies interested in higher education, the final examination procedure may be provided for in the agreements themselves.

Art. 18 – Board of Examiners

1. The Boards of Examiners are appointed by the Rector on a joint proposal of the Coordinator and the Head of the relevant Department within 30 days from the examiners' proposal concerning admission to the public discussion or, in case of annual scheduling of the sessions, within 30 days from receipt of the last proposal concerning the admission to the public discussion of the applicants of the session.
2. The Board of Examiners is made up of at least three members, who are not also members of the Academic Board, chosen from full and associate professors and researchers and from as many deputies, belonging to research fields related to the PhD, including from non-Italian Universities. The Board can be supplemented by experts, including foreign ones, chosen from public and private research institutions and structures.
3. The examiners pursuant to art. 17 may be members of the Board of Examiners.
4. The Boards of Examiners must finish the evaluations within the following sixty days without fail.
5. Once the aforementioned term has elapsed, the Board which has not completed its work lapses and the Rector appoints a new Board, excluding the lapsed members.



6. Any suitably motivated resignation of members of the Board will become effective upon the appointment of the new member.

7. In the case of doctoral programmes established as a result of international cooperation agreements or on the basis of agreements with other Universities or Institutions involved in higher education, the procedures for setting up the Boards of Examiners may be provided for in the agreements themselves.

Art. 19 - Title of Research Doctor

1. The title of "Research Doctor", abbreviated as "*Research Dr*" or "*Ph.D.*", is awarded when passing the final exam and is issued by the Rector of the School.

2. Within thirty days from the discussion and approval of the thesis, the School files a copy of the thesis, in electronic format, in the ministerial database. At the request of the Research Doctor, the Academic Board may arrange that parts of the thesis should not be publicly available, in relation to the use of data protected by industrial secrecy in accordance with current legislation. The School also takes care of filing the thesis in the central national libraries of Rome and Florence.

3. The School can confer the honorary doctorate diploma ("Philosophy Doctorate - Ph. D.") in the disciplines in which doctoral courses are active. The pertinent resolution is taken by the Senate, upon proposal of the relevant Department Council, approved by the restricted composition of full and associate professors; the proposal resolution must be adopted by a two-thirds majority of the members and approved by the Ministry of University Education and Research.

TITLE III

USE OF THE BUDGET FOR RESEARCH ACTIVITIES IN ITALY AND ABROAD

Art. 20 - Definition

1. This Title refers to the budget of no less than 10 per cent of the value of the fellowship to be guaranteed, starting from the second year, to each PhD applicant for research activity in Italy and abroad, appropriate to the type of course.

Art. 21 - Eligible expenses

1. All expenses related to research activities are considered eligible for the use of the fund. By way of a non-restrictive example, the following are included in eligible expenses: for attending national and international conferences, seminars, meetings, study visits (e.g. period abroad); for purchasing books, magazines or other bibliographic material on any type of support; for acquiring goods, including the purchase of IT media for research; small consumable materials.

Art. 22 - Ineligible costs

1. In general, expenses not aimed at scientific and technological research activities, such as those incurred for purchasing office furniture or equipment, cannot be covered. Charges for licences or magazine subscriptions may only be admitted for the duration of the academic year or, if this is not possible, for one calendar year. The same limits apply to equipment rentals.

2. In any case, sums exceeding the available amount in the fund will not be reimbursed.



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Art. 23 - Method of use

1. The use of the fund is subject to prior authorisation by the Coordinator of the doctoral course and by the Head of the relevant Department, subject to the positive opinion of the supervisor where envisaged. In the case of travel and missions, the request for prior authorisation and reimbursement must be completed and presented in accordance with the School's Mission Regulations. The PhD student who intends to make expenditures based on the fund is required to acquire and keep suitable purchase documentation of the goods and/or services used (invoices or receipts or till receipts which clearly indicate the object of purchase, the supplier company, the date and the actual cost including taxes).
2. The request for reimbursement, addressed to the General Manager who will organise the payment, must be submitted using the Form provided by the Administration, attaching all the appropriate supporting documents (tax documents, till receipts, receipts, etc.) in the name of the applicant.

TITLE IV

FINAL AND TRANSITIONAL PROVISIONS

Art. 24 - Final and transitional provisions

1. This regulation is approved by resolution of the Academic Senate and, after hearing the opinion of the Joint Board of Directors, is issued by decree of the Rector of the School and enters into force from the day following the date of publication on the School's Register.
2. Any changes and additions to this regulation must be approved in the same manner.