

**THE RECTOR**

**IN VIEW OF** Art.19 of Law N. 240 (30/12/2010), modified with Law Decree N. 5 (9/02/2012) and modified into Law N. 35 (4/04/2012);

**IN VIEW OF** D.M. N. 45/2013 "*Regulations on Accreditation Procedures for PhD programmes and Seats and Criteria for the Development of PhD programmes by Accredited Organisations*";

**IN VIEW OF** current regulations in terms of Research PhDs issued by D.R. N. 2007/2015;

**IN VIEW OF** the Sapienza Integrated Plan for 2018, approved by the Board of Administrators and the Academic Senate (respectively on January 23, 2018 and February 20, 2018) and updated with resolutions by the Board of Administrators and the Academic Senate (respectively on March 27, 2018 and April 5, 2018);

**CONSIDERING** the proposals to modify Research PhD regulations;

**HAVING CONSULTED** the PhD Commission;

**HAVING CONSULTED** the HRS4R Steering Committee;

**IN VIEW OF** Resolution N. 471 (18/12/2018) by the Board of Administrators;

**IN VIEW OF** Resolution N. 15 (22/01/2019) by the Academic Senate;

**IN VIEW OF** MIUR Note Prot. N. 3315 (04/02/2019) on "New Guidelines for the Accreditation of PhD programmes";

**IN VIEW OF** Resolution N. 77 (05/03/2019) by the Academic Senate;

**HAVING IMPLEMENTED** the requests submitted by the Board of Administrators and the Academic Senate in the abovementioned meetings,

**HEREBY ISSUES**

the new "**Regulations for Research Doctorates (PhDs)**" that is attached to this decree and constitutes and integral part of said document.

These regulations have been published on the website of Sapienza University of Rome within one day from their final approval and will come into effect seven days after the date published on the Rector's decree.

Prot. N. 31715 del 3/4/2019

**Signed by RECTOR**

Eugenio Gaudio

**Sapienza University of Rome**

**Academic Programmes and Right to Education Area**

**Post-graduate Diplomas, State Exams and Specialisation Schools Office**

**PhD Sector**

Tax Code 80209930587 VAT Code 02133771002

Piazzale Aldo Moro, 5 – 00185 Rome

Tel. (+39) 06 49914867 Fax (+39) 06 49914651

www.uniroma1.it

## Regulations for Research Doctorates (PhDs)

### INDEX

Article 1 – Application, General Principles and Definitions.....	2
Article 2 – Procedures for the Institution/Renewal of PhD programmes and Role of the PhD Commission .....	2
Article 3 – Requisites for the Activation of PhD programmes .....	3
Article 4 - PhD programme Organisation .....	4
Article 4.1 – Faculty Board.....	4
Article 4.2 – Coordinator .....	5
Article 5 – Educational Activities.....	5
Article 6 – Scholarships .....	6
Article 7 – Grants and Exemptions.....	7
Article 8 – Calls .....	7
Article 9 – Admissions Requisites.....	7
Article 10 – Admission Exams .....	8
Article 11 – Admissions Commissions .....	8
Article 12 – Admission as a Supernumerary Candidate.....	9
Article 13 – Incompatibility, Joint Attendance and Scholarship Restrictions.....	9
Article 14 – Rights and Duties of PhD Students.....	10
Article 14.1 – Exclusion, Suspension and Blocks.....	11
Article 15 – PhD Student Representation.....	12
Article 16 – PhD Thesis.....	12
Article 17 – Property of Results, Confidentiality and Treatment of Data.....	13
Article 18 – Graduation Exam Commissions .....	13
Article 19 – PhD Schools .....	14
Article 20 – Agreements and Consortiums.....	15
Article 21 – Enterprises PhDs, Industrial PhDs and Advanced Learning Traineeships .....	15
Article 22 – International Cooperation .....	16
Article 23 – Co-tutorship of PhD Theses.....	16
Article 24 - “Doctor Europaeus” .....	17

Article 25 – International PhDs .....	17
Article 26 – Final Regulations and Validity.....	18

## Article 1 - Application, General Principles and Definitions

1. These Regulations govern the operation of PhD programmes at Sapienza University of Rome.
2. The organisation of Sapienza PhD programmes is based on the European Charter for Researchers to guarantee the best conditions for the development, transferal, sharing and diffusion of knowledge and technological development, as well as the education and professional development, of PhD students.
3. The following definitions apply to these Regulations:
  - a) "MIUR" - Italian Ministry of Education, University and Research;
  - b) "University" - Sapienza University of Rome;
  - c) "PhD programme" - is the third level of university education. It provides education for scientific research and provides the competences necessary to conduct research activities, even at the international level, and highly qualified professional activities. PhD programmes last three years.
  - d) "PhD School" - organises and manages PhD programmes for a given school in order to reap the value of synergies from common cultural contexts with other related PhD programmes;
  - e) "PhD Student" – any candidate that is enrolled in a PhD programme; from enrolment to graduation, or exclusion or withdrawal from programme;
  - f) "PhD/Research Doctor" – academic title earned by passing the final exam at the conclusion of the PhD programme;
  - g) "PhD Cycle" - PhD programmes held during a given academic year;
  - h) "Accreditation" – Procedure defined by Art. 2 Paragraph 1 off D.M. N. 45 (08/02/2013 – "Regulations on Accreditation Procedures for PhD programmes and Seats and Criteria for the Development of PhD programmes by Accredited Organisations");
  - i) "ANVUR" – National (Italian) Agency for the Evaluation of University and Research;
  - j) "PhD Sector" – Technical and administrative support office for PhD programmes.

## Article 2 - Procedures for the Institution/Renewal of PhD programmes and Role of the PhD Commission

1. PhD programmes are proposed, following the assessment of adequate facilities, human and financial resources to guarantee the operation of the programme and the monitoring and control of related activities, in case of:
  - a) New PhD programmes by Departments;
  - b) Renewal of PhD programmes by Coordinators (Art. 4.2), following approval of the Faculty Board (Art. 4.1) and having timely informed the Department.
2. PhD programmes are instituted with a Decree by the Rector, following approval by the Academic Senate and the agreement of the PhD Commission (see Art. 3).

3. Proposals for the institution/renewal of PhD programmes are evaluated by a Commission appointed by the Rector following a proposal by the Academic Senate. All members of the commission must possess, upon designation, the requisites necessary to be nominated call commissioners as defined by ANVUR. The Rector appoints 4 members, including a President, from tenured professors and researchers. The Academic Senate designates one member per Faculty from a selection of three candidates proposed by each Faculty.
4. Proposals for the institution/renewal of PhD programmes must be presented by the deadline established by the commission and, in any case, no later than January 31 of each year. They must conform, both in content and format, to the guidelines approved by the Academic Senate and current regulations.
5. The PhD Commission must conclude its work by April 15 of each year and submit a breakdown to the Academic Senate indicating sound proposals, places and available scholarships on the basis of budget, ministerial indications on fund transferral for PhD activities and balancing, establishing criteria for the assignment of merit-based scholarships.
6. PhD programmes are activated after accreditation by MIUR and acceptance by ANVUR on the basis of the procedures indicated in Art. 3 of D.M. 45/2013.
7. The PhD Commission, in collaboration with the University Evaluation Committee and the Quality and Assurance Office, will manage evaluation and quality assurance systems for all PhD programmes and with particular reference to:
  - a) Operation of PhD programmes;
  - b) Process of internationalisation;
  - c) Education of PhD students;
  - d) Research activities of PhD students;
  - e) Professional opportunities;
  - f) Respect of accreditation requisites;

even by conducting PhD programme evaluations as established by Art. 14 Paragraph 10 of these Regulations. The PhD Commission will communicate all findings to the Faculty Board and Academic Senate.

### Article 3 - Requisites for the Activation of PhD programmes

1. The approval of PhD programmes is based on the assessment and evaluation of the following elements:
  - a) Scientific validity and coherence of the academic programme;

- b) Presence of a faculty board including at least sixteen tenured professors, no more than a fourth of which are researchers, in macro-sectors that are coherent with the educational objectives of the programme;
  - c) Possession of faculty board requisites established by current regulations and ANVUR;
  - d) Presence of a web page (in Italian or English) on the website of the Department managing the programme that clearly indicates scheduled educational activities, all professors and students, their publications and a short annual report on conducted activities;
  - e) Availability of the specific operative and scientific facilities necessary to conduct study and research activities for PhD students, including, depending on the type of programme, scientific labs, an adequate library, databases and IT resources;
  - f) Indication of educational activities as specified by Art. 5 of these Regulations.
2. PhD programmes can be activated with an average of at least six scholarships (see Art. 6), as long as for each PhD cycle there are no less than four. Other forms of funding for equivalent amounts can be used to satisfy this requisite.
  3. The University will determine the quota of PhD programme funding to be used to ensure the correct operation of the programme, PhD student mobility needs, and all expenses related to the implementation of admission and final exams.

#### Article 4 - PhD Programme Organisation

The Faculty Board and the Coordinator are the organs that manage PhD programmes.

##### Article 4.1 – Faculty Board

1. The Faculty Board includes no less than sixteen professors, no more than a fourth of which are researchers, in macro-sectors that are coherent with the educational objectives of the programme, who must be designated during the Procedures for the Institution/Renewal of PhD programmes (see Art. 2, Paragraph 1).
2. Subsequently, variations in the composition of the Faculty Board will be approved by the board itself. All variations must be communicated to the PhD Sector and all interested Departments.
3. For professors and researchers working at another university, participation in the board is subordinated to approval by their university. Professors and researchers working at Sapienza require the approval of the relevant Department Board to participate in faculty boards at other universities. Motivations must be provided for all refusals. Each individual can only be counted once, at the national level.

4. Professors, research directors and equivalent positions at organisations that have agreements with the university can be members of the faculty board, based on the indications established in the individual agreements.
5. The Faculty Board is responsible for defining programme objectives, schedules and the PhD programme. It is responsible for all scientific, organizational and educational aspects.
6. In particular, the Faculty Board is responsible for:
  - a) Approval of agreements with universities, research agencies and foreign institutions, even for joint supervision PhD programmes;
  - b) Definition and evaluation criteria for PhD admission exams (Art. 10);
  - c) Identification of tutors to assign to each PhD students (see Paragraph 7);
  - d) Scheduling of educational activities for each academic year and each PhD students (see Art. 5);
  - e) Terms and procedures for annual assessment of PhD student activities and results;
  - f) Admissions to ongoing programmes (post-year one);
  - g) Exclusion and suspension of PhD students (see Art. 14.1);
  - h) Acceptance of request to (jointly) attend a medical specialisation school (see Art. 13);
  - i) Approval of thesis subjects and follow-up in thesis development;
  - j) Admission of PhD students to final exam;
  - k) Authorisation for activities compatible with PhD programme;
  - l) Identification of PhD thesis evaluators (see Art. 16);
  - m) Designation of members on the Admission Exam Commission (Art. 11) and Final Exam Commission (Art. 18) to be approved by the Department.
7. The tutors (indicated in Paragraph 6C) are designated from professors and researchers whose scientific area is coherent with the educational objectives of the PhD programme. They are normally also members of its Faculty Board and have adequate experience in research supervision to provide PhD students with adequate support and advice for their educational, research and thesis-writing activities.

Tutors must guarantee a sufficient number of years to cover the PhD programme and, if placed in retirement, the Faculty Board must guarantee a new tutor to help the PhD student complete the programme.
8. The Coordinator may invite scholars involved in the educational activities of the PhD Programme to participate in Faculty Board meetings.

9. Certified educational and tutorship activities conducted by Faculty Board members during PhD programmes are part of institutional obligations regulated by the University.

#### Article 4.2 – Coordinator

1. The Faculty Board elects a Coordinator from amongst its members, who must either be from Sapienza or a partnered university as established by Art. 20 of these Regulations. The Coordinator must be a tenured full-time professor or, if no such figure is available, an associate full-time professor.
2. As established by Art. 2 Paragraph 11 of Law N. 240/10, passive election to academic positions is reserved to professors that guarantee a number of years' service covering their mandate before retirement.
3. The Coordinator is nominated with a Decree by the Rector and appointed for 3 years. Individuals may not be immediately re-elected more than once.
4. The Coordinator sets and conducts board meetings and uses PhD funding as per Art. 3 Paragraph. 3 in respect of all expense procedures.
5. The Coordinator authorises PhD students to conduct periods of study and research in Italy and abroad.

#### Article 5 – Educational Activities

1. Educational activities for PhD programmes at the University start at the beginning of the academic year with the exception of those programmes held as part of EU and international projects; programmes organised with enterprises and Industrial PhD programmes may have a different starting date.
2. PhD education aims to provide students with the competences required to conduct high-level research activities, even at the international level, with either public or private institutions, contributing to the development of the European Higher Education Area and the European Research Area, in line with the European Charter for Researchers.
3. Educational activities, even interdisciplinary ones, are organized jointly by PhD programmes. These include language and IT courses, as well as courses on research management and European and international research systems, research result exploitation and intellectual property.
4. Curricula with specific learning objectives and programmes are indicated in the Institution/Renewal of PhD Programmes (see Art. 2 Paragraph 1).



## Article 6 - Scholarships

1. The University annually determines scholarship funding, also based on funds received from public/private organisations and other universities.
2. PhD programmes can be activated with an average of at least six scholarships, as long as for each PhD cycle there are no less than four. Other forms of funding for equivalent amounts can be used to satisfy this requisite.
3. The number of scholarships provided by universities on all types of funding can be no less than 75% of the total places available for each programme.
4. The University assigns PhD Programme places and scholarships on the basis of the following criteria:
  - a) Places are assigned based on a comparative assessment of merit;
  - b) Available scholarships are assigned according to admission exam scores. In case of equal scores, the scholarship will be assigned based on economic parameters as established by current legislation.
5. Scholarships are valid for one year and must subsequently (following the first year) be renewed with a new assessment of eligibility requisites and admission to the following year of the PhD programme by the Faculty Board.
6. Scholarships must cover the official length of the programme. In case of definitive and final waiver of the scholarship for personal reasons, residual instalments will be assigned to the first-placed candidate without a scholarship in the same ranking. The total amount of PhD scholarships must be no less than that established by current legislation.
7. PhD scholarships require scholarship holders to pay INPS taxes ("gestione separata" regime as established by Art. 2, Paragraph 26, of Law N. 335 – 08/08/1995 and subsequent amendments). The university is required to pay two thirds of said taxes and the scholarship holder one third. PhD students enjoy all connected rights and safeguards.
8. In case of suspension or exclusion from the PhD programme (as per Art. 14.1) or incompatibility, the scholarship will not be paid.
9. Scholarship instalments are paid on a monthly basis.
10. Scholarship instalments are increased by 50% for periods of study or research abroad, following authorisation from the Programme Coordinator and certification from the host university. These documents, both in original form, must be submitted to the PhD Sector at the end of the period abroad.
11. The limit to gross annual taxable income to apply for a scholarship is set at € 16,000 – excluding the scholarship – and may be updated with a Decree by the Rector.
12. Cases of total or partial incompatibility for the scholarship are established by current legislation and Art. 13. In case of incompatibility following assignment of a scholarship, the instalments interested by the period of incompatibility will have to be reimbursed. Reimbursement refers to academic year or fractions thereof.

13. PhD scholarships cannot be received during years of joint attendance (see Art. 13).
14. Starting from the second year of the programme, each PhD student is guaranteed to receive, in addition to the scholarship and based on available resources, a budget for research activity in Italy and abroad that is adequate to the type of programme and, in any case, no less than 10% of the scholarship. If the scholarship holder fails to meet the requirements for a scholarship renewal and withdraws from the programme, the university may use said funds for similar objectives.

#### Grants and Exemptions

1. Students enrolled in PhD programmes must follow requirements necessary to enroll in subsequent years, as based by current legislation.
2. PhD students with scholarships from the University, as well as students who receive scholarships for the entire duration of the programme from an Italian or foreign, public or private institution, are exempt from paying regional tuition tax, but are still required to pay the tax stamp (“imposta di bollo”).
3. PhD students without scholarships must pay both regional tax and tax stamps (“imposta di bollo”).

#### Article 8 - Calls

1. Admission to PhD programmes is based on a public selection procedure that must end by September 30 of each year.
2. The admission call is issued by the University Rector and published on the “Gazzetta Ufficiale della Repubblica Italiana.”
3. The call indicates:
  - a) Number of places available for each PhD programme;
  - b) Number and value of scholarships, as well as the number of places reserved for enterprise collaboration, industrial PhDs and advanced learning Traineeships, and any other forms of financial support based on research funds or other resources;
  - c) Tax amount due by PhD students;
  - d) Procedures for admission exams;
  - e) Date and place for exams, if already established, and how candidates will be informed thereof.
4. The call, which is published in both Italian and English, is published on the website of the PhD Sector by the month of June and announced on the European Euraxess and MIUR websites.

#### Article 9 – Admission Requisites

1. Applications may be submitted by candidates of all nationalities who, at the deadline of the call, possess a specialisation or Master's degree, an equivalent degree from a previous academic system or a second-level degree from a recognised foreign institution. The Admissions Commission (Art. 11) will assess the validity of said degree as per current legislation in Italy or the country in which the degree was issued and all treaties and international agreements governing the recognition of academic degrees.
2. Candidates who, at the deadline of the call, are still waiting to earn the degree required for admission, must receive the required degree no later than October 31 of the same year to ensure admission, if their application is accepted. Achievement of the degree must be communicated to the University as described in the call.
3. Candidates who have already earned a PhD will be admitted, as long as they pass the admission exams, to a second PhD programme, as long as the subject and scientific area are different from those addressed during the first PhD. In any case, these candidates cannot receive a scholarship in Italy.

#### Article 10 - Admission Exams

1. The specific procedures and criteria that will be used by the exam commission (see Art. 11) must be indicated; foreign candidates should refer to Art. 12 Paragraph 1b.
2. Each Faculty Board is free to develop specific procedures and criteria for PhD programme admissions, respecting all the principles of selection and transparency, and an effective comparative evaluation of candidates. All admissions procedures and criteria must be specified in the call.
3. Moreover, each board may also develop (and publish on the call) additional scores that will privilege specific competences and educational experiences such as Erasmus mobility periods, theses and studies abroad that the candidate has completed, even during their first- and second-level university education.
4. In order to register for the admission exam, candidates must pay a non-refundable fee.
5. The criteria and procedures referred to in this article are published on the Sapienza University website. The call indicates which programmes have independent admission requisites.

#### Article 11 - Admissions Commissions

1. PhD programmes Admissions Commissions are nominated by the Rector, or a delegate, and are composed by no less than three full members and three substitutes chosen amongst professors and researchers, even from other Italian and foreign universities, with specific competences in the relevant sectors. The commissions should be gender balanced. In the case of PhD programmes

conducted in collaboration with public or private organisations, the Admissions Commissions may also be integrated with an expert from the organization who will have the same functions as the other commission members.

2. The members of Admissions Commissions are indicated by the Department from a selection of at least six names submitted by the Faculty Board. For any type of PhD programme, including international PhD's (see below), Admissions Commission members cannot serve as full members of the same programme for two consecutive cycles.
3. For programmes with more than one curriculum, there will be only one call and Admissions Commission, and a single final ranking of candidates. The activation of individual curricula depends on the placement of candidates and is based on their choices.

#### Article 12 - Admission as a Supernumerary Candidate

1. Supernumerary candidates, who have participated in the call and passed the admissions exams, are admissible in the following cases:
  - a) Public administration employees may take periods of leave (as per their collective contracts) for the normal duration of a PhD Programme; employees with public contracts may enjoy extraordinary leave for studies, in agreement with their administrators, as per Art. 2 of Law N. 476 (13/08/1984) and subsequent amendments, with or without pay (unless it is explicitly waived), only if they enrol in a PhD programme (in any subject area) for the first time;
  - b) Foreign students, who are eligible for admission (as specified in Art. 9) and do not intend to apply for scholarships (and the increments described in Art. 6) provided by Sapienza University. Foreign students must apply by the deadlines and as described in the call, indicating their desire to be admitted as supernumerary students. Moreover, said candidates must submit, together with their application, all the documentation on their education and educational results as indicated in the call. They may request to be assessed on the basis of their curriculum and/or an interview. The curriculum must include all elements that will allow a correct evaluation of the candidate's scientific potential and, in particular, an adequate research project (written in Italian, English or French). An interview will be held – unless the candidate receives information to the contrary – together with the oral exam.
2. The number of places available (see Art. 8 Paragraph 3a) is normally increased up to a third for every foreign student admitted as a supernumerary candidate. The number of places may be further increased, again by a third, for every research grant holder and for public administration employees who have passed the admission exams.

### Article 13 - Incompatibility, Joint Attendance and Scholarship Restrictions

1. Participation in a PhD programme is incompatible with enrolment in other PhD programmes, degree programmes (any level), specialisation schools (except for what is specified in Paragraph 5) and first and second-level professional master courses, including programmes held at Italian musical academies ("Istituti Superiori di Studi Musicali").
2. Participation in a PhD programme is incompatible with an appointment as Associate Professor teaching courses.
3. The Faculty Board may authorise PhD students to conduct paid activities after verifying that all educational and research activities for the programme are conducted proficiently. PhD students with scholarships can only work in jobs that are relevant to their PhD education (i.e., by way of example, medical area PhD students may work in emergency medical services). The board will assess whether work is feasible for PhD students without scholarships as long as there is no infringement on their constitutional rights, including the right to education for meritorious students, even without means.
4. PhD scholarships may not be enjoyed in conjunction with research grants or other scholarships of any kind, with the exception of scholarships provided by national and foreign institutions to conduct activities abroad and with funding from the MIUR Youth Fund ("Fondo Giovani").
5. Students may attend a PhD programme at the same time as the last year of a medical specialisation school with a reduction of the PhD programme to a minimum of two years if the following general criteria are respected:
  - a) Specialisation students admitted to a PhD programme who must attend a specialisation school at the University;
  - b) Joint attendance must be compatible with the activities and commitment required by the specialisation school, as established by the specialisation contract, and approved by the school council. All refusals must be motivated in writing;
  - c) the PhD Faculty Board will accept applications for a reduction of the programme following the assessment of research activities conducted on medical specialisation programmes, certified by the specialisation school;
  - d) PhD programme attendance does not imply any form of retribution; PhD scholarships cannot be enjoyed jointly with the pay received by doctors on specialisation programmes.

### Article 14 – Rights and Duties of PhD Students

1. Admission to a PhD programme entails an exclusive, full-time commitment for the entire duration of the programme; all terms of which must be approved by the Faculty Board.
2. Every year, by October 31, Faculty Boards must assess PhD student activities in order to admit them to the subsequent academic year and highlight the progress of said activities.

3. PhD students must enrol in the subsequent programme year by November 30, each year. Moreover, every PhD student must provide an annual report of their activities to guarantee the continuation of their PhD.
4. PhD students must attend all educational activities and and conduct all research activities scheduled by the Faculty Board, for each academic year, and present work and results timely and as required by the board.
5. As part of their educational project, following approval by the Faculty Board and with no increase in scholarship payments, PhD students may conduct supplementary didactic activities for a maximum of forty hours during each academic year. This activity may include exercises, seminars and tutoring for students on Bachelors and Masters degree programmes. PhD students may not participate on exam commissions (even as a substitute) or hold courses. Medical area PhD students may participate in clinical activities as long as these are relevant to their research project.
6. PhD education may include periods of study abroad and traineeships at public or private organisations for periods not exceeding half of the doctorate programme, in total.
7. PhD students are entitled to all current legislation addressing the right to education.
8. All PhD students will receive a free e-mail account from Sapienza University. All communications from the Coordinator and administrative offices conducted via e-mail are considered official and valid. Any communication concerning specific administrative measures that limit the right of the interested party will be notified as prescribed by current legislation.
9. In order to receive a PhD, all PhD students must access the University Publications Catalogue and insert all data concerning their scientific production.
10. Upon conclusion of the PhD programme, students must complete the programme evaluation questionnaire.

#### Article 14.1 – Exclusion, Suspension and Blocks

1. In case of inobservance of the requirements necessary to access the next academic year and/or for the conclusion of the PhD programme, in case of insufficient results on the end-of-term and/or mid-term exams, in case of unapproved or prolonged absence or unavailability, or if a PhD student's behaviour is incompatible either with research ethics or the normal acceptable behaviour in the PhD facilities, the Faculty Board may, following a written communication, decide to exclude a student from the programme. Such a measure must be ratified by the absolute majority of the board members and with the participation of the PhD Representative (see Art. 15). In this case, the student's scholarship will be suspended starting from the date of said measure.
2. PhD students will receive legal communication of an exclusion procedure. Within 15 days from the reception of said notification, if the student believes their rights have been violated, they may request that the Student Ombudsman, who is called to intervene on the basis of motivated requests.

3. The Student Ombudsman will collect all relevant documentation, listen to witnesses and conduct any further necessary investigation deemed necessary and may, at the end of said enquiry, request that the Faculty Board review their decision. If the decision were to be confirmed by the Faculty Board, against the judgement of the Ombudsman, the latter may submit the documentation to the Rector who will turn to the Academic Senate for a definitive decision.
4. If a PhD student is readmitted, the Faculty Board will accept the decision and reactivate the student's scholarship. At the end of the programme, and before discussing their thesis, the PhD students will be required to compensate the suspension period caused by the hearing and receive all non-paid scholarship instalments.
5. Following a written request by a PhD student, PhD programme attendance can be suspended, normally for a maximum period of one year, following approval by the Faculty Board, in the following cases:
  - a) military or civil service requirements;
  - b) fixed-term work or study opportunities that are not incompatible with a subsequent resumption of PhD activities;
  - c) serious and documented illness.
6. Female PhD students also enjoy all maternity rights as specified by the decree of the Ministry of Labour and Social Security issued on July 12, 2007 and officially published on "Gazzetta Ufficiale N. 247" on October 23, 2007.
7. In examining a possible suspension case, the Faculty Board may set terms, conditions and further assessments, compatibly with mid-term exams, and allow students to move on to the subsequent programme year subject to their making up the suspension period and completing the full programme.
8. If a PhD student wishes to enrol in one of the study programmes listed in Art. 13 Paragraph 1, they must present a formal request to the Faculty Board to suspend their career.

#### Article 15 - PhD Student Representation

1. Two PhD students elected as representatives will participate (only) in Faculty Board sessions addressing organizational and didactic activities, the use of funding, and issues related to Art.14.1. These students may be the same person(s) as the student representatives on the Department Council.
2. PhD student representation in Department Councils is subject to the relevant regulations established by Art. 11 of the Sapienza Statute.

## Article 16 - PhD Thesis

1. At the end of the legal course of the PhD programme, PhD students are assessed with the discussion of a thesis to receive their title of “research doctor” by February 28 of each year.
2. Admission to the final exam, accompanied by a presentation prepared by the Faculty Board, must be communicated to the PhD Sector at least one month before the date set for the discussion of the thesis, together with the indication of the subject area selected by the PhD student if the programme addressed more than one subject area.
3. The PhD thesis, including a summary in Italian or English, must be written in Italian or English, or in another language approved by the Faculty Board.
4. The PhD thesis, along with a report by the student on the activities conducted during the programme and any publications, is assessed by no less than two highly qualified professors, referred to as evaluators, who are nominated by the Faculty Board. Evaluators may also be from foreign universities or other parties not related to conferral of the PhD.
5. The evaluators express an analytical, written assessment of the thesis and propose that it either be publicly discussed or postponed for a period of no longer than six months if they feel significant corrections or integrations are required. Following this period, all theses are automatically admitted to discussion, along with a new report by the evaluators based on the corrections or integrations made to the thesis.
6. External evaluators may not sit on the Exam Commission.
7. The public discussion of theses takes place before an Exam Commission composed as described in Art. 18 of these Regulations.
8. At the end of the discussion, the thesis, is either approved or not by a collegially motivated assessment. The Exam Commission can also confer honours to a thesis with a unanimous vote for studies with a particular scientific significance.
9. The PhD final exam can only be taken once.
10. In the case of EU and international collaborative projects, specific procedures and methods may be employed to address the characteristics of individual projects, as long as they have been activated by accredited PhD programmes.
11. Following the discussion of the thesis, Research Doctors must deposit a copy of their thesis, in digital format, in the University database that will be responsible for transmitting it to the national libraries in Rome and Florence.
12. Following authorisation by the Faculty Board, parts of the thesis may be concealed to safeguard data covered by industrial confidentiality as established by current legislation.



#### Art. 17 - Property of Results, Confidentiality and Treatment of Data

1. The intellectual and industrial property rights of the results achieved by PhD students, including, but not limited to, software, patentable (or not) industrial inventions, know-how, models, data and data collections, are managed in conformity with current legislation and University regulations, as well as any individual agreements with universities, enterprises or other agencies.
2. PhD students must follow all current legislation in terms of personal data protection and specific University regulations.
3. PhD students are responsible for the confidentiality of reserved information, data and documents that are consulted during programme activities at - or on behalf of - the University, or at other involved agencies or enterprises.

#### Article 18 - Graduation Exam Commissions

1. Graduation Exam Commissions are nominated with a decree by the Rector (or delegate) and are composed by three members chosen amongst professors and researchers selected from subject areas pertinent to the PhD programme. At least two members must belong to universities other than Sapienza, even foreign universities, and must not necessarily participate in the programme. The Exam Commission cannot have members who are or were on the Programme Faculty Board over the past two years. This measure is also valid for PhDs activated as per Art. 20 of these Regulations.
2. In the case of particularly specific theses, the Exam Commission may be integrated with no more than two experts, even foreign, chosen from agencies and public or private research centres.
3. The members of the Exam Commission are chosen by the Department Council from a selection of no less than six names indicated by the Faculty Board, which will also designate three substitutes and any necessary experts.
4. The same professor may not be a member of the Exam Commission for two consecutive PhD cycles.
5. In case of adequately motivated resignation of a commission member, one of the substitutes inserted in the commission constitution decree will take their place.
6. For multidisciplinary PhD programmes, the Faculty Board may identify, for each given cycle, various subject areas for the same programme and, therefore, various commissions.
7. The title of "Research Doctor" abbreviated to PhD ("Dott. Ric." in Italian) is conferred following a positive assessment of a research thesis that contributes to the advancement of knowledge or methodologies in the selected field.

## Article 19 – PhD Schools

1. PhD schools have been created to improve the organisation of third-level university education.
2. Proposals for the institution of PhD schools must be made by the PhD programmes and approved by the Academic Senate, following a positive assessment by the reference Department.
3. Upon their creation, the schools must indicate the PhD programmes that they will hold.
4. PhD school organs are: the School Director (hereafter “Director”), the School Secretary (hereafter “Secretary”) and the School Board of Directors (hereafter “Board of Directors”).
5. The Director represents the school, coordinates its activities and presides the Board of Directors. The Director is elected – with an absolute majority – by the Board of Directors from the Faculty Board Coordinators belonging to the school. The Director remains in office for a period of three years and cannot be elected to a consecutive term.
6. The Board of Directors is composed by Coordinators of the School's PhD programmes. In full respect of the scientific and cultural independence of individual PhD programmes, the Board is responsible for:
  - a) Electing the Director;
  - b) Identifying general guidelines for the development of the School;
  - c) Promoting a periodic exchange of ideas and experience amongst the various PhD Programmes;
  - d) Promoting the coordination of cultural and didactic activities for individual PhD Programmes, identifying, in particular, those that may interest more than one programme;
  - e) Identifying general cultural issues and promoting and organising educational activities to complement those promoted by individual programmes;
  - f) Promoting collaboration on didactic and research activities with other universities, agencies, institutions and national and international research centres;
  - g) In full respect of the University's decisional power, schools conduct an initial investigation into the activation/deactivation of programmes and/or curricula and relative requests for places and scholarships;
  - h) Approving amendments to the School Regulations.
7. The Board of Directors ratifies measures with:
  - a) a simple majority for School-specific activities;
  - b) an absolute majority of its members for the election of the Director;
  - c) a two-thirds majority of electors for proposals to amend the School Regulations, new equipment and funding terms.

## Article 20 - Agreements and Consortiums

1. PhD programmes can also be accredited:
  - a) in agreement with universities, administrative departments, and Italian or foreign, public or private, research agencies that possess all the necessary high-level requisites, in terms of science, culture, personnel, facilities and equipment, even with the activation of specific curricula for multi-curricular PhD programmes; however, the administrative seat of the PhD programme must be the University that will issue the degree;
  - b) in partnership with other universities, including at least one Italian university, and with the option of issuing a double, multiple or joint degree;
  - c) in partnership with high-level, public or private research agencies, even in different countries; however, the administrative seat of the PhD programme must be the University that will issue the degree;
  - d) in agreement (as per Art. 4, Paragraph 4 of Bill N. 210 – 03/07/1998), with enterprises, even in different countries, that conduct research and development activities however, the administrative seat of the PhD programme must be the University that will issue the degree. Normally, the maximum number of partnered universities and research centres is four.
2. Agreement and partnership proposals must be submitted by January 31, each year, together with the proposal described in Art. 1 Paragraph 2 of these Regulations. All agreements must be finalized by April 30, each year.
3. Agreements must ensure that each PhD programme possesses all the requisites listed in Art. 3 of these Regulations. Moreover, they must indicate each party's contribution in terms of professors, financial resources and scientific and operative facilities to guarantee the sustainability of the programme, as well as at least 3 scholarships for each PhD cycle. The only exception is represented by PhDs activated in agreement with foreign universities and in collaboration with enterprises (including Industrial PhDs) that must contribute no less than 4 scholarships.
4. In the case of PhDs activated by highly-qualified, public or private research agency consortiums, even in foreign countries, the Faculty Board (composed as described in Art. 3 Paragraph 1b) can be integrated (by a maximum of 25%) with research directors, lead researchers and researchers at research agencies or equivalent positions in foreign agencies.

## Article 21 – Enterprise PhDs, Industrial PhDs and Advanced Learning Traineeships

1. Sapienza University may activate PhD programmes in agreement with enterprises that conduct research and development activities.
2. Sapienza University may also activate industrial PhD programmes. In this case, based on agreements, a number of places may be reserved for highly qualified employees, who will be admitted if they satisfy all admissions requisites. It is also possible to activate a single curriculum

for industrial PhDs (or PhDs in collaboration with an enterprise) for multi-curriculum programmes, as long as there are no reserved places.

3. Agreements for programmes as described in Paragraphs 1-2 above must also establish a) how research activity schedules and procedures at the enterprise; b) based on the number of places assigned to enterprise employees, activities to be carried out by employees and the duration of the programme; c) facilities employed for research activities; d) intellectual property rights and confidentiality obligations as described in Art. 17.
4. In any case, PhD programmes as traineeships can be activated with external institutions and enterprises as established by D.L. N. 167 – 14/09/ 2011. For advanced learning traineeships, please refer to the specific Sapienza Regulations (*“Regolamento per la disciplina dell’Apprendistato di Alta Formazione e dell’Apprendistato per Attività di Ricerca”*).
5. Traineeship contracts, as well as places activated based on the agreements described in Paragraphs 1-2 above, are considered equivalent to scholarships for the calculation of the minimum number of scholarships necessary to activate a PhD programme.

#### Article 22 - International Cooperation

1. “Sapienza” promotes international cooperation even in the PhD Programme Sector. It promotes and stipulates inter-university agreements with foreign universities that define the procedures for implementing cooperation and the conferral of joint or double/multiple PhD degrees. In particular, Sapienza promotes agreements with foreign universities for co-tutorship PhD theses, for the recognition of international mobility and the activation of International PhDs.

#### Article 23 – Co-tutorship of PhD Theses

1. Agreements regulate the implementation procedures for co-tutorship programmes and are stipulated for individual PhD students by the Faculty Board as long as they respect the following conditions:

- a) The thesis should be developed over roughly equivalent alternative periods in each of the two institutions;
- b) Nomination of two thesis directors, one for the Italian university and one for the cooperating university, both of whom must follow the PhD student’s activities and evaluate (through a written report) the PhD thesis. Admission to the final exam is based on a positive assessment of the thesis by both directors. The Italian thesis director(s) may be from a university other than Sapienza;
- c) The thesis must be written and discussed in the language of the cooperating university or, in any case, the language indicated in the agreement;
- d) The Exam Commission, nominated by the Rectors from the two universities, will be composed by an equal number of scholars from both institutions for a total of no less than four

members, excluding thesis directors who can participate in the discussion of the thesis but in its evaluation;

e) Each university commits to presenting a PhD degree (or equivalent title) for the same thesis following the positive assessment of the Exam Commission. This is the joint degree title. The joint PhD degree is indicated with the following phrasing (“Thesis in Co-tutorship with the University of ...”;

f) Thesis co-tutorship may not be activated beyond the 18<sup>th</sup> month of the PhD programme. Beyond this point, if there is specific scientific interest in doing so, the Faculty Board may authorise a co-tutorship. In this case, the Faculty Board will also have to postpone the final discussion of the thesis by one year;

g) By October 31, every year, the Faculty Board must also assess all the activities completed by co-tutored PhD students enrolled in partner universities to admit them to the subsequent programme year.

#### Article 24 - “Doctor Europaeus”

1. “Doctor Europaeus” is an additional certification that is issued nationally along with a PhD degree. The certification must respect the requisites set by the European University Association (EUA).
2. The “Doctor Europaeus” additional certification is issued by the University, upon student request, following approval by the Faculty Board that must verify the following four requisites:
  - a) Thesis assessment must be conducted by at least two professors from two European universities, other than that where the thesis will be discussed;
  - b) At least one member of the commission must come from a different European country from that where the thesis will be discussed;
  - c) Part of the thesis discussion must be conducted in an official EU language, other than that of the country where the thesis will be discussed;
  - d) Some of the research presented in the thesis must have been conducted during a period abroad of no less than three months in a different European country to that in which the thesis will be discussed.

#### Article 25 – International PhDs

1. If there is sufficient alignment between the Italian university system and that of other countries, international PhDs can be instituted through inter-university agreements.
2. The requisites required for the activation of PhDs with international mobility and the conferral of an additional academic title are the same as those required by a national PhD.

3. Inter-university agreements for International joint or double/multiple title PhD programmes must satisfy the following requisites:
  - a) Conform to PhD regulations in cooperating countries and/or institutions;
  - b) The scientific project and the study plan must be adequately developed and motivated and specifically emphasize the reasons for which the creation of an international PhD is being requested;
  - c) The Faculty Board must be composed by no less than 16 professors, no more than a fourth of which must be researchers (or equivalent positions at foreign institutions), in macro-areas that are coherent with the educational objectives of the programme. They must be internationally renowned and have a documented scientific production. The scholars must also equally reflect the partner institutions. In any case, there must be no less than 3 professors from Sapienza University;
  - d) The Programme Coordinator will be elected by the Faculty Board;
  - e) In terms of material and financial resources of any form (scholarships, operating expenses, use of facilities and laboratories), each participating university must participate equally without any constraint in terms of the nationality of the PhD student(s) who directly or indirectly enjoy the resources. In any case, each university must provide no less than 4 scholarships.
  - f) Student admission will be based on procedures that guarantee an adequate evaluation of candidates based on a non-discriminatory basis. Specific procedures and criteria for admission to international PhD programmes must be expressly stated in the programme call and respect all principles of selectivity and transparency, as well as an adequate comparative evaluation of the candidates, independently from their nationality;
  - g) Inter-institutional agreements must indicate the procedure for the composition of Admissions Commissions that must include scholars designated by the participating parties. Said scholars may also not belong to the participating institutions. Members may not under any circumstance be part of a commission more than once over each three-year cycle;
  - h) Final Exam Commissions are composed of professors designated by participating universities according to the procedures indicated in the inter-institutional agreements and may also not belong to the participating institutions. Members may not under any circumstance be part of a commission more than once every two years;
  - i) For any other issue that is not expressly indicated here please refer to the inter-institutional agreement.
4. Proposals for renewals or new agreements must be presented with the positive evaluation of the Department Council. Sapienza will evaluate proposals, following approval by the PhD Commission (see Art. 2 Paragraph 3) that will express the congruity of the agreement with the mentioned article and, in case of renewal, on the basis of the written PhD Report and results obtained over the

previous cycle. Sapienza University may contribute to operational expenses, financial costs or provide other resources, such as scholarships.

5. International PhDs that have already been activated must conform to renewal requisites. In any case, the Rector approves all such agreements following the assessment of the PhD Commission. All involved administrative offices must be timely informed of negotiations to create international PhDs and must conduct all procedures required for the Rector's approval and that of Sapienza University.

#### Article 26 - Final Regulations and Validity

1. All issues that are not expressly addressed by these Regulations are regulated by current legislation for PhD programmes.
2. These regulations have been published on the website of Sapienza University of Rome within one day from their final approval and will come into effect seven days after the date published on the Rector's decree.

**Please note:** the official version of this document is in Italian and is available on the Sapienza website.

This translation into English is provided as a service but has no legal value.