



ALMA MATER STUDIORUM  
UNIVERSITA DI BOLOGNA

## PhD PROGRAMMES REGULATION

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### DISCLAIMER:

**This is a non-official version of the PhD Programmes Regulation. Only the version published in the University of Bologna Bulletin (Bollettino Ufficiale n. 241 del 15/12/2016) shall prevail and be binding.**

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**CHAPTER I - General provisions**

**Art. 1 - Definitions**

1. For the purposes of this Regulation, the following definitions shall apply:
  - a. "MIUR": means Italian Ministry of Education, University and Research;
  - b. "University": means Alma Mater Studiorum - University of Bologna;
  - c. "PhD programme": means the third cycle programme of the university studies, ensuring training in scientific research and providing the skills necessary to carry out research, also at international level, and professional activities requiring advanced qualifications;
  - d. "PhD candidate": means the status acquired through the enrolment in a PhD programme; it shall run from the starting date of the PhD Programme and shall be maintained until the PhD degree is awarded, without prejudice to art. 15(1);
  - e. "Doctor of Philosophy": means the academic qualification awarded after attending a PhD Programme and passing the final examination;
  - f. "PhD cycle": means the whole of the PhD programmes established in a given academic year;
  - g. "Curricula": means the research fields comprising a PhD programme;
  - h. "Accreditation": means the administrative procedure provided for by art. 2, para. 1, of the Min. Decree n. 45 of the 08/02/2013 (Regulations for the accreditation of PhD centres and programmes, and criteria for the establishment of PhD programmes by accredited bodies).

**Art. 2 - Aim and scope**

1. This Regulation provides for the rules for the establishment and the functioning of University PhD programmes, in compliance with the criteria and requirements laid down by the relevant national legislation into force.

**CHAPTER II - PhD programmes**

**Art. 3 – Ministerial accreditation, establishment and duration of the PhD programmes**

1. PhD programmes are established in accordance with the procedures laid down by the University Statute, following approval by the applicant Structure - or the applicant Structures in the case of PhD programmes established jointly by several Structures - and by the affiliated Structures, other than the applicant ones, that make available financial and instrumental resources, facilities, professors and researchers to carry out the programmes.
2. Ministerial accreditation for the PhD programmes, whose activation was authorised in accordance with the preceding paragraph, is granted in accordance with the arrangements and in compliance with the requirements laid down by the relevant legislation into force.
3. PhD programmes are established by Rector's Decree, prior approval of the Evaluation Group.
4. The programmes start at the beginning of the academic year.
5. The legal duration of PhD programmes cannot be less than three years, without prejudice to the relevant legislation into force governing the simultaneous enrolment in PhD programmes and medical specialization schools.



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**Art. 4 - PhD programme bodies**

1. The Academic Board and the PhD Programme Coordinator are the governing bodies of the PhD programmes.

**Art. 5 – Academic Board**

1. The members of the Academic Board are appointed by the governing Bodies of the Departments concurring in the establishment of the PhD programmes, from among the researchers, associate and full professors whose research activities are consistent with the research fields covered by the PhD programme, and in compliance with the requirements to be met for the ministerial accreditation.
2. Professors and researchers from other Universities may form part of the Academic Board, prior authorization of their Home University. Professors, directors of research and other professionals holding an equivalent positions in Institutions collaborating with the University on the basis of a specific agreement may be appointed as members of the Academic Board in accordance with the provisions laid down by the above specific agreements.
3. The Academic Board is made up of at least sixteen members, including the PhD Programme Coordinator, representing the main composition of the Board. Membership of the Board may be extended up to thirty-two members. At least 12 members must be associate and/or full professors or professors holding an equivalent professional status in foreign Universities. This minimum number can be lowered to 8 in the case that the PhD programme has been established on the basis of agreements with public or private advanced research institutions and whose staff (at least 4 members) forms integral part of the Board. 50% is the minimum percentage of members representing the University from one hand and other Institutions entered in an agreement with the University on the other hand. Out of the 16 members forming the main composition of the Board, the maximum number of University researchers is 4. The same applies to researchers appointed from among the staff of public advanced research institutions (4 out of 16 members).
4. In case of PhD programmes covered by agreements with foreign Universities and Institutions, the Academic Board is established in accordance with both the criteria set by the previous paragraphs and the provisions set by specific agreements.
5. For ministerial purposes, the participation of each member of the Academic Board shall be counted once only on a national basis.
6. In accordance with para. 1, the composition of the Academic Board is determined for each PhD cycle, at the time the request for the establishment of the Programme is made; the names of the Board members are communicated to MIUR together with the request for accreditation.
7. Without prejudice to the methods of and time limits for the checks to be carried out by the MIUR, the Academic Board of the PhD programme is entitled to take decisions regarding the PhD cycle, starting from the day after the adoption of the departmental resolutions concerning the membership of the Board.
8. Starting from the beginning of the academic year, the Academic Board takes charge of any cycles of the same programme already underway and not yet completed.
9. The Academic Board shall be responsible for setting the objectives, the planning and the implementation of the PhD programme, taking charge of the related scientific, organisational and training issues.
10. The Academic Board decides inter alia on the following matters:
  - a. definition and assessment criteria for the admission exams;
  - b. awarding of the scholarships referred to in art. 14;



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- c. selection of the supervisors referred to in para. 18, 19, 20;
  - d. individual annual training and research plan for each PhD candidate;
  - e. procedures and time limits to be met for the annual verification of both the activities carried out and the findings obtained by the PhD candidates;
  - f. exclusion of PhD candidates, after obtaining the reasoned opinion of the supervisors;
  - g. authorisation of the activities compatible with the PhD programme;
  - h. authorisation of the periods of study and research in Italy and abroad;
  - i. selection of the external evaluators of the PhD theses;
  - j. determination of the dates for the final exam for the awarding of the PhD degree, within the time periods authorised every year by the Academic Bodies;
  - k. transfer requests;
  - l. agreements with Universities and research Institutes, firms and foreign Institutions and co-tutorship agreements.
11. The Academic Board also proposes the names of the members of the Admission Board referred to in art. 10 and of the Examination Board referred to in art. 23.
  12. The Academic Board validly votes when the absolute majority of its members is present, either in person or through telematics applications, deducting the excused members. The members of the Academic Board are not allowed to delegate their functions to others.
  13. The decisions of the Academic Board are validly taken with the votes in favour of the absolute majority of the participants, including those taking part in the meeting through telematics applications.
  14. The minutes of the Academic Board meetings shall be duly signed and uploaded on the appropriate University repository within five working days of the date of the meeting.
  15. When discussing training and organisational issues, the composition of the Academic Board can be complemented by a maximum of two representatives of the PhD candidates, enrolled in the relevant PhD Programme, without voting rights.
  16. The two representatives of the PhD candidates in the Academic Board shall remain in office for three years. The elections are organised by the PhD Programme Coordinator, with appropriate period of notice. All the PhD candidates enrolled in the PhD Programme at the date of the election have the right to vote and stand. Voting is valid if at least one-third of those entitled to exercise the right to vote participate. A draw will be held in the event of voting tie.
  17. The representatives of the PhD candidates remain in office as long as they maintain PhD candidate status; should they lose this status prior to the end of their mandate, they will be replaced by drawing on any surviving unelected candidates or, otherwise, if replacement is not possible, by holding fresh elections. The mandate of the PhD candidate replacing the above position expires at the end of the three-year term valid for the other representatives.
  18. The supervisors responsible for the PhD candidates research activity and the theses are appointed by the Academic Board, preferably from among the professors and researchers of the University forming integral part of the Board. The supervisors not belonging to the Academic Board shall attend the Board meetings without voting rights, and must be assisted by a co-supervisor who is a Board member.
  19. Supervisors must guarantee a minimum number of years of service at least equal to the duration of the PhD cycle. If the supervisor retires following completion of the legal duration of the PhD programme, but before the thesis is discussed, a co-supervisor shall be appointed to assist the PhD candidate in the process of obtaining the degree. Fixed-term assistant professors may be appointed as co-supervisors.



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20. Supervisors not belonging to the University can be appointed in the following cases:
- scholarships funded by external Institutions;
  - joint ministerial accreditation under agreements with Universities and with high-level scientific Institutions.

In this case, the Academic Board shall give proof of the external supervisor international qualification in the specific research area and identifies a University co-supervisor acting as internal contact person for the PhD candidate.

**Art. 6 - PhD Programme Coordinator**

- The Academic Board shall be coordinated by a University full professor, working on a full-time basis, forming integral part of the Academic Board. In the case that a full professor cannot be appointed, an associate professor, working on a full-time basis, shall be entrusted of the coordinating role. Voting shall be by secret ballot. The PhD Programme Coordinator shall be elected by the absolute majority of the members of the Academic Board and appointed by Rector's Decree.
- The PhD Programme Coordinator shall be appointed for a term of three years, with the possibility of re-election for no more than one further consecutive mandate. The PhD Programme Coordinator must guarantee a minimum number of years of service, covering at least the duration of the mandate, before his/her retirement date.
- The PhD Programme Coordinator shall coordinate the activities of the PhD programme and shall call and chair the meetings of the Academic Board.
- Upon appointment, the PhD Programme Coordinator also takes over the management of the activities relating to any pre-existing PhD cycles to be concluded.
- Upon a proposal from the PhD Programme Coordinator, the Academic Board may appoint a Deputy PhD Programme Coordinator from among the University associate and full professors, forming integral part of the Board. The Deputy Coordinator replaces the PhD Programme Coordinator in the case of absence or if he/she is prevented from attending his/her duties.

**Art. 7 - Admission requirements**

- Regardless of age and citizenship, applicants with the following academic qualifications can apply for admission:
  - Laurea specialistica or Laurea magistrale (second cycle degree);
  - Laurea Vecchio Ordinamento (degree obtained under the Italian previous regulations);
  - Degree granted by AFAM (Advanced Artistic and Musical Training) institutions;
  - second cycle degree obtained abroad, recognised as equivalent to those covered by letters a), b) and c) of the present paragraph.
- Further specific requirements may be established for each PhD programme and set out in the call for application.
- Undergraduate applicants may apply on condition to get the necessary academic qualification for the admission to the PhD programme by the deadline established in the call for application and before the programme starting date. If applicants pass the selection procedures and enroll in a PhD programme, after having achieved the academic qualification, they have to notify the University of the awarding of their qualification within the time frame and in the manner envisaged by the call for application. Those who fail to notify the awarding of their qualification will be excluded and shall be obliged to repay any scholarship amounts already received.



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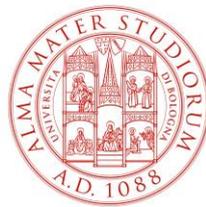
4. The eligibility of foreign degrees is established by the University in accordance with the legislation into force both in Italy and in the Country where the qualification has been awarded, and in accordance with the relevant international treaties or agreements dealing with the recognition of academic qualifications for the purpose of access to further studies.
5. Should doubts arise about the nature or validity of the academic qualification, the University reserves the right to request the Dichiarazione di Valore in Loco, even if the degree has been awarded in another EU Member State.
6. Applicants holding a foreign academic qualification, who do not provide the requested documents upon matriculation, are enrolled subject to confirmation. They will be excluded from the PhD programme and required to refund any scholarship amounts improperly received, if:
  - a. they do not provide the documents referred to in para. 5 within six months of the starting date of the PhD Programme;
  - b. pursuant to verifications, the qualification provided does not satisfy the entry requirements referred to in para. 1.

**Art. 8 - Call for application**

1. Admission to PhD programmes is conditional to the public comparative evaluation of the applicants, to be carried out and completed by 30 September each year.
2. The call for application, written in both Italian and English, is issued by Rector's Decree and published on the University website as well as in the Official Journal of the Italian Republic, on the Euraxess website and on the MIUR website. It shall indicate:
  - a. the list of the PhD programmes activated (including those activated under agreements);
  - b. the starting date and the legal duration of the programmes;
  - c. the number of available positions, including those financed by scholarships;
  - d. any position reserved to specific categories of candidates and positions financed by scholarships aimed at developing specific topics;
  - e. any position conditional to the conclusion of apprenticeship contracts;
  - f. any form of financial support, drawing on research funds or other University resources, including research grants, that may be awarded to one or more suitable candidates;
  - g. the enrolment fees to be paid by the PhD candidates, including exemptions where relevant;
  - h. the documents to be submitted by the candidates in order to participate in the admission exam;
  - i. detailed rules and timeframe to carry out the entrance exam as well as the assessment criteria;
  - j. the methods and deadlines to be complied with for the submission of the application and the amount of the administrative fees to be paid for the participation in the entrance exams.
3. The number of positions set out in the call for application may be further increased after the publication of the call but within the conclusion of the examination procedures.

**Art. 9 - Entrance exams**

1. The entrance exams may comprise: assessment of the applicant's qualifications and/or the research project, written exams, oral exams or a combination of these evaluation modes, as authorised by the Academic Board for each PhD programme.
2. The selection procedure stages concerning the assessment of the applicant's qualifications and/or the evaluation of the research project shall be non-presential.



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3. For the purpose to carry out both written and oral exams, applicants must be present at the premises in which the exam shall be held on the date and time set out in the call for applications and exhibit a valid ID document.
4. If so provided for in the call for application, the oral exam may be carried out in a language other than Italian and applicants residing abroad can take the oral exam remotely using telematics applications.
5. For the purpose to participate in the entrance exam the applicants must pay a fee, the amount of which is decided by the Academic Bodies on a yearly basis. This fee will not be returned under any circumstances.

**Art. 10 - Admission Board**

1. Upon a proposal of the Academic Board, the Rector appoints a single Admission Board for each PhD programme. The Board shall be usually composed of three University professors and/or researchers, up to a maximum of five members. In the case of PhD programmes made up of more than one curriculum, the Admission Board can be expanded so as to include at least one professor or researcher who is competent in the scientific field covered by each curriculum.
2. The Admission Board is responsible for the comparative assessment of the applicants on the basis of the criteria established by the Academic Board. Before the entrance exam takes place, the Examination board may define sub-criteria for the evaluation made public under the conditions and on schedule set out in the call for application.
3. In case of scholarships financed by external institutions, on the basis of a specific agreements, the Admission Board may include an expert representing the funding Institution. The latter takes part in the Board for the sole purpose of expressing an opinion on the suitability of the applicants competing for the externally-financed scholarships.
4. As far as specified in PhD agreements concluded with foreign Institutions, the Admission Board may also include one or more experts appointed for the sole purpose of assessing the applicants covered by the afore mentioned agreements.
5. The expenses incurred by the members of the Admission Board will be reimbursed in accordance with the University Regulation on missions, transfers and related reimbursements.
6. The Admission Board may meet using telematics applications to carry out the preliminary session of the evaluation procedure and to assess the candidate's qualifications and/or research projects. The experts referred to in paras. 3 and 4 may also take part in the written and oral exams using telematics applications.
7. The longest-serving member shall be appointed to chair the Admission Board; in the event of equal seniority, the eldest member will be appointed. If a full member of the Board is unable to attend his/her duties, a deputy member appointed in accordance with para. 1 will take over.

**Art. 11 – Final Ranking list**

1. For each PhD programme, a single ranking list of applicants is established, based on the entrance exam report drawn up by the Admission Board. This list is issued by Rector's Decree and may be consulted by the applicants following the detailed rules laid down in in the call for applications.
2. The available positions shall be awarded from the top of the ranking list downward. Successful applicants will be admitted to the PhD programme in line with the ranking list until all positions available are covered, without prejudice to the specific procedures for the awarding of the positions set out in art. 8, para. 2, points d), e) and f), which may only be awarded to those candidates deemed suitable by the Admission Board.



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3. In the event of equal evaluation of two or more applicants, preference will be given to the youngest applicant, without prejudice to the rules on priority for the allocation of scholarships set by art. 14, para. 4.
4. The enrolment of successful applicants must be completed in accordance with the conditions laid down in the call for applications and by the deadlines laid down in the ranking list.
5. Eligible applicants, who not succeeded in the competition, must communicate their interest in a position without scholarship, in accordance with the conditions laid down and by the deadlines specified in the ranking list. Those who do not communicate their interest in a position without scholarship will not be contacted if, following withdrawal, a position without scholarship becomes available.
6. Should a position with scholarship become available, successful applicants who tacitly rejected a position without scholarship by the deadline for the enrolment shall also be contacted.
7. Following the manifest or tacit withdrawal of a successful applicant, a communication is sent to the applicant taking over the available position in accordance with the conditions laid down in the call for applications. Eligible applicants who do not complete the enrolment by the deadline set in the replacement communication shall be considered having tacitly withdrawn the position.
8. After the starting date of the PhD programme, any replacement shall not be allowed.
9. Successful applicants who are already enrolled in another PhD programme must withdraw from the previous programme before the enrolment at the University takes place. Applicants shall be excluded if, during the kick-off meeting, the Academic Board assigns them a research project falling within the same scientific area (*Settore Scientifico Disciplinare*) covering the project carried out within the framework of the previous PhD programme. PhD candidates having already been granted of a scholarship for participation in a PhD programme established in Italy cannot be granted the University scholarship, even if their research project does not fall within the scientific area covering the project carried out within the framework of the previous PhD programme.

**Art. 12 – Extra-quota positions**

1. The following candidates may be granted an extra-quota position after participating in the call for application referred to in art. 8 and succeeding the entrance exam referred to in art. 9:
  - a. applicants who have been awarded of scholarships funded by the Italian Ministry of Foreign Affairs or by other Institutions in their own Country of birth, citizenship, residence or domicile;
  - b. applicants covered by Apprenticeship PhD contracts, pursuant to art. 26 of the present Regulation;
  - c. applicants coming from foreign Countries with which the University has concluded agreements aimed at the admission to PhD programmes or who benefit from funding granted under international mobility schemes and training programmes.
2. Applicants referred to in letter c) of the previous paragraph may be awarded of extra-quota positions, without being required to participate in the public competition referred to in art. 8 and succeeding in the entrance exam referred to in art. 9, insofar as they have been selected via comparative assessment procedures and prior positive opinion of the Academic Board in respect of their scientific suitability.

**Art. 13 - Tuition fees**

1. PhD candidates must pay the tuition fees for the enrolment at each academic year.
2. The due dates for payment are indicated in the call for application.
3. Failure to pay by the deadlines results in an additional fee.



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4. PhD candidates who have not paid the tuition fees referred to in para. 1 are not entitled to carry out the research and training activities envisaged by the PhD programme and shall be excluded. Scholarship payments shall be also interrupted.
5. The Academic Bodies establishes for each academic year the amount of the tuition fees referred to in para. 1, as well as the additional fee referred to in para. 3.
6. The total amount of the tuition fees includes: insurance premium, stamp duty and the right to higher education regional tax. These amounts are updated when changes occur.
7. Candidates meeting special income requirements may request partial exemption from payment of the tuition fees referred to in para. 1. Such requirements are indicated each year in the specific call for applications managed by the regional Agency for the right to higher education.
8. The Academic Bodies may approve further forms of exemption from payment of the tuition fees referred to in para. 1 as well as from the additional fees due to late payment referred to in para. 3, with the exception of the insurance premium, the stamp duty and the right to higher education regional tax. The above further exemptions are defined by the Academic Bodies also pursuant international agreements, where relevant.
9. Withdrawal or exclusion from the PhD programme do not entitle the PhD candidate concerned to be reimbursed of the tuition fees already paid, with the exception of the cases of withdrawal or exclusion resulting from decisions adopted by the Academic Board during the kick-off meeting pursuant to art. 16.
10. In order to obtain the PhD degree, a special fee for the admission to the final exam must be paid. The amount of such a fee is defined each year by the Academic Bodies. A stamp duty must be also affixed on the request to be submitted to the University for the admission to the final exam.

**Art. 14 - Scholarships**

1. The Academic Bodies define each academic years the funds to be allocated to finance the PhD scholarships. Additional funds, whether allocated by the University Structures or defined by contracts concluded between the University and external public or private parties, can be used to increase the scholarships amount.
2. The call for application referred to in art. 9 may indicate if positions with scholarship linked to specific research topics are available. Applicants may express their interest in respect to the above positions before the Admission Board, in compliance with the indications laid down in the call for application. Taking due account of all the applicants' expressions of interests, the Admission Board gives its opinion on the awarding of the positions with scholarship linked to specific research topics, having regard for the expertise, the previous experience and the specific skills of the applicants, as well as of the features of the position to be filled as indicated in the call for application.
3. For accreditation purposes, an average of at least six scholarships must be available at University level. The number of scholarships available for each PhD programme must not be less than four. In order to meet this requirement, sources of funding equivalent to scholarships may be taken into account.
4. Scholarships are awarded according to the criteria laid down in art. 11, paras. 2 and 3. Where there are equal merits relating to the relevant position, priority is given on the basis of the applicant's household budget, according to the current regulations governing the right to higher education.



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5. Scholarships are paid to PhD candidates on a monthly basis, in arrears, from the starting date of the programme up to the completion of the legal duration of the programme, as referred to in art. 3, para. 5.
6. The minimum amount of the scholarship is determined by ministerial decree. During the PhD programmes activation stage, the Board of the proposing Structure may approve an increase in the minimum amount of the scholarship authorised each year by the Academic Bodies. Such an increase can be however allowed only in the case that at least six scholarships are available for the new cycle of the PhD programme for which the increase is authorised. In this case, the increase is to be applied to all the scholarships made available for the PhD programme concerned.
7. For scholarship holders, the amount of the scholarship referred to in para. 6 is increased by 30% for the periods spent abroad referred to in art. 15, para. 8. This increase is not allowed for periods lasting less than one continuous month as well as for stays in the Country of birth, citizenship, residence or abode of the PhD candidate. PhD candidates must apply for the balance of the scholarship increase within six months of the end of their stay, failing which their entitlement to the economic benefit will lapse.
8. PhD candidates without scholarships may receive the amount referred to in para. 7 as a contribution to cover the costs to be incurred for the stay abroad. Such an amount is guaranteed and managed by the Structure to which the PhD candidate is attached.
9. The additional amounts referred to in paras. 7 and 8 are granted on the basis of the available financial assets as declared by the Board of the Structure to which the PhD candidate is attached during the programme activation stage. The additional amounts referred to in para. 7 are always guaranteed for the duration of the stay abroad financed within the standard amount of the scholarship defined each year by the Academic Bodies.
10. Starting from the second year, the University Structures must guarantee for each PhD candidate, howsoever enrolled in a PhD programme, the availability of a budget covering not less than 10% of the amount of the scholarship referred to in para. 6. This budget is aimed at financing the research activity fitting the type of PhD Programme, carried out in Italy and abroad. It shall be managed by the Departments. Uncommitted balance in a given academic year of the PhD programme shall be added to those available to the same PhD candidate in the following year of the PhD programme. During the period lasting from the starting date of the programme until the awarding of the PhD degree, the University Structures may ensure the reimbursement of travel expenses incurred for activities related to the PhD programme.
11. The provisions laid down in paras. 7, 8 and 9 do not apply to the scholarship holders referred to in art. 12, para. 1, letters a) and c).
12. The scholarship is subject to the payment of the INPS social security contribution (Gestione separata INPS) pursuant to the relevant legislation into force. Such a contribution is paid as follow: two-thirds to be paid by the University and one-third to be paid by the scholarship holder. PhD candidates enjoy the related rights and safeguards.

**Art. 15 - Rights and duties of PhD candidates**

1. The PhD candidate status is obtained following enrolment in a PhD programme. It shall run from the programme starting date and is maintained until the PhD degree is awarded, or until exclusion or withdrawal from the programme where relevant. Exclusions from PhD programmes are established by Rector's Decree. The compatibility regime referred to in arts. 16 and 17 does not apply after the end of the legal duration of the programme.



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2. PhD candidates must attend the PhD programme for its entire legal duration, on a full-time and exclusive basis, without prejudice to the provisions of arts. 16, 19 and 26 below.
3. PhD candidates are required to complete the training activities and carry out the research activities planned by the Academic Board for each academic year, as well as to present the developments and the findings of their research in accordance with the timeframe and forms established by the Academic Board. The PhD candidates activity is assessed by the Academic Board at least once a year. A negative evaluation results in the exclusion from the PhD programme. In that case, payment of the scholarship shall be stopped starting from the date of the exclusion decree.
4. PhD candidates may, at any time, submit an appropriate request to the University in order to ask for the irrevocably waiving of:
  - a. the enrolment in the PhD programme;
  - b. the scholarship, while remaining enrolled in the PhD programme.
5. The above waivers result in the interruption of the scholarship payments starting from the date on which the waiver has been made official.
6. In both cases of exclusion and waiver referred to in paras. 3 and 4, PhD candidates must refund any scholarship instalments received subsequent to the date starting from which either the exclusion or the waiver have been made official.
7. PhD candidates are required, under penalty of exclusion, to ask the Academic Board the authorisation to carry out the activities referred to in art. 16 of the present Regulation, so that the compatibility of the above activities with the PhD programme can be assessed.
8. During the legal duration of the PhD programme, PhD candidates may spend periods of study and research in Italy and abroad. In order to spend the above periods, the prior authorisation of the Academic Board is required. The total duration of the stay abroad must not exceed eighteen months.
9. Subject to authorization of the Academic Board and without any scholarship increase, PhD candidates may undertake the tutoring of first- and second-cycle degree students and supplementary training activity at the University, as an integral part of their training, up to a maximum of 40 hours per academic year. This limit shall be lifted following the end of the legal duration of the PhD programme.
10. The provisions protecting pregnancy and motherhood envisaged by the relevant legislation into force apply to PhD candidates.
11. The rules governing the right to higher education established by the legislation into force also apply to PhD candidates, under the terms set out therein.
12. In order to be awarded of the PhD degree, each PhD candidate must access the IRIS online catalogue and enter his/her own scientific production, if any.
13. On completion of the PhD programme, PhD candidates are required to complete the on-line assessment questionnaire relating to the PhD programme they attended.

**Art. 16 - Compatible activities**

1. Subject to both prior authorisation of the Academic Board and a positive opinion of the supervisor, the following activities are compatible with the PhD programme,:
  - a. professional and practical internship not envisaged in the PhD programme, provided that it is undertaken under conditions allowing the pursuit of the activities planned for the PhD programme and in absence of conflicts of interest;



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- b. tutoring and teaching assistance activity not envisaged in the PhD programme up to a maximum of 60 hours per academic year;
  - c. paid work, subject to verification of its compatibility with the profitable outcome of the training activities provided for in the PhD programme. In particular, as far as PhD candidates holding a position with scholarship are concerned, paid work can be considered compatible with the PhD programme whether limited to activities aimed at acquiring skills pertaining to the training goals of the PhD programme. As far as PhD candidates holding a position without scholarship are concerned, the possible incompatibility of paid work must be assessed on a practical basis, without infringing rights protected at a constitutional level, such as the right to higher education for capable and deserving persons, including those who lack means.
2. With regard to paid work within the meaning of point c) of the above paragraph, PhD candidates holding a position - whether with or without scholarship - have to renew their request for authorization at the end of each academic year, submitting their application to the Academic Board. The request shall be submitted together with a statement, signed by the supervisor, confirming the compatibility of the external work with the profitable outcome of the doctoral activities. The Academic Board is entitled to decide on the single case, including, exclusion from the PhD programme in the most serious cases.
  3. The national legislation into force covering compatibility regime applies to the Public Administration civil servants admitted to PhD programmes.
  4. With regard to the compatibility regime, the medical doctors under training, enrolled in a PhD programme pursuant to art. 19 below, are subject to the legislation into force, the University Regulations governing specialization schools and the specialist training contract.

**Art. 17 - Incompatibility and non-accumulation regime**

1. Enrolment in a PhD programme is not compatible with:
  - a. the concurrent enrolment in another PhD programme, three- and four-year degree courses, and 1st and 2nd level University master degrees, including courses delivered by the Conservatories of music and dance, with the exception of the enrolment in PhD programmes covered by co-tutorship agreements and in single course units;
  - b. the concurrent enrolment in specialization schools, without prejudice to the provisions of art. 19;
  - c. the appointment as an adjunct lecturer responsible for teaching or training and language training modules at any University or Institutions awarding academic qualifications;
  - d. activity deemed incompatible with the PhD programme by the Academic Board in accordance with the provisions of art. 16.
2. Scholarships cannot be combined with:
  - a. other scholarships awarded for whatever purpose, except those granted by national or international institutions, or institutions established in foreign Countries, aimed at financing periods spent abroad;
  - b. the emoluments of medical doctors under training. Scholarship payments are suspended for the period in which the PhD candidate is also enrolled in a medical specialization school;
  - c. research grants. Research grants holder, who are also awarded of a PhD scholarship, must irrevocably renounce either to the research grant or to the scholarship by the programme starting date.



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3. Violation of the incompatibility regime referred to in letters a) and b) of para. 1 shall result in revocation of the second enrolment. Violation of the remaining incompatibilities and of the non-accumulation rules referred to above shall result in the exclusion from the PhD programme.

**Art. 18 - PhD candidate positions in the medical and veterinary field**

1. Prior authorisation of the Academic Board, PhD candidates carrying out their researches in the medical and veterinary fields may undertake clinical/healthcare and veterinary work respectively, in accordance with the arrangements defined by the Academic Bodies and agreed by both the University and the Institutions where the above activities take place.
2. With regard to health care activities, medical doctors under training enrolled in a PhD programme pursuant to art. 19 below are subject to the relevant national legislation into force, the University Regulations governing specialization schools and the specialist training contract.

**Art. 19 - Relation between PhD programmes and medical specialization schools**

1. Medical doctors under training may also be enrolled in PhD programmes in the medical area under the terms laid down by the relevant legislation into force.

**Art. 20 - Suspensions**

1. PhD candidates may request a temporary suspension in the following circumstances:
  - a. enrolment in an Italian military training institution;
  - b. civil national service;
  - c. birth of a child;
  - d. serious infirmity, lasting not less than six months, duly attested by medical certificates;
  - e. serious infirmity of the family members of the PhD candidate lasting not less than six months and duly attested by medical certificates giving proof of the duty of care of the PhD candidate.
2. In all of the above cases, suspension can be authorised for a period lasting one year, with the exception of the cases envisaged in para. 4 below.
3. The PhD candidate must ask for one year suspension in the event of participation in Active Curricular Internships (TFA – preparatory courses for teaching). Suspension for TFA purposes shall only be allowed once.
4. In the event of birth of a child, attendance must be suspended pursuant to the relevant legislation into force for a period of five months. At the end of the obligatory maternity leave, PhD candidates may request an extension for a further seven months (optional leave). Optional paternity leave can be asked, in place of the optional maternity leave. In case of mandatory leave, the Academic Board may decide with reservation that the year course has been completed successfully. The final decision on the merit shall be taken by the end of the year following the year for which the leave has been requested, having assessed that all the assignments to be complied with by the PhD candidate have been made up. In case of failure to meet the above requirements, the Academic Board may grant the PhD candidate an additional year to make up the residual assignments. In this event, the PhD candidate concerned must enrol in the programme for a further year. In the event of obligatory leave during the final year of the PhD programme, the Academic Board is entitled to deem the course-year completed successfully, with reservation. The final decision on the merit can be taken having duly assessed that the PhD thesis has been completed in time to comply with the deadlines envisaged in art. 22, paras. 2 and 3; if the thesis is not completed by those deadlines, the Academic Board may grant a further year for completion of



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the PhD programme activities. In that case, the person concerned must enrol in the programme for a further year.

5. Periods of suspension entail the postponement of the legal duration of the PhD programme to cover the whole of the period granted for suspension purposes.
6. Doctoral career cannot be suspended after the end of the legal duration of the PhD programme, computed pursuant to the previous paragraph.
7. Suspension must be requested by submitting an appropriate and substantiated application to the University. The suspension may not run before the date on which the application is lodged.
8. During the suspension period, scholarship payment, if relevant, is suspended and the PhD candidate cannot carry out any career advancement-related activities.
9. At the end of the suspension period, the PhD candidate shall be reintegrated in the PhD programme and shall pay the tuition fees for the relevant academic year. If the latter step is not performed, the PhD candidate shall be excluded.
10. The total duration of the suspension periods enjoyed by each PhD candidate must not exceed the legal duration of the PhD programme. If this occurs, the PhD candidate shall be excluded.
11. With regard to suspension periods, medical doctors under training enrolled in a PhD programme pursuant to art. 19 are subject to the provisions of the relevant national legislation into force, the University Regulation governing specialization schools and the specialist training contract.

**Art. 21 - Ownership of results and confidentiality**

1. The intellectual and industrial property rights over any results obtained by the PhD candidate including, but not limited to, software, industrial inventions (patentable or otherwise), know-how, models, data and data collections, are governed in conformity with the relevant legislation into force, the University regulations and any agreements concluded with other Universities, firms or organisations involved.
2. PhD candidates are required to sign a confidentiality agreement in relation to any information, data and confidential documents that may come to their attention in the course of their work at and/or on behalf of the University.

**Art. 22 - Awarding of the PhD degree**

1. The Doctor of Philosophy Degree, which may indicate the specific curriculum, is awarded after positive assessment of the PhD thesis. The latter must contribute to the advancement of knowledge or methodologies in the selected research field.
2. The Academic Bodies establish each year the timeframe for the final examination for the awarding of the degree.
3. PhD candidates must apply to be admitted to the final examination by the deadline referred to in para. 2.
4. The PhD thesis together with the PhD candidate declaration reporting both the activities carried out by and the scientific production of the PhD candidate shall be written in Italian or English. They can also be written in a language other than Italian or English if so authorized by the Academic Board. The thesis abstract shall be written in Italian and English.
5. The PhD candidate must submit the thesis to the PhD Programme Coordinator by the deadlines referred to in para. 2. The thesis is then forwarded to two unrelated scholars at least, which are external to the parties contributing to the awarding of the degree and who are not members of the Examination Board referred to in art. 23. These two scholars, known as evaluators, are chosen by the Academic Board and do not receive any remuneration. The evaluators express a written,



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analytical opinion on the thesis and propose the admission to the thesis defence. They can also propose the deferral of the final defence for a period not exceeding six months, in the case significant integrations or amendments are needed. Upon expiration of this time limit, the thesis shall be admitted for the defence in any case, complemented by a new written opinion from the same evaluators issued after any amendment or integration has been made.

6. Admission to the final defence is conditional on the uploading of the PhD thesis, in digital format, to the institutional repository collecting the PhD thesis defended at the University, ensuring public access where applicable.
7. The thesis defence is held in front of the Examination Board referred to in art. 23 and is public, without prejudice to exceptional confidentiality grounds or the protection of the ownership of the results. At the end of the defence, the Board shall draw up a minutes reporting its reasoned and detailed opinion, approving or rejecting the PhD thesis defended by the candidate. If the thesis is rejected, the candidate is excluded.
8. In the case of outstanding findings, the Examination Board may unanimously award the PhD degree with honour.
9. Agreements with foreign Universities and Institutions, aimed at the awarding of a double, multiple or joint degree, may provide for special procedures, different from those described above, to be applied to carry out the final examination and awarding the PhD degree.
10. The candidate absence during the final examination can be justified due to force majeure and in the event of illness. In the latter event appropriate medical certification is requested. In these cases, the candidates concerned may discuss the thesis using telematics applications. If this is not possible, another date can be arranged prior approval of the member chairing the Examination Board.
11. In the event of unjustified absence from the final examination, the PhD candidate shall forfeit the right to obtain a PhD degree and be excluded.
12. Failure to comply with the requirements provided for in paras. 3, 5 and 6 results in the PhD candidate exclusion.

### **Art. 23 - Examination Board**

1. On a proposal of the Academic Board, the Rector appoints one or more Examination Boards for each PhD programme. The Board shall be usually composed of three University professors and/or researchers, up to a maximum of five members. In the case of PhD programmes made up of more than one curriculum, the Admission Board can be expanded so as to include at least one professor or researcher who is competent in the disciplinary area covered by each curriculum.
2. The supervisors of the PhD candidates and the evaluators referred to in art. 22, para. 5 cannot be members of the Examination Board.
3. The expenses incurred by the members of the Examination Board will be reimbursed in accordance with the University Regulation on missions, transfers and related reimbursements.
4. The members of the Board who do not form part of the academic staff of the University may participate in the thesis defence using telematics applications.
8. The longest-serving member shall be appointed to chair the Examination Board; in the event of equal seniority, the eldest member will be appointed. If a full member of the Board is unable to attend his/her duties, a deputy member appointed in accordance with para. 1 will take over.
5. Agreements with foreign Universities and Institutions envisaging the awarding of double, multiple or joint PhD degree may provide for criteria covering the composition of the Examination Board different from those described in the above paragraphs.



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6. The work of the Examination Board must be completed by the deadlines referred to in art. 22, para. 2 and approved by the Academic Board.

**Art. 24 - Transfers from other Universities**

1. By the end of the PhD programme first year, PhD candidates enrolled in other Italian or foreign Universities may request to be enrolled at the University, starting from the second year of a PhD programme on condition that:
  - a. a PhD programme with similar training and research objectives to those foreseen by the previous PhD programme is available at the University;
  - b. having assessed the work already carried out by the PhD candidate in the previous Home University, the Academic Board approves the transfer request.
2. In the case the transfer request is approved, the PhD candidate concerned must submit appropriate certification attesting the successful completion of the first year of the previous PhD programme.
3. The PhD candidate concerned will not, under any circumstances, be granted of a scholarship.



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**Art. 25 - PhD programmes under agreements with Italian Universities and Research bodies**

1. Following approval of the Academic Bodies and the conclusion of specific agreements, the University may establish PhD programmes with one or more of the following subjects:
  - a. Italian Universities;
  - b. high-qualified public or private research institutions, provided of appropriate resources in terms of staff, facilities and equipment.
2. Agreements with the parties referred to in para. 1, letters a) and b) of must be signed in due time to ensure the submission of the application for the ministerial accreditation referred to in art. 3, para. 3, and the publication of the call for application referred to in art. 8.
3. The agreements referred to in para. 1 shall cover the following issues:
  - a. sharing of the training and research activities and the procedures for carrying out PhD programme activities by PhD candidates at the facilities made available by the parties;
  - b. availability of appropriate operational and scientific facilities;
  - c. fair allocation of the financial costs among the partners;
  - d. scientific and training contributions of the parties;
  - e. academic staff and PhD candidates mobility;
  - f. possibility to award double/multiple/joint PhD degrees.

**Art. 26 - PhD programmes in collaboration with undertakings, industrial doctorates and Apprenticeship PhD programmes**

1. Following approval of the Academic Bodies and the conclusion of specific agreements, the University may establish:
  - a. PhD programmes in collaboration with Italian or foreign companies carrying out R&D activities;
  - b. industrial doctoral programmes envisaging the allocation of a quota of available positions to the employees of the undertakings involved, who carry out high-qualified activities and/or meet additional requirements specified in the relevant legislation into force. The above-mentioned employees are admitted to the PhD programmes following participation in the public competition referred to in art. 8 and successful completion of the admission exam referred to in art. 9. Agreements must specify the employee's training and research duties to be fulfilled vis-à-vis the two parties;
  - c. apprenticeship programmes with public or private bodies. These shall be established on the basis of the Apprenticeship PhD contracts, concluded by the above bodies and the candidate admitted to the PhD programme following participation in the call for application referred to in art. 8 and successful completion of the entrance exam referred to in art. 9.
2. The positions made available under the agreements referred to in paragraph 1 are deemed to be equivalent to PhD scholarships for the purpose of meeting the requirements laid down in art. 14, para. 3.
3. The agreements referred to in para. 1 cover the following issues:
  - a. training of PhD candidates. This is under the exclusive competence of the University;
  - b. research projects carried out under the supervision of two supervisors, one attached to the University and one attached to the other Party of the agreement respectively;
  - c. intellectual property rights and confidentiality requirements, pursuant to art. 21;
  - d. facilities to be used to carry out the research activities, made available by the party entered in an agreement with the University.



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**Art. 27 - International PhD programmes**

1. The University promotes the development of international partnerships. Prior approval of the Academic Bodies and the conclusion of specific agreements, the University may activate international PhD programmes and especially:
  - a. programmes established jointly with foreign Universities and Institutes, including PhD programmes co-financed in the context of European research projects;
  - b. Curricula within the PhD programmes established at national level, envisaging exchange and collaboration projects with foreign Universities and Institutions.
2. The issues covered by the agreements referred to in para. 1 include:
  - a. the duration of the PhD programme, within the limits laid down in art. 3, para. 5;
  - b. the Department/Campus at which the PhD candidates shall be enrolled;
  - c. the enrolment fees to be paid by the PhD candidates and the exemptions, where relevant;
  - d. the selection procedures. The latter, pursuant to art. 12, para. 2, may be carried out by international examination boards and/or by EU bodies within the context of competitive financing procedures;
  - e. criteria for the composition of Admission Boards and Examination Boards;
  - f. collaboration between the parties in the field of training and research and organisation of the related activities;
  - g. role to be played by the University academic staff and/or the staff of the other Party holding an equivalent professional status;
  - h. mobility plans for both the PhD candidates and the academic staff concerned;
  - i. procedures to be complied with for drawing up and defending the PhD thesis;
  - j. name and type of the qualification to be awarded, whether double, multiple or joint;
  - k. if relevant, duty to conclude individual agreements for each PhD candidate showing an interest in obtaining the degree in the contracting institutions, and procedures to be complied with for awarding the academic qualification, including the diploma graphic details.

**Art. 28 - Co-tutorship agreements**

1. Following approval from the Academic Board, the University may conclude co-tutorship agreements with foreign Universities, envisaging procedures different from those provided in the present Regulation. The above agreements shall be concluded on an individual basis, for PhD candidates already enrolled at:
  - a. the University. In this case, the University acts as an administrative seat;
  - b. foreign Universities. In this case, the University acts as a Partner University and the PhD candidate is required to spend at least one year, even not continuous, at the University to carry out his/her research. Periods lasting less than one year, but longer than six months, must be approved by the Academic Board.
2. Co-tutorship agreements covers the following aspects:
  - a. duration of the PhD programme;
  - b. if relevant, exemptions from payment fees in the Partner University;
  - c. the applicable insurance regime;
  - d. the research project to be carried out at both the universities in accordance with the timeframe agreed by the supervisors appointed in the two universities;
  - e. provisional title of the PhD thesis and names of the two supervisors, one appointed by the administrative seat and one appointed by the Partner University;



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- f. seat where the final examination shall be held and procedures to be complied with to carry out the defence;
  - g. criteria for the composition of the Examination Board. The latter shall be equally composed, ensuring the balanced representation of the contracting Universities;
  - h. denomination of the qualification to be awarded by each contracting University, following successful completion of the final examination. The diploma shall explicitly mention that a double degree has been awarded under a co-tutorship agreement.
3. Co-tutorship agreements shall be preferably signed during the first year of the PhD programme.
  4. On an annual basis, the Academic Board assesses, together with the two supervisors, the activities carried out and the results achieved by the PhD candidates covered by co-tutorship agreements, and decides about the successful completion of each year of the PhD programme.
  5. The University may establish framework agreements with foreign Universities aimed at the concluding individual co-tutorship agreements.

**CHAPTER III – Final and transitional provisions**

**Art. 29 - Final and transitional provisions**

1. All the issues not expressly envisaged in the present Regulation are covered by the applicable national legislation into force as well as by the internal regulation of the University.
2. The present Regulation shall take effect starting from the date of publication in the University of Bologna Bulletin.
3. As a consequence of the entry into force of the present Regulation, the Regulation for the establishment and functioning of PhD programme degree issued by Rector's Decree n. 524 of the 26/06/2013 and subsequent amendments and additions are abrogated, with the exception of art. 30, para. 3.