



UNIVERSITÀ
di **VERONA**

REGULATIONS FOR PHD SCHOOL AND PHD PROGRAMMES

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SECTION I – General principles

Art 1 - Purpose and scope

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

SECTION II – Ph.D. Programmes

HEADING I – GENERAL PRINCIPLES

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

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

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

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



Art. 4 - Scholarships

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

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

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

HEADING II – JOINT Ph.D. PROGRAMMES

Art. 6 – Ph.D. programmes instated in collaboration with Italian universities and research bodies

1. The University may sign specific agreements to instate Ph.D. programmes in collaboration with universities or public or private research institutions with a high level of academic and cultural knowledge and appropriate resources in terms of personnel, facilities and equipment.
2. The institutions involved must each commit to ensuring the implementation of at least one three-year doctoral cycle, and must guarantee funds for at least three scholarships for each cycle, including the cost of any stays abroad plus the research budget specified in Art. 4.
3. Agreements must be stipulated with adequate time to ensure the accreditation procedure and call for applications with corresponding application round can be completed prior to the beginning of the programme. Education and research must be divided between the partners and the Ph.D. Programme must meet accreditation requirements. Specifically, the parties must:
 - a) regulate their academic and educational contributions
 - b) define their financial commitments and distribute them fairly
 - c) describe the operational and academic facilities available
 - d) establish how the programmes will be organised and implemented, including the composition of the managing bodies
 - e) establish how students will conduct research at the specified facilities
 - f) define the lecturer mobility plan
 - g) for agreements with other universities, specify the possibility of issuing a joint academic degree; otherwise the university where the programme is administratively registered shall confer the title.

Art. 7 - Programmes instated in collaboration with foreign institutions

1. The University encourages international partnerships in order to develop advanced research connections.
2. The University can sign specific agreements to instate Ph.D. Programmes in collaboration with one or more universities or foreign research institutions of high recognised international standing, as well as specific pathways within existing Ph.D. Programmes, with the possibility of issuing of a joint, double or multiple degree.
3. The agreements described in point 2 above, which regulate the organisation and operation of the Ph.D. programme or pathway, must specify:
 - a) the duration of the Ph.D. Programme, which must be at least three years;
 - b) how candidates will be selected for the Ph.D. Programme and the composition of the admissions committee;
 - c) at which institution students will enrol, as well as tuition fees and/or any fee exemptions;



- d) how the teaching committee and any other bodies will be assembled;
- e) how education and research will be distributed between the institutions, and a framework for student and teacher mobility;
- f) how the final examination committee will be assembled;
- g) procedures for thesis writing and defence;
- h) type of qualification (multiple or joint);
- i) provisions regarding the intellectual property of thesis content and the publication, use and protection of research results.

Art. 8 - Co-tutorship programmes

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

Art. 9 - Programmes in consortium with other universities or research bodies

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

Art. 10 - Programmes instated in collaboration with companies, industrial Ph.D.s and apprenticeship Ph.D.s of higher education and research

1. The University can instate Ph.D. Programmes in collaboration with Italian or foreign companies which conduct research and development activities. The University or any other Italian university participating in the Ph.D. must award the degree and assume the function of administrative headquarters of the programme. All the companies and universities involved must contribute financially to support the Ph.D. students of the programme.
2. The University can sign specific agreements to implement industrial Ph.D. Programmes or particular pathways. It may be possible to allocate some of the available places on the programme to employees of the company involved provided the employees pass the admission evaluations.
3. The University can also implement apprenticeship Ph.D. Programmes with other institutions or companies.
4. The agreements must specify:
 - a) the manner in which the programme will be carried out at the company and a breakdown of the total commitment of any company employees involved;
 - b) how the University will provide education and training for the Ph.D. students;
 - c) research activities conducted under the supervision of a university tutor together with a co-tutor from the company;
 - d) research facilities;
 - e) financial contribution to fully support the scholarships;
 - f) any possible financial and patent matters regarding research activities related to the Ph.D., including any confidentiality restrictions in the dissemination of results, as per individual agreements.
5. Given the specificity of the programmes described in points 1 and 2 above, the bodies involved may plan their activities following a different schedule to the standard calendar and may organise training activities as they define.

HEADING III – Ph.D. PROGRAMME BODIES



Art. 11 - Programme bodies

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

Art. 12 - Coordinator

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

Art. 13 - Teaching Committee

1. The Teaching Committee of each Ph.D. programme is comprised of:
 - a) at least 16 university members including the Coordinator;
 - b) in addition, the Teaching Committee may have non-university experts who are highly qualified and with proven expertise as described by ministerial specifications. Members of the Teaching Committee cannot be Teaching Committee members of any other Italian Ph.D. Programme;
 - c) two Ph.D. students per programme are invited to participate in Teaching Committee meetings and have voting rights on teaching and organisation matters only.
2. Members of the Teaching Committee must have the academic qualifications required for programme accreditation, both at the time it is established and for each annual renewal.
3. For the purpose of appointing the Teaching Committee, potential members must submit the following documentation to the Department (when the programme is being established) or the Teaching Committee (for changes or additions):



- a) CV and proven academic production in the academic disciplines of the Ph.D. Programme;
 - b) a statement that they do not belong to any other Italian Teaching Committee;
 - c) if the Ph.D. Programme has different pathways (*curricula*), the relevant pathway must be specified. Members can only be affiliated with one pathway;
 - d) authorisation from the relevant structure (Department or body) to be part of the Teaching Committee. Provided they fulfil the ministerial requirements, academic staff and external experts who are already authorised shall remain members of the Committee when the Ph.D. Programme is renewed.
4. When a new cycle of an accredited Ph.D. Programme is implemented, if any members of the Committee have changed, the modified Committee shall be effective from the month before the accreditation process and shall oversee the conclusion of all the cycles in progress.
 5. The Committee is responsible for the academic, organisational and educational aspects of the Ph.D. Programme. The Committee oversees the design and implementation of the programme's educational activities, provides direction and guides Ph.D. students' academic research.
 6. The Committee approves and submits to the Ph.D. School:
 - a) educational plan of the Ph.D. Programme;
 - b) development and action plans to ensure the Ph.D. Programme is international, intersectoral and interdisciplinary;
 - c) annual report of the activities carried out;
 - d) spending budget of the Ph.D. Programme;
 - e) changes or additions to the Committee itself, to take effect at the annual renewal.
 7. The Committee expresses its opinion on:
 - a) application process, criteria for evaluating applicants, method of determining scores and the number of places to be advertised for each pathway;
 - b) academic suitability of any education and qualifications gained abroad (for the sole purpose of admission to the application round);
 - c) Admission Committee and final Examination Committee members, to be proposed to the Rector;
 - d) Tutors, as described in Art. 10 of the Regulations for Ph.D. Studies;
 - e) thesis evaluation external revisers.
 8. The Committee is also responsible for:
 - a) control and monitoring of the Ph.D. Programme to check it is running correctly, as well as quality assurance based on the university's QA Model;
 - b) designation of a Tutor for each Ph.D. student as described in the Regulations for Ph.D. Studies;
 - c) all the roles assigned to it by law, statute and university regulations, especially the Regulations for Ph.D. Studies.
 9. The Committee deliberates without the representation of the Ph.D. students on matters related to:
 - a) disciplinary measures against Ph.D. students;
 - b) admission of Ph.D. students to the following year of the programme and to the thesis defence.
 10. The Teaching Committee is subject to the University's General Regulations.

Art. 14 - Joint Committee for medical programmes

1. For each Ph.D. Programme a joint Committee is established, which shall consist of the Coordinator of the Ph.D. Programme and the Director of the Postgraduate Specialisation. The joint committee shall define the admission criteria and methods of joint attendance of the Ph.D. Programme and the Medical Postgraduate Specialisation.

SECTION III – Ph.D. School

HEADING I – GENERAL PRINCIPLES

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

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

Art. 16 - Administrative, organisational and financial autonomy

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



HEADING II - SCHOOL BODIES

Art. 17 - School bodies

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

Art. 18 - Director

1. The Director of the Ph.D. School is nominated by the Rector after consultation with the Academic Senate. The Director must be a full-time, tenured professor at the University with highly-qualified, proven academic experience.
2. The Director holds office for three academic years and may be re-elected only once.
3. If the Director is absent or unable to perform their role, the Director's tasks shall be performed by a vice-Director, as nominated by the Director, from among the members of the School Council.
4. The Director's position may be revoked by the Rector for justified reasons.
5. In the case of an early termination of office, the Dean of the Coordinators shall assume the functions of Director for urgent and non-deferable acts only.
6. The Director represents the School and organises and coordinates joint activities.
7. The Director's tasks are to:
 - a) liaise with the Directors of the relevant Departments;
 - b) call and preside over Board meetings;
 - c) promote and coordinate quality assurance processes for the quality of the Ph.D. Programmes as defined in the QA Model;
 - d) Draft and present an annual report on the School's activities to the School Council. This will subsequently be submitted, along with the Ph.D. Programme reports, to Quality Control and the Rector's Delegate for Research.
 - e) Suggest criteria to the School Board for the use of the School budget and any changes made during the year based on the Ph.D. Programmes' proposed expenses.
8. The School Director position is incompatible with the roles of Department Director, Postgraduate Specialisation Director, Ph.D. Coordinator, member of Quality Control and Macroarea School Chairperson.

Art. 19 - Council

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

SECTION IV – Transitional and final provisions

Art. 20 - Transitional provisions

1. When these Regulations enter into force, the current Bodies shall decay.



Art. 21 - Issuing and entry into force of these Regulations

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

Art. 22 - Changes to the Regulations

1. Changes to the Regulations must be made by the same procedure specified in Art. 21.