



UNIVERSITÀ
di **VERONA**

REGULATIONS FOR PHD STUDIES

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SECTION I – General principles

HEADING I – PURPOSE AND OBJECTIVES

Art. 1 - Purpose and scope

1. PhD students are university students enrolled in a third-level educational programme where they must attend PhD lessons and carry out study and research in the premises designated for this purpose.
2. PhD students have the same rights as university students regarding access to general services and scholarships or study grants.
3. These Regulations govern the educational activities for PhD students in compliance with the law, ministerial provisions, the University Regulations and Statute.

Art. 2 - Educational objectives and programmes of study

1. PhD study aims to allow students to develop their academic research skills; PhD programmes include the use of new technologies and spending periods of education and work experience at public or private bodies in Italy and abroad.
2. The methods for defining the educational objectives and study programme of each PhD are governed by the Regulations for PhD Schools and PhD Programmes.

SECTION II – PhD programme admission and attendance

HEADING I – ADMISSION TO PHD PROGRAMMES

Art. 3 - Admission requirements

1. To be admitted to a PhD programme, applicants must:
 - a) Have a master's-level academic degree (*laurea magistrale* or *laurea specialistica*), or an old system degree if obtained in Italy prior to Ministerial Decree no. 509/1999.
 - b) From abroad: have an academic qualification recognised as equivalent to the Italian requirement in terms of duration, level and learning results (e.g. Master of Science, Master of Arts), which would permit access to a PhD programme in the country where it was gained.
2. Applicants who do not have a recognised equivalent qualification must attach the appropriate relevant documents to their application so that the suitability and authenticity of their studies can be verified. This is for the purpose of admission to the PhD programme only.
3. Documents from foreign applicants may be submitted in Italian or English. Official documents (e.g. degree certificate, exams taken, marks obtained, nationality certificate) in other languages must be accompanied by a self-certification in Italian or English.
4. Master's degree students who are due to graduate before 31 October of the current year are also invited to apply.
5. Candidates who already have a PhD cannot be admitted to the admission process for programmes in a similar field to the one in which they obtained their qualification. Applicants who have already received a PhD scholarship may not receive another.
6. Without prejudice to the provisions of point 5 above, current PhD students at the University who wish to change to another PhD programme may be admitted to the application process of programmes for which there are places available without a scholarship.

Art. 4 - Call for applications for admission to PhD programmes

1. The call for applications for each individual PhD programme is to be published in Italian and English, and defines the policies and procedures regarding:
 - a) Admission criteria and evaluation of applicants' prior qualifications
 - b) Admission test methods
 - c) Number of scholarships, apprenticeship contracts and any other form of financial support provided for by national legislation and/or joint agreement
 - d) Amount of taxes and contributions payable by the PhD students
 - e) Any additional scholarships reserved for applicants who graduated from foreign universities, foreign scholarship students or students on specific international mobility programmes.
 - f) Any additional scholarships connected with community or international collaboration projects
 - g) Evaluation Committee, as described in Art. 5 below
2. The additional scholarships indicated in letters e) and f) may have specific admission procedures, to



be described in the call for applications.

3. The call for applications shall be issued by Rector's decree and published on the websites of the University, Euraxess and the Ministry.

Art. 5 - Evaluation Committee for the admission process

1. The Evaluation Committee for the admission process consists of three members of the PhD programme's Teaching Committee. They are to be nominated by the Teaching Committee itself and appointed by Rector's decree.
2. The Committee may additionally include internal or external local or foreign experts in the field, coming from public or private research bodies. Where specific agreements are in place, the appointment of experts shall be governed by those agreements. These experts shall participate fully in the work of the Committee.
3. The Committee appoints a Chairperson and a Secretary from among its members.

Art. 6 - Admission process and general ranking lists

1. All applicants are admitted to the competitive admission process. Candidates who do not meet the requirements may be excluded at any time after the application process has taken place.
2. The selection procedure must conclude by 30th September each year, unless otherwise specified by the Ministry.
3. The purpose of the admission process is to assess applicants' prior experience and aptitude for scientific research and to ensure a fair comparison of the candidates. Selection may be made based on applicants' qualifications and/or an exam and/or an interview, as preferred by the Teaching Committee.
4. If requested by the candidate, the admission process may also be held in a foreign language specified in the call for applications.
5. Where appropriate, oral tests/interviews may take place via internet provided it is possible to verify the candidate's identity.
6. Once the tests have been completed and the requirements specified in the call for applications have been verified, a general merit ranking list for each PhD programme shall be published by Rector's decree.
7. Foreign students' academic qualifications obtained abroad may be verified after the ranking lists are published, with a sworn translation requested if they are not in English. The University reserves the right to ask applicants for documents issued by the Italian diplomatic consuls on site to prove the validity of the declared qualifications.
8. Candidates who are offered a place with or without a scholarship are admitted to the programme in the order of the ranking list until all the available places are filled.

HEADING II – ENROLMENT AND ATTENDANCE

Art. 7 - Enrolment

1. Candidates offered a place on a programme must enrol within two weeks of the publication of the ranking list.
2. Should any student withdraw within the first three months of the programme, the next available candidate on the ranking list will be offered a place.
3. Upon initial enrolment in the programme, students are issued a registration number and an ID card so they can use student services and facilities.
4. It is not possible to be simultaneously enrolled in more than one programme culminating in an academic qualification such as a bachelor's degree, master's degree, postgraduate specialisation (excluding medical programmes), Master I, Master II or PhD. When enrolling, students must choose one programme only.
5. If a student is found to be enrolled in two programmes, the University shall annul enrolment in the second programme and recover any scholarship funds administered, in accordance with the procedures established by law.
6. Students may enrol in another degree programme only after completing or withdrawing from their current programme.
7. Receivers of a research grant (*assegno di ricerca*) who successfully gain a scholarship place on a PhD programme may either:
 - a) Keep the research grant and renounce the PhD scholarship
 - b) Renounce the research grant and enrol on the PhD with a scholarship.



In both cases, the choice is irreversible.

8. After enrolment, PhD students are each assigned a Tutor by the Teaching Committee, as provided for by the Regulations for PhD Schools and PhD Programmes.
9. If a student withdraws after the first three months but within the first year of the PhD programme, the Teaching Committee may transfer the scholarship to a non-scholarship student from the same cycle.

Art. 8 - Additional student enrolments

1. Contingent on approval of the Teaching Committee, enrolments are also accepted as stated in Art. 7 from:
 - a) Individuals successfully chosen from a selection procedure as part of an international agreement or research programme in which the University is a coordinator or partner. The duration of the programme must be at least as long as the PhD programme.
 - b) PhD students at foreign universities with agreements with the University for the awarding of co-tutored PhD qualifications.
 - c) Students with European Community scholarships for specific PhD projects may be admitted in addition to the number of places advertised in the call for applications for the PhD programme.

Art. 9 - Medical specialisation students

1. Medical specialisation students who are offered a place on a PhD programme must:
 - a) Officially confirm they are enrolled in the final year of a Medical Postgraduate Specialisation at the University of Verona. If this is not the case, they must opt for the chosen course of study.
 - b) When enrolling, they must submit a permission form (*nulla osta*) signed by the Director of the Medical Specialisation School to affirm that joint attendance of both the PhD and medical specialisation is compatible and authorised by the School Council.
2. Students are not permitted to receive PhD scholarship payments during the period where the two programmes overlap. They remain subject to the rules for doctors in specialist training and the related contract.
3. Medical Specialisation students receiving a Specialisation scholarship may not recover any PhD scholarship funds not received during the overlap period of the two programmes.

Art. 10 - Tutor

1. Each PhD student is assigned a Tutor at the beginning of the first year of the PhD programme.
2. Tutors:
 - a) Guide PhD students through their research activities until the completion of their thesis.
 - b) Inform the Teaching Committee of students' progress at least once per year.
 - c) Express their opinion on whether students have made satisfactory progress to be admitted to the following year of the programme; express whether students are ready for the final examination and graduation.
 - d) Notify the Teaching Committee of any need for disciplinary action concerning a PhD student.
3. The Tutor may work in conjunction with a co-Tutor from within or outside the Committee to support the student's research activities.
4. Tutors are designated by the Teaching Committee from among its members. Apart from other members of the Committee, co-Tutors may be professors, researchers or subject experts from within or outside the university, provided they meet the necessary academic requirements as deemed by the Committee.

Art. 11 - Progression to the next year of the programme

1. At the end of each academic year, students are evaluated by the Teaching Committee regarding:
 - a) Admission to the following year of the programme, provided the student has obtained the required number of educational credits (60 CFU per academic year); or admission to the final examination after the thesis has been sent to external revisers
 - b) Continuation of the scholarship.
2. After approval by the Teaching Committee, it is each student's responsibility to enrol in the following year and/or final examination of the programme.

Art. 12 - International education and experience

1. PhD students must spend at least 3 months (and up to a maximum of 50% of the PhD programme) abroad for study and/or internship at public or private foreign entities.
2. For periods of six consecutive months or more abroad, permission must be sought from the Teaching



Committee. For periods of less than six consecutive months, permission is to be sought from the Coordinator.

Art. 13 - Disciplinary measures

1. PhD students are subject to the disciplinary rules provided for in Royal Decree Law no. 1071/935 and the University Student Regulations, where compatible.
2. For disciplinary actions more serious than a warning, decisions are to be made by the Teaching Committee, or in the most serious cases, by the Academic Senate.

HEADING III – SPECIFIC SITUATIONS

Art. 14 - Suspension and exclusion from the PhD programme

1. The Teaching Committee may authorise PhD students to put their programme on hold in the following cases:
 - a) Maternity, paternity, adoption or custody, in compliance with the law
 - b) Proven illness or injury lasting more than 30 days
 - c) Attendance of teacher training courses and all other similar purposes provided for by law
 - d) Serious, proven personal or family reasons.
2. Suspension periods may not exceed more than a total of one year throughout the whole duration of the programme, and must be recovered at the end of the cycle. While studies are on hold, students are not permitted to receive any scholarship payments. Payments will restart when the student resumes their studies. The total number of monthly payments cannot exceed 36 for 3-year programmes or 48 for 4-year programmes
3. Should a programme be put on hold, fees and contributions already paid by the PhD student are deferred to the following academic year, subject to adjustment.
4. Students are responsible for notifying the Teaching Committee when they wish to resume their programme. In taking note, the Teaching Committee must decide how the suspended period should be recovered.
5. If notified by the Tutor, the Teaching Committee may also suspend or exclude students from the PhD programme in the following cases:
 - a) Unexplained or unjustified extended absence from the programme
 - b) Serious violation of the programme regulations
 - c) Unsatisfactory performance on the programme.Graduated measures depending on the severity of the infringement may consist of:
 - a) 1 month's suspension from the programme and 1 month's suspension of any scholarship payments
 - b) 1-3 months' suspension from the programme and 1-3 months' suspension of scholarship payments
 - c) Exclusion from the PhD programme and annulment of the scholarship.

Art. 15 - Programme attendance and duties

1. PhD programme attendance is considered an exclusive, full-time activity; any activities other than education and research must be approved by the Tutor and authorised by the Teaching Committee.
2. PhD students may carry out a maximum of 40 hours per year of supplementary teaching, provided this is approved by the Teaching Committee and compatible with the programme schedule.
3. It is recommended that PhD students with a scholarship should only teach lessons which allow them to develop skills related to the PhD programme.
4. Medical PhD students may participate in clinical and assistance activities if approved by the Teaching Committee.
5. For PhD students without a scholarship, any incompatibilities between the PhD and work must be evaluated in concrete terms.

Art. 16 - Transferring from another university

1. PhD students who have attended at least one year of a PhD programme at another Italian or foreign university may apply to enrol in the second year at the University of Verona.
2. The conditions for transferring are as follows:
 - a) The PhD programme must have the same research theme
 - b) Students must submit a permission form (*nulla osta*) from their previous university, together with a detailed report on the activities carried out there, to the Teaching Committee of the new PhD programme they wish to transfer to.
 - c) The activities carried out at the previous university must be deemed equivalent by the Teaching



Committee

- d) Students must pass an interview with an Evaluation Committee appointed by the Teaching Committee
3. If the transfer is approved the student may enrol in the second year of the programme, without a scholarship from the University. The Teaching Committee is responsible for allocating a Tutor and specifying the necessary resources to cover the 10% research budget.

SECTION III – Conclusion of the programme

HEADING I - THESIS, FINAL EXAM AND AWARDING OF THE DEGREE

Art. 17 - PhD thesis evaluation procedure

1. PhD theses are to be written in Italian or English (or in another language if authorised by the Teaching Committee) and accompanied by a summary in Italian or English.
2. Before the end of the final year of the PhD programme, students must submit their thesis, along with a report on their activities carried out during the programme and a list of any publications, to their Tutor, who will send these to the Teaching Committee. External revisers will then be identified to evaluate the thesis.
3. External revisers may be full, associate, emeritus or retired professors, fixed-term or permanent researchers, head researchers, research managers or people in similar highly qualified roles. They may belong to foreign institutions provided they are external to the University and affiliated institutions.
4. Within 60 days of receiving a thesis, the revisers must provide a written, analytical opinion on the work and recommend to the Teaching Committee either that the student be admitted to the thesis defence, or that the final examination be postponed for up to six months if significant additions or corrections need to be made. If there are two revisers and their opinions differ, the decision will be made by the Teaching Committee.
5. If the final examination is postponed, the Teaching Committee will indicate how the thesis should be improved, taking account of the suggestions put forward by the revisers.
6. After the defined period, the thesis shall be accompanied by a new evaluation written by the same revisers and will in any case be admitted to the public discussion.
7. At least 15 days before the date of the final examination, PhD students must submit their thesis to the University Catalogue (IRIS). Failure to do so will exclude the student from admission to the thesis defence.
8. The PhD thesis shall be made available to the public within 30 days of the public discussion, except in the case of an embargo period for works containing data protected by industrial secrecy and/or publication rights.

Art. 18 - Evaluation Committee for the thesis defence and awarding of the degree

1. The Evaluation Committee consists of three members who may be tenured university professors or researchers and/or experts in the same academic disciplines as the PhD programme. Evaluation Committee names are put forward by the Teaching Committee and appointed by the Rector. At least two members must belong to Italian or foreign universities or public research bodies that did not participate in the PhD programme; they therefore cannot be members of the Teaching Committee.
2. The Evaluation Committee may additionally include one or two experts from Italian or foreign public or private research bodies. They may also be subject experts with the sole task of examining PhD students on specific topics.
3. The Evaluation Committee must complete its work within 90 days of being appointed. If the Committee does not complete its work within this time period, it will be dissolved and the Rector shall appoint a new Committee with completely different members.
4. For PhD programmes or pathways with particular agreements, the Committee will be composed as specified in the relevant agreement.
5. If the Evaluation Committee has members abroad, the Teaching Committee may authorise the thesis defence to take place via videoconferencing. In all cases, PhD students must be ensured the possibility of presenting and discussing their thesis in the presence of the full Evaluation Committee.
6. Thesis discussions normally take place in April (and no later than May) of the year following the end of the PhD programme.
7. The thesis defence date cannot be disregarded. However, in specific justified circumstances, a PhD student may ask the Teaching Committee to postpone the date a maximum of one time only.



Art. 19 - “Doctor Europæus” certificate

1. PhD students may ask the Teaching Committee to approve the issue of a “*Doctor Europæus*” certificate together with the national PhD qualification, contingent upon the following conditions:
 - a) At least one member of the Evaluation Committee must belong to a university in a European Union member state that is different to the country where the PhD programme is administratively based
 - b) Part of the thesis defence must take place in a language of the European Union that is different to the national language of the country where the PhD programme is based
 - c) The student must have spent at least one trimester abroad carrying out research in a European Union member state.

Art. 20 - International Standard Book Number (ISBN) attribution

1. If authorised by the Teaching Committee, students may request an ISBN code for their thesis, at least 30 days after the thesis defence, following the instructions on the PhD website.
2. The entire procedure must be completed within 60 days of the discussion.

SECTION IV – Final provisions

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

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

Art. 22 - Changes to the Regulations

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