



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN · BOLZANO

Regulations concerning Ph.D. research programmes

**Approved by the Executive Commission of the University Board of
Governors with Decree no. 99 on 22 October 2003**

**Amendments approved by the Executive Commission of the University
Board of Governors with Decree no. 156/2005**

**Amendments approved by the Executive Commission of the University
Board of Governors with Decree no. 185/2005 and no. 189/2005**

**Amendments approved by the University Council with Decree no.
331/2009**



ITEM I

General Principles

Purpose

Art.1

The present regulation, issued by means of art. 4 of law n. 210, 3 July 1998, regulates Italian and international research doctorates in conformity with the general criteria determined by D.M. of 30.4.1999, no. 224.

According to the latter, for the purposes of the present document:

- "University" stands for the Free University of Bolzano;
- "Administrative base": the University which institutes and manages the research doctorates;
- "sede consorziata" (consortium): the public, including universities, or private individuals who are undertaking a doctorate course instituted and run by another university;
- "Research doctorate" (PhD research course): a course with a duration of at least 3 years pertaining to one or more scientific disciplines, which may be renewed annually through the activation of a new cycle of study and which may also concern more specific themes of research;
- "international research doctorate": a doctorate course instituted according to an agreement of cooperation between universities at international level.

Educational Aims

Art. 2

The PhD research courses constitutes an integral part of the university's third level didactic programme.

These consist of following study programmes aimed at providing the skills required to carry out high level research activities in Universities, public or private bodies, and to thereby contribute to the development of scientific research and promoting the employment of qualified young people.

Art. 3

The University institutes PhD research courses also in collaboration with other Italian and foreign universities or public and private bodies with the prerequisites according to the second paragraph of art. 1 of D.M of 30.4.1999, that is, it participates in PhD courses instituted by other Universities.

ITEM II

PROCEDURE FOR THE INSTITUTION OF DOCTORATE RESEARCH PROGRAMMES

Art. 4



The University Board of Governors decides on the funding available for the activation of PhD courses, at least on an annual basis.

Art. 5

Should the University institute a PhD course in collaboration with other partners, the latter will undertake to observe the conditions of the present regulation.

Relations between all the consortium parties are decided by agreement.

In particular, the agreement establishes the organisational and didactic commitment on the part of the consortium universities and the division of financial obligations between the different parties of the agreement.

Proposal of Institution

Art. 6

The Faculty Councils of the single faculties, also in agreement amongst themselves, propose to the University Council the institution of PhD courses whose administrative base is to be at the University.

Art. 7

The aforementioned proposal indicates amongst other things:

- a) the area of research and related scientific-disciplinary sectors regarding the research doctorate;
- b) the specific themes of research regarding the cycles of the forthcoming activation;
- c) the aims and method of the course, including any eventual training courses or work experience held at public or private bodies and periods of study abroad;
- d) the minimum duration of the course;
- e) the number of graduates it is possible to include on the basis of scientific-didactic structures and staff collaborating on the running of the course;
- f) the modalities of the selection procedure and evaluation criteria regarding testing;
- g) the universities, public and private bodies participating in the PhD programme and relative financial undertakings;
- h) nominations of Course Co-ordinators, professors and researchers interested in being part of the PhD Course Committee;
- i) any eventual sources of external funding;

Instructions for the Institution Proposals

Art. 8

Each proposal for the setting up of new PhD programmes is subject to the examination of the Internal Evaluation Committee, which considers the validity of suitable requirements according to the third paragraph of art. 2 of the D.M. of 30.04.1999, and is at the same time communicated to the Academic Senate in order that it may express its opinion on the scientific-cultural relevance of the proposals of the institution of PhD courses.

Institution of PhD courses

Art. 9

The University Council, acting upon the proposal of the Faculty Council of the individual faculties, having consulted the Academic Senate, in accordance with the Internal Evaluation Committee,



considers the proposals presented, approving them or not as the case might be, concerning the institution of PhD courses.

The President of the University Council makes an annual decree regarding the institution of PhD courses and issues the relative announcement of the entrance tests.

Annual evaluation of PhD courses at the University

Art. 10

At the end of each academic year the Internal Evaluation Committee draws up an annual report on the results of evaluation activities, which is then communicated by the President of the University Council to the Ministry together with the observations of the Academic Senate.

ITEM III PROCEDURE OF ADHESION TO PhD COURSES ON THE PART OF OTHER UNIVERSITIES

Proposal of adhesion

Art. 11

The Faculty Councils of the single faculties, also in agreement amongst themselves, propose to the University Council the adhesion to PhD courses of other universities.

Art. 12

The latter proposal indicates amongst other things:

- a) the area of research and related scientific-disciplinary sectors regarding the research doctorate;
- b) the specific themes of research regarding the cycles of the forthcoming activation;
- c) the duration, aims and method of the course;
- d) the universities, public and private bodies participating in the PhD programme;
- e) the composition of the PhD Course Committee;
- f) any eventual financial obligations to be undertaken by the Free University of Bolzano.

Art. 13

Having had the approval of the Academic Senate, the President of the University Council makes an annual decree regarding PhD courses in collaboration with other universities.

Art. 14

The aforementioned structures under art. 11 may contribute financial grants for the PhD programme in which they are participating in the capacity of consortium drawing on their own research funds.

ITEM IV ORGANS OF THE RESEARCH DOCTORATE

Art. 15

The organs of the PhD course based at the University are as follows:
the Co-ordinator;



The PhD Course Committee.

Art. 16

The PhD Course Committee of each PhD course is composed of professors with particular competence in the subject areas activated in each single Doctorate.

The PhD Course Committee oversees the teaching of the course and carries out a guiding role in relation to the PhD students in their scientific research.

Art. 17

The Co-ordinator is elected by the members of the PhD Course Committee from among the tenured professors at the Free University of Bolzano for one or more cycles at the same time; the position is for three academic years and may be re-elected.

The Co-ordinator convenes and presides over the PhD Course Committee and oversees those activities pertaining to the course, guaranteeing its smooth-running.

He/She submits a final report to the Internal Evaluation Committee at the end of each academic year, detailing the running of the course on the basis of the formulation of the decree, see art. 3 of D.M. 30.04.1999.

ITEM V APPLICATION TO PhD COURSES

Conditions of application

Art. 18

Application to the PhD courses set up by the Free University of Bolzano (or those where this is the Administrative base), is open to all those in possession of the qualification required by the current laws in force or a similar foreign qualification (recognised by the appropriate authorities), regardless of age and citizenship, by submitting themselves to the entrance tests, also according to inter-university agreements of co-operation and mobility.

Graduating students may apply on condition that they finish their degree by the date of the first entrance test. The following extra places may be allowed:

- a) Suitable non E.U. candidates according to the general merit ranking and to whom a study grant is awarded for any qualification;
- b) candidates from those countries with which inter-universities or a specific inter-governmental agreement followed by the appropriate convention with the University has been drawn up (without financial obligations on the part of the Free University of Bolzano).

How to Apply

Art. 19

Application to the course is by comparative selection procedures aimed at verifying and evaluating the preparation of candidates and their attitude towards research.

Announcement of Application

Art. 20



The application announcement for PhD course places with administrative base at the University is issued by the President of the University Council, published in the Official Gazette and communicated to MURST, according to art. 5, para.3 of the D.M. 30 April 1999, no.224.

For each PhD course activated, the following are indicated:

- the overall number of graduates to be admitted to PhD courses
- the total number of study grants available
- the grant to be awarded to the doctorate students and the discipline of those exempt
- the method of selective and comparative evaluation.

Examination Commission for Application to PhD Courses

Art. 21

The Commission is nominated by decree of the President of the University Council, with the approval of the PhD Course Committee and Academic Senate.

Each Commission is composed of three members chosen from tenured professors and researchers, specifically qualified in the disciplines regarding the course, to whom no more than two experts, also foreigners, chosen from private and public research institutes.

The Presidency of the Commission will be assumed by the longest serving Professor (1° fascia), or equally, by the eldest professor. In the absence of professors (1° fascia), the Presidency may be assumed by the longest serving professor of 2° fascia; equally, by the eldest professor.

To each member of the Commission, the PhD Course Committee will assign a substitute in case of necessity.

Admission procedure

Art. 22

Admission to the PhD course is strictly according to the list of general ranking on the basis of merit drawn up by the evaluating Commission until all the places stipulated by the announcement have been exhausted.

Should one candidate give up his/her place before the start of the course another candidate may take the available place according to the ranking in the list of merit.

In the event of the winner giving up or being excluded within the first term of the year of the course, the PhD Course Committee will consider the possibility of covering the vacant place with another candidate according to the order in the list of merit.

Fees and grants

Art. 23

The University Council, having sought approval from the Academic Senate, will decide the total of admission and tuition fees required in order to attend PhD courses at the Free University of Bolzano, and furthermore, the amount available and conditions for the awarding of study grants, on the basis of the following criteria:

- a) the fees are graded according to the criteria and parameters of Presidential Decree of the Consiglio dei Ministri 30 April 1997, published in the Official Gazette, no. 116 of 9 June 1997;
- b) the amount of study grants may not be less than that determined according to art. 1, para. 1, letter a) of the Law passed on 3 August 1998, no. 315, and subsequent modifications and additions;



- c) doctorate students in receipt of a grant awarded by the University from funds set aside by the Ministry according to art. 4, para. 3, of the Law passed on 3 July 1998, no. 210, are exempt from paying admission and tuition fees for the course;
- d) study grants are awarded on the basis of the comparative evaluation according to merit and in the order defined in the general ranking lists. In the event of two candidates being equally worthy of a grant the financial situation of each will determine which will receive the grant according to the decree letter a);
- e) the number of grants awarded by the University, including those awarded by funds set aside by Ministerial Decrees according to art. 4, para. 3, of the Law passed on 3 July 1998, no. 210, will be no less than half the number of doctorates;
- f) the cost of financing grants, including admission and fees, not covered by specific funds decreed by the Ministry according to art. 4, para. 3, of the Law passed on 3 July 1998, no. 210, or in any case from the university balance, may be covered by the University by agreements with external partners, to be stipulated before the issue of the announcement also according to the application of article 5, para.1, letter b), of the Law passed on 27 December 1997, no. 449 and subsequent modifications and additions;
- g) the duration of the allocation of the grant will be equal to the entire duration of the course, depending on the situations listed under points 25 and 26 of this regulation;
- h) payment of the grant will be every 2 months and no later;
- i) the amount of the grant will be increased by no less than 50% in the event of periods of study abroad.

ITEM VI RUNNING OF COURSES

Duration of the Courses

Art. 24

The duration of PhD courses may not be less than three academic years.

Suspension from the Course

Art. 25

Absence due to illness, maternity and military service may not result in exclusion from the PhD course.

In the event of maternity leave, the student may obtain leave of absence upon presentation of a medical certificate, during the two months prior to the due date and during the three months after the birth.

Absence for reasons other than those listed above must be expressly authorised by the PhD Course Committee.

At the end of the period of absence it is up to the PhD Course Committee to decide if the student be re-admitted to the same year of the course or to the next. The student not re-admitted to the course will receive a smaller grant inasmuch as part of the amount already paid the previous year during the period of absence will be deducted.

An absence of over 30 days will in any case result in the suspension of the grant.

Rights and Obligations of PhD students



Art. 26

Students enrolled on the PhD programme are obliged to attend PhD courses, to carry out activities of study and research within the structures designated and to present the PhD Course Committee with report on research activities performed at the end of each academic year.

The PhD Course Committee has the faculty to decide the exclusion of a PhD student if he/she has committed infringement of any of the above rules or if he/she takes up any job or consultancy not in line with the main aim of the PhD course without previous approval of the PhD Course Committee.

Incompatibility

Art. 27

Enrolment on doctorate courses is incompatible with other PhD course at other universities or research institutes both in Italy or abroad, until the end of the course.

Art. 28

PhD students may undertake periods of training at public or private educational bodies, both Italian and foreign upon authorisation of the Co-ordinator, for a maximum of six months, and with the PhD Course Committee's approval for periods over six months.

ITEM VII

CONFERRAL OF THE QUALIFICATION OF DOCTOR OF PHILOSOPHY

Art. 29

The conferral of the qualification of Doctor of Philosophy is subject to passing a final exam which takes place in the presence of an Examination Commission nominated, by decree, by the President of the University Council, with the approval of the Academic Senate and PhD Course Committee of the specific PhD course upon which the doctorate is enrolled.

The Commission is composed of three members chosen from among tenured professors and university researchers.

At least two of the members must come from universities, also foreign ones participating in the doctorate programme and may not be members of the PhD Course Committee.

The Commission may contain a maximum of two experts from research institutes, public or private, also foreign ones. The President of the Commission is nominated on the basis of the criteria given under art. 21 above.

Art. 30

By the end of the PhD course those doctorates enrolled on the final year of the course should present the PhD Course Committee with an application for the final exam, that is an extension to the following academic year.

The PhD Course Committee, with the candidate's thesis supervisor's approval, will decide on the admission of those involved in the final exam whilst at the same time formulating a report on the candidate's research activities carried out during the course.

Where reasons come to light which prevent the candidate from presenting his/her thesis within the foreseen deadline, for example for working students, the PhD Course Committee will propose



that the President of the University Council admit the candidate to the final exam within the next 4 academic years.

The authorisation of extending the deadline for presenting a thesis may under no circumstances result in extra financial burdens for the University, nor does it enable an extension of the study grant.

Art. 31

The Examination Commissions are nominated by the President of the University Council not later than the 60th day following the conclusion of the PhD course and are obliged to finish their work within the following 90 days.

The relative office will communicate the names of the Commission members to candidates, also informing them of the date and time of the final exam.

This communication will be sent by registered post with acknowledgment of receipt at least 30 days before the date established for the exam.

Candidates should provide each member of the Examination Commission with a copy of his/her thesis along with the report by the PhD Course Committee and supervisor's report.

Art. 32

Candidates may ask the President of the University Council to bear in mind special circumstances (illness, misfortune or those beyond his/her control), which have prevented him/her from sitting the oral exam.

Should the President of the University Council consider justified absence for the aforementioned reasons he/she will communicate in writing to the candidate and the resident of the Examination Commission, inviting the latter to indicate a new date for the exam, in any case not later than that foreseen for the exams of the next cycle.

Art. 33

Should a member of the Examination Commission design from the latter, the President of the University Council, with the approval of the Course Co-ordinator, will nominate a new member with the necessary expertise to take the examiner's place.

In the event of a change in the composition of the Exam Commission, the candidate will be informed.

Art. 34

The exam in the presence of the Examination Commission consists of the public presentation of the candidate's final thesis.

The Commission will take minutes during the exam.

For each candidate admitted to the final exam it will also draw up a final report on the basis of which the qualification is granted.

Conferment of the Qualification of Doctor of Philosophy

Art. 35

The qualification of Doctor of Philosophy is awarded upon passing the final exam.



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The qualification of Doctor of Philosophy is issued by the Chancellor of the Free University of Bolzano, who, upon request will certify the candidate's having passed the exam. After the exam, the Free University of Bolzano will leave a copy of the final thesis in the national libraries of Rome and Florence.