



THE RECTOR

- CONSIDERING** Law No. 210 of 3 July 1998 on "Rules for the recruitment of researchers and tenured university professors" and in particular Article 4 thereof;
- CONSIDERING** Ministerial Decree No 270 of 22 October 2004 on amendments to the Regulation containing rules concerning the teaching autonomy of universities, approved by Ministerial Decree 509/1999;
- CONSIDERING** the Decree of the President of the Republic no. 76 of 1 February 2010 "Regulation concerning the structure and functioning of the National Agency for the Evaluation of the University System and Research (ANVUR)" and in particular article 3, paragraph 1, letter b);
- CONSIDERING** Law No. 240 of 30 December 2010, and in particular Article 19 thereof;
- CONSIDERING** Legislative Decree No. 68 of 29 March 2012;
- CONSIDERING** the Ministerial Regulation on "Methods of accreditation of doctorate courses and their locations, and criteria for the institution of doctorate courses by accredited bodies" issued by Ministerial Decree no. 226 of 14th December 2021, and published in the Official Gazette of the Italian Republic – General Series - no. 308 of 29th December 2021;
- CONSIDERING** the Statute of IULM University (Libera Università di Lingue e Comunicazione IULM), published in the Official Gazette no. 59 on 12 March 1998, and subsequent amendments;
- CONSIDERING** the University's Academic Regulations, issued by Rector's Decree no. 11738 on 18 September 2001, and subsequent amendments;
- CONSIDERING** the University Regulations for Research Doctorates issued by Rector's Decree no. 19653 on 11 March 2022;
- CONSIDERING** the decisions taken by the Academic Senate in their meeting on 21 April 2022, 24 October 2022 and 24 April 2023;
- CONSIDERING** the decisions taken by the Board of Governors at the meetings held on 26 October 2022 and 26 April 2023

DECREES

The University Regulations for Research Doctorates referred to in the preamble are amended as per the text attached to this Decree of which it becomes an integral part.

Il Rettore
Prof. Gian Battista Canova



Firmato digitalmente da
Gian Battista Canova
Università IULM



UNIVERSITY REGULATIONS FOR RESEARCH DOCTORATES

TITLE I – GENERAL RULES

Art. 1 – Scope of application

1. At the Libera Università di Lingue e Comunicazione IULM courses shall be established for obtaining a PhD degree in accordance with the provisions of the Statute of Autonomy, the University Academic Regulations, the relevant legal provisions and these Regulations.
2. These Regulations govern:
 - a) the general criteria for the accreditation, activation and operation of the PhD courses of the Libera Università di Lingue e Comunicazione IULM in accordance with the provisions of art. 19 of Law no. 240 of 30 December 2010 and the Ministerial Regulations issued by Ministerial Decree no. 226 of 14 December 2021;
 - b) the establishment and operations of the PhD School for Communication Studies (hereinafter referred to for the sake of brevity as the PhD School);
 - c) PhD courses set up in agreement with other universities and public or private research bodies for which the Regulations of the administrative offices of the university hosting the course shall apply.

Art. 2 – Purposes

1. The research doctorate constitutes the third level of university education and provides the necessary skills to perform highly qualified research activities in universities, public bodies or private entities, also for the purposes of access to careers in public administration and the integration of highly innovative professional career paths, in accordance with the procedures set out by Article 1, paragraph 2 et seq. of Ministerial Decree no. 226/2021.
2. PhD courses last no less than three years.

TITLE II – ACCREDITATION OF COURSES AND LOCATION

Art. 3 – Requirements for accreditation of courses and location

1. In accordance with the provisions of the law, the requirements for the accreditation of courses and location are:
 - a) compliance with the following criteria relating to the composition of the Doctorate Board, taking into account, where possible, gender balance:

1. The Doctorate Board consists of a minimum number of twelve members belonging to scientific fields in line with the training objectives of the course. At least half of the members of the staff are tenured university professors of the first or second rank and the remainder are tenured researchers from universities or public research bodies. In the case of associated doctorates with public research institutions, also researchers holding the positions of research managers, researchers or first researchers of the institutions themselves, without prejudice to the minimum quota of professors.

Researchers who are members of the Doctorate Board must possess a certified academic qualification on the basis of the necessary requirements envisaged by the regulations in force for admission to the position of second-rank professors. First or second-rank **professors** must possess a certified academic qualification on the basis of the necessary requirements envisaged for admission to the position they hold. A lecturer may collaborate in the research and teaching activities of multiple doctorates, but may only be a member of one Doctorate Board at a national level;

2. the Doctorate Board shall identify at least two contact persons from among its members to support the coordinator and the staff in the accreditation and Quality Assurance procedures;

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3. members of Doctorate Boards from foreign universities or research institutions must meet at least the minimum requirements laid down by current legislation for admission to the position of second-rank professor;
 4. the coordinator of the doctoral programme must be in possession of a high-level academic qualification, certified on the basis of the requirements laid down by the regulations in force for admission to the position of first-rank professor;
 5. experts not belonging to universities or public research bodies but possessing high-level and proven academic or professional qualifications in fields of research consistent with the training objectives of the doctorate course may be members of the Doctorate Board, up to a maximum of one third of the overall number of members;
- b) the number of doctoral scholarships. This requires:
1. the availability, for each doctorate cycle, of an average of at least four scholarships per activated doctorate course, excluding from the calculation the scholarships allocated to doctorates activated under agreements or in a consortium, it being understood that for the individual doctorate course this availability cannot be less than three;
 2. in the case of doctoral programmes activated under agreements or in a consortium, each institution shall finance at least two scholarships; where the number of institutions is greater than two, the institution whose offices are administering the course shall finance at least two and each other institution shall finance at least one;
- c) sufficient and stable funding for the sustainability of the doctorate course, with specific reference to the availability of scholarships and support for the doctoral students' activities;
- d) specific and qualified operational and scientific facilities for the carrying out of the doctoral students' study and research activities, appropriate to the number of scholarships envisaged, including, in relation to the specific features of the course, research laboratories, an adequate library of information, databases and digital computing resources;
- e) advanced research and training activities, also seminar-based, or carried out in laboratories or research infrastructures of European level and interest;
- f) activities, also jointly between a number of doctorate courses, of interdisciplinary, multidisciplinary and transdisciplinary training, further studies in languages and IT, as well as activities in the field of teaching, research management, and knowledge of European and international research systems, valorisation and dissemination of results, intellectual property and open access to data and research products and fundamental principles of ethics and integrity;
- g) a quality assurance system for the design and management of doctoral programmes that complies with the Standards for Quality Assurance in the European Higher Education Area (EHEA), in accordance with ANVUR guidelines and the University's QA system.
2. The requirements set out in Paragraph 1 shall also apply to doctoral programmes activated under agreements or in consortia. In such cases the participating institutions shall guarantee to the doctoral candidates, on a continuous basis, the actual sharing of the structures and of the higher training and research activities and shall provide for common training activities also on a rotating basis between the campuses.
 3. The teaching, academic or corporate tutoring and thesis supervision activities, certified and carried out by university professors and researchers within doctorate courses, contribute to the fulfilment of the institutional obligations pursuant to Article 6 of Law no. 240 of 30 December 2010, in accordance with the limits established annually by the Academic Senate and the Board of Governors.

Art. 4 – Accreditation of courses and location

1. The University may apply for the accreditation of the courses and the location also in association with other institutions through the stipulation of agreements or the establishment of consortia, which may be the location of the administrative offices of the courses, with one or more of the following bodies:
 - a) other Italian universities or foreign universities, with the possibility of awarding a multiple or joint final degree;
 - b) public or private research bodies, Italian or foreign, meeting high cultural and scientific qualification requirements and equipped with suitable scientific structures and facilities;



- c) institutions pursuant to Art. 2, paragraph 1 of Law no. 508 of 21 December 1999, accredited pursuant to Art. 15 of Ministerial Decree 226/2021, with the possibility of awarding a multiple or joint final degree;
 - d) companies, including foreign enterprises, carrying out qualified research and development activities;
 - e) public administrations, cultural institutions and research infrastructures of European or international importance for the implementation of specific research and development or innovation programmes.
2. The University may request the activation of a doctorate course of national interest pursuant to Article 11 of Ministerial Decree 226/2021.
 3. The accreditation system consists of the initial authorisation to activate doctorate courses and the accreditation of the location as well as the periodic verification of the continuing fulfilment of the requirements for these purposes as set out in Ministerial Decree 226/2021.
 4. The application for accreditation, submitted to the Ministry accompanied by the documentation proving that the requirements set out in Article 3 of these Rules are met, specifies the maximum number of places for which accreditation is sought and may also relate to individual curricula of already accredited doctorate courses.
 5. The accreditation of the location and of the courses is valid for five years. Without prejudice to the monitoring and periodic evaluation referred to in Paragraph 6 below, accreditation shall be evaluated, for the purposes of its confirmation or withdrawal, in the event of a change in the name of the courses or in the composition of the Doctorate Board of more than twenty-five per cent compared to the initial composition of the relevant cycle, or of the Course Coordinator, without prejudice to the fulfilment of the requirements set out in Article 3 of these Regulations for each member of the Doctorate Board.
 6. The periodic monitoring and evaluation activities verify the continuing fulfilment of the requirements for the accreditation of doctorate courses referred to in Article 3 of these Regulations. These activities are carried out by ANVUR, which, for this purpose, on the basis of the results of the monitoring activities carried out by the *Nucleo di Valutazione*, may also arrange for on-site visits by external experts to ascertain the suitability of the course structures and facilities.
 7. The ascertainment of the non-fulfilment of one or more of the requirements shall entail, after discussion with the University within the same terms set out in art. 4, par. 3 of Ministerial Decree 226/2021, the withdrawal of the accreditation, ordered by a Ministerial decree, on the basis of the assent expressed by ANVUR. With immediate effect, revocation interrupts the activation of new cycles of doctorate courses, without prejudice to the completion of courses already activated.

Art. 5 – Course Activation and Renewal

1. The application for the activation or renewal of a doctorate course is approved by the Academic Senate and subsequently by the Board of Governors, subject to the favourable opinion of the *Nucleo di Valutazione* within the deadline set annually by the University on the basis of the ministerial guidelines for accreditation.
Each proposal must contain:
 - a) the name of the course and its possible subdivision into *curricula*;
 - b) the institutions with which it may enter into agreements or form consortia, as specified in the following paragraphs;
 - c) the scientific themes and educational objectives of the course;
 - d) the relative research programme and the programme of in-depth training to complete the doctoral student's scientific knowledge;
 - e) the procedures for admission to the course and the qualifications required, in compliance with the provisions of Article 9 of these Regulations.
2. The courses may also be set up through agreements with universities and public or private research bodies, either Italian or foreign, that meet the requirements of high cultural and scientific standing and

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have suitable staff, facilities and equipment. The awarding of the degree is the responsibility of the university which is the administrative seat of the doctorate course.

3. Doctorate courses may be activated in consortia with Italian and foreign universities with the possibility of awarding a multiple or joint degree.
4. Doctorate courses may also be activated in agreement with companies, including those from different countries, that carry out research and development activities, it being understood that the administrative seat of the doctorate course is the university.
5. Doctorate courses normally start in October.

Art. 6 – Industrial Doctorate

1. At the time of initial accreditation or at a later date, the University may request recognition of the *industrial doctorate* qualification also as part of the designation, for doctorate courses activated under agreements or in consortia that also include entities referred to in Article 3, paragraph 2, letter d) of Ministerial Decree 226/2021, which carry out research and development activities.
2. The agreements referred to in paragraph 1 of this Article regulate:
 - a) the procedures for coordinating the research activities between the parties;
 - b) the procedures for conducting research activities in the company as well as, with regard to possible positions filled by employees of the companies, the breakdown of the total commitment of the employee and the duration of the doctorate course;
 - c) the incentive mechanisms to promote technology transfer and the development of the results of the research by the partner companies.
3. The research themes characterising the doctorate course place particular emphasis on the promotion of economic development and the production system, facilitating joint planning in relation to research themes and the activities of doctoral students.
4. The calls for applications for admission to industrial doctorate courses, in accordance with the guidelines established at European level and with the development strategies of the national system, and in compliance with the principles set out in Article 1 of Ministerial Decree 226/2021 may:
 - a) indicate specific requirements for the carrying out of research activities, such as interdisciplinarity, membership of international networks and intersectoriality, with particular reference to the business sector;
 - b) allocate a share of the available places to employees of companies or contracted entities engaged in highly qualified activities who are admitted to the doctoral programme following successful completion of the related selection process..
5. In any case, the possibility set out in Article 45 of Legislative Decree no. 81 of 15 June 2015, to activate apprenticeship contracts aimed at industrial doctorate training shall remain unaffected, guaranteeing in any case the prevalence of research activity. Such apprenticeship contracts are considered equivalent to doctoral scholarships for the purposes of calculating the minimum number required for the activation of the course.

TITLE III - ORGANISATION AND FUNCTIONS OF THE PHD SCHOOL FOR COMMUNICATION STUDIES

Art. 7 - Organisation and functions of the PhD School for Communication Studies

1. All doctorate courses with administrative offices at the University refer to the PhD School for Communication Studies.

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2. Ownership of the courses and their accreditation remains with the University.
3. **The PhD School** of the Libera Università di Lingue e Comunicazione IULM is responsible for coordinating courses and managing activities carried out in common.
4. The Director and the Doctoral Council are governing bodies of the **PhD School**.

The Director, chosen from among the first-rank professors at IULM University, is appointed by the Rector - from a shortlist proposed by the Doctoral Council - after consulting the Academic Senate. The Director's term of office is three years and may be renewed once. The office of Director is incompatible with the offices of Rector, Faculty Dean, Department Director, PhD Course Coordinator and member of the *Nucleo di valutazione*. In their absence or in case of impediment, the most senior member of the Doctoral Council takes over the position.

The Director performs the following functions:

- representing the School in its relations with the outside world and with the other bodies of the University;
- convening and chairing the Doctoral Council whenever deemed appropriate;
- submitting an annual report to the Academic Senate on the activities, functioning and results of the School.

The Doctoral Council, composed of the Director, the Coordinators of the doctorate courses, a member appointed by the Academic Senate and a member appointed by the Departmental Directors, is appointed by Rector's Decree and performs the following functions:

- proposing to the Senate the three nominations for the appointment of Director of the Doctoral Council;
- proposing teaching and doctoral research activities;
- ensuring compliance with these Regulations and proposing amendments;
- proposing to the Academic Senate the signing of agreements with external Italian or foreign entities;
- formulating opinions and proposals on the operation and organisation of courses;
- coordinating training activities common to doctorate courses;
- defining and approving interdisciplinary doctoral-level teaching between different doctorate courses;
- approving the training projects of each doctorate course;
- approving the calendar of events such as: entrance examinations, admission to subsequent years, final examinations for the award of the title, degree award ceremonies;
- approving proposals submitted by the Doctorate Board concerning the implementation of thesis co-tutoring programmes with foreign universities or institutions.

The term of office of the Doctoral Council shall be three years and may be renewed once. A member may be replaced during the term of office upon designation by the competent bodies.

TITLE IV- ORGANISATION AND OPERATION OF DOCTORATE COURSES

Article 8 - Bodies

1. The bodies of each doctorate course are the Doctorate Board and the Coordinator.

The Doctorate Board carry out the following activities:

- a) drawing up the teaching plan;
- b) deciding on progress to the following year following the assessment of the doctoral student's attendance, commitment and success in the activities carried out by the end of the first and second year of the course;

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- c) deliberating applications by doctoral students for work activities;
- d) appointing the thesis evaluators at least two months before the end of the cycle;
- e) identifying and proposing tutors and co-tutors for each doctoral student, at least one of whom shall have an academic background, chosen by the Doctorate Board, and not necessarily one of its own members, provided that at least one of them meets the requirements for the members of the Doctorate Board. In the case of agreements with companies, the tutor may be aided by an external tutor, responsible for supervising the activity carried out by the doctoral student at the company;
- f) deliberating on doctoral students' requests to travel in Italy or abroad for training periods of more than six consecutive months;
- g) evaluating annually, with appropriate forms of monitoring, the activity of doctoral students and the completion of the planned training programme for the purpose of admission to the following year or exclusion from the continuation of the course;
- h) granting authorisation for doctoral students, as an integral part of their training project and without any increase in the grant, to carry out tutoring activities for undergraduate and master's degree students and, within the maximum limit of forty hours in each academic year, to carry out supplementary teaching activities, as referred to in Article 18 below;
- i) submitting proposals for co-supervision of theses with foreign universities or institutions;
- j) appointing the members of the Examination Board for the final examination as provided for in Article 22;
- k) deliberating on requests for suspension and extension pursuant to Art. 20;
- l) proposing to the Doctoral Council the signing of agreements with external Italian or foreign entities.

The co-ordination of the Doctorate Board is entrusted to a full-time first-rank professor or, in the event of justified unavailability, to a full-time second-rank professor meeting the requirements set out in Article 4, paragraph 1, letter a), number 3) of Ministerial Decree 226/2021.

The coordinator performs the following functions:

- a) convening and chairing the Doctorate Board;
- b) holding scientific and administrative responsibility for the doctorate course;
- c) authorising doctoral students to carry out teaching and research activities off-site, in Italy or abroad for training periods **not** exceeding six months.

TITLE V - ACCESS AND ADMISSION TO COURSES

Art. 9 - Requirements for access to courses

1. Access to courses is open, without age or nationality restrictions, to all those who hold the academic qualification required by the regulations in force (degree awarded in accordance with the regulations in force prior to the reform pursuant to Ministerial Decree 509/1999, or specialised degree pursuant to Ministerial Decree 509/1999 or master's degree pursuant to Ministerial Decree 270/2004) or a similar academic qualification awarded abroad, the validity of which has been previously ascertained by the Academic Board in compliance with the regulations in force in Italy and in the country where the degree was awarded and with international treaties or agreements regarding the recognition of qualifications for the continuation of studies. Graduands are allowed to participate in the competition *sub condicione*, provided they obtain their degree by the date of enrolment in the doctorate course, under penalty of forfeiture.
2. The call for applications may reserve a quota of places for students graduating from foreign universities pursuant to Article 8, paragraph 2, of Ministerial Decree 226/2021 or for scholarship holders from foreign countries or for specific international mobility programmes; the accredited bodies may establish different procedures for the admission process and, in this case, form a separate ranking list. Unallocated reserved places may be made available for other selection procedures referred to in Paragraph 1 of this Article.



Art. 10 - Selection procedure

1. The selection procedure starts with the issuing of a Rector's Decree, published in Italian and English. The call for applications is made public on the University website and notice is posted on the MUR website, on the European Euraxess website and in the Official Gazette of the Italian Republic.
2. In order to be admitted to the courses, candidates must submit a detailed research project assessed by an Academic Board that will verify the compatibility of the project with the cultural landscape, qualifying themes and training objectives of the doctorate course.
3. The notice of competition describes:
 - a) the doctoral courses activated, with an indication of the other universities, Italian or foreign public and private bodies, companies and foundations in the case of doctorates established under agreements or in consortia;
 - b) course themes and *curricula*, if any;
 - c) the total number of places available for each doctorate course;
 - d) the number and amount of scholarships, for each course, including scholarships granted from University funds, which also draw on ministerial contributions (pursuant to art. 4, Law no. 210 of 3 July 1998), scholarships financed by other universities and scholarships financed by entities outside the University;
 - e) the number of places not covered by scholarships and any related fees for access and attendance on courses;
 - f) any places reserved for graduates of foreign universities or scholarship holders from foreign states or specific international mobility programmes;
 - g) the number of apprenticeship contracts, if any, referred to in Article 41 of Legislative Decree No. 81 of 15 June 2015;
 - h) any other forms of financial support from research funds or other University resources, including research grants pursuant to Article 22 of Law 240/2010, provided that the research collaboration activity is in line with the doctoral programme. Research fellows retain their research grants for its duration;
 - i) criteria for access and evaluation of qualifications;
 - j) the dates and arrangements for the oral test and the written test, if any;
 - k) documentation to be submitted by the winners;
 - l) the number of places, if any, in excess of the places available for successful candidates on the general ranking list and the related requirements to be met.
4. In the event that places are reserved for students graduating from foreign universities for whom a quota of places with a scholarship or other forms of funding may be reserved, the university may establish, specifying this in the notice, a differentiated admission procedure that will result in a differentiated ranking list.
5. The notification of the dates of the tests serves as a call to attend.
6. The selection procedure, aimed at ascertaining the candidate's aptitude for scientific research, consists of an assessment of the candidates' qualifications, supplemented by an oral test, possibly preceded by a written test. The oral test is open to the public and consists of a discussion of the project presented, an illustration of the candidate's research activity and must include verification of the candidate's knowledge of English.

The Board may award a total of 80 points if the selection involves two tests.
The Board may award 50 points in total if the selection involves only one test.
A maximum of 20 points are reserved for the evaluation of qualifications; the score for admission to the next stage of the selection procedure shall be no less than 13 points.
The assessment of the qualifications is carried out by the Academic Board before the oral test and, if preceded by the written test, before the written test is held.



A total of 60 points are reserved for the tests. At least 40 points must be awarded in the overall assessment of the tests in order to be considered eligible. If the selection is divided into two tests, 30 points are reserved for each of them, with eligibility for each test being determined by a mark of no less than 20 points.

In the event that the selection includes only one test, 30 points are reserved for it, eligibility being awarded with a score of no less than 20 points.

The final score is the sum of the points awarded in the assessment of the qualifications and tests.

The University guarantees the public disclosure of the Rector's decree appointing the Board, the intermediate rankings and the Rector's decree approving the documents containing the final rankings, in accordance with the regulations in force.

Art. 11 – Academic Board

1. After consultation with the Coordinator, the Rector shall appoint by decree the Academic Board responsible for the comparative evaluation of the candidates.
2. The Board is composed of three members, respecting where possible gender balance, chosen from full and associate professors, at least one of whom is an ordinary professor and at least one an external professor, belonging to scientific-disciplinary sectors pertaining to the doctorate.
3. In the case of doctorate courses set up under agreements or in consortia, the Board and admission procedures are defined in the aforementioned agreements.

Art. 12 - Merit rankings

1. The Academic Board will draw up the merit rankings based on the comparative evaluation of the candidates who will be admitted to the chosen doctorate course according to the order of said rankings to cover the places available. In the event that any eligible candidates withdraw before the start of the course, they will be replaced in accordance with the order of the ranking list.
2. In the event of successful placement in rankings for more than one course, the candidate must exercise the option for only one doctorate course.

Article 13 - Determination of places

1. The number of places and scholarships to be allocated to each doctorate course to be activated is determined annually by resolution of the Board of Governors, upon the proposal of the Academic Senate.
2. These allocations are made on the basis of a programme aimed at recognising the scientific and professional achievements of each individual course, the development of specific areas of research, and the degree of internationalisation.

Article 14 - Operating Fund

1. The Board of Governors, after consultation with the Academic Senate, determines the amount of the fund for the operation of the doctoral programmes annually in the university budget.
2. Eligible expenditure items include:
 - a) the grants referred to in Article 13(1) of these Regulations, with a 50% supplement for study periods spent abroad and a 10% increase as from the first year;
 - b) funds for teaching, including Visiting Professors;
 - c) funds for the valorisation of doctoral research activities;
 - d) operating expenses.



TITLE VI - CONDUCT OF COURSES

Art. 15 - Educational Plan

1. The educational plan that is attached to the proposal for the activation or renewal of courses provides for the training activities that will take place over the three years. It must provide for interdisciplinary, multidisciplinary and transdisciplinary training, language and IT training, as well as activities in the field of teaching, research management and knowledge of European and international research systems, the valorisation and dissemination of results, intellectual property and open access to data and research products, and the fundamental principles of ethics and integrity.
2. The educational plan of each individual doctoral student must include the drafting, under the guidance and responsibility of the tutor, of the individual research project that concludes with the writing of the doctoral thesis.

Art. 16 - Fees for access and attendance on courses

1. The Board of Governors, on the proposal of the Academic Senate, annually defines the amount of the fees for access to and attendance on doctorate courses and the payment methods for places not covered by scholarships.
2. In the event of withdrawal from studies, the doctoral candidate who has obtained enrolment is not entitled, under any circumstances, to a refund of the contributions paid. They are obliged to pay the full amount of the fee and contributions issued on the date of submission of the withdrawal.

Art. 17 - Scholarships

1. The Academic Senate defines the procedures for awarding scholarships thus:
 - a) the amount of the scholarships may not be less than that determined pursuant to Article 1(1)(a) of Law 315 of 3 August 1998, as amended and supplemented;
 - b) doctoral students holding scholarships awarded by the University and recipients of scholarships paid by the Ente Regionale per il Diritto allo Studio Universitario (Regional Body for the Right to University Study) are exempt from contributions for access to and attendance on courses, subject to payment of the regional Right to Study fee and stamp duty pursuant to Article 9 of Legislative Decree 68/2012;
 - c) the scholarships granted by the University are awarded after a comparative evaluation of merit and according to the order defined in the related ranking list. In the event of equal merit, the evaluation of the economic situation determined pursuant to Legislative Decree no. 109 of 31 March 1998, as amended, shall prevail;
 - d) the duration of the scholarship is equal to the entire duration of the course. Scholarships are awarded for one year and are renewed on condition that the doctoral student has completed the programme of activities planned for the previous year, verified by the Doctorate Board, without prejudice to the obligation to disburse the scholarship upon passing the verification;
 - e) Scholarship payments are made in monthly instalments in arrears;
 - f) the amount of the grant is increased for any periods of residence abroad lasting more than fifteen days each, at the rate of 50% up to a maximum total of twelve monthly payments;
 - g) in addition to the scholarship, the doctoral student is guaranteed a budget for the carrying out of research activities in Italy and abroad, amounting to no less than 10% of the amount of the scholarship itself, financed with the resources available in the University budget. This amount can be used in the academic year of assignment;
 - h) if the doctoral student is not assessed positively for the renewal of the grant, or renounces the grant, the unused amount remains at the University's disposal for activities related to the doctoral course;
 - i) for the maintenance of apprenticeship contracts and the other forms of financial support referred to in Article 9, Paragraph 5 of Ministerial Decree 226/2021, in the course years subsequent to the first



year, the same principles laid down for the maintenance of scholarships referred to in letter d) of this Paragraph shall apply.

2. The receipt of a scholarship for attending a doctoral programme is compatible with other income, including income received continuously during the academic year in which the scholarship is awarded. The grant cannot be combined with any other scholarship or form of subsidy, except with those provided to supplement training and research activities with stays abroad. The scholarship is subject to the payment of INPS social security contributions under separate management pursuant to art. 2, paragraph 26 of Law no. 335 of 8 August 1995, as amended, in the amount of two-thirds to be paid by the administration and one-third by the scholarship holder. Doctoral students benefit from the related rights and protection.
3. If a doctoral student who holds a scholarship **withdraws** from the course or forfeits the right to use the scholarship, they shall forfeit the right to use the scholarship for the portion not accrued, with the obligation to return the portion already received in the year of reference, unless justified and proven reasons are given. The remaining part of the grant, should it be equal to or greater than eighteen months, may be awarded, respecting the order of the ranking in art. 12 above, to the first of the students without a grant. In this case, the successor shall not be required to pay the instalments of the grant for access and attendance on the doctorate course that are due subsequent to their replacing their predecessor.
4. Upon enrolment on the doctorate course, the scholarship winner who is in a situation of incompatibility must renounce the scholarship by formally notifying the Rector and the Director of the PhD School; they may enrol on the course as a solvent student and must pay the fees for access and attendance on courses. The entire grant may be awarded, under the same terms and conditions, to the first name in the ranking list of students who have not been awarded a scholarship.
5. Subsequently, if the doctoral student renounces the scholarship, they may continue the course without a scholarship, only if there are other places for solvent students available involving the payment of tuition fees.
6. The principles set out in this Article do not apply to recipients of scholarships from foreign countries or recipients of financial support under specific mobility programmes as provided for in the specific regulations.

Art. 18 - Rights and obligations of doctoral students

1. Within the scope of the right to study, a doctoral student is a university student enrolled in a post-graduate training course and is treated in the same way as students enrolled in bachelor's and master's degree courses. Admission to the doctorate course pursuant to Ministerial Decree 226/2021 requires exclusive, full-time commitment and entails the obligation to attend lessons and teaching activities scheduled by the Doctorate Board, without prejudice to the possibility of specific provisions in relation to enrolments pursuant to Art. 12, paragraph 1 and Art. 10, paragraph 2, letter b) of Ministerial Decree 226/2021. Registers will be kept to record attendance.

Research doctoral students, on the proposal of their tutor and subject to the approval of the Doctorate Board, may carry out **supplementary teaching activities** as an integral part of their training project on condition this does not exceed the maximum total limit of 40 hours per academic year.

Doctoral students, subject to authorisation from their tutor and the authorisation of the Doctorate Board, may carry out supplementary teaching activities for courses other than those of their tutor.

Doctoral students will be awarded a contract for teaching assistance with a gross hourly fee set annually by the Board of Governors. The costs will be charged to the funds set aside for teaching subsidies of the Faculty to which the tutor or the holder of the course for which the doctoral student is carrying out supplementary teaching activities belongs.

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Supplementary teaching activities are understood to mean additional activities and support for lecturers in lessons outside the total number of hours envisaged for the official course (e.g. seminars, workshops, tutorials), useful for the preparation of students enrolled in the Bachelor's and Master's degree courses for passing their examinations, student counselling, and participation in examination committees. These activities do not lead to the granting of training credits, neither for the students benefitting from the activities nor for the doctoral students.

Doctoral students, on the proposal of their tutor and subject to the authorisation of the Doctorate Board, may carry out **tutoring activities** for a maximum of 40 hours per academic year, without payment as permitted under Article 12, paragraph 3 of Ministerial Decree 226/2021. Subject to the authorisation of their tutor and the Doctorate Board, doctoral students may carry out tutoring activities for courses other than those of their tutor.

Tutoring activities are understood to mean assisting students enrolled in Bachelor's and Master's degree courses in the preparation of dissertations, final papers and in carrying out preparatory activities, to be performed on the basis of directives issued by the official course coordinator.

Doctoral students may not be awarded contracts for official and supplementary courses within the University, however, they are allowed to participate in calls for applications issued by other universities, reserved to them, only if it is not possible to carry out such supplementary activities within IULM and, in any case, within the maximum limit of 40 non-cumulative hours per academic year.

2. Public employees admitted to a doctorate course shall benefit, for the normal period of the course, from the period of leave of absence agreed upon as part of collective negotiations or, for employees with contracts governed by Public Law, from extraordinary leave of absence for study reasons, in accordance with the administration's needs and requirements, pursuant to article 2 of Law no. 476 of 13 August 1984, as amended, with or without payment cheques and excepting any specific waiver, only in the case that they have enrolled for the first time on a doctorate course, and regardless of the subject area. This is without prejudice to the right to the budget for research activities carried out in Italy and abroad as provided for in Article 9(4) of Ministerial Decree 226/2021.
3. Without prejudice to the application of the rules for the protection of parenthood set out in the Decree of the Minister of Labour and Social Security of 12 July 2007, published in the Official Gazette of the Italian Republic no. 247 of 23 October 2007, doctoral students on leave (compulsory and optional) retain the right to benefit from the scholarship, as specified in article 20 of these Regulations.
4. The doctoral student may carry out training periods or internships at other universities, research institutes, centres and laboratories, both Italian and foreign, subject to written authorisation from the Coordinator. For training periods abroad of up to six months written authorisation from the Coordinator is required; for longer training periods abroad a resolution of the Doctorate Board is required. The stay abroad may not exceed twelve months. This period may be extended up to a maximum total of eighteen months for doctorates co-tutored with foreign institutions or activated pursuant to Art. 3, paragraph 2 of Ministerial Decree 226/2021.
5. The provisions on the right to study provided for by Legislative Decree no. 68 of 29 March 2012 apply to doctoral students. Doctoral students enrolling at the same time in two courses of study identify one of the two enrolments as the reference to access the benefits provided for by the regulations in force on the right to study, for the entire period of simultaneous enrolment in the two courses of study. This is without prejudice to the total or partial exemption from the payment of the all-inclusive annual contribution, which applies to both enrolments, if the requirements, as self-certified by the student, are met in cases where the courses of study do not belong to the educational offerings of the same university.
6. At the end of the first and second year of the course, the doctoral student is required to submit a detailed report on their training and research activities to the Doctorate Board, which, after assessing attendance,

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commitment and performance, decides on progress to the following year, which is determined by the Rector with a specific decree. Doctoral students are required to deposit the publications they produce in the Institutional Research Archive of IULM University - APEIRON. Doctoral students admitted to the final examination prior to obtaining their degree are also required to deposit their thesis in APEIRON. When depositing their thesis, they are required to declare that they have deposited in APEIRON all the publications produced during the three-year period.

7. In the event of a negative evaluation, the Doctorate Board shall decide on the procedures for remediation and the doctoral student shall be enrolled conditionally in the following year until the Board deliberates fulfilment of the conditions. In the event of a further negative assessment, the doctoral student shall forfeit the scholarship, if granted, for the year in which it was received.
8. The Doctorate Board may authorise doctoral students **with or without a grant**, following submission of an application, to carry out paid activities that enable them to acquire skills relating to the field of doctoral studies, after assessing compatibility with the successful accomplishment of the activities. In the case of solvent doctoral students, the Board shall consider their need to provide themselves with the necessary means to continue their studies.
9. Doctoral students who intend to withdraw from their studies are required to fill in the appropriate form and comply with the formalities contained therein.
10. Doctoral students are represented on the Doctorate Board for dealing with teaching and organisational issues. Elections are called annually by the Rector in accordance with the procedures set out in Article 24 of the current electoral regulations. The electoral mandate lasts for three years and until the degree is awarded. In the event of forfeiture or resignation, the first of the non-elected candidates takes over. The three elected representatives nominate from among their number the Representative to the QA Groups of the courses of study, who shall collaborate with the contact persons identified by the Board pursuant to Article 3, paragraph 1, point 2 (e.g. meetings with doctoral students, reports requested by the QA Group).

Article 19 - Incompatibility

1. In the case of scholarship holders, enrolment and attendance on the course is incompatible with full-time employment.
2. As of the 2022/2023 academic year, simultaneous enrolment of students in two courses of study is permitted in accordance with the provisions of Law No. 33 of 12 April 2022 and its implementing decrees.

Art. 20 - Maternity, suspension and extension

1. Doctoral students are subject to the **maternity** protection provisions of the Decree of the Minister of Labour and Social Security of 12 July 2007, published in the Official Gazette of the Italian Republic no. 247 of 23 October 2007. For the purposes of health protection, the interested party must, at their earliest convenience, notify the Human Resources Office, the Doctoral Office and the Course Coordinator of her pregnancy. In the event of maternity, attendance at doctoral activities shall be compulsorily suspended, as a rule, from the two months preceding the expected date of birth and for three months thereafter. If authorised by the doctor of the National Health Service, the suspension may start from the month preceding the presumed date of birth and for the following four months, or for the five months following birth. At the end of the period of compulsory leave, doctoral students may request a further period of suspension up to a maximum of six months. The right to take advantage of this suspension is also granted to the doctoral student father instead of the mother in accordance with the regulations in force. In the event of compulsory suspension, the Doctorate Board may decide to conditionally extend the course year, with conditions to be lifted following positive verification of the full resumption and completion of the activities, within the deadline set by the Board. If the activities have not been resumed



and completed, the Board may, at the request of the student concerned, grant a further extension period at no cost to the University.

During the compulsory maternity/paternity leave of five months, the disbursement of the grant instalments will be suspended and the end of the three-year period of the grant, as well as the duration of the course, will be deferred for the same duration as the compulsory maternity/paternity leave. During the period of optional suspension of the course for maternity/paternity leave, payment of the grant will be suspended.

2. Doctoral students may request **suspension of** the course for the following proven reasons:

- a) parental leave;
- b) serious and documented illness;
- c) particular family situations;
- d) other cases provided for by law.

The **maximum duration** of the suspension is **six months**, including non-consecutive months. During the suspension no grant or other equivalent funding will be paid; the grant will be paid again when the student resumes attendance, it being understood that the years of the grant may not exceed the duration of the course. The doctoral student, with due respect for the processing of personal data, shall submit a documented application to the Doctorate Board, which shall deliberate on the application and proceed with the issuance of a Rector's decree. Once the suspension has ceased, the Doctorate Board decides on the procedures for resumption and completion and the doctoral student is enrolled conditionally for the following year, until the Board lifts its conditions, it being understood that under no circumstances may the duration of the course be shortened.

3. An **extension** of the doctorate course is envisaged in the following cases:

- a) for demonstrable reasons that do not allow the **thesis** to be **submitted within** the timeframe envisaged by the duration of the course, the Doctorate Board may, at the doctoral student's request, grant an extension of a maximum period of **twelve months**, without any further financial burden;
- b) for justified **scientific needs** and for a period of not more than **twelve months** it may be decided upon by the Doctorate Board, in which case the corresponding extension of the duration of the scholarship is ensured with funds from the University budget.

4. The periods of **extension and suspension** referred to in the preceding paragraphs may not exceed a total of **eighteen months**, without prejudice to specific cases provided for by law.

Article 21 - Forfeiture

1. **Forfeiture** of the doctorate course shall be deliberated by the Doctorate Board and ordered by Rector's decree in the following cases:

- a) negative assessment during the annual review, as provided for in Article 18(7);
- b) behaviour in contrast with the regulations in force and with the IULM University Code of Ethics;
- c) failure to enrol by the deadline;
- d) failure to submit a renewal of enrolment for the following year without a justified reason;
- e) failure to file a doctoral thesis;
- f) unjustifiable absence from the final examination;
- g) unjustifiable absence for a period of more than 15 working days equal to 120 hours per year;
- h) conduct contrary to the rules on incompatibility set out in Article 19 above.

TITLE VII - OBTAINING THE QUALIFICATION

Art. 22 - Writing the thesis - Final examination

1. The title of *Dottore di Ricerca* ('Dott. Ric.' or 'Ph.D.') is the academic qualification awarded at the end of the doctorate course, following the successful evaluation of a research thesis that contributes to the advancement of knowledge and/or methodologies in the chosen field of investigation.

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2. The doctoral thesis shall be written in Italian or English or, with the authorisation of the Board of teachers, in another language and accompanied by a summary in English. The thesis shall be accompanied by a report by the doctoral student on the activities carried out during the three-year period and on the publications produced, as specified in Art. 18, section 6.
3. The thesis, together with the report on the activities carried out during the doctorate course and the publications, is examined by at least two assessors, who do not belong to the university awarding the doctoral degree and have highly qualified experience, at least one of whom is a university lecturer. The assessors may belong to foreign institutions.
4. The assessors, appointed by Rector's decree, are designated by the Doctorate Board at least two months before the end of the cycle. Within the deadline set by the Doctorate Board, doctoral students must submit their theses and related attachments (abstracts in English, report on activities carried out, publications, any embargo request, declaratory statement for self-archiving of the thesis, library clearance and Almalaurea receipt) in accordance with the procedures and deadlines set out by the Doctorate Office.
5. Within 30 days of receipt of the thesis, the assessors shall send an analytical written opinion proposing admission for public presentation or postponement for a period not exceeding six months if they deem significant additions or corrections to be necessary. Once this period has elapsed, the thesis, accompanied by a new written opinion from the assessors, shall in any case be admitted for presentation. The opinions are forwarded to the Coordinator and the Academic Board.
6. In the event that the evaluations of the assessors diverge, the Doctorate Board shall be responsible for settling the conflict.
7. During the period of postponement, the doctoral student is not entitled to the grant or any other form of financial support and until the final examination they retain the status of doctoral student with consequent access to the facilities and services necessary for the completion of their research activity.
8. The doctoral student, at the time of depositing the thesis for the purposes of the protection and exploitation of intellectual property, may authorise, in agreement with the tutor, that the thesis be made unavailable for a period not exceeding 36 months in relation to the data protected under current legislation. Within 30 days of the thesis being presented and approved, the University shall deposit a copy of the thesis, in electronic format, in the National Register of Doctorates in a specific open access section. This is without prejudice to the deposit of the thesis, by the University, at the National Central Libraries of Rome and Florence and at the University Library.

Art. 23 - Final Examination

1. The final examination for the PhD degree consists of a public presentation held by the doctoral candidate before the Academic Board referred to in Article 24, of their final thesis, previously judged by the assessors.
2. In the event of a postponement, the public presentation must be held within two months of the filing of the new evaluation by the assessors.
3. In the event of absence from the final examination, the doctoral candidate is considered justified in the event of illness or force majeure and is admitted to present the thesis as soon as the impediment has ceased.
4. In the event of unjustifiable absence, the doctoral candidate forfeits the right to take the final examination.



5. The Board may, by unanimous vote, award the degree *cum laude* and - in the case of particularly outstanding scientific results – express recommendation for publication.
6. The educational activities carried out by doctoral students at one or more locations are certified by a document attached to the *Diploma supplement*.

Art. 24 – Academic Board

1. The Academic Board for the final examination is appointed by the Rector by decree, after consulting the Coordinator and the Doctorate Board, at least two months before the end of the cycle.
2. The decree appointing the Board is published on the University website.
3. The Academic Board appointed for awarding the degree is composed of three members, respecting where possible gender balance, chosen from among full professors and associate professors, specifically qualified in the disciplines pertaining to the scientific-disciplinary areas to which the course refers, and who are not members of the Doctorate Board. At least two members must belong to universities not participating in the doctorate. The tutors and co-tutors of the doctoral candidates cannot be appointed as members of the Board. The Board may be supplemented by no more than two experts, including those from abroad, whose availability is established in advance by the Doctorate Board.
4. The assessors cannot be members of the Board.

TITLE VIII – INTERNATIONALISATION - THESIS CO-TUTORING

Art. 25 - Internationalisation - Thesis Co-tutoring

1. The Conference of Italian University Rectors (CRUI) has signed framework agreements for the promotion of the co-tutoring of theses, under which the University may enter into co-tutoring agreements for each doctoral student concerned. In the absence of agreements, IULM University may also enter into co-tutoring agreements with universities in different countries.
2. IULM University stipulates bilateral agreements with foreign universities and/or institutions for the implementation of thesis co-tutoring programmes consisting in the writing of a thesis under the joint direction of a lecturer from IULM University and a lecturer from the participating university and/or institution. Proposals submitted by the Doctorate Board must be approved by the Doctoral Council and are submitted to the Academic Senate and the Board of Governors for approval of the financial aspects.
3. Agreements must specify the terms of the agreement in accordance with the following provisions:
 - a) enrolment at the home university also entails regular enrolment at the participating university without additional contributions beyond those required by law;
 - b) the participating university provides the doctoral student with the necessary teaching and research facilities and in any event guarantees the services provided to its doctoral students;
 - c) each university provides its doctoral student with accident insurance cover;
 - d) the procedures concerning the filing of the doctoral thesis and the appointment of two thesis supervisors, one for IULM University and the other for the participating university, who shall follow the doctoral student's research activities and assess the doctoral thesis with their own written report. The positive judgement of both thesis supervisors is a necessary condition for admission to the final examination;
 - e) the doctoral student carries out their study and research activities at the facilities of the two universities for approximately equivalent periods;
 - f) the study and research programme to be carried out at both university sites;
 - g) the procedures relating to the acquisition of the CFUs corresponding to the course year;
 - h) how the final examination is to be conducted, which consists of the presentation of the thesis before the Academic Board, appointed by the Rectors of the two universities and composed of an equal



number of at least four members, including the two thesis supervisors. A co-tutored thesis may be presented by videoconference;

- i) the commitment of the two institutions to award the title of PhD, or equivalent, for the same thesis, following a favourable evaluation by the Academic Board, or to award a joint degree;
 - j) the protection of the subject of the thesis, as well as the publication, use and protection of the research results achieved by the doctoral student at the two institutions will be subject to the regulations in force and guaranteed in accordance with the specific procedures of each country involved in the co-tutorship;
 - k) the financial burdens associated with the mobility of teachers involved in the co-tutorship are defined in the agreement.
4. Co-tutorship of doctoral theses is normally implemented for doctoral students enrolled in the first year of the course. The Doctorate Board may also authorise co-tutored theses for doctoral students enrolled in the second year of the course in the event of specific interests. In this hypothesis, the Doctorate Board may at the same time approve a one-year extension (at no cost to IULM University) for the presentation of the final thesis should the doctoral student enrol in the first year at the participating university. By the end of each year of the course, the Doctorate Board will assess the activity carried out by doctoral students with co-tutorship for their theses enrolled at the partner universities in order to authorize admission to the following year.
 5. In the case of the awarding of double degrees as a result of co-tutoring, the PhD is awarded with mention of the partner university.
 6. The University, at the doctoral candidate's request and subject to the favourable opinion of the Doctorate Board, shall award the '*Doctor Europeus*' certificate in addition to the national PhD qualification if the conditions laid down by the *European University Association* are met.
These conditions stipulate that:
 - a) the thesis assessors referred to in Article 22, appointed by the Doctorate Board, belong to university institutions in two different countries of the European Union and that the assessment of the thesis work expressed by these assessors is positive;
 - b) at least one member of the academic board belongs to an institution of an EU country other than the country in which the thesis is being presented;
 - c) the presentation of the thesis takes place in a language of the European Union other than Italian;
 - d) the thesis is written following a research stay of at least three months in another EU country.

TITLE IX - FINAL RULES

Art. 26 - Transitional Rules and Entry into Force

1. These Rules and Regulations enter into force on the date of the issuance of the Rector's decree. For anything not provided for in these Regulations, please refer to the legislation in force.