



**UNIVERSITÀ DEGLI STUDI  
DELL'INSUBRIA**

## **REGULATIONS FOR DOCTORAL PROGRAMS (extract)**

*Issued in 1999*

*Latest amendments issued by Decree no. 517 of 26 June 2015*

*Effective as of 15 July 2015*



**POST LAUREAM TRAINING OFFICE**

Via Ravasi, 2 – 21100 Varese (VA) – Italy

Phone +39 0332 219061-9062 – Fax +39 0332 219059

Email: [post.lauream@uninsubria.it](mailto:post.lauream@uninsubria.it) –

Certified Email: [atenco@pec.uninsubria.it](mailto:atenco@pec.uninsubria.it)

Website: [www.uninsubria.it](http://www.uninsubria.it)

VAT identification number 02481820120 – Fiscal Code

95039180120 – IPA USIns Code

***Chiaramente Insubria!***

1<sup>st</sup> floor

**Opening hours**

Monday, Tuesday, Thursday, Friday: 9.30 – 12.00

Wednesday: 14.00 – 16.00



**REGULATIONS  
FOR DOCTORAL PROGRAMS**

INDEX

Article 1 - Scope and interested parties .....	3
Article 3 - Doctoral Program Governing Bodies .....	3
Article 4 - Access .....	4
Article 5 - Course attendance and qualification award .....	5
Article 6 - Fees and Scholarships .....	7
Article 7 - PhD students' duties and roles .....	7
Article 9 - Doctoral school .....	9
Article 10 - Doctoral programs in agreement with foreign institutions, " <i>Doctor Europaeus</i> " and <i>cotutelle</i> thesis agreements	9
Article 12 - Doctoral programs civil registry and PhD theses database .....	9



### **Article 1 - Scope and interested parties**

1. These Regulations discipline, pursuant to article no. 5 of the Ministerial Decree no. 45 of 8/02/2013, the confirmation, establishment, access and qualification obtainment procedures, as well as the duration and other general working rules for the doctoral programs activated by the University of Insubria, also in consortium with other Universities or following from agreements with other Universities and research institutions, be they public or private, Italian or international, which display high cultural and scientific standards and suitable personnel, facilities and tools.
2. In case of membership in consortia, there apply the regulations of the University which acts as administrative headquarters.
3. Individual PhD courses may equip themselves of specific regulations, which are approved by the Academic Senate and the Board of Directors.

### **Article 3 - Doctoral Program Governing Bodies**

1. The Doctoral Programs instituted by the University of Insubria refer to the University structures which proposed their establishment, which PhD students depend on with reference to their activity.
2. Among the Governing Bodies of Doctoral Programs figure:
  - a. the Doctoral Program Committee;
  - b. the Coordinator.
  - c. The Doctoral Program Committee is in charge of planning and implementing the doctoral program and oversees all the educational activities of the doctoral program and performs directing and guiding functions for PhD students with regard to scientific research.
3. The Doctoral Program Committee is composed of at least sixteen members, of which no more than a quarter should be researchers, who belong to macro-areas which are coherent with the educational objectives of the program. It is composed of full and associate professors, researchers, high-level researchers and research directors or similar roles from public research institutions, as well as highly qualified experts, also outside the participating organizations, who should nonetheless be no more than the number of tenured members working in the participating organizations.

The Doctoral Program Committee may establish access criteria based on the scientific CV of the individual professors.

A representation of PhD students, which corresponds to 10% of the members rounded up to the higher number, must be guaranteed within the Doctoral Program Committee, in order to deal with educational and organizational problems.

Membership in more than one Doctoral Program Committee at the national level is not allowed.

Professors' and Researchers' membership in a Doctoral Program Committee activated by another University is subject to the approval of the University they belong to, following the procedures provided for external assignments for this University.

Each member cannot be counted more than once.

4. Each Doctoral Program Committee is presided by a Coordinator, who is appointed with rectoral decree.

The Coordinator is elected following the procedures provided for in articles no. 38 and 52 of the University's Charter.



The Coordinator represents the doctoral program with relation to the structure or structures which promoted it and to the Academic Governing Bodies; the Coordinator is in charge of the organization and of the general functioning of the doctoral program and of the educational programs provided for, and annually writes a report of the activity carried out.

The Coordinator remains in office for three years and may be subsequently confirmed only once.

For the ordinary functioning of the Doctoral Program, the Coordinator should use the funds to this end allocated by the Board of Directors.

For the election procedure, please refer to the general Regulations and the University's Charter.

#### **Article 4 - Access**

1. Anyone who holds a Master's or 4-year Degree coherent with the Doctoral Program, or an academic title obtained abroad, may access the Doctoral Programs, without citizenship restrictions. The eligibility of the qualifications obtained abroad is verified by the Doctoral Committee in accordance with current regulations on the subject, both in Italy and in the country where the qualification itself was obtained, and with international treaties and agreements on the acknowledgment of qualifications in order to continue studying.

Graduands may conditionally access the selection procedure, provided that they obtain the required admission qualification, as a rule, by a deadline of 31 October of the same year, under penalty of exclusion in case of positive outcome of the selection procedure.

Admission to doctoral programs is based on a public selection, which must be concluded by 30 September of every year.

As a rule, the beginning of doctoral programs coincides with that of the academic year.

2. The selection call, written in Italian and English and published in electronic format on the University's website, on the European website Euraxess and on the website of the Ministry, must contain the access and qualifications evaluation criteria, as well as any required written tests, including those recognized at the international level, and oral exams. If the call includes a number of positions reserved to students who graduated abroad, or to foreign recipients of scholarships or of specific international mobility programs, the Committee may agree upon different ways of carrying out the admission procedure and establish, in such a case, a separate ranking list. Non-assigned reserved positions may be made available to the other categories.
3. The call should include an indication of the number of available positions, of the number of scholarships, as provided for in article no. 9, paragraph 1, of the Ministerial Decree of 8/2/2013, as well as that of apprenticeship contracts, as provided for in article no. 5 of the Legislative Decree no. 167 of 14 September 2011, and of any form of financial support, from the University's research funds or other resources, including research grants, as provided for in article no. 22 of the law no. 240 of 30 December 2010, which may be assigned to one or more suitable candidates, and an indication of the taxes and contributions that PhD students have to pay, also taking into account current regulations on the right to study, and what is annually provided for by the Board of Directors.

A share of the scholarships and other financial forms may be reserved to candidates who obtained the necessary qualification to access a doctoral program abroad.

In case of European or international collaboration projects, specific admission and organizational procedures which take into account the characteristics of the individual projects may be established, provided that these are activated within accredited doctoral programs.

4. The Rector, on the proposal of the Doctoral Program Committee, will appoint with rectoral decree the Committee for the comparative evaluation of the candidates, which is composed of at least three members among the University's tenured professors and researchers (two of which should be full- or assistant professors), to which may be added, on the proposal of the Doctoral Program



Committee, no more than two external experts, even foreign ones, chosen from highly regarded public and private research institutions and structures, even in relation to agreements and/or consortia. The composition of the Committee must abide by the principles of equal opportunity and gender balance, by allocating to women at least one third of all available positions.

In case of doctoral programs established following international inter-university cooperation agreements, the Committee and admission procedures are defined according to the provisions of the agreements themselves.

The president of the Evaluation Committee will be indicated by the Doctoral Program Committee.

5. Admission to doctoral programs is based on qualifications and exams. The Doctoral Program Committee should establish the admissible qualifications and the evaluation criteria of the same, and describe them in the selection call. The admission test consists in an evaluation of the candidates' qualifications, and in a written and/or oral exam, which aims at verifying the preparation, abilities and predispositions of the candidates for scientific research. PhD admission tests may be carried out in English if the candidate expressly requested it in the admission application.

The oral or written exam also includes a test of the foreign languages indicated by the candidates, which must nonetheless include English.

6. Selection procedures based exclusively on the qualifications evaluation or through video conferencing may be provided for, in order to fill the positions reserved to students who graduated abroad or to foreign recipients of scholarships or of specific international mobility programs who do not reside in Italy at the expiration date of the call. In such a case, suitable procedures which guarantee the candidates' identification, as well as the transparency and public nature of the interview must be provided for.
7. With regard to the verified qualities, the Committee will assign each candidate a maximum of 60 points for each of the two tests (qualifications evaluations and oral or written exams). In case of different evaluations on the part of the Committee members, each of them will assign the candidate a maximum of  $60/n$ , where  $n$  stands for the number of Committee members.

The oral or written exam is public and is considered as passed if candidates obtain a score not lower than  $40/60$ .

At the end of the selection procedure, the Committee will establish a general ranking list on the basis of the scores obtained by the candidates in the two tests.

The general ranking list will be approved by the Rector and published on the University's website. The candidates who, according to the final ranking list, figure among those admitted to the program, forfeit their role if they do not notify in writing their acceptance by the deadline indicated in the ranking list. In such a case, the position will be offered to the first eligible candidate according to the ranking list.

8. The records of the selection documents, signed by all Committee members, must be registered by the President with the appropriate Administrative Office within three days of the procedure.

#### **Article 5 - Course attendance and qualification award**

1. The beginning of the doctoral programs activated by the University of Insubria, coincides, as a rule, with the beginning of the academic year.
2. Their duration cannot be less than three years, with the exception of the provisions of article no. 6.
3. The scientific, organizational and teaching responsibility of each doctoral program falls on its Doctoral Program Committee, which defines the activity plan distributed for the duration of the program, including the annual verification procedures of the acquired preparation, which generally consists in a report and an interview.



During the first year, the Doctoral Program Committee will appoint the tutor who should more closely follow the training and activity of each PhD student. The tutor may appoint, according to specific needs, also a co-tutor.

4. The PhD qualification, abbreviated as: "*Dott.Ric.*" or "*PhD.*", is obtained at the end of the doctoral cycle and is issued after a positive evaluation of a research thesis which contributes to the advancement of knowledge or of the methodologies in the chosen field of research.

The PhD thesis, supplied with an abstract in Italian or English, is written in Italian or English or in another language, prior to authorization of the Doctoral Program Committee. The thesis, to which is attached a report written by the PhD student of the activities they carried out during the doctoral program and their publications, will be evaluated by at least two highly qualified professors, hereby referred to as referees, who may also belong to foreign institutions, and who are external to the subjects that will contribute to the award of the PhD qualification.

The Doctoral Program Committee will select and appoint the referees for each PhD student who positively attended the third year and establish the deadlines and procedures of thesis submission.

The referees will express a written analytical judgment of the thesis and propose its admission to public defense or a postponement for a period not exceeding six months, if they believe that major revisions or corrections are needed. After this period, the thesis, supplied with a new written judgment by the same referees after the corrections and integrations, will be in any case admitted to public defense.

PhD students must also submit a short abstract, written in English, of the contents of the thesis (maximum 1500 characters) to be published on the University's website.

The final examination Evaluating Committee, will be appointed by the Rector on the proposal of the Doctoral Program Committee, which will bring forward its proposal at least 30 days before the end of the program. It is composed of three members chosen from the tenured and untenured professors and researchers who belong to macro-areas which are relevant to the doctoral program.

The Evaluating Committee may be integrated by no more than two external experts who belong to highly regarded public and private, also foreign, research institutions. The composition of the Committee must abide by the principles of equal opportunity and gender balance, by allocating to women at least one third of all available positions.

In the case of doctoral programs established following international agreements, the Committee will be appointed following the procedures provided for in the same agreements.

In the case of doctoral programs which include significantly different curricula, the Doctoral Program Committee may request to the Rector the appointment of different examination Committees, which are established pursuant to the previous paragraph.

The president of the Evaluation Committee will be indicated by the Doctoral Program Committee.

5. The final examination for the obtainment of the PhD qualification consists in a public interview on the candidate's final thesis.

The candidates who obtained the Doctoral Program Committee's authorization must apply, with the appropriate University office, for admission to the final examination, by the deadline established every year by the Academic Senate and published on the University's website.

At the end of the procedures, the evaluation Committee will write a report, which includes the detailed judgment of the theses presented by the candidates and the outcomes of the interviews.

The defense is public and, at the end of the discussion, the thesis, with reasoned collective judgment, may be approved or rejected. The Committee has the capacity to unanimously give praise "*cum laude*" for outstanding scientific results.

International inter-university cooperation agreements may entail specific procedures for awarding the qualification.

6. The PhD qualification is issued by the Rector.



The issue of the PhD certificate is subject to the submission by the candidates of the final thesis in the University's open access institutional repository, which will ensure its preservation and public consultation, either in its entirety or in a partial manner, and even in the bibliographic data alone; the University will undertake to store it, pursuant to the law, in the National Libraries of Rome and Florence.

### **Article 6 - Fees and Scholarships**

1. The amount of the fees to access and attend doctoral programs activated by the University of Insubria, and the amount and assignment conditions for scholarships are annually approved by the Board of Directors, after having consulted with the Academic Senate, in accordance with the following criteria and with current regulations:
  - a. the amount of scholarships, which will be paid in monthly installments, cannot be lower than that established in accordance with the Ministerial decree of 18 June 2008, published on the Official Journal no. 241 of 14 October 2008 and following amendments and additions;
  - b. scholarships are assigned following from a comparative evaluation of merit and according to the order established in the related ranking lists;
  - c. the scholarships have an annual duration and are renewed on the condition that the PhD student completed the program of the previous year, verified according to the procedures established in the regulations, without prejudice to the obligation to correspond the scholarship after having passed the verification;
  - d. the taxes for scholarships, which include access and attendance fees, that are not covered by the funds allocated by the Ministry, according to article no. 4, paragraph 3 of the law no. 210 of 3 July 1998, or anyway deriving from the University's budget, may be covered by the University even through agreements which must have been stipulated before the publication of the call with subjects who are external to the University's administration, also in application of article no. 5, paragraph 1, letter b), of the law no. 449 of 27 December 1997 and following amendments and additions;
  - e. the amount of the scholarship is increased by no more than 50% for a total period no longer than 18 months, if the PhD student is authorized by the Doctoral Program Committee to carry out research activities abroad for a period of no less than thirty days.
2. PhD scholarships are subject to the payment of social security contributions through the "gestione separata INPS", in accordance with current regulations.

The scholarship (law no. 398/1989) cannot be cumulated with other kinds of granted scholarships, with the exception of those awarded by national or international institutions to aid, with periods of study abroad, the research activity of the recipients of scholarships.

If the PhD student is not positively evaluated for the renewal of the scholarship, or should they decide to withdraw, the remaining amount may be used to the same end by the institution.
3. In order to continue apprenticeship contract and other forms of financial support after the first year, there apply the same principles for the continuation of scholarships.

The principles described in this article do not apply to foreign recipients of scholarships or financial support within specific mobility programs, as provided for in the specific regulations.
4. According to current regulations, starting from the second year, each PhD student is allocated, in addition to the scholarship and in the context of the financial resources in the budget of the accredited subjects, a budget for research activities in Italy or abroad which is suited to the course type and corresponds to no less than 10% of the scholarship itself.

### **Article 7 - PhD students' duties and roles**

1. Admission to a doctoral program entails an exclusive and full-time commitment. PhD students are



expected to attend the activities provided for their educational curriculum on a regular basis and to totally dedicate themselves to the programs and to carrying out the assigned research activities.

By the deadline established by the Doctoral Program Committee, also in order to organize annual verification procedures and the submission of theses to referees, PhD students are expected to submit to the Committee a written report of the research activities carried out and the results thus obtained, as well as their attendance to seminars and conferences and other scientific initiatives, together with any accepted publications.

To PhD students there apply, *mutatis mutandis*, the conditions for the entitlement to academic services which apply to the students of the degree courses of the University.

2. PhD students, as an integral part of the educational project, may carry out, prior to the approval of the Doctoral Program Committee and without any increase in the scholarship, some tutoring activities for the students of the Bachelor's and Master's Degrees, as well as additional teaching activities, up to a maximum of forty hours per academic year. Medical PhD students may carry out some clinical assistance activities. These limitations are revoked after the third year.

Such teaching activity will be carried out without additional costs for the State budget and does not give right to academic positions.

3. Enrollment in PhD courses is not compatible with the concomitant enrollment in other degree courses, with the exception of those described in article no. 5. Enrollment in PhD courses is compatible with scholarships for training abroad, with the exception of the provisions of article no. 6 of the Law no. 398/1989 and provided that the period of training abroad follows scientific themes which are compatible with the training curriculum provided for by the Doctoral Program Committee, which must deliberate to this end.

4. Suspension from attendance obligations, up to a maximum of one year, is allowed in cases of serious and documented sickness, in the event of maternity or in particular family situations.

For demonstrated reasons, PhD students may request to the Doctoral Program Committee a suspension of the attendance obligation for a maximum period of one year. The Rector will approve the extension request on the favorable opinion of the Doctoral Program Committee. In such a case, the candidates will be admitted to the final examination with the PhD students of the following cycle.

The suspension interrupts the scholarship, which will be reinstated after starting to attend again, without prejudice to the fact that the number of years of the scholarship may not exceed the duration of the PhD cycle.

The suspension will be granted by Rectorial provision upon the documented request submitted by the interested party to the course Coordinator and to the administrative office of the University.

As soon as the suspension cause ceases, the Doctoral Program Committee will establish the procedures to reactivate the training activities. However, the duration of the course can in no case be abbreviated.

5. The Doctoral Program Committee regulates the attendance procedures for the doctoral program. The Doctoral Program Committee may recommend to the Rector, with justified reasons, that a PhD student be temporarily suspended from the program, or that they be excluded from it, with subsequent partial or total loss of the scholarship they may have been benefiting from, in the event of:

- a. negative judgment on the part of the Doctoral Program Committee during the annual verification of the activities carried out;
- b. undue absence for a period of more than two months;

6. Should PhD students decide to withdraw from the course, they must notify the Doctoral Program Committee and the University's administrative office with a notice of one month. The payment of the scholarship is maintained until the suspension date.





#### Article 9 - Doctoral school

1. The University of Insubria organizes doctoral programs through a doctoral school, which is in charge of coordinating the courses and managing shared activities.  
The Doctoral School, which incorporates all doctoral programs, aims to:
  - a. rationalize the organization of training activities;
  - b. improve, coordinate and promote existing resources for training in research and other connected professions;
  - c. contribute to the establishment of cooperation agreements at both the national and international level;
  - d. promote access to public and private, national and international, funding sources;
  - e. perform preliminary and propositional tasks with regard to the governing bodies.
2. A Director is appointed to the School by the Scientific Committee (or collegial body) of the School itself.
3. The School is provided with regulations which are approved by the Academic Senate and Board of Directors.

#### Article 10 - Doctoral programs in agreement with foreign institutions, “*Doctor Europaeus*” and *cotutelle* thesis agreements

1. In order to effectively implement the coordination of research activities at the international level, the University of Insubria may activate doctoral programs, prior to ministerial validation, with highly regarded foreign universities and other research institutions which are recognized at the international level, with respect for the principle of reciprocity, on the basis of agreements which entail actually sharing training and research activities, an equal distribution of duties, regulating procedures for financial support systems, exchange and mobility procedures for professors and PhD students and the issue of joint or multiple PhD qualifications.
2. The University, upon the request of the interested party and prior to the favorable opinion of the Doctoral Program Committee, will issue the “*Doctor Europaeus*” certification, in addition to the national PhD qualification, if the conditions described in the Bologna Process are met.
3. The University may subscribe *cotutelle* PhD agreements with foreign Universities following the internationalization process promoted by the MIUR and agreements stipulated with France, Germany, Spain and Switzerland for the mutual recognition of academic qualifications in order to promote academic mobility.

The activation of a *cotutelle* agreement should originate from the individual initiative of PhD students. Thesis *cotutelle* allows students to obtain a double PhD qualification, which is recognized by the two countries between which the agreement was stipulated.

The *cotutelle* activation procedure must begin within three months of enrollment in the PhD course, in order to allow PhD students to carry out their activity in each university for approximately equivalent periods.

#### Article 12 - Doctoral programs civil registry and PhD theses database

1. The Ministry sees to the establishment and update of a national civil registry for doctoral programs and of a PhD theses database.
3. Within thirty days of the defense and approval of the thesis, the university or promoter should register an electronic copy of the thesis with the ministerial database. Prior to authorization on the part of the Doctoral Program Committee, some parts of the thesis, with regard to the use of proprietary data according to current regulations on the subject, may be rendered unavailable.  
Registering the thesis with the central national libraries of Rome and Florence, as provided for in



article no. 4, paragraph 6, is nonetheless mandatory.