



UNIVERSITÀ  
DEGLI STUDI  
DI BRESCIA

**UNIVERSITY OF BRESCIA**  
**PHD PROGRAMME RULES AND REGULATIONS**  
(issued with D.R. - Chancellor's Decree - no. 3796 of 12.02.2016)

**Title I - General Principles of PhD Programmes**  
**Art. 1 - Field of application and interested parties**

1. These regulations govern the organisation and operation of the PhD Programmes (hereinafter referred to as Programmes) of the University of Brescia (hereinafter referred to as University). The regulations are adopted in compliance with the following legislation:

- 1) Italian Law of 3 July 1998, no. 210;
- 2) Italian Law of 30 December 2010, no. 240;
- 3) Italian Ministerial Decree of 8 February 2013, no. 45.

**Art. 2 - Programme Objectives**

1. The Programmes aim to provide PhD education and training. The educational research activities, which include structured teaching activities and possible periods of study abroad in public and private institutions, aim to provide the necessary skills to practise higher education research activities in public and private institutions, as well as the qualifications to practise as a self-employed professional, contributing to the creation of the European Higher Education Area and the European Research Area.
2. The Programmes may also be launched via agreements with Italian or foreign universities or public/private institutions of superior cultural and scientific qualification, which provide suitable human and instrumental resources.
3. Industrial and apprenticeship PhD Programmes may be launched in agreement with enterprises, pursuant to Art. 11 of the Ministerial Decree 45/2013.

**Title II - Programme Launching and Discipline**  
**Art. 3 – Creation**

1. The PhD Programmes are launched, subject to establishment awarded by the Ministry, via the assent of ANVUR (Agenzia Nazionale di Valutazione del Sistema Universitario e della Ricerca, Italian National Agency for the Evaluation of Universities and Research Institutes), pursuant to Articles 2 and 3 of the Ministerial Decree 45/2013.
2. The Programme creation and renewal proposals are considered by the Department Boards and approved by the Academic Senate, within the established deadline, using the forms provided for this purpose. Accreditation of Programmes and Universities requires possession of the requirements provided for by Art. 4 of the Ministerial Decree 45/2013.

**Art. 4 - Programme Bodies**

1. The Programme bodies are:
  - a) the Board of Professors;
  - b) the Coordinator;
2. The Board of Professors, comprising at least sixteen members, of whom no more than a quarter researchers, belonging to macro sectors congruent with the educational objectives of the Programme, is in



charge of planning and running the PhD Programme. Its composition is regulated pursuant to Art. 6 paragraph 4 of the Ministerial Decree 45/2013.

Also members of the Board of Professors are two PhD student representatives, elected by the PhD students. These representatives are consulted by the Board as regards the handling of teaching and organisational problems.

3. Board participation applications must be sent to the Programme Coordinator, with an attached CV and list of publications. In the case of University Professor candidature, admission is subject to approval by the associated Department; in the case of candidature by Professors from other universities, admission is subject to clearance by the relevant body of the university to which the Professor belongs. Participation by University Professors as part of the Board of Professors of Programmes launched by other universities is subject to clearance by the associated Department. Each Member of the Board of Professors may be considered only once, on a national basis, for the purposes of possession of requirements, pursuant to Art. 4, paragraph 1 a) of the Ministerial Decree 45/2013. The Board of Professors, having examined the documentation and verified research produced on an international level, with particular reference to the past five years, having verified the pertinence of the research activities with the subject matter of the PhD Programme, decides upon the admission of the applicant into the Board.

4) The Board of Professors oversees all of the Programme educational activities and is responsible for providing direction and guidance to students on the PhD programme.

5) The Board of Professors also undertakes the following:

a) makes proposals for teaching and scientific activities for the Programme;

b) approves the teaching and research programme of the PhD students;

c) allocates teaching assignments each year;

d) during the first year, allocates a tutor to each student, chosen from the Board members themselves, with the task of following and directing the student in his/her research activities and being the reference figure within the Board of Professors for the student. In the case of enterprise agreements, the tutor may be paired with an outside tutor, who has the task of supervising the activity carried out by the student within the enterprise.

d bis) the Board assigns the student dissertation supervisor upon request by the tutor assigned to the student during his/her first year, chosen from among the permanent full or associate professors or researchers at the University of Brescia, or from other universities / research bodies, both Italian and foreign, provided that their position is equivalent to that indicated for university professors. The role of tutor and supervisor may be held by the same person:

e) by the 15 October of each year, evaluates the research activity of the PhD students for admission to the following year. In the case of students in their final year, in reference to the dissertation presentation, please refer to that set out in Art. 14 of these Regulations;

f) grants permission to the PhD student to undertake research periods in other Italian or foreign institutions;

g) grants permission to the PhD student to take part in the tutoring activities of students on Bachelor's Degree and Master's Degree Programmes and in subsidiary or supplementary teaching activities;

h) prepares an annual report on the teaching and scientific activities undertaken, to be submitted to the Academic Senate upon approval by the Department Board;

i) elects internally a Coordinator from among the full-time full professors or, in their absence, from among the full-time associate professors;

j) puts forward the names of the degree award Admission Board members to the Coordinator;

m) appoints the dissertation assessment professors, according to Art. 14 below;

n) puts forward the names of the Admissions Board members to the Coordinator;

6. The Coordinator is appointed with justification by the Head of Department of the registered location of the Programme; the position is held for three years and can be confirmed only once;

7. The Programme Coordinator summons and chairs the Board of Professors, is responsible for the operation of the PhD programme, the training courses included and supervises the undertaking of any



relative resolutions.

### **Title III - Access and admission to the Programmes**

#### **Art. 5 - Connections between PhD Programmes and the medical Schools of Specialization**

Doctors attending Schools of Specialization may attend medical PhD Programmes according to the following conditions:

- Doctors attending Schools of Specialization that are in their final year of specialization at the University of Brescia must have successfully passed the admission competition to the medical PhD Programme of the same University;
  - joint attendance is possible only during the final year of the School of Specialization and must be compatible with the School activities and commitments, following clearance from the School Board;
  - the Board of Professors of the PhD Programme may accept official requests to reduce the Programme to a minimum of two years, following evaluation of the research activities already undertaken during medical specialization, certified by the School of Specialization Board;
  - during the joint attendance period, Doctors attending Schools of Specialization may not be granted PhD scholarships or other forms of funding related to the PhD Programme; should they hold a funded PhD place, they may benefit from the scholarship only at the end of the Specialization Programme;
- University fees must be paid for both Programmes, even if taken jointly;
- during the joint attendance period, the primary discipline remains that envisaged for the Doctors attending Schools of Specialization by the University Regulations on Schools of Specialization and by the specialist training contract.

#### **Art. 6 - Admission requirements**

1. Application to the University Programmes is open, without limitations of citizenship, to all those who hold a Master's Degree or Single-Cycle Degree awarded according to the pre-existing system under the Ministerial Decree 509/99 or equivalent academic qualification awarded abroad and to all those who successfully pass the entrance examination, on the condition that application is made before the admissions deadline of 31 October of the same year;
2. The adequacy of foreign academic qualifications is verified by the Selection Board for Programme admission, according to the relevant regulations in force;
3. Each Programme may have a number of places reserved for candidates successful in the PhD admission selection process who belong to the following categories:
  - a) foreign degree holders;
  - b) foreign degree holders awarded foreign scholarships or funding from specific international mobility programmes;
  - c) employees of companies with which the University has signed specific agreements concerning PhD Programmes, involved in highly qualified activities;
  - d) holders of apprenticeship contracts.

#### **Art. 7 - Selection procedure - Selection Board**

1. The University disciplines the admission examinations, ensuring adequate comparative evaluation of the candidates, compliance with the completion time limits, as well as disclosure of documents. Admission procedures must be completed peremptorily by the 30 September of each year.
2. The call for admission, drafted in Italian and in English, is issued by the Chancellor, who is responsible for its publication and distribution, according to the Ministerial Decree 45/2013 and to specific legislation



on the matter. The call for admission must, in any case, include details on:

- a) the PhD Programme curriculum or curricula;
- b) the total number of places available;
- c) the number and total sum of available scholarships;
- d) fees to be paid by the PhD students and exempted subjects;
- e) the admission examination dates and procedures;
- f) possible reserved places;
- g) academic qualifications accepted for evaluation and relative attributed scores.

3. Comparative admission assessment includes evaluation of academic qualifications and any written and/or oral tests, or the evaluation of academic qualifications and a possible project presentation and discussion, intended to verify the skills and aptitudes of the PhD candidate. Tests of the foreign language or languages indicated by the candidate are included as part of the oral examination and possibly also as part of the written examination. In the case of selection based solely on academic qualifications, the candidate must provide suitable certification attesting to achievement of the foreign language proficiency level required in the call for admissions.

4. The maximum and minimum scores assigned to academic qualification evaluation and to any written and/or oral tests are defined in the Programme creation/renewal proposal.

5. The evaluation of academic qualifications is undertaken by the Admissions Board before any written or oral test. The final score is the sum of the scores obtained from academic qualification evaluation and any written and/or oral tests.

6. For candidates pursuant to Art. 6 paragraphs 3 a) and b), differentiated admission procedure methods may be established, in which case a separate ranking is created. In the case of European and international collaborative projects, specific admission procedures and organisational methods may be envisaged which take into consideration individual project characteristics, provided that they are launched within the field of approved PhD Programmes.

7. At the end of the selection procedure, the Board draws up a general merit ranking list based on the final scores of each candidate.

8. Scholarships are allocated according to the merit ranking list drawn up by the Admission Board. The merit ranking list is approved by Chancellor's Decree and is published according to the current legal provisions found on the Official University Notice Board and on the website.

## **Art. 8 - Admission Board**

1. The Admissions Board is elected by the Programme Coordinator upon recommendation by the Board of Professors and is made up of at least three members chosen from among the permanent teachers and researchers of the university, belonging to the scientific disciplinary sector to which the Programme refers. The Board of Professors is also responsible for choosing additional non-permanent members. A maximum of two independent experts may be added, including foreign experts, chosen from within public and private research bodies and structures. The Board is chaired by the full or, in his/her absence, associate professor with the most academic experience and oldest in years.

2. Memorandums relative to selection procedure proceedings, signed by all the board members, must be registered with the competent Administrative Secretariat.

3. In the case of PhD Programmes created following international inter-university cooperation agreements, the Board and the admission methods are defined according to that established by the agreements.

## **Title IV - Programme Implementation**

### **Art. 9 Organisation of activities**

1. PhD Programmes begin at the start of the academic year on 1 November.



2. The Programme duration is a minimum of 3 years, without prejudice to that provided for by Article 5 of these Regulations.
3. The scientific, organisational and teaching responsibilities of each Programme are held by the relative Board of Professors and associated Department, in accordance with the legal provisions of the Statute and Regulations in force.
4. The Board of Professors, for each PhD Programme cycle, outlines the Teaching Plan, which is included as an attachment to the Programme creation or renewal proposal. The Teaching Plan, which may differentiate according to study curriculum, envisages training activities that will be undertaken over the course of the three years that the PhD students must follow. These activities, which may be shared between multiple PhD Programmes, must include disciplinary and interdisciplinary training, language training in English and in any other foreign languages defined by the Board of Professors, IT training, training in research management, in understanding European and international research systems, in promoting research results and intellectual property. The Teaching Plan must include the preparation, under the guidance and responsibility of a tutor, of individual research projects, updated annually, where necessary. The Teaching Plan may include training periods in other research centres, even abroad, or within public administrations, companies or professional firms and should include a period devoted to the preparation of a PhD dissertation.

## **Title V - PhD student rights and duties**

### **Art. 10 Contributions and scholarships**

1. The University Board of Directors defines annually the total sum of contributions for Programme access and attendance, as well as awarding scholarships, in compliance with the criteria established by the regulations in force.
2. The costs of funding scholarships, including contributions to Programme access and attendance, not covered by funds allocated by Decrees of the Minister pursuant to Article 4, paragraph 3 of Law no. 210 of 3 July 1998, may be covered by the University, including via agreement with individuals outside of the University administration, to be drafted before the publication of the call for admissions, except for in the case of foreign funding to cover scholarships for Programme places in excess of those defined by Art. 4 of the Ministerial Decree no. 45/2013. In this case, the agreement may be drafted within the call for admissions deadline. Should this situation occur, the excess scholarship made available after the publication of the call for admissions, but before its deadline, is allocated to the first successful candidate without a scholarship on the relative merit ranking list.  
Scholarships are annual and are regulated according to that set out in Art. 9 of the Ministerial Decree 45/2013:
  - a) The total scholarship, to be paid in monthly instalments, is set at no less than that established by the MIUR (Ministero dell'Istruzione, Università e Ricerca - Ministry of Education, Universities and Research) decree of 18 June 2008, published in Gazzetta Ufficiale della Repubblica Italiana (Official Journal of the Italian Republic) no. 241 of 14 October 2008 and subsequent modifications. This sum is increased by a maximum of 50% for periods spent abroad, of a duration of no less than 15 consecutive days, in bodies, companies and research institutes and universities, for up to a total of 18 months over the three year programme. PhD students must obtain authorisation to undertake research activities abroad from the Programme Coordinator, for periods of less than 6 months, and from the Board of Professors for periods of more than 6 months. Those who do not benefit from a scholarship can get, in the form of expenses contribution for study abroad, a sum equal to the 50% increase of the aforementioned scholarship.
  - b) As of the second year, each PhD student is ensured, in addition to the scholarship and based on the University's existing financial resources, a budget for research activity in Italy and abroad adapted to suit the type of Programme and, in any case, for a sum of no less than 10% of said scholarship. These funds are



used according to the established procedures for research funds allocated to University teaching staff, subject to prior authorisation from the PhD Programme Coordinator. If the PhD student is denied scholarship renewal, or refuses the scholarship, the unused funds remain available from the University, for the same objectives of use.

c) To support apprenticeship contracts and other forms of financial support pursuant to Article 8, paragraph 3 of the Ministerial Decree 45/2013, from the second year onwards, the same principles apply as those for the support of scholarships, as per paragraph 1 of this article.

d) The benefits described in this article do not apply to foreign scholarship holders or to those who receive financial support as part of specific international programmes.

3. In the event of a PhD student giving up the Programme or losing the right to a scholarship, he/she also loses the right to benefit from the unused portion of the scholarship. The remainder, should it be equal to or more than eighteen months, may be allocated, subject to prior authorisation from the Board of Professors, in accordance with the merit ranking order, to the first PhD student without a scholarship. In this case, the replacement scholarship holder does not have to pay any university admission and Programme attendance fees due after he/she is awarded the scholarship.

4. PhD students, even at the time of admission to the PhD Programme, may renounce their scholarship via formal communication to the Chancellor. In this case, the PhD student, whilst maintaining his/her position on the Programme, loses all rights to said scholarship and the full scholarship, or unused portion of the scholarship, can be allocated, under the same terms and by the same method, to the first PhD student in the merit rankings without a scholarship.

5. Scholarships allocated and not used are returned to the funds of the Administration Department and will be reused for the same purpose.

6. Scholarships cannot be combined with other scholarships, with the exception of those intended for the integration of training and research activities undertaken abroad.

7. A PhD student awarded a scholarship may, at any moment, renounce the scholarship, without losing his/her Programme registration. Said renouncement does not imply the repayment of instalments already legitimately received.

8. PhD students may not take part in third party contract incentive schemes.

### **Art. 11 - PhD student rights and duties**

1. PhD students shall follow the activities envisaged as part of the formative study programme and to dedicate themselves exclusively and full-time to their individual and guided study programmes and to undertaking their assigned research activities.

2. At the beginning of each Programme year, as of year two, PhD students admitted to continue their studies must renew their registration. Failure to re-register will lead to the student losing his/her place on the PhD Programme, with the exception of cases pursuant to Art. 13. At the end of each Programme year, PhD students shall submit a report on the research activity undertaken and results obtained to the Board of Professors, with the exception of those who are benefiting from postponed study periods.

3. The Board of Professors approves admission to the following year, or approves the presentation of the dissertation to examining professors in the case of final year PhD students, according to the methods provided for by Art. 14 of these Regulations.

4. Negative evaluation by the Board of Professors implies exclusion from the Programme, with the loss or any scholarship awarded.

5. PhD students benefit from, insofar as they are compatible, all University services made available to students registered on the University Study Programmes.

6. As an integral part of the training project, PhD students may undertake supplementary, unpaid educational activities for a maximum of 40 hours per academic year and subject to clearance by the Board



of Professors. Medical PhD students may take part in clinical and healthcare activities. At the end of the third year of the PhD Programme, this limit is revoked.

7. As an integral part of the educational project, PhD students may carry out tutoring activities for students on Bachelor's and Master's Degree Programmes, subject to clearance by the Board of Professors and without this leading to any increase in scholarship.

8. PhD students may undertake periods of training at Italian and foreign universities or research institutes. For periods of up to six months, prior authorisation must be requested from the Programme Coordinator; for longer periods, prior approval must be given by the Board of Professors.

9. PhD students benefit from the maternity protection provisions of the Decree of the Ministry for Work and Social Security of 12 July 2007, published in Official Journal no. 247 of 23 October 2007, and subsequent additions and amendments.

10. The Board of Professors may authorise PhD students to undertake paid activities, verifying their compatibility with the successful completion of (educational and research) training relative to the Programme. In particular, it must be understood that, for PhD students with a scholarship, paid activities must be limited to those that involve the acquisition of skills relating to the PhD Programme training; for PhD students without a scholarship, evaluation is made, in any event, of the possible incompatibility of paid work with the Study Programme.

11. For state employees or those governed by public law, the provisions of Art. 12, paragraph 4 of the Ministerial Decree 45/2013 apply:

a) State employees admitted to PhD Programmes benefit from, for the normal duration period of the Programme, the time off work foreseen by the collective work contract or, for employees governed by public law, special leave for study reasons, in compatibility with administrative requirements, pursuant to Article 2 of the Law no. 476 of 13 August 1984 and subsequent additions and amendments, with or without pay and unless explicitly renounced, only in the case of those registering for the first time on a PhD Programme, independent of the field of discipline.

b) actions provided for by Legislative Decree no. 68 of 29 March 2012 are extended to PhD students, according to the methods described therein.

### **Article 12 – Incompatibility**

1. Registration on PhD Programmes is incompatible with the simultaneous registration on Bachelor's and Master's Degree Programmes, in the understanding of that provided for by Art. 5, Master's Degree Programmes or other PhD Programmes in Italy or abroad, with the exception of international PhD Programmes and those with joint dissertation supervision. Bachelor's or Master's Degree Programme students who, in possession of the necessary qualifications, intend to register on a PhD Programme, are obliged to request the temporary suspension of their current Programme. Those registered in non-medical Schools of Specialization are also obliged to request temporary programme suspension.

### **Art. 13 - Suspension, interruption, loss of status and renouncement**

1. PhD Programme activity attendance is compulsory.

2. PhD Programme activity attendance may be suspended upon student request, in the following situations:

a) maternity leave and parental leave, according to that provided for by the regulations in force;

b) certified sick leave;

c) registration on Active Internship Training courses;

d) serious and justified family reasons.

In the situations described above, the student retains the rights to any scholarship, unless payment is interrupted to be resumed when the student returns, it being understood that annual scholarship payments



cannot continue beyond the Programme duration deadline. In the case of any postponement of a dissertation presentation, pursuant to Art. 14 paragraph 2, suspension may be requested exclusively for maternity leave or serious, certified illness, according to the provisions of the regulations in force.

3. Suspension is agreed for a maximum of one year, including non-consecutive. Once the reason for attendance suspension ceases to exist, the Board of Professors approves a method of catching up on training activities, it being understood that the Programme cannot be shortened under any circumstances.

4. Absences of more than 30 consecutive days lead to the interruption of any scholarship payments. The Programme Coordinator is responsible for notifying the administrative offices of the failure to comply with attendance obligations by any registered students.

5. Loss of PhD student status occurs, following motivated approval by the Board of Professors, in the case of:

- a) negative outcome of the annual activity assessment;
- b) unexplained and prolonged absences;
- c) behaviour in breach of the incompatibility standards pursuant to Article 12.

## **Title VI - Academic qualification achievement**

### **Art. 14 - dissertation preparation - Final examination**

1. The title of Doctor of Philosophy (Ph.D.) is an academic title awarded upon completion of the PhD Programme, upon successfully passing the final examination, which is subordinate to the presentation of a written dissertation (doctoral dissertation).

2. Upon completing the PhD Programme, the candidates approved by the Board of Professors submit an final examination admission application to the relevant Administrative Secretariat; following approval by the Board of Professors, they hand in a paper copy and two electronic copies (cd/dvd) of their dissertation, signed by the PhD student and the tutor supervisor (i.e. he who guides and supports the student in his/her dissertation research and preparation) and, optionally, by the Programme Coordinator. The final examination procedures are regulated by Art. 8, paragraph 6 of the Ministerial Decree 45/2013.

### **Art. 15 - Board of Examiners**

1. The Programme Coordinator appoints the Final Board of Examiners within thirty days of the last notification by external assessors, upon recommendation by the Board of Professors, and submits the appointment to the relevant Administrative Secretariat.

2. The Board of Examiners are made up of at least three actual members and two substitutes, chosen among full-time university professors and researchers expert in the disciplines of the scientific area to which the PhD Programme refers. At least two of the Board members must be from outside the PhD participant universities. Those who have fulfilled the role of tutor and/or dissertation supervisor for the candidates taking the final exam cannot be nominated as Board members.

3. The Board of Examiners is chaired by the full or, in his/her absence, associate professor with the most academic experience and oldest in years.

4. The Board of Professors, where necessary, may recommend more than one board, in consideration of the different teaching and scientific training pathways taken by the candidates.

5. The resignation of a Board members must be justified and accepted by the coordinator, who will organise the nomination of a replacement member.

6. In the case of PhD Programmes set-up following international agreements, the Board of Examiners is made up according to the methods established by said agreements.

7. Upon completion of work, the Board of Examiners prepares a report on the work undertaken, including circumstantial judgements on the theses presented by the candidates and on the result of the dissertation discussion, and submits this report to the relevant Administrative Secretariat.





8. The Board of Examiners are obliged to conclude evaluations within sixty days of nomination notification. After this deadline, any board that has not completed its work is replaced by a new board, nominated by the Coordinator, upon recommendation by the Board of Professors, with the exclusion of the former Board members.

9. Following the awarding of the academic qualification, the university preserves the final dissertation pursuant to Art. 14 of the Ministerial Decree 45/2013.

## **Title VII - Internationalisation**

### **Art. 16 – Internationalisation**

The University promotes and supports international cooperation, in terms of its PhD Programmes.

#### **Joint dissertation supervision PhD Programme.**

1. The University drafts multilateral agreements with foreign Universities for the establishment of joint dissertation supervision programmes, consisting of the development of a dissertation under the joint supervision of a Professor from the University of Brescia and a teacher from the participating University.
2. Each joint supervision programme is supported by an agreement signed by the Chancellors of the participating universities which specifies the terms of the agreement.
3. To the PhD academic title is added "dissertation jointly supervised by the University of".

#### **Doctor Europaeus**

1. The University, upon request by the interested party and subject to approval by the Board of Professors, issues "Doctor Europaeus" certification in addition to the national PhD title, should the following four conditions be fulfilled:
  - a) final dissertation discussion subject to the presentation of two counter-reports on the dissertation work by two professors from two different European countries different from that in which the dissertation discussion takes place;
  - b) at least one member of the Board that awards the qualification must belong to a University in a European country different from that in which the dissertation discussion takes place;
  - c) at least part of the dissertation discussion is made in an official European language different from that of the country in which the dissertation discussion takes place;
  - d) part of the research presented in the dissertation must have been undertaken during a period of at least 3 months in a European country different from that in which the dissertation discussion takes place.

## **TITLE VIII - Final regulations**

### **Art. 17 - Transitional regulations and entry into force**

1. The PhD Programme operation fund will be managed as part of the Programme Departments' Centres of Responsibility. The operation fund will be justly allocated to the various preventive and organisational budget offices, based on the number of PhD students associated with the department's Centre of Responsibility.
2. Limited to the academic year 2013/2014, XXIX cycle, the start date of Programmes is set for 1 January 2014.
3. These rules and regulations, approved by the relevant bodies, enter into force with the issue of the Chancellor's Decree.
4. It remains understood that the previous PhD Programme regulations continue to apply for Programmes that started before the entry into force of these regulations.