



UNIVERSITÀ
DI SIENA
1240

**University Regulations on PhDs in compliance with
Ministerial Decree no. 226/2021**

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ART. 1 - Subject matter, scope, and definitions

1. These Regulations govern the establishment and operation of doctoral research courses at the University of Siena, on the basis of the criteria and parameters established by Ministerial Decree no. 226/2021 on the accreditation of doctorate offices and courses and criteria for the establishment of doctorate courses by accredited bodies.
2. The PhD provides the necessary skills to carry out, at universities, public bodies or private entities, highly qualified research activities, also for the purpose of access to careers in public administrations and the integration of highly innovative professional paths.
3. For the purposes of these Regulations:
 - a) University is The University Of Siena
 - b) MUR is the Italian Ministry for University and Research
 - c) ANVUR, is the National Agency for the Evaluation of the University and Research System.

ART. 2 - Industrial PhD

1. On the basis of agreements (agreements, constituent acts of consortia) at the time of initial accreditation or subsequently, the recognition of the qualification of "industrial doctorate" could be requested, also as part of the denomination, for doctoral courses activated on the basis of agreements or consortia that also include subjects referred to in Article 3, paragraph 2, letter d) of Ministerial Decree 226/2021, who carry out research and development activities.
2. The agreements referred to in the preceding paragraph shall govern:
 - a) the arrangements for coordinating research activities between the parties;
 - b) the methods of carrying out research activities at the company, as well as, with regard to the possible positions filled by employees of the companies, the distribution of the total commitment of the employee and the duration of the doctoral course;
 - c) incentive mechanisms to promote technology transfer and the development of research results by affiliated enterprises.
3. The research topics that characterize the industrial doctoral course **recognize** particular importance to the promotion of economic development and the production system, facilitating joint design in relation to research topics and the activities of doctoral candidates.
4. The calls for admission to industrial doctoral courses, in accordance with the guidelines defined at European level and with the development strategies of the national system as well as in compliance with the principles referred to in Article 1 of Ministerial Decree 226/2021, may:
 - a) indicate specific requirements for the conduct of research activities, such as interdisciplinarity, adherence to international networks and cross-sectoralism, with particular reference to the business sector;
 - b) allocate a portion of the available positions to employees of companies or affiliated entities engaged in highly qualified activities, admitted to the doctorate following the passing of the relevant selection.
5. In any case, the possibility referred to in Article 45 of Legislative Decree 15 June 2015, no. 81, to activate apprenticeship contracts aimed at the training of the industrial doctorate, while guaranteeing the prevalence of research activity. These apprenticeship contracts are considered equivalent to doctoral grants for the purpose of calculating the minimum number necessary for the activation of the course.

ART. 3 - Institution proposal

1. The proposal for the establishment of a doctoral research course is formulated and presented by one or more departments jointly.
2. Doctoral courses can also be established in agreement with other universities and/or public or private bodies, Italian or foreign, through specific agreements (stipulation of agreements and establishment of consortia, including "doctorates of national interest" regulated by art. 11 of Ministerial Decree 226/2021).
3. The Board of Directors resolves to establish a doctoral course in accordance with the provisions of art. 16 of the University Teaching Regulations.

ART. 4 - Accreditation, activation, duration, and operation of doctoral courses

1. For PhD courses whose activation has been approved by the Board of Directors, the accreditation is presented to the Ministry in the manner and in compliance with the requirements of the law in force.
2. Doctoral research courses shall last no less than three years, without prejudice to the provisions of Article 9 of these Regulations. Courses normally start on 1 November of each year.
3. For each PhD course, the Department of reference is identified.
4. Within the PhD courses, on the proposal of the relevant Board of Teachers, specific *curricula* may be envisaged, in correspondence with the research topics characterizing the PhD program referring to broad and clearly defined areas.
5. PhD courses can be organized in doctoral schools, which are responsible for coordinating courses and managing joint activities.
6. PhD courses may be deactivated by decree of the Rector, in accordance with the provisions of art. 17, paragraph 3 of the University Teaching Regulations.

ART. 5 - Doctoral course bodies

The Academic Board and the Coordinator are the bodies of the PhD programs.

5.1. Academic Board

1. The PhD Academic Board consists of a minimum number of members, equal to twelve, belonging to scientific areas consistent with the training objectives of the course. It consists, for at least half of the members, of university professors of first or second level, and for the remaining part of researchers of role of Universities or public research bodies, or, in the case of doctorates in form associated with public research bodies, also researchers belonging to the roles of research managers, researchers or first researchers of the bodies themselves, without prejudice to the minimum quota of professors. In any case, researchers belonging to the Academic Board must be in possession of a scientific qualification certified as per the necessary requirements provided for by current legislation for access to the functions of second-level professor and professors of a scientific qualification certified on the basis of the necessary requirements provided for access to the functions of the role to which they belong. Members of Academic Board belonging to foreign universities or research bodies must meet at least the minimum requirements provided for by current legislation to have access to the functions of second-level professor.
2. The Academic Board is responsible for the design and implementation of the doctoral course. Each member of the Academic Board may participate in only one Board at national level. It is possible to participate in an additional Academic Board only if it refers to a doctoral course organized in an associated form, including industrial doctoral courses and doctoral courses of national interest.
3. The teaching activity, scientific or business tutoring and thesis supervision, certified and carried out by university professors and researchers in the context of doctoral courses, contributes to the fulfillment of the institutional obligations referred to in Article 6 of Law 30 December 2010, n. 240.
4. Teachers at the University of Siena can be part of the Academic Board of a doctorate activated by another university with the authorization of the University. For teachers from another university, the participation in the Academic Board of a doctorate activated by the University of Siena is subject to clearance by the University to which they belong, in accordance with current legislation.
5. The certified didactic and tutorial activity, carried out by the teachers at the University of Siena in doctorates of another University, contributes to the fulfillment of the institutional teaching obligations only in the event that, in the doctorates in agreement, professors have been previously authorized by the University to which they belong, in accordance with current legislation.
6. On the occasion of resolutions relating to the organization of training activities, the composition of the Academic Board is supplemented by a representation of two PhD students, elected in accordance with the provisions of art. 31 of the Electoral Regulation and for the constitution of the bodies of the University of Siena.
7. Among the subject areas the Academic Board decides on are:
 - definition of the methods and evaluation criteria for doctoral admission competitions;

- the assignment of doctoral scholarships;
 - identification of research topics and supervisors;
 - proposal for the conclusion of agreements with other universities, research bodies and companies for the financing of additional scholarships, and joint thesis supervision;
 - planning of training and research activities for each doctoral student;
 - terms and procedures for the annual review of the activities carried out and the results produced by the doctoral candidates;
 - exclusion of doctoral candidates, after obtaining the reasoned opinion of the supervisors;
 - authorization to carry out paid activities compatible with the doctoral course;
 - authorization to carry out periods of study and research abroad;
 - identification of evaluators of doctoral theses;
 - authorization of requests for extension for the presentation of the thesis pursuant to art. 13 paragraph 3;
 - extension of the duration of the course for justified scientific needs, pursuant to art. 13, paragraph 4, after verifying the availability of specific funds;
 - admission of the doctoral candidates to the final exam, after positive evaluation by the external evaluators, proposal for the appointment of the members of the final exam committee referred to in art. 13, paragraph 8, and identification of the date of the final exam.
8. The Academic Board shall be responsible for any other competence relating to the functioning of the PhD program that is not attributed to another body.

5.1. The Coordinator

1. The coordination of the Academic Board is entrusted to a full-time first-level professor or, in the event of justified unavailability, to a full-time second-level professor having the requirements set out in Article 4, paragraph 1, letter a), number 3) of Ministerial Decree 226/2021.
2. The Coordinator is elected in accordance with the provisions of art. 31 of the Electoral Regulations for the constitution of the bodies of the University of Siena. The function of Coordinator may be exercised in only one Academic Board at national level.
3. The Coordinator is appointed by a Rector's decree, holds office for three years and may be re-elected only once consecutively.
4. The Coordinator supervises all the activities of the doctoral course, convenes, and chairs the Academic Board.

ART. 6 - Assembly of PhD coordinators

1. At the University, there is a constituted Assembly of coordinators of PhD courses with advisory and propositional functions.
2. The Assembly is convened and coordinated by the Rector or the Rector's delegate.

ART. 7 - Reconciliation between doctoral courses and medical specialization schools

The joint attendance of the medical specialization course and the doctoral research course is allowed. In the case of joint attendance, the duration of the doctoral course is reduced to a minimum of two years, in compliance with the following general criteria:

- a) The intern must be the winner of a competition for admission to the doctoral course.
- b) The joint attendance can be arranged during the last year of the specialization school and must be compatible with the activity and commitment envisaged by the school itself, also in consideration of the distance between the sites, following clearance issued by the school council.
- c) The Academic Board of the doctoral course arranges for the possible acceptance of the application for reduction following the evaluation of the research activities already carried out during the School of Medical Specialization and certified by the Council of the School of Specialization. To this end, the Board of Teachers must consider the distance between the venues and express a positive evaluation of the consistency of the research activities already carried out during the medical specialization course with the doctoral project.

d) During the year of joint attendance, the intern cannot receive the doctoral scholarship.

ART. 8 - Quality system

1. The quality system of teaching and research in doctorates is guaranteed in accordance with the relevant regulations in force. The specific University Quality Assurance policies are defined by the Governing Bodies, in particular by the Board of Directors and the Academic Senate.
2. The activities of the Evaluation Unit regarding the activation and operation of PhDs are defined by MUR, ANVUR and the University, in accordance with the provisions of art. 41 of the Statute.

ART. 9 - Access to doctoral courses

1. Admission to the PhD is through a competitive selection procedure.
2. The application for participation in doctoral positions can be submitted, without limitation of citizenship, by those who are in possession of a master's degree/specialist/degree obtained according to the old legal system or of a foreign qualification under the terms indicated by the notice and in any case obtained prior to the start of the course.
3. The suitability of the foreign qualification is ascertained by the admission committee to the doctoral course, in compliance with the regulations in force in Italy and in the country where the qualification was issued, as well as the treaties or international agreements on the recognition of qualifications for the continuation of studies.
4. Admission to each doctoral course takes place, through the formation of one or more merit rankings according to the following methods:
 - a) a ranking for positions not linked to particular lines of research;
 - b) a ranking for each curriculum, where applicable;
 - c) a ranking for each theme/project put out to tender.Where separate ranking tables are not required, the Board shall draw up a single ranking table. The award of the scholarships is approved by the Doctoral Academic Board.
5. The admission notice, drawn up in Italian and its extract drawn up in English, advertised telematically on the University website, on the European website *Euraxess* and on that of the MUR must indicate the criteria for access and evaluation of qualifications, as well as any written tests, including internationally recognized tests, or any oral tests provided.
6. Candidates benefiting from funding provided under international training and mobility programs may be admitted in excess of the doctoral courses without the obligation to participate in the call for applications referred to in the preceding paragraphs and to pass the admission tests, provided that they are selected by means of benchmarking procedures, subject to the positive opinion of the Academic Board on their scientific suitability.
7. If the call provides for a quota of places reserved for students graduating from foreign universities or scholars from foreign States, the Academic Senate can establish methods of carrying out the differentiated admission procedure and, in this case, a separate ranking will be formulated. Subject to a decision of the Academic Board, the reserved positions not allocated may be assigned to suitable candidates in rankings of the same doctoral course or transformed into positions without scholarship within the limits of the maximum quota of positions that can be used in this case.
8. A portion of the scholarships and other forms of financing may be reserved for subjects who have obtained in foreign universities the degree necessary for admission to the doctoral course.
9. The call includes the indication of the number of the PhD scholarships and other possible financial support methods.
10. In case of renunciation or missing registration of a suitable candidate before the beginning of the course, or in case the number of scholarships is increased, the ranking will be scrolled as per the previous paragraph 4. When that term has passed and, in any case, no later than two months from the beginning of the doctorate course, the scrolling of the ranking is possible only after the positive resolution of the Academic Board.
11. The Selection committee is appointed by a Rector's Decree, on the proposal of the Academic Board of the doctoral course and consists of a minimum of three and a maximum of seven members, including at least

three tenured professors and no more than two experts, including foreign experts, chosen within public and private research bodies and structures.

ART. 10 - Fees and contributions

Fees and contributions for access to and attendance of doctoral courses are approved by the Board of Directors, after consulting the Academic Senate and the Student Council.

ART. 11 - Scholarships

1. The University provides for the financing of doctoral courses, according to the availability in its budget, both in terms of scholarships, and annual operating endowments, as specifically established by the governing bodies of the University also with regard to the methods of disbursement, spendability and reporting.
2. Scholarships, in particular when funded by other universities, public or private, national and/or international, may be linked to the development of specific research themes. Scholarships that provide for the performance of a specific research activity bind the assignees to carry out this activity and to comply with the provisions of the agreement.
3. Scholarships shall have a total duration of at least three (3) years and shall be renewed annually, provided that the doctoral student has completed the program of activities planned for the previous year, verified in accordance with the procedures laid down in these Regulations, without prejudice to the obligation to provide the scholarship following completion of the verification. If the scholarship is not renewed, or if the doctoral student renounces it, the amount of the scholarship not used is reinvested by the University for the priority financing of the scholarship in the same PhD, unless this is not possible according to the acts establishing the scholarships financed by external bodies or deriving, in whole or in part, from specific research projects.
4. The verification referred to in paragraph 3 is carried out by the Academic Board, which also evaluates the work carried out, within the end of the year to which the activity refers. In the event of a positive evaluation, the Academic Board admits the doctoral student to the following year's course. The doctoral student who, in the end-of-year evaluation, obtains a negative judgment shall cease to be a student.
5. The minimum amount of the scholarship shall be determined by decree of the Minister. The increase in the scholarship is set at fifty percent, for a total period not exceeding twelve months, for the performance of research activities abroad authorized by the Academic Board. This period may be extended up to a maximum total of eighteen months for doctorates in co-guarantee with foreign subjects or activated pursuant to Article 3, paragraph 2 of Ministerial Decree 226/2021.
6. The doctoral student shall request the authorization for stays abroad from the Academic Board, which shall decide as soon as possible and, in any case, with notification to the offices concerned no less than 20 days before the start of the stay. At the end of the stay, the doctoral student is required to submit to the Academic Board the host institution's certificate regarding the days of presence and the results of the activity carried out.
7. Without prejudice to the provisions of Article 12, paragraph 2 of Ministerial Decree 226/2021, for the performance of research activities in Italy and abroad, in addition to the scholarship, the doctoral student is assured a budget, appropriate to the type of doctoral course and in any case in an amount not less than ten percent of the amount of the scholarship itself, financed with the available resources. The procedures for the allocation, expenditure, and reporting of the research budget of doctoral candidates are established by the governing bodies of the University.
8. For the maintenance of apprenticeship contracts and other forms of financial support referred to in art. 2, paragraph 5, of these Regulations, in the course years following the first one, the same principles apply as those for the maintenance of scholarships referred to in paragraph 3.
9. The principles set out in this article shall not apply to research fellows from foreign States or beneficiaries of financial support under specific mobility programs in relation to the provisions of the specific regulations.
10. The doctoral scholarship may not be combined with other scholarships conferred for any reason, except with those granted by national or foreign institutions useful to complement with stays abroad the training or research activity of the research fellow.

11. Article 1, paragraph 1, letter a, of Law no. 315 of 3 August 1998 provided for the obligation, from 1 January 1999 to apply for Gestione separata (separate management) with the INPS of the scholarships for the attendance of doctoral research courses.
12. Doctoral students who have benefited, even partially, from a scholarship to attend a doctoral course cannot take advantage of it a second time.

ART. 12 - Supervisor

1. Within the first semester of activity, each doctoral student is assigned a supervisor and one or two co-supervisors, and at least one of them is of academic background, is chosen by the Academic Board also from outside it, provided that at least one of them fulfills the requirements for the members of the Academic Board.
2. The supervisor of the PhD student is also the rapporteur of the PhD thesis and is responsible for all scientific activities regarding the PhD student, guaranteeing that activities provided for in the study plan are effective and profitably carried out, the execution and monitoring of the research project and activities as a whole, including practical ones, as well as the identification of external venues the student must attend and voluntary or mandatory internships. " The PhD Coordinator, or one of his delegates identified among the members of the Academic Board, monitors the effectiveness of the collaborative relationship between the supervisor and the doctoral student.

ART. 13 - Method to obtain the degree

1. The title of research Doctor abbreviated as "*Dott. Ric.*" or "*Ph.D.*", is issued following the positive evaluation of a research thesis that contributes to the advancement of knowledge or methodologies in the chosen field of investigation.
2. During the last year of the course, and in any case at least one month before the end of the training activities, the doctoral candidates submit to the Academic Board the application for admission to the final exam. Upon individual request, the Academic Board shall decide, after obtaining the favorable opinion of the supervisor.
3. For proven reasons that do not allow the presentation of the doctoral thesis within the time limits imposed by the duration of the course, the Academic Board may grant, at the request of the doctoral student, an extension of a maximum of twelve months, without additional financial charges.
4. An extension of the duration of the doctoral course for a period not exceeding twelve months may also be decided by the Academic Board for justified scientific needs, ensuring in this case the corresponding extension of the duration of the scholarship, after verifying the availability of specific funds.
5. The doctoral thesis is written in Italian or English, or in another language, with the prior authorization of the Academic Board, and is accompanied by a summary written in English.
6. The thesis, together with the report on the activities carried out during the doctoral course and any publications, is examined by at least two evaluators, not belonging to the body that issues the doctoral degree and possessing a highly qualified experience; at least one of them is a university professor. Evaluators may belong to foreign or international institutions. Within thirty days of receipt of the thesis, the evaluators express a written analytical judgment, proposing admission to public discussion or postponement of the discussion of the thesis for a period not exceeding six months. After this period, the thesis, accompanied by a new written opinion given by the evaluators, is in any case admitted to discussion.
7. Doctoral theses must be uploaded by PhD students in electronic format with digital signature pursuant to Legislative Decree no. 82 of 7 March 2005 and subsequent amendments, in the appropriate university *repository* for the deposit of the thesis at national libraries.
8. The defense is carried out publicly before a board, appointed by the Rector's Decree on proposal of the Academic Board, respecting, where possible, the concept of gender balance. The evaluation board is composed of a minimum of three and a maximum of seven members. In any case, the commission is composed by at least two thirds of members not belonging to the administrative venue of the course and by not more than a third of members of individuals taking part in the PhD. In any case, the board is composed by at least two thirds of members of academic origin. At the end of the discussion, the

board issues a written and reasoned opinion on the thesis, and, when it unanimously recognizes a particular scientific importance, it can award the "with honors" praise.

9. The work of the board must be completed within 90 days of its appointment.
10. Doctoral thesis co-guarding is regulated by special agreements.
11. The training activities carried out by doctoral students in one or more venues are certified by a document attached to the final diploma (*diploma supplement*).

ART. 14 - Rights and duties of doctoral students

1. The doctoral course requires an exclusive and full-time commitment, without prejudice to the provisions of paragraph 4 and Article 2, paragraph 2, letter b).
2. The Academic Board may authorize the doctoral student, upon their reasoned request, to carry out paid activities, provided that they are part-time and fixed. The Academic Board is required to certify that these activities allow the acquisition of skills relating to the training scope of the doctorate and to verify that they are compatible with the successful performance of the training-educational and research activities related to the course. In any case, the doctoral student's income relating to paid activities authorized by the Academic Board must not exceed the amount of the scholarship. The performance of work activities that are not previously authorized by the Academic Board, entails the forfeiture of studies with the consequent interruption of the scholarship, where assigned, and the recovery of any amounts not due.
3. Each PhD student usually carries out research and training activities, consistent with the doctoral project, at highly qualified institutions abroad.
4. PhD students may carry out, as an integral part of the training project, subject to authorization by the Academic Board, and without increasing the amount of the scholarship, tutoring activities, including paid tutoring, for students of undergraduate and master's degree courses, as well as, within the limit of forty hours for each academic year, supplementary teaching activities. For the activities referred to in this paragraph, PhD students are paid the remuneration referred to in Article 1, paragraph 1, letter b), of the decree-law 9 May 2003, n. 105, converted, with amendments, by law 11 July 2003, no. 170.
5. Civil servants admitted to a doctoral course are entitled, for the normal duration of the course, to the leave provided for by collective bargaining or, if employees under public law, to extraordinary leave for study purposes, compatible with the needs of the administration, pursuant to Article 2 of Law no. 476 of 13 August 1984, with or without collecting the grant and unless explicitly waived, only if they are enrolled for the first time in a doctoral course, regardless of the disciplinary field. The right to the budget for research activities carried out in Italy and abroad referred to in Article 11, paragraph 7, remains unaffected.
6. The discipline of the interventions for the right to study of doctorates remains unchanged, as referred to in Legislative Decree 29 March 2012, n. 68.
7. Without prejudice to the application of the rules for the protection of parenthood referred to in the Decree of the Minister of Labour and Social Security of 12 July 2007, published in the Official Gazette of 23 October 2007, no. 247, PhD students on leave retain the right to the scholarship. At the end of the suspension period, the scholarship is paid when the course is resumed up to the total duration of the scholarship.
8. PhD students belong to the Department of reference of the doctoral course with administrative headquarters at the University of Siena.
9. Suspension from attending the doctoral course is granted in the event of:
 - a) sickness;
 - b) parental leave; in particular, the provisions for the protection of maternity referred to in the decree of the Minister of Labour and Social Security of 12 July 2007, published in the Official Gazette no. 247 of 23 October 2007, and subsequent amendments and additions, apply to doctoral students;
 - c) civilian service;
 - d) frequency of the active training pathway relating to teacher training;
 - e) serious personal and family reasons; in this case the suspension may not exceed a total of 6 months.
10. Before the end of each academic year, PhD students must submit to the Academic Board the documentation

necessary for the annual verification of the activities carried out and the results obtained for the purposes of admission to the following year.

11. The exclusion of the doctoral student is envisaged, by reasoned decision of the Academic Board, in the event of:

- a negative opinion of the Board itself at the end of the year of attendance;
- work activities not authorized by the Academic Board;
- serious default of the doctoral student regarding the training activities.

ART. 15 - Accumulation of extensions and suspensions

The extension periods, referred to in art. 13 paragraphs 3 and 4, and the suspension, referred to in art. 14 paragraph 9, may not exceed a total duration of 18 months, except in specific cases provided for by law.

ART. 16 - Register of doctorates and doctoral thesis database

1. The University, to the extent of its competence, supports the Ministry in updating and integrating the national register of doctoral candidates and research doctors.
2. Within thirty days of the discussion and approval of the thesis, the University shall deposit a copy of the thesis, in electronic format, in the Register referred to in paragraph 1, in a specific open access section.
3. Subject to authorization by the Board of Academic Board, parts of the thesis may be rendered unavailable in relation to the use of data protected under the relevant legislation in force. The obligation to file the thesis with the central national libraries of Rome and Florence remains unaffected.

ART. 17 – Joint thesis supervision

1. Subject to approval of the Academic Board and the relevant Department of the doctoral course, the University may sign agreements of thesis joint supervision, which may also involve procedures other than those provided for in these regulations, with foreign universities. These agreements are of an individual nature in favor of doctoral students who are already enrolled at the University of Siena or foreign universities.
2. The joint thesis supervision governs the following aspects:
 - a. the duration of the respective doctoral courses;
 - b. the methods of management and payment of fees and contributions;
 - c. the period(s) of study and research activities to be carried out at the host institution, which must correspond to a minimum of six months, even non-continuous, up to a maximum of 18 months;
 - d. the applicable insurance scheme;
 - e. the research topic, to be carried out at both locations according to a schedule agreed by the supervisors;
 - f. the names of the supervisors, one for the administrative headquarters and one for the host headquarters;
 - g. the methods and venue of the final examination;
 - h. the criteria for the composition of the final Examination Board, which is balanced, or which guarantees equal representation of the contracting universities;
 - i. the name of the degree awarded, following the successful completion of the final examination, by each contracting University, with explicit mention of the achievement of the double degree under co-protection.
3. The joint thesis supervision is stipulated, preferably, during the first year of the doctoral course.

ART. 18 - Final and transitional provisions

1. These regulations enter into force on the day of the publication of the Rector's Decree issued in the University *online* Register.
2. The provisions of these Regulations apply as of the doctoral courses of the 38th. cycle, except for those contained in art. 13, paragraph 3, and in art. 14, paragraph 2, which also apply to doctoral students enrolled in 35th, 36th and 37th cycles.
3. For any aspects not expressly governed by these Regulations, the provisions of the relevant regulations, the specific ministerial provisions and the University regulations shall apply.