

Doctoral Programmes Regulation of the University of Palermo
(Decree of the Rector: 30/06/2014)

Art. 1 Scope

The Regulation concerns doctoral programmes institution, admission and graduation, educational objectives and plan, duration, admission contribution and frequency, granting rules and amount of the scholarships, in accordance with current legislation.

Art. 2 - Institution and educational objectives

1. Doctoral Programmes are designed to provide the skills needed to perform high quality research activities in public and private entities, as well as give qualification even in the practice of the professions.
2. Doctoral Programmes may be instituted by the University, in convention or in consortium with other universities. In both cases, the Doctoral Programmes can also be instituted through agreements with high cultural and scientific qualification institutions (both public or private) which confer adequate human, financial and instrumental resources.
- 3 The agreements may also provide for the issuance of double, multiple, joint title.

Art. 3 - Proposals, approval and institution

1. The proposal to set doctoral programmes are presented annually by the Departments on the basis of proposals prepared by the Academic Boards or Committees on appropriate application forms.
2. The Academic Senate gives its opinion on the proposal activation, assessing the adequacy of the educational objectives and programs of study; The Board of Directors approves the proposal, assessing the viability of the financial commitment, on the basis of the resources for the functioning of Doctoral Programmes to be activated. If requests for institution exceed the availability of resources, the Board of Directors, upon proposal of the Academic Senate, shall proceed to draw up a list on the basis of parameters made known at the time of the submission.
3. The Rector, assessed the course consistency with the educational plan, the availability of human and financial resources required for the activation, submits the application for accreditation to the Ministry, in accordance with art. 3 of Ministerial Decree n. 45/2013.

Art. 4 - Structure and bodies of the Doctoral Programme

1. Bodies of the Doctoral Programme are the Academic Board and the Coordinator, whose duties are defined by law.

2. Doctoral Programmes can be structured in most curricula. Unless otherwise determined by the Academic Board, each curriculum is run by a Committee and a referent.

Art. 5 - Academic Board

1. The Academic Board is responsible for the design and implementation of the Doctoral programme.
2. It is composed of at least 16 professors, belonging to the macro areas consistent with the educational objectives of the course, no more than a quarter of them may be researchers. Even non-university scholars, of high scientific qualification, fewer than half of the members, may participate in the Academic Board. In any case, the members may be part of a single Academic Board. At least half of the members of the Academic Board must belong to the roles of the University. If the Doctoral Programme is structured into curricula, a suitable number of professors must belong to the Scientific field consistent with the curriculum.
3. The professors who terminate the service (for age or contract limits) before the end of the cycle are not to be counted in the minimum number of 16.
4. A representative of doctoral candidates, chosen by elective procedure, participates in the meetings of the Board for the discussion of educational and organizational problems.

Art. 6 - Coordinator

1. The Coordinator of the Doctoral Programme is elected among the members of the Board, normally a full professor or, in case of unavailability, an associate professor, belonging to the roles of the University, who has opted for the full-time commitment to the duration of the mandate.
2. The Coordinator will take care to identify within the board itself a full-time professor (full or associate) to replace him in the event of absence or temporary impediment.
- 3 The Coordinator is in charge for three years and may be re-elected consecutively only once.

Art. 7 - Curricula

1. If the Doctoral Programme is divided into curricula, the Referent and the Committee are bodies of the doctoral curriculum, unless otherwise determined by the Academic Board.
2. The Committee is composed of a minimum of four professors, of the scientific fields consistent with the curriculum, and plan the specific teaching program within the thematic field of the doctoral programme. The Academic Board may delegate to the committees any other activity of specific relevance or request opinions.
3. The Committee elects from within the Referent.

Art. 8 - Changes to the Academic Board, the Coordinator, the Committee and Referent

1. The members of the Academic Board and the Coordinator of the Doctoral programmes are not to be changed after the inscription in CINECA doctoral programmes' register. The changes concerning the composition of the Board as a result of new applications are decided by the Board. In the case of a new proposal for activation, the Committee, also with reference to the ministerial instructions, will define the procedures for the submission and acceptance of participation of the professors to the Board. The changes concerning the composition of the Curriculum Committees and Referent are approved by the relevant Committee and ratified by the Board.

Art. 9 – Proposals requirements.

1. The departments, individually or jointly, will submit each year new proposals, formulated in accordance with the laws in force. The proposals will include the following information (if the course is structured into curricula, where necessary they will distinguish between information relating to the common course or to the individual curriculum):

- (a) the name of the Doctoral Programme with the indications of the afferent Department/s and the possible development of the curricula in the programme;
- (b) The Department of reference for the activities of the Doctoral Programme or structure that coordinates the activities of the Doctoral Programme;
- (c) the composition of the Academic Board with the indication of the Coordinator. The scientific field of each professor and also all the data required by the regulations on the accreditation process must be indicated;
- (d) if the Doctoral programme is divided into curricula, the list of members of the Committee and the Referent of each curriculum;
- (e) the afferent scientific field;
- (f) the operational and scientific structures that can be used;
- (g) the educational objectives and curricula of the course;
- (h) the procedures for carrying out teaching and research;
- (i) the number of quotas and scholarships, with details of any reservations of quotas provided for in subparagraph 2 of this Article;
- (j) the nature of the course, single-site or consortium, and, in the latter case, the indication of the partner universities;
- (k) conventions or collaboration agreements with public or private structures and/or an indication of any independent resources for the financing of grants on any specific line of research;

(l) the annual report of the activities carried out by each doctoral candidate, with particular reference to research performance;

(m) a summary of the placement of those who have already obtained the title of research doctor;

(n) any collaborations with public and private, Italian or foreign, subjects to enable doctoral candidates to carry out experience in a context of work activities.

2. A quota with scholarship must however be reserved for a candidate who has obtained abroad the necessary degree for admission to the Doctoral programme. Additional allowances of quotas, with or without a grant, may be reserved for candidates who have obtained their necessary degree abroad. If there were not enough candidates than reserved quotas, quotas and scholarships in excess will be made available to the candidates for not reserved quotas. If the outcome of the tests should not provide a sufficient number of suitable candidates for the reserved quotas, the public notice may provide for the allocation of quotas in excess to the eligible candidates for the non reserved quotas, according to the grading list.

Art. 10 - Admission

1. Candidates, regardless of age or nationality, in possession of a master's degree or an equivalent foreign title, or Candidates who graduate, under penalty of forfeiture in case of admission, by the deadline of October 31st of the same year, may access the Doctoral Programme. The suitability of the foreign degree is determined by the commission of the Doctoral Programme, as a result of an assessment of the Academic Board, in compliance with the current legislation in Italy and in the country where the title was issued and the conventions or international agreements concerning the recognition of titles for the continuation of studies.

2. Admission to the Doctoral programme is based on a public selection, which must be completed within the time limits set by law.

3. The public notice is issued by a Decree of the Rector, and will be published on the websites of the University, of the European EURAXESS and of the Ministry.

4 The notice shall indicate:

a) the allowance of quotas and scholarships, with the indication of financial sources;

b) the quotas or scholarships reserved for students who have graduated abroad;

c) the amount of the scholarship;

d) admission criteria and qualification assessment;

e) the procedures for the admission tests; if the notice provides for an allowance of reserved quotas for graduate students in foreign universities or for grant holders of foreign States or of specific international mobility programs, on the recommendation of the Academic Board, it may provide

different admission procedures which result in a separate grading list; on request, the oral examination may be performed in English;

f) the notice may provide for all applicants the admission test in English;

g) the amount of admission and attendance fees for doctoral candidates who are not eligible for the scholarship.

5. Candidates may submit an application to participate in the admission tests of different Doctoral Programmes. In the event that the candidate is suitable in most grading lists he/she must exercise the option for either of them within the time limit specified in the notice.

6. The possibility to submit applications to participate in most admission tests, as per subparagraph 5 of this Article, shall not be binding for the exam schedule.

7. Candidates already awarded the title of Research Doctor can attend, after passing the admission tests, a new Doctoral Programme without scholarship.

8. Foreign candidates, suitable in a specific grading list, may also be admitted, to the extent of 50% of quotas, if awarded a scholarships financed by the Ministry of Foreign Affairs of the Italian Republic, or by the Government of their country of origin, and candidates belonging to countries with which there is specific intergovernmental agreement or convention with the University and at no cost to the University itself. In this case the Academic Board needs to give its approval. The admission of foreigners on extra quotas will be allowed after the assessment of their qualifications, the presentation of a research project and an interview.

Art. 11 – Admission Commission to Doctoral Programme

1. The Rector, on the proposal of the Academic Board, appoints by decree the commission responsible for the assessment of the candidates, consisting of three members chosen among professors and university researchers, including at least two full and associate professors and no more than one member of the Academic Board; no more than two experts may be added, including foreigners, chosen from public and private research institutions.

Art. 12 - Procedure for the admission tests

1. The Academic Board shall adopt detailed rules for the admission tests; different methods may be provided for the quotas reserved to candidates who graduated abroad.

2. If specified in the notice, the oral test may, on request, be performed in English.

3. Provided that the tests are designed to assess the candidates' aptitude for scientific research, selection commissions evaluate the tests themselves through appropriate comparison.

4. The University shall ensure publication of the contest proceedings according to applicable regulations.
5. The board, according to the scores assigned to each candidate, prepares the grading list.
6. In case of equally grading the scholarship is awarded to the youngest candidate.

Art. 13 - Organization of the Courses

1. Each cycle of the course lasts 3 years.
2. Students are required to perform, full-time, their curricular activities in accordance with the procedures established by the Academic Board.
3. The basic formative activity is common to all candidates of the same Doctoral program. The specialized activities are modulated according to the different curricula.
4. Enrolment in another Doctoral programme and another course of study (master degree programs, specialization schools, etc.) is forbidden, except as provided in art. 14 of this Regulation.
5. Doctoral candidates may carry out, subject to the approval of the Academic Board and without implying any increase in scholarship, tutoring activity for students of degree courses as well as integrative educational activities, within the limit of 40 hours per academic year.
6. At the beginning of the programme each candidate is assigned a tutor who can be either a professor or an expert member of the Academic Board, who must be in service for the three years of the Doctoral Programme. An external Co-Tutor can also be assigned.
7. The Academic Board promotes the performance of training periods in Italy and abroad for the doctoral candidate's most complete training.
8. The Board, in order to offer job opportunities to research doctors, can enable forms of consultation and cooperation with public or private entities interested in the research topics of the Doctoral programme.
9. The non-attendance for a period exceeding 30 days will result in immediate interruption of the scholarship that may not be recovered. Non-attendance is allowed only for certain periods prescribed by law and duly documented (maternity, illness, military or civil service, etc.). The recovery of the non-attendance period will take place at the end of the programme with the relative amount of the scholarship. The candidate will take the final exam with the candidates of the following cycle.
10. The candidate must submit, each year, a detailed written report on the activities at the Academic Board, and may discuss it according to the procedures established by the Board. If the Programme is divided into curricula, the Board may delegate to the competent Committee to receive and discuss the report. The Academic Board, after consulting the competent Committee and the Tutor, with

motivated deliberations, will authorize admission to the next year and the final examination or, in the case of inadequate results, suggest the Rector to issue a measure of exclusion from continuation of the course.

11. In case of withdrawal during the year or for serious default or serious and justified documented reasons, the Academic Board suggests the Rector to issue a measure of exclusion from continuation of the course, and the installments already paid during the year will be recovered.

12. The accident and liability insurance for doctoral candidates, during the programme activities, is provided by the University for the entire duration of the course.

Art. 14 - Relationship between the Doctoral Programmes and the Specialization Schools

1. The Board of the Doctoral School and the Council of the Medical Specialization School may allow the joint frequency of the specialization and the doctoral programmes, just for the last year of specialization school, according to the activities planned by the school itself and the educational plan of the doctoral programme.

2. Specialist students enrolled in the final year may submit a request for joint frequency. The Academic Board of the Doctoral Programme decides the eventual acceptance of the request and at the same time allows the reduction of the Doctoral Programme to two additional years, as a result of the evaluation of research already carried out in the medical specialization school.

3. Joint attendance, if approved, will result in suspension of payment of any awarded doctoral scholarship. In this case, the joint attendance request will be accepted by the Academic Board only if the suspension of the scholarship for the year of the joint frequency does not affect the minimum requirements of the number of scholarships of the Doctoral Programme and the average number of scholarships per Programme and per University cycle.

Art. 15 - Doctoral Scholarship

1. The scholarship, whose minimum is provided by national legislation, is delivered in monthly deferred installments.

2. The amount of the scholarship is increased to a maximum of 50% for a period no longer than a total of 18 months if the student is authorized by the Academic Board to carry out research activities abroad. This increase will be paid after the date of departure of the doctoral candidate, the 50% at the first deadline available to pay the scholarship installment, and the remaining 50% at the end of the period of activity abroad after production of documentary evidence of the time spent outside Italy. Doctoral candidates who go abroad without a scholarship will benefit from a

contribution that will be determined by the Board of Directors according to the availability of funds and by specific notice.

3. From the second year each doctoral candidate is guaranteed, in addition to the scholarship and within University existing financial resources, an appropriate budget for the research activities in Italy and abroad according to the type of the programme and, however, not less than 10% of the amount of the scholarship itself.

The Board of Directors, on Senate advice, decides every year the amount and delivery procedure of this budget. If the student is not valued positively for the renewal of the scholarship, or renounces it, the unused amount remains available to the University, for the same purpose. This budget is managed as provided in the previous subparagraph.

4. The Coordinator authorizes the stay abroad for up to six months; for longer periods the approval of the Academic Board is required.

Art. 16 - Graduation

1. The application for admission to the final examination, in legal paper, is accompanied by the title of the thesis and the relevant decision adopted by the Board for admission, as well as the copy of the provided payment receipt.

2. The examination commission is nominated separately for each curriculum by the Rector, on the proposal of the Academic Board, after the opinion of the concerned Committee, and is composed of three members, two belonging to universities, including foreign ones, not participating in the Doctoral Programme and not members of the Academic Board, and two substitute members, one internal and one external, all chosen among professors and university researchers, specifically qualified in the relevant areas of science of the Programme. The Board may include no more than two experts, belonging to public and private research institutes, including foreign ones.

3. The board's proceedings must be completed within 90 days from the date of the Rector's Decree. In the case of non-compliance with established deadlines to perform the tests the commission is dismissed and the Rector shall appoint a new one. Any resignation, accepted only for serious reasons, becomes effective only upon acceptance by the Rector.

4. The final thesis is written in Italian or English, or another language agreed with the Academic Board. Doctoral candidates must also submit a digital copy of the thesis to the Members of the Commission, made known by the Coordinator, and must deliver two additional copies to the competent office.

5. The final exam consists in the discussion of the thesis, that will be assessed by the Commission, taking in account the assessments by the Academic Board for the admission to subsequent years and the final exam.
6. The Doctoral degree is awarded by the Rector, with the name of the Doctoral Programme and attended Curriculum. The Diploma contains the name of the Rector and his signature.
7. In case of publication of the Doctoral thesis, it must include the statement: "Thesis for the degree of Doctor of Research, performed at Department X of the University of Palermo".
8. After graduation, the Coordinator provides for the filing of a copy of the thesis in the Library of the administrative department of the Doctoral Programme, which ensures the consultation, and the University shall deposit it in the national libraries of Rome and Florence.
9. The doctoral degree is awarded upon passing the final examination and, in case of failure, it may be repeated only once.

Art. 17 – Recognition of Doctoral degree awarded in a foreign country

1. A doctoral degree awarded abroad may be legally recognized as equivalent to an Italian title by submitting an application to the Rector, accompanied by the relevant legalized documentation and declaration of value made by the Italian diplomatic or consular jurisdiction. The Rector, after consultation with the Academic Board, may issue the decree of equivalence or reject the application.

Art. 18 - Extension to the following cycle

1. The candidate, having received an extension by Rector's Decree, shall submit an application for admission to the final exam, accompanied by the approval of the Academic Board, after consulting the competent Committee, and is committed to deliver the thesis by the deadline.
2. The extension may be granted only once, for a fixed period of one year and does not grant further scholarship. In case of no activation of the course, the candidate may be admitted to the final exam also in another university.
3. The extension can only be granted for the following reasons:
 - (a) prolonged illness;
 - (b) maternity;
 - (c) unforeseeable circumstances or majeure force;
 - (d) motivated need to elaborate the thesis.

In the first three cases, the Academic Board takes note of proper supporting documentation; in the last case the Board evaluates each application.

Art. 19 - Doctoral Programs established as a result of international agreements and Doctoral Consortium

1. Doctoral Programs, set up as a result of international agreements, are regulated in accordance with the procedures outlined in the agreements, according to the current legislation.
2. Consortium Doctoral Programs will be governed by subsequent rules, outlined in the appropriate conventional acts, in addition to this Regulation.
3. A Doctoral Program is considered international if the University has stipulated an agreement with one or more foreign universities which, while respecting the principle of reciprocity:
 - (a) provides a presence in the Board of professors belonging to foreign partner universities to an extent of at least 10% of the total members of the Board;
 - (b) provides also an adequate exchange of resources, people and knowledge;
 - (c) provides, finally, a number of quotas specifically indicated in the agreement: the obligation to spend at least a year at the location or locations of foreign partner universities; the issue of joint title, or double doctoral title; the common performance of part of the educational offer; the integration of the examination commission with two foreign members of the University.
4. If the Doctoral program is divided into curricula, the internationalization program of subparagraph 3 of this Article may relate to places of a specific curriculum, as long as this is stated in the institution agreement.
5. For agreements with foreign universities and/or research institutions at least one of the following conditions must be satisfied:
 - (a) the foreign institution must already offer Doctoral Programmes in the same disciplinary areas, possibly accredited by its own national agency;
 - (b) the foreign members of the Board must be in possession of a scientific production of international level related to the last five years in the subject areas of the course.

Art. 20 - Joint supervision of thesis

1. The joint supervision of thesis consists in the elaboration of a thesis under the joint direction of a professor of the University of Palermo and a professor of a foreign university (partner University). The joint supervision of thesis can be activated on a proposal by the Academic Board and is regulated by a specific agreement subject to the approval of the academic authorities.
2. The Convention specifies the terms of the agreement in accordance with the following conditions and content:

- (a) the enrollment at home University also involves the regular enrollment at partner University, without additional contributions;
 - (b) the partner University provides the doctoral student with necessary teaching and research facilities and, however, guarantees the same services provided to its doctoral students;
 - (c) the doctoral student carries out his/her research activities in both universities for almost the same periods;
 - (d) final examination with thesis discussion before an integrated examination commission with professors from partner university;
 - (e) the possible sources of funding to support doctoral student mobility;
 - (f) each of the two institutions shall issue the title of Doctor of Research, for the same thesis, after a favorable report of the Examination Commission; the title is completed with the words "joint supervision of thesis" with the University of _____.
3. The doctoral programmes of a University with administrative function can accept, even in excess of the maximum number of available places, foreign doctoral candidates for the joint supervision of the thesis.

Art. 21 Additional certification of "Doctor Europaeus"

1. The University shall grant the certification of "Doctor Europaeus," in addition to the title and the national value of its Doctoral Programme on a proposal of the Academic Board in respect to individual requests from one or more graduate students, provided the following four conditions:
- (a) positive assessment of the thesis given by at least two professors from two European universities different from each other and from the university where the thesis is discussed;
 - (b) at least one member of the final examination commission must belong to a different university in a European country respect to that where the thesis is discussed and of those of the professors referred to in point (a);
 - (c) discussion of a part of the thesis in one of the official languages of the European Union different from that of the country where the thesis is discussed;
 - (d) performance of the research presented in the thesis during a stay of at least 3 months even not continuous in a European country different from the one where the candidate is registered.
- Verified the compliance with all the requirements, the certification issue of Doctor Europaeus occurs simultaneously with that of Doctor of Research.

Art. 22 - Doctoral Program in collaboration with enterprises, industrial doctoral program and high-level apprenticeship

1. The University may constitute Doctoral Programmes, in agreement with enterprises that meet the requirements of current legislation, according to conventions that provide for:
 - (a) the sharing of formative activities with the explicit indication of those to be performed in the enterprises laboratories and facilities for research and development;
 - (b) the enterprise commitment to provide the necessary funding for at least 1 scholarship.
2. The University can activate "Industrial Doctoral Programs", also in the form of curriculum, with the possibility of reserving a portion of available quotas, according to specific agreements, to the employees of enterprises engaged in highly qualified activity, who are admitted to the Doctoral Programme after passing the corresponding selection.
3. The agreements designed to activate these programs shall determine, in relation to the quotas occupied by employees of the enterprises, the distribution of the employee's total commitment and the duration of the Doctoral Programme.
4. The University can activate, in accordance with Article 5 of Legislative Decree 14th September 2011, n. 167, "Doctoral Programmes in apprenticeship" with external institutions and companies. The contracts of apprenticeship, and the quotas provided on the basis of the agreements referred to in subparagraphs 1 and 2, shall be considered equivalent to doctoral scholarships in order to calculate the minimum number required for the activation of the course.
5. The Doctoral Programmes referred to in paragraphs 1, 2 and 4 may provide a different deadline for submission of admission applications, start of classes, methods of organization of educational activities of Doctoral candidates, in order to enable the optimal performance of the Program.
6. For agreements instituting Doctoral Programme in collaboration with enterprises and/or industrial doctorates, at least one of the following conditions must be satisfied to assess enterprises research and development activity:
 - (a) successful participation in national and international research projects;
 - (b) results in terms of patents and/or the presence of enterprise sections devoted to research and development.

Art. 23 Granting of the title of Doctor of Research

1. The University will highlight with public ceremony, when awarding the titles of Doctor of Research, forms of collaborative ventures with external public and private entities and emphasize the significance of the scientific results obtained in the research.

Art. 24 Website

1. Each Doctoral Programme must have a website, regularly updated and available online on the website of the University of Palermo.
2. It should contain, however, any structure in curricula, an indication of the thesis in progress, the scheduling of academic activities and a list of current doctoral candidates.
3. The Coordinator of the Doctoral Programme or his delegate is responsible for updating the website.

Art. 25 - Coming into force and final rules

1. The present Regulation comes into force on XXX cycle.
2. This Regulation shall not apply to prior doctoral programmes, which until their expiry will be managed in accordance with the Regulations issued with DR n. 2993 of 18.7.2012 for the XXVI cycle and older, with DR n. 2089 of 07.08.2013 for the XXIX cycle.

Palermo 30/06/2014

Rector
Prof. Roberto Lagalla