



UNIVERSITY OF VERONA

RESEARCH OFFICE

UNIVERSITY OF VERONA PHD REGULATIONS (ISSUED WITH RECTORAL DECREE NO. 1482 OF 17/06/2013)

Article 1

DEFINITION

1. The PhD is a research-oriented programme implemented through a project that aims to provide an original contribution to academic research – this constitutes the subject of the PhD dissertation.
2. The programme consists of carrying out research and participating in lessons aimed at broadening academic knowledge and developing skills in methodology and project design in an international context.

Article 2

INSTITUTION

1. The University of Verona runs PhD programmes which may be organised into Doctoral Schools. These programmes may also be instituted in consortium and/or agreement with other universities, public bodies or accredited private entities.
2. PhD programmes have a duration of not less than three years, except for as provided by Article 7 of Ministerial Decree 45/2013. Each PhD programme is linked to the Department to which the majority of the professors of the Teaching Committee (*Collegio Docenti*) belong.
3. Where there is an agreement or consortium, all the participating institutions must fulfil the accreditation requirements given in Article 4 of Ministerial Decree 45/2013.
4. Agreements must establish the obligations and commitments of all the participating institutions/entities, including budget matters, pursuant to Articles 3 and 4 of Ministerial Decree 45/2013.

Article 3

ACCREDITATION PROCESS OF PHD PROGRAMMES AND SITES

1. The accreditation process requires an initial authorisation in order to establish the PhD programme plus periodic evaluations to ensure that requirements continue to be met, following the procedures specified by the Ministry of Education, University and Research (hereafter called MIUR).
2. The accreditation process for PhD programmes and sites must follow MIUR instructions, in accordance with Ministerial Decree 45/2013.
3. Proposals made by Departments shall be subject to approval by the Administration Board, with the agreement of the Academic Senate.
4. Ratified proposals shall be submitted to the MIUR for accreditation.

Article 4

REQUIREMENTS FOR ACCREDITATION OF PHD PROGRAMMES AND SITES

The requirements for accreditation are:

- a) Each PhD programme must have a Teaching Committee (*Collegio Docenti*) comprising at least 16 members, of which not less than 12 must be full or associate professors belonging to macro-sectors related to the learning outcomes of the PhD. For PhD programmes created in consortium pursuant to Article 2, paragraph 2, letter d) of Ministerial Decree 45/2013, up to one quarter of the Teaching Committee may be comprised of research directors and researchers, including those from research institutions, or equivalent positions in foreign entities.
- b) Teaching Committee members are required to have proven results from international research in the disciplinary fields of the programme, particularly within the five years prior to the date of the accreditation request.
- c) Educational proposals should be established such that students will acquire research expertise. These proposals should include disciplinary and interdisciplinary lessons in research management, knowledge of European and international research methods, how to make use of

University of Verona

Research Office – National and International PhD programmes

ph: 045 802 8608 – fax: 045 802 8411 – Via Giardino Giusti, 2 – 37129 Verona

- research results, and intellectual property rights.
- d) For each PhD cycle, an average of at least six PhD scholarships must be made available. For any single PhD programme, the number of scholarships available cannot be less than four. To fulfil this requirement, alternative forms of financing, amounting to at least the equivalent of that of the scholarship, may be organised.
 - e) Adequate, stable funding must be available to guarantee that the programme can be sustained, particularly regarding scholarship availability and the ability to support PhD students' research activities.
 - f) Suitable operative and academic facilities must be made available for the study and research activities of the PhD candidates. Depending on the programme, these may include appropriate library materials, scientific laboratories, databases and calculation resources.

Article 5

LEARNING OUTCOMES AND COURSE OUTLINES

1. PhD programmes aim to train students to develop academic research methodologies. This is intended to include becoming familiar with relevant new technologies and conducting periods of study or internships abroad at private or public bodies for up to 50% of the programme duration (i.e. a maximum of 18 months abroad).
2. PhD programmes help students acquire the necessary skills to carry out highly qualified research activities at public and private entities, as well as be able to practice certain professions, thereby contributing to the European Higher Education Area and European Research Area.
3. PhD programmes can be organised into curricula.
4. The learning outcomes, course outlines and career possibilities of each PhD programme shall be established by the Teaching Committee.

Article 6

DOCTORAL PROGRAMME AUTHORITIES

The authorities of each PhD programme are:

- 1) the Coordinator
- 2) the Teaching Committee.

1) Coordinator

The role of Coordinator shall be exercised by a full-time Full Professor or, in the absence of such, a full-time Associate Professor, elected by the members of the relevant Teaching Committee.

The mandate lasts three years and can be renewed only once.

The position of Coordinator is incompatible with the role of Department Director, PhD School Director, Postgraduate Specialisation Director and Chair/President of any undergraduate or graduate degree programme.

The Coordinator:

- a) calls together and presides over the Teaching Committee and ensures that the resulting deliberations are implemented;
- b) approves PhD student requests to carry out periods of study and research of no more than six months away from their PhD programme site.
- c) promptly communicates any changes of PhD student status to the university administration.

2. Teaching Committee

The Teaching Committee shall be comprised of: Full and Associate Professors, academic researchers, first researchers and research directors or similar from public research entities, as well as qualified experts even if they are not from accredited entities (but in any case not occupying more than the total number of places available for members of accredited entities); and by student representatives, as established by PhD programme regulations.

The composition of the Teaching Committee is specified in Article 4, paragraph 1, letter a) of these regulations.

PhD programmes administratively based in Verona without any convention or consortium agreement with other universities must have a minimum of 10 University of Verona staff amongst the members of the Teaching Committee.

PhD programmes with a convention or consortium with other Italian universities must have a minimum of eight University of Verona staff amongst the members of the Teaching Committee, except in specific cases approved by the Academic Senate.

Each member of the Teaching Committee can belong to only one PhD programme and is counted only once on a national basis.

External members may sit on the Teaching Committee if given approval without reservations by the university or institution to which they belong and with the approval of the hosting Teaching Committee.

The Teaching Committee shall provide for the fulfilment of all tasks foreseen by these regulations and, in particular, shall:

- a) Be responsible for the planning and execution of the PhD programme;
 - b) Meet periodically (this may include video-conferencing) in order to check that the activities planned are being implemented correctly and to undertake remedial measures, if required;
 - c) Authorise admission to the final examination of the following PhD cycle for students who, for serious and attested reasons, are unable to submit their thesis in time for their own cycle;
 - d) Specify how a student's PhD thesis may be improved, if the candidate is unsuccessful during the final examination;
 - e) Prepare the annual report of activities carried out for the PhD programme, which shall be evaluated according to the procedures provided by the University Evaluation Group (*Nucleo di Valutazione*).
 - f) Advise the Rector of the Examination Panel members and the referees who will evaluate each PhD thesis in order for students to be awarded a doctoral degree (and be issued the "Doctor Europaeus" certificate, if applicable);
 - g) Deliberate, when necessary, on the academic suitability of course programmes and degrees gained abroad, in order to verify if they meet the admission requirements to apply for the PhD programme;
 - h) Specify the Tutor who will follow each PhD student's research;
 - i) Establish the selection procedures, evaluation criteria and points calculation method for admission, which must be stated in the official call for applications;
 - l) Authorise student requests for periods of study and research of more than six months away from their PhD programme site.
 - m) Authorise students to carry out work, unless it compromises their participation in the overall activities of the PhD programme, and/or authorise the joint attendance of a medical Postgraduate Specialisation programme in accordance with Article 12 of these regulations.
 - n) Authorise students to carry out clinical assistance activities exclusively within the framework of the PhD programme and only for those activities declared as indispensable for their PhD thesis;
 - o) Put forward to the Rector that a student should be excluded from the PhD programme, in cases provided for by Article 18, paragraph 5;
 - p) Authorise the recovery of periods of suspension from the PhD programme.
- 3) Registered tutoring and teaching activities carried out by professors and university researchers for the PhD programme contribute to the fulfilment of institutional commitments, pursuant to Article 6, Law No. 240 of 30 December 2010, "*Stato giuridico dei Professori e Ricercatori di ruolo*" ('Legal status of tenured professors and researchers').

Article 7

TUTOR

1. The tutor shall be nominated by the Teaching Committee and shall guide the PhD student in his/her research.

2. Tutors may be members of the Teaching Committee, professors, researchers or experts on the subject. They may be external to the university, so long as the Teaching Committee deems they fulfil the necessary academic requirements.

Article 8

PhD PROGRAMME REGULATIONS

Within six months of a PhD programme being instituted, the relevant Teaching Committee shall establish the specific regulations of the programme, defining:

1. The organisational structure of the programme, which may include different study tracks;
2. The programme's criteria and how the programme will be carried out;
3. The modality in which students will be accepted after the first year;
4. The modality in which students will be admitted to the final exam;
5. Verification that students respect the full-time commitment of the programme;
6. The criteria for selecting a tutor who will follow a PhD student's research, and the criteria for matching a student with a specific tutor;
7. The tutor's obligations regarding the PhD student, and vice versa;
8. The methods of carrying out the research project at external entities/structures;
9. The methods of participation in clinical assistance activities, where it is required by the research project itself;
10. The rules by which PhD students may transfer from another university and the year to which they may be admitted;
11. The methods and timeframe to evaluate PhD students in order to admit them to the thesis defence examination, following the provisions of Article 8, paragraph 6 of Ministerial Decree 45/2013;
12. The number of PhD student representatives on the Teaching Committee.

Article 9

ADMISSION REQUIREMENTS

1. To apply for admission to a PhD programme, all candidates (without discrimination) must have:
 - a *laurea magistrale*, *laurea specialistica* or *laurea* degree (of the old system, before Reform No. 509/1999) issued by an Italian university; or
 - an equivalent foreign Master's degree (e.g. Master of Science/Arts) that would grant access to PhD programmes in the country where it was conferred.
2. Along with the application form, candidates who have a foreign degree that has not already been declared equivalent to an Italian degree must, for admission purposes only, submit all the certificates and documents necessary or useful to verify the suitability and veracity of their qualifications.
3. Documents submitted by foreign candidates can be in Italian or English. Official documents (e.g. degree certificate, academic transcript and records and certificate of citizenship) must be legally translated into either Italian or English if the original is in another language.
4. Candidates who will be conferred the required degree before the starting date of the PhD programme may apply to sit the admission exam.
5. All candidates are permitted to participate in the call for applications if they meet the requirements specified in the announcement. If any of the aforementioned prerequisites are lacking, exclusion from the application procedure may be imposed with justified measure at any time, even after the examination sessions.
6. Foreign students and/or Italian candidates residing abroad who are selected by the European Union and awarded with a scholarship for specific PhD research projects can be admitted in addition to the total number of places allocated for the PhD programme.
7. Students who are already enrolled in a PhD programme in Verona can be admitted to a different programme if they pass the relevant entrance examination. In order to change programme, they must renounce their previous doctorate and re-start from the first year of the new programme, without access to any scholarship.
8. Candidates already in possession of a PhD cannot be admitted to the entrance exams of any programme with similar research topics to that of their PhD. Those who have already benefited from a PhD scholarship, regardless of the place and year, cannot receive a second one.

Article 10
MEANS OF ADMISSION TO PhD PROGRAMMES
AND PhD DEGREE CONFERRAL

1. Admission to the PhD programmes is through a selection process open to the public, which must be concluded by 30th September each year unless ministerial instructions state otherwise.
2. The official call for applications shall be written in Italian and English and published online, as required by the Ministry of Instruction, University and Research (MIUR). It shall indicate the admission and evaluation criteria as well as any written, oral or practical exams, included in the regulations of each PhD programme.
3. The call for applications shall indicate the number of scholarships available, as well as any apprenticeship contracts, in accordance with Article 5 of Legislative Decree No. 167 of 14th September 2011, plus any other forms of financial support (including research funds or other university resources) that may be awarded to one or several suitable candidates from the selection process. The announcement shall also specify the taxes and fees to be paid by PhD students, keeping in consideration the laws on Access to University Education.
4. The call for applications can also provide for a quota of places for students coming from foreign universities, foreign students with a scholarship, or students in specific international mobility programmes. In such cases, different admission procedures with a separate ranking may be organised.
Reserved places that remain unfilled may be made available in the general call for applications.
5. In the case of projects in collaboration with European and non-European institutions, specific admission procedures and organisational methods can apply, which may take into account the specific characteristics of individual projects, provided these are activated within the framework of an accredited PhD programme.
6. For PhD programmes conducted in collaboration with companies, the regulations specified in Article 13 apply.

Article 11
ENTRANCE EXAMINATIONS

1. The entrance examination consists of a selection procedure intended to ascertain candidates' knowledge and aptitude for academic research. It aims to ensure a suitable method of making a comparative evaluation of the candidates. For this purpose, a selection may be made on the basis of qualifications and/or exams and/or an interview, depending on the choice of the Teaching Committee.
2. At the end of the selection process, the Entrance Examination Panel shall compile a general merit ranking based on the scores obtained by the candidates in each part.
3. Successful candidates shall be admitted to the PhD programme in order of rank until the available positions have been filled. If a candidate who has been admitted renounces their place within the first three months of the programme, the next applicant on the ranking list shall be admitted.
4. The entrance examination may be taken in one of the foreign languages specified in the call for applications, upon the candidate's request.
5. In the case of foreign candidates residing abroad and/or Italians residing abroad, the oral examination may be conducted by videoconference if required.

Article 12
CONNECTION BETWEEN PhD PROGRAMMES AND
MEDICAL POSTGRADUATE SPECIALISATION PROGRAMMES

1. A Joint Committee made up of the Director of the School of Medicine and the Coordinators of the medical PhD programmes shall define the procedures for joint attendance of PhD programmes and medical Postgraduate Specialisations.
2. The procedures concerning how PhD students participate in medical Postgraduate Specialisations are established by Ministerial Decree.

Article 13

PhD PROGRAMMES IN COLLABORATION WITH ENTERPRISES, INDUSTRY-BASED PHD PROGRAMMES AND ADVANCED EDUCATION APPRENTICESHIPS

1. The University may establish PhD programmes in collaboration with companies that conduct research and development activities. It may also establish industry-based PhD programmes with the possibility of allocating a certain number of places to employees of the company who are involved in highly qualified activities, in accordance with specific agreements. These candidates shall be admitted to the PhD programme after passing the selection process.
2. Agreements made to establish the aforementioned programmes must specify how PhD students will carry out research activities within the company. Regarding PhD positions occupied by employees of the company, the distribution of their commitments must also be established.
3. Pursuant to Article 5 of Legislative Decree No. 167 of 14th September 2011, it is possible to establish apprenticeship PhD programmes with external institutions or companies.

Article 14

TRANSFERRING FROM ANOTHER UNIVERSITY

1. PhD students who have attended one year of a PhD programme at another Italian or foreign university must request a *nulla osta* ('no impediment') prior to enrolling in the second year of a PhD at the University of Verona. The Teaching Committee of the PhD programme to which the student wishes to transfer shall be responsible for the *nulla osta* and shall evaluate the suitability of the request, based on the competencies of the PhD student who requests the transfer.
2. Should the aforementioned *nulla osta* be granted, the student must present this *nulla osta* to their previous university and enrol in the second year of the corresponding programme at the University of Verona. In all cases, this shall be undertaken without access to a scholarship.
3. If the transfer occurs, the Teaching Committee will assign a tutor to the PhD student.
4. For each PhD programme, the number of enrolments permitted from transfers per cycle may not exceed 10% (rounded up to the nearest whole number) of the total number of places established.

Article 15

EXAMINATION PANELS FOR THE ENTRANCE EXAMINATION AND THE CONFERRAL OF THE DEGREE

1. The Examination Panel for the entrance examination shall be comprised of three members of the Teaching Committee, put forward by the Committee and officialised by the Rector. The Examination Panel may, without going through Central Administration, be complemented by a maximum of two experts, who may be foreign, selected from companies or public or private research entities. The nomination of such experts is compulsory if an agreement has already been established.
The Examination Panel shall elect its own Chair and Secretary.
2. The reports of the competitive examination proceedings must be signed by each Examination Panel member and submitted to the relevant administration office no more than 15 days after the entrance examinations.
Competitive examination proceedings are public and may be accessed in accordance with Law No. 241/1990.
3. The members of the Examination Panel for degree conferral shall be officially named by the Rector, based on the recommendations of the Teaching Committee. It shall be comprised of three members who are tenured university professors/researchers or experts in the academic sectors relevant to the PhD programme. At least two members must belong to universities or recognised public research entities (which may be foreign) who have no involvement in the PhD programme and are not on the Teaching Committee. The Panel may additionally include up to two experts from public or private research entities, which may be foreign.
4. The Examination Panel will be summoned by the Rector and must complete its tasks within 90 days from the date of the pertaining Rectoral Decree. Upon expiry of this period, any Panel that has not yet completed its functions shall lapse, and the Rector shall appoint a new Panel, with the exclusion of the members who are no longer in force.

5. With regards to PhD programmes with international agreements, the Committee shall be formed according to the procedures established by the specific agreement.
6. The Teaching Committee may put forward a request to the Rector to create several Examination Panels for degree conferral, on the condition that this does not incur responsibilities for Central Administration.
7. If some Panel members are abroad at the time of the thesis defence, the Teaching Committee may authorise the meeting to be held through videoconferencing. However, in any and all cases, it must be guaranteed that candidates can present and discuss their thesis with the active presence of the full Panel.

Article 16

DEGREE CONFERRAL

1. The research doctorate qualification, abbreviated as “Dott.Ric.” or “PhD”, is issued after a positive/successful evaluation of a PhD thesis that contributes to the development of knowledge or methodology in its field. The qualification is conferred by the Rector.
2. The defence of the PhD thesis must take place by April of the solar year following the end of the programme.
3. The final examination for PhD programmes administratively based at the University of Verona, are based on a discussion with the candidate about their final thesis, which will have been examined and evaluated in advance by external assessors and the Examination Panel.
4. At the end of the PhD cycle, the Teaching Committee shall comment on the suitability of the student to be admitted to the final examination. The thesis defence is subject to the opinion of the external assessors.
5. If, for justified reasons, a PhD student is unable to present his/her thesis during the normal timeframe provided for by the regulations of the relevant PhD programme, he/she should make a request by 31st August and the Teaching Committee may admit the candidate to the examinations of the following PhD cycle.
6. The PhD thesis must be written in Italian, English or another language previously approved by the Teaching Committee, and is to be accompanied by a summary in either Italian or English.
7. At the end of the discussion, the thesis will be approved or rejected, with a report written by the Panel.
8. The awarding of the degree certificate is subject to the PhD student submitting his/her final thesis to the University Archive for free access, which will ensure it is kept and available for public consultation. It is the university’s responsibility to submit the thesis to the national libraries of Rome and Florence and the Ministerial Database, as required by law.
9. PhD students admitted to the final examination must submit their thesis to the University Catalogue (U-GOV) at least 15 days before their thesis defence. The thesis will be made public within 30 days after its defence, except for suspension periods that may apply to theses containing sensitive industry information and/or publication rights.
10. Failure to submit the PhD thesis to the University Catalogue excludes the student from defending his/her thesis. Within the same timeframe, the thesis title page in original, signed by the Coordinator, the Tutor and the PhD student, must be submitted to the PhD Office.
11. The scheduled date for the thesis defence cannot be changed. However, in cases of particular circumstance such as illness or force majeure, which must be appropriately proven and certified, a student may ask the Teaching Committee to be admitted to examination round of the following PhD cycle. This request cannot be made more than once.
12. PhD students who do not pass the final examination may repeat it once only, after making improvements to their thesis following the recommendations of the Teaching Committee.
13. Should a PhD student fail the final examination for the second time, or should they fail to present their thesis at the end of the one-year extension period specified in paragraph 5, the Teaching Committee shall consider the PhD to be lapsed.
14. In the cases specified in paragraph 5, PhD students may extend their PhD period and consequently their access to university facilities by respecting the scholarship and fee requirements in relation to such circumstances. PhD grants and scholarships cannot be awarded to any student after their third

- year.
15. In any case, any authorisation to exceed the expected timeframe must not entail financial obligations at the expense of the university, nor additional scholarship rights.
 16. The University shall ensure that the evaluation procedures, including the reports on each single candidate, shall be public.

Article 17 **SCHOLARSHIPS AND FEES**

1. After deliberation by the relevant academic authorities, the following shall be established annually by Rectoral Decree:
 - a) The total amount of fees for access to and attendance of the courses;
 - b) The number, financial amount and delivery method of scholarships.
2. The following types of students shall be exempt from paying fees:
 - PhD scholarship recipients
 - PhD students with a recognised disability of 66% or more.
3. PhD students who are not scholarship recipients may apply for course fee exemption and/or scholarships under the laws regarding Access to University Education (Article 4, Law 390/91).
4. Scholarships are bestowed according to an evaluation of comparative merit, in order of rank.
5. Scholarships may be financed by the university and/or through agreements with entities that are external to the university administration.
6. Scholarships have an annual duration and are renewed on the condition that the PhD student has completed all the activities intended for that year, as attested by the Teaching Committee. If the student has fulfilled the expected academic obligations, the scholarship must be administered.
7. The sum of the scholarship is to be delivered in monthly payments and shall not amount to less than that established by the Ministerial Decree of 18th July 2008, published in *Gazzetta Ufficiale* ('Official Gazette'), No. 241, 14th October 2008. This amount can be increased by a maximum of 50% if the PhD student is authorised by the Teaching Committee to conduct research abroad, but for a total period of no longer than 18 months.
8. In cases of suspension, renunciation or exclusion from the PhD programme, the scholarship shall be paid in proportion to the period for which the student was active in the programme.
9. From the second year, each PhD student must be guaranteed a research budget that is appropriate to their programme type and not less than 10% of the minimum amount of the scholarship for that year. This is intended to be independent of any financial support the student may be receiving and in the absence of any specific agreements with collaborating/consorting entities.
10. The same 10% budget must also be guaranteed to PhD students who are not scholarship recipients.
11. If a PhD student receives a negative/unsuccessful evaluation for scholarship renewal, or if he/she renounces the scholarship, the unused sum shall remain available to the institution for the same purposes.
12. Scholarships cannot be accumulated with other scholarships, except those granted by national or foreign institutions that allow the student to conduct PhD research abroad (excluding scholarships for further study abroad, in accordance with Law 398/89).
13. Should the student renounce the scholarship or receive a negative/unsuccessful evaluation after the first three months of the first year, the Teaching Committee may re-assign the scholarship to a student enrolled without a scholarship, or leave it available as an additional scholarship for the following year's call for applications. In such cases, the PhD programme must cover the missing part of the scholarship with its own or external financial resources in order to guarantee funds for the entire three years of the PhD programme.
14. With regards to renewing apprenticeship contracts and other forms of financial support in the second and third years of the PhD programme, the same principles apply as for renewing scholarships (as specified in paragraph 6).
15. The specifications in this Article do not apply to foreign scholarship students or those with financial support from specific mobility programs, which shall respect their specific regulations.
16. PhD scholarships are subject to the separate payment of INPS social security taxes pursuant to Article 2, paragraph 26, Law No. 335 of 8 August 1995 and subsequent modifications: 2/3 of this is

the responsibility of the administration and 1/3 must be paid by the scholarship holder. PhD students benefit from social security and connected rights.

Article 18

PhD CANDIDATES: RIGHTS, OBLIGATIONS AND INCOMPATIBILITIES

1. PhD students are university students enrolled in a tertiary-level education programme who must attend PhD courses and continuously conduct study and research in the intended structures according to the modalities determined by the Teaching Committee.
2. Upon their first enrolment in the programme, PhD students shall be given a student ID number and student ID card that must be returned upon the conferral of the degree.
3. In the case of maternity, paternity, civil/military service or certified illness, PhD students may make a request to the Teaching Committee to postpone starting their programme until the same time of the following year. The Teaching Committee reserves the right to evaluate starting date deferrals for reasons other than those above.
4. For the same aforementioned reasons, a student may request to put their PhD programme and any scholarship benefits on hold, to be resumed later. Such a suspension may not last more than one year. The scholarship will be suspended for the same period. All suspension periods of more than one continuous month may be recovered at the discretion of the Teaching Committee during the possible extension year, with regards to both lessons and the scholarship, if applicable, although the scholarship cannot exceed 36 monthly payments.
5. Following:
 - an extended, unjustified absence from the programme;
 - a serious breach of the rules governing the PhD programme; or
 - a justified negative/unsuccessful evaluation of the activities performed;the Teaching Committee may suggest the following measures to the Rector, according to the seriousness of the offence:
 - a) a one-month suspension of attendance at courses and receiving any scholarship funds;
 - b) one to three months suspension of attendance at courses and receiving any scholarship funds;
 - c) exclusion from the PhD programme and revocation of any scholarship.
6. Medical PhD students may participate in assistential clinical activities if their research project so requires and if it is justified and authorised by the Teaching Committee. After the 3rd year of the PhD programme, this limitation is abrogated.
7. As part of their programme, PhD students may teach Bachelor and Masters students (e.g. practice exercises, seminars or laboratory assistance) up to a maximum of 40 hours each academic year, provided they have authorisation from the Teaching Committee and that this does not increase the amount of their scholarship. After the 3rd year of the PhD programme, this limitation is abrogated.
8. It is not possible to be simultaneously enrolled in more than one study programme that leads to the awarding of a degree (e.g. Bachelor, Masters or Postgraduate Specialisation (except in the medical sector, pursuant to Article 10), Short Masters level I or II, or PhD).
If enrolment in more than one programme is ascertained, the PhD enrolment shall be invalidated by order of the Rector and any scholarship payments shall be recovered.
9. Research scholarship holders who win the right to a PhD scholarship due to merit ranking may choose to:
 - a) keep their research scholarship and renounce the three-year PhD scholarship; or
 - b) renounce their research scholarship and enrol for a PhD with scholarship.In both cases, the choice is irrevocable.
10. Public servants who are admitted to a PhD programme shall benefit from leave of absence for a period consisting of the normal duration of the programme, as established by collective agreements. Employees in the public law regime are granted special leave for study purposes, compatible with the requirements of the administration, pursuant to Article 2 of Law No. 476 of 13th August 1984 and following changes, with or without a scholarship. Unless by explicit waiver, such leave applies only to those who are enrolling in a PhD programme for the first time, regardless of the field of study.
11. PhD students are included in the actions stated in Legislative Decree No. 68 of 29th March 2012

regarding Access to University Education, with the processes covered therein.

12. Female PhD students are included in the provisions for maternity protection pursuant to the Decree of 12 July 2007 of the Ministry of Labour and Social Security, published in *Gazzetta Ufficiale* ('Official Gazette') No. 247 on 23rd October 2007.

Article 19

INTERNATIONALISATION

With the aims of coordinating high level international research effectively, the university may activate accredited PhD programmes with highly qualified, internationally-recognised foreign universities and research institutions. These shall respect the principle of reciprocity, based on agreements which provide the effective sharing of educational activities and research and an equitable distribution of responsibilities, processes of regulating financial support, modes of exchange and mobility with regards to lecturers and PhD students, as well as the issuing of a joint or double or multiple PhD qualification and the issuing of a "Doctor Europaeus" certificate.

Article 20

PHD STUDENTS WITH THESIS CO-SUPERVISION

1. The University of Verona has bilateral agreements with foreign universities for the implementation of co-supervision programmes for PhD theses. Thesis work shall be carried out under the joint direction of a professor from the University of Verona and a professor from a partner university.
2. Each co-supervision programme is supported by an agreement which specifies the terms of the agreement in accordance with the following provisions:
 - Enrolment at the 'home' university also means normal enrolment at the partner university, without additional fees;
 - The partner university shall provide the necessary teaching and research facilities for the visiting PhD student, guaranteeing him/her the same services provided to its own PhD students;
 - Each university shall provide its own PhD students insurance coverage against accidents;
 - Two thesis supervisors must be nominated – one from the Italian university and one from the partner university – who supervise the student's research and evaluate the PhD thesis, each with their own written evaluation of it. A positive evaluation by both thesis supervisors is a necessary condition for admission to the final examination.
3. PhD students shall conduct their studies and research at both universities for an approximately equal amount of time.
4. The final examination shall consist of a thesis defence in front of a Panel constituted in accordance with the procedures established in the specific agreement.
5. Following a favourable report by the Panel, each of the two Institutions shall grant the title of PhD or equivalent for the same thesis, i.e. a joint degree will be conferred.
6. The protection of the topic of the thesis, as well as its publication, its use and the protection of the research results found by the student at the two institutions shall be subject to the law and guaranteed in accordance with the specific procedures of each country involved in the co-supervision.
7. Financial charges related to the mobility of the PhD student shall be the responsibility of each site. The co-supervision of a PhD thesis is usually implemented for PhD students in the first year of their programme.
8. The Teaching Committee may also permit the activation of a co-supervised thesis for PhD students enrolled between the 1st and 2nd year of the programme, if there is special interest. In such cases, the Teaching Committee may approve a one-year extension for the thesis defence, should the PhD student need to enrol in the 1st year at the partner university.
9. By September of each year, the Teaching Committee must evaluate the activities carried out by its PhD students.

Article 21

DOCTOR EUROPAEUS CERTIFICATE

1. At the request of the PhD student, the Teaching Committee may authorise the issuing of a "Doctor

Europaeus” certificate in addition to the national PhD qualification, under the following four conditions required by the European University Association:

- Authorisation to take the final examination is given in the light of thesis evaluation reports provided by at least two professors from two universities in two countries of the European Union that are different from the one where the student shall defend his/her thesis;
 - At least one member of the Panel must belong to a university in a country of the European Union that is different from the one where the student shall defend his/her thesis;
 - A part of the thesis defence must be carried out in a European Union language that is different from the national language of the country where the student shall defend his/her thesis;
 - A part of the PhD thesis must be prepared following a research stay of at least one trimester in another country of the European Union.
2. Requests for the issuing of a “Doctor Europaeus” certificate by the Teaching Committee may be made for an entire PhD programme or in response to individual requests by interested students.
 3. If the request is for a whole PhD programme, students who are not interested or do not think they have the necessary requirements to claim such a title must have the possibility of being able to continue the PhD programme, gaining a normal academic degree awarded by the University of Verona.
 4. PhD students who have met the requirements listed above will be issued a “Doctor Europaeus” certificate in addition to being awarded a national PhD degree.

Article 22

TEMPORARY AND FINAL PROVISIONS

1. For the 2013-2014 academic year, PhD programmes may be activated without the accreditation procedure as per Ministerial Decree 45/2013, but instead after approval by the Evaluation Group, which shall verify that the accreditation requirements established by Article 4 of the same decree and the MIUR guidelines of 22rd May 2013 are fulfilled.
2. PhD cycles still running shall be completed according to the regulations in force at the time that they were instituted. The provisions of the present Regulations shall take effect as of the 29th PhD cycle.
3. For matters not covered by the present Regulations, current laws, ministerial regulations, statutory provisions and the general regulations of the university shall apply.
4. The present Regulations shall enter into force 15 days after being published in the *Albo Ufficiale di Ateneo* (‘Official University Register’).