



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Da un secolo, oltre.



HR EXCELLENCE IN RESEARCH

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Settore Dottorato di Ricerca

UNIVERSITY REGULATIONS CONCERNING PhD PROGRAMMES

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Title I

General provisions

Article 1

Scope

1. These regulations govern the establishment and operation of PhD programmes with administrative headquarters at the University of Florence.

Article 2

Definitions

1. For the purposes of these Regulations:
 - a) "MUR" is the Ministry of Universities and Research;
 - b) "ANVUR" is the National Agency for the Evaluation of the University System and Research;
 - c) "Ateneo" refers to the University of Florence
 - d) "administrative headquarter" refers to the structure where the PhD programme is based and the offices which manage its administration
 - e) "M.D." refers to Ministerial Decree no. 226 of 14 December 2021, "Regulations for the accreditation of PhD programmes and their headquarters and the criteria for the establishment of PhD programmes by accredited institutions
 - f) "Doctoral cycle" is the set of PhD programmes activated in a given academic year;
 - g) "active doctoral cycle" is the set of PhD programmes for which the prescribed duration has not yet expired.
2. The use, in these regulations, of the masculine gender has no discriminatory character but, understood as gender-neutral, responds only to the need for more immediate communication.

Article 3

Establishment and duration of PhD programmes

1. PhD programmes are established in areas in which it is possible to develop extensive, qualified and continuous teaching and research activities that are adequately recognised internationally.
2. The establishment of PhD programmes is proposed by the Department Councils and is approved by the Department Council, subject to the favourable opinion of the Academic Senate.
3. The PhD programmes are accredited by the MUR, acting on the assent of ANVUR, in accordance with the procedures and requirements set out in the M.D.; the accreditation lasts five years, and it is subject to monitoring and periodic assessment that the requirements are maintained.
4. The Evaluation Board annually verifies that the requirements for maintaining accreditation are met.
5. PhD programmes shall last no less than three years, without prejudice to the provisions of Article 17, paragraph 3. The teaching activities and the administrative start of the PhD programme shall normally coincide with the beginning of the academic year, subject to the provisions of Article 12, paragraph 1.

Article 4

PhD programmes within the framework of collaborations or consortiums

1. The University may request accreditation for courses and their locations individually or by entering into agreements or establishing consortia, which may serve as the administrative headquarters for the courses, with one or more of the following entities:
 - a) other Italian or foreign universities, with the option of awarding a multiple or joint final degree;
 - b) public or private research bodies, Italian or foreign, meeting high cultural and scientific qualification requirements and endowed with suitable scientific facilities and equipment;
 - c) institutions pursuant to Article 2, paragraph 1 of Law no. 508 of 21 December 1999, accredited in accordance with the provisions of the M.D., with the possibility of awarding a multiple or joint final degree;
 - d) companies, including foreign ones, carrying out qualified research and development activities;
 - e) public administrations, cultural institutions and research infrastructures of European or international importance, for the implementation of specific research and development or innovation programmes.

Article 5

Proposed establishment

1. The proposal to establish a PhD programme shall contain:
 - a) the formulation of a training programme, indicating a title and the scientific topics covered by the programme. The study programmes normally provide for training periods at other facilities, also abroad, in accordance with the regulations in force;
 - b) the possible subdivision of the project into curricula; the curriculum is a subdivision of the doctoral training programme supported by solid scientific and cultural motivations and referring to a circumscribed set of scientific-disciplinary sectors and themes, included in the overall programme; each curriculum must be represented by an adequate number of professors on the Academic Board;
 - c) an indication of the frequency of activities;
 - d) an indication of the maximum number of sustainable positions for the programme to be accredited and established, as well as the number of scholarships in compliance with the provisions of the M.D.;
 - e) a detailed description of the operational and scientific facilities, specific and qualified, in which PhD students can undertake study and research activities. They must be appropriate to the number of planned scholarships, including, in relation to the specific nature of the course, facilities for assistance, scientific laboratories, an adequate library, databases and computer resources;
 - f) advanced research and advanced training activities, also under the form of seminars, including those carried out in laboratories or research infrastructures of European level and interest;
 - g) training activities, including joint activities between several PhD programmes, involving interdisciplinary, multidisciplinary and transdisciplinary training, including language and IT skills development, as well as activities in the field of teaching, research management and knowledge of European and international research systems, the promotion and dissemination of results, intellectual property and open access to research data and products, and the fundamental principles of ethics and integrity;
 - h) a quality assurance system for the planning and management of doctoral training that complies with the Standards for Quality Assurance in the European Higher Education Area (EHEA), in accordance with ANVUR indications;
 - i) the composition of the academic board, in compliance with the provisions of the M.D., with the indication of the programme coordinator and the reference person for each curriculum, where provided for;

- l) for each member of the academic board, where different curricula are envisaged, an indication of the single curriculum of affiliation;
- m) an indication of the Department acting as the administrative headquarters for the programme;
- n) an indication of the possible participation of other University Departments or of the subjects referred to under Article 4.

Title II

Governing bodies of PhD programmes

Article 6

Governing bodies of PhD programmes

1. The governing bodies of the PhD programme are the academic board and the coordinator.

Article 7

Academic board: composition

1. The composition of the academic board complies with the requirements for accreditation: it respects, where possible, gender balance and includes members belonging to scientific fields consistent with the programme's training objectives.
2. In particular, the following may be members of the academic board:
 - a) first- or second-level tenured university professors, tenured researchers of Italian or foreign universities or public research bodies, and fixed-term researchers pursuant to Article 24, paragraph 3, letter b) of Law 240/2010;
 - b) in the case of PhD programmes in associated form with Italian or foreign public research bodies, the researchers acting as research managers, researchers or first researchers of the bodies themselves;
 - c) experts, although not members of universities or public research bodies, with high and proven scientific or professional qualifications in research areas consistent with the PhD programme's training objectives.
3. Each individual may be a member of only one board at the national level. Participation in an additional board is possible only when the board relates to a PhD programme organised in accordance with Article 4, including industrial PhD programmes pursuant to Article 32 and PhD programmes of national interest pursuant to Article 33.
4. Subject to the approval of the relevant Department Council, each university professor and researcher may be a member of PhD programmes at other universities.

Article 8

Academic board: procedure for appointing members

1. The Department Councils appoint the members of the academic board, who must meet the accreditation requirements. Professors and researchers from other universities or public research bodies must receive authorisation from their institute.
2. Substitution or integration of members of the board shall be determined by a resolution of the Department Council at the administrative headquarters of the PhD programme, upon proposal of the academic board, and shall take effect only from the subsequent ministerial accreditation.
3. Membership of the academic board is incompatible with the presence of a spouse, cohabiting partner or person having a relationship of kinship or affinity up to the fourth degree among those enrolled in the programme concerned.

4. The academic board is renewed or confirmed each year by the Department Council headquarters of the PhD programme. The board thus appointed monitors and coordinates the activities of the PhD students of all active cycles, taking over this task from the previous boards.
5. For the discussion of matters pertaining to teaching and organisational aspects, two representatives of PhD students shall participate in the academic board, unless the academic board decides otherwise. The right to vote is granted to PhD students enrolled in active cycles. The representatives remain in office for two years within the duration of the programme. Article 47, paragraphs 1, 3 and 8, first and second sentences of the University Statute and Article 17, paragraph 2, of the "Student Election Regulations" apply to the election procedures.

Article 9

Academic board: functions

1. The academic board is responsible for planning and implementing the PhD programme.
2. In particular, the academic board:
 - a) decides on admission exam procedures;
 - b) decides on the admission of supernumerary students, in accordance with the provisions of Article 16 below;
 - c) for each PhD student, approves the academic pathway and thesis topic, identifies the scientific disciplinary sector of reference and, in line with the sector, nominates the supervisor and from one to three co-supervisors;
 - d) establishes the calendar of activities and programmes for each year of the programme, as well as the procedures for periodically assessing the work and scientific-cultural training of PhD students;
 - e) it authorises students to spend periods of training and study abroad exceeding six continuous months;
 - f) proposes to the Department Council the stipulation of agreements with other public or private institutions;
 - g) expresses an opinion on the acceptance of an application for simultaneous attendance at a postgraduate medical school and a PhD programme, as well as on the reduction of doctoral activities, in accordance with Article 17 below
 - h) authorises, subject to the favourable opinion of the supervisor, the activities of the PhD student other than those of training and research proper to the PhD programme such as work, integrative teaching, assistance and tutoring activities, as well as participation in national or international research projects
 - i) decides on the extension of the duration of the programme and on the suspension of attendance of the programme referred to in Article 23 and takes note of the resumption of activities at the end of the suspension;
 - j) assesses the activity and research reports submitted by individual PhD students at the end of each year of the programme and decides, at the proposal of the supervisor after hearing the co-supervisors, on admission to the following year and to the final exam by drawing up the end-of-course presentation for each PhD student who has completed his/her studies. In the event of a negative assessment, it may exclude the PhD student from continuing the programme through a reasoned and detailed resolution;
 - l) expresses its opinion on any substitutions or additions to the academic board;
 - m) proposes the appointment, confirmation and replacement of the coordinator of the Department Council headquarters of the PhD programme. In the event of the resignation or inability of the coordinator to perform this function, it shall promptly propose the appointment of a new coordinator;
 - n) decides on the activation of the Doctoral Schools and membership thereof;

- o) decides the names of two evaluators for each doctoral thesis and proposes to the Rector the names of the members of the boards for admission to the programmes and for the degree final exam;
 - p) authorises the discussion of theses by videoconference;
 - q) may prepare internal regulations for the PhD programme to be submitted to the Department Council for approval.
3. Resolutions of the academic board are passed by the majority of those voting. In the event of a tie, the coordinator has the casting vote. Meetings of the academic board may also be held by video conference. Minutes must be kept of the meetings. Reference is made to the provisions concerning the functioning of the bodies in Article 48, paragraph 3, letters a., b., c., d., e., of the University Statute.

Article 10

PhD programme coordinator

1. The co-ordinator is a first-level full-time university professor or, in the case of motivated unavailability, a second-level full-time university professor member of the University and meeting the requirements for accreditation. The function of co-ordinator may be exercised in only one board at the national level.
2. The co-ordinator shall hold office for three academic years, starting from the beginning of the academic year following the appointment, in accordance with the provisions of Article 47, paragraph 4 of the University Statute, and may be confirmed once for a maximum of six consecutive academic years. The appointment, confirmation and replacement of the co-ordinator are decided by the Department Council headquarters of the PhD programme, at the proposal of the academic board, considering the MUR Guidelines for the accreditation of doctoral research programmes.
3. The co-ordinator must ensure a number of service years equal to the duration of his/her term of office prior to the date of retirement and performs his/her duties also with reference to the activities inherent to already active and not yet completed doctoral cycles.
4. The co-ordinator is a member of the academic board, is responsible for the organisation of the programme and ensures its effective running. To this end:
 - a) he/she convenes and presides over the academic board at least twice a year and whenever he/she deems it necessary for the smooth running of the programme, establishing the agenda for each meeting and implementing the related resolutions;
 - b) authorises PhD students to undertake periods of training and study abroad lasting up to six months.
5. If the co-ordinator is absent or prevented from performing his/her duties for a period of less than six months, a professor from the University who is a member of the academic board, designated by the co-ordinator, and who meets the requirements for accreditation, shall take his/her place as substitute member.
6. In the event of absence or inability to attend for a period of more than six months, the co-ordinator shall cease to hold office and shall be replaced by another professor in accordance with the provisions of paragraphs 1 and 2.
7. The co-ordinator's term of office shall expire following a transfer to another institution.

Article 11

Supervisors and co-supervisors

1. The academic board shall assign to each doctoral candidate a supervisor, a member of academia or of public research bodies or of the bodies referred to in Article 4(1)(b) who meets the requirements for membership of the academic board and under whose guidance the training, research and thesis-writing process is developed.

2. The board shall also assign to each PhD student between one and three co-supervisors, at least one of whom shall be a member of academia and meets the requirements for board membership.
3. The supervisor and the co-supervisors may also be chosen from outside the board, it being understood that the function may only be assigned to qualified personnel who are experts in the scientific fields of reference of the doctoral candidate's research project.
3. The supervisor guarantees a number of service years equal to at least the duration of the doctoral cycle. In the event of resignation or permanent disability, a new supervisor shall be assigned by the academic board, which may select him/her from among the co-supervisors.
4. The supervisor is primarily responsible for and reports to the academic board on the activities carried out by the PhD student and the progress of his/her research. In consultation with the co-supervisors he/she:
 - a) follows and guides the PhD student during research until the thesis, which he/she signs as supervisor, is completed;
 - b) informs the academic board of the PhD student's progress at least once a year;
 - c) expresses an opinion on the PhD student's admission to the following year and to the thesis assessment for the purpose of obtaining the degree;
 - d) notifies the academic board of any conduct of the PhD student that is relevant for the purposes of possible disciplinary measures.

Title III

Admission to PhD programmes

Article 12

Admission to programmes

1. Admission to the PhD programme is granted on the basis of an open selection procedure held at least once a year in accordance with an annual schedule set out by the governing bodies on proposal of the Rector.
2. Applications for admission may be submitted by those who, on the date of expiry of the call for applications, hold a Master's degree (*laurea magistrale* or *laurea specialistica*, or a *diploma di laurea* awarded in accordance with the regulations in force prior to Ministerial Decree 509/99 and Ministerial Decree 270/2004), or a similar academic qualification awarded abroad, or by those who obtain the qualification required for admission by the start date of the programme or a different deadline specified in the call for applications, under penalty of forfeiting admission in the event of a positive outcome of the selection process.
3. The suitability of the foreign qualification is ascertained by the PhD programme admissions board, also with the support of the competent offices of the University, in compliance with the regulations in force in Italy and in the country in which the qualification was awarded, as well as with international treaties or agreements on the recognition of qualifications for the continuation of studies.
4. The notice of the selection procedure, drafted in Italian and English, is issued by Rectoral decree and published for at least thirty days on the University website, the European website Euraxess and the MUR website. An extract is published in the *Gazzetta Ufficiale*. The notice contains:
 - a) the number of places available, specifying the number of those with a scholarship or any other forms of financial aid, as well those without a scholarship;

- b) the admission requirements, the criteria for the evaluation of qualifications and any written tests, including internationally recognised tests, as well as any interview;
 - c) the fees and dues charged to PhD students, also taking into account the provisions of current legislation on the right to study;
 - d) the possible provision of a certain number of scholarships reserved for students who hold a suitable qualification for admission to PhD programmes at foreign universities, or a number of positions reserved for students from foreign countries or from specific international mobility programmes; different admission procedures may apply in these cases, and a separate ranking shall be drawn up. Any unallocated reserved positions may be made available for regular admission procedures;
 - e) the possible provision, in the case of national, European and international collaborative projects, of specific admission procedures and organisational arrangements that take into account the characteristics of the individual projects provided, they are carried out as part of accredited PhD programmes;
 - f) indications regarding the admission exam pursuant to art. 14, par. 2.
5. At the end of the selection procedures, one or more merit rankings shall be drawn up and published after approval by rectoral decree.
 6. The laws and University regulations on document transparency and accessibility shall apply.

Article 13

Admissions Board

1. The admissions board for the PhD programme selection procedure shall be appointed by Rectoral Decree on the proposal of the academic board.
2. The boards nominated for each selection procedure are composed of three standing members including the president, chosen among university professors and researchers in service, also from other Italian and foreign universities, qualified in the disciplines pertaining to the scientific sectors of the PhD programme. The composition of the board shall also provide for a number of substitutes equal to at least half of the standing members, rounded up to the next whole number.
3. In the case of PhD programmes divided into curricula, the board shall include at least one representative from each curriculum.
4. The composition of the board may be supplemented with no more than two non-academic experts, including foreign ones, chosen from public and private research bodies and institutes.
5. In the case of a grant funded by an external body, the board may also be supplemented by a representative of the funding body.
6. In the case of PhD programmes established under an agreement or within a consortium, the board may consist of no more than nine members, including the chairperson.
7. The board should have an appropriate gender balance.
8. The board shall appoint a chairperson and a secretary from among its members.

Article 14

Entrance exam

1. The entrance exam shall ascertain, by means of appropriate comparative evaluation, the candidate's general preparation, skills and aptitude for scientific research.
2. The entrance exam procedures are set out in the selection procedure announcement (Call for applications) for each PhD programme and may include assessment of qualifications, written exams and an interview. Pre-selection based on qualifications and documents submitted by applicants, including a

research project proposal, may be carried out prior to the entrance exam.

3. The interview may include assessment of proficiency in one or more foreign languages, or of the Italian language for foreign citizens.
4. The entrance exam may also be in one of the foreign languages indicated in the announcement and by videoconference in the cases and in accordance with the procedures indicated in the announcement.
5. Those who are suitably placed in the merit ranking shall be admitted to the PhD programmes.

Article 15

Merit ranking and registration

1. At the end of its work, the admission board draws up one or more rankings; the acts of the competition are approved by rectoral decree.
2. Successful candidates are admitted to PhD programmes according to the order of ranking until all available positions are filled.
3. In the event of a tie, preference is accorded to the following:
 - a) for positions without a scholarship, the youngest candidate;
 - b) for positions with a scholarship, the candidate with the most disadvantaged economic situation, determined in accordance with the regulations in force regarding the right to study.
4. Registration of successful applicants is finalised with the payment of fees and dues. Should an eligible candidate forfeit registration, the next successful candidate in the ranking will be awarded a place within the terms indicated in the announcement.

Article 16

Supernumerary admission

1. Those holding a qualification that the academic board has deemed suitable for admission to the PhD programme, nationals of non-EU countries in receipt of scholarships awarded by the Italian government or national and international institutions and recipients of research scholarships funded by the European Union or by other European or international scientific institutions may be admitted in supernumerary numbers, subject to submitting an application for admission to the selection procedure. The academic board decides on admission.
2. Those who, having already been selected within the framework of research programmes of the European Union or of other international cooperation programmes, despite not having applied for admission to the selection procedure within the terms established by the notice, may also be admitted in supernumerary number and apply for enrolment in the PhD programme. Enrolment is in any case subject to verification of the qualifications possessed and to the prior approval of the academic board of the PhD programme which, in the case of candidates holding a qualification obtained abroad, shall decide on the suitability of the qualification.
3. Those who are enrolled on PhD programmes at foreign universities and who have signed agreements with the University for awarding a joint doctoral degree shall also be admitted in excess of the approved number of positions (supernumerary status).
4. Any additional categories of subjects to be admitted in excess of the approved number of places may be identified by annual resolution of the governing bodies.

Article 17

PhD programmes and postgraduate medical schools

1. Students enrolled in a Postgraduate School in the medical field may be admitted to a PhD programme if they:
 - a) are the winners of a competition for admission to a PhD programme run by the University;
 - b) the board of the Postgraduate School and the doctoral academic board certify the compatibility of the activities and the overall commitment envisaged by the Postgraduate School and the PhD programme, also taking into account the distance between the two locations.
2. The doctoral scholarship is incompatible with the emoluments, however denominated, received in relation to the activities of the postgraduate school; during the period of joint attendance the student cannot receive a doctoral scholarship.
3. In the event of admission to joint attendance, the PhD student may request a reduction in doctoral activities and in the duration of the PhD programme, which cannot, however, be less than two years.
4. The request for a reduction of doctoral activities shall be accepted if the academic board of the doctoral programme considers that the research activities already carried out in the postgraduate school are consistent with the doctoral project and, likewise, the board of the postgraduate school considers the doctoral project compatible with its teaching objectives.

Title IV

Scholarships and attendance

Article 18

Scholarships and financial aid for PhD students

1. Financial support for PhD students' study and research activities is guaranteed by:
 - (a) scholarships
 - b) research grants;
 - c) positions with a scholarship financed by other Italian or foreign bodies;
 - d) apprenticeship contracts;
 - e) positions reserved for employees of companies or public and private administrations that provide for continued salary payment.
2. The criteria for awarding the grants, also on specific topics with dedicated funding, are established by the call for applications and by the academic board, in accordance with the requirements and aptitudes of winners.
3. The scholarship lasts three years and is renewed annually upon verification of the completion of the activities planned for the previous year.
4. In the event of non-renewal or forfeiture of the scholarship, the unused amount, if not reallocated pursuant to paragraph 11 below, shall be reinvested for the funding of PhD programmes, without prejudice to funding from external bodies pursuant to the specific agreements.
5. The scholarship is subject to the payment of INPS social security contributions to the separate national insurance and pension scheme (*gestione separata*) in the amount of two-thirds to be paid by the administration and one-third by the scholarship recipient. PhD students on scholarships are required to register with the INPS separate social security scheme and enjoy the related protections and rights.
6. The scholarship, paid in monthly instalments in arrears, amounts to no less than that provided for by the relevant ministerial regulations. This amount shall be increased by a maximum of 50 per cent for a total period not exceeding 12 months, for the performance of research activities abroad authorised pursuant

to Articles 9, paragraph 2, letter e) and 10, paragraph 4, letter b) to PhD students with and without a scholarship. This period may be extended up to a maximum of eighteen months for PhD programmes in co-operation with foreign subjects or activated in agreement or consortium with other subjects.

7. In order to carry out research activities in Italy and abroad, each PhD student with or without a scholarship shall be guaranteed, for the duration of the programme and considering the financial resources available in the budget, a budget appropriate to the type of programme and in any case no less than 10% of the amount of the scholarship.
8. For the maintenance of apprenticeship contracts and other forms of financial aid in the programme years following the first, the same principles as for the maintenance of scholarships shall apply.
9. The principles set out in this Article shall not apply to scholarship holders from foreign States or recipients of financial support under specific mobility programmes.
10. Should a student withdraw from the programme or forfeit the scholarship, he/she shall lose the right to the scholarship from the day of forfeiture. The remaining portion of the scholarship will be assigned to the next PhD student in the merit ranking holding a position without a scholarship. Should the forfeiting student be the recipient of a scholarship on set topics, even if externally funded, the transfer of the residual scholarship to the next PhD student in the ranking without a scholarship shall only be applied following a resolution of the academic board, without prejudice to the provisions of any agreement.
11. Those who have already completed a PhD programme (PhD Degree), or an equivalent degree, may be admitted to a PhD programme in a different subject area provided they pass the selection procedure.
12. Those who have already been in receipt of a scholarship, even a partial one, for attending a PhD programme cannot receive one a second time.
13. The PhD student may forfeit the scholarship at any time. Forfeiture is irrevocable.

Article 19

Rights and duties of PhD students

1. The PhD student has the status of university student and maintains it until the doctoral degree is awarded. The incompatibilities provided for by these regulations and by the legislation in force shall cease from the end of the programme.
2. Admission to the PhD programme entails an exclusive and full-time commitment, without prejudice to the provisions of articles 17, 20 and 32, paragraph 2, letter b).
3. PhD students are obliged to assiduously perform research, study, and teaching activities according to the methods set out by the academic board. At the end of each year, they shall submit a report on the activities performed, the results achieved, any participation in seminars, congresses and other scientific initiatives and any publications produced. At the end of the programme, they shall submit their doctoral thesis.
4. Each PhD student is normally expected to carry out research and training activities, consistent with the doctoral project, at highly qualified institutions abroad. For PhD students with a scholarship, the extra funds referred to in article 18, paragraph 6 shall apply in this case.
5. Civil servants admitted to PhD programmes shall be granted, for the normal duration of the course, a leave of absence foreseen by collective bargaining agreements or, for civil servants under public law, special leave for study purposes, compatibly with the needs of the administration, with or without allowance and unless explicitly renounced and only if they are enrolled for the first time in a PhD programme, regardless of the academic field. If the employee is not granted leave, admission to the programme is subject to approval by the academic board, which verifies the compatibility of work activity with the educational and research activities envisaged by the PhD programme. Civil servants

admitted to a PhD programme are entitled to the budget referred to in Article 18, paragraph 7.

6. The regulations on the right to study referred to in legislative decree no. 68 of 29 March 2012 shall remain in force for PhD students.
7. Without prejudice to the application of the laws for the protection of parenthood referred to in Decree no. 247 of the Minister of Labour and Social Security of 12 July 2007, published in the *Gazzetta Ufficiale* of 23 October 2007, PhD students on leave shall retain the right to the scholarship. At the end of the period of suspension, the scholarship shall be paid upon resumption of course attendance up to the total duration of the scholarship.
8. The PhD student may, at any time, withdraw from the course by formally notifying the Rector and, for information, the co-ordinator and supervisor. Withdrawal is irrevocable.

Article 20

Compatible activities

1. The academic board may authorise the performance of paid work that enables PhD students to acquire skills pertaining to their doctoral field, after assessing the compatibility of such activities with the PhD programme's training, teaching and research activities.
2. As an integral part of the training programme, PhD students may carry out, subject to the authorisation of the academic board and without any increase in the amount of the scholarship, tutoring activities, including paid ones, for the benefit of students in undergraduate and postgraduate degree programmes. For the activities referred to in this paragraph, PhD students shall be paid the allowances referred to in Article 1, paragraph 1, letter b) of legislative decree no. 105 of 9 May 2003, converted, with amendments, by law no. 170 of 11 July 2003.
3. PhD students may carry out supplementary teaching activities and participate in exam and degree exam boards, up to a maximum of forty hours in each academic year.
4. For training purposes, PhD students may participate in research programmes carried out at departmental facilities and pertaining to the individual thesis project for completing the doctoral degree, subject to authorisation by the academic board.
5. PhD students enrolled in courses in the biomedical area may participate in clinical-assistance activities if they are functional to the research activity and consistent with the thesis topic, subject to authorisation by the academic board. The performance of assistance activities at the Careggi and Meyer University Hospitals is regulated by specific agreements.
6. The annual income, if any, received by the PhD student with a scholarship for the activities referred to in the previous paragraphs may not in any case exceed the annual amount of the doctoral scholarship.

Article 21

Incompatible activities and cumulation of benefits

1. Enrolment in a PhD programme is incompatible with:
 - a) simultaneous enrolment in another PhD programme, with the exception of co-tutorship agreements referred to in article 35;
 - b) appointment as contract professor for teaching, teaching modules and language training at any university or institution granting academic qualifications;
 - c) the replacement of professors and researchers in their teaching duties, without prejudice to the provisions of Article 20, paragraph 3;
 - d) other activities the academic board deems inconsistent with the performance of PhD programme activities.

2. Doctoral scholarships may not be combined with:
 - a) other scholarships awarded for any reason whatsoever, except those granted by national or international institutions to supplement the PhD student's activity with stays abroad;
 - b) the remuneration paid to doctors in specialist training, pursuant to Article 17, paragraph 2;
 - c) research fellowships; holders of research fellowships who are awarded a doctoral scholarship must relinquish the fellowship or the scholarship by the starting date of the programmes;
 - d) the remuneration of civil servants, including fixed-term civil servants.

Article 22

Enrolment in years subsequent to the first

1. Following the evaluation of the PhD student's work, the academic board shall decide on his/her admission to the following year of the course and the annual renewal of the scholarship.
2. With a justified resolution, the academic board may propose to the Rector the exclusion from the continuation of the PhD programme. In the event of exclusion, any scholarship awarded shall cease from the beginning of the new year.
3. Admission to the years following the first and to the final exam is also subject to verification of the payment of the required fees and dues.

Article 23

Extensions and suspensions

1. The PhD student may request an unpaid extension of up to twelve months if he/she is unable to submit the doctoral thesis by the established end of the programme. The academic board shall decide on the request, which must be documented and justified, after hearing the supervisor. The PhD student accorded an extension is allowed to use the quota referred to in Article 18, paragraph 7.
2. The academic board, having consulted the Department Council where the programme has its headquarters, may also request the extension of the duration of the PhD programme for a period not exceeding twelve months for justified scientific needs, ensuring the corresponding extension of the scholarship. The extension shall be approved by the University Administration Council subject to the opinion of the Academic Senate.
3. The PhD student may request the suspension of the programme in the event of justified impediments that do not allow effective attendance for an extended period. Absences and the reasons for them shall be assessed, for suspension purposes, by the academic board.
4. Suspension may last for a minimum of one month to a maximum of six months and entails non-payment of the scholarship. Suspension is requested by submitting a documented request to the academic board of the programme and may not take effect prior to the date of the request.
5. It is the right of the PhD student to obtain suspension for serious and documented illness, maternity or paternity leave, in compliance with the regulations in force on the subject, fulfilment of the universal civil service and for attendance of teacher training courses.
6. Periods of extension and suspension may not exceed a total of eighteen months, without prejudice to the specific cases provided for by law.

Article 24

Transfers

1. Under no circumstances students enrolled in PhD programmes are permitted to transfer to or from other universities, whether Italian or foreign.

Article 25

Causes for exclusion and automatic forfeiture

1. Students may be excluded from the PhD programme, by reasoned decision of the academic board, if:
 - a) at the end of the year of attendance, the academic board makes a negative assessment of student activities and scientific production;
 - b) they undertook work activities incompatible with the exclusive and full-time commitment to the PhD programme, in accordance with the provisions of Article 21;
 - c) they have unjustified and prolonged absences.
2. PhD students who, after three years from the date of completion of the cycle, have not obtained their degree, automatically forfeit their studies.

Title V

Awarding of the degree and subsequent obligations

Article 26

Awarding of the degree

1. The title of Doctor of Research, abbreviated as 'Dott.Ric.' or 'Ph.D.', is awarded following the successful evaluation of a research thesis, presented during a public discussion, that contributes to the advancement of knowledge or methodologies in the chosen field of research.
2. By the end of the programme, PhD students deliver their thesis in electronic format.
3. The doctoral thesis is written in Italian or English, or in another language, subject to the authorisation of the academic board, and is accompanied by an abstract in Italian and English.
4. The thesis shall be accompanied by a report by the PhD student on the activities carried out during the PhD programme and on any publications.
5. Admission of the PhD student to the final exam is subject to the positive assessment of the academic board, after hearing the opinion of the supervisor and co-supervisors.
6. In the event of a positive assessment, the academic board shall appoint two evaluators from outside the University or from universities or institutions affiliated with it, who are highly qualified and at least one of whom is a university professor or researcher. The evaluators may be members of foreign international institutions.
7. The evaluators shall examine the thesis, together with the report on the activities carried out during the PhD programme and any publications, and shall express, within thirty days of receipt of the documentation, a written analytical judgement proposing admission to the public discussion or postponement for a period not exceeding six months if they deem it necessary to make additions or corrections. Once this period has elapsed, the thesis shall in any case be admitted for public discussion, accompanied by a new opinion issued by the same evaluators.
8. Should one or both evaluators resign, the board shall appoint other evaluators. The thirty-day period shall start anew.

Article 27

Final exam

1. The PhD student admitted to the public discussion is required to complete the evaluation questionnaire for the PhD programme attended.
2. The public discussion shall take place before the board referred to in Article 28 below within six months

from the end of the cycle for PhD students who have received a positive judgement from the evaluators, or within one year, pursuant to Article 26, paragraph 7, in the case of postponement.

3. Based on a reasoned and documented request, the academic board may authorise the doctoral candidate to sit the final exam by videoconference.
4. In the event of duly documented illness or serious impediment, the academic board may decide to postpone the date of the public discussion.
5. Unexcused absence from the discussion shall result in the loss of the possibility to obtain the degree.
6. At the end of the discussion, the board shall express a written, reasoned judgement on the thesis and may award a degree with distinction when it unanimously recognises the particular scientific importance of the thesis. If the thesis is judged insufficient, the exam may not be repeated.
7. The training activities carried out by PhD students at one or more locations are certified by a document attached to the final diploma (*diploma supplement*).

Article 28

Examination Board for the final exam

1. The examination board is appointed by Rectoral decree, upon the proposal of the academic board.
2. The examination Board shall be composed of three full members and three substitutes, experts in the disciplines pertaining to the scientific area of the programme, two of whom are not members of the University, while respecting gender balance where possible. Notwithstanding the fact that at least two members must be serving university professors or researchers, one member may be among those participating in the PhD programme pursuant to Article 4.
3. Considering the different educational and research backgrounds of the candidates, the academic board may propose to the Rector the appointment of several boards.
4. The board shall appoint a chairman and a secretary from among its members.
5. External examiners may take part in the final exam by videoconference.
6. The board must complete assessments within ninety days of the date of the rectoral decree of appointment. Once the above-mentioned terms have expired, any board that has not completed its work shall lapse and the Rector shall appoint a new board excluding the lapsed members.
7. The resignation of board members must be justified and accepted by the Rector.

Article 29

Filing the thesis

1. Within thirty days of the presentation, the PhD student shall deposit the thesis in the University's institutional open access archive (FLORE), which guarantees its preservation and public consultation; the National Libraries of Rome and Florence shall retrieve the doctoral thesis from the aforesaid archive electronically.
2. The PhD student shall issue a declaration on the accessibility and content of the doctoral thesis.
3. The certification of the degree and, subsequently, the Ph.D. diploma are issued only after fulfilment of the requirements to deposit the thesis.

Article 30

Limiting access to the doctoral thesis .

1. Access to the doctoral thesis may be restricted for one of the following reasons:
 - a) portions of the thesis have already been submitted to a publisher or are awaiting publication;
 - b) the thesis is financed by external bodies that have rights to it and its publication;

- c) the thesis has elements of innovation for which patent protection procedures have begun or are planned. Patent application must be filed prior to the discussion.
2. In the cases referred to in the preceding paragraph, accessibility may be limited to 12 months from the awarding of the degree. This time limit may be extended by a further 6 months by justified request. Any further extensions for exceptional and duly justified cases shall be assessed and possibly granted by the Research Committee.
 3. In any case, the total period of restriction on accessibility may not exceed three years from the date the degree was awarded. Once this period has expired, the thesis can in any case be freely accessed and consulted.

Article 31

Intellectual and industrial property rights and confidentiality

1. Intellectual and industrial property rights over the results achieved by the PhD student are governed in accordance with current legislation and the University regulations and, where applicable, the provisions of individual agreements with universities, companies or institutes involved.
2. PhD students are required to sign appropriate confidentiality undertakings in relation to information, data and documents of a confidential nature of which they may become aware in the course of their work at and/or on behalf of the University.

Title VI

Industrial PhDs of national and international interest

Article 32

Industrial PhD and advanced training apprenticeship

1. At the time of initial accreditation or subsequently, PhD programmes activated pursuant to Article 4, paragraph 1 of these regulations may apply for recognition of the qualification "industrial doctorate", also as part of the designation.
2. The agreements referred to in paragraph 1 shall govern:
 - a) the methods for coordinating research activities among the parties;
 - b) the methods for carrying out research activities at the company, as well as, with regard to the possible positions covered by company employees, the division of the employee's duties and the duration of the PhD programme;
 - c) the incentive mechanisms to promote technology transfer and the development of research results by the partner companies.
3. The research topics characterising the industrial PhD programme place particular emphasis on the promotion of economic development and the production system, facilitating joint planning in relation to research topics and the activities of PhD students.
4. The calls for application to the industrial PhD programme may:
 - a) indicate specific requirements for the performance of research activities, such as interdisciplinarity, membership in international networks and intersectionality, with particular reference to the business sector;
 - b) allocate a share of the available places to the employees of the companies or of the contracted institutes engaged in highly qualified activities, admitted to the PhD programme after having passed the relevant selection.
5. The possibility set out in Article 45 of Legislative Decree no. 81 of 15 June 2015 to activate

apprenticeship contracts aimed at industrial doctoral training shall remain unaffected, guaranteeing in any case the prevalence of research activity. Such apprenticeship contracts are considered equivalent to doctoral scholarships for the purposes of calculating the minimum number of students required to activate the programme.

Article 33

PhDs programmes of national interest

1. Subject to accreditation and on the basis of specific agreements or the establishment of consortia, PhD programmes of national interest may be activated that contribute to the advancement of research, also through the achievement of specific objectives of the priority areas of intervention of the National Recovery and Resilience Plan, including those related to the enhancement of innovative PhD programmes for public administration and cultural heritage, or of the National Research Programme or of the relevant National Plans. For PhD programmes of national interest, the provisions of Article 11 of the M.D. apply.

Article 34

International PhDs programmes

1. In order to effectively coordinate high-level international research activities, PhD programmes or individual curricula may be activated, subject to accreditation, with foreign universities and research bodies of recognised international standing through the stipulation of special agreements, upon the proposal of the academic board and subject to the approval of the Department Council offering the PhD programme.
2. The agreements referred to in paragraph 1 shall be approved by the University bodies and shall state:
 - a) a training project with an analytical indication of the scientific topics, the articulation of teaching activity and of training and research periods carried out at the institutions concerned, specifying the coordinator for each institution and the academic board composed of representatives of all the institutions involved;
 - b) the financial contribution of each institution, including the funding of scholarships and mobility expenses for lecturers and PhD students, as well as any additional charges related to the operation of the programme
 - c) the procedures for admission to the programmes and for awarding the degree, the awarding of a joint or multiple final degree;
 - d) the possible procedures for appointing the admissions and the final exam boards, with the express provision that the institutions appoint an equal number of members to the board, also taking into account the regulations in force at the institutions involved.

Article 35

International agreements for co-tutoring doctoral theses

1. On the proposal of the academic board and the favourable opinion of the Department Council the University may enter into bilateral agreements to set up thesis co-tutoring programmes with foreign universities, both as administrative headquarters and as partner institutions, as well as framework agreements with foreign universities whereby individual co-tutoring agreements may be subsequently signed.
2. Co-supervised doctoral theses may be assigned to PhD students regularly enrolled in a PhD programme at one of the two partner universities. The PhD student coming from a foreign university must hold the

qualifications required for access to a PhD programme in Italy.

3. Co-supervision enables PhD students to carry out their study and research activities at each of the two participating universities and to write their thesis under the guidance of supervisors from both universities.
4. Based on the supervisors' assessments, the academic board assesses the activity of the PhD student under co-supervision for the purpose of admission to the following year and to the final exam, in accordance with the procedures established for all PhD students on the programme.
5. At the end of the programme, the PhD student shall be awarded a multiple or joint doctoral degree after passing a single final exam before a committee composed, on an equal number of members appointed by both universities.
6. The co-supervision agreement shall be drawn up according to the outline approved by the academic bodies. Non-significant modifications with respect to this outline are allowed; any agreement with substantially different contents must be approved by the academic bodies.
7. The agreement shall enter into force from the date of the last signature.

Article 36

Doctor Europaeus certification

1. In addition to the PhD title, a Doctor Europaeus certificate is awarded by the University upon resolution of the academic board, when the following four conditions established by the Confederation of European Union Rectors' Conferences and accepted by the European Universities Association (EUA) are met:

- a) the discussion of the thesis is carried out subject to the presentation of a positive judgement on the thesis work granted by at least two professors or researchers belonging to two institutions of two countries of the European geographical area different from the one in which the thesis is discussed;
- b) at least one member of the examination board belongs to an academic institution of a country of the European geographical area other than the country where the thesis is discussed;
- c) part of the discussion of the thesis is conducted in one of the official languages of the European geographical area other than that of the country where the thesis is discussed;
- d) part of the research presented in the thesis was carried out during a stay of at least three months, even if not consecutive, in a country of the European geographical area different from that of the PhD student's enrolment and origin.

Title VII

Doctoral Schools

Article 37

General principles

1. PhD programmes may be organised in Doctoral Schools, with the tasks of coordinating programmes and managing common activities assigned to them.
2. The School shall be established by rectoral decree after deliberation by the University bodies on the proposal of the interested Departments.

3. For their own functioning, the Schools may establish their own regulations. This is without prejudice to Rectoral Decree no. 926 of 16 June 2021 issuing the "Regulations for the School of Doctoral Studies in Social Sciences".

Article 38

School governing bodies

1. The governing bodies of the School are the Director and the Council.
2. The Director and the other members of the Council may not perform the same functions in another Doctoral School established at other Italian universities.

Article 39

Programme committee

1. The School Council is composed of the coordinators of the PhD programmes pertaining to the School. The resolution establishing the School may provide that the Council may be supplemented by an additional member for each PhD course within the School and shall establish the term of office. This member shall be designated by the academic board of the PhD programme from among its members.

Article 40

Head of programme

1. The Director is a full-time first-class professor who meets the requirements for accreditation and is elected by the Council from among its members. An absolute majority of the members is required for the election. Article 47, paragraphs 4 and 5 of the University Statute shall apply.
2. The term of office is four years and may be renewed only once.

Article 41

Programme activities

1. The School promotes and coordinates training and research initiatives common to its PhD programmes and supports the PhD programmes in all useful initiatives for improving the functioning of programmes and the quality of training.

Article 42

Scientific board

1. The School's internal regulations may provide for a Scientific Committee, the members of which have distinguished themselves in areas relevant to the School's activities. The Committee shall provide support and guidance in planning the School's scientific, cultural and educational activities. The School's regulations shall govern the manner in which the members of the Committee are appointed and its operation.

Article 43

Resources and sources of funding

1. In order to carry out its activities, the School benefits from financial resources:
 - a) allocated by the Departments that promote the School;
 - b) independently available from public and private institutions through the stipulation of specific agreements and conventions.
2. The University may assign funding to the School for the implementation of specific projects.

3. The funds allocated to the School are managed in a specific budget centre by one of the promoting departments on the basis of a rotation defined in the School's regulations.

Title VIII

Transitory and final provisions

Article 44

Transitory provisions

1. With the exception of the provisions of articles 8 paragraph 4, second sentence, 18 paragraph 10 first sentence, 19 paragraph 1, first sentence, 20 paragraph 3, 23 paragraph 1, 25 paragraph 2, 27 paragraphs 1 to 6, 28 and 31, for doctoral cycles active on the date of entry into force of these regulations, the University Regulations governing doctoral studies, issued by R.D. No. 670 of 4 July 2013, most recently amended by R.D. No. 858 of 8 June 2021, shall continue to apply.

Article 45

Final provisions

1. Pursuant to Article 51 of the University Statute, these regulations shall enter into force on the day following their publication in the Official Register. The regulations shall apply as from Cycle XXXVIII.
2. Without prejudice to the provisions of Article 44, from the date of entry into force of the present regulations, the "Regulations for the accreditation, establishment and operation of PhD programmes at the University of Florence", issued by Rectoral Decree no. 670 of 4 July 2013, most recently amended by R.D. no. 858 of 8 June 2021 and the "Regulations of the University of Florence for depositing the PhD thesis", issued by R.D. no. 1238 of 20 December 2012, are all repealed.
3. For anything not expressly provided for in these regulations, reference is made to the M.D. and the law.

The present document cannot be used for legal purposes, the official and legally binding document concerning the University of Florence PhD Regulation is the Rectoral Decree in Italian language available [here](#).