



UNIVERSITÀ
di CAMERINO

Subject: Issue of the new “University Regulations for PhD programmes at the University of Camerino”

THE RECTOR

- HAVING REGARD TO Ministerial Decree No. 226 of 14 December 2021, concerning the new “Regulations laying down procedures for the accreditation of PhD programmes and locations, and criteria for the implementation of PhD programmes by accredited bodies”;
- HAVING REGARD TO Ministerial Decree No. 301 of 22 March 2022, concerning the New Guidelines for the accreditation of PhD programmes (pursuant to Ministerial Decree No. 226/2021);
- CONSIDERING Law No. 240 of 30 December 2010, amended by Decree-Law No. 5 of 09 February 2012, as amended by Law No. 35 of 04 April 2012;
- WITH REFERENCE TO Ministerial Decree No. 45/2013 “Regulations laying down procedures for the accreditation of PhD programmes and locations, and criteria for the implementation of PhD programmes by accredited bodies”;
- HAVING REGARD TO the University Statute, issued with Rector’s Decree No. 194 of 30 July 2012, amended by Rector’s decree No. 179 of 18 September 2015, published in the Official Gazette of the Italian Republic No. 236 of 10 October 2015, and entered into force on 09 November 2015;
- WITH REFERENCE TO University Regulations for PhD programmes at the University of Camerino currently in force, issued with Rector’s Decree No. 202 of 04 July 2013, and also concerning the functioning of the School of Advanced Studies (SAS);
- CONSIDERING that the School of Advanced Studies, in its meeting of 14 April 2022, approved the proposed new draft for the University Regulations for PhD programmes, modified pursuant to the aforementioned Ministerial Decree No. 226 of 14 December 2021;
- HAVING REGARD TO the resolution of the Academic Senate of 29 April 2022, by which the Academic Senate approved the text of the new Regulations;
- HAVING REGARD TO the resolution of the Board of Directors of 03 May 2022, by which the same body expressed a favourable opinion on the issue of the new Regulations;

DECREES

The issue of the new “University Regulations for PhD programmes at the University of Camerino”, attached to this Decree, of which it is an integral part.

New Regulations shall be published on the official website of the University of Camerino within the first working day following the date of issue of this Decree, and shall enter into force on the same date.

[electronic signature: THE RECTOR
Prof. Claudio Pettinari
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06 May 2022
07:20:03 UTC



UNIVERSITÀ
DI CAMERINO

UNIVERSITY REGULATIONS FOR PhD PROGRAMMES

Approved by the Academic Senate in its meeting of 29 April 2022

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Title I. Purpose, scope, and definitions

Article 1 – Purpose and Scope

1. These Regulations govern the establishment and operation of PhD Programmes at the University of Camerino (hereinafter UNICAM).
2. UNICAM PhD Programmes develop the pertaining activities within and with the coordination of the “School of Advanced Studies” - hereinafter referred to as “S.A.S.”.
3. UNICAM, through the S.A.S., promotes PhD Programmes as essential tools for the dissemination and improvement of research methodologies, and as a privileged venue for the elaboration and deepening of new knowledge, within the framework of the current national and European regulations.
4. With the purpose of contributing to the development of your researchers, and to the creation of the European research area, both basic and applied, the activities of the S.A.S. are developed in line with the principles defined in the European Charter for Researchers and the Code of Conduct for their Recruitment, implemented in the University, including through the Human Resources Strategy for Researchers (HRS4R).

Article 2 – Definitions

1. For the purposes of these Regulations, the following definitions shall apply:
 - a. University or UNICAM: University of Camerino;
 - b. School of Advanced Studies (S.A.S.): PhD School that promotes and coordinates all the educational and scientific activities of the PhD programmes at the University of Camerino;
 - c. PhD Programme: A Doctoral Degree Programme a PhD lasting at least three years, which focuses on broad, organic, and clearly defined disciplinary fields, characterised by scientific topics and related research methodologies;
 - d. PhD programme curriculum: An educational pathway activated within the PhD programme on the basis of specific training and research needs;
 - e. School of Advanced Studies or S.A.S.: University School that supports, coordinates, and manages UNICAM PhD programmes;
 - f. Administrative headquarters of the PhD programme: the University that establishes and manages a PhD programme;
 - g. Consortium: Body having its own legal personality, made up of both Italian and foreign universities; highly qualified public or private research bodies; institutions of high artistic, musical, and dance training; companies, public administration bodies; cultural institutions; and research infrastructures, involved in the activation and conduct of one or more PhD programmes;
 - h. Ministry: The Ministry responsible for universities and research;
 - i. ANVUR: Italian National Agency for the Evaluation of Universities and Research Institutes;
 - J. European Charter for Researchers and the Code of Conduct for their Recruitment: Recommendation of the European Commission of 11 March 2005, which lists a set of general

principles and requirements that specify the role, responsibilities, and rights of scientific researchers, and of the people who employ and/or finance them;

- k. Human Resources Strategy for Researchers (HRS4R): Management and development strategy of researchers' careers, aimed at implementing the principles of the European Charter for Researchers and the Code of Conduct for their Recruitment.

Title II. Organisation, Establishment, and Renewal of PhD Programmes

Article 3 – Organisation and Management of PhD Programmes

1. Organisation and management of PhD programmes at UNICAM is entrusted to the S.A.S., which is the department that coordinates the design, organisation, and evaluation of programmes for the obtaining of the PhD Degree, promoting their internationalisation, and enriching them with multidisciplinary and interdisciplinary contents and activities. The S.A.S. has scientific, teaching, and functional autonomy and, within the limits set by the University Regulations for administration, finance, and accounting, it also has managerial autonomy. Management autonomy includes the ability to account for and make contributions to support capable and deserving doctoral students, who are in particular and contingent conditions of need.

2. The S.A.S. guarantees, on the basis of the budget assigned by the UNICAM Administration, the resources necessary for the organisational structure, processes, and procedures of the activated PhD programmes, also in order to accredit and/or certify their quality, in accordance with the provisions of national and international regulations and accreditation bodies, and in accordance with the standards for quality assurance in the European Higher Education Area (EHEA).

3. Furthermore, the S.A.S.:

- a. supports the design link between PhD programmes, and bachelor's and master's degree programmes, as well as the organisation and administration of centralised activities relating to PhD programmes;
- b. promotes the aggregation of scientific areas that have methodological and cultural similarities, proposes in-depth studies that are coherent with each other, capable of promoting comm joint educational pathways (in the field of teaching; management of research and knowledge of European and international research systems; exploitation and dissemination of results; intellectual property and open access to research data and products; fundamental principles of ethics, gender equality and integrity; responsible innovation), multi-disciplinary connections and border research between the different fields of knowledge;
- c. promotes an intense network of collaborations with other national and international schools, and with public and private bodies, with which it identifies and promotes the research topics and the scientific/disciplinary directions on which to base the planning of educational activities;
- d. facilitates teaching planning by ensuring qualifying training opportunities for several PhD programmes through joint initiatives;
- e. stimulates and supports the presence of foreign doctoral students: both, i) those regularly admitted to programmes - and where appropriate, also reserving specific scholarships for them -; and ii) visiting students;

- f. promotes and supports for all PhD students, also by identifying appropriate financial support mechanisms, the carrying out of training periods at other universities, companies, or qualified private or public research institutions, in Italy and abroad;
 - g. supports a more organic and extended relationship between University PhD students and external settings, both professional and research;
 - h. facilitates better advertising of PhD programmes, including internationally;
 - i. designs and implements common systems for the selection and evaluation of PhD students;
4. PhD programmes usually start at the beginning of the academic year, and have a normal duration of 3 years.
 5. The scientific, organisational, and teaching responsibility of each Programme lies with the relative Academic Board, which defines, on the basis of the indications and the coordination and supervision of the S.A.S., the plan of activities articulated over the years of duration of the Programme, the number of hours of compulsory attendance, as well as the methods of annual verification of the knowledge acquired.
 6. The curriculum and the annual calendar of activities are communicated to the PhD students at the beginning of the Programme.

Article 4 – Establishment and Renewal of Programmes

1. Proposals for the establishment and/or renewal of PhD programmes with administrative headquarters at the University of Camerino, and / or those adhering to joint PhD programmes, with administrative headquarters at another accredited University, with the exclusion of programmes of national interest, referred to in Article 6 of these Regulations, must be sent to the Head of the S.A.S., drawn up on the basis of the template, and with the deadlines and methods predefined and communicated by the S.A.S.
2. Proposals for the establishment of a new PhD programme must be submitted, in the manner indicated in the previous paragraph, by the coordinator of an Academic Board configured and composed in accordance with the characteristics provided for by the national legislation in force for the accreditation of PhD programmes, taking into account, where possible, gender balance.
3. The proposals for the establishment and/or renewal approved by the Board of the S.A.S. are subject to the approval of the Academic Senate and, to the extent of its competence, by the Board of Directors, after obtaining the opinion of the Evaluation Committee.
4. The University Evaluation Unit is responsible for the prior verification of the accreditation requirements of the newly proposed programmes, their consistency with the educational planning, the availability of departmental, human, and financial resources necessary for their activation.
5. The proposals for the deactivation of PhD programmes are approved by the Academic Senate on the proposal of the Board of the S.A.S.

Article 5 – Joint PhD Programmes

1. In order to effectively coordinate the research activity of the third-level education at national and international level, UNICAM can stipulate agreements, and/or set up consortia, in time to guarantee the presentation of the ministerial accreditation request, with the following subjects:
 - a. other Italian or foreign universities, with the possibility of issuing multiple or joint final degrees;
 - b. public or private research bodies, Italian or foreign, in possession of high cultural and scientific qualification requirements, and equipped with suitable scientific facilities and equipment;
 - c. accredited institutions of high artistic, musical, and dance training, with the possibility of issuing multiple or joint final qualifications;
 - d. companies, including foreign ones, that carry out qualified research and development activities, with the possibility of allocating a portion of the available places to employees of companies engaged in highly qualified activities, who are admitted to the PhD programme after passing the relative selection, or with apprenticeship contracts, which are considered equivalent to PhD grants for the purpose of calculating the minimum number necessary for the activation of the programme; in the context of PhD programmes activated in collaboration with companies, they may also be defined as “industrial”, pursuant to the provisions of legislation in force;
 - e. public administration bodies, cultural institutions cultural institutions, and research infrastructures of European or international significance, for the implementation of specific research and development, or innovation programmes.
2. Proposals for the establishment of joint PhD programmes must be forwarded to the Board of the S.A.S., and follow the approval process illustrated in the previous Article 4.
3. The agreements, including those relating to consortia, in compliance with the principle of reciprocity, must provide for an effective distribution of training and research activities, the fair distribution of financial burdens, the modalities for the regulation of financial support, the availability of adequate operational and scientific premises, the modalities of exchange and mobility of teachers and PhD students, and the possible issue of multiple or joint degrees.
4. The parties to agreements or consortia members undertake to ensure the activation of the PhD cycles, as a rule, for at least three years, and to comply with these Regulations, without prejudice to express exceptions provided for in such conventions or agreements, which, in case of cooperation with other qualified Institutions may also concern the composition of the Academic Board.
5. In the case of PhD programmes activated in association with public research bodies, the composition of the Academic Board, including non-university members, shall be determined on the basis of applicable legislation in force.
6. In consortia with universities and public or private research bodies providing higher education, even with different countries, the issue of the academic qualifications shall take place in accordance with the provisions of current legislation, and in compliance with the agreements signed by the parties.

Article 6 – PhD Programmes of National Interest

1. Any proposals for the establishment or adhesion to PhD programmes of national interest, pursuant to Art. 10 and Art. 11 of Ministerial Decree No. 226/2021, having heard the opinion of the S.A.S., must be forwarded to the UNICAM Rector, and for information to the Director of the S.A.S.
2. The Academic Senate shall decide on the proposals referred to in the previous paragraph, which must be accompanied by all the information necessary to assess the purposes and the actual compliance with the requirements of the relevant legislation, having heard the opinion of the Board of Directors, as far as it is concerned.

Title III. Financing and Evaluation of Programmes

Article 7 – Financing and Resource Management

1. The Board of Directors, on the basis of what is proposed by the Board of the S.A.S., having acquired the binding opinion of the Academic Senate, shall approve, annually, the plan for the allocation of the resources necessary for the establishment and operation of the PhD Programmes, and for the renewal of existing ones, as well as for the adhesion to Joint PhD Programmes, with administrative headquarters at another University.
2. Scholarships, the amount of which must comply with the provisions of the legislation in force, may be financed from:
 - a. University funds or funds of the proposing Departments;
 - b. Ministry funds, using the financing lines provided for by the legislation in force;
 - c. Funds provided for within the association forms;
 - d. Funds of other ministries or other public or private entities;
 - e. National, European, and international tenders.
3. The funds for operating expenses possibly allocated by the University, as well as those made available by the proposing departments or external institutions, shall be allocated in the budget of the S.A.S.
4. The holders of funds relating to research projects consistent with the training/educational project envisaged for the obtaining of the PhD degree, with which the doctoral students collaborate and in which they are formally inserted, may, with the consent of the Coordinator of the Programme, support the expenses related to national and international mobility with their own funds, and also contribute to the financing of the scholarship.
5. The Council of the S.A.S., on the basis of the available budget, may annually decide on a sum to be allocated to further mobility activities of the PhD students, and to the participation in conferences, congresses, courses, seminars, and other initiatives deemed appropriate and relevant to the PhD programme, including the possibility of allocating resources to the activities established by the Teaching Bodies of the individual curricula.
6. As regards the treatment of mission due to PhD students, reference is made to the specific University regulations.

Article 8 – Quality Assurance and Internal Evaluation System

1. Unicam applies a quality assurance system for the design and management of PhD training, in accordance with the Standards for quality assurance in the European Higher Education Area (EHEA), to all PhD programmes, following the indications and guidelines issued by the competent national bodies.
2. At the end of each academic year, the Coordinator of the Programme, shall send, after first sharing with the Academic Board, to the Head the S.A.S. a review report of the activities carried out, with the analysis of the results obtained, any unresolved critical issues, risks, and opportunities for the development of the activities.
3. Head of the S.A.S. shall analyse the results illustrated in the review reports referred to in the previous paragraph, and submit to the Board of the S.A.S and the University Evaluation Unit an overall report on the progress of the training projects, with a possible proposal to suppress those Programmes that do not meet the pre-established characteristics and quality requirements.
4. The University Evaluation Unit, based on the analysis produced by the Board of the S.A.S., and on the basis of its own independent analysis on the existence of the requisites of the proposing departments, and the correspondence of the programme to the training objectives, also in relation to professional opportunities and the level of training of PhD students, and before the start of the annual procedure for renewing the activation of programmes, shall draw up a report with its proposals, suggestions, and notes for the improvement of the activities. The annual report of the Evaluation Unit, which must take into account the provisions of European standards for quality assurance and the provisions of the ANVUR (Italian National Agency for the Evaluation of Universities and Research Institutes) guidelines in this regard, is sent to the Head of the S.A.S., the Rector, and to the ANVUR.

Title IV. Organisation and Functioning of PhD Programmes

Article 9 – Bodies of the PhD Programme

1. Bodies of the PhD programme are the following:
 - a) Coordinator of the Programme
 - b) Academic Board
2. If several curricula are provided for within a PhD programme, the respective Heads shall be appointed by the Board of the S.A.S., upon proposal of the Coordinator.

Article 10 – Coordinator of the Programme

1. The Coordinator of the Programme is responsible for the planning and organisation of the educational, scientific, and administrative activities of the programme; for this purpose, they avail themselves of the collaboration with the Heads of any designated curricula.
2. The Coordinator of the Programme shall be appointed by the Board of the S.A.S., on the recommendation of the Academic Board. The Coordinator of the Programme must be identified among full-time employees of UNICAM, and who are part of the Academic Board active at that time. They must also be in possession of the specific requirements established by national legislation. The term of office is four academic years; the position is renewable only once.
3. Furthermore, the Coordinator of the Programme shall do the following:

- a) convene and chair the meetings of the Academic Board, and implement its decisions;
- b) coordinate and monitor, after consulting with the Academic Board, the planning and implementation of the educational and scientific activities of the Programme, also in liaison with the competent administrative offices for the management of administrative practices relating to the careers of the PhD students;
- c) prepare the proposals for renewal of the activation of the Programme, after consulting the Academic Board, and provide for all the needs and urgencies relating to the programme activities not explicitly provided for in these Regulations, pursuing the best functionality and quality of the activities of the PhD students;
- d) draw up, at the end of each academic year, a review report of the activities carried out, also aimed at the monitoring activity carried out by the ANVUR. This report shall be sent to the Head of the S.A.S. who will include it in the overall report that will be submitted to the University Evaluation Unit, as provided for in Article 8 of these Regulations;
- e) appoint a Deputy Coordinator, capable of replacing him/her in the event of absence or impediment, as well as in the event of early termination of office, until the new Coordinator is appointed.

Article 11 – Academic Board

1. The composition and scientific qualification of the members of the Academic Board must be in line with the requirements for the accreditation of PhD programmes prescribed by the legislation and guidelines in force at the national level.
2. UNICAM professors and researchers who intend to participate in the Academic Board of a PhD Programme activated by another university must apply for the authorisation from the University School to which they belong. If, at the time of the request for authorisation, these professors are members of the Academic Board of a UNICAM PhD Programme, the authorisation of the academic department will be subject to the acquisition of the positive opinion by the Board of the S.A.S. Considering that each teacher can participate in a maximum of 2 Academic Boards on a national basis, one of which in joint projects, once the authorisation has been obtained, the teacher concerned must resign from the Academic Board of the UNICAM PhD Programme, of which he/she is a member, before formalising the admission to the Academic Board of the PhD Programme activated by another university.
3. For university professors and researchers, or those from Public Research Bodies, participation in the Academic Board of a PhD Programme activated by UNICAM, where applicable, is subject to the authorisation from the University, or from the institution to which they belong.
4. For the purpose of dealing with educational and organisational issues, two representatives of the PhD students (in respect of gender equality), elected from among the members of the relevant PhD Programme shall be allowed to attend the sessions of the Academic Board. The methods of election will be arranged by specific regulations.
5. In the case of the establishment of a new PhD Programme, the first meeting of the Academic Board shall be convened by the Head of the S.A.S., within thirty days of the establishment resolution by the competent University bodies. The Head of S.A.S. shall take care of the necessary formalities until the establishment of the Academic Board, and the appointment of the Coordinator.
6. The Academic Board shall do the following;

- a) organise the training activities and other teaching activities of the PhD programme, and define the curricula;
- b) analyse and express its opinion on the proposals for joining new members to the Academic Board, it being understood that, annually, the Board of the S.A.S. shall approve the composition of the Academic Board, which will be indicated in the accreditation/accreditation confirmation phase;
- c) contribute to the definition of the contents of the notice of selection procedure for the admission to a PhD Programme;
- d) monitor the progress of the training and research pathway of each PhD student, establishing times and methods for the presentation and verification of results;
- e) assign to each PhD student a supervisor and one or more co-supervisors, of which at least one coming from the academic community, chosen by the Academic Board, including from among external subjects, provided that at least one of them is in possession of the requisites required for the members of the same Board. With reference to industrial PhD programmes, each PhD student shall also be assigned an internal co-supervisor from the company with which the research project is carried out, having high scientific or professional qualifications;
- f) authorise the PhD students to visit another institution in Italy and abroad for training and/or research periods of more than three months.
- g) approve the participation of the PhD students in internships organised by public or private Italian or foreign subjects, if the expected duration is more than three months;
- h) approve the co-tutorship programs for outgoing and incoming theses;
- i) authorise the PhD students to carry out any teaching, subsidiary, and supplementary activities, and extra-curricular research activities;
- j) evaluate, at the end of each academic year, the report on the activities carried out by the PhD students, for the purposes of deciding whether they are admissible or not to the following year of the programme, and approve the admission to the review of the thesis for the purpose of obtaining the degree;
- k) promote relations with other Italian and foreign universities, and with public and private bodies, for the purpose of better conduct of research activities;
- l) propose to the Rector the names of the members of the selection committees for admission to PhD Programmes;
- m) identify, after consulting the supervisors/co-supervisors of the PhD students, the teachers, not less than two, to whom the evaluation of the thesis shall be entrusted, in accordance with the provisions of Art. 8, paragraph 11 of Ministerial Decree No. 226/2021, prior to the public discussion of the thesis;
- n) propose to the Head of S.A.S. the names of the members of the final exam committees;
- o) meet at least six times a year.

Title V. Admission to PhD Programmes

Article 12 – Procedures and Requirements for Admission to PhD Programmes

1. The application form can be submitted by Italian or foreign citizens who, on the deadline indicated in the Notice of Selection Procedure, are in possession of a master's degree or an equivalent qualification obtained abroad. The application form can also be submitted by candidates who obtain the qualification required by the date of enrolment in the PhD programme, under penalty of forfeiture of admission to the programme if the qualification is not obtained.

2. The suitability of the foreign degree/qualification shall be ascertained by the PhD programme selection committee, in compliance with the legislation in force in Italy and in the country in which the qualification was issued, as well as with international treaties or agreements on the recognition of qualifications for the continuation of studies. The relevant offices will verify the eligibility. If the Declaration of Value or the Diploma Supplement, or any other documentation submitted by the candidate does not certify this eligibility, the admission of interested party to the PhD programme shall be forfeited, with consequent return of any scholarship instalments received.
3. Admission takes place by passing a selection procedure, which must be completed within the deadlines that allow the planned start of the academic year, aimed at verifying the candidate's preparation, their aptitude for scientific research, and knowledge of one or more foreign languages.
4. In relation to procedures aimed at the acquisition of competitive funding in the context of the PhD programme, aimed at the realisation of national, European, and international collaborative projects, if deemed necessary, specific admission and evaluation procedures with separate ranking lists may be envisaged, as well as different start dates.
5. In cases in which the PhD programme is based on several curricula, or the grants related to the development of specific topics are envisaged, the topics of the exams may be different, but they must be carried out contextually.

Article 13 – Notice of Selection Procedure

1. Notice of the selection procedure, The competition notice, same for EU and non-EU citizens, drawn up in Italian and English languages by the S.A.S., is issued by Rector's Decree, and published, as a rule, for 60 days, and in any case not less than thirty days, on the University website, on the national website made available by the competent Ministry, and on the European website Euraxess, as well as in the Official Journal of the Italian Republic.
2. The single Notice concerns all the PhD programmes activated by UNICAM, giving visibility to the PhD programmes and related *curricula*, indicating the minimum number of places available, with and without the scholarship.
3. The Notice must state:
 - a) the duration of the programme and the *curricula*;
 - b) the number of places available;
 - c) the number of scholarships available and the amounts of the same;
 - d) the number of contracts, if any, for internships/apprenticeships, and/or any other forms of financial support;
 - e) any share of places reserved for graduate students from foreign universities, also in relation to formally established collaboration relationships, for grant holders from foreign countries or specific international mobility programs, or, in the case of an industrial PhD programme, for employees of companies engaged in activities requiring high qualification; any share of places reserved for subjects who collaborate with academic institutions or research centres in Italy or abroad, engaged in activities requiring high qualifications, and who receive a fee of no less than the PhD scholarship by virtue of a formalised relationship, the expected duration of which is at least twenty-four months from the beginning of the PhD programme;

- f) the requirements for admission to the PhD programme, and the candidates evaluation criteria;
 - g) the deadline and procedures for submitting the application for admission;
 - h) the procedures for carrying out the selection, specifying any foreign languages in which the candidate can sit the exam(s), the schedule and exams envisages, including internationally recognised tests. In the case of European and international collaboration projects, specific admission procedures and organisational methods may be envisaged, which take into account the characteristics of the individual projects, provided they are activated within the framework of accredited PhD programmes;
 - i) the methods for drafting the admission ranking list, and the deadlines by which successful candidates must submit the application for the enrolment in the PhD Programme;
 - j) any fees to be paid by the PhD students and the rules governing exemptions;
 - k) for foreign PhD students, from non-EU countries the costs of health care, registration with the Italian National Health Service (SSN), and residence permits;
 - l) the rights and duties of PhD students;
 - m) the procedures for obtaining the degree.
4. The Notice of Selection Procedure may provide for the possibility of carrying out the admission tests remotely, electronically, through the use of suitable audio-video connection tools.
5. The number of places available with a scholarship, and/or covered by Internship/apprenticeship contracts, or any other forms of financial support, may be increased following funding that becomes available after the announcement of the Selection Procedure, and before carrying out the last exam scheduled for the relevant selection procedure. Any increase in the number of scholarships may determine, at the request of the Coordinator, and after consulting the Academic Board, the increase in the total number of places available for selection procedure. Any such increase shall be appropriately publicised on the University website.
6. For the same PhD cycle and for each PhD Programme activated, several Notices may be issued, usually before the start of the academic year of reference.
7. The following must be attached to the Notice: A form for submitting the application (application form), containing the indication of at least 3 presenters who are believed to be able to support the application by filling in the reference form; the template for the presentation of references, to be filled in by at least one teacher/researcher (presenter) who knows the candidate. In the absence of cover letters, the application shall not be evaluated.
8. Candidates are admitted to the Programme following the order of the rank list, subject to the number of places available. In the event of non-acceptance by the successful candidates within the deadline set, another candidate shall take their place, according to the order of the rank list.
9. In case of successful placement in several rank lists, the candidate must choose a single PhD Programme, within 7 days from receipt of the communication.
10. In the case of conventions or agreements with small and medium-sized companies, artisan companies, and other enterprises referred to in Art. 2,195 of the Italian Civil Code, subjects referred to in Art. 17 of Law No. 317 of 05 October 1991, the study programme can be agreed between the University and the aforementioned subjects, with regard to the granting of the concessions referred to in the current legislation.
11. Candidates in possession of a PhD degree may be admitted to attend a new PhD programme not covered by a scholarship, after passing the selection exams.

Article 14 – Selection Committee and Evaluation Methods for Admission to the PhD Programme

1. The Rector shall appoint the Committee members upon their designation by the Board of the S.A.S.
2. The Committee must be composed, respecting, where possible, gender balance, in addition to the Head of the S.A.S. who chairs it, of members identified from among UNICAM university professors and researchers, designated by the Academic Boards of the PhD programmes interested in the selection, to the extent of one for each Board, and - in equal numbers - between external experts and researchers from Italian or foreign institutions, qualified in the disciplines pertaining to the scientific fields of the PhD programmes.
3. In relation to each effective member, the Academic Board appoints an alternate member.
4. Each Academic Board shall designate the effective and alternate members of the Selection Committee at least thirty days before the date set for the selection procedure. If the Board fails to designate within the required terms, or a member of the Selection Committee renounces the position, or is unable to participate, the Rector shall directly appoint the replacement, after consulting the Head of the S.A.S.
5. The Committee may make use of suitable IT tools in carrying out the selection.
6. The Committee shall analyse and evaluate a hypothesis of a research programme that candidates are invited to submit; it shall also take into account the candidate's CV, with particular reference to graduation marks, other academic qualifications, scientific publications and presentations at congresses, awards, and recognitions. Presentation letters from presenters shall also be evaluated. Successful candidates shall be placed on a shortlist, subject to a second phase of evaluation.
7. The second phase of evaluation provides for a selection, by sub-committees, organised on the basis of the PhD programmes concerned, and made up of the respective members of the Academic Board and external experts in the disciplines pertaining to the PhD programme; The selection, open to the public, shall be aimed at verifying the candidate's preparation, their aptitude for scientific research, and knowledge of one or more foreign languages. This selection procedure may consist of an interview; the modalities shall be defined by the appointed Academic Board, and shall mainly be remote, so as not to discriminate or discourage candidates residing abroad. The evaluation methods proposed by the appointed Academic Board must be approved by the S.A.S.
8. In the case of PhD programmes established as a result of international inter-university cooperation agreements, the admission procedures shall be defined in accordance with the provisions of such agreements, and specified in the Notice of Selection Procedure, in compliance with these Regulations.
9. For Joint PhD Programmes and national PhD Programmes, the selection procedures shall be defined in the specific Notices of Selection Procedures, and must in any case respect and be consistent with the legislation in force.

Article 15 – Scholarships and Other Forms of Financial Support

1. Scholarships available for each PhD cycle and for each PhD programme, according to the provisions of the legislation in force, shall be assigned after a comparative evaluation procedure, according to the order defined in the relative rank list and, in the case of restricted thematic scholarships, without prejudice to the evaluation of specific eligibility for admission expressed by

the Committee; In case of equal score, the younger candidate shall prevail. These scholarships cannot be combined with research grants or other scholarships awarded for any reason, except those granted by national or foreign institutions, aimed at integrating the research activity of the PhD student with stays abroad.

2. Those who have already benefited, even partially, of a scholarship for attending a PhD programme in Italy cannot benefit from it a second time for the same reason.
3. The duration of the scholarship is usually equal to the entire duration of the programme; the scholarships are confirmed annually by the Board of the S.A.S., having acquired the result of the verification by the Academic Board of the activity carried out in the previous year by the PhD student. In the event that a PhD student does not pass the annual verification, they lose the PhD student status, the disbursement of the scholarship is suspended, and the PhD student cannot complete her/her study pathway.
4. The amount of the scholarships is determined as no less than that provided for by the relevant national legislation, and the duration of the scholarship is equal to the entire normal duration of the Programme, without prejudice to the provisions of paragraphs 3 and 5 of this Article.
5. For the scholarship to be used, the candidate must be in possession of all the legal and economic requirements envisaged by the laws and regulations in force. In the event that the PhD student loses these requirements during the course of the PhD programme, they lose the right to the scholarship, with the obligation to return the amounts already received in the reference calendar year.
6. For all PhD students who are eligible under current national legislation, additional funding is guaranteed for periods of residence and stay abroad corresponding to an increase of no less than 50% of the amount of the scholarship. These periods cannot in any case exceed 12 months, with the exception of co-supervised PhD programmes, for which the overall maximum limit is 18 months. The written request for the above mentioned increase must be sent, by the Coordinator of the Programme, to the Head of the S.A.S. and must be accompanied by certification that the activity for which the student's mobility is requested falls within the scope of the implementation of the study and research program formulated at the time. A continuous period of not less than one month is to be considered a stay abroad, unless otherwise indicated by the Coordinator.
7. The scholarship shall be paid in deferred monthly instalments, unless the Coordinator of the Programme sends to the S.A.S. and to the University Administration Office, a communication of termination to attendance of the programme, or of the exclusion by the Academic Board in the event of unjustified absence or non-fulfilment of obligations by the PhD student receiving a scholarship.
8. Each PhD student, with or without scholarship or other forms of support, is guaranteed a budget for research activities in Italy and abroad, appropriate to the type of programme, and in any case not less than 10% of the scholarship amount. For PhD programmes of national interest, the share rises to 20% thanks to the foreseen ministerial co-financing.

Article 16 – Rights and Duties of PhD Students

1. Admission to the PhD programme involves an exclusive and full-time commitment.
2. PhD students holding scholarships, permanently employed with public administration bodies, may be enrolled in PhD Programmes on condition that they are placed on unpaid leave, for the duration of the programme.

3. Public employees admitted to a PhD Programme, who do not benefit from any scholarship, and are placed on leave, retain the same financial, social security, and retirement benefits they are entitled to according to their contract with the public administration body with which the employment relationship is established.
4. In addition to the rights related to their status as a PhD student at UNICAM, and referring to access to teaching and research facilities, and to any services in support of the PhD study pathway, provided by the S.A.S., PhD students shall enjoy the following rights:
 - a) The allocation of the supervisor and one or more co-supervisors;
 - b) Insurance coverage for accidents and civil liability, for the entire duration of the programme, paid by the University;
 - c) Their representative on the Board of the S.A.S. to the extent of one in thirty, with rounding up to the higher integer number; two representatives in the Academic Boards; one representative in the governing bodies of the University, in accordance with the provisions of the UNICAM Statute;
 - d) The suspension or postponement of the start date due to maternity or paternity, in compliance with current legislation on the subject, due to severe and documented illness; for the attendance of courses relating to teacher training; to meet military obligations; or to obtain an entry visa to Italy, for non-EU citizens; a suspension of up to a maximum of six months, at the request of the PhD student, and subject to the express authorisation of the Academic Board, and approved by the Board of the S.A.S., in the case of serious and documented personal and family reasons. At the end of the suspension period, the interested party shall resume the programme, and submit a return declaration signed by the Coordinator. The administrative deadlines and the disbursement of the scholarship, where granted, will be deferred for a period equal to the duration of the suspension. The Academic Board will decide on the methods of recovery of the training activity, it being understood that in no case can the normal duration of the programme be shortened.
 - e) The possibility of carrying out, as an integral part of the training project, subject to authorisation from the Academic Board, and without increasing the amount of the scholarship, tutoring activities, including those for a paid fee, to students of bachelor's degree and master's degree programmes, as well as, within the limit of 40 hours for each academic year, supplementary teaching activities, which do not give rise to rights regarding access to tenured University positions, and do not involve any charge for the University. The supplementary teaching activity may be entrusted to PhD students only with their prior consent, and must not in any case compromise the research training activity.
 - f) Without prejudice to the full-time commitment, work activities, including paid ones, concerning practical professional training, or limited external work activity that allows the acquisition of skills relating to the disciplinary field of the PhD programme, are also compatible with PhD programmes, subject to the authorisation of the Board of the S.A.S., and upon approval of the Academic Board. For PhD students benefitting from scholarships, for the entire duration of receiving the scholarship, the maximum amount of annual fees cannot exceed the annual amount of the scholarship calculated net of charges.
 - g) Without prejudice to the full-time commitment, with specific reference to Schools of Medical Specialisation, it is possible, for medical specialisation students, to simultaneously attend a PhD programme, ensuring that the activity and commitment provided for by the two pathways are compatible, pursuant to current legislation.
5. PhD students have the following obligations:
 - a) To attend the training activities including the interdisciplinary and transversal ones proposed by the S.A.S., the seminars, the exercises, and the didactic modules, to continuously carry out

study and research activities within the departments intended for this purpose, acquiring the university credits (CFU) required by their PhD programme. Where the credits relating to the compulsory training activities have not been acquired, for justified reasons deemed acceptable by the Academic Board, they can be recovered through the activities proposed by the same Board.

- b) To acquire, both annually and in the total of three years, an adequate number of credits, through participation in curricular and transversal research and training activities. If the CFUs relating to the compulsory educational activities have not been acquired, for justified reasons deemed acceptable by the Academic Board, they can be recovered.
 - c) To submit to the Academic Board, at the end of each year of the course, a report on the research activity carried out;
 - d) Following the positive evaluation by the Academic Board upon examination for access to the following year, to proceed with enrolment in subsequent years, and/or to submit an application for admission to the thesis review procedure, within the deadlines communicated by the competent offices and published on the University website, under penalty of forfeiture, with consequent closure of the university career, without prejudice to documented reasons.
 - e) To carry out an appropriate period of mobility abroad, usually not less than 6 months, at other universities or research bodies, companies, and international research institutes (for foreign PhD students, mobility can also take place in Italy preferably in research institutions of international significance);
 - f) To behave in compliance with the University Code of Ethics, adopting the prescribed conduct;
 - g) To participate in all the initiatives for monitoring and evaluating the activities of UNICAM PhD programmes proposed by the S.A.S., and/or by the Evaluation Unit, and/or by the competent bodies and departments of the University.
6. On the basis of a motivated proposal from the Academic Board, students may be excluded from the PhD Programme by the Board of the S.A.S., with the consequent loss of the right to use the scholarship, in case of :
- a) Insufficient results in any ongoing evaluation tests;
 - b) Negative opinion of the Academic Board concerning the admission to the following year of the programme; to this end, the Academic Board shall verify the achievement of the expected results for the programme year attended, as well as the diligence and industriousness shown by the student in the research activity carried out;
 - c) Work performed without the authorisation of the Academic Board;
 - d) Unjustified and prolonged absence or prolonged unavailability.

Article 17 – Transfers from other universities

1. PhD students who have attended a PhD Programme at another university, Italian or foreign, for at least one year, can request a preventive clearance to register with the Head of the S.A.S. under the following conditions:
 - a) that, among the PhD programmes activated at the S.A.S., a PhD Programme in a scientific field similar to that of origin and with similar educational and research objectives has been activated;
 - b) that the PhD student documents the educational activities with credits carried out, at the University of origin, and that these activities are recognised by the relevant Academic Board as equivalent to those required by the S.A.S. for access;
 - c) that the PhD student successfully passes an evaluation interview organised and conducted by the Academic Board concerned.

2. In the event that the prior authorisation referred to in the previous paragraph is granted, the transfer can be made, subject to documented termination of the relationship with the University of origin, and in any case, without the benefit of a scholarship. The position in question must be included among those declared as sustainable for the receiving PhD Programme (without scholarship).
3. If the transfer takes place, the Academic Board concerned will identify the Supervisor teacher.

Article 18 – Internal transfer to another PhD programme

1. PhD students enrolled in the 1st and 2nd year of the UNICAM PhD programmes may request the transfer to another UNICAM PhD programme, subject to the favourable opinion of the Academic Board of the destination programme, and the Board of the S.A.S.

Title VI. Obtaining the PhD Degree

Article 19 – Admission to the Final Exam and External Evaluators

1. At the end of the last year of the programme, the Academic Board shall formulate its opinion on the research activity carried out by the PhD student in that same year, and during the entire PhD programme, admitting or not admitting the candidate to the final exam, notifying the PhD student through the Coordinator, and at the same time formulating an overall opinion on the activity carried out to be attached to the thesis.
2. PhD students who are deemed eligible based on the judgment referred to in paragraph 1 shall be admitted to the final exam; the Academic Board then sends this judgment to the S.A.S. for admission to the final exam.
3. PhD students who are admitted to the final exam must send to the Rector a specific application for registration for the final exam, and any other documents that may be requested, electronically, through their own Reserved Area, according to the procedures indicated by the S.A.S. Student Administration Office and approved by the Board of the S.A.S.
4. Within 30 days following the end of the last year of the programme, PhD students must submit a copy of the doctoral thesis in electronic format to the S.A.S., accompanied by the overall opinion of the Academic Board. The S.A.S. will send to the external evaluators, and subsequently to the members of the Committee, a copy of the thesis in electronic format, accompanied by the overall opinion of the Academic Board. The opinion of the external evaluators must also be sent to the Committee.
5. The Final Exam Committee is appointed by the Head of the S.A.S. on the proposal of the Academic Board of the candidate's PhD Programme.
6. The thesis consists of a written dissertation or a graphic work, to which a descriptive report of the activities carried out throughout the entire PhD programme and any publications produced, is attached by the same candidate, with the related list.
7. The thesis shall be evaluated by at least two professors or expert researchers, not belonging to tenured UNICAM staff, identified by the Board of the S.A.S as highly qualified external evaluators, also from foreign institutions. The external evaluator shall express a written analytical judgment on the thesis and propose the admission of the PhD student to the final exam, or postponement for a period not exceeding 6 months, if they consider that significant additions or corrections are

necessary. After this period, the thesis is in any case admitted to public discussion, accompanied by a new opinion of the same evaluators, made in the light of any corrections or additions made.

8. It is not possible to repeat the final exam.
9. The theses are usually written in English language, or in any case always include a detailed summary in English language. They are considered produced timely if received by the S.A.S. Student Administration Office, via electronic means indicated by the same, and approved by the Board of the S.A.S., within the predefined deadline.
10. For proven reasons that do not allow the presentation of the doctoral thesis within the time limits set for the duration of the programme, the Academic Board may grant, upon request of the PhD student, an extension of a maximum duration of twelve months, without further financial burdens for the University. An extension of the duration of the PhD programme for a period not exceeding twelve months may also be granted by the Academic Board for justified scientific needs, ensuring in this case the corresponding extension of the duration of the scholarship with funds from the budget of the University. Finally, for proven reasons envisaged by law, PhD students may request the suspension of the programme for a maximum duration of six months. For the duration of the suspension, no scholarship or other funding will be paid. To this end, the candidate must submit to the Head of the S.A.S., by the last day of the third year of the programme, a specific request with justification, accompanied by the opinion of the Academic Board. The extension and suspension periods may not exceed a total of eighteen months, except in specific cases provided for by law.
11. If the candidate is not able, due to illness or force majeure, to take the final exam on the scheduled date, they may ask the Head of the S.A.S. to take the exam on another date, taking into account the particular circumstances that precluded them from taking the exam. In this case, the candidate will be admitted to the exams scheduled for the next cycle, even in another location in the event of failure to activate the course.

Article 20 – Examination Committees for the Final Exam

1. Examination Committees for the award of the PhD degree are appointed by the Head of the S.A.S., and are made up taking into account, where possible, gender balance, for at least two thirds by subjects not belonging to the institutional headquarters of the programme, and for no more than one third by members belonging to subjects participating in the PhD programme, pursuant to the legislation in force. In any case, the Committee must be made up for at least two thirds of members of academic origin.
2. The Committees may be integrated by no more than two experts, chosen from public and private research bodies and departments, including foreign ones, and identified by the Academic Boards.
3. The Academic Boards propose the names of at least 4 teachers, of which three full members and one alternate, in compliance with the composition of the Committees referred to in paragraph 1 above.
4. Any resignation of the members of the Committees, adequately motivated, take effect upon acceptance by the Head of the S.A.S. The work of the Committees must be completed within ninety days of the appointment. Once this term has elapsed without the Committees having completed their work, they forfeit and, using the same procedure, the Head of the S.A.S. appoints new Committees with the exclusion of suspended members. For the conclusion of the work, the new Committees shall be given three months from the notification of appointment.

Article 21 – Final Exam

1. The final exam (doctoral thesis) for the achievement of the PhD degree consists of the discussion of the written dissertation or graphic work.
2. The schedule of final exams is communicated to interested parties with at least 20-day notice from the date of the exam.
3. At the end of their work, the Committee shall draw up a report on the procedures carried out, and shall express a collective written opinion for each candidate. The Committee, with unanimous vote, has the faculty to award honours in case of results of particular scientific importance.
4. The University shall ensure the publicity of the evaluation procedure documents, including the judgments on single candidates.

Article 22 – Awarding of the Degree

1. The PhD degree, abbreviated in Italian as “*Dott. Ric.*”, or “*PhD*”, is awarded by the Rector of the University of Camerino, and is obtained upon passing the final exam.
2. Pending delivery of the original diploma, the relative certification is issued.
3. The issue of the certification of degree achievement is subject to the filing of the final thesis in the institutional archive of the University with open access, which guarantees its conservation and public consultation, also by filing it in accordance with the law in the ministerial database and at the National Libraries of Rome and Florence. Upon filing the thesis in electronic format and for the purposes of the protection and economic exploitation of industrial property and/or intellectual property, the PhD student may request that the thesis be made freely available only after a period of time not exceeding 18 months. It will be the responsibility of the S.A.S. to carry out the electronic filing of the theses in accordance with the law.
4. In order to obtain the PhD degree with European validity, the EU legislation is complied with.

Article 23 – Intellectual Property and Confidentiality

1. The intellectual and industrial property rights on any results achieved by the PhD student, including but not limited to software, industrial inventions that can be patented or not, the know-how, models, data and data collections, are regulated in accordance with current legislation on copyright and industrial property and with the University Regulations (in particular, with the Regulations on Intellectual Property) and, where available, on the basis of what is established by the individual agreements possibly signed with other public or private subjects for the realization of the PhD programme.
2. The PhD student undertakes to maintain confidentiality in relation to information, data, and documents of a confidential nature that he/she may become aware of in carrying out his/her activity at and/or on behalf of UNICAM, and is required to sign a specific declaration, validated by the academic supervisor, to allow the University to comply with any obligations regarding intellectual property towards third parties.

Title VII. Amendments to Regulations and Transitional Rules

Article 24 – Amendments to Regulations and Transitional Rules

1. These Regulations are issued by Rector's Decree, enter into force from the date of issue of the same Decree, and apply to all PhD Programmes activated starting from the Academic Year 2022/23, the 38th cycle.
2. The previous Regulations, issued by Rector's Decree No. 383 of 04 July 2013, as amended, apply to PhD programmes prior to the 38th cycle.
3. Any amendments to these Regulations, pursuant to the provisions of the UNICAM Statute, must be approved by the Academic Senate, also on the proposal of the Board of the S.A.S., subject to the favourable opinion of the Board of Directors, in particular as regards the aspects that involve investment or changes in the use of resources.
4. For all matters not provided for in these Regulations, the relative legislative provisions shall apply.

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