



Joint International Doctoral Degree in
Law, Science and Technology

LAST-JD

PhD POLICY

Regulation for Researchers



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

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1. GENERAL PRINCIPLES AND APPLICATION

1. The present rules are to be considered general conduct guidelines for all involved in the LAST-JD Doctoral programme. Hence, these guidelines are addressed to the researchers of each year of the programme, and, where relevant, to the lecturers of the doctoral programme, the Board and its Coordinator, as well as the support staff to this programme, from now on the “stakeholders” of the LAST-JD Doctoral Programme.
2. The Coordinator of the Doctoral programme shall assure the application of these rules and apply the sanctions foreseen in the case of non-respect of the aforementioned, applying the majority decision of the Doctoral Board present at the meeting of the Board regularly convened.
3. The present rules are to be considered an integral part of Doctoral Candidate Agreement (DCA), although not stated herein will therefore refer to the rules contained therein.
4. The PhD student shall refer also to the Ph.D. Regulations of the University of Bologna (DR n. 524/2013 del 26.06.2013 and D.R. n.442/2010 12.04.2010) regarding PhD regulation.
5. These regulation will be updated regularly in response to new developments and feedback from members of the LAST-JD Programme.

2. RULES REGARDING THE LAST-JD GOVERNANCE

1. LAST-JD is organized with a governance entities (Doctoral Board, Academic Committee) and with an administrative body that involves all the full partner’s administration offices. The LAST-JD governance entities define, among the scientific aspects, also the administrative procedures for better managing the resident permit, the payment, the enrolment procedures, the mobility plan in each country involved in the LAST-JD offer.
2. The doctoral candidates must follow the instructions from the LAST-JD governance concerning the administrative aspects in order to minimize the effort, optimize the results, harmonize the outcomes, coordinate the actions with the other universities involved in the program.
3. Any infringement of the LAST-JD governance instructions has a relevant effect on the salary with a reduction proportionally to the damage caused to the administrative staff for the extra-work.

3. RULES REGARDING ATTENDANCE TO THE COURSES AND BEHAVIOR IN CLASS

1. Students are required to attend lessons, seminars and conferences on the basis of what has been established by the LAST-JD Program for their respective year of the course.
2. The doctoral candidate must attend the mobility host location for all the period of the term and only with the authorization of the Coordinator, vice-Coordinator and supervisors the Doctoral Board can consider special derogations for limited periods (max two weeks) according with valid justifications.
3. The doctoral candidates commit themselves to carry out the mobility period according to the mobility plan approved by the LAST-JD committee and by the supervisor. The mobility term starts each 1st October and 1st April. It is mandatory that the doctoral candidate is in the mobility host location the day of the mobility term start for proceeding with the enrolment and the administrative procedures (e.g., resident permit, etc.).
4. The doctoral candidates follow the coordination of one or more supervisors pointed out by the Doctoral Board. In case of disagreement between the doctoral candidate and supervisor, the problem must be presented to the Doctoral Board for finding a solution.
5. Attendance in class is taken by the Lecturer or the researchers representative. The student will be considered absent if s/he arrives more than 15 minutes after the lecturer's arrival in class and if s/he leaves at least 15 minutes before the lecturer's departure.
6. Any absence from the regular courses, seminars, activities must be justified by email addressed to the LAST-JD Coordinator, Prof. Monica Palmirani (monica.palmirani@unibo.it) and to the responsible of the hosting universities/structures (in Barcelona, Vilnius, Luxembourg, Hannover, Tilburg). The communication of absence must be send at least 24 hours prior to the start of the lesson/seminar/conference. This excludes last-minute emergencies to be motivated as soon as possible.
7. If the reason is so relevant (e.g. indiscipline, health problem) the Coordinator will inform also the tutor, vice-director Prof. Guido Boella and the secretary Prof. Corrado Roversi for taking together a common decision.
8. To pass each term the PhD students have to attend the 70% of lectures proposed by the host.

9. Any infringement of the LAST-JD rules of this paragraph has a relevant effect on the salary with a reduction proportionally to the unjustified absences.

4. RULES REGARDING STUDENT PERFORMANCE

1. PhD students must demonstrate the ability to acquire *depth of knowledge* by performing doctoral research in the chosen area, leading to the dissertation.

2. PhD students must demonstrate the ability to acquire *breadth of knowledge*, an understanding of the basic principles, achievements, and research problems of areas outside the domain of their dissertation. This gives students a broader perspective on LAST-JD research areas as well as better chances to interact with colleagues outside their own area of research. The joint title is “Law, Science and Technology” so it is important to merge these competences in a new way for creating a real interdisciplinary and a new professional operator inside of the market.

3. PhD student must attend the linguistic courses offer by the host university. In Bologna is mandatory to attend the Italian linguistic course of 20 hours.

4. The criteria for passing the term are the following:

- Respect the milestones and the substantial evidence of progresses;
- Attending the 70% of lectures proposed by the host;
- Pass the assignments (paper, comment of case-law, etc.);
- Positive evaluation from the supervisor;
- Linguistic course attendance;
- Update the DTSP with the new progresses.

5. In case a doctoral candidate is not able to pass the term, the Academic Committee permits to remediate to a term once through assignment related to the courses within the next term.

5. RULES REGARDING THE PROGRESS OF RESEARCH

1. At the end of every term there will be a Committee meeting, which may involve Internet technologies, for officially monitoring the quality of the research work carried out by each student and for assessing the certification required for admission to the following course term or to the final thesis examination.

2. Within two months from the start of the Doctorate (first week of December), the doctoral candidate, in agreement with the doctoral candidate's designated supervisor, shall produce the Doctorate Training and Supervision Plan (DTSP) where it is defined a preliminary title of the thesis. The doctorate training and supervision plan will be formulated in detail at the end of the first year for the further duration of the PhD programme and adapted if necessary from year to year. With the DTSP the doctoral candidate will work out his/her mobility plan. The DTSP also contains agreements on educational activities, teaching duties and supervision and also serves as a criterion for assessing the doctoral candidate at the end of the first year and forms the basis of annual performance reviews to be held with the doctorate supervisor.

3. Each term the doctorate candidates have to pass some milestones, that are the following:

- At the end of the first semester PhD students have to provide the Literature and archival map to be presented to, discussed with and approved by Academic Committee.
- At the end of second semester PhD students have to provide the review of archival work completed and draft outline of the dissertation to be approved by Academic Committee.
- At the end of third semester PhD students have to provide an analytical table of contents to be presented and approved by Academic Committee.
- At the end of fourth semester PhD students have to complete the chapter to be presented to and approved by Academic Committee.
- At the end of fifth semester, the majority of chapters have to be complete and presented in pre-final draft to Academic Committee.
- By middle of sixth semester, PhD students have to provide the written text entirely completed in pre-final form; then archival checks and polishing of prose, work ready for defence.

4. During the three year of LAST-JD programme the PhD students have to write at least two papers and a presentation in International Conference, as referred in Article 6, paragraph 1 and 2.

5. If the PhD student does not make sufficient progress, the payment of the scholarship may be suspended or terminated. Prior to this the candidate will be warned in writing, and the copies of these warnings will be sent to EACEA.

6. RULES FOR SUPERVISOR

1. PhD supervisor is assigned by the Academic Committee. The Academic Committee shall assign one or more professors (associate or full professor) as supervisor(s) and, if appropriate, one or more members of the academic staff as internal co-supervisor(s).
2. PhD supervisor shall supervise the doctoral candidate, including regular colloquiums, also using Internet technologies.
3. PhD supervisor regular oversee the preliminary results and the regular progression of the thesis
4. PhD supervisor provide comprehensive commentary and feedback, orally and/or in writing, on the dissertation chapters, and suggestions for its improvement.
5. Before approving the thesis, PhD supervisor shall check, among other things, whether it provides new insights into current knowledge in the field, as represented by the published and generally available results of research.
6. PhD supervisor, eventually according to the co-supervisor, shall inform the doctoral candidate in writing whether he/she has approved the thesis within two months of submitting of the final manuscript.
7. The supervisors will jointly ensure that the doctoral research is conducted in accordance with the code of conduct for researchers and the LAST-JD Code of Ethics, and with the consent of the person(s) concerned, or a representative designated by the candidate, if the research requires experiments on involves experimental subjects, especially if the final research work concern issues related to biotechnologies, genetics, neurosciences or other related fields.

7. RULES REGARDING THESIS AND DISSERTATION

1. For the admission to the final thesis examination the doctoral candidate should produce at least two paper (at least one as a first author). These papers (including Conference papers, papers to be publish in Journal, also web, with peer reviews, chapter of book evaluated by editorial board) should be printed or accepted for publication.
2. For the admission to the final thesis examination the doctoral candidate should make at least one presentation in International Conference during the three years.

3. The members of the Academic committee shall assess the final manuscript of the thesis within four weeks of receiving it, giving written comments and a proposed decision. The Head of the Joint Doctorate Programme shall notify the doctoral candidate of the written comments. The written comments can also be sent to the other committee members, like the supervisor. The members of the Academic committee assess the thesis by giving either their consent or their dissent. Within two weeks of receiving the committee's decision the Board shall notify the doctoral candidate in writing whether he is to be allowed to defend his thesis.

4. The thesis shall:

a) consist of analysis of a relevant problem in the domain and must be focused, deep, complete, accurate;

b) consist of the candidate's own account of his/her investigations and must indicate how they appear to him/her to advance the study of the subject;

c) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

d) be an integrated whole and present a coherent argument;

e) give a critical assessment of the relevant literature, describe the method of research and its findings, and include a discussion of those findings, and indicate in what respects they appear to the candidate to advance the study of the subject;

f) be written in English and the literary presentation shall be satisfactory;

g) include a full bibliography and references.

5. The Thesis: 70.000 words monograph following the guidelines provided by the LAST-JD board or a collection of 4 papers published or not published yet, concerning a topic for going beyond the state of the art and demonstrate the innovation of the outcomes (Springer template <https://www.springer.com/gp/authors-editors/book-authors-editors/manuscript-preparation/5636>).

6. PhD Students are reminded that their thesis must be their own work and all quotations from other sources, whether published or unpublished, must be properly acknowledged. Plagiarism is a very serious offence and, where proven against a student, may result in disqualification from the final examination for the PhD and exclusion from the programme. The LAST-JD regulations in respect of plagiarism and other form of misconduct, can be found in the Code Of Ethics of LAST-JD.

7. In case the Committee dissents the thesis, or in case the doctoral candidate needs more time for finalizing the thesis, the doctoral candidate may ask a prorogation of

one year, without fellowship. The request shall be submitted in written at least three months before the third year ending.

8. RULES REGARDING MOBILITY

1 During the course period, PhD students can't travel to other countries apart the conferences that were preventive approved by the supervisor and the Director of LAST-JD during the Academic Committee of the term.

2. If a PhD student, during the course period, need to return to the origin country, for health or family reasons (e.g. religion ceremony, marriage, etc.), shall ask the authorization in written by email addressed to the Director of LAST-JD (prof.ssa Monica Palmirani), the Vice-Director (prof. Guido Boella), the secretary of LAST-JD (prof. Corrato Roversi), the supervisor and the responsible of the host University.

3. At any 1st October and 1st April of each year the doctoral candidates must reach the destination indicated in the mobility plan. Any delay to reach the destination has a relevant effect on the salary with a reduction proportionally to the days of absences. Secondly the Ph.D. carrier is suspended for one month with the effect to delay the defence session.

9. RULES REGARDING FINANCIAL MATTERS

1. The PhD students will receive a scholarship as stated in the Doctoral Candidate agreement.

2. The scholarship will be transfer to PhD students at the beginning of each calendar month (the first rate of the scholarship will be transfer around the 1st of November).

3. The travel allowance for PhD Students, Category A (7,000 euro), will be transferred in three tranches (2,000 euro) in fixed periods to permit them to face the travel costs for the mobility plan. The first transfer at 2,000 euro of travel allowance will be made after the PhD students received the Italian fiscal code and signed the employment agreement (temporary research agreement) at the University of Bologna, around the mid- October. The second and third tranche will be transfer at August. The remaining amount at 1,000 is a guarantee fund for facing the Ph.D. travel cost defence and it will be transfer to the student when the defence date is fixed by the Doctorate Board.

4. The travel allowance for PhD Students, Category B, will be transferred only if the PhD students have included, in their mobility plan, an extra-EU country.

10. VIOLATION AND SANCTIONS

1. For any extra significant event not regulated in this regulation the Doctoral Board will decide the appropriate sanction evaluating the damage caused to the image of the LAST-JD brand, the unnecessary work generated and the administrative costs.