



# TRAINING ACTIVITIES REGULATIONS OF SANT'ANNA SCHOOL OF ADVANCED STUDIES

*Issued by way of Rector's Decree (D.R.) no. 306 of 17/07/2012;  
subsequently amended, supplemented and adapted by way of:*

*D.R. no. 65 of 12/02/2014,*

*D.R. no. 40 of 26/01/2016,*

*D.R. no. 245 of 12/05/2016,*

*D.R. no. 341 of 24/06/2016,*

*D.R. no. 474 of 19/07/2018,*

*D.R. no. 186 of 29/03/2019,*

*D.R. no. 302 of 27/05/2019,*

*D.R. no. 677 of 16/11/2020.*

## PRELIMINARY PROVISIONS

### Article 1 (Scope)

1. These Regulations govern all training activities provided by the School and all scholarships and collaborations by students, in accordance with the provisions of the Academic Regulations and the university teaching system.

### Article 2 (Structure)

1. These Regulations are structured into five books as follows:
- Book One, First and second level supplementary courses;
  - Book Two, Master's degree courses;
  - Book Three, Philosophiæ Doctor (PhD) Diploma programmes;
  - Book Four, First and Second level Master Courses and advanced education or continuing education programmes;
  - Book Five, scholarships and forms of collaboration by students.

### Article 3 (Exclusivity Principle)

1. The provisions contained in these Regulations can only be repealed or amended by way of express provision.

## BOOK I: FIRST AND SECOND LEVEL SUPPLEMENTARY COURSES

### TITLE I GENERAL RULES

#### Article 4 (Purpose)

1. This Book governs I and II level Honours Courses described under Article 3 (2) subparagraphs a) and b) of the Regulations, in accordance with the provisions of Article 5 (1) sub-paragraph a) of the Academic Regulations.

#### Article 5 (Definition and teaching objectives)

1. I and II level Honours Courses are intended for Honours students of the School and provide supplementary training programmes in applied sciences through a close link between training and scientific research, and also through interdisciplinary collaboration between scientific areas, as specified under Article 2 of the Academic



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Regulations for the School (areas or area). They are intended to ensure high quality studies, reliable basic training, and the cultural and personal growth of students.

2. I Level Honours Courses are three-year courses, and they include internal training programmes, complementary to Degree Courses offered by the University of Pisa. These courses are identified by the Academic Senate from amongst those which are related to the scientific areas of the School, annually upon approval of the Level I call for applications, upon proposal by the Faculty Committees.

3. II level Honours Courses are two-year courses, and they include internal training, complementary to Master's Degree Courses offered by the University of Pisa or by other Italian or foreign Universities affiliated with the School in the context of a national and international network of university collaborations, so as to enable specialisation in specific sectors of advanced and state-of-the-art studies. Master's Degrees are identified by the Academic Senate from amongst those which are related to the scientific areas of the School, by 31 March of each year, upon proposal by the Faculty Committees.

4. For the area of Medical Sciences, six year I and II level Honours Courses are offered, which include internal training, complementary to the single-cycle Master Degree Programme in Medicine and Surgery at the University of Pisa.

5. For the area of Legal Sciences, five-year I and II level Honours Courses are offered, which include internal training complementary to the single-cycle Master Degree Programme in Law at the University of Pisa.

6. In order to encourage boarding at the School, as an opportunity for greater personal and cultural growth, the School normally provides that Honours students (Levels 1 and 2) shall board in residential facilities.

### **Article 6**

#### **(Teaching Programmes)**

1. The Faculty Committees shall, by 31 May of each year, approve the reference framework of I and II level supplementary courses for the subsequent academic year. This reference framework is promptly notified to students and any other persons concerned for the purpose of obtaining their observations and proposals. The Deans of the Faculties shall, having collected those indications, prepare a proposed programme of supplementary teaching activities to be submitted to the competent Faculty Committee, which shall approve it by 31 July of each year.

2. Upon approval of the teaching programme the Faculty Committees shall, in accordance with Ministerial Decree no. 270, 22 October 2004, determine the value in Italian University Credits (CFU) of individual teaching activities, as well as any possible participation in those activities by students from outside the School.

3. Upon approval of the teaching programme, the Faculty Committees may also:

- establish that certain specific activities included in the internal teaching programmes offered are mandatory for the purposes of obtaining a First Level Honours Diploma or a Second Level Honours Diploma;
- identify training programmes at other Italian or foreign universities, as well as their value in CFU, and establish their validity for the purpose of fulfilling internal teaching requirements for students.

## **TITLE II**

### **ACCESS I AND II LEVEL HONOURS COURSES**

#### **Article 7**

##### **(Procedures for access to I and II level Honours Courses)**

1. I level Honours Courses are accessed by way of a public competitive examination, which verifies the candidates' attitude to study, potential, suitability for interdisciplinary and high-quality studies and their willingness to live in a boarding university, in relation to the various scientific/disciplinary areas of the School. Procedures for the realisation of the competitive procedure are established in the relative call for applications.

2. II level Honours Courses are accessed:

- I level Honours Courses by way of proficiency tests (art. 15);
- by all other candidates by way of a public competition, based on qualifications and exams. Procedures for the realisation of the competitive process are established in the relative call for applications.



3. Calls for applications are approved by the Academic Senate, upon proposal by the Faculties. The Boards of examiners are appointed by the Rector, upon proposal by the Deans of the Faculties.

### **Article 8 (Programme of Study)**

1. Students define their internal study programme by way of a Programme of Study.
2. Each Programme of Study must contain:
  - university exams included in the programme of study for the University of Pisa or other University at which the student is enrolled (exclusively for II Level Honours Students);
  - supplementary internal teaching activities and foreign language courses, as indicated in the following paragraph.
3. For each academic year the Programme of Study for each student must contain:
  - no less than 7 CFU and no less than 70 hours of frontal supplementary teaching activities divided as follows:
    - a) at least 50 hours of teaching activities provided by the School within the reference scientific area;
    - b) at least 20 hours of teaching activities provided by the School outside the reference scientific area;
  - at least 6 CFU relating to foreign language courses.
4. For students in the last year of Medical Sciences no mandatory CFU are required for supplementary training and foreign languages.
5. Any variation relating to CFU present in the Programme of Study must be managed by the student through a request to make changes, which may be submitted by and no later than 30 September, the expiration date of the Programme of Study. Changes to the Programme of Study can concern the replacement, addition or removal of an exam in case of supplementary CFU exceeding the minimum 7 internal CFU required.
6. Upon submitting the Programme of Study, or subsequently in case of changes (by 30 September), each student may request the award, for the subsequent academic year:
  - of any supplementary CFU acquired in the previous academic year;
  - of any supplementary CFU acquired or to be acquired during specifically authorised study visits with other Italian or foreign universities.
7. Students admitted to the School in any year subsequent to the first year are exempt from obtaining internal CFU required for academic years prior to their entry.

### **Article 9 (Submission of and changes to Programme of Study)**

1. Honours Students (Level 1 and 2), save for first year students, must submit their Programme of Study for the subsequent academic year by 30 September, only after having complied with the requirement to assess teaching provided.
2. First year students must submit their Programme of Study for the current academic year by 31 October.
3. All Programmes of Study are, subject to clearance from the student's Tutor, approved by the competent Faculty Committee by 30 November of each academic year.
4. A student may change his or her Programme of Study during the academic year, no later than 30 September. Each application to change the Programme of Study will only be effective following clearance from the Tutor and approval by the Dean.
5. Whenever the Dean considers it advisable, and where he or she decides not to approve a request cleared by a Tutor, changes to the Programme of Study will be submitted for approval by the competent Faculty Committee.



**Article 10**  
**(Internal teaching requirements)**

1. Honours Students (levels 1 and 2) must acquire the CFU relative to teaching activities within the School and present in their Programme of Study, by 31 May of the academic year subsequent to the year to which the Programme of Study refers, save for dispensations, for one internal course alone, with an extension to no later than 31 July.
2. The aforementioned dispensation grants the student an extension to the assessment of internal teaching requirements. The dispensation can be requested:
  - once during I level Honours Courses;
  - once during II level Honours Courses;
  - twice during 5 and 6 year single-cycle courses.
3. A suitably justified request for dispensation must be submitted by the student by 30 April and submitted for a resolution by the competent Faculty Committee.
4. All supplementary teaching activities must provide for a final exam and the award of a grade out of thirty, with possible honours.

**Article 11**  
**(Internal teaching requirements, foreign language courses)**

1. During the course of all studies at the School, undergraduate students must acquire knowledge of:
  - at least two foreign languages at intermediate level, for I level Honours Students;
  - at least two foreign languages, one at an advanced level, for II level Honours Students.
2. Language courses are an integral part of a student's Programme of Study for each academic year and the relative CFU must be acquired by 31 May of the academic year subsequent to the year to which the Programme of Study refers. Students may change their Programme of Study with reference to language courses by way of replacement of the previously chosen foreign language, but they may not request an extension for the achievement of credits relative to those courses.
3. Language courses are provided by language collaborators and experts (Language teaching assistants) for the School.
4. Attendance of foreign language courses is mandatory. With regard to foreign languages, students are not permitted to acquire CFU for two courses of the same level. Before commencing the courses, the Language teaching assistant shall verify the level of knowledge of the foreign language in order to place the student at the most suitable level.
5. Students are required to take a final exam following which they will be awarded a grade out of thirty.
6. Language teaching assistants shall prepare students to obtain certification of their ability in a foreign language in accordance with the common European framework of reference. The realisation of courses in preparation for certification, accompanied by a successful grade in the relative exam or any other exam agreed with the teacher, constitutes a suitable qualification for the purpose of fulfilling foreign language requirements.
7. The School may, in agreement with bodies authorised to issue certification identified by the Academic Senate, promote exam sessions dedicated to students for the realisation of the aforementioned certification. If this is not possible, the School may reimburse students any costs relating to enrolment for the exam, on one occasion only during the entire study programme, subject to achievement of certification.

**Table no. 1 summary of internal teaching activities**

For each academic year		Maximum deadline
<b>Supplementary teaching activities</b>	At least 7 CFU and 70 hours	<b>31 May</b> of the subsequent academic year (or an extension to 31 July)
<b>Language courses</b>	6 CFU	<b>31 May</b> of the subsequent academic year (no exemption)

**Table no. 2 summary of Programme of Study formalities**

Programme of Study	
<b>Submission</b>	<b>30 September</b> of each year
<b>Submission for first year Students</b>	<b>31 October</b>
<b>Changes</b>	no later than <b>30 September</b> of each year



## Article 12 (External teaching requirements)

1. I and II level Honours students are required to sit university examinations for their Programme of Study by:
  - 31 December of the academic year subsequent to the year to which the Programme of Study refers, in relation to first semester examinations, save for dispensation, for one university course alone, with an extension to no later than 28 February;
  - 31 May of the academic year subsequent to the year to which the Programme of Study refers, for second semester examinations and examinations for annual courses, save for dispensation, for one university course alone, with an extension to no later than 31 July.
2. By way of the aforementioned dispensation the student acquires an extension for the assessment of external teaching requirements.  
The dispensation can be requested:
  - once only during the three-year degree course;
  - once only during the two-year Master's degree;
  - twice during the 5-year Master's Degree– unified course of study;
  - three times during the 6-year Master's Degree– unified course of study.
3. An adequately justified request for dispensation must be submitted by the student by 30 November (first semester examinations) and 30 April (second semester and annual examinations) and submitted for a resolution by the competent Faculty Committee.
4. *First Year I* and II level Honours students must achieve at least 18 CFU by 31 July of the academic year in course.
5. Students admitted to the School in years subsequent to the first year must sit any university examinations that they have missed within the deadlines established by the competent Faculty Committee.
6. Students must, for each academic year, have an average grade no lower than twenty seven out of thirty in university examinations. Any honours acquired are not calculated for the purposes of establishing the average grade.

**Table no. 3 summary of external teaching requirements**

University examination deadlines:	
<b>First semester examinations</b>	<b>31 December</b> (or extension to 28 February) of the subsequent academic year
<b>Second semester or annual examinations</b>	<b>31 May</b> (or extension to 31 July) of the subsequent academic year
<b>First year I and II level Honours students:</b>	<b>18 CFU by 31 July</b> of the academic year in course
<b>Average grade for university examinations: 27/30</b>	

## Article 13 (Loss of Student status)<sup>1</sup>

1. Failure to comply with at least one of the internal and external teaching requirements under Articles 10, 11 and 12 is verified officially, notified to the student and involves loss of student status.
2. Loss of student status also occurs in case of failure to pass the oral examination under Article 14 or in case of failure to pass the “proficiency test” under Article 15.
3. Loss of status may also be the result of failure to submit the annual Programme of Study and transfer to another Degree Course that does not relate to the scientific areas of learning at the School, identified annually in accordance with Article 5 of these Regulations.

<sup>1</sup> Pursuant to resolutions no. 62 of 23 March 2018 of the Board of Governors and no. 64 of 10 April 2018 of the Senate, as implemented by a Decree of the Rector, the procedure for Loss of Student Status involves the issue of preliminary and informal information notified to the Student prior to formalisation by way of a Decree of the Rector



4. Loss of student status is finalised by way of a Rector's Decree, following consultation with the Dean of the reference Faculty and notice to the student.

**Table no. 4 summary of causes of loss of student status**

Loss of status due to failure to comply with the following requirements:	
Internal teaching requirements	Art. 10
Internal teaching requirements for foreign language courses	Art. 11
External teaching requirements	Art. 12
Failure to submit annual Programme of Study	Art. 13
Transfer to unrelated Degree Course	Art. 13
Assessment of training programme	Art. 14
Failing proficiency test	Art. 15

### TITLE III ASSESSMENT EXAM, PROFICIENCY TEST AND ACHIEVEMENT OF FIRST-LEVEL HONOURS DIPLOMA AND SECOND-LEVEL HONOURS DIPLOMA

#### Article 14 (Assessment of training programme)

1. Students are subject to annual assessment of their training programme. Annual oral exams are provided for:
  - I level Honours students, in the first and second year;
  - II level Honours Students in the first year;
  - Honours Students for Master's Degrees – unified course of study (Medicine and Surgery and Law) every year save for the last year.
2. At the beginning of each academic year, the Faculty Committees establish the timing and procedures for annual examinations and the composition of the Examination Board, which may differ according to the scientific area or student involved. The Board is then formalised by way of a Measure issued by the Dean.
3. If a student is off-campus, they may sit the oral exam, if authorised by the Board, using electronic instruments that guarantee recognition of that student.
4. Failure to pass the oral exam shall result in loss of student status in accordance with Article 13.

#### Article 15 (Proficiency Test)

1. I level Honours students access II level Honours Courses by way of a proficiency test.
2. II level Honours Courses (Master's Degrees) are identified annually by the Academic Senate, upon approval of the Level II call for applications or prior to performance of the proficiency test, and are included amongst those relevant to scientific areas of learning within the School, upon proposal by the Faculty Committees.
3. The procedures and timing for the realisation of proficiency tests, which are specific to each area, are identified by the reference Faculty Committee by the month of **June**. The proficiency test is scheduled by the Faculties in **September**, prior to realisation of the Level II competitive entrance examination.
4. The proficiency test is overseen by a Board, appointed by way of a Rector's Decree, upon proposal by the Dean of the reference Faculty.
5. The Board formulates an overall decision on whether the student has "passed" or "failed". If the decision is a "fail", this shall result in loss of student status pursuant to Article 13.





**Article 16  
(First and Second Level Honours Diploma examinations)**

1. The School issues First Level Honours Diplomas to undergraduates who have:
  - complied with all internal and external teaching requirements within the terms provided by these Regulations;
  - fulfilled their teaching assessment requirements;
  - achieved the Three-year Degree by 31 May of the year subsequent to conclusion of the Degree Course;
  - passed the relative examination:
    - within 6 months of achieving the Three-year Degree;
    - by the month of April in the year following conclusion of the Degree Course for students who obtain their Degree by 31 October.

The deadline for achieving the Honours Diploma is adjourned in case of authorised off-campus study periods, for a maximum of 3 months.

2. The School issues Second Level Honours Diplomas to post-graduate students who have:
  - complied with all internal and external teaching requirements within the terms provided by these Regulations;
  - fulfilled their teaching assessment requirements;
  - achieved the Master's Degree by 31 May of the year subsequent to conclusion of the Master's Degree Course;
  - passed the relative examination within 6 months of achievement of the Master's Degree.

The deadline for achieving the Honours Diploma is deferred in case of authorised postgraduate off-campus study periods for a maximum of 3 months.

3. Procedures for sitting First and Second Level Honours Diploma examinations are established annually by the Faculty Committee which schedules at least two annual sessions.

4. First and Second Level Honours Diploma examinations are public, and the relative grade is given out of a hundred, with possible distinction. First and Second level Honours Diplomas are awarded by the Rector.

**Table no. 5 summary of Article 16 “First and Second Level Honours Diploma Examinations”**

Formalities for achievement of First and Second Level Honours Diploma	References (Articles of Regulations and timing)
Fulfilment of internal and external teaching requirements	Articles 10, 11 and 12
Achievement of Three-year Degree or Master's Degree	by <b>31 May of the year</b> subsequent to conclusion of the Degree Course
Pass in First or Second Level Honours Diploma examination	<ul style="list-style-type: none"> <li>- for the First Level Honours Diploma within <b>6 months</b> of achievement of the Three-year Degree (or by the month of April of the subsequent year for students who achieve the Degree by 31 October), up to a maximum of 9 months in case of authorised off-campus study periods;</li> <li>- for the Second Level Honours Diploma, within <b>6 months</b> of achievement of the Master's Degree, up to a maximum of 9 months in case of authorised off-campus study periods.</li> </ul>

**Article 17  
(Examination board for First and Second Level Honours Diploma examinations)**

1. The Examination Boards for First and Second Level Honours Diploma examinations are appointed by the Rector of the School, upon proposal by the Dean of the competent Faculty.
2. Each Board is composed of no less than five standing and two alternate members, normally to include the student's Tutor. The appointment Decree shall indicate the Chairman and Secretary.



## **TITLE IV STUDENT STATUS**

### **Article 18 (Affiliate Students)**

1. Affiliate students are students of the School or of other Schools or Institutes with special autonomy, which have an agreement or are federated with the School. An affiliate student is a student of all of the aforementioned Schools.
2. An affiliate student's teaching and training programme and internal and external teaching requirements are resolved upon by the Schools responsible for programming teaching.
3. Failure to comply with the requirements under the above paragraph involves loss of affiliate student status.

### **Article 19 (Tutor Duties and functions)**

1. By the month of October, the Dean shall identify a professor, for each first-year student, who shall act as their Tutor.
2. Following the first year of the course, subject to a request from the student and approval by the Dean of the Faculty concerned, students can change Tutor.
3. The Tutor is responsible for constantly overseeing a student's teaching and learning, as well as the fulfilment of teaching assessments, also periodically viewing the personal report card for each student, offering indications and suggestions in favour of the best outcome of a student's training programme. The Tutor is also responsible for welcoming, guiding and supporting the student on settling into life at School.
4. The Tutor organises a meeting with the student every year, normally by the month of May.
5. In accordance with Article 11 (3) of the Academic Regulations, the Faculty Committees shall define the procedures for involving in tutoring activities students and alumni of the School as well as teachers and technical and administrative personnel with expertise in the above activities.

### **Article 20 (Off-campus study periods)**

1. Off-campus study periods are periods spent in Italy or abroad. They include but are not limited to off-campus study periods involving study, research and the attendance of courses and internships.
2. All off-campus study periods are authorised by the Dean of the reference Faculty upon termination of the assessment procedure. Authorisation is also necessary for the purpose of accessing the financial contribution.
3. For activities carried out off-campus, the School may award a financial contribution to be established in the amount and in accordance with the procedures set out in the following paragraphs.
4. By the month of November of each year, the Faculty Deans, together with the representative of Honours Students in the Academic Senate, shall define the assessment criteria for study periods and procedures for the submission of applications for the subsequent academic year. The criteria are enacted in a joint Measure issued by the Deans of the Faculties and notified to all students.
5. Applications are submitted for review by a Board established, by the beginning of the academic year, by way of a specific joint decision of the Deans of the Faculties.

### **Article 21 (Teaching Assessments)**

1. I and II level Honours Students must promptly reply to assessment questionnaires relating to teaching programmes offered. Completion of this formality is a necessary requirement for the submission of the Programme of Study.
2. Assessments of teaching provided by the School are notified to the Quality Advancement Committee and by the latter to the Joint Students and Teachers Board, the Evaluation Committee and the Deans of the Faculties.





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3. The Deans of the Faculties may submit the results for assessment by the Faculty Committees and promote analysis also for the purposes of future programming of teaching.

### **Article 22 (Leave)**

1. The Faculty Committee can grant the student concerned a period of leave of up to one year, due to grave and documented reasons, and however for no less than three months. In the authorisation resolution the Faculty Committee shall, upon proposal by the student's Tutor, define the procedures for fulfilling teaching and learning requirements by the student placed on leave.
2. Maternity/paternity leave is granted for a period of up to one year.

### **Article 23 (Resignation)**

1. Students may waive their status by submitting their resignation. The resignation is forwarded to the Dean of the relative Faculty.
2. Resignations are accepted and formalised by way of a Rector's Decree. Commencing from the date of adoption of that Decree, the student has 30 days to leave the college.

## **TITLE V**

### **SCOPE OF APPLICATION OF BOOK I AND PROVISIONS APPLICABLE TO I AND II LEVEL HONOURS STUDENTS PRESENT AT SCHOOL IN 2018**

#### **Article 23 bis (Interim provision)**

1. The provisions of Book I, from Title I to IV of these Regulations apply to I and II level Honours students admitted to the School commencing from the 2018/2019 academic year.
2. Students present in the School during the 2017/2018 a.y. are subject to the provision of this Title (Articles 24-28) in accordance with the following time-frame
  - I level Honours Students: until completion of the relative cycle of three-year studies;
  - II level Honours Students: until completion of the relative cycle of two-year studies;
  - Single Cycle Degree Course students (Legal Sciences, Medical Sciences): until completion of the relative cycle of studies, respectively of 5 and 6 years.

For all areas not governed by the following provisions, the provisions of Titles I-II-III and IV shall apply.

3. Students on leave in 2018 continue to benefit from the remodulation of teaching requirements as defined in notifications addressed to them.



## SECTION I – TEACHING REQUIREMENTS

### Article 24<sup>2</sup>

#### (Programme of Study and teaching requirements)

1. In examinations and other forms of assessment for the acquisition of Italian University Credits, students must, for each year, have a total average no lower than twenty seven out of thirty, and for each exam, a grade no lower than twenty four out of thirty. Any distinctions awarded are not calculated for the purposes of the average grade.
2. For the purposes of calculation of the average under the above paragraph, grades achieved in examinations and in other forms of assessment relating to teaching and university training activities provided by the reference University for the Degree or Master's Degree shall be kept separate from those relating to teaching and training activities internal to the School, which do not contribute to determination of the average under paragraph 5.
3. Students must achieve the Degree and/or Master's Degree by 31 May of the year following conclusion of the degree course.
4. The competent Faculty Committee may, for the purposes of study requirements, only validate one exam or university assessment, in a Degree Course or Master's Degree, in which the student has obtained a grade lower than twenty four out of thirty, but no lower than twenty one out of thirty.
5. During duly authorised off-campus study periods, students may, in replacement of the teaching included in the Programme of Study, follow teaching and training activities recognised as equivalent, previously authorised and subsequently validated on the basis of specific documentation and in accordance with the procedures indicated in Article 22.
6. Non-compliance with study requirements under the above paragraphs, certified by the Faculty Committee, shall involve loss of student status.

### Article 25<sup>3</sup>

#### (Recognition of activities carried out at other universities)

1. Students who intend to acquire training credits at other Italian or foreign universities must first ask for the relative authorisation by submitting an application to the Dean, for the purposes of recognition of the credits for the fulfilment of internal teaching requirements.
2. For that purpose, students must submit a specific application, agreed with their tutor, to the Dean of the relative Faculty, including documents that enable an assessment of the type of training and teaching content, procedures for learning assessments and any other element deemed useful.
3. Having consulted with one or more professors in the student's department, the Dean will decide on the application, giving notice to the Faculty Committee.
4. In any event, credits acquired from other Italian or foreign universities may only contribute to fulfilment of internal teaching requirements in an amount of up to half of the required credits.

### Article 26<sup>4</sup>

#### (Deadlines for passing examinations)

1. Examinations or other forms of assessment of teaching activities carried out at the University where the student is enrolled, which terminate in the first semester of the academic year, shall be sat by the month of February of the subsequent academic year.
2. Examinations or other forms of assessment of teaching activities carried out at the University where the student is enrolled, which terminate in the second semester of the academic year, shall be sat by the month of July of the subsequent academic year.
3. Every first year I and II level Honours Student shall obtain at least eighteen credits by the month of July, scheduled in their programme of study at the University at which they are enrolled.

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<sup>2</sup> The Article reproduces paragraphs 5,6,7,8,9 and 10 of Article 19 of the regulations under D.R. no. 341 of 24/06/2016.

<sup>3</sup> Article 22 in the regulations under D.R. no. 341 of 24/06/2016.

<sup>4</sup> Article 23 in the regulations under D.R. no. 341 of 24/06/2016.



4. Students are required to notify the competent office of the School with their grades in each university examination within five days of the date of sitting the exam.

## **SECTION II – FIRST AND SECOND LEVEL HONOURS DIPLOMA**

### **Article 27<sup>5</sup>**

#### **(First Level Honours Examination)**

1. The School issues the First Level Honours Diploma to I level Honours Students who have complied with teaching requirements and have passed the relative examination within the second session of the calendar year subsequent to conclusion of the first level course. For the purposes of obtaining the First Level Honours Diploma, and without prejudice to compliance with teaching requirements, a pass in the proficiency test for admission to second level courses is also sufficient. In case students opt for the proficiency test, the grade will be established by a board appointed by the Rector upon indication by the Faculty Dean who will assess the training programme as a whole and the assessment results for the student in the proficiency test.
2. The First Level Honours Diploma, which consists of preparation of a written paper and an oral dissertation, is carried out in accordance with procedures established annually by the Faculty Committee, which provides for at least two First Level Honours Diploma sessions.
3. First Level Honours examinations are public, and the relative grade is expressed out of one hundred. First Level Honours Diplomas are issued after the student has passed the relative exam and are awarded by the Rector.

### **Article 28<sup>6</sup>**

#### **(Second Level Honours Diploma Examination)**

1. The School issues the Second Level Honours Diploma to II level Honours Students who have complied with teaching requirements and have passed the relative examination within the second session of the calendar year subsequent to conclusion of the II level Honours course.
2. The Second Level Honours Diploma, which consists of preparation of a written paper and an oral dissertation, is carried out in accordance with procedures established annually by the Faculty Committee, which provides for at least two Second Level Honours Diploma sessions.
3. Second Level Honours examinations are public, and the relative grade is expressed out of one hundred. Second Level Honours Diplomas are issued after the student has passed the relative exam and are awarded by the Rector.

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<sup>5</sup> Art. 26 of the regulations under D.R. no. 341 of 24/06/2016.

<sup>6</sup> Art. 27 of the regulations under D.R. no. 341 of 24/06/2016.



## **BOOK II: MASTER'S DEGREE COURSES**

### **Article 29**

#### **(Master's Degree Courses that can be initiated at the School)**

1. The Sant'Anna School of Advanced Studies establishes and initiates Master's Degree courses in agreement with other Italian or foreign Universities, in accordance with applicable national laws and these Regulations.
2. The Sant'Anna School of Advanced Studies may also participate, in the context of an agreement with another Italian or foreign University, in a Master's Degree, contributing to the planning and implementation of the training programme or organizing excellence programmes as specified under Article 41.

### **Article 30**

#### **(Application to previously concluded Agreements)**

1. Upon renewal of previously concluded agreements that fall within the scope of agreements under Titles II and III of this Book, those agreements will be adapted to the provision of this Book, in accordance with guidelines approved by the Academic Senate.

## **TITLE I**

### **GENERAL RULES ON MASTER'S DEGREES**

#### **Article 31**

##### **(English language)**

1. Teaching activities are normally conducted in the English language, save for adequately justified cases.
2. The Academic Regulations provide that documents relating to Master's degrees and communications are normally made available to students in the English language.

#### **Article 32**

##### **(Commitment of teaching staff. No reciprocity)**

1. The commitment of teaching staff to individual Master's Degrees is such that it shall not be detrimental to supplementary teaching activities reserved to I and II level Honours Students.
2. Save for express and justified requests made to the Faculty Committee which shall decide on such matters, there is a prohibition on adopting teaching from the teaching programme for I and II level Honours Courses or advanced education activities under Book IV.

#### **Article 33**

##### **(Restricted Access)**

1. Access to Master's Degree courses is normally restricted, save for adequately justified cases.
2. The number of places that must be announced annually, unless directly provided by the agreement or by regulations, is established on the basis of criteria defined by the Senate.
3. The number of places announced is in any event established on the basis of criteria that ensure that, in consideration of the pool of potential candidates, those candidates are high-quality and have a high level of qualification.

#### **Article 34**

##### **(Trial period)**

1. The agreement shall provide for a three-year trial period, following which the Senate will evaluate the results obtained and express an opinion on the renewal of the agreement or continuation of the Master's degree courses.



**Article 35**  
**(Monitoring and assessment)**

1. The agreements and the Academic Senate shall, upon proposal by the Institute Director concerned, establish bodies and mechanisms dedicated to the monitoring and assessment of teaching activities and of the overall results of the Master's Degree course.
2. The Evaluation Committee shall submit to the Institute Director and to the Academic Senate periodic proposals relating to monitoring and assessment, also for the purpose of revising the individual agreements upon renewal.

**TITLE II**  
**MASTER'S DEGREE COURSES ESTABLISHED AND INITIATED UNDER AGREEMENT**

**Article 36**  
**(Mandatory content of agreements)**

1. An agreement between the School and another University establishing a Master's Degree Course must contain the following elements:
  - a) a recital which provides a summary illustration of the scientific requirements underlying the agreement, the feasibility assessment conducted, the resources used by the institutions and expected goals;
  - b) the name of the reference degree course and Master's Degree;
  - c) the characteristics of the Master's Degree course;
  - d) resources made available by the partner institutions, including the contribution by School teaching staff to teaching activities;
  - e) the distribution of financial resources;
  - f) the administrative headquarters and teaching premises;
  - g) any bodies established by the agreement;
  - h) the duration and renewal regime.
2. A financial report shall be annexed to the agreement, providing additional details on the content under paragraph 1, subparagraphs d), e) and f), also from a long-term perspective. The report is also prepared when the agreement does not have a financial impact.

**Article 37**  
**(Procedure for approval of the agreement. Execution)**

1. During the various discussion phases with other universities, the reference Faculty Dean and the Rector are required to keep each other constantly informed. The reference Faculty Committee and the Academic Senate can approve the guidelines or request that the procedure is not commenced.
2. The draft agreement is submitted for preliminary review by the reference Faculty Committee which issues an opinion to be sent to the Academic Senate.
3. The draft agreement, previously submitted for an opinion from the Evaluation Committee, is approved by the Academic Senate and sent to the Regional University Coordination Committee. The draft is sent to the Board of Governors which, solely with respect to financial aspects, shall approve it or request additional appraisals.

**Article 38**  
**(Administrative Headquarters for the degree course)**

1. Administrative headquarters for the Master's Degree course are preferably situated at the partner University.
2. Where this is not possible, detailed reasons are provided in the report under Article 36 (2).
3. The same report contains analytical planning of the facilities and resources required.



### **Article 39**

#### **(Admission of Students)**

1. The agreements shall normally provide for forms of access, including in case of oversubscriptions, for I level Honours students who have passed the proficiency test under Article 7.

### **Article 40**

#### **(Reference to regulations applicable to the Master's Degree Course)**

1. All aspects not directly governed by the agreement shall be governed by regulations applicable to the individual degree course, in accordance with the provisions of these regulations.

2. The regulations applicable to the individual degree course are approved in accordance with procedures established in the agreement. In any event, they are submitted to the reference Faculty Committee, for an opinion, and to the Academic Senate, which may request additions and amendments. The Academic Senate approves the guidelines to be complied with by representatives of the School in bodies established by the agreement and responsible for approval of the regulations.

## **TITLE III**

### **EXCELLENCE TRAINING IN AGREEMENT WITH OTHER UNIVERSITIES**

### **Article 41**

#### **(Excellence Training)**

1. In the context of agreements with other Italian or foreign Universities, the School may establish "excellence training courses" of any name, which allocate credits additional to those provided for Master's Degrees established by the partner University.

2. Excellence training provides for supplementary teaching, laboratory experience, traineeships and other training experiences following which a Research training diploma is issued, in accordance with Article 6 (2) sub-paragraph g) of the Statute.

### **Article 42**

#### **(Mandatory content of the agreement. Procedure)**

1. The agreement between the School and another University establishing excellence training is annexed to the agreement establishing any Master's Degree course at the partner University. In any event, the Master's Degree to which the excellence training refers should be evident.

2. The agreement must contain the following elements:

- a) a recital providing a summary illustration of the scientific requirements underlying the agreement, the feasibility assessment conducted, the resources used by the institutions and expected goals;
- b) the name of the training course;
- c) the characteristics of the training course, with an indication of teaching activities and related distribution of credits;
- d) resources made available by the partner institutions, including the contribution by the School teaching staff to teaching activities;
- e) the distribution of financial resources;
- f) the administrative headquarters and teaching premises;
- g) any bodies established by the agreement;
- h) the duration and renewal regime.

3. A technical/financial report shall be annexed to the agreement, providing additional details under paragraph 1, sub-paragraphs c), d) and e), also from a long-term perspective. The report is also prepared when the agreement does not have a financial impact.

4. With regard to the administrative headquarters of the Course, Article 38 shall apply.





**Article 43**

**(Admission to excellence training)**

1. Admission to excellence training is conditional upon admission to the Master's degree course at the partner University.
2. Access to excellence training is restricted. The number of places to be announced, if not directly provided by the agreement, shall be established so as to guarantee the high level of training and potential for cultural and professional development of candidates.

**Article 44**

**(Students' requirements)**

1. Students attending excellence training courses shall be subject to the provisions under Article 19, paragraphs 3, 5, 6 and 7, of these Regulations to the extent compatible.
2. Each excellence training course may prepare regulations defining the teaching requirements for students of the course, without prejudice to the mandatory nature of those provided under paragraph 1.
3. Those regulations shall be approved in accordance with the provisions of Article 15 (2).

**Article 45**

**(Forfeiture of excellence training)**

1. In case of breach of the obligations under Article 46, the agreement shall provide for forfeiture of the excellence training course.

**Article 46**

**(Final exam)**

1. Upon termination of the Course, if the final exam is passed the School will issue the Research training Diploma.

**Article 47**

**(Teaching programme. Reciprocity of excellence training courses)**

1. The teaching programme for excellence courses is established in accordance with the provisions of the agreement.
2. The teaching programme for excellence courses can adopt teaching from I and II level Honours teaching programmes, subject to authorisation from the competent Faculty Committee which will carefully assess and report to the Senate on the adequacy of facilities available to the School for the purpose of acceptance of both Honours Students and students attending excellence courses.

**Article 48**

**(Training credits for excellence courses)**

1. Excellence training courses shall provide for a number of training credits that are additional to those provided for the achievement of a Master's Degree, equal to a maximum of twenty credits.



### **BOOK III: PHILOSOPHIÆ DOCTOR DIPLOMA PROGRAMMES**

#### **Article 49**

##### **(Definition and general objectives of the Programmes)**

1. In accordance with the provisions of Article 5 (1) sub-paragraph c) of the Academic Regulations and applicable laws, this Book governs Philosophiæ Doctor Programmes (PhD programmes or Programmes) at the Sant'Anna School of Advanced Studies, implemented commencing from the 2013/14 Academic year. It sets out general principles for the Programmes, subject to the specific characteristics of each individual course which shall be set out by the relative "**Internal Regulations**" which shall also be annexed to these Regulations under Annex I, and considered an integral part hereof.
2. The Programmes are intended to train persons with an elevated scientific and professional profile, through an advanced teaching and research programme, who are able to successfully carry out highly qualified research at public and private bodies as well as independent contractors, contributing to the realisation of the European Advanced Education Area.
3. Upon termination of the Programmes, which shall be no shorter than three years, subject to a pass in a specific examination, a Diploma will be awarded in accordance with Article 2 of Law no. 41, 14 February 1987; the Degree of Philosophiæ Doctor (PhD) is equivalent to a PhD for all purposes.
4. The title is abbreviated to "PhD".

#### **TITLE I**

### **ESTABLISHMENT AND INITIATION OF PROGRAMMES**

#### **Article 50**

##### **(Collaborations)**

1. For the realisation of teaching and scientific activities relative to PhD Programmes, the School may implement:
  - agreements with Italian or foreign Universities and public or private Research Entities that meet the high standards of cultural and scientific qualification;
  - Inter-university consortiums, which include at least one Italian university or, in consideration of the condition set out above, between universities and highly qualified public or private research entities from different countries, without prejudice to the fact that in such events the administrative headquarters of the consortium shall be the Italian university which shall be responsible for issuing the academic qualification;
  - agreements pursuant to Article 4 (4) of Law no. 210, 3 July 1998, with companies, including foreign companies that conduct research and development, without prejudice to the fact that in such events the administrative headquarters of the course shall be the School, which shall be responsible for issuing the academic qualification.
2. In order to optimise the efficiency and effectiveness of any ventures, the organisation of additional Programmes may be requested of a PhD School that will be allocated the task of coordinating the courses and managing common activities.
3. For PhDs conducted by way of an international agreement, the Faculty Board may propose to the Academic Senate and/or Board of Governors, specific rules to facilitate the collaboration with international partners, in accordance with applicable Italian laws.

#### **Article 51**

##### **(Establishment of a new programme)**

1. PhD Programmes are established subject to accreditation by the Ministry for Education, Universities and Research (MIUR), following consent by the *Agenzia Nazionale di Valutazione del sistema Universitario e della Ricerca* (Italian National Agency for the Evaluation of Universities and Research Institutes, ANVUR), by way of a decree of the School Rector. For details on the accreditation procedure reference should be made to applicable legislation.



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2. A proposal to establish a Programme, together with the structured training programme described under the following Article, shall be submitted by at least three members of the School's teaching staff to the relative Institute Board, so that it can express an opinion on the establishment of that programme. If the proposal to establish a Programme is formulated by a group of teaching staff belonging to various School Institutes, it shall be approved by each Institute Board and shall indicate which Institute the venture relates to. A Programme may only be administratively relative to one Institute alone.
3. The proposal, approved by the Institute Board and verified by the Internal Evaluation Committee with reference to the requisites under applicable laws, shall be submitted to the Academic Senate. The latter shall verify the consistency of the Programme with the programming and priorities of training and research activities by the School, the scientific quality of the venture and its financial sustainability and shall establish the amount of resources and of the budget to allocate to the Programme. If it believes it necessary, the Academic Senate may acquire an opinion from relevant persons from the national and international scientific community.
4. Upon approval of the Single Annual Financial Forecast authorised on the basis of indications previously formulated by the Academic Senate, the Board of Governors allocates a budget to these ventures, resolving upon any registration fees and any other fees, as well as rules governing any exemptions.
5. Programmes are included as part of training offered by the School and in the MIUR database.

### **Art. 52 (Structured Training Programme)**

1. A structured training programme must be annexed to the proposal for a new PhD Programme, indicating the training and professional aims and objectives as well as the scientific, teaching and organisational content of the Programme.
2. The Structured training programme must provide indications on the following in particular:
  - a) the type and name of the Programme, with an indication of the reference scientific-disciplinary groups and the scientific and cultural areas included in the programme, with specific regard to their innovation, the interdisciplinarity of the relative activities and consistency with the mission of the School as a whole;
  - b) the duration of the Programme, the number and type of places to be announced;
  - c) the cultural and attitudinal profile of candidates and the consequent selection procedures;
  - d) an indication of any professional opportunities;
  - e) the Co-ordinator;
  - f) criteria for the establishment and composition of the Faculty Board;
  - g) the organisation of training and research activities, including any structuring into specialist areas, specifying:
    - i. the type of teaching commitment required and any measurement in credits;
    - ii. procedures for assessing progress by students;
    - iii. any study periods abroad and a proposal relating to an increase in scholarships for research activities abroad;
    - iv. procedures for achieving the final qualification;
    - v. the possibility of issuing intermediate qualifications or certificates with an indication of the necessary requisites;
    - vi. opportunities and procedures for the involvement of students in School teaching and research activities;
  - h) whether or not the Programme is a residential Programme;
  - i) any collaborations with other Italian or foreign Universities, consortiums, public and private entities and companies, annexing the draft agreement for each proposed collaboration;
  - j) the possibility of supplementing costs for the School with funding originating from persons under point i), specifying the estimated amount of funding for each member;
  - k) the amount and type of forms of financial support annually available to students;



- l) a projection of direct and general costs for the School.

**Article 53**  
**(Annual initiation of a new cycle)**

1. By August of each year, each Coordinator shall submit to the Institute Board a proposal to initiate a new cycle of the PhD Programme, containing:
  - a) an indication of the composition of the Faculty Board;
  - b) the course objectives;
  - c) scientific-disciplinary groupings that are consistent with the training objectives of the Programme.
2. The Coordinator shall prepare the offered programmes for the new cycle (teaching programme) in accordance with accreditation procedures for the Programme and in good time so that candidates for the Programme may view them.
3. Following allocation of the budget to the Programme by the Board of Governors, using the ordinary financing fund, the Coordinator shall inform the relative faculty of the number of scholarship places to be included in the call for applications and any additional financial resources to cover any additional scholarships.
4. If the proposal to initiate a new cycle includes substantial amendments, it shall be sent for approval by the Evaluation Committee and by ANVUR, intended to verify compliance over time with accreditation requisites.

**TITLE II**  
**ORGANISATIONAL STRUCTURE OF PROGRAMMES**

**Article 54**  
**(Course Bodies)**

1. The Faculty Board and the Coordinator are PhD Programme bodies.

**Article 55**  
**(Faculty Board)**

1. The Faculty Board is responsible for planning and realising the Programme. It is composed of full and associate professors, assistant professors, or senior researchers and directors, or analogous roles within public research entities partnered with the School in relation to the realisation of the specific Programme, and experts with proven qualifications provided that they have previously obtained the title of affiliate of the Institute (and/or Institutes) proposing the Programme, in accordance with the School's internal sources. The number of external teaching staff affiliated with the Institutes may not exceed the number of internal teaching staff. The Board shall have no less than five members of teaching staff, including the Coordinator, and is supplemented, on an advisory basis in respect of teaching and organisational matters, by a representative of the students elected annually.
2. In particular the Faculty Board:
  - a) defines the scientific, teaching and organisational guidelines for the Programme;
  - b) supervises realisation of the structured training programme;
  - c) approves the annual programme of activities for the Programme for the subsequent academic year, on the basis of proposals made by each member of teaching staff;
  - d) controls performance of the annual programme;
  - e) annually assesses general performance in Programme activities;
  - f) provides an opinion to the Programme Coordinator on the annual report to be submitted, by November, to the Evaluation Committee, with copy to the Quality Enhancement Board and the Joint Board;
  - g) appoints the Coordinator to formulate the proposal for annual initiation of a new cycle of the Programme;
  - h) resolves on the proposed call for applications;
  - i) appoints the *Tutors* and *Supervisors*;



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- j) verifies, at least annually, progress in studies by each student, by way of analysis and approval of a detailed annual report on research activities conducted, subsequent developments in the individual research project and more general study, training and research prospects;
  - k) resolves upon the admission of each student to the subsequent year for the purposes of renewal of the scholarship by way of criteria defined by the Internal Regulations for the Programme;
  - l) authorises research activities abroad and study periods in Italy and abroad, as well as any increase to the scholarship and any contributions for short study periods;
  - m) approves requests for details on individual research projects, as well as all other requests submitted by students;
  - n) resolves upon the possible exclusion of students from the Programme.
3. The Faculty Board meets at least twice a year in order to guarantee regular performance of activities, or at any time deemed necessary by the Coordinator or when one third of its members submit a written request to the Board; a member appointed by the Faculty Board upon proposal by the Coordinator shall act as Secretary of the Board.

### **Article 56** **(Coordinator)**

1. The Coordinator of the Faculty Board is appointed by the Institute Director, upon proposal by the Board itself, from amongst full time full professors, or in case they are not available, associate professors who are members of the Faculty Board for each Programme for a duration of three years. The appointment may only be renewed once.
2. The Coordinator is responsible for the teaching and scientific and organisational administration of the Programme, in accordance with guidelines formulated by the Faculty Board, fostering momentum in the Programme activities, periodically informing the Institute Board competent for the Programme activities.
3. The Programme Coordinator chairs the Faculty Board, calls meetings of that Board establishing the agenda, also on the basis of requests by each member and provides for implementation of all resolutions taken with regard to that Board.
4. The Coordinator adopts urgent measures the responsibility of the Faculty Board, including authorisations for activities involving expenditure from the Programme budget, submitting them for approval by the Faculty Board at the first meeting immediately subsequent to adoption of the deed.
5. Having consulted with the Faculty Board, the Coordinator submits to the competent Institute Board and to the Evaluation Committee the annual report on performance in the Programme and the achievement of the course objectives the offered programmes under Article 53 above.
6. Having consulted with the Faculty Board, the Coordinator proposes to the Rector the composition of the Examination Boards under Articles 64 and 70 (5).
7. In case of the absence or impediment of the Coordinator, he or she will be replaced by a Vice-Coordinator appointed from amongst members of the Faculty Board.

### **Article 57** **(Supervisor and Tutor)**

1. Within two months of commencement of the Programme, the Faculty Board shall appoint a Supervisor for and upon proposal by each student, normally chosen from amongst School professors and researchers who are experts in the area of study relative to the research conducted by the student, or from amongst members of the Faculty Board.
2. The Supervisor shall attentively steer and oversee students in their training and scientific programmes and in the preparation and development of their thesis, guaranteeing an adequate level of availability. The Supervisor will countersign by way of acceptance all requests by the student, made to the Coordinator or to the Faculty Board as well as the annual report under Article 65 (2) and the thesis prepared for the final examination.



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3. Upon a reasoned request by the student or at the initiative of the Coordinator, having consulted with the student, the Faculty Board shall replace the Supervisor, within one month, simultaneously proceeding to appoint a new Supervisor pursuant to paragraph 1.

4. If the training programme for the student so requires, the Faculty Board may, upon proposal by the student and/or Supervisor, appoint a Tutor who will support the student in the performance of all operational tasks. The Tutor may be a research fellow, professor or external researcher, from a Research Entity, an expert, including technical laboratory personnel; he or she works alongside the Supervisor.

### **Article 58 (Additional bodies)**

1. In the pursuit of a better organisational structure for the purpose of achieving the objectives of the Programme, each Programme may, in addition to the bodies under Articles 55 and 56, establish the following:

- a) committees, separate from the Faculty Board, composed of no more than five experts, specifically tasked to drive and evaluate overall performance in Programme activities, indicating the procedures for the establishment, call and organisation of the committee, for interaction with other Programme bodies and for the transmission of the relative records to the academic bodies of the School and to the Evaluation Committee, as well as the resources intended to fund its works;
- b) upon proposal by the Faculty Board subsequently notified to the Academic Senate, possible:
  - vice-coordinators with operational tasks;
  - scientific curriculum leaders;

with the possibility of attributing to them a part of the functions allocated to the Course Coordinator

- c) joint bodies with the Italian and foreign universities, inter-university consortiums, companies and public or private entities with whom the School has entered into agreements and that are useful for the purposes of the PhD.

## **TITLE III RESOURCES AND ASSESSMENT**

### **Article 59 (Management of resources available to Programmes)**

1. The Director and the Head of Administration for the reference Institute are tasked with all formalities relating to the use of resources, in compliance with the scientific and administrative independence of the Coordinator and of the Faculty Board and of the decisions taken by them.

### **Article 60 (Assessment)**

1. Annual monitoring intended to verify compliance with the excellence requirements of the Programme, as well as the relationship between the proposed training objectives and the results achieved is conducted by the Evaluation Committee, in accordance with criteria and procedures established by applicable laws, on the basis of the annual report by the Coordinators.

2. The results of assessments are sent to the Rector, the Academic Senate, the Board of Governors and the Programme Coordinator, for their respective formalities.

3. The Academic Senate may, on the basis of assessments conducted by the Evaluation Committee, request a review of the training objectives.

4. Controls conducted by the Evaluation Committee constitute a part of annual monitoring by ANVUR intended to verify compliance over time with the requisites needed for accreditation and maintenance of the individual Programme.





## **TITLE IV RULES GOVERNING TRAINING AND RESEARCH ACTIVITIES**

### **Article 61 (Annual programme of activities for the Programme)**

1. The annual programme of activities for the Programme sets out the overall framework of teaching, scientific and research activities for each Programme over the reference academic year. The annual programme of activities is approved by the Faculty Board by June of the academic year prior to commencement of the activities and is immediately sent to the Institute Council, for the purpose of preparation of the teaching programme.
2. Programme activities normally commence at the beginning of the academic year.

### **Article 62 (Admission to Programmes – Requirements for access to the public call for applications)**

1. Admission to the Programmes is based upon a public selection procedure that must conclude by 30 September of each year. Calls for applications shall indicate the operating procedures for the realisation of tests so as to ensure full compliance with applicable regulations as well as transparency in procedures, suitable comparative assessment of the candidates, speed of process and public access to records.
2. Persons who are, at the expiration date of the call for applications, in possession of a Bachelor's Degree (old university system), a Master's Degree or an analogous academic title including those awarded abroad, declared by the Italian authorities to be equivalent or recognised as equivalent due to the length and content of the course, to the Italian qualification and considered suitable for the purpose of participation in the competitive procedure, may access the selection procedure. The suitability of a foreign qualification is verified by the examination board in accordance with applicable regulations in Italy and in the Country in which it was issued, as well as with any treaties or international agreements on the recognition of qualifications.
3. Persons who declare that they will achieve the qualification by the deadline of 31 October of the same year in which the call expires can also apply to access the selection procedure. These candidates are admitted conditionally, upon penalty of loss of admission to the Programme if they fail to achieve the qualification within that deadline.

### **Article 63 (Admission to Programmes – Call for applications)**

1. For each cycle of the Programme the Coordinator, with the support of the competent administrative structure and having consulted with the Institute director, shall prepare a proposal call for applications. The Call is issued by way of a Rector's Decree.
2. The call for applications must indicate:
  - a) the maximum number of students who can be admitted to the Programme;
  - b) the number and type of forms of financial support available annually;
  - c) any provision for a quota of places reserved to students who have foreign university degrees who have achieved the qualification necessary for admission to the Programme, or rather in favour of students with scholarships from foreign countries or specific international mobility schemes; in such event the call can establish differentiated procedures for the realisation of the admission procedure and the formation of separate ranking;
  - d) admission procedures and scores for qualifications and interview, and provision for possible additional written tests available to the Examination Board;
  - e) the possible provision for specific admission procedures in case Programmes include the initiation of European and international collaboration projects;
  - f) any contributions to be made by students admitted to the Programme and rules relating to exemptions;
  - g) any specialisations or curricula for the Programme;
  - h) any restrictions relating to further investigation of specific areas of research connected to the availability of additional funding;



- i) for the purposes of selection, any requirements to submit a research project.
3. The Call for applications, prepared in Italian and English, shall be published electronically in the School On-line Register, the European website Euraxess and the MIUR website.

#### **Article 64**

##### **(Admission to Programmes – Examination Board - Final merit ranking)**

1. The Examination Board for admission to the Programmes is appointed by the Rector by way of a decree, upon proposal by the Coordinator.
2. The Board is composed of at least three University Professors or researchers from scientific-disciplinary sectors relating to the Programme, one of whom must be a member of the School teaching staff. The Board may be supplemented by experts, including foreign experts, chosen from public and private research entities and institutions. Pre-selection Boards may also be established, appointed by the Rector by way of a decree.
3. Admission to the Programme of students in an amount equal to the number of places established in the call for applications is based on final merit rankings for candidates, prepared by the Examination Board.
4. The outcome of the selection procedure is notified to candidates by way of publication of the merit rankings on the School On-line Register.
5. In case of loss or waiver of a place, following the date of commencement of the Programme, by candidates admitted, they may, subject to a favourable opinion by the Board, be replaced by suitable candidates according to the ranking order.

#### **Article 65**

##### **(Training requirements for Programme students)**

1. Internal Regulations for each Programme establish the training requirements, ensuring that they are suitably distributed across the various phases of the Programme, and that they are adapted to the individual research project for each student.
2. Procedures for the completion of training requirements by students are determined by the Faculty Board for each PhD Programme. These activities, which must include attendance of at least one hundred and fifty hours of training activities specifically provided by the School or by other university or research institutes, are specified in the individual annual study programmes submitted for approval by the Rector and the Faculty Board for the Programme. Training activities provided by the School must in any event cover 70% of the 150 PhD training hours whilst the remaining 30% can be carried out outside the School, subject to authorisation from the Faculty Board and provided that the teaching hours are provided in the context of PhD level Programmes.
3. Disciplinary and interdisciplinary training activities and advanced language and IT courses, as well as training in the field of management of research and knowledge of European and international research systems, the valorisation of research and intellectual property, are calculated as part of the one hundred and fifty hours of training activities.
4. Students are required to submit a detailed report, 30 days prior to the date of completion of the first and second year of the course, on training and research activities conducted during the year. Assessment by the Faculty Board is carried out between first October and 15 November of each year. If the annual assessment does not conclude with entirely satisfactory results, in specific and justified cases, the Board may grant an additional maximum period of 6 months, following which a new assessments of the results obtained is carried out.
5. Having completed the requirements under this Article and under the Internal Regulations for the reference Programme, a student is admitted to the final examination.

#### **Article 66**

##### **(Students' rights and services)**

1. Students are afforded the rights provided by applicable laws, including the possibility of benefitting from a suspension in training requirements due to maternity, grave and documented illness and, in the opinion of the Faculty Board, for other grave and documented reasons.



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2. From Monday to Saturday, excluding any holidays provided by the School academic calendar, students may have one meal free of charge from the canteen for the entire duration of their respective Programme.
3. To the extent necessary to ensure and encourage the successful realisation of their study and research activities students are entitled to adequate areas within the Institutes and to attend the Library, IT laboratories and other School facilities, and to use any connected services.
4. Until termination of the programme, students are guaranteed third party liability and accident insurance cover and insurance against accidents that may occur during the realisation of institutional activities.

### **Article 67**

#### **(Supplements to scholarships for off-campus study periods and budget for research activities)**

1. The teaching and training programme for Programmes may be supplemented with off-campus study periods at other Universities or companies and public and private entities, both in Italy and abroad.
2. For research activities to be conducted abroad in the context of the main study period, the amount of the scholarship may be increased by a maximum amount of fifty percent for a total period no greater than twelve months. Subject to a request submitted by the student, following clearance given by the Rector, the Faculty Board shall authorise study periods and allocate a quota of the budget available for activities.
3. Annually, commencing from the second year, each student will be allocated the budget under the third paragraph of Article 9 of Ministerial Decree no. 45/2013, in the amount of 10% of the annual amount of the scholarship. The cost of participating in conferences/workshops or short off-campus study periods can also be allocated to the budget.
4. The budget shall be used in accordance with internal provisions for the School in this regard.

### **Article 68**

#### **(Exclusion from the Programme)**

1. Exclusion of a student can be resolved upon following an annual or six-monthly review, in case of:
  - a) continued and persistent breach of training requirements by the student despite formal warnings by the Coordinator;
  - b) insufficient benefit for the student in the research activities conducted;
  - c) for additional grave reasons possibly resolved upon by the Faculty Board for each Programme;
  - d) failed admission to the final examination.
2. Exclusion of a student may also occur at any time during the year in case of unjustified and prolonged absences despite formal warnings by the Supervisor and/or Board.
3. Exclusion is provided by way of a decree of the Rector, upon a reasoned proposal by the Faculty Board. The adoption of the decree is preceded by notice sent to the student by the Coordinator.
4. Exclusion involves immediate loss of all rights connected to the status of PhD Student and the interruption of all student requirements, including the provision of the scholarship.

### **Article 69**

#### **(Activities by students external to the Programme)**

1. Students may be included in research projects and activities by the School, that are compatible with their training programme.
2. Students are entitled to engage in working and research activities additional to those relating to the Programme, provided that they are functional to the development of their research.
3. Students shall promptly inform the Supervisor and the Programme Coordinator about the conduct of those activities and that they are receiving income from those activities. The Faculty Board, having consulted with the Supervisor and upon proposal by the Coordinator, shall express an opinion on the compatibility of activities engaged in with the regular performance of activities relating to the Programme. In case of a negative opinion, it will allocate the student a suitable term for the purpose of terminating any activities deemed to be incompatible.



4. Students may, subject to clearance from the Faculty Board and without any increase to the scholarship awarded, act as tutors for students of Master's degrees and, within the maximum limit of forty hours in each academic year, additional teaching activities. Medical students may participate in clinical activities.

#### **Article 70**

##### **(Achievement of the qualification)**

1. The qualification of "Philosophiædoctor" is achieved no earlier than following conclusion of the Programme and no later than eight months after delivery of the thesis, by passing the final examination.

2. The final examination consists of an oral and public presentation of the thesis, prepared in the Italian or English language or in another language subject to authorisation from the Faculty Board, based on the results of research carried out during the Programme and characterised by originality and significant scientific value.

3. The thesis is assessed by at least two highly qualified external professors who may also belong to foreign Institutions, one of whom may be a researcher. The latter, who are known as examiners, provide a written analytical assessment proposing either that it should be admitted for public presentation or deferred for an additional period no greater than six months following notice of the negative assessment, for the necessary additions or corrections, following which the thesis is admitted for presentation, together with a new written opinion by the examiners in consideration of amendments and additions made.

4. The procedure that leads to presentation of the thesis is divided into the following phases

a) *by the end of the PhD Programme* the student sends the Administration office the Report on activities carried out during the Programme and on any publications;

b) *by the end of the PhD Programme or any other deadline indicated in the application under point c):*

b.1) the student submits an application to present their thesis and files the thesis in the School Digital Thesis Archive (DTA); assessment of this formality is carried out by the Supervisor;

b.2) the Coordinator, having consulted with the Supervisor and the Faculty Board:

- notifies the names of the external examiners to the Administration Office which sends the thesis to them;
- schedules the dates for the three presentation sessions for the PhD cycle that has just concluded;
- proposes to the Rector the names of members of the Examination Board for the presentation sessions, according to the composition described under paragraph 5 of this Article;

c) *at least four months prior to the end of the PhD Programme* the student may use an additional period no greater than 6 months and non-renewable, to deliver the thesis: in such event he or she will notify the Faculty Board that they are exercising that right, submitting a detailed report together with the favourable opinion of the supervisor verifying proven scientific requirements;

d) *within the maximum term of 30 days following transmission of the thesis*, the examiners will issue a written assessment and the thesis will be admitted for presentation, or deferred for a maximum period no greater than six months, as described under paragraph 3 of this Article;

e) *within 15 days of receipt of the assessments* the Coordinator will notify the dates of the 3 thesis presentation sessions and the names of members of the Examination Board to the Administration Office, which shall publish them on the School website.

5. The Examination Board, appointed by way of a decree of the Rector, is composed of at least three members of teaching staff, at least one of whom from the School. Participation in the Board is extended to researchers, provided that the composition of the Board includes at least two professors and, in any event, the majority of members must be professors. The Board may also include no more than two Italian or foreign experts. External examiners and the Supervisor may also be members of the Board. The Board provides a summary assessment on the thesis and the thesis presentation. It may unanimously decide to award a distinction.

6. If a student passes the final examination, the thesis is archived and published in the Schools Institutional Archive (DTA) which is open access and can be consulted online. The thesis is also filed with the National Central Libraries of Rome and Florence and may be consulted in their respective catalogues.

7. The Diploma is issued by the Rector of the School and is awarded by the Rector during a diploma award ceremony.



**Article 71**

**(PhD students from other institutions)**

1. In the spirit of internationalisation of the Course and on the basis of specific exchange agreements, the Faculty Board may admit PhD students originating from other Italian and foreign institutions to attend courses or parts of courses, as well as seminars that are not already open to anyone interested.
2. PhD Students originating from other institutions are admitted to attend the facilities and to use the services of the School on the basis of matters established in the exchange agreements or, in the absence of any provisions in that regard, on the basis of matters resolved by the School bodies upon proposal by the Coordinator, following consultation with the Faculty Board.
3. If the agreements under paragraph 2 do not include measures for the payment of charges, PhD students originating from other institutions may be asked to pay a fee established by the Coordinator, following consultation with the Faculty Board. Insurance cover is in any event provided by the institutions of origin.



**BOOK IV: FIRST AND SECOND LEVEL MASTER COURSES AND HIGHER AND CONTINUING EDUCATION PROGRAMME**

**TITLE I  
MASTER COURSES**

**Art. 72**

**(First and second level master courses)**

1. In implementation of the Statute and Academic Regulations, the School may, in accordance with applicable regulations, establish first and second level master courses (hereinafter Masters) that differ in terms of access requirements, type of commitment required and level of detailed study of the areas dealt with as provided by Article 73 below.
2. Masters are intended to provide in-depth specialisation in sectors of particular interest to the qualified job market.
3. The name Master applies exclusively to courses organised by the School in accordance with the following provisions.

**Article 73**

**(Content)**

1. Master courses organised by the School generally have a duration of between twelve and twenty-four months and provide for frontal teaching activities (lectures) and other forms of teaching, guided study, interactive teaching, remote training and seminars of a level suitable for the level of advanced education and training pursued.
2. Frontal teaching normally amounts to a total of no less than 400 hours annually for masters that require a full-time commitment; in addition, courses shall provide for curricular internships functional, in terms of duration and procedure, to the goals of the master.
3. All of the above activities, together with the commitment to study and to individual education, involves the acquisition of at least sixty University credits (CFU) necessary to achieve the master qualification.

**Article 74**

**(Procedure for establishing a master course)**

1. Masters can be proposed by professors and researchers from School Institutes.
2. The competent Institute Committee shall examine the proposals to establish Master courses issuing an opinion on the scientific validity and feasibility of the course in budgetary terms. The proposal shall include at least the following documents:
  - *training project* containing: analysis of the training requirements and objectives; the teaching structure and university credits, logistical/organisational requirements and an indication of any external parties involved;
  - *financial plan* in support of the venture.
3. The establishment of a master is resolved upon by the Academic Senate upon approval of the "Advanced Education Plan" under Article 86 below.
4. If it is not possible to include the proposal to establish a Master in the aforementioned Plan and, for reasons of urgency, it is not possible to include it during the six-monthly monitoring under Article 86 (2), the Institute Director proposing the course shall, subject to a resolution by the relative Council, inform the Rector at least three months prior to commencement of training activities for the purposes of final approval by the Academic Senate.
5. Masters are initiated by way of a decree of the Rector or his or her delegate upon issuance of the relative call for applications.

**Article 75**

**(Master course bodies)**

1. The Director and the Scientific-Teaching Board are Master course bodies.





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2. The Director of the Master, identified by the Council from amongst the proponent parties, is appointed by the Rector or his or her delegate upon establishment and/or initiation of the Master.

3. The Director of the Master is responsible:

- a) for the organisation and overall operation of the Master and compliance with rules and quality standards defined in the Quality Management System Manual;
- b) for continual monitoring of training activities so as to enable achievement of previously established objectives.
- c) for the reparation and management of the budget.

The Director of the Master prepares the conclusive report to be submitted to the Scientific-Teaching Board. The report, signed by the Director of the Master and the Institute Director is sent to the Joint Board.

4. The Scientific-Teaching Board, appointed by the Rector or his or her delegate may, upon initiating the master, be composed of no less than three members, additional to the Director of the Master, including professors and researchers from the School and other partner Universities (who contribute to the implementation/organisation/issue of the joint Master diploma), representatives of partner companies and qualified experts. The Board:

- a) approves the master regulations;
- b) defines the training programmes, identifying any teaching that requires external teaching staff;
- c) defines the criteria for periodic assessments and the final exam.

Members of the Board may be members of the Selection committee for admission to the Master course.

5. If the Scientific-Teaching Board has not been appointed, its functions shall be carried out by the Director of the Master.

### **Article 76 (Admission requirements)**

1. Persons who are, at the expiration date of the call for applications, in possession of a Three-Year Degree qualification or equivalent qualification achieved abroad, may access the selection procedure for first level Master courses.

2. Persons who are, at the expiration date of the call for applications, in possession of a Master's Degree or a Bachelor's Degree (according to the previously applicable university system) or an equivalent qualification acquired abroad, may access the selection procedure for second level master courses.

3. The Scientific-Teaching Board, or where it has not been appointed the Selection Board, shall decide whether or not academic qualifications achieved abroad are suitable for the purposes of admission to the selection of candidates.

4. Persons who are, at the date of expiration of the call for applications, in possession of the qualification prescribed by the previous paragraphs, or those who achieve the required qualification, may participate in the selection procedure for access to masters, upon penalty of loss of admission in case of successful selection, within the deadline indicated in the individual calls for applications.

5. The call for applications may provide for enrolment in one or more modules (in the maximum percentage indicated in the call for applications) the attendance of which does not require the qualification requested for admission to the master. The enrolled student may attend all or part of the teaching activities but may not take the interim or final assessments or attend the curricular internship. Upon conclusion of attendance a participation certificate will be issued.

### **Article 77 (Procedure for admission to Master Courses)**

1. For the participation in Master Courses approved in accordance with the above Articles, the School will issue specific calls for applications, approved by way of a decree of the School Rector, upon proposal by the Director of each individual master, containing:

- a) the name, duration, location of the course and number of available places;
- b) the training programme and number of total credits necessary to achieve the qualification;
- c) specific requisites required for admission to the course;



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- d) registration deadlines and procedures;
- e) the amount of the registration fee and payment procedures, as well as any exemptions and scholarship made available by the School and/or other public or private entities;
- f) the date of commencement and termination of the course;
- g) the timing and procedures for realisation of selection tests for admission to the Master.

### **Article 78**

#### **(Acknowledged university credits)**

1. For the purposes of completion of Master Courses, activities carried out in the context of advanced education or permanent education programmes, organised by the School, may be recognised as credits acquired, with a corresponding reduction in training activities required. The Scientific-Teaching Board may acknowledge all or part of university credits on the basis of the suitability and comparability of activities carried out or related learning assessments, with respect to the level of knowledge, expertise and professionalism which a student intends to achieve through the Master course.
2. Analogously other training and PhD activities may be acknowledged as university credits in case of suitable certification.
3. Credits acquired for the achievement of the qualification which results in access to the master course cannot be acknowledged as university credits.
4. The number of credits recognisable, for a maximum of 12 (twelve) credits, in accordance with the above paragraphs, and the procedure for their recognition are indicated, for each master initiated, in the relative Regulations, approved pursuant to Article 82.

### **Article 79**

#### **(Interim and Final Assessments)**

1. Subject to the provisions of Article 78 above, the acquisition of credits corresponding to the various training activities is subject to periodic learning assessments. Having complied with requirements provided for the training programme, a student is admitted to the final exam for the purpose of achieving the qualification.
2. Procedures for the realisation of interim assessments and the final exam are established in the Regulations for each master.

### **Article 80**

#### **(Internship)**

1. A curricular internship (or work placement) provided as part of a master course consists of a period of training with a public or private entity offering the intern the possibility of gaining initial experience in the world of employment in consideration of future employment decisions.
2. By way of these work placements, the intern can verify the practical application of theoretical notions acquired during their training programme and is able to gain an understanding of an organisational context where they can trial specific working activities.
3. A curricular internship shall have a minimum duration of 3 (three) months (300 hours) and a maximum duration of 12 (twelve) months; the duration must be consistent with the timing for realisation of the training objectives indicated in the training plan.
4. For any matters not provided in these Regulations, internships are governed by applicable laws.

### **Article 81**

#### **(Master qualification)**

1. Achievement of a first or second level master qualification is conditional upon compliance with attendance requirements, the acquisition of CFU provided and passing the interim and final exams. The qualification is issued by the School Rector.
2. On the basis of specific agreements, the School may issue a Master qualification jointly together with other Italian or foreign universities.



**Article 82  
(Regulations)**

1. Each master course is governed by specific Regulations, approved by the Rector or his or her delegate, upon proposal by the Director of the Master.
2. The Regulations shall establish:
  - a) the rights and duties of students;
  - b) teaching regulations with an indication of training activities provided;
  - c) the number of credits attributed to each training activity and to the final exam;
  - d) attendance requirements;
  - e) the amount of and procedure for the acknowledgement of university credits, if provided;
  - f) the procedures and timing for realisation of learning assessments and final exams.

**TITLE II  
ADVANCED EDUCATION AND CONTINUING EDUCATION**

**Article 83  
(Advanced education and continuing education courses)**

1. In implementation of the Statute and Academic Regulations, the School may, in accordance with applicable laws, establish ongoing and recurrent advanced scientific PhD and advanced education programmes as well as professional refresher courses, other than the Master courses described under the above Title, following which attendance certificates may be issued and, where provided, university credits.
2. The Courses under the above paragraph are intended to provide in-depth specialisation in sectors of particular interest to the qualified job market.

**Article 84  
(General rules relating to advanced education and continuing education programmes)**

1. Institutes supervise the procedure for the establishment of Programmes, in accordance with the same procedures indicated under Article 74.
2. Programmes can be proposed by professors or researchers from the School Institutes.
3. The competent Institute Council will examine the proposals to establish a Programme, issuing an opinion on the scientific validity and budgetary feasibility of the Programme. The proposal shall include at least the following documents:
  - *training project* containing: analysis of the training requirements and objectives; the teaching structure and any university credits, logistical/organisational requirements and, if provided, an indication of any external parties involved;
  - *financial plan* in support of the venture.
4. The establishment of a Programme is resolved upon by the Academic Senate upon approval of the "Advanced Education Plan" under Article 86 below.
5. If it is not possible to include the proposal to establish a Master in the aforementioned Plan and, for reasons of urgency, it is not possible to include it during the six-monthly monitoring under Article 86 (2), the Institute Council proposing the course shall approve the Programme and subsequently notify it to the Academic Senate.
6. Programmes are initiated by way of a decree of the Rector or his or her delegate
7. Procedures for accessing courses are defined in the respective calls for applications or selection notices.

**Article 85  
(Specific rules relating to Advanced education and continuing education programmes)**

1. The Programmes in this Title can provide for the issue of University Credits – CFU. In such event Article 79 shall apply.
2. At the end of the Programme, the School will issue a participation certificate, where provided indicating a pass in the final exams and achievement of the CFU.



**Article 86**  
**(Programme of Training activities)**

1. On the basis of proposals submitted by the Institutes, the Senate will annually approve the “Advanced Education Plan” for the subsequent academic year.
2. Upon termination of the first semester, the Plan may be supplemented with new training activities including those previously established, following first approval. The Academic Senate approves the Plan, as supplemented, following six-monthly monitoring.

**Article 87**  
**(Financial coverage)**

1. The economic-financial sustainability of masters and advanced education courses is guaranteed by:
  - a) **registration fees** paid by participants;
  - b) any **contributions** by external public and private entities and subjects;
  - c) any **funds set aside and** approved by the Board of Governors.
2. The training programmes under paragraph 1 shall be subject to the rules contained in Title III of the “Regulations governing withheld fees for activities by the Sant’Anna School of Advanced Studies”.
3. Training hours provided by teaching staff and researchers from within the School for the purposes of performing their teaching requirements are accounted for in the project costs for the purpose of determining the distributable residue.

**Article 88**  
**(Tutors)**

1. Tutors may be used to provide support in the programming of teaching activities, and persons with specific technical-scientific and professional qualifications shall be appointed to this role.
2. Tutors carry out organisational activities in support of teaching, act as a point of connection between teaching staff and provide coordination for internships. They also provide assistance to students in teaching and logistical aspects.

**Article 89**  
**(Lectures and organisational roles)**

1. Teaching activities under training programmes are normally carried out by professors and researchers at the School and are subject to the provisions contained in the “Regulations on teaching commitments for teaching staff and researchers at the School”.
2. External appointments may be awarded to highly qualified and specialised personnel. The procedures for the award of these appointments are defined in the “Regulations governing teaching offices”.

**Article 90**  
**(External collaborations)**

1. Masters and Advanced education programmes may be initiated in collaboration or on behalf of third party public and/or private sponsors, in accordance with the procedures under Title II of the “Regulations governing withheld fees for activities by the Sant’Anna School of Advanced Studies”.

**Article 91**  
**(Quality Management System)**

1. Activities contained in this Book must be carried out in accordance with the procedures and forms provided in the Quality Management System Manual.



## **BOOK V: SCHOLARSHIPS AND FORMS OF COLLABORATION BY STUDENTS**

### **TITLE I AWARD OF SCHOLARSHIPS**

#### **Article 92 (Types)**

1. The Sant'Anna School of Advanced Studies awards scholarships for the realisation of studies and research in the context of its facilities and specifically:

- postgraduate study and research scholarships (Law 240/2010 as subsequently amended and supplemented);
- scholarships for PhD programmes abroad (Law no. 398/1989 as subsequently amended and supplemented).

Scholarships are managed by the Institutes and are initiated by way of an application by the proponent teacher who guarantees the scientific interest of the study and/or research.

2. The School teacher under whose supervision the recipient of the scholarship carries out his or her activities, is responsible for implementation of the study and/or research programme and acts as academic tutor.

3. The provisions of this Title do not exclude the possibility for the School to implement different forms of financial incentives to study, subject in any event to authorisation by the competent bodies.

4. Scholarships for attending PhD programmes are awarded to Italian and foreign students who have won the relative public competitive examination. The number of scholarships, related payment procedures and tax and welfare treatment of scholarships, are governed by Book III of these Regulations.

#### **Article 93 (Funding)**

1. Postgraduate scholarships intended for study and/or research activities do not involve any financial charges for the School, save for direct costs relating to the performance of those activities and any insurance costs. They are funded exclusively by public and/or private Entities and/or Institutions pursuant to specific Agreements entered into with the School, which may provide that the School shall be responsible for implementing the procedure through the publication of calls for applications, in accordance with the provisions of Article 95 of this Title.

2. Postgraduate scholarships for study and/or research activities are also funded using funds available to staff of the School deriving from agreements, contracts, contributions, collaborations of any kind with other Public and Private Entities, provided that they provide for the possibility of earmarking those funds for the award of scholarships.

3. Scholarships paid for attending PhD programmes abroad are funded through funds assigned annually by MIUR by way of a decree and distributed, by way of a resolution of the Academic Senate, between the Institutes.

4. The funds under the above paragraph may be supplemented by way of financial resources available to teaching staff of the School originating from agreements, contracts, contributions, collaborations of any kind with other public and private Entities, provided that they may be used for that purpose, and subject to a favourable opinion by the Institutes that own those resources.

#### **Article 94 (Management of scholarships)**

1. All procedures and measures connected to scholarships under this Article are managed by the reference Institute, under the responsibility of the Director and Head of Administration, to the extent responsible.

2. The Institute is responsible for the payment of scholarship instalments.



**Article 95**  
**(Initiation procedure and Calls for applications)**

1. The teacher submits to the Institute Council the proposal and/or proposals to initiate a scholarship with an indication of the type, duration and amount of that scholarship and procedures for financing the scholarship, the scientific programme and the name of the academic tutor responsible for supervising the recipient of the scholarship.
2. With regard to scholarships funded using a quota of MIUR funds, as identified under Article 93 of this Title, the Academic Senate shall establish the number of scholarships to be initiated annually and divide the resources between the Institutes.
3. The selection of candidates for the award of a scholarship is carried out by way of a public call for applications issued by way of a measure of the Institute Director concerned and published in the School on-line Register.

The call for applications shall, in accordance with the type of scholarship awarded by the School, indicate:

- the study and/or scientific programme that the candidate shall carry out together with the reference disciplinary area;
- the programme of study the subject-matter of any study period abroad or, possibly, the foreign Institution that will host the recipient of the scholarship;
- the academic tutor appointed to oversee regular performance of the study and/or scientific programme by the recipient of the scholarship;
- the qualification requested or the course that the candidate must enrol with in order to participate in the call for applications;
- any age limits which for applicants for the award of scholarships for PhD programmes abroad may not exceed twenty nine years of age, within the deadline for submission of the application;
- deadlines and procedures for the submission of the application;
- the dates and procedures for the realisation of the selection tests;
- the duration of the scholarship, its amount and payment procedures;
- any possibility for extension;
- the rights and obligations of the winners;
- deadlines for closure of the competitive procedure and the responsible officer.

For each selection the competent Institute Director shall appoint a selection committee, by way of a specific measure, which shall include the academic tutor and at least two other members who may also be from outside the School.

4. Each committee has one hundred points; in order to receive a scholarship the candidate must achieve no less than seventy points. On the basis of the score reported, the committee will formulate a merit ranking pursuant to which the scholarship will be awarded
5. The scholarship is awarded by way of a measure issued by the competent Institute Director; the scholarship shall commence from the first day of the month following the decree awarding that scholarship, unless otherwise provided by the Institute Director due to justified requirements.
6. Winners are sent written notice of the award of the scholarship. They are required to write a letter of acceptance within eight days of that notice.
7. Upon termination of the study and/or research activities, the recipient of the scholarship shall submit to the Institute Director a written report on the activities conducted, signed by the academic tutor.

**Article 96**  
**(Amount of the scholarship, payment procedures)**

1. The amount of the scholarships under this Title, commensurate to the programme of activities to be carried out and to indications contained in the Agreement entered into with the external sponsor Entity, may not be lower than Euro 1,000 per month.
2. Scholarships are paid in monthly instalments in arrears.





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3. Save for the provisions of Article 99 below, the academic tutor is required to promptly notify the competent Office, also by e-mail, of any irregularities in the realisation of activities by the recipient of the scholarship, relevant for the purposes of interrupting payment of the monthly instalments of the scholarship.

### **Article 97**

#### **(Rights, obligations and incompatibility)**

1. Scholarships under this Book may not be aggregated with other scholarships awarded for any reason, save for those awarded by national or foreign Institutions to supplement study periods abroad, training activities or research by recipients of the scholarship.
2. The recipient of the scholarship may not carry out independent work, including fixed-term work, or paid advisory activities on a continual basis, that have not been previously authorised by the competent Institute Council.
3. The recipient of the scholarship may be called to carry out seminars and tutorials provided that they are connected to the research programme, under the guidance and responsibility of a School teacher.
4. The recipient of the scholarship is required to carry out the activities provided by the study and/or research programme, following indications by and under the guidance of the academic tutor.
5. The recipient of the scholarship is required to continually carry out activities at the School Institutes and/or at foreign facilities indicated by the School, in compliance with internal organisational rules. Save for deferral or suspension as provided by Article 99 below, the recipient of a scholarship who fails to conclude a study period abroad or incorrectly carries out activities, will lose the right to that scholarship. The above is without prejudice to fees paid for the period in which the activities were actually carried out. Loss of the scholarship is provided by the Institute Director, having consulted with the academic tutor, by way of a reasoned measure.

### **Article 98**

#### **(Tax and welfare provisions)**

1. Scholarships under this Book are not tantamount to an employment relationship with the School, since they are solely intended for training recipients of the scholarship and do not result in entitlement to any welfare contributions.
2. Postgraduate scholarships for studies are taxable for the purposes of IRPEF (personal income tax) for the recipient (DPR 917/1986 – TUIR – Consolidated Law on Income Tax as subsequently amended and supplemented), they contribute to the taxable base for the purpose of IRAP (Corporate income tax) for the School (Dlgs 446/1997 as subsequently amended and supplemented).
3. Postgraduate scholarships for research activities benefit from exemption from IRPEF provided by Article 4 (2) of Law no. 210, 1998 as subsequently amended and supplemented, due to the express reference to provisions under Article 6 (6) of Law 398/1989 as subsequently amended and supplemented, and do not contribute to the taxable base for the purposes of IRAP for the School pursuant to Dlgs 446/1997 as subsequently amended and supplemented.
4. Scholarships for PhD programmes abroad under Law no. 398/1989 as subsequently amended and supplemented, benefit from exemption from IRPEF due to the express reference to provisions under Article 6 (6) of that law to Article 4 of Law 476/1997 as subsequently amended and supplemented, and do not contribute to the taxable base for the purposes of IRAP for the School (Dlgs 446/1997 as subsequently amended and supplemented).

### **Article 99**

#### **(Waiver, extension, deferral, suspensions)**

1. If the winner of the scholarship waives that scholarship, the first suitable candidate in the ranking shall replace that winner.
2. If waiver by the recipient of the scholarship occurs subsequently during the award period, the scholarship can be awarded by the Institute Director to the first candidate in the ranking; in such event the recipient of the scholarship will have access to the residual amount of the scholarship for the same initial duration, save for any extension.



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3. An extension to the scholarship is provided by way of a measure of the Institute Director, upon proposal by the academic tutor, subject to verification of the provided requisites and availability of the funds.
4. Any deferrals to the date of commencement or interruptions in the period for use of the scholarship will be permitted for persons in the conditions provided by Law no. 53/2000 as subsequently amended and supplemented, in support of maternity and paternity.
5. Deferrals to the date of commencement of the scholarship or its interruption, for a period no greater than six months, for reasons other than those provided above, may be decided by the Institute Council, upon written request from the recipient of the scholarship approved by the academic tutor.

### **Article 100 (Insurance)**

1. The Sant'Anna School of Advanced Studies insures all recipients of grants with a cumulative insurance policy against accidents that may occur during the period of use of the scholarship, and against civil liability arising out of damages to persons, animals and things that the recipient of the scholarship may cause.

### **Article 101 (Canteen)**

1. Recipients of scholarships under this Title may have meals at the School canteen, in accordance with the conditions provided. The call for applications can provide that the amount of the scholarship allocated is inclusive of a number of free meal vouchers, to be used at School facilities.

### **Article 102 (Post-graduate study scholarships for study and research activities)**

1. Postgraduate scholarships for study and research activities are intended for Italian and foreign students who have achieved a bachelor's degree, Master's Degree or equivalent qualification or students enrolled for first and second level Master courses, initiated by the School also in collaboration with other Italian and foreign universities.
2. Recipients of postgraduate scholarships for study and research activities may participate in School research groups and projects funded by the European Union or other foreign international Institutions, where compatible with the relative Calls for applications.
3. Scholarships are awarded for an adequate period of time to enable the realisation of the study and/or research programme. The initial duration is normally equal to twelve months, unless realisation of the programme does not permit initiation from the outset of a scholarship with a longer duration. Post-graduate scholarships may be extended or renewed for the same period, for up to a maximum of thirty-six months.
4. In the context of the Agreements under Article 92 of these Regulations, the external sponsor Entity may contribute to determination of the scientific study and/or research programme to be developed by the recipient of the scholarship as well as its duration.

### **Article 103 (Scholarships for attendance of PhD studies abroad)**

- 1 Grants for PhD studies abroad are reserved to Italian and European citizens who have graduated from Italian or foreign Universities or university institutions, who are no older than twenty-nine years of age at the expiration date for the submission of the application.
2. The proposal to initiate the scholarship is made by a teacher in the Institute and shall contain a description of the PhD programme, any indication of the foreign or international Institution that will host the recipient of the scholarship in the context of the collaboration between the Institute and/or School, the name of the responsible tutor at that institute or school, the duration of the stay abroad and the amount of the scholarship.
3. Scholarships have a duration of between six and twelve months and students who receive scholarships of this kind cannot access a scholarship for a second time.



## **TITLE II FORMS OF COLLABORATION BY STUDENTS**

### **Article 104 (Part time activities)**

1. The following Articles govern forms of collaboration by students in activities connected to services provided by the school and in tutoring, in accordance with the provisions of Article 11 of Legislative Decree no. 68, 29 March 2012, as subsequently amended and supplemented, which governs part time activities by students.
2. Part time activities cannot concern teaching activities, exams, or the undertaking of administrative responsibilities.
3. These collaborations must be additional or supplementary to and not in replacement of tasks institutionally carried out by technical-administrative personnel. Therefore they cannot be used in replacement of any insufficient staff or work shifts that cannot be carried out by personnel.
4. Activities can, for example, concern:
  - a) orientation services;
  - b) tutoring services;
  - c) welcome and assistance for foreign students, including in the context of European mobility Programmes;
  - d) assistance to disabled students;
  - e) technical and organisational assistance during congresses, conventions, cultural exhibitions and seminars;
  - f) IT assistance services;
  - g) the collection, classification and conservation of archive material at the Library or at School facilities.
5. The actual scope of reference of activities, without prejudice to the provisions of paragraph 2, is identified from time to time by the person requesting the collaboration, the Head of the activity. The latter will address any request to the Managing Director who, with the support of the competent office and by way of a measure, shall issue a specific call for applications. This call for applications may also be issued following recognition of the needs of all School facilities, launched by the Managing Director.
6. The Board of Governors shall determine annually, upon defining the Annual Financial Forecast, the amount of financing to be earmarked for part time activities. Institutes, as Management Centres, may provide for specific funds in their budget. Collaborations may be funded using specific funds, where admissible.

### **Article 105 (Beneficiaries)**

1. Collaborations can be accessed by I and II level Honours Students. Students in the first year of I level courses and unified courses of study are excluded as well as those that are authorised, during the period in which the collaboration should be carried out, to attend off-campus study periods exceeding three months.
2. If requested by the Head of the activity, collaborations can target students of Master Degree Courses (not students of the School) initiated by the School in partnership with other Italian and foreign Universities. The provisions of this Title, where addressed to students, shall also apply to students of Master Degree Courses.
3. Students may access collaborations one time only in each reference academic year.

### **Article 106 (Calls for applications)**

1. Calls for applications are issued per academic year and can allocate collaborations to each student for up to a maximum of 200 hours.



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2. Each call, which can be structured into sections according to the type of intended recipient and activities provided therein, shall indicated:
  - a) the number of hours, up to the maximum limit under the above paragraph, the activities to be carried out and the maximum deadline for performance of those activities;
  - b) the name of the Head of those activities;
  - c) admission requirements;
  - d) procedures and deadlines for submission of applications;
  - e) general criteria for the assessment of candidates and the formation of rankings;
  - f) any proficiency and motivational tests, specifying their impact for the purpose of preparing the ranking;
  - g) members of the Selection Board.
3. Criteria for the assessment of candidates will valorise merits in studies and allocate precedence, in case of equal training curricula, to students who are the most disadvantaged financially. For that purpose the School shall use the ISEE (equivalent economic situation) indicator according to the value of the last document submitted. In the absence of submission of the ISEE by the student, the highest income bracket will apply.
4. The call for applications, issued by way of a decree of the Managing Director, is published in a specific section of the School intranet and notified, through the competent office, to the categories concerned.

### **Article 107 (Ranking)**

1. If candidates are equal to or less than the collaborations offered, the part time activities shall be commenced subject to a declaration of proficiency expressed by the Head of the activity. That opinion is formulated following a specific interview.
2. If there are more candidates than there are collaborations announced, the part time activity shall be established on the basis of a ranking system.
3. Applications are evaluated by a specific Selection Board in accordance with criteria in the call for applications. For the purpose of forming the ranking, if provided by the Call for applications, the above criteria may be accompanied by an evaluation by the Head of the activities following a specific interview.
4. The ranking is approved by a Measure issued by the Managing Director published in the specific section of the School intranet and notified, through the competent office, to candidates.

### **Article 108 (Hourly fee)**

1. The Board of Governors shall periodically define the hourly fee for collaborations. The service required of the student involves a fee, exempt from tax, within the limit established by applicable law.

### **Article 109 (Contract)**

1. The collaboration contract is stipulated by way of a letter of engagement from the Managing Director, signed by way of acceptance by the student.
2. The contract must contain:
  - the data of the student;
  - the number of total hours and the maximum duration of the service;
  - the fee, procedures for payment and funds used for the expenditure;
  - an indication that the fee is exempt from personal income tax;
  - the name of the Head of the activity;
  - an express indication of the presence of insurance by the School against accidents and third party civil liability;
  - an obligation for the student to comply with the School's Code of Conduct;
  - the possible causes of early termination of the collaboration.



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3. In all events that a contract is terminated in advance, the collaboration is stipulated by the General Manager with the next student with the highest ranking. That student will be paid a quota of the salary proportional to the number of hours of collaboration provided.

### **Article 110**

#### **(Working hours and payment procedures)**

1. Working hours are agreed with the Head of the activity. Those hours shall take consideration of the needs of the student such that collaborations interfere as little as possible with attendance of courses and studies.
2. The student awarded the collaboration must compile and sign a time-sheet for the settlement of fees. This time-sheet is submitted for signing by the Head of the activity, and shall be considered as certification of the service provided.
3. The salary relative to the collaboration provided will be paid by the competent office, normally monthly commencing from the first month after the date of commencement of the collaboration, save for the possibility for the student to request payment upon conclusion of the collaboration.

### **Article 111**

#### **(Incompatibility)**

1. The collaboration is incompatible with any other collaborations for the same reason, and with the establishment of independent contractor work or employment with third parties or collaboration for any other reason with the School, whether prior to or after the date of commencement of the relationship in question, and with the receipt of scholarships or other funds additional to those normally paid by the School as ordinary contributions and living expenses.
2. The collaboration is not under any circumstances an employment relationship, does not entitle the student to the payment of welfare and social security contributions and does not result in any assessment for the purpose of public competitive procedures.