

# PhD Programs HANDBOOK

Rules as of a.y. 2022-23

(last update:13/03/2023)

***Please note** that this document is an extended version of the document “PhD Programs — Academic Rules and Regulations” (published [here](#)); additional information compared to the “Regulations” is in **blue font**.*

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## **Art. 1 Scope of the Handbook and PhD “positions”**

### **Art. 1.1. Scope**

The present Handbook includes all the rules provided for by the document: [“PhD programs: academic rules and regulations”](#) as well as more details on rules, operational procedures and economic issues.

Other important sources of information regard:

- “detailed Study plans’ requirements” (which vary program by program – see website area of the single program /sub-area “Courses and requirements”);
- “Thesis procedures and deadlines” (see website area of the single program /sub-area “Info for current students” and then “Focus on thesis”);
- [“Regulations for the election of PhD Student Representatives”](#) issued by Rectoral Decree n. 23, 17 March 2022

The following rules are compliant with:

- Ministerial Decree 226/2021, 14 Dec, 2021 and Ministerial Guidelines, 22 March, 2022 (references mentioned in the footnotes);
- the Bocconi Statute, General University Rules and University Academic Regulations.

The following rules apply as of 2022-23 with the specifications set in single articles.

### **Art 1.2. PhD positions: Terminology and Credentials**

#### **DR - PhD student: FROM enrollment TO Aug 31, year X**

(X=last official year of the program: 3<sup>rd</sup> year for the PhD in Legal Studies and 4<sup>th</sup> year for other PhD programs).

#### **PDC - PhD candidate: FROM Aug 31, year X TO PhD conferral**

#### **PDF - PhD fellow: FROM PhD conferral TO Aug 31, year X+2**

Two years (after the official end of the program) is the time span that Bocconi grants to its PhD candidates/graduates to be placed on the job market.

During this period they officially appear as part of Bocconi.

#### **e-mail account (as of 1 Sept, 2022):**

- e-mail account of the domain @phd.unibocconi.it from enrollment to 31/8/X+2 (to send/receive mails);
- alias of the domain @bocconialumni.it from PhD conferral (to receive mails)

- e-mail account of the domain @unibocconi.it for all those (PhD students / candidates / fellows) who have a Bocconi contract (teaching / research)

**website:**

all PhD students, candidates and fellows are displayed on the Bocconi website in the area "Research and Teaching fellows"

**Art. 2 Aim of PhD programs**

Bocconi PhD programs are full-time programs aimed at providing the advanced knowledge and skills required to be top researchers. PhD programs are designed for highly qualified and motivated students who aspire to become scholars (academic career) or highly skilled professionals for public and private institutions.

### **Art. 3 Accreditation and activation of PhD programs**

The establishment and activation of a PhD program involve:

- an internal decision process, in accordance with the Statute of Bocconi University (art. 7.3);
- an external accreditation process, pursuant to ministerial rules.

The internal decision process, including both the establishment proposals and the annual activation, conforms with the deadlines of the annual Academic Planning.

The initial ministerial accreditation is granted when all minimum requirements are met; requirements concern:

- number of members of the Faculty Board and qualifications (academic position and standards of internationally recognized research)<sup>1</sup>;
- average number of fellowships calculated on the total of PhDs and number of fellowships for each PhD program<sup>2</sup>;
- availability of adequate and sustainable funding<sup>3</sup>;
- availability of specific and adequate research facilities<sup>4</sup>;
- advanced research activities and advanced teaching / learning activities (including courses and seminars)<sup>5</sup>
- complementary interdisciplinary and multidisciplinary activities for PhD students<sup>6</sup>
- compliance with the European Higher Education Area (EHEA) "quality assurance standards" for the design and management of PhD programs, as set out in the guidelines by ANVUR, the Italian National Agency for the Evaluation of Universities and Research Institutes.<sup>7</sup>

The initial accreditation is subject to annual confirmation which is granted on condition of continuity in the fulfilment of the above-mentioned requirements; confirmation is based on the results of monitoring activities performed by the University Evaluation Unit.

The proposal of a new program includes:

- name of the program, curricula (if any) and fields;
- PhD Program Director's name;
- duration of the program, which cannot be less than three years;
- scope of research related to wide, structured and clearly defined disciplinary fields<sup>8</sup>;
- qualifying goals of the program;
- career opportunities;
- structure of the PhD course of studies, including both study and research activities;
- detailed composition of the Faculty Board and their research output;
- maximum number of places offered<sup>9</sup> (with fellowship, with tuition waiver, with payment of tuition fees; the balance between places without and with fellowship is 1 place without fellowship (as a maximum) versus 3 places with fellowship<sup>10</sup>;

- maximum number and amount of available fellowships (at least 4 first year fellowships averaged over all the programs of the PhD School and not less than 3 first year fellowships for each single program<sup>11</sup>), number of tuition waivers and of paying students (if any), amount of tuition fees for the program;
- budget allocated to PhD students for their study and research activities (art. 8);
- other potential funding made available to the PhD program or the whole PhD School (e.g. by external donors);
- admission criteria;
- PhD students' assessment criteria during the studies and admission requirements for the following academic years;
- facilities and equipment PhD students can use for their activities;
- details about "in consortium" or partner institutions<sup>12</sup>;
- any other element required to verify that the accreditation standards are met.

Proposals for the activation of subsequent cycles include all the information provided in the establishment proposal, and specify any variations from the previous year.

Admission procedures and degree requirements for "in consortium" or partnership PhDs will be agreed upon by the parties (parties to the consortium/partner institutions) in compliance with the law.

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<sup>1</sup> Art 4 comma 1 lett a);

<sup>2</sup> Art 4 comma 1 lett b)

<sup>3</sup> Art 4 comma 1 lett c)

<sup>4</sup> Art 4 comma 1 lett d)

<sup>5</sup> Art 4 comma 1 lett e)

<sup>6</sup> Art 4 comma 1 lett f)

<sup>7</sup> Art 4 comma 1 lett g)

<sup>8</sup> Art 6 comma 2

<sup>9</sup> Art 5 comma 2

<sup>10</sup> Art 9 comma 1

<sup>11</sup> Art 4 comma 1 lett b)

<sup>12</sup> Art 3 comma 2

<sup>13</sup> National Scientific Qualification



#### **Art. 4 Management of PhD Programs: Program Director and Faculty Board**

The Program Director heads the PhD Faculty Board and is appointed by the Academic Council in compliance with the procedures set in the Statute and in the General University Rules.

He/she is a full-time tenured Bocconi Professor: a full professor (“ordinario”) or, in default of full professors, an associate professor (“associate”).

He/she fulfills the requirements to be a “commissario ASN<sup>13</sup>” or meets all the three “threshold values” required to be a full professor<sup>14</sup>.

The Faculty Board is composed<sup>15</sup> of at least twelve members (gender balance is encouraged), of whom:

- at least 50% are full professors and associate professors (by Bocconi or other universities) whose disciplinary field is coherent with the program; full professors meet at least two “threshold values” required to be a full professor; associate professors meet at least two “threshold values” required to be an associate professor;
- at most 50% are researchers (tenured and fixed-term contract<sup>16</sup>) at Universities or public research bodies; researchers meet at least two “threshold values” required to be an associate professor;
- at most one third of the members can be “experts” (who are not part of Universities or public research bodies) with high and recognized scientific / professional qualification as specified in the Ministerial Guidelines (22 March 2022).

The members can join only one PhD Faculty Board at national level (two Boards only in case one of them refers to a program in partnership).

The PhD Faculty Board plans and manages the PhD program.

The PhD Faculty Board coordinates curricular activities and supervises research activities aimed at contributing to the advancement of research methodology and knowledge in a specific field.

The PhD School coordinates the programs and is in charge of common processes (e.g. selection, organization, placement).

In the case of “in consortium” or partnership PhDs, admission procedures and PhD graduation procedures will be agreed upon by the parties, in compliance with the law.

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<sup>14</sup> Art 4 comma 1) lett a.3)

<sup>15</sup> Art 4 comma 1) let a.1.and a.4

<sup>16</sup> Law 240/2010: Art 24 comma 3 lett b)

## **Art. 5 Admission to PhD Programs**

Admission to the programs is regulated by a public competition decreed by the Rector<sup>17</sup>.

The criteria to figure out the number of maximum available places are annually set by the University Board on the proposal submitted to the Academic Council.

Admission is subject to the fulfilment of specific requirements, namely:

- an Italian graduate degree or a foreign qualification suitable for admission. The above-mentioned qualifications must be obtained within the deadline set in the official call (coherent with the time-schedule of the program);
- a B2 (or higher) level of competence (CEFR) in the vehicular language of the program.

Further curricular qualifications may be included in the proposal for the activation of the program; in this case, they have to be specified in the call.

The suitability of foreign qualifications is verified by the Admission Board in conformity with the applicable Italian and foreign rules, or in conformity with international treaties or agreements on the validity of qualifications for post-graduate education.

Admission takes place after the selection of applicants. The prerequisites and the qualifications are evaluated and each candidate is ranked according to the assessment criteria specified in the call.

The Admission Board ranks the candidates, who will then be admitted to a program according to their ranking (ranking criteria are set in the official call). The PhD Administrative Center ensures compliance with the rules.

PhD programs' Admission Boards are appointed by the Rector after consulting the Faculty Board and are composed of at least three members of the Faculty Board itself.

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<sup>17</sup> Art 8 comma 1

## **Art. 6 Enrollment**

Candidates admitted to a PhD program must enroll or decline the offer as instructed in the call.

Cases of feasible contemporary enrolment in two university programs are regulated by the Italian law.

In cases of prohibited contemporary enrolment in another university program and a PhD program, the candidate has to opt; therefore he/she either quits the other program to enroll in the PhD program or has to decline the PhD offer.

In cases of feasible contemporary enrolment, the PhD Admission Board evaluates on a case by case basis and allows the enrolment in the PhD (as a second program) only if there is reasonable certainty that an active and regular participation in the PhD academic activities can be really guaranteed.

Within eight days from arrival, all non-EU students who hold a study visa for Italy must apply for a permit of stay for study purposes (*permesso di soggiorno per motivi di studio*).

Non-EU students enrolled in the first year of the program who do not send the copy of permit of stay to the PhD Administrative Center (PhD-AC) by the end of June, will not be admitted to the second year of the program, even if they have met all the “academic” requirements (art 9).

## Art. 7 Financial conditions (fellowship, tuition waiver, tuition fees)

Students can be enrolled (according to their ranking position):

- with Bocconi fellowship (merit-based or based on merit and financial conditions<sup>18</sup>);
- with merit-based tuition waiver up to 100%;
- with payment of tuition fees.

Students can be financed also by external donors (private or public institution)<sup>19</sup>:

- in case of “non ad personam financing”, the donor signs an ad hoc agreement with Bocconi; in such case the number of Bocconi fellowships is increased before the publication of admission results; the external donor fellowship is managed as all other Bocconi fellowships (the recipient pays no tuition fees; replacement is possible in case the candidate declines the offer);
- in case of “ad personam financing”, the candidate receives the financial support directly from the external donor (the recipient has to pay tuition fees; replacement is not possible).

Other forms of financing are possible according to ministerial rules<sup>20</sup> (e.g. “assegno di ricerca”, funds from the European Union).

Fellowships are awarded to the best ranked *PhD students*<sup>21</sup>; they are annual and are paid out by monthly, deferred instalments.

Fellowships can be renewed in the following years if the necessary requirements are met (art 9).

For study and research activities abroad ([at least one month and full months only](#)) authorized by the PhD Program Director, the amount of the fellowship is increased by 50% (calculated on the amount of the ministerial fellowship) and for a maximum total period of 12 months (18 months only under special circumstances provided for by ministerial rules such as, for example, theses in co-tutorship)<sup>22</sup>. [For details and form, see Annex 1.](#)

If a student with fellowship benefits from a fellowship for a period abroad granted by a domestic or foreign institution and if such fellowship is equal to/ higher than the increase of the Bocconi fellowship, then it fully replaces the increase.

If it is lower, then the fellowship by the Italian / foreign institution has to be supplemented by Bocconi University so that the overall amount for the student is equal to the increase of the Bocconi fellowship.

If one or more PhD students who were assigned a fellowship leave the program, then before the start of the new academic year, the “released” fellowships can be “re-assigned” to other students – enrolled in any PhD program- who were admitted without fellowship,

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<sup>18</sup> Fellowships based on merit and financial conditions are managed by ISU Bocconi (Student Assistance and Financial Aid Center as provided by regional law no. 33, 13 December 2004).

provided that the remaining duration of the fellowship is equal or longer than the remaining number of years to be attended by the eligible student.

The requirement to be met to be eligible is that the student's performance must be equal /higher than the average performance of students of the same cohort admitted to the following academic year in the same Ph.D. program.

If the number of re-assignable fellowships is higher than the number of eligible students, then all the eligible students are re-assigned a fellowship.

If the number of re-assignable fellowship is lower than the number of eligible students, then eligible students are ranked according to merit and the available fellowships are re-assigned to the best eligible students.

The Committee in charge of re-assigning the released fellowships is composed by the Dean and the Program Directors. The PhD Administrative Center ensures compliance with the rules.

As provided for by the Italian law:

- compulsory Italian pension contributions (INPS "gestione separata") are deducted from the amount of each fellowship ([details in Annex 2](#));
- income from the fellowship is tax free;
- fellowships cannot be added on to other fellowships of any kind except those granted to students who are required to spend time abroad by domestic or foreign institutions<sup>23</sup>;
- each student can be awarded just one full fellowship for Italian PhD programs; therefore, if a student was given a fellowship for an Italian PhD program and, after the PhD conferral, he/she enrolls in another Italian PhD program, he/she cannot be assigned a second fellowship; moreover, if a PhD student withdraws from an Italian PhD program and then he/she enrolls in another Italian PhD program, the new fellowship will not cover the full duration of the new program but just a part of it (depending on how long he/she benefited from the first fellowship).

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<sup>19</sup> E.g., Government of the Country of origin of the candidate, or Foundations.

<sup>20</sup> Art 8 comma 3 and art 9 comma 5

<sup>21</sup> [PhD positions: Terminology – see art 1.2](#)

<sup>22</sup> Art 9 comma 3. Rule applicable as of 2022-23 regardless the cohort the student belongs to

<sup>23</sup> Art 6 Law n. 398, 30 Nov 1989

The amount of Bocconi fellowships (which is higher than standard ministerial fellowship) and of tuition fees are annually set by the University Board.

**Current amount of fellowship:**

|                                       |   |          |
|---------------------------------------|---|----------|
| As of cohort <b>22-23</b> (38° cycle) | all programs - all years                                | 20,000 € |
| Up to cohort <b>21-22</b> (37° cycle) | 3-y program - 1 <sup>st</sup> year                      | 20,280€  |
|                                       | 4-y programs - 1 <sup>st</sup> and 2 <sup>nd</sup> year |          |
|                                       | 3-y program - 2 <sup>nd</sup> and 3 <sup>rd</sup> year  | 16,243 € |
|                                       | 4-y programs - 3 <sup>rd</sup> and 4 <sup>th</sup> year | (*)      |

(\*) new amount due to the increase of the ministerial amount: from 15, 343 € to 16,243 € as of 1 July 2022 (MD 23 Feb 2022)

**Current amount of tuition fees:**

|                                       |   |         |
|---------------------------------------|---|---------|
| As of cohort <b>21-22</b> (37° cycle) | 3-y program - 1 <sup>st</sup> year                      | 15,000€ |
|                                       | 4-y programs - 1 <sup>st</sup> and 2 <sup>nd</sup> year |         |
|                                       | 3-y program - 2 <sup>nd</sup> and 3 <sup>rd</sup> year  | 5,000€  |
|                                       | 4-y programs - 3 <sup>rd</sup> and 4 <sup>th</sup> year |         |
| Up to cohort <b>20-21</b> (36° cycle) | all programs - all years                                | 10,000  |

All PhD students (with and without fellowship) are required to pay regional fees, as per existing regulations (current amount: 140€).

## Art. 8 Financial support

According to Ministerial rules, *PhD students* (with and without fellowship) - within the limits of the financial resources allocated annually to the PhD School by the University Board - are provided with an annual budget for their "study and research activities". The amount of the budget ([not ad personam; available on the academic year](#)) is 10% of the amount of the ministerial fellowship; the use of the budget is always subject to the Program director approval<sup>24</sup> [and check with the PhD program assistant](#).

The 1<sup>st</sup> year budget is meant to acquire the laptops that will be assigned to students as of the start of their 2<sup>nd</sup> year.

The budget of the following years (2<sup>nd</sup> and 3<sup>rd</sup> year for Legal Studies; 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year for other PhD programs; 1,650€ per academic year) is meant to allow the purchase of services and goods to support study and research activities in Italy and abroad (mainly travel expenses for papers' presentation at conferences / congresses / seminars, for attendance at summer schools, for visiting periods, costs for rights of access to databases for on-line experiments, ...).

Details and form for application in Annex 3. Applications must be submitted before the activity is held or the purchase of the good is made.

Wherever the purchase is manageable by the PhD program assistant (e.g. flights, hotels), it must be made by means of the University in compliance with its policies (no reimbursement); if the purchase cannot be managed directly by the PhD program assistant, the reimbursement can apply provided that adequate (for fiscal purposes) documentation is submitted.

Within the same a.y., the funds can be spent according to the recipient needs (e.g., all in the first semester, all in the second semester, etc.), on condition that 1,650€ per a.y. are not exceeded.

Before the end of the year, undrawn funds can be made available for other students.

After the end of the year, undrawn funds cannot be carried forward in the following year.

Other types of financial support are as follows:

- part-time work for Bocconi University; [\(see details in art 8.1\)](#)
- standard financial support: all *PhD candidates* who have successfully completed the last year of the Program may receive a research assistantship contract for at most one year; [\(see details in art 8.2\)](#)

- special financial support for *PhD candidates and PhD fellows* (PhD candidates and PhD fellows of 4-y programs deemed most promising in terms of top level placement - research activities in Academia or other institutions- are eligible to receive a research assistantship contract named special financial support); (see details in art 8.3)
- financial support for job market placement (the University covers the expenses for conferences to present papers and participate in job market events; moreover, the University offers training and procedural support). (see details in art 8.4)

The standard financial support and the special financial support can be granted provided that the overall annual (from Sept to Aug) income deriving from part time work for university and/or other profitable activities outside university does not exceed 25,000€.

In case the PhD candidate /fellow knows in advance (before the allocation process begins) that his/her annual income will be over 25,000€, he/she will inform the Program Director, cc the advisor and the program assistant by mid April.

In case he/she does not know in advance, he/she will inform the Faculty and Research Unit ([marcello.valtolina@unibocconi.it](mailto:marcello.valtolina@unibocconi.it)) as well as the Program Director and Administrative Assistant as the special /standard support has to be discontinued.

The rules applies as of contracts approved in 2022-23 (which refer to 2023-24).

### **Art 8.1 Part-time work for Bocconi University**

Here below the list of part time work opportunities; please note that most of them require the PhD program director's approval (art. 10).

#### ✓ **Teaching assistantship and Teaching** (upon PhD program director's approval)

All PhD students and PhD candidates who want to work as teachers / teaching assistants are (respectively) required / strongly recommended to attend and pass the course "PhD BEAT – Bocconi Excellence in Advanced Teaching". The course is managed by "BUILT - Bocconi University Innovations in Learning and Teaching" and aims at giving PhD students useful methods and tools to achieve excellence in teaching. The course is offered each Fall.

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<sup>24</sup> Art 9 comma 4.

Rule applicable as of 2022-23 regardless the cohort the student belongs to.



## Compensation

Teaching assistantship = 33€/hour

Teaching = the compensation varies according to the PhD position and the kind of teaching activity, as specified below:

DR (PhD Student) =

176€/hour for any teaching activity;

PDC (PhD candidate) and PDF (PhD fellow) =

163€/hour only for teaching activities classified as "lectures";

114 €/hour for any other teaching activity (e.g. "complementary exercises", ...).

## Maximum number of hours/year

|                             | Teaching assistantship in   |            | Teaching in   |  |
|-----------------------------|---|------------|---|--|
|                             | Undergraduate (BSc)+<br>Graduate (MSc, MA)<br>programs  |            | Undergraduate (BSc)+<br>Graduate (MSc, MA)<br>programs<br><br>lectures and/or<br>complementary exercises      | Postgraduate (PhD)<br>programs   |
| DR 2nd<br>year              | maximum 160 TA hours<br>per year  | OR<br>(* ) | maximum 40 hours<br>per year  |  |
| DR 3rd<br>(and 4th)<br>year | <b>until 22-23 included:</b><br>maximum 320 TA hours<br>per year<br><b>as of 23-24:</b><br>maximum 160 TA hours<br>per year | OR<br>(* ) | <b>until 22-23 included:</b><br>maximum 80 hours per year<br><b>as of 23-24:</b><br>maximum 40 hours per year | OR<br>(* )<br><b>until 22-23 included:</b><br>maximum 80 hours per year;<br><b>as of 23-24:</b><br>maximum 40 hours per year<br>always complementary<br>exercises only |
| PDC                         | No hour-cap   |            | No hour-cap   | No hour-cap; complementary<br>exercises only   |
| PDF                         | No hour-cap   |            | No hour-cap   | No hour-cap; lectures (with<br>Dean and Program director<br>approval) + complementary<br>exercises   |

(\* ) A mix of TA and teaching hours is also allowed, in compliance with the limits specified above. Please note that the equivalence ratio is: 4 TA hours = 1 teaching hour. Therefore, for instance, a 3rd year PhD student can deliver 80 TA hours + 10 teaching hours in BSc programs + 10 hours (complementary exercises) in PhD programs

For further details about Teaching Assistantship see **Annex 4**.

- ✓ **Research assistantship** (upon PhD program director's approval)  
From the second year (as an exception, during the first year, subject to Dean's approval).  
Dean's approval is also required in case of two overlapping contracts.  
Average duration of the contract = 3 months.
- ✓ **Exam proctoring** (no need of PhD program director's approval)  
Activity: acting as exam invigilator for undergraduate and graduate programs.  
Timing: from the 1st year and without limits in terms of hours.  
Contract: one/two-month contracts; more contracts can be activated to the same person depending on the need.  
Compensation: 17€/hour.  
Call: sent in September/October each year.

### **Art 8.2 Standard financial support**

All PhD candidates (with or without fellowship) who have successfully completed the last year of the Program (which ends on 31 August X) receive a research contract (Co. Co. Co.) for a maximum amount of 7,000 € for at most one year (from September X to August X + 1).

Funding must be suspended if and when the overall annual (from Sept to Aug) income (if any) deriving from part time work for university and/or other profitable activities outside university exceeds 25,000€.

Allocations take place in May.

Standard financial support is subject to personal income tax (IRPEF) and to social security contributions (INPS "gestione separata").

### **Art 8.3 Special financial support**

PhD candidates and PhD fellows deemed most promising in terms of top level placement (research activities in Academia or other institutions) are eligible to receive a special financial support<sup>25</sup>.

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<sup>25</sup> The special financial support is addressed to PhD candidates and PhD fellows enrolled in 4-y programs.

The special financial support is assigned by a Committee chaired by the PhD School Dean and composed of the Dean of the Faculty and another Faculty member chosen by the Dean. The Committee selects the recipients, based on PhD Program Directors' proposals, considering the following elements: academic CV, PhD career, supervisor's reference letter. Allocations take place in May.

The special financial support takes the form of a research and teaching contract.

The standard contract amount is 10,000 € / per year. The Committee might also assign contracts whose amount equals to 5,000 € or multiples.

Each 10,000 € contract implies the willingness of the recipient to give 12 teaching hours (T) or, if not possible, 48 teaching assistantship hours (TA) or mix (ratio 1 T = 4 TA, e.g. 6 teaching hours + 24 TA hours). The total hours to be delivered varies proportionally according to the contract amount (e.g. a 5,000 € contract implies 6 teaching hours, or, if not possible, 24 TA hours, or mix). These hours are included in the contract, without extra compensation. Recipients shall actively seek teaching opportunities to fulfill their contract obligations. Non-compliance must be duly justified.

Please note that the teaching load of the above contracts is satisfied based on the following priority scale: (i) lectures, (ii) any other teaching activity (complementary lectures / preparatory courses / complementary exercises), (iii) teaching assistantship.

If the recipient delivers more hours than those included in the contract, the extra hours will be compensated separately (see art 8.1).

5,000 € contracts last 6 months, while contracts equal or above 10,000 € are 1-year long.

The renewal for the following year is subject to a new evaluation.

Funding must be suspended if and when the overall annual (from Sept to Aug) income (if any) deriving from part time work for university and/or other profitable activities outside university exceeds 25,000€. Special financial support is subject to personal income tax (IRPEF) and to social security contributions (INPS "gestione separata").

#### **Art 8.4 Financial support for job market placement**

During their final year PhD candidates are closely supported, in order to be successfully placed on the job market (Academia).

The PhD School covers the expenses to place PhD candidates on the job market (PhD candidates attend conferences to present their papers, meet scholars of other universities and participate in job market events such as job market international fairs) and offers training and procedural support.

## **Art. 9 Attendance and Progress Evaluation**

Study plan's requirements are set by the Faculty Board of each program and approved by the PhD School Council and Academic Council (annual Academic Planning); they are published on the website.

For programs that are divided into specialization areas (field, tracks, ...) the rules to activate specialization areas and their respective elective courses are set in the annual Academic Planning.

At the end of each year and before enrollment in the next year the Faculty Board verifies whether the student has met all the academic requirements.

The results can be as follows:

- admitted - PhD pass;
- not admitted - MPhil pass (for PhD programs that award MPhil - art 16);
- not admitted -fail.

Students must be notified about their result (around mid-September).

Only admitted students can enroll on the next year of the PhD program.

If a student is not admitted to the next academic year, the payment of the fellowship is suspended immediately after the last instalment of the last year of regular enrollment has been paid out.

Released fellowships can be re-assigned to deserving students initially admitted without fellowship (art. 7).

Besides "academic" requirements, admission to the second year is subject to the submission of a copy of the permit of stay (art 6).

Students who get an MPhil pass can be awarded the MPhil provided that they submit official application within two months (starting from notification of non-admission).

After such deadline, the status of student is automatically revoked and the MPhil cannot be awarded any more.

The status of student is immediately and automatically revoked for students who get a fail.

The Faculty Board can remove a student from the program during the year if he/she repeatedly fails to comply with academic duties and obligations (even at the end of the last year, before thesis submission).

If a student is removed, he or she will have to forfeit the fellowship and repay it for the year.

## **Art. 10 PhD program attendance and other activities – Compatibility**

Being enrolled in a PhD program involves, in compliance with the law, an exclusive full-time commitment. Students must actively and regularly take part in the University's academic activities and in all study activities included in the program structure.

In cases (regulated by the Italian law) of prohibited contemporary enrolment in a PhD program and another university program, the student who wants to enroll in another university program has to opt; therefore he/she either quits the PhD program to enroll in the other program or has to decline the other program offer.

In cases of feasible contemporary enrolment, the PhD Board evaluates on a case by case basis and allows the enrolment in the other program (as a second program) only if there is reasonable certainty that an active and regular participation in the PhD academic activities can be really guaranteed.

Students can be authorized by the Program Director to:

- temporarily study and do research in other Italian or foreign Universities and organizations;
- take part in meetings and seminars and other short-term projects related to their studies and research activities;
- work as teaching assistants/teachers and research assistants in conformity with national<sup>26</sup> and internal rules set in art 8.

Moreover, the PhD Faculty Board, after evaluating the student's request, may authorize him or her to do professional training, undertake remunerated work activity (by subjects different from Bocconi University) or do an internship, provided the activity does not hinder the regular and constant attendance to the program (**compatibility**).

Authorization can be granted on condition that the activity is aimed to acquire competencies coherent with the PhD program (**coherence**).

However, in the case of students without fellowship, the Faculty Board will also take into account the fact that these students may need financial means for continuing their studies.

Under special circumstances the Faculty Board may grant a leave (art 11; maximum 6 months<sup>27</sup>) when professional training, remunerated work activities or internships hinder the regular and constant attendance to the PhD program (**non-compatibility**).

In case of remunerated work and internships, a leave can only be granted if the activity is prestigious and promises to significantly qualify the student.

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<sup>26</sup> Art 12 comma 1 and 3

<sup>27</sup> Art 8 comma 8

## Art. 11 Extension period and Leave of absence

Starting from *PhD students* enrolled in their last year in 2022-23<sup>28</sup>, an extension period may be allowed (half a year or, as a maximum, one year).

By the deadline set to submit the thesis draft (the deadline is set in the document “thesis procedure and deadlines” published on the website; **usually June of the final year**), the PhD student, after consulting with the advisor, may submit a request for the **extension period** (half a year or one year) to the PhD Faculty Board. The PhD Faculty Board establishes whether to grant the extension and the period.

During the extension period the fellowship-recipient *PhD candidate* does not get an extension of the fellowship, however he/she might be recipient of other types of financial support for PhD candidates (art 8).

Here below a chart showing when dissertation takes place in case of no extension (standard workflow) or in case of half a year / one-year extension (X is the last regular year of the program: 3<sup>rd</sup> year for Legal Studies and 4<sup>th</sup> year for all the other programs; cases of minor and major changes are described in art 13)

|                                       | thesis draft submission |   | January X+1                        | June X+1                           | Jan X+2                            | June X+2                           |
|---------------------------------------|-------------------------|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Workflow 1<br>(standard)              | late June year X        | ➔ | Dissertation<br>(if minor changes) | Dissertation<br>(if major changes) |                                    |                                    |
| Workflow 2<br>(half a year extension) | early Dec X             | ➔ |                                    | Dissertation<br>(if minor changes) | Dissertation<br>(if major changes) |                                    |
| Workflow 3<br>(one year extension)    | late June year X<br>+1  | ➔ |                                    |                                    | Dissertation<br>(if minor changes) | Dissertation<br>(if major changes) |

The Faculty Board can grant a **leave of absence** in the following cases:

- 1) documented evidence regarding the following circumstances provided for by the Italian law: maternity/paternity leave, serious and prolonged illness/injury, military /civil service);

2) professional training, remunerated work or internship (art 10).

In this case the maximum duration of the leave of absence is 6 months <sup>29</sup>.

The leave interrupts all the PhD program activities and financial support. Financial arrangements will be reinstated at the end of the leave, for a period of time as long as the leave itself, unless the PhD student withdraws from the program or is removed before the end of the program.

At the end of the leave, the PhD Faculty Board will outline the requirements which must be satisfied in order to complete the program.

The extension and leave of absence periods cannot exceed 18 months overall (except when the leave is due to circumstances provided for by the Italian law).

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<sup>28</sup> 4-y PhD programs: the rule applies for cohort 2019-20 (35° cycle) and subsequent cohorts. 3-y PhD program: for cohort 2020-21 (36° cycle) and subsequent cohorts

<sup>29</sup> Art 8 comma 8

**Art. 12 Withdrawing from the program**

Students can withdraw from the program by submitting an ad hoc form (duly filled in). [See Annex 5.](#)

Withdrawal entails the annulment of the PhD academic curriculum (even if first-year curricular activities can be recognized and the student can be awarded an MPhil (art 9 and 16).



## Art. 13 Thesis Writing and Submission

Procedural steps and timing regarding thesis writing and submission are set in the annual Academic Planning (in compliance with ministerial provisions) and published on the website ("Thesis procedure and deadlines").

Different rules apply depending on the year of enrolment of the student:

- 1) Rules to be applied to students who in 2021-22 (and previous years) are enrolled in the year when the advisor has to be defined (rules ex DM 45/2013);
- 2) Rules to be applied to students who in 2022-23 (and subsequent years) are enrolled in the year when the advisor has to be defined (rules ex DM 226/2021).

The main difference is that for students belonging to group 1) the co-advisor is optional while for group 2) the co-advisor is mandatory. Moreover, there is a difference in the requirements to be met by advisor and co-advisor.

- 1) Rules to be applied to students who in 2021-22 (and previous years) are enrolled in the year when the advisor has to be defined (ex DM 45/2013):

The advisor has to be approved by the Faculty Board; the advisor is chosen among the Bocconi Core Faculty members (including Senior Professors or Emeritus Professors) or among Core Faculty of other Universities, provided that they are part of the PhD Faculty Board.

If the advisor is a member of Bocconi Core Faculty, then he/she may propose to the Faculty Board a co-advisor, who can also be chosen from outside the University.

If the advisor is not part of Bocconi Core Faculty, then the co-advisor is mandatory and he/she has to be a member of Bocconi Core Faculty, appointed by the PhD Faculty Board.

Within the deadlines set in the document "Thesis procedure and deadlines" the student submits the thesis to the Faculty Board (or to a Board acting on behalf of it, comprised of at least three members) in order to get the approval for submission to External Reviewers.

- 2) Rules to be applied to students who in 2022-23 (and subsequent years) are enrolled in the year when the advisor has to be defined (ex DM 226/2021):

[Students choose their advisor and co-advisor, after consultation with the PhD Program Director.](#) The advisor and co-advisor have to be approved by the Faculty Board.

At least one of them must be a Bocconi scholar and at least one of them must be registered in the Italian ministerial database (LOGINMIUR) and meet the requirements to be a member of the PhD Faculty Board (at least two "threshold values" - see art 4)<sup>30</sup>.

[In particular:](#)

- the advisor is either a Bocconi scholar (holding one of the following positions: “ordinario”/“Bocconi full professor”, “associato”/“Bocconi associate professor”, ricercatore/assistant professor) or a scholar from another University (in case of scholar of other University, he/she is required to be part of the PhD Faculty Board);
- the co-advisor is either a Bocconi instructor, or an instructor from another Italian or foreign University, or a non-academic expert. The co-advisor must have proven research experience; if he/she is an instructor, it is advisable (though not necessary) that he/she is “ordinario”/“Bocconi full professor”, “associato”/“Bocconi associate professor”, “ricercatore”/assistant professor; if he/she is a non-academic expert, he/she must be affiliated with a research center;
- at least one between the advisor and the co-advisor (preferably the advisor) must meet the following requirement: at least two “threshold values” required to be a professore “ordinario” (in case of professore ordinario) or at least two threshold values to be a “professore associato” (in all the other cases, including “Bocconi full professors”).

The administrative staff checks if at least one between advisor and co-advisor meets the requirement “at least two threshold values”. If not, the Faculty Board assigns a new co-advisor who meets the requirements.

The following solution allows to easily meet the requirements specified above (as it allows to avoid the complex checks about threshold values):

- the advisor or the co-advisor is part of the PhD Faculty Board (as he/she automatically meets the two threshold values)
- the advisor or the co-advisor is a Bocconi scholar (“ordinario”/full professor, “associato”/associate professor, ricercatore/assistant professor).

The requirements have to be met in the moment when the advisor /co-advisor are assigned.

Within the deadlines set in the document “Thesis procedure and deadlines” the student, after consulting with the advisor, submits the thesis to the Faculty Board (or to a Board acting on behalf of it, comprised of at least three members) and asks for evaluation by the external reviewers or for an extension period (see art 11).

The thesis (with an attached report on the activities performed during the program and on research papers, if any) has to be submitted to two qualified Professors, chosen by the Faculty Board, who are not part of Bocconi Faculty (External Reviewers).

Within the deadline set in the annual Academic Planning each Reviewer will issue a separate detailed assessment report of the thesis and recommend admission to the public defence (“minor changes”) or ask for postponement, for a maximum of six months, if significant additions or changes are required (“major changes”).

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<sup>30</sup> Art 6 comma 6

After receiving and giving due consideration to the assessments, the Program Director will admit/not admit the candidate to the public defence. In particular, a candidate will only be admitted if both assessments are favorable.

After the postponement period, theses are always admitted to public defence, without exception. Reviewers will issue new separate detailed written assessment reports.

PhD candidates can find operating instructions about Thesis procedures and deadlines on the website area of each single program (sub area "Info for current student" → Focus on Thesis).

DIFFERENT DOCUMENTS APPLY DEPENDING ON THE LAST YEAR OF ENROLMENT OF THE STUDENT (2021-22 OR 2022-23 AND SUBSEQUENT YEARS).

## Art. 14 Final Examination

Candidates admitted to the defence of their thesis are assessed, at times set in the annual Academic Planning, by a Thesis Board which is appointed by the Rector. [There are two thesis defence sessions per year \(currently January and June\).](#)

1) [Rules to be applied to students who in 2021-22 \(and previous years\) are enrolled in their final year \(rules ex MD 45/2013\):](#)

The Board includes the advisor and at least two members of the Bocconi Core Faculty.

If the advisor is a Senior Professor or a Professor Emeritus, the Thesis Board is comprised of at least three members of the Core Faculty, in addition to the advisor.

[Exceptionally, the final examination can be open for External Reviewers, but they cannot be appointed as Thesis Board members.](#)

2) [Rules to be applied to students who in 2022-23 \(and subsequent years\) are enrolled in their final year \(rules ex MD 226/2021\)](#)

The Board consists of three members; two of them are not part of Bocconi faculty<sup>31</sup> ([they can be the external reviewers](#)); the third member is the advisor or the co-advisor.

The date of the defence is established by the Thesis Board and cannot be changed. However, the *PhD candidate* who, for serious reasons, such as illness and/or unforeseeable or extreme circumstances, cannot participate in the defence on that date can ask the Board to change the date, and can be allowed by the President of the Board to defend the thesis on a different day.

After the discussion of the defence, the Board will issue a collective reasoned resolution in writing. The thesis will be approved or rejected; if it is rejected, it cannot be submitted a second time and the resolution cannot be appealed.

The University will save the thesis (electronic format) in the institutional repository (IRIS), which is an open source.

The University (by means of IRIS) will also transfer a digital version of the final thesis to the Italian National Libraries in Rome and Florence<sup>32</sup>.

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<sup>31</sup> Art 8 comma 12

<sup>32</sup> Art 14 comma 2

### **Art. 15 “Thesis co-tutorship agreement” (double doctoral degree) and programs within international training networks**

Exceptionally, students can be conferred a double doctoral degree (one from Bocconi University and the other from a foreign partner University).

Requirements are as follows:

- an ad hoc agreement has to be signed by the partner universities (a single agreement is required for each student involved);
- the agreement has to meet both the Italian and the foreign country rules and regulations regarding PhD programs;
- the student has to fulfill all the study plan requirements of the home university as well as those of the partner university (in particular exams and other compulsory activities);
- the student writes a single thesis (supervised by two advisors, one of the home university and the other of the partner university); the dissertation takes place in one of the partner universities with a mixed Thesis Board.

Moreover, Bocconi University can participate in Marie Skłodowska-Curie Actions Innovative Training Network (ITN) projects in partnership with other Universities that offer Early Stage Researchers the opportunity to join multidisciplinary networks of universities and non-academic institutions, improve their research skills and enhance their career prospects.

Applicants who choose to enroll in a PhD program combined with an ITN project have to meet specific eligibility criteria in addition to the standard Bocconi requirements.

Just one PhD degree is conferred.

Successful candidates receive funding for up to 3 years.

### **Art. 16 MPhil (Master of Philosophy) Programs**

On a proposal by the PhD Program Director and approval by the PhD School Council second level specialized master programs, labelled as MPhil (Master of Philosophy) can be activated.

The didactic activity is the same as in the first year of the corresponding PhD program and it carries a minimum of 60 credits, involving about 1,500 hours of study.

In the case of MPhil programs, the Master Program Director is also the PhD Program Director who has proposed the program.

Students registered in the corresponding PhD (any year) can be admitted to an MPhil program if they have passed the curricular exams of the first year and:

- have obtained an "MPhil pass" at the end of the year;
- have obtained a "PhD pass" at the end of the year and voluntary withdraw from the program (art 12).

For students who enrolled for more than one year in a PhD program only the first year curricular activities will be recognized.

The final grade of an MPhil is the GPA (graded point average) of the first year exams, to which a maximum of 5/110 can be added for the research activities carried out in the years attended after the first, if any. However, the maximum grade obtainable is 100/110.

## Art. 17 Visiting Students

*Outgoing visiting students* are students enrolled as Bocconi PhDs who attend lectures and/or do research abroad for a period of time (duly authorized).

Before travelling, all risks and threats should be considered and evaluated. Bocconi has partnered with International SOS to provide medical, safety and security advice to outgoing students<sup>33</sup>. A dedicated page with detailed instructions is available on yoU@B, in the left side "International SOS" box.

The PhD Program Director will decide which exams passed abroad by a student can be validated (no cap is set for exams taken abroad).

*Incoming visiting students* are students enrolled in PhD programs at other Universities who only wish to attend Bocconi lectures or take the related examinations.

These students, admitted in compliance with the annual Academic Planning, may be enrolled in any year of the program in the other University, including the first year.

The PhD Program Director will evaluate the student's profile and establish if his or her preparation is adequate.

The maximum visiting period is two semesters in a three-year PhD and three semesters in a four-year PhD, not necessarily in sequence.

Visiting students may take a total of six Bocconi exams in a three-year PhD and a total of nine exams in a four-year PhD.

Visiting students from Italian or foreign Universities will be given an officially signed document, with a list of the subjects attended and the grades obtained, only if **a formal agreement had been previously reached between the Program Director of their University and the Bocconi PhD Program Director** about the qualitative standing of the student and the duration of the stay.

In case of mutual student exchange between Universities over the same academic year, no fees are charged to incoming visiting students.

In other cases, incoming visiting students shall pay the fees established by the University Board; current fees:

- A fixed amount (100 €) if they only attend lectures (regardless of the number of courses attended)
- A variable amount (200€ per course) if they attend lectures and take exams.

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<sup>33</sup> Recommended for PhD students who:

- have not finished the last "regular" year of the program;
- travel abroad not as research assistants. For students who work as research assistants, Faculty & Research Unit is in charge of travel risk assessment.

## **Art. 18 Higher level courses**

Highly-motivated and deserving Bocconi MSc students can be admitted to take PhD courses (so called “HLC - higher level courses”) during their MSc career.

Selection requirements and process are set in the annual Academic Planning.

Bocconi MSc graduates who passed one or more PhD exams during their MSc career and who enroll in a PhD program are allowed to ask for a “waiver” in their PhD career.

This implies that the PhD exams that they passed in their MSc career can be recognized (subject to PhD program director approval) in their PhD career.

More specifically:

- If the PhD exam passed during the MSc career is still a requirement of the PhD study plan of the PhD cohort the student belongs to, then it is recognized and matched (“esame con corrispondenza”); it can be a compulsory or elective course.
- If the PhD exam passed is not included anymore in the requirements of the PhD study plan of the PhD cohort the student belongs to, then it is recognized as free elective (“esame senza corrispondenza”).
- Under the supervision of the program director and tutor, they should consider the possibility to “replace” in their PhD study plan the waived courses with extra courses (to be registered as exams on top of standard requirements - “esami in sovrannumero”) to enhance their knowledge in their field of interest and reach sooner the frontier of research.



## **Art. 19 Special students**

Special students are persons who apply for attending some PhD courses in order to broaden their knowledge and who have an adequate preparation that allows them to positively attend PhD courses.

Their admission is subject to a collective evaluation by the Program Director and the members of the Admission Committee.

Students who applied for a Bocconi PhD and were not admitted cannot be considered as special students.

Special students are allowed to attend a maximum of three subjects. However, the PhD Program Director, in agreement with the Dean, may make exceptions.

Special students may wish to take exams, in which case they will be registered for one or more single subjects.

Fees are the same as those charged to free movers hosted by BSc and MSc programs.

Special students shall pay a variable fee related to the number of hours of lesson attended and a fixed fee in case they want to take the exams (irrespective of the number).

Current fees:

- Variable fee for attendance – coefficient: € 170 per 8 class hours
- Fixed fee for exam(s): € 200.

Special students in a.y.  $x/x+1$  may apply to PhD programs for a.y.  $x+1/x+2$ . In case of admission to the PhD program, they are admitted as regular 1<sup>st</sup> year students and the exams passed as special students can be recognized.

## **Art. 20 Supplementary activities**

Besides the activities included in the study plan, Bocconi University offers a wide range of supplementary activities, open to all students (3-y, 2-y, 5-y degree students, specialized master students and PhD students).

These activities are optional and are not part of the PhD program requirements.

Supplementary activities offered by the University include:

- IT courses organized by the IT Education Centre ([www.unibocconi.eu/itec](http://www.unibocconi.eu/itec))
- language courses organized by the Language Center ([www.unibocconi.eu/languagecenter](http://www.unibocconi.eu/languagecenter))
- interdisciplinary courses, which are part of the Sapere a Tutto Campo program ([www.unibocconi.eu/interdisciplinarycourses](http://www.unibocconi.eu/interdisciplinarycourses))
- courses on databases and citation organized by the Library ([www.unibocconi.eu/library](http://www.unibocconi.eu/library))
- courses to develop self-management skills organized by Counseling and Self-Empowerment ([www.unibocconi.eu/counseling](http://www.unibocconi.eu/counseling))

The full range of supplementary activities is published each year in September (before the start dates of any activity chosen). More detailed information including programs and calendars will be released on the Bocconi website in the sections of the services which offer these activities.

General instructions are as follows:

- sign-up application procedure\*: through the yoU@B student Diary in accordance with sign-up methods defined by the service offering the activity, about one month before the start of the course;
- assigning courses\*: for each study program, sign-up applications are accepted in the order of chronological sign-ups received. Students who are admitted/not admitted to attend these activities will receive a personal online message sent to their yoU@B student Diary;
- attendance: compulsory for at least 75% of teaching sessions and checked through the online Attendance procedure by the teacher in class, in order to obtain the certificate of participation; online courses, if offered, also have mechanisms for registering attendance;
- evaluation: it is carried out by instructors according to the assessment methods discussed in class (the faculty member may require a final written report) but is subordinate to the compulsory 75% attendance and the active participation in class;
- period: courses are held during teaching periods and on specific dates which will be finalized before the sign-up period begins;

- duration: depending on the chosen activity.

Successful participation in these activities, certified by the teacher, allows students to obtain a certificate of attendance.

\* For aspects regarding sign-up and assigning courses, activities organized by Counseling and Self-Empowerment are exempt. These courses have different sign-up and assigning courses methods, which are described on the Bocconi website ([www.unibocconi.eu/counseling](http://www.unibocconi.eu/counseling)).

## Annex 1: For students with fellowship - Details on increase of fellowship for period abroad

- 1<sup>st</sup> step (mandatory) – **get the authorization for the period abroad:**
  - fill out the form (see next page) and have it signed by the advisor (if already assigned) and the Program Director
  - send it by e-mail in PDF format to PhD administrative Center  
*([gualtiero.valsecchi@unibocconi.it](mailto:gualtiero.valsecchi@unibocconi.it) and [barbara.contaldo@unibocconi.it](mailto:barbara.contaldo@unibocconi.it))*
- 2<sup>nd</sup> step (mandatory) – **get the statement of the hosting institution:**
  - At the end of the period abroad (at least one month and full months only) or, at the end of each bimester, get a statement, on letterhead, issued and signed by the hosting university/institution stating:  
the actual and uninterrupted period abroad (from dd/mm/yyyy to dd/mm/yyyy)  
the activities carried out
  - send it by e-mail in PDF format to PhD administrative Center
- 3<sup>rd</sup> step (only if needed) - **Get the authorization for an extension of the period abroad:**
  - fill out the form (same form as step 1) and have it signed by the advisor (if already assigned) and the Program Director
  - send it by e-mail in PDF format to PhD administrative Center
  - at the end of the period abroad: step 2
- 4<sup>th</sup> step (only if needed) - **Inform about early end of the period abroad:**
  - send a prompt e-mail to PhD administrative Center to inform about the early end of the period abroad (with motivation)
  - at the end of the period abroad: step 2

**Form - AUTHORIZATION FOR PERIOD ABROAD (or extension of period abroad)**

to be filled out and sent to the PhD administrative Center ([gualtiero.valsecchi@unibocconi.it](mailto:gualtiero.valsecchi@unibocconi.it) and [barbara.contaldo@unibocconi.it](mailto:barbara.contaldo@unibocconi.it))

Student ID n.

I, the undersigned .....

enrolled in the PhD Program in .....

cycle<sup>34</sup> ....., year<sup>35</sup> .....

ASK FOR AUTHORIZATION FOR A PERIOD ABROAD

for ..... months

from (dd/mm/yyyy) ..... to (dd/mm/yyyy).....

Host University /Institution:

.....

to carry out the following activity/ies:

*(please specify if study and/or research activities and give a description of such activity/ies):*

.....

Milano, (dd/mm/yyyy)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Advisor's signature (if already assigned)

\_\_\_\_\_  
PhD program Director's signature

<sup>34</sup> Eg. XXVI cycle, XXXVII cycle, ...

<sup>35</sup> Eg 2nd year, 3rd year, ..

## Annex 2: PhD Bocconi merit-based fellowships

The amount of the fellowship is subject to INPS contributions (INPS = National Social Security Institute).

Part of contributions are borne by the University (currently 23,35%) and part by the student (currently 11.68%).

The amount of the student fellowship is gross; the part of contributions borne by the student is directly deducted from each monthly gross installment of the fellowship and transferred to INPS.

### **PhD students must register with INPS, “*gestione separata*”.**

Registration with INPS “*gestione separata*” shall be made online at:

<https://www.inps.it/NuovoportaleINPS/default.aspx?iiDServizio=2501>

Information about the credentials for registration can be found on the INPS website:

<https://www.inps.it/NuovoportaleINPS/default.aspx?imenu=111>

In order to complete the registration with the “*gestione separata*”, students must select the option “*se stessi*” and enter their “*codice fiscale*”, then they must select the option “*parasubordinato*” and specify the effective date of their fellowship (1 September yyyy) and enter their personal details (telephone number, etc.).

The fellowship is annual (to be renewed each year) and it officially accrues from September; it is paid out on a monthly basis, at the end of the month. The only exception regards the 1<sup>st</sup> and 2<sup>nd</sup> installments that are settled at the end of October.

## Annex 3: Budget for study and research activities

Applications (see form in the next page) to make use of the budget have to be submitted to the Program Director, cc the Administrative Assistant of the PhD program.

Applications must be submitted before the activity is held or the purchase of the good is made.

Here below the list of typical expenses that can be financed:

- **travel expenses and registration fees for attendance to conferences, congresses and seminars (paper and poster presentation, attendance as a speaker or – exceptionally – auditor)**
- **travel expenses and registration fees for attendance at additional courses (e.g. Summer/ Winter Schools)**
- **travel expenses and registration fees for periods spent as a visiting student at other universities and research centers**
- **travel expenses for data collection from primary sources**
- **travel expenses for VISA collection and VISA fees** (when a VISA is needed for a following travel sponsored by the PhD School)
- **purchase of the right to access specific databases** (if the database is not already available at the Library) needed to process relevant and peculiar data (e.g. data that is difficult to find, assembled according to specific criteria) which are needed for the development of the candidate's research project
- **purchase of highly specialized books** needed for the candidate's research activity
- **experiments run at BELLS** (procedure available upon request to the administrative assistant of the program)
- **editorial revision of the PhD thesis** (through specialized language centers)
- **online experiments** (please note that -- due to Italian fiscal laws -- there might be troubles with the reimbursement of this cost typology which cannot be identified in advance by the Administrative Assistants/ Administration office)
- **“submission fees”, for publications** in A+ and A journals only (for info about the list of A+ and A journal, please contact [catalogo.ricerca@unibocconi.it](mailto:catalogo.ricerca@unibocconi.it), specify that you are a PhD student, and mention in which PhD program you are enrolled)

In particular, applications for travel funding will be assessed on condition that students provide a formal acceptance of their application to the event/activity, issued by the event/activity organizers (e.g. paper \*already accepted\* for presentation at a conference or summer school); the official program of the activity (conference, summer school, etc.) must be provided as well.

A certificate of attendance of the activity carried out – issued by the conference/ summer school organizers or by the hosting institution – must be provided as soon as you are back from your travel.

More restrictive requirements and internal rules for the allocation of funds may also be set by each program Director, therefore students are always advised to consult the Administrative Assistant of their program when they plan to apply for funds.

All travel expenses must comply with the **Bocconi Travel Policy**.

Moreover, before travelling, all risks and threats should be considered and evaluated. Bocconi has partnered with **International SOS** to provide medical, safety and security advice to outgoing students.



Form - **APPLICATION FOR FUNDING (BUDGET FOR STUDY AND RESEARCH ACTIVITIES)**

to be filled out and sent to the PhD Program Director, cc the Administrative Assistant of the program

DATE: \_\_ / \_\_ / \_\_\_\_

Name, Surname: .....

PhD in: .....

Year of enrolment: .....

I kindly request funding to cover the expenses related to the following activity (*please complete appropriately*):

- presentation of the paper (*title*) at (*conference, congress, seminar + name*) organized at/in (*location, City/State, organizing company/University*)
- attendance at the course (*Summer School, Winter School, Training course + name*) at/in (...)
- study and research visiting period at (*name of institution, period*)
- research activities that entail current expenses (*purchase of data base, online experiments, editorial revision of the thesis, submission fees for publication, ...*)
- others (*to be specified*)

Estimated costs are listed below:

| Item of expenditure | Cost       |
|---------------------|------------|
| e.g. flight         | € -        |
| e.g. hotel          | € -        |
| ...                 | € -        |
|                     | € -        |
| <b>TOTAL</b>        | <b>€ -</b> |

**The following documentation must be attached to your application**

Paper presentation

- full program, reporting your name in the list of the speakers
- acceptance letter, issued by the Organization Committee

Attendance of Summer/ Winter School, Training course

- acceptance letter

Visiting period abroad

- letter of invitation, issued by the hosting institution and indicating the exact period of your stay

**At the end of the trip (and within one week) you must bring back**

- the certificate of attendance to the activity, issued by the activity organizers
- the boarding passes and all the receipts

**Please note that:**

**all expenses must comply with the Bocconi Travel Policy**

**in case of travels, all risks must be evaluated by means of international SOS**

\_\_\_\_\_  
PhD student's signature

\_\_\_\_\_  
Authorization by Prof. ....

Director, PhD .....

## Annex 4: Teaching Assistantship (TA) for 3-y, 2-y and 5-y degree programs

### Description of the activity

#### Assistance to the professor/instructor

- preparation of supplementary teaching materials (e.g. slides); please note that teaching material should be prepared by the Course Director;
- organization and grading of individual and group assignments (outside classroom hours);
- technological support (upload of teaching material on on-line platforms, ...);
- participation in the Examining Boards for written and oral exams (e.g. assessment, questioning...); the Course Director presides effectively over all exams activities;
- supervision to written exams, even if he/she does not participate in the Examining Board;
- organization and management of company visits or other extra lectures activities (e.g. testimonials, ...).

#### Tutorial support to students

**Out of class** assistance in the activities described below:

- office hours and tutorial support by e-mail (tutorship for assignments, exercises, projects supervision, explanations, support for non-attendant students ...);
- management of on-line communities.

**In-class** assistance e.g. for lessons that include the use of software or for the discussion of cases.

#### Application process

At the end of the Spring term, PhD Programs' Administrative Assistants contact PhD students in order to collect their applications to work as TAs in the following a.y.; applicants profiles are handed to Departments' Administrative Assistants who share them with the Faculty members who need support for courses activities; selected candidates are contacted by the Dept. directly.

## Annex 5: Withdrawal

### Form - WITHDRAWING FROM THE PROGRAM



Student ID no.

PhD Administrative Center (PhD-AC) Università Commerciale "L. Bocconi"

Piazza Sraffa, 11

20136 MILANO

I, the undersigned \_\_\_\_\_

enrolled in the \_\_\_\_\_ cycle of the PhD Program in

\_\_\_\_\_

intend to leave the PhD Program permanently.

I attach to this form:

a photocopy of passport or identity card.

Date \_\_\_\_\_

Signature \_\_\_\_\_