

# PhD Programs HANDBOOK

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The contents of the present handbook apply to students enrolled as from 2013-14 (the first year of application of Ministerial Decree 45, February 8<sup>th</sup>, 2013<sup>1</sup>).

## **1. Aims of PhD programs**

Bocconi PhD programs are full-time programs aimed at providing the knowledge and the 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.

## **2. 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 DM no. 45/2013 and ministerial guidelines (February 1<sup>st</sup>, 2019).

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:

- fields of study of the PhD program;
- number of members of the Faculty Board and qualifications (academic position and standards of internationally recognized research);
- average number of fellowships calculated on the total of PhDs and number of fellowships for each PhD program;
- availability of adequate and sustainable funding;
- availability of specific and adequate research facilities;
- complementary activities for PhD students.

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;
- qualifying goals of the program;
- career opportunities;
- PhD curriculum, including both study and research activities;
- detailed composition of the Faculty Board and their research output;
- number of places offered;
- maximum number and amount of available fellowships (the number cannot be inferior to four for the first year of each PhD program, and, on average, to six, for the first year of programs offered by the School), tuition waivers, if any, amount of admission and tuition fees for the program, fellowship increase for periods of study / research abroad;

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<sup>1</sup> Cohorts enrolled before a.y. 2013-14 are subject to ministerial rules set by Ministerial Decree 224, April 30<sup>th</sup>, 1999 and to Bocconi internal rules ("PhD Programs Academic Rules and Regulations") set by Rectoral Decree 4820, August 23<sup>rd</sup>, 1999 and subsequent amendments.

- budget allocated to PhD students for their research activities in Italy and abroad in the last two years of the PhD program, whose value cannot be less than 10% of fellowship value;
- other potential funding made available to the PhD program or the whole PhD School 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;
- 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.

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

The Program Director, a permanent contract Bocconi Professor (full or associate), heads the Faculty Board and is appointed by the Academic Council in compliance with the procedures set in the General University Rules.

The Faculty Board is composed of at least sixteen members (of whom at least 12 Bocconi full professors and associate professors); Faculty Board members have to cover at least the 80% of disciplinary fields of the program. They are asked to provide, in good time for the assessment of the requirements, documents showing research results of high international standards.

The Faculty Board plans and manages the PhD program. The 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 parts, in conformity with the law.

### **4. Admission to PhD Programs**

Admission to the programs is regulated by a public competition decreed by the Rector as per art. 8 of D.M. (ministerial decree) 45/2013.

The criteria to figure out the number of available places are annually set by the University Board on the proposal of 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 31st October of the year when the program begins;
- 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).

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.

## 5. Enrollment

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

In compliance with the law, students enrolled in a PhD program are forbidden to enroll in other university programs, unless they suspend their studies in one of the two programs (see § 7 Attendance and progress evaluation).

Within 8 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 (as per § 7).

## 6. 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>2</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>3</sup>:

- if the donor signs an ad hoc agreement with Bocconi, then the student ("external fellowship recipient") pays no tuition fees and he/she is added to the group of students "with fellowship" (the agreement must be signed before the publication of admission results);
- in the other case the student ("paying recipient") pays the tuition fees (therefore he/she belongs to the group "with tuition fees") and receives the financial support directly from the external donor.

Bocconi fellowships are awarded to the best ranked students; 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 (see § 7 Attendance and progress evaluation).

For study and research activities abroad authorized by the PhD Program Director, the amount of the fellowship is increased by 50% (calculated on the amount of the ministerial fellowship<sup>4</sup>) and for a maximum total period of 18 months.

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<sup>2</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.

<sup>3</sup> E.g., Government of the Country of origin of the candidate, or Foundations.

<sup>4</sup> Ministerial amount = €15,343.28

As provided for by the Italian law:

- Compulsory Italian pension contributions (INPS “gestione separata”) are deducted from the amount of each fellowship, as per current laws;
- 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;
- Each student can be awarded just one full fellowship for Italian PhD programs<sup>5</sup>; therefore, if a student was given a fellowship for an Italian PhD program and, after degree, 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).

For further details about PhD Bocconi merit-based fellowships see **Annex 1**.

The amount of Bocconi fellowships and of tuition fees is annually set by the University Board.

Current amounts (per year) are as follows:

	Up to cohort 2017-18	As from cohort 2018-19	
fellowship	€15,343	€20,280	(1°y for Legal Studies) (1° and 2° y for other programs)
		€15,343	(2 and 3° y for Legal Studies) (3° and 4° y for other programs)
tuition fees	€5,000	€10,000	

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

***All PhD students (with and without fellowship) can get supplementary financial support to be financially self-sufficient (see § 13).***

## **7. Attendance and Progress Evaluation**

Study plan's requirements are set by the Faculty Board of each program and are included in the Annual Academic Planning.

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 as decreed by the Faculty Board itself and published on the University website.

The results can be as follows:

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

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<sup>5</sup> This is due to the fact that fellowships are partly funded by the Italian State.

Students must be notified about their result.

Only admitted students can enrol 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.

As per § 5, besides “academic” requirements, the admission to the second year is subject to the submission of a copy of the permit of stay.

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<sup>6</sup> 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 that student repeatedly fails to comply with academic duties and obligations. If a student is removed he or she will have to forfeit the fellowship and repay it for the year.

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

- 1) Enrollment in another program:  
If a student is enrolled in another program, he or she can enroll in a PhD program after suspending the other program. A student already enrolled in a PhD program can ask for and obtain a leave in order to attend another university program (e.g. a Law Specialization School).
- 2) Documented evidence of extenuating circumstances:  
A student can ask for and obtain a leave by producing documented evidence of extenuating circumstances of personal nature, such as paternal/maternity leave or serious illness.
- 3) Professional training, remunerated work or internship (see § 10).  
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 Faculty Board will outline the requirements which must be satisfied in order to complete the program.

PhD 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 inside or outside Bocconi in conformity with national and internal rules (see § 13).

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<sup>6</sup> “decadenza”

## 8. Waiver of PhD exams for Bocconi MSc students who passed “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”).
- Students have to sit the general exams of sequences, or fields/tracks, and answer all the questions, including those concerning a course they passed as HLC and waived at the PhD.
- 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.

## 9. Supplementary activities

Besides the activities included in the study plan, Bocconi University offers a wide range of supplementary activities, open to all students (undergraduate, graduate, law, specialized master 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)).

#### **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. PhD students must actively and regularly take part in the University's academic activities and in all the study activities included in the program structure.

The PhD Program Director can authorize activities included in § 7.

The Faculty Board, after evaluating the PhD student's request, may authorize him or her to do professional training, undertake remunerated work activity or do an internship, provided that 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 a student's PhD program (**coherence**). However, in the case of PhD 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 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 PhD student.

In case of professional training, remunerated work and internships, the PhD student can request a leave for a period of six to twelve months, which can be renewed for a period of six to twelve months; however, the total period of the leave cannot exceed 24 months. The Faculty Board will decide the start date and duration of the leave taking into consideration the PhD student's needs.

(see suspension rules at § 7).

#### **11. Withdrawing from the program**

Students can withdraw from the program by submitting an ad hoc form (duly filled in) to the PhD Administrative Center (PhD-AC) (**Annex 2**).

Withdrawal can be motivated by personal reasons.

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 – see § 7 and 17).

## 12. PhD “positions”

PhD positions over the years are as follows:

DR (= PhD student) FROM enrollment TO Aug 31, year X<sup>7</sup>

PDC (= PhD candidate): FROM Aug 31, year X TO PhD conferral

PDF (= PhD fellow): FROM PhD conferral TO Aug 31, year X+2

This means that 2 years (after the official end of the program) is the time span that Bocconi grants to its PhD students/graduates to be placed on the job market. During this period they officially appear as part of Bocconi.

Upon enrollment the student is given an e-mail account “@phd.unibocconi.it” which turns into “@bocconialumni.it” just after the PhD conferral.

Moreover, PDC and PDF positions:

- have an official Bocconi e-mail address like all other teachers and researchers (domain: “@unibocconi.it”).
- are displayed on the Bocconi website in the area “Faculty and Research” (in the group of “Researchers with grant”)

## 13. Financial support

Here are the types of financial support available at Bocconi:

- part-time work for the University
- standard financial support during the “extra year”
- special financial support for PhD candidates and PhD fellows
- budget for study / research activities
- financial support for job market placement

Please note that PhD students, PhD candidates and PhD fellows may also have temporary/part time contracts with other institutions different from Bocconi (upon consent of the PhD Program Director – see § 7).

All above-mentioned types of financial support offered by Bocconi are **compatible** with one another and with external temporary/part time contracts, **provided that the overall annual income is not higher than 25,000 € / year**.

Bocconi contracts are **incompatible** with any non-temporary/full time contracts inside or outside Bocconi (e.g. Post Doc grants).

Besides the above types of financial support, PhD students and PhD candidates benefit from a Health Insurance Policy subscribed by Bocconi which covers accidents when involved in work-related activity at Bocconi and when travelling (the travel must be previously authorized by the Program Director).

### 13.1 Part-time work for the University

All PhD students/candidates (upon consent of the Program Director) can work part-time for the University, in particular as research assistants and teaching assistants /teachers, and can be remunerated for their work, within the limits and the rules stated by national and internal regulations. For compatibility and incompatibility with other contracts see §13.

As of a.y. 2019-20, all PhD students and PhD candidates who want to work as teachers/teaching assistants are required / strongly recommended to attend and pass the course “PhD BEAT – Bocconi Excellence in

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<sup>7</sup> 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).

Advanced Teaching” (requirements are specified below). 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 (first edition: Fall 2018).

## TEACHING ASSISTANTSHIP AND TEACHING

### Compensation

*Teaching assistantship* = 33€/hour

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

DR =

176€/hour for any teaching activity;

PDC and PDF =

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)+ Graduate (MSc, MA) programs		Undergraduate (BSc)+ Graduate (MSc, MA) programs lectures and/or complementary exercises		Postgraduate (PhD) programs
DR 2nd year	maximum 160 TA hours of per year	OR (*)	maximum 40 hours per year		
DR 3rd (and 4th) year	maximum 320 TA hours per year	OR (*)	maximum 80 hours per year	OR (*)	maximum 80 hours per year; complementary exercises only
PDC	No hour-cap		No hour-cap		No hour-cap; complementary exercises only
PDF	No hour-cap		No hour-cap		No hour-cap; lectures (with Dean and Program director approval) + complementary 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 160 TA hours + 20 teaching hours in BSc programs + 20 teaching hours in PhD programs.

For further details about Teaching Assistantship see **Annex 3**.

### PhD BEAT Requirements

#### *Teaching assistantship*

Attending and passing PhD BEAT is strongly recommended.

#### *Teaching*

Attending and passing PhD BEAT is required in order to carry out any teaching activity.

## RESEARCH ASSISTANTSHIP

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.

### 13.2 Standard financial support during the extra year

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 assistantship contract for a maximum amount of 7,000 € for at most one year (from September X to August X + 1).

Funding will be suspended if the PhD student gets offered non-temporary/full time employment inside or outside Bocconi (see §13) before August X + 1.

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

### 13.3 Special financial support for PhD candidates and PhD fellows

PhD candidates and PhD fellows (see §12) 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>8</sup>.

The 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 § 13.1).

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 will be suspended if the PhD student gets offered non-temporary/full time employment inside or outside Bocconi (see §13) before the contract expiration date.

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

### 13.4 Budget for study / research activities

Ministerial rules state that, in the last two years of the program, each PhD student (with and without fellowship) is provided with a budget - within the limits of the financial resources allocated annually to the PhD School by the University Board - for his or her studies and research activities in Italy and abroad. The

<sup>8</sup> The special financial support is addressed to the PhD candidates and PhD fellows belonging to the PhD in Business Administration and Management, Economics and Finance, Public Policy and Administration, Statistics, Statistics and Computer Science (from the cohort 2020-21).

amount of the budget cannot be less than 10% of the amount of the ministerial fellowship (annual amount: 1,400 € per year until December 2017; 1,550 € per year as of January 2018).

The Program Director must always authorize expenses in advance.

The University directly covers the expenses on behalf of the student (e.g. cost of fares) or refunds the student's out-of-pocket expenses according to the type of activity involved. In any case the student must comply with the "travel policy" of the University.

Please click [here](#) for further details.

### **13.5 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).

PhD candidates are given financial support as well as training and procedural support (they attend conferences to present their papers, meet scholars of other universities and participate in job market events such as job market international fairs).

## **14. 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 are published on the internet area of each PhD program ("Info for Current Students" section). There are two thesis defence sessions per year (currently January and May/June). PhD candidates must apply for one of the two sessions planned for the academic year after their last year of enrollment. In compliance with ministerial provisions, it is not possible to allow extensions.

Students choose their advisor, to be approved by the Faculty Board, 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.

In the case of double degree programs, theses are written under the supervision of two advisors, one from Bocconi University and one from a foreign University. For each PhD students a specific, separate formal agreement must be reached between the Rector and the foreign University.

The thesis has to be submitted 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.

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).

Each Reviewer will issue a separate detailed assessment report of the thesis and recommend admission to the public defence or ask for postponement, for a maximum of six months, if significant additions or changes are required.

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 favourable.

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

## 15. 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; 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 (off-campus connection allowed), but they cannot be appointed as Thesis Board members.

The date of the defence is established by the Thesis Board and cannot be changed. However, the 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 deposit the thesis in the institutional registry, which is open to the public and is managed by the Central Library of the University. The registry is responsible for the conservation and the availability to the public of the thesis.

The University will also give copies of the final thesis to the Italian National Libraries in Rome and Florence.

## 16. "Thesis co-tutorship agreement" (double doctoral degree) and programs within international training networks

Exceptionally, PhD 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.

Further details about rules and procedures are included in the deliberation of PhD School Council March 5, 2014. The administrative procedures is managed by the PhD Administrative Center (PhD-AC).

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.

## 17. MPhil (Master of Philosophy) Programs

MPhil (Master of Philosophy) programs can be activated, as proposed by the PhD Program Director. 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) and "special students" 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 (see § 11).

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.

## 18. Special Students

Special students are students who are not enrolled in a PhD program at Bocconi, but:

- were eligible for a specific PhD program, but were unable to take part in the selection at the time of the call for serious and justified reasons;
- or applied for a PhD in another University, were admitted and then realized that the program they were attending did not suit their goals.

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

Special students can attend all courses and sit the exams of the first-year of the PhD program they were admitted to.

Special students are managed as follows:

### in PhDs allowing to obtain an MPhil degree:

If students are not enrolled in a doctorate in another University, they are first enrolled in a Bocconi MPhil program. If the quality of their academic performance does not allow them to be subsequently admitted to a Bocconi PhD program, they can obtain an MPhil degree.

Outstanding students can take part in the public competition for the next year: if they are selected, they are first admitted to the first year; after admission, and if they fulfil the requirements for a PhD pass, they are directly admitted to the second year of the PhD program and can be granted a fellowship starting from the second year and in each following year, until regular completion of the PhD program.

### in all PhDs:

If students are enrolled in a PhD in another University in any given academic year, they can start attending lectures in the same year without being enrolled, and then take part in the Bocconi public competition in the next academic year. If they are selected, they are first admitted to the first year; after admission, and if they fulfil the requirements for a PhD pass, they are directly admitted to the second year of the PhD program and can receive a fellowship starting from the second year and in each following year, until regular completion of the PhD program.

Students can only be admitted until the second year, and no admissions are allowed in the third year.

Special students shall pay tuition fees for the amount paid by the students without PhD fellowship.

## 19. Visiting Students

Outgoing students are students enrolled as Bocconi PhDs who attend lectures and/or do research abroad for a period of time.

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>9</sup>. A dedicated page with detailed instructions is available on yoU@B, in the left side "International SOS" box.

During their stay abroad, students with Bocconi merit-based fellowship benefit from a fellowship supplement (50% of the ministerial fellowship<sup>10</sup> for a period not exceeding 18 months).

All students (with and without Bocconi merit-based fellowship) may benefit from external fellowship by Italian or foreign institutions to finance a study /research period abroad. If they are Bocconi merit-based fellowship recipients, such fellowship can be combined with Bocconi fellowship (this being the only case of overlapping fellowships).

For complete information on Budget for study / research activities see §13.4.

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

Incoming 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 performance 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.

Students from Italian or foreign Universities will be given a document signed by the PhD Program Director, 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.

## 20. Auditing Students

Auditing students are persons, usually working at or for other institutions, who wish to attend some PhD lessons in order to broaden their knowledge.

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

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<sup>9</sup> Recommended for PhD students who:

- have not defended their thesis yet;
- travel abroad not as research assistants. For students who work as research assistants, Faculty&Research Unit is in charge of travel risk assessment.

<sup>10</sup> €15,343.28= Ministerial amount



Auditing 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.

Auditing 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.



## Annex 1

### PhD Bocconi merit-based fellowships

The amount of the fellowship is gross, as social security contributions must be paid on the fellowship amount. The current percentage is 11.41 but it may vary, as a result of changes to legislation.

Contributions are deducted directly from each monthly gross installment of the fellowship and paid to INPS (National Social Security Institute) by Bocconi University.

#### **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 2**  
**Withdrawal form**

**WITHDRAWING FROM THE PROGRAM**

Stick  
€ 16.00  
marca da bollo  
(duty stamp)  
HERE

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 \_\_\_\_\_

## Annex 3

### Teaching Assistantship (TA) for Undergraduate/Graduate/Law School

#### 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.