



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

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PRELIMINARY PROVISIONS

Art. 1 (Purpose)

1. These Regulations govern all training activities provided by the School and all scholarships and collaborations by students, in accordance with the provisions of the Academic Regulations and the university teaching system.
2. The provisions contained in these Regulations can only be repealed or amended by way of express provision.

Art. 2 (Structure)

1. These Regulations are structured into five books as follows:
 - Book One, I and II Level supplementary courses and single-cycle supplementary courses
 - Book Two, Master's degree courses;
 - Book Three, Philosophiæ Doctor (PhD) Diploma programmes;
 - Book Four, I and II Level Master Courses and advanced education or continuing education courses;
 - Book Five, University Orientation;
 - Book Six, Seasonal School;
 - Book Seven, Scholarships and types of collaboration by students.

BOOK I: I AND II LEVEL SUPPLEMENTARY COURSES AND SINGLE-CYCLE SUPPLEMENTARY COURSES

CHAPTER I – ACCESS TO SUPPLEMENTARY COURSES AND GENERAL RULES

Art. 3 (Access procedures)

1. I Level supplementary courses and single-cycle supplementary courses are accessed by way of a public competitive examination. This verifies candidates' aptitude for study, their potential and suitability for interdisciplinary and high quality studies, in relation to the various subject areas at the School, as well as their willingness to experience college life. The education requirements and procedures for the competitions as well as the knowledge and skills necessary for admission to each course are established in the relative call for applications.
2. II Level supplementary courses are accessed:
 - by way of the proficiency test under article 13 below, for I Level students;
 - by way of a public competition, based on qualifications and exams for all other candidates. Procedures for the realisation of the competitive process are established in the relative call for applications.



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

Art. 4 (Definitions and training objectives)

1. Supplementary courses are intended for Honours students of the School and consist of supplementary training in the field of applied sciences through a close connection with disciplinary and interdisciplinary scientific research to foster interaction with the cultural, social and economic world. As provided by article 46 (4) of the Statute, these courses consist of teaching by the School and are intended to guarantee a solid base education, to increase the quality and level of education, to develop critical thinking and to promote cultural and personal growth for students.

2. I Level supplementary courses are three year courses and they provide in-house training that is complementary to the degree courses provided by the University of Pisa and other universities affiliated with the School. Those universities are identified annually by the Academic Senate, from amongst those providing training that embeds the scientific subjects taught by the School, upon approval of the I Level call for applications, and proposal by the Faculty Councils.

3. II Level supplementary courses are two year courses and they offer in-house training, complementary to the Master's degree courses provided by the University of Pisa or other universities affiliated with the School. The Master's degrees are identified by the Academic Senate from amongst those which embed the scientific subjects taught by the School, by 31 March of each year, upon proposal by the Faculty Councils.

4. Six year single-cycle supplementary courses are established for the Department of Medicine. They offer in-house training, complementary to the single-cycle Master's degree course in Medicine and Surgery at the University of Pisa or other universities affiliated with the School.

5. Five year single-cycle supplementary courses are established for the Department of Law. They offer in-house training complementary to the single-cycle Master's Degree in Law provided by the University of Pisa or other universities affiliated with the School.

6. In order to promote the collegial environment as an opportunity for greater personal and cultural growth, I and II Level and single-cycle students will board at the School.

Art. 5 (Teaching Programme)

1. Within 31 March of each year, the Faculty Councils approve the guidelines for the definition of the programme of I and II Level supplementary teaching activities for the following academic year. The Faculty Deans prepare a supplementary teaching activity programme proposal to be submitted to the competent Faculty Council. The Council approves the proposal by 31 May of each year. Practical exercises and in-person coaching in research laboratory activities as well as seminars form part of the programming.

2. Upon approval of the teaching programme, the Faculty Councils establish the amount of university credits (CFU) for the individual teaching activities, in accordance with Ministerial Decree No. 270, 22 October 2004, as well as the possibility for students from outside the School to participate in those activities.

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



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- establish that certain specific activities included in the internal teaching programmes are mandatory for the purposes of obtaining a First Level Honours Diploma or I and II Level Diplomas;
 - identify training programmes at other Italian or foreign universities, as well as their value in CFU and establish their validity for the purpose of fulfilling internal teaching requirements for students.
4. The teaching programme is published on the School website with an indication of the timetable and the location of lessons/seminars.

CHAPTER II – PROGRAMME OF STUDY AND TEACHING REQUIREMENTS

Art. 6 (Programme of study)

1. Students establish their internal teaching programme through their own programme of study.
2. Each programme of study must contain:
 - university exams included in the programme of study for the University of Pisa or the other university at which the student is enrolled;
 - supplementary internal teaching activities and foreign language courses, as indicated in the following paragraph.
3. For each academic year, the programme of study for each student must contain:
 - no less than 7 CFU and no less than 70 hours of supplementary teaching activities as follows:
 - a) at least 5 CFU and no less than 50 hours of training activities provided by the School within the reference department;
 - b) at least 2 CFU and no less than 20 hours of training activities provided by the School outside the reference department;
 - at least 6 CFU and no less than 60 hours of training relative to foreign language courses.
4. For students in the last year of Medicine no mandatory CFU are required for supplementary teaching activities and foreign languages.
5. Upon submitting the programme of study, or subsequently in case of changes to that programme, each student may request the acknowledgement, for the following academic year:
 - of any supplementary CFU acquired in the previous academic year;
 - of any supplementary CFU acquired or to be acquired during specifically authorised off-campus study visits with other Italian or foreign universities.
6. Students admitted to the School in any year subsequent to the first year are exempt from obtaining internal CFU required for academic years prior to their entry.

Art. 7 (Submission of and changes to the programme of study)

1. I Level and II Level Honours students, save for first year students, must submit their programme of study for the following academic year by 30 September, relating to in-house supplementary teaching activities, foreign language courses and university exams present in the programme of study at the University of Pisa or at another university.



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2. First year students and students who join in the second or third year of the single-cycle Supplementary course must submit their programme of study for the academic year in course by 31 October.
3. Subject to consent by the student's Tutor all programmes of study are approved by the competent Faculty Dean by 30 November of each academic year.
4. Students may change their programme of study during the academic year in relation to in-house supplementary teaching activities and foreign language courses and university exams included in the programme of study at the University of Pisa or other university, no later than 15 September, save for any justified exceptions. Changes to the programme of study may involve the replacement or addition of exams and the removal of exams in case of supplementary CFU in excess of the minimum CFU required. Each request to make changes to the programme of study only takes effect following approval by the Tutor and by the Dean, to be issued by 30 September.
5. Whenever considered advisable by the Dean, and where the Dean decides not to approve a request approved by the Tutor, the change to the programme of study is submitted for approval by the competent Faculty Council.

Art. 8 (Internal teaching requirements)

1. I and II Level Honours students must acquire the CFU relating to supplementary teaching activities within the School and included in their programme of study, by 31 May of the academic year following the year to which the programme of study refers, and no later than 31 July, save for justified dispensations approved by the competent Faculty Council.
2. A suitably justified request for dispensation together with approval by the tutor, must be submitted by the student by 30 April in order to be submitted for a decision by the competent Faculty Council.
3. All supplementary teaching activities must include a final exam and the award of a grade out of thirty, with possible distinction. Students must have a grade point average of no less than twenty seven out of thirty, for each academic year, and a grade no lower than twenty four out of thirty in each individual exam. For the purposes of calculating grade point averages, any honours awarded are calculated as a grade of thirty one.
4. Students must have complied with all assessment requirements for lessons attended in order to take the exams.

Art. 9 (Foreign language courses)

1. During the entire period of study at the School, students are required to learn:
 - at least two foreign languages at intermediate level, for I Level Honours students;
 - at least two foreign languages, one at an advanced level, for II Level Honours students;
 - at least two foreign languages, one at intermediate level and one at advanced level, for Single-cycle Honours students.
2. Language courses are an integral part of a student's programme of study for each academic year and the relative CFU must be acquired by 31 May of the academic year following the year to which the programme of



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study refers. Students may change their programme of study with reference to language courses by replacing the foreign language chosen, but they may not request dispensation in relation to the credits for those courses.

3. Language courses are provided by language experts identified by the School.

4. Attendance of foreign language courses is mandatory. With regard to foreign languages, students are not permitted to acquire CFU for two courses of the same level. Before beginning the courses the level of knowledge of the foreign language will be verified in order to ensure that the student is placed at the correct level.

5. Students are required to take a final exam following which they will be awarded a grade out of thirty, with possible distinction. The language exam contributes to the grade point average of 27/30 that students must maintain according to their internal obligations.

6. Language experts prepare students for their foreign language proficiency certificates in accordance with the common European framework of reference. Proficiency courses, together with the relative test or other exam agreed with the teaching staff, constitute a suitable qualification for the purpose of fulfilling advanced level foreign language requirements.

7. The School may, in agreement with bodies authorised to issue language proficiency certificates identified by the Academic Senate, hold exam sessions for students intended for the achievement of the abovementioned certificates. Where this is not possible, the School may only reimburse students for any costs for enrolment in the exam on one occasion only throughout the entire programme of study, subject to achievement of the certificate.

Art. 10 (External teaching requirements)

1. I and II Level Honours students and Single-cycle students are required to sit university exams for their programme of study by:

- 31 December of the academic year following the year to which the programme of study refers, in relation to the first semester exams and no later than 28 February, save for dispensation approved by the competent Faculty Council;
- 31 May of the academic year following the year to which the programme of study refers, in relation to the second semester exams and exams for annual courses, and no later than 31 July, save for dispensation approved by the competent Faculty Council.

2. Any duly justified request for dispensation, approved by the tutor, must be submitted by the student by 30 November (first semester exams) and 30 April (second semester and annual exams) and submitted for approval by the competent Faculty Council.

3. I and II Level Honours students in the first year of study must achieve at least 18 CFU by 31 July of the academic year in course.

4. Students admitted to the School in years subsequent to the first year, must sit the university exams that they have missed within the deadlines established by the competent Faculty Councils.



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5. Students must, for each academic year, have a grade point average no lower than twenty seven out of thirty in university exams and a grade no lower than twenty four out of thirty in each individual exam. Any honours acquired are calculated as thirty one out of thirty for the purposes of calculation of the grade point average.

Art. 11 (Loss of student status)

1. Failure to comply with at least one of the internal and external teaching requirements under articles 8, 9 and 10 is officially verified, notified to the student and involves loss of student status.
2. Loss of status also occurs in case of failure to pass the oral exam under article 12 or in case of failure to pass the “proficiency test” under article 13 below.
3. Loss of status may also be the result of failure to submit the annual programme of study and transfer to another degree course that does not relate to the subject areas at the School, identified annually in accordance with article 5 of these Regulations.
4. Loss of student status is finalised by way of a Rector’s decree, following consultation with the Dean of the reference Faculty, and notified to the student.

CHAPTER III – ASSESSMENT EXAM, PROFICIENCY TEST AND ACHIVEMENT OF DIPLOMA

Art. 12 (Assessment of training programme)

1. Students are subject to annual assessment of their training programme. Annual oral exams are provided for:
 - I Level Honours students in the first and second year;
 - II Level Honours students in the first year;
 - Single-cycle Master’s Degree Honours students (Medicine and surgery and Law) every year save for the last year.
2. At the beginning of each academic year, the Faculty Councils establish the timing of and procedures for the annual assessments and the composition of the Examination Board, which may differ according to the subject area or student involved. The Board is then finalised by way of a Measure issued by the Dean and is composed of no less than three members, normally including the student’s Tutor.
3. If a student is off-campus, they may, if authorised by the Dean, sit the oral exam using electronic devices which guarantee identification of that student.
4. Failure to pass the oral exam shall result in loss of student status in accordance with article 11.

Art. 13 (Proficiency test)

1. I Level students access II Level Honours courses by way of a proficiency test.



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2. II Level Honours courses are identified annually by the Academic Senate, upon approval of the call for applications for the II Level competitive exam or however prior to completion of the proficiency test. They are chosen from amongst those related to the subject areas at the School, upon proposal by the Faculty Councils.
3. The procedures and timing for the realisation of proficiency tests, which are specific to each area, are identified by the reference Faculty Council by the month of June. Proficiency tests are scheduled by the Faculties in September and October.
4. Proficiency tests are supervised by a Board, appointed by a Rector's Decree upon proposal by the Dean of the reference Faculty and composed of no less than three members, normally including the student's Tutor.
5. The Board formulates an overall decision on whether or not the student has "passed" or "failed" the test. If the student "fails" this shall result in loss of student status in accordance with article 11.

Art. 14 (Diploma examinations)

1. The School awards I Level Diplomas to I Level Honours students who have:

- complied with all internal and external teaching requirements relating to the I Level Honours course within the terms provided by these Regulations;
- achieved a Degree within 31 May of the year following conclusion of the Degree Course;
- passed the relative examination:
 - a) within 6 months of achievement of the Degree;
 - b) by the month of April in the year following conclusion of the Degree Course for students who achieve their Degree by 31 October.

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

2. The School awards: II Level Diplomas to II Level Honours students who have not achieved the I Level Diploma and who have:

- complied with all internal and external teaching requirements relating to the II Level Honours course within the terms provided by these Regulations;
- achieved a Master's Degree by 31 May of the year following conclusion of the Master's Degree Course;
- passed the relative examination: within six months of the last possible/available exam session for the achievement of the Master's Degree (31 May).

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

3. The School awards: a Second Level Honours Diploma to II Level Honours students who have already achieved the I Level diploma and single-cycle diploma who have:

- complied with all internal and external teaching requirements relating to the I Level and II Level Honours course, or single-cycle honours course, within the terms provided by these Regulations;
- achieved the Master's Degree by 31 May of the year following conclusion of the Master's Degree Course;
- passed the relative examination, within six months of the last possible/available exam session for the achievement of the Master's Degree (31 May).



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

4. The procedures for I and II Level Honours Diploma exams are public and the assessment criteria used by the examining boards are established by the Faculty Council, which schedules at least two annual sessions.

5. I and II Level Honours Diploma exams are public and the relative grade is given out of one hundred with possible distinction. Diplomas are awarded by the Rector.

6. II Level Diplomas and Second Level Honours Diplomas, respectively under paragraph 2 and 3 of this article, are equivalent to a Second Level Master Course, in accordance with article 19 (3) of Decree Law No. 76, 16 July 2020 converted by Law No. 120, 11 September 2020.

Art. 15 (Examination Board)

1. The Examination Boards for I and II Level Diploma exams are appointed by the School Rector, upon proposal by the Dean of the competent Faculty and conduct their assessments in accordance with criteria established by the Faculty Council, in consideration also of any disciplinary measures applied.

2. Each Board is composed of no less than five standing members and two alternate members, normally including the student's Tutor. The appointment Decree shall indicate the Chair and the Secretary.

CHAPTER IV – STUDENT STATUS

Art. 16 (Affiliate Students)

1. Affiliate students are students of the School and of other schools or universities with special autonomy which are affiliated or federated with the School. An affiliate student is a student of all of the abovementioned Schools.

2. An affiliate student's training programme and internal and external teaching requirements are decided by the bodies of the Schools responsible for teaching programmes.

3. Failure to comply with the requirements under the above paragraph involves loss of affiliate student status.

Art. 17 (Tutor duties and functions)

1. By the month of October the Dean shall identify a professor for each first year student, from the competent Faculty, who shall act as a Tutor for that student.

2. After the first year of the course, subject to a request by the student and approval by the relative Faculty Dean, students can change their Tutor.

3. Tutors are responsible for welcoming, guiding and supporting students on settling into life at the School. They are also responsible for steering students and constantly overseeing their teaching activities and studies



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as well as the performance of periodic assessments. They must periodically view the personal report card for each student, offering indications and suggestions that will help them to overcome any obstacles to their training, an improvement in their study and learning conditions and the best outcome of their training as well as full achievement of their training objectives.

4. Tutors organise at least 4 meetings with students per year, one in each quarter period.

Art. 18 (Off-campus study periods)

1. Off-campus study periods are periods spent in Italy or abroad. They include but are not limited to off-campus study periods involving study, research and the attendance of courses and internships.

2. All off-campus study periods are authorised by the Dean of the reference Faculty, subject to approval by the tutor, upon termination of the assessment procedure. Authorisation is also necessary for the purpose of accessing the financial contribution.

3. The School may award a financial contribution for activities performed off-campus, to be established in the amount and in accordance with the procedures in the annex to these Regulations. The established criteria also apply to the reimbursement of Placement activities.

4. By the month of November of each year, the Faculty Deans, together with the representative of Honours Students in the Academic Senate, shall establish the assessment criteria for off-campus study periods and the procedures for the submission of applications for the following academic year. The criteria are enacted in a joint Measure issued by the Deans of the Faculties and notified to all students, in accordance with the expenditure limits contained in the abovementioned annex.

5. Applications are submitted for review by a Board established by way of a specific joint Measure issued by the Deans of the Faculties.

Art. 19 (Teaching assessments)

1. I and II Level Honours students must promptly reply to feedback forms relating to teaching programmes attended. Completion of the forms is a necessary requirement for the purpose of taking the relative exams.

2. Assessments of teaching provided by the School are notified to the Quality Enhancement Committee and by this committee to the Joint Students and Teachers Board, the Evaluation Committee and the Deans of the Faculties.

3. The Deans of the Faculties present the results of assessments to the Faculty Councils also for the purpose of preparing future teaching programmes.

Art. 20 (Leave of absence)

1. The Faculty Council can grant a student a period of leave of up to one year, due to serious and documented reasons, which may not be less than three months. In the authorisation resolution by the Faculty Council and



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upon proposal by the Tutor, the Council shall define the procedures for fulfilling teaching and learning requirements by the student placed on leave.

2. Maternity/paternity leave is granted for a period of up to one year.

Art. 21 (Withdrawal)

1. Students may waive their status by submitting an application to withdraw to the Dean of the reference Faculty.

2. Withdrawals are accepted and finalised by way of a Rector's Decree. Commencing from the date of adoption of that Decree, the student has 30 days to leave the college.

CHAPTER V – PROVISIONS APPLICABLE TO HONOURS STUDENTS OF SINGLE-CYCLE COURSES AT THE SCHOOL IN THE 2017/1018 ACADEMIC YEAR

Art. 22 (Interim regime)

1. Students present at the School in the 2017/2018 academic year are subject to the provisions of this Chapter (articles 22-26) until completion of their cycle of studies.

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

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

Art. 23 (Programme of study and teaching requirements)

1. For each academic year, students must obtain a total grade point average no lower than twenty seven out of thirty in exams and in all other forms of assessment for the acquisition of Italian university credits and no less than twenty four out of thirty in each individual exam. Any distinctions awarded are not calculated for the purposes of the grade point average.

2. For the purposes of calculation of the grade point average under the above paragraph, grades achieved in examinations and in other forms of assessment relating to teaching and university training activities provided by the reference University for the Degree or Master's Degree shall be kept separate from those relating to teaching and training activities internal to the School, which do not contribute to determination of the grade point average under paragraph 5.

3. Students must achieve the Degree and/or Master's Degree by 31 May of the year following conclusion of the degree course.



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4. For the purposes of study requirements, the competent Faculty Council may validate only one exam or university assessment, in a Degree Course or Master's Degree Course, in which the student has achieved a grade lower than twenty four out of thirty, but not lower than twenty one out of thirty.
5. During specifically authorised off-campus study periods, in replacement of training and teaching activities provided in the programme of study, students may follow activities recognised as equivalent, previously authorised and subsequently validated on the basis of specific documentation and in accordance with procedures indicated under former article 24.
6. Failure to comply with study requirements under the above paragraphs, verified by the competent Faculty Council, shall result in loss of student status.

Art. 24 (Recognition of activities carried out at other universities)

1. Students who intend to acquire credits at other Italian or foreign universities, must first ask for the relative authorisation by submitting an application to the Dean, for the purposes of recognition of those credits in performance of their teaching requirements at the School.
2. For that purpose the student must submit a specific application, in agreement with their tutor, to the Dean of the competent Faculty, attaching documents suitable for assessment of the type of training activities and teaching content, the learning assessment procedures and any other element considered useful.
3. Following consultation with one or more teaching staff members in the student's Department, the Dean will decide on the application and give notice to the competent Faculty Council.
4. In any event, credits acquired from other Italian or foreign universities may only contribute to fulfilment of internal teaching requirements in an amount of up to half of the required credits.

Art. 25 (Deadlines for passing examinations)

1. Examinations or other forms of assessment of teaching activities carried out at the University where the student is enrolled, which terminate in the first semester of the academic year, must be sat by the month of February of the following academic year.
2. Examinations or other forms of assessment of teaching activities carried out at the University where the student is enrolled, which terminate in the second semester of the academic year, must be sat by the month of July of the following academic year.
3. Every student in the first year of the course and in years following the first year who joined the School in the reference academic year for I and II Level Honours courses and single-cycle courses must achieve at least eighteen university credits by July, scheduled in their programme of study at the University where they are enrolled.



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Art. 26 (First Level Honours Examination)

1. The School awards: the First Level Honours Diploma to students of single-cycle honours courses who have completed their teaching requirements and have passed the relative exam within the second session of the calendar year following conclusion of the first level course.
2. The First Level Honours Examination consists of the preparation of a written paper and an oral dissertation, and is conducted in accordance with procedures established annually by the competent Faculty Council, which will schedule at least two First Level Honours Diploma sessions.
3. First Level Honours examinations are public, and the relative grade is expressed out of one hundred. First Level Honours Diplomas are issued after the student has passed the relative exam and are awarded by the Rector.

BOOK II: MASTER'S DEGREE COURSES

Art. 27 (Master's Degree Courses that can be initiated at the School)

1. The Sant'Anna School of Advanced Studies can establish joint master's degree courses with one or more affiliated universities, in accordance with article 7 (2) of the Statute and in compliance with applicable national regulations and these Regulations.
2. The Sant'Anna School of Advanced Studies can also participate in a master's degree course, in agreement with another university, contributing to the planning and implementation of the training programme or organising excellence programmes as specified under Article 39.

Art. 28 (Application to previously concluded agreements)

1. Upon the renewal of previously concluded agreements falling within the scope of agreements under Chapters II and III, they will be adapted to the provisions of this Book, in accordance with guidelines approved by the Academic Senate.

CHAPTER I – GENERAL RULES APPLICABLE TO MASTER'S DEGREES

Art. 29 (English language)

1. Teaching activities are normally conducted in the English language, save for adequately justified cases.
2. The Academic Regulations for each degree course normally provide that documents relating to the degree course and any communications are also made available to the students in the English language.



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Art. 30 (No reciprocity)

1. Save for an express and justified request sent to the Faculty Council, which shall decide on such matters, there will be a prohibition on adopting teaching from the academic programme for I and II Level Honours Courses and single-cycle courses, or from any advanced education activities under Book IV.

Art. 31 (Set-quota access)

1. Access to Master's Degree courses is normally set-quota, save for adequately justified cases.
2. The number of places that must be announced is, unless directly indicated by the agreement or by regulations, established on the basis of criteria defined by the Senate, on the basis of conditions that guarantee the selection of high quality and highly qualified candidates, also in consideration of the potential pool of candidates.

Art. 32 (Trial period)

1. The agreement shall provide for a three-year trial period, following which the Senate will evaluate the results achieved and express its opinion, also on the renewal of the agreement or continuation of the degree course.

Art. 33 (Monitoring and assessment)

1. The agreements and/or the Academic Senate may establish bodies and mechanisms dedicated to the monitoring and assessment of teaching activities and of the overall results of the degree course.
2. The Evaluation Committee shall periodically send proposals to the Faculty Deans and to the Academic Senate regarding monitoring and assessment, also for the purpose of revising the individual agreements upon renewal.

CHAPTER II – MASTER'S DEGREE COURSES ESTABLISHED AND INITIATED UNDER AN AFFILIATION AGREEMENT

Art. 34 (Mandatory content of agreement)

1. The agreement between the School and another university establishing a Master's Degree Course must contain the following elements:
 - a) a recital which provides a summary illustration of the scientific requirements underlying the agreement, the feasibility assessment conducted, the resources used by the institutions and expected goals;
 - b) the name of the reference degree course and of the Master's Degree faculty;
 - c) the characteristics of the Master's Degree course;
 - d) the resources made available by the affiliated institutions, including the contribution by School teaching staff to teaching activities;
 - e) the distribution of financial resources;



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- f) the administrative headquarters and teaching premises;
- g) any bodies established by the agreement;
- h) the duration and renewal procedure.

2. A financial report shall be annexed to the agreement, providing additional details on the content under paragraph 1, subparagraphs d), e) and f), also from a long-term perspective. The report is also prepared when the agreement does not have a financial impact.

Art. 35 (Agreement approval procedure)

1. During the various discussion phases with other universities, the Dean of the reference Faculty and the Rector are kept constantly informed. The reference Faculty Council and the Academic Senate can approve the guidelines or request that the procedure is not commenced.

2. The draft agreement is submitted for preliminary review by the reference Faculty Council which issues an opinion to be sent to the Academic Senate.

3. The draft agreement, previously submitted for an opinion from the Evaluation Committee, is approved by the Academic Senate and sent to the Regional University Coordination Committee. The draft is sent to the Board of Governors which, solely with respect to financial aspects, shall approve it or request additional appraisals.

Art. 36 (Administrative headquarters for the degree course)

1. The administrative headquarters for the Master's degree course are preferably situated at the affiliated university.

2. Where this is not possible, detailed reasons are provided in the report under article 35 (2).

3. The same report contains analytical planning of the facilities and resources required.

Art. 37 (Admission of students)

1. The agreements normally provide for forms of access to the courses, including in case of oversubscriptions, for I Level Honours students who have passed the proficiency test under article 13.

Art. 38 (Reference to guidelines applicable to the degree course)

1. All aspects not directly governed by the agreement are governed by the guidelines applicable to the individual Master's degree course, in accordance with the provisions of these regulations.

2. The guidelines applicable to the individual Master's degree course are approved in accordance with procedures established by the agreement. In any event, they are submitted to the reference Faculty Council,



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for an opinion, and to the Academic Senate, which may request additions and amendments. The Academic Senate approves the policies to be complied with by representatives of the School in bodies established by the agreement and responsible for approval of the guidelines.

CHAPTER III – EXCELLENCE TRAINING IN AGREEMENT WITH OTHER UNIVERSITIES

Art. 39 (Excellence training)

1. By way of agreement with other universities, the School may establish “excellence training courses” of any name, which allocate credits additional to those provided for Master’s Degrees established by the affiliated University.
2. Excellence training provides for supplementary teaching, laboratory experience, traineeships and other training experiences, following which a certificate is issued in accordance with article 7 (6) of the Statute.

Art. 40 (Mandatory content of the agreement. Procedures)

1. The agreement between the School and another university establishing excellence training is annexed to the agreement establishing any Master’s Degree course at the affiliated university. In any event, the Master’s Degree to which the excellence training refers should be evident.
2. The agreement must contain the following elements:
 - a) a recital providing a summary illustration of the scientific requirements underlying the agreement, the feasibility assessment conducted, the resources used by the institutions and expected goals;
 - b) the name of the training course;
 - c) the characteristics of the training course, with an indication of teaching activities and related distribution of credits;
 - d) the resources made available by the affiliate universities, including the contribution by the School teaching staff to teaching activities;
 - e) the distribution of financial resources;
 - f) the administrative headquarters and teaching premises;
 - g) any bodies established by the agreement;
 - h) the duration and renewal procedure.
3. A technical/financial report shall be annexed to the agreement, providing additional details under paragraph 1, sub-paragraphs c), d) and e), also from a long-term perspective. The report is also prepared when the agreement does not have a financial impact.
4. With regard to the administrative headquarters of the Course, the above article 36 shall apply.



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Art. 41 (Admission to excellence training)

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

Art. 42 (Students' requirements)

1. Students attending excellence training courses shall be subject to the provisions under article 6 (3), article 10 (5) and article 14 of these Regulations, to the extent compatible.
2. Each excellence training course may prepare regulations establishing the teaching requirements for excellence training students, without prejudice to the mandatory nature of those provided under paragraph 1.
3. Those regulations are approved in accordance with the provisions of article 18 (2) of the Statute.

Art. 43 (Disqualification from excellence training)

1. In case of non-performance of the requirements under article 46, the agreement provides for disqualification from the excellence training course.

Art. 44 (Final exam)

1. Upon termination of the Course, if the final exam is passed the School awards the certificate under article 7 (6) of the Statute.

Art. 45 (Teaching programme. Reciprocity of excellence training courses)

1. The teaching programme for excellence courses is established in accordance with the provisions of the agreement.
2. The teaching programme for excellence training courses can adopt teaching from the I and II Level or single-cycle course teaching programme, subject to authorisation from the competent Faculty Council which will carefully assess the adequacy of the facilities available to the School for the purpose of acceptance of both Honours Students and students attending excellence courses.

Art. 46 (Training credits for excellence courses)

1. Excellence training courses provide for a number of training credits that are additional to those provided for achievement of the Master's Degree, as determined by the relevant Faculty Council.



BOOK III: PHILOSOPHIÆ DOCTOR DIPLOMA PROGRAMMES

Art. 47 (Definition and general objectives of the Programmes)

1. In accordance with the provisions of the School Academic Regulations and applicable laws, this Book governs Philosophiæ Doctor Programmes (*Corsi di Perfezionamento and Dottorato di ricerca*) (PhD programmes or Programmes) at the Sant'Anna School of Advanced Studies. It sets out general principles for the Programmes, subject to the specific characteristics of each individual course which shall be set out by the relative "*Internal Guidelines*" which shall also be annexed to these Regulations under Annex I, and considered an integral part hereof.
2. The Programmes are intended to provide the skills necessary to conduct highly qualified research activities at universities, public organisations or private organisations, also for the purpose of accessing careers in the public administration and for supplementing highly innovative career paths.
3. Upon completion of the *Corsi di Perfezionamento* (PhD Programme) which shall be no shorter than three years, students who have met the training requirements provided and passed the final exam will be awarded a Diploma by the School in accordance with Law no. 41, 14 February 1987, if necessary signed jointly by the affiliate universities. The Philosophiæ Doctor (PhD) Diploma is equivalent to a PhD.
4. Upon completion of the *Corsi di Dottorato* (PhD Programme), students who have performed the prescribed training requirements and have passed the final exam will be awarded a Philosophiæ Doctor (PhD) Diploma by the School, if necessary signed jointly by the affiliate universities.
5. The degree awarded is abbreviated to "PhD."

CHAPTER I – ESTABLISHMENT AND INITIATION OF PROGRAMMES

Art. 48 (Collaborations)

1. For the realisation of teaching and scientific activities relative to PhD Programmes, the School may implement agreements or consortiums with:
 - other universities, with the possibility of issuing multiple or joint final certificates;
 - public or private Italian or foreign research organisations that meet the high standards of cultural and scientific qualification and are equipped with suitable facilities and scientific equipment;
 - companies, including foreign companies, that conduct research and development, without prejudice to the fact that in such events the administrative headquarters of the programme shall be the School which shall be responsible for issuing the academic qualification;
 - public administrations, cultural institutions and European or international research facilities, for the realisation of specific research and development or innovation programmes.
2. In case of PhD programmes initiated in accordance with the above paragraph by two organisations, each shall finance at least two scholarships; where there are more than two organisations, the organisation that acts as the administrative headquarters of the PhD Programme shall finance at least two scholarships and each of the other organisations shall finance at least one scholarship. Co-financing may be directly provided by the



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organisation that is party to the agreement/consortium or made available by external parties in accordance with specific agreements.

3. In order to optimise the efficiency and effectiveness of any ventures, the organisation of additional Programmes may be requested of a PhD School that will be allocated the task of coordinating the courses and managing common activities.
4. In case of PhD programmes in agreement with international partners, the Faculty Board may propose specific rules to the Academic Senate in order to facilitate the collaboration with those international partners.

Art. 49 (Establishment of a new Programme)

1. PhD Programmes are established subject to accreditation by the Ministry for Universities and Research (MUR), following assent by the *Agenzia Nazionale di Valutazione del sistema Universitario e della Ricerca* (Italian National Agency for the Assessment of Universities and Research Institutes, ANVUR), by way of a decree of the School Rector. For details on the accreditation procedure reference should be made to applicable legislation.
2. A proposal to establish a Programme, together with the structured training programme described under the following article, shall be submitted by the School Institutes, Interdisciplinary Research Centres, professors, research staff to their respective Faculty Council, so that it can express an opinion on the establishment of that programme. If the proposal is formulated by a group of teaching staff from both the Faculty of Social Sciences and the Faculty of Experimental and Applied Sciences, the Council for each Faculty shall express an opinion.
3. Following an opinion by the Faculty Council and verification by the Evaluation Committee that the requirements under applicable law are existing, the proposal will be submitted to the Academic Senate for approval. The Senate verifies consistency of the Programme with the School's training and research planning and priorities and the scientific quality of the venture and its financial sustainability and shall establish the amount of resources and of the budget to be allocated to the Programme. If it believes it necessary, the Academic Senate may acquire an opinion from relevant persons from the national and international scientific community.
4. Upon approval of the Single Annual Financial Forecast authorised on the basis of indications previously formulated by the Academic Senate, the Board of Governors allocates a budget to these ventures, resolving upon any registration fees and any other fees, as well as rules governing any exemptions.
5. Programmes are included as part of training offered by the School and in the MUR database.

Art. 50 (Structured training programme)

1. A structured training programme must be annexed to the proposal for a new PhD Programme, indicating the training and professional aims and objectives as well as the scientific, teaching and organisational content of the Programme.
2. The Structured training programme must provide indications on the following in particular:



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- a) the type and name of the Programme, with an indication of the reference scientific-disciplinary groups and the scientific and cultural areas included in the programme, with specific regard to their innovation, the interdisciplinarity of the relative activities and consistency with the mission of the School as a whole;
- b) the duration of the Programme, the number and type of places to be announced;
- c) the cultural profile and aptitude of candidates and the consequent selection procedures;
- d) an indication of any professional opportunities;
- e) the Coordinator;
- f) criteria for the establishment and composition of the Faculty Board;
- g) specification of the interdisciplinary, multidisciplinary and transdisciplinary activities, foreign language and IT training, and teaching activities, research management and knowledge of European and international research systems, the promotion and dissemination of results, intellectual property and open access to data and to research outputs and the fundamental principles of ethics and integrity including those common to various Programmes,;
- h) the organisation of training and research activities, including any structuring into specialist areas, specifying:
 - i. the type of training commitment required and any measurement in credits;
 - ii. procedures for assessing progress by students;
 - iii. any study periods abroad and a proposal relating to an increase in scholarships for research activities abroad;
 - iv. procedures for achieving final qualification;
 - v. the possibility of issuing intermediate qualifications or certificates with an indication of the necessary requirements;
 - vi. opportunities and procedures for the involvement of students in School training, research and third mission activities;
- i) whether or not the Programme is a residential Programme;
- j) an indication of the specific and qualified operating and scientific facilities for the performance of study and research activities by PhD students, adequate for the number of places on and specific nature of the Programme;
- k) any collaborations with other universities, consortiums, public and private organisations and companies, annexing the draft agreement for each proposed collaboration;
- l) the possibility of supplementing costs for the School with funding originating from the persons under point k) above, specifying the estimated amount of funding for each collaborator;
- m) the number and type of forms of financial support available annually for students;
- n) a projection of direct and general costs for the School.

Art. 51 (Annual initiation of a new cycle)

1. By August of each year, each Coordinator shall submit to the Academic Senate a proposal to initiate a new cycle of the PhD Programme, containing:
 - a) an indication of the composition of the Faculty Board;
 - b) the course objectives;
 - c) scientific/disciplinary groupings that are consistent with the training objectives of the Programme.
2. The Coordinator shall prepare the training programme offered by the new cycle (teaching programme), approved by the Faculty Board, in compliance with the Programme accreditation procedures and in good time so that candidates may view them.



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3. Following allocation of the budget to the Programme by the Board of Governors, using the ordinary financing fund, the Coordinator shall inform the relative faculty of the number of scholarship places to be included in the call for applications and any additional financial resources to cover any additional scholarships.
4. If the proposal to initiate a new cycle includes substantial amendments, it shall be sent for approval by the Evaluation Committee and by ANVUR, intended to verify compliance over time with accreditation requirements.

CHAPTER II – ORGANISATIONAL STRUCTURE OF PROGRAMMES

Art. 52 (Programme Bodies)

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

Art. 53 (Faculty Board)

1. The Faculty Board is responsible for planning and executing the Programme.
2. The Board comprises a minimum of six members, belonging to scientific areas consistent with the training objectives of the Programme, and is composed:
 - a) of full and associate tenured professors, and for the remaining part by tenured assistant professors and researchers under article 24 (3) lett. B) of Law 240/2010 of universities or public research organisations or, in case of PhD Programmes in association with public research organisations, researchers belonging to the category of research director, researchers or lead researchers for that organisation, without prejudice to the minimum quota of professors;
 - b) for the maximum amount of one third of total members, experts who do not belong to universities or research entitles, who have high and demonstrated scientific or professional qualifications in research areas consistent with the training objectives of the PhD Programme, provided that they have previously obtained the title of affiliate of an Institute, Interdisciplinary Research Centre or of the School in general, in accordance with the School's internal sources. The number of external affiliated teaching staff may not exceed the number of internal teaching staff;
 - c) a representative of the students to handle academic and organisational matters.
3. In order to be a member of the Faculty Board it is necessary to meet the requirements under article 4 c) lett. A) points 2), 3) and 4) of Ministerial Decree No. 226/2021 and point 3.1 of Ministerial Decree No. 301/2022 on Guide-Lines for the accreditation of PhD Programmes.
4. Participation in two Faculty Boards relating to PhD Programmes initiated by the School is admitted, without prejudice to the possibility of participating in an additional Board in case of a PhD programme organised in association, including industrial PhD programmes and national programmes.
5. Participation by professors and researchers at universities and public research organisations in the Faculty Board for a PhD programme initiated by an organisation other than their own is subject to consent by their organisation.



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6. In particular, the Faculty Board:

- a) defines the scientific, teaching and organisational guidelines for the Programme;
- b) supervises realisation of the structured training programme;
- c) approves the annual programme of activities for the subsequent academic year, on the basis of proposals made by each member of teaching staff;
- d) controls performance of the annual programme;
- e) annually assesses general performance in Programme activities;
- f) provides an opinion to the Programme Coordinator on the annual report to be submitted by November to the Evaluation Committee, with copy to the Quality Enhancement Board and to the Joint Board;
- g) appoints the Coordinator to formulate the proposal for annual initiation of a new cycle of the Programme;
- h) approves the PhD Programme Brochure which constitutes an integral part of the call for applications;
- i) appoints the Supervisors and Co-Supervisors;
- j) at least annually, verifies progress in studies by each student, by way of analysis and approval of a detailed annual report on research activities conducted, subsequent developments in the individual research project and of the more general study, training and research prospects;
- k) resolves upon the admission of each student to the subsequent year for the purposes of renewal of the scholarship in accordance with criteria defined by the Programme Guidelines;
- l) authorises research activities abroad and off-campus study periods in Italy and abroad, as well as an increase in the scholarship for study periods abroad and any contributions for short off-campus study periods;
- m) approves requests for details on individual research projects, as well as all other requests submitted by students;
- n) resolves upon the possible exclusion of students from the Programme.

7. The Faculty Board meets at least twice a year in order to guarantee the regular performance of activities, or at any time considered necessary by the Coordinator, or when one third of its members submit a written request to the Board; a member appointed by the Faculty Board internally upon proposal by the Coordinator shall act as Secretary of the Board.

Art. 54 (Coordinator)

1. The Coordinator of the PhD Programme is appointed by the Rector by way of a decree, upon proposal by the Board, chosen from amongst full time full tenured professors or, in case of justified unavailability of those professors, full time associate tenured professors of the School, who are members of the Faculty Board for each Programme. The Coordinator must have high scientific qualifications, certified by meeting the requirements under article 4 (c) 1, lett. A), point 3) of Ministerial Decree No. 226/2021 and point 3.1 of Ministerial Decree No. 301/2022 on Guidelines for the accreditation of PhD programmes. The appointment is for three years and may only be renewed on two consecutive occasions. A person may only act as Coordinator in one Board nationally.

2. Each Coordinator is part of the Board of Coordinators of PhD Programmes under article 44 of the Statute.

3. The Coordinator is responsible for the teaching, scientific and organisational management of the Programme, in accordance with guidelines formulated by the Faculty Board, fostering momentum in the



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Programme activities, including the formalisation of the records relating to the selection and appointment of roles in the context of the teaching programme approved by the Faculty Board.

4. The Programme Coordinator chairs the Faculty Board, calls meetings of that Board establishing the agenda, also on the basis of requests by each member and provides for the implementation of all resolutions taken, reporting to the Board on those activities.

5. The Coordinator adopts urgent measures required of the Faculty Board, including authorisations for activities involving expenditure from the Programme budget, submitting them for approval by the Faculty Board at the first meeting immediately following the adoption of the measure.

6. Having consulted with the Faculty Board, the Coordinator submits to the Evaluation Committee the annual report on performance for the Programme and on the achievement of the programme objectives and the training offered under article 53.

7. Having consulted with the Faculty Board, the Coordinator proposes to the Rector the composition of the Examination Boards under articles 62 and 69.

6. In case of absence or impediment of the Coordinator, they will be replaced by a Vice-Coordinator appointed by way of a decree of the Rector from amongst members of the Faculty Board upon proposal by that Board.

Art. 55 (Supervision)

1. Within two months of commencement of the Programme, the Faculty Board shall appoint a Supervisor and a Co-Supervisor for and upon proposal by each student, normally chosen from amongst the Faculty Board or School professors and researchers who are experts in the area of study relative to the research conducted by the student, provided that at least one of them meets the requirements for members of that Board. The Co-Supervisor may also be a research fellow, an external teacher or researcher also from research organisations, an expert, including technical laboratory staff and Technologists.

2. The Supervisor shall attentively steer and oversee students in their training and scientific programmes and in the preparation and development of their thesis, guaranteeing an adequate level of availability. The Supervisor will countersign by way of acceptance all requests by the student, made to the Coordinator or to the Faculty Board, as well as the annual report under Article 64 (4) and the thesis prepared for the final examination. The Co-Supervisor or Co-Supervisors assist the Supervisor and monitor the student in the performance of their work.

3. Upon a reasoned request by the student or at the initiative of the Coordinator, having consulted with the student, the Faculty Board shall replace the Supervisor and/or Co-Supervisor/s, within one month, simultaneously proceeding to appoint a new Supervisor and/or Co-Supervisor/s in accordance with paragraph 1 above.



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Art. 56 (Additional Bodies)

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

- a.) committees, separate from the Faculty Board, normally composed of no more than five external experts, specifically tasked to drive and evaluate overall performance in Programme activities, indicating the procedures for the establishment, call and organisation of the committee, for interaction with other Programme bodies and for the transmission of the relative records to the academic bodies of the School and to the Evaluation Committee, as well as the resources intended to fund its works;
- b.) subject to a resolution by the Faculty Board subsequently notified to the Academic Senate, possible:
 - vice-coordinators;
 - scientific curriculum leaders with the possibility of allocating them part of the duties allocated to the Programme Coordinator;
- c) joint bodies with the Italian and foreign universities, inter-university consortiums, companies and public or private organisations with whom the School has entered into agreements and that are useful for the purposes of the PhD.

CHAPTER III – RESOURCES AND ASSESSMENT

Art. 57 (Management of resources available for the Programmes)

1. The Faculty Board is tasked with responsibility for the use of resources assigned to the respective PhD Programme, with administrative support for any administrative-accounting transactions.
2. Any residual financial resources allocated by the School due to non-bestowal to or waiver or withdrawal by one or more students enrolled on a PhD Programme, are reinvested to finance the same PhD Programme.

Art. 58 (Assessment)

1. Annual monitoring intended to verify compliance with the excellence requirements of the Programme, as well as the relationship between the proposed training objectives and the results achieved is conducted by the Evaluation Committee, in accordance with criteria and procedures established by applicable laws, on the basis of the annual report by the Coordinators.
2. The results of assessments are sent to the Rector, the Academic Senate, the Board of Governors and the Programme Coordinator, for their respective formalities.
3. The Academic Senate may, on the basis of assessments conducted by the Evaluation Committee, request a review of the training objectives.



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4. Controls conducted by the Evaluation Committee constitute a part of annual monitoring by ANVUR intended to verify compliance over time with the requirements for accreditation and maintenance of the individual Programme.
5. On the basis of indications provided by ANVUR the School adopts a quality assurance system for the planning and management of PhD training that conforms to quality assurance standards in the European Higher Education Area (EHEA).

CHAPTER IV – RULES GOVERNING TRAINING AND RESEARCH ACTIVITIES

Art. 59 (Annual programme of activities for the Programme)

1. The annual programme of activities for the Programme, approved by the Faculty Board, sets out the overall framework of teaching, scientific and research activities for each Programme over the reference academic year. The annual programme of activities is approved by the Faculty Board and subsequently sent to the Academic Senate by June of the academic year prior to commencement of the activities. The calendar of Programmes will be made available on the School website by and no later than July.
2. Programme activities normally commence at the beginning of the academic year.

Art. 60 (Admission to Programmes – Requirements for access to the public call for applications)

1. Admission to the Programmes is based upon a public selection procedure conducted at least once a year. Calls for applications shall indicate the operating procedures for the realisation of tests so as to ensure full compliance with applicable regulations as well as transparency in procedures, suitable comparative assessment of the candidates, speed of process and public access to records.
2. Persons who are, at the deadline for the call for applications, in possession of a Master's Degree or an analogous academic title including those awarded abroad, may access the selection procedure. The suitability of a foreign qualification is verified by the examination board in accordance with applicable regulations in Italy and in the Country in which it was issued, as well as with any treaties or international agreements on the recognition of qualifications.
3. Persons who declare that they will achieve the qualification by the deadline for enrolment on the PhD Programme can also apply to access the selection procedure. These candidates are admitted conditionally, upon penalty of loss of admission to the Programme if they fail to achieve the qualification within that deadline.

Art. 61 (Admission to Programmes – Call for applications)

1. For each cycle of the Programme the Coordinator, with the support of the competent administrative structure, shall prepare the PhD Programme Brochure. The Brochure, approved by the Faculty Board, is an integral part



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of the call for applications. The call for applications is approved by the Academic Senate and issued by way of a Rector's Decree.

2. The call for applications and/or the Programme Brochure must indicate:

- a) the number of students who can be admitted to the Programme;
- b) the number and type of forms of financial support available annually;
- c) any provision for a quota of places reserved to students who have foreign university degrees and who have achieved the qualification necessary for admission to the Programme, or rather in favour of students with scholarships from foreign countries or specific international mobility schemes; in such event the call for applications can establish differentiated procedures for the realisation of the admission procedure and the preparation of a separate rank list;
- d) the admission of proficient students to the programme in case winners of the call for applications do not accept their place or in case additional resources are made available before the beginning of the Programmes, indicating the terms and procedures for the purpose of continuing down the rank-list;
- e) admission procedures and scores for qualifications and interview, and provision for possible additional written tests available to the Examination Board;
- f) the possible provision for specific admission procedures in case Programmes include the initiation of European and international collaboration projects;
- g) any contributions to be made by students admitted to the Programme and rules relating to exemptions;
- h) any specialisations or curricula for the Programme;
- i) any restrictions relating to further investigation of specific areas of research connected to the availability of additional funding;
- j) for the purposes of selection, any requirements to submit a research project.

3. The call for applications, prepared in Italian and English, shall be digitally published for at least thirty days on the School website, on the Euraxess website and on the MUR website.

Art. 62 (Admission to Programmes – Examination Board – Final Merit list)

1. The Examination Board for admission to the Programmes is appointed by the Rector by way of a decree, upon proposal by the Coordinator.

2. The Board is composed of at least three University Professors or researchers from scientific-disciplinary sectors relating to the Programme, one of whom must be a member of the School teaching staff. The Board may be supplemented by experts, including foreign experts, chosen from public and private research organisations and institutions. Pre-selection Boards may also be established, appointed by the Rector by way of a decree.

3. Admission to the Programme of students in an amount equal to the number of places established in the call for applications is based on final merit list/s for candidates, prepared by the Examination Board.

4. The outcome of the selection procedure is notified to candidates by way of publication of the general merit list on the School Website.

5. In case of loss or refusal of a place by candidates admitted to the Programme, following the date of commencement of the Programme, they may be replaced by proficient candidates in accordance with the merit list ranking, subject to a favourable opinion by the Board.



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Art. 63 (Training requirements for Programme Students)

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

Art. 64 (Students' rights and services)

1. Students are afforded the rights provided by applicable laws, including the possibility of benefitting from a suspension in training requirements due to maternity, grave and documented illness and, in the opinion of the Faculty Board, for other grave and documented reasons for a maximum period of six months. For the duration of the suspension no scholarship or other equivalent financing will be paid.
2. For proven reasons preventing the presentation of the PhD thesis within the terms provided by the duration of the programme, the Faculty Board may, upon request by the PhD student, grant an extension of a maximum of twelve months, without any additional financial charge. In order to make recourse to that extension, at least twelve months before the end of the PhD Programme, the student must submit a reasoned request to the Faculty Board, together with a favourable opinion by the Supervisor, on the basis of which the Board will decide whether or not to grant the extension.



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3. An extension to the duration of the PhD Programme for no more than twelve months may also be decided by the Faculty Board for justified scientific requirements, ensuring in such event that there is a corresponding extension to the duration of the scholarship, using funds charged to the School budget. In order to obtain that extension, at least four months before the end of the PhD Programme the student must submit a reasoned request to the Faculty Board, together with a favourable opinion from the Supervisor and Coordinator of the Programme; in case of acceptance of the request by the Faculty Board, the Board will identify the funds covering the scholarship payable.
4. The extensions or suspensions under the above paragraphs may not exceed a total of eighteen months, save for specific statutory events.
5. From Monday to Sunday, excluding any holidays provided by the School academic calendar, students are eligible for 26 free meals per month, provided by the canteen service for the duration of their respective Programme.
6. To the extent necessary to ensure and encourage the successful realisation of their study and research activities, students are entitled to adequate areas within the Institutes or Interdisciplinary Research Centres and to attend the Library, IT laboratories and other School facilities, and to use any connected services.
7. Until completion of the programme, students are guaranteed insurance against third party liability and accidents that may occur during the performance of university activities.

Art. 65 (Supplements to scholarships for off-campus study periods and budget for research activities)

1. The teaching, training and research programme for Programmes is normally supplemented with off-campus study periods at other highly qualified universities, companies or public and private organisations abroad. The teaching and training programme for Programmes may be supplemented by off-campus study periods at other universities, companies or public and private organisations in Italy.
2. For research activities to be conducted abroad, the amount of the scholarship is increased by fifty percent for a total period no greater than twelve months. That period may be extended up to a maximum of eighteen months for doctorate programmes co-supervised by or in association with foreign institutions. Subject to a request submitted by the student, following clearance given by the Supervisor, the Faculty Board will authorise study periods and allocate a quota of the budget available for activities.
3. Each student is allocated the budget for the performance of research activities, in the amount of 10% of the annual amount of the scholarship. The cost of participating in conferences/workshops or short off-campus study periods can also be allocated to the budget.
4. Public sector employees admitted to a PhD Programme are also entitled to the budget under paragraph 3 of this article.
5. The budget shall be used in accordance with internal provisions for the School in this regard.



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Art. 66 (PhD Programme and specialist medical schools)

1. Without prejudice to participation in and the passing of the public selection procedure for admission to PhD Programmes, students may attend both a PhD Programme and a specialist medical course, provided that the activities are compatible, also in consideration of the distance between locations, as well as the commitment required by the specialist school and PhD Programme, as certified by the Specialist School Board and the Faculty Board for the PhD Programme.
2. An application to reduce the doctoral activities will be accepted by the Faculty Board for the PhD Programme, subject to acknowledgement that the research activities previously conducted in the course of medical specialisation are consistent with the doctoral project and subject to a compatibility opinion expressed by the Specialist School Board regarding the doctoral project and the teaching objectives of that specialist school.
3. In case of acceptance of the reduction application, the PhD Programme will however have a duration of no less than two years.
4. There is incompatibility between a scholarship for a PhD and benefit payments, of any name, received in relation to specialist school activities.

Art. 67 (Exclusion from the Programme)

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

Art. 68 (Activities by students external to the Programme)

1. Students may be included in research projects and activities by the School, that are compatible with their training programme.



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2. Without prejudice to the fact that PhD Programmes require an exclusive and fulltime commitment, save for statutorily provided exceptions, students are entitled to engage in work and research additional to that relating to the Programme, provided that they allow them to acquire skills relative to the doctorate training.
3. Students shall promptly inform the Supervisor and the Programme Coordinator about the conduct of those activities and that they are receiving income from those activities which may not however exceed the amount of the scholarship. The Faculty Board, having consulted with the Supervisor and upon proposal by the Coordinator, may authorise those activities subject to assessment of their compatibility with the regular performance of activities relating to the Programme. In case of a negative opinion, it will allocate the student a suitable term for the purpose of terminating any activities deemed to be incompatible.
4. Students may, subject to clearance from the Faculty Board and without any increase to the scholarship awarded, act as tutors, also against payment, for students of Master's degrees and engage in additional teaching activities, within the maximum limit of forty hours in each academic year. Medical students may participate in clinical activities.

Art. 69 (Achievement of the qualification)

1. The qualification of "Philosophiædoctor" is achieved no earlier than following conclusion of the Programme and no later than eight months after delivery of the thesis, by passing the final examination.
2. The final examination consists of an oral and public presentation of the thesis, prepared in the Italian or English language or in another language subject to authorisation from the Faculty Board, based on the results of research carried out during the Programme and characterised by originality and significant scientific value, accompanied by a summary prepared in English.
3. The thesis, together with the report on activities performed during the programme and any publications, is assessed by at least two highly qualified external professors who may also belong to foreign Institutions, one of whom may be a researcher. Within thirty days of receipt of the thesis, the professors, who are known as examiners, provide a written analytical assessment proposing either that it should be admitted for public presentation or deferred for an additional period no greater than six months following notice of the negative assessment, for the necessary additions or corrections. Following this period the thesis is admitted for presentation, together with a new written opinion by the examiners in consideration of amendments and additions made.
4. The procedure that leads to presentation of the thesis is divided into the following phases
 - a) by the end of the PhD Programme the student sends the competent administrative office the Report on activities carried out during the Programme and on any publications;
 - b) by the end of the PhD Programme or any other deadline indicated in the application under paragraphs 2 and 3 of article 66 of these Regulations:
 - b.1) the student submits an application to present their thesis and files the thesis in the School Digital Thesis Archive (DTA); assessment of this formality is carried out by the Supervisor;
 - b.2) the Coordinator, having consulted with the Supervisor and the Faculty Board:
 - notifies the names of the external examiners to the competent administrative office which sends the thesis, the report on activities carried out during the Programme and any publications to them;
 - schedules the dates for the three presentation sessions for the PhD Cycle that has just concluded



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- proposes to the Rector the names of members of the Examination Board for the presentation sessions, according to the composition described under paragraph 5 of this article;
 - c) *within 15 days of receipt of the assessments* the Coordinator will notify the dates of the 3 thesis presentation sessions and the names of members of the Examination Board to the competent administrative office, which shall publish them on the School website.
5. The Examination Board, appointed by way of a decree of the Rector, where possible in compliance with gender balance, is composed of at least three members and may include professors, researchers and no more than two Italian or foreign experts. At least two thirds of the Board is composed of persons who do not belong to the School and no more than one third of members as specified under article 48 of these Regulations. In any event at least two thirds of the Board shall be composed of members from academic environments; membership of the Board must guarantee a majority of professors, one of whom shall be from the School. External examiners and the Supervisor may form part of the Board. The Board provides a summary assessment on the thesis and the thesis presentation. It may unanimously decide to award a distinction
6. If a student passes the final examination, the thesis is archived and published in the Schools Institutional Archive (DTA) which is open access and can be consulted online. The thesis is also filed with the National Central Libraries of Rome and Florence and may be consulted in their respective catalogues.
7. Il Philosophiæ Doctor Diploma is issued by the Rector of the School and awarded during a diploma award ceremony.
6. Training activities by PhD students are certified by a Diploma Supplement.

Art. 70 (PhD Students and PhD students from other universities)

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



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

CHAPTER I – MASTER COURSES

Art. 71 (I and II Level Master Courses)

1. In implementation of the Statute and Academic Regulations, the School may, in accordance with applicable regulations, establish first and second level master courses (hereinafter Masters) that differ in terms of access requirements, type of commitment required and level of detailed study of the areas dealt with as provided by Article 72 below.
2. Masters are intended to provide in-depth specialisation in sectors of particular interest to the qualified job market.
3. The name Master applies exclusively to courses organised by the School in accordance with the following provisions.

Art. 72 (Content)

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

Art. 73 (Procedure for the establishment of a Master Course)

1. Masters can be proposed by professors and researchers from School Institutes or Interdisciplinary research centres.
2. The competent Institute Committee or Interdisciplinary research centre shall examine the proposals to establish Master Courses issuing an opinion on the scientific validity and feasibility of the course in budgetary terms. The proposal shall include at least the following documents:
 - *training project* containing: analysis of the training requirements and objectives; the teaching structure and university credits, logistical/organisational requirements and an indication of any external parties involved;
 - *financial plan* in support of the venture.



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3. The establishment of a master is resolved upon by the Academic Senate upon approval of the “Advanced Education Plan” under Article 85 below.
4. If it is not possible to include the proposal to establish a Master Course in the aforementioned Plan and, for reasons of urgency, it is not possible to include it during the six-monthly monitoring under Article 85 (2), the Institute Director or the Interdisciplinary research centre Coordinator proposing the course shall, subject to a resolution by the relative Body, inform the Rector at least three months prior to commencement of training activities for the purposes of final approval by the Academic Senate
5. Master Courses are initiated by way of a decree of the Rector or their delegate, upon issuance of the relative call for applications.

Art. 74 (Master Course bodies)

1. The Director and the Scientific-Teaching Board are Master Course bodies.
2. The Director of the master, identified by the Institute or Interdisciplinary research centre body from amongst the proponent parties, is appointed by the Rector or their delegate upon establishment or initiation of the master.
3. The Director of the master is responsible:
 - a) for the organisation and overall operation of the master and compliance with rules and quality standards defined in the Quality Management System Manual;
 - b) for continual monitoring of training activities so as to enable achievement of previously established objectives.
 - c) for the preparation and management of the budget.

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

4. The Scientific-Teaching Board, appointed by the Rector or their delegate may, upon initiating the master, be composed of no less than three members, additional to the Director of the Master, including professors and researchers from the School and other partner universities (who contribute to the implementation/organisation/issue of the joint master diploma), representatives of partner companies and qualified experts. The Board:
 - a) approves the master guidelines;
 - b) defines the training programmes, identifying any teaching that requires external teaching staff;
 - c) defines the criteria for periodic assessments and the final exam.

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

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



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Art. 75 (Admission requirements)

1. Persons who are, within the deadline for the call for applications, in possession of a Degree qualification or equivalent qualification, also achieved abroad, may access the selection procedure for the first level master courses.
2. Persons who are, within the deadline for the call for applications, in possession of a Master's Degree or a Bachelor's Degree (according to the previously applicable university system) or an equivalent qualification acquired abroad, may access the selection procedure for second level master courses.
3. The Scientific-Teaching Board, or where it has not been appointed the Selection Board, shall decide whether or not academic qualifications achieved abroad are suitable for the purposes of admission to the selection of candidates.
4. Persons who are, within the deadline for the call for applications, in possession of the qualification prescribed by the previous paragraphs, or those who achieve the required qualification, may participate in the selection procedure for access to masters, upon penalty of loss of admission in case of successful selection, within the deadline indicated in the individual calls for applications.
5. The call for applications may provide for enrolment in one or more modules (in the maximum percentage indicated in the call for applications) the attendance of which does not require the qualification requested for admission to the master. The enrolled student may attend all or part of the teaching activities but may not take the interim or final assessments or attend the curricular internship. Upon conclusion of attendance a participation certificate will be issued.

Art. 76 (Admission procedure for Master Courses)

1. For participation in Master Courses approved in accordance with the above articles, the School will issue specific calls for applications, approved by way of a decree of the Rector, upon proposal by the Director of each individual master, containing:
 - a) the name, duration, location of the course and number of available places;
 - b) the training programme and total credits necessary to achieve the qualification;
 - c) specific requirements for admission to the course;
 - d) registration deadlines and procedures;
 - e) the amount of the registration fee and payment procedures, as well as any exemptions and scholarships made available by the School and/or other public or private organisations;
 - f) the date of commencement and termination of the course;
 - g) the timing and procedures for the realisation of selection tests for admission to the master.

Art. 77 (Recognition of prior learning credits)

1. For the purposes of completion of Master Courses, activities carried out in the context of advanced education or permanent education programmes, organised by the School, may be recognised as credits acquired, with a corresponding reduction in training activities required. The Scientific-Teaching Board may acknowledge all or part of university credits on the basis of the suitability and comparability of the activities carried out and



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the related learning assessments, with respect to the level of knowledge, expertise and professionalism which a student intends to achieve through the Master Course.

2. Analogously, other training and PhD activities may be acknowledged as university credits in case of suitable certification.
3. Credits acquired for the achievement of the qualification which results in access to the master course cannot be acknowledged as university credits.
4. The number of credits recognisable, for a maximum of 12 (twelve) credits, in accordance with the above paragraphs, and the procedure for their recognition are indicated, for each master initiated, in the relative Guidelines, approved pursuant to Article 81.

Art. 78 (Interim and final assessments)

1. Subject to the provisions of Article 77 above, the acquisition of credits corresponding to the various training activities is subject to periodic learning assessments. Having complied with requirements provided for the training programme, students are admitted to the final exam for the purpose of achieving the qualification.
2. Procedures for the realisation of interim assessments and the final exam are established in the Regulations for each master.

Art. 79 (Internship)

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

Art. 80 (Master qualification)

1. Achievement of a first or second level master qualification is conditional upon compliance with attendance requirements, the acquisition of the CFU provided and passing the interim and final exams. The qualification is issued by the School Rector.



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2. On the basis of specific agreements, the School may issue a master qualification jointly with other Italian or foreign universities.

Art. 81 (Guidelines)

1. Each master course is governed by specific Guidelines, approved by the Rector or their delegate, upon proposal by the Director of the master.

2. The Guidelines shall establish:

- a) the rights and duties of students;
- b) teaching regulations with an indication of training activities provided;
- c) the number of credits attributed to each training activity and to the final exam;
- d) attendance requirements;
- e) the amount of and procedure for the acknowledgement of university credits upon entry, if provided;
- f) the procedures and timing for realisation of learning assessments and final exams.

CHAPTER II – ADVANCED EDUCATION AND CONTINUING EDUCATION

Art. 82 (Advanced and continuing education courses)

1. In implementation of the Statute and Academic Regulations, the School may, in accordance with applicable laws, establish ongoing and recurrent advanced scientific PhD and advanced education programmes as well as professional refresher courses, other than the Master Courses described under the above Chapter, following which attendance certificates may be issued and, where provided, university credits.

2. The Courses under the above paragraph are intended to provide in-depth specialisation in sectors of particular interest to the qualified job market.

Art. 83 (General rules relating to advanced education and continuing education courses)

1. The Institutes or Interdisciplinary research centres supervise the procedure for the establishment of Courses, in accordance with the same procedures under article 73.

2. Courses can be proposed by professors and researchers from the School Institutes and Interdisciplinary research centres.

3. The competent Institute or Interdisciplinary research centre body will examine proposals to establish a course, issuing an opinion on the scientific validity and feasibility in terms of budget. The proposal shall include at least the following documents:

- *training project*: containing analysis of the training requirements and objectives; the teaching structure and any university credits, logistical/organisational requirements and, if provided, an indication of any external parties involved;
- *financial plan* in support of the venture.



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4. The establishment of a Course is resolved upon by the Academic Senate upon approval of the “Advanced Education Plan” under Article 85 below.
5. If it is not possible to include the proposal to establish a course in the aforementioned Plan and, for reasons of urgency, it is not possible to include it during the six-monthly monitoring under Article 85 (2), the Institute or Interdisciplinary research centre body proposing the course shall approve the Course and subsequently notify it to the Academic Senate.
6. Courses are initiated by way of a decree of the Rector or their delegate.
7. Procedures for accessing courses are defined in the respective calls for applications or selection notices.

Art. 84 (Specific rules relating to Advanced education and continuing education courses)

1. The Courses in this Chapter may provide for the issue of university credits - CFU. In such event Article 78 shall apply.
2. At the end of the Programme, the School will issue a participation certificate, where provided indicating a pass in the final exams and achievement of the CFU.

Art. 85 (Programme of training activities)

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

Art. 86 (Financial coverage)

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



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Art. 87 (Tutor)

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

Art. 88 (Lectures and organisational roles)

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

Art. 89 (External collaborations)

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

Art. 90 (Quality Management System)

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

BOOK V: UNIVERSITY ORIENTATION

Article 91 – Purpose and types of activities

1. Orientation activities are intended to encourage the informed choice of university that is consistent with each higher education student’s aptitude and aspirations, as well as providing information on the training offered by the School.
2. The School prepares specific orientation projects to promote access to university studies by young talent originating from disadvantaged social and economic environments, in particular the children of non-graduate parents, in order to facilitate the promotion of merit combined with social mobility.



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3. The overall Plan of orientation ventures for the School is approved by the Faculty Councils and by the Senate by 31 December of each year. Orientation projects are intended for students of higher education institutes and can, amongst other things, include: informational advice, residential orientation ventures at the School, the organisation of themed orientation days, the presentation of training offered by the School at higher education institutes, focus work-shops on competitive tests and participation in national orientation schemes.

Article 92 – Persons involved

1. Orientation activities include the involvement of the following:

- the Pro-Rector for orientation activities with the support of coordinators delegated to carry out specific activities;
- reference teaching staff for the subject area;
- teaching staff involved in the realisation of schemes;
- students and student tutors;
- supporting administrative structures.

2. Orientation activities form part of the institutional tasks of teaching staff as an integral part of the teaching commitment provided by applicable laws.

3. Students and student tutors carry out activities under the supervision and coordination of the Pro-Rector, with the support of the competent administrative structure. The School may award an additional teaching contribution to students for their participation in orientation activities.

BOOK VI: SEASONAL SCHOOL

Art. 93 - (Seasonal School)

1. The School may establish Seasonal Schools, interdisciplinary educational programmes of excellence, in research areas for the School, intended for university students enrolled on degree courses, master degree courses, including single-cycle degrees and PhD programmes which have the same testing requirements established for students of the School. Students who have been graduates for less than 6 months are equivalent to candidates enrolled in study programmes.

2. Seasonal Schools are normally conducted in the English language.

Art. 94 - (Annual Plan)

1. By 31 March of each year, the Faculty Boards and the Senate approve the Seasonal School Annual Plan for the following academic year. The Plan contains the proposals approved by the Committee under article 95



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below and the general criteria for the selection procedure as well participation requirements, attendance requirements and procedures for the assessment of learning.

Art. 95 - (Seasonal School establishment procedure)

1. Seasonal Schools can be proposed by the School's teaching and research staff.
2. The proposal must include: the training project containing analysis of the training requirements and objectives, details on teaching and university credits, logistical/organisational requirements and, if provided, external parties involved.
3. Proposals are assessed by a specific Committee composed of the Advanced Education Committees and Pro-Rector, which expresses an opinion on the scientific validity of the school as well as its sustainability in terms of finance, logistics and resources.
2. The acquisition of university credits is conditional upon compliance with attendance obligations and passing the provided assessment tests.
3. Upon termination of the Seasonal School the Sant'Anna School of Advanced Education issues a certificate in accordance with article 7 (6) of the Statute.
4. The School may enter into agreements with other universities and may reserve places for participation in the Seasonal Schools.
5. Public or private organisations may provide scholarships intended for participation in courses. The participation quotas provide for a reduction on the basis of the ISEE (equivalent financial status indicator) band for the participant. Seasonal School students take priority for residence in the School's residential structures according to the availability of accommodation.

BOOK VII: SCHOLARSHIPS AND FORMS OF COLLABORATION BY STUDENTS

CHAPTER I – AWARD OF SCHOLARSHIPS

Art. 96 (Types)

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

- postgraduate study and research scholarships (Law 240/2010 and subsequent amendments);
- scholarships for PhD programmes abroad (Law 398/1989 and subsequent amendments).

Scholarships are managed by the Institutes and Interdisciplinary research centres and are initiated by way of an application by the proponent member of teaching staff who guarantees the scientific interest of the study and/or research.



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2. The School teaching staff member under whose supervision the recipient of the scholarship carries out his or her activities, is responsible for implementation of the study and/or research programme and acts as academic tutor.
3. The provisions of this Chapter do not exclude the possibility for the School to implement different forms of financial incentives to study, subject in any event to authorisation by the competent bodies.
4. Scholarships for attending PhD programmes are awarded to Italian and foreign students who have won the relative public competitive examination. The number of scholarships, related payment procedures and tax and welfare treatment of scholarships, are governed by Book III of these Regulations.

Art. 97 (Funding)

1. Postgraduate scholarships intended for study and/or research activities do not involve any financial charges for the School, save for direct costs relating to the performance of those activities and any insurance costs. They are funded exclusively by public and/or private Organisations and/or Institutions pursuant to specific Agreements entered into with the School, which may provide that the School shall be responsible for implementing the procedure through the publication of calls for applications, in accordance with the provisions of Article 96 of this Chapter.
2. Postgraduate scholarships for study and/or research activities are also funded using funds available to staff of the School deriving from agreements, contracts, contributions, collaborations of any kind with other Public and Private Organisations, provided that they provide for the possibility of earmarking those funds for the award of scholarships.
3. Scholarships paid for attending PhD programmes abroad are funded through funds assigned annually by the MUR by way of a decree and distributed by way of a resolution of the Academic Senate, between the Institutes.
4. The funds under the above paragraph may be supplemented by way of financial resources available to teaching staff of the School originating from agreements, contracts, contributions, collaborations of any kind with other public and private Organisations, provided that they may be used for that purpose, and subject to a favourable opinion by the Institutes that own those resources.

Art. 98 (Management of scholarships)

1. All procedures and measures connected to scholarships under this article are managed by the reference Institute or Interdisciplinary research centre, under the responsibility of the Director and of the Coordinator and the Head of Administration, to the extent responsible.
2. The Institute or Interdisciplinary Research Centre is responsible for the payment of scholarship instalments.



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Art. 99 (Initiation procedure and calls for applications)

1. The teaching staff member submits to the Institute or Interdisciplinary research centre bodies the proposal and/or proposals to initiate a scholarship with an indication of the type, duration and amount of that scholarship and procedures for funding the scholarship, the scientific programme and the name of the academic tutor responsible for supervising the recipient of the scholarship.

2. With regard to scholarships funded using a quota of MUR funds, as identified under article 97 of this Chapter, the Academic Senate shall establish the number of scholarships to be initiated annually and divide the resources between the Institutes.

3. The selection of candidates for the award of a scholarship is carried out by way of a public call for applications issued by way of a measure of the Institute Director or Interdisciplinary research centre Coordinator concerned and published in the School on-line Register. The call for applications shall, in accordance with the type of scholarship awarded by the School, indicate:

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

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

4. Each committee has one hundred points to award; in order to receive a scholarship the candidate must achieve no less than seventy points. On the basis of the score reported, the committee will formulate a merit list pursuant to which the scholarship will be awarded

5. The scholarship is awarded by way of a measure issued by the competent Institute Director or the Interdisciplinary research centre Coordinator; the scholarship shall commence from the first day of the month following the decree awarding that scholarship, unless otherwise provided by the Institute Director or the Interdisciplinary research centre Coordinator, due to justified requirements.

6. Winners are sent written notice of the award of the scholarship. They are required to write a letter of acceptance within eight days of that notice.



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7. Upon termination of studies and/or research activities, the recipient of the scholarship shall submit to the Institute Director or the Interdisciplinary research centre Coordinator a written report on the activities conducted, signed by the academic tutor.

Art. 100 (Amount of the scholarship, payment procedures)

1. The amount of the scholarships under this Chapter, commensurate to the programme of activities to be carried out and to indications contained in the Agreement entered into with the external sponsor Organisation, may not be lower than EUR 1,000 per month.
2. Scholarships are paid in monthly instalments in arrears.
3. Save for the provisions of Article 101 of this Chapter, the academic tutor is required to promptly notify the competent Office, also by e-mail, of any irregularities in the realisation of activities by the recipient of the scholarship, relevant for the purposes of interrupting payment of the monthly instalments of the scholarship.

Art. 101 (Rights, obligations and disqualification)

1. Scholarships under this Book may not be aggregated with other scholarships awarded for any reason, save for those awarded by national or foreign Institutions to supplement study periods abroad, training activities or research by recipients of the scholarship.
2. The recipient of the scholarship may not carry out independent work, including fixed-term work, or paid advisory activities on a continual basis, that have not been previously authorised by the competent Institute or Interdisciplinary research centre body.
3. The recipient of the scholarship may be requested to carry out seminars and tutorials provided that they are connected to the research programme, under the guidance and responsibility of a School teaching staff member.
4. The recipient of the scholarship is required to carry out the activities provided by the study and/or research programme, following indications by and under the guidance of the academic tutor.
5. The recipient of the scholarship is required to continually carry out activities at the School Institutes or Interdisciplinary research centres and/or at the foreign facilities indicated by the School, in compliance with internal organisational rules. Save for deferral or suspension as provided by article 103 below, the recipient of a scholarship who fails to conclude a study period abroad or incorrectly carries out activities, will lose the right to that scholarship. The above is without prejudice to fees paid for the period in which the activities were actually carried out. Loss of the scholarship is provided by way of a reasoned measure issued by the Institute Director or by the Interdisciplinary research centre Coordinator, having consulted with the academic tutor.



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Art. 102 (Tax and welfare provisions)

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

Art. 103 (Waiver, extension, deferral, suspensions)

1. If the winner of the scholarship waives that scholarship, the first suitable candidate in the merit list shall replace that winner.
2. If waiver by the recipient of the scholarship occurs subsequently, during the award period, the scholarship can be awarded by the Institute Director or by the Interdisciplinary research centre Coordinator to the first candidate in the merit list; in such event the recipient of the scholarship will have access to the residual amount of the scholarship for the same initial duration, save for any extension.
3. An extension to the scholarship is provided by way of a measure of the Institute Director or by the Interdisciplinary research centre Coordinator, upon proposal by the academic tutor, subject to verification of the provided requisites and availability of the funds.
4. Any deferrals to the date of commencement or interruptions in the period for use of the scholarship will be permitted for persons in the situations provided by Law no. 53/2000 as subsequently amended, in support of maternity and paternity.
5. Deferral of the date of commencement of the scholarship or its interruption, for a period no greater than six months, for reasons other than those provided above, may be decided by the Institute or Interdisciplinary research centre Bodies, upon written request from the recipient of the scholarship approved by the academic tutor.



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Art. 104 (Insurance)

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

Art. 105 (Canteen)

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

Art. 106 (Post-graduate study and research scholarships)

1. Post-graduate study and research scholarships are intended for Italian and foreign students who have achieved a Bachelor's Degree, Master's degree or equivalent qualification or students enrolled in I Level and II Level Master courses, initiated by the School also in collaboration with other universities.

2. Recipients of postgraduate study and research scholarships may participate in School research groups and projects funded by the European Union or other foreign international Institutions, where compatible with the relative Calls for applications.

3. Scholarships are awarded for an adequate period of time to enable the realisation of the study and/or research programme. The initial duration is normally equal to twelve months unless realisation of the programme does not permit initiation from the outset of a scholarship with a longer duration. Post-graduate scholarships may be extended or renewed for the same period, for up to a maximum of thirty-six months.

4. In the context of the Agreements under Article 97 of these Regulations, the external sponsor Organisation may contribute to determination of the scientific study and/or research programme to be developed by the recipient of the scholarship as well as its duration.

Art. 107 (Scholarships for the attendance of PhD programmes abroad)

1 Scholarships for PhD studies abroad are reserved to Italian and European citizens who have graduated from Italian or foreign Universities, who are no older than twenty-nine years of age at the deadline for the submission of the application.

2. The proposal to initiate the scholarship is made by a teaching staff member in the Institute or Interdisciplinary research centre and shall contain a description of the PhD programme, any indication of the foreign or international Institution that will host the recipient of the scholarship in the context of the collaboration between the Institute or Interdisciplinary research centre and/or the School, the name of the responsible tutor, the duration of the stay abroad and the amount of the scholarship.



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3. Scholarships have a duration of between six and twelve months and students who receive scholarships of this kind cannot access a scholarship for a second time.

CHAPTER II – FORMS OF COLLABORATION BY STUDENTS

Art. 108 (Part-time activities)

1. The following articles govern forms of collaboration by students in activities connected to services provided by the School and in tutoring, in accordance with the provisions of Article 11 of Legislative Decree no. 68, 29 March 2012, as subsequently amended, which governs part time activities by students.

2. Part-time activities cannot concern teaching activities, exams, or the undertaking of administrative responsibilities.

3. These collaborations must be additional or supplementary to and not in replacement of tasks institutionally carried out by technical-administrative personnel. Therefore they cannot be used in replacement of any insufficient staff or work shifts that cannot be carried out by personnel.

4. Activities can, for example, concern:

- a) orientation services;
- b) tutoring services;
- c) welcome and assistance for foreign students, including in the context of European Mobility Programmes;
- d) assistance to disabled students;
- e) technical and organisational assistance during congresses, conventions, cultural exhibitions and seminars;
- f) IT assistance services;
- g) the collection, classification and conservation of archive material at the Library or at School facilities.

5. The actual scope of reference of activities, without prejudice to the provisions of paragraph 2, is identified from time to time by the person requesting the collaboration, the Head of the activity. The latter will address any request to the Managing Director who, with the support of the competent office and by way of a measure, shall issue a specific call for applications. This call for applications may also be issued following a survey to assess the needs of all School facilities, initiated by the Managing Director.

6. The Board of Governors shall, upon defining the Annual Financial Forecast, determine annually the amount of financing to be earmarked for part time activities. Collaborations may be funded using specific funds, where admissible.

Art. 109 (Beneficiaries)

1. Collaborations can be accessed by I and II level Honours Students and single-cycle students. Students in the first year of I level courses and single-cycle courses are excluded as well as those that are authorised, during the period in which the collaboration should be carried out, to attend off-campus study periods exceeding three months.



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2. If requested by the Head of the activity, collaborations can be offered to students of Master Degree Courses (not students of the School) initiated by the School in partnership with other Italian and foreign Universities. The provisions of this Chapter, where addressed to students, shall also apply to students of Master Degree Courses.
3. Students may access collaborations one time only in each reference academic year, save for any extensions to the collaboration in progress.

Art. 110 (Calls for applications)

1. Calls for applications are issued for each academic year and can allocate collaborations to each student for up to a maximum of 200 hours.
2. Each call, which can be structured into sections according to the type of intended recipient and activities provided therein, shall indicate:
 - a) the number of hours, up to the maximum limit under the above paragraph, the activities to be carried out and the maximum deadline for performance of those activities;
 - b) the name of the Head of those activities;
 - c) admission requirements;
 - d) procedures and deadlines for submission of applications;
 - e) general criteria for the assessment of candidates and the formation of merit lists;
 - f) any proficiency and motivational tests, specifying their impact for the purpose of preparing the merit lists;
3. Criteria for the assessment of candidates will valorise merit in studies and allocate precedence, in case of equal training curricula, to students who are the most disadvantaged financially. For that purpose the School shall use the ISEE (equivalent economic situation) indicator according to the value of the last document submitted. In the absence of submission of the ISEE by the student, the highest income bracket will apply.
4. The call for applications, issued by way of a decree of the Managing Director, is published in a specific section of the School intranet and notified, through the competent office, to the categories concerned.

Art. 111 (Merit list)

1. If candidates are equal to or less than the collaborations offered, the part-time activities shall be commenced subject to a declaration of proficiency expressed by the Head of the activity. That opinion is formulated following a specific interview.
2. If there are more candidates than there are collaborations announced, the Head of the Honours and Master Degree student Office, together with the Head of the activity, will establish a merit list of candidates expressed out of one hundred, on the basis of criteria defined in the call for applications.
3. The merit list is approved by a Measure issued by the Managing Director published in the specific section of the School intranet and notified, through the competent office, to candidates.



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Art. 112 (Hourly fee)

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

Art. 113 (Contract)

1. The collaboration contract is stipulated by way of a letter of engagement from the Managing Director, signed by way of acceptance by the student.

2. The contract must contain:

- personal information for the student;
- the number of total hours and the maximum duration of the service;
- the fee, procedures for payment and funds used for the expenditure;
- an indication that the fee is exempt from personal income tax;
- the name of the Head of the activity;
- an express indication of the presence of insurance by the School against accidents and third party civil liability;
- a requirement for the student to comply with the School's Code of Conduct;
- the possible causes of early termination of the collaboration.

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

Art. 114 (Working hours and payment procedures)

1. Working hours are agreed with the Head of the activity. Those hours shall take consideration of the needs of the student such that collaborations interfere as little as possible with attendance of courses and studies.

2. The student awarded the collaboration must compile and sign a time-sheet for the settlement of fees. This time-sheet is submitted for signing by the Head of the activity, and shall be considered as proof of the service provided.

3. The salary relative to the collaboration provided will be paid by the competent office, normally monthly commencing from the first month after the date of commencement of the collaboration, save for the possibility for the student to request payment upon conclusion of the collaboration.



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Art. 115 (Disqualification)

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