



University of Gastronomic Sciences
Università degli Studi
di Scienze Gastronomiche

GUIDELINES FOR THE PhD COURSES

*(Updated by the Academic Council on 18/10/2023 and by the Executive Committee on
19/10/2023)*



Article 1 – Scope of application and interested parties

As per Ministerial Decree 226 of December 14, 2021, these guidelines govern the accreditation, institution, procedures for accessing and obtaining the degree, duration, and other general operating rules of the PhD Courses established by "The University of Gastronomic Sciences (hereinafter referred to as UNISG), and those established in association with one or more of the following subjects through conventions or the establishment of consortiums:

- a. other Italian universities or foreign universities, with the possibility of issuing a multiple or joint degree;
- b. public or private, Italian or foreign research institutions, in possession of high standards of cultural and scientific qualification and equipped with suitable spaces and scientific facilities;
- c. institutions referred to in Article 2, paragraph 1, of law no. 508 of December 21, 1999, accredited according to Article 3 of this regulation, with the possibility of issuing a multiple or joint final degree;
- d. companies, including foreign ones, that carry out qualified research and development activities;
- e. public administrations, cultural institutions, and research infrastructures of European or international importance, for the implementation of specific research and development or innovation programs.

Article 2 –PhD Courses

The PhD provides the necessary skills to carry out highly qualified research activities at universities, public bodies, or private entities.

UNISG establishes PhD Courses also in convention with other universities and research bodies and/or with companies or in consortium with other universities according to the provisions of Article 3 of Ministerial Decree 226/2021.

Article 3 – Accreditation

Each PhD course is subject to ministerial accreditation procedures, defined by the MUR.

UNISG is responsible for the initial accreditation request for PhD courses and is subjected to periodic checks in compliance with the requirements stipulated in Articles 4 and 5 of the same Ministerial Decree 226/2021.

In compliance with the indications provided by ANVUR - National Agency for the Evaluation of the University and Research System - the accreditation requirements include a Quality Assurance System for the planning and management of doctoral training in compliance with the Standards for Quality Assurance in European Higher Education Area (EHEA).

Article 4 – Course structure

The PhD courses have a duration of minimum three years and specific topics mentioned in the guidelines of each course, and they refer to broad and clearly defined disciplinary fields. Within each course, it is possible to expect syllabus.



Article 5 –Course guidelines

Each course has guidelines, which, in compliance with laws, ministerial provisions as well as in compliance with the guidelines in subject define:

- a. the title and general topics covered;
- b. The duration;
- c. the academic objectives specified for the syllabus, if any, defined in the PhD course project;
- d. the study program, specified by the syllabus, if any;
- e. the employment and professional prospects foreseen, indicated in the PhD course project;
- f. the requirements and methods of access
- g. the number of scholarships and the methods of conferral, and the assigned amount of the scholarships;
- h. the operating conditions, including the attendance requirements and the conditions for the annual renewal of scholarships;
- i. the requirements and procedures for obtaining the degree ;
- j. drafts of any conventions or agreements, also with a consortium with other universities, entities, and companies whose content is relevant for the purposes stated in the guidelines;
- k. the conditions of representation of PhD students in the faculty council.

Article 6 –Proposal for the establishment of the courses

The establishment and/or activation of each course is proposed in the form of a project to the Academic Council and must contain:

- a. the indication of the PhD Course Coordinator, who must be a full professor, in possession of a high scientific qualification; in particular, the coordinator must be in possession of the prerequisites and requirements needed to perform the functions of a member of ASN (National Scientific Qualification) or alternatively in possession of all three criteria for access to the functions of full professor;
- b. the draft regulation of the course prepared by the coordinator who is in charge of course planning and coordination of its implementation, accompanied by a complete description and objectives of the Course;
- c. the PhD Council which is composed of a minimum of twelve members. According to article 4 of Ministerial Decree 226/2021, at least half of the members of the council must be represented by full or associate professors at the university, and the rest by tenured researchers from universities or public research entities, or in the case of doctorates associated with public research entities, also by researchers belonging to the roles of research directors, or first stage researchers of the same entities, respecting the minimum number of professors. In any case, the researchers belonging to the PhD Council must be in possession of a scientific qualification certified based on the necessary requisites required by the current legislation for the fulfillment of functions of an Associate professor and professors of a scientific qualification certified based on necessary requirements for the fulfillment of the functions of a tenured professor; the members of the committee belonging to foreign universities or research entities must have at least the minimum requisites required by current legislation for the fulfillment of functions of an Associate professor.



One-third of the total participation in the Council can be represented by the experts with a high and proven scientific or professional qualification in research fields consistent with the educational objectives of the PhD course, even if they do not belong to universities or public research bodies. A representative of doctoral students takes part in the PhD Council in the discussion of academic and organizational problems.

- d. the number of doctoral scholarships available, as stipulated by Article 4, paragraph 1, letter b) of the Ministerial Decree 226/2021;
- e. drafts of any conventions or agreements, including consortia, with other universities, organizations, or companies.

During the preparation of the project, the proponents must consider the provisions of Articles 8, 9, 10, 11, 12 and 13 of Ministerial Decree 226/2021 as well as the resources assigned by the University to PhD courses.

Article 7 –Formation and activation of courses

The accreditation of PhD courses and related locations takes place according to Ministerial Decree 226 of December 14, 2021. The proposals for the formation and renewal of the Courses are presented by the Academic Council and sent to the Executive Committee which decides on their formation.

Similarly, requests for participation in courses organized by university consortia of which the University is not an administrative office must be submitted by the Academic Council. The consortium and agreement proposals must foresee the exact quantification of the participation of the entities involved, both in terms of structures and of the funds made available.

Article 8 – Doctoral student activities and compatibility between academic career and other activities

The Research Doctorate involves - in accordance with current legislation - an exclusive and full-time commitment from the students. Therefore, PhD students are required to participate in the academic life of the University and in all the educational activities foreseen in the study plan with continuity.

According to Article 12, paragraph 3, of Ministerial Decree 226/2021, PhD students may exercise additional tutoring activities as an integral part of the training project with prior authorization from the faculty committee and with this having no incremental effects on the scholarship amount. Such tutoring activities can even be paid activities meant for the undergraduate and graduate students. PhD students are also allowed to carry out supplementary teaching activities, which should not exceed the maximum forty hours for each academic year.

After clearly examining the request produced by the student, the Faculty Council may authorize the student to carry out paid activities that allow him/her to acquire skills related to the training environment of the PhD course, only after evaluating the compatibility of these activities with the productive training, academic and research activities carried out by the student.

For doctoral students without a scholarship, the Faculty Council will have to evaluate the said authorization also by considering doctoral student's need to be able to provide himself with the necessary economic means to continue his studies.

With reference to the Industrial PhD, according to the article 10 of Ministerial Decree 226/2021, in agreements with entities or companies, the methods of carrying out research activities at the company



must be indicated, together with the possible positions covered by employees of the companies and the overall allocation of commitments to the employees.

Article 9 – Faculty Council

The faculty committee of the PhD course is responsible for the planning and implementation of the course.

The faculty committee approves PhD course Regulation which is in the draft presented to the Academic Council pursuant to the previous Article 6, and pursuant to the regulations that govern its functioning and regulate the training and research path of PhD students.

The faculty committee has the right to assign specific activities to the Coordination Committee when it is established.

Article 10 – Coordination Committee

For a better management of the activities established within the PhD course, a Coordination Committee can be set up within the faculty committee which, operating based on the general guidelines approved by the committee, ensures the operational management and organization of activities necessary for carrying out the course.

When constituted, the **Coordination Committee** of the PhD Course is made up of the Course Coordinator and four other members selected from among the committee members itself which is proposed by the Coordinator to the PhD Council. The Chair of the **Coordination Committee** is entrusted to the Course Coordinator.

Article 11 – Funding of the courses

While preparing its budget, the university allocates the amounts intended for the funding of the PhD courses initiated, both to cover scholarships, or other equivalent forms of necessary funding, in accordance with the ministerial provisions to cover the costs for carrying out both the academic and research activities.

Article 12 – Remuneration of teaching activities

For each academic year, the Executive Committee determines the methods and terms with which the academic commitment of the professors involved in the Course is financially recognized.

Article 13 – Closing Provision

For anything that is not explicitly specified in these guidelines, reference must be made to the laws, ministerial regulations, and regulatory standards of UNISG.