

**Rules and Regulations for the Doctoral Program
in Intercultural Relations and International Management
(IRIM)**

Art. 1 – Purpose of Rules and Regulations

This set of rules disciplines the institution, activation and management of the Joint Doctoral Program (JDP) in Intercultural Relations and International Management (IRIM), established by the Università degli Studi Internazionali di Roma (UNINT) in collaboration with the Universidade Estadual da Paraíba (UEPB) – through a bilateral cooperation agreement signed on 20.02.2018 – and accredited by the Ministry of Education, Universities and Research (MIUR) of the Italian Government on 14.05.2018.

Art. 2 – JDP objectives

The JDP is designed to prepare highly qualified researchers and professionals with an extensive theoretical and applied knowledge of intercultural communication and cross-national management theories and practices, with a specific focus on the relationships between Europe and the most relevant emerging extra-European geographical countries that are gaining increasing economic, cultural and political weight internationally.

The program includes research and training in the areas of linguistics, management, cross-cultural communication and, in general, it provides the JDP students with significant knowledge of the influence of economic, legal, social, historical and cultural aspects in relations between nations.

Art. 2 – Duration, starting date and official language

The JDP lasts three years. Each year of the program generally begins in November. The official language of the JDP is English.

Art. 3 - Program Authorities

The JDP is governed by a Doctoral Board and an Executive Committee (Program Coordinator and Co-coordinator).

In addition, administrative expertise for implementing the programme will be ensured through the support of PhD Offices at UNINT and at the UEPB.

Art. 4 – Joint Teaching Committee

The Joint Teaching Committee of the JDP is responsible for ensuring the quality of the programme, as well as for defining the educational and research path of each individual PhD student.

The members of the JDP's Joint Teaching Committee are jointly appointed by the Institutions in Partnership from among the professors and researchers belonging to the macrosectors relevant to the programme's educational objectives, ensuring the requirement of Art. 4 (1) (a) of the Italian Ministerial Decree 45/2013 is fulfilled. There shall be a balance of lectures provided by both Institutions.

The Joint Teaching Committee must include at least 16 members, of which not less than 12 must be Full or Associate Professors. Furthermore, at least 50% of the Committee members must belong to UNINT. Joint Teaching Committee members are renowned in their field and have made their mark in international research communities. Their expertise explicitly covers the programme's disciplinary fields and they have been outstandingly active during the five years prior to the date of its accreditation in line with international rankings.

Specifically, the Joint Teaching Committee:

- a) is responsible for planning and running the JDP, meeting regularly, which may also be through videoconferencing, in order to check that planned activities are being implemented correctly and to undertake any remedial measures, if required;
- b) designates one supervisor for each PhD student and establishes an individual educational and mobility plan, along with a thesis topic; all this information will be reported in the Individual Training Agreement to be approved by the Committee and signed by the Programme Coordinator, Supervisors and the doctoral student at the beginning of the program;
- c) decides if the candidate's performance is adequate to continue with the programme and scholarship;
- d) organizes appropriate workshops, seminars and other educational activities;
- e) authorizes students to work, if requested, unless it compromises their participation in the overall activities of the Programme;
- f) authorizes students to recover any periods of suspension from the Programme;
- g) decides on the admission of students to the subsequent years of the Programme and the final thesis defence examination;
- h) nominates the members of the Joint Entrance Examination Panels for the evaluation and admission of candidates to the JDP;
- i) nominates the members of the Joint Examination Panels for the final examination of PhD students enrolled in the JDP;
- j) monitors the quality of the programme through evaluation forms to be completed by the students;
- k) prepares a detailed report on the qualitative development of the Programme, including financial aspects, at the end of each cycle and forwards it to the relevant academic bodies of the Partner Institution (if required) and UNINT.

Art. 5 – Programme Coordinator

The role of Programme Coordinator shall be exercised by a fulltime Full Professor or, in the absence of such, a full-time Associate Professor, appointed by the Coordinating Institution from among the members of the Joint Teaching Committee. In accordance with Ministerial Decree 45/2013, the Programme Coordinator shall be from UNINT. The mandate lasts three years and can be renewed.

The Programme Coordinator shall preside over the Joint Teaching Committee, summon its meetings and ensure that the resulting decisions are implemented. The Programme Coordinator will be responsible for the organisation and coordination of the day-to-day running of the JDP, as well as the operations necessary to implement the programme.

Art. 6 – Co-coordinator

The Co-Coordinator shall be nominated by the Partner Institution among the members of the Joint Teaching Committee belonging to the Partner Institution. The Co-Coordinator position lasts for the same period as the Programme Coordinator position. The Co-

Coordinator will be the point of contact between UNINT and UEPB for any matters related to the running of the JDP.

More in detail, the Co-Coordinator will:

- a) oversee communication between the Institutions in Partnership;
- b) support the administrative offices of the Institutions in Partnership to ensure the programme runs smoothly;
- c) perform all actions in agreement with the Programme Coordinator.

Art. 7 – Joint Teaching Committee

The Joint Teaching Committee meets at least twice a year to approve the budget and selection procedure, admits doctoral students to successive years of the program and to their comprehensive exams. The Joint Teaching Committee meetings can be effected remotely.

Committee meetings are valid if at least half the members are present and if resolutions are agreed upon by the majority of those present.

The Board may establish a regulated College or Council composed of a number of Board members, presided over by the Coordinator who delegates particular functions even in deliberative sessions.

Art. 8 –JDP Admission

Admission to the Joint Doctoral Program is based on a public selection process sanctioned by the selection announcement signed by the UNINT rector.

Notice of the competition is published in the *Gazzetta Ufficiale della Repubblica*, while the actual text of the competition is published on the website of both universities. The dissemination of the competition is ensured through the MIUR website and the Euraxess website.

Art. 9 –JDP Admission Requirements

Application to the JDP is open to candidates of any nationality who have at least one of the following requirements:

- a) an Italian M.A. level degree in hand or to be awarded by 31 October of the year the competition is announced;
- b) a degree awarded abroad that is accepted as legally equivalent by the Admission Committee on the basis of documentation presented by the candidate at the time of their application.

Failure to comply with the requirement of an M.A. level degree in hand by 31 October shall result in removal from the list of chosen JDP candidates.

Art. 10 –JDP Admission Procedure

JDP candidates are selected upon evaluation of their qualifications, a research project that falls within the the doctoral program and an interview. The assessment criteria and the admission procedure are outlined in the selection announcement.

A Selection Committee composed of at least five members and two additional substitutes, if needed, all from the Joint Teaching Committee, two-thirds of whom are UNINT teaching staff. In its first meeting, the Selection Committee appoints a Chairperson. Deliberations are made through majority approval and, should a tie ensue, the Chairperson's vote prevails.

The Committee, as proposed by the Doctoral Board, is instated by UNINT Rector decree. Committee members are made public on the websites of both Universities.



Art. 11 – JDP Registration

At the end of the selection procedure successful candidates are admitted to the JDP. Those admitted have ten days to enroll, after which they are no longer eligible for the program.

Should a candidate renounce the grant within three months, the next eligible candidate listed will take their place. The candidate renouncing their grant shall be bound to return the bursary amount received.

Art. 12 – JDP Regional Tax

All doctoral students are required to pay a regional tax, even those awarded grants. There is also a one-time fee for the participation in the viva and the receipt of the doctoral parchment.

Art. 13 – Doctoral Grants

Grants are awarded on an annual basis. They are renewed if and when the candidate is positively assessed with respect to the activity contemplated under the Individual Training Agreement.

The amount of the grant, paid monthly at the end of each month, is determined by legislation in force. This amount is increased up to a maximum of 50% for a maximum period of six months if the doctoral student is authorized by the Joint Teaching Committee to carry out research activity abroad.

The grant cannot be combined with other grants or bursaries, with the exception of those awarded by national and international institutes for doctoral students' mobility.

Those who already possess a doctoral degree or its equivalent, can be admitted to the Joint Doctoral Program. However, if said candidate has already benefitted from either a partial or full doctoral grant, they are no longer eligible to receive a second grant.

Art. 14 – Doctoral Students Rights and Responsibilities

Participation in the JDP contemplates the following rights and responsibilities for all doctoral students:

- a) Students participating in the JDP have full access to the Institution's facilities such as libraries, laboratories and electronic resources.
- b) Doctoral students may carry out research at universities and research institutes abroad, pending Joint Teaching Committee authorization and based on a cooperation agreement or letter of invitation with the relevant institute.
- c) Each doctoral student has one supervisor who is member of the Joint Teaching Committee.
- d) As of the second year, doctoral students have access to funds to support their research activity in Italy and abroad as contemplated by regulations in force.
- e) The health insurance policy is governed by the rules of each University and country. In the case of maternity, paternity or certified illness, doctoral students may make a request to the Joint Teaching Committee to suspend their attendance of the programme and any scholarship benefits, in order to be resumed later. The suspension period may not last more than one year. In the case of an extended, unjustified absence from the programme, or a serious breach of the rules governing the JDP, or a justified, unsuccessful evaluation of the student's activities within the programme, the Joint Teaching Committee may suggest the following measures to the Rector, depending on the seriousness of the offence:
 - ✓ a one-month suspension of course attendance and suspension of any scholarship funds;

- ✓ one to three months suspension of course attendance and suspension of any scholarship funds;
 - ✓ exclusion from the programme and revocation of any scholarship.
- f) Students participating in the JDP are required to observe UNINT and UEPB rules and regulations and to respect the institutional and scientific obligations established in their Individual Training Agreement.
- g) Doctoral students who receive grants distinguish exclusive participation in the program that implies a full-time presence at the University.
- h) At the end of each year of the program, all doctoral students shall draw up a report on their research activity, signed by their supervisors. This report is subject to the evaluation and approval of the Joint Teaching Committee.
- i) From the second year of the program, doctoral students must annually publish at least one academic paper that can be assessed according to ANVUR criteria.
- j) Course attendance is not compatible with registration in and attendance of doctoral courses at other universities or research institutes, M.A. level degree courses or any other postgraduate courses.
- k) Upon approval by the Joint Teaching Committee, doctoral students may carry out forms of tutoring vis-a-vis students of B.A. and M.A. courses, only if this activity does not, in any way, increase the amount of their grant. Moreover, they may not carry out more than 40 hours of teaching activity each year.
- l) The protection of the thesis subject matter and the publication, protection and use of the results obtained by the students' research at the Institutions in Partnership shall be subject to the applicable local and national laws and shall comply with the specific procedures of each of the Institutions/countries involved in this Agreement.

Art. 15 – Exclusion from and relinquishing doctoral program admission

Should the Joint Teaching Committee deem necessary, doctoral students may be excluded from the JDP in the following cases:

- a) serious breaches to the Individual Training Agreement or to the obligations contemplated by Art. 14;
- b) an unsatisfactory annual evaluation.

At any point in time a doctoral student may relinquish their status and thus their grant.

Art. 16 – Access to the final exam and preparation of the thesis

Access to the final thesis defence examination, is contingent upon the supervisor's proposal and acceptance of such proposal on the part of the Joint Teaching Committee. Depending on specific requirements of national or international research programs or in the case of international co-supervision, the doctoral student may ask the Doctoral Board – before the end of the third year – for an additional year to draft the final version of their thesis, during which they would nonetheless maintain their student status at the University. The PhD thesis should be written in English, although it may be written in another language with the approval of the Joint Teaching Committee. In any case, the thesis must contain an abstract written in English and in the language of the participating universities. A summary of the activities developed by the student during the three years of the programme, including any related publications, must be attached to the thesis.

Final

Art. 17 – Evaluation of the thesis

According to Italian law relating to doctoral studies, in order for JDP students to be admitted to the final examination and receive the Doctoral degree their thesis is subject to prior evaluation by at least two highly qualified referees external to the Joint Teaching Committee and the parties involved in this Agreement.

The referees appointed by the Joint Teaching Committee will submit their analysis and opinion and will propose either that the candidate is admitted to defend the thesis or that they must postpone the examination for up to six months if significant additions or corrections are necessary.

Once that period has passed the thesis will, in any case, be admitted to the final examination, accompanied by a new written opinion by the same referees in light of the corrections or additions made.

The thesis will be made public within 30 days after the defence, except in cases of embargo for theses containing protected information, such as trade secrets, or because of publication rights.

Art. 18 – Final examination

The final examination usually takes place at UNINT within April of the solar year following the end of the JDP, except in cases of postponement (up to 6 months maximum) if required by the referees external to the Joint Teaching Committee, following the procedure foreseen in paragraph 14.

In order to be awarded the academic title of Doctor pursuant to the final examination, the candidate must publicly defend their research thesis in front of a Final Examination Panel.

The Final Examination Panel shall be comprised of at least four members who are tenured university professor/researchers (not necessarily PhD degree holders), specifically qualified in the research fields relevant to those of the JDP, including the student's supervisors. The Final Examination Panel is preferably an international panel and shall consist of members from each institution. The panel may additionally include experts from public or private institutions.

The Final Examination Panel will be nominated by the Joint Teaching Committee, taking into account the regulations on the matter in force at the partner University, and appointed by the Rector of UNINT. At the end of the defence, the thesis will either be approved or rejected, with an official written justification. After the examination UNINT will notify UEPB of the result of the public defence and of the report filled in by the Final Examination Panel during the examination will be sent to the Partner Institution.

Art. 19 – Granting of the title

UNINT and UEPB agree to grant a single qualification, namely a PhD in "Intercultural relations and international management" from both UNINT and UEPB, to candidates who meet the requirements of the programme and successfully defend their theses. The joint certificate will bear the logos of both Institutions and will be signed by the respective Rectors. The diploma and its content will be jointly drafted.

Each of the two Institutions may organize a final ceremony in which the title is formally bestowed upon the PhD graduate.

UNINT will be responsible for sending an electronic version of the PhD thesis to the Biblioteca Nazionale [National Library] both in Rome and in Florence.

Art. 20 Joint supervision of the thesis

Within the framework agreements with international universities based on specific conventions, and as proposed by Joint Teaching Committee members, It is possible to organize programs of co-supervised doctoral theses. These proposals are both subject to the approval of the Joint Teaching Committee and the UNINT Rector.

Art. 21 – Final rules

For anything not contemplated in these Rules and Regulations, we refer to provisions contained in the 8 February 2013 D.M. [Ministerial Decree] no. 45.

