

# **UNIVERSITÀ DEGLI STUDI GUGLIELMO MARCONI**

## **DOCTORAL PROGRAMME IN PHYSICAL SCIENCES AND ENGINEERING FOR INDUSTRIAL AND ENERGY INNOVATION (CYCLES UP TO XXXVII) AND IN PHYSICAL AND ENGINEERING SCIENCES FOR INNOVATION AND SUSTAINABILITY (CYCLES FROM XXXVIII ONWARDS)**

### **INTERNAL REGULATIONS FOR QUALITY ASSURANCE IN THE DOCTORAL PROGRAMME**

#### **Art. 1**

#### **Purpose**

1. The Coordinator and the Doctoral College of the Doctoral Programme in Physical Sciences and Engineering for Industrial and Energy Innovation (cycles up to XXXVII) and in Physical and Engineering Sciences for Innovation and Sustainability (cycles from XXXVIII onwards) at the Università degli Studi Guglielmo Marconi pursue the promotion of quality in the Doctoral Programme through initial and ongoing design, through the planning and organisation of educational and research activities aimed at the growth of doctoral researchers, and through the continuous monitoring and improvement of activities.
2. The promotion of quality in the Doctoral Programme is developed in accordance with the Points of Attention proposed by the Self-Assessment, Evaluation and Accreditation model – AVA3 – of the National Agency for the Evaluation of Universities and Research (ANVUR) [D.PHD.1; D.PHD.2; D.PHD.3].
3. The promotion of quality in the Doctoral Programme is developed in compliance with the Standards and Guidelines for Quality Assurance (QA) in the European Higher Education Area (EHEA).
4. The promotion of quality in the Doctoral Programme is aligned with the University's Strategic Objectives [University Strategic Plan 2022–2024]: 1. To develop and identify the most advanced knowledge by promoting the scientific activities of the Departments; and 5. To engage synergistically with the research community and society, within Intervention Line R4: Supporting research training by continuing to improve policies relating to Doctoral Programmes.
5. To this end, these Regulations define the internal procedure of the Doctoral Programme in Physical Sciences and Engineering for Industrial and Energy Innovation and in Physical and Engineering Sciences for Innovation and Sustainability at the Università degli Studi Guglielmo Marconi for the management of the Quality Assurance process.
6. QA activities are articulated across the following three macro-categories: a) Activities related to the design of the Doctoral Programme, the planning and organisation of educational and research activities, and the promotion of the national and international visibility of the Doctoral Programme; b) Activities related to the collection of data for monitoring the quality of the Doctoral Programme; c) Activities related to the monitoring and analysis of data concerning the quality of the Doctoral Programme and the proposal of improvement measures. These activities respond in various capacities to the three Points of Attention proposed by the AVA3 model. These Regulations therefore define the procedures for each activity aimed at the QA of the Doctoral Programme by the Coordinator, the Doctoral College and the Support Offices, and provide an ordinary calendar of such activities within the calendar year.

7. The QA process is understood to be inherently circular, insofar as the data collection, monitoring, analysis and improvement activities are aimed at the continuous pursuit of quality in the design of the Doctoral Programme.
8. These Regulations are accompanied by the activity calendar set out in the annex.

## **Art. 2**

### **Design, Planning and Visibility Promotion Activities – Drafting of the Educational and Research Project**

1. The doctoral quality assurance group (appointed from among the members of the College) and the coordinator's delegate, following the monitoring and analysis activities of the previous year as governed by Articles 10–15 of these Regulations [D.PHD.3.3], shall by March of each calendar year proceed to draft/update: the questionnaire/form for members regarding the updating of membership data and adherence to the new College [D.PHD.1.1 and D.PHD.3.3]; the questionnaire/form for internal parties (academic staff and doctoral researchers) and external parties regarding the updating of motivations and potential (objectives, research areas, collaboration and training)/programme evaluation [D.PHD.1.1 and D.PHD.3.3]; and the questionnaire/form for doctoral researchers regarding the updating of first-semester activities (November–April) [D.PHD.1.3]. These questionnaires/forms are sent by the PhD Administrative Office and/or via an information system (online forms and repository) by early April. Internal parties (members and doctoral researchers) and external parties (e.g. industry) must respond to these questionnaires by the end of April [D.PHD.1.1 and D.PHD.3.3], so that the doctoral quality assurance group and the coordinator's delegate may propose to the College the updated educational and research project for the Doctoral Programme, which will be approved by the College by May, where possible already indicating the proposed members of the relevant committee. The educational and research project is submitted annually by the PhD Administrative Office to the Ministry of University and Research (MUR) for accreditation of the new doctoral cycle by June.
2. The educational and research project sets out the general educational and research objectives of the Programme and takes into account the cultural and scientific evolution of the relevant disciplinary areas for the doctoral cycles active within the Programme, articulating a clear and structured vision of the educational pathway proposed to doctoral researchers, both individually and collectively. The educational project clarifies its motivations and pursues continuous development based on the outcomes of monitoring activities and consultations with stakeholders regarding the intended cultural and professional profiles [D.PHD.1.1; D.PHD.1.2].
3. The educational and research project incorporates elements of interdisciplinarity, multidisciplinary and transdisciplinarity into the proposed educational activities, in keeping with the intrinsically multidisciplinary nature of the Doctoral Programme [D.PHD.1.4].
4. The educational project creates the conditions for doctoral researchers' autonomy in conceiving, designing, conducting and disseminating research and/or innovation, through appropriate guidance and support from Supervisors [D.PHD.2.3; D.PHD.2.7].
5. The educational and research project enables and encourages doctoral researchers to participate in teaching and tutoring activities within the limits of consistency and compatibility with the research activities being carried out [D.PHD.2.5].
6. The educational and research project promotes the strengthening of national and international scientific relationships, ensuring that doctoral researchers undertake research mobility periods consistent with the research project and of sufficient duration at

recognised academic and/or industrial institutions, and at public or private research organisations, in Italy or abroad [D.PHD.2.6].

7. The educational project quantifies the student's workload by specifying the number of hours assigned to each activity. It also clearly defines the assessment procedures for activities completed by doctoral researchers for the purposes of admission to subsequent years and to the final examination [D.PHD.1.3].

### **Art. 3**

#### **Design, Planning and Visibility Promotion Activities – Preparation of the Admission Call for the Doctoral Programme**

1. The doctoral quality assurance group, the coordinator's delegate and the PhD Administrative Office, on the basis of the accredited educational and research project, shall between June and July of each calendar year proceed to prepare the admission call for the Doctoral Programme, which is structured in accordance with the Programme's educational objectives and the intended cultural and professional profiles [D.PHD.1.3].
2. The number of funded places takes into account the need to establish a minimum critical mass of doctoral students, enabling doctoral researchers to engage productively as members of a scientific community [D.PHD.2.2].
3. Furthermore, the number of funded places takes into account the size and disciplinary composition of the Doctoral College, so that the assignment of Supervisors (internal and, where applicable, external) may be carried out in a manner that ensures adequate guidance and support for doctoral researchers [D.PHD.2.3].

### **Art. 4**

#### **Design, Planning and Visibility Promotion Activities – Approval of the Annual Calendar of Educational Activities**

1. The doctoral quality assurance group and the coordinator's delegate, following the first-semester monitoring, shall by October of each calendar year proceed to draft/update: the questionnaire/form for doctoral researchers on second-semester activities (May–October) [D.PHD.3.3]; the questionnaire/form for doctoral researchers on activity plans for the following year [D.PHD.2.1, D.PHD.2.2, D.PHD.2.3, D.PHD.2.5, D.PHD.2.6]; and the questionnaire/form for supervisors on the status of theses and proposed reviewers [D.PHD.3.1]. These questionnaires/forms are sent by the PhD Administrative Office and/or via an information system (online forms and repository) by early November. Doctoral researchers and supervisors must respond to these questionnaires by the end of November, so that the doctoral quality assurance group and the coordinator's delegate may present to the College an analysis of the previous year's activities, plans for the following year, and the status of theses. The College, at a single session, approves the activities of the previous year, the plans for the following year, the theses and the respective external reviewers by December of each calendar year, and proceeds at a session of the College to approve a calendar of educational activities for the following calendar year. The calendar includes purpose-specific doctoral courses, Master's degree courses, doctoral schools and advanced training courses, conference participation, study days, workshops, scientific seminars and webinars, research study periods at other Italian and international institutions, laboratory activities in person and remotely, publication in scientific journals, peer review of scientific articles, participation in national/international research calls and projects, participation in teaching and tutoring

activities consistent and compatible with the research activities carried out, so as to promote the well-rounded development of doctoral researchers [D.PHD.2.1].

2. In quantitative terms, the doctoral programme provides for the acquisition of 180 credit units (CFU) over three years, approximately 60 per year. Of these, 36 are acquirable through attendance at purpose-specific doctoral courses and, where compatible, Master's degree courses. The remaining credits are acquired through other educational activities. Over the three years, the doctoral student must acquire 36 CFU from purpose-specific courses (approximately 12 CFU per year) and 144 CFU from other educational activities (approximately 48 CFU per year) [D.PHD.2.1] and [D.PHD.1.3].
3. The planning of educational activities is developed in accordance with the Programme's educational objectives and the available resources [D.PHD.1.2], as well as with the intended cultural and professional profiles [D.PHD.1.3].
4. In programming educational activities, a balance is sought between foundational topics for the growth of doctoral researchers as independent scholars – particularly in research methodology – specialised topics, and topics oriented more broadly towards multidisciplinary, transdisciplinarity and interdisciplinarity. Particular attention is devoted to training in: research ethics, dissemination and communication of research findings, knowledge of European and international research systems, and advanced language proficiency [D.PHD.1.3]. Educational activities further cover both topics relevant to the educational project and topics of significance for the debate on science and the societal impact of scientific research in the relevant macro-sectors [D.PHD.2.1].

## **Art. 5**

### **Design, Planning and Visibility Promotion Activities – Approval of the Annual Calendar of Doctoral Researcher Meetings**

1. The Coordinator (or a designated delegate), the doctoral quality assurance group and the Doctoral College, in accordance with the procedures set out in Art. 4, shall by December of each calendar year approve a calendar of doctoral researcher meetings for the following calendar year.
2. Doctoral researcher meetings, aimed at the presentation of research findings, exchange and discussion, are intended to promote the development of doctoral researchers as members of the scientific community, drawing on the internal experience of the minimum research community constituted by those enrolled in the Programme [D.PHD.2.2].

## **Art. 6**

### **Design, Planning and Visibility Promotion Activities – Update of the Doctoral Programme Website**

1. The Coordinator (or a designated delegate), the doctoral quality assurance group and the Doctoral College pursue the transparency and visibility of the Doctoral Programme at both national and international level [D.PHD.1.2; D.PHD.1.3; D.PHD.1.5; D.PHD.2.1; D.PHD.2.2; D.PHD.2.7].
2. By March of each year, the Coordinator (or a designated delegate) and the doctoral quality assurance group, in accordance with the procedures set out in Art. 2, shall arrange with the relevant Offices the update of the Doctoral Programme website with data relating to doctoral researchers' activities [D.PHD.2.7], including: a) Scientific outputs; b) Research stays abroad; c) Research periods at public or private institutions other than the Programme's host institution.

3. By May of each year, the doctoral quality assurance group, in accordance with the procedures set out in Art. 2, shall arrange with the relevant Offices the update of the Doctoral Programme website with data relating to academic staff activities [D.PHD.1.5], including: a) Curriculum vitae; b) Research themes; c) Scientific outputs.
4. By July of each year, the doctoral quality assurance group, in accordance with the procedures set out in Art. 2, shall arrange with the relevant Offices the update of the website with information relating to the educational and research project, the organisation of the Programme and the services available to doctoral researchers, as well as the admission call [D.PHD.1.2; D.PHD.1.3; D.PHD.1.5; D.PHD.2.2; D.PHD.2.3].
5. By December of each year, the doctoral quality assurance group, in accordance with the procedures set out in Art. 4, shall arrange with the relevant Offices the update of the website with information on the calendar of educational activities and doctoral researcher meetings scheduled for the following calendar year [D.PHD.1.3; D.PHD.2.1; D.PHD.2.2; D.PHD.2.7]. This information will be supplemented during the year with details of seminars and conferences promoted by the Doctoral Programme.

## **Art. 7**

### **Data Collection Activities on the Quality of the Doctoral Programme – Collection of Data on Doctoral Researchers' Activities and AVA3 Quality Indicators**

1. By December of each year, the Coordinator (or a designated delegate) and the doctoral quality assurance group, in accordance with the procedures set out in Art. 4, shall arrange the collection and transmission to the PhD Administrative Office of data relating to doctoral researchers' activities for the previous year of the Programme [D.PHD.3.1], with reference to the following categories: a) Scientific outputs [D.PHD.2.3; D.PHD.2.7]; b) Educational activities (courses, seminars, workshops, conferences) outside the Programme [D.PHD.2.2]; c) Research stays abroad [D.PHD.1.6; D.PHD.2.6]; d) Research periods at public or private institutions other than the Programme's host institution [D.PHD.1.6; D.PHD.2.6].
2. By December of each year, the Coordinator (or a designated delegate) and the doctoral quality assurance group shall additionally arrange the collection and transmission to the PhD Administrative Office of the following data for the preceding calendar year: a) Percentage of first-year enrolees who obtained their qualifying degree at another institution [AVA3, Ind. 1]; b) Percentage of PhD graduates who spent at least three months abroad [AVA3, Ind. 2]; c) Percentage of scholarships funded by external bodies [AVA3, Ind. 3]; d) Percentage of PhD graduates who spent at least six months of the training period at public or private institutions other than the Programme's host institution (including months spent abroad) [AVA3, Ind. 4]; e) Number of research outputs produced by PhD graduates within one year of completing the programme [AVA3, Ind. 5].

## **Art. 8**

### **Data Collection Activities on the Quality of the Doctoral Programme – Survey of Doctoral Researchers' and PhD Graduates' Opinions**

1. By November of each year, the PhD Administrative Offices, in accordance with the procedures set out in Art. 4, shall submit to doctoral researchers at the end of each of the three years of the Programme, and to PhD graduates who completed the degree one

year previously, the relevant opinion survey questionnaire [D.PHD.3.1; D.PHD.3.3; AVA3, Ind. 6].

2. By December of each year, the PhD Administrative Offices, in accordance with the procedures set out in Art. 4, shall transmit the results of the opinion survey questionnaires of doctoral researchers and PhD graduates to the Coordinator, the coordinator's delegate and the doctoral quality assurance group.

## **Art. 9**

### **Data Collection Activities on the Quality of the Doctoral Programme – Consultation of Stakeholders on Intended Exit Profiles**

1. In order to pursue the continuous updating of the Programme's educational and research project in relation to the cultural and scientific evolution of the relevant disciplinary areas, the coordinator, the coordinator's delegate, the doctoral quality assurance group and the Doctoral College shall annually conduct direct and indirect consultations with stakeholders regarding the intended cultural and professional profiles [D.PHD.1.1; D.PHD.3.3].
2. Consultations are conducted between March and April of each year, in accordance with the procedures set out in Art. 2.
3. Indirect consultations take place through the analysis of sector studies, carried out by the Coordinator, the coordinator's delegate, the doctoral quality assurance group and the Doctoral College with reference to the intended cultural and social profiles.
4. Direct consultations take place through annual consultation of an Advisory Committee established by the Coordinator, the coordinator's delegate and the doctoral quality assurance group, in accordance with the procedures set out in Art. 2. The Advisory Committee is composed of internal and external members. As a rule, internal members of the Advisory Committee include the Coordinator and at least one representative of the Doctoral College from each scientific area (CUN area) represented in the active doctoral cycles – who must therefore belong to that area – and at least one member from other research organisations, research infrastructures, companies, public authorities and cultural institutions that are members of the College. External members of the Advisory Committee are experts representative of the relevant scientific, productive and social landscape, with at least one member per scientific area (CUN area) represented in the active doctoral cycles. Additionally, at least one representative of the Doctoral Programme's Alumni (potentially organised as an association) is invited to participate. The Advisory Committee expresses (via questionnaire or meeting) the opinions of stakeholders regarding the educational and research project, the intended cultural and professional profiles, the prospects for future development and evolution in relation to the realities of the professional and service world, and the needs and requirements expressed by that world. The outcomes of the consultation are recorded in a summary document that notes in particular the members of the committee, specifying their roles, and the outcomes of the consultation. Interactions within the Advisory Committee may recur throughout the year in accordance with the needs for reciprocal exchange between Programme representatives and stakeholders.

## **Art. 10**

### **Monitoring, Analysis and Improvement Measure Activities – Monitoring of Doctoral Researchers' Activities and AVA3 Quality Indicators**

1. By December of each year, the Coordinator or the coordinator's delegate, the doctoral quality assurance group and the Doctoral College, in accordance with the procedures set out in Art. 4, shall at a session carry out monitoring with analysis of the data collected on doctoral researchers' activities and the AVA3 Quality Indicators as set out in Art. 7 of these Regulations [D.PHD.3.1].
2. Particular attention is paid to the pursuit of mobility and internationalisation objectives [D.PHD.1.6] as well as to the strengthening of national and international scientific relationships, achieved through the promotion of research mobility periods for doctoral researchers that are consistent with the research project and of sufficient duration at recognised academic and/or industrial institutions, and at public or private research organisations, in Italy or abroad [D.PHD.2.6].
3. Particular attention is also paid to ensuring that conditions for doctoral researchers' autonomy have been established in terms of conceiving, designing, conducting and disseminating research programmes and/or innovation [D.PHD.2.3], and that the publication of scientific outputs directly attributable to doctoral researchers has been promoted [D.PHD.2.7].
4. The level of doctoral researchers' participation in teaching and tutoring activities is monitored, within the limits of compatibility with the research activities being carried out [D.PHD.2.5].
5. On the basis of the analyses conducted, the Coordinator and the College may set medium- and long-term objectives.

## **Art. 11**

### **Monitoring, Analysis and Improvement Measure Activities – Monitoring of Doctoral Researchers' and PhD Graduates' Opinions**

1. By May of each year, the Coordinator or the coordinator's delegate, the doctoral quality assurance group and the Doctoral College, in accordance with the procedures set out in Art. 2, shall at a session carry out monitoring with analysis of the data collected from the opinion survey questionnaires of doctoral researchers and PhD graduates as set out in Art. 8 of these Regulations [D.PHD.3.1].
2. Particular attention is paid to the pursuit of mobility and internationalisation objectives [D.PHD.1.6] as well as to the strengthening of national and international scientific relationships, achieved through the promotion of research mobility periods for doctoral researchers that are consistent with the research project and of sufficient duration at recognised academic and/or industrial institutions, and at public or private research organisations, in Italy or abroad [D.PHD.2.6].
3. Particular attention is also paid to ensuring that conditions for doctoral researchers' autonomy have been established in terms of conceiving, designing, conducting and disseminating research programmes and/or innovation [D.PHD.2.3], and that the publication of scientific outputs directly attributable to doctoral researchers has been promoted [D.PHD.2.7].
4. It is monitored that adequate financial and structural resources have been made available for the conduct of research activities [D.PHD.2.4].
5. The level of doctoral researchers' participation in teaching and tutoring activities is monitored, within the limits of compatibility with the research activities being carried out [D.PHD.2.5].
6. On the basis of the analyses conducted, the Coordinator and the College may set medium- and long-term objectives.

## **Art. 12**

### **Monitoring, Analysis and Improvement Measure Activities – Monitoring of Consultation Outcomes**

1. By May of each year, the Coordinator and the Doctoral College, in accordance with the procedures set out in Art. 2, shall at a session analyse the outcomes of the consultations with stakeholders on the intended cultural and professional profiles as set out in Art. 9 of these Regulations [D.PHD.3.3].
2. The Coordinator presents to the College the outcomes of the direct and indirect consultations. The College proceeds to discuss the findings.
3. On the basis of the analyses conducted, the Coordinator and the College may set medium- and long-term objectives.

## **Art. 13**

### **Monitoring, Analysis and Improvement Measure Activities – Monitoring of the Balance of Financial and Structural Resources Requested, Available and Deployed**

1. By December of each year, the Coordinator or the coordinator's delegate, the doctoral quality assurance group and the Doctoral College, in accordance with the procedures set out in Art. 4, shall at a session monitor the allocation and use of the structural and financial resources made available to doctoral researchers during the previous calendar year, as specified in the internal regulations governing the procedure for doctoral researchers' funding requests [D.PHD.3.2]. Funding requests from doctoral researchers authorised by the Programme Coordinator are received during the year at ordinary sessions.
2. The balance between available, requested and deployed structural and financial resources is monitored, including with a view to interaction with University Governing Bodies to surface any requests for increases or variations in the resources provided.
3. It is monitored that adequate financial and structural resources have been made available for the conduct of research activities [D.PHD.2.4].
4. In particular, it is monitored that adequate financial resources have been made available for the pursuit of mobility and internationalisation objectives [D.PHD.1.6] as well as for the strengthening of national and international scientific relationships, achieved through the promotion of research mobility periods for doctoral researchers that are consistent with the research project and of sufficient duration at recognised academic and/or industrial institutions, and at public or private research organisations, in Italy or abroad [D.PHD.2.6].
5. It is monitored that adequate financial resources have been made available for the development of doctoral researchers as members of the scientific community, through the promotion of participation in national and international congresses, workshops and/or training schools [D.PHD.2.2].
6. It is monitored that adequate financial resources have been made available for establishing the conditions for doctoral researchers' autonomy in conceiving, designing, conducting and disseminating research programmes and/or innovation [D.PHD.2.3], and for the promotion of the publication of scientific outputs directly attributable to doctoral researchers [D.PHD.2.7].

- On the basis of the analyses conducted, the Coordinator and the College may set medium- and long-term objectives.

#### **Art. 14**

#### **Monitoring, Analysis and Improvement Measure Activities – Analysis of Monitoring Outcomes and Drafting of the Synthesis Document**

- By December of each year, the Coordinator or the coordinator's delegate, the doctoral quality assurance group and the Doctoral College, following the analysis and discussion of the outcomes of the monitoring activities referred to in Articles 10–13 of these Regulations and in accordance with the procedures set out in Art. 4, shall at a session approve a Synthesis Document [D.PHD.3.3].
- The Synthesis Document contains: a) Analysis of the outcomes of monitoring on doctoral researchers' activities; b) Analysis of the outcomes of monitoring on the AVA3 Quality Indicators; c) Analysis of the outcomes of monitoring on the opinion survey of doctoral researchers and PhD graduates; d) Analysis of the outcomes of monitoring on the findings of stakeholder consultations on the intended cultural and professional profiles; e) Analysis of the outcomes of monitoring on the balance between available, requested and deployed financial and structural resources; f) Planned improvement measures to be implemented in the Programme's design.
- By December of each year, following approval, the Coordinator uploads the Synthesis Document to the University's Archival System.
- By December of each year, following approval, the Coordinator transmits the Synthesis Document to the Director of the Department of Engineering Sciences, to which the Doctoral Programme is affiliated.

#### **Art. 15**

#### **Entry into Force**

- These Regulations enter into force upon approval by the Doctoral College and formal enactment, and fully supersede any previous versions.

#### **Annex 1**

#### **Activity Calendar**

<b>By</b>	<b>Responsible party</b>	<b>Subject matter</b>	<b>Dependencies</b>
February	Doctoral College	Admission to final examination: evaluation of external reviewers and proposal of thesis defence committee	Admission to thesis and reviewers approved
April	PhD Administrative Office	Appointment of thesis defence committee	Thesis defence committee proposed by the Doctoral College

March	Doctoral Quality Assurance Group	Update of questionnaires: membership data and adherence to the Doctoral College; programme evaluation by advisory committee; first-semester data from doctoral researchers	Monitoring and analysis from the previous year-end
Early April	PhD Administrative Office	Dispatch of questionnaires/forms	Following completion of updates
Late April	All members	Update of personal data and doctoral programme details; adherence to the Doctoral College on Cineca	Following request for update
Late April	Advisory Committee	Responses to doctoral programme evaluation	Following request for update
Late April	Enrolled doctoral researchers	First-semester activities (publications, conferences, research stays, funding requests)	Following request for update
May	Thesis defence committee	Completion of proceedings with evaluation report	Committee appointment
May	Doctoral Quality Assurance Group	Drafting of the new cycle project and updating of the educational plan and website	Following receipt of data from members, external parties and doctoral researchers
Late May	Doctoral College	Approval of the Project, educational plan and committee; any objectives for the new cycle and first-semester activities; proposal of committee	Update of College, educational project and doctoral researchers' activities
June	PhD Administrative Office	Submission of the project to the Ministry of University and Research (MUR)	College approval of the plan
Early July	Doctoral Quality Assurance Group	Drafting of the admission call for the Doctoral Programme	Project approved by MUR
Late July	PhD Administrative Office	Publication of the admission call, educational plan, and update of website and doctoral researchers' activities on the MUR portal	Admission call drafted by the quality group
Early September	PhD Administrative Office	Appointment of the admissions selection committee	Selection committee proposed by the Doctoral College
Late September	Admissions selection committee	Completion of proceedings with minutes (criteria, evaluation of qualifications and examinations)	Committee appointment
Early October	PhD Administrative Office	Publication of the ranking list and notification to the Ministry	Committee minutes
Early October	PhD Administrative Office	Enrolment of doctoral researchers	Acceptance and completion of forms

October	Doctoral Quality Assurance Group	Update of questionnaires: second-semester data – plans for the following year – supervisor proposal from new doctoral researchers – thesis and reviewer proposals	Monitoring and analysis from the previous semester
Early November	PhD Administrative Office	Dispatch of questionnaires/forms	Following completion of updates
Late November	Doctoral researchers (new entrants, enrolled, completing – 1 year post-award)	Second-semester activities (publications, conferences, research stays, funding requests); activity plans for the following year; supervisor proposal; doctoral programme evaluation	Following dispatch
Late November	Supervisors	Reviewer proposals	Following dispatch
Late November	Doctoral Quality Assurance Group	Data analysis, evaluation and doctoral researchers' funding requests: synthesis document	Following dispatch
December	Doctoral College	Admission to the following year and to thesis defence; approval of annual activity reports and plans, supervisors and thesis reviewers, synthesis document	Reports, activity plans, theses and reviewers, synthesis document
December	Coordinator	Update of doctoral researchers' activity data on the MUR portal and submission of the synthesis document	Activity plans and reports, theses and reviewers approved by the College
December	University PQA and Department	Receipt of synthesis document	Submission by the Coordinator

The calendar therefore provides for a minimum of:

- 3 College sessions per year (the College is validly constituted by an absolute majority, excluding justified absences; not all members need be present)
- 8 actions per year by the PhD Administrative Office
- 5 actions per year by the quality assurance group
- 2 actions per year by the two committees (thesis defence and admissions)
- 2 actions per year among new doctoral researchers, enrolled researchers and those who completed one year ago
- 1 action per year by all members, the advisory committee, supervisors, the coordinator, the University PQA group and the departmental director.

These actions clearly involve sub-actions (e.g. committees will need to meet several times to conduct evaluations) and some parties are involved in the actions of other parties (e.g. the coordinator participates in College sessions, etc.)

Rome, 26 May 2023