

GUIDELINES FOR THE DEFINITION OF EDUCATIONAL AND TRAINING ACTIVITIES WITHIN THE FRAMEWORK OF DOCTORATE RESEARCH COURSES

These Guidelines are drafted in accordance with:

- Ministerial Decree 14 December 2021 n. 226 "Regulation containing the methods of accreditation of doctoral institutions and courses and criteria for the establishment of doctoral courses by accredited bodies";
- Ministerial Decree 22 March 2022 n. 301 "New guidelines for the accreditation of courses doctorate";
- Guidelines for Quality Assurance of PhD Courses, approved by the Quality Committee on 12.12.2022;
- Regulation on the teaching commitment of university professors and researchers (Law 240/2010, art. 6, c. 2 and 3), on the verification of the effective performance of teaching activities (Law 240/2010, art. 6, c. 7) and on teaching planning, issued with DR n. 265 of 2 March 2017;
- Regulation for the awarding of contracts for teaching activities pursuant to art. 23 of Law 30 December 2010, n. 240 for teaching support assignments and for the awarding of free research contracts, issued with DR n. 2463 of 15 October 2021;
- University Regulations for PhD Courses, issued with DR n. 620 of 11 March 2022.

The PhD student's training project is structured as follows:

1. development, under the guidance of one or more supervisors, of an individual research program, relating to a specific disciplinary area among those on which the Course is focused,
2. attendance of doctoral level teaching activities, complementary to research activities, not less than 30 credits/three-year period, according to the indications of the Board and better specified in table 1. The recognition of the credits acquired is carried out by the Board, using what is specified in table 2, which authorizes attendance and evaluates the results,
3. attendance of other training activities, which contribute to the student's education, but do not involve the acquisition of credits.

These Guidelines are formulated with the aim of providing operational indications regarding the activities referred to in points **2** (Educational activities) and **3** (other training activities).

In compliance with the MUR Guidelines for the accreditation of PhD courses (DM n. 310/2022), it is reiterated that the characteristics of the training project must be strictly connected to the type of PhD course; specifically, it is required for all PhDs that the teaching activity provided is:

- *clearly distinct from that imparted in courses relating to the first and second level degree courses second level;*
- *strictly functional to the research activities envisaged in the doctoral course, also in its any articulations (curricula);*
- *quantitatively appropriate, with an average annual number of hours of at least 20 for each cycle, taking into account the relevant research area;*
- *clearly indicated in the training project, with reference to the advanced research activity and to the high level training activities, including seminar-type activities, or to those carried out within laboratories or research infrastructures, as well as to the activities, also shared between several doctoral courses, of interdisciplinary, multidisciplinary and transdisciplinary training (linguistic and IT improvement; activities in the field of teaching, management of research and knowledge of European and international research systems, valorisation and dissemination of results, intellectual property and access*

open to research data and products, of the fundamental principles of ethics, gender equality and integrity.

EDUCATIONAL ACTIVITIES

Teaching activities must be strictly functional to the research activities planned in the doctoral course and can also be organized jointly between several doctorates; teaching activities also include multi/inter/trans-disciplinary training courses, linguistic and IT improvement, training in research management, knowledge of European and international research systems, dissemination and valorization of results, knowledge of intellectual property and the third mission, and principles of ethics.

Teaching activities may also be followed by the PhD student at locations other than the PhD location, in Italy and abroad, subject to authorization by the Board.

The Council of the Department proposing the Doctoral Course approves, at the stage of requesting accreditation of the Course and within the deadline indicated in the "Guidelines for the attribution and planning of teaching activities" (provided for by art. 36 of the University Teaching Regulations), upon proposal of the Teaching Board, the teaching activities planned for the entire three-year cycle currently being activated, to be provided to each Doctoral Student, according to the following table:

Table 1 Type of teaching activities

Typology	Expected CFU (minimum/student/cycle)	Accreditation card reference
A. Frontal teaching provided by the Course Doctorate	at least 12 credits	point 4, section "Expected teachings"
B. Frontal teaching provided by other courses Doctorate		
C. Frontal and transversal teaching of the University and/or of another Doctoral Course, even of another University, of a multi/inter/trans-disciplinary nature	at least 6 credits	
D. Congress activities and doctoral schools	at least 3 credits	point 4, section "Other educational activities"
TOTAL	at least 30 credits	

Doctoral Courses cannot include among the teaching activities the courses taught in the master's degree courses; any attendance of such courses by Doctoral Students can be registered among the training activities, subject to evaluation of the congruence with the Doctoral Student's training project by the Teaching Board.

It is recommended that teaching activities be conducted in English.

The inclusion of distance learning activities in the programming is permitted in synchronous and asynchronous.

The Teaching Staff, upon request, authorizes remote attendance in synchronous mode of PhD students who are temporarily carrying out their doctoral activities away from home and, upon motivated and documented request, of PhD students who fall into the categories referred to in DR 2199/2023 and subsequent amendments.

For the purposes of evaluation, each course of type A (Table 1) requires a final exam to be taken exclusively in person and which can also be completed cumulatively for multiple courses.

When defining the teaching activities of the Doctoral Course and/or in the case of approval of the certifications produced by the Doctoral Students for teaching activities carried out outside their own Doctoral Course, the Teaching Staff is required to recognize the credits earned according to the following table:

Table 2 Recognition and attribution of credits to the different types of teaching activities

Type of teaching activity Frontal	Recognition
teaching provided by your own course or by other courses (A, B and C) 1 credit every 6 hours	
Frontal teaching provided by foreign doctoral courses (B and C)	1.5 cfu every 6 hours
Doctoral schools (D)	1 cfu every day
National conferences (D)	0.5 cfu every day
International conferences (D)	1 cfu every day
Seminars (A, B and C)	1 cfu every 6 hours
Seminars Abroad attended in person (B and C)	1.5 cfu every 6 hours

TRAINING ACTIVITIES

The training activities contribute to the training of the PhD student and may also include activities in the field of teaching, intellectual property and the Third Mission; they are proposed by the PhD student, approved by the Tutor and then proposed to the Teaching Staff who approves them within the deadline established by art. 10 c. 2 lett. e) of the University Regulations for PhD Courses.

Training activities may include the following types:

1. supplementary teaching, up to a maximum of 40 hours per academic year and subject to a resolution by attribution by the Department Council,
2. activity as a subject expert, with appointment pursuant to the current University regulations on the matter,
3. tutoring activity from a call for tenders, verified by the competent University Offices,
4. tutoring activities for students of first and second level degrees, verified and certified by the Tutor or by the reference Professor of the course for which the tutoring is intended,
5. active participation in orientation events organized by the relevant Department or the University,
6. presentation by the PhD student of scientific papers at conferences and seminars held by invitation,
7. participation in journal clubs,
8. other training activities strictly connected to the type of doctoral course.

The training activities are recorded in the PhD student's curriculum, but they do not provide for the achievement of credits and do not contribute to satisfying the minimum requirements for teaching activities. They contribute to the final evaluation of the doctoral student.

ATTRIBUTION OF OWNERSHIP OF TEACHINGS AND TEACHING COMMITMENT OF TEACHERS

The hours of teaching activity held by Professors in the context of the PhD Courses are assigned by the Departments taking into account the teaching commitment priorities of the Professors themselves in the Bachelor's, Master's and Single-Cycle Master's Degree courses, as established in the "University Guidelines for the assignment and planning of teaching activities".

The hours worked by Professors of the first and second level and by Researchers with a fixed-term contract as teaching assistants in the PhD Courses are accounted for in the teachers' register and count towards their annual teaching commitment, which is equal to 120 hours per year for Professors and to the relevant number of hours provided for in the contract for Researchers with a fixed-term contract.

The hours of teaching activity attributed to tenured researchers are counted towards the additional remuneration as provided for by the relevant University Regulations.

The assignment of contract teaching to individuals other than Professors and Researchers is governed by the "University Regulations for the assignment of contracts for teaching activities" referred to in the introduction.

APPLICATION OF THE GUIDELINES

The "Teaching Activities" and "Training Activities" sections of these Guidelines are applied starting from the 40th cycle of the Doctoral Research Courses and, on a voluntary basis, can be applied for the 39th cycle.

The section "Attribution of ownership of teaching and teaching commitment of teachers" is applied starting from the XXXIX cycle of the Doctoral Research Courses.