



Ph.D Programme in
Social Sciences
and ***Humanities***

Internal academic regulations

Approved by the faculty board on 26/07/2024

Article 1 (Relationship with the University of Siena regulations)

1. The internal academic rules of the PhD programme in Social Sciences and Humanities comply with the University of Siena regulations regarding doctoral programmes. In case of conflict between an internal rule of this programme and University rules, the latter shall be applied.

Article 2 (Curricula)

1. The Ph.D programme is divided in two curricula: *Mind and Cultures* and *Politics and Society*. All faculty members must belong to one curriculum.
2. Faculty members may decide to change the curriculum to which they belong. In this case, they must inform the coordinator by the end of April. The change will be valid starting from the following academic year.
3. The commission that selects candidates for admission to the programme consists of four members, appointed by the faculty board, with two belonging to one curriculum and two belonging to the other.
4. The admission of candidates to the programme follows criteria aimed at balancing the number of Ph.D students between the two curricula.

Article 3 (Supervision)

1. The supervisors, proposed by the coordinator after consultation with the supervised Ph.D students, are selected by the faculty board in accordance with the University of Siena regulations.
2. If problems arise between a Ph.D student and a supervisor that hinder the progress of research work and thesis writing, the Ph.D student can inform the coordinator about these issues.
3. If necessary, and after consulting the interested parties, the coordinator may propose to the faculty board the replacement of one of the Ph.D student's supervisors.

Article 4 (General duties of Ph.D students)

1. Ph.D students conduct their research while maintaining constant contact with their supervisors, keeping them informed about the progress of their work and thesis writing.

Article 5 (Approval of Ph.D students' missions and research activities)

1. The use of Ph.D students' research funds must be authorized in advance by the coordinator. The authorization request, signed by the doctoral candidate, should be sent via email with copies to the supervisors, thereby stating that they have been informed of the request and approve it.

Article 6 (Mandatory courses and activities)

1. In the first year of enrolment, Ph.D students must attend the following courses and activities:
 - “Introductory week” classes.
 - The course of “Research Methods for Social Sciences and Humanities”. The course consists of three modules (*Quantitative methods, Qualitative methods, Experimental methods*), each lasting 20 hours.
 - The “Academic writing” workshop.
 - At least two “Soft skills” courses, organized by the University of Siena.
2. The requirements for completing the course or activity are determined by the instructors. At the end of each course or activity, the instructor shall submit to the coordinator a written report on the Ph.D students' attendance and successful completion of the course or activity.
3. Over the course of three years, Ph.D students must attend at least 20 hours of workshops or seminars organized by the department or other academic institutions.

Article 7 (Advancements of Ph.D students in the programme)

1. The advancement of Ph.D students from the first to the second year, from the second to the third year, as well as admission to the final examination and thesis defence, are approved by the faculty board.

Article 8 (Advancements of Ph.D students to the second year)

1. For the purpose of advancing to the second year, first-year Ph.D students must submit, by the end of September:

- A first-year paper (ranging in length from 4,000 to 6,000 words), containing:
 - A definition of the object of the Ph.D student’s research and the aspect or aspects they wish to investigate (the “research question”).
 - A review of the relevant literature concerning the research topic.
 - A list of hypotheses (or, for those not formulating explicit relationships between variables, empirical expectations).
 - A description of the methodology the Ph.D student intends to use to investigate the research question.
 - A “work plan” detailing how work will be conducted over the following two years among various activities (data collection, fieldwork, study periods, research, writing, etc.).
- A report on their activities, certifying the completion of the required activities as outlined in Article 6.1.

2. By the end of October, the coordinator or their delegate organizes a first-year Colloquium, where each Ph.D student presents their first-year paper. A faculty member who is not the Ph.D student’s supervisor, appointed by the coordinator, acts as discussant. At least four members of the faculty board attend each Ph.D student’s presentation. Attendance of the first-year Colloquium is mandatory for all first-year Ph.D students.

3. By the end of October, following favourable assessments from both the supervisors and the discussant, the faculty board approves the progression of first-year Ph.D students to the second year.

Article 9 (Advancements of Ph.D students to the third year)

1. For the purpose of advancing to the third year, second-year Ph.D students must submit, by the end of September, a written report (of no more than 2,000 words) documenting the activities carried out during the year and the progress made in their research. Excerpts from the thesis may be attached to the report.

2. The report must be endorsed by the supervisors.
3. The faculty board approves the requests of advancement to the third year by the end of October.

Article 10 (Admission of Ph.D students to thesis defence)

1. The advancement of third-year students to the thesis defence is approved by the faculty board, following favourable assessments from the supervisors and after receiving a written report from Ph.D students certifying the completion, over the course of the three years, of all activities outlined in Article 6.

Article 11 (Doctoral theses)

1. The doctoral thesis is normally written as a single dissertation, divided into chapters. Articles written during the Ph.D. programme can be used in chapters of the dissertation, on condition that this is explicitly acknowledged. In case of a co-authored article, the Ph.D student must be the main author, and this must be confirmed by a statement signed by all the authors. In case of articles co-authored by more than one Ph.D student, an article can be used in chapters of the dissertation by only one Ph.D student.
2. A Ph.D student, in agreement with the supervisors, can ask, by the end of the second year, to present a thesis that is a collection of articles written during the Ph.D. programme (an article-based thesis). An article-based thesis must include a minimum of three articles, coherent in their content, and an introduction (of at least 4,000 words) that illustrates the content of the articles and the connection between their research themes. The articles must either be accepted for publication or submitted to peer-reviewed journals. Only one article may have a number of authors greater than three. In case of a co-authored article, the Ph.D student must be the main author, and this must be confirmed by a statement signed by all the authors. In case of articles co-authored by more than one Ph.D student, an article can be submitted as part of the thesis by only one Ph.D student.