



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

**DISEI**  
DIPARTIMENTO DI  
SCIENZE PER L'ECONOMIA  
E L'IMPRESA

# REGULATIONS OF THE PHD PROGRAM IN DEVELOPMENT ECONOMICS AND LOCAL SYSTEMS (DELoS)

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Approved by the Board of the Department of Economics and Management on November 17, 2020



### **Art. 1 – Subject**

1. As per Article no. 8 paragraph 1 letter *n* of the Regulations for Doctoral Programs of the University of Florence, issued with Rector's Decree no. 670, 4 July 2013, hereinafter referred to as "University Regulations for Doctoral Programs", the Board of the Department of Economics and Management of the University of Florence, hereinafter referred to as "DISEI", adopts these Regulations of the PhD Program in Development Economics and Local Systems (DELoS) - hereinafter referred to as "Program", aimed at regulating the Program specific objectives, its internal organization and the Code of Conduct for doctoral students.

### **Art. 2 – Objectives and scope**

1. As an integration to the general objectives of any PhD Program as per Article no. 1 paragraph 3 of the Ministerial Decree no. 94, 8 February 2013, of the Italian Ministry of Education, University and Research, the Program aims at training high-level professionals able to carry out the following activities:
  - a) economic research in the fields of developing economics, local development, management of firms and systems of firms, in universities, public and private research centers, national and international organizations;
  - b) impact analysis of policies and evaluation/management of programs and projects (international cooperation and development assistance, local development and systems of firms);
  - c) advisory services and training in the field of applied economic analysis (less developed countries, local development, management of firms) in firms, systems of firms, public organizations and non-governmental organizations.
2. To this end, the PhD students must acquire the following capabilities:
  - a) contents: analysis of socio-economic systems with specific reference to development issues at different scales (macro, meso and micro) and to economic, social and environmental sustainability of development processes;
  - b) methods: use of the tools in the toolkit of applied economists, paying attention to work interdisciplinary teams and to the analysis of complex phenomena including also social, political and institutional dimensions.

### **Art. 3 – Language**

1. The official language of the Program is English.

### **Art. 4 – Governing Bodies**

1. The governing bodies of the Program are the following:
  - a) the Program Committee;
  - b) the Executive Board;
  - c) the Director.

### **Art. 5 – Program Committee**

1. The Program Committee, it being understood the content of Article no. 7 of the University Regulations for Doctoral Programs, is made of the following members:
  - a) full professors and associate professors, university researchers, researchers and directors or similar positions in public research bodies, as well as top qualified experts as per Article no. 6, paragraph 4, of the Ministerial Decree no. 94, 8 February 2013, of the Italian Ministry of Education, University and Research;



- b) two representatives of PhD students in an advisory capacity, and only for issues regarding and organizational matters. The representatives do not participate to discussions and deliberations regarding the PhD students end of year evaluations as well as the final exam organization.
2. New members are proposed by the Program Committee and need to be approved by the absolute majority of the DISEI Board. The candidate's application shall be submitted to the Director, including her/his curriculum vitae, the list of her/his publications (highlighting the five top publications) and a declaration stating the candidate is / is not a member of other PhD Program Committees. In case of professors and researchers of universities other than the University of Florence, the authorization of the home institution must be submitted as well.
3. The Program Committee is called by the Director, or upon request of at least 1/3 of its members. The Director sends the notice via e-mail at least one week before the date when the Program Committee is called upon. In case of urgent matters, a shorter notice shall be given. The notice shall explicitly include all the items of the agenda prepared and sent out by the Director.
4. The Program Committee meets at least twice a year to evaluate PhD students' performance. When the Program Committee shall give its decision urgently, the Director may schedule an online meeting where members can express their opinions or cast their votes remotely. Decisions adopted during an online meeting shall be ratified in the next meeting of the Program Committee.
5. All members are required to participate in the meetings, which are valid if the majority of the Program Committee members is present. Unjustified absences of a Program Committee member for more than three consecutive meetings shall lead to dropping out her/his membership from the Program Committee.
6. The minutes of the Program Committee meetings are drafted by the Director or, on Director's behalf, by the academic member with the shortest academic career among those attending the meeting.

#### **Art. 6 – Functions of the Program Committee**

1. The Program Committee shall:
  - a) approve the PhD student's training activities, her/his dissertation topic, and appoint her/his supervisor and co-supervisor, if any;
  - b) organize the Program training activities as well as the yearly evaluation of each PhD student activities;
  - c) authorize the PhD student switching between curricula as specified in art. 13;
  - d) authorize PhD students to spend research and training periods in public and private research institutions abroad or in Italy;
  - e) approve the agreements with other public or private research or higher education institutions;
  - f) evaluate the PhD student's activity report at the end of each year and decides her/his admission to the next year. If a student's progress is unsatisfactory, the Program Committee may deliberate to ask the Rector to withdraw the PhD student from the Program;
  - g) draw up the PhD candidate's academic and performance records to be submitted to the panel for the final exam;
  - h) draw up the annual report as well as the final report on the PhD student/candidate activities and scientific achievements to be submitted to the Rector;
  - i) deliver opinions on possible replacements/new memberships in the Program Committee, on the appointment of the Executive Board members as well as on the appointment/replacement of the Director;
  - j) appoint the Admission Selection Committee as well as the Final Examination Committee to be notified to the Rector;
  - k) approve the establishment and the affiliation to Doctoral Schools.



For all issues not explicitly addressed in these Regulations, provisions of Article no. 8 of the University Regulations for Doctoral Programs shall apply.

#### **Art. 7 – Executive Board**

1. The Executive Board is made of the following members: The Director, the Deputy Director and other three members of the Program Committee.
2. The Executive Board prepares the background materials for the Program Committee meetings drafts decision proposals as per Article no. 6 of these Regulations. In addition, the Executive Board deals with any other business not pertaining to other Program bodies. In particular, the Executive Board:
  - a) approves the scholarship allocation to admitted PhD students;
  - b) appoints a tutor to each PhD student as specified in Article no. 9, paragraph 1 of these Regulations;
  - c) authorizes, after consultation with the PhD student's supervisor, the participation of PhD students in national or international research projects related to their research activities;
  - d) authorizes PhD students to teach at DISEI in accordance with the national law and the University Regulations for Doctoral Programs and considering the student's training and research activities as well as the DISEI's teaching programs;
  - e) authorizes PhD students to get paid for working as employee, freelance or consultant provided this does is consistent with the student's research activities and does not interfere with the students' academic progress.
3. The minutes of the Executive Board meetings are drafted by the Director or, on Director's behalf, by the Executive Board member with the shortest academic career among those attending the meeting.

#### **Art. 8 – Director**

1. The Director shall carry out her/his duties as per Article no. 9 of the University Regulations for Doctoral Programs.
2. The Director is responsible for the Program organization, leads the Program, ensures the effective execution of the Program activities and represents the Program. The Director shall:
  - a) coordinate and organize the Program teaching program and administration;
  - b) call and chair the Program Committee meetings, and ensure the implementation of the issued decisions;
  - c) authorize, if needed through the tutors/supervisors, the PhD students' research activities or stages lasting no more than six months at universities, research institutions and centers;
  - d) report to the university administration any PhD student's unjustified leave that can lead to suspend the scholarship payment and, if needed, the student's withdrawal for the Program;
  - e) draw up at the end of each year a detailed report on the PhD program operations and achievements to be submitted to the university Evaluation Committee as part of the monitoring activities for the National Agency for the Evaluation of Universities and Research (ANVUR);
  - f) represent the Program at DISEI, Doctoral School and university level and as needed in any other occasion;
  - g) design a Deputy Director, among the Program Committee members belonging to the curriculum other than that of the Director, that can operate on Director's behalf as needed;
  - h) appoint the Executive Board members, after consulting the Program Committee.
3. The Director is proposed by the Program Committee and nominated by the DISEI Board among the University of Florence Program Committee full professors or, if lacking, among the University of Florence



Program Committee associate professors.

4. The Director is elected for a three-year term starting on November 1<sup>st</sup> after the election, unless at the establishment of the PhD Program in which case the Director is fully operation soon after the election. The Director can be re-elected only for another term at the end of the first term.

### **Art. 9 – Tutors and Supervisors**

1. At the beginning of the first year, the Executive Board appoints a Tutor per each PhD student. The Tutor shall assist/guide the student in the first year training and research activities, evaluate her/his progress and support the student in identifying her/him Supervisor.
2. Before the end of the first year, the Program Committee shall appoint a Supervisor among its members to each PhD student. The Supervisor shall:
  - a) supervise the PhD student while developing her/his research project, which will be preliminary approved by the end of the first year and definitively approved by the third month of the second year;
  - b) guide the PhD student's research activities and ensure quality of the student's research until the submission of the dissertation for the final exam;
  - c) inform the Program Committee about the progress in the student's research activities;
  - d) ensure that the PhD student will comply with the Program basic rules as an integral part of the students' scientific and professional development.
3. If needed, the Program Committee can appoint a Co-supervisor, who may also not be a Program Committee member, who shall collaborate in attending Supervisor duties.
4. The Program Committee may replace a Supervisor who does not fulfil her/his duties as per paragraph 2 above.

### **Art. 10 – Training activities**

1. The PhD Program lasts three years.
2. The Program training activities are approved the Program Committee before the beginning of the academic year. The plan training activities is published at the beginning of each academic year on the Program website.

### **Art. 11 – Admission to the Program**

1. The admission to the PhD Program is based on a two-step procedure:
  - a) eligible candidates are shortlisted;
  - b) shortlisted candidates will be interviewed.
2. Eligible candidates are shortlisted assessing their own:
  - a) research proposal;
  - b) curriculum vitae;
  - c) reference letters, if any;
  - d) any other certification/qualification useful to prove the candidate's research ability/attitude.
3. The candidates whose profile and research proposal are deemed interesting and consistent with the Program objectives and contents will be admitted to the interview. The interview is held in English and focuses on the basic knowledge of the PhD Program topics, the research proposal, the candidate's skills, research attitudes and motivation. If needed, the interview may be held by video conference, as detailed in the Call for application.



4. Successful candidates will be admitted to the PhD Program according to their position in the ranking compiled by the Admission Selection Committee based on the candidates' interview grades. A separate ranking will be compiled according to Article no. 11 paragraph 5 of the University Regulations for Doctoral Programs in the cases of thematic or reserved scholarships, if any as detailed in the Call for application.

#### **Art. 12 – Admission to the second and third year and to the final exam**

1. In order to be admitted to the second year, PhD students are required to have:
  - a) passed all exams, attended seminars and participated in all other first year;
  - b) submitted and presented a preliminary research project;
  - c) obtained a positive evaluation by their own Tutor.
2. In order to be admitted to the third year, PhD students are required to have:
  - a) got approved their final research proposal;
  - b) submitted and presented their first advances on research;
  - c) obtained a positive evaluation from their Supervisor.
3. In order to be admitted to the final exam, besides the provisions of Article no. 21 of the University Regulations for Doctoral Programs, PhD Candidates are required to have:
  - a) obtained a positive evaluation by their Supervisor;
  - b) obtained a positive evaluation by the external evaluators;
  - c) submitted the dissertation draft.

#### **Art. 13 – Curricula**

1. The Program is organized in two curricula: Development Economics and Economics of Local Development.
2. Switching from one curriculum to the other can be authorized only during the first year of the Program. In order to be authorized to switch curriculum, the PhD student is required to:
  - a) submit a formal request to the Program Committee by the end of the first year;
  - b) be committed to attend all the training activities and specifically to first year exams as specified in the study program of the destination curriculum.

#### **Art. 14 – PhD Degree awarding**

1. The Program Committee appoints a Final Examination Committee for each PhD candidate for the title conferral, as per Article no. 23 of the University Regulations for Doctoral Programs.

#### **Art. 15 – PhD students' rights and duties**

1. PhD students' rights and duties are established by Article no. 17 of the University Regulations for Doctoral Programs. Furthermore, at the beginning of the three-year study period, students shall be required to carefully read the DELoS Code of Honor (Annex A) which forms an integral part of these Regulations, and to respects the provisions therein.
2. PhD students shall further respect the procedures published on the Program website as well as the communications sent in writing by the Director.

#### **Art. 16 – Amendments to the Program Regulations**

1. Amendments to these Regulations and the relevant Annex A shall be preliminarily approved by the Program Committee and then by the Board of the Department of Economics and Management of the University of Florence. Amendments enter into force on the date of their publication on the DISEI website.



**Art. 17 – Reference provisions**

1. These Regulations are completed. What has been not expressly decided is established by the national law and by the University Regulations for Doctoral Programs.



## **Annex A: DELoS Honor Code**

### **I. Preamble**

1. The DELoS Students' Honor Code sets some basic norms of academic and personal integrity the PhD Students and candidates are expected to comply with during the DELoS Program.
2. PhD Students shall familiarize themselves with the rules established by the following Regulations:
  - a) the Regulations of the PhD Program in Development Economics and Local Systems – DELoS;
  - b) the Code of Ethics of the University of Florence;
  - c) the students' Code of Rights and Obligations of the University of Florence;
  - d) the University of Florence Student Regulations.
3. PhD Students shall keep themselves informed through the DELoS and University websites on matters concerning the PhD Program organization and, in particular, lectures, seminars, internships and academic career management.

### **II. Principles**

1. Good research practices are based on fundamental principles of research integrity. They guide researchers in their work as well as in their engagement with the practical, ethical and intellectual challenges inherent in research.
2. These principles are:
  - a) **reliability** in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources;
  - b) **honesty** in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way;
  - c) **respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment;
  - d) **accountability** for the research from idea to publication, for its management and organization, for training, supervision and mentoring, and for its wider impacts.

### **III. General Rules**

1. PhD Students shall comply with the provisions of laws, the University's Statute, the University Regulations, respect general values and adhere to ethical principles.
2. Like the other members of the University community, students shall respect cultural differences and avoid all kinds of direct or indirect discrimination against individuals or groups of people based on their age, sex, religion, disability, sexual orientation, marital status, pregnancy, membership in associations or organizations, personal beliefs or opinions, or other characteristics considered discriminatory.
3. Being part of the University community means to participate in academic life, therefore PhD students:
  - a) play an active role in ensuring the quality of academic commitment and the pursuit of excellence in study and research;
  - b) help promoting freedom of thought and expression;
  - c) participate in the University's government, also taking direct responsibility in representative bodies;
  - d) encourage participation in organizations and association, to foster the growth of a supportive, responsible and happy community of students.
4. PhD Students behave in a collaborative, equal, supportive, fair and loyal manner in the relationships with all the members of the University community. This includes using appropriate, respectful and not offensive language in spoken and written communication with members of the University community (regardless of





the media used, social networks included).

5. PhD Student's behavior is guided by dignity, decorum, mutual respect and it is directed towards an ordered academic life and the civil co-existence of people in the academic context.
6. PhD Students shall use the University's facilities and equipment only for institutional purposes, with the utmost diligence and efficiency, avoiding waste and preserving University properties.
7. PhD Students can turn to the University Ombudsman (Garante dei Diritti) to encourage behaviors respectful of this Honor Code and of the Code of Ethics, and to avoid behaviors that are contrary to the University regulations or constitute a criminal or civil offence.

#### **IV. Specific Behaviors**

##### **A. Research Misconduct and Other Unacceptable Practices**

1. PhD students shall avoid any form of research misconduct and other unacceptable practices.
2. Research misconduct is defined as violations of research integrity in proposing, performing, or reviewing research, or in reporting research results. The most serious forms of violation to research integrity are the following:
  - a) **fabrication** is making up results and recording them as if they were real;
  - b) **falsification** is manipulating research materials, equipment or processes or changing, omitting or suppressing data or results without justification;
  - c) **plagiarism** is using other people's work and ideas without giving proper credit to the original source, thus violating the rights of the original author(s) to their intellectual outputs.
3. There are further violations of good research practice that damage the integrity of the research process or of researchers. In addition to fabrication, falsification and plagiarism, examples of other unacceptable practices include, but are not confined to:
  - manipulating authorship or denigrating the role of other researchers in publications;
  - re-publishing substantive parts of one's own earlier publications, including translations, without duly acknowledging or citing the original ('self-plagiarism');
  - citing selectively to enhance own findings or to please editors, reviewers or colleagues;
  - withholding research results;
  - allowing funders/sponsors to jeopardize independence in the research process or reporting of results so as to introduce or promulgate bias;
  - expanding unnecessarily the bibliography of a study;
  - accusing a researcher of misconduct or other violations in a malicious way;
  - misrepresenting research achievements;
  - exaggerating the importance and practical applicability of findings;
  - delaying or inappropriately hampering the work of other researchers;
  - misusing seniority to encourage violations of research integrity;
  - ignoring putative violations of research integrity by others or covering up inappropriate responses to misconduct or other violations by institutions;
  - establishing or supporting journals that undermine the quality control of research ('predatory journals').
4. PhD students have an obligation to facilitate the evaluation of their research activity, their paper assignments and their final thesis through data access, production transparency, and analytic transparency so that their work can be adequately examined and tested.

##### **B. Use of the University's Facilities**

1. PhD Students shall comply with some basic rules while using the University's facilities in order to create



## Regulations of the PhD Program in Development Economics and Local Systems - DELoS

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and maintain a good environment at the University of Florence.

2. Computers and other equipment: theft, damage or misuse of the equipment is forbidden as it takes advantage of all the other users who will lose the use of the resources; allowing unauthorized personal guests to the equipment is strictly prohibited inside the open spaces, laboratories and common room; network usage concerning downloading of material and files and placing material in the web must be restricted to working items.
3. Facilities: The University offers a number of facilities to the students, such as telephone, printer and scanner usage, a continuous internet access and software. These services must be used only for work related activities and not for personal purposes. Moreover, their usage is restricted to PhD students that cannot invite external people to let them enjoy faculty services.
4. Workspace: PhD Students are expected to be silent because the workspace is shared by several people and it is necessary to let everybody do his/her work quietly and with the needed concentration. No material should be hung on the walls of the study rooms, laboratories and the common room.

### C. Participation in University Activities

1. Courses and seminars: The PhD Program is residential and therefore long absences are not permitted, unless previously approved by the tutor/supervisor and the Director who guarantees that the absence is motivated by the research activity. Absences longer than two weeks must be communicated to the tutor/supervisor. Repeated unjustified absences will cause the expulsion from the PhD Program.
2. Communications: PhD Students must be able to receive and answer to the messages sent to their *unifi* email address independently of the place they are.

### D. Respect of Others

1. PhD Students must have a correct hygienic behavior in the common spaces of the University, such as study rooms, laboratories, common room, vending machine area, toilettes and corridors. Cleanliness is fundamental to show respect for the other people.

### E. Lying, Deception, and Fraud

1. Any attempt to gain an advantage or to avoid a consequence by lying, deception or fraud is not acceptable behavior at DELoS PhD Program. Examples of lying, deception, and fraud include falsifying records of time and attendance at work, giving false information to tutors/supervisors and University officials, and failing to take responsibility for personal conduct.

### V. Honor Code Agreement

Having read the DELoS Students' Honor Code, I understand and accept my responsibility as a member of the DELoS Ph Program to uphold the Honor Code at all times.

Surname

Name

PhD Program Cycle

Date

Signature



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