

LUISS



**HANDBOOK**  
**PhD Programme in**  
**Law and Business**  
**(Academic Year 2022/2023)**



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**Welcome note**

*From the Deputy Rector for Research*

Becoming a PhD candidate is a major move towards a research career, either in the University or in other public or private institutions. Possibly, it is “*the*” major move towards becoming a researcher. It is the time when you will get a special mindset, namely the one that makes you go in depth during your investigations of the different realms of knowledge, start asking relevant research questions, and assemble your own special toolbox of heuristic instruments.

Here at Luiss we are ready to offer you the best environment to develop and check your talent and ambition. Everyone involved in the PhD Programme – your supervisors, the colleagues involved in teaching, the Coordinator, the PhD office and tutor – is here to support you during this process, doing everything they can to make sure you complete the PhD thesis successfully. We organise a range of courses, seminars and conferences throughout your time as PhD candidates, we provide financial and practical support for you so that you can undertake study periods and research stays abroad, and we are always there to provide guidance when you need it.

You will be a key figure of our academic community, you are encouraged to take part in seminars and conferences, and your contribution to the life of our Departments is welcome. Professors, lecturers, post-doc fellows, and all the Luiss people are here to share views and discuss research themes with you.

A PhD path also implies long periods of working on one’s own, with the aim of producing an original dissertation. The defence of your thesis will be the culmination of years of work – developing an analytical frame, deciding on the appropriate methodology, gathering data in various ways and ultimately writing a book-length dissertation. That defence will be a serious test as it assesses whether your research has contributed original knowledge to our understanding of the economic, legal, social and political world; even before you will be encouraged to present and discuss part of your work both here and in the international research context.

Rome provides a wonderful environment to spend these starting years of your research career, and we are confident that you will keep good memories of both the academic and the life experience. Welcome to the PhD Programme at Luiss University!

Stefano Manzocchi  
*Deputy Rector for Research*

**Welcome Note**

*From the Coordinator of the PhD Programme*

It gives me great pleasure welcome you to the PhD in Law and Business at Luiss University. The PhD constitutes the highest level of the education offered by Universities and Academic Institutions and, in particular, the PhD in Law and Business represents the best tool through which you can greatly expand your knowledge and skills and develop a lively critical sense, which is essential for fully understand social, economic and political evolutions of the contemporary world. After all, the academic growth path that you will face with here in Luiss has a significative international and multidisciplinary perspective being essential for understanding the most relevant economic and legal issues interesting EU and the international dimension and for discovering the best suitable solutions.

Innovation, multidisciplinary and sustainability are the Keywords around which the entire course and programme are built. I can only tell you in advance that much space is given to in-depth study of topics related to artificial intelligence and cybersecurity, fintech and the law, new technologies, data driven economy, environmental safeguard and human rights, privacy and data analysis.

PhD in Law and Business will prove to be an exceptional growth experience completely useful for developing your career in Universities, Public Institutions, Law Firms and Companies, in Italy and abroad.

Moreover, Luiss offers you the best environment to develop and prove your talent and goals. Everyone involved in the PhD Programme, Supevirors, the Academic Board, Professors, the Coordinator, the PhD office and Tutor, will support you in your academic and behavioural path thanks to from being a candidate you will become an independent and qualified researcher.

However, this path requires a great deal of commitment in studying and in participating in the academic activities of the Department of Law and in general of Luiss University. You have to attend all classes, seminars and conferences, carry out your studies and write your thesis. It is fundamental to remember you have to maintain a constant relationship and dialogue with your Supervisor who represents your reference point. The defence of your thesis will be the culmination of these years of work and at the same time the starting point to build your future.

I hope you can have a great start to this new phase for your life as a PhD Candidate and I hope you enjoy your time in Luiss and in Rome.

Antonio Gullo

*Deputy Rector for bachelors' degrees and single-cycle masters' degrees programs and the coordination of post-graduate programs*

*Full Professor in Criminal Law at the Law Department in Luiss*

*Coordinator of the PhD Programma in Law and Business, Law Department*

## 1. Introduction

The PhD in Law and Business at Luiss Guido Carli is a three-years programme aimed at giving participants an advanced education in all the main areas of Law and Business and the skills needed to embark an academic or a professional career, among others, in Universities, public and private Research Institutes, Law Firms, Public Administrations, national or international Companies, European Authorities.

The PhD in Law and Business combines both theoretical and practical aspects of legal and regulatory issues regarding markets and business from a national and multilevel perspective.

It is designed to give candidates the ability to investigate and solve, also with a multidisciplinary approach, a broad spectrum of juridical problems and to understand the impacts of legislative, economic and technological innovations.

The doctoral program in Law and Business includes three semesters of lectures, seminars, and conferences given by faculty Professors, Visiting Professors, and Representatives of Institutions and Business in the following scientific areas: legal theory, constitutional and public law, administrative law, private, company and banking law, international and EU law, procedural and criminal law, ADR, tax law, law and sustainability but not only.

In particular, the program proposes a course of studies and investigations on the most topical issues, among which it is possible to highlight: artificial intelligence and criminal law, fintech and the law, sustainable finance, data protection and new technologies, blockchain and financial flows, tax cooperative compliance and tax competition, EU internal market, market and public regulation, international arbitrations, environmental sustainability and corporate social responsibility.

The programme requires a full-time attendance and is taught both in Italian and in English.

The programme is structured along four elements:

1. Supervised Research;
2. Taught courses (only in the 1<sup>st</sup> and 2<sup>nd</sup> year);
3. Research seminars;
4. A research semester abroad;

Candidates will be assigned a Supervisor and one or more Co-supervisors, who will guide their research throughout the whole duration of their studies. Furthermore, the programme facilitates exchanges with partner universities abroad and provides additional financial support to enable study periods and field work outside of Luiss University.

During their first and second year, PhD Candidates are expected to write two original papers for each semester of lectures about two topic taught and on which they have already delivered a short speech in class. At the end of the semester PhD candidates have to pass a final written exam.

The second semester of the second year and the third year of study are mainly devoted to research activities and to the submission and defence of the thesis. PhD Candidates will also take part in the academic meetings organised by the Department.

At the end of every semester of study, PhD Candidates and their supervisors submit a detailed monitoring report to the Coordinator.

## 2. The Team

### *Programme Coordinator*

Prof. Antonio Gullo

email: [agullo@luiss.it](mailto:agullo@luiss.it)

The Coordinator is in charge of the strategic choices related to the programme, such as taught courses, research activities, the organisation of seminars and the relations with both internal and external colleagues. Antonio Gullo is Deputy Rector for bachelors' degrees and single-cycle masters' degrees programs and the coordination of post-graduate programs and Full Professor in Criminal Law at the Law Department in Luiss. He is Coordinator of the Masters in Corporate Criminal Law, Cybersecurity, Public policy, Regulation in Compliance and Prevention of corruption in the public and private sectors in Luiss University. Previously he was State Secretary for Justice under Minister, Prof.ssa Paola Severino.

### *PhD Tutor*

Dr Pietro Maria Sabella

email: [pmsabella@luiss.it](mailto:pmsabella@luiss.it)

The role of the Tutor is to help PhD candidates with any issues related to the programme, as well as acting as a mediator between the PhD candidates, the Coordinator and the PhD office. Furthermore, the tutor offers support to every activity related to the organisation of seminars, events, teaching and collection of forms. Pietro Maria Sabella is a Post-Doc Research Fellow and Adjunct in Criminal Law at the Law Department in Luiss. He holds a PhD in Law and Business at Luiss. He is an academic tutor and is involved in multiple activities within the Department of Law.

### *PhD Office (Ufficio Dottorati)*

Leonardo Risorto (Head), Francesca Pandozy, Tina Rovella, Nina Nachkebia, Mattia Basso

email: [dottorati@luiss.it](mailto:dottorati@luiss.it)

The PhD Office is responsible for all official communications between the PhD candidates and the University. It helps PhD Candidates on all aspects related to administration and compliance with the PhD Programme.

The PhD Office is also in charge of the strategic organization, according to the University Strategic Plan, the management, innovation and coordination of the PhD Programmes and the ministerial accreditation process.

### *PhD Representative*

Dott. Andrea Capurso

email: [acapurso@luiss.it](mailto:acapurso@luiss.it)

The PhD representative is elected by the PhD candidates for a period of two years and is in charge of representing the PhD candidates during the PhD meetings and the Academic Board meetings. Andrea Capurso is a PhD candidate in Law and Business at Law Department in Luiss. His research focuses on international space law, focusing on property rights and trash/waste legal regime, and on cyber law, focusing on satellite systems cybersecurity. He is a teaching assistant in Legal Theory at Luiss. He graduated with honors in Law in 2016 and in Political Sciences in 2018.

### 3. The Academic Board of the PhD Programme (*Collegio*)

Each PhD Programme has an Academic Board (*Collegio dei docenti*) that consists of at least sixteen academic staff belonging to broad fields consistent with the programme's educational aims and with documented research results at international level in the disciplines covered by the doctoral programme. Coordination of the academic board is entrusted to a full-time full professor or a full-time associated professor, appointed by the department or school that the doctoral programme belongs to and approved by the Academic Senate of Luiss Guido Carli.

The board is chaired by the Coordinator of the PhD programme, Prof. Antonio Gullo.

Details about the membership of the board can be found at this website  
<https://phd.luiss.it/diritto-impresa/about/collegio-docenti/>

### 4. Teaching Programme

The PhD Programme in Law and Business consists of three academic years. Each year is divided into two semesters. Each semester includes teaching and scientific activities for about 60 CFU, and in any case for a total of 180 CFU to be achieved in the three years.

PhD candidates are committed - through individual study and participation in collective training initiatives - to implement the basic preparation of a general nature, transversal to all curricula of specialization, that are:

- a. Alternative Justice
- b. Markets
- c. Compliance and Business Law
- d. Innovation

During the three-year of course, PhD candidates are required to participate in conferences, seminars, conventions and Call for Papers published by Universities, national and International Research Centres and Scientific Associations, in order to illustrate and share the progress of their research with the scientific community.

The calendar of curricular lectures is supplemented by additional modules and lectures given by Visiting Professors and representatives of national and international institutions (Constitutional Court, ECJ, EDU Court, Anac Court of Cassation, Independents Authorities, Council of State, Consob, Police Departments, Public Prosecutor's Office, etc..).

The calendar of curricular lessons runs, for the first and second semester, from September to January, and in the second semester, from March to June.

The first year and a half of the course is characterised by the predominance of teaching and seminar activities. The first three semesters include modules of lectures and seminars on the topics of greatest scientific interest for the disciplinary areas involved, according to an approach that guarantees a theoretical-practical perspective with a strong multidisciplinary vocation.

At the first year of the course, PhD candidates also attend the Advanced Inter-doctoral Course in Juridical Sciences organised by Luiss in collaboration with other national and international Universities (Vanvitelli University, University of Cagliari, University of Foggia, University of Florence, University of Siena, University of Catania, University of Salamanca and University of Navarra) led by Ca' Foscari University in Venice. The inter-doctoral course holds an high cultural and scientific value, since PhD candidates have the opportunity to exchange views with prestigious

speakers from the academic world and beyond, on the topics of greatest impact and topicality and with a transversal and multidisciplinary perspective.

In the second semester of the first year, the Academic Board assigns each doctoral candidate at least one Supervisor, with whom the provisional title of the doctoral thesis is defined, as well as the location (university or other institutions) where the research activity will be carried out abroad during the fourth semester. The research period abroad is indeed compulsory for doctoral candidates holding a scholarship.

During the first year and a half of lectures, each PhD candidate must give at least two speeches on topics of scientific relevance related to their own research pathway. In addition, for each speech PhD candidates has to prepare a paper on the problematic profiles of the topic chosen and discussed during the lecture. The paper, which will be evaluated by the Academic Board, is the main instrument to stimulate the doctoral candidate both to develop critical reflections and to prepare the basis for a scientific publication of an adequate level.

PhD candidates have also to write and submit contributions and papers to be published in scientific Journals (only identified on the basis of the criteria and lists drawn up by ANVUR).

In the second semester of the first year, PhD candidates continue their training by participating in modules of lectures dedicated to an in-depth study of the central themes relating to the area of interest of the PhD in the various relevant sectors: international and European law, intellectual property law, protection of fundamental rights, competition law, transnational business crimes, corporate compliance. All this is obtained always through participation in courses related to the curricula of the doctorate: management of disputes in the domestic, international and EU system; markets and regulation; business, finance and taxation, as well as in line with the monographic theme of the XXXVIII cycle, namely *Law and Science: methodological profiles, legal relations and tools, governance and public policies*.

Starting from the second semester of the first year, the course is entirely taught in English.

The topic selected for the XXXVII cycle is approached from a multidisciplinary and multi-sectoral perspective in order to provide doctoral candidates with a deep and broad knowledge of the dynamics and intersections between law and economics. There are also transversal modules on research and dissertation writing methodologies (also in English), as well as on economic analysis of law and the market. In particular, the Social Science Research Methods module envisages the participation of PhD candidates from the four departments of the University.

The first semester of the second year includes modules of lectures totally focused on the in-depth study of the topic selected for the XXXVIII cycle, through a transversal analysis of the most topical legal and economic profiles of greatest interest for the various branches of law: private law, banking law, constitutional and public law, administrative law, criminal law, international and European Union law.

At the end of each semester of classes, PhD candidates take part in at Legal English course, lasting 20 hours, organised together with the Trinity School, aimed at strengthening written and oral expression skills in technical form, as well as ensuring preparation for the IELTS exam, also in view of the applications of PhD candidates for research periods abroad.

Starting from the beginning of the second year, the PhD candidates, under the supervision of the Supervisor, and in accordance with the Academic Board, proceeds to identify some options for the mandatory period of research abroad.

From the second semester of the second year, PhD candidate activities will focus on planning and writing their doctoral thesis in accordance with predefined steps. A period of 3/6 months of study at a foreign university or scientific institution is also envisaged, chosen on the basis of the candidate's research topic and where it will also be possible to complete the required CFUs, as well



as the preparation of specific research programmes enabling the PhD title to be obtained at the host university. It is therefore a question of being able to access forms of co-tutorship, to be started as early as the first year of the cycle. This period may be brought forward to the first semester of the second year if scientific needs so require.

During the first and second semesters of the third year, doctoral candidates are called up to participate in conferences, seminars and in-depth meetings organised by the Department and the University. In addition, special seminars are planned to let PhD candidates share with Luiss Scientific Community the progress of their work, the objectives they have achieved and the research itineraries they intend to develop further.

By the 15<sup>th</sup> September of the third year, all PhD candidates must submit their theses.

## 5. List of Courses

### *I Year – I Term*

The first semester of the first year is characterised by a cultural and scientific course on wide-ranging topics that are essential for the training of a young researcher.

The aim is to provide PhD candidates with a solid basis for their subsequent research work.

The participants will therefore be engaged - through study and teaching activities, seminars and conferences - to implement the general preparation, transversal to all curricula of specialisation.

The main courses are:

1. Metodologia della scienza giuridica;
2. Metodologia della ricerca scientifica (analisi quantitativa e qualitativa);
3. Filosofia della scienza;
4. Research design e impostazione di una domanda di ricerca;
5. Corso di scrittura giuridica;
6. Altre attività:
  - a. Laboratorio di scrittura e presentazione di un progetto di ricerca;
  - b. Deontologia della ricerca scientifica;
  - c. Laboratorio di comunicazione scientifica.

### *I Year – II Term*

In the second semester of the first year, PhD candidates keep on the analysis of their cultural profiles participating in modules of lectures that provide with the deepening of the most important general topics in the field of international and European law, intellectual property, protection of fundamental rights, competition law, transnational business crimes and corporate compliance, in coherence with the theme selected for the XXXVIII cycle, *Law and Science: methodological profiles, legal relations and tools, governance and public policies*.

The main courses are:

1. Artificial Intelligence and the Law;
2. Environment, sustainability and responsible business conduct;
3. Regulatory compliance and companies liability;
4. Market and Competition;
5. Multilevel regulation in public policies;
6. ADR, diversion and Restorative Justice;
7. Legal English;
8. Alternative Dispute Resolutions;
9. Legal English – Trinity School;
10. Altre attività:



- a. Diversity, inclusion and gender equality;
- b. Introduction to teaching;
- c. Laboratorio di project management;
- d. Digital transformation;
- e. Academic job market;
- f. Phd Workshop and research seminars.

## ***II Year - I Term***

The first semester of the second year is entirely dedicated to the main topic of PhD course, which for the XXXVIII cycle is *Law and Science: methodological profiles, legal relations and tools, governance and public policies*. The modules of lectures and seminars are entirely conducted in English.

The main theme is approached from a multidisciplinary and multi-sectoral perspective in order to provide doctoral candidates with a deep and broad knowledge of the dynamics affecting law and economics. In this semester there are also some transversal modules on research methodologies and thesis writing (also in English), as well as some lectures on the economic analysis of law and the market.

The main courses are:

1. Law, new technologies and innovation;
2. ADR, diversion and restorative justice;
3. Market and Regulation;
4. Compliance, corporate governance and tax law;
5. Legal English;
6. Altre attività:
  - a. Phd Workshop and research seminars;
  - b. Gruppi di lettura;
  - c. Laboratorio di soft skills;
  - d. Attività redazionale in Luiss Law Review.

Students that fail to pass the exams or the research proposal defence may be expelled from the PhD programme further to a unanimous decision of the academic board stating the reasons therefor.

## **6. PhD Supervision**

PhD Candidates are advised to choose two Supervisors, at least one from the PhD Academic Board. The assignment of the supervisor and co-supervisor(s) is decided by the Board of Lecturers at a dedicated meeting within the first year of the PhD student's course. The supervisor must be a member of the Board of Lecturers of the PhD to which the PhD student belongs, while the co-supervisor does not have to be a member of said Board, however she/he must meet the scientific requirements for members of the Board. In the case of more than one co-supervisor, at least one of them must belong to academia and must meet the scientific requirements for members of the Board. The supervisors chosen have to be approved by the Academic Board.

The Supervisors monitor and assess the PhD Candidate's research activity and report to the PhD Academic Board as per progression to the next year of study – i.e. pass/fail concerning pre-proposal, proposal, and ensuing admission to the following years.

The interim assessments of the PhD Candidate's progress are a Supervisor's responsibility, occur at least once a year.

Supervisors accompany the doctoral candidate's journey towards a doctorate, providing academic support and advice as per the research area, methodology, structure of thesis, and publication strategy. The supervisors provide guidance and advice regarding the thesis and support the candidate's training and personal development. However, the ultimate responsibility for the quality and content of a doctoral thesis remains that of the candidate.

Supervision is key to the PhD candidates' research career. The Supervisors advise PhD candidates throughout every stage of their research trajectory: this means to read and provide comments on the proposal, advice on research methods and content, help with industry contacts, and the likes. Please note that Luiss does not pay an additional honorarium for the supervision.

PhD Candidates are advised to make contact with the Supervisors. The Supervisors designate the Referees of the doctoral thesis and provide their names within the evaluation of the second draft of the doctoral thesis.

It is worth noting that the responsibility for the quality and content of a doctoral thesis is entirely that of the PhD Candidate. The Supervisors provide advice and support the PhD Candidate's training and personal development.

In particular, the role of the Supervisors includes:

- locating the intended research within the existing field of study and identifying a suitable research question and research strategy;
- supporting the candidates to plan and manage their research effectively from literature sources and reviews through the choice of appropriate research methods to data analysis and writing up;
- agreeing a schedule of regular meetings either face-to-face or remotely with the participant, ideally at least on a monthly basis;
- commenting on the PhD Candidates' research progress through a monitoring report at the end of each semester;
- reading and providing comments, constructive criticisms, and suggestions on the candidate's written work – i.e. research proposal, drafts of the chapters, and the final thesis;
- ensuring that the candidate is aware the standard expected and helping them to achieve a timely submission of a thesis that meets these standards
- giving guidance on academic publishing and careers including writing references for job market applications.

#### *Supervision Relationship*

Supervision styles may range from structured – e.g. planned schedules, frequent meetings, and tasks to be accomplished by set deadlines – to more informal patterns of interaction – e.g. on-demand meetings, looser scheduling, etc.

PhD Candidates and Supervisors must be aware that the pattern of supervision relationship emerges out of and develops from the interaction of both of them (as per the supervision styles and the PhD Candidates' needs and requirements). Additionally, the supervisory relationship may evolve during the PhD Candidates' research journey to follow PhD Candidates' supervisory need.

It is therefore vital that emerging and evolving pattern of the supervision relationships suits the PhD Candidate over different stages of the degree and that both parties discuss and negotiate the best way forward. It is also advisable that some form of record be made of supervisory sessions so that progress can be monitored and action points followed through.

## **7. The PhD Thesis**

The thesis should provide a substantial and original contribution to knowledge.

The completion of a PhD thesis in PhD programme involves the writing of a single, substantive manuscript approximating the length of a research monograph.

The thesis can include an introductory chapter setting out the research puzzle or question, the relevance of the research project, the intended steps in addressing and answering the proposed question, and an overview of the structure of the thesis. The thesis concludes with a chapter in which the candidate summarises the findings of the research, reflects on the empirical and theoretical contribution of the work, and identifies the future research agenda arising from it.

The PhD thesis is written in Italian or in English and must be an original piece of work. All existing work on which the thesis is based must be appropriately cited, and any previously published text that the thesis reproduces must be clearly identified as quotations (once submitted, the thesis text will be submitted to a plagiarism check). All primary and secondary sources need to be cited consistently in the text, and a complete bibliography listing these sources needs to be provided at the end of the thesis.

## **8. The Road towards Thesis Defence**

According to the current State Regulation, the PhD degree is obtained at the end of the PhD programme and it is awarded after the research thesis has been judged as a valid contribution to the advancement of knowledge or methodologies in the relevant field of inquiry.

The doctoral thesis is assessed by at least two highly qualified academics, also from foreign institutions, who do not belong to the University that will award the PhD, hereinafter referred to as external referees. The PhD Academic Board appoints the assessors also upon the supervisors' and PhD Candidates' suggestions (in this case, only if she/he collaborates with academics from other Universities).

The doctoral thesis, a soft copy of the final version of which must be delivered together with an abstract (max 1,500 characters) thereof in Italian or English, is to be written in Italian or English or in another language subject to authorization from the Academic Board.

The PhD Office will circulate the candidates' theses and the evaluation sheets among the respective Referees. Referees are expected to carry out their review and to return their evaluation sheets within two months of the reception of the theses.

The role of the Referees is to assess the candidates' theses, and to either determine their admission to the public defence or to suggest a postponement of up to six months. More specifically, they will evaluate:

- The quality of the research project;
- The quality of the research methods;
- The relevance of the topic and findings, as well as their implications;
- The ability to demonstrate of a researcher's mindset – i.e. the ability to frame and investigate a relevant research problem, to adopt the most appropriate research methods, to discuss the relevant findings and their implications, and to suggest solutions based on the research results.



Once the thesis has undergone the review process, the relevant candidate will be able to revise and resubmit it following the suggestions offered by the referees. If the revised thesis is deemed as satisfactory, the candidate will be admitted to the public defence.

The candidate will defend the thesis in front of the Dissertation Exam Committee, which consists in at least three Scholars appointed by the Academic Board and approved by means of a Rector's decree. More specifically, the Committee will be composed by one internal examiner, chosen on the basis of their expertise, and by the two external Referees. Three substitutes will be appointed as well. Should one or more members of the Committee be affiliated with an institution abroad, they may attend the public defence remotely via a conference call.

At the end of the defence, the thesis will either be approved or rejected by means of a collegial decision. The Committee may unanimously decide to award a cum laude distinction to a particular thesis, if its findings and results are of exceptional academic relevance.

Procedures for the award of PhD titles jointly supervised with institutions abroad must be regulated through specific agreement and must comply with the laws applicable in the country where the doctoral programme is run.

The following table outlines the various steps on the road for the thesis defence. A detailed schedule will be circulated in due time for each co-hort that is due submit their thesis.

The thesis must be submitted to the PhD Office at the end of the Last Year between September 5th and September 15th. The submission must be accompanied by a final approval written by the Supervisor.

The following table outlines the various steps on the road for the thesis defence. A detailed schedule will be circulated in due time for each cohort that is due submit their thesis.

No.	Action
1	Coordinator contacts supervisors regarding the thesis progress of PhD candidates entering the final year.
2	Candidate submits draft thesis to supervisors
3	Supervisor(s) provide comments and suggest final revisions on draft thesis prior to formal submission
4	Supervisors(s) propose possible referees to coordinator
5	Supervisor(s) and PhD candidates declare absence of any conflict of interest with proposed referees
6	Candidate provides one-page summary of their thesis to PhD Office and Coordinator
7	Coordinator agrees possible referees and internal examiner with supervisors and informally explores their availability.
8	Supervisor(s) (with assistance of PhD tutor) submits thesis to plagiarism check.
9	Board approves submission of thesis and appointment to the referees and of internal examiner
10	Candidate submits the final version of the thesis
11	PhD Office sends thesis, explanatory notes and evaluation form to referees
12	Referees submit their reports to the PhD Office and Coordinator within one month
13	PhD Office shares report with coordinator, candidate, supervisors, <ul style="list-style-type: none"> <li>➤ 13(a) In case of positive evaluation: the thesis submission process will proceed with step 16</li> <li>➤ 13 (b) In case of negative evaluation: PhD office must re-send the thesis to the referees, indicating deadline for re-submission of final version of the thesis, and wait for a second review (going back to step 10).</li> </ul>
14	Candidates re-submit final version and required documents by the deadline
15	Supervisor(s) (with assistance of PhD tutor) submits thesis to plagiarism check for a second time.
16	PhD office schedules defence thesis
17	In case of successful defence, PhD candidate is invited to the Annual Ceremony



PhD candidates are expected to submit some required and compulsory documents (such as proposals and reports) – as detailed in other parts of this handbook in terms of deadlines, content, format, and timing – to the PhD Scientific Committee on the work and research done. The PhD Scientific Committee assesses the reports also in the light of the Dissertation Committees’ recommendations.

Students that fail to pass the exams or the research proposal defense may be expelled from the PhD programme further to a unanimous decision of the academic board stating the reasons therefor.

## 9. Plagiarism

Plagiarism, and in any case any improper use of academic material in the writing of dissertation for assessment, is forbidden. Plagiarism has obvious consequences for the academic evaluation of the guilty of the PhD Candidate but it can also give rise to further moral and legal sanctions. A judgement in the matter is given on a case-by-case basis by the Ethics Committee, which informs the University’s top bodies thereof.

Acknowledgment of the sources and of the work of others to which the work of others has been used and/or for which the assistance of individuals, associations or institutions has been obtained, shall be clearly reported in notes, references and appendixes. Plagiarism consists in using the intellectual work of others without acknowledgment.

According to academic conventions and copyright law, participants are required to acknowledge the use of ideas of others whether paraphrased or quoted verbatim. Verbatim quotations must be either in inverted commas or indented and sources – e.g. books or journal articles - thereof must be indicated in the bibliography. Luiss will check plagiarism in all the doctoral thesis uploading them on a specific software. If PhD Candidates plagiarise their own work or others can be expelled from the PhD upon decision of the PhD Academic Board.

## 10. Milestones

<b>I Year</b>	Attendance of scheduled courses, seminars, conferences, etc.	Sept - 2022 / Jan - 2023
	Writing of two papers (I term)	Sept - 2022 / Jan - 2023
	Two class presentations (I term)	Sept. - Oct. 2022 – Jan. 2023
	Semestral written exam (I term)	Feb. 2023
	Choosing of Supervisor by the Academic Board	Dec. 2022 / Feb. 2023
	Writing of two papers (II term)	March 2023 / May 2023
	Two class presentations (II term)	March 2023/ May 2023
	Semestral written exam (II term)	June 2023
	Submission of report on activities for Year I, produced by the candidate, countersigned and evaluated by the Supervisor	30th June 2023
	Admission to the second year. The candidate must have provided: - 2 papers; - 2 class presentations;	July 2023



	<ul style="list-style-type: none"> <li>-have obtained a positive evaluation of the written exam by the Academic Board;</li> <li>-have obtained a positive evaluation by the Academic Board of the path done in the first semester</li> </ul>	
<b>II Year</b>	Attendance of scheduled courses, seminars, conferences etc.	Sept. - Oct. 2023 – Jan. 2024 March 2024 – May 2024
	Writing of two papers (I term)	Sept.-Oct. 2023 – Jan. 2024
	Two class presentations (I term)	Sept.-Oct. 2023 – Jan. 2024
	Semestrare written exam (I term)	Feb. 2024
	Submission of report on activities for Year I, produced by the candidate, countersigned and evaluated by the Supervisor	28 Feb. 2024
	Admission to the second year. The candidate must have provided: <ul style="list-style-type: none"> <li>- 2 papers;</li> <li>- 2 class presentations;</li> <li>-have obtained a positive evaluation of the written exam by the Academic Board;</li> <li>-have obtained a positive evaluation by the Academic Board of the path done in the first semester;</li> <li>- have written and published a scientific paper in one of the Journal indicated by ANVUR as FASCIA A;</li> </ul>	July 2024
<b>III Year</b>	Credits of the Year III derive entirely from the research activities done: <ul style="list-style-type: none"> <li>- work on the doctoral thesis;</li> <li>- spend the visiting period abroad;</li> <li>- attende selected seminars and conferences;</li> <li>- publish papers and scientific contribution;</li> </ul>	Sept.- Oct. 2024 – Jan. 2025 Mar. 2025 – Sept. 2025
	Submission of the Thesis draft to the Supervisors	20 Dic. 2024
	Supervisor report on the Thesis draft	15 Jan. 2025
	Submission of the 2 <sup>nd</sup> Thesis Draft to the Supervisor	15 May 2025
	Second Supervision report containing appraisal of the research work and the final status of the project, together with the names of the Referees for the PhD Candidate	15 Jun. 2025
	Thesis Submission	Form the 5th to the 15th Sept. 2025, written approval by Supervisor
	Delivery to the Referees	Second half of Sept. 2025
	Defence of the Thesis	By December 2025

## 11. Relevant Rules and Regulation

PhD candidates must participate in all the activities of the PhD programme in Law and Business. In particular, PhD Candidates are required to attend all the lectures scheduled during the first three terms. They must attend at least 80% of the scheduled lectures. Failing this, the PhD candidate must make up the lessons missed or an equivalent in terms of CFUs.

PhD Candidates are responsible for:

1. developing the research proposal and sharing it with the Supervisor;
2. discussing with the supervisor the type of guidance that will be most helpful and agreeing upon a schedule of meetings;
3. taking the initiative in talking about problems or difficulties with Supervisor or with the PhD Coordinator in the case that the working relationship with the Supervisor is not effective;
4. maintaining the progress of work in accordance with the milestones as agreed with the Supervisor, and in particular the timely submission of written work to allow for comments;
5. being aware of Luiss Codes of Ethics observing the principles contained therein.

During the course, PhD Candidates must also take certain tests and fulfil such specific obligations:

- participating at the scheduled curricular lectures, seminars and conferences;
- making at least two oral intervention during the lectures scheduled for each semester (during the three terms of lectures);
- writing two papers on the topics for which oral interventions are carried out (during the three terms of lectures);
- spending, at least, three months of studies abroad in a University, Academic Center or Public Institution;
- if possible, collaborating with the chairs of the scientific areas of reference and, therefore, contributing to the teaching and, in general, to the conferences provided within the Luiss Department of Law;
- from the end of the scheduled lectures and for the duration of the remaining three semesters, PhD candidates have to concentrate on the writing of the thesis, continuing in participating in the scientific activities of the Department and the University as well as those selected in accordance with the Supervisor both in Italy and abroad.

At the end of each semester, each PhD Candidate must:

- take part in the six-month written test, which consists of writing a paper on one of the topics covered during the lectures of the semester modules;
- submit to the Academic Board a written report, countersigned by their supervising tutor, in which the PhD Candidate indicates the progress of the research done during the semester. In particular, the PhD candidate must highlight the total number of lectures, seminars and conferences in which participated, the development of research on the central theme of the thesis project, participation in conferences and seminars at other universities, experiences abroad, publications and contributions being revised or printed, all the teaching and scientific collaboration activities carried out.

The Academic Board decides whether the semester has been passed by each PhD Candidates evaluating the written assignments, papers, attending lectures and study progress reported in the semester report.





## *Rules of Conduct*

Beyond the provisions in this Handbook, PhD Candidates should be aware of the following rules and regulations that also apply to the programme.

Please consult our website for the [Code of Ethics](#) and the [Research Doctorate Regulations](#) of Luiss University.

PhD Candidates are obliged to observe applicable laws and regulations and act in keeping with the principles of honesty, propriety, earnestness and cooperation in their dealings with fellow PhD Candidates, Faculty and all Luiss personnel.

PhD Candidates' behavior must be informed by the principles of personal dignity, non-discrimination on the basis of physical condition, political opinion, nationality, religion, gender, sexual orientation and disability. PhD Candidates must dress in a sober and dignified manner on university premises in keeping with the fact that they are at an academic institution and refrain from consuming alcohol and/or drugs.

Without prejudice to freedom of expression and the right of criticism, PhD Candidates must always express themselves (in writing, verbally and through digital channels) in a dignified and civilized manner, avoiding violent and discriminatory language that could damage the University's reputation.

PhD Candidates must not damage the facilities (including Luiss property, premises and resources) that they use and must abide by the instructions given by Governance Bodies, Faculty, Employees and other workers of Luiss or other university/institution where they are staying for a period of study.

In addition, PhD Candidates are required to adopt an attitude consistent with the principles of environmental protection and sustainability, avoiding the waste of resources, energy and food.

The provisions of this article also apply when PhD Candidates spend a period of study at other Italian or foreign institutions/universities, consistent with the latter's own rules.

## *Social Media Policy*

Luiss University

- recognizes and guarantees freedom of expression of thought under article 21 of the Constitution as a fundamental human right;
- understands the importance of social media platforms as a tool for communication and expression of the thoughts of each individual and for the dissemination and sharing of information;
- has established the policy set forth herein concerning the use of social media during conversations that may have an impact on the University's reputation.

The aim of the policy is to make the conversations involving the University fluid, transparent and respectful, to protect the University's image, reputation and credibility as well as that of all those who work at or interact with it and to promote the use of virtual communication tools having regard to the principles of legality, ethics and propriety.

The policy is addressed to the governing bodies, managers, employees, other staff, faculty, PhD Candidates, alumni, stakeholders, persons who work with the University or on its behalf and, in general, to any user who engages in conversations related to Luiss on social media platforms.

The University respects and cherishes freedom of expression and the sharing of information and knowledge but asks that such occur in a manner that respect the liberty and rights of others.



Therefore, it is recommended that everybody express their opinion correctly and in a measured tone, based as much as possible on verifiable facts and respecting the opinions of others. The fundamental distinction in this matter is that between the use of Luiss institutional accounts and personal, private and in any case non-Luiss accounts. In the event of improper use of institutional accounts, one risks incurring serious sanctions of a business and legal nature. On the other hand, in the event of improper use through channels other than institutional ones, the case is formally more complex. The case in question will be submitted to the Ethics Committee, which will decide what to do on a case-by-case basis, resorting - if deemed necessary - to legal assistance in the event of existing contractual commitments or to the courts.

### *Use of Luiss Social Media Accounts*

Luiss social media channels pursue the aim of contributing to the communication and dissemination of knowledge of information, events, services and opportunities.

Comments to the University's posts are considered as constituting important feedback for the institution and are therefore encouraged, provided that they pertain to topics of public interest and bearing in mind that they express exclusively the author's point of view.

In the use of social media networks, users are free to discuss the University and their experience here, provided that this is done with respect for the name and prestige of the institution and in a manner that does not harm the institution's image, credibility and reputation.

It is forbidden to publish information and content that may be considered contrary to the mission and values of Luiss as defined in the Code of Ethics, including legality, efficiency, transparency, competence, integrity and propriety.

You can find the Code of Ethics at the following address:

[https://www.luiss.it/sites/all/Code\\_of\\_Ethics\\_aprile\\_2020\\_rev.pdf](https://www.luiss.it/sites/all/Code_of_Ethics_aprile_2020_rev.pdf)

### *Cotutelle agreement*

The University may enter into specific and special purpose agreements aimed at achieving a joint research doctorate Programmes with a university in a foreign country that entail the joint supervision of theses.

The cotutelle agreement shall generally provide that PhD Candidates must undertake their research under the guidance of two Supervisors, one for each university involved, committed to cooperating in a spirit of a common responsibility. The PhD Candidates' educational track, the procedures for the awarding of the qualification and the composition of the relevant exams commission shall all be set out in a special purpose agreement, in accordance with the laws and regulations applicable in the countries where the doctoral Programmes themselves are run.

The PhD Candidate has the possibility to ask for a cotutelle agreement during the first year or the early beginning of the second year.

### *Teaching and research Assistantship*

According to the Luiss University PhD regulations (article 20), '[A]s an integral part of their training doctoral candidates may undertake tutoring of those studying for bachelor's and master's degrees and also additional teaching of up to forty hours per academic year, subject to clearance from the academic board and without such entailing an increase in their scholarship.'

The doctoral candidates are asked, wherever possible, to collaborate with the Chairs of their respective scientific areas and thus to provide their own contribution in terms of teaching and training in the Luiss Department of Law, within the parameters established by current regulation.

Candidates are advised not to take on any teaching obligations without the permission of the PhD Academic Board.

### *Suspension*

In the case of serious and documented illness or for proven reasons that make it impossible to attend courses and undertake the activities scheduled for the PhD Programme, PhD Candidates may request a suspension. The application for a suspension, stating the reasons therefor, must be submitted for approval by the academic board of the doctoral programme concerned. If the application is approved, a suspension of at most one year may be granted. During that period of suspension PhD Candidates cannot use any scholarship that they may have.

## **12. Visiting Period Abroad**

From the second semester of the second year the doctoral candidates can fulfil their obligation to spend a 3/6 months period abroad in a foreign University or scientific Institute, chosen on the basis of the candidate's research topic. PhD Candidates should spend at least 3 months in a foreign university as visiting candidates. Longer periods are encouraged, up to maximum 18 months. The study and research period abroad will contribute to the allocation of credits assigned for the advancement of the research work.

The choice of the University will be agreed with the Supervisor and the PhD Coordinator and then approved by the Academic Board. The amount of the scholarship is increased at the end of this period according to the exact number of days spent abroad, on the basis of a confirmation letter released by the hosting University or Institution.

## **13. Funding**

### - *Scholarship*

PhD Candidates awarded a scholarship (specific types of scholarships may vary), will receive an annual amount set in Ministerial Decree n. 247 of 23 February 2022 and is worth € 16.243, paid in 12 monthly instalments.

The scholarship is subject to social security deductions according to current legislation and benefits the tax relief provided by art. 4 L. 476/1984 (IRPEF exemption).

Scholarships shall be initially awarded for one year and will be renewed on condition that the candidate has completed the programme of activities envisaged for the previous year as checked in accordance with the procedures laid down for each doctoral programme. Those checks must be passed also to keep the scholarships in subsequent years.

### - *Research Budget*

PhD Candidates with scholarship (specific types of scholarships may have different provisions) have an annual research budget of € 1.624, usually starting from the second year. Eligible expenses include travel, conference and seminars fees, consumables (e.g. audio-visual media, photocopies...), publication fees, specific training aimed at research (e.g. language courses).

The procedure for a Reimbursement Request can be consulted [here](#).

### - *Increase of scholarship for visiting periods abroad*

For research periods abroad longer than 1 continuous month, PhD Candidates with scholarship (specific types of scholarships may have different provisions) may ask for an increase of 50% of their scholarship.

That increase may not be used for periods spent in the PhD Candidate's country of birth citizenship, residence or domicile. The amount is paid according to the exact number of days spent abroad, to be confirmed with an official letter released by the hosting University or Institution.

PhD Candidates should spend a visiting period abroad, at least 1 month up to maximum 12 months; this period may be extended up to a maximum total of eighteen months for PhDs in cooperation with foreign Faculties. In case of a cotutela plan the mobility period is specified by the agreement between the involved universities, however the increased scholarship remains limited to a maximum of 18 months. The University may sign specific agreements for the creation of joint research PhDs with universities in foreign countries, which provide for the co-tutoring of theses. The PhD student's course of study, the procedure for obtaining the degree and the composition of the relevant committee will be defined in a dedicated agreement, in compliance with the regulations in force in the countries in which the PhDs are activated. In any case, the scholarship increase will be paid up to the eighteenth month.

The minimum period should depend on the rules set by each PhD Academic Board. The choice of the university will be agreed with the supervisor and the PhD Coordinator and then approved by the Academic Board.

#### **14. Academic Events**

##### *PhD Welcome Day*

A Welcome Day is organized at the beginning of the academic year. It provides an opportunity for the new PhD Candidates to meet the top academics such as the Rector and the Deputy Rectors, the PhD Coordinator and the PhD Academic Board. The new PhD Candidates will have also the opportunity to meet some PhD Graduates, the PhD Tutor and the PhD Candidates enrolled in the previous cycles.

##### *PhD Seminars*

The PhD seminars will provide a forum for the discussion of both academic and administrative matters, bringing together our entire PhD community across the various years. The initiative will be led by the PhD candidates in terms of format, topics, and speakers to be invited. One function of these seminars is to create a space for the presentation and the discussion of the PhD candidates' own work in progress, and indeed provides a platform for PhD candidates to present their papers that can serve as additional means of assessing their progression to subsequent years of study.

##### *Departmental Research Seminars*

The Departmental Research Seminars are part of a more comprehensive research and networking activities carried out by the Department of Law. The Departmental Research Seminars take place every fortnight, usually during lunch time. The aim of the seminars is to offer PhD candidates the chance to network with fellow colleagues, to provide and receive feedback on research materials, to engage in fruitful debates both with junior and senior scholars.



## *Annual PhD Conference*

At the end of each academic year, an Annual PhD Conference is being held. On such occasion, the PhD candidates who have completed their first year of programme can present their research progress. The Annual Conference may include presentations from other PhD candidates and members of the faculty as well.

## *Other academic events*

The PhD Coordinator, the PhD Office and individual PhD Candidates may be engaged in the organisation of external conferences and other activities. The conferences may be hosted by both Luiss University and other national or international institutions. External conferences have the aim of promoting Luiss University as a global hub for high-level research, networking and academic experiences.

## **15. Annexes**

Please find below (for illustration) the forms required at various stage during the PhD trajectory:



## Annex 1

### Monitoring and Evaluation Form

A.Y. 2022/2023 – I Semester

Please complete this form and submit it by .....to [dottorati@luiss.it](mailto:dottorati@luiss.it)

The first part of the form involves a self-assessment by the PhD candidate of the state of play of his/her doctoral research project, while in the second part supervisors may provide their observations on the responses by PhD candidates and their own assessment of the progress of the PhD project.

PhD Candidate: .....

PhD Supervisor(s): .....

1. Please describe the current state of your research project ? (500 words)
2. What challenges have you encountered in the past semester? (500 words)
3. What are your plans for next semester? (500 words)
4. Assessment of the PhD candidate's progress by the PhD Supervisor(s) (500 words).

Completed by:

[Name]

Date



## Annex 2

### Request for Study Period Abroad

Name of PhD Candidate: .....

Name of PhD 1st Supervisor: .....

Name of PhD 2nd Supervisor: .....

Research plan (500 words):

Relevance of host institution to the research project (500 words):

Date: ..... Signature: .....



## Annex 3

### Report on Study Period Abroad

Name of PhD Candidate: .....

Name of PhD 1st Supervisor: .....

Name of PhD 2nd Supervisor: .....

Host Institution: .....

Period: from... to...

Local Mentor: .....

Description of research activity (max. 500 words):

Date: ..... Signature: .....