

LUISS



**HANDBOOK**  
**PhD Programme in**  
**Economics**  
**(Academic Year 2021/2022)**



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**Welcome note**

*From the Deputy Rector for Research*

Becoming a PhD student 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 organize 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*

## 1. Introduction

The PhD in Economics at Luiss Guido Carli is a four-year programme aimed at giving participants the advanced education in all the main areas of economics.

The program requires full-time attendance and is taught in English. It is designed to give students the ability to understand and solve a broad spectrum of economic problems and to impart training in cutting-edge analytical, empirical, and quantitative techniques. Students acquire the necessary skills to undertake both academic and professional careers, in universities, international research institutions, public authorities, central banks, consulting and financial institutions.

In the first-year students follow advanced topic courses from second year of RoME (Rome Masters in Economics) and combine it with Luiss PhD courses. These courses cover areas in Applied Microeconomics, Macroeconomics, Econometrics and Finance. Students spend part of the second year taking further advanced PhD courses. Rest of the second year and, third and fourth years are devoted to writing the doctoral dissertation. Luiss has reached an agreement with the Einaudi Institute for Economics and Finance (EIEF), whereby students enrolled in their first and second years of the Luiss PhD program can benefit from the teaching activity (formal courses and advising) and facilities provided at EIEF. The latter is a Research Institute sponsored by the Bank of Italy located near the Luiss campus.

The programme in Economics is structured along three elements:

1. Taught courses (only in the 1st and 2nd year)
2. Supervised Research
3. Research seminars and reading groups

During the second year, candidates will present a revised and extended version of their research proposal and they will subsequently present it in an internal seminar. The result of this presentation will determine their admission to the following years of study. PhD candidates who do not pass this step, as well as the taught courses examinations with an average grade of 24/30, may lose their status as PhD candidate following the unanimous decision of the Academic Board.

The second, third and fourth year of study are mainly devoted to research activities and to the submission and defence of the thesis.

Alongside the teaching activities outlined above, a few courses are taught within the “Rome Economics Doctorate” (RED) program, which is a new selective study/research path in the Ph.D. program in Economics run by EIEF, the Department of Economics and Finance at Luiss, and the Department of Economics and Finance at Tor Vergata University. RED offers intensive specialized courses, workshops and reading groups, tailored supervision and tutoring by leading researchers.

## 2. The Team

### *Programme Coordinator*

Prof. Paolo Santucci de Magistris

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

The coordinator oversees the strategic choices related to the programme, such as taught courses, research activities, the organization of seminars and the relations with both internal and external colleagues. Paolo Santucci de Magistris joined Luiss University as an Associate Professor in the Economics and Finance Department in February 2018. He previously held position at Aarhus University. He is research fellow at CREATES.

### *PhD Tutor*

Debarya Jana

email: [djana@luiss.it](mailto:djana@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 organization of seminars, events, teaching and collection of forms. Debarya Jana graduate in Economics from University of Bologna and holds a Master of Science in Specialized Economic Analysis with focus on International Trade Theory from Barcelona Graduate School of Economics.

### *PhD Office (Ufficio Dottorati)*

Leonardo Risorto (Head), Francesca Pandozy, Tina Rovella, Guido Iervolino

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.

### 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.

#### *Chair of the Board*

Paolo Santucci de Magistris - Luiss Guido Carli

#### ***Members***

Giovanni Ponti - Luiss Guido Carli  
Daniela Di Cagno - Luiss Guido Carli  
Giovanna Vallanti - Luiss Guido Carli  
Paolo Giordani - Luiss Guido Carli  
Emanuele Tarantino - Luiss Guido Carli  
Marcello Messori - Luiss Guido Carli  
Fabiano Schivardi - Luiss Guido Carli  
Fausto Gozzi - Luiss Guido Carli  
Werner Guth - Max Plank Institute  
Pietro Reichlin - Luiss Guido Carli  
Pierpaolo Benigno - Luiss Guido Carli  
Francesco Lippi - Luiss Guido Carli  
Andrea Polo - Luiss Guido Carli  
Paolo Vitale - Università di Chieti e Pescara  
Maria Savona - Luiss Guido Carli  
Giorgio Di Giorgio - Luiss Guido Carli  
Leopoldo Catania - Aarhus University  
Moreno Antonio Ibanez - University of Navarra  
Andrej Angelovski - Luiss Guido Carli  
Xavier Venel - Luiss Guido Carli  
Michel De Vroey - Leuven University  
Claudio Michelacci - EIEF  
Luigi Guiso - EIEF

Details about the membership of the board can be found at this website

<https://phd.luiss.it/economics/about/faculty/>

#### 4. Teaching Programme

While supervised research is the core element and involves the candidate conducting independent research leading to the completion of an original contribution to knowledge within four years, taught courses are offered in the 1<sup>st</sup> and 2<sup>nd</sup> year of the PhD trajectory in order to:

- provide candidates with a sound foundation in theories, methods and skills of social science;
- provide them with the required concepts and tools to undertake their individual research projects.

Research Seminars constitute a forum for PhD candidates to present their work in progress as well as listen and learn from the presentations of their peers. They also include the opportunity to participate in, and contribute to, the departmental research seminar which is usually taking place on a weekly basis.

The PhD programme consists of four years of full-time study. The overall path consists of research, a visiting period abroad, and dissertation preparation.

Year 1 consists of courses in all fields: economics, finance, mathematics, and research methods courses as detailed below. During this year the PhD candidates will achieve at least 60 Credits while also working on their Research Proposal. The First semester goes from 21<sup>st</sup> September to 11<sup>th</sup> December, while the Second semester goes from 8<sup>th</sup> February to 14<sup>th</sup> May. PhD candidates should prepare an original paper for each course, being assessed on the basis of these papers. The courses require class attendance and presentations may be assigned as well.

PhD candidates also follow a programme of relevant literature reading on the chosen research problem with the support of the supervisor, concluding with the development of a research proposal. The research proposal is assessed at the end of first year, through the Annual Conference. To accede to the following academic year, the doctoral PhD candidates must achieve:

- Satisfactory completion of the courses taught in the first year
- Satisfactory presentation of the extended research proposal at the Annual PhD Conference
- Positive recommendation from the supervisors in their annual monitoring report

## 5. List of Courses

### *Semester I*

- Methods in Experimental Economics - Daniela Di Cagno
- Experimetrics - Giovanni Ponti
- Topics in Mathematics for Game Theory Analysis - Xavier Venel
- Dynamic Optimization - Fausto Gozzi
- RoME 1- TBD
- RoME 2- TBD

### **Eligible RoME Courses**

- Asset Pricing I and II (Nicola Borri-Luiss, Juan Passadore-EIEF)
- Advanced Financial Economics I and II (Luigi Guiso-EIEF, Luana Zaccaria-EIEF)
- Advanced Macroeconomics I and II (Pierpaolo Benigno-University of Bern & EIEF, Facundo Piguillem-EIEF)
- Applied Microeconomics I and II (Fabiano Schivardi Luiss & EIEF, Matteo Paradisi-EIEF)

### **Elective Courses I semester**

Advanced Programming in Quantitative Economics – Federico Carlini  
 Methods of Market Microstructure – Paolo Vitale

### *Semester II*

- RoME 3- TBD
- Macroeconometrics - Marco Lippi
- Applied Macroeconomics – Giorgio Primiceri
- Continuous Time Methods for Macroeconomics– Porchia
- Topics in Machine Learning– Patnaik
- History of Macroeconomics (Michel de Vroey)
- Elective Courses– TBD

### **Elective Courses**

- Financial Supervision– Sergio Vicente
- RoME 4

### **Eligible RoME Courses**

- Advanced Industrial Organization (Andrea Pozzi-EIEF)
- Monetary Economics (Francesco Lippi-Luiss & EIEF)
- Financial Intermediation (Andrea Polo- Luiss & EIEF)
- Policy Evaluation (Stefano Gagliarducci-University of Rome “Tor Vergata” & EIEF)
- Dynamic Macroeconomics (Business Cycle) (Claudio Michelacci-EIEF)
- Microeconomics with Application in Stata (Franco Peracchi-University of Rome “Tor Vergata” & EIEF)

***Semesters III and IV***

*4 courses out of this list:*

- Industrial Organization – Emanuele Tarantino
- Public Economics- Matteo Paradisi
- Economics of Networks – Eleonora Patacchini
- Financial Econometrics – Paolo Santucci de Magistris
- Latent Variable Models – Alessio Farcomeni
- Labor Economics – Liangjie Wu
- Optimal Policy – Facundo Piguillem
- Econometrics of Bipartite Networks – Stephane Bonhomme
- Incentive Theory – Andrea Attar
- Statistical Learning – Franco Peracchi
- Monetary Theory – Fabrizio Mattesini
- Advanced Time Series Econometrics – Leopoldo Catania

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

## 6. PhD Supervision

Each PhD candidate has two supervisors as allocated by the PhD coordinator. PhD candidates are advised to choose at least one supervisor from the PhD Academic Board.

One of the supervisors must be a member of the Board, while the other one is appointed depending on his/her expertise in the field of research.

The Supervisor monitors and assesses the student's research activity and reports to the PhD Academic Board as per progression to the next year of study – i.e., pass/fail concerning research papers, and ensuing admission to the following years.

Candidates and supervisors must jointly fill in the “Monitoring and Evaluation” form (see Annex 1) twice a year, namely in May and December. The PhD Tutor will take care of reminding PhD candidates of the forms' submission deadline.

The interim assessments of the student's progress are a Supervisor's responsibility.

During the 4<sup>th</sup> year of the programme the Supervisor will monitor the draft and final version of the doctoral thesis.

Supervisors accompany the doctoral student's journey towards a doctorate, providing academic support and advice as per the research area, methodology, structure of thesis, and publication strategy. PhD candidates are advised to choose, make contact, and agree with their potential supervisor as per their role before indicating his name to the PhD Academic Board in the 1<sup>st</sup> year. The Supervisor designates the referees of the doctoral thesis and provides their names within the evaluation of the second draft of the doctoral thesis.

The responsibility for the quality and content of a doctoral thesis is entirely that of the student. The Supervisor provides advice and support the student's training and personal development.

Supervision is key to the PhD candidates' research career. The supervisor advises 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 as per the supervision.

The supervisor is expected to:

- Agreeing a suitable field of study;
- Supporting the participants 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 – at least one hour contact time per month – with the participant;
- Evaluate the PhD candidates' research activities through a yearly report:
  - on the Research activities (end of 2<sup>nd</sup> and 3<sup>rd</sup> year)
  - on the first and second draft of the doctoral thesis (4<sup>th</sup> year)
- Reading and providing comments, constructive criticisms, and suggestions on the student's written work – i.e. research proposal, drafts of the chapters, and the final thesis;
- Keeping record of supervisory sessions;
- Ensuring that the student is made aware of inadequacy of progress and the standard expected;

- Giving guidance on academic publishing and careers including writing references for job market applications.

## **7. The PhD Thesis**

PhD candidates are required to submit a thesis at the end of the fourth year (September 2025). Before this final submission, they are required to submit a draft version of the thesis in the fourth year (May 2025).

### *Aim*

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

### *Structure*

There are two main avenues regarding the writing of the doctoral dissertation:

The completion of a single, substantive manuscript approximating the length of a research monograph (e.g., 80.000-120.000 words), consisting of discrete chapters covering the development of the conceptual and analytical framework and the presentation of the empirical material as well as introduction and conclusion, or

The writing and publication of a number of related but separate papers with the usual length of journal articles (e.g., 6.000-10.000 words). The expectation here is that the PhD consist of 2-3 papers, of which at least two are suitable to be accepted for publication, as well as an introduction (and possibly a conclusion) that provides the overall context and establishes the linkages across the various papers.

The decision on which of these two avenues to adopt should be taken jointly by PhD candidates and supervisors after careful consideration of the appropriateness of one or the other avenue for a particular research project.

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

The supervisor proposes two external referees to review the supervisee's thesis. The PhD coordinator will contact the chosen referees in order to ensure their participation both in the review process and in the Defence Committee. If they accept, their participation will be formalised during the following meeting of 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. The referees will then be expected to carry out a second round of review. If the new assessment is deemed as satisfactory, the candidate will be admitted to the public defence.

The defence generally takes place between March and June after the end of the relevant PhD cycle and academic year. If more time is required, the defence may also take place between September and December.

The candidate will defend their thesis in front of the Dissertation Exam Committee, which consists of 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 of one internal examiner, chosen on the basis of their expertise, and of 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 external reviewers are expected to evaluate the thesis and complete a written assessment proposing admission to public defence or postponement up to six months if they maintain that significant corrections are necessary.

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.	Actions
1	Candidate submits draft thesis to supervisors – <b>by 15 January</b>
2	Supervisor(s) provide comments and suggest final revisions on draft thesis prior to formal submission – <b>by 15 June</b>
3	Supervisors(s) propose possible referees and internal examiner to coordinator + informally exploring their availability – <b>by 15 June</b>
4	Supervisor(s) and PhD candidates declare absence of any conflict of interest with proposed referees – <b>by 15 June</b>
5	Supervisor(s) (with assistance of PhD tutor) submits thesis to plagiarism check – <b>5 September</b>
6	Final thesis submission – <b>5/15 September</b>
7	Board approves submission of thesis and appointment to the referees and of internal examiner
8	PhD Office sends thesis, explanatory notes and evaluation form to referees
9	Referees submit their reports to the PhD Office and Coordinator within two months



<b>10</b>	Candidates submits final version (if necessary) and required documents by the updated deadline
<b>11</b>	PhD Office contacts jury members and PhD candidates to schedule defence
<b>12</b>	PhD Office circulates announcement about thesis defense
<b>13</b>	Public defence of the thesis in front of jury (and the public)
<b>14</b>	PhD Office circulates announcement of successful PhD defence
<b>15</b>	Luiss University celebrates successfully defended PhDs at an annual graduation

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.

## 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 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 plagiarize their own work or others can be expelled from the PhD upon decision of the PhD Academic Board.



## 10. Milestones

<b>Year 1</b>	Activities scheduled in the learning plan (inter-doctoral courses included, if any) for a total amount of 60 credits.	Sept 2021 – June 2022
	Submission of the study plan (for approval by PhD Academic Board).	November 15, 2021
	Admission to the 2 <sup>nd</sup> year: <ul style="list-style-type: none"> <li>• PhD candidates must satisfactory complete all the courses and seminars approved in their study plan (60 credits);</li> <li>• PhD candidates must achieve a positive recommendation from the supervisors in their annual monitoring report Approval by PhD Academic Board</li> </ul>	July 2022
<b>Year 2</b>	Submission of the study plan (for approval by PhD Academic Board) The study plan has to be composed of: <ul style="list-style-type: none"> <li>• Courses</li> <li>• Seminars</li> <li>• Research activities for a total amount of 60 credits for the 2<sup>nd</sup> year.</li> </ul>	November 15, 2022
	Presentation of the Research work during the Annual Conference	June, 2023
	Final-year Supervision Report (Report on the general development of the research project + evaluation of the Research proposal) by the Supervisor	June 30, 2023



	<p>Admission to the 3<sup>rd</sup> year:</p> <ul style="list-style-type: none"> <li>• PhD candidates must attend and pass all the courses and seminars approved in their study plan (18 credits)</li> <li>• PhD candidates must present the Research work during the Annual conference (30 credits)</li> <li>• PhD candidates should attend seminar series and reading groups</li> <li>• PhD candidates must achieve a positive evaluation of their research development by the Supervisor in the Final-year Supervision Report</li> </ul> <p>Approval by PhD Academic Board</p>	July 2023
<b>Year 3</b>	<p>Submission of the study plan (for approval by PhD Academic Board). The study plan has to be composed of:</p> <ul style="list-style-type: none"> <li>• Seminars</li> <li>• Research activities for a total amount of 60 credits for the 3<sup>rd</sup> year.</li> </ul>	November 15, 2023
	<p>Presentation of the Research work during the Annual Conference</p>	June 2024
	<p>Admission to the 4<sup>th</sup> year:</p> <ul style="list-style-type: none"> <li>• PhD candidates must present the Research work during the Annual conference (48 credits)</li> <li>• PhD candidates should attend seminar series and reading groups (12 credits)</li> <li>• PhD candidates must achieve a positive evaluation of their research development by the Supervisor in the Final-year Supervision Report</li> </ul>	July 2024
	<p>Approval by PhD Academic Board</p>	
<b>Year 4</b>	<p>Submission of the study plan (for approval by PhD Academic Board). The study plan has to be composed of:</p> <ul style="list-style-type: none"> <li>• Seminars (12 credits)</li> <li>• Research activities (48 credits) for a total amount of 60 credits for the 4<sup>th</sup> year</li> </ul>	November 15, 2024



Submission of the final version of the doctoral thesis (with final positive evaluation by the supervisor)	5-15 September 2025
Forwarding of the thesis to the referees by the PhD Office	October 2025
Final defense of the thesis (if referees give a positive evaluation – to be postponed by a maximum of 6 months if revisions are required)	December 2025

## 11. Relevant Rules and Regulation

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.

### *Rules of Conduct*

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' behaviour 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)

### *Obligations and Responsibilities of PhD Candidates*

Admission to a doctoral programme entails an exclusive and full-time commitment in line with what is specified in the plan for the research doctorate programme concerned, without prejudice to the special rules that may be made for the doctoral programme organized under article 16 of these Regulations.

Enrolled PhD Candidates must attend doctoral courses and activities and continuously undertake study and research within the context of the facilities intended for such purposes and in the manner established by the academic board. Specifically, PhD Candidates are responsible for:

- Developing the research proposal and sharing it with supervisor;
- Discussing with the supervisor the type of guidance and comment which will be most helpful, and agreeing upon a schedule of meetings;
- Taking the initiative in raising problems or difficulties with supervisor and with the PhD Coordinator in the case she or he feels that the working relationship with the supervisor is not effective;
- 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;
- Being aware of the Luiss Codes of Ethics and observing the principles contained therein.

### *Teaching and research assistantship*

According to the Luiss University PhD regulations (article 20), '[A]s an integral part of their training doctoral students 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 PhD Programme includes both Teaching and Research Assistantship obligations towards the completion of the programme. Teaching and Research Assistantship must be agreed upon with supervisors and the PhD Coordinator and approved by the PhD Academic Board. In any case, they cannot take place before the admission to the Year 2 – i.e. after the approval of the research proposal. Students are advised not to take on any teaching obligations without the permission of the PhD Academic Board.

### *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.

### *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. Study and Research Period Abroad**

PhD candidates have the possibility to spend a research period abroad for a period of up to six months, usually in the second semester of the second year of their studies. This study period abroad can be devoted to conduct interviews, to carry out data collection, archival research or other kinds of fieldwork, or to attend specialized training linked to the PhD project.

Proposals regarding this matter must be approved by the supervisor(s) and the programme Coordinator before being formally addressed to the Academic Board (*Collegio dei Docenti*).

In order to formally request the permission to conduct their research abroad, PhD candidates must submit the "Request for Study Experience Abroad" form (see Annexes). The request must be submitted in due time to both the PhD office and to the PhD coordinator for approval. Proposals must include a detailed description of the host institution, including the research goals of the

fellowship, and the proposed duration of the fellowship and the identification of a (temporary) co-supervisor at the host institution. At the end of the study experience abroad, candidates must submit the “Report on Study Experience Abroad” form (see Annex 3). The purpose of such report is to summarize the experience and to highlight the added value it brought to the research. The report shall be submitted to both the PhD office and the PhD coordinator. The purpose of such report is to summarize the experience and to highlight the added value it brought to the research. The report shall be submitted to both the PhD office and the PhD coordinator. 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 of 18 June 2008 published in Official Gazette No. 241 of 14 October 2008, that is € 15.343,28, 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 a yearly research budget of € 1.534,33 starting from the second year. Expenses admitted are: travels, conference and seminars fees, consumables (e.g. audio-visual media, photocopies...), publication fees, specific training aimed at research (e.g. language courses).

#### - *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.

PhD Candidates should spend a visiting period abroad (at least 3 months up to maximum 18 months); the minimum period should depend on the rules set by each PhD Academic Board (see the specific Handbook of your PhD Programme) 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 Days*

The PhD Team organizes in September or October a Yearly Opening event to kick-start the academic year. The event is composed of two days in which the new PhD Candidates 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 also have the opportunity to meet some PhD Graduates, the PhD Tutor and the PhD Candidates enrolled in the previous cycles.

##### *Regular PhD Seminars*

The Regular 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.

##### *Departmental Research Seminars*

The Departmental Research Seminars ('DRS') are part of a more comprehensive research and networking activities carried out by the Department of Economics and Finance. The DRS take place every Wednesday, usually during lunch time. Beyond the DRS with external speakers, the Department of Economics and Finance organizes an 'internal' seminar series. The internal seminars take place every Monday, 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. Third- or fourth year PhD candidates are encouraged to present the findings of their research during the internal seminar series.

##### *Annual PhD Conference*

The PhD team organizes the End of Year Conference. On such occasion, the PhD candidates who have completed their second and third year of programme will present their research.

##### *Other academic events*

The PhD coordinator, the PhD team and individual PhD candidates may be engaged in the organization 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. 2021/2022 – I Semester**

The present form is aimed to monitor and to evaluate the progress of the research and of thesis writing. In the first part of the form, the PhD candidate shall carry out a self-assessment of the state of play of his/her research, while the second part is to be filled in by his/her supervisor(s).

Name of PhD Candidate: .....

Name of PhD 1<sup>st</sup> Supervisor: .....

Name of PhD 2<sup>nd</sup> Supervisor: .....

1. What is the current state of your research? (500 words)
2. What challenges have you faced in the past semester? (500 words)
3. What are your plans for next semester? (500 words)
4. Evaluation from Supervisor(s) (500 words).  
Please comment on the PhD candidate progress, highlighting any challenges faced.

Date: ....

Please return by: ....



**Annex 2**  
**Request for Study Period Abroad**

Name of PhD Candidate: .....

Name of PhD 1<sup>st</sup> Supervisor: .....

Name of PhD 2<sup>nd</sup> 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 1<sup>st</sup> Supervisor: .....

Name of PhD 2<sup>nd</sup> Supervisor: .....

Host Institution: .....

Period: from... to...

Local Mentor: .....

Description of research activity (max. 500 words):

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