

LUISS



**Handbook  
of the  
PhD Programme in  
POLITICS  
(Academic Year 2021/2022)**

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## Welcome note

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 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!

*Prof. Stefano Manzocchi*  
*Deputy Rector for Research*

## 1. Introduction

The PhD in Politics at Luiss Guido Carli is a four-year programme aimed at giving participants the skills needed to embark on an academic or professional career in international institutions, NGOs, public and private research institutes, and political and institutional communications.

The program requires full-time attendance and is taught in English.

The programme is structured along three elements:

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

Candidates will be assigned two 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 year, candidates will attend taught courses encompassing the areas of political science, political theory and research methods (both qualitative and quantitative). PhD candidates are expected to write an original paper for each course and are assessed on the basis of class presentations and attendance.

At the end of the first year, candidates will present thesis progress at **at the Annual PhD Conference**. 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, 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. PhD candidates will also take part in the academic meetings organised by the Department (see Section 5).

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. Thomas Christiansen, [tchristiansen@luiss.it](mailto:tchristiansen@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. Thomas Christiansen joined Luiss University as a Professor in the Political Science Department in September 2019. He previously held positions at Maastricht University, at the European Institute of Public Administration, at Aberystwyth University of Wales and at Essex University. He is Executive Editor of the Journal of European Integration.

### *PhD Tutor*

Isabel Hernandez Pepe, [phdtutordisp@luiss.it](mailto:phdtutordisp@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. Isabel Hernandez graduate(d) in Global Studies from St. Edward's University and holds a Second Level Master's in International Public Affairs from Luiss University. She is involved in multiple activities within the Department of Political Science.

### *PhD Office (Ufficio Dottorati)*

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

Maximilian Brüning, [PhDRepDiSP@luiss.it](mailto:PhDRepDiSP@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. (add more details about representative)



### 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. The board is chaired by the coordinator of the PhD programme, Prof. Thomas Christiansen.

Details about the membership of the board can be found at this website  
<https://phd.luiss.it/politics/about-us/faculty/>

#### 4. 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 are initially awarded for one year and are renewed every year subject to a positive evaluation of their progress.

##### *Research Budget*

PhD Candidates with scholarship (specific types of scholarships may have different provisions) have an annual research budget of € 1.534,33, 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).



## 5. The PhD Thesis

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

The completion of a PhD thesis in our programme involves the writing of a single, substantive manuscript approximating the length of a research monograph (usually between 80.000 and 120.000 words), consisting of discrete chapters covering the development of the conceptual and analytical framework and the presentation of the empirical material.

The thesis needs to 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 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.

The main body of the thesis may be accompanied by appropriate annexes providing supplementary details such as e.g. the sources that have been used, the list of interviewees, verbatim transcripts of interviews, tables or graphs arising from statistical data-sets, legal documents, etc.

## 6. PhD Supervision

Each PhD candidate has two supervisors as allocated by the PhD coordinator. 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 supervisors monitor and assess the student's research activity and reports to the PhD coordinator of the programme and the Board about the candidate's progress – i.e. pass/fail concerning research papers, and ensuing admission to the following years.

Candidates and supervisors jointly complete the “Monitoring and Evaluation” form (see Annex 1) twice a year at the end of each semester.

During the 4<sup>th</sup> year of the programme the supervisors read and comment on the final draft of the doctoral thesis prior to formal submission.

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. The supervisors provide guidance and advice regarding the thesis and support the student's training and personal development. However, the ultimate responsibility for the quality and content of a doctoral thesis remains that of the student.

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.

In particular, the role of the supervisor 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 student'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.

## 7. 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 possibly 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 political science, political theory 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 Project. The first semester lasts from mid-September to mid-December, while the Second semester lasts from early February to mid-May (the dates of the academic year are available here <https://www.luiss.edu/students/double-degrees-and-structured-partnerships/incoming/calendar>). 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 progress is assessed at the end of first year, also through a presentation at the Annual PhD Conference.

To proceed to the following academic year, the 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



## 8. List of Courses

| PhD Element | Teaching Pillars              | Semester I                              |     |   | Semester II |  |     |  |     |
|-------------|-------------------------------|---|-----|---|-------------|--|-----|--|-----|
| Teaching    | Pillar I Theory               | Philosophy of Social Sciences (Sillari) | 20h | Theory in Political Science I: Democracy & Representation (De Sio, Angelucci) | 20h         | Contemporary Debates in Political Theory (Gentile) | 20h | Theory in Political Science II: IR, Political Economy & European Integration (Christiansen, Fabbrini, Marchetti, Thatcher, Wozniakowski) | 20h |
|             | Pillar II Research Methods    | Quantitative Methods (Belluci)          | 20h | Qualitative Methods (Thatcher, Piattoni)                                      | 20h         | Applied Quantitative Methods (Paparo)              | 20h | Applied Qualitative Methods (Piattoni, Thatcher)   | 20h |
|             | Pillar III Research Practice  | Research Design (Emanuele)              |     |   | 20h         | Research Skills (Christiansen, et al.)             |     |  | 20h |
| Seminars    | Departmental Research Seminar |   | 8h  | Politics PhD Seminar  | 8h          | Departmental Research Seminar                      | 8h  | Politics PhD Seminar   | 8h  |
| Thesis      | Thesis                        |   |     |   | 20h         | Thesis   |     |  | 20h |

**Semester I**

- Philosophy of Social Sciences – Prof. Sillari
- Theory in Political Science I: Democracy & Representation – Prof. De Sio and Prof. Angelucci
- Quantitative Methods – Prof. Bellucci, Prof. Paparo
- Qualitative Methods – Prof. Thatcher, Prof. Piattoni
- Research Design – Prof. Emanuele

**Philosophy of Social Sciences**

In this course we will explore some aspects related to the (social) epistemology of social science. The course is articulated in four themes: philosophy of science; rationality and rational choice; games and institutions; social norms. In the first set of meetings (philosophy of science) we will look at the issue of progress in science, analyzing various accounts of science and of its dynamics. In the second set of meetings (rationality), we will concentrate on the theory of rational choice as it has been developed in the second half of the past century, along with applications to political philosophy. In the third set of meetings (institutions) we will focus on the theory of social interactions (game theory) and in particular on those classes of games that are amenable to represent social institutions, with applications to social ontology. Finally, in the fourth set of meetings (norms), we will reflect on the nature of social norms and on ways and instruments to change them.

**Theory in Political Science I: Democracy & Representation**

The course presents a political science (i.e. non-normative, and empirically-oriented) perspective on democracy and representation. The first part of the course is dedicated to the concept of democracy in political science: definitions, focus on procedural characteristics, key aspects and processes, changes in democratic institutions and practices, and how democratic regimes are able (or not) to face contemporary substantive challenges. The second part of the course then focuses more closely on the process of representation that ensures that democratic regimes provide the policy responsiveness that is at the core of the definition of democracy. Based on the identification of key actors such as parties and voters, the course analyses the action and interaction of these actors: how it led to the birth of mass democracy, what are the main dynamics involved (and how changes in such dynamics inevitably lead to changes in how democracy works), and what challenges to these interactions are leading to crisis and change in democracy.

**Quantitative Methods**

The aims of the course are: a) to introduce PhD candidates to the main quantitative research approaches in empirical political science and b) to foster capacity to do original

empirical research on the various themes of the discipline (political institutions, voting, public opinion analysis, public policy, etc.) in a comparative perspective. This is not a class on statistics/mathematics although some statistics will be discussed and studied. Rather it is a class on research methods which will allow PhD candidates to select the appropriate research design for their own PhD thesis/research papers.

### **Qualitative Methods**

This course is meant to familiarize PhD candidates with qualitative research methods for the social sciences – in particular political science and political theory – and, in particular, discuss the relationship between qualitative and quantitative methods. Good methods produce good research, regardless of whether they are qualitative or quantitative. However, a good research project starts from an interesting research question, extensive knowledge of the relevant literature, precise concepts and unambiguous terminology, a sound (and possibly innovative) research design, solid knowledge of the available methods – not to mention a keen awareness of the potential obstacles that could slow down or impede the relevant data collection. For these reasons, this course will deal with research design, concepts and typologies, and theory development in addition to examining a number of qualitative methods in greater detail.

### **Research Design**

This course aims at providing tools for developing a sound research design. Moreover, it offers a wide-range introduction to the diverse strategies and methodological tools employed by contemporary social science, in order to first provide PhD candidates with the ability to understand research products that belong to different research traditions and approaches in political science.

The course starts with a presentation of the cycle of social and political research. Some key aspects on how to build a proper research design are discussed and analysed in following steps, in particular: 1) the construction and development of concepts and their operationalization; 2) the selection of cases and all the choices related to the spatial and temporal scope of a research.

The second part of the course moves on to a comparison among different approaches and strategies that a researcher may adopt within the broad framework of the comparative method, and particularly the long-term debate between small-N and large-N strategies, case-oriented and variable-oriented research. Finally, PhD candidates are asked to prepare and present their own PhD research design, based on what they have learnt throughout the course.

### ***Semester II***

- Contemporary Debates in Political Theory – Prof. Gentile

- Theory in Political Science II: IR, Political Economy & European Integration – Prof. Christiansen, Prof. Fabbrini, Prof. Marchetti, Prof. Thatcher
- Applied Quantitative Methods – Prof. Paparo
- Applied Qualitative Methods – Prof. Piattoni, Prof. Thatcher
- Research Skills – Prof. Christiansen et al.

### **Contemporary Debates in Political Theory**

This course aims at reconsidering Liberal Democracy in the wake of an increasingly pluralised and divided world. Although democracy is a widely endorsed modern ideal and a guiding principle in both domestic and international politics, disagreement emerges on what exactly democracy means, why it might be a good thing, which values it entails and/or what institutions give expression to it and, finally, how and whether liberal democratic justice should be endorsed globally. This course will consider Liberal Democracy from the vantage point of Rawls' theory, with the aim of confronting this influential perspective with recent debates emerging in political theory. The course is designed with a mixture of Guest lectures and seminars and will cover several topics ranging from more standard debates on the meaning of democratic equality, tolerance and religions and global justice to more recent topics/issues in this debate, such as European Integration, Historical Injustice and Transitional Justice.

### **Theory in Political Science II: International Relations, Political Economy and European Integration**

This course provides participants with an introduction to the main theoretical approaches in the study of political developments beyond the nation-state. The study of International Relations theories involves the conceptualisation of the modern state and the operation of the international state system, including the significance of the institutions of global governance and the role of non-state actors in this system. It will also introduce key approaches to the study of political economy within and beyond the state before turning to the study of the process of regional integration in Europe. Here the focus will be on debates between intergovernmentalist and supranationalist approaches to understanding the creation and evolution of the European Union, with particular attention to the federal aspects of the EU and its fiscal regime.

### **Applied Quantitative Methods**

The aim of the course is to make PhD candidates familiar with the usage of basic mainstream quantitative analytic tools, through their first-hand application to original research questions of interest for the PhD candidates of the course itself.



The course will largely improve PhD candidates' ability to conduct their own quantitative research (also with possible reference to their final thesis), but also to confront themselves with empirical scientific literature in different subfields of political science.

### **Applied Qualitative Methods**

The aim of the course is to make PhD candidates familiar with the application of the main qualitative methods, through their first-hand application to original research questions of interest for the PhD candidates of the course itself. The course will largely improve PhD candidates' ability to conduct their own quantitative research (also with possible reference to their final thesis), but also to confront themselves with empirical scientific literature in different subfields of political science.

### **Research Skills**

In this course participants will be given training in range of relevant skills that are required in the process of conducting research and writing a thesis. This includes practical aspects of the research process such as obtaining sources, managing bibliographies and making use of relevant software tools as well as teaching language, presentation and writing skills. With a view to preparing PhD candidates for an academic career there will also be elements on preparing, submitting and presenting conference papers, the academic publishing process of both books and journal articles, and the challenge of submitting funding applications for future research projects. The nature of the course will be in the style of practical 'laboratories' in order to facilitate participants to apply the necessary skills to their own research projects.

## 9. The Road towards Thesis Defence

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 their 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.



| 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  | <p>PhD Office shares report with coordinator, candidate, supervisors,</p> <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  |



## 10. **Milestones in the PhD Trajectory**

In each of the four years of the PhD trajectory, candidates have to meet certain milestones. Please see the programme website (<https://phd.luiss.it/politics/four-years-overview/>) for details.

## 11. 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 Political Science. 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 will 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.

## 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 specialised 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 summarise 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 summarise 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.

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 6 months); The choice of the university will be agreed with the supervisor and the PhD coordinator and then approved by the Academic Board.

Luis University is engaging with other institutions abroad, such as with King’s College London through the LISS-DTP – The London Interdisciplinary Social Science Doctoral Training Partnership. Moreover, Luis University aims at expanding its network of international structured cooperation in the future. (see <https://liss-dtp.ac.uk/> for details).

### 13. Relevant Rules & 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' behavior must be informed by the principles of personal dignity, nondiscrimination 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.

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

### *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.

### *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.



## 14. Annexes

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

### Annex 1

#### Monitoring and Evaluation Form

A.Y. 2020/2021 – I Semester

Please complete this form and submit it by **[date]** to [phdtutordisp@luiss.it](mailto:phdtutordisp@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: .....