

Conservatory "Nicola Sala" of Benevento

Doctoral Research Program Regulation

Department of **Musicology**
Doctorate in **History, Practice, and Technologies of Music**

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Article 1 - Scope

This Regulation governs the educational and organizational aspects of the doctoral research program indicated in the header, in accordance with D.M. 470/2024.

Article 2 - Functioning of the Doctoral Board

1. The Doctoral Board (hereinafter referred to as the Board) meets at least twice a year or whenever the Coordinator deems it necessary to fulfill its assigned tasks in a timely manner, or at the request of at least 5 members. The call for the meeting is sent via email at least five days before the meeting, including the agenda. The call period may be reduced to two days in cases of particular urgency.
2. If necessary, members may participate in Board meetings and vote on resolutions via telematic means. Telecommunication participation must ensure at least audio sharing throughout the meeting.

3. In cases of particular urgency, the Coordinator may call for a telematic meeting to be held via email, with the resolutions to be adopted and the consequent favorable vote of the Board members to be expressed via email.
4. The Board meetings are chaired by the Coordinator or, in their absence, by the Deputy or, if the latter is also absent, by the most senior full professor present at the meeting.
5. The Board meetings are valid if those entitled to participate have been regularly convened, and the majority of the members, even if connected telematically, are present.
6. The Board's resolutions are adopted by a majority of those present. In the event of a tie, the Coordinator's vote or that of the person presiding in their place prevails. Voting is conducted by a show of hands.
7. Strangers cannot attend Board meetings unless deemed indispensable for the discussion of specific topics. In such cases, the Coordinator arranges the invitation and submits it for ratification by the Board at the beginning of the session. Strangers must leave during the voting process.
8. No one can participate in discussions or voting on matters that concern them personally or concern a relative or in-law up to the fourth degree.

Article 3 - Access to the Course

1. The Examination Commission for course admission is appointed by the Director upon the proposal of the Course Coordinator.
2. The Examination Commission is chaired by the Coordinator or, in their absence, by the most senior professor in position. The convocation must occur in a timely manner to allow the completion of admission procedures by the deadline set by the Course Admission Call.
3. The selection procedure for ranking formation for admission to the course, possibly divided by curriculum, takes place as follows for all curricula activated in the selection call: a) Evaluation of qualifications, curriculum, and research project; this evaluation — expressed in sixtieths with a minimum score of 40/60 — involves a reasoned judgment of eligibility to take the oral exam; b) Oral exam with discussion of the research project, with a score expressed in sixtieths and a minimum score of 40/60 for passing the exam and inclusion in the final ranking.
4. The final ranking is given by the sum of the scores obtained in the evaluation of qualifications and the oral exam and is unique for all curricula.

Article 4 - Supervising Professors

1. In the first session of each new cycle, the Board assigns one or more professors to each doctoral student as Supervisors (hereinafter referred to as the Supervisor). If deemed necessary, the Board may replace the Supervisor at any stage of the doctoral student's training cycle with a reasoned decision. The Supervisor is usually a member of the Board; in cases of proven scientific motivation, it may also be an AFAM or university professor not belonging to the Board. The Supervisor may be assisted by an AFAM professor or another Italian or foreign university professor if deemed appropriate based on the doctoral student's research project.

Article 5 - Doctoral Student Training Plans

1. By November 30, the Board defines a Study Manifesto for the Course that lists the training activities planned for the academic year both at the Conservatory and at other Italian or foreign universities or research institutions with which the doctorate has established agreements or maintains collaborative relationships.
2. By December 31 of the first year of the course, each doctoral student presents their Annual Training Plan to the Board, prepared in agreement with the Supervisor, indicating the study and research objectives they intend to achieve and the program of activities they consider useful for their pursuit. The Training Plan must indicate the ECTS credits for the planned activities to ensure the acquisition of 180 ECTS credits at the end of the three-year period. The drafting of the doctoral thesis involves the acquisition of 90 ECTS credits over three years, divided as follows: 20 ECTS credits in the first year, 30 in the second year, and 40 in the third year. Common activities organized by the Conservatory are reserved for an interval of 8-20 ECTS credits; the Board may also provide for a maximum of 5 ECTS credits for elective training activities chosen by the doctoral student.
3. The Training Plans, possibly integrated by the Board and approved by January 31, serve as the reference for the annual verification of the fulfillment of the doctoral students' training obligations.

Article 6 - Progress Checks for Doctoral Students

1. By October 15, the doctoral student presents a report to the Board on the training and research activities carried out during the previous academic year, indicating the ECTS credits for each activity. On the same date, the Supervisor presents a report to the Board on the doctoral student's training path and the reasoned proposal for admission or non-admission to the following academic year or the final exam.
2. Starting from the second year of the course, the doctoral student must supplement the report on training and research activities with a public seminar to be held by March 30 on a topic related to the preparation of the doctoral thesis.
3. By October 31, the Board convenes the doctoral student for a discussion of the report on the activities carried out and verifies the fulfillment of the training obligations, deliberating their admission or non-admission to the following year or the final exam. If necessary, the Board may appoint a restricted Commission composed of at least three members to oversee the presentation of the doctoral student's report and propose to the Board the decisions to be adopted.
4. If a check is partially negative or in the presence of justified reasons for the inability to fully fulfill the training obligations, the Board may decide to repeat the check, postponing it by a maximum of two months. The postponement of the check can only be granted once in the doctoral student's career.
5. If a check is negative, the Board declares the doctoral student's withdrawal from the Course and informs the Rector for the issuance of the relevant Decree.

Article 7 - Organization of Educational Activities

1. The training activities are organized into: a) Common training activities aimed at providing doctoral students with skills related to scientific research techniques and methods, as well as the basic knowledge necessary to pursue the Course's educational objectives; these common activities are organized in the form of lectures and involve the acquisition of ECTS credits between 5 and 10, depending on the number of lectures and total hours.

b) Specific training activities aimed at providing and/or completing the doctoral students' knowledge and skills; these activities are conducted in the form of seminars, which may be assigned a maximum of 2 ECTS credits; these seminars are distinguished by curriculum, while doctoral students have the option to attend seminars from curricula other than their own.

c) Other training activities chosen by the doctoral student with the approval of the Board, which verifies their consistency with the training path and/or the doctoral student's thesis project, within the maximum limit of 5 ECTS credits provided by Article 5, paragraph 2 of this Regulation.

Article 8 - Organizational, Administrative, and Accounting Obligations

1. Requests for authorization for external training or research activities (such as participation in schools/courses/seminars, periods of stay in Italy or abroad) must be submitted to the Board at least 30 days in advance, accompanied by a program of the planned activities approved by the Supervisor. In the case of stays in Italy or abroad, the Board notifies the Director and the Academic Office using the attached Model, which forms an integral part of this Regulation as Model A - Authorization for scholarship integration or payment of the equivalent amount for non-scholarship doctoral students.
2. All doctoral students are required to complete a study and research stay of at least 3 months during the three-year course at a foreign university or research institution.
3. Requests for scholarship integration, both for activities carried out in Italy and abroad, must be submitted to the Board within 60 days of the end of the activity, along with a declaration from the external Italian or foreign Supervisor certifying the completion of the training and research activities using the Models attached to this Regulation as Model B - Reporting, Model C - Certification (for activities carried out in Italy), and Form C (for activities carried out abroad). The doctoral student must also submit a report on the activities carried out to the Coordinator for approval by the Board. The Board may define any methods for recovering training activities not completed by the doctoral student.

Article 9 - Final Exam

1. The doctoral student submits the completed thesis to the Supervisor four months before the scheduled date of the discussion. For the methods of discussing the thesis, see the Call for Applications, Articles 13 and 14.

Article 10 - Election of Representatives of Enrolled Doctoral Students

1. The representatives of the doctoral students on the Board are identified through an electoral procedure called by the Director of the Department that is the administrative seat of the Course.
2. Active and passive voting rights belong to all doctoral students enrolled in all active Cycles of the Course at the time of the election procedure (excluding co-supervised doctoral students for whom the Conservatory is the hosting institution). The quorum required for the validity of the vote is set at 15% of those entitled to vote. The election call sets the further rules for the electoral round.

Article 11 - Final Provisions

1. This Regulation, prepared by the Board, is approved by resolution of the Academic Council of 17/05/2024.
2. The Academic Council of the Conservatory, which is the administrative seat of the Course, deliberates on any amendments and integrations proposed by the Board and submits them for approval by the Board of Directors.
3. This Regulation is valid in its entirety from the current 40th Cycle onwards.

Summary of Deadlines

| Date | Obligation |
|-------------|--|
| November 30 | The Board defines the Study Manifesto |
| December 31 | The doctoral students present their Training Plans |
| January 31 | The Board approves the Training Plans |
| October 15 | The doctoral students present a Report on the activities carried out |
| March 3 | From the second year onwards, the doctoral students hold a seminar |
| October 31 | The Board verifies the fulfillment of the training obligations |

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