



RESEARCH DOCTORATE GUIDELINES

DSTA – University of Pavia

Updated on 06/09/2023

Extracts from the Regulations on research doctorates issued with D.R. 900 dated 11/04/2022 – (Regulation compliant with Ministerial Decree 226/2021).

This guide contains the main indications and guidelines, as well as some useful links and references, regarding certain key aspects of the doctorate course of study. This is an internal Doctorate document and is aimed at helping doctoral students during their studies.

It is emphasised that the regulations may undergo changes and it is therefore important to refer to the guide update date. However, it is the responsibility of the doctoral student representatives to keep the guide updated. In any case, please contact us with any suggestions and/or recommendations should additions need to be made.

In any case, a face-to-face talk with fellow doctoral students, concerning to any aspect of the doctorate course, is highly recommended regardless of the existence of this document.

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0. LINKS AND USEFUL REFERENCES

DSTA Doctorate – Unipv <http://phd-dsta.unipv.it/>
Unipv Research Doctorate courses <http://phd.unipv.it/>
Normative sources <http://phd.unipv.it/fonti-normative/>
Useful Unipv doctorate information <http://phd.unipv.it/informazioni-per-dottorandi/>
Unipv doctorate frequently asked questions <http://phd.unipv.it/domande-frequenti/>
DSTA mission regulations <https://terraeambiente.dip.unipv.it/it/node/227>
Certified doctors and doctoral students <http://phd.unipv.it/certificati-corsi-di-dottorato-di-ricerca/>

ADI doctorate guide <https://dottorato.it/content/guida-adi-al-dottorato-2020>

PON R&I 2014-2020 guide <https://dottorato.it/content/guida-borse-pon-green-innovazione>

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1. RIGHTS AND DUTIES OF DOCTORAL STUDENTS

1.1 Annual doctorate enrolment fee

Each doctoral student is required to pay an annual doctorate enrolment fee and, subsequently, at the beginning of each academic year. The contribution amounts to €156.00. The fee includes:

- Regional tax for the right to study: €140.00
- Stamp duty paid virtually: €16.00.

1.2 Doctorate scholarships

Scholarships, if provided, have an annual duration and are renewed on the condition that the doctoral student is admitted by the Teaching Board to the following year (see 2. Doctoral student career). The amount of the scholarship is paid in **deferred monthly instalments**.

Doctoral scholarships amount to **€16,243.00** gross. Social security contributions must be paid by the recipient; the net monthly amount is approximately €12,000.00. The grant is paid on a monthly deferred basis.

Please note. It is possible to download the **payslips** and **Certificazione Unica** (CUD - Income tax certificate) from <https://io.unipv.it/>.

PhD scholarships are subject to the payment of separately managed (gestione separata) INPS social security contributions, in accordance with current legislation.

1.3 Attending the doctorate course

Admission to the doctorate course means an **exclusive, full-time commitment**, notwithstanding the possibility of a specific discipline established by the Teaching Board for industrial doctoral students or doctoral students co-supervised with companies and institutions.

1.4 Tutor sessions and supplementary teaching

Doctoral students can hold **tutoring sessions**, including paid roles, for the three-year degree and Masters degree courses relating to the DSTA, up to a maximum of **150 hours** per academic year (unless otherwise decided the Teaching Body).

The following links are to tutoring announcements:

- **University funded**
(<https://orienta.unipv.it/vivi/vuoi-diventare-un-tutor/progetti-di-tutorato-su-fondi-ateneo>)
- **MIUR funded**
(<https://orienta.unipv.it/vivi/vuoi-diventare-un-tutor/progetti-di-tutorato-su-fondi-miur>)

Please note. for the specific features of collaborations, please refer to the indications of each announcement.

Please note. speaking to your colleagues and/or your tutors before submitting an application, and possibly accepting collaboration assignments for tutoring activities, is highly recommended. This is to organise matters so that applications are presented fairly, avoiding other students being excluded.

Please note. before accepting a collaboration assignment (following the publication of the ranking list defined in the relevant selection notice), authorisation of the Teaching Board is required. This should be requested via email addressed to phd-dsta@unipv.it.

Doctoral students may also carry out **supplementary teaching activities** (seminars), up to a maximum of **40 hours** per academic year. These are assigned by the Department Board, acting upon proposals of professors responsible for the collaboration activities.

Please note. authorisation of the Teaching Board is also required for supplementary teaching activities.

1.5 Other paid activities

Doctoral students (doctoral students with a scholarship only), through the stipulation of service contracts, may carry out **paid activities** that allow them to **acquire skills relating to the doctoral course's educational area**. They may also carry out research activities that are **consistent with their training** and for which funding has been obtained from bodies outside the University of Pavia.

Please note. the Teaching Board must always approve any participation in such activities. The Board will also evaluate the compatibility with attendance at teaching/training activities and with the performance of the research activity assigned to the doctoral student. A written opinion from the doctoral student's tutor is also required in order for Teaching Board approval to be granted. The Board can approve any activity it believes could help doctoral students improve their research and whose salary does not exceed 16,243.00 euros (gross) per year. Authorisations must be sent to the competent administrative office.

Please note. the right to maintenance of **doctoral students without a scholarship** is unaffected. This means that these students are not subject to any supervision or checks of their working activities by the Teaching Board and they are not subject to a salary limit.

1.6 Extensions and suspensions

For proven reasons that result in doctoral students being unable to submit their thesis within the time established for the duration of the course, the Teaching Board may grant, upon request of the student, an **unpaid extension** up to a maximum duration of 12 months.

An extension not exceeding 12 months may also be decided by the Teaching Board for justified scientific needs. In such cases, the corresponding **extension of the duration of the scholarship**, with funds to be raised by the Teaching Board, will be ensured.

Doctoral students may request, for proven reasons established by law or by doctoral regulations, a suspension of the course for a maximum of 6 months. For the duration of the suspension, **payment of scholarships or other equivalent financing is not envisaged**. In any case, the period of suspension must be made up, with the payment of any outstanding scholarship instalments, at the end of the period established for the doctorate course. This means that the course duration is the same for all doctoral students.

Please note. Periods of extension and suspension may not exceed **18 months**, except in specific and/or particular circumstances.

1.7 Forfeiture of the doctoral course

Forfeiture of the doctorate course is determined by:

- a negative outcome in the annual activity verification;
- unjustified and prolonged absences, reported by the Co-ordinator to the competent offices;
- violation of incompatibility regulations;
- failure to comply with the registration procedures;
- failure to submit an application for the final examination within the established deadlines.

2. DOCTORAL STUDENT CAREER

2.1 Kickoff day

After being admitted to the doctorate course, doctoral students must give a brief oral presentation of their project before the Teaching Board. This normally takes place within two months of the start of the doctorate course. Subsequently, the Teaching Board assigns an internal counter-supervisor to each new doctoral student.

2.2 Mid-term evaluation (first and second year doctoral students)

To encourage doctoral students to complete the course within the established time, the DSTA Doctorate Board has introduced a **mid-term evaluation**. This is an evaluation of students' progress which is preferably carried out in September of each year, through an interview. During this evaluation, doctoral students are provided with feedback on their work by one or more external supervisors as well as a clear definition of the activities expected for the following months/years. The mid-

term evaluation also allows the Doctorate Board to identify possible critical situations that require a follow-up. Passing this assessment is a **necessary requirement to access the following year of the course**.

Procedure:

Each doctoral student must complete a report on their research activity (PhD Student Annual Report) and tutors must write a comment on the progress of their doctoral student (Tutor Evaluation Form). This material is sent to the internal supervisor and to the Doctorate Co-ordinator (phd-dsta@unipv.it). The internal supervisor will then send the documents to one or more external examiners.

Doctoral students will then have to present their work, orally, before an Evaluation Commission. After the presentation, the external examiners deliver a report to the internal counter-supervisor concerning the doctoral student's evaluation. After considering the opinion of the tutor and the external examiners, the Commission agrees on an overall judgement of the doctoral student.

The judgement may be:

- **Positive:** the student is admitted to the following year;
- **Conditional:** the student is conditionally admitted to the following year. The student must achieve the results requested by the Doctorate Board within 6 months;
- **Negative:** the student is not admitted to the following year.

2.3 Admission to the final doctorate examination (third-year students)

For admission purposes, the doctoral student sends the Doctoral Coordinator a report (PhD Student Annual Report) detailing the activities carried out during the doctorate and regarding any publications. According to DSTA Research Doctorate regulations, to be admitted to the final examination, doctoral students must have published at least **at least one first-name article in an ISI journal**. **The date by which the documentation to the Coordinator should be sent is published on the doctorate course website**. Along with this date, the date of presentation (Admission to Final Examination) to the Doctoral Teaching Board is published. Doctoral students will then have to present their work before the Teaching Board in order to be admitted to the **final examination** (presentation of the doctoral thesis).

The Teaching Board, having obtained the opinion of the tutor, verifies doctoral students' eligibility for the **Final Examination**. If students are admitted to the final examination, the Teaching Board issues the admission approval. This will be sent to each doctoral student so that they can register for the final examination. The Teaching Board also identifies two **external examiners**, not from the University of Pavia and both highly qualified, at least one of whom is a university professor. At the same time, the doctoral student must send a copy of the thesis to each external examiner.

2.4 Award of the qualification

Within 15 days of the doctorate course ending (**i.e., the end of the contract**), doctoral students should submit to the Vice Chancellor the application for the final examination accompanied by the admission approval issued by the Teaching Board. The external examiners express a detailed opinion of the doctoral student's activity (Reviewer's Form) approximately one month after receiving it. The examiners may **admit the student to the public discussion or recommend postponement of the thesis discussion for a period not exceeding six months**. After this period, the doctoral student, having submitted the thesis again, together with a new written opinion from the external examiners, will be admitted to the public discussion.

Finally, the Doctorate Board will appoint a commission for the **Doctoral Thesis Discussion session**. At least 20 days before the date of the **Final Discussion**, doctoral students must upload the revised thesis to the reserved area.

From the following link, it is possible to consult the **instructions for the compilation of the online Final Examination form for the award of the Doctorate**:

<http://phd.unipv.it/wp-content/uploads/2022/10/Istruzioni-inserimento-domanda-2022.pdf>.

3. DOCTORAL STUDENT TRAINING: REGULATIONS AND INFORMATION

3.1 Obligations related to the acquisition of CFUs (ECTS) during the 3 year course

During the 3 years of the Doctorate course, students must achieve a **minimum of 30 CFUs**, of which at least 6 by attending courses of activities designed for the acquisition of transversal skills. Further, for the 6 transversal skills CFUs, at least 3 should be gained by attending courses offered by the Scuola di Alta Formazione Dottorale (SAFD).

Please note. there is no maximum CFU limit that doctoral students can acquire (in order for doctoral students to make the most of the courses and opportunities offered by all institutions, even those abroad, during their training).

Please note. Doctoral students from **cycles 36 and 37** must acquire only **24 CFUs** and are not obliged to acquire transversal skills CFUs, as per the previous regulations.

Please note. at the end of each year, when the year ends, students must submit for validation, together with their year-end report, all credit certificates. The Doctorate Board **reserves the right to accept the CFUs and/or quantify in credits the total number of hours of the courses attended**.

3.2 How to acquire credits

Course type	Number of credits	Limit
DOCTORATE SCHOOL COURSES Internal Unipv	Credits assigned to the course *	None**
DOCTORATE SCHOOL COURSES External Unipv	Credits assigned to the course *	None**
SCHOOL Post-graduate university winter school/summer school	1 CFU for every 4 hours	None**

FIELD TRIP (e.g.: Multidisciplinary excursions) as part of the doctorate school	1 CFU for every 8 hours	None**
PRATICAL COURSES/WORKSHOPS as part of the doctorate school (not fieldwork)	1 CFU for every 6 hours	None**

* For each course, refer to the number of hours and/or number of credits provided

** None, but the Doctorate Board recommends varying the course location and subject.

Please note. it is recommended that students make the most of these opportunities to extend their training and knowledge, also in relation to the use of the funds made available to them. It should be recalled that there is no obligation for courses to be pertinent to students' own doctorate project but that they are aimed at getting to know the scientific world more generally in the field of research.

It is recommended that students consult our university websites (e.g., transversal courses) and those of other universities to discover the courses on offer:

DSTA Doctorate courses – Unipv <http://phd-dsta.unipv.it/education/courses/>

DSTA Seminars – Unipv <http://phd-dsta.unipv.it/education/seminars/>

Società Geologica Italiana Doctorate portal <https://www.socgeol.it/297/portale-dottorato.html>

Unipv transversal courses <http://phd.unipv.it/corsi-trasversali-per-dottorandi/>

Please note. doctoral students who intend to attend courses not included in the table from subsection 3.2 must receive authorisation from the Doctorate course Co-ordinator, completing the [External Didactic Activities Authorization](#) form and sending it via email to phd-dsta@unipv.it.

Please note. Participation in scientific conferences does not result in the acquisition of doctorate course CFUs.

4. BEARING EXPENSES DURING THE DOCTORATE

4.1 Funds available to doctoral students

Each doctoral student is guaranteed, in addition to the scholarship, a **research budget for activities** in Italy and abroad for a sum not less than **10% of the annual scholarship**. These funds are used according to the methods envisaged for research funds assigned to University teaching staff.

The funds available to each doctoral student are:

- **1° year:** 10% of the annual scholarship
- **2° year:** 10% of the annual scholarship
- **3° year:** 10% of the annual scholarship

Please note. when completing missions (see 5. Missions), it is necessary for students to indicate their **tutor** as the **person in charge of the funds** (10% of the annual grant)

Please note. doctorate funds (budget for research activities of 10%) do not necessarily have to be spent within the ongoing academic year. Funds may be cumulated up to the third year of the doctorate course.

In addition and usually for **MUR doctoral students** (doctorates with a scholarship provided by the University of Pavia) an additional fund of **5000 euros** is available (made available by the student's tutor).

Please note. when completing missions (see 5. Missions), it is necessary for students to indicate their **tutor** as the **person in charge** of the funds.

Further, in some cases, the administration office may ask for the number of restrictions of the funds assigned to doctoral students when completing missions (to be included in the notes). If necessary, it is recommended that students send an email to the administration office specifically asking for the individual restriction number (and possibly the balance for each fund).

In particular:

- For missions, contact Lucia Riva (lucia.riva@unipv.it)
- For other expenses, contact Anna Amodio (anna.amodio@unipv.it) or Antonella Busti (antonella.busti@unipv.it).

4.2 How to use funds

Funding may be used for all expenses related to students' activities:

- Missions in Italy and abroad
- Courses/Schools/Workshops
- Conferences
- Analyses
- Laboratory consumable materials
- Texts
- Software
- Small pieces of equipment/tools
- Computer
- Deliveries

Please note. Any equipment or computers purchased using funds **must be inventoried** and, as such, **remain the department's property**.

Please note. Given that these regulations change frequently, it is recommended that students contact the administration staff before spending any funds (antonella.busti@unipv.it; anna.amodio@unipv.it).

4.3 Order form

For some expenses, a **goods/services purchase form** must be completed (Attachment A) and sent to the administrative staff, if possible attaching an expenses quote.

Please note. the seller must appear on the **MEPA** (Mercato Elettronico Pubblica Amministrazione) platform.

Please note. Initially, it is advisable to contact fellow doctoral students or the administration staff for advice on how to complete the purchase form and make purchases. This is to avoid mistakes being made (thus avoiding the risk of not being able to purchase services and/or not being paid).

4.4 Agreements with shops and printers

An agreement is in place with the DSTA department for the printing of:

Grafiche TCP S.R.L.

via Vigentina, 29/B

27100 Pavia

tcp@tcppavia.it

This is the procedure to be followed is:

1. Contact the printer and/or visit the shop and declare an affiliation to the DSTA department (this means that advance payment by the student and then asking for a refund in the administration office will not be necessary);
2. Notify the administration office (anna.amodio@unipv.it) of the costs (total) borne and the research funding (and eventual limitations) from which the expenses should be drawn.

An express delivery courier has an agreement in place with the DSTA department:

Mail Boxes Etc. – Centro MBE 0068

via Vigentina, 9

27100 Pavia

tcp@tcppavia.it

The procedure to be followed is:

1. Visit the shop and declare an affiliation to the DSTA department (this means that advance payment by the student and then asking for a refund in the administration office will not be necessary), then send the package in the name of the person responsible for the funds;
2. Complete the dedicated form (Attachment A) and hand it in to the administration staff (antonella.busti@unipv.it).

5. MISSIONS

5.1 General regulations

Doctoral students carrying out **missions** must make authorisation requests using the appropriate portal <https://missioni.unipv.it/>. In order to regulate any mission compensation due, doctoral students are treated on a par with university researchers. In the 'Help' section of the portal, it is possible to find a list of video tutorials and manuals for completing the missions and for the related reimbursement requests (*video tutorials and documents of interest*).

The following link details information on the **University of Pavia's mission regulations**:

<https://portale.unipv.it/sites/default/files/2023-06/Regolamento%20Missioni%20e%20Servizio%20Esterno%20-%20in%20vigore%20per%20le%20missioni%20autorizzate%20dal%2015%20giugno%202023.pdf>.

The following link reports some **essential regulations and guidelines** for missions: <https://terraambiente.dip.unipv.it/it/node/227>.

Please note. when completing missions, students should be aware of the funds to be used for carrying out the mission. They should also indicate in the appropriate online form the person in charge of the funds who will have to authorise their use. It is specified that only the fund manager must be indicated, as they will later enter the fund reference.

Students who intend to use a vehicle owned by the department during the mission must reserve the vehicle in advance and specifically indicate the vehicle model and number plate when entering the mission in the appropriate online portal. In such cases, if a refund request for petrol and motorway tolls is requested, students will need to attach all receipts. If, however, students intend to use their own vehicle, the reimbursement will be made based on the number of kilometres covered (petrol + use of the vehicle).

Please note. departure or arrival from students' place of residence and not from the place of work (University of Pavia) is admissible only if the residence is closer to the destination stated when completing the mission (and, in any case, when it is economically beneficial).

Please note. to request a reimbursement for expenses borne by doctoral students during the period indicated when completing the mission, all expenses should be documented by attaching payment receipts.

Please note. for multi-day missions, the number of kilometres covered must be divided by the respective travel dates (they must not all be attributed to a single day). This rule also applies to any other expenses incurred.

Please note. if conference posters are not printed by a shop or printers with which an agreement exists, these mission costs cannot be refunded (see 4.3 Agreement with shops and printers).

5.2 Asking for refunds for online conventions/conferences

To request a refund of enrolment expenses to **online conventions and conferences**, students should write an email to the Department Director (graziano.rossi@unipv.it), copying the Administration Office (emdip24@unipv.it) and the person in charge of the funds.

The letter should include:

- Description of the event (name, organiser, date, etc...).
If possible, including a poster of the event or presentation;
- cost;
- hedge funds.

Please note. a read confirmation must be requested as the Department Director will not respond (silent assent). It is also necessary to inform the DSTA Doctorate Coordinator (phd-dsta@unipv.it) and receive authorisation.

After the event, the following information should be sent to the administration office (emdip24@unipv.it):

- invoice in the name of the person making the request (not the department);
- certificate of attendance;

- possibly a copy of the correspondence presented.

The expenses will be reimbursed via bank transfer.

Please note. naturally, as online events, **it is not necessary to present an authorisation request** to carry out the mission.

6. PERIODS ABROAD

6.1 How to spend a year abroad

The procedure to be followed for periods abroad is available at:

<http://phd.unipv.it/internazionalizzazione/>

6.2 How to request a scholarship increase

The procedure to be followed to request an increase abroad is available at:

<http://phd.unipv.it/periodo-allestero-dei-dottorandi/>

The methods for increasing the scholarship are:

- 1) the scholarship amount is **increased by 50%**, for a duration of at least 7 continuous days and, in total, not exceeding 12 months, for periods of research activity abroad that have previously been authorised by the DSTA Doctorate Teaching Board (extendable up to a total maximum of 18 months for co-supervised doctorates);
- 2) participate in one of the calls relating to projects in support of international mobility (available on the page <https://internazionale.unipv.eu/it/>): **Erasmus+, Erasmus + Traineeship, Overseas Exchange Program, Coimbra Group SEN, EC2U**;
- 3) take part in the call for **International Mobility Scholarship** awards reserved for those enrolled on PhD courses (<http://phd.unipv.it/bandi-per-borse-di-mobilita-internazionale/>);
- 4) **For doctorate students without a scholarship**: the call for the award of **EDiSU** scholarships.

7. Doctor Europæus

7.1 Requirements

Once the third year of the doctorate has been completed, doctoral students may request the attribution of the **Doctor Europæus** certificate in the Reserved Area when submitting their application to take the final examination. The attribution occurs where the following conditions exist:

1. the thesis must be reviewed by at least two professors from different universities in two Member States of the European Union. These must not include the university where the doctorate is carried out;

2. the final examination commission must include at least one professor from a university in a Member State of the European Union, other than that where the doctorate is carried out;
3. one part of the thesis discussion must be given in a European language that is not that of the country in which the doctorate is carried out;
4. a study and research stay of at least 3 months (even if not continuous, but cumulative over the duration of the doctorate) must be carried out in a Member State other than that where the doctoral course is carried out.

MODULO RICHIESTA ACQUISTO BENE/SERVIZIO

RICHIEDENTE:

DESCRIZIONE E QUANTITA' DEL BENE/SERVIZIO DA ACQUISIRE:

.....

MOTIVO DELL'ACQUISTO:

RICERCA DIDATTICA TERZA MISSIONE FUNZIONAMENTO

IMPORTO MASSIMO STIMATO:

(ALLEGARE SE POSSIBILE PREVENTIVO INDICATIVO/INDAGINE DI MERCATO)

PROGETTO A COPERTURA:

EVENTUALI ESIGENZE CONTRATTUALI:

DATA

FIRMA RESPONSABILE FONDI