



UNIVERSITÀ DI PAVIA
Dipartimento di
Scienze della Terra
e dell'Ambiente



UNIPV
PhD Program in Earth
and Environmental Sciences

RESEARCH DOCTORATE GUIDELINES

DSTA – University of Pavia

Updated on 18/11/2024

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 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 <https://phd.unipv.it/phd-programs/>

Normative sources <http://phd.unipv.it/fonti-normative/>

Useful Unipv doctorate information <https://phd.unipv.it/information-for-phd-students/>

Unipv doctorate frequently asked questions <https://phd.unipv.it/frequently-asked-questions/>

DSTA mission regulations <https://terraeambiente.dip.unipv.it/it/node/227>

Doctors and PhD students certificates <https://phd.unipv.it/certificates/>

Contacts: <https://phd.unipv.it/contact/>

ADI doctorate guide <https://dottorato.it/guide-adi>

DSTA Doctorate co-ordinator email address:

Prof. Andera Mondoni

phd-dsta@unipv.it

Doctorate representative email addresses:

Paola Bellotti paola.bellotti01@universitadipavia.it

Salvatore Coco salvatore.coco01@universitadipavia.it

Margherita Tognela margherita.tognela01@universitadipavia.it

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 installments**. The first two monthly payments are usually paid together by the end of December.

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 by 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 by 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 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 course suspension 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 suspension period must be made up, with the payment of any outstanding scholarship installments, 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 orally present their PhD project before the Teaching Board, supported by a PowerPoint presentation (10 minutes for the presentation, 5 minutes for questions). This normally takes place within two months of the start of the doctorate course. The presentation modalities and any additions to the project submitted to the PhD competition should be discussed with the supervisor. 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 before an **Evaluation Commission** (see below). 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 is required to:

- complete a report on their research activity ([PhD Students' Annual Report](#));
- send what is required to the internal supervisor and to the Doctorate Co-ordinator (phd-dsta@unipv.it);
- present their work, orally, before the Evaluation Commission, consisting of the counter-supervisor and two external members, chosen by the counter-supervisor. The Evaluation Commission will express an overall judgement on the PhD student, using the relative form ([Outside Examiner's Evaluation Form](#)), that is to be sent to the Doctorate Co-ordinator (phd-dsta@unipv.it).

The internal tutor is required to:

- write the annual report on the progress of their doctoral student ([Supervisor's Evaluation Form](#))
- send the required document to the PhD Secretary (phd-dsta@unipv.it)
- send the Supervisor's annual report and the PhD student's annual report to the counter-supervisor.

Once all the preceding steps have been completed, it will be possible to approve doctoral student's mid-term evaluations at a meeting of the Teacher Board, before the end of the Course.

The judgment 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.

At the following link are reported the deadlines for the presentation of the reports for Mid-Term Evaluation: <http://phd-dsta.unipv.it/deadlines/>.

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

For admission purposes, the third-year **doctoral student** is required to send to the PhD Secretary (phd-dsta@unipv.it):

- a report detailing the activities carried out during the doctorate ([PhD students' Annual Report](#));
- list of the publications ([List of Publication](#))

N.B. According to DSTA Research Doctorate regulations, to be admitted to the final examination, doctoral students must have published **at least one first-name article in an ISI journal**. Only in particular cases, the Doctorate Board reserves the right to consider admission to the final examination in the absence of this requirement. The date by which the documentation to the coordinator should be sent is published on the doctorate course website.

The **supervisor** is required to send to the PhD Secretary (phd-dsta@unipv.it):

- the report on the activities carried out by their doctoral student ([Supervisor's Evaluation Form](#))

The **Teaching Board**, having obtained the opinion of the tutor:

- verifies and eventually approves the doctoral student's eligibility for the Final Examination, with an admission resolution.
- If the student is admitted to the final examination, identify two external examiners, not from the University of Pavia, who are both highly qualified, at least one of whom is a university professor.

The supervisor, immediately after the Teacher Board meeting at which the doctoral student has been admitted to the Final Examination is required to send the following to the external examiners:

- their doctoral student's thesis.
- the evaluation form to be used ([Reviewer's Form](#));
- the report on the activities carried out by their doctoral student ([Supervisor's Evaluation Form](#));
- list of the publications (List of Publication).

The external examiners, according to the Doctoral Regulation, provide an analytical judgement (using the form above), within 30 days of receiving the thesis, recommending the admission to the public defence or the postponing of the thesis defence for a time period not exceeding six months. After this period, the thesis, along with a new written opinion from the external examiners within 30 days of receiving the corrected version of the thesis, is in any case admitted to the discussion.

The third year doctoral student is also required to:

- submit to the Rector the application for the final exam through the designated online procedure (<https://studentionline.unipv.it/esse3/Home.do>), uploading the admission

resolution issued by the Teacher Board (see above) no later than 15 days from the ending of the Course.

2.4 Award of the qualification

The **Teaching Board**:

- designates the Commission for the final discussion within 60 days of receiving the opinion of external examiners (see 2.3)
- at the same time deliberates the date for public defence proposed by the supervisor(s).

The **Rector** nominates:

- the Commission within 30 days of its designation. The Commission is required to conclude all the procedures within 90 days of the Rector's designation.

The **PhD candidate** is required to:

- upload the final version of the thesis on their Reserved Area (<https://studentionline.unipv.it/esse3/Home.do>), at least 20 days before the discussion. The PhD Coordinator will receive an automatic email with the request for validation of the thesis, which is necessary for the thesis defence.

3. DOCTORAL STUDENT TRAINING: REGULATIONS AND INFORMATION

IMPORTANT, for all cycles

Starting from the academic year 2024/2025, each PhD student will be required to enter information about the courses attended, uploading the relevant certificates, by completing the following [form](#). This way, it will be possible to enter the information at any time, and it will no longer be necessary to submit all certificates collectively before the mid-term evaluation (see 2.2). The Teaching Board **reserves the right to accept the ECTS and/or quantify the number of hours for the courses attended in terms of credits.**

Starting from the academic year 2024/2025, it will also be possible for each PhD student to enter information about periods spent abroad or at other research institutions and public administrations in Italy by completing the following [form](#).

3.1 Requirements for earning ECTS during the 3 years

40th CYCLE

During the 3 years of the PhD, the student is required to earn a minimum of 32 ECTS (with at least 24 CFU by the end of the second year):

- 20 ECTS in transversal skills (of which at least 3 from SAFD courses)
- 10 ECTS in thematic courses (e.g., internal/external S/W schools)
- 2 ECTS for conferences/congresses/seminars

Specifically, the 2 ECTS for conferences/congresses/seminars would have the following characteristics:

- For the PhD day: organizers (1 CFU); participants (0.5 CFU)
- External events: organization (1 CFU); oral presentation (0.5 CFU); passive/poster (0.25 CFU)

38th and 39th CYCLES

During the 3 years of the PhD, the student is required to earn a minimum of 30 ECTS, with at least 6 ECTS through participation in courses or activities aimed at acquiring transversal skills. Furthermore, of the 6 ECTS in transversal skills, at least 3 ECTS must be obtained by attending courses offered by the SAFD.

Note: For these cycles, participation in scientific conferences does not allow the student to earn ECTS within the PhD program.

36th and 37th CYCLES

PhD students in the 36th and 37th cycles must earn 24 ECTS, without the obligation to acquire any ECTS in transversal skills.

Note: For these cycles, participation in scientific conferences does not allow the student to earn ECTS within the PhD program.

Note: There is no maximum limit for ECTS, only a minimum, in order to allow the PhD student to make the most of courses and opportunities at all universities, including those abroad, for their training.

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.

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 [Teaching Program](#)

Training activities proposed by Doctoral Schools of other universities: <http://phd-dsta.unipv.it/other-university-teaching-plan/>

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

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

Note: doctoral students who intend to attend courses not included in the table from sub-section 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.

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

PhD research funds (10% budget) do not necessarily have to be spent within the current academic year but may be accumulated until the third year of the PhD.

When completing the mission form (see 5. Missions), it is necessary to **indicate the coordinator of the PhD program as the responsible party for the funds** (10% of the annual scholarship).

To assist the administrative staff in processing refunds, it will be necessary to **specify the fund reference number** for which the refund is being requested in the mission notes. The reference numbers are usually provided at the start of the academic year, but if necessary, it is advised to send an email to the administration (see below) requesting the individual fund reference number (and, if applicable, the remaining balance for each fund).

Additionally, **from the 40th cycle onwards, PhD students have access to a fund of two thousand euros** (provided by the supervisor). In this case, when completing the mission form (see 5. Missions),

it is necessary to **indicate the professor who provided the funds as the responsible party** (the supervisor or the professor responsible for the project from which the funds originate; this information can be found in the Excel file of PhD fund references). Again, it is necessary to **specify the fund reference number in the mission form notes**.

Note: The reference number (both for the 10% budget and for the additional fund) is updated annually. It is therefore advised to check at the beginning of the year what the new number is and use the correct one when requesting a refund.

Specifically:

- For missions, please contact Mrs. Lucia Riva (lucia.riva@unipv.it);
- For other expenses, please contact Mrs. Anna Amodio (anna.amodio@unipv.it) or Mrs. Antonella Busti (antonella.busti@unipv.it);
- For fund reference numbers, please contact Mrs. Elisabetta Moretti (elisabetta.moretti@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
- Materials
- Deliveries

Further information on how to use the budget can be found at the following [link](#).

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 into the administration staff (antonella.busti@unipv.it).

5. MISSION

5.1 General Rules

A PhD student conducting mission activities must apply for authorization through the appropriate portal <https://missioni.unipv.it/> To regulate the mission treatment, doctoral students are equated with university researchers. In the appropriate portal, within the Help section, it is possible to find a list of video tutorials and manuals for the compilation of missions and related reimbursement requests (Video Tutorials and Documents of Interest).

Below is the link where some rules for carrying out missions are given

<https://terraeambiente.dip.unipv.it/it/node/227>.

N.B. when filling out the mission, it will be necessary to be aware of the funds to be used to carry out the mission and to indicate in the online form the person responsible for the funds who will have to authorize their use. It is specified that only the person in charge of the funds should be indicated, as he will later enter the fund reference.

If you intend to use a department-issued vehicle during the mission, you must reserve the vehicle in advance and specifically indicate the license plate number and model of the vehicle while filling out the mission in the online mission portal. In this case, should you wish to claim reimbursement for gasoline and toll booths, you will need to attach all receipts during the reimbursement request. On the other hand, if you intend to use your vehicle, reimbursement will be made on the mileage count (gasoline + vehicle use).

N.B. departure or arrival from the place of residence and not from the place of work (Unipv) is permissible only if the residence is closer to the place of destination indicated during the compilation of the mission (and in any case when it is economically convenient).

N.B. to claim reimbursement for expenses incurred by the doctoral student during the period indicated in the mission compilation, it is necessary to document the expenditures incurred by specifically attaching receipts and payment receipts preferably in Pdf/A format; however, it is also possible to use Pdf format (instead, the image format, such as Jpg is problematic to manage in the application, so its use is not recommended).

N.B. if they are multi-day missions, the miles must be divided into their respective dates of travel not all attributed to a single day, just as other expenses must be attributed to their respective dates of incurrence.

N.B. conference posters unless printed through convention cannot be reimbursed within a mission (see 4.3 Convention with stores and printers).

5.2. Apply for reimbursement for congresses/conventions online.

To request reimbursement for registration fees for conferences and conventions held online, simply write an e-mail to the Department Director (silvio.seno@unipv.it) copying the Secretariat (emdip24@unipv.it) and the holder of the funds.

The letter should indicate:

- Description of the initiative (name, organizer, date, etc...). If possible, attach the event poster or presentation
- Cost
- Hedging funds

N.B. confirmation of reading will have to be asked, as the Department Director will not respond (silence consent). It is also necessary to make the DSTA Doctoral Coordinator aware (phd-dsta@unipv.it) and receive permission.

After the initiative should be provided to the Secretariat (emdip24@unipv.it)

- The invoice was headed to the person of the applicant and not to the Department.
- Certificate of attendance.
- Copy of any communication submitted.

The expense will be reimbursed by bank transfer.

N.B. Since these are online events, of course, no application for permission to conduct the mission will have to be submitted

6. TIMES ABROAD

6.1 How to go About spending a period abroad

Attending a period of training and/or research abroad is a strongly recommended activity. In particular, each doctoral student is expected to spend a minimum of 4 months in foreign institutions or enterprises over the three years. In the case of doctoral fellowships encumbered by special funding (e.g., **PNRR**, **PNRR PA**, etc.) the regulations of such funding apply, which we urge you to follow strictly.

The procedure to be followed in case of a period abroad is available at: <http://phd.unipv.it/internazionalizzazione/>

6.2 Ways to apply for an increase in the scholarship

The procedure to be followed to obtain the foreign increase is available at the link: <http://phd.unipv.it/periodo-allestero-dei-dottorandi/>

The terms of the scholarship increase are as follows.:

1. The amount of the scholarship is increased by 50%, and the minimum stay required for disbursement of the increase is 7 continuous days and a total duration of not more than 12 months, in the case of periods of research activities abroad previously authorized by the DSTA Doctoral Faculty Board (extendable up to a total maximum of eighteen months for doctoral programs in co-tutorship).
2. Participate in one of the calls related to international mobility support projects (available at <https://internazionale.unipv.eu/it/>): **Erasmus+**, **Erasmus + Traineeship**, **Overseas Exchange Program**, **Coimbra Group SEN**, **EC2U**.
3. Participate in the call for international mobility grants reserved for those enrolled in PhD programs (<http://phd.unipv.it/bandi-per-borse-di-mobilita-internazionale/>).
4. For PhD students without fellowship only: the call for fellowship awards **EDiSU**.

IMPORTANT, for all cycles.

Starting with the 2024/2025 academic year, each doctoral student must enter information about periods spent abroad or at other institutions in Italy by filling out an online Google form: https://docs.google.com/forms/d/e/1FAIpQLScbKGUdVkNA3oGVq62kixlF-FsVhacvyw6B_4PpolvdOlyfHQ/viewform?usp=sharing –

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.

ALLEGATO A

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