



Handbook for PhD students in Earth and Environmental Science and Technology XLI Cycle

November 1, 2025
PhD program organisation

The PhD program is run by the PhD Committee, whose members are listed on the PhD web page of the Department of Earth, Environmental and Life Sciences – University of Genova (<https://distav.unige.it/phdstat/it>). The PhD Course is coordinated by Prof. Marco Scambelluri (marco.scambelluri@unige.it) and is structured in two curricula, with common activities, services, goals and training programs; each curriculum has a coordinator:

- Biology Applied to Agriculture and Environment: Prof. Sonia Scarfi soniascarfi@unige.it
- Earth Sciences: Prof. Marco Scambelluri marco.scambelluri@unige.it

The PhD program provides advanced courses and research training: all courses are specifically designed for advanced-level teaching and training (third level) and are significantly different from teaching provided in the Master's degree programs. The complete list of courses provided by the STAT PhD are reported at the STAT webpage <https://distav.unige.it/phdstat/it/xl>. The STAT official languages are English and Italian.

What to do at the beginning of each PhD cycle: required actions

All enrolled PhD students must:

- acquire their institutional UniGe email address
- upload their official photo and CV in the general UniGe website
- tutors and the new-enrolled PhD students must fill in the Risk Identification Form for Workers of the Department of Earth, Environmental and Life Sciences, to be sent to the Health Surveillance and Risk Assessment service of the University of Genova (Scheda individuazione rischi lavoratori afferenti al Dipartimento di Scienze della Terra, Ambiente, Vita; Servizio Sorveglianza Sanitaria e Valutazione dei Rischi UniGe; see Annex 1 at the end of this handbook). This is a mandatory requirement for which tutors are fully responsible.

A working place, a personal computer (with proper screen in case of use of a portable computer) and an internet connection must be assigned to every neo-enrolled PhD student. For this purpose, tutors must communicate to the PhD Coordinator and the Department Director the workplace (room number) assigned to their PhD students, as well as any requirements concerning the internet connections and devices.

The newly enrolled PhD students must declare which computer they will use, specifying whether it is their personal property, or property of the Department (purchased with the 10% funds allocated to PhD students, or with their supervisor's research funds). The use of a personal computer owned by the PhD student will be allowed only by the student's choice and subject to compliance with the University's policy, by signing the appropriate University document (see Annex 2, at the end of this handbook).



Choice of the supervisor and of the research topic

At the beginning of each cycle, the PhD Committee assigns one or more supervisors to each student based on the student's scientific project. The supervisor must be a University Professor, or a permanent University Researcher and is responsible for the scientific, technical and intellectual training of the PhD student. Supervisors encourage and support publication of their students' results on international scientific journals, as well as their active participation to scientific conferences and schools in the relevant disciplines. Tutors are also responsible for organizing the students' workspaces (room, internet connection, computer), for their security in workplaces and during laboratory and field work, for monitoring the progress of their doctoral training (attended courses, acquired credits, type of training), for checking the students' record books. In agreement with the supervisor(s), the students choose their research topics that must be approved by the PhD Committee

By the end of November or early December 2025 each newly enrolled PhD student must submit a preliminary program. The program should include the general state of the art in the PhD research field, a description of the research topic and the potential or expected outcomes, and a list of the learning and training activities they plan to undertake during the first year of the doctoral program; the full list of STAT and UniGe courses is provided at <https://distav.unige.it/phdstat/xl>. The preliminary program shall be presented to and approved by the PhD Committee at the kick-off meeting. A Table showing the number of credits assigned to each specific activity (educational and scientific training) is available at the end of this handbook (Annex 3) and at <https://distav.unige.it/phdstat/it/cfu>.

At the end of each academic year, PhD students are required to submit an annual report of their training and scientific activities to the STAT PhD Committee, along with their PhD student booklet (see page 3 for more information).

PhD Courses

The STAT PhD program does not provide courses specifically tailored to the individual thesis projects: information for each specific project must derive from the most recent literature and from relevant courses and workshops carefully selected by the PhD students and their supervisors. The STAT PhD is committed to offering a third-level interdisciplinary training program spanning biological and geological areas, research management, scientific writing, and funding acquisition. This way, the general knowledge and skills of the PhD students are refined. Students and supervisors have therefore the responsibility and the autonomy to select courses, seminars, and summer/winter schools relevant to the specific PhD projects.

During the first two years, students must attend courses according to their area of interest. The list of courses is chosen by each student in agreement with the supervisor(s) and is submitted for approval to the PhD Committee each year.

STAT PhD students are required to earn 180 credits (CFU). It is mandatory to allocate 30 CFU to structured learning activities, which include PhD courses offered by STAT or other Doctorate Courses, as well as national and international schools on advanced topics. Ideally, these learning activities should be completed within the first two years. The remaining credits must be earned through research, with a limited portion allocated to teaching and outreach (third mission) activities. The third year should be entirely dedicated to research, preparation of papers and of the PhD dissertation (see page 2 for more detail).



The full breakdown of credits and the suggested number of credits per each activity is shown in the Table at the Annex 3 of this tutorial (see also <https://distav.unige.it/phdstat/it/cfu>). If, for serious and documented reasons, a student is unable to obtain the required credits and intends to continue the PhD program, she/he must inform the coordinator and the PhD committee. A written report must be submitted to the coordinator and the PhD committee, detailing the problems encountered by the student and a timely proposal for obtaining the missing credits.

Structured Learning activities

The 30 CFU dedicated to Structured Learning Activities can be obtained prevalently during the first two years¹ by attending any of the following activity typologies:

1. **PhD courses**, specifically offered by the PhD STAT² (1 CFU corresponds to 4 hours lecture) or by other PhD courses from the University of Genova. The STAT PhD Courses are organized in four main categories: soft skills courses, interdisciplinary scientific courses, courses in Earth Science disciplines, courses in Biology disciplines. The full list and the contents are available in the STAT website.
2. **PhD Schools**. International PhD Schools are approved by the PhD Board upon a formal request by the Tutor including the detailed program of the school and its duration. To report on this type of activity, students must provide the certificate of attendance of the school, and 1 CFU can be assigned to every 6 hours of lectures.

To complete their formation, PhD students may also attend a limited number of courses that are part of *Graduate programs* (Corsi di Laurea) in agreement with the supervisor and the approval of the PhD Committee. Such courses must not exceed one third of the credits devoted to the structured learning activity program of the student; they cannot be included in the above 30 CFU and must be reported in the PhD students' booklets as '*other activities*'

At the end of each academic year, PhD students must submit to the PhD Committee

1. a detailed report of the research activities of the year.
2. give a presentation in English to the PhD Committee on the research activities carried out during the year in a live meeting with the STAT PhD Committee.
3. a workplan for the following year.
4. a list of publications under submission and/or accepted.

The templates are available on the STAT website at <https://distav.unige.it/phdstat/it/templates>.

Based on the results achieved, on the oral presentation and on the state of the art of each project students are admitted (or not) to the subsequent year of their PhD program

Approximately 1500 Euros per year are assigned to PhD students to cover their basic research expenses: the eligible expenses are detailed in Annex 4 at the end of this handbook.

¹ It is recommended that these CFU are prevalently allocated over the first two years in decreasing amount, so to have the third year fully devoted to science and dissemination of results.

² the courses can be selected among the full list of courses available in STAT PhD web page <http://www.distav.unige.it/drupalint/dottorato>, or in other PhD programs of the University of Genova



Research and training activity abroad and in private companies and public institutions

It is mandatory that all PhD students spend a research stay of at least three months abroad, except in well-justified cases due to significant family (and/or health) reasons or circumstances beyond the student's control (including, but not limited to, force majeure, issues with the host institution or company, etc.).

As an alternative, students can undertake an internship in a company, with a duration to be defined based on specific agreements, again except in well-justified cases due to significant family reasons or circumstances beyond the student's control (including, but not limited to, force majeure, issues with the host institution or company, etc.)."

Teaching support

Every PhD student, on request, can be involved in teaching support to students of the Bachelor and Master Degree courses for maximum 40 hours per year. The teaching support must be approved by the coordinators of the PhD, Bachelor and Master Degree Courses Coordinators and by the Department Director. PhD students cannot provide frontal regular lectures to students; instead, they can be involved in teaching support during experimental laboratory and seminars, always in the presence of the professor responsible for that specific teaching course. PhD students can also be involved in tutoring students and in outreach activities, in this latter case for no more than 20 hours per year.

PhD dissertation

The final thesis must be written in English. The PhD thesis can be structured as either a monograph, or as a compilation of all peer-reviewed papers published, accepted, under review or ready for submission during the 3 years of Doctorate. The templates are available on the STAT website at <https://distav.unige.it/phdstat/it/templates>. The papers must be related to the research topic and the student must either be the First or corresponding author in each draft or clearly have an active role in a research paper that is tightly related to the PhD thesis' topic.

The decision to structure the Dissertation in either a monograph or the compilation of papers must be agreed upon by the student and the supervisor(s). For Dissertations that are structured as papers' compilation, it is mandatory to include an introductory chapter and a concluding chapter that highlights the most relevant results and the conclusions of the Doctorate. The published articles and those accepted for publication must be included in the PhD thesis in their pre- print editorial version (no line numbering, figures and eventual repository material embedded in the text), to avoid copyright conflicts and embargoes imposed by the publishers.

At the end of the 3rd year, each student will be assigned two referees who will write a report on the thesis and either support the student's admission to the final exam or, if necessary, recommend a delay of up to 6 months for the PhD defence. The student must submit the thesis to the referees in time to allow reviewers to send their reports to the Coordinators and the PhD committee, so that the final PhD exam and defence can be scheduled.

During the 3rd year, PhD students may apply for the titles of European PhD Doctor or of International PhD Doctor by submitting request to the PhD Coordinator and the Curriculum



Coordinator (see documentation in the intranet area of the program web page). To qualify for the European or the International PhD degree, students must have spent at least 3 months of their scientific training in a European or in extra EU Universities or acknowledged Research Centres. The PhD theses of European and of International PhD Doctors must be reviewed by two European or two international foreign referees, respectively, and the committees for the final exam must include one or more European or International members.

Student's representatives

At the beginning of each Cycle, the new doctoral students must elect their representative to the STAT Committee. There is a single representative for both curricula. The election process is managed by the University of Genoa, with oversight from a commission composed of STAT PhD faculty members. Role of the PhD students' representative is to present the students' requests to the STAT Committee and to coordinate the PhD students for the organization of events and seminars.

Credit repository and diploma supplement for PhD careers.

Starting from Cycle 40, all PhD students must acquire 180 educational credits (CFU) during their 3-years doctorate program to be eligible for the final exam and obtain the title of Research Doctor. Of the 180 educational credits (CFU) for training and research activities, 30 CFU (1 CFU = 4 hours) must be dedicated to courses for advanced scientific training (Master degree Courses are excluded from this type of activity). The available STAT courses include soft skill, interdisciplinary as well as disciplinary courses; the latter are focussed on specific topics and aim at highlighting the broader impact of research findings. Courses can be chosen among those organized by STAT, or by other schools and/or PhD courses.

A table detailing the allocation of credits for educational, research and teaching activities, as well as awards is available in Annex 3 to this Handbook and in the STAT website <https://distav.unige.it/phdstat/it/cfu>

PhD students must log all activities completed during the year and the related credits in the doctoral student's booklet managed by the University of Genoa. The booklet must be regularly reviewed and monitored by tutors and supervisors; at the end of each year the PhD Coordinator verifies and approves the credits acquired. Once the Coordinator has approved the number of credits achieved for a given year, that budget of credits is achieved and cannot be revised or reopened by the PhD students. By the end of the third year, each PhD student must have earned at least 180 CFU, as required by the regulations. Students who fail to achieve 180 credits within three years cannot be eligible for the final exam and will not be able to obtain the PhD Doctor title in due time.

PhD student's Questionnaires.

All students must complete the questionnaires issued by the University of Genova for PhD students at the end of the first and second year of their programs and for PhD students that will take the final exam. Filling the questionnaire is necessary to secure the credits uploaded in the students' booklet, to pass the yearly examination by the PhD Committee and to proceed to the incoming year of activity.



General information

Further information on university regulations and ministerial decree concerning Italian PhD programs, are available on the website of the university: <https://unige.it/dottorati-di-ricerca#normativa>

Further information on the PhD program, the training and programs of the courses is available at the STAT web page: <https://distav.unige.it/phdstat/it>.



Annex 1



Università
di Genova

Area Direzionale
Servizio sorveglianza sanitaria e valutazione dei rischi
Settore prevenzione, protezione e gestione delle emergenze

SCHEDA INDIVIDUAZIONE RISCHI LAVORATORI AFFERENTI AL DIPARTIMENTO DI SCIENZE DELLA TERRA, AMBIENTE, VITA (DISTAV)

Anagrafica Lavoratore

NOME:		COGNOME:	
CODICE FISCALE:		LUOGO/DATA DI NASCITA:	
E MAIL:		TELEFONO:	
RUOLO:		MATRICOLA:	
DATA INIZIO RAPPORTO:		DATA FINE RAPPORTO:	

Gruppo Omogeneo di appartenenza

☐ **ATTIVITÀ AL VIDEOTERMINALE** (utilizzo VDT al di sopra delle 20 ore/settimana)

☐ **PERSONALE TECNICO AMMINISTRATIVO CON MANSIONE SPECIFICA**

In aggiunta, il lavoratore:

☐ svolge lavori in altezza (piano di calpestio > 2m)

☐ svolge attività al videoterminale (utilizzo VDT al di sopra delle 20 ore/settimana)

☐ **OPERATORE DI LABORATORIO ROCCE E MINERALI**

(specificare nel campo note)

☐ **GIARDINIERE**

(specificare nel campo note)

In aggiunta, il lavoratore:

☐ Svolge attività con utilizzo di prodotti fitosanitari

☐ Svolge attività di incaricato alla movimentazione terra

☐ Svolge attività a rischio Radiazioni Ottiche Naturali

☐ **AIUTO VIVAISTA**

(specificare nel campo note)

In aggiunta, il lavoratore:

☐ Svolge attività a rischio Radiazioni Ottiche Naturali

☐ Svolge lavori con movimentazione manuale dei carichi



☐ **BIOLOGO**

(specificare nel campo note e allegare scheda individuazione rischi biologici**)

In aggiunta, il lavoratore:

- ☐ Svolge attività subacquea
- ☐ Svolge attività di snorkeling
- ☐ Svolge attività a rischio Radiazioni Ottiche Naturali
- ☐ Svolge attività in quota tra 2000-3000 m s.l.m.
- ☐ Svolge attività in quota sopra i 3000 m s.l.m.
- ☐ Svolge attività con rischio da agenti biologici
- ☐ Svolge attività con rischio da agenti biologici trasmissibili per via parenterale
(allegare scheda individuazione rischi biologici)
- ☐ Svolge attività con rischio da agenti biologici trasmissibili per via aerea (p.e. tubercolosi, varicella, morbillo)
- ☐ Svolge attività con rischio da agenti biologici trasmissibili come droplet (p.e. parotite, rosolia e pertosse)
- ☐ Svolge attività con rischio da sensibilizzanti animali (allegare autorizzazione accesso allo stabulario)
- ☐ Svolge attività con agenti chimici (specificare nelle note, se necessario fare riferimento alla modulistica presente in intranet*)
- ☐ Svolge attività con sostanze classificate come cancerogene, mutagene e reprotossiche (p.e. Formaldeide) ⁽²⁾
- ☐ Svolge attività con rischio da radiazioni ionizzanti ⁽¹⁾
- ☐ Svolge attività con rischio da campi elettromagnetici
- ☐ Svolge attività con rischio da radiazione ottiche artificiali
- ☐ Svolge attività al videoterminale/microscopio (utilizzo VDT al di sopra delle 20 ore/settimana)

☐ **GEOLOGO**

(specificare nel campo note)

In aggiunta, il lavoratore:

- ☐ Svolge attività subacquea
- ☐ Svolge attività di snorkeling
- ☐ Svolge attività a rischio Radiazioni Ottiche Naturali
- ☐ Svolge attività in quota tra 2000-3000 m s.l.m.
- ☐ Svolge attività in quota sopra i 3000 m s.l.m.
- ☐ Svolge attività con rischio da polveri



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- ☐ Svolge attività con rischio da radiazioni ionizzanti⁽¹⁾
- ☐ Svolge attività con rischio da radiazione ottiche artificiali
- ☐ Svolge attività con agenti chimici (*specificare nelle note, se necessario fare riferimento alla modulistica presente in intranet**)
- ☐ Svolge attività con sostanze classificate come cancerogene, mutagene e reprotossiche (es: Formaldeide)⁽²⁾
- ☐ Svolge attività al videoterminale/microscopio (utilizzo VDT sopra le 20 ore/settimana)
- ☐ svolge lavori in altezza (*piano di calpestio > 2m*)

ALTRI INCARICHI / MANSIONI DEL LAVORATORE:

- ☐ INCARICATO GESTIONE EMERGENZE
- ☐ INCARICATO PRIMO SOCCORSO/BLSD
- ☐ GUIDA AUTO DI SERVIZIO

NOTE RELATIVE ALLE SPECIFICHE ATTIVITA' SVOLTE



Università
di Genova

Area Direzionale
Servizio sorveglianza sanitaria e valutazione dei rischi
Settore prevenzione, protezione e gestione delle emergenze

DATA DI COMPILAZIONE:

FIRMA DEL LAVORATORE:

FIRMA DEL RADRL o del PREPOSTO *

FIRMA DEL DIRETTORE DI DIPARTIMENTO

**per il personale TA il preposto è il Responsabile Amministrativo o il Coordinatore Tecnico.*

(1): in caso venga barrata questa casella sarà cura dell'Esperto di Radioprotezione classificare il lavoratore ai sensi del D.Lgs. 101/2020 come esposto di Cat. B o Non Esposto.

(2): per sostanze cancerogene e mutagene fare riferimento a Titolo IX, Capo II D.Lgs. 81/2008 e/o alla classificazione GHS-CLP: sostanze Cancerogene H350, Mutagene H340. Per sostanze reprotossiche la classificazione GHS-CLP è H360.

* per il rischio chimico e cancerogeno mutageno verificare il materiale in intranet:

<https://intranet.unige.it/sicurezza/RischioChimico.html>

<https://intranet.unige.it/sicurezza/rischio-cancerogeno-mutageno>

**per il rischio biologico verificare il materiale in intranet:

<https://intranet.unige.it/sicurezza/rischiobiologico.shtml>

Prospetto sinottico della sorveglianza sanitaria (gruppi omogenei)

<https://intranet.unige.it/sites/intranet.unige.it/files/Protocollo%20sanitario%2020200401.pdf>

SONO STATI FORNITI AL LAVORATORE I DPI EVENTUALMENTE NECESSARI, AI SENSI DELL'ART.79 COMMA 2 DEL D.LGS. 81/2008 E CONFORMI AI REQUISITI PREVISTI DALL'ARTICOLO 76 DEL SUDETTO DECRETO.

NOTA: LA PRESENTE SCHEDA DEVE ESSERE AGGIORNATA E INVIATA NUOVAMENTE AL SPP OGNI QUALVOLTA SUBENTRI UN CAMBIAMENTO DELLE ATTIVITA' DEL LAVORATORE CHE COMPORTA L'INSERIMENTO IN UN NUOVO GRUPPO OMOGENO/NUOVE ESPOSIZIONI

LA SCHEDA DEVE ESSERE TRASMESSA A: SORVSANITARIA@UNIGE.IT e SERVPROT@UNIGE.IT



Annex 2

Università degli Studi di Genova
DIPARTIMENTO DI SCIENZE DELLA TERRA, DELL'AMBIENTE E DELLA VITA

Denuncia di dispositivo personale per accesso alle risorse aziendali (UNIGE)

(consegnare l'originale compilato al Direttore del Dipartimento)

Il sottoscritto (COGNOME e NOME):

Dottorando del Dottorato CICLO:

Tutore/i:

Inizio contratto:

Scadenza contratto:

(se coerente) ospite/collaboratore del prof./dott.

con la presente manifesta la volontà di utilizzare il proprio dispositivo per le attività informatiche e **CHIEDE** l'autorizzazione ad accedere alle risorse aziendali necessarie allo svolgimento delle attività previste dal proprio ruolo per conto dell'Università degli Studi di Genova con il seguente dispositivo personale di cui si assume la completa responsabilità d'uso:

TIPOLOGIA:

MAC ADDRESS (rete cablata): ;

MAC ADDRESS (rete wi-fi):

Il sottoscritto si impegna sulla propria personale responsabilità a:

1. Rispettare la privacy delle informazioni, in particolare a non leggere, stampare o diffondere materiale che sia da considerarsi privato (posta, codici, materiale stampato) o protetto da copyright e/o da ragioni di privacy;
2. Garantire la corretta custodia di atti e documenti adottati da Unige;
3. Rispettare la sicurezza dei sistemi informatici ed in particolare a non sovraccaricare i sistemi con programmi incontrollati o finalizzati ad hacking e cracking, a non usare giochi e/o programmi abusivi;
4. Mantenere sul dispositivo, oggetto della presente, software installato aggiornato, presenza di antivirus e firewall correttamente funzionanti, e ad usarlo per accedere alle risorse dell'Università di Genova solo in assenza di minacce locali rilevate;
5. Non concedere a terzi l'utilizzo proprio account di posta, numero ip e la password di accesso all'account aziendale. Le credenziali di autenticazione, da gestire nel rispetto delle regole stabilite, sono strettamente personali e non devono essere comunicate né rese disponibili ad altri soggetti. In caso di diffusione accidentale, anche solo presunta, le password devono essere immediatamente modificate e l'incidente va immediatamente segnalato.
6. Non accedere a risorse non contemplate tra i privilegi del proprio account personale.

Il sottoscritto inoltre si dichiara responsabile in prima persona nell'accesso alle risorse aziendali e si impegna ad utilizzare dispositivi sicuri, a norma di legge, nel rispetto del regolamento di Ateneo per l'utilizzo della rete dati disponibile al seguente indirizzo: <https://ict.unige.it/genuanet-genuawifi#toc-regolament-hepuVXqP>

e delle linee guida pubblicate dall'area ICT nel portale UNIGE al seguente indirizzo: <https://intranet.unige.it/linee-guida-ict>

Le linee guida pubblicate dall'area ICT recepiscono le prescrizioni fatte dal Responsabile Protezione Dati

(DPO) dell'Università di Genova e le recenti indicazioni del CSIRT (Agenzia per la Cybersicurezza Nazionale), inoltre è richiamato anche il contesto normativo e regolamentare di recente emanazione nell'ambito della Cybersicurezza che ha avuto grande sviluppo a partire dal 25 maggio 2018 quando è divenuto pienamente applicabile in tutti gli Stati membri dell'Unione Europea [il Regolamento Ue 2016/679](#), noto come **GDPR** (General Data Protection Regulation) – relativo alla protezione delle persone fisiche con riguardo al **trattamento e alla libera circolazione dei dati personali**.

Il sottoscritto manlevando per quanto possa occorrere il DISTAV e l'Università degli Studi di Genova da ogni responsabilità dovuta ad utilizzo irregolare o illegale del servizio da parte sua, prende atto che il direttore del DISTAV ed ogni lavoratore del DISTAV sono obbligati, rispettivamente, alla denuncia all'autorità giudiziaria e alla segnalazione (art. 331 C.P.) di eventuali abusi.

Genova, lì

FIRMA (Utente):

x approvato: FIRMA (Direttore).....



Annex 3

PhD Course in Science and Technology for Earth and Environment - STAT

Activity	CFU per activity	CFU total	CFU max	Evaluation	Type of activity
PhD Courses offered by STAT	1 CFUs = 4h	30 CFU mandatory	60 CFU	CA	Training activities
Courses offered by other PhD Courses	CFUs of the course			CA	
Courses offered by MSc Degree Courses	CFUs of the course			CA	
Attended Seminars	1 CFU= 6h	20 CFU recommended		CA	
PhD Summer or Winter Schools	1 CFU = 6h or day			CA	
Advanced training Courses	1 CFU = 6h or day			CA	
Participation in Scientific meetings, Workshops and Conferences	1 CFU = 6h or day			CA	
Mobility for research periods in Italy	0.7 CFU = 1 working day	60 CFU recommended	120 CFU	CH	Research activities
Mobility for research periods abroad	1 CFU = 1 working day			CH	
Publications	20 CFU = Q1/Q2 (PhD first or corresponding author, manuscript passed the 1st round of reviews)	40 CFU recommended		AP	
	15 CFU = Q1/Q2 (PhD has a relevant role, manuscript passed the 1st round of reviews)			AP	
	15 CFU = Q3/4 (PhD first or corresponding author, manuscript passed the 1st round of reviews)			AP	
	10 CFU = Q3/Q4 (PhD has a relevant role, manuscript passed the 1st round of reviews)			AP	
	5 CFU = submitted papers to Q1-Q4 Journals			AP	
	2 CFU = isi journals without IF (Acceptance letter required)			AP	
Contribution to scientific meetings, conferences;	5 CFU = Oral presentation (first author and speaker)			BA	
	2 CFU = Poster contribution (first author and attendee)	BA			
PhD thesis	Evaluation of the draft of the final dissertation	30 CFU recommended	30 CFU		
Teaching support (D.R. n. 569 del 17.5.2012)	1 CFU=8h		7 CFU	CT	Teaching activities
Third mission activities	1 CFU=10h				

certificate of attendance (CA); certification by the host institution (CH); extract from the book of abstract (BA); Acceptance (major or minor revision) letter or email, or published version (AP), contract (CT)



Annex 4

DOTTORATO DI RICERCA

LINEE GUIDA PER L'UTILIZZO DEL 10% PER L'ATTIVITA' DI RICERCA IN ITALIA E ALL'ESTERO DOTTORANDI ATTIVI

- Acquisto pc portatili limitatamente ai primi 18 mesi di corso. Al termine del percorso di studio il pc resta in dotazione al Dipartimento
- Acquisto pc desktop limitatamente ai primi 18 mesi di corso. Al termine del percorso di studio il pc resta in dotazione al Dipartimento
- Acquisto materiale inventariabile limitatamente alle necessità dell'allievo e della sua ricerca, adeguatamente motivato dall'allievo di concerto con il tutor
- Acquisto reagenti, solventi, ecc. limitatamente alle necessità dell'allievo e della sua ricerca, adeguatamente motivato dall'allievo di concerto con il tutor
- Acquisto materiale di consumo limitatamente alle necessità dell'allievo e della sua ricerca, adeguatamente motivato dall'allievo di concerto con il tutor
- Acquisto libri e riviste
- Iscrizione a convegni, conferenze
- Quota di iscrizione ad associazione che valorizza l'attività dell'allievo e lo aiuta a inserirsi in un importante contesto scientifico nazionale e internazionale, nel rispetto delle disposizioni vigenti nel nostro Ateneo
- Iscrizione a corsi di lingua, corsi di formazione (non finalizzati al conseguimento di un titolo di studio)
- Spese per pubblicazioni
- Spese bibliografiche (es. copie anastatiche)
- Traduzione di articoli o della tesi in inglese
- Pagamento di tasse per l'iscrizione agli altri atenei in caso di cotutela
- Pagamento di assicurazioni obbligatorie nell'ambito di soggiorni all'estero
- Spese di viaggio

FONDI DERIVANTI DA CICLI CHIUSI

- Finanziamento o cofinanziamento borse di dottorato
- Organizzazione convegni, conferenze, summer/winter schools a beneficio dei dottorandi
- Integrazione fondo dottorandi attivi (se il dottorando attivo ha usufruito di tutta la propria dotazione e nel rispetto delle tipologie di spesa ammissibili)

NOTE

L'acquisto di pc successivamente ai primi 18 mesi è consentito solo in caso di furto, guasto irreparabile con autorizzazione esplicita dell'Ufficio Dottorato di Ateneo

A decorrere dal ciclo XXXVII è richiesta rendicontazione all'Ufficio Dottorato di Ateneo delle spese pagate al 31 dicembre di ogni anno.

Il fondo deve essere diviso per allievo e assegnato al coordinatore del dottorato. I fondi derivanti da cicli chiusi possono essere cumulati in un unico fondo.