



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

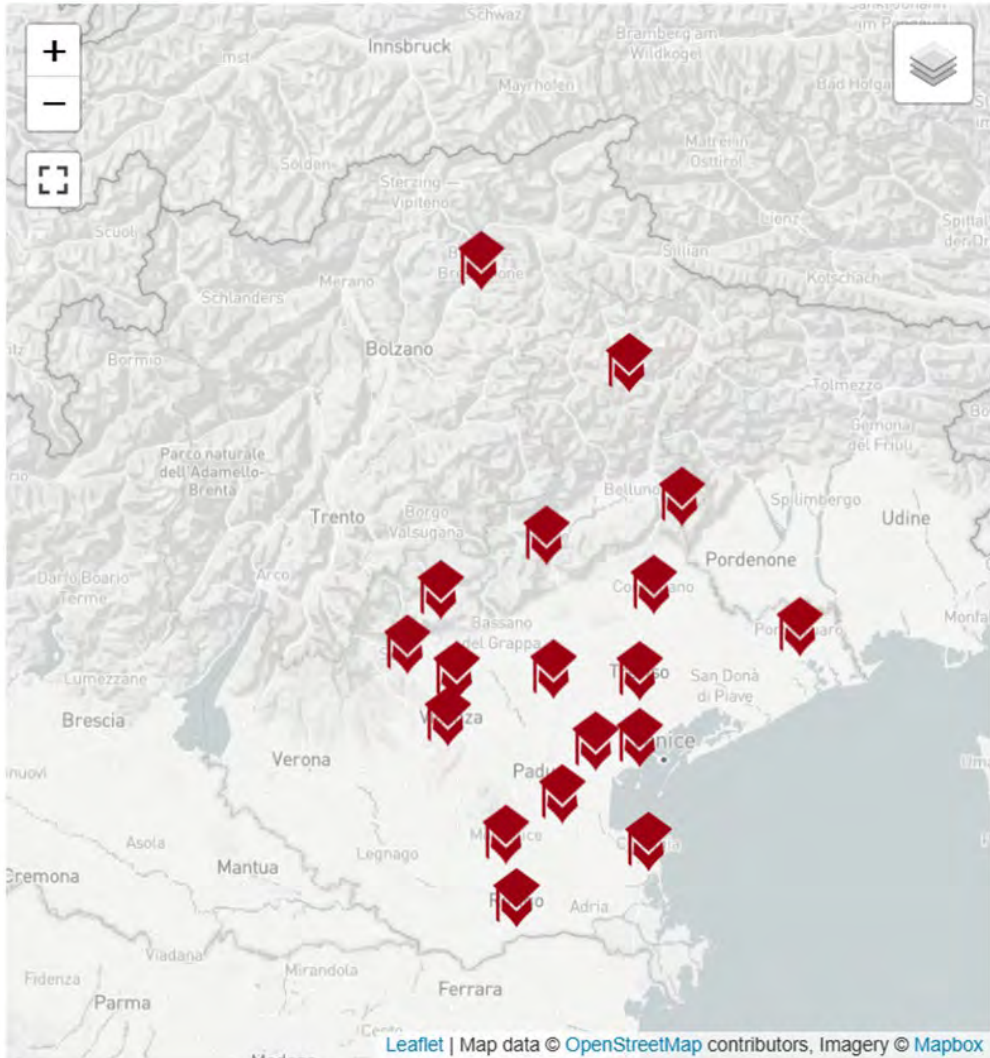
PhD Welcome Day 2024

Info, tips and hints for your academic path

Elena Pavan, María Lucía Ducant, Ester Maria Schmitt, Iolanda Spadaro - *PhD Office*



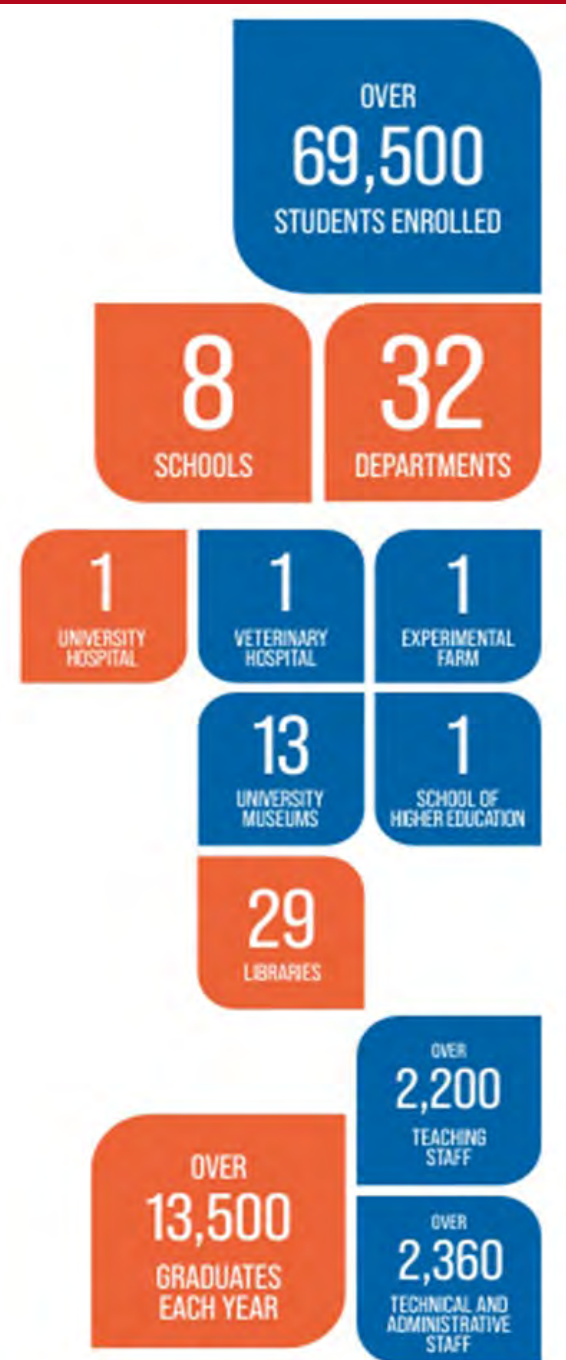
Mappa sedi



<https://www.unipd.it/campus-diffuso/sedi-decentrate>



University of Padua in numbers

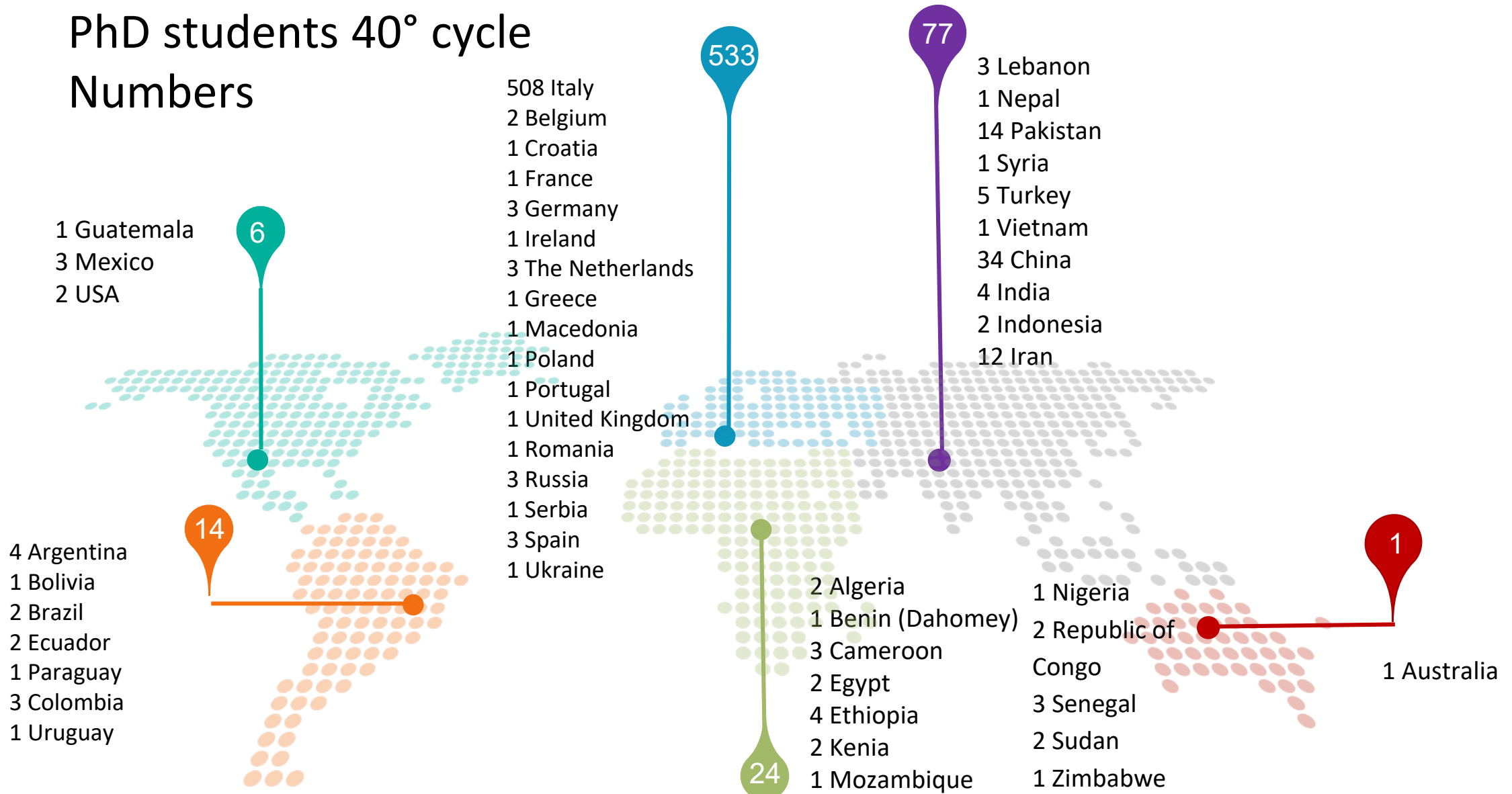


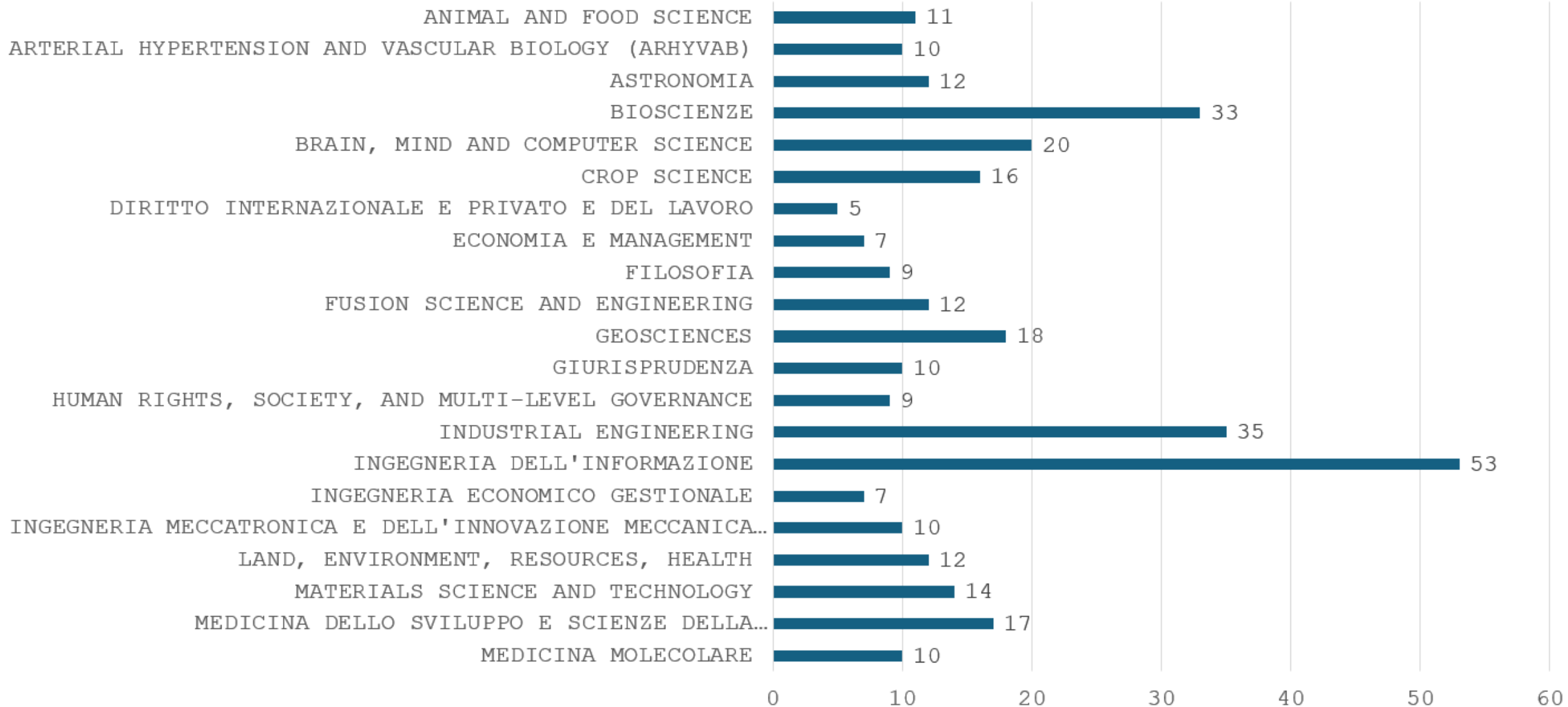
The University's various sites

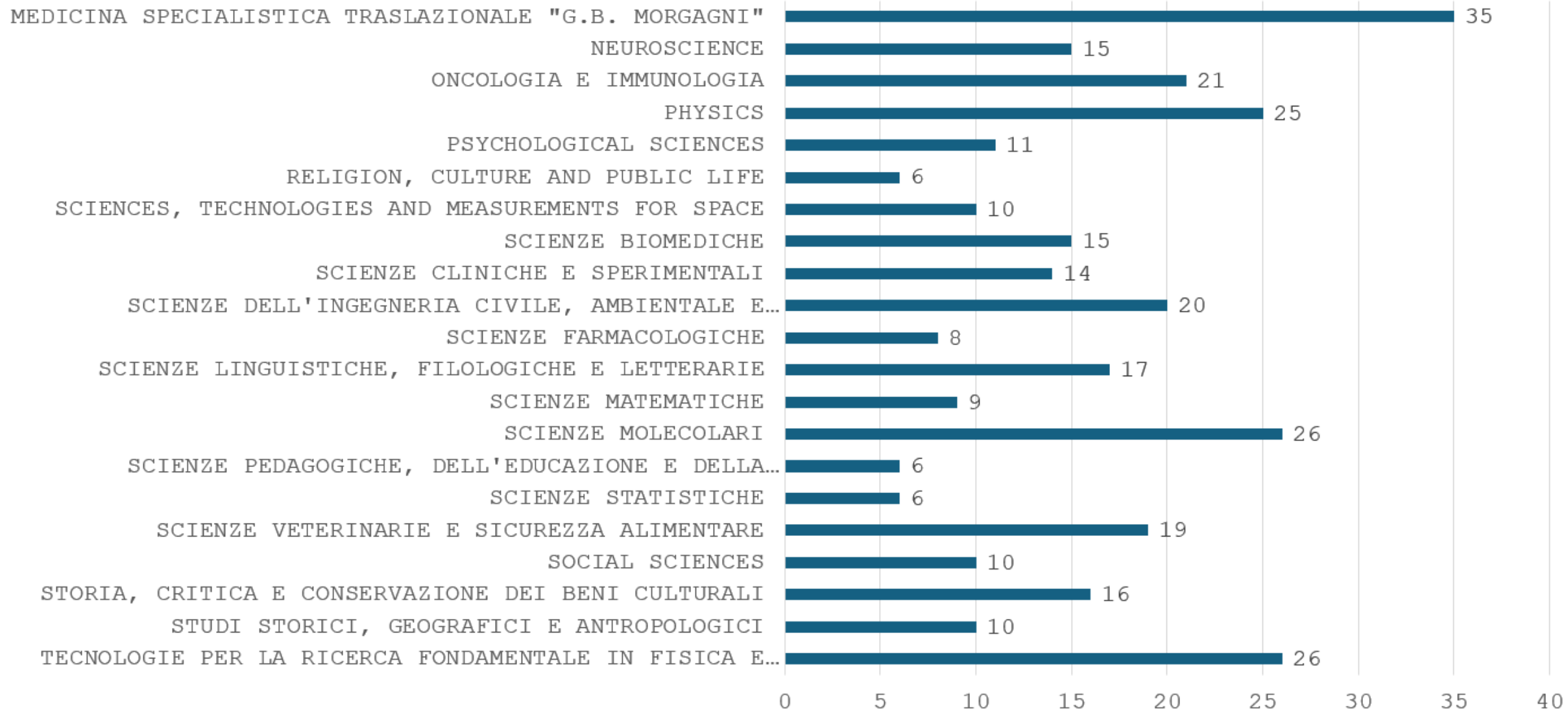
https://www.unipd.it/en/sites/en.unipd.it/files/StudyWithUs_2023_2024.pdf



PhD students 40° cycle Numbers









Who to ask for...?



What	Who to
Enrollment certificate / infos on scholarship / suspensions / cotutelas / increase of the scholarship	PhD Office
Study and training Plan / compulsory activities / Missione application / access to department / student card	PhD Course Coordinator / Contact person
Scientific Issues or budget management	Supervisor
For International PhDs	Tutor Buddy



Cotutelas and
International PhDs
Ester Maria Schmitt
Maria Lucia Ducant



Final Exam
Sara Fedel



Suspensions and
maternity leave
Emanuela Silvestrin
Ettore Bortolato

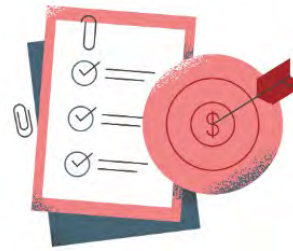


The PhD Office

PNRR scholarship
(DM 629/630)
Marco Trafeli



Info &
Certificates
Irene Dalle Fratte
Iolanda Spadaro



Research Budget
and periods abroad
Maurizio Barbon
Valentina Bregaglio



<u>PhD Course</u>	<u>Contact person</u>
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BRAIN, MIND AND COMPUTER SCIENCE	ROMAGNOLO Carla phd.bmcs@unipd.it
CROP SCIENCE	SFRAGARA Francesca phdcs.dafnae@unipd.it
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GEOSCIENCES	DI MURO Anna dottorato.geoscienze@unipd.it
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HUMAN RIGHTS, SOCIETY, AND MULTI-LEVEL GOVERNANCE	MILAN Katia phd.humanrights@unipd.it

<u>PhD Course</u>	<u>Contact person</u>
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INGEGNERIA MECCATRONICA E DELL'INNOVAZIONE MECCANICA DEL PRODOTTO	ESPOSITO Gaetana dottorato.dtg@unipd.it
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MEDICINA SPECIALISTICA TRASLAZIONALE "G.B. MORGAGNI"	CERVELLIN Alessandra phd.morgagni.dctv@unipd.it
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PSYCHOLOGICAL SCIENCES	GABRIELI Stefania dottorato.psicologia@unipd.it



<u>PhD Course</u>	<u>Contact person</u>
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SCIENCES, TECHNOLOGIES AND MEASUREMENTS FOR SPACE	CESARO Novella dottorato.cisas@unipd.it
SCIENZE BIOMEDICHE	MARTINI Marta didattica.biomed@unipd.it
SCIENZE CLINICHE E SPERIMENTALI	RINALDI Laszlo postlauream.dimed@unipd.it
SCIENZE DELL'INGEGNERIA CIVILE, AMBIENTALE E DELL'ARCHITETTURA	BRUNETTA Francesco francesco.brunetta@unipd.it
SCIENZE FARMACOLOGICHE	STRAFELLA Daniela daniela.strafella@unipd.it
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SCIENZE MATEMATICHE	DALLA COSTA Loretta phd.math@math.unipd.it
SCIENZE MOLECOLARI	MENNA Anna dottorati.chimica@unipd.it

<u>PhD Course</u>	<u>Contact person</u>
SCIENZE PEDAGOGICHE, DELL'EDUCAZIONE E DELLA FORMAZIONE	PITTELLA Antonella postlauream.fisppa@unipd.it
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SCIENZE VETERINARIE E SICUREZZA ALIMENTARE	STIVANELLO Simonetta phd.veterinaryscience@unipd.it
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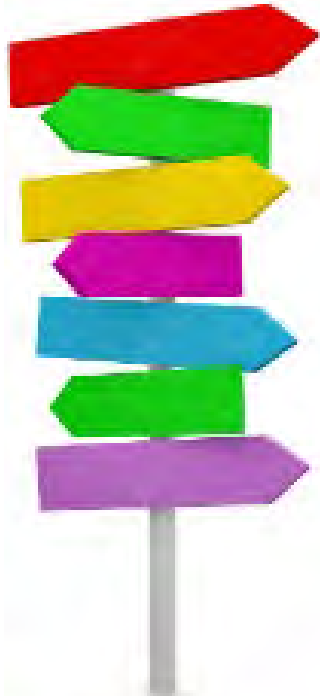


Rights and Duties of PhD students

- Admission to a PhD programme entails an exclusive, full-time commitment.
- The qualification of being a PhD student is obtained following enrolment in a PhD programme. This qualification runs from the start date of the programme until the PhD is awarded, or until ***loss of status, exclusion or withdrawal*** from the programme.



Tell me your kind of scholarship and I'll tell you the rules of the game...

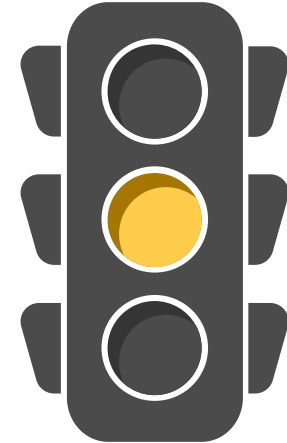


DM 629 or 630	<ul style="list-style-type: none">- reporting activities every six months- minimum of 6 months abroad- minimum 6 months in an enterprise/public administration [for scholarship on digital and environmental transitions, Public Administration and cultural heritage]- Indicate in all documents explicit reference to the financing by the European Union and to the NextGenerationEU initiative- avoiding causes of incompatibility with the receipt of the scholarship itself
PNRR	<ul style="list-style-type: none">- Reporting activities in the timesheet- Indicate in all documents explicit reference to the financing by the European Union and to the NextGenerationEU initiative



You are allowed to carry out **work activity**, provided it is compatible with the doctoral training and research activities and it is linked to your PhD research.

PhD students are allowed to carry out **Tutoring activities** to Bachelor's and Master's students. They can amount to a maximum of forty hours per academic year.



These activities are subject to **Authorization from the Academic Board of your PhD Course.**

Please note that you can be excluded from your PhD for unauthorised work activities.



You can be **suspended** from your PhD course in these cases:

- a) civil service;**
- b) documented illness;**
- c) other, duly documented reasons*.**

You must send to our office and to your PhD course coordinator the communication regarding your case indicating the period of suspension and attaching justification.

* write an email to your PhD Course coordinator indicating the period of suspension and the motivation; the Academic Board of the Course will decide whether to accept your request or not. Maximum length 6 months.



Suspensions longer than 30 days will cause suspension of the scholarship and an extension of your PhD in order to allow you to make up for the lost time.



... about **maternity leave**

During maternity leave you will not receive your scholarship but you can ask the Italian National Institute for Social Security (INPS) for financial support up to 80% of the amount of the scholarship.

From October 2023, using its own funds, the University of Padua offers **additional financial support** for PhD students who will begin their compulsory maternity leave, beyond which is paid by INPS. The additional support guarantees an amount equivalent to the scholarship.



Digital Resources

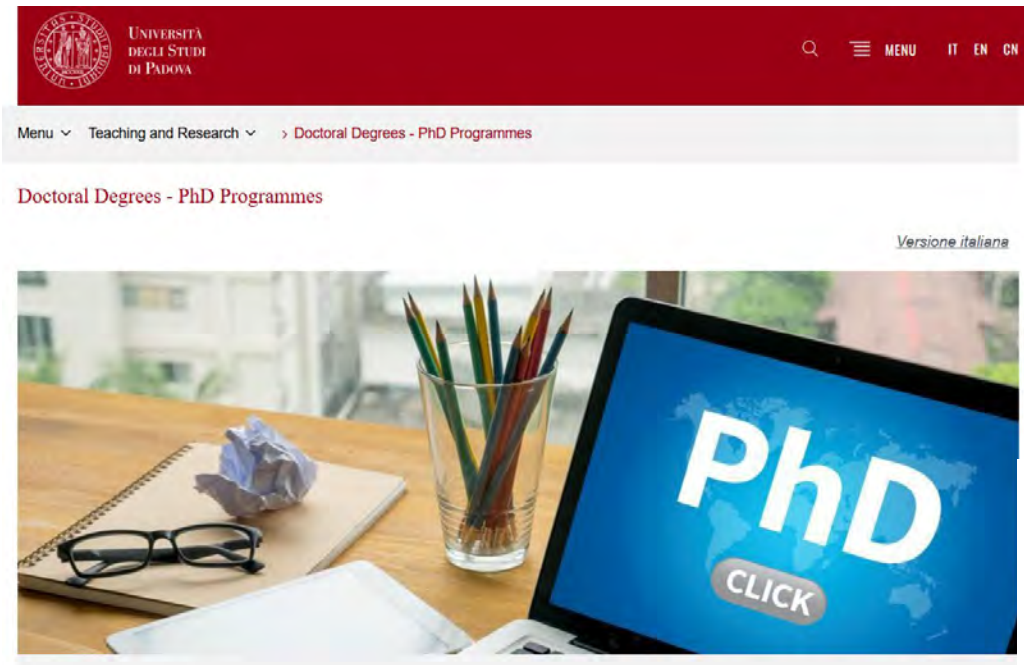
The PhD Guide



INTERNATIONAL PHD
GUIDE



PhD programmes' website





Digital Resources

University Regulations Governing Phd Programmes

UNIVERSITY REGULATIONS GOVERNING PhD PROGRAMMES

TITLE I
General principles

Art. 1 - Scope

1. These Regulations govern the PhD programmes of the University of Padua pursuant to Italian Ministerial Decree 45/2013.

Art. 2 - Aim of PhD programmes

1. PhD programmes aim at promoting, organising and managing the activities related to educational projects at doctoral level, including inter and multidisciplinary ones, thus being a core part of the third-cycle training offer of the University of Padua.

2. PhD programmes provide the necessary competencies to carry out highly qualified research activities in public and private bodies and to obtain a professional qualification to work freelance, thus contributing to the European Higher Education Area and to the European Research Area.

Art. 3 - Accreditation of PhD programmes

1. The University of Padua's PhD programmes are activated by prior accreditation granted by the Italian Ministry of Education, University and Research (hereinafter 'Ministry') pursuant to art.2 of Italian M.D. 45/2013.

Art. 4 - Resources



PhD Office Unipd's Telegram Channel



PhD Office Unipd

1 226 subscribers

Dottorato di ricerca a Unipd: bandi, eventi, avvisi e opportunità
PhD at Unipd: calls, events, news, and opportunities





Support figures



- **Tutor Buddy** for International PhD students: Prior to your arrival in Padua, you will be assigned a Tutor Buddy, i.e. a Ph.D student in their 2nd or 3rd year who will welcome and support you on your arrival and with the completion of all the necessary procedures you must complete as an international student.
- **Academic mediators:** appointed within the PhD courses of our University, they have the task of giving support, listening and proposing possible solutions to PhD students who report relational problems during their PhD studies.



Protection and guarantee bodies

- **CUG - The Guarantee Committee (Comitato Unico di Garanzia CUG)**
CUG is the Guarantee Committee for equal opportunity, employee well-being and non-discrimination in the workplace. As a proactive organization, required by law, the committee acts as a consultative and verification body that 'guarantees' equal opportunity, employee well-being, and non-discrimination in the workplace.
- **Trusted Advisor (Consigliera di fiducia)**
A trusted advisor is a figure, external to Unipd, that guarantees all those who study and work at the University the right to be protected from any act or form of discriminatory behaviour, especially that of a sexual or morally harassing nature.
- **Ombudsman or civil defendant (Difensore civico)**
An ombudsman is a public advocate that provides advice and assistance to University students. An ombudsman ensures the rights of students are upheld impartially, justly, and that administrative actions are addressed in a timely manner.



PhD Office

Via Martiri della Libertà, 8 - 35137
phd@unipd.it
Tel.: +39 049 827 1827
Book an appointment [here](#)

Student Service Office - Economic Benefits

Via Portello, 19 - 35129 Padova
benefici.studenti@unipd.it
Tel. +39 049 8273131

International Relations Office

international@unipd.it
www.unipd.it/en/international-relations

Public Engagement Office

<https://www.unipd.it/en/public-engagement>
<https://www.unipd.it/en/wellness-sport>
public.engagement@unipd.it

SAOS Desk

Palazzo Bo, via VIII Febbraio 2, 35122 Padova
saos@unipd.it
[Book an appointment with the SAOS Desk](#)
For more information: [SAOS Desk](#)

Health Insurance Assistance Desk

Palazzo Bo, via VIII Febbraio 2, 35122
uniulss@aulss6.veneto.it
Book an appointment [here](#)

ESU (Regional company for the Right to University Education)

Via San Francesco 122, 35121 Padua
dirittoallostudio@esu.pd.it
<https://www.esu.pd.it/en/home-en/>



Milla Baldo Ceolin Nursery School. For more information
please visit: <https://www.unipd.it/nidomilla>



«Marameo» Nursery School. For more information please visit:
<https://www.izsvenezie.it/amministrazione/asilo-nido-marameo/>





Living the University of Padua

Languages courses offered by the University Language Center (CLA)

➤ [Italian courses for international PhD students](#)

Cover levels Pre-A1 to C1



**Intensive communicative
Italian courses**

Information and Enrolment

Contents	Develop mainly communication and oral interaction skills.
Levels	Offered for CEFR levels from PreA1 to B2.
Periods	Proposed each academic year in February, July and September.
Duration	30 hours of intensive classes, organised within 2/3 weeks.
Enrolment	Registrations open in January, June and July.

**Biannual
Italian courses**

Information and Enrolment

Contents	Develop all language skills.
Levels	Offered for all CEFR levels from PreA1 to C1.
Periods	One session proposed for each semester.
Duration	40 hours of classes and 10 of self-study, organised throughout the semester (2 meetings of 2 hours each per week).
Enrolment	Registrations open in September and February.
Credits	Only Erasmus+ and Bilateral Agreement students can obtain 3 ECTS.





➤ Academic English courses for PhD students

To attend a course it is required to take the **entry test** to assess the language level. Enrollment between **November 8th and 22th**

ENTRY TEST for
40th Cycle's students
(starting on 1st
November 2024)



**28-29 November and
4 December*.**

*An extra date will be set for
January 2025 dedicated only
for 40th Cohort international
students not yet in Padova in
November/December

INTRO TO ACADEMIC ENGLISH (30 academic hours course) – **Level:** Not lower than B1. Basic structures of Academic English: nominalization, recognizing sentence structure e.g. the use of noun phrases, recognising tense usage and appropriacy of lexis and register. Argumentation. Focus on pronunciation and conversation in certain contexts (confidence building). Promotion of passive skills to develop understanding and lexis. Addressing typical issues in language and pronunciation which may impede comprehension. Students with a level lower than B1 may be addressed to general english courses ([basic courses – A2](#))

ACADEMIC ENGLISH (30 academic hours course) – **Level:** from B1+ to B2 or higher – The courses are divided into upper and lower groups. The same topics are covered in different ways and at different speeds according to the level. **WRITING:** writing emails to academic peers; introduction to writing abstracts, structuring research papers, describing data e.g. from graphs or tables; rhetorical moves, coherence and cohesion, stance. **SPEAKING:** presenting research papers at seminars/conferences, dealing with questions and strategies for interrupting politely, active listening and turn taking.

MINI COURSES on specific topics (10 hour mini courses) – **Level:** from B1+ to B2 or higher (B2+). The same topics are covered in different ways and at different speeds according to the level.

- **ACADEMIC WRITING/ABSTRACT:** Conference abstracts and research article abstracts (exploring the differences between conference and research article abstracts, analysis of structure and language use).
- **ACADEMIC SPEAKING/PRESENTATION:** Aspects of formal/professional vs. informal/friendly language; language for debate and discussion, interaction between the presenter and audience, dealing with questions appropriately; organization of the presentation, signposting language; typical pronunciation issues e.g. key vowel sounds; each student will have the opportunity to give a presentation with the aim of improving their delivery and pronunciation as well as building confidence.



➤ Basic language courses

The University Language Centre organizes semester-long basic language courses in **French, English, Spanish, Portuguese, German** and **Russian**.

The courses are **free** and last 30 academic hours, **spread over 7-8 weeks** – 2 sessions per week of 2 academic hours each.

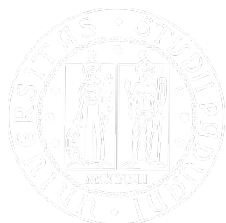
The courses are all a **“basic” level** and aim to get students started with a language: Courses from complete beginner (no previous knowledge of the language) up to lower intermediate level (A2/B1) may be set up depending on the language in question.

➤ Self-study

For students interested in improving their language skills autonomously, the Language Centre provides various options, which include:

- **Tandem Face2Face**: students are matched with another student hoping to learn their languages in order to create a reciprocal exchange providing opportunities to practice each other's language.
- **Online Tandem**: incoming and outgoing exchange students of the University of Padua are matched to learn their languages and to connect prior to their arrival.
- **Conversazioni CreAttive**: small informal conversation groups mediated by a native speaker, available in various languages.
- **Language Advising**: one to one meetings with an expert in language learning to discuss strategies, resources, methods and planning and organising studies.





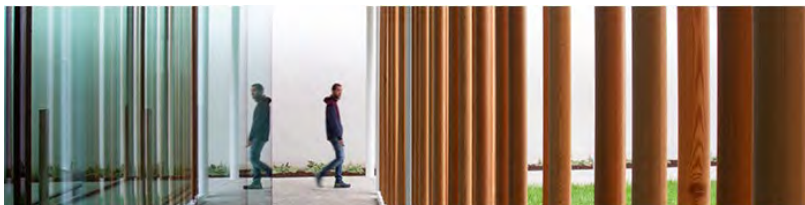
Living the University of Padua

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PhD Events a.y. 2024/2025

PhD Welcome Day

Welcome to 40° cycle PhD students



Contest for the
creation of a
Visual/Illustration
for Unipd PhD
programme



Graduation
Ceremony 36°
cycle

*November 25th,
26th, 27th 2024*



3MT® **THREE
MINUTE
THESIS**

FOUNDED BY THE UNIVERSITY OF QUEENSLAND

March 2025



UNIVERSITÀ
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Living Padua

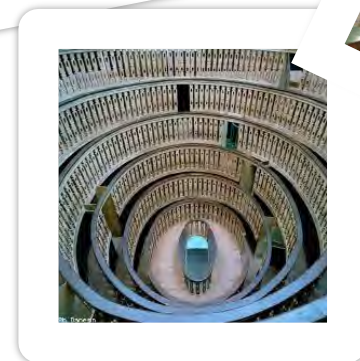
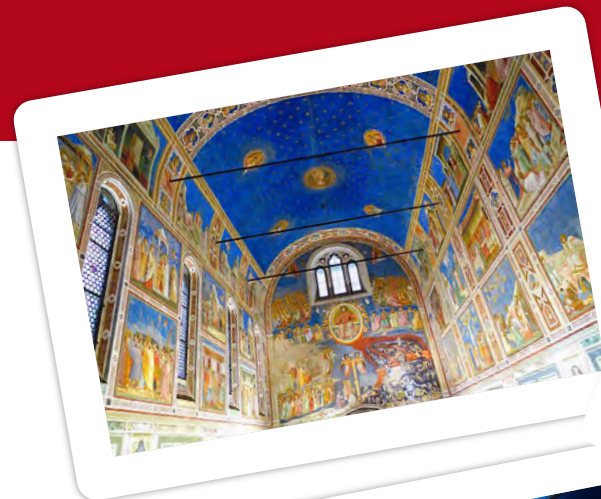
Cultural landmarks

University cultural heritage

Moving around



<https://www.unipd.it/studiareapadovacard>
studiareapadova@unipd.it





International opportunities

- ✓ Carry out research overseas with [Ulisse Programme](#) or [Erasmus+ KA171](#) (long term mobility)
- ✓ Take part in a Blended Intensive Programme ([BIP](#)) or [Virtual Exchange](#)
- ✓ Participate in the [PhD Academies](#) offered by the Venice International University
- ✓ Check what's going on in Arqus: plenty of support (e.g. [Arqus PHD portal](#)) and [mobility opportunities](#) (e.g. Twinnings)
- ✓ Study/carry out research abroad within Europe with [Erasmus + KA131](#) (as zero grant)

Projects and Mobility Office - Mobility Unit
Palazzo Anselmi
Lungargine del Piovego, 1 - 35131 Padova
email: erasmus@unipd.it
bando.ulisse@unipd.it
mobility.out@unipd.it

Opening hours: by appointment only
(to be requested by email)

<https://www.unipd.it/en/erasmus>



- ✓ Study/carry out research abroad with [Erasmus+ Short mobility PhD](#) choosing among over 500 partner universities

Physical mobility **between 5 and 30 days** + possible additional virtual component

- in Europe (Erasmus+ **KA131**)
- outside Europe (Erasmus+ **KA171**)



Activities allowed

- **Research** activities
- **Courses** offered by foreign institutions
- **Seminars** and other educational programmes



- ! Extra funding opportunities are not always permitted.


Besides the incompatibilities set by the University Regulations

art. 21.3 <<A scholarship cannot be combined with any other scholarship regardless of the type, except for those awarded by national or non-Italian institutions to supplement the research activities of PhD students with studies abroad >>

note well that some PhD scholarships cannot be combined with the Erasmus mobility grants either.

The Erasmus mobility grant is compatible with the 50% increase to the PhD scholarship (applicable for periods exceeding 15 days) 

but

it is not compatible with other European funding schemes, such as **PNRR grants, PON/ERC projects and other EU grants** (if you have been assigned one of these scholarships, you can still be able to participate in the programme as Zero Grant participant). 

Please also note that the Erasmus+ mobility cannot take place at the same time as other international mobilities, whether physical or virtual.



Arqus Alliance

The [Arqus European University Alliance](#) brings together the universities of **Granada, Graz, Leipzig, Lyon 1, Maynooth, Minho, Padua, Vilnius and Wroclaw**.

It is a community made of **students, academics** and **researchers** who work together to create and develop new structures and collaborations.



LinkedIn



Arqus
PhD
Portal

Follow the [Arqus PhD Portal on LinkedIn](#) for current news, calls and offers.

Mentoring Programme for ESRs



Receive professional support and career advice from an international established researcher during a 9-month period in [this programme](#).

Arqus PhD Cafe



Join the monthly PhD Café to exchange with other Arqus ESRs about the challenges, tips and tricks of PhD life. [\[Register here\]](#)

PhD Week for Careers Beyond Academia



Participate in this annual 5-day [workshop](#) to explore career options beyond academia, with a group of international PhDs and PostDocs.

[PhD Portal](#)

Get a feel of the Alliance and benefit from research, training & mentorship opportunities!



Cotutelle de thèse

A cotutelle, so called since the program originated in France, is a **PhD conducted in the framework of a bilateral agreement signed between two universities** of two different Countries

In your case, it is a means of obtaining a PhD degree both from Unipd (*home university*) and a partner institution (*hosting university*), after carrying out the research work in both institutions

The cotutelle procedure is **additional to a regular PhD**, which is why it can be initiated only following successful admission to doctoral studies.

Just alike international joint PhD programs, the cotutelle is the highest level reachable in terms of internationalization of the PhD. More than simple mobility overseas and thesis co-supervision, this collaboration supports the PhD candidate's **international networking**. A cotutelle allows you to improve your **language skills** and **intercultural competence**, increase your **knowledge of other research methods**, widen your **international contacts**, and improve your **career opportunities**.





This collaboration implies:

- **concurrent enrollment** at both partner universities (which otherwise is not allowed)
- (preferably) **fees exemption** at the partner institution/yearly alternate payment
- **two supervisors**, one for each university (+ potential co-supervisors)
- balanced mobility periods at the two universities, with a **mandatory stay of at least 6 months** at the partner institution, (preferably) only once the cotutelle is officially in force
- a **single final exam** (public viva voce) before a committee composed of members from both partner universities, recognized by both institutions
- the awarding of a **double** (two separate certificates) **or joint degree** (one single parchment)



Failure to comply with one or more of the above-mentioned requirements may result in a termination of the cotutelle (the doctoral degree can still be obtained at Unipd).



Procedure and requirements

The new University [Guidelines for the establishment of cotutelle agreements](#) detail:

- **procedure** to follow
- **deadlines** to meet
- **documentation** to be attached to the request
- reporting **duties** of co-supervised PhD students



The request for the cotutelle is submitted by the PhD candidate, but **consent of the supervisor** at Unipd is required in order to initiate the procedure, and that of the potential co-supervisor follows thereafter.

Official approval to carry out the joint path is then given by the **Academic Board** of the doctoral programme.

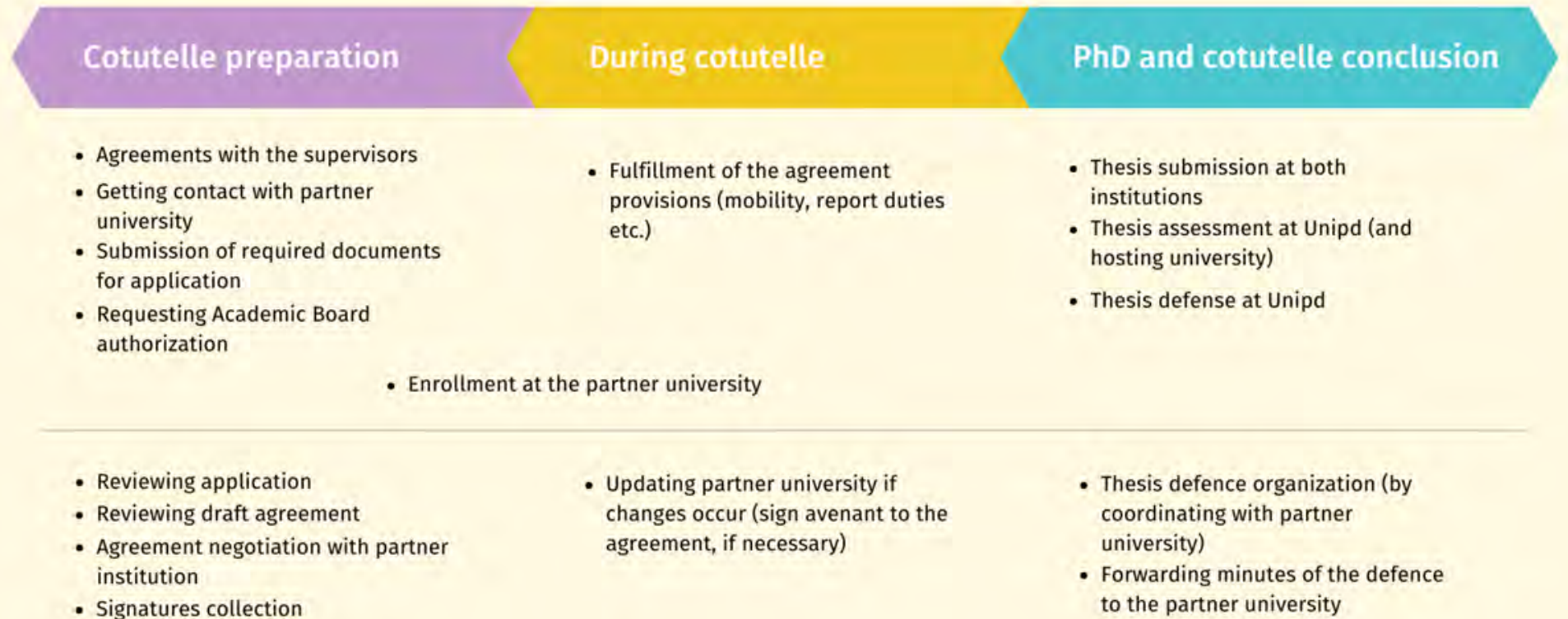
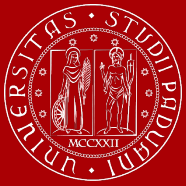
It is advisable to contact the PhD Office directly at the beginning of the programme (in any case, **by 15 months** max - or by 18 months if the PhD lasts 4 years).

If the cotutelle can be established can unfortunately be known only after the **negotiation process** with the partner university, which takes several months in most cases. Given this often rather time-consuming coordination between the universities involved, another requirement is patience :)



To sum up, here are the **steps to take** in order to set up a cotutelle and the **requirements to meet** for recognition:

- get in touch with the partner university, ask about possible deadlines to meet and procedure to follow
- submit the request to Unipd: application form + acceptance letters signed by the two supervisors
- ask the Academic Board of the PhD programme for approval (if the partner university requires enrollment before the cotutelle is established, simultaneous registration must be authorized too)
- fill in the draft agreement
- wait until negotiation process is concluded
- sign the agreement
- enroll at the partner institution (if not already done it)
- carry out the mobility in accordance with the schedule detailed in the agreement
- inform the Academic Board yearly about the progress of the joint supervision and research activities carried out at the hosting university
- submit the thesis to both universities, according to the deadlines established
- fulfill thesis assessment process at both universities
- successfully defend the thesis at Unipd before a committee jointly appointed
- fulfill any other additional requirements set by the partner university for thesis publication and degree application





Individual agreement

The conditions for awarding the degree as well as all other details are laid out in a **cotutelle agreement** that is **prepared for each doctoral candidate individually** and is then signed by the doctoral student, the two supervisors, (the two PhD programme coordinators), and the two rectors.

The cotutelle enters into force **after** collecting all required signatures from both institutions.

This agreement regulates all main aspects of the joint PhD, i.e.:

- **enrollment** ⓘ admission, tuition fees, duration of the programme, possible extension
- **research work** ⓘ thesis topic, supervisors, language of thesis and defense, grants, mobility scheduling
- **thesis evaluation** ⓘ thesis assessment, board of examiners, final examination, degree awarded

Personal data treatment, **intellectual property rights** (*joint results* → *co-ownership*), and confidentiality may be agreed on as well, if necessary.



Agreement for a doctoral thesis co-supervision (cotutelle de thèse)

Università degli Studi di Padova (hereinafter referred to as Unipd)

located in via 8 febbraio 1848, 2 – 35122 Padova (Italy), represented by the Rector, Prof. Daniela Mapelli

and

University of _____ (hereinafter referred to as _____)

located in _____, represented by Rector/Chancellor, Prof. _____

agree on

the convention for the cotutelle of doctoral thesis for

_____ born on _____ in _____ nationality: _____

Taking into account:

for Università degli Studi di Padova:

- Ministerial Decree 226/2021 "Regulation establishing methods of accreditation of doctoral centers and courses and criteria for the establishment of doctoral courses by accredited bodies"
- University regulations governing PhD programmes in force, and subsequent amendments and integrations
- Art. 15 "Funding and tasks" of the Research Integrity Code of the University of Padova, which states that <<The researcher cannot accept funding or tasks for research activities whose purposes are contrary to the founding principles of the University of Padua expressed in the By-Laws, in the University Codes and in the guidelines formulated by its governing bodies>>

for University of _____

- _____
- _____
- _____



Article 1 – Administrative Issues

1. Purpose

The scheme of co-tutelage of doctoral thesis established between the University of _____ and Università degli Studi di Padova aims at fostering forms of scientific cooperation that encourage the mobility of doctoral students.

2. Registration

The doctoral student has all the needed requirements for the registration to the doctoral course at the two Universities. The doctoral student has fulfilled the procedure to be admitted at: _____

Therefore, the following terms are set out:

University holding the administrative responsibility for the student: _____

Doctoral course: _____ Department: _____

Date and academic year of enrolment (first registration): _____

Hosting University: _____

Doctoral course: _____ Department: _____

The doctoral thesis will be defended at the University that holds the administrative responsibility for the student.

3. Duration

The envisaged duration for the research programme of a doctoral student is _____ (three/four) years. Possible extension may be requested according to the current regulations of the University that will assume the administrative responsibility for the student and with the consent of the two supervisors.

4. Tuition Fees

The doctoral student will be required to pay tuition fees to the university that holds the administrative responsibility: _____

5. Insurance and Health Coverage

The doctoral student must have illness and accident insurances and be covered by any insurance required by relevant national legislation in both countries for the periods of mobility at the two partner Universities.



So far, Unipd has made cotutelle agreements with **228 universities** from **37 different Countries**:

Algeria
Argentina
Australia
Austria
Belarus
Belgium
Brazil
Bulgaria
Canada
Chile
China
Cyprus
Croatia
France
Germany
Greece
Iceland
Ireland
Kazakhstan



Luxembourg
Mexico
Morocco
Peru
Poland
Portugal
Romania
Russia
Serbia
Slovakia
South Africa
Spain
Switzerland
The Netherlands
Tunisia
United Kingdom
United States
Venezuela



Funding opportunities

- 50% PhD scholarship increase **up to 18 months**
- [Erasmus+ short/KA171 long term](#) mobility calls
- [Bando Vinci](#) of the Université franco-italienne (cotutelle with French universities)
- scholarships offered by [DAAD](#) - German Academic Exchange Service (mobility/cotutelle with German universities)
- [Swissuniversities fundings](#), offered by the State Secretariat for Education, Research and Innovation (mobility/cotutelle with Swiss universities)
- [SEMP - Swiss European Mobility Programme](#) (mobility/cotutelle with Swiss universities)
- any other scholarship awarded by Italian or international institutions for mobility overseas related to research activities



Pros & cons

yes,	but
it confers your research work an international profile and more competitiveness	it can be a pretty expensive path, due to possible tuition fees and living costs abroad
it encourages mobility abroad, which can also be extra funded	it implies a high level of stress , since you have to meet administrative and academic requirements of two institutions
it allows you to experience the reality of two different academic systems, increase your linguistic and intercultural skills , gain new research competencies	it's a very long process and moreover the negotiation may fail. The agreement sometimes does not go through, because of incompatible rules



What you need to know about your scholarship

- The annual amount of the grant is € 16.243 gross percipient
- The scholarship is subject to social security contribution (INPS) and benefits the tax relief. This is why we asked you to enroll in the so-called GESTIONE SEPARATA
- The monthly net amount of the scholarship is about € 1.195,48. It is credited in monthly installments, paid on day 5th using the bank account provided by any PhD student's Uniweb personal profile
- Each payment is deferred by one month with respect to competence (e.g. the installment referring to November will be paid in December)

INPS





BANK ACCOUNT

Should your bank account change, you have to provide the new bank data (IBAN code) by updating the information straight from your Uniweb personal profile

PLEASE NOTE THAT Changes provided within the 20th of the month are effective on the installment paid for that month

To receive the scholarship, PhD students must have a gross annual income lower than € 16.243 (incomes from occasional work and the amount of the doctoral scholarship are not included in this calculation).

REFERENCE PERIOD

The fiscal years of predominantly use of the scholarship during the PhD programme

Scholarships:

- have a **one-year duration**
- are **renewed prior admission to the following year** by the Academic Board

Please note that European funding schemes, such as **PNRR grants, ERC projects** and **other EU grants** are not compatible with other European funds (e.g. Erasmus mobility grants).



The scholarship cannot be combined with other scholarships regardless of the type

WITH THE EXCEPTION for those assigned by national or international institutions for the purpose of integrating the research activities of the PhD student with periods spent abroad





The Research budget

- A research budget **no less than 10% (20% for PhD of National Interest)** of the annual amount of the scholarship has to be granted to PhD Students
- The total amount is currently equal to € 4.872,90 (€ 9.745,80 in case of PhD of National Interest)
- It is available starting from the first year



What expenses are admitted?

- **Travel**
(Study/research travels expenses*)
- **Conferences and seminars fees**
- **Consumables**
(Chemical reagents, audio-visual media, photocopies etc.)
- **Publication costs**
- **Specific training aimed at research**
(language courses, etc.)

Other covered expenses

- **Books and articles**
(both in paper and digital format)
- **IT instruments for research**
(software licenses)
- **IT equipment to support research**
(personal computers, tablets, etc)

Please note that this kind of expenses:

1. They are subject to inventory according to the procedures in use at the University
1. They will remain at the disposal of the Department of the PhD Course



For Ph.D Students enrolled
WITHOUT scholarship:

The research budget is granted:

- by the Department organizing and hosting the PhD programme in the case of supervisor belonging to another University.
- by the Department of the PhD student's Supervisor;

Who provides the
Research Budget?

For Ph.D Students enrolled
WITH scholarship:

The research budget is provided by the Department organizing and hosting the PhD Course or the Department/Center funding the scholarship.

Please note that such provision is **NOT** applicable for Ph.D. students enrolled with grant funded by foreign countries or beneficiaries of financial support under specific mobility programs such as **Marie Curie, CSC Fellows, BSE.** In the framework of the agreements concerning each specific programme a specific budget is provided.



The authorization request form it is divided into 3 sections:

Mobility abroad authorization request
(for periods lasting 20 days or longer until 37th cycle, for periods lasting 15 days or longer from 38th cycle)

The undersigned _____
born in _____ on _____
registration nr. _____ enrolled in the PhD Course in _____
curriculum (only if the Phd course is articulated in curricula) _____, series _____
phone/cell _____, e-mail _____
with grant ⁽¹⁾ BA, BD, BAD, BE, sponsored by ² _____
without grant; extra quota as CSC, Marie Curie, Foreign scholarship holders
asks to be authorized to spend a research period abroad at ³ _____
under the supervision of ⁴ _____
from _____ to _____
(place and date) (signature)

(Approved by the home supervisor)
Name and surname of the home supervisor _____
Signature _____ date _____

(Authorization)
Signature of the PhD Course Coordinator for authorization (for periods up to 6 months spent abroad during the three years duration of the PhD program)
Name and surname of the Coordinator _____
Signature _____ date _____

PhD Collegial Body authorization minule attached (necessary for any period abroad lasting more than 6 months or for any period, whichever the duration, after the first 6 months even if in separate periods)

Collegial Body: Academic Board Executive Board
Date (dd/mm/yyyy) ____/____/____

1. PhD student

Enrollment information and contact data

2. Host Institution

- General information
- Supervisor at host institution
- Starting and ending date of the period abroad

3. Authorization section

- Signature of:
- Home Supervisor
 - PhD Course Coordinator or PhD Academic Board authorization



AUTHORIZATION FORM, BEGINNING AND FINAL DECLARATION DOCUMENTS have to be provided to the PhD Office even by PhD students as MSCA, BSE and CSC, but also enrolled without scholarship, even if the 50% increase is not foreseen for those categories of PhD students, in order to register the period in the PhD student career management application.

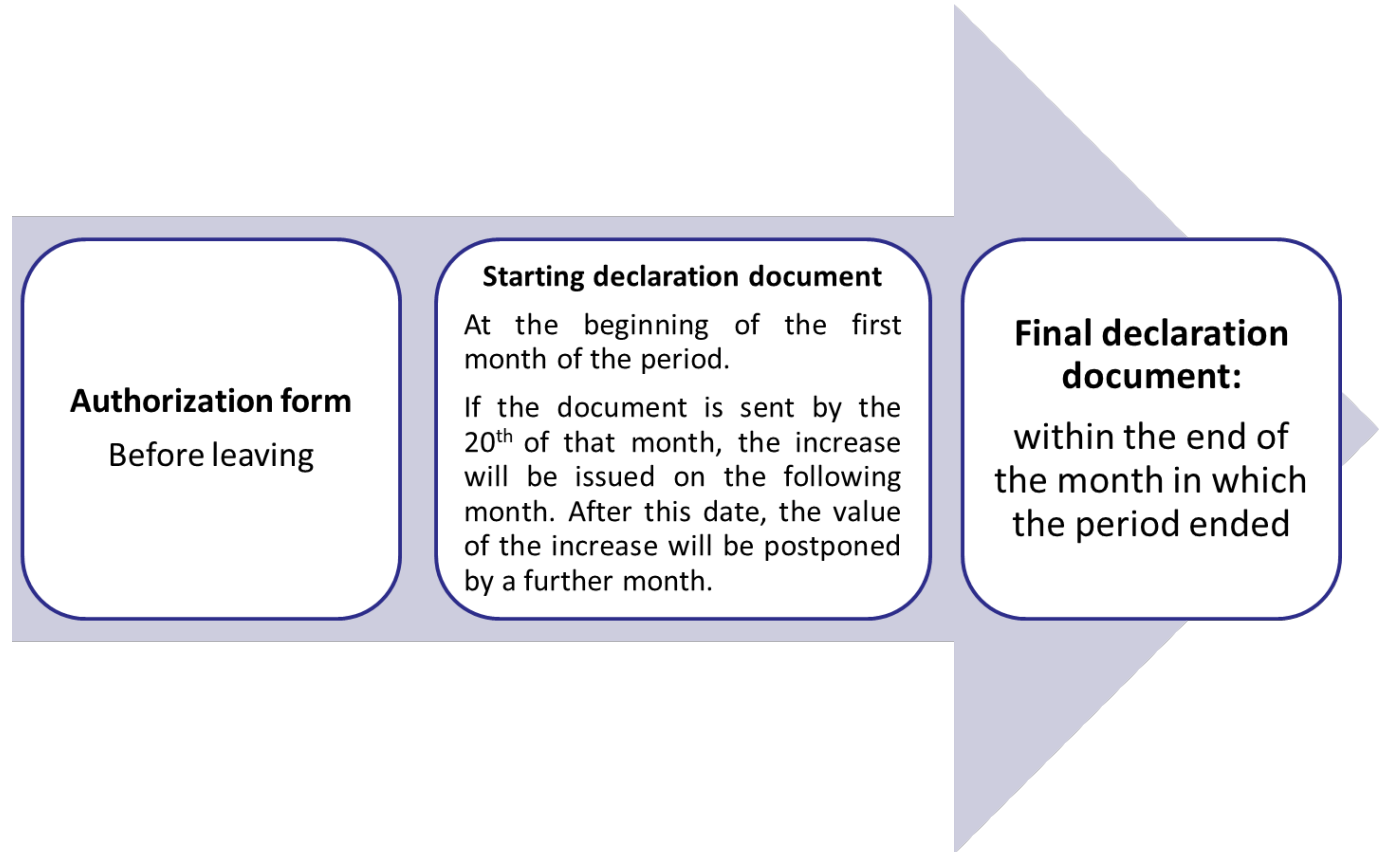


➤ STARTING DECLARATION DOCUMENT

- You have to submit it on a headed paper of the Host institution after your arrival;
- It must indicate the actual starting date of the research/study period;
- It has to be signed by the supervisor abroad.

➤ FINAL DECLARATION DOCUMENT

- It must be submitted to the Ph.D Office;
- Signed by the supervisor abroad;
- It has to confirm the activity carried out, with explicit indication of actual beginning and ending date of the collaboration.



All the documents must be provided to the PhD Office in .pdf format by e-mail to: phd@unipd.it



50% increase of the amount of the scholarship for periods abroad

A 50% increase in the scholarship amount is granted for stays abroad, in relation to the actual days spent abroad and under those conditions:

- The mobility must last **no less than 15 days**
- It must be authorized by **the Coordinator** or by the **Academic Board**

The 50% increase of the amount of the scholarship is **credited monthly** together with the installment of the grant. (Also this *payment is deferred by one month with respect to competence*).

The increase for periods abroad will be provided for a maximum of 12 months (18 in case of cotutelle)

HOW TO SUBMIT THE REQUEST

Periods up to a total of 6 months



must be authorized by the **PhD Course Coordinator**

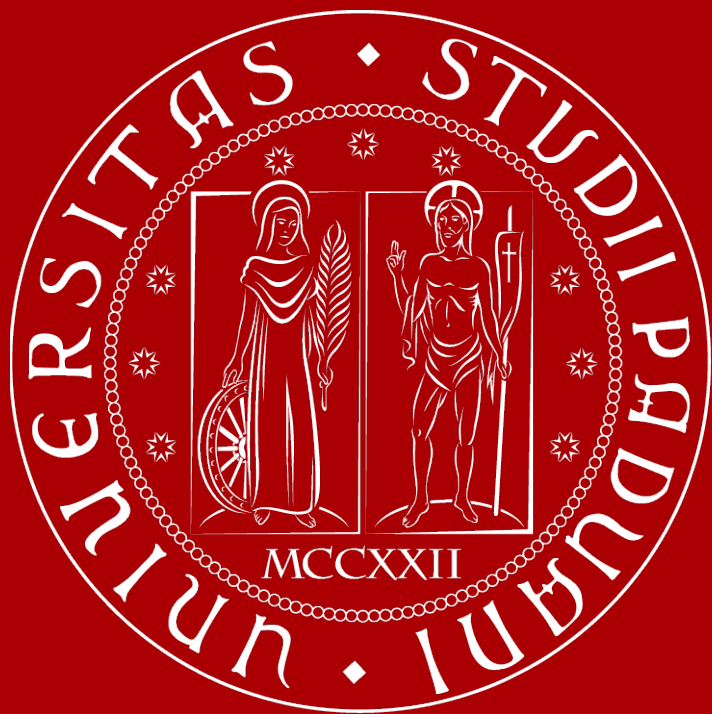
PhD students must provide the PhD Office with the “Authorization document” by using the **authorization request form** available at the following links

- ITA <https://www.unipd.it/dottorato/modulistica-dottorati>
- ENG <https://www.unipd.it/en/node/13860>

Any further period abroad



must be authorized by the **PhD Course Academic Board**



UNIVERSITÀ DEGLI STUDI DI PADOVA

Thank you for your attention!