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PhD Welcome Day 2025

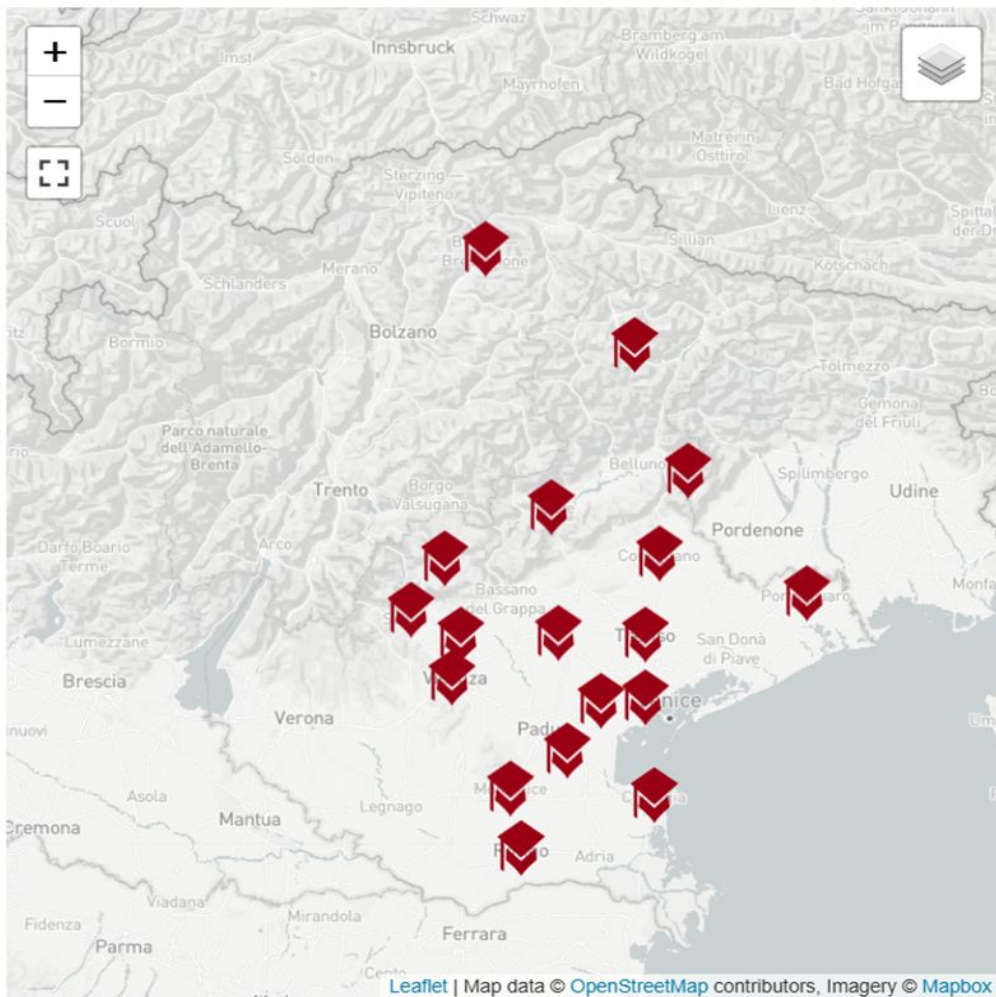
Info, tips and hints for your academic path

María Lucía Ducant - *PhD Office*



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Mappa sedi

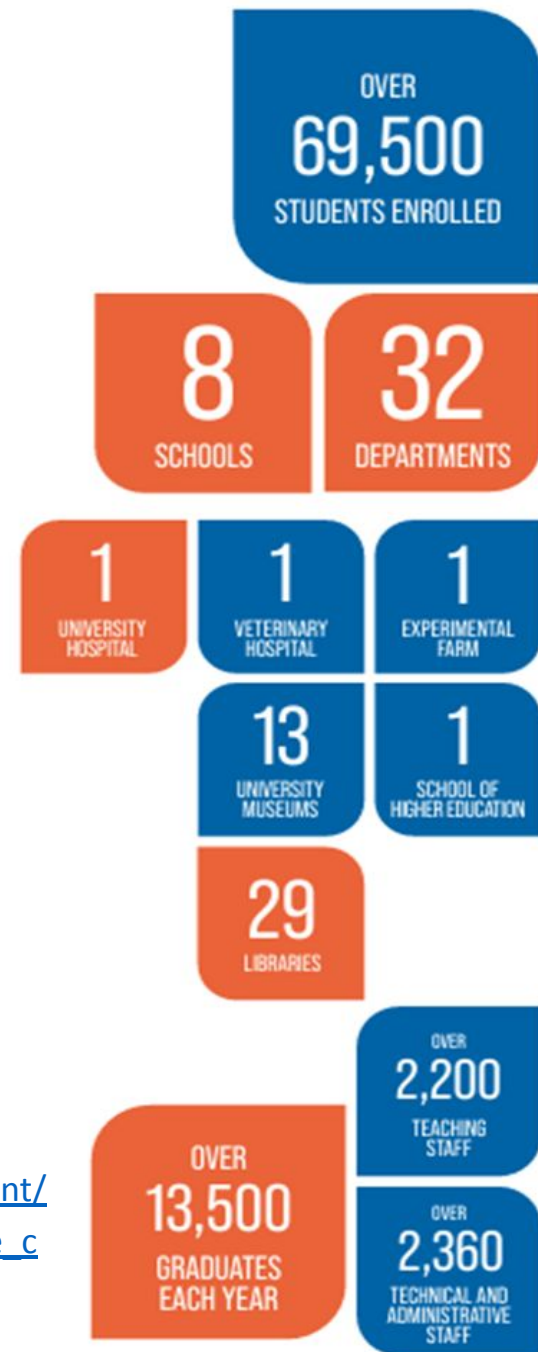


https://web.unipd.it/international/wp-content/uploads/2024/01/StudyWithUs_2024_Finale_compressed.pdf

University of Padua in numbers

The University's various sites

https://web.unipd.it/international/wp-content/uploads/2024/01/StudyWithUs_2024_Finale_compressed.pdf





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.



You are allowed to carry out **work activity**, provided it is compatible with the doctoral training activities and it is linked to your PhD research. Work activity is subjected to **Authorization from the Academic Board of your PhD Course**.

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

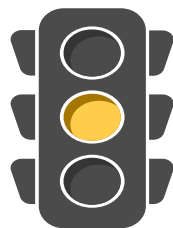


You can be **suspended** from your PhD course in these cases:

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

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.

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



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. At the end of the suspension period, the scholarship is paid upon the resumption of the programme up to the total duration of the scholarship.



What you need to know about your scholarship

- ❖ Scholarships have a **one-year duration** and are **renewed prior admission to the following year** by the Academic Board
- ❖ **It is paid in monthly installments.** Payments are made on day 5th of the following month (e.g. the installment referring to November will be paid in December) **to the bank account provided by PhD students** through their Uniweb personal profile
- ❖ The scholarship is **subject to social security deductions according to current legislation and benefits the tax relief.** This is why we asked you to enroll as PARA-SUBORDINATE WORKERS for the SEPARATE PENSION SCHEME ("Gestione separata")
- ❖ The scholarship will only be **assigned to students whose annual income, during the PhD programme, does not exceed the sum of the scholarship** (income from occasional work is not taken into account).



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

WITH THE EXCEPTION of 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** is granted to PhD Students
- It is available starting from the first year
- Ask the your PhD Course for more information.



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)
- **NEW THIS YEAR: registration fees at the partner university under a cotutelle agreement can be paid using the research budget**

Please note that PhD students who receive a grant funded by foreign countries or are beneficiaries of financial support under specific mobility programs (such as **Marie Curie, CSC Fellows, BSE**) the availability of a research budget and its amount depends on the agreements concerning each specific programme.



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

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

- The mobility must last **no less than 15 days**
- It must be authorized by **the Coordinator** (for periods up to 6 months) or by the **Academic Board** (for periods longer than 6 months) of the PhD course

The increase of the amount of the scholarship for periods abroad will be provided for a **maximum of 12 months (18 months in case of a cotutelle agreement)**

HOW TO SUBMIT THE REQUEST

PhD students must provide the PhD Office with the **“Mobility abroad authorization request”** (and other relevant documents) by using the sample available at the following link:

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

The 50% increase is not foreseen for those categories of PhD students: **MSCA, BSE and CSC PhD students**, and **PhD students enrolled without scholarship**

However, all documents must be provided to the PhD Office even by these categories of **PhD students** to register the period spent abroad in the PhD student career database.



Interdisciplinary Teachings

The PhD Office, in collaboration with other University Offices and external experts, offers PhD students interdisciplinary training courses, seminars, and lessons related to **academic world, job market and career development**.

The courses are classified based on the European Competence Framework for Researchers.

- Communication by email and telegram
- Registration is required
- Certificates of participation may be issued at the end
- Attendance is not compulsory but highly recommended
- Both in-person and by MOOC

More information on the [dedicated webpage](#)

Each [doctoral program's website](#) publishes a syllabus with the specific teaching offerings and courses that will be available during the year.





Who should you ask for...?



What	Who to
Enrollment certificate / information about the scholarship / suspension and maternity leave/ cotutelle agreements and international opportunities / increase of the scholarship / Research Budget and periods abroad	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
Possible solutions to PhD students who report relational problems with their supervisors during their PhD studies	Academic Mediators
For International PhD students	Tutor Buddy



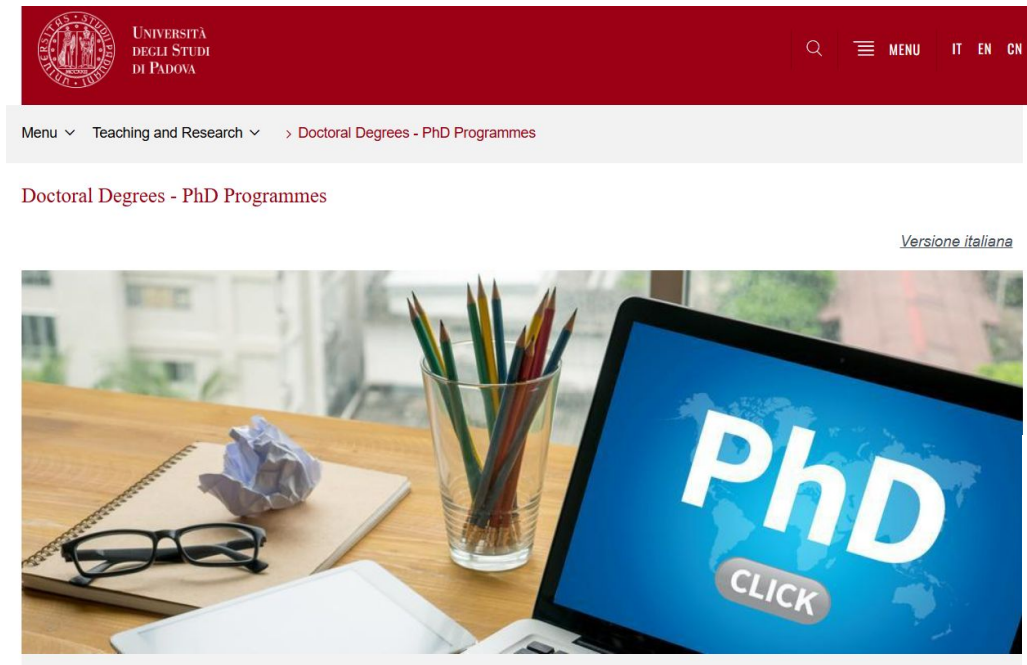
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Digital Resources

The PhD Guide



PhD programmes' website





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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'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



- **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.
- **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. More information [here](#).



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** from 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)



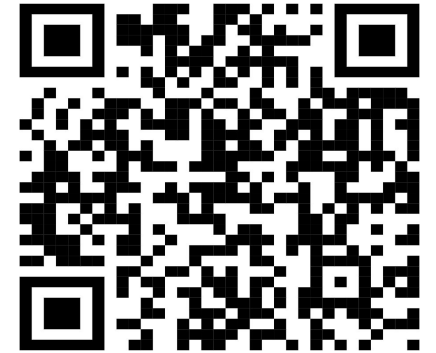
Failure to comply with one or more of the above-mentioned requirements may result in a termination of the cotutelle (the doctoral degree can still be obtained at Unipd).



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 :)



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



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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



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](#).

**PhD
Portal**

**Arqus PhD
Café**



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.

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



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Thank you for your attention!