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# Administrative support during the PhD Programme

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Settore Dottorato di ricerca – Dipartimento di Ingegneria Civile e Ambientale

# What does the PhD mean to you?

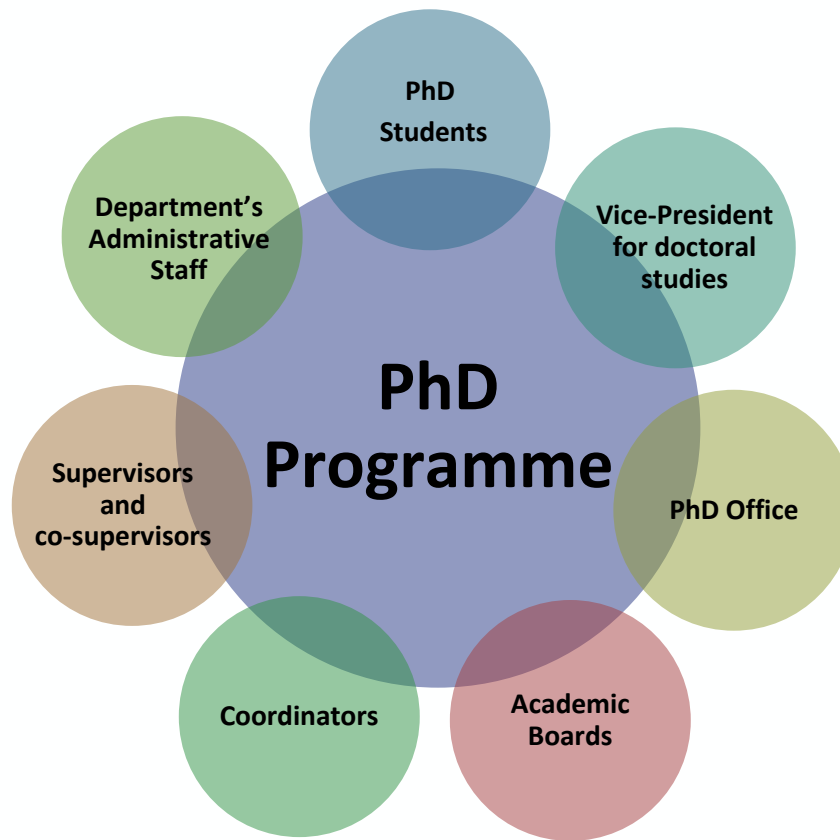


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# Who is a PhD student to you?



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Event code **OHBDFT**

<https://app.wooclap.com/OHBDFT>

# Phd Student Status

The PhD student has the status of **university student**, which is maintained until the doctoral degree is awarded (Article 19, paragraph 1 of the PhD Regulation).

The awarding of the scholarship **does not imply the establishment of an employment relationship**.

At the end of the three-year course, it will still be possible to apply to INPS (*National Institute for Social Security*) for unemployment benefits.

# Importance of the institutional e-mail...

Those who have not yet done it are invited to activate their institutional email address

[name.surname@unifi.it](mailto:name.surname@unifi.it)

All communications will be sent to this address

Therefore it is important to set up your mailbox and, above all,

**to check it regularly!** 😊

**...and of the intranet area of the unifi website!**

# Financial support during the PhD Programme





## Scholarship

≈ 1.200 € net  
per month



## Scholarship increase

≈ 597 € net  
(*equivalent to a 30-  
day stay*)



## Budget 10%

4.872,9 €  
for the three-  
year period



# Scholarship

The scholarship is paid in **deferred monthly instalments**, with payment credited on the last working day of the month; only in December the payment is advanced around the middle of the month (this year on the 19th).

The scholarship **does not constitute income** and is not subject to IRPEF taxation, but it does require the payment of social security contributions to INPS ("gestione separata" fund)

The **scholarship cannot be combined** with other scholarships awarded for any reason, except those granted by national and foreign institutions to support the PhD **student's mobility abroad**.

## Scholarship increase

PhD students with and without scholarship are entitled to **a 50% increase** in their scholarship for carry out research abroad, **subject to authorisation** by the PhD Coordinator and the Head of the Department for periods not exceeding 6 months and even by the Academic Board for periods exceeding 6 consecutive months.

The period abroad **cannot be less than 3 months** and cannot exceed 12 months in total.

In the case of co-tutorship agreements (co-tutela) or PhD Programmes activated under agreement or consortium (such as the “Pegaso” PhD programmes), the period may be extended to a maximum of 18 months.

# Scholarship increase

## Authorisation

- It must be requested from the Coordinator and the Head of Department  
If it is longer than 6 months, it must be approved even by the Board

## Confirmation

- It must be sent at the end of the month and in any case by the 5th of the following month

## Remember

- Minimum mandatory duration: 3 months
- 50% increase in scholarship on a daily basis  
Standard limit: 12 months
- In the case of co-tutela or agreements up to 18 months

## Research Budget 10%

Starting from the first year of the course, each PhD student, with or without a scholarship, is guaranteed a research budget of 10% of the scholarship amount (equal to €4,872.90).

It must be used **within the three-year cycle**.

However, the use of the budget is also permitted during any **extension** period granted for the submission of the thesis.

The budget is intended to support research, training and mobility activities in Italy and abroad, and its use must be **consistent** with the educational and scientific objectives of the PhD programme.

## Research Budget 10%

It can be used for

- **business travel expenses** in Italy and abroad
- **enrolment** in training courses
- **costs of publishing** and disseminating scientific results
- **consumables and small non-inventory items**
- **software, licences and bibliographic resources**
- **external services** (laboratory analysis, specialized translations, statistical processing, etc.)

It cannot be used for

- **inventory or depreciable assets** (e.g. laptops, tablets, durable equipment)
- **personal expenses**

# How to use the budget

The budget available to PhD students is managed by the **Department**

Usually:

**Purchasing Office** for

- **costs of publishing** and disseminating scientific results
- **consumables and small non-inventory items**
- **software, licenses and bibliographic resources**

**Missions Office** for

- **business travel expenses** in Italy and abroad
- **enrolment** in training courses



## Missions

Management via the **U-Web Missioni** application (access via university credentials)

In short:

- you are on a mission when you travel in Italy (**outside Florence**) or **abroad for more than 4 hours** for research-related reasons
- **FIRST**, authorisation must be requested and the availability of funds verified.
- **AFTERWARDS**, you can request **a refund** by submitting the original paper documents to the secretary's office.
- even if you do not require any reimbursement, you must still request authorisation to take advantage of the **insurance coverage**.
- in the case of missions abroad, it is also necessary to request the **scholarship increase**.
- eligible expenses include travel, transport, meals and accommodation, appropriately documented and paid for using traceable methods.

# Career obligations





## Taught courses

All PhD students must earn at least 30 credits (1 credit = 6 hours).

### 24 credits in taught courses

Each PhD programme organises its own teaching programme into courses and seminars, it may be possible to access other courses (except I and II levels courses)

### 6 credits in complementary skills

A programme of thematic lectures of general interest is organised by the University and published on the UniFI PhD programme page (skills).

The study programmes also include training periods at other institutions and training periods abroad lasting no less than three months.

## Admission to the following year

PhD students are required to diligently carry out research, study and teaching activities in accordance with the procedures established by the teaching staff.

**At the end of each year**, they submit **a report** on the activities carried out, the results achieved, participation in seminars and/or conferences, publications produced and, at the end of the course, their doctoral thesis.

They are also required to complete the **Quality Assessment Questionnaire**.

The **Academic Board** evaluates the work carried out after consulting with supervisors and co-supervisors and decides on admission to the following year of the course with the annual renewal of the scholarship.

Admission to years following the first year and to the final examination is also **subject to verification of payment of the required fees and contributions**.

# PhD commitment

The PhD programme **requires exclusive, full-time commitment**, with the obligation to devote oneself assiduously to the research, study and teaching activities established by the Academic Board.

The Academic Board may authorise **additional activities**, including paid activities, provided that they enable PhD students to develop skills relevant to their field of study and do not interfere with the regular and productive performance of their activities.



**In the event of carrying out an extra activity, you must ALWAYS request authorisation from the Academic Board IN ADVANCE!**

## Please note

Any annual income received for the performance of extra-doctoral activities by the PhD student with a regular scholarship **cannot in any case exceed** the annual amount of the PhD scholarship.

## Incompatible activities

- **simultaneous enrolment** in another PhD programme, except for co-tutorship agreements;
- **appointment as Adjunct Professor** for teaching, teaching modules and language training at any university or institution granting academic qualifications;
- **replacement of professors and researchers in their teaching duties**, without prejudice to supplementary teaching activities and participation in examination and degree committees, up to a maximum of 40 hours per academic year;
- other activities **deemed inconsistent** by the Academic Board

# Flexibility mechanisms: how to manage the unexpected



# Suspension

In the event of justified impediments that prevent effective attendance, it is possible to request **suspension** from the course. Absences and the reasons for them are assessed for the purposes of suspension by the **Academic Board**.

**Duration:** from 1 up to 6 months

**How to request it:** submit a specific request to the Academic Board with accompanying documentation. It can never be requested retroactively.

**Note:**      **The scholarship is not paid**

**The suspension period must be caught up on!**

# Extension

PhD students may request an **unpaid extension up to 12 months** if they are unable to submit their doctoral thesis by the deadline.

The documented and justified request is submitted to the Academic Board, who decides after consulting the supervisor.

During the extension period, the budget may be used, but the teaching activities as well the stay abroad must be already completed.

The total periods of extension plus suspension may not exceed a total of **18 months**, except in specific cases provided for by law.



# The international dimension: joint supervision of theses



# Co-tutorship agreements

Co-supervision is a **bilateral agreement** with a foreign university that offers PhD students the opportunity to:

- **alternate the periods of research** between their home university and the partner university
- be tutored by **supervisors** from both institutions
- obtain a **double or joint doctoral degree** with a **single final examination**

# Co-tutorship agreements

Co-tutorship agreements:

- a) **regulates** the implementation of the programme established by both partner universities;
- b) are stipulated by the universities **in favour of individual PhD students;**
- c) **are proposed** by the Academic Board, **approved** by the Department Council and **signed** by the Rector

# Useful information and contacts





## SOL - Servizi On Line

From the home page of the website [www.unifi.it](http://www.unifi.it) , you can access the **SOL** page, where you will find the University's online services grouped by role. Services dedicated to PhD students are listed in the PhD Programmes section.

**Access is granted** with the **University's credentials** (student ID number and password).

### **Gestione Carriera Studenti (GCS)** **(sottosezione Gestione)**

Note: currently the personal page in **GCS** for PhD students is being implemented. At present, it is NOT possible to view teaching activities neither download certificates or self-certifications.

People search

Online services



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### **Research Doctorate Programs (PhD)**

[Salary and tax declaration \(Certificazione Unica-CU\)](#)

All services >

## «Studente della Toscana» card

The University of Florence provides its students with the Carta Studente della Toscana (Tuscany Student Card), a **university ID** that offers access to:

- **canteen facilities** managed by the Regional Agency for the Right to University Education, as well as **university libraries**
- **discounts** exclusively for university students at museums, theatres, and retail stores





## Central Administration

### Tasks of Settore Dottorato di Ricerca - Piazza San Marco

The Central Office manages the administrative, bureaucratic and cross-cutting aspects of all the University's PhD programmes.

In particular:

- **Course Accreditation, Support for Governing Bodies, Call for Applications;**
- **Admission and enrolment:** management of competitive procedures for admission to courses (publication of notices, rankings, enrolments) and annual administrative requirements
- **Administrative career:** management of PhD students' positions (fees, scholarships, etc.)
- **General Regulations:** application and interpretation of the PhD Regulations;
- **Institutional Agreements and Conventions:** support to the Department for the conclusion of framework agreements or conventions for the financing of scholarships and the recognition of foreign qualifications
- **Support for internationalisation**
- **Awarding of Degrees:** awarding of the parchment and final certification of Doctor of Research (Ph.D.)
- **Recognition of foreign doctoral degrees**



## Departments/Academic Boards

The Department, through the Coordinator and the Academic Board of the PhD Programme, as well as the administrative staff, manages all scientific, educational and training aspects related to the educational and research programme.

In particular:

- **Training Project:** definition and implementation of the educational offer, planning and management of teaching and research;
- **Research Activities:** authorisation and monitoring of study and research activities, budget management;
- **Periods abroad/missions:** authorisation of missions, periods of study and research abroad
- **Annual Assessment:** periodic review of your work (admission to the following year) and assessment of the dissertation;
- **Academic Board** resolutions on career matters, funding and thesis co-supervision agreements
- **Supervision:** assignment and management of the tutor;
- **Thesis submission:** receipt of the final thesis and report on the activities carried out.





## Some examples

For...	Please contact...	Typical examples
Administrative/Central Issues	Settore Dottorato di Ricerca (Piazza San Marco)	<ul style="list-style-type: none"> <li><i>Calls for Application</i></li> <li><i>Enrolment</i></li> <li><i>Payment of fees</i></li> <li><i>Certificates of enrolment, degree award, DIS-COLL</i></li> <li><i>Change of personal details</i></li> <li><i>Change of IBAN</i></li> <li><i>Skills</i></li> <li><i>Withdrawal from course</i></li> <li><i>Thesis submission, degree award, AlmaLaurea questionnaire receipt</i></li> <li><i>Collection of PhD Diploma</i></li> </ul>
Scientific/Educational Issues	Department / Coordinator	<ul style="list-style-type: none"> <li><i>Definition of research project with Supervisor</i></li> <li><i>Definition of study plan and course attendance</i></li> <li><i>Proposals to be submitted to the Academic board (extensions, suspensions, work compatibility, scholarship withdrawal, etc.)</i></li> <li><i>Request for the Research Budget 10%</i></li> <li><i>Request for authorization and scholarship increasement to study abroad</i></li> <li><i>Submission of annual activity report</i></li> <li><i>Educational Offer courses and seminars</i></li> </ul>



### Head of the PhD Office

Calls for application, PhD Courses Accreditation, Support for Governing Bodies

***Sabrina Pazzagli***



### Career Management

From enrolment to graduation

***Elisa Geli – Sabrina Casagrande – Alessandro Baldini – Gabriele Pizzo***



### IT Support

Databases, technical support, soft skills and fund accounting

***Serena Fagotti***



### Internationalisation

Agreements with institutions and universities, welcoming PhD foreign students

***Chiara Cianferoni***



### Diplomas and Certificates

***Marta Checchi***

# PhD Coordinators and Administrative Staff

## BIOMEDICAL AREA

DEPARTMENT	PhD COURSE	Coordinator	Admin. Staff
Neuroscience, Psychology, Drug Research and Child Health (NEUROFARBA)	DRUG RESEARCH AND INNOVATIVE TREATMENTS	Lorenzo MANNELLI	Giulia CAPPELLI
Neuroscience, Psychology, Drug Research and Child Health (NEUROFARBA)	TUSCANY PH.D. IN NEUROSCIENCES	Gianni VIRGILI	Giulia CAPPELLI
Health Sciences(DSS)	TRANSLATIONAL RESEARCH IN THE SCIENCES FOR HEALTH PROTECTION	Romina NASSINI	Angela NUTINI
Experimental and Clinical Biomedical Sciences "Mario Serio"	BIOMEDICAL SCIENCES	Fabrizio CHITI	Giulia PELLEGRINI
Experimental and Clinical Medicine	CLINICAL SCIENCES	Gianmaria ROSSOLINI	Cristina GIACOIA

# PhD Coordinators and Administrative Staff

SCIENTIFIC AREA			
DEPARTMENT	PhD COURSE	Coordinator	Admin. Staff
Biology (BIO)	BIOLOGIA EVOLUZIONISTICA ED ECOLOGIA	Duccio CAVALIERI	Valeria SANTINI
Earth Sciences (DST)	EARTH AND PLANETARY SCIENCES	Sandro CONTICELLI	Serena CARTEI
Physics and Astronomy	FISICA E ASTRONOMIA	Giovanni MODUGNO	Silvia BERTI
Physics and Astronomy	INTERNATIONAL DOCTORATE IN ATOMIC AND MOLECULAR PHOTONICS	Diederik WIERSMA	Gaudia MANTELLI
Chemistry "Ugo Schiff" (DICUS)	INTERNATIONAL DOCTORATE IN STRUCTURAL BIOLOGY	Roberta PIERATTELLI	Roberto DI CAMILLO Elisa ZURI
Chemistry "Ugo Schiff" (DICUS)	CHEMICAL SCIENCES	Anna Maria PAPINI	Roberto DI CAMILLO Elisa ZURI
Statistics, Computer Science, Applications "Giuseppe Parenti" (DiSIA)	LIFE COURSE RESEARCH	Daniele VIGNOLI	Niccolò SACCARDI Giulia GUTTADAURO
Mathematics, Computer Science, Statistics (DIMAI)	MATHEMATICS, COMPUTER SCIENCE, STATISTICS	Alessandra SESTINI	Rosa Maria Pia DI VINCENZO

## PhD Coordinators and Administrative Staff

SOCIAL SCIENCES AREA			
DEPARTMENT	PhD COURSE	Coordinator	Admin. Staff
Economics and Business Sciences (DISEI)	DEVELOPMENT ECONOMICS AND LOCAL SYSTEMS (DELOS)	Donato ROMANO	Donatella PERRI
Political and Social Sciences (DSPS)	POLITICAL AND SOCIAL CHANGE	Angela PERULLI	Simona GIORGINI
Legal Sciences (DSG)	LEGAL SCIENCES	Marialuisa VALLAURI	Claudia BACCIANTI
Economics and Business Sciences (DISEI)	SOCIAL SCIENCES FOR SUSTAINABILITY AND WELLBEING	Leonardo BONCINELLI	Donatella PERRI

## PhD Coordinators and Administrative Staff

TECHNOLOGICAL AREA			
DEPARTMENT	PhD COURSE	Coordinator	Admin. Staff
Architecture (DIDA)	ARCHITECTURE AND DESIGN CULTURES, KNOWLEDGE AND SAFEGUARDING OF CULTURAL HERITAGE	Fabrizio ARRIGONI	Priscilla CIONI
Agriculture, Food, Environment and Forestry (DAGRI)	SUSTAINABLE MANAGEMENT OF AGRICULTURAL RESOURCES, FORESTRY AND FOOD	Erminio MONTELEONE	Giuditta POGGI
Information Engineering (DINFO)	INFORMATION ENGINEERING	Stefano RICCI	Simona ALTAMURA
Information Engineering (DINFO)	SMART COMPUTING	Stefano BERRETTI	Simona ALTAMURA
Industrial Engineering (DIEF)	INDUSTRIAL ENGINEERING	Lapo GOVERNI	Benedetta RIZZO
Civil and Environmental Engineering (DICEA)	INTERNATIONAL DOCTORATE IN CIVIL AND ENVIRONMENTAL ENGINEERING	Luca SOLARI	Margherita MELLINI
Agriculture, Food, Environment and Forestry (DAGRI)	AGRICULTURAL AND ENVIRONMENTAL SCIENCES	Carlo VITI	Giuditta POGGI
Agriculture, Food, Environment and Forestry (DAGRI)	ADVANCED AND SUSTAINABLE AGRICULTURAL-FORESTRY SYSTEMS	Salvatore MORICCA	Giuditta POGGI
Architecture (DIDA)	SUSTAINABILITY AND INNOVATION FOR THE DESIGN OF BUILT ENVIRONMENT AND SYSTEM PRODUCT	Paola GALLO	Priscilla CIONI
Architecture (DIDA)	URBAN FUTURE STUDIES	Gherardo CHIRICI	Priscilla CIONI

## PhD Coordinators and Administrative Staff

HUMANITIES AREA			
DEPARTMENT	PhD COURSE	Coordinator	Admin. Staff
Literature and Philosophy (DILEF)	PHILOLOGY, ITALIAN LITERATURE, LINGUISTICS	Francesco BAUSI	Cristina ANDREOTTI
Literature and Philosophy (DILEF)	PHILOSOPHY	Andrea MECACCI	Cristina ANDREOTTI
Education, Languages, Intercultures, Literatures and Psychology (FORLILPSI)	COMPARATIVE LANGUAGES, LITERATURE AND CULTURE	Fernando CIONI	Camilla COSI
Education, Languages, Intercultures, Literatures and Psychology (FORLILPSI)	EDUCATION SCIENCES AND PSICOLOGY	Fabio TOGNI	Camilla COSI
History, Archeology, Geography, Fine & Performing Arts (SAGAS)	HISTORY OF ART AND PERFORMING ARTS	Antonella D'OVIDIO	Marzia DE LUCA
History, Archeology, Geography, Fine & Performing Arts (SAGAS)	HISTORICAL STUDIES	Giulia TORRI	Marzia DE LUCA

## PhD Students Representatives

**Two PhD Students Representatives** are elected for each PhD programme. The representatives serve for two years.

They are an important point of reference, and they act as spokespersons for the needs and requirements of PhD Students at the Academic Board, the Department Council, and any other necessary institutional forums.

To stay update and facilitate communication, we recommend checking whether there is a mailing list or messaging group (such as WhatsApp) specific to each PhD programme.



# Useful Link



## STATUTO E NORMATIVA

### PhD Regulations

<https://www.unifi.it/it/ateneo/chi-siamo/statuto-e-normativa>



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ATENEODIVISIONE STUDIA CON NOI RICERCA E INNOVAZIONE

INFO PER

## Statuto e normativa

### Naviga la sezione

- > Storia e profilo dell'Ateneo
- > Missione e visione
- > Organi
- > Strutture
  - Dipartimenti
  - Scuole di Ateneo
  - Centri
  - Istituto Universitario di Studi Superiori dell'Ateneo di Firenze (IUSSAF)
- > **Statuto e normativa**
- > Organizzazione amministrativa
- > Sicurezza in Ateneo
- > Elezioni

In questa sezione è possibile consultare lo Statuto dell'Università di Firenze e tutti regolamenti in vigore, utilizzando le maschere di ricerca.

**Titolo**

Regolamento di Ateneo in materia di dottorato di ricerca | PhD Regulation

**Tipologia di documento**

- Qualsiasi -

**Tema**

- Qualsiasi -

**Emanato da:**

gg/mm/aaaa

**A:**

gg/mm/aaaa

CercaCancella

**Regolamento di Ateneo in materia di dottorato di ricerca | PhD Regulation**

-  [Regolamento Dottorato \(DR 575/2022\)](#)
-  [PhD Regulation \(DR 575/2022\) - English version](#)

# Useful Link



PAGINA INTRANET DEL DOTTORATO

<https://intranet.unifi.it/it/phd-assegnisti-e-borsisti>

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Sistema di Autenticazione

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Utente

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accedi

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NextGenerationEU

[Guida al sistema di autenticazione unica](#)

# E-mail



SETTORE DOTTORATO DI  
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[dottorato@unifi.it](mailto:dottorato@unifi.it)



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**Research is seeing what everybody  
else has seen and thinking what  
nobody else has thought**

(Albert Szent-Györgyi)



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# Thank you for your attention!!