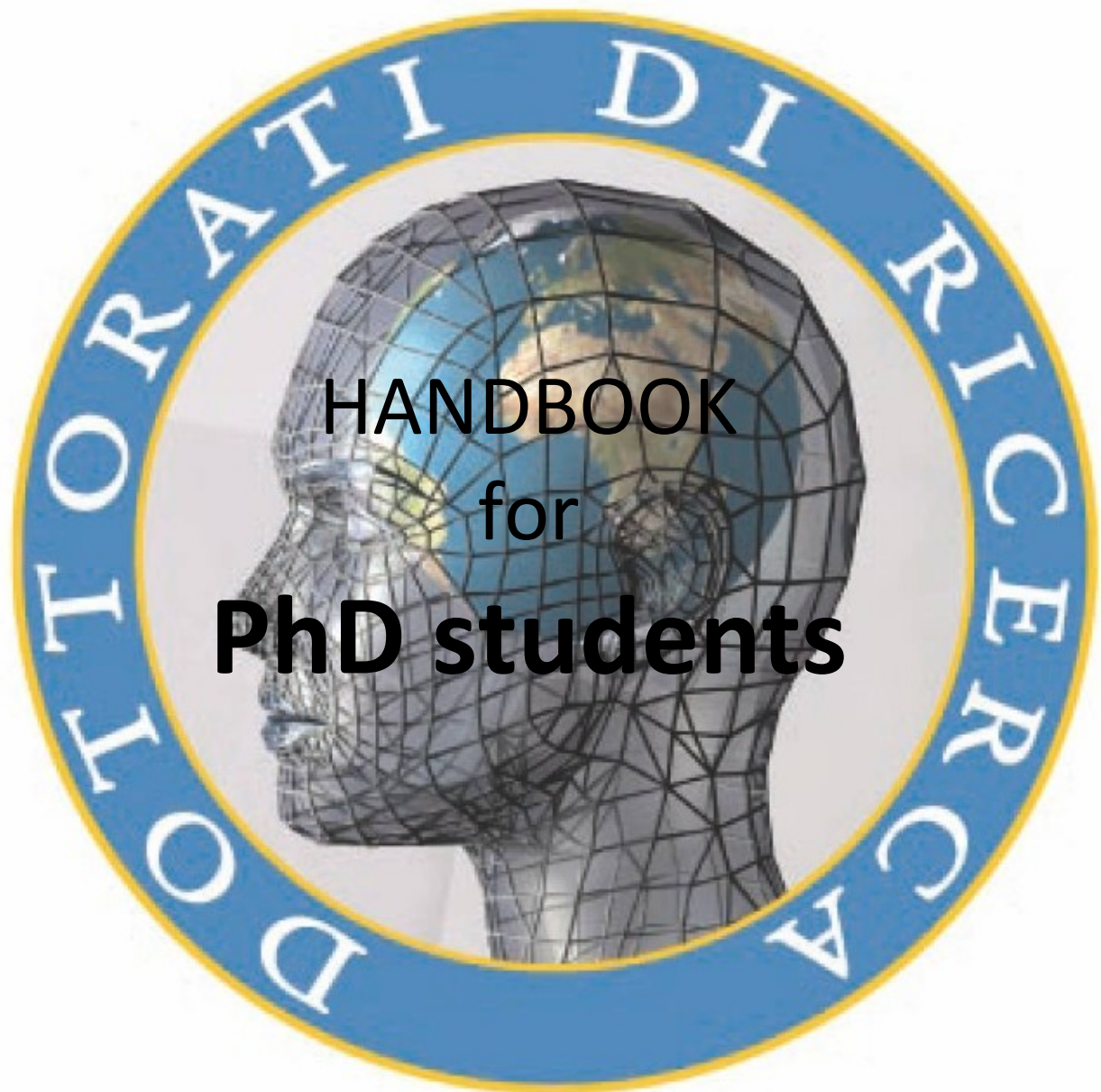




UNIVERSITÀ
di **VERONA**

Direzione
GENERALE

Area Ricerca



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This 'Handbook for PhD Students' is intended to provide a summary of the main aspects of the doctoral career, and is aimed at providing PhD students with a useful and practical tool for their time at the University of Verona.

Should you need further information and details about regulations on PhD Programmes, please see the relevant web page, where it is also possible to download useful documents in PDF format:

<https://www.univr.it/en/our-services/-/servizi/phd-programmes> (Documents > PhD Regulations).

In the 'PhD Regulations' section you will find the regulations governing PhD programmes for PhD students enrolled up to the 37th cycle:

- Ministerial Decree no. 45/2013
- PhD School and PhD Programme regulations
- Regulations for PhD Studies

as well as those governing the PhD programmes for PhD students enrolled from the 38th cycle onwards:

- Ministerial Decree no. 226/2021
- PhD School and PhD Programme regulations (Rector's decree no. 2923 of 4 April 2022)
- Regulations for PhD Studies (Rector's decree no. 2932 of 4 April 2022) as modified by D.R. 3083 del 05.04.2023.

LIST OF DOCTORAL COURSES AND MACRO-AREAS

The Doctoral Courses, listed on the webpage <https://www.univr.it/en/phds>, are divided into four **macro-areas**. Each macro-area and each Doctoral Course have a reference webpage:

- **Life and Health Sciences Area**
 - [Inflammation, Immunity and Cancer](#)
 - [Biomolecular Medicine](#)
 - [Neuroscience, Psychological and Psychiatric Sciences, and Movement Sciences](#)
 - [National PhD Programme in Kinesiology and Sport Sciences](#)
 - [Applied Life and Health Sciences](#)
 - [Clinical and Experimental Biomedical Sciences](#)
 - [Surgical and Cardiovascular Science](#)
 - [Regenerative Medicine, Technological and Translational Surgery](#)
- **Law and Economics Area**
 - [European and International Law](#)
 - [Interuniversity PhD in Accounting and Management \(up to the 39th cycle, the administrative seat is UNIUD, from the 40th cycle administrative the seat is UNIVR\)](#)
 - [Economics and Finance](#)
- **Natural Sciences and Engineering Area**
 - [Computer Science](#)

- [Nanoscience and Advanced Technologies](#)
- [Interuniversity PhD in Mathematics \(administrative seat at UNITN\)](#)
- [Biotechnology](#)
- [Molecular, Industrial and Environmental Biotechnologies](#)
- [Smart Agrifood Sciences](#)
- [Intelligent Systems Engineering](#)
- [Arts and Humanities Area](#)
 - [Human Sciences](#)
 - [Philology, Literature, and Performance Studies](#)
 - [Foreign Literatures and Languages](#)
 - [Linguistics \(up to the 39th cycle, the administrative seat is UNIVR, from the 40th cycle administrative the seat is UNIBZ\)](#)
 - [Archaeology, Art History and History](#)

On each web page listed above you will find the main information concerning the Courses, and in particular the PhD programme with delivery methods, dates and times.

PhD students are required to consult the web page of their Course, the relevant didactic offer and to know their macro-area of reference in order to correctly enroll in the transversal didactic activities provided by Area.

REFERENCE WEB PAGES

In addition to the web pages listed in the previous section, doctoral students should refer to the following web pages:

- PhD Courses: <https://www.univr.it/en/phds>
- PhD School: <https://www.univr.it/en/phd-schools>
- MyUnivr (Intranet): <https://myunivr.univr.it/it/homepage>

The list and description of the cross-curricular educational activities of the PhD School can be found from the menu **Training and Research/PhD School Courses/Classes** found on each PhD Course page; for example, here:

<https://www.corsi.univr.it/?ent=cs&id=627&menu=studiare&tab=catalogo-attivita&lang=en>

These pages publish all available information regarding the Doctoral Courses, the Doctoral School and the cross-curricular education offered by the School.

PhD students are required to consult these pages before contacting the PhD offices for any clarifications and/or requests for information.

WHAT TO DO BEFORE LEAVING

STUDY VISA FOR NON-EU PHD STUDENTS

If you are a non-European citizen who has won a place on a PhD Programme upon successful completion of the admissions procedure, and if you are regularly enrolled and up-to-date with the payment of enrolment fees, to enter Italy you should first apply for a **Type-D STUDY VISA** (valid for stays longer than 90 days) **for postgraduate students**. For this purpose, you will need to carry out a pre-registration procedure on the UNIVERSITALY portal (<https://www.universitaly.it/index.php>) by attaching all the required documents. Once pre-

registration on the portal has been completed, it is necessary to inform the PhD Office (dottorati.ricerca@ateneo.univr.it), which will check and validate the registration. Upon validation, the letter of invitation will be uploaded on the University portal, certifying that you are enrolled in the PhD Programme, its duration and, if you are a scholarship holder, that you have enough money to support yourself during your PhD Programme.

If you are a non-European citizen admitted to a PhD Programme and you already have a residence permit issued by a European Union country, before applying for the study VISA please contact the PhD Office to check whether you need an entry VISA.

Warning: a residency permit for employment or 'awaiting employment' reasons cannot be converted into a residency permit for study reasons. Therefore, in this case, it will be necessary to apply for a new visa, for study purposes, at the Italian diplomatic representation in one's country of origin.

Please note that obtaining a VISA can take a long time (weeks or months), thus we suggest that you start the application process at least three months in advance of your departure date. It is strongly recommended that you contact the Italian Embassy in your Country, or the nearest Italian Consulate, to be informed about VISA requirements for PhD students in Italy.

For information, please find below a list of the documents that are normally required by the Italian diplomatic authorities:

- a **valid passport**, whose expiry date must be at least three months after the expiry date of the VISA you're applying for;
- a **recent passport-size photograph** of yourself;
- **documentation from the University of Verona confirming your enrolment** in a PhD Programme;
- **evidence of sufficient financial support for your stay in Italy** (this should be equal to or higher than the 2019 INPS Social Allowance - *Assegno sociale INPS 2024*, corresponding to €534.41 per month in 13 monthly installments). Students receiving a scholarship can submit to the relevant Italian Embassy or Consulate also the copy of the documents provided by the PhD Office certifying that they hold a scholarship);
- **evidence of accommodation arranged in Italy**: hotel reservation, declaration of hospitality and/or lease contract;
- a **return travel ticket** or **proof of sufficient funds to buy a return ticket** to your country of residence;
- **health care insurance**, if the foreign Student is not entitled to health care in Italy by virtue of agreements or conventions in force between Italy and their own Country; the insurance policy **must be valid in the Schengen Area and must have a maximum coverage of €30,000**.

Please be aware that we can only send the invitation letter for you and not for your relatives. Our colleagues from the **ISU - International Students Union** (email: verona@isu-services.it) will inform you about the administrative procedures to follow before and during your stay in Italy.

If you intend to stay in Italy with your family, you will be able to request information regarding family reunification procedures in Italy (documents to be submitted, information about the authorities involved in the process, costs, etc.) from the **International Welcome Desk**, a service provided by **ISU Services&Consulting** (univr@internationalwelcomedesk.it). However, it will be the responsibility of the Student to apply for a family reunification and

find a suitable accommodation for the whole family that complies with the minimum standards set by law.

RESIDENCE PERMIT FOR NON-EU PHD STUDENTS

As required by current Italian regulations, PhD students with non-European citizenship must apply for a **residence permit** for study purposes within eight working days of arriving in Italy. This is the only official document that makes your stay in Italy legal, and it is issued by the relevant office of the *Questura* in Verona. The residence permit is an identification card which enables to store your personal data, ID photo and fingerprints in digital format. It has the same duration as your VISA (normally 12 months) and currently costs approximately €120.

Should you need information regarding the documents to be submitted, and support during the administrative procedures, please contact the **International Welcome Desk at ISU** (univr@internationalwelcomedesk.it) to book an appointment for one of the days immediately following your arrival in Verona.

TAX ID NUMBER (CODICE FISCALE)

The Tax ID number (*Codice fiscale*) is a personal identification number that you must have in order to access many services and carry out certain activities such as:

- opening a bank account;
- collecting your scholarship;
- activating an Italian SIM card.

To obtain your Tax ID number, please register on the **ISU - International Welcome Desk** portal at www.isu-services.it.

ACCOMMODATION

If you are a PhD Student from abroad and you need assistance in finding an accommodation in our city during your Programme, the **International Welcome Desk at ISU** (accommodation@isu-services.it) is ready to help you. Given the high demand for student accommodation and limited availability, we recommend contacting IWD well in advance of the start of the academic year (at least 3-4 months in advance). Please note that the accommodation service is guaranteed exclusively for PhD students and not for their families.

Please remember that rent prices vary depending on the location of the flat and the type of room you choose to live in (single room or shared room), and private accommodation is not guaranteed: finding a private flat depends on the places available at the moment of your request. In any case, the International Welcome Desk (IWD) will provide every Student with the fundamental information on private accommodation options, and guidance for the legal aspects.

Alternatively, you can look for accommodation on your own. Generally, this can be done by:

- looking at property advertisements on the relevant websites;
- going to a real estate agency. Please note that estate agencies will charge a fee for their service.

As a general rule, the lease must be registered by the landlord, and you will be asked to pay half of the registration charges that amount to 2% of the total amount of the rent.

Moreover, you will be asked to pay in advance a **two-month security deposit** (*deposito cauzionale*) of approximately €500 to cover possible damages. Please consider that, for the first month of your stay in Verona, you will need about €1,500 to cover expenses related to the rent of your flat (including security deposit + the monthly rent).

COST OF LIVING IN VERONA

Living in Verona will cost approximately €1200 per month; with such an amount you should be able to cover all basic living costs (accommodation, food, books, public transport). For this reason, PhD students are required to have sufficient personal financial resources in order to be able to cover any expenses related to their stay in Verona during their PhD Programme.

HEALTH CARE INSURANCE

EU PHD STUDENTS

If you are an EU citizen and a PhD student, and have resided in Italy for at least five years, you are entitled to apply for the **Attestato di Soggiorno Permanente** (Long-Term Residence Certificate) in the municipality where you reside. This gives you the right to register with the Italian National Health System (*Servizio Sanitario Nazionale*, or SSN) and choose a long-term General Practitioner or family doctor (*medico di base/medico di famiglia*).

If you do not meet the requirements to apply for the *Attestato di Soggiorno Permanente*, in order to benefit from health insurance coverage in Italy as an EU PhD student, you should request an **S1** form (previously known as E106) from the competent authority in your home country. Once arrived in Italy, having this form you can register with the SSN selecting a family doctor for the period stated in the form; to do this, you will need to go to the local *Unità Locale Socio Sanitaria (ULSS)*. For further information, please contact the International Welcome Desk - IWD (univr@internationalwelcomedesk.it).

If you do not meet the above requirements but you have a **European Health Insurance Card (EHIC)** issued by the relevant health authority in your home country, you can access all the necessary medical services such as occasional visits to a family doctor and specialist outpatient services.

EU PhD students not holding an EHIC card can take out a private health insurance policy, which must be valid for the entire duration of their PhD Programme, cover all health risks and provide maternity coverage. This option does not allow you to register with the SSN or choose a local family doctor. Please note that private health insurance policies usually require you to pay for any medical costs upfront, and then request reimbursement from the insurance company. It is therefore important to check carefully the terms and limits of refunds before purchasing a policy.

Alternatively, you can apply for voluntary registration with the Italian National Health System, providing a statement (self-certification) that you are a PhD student. The fee is a flat rate of €700.00 valid for one calendar year (1st January – 31st December). Voluntary registration with the Italian National Health System as an EU PhD student requires you to officially register your residency in the Italian municipality where you are staying. For further information, please contact the International Welcome Desk - IWD (univr@internationalwelcomedesk.it).

NON-EU PHD STUDENTS

If you are a non-EU citizen and a PhD student, you may apply for voluntary registration with the Italian National Health System (*Servizio Sanitario Nazionale* - SSN), which allows you to choose a general practitioner or family doctor (*medico di base/medico di famiglia*). The annual fee is €700.00 and registration is valid for one calendar year (1st January – 31st December). As a non-EU PhD student applying for the voluntary registration with the SSN, you are not required to be registered as a resident in Verona or any other Italian municipality.

Please note: registration with the SSN is valid for one solar year, from 1st January to 31st December of the same year, and it is not possible to register beforehand for the following year. Therefore, if you arrive in September to begin a PhD commencing on 1st October, you should consider this option carefully, because even though you will have to pay the full annual fee, your registration will only be valid until 31st December.

For the months not covered by the SSN, you may decide to take out a private health insurance policy (either in your own country or in Italy), which must cover all health risks and provide maternity coverage. Private health insurance is not in any way associated with registering with the SSN, nor with choosing a local general practitioner. It simply means that your insurance company will reimburse you for the medical expenses that are specified in your policy.

PRIVATE HEALTH INSURANCE POLICY

If you decide to take out a private health insurance policy, please make sure of the following:

- it is valid in Italy and in the Schengen Area;
- it has a coverage of at least €30,000;
- it guarantees your return to your home country in case of serious illness;
- it provides full coverage for all healthcare risks, and maternity coverage;
- it covers expenses for urgent or unforeseen health treatment, including emergency admission to hospital;
- it covers the entire duration of your stay in Italy (or the period not covered by the SSN);
- it specifies what administrative procedures you (as the policy holder) must comply with in order to be reimbursed.

If you take out a private health insurance policy before leaving your country, the insurance policy must be in English or translated into Italian and legalised by the Italian Embassy or Consulate in your home country. The costs of private health insurance is your responsibility.

Should you need assistance when registering with the Italian National Health Service, or for further information about health insurance in Italy, please contact the **International Welcome Desk - IWD** (univr@internationalwelcomedesk.it).

WORKPLACE INSURANCE

All regularly enrolled PhD students are covered by a **third-party liability insurance** (*Polizza di Assicurazione della Responsabilità Civile Diversi CHUBB - Chubb European Group SE*) and by a **personal accident insurance** (*Polizza Infortuni Cumulativa AXA*).

As a PhD student, you will be covered against injuries sustained in the workplace, i.e. while you are on University's premises and buildings or in any other place, also outside the University, in Italy or abroad, provided that your presence on the site has been authorised by your PhD Coordinator, or by the PhD Teaching Committee. The insurance cover will be active

from the moment of enrolment and will expire at the end of the legal duration of your PhD Programme. **Please note:** this insurance policy does not replace the medical insurance.

Important: during authorised business trips abroad the insurance policy *Spese Mediche e Assistenza Personale in Missione all'Estero* no. ITBBBC21644 – Chubb will also be active (for those who, despite having a contractual relationship with the University of Verona, are not employees). You won't need to fill in anything: it works through an app that you can easily download on your smartphone.

Please note that:

- this policy only covers medical expenses for accidents or urgent illness;
- the PhD student must promptly contact the Customer service of the insurance company, and afterwards their Supervisor and the PhD Unit;
- the PhD student must communicate the policy's number;
- the policy does not cover medical expenses occurred in Italy, Vatican City, San Marino and the PhD's home country;
- any travel on University business cannot last longer than 180 days.

For further information, please see the relevant [web page](#).

WHAT TO DO IN CASE OF HEALTH PROBLEMS

EMERGENCY

For emergencies, you can call an ambulance by dialling the common emergency telephone number: 112 (available 24/7 including holidays).

If necessary, you may also go to the *Pronto Soccorso* (Emergency Room):

- **Ospedale Borgo Trento**
Phone: 118 (First Aid and Trauma Centre)
Address: Lungadige Attiraglio – 37126, Verona
<https://www.aovr.veneto.it/>
- **Ospedale Policlinico G.B. Rossi** (Borgo Roma)
Phone: 118 (First Aid)
Address: Piazzale L.A. Scuro 10 – 37134, Verona
<https://www.aovr.veneto.it/>

If you go to the *Pronto Soccorso*, you will be asked whether you are in pain and its severity: on the basis of your answer you will be given a colour code (white, yellow, green, red), according to the seriousness of your health problem. The order in which you will be seen in an emergency department is determined by your colour code, not the time of your arrival.

For emergencies during the nights or on weekends call/go to the [Guardia Medica](#) (Emergency Medical Care). Please find below the relevant contact details:

- **Guardia Medica Distretto 1** - Verona Centro
Phone: 045 7614565
Address: Via Bramante, 15 - 37138 Verona
- **Guardia Medica Distretto 2** - Verona Sud
Phone: 045 7614565
Address: Via Rovigo n.2/B – 37122, Verona
- **Guardia Medica Distretto 3** – Verona Est
Phone: 045 7614565

Address: Ospedale di Marzana - Piazzale Lambranzi (Marzana) – 37034, Verona

Opening hours: from Monday to Friday from 8 pm to 8 am; on weekends from 10 pm on Saturday to 8 am on Monday. You are advised to call first to check that they are available.

GENERAL MEDICAL CARE

If you need medical care (for flu, a cold, etc.), you must go to your *medico di base* (general practitioner or family doctor) and the visit will be free.

For specialist treatment (gynaecological, dentistry, etc.) you should first go to your *medico di base* (GP), who will write a prescription. Then you should call the CUP (*Centro Unico Prenotazioni*) from Monday to Friday from 8 am to 6 pm in order to book an appointment with a specialist (phone: 045 2323717).

Remember that for some specialist services, you will be required to pay a 'ticket' as a contribution to cover part of the costs (please note that Italian citizens are not exempt from paying it). Please always bring your residence permit and your Health Insurance Card, and remember that you must pay before seeing the specialist.

PHARMACIES

Pharmacies can be recognised by a sign with a red or green cross outside the shop. Most pharmacies keep normal opening hours and some are open 24 hours a day, while a rotation system ensures that there are pharmacies on duty at night and on holidays. If the pharmacy is closed, look carefully at its windows, where you should find a list of the nearest open pharmacies in the area. Pharmacists will usually give advice on the proper use and side effects of medications and sell both over-the-counter medicines and prescription drugs. They are not allowed to dispense prescription drugs to patients without a doctor's authorisation.

PHD PROGRAMME GENERAL RULES

ATTENDING MULTIPLE PROGRAMMES

Enrolling in more than one study programme at the same time

Until Law no. 33/2022 came into force, it was not possible to be enrolled in more than one study programme awarding a degree in Italy or abroad (e.g. Bachelor's and Master's degree programmes, Postgraduate Specialisation programmes, 1st and 2nd level Professional Masters' programmes, PhD Programmes) at the same time.

The entry into force of the aforementioned law has meant that this prohibition has been lifted and, as of the 2022/2023 academic year, it will be possible to be enrolled simultaneously in a Bachelor's Degree/Master's Degree/Non-Medical Postgraduate Specialisation programme and a PhD programme.

Enrolment is subject to the approval of the respective Collegial Bodies (the Teachers' Board for the PhD), which must verify the existence of the conditions for the acquisition of the knowledge and skills required to achieve the specific training objectives of each course. Simultaneous enrolment in a PhD course and a medical specialisation course is also permitted, pursuant to Article 7 of Ministerial Decree 226/2021. Joint enrolment between a PhD and a School of Specialisation in the Medical Area is possible according to the procedures and terms summarised in the following paragraph.

Please note that it is still not possible to be enrolled in a 1st or 2nd Professional Master's programme and a PhD programme at the same time: in this case, the student will need to choose between the two courses. If double enrolment is ascertained, the Rector will cancel the enrolment in the PhD programme and recover any sums paid in the form of scholarships.

Medical Postgraduate Specialisation + PhD Programme

Students enrolled in a Medical Postgraduate Specialisation programme at any University are permitted to take the Admission Test for a PhD programme.

If the student is selected, when enrolling in the PhD programme, they must:

- a) declare that they are enrolled in a medical specialisation school at the University of Verona or another university;
- b) complete and send to ufficio.protocollo@pec.univr.it the **nulla osta** (authorisation form), certifying that joint attendance between the PhD programme and the Specialisation programme has been declared compatible, also in view of the distance between the two courses' venues, signed by the Director of the Medical Postgraduate Specialisation programme and the Coordinator of the PhD programme.

In cases of joint attendance, the postgraduate student may apply to shorten the doctoral course. The doctoral course may not, however, last less than two years. The application for reduction must be approved by the Course Teaching Board and the Specialisation School Council, on the basis of an assessment of the consistency of the research activities already undertaken in the medical specialisation course with the doctoral project.

The authorisation form is available at the following address:

INTRANET → Come fare per → Dottorati → La mia carriera come dottorando

Remuneration for Postgraduate Specialisation programme students

Students enrolled in a Medical Postgraduate Specialisation programme at the University of Verona (or other Universities) who are admitted to a PhD programme and are awarded a PhD scholarship cannot receive the PhD scholarship during the period of joint attendance. During this period the scholarship due for the PhD programme will not be disbursed. The disbursement of the PhD scholarship will begin with the end of the Medical postgraduate specialisation programme contract and the instalments not received shall not be paid afterwards.

Admission Test for another PhD Programme

Students who are already enrolled in a PhD Programme at the University of Verona may, if they pass the relevant Admission Test and are successfully placed on the list of eligible applicants, change to a different PhD Programme. Students who change their PhD Programme must leave their previous programme and begin again from the first year of the new programme, provided a place without scholarship is available for the programme in question.

Applying for another PhD Programme once awarded a PhD

Candidates already holding a PhD degree cannot be admitted to the Admission Test of any programme with similar research topics to those of their PhD. Those who have already benefited from a PhD scholarship, regardless of the place and year, cannot receive a second one. They will be able to enrol in the programme only if places without scholarship are available.

WORKING WHILE IN A PHD PROGRAMME

Ministerial Decree no. 226/2021 reforming the PhD Programmes states that "admission to the PhD programme entails an exclusive, full-time commitment". According to Art. 15 of the "Regulations on PhD Programmes" *any activity other than training and research must be*

authorised by the Teaching Committee upon approval by the Supervisor and co-Supervisor. It is therefore up to the course's Teaching Board to decide whether or not to authorise the performance of external work activities, or the continuation of work activities existing at the time of enrolment in the PhD Programme, provided that these do not compromise participation in PhD activities. Art. 15, however, emphasises that, in the case of **PhD students with a scholarship**, remunerated activities must be limited to those related to the acquisition of skills related to the doctoral student's training area, subject to an assessment of the compatibility of such activities with the fruitful performance of the training, teaching and research activities of the PhD Programme.

In addition, the remuneration of authorised work activities carried out by PhD students with a scholarship shall not exceed, on an annual basis, the value of the annual amount of the scholarship. For PhD students without a scholarship, any incompatibility between doctoral activity and work activity must be assessed on a case-by-case basis.

The form for requesting authorisation to carry out work activities can be found in My UniVr in the section "How to - PhD - My career as a PhD student" and must be sent, duly completed and signed, to ufficio.protocollo@pec.univr.it. The PhD Office will submit it to the approval of the Teaching Committee of the PhD Programme at the earliest possible meeting.

Public employees who are admitted to a PhD Programme shall benefit from leave of absence for a period consisting of normal duration of the programme, as established by collective agreements. Employees in the public law regime are granted special leave for study purposes, **provided this is compatible with the requirements of the administration**, pursuant to Art. 2 of Law no. 476/1984 and subsequent amendments, with or without a scholarship. Unless by explicit waiver, such leave applies only to those who are enrolling in a PhD Programme for the first time, regardless of the field of study.

CLINICAL ACTIVITIES

Medical PhD students may participate in clinical activities if authorised by the Teaching Committee.

The authorisation procedure requires the involvement of several individuals as described below.

The requirements for admission to self-care activities are as follows

- a licence to practise the profession,
- enrolment in the register of the professional association,
- consistent specialisation in the field of care or dental specialisation.

These requirements must be verified by the Director of the University Department, subject to the opinion of the Director of the U.O.C. to which the assistance activity in relation to the PhD course relates, who will issue a certificate to the Tutor. The Tutor, who is responsible for the training course, in agreement with the Director of the relevant OU/OSD, defines the scheduling of the doctoral student's clinical/assistance activities and identifies the procedures for their implementation. identifies the methods of implementation.

The Board of Lecturers approves the proposal of the Tutor and establishes the duration of the assistance activity, which cannot in any case exceed the duration of the cycle of the Doctoral Course, up to the discussion of the thesis.

The Course Coordinator or the Tutor, in the case of students enrolled on a Doctorate Course for which Verona has an agreement with the Director of the OU/OOSD where the doctoral student will provide assistance, shall inform the Company Health Director of the name of the doctoral student proposed for the performance of the assistance activity, indicating the specific activities he/she is authorised to perform, the start date of the activities and their duration.

The Medical Directorate of the Company shall authorise the performance of the above activities, in accordance with the modalities indicated, by means of a communication to the Director of the UOC/UOSD concerned, to the doctoral candidate and to the relevant PhD Course Coordinator or Tutor.

The communication is simultaneously sent, for information, to the O.U. Doctorates and Research Grants and to the O.U. Teaching Staff, relations with the Integrated University Hospital of Verona and the NHS.

The form for requesting authorisation to carry out assistantship activities can be found in My UniVr in the section "How to - PhD - my career as a PhD student" and must be sent, duly completed and signed, to the e-mail address ufficio.protocollo@pec.univr.it. The O.U. Doctorates and Research Grants will bring it to the attention of the subjects involved for the acquisition of their respective authorisations.

SUPPLEMENTARY TEACHING ACTIVITY

PhD students may carry out, as an integral part of their Programme, subject to the authorisation of the Teaching Committee and without increasing the amount of the scholarship, tutoring activities, including paid tutoring, for Bachelor's and Master's degree students, as well as supplementary teaching activities, within the limit of 40 hours per academic year. For the activities referred to in this paragraph, PhD students are paid the allowances referred to in Art. 1, paragraph 1, letter b) of Decree Law no. 105 of 9 May 2003, converted with amendments by Law no. 170 of 11 July 2003.

DUTIES OF THE PHD STUDENT

The PhD student is a university student enrolled in a third-level education Programme, who must attend the modules of their PhD Programme and continuously conduct study and research activities in the intended structures, by the methods established by the Teaching Committee and set out in the PhD Regulations of the University of Verona.

PhD students must behave responsibly and must be respectful in relation to their own and other people's dignity and the decorum of the places in which teaching and research take place.

ONLINE UNIVERSITY SERVICES

Upon completion of enrolment, PhD students will receive an automatic e-mail with their new username relating to their GIA login details in the form `idxxxx` (the password will remain the same as when they first registered with the system). With this account they will have access to the institutional e-mail address (name.surname@studenti.univr.it) as well as to the ESSE3 platform from which they will be able to download the various self-certifications throughout their academic career. This account must also be used to access the "[Service Desk](#)" assistance through which you will be able to contact the University's offices.

All other IT services offered by the University will be accessible through personal **GIA login details (username consisting of the first six letters of the tax code plus two digits)**, which the PhD student must activate within a month of the start of the Programme by contacting the technical staff of the relevant Department. For contact details of your IT staff and for

problems concerning your GIA login details, software configuration and general IT-related issues, click [here](#).

Your personal GIA login details will give you access to the new e-mail address **name.surname@univr.it** which will be the exclusive channel of communication between the Office and PhD students. It is recommended that you check your institutional mailbox on a daily basis.

For any IT problem (GIA login, password, email, etc.), you will have to refer to the IT staff of your area:

- <https://www.univr.it/en/organisation/-/ateneo/informatica-tecnologie-e-comunicazione/servizi/law-and-economics-ict-services-unit>
- <https://www.univr.it/en/organisation/-/ateneo/informatica-tecnologie-e-comunicazione/servizi/life-and-health-sciences-ict-services-unit>
- <https://www.univr.it/en/organisation/-/ateneo/informatica-tecnologie-e-comunicazione/servizi/humanities-ict-services-unit>

USING THE ZOOM CLIENT

GIA credentials and the email address nome.cognome@univr.it are required to access the Zoom programme, which is used for remote teaching. Before courses begin, PhD students must install Zoom and log in with their credentials as described at <https://www.univr.it/en/our-services/-/servizi/tecnologie-innovative-per-la-didattica/zoom-sistema-di-videoconferenza-messaggistica-screen-sharing-e-controllo-remoto>.

The Zoom programme must always be kept up-to-date with the latest version available to ensure its correct functioning.

HOW TO PROVE THAT YOU ARE A PHD STUDENT

Upon their first enrolment in the programme, PhD students shall be given a student ID number and a Student ID card (badge) that must be returned upon the conferral of the degree.

How to request your Student ID card: the card is issued in electronic format available at mybadge.univr.it

A magnetic Student ID card should only be requested if you plan to access teaching or research laboratories.

To request a magnetic Student ID, you must upload the photo in DBerw, and send your request via the [Service Desk](#) service on the Intranet. Collection will be possible at the nearest Univr reception desk.

PhD enrolment certificates, in Italian and English, can be downloaded from ESSE3 on: <https://univr.esse3.cineca.it/Home.do>. To login, you must always use your GIA login details (associated with your @studenti.univr.it mail account).

Since the setting of the Esse3 system does not allow different durations to be entered for the same cycle, for doctoral students who started the course on a date other than 1 October, certificates will be issued by the PhD Offices.

WITHDRAWING FROM YOUR PROGRAMME

Should a student choose to withdraw from their programme after the beginning of the activities: if within the first three months of the first year, the place will be reassigned to the

first eligible student. Once the communication of withdrawal has been received by the PhD Office, they will contact the new candidate by email in order to communicate the availability of a place.

SCHOLARSHIPS AND FEES

SCHOLARSHIPS

Most of the places on the 15 PhD Programmes we offer are financially supported by scholarships of an annual value of €16.243,00 net of INPS (*Istituto Nazionale Previdenza Sociale* - the Italian National Institute for Social Security) social security contributions, which are to be paid by the funding body. The scholarship is paid in monthly instalments in arrears. The expected net amount may vary due to the annual increase in contribution rates.

PhD scholarships are exempt from income tax under Art. 4 of Law no. 476/1984 and Art. 6 of Law No. 398/1989. However, scholarships are subject to INPS social security contributions under the **INPS Separate Social Security Management** (*Gestione Separata*) category, pursuant to Art. 2, par. 26 of Law no. 335/1995 and subsequent amendments.

PhD scholarship holders must register for INPS Separate Social Security Management. Two-thirds of the INPS contribution is paid by the University and one-third has to be paid by the PhD student. From 1st January 2022, this is equal to 35.03%, reduced to 24% if the PhD student holds other compulsory social security coverage (*ENPAM, ENPAV*, etc.), or indirect or a survivor's pension. Registration for INPS Separate Management can be made online at: <https://www.inps.it/nuovoportaleinps/default.aspx?iiDServizio=2501> starting from 1st October with SPID login.

For foreign doctoral students who do not have SPID, registration for separate management is carried out by the Doctoral Office. However, in order to access the portal and to manage any subsequent paperwork, they will have to go to INPS in person to obtain the access code. Further information about INPS Separate Management can be found online at <https://www.inps.it/nuovoportaleinps/default.aspx>. It is possible to contact the INPS Contact Center by telephone (details about the different toll-free telephone numbers are available at: <https://www.inps.it/nuovoportaleinps/default.aspx?sPathID=0%3b46670%3b&lastMenu=46670&iMenu=1>).

All PhD students (with or without scholarship) must fill in and send the **DAF form** (*Modello DAF - Dichiarazione per fondo previdenziale obbligatorio*) together with the enrolment form, stating their bank details and social security status (if you do not have any social security coverage when enrolling, the form must be filled in choosing option "A" - underline "will provide for" - and option "a₂", signing on both). The DAF form is available on the programme web page, section "How to enrol".

Although scholarships are not subject to income tax for the purposes of the Equivalent Economic Situation Indicator (ISEE - *Indicatore della Situazione Economica Equivalente*), PhD scholarship holders can apply for an annual statement of income, called the *Certificazione Unica* (CU). The CU can be viewed and downloaded from the **UGOV platform** on the "My UniVr" web page (INTRANET), which you can access using your GIA login details.

RENEWAL

Scholarships have an annual duration and are renewed on the condition that the PhD student has completed all the activities intended for that year, as certified by the Teaching Committee in accordance with the relevant PhD regulations.

SCHOLARSHIPS AND OTHER FUNDS

PhD Scholarships may not be held in conjunction with any other scholarships, except those granted by national or foreign institutions that allow the student to conduct PhD research abroad, and grants for further study abroad (in accordance with Law 398/89).

RESEARCH FUNDS

PhD Scholarships may not be held in conjunction with Research Grants (*Assegni di Ricerca*). In such a case, the PhD student will have to choose whether to:

- ✓ keep the Research Grant and give up the three-year PhD scholarship; or
- ✓ keep the PhD scholarship and give up the Research Grant.

In both cases the student's choice cannot be undone.

If you choose the Research Grant, this will be paid to you until its normal due date, unless renewed. Being enrolled in a PhD does not entitle you to any additional funding from the University.

OTHER MEANS OF FINANCING

From the first year onwards*, each PhD student must be guaranteed a research budget (10% research budget) that is appropriate to their Programme type and not less than 10% of the minimum annual value of the scholarship, i.e. €1,624.30 per year, with the aim of supporting the student's national and international mobility and the expenses related to their research activity.

As a general rule, funds not used up in a given year may be used in the following year and up to the day before the doctoral thesis/dissertation is presented (final examination).

On the other hand, funds may not be used in advance. For each year, the PhD student has their 10% budget available. If they exhaust the amount due for that year, it is not possible to use the funds from the 10% budget for the following year.

* For cycles prior to the 38th PhD Cycle (a.y. 2022/2023), the research budget is guaranteed from the second year onwards.

GIVING UP YOUR SCHOLARSHIP

If a PhD student intends to give up their scholarship, they must inform the PhD Office of the exact date from which they intend to give up their scholarship, by completing and sending the relevant form to: ufficio.protocollo@pec.univr.it. The form is available on MyUnivr in the relevant section "Come fare per – Dottorati – La mia carriera come dottorando - Modulistica".

FEES AND CONTRIBUTIONS

First-year PhD students

Once you are offered a place on a PhD Programme (with or without a scholarship), at the time of enrolment you will need to pay fees and contributions, the amount of which is set each year by the University's authorities.

For the 2022/2023 academic year, PhD fees and contributions are as follows:

- students with a scholarship make a single payment at the moment of enrolment of **€450**, which includes €250 for tuition fees, €184 for regional study tax contributions, and €16 for electronic stamp duty;
- students without a scholarship make a single payment at the moment of enrolment of **€200**, which includes €184 for regional study tax contributions and €16 for electronic stamp duty (pursuant to Art. 1 par. 262 of Law no. 232/2016, PhD students without a scholarship are exempt from paying tuition fees).

PhD students in their second year onwards

At the end of each year of attendance, the PhD student is subject to verification of their profit (also by checking the acquisition of annual CFUs) and the results of their research. The organisational arrangements for this check are specific to each course and are explained in the "Study Orientation" section on the PhD Course website.

On the basis of the outcome of these verifications, the Board of teachers of the PhD course decides on the admission of the PhD student to the following year (and the maintenance of the scholarship if he/she holds one).

PhD students are required to regularise their enrolment for the following year, using the form published in **MyUniVR -> come fare per -> dottorati -> la mia carriera come dottorando -> documenti -> Passaggio di anno: come iscriversi all'anno successivo e pagando le relative tasse.** The enrolment form, in pdf format, must be sent to ufficio.protocollo@pec.univr.it within 30 days of the end of the previous year using the "PagoPA" bulletin uploaded on the Esse3 portal. If the fees are paid by bank transfer, the relative receipt must also be transmitted. It will be the doctoral candidate's responsibility to ascertain the positive outcome of the assessment by the Board of teachers. Should the assessment by the Board of teachers take place after the above-mentioned deadline, the PhD student will in any case be required to regularise the enrolment within the prescribed deadline. Should the Board of teachers not authorise admission to the following year, the fees will be refunded.

In addition to PhD students without a grant, the following are exempt from paying the university fees:

- PhD students with a recognised level of disability equal to or greater than 66% in possession of certification issued by the competent health authorities, as provided for by Law 104/1992;
- PhD students meeting the requirements of Article 30 of Law 118/1971;
- foreign students holding a scholarship from the Italian government (the annual call for applications is available on the website of the [Ministry of Foreign Affairs and International Cooperation](#));
- regional scholarship winners.

Important: in the event of late payment with respect to the deadlines, a penalty of €20.00 will be applied for documents sent after the deadline, as stipulated in the resolution of the Board of Directors.

CFU CREDITS

In order to be able to progress to the following year, the PhD student must prove that they have acquired at least 60 CFU credits for each academic year. CFU can be acquired by attending lectures or carrying out research activities according to the scheme below:

First Year

8 CFU acquired by attending transversal and interdisciplinary training activities of the PhD School;

8 CFU acquired by attending specialised training activities as part of the PhD Programme;

44 CFU acquired through by carrying out the research activities as part of the PhD Programme.

Second Year

8 CFU acquired by attending transversal and interdisciplinary training activities of the PhD School;

8 CFU acquired by attending specialised training activities as part of the PhD Programme;

44 CFU acquired through by carrying out the research activities as part of the PhD Programme.

Third Year

8 CFU acquired by attending transversal and interdisciplinary training activities of the PhD School;

8 CFU acquired by attending specialised training activities as part of the PhD Programme;

52 CFU acquired through by carrying out the research activities as part of the PhD Programme.

The acquisition of credits is self-certified by the PhD student at the end of the year by completing the form available at the following link: MyUnivr - Come fare per - Dottorati - La mia carriera come dottorando - Documenti - Modulistica generale per gestione carriera dottorale.

Unless otherwise indicated, 4 hours of training activities provide 1 CFU.

The syllabus of transversal and interdisciplinary training activities of the PhD School is available at <https://www.univr.it/it/corsi-scuola-dottorato>.

The list and description of the cross-curricular educational activities of the PhD School can be found from the menu **Training and Research/PhD School Courses/Classes** found on each PhD Course page; for example, here:

<https://www.corsi.univr.it/?ent=cs&id=627&menu=studiare&tab=catalogo-attivita&lang=en>

The PhD School's programme is divided into two sections: the first section called "**Attività didattiche ex DM 226/2021**" (*Teaching activities pursuant to Ministerial Decree no. 226/2021*) brings together all the cross-curricular and interdisciplinary courses that the regulations require to be implemented and organised for doctoral students. These are in fact modules in languages, statistics, intellectual property and patent management, and European design; a second section called "**Attività a libera scelta**" (*Vocational modules and activities*) is made up of activities promoted by the courses but offered at PhD School level due to their particularly transversal nature.

Each year the PhD student must acquire a certain number of CFU credits at School level by choosing to attend courses included in the first section and other credits by choosing to attend courses included in the second section.

Specifically, out of the 8 CFU to be acquired at PhD School level during Year 1 and Year 2, 5 CFU will have to be obtained by attending activities included in the first section, while 3 CFU will have to be acquired by choosing activities included in the second section. CFU credits are allocated differently in the third year: out of a total of 4 CFU to be acquired at PhD School level, 2 CFU will be awarded upon completing activities included in the first section, while 2 CFU will be gained by carrying out vocational activities (second section).

Please note that some of the activities offered by the School relating to **Research Management and Enhancement** (first section) are reserved for PhD students enrolled in

their **third year** unless otherwise specified in the programme. Please check the programme published on the page indicated.

The list of courses offered by the PhD School is available in the section "Programme" on the web page of each individual programme.

CFU credits acquired at PhD School level (i.e. transversal activities) cannot be used to make up for the lack of CFU credits to be acquired by attending training activities offered as part of the relevant PhD Programme, and vice versa.

PhD students may acquire the necessary CFU at PhD programme level also by attending external activities, seminars, conferences, summer/winter schools that are provided to PhD students as part of the Programme, provided that they are duly documented.

Further information about CFU credits: Co-tutelle de Thèse Programmes and Stays Abroad

With regard to the acquisition of PhD School credits for PhD students taking part in a Co-tutelle de Thèse Programme, 2 CFU credits for attending teaching activities (i.e. 1 CFU to be recognised at PhD School level and 1 CFU* as part of the PhD Programme) shall be awarded for each month spent abroad.

The same rule applies to PhD students who, in the absence of Co-tutelle agreements, stay abroad for more than 3 months during the same academic year.

*1 CFU is the minimum number of credits that can be awarded for attending teaching activities at PhD level. The Teaching Committee may recognise a higher number of CFU per month if it deems it appropriate.

Further information about CFU credits: PhD and Higher Apprenticeship

As far as PhDs in Higher Apprenticeship are concerned, in view of the particularity and diversity of each training project, it is up to the Teaching Committee to establish the amount of CFU credits required to obtain the degree, including credits obtained by attending activities organised by the PhD School.

STUDY PERIOD AWAY FROM UNIVR (ITALY OR ABROAD) AND REIMBURSEMENT OF TRAVEL EXPENSES

INTERNATIONAL MOBILITY

As part of the internationalisation programme of the University of Verona, PhD students are required to enhance their training by carrying out study periods and internships abroad at private or public universities and research centres up to a maximum of 12 months (18 months in case of co-tutelle agreements).

These mobility periods can be regulated by specific internationalisation framework agreements, previously concluded between the University of Verona and other foreign university/research centres according to specific ministerial requirements. These agreements, named **IEP – International Exchange Programmes**, are designed to promote the exchange of PhD students and academic staff belonging to two or more institutions, based on the principle of scientific cooperation.

Mobility abroad may however also be carried out to organisations/institutions with which there is no active exchange agreement, subject to acceptance by the host institution. Further forms of funding for mobility abroad are also envisaged. The relevant notices are published on the [dedicated web page](#).

PhD students may also carry out periods of study and research at other institutions/companies/bodies based in Italy.

The performance of study/research periods off-site, in Italy and abroad, must be authorised by the Coordinator of the Doctoral Program as far as their performance is concerned and by the Director of the Doctoral School, who will allow the use of the doctoral student's personal funds for the reimbursement of expenses related to the mission.

The request to carry out a mission in Italy or abroad must be submitted, at least 30 days before the date of departure, by filling in a special form on the U-Web Missioni platform available by accessing MyUniVR with one's GIA credentials. The mission will then be authorised in advance by the Course Coordinator/Coordinator and the Director of the Doctoral School.

PhD students duly authorised to carry out research activities off-site may request reimbursement of expenses incurred.

The summary PDF obtained from Web Missions with the authorisations from the Coordinator and Director and, in the case of missions abroad, the request form for payment of the surcharge must then be sent to the Athenaeum's e-mail address ufficio.protocollo@pec.univr.it.

The request must be sent at least 30 days before departure, both for insurance purposes and to allow the competent offices to process the requests for bonus payments in time for credit. In the event of incomplete documentation, the surcharge will not be paid.

At the end of the stay away from home, the person concerned must obtain a declaration from the host institution expressly indicating the date of arrival and departure or a certificate of attendance in the case of conferences/seminars. In the case of a stay abroad this document must be drawn up on the letterhead of the host institution and signed by the foreign tutor.

Once back in Verona, in order to initiate the procedures for reimbursement and any balance of the surcharge, the person concerned must confirm that the mission was carried out by accessing, on U-Web Missioni, the request previously entered. In the same section all expenses incurred during the mission and for which reimbursement is requested must also be uploaded. In order to complete the process, after completing the computerised part, the mission request must be printed, complete with all the expense items entered in the system, which, together with the originals of the supporting documents, must be delivered or sent by post to the following address UNIVERSITY OF VERONA, Area Ricerca -U.O. Dottorati e Assegni di Ricerca, Contabilità Scuola di Dottorato, via San Francesco, 22 - 37129 Verona).

Please note: Missions are regulated by the University of Verona's Mission Regulations, therefore each doctoral student is required to read them and scrupulously comply with their contents.

All the details relating to the above procedure (insertion of mission authorisation request, mission closure with and without request for reimbursement of expenses, faqs) can be found on MyUnivr -> Come fare per → Dottorati → My career as a doctoral student → Documents → Mission in Italy and abroad.

Periods of study/research away from home (in Italy or abroad) no longer than six months can be authorised by the PhD Coordinator.

For study/research periods away from home of more than six months, the request must be sent well in advance in order to obtain the authorisation of the Teachers' Board prior to departure.

For **scholarship holders** and for **PhD students without scholarship (from the 38th cycle onwards)**, the authorisation for study periods abroad also implies a **50% increase of the scholarship amount only for the period of study/research actually spent abroad**. The authorisation has to be delivered to the PhD Office before leaving, not only for insurance reasons but also to obtain the scholarship increase, that will be available starting from one month from when the authorisation has been received. If the documentation is incomplete, the scholarship increase shall not be paid.

The increase of the scholarship is calculated based on the exact amount of time spent abroad. This extra pay will be paid according to the following rules:

- for periods shorter than a month, the increase will be paid in a single instalment when the students come back to Italy and only after the Certificate of Attendance released by the Host Institution has been delivered;
- for periods longer than one month:
 - 80% of the entire period indicated by the student will be paid in advance, before the departure;
 - 20% of the entire period will be paid after their return and once the Certificate of Attendance has been received.

For this purpose, at the end of the period abroad, the student must obtain from the Host Institution a Certificate of Attendance, i.e. a declaration/certificate stating both the arrival and departure dates. The certificate, printed on the headed paper of the Host Institution, signed by the Supervisor at the Host Institution, will have to be sent to ufficio.protocollo@pec.univr.it within twenty days of the return date. If the period is shorter than what is set out in the certificate, i.e. if the certificate is issued several days before departure, those days will not be counted for the purposes of the payment of the increase and the possible surplus will not be paid.

During the last three months of the scholarship allocation, indicatively between July and September, no increase will be paid in advance but the entire amount will be paid at the end of the period abroad.

REIMBURSEMENT OF TRAVEL EXPENSES

Each PhD student has their own personal project (10% budget for research) that can be used to cover both expenses related to their research trips and other PhD-related expenses.

For **other PhD-related expenses** (e.g. online conferences), PhD students will need to send the following documents to ufficio.protocollo@pec.univr.it:

- authorisation form for other PhD-related expenses (*autorizzazione al rimborso generico*), signed by their Supervisor and PhD Coordinator;
- invoice or proof of payment (**please note**: this must be in the name of the PhD student, not the University);
- bank transfer receipt or credit card statement as a proof that the expense was actually incurred by the PhD student;
- certificate of attendance.

When **purchasing goods or services**, please contact through the Service Desk assistance service available on MyUnivr the staff of the PhD School for information on the most appropriate procedure.

For further information on the matter, please contact the staff of the PhD School through the Service Desk.

CO-TUTÈLLE DE THÈSE PROGRAMME

The “*co-tutelle de thèse*” is a powerful tool to improve the international dimension of the PhD Programme and to promote the development and enhancement of scientific cooperation between research teams through the mobility, mainly European, of PhD students.

The setting up of a *co-tutelle de these* allows the PhD student to carry out their research activities at a foreign partner university and to achieve, at the end of the course cycle, a **double or joint PhD degree** after the stipulation of an individual co-supervision agreement (***Bilateral Agreement for a doctoral thesis joint supervision***), which has to be activated by the end of the first year of the PhD programme.

The special feature of this programme is that the PhD thesis is elaborated under the joint supervision of two thesis professors/supervisors, one at the **Home Institution** and the other at the partner university (**Host Institution**). At the end of the final exam, generally a single oral presentation taking place at the Home Institution in front of a mixed examination committee made up of the same number of members from both institutions as indicated by the agreement, both institutions will award either their respective PhD degrees or a single joint PhD degree. The periods spent at the partner university, being agreed upon by the two thesis supervisors depending on the research project, range from a recommended minimum of 8-10 months to a maximum of 18 months, and these must be indicated in the agreement (**Mobility Plan**). By 31st August each year, the Teaching Committee will carry out an assessment of the annual work carried out by the PhD student.

Enrolment and fees

PhD student in a *co-tutelle de these* are required to renew their enrolment in both institutions for each year of their Course. Fees are normally paid to the Home Institution, while the Host Institution will waive its tuition fees. In specific cases it is also possible to split the fees between the two institutions through specific payment options.

Details on language of the PhD dissertation, mobility periods between the Institutions, composition of the Examination Committee, and payment of annual enrolment fees must be specified in the *co-tutelle* agreement.

Please note that *co-tutelle* agreements may not be allowed in some countries. Where the PhD regulations of the partner university (chosen by the PhD student) allow the joint supervision of theses but not the release of a Double/Joint degree (it is often the case of the United Kingdom and other English-speaking countries), the correct term is **Thesis Co-supervision**. At the request of the PhD student, such an option could be regulated by a specific bilateral agreement.

The *co-tutelle de these* can be **incoming** or **outgoing**, depending on the main institution in which the PhD student is enrolled. The activation procedures thus vary based on this.

Outgoing

University of Verona PhD students who are interested in spending a period of study and research abroad at a foreign university in the framework of a *co-tutelle de thèse*, must:

- find a Co-Supervisor belonging to the partner institution interested in co-supervising their thesis project and research activity in collaboration with the Supervisor at your Home Institution;
- fill in the *co-tutelle* agreement template available on the website;
- submit to the PhD Office the draft of their *co-tutelle* agreement. The draft will be analysed and, if needed, modified in agreement with the foreign counterpart;
- wait for the approval of the agreement by the Teaching Committee of their PhD programme at the Home Institution;
- enrol in the PhD programme at the Host Institution upon approval of the *co-tutelle* agreement by the Host Institution, and renew the enrolment each year.

The final version of the agreement must be signed by the legal representatives of both institutions. The PhD Office will arrange for the agreement to be countersigned by the Rector of the University of Verona. An original copy of the Agreement signed by the Rector of the partner university must be returned to the PhD Office.

Incoming

For incoming *co-tutelle de thèse* it is necessary to spend at least 12 months at the University of Verona: these will have to be planned during the three years.

Students enrolled in a PhD programme at a foreign University who are interested in entering into a *co-tutelle* agreement with the University of Verona may submit a template of a standard *co-tutelle* agreement in use in their institution to the PhD Office. The draft will be approved only if in compliance with the relevant Italian regulations, and it shall be evaluated by the Teaching Committee of the PhD programme.

Together with the above-mentioned template, the interested student will need to provide the following documents:

- a detailed report on the research activity carried out at their Home Institution with a list of the exams already taken and modules attended (if applicable in the specific case);
- a summary of the research project to be carried out as part of the *co-tutelle* programme;
- a brief letter of reference by their Supervisor at their Home Institution.

Upon approval of the *co-tutelle* research project, the PhD student shall enrol in the PhD programme at the University of Verona, renewing their enrolment at the beginning of each year in order to receive, upon completion of the programme, the PhD degree from our university.

FINAL EXAMINATION

PHD THESIS

The research doctorate is issued after a positive evaluation of a PhD thesis that contributes to the development of knowledge or methodology in its field. The qualification is conferred by the Rector during the diploma award ceremony.

The PhD thesis must be written in Italian, English or in another language previously approved by the Teaching Committee, and it must be accompanied by an extended abstract in either Italian or English. A brief summary of the activities carried out by the student during their three-year programme, including any related scientific publications, must be attached to the thesis.

The thesis is subject to prior evaluation by at least two highly-qualified Co-supervisors who are external to the University of Verona. The Co-supervisors, who are appointed by the Teaching Committee, will carry out their assessment and shall express in writing their opinion on the thesis, and will either recommend that the student be admitted to the examination to present the thesis, or that the student postpone the examination for up to six months if it is deemed that significant additions or corrections are needed. Once that period has passed, the thesis will in any case be admitted to the final examination, accompanied by a new written opinion by the same Co-supervisors in the light of the corrections or additions made by the Student.

The final examination for obtaining the PhD degree consists of the student's oral presentation of the thesis (*Thesis defence*) in front of a Final Examination Committee appointed by the Teaching Committee and approved by the Rector in accordance with Art. 18(1) of the University Regulations for PhD studies. The examination may be attended by the public.

At the end of the presentation, the thesis will be approved or rejected through an official written explanation. The Final Examination Committee may unanimously decide to award *cum laude* honours if the results are of particular academic importance.

The calendar of PhD final examinations is prepared annually by the Office and can be found on My Univr at: "Come fare per → Dottorati → La mia carriera come dottorando → Come iscriversi all'esame finale."

DOCTORAL THESIS CALENDAR AND PROCEDURES

For information purposes, the timetable and procedure to be followed for the discussion of the doctoral thesis are listed below.

The specific timetable for each cycle is drawn up each year by the Office and can be found on MyUnivr at: "Come fare per → Dottorati → La mia carriera come dottorando → Come iscriversi all'esame finale".)

➤ by November:

PhD student: send the tutor the thesis, the summary in Italian or English, the report on the activities carried out during the course and the request for the issue of the Doctor Europaeus Certificate (without attaching the certificates of periods abroad). A specific format is not provided for the report, so the doctoral student may draw up the document according to the indications of his/her tutor/coordinator.

PhD student: registration for the final examination and request for the issue of the Doctor Europaeus Certificate (complete with certificates of periods abroad). At the time of registering for the final examination the doctoral student must fill in the ALMALAUREA questionnaire on the opinion of doctoral students and pay the relative fee of 16.00 Euro by means of the PAGOPA slip available on ESSE3.

The application form, accompanied by the above-mentioned documents (certification of the period abroad in the case of a DE request; receipt of completion of the Almalaurea questionnaire, receipt of payment of the fee if payment is not made through PAGOPA), must be sent to the pec address ufficio.protocollo@pec.univr.it.

The application form for the final examination, the application for the DE request and the instructions for filling in the Almalaurea questionnaire are available on MyUnivr, (**Myunivr → Come fare per → Dottorati → La mia carriera come dottorando → Documenti → Come iscriversi all'esame finale**)

The Teachers' Board decides on the transmission of the thesis to the external auditors and identifies two evaluators for each thesis.

➤ by December:

PhD student: upload the pdf of the thesis and the pdf of the report on the Esse3 platform (thesis and report must be uploaded as two separate pdf files) by logging in with student credentials. Please note that once the documentation has been uploaded and transmitted, it can no longer be modified. In case of need, please contact the O.U. Doctorates and Research Grants.

NB: The thesis uploaded onto Esse3 must not be signed by the Coordinator and Tutor. In the event that the Teachers' Board has decided to assign more than one tutor, it is possible to indicate them.

Please pay particular attention when uploading files by selecting the correct category from the dropdown menu.

The O.U. Doctorates and Research Grants transmits the thesis and the report uploaded by the doctoral student on ESSE3 to the external evaluators using a specific telematic system. The reviewers have 60 days to submit their evaluation, starting from the date of acceptance of the reviewer's assignment.

Starting from the 38th cycle, following a change in the regulations at ministerial level, the time available to reviewers will be reduced to 30 days.

Important: the 30/60 days start from the date of acceptance of the auditor's appointment. In the event that the auditor delays in accepting the assignment, this date must be shifted forward.

➤ by February:

receipt of both binding opinions of the external assessors.

◦ In the event of a positive assessment, the thesis discussion shall be scheduled no later than May 2024.

The doctoral student, the tutor and the Course Coordinator shall receive an e-mail from the Doctoral Unit notifying them of the positive outcome of the revisions.

◦ In the event of a negative evaluation, the doctoral student is required to complete the revision of the thesis according to a timetable that allows the evaluators to formulate the final judgement within six months of receiving the first formulation. The timeline shall be defined in agreement with the tutor and decided by the Board of teachers.

➤ by March:

The Teachers' Board takes note of the assessors' judgement, proposes the names of the members of the selection committees, the date of discussion of the thesis and expresses its

opinion on the possible issue, at the request of the interested party, of the Doctor Europaeus Certificate and/or the ISBN code.

The O.U. Doctorates and Research Grants shall publish the decrees of appointment of the Selection Boards in the Official University Register. Publication on the Bulletin Board shall constitute notification for all purposes. No personal communications will be made to PhD students concerning the date, time and place of the examination. Decrees must be published at least one month before the discussion of the thesis.

Please note that PhD candidates who are admitted to the final examination must:

- ✓ send their thesis to the members of the Final Examination Committee at least one month prior to the thesis presentation date;
- ✓ deposit their thesis in pdf format to the University Catalogue (IRIS) at least 2 weeks prior to the thesis presentation date. Failing to deposit the thesis will result in the candidate being excluded from the final examination.

Please note:

- At least one month before the discussion, PhD candidates must send their theses to the members of the Examination Committee.

- At least fifteen days before the discussion, PhD students must deposit their thesis in the IRIS Catalogue of Research Products by accessing the link <https://iris.univr.it> with their personal GIA credentials. The thesis will be made public within 30 days following the discussion, except for any embargo periods provided for theses containing data protected by industrial secrecy and/or publication rights. Failure to deposit it in the University Catalogue will result in exclusion from the discussion. The thesis uploaded to the IRIS Research Catalogue must be signed by the Coordinator and Tutor.

Instructions for uploading the dissertation to IRIS are available on the Intranet (Myunivr → How to → Doctoral studies → My career as a doctoral student → Documents → How to register for the final examination).

IRIS RESEARCH CATALOGUE

The awarding of the PhD degree certificate is subject to the PhD student depositing their PhD thesis to the Research Catalogue (**IRIS**) for free access, which will ensure it is kept and available for public consultation. The thesis will be made public within 30 days of the student's thesis presentation (final examination), except for suspension periods that may apply to theses containing sensitive industry information and/or copyright. It is the responsibility of the University to deposit the thesis to the national libraries of Rome and Florence and the Ministerial Database, as required by law.

IRIS Catalogue can be accessed by logging in using the GIA login details. The PhD students who use this service for the first time will have to:

- contact the IT staff of their Department for the release of GIA login details;
- ensure that the GIA login details are still active (if they already have the login details but they have never used them);
- ask to be authorised to access the University Catalogue by sending an email to: catalogo.ricerca@ateneo.univr.it.

If you have lost or have never required your GIA login details, you will need to contact the IT staff of your Department. For further information please contact the PhD School Unit.

ISBN CODE REQUEST

If the doctoral student wishes his/her thesis to become a publication in its own right, he/she must apply for an ISBN code. The ISBN - International Standard Book Number - is a number that identifies a product internationally, unambiguously and durably and is conferred on all products created to be used as books. Through the assignment of this code, a doctoral thesis is considered a publication in its own right. The ISBN code is issued at the request of the interested party and subject to authorisation by the Teaching Board.

IMPORTANT: If the PhD student intends to submit a request for an ISBN code, he/she may contact the U.O. Dottorati e Assegni di Ricerca (contact person: Dr. Giovanni Baietta, e-mail: giovanni.baietta@univr.it; tel. 045 8028609) to receive instructions on the procedure to follow.

Given the timing of the issuing of the above-mentioned code, please contact the contact person before starting the final layout of the thesis. The title page will in fact have to follow specific layout rules.

DOCTOR EUROPÆUS CERTIFICATE

The Doctor Europæus Certificate is an additional qualification that can be attached to the PhD national degree. The Doctor Europæus Certificate may be conferred by a European University when the following three conditions regarding the assessment by an international examination committee, multilingualism, and mobility of the doctoral Student have been fulfilled:

- a) the supervision of the thesis must be carried out by at least two professors from two universities from two European countries other than the one in which the thesis is being presented;
- b) at least one member of the Final Examination Committee must belong to a university in a European country other than the one in which the thesis is being presented;
- c) part of the final examination (presentation) must be in a European language other than the national language of the country where the thesis is being presented;
- d) the research presented in the thesis must have been carried out in part during a research period spent in another European country lasting at least 3 consecutive months.

PhD students at the end of their third year who are interested in receiving this certificate must submit a specific request form (available on MyUnivr at: "Come fare per – dottorati – la mia carriera come dottorando") to ufficio.protocollo@pec.univr.it specifying the duration of the period abroad and the European Host Institution/s. The Teaching Committee will deliberate over the admission to the final examination and the release of the Doctor Europæus Certificate. The certificate will be released only upon verification that the candidate meets all of the above requirements.

PHD DEGREE

After having successfully completed the Final Examination and thesis presentation, PhD students will be officially awarded the PhD degree. The diploma will be released during the ceremony that takes place every year, usually at the end of September. If you are unable to attend, it is possible to collect your diploma - in person, or by having another person collect it on your behalf - at the PhD Office, from the day after the ceremony and during the opening hours of the office. In the latter case, a specific form will need to be submitted together with a copy of the ID documents of both you and the person concerned. It is also possible to request that the diploma be sent to you by post at your own expense: to request the shipment, please contact the Office via the [Service Desk](#).

SUSPENSION, WITHDRAWAL, EXCLUSION

SUSPENSION

The PhD Student may submit a request to the Teaching Committee for the approval of a suspension during the PhD programme in case of maternity, paternity, civil or military service and illness, supported by suitable evidence.

The suspension may not exceed one year. Any missed work due to periods of suspension longer than one month continuously can be made up by the student at the discretion of the Teaching Committee during the possible extension year, with regard to both lectures and the scholarship, bearing in mind that the scholarship shall not include more than 36 monthly payments.

The form for requesting suspension must be sent to ufficio.protocollo@pec.univr.it

Please note: the scholarship will be suspended during the whole period of suspension.

Twenty days before resumption of research activity, the student will need to inform the PhD Office of the date of resumption by submitting another form to ufficio.protocollo@pec.univr.it. The PhD Office will then communicate the procedures for the resumption of the scholarship.

WITHDRAWAL

The PhD students who do not want to enrol in the following years or intend to withdraw from the PhD programme during the year, will have to notify the University of their withdrawal (the form is available on the website), printed on legal paper (including a €16 stamp duty). The withdrawal from studies implies giving up to the whole doctoral career and withdrawing from the scholarship.

EXCLUSION

A PhD student can be excluded from the PhD Programme as a result of:

- an extended, unjustified absence from the programme;
- a serious breach of the rules governing the programme;
- a justified negative/unsuccessful assessment of the activities performed.

The Teaching Committee may suggest that the Rector take the following measures, according to the seriousness of the breach:

1. a one-month suspension from the programme and from receiving the scholarship;
2. a suspension from one to three months from the programme and from receiving the scholarship;
3. exclusion from the PhD Programme and revocation of the scholarship.

These measures are communicated to the student concerned by registered post (*raccomandata A/R*) or PEC (Certified email address):

SUSPENSION FOR MATERNITY LEAVE

Pursuant to Legislative Decree no. 151/2001 (*Testo Unico maternità/paternità*), Law no. 296/2006 (Financial Law 2007) and Ministerial Decree of 12/07/2007, PhD students must suspend their attendance in the PhD Programme in case of maternity (so-called mandatory suspension - *astensione obbligatoria*):

- **before childbirth:**
 - two months before the due date, and the day of birth;
 - advanced maternity leave ordered by the Local Health Authority (due to high-risk pregnancy) or the Territorial Labour Inspectorate (due to tasks incompatible with pregnancy);
- **after childbirth:**
 - three months after birth and, in the case of a birth after the due date, the days between the actual date and the due date;
 - in the case of birth before the due date (premature or early birth), the days not taken before birth shall be added to the three months after birth, even if the sum of the periods set out in letters *a.* and *c.* of Art. 16 of Legislative Decree no. 151/2001 exceeds five months;
 - maternity leave extended by the Territorial Labour Inspectorate (due to tasks incompatible with puerperium).

It is also allowed to abstain from work one month before the due date and four months after birth or five months after birth (INPS - *Istituto Nazionale Previdenza Sociale*, the Italian National Institute for Social Security - Circular no. 148 of 12/12/2019). In this second instance, during the seventh month of pregnancy, the student must send to the PhD School Unit and to the *Servizio di Sorveglianza Sanitaria* the following documentation (for the latter, please contact the number +39 0458027632 to arrange the submission of your documents):

- the gynaecologist's certificate stating that carrying out the activity until the eighth or ninth month does not harm the health of the expectant mother and of the unborn baby (if the gynaecologist is not affiliated with the SSN, it is necessary to contact the Local Health Authority to obtain the certification of suitability - *Certificato di Idoneità* - needed to continue to attend the PhD programme);
- a certificate from the doctor of the *Servizio di Sorveglianza Sanitaria* at the University attesting that the postponement does not harm the health of the expectant mother and of the unborn baby.

All the above procedures shall be completed during the seventh month.

In case of twin pregnancy, the duration of the maternity leave does not change.

The PhD student, after ensuring the pregnancy condition, must notify it using the form "Request of Suspension/Re-admission" available on the website at: <https://www.univr.it/it/i-nostri-servizi/-/servizi/dottorati-di-ricerca/dottorandi> (Documents > Forms > General forms).

Within a month after the birth, the PhD student must certify the actual date of birth to the following email address: dottorati.ricerca@ateneo.univr.it.

From the suspension and for the entire duration of the maternity leave, the PhD student will have her scholarship suspended. The scholarship will resume after the student's communication about the resumption of the doctoral activity, that must be communicated

at least twenty days before the expected date of resumption, and it will be paid until the end of the 36-month period.

The PhD students with scholarship who are registered with the INPS Separate Social Security Management (*Gestione Separata*) can apply for the maternity allowance (*indennità di maternità*). Indeed, the PhD students with scholarship who are registered with the INPS Separate Social Security Management (*Gestione Separata*) and who do not hold other compulsory Social Security covers (Enpam, Enpav etc.), are entitled to benefit from the maternity allowance supplied by INPS. The allowance is paid by INPS at the applicant's request accompanied by the certification required depending on the category of the applicant concerned.

Entitlement to maternity allowance is granted on condition that, during the 12 months preceding the first month of maternity leave, at least three monthly instalments – including the increased rate (principle of automatic entitlement to benefits, *ex art. 64-ter* of Legislative Decree no. 151/2001, introduced by Legislative Decree no. 80/2015) – have actually been paid or deposited with the Separate Social Security Management (*Gestione Separata*). For additional information please refer to the INPS Circular no. 42 of 26/02/2016.

All the information regarding maternity are available on the website of INPS at: www.inps.it (Home > Informazioni > Prestazioni a sostegno reddito > Maternità e Paternità).

In case of simultaneous registration with the INPS Separate Social Security Management and another Social Security cover, the maternity leave will be regulated by the rules of the latter. Thus, the PhD students are advised that they should check with the institution providing the Social Security cover what are the regulations applicable.

The maternity allowance is directly paid by INPS by the methods chosen during the application, namely:

- cash transfer (post office), or
- via bank transfer to a personal account (Bank or Post Office).

The student who wishes to apply for an extension of the maternity leave period, must require and obtain authorisation from the Teaching Committee.

The PhD students conducting research activities in locations that are potentially “at risk” for particular job conditions or due to physical, chemical and biological agents, must notify - by the third month of pregnancy - the *Servizio di Sorveglianza Sanitaria* and the Director of their structure in order to adopt all measures to avoid any risks. Information about the current regulations and about the procedures to carry out for the protection of the expectant mother and of the unborn baby can be requested by contacting the *Servizio di Sorveglianza Sanitaria* (+39 0458027632).

Relating to the period of mandatory suspension – including the possible extensions –, the missed work hours will have to be made up in accordance with the indications issued by the Teaching Committee, which may result in the final examination being postponed.

SUSPENSION FOR PATERNITY LEAVE

In certain circumstances, in which a mother is prevented from benefiting from the maternity allowance, this may be granted to the father (paternity leave).

The PhD Student might require the paternity leave if the mother dies or if she is seriously sick, in case of abandonment, or in case of sole custody to the father, during the entire

period of the maternity leave or during the residual part of the maternity leave that would have been entitled to the mother (pursuant to Art. 28 of Legislative Decree No. 151/2001 and subsequent amendments).

In order to obtain the paternity pay, the PhD Student must meet the requirements prescribed by the law and must apply for the request to the INPS (*Istituto Nazionale Previdenza Sociale* - the Italian National Institute for Social Security). For more details: www.inps.it (Home > Sostegni, Sussidi e Indennità > Indennità di maternità/paternità per lavoratrici e lavoratori iscritti alla Gestione Separata).

The PhD student who intends to apply for a suspension from the doctoral activities must use the form “Request of Suspension/Re-admission” available on the website at: <https://www.univr.it/en/our-services/-/servizi/phd-Programmes/dottorandi> (Documents > Forms > General forms).

From the suspension and for the entire duration of the maternity leave, the PhD student will have the scholarship suspended. The scholarship will resume after the student’s communication about the resumption of the doctoral activity, that must be communicated at least twenty days before the expected date of resumption, and it will be paid until the end of the 36-month period.

Relating to all the periods of suspension – longer than one month –, the missed work hours will have to be made up in accordance with the indications issued by the Teaching Committee, which may result in the final examination being postponed.

FINANCIAL ALLOWANCE

During the maternity/paternity leave (only for the mandatory maternity leave of five months), the workers are entitled to receive a financial allowance corresponding to 80% of 1/365 of the income from activities regulated by collaboration contracts provided for ‘parasubordinate’ workers.

Please note: the procedure in order to request the maternity leave and the one to obtain the due allowance from INPS (*Istituto Nazionale Previdenza Sociale* - the Italian National Institute for Social Security) are different. As a result, in order to obtain the relevant information and forms you should contact:

- your PhD Office and/or PhD School as regards your relationship with the University;
- the INPS offices or the INPS website for anything related to the INPS allowance.

SERVICES FOR PHD STUDENTS AT UNIVR

CANTEENS

There are two University Canteens available in Verona, both run by **ESU** (*Azienda Regionale per il Diritto allo Studio Universitario*), the Regional Agency for the Right to Higher Education. For more information please go to: <https://www.esu.vr.it/en/student-services/restaurants/>.

LIBRARIES

The University has two main libraries (**Biblioteca A. Frinzi** and **Biblioteca E. Meneghetti**), and other libraries in each Department. For more information concerning catalogues, opening

hours and services offered by the different libraries, please go to:
<https://www.univr.it/en/libraries>.

LANGUAGE COURSES

The University Languages Centre (*Centro Linguistico di Ateneo – CLA*) provides students from all the University's areas with language courses of English, German, French, Spanish, Russian, and Italian as a foreign language, allowing students to achieve the A1, A2, B1, B2, C1, C2 European levels (Italian only A2, B1, B2, C1). For more information, please go to: <https://cla.univr.it/>.

HOW TO REACH VERONA

BY AIR

Valerio Catullo International Airport is located in Villafranca, 10 km from the city centre of Verona. Every 20 minutes, from 5.15 am to 11.10 pm, a special shuttle service connects Verona Villafranca Airport with Verona Porta Nuova railway station (€6).

For information:

Phone: 0039 045 8095666 (from 7 am to 12 noon)

Fax: 0039 045 8619074

Website: <https://www.aeroportoverona.it/en/>

Other International airports not far from Verona are:

- **Orio al Serio International Airport** - Bergamo (<http://www.sacbo.it>)
- **Marco Polo International Airport** - Venezia (<http://www.veniceairport.it>)
- **SEA Milano Linate – Milano Malpensa** (<https://www.milanairports.com/it>)
- **Aeroporto di Treviso** (<https://www.trevisoairport.it/en/>)

BY TRAIN

Verona is situated on two main railway lines, Milan-Venice and the Brenner-Bologna. The National Railways (*Ferrovie dello Stato*) arrange expensive and fast trains (Intercity, Eurocity, Eurostar) as well as cheaper and slower trains. The central railway station is:

STAZIONE VERONA PORTA NUOVA

Call Center: 89.20.21 (from 7 am to 9 pm)

<http://www.trenitalia.com>

<https://www.italotreno.it/it>

BY CAR

Verona is easily accessible through the city's motorway network:

- A4 Milano-Venezia, "Verona SUD" exit;
- A22 Brennero-Modena, "Verona NORD" exit.

There are several car-free streets (pedestrian areas) in the city centre: in order to park there you'll have to buy specific parking tickets or get a parking permit (*Verona City Pass*) issued by *Ufficio Permessi* at the City Hall.

BY BUS

You can also reach the University's campuses and venues by catching a bus at the central railway station (Verona Porta Nuova):

- Offices located in the Veronetta district:
 - **PhD Office**, *Via San Francesco, 22*: routes 11, 12, 13, 51, 72
 - Department of **Economics**, *Via Cantarane, 24*: routes 90, 92, 98
 - Department of **Foreign Languages and Literatures**, *Lungadige Porta Vittoria, 41*: routes 11, 12, 13
 - Department of **Law**, *Via Carlo Montanari, 9*: bus n. 51; Santa Marta, *Via Cantarane, 24*: routes 90, 92, 98
 - Department of **Cultures and Civilizations**, *Viale dell'Università, 4*: routes 11, 12, 13
 - Department of **Business Administration**, *Via Cantarane, 24*: routes 90, 92, 98

- Department of **Human Sciences**, *Lungadige Porta Vittoria, 17*: routes 11, 12, 13
- Offices located in the Borgo Roma district:
 - Department of **Biotechnology**, *Ca' Vignal 1, Strada Le Grazie, 15*: routes 21, 22, 72 (to Borgo Roma)
 - Department of **Diagnostic and Public Health**, *Policlinico G.B. Rossi, Piazzale L.A. Scuro, 10*: routes 21, 22, 72 (to Borgo Roma)
 - Department of **Computer Science**, *Ca' Vignal 2, Strada Le Grazie, 15*: routes 21, 22 (to Borgo Roma)
 - Department of **Neurosciences, Biomedicine and Movement Sciences**, *Policlinico G.B. Rossi, Piazzale L.A. Scuro, 10*: routes 21, 22, 72 (to Borgo Roma)
 - Department of **Surgery, Dentistry**, Paediatrics and Gynaecology, *Policlinico G.B. Rossi, Piazzale L.A. Scuro, 10*: routes 21, 22, 72 (to Borgo Roma)
 - Department of **Medicine**, *Policlinico G.B. Rossi, Piazzale L.A. Scuro, 10*: routes 21, 22, 72 (to Borgo Roma)

For information about ticket costs, monthly and annual passes and reductions please go to the **ATV** (*Azienda Trasporti Verona*) website: [__](#)

Email: info@atv.verona.it

Phone: +39 045 8057811 (from Monday to Saturday, 8 am – 2 pm)

Website: <http://www.atv.verona.it/>

Please note: PhD students under 26 years of age can benefit from a reduced pass to travel on the entire Verona urban network without time limits. For more information check the ATV website.

CONTACT US

U.O. DOTTORATI DI RICERCA (PH.D. OFFICE)

The PhD Office DOTTORATI DI RICERCA is located in via San Francesco 22, 37134 - Verona.

Opening times: Monday, Wednesday and Friday, from 10 am to 1 pm.

PhD students may contact the staff **by telephone** (+39 045 802 8448) from Monday to Friday from 9.30 a.m. to 12.30 noon and select the desired extension depending on the information they require.

For internal users there is also a **Service Desk** assistance service accessible from <http://www.univr.it/helpdesk> or via the **MyUnivr** intranet by clicking on the **Service Desk** icon. For login it is always necessary to use one's GIA student login details (associated with the @studenti.univr.it e-mail account).

Through the service, PhD students can request information on administrative paperwork; international mobility; career events; PhD School and Programme activities.

Please find below the institutional e-mail address of the Office:

dottorati.ricerca@ateneo.univr.it