



USEFUL INFORMATION FOR PhD STUDENTS

PhD Course

The governing bodies of the PhD Course in Neuroscience are the PhD Course Coordinator, the Academic Board (in Italian: Collegio Docenti) and the Executive Board (in Italian: Consiglio Direttivo).

PhD students' representatives are elected every year to the extent of 15% of Academic Board and they join Academic Board meetings.

Institutional e-mail address

PhD students are required to activate their institutional email address, since all official communications from the University of Padua and the PhD Course will be sent to institutional email addresses only.

Username and password of institutional email address are required for handling online procedure through platforms such as UNIWEB and SIT.

Training plan and Research project

During the three-year PhD Course, students are required to attend Basic, Soft Skills and Advanced Courses, Journal Clubs and the seminars organized by the “Padova Neuroscience Center – PNC”. PhD students are also expected to complete a written and oral Progress Report before the end of each Academic Year (typically between June and July).

Detailed information about the teaching offer is available at <https://pnc.unipd.it/teaching-activities/> and regularly updated.

The calendars for Courses, Journal Clubs and Seminars are updated regularly and they are available online at:

- Basic, Soft Skills and Advanced courses: <https://pnc.unipd.it/phd-courses/>
- Journal Clubs: <https://pnc.unipd.it/journal-club/>
- Seminars and Distinguished Lectures: <https://pnc.unipd.it/distinguished-lectures-and-seminars/>

At the beginning of the first year, a Supervisor will be assigned to each PhD student and they will agree on the research topic. One (or more) Co-Supervisor(s) will also be assigned to each PhD student. In the three years, PhD students should refer to their Supervisor about courses,



seminars, conference attendance, mobility in Italy and abroad and, most importantly, everything relevant to their research project.

Budget for PhD students

PhD courses are assigned their funds for PhD functioning and covering their PhD students' research expenses. PhD students can spend their funds within the end of their three-year PhD Program, typically 30 September of their 3rd year, for the following:

2. Mobility in Italy and/or abroad;
3. Registration and attendance to conferences, seminars, workshops and others, both in person and online;
4. Purchase of consumables for their research projects (e.g. chemical reagents);
5. Publication costs;
6. Specific courses and/or training related to their research project (e.g. language courses).

For other types of expenses, PhD students should contact the Administrative Office in person, by phone (049 8212622) or by email (administration.pnc@unipd.it) for further information and instructions.

The PhD Coordinator and the Director of the “Padova Neuroscience Center – PNC” handle the funds; expenses will be paid only after being approved by the PhD student's Supervisor.

As regards the mobility expenses, PhD students should refer to the relevant section in the present guide.

Insurance

The insurance policy is paid by the University of Padua with the enrollment procedure. It covers injuries due to unforeseen causes and suffered all over the world while PhD students are committed to their institutional activities.

PhD students leaving for their institutional activities should not take out any other insurance policies (but they should fill the appropriate mobility authorization forms in advance; see the section “PhD students' mobility”), unless clearly required by the Host Institution (in this specific case, PhD students should contact the Administrative Office first).

PhD enrollment certificate

PhD enrollment certificate for private bodies or for bodies abroad is issued by the PhD Office and it must bear a revenue stamp of 16,00 EU, while for public bodies in Italy only a self-declaration is required.



PhD students who need their enrollment certificate are required to pay the revenue stamp through PagoPA, by using the following procedure:

1. Go to <https://unipd.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/>
2. Click on “Pagamento spontaneo” and add the details required for payment
3. Enter the following fields:
 1. “Motivo di pagamento”: Select DIDA 2 “MARCA VIRTUALE CERT *Name Surname*”
 2. “Causale”: Write “*inserire Surname Name e pagamento marca da bollo per certificato di dottorato*”
4. Click on “pagamento immediato” on the right bottom of the page and proceed with the payment.

PhD students are supposed to send the payment receipt for the revenue stamp and a copy of their identity document (identity card or passport) to phd@unipd.it. The PhD office will issue the PhD enrollment certificate, which will be sent to the PhD student by email.

PhD students’ teaching and tutoring activities

PhD students are allowed carry out teaching activities and/or tutoring activities to Bachelor’s or Master’s students only if previously authorized by the Academic/Executive Board. The authorization request form is available at the Administrative Office and it must be submitted to the Academic/Executive Board through the PhD Coordinator at least 30 days before the beginning of the activity.

The limit for teaching activities is set at 40 hours per Academic Year, while that for tutoring activities is 100 hours (15 hours are devoted to training) per Academic Year.

PhD students’ external activities and/or hospital assistance activity

PhD students, who wish to carry out external activities and/or hospital assistance activity, must inform their Supervisor and formally ask for the authorization of the Academic/Executive Board, by submitting an authorization request to the PhD Course Coordinator. The authorization request form is available at the Administrative Office and they are supposed to state the type of activity to carry out, their weekly and yearly commitment to the activity, and their motivation. The authorization request must be submitted to the Academic/Executive Board at least 30 days before the beginning of the activity.

PhD students’ working activity

PhD students are allowed to work only if previously authorized by the Academic/Executive



Board. They are required to submit an authorization request (the authorization request form is available at the Administrative Office) to the PhD Course Coordinator, where they state the type of activity, their weekly and yearly commitment, their motivation, and the amount they will receive. The authorization request must be submitted to the Academic/Executive Board at least 30 days before the beginning of the activity.

PhD students' scholarship

PhD students are eligible to a scholarship if their yearly gross income is below the equivalent of a year's scholarship amount. In this calculation the scholarship yearly amount is not considered. If their yearly gross income (without considering the scholarship amount) exceeds the scholarship amount, PhD students are no longer entitled to receive their scholarship during the Academic Year in which the limit was exceeded and they must pay back any shares already received for the related Academic Year.

PhD students' mobility

During the three-year PhD Program, PhD students may travel for short periods to attend conferences, workshops, seasonal school research project meetings and for longer periods to work on their research project elsewhere in Italy or abroad.

The Supervisor's approval to attend the event and proper authorizations to mobility are always required before PhD students could leave the University of Padua.

Important!

The definition of short and long mobility depends on the enrollment cycle:

- For PhD students enrolled in XXXV, XXXVI and XXXVII cycles, short mobility is considered within 20 days, while long mobility is between 21 days and 18 months;
- For PhD students enrolled from XXXVIII cycle, short mobility is considered within 15 days, while long mobility is between 16 days and 12 months. The period abroad can be extended to 18 months in case of a Cotutelle PhD, Joint PhD or similar.

PhD students' mobility: short mobility

The travel authorization form has always to be submitted before the departure, by following the online procedure:

1. Go to SIT website at <https://shibidp.cca.unipd.it/idp/profile/SAML2/Redirect/SSO?execution=e2s1> and access it with SSO authentication
2. Click on *Servizi personali* > *Link utili alla persona* > *Missioni*



3. Enter the following fields

- I. *Motivo*: State the type of activity, the name of the Host Institution and the name of the Supervisor/Responsible person on site (if relevant)
- II. *Tipo fondo / Descrizione del fondo*:
 1. If personal research funds are used, state *budget personale per attività di ricerca* in both the fields
 2. If other funds are used, contact the Administrative Representative, Dr. Fabio Reffo (fabio.reffo@unipd.it) in advance
- III. *Responsabile dell'autorizzazione*: Prof. Alessandra Bertoldo (Director of the “Padova Neuroscience Center – PNC”)
- IV. *Responsabile della copertura finanziaria*: Dr. Fabio Reffo
- V. *Altre firme*: Prof. Antonino Vallesi (Coordinator of the PhD Course)
- VI. *Notifica*: Dr. Martina Garbinato

At the end of the procedure, the request will be submitted to the Director of the “Padova Neuroscience Center – PNC” and to the PhD Course Coordinator for their approval.

PhD students will be refunded analytically (i.e. cost proof) and they are required to keep all the receipts of the costs supported. After the event, it is necessary to fill in the online form for closing the procedure by attaching receipts and official papers, if relevant (e.g. attendance certificates). Moreover, PhD students are required to hand all the original invoices, receipts and bills (if available) – such as those for meals, hotel stays (even if booked and/or paid online) and travel tickets – to the Administrative Office of the “Padova Neuroscience Center – PNC”.

All expenses related to conference registration can be reimbursed, after submitting a copy of the attendance certificate (email is acceptable) to the Administrative Office of the “Padova Neuroscience Center – PNC”.

PhD students are required to submit an authorization request for all in-person activities, even if no financial support is needed.

In case PhD students take part to a virtual event, they should contact the Administrative Office in person, by phone (049 8212622) or by email (administration.pnc@unipd.it) for further instructions.

Usually student mobility starts the day before the beginning of the event and it ends the day after the end of the event. In order to be refunded (especially in case of travel expenses), PhD students should clearly justify their mobility starting earlier or ending later.

PhD students can use the following means of transport without further declarations (standard



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means of transport): trains, subways, buses, airplanes, boats, and shared transfers to/from airport. Taxis can be exceptionally used in case of urgency or when it is not possible to take a public means of transport for a to-be-specified reason.

Rented cars and one's own car are considered extraordinary means of transport and their use has to be duly justified. Otherwise, only the amount equivalent to the train ticket to the same destination will be reimbursed.

Whenever possible, PhD students should choose low-cost/economy class flights.

Travel expenses will be reimbursed upon the presentation of both flight ticket and boarding pass, even if bought online.

The places of departure and/or arrival of the mobility are considered the headquarters of PhD Course (i.e. "Padova Neuroscience Center – PNC"). The place of residence of the PhD students cannot be considered as the place of departure and/or arrival, unless it is cheaper than the headquarter of the "Padova Neuroscience Center – PNC".

PhD students carrying out their research at an Institution other than the University of Padua should contact the Administrative Office for further instructions before filling their mobility authorization form.

PhD Students' mobility: long mobility

All periods to be spent abroad for research must be authorized before leaving:

- If the period abroad is shorter than or equal to 6 months, or if the total period abroad (i.e. period abroad already spent plus new request) is shorter than or equal to 6 months, the authorization request has to be approved by both the PhD student's Supervisor and the Coordinator of the PhD Course.
- If the period abroad is longer than 6 months, or if the total period abroad (i.e. period abroad already spent plus new request) is longer than 6 months, the authorization request has to be approved by both the PhD student's Supervisor and the Academic/Executive Board.

The authorization form is available in Italian at https://www.unipd.it/sites/unipd.it/files/2021/modulo_authorized_estero_rev26.08.2021.pdf and in English at https://www.unipd.it/sites/unipd.it/files/2021/%28new%29PhD_Mobility%20abroad%20authorization%20request%20%281%29.pdf.

Once signed, the authorization form should be stamped by the Administrative Office of the "Padova Neuroscience Center – PNC". Finally, PhD students are supposed to send the complete authorization form to phd@unipd.it.



In case of long mobility as well, PhD students are required to submit their mobility authorization request to the “Padova Neuroscience Center – PNC” according to the same online procedure as for short mobility (see previous section).

If, for any reasons, PhD students need to extend their period abroad, they should issue a new request, by providing the PhD Office with a new authorization form, signed by both their Supervisor and the PhD Course Coordinator or the Academic/Executive Board and stamped by the Administrative Office of the “Padova Neuroscience Center – PNC”. The dates to mention are those of the extended period.

Scholarship increase for long mobility abroad

PhD students with scholarship may typically ask for a 50% increase of the amount of the scholarship for the period abroad. The eligibility for scholarship increase depends on the enrollment cycle:

- For PhD students enrolled in XXXV, XXXVI and XXXVII cycles, it can be asked for mobility abroad between 21 days and 18 months;
- For PhD students enrolled from XXXVIII cycle, it can be asked for mobility abroad is between 16 days and 12 months. It can be extended to 18 months in case of a Cotutelle PhD, Joint PhD or similar.

PhD students are required to follow a 3-step procedure: authorization, starting and ending.

1. Mobility authorization:

Before leaving, PhD students are required to send the complete authorization form (signed by both Supervisor and PhD Course Coordinator or Academic/Executive Board and stamped by the Administrative Office of the “Padova Neuroscience Center – PNC”) to phd@unipd.it.

2. Mobility starting:

Within the month of arrival at the Host Institution (University or other Body abroad), PhD students are supposed to send to phd@unipd.it a letter on official letterhead paper of the Host Institution, signed by the Supervisor/Responsible Person abroad, clearly stating:

I hereby confirm that Ph.D. Student of University of Padova PHD STUDENT NAME SURNAME has started his/her research visiting period at HOST INSTITUTION under my supervision, on STARTING DATE, and he/she will conclude on ENDING DATE.



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3. Mobility ending:

At the end of the mobility abroad (within the end of the month in which the mobility ends or, in any case, within the first 5 days of the following month), send to phd@unipd.it a letter on official letterhead paper of the Host Institution, signed by the Supervisor/Responsible Person abroad, clearly stating:

This is to confirm that Ph.D. Student of University of Padova PHD STUDENT NAME SURNAME has carried out his/her research visiting period at HOST INSTITUTION under my supervision, from STARTING DATE, and to ENDING DATE. During this period PHD STUDENT NAME SURNAME has ... (brief description of activities performed, courses and lectures attended, short evaluation of the activity carried out).

The final letter must be sent at the end of the period abroad or every 3 months (letters dividing long periods abroad in installments shorter than 3 months will not be accepted) and cannot bear a date earlier than the period of certification (PhD students must have already spent their period abroad).

The PhD Office will check the correspondence between the authorized period abroad and the spent one. The amount of the scholarship increase will be paid the month after the month during which the PhD Office received the complete and correct papers.

Refund for small expenses

If, for any reasons, PhD students should support some expenses in advance, they should previously contact the Administrative Office in person, by phone (049 8212622) or by email (administration.pnc@unipd.it) for instructions.

Please contact the PhD Administrative Contact Person for any further information:

Dr. Martina Garbinato

email: martina.garbinato@unipd.it or administration.pnc@unipd.it

phone: 049 8212623