

PHD PROGRAM
IN
NEUROSCIENCE



GUIDE LINES FOR PHD STUDENTS

Padova
Neuroscience
Center



BEFORE WE START



The governing bodies of the PhD Course 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 join Academic Board meetings.



Make sure to activate your institutional email address: all communications from the University and the PhD Course will be sent to institutional email addresses only.

You can use your university badge for accessing libraries, laboratories and other facilities, and canteens ([click here for instructions](#)). Contact the dept. running the lab facilities for access procedures.



Some workstations are available at the PNC. Three of them are by reservation only: one workstation is equipped with a PC, the other two are desks without computers.

Check the reservation schedule and book your workstation at <https://bit.ly/43xDJ23>. Contact us for creating a new account.

TRAINING PLAN

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



During your three-year PhD Course, you are required to attend Basic, Soft Skills and Advanced Courses, Journal Clubs, and the seminars organized by the PNC. You are also expected to complete a written and oral Progress Report before the end of each Academic Year (typically in the summer).

The calendars of Courses, Journal Clubs and Seminars are updated regularly and they are available online at <https://pnc.unipd.it>.

RESEARCH PROJECT

At the beginning of the 1st year, a Supervisor will be assigned to you and you will agree on the research topic together. One (or more) Co-Supervisor(s) will also be selected. During the three years of your PhD, you will discuss with your Supervisor issues related to courses, seminars, conference attendance, mobility in Italy and abroad, and anything else relevant to your research project.

BUDGET FOR RESEARCH

PhD courses have a budget, which - among other things - covers (part of) PhD Students' research expenses. Expenses are eligible until the end of your three-year PhD Program (typically 30 September of your 3rd year). Eligible research costs include:

- Mobility in Italy and/or abroad;
- Registration and attendance to conferences, seminars, workshops and other similar activities, both in person and online;
- Consumables for your research projects (e.g. chemical reagents);
- Publication costs;
- Specific courses and/or training related to your research project (e.g. language courses).

The PhD Coordinator and the Director of the PNC handle the funds; expenses are paid only after being approved by the Director of the PNC, the PhD Coordinator, and your Supervisor.

For mobility expenses, refer to the relevant section in the present guide.



For further information on the exact amount of the budget and how to apply, contact the Administrative Office in person, by phone (049 8212622-2623), or by email (administration.pnc@unipd.it).



TEACHING AND TUTORING

You can teach and/or tutor Bachelor's or Master's students only if previously authorized by the Academic/Executive Board. Ask the Administrative Office for the authorization request form, and submit it to the PhD Coordinator at least 30 days before the beginning of the activity.

You can teach up to 40 hours and/or tutor up to 100 hours (of which 15 hours are for training) per Academic Year.

EXTERNAL ACTIVITIES AND HOSPITAL ASSISTANCE ACTIVITY

If you wish to carry out external activities and/or clinical activity, you must inform your Supervisor and formally ask for the authorization of the Academic/Executive Board, by submitting an authorization request (the request form is available at the Administrative Office) to the PhD Coordinator.

State the type of activity you plan to carry out, the weekly and yearly time commitment, and your motivation. Remember to submit your request to the Academic/Executive Board at least 30 days before the beginning of the activity.

WORKING ACTIVITY

You are allowed to work during your PhD only if previously authorized by the Academic/ Executive Board. You must submit an authorization request (the request form is available at the Administrative Office) to the PhD Coordinator, stating the type of activity, the weekly and yearly time commitment, your motivation, and the amount you will receive.

Remember to submit your request to the Academic/Executive Board at least 30 days before the beginning of the activity.

SCHOLARSHIP

You are eligible to a scholarship if your yearly gross income without the scholarship is below the equivalent of a year's scholarship amount.

If your yearly gross income (without the scholarship) exceeds the scholarship amount, you are no longer entitled to receive your scholarship during the Academic Year in which the limit was exceeded and you must pay back any funds already received for the related Academic Year.

MOBILITY

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

Your Supervisor's approval to attend an event and authorization from the Coordinator/Board for mobility are always required before you leave the University of Padova.



For PhD students enrolled in the 38th cycle (starting in Academic Year 2022/2023), mobility is considered short if its duration is less than 15 days, while long mobility is between 16 days and 12 months. The period abroad (long mobility) can be extended to 18 months in case of a Cotutelle PhD, Joint PhD or similar.

You are required to spend at least 3 months abroad for training and research, except in case of compelling and justified reasons (these exceptions must be approved).



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**MOBILITY
HOW TO**

SHORT MOBILITY

Always remember to submit your travel authorization form before your departure, by following the online procedure:

- Go to <https://www.unipd.it> and click on SIT (top right). Access it with your SSO authentication
- Click on *Servizi personali* > *Link utili alla persona* > *Missioni*
- Enter the following fields
 - *Motivo*: State the type of activity, the name of the Host Institution and the name of the Supervisor/Responsible person on site (if relevant)
 - *Tipo fondo / Descrizione del fondo*:
 - If you use your personal research funds, state “budget personale per attività di ricerca” in both the fields
 - If you use other funds, contact the PNC Administrative Office (administration.pnc@unipd.it) in advance
 - *Responsabile dell'autorizzazione*: PNC Director
 - *Responsabile della copertura finanziaria*: contact the PNC Administrative Office (administration.pnc@unipd.it) in advance, since it depends on your scholarship type
 - *Altre firme*: PhD Coordinator
 - *Notifica*: PhD Administrative Contact Person

At the end of the procedure, the request will be submitted for approval.

Submit an authorization request for all in-person mobility, even if no financial support is needed, so that your absence is justified and you have insurance coverage.

If you take part in a virtual event, contact the Administrative Office in person, by phone (049 8212622-2623) or by email (administration.pnc@unipd.it) for further instructions.



You will be refunded for your effective expenses (analytic reimbursement). You must keep and submit all original receipts for your expenses.

Upon your return, fill in the online form for closing the procedure: attach electronic scans of original receipts, files for electronic receipts and any other relevant official documents (e.g. attendance certificates). You have to then submit the original invoices, receipts and bills – such as those for meals, hotel accommodations (even if booked and/or paid online), travel tickets, and fees for conference registration –, and a copy of the attendance certificate (if applicable) to the PNC Administrative Office.



You can use public transportation such as trains, subways, buses, airplanes, boats, and shared airport transfers without further justification. Take a taxi only in case of an emergency or when it is not possible to take public transportation. When requesting reimbursement for taxi, the reasons need to be duly justified.

Rented cars and personal vehicles are considered extraordinary means of transport; their use has to be duly justified. Otherwise, you will be reimbursed only for the amount equivalent to the train ticket to the same destination.

Whenever possible, choose low-cost/economy class flights. Travel expenses will be reimbursed upon the presentation of both flight tickets and boarding passes, even if bought online.

Mobility usually start the day before the beginning of the event and it ends the day after its end. Clearly justify if your mobility starts earlier or ends later.

The place of departure and/or arrival is the headquarters of PhD Course (i.e. the PNC). Your place of residence cannot be considered as the place of departure and/or arrival, unless travel costs are lower than from the PNC headquarters. If you are carrying out your research at another institution, contact the Administrative Office for further instructions before filling the mobility authorization form.

LONG MOBILITY

All periods abroad for research must be authorized before leaving.

The authorization form is available both in Italian and in English at <https://www.unipd.it/dottorato/modulistica-dottorati>. Send the form by email to the PhD Course Coordinator for approval.

If the period abroad is shorter than or equal to 6 months, or if the total mobility period (i.e. mobility period already spent – including short mobility and/or mobility in Italy – plus new request) is shorter than or equal to 6 months, the authorization request has to be approved by the your Supervisor and the Coordinator of the PhD Course.

If the period abroad is longer than 6 months, or if the total mobility period (i.e. mobility period already spent – including short mobility and/or mobility in Italy – plus new request) is longer than 6 months, the authorization request has to be approved by the your Supervisor and the Academic/Executive Board.

Once signed, the authorization form should be stamped by the PNC Administrative Office. The complete authorization form should then be sent to phd@unipd.it.

Mobility authorization requests for long mobility need to be submitted to the PNC using the same online procedure as for short mobility (see previous section).



If you need to extend your period abroad, make a new request by providing the PhD Office with a new authorization form, signed by both your Supervisor and the PhD Course Coordinator or the Academic/Executive Board and stamped by the PNC Administrative Office. Indicate the dates of the extended period.

INSURANCE

An insurance policy is paid by the University along with your enrollment. It covers injuries suffered anywhere in the world due to unforeseen causes while PhD students are conducting their institutional activities.

If you are on mobility for your institutional activities, you do not need to take out any other insurance (but make sure to fill the appropriate mobility authorization forms in advance; see the section “PhD students’ mobility”), unless required by the Host Institution (in this case, contact the Administrative Office first).

SCHOLARSHIP INCREASE

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

For PhD students enrolled from the 38th cycle onwards, scholarship increase can be asked for mobility abroad between 16 days and 12 months. It can be extended to 18 months in case of a Cotutelle PhD, Joint PhD or similar.



Follow the 3-step procedure:

- mobility authorization
- start
- end

Full information in Italian available at <https://bit.ly/4auSOU5>.

Full information in English available at <https://bit.ly/43Cbtv6>.

STEP ONE: MOBILITY AUTHORIZATION

Before leaving, send the complete authorization form (signed by both Supervisor and PhD Course Coordinator or Academic/Executive Board, and stamped by the PNC Administrative Office) to phd@unipd.it.

STEP TWO: STARTING MOBILITY

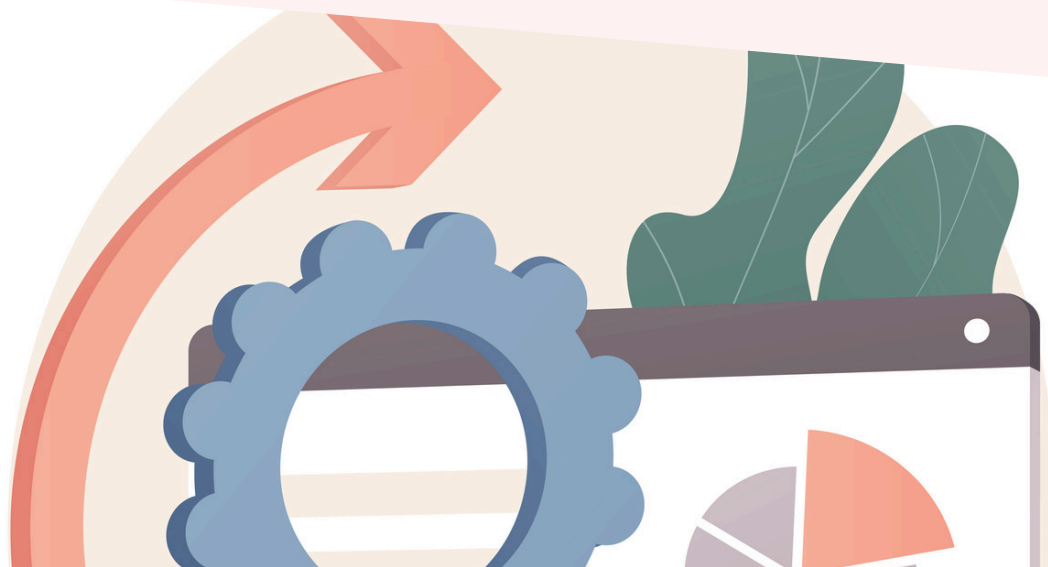
Within the month of arrival at the Host Institution, send a letter on the official letterhead of your Host Institution and signed by the Supervisor/Responsible Person abroad to phd@unipd.it, stating:

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

STEP THREE: ENDING MOBILITY

At the end of the mobility abroad (by the end of the month in which the mobility ends or, in any case, within 5 days of the following month), send a letter on the official letterhead of your Host Institution and signed by the Supervisor/Responsible Person abroad to, stating:

This is to confirm that the Ph.D. Student of the University of Padova PHD STUDENT NAME SURNAME has carried out her/his research visit 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).

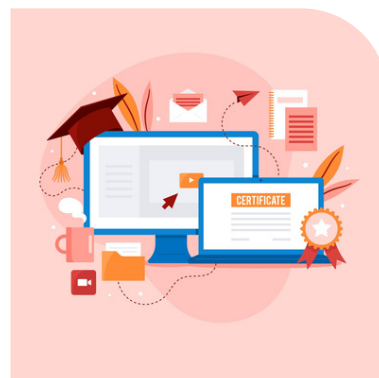


**LAST BUT NOT
LEAST**

ENROLLMENT AND PHD DEGREE CERTIFICATE

The PhD Office issues both the PhD Enrollment and the PhD Degree Certificates for private bodies or for bodies abroad. For public bodies in Italy a self-declaration is sufficient.

If you need a Certificate, pay the revenue stamp through PagoPA using the following procedure:



- Go to the University payment portal at <https://unipd.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/>
- Click on *Pagamento spontaneo*, add the details required for payment, and enter the following fields:
 - *Motivo di pagamento*: Select DIDA 2 “MARCA VIRTUALE CERT Name Surname
 - *Causale*: Write “inserire Surname Name e pagamento marca da bollo per certificato di dottorato”
- Click on *pagamento immediato* on the right bottom of the page and proceed with the payment.
- Send the payment receipt for the revenue stamp and a copy of your identity document (identity card or passport) to phd@unipd.it.

Within 30 days from the reception of your request, the PhD Office will issue your certificate in English or in Italian and you will receive it by email.

CONTACT US



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