



## For PhD Students

### 1. Important deadlines

Every academic year starts November 1<sup>st</sup> and ends October 30<sup>th</sup> of the subsequent year. At the beginning of each year you need to plan with your supervisor your research and training activities and to write a report before the end of the year. Both the planned activities and the report need to be approved by the Board.

The main deadlines that you have to meet are the following:

**January 10<sup>th</sup>: planned research and training activity for that academic year.**

You must fill the file "**template for R&T program or report**" and upload it on your page (English side) in the Doctorate website according to the following guidelines:

- save the form as a pdf file (size no larger than 5 MB), file-name: yourname\_R&Tplan\_year.pdf;
- go to the menu "PhD Students" and log in by using your institutional username and password;
- go to "Dati Carriera", click on "Aggiungi relazione"
- by using "Sfoggia" select the pdf file from your computer and upload it;
- remember to select "display" to make it visible to the steering committee;
- press "save".

No training activity is required for the third year students. However, if during the previous years you did not complete the 6 courses (i.e. you spent a few months abroad), this is the time to attend the missing courses.

**September 10<sup>th</sup>: report of research and training activities**

Students must upload on their page (English side) in the Doctorate website (see above):

- a pdf file (filename: yourname\_R&Treport\_year ) that includes a report of your research activity during the year (max 2 pages), and of your training activity (attended courses and seminars, participation to Schools, Workshops, Meetings...). Please indicate clearly if the didactic activity is different with respect to that planned in January. If you performed research stages in Italy or abroad, they must be recorded in the report too, specifying where, when, and the name of the host Institution and group. The report must also contain a list of your publications (papers, book chapters, patents, conference proceedings with ISBN or ISSN, if any) of the year (please avoid to include papers "in preparation" or "submitted"; publications must already have a DOI or ISSN, ISBN), and a list of poster and/or oral presentations at Meetings (must include name, location and date of the Meeting, authors, title, format, presenting author). The format of this file must follow the same rules of the program form above.



- The powerpoint presentation (as pdf file) that you delivered at the Summer Workshop of the Doctorate (typically held in June). File-name: yourname\_pptpresentation\_year. In case you did not attend the Workshop, the research report must be more detailed, up to 5 pages.

For 1<sup>st</sup> and 2<sup>nd</sup> year students, the approval of the report is mandatory for the admission to the subsequent year, whereas for 3<sup>rd</sup> year students, it is instrumental for the admission to the final examination.

## 2. Training Activities

Please read first what reported in the specific page of this website:

(<https://web.units.it/dottorato/chimica/en/node/5245> ), where you can also find the full list of the available courses.

In that page there is a link to an excel file on google with the list of the specific courses of the Doctorate (including lecturer and schedule). You have to enroll for the courses of choice by filling in your name (with your location). The courses will be delivered in video-conference mode (or through skype) to all premises. The selection must be made at least two weeks in advance before the starting date. After your selection, you must contact by email the professor in order to schedule the lessons (if not scheduled already), and then copy your schedule for each course to Dr. Guidi ([dottorato.chimica@unive.it](mailto:dottorato.chimica@unive.it)).

Please notice that the courses borrowed from Master Degree Courses (i.e. corsi mutuati) and those on complementary and soft skills (Inter-doctorate courses typically organized by each University) are NOT included in the excel file. If you select one of those, please make it clear in the R&T plan (see previous point).

Each course MUST have a final assessment test. After passing it, the lecturer is requested to fill and sign the form that you find in the folder in this page (either "**modulo registrazione esame Trieste**" or "**modulo registrazione esame Venezia**"). After being signed also by the Coordinator or vice-Coordinator, you MUST upload the form on your page in this website.

Note:

Some of the courses offered by UniVe are marked "15 h lectures +15 h practice". It is possible to enroll either to part 1 (15h) only, or to part 1 + part 2 (total 30h).

This means that you can:

- 1) attend to 15 hours lectures only and give the final exam. This activity will be registered as "1 didactic Activity"
- 2) attend to both parts, lectures + practice. The practice must be agreed with the lecturer, e.g. for "Advanced NMR for inorganic and organic chemistry: a practical approach. Part 1: lectures. Part 2:



practice on your own products": you can take the spectra in your premise and then discuss the results with the lecturer. If you need to move to UniVe for the practice you have to use your own funds or the 10% funds. You will give a single final exam (part 1 + part 2 together) that will be registered as "2 didactic activities" (15 + 15).

### 3. Missions: what forms to be filled

To begin with, missions are typically reimbursed by grants entitled to your supervisor, not by the Doctorate. Please remember that missions longer than 6 months need to be approved by the Board.

**Before a mission**, in Italy or abroad, you have to fill the following forms:

- 1) Authorization from the Coordinator: fill the form "**1 Modulo autorizzazione missione (Coordinatore) Trieste**" or "**1 Modulo autorizzazione missione (Coordinatore) Venezia**" and have it signed by the Coordinator (in Trieste) or vice-Coordinator (in Venice). If you are in another location (e.g. Genova or Aviano or abroad) send the filled form as a pdf file to the Coordinator.
- 2) Authorization from the Director of the Department: fill the form "**2 Modulo autorizzazione missione (Direttore) Trieste**" or "**2 Modulo autorizzazione missione (Direttore) Venezia**" and have it signed by your supervisor (or by the grant holder) and by the Director of the Department (besides by yourself!). This form is essential if you want to be reimbursed at the end of your mission. Students in other locations (e.g. CRO, IIT in Genova,...) have to use the form of their Institution.

**For 2<sup>nd</sup> and 3<sup>rd</sup> year students in locations other than Trieste:** if you are to be reimbursed on your 10% grant, this is managed by the DSCF of UniTs, therefore you MUST fill ALSO the form "**2 Modulo autorizzazione missione (Direttore) Trieste**" and send it by email as pdf file to the Director (dipdscf@units.it).

- 3) In case your mission concerns a research/study stage, either in Italy or abroad, you are requested to fill also the "**Pre-departure form**", that can be downloaded from the website of the PhD Office (<http://www2.units.it/dott/en/?file=DottCarr.inc>). Follow the instructions that you find there. This form is very important for your insurance.

**Upon return from a mission**, you have to fill the following forms:

- 1) Fill and sign the form "**Richiesta liquidazione missione Trieste**" or "**Richiesta liquidazione missione Venezia**", and give it to the administrative office of your Department. This form is essential if you want to have your money back. Students in other locations (e.g. Aviano, IIT



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## Doctorate in Chemistry



Università  
Ca' Foscari  
Venezia

Genova,...) have to use the form of their Institution (if the grant holder belongs to the Institution).

**For 2<sup>nd</sup> and 3<sup>rd</sup> year students in locations other than Trieste:** if you are to be reimbursed on your 10% grant, this is managed by the DSCF of UniTs, therefore you **MUST** fill **ONLY** the form **“Richiesta liquidazione missione Trieste”** and send it by email as pdf file to the Director (dipdscf@units.it).

- 2) In case your mission concerned a research/study stage, either in Italy or abroad, you are requested to fill also the **“return form”**, that can be downloaded from the website of the PhD Office (<http://www2.units.it/dott/en/?file=DottCarr.inc>). Follow the instructions that you find there.

### 4. Publications

Each PhD student **MUST** upload the publications in the repository platform of the corresponding University: ArTS for the University of Trieste (<https://arts.units.it/>, same username and password as for the Doctorate website), and ArCa for Università Ca' Foscari (<https://arca.unive.it/>). Usually the upload is done by the supervisors, but all the students have to make sure about it.

#### IMPORTANT

- students in locations other than Trieste **MUST** personally upload their publications **ALSO** in the UniTs repository and are responsible for this.
- students pursuing their research in Institutions other than UniTs and UniVe (e.g. CRO, IIT,...) **MUST** report a **DOUBLE AFFILIATION** in their publications (e.g. CRO and UniTs, or IIT and UniVe, or....)