



UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

Doctorate in Chemistry



Università
Ca' Foscari
Venezia

For applicants

The Doctorate in Chemistry is run jointly by the University of Trieste (UniTs, administrative headquarter) and by the University of Venezia "Ca' Foscari" (UniVe). The two cities, located in the north-east of Italy, are ca. 150 km apart. Each PhD position is either in Trieste or in Venice, even though joint events take place regularly.

The duration of the Doctorate in Chemistry is 3 years. Every year, on November 1st the Doctorate starts a new triennial Cycle. Typically in each Cycle there are on average 10 - 12 positions available, ca. equally distributed between Trieste and Venice. Each position corresponds to one full fellowship. The candidates are selected (usually in July every year) by a Commission. The selection involves the evaluation of the CV and an interview (can be done through Skype). The oral examination (interview) includes the exposition of a research proposal written by the candidate. Fellowships are assigned to the successful candidates in order of decreasing mark. Applicants from every Country are welcome, provided that they have an undergraduate degree comparable to the Italian 'Laurea Magistrale' (Master degree).

Applications must be submitted exclusively on line, through the UniTs website. The call is typically released by UniTs in June (see <http://www2.units.it/dott/en/?file=DottBandi.inc>).

For each position, the announcement makes clear: 1) if the position is in Trieste or in Venice; 2) if it is linked to a specific research project. At the oral interview each candidate will be asked if he/she has a preference for one (or more) specific position.

The successful candidates that rank below the last fellowship still have a chance to be enrolled, provided that one or more of the fellowship-assignees resign.

The admitted students that have not selected a position linked to a specific research project, can choose among the projects proposed in Trieste and Venice, with slightly different procedures. For Trieste, the doctorate website every year lists a number of available projects (priority projects), that may change from one year to the next. For Venice, the website lists all the research topics active in the Department (DSMN, http://www.unive.it/nqcontent.cfm?a_id=139838) among which the student can choose. In both cases students make their choice in order of decreasing mark at the admission test (best students choose first).

For the application, go to (<http://www2.units.it/dott/en/>) and on the left menu click on "How to apply" . Then follow the instructions and register on-line.



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For PhD Students

Important deadlines

Every academic year starts November 1st and ends October 30th of the subsequent year. At the beginning of each year you need to plan, together with your supervisor, your research and training activity, and then – later in the year - write a report. Both the planned activity and the report need to be approved by the Board.

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

January 10th: 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 "Sfoglia" 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 10th: 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 1 page), and of your training activity (courses followed, seminars attended, 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 (if any) of the year (please avoid to include papers "in preparation" or "submitted"; publications must already have a DOI), 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 did at the Summer Workshop of the Doctorate. File-name: yourname_pptpresentation_year). In case you did not attend the Workshop, the research report must be more detailed, up to 5 pages.



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

Training Activities

Please read first what reported in the specific page of this website, 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 professor and schedule). You have to enroll for the courses of choice by filling in your name (with your premise). 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).

Please notice that the courses borrowed from Master (i.e. corsi mutuati) and those on complementary skills (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 test. After passing it, the professor has to fill and sign the form that you find 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 come 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).



Missions: what forms to be filled

To begin with, missions are typically reimbursed by 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 Trieste**” or “**1 Modulo autorizzazione missione 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 Trieste**” or “**2 Modulo autorizzazione missione Venezia**” and have it signed by your supervisor (or by the fund 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, Genova,...) have to use the form of their Institution.
- 3) In case your mission concerns a research/study stage, either in Italy or abroad, you are requested to fill also the so called “**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. CRO, Genova,...) have to use the form of their Institution.
- 2) In case your mission concerned a research/study stage, either in Italy or abroad, you are requested to fill also the so called “**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.

Publications

Each PhD student **MUST** upload his/her publications (related to the PhD project) in the repository platform of the University of Trieste ArTS (<https://arts.units.it/>, same username and password as for the Doctorate website). This issue concerns mainly the students of Cà Foscari, since for those of Trieste the upload is typically done by their supervisor. Similarly, the supervisors of the students of Venice will upload the publications also in the repository platform of Cà Foscari.