



UNIVERSITÀ  
DEGLI STUDI  
DI TRIESTE

# Phd program in Nanotechnology

## XXXIX Cycle

General information

TRIEST, 21 NOVEMBER 2023

# General Information

For general information and requests about Phd program in Nanotechnology, you can contact the UNITS Phd office at [dottorati@amm.units.it](mailto:dottorati@amm.units.it)

This office is in charge of:

- **Admission procedures and scholarship allocation**
- **Student record services and certificate issue**
- **Renouncement of the Phd scholarship**
- **Final examination procedures and certificate issue**



# Specific Information

For any specific information on your **10% budget**, “scientific trips” (Missioni), purchases, you should contact your department secretariat.

- Physics (DF): [dottorato.nanotecnologie@units.it](mailto:dottorato.nanotecnologie@units.it)
- Chemical and Pharmaceutical Sciences (DSCF): [didatticadscf@units.it](mailto:didatticadscf@units.it)
- Engineering and Architecture (DIA): [segreteria@dia.units.it](mailto:segreteria@dia.units.it)
- Medical Sciences (DSMCS): [segreteria.dsm@units.it](mailto:segreteria.dsm@units.it)
- Department of Life Sciences (DSV): [segrammDSV@units.it](mailto:segrammDSV@units.it)



# Health surveillance – Sorveglianza Sanitaria

UNITS staff, including PhD students, must undergo the health surveillance (Sorveglianza Sanitaria).

All of you are invited to proceed with the compilation of the form for the declaration of planned activities.

It is your responsibility to fill out the form, after talking with the supervisors or with the person in charge of the structure for the definition of the risks.



The form of planned activities is available at the following link:

[https://www2.units.it/prevenzione/sorveglianzasanitaria/personale\\_questionario.php](https://www2.units.it/prevenzione/sorveglianzasanitaria/personale_questionario.php)

You can fill out the form online but sometimes the online procedure fails to find the name of your supervisor (Preposto).

In this case, it is better to use the paper form and ask the supervisor to sign it.

If you need more information, contact the Prevention and Protection Service office: <https://www2.units.it/prevenzione/contatti.php>



# Injury

If you get hurt during your PhD activity, please inform the Phd Head Office, your supervisor and the coordinator **immediately**.

It is very important to inform them so that they can start the paperwork for the injury.



# INPS – Gestione Separata

The PhD scholarship is subject to the payment of insurance contributions (contributi previdenziali)

All Phd students holding a scholarship (including non- Italian students) must register with the National Institute for Social Security (INPS) under a separate scheme (Gestione separata Inps).

You can register online on the INPS website <https://www.inps.it>  
To log in you can use SPID, PIN or the new Electronic Identity Card (CIE).

The Phd student has to register as a “**Lavoratore parasubordinato**”

If someone doesn't have a PIN code to access the INPS services, it must be requested online through the INPS website. (Your department secretariat can help you with the procedure).





# 10% budget for research activities

Each PhD student is guaranteed, by law, a budget for research activities in Italy and abroad of no less than 10% of the scholarship amount (**10% budget**).

The research budget is **€ 1,624.30** per study year.

The research budget can be used for:

- Mobility of PhD students
- Conferences, seminars and PhD schools
- Inventory material necessary for PhD activities
- Consumable materials
- Information and educational materials and/or services





**Your 10% budget is managed by your department.**

Each of you belongs to a department: Physics, Chemical and Pharmaceutical Sciences, Engineering and Architecture, Medical Sciences, Department of Life Sciences .

**Be careful** because requests for the use of 10% budget must be forwarded to your Department.

A PhD student who wants to use his/her research budget and go on a “scientific trip” (Missione), for a conference/school or seminar must always apply for authorization.

The “study mission” request must be approved by:

- One of the two **supervisors** (each PhD student has 2 supervisors),
- the **coordinator** (prof. A. Morgante)
- the **head of the Department** > The Director of the department to which the student belongs!



# How to apply for “Mission” authorization?

## 1. Discuss your “mission idea” with your supervisors and coordinator

Explain them the scientific opportunities related to the mission.

## 2. Contact the administrative office for information about your budget and the details of your Phd scholarship. **Every Phd scholarship is different!**

Send an email to your Department secretariat (with the supervisor in cc) specifying:

- PhD cycle (**XXXIX**, XXXVIII , XXXVII...)
- Department of belonging (Physics, Medical sciences...)
- Mission information: destination, start and end dates, reason for travel, fund from which expenses will be paid (10% budget, supervisor funds...)
- Expected expenses for travel and other reimbursable expenses
- Other infos you think might be helpful



### 3. Once you have received the ok from your secretariat - collect all the information send the “TrasPre form” (ReqPre) and the request for authorization

- Send the “TrasPre form” to Phd Head office: [dottorati@amm.units.it](mailto:dottorati@amm.units.it) and put the e-mail of your Department secretariat in CC  
*TrasPre Form:* <http://www2.units.it/dott/files/TrasPre.pdf>
- Submit the Mission authorization request online via U-web.  
Link: <https://units.u-web.cineca.it/appautmis#!/login?page=%2Flistaautmis>

Ask your secretariat which codes and which project to use to apply for a mission!

- **If you travel as a PhD student, you must always be authorized even if the mission costs are 0!**

Log in with your ID number (matricola) and password (issued by UNITS).  
If you are not sure how to fill out the application on U-web, please contact your department office.

For PhD students belonging to the Physics Department the email is:  
[dottorato.nanotecnologie@units.it](mailto:dottorato.nanotecnologie@units.it)



MISSION

Destination

+ ADD

Title \* ?

Start location ?

Type of Request \* ?

Structure concerned \* ?

Paying structure \* ?

Regulation \* ?

Reason \* ?

Notes ?

☐ Mission without expenses ?

☐ Missione cofinanziata ?

*U-web*

If there are problems with the online procedure (U-web) you can use the paper form.  
The paper form has to be signed by supervisor and coordinator.  
Ask your department for the form (every department has different forms).

**Mission requests must be submitted at least 10 days before departure!**



**4. If you have submitted the TrasPre and your mission request has been approved (on U-web or by paper form) then you can leave!**

While traveling, keep all **ORIGINAL** documents related to your expenses. Keep all receipts (**no ATM** tickets), airline tickets and boarding passes, train/bus tickets, hotel invoices (with your details on it such as name and surname), invoices for registration fee, certificates of attendance at the conference/seminar/school.

Documented expenses for travel, transport, accommodation, meals and conference registration fees will be reimbursed.





## 5. When you return from your “trip” send the “TraSsucc form (ReqRet) and the request for refund to the Department.

- Send the “TraSsucc form” to Phd Head office: [dottorati@amm.units.it](mailto:dottorati@amm.units.it) and put in CC the e-mail of your Department secretariat.  
*TrasSucc form:* <http://www2.units.it/dott/files/TrasSucc.pdf>
- Submit your request for reimbursement to the Department by U-web. Enter each expenditure item on U-web and attach a scan of each receipt.

Please keep in mind that if you used the paper form for your authorization request, you will have to use the paper form for your reimbursement request.

Ask your department for the form and how to request reimbursement

- Bring all original documents to the secretariat of your department.  
Remember to sign your receipts before handing them in!



Reimbursement may be claimed when the activity is carried out **10 kms or more** from the boundaries of the town where one normally works, and for a **minimum duration of 4 hours**, otherwise it is not considered “Missione”

**NB:** Read the Mission regulations, it gives all the necessary infos:  
<https://web.units.it/normativa/regolamenti/regolamento-38826>

You can download it from the University's website!





# How can you buy useful material for your PhD?

If you wish to purchase material for your research, you should discuss this with your supervisor and coordinator and then contact your department secretariat.

It is mandatory to contact Department offices before any purchase!

For PhD students belonging to the Physics Department the email is:

E-mail: [dottorato.nanotecnologie@units.it](mailto:dottorato.nanotecnologie@units.it) & in CC: [acquisti.df@units.it](mailto:acquisti.df@units.it)



# Research Period Abroad

If you wish to do a research period abroad, you must, first, discuss this with the coordinator and supervisor.

Remember that every PhD scholarship is different and therefore you should ask your Departmental office if your PhD scholarship "allows" and covers a period abroad (3, 6, 12 months)

...What If your PhD scholarship doesn't include a period abroad?

Talk to your supervisors and coordinator to see if other funds can be used.



## 50% increase of the scholarship

If your PhD scholarship includes a period abroad, it's possible to apply for a 50% increase of the scholarship.

You can request the 50% only after a **consecutive period abroad longer than 60 days!**

For information on the period abroad and the 50% increase of the scholarship, contact your secretariat. They will give you all the information you need to apply correctly.



If your PhD scholarship allows it, the research period abroad and the 50% increase of the scholarship can be combined with Erasmus Plus Program.

For information on the Erasmus program contact the International Mobility Office.

Email: [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)



# DOCTOR EUROPÆUS

**Doctors europæus** it is neither a supranational academic title nor a title awarded by international institutions, but it adds value to a PhD degree.

UNITS can issue the title of Doctor Europæus label added to the title of “Dottore di Ricerca” (Research Doctor) if the following requirements are fulfilled:

- The thesis must have been prepared in part after a research period of **at least 3 consecutive months** spent in another European country.
- At least two referees from higher education institutions of European countries (other than the one where the thesis is defended) must have reviewed the thesis;
- At least one member of the Board of Examiners should come from a higher education institution in a European country other than the one where the thesis is defended;
- A part of the defense must take place in one of the EU official languages, other than the Italian;



Phd students who are eligible for the European label for their Phd degree should apply preferably to their Academic Board (Collegio dei Docenti) during the first or second year of the Phd Programme or in any case preferably by 31 December of the 2<sup>nd</sup> year.

Once the Board has authorized the application, the Phd student can send the request form for Doctor Europaeus label (<http://www2.units.it/dott/files/DocEur.pdf>) to the Phd Head Office . The form must be signed by the coordinator and the supervisor.

Doctor Europaeus Regulations:  
[https://web.units.it/sites/default/files/nrm/allegati/Regolamento\\_156.pdf](https://web.units.it/sites/default/files/nrm/allegati/Regolamento_156.pdf)



# E-mail

Remember to activate your institutional e-mail.  
Use the university e-mail address for any Phd-related communication.

Other useful information on the NanoTechnology PhD at:

<https://web.units.it/dottorato/nanotecnologie/>

The program Coordinator is Prof. **Alberto Morgante**

E-mail: [amorgante@units.it](mailto:amorgante@units.it)

The program deputy coordinator is Prof. **Paola Posocco**

E-mail: [paola.posocco@dia.units.it](mailto:paola.posocco@dia.units.it)

