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HANDBOOK FOR THE STUDENTS OF THE LERH PHD COURSE

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A. Practical information

WELCOMING

All the PhD students working at the LEAF Department have to contact:

Marco Bellonzi

Tel. 049 8272690

marco.bellonzi@unipd.it

who is in charge of working spaces, access to the building and web services.

All the PhD students have to respect the Department Health and Safety Rules (see: www.tesaf.unipd.it/en/research/doctoral-degrees-phd-lerh-program/documents)

ACADEMIC TRANSCRIPT

Your transcript will be given to the student by the Administration according to the University schedule. The student should then fill in the information: the PhD research topic, completed courses and seminars (signed by the teacher who held the course or the supervisor) and, at the end of the third year, the Scientific Coordinator of the course.

CAFETERIA

To access the cafeteria, the student needs a badge that will be given together with the academic transcript. While waiting for the badge, each student can send a request to formazione.ricerca@unipd.it to get temporary access to the service.

WEBMAIL

The University activates an email address for each PhD student at the moment of enrolling.

All the communications coming from the University will then be sent only to that email address.

All the PhD students enrolled at the University of Padua will have an email address (name.surname@phd.unipd.it) and the related password to access UNIWEB (<https://uniweb.unipd.it/>).

To recover a forgotten username or password please go to <https://uniweb.unipd.it/password/index.php/en/utenti/identifica/azione/r> .

To change a password, please go to https://uniweb.unipd.it/password/index.php/en/utenti/cambia_password/azione/c

All those who have never activated UNIWEB should contact the:

PhD Administration Office

formazione.ricerca@unipd.it

tel. 049 8271926

To request a temporary username for first activation at this address: <https://uniweb.unipd.it/password/index.php/en/utenti/identifica/azione/a> . At the end of this procedure, the actual username and password will be created.

RESEARCH TRIPS

A research trip is an activity related to the field of research but based outside the affiliation structure, both inside and outside national boundaries.

To go on a research trip, the PhD student has to hand in a research trip form, at least two days before leaving. The form has to be given to the Administration office already signed by the manager/supervisor of the research fund, and it should specify the research fund from which the money come from. The Travel Form has to be signed before leaving, otherwise there will be no insurance cover and no refund of the expenses. Form:

www.tesaf.unipd.it/en/research/doctoral-degrees-phd-lerh-program/documents

When back, the PhD student has to “close” the trip by providing the receipts of all the expenses (in practice, all the receipts have to be stapled on a paper in a chronological order, and the reason for each single expense has to be specified. The second part of the form needs to be filled with the expenses divided according to the categories: all the forms not correctly filled will be rejected). If the student participates to Seminars or Conferences, a certificate of attendance has to be added to the documentation (see the Rules for Research Trips available online at: <http://www.unipd.it/universita/statuto-regolamenti/regolamenti/regolamenti-personale-docente> - *Regolamento Missioni*).

Please read the rules carefully.

If the trip requires booking a flight, please hand in also the boarding pass for all the flights taken, otherwise it will not be possible to have the refund.

HEALTH AND SAFETY NORMS

Please visit the following website:

<http://intra.tesaf.unipd.it/Sicurezza/pag4.asp>

Read carefully the 3 documents Laboratory Safety Rules, Safety Guidelines in Outdoor Education and Research Activities, and Emergency Guidelines

You will have to firm a form.

Your reference person (so called “*preposto*”) for the Health and Safety is your supervisor. The reference persons for the Health and Safety norms for the Department is:

Vinicio Carraro

Tel. 049 8272699

vinicio.carraro@unipd.it

INSURANCE

Please visit the following website (in Italian):

www.unipd.it/assicurazione?target=studenti

The insurance covers accidents occurred during the student’s stay that can be physically proved and documented.

The insurance covers all the accidents that a student might have all over the world during his research activities. For more information, students can contact the the following office of the University of Padova:

Ufficio Ragioneria

Riviera Tito Livio, 6

35123 Padova

Tel. 049 8273154

Opening hours: 10.00-13.00

assicurazioni@unipd.it

ACADEMIC STAGES ABROAD

BEFORE LEAVING:

- When asking for the approval of the first academic stay abroad during the three years of PhD program, and this happens to be **6 months long or shorter**, or if the sum of the previous and current stays is less than 6 months or equal, the student needs an authorization from the Scientific Coordinator of the Course, after the supervisor's approval.
- When asking for the approval of the first academic stay abroad during the three years of PhD program, and this happens to be **more than 6 months long**, or if the sum of the previous and current stays is more than six months, the student needs authorization from the PhD Course Council, after the supervisor's approval.

More information (in Italian) are available at:

<http://www.unipd.it/ricerca/dottorati-ricerca/tasse-borse-studio-opportunita-dottorati>

The authorization form is available online at:

<http://www.tesaf.unipd.it/en/research/doctoral-degrees-phd-lerh-program/documents>

BESIDES THE REQUEST FORM FOR STAYS ABROAD, THE PHD STUDENT HAS TO FILL IN ALSO THE TRAVEL FORM:

After coming back from abroad:

- **PhD students with or without scholarship**

Fill in the related form, get it signed according to the duration of the stay and send it to the Office for Research Training according to the following procedure.

- **Only PhD students with scholarship**

To ask for an increased scholarship – only when the stay is longer than twenty days – the student needs to send a communication on the foreign University/Organization letterhead to the Office for Research Training, signed by the foreign tutor, stating the actual presence of the student:

- It has to specify the exact dates of the stay
- It has to be sent at the end of the period or every three months. Letters coming every two months or less will not be accepted.
- It cannot show a date previous to the period it refers to, as that period needs to be concluded before sending the letter.

Example (the letter can come also in other common languages):

..., 7th May 2006

This is to confirm that ... is carrying out his research from 4th February to 4th May 2006, during his PhD in ..., at ... (department...).

Prof. ...

The Office for Research Training will check the conformity between authorized and effective period; it will monthly communicate the data to the Administration Office, in charge of the scholarships. The corresponding amount will be accredited the month after all the documents have been received.

HOW AND WHERE HANDING IN THE DOCUMENTS:

Documents can be:

- Personally handed in at:

Università degli Studi di Padova – Ufficio Dottorato e Post Lauream

Via Risorgimento, 9

35137 Padova

Opening hours: Mon, Wed, Fri 10.00-12.30; Tue, Thu 10.00-12.30 and 15.00-16.30

- Sent by mail to:

Università degli Studi di Padova – Ufficio Dottorato e Post Lauream

Via Risorgimento, 9

35137 Padova

Attaching a copy of a valid ID.

- Faxed to the following number: 049 8271934

Attaching a copy of a valid ID.

Other sources of funds to spend a period abroad:

- the ERASMUS+ mobility program: our School of Agriculture and Veterinary has signed an agreement with some foreign universities to support PhD student mobility (for more information get in contact with Susi Kloehn <erasmus.agripolis@unipd.it>)
- UNIPD has some agreements with foreign universities and is offering grants to PhD students (see <http://www.unipd.it/ricerca/dottorati-ricerca/tasse-borse-studio-opportunita-dottorati>; the web site is in Italian; discuss the topic with your supervisors)
- occasionally TESAF department is offering funds to students involved in mobility programs with some foreign universities (like, for example, Sidney)
- the European Commission has a program (called COST) organized with different Actions on many LERH research topics which is offering grants for Short-Term Scientific Missions (see www.cost.eu/COST_Actions/fps)
- finally PhD students can be included by their supervisors in some external financed projects and take advantage of the funds available.

OTHER USEFUL CONTACTS

Department Computer Services:

Antonio Checchinato

Tel. 049 8272771

antonio.checchinato@unipd.it

If you have any request please send an email to: informatica.tesaf@unipd.it

For all the bureaucracy please refer to the Office for Research Training:

Università degli Studi di Padova – Ufficio Dottorato e Post Lauream

Via Risorgimento, 9

35137 Padova

Opening hours:

Mon, Wed, Fri 10.00-12.30;

Tue, Thu 10.00-12.30 and 15.00-16.30

Tel. 049 82719-26/29/30.

B. Learning activities

First Year

Every PhD student has to attend a certain number of common courses on a compulsory basis in his/her first year. A series of elective courses, normally organized with other PhD programs, are organized mainly for the first year students, but open also to other PhD students.

Programs, schedule and credits of the courses held during the first year are available at the web site of the LERH program. In a Moodle platform all the teaching materials presented during the courses are collected.

Students are encouraged Individually to select, with the support of their supervisors, other courses held in the School, in other Schools of the University of Padova or of other advanced institutions, to cover special knowledge needs.

Students are encouraged to attend the seminars organized by all the School institutions, as a way to enlarge their interdisciplinary knowledge and a broad understanding of their scientific knowledge.

At the beginning of the first year, a tutor/supervisor will be assigned to every PhD student, and he/she will decide with the student the precise theme of the research

activity. The student has to refer to the tutor for what concerns courses, seminars, stays abroad and everything that concerns the research activity.

Attendance lists are used for recording students' participation to the courses. Students are requested to make an evaluation of each course using the form available in the LERH program web site (section "Documents").

Second and Third Year

The learning activities for the second and third year are not compulsory (seminars, conferences, workshops, courses, winter and summer schools etc.). Courses and research activities will become more specialized during the second and third year and every student will decide his/her activities with the supervisor.

As part of your training program and to better finalize your research activity, you are warmly encouraged to spend at least 6 months in some foreign research institutions. Your supervisor will help you in selecting the most proper organization.

When you publish a paper, a poster and do a presentation, do not forget to update your web page in the research catalogue "Padua Research Archive" www.research.unipd.it (see Annex 1).

C. Guidelines for the preparation of a PhD thesis

MONOGRAPHY

Thesis can be prepared as a monography following the structure defined in the Guidelines that can be downloaded from the LERH program web site (file "Research synopsis writing" in section "Documents"). The standard headings are the following:

- Abstract or Summary (a *Riassunto* in Italian may be useful)
- Introduction
- Problem analysis/Literature review/State of the art
- Thesis objectives/Hypotheses/Limitations
- Methodology and methods
- Results
- Discussion
- Conclusion
- References
- Appendixes

The length of the monography is not fixed but an average minimum length is of 70-100 pages.

A PHD THESIS BY COMPILATION

An alternative, warmly supported by the LERH PhD program, is based on a collection of papers.

There is an increasing expectation that PhD students should publish journal articles during and shortly after their degrees. A PhD thesis by compilation allows a student to include in his/her thesis publishable or published journal articles and book chapters.

The overall aim of the thesis by compilation is to provide the readers with a full and coherent story of the PhD research results without unnecessary repetition. The thesis should not appear disjointed and the argument should flow logically throughout the thesis. To achieve this, other supporting commentary may be needed, such as a foreword or summary statement at the beginning of each chapter/publication to establish the link to previous chapters and explain how it relates to the overall thesis argument. The chapters could also contain internal references to each other to avoid repetition.

Internal approval

The option to submit a thesis by compilation will require the approval and support of the supervisor well in advance of the submission. Supervisor should discuss the option early in the student's candidature and offer practical guidance about expected numbers of peer-reviewed publications and publication timeframes in their discipline. The approval process ensures that the student has received discipline-specific guidance on the appropriate quantity and quality of papers for submission as a thesis.

Structure of the thesis by compilation

The thesis is constructed in two main sections:

- A. an introductory section;
- B. a section presenting the series of papers, also in their original (pdf or other) format(s) with a cover page.

Section A will demonstrate the relationship between all aspects of the PhD research. This will include:

- Abstract or Summary and *Riassunto* (in Italian)

- abstract or summary (a *riassunto* in Italian may be useful)
- an introduction (“Preface” or “Prologue”) to the field of study and the hypothesis or research questions, the general and the specific objectives, how these are addressed through the papers presented in the second section;
- an overall literature review;
- a general description of the theory and methodological components of the research where these components may be distributed across separate papers/chapters;
- a chapter with a coordinated presentation of the main outcomes of the papers and a discussion of them (also as a separate chapter);
- the author’s conclusions that places the work in relation to the research questions and general remarks deriving from the results of the research activity as reported by the various papers;
- a bibliography, listing all the literature references.

The first section is based on a series of chapters similar to the monography case, but shorter and more oriented to link the various papers providing a logical framework.

The first section should be in the order of 6,000 to 20,000 words in length.

Section B will include a number of papers (chapters).

The papers should be published in, accepted by, under review at, or in preparation for high-quality, peer-reviewed journals. The source of the reproduced material should be reported in the cover page of each chapter. The footnote will indicate where the article was reproduced from. The format requirements can vary with the journal (safest is to ask the journal). Example:

“This chapter is an edited version of: Marra, F., E. I. Nikolopoulos, J. D. Creutin, M. Borga, 2014: Radar rainfall estimation for the identification of debris-flow occurrence thresholds. *Journal of Hydrology, Volume 519, Part B, 1607-1619, <http://dx.doi.org/10.1016/j.jhydrol.2014.09.039>, ISSN: 0022-1694. Copyright 2014 Elsevier.*”

The papers must have been researched and written during the course of the PhD work.

The papers should be only those where the candidate, in case of co-authorship, has played a major role in the objectives definition, data elaboration, results presentation and discussion.

In case of papers published by different authors the role and responsibilities of the PhD candidate should be very clearly defined and reported in the cover page.

Publications should be presented in a sequential order that is logical to the progression of the thesis argument, and not necessarily in the order in which the work was undertaken or published.

The chapters may include additional material which is not included in the journal paper, as journal publications are often abbreviated and important data or methods are left out or abbreviated in their preparation.

As the PhD program disciplines vary extensively, these guidelines are not prescriptive in details such as number of papers required. Overall, the quantity and quality of the material presented for examination needs to equate to that which would otherwise be presented in the traditional thesis format in the relevant discipline.

Copyright

Students are expected to seek permission from other co-authors and from journal's publisher to include publications in their thesis. The final thesis is published on the University of Padua Digital Repository IRIS, but there is an option for students to request "restricted access" for a set period of time where there is copyright in place for already published articles, or where the student is hoping to publish from their work. This means the final thesis is submitted and stored, but is not publicly available until after the embargo period has passed.

Obtaining permissions:

Authors

It is convenient to contact each co-author to request her/his permission to include the article in the thesis.

Journals

Journals have various requirements and conditions for re-use in theses and format of the material. A useful link for determining how much can be re-used and what is allowed:

<http://www.sherpa.ac.uk/romeo/index.php?fidnum=|&mode=simple&la=en>

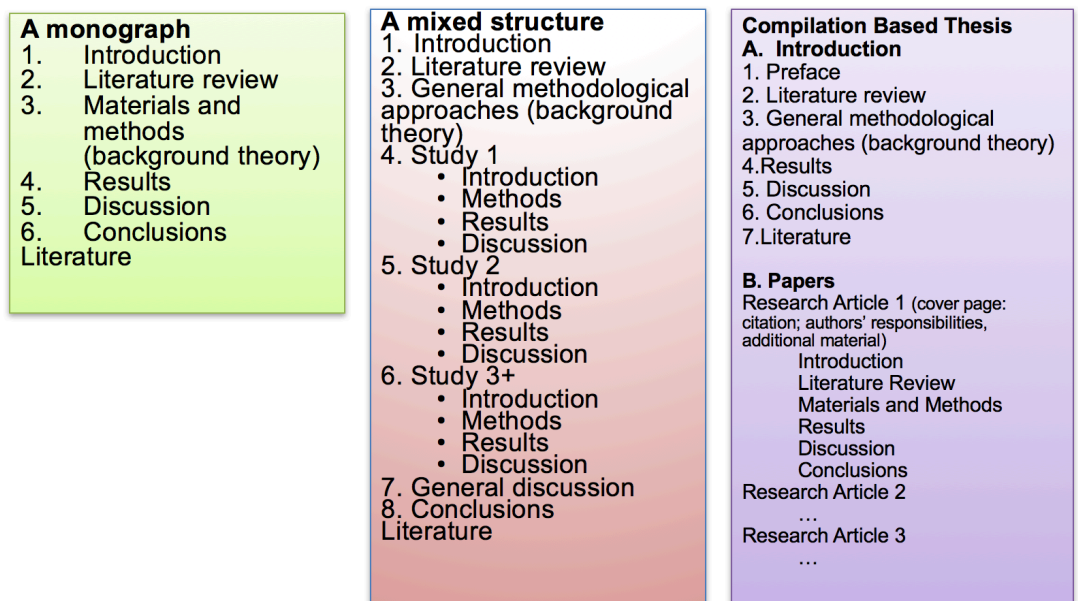
Authors publishing with a number of Publishers (such as Open Access Scholarly Publishers, Wiley, Elsevier, etc.) have wide rights to use their works for thesis preparation without needing to seek permission. However, the PhD candidate should always check with the journal itself.

External evaluators (see the following Section) commit to sign a non-disclosure agreement (NDA) to protect possible confidential information contained in the PhD thesis.

A PHD THESIS A INTERMEDIATE STRUCTURE

A third, less frequent, option is an intermediate structure of the thesis, where chapters are represented by single, rather self-standing, pieces of research work (hopefully future papers to be published) well connected and coordinated. Also in this case the thesis should not appear disjointed and the argument should flow logically throughout the thesis. An introduction should demonstrate the relationship between all aspects of the PhD research.

The following figure is summarizing the structure of the thesis organized along the three options.



(Source: Paltridge, B. (2002). Thesis and dissertation writing: an examination of published advice and actual practice, *English for Specific Purposes*, 21(2): 125-143; adapted by D.Pettenella)

D. PhD evaluation procedure

Beginning 1st year (normally in the last weeks of December):

PhD students are asked to prepare a Research and Learning Program following a template that is available in the LERH course (see “Documents”). This document has to be discussed and signed for approval by the supervisor; later it will be formally approved by the PhD Council.

1st and 2nd year

Beginning of September:

- Submission by the students of the 1st or 2nd year Report (see template available in the LERH web site).
- Submission by the Supervisors of the evaluation of the PhD students' activities of the 1st or 2nd year (see template).

After some days from the delivery of the Report, all PhD students will be asked to give a presentation (15-20 minutes + discussion) to the PhD Program Council. Only for motivated reasons and in special cases the presentation can be organized via Skype conference, if the quality of the communication is acceptable (check before the discussion). After the presentation the Program Council gives a mark (A, B, C, D) to each student. In case of a final mark “D”, the enrolment to the following year will not be allowed.

3rd year

The following procedure is going to be applied starting from the 29th batch; dates will be modified in accordance to the starting day of the future batches.

Academic Board evaluation and admission to the external reviews

Within 60 days from the end of the course (normally at the beginning of September) the Academic Board evaluates the activities carried out during the three-year course and decides if the thesis can be sent to external evaluators for their review.

The Academic Board evaluation must be uploaded in the online procedure following the relevant instructions.

External Evaluators requisites

External evaluators can be appointed among:

- a. Italian and foreign academics not belonging to the University of Padua or to the Universities in agreement with the University of Padua for the issue of the PhD degree;
- b. Highly qualified non-academic experts, belonging to private or public research centres, in Italy or abroad, that are not in agreement with the PhD course.
- c. Italian or foreign retired academics who did not belong before retirement to the University of Padua or to the Universities in agreement with the University of Padua for the issue of the PhD degree.

The names of the external evaluators can be specified in the thesis cover.

External evaluators appointment and certification

External evaluators are appointed by the Academic Board according to the deadlines and procedures specified by each PhD program. The appointment however must be confirmed at the latest 60 days before the end of the PhD course. For each PhD student three evaluators must be appointed (two full and one substitute). External evaluators can review the thesis of more than one PhD student. Within 15 days from the evaluators' appointment the PhD course must upload the name of the evaluators in the online procedure. Evaluators will have access to a personal website to review the thesis.

Review schedule

Within 45 days from the end of the course PhD students must upload the thesis online.

Evaluators must submit their review within 30 days and they are automatically urged before the deadline. An evaluator can be substituted upon request of the supervisor/coordinator.

Review submission

The reviews are uploaded online by the evaluators following the procedure provided.

The PhD student, the supervisor and the course Coordinator can have access to the reviews.

Jury for the final exam

Through the online procedure the Jury for the final exam will receive the Academic Board evaluation, the thesis, the PhD student report on his/her activities and publications and the reviews of the external evaluators.

Supervisors and external evaluators cannot be members of the Jury for the final exam.

The Jury cannot be composed only by the members of the Academic Board.

If the academic board decides to appoint more than one Jury per curriculum, it must justify the decision.

Admission to the final exam

External evaluators recommend the admission of the PhD students to the final exam. External evaluators have two options:

- they can approve the thesis or propose minor revisions of the thesis that do not invalidate the admission to the final exam;
- they can propose the postponement of the admission to the final exam if they think that the thesis needs major inclusions or corrections.

Should the external evaluators propose the postponement, PhD students have up to six months to revise the thesis and meet the requests of inclusions or corrections.

At the end of the six months period the PhD student is however admitted to the final exam with a new review from the evaluators.

The PhD coordinator or the appointed body of the PhD course acts as mediator between the PhD student and the external evaluators, even when only one of the evaluators propose the postponement of the thesis.

Thesis submission

PhD students submit the hard copy of the thesis within 30 days from the admission to the final exam.

The thesis will be made available by the PhD students to the members of the Jury for the final exam through the online procedure.

Thesis discussion

There are two sessions for the thesis discussion/final exam: one in January-February and one in June-July.

The defence is public and the candidate has normally 30-40 minutes to present the thesis. The discussion is not open to the participants to the session but only to the three members of the Jury. Upon request of one or more members of the Jury and on the basis of the Rector's approval, the thesis discussion can take place via

videoconference. The PhD student, the President and the Secretary of the Jury must be present.

At the end of the defence the Jury writes a short final evaluation and the candidate is awarded the PhD degree (not connected to any ranking made public). A formal award ceremony is organized at the Rectorate for all PhD students once a year.

Joint supervision agreements

Incoming PhD students in the framework of a joint supervision agreement follow the rules of their home University or the rules specified in the joint supervision agreement if there is any difference.

Outgoing PhD students in the framework of a joint supervision agreement follow the abovementioned rules or the rules specified in the joint supervision agreement if there is any difference.

Annexes

1. Padua Research Archive

The University of Padua has a procedure to control the scientific production of your researchers/students. The system consists in an electronic catalogue called “Padua Research Archive”; you can access to the catalogue following this link:

www.research.unipd.it

You will receive a specific notification in the next months when your access to the catalogue will be possible. After this notification you’ll be able to Login to access to the catalogue.

If you have any problem while using the catalogue you can contact your TESAF Department reference people:

Paola Bolzon, paola.bolzon@unipd.it, tel. 2751

Sara Ziggiotti, sara.ziggiotti@unipd.it, tel. 2693

Please be aware that “Padua Research Catalogue” is the only official source of information about the scientific production of the UNIPD staff; it is an open access catalogue (availing of the Institutional Research Information System) used by University’s governing bodies in order to collect information for both internal (by the University) and external research assessment (by the University and Research Ministry and by the National Agency). We strongly recommend you to keep your scientific production's information updated by using Padua Research Archive.

Should you need further information please do not hesitate to contact us.

2. Travel form template



UNIVERSITA' DEGLI STUDI DI PADOVA

CENTRO DI SPESA CODICE STRUTTURA

Si incarica:

Cognome e nome Codice Fiscale Qualifica/Rapporto con l'Ente

Sede di servizio Residenza

A compiere la missione a presso

Motivazione

Luogo di partenza: Luogo di rientro:

Data di partenza Ora di partenza Data rientro Ora rientro

Mezzo di trasporto se il mezzo è straordinario Firma di autorizzazione

Si dichiara che la spesa è connessa alle finalità della ricerca. Nome progetto:

Dichiarazione in caso di uso dell'automezzo privato:

Il sottoscritto, dichiara di sollevare l'Amministrazione da ogni responsabilità per danni che l'uso dell'automezzo possa comunque arrecare a terzi e/o trasportati. Dichiara inoltre che l'autovettura è assicurata per la responsabilità civile verso terzi in base alla legge 24/12/1969 n. 990 e successive modificazioni.

L'autovettura è targata Firma

RICHIESTA ANTICIPO	Indicare importo in cifre	Riservato all'ufficio per la liquidazione	DATI RIMBORSO
Costo presunto			Banca:
0,00	€ -		0
0,00	€ -		0
0,00	€ -		IBAN:
0,00	€ -		0
Totale	€ -		

La spesa è a carico del conto Firma titolare del conto

Data Il Richiedente

Si autorizza Il Responsabile della Struttura

Si richiede rimborso (indicare "FORFETARIO" o "ANALITICO"):

ELENCO DELLE SPESE PER LE QUALI SI RICHIEDE IL RIMBORSO ANALITICO:

Spese:	Importo	Tipo valuta	Note	Riservato all'Amministrazione
Mezzi di trasporto totali Km			(specificare i mezzi utilizzati)	
Pernottamento				
Vitto				
Iscrizione a convegni				

RIMBORSO FORFETARIO Rimb orario Italia; giornaliero Italia; giornaliero Estero

Data effettiva partenza: Ora:

Data effettiva rientro: Ora:

Il sottoscritto dichiara che per la presente missione non ha ricevuto nessun altro rimborso né da questa Amministrazione né da altro Ente.


Data Firma del richiedente

Firma Direttore Centro di spesa

Please make sure that you print out the printable version of the form, that you can access at the bottom of the Excel spreadsheet:

NTICIPO	Indicare importo in cifre
0	
	€ -
	€ -
	€ -

foglio inserimento dati **foglio per la stampa** ←



PhD_Handbook_Vers_14