



UNIVERSITÀ DEGLI STUDI DI PADOVA

PhD WELCOME KIT

A.A. 2018-2019 – 34° series

Ufficio Dottorato e Post Lauream



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DI PADOVA

Dear PhD Student

Welcome to the University of Padova!

In order to help you during the next three years in our University, the PhD Office prepared this short guide with the main issues you might be interested to know about.



- ✓ Scholarship
- ✓ Research Budget
- ✓ Increase of scholarship for periods abroad
- ✓ Suspensions
- ✓ Certificates
- ✓ Cotutelle
- ✓ Doctor Europaeus



- ✓ PhD students awarded the scholarship, will receive an annual amount of € 15.343,28, paid in 12 monthly installments.
- ✓ The scholarship is subject to social security deductions according to current legislation and benefits the tax relief provided by art. 4 L. 476/1984 (IRPEF exemption).
- ✓ The scholarship will only be assigned to students whose annual income, during the PhD programme, does not exceed the sum of € 15.343,28 (incomes from occasional work are not taken into account).



Contact person:
Emanuela Silvestrin



All PhD Students have a total **research budget** of 3.068,66 € starting from the second year.

Expenses admitted are:

- Travels
- Conference and seminars fees
- Consumables (eg chemical reagents, audio-visual media, photocopies...)
- Publication fees
- Specific training aimed at research (eg language courses)

Ask the administrative referent of your PhD Course for more information.

Contact person:
Maurizio Barbon





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INCREASE OF SCHOLARSHIP FOR TRAVELS ABROAD



For research periods abroad longer than 20 days, PhD students WITH SCHOLARSHIP may ask for an increase of 50% of their scholarship.

Documentation needed

1. Before living, authorization by your PhD Course to be sent to the PhD Office
2. During or at the end of your stay, communication signed by the supervisor of the hosting university with precise periods of mobility

Contact person:
Maurizio Barbon



You can have **suspension** in these cases:

A) **ILLNESS, MATERNITY LEAVE OR CIVIL SERVICE:** send to our office and to your PhD course the communication regarding your case indicating the period of suspension and attaching justification

B) **SERIOUS PROBLEMS:** write an email to your PhD Course coordinator indicating the period of suspension and the motivation; the Academic Board of the Course will decide whether to accept your request or not

Suspensions longer than 30 days will cause suspension of the scholarship and an extension of your PhD in order to allow you to make up for the lost time.



Contact person:
Emanuela Silvestrin



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CERTIFICATES

In case you need a **certificate** attesting you are a PhD student at our University or that you finished your PhD course, please send us an email (formazione.ricerca@unipd.it) indicating what you need (purpose of the certificate and language).

Consider that:

- ✓ we have 30 days of time to answer your request then please take your time
- ✓ You can both collect your certificate in our office or ask us to send it via email
- ✓ In some cases, you will have to pay «marca da bollo» (16 €)



Contact person:

Alessandro Celegato



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COTUTELLE

The **cotutelle** consists of a collaboration between two Universities of two different countries aimed at creating a training course for students enrolled in PhD courses active in the partner universities. This collaboration foresees that the PhD student has to carry out his/her thesis work at the two venues for alternate periods, preferably of equivalent duration and in any case for a minimum period of six months under the co-supervision of two professors, one for each university. The training course ends with a single exam following which a diploma (double or joint) is awarded in both countries.



Contact person:
Ester Maria Schmitt



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DOCTOR EUROPAEUS

You can ask for the mention of **Doctor Europaeus** if:

1. The assessments of the thesis must be done by at least two professors coming from two Universities of two European Union countries other than the one in which the thesis will be discussed;
2. at least one member of the jury must belong to a country of the European Union other than that in which the thesis is discussed;
3. part of the discussion must take place in one of the official languages of the European Union, different from that of the country where the thesis is discussed;
4. the research presented in the thesis must have been carried out partly during a stay of at least three months in a European Union country.

Contact person:
Sara Fedel



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You can find other info on our website:

<https://www.unipd.it/ricerca/dottorati-ricerca>

Our office is located in Via del Risorgimento 9 – Padova
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e-mail: formazione.ricerca@unipd.it

Public opening hours:

Monday: 10 am -1 pm

Tuesday 10 am – 1 pm and 3 – 4,30 pm

Wednesday: 10 am -1 pm

Thursday: 10 am - 3 pm

Friday: 10 am – 1 pm