

PhD students Guide

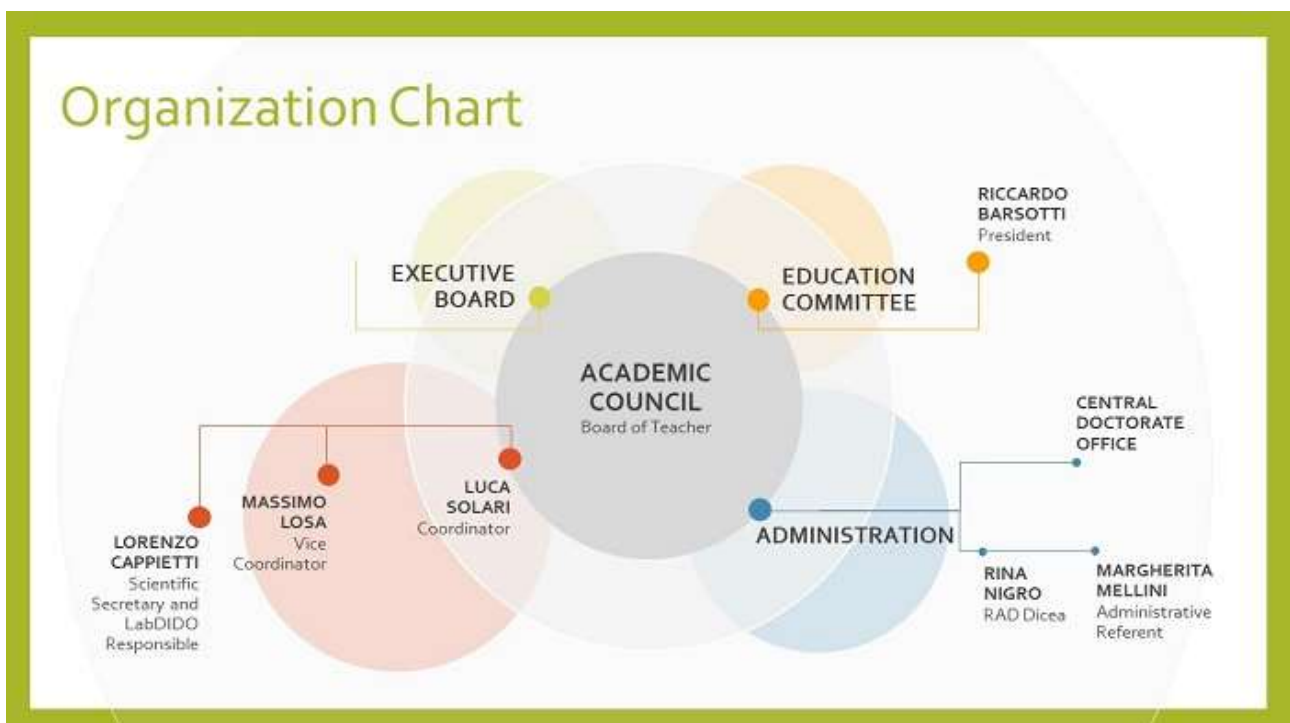
Access to PhD programs is by competitive examinations. The PhD Call is usually opened in spring and managed centrally by the University of Florence.

The program is articulated into three different curricula:

- [Solid, fluid and materials mechanics](#)
- [Construction design, verification and control](#)
- [Environment, resources and security](#)

Every year the research topics (i.e. likely indicative titles of Theses) proposed by research groups at DICEA/UNIFI and DICI/UNIPI and ratified by the Board of Teachers of InDiCEE is updated.

Organization



Every program has a coordinator and a vice coordinator. Then, there is the Academic Council, the plenary board composed by professors, who eventually approves any request concerning the careers of the PhD students, and an Executive Board.

The Education Committee organizes the didactic offer and manage the requests of credits recognition.

For the Administration side, there is an administrative referent of the Doctoral Program and the Administrative Responsible of the Department. For any issue which concerns the career, you can also contact the Doctorate Research office of Unifi.

More information here: <https://www.indicee.unifi.it/vp-103-organization.html>

Rules and Regulation

The program follows principally two Regulations of the University of Florence:

- **Regulation for the accreditation, establishment and functioning of the Research Doctorate courses** (Regolamento per l'accreditamento, l'istituzione e il funzionamento dei corsi di Dottorato di Ricerca) - [Italian version](#)
- **Rules for deposit of the PhD thesis** (Regolamento per il deposito della tesi di Dottorato) - [Italian version](#)

Training Program

Students should collect at the end of the path of 3 years at least 45 credits in training courses and 6 credits (36 h) in soft and complementary skills.

For the training courses the PhD student should follow this table:

<p>INTERNAL COURSES</p> <p>MIN 30 CFU (MAX 45 CFU)</p> <p>Min 20 CFU in basic courses and the rest in specialistic courses</p>	<p>EXTERNAL COURSES</p> <p>MAX 15 CFU</p>	<p>SOFT SKILLS</p> <p>6 CFU</p>
<p>Possibilities</p> <p>1) Seminars – from 2 h to 4 h, from 0,5 to 1 CFU, 1 cfu/4 h</p> <p>2) Short Courses – from 4 h to 8 h, from 1 to 2 CFU, 1 cfu/4 h</p> <p>3) Long Courses – from 8 h to 20 h, from 2 to 10 CFU, 1 cfu/2 h</p>	<p>Possibilities</p> <p>1) External Seminars – from 2 h to 4 h, from 0,5 to 1 CFU, 1 cfu/4 h – max 3 CFU</p> <p>2) External Courses – 1 cfu/4 h</p> <p>3) Courses of Master degree programs – max 8 CFU – same CFU of the original courses</p>	<p>Mandatory since XXXIV Cycle</p>
<p> Training plan approved before and after by the supervisor, final approval of the Didactic Commission</p> <p>Registration of participation in advance</p> <p>Verification of learning (positive judgment otherwise no recognition)</p>		

If your study plan follows the previous table, you can ask for the credits recognition at the end of all courses.

If your study plan needs to be different for research motivations, write an email with your tutor to the President of the Education Committee, prof. Riccardo Barsotti ([riccardo.barsotti\(at\)unipi.it](mailto:riccardo.barsotti@unipi.it)) to get the approval.

Courses abroad and credits recognition



The PhD student presents to the secretariat a report with all the external certificates of attendance, the certificates of the internal courses are provided by the secretariat. The Teaching committee examines the documentation and gives the final approval through a formal letter of the President.

Soft and Complementary Skills

The University of Florence organizes a **training of Soft and Complementary Skills** dedicated to the Doctoral Students in order to answer to the increasing request, in the field of scientific research and on a highly specialized job market, of technical and relational skills (teaching, linguistics, statistics, IT, legislation, etc.).

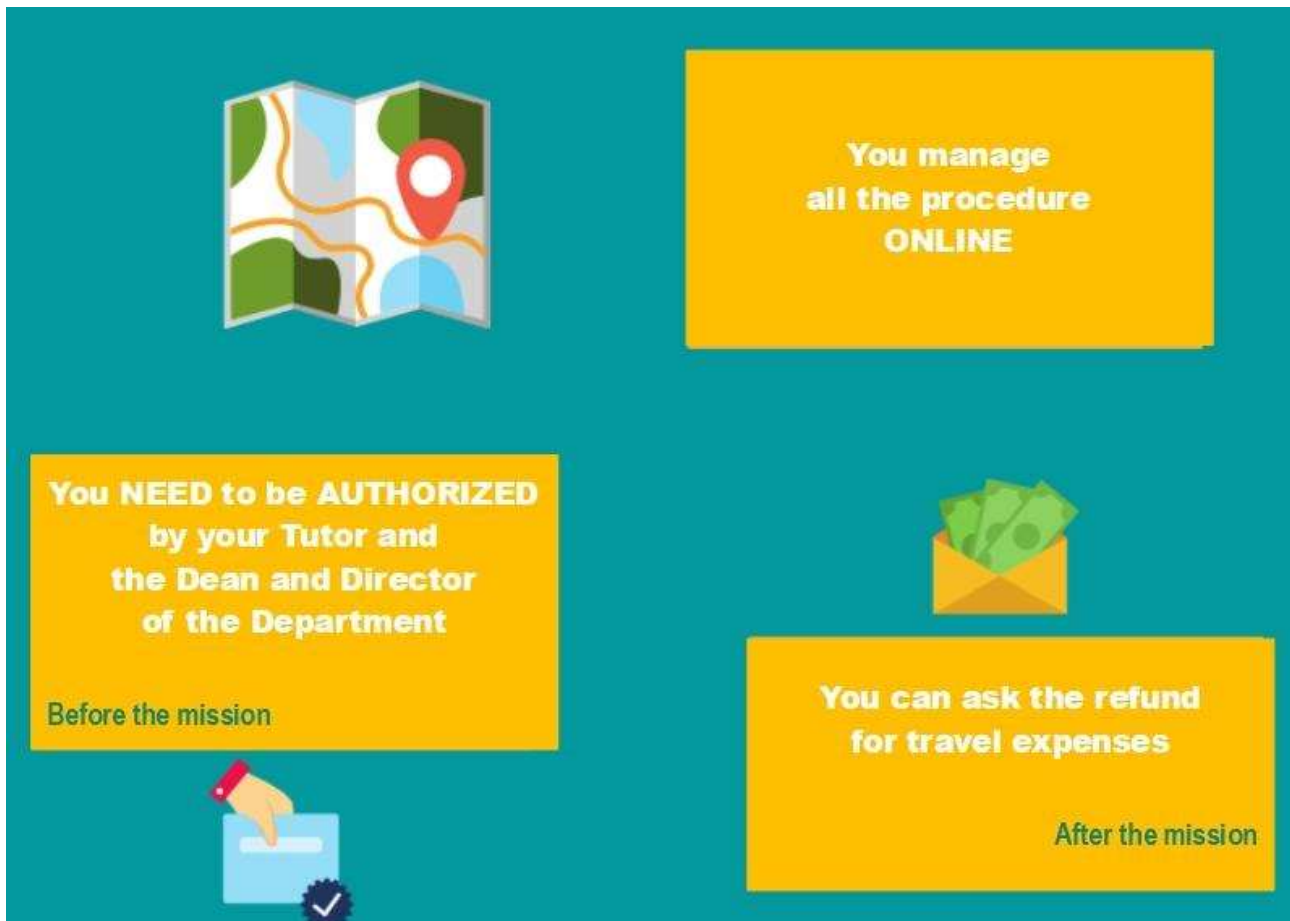
From the XXXIV cycle, students must acquire at least 6 ECTS (or 36 hours total over the three-year period) for participating in these courses.

The offer is varied and articulated: individual modules and cycles of lessons. There are English language courses and courses on scientific communication in the main exchange languages (French, German, Portuguese, Spanish, Italian, English).

The choice of the activities can be adapted for any students' specific formation.

- Visit the [dedicated page on the UNIFI Web site](#)
- Access to the online platform for [enrolling to the courses](#)

Mission



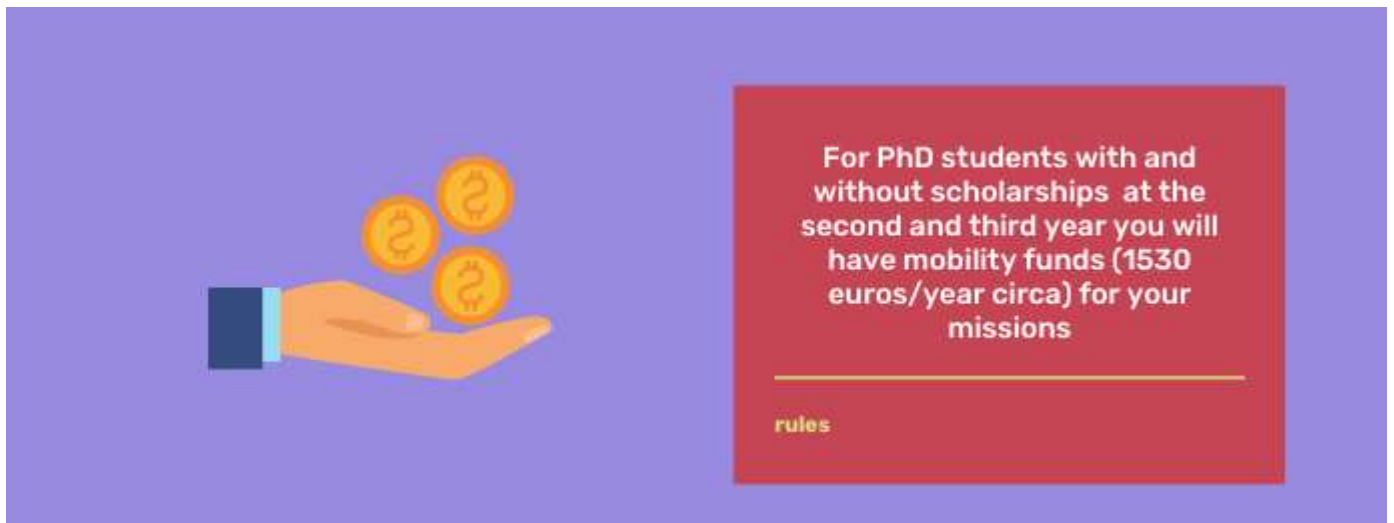
You are on mission when you travel in Italy (outside Florence) or around the world for more than 4 hours for reasons linked to your research.

Here the link to access to the Mission App: <https://websol.unifi.it/missioni/>

Follow this simple tips:

- Try to limit the use of private vehicles to the specific conditions provided
- Always deliver the original documentation to the secretariat
- Be sure about the resources available before the authorization (ask to Dr Margherita Mellini)
- Request the authorization even without refund, to be covered by the insurance in any case
- If the mission is abroad fill the forms related to the increasing of the scholarship (if entitled - check the funds for mobility) and the validity for the period of staying abroad

Funds for mobility



This fund is not available for visiting students.

Art. 14 comma 6 of the UNIFI Doctorate Regulation - From the second year each doctoral student (with and without scholarship but not visiting students) is assured a fund for mobility for 'research activity in Italy and abroad' – of about 3.100 euros (in the two years).

The council requires the students to **propose a plan of the expenses at the second year** to be agreed with the supervisor, in order to use wisely and in a timely manner this resource.

For the COVID19 emergency the type of expenses allowed was extended, as long as they are "relevant to the student's educational path":

1. Publication costs of journal articles (only if in open access mode)
2. software licenses
3. registration and participation, even remotely, to: training courses and language courses, even remotely, "single courses" or other paid courses at universities (not only by your home university), conferences and workshops even remotely
4. costs incurred for the language revision of articles and/or thesis
5. laboratory consumables
6. Inventory assets, costing even more than € 516.46 euros, excluding VAT: laboratory equipment and computer equipment.

However, other expenses may be needed, of a different nature to those indicated above and for which the relevance to the training course can be demonstrated, and within the budget allocated upon the fund for mobility.



For PhD students with scholarships is available the increasing of 50% of the scholarship for the period abroad (on daily base)

rules

In this case there are special forms for authorization and confirmation that should be sent after, with the exact period spent abroad.

The confirmation should be sent for every month within the 7th day of the month after to be sure to have the increasing in the first month available.

In case you forgot to send the confirmation in time, you are going to receive the increasing in the first payment available.

Compatibility



The students enrolled on doctoral courses are required to attend full-time

Required



In case of simultaneous performance of a work or extra activities the PhD student must request compatibility to the Board of Teachers.

Required

Please download the form for the request of compatibility and contact the administrative referent to know the next meeting of the Academic Council.

Insurance



The payment of the accident insurance premium (€ 6.50) on voluntary membership must be made through the PagoPa system (no longer through payment to the University's postal code).

PagoPA is the system for electronic payments created by the Agency for Digital Italy (AGID) and provided by the Digital Administration Code and D.L. 179/2012, mandatory from 1 March 2021.

So to make the payment you should connect to IRIS platform by Tuscany

Region <https://iris.rete.toscana.it/public/> and use the code 050001 for the central administration of Unifi - Università di Firenze.

If the subject is a foreigner, the payment can be made on IRIS as a spontaneous payment - pagamento spontaneo. A user without a tax code (e.g. foreign guests, foreign suppliers can make the spontaneous payment by entering the string "ANONYMOUS - anonimo" in the form field that it usually contains the tax code. (The field that contains the tax code has the label "Tax ID" because it is also expected to accept the VAT number for companies or professionals).

Please keep the receipt as proof of the insurance.

[Here more information for the payment: Stipula della Polizza Infortuni | Dipartimento | Dipartimento di Ingegneria Civile e Ambientale \(DICEA\) | UniFI](#)

From March 30th the University of Florence will propose another insurance with a new company.

Promotion to the following year

At the end of every academic year, within the end of October, the PhD students presents a report about the activity and research realized during the year to the Academic Board which deliberates about the promotion to the following year.