

VADEMECCUM

Dottorati di Ricerca

AA 2016/17



Università degli Studi di
Milano-Bicocca

1. ENROLMENT ON FIRST-YEAR COURSES

► When to register

After passing the exam, candidates must wait for the list of successful candidates (*graduatoria*) to be published on the official university notice board (*albo ufficiale*) and on the website at the following address:

<http://www.unimib.it/go/216341175>

They must then register by the date indicated in the list through the online administration pages (*Segreteria Online*) using the login credentials they were provided with on registering for the competitive exam.



Candidates will not be contacted personally unless they subsequently qualify because one or more other candidates have withdrawn.

After completing the registration procedure, students must download, complete, sign and upload the form entitled "*Dichiarazione per l'immatricolazione*", which is available at the following address:

<http://www.unimib.it/upload/pag/10131458/di/dichiarazioniximmatricolazione2016.pdf>

and print the electronic MAV (payment request) to pay the first instalment of fees.

The message "*In attesa di perfezionamento immatricolazione*" ("Pending completion of registration process") will be displayed on the student's personal *Segreteria Online* page for 3 to 5 days until the transaction has been processed.

► Email account

On registration, each doctoral candidate is assigned an email account in addition to a student identification number (*numero di matricola*). The associated email address has the following format:

nomeutente@campus.unimib.it (*nomeutente* = username)



Webmail is the official tool for communication between students and the university. It is important to check email regularly for any communications sent by the administration office.

► Holders of grants

Candidates awarded a research grant must:

- register for the INPS (National Social Security Institute) *Gestione separata* scheme
- fill in the form available at the following address:

<http://www.unimib.it/upload/pag/10131458/an/anagraficaibansett16.pdf>

with their personal and banking details and send it to the university office responsible for payments by email (pagamenti.dott-spec@unimib.it), including a photocopy of both sides of a valid identity document.

► Registration with INPS *Gestione Separata*

Students must apply to register for *Gestione Separata* on the INPS website. A PIN code is required to access the services. Students who do not already have a PIN code for INPS services can obtain one:

1. at any INPS centre
2. online, using the “request PIN” procedure (*procedura di richiesta PIN*);
3. by calling the INPS Contact Centre on 803 164 (calls are free from a landline phone);

INPS centres issue the PIN code immediately. Just hand in the PIN request form at the counter together with a valid identity document.

Students requesting their PIN code online or by calling an INPS Contact Centre receive the first eight digits via SMS, email or certified email, and the second eight by post at their residential address.



Registration is only possible from 1 November 2016, the official starting date for courses.

► Badge

After paying their registration fees (*tasse di immatricolazione*), PhD students receive a magnetic student card issued by Banca Popolare di Sondrio and personalised with their photograph.

This “badge” can be enabled to provide access to laboratories, canteens, libraries, lecture halls and classrooms, sports facilities and reserved areas. It can also be enabled at no charge as a prepaid credit/debit card at any Banca Popolare di Sondrio branch.



The badge is usually available for collection around 3-4 weeks after registration.

Banca Popolare di Sondrio sends an email to the university email account with instructions on how to make an appointment to collect it.

Doctoral students must sign their enrolment application at the bank.

Failure to collect the badge will result in the administrative suspension of studies.

► Choosing a tutor

PhD students are supervised in their research by a tutor, who must be a member of the PhD teaching staff. For holders of research project grants, the university tutor will be assisted by a co-tutor from the funding body.

The tutor is assigned by the teaching staff after consultation with the PhD student.

2. GRANTS

► Amount and payment

The annual amount granted, net of taxes, is €16,238.47. It is paid in monthly instalments on the 24th of the following month (e.g. the December instalment is paid at the end of January). The net monthly amount is €1210.15.

► Other sources of income

The research grant is compatible with other income received in the same calendar year on condition that it does not exceed €15,000 net of taxes.



The amount of the grant must not be included in the €15,000.



If the income limit is exceeded, the grant is suspended and the monthly payments received during the year must be returned.

► Incompatibility with other grants

No other research grants are allowed, except grants that supplement research periods abroad. A PhD student with a grant may therefore apply for an Erasmus mobility grant.

► Grants and tax returns

The grant is not subject to income tax (IRPEF). It is only subject to social security contributions under the INPS separately managed social security contributions scheme (*Gestione Separata*). If the grant is the only source of income, there is no need to file a tax return.

An income certification (*certificazione unica*) is sent to the university email address every year.

► Payment slips

Payment slips (*cedolini stipendiali*) detailing monthly payments of the research grant are available online by entering your login credentials at the following address: <https://www.u-gov.unimib.it>.

After logging in, click on the purple “*RISORSE UMANE*” icon and then select “*Consultazione documenti*” followed by “*Documenti personali*” from the menu on the left.

3. FORMALITIES FOR PHD STUDENTS

➤ Renewal of enrolment

Students may only renew their enrolment for their second and following years online by accessing their personal page in *Segreteria on-line* and clicking on the “*Rinnova Iscrizione*” button. When the procedure is completed, an electronic MAV (payment request) should be printed for the first instalment of fees to be paid by the expiry date.

The final dates for renewal of enrolment can be found at the following address: <http://www.unimib.it/go/171317512>

At the end of the 2017 calendar year, holders of research grants must submit a declaration that their income has not exceeded the maximum income that entitles them to receive the grant (€15,000).

➤ End-of-year assessment

At the end of each year of their course, PhD students must be assessed by the board of teaching staff to be admitted to the following year's courses.

Therefore, before the end of each year of their course, they are asked by the PhD School Sector (*Settore Scuola di Dottorato*) to complete an online questionnaire, which they must submit together with:

- a form regarding courses/lessons attended, participation in conferences/summer schools, teaching activity and any publications.

This form, which is available at <http://www.unimib.it/go/10131458>, must be signed by PhD students and their tutor.

- a file containing a description of no more than 5,400 characters in length detailing research activities during the year and a progress report regarding their dissertation.

Depending on the PhD course, students may be asked to give an oral presentation of their research activities.



Students assessed negatively by teaching staff are excluded from the PhD course and lose their research grant.

4. FEES AND CONTRIBUTIONS

► Amount of enrolment fee

Fees are set annually by the board of governors.

The first instalment is €260.00 and must be paid by **30 September 2016**.

The second instalment is based on an “Equivalent Economic Situation Indicator”, or ISEE. The maximum amount is €1,000.00 and must be paid by **15 May 2017**.

Payment must be made using the electronic MAV (payment request) that can be printed from the student’s personal *Segreteria Online* page.

► How to obtain ISEE certification

PhD students must obtain an **ISEE certification for PhD courses** by filing a form called *Dichiarazione Sostitutiva Unica* by 18 November 2016 with a CAAF (Authorised Tax Assistance Centre), with any other authorised person, or via the INPS website.



For the ISEE certification to be acquired via computerised procedure, the PhD student must have enrolled for the 2016/17 academic year and have requested and obtained an **ISEE PER I CORSI DI DOTTORATO (ISEE FOR PHD COURSES)**.



PhD students who have not enrolled for the 2016/17 academic year, are resident abroad or have income abroad must provide the Fees Desk (*Sportello Tasse*) with a paper copy of the ISEE certification or the documents necessary to calculate the ISEE indicator. They may also be sent by email to segr.studenti.tasse@unimib.it.



To calculate the ISEE indicator, the PhD student’s family is considered to consist exclusively of the applicant, his/her spouse and children aged under and over 18.

Students who do not wish to submit ISEE certification because they are in the highest contribution bracket are under no obligation to complete any document.

For more information contact segr.studenti.tasse@unimib.it or see the following link:
<http://www.unimib.it/go/171382056>.

► Late payments

Penalties for late payments depend how many days they are made after the deadline:

10% of the amount for late payments made between one and sixty days after the deadline;

15% of the amount for late payments made sixty-one days or more after the deadline.



Students who are not up to date with the renewal of their enrolment and payment of fees may not ask for certifications to be issued.

5. COURSES

Courses offered to PhD students are organised as follows:

- courses specific to the students' own PhD programme. The course calendar is available on the specific web page for each PhD course.
- cross-disciplinary courses arranged by the PhD School.

The calendar for these cross-disciplinary courses is available at the following address:

<http://www.unimib.it/go/48499>



Starting from the 23rd PhD cycle, to gain a PhD qualification each student must obtain at least **8 ECTS**: 4 from courses specific to their own PhD programme and at least 2 (compulsory) up to a maximum of 4 from cross-disciplinary courses.

➤ [Rosetta Stone language courses](#)

PhD students may take the free online language courses offered by the university.

The Rosetta Stone courses cover all levels from beginner to advanced (from A1 to C1) in the following languages: English, French, German, Spanish, Dutch, Chinese and Italian for foreigners.

They can be accessed via the following link:

<http://elearning.unimib.it/rosettastone>

and logging in using one's own @campus.unimib.it account. In the section entitled "*altre attività formative*", click on "*idoneità di Ateneo*" followed by "*corsi di lingue Rosetta Stone*".



In addition, online examinations may be taken at the Permanent Language Laboratory (*Laboratorio Linguistico Permanente*), Lab 732, Building U7, for the award of Open Badges certifying the equivalent levels of the Common European Framework of Reference (CEFR), from A1 to C2, in English, French, German, Spanish and Italian. However, they do not constitute internationally recognised certifications of language proficiency.

6. STUDYING ABROAD

► Research periods abroad

PhD students may study abroad at foreign universities or research institutes for up to a maximum of 18 months.



Before leaving

At least one month before leaving, **all PhD students** (whether holders of grants or not) must send the application form for studying overseas, to the following email address: dottorati@unimib.it. The form is available at the following link:

<http://www.unimib.it/upload/pag/10131458/1/ri/richiestafrequenzaesterorequestfortrainingabroad.pdf>

A photocopy of a valid identity document must be attached.

For overseas research periods of less than 6 months, the form must be signed by the coordinator, while for periods of longer than 6 months, the PhD School Sector must ask the teaching staff for authorisation.



During the period abroad

To obtain the grant supplement, by the 30th of each month an attendance certificate signed by the tutor abroad must be sent to the payment office at the following email address: pagamenti.dott-spec@unimib.it. This certificate is available at the following link:

<http://www.unimib.it/upload/pag/10131458/2/fr/frequenzaestero.pdf>

► Funds available for PhD students

During study periods abroad of **longer than 30 days**, the grant is increased by 50 percent.

From the second year onwards, in addition, **each PhD student, with or without a grant**, has an available budget for research in Italy and abroad of not less than 10% of the grant. This sum is managed directly by the service centre (*centro servizi*) and by the department under which the PhD course is held.

The research budget may be used by PhD students with or without a grant for expenses during study missions or participation in conferences, seminars, schools, expenses relating to preparation of the PhD thesis, expenses for seminars and conferences given by external teachers, purchase of consumable materials, services and maintenance of equipment and instruments.

► Authorisation of study/research mission and reimbursement of expenses

Before embarking on a study mission (whether for research periods abroad or to attend congresses/summer schools) it is necessary to complete the study missions form (online or on paper) and be authorised by the course coordinator and by the director of the department in which the course is held.

On returning from the mission, in order to be refunded for expenses, the form completed previously must be filled in and handed in with the original receipts.

All of the documentation must then be handed in to the Service Centre (Centro Servizi), which then forwards it to the university Missions Office (Ufficio Missioni) for payment.



For more information, students should contact their department's Service Centre.

Regulations regarding missions are available at the following link:

<http://www.unimib.it/go/45169/Home/Italiano/Personale/Missioni>

► Doctor Europaeus

The Doctor Europaeus supplements the qualification of PhD. It is not an academic qualification.

The conditions to obtain it are as follows:

1. Two positive assessments of the PhD thesis by two reviewers at two universities in two European countries other than the one in which the thesis is to be defended
2. At least one member of the final examination board must be from a university in a European country other than the one in which the thesis is to be defended
3. Defence of the thesis in one of the official languages of the European Union other than the language of the country in which the thesis is defended (French, English, German, Spanish)
4. A research period of at least 3 (not necessarily consecutive) months in a European country other than that of the PhD student

Students interested in receiving this supplementary certification must send the appropriate form via email to dottorati@unimib.it at least 60 days before the completion of the cycle. This form is available at the following address:

<http://www.unimib.it/upload/pag/10131458/mo/modulorichiestadenew.pdf>

► Co-tutorship

Co-tutorship is a specific way of obtaining a PhD, based on an agreement between the University of Milano-Bicocca and a foreign university.

It has the following characteristics:

- The PhD student enrolls at both universities. The enrolment fee is paid at only one university, generally the one at which the student enrolled first
- Research is conducted over alternate periods in the institutes in the two countries under the supervision of the two thesis coordinators
- Final examination in the presence of a commission made up of members of both countries

At the end of the study programme, students are awarded a dual qualification which is recognised in both of the countries between which the agreement was established.

For more information or to request a scheme of the agreement, contact the PhD School Sector (*Settore Scuola di Dottorato*).

7. SERVICES FOR PHD STUDENTS

➤ Who to contact

PhD School Sector (*Settore Scuola di Dottorato*) – for administrative services, information about courses and examinations, activation of agreements and funding

Email: dottorati@unimib.it

By appointment at Building U17, Piazzetta Difesa delle Donne, Desk (*Sportello*) 10

Monday 1.45 – 3.45pm

Friday 9am – 12pm

Payments Office – for information about grant payments

Email: pagamenti.dott-spec@unimib.it

Fees & Exemptions Office – for information regarding the payment of fees, ISEE (Equivalent Economic Situation Indicator), assignment of accommodation and canteen

Email: segr.studenti.tasse@unimib.it

Legal Office – for information about insurance coverage and reporting accidents

Email: assicurazioni@unimib.it



Student webmail (username@campus.unimib.it) is the official tool for communication between students and the university. It should therefore be checked regularly and used for communication with the university offices.



Please note that PhD School emails may arrive from two addresses:

dottorati@unimib.it

scuoladottorato@info.unimib.it

It is therefore recommended that users add these addresses to their mailbox contact list to prevent them from finishing in the spam folder.

➤ Forms

All forms are available on the following page of the university website: “*Modulistica per dottorandi*”
<http://www.unimib.it/go/10131458>

➤ Requesting certificates

Certificates of attendance, enrolment with or without the amount of the grant, and obtainment of qualification in Italian and English can be requested by emailing the form available at the following address:

<http://www.unimib.it/upload/pag/10131458/ri/richiestacertificatirequestforcertificates29agosto16.docx>

to dottorati@unimib.it.

By law, all certificates can only be issued with a revenue stamp (marca da bollo) affixed.

When the request is received, a MAV (payment request) is generated. It can be viewed on the student's personal student's personal *Segreteria Online* page.

The amount payable by MAV varies according to the number of certificates and whether they need to be sent. Charges are as follows:

€16 per request + €16 for issue of each certificate (+ postage charges if applicable)

Certificates can be picked up directly by appointment from the desk a few days after the request directly from the desk by appointment. Alternatively they can be sent to the student's home address (€10 in Italy, €15 overseas).



By law, government offices may not request certificates, but only self-certifications, which can be printed from the student's personal *Segreteria Online* page.

➤ Replacement of badge



Damage, loss or theft: students may request a duplicate of their badge by accessing their personal *Segreteria Online* page and selecting "*Richiesta duplicati*".

They must then send an email to dottorati@unimib.it, attaching:

- the printed request
- receipt of payment of MAV
- copy of the report of the loss/theft (or declaration in lieu of affidavit, *dichiarazione sostitutiva dell'atto di notorietà*)
- photocopy of identity card

Cost of replacement: €20



Badges due to expire or demagnetised:

If the badge is used for banking services, the form available at <http://www.unimib.it/upload/pag/10131458/0/du/duplicatobadge.pdf> should be sent to dottorati@unimib.it.

The bank will call to arrange for its replacement within 3 weeks.



If the badge is only used for university services (e.g. libraries or car parking), the holder may continue to use it without requesting a duplicate.

➤ Insurance

All PhD students are covered by both accident and third party liability insurance in Italy and abroad during all of their study and research activities.

An insurance certificate can be obtained, in English if necessary, by emailing a request to assicurazioni@unimib.it and attaching a copy of an identity document and university badge.

➤ **Canteen**

PhD students may dine at reduced prices at the university canteens and other affiliated restaurants. The cost of meals is divided into various bands according to students' ISEE (Equivalent Economic Situation Indicator).

A canteen card must be applied for **by 15 December 2016** via the *Sportello On Line* link at the following address: <http://www.unimib.it/go/49163/Home/Italiano/Studenti/Studenti/Diritto-allo-studio>.

The canteen profile will be recorded on the university badge pending confirmation of enrolment for the 2016/17 academic year.

➤ **Accommodation**

Students attending the 22nd, 21st, and 20th research cycles and duly enrolled for the 2016/17 academic year may apply to be assigned one of the 50 rooms at preferential rates at the university hall of residence in Building U22, in Sesto San Giovanni.

Applicants must fill in the form available at the following link:

<http://www.unimib.it/upload/gestioneFiles/dottoratidiricerca/infoamministrative/moduloalloggiodottorandi.pdf>

and hand it in to the Fees Office (*Ufficio Tasse*) in Building U17 or send it to segr.studenti.tasse@unimib.it **between 5 September 2016 and 27 January 2017**.

Two lists will be drawn up:

- an intermediate list published at the end of October to assign beds to 1st and 2nd-year PhD students starting from 2 November 2016
- a final list published in February 2017 for the assignment of rooms starting from 1 March 2017

The cost of a single room is €225 per month, while a double room costs €200.

8. RIGHTS OF PHD STUDENTS

➤ **Work**

Enrolment on a PhD programme entails a full-time commitment.

Any work which involves a limited number of hours must therefore be authorised by the teaching staff.

➤ **Supplementary teaching activities**

PhD students may tutor students attending university courses and perform supplementary teaching duties without an increase in their grant for up to a maximum of forty hours per academic year.

Any paid teaching work must be authorised by the teaching staff. Authorisation can be requested by emailing the appropriate form, “*richiesta di autorizzazione allo svolgimento di incarico retribuito*”, to dottorati@unimib.it. The form is available at the following address:

<http://www.unimib.it/upload/pag/10131458/au/autorizzazioneattivitalavorativa.pdf>

► **Suspension**

PhD students may ask for their research to be suspended for up to one year for the following reasons:

- maternity
- serious, documented illness
- specific family situations
- permanent public-sector employment during the trial period
- TFA (*Tirocinio Formativo Attivo*)

To do so they must send the specific form available at the following address:

<http://www.unimib.it/upload/pag/10131458/so/sospensionefrequenzasuspensionattendance.pdf> to dottorati@unimib.it, attaching an identity document and any other documentation justifying the need to suspend research activities.

PhD students must notify the PhD School Sector (*Settore Scuola di Dottorato*) when they recommence their research activities using the form available at the following link, signed by their coordinator:

<http://www.unimib.it/upload/pag/10131458/ri/ripresaattiviresumptionofactivities.pdf>



During the suspension period, the grant is no longer paid. The PhD student concerned must make up for the time lost to suspension at the end of the three years.

► **Maternity**

Maternity protection provisions under current legislation apply to female PhD students.



At the beginning of pregnancy

Students must always notify the Prevention and Protection Sector (*Settore Prevenzione e Protezione*) and the PhD School Sector (*Settore Scuola di Dottorato*) of their pregnancy using the form provided at the following address:

<http://www.unimib.it/upload/pag/47634/mo/mod044segnalazionepropriaattivamissioneegravidanza.pdf>

including a certificate from their gynaecologist confirming their pregnancy and stating the presumed date of birth.

The university doctor then assesses their conditions of activity and authorises them to continue.



Before the period of compulsory suspension

By law, pregnant PhD students must suspend their activities from the 7th month of pregnancy until the 3rd month of life of the child. They must therefore email the suspension of attendance form (*modulo di sospensione frequenza*) to dottorati@unimib.it. The form is available at

<http://www.unimib.it/upload/pag/10131458/so/sospensionefrequenzasuspensionattendance.pdf>

They must attach the certificate issued by their gynaecologist with the presumed date of birth.



Students wishing to suspend their activities from the 8th month of pregnancy until the 4th month of life of the child must request authorisation to do so during the **7th month (not earlier)**, attaching a certificate from their gynaecologist stating that they may postpone suspension of activities.



At the end of the maternity period

The PhD student concerned must inform the PhD School (*Scuola di Dottorato*) that she has resumed her activities using the following form, signed by the coordinator:

<http://www.unimib.it/upload/pag/10131458/ri/ripresaattivitresumptionofactivities.pdf>



During the period of suspension of the grant, PhD students may alternatively have INPS (the National Social Security Institute) cover their months of compulsory maternity leave.

➤ **Withdrawal**

Students may withdraw from the PhD course at any time.

PhD students must arrange an appointment by telephone to consign the form available from the link below to the PhD School desk (*Sportello della Scuola di Dottorato*) along with a €16 revenue stamp (*marca da bollo*):

<http://www.unimib.it/upload/pag/10131458/ri/rinunciadottoratowithdrawalphd.pdf>

The grant is maintained until the date of withdrawal.

➤ **Representation of PhD students on university bodies**

PhD course teaching staff

A representative of PhD students from each active cycle attends PhD course teaching staff meetings, exclusively to discuss teaching and organisational issues.

Department Board

The Department Board includes representatives of students enrolled on PhD courses. The number of representatives, the duration of their term of appointment and election procedures are established by the department regulations.

PhD School Council

The PhD School Council consists of the president, the coordinators of the PhD courses, the persons responsible for the school's administrative structure and three representatives of students enrolled on PhD courses. The term of appointment of the PhD student representatives is two years.

9. FINAL EXAMINATION AND THESIS

► Thesis



The PhD thesis can be written in Italian or English (other languages require the authorisation of the teaching staff). It must include:

- an abstract in both Italian and English
- a report on activities conducted during the three years and any publications



The thesis is assessed by two Italian or foreign teachers or experts in the subject who are external to the teaching staff and to the University of Milano-Bicocca.

Following this assessment, two courses of action are possible:

- the thesis is accepted for defence
- defence of the thesis is postponed for a period of 6 months. On completion of this period, the PhD student is admitted to the final examination in any case and the same teachers or experts provide another written assessment, after any corrections or additions have been made to the thesis.

The assessments are always communicated to the coordinator, the PhD student and the board.



The title page of PhD theses must be the one available for download from the following link:

<http://www.unimib.it/upload/gestioneFiles/dottoratidiricerca/esamifinaliistruzioni/frontespi ziodef1.docx>

► Application for award of qualification

In order to apply to be admitted to the final examination, students must access their personal *Segreteria Online* page, select “*Conseguimento titolo*” and enter the information requested. At the end of the procedure a MAV (payment request) is printed. The amount, €64.62, must be paid by the final date for entering the application.

PhD students who wish to request an embargo period for their thesis must also upload the form provided, signed by the coordinator and tutor. The embargo is the period of time (up to 36 months) during which the thesis is not available for consultation.

► Deadlines

The final date to apply for admission to the final examination and deposit the thesis are published on the following page: <http://www.unimib.it/go/190027646>.

➤ Final examination

The final examination consists of a public discussion of the final thesis before the degree committee. At the end of the discussion, the thesis is approved or rejected without the assignment of a mark. The committee may assign a *cum laude* verdict for results of particular scientific significance.



If the committee's assessment is negative, the PhD student loses his/her status of doctoral candidate and may not take the final examination.

Failure on the part of PhD students to attend the final examination may be justified only in the event of adequately documented illness or force majeure. In such cases they may be readmitted to discuss their thesis, whereas students who are absent without justification forfeit the right to take the final examination.