



Doctoral Course in Chemical, Geological and Environmental Sciences



Cycle XXXVII
a.y. 2021/2022



*Handbook for Ph.D.
Students @ DISAT*

Introduction

This Handbook aims to collect, organize, and forward information useful for each Ph.D. student at DISAT (information about how applying for a Ph.D. position is not included here). The content, as well as the structure of this handbook, are updated and amended whenever required. All the deadlines that are reported refer to Ph.D. courses that start in November. The timelines for ITN Marie Skłodowska Curie Ph.D. programs depend on the starting date.

The Ph.D. Course in Chemical, Geological, and Environmental Sciences is organized in three Curricula:

- Chemical Sciences
- Geological Sciences
- Terrestrial and Marine Environmental Sciences

Each student will be part of a curriculum. He/she will be followed by a Tutor and a Supervisor, or by a Tutor, which also acts as a Supervisor. The Tutor monitors the student activities and acts as a referent in the Teacher Board. The supervisor follows the research activity of the student, including the thesis. The Tutor must be part of the Teacher Board but not necessarily working on the thesis subject.

The official language of the Course is English.

The teachers of the curricula in Geological Sciences and Terrestrial and Marine Environmental Sciences are part of the Department of Geological and Environmental Sciences (DISAT). The teachers of the curriculum in Chemical Sciences belong to DISAT and the Departments of Biotechnologies and Biosciences (BtBs) and Material Sciences (MATER).

Coordinator: Prof. Marco Giovanni Malusà (marco.malusa@unimib.it)

Responsible for the Curriculum in Chemical Sciences (and deputy director):

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Responsible for the Curriculum in Geological Sciences:

Prof. Federico Agliardi (federico.agliardi@unimib.it)

Responsible for the Curriculum in Terrestrial and Marine Environmental Sciences:

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Secretary: Matilde Giberti (matilde.giberti@unimib.it)

Websites

<https://www.disat.unimib.it/en/research/phd-course>

<https://en.unimib.it/education/doctoral-research-phd-programmes>

Didactic deadlines and duties

The teaching plan for the PhD Course in Chemical, Geological and Environmental Sciences includes intercurricular courses and specific courses for the different curricula. Each PhD student has to attend at least 100 hours of teaching for a total of at least 8 ECTS, including at least 2 ECTS of interdisciplinary courses (<https://elearning.unimib.it/course/index.php?categoryid=6324>) and at least 4 ECTS of intercurricular and/or curricular courses offered by the teaching plan of the doctoral Course in Chemical, Geological and Environmental Sciences (<https://elearning.unimib.it/course/index.php?categoryid=1732>). These requirements may vary for Executive and High-Apprentice PhD students.

Ph.D. students can participate in a range of teaching activities, including laboratory assistance and tutoring. Before undertaking any teaching activities, Ph.D. students submit an 'approval to teach' request to the Coordinator. The teacher board approves teaching activities to a maximum of 40 hours per academic year.

Deadlines of the Ph.D. Course are usually annual.

- **Presentation of projects (I year):** within the second month after starting the activities, each Ph.D. student must submit the research project, in agreement with the supervisor and tutor. The project (3-5 pages) must be submitted to the Coordinator and for the Teaching Board approval. The project must contain the research activity's primary objectives, without describing details that may change during the development.
- **Course attendance (I year):** 1st year Ph.D. students should attend teaching. Courses can be chosen within the University of Milano-Bicocca courses and any other universities or specialist schools. At the end of each course, it is good to have a certificate of attendance, indicating the courses duration (in hours), signed by the teacher. Laboratory and field security courses are compulsory although they do not count as didactic activity.
- **Didactic activity (II year):** Ph.D. students of the 2nd year should attend teaching (to total at least 100 hours). Ph.D. students should also hold a seminar on a topic not directly related to their project. The topic of the seminar is decided by the Teaching Board within each curriculum.
- **Annual report (I & II years):** admission to the II and III years of the course requires evaluation of didactic and scientific activities. Approximately at the end of the academic year, each Ph.D. student must write a report (in English) on his/her research activities. The report's structure is defined by the Doctoral School; however, it may be requested an additional extended scientific report to be presented to the Teaching Board. Each curriculum can organize it independently. Also, the report requires listing all the teachings followed (courses, seminars, etc.) and another chapter summarizing the scientific results (poster or oral presentations, papers, proceedings, and so on). The deadline for submission is usually between mid- September and the beginning of October.
- **Scientific seminar (I & II years):** At the end of the academic year, each Ph.D. student must give an oral presentation (in Italian or English), even by videoconference, illustrating the activities carried out to the Teaching Board and the other Ph.D. students. The presentation should last about 15 minutes with time for discussion. The scientific seminar is a form of examination, which the Teaching Board evaluates to decide whether the student can progress to the following year or not. The presence of all the PhD students at any seminar is made compulsory by the internal regulations. It is extremely desirable to form an active group of Ph.D. students. Scientific seminars are usually given in September-October.
- **Training period abroad:** Each Ph.D. student is expected to spend a period of at least 6 months abroad (12 months in case of collaboration agreements on a double Ph.D. degree), upon

authorization of the Teaching Board. Scholarship holders can apply for a 50% increase in the scholarship for the entire duration of their stay abroad. The maximum allowed period of stay abroad is 18 months.

- ***Publications (III year)***: During the Ph.D. program, the Ph.D. student will have to publish the results of their research. To be authorized at the final examination, the Ph.D. student must present at least 1 paper (in press, or accepted, or published) in a peer-reviewed ISI scientific journal.
- ***Submission of the thesis to be sent to the evaluators (III year)***: the new law on PhD courses (Decree of February 8th, 2013, n. 45) considers the nomination of two external evaluators of the thesis by the Teaching Board. At the end of the cycle, the thesis must be uploaded online to be sent to the external evaluators. They must provide their comments within 30-45 days. Evaluators may propose the admission of the thesis to the public defense, or 6 months' postponing if relevant corrections and amendments are deemed necessary. In this last case, the amended thesis must be resubmitted to the evaluators.
- ***Submission of the thesis to the commissioners (III year)***: following acceptance by the evaluators, a hard copy of the thesis must be sent to each of the components of the final exam Commission. The Coordinator will communicate the names of the members of the Commission.
- ***Final examination (III year)***: The Final exam consists of a 45-minute presentation of the thesis, including a short report of the activities carried out during the entire Ph.D., followed by discussion (usually around 30-60 minutes).

Students need to follow the COVID 19 training course, which you can find here:

Online course "COVID-19: Safety Measures for the Return to University"

<https://elearning.unimib.it/course/view.php?id=33113> (English version)

"COVID-19: Rientro in sicurezza, misure anti Covid 19"

<https://elearning.unimib.it/course/view.php?id=32975> (Italian version)

Students will have to present the certificate (issued at the end of the course) to the Teacher.

Administrative deadlines and duties

All the forms necessary to fulfill deadlines and duties are available at:
<https://www.unimib.it/didattica/dottorato-ricerca/carriera/modulistica-dottorandi>
For info: dottorati@unimib.it

- **Enrolment renewal:** the enrolment renewal is fixed each year, generally, on September 30th. The procedure for the renewal can be found online for both scholarship holders and non-scholarship holders. Inside the personal page of “Segreterie online” it is possible to renew the enrolment by clicking on “Rinnova Iscrizione”. At the end of the procedure, all Ph.D. students must print an electronic MAV (bank payment form) to pay before October 2nd. After completing the on-line procedure, all scholarship holders must fulfill the proper forms and send them to Segreterie online.
- **Payment of the II installment:** the deadline for the II installment payment (non-scholarship holders only) is usually around 13 May of each year. The amount due depends on the ISEE to a maximum of around 1.000 euros.
- **Final doctoral exam request:** the form must be sent to Segreterie online, usually during the first two or three weeks of October.

Rights of the Ph.D. students

- **Drop-out:** students who wish to drop out of the doctoral program must fill out and send the form to the Doctoral School Office one month before leaving. Students can drop out at any time. The doctoral scholarship will be paid up until the student leaves the program.
- **Suspension:** Ph.D. students may suspend their doctoral program in the following circumstances: maternity; a serious, documented illness; special situations; hiring under a temporary contract in the public administration during the trial period. The request to suspend the doctoral program must be sent to the Doctoral School Office at dottorati@unimib.it. If the student is a scholarship holder, the scholarship will be suspended until reintegration in the program. Students must make up for time lost because of the suspension before submitting the final doctoral exam request.
- **Periods of research abroad:** any Ph.D. student must spend a period abroad, from a minimum of 6 months to a maximum of 18 months. Authorization by the Teaching Board is required. Scholarship holders can apply for a 50% increase in their scholarship for the entire duration of their stay abroad. The Coordinator must approve documents and forms at least 20 days before leaving. During the stay abroad, the student must send (by e-mail) the certificate of attendance, signed by the foreigner tutor, to the appropriate office (indicated on the form).
- **Delegates:** any doctoral cycle (year) at the DISAT has the right/duty to elect a representative in the Department Council and in the Teaching Board of the Doctorate. PhD student delegates should collect any idea, question, and remark from other colleagues and bring them to the Council. Delegates can vote for all issues discussed in the Department council, except those of teachers' unique interest.
- **Departmental Car:** any Ph.D. student can use the Department car by handing in the appropriate request.

- **Funds availability:** Any student (both with or without scholarship) will be attributed **3300 E** in the 2nd and 3rd year, as two slots of 1650 E (**scientific research funds**). Students should send request Pasquale Frusciante (**pasquale.frusciante@unimib.it**) to be associated with a specific fund, which is indicated by the Coordinator.

These funds can be in principle used for:

- Travel expenses (without kilometeric limitation)
- Accommodation costs (hotels up to the 2nd category – 3 stars)
- Refund for enrolment of meetings, courses or

Funds might also be used in principle for:

- Buying consumable materials, services, instruments maintenance, chemicals reagents, electronic components, lab animals, use of calculators etc.
- Refund for travel expenses (to be documented), if related to the thesis activities.
- Refund for open access license for publications as first authors related to the thesis.
- Refund for meetings enrolment if related to the thesis activities
- General costs: administration, telephone, mail, stationery

With research funds it is not possible to:

- Invest (instruments, furniture etc.) in materials subject to inventory
- Buy books or journals
- Print any publication

In addition, any student is allowed free analyses in the DISAT laboratories to a maximum of **300 E** per year. A general doctoral fund also exists, which is available for the Teaching Board. The amount of the fund is about 4000 € per cycle and is used for general expenses.

It is recommended to check first with the administration in the Department, before using personal funds.

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