

DOCTORATE IN CHEMICAL SCIENCES STUDENT CHART

December 11th 2020

This document contains information and rules concerning the activities within the Doctorate in Chemical Sciences, including duties of the PhD student and the roles of the key figures (supervisor, director, teaching board) involved in the organization, verification, and authorization of activities.

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ANNEXES

1-DOCTORAL PROGRAMME IN CHEMICAL SCIENCES – AN OVERVIEW

THE AIM

The Doctoral Programme in Chemical Sciences, open to any student possessing a suitable Master degree (or an equivalent one obtained abroad), aims at equipping the doctoral student with the expertise necessary to carry out highly qualified research activities in the various areas of Chemistry in universities and other public or private research institutions.

THE RESEARCH AREAS

The Doctoral Programme in Chemical Sciences is promoted by the scientific community of the Department of Chemistry, Life Sciences and Environmental Sustainability (SCVSA), formed by internationally recognized research groups, which are actively working in the fundamental sectors of chemistry such as Analytical Chemistry, Physical Chemistry, Inorganic Chemistry, Industrial Chemistry and Organic Chemistry. A description of the research projects currently being carried out at SCVSA is available at: <https://scvsa.unipr.it/it>

HOW TO APPLY

The available positions are limited. The eligible applicants must apply for a competition following the procedure reported in the call [<https://www.unipr.it/didattica/post-laurea/dottorati-di-ricerca>]

WHAT YOU ARE EXPECTED TO DO

The programme and the scholarships cover a period of three years. Each doctoral student will be associated to a supervisor at the beginning of this three-year period; the supervisor will ensure the scientific training of the student. The training programme requires that the PhD students: 1. carry out research activity in one of the research groups of the Department on one of the specific topics published in the call 2. attend training periods in external research groups in Italy or abroad 3. follow a specific advanced and interdisciplinary training including - lectures and seminars - national and international schools concerning subjects related to research 4. publish the research outcome in qualified journals or submit patents; 5. be involved in teaching assistance, popular science and vocational training activities.

The doctorate encourages with all available means the students to attend training periods in external research groups in Italy or abroad.

FINAL EXAM

To obtain the title, at the end of the three-year period, the student must submit a thesis that will be judged by two external referees and subsequently by an examination Jury.

2-RIGHTS AND DUTIES OF PhD STUDENTS.

After being enrolled, the PhD student becomes a temporary staff member of SCVSA and as such has the rights and duties defined by the Regulations of the University of Parma and of the Doctorate in Chemical Sciences:

- a) The PhD student has the right to be represented in the Department Council.
- b) The student has the right to have an institutional e-mail, which is provided by the ITC service
- c) The PhD student has the right to be represented in the Teaching Board of the PhD in Chemical Sciences by one representative of the doctorate cycle for discussion of organizational issues.

- d) The PhD student has the duty to work assiduously at her/his research project and of being available for activities of general interest such as teaching assistance, dissemination and orientation.
- e) The PhD student has the duty to respect all rules and laws for safety and discipline imposed by the University and by the Department.
- f) The PhD student must attend to the activities defined by the regulation of the PhD Doctorate (see point 5 of the present chart).

Formal duties

-each year the student must

- Pay the Doctoral enrollment fee (if applicable) and regional tax according to the instructions of the Central Doctoral Office (<https://unipr.esse3.cineca.it/Home.do>)

- Plan the courses, schools and seminars to attend (this must be done at the beginning of the academic year, in January) and send the list to the Coordinator which will hand it over to the Teaching board for approval. If necessary, this list can be amended at a later stage by communicating changes to the Coordinator. The approval will be determined by the Teaching Board at the first available meeting.

- Chose the activity of assistance, dissemination, orientation of high-school students, and popular science one plans to participate to. (Beginning of the academic year, January). Amendments can be done during the year, according to emerging new needs, by communicating changes to the Coordinator. Subsequent approval will be decided by the Teaching Board at the first available meeting. Please remember that the doctoral student can be asked to be involved in up to 40 hours of teaching assistance every year.

- Attend didactic activities and obtain the documents necessary to assess the attendance and communicate them to the Coordinator to be stored in the student's profile.

- Provide the Supervisor in due time with all the information needed to prepare the annual report described at point 6 of the present chart.

- Participate to the annual meeting (Dottorato day, point 6 of this chart) and present the results of the research work of the year (for the first two years) and of the whole doctorate program at the end of the third year. In case of absence due to health problems or when spending a training period abroad or attending a Conference, send a communication stating the reasons for the absence to the Coordinator.

-During the PhD program the student should

- Publish the results of research in peer-reviewed scientific journal. As all other staff in the Department, PhD students should send notice of every scientific paper, as soon as it is finally accepted, to the SCVSA Research Board, and add the relevant information to the IRIS database of the University of Parma. It is recommended to check with the supervisor in order to avoid duplicates in the databank.

- File patents, whenever appropriate, to defend the Intellectual Property of results particularly significant for industrial applications. Please remember that also for PhD students' inventions, the University of Parma is always proprietary of the patent rights (according to the regulation for intellectual property). The PhD student will be acknowledged as inventor.

-When the PhD student plans a secondment (period of training elsewhere).

Secondment to other host institutions in Italy or abroad for at least three months are strongly recommended. When seconded abroad for research work in a host laboratory for a period of more than one month, students have the right to a 50% increase in their Doctorate Scholarship. The secondment (and hence the 50% increase) must be approved

in advance by the Teaching Board. The student must send a request (by filling in the form available on line) to the Doctorate Service, together with the required documents. For periods of less than six months, the Coordinator or the vice Coordinator can directly sign the request and this is subsequently communicated to the Teaching Board at the first available meeting. For periods of more than 6 months, the student should send to the Coordinator a request which could be approved by the Doctorate Board, and then fill-in the request for support to the Doctorate Service.

All students are encouraged to apply for an international mobility contribution from specific programs, in particular those offered by the University, Erasmus+ and Overworld programs are also possible sources of financing for mobility expenses.

Also secondments in a host institution in Italy must be approved by the Teaching Board. They do not allow for the 50% increase in scholarship and do not have general forms of financial support.

When abroad, if the student plans to extend the secondment period in agreement with his/her supervisor, a formal request must be sent in advance to the Coordinator using the on-line form. In case of urgency, the Coordinator or the vice Coordinator can provisionally sign the request and the subsequent formal approval will be done by the Teaching Board at the first available meeting.

-When the PhD student plans to attend a conference, a workshop or a congress.

The student can obtain reimbursement of the expenses, provided that the research group has available funds. The rules for this reimbursement are the same as those in force for the Department staff: the student must apply for a mission authorization by filling in the relevant form and send it to the Director of the Department; the subsequent request for reimbursement must be presented using the appropriate form to the Administrative Secretariat.

-If the student plans to start external activities not related to the PhD program.

External activities which do not interfere with the PhD program are admitted, but must be approved in advance by the Teaching Board. The Student must send the request to the Teaching Secretariat and it will be subsequently examined for approval by the Teaching Board at the first available meeting.

3-KEY FIGURES AND OFFICES IN THE PHD PROGRAMME

(SEE ANNEX 1 FOR UPDATED INFORMATION)

-Director of the Department

Each PhD student is enrolled as temporary staff member of SCVSA. The Director of the Department is responsible for all the activities (teaching, research, administration) of the Department, including those pertaining to the doctorate programme, in agreement with the decisions of the Department Council. PhD students must follow the rules of the Department and are subjected to the Director's authority as all other permanent or temporary staff.

-Supervisor

The supervisor is the principal responsible for the research and training program, and is the first person to whom the student must refer to when reporting problems and difficulties. The PhD student must periodically report to the supervisor about the research work, follow the supervisor's directives, and collaborate with her/him in the preparation of the annual and final reports and of the thesis.

-Coordinator of the Doctorate

The Coordinator has the role of preparing and coordinating the activities of the Doctorate and the Teaching Board meetings. Therefore, s/he acts as interface between the PhD student and the

Teaching Board and students must refer to her/him for specific questions and requests to be discussed in the Teaching Board. The coordinator will also manage the procedure for the submission of the PhD thesis and for the final examination.

-Teaching Board

The Teaching Board takes decisions about the organization and the activities, and approves specific requests of supervisors, lecturers, and PhD students. It also assigns the available research projects to the students, approves the admission of the student to the second and third year and to the final examination. One representative for the students of each year (doctorate cycle) is entitled to participate to the Teaching Board meetings, report about students' requests, and contribute to the decisions only for issues concerning teaching and organizational issues.

-Administrative secretariat

The Administrative Secretariat is the student's interface for administrative issues (order of products, reimbursements, information about funds and issues to be discussed in the Department Council).

OTHER FIGURES RELATED TO DOCTORATE COURSES AT THE UNIVERSITY OF PARMA

-Central Doctoral Office of the University of Parma

The Central Doctoral Office is responsible for all official acts for the Doctorate Programmes, in particular for enrollment, scholarship increase for secondments abroad, doctorate fees, and final examination.

-Doctorate School

The Doctorate School in Sciences and Technologies is in charge of coordinating the teaching activities common to all the Doctorate Courses.

-Rector's Delegate for PhD programmes

The Rector's Delegate for PhD programmes is in charge of managing all the general matters about doctorates at the University of Parma, and general organization plans.

4-LIST OF LAWS AND REGULATIONS IN FORCE. (IN ITALIAN)

Law 3 July 1998, n. 210, and subsequent modifications and additions.

<http://www.normattiva.it/uri-res/N2Ls?urn:nir:stato:legge:1998-07-03;210>

D.M n.45 del 8/2/2013 (rules for accreditation of doctorate institutions and courses, and criteria for the establishment of doctoral courses by the accredited bodies.

<http://attiministeriali.miur.it/anno-2013/febbraio/dm-08022013-%281%29.aspx>

Statute of the University of Parma, issued in D.R.D. n. 3563 on 11.12.2015, modified by D.R. n. D.R.D. n. 2088 del 28.7.2016 (**art. 25**)

<https://www.unipr.it/ateneo/albo-online/statuto>

Didactic Regulation of the University of Parma, issued in D.R.D. n. 1417 del 30/06/2017.

<https://www.unipr.it/node/18006>

Regulation for the Doctoral Courses and for the obtainment of the title of Research Doctorate (PhD) of the University of Parma (from XXIX cycle), issued in D.R. D.R. 966 275 of 20 april 2018

[https://www.unipr.it/sites/default/files/albo_pretorio/allegati/20-04-](https://www.unipr.it/sites/default/files/albo_pretorio/allegati/20-04-2018/regolamento_dei_corsi_per_il_conseguimento_del_dottorato_di_ricerca_dr_966_20_april_e_2018.pdf)

[2018/regolamento_dei_corsi_per_il_conseguimento_del_dottorato_di_ricerca_dr_966_20_april_e_2018.pdf](https://www.unipr.it/sites/default/files/albo_pretorio/allegati/20-04-2018/regolamento_dei_corsi_per_il_conseguimento_del_dottorato_di_ricerca_dr_966_20_april_e_2018.pdf)

Regulation for Doctoral Schools of University of Parma, issued on 02 April 2014
http://www.unipr.it/sites/default/files/albo_pretorio/allegati/02-04-2014/regolamento_scuole_approvato_2014_per_internet.pdf

5-DIDACTIC ACTIVITIES AND STUDENT'S PROFILE

During the three-year period, PhD students must achieve a minimum of 20 ECTS of training and education, divided into at least 10 ECTS of training activities specific of the Chemical Science PhD program (<https://scvsa.unipr.it/it/node/2294> see Table A), at least 3 ECTS of transversal training activities (<https://scvsa.unipr.it/it/node/2294> see Table B), in addition to scientific training activities seminar or congress type, or teaching activities acquired off-site (scientific schools). The acquisition of type A and B CFUs requires passing an eligibility test certified by the teacher, the remaining activities require a certificate of attendance issued by the organizers or by the thesis supervisor. Type A CFUs can also be acquired through disciplinary courses activated by related PhDs within the University of Parma (see Table A).

At the end of each activity the student must present a profile of all non-research activities (including didactic activities, teaching assistance, orientation and dissemination) to the Teaching Board. The form that must be filled in and submitted is attached to the present Chart (Annex 2), and must be validated by the Coordinator, who will keep records of these activities for control.

Each activity to which the student takes part must be certified by a letter from the lecturer or assessed by the supervisor, or by the organization of the School/Workshop, stating the title of the course and the number of hours that the student has devoted to the attendance. For seminars, the supervisors will assess the attendance. Each activity must be validated by the Coordinator on the basis of the documents presented.

Alternative plan of activities can be presented by the student, according to research needs and secondments. The alternative plan should be equivalent in terms of hours and overall aims, and should be approved by the Teaching Board.

6-ANNUAL MEETING (DOTTORATO DAY)

At the end of each year, all PhD students and their supervisors must report to the Teaching Board about the doctoral activities. Each PhD student presents the research results to the annual meeting (Dottorato day), and must prepare an annual report on the doctoral activity, which will be evaluated, approved by her/his supervisor who will transmit it to the Teaching Board, together with an evaluation of the activities and an assessment about admittance to the following year.

The annual report should contain.

- A 2-page summary of the research carried out in the year.
- A list of secondments abroad (if any)
- A list of didactic activities attended by the PhD student
- A list of teaching assistance activities carried out by the PhD student, including supervising of undergraduate theses.
- A list of dissemination and orientation activities to which the PhD student has participated
- A list of publications or patents filed.
- A list of communications to congresses/workshops
- A list of awards
- Letters reporting the evaluation of group leader in the hosting groups on the work carried out (in case of secondments).

-The supervisor's assessment for admittance to the following year of course.

The final report, must be sent by the supervisor at the end of third year, and should contain the same kind of information, but referring to the entire PhD period, with the addition of the supervisor's evaluation of the overall student's career.

The presentation of research at the annual meeting may be in the form of oral presentation, flash presentation or poster, according to the meeting agenda. Third year presentations in any case must be oral. Students are strongly encouraged to participate to the discussion during the meeting sessions.

After each meeting, the Teaching Board will decide about the admission of students to the next year of the PhD programme.

7-PROCEDURES FOR THE FINAL EXAMINATION

-Within the end of third year (last month), the student must apply for being admitted to the Final examination (defense), by presenting the forms requested by the Doctorate Service

-Within the last month of the PhD programme, the student must deposit an electronic copy of the thesis at the D-Space databank following the instructions at the page: http://www.dspace.unipr.it/tesi/Tutorial_tesi.html .

This copy will be sent by the Coordinator to the external referees, and will be evaluated for admission to the Final examination. The referees' reports will be sent to the student and to his/her supervisor for revision of the thesis. The revised thesis will be deposited in the D-space repository in its final version.

Printed copies of the thesis to be sent to the Jury members of the Final examination must be signed by the Doctorate Coordinator and by the Supervisor to assess the conformity with the deposited electronic thesis.

The external referees (nominated by the Teaching Board) will give an evaluation of the thesis; a positive evaluation is necessary for the admission to the final exam. A possible 6-month delay can be proposed by the referees in case the thesis work is considered not fully satisfactory.

The Final Examination consists in the presentation and discussion of the thesis with the Jury Members, who are appointed by the Rector upon proposal of the Teaching Board.

More details for the procedures and forms, and further information about the possibility to obtain also the Doctor Europaeus degree, can be found in the Regulation for the Doctorate of the University of Parma.

https://www.unipr.it/sites/default/files/albo_pretorio/allegati/20-04-2018/regolamento_dei_corsi_per_il_conseguimento_del_dottorato_di_ricerca_dr_966_20_aprile_2018.pdf

8- POST DOCTORAL FOLLOW-UP

In order to monitor the outcome of the doctorate training (as requested by the MIUR Ministry), the PhDs are requested to report to our Teaching Secretariat their professional status up to five years after having obtained their PhD degree. These data will be used solely for statistical purposes.

9-EVALUATION OF THE DOCTORATE BY THE PHD STUDENTS.

PhD students are requested to fill in anonymous questionnaires proposed by the University of Parma or by the PhD programme concerning their opinion on the quality of the Doctorate Course and related activities.

Last updated: December 2020

ANNEX 1

LIST OF PRESENT NAMES OF RELEVANT PERSONS (Updated on November 4 2020)

e-mail institutional addresses are on the web-site of the University of Parma

Director of the Department: Prof. Roberto Corradini

Delegate of the Rector for PhD Programs: Prof. Gianluca Calestani

Director of the Doctorate School in Sciences and Technologies: Prof. Alessia Bacchi

Administrative Secretariat: Dr. Michele Ramigni

Doctorate in Chemical Sciences Coordinator: Prof. Alessia Bacchi

ANNEX 2: TABLES FOR THE ASSESSMENT OF THE DOCTORATE ACTIVITIES

During the three-year period, PhD students must achieve a minimum of 20 ECTS of training and education, divided into at least 10 ECTS of training activities specific of the Chemical Science PhD program (<https://scvsa.unipr.it/it/node/2294> see Table A), at least 3 ECTS of transversal training activities (<https://scvsa.unipr.it/it/node/2294> see Table B), in addition to scientific training activities seminar or congress type, or teaching activities acquired off-site (scientific schools). The acquisition of type A and B CFUs requires passing an eligibility test certified by the teacher, the remaining activities require a certificate of attendance issued by the organizers or by the thesis supervisor. Type A CFUs can also be acquired through disciplinary courses activated by related PhDs within the University of Parma (see Table A).

Each activity to which the student takes part must be certified by a letter from the lecturer or assessed by the supervisor, or by the organization of the School/Workshop, stating the title of the course and the number of hours that the student has devoted to the attendance. For seminars, the supervisors will assess the attendance. **Each activity must be validated by the Coordinator** on the basis of the documents presented.

NOTE: 1ECTS = 8 hours for schools, courses 1ECTS=12 hours for seminars, congresses

(contd next page)



ANNUAL PROGRESS REPORT
ACADEMIC YEAR _____

PhD Course: _____

Degree Year: _____
Cycle: _____

PhD Student: _____
Supervisor: _____

EDUCATIONAL ACTIVITIES

SPECIFIC COURSES AND MULTI-DISCIPLINARY ACTIVITIES
Courses on specific topics offered by PhD Programmes or from Master/Laurea degrees, Seminars, Schools, Workshops, Training

ACTIVITY	DATE	Scientific Discipline ¹	N. of hours	ECTS ²	Vote – Judgment ³	Teacher	Level (PhD, Master, etc.)
WORKSHOPS							
1							
2							
SEMINARS							
1							
2							
COURSES							
1							
2							
SCHOOLS							
1							
2							

1							
2							



INTER-DISCIPLINARY ACTIVITIES (SOFT SKILLS)							
Interdisciplinary courses dedicated to general skills or links among disciplines, e.g. communication, computer skills, research management or networking and intellectual property							
ACTIVITY	DATE	Scientific Discipline ¹	N. of hours	ECTS ²	Vote – Judgment ³	Teacher	Level (PhD, Master, etc.)
WORKSHOPS							
1							
2							
SEMINARS							
1							
2							
COURSES							
1							
2							
SCHOOLS							
1							
2							

RESEARCH ACTIVITY				
PARTECIPATION IN RESEARCH PROJECT				
Title of the International or National projects of which the research was part and brief description of the activity carried out (max 100 characters)				
TITLE OF THE PROJECT	WHERE Institution/Venue	WHEN		ECTS ⁴
		FROM	TO	
RESEARCH PROJECTS ABROAD				
TITLE OF THE PROJECT	WHERE Institution/Venue	WHEN		ECTS ⁴
		FROM	TO	



ACHIEVEMENT	
Publications (also submitted), Posters, Oral communications, Patent applications, Scientific Awards	
1.	
2.	
3.	
4.	

OTHER ACTIVITIES:	
Didactic activity at University of Parma (40 hours max), tutoring, exercises, lab training, other...	
1.	
2.	
3.	
4.	

NOTES: Rows can be added or deleted.

¹ Indicate the discipline (or MIUR-SSD code) for specific courses or "Multi" for Schools/Workshops where modules of different disciplines are offered;

² Indicate proportionally as approved by the Academic Board (e.g. 7 hours are equivalent to 1 ECTS);

³ Indicate "Vote" if at the end of the activity there was an exam with expression of a vote; "id" if only an idoneity has been awarded by the teacher;

⁴ Approximately 5 ECTS per month of full-time work (excluding holidays and educational and other activities); PhD students must Accumulate 180 ECTS in three years.

RESUME

EDUCATIONAL ACTIVITIES		RESEARCH ACTIVITIES	OTHER ACTIVITIES
SPECIFIC COURSE AND MULTIDISCIPLINARY ACTIVITIES	INTER-DISCIPLINARY ACTIVITIES (SOFT SKILLS)		
ECTS <input style="width: 50px;" type="text"/>	ECTS <input style="width: 50px;" type="text"/>	ECTS <input style="width: 50px;" type="text"/>	ECTS <input style="width: 50px;" type="text"/>

(N.B. The sum of the annual credits should be 60)

Date, _____

(Signature of PhD student)

(Signature of the Supervisor)

Signature of the Coordinator of the PhD course

This form must be fill in and signed by the PhD student, approved and signed by the tutor. A .pdf copy must be submitted to the Coordinator by E-mail