

Libraries and Higher Education Division
School of Advanced Studies



Handbook for UNICAM PhD students

This document contains useful information on the applicable legislation provisions and provisions of the Regulations governing PhD programmes at the University of Camerino (UNICAM), applicable to courses with a single location, i.e. UNICAM administrative headquarters:

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Contents

1. What is a PhD?

- 1.1 Enrolment and first phase
- 1.2 PhD scholarships
- 1.3 “Dual enrolment”
- 1.4 Administrative bodies, regulations, persons of reference

2. Career

- 2.1 Enrolment in years subsequent to the first year
- 2.2 Career suspension, leaves of absence, extensions
- 2.3 Withdrawal from the course or forfeiture
- 2.4 Self-certifications, requests for certificates, and confirmations of qualifications
- 2.5 Teaching activities and personal plan
- 2.6 Working activity
- 2.7 Representation
- 2.8 Research budgets and missions

3. International dimension

- 3.1 PhD scholarship increases for periods abroad
- 3.2 Thesis co-supervision
- 3.3 Special international mobility projects

4. Mobility and missions

5. Services for PhD students

- 5.1 Insurance, safety, and healthcare
- 5.2 Housing service
- 5.3 Food service
- 5.4 Front Office
- 5.5 UNICAM bus

6. Final exam and doctoral thesis

- 6.1 Application for graduation
- 6.2 Procedures for the final exam

7. Confidentiality and protection of intellectual property

8. Info e contacts

- 8.1 A Who to turn to for
- 8.2 Forms

9. Special financing

10. Training courses on health safety and surveillance

1. What is a PhD?

Established in 1980, PhD degree is the highest level of education in the Italian academic system. PhD courses are accessed through public selection, after a second-level university diploma (2nd cycle) or master's degree obtained from the University, or a foreign degree recognized as suitable. Admission is subject to passing a public selection procedure, and the course lasts 3 or 4 academic years, at the end of which the academic PhD degree is obtained; The aim of the PhD course is to provide scientific skills and knowledge relating to research activity. Graduating from a PhD programme allows you to obtain a PhD degree.

The research training courses correspond to the University's PhD programme - the third cycle of studies according to the Bologna Process, and to Level 8 of the European Qualification Framework (EQF).

At UNICAM, PhD programme has an international footprint, and the courses are taught in English., PhD courses activated by the University of Camerino for each academic year are listed on the isas.unicam.it website.

The student contribution (e.g., fees) is defined in the UNICAM study guidelines issued for each academic year (AY).

Notice of Open Competition for Admission to PhD Programmes contains an indication of the places available for the academic year of reference and the rules for participation, admission, terms and methods for registration and enrolment, PhD student's career, and the award of the degree.

A PhD course is a full-time commitment and aims to develop advanced scientific research methods and high-level professionalism, acquire correct methodology for advanced scientific research, adopting innovative methodologies and new technologies.

At the end of the course, PhD degree is obtained.

Note: PhD programme is not an employment contract, and those who receive the scholarship receive emoluments other than those for work (a PhD scholarship is not a salary); However, scholarship recipients are required to participate in the separate insurance and pension scheme of the Italian National Institute for Social Security (INPS).

1.1. Enrolment and first phase

Candidates who rank in positions that make them eligible for a PhD course, following completion of the selection procedure for the relevant academic year, need to accept, by filling in the appropriate form, the position, or the scholarship allocated to them.

Upon enrolment in the PhD course, the system assigns all PhD students a personal page in *esse3* (Italian computerized system of education management) and an institutional mailbox, with extension **@unicam.it**; all communications from the University will be sent to this address, and all official communications from the PhD student must arrive exclusively from this address.

For each PhD student, two user profiles will be created for access to the University's information services, with two distinct usernames:

- (name.surname) - automatically generated when starting the enrolment procedure, linked to the student profile,

with which it is possible to access student services, such as the *esse3* teaching portal (didattica.unicam.it).

- (name01.surname) – generated by SAS staff at the time of enrolment, linked to the PhD student profile with which they can manage the name.surname@unicam.it email, and access the services (e.g. , the SAS reserved area, mission portal).

Enrolment becomes definitive with the payment of the required fees (detailed in the UNICAM Study Guidelines for the academic year of reference), the completion of mobility procedures, and recognition of foreign qualifications (for citizens not resident in Italy), and the exhaustive presentation of the documentation requested by UNICAM.

For doctoral students not resident in Italy, enrolment is completed upon arrival in Italy and the presentation of all the documentation required by the Notice.

Upon completion of the registration process, the Office assigns a serial number (numeric code) to the PhD student.

The effective start of the PhD student's activities is also subject to:

- registration, and annual renewal of registration, in the Italian National Health System (which the PhD student must attend to independently and at their own expense), if they are not already permanently registered.
- passing the medical examination at the university of reference.

PhD students working at a host institution other than UNICAM must send the certificate of work suitability to servizio.prevenzione@unicam.it.

PhD student, immediately after enrolment, is required to register on the website of the Italian Ministry of University and Research, at the link <https://loginmiur.mur.gov.it/front.php/login.html> as a PhD student. When registering, they must use the *@unicam.it* domain, and complete all the mandatory fields (including the "experiences" section), and indicate personal data, their study path, and university locations; they must then progressively update their profile, as he or she publishes scientific publications, participates in conferences, participates in foreign mobility experiences that are significant for the purposes of the PhD study path, etc.

The start date of the PhD course activities for the academic year of reference will be established by the Notice of participation for each cycle of PhD courses or possibly communicated later by means of official UNICAM documents/decisions.

Exceptionally, the start-up of activities of PhD students not resident in Italy may be authorized remotely (while waiting for the visa to be issued), the preconditions and clauses of which shall be made known through institutional channels to the interested PhD students (e.g. Notices/Calls); It is still necessary to arrive in Italy within the deadlines that will be communicated to the interested PhD students, under penalty of forfeiture.

Once registration has been completed, at Unicom you will enjoy, in addition to the rights linked to your status as a PhD student at UNICAM, and also related to access to teaching and research facilities and any student pathway support services, rights and services described in the following sections and set out in the applicable UNICAM Regulations in force.

For associated PhD courses, including PhD courses of national interest, and for PhD courses regulated by international mobility or co-supervision agreements, the co-organization of services, starting from registration, together with the host institutions is established with specific agreements.

1.2. PhD scholarships

For those holding a scholarship, the same will be paid as indicated in the Notice of Participation; the scholarship is normally paid in deferred monthly instalments, starting from the PhD start date, and after enrolment.

PhD students must have a bank account (note: foreign financial institutions may require higher costs for receiving the grant and longer crediting times to the account) registered in their name, and they must provide the relevant IBAN to the UNICAM administration. The IBAN will also be used for any expense reimbursement.

Please remember that to open an Italian bank account it is necessary to have an Italian telephone number.

The scholarship, which has a three-year duration, has an expected gross annual amount (before deductions borne by the recipient) of €16,243.00 (starting from Cycle 38 - Academic year 2022-23).

Added to this amount are the following:

- charges borne by the University that provides the scholarship.
- research budget available to the PhD student at dedicated cost centers (different for PhD courses of national interest compared to other types of PhD courses);
- any increases in the scholarship for mobility abroad, normally amounting to 50% of the amount for a minimum/maximum number of monthly payments established by UNICAM.

The research budget is also provided for PhD students without scholarships.

The research budget can be used in the manner reported in the specific Guidelines, available at the link:

<https://isas.unicam.it/forms-and-procedures/other-form-templates>.

The scholarship may be incompatible with other scholarships or income, in accordance with the provisions of applicable legislation in force and the relevant UNICAM regulations.

PhD scholarships are subject to the payment of INPS social security contributions according to separate insurance and pension scheme (article 2 paragraph 26 of Law 335/95, as amended); therefore, the PhD student receiving the scholarship must independently register for the INPS separate insurance and pension scheme by connecting to the INPS website: <http://www.inps.it>, or by calling an INPS call center operator on the toll-free number 803.164.

Contributions are automatically withheld from the scholarship and paid by the University directly to the competent INPS. In case of concomitance with other mandatory contributory and insurance relationships (for example, deriving from registration in a professional register), reduced INPS rate may be applied. Those who are registered with another fund must duly report this upon enrolment, specifying the social security fund with which they are registered.

1.3. “Dual enrolment”

From a regulatory point of view, with Law 33/2022 and Ministerial Decree No. 930/2022 (and consequent deeds), it has become possible, under certain conditions, to simultaneously enroll in university-level courses.

At UNICAM, this evaluation, regarding the PhD study path, is the responsibility, firstly, of the Academic Council of the relevant PhD course; the body that possibly provides another course of interest must also express its opinion in this regard, for its part of competence.

Therefore, PhD students must first request authorization for dual attendance from the Academic Council of their course, after consulting their Supervisor, and with specific communication to the same and to the Course Coordinator (by email or by any form provided by SAS UNICAM), providing useful information for the evaluation such as: course name, provider, level (e.g., first-level master course, etc.), university credits, duration (months), expected start date and end date. If it is already available, they will be able to provide authorization (where necessary) from the body providing the other course; otherwise, they will be able to provide it as soon as it is available.

In any case, it is not possible to simultaneously benefit from the PhD scholarship and the emoluments, however named, received in relation to the activities of the specialization schools or other scholarships.

PhD scholarships cannot be aggregated with other scholarships or forms of subsidy paid from the university and/or State budget, except for those foreseen to integrate, with stays abroad, the PhD student’s training and research activities.

PhD scholarships cannot be aggregated with research grants or higher education and research apprenticeship contracts.

1.4. Administrative bodies, regulations, persons of reference

Starting from Cycle 38, the regulation that generally governs PhD courses in Italy, and the related accreditation, is the Decree of the Ministry of University and Research No. 226/2021.

At UNICAM, PhD programme is regulated in accordance with applicable national, European, and international legislation, and according to the regulations available at the following link:

<https://www.unicam.it/ateneo/regolamenti> .

The UNICAM PhD programme is organized into Courses, which in turn can be structured into Curricula.

Each course has a reference teaching body and a coordinating teacher; in the presence of Curricula, normally, a teacher in charge of Curriculum is also identified.

Representatives of PhD students participate in the teaching committees, as required by the legislation in force (WORK IN PROGRESS).

At Unicam, the first reference body for PhD students is the Council of the School of Advanced Studies (SAS Council), where the following roles are present: a director; a Deputy Director; the Course Coordinators, the Curricula Coordinators; Representatives of PhD students.

There is also a support office: the UNICAM Higher Education Office, currently under the Libraries and Higher Education Division, which includes roles responsible for supporting the PhD programmes, and related to the School of Advanced Studies, as reported on the website at the link: <https://isas.unicam.it/contacts> .

In the case of associated PhD course, and those of national interest, the host institution also represents a point of reference for the PhD student.

Academic Council assigns to each UNICAM PhD student at least one supervisor, i.e., a competent teacher/researcher according to the chosen research project and the relevant Course/Curriculum.



2. Career

Every PhD student has a career that develops on a double track:

- **Training** – according to the provisions of the relevant PhD course, for the academic year of enrolment.
- **Research** – according to the research project presented, with free choices of the PhD student recognized as “Early-Stage Researcher”, and with the mentoring of the Supervisor.

In the case of a PhD student receiving scholarships financed under specific agreements or programmes, the PhD student’s career must also be consistent with the provisions of the latter and in accordance with regulations and provisions of the same Conventions, Funding Programmes, and projects under which the PhD student’s position is financed.

As regards the career of the PhD student and its management from a technical-administrative point of view, UNICAM uses the *Cineca-esse3* system: personal data (to be kept updated at all times), exams, enrolment in subsequent years, graduation, registration of teaching/seminar activities recognized by the Academic Council, mobility experiences, are registered automatically.

Since the Academic Council is the first collegial body responsible for monitoring the career of the PhD student, everything crucial that happens during one’s career must be subject to evaluation and approval/authorization by the Academic Council, with subsequent approval or ratification by the SAS Council. Therefore, the supervisor, the Academic Council, or the coordinator of your course, is the point of reference to contact primarily regarding your training and research path: e.g., approval of training activities, attendance of other courses, any assignments, mobility abroad, work activities, suspensions, extensions, etc. The PhD student is required to promptly take action to carry out such activities/actions, so that they are considered eligible/compatible/evaluable; you must therefore submit any request in advance to the Academic Council of your course in agreement and through your Supervisor, and by means of a specific communication (by email or using any other form provided by SAS UNICAM), providing useful information for evaluating the request (e.g., to formalize requests for leave, formalize extensions, request authorizations to carry out missions, etc.)

Other types of activities that fall within the PhD student’s training and research career such as, by way of example, participation in conferences, any publications, etc., subject to evaluation even when enrolling in subsequent years, and necessary for admission to the final exam, can be traced through the PhD student’s compilation of the personal diary, accessible via personal credentials on the isas.unicam.it website; However, the mandatory steps referred to in the previous paragraph remain confirmed.

2.1. Enrolment in years subsequent to the first year

At the end of each of the three years of the course, PhD students must present a paper, according to the instructions of the coordinator of the relevant Course, which will be evaluated by the Academic Council. In At the end of the three-year course, it is always the Academic Council that determines the PhD student’s admission to the thesis defense: the final discussion of the doctoral thesis.

In the case of PhD scholarships financed based on agreements or specific financing programmes, additional obligations and reporting may be required, which are regulated by the project/programme under which the PhD

student's position is financed. It is the responsibility of the Supervisor, together with the PhD student, to verify any additional obligations deriving from any research and/or teaching projects.

2.2. Career suspension, leaves of absence, extensions

The PhD student may request the suspension or deferral of the date of commencement/performance of the activity in compliance with applicable legislation in force for following reasons: for maternity or paternity leave, for serious and documented illness, for attending courses relating to teacher training, to meet military obligations, or to obtain an entry visa to Italy for non-EU citizens; a suspension of up to a maximum of six months, at the request of the PhD student and with the express authorization of the Academic Council approved by the SAS Council, in the case of serious and documented personal and family reasons.

To proceed with the request, in addition to the appropriate steps to the Academic Council, the PhD student can request administrative support from the Offices by sending an email to: dottorato@unicam.it; the communication must be received in advance and in a timely manner.

The support forms are available at the link: <https://isas.unicam.it/forms-and-procedures/other-form-templates>.

At the end of the suspension period, the interested party will resume the Course, and forward a declaration of return signed by the Coordinator to: dottorato@unicam.it.

For the duration of the suspension, the payment of the scholarship or other equivalent funding is not expected, and the PhD student's career is frozen.

The Academic Council will decide on the methods for recovering the training activity not carried out, it being understood that in no case can the ordinary duration of the course be shortened.

Once the request has been approved by the Academic Council, the SAS Council will be able to ratify it and the Support Office will provide the relevant administrative follow-up, in collaboration with the PhD student.

For proven reasons that do not allow the presentation of the doctoral thesis within the time required for the duration of the course, the Academic Council may grant, upon request of the PhD student, an extension of a maximum duration of twelve months, without further financial charges.

The extension and suspension periods cannot exceed 18 months in total.

2.3. Withdrawal from the course or forfeiture

The PhD student may renounce only the PhD scholarship (continuing the course as a student "without scholarship") or withdraw entirely from the PhD course.

To communicate the renunciation of the PhD scholarship alone, or withdraw entirely from the PhD path, the forms are available at the following link: <https://isas.unicam.it/forms-and-procedures/other-form-templates>

Forfeiture from a PhD course occurs in the following cases:

- 1) In case of loss of the requirements to enjoy the status of a PhD student, according to the UNICAM regulations in force on the subject, or according to the Notice of participation. The same must be confirmed by the Teaching Board and the SAS Council.
- 2) If, even for scientific reasons, the PhD student does not successfully pass the annual evaluation at the turn of the year.

If the PhD student receiving the scholarship loses the legal and economic requirements established

by the laws and regulations in force for the use of the scholarship during the PhD studies, he or she will lose the right to enjoy the scholarship, with the obligation to repay the quotas already received in the reference calendar year.

If, during the year, a PhD student renounces continuing his/her studies, he/she loses the right to benefit from the scholarship for the amount not yet paid.

2.4. Self-certifications, requests for certificates, and confirmations of qualifications

In the first instance, the PhD student who needs to declare and/or certify to other public or private bodies his/her situation, relating to the PhD programme completed or in progress, can proceed as follows.

The first tool available is self-certification.

The self-certification can be used in Italy to attest to one's certifications and situations towards the Public Administration bodies and private managers of public services and must be accompanied by a copy of the valid identity document.

Some brief steps to generate self-certification independently are the following: access your *esse3* profile; download of a pre-compiled self-certification form for PhD students.

Note: PhD students belonging to cycles prior to Cycle 34 may use a self-certification on a free form, in accordance with applicable legislation.

The other tool available is the certificate, which can be issued by UNICAM as briefly indicated below.

CERTIFICATES: the doctoral student must promptly send a request in this regard with a specific form (downloadable from the website at the link: <https://isas.unicam.it/forms-and-procedures/other-form-templates>), to be sent, duly completed and signed, to: dottorato@unicam.it

- Certificates that the PhD student must present abroad:
Send the form, duly completed and signed, to: dottorato@unicam.it - The certificate must specify whether an autograph or electronic signature is required (based on the request) of the official. Timing: it will be issued in English with revenue stamp; the request must be sent to the Office at least 10 working days before issuing, after processed payment of the amount due (including any postal shipping cost of the original paper copy).
- Diploma supplement:
The document can be issued by the Office, but the release times are longer than those foreseen for the certificates mentioned above (around 30 days), excluding the shipping time of the original paper copy.
To request shipment of parchment, you can follow the Guidelines available at the link: <https://isas.unicam.it/forms-and-procedures/other-form-templates>.

2.5. Teaching activities and personal plan

The PhD Programme is normally organized as follows, unless otherwise provided for specific PhD courses.

180 total university credits (ECTS or CFU in Italy) to be achieved as follows:

1st year:

40 ECTS in RESEARCH activities (with annual report on progression to the second year)
10 ECTS in TRANSVERSAL teaching activities: mandatory activities organized by the SAS Activities Office* for the acquisition of transversal skills (provided in different periods of the academic year)
10 ECTS in VERTICAL teaching activities: 7 ECTS for attending and passing teaching activities with final exam; 3 ECTS for participation in seminars, conferences, events, etc.

2nd year:

40 ECTS in RESEARCH activities (with annual report for passage to the third year)
10 ECTS in TRANSVERSAL teaching activities: compulsory activities organized by the SAS Activities Office* for the acquisition of transferable skills (provided in different periods of the academic year)
10 ECTS in VERTICAL teaching activities: 7 ECTS for attending and passing teaching activities with final exam; 3 ECTS for participation in seminars, conferences, events, etc.

3rd year:

50 ECTS in RESEARCH activities (thesis preparation and qualification achievement)
10 ECTS in TRANSVERSAL teaching activities: compulsory activities organized by the SAS Activities Office* for the acquisition of transferable skills (provided in different periods of the academic year)

The activities related to the study programme (seminars and courses on specific topics of interest) are organized by the Academic Council of each PhD course.

PhD courses in associated form or those of national interest, and scholarships regulated by specific conventions, may provide for changes to the standard reported above. The relevant Academic Councils will be able to provide further clarification in this regard.

The individual plan of each PhD student must be agreed between the PhD student and Supervisor based on the research project and the “general” teaching plan; the Academic Council remains the reference body for the relevant ratifications/approvals.

The *SAS Activities* are activities proposed horizontally to all PhD students, on subjects and activities deemed to be of transversal interest: by way of example only, they include ethics in research, gender balance, Open Access, Open Science, Soft skills, Funding of research on competitive tenders, scientific writing. The methods of delivery and use are established annually by the SAS UNICAM Council.

2.6. Working activity

Any compatibility of the working activity with the PhD study path in general, and with the scholarship in particular, is governed by Ministerial Decree 226/2021 and by the UNICAM Regulations, as well as by any further provisions of the individual calls for participation.

Academic Council, according to methods defined by university regulations, may authorize a PhD student to carry out paid activities that allow the acquisition of skills relating to the educational field of the PhD programme, subject to evaluation of the compatibility of the same activities with the productive carrying out of the training, teaching, and research activities of the PhD course. Therefore, the PhD student must send, in advance, to the

Academic Council (primarily to the Coordinator and the Supervisor) all the information useful to allow the Council to evaluate the compatibility between the PhD course and the working activity: the type of work, duration, possible employer, location, hours, expected retribution, object of the working activity to be carried out.

The Academic Council expresses its opinion, on this basis, on the compatibility of the working activity (in terms of type of contract, duration and effective dates of employment, contents, income), and transmits its resolutions to the SAS Council and to the competent offices.

Any limits on annual emoluments from other activities, and the absolute incompatibilities between PhD scholarships and other types of emoluments (e.g., other scholarships and specialization scholarships) always remain in force.

PhD students can carry out, as an integral part of the training project, subject to authorization from the Academic Council and without increasing the amount of the scholarship, tutoring activities, also paid, for undergraduate and graduate degree students, as well as, within the limit of forty hours, supplementary teaching activities.

For any teaching assignments in addition to those mentioned above, it is always the Academic Council that expresses its opinion, considering the current legislation on the subject, the UNICAM regulations, and any internal guidelines and procedures of the university.

2.7. Representation

PhD students have their own representatives, within the academic bodies in general, and within the SAS and PhD governing bodies in particular, according to the provisions of national legislation, and as regulated by the Statute and UNICAM regulations in force on the subject.

PhD students also elect their own representatives in the relevant UNICAM Schools; affiliation is determined based on that of one's supervisor.

The representation of PhD students within the Academic Councils of individual PhD courses has recently been regulated.

2.8. Research budgets and missions

National legislation ensures that each PhD student, with or without scholarship, has a budget for research activity in Italy and abroad, for an amount no less than 10% of the scholarship amount.

The amount is determined based on national regulatory provisions and internal regulations of UNICAM (University of Camerino) on the subject, as well as the type of course involved.

The research budget is available through cost centers registered with UNICAM, for activities falling within the period from registration to the end of the course, for all PhD students enrolled in PhD courses with a single location, or at administrative headquarters at the University of Camerino

For the use of the research budget available to the PhD student from the beginning to the end of his/her path, reference is made to the Guidelines available at the link: <https://isas.unicam.it/forms-and-procedures/other-form-templates>. It is advisable that these expenses - whether for mobility, purchases, or other - are planned promptly (the technical times for the execution of purchases by the relevant offices are not with "a day's notice"). The missions of PhD students are carried out in accordance with the UNICAM "MISSIONS" Regulations, the PhD courses regulations, and the Guidelines for the use of the research budget, available at the link:

<https://isas.unicam.it/forms-and-procedures/other-form-templates>

The missions must be strictly relevant to one's training and research path and authorized in advance by the Course Coordinator and Supervisor.

The portal for requesting authorization to carry out a mission, and any subsequent request for reimbursement of mission expenses is available at the link:

<https://easy.unicam.it/Login/DoLogin?ReturnUrl=http://missioni.unicam.it/Login/DoLoginSSODone&UrlEsterno=true> . The reimbursement of expenses requires technical implementation times; therefore, PhD students are invited to take this into account to better manage their resources and to evaluate (where there are conditions) the advance request.



3. International dimension

3.1. PhD scholarship increases for periods abroad

All PhD students who receive a scholarship are entitled to an increase in the PhD scholarship for periods of mobility abroad for training and research purposes lasting more than 30 days.

For each month spent abroad, the scholarship increases by 50%.

The request procedure must be activated in advance by the Course Coordinator, in agreement with the PhD student and the Supervisor, using the forms available at the link: <https://isas.unicam.it/forms-and-procedures>

The same must be sent in due time to: dottorato@unicam.it.

The host organization must then certify the actual carrying out of the activities at its headquarters. These certificates can be presented to: dottorato@unicam.it, either upon completion of the mobility experience, or on a monthly basis: in the first case, the scholarship increase will be paid in a single payment after the certification has been sent; in the second case, the competent offices will arrange for payment in instalments as the periodic certifications are received.

It may be necessary for the Host Institution to sign a deed of commitment prior to mobility; this is carried out by the Supervisor and the Coordinator of the relevant course, with approval within the Academic Council, and transmission of the documents to the SAS Council, and to: dottorato@unicam.it.

This last paragraph is also applicable to training and research experiences at other institutions in Italy.

3.2. Thesis co-supervision

Thesis co-supervision is a form of internationalization specifically aimed at PhD students (third cycle), and provides for the release of a dual degree, valid in two different countries. It is regulated by specific agreements between institutions.

The co-supervision path requires carrying out an alternating research period at UNICAM and at the partner university.

The doctoral thesis, prepared under the guidance of two supervisors, is defended in a single location and according to the methods regulated in the Agreement.

3.3. Special international mobility projects

UNICAM has international mobility protocols and agreements in place which concern various components of its academic community, including PhD students; In the presence of specific agreements for the implementation of actions favoring PhD students, positions/scholarships may become available, which are developed within the scope of specific mobility agreements.

4. Mobility and missions

As regards missions in Italy and abroad, in addition to what is described in Article 2.8, it should be noted that PhD students can plan the mobility activity in consultation with the Supervisor and in line with their research project, taking into account any specific provisions of the financing programs within which the scholarships or positions are activated.

To activate the mission procedures, as a rule and preliminarily, the PhD student must start, in agreement with the Course Coordinator and the Supervisor, the authorization procedure to carry out the mission (with possible advance request), via the UNICAM “missions” portal, and according to the UNICAM regulations for mission expenses, as well as the UNICAM guidelines and practices available for that purpose for PhD courses. The individual research budget at one's disposal can be used in compliance with such regulations and guidelines/practices, and within the limits of the residual budget available from time to time.

As regards mobility abroad (period of at least 30 days), provided for by the training and research plans in force based on the cycle/course/scholarship or position, PhD students can plan the mobility activity in agreement with the Supervisor and in line with their research project, taking into account any specific provisions of the financing programs within which the scholarships or positions are activated.

To activate mobility, as a rule and preliminarily, the PhD student must provide, in agreement with the course Coordinator and Supervisor, the following:

- (scholarship holders only) request for a 50% increase in the scholarship for the period abroad, according to the forms available on the website.
- (scholarship holders and without scholarship) authorization procedure to carry out a mission (with possible advance request), via the UNICAM “missions” portal, and according to the UNICAM regulations for mission expenses, as well as the UNICAM guidelines and practices available for that purpose for PhD courses.



5. Services for PhD students

5.1. Insurance, safety, and healthcare

All PhD students must be registered with the Italian National Health System before starting their activity. Foreign students must also register and renew the registration every year, at their own expense (700 euros per calendar year), and notify it to: dottorato@unicam.it. The payment receipt must bear the following wording: “*iscrizione volontaria S.S.N. in Regione Marche anno [.]*” (Voluntary SSN registration in the Marche Region for the year [.]). It is essential to specify the calendar year for which the payment is made.

To register, you can go to the nearest ASL (Local Health Authority). It is necessary to bring with you your passport, tax code card, copy of the residence permit or the insured payment receipt obtained from the Italian Post Office to request the residence permit, and the original receipt of the payment made for registration with the SSN. This registration is a prerequisite for following the PhD programme.

Furthermore, for *non-EU students*, UNICAM offers additional health insurance (reimbursement of medical expenses) for the first year, to help them obtain their first residence permit. This insurance is valid for one year starting from the date of arrival in Italy. The policy covers the reimbursement of medical expenses incurred exclusively before, during or after a period of hospitalization. Since this is a reimbursement, you will have to pay your medical expenses upfront, and then you will receive reimbursement from the insurance if you are eligible. All PhD students benefit from insurance coverage for accidents and civil liability for the entire duration of the programme, and only for activities related to the PhD course. This coverage is also valid for PhD students enrolled in Unicam, but who study at a host institution. In the event of an accident, it is important to immediately report it to the PhD programme office, which will then notify the relevant office.

PhD student must send all necessary documents to SAS as proof of the accident (an email is sufficient).

In case of mobility abroad, PhD students are covered if there is an agreement between UNICAM and the host institution, and it is valid worldwide. During the period after the three-year PhD programme, until obtaining a PhD degree, PhD students are covered for a maximum of 18 months.

5.2. Housing service

In order to encourage internationalization processes of PhD paths, for PhD students not resident in Italy at the time of application and enrolment, belonging to UNICAM operational offices, and who require accommodation in Camerino, UNICAM may attempt to reserve a place in the Student Residences which are managed by **ERDIS** (Regional Agency for the Right to University Studies), based on availability; However, it is not possible to guarantee that there will be sufficient places to accommodate all requests. The booking takes place following agreements with the SAS Administrative Office, which will communicate to ERDIS the need for accommodation in one of the student residences which will be assigned depending on availability; Foreign non-EU students have priority to facilitate the issuance of the visa and their arrival in

Italy. Accommodations may offer double or single rooms with exclusive or shared bathroom and shared kitchen, and are located up to a maximum of 2 km from the center of Camerino.

The Ascoli Piceno campus provides, subject to availability, a limited number of accommodations for PhD students at the student residence 2 km from the city center.

Payment for accommodation is the responsibility of the PhD student according to the rates established by ERDIS.

Punctual payment of the monthly fee is a mandatory condition for maintaining the accommodation. It is necessary to promptly notify the SAS secretariat of the need to book accommodation. ERDIS always requires a medical certificate of good health upon arrival at the accommodation and a security deposit.

For those without a scholarship, it is normally possible to participate in the competition for a scholarship (limited number) announced by ERDIS, which is published every year in the second half of July on the website: www.erdis.it. The scholarships include a financial contribution and free food service; if requested by the PhD student when applying, the accommodation service is also free; a refund of the regional tax is also provided. Scholarships are awarded based on merit and family income.

5.3. Food service

In Camerino, there are currently two canteens and a student cafeteria (Café Ateneo) located near the Student Residences. Students have access to the canteens using a magnetic card which must be loaded in advance at the payment machines located in the canteens or at the ERSU cash desk. When preparing the menus, the different needs of students coming from foreign countries are taken into consideration. A weekly list of menus with the points relating to each course is posted outside the canteens.

In Camerino, the service is managed directly by ERDIS, but to guarantee the same service to students on the university campuses of Matelica, San Benedetto del Tronto and Ascoli Piceno, ERDIS has agreements with restaurants and self-service facilities.

5.4. Front Office

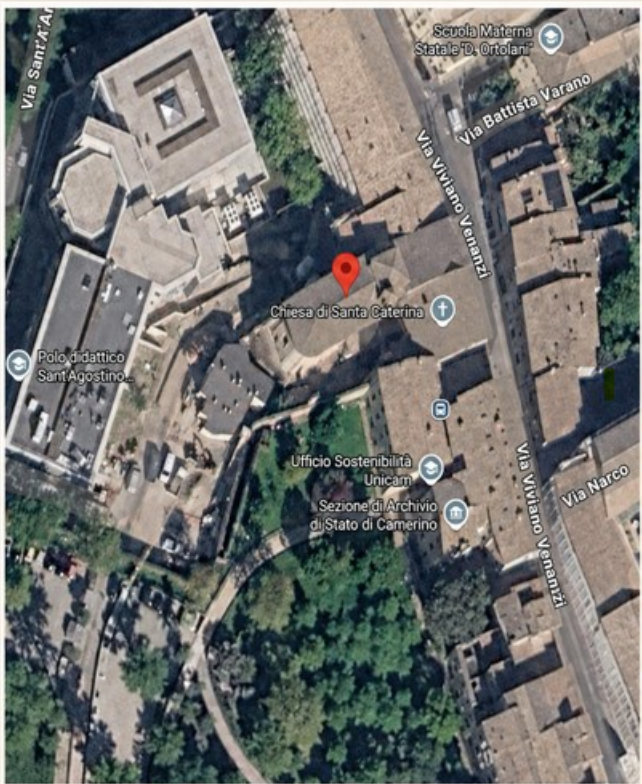
Administrative Office of the International School of Advanced Studies (SAS) is normally open to the public according to the following schedules:

- Monday to Friday, from 11:00 am to 1:00 pm. For appointments at different times, you can send a request to: dottorato@unicam.it;
- Tuesday and Thursday, from 11:00 am to 1:00 pm, for requests regarding missions, mobility, and reimbursements. For appointments at different times, you can send a request to: manuela.verdolini@unicam.it.

<https://maps.app.goo.gl/PGwKVCUKcrfMBdjD6>



Via Viviano Venanzi 24, 62032 Camerino (MC)



5.5. Unicam Bus

The University of Camerino has entered into an agreement with the CONTRAM Bus Service Company to offer the local bus service free of charge to students enrolled at Unicam. Furthermore, the service is also free for the buses that connect the various Unicam offices. It is possible to request the card directly from the Contram offices (Le Mosse location) by presenting your university registration number.

6. Final exam and doctoral thesis

6.1. Application for graduation

At the end of the last year of the course, the Academic Council evaluates the research activity carried out by the PhD students during the entire PhD course and decides whether they can be admitted to the final exam. The decision is communicated to the PhD students via the coordinator, together with an overall opinion on the activity carried out.

PhD students deemed suitable by the Academic Council are admitted to the final exam, and this decision is subsequently communicated to the SAS Council.

Within 30 days after the end of the last year of the course, PhD students must send an electronic version of the doctoral thesis to SAS; the procedure is normally managed via the dedicated portal.

The thesis consists of a written dissertation or graphic work, is written mainly in English, or includes a detailed summary in English.

The SAS then sends the version to external evaluators. There are at least two expert teachers or researchers, outside of Unicam, who evaluate the thesis and propose the admission of the PhD student to the final exam or postponement for a maximum of six months, if significant additions or corrections are deemed necessary. After this period, the thesis is admitted to public discussion, with a new opinion from the evaluators considering any corrections or additions made.

External evaluators have one month from receipt of the thesis to communicate their opinion. Subsequently, the thesis is sent to the members of the Committee. The Committee also receives the opinion of external evaluators. In justified cases in which the candidate is unable to submit the doctoral thesis within the time required for the duration of the course, the Academic Council may grant a maximum extension of twelve months upon request of the PhD student, without further financial burdens for the University.

6.2. Procedures for the final exam

PhD students must send a request to register for the final exam, using the forms made available by the office (available at the link: <https://isas.unicam.it/forms-and-procedures/forms-apply-final-examination>).

PhD students are normally informed of the exam schedule at least 20 days before the test.

Members of the Committee for the degree awarding session are appointed by the SAS Director, upon proposal of the Academic Council and the PhD Course Coordinator, and at least two thirds must not belong to the administrative headquarters of the course. As a rule, the final exam takes place in person.

In the specific cases of international or associated PhD courses, the Committee and the methods of organizing the sessions are established according to the specific agreements.

It is not possible to repeat the final exam.

If the candidate cannot take the final exam on the given date due to illness or force majeure, he or she may request the SAS Director to take the exam later, considering the circumstances that prevented the exam from taking place.

At the end of the exam, the Committees draw up a report on the session carried out and draft a written opinion for each candidate.

The University guarantees the transparency of the evaluation procedures, including judgments on individual candidates.

After passing the final exam, the Doctor of Philosophy degree, abbreviated as PhD, is awarded.

While waiting for the original diploma, the certification of degree achievement may be requested.



7. Confidentiality and protection of intellectual property

If, by virtue of their time spent at UNICAM departments and facilities, PhD students become aware of confidential information belonging to the University, to individual researchers, or to external parties with whom they maintain relationships during the carrying out of training and research activities, PhD students must treat such information (in whatever form: oral, written, graphic or electronic) as strictly confidential.

In the presence of specific confidentiality agreements, the PhD student must also consider any provisions referred to therein in agreement with the Supervisor.

As young researchers, PhD students may face situations in which forms of intellectual and industrial property protection intervene while carrying out their activities inside and outside UNICAM.

At UNICAM, in addition to having a [specific regulation in force on the matter](#), it is possible to contact the Research, Project Management and Technology Transfer Division, which, together with one's Supervisor, will be able to provide adequate technical-administrative indications.

In relation to the doctoral thesis, it may be necessary to embargo it. The embargo is the period of time during which the thesis archived in an institutional repository is classified and accessible only for the metadata part (the time period may vary between 6 and 12/18 months). To this end, in addition to the guidance of the Supervisor, it is necessary to report any request during the application phase to obtain the qualification via a specific form also present on the site, in the section: <https://isas.unicam.it/forms-and-procedures/forms-apply-final-examination>.





8. Info e contacts

The SAS Office is located at Via Viviano Venanzi 24, 62032 Camerino (MC), Italy.

The Director of SAS currently in office, Prof. Michele Loreti, may be contacted at the following email address: direttore.sas@unicam.it.

The Teaching Activities Manager currently in office, Ms. Natascia Alessandrini, can be reached at the following email address: natascia.alessandrini@unicam.it

The SAS Administrative Office, insofar as it supports the UNICAM PhD programmes, is staffed by:

Isabella Calzolari
0737402058
isabella.calzolari@unicam.it

Alessia Panunti
0737402027
alessia.panunti@unicam.it

Manuela Verdolini
0737402138
manuela.verdolini@unicam.it

Daniele Quadrani
073740212
daniele.quadrani@unicam.it

8.1. Who to turn to for

MACRO ISSUES: SAS Director (direttore.sas@unicam.it)

SCIENTIFIC ISSUES (training and research from a content perspective):
Your supervisor(s); Coordinator of your course; Academic Council.

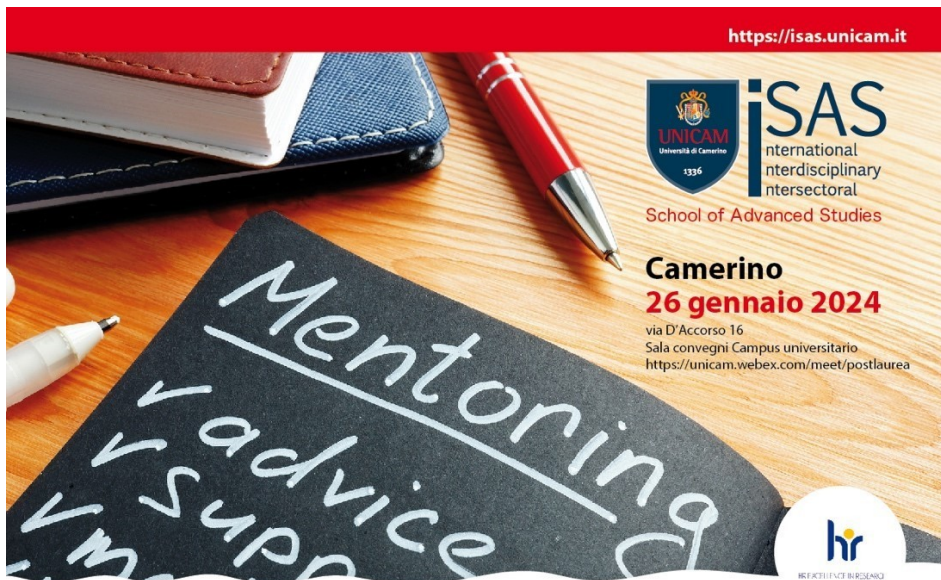
ADMINISTRATIVE, FINANCIAL, AND TECHNICAL ISSUES:

- General information, personal issues, or critical macro issues: Natascia Alessandrini.
- Selection and procedural issues with an international impact: Isabella Calzolari.
- Issues relating to missions, mobility and use of the research budget: Manuela Verdolini.
- Issues relating to PON funding, regional, and main national funding, Back Office issues: Alessia Panunti.
- Issues relating to initial enrolment, teaching, and awarding of the degree: Daniele Quadrani.

8.2. Forms

The forms required by PhD students can be found at the following link: <https://isas.unicam.it/forms-and-procedures>.

Additional forms or specific procedures can be requested by sending an email to: dottorato@unicam.it.



A poster for a mentoring event. The background is a wooden desk with a red pen, a blue notebook, and a white pen. A black piece of paper with white chalk-like text reads "Mentoring" and "v advice", "v supp", "v m...". The poster includes the UNICAM logo, the iSAS logo, and the text: "School of Advanced Studies", "Camerino", "26 gennaio 2024", "via D'Accorso 16", "Sala convegni Campus universitario", "https://unicam.webex.com/meet/postlaurea". There is also a small "hr" logo in the bottom right corner.

DOTTORATO UNICAM: IL RUOLO DI COORDINATORI E SUPERVISORI

- 11.00 Saluti istituzionali e apertura lavori
- 11.15 Il Direttore SAS incontra coordinatori e supervisor
- 11.45 Gli uffici UNICAM incontrano coordinatori e supervisor
- 13.00 Q&A
- 13.30 Chiusura lavori

[Info postlaurea@unicam.it](mailto:info_postlaurea@unicam.it)



9. Special financing

In the presence of scholarships financed as part of specific programs (e.g., PON, PNRR, PRIN, HE, etc.) and specific agreements (co-tutelage, co-financing by other public or private bodies, etc.), PhD students may be required to make provisions in addition to the standard ones, to be accepted in full upon acceptance of the scholarship.

By way of example, the following are possible additional obligations:

- Maximum limit of income from work compatible with the scholarship lower than the provisions of the UNICAM regulations.
- Exclusive participation in the project that finances the scholarship.
- Additional reporting obligations compared to the standard one.
- Use of logos and mention of funding bodies in publications and all advertising materials.



10. Training courses on health safety and surveillance

We inform you of the obligation to carry out training courses on safety in the workplace pursuant to article 37 of Legislative Decree No. 81/08 and State Region Agreement of 21 December 2011.

For those following a PhD course whose operational headquarters include activities carried out in UNICAM departments and laboratories, the mandatory training course includes the following:

First, a GENERAL training course - 4 hours.

Subsequently, a SPECIFIC training course* - 8 hours; Both courses can be followed in e-learning mode via the dedicated platform (access instructions are attached).

*PhD students who work at the Veterinary Medicine facilities, based in Matelica and those who attend the University animal facility, based in Camerino, are reminded that, after completing the 4-hour general training e-learning course, they will have to carry out a specific 12-hour in-person training course and not the 8-hour e-learning course. Registration for the in-person training course, at the Matelica/Camerino headquarters, takes place via the e-learning platform.

For those who are attending a national PhD course, whose work activity is NOT carried out at UNICAM laboratories and departments, the training path includes:

Completion of a GENERAL training course - 4 hours in e-learning mode on the UNICAM platform as indicated above.

Subsequently, a SPECIFIC training course at the operational headquarters of the PhD course. Once you have obtained the certificate at the operational headquarters, please communicate it to the following email address: formazione.sicurezza@unicam.it

If the courses in question have already been completed at other institutions, you are kindly requested to send the relevant certificates for appropriate checks to the following email address: formazione.sicurezza@unicam.it.

HEALTH SURVEILLANCE

As required by article 41 of Legislative Decree No. 81/08, and in order to guarantee health surveillance, all PhD students, including those who work at external offices, must complete the attached "Service Form" and send it to the following email address: servizio.prevenzione@unicam.it.

PhD students who work at external institutions, and who therefore must undergo the health surveillance visit at the host facility, must send a copy of the certificate of suitability for the job issued by the company physician of the facility to the following email address: servizio.prevenzione@unicam.it.

For all relevant clarifications, please send an email to Chiara Bartocci (formazione.sicurezza@unicam.it) for training issues, and to Beatrice Mancini (servizio.prevenzione@unicam.it) for health surveillance.