

PhD programs

Vademecum a.y. 2023/2024

University of Milano-Bicocca

1. ENROLMENT ON FIRST-YEAR COURSES

• When to register

After passing the exam, candidates must wait for the list of successful candidates (ranking) to be published on the official university notice board (albo ufficiale) and on the website (*ranking lists page*)

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Candidates will not be contacted personally unless they subsequently qualify because one or more other candidates have withdrawn.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 “*Declaration for enrolment*” and pay the first instalment of fees through the pre-filled PagoPA bulletin.

The message “In attesa di perfezionamento immatricolazione” (“Pending completion of registration process”) will be displayed on the student’s personal Segreteria Online page until the transaction has been processed.

COMMITMENT TO CONFIDENTIALITY AND SECRECY

Each PhD student, before starting the activity, must sign a Commitment of Confidentiality and Secrecy , which will be provided by the Doctoral School.

• 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 scholarship

Candidates awarded a scholarship must:

- register for the INPS (National Social Security Institute) “Gestione separata” scheme
- fill in the “Scholarship payment form” available at this *link* 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**

Italian citizen

Students must apply to register for Gestione Separata on the *INPS* website, using one of the following credentials: SPID (Public Digital Identity System), CIE (Electronic Identity Card) e CNS (National Service Card).

Citizens resident abroad without an Italian identity document

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*);



Registration is only possible from 1 November 2023, 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.



Approximately three-four weeks after enrolment, PhD students will receive the University magnetic card at their home address.

- **Choosing 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 scholarships, 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. SCHOLARSHIP

- **Amount and payment**

The annual amount granted, net of taxes, is € 16.243,00. The scholarship is not subject to income tax (IRPEF). 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 about € 1.200.

- **Other sources of income**

The scholarship is compatible with other income received in the same calendar year on condition that it does not exceed the amount of the scholarship (€ 16.243,00). This limit applies to all PhD scholarship holders enrolled in active cycles.

At the beginning of each calendar year, holders of scholarships must submit a declaration that their income for the previous year has not exceeded the maximum income that entitles them to receive the scholarship (e.g. at the beginning of 2024, 2nd and 3rd year PhD students will be asked for the situation in 2023).



The amount of the scholarship must not be included in other income.

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

- **Incompatibility with other scholarships**

No other scholarships are allowed, except grants that supplement research periods abroad.

A PhD student with a scholarship may therefore apply for an Erasmus mobility grant.

- **Scholarship and tax returns**

The scholarship 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.

- **Payment slips**

Payment slips (cedolini stipendiali) detailing monthly payments of the research grant and the income certification (certificazione unica) are available online by entering your login credentials at the following address: <https://unimib.u-web.cineca.it>

After logging in, click on “I MIEI DOCUMENTI” icon.

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 Segreterie online and clicking on the “Renew registration” button.

When the procedure is completed, the first instalment must be paid through the pre-filled PagoPA bulletin.

The final dates for renewal of enrolment can be found at the “*Enrolment in subsequent years*” webpage.

- **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 by accessing their personal page in Segreterie online.

Student will be asked to specify courses/lessons attended, participation in conferences/summer schools, teaching activity.

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 should be always attached.

The instructions for the compilation of the activity report can be found at this [link](#).

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 € 156.00 and must be paid at the enrolment while, in case of enrolment renewal (2nd and 3rd year. 4th year only for Ecostat students), by **30th September 2023**.

The second instalment, to be paid only by scholarship holders, is based on an "Equivalent Economic Situation Indicator", or ISEE. The amount ranges from a minimum of € 0,00 to a maximum of €1.200,00 and must be paid by **16th May 2024**.

The payments must be made using the PagoPA pre-completed payment slips, printable directly from the Payments page in the Reserved Area of "segreteria online". The procedure is entirely online, no payment slips will be sent at home.

There are three ways to pay using PagoPA:

1. Print the payment slip and pay it to any payment service provider of the PagoPA circuit (banks, tabacconists, etc. ... Note: it is not possible to pay at the post office);
2. Pay online: using the appropriate link on the "segreteria on line" webpage students can access the online payment function that will offer all payment service providers participating in the PagoPA circuit (there are different possible methods, as debiting a current account or payment by credit card).
3. For banks using the CBILL system, the interbank code or SIA code is: 1G192. CODE: 1G192.

- **How to obtain ISEE certification**

Italian or foreign PhD students residing in Italy must obtain an **ISEE certification for PhD courses** by filing a form called *Dichiarazione Sostitutiva Unica* by 15 November 2023 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 2022/23 academic year and have requested and obtained an **ISEE PER I CORSI DI DOTTORATO (ISEE FOR PHD COURSES)**.



PhD students who 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 look at the guide you can find at "*Fees and funding*" webpage.

- **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.
- interdisciplinary courses arranged by the PhD School.

You can find additional information at "*Interdisciplinary courses*" webpage.



Starting from 38° cycle, to gain a PhD qualification each student must obtain at least **11 ECTS** (unless the individual PhD programmes have different rules):

at least 8 from courses specific to their own PhD programme and at least 3 (compulsory) from interdisciplinary courses.

PhD students from previous cycles must obtain 8 ECTS.

- **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 **Rosetta Stone platform** and logging in using one's own @campus.unimib.it account.

For further information check the website at this *link*.



In addition, the University of Milano-Bicocca can issue the Between 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 abroads

PhD students may study abroad at foreign universities or research institutes for up to a maximum of 12 months, 18 months for co-tutorship or PhD Program in associated form.



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 in the *Forms and certificates section* of the PhD School website. A photocopy of a valid identity document must be attached.

The form must always be signed by the Coordinator, whatever length the period abroad is.



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 in the *Forms and certificates section* of the PhD School website.

- Funds available for PhD students

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

- Budget for research

From the first year onwards, in addition, **each PhD student, with or without a scholarship**, has an available budget for research in Italy and abroad of 10% of the scholarship (annual gross amount).

The budget of the years following the first is cumulative with the unused amount of the previous year, to be used by the final examination. The research budget does not apply to PhD foreign students holding a grant from a foreign countries and students enrolled in incoming co-tutorships.

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 open a study mission on <http://unimib.u-web.cineca.it/> 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 reimbursed for the expenses, the previously opened mission must be completed by attaching the supporting documents. The University Missions Office will provide for the reimbursement of the mission.



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

Regulations regarding missions are available at this *link*

- **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, visit the *dedicated page*.

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 11

Tuesday 2:30 pm – 4:00 pm

Thursday 9:30 am – 12:30 pm

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@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 “*Forms and certificates*” webpage

- **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 Request for certificates* to dottorati@unimib.it.

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

The payments must be made using the PagoPA pre-completed payment slips. It can be viewed on the student’s personal *Segreterie Online* page.

The amount payable 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. 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 must send the *form Badge duplicate* to dottorati@unimib.it , attaching:

- 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:

If the badge is used for banking services, the *form Badge duplicate* should be sent to dottorati@unimib.it.

The badge will be sent by post to the address specified on your personal page of Segreteria online.



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.

Badges demagnetised:

Student should send the *form Badge duplicate* to dottorati@unimib.it

Student will then be summoned to the desk to check that the badge has not damaged.

● 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 via the Sportello On Line within the deadline specified at the *dedicated webpage*.

The canteen profile will be recorded on the university badge pending confirmation of enrolment for the 2023/2024 academic year.

- **Accommodation**

Students attending the 39th, 38th and 37th research cycles and duly enrolled for the 2023/2024 academic year may apply to be assigned a room at preferential rates at the university hall of residence in Building U42, Via Forni – 20161 Milano.

All the information is available at the page “*How to...*” (Section *University Residence*):

Two lists will be drawn up:

- an intermediate list published at the end of October to assign beds starting from November 2023
- a final list published in February 2024 for the assignment of rooms starting from March 2024.

8. RIGHT 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.

Students must send the form “*Request of working activity*” to dottorati@unimib.it.

- **Supplementary teaching activities**

PhD students may tutor students attending university courses.

PhD students may also perform supplementary teaching duties for up to a maximum of forty hours per academic year, after authorisation by the coordinator and the teaching staff. Students must send the form “*Request of working activity*” to dottorati@unimib.it.

- **Suspension**

Female doctoral students may request a suspension of up to 1 year for maternity leave.

In addition, all doctoral students may request a suspension of up to 1 year (for doctoral students up to the 37th cycle) and up to 6 months (for doctoral students from the 38th cycle) for the following reasons:

- serious illness
- particular personal reasons
- permanent public-sector employment during the trial period

To do so they must send the specific form “*Suspension of attendance*” to dottorati@unimib.it attaching an identity document and any other documentation justifying the need to suspend research

activities. Concerning the suspension for illness, the medical certificate must be issued by a public health body or by a general practitioner of the National Health Service and the diagnosis must not be mentioned.

PhD students must notify the PhD School Sector (*Settore Scuola di Dottorato*) when they recommence their research activities using the form "*Resumption of activities*", signed by their coordinator.



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 in accordance with current legislation apply to female doctoral students.



At the beginning of pregnancy

Female doctoral students must always report their state of pregnancy:

- to the Competent Medical Service (medico.competente@unimib.it)
- the Doctoral School sector (dottorati@unimib.it)

using the appropriate form "*Notification of pregnancy status*" and attaching a certificate from the 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.

Forms to be submitted according to the type of leave chosen:

1. Two months before and three months after childbirth: before starting the suspension, they should send the "*Suspension of attendance*" form to dottorati@unimib.it
2. One month before and four months after childbirth: they should send the "*Suspension of attendance*" form + the requirements in the note below* to dottorati@unimib.it
3. From the date of childbirth for the following five months, send the "*Suspension of attendance*" form + the requirements in the note below* to dottorati@unimib.it.

* In the 2nd and 3rd cases, in addition to the "Suspension of Attendance" form, female doctoral students must also send a certificate from a gynaecologist to medico.competente@unimib.it **during the 7th month of pregnancy**, certifying that flexibility up to the 8th or 9th month of pregnancy does not prejudice the health of the pregnant woman or the unborn child.



At the end of maternity period

The PhD student concerned must inform the PhD School that she has resumed her activities using the "*Resumption of activities*" form, signed by the coordinator:



During the period of suspension of the grant, PhD students may benefit from financial grants provided by INPS.

- **Withdrawal**

PhD students may withdraw from the PhD course at any time.

PhD students must hand in the "*Withdrawal from PhD*" form along with a €16 revenue stamp at the PhD school desk, after appointment.

Alternatively, the form with a revenue stamp can be sent by registered post to the address:

Scuola di Dottorato
Università di Milano-Bicocca
Piazza dell'Ateneo Nuovo 1
20126 Milano

The scholarship 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.



PhD theses must have this *title page*.

- **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 PagoPA (payment request) is printed. The amount of €32 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 “*Graduating*” webpage.

- **Extension of thesis submission (only for students enrolled from the 38th cycle)**



If requested by the PhD student the teaching board may allow an extension of a maximum duration of twelve months, without payment of the scholarship, in the event of justified reasons that do not allow the doctoral thesis to be submitted on time.



The teaching board may decide to authorise an extension of the duration of the PhD program for a period not exceeding twelve months for justified and documented scientific reasons.

Periods of extension and suspension must not exceed a maximum duration of eighteen months, with the exception of cases provided for by law.

- **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.