

HELP FILE GENERAL

Congratulations, you're a PhD student of the Department of Physics and Astronomy of the University of Florence!

These notes have been prepared by your PhD Coordinator (raffaello.dalessandro@unifi.it) and the PhD Secretariat of our Department (silvia.berti@unifi.it). Please have a look at our web site:

<https://www.fisica.unifi.it/vp-26-dottorato-in-fisica-e-astronomia.html>

US == PhD Coordinator + PhD Secretariat

Before you read what follows, bear in mind that nothing is set in stone. Within reasonable limits you're allowed to change thesis title, tutors, research program, courses.

Here's what you must do if you need to:

- 1) a "Nulla osta" for associations to Italian Research Institutes (i.e. INFN, INAF, CNR, etc.):
THEY CAN ONLY BE GIVEN AFTER YOU'VE BEEN OFFICIALLY INSERTED IN THE PhD STUDENT LIST OF OUR UNIVERSITY (usually this happens by the first week of November).
Once you're officially a University of Florence PhD student you can request your NULLA OSTA with a simple e-mail addressed to the PhD Coordinator with Silvia Berti in Carbon Copy. In the e-mail you should specify who you are, (ID, PhD inscription number) and for which Institute you require the Nulla Osta, e.g. Gentile professore, lo sottoscritto XXXX YYYYYY, iscritto al xxmo ciclo del Dottorato in Fisica e Astronomia, matricola DTXXXXXX, chiedo il rilascio del nulla osta ai fini della associazione all'Ente XXXXXX.
The Nulla osta is signed by the Coordinator, but in some cases (i.e. extra curricula work activity) must also be approved by the Collegio Docenti, see further down point (5).
- 2) want or need to change your thesis title. In this case download the form: *Richiesta variazione titolo progetto di ricerca* (<https://www.fisica.unifi.it/vp-168-documents-and-forms.html>), fill it in and write the new titles (Italian and English) alongside with the old ones. Sign it and have it signed by your tutor/s and then send US the pdf by e-mail. The change must be approved by the Collegio Docenti.
- 3) What about tutor/s? Yes, you can change or (in exceptional cases that must be agreed with the Coordinator) add a tutor. The form: *Richiesta sostituzione tutore* or *Richiesta ulteriore tutore* (<https://www.fisica.unifi.it/vp-168-documents-and-forms.html>), must be signed by you and ALL concerned parties. In this case we require original signatures on the form that must be printed out, signed and delivered to our PhD Secretariat. The change must be approved by the Collegio Docenti.
- 4) I need to go to a Conference, to another Institute for work, or anything else work related that requires travel expenses. You must open a "richiesta di missione" with the Department of Physics. Please have a look at: <https://www.fisica.unifi.it/upload/sub/ricerca/dottorato/modulistica/Vademecum%20missioni.pdf>. The document is in Italian but ask your representatives or the Coordinator for help if you have (un)surmountable (i.e. Google translate) language problems. In general you are also entitled to a 50% increase of your scholarship for the actual days of your permanence in a foreign country. This is a separate procedure from the "Missione", and the request must be sent to the Coordinator for approval.

The following need forms that are downloadable from the University main PhD page (<http://www.unifi.it/cmpro-v-p-9972.html>).

- 5) Extra-curricular activities (i.e. tutoring contracts). You're allowed extra-curricular activities (tutoring, laboratory assistance, etc.), within the bounds described by our "Regolamento Interno" (<https://www.fisica.unifi.it/upload/sub/ricerca/dottorato/Allegato%203%20-%20regolamento%20interno%20Dottorato.pdf>) on our web site. Download from the above link the "*Modulo richiesta compatibilità attività lavorativa*", fill it, sign it and send it to US by e-mail (pdf). We will also need a written statement (pdf) signed by your tutor/s that the extra-curricular activity will have no impact on the quality of your research or thesis. These requests must be approved by the Collegio Docenti.
- 6) Study periods at a foreign Institute/University. If these are under 6 months you will only need the approval of your PhD Coordinator. Please fill in the form: *Modulo di autorizzazione soggiorno*, and sign it, we will also need your tutor to counter sign it ("per presa visione"). Bring the form to the PhD secretariat. Use the same procedure if the period is longer than 6 months, but in this case you will also need approval from the Collegio Docenti which will take longer. In any case the request should reach us at least fifteen (15) days before the beginning of the period. Once you've reached your foreign institute, you must send us each month the "Conferme" of the periods at the foreign host. These "Conferme" (signed by you and by your tutor/s) should arrive (pdf format by e-mail) by the 3rd of each successive month. You must also attach a declaration by your host, on an official form signed by them, certifying the actual days of permanence for the corresponding month.
- 7) Co-tutela agreements. These are partnership agreements with a foreign University which is willing to follow your thesis work and support your research activity. These can be quite complex to set up and you are encouraged (if interested in pursuing such an arrangement) to start the procedures as soon as possible (i.e. within the 1st year of your PhD).
- 8) Doctor Europaeus. Our University can issue such a certificate (should you need it) but only if all requirements, as stated in the UNIFI Regolamento (<http://www.unifi.it/cmpro-v-p-9611.html>), are met.