ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Doctoral credits recognition

DIMSAI – Cycles 40° and 41° vs 39°

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Department of Industrial Engineering - DIN

Credits recognition

Summary

1. Doctoral Credits(CD) regulation from 40° vs 39°
2. dottorandi.unibo.it website
3. Procedure for the recognition of doctoral credits
4. Other requests on dottorandi.unibo.it website

Doctoral Credits and Formative Credits (CD and CF) regulations

- Regulations are different for 40° and 41° cycles respect to 39° cycle;
- Students of 40° and 41° cycles acquire Doctoral Credit (CD) while 39° ones acquire Formative Credits (CF);
- Regulations on doctorate website:
  - https://phd.unibo.it/dimsai/en/career/education-and-training-rules-40th-phd-cycles
  - https://phd.unibo.it/dimsai/en/career/education-and-training
- Website for upload of training activities for credit request of recognition:
  - https://dottorandi.unibo.it/

Doctoral Credits and Formative Credits (CD and CF) regulations

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Mechanics and Advanced Engineering Sciences

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EDUCATION AND TRAINING RULES – For 39th and former PHD Cycles

The aim of the DIMSAI education and training program is to provide a structured and monitorable educational path, characterized by suitable flexibility to be adapted to the different cultural needs of the specific research domains of DIMSAI PhD students.

The education and training program is structured as follows (since the 35th cycle and up to 39th included):

1) The training activities are quantified in *credits*.

2) In order to pass the third year of the PhD course, the PhD student must have acquired at least 27 credits during his three-year Doctorate.

3) The PhD student defines his educational path in agreement with his Tutor. The training activities must be consistent with the research topics of the DIMSAI doctoral course.

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EDUCATION AND TRAINING RULES – From 40th PHD Cycle

DIMSAI Doctoral Credits Regulation.

From the 40th Cycle, the DIMSAI PHD Course Program adopts the ***Doctoral Credits*** **(CD) system**.

The CD is a measure of the PhD student's load associated with the research activities, the education/training activities, and the teaching activities in order to gain the PhD Diploma.

The aim of the CD system is to provide a structured and monitorable educational path characterized by suitable flexibility to be adapted to the different cultural needs of the specific research domains of DIMSAI PhD students.

Key rules of the DIMSAI PhD Educational Program.

1) The PhD students' activities are quantified in *Doctoral Credits*. 1 CD corresponds to 25 hours equivalent of activity.

2) Students are required to gain 60 CDs in each year of the DIMSAI PhD course (3 years = 180 CDs).

3) The DIMSAI Program defines the type of admitted activities and the requirements in terms of CDs. The number and share of

Formative Credits (CD) regulation for 39° cycle only

The aim of the DIMSAI education and training program is to provide a structured and monitorable educational path, characterized by suitable flexibility to be adapted to the different cultural needs of the specific research domains of DIMSAI PhD students.

The education and training program is structured as follows (since the 35th cycle and up to 39th included):

1) The training activities are quantified in credits (Formative Credits, CF).

2) In order to pass the third year of the PhD course, the PhD student must have acquired at l**east 27 credits during his three-year Doctorate.**

3) The PhD student defines his educational path **in agreement with his Tutor**. The training activities must be consistent with the research topics of the DIMSAI doctoral course.

4) The DIMSAI Academic Board verifies the student's educational path and the achievement of the requirements indicated in point 2 by the procedures reported in point 6 on Doctorate website.

Formative Credits (CD) regulation for 39° cycle only

5) Credits can be acquired by participating in the following activities:

a. **Educational activities with final examination**: all courses/seminars that foresee a final test to verify the proficiency of the PhD student fall under this definition; possible examples are bachelor/master courses (as long as they were not undertaken by the PhD student in his previous career), doctoral courses/seminars, language courses including the verification of at least C1-level proficiency. For these activities, **1 CF is awarded for every 10 hours of frontal lectures of the course;**

b. **Educational activities without final examination**: this category includes all courses/seminars that do not foresee a final test to verify the proficiency of the PhD student; possible examples are attendance in conferences, summer schools, workshops, seminars that do not include verification of proficiency or attendance of bachelor/master courses without sustaining the final examination at the end of the course. For the credits recognized for these activities:

Conference, summer schools, workshops, seminars: 0.1 credit for each half-day of the event +0.2 credit if the event is in Europe, but outside of Emilia-Romagna or +0.4 credit if the event is outside Europe

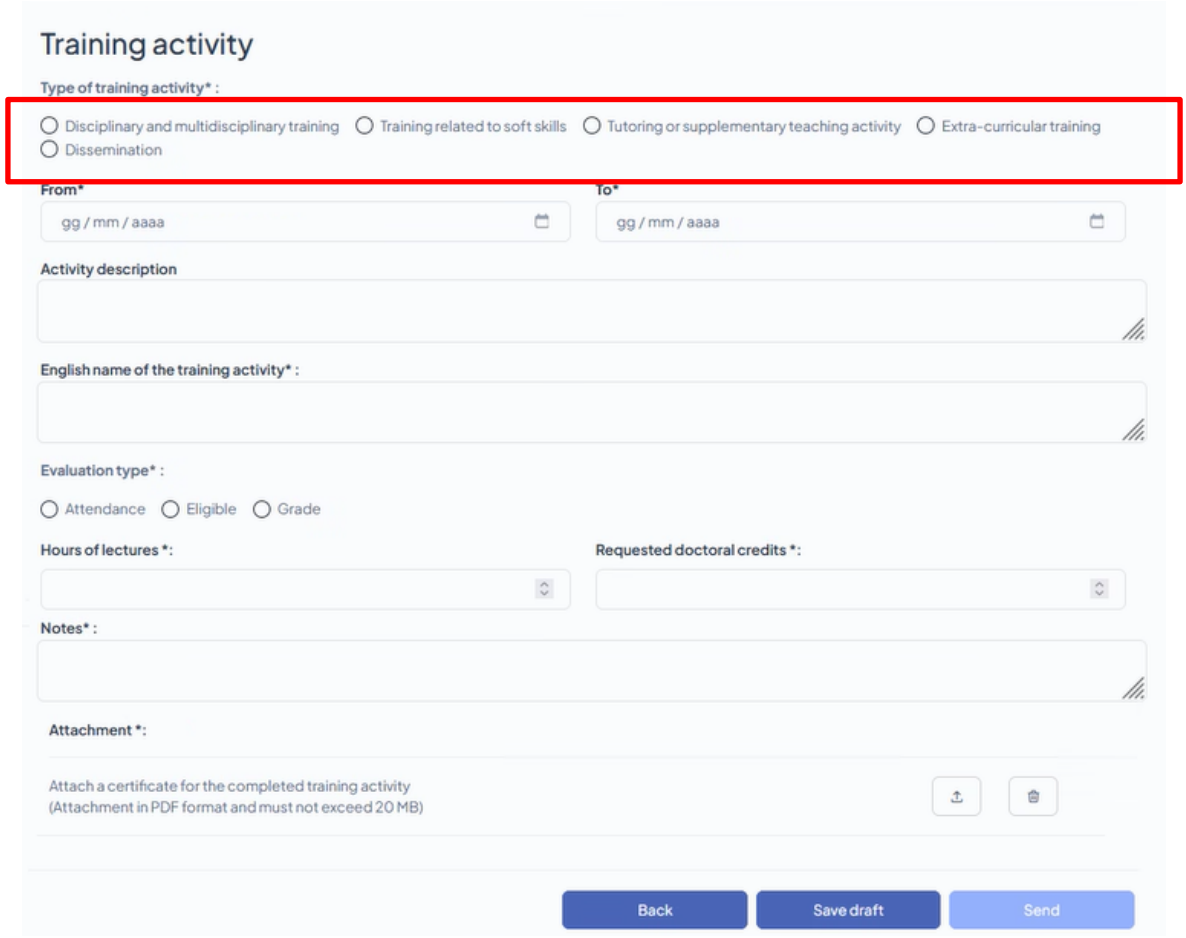
Bachelor/master courses: 1 credit for every 30 hours of frontal lectures of the course

c. **Research stay abroad:** the PhD student is awarded **6 credits for each month of research spent abroad, up to a maximum of 18 credits.**

Since 3 months abroad are mandatory, only 9 Formative Credits must be acquired to obtain the 27 credits

Formative Credits (CD) regulation for 39° cycle only

- 39° cycle students have to upload their training activities as reported above, on **dottorandi.unibo.it** website in the available categories, following their regulation;
- Most of the courses can be placed in: **Disciplinary and multidisciplinary training;**
- Transversal training must be placed in: **Training related to soft skills**
- **"Tutoring or supplementary teaching activities"** cannot be used since no activities are recognized under such category for 39th cycle;
- Only **Summer/winter schools** can be placed in: "**Extra-curricular training"**
- **"Dissemination"** cannot be used since no Formative Credits are provided under such category for 39th cycle;
- In the Requested doctoral credit field **0 (zero) must be always placed since you will not obtain Doctoral Credit (CD) but Formative Credit (CF) instead!**



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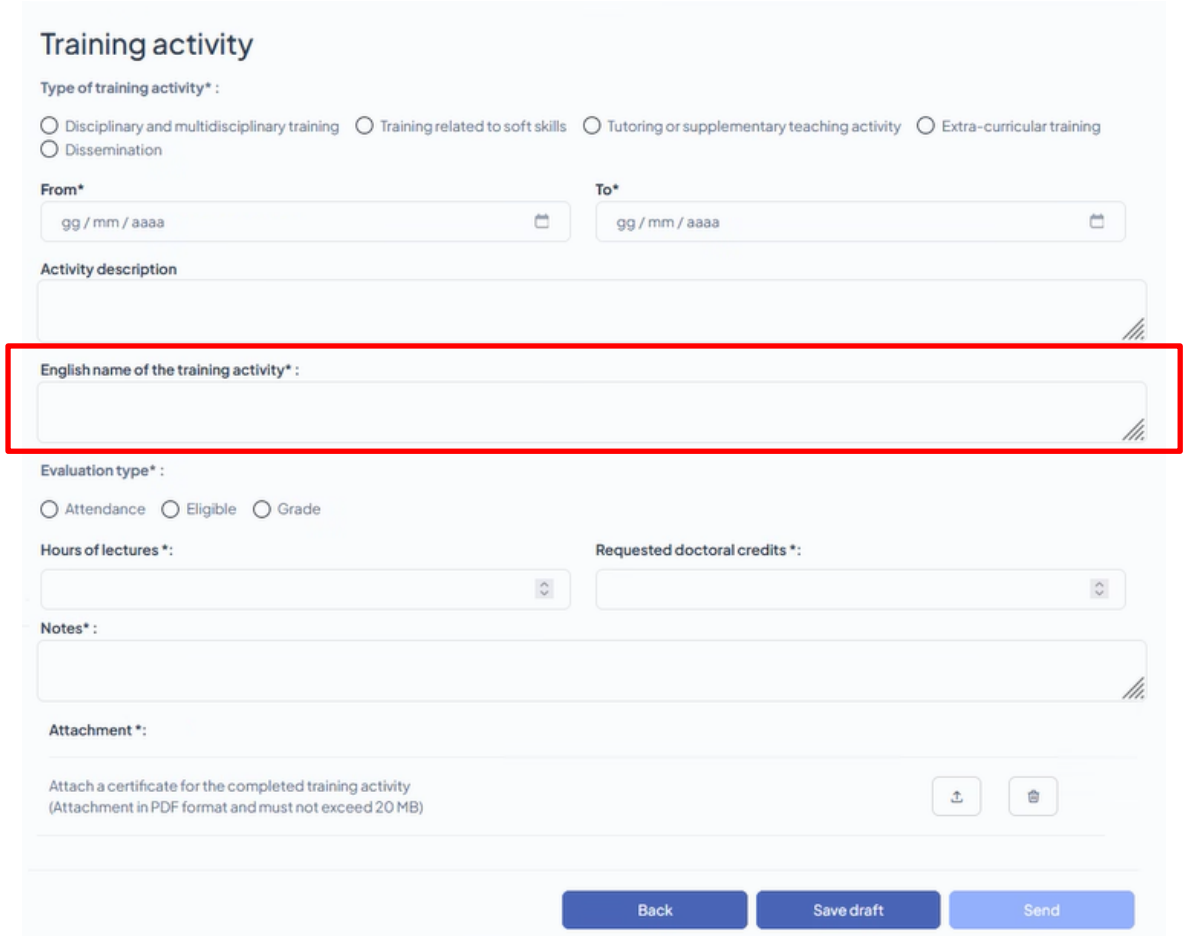
Formative Credits (CD) regulation for 39° cycle only

- Carefully complete the field "English name of the training activity" since the field will be reported 'as it is' in the Diploma Supplement official document together with 'pergamena' at the end of your doctoral course;
- i.e. DON'T write just '*Electromagnetism in industry*", It's better to place "Seminar on "*Electromagnetism in industry" 12hrs by prof. F. Rovatti, May 2026, organized by Confindustria Emilia-Romagna*" or "*Master course on "Robotics in industry" 60hrs by prof. G. Palmieri, AA2026/2027, University of Bologna*"



Questions?

Doctoral Credits (CD) regulation from 40° cycle

The objective of the education and training program for the PhD in Mechanics and Advanced Engineering Sciences (DIMSAI) is to provide a structured and monitorable educational path, characterized by adequate flexibility to adapt to the different cultural needs of the specific research areas of DIMSAI doctoral students. **Doctoral Credits (CD)** measure the workload required of the PhD student **in research and training activities** for the achievement of the degree. **Each CD is worth 25 hours of commitment** and the PhD student must obtain 60 CDs per year.

Table A – Credits distribution		
Type of activity	**Credits**	**%**
Research	144	80
Teaching and training	36	20
Total	180	100

Doctoral Credits (CD) regulation from 40° cycle
Credits distribution in the teaching and training group

Table B – Credits distribution		
Type of activity	**Minimum number of credits**	**Maximum number of credits**
1. Disciplinary and multidisciplinary Training	6	-
2. Transversal skills	1	-
3. Extra-curricular training	1	-
4. Dissemination	2	-
5. Teaching and tutoring	1	9

Doctoral Credits (CD) regulation from 40° cycle
Credits distribution in the teaching and training in the three years

Table C – CD for training and teaching to be acquired in the various years of the course		
Training and teaching CDs to be acquired	**Recommended**	**Minimum**
at the end of the 1st year	18	0
at the end of the 2nd year	30	12
at the end of the 3rd year	36	36

Reccomended and mandatory

These are the recommended number of CDs to be acquired for **training, dissemination and teaching** in each year of the course, in order to ensure the balanced performance of these activities with respect to those of research (table C). This table also **shows the minimum doctoral credits that a PhD student must obtain in order to be admitted, during the annual assessment, to the following year**.

Credits conversion in the teaching and training -
1. Disciplinary and multidisciplinary training

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
vi. Courses (disciplinary and multidisciplinary training)				
Courses (with learning verification) *It includes, but is not limited to:* • *3rd level courses PhD@DIN or UniBo* • *3rd level courses of other PhDs (including non-UniBo, Italian or foreign)* • *Seminars as part of a course (cycle of seminars), with verification* • *UNIBO disciplinary and multidisciplinary training courses with final exam* • *Disciplinary and multidisciplinary training courses compatible with the doctorate of Italian or foreign institutions (e.g. Cineca, CERN, etc.) with final exam* • *1st and 2nd level courses not taken in the career (even non-UniBo) with passing the final exam* **Theoretical-practical laboratory courses (with verification of learning)** *It includes, but is not limited to:* • *courses that include the practical use of instrumentation, machinery, software but which also provide theoretical training (e.g. MATLAB, PYTHON, Characterization tests, etc.); courses both Unibo and other Italian or foreign Institutions/Universities/Companies* **To be recognized, it is required: copy of the certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.**	5	20	25	1

1

To be recognized, certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.

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Credits conversion in the teaching and training -
1. Disciplinary and multidisciplinary training

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
vi. Courses (disciplinary and multidisciplinary training)				
Practical laboratory courses (with verification of learning) *It includes, but is not limited to:* • *courses for the use of instrumentation, machinery, software without a part of theoretical in-depth study; courses both Unibo and other Italian or foreign institutions/universities/companies* **To be recognized, it is required: copy of the certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.**	10	15	25	1

1

To be recognized, a certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.

Credits conversion in the teaching and training -
1. Disciplinary and multidisciplinary training

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
vi. Courses (disciplinary and multidisciplinary training)				
Courses (without learning verification) *It includes, but is not limited to:* • *Individual seminars (not in the context of a course with verification)* • *Courses both of UniBo and of other Italian or foreign Institutions/Universities/Companies, without final assessment of learning* • *Extra-curricular courses* • *Courses with learning verification for which the candidate does not take the learning verification;* • *1st and 2nd level courses not taken in the career (even non-UniBo) without final exam* **To be recognized, the following is required: copy of the certificate of attendance with certification of attendance of at least 75% of the hours.**	25	-	25	1

1

To be recognized, certificate of attendance of at least 75% of the hours.

Credits conversion in the teaching and training – 2. Transversal/Soft Skills

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
vii.	**Soft skills**			
Courses for the development of transversal skills (with learning verification) *It includes, for example, courses not PhD@DIN provided by UniBo or other Italian or foreign Bodies/Universities/Companies on transversal skills topics such as:* • *Career guidance and career planning* • *Knowledge of European and international research systems* • *Didactic training* • *Dissemination and publication training* • *Intellectual property protection* • *Open access/open science data management* • *Courses on transversal skills specially organized by UniBo for the PhD (e.g. ACEs, Transversl Skills)* **To be recognized, it is required: copy of the certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.**	5	20	25	1
Courses for the development of soft skills (without learning verification) *It includes, for example, courses not PhD@DIN provided by UniBo or other Italian or foreign bodies/universities/companies on topics such as:* • *Career guidance and career planning* • *Knowledge of European and international research systems* • *Didactic training* • *Dissemination and publication training* • *Courses on transversal skills for PhD (Transversl Skills @ UniBo)* **To be recognized, the following is required: copy of the certificate of attendance with certification of attendance of at least 75% of the hours.**	25	0	25	1

2

To be recognized, certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.

To be recognized, certificate of attendance of at least 75% of the hours.

https://centri.unibo.it/teaching-learning/en/students/for-those-attending-a-phd-programme

Credits conversion in the teaching and training – 3. Extra-curricular training

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
viii. Extracurricular training				
Participation in summer/winter school (with verification of learning) • *Doctoral schools / Summer School / Winter school (with final exam)* **To be recognized, it is required: copy of the certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.**	5	20	25	1
Participation in conferences and summer/winter schools (without verification of learning) *It includes, for example:* • *Participation in a conference without presentation of a paper, or chairing or passive participation in discussion panels* • *Doctoral schools / Summer schools / Winter schools (without final exam)* • *PhD symposia* **To be recognized, the following are required: copy of the request for reimbursement of the mission and copy of the certificate of participation**	1 day (8 hours "frontal" of the event) NOTE 4	-	8	0,3

3

To be recognized, certificate of attendance of at least 75% of the hours and of the grade/eligibility obtained.

To be recognized, copy of the request of reimbursement of the mission and copy of the certificate of attendance.

NOTE 4: The durations of dissemination and extracurricular activities will be considered including the transfer (e.g. active/passive conference in EU country of 3 days + 2 half days for the transfer = 4 days)
Passive participation: 4 days*0,3=1.2CD

Credits conversion in the teaching and training – 4. Dissemination

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
ix. Dissemination				
Active dissemination of the results of one's own research *It includes, for example:* • *Participation in a conference with presentation of at least one work* • *Participation in a conference with active participation in a discussion panel / session chairing* *It does NOT include:* • *Preparation and publication of journal articles* • *Co-authorship of contribution to conference presented by others* **To be recognized, the following are required: a copy of the request for reimbursement of the mission, a copy of the certificate of participation and presentation of the work (or of the conference program with the presenters explained).**	1 day (8 hours "frontal" of the event) NOTE 4	4	12	0,5

4

To be recognized, copy of the request of reimbursement of the mission and copy of the certificate of attendance as speaker.

NOTE 4: The durations of dissemination and extracurricular activities will be considered including the transfer (e.g. active/passive conference in EU country of 3 days + 2 half days for the transfer = 4 days)
Active participation: 4*0,5=2CD

Credits conversion in the teaching and training – 5. Teaching and tutoring

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
x. Supplementary teaching and tutoring*				
Tutoring* *Includes:* • *Tutoring contracts or fellowships at UniBo authorized by the Board* • *Tutoring or teaching contracts or grants at other universities/institutions authorized by the College* **To be recognized, the following is required: tutoring contract with indication of the hours of assignment.**	10 hours contract	15	25	1
Thesis tutoring* *The candidate must be the only PhD student co-supervisor of the thesis (multiple co-supervisors are possible but the applicant must be the only PhD student)* **To be recognized, the following is required: screen of thesis deposit on lauree.unibo.it**	N/A	N/A	For each thesis	1
Teaching* *Contracts for paid teaching previously authorized by the tutor and the board* **To be recognized, the following is required: teaching assignment contract with indication of teaching hours**	5 hours of contract / teaching	20 of teacher preparation	25	1

5

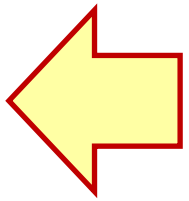
To be recognized, tutoring contract with the indication of the hours of assignment.

To be recognized, screen of thesis deposit on lauree.unibo.it.

To be recognized, teaching assignment contract with indication of teaching hours.

Credits conversion in the teaching and training – Other authorized activities

Table D – Correspondence between hours of effort and CDs acquired				
Type of activity	**Hours in the classroom**	**Hours of self-study**	**Total hours**	**CD**
Other authorized activities				
Activities authorized by the College *It includes, for example:* • *Work* • *Activities not attributable to training activities* • *Periods abroad* • *Periods in Companies/Institutions/Universities*	N/A	N/A	0	0



Such activities can be performed after Board authorization (period abroad is mandatory for at least 3 months) but will not provide any Doctoral Credit (CD) recognition.

Credits conversion in the teaching and training- NOTES

NOTE 1: For activities in which the organizer explicitly defines ECTS/CFU/CD according to a scheme that complies with the general criteria, **the recognition of the CDs proposed by the organizer will normally be considered**, even in derogation from the criteria in the table. E.g. summer school promoted for 9 PhD Credits, 9 CDs will be recognized regardless of the duration; 1st and 2nd level course with final exam (60 hours, 6 credits) will be recognized for 6 CDs.

NOTE 2: The attribution of **fractions of credits**, based on the number of actual hours of the activity to be recognized, is carried out with a criterion of proportion with rounding to one decimal place (e.g. 31 hours of course without verification = 1.2 CD).

NOTE 3: The **activities * Supplementary teaching and tutoring** (Tutoring, Thesis Tutoring and Teaching) cannot exceed a total of 9 CDs (25% of the training CDs)

NOTE 4: The durations of dissemination and extracurricular activities will be considered including the transfer (e.g. passive conference in EU country of 3 days + 2 half days for the transfer = 4 days)

FAQ 1

Can UniBo mandatory safety courses be considered as training activities?

No, since they are mandatory also for bachelor and master students

FAQ 2

How many credits will I be awarded if the institution offering the course presents a different number of credits than the one resulting from the calculations made using our rules?

As stated by NOTE1, the credits certified by the institution providing the course will be assigned

FAQ 3

Can the period abroad be recognized for doctoral credits assignment?

As reported in "Other authorized activities", not for cycles later than 40° since the period abroad is a RESEARCH period. If any training course is acquired during the period abroad (i.e. in the hosting institution) it CAN BE RECOGNIZED.

Shall the period abroad be uploaded in the activities so as to have it reported in the diploma supplement?

No, because it will be automatically reported by the offices in the diploma supplement on the basis of the Board authorization.

Questions?

dottorandi.unibo.it website

DOTTORANDI is the portal that allows PhD students at the University of Bologna to interact online with the University of Bologna doctoral office.

To access, it is necessary to authenticate with the institutional credentials of the University of Bologna (nome.cognome@unibo.it). If logging in from a personal computer, you must disable popup blocking in order to access this site.

Having logged in, PhD students will be able to:
1. Add training tasks
2. Upload the annual report

Coordinators and supervisors must access the link: dottorati.unibo.it

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dottorandi.unibo.it - italian

IT EN

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Dottorandi

È il servizio che ti permette di interagire online con l'ufficio dottorati dell'**Università di Bologna**. Per iniziare segui questi semplici passi:

autenticati con le tue credenziali istituzionali dell'Università di Bologna
se ti colleghi da un personal computer disattiva il blocco dei popup per questo sito

Coordinatori e supervisori devono accedere al link: dottorati.unibo.it

Accedi

Per problemi di utilizzo dell'applicativo Dottorandi, rivolgersi a: AFORM – Settore Dottorato di Ricerca
E-mail: aform.udottricerca@unibo.it - Tel: +39 051.20.94620
Il servizio è attivo il mercoledì dalle ore 9.00 alle ore 11.15 e il giovedì dalle ore 14.30 alle ore 15.30.

dottorandi.unibo.it english

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PhD Career

This service allows you to interact online with the offices of the **University of Bologna**. To get started, please follow these simple steps:

log in with your institutional credentials from the University of Bologna

if you connect from a personal computer, disable the popup blocker for this website

Coordinators and supervisors should access the link: dottorati.unibo.it

Enter

To receive support in using PhD Career, please contact: PhD Unit
Email: aform.udottricerca@unibo.it - Tel: +39 051.20.94620
Wednesday 9.00 - 11.15 a.m.
Thursday 2.30 - 3.30 p.m.

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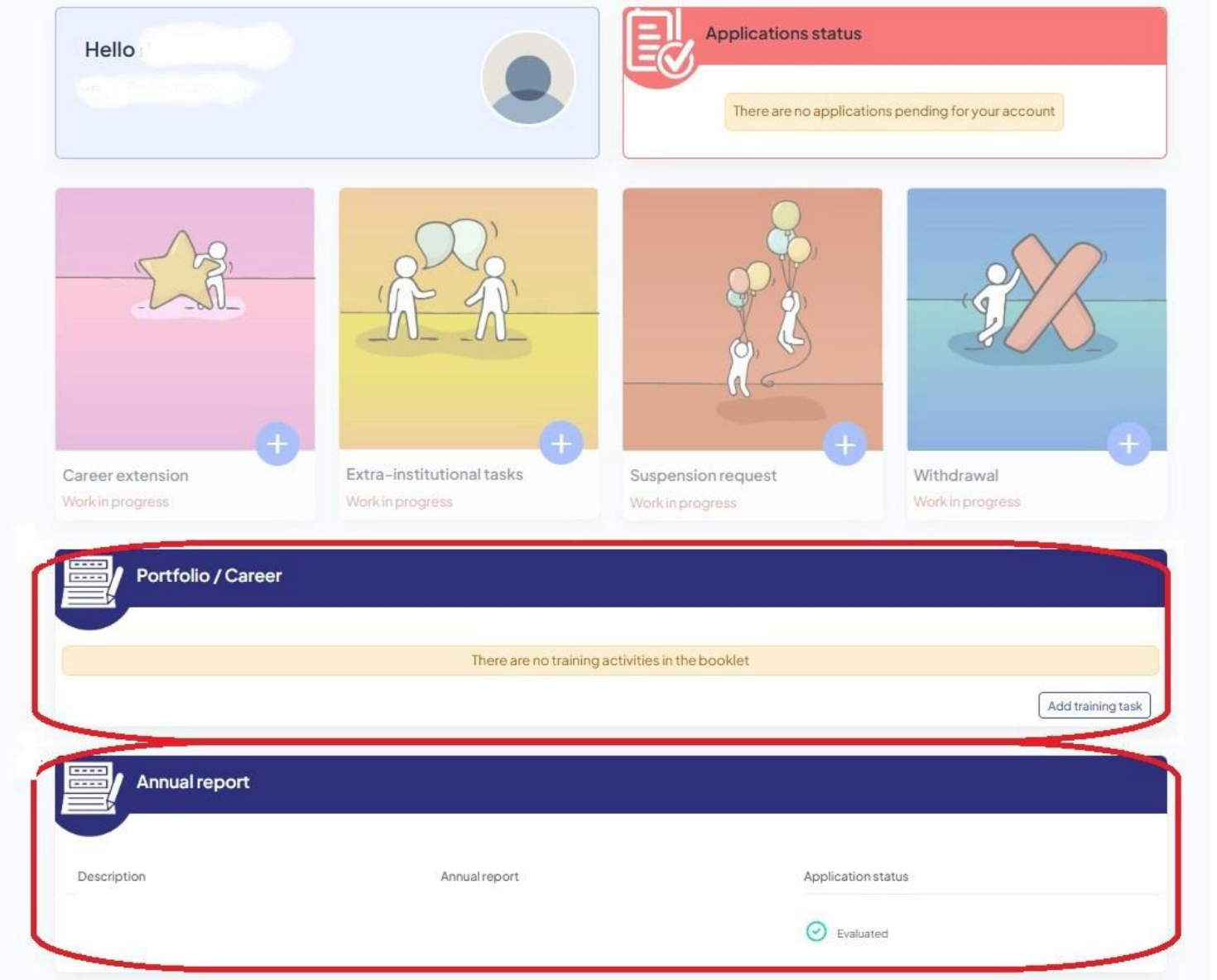

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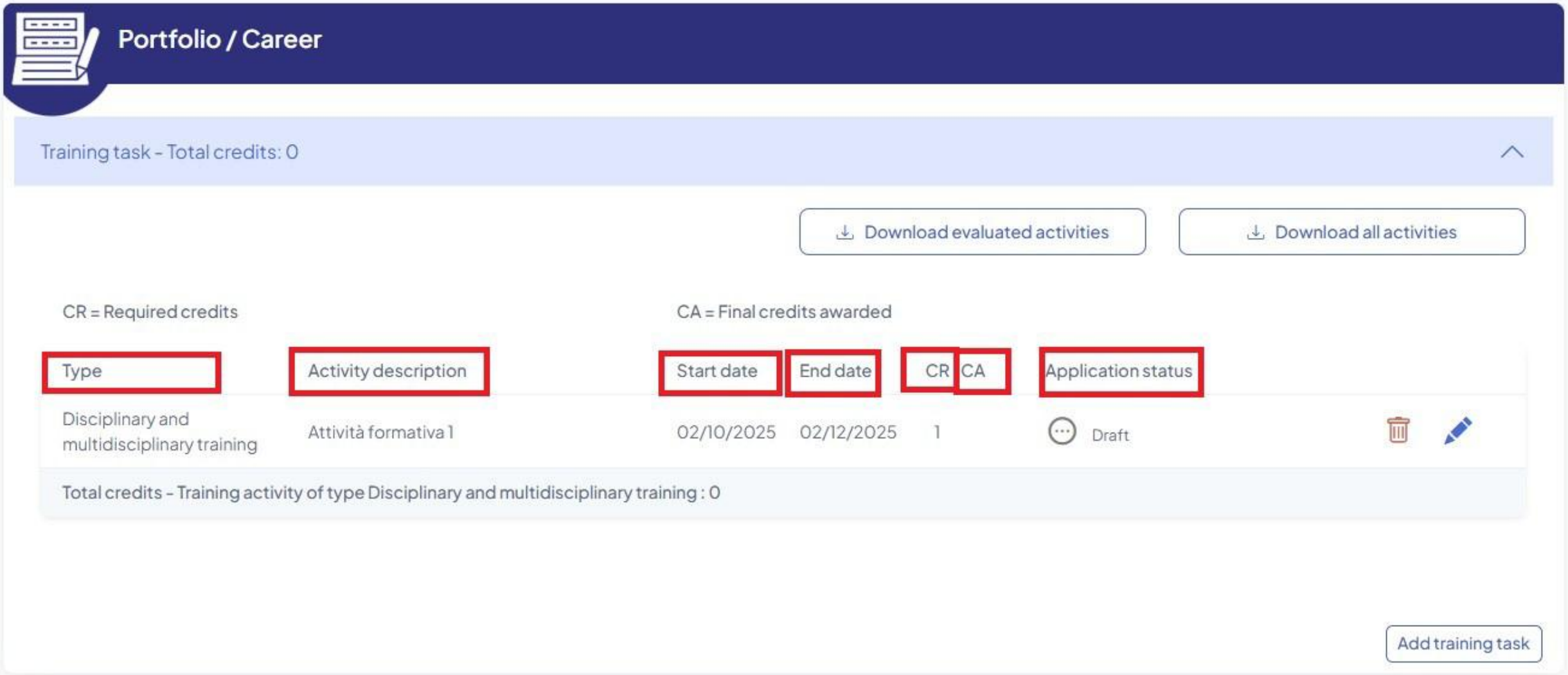
dottorandi.unibo.it – Portfolio career

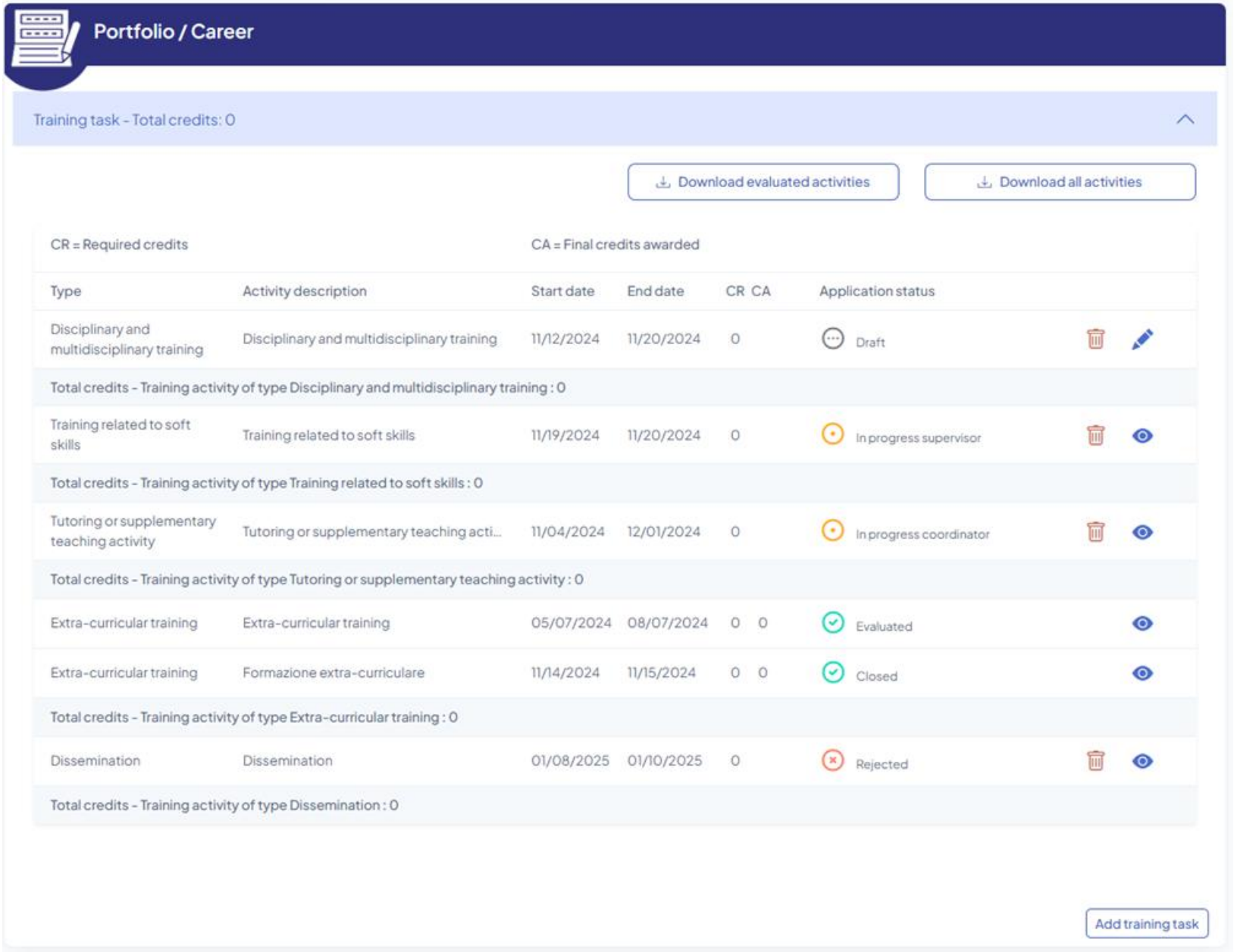


dottorandi.unibo.it – Training activities

In the “Portfolio/Career” section, the PhD student can view the complete picture of the requests for Doctoral Credits recognition for the training activities performed. Specifically, he/she will view the following columns:

1. **Type**: type of training activity entered.
2. **Activity description:** indicated during compilation.
3. **Start date**: start date of the training activity.
4. **End date**: end date of the training activity, which may coincide with the start date of the training activity.
5. **CR**: Required Credits.
6. **CA**: Final Credits awarded.
7. **Application Status**: processing status of the training activity.

dottorandi.unibo.it – Portfolio career



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dottorandi.unibo.it – Training activity - Procedure

1 The **PhD student** enters a training activity.

The supervisor receives an e-mail notification. The e-mail notification will be received by the supervisor just after the upload or as a summary with alle the upload made by the PhD students each day.

2 The **supervisor** evaluates the request. The supervisor will:
- Positively evaluate the request, or
- Ask the PhD student to reformulate the request

In case of a positive evaluation by the supervisor:
- PhD student receive an e-mail notification advising of the positive evaluation.
- PhD student displays a note written by the supervisor on Dottorandi portal.

The PhD Programme Coordinator is notified by e-mail. Again, e-mail notification can be received by the coordinator immediately or in the form of a summary e-mail at the end of the day of all actions taken.

dottorandi.unibo.it – Training activity - Procedure

2

In case of negative evaluation by the **supervisor**:
- PhD student receives an e- mail notification advising him/her of the need to reformulate the request.
- PhD student on Dottorandi Portal displays a note written by the supervisor.
- The request for recognition of training activity changes to “Rejected” status.
- The doctoral student will need to re-enter the request

Upon obtaining a positive evaluation by the **supervisor**, the request for recognition of the training activity goes into “In coordinator evaluation” status.

3

The **coordinator and/or the delegates** evaluate the request.
They may:
- Evaluate the request positively
- Ask the PhD student to reformulate the request

dottorandi.unibo.it – Training activity - Procedure

3

In case of positive evaluation by the coordinator:
- The PhD student receives an e- mail notification advising of the positive evaluation.
- The PhD student on Dottorandi Portal views a written note from the supervisor.

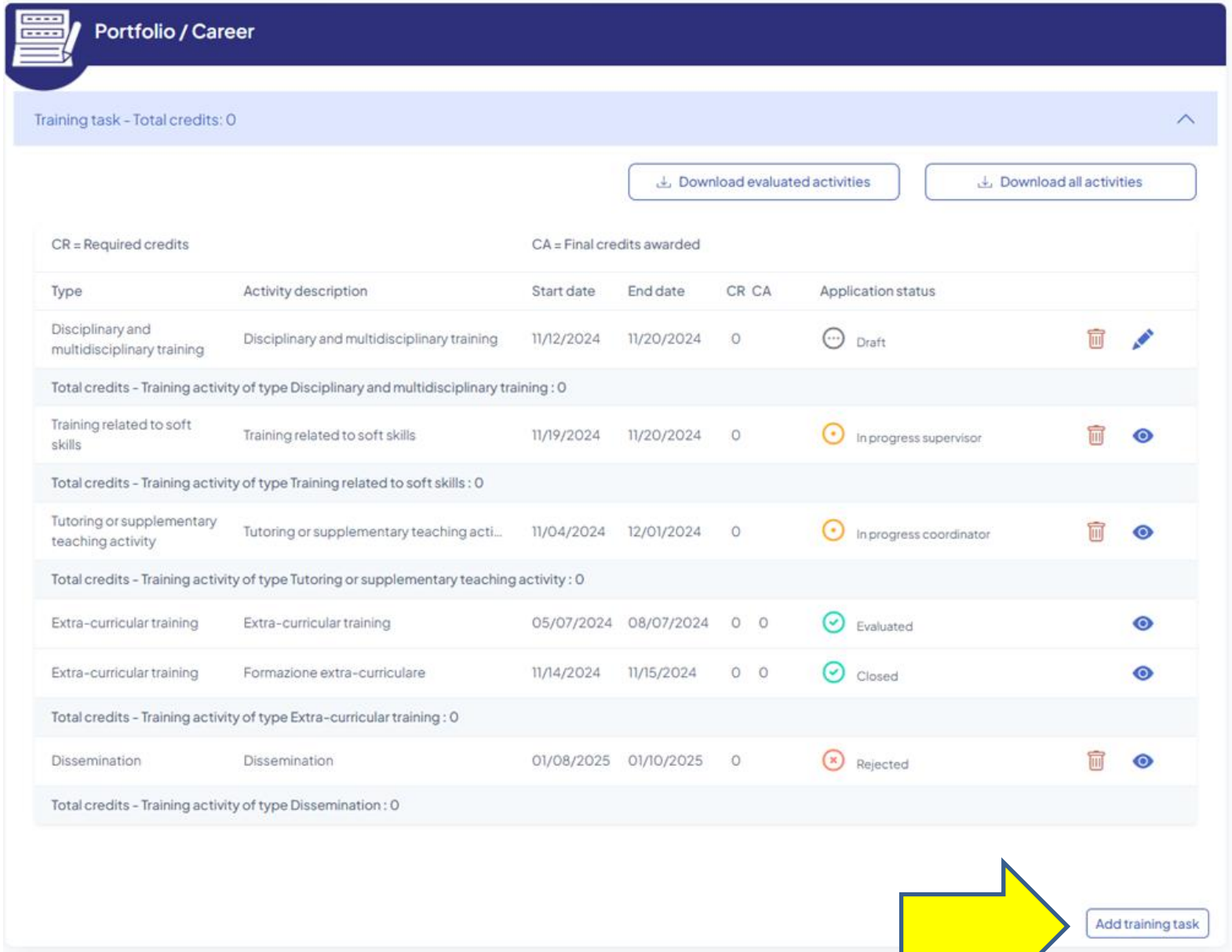
In case of negative evaluation by the coordinator:
- The PhD student receives an e- mail notification advising him/her of the need to reformulate the request.
- The PhD student on Dottorandi Portal views a note written by the coordinator.
- The request for recognition of training activity changes to “Rejected” status.
- The PhD student will need to re-enter the request for recognition of the training activity.

dottorandi.unibo.it – Training activity - Procedure

4

The request for recognition of the training activity, evaluated positively by the Coordinator will also be evaluated by the **PhD Board**. Upon obtaining the positive evaluation also by the PhD Board, closed the session, the request goes into “Evaluated” status. From this moment on, it is no longer possible to delete the entered request.

dottorandi.unibo.it – Add training task



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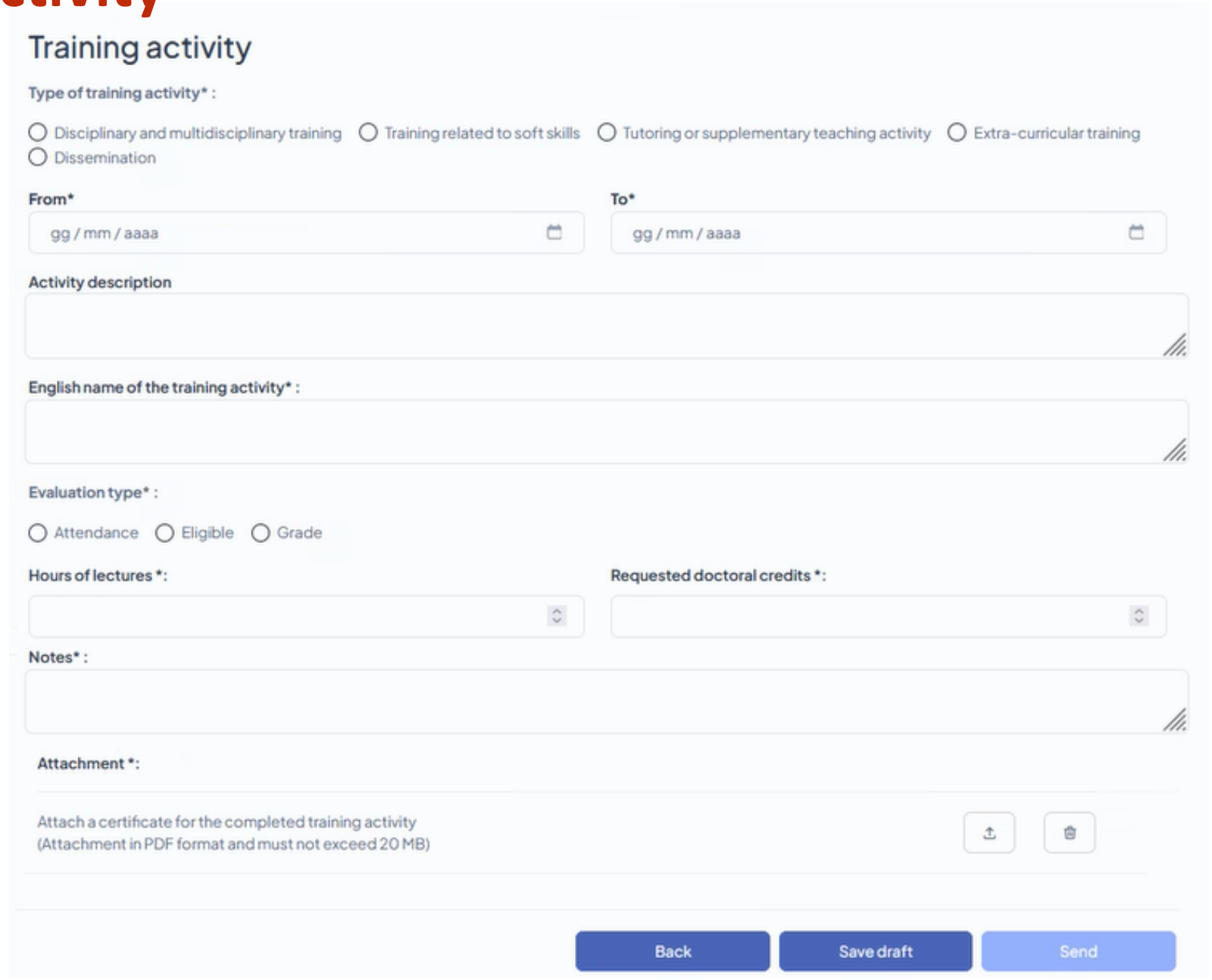
Training activity



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Training activity

1. Training Activity Type

2. Activity start and end date

3. Activity description

4. English name of the training activities

5. Evaluation type

6. Hours of lectures; Requested Doctoral credits

7. Notes (description of the attachment); Attachment

Training activity

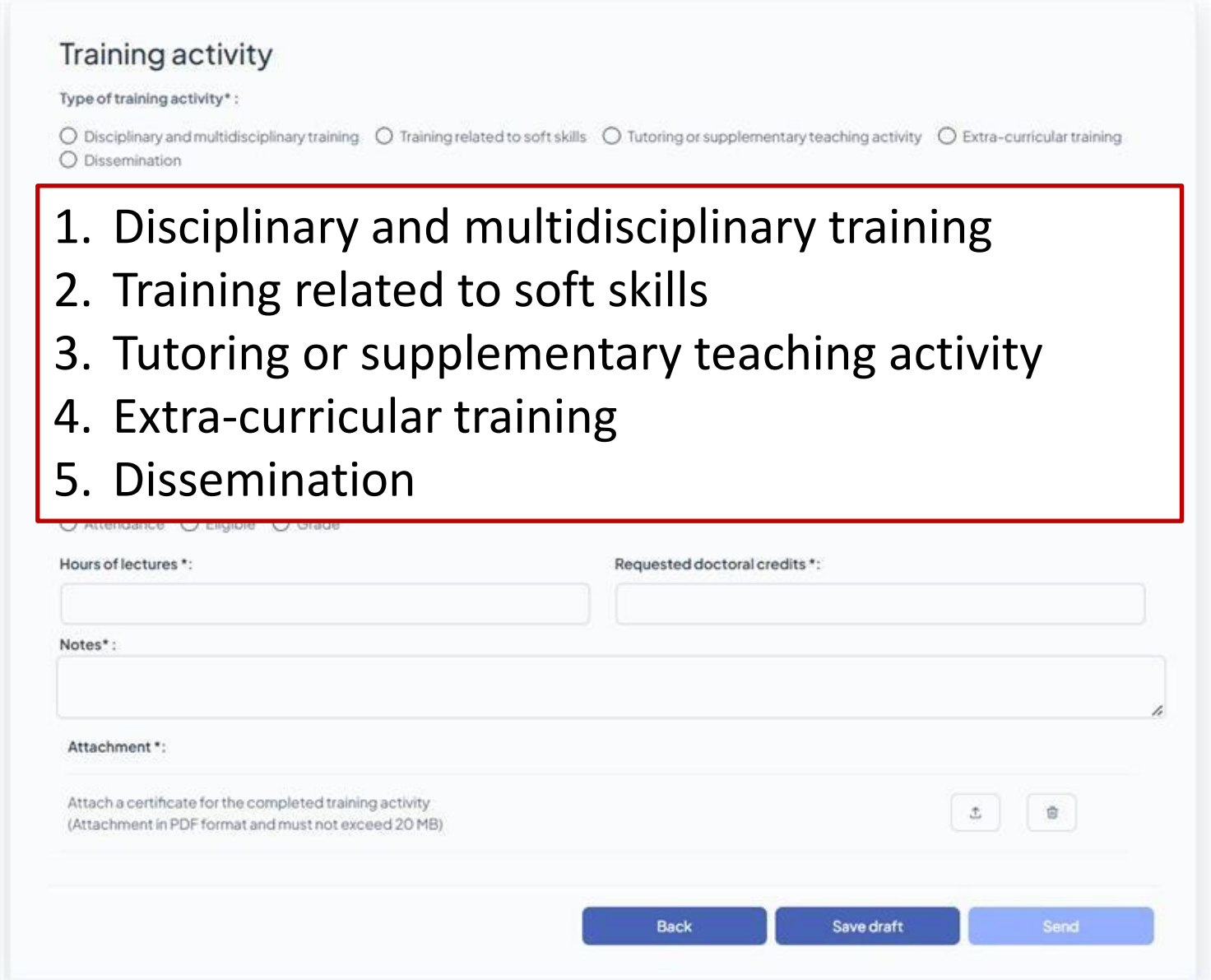
IMPORTANT: All fields are mandatory.

For all training activities, it is mandatory to indicate the name of the training activity in English.

It is essential to fill in the field sparingly but with completeness, since the name of the training activity in English will be reported in othe diploma supplement (i.e. DON'T write just 'Electromagnetism in industry", It's better to place "Seminar on "Electromagnetism in industry" 12 hrs by prof. F. Rovatti, May 2026, organized by Confindustria Emilia-Romagna" or "Master course on "Robotics in industry" 60hrs by prof. G. Palmieri, AA2026/2027, University of Bologna" **)**

It is mandatory the upload a PDF annex for each activity.

1. Type of training activity



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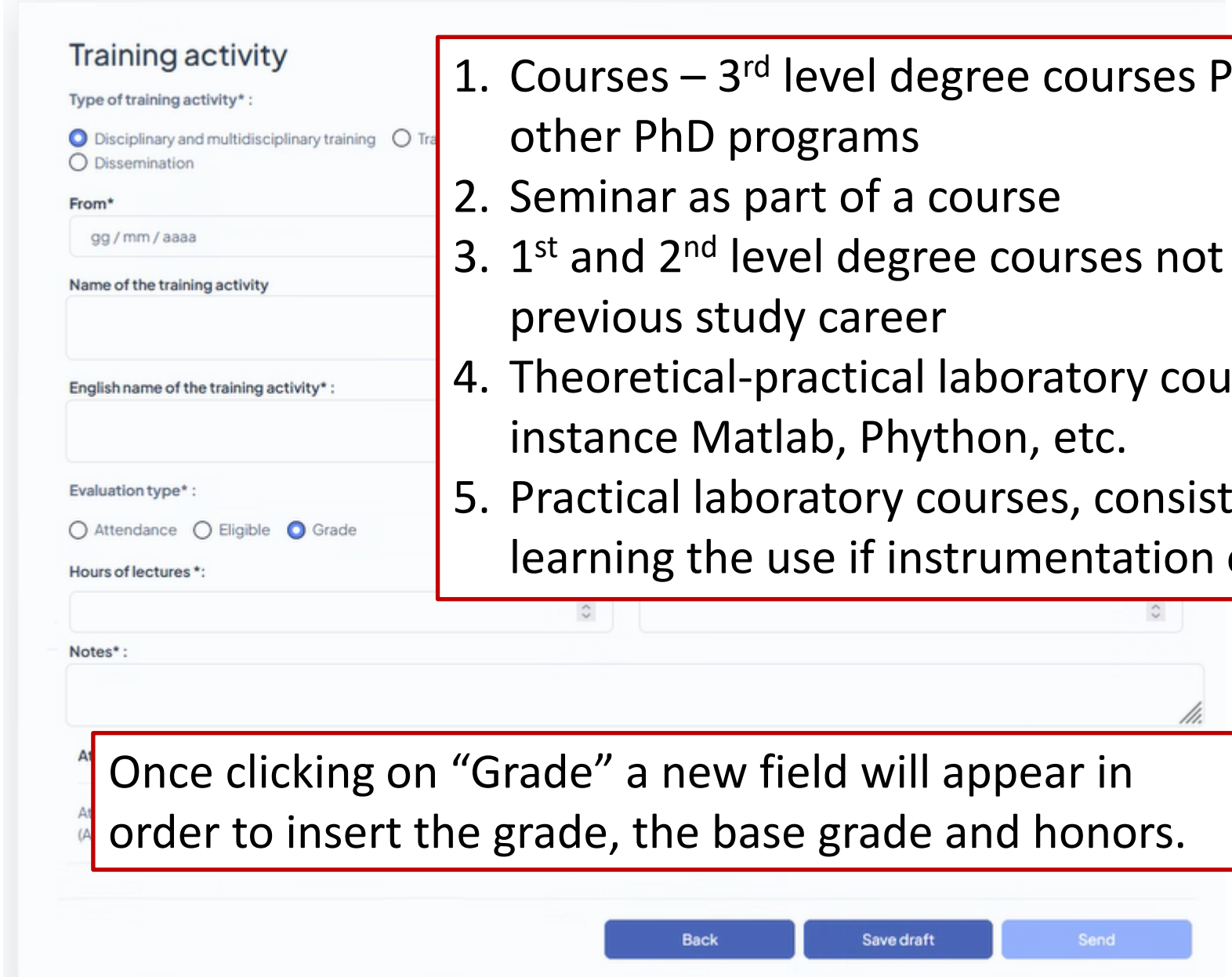
1. Type of training activity - Disciplinary and multidisciplinary training



1. Courses – 3rd level degree courses PhD@DIN or other PhD programs
2. Seminar as part of a course
3. 1st and 2nd level degree courses not taken in previous study career
4. Theoretical-practical laboratory courses, ad instance Matlab, Phython, etc.
5. Practical laboratory courses, consisting in learning the use if instrumentation or machines

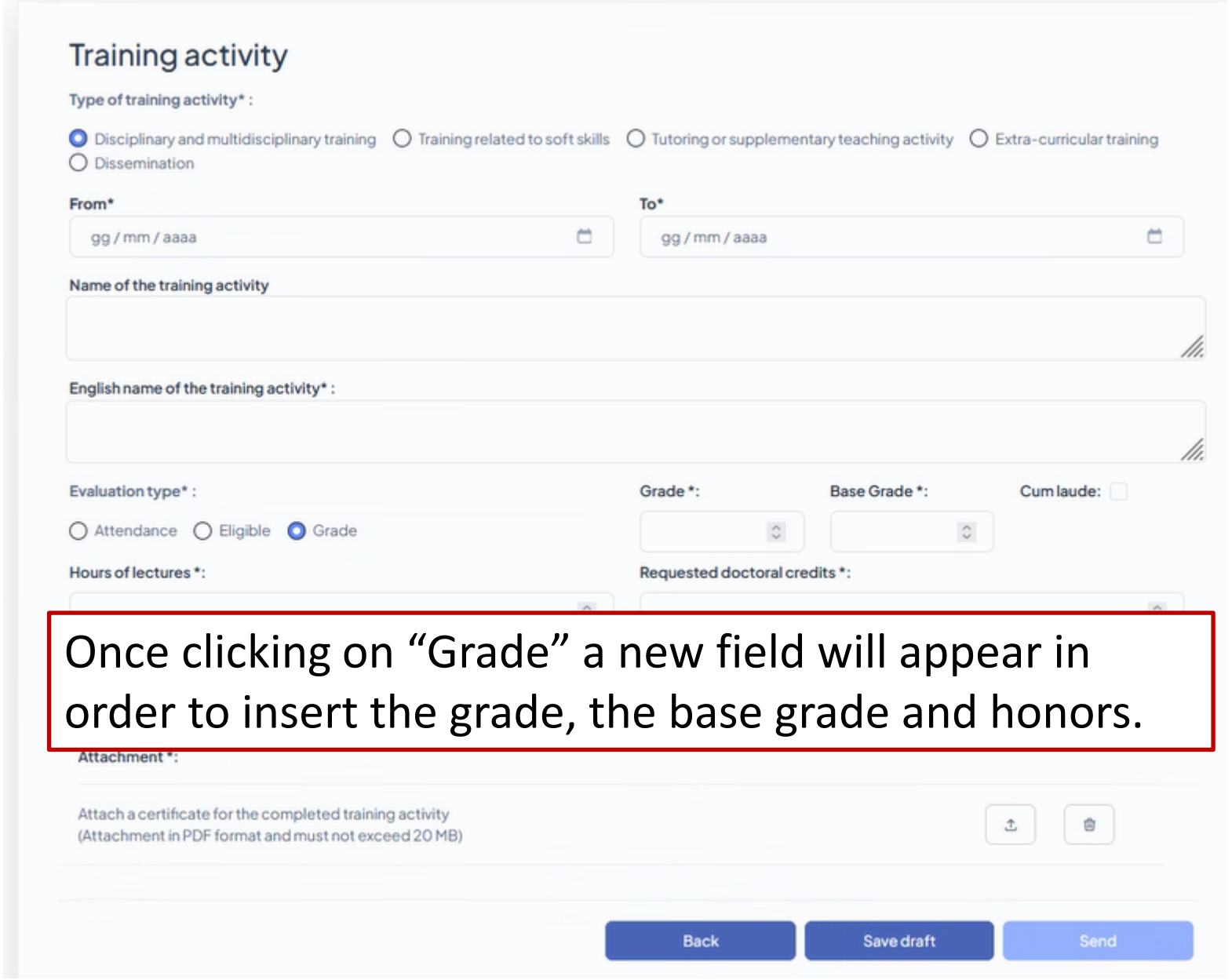
Once clicking on “Grade” a new field will appear in order to insert the grade, the base grade and honors.

1. Type of training activity – DESCRIPTION EXAMPLE

Disciplinary course:

“Vibration acoustics” December 2023, Italian Acoustic Association, Prof. G. De Tomi, 12 hours”

1. Type of training activity - Disciplinary and multidisciplinary training



Once clicking on “Grade” a new field will appear in order to insert the grade, the base grade and honors.

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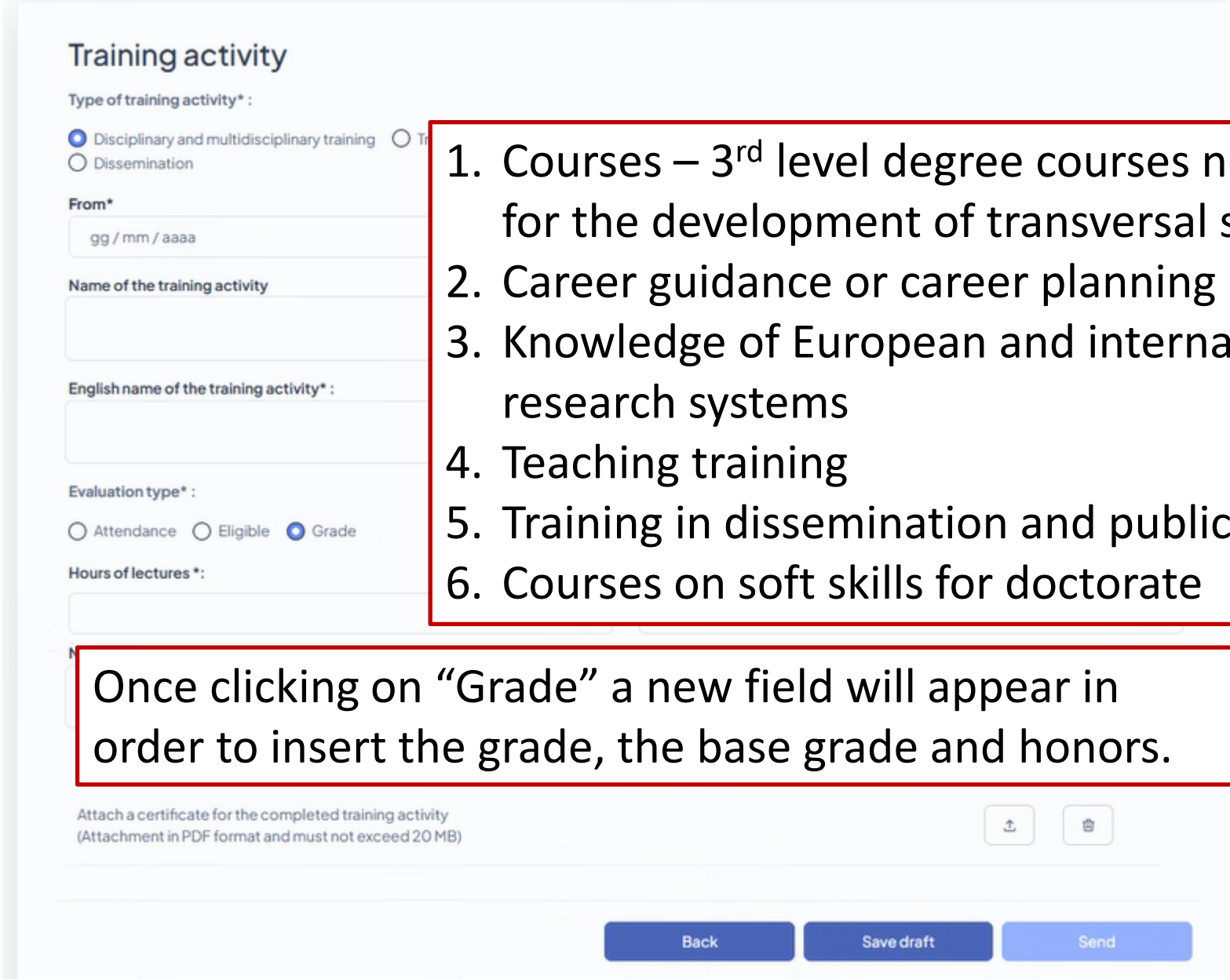
1. Type of training activity – Training related to soft skills



1. Courses – 3rd level degree courses not PhD@DIN for the development of transversal skills
2. Career guidance or career planning
3. Knowledge of European and international research systems
4. Teaching training
5. Training in dissemination and publication
6. Courses on soft skills for doctorate

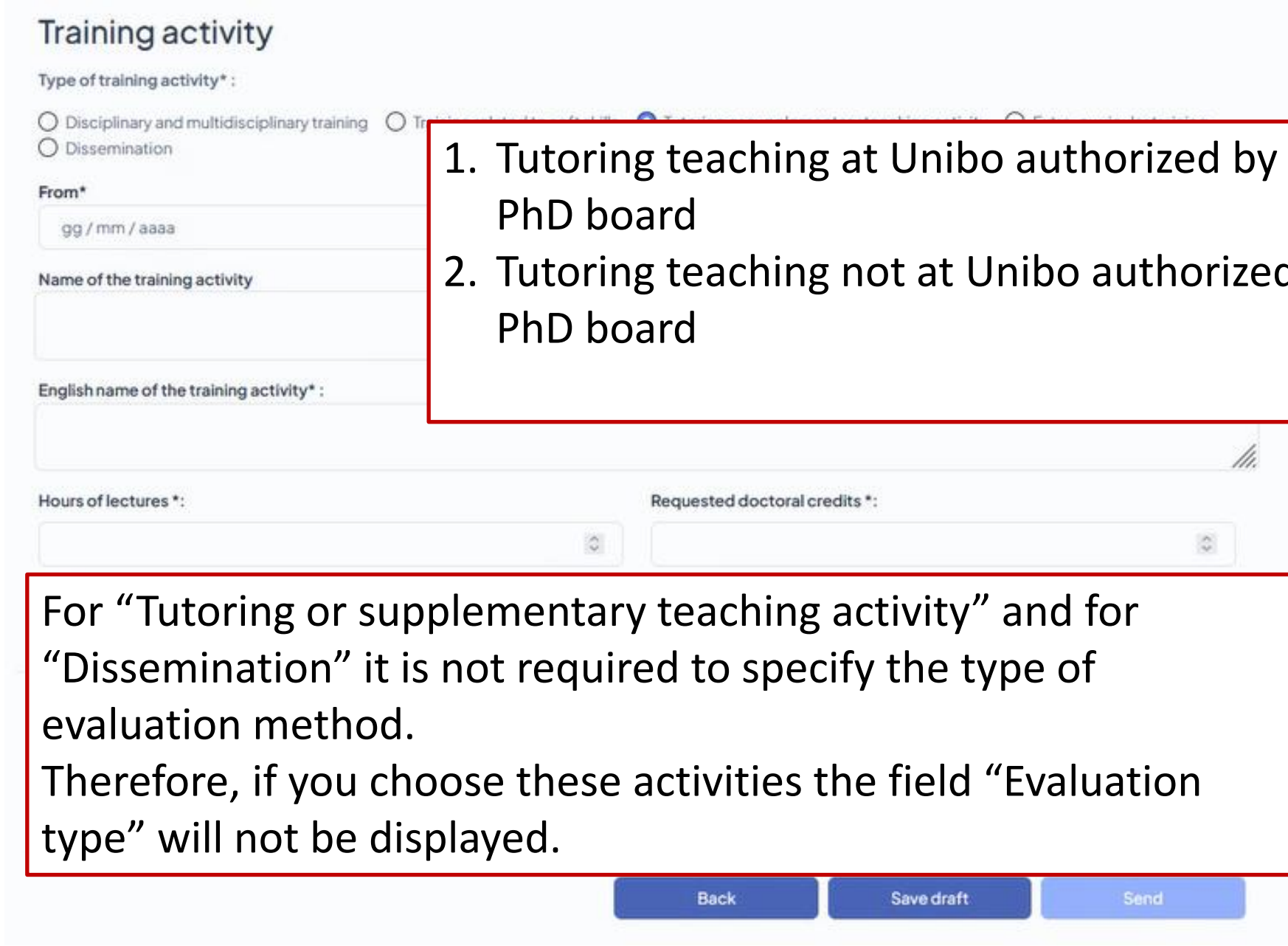
Once clicking on “Grade” a new field will appear in order to insert the grade, the base grade and honors.

FAQ

Should Professor Viceconti's DIMSAI course "The Craft of Scientific Research" be included in category 1 (Disciplinary and Multidisciplinary Training) or 2 (Soft Skills Training)?

The course topic should be considered to belong to Category 2 (Training related to transversal skills), but the course is extremely well structured for the training of a doctoral student and belongs to the training path specifically offered by the DIN to doctoral students, therefore **it should be placed in Category 1 (Disciplinary and multidisciplinary training).**

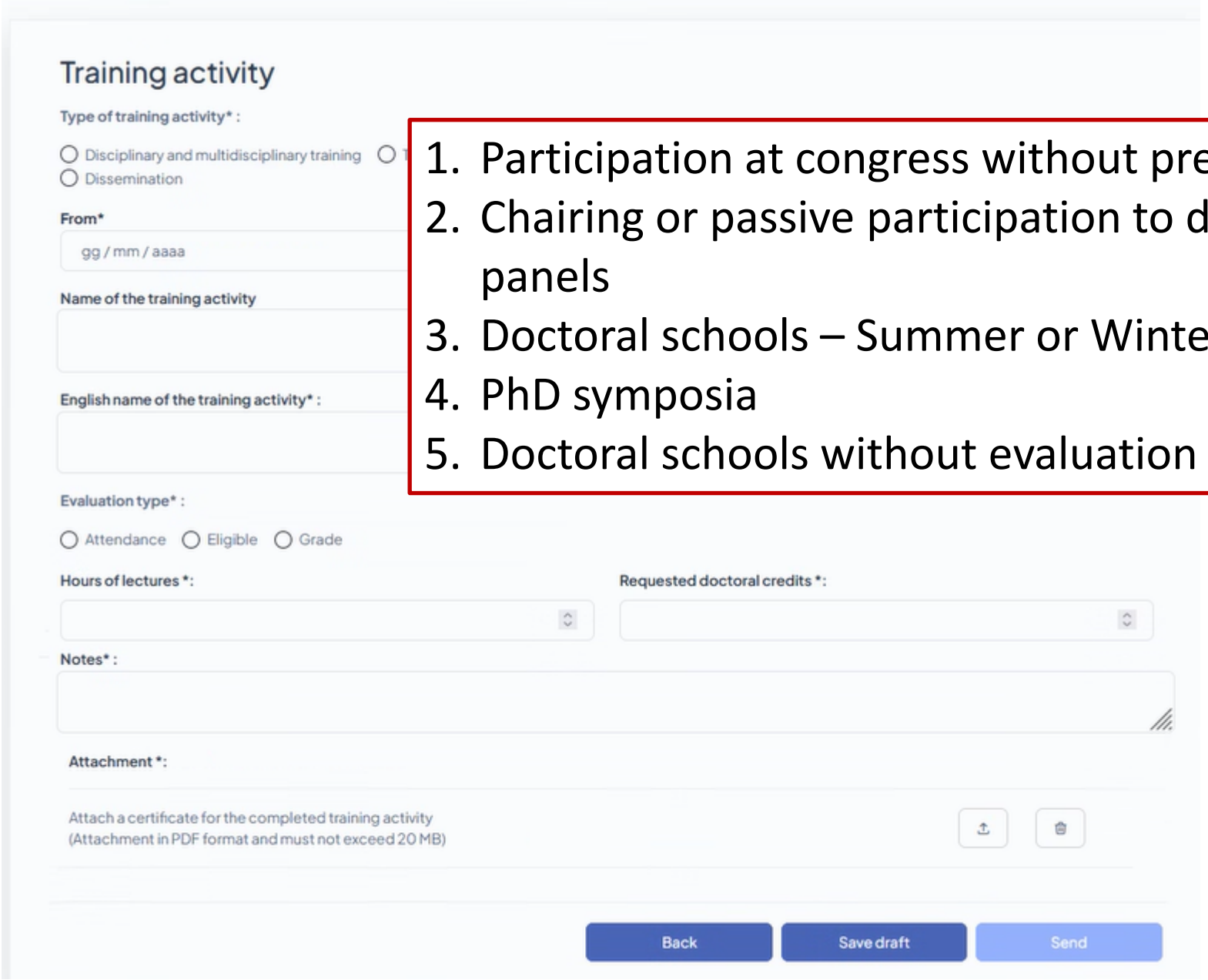
1. Type of training activity - Tutoring or supplementary teaching activity



1. Tutoring teaching at Unibo authorized by the PhD board
2. Tutoring teaching not at Unibo authorized by the PhD board

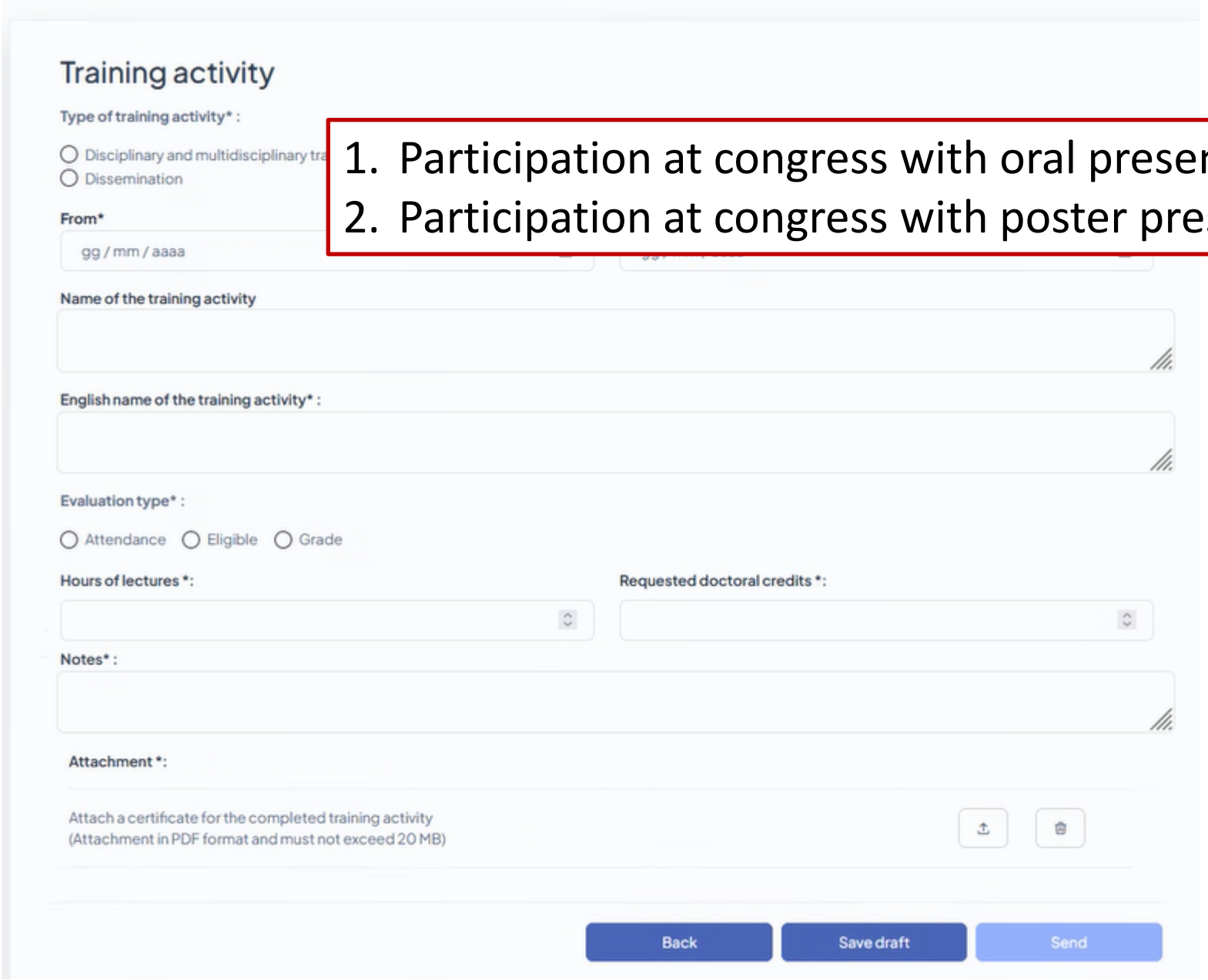
For “Tutoring or supplementary teaching activity” and for “Dissemination” it is not required to specify the type of evaluation method.
Therefore, if you choose these activities the field “Evaluation type” will not be displayed.

1. Type of training activity - Extra-curricular training



1. Participation at congress without presentation
2. Chairing or passive participation to discussion panels
3. Doctoral schools – Summer or Winter schools
4. PhD symposia
5. Doctoral schools without evaluation

1. Type of training activity - Dissemination



1. Participation at congress with oral presentation
2. Participation at congress with poster presentation

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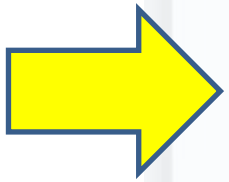
2. Activity start and end date



Training activity

Type of training activity* :

○ Disciplinary and multidisciplinary training ○ Training related to soft skills ○ Tutoring or supplementary teaching activity ○ Extra-curricular training
○ Dissemination

Insert the same date if the activity lasts only one day

From* mm/dd/yyyy **to** mm/dd/yyyy

Activity description

English name of the training activity* :

Evaluation type* :

○ Attendance ○ Eligible ○ Grade

Hours of lectures *: **Requested doctoral credits *:**

Notes* :

3. Activity description

Training activity

Type of training activity* :

○ Disciplinary and multidisciplinary training ○ Training related to soft skills ○ Tutoring or supplementary teaching activity ○ Extra-curricular training
○ Dissemination

From* mm/dd/yyyy

To* mm/dd/yyyy

Activity description

Translation in Italian of the English name of the activity

English name of the training activity* :

Evaluation type* :

○ Attendance ○ Eligible ○ Grade

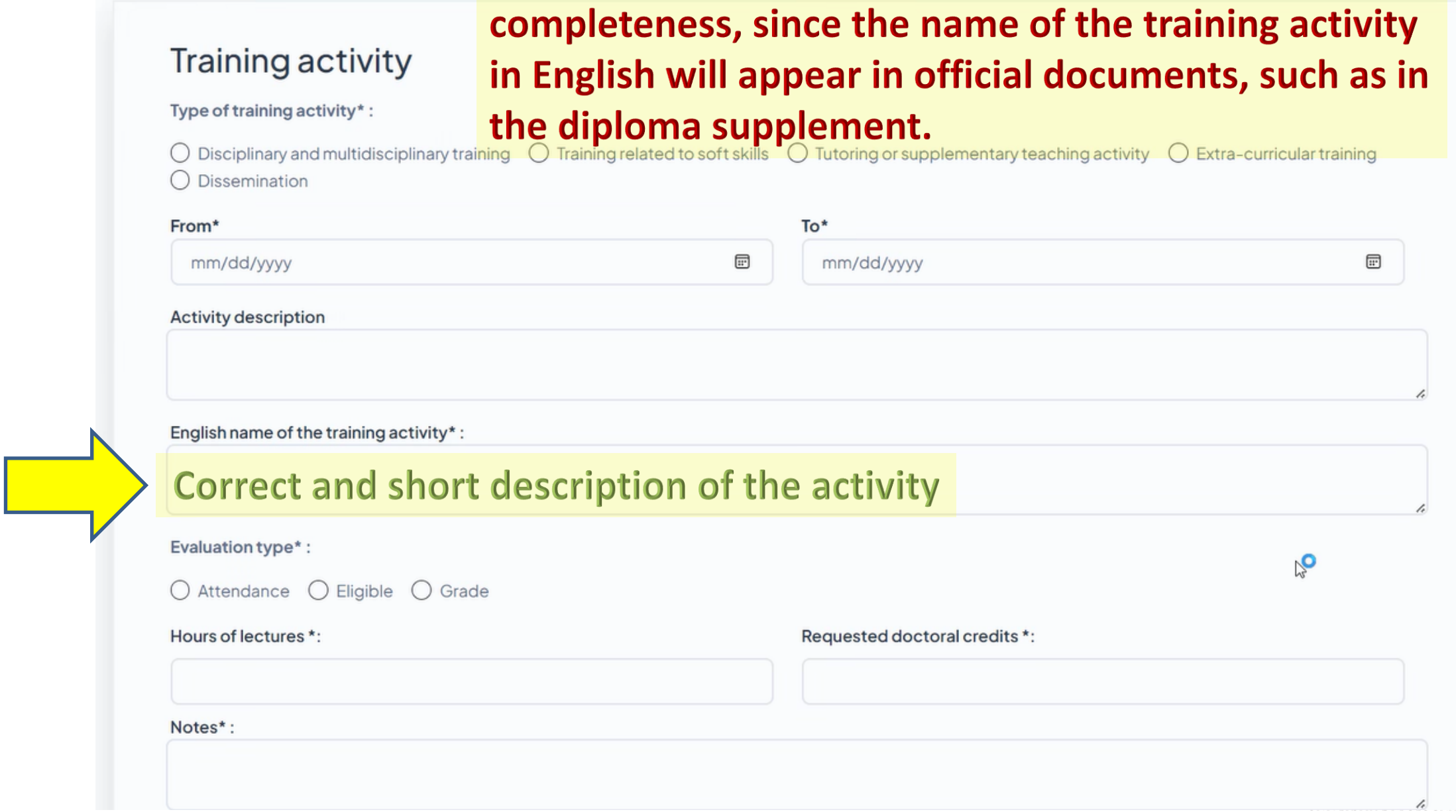
Hours of lectures *:

Requested doctoral credits *:

Notes* :

4. Activity description

It is essential to fill in the field sparingly but with completeness, since the name of the training activity in English will appear in official documents, such as in the diploma supplement.



5. Evaluation type

Training activity

Type of training activity* :

○ Disciplinary and multidisciplinary training ○ Training related to soft skills ○ Tutoring or supplementary teaching activity ○ Extra-curricular training
○ Dissemination

From* mm/dd/yyyy

To* mm/dd/yyyy

Activity description

English name of the training activity* :

Evaluation type* :

○ Attendance ○ Eligible ○ Grade

With “Grade” a new windows is enabled

Hours of lectures *:

Requested doctoral credits *:

Notes* :

6. Hours of lectures; Requested Doctoral credits

Training activity

Type of training activity* :

○ Disciplinary and multidisciplinary training ○ Training related to soft skills ○ Tutoring or supplementary teaching activity ○ Extra-curricular training
○ Dissemination

From* mm/dd/yyyy

To* mm/dd/yyyy

Activity description

English name of the training activity* :

Evaluation type* :

○ Attendance ○ Eligible ○ Grade

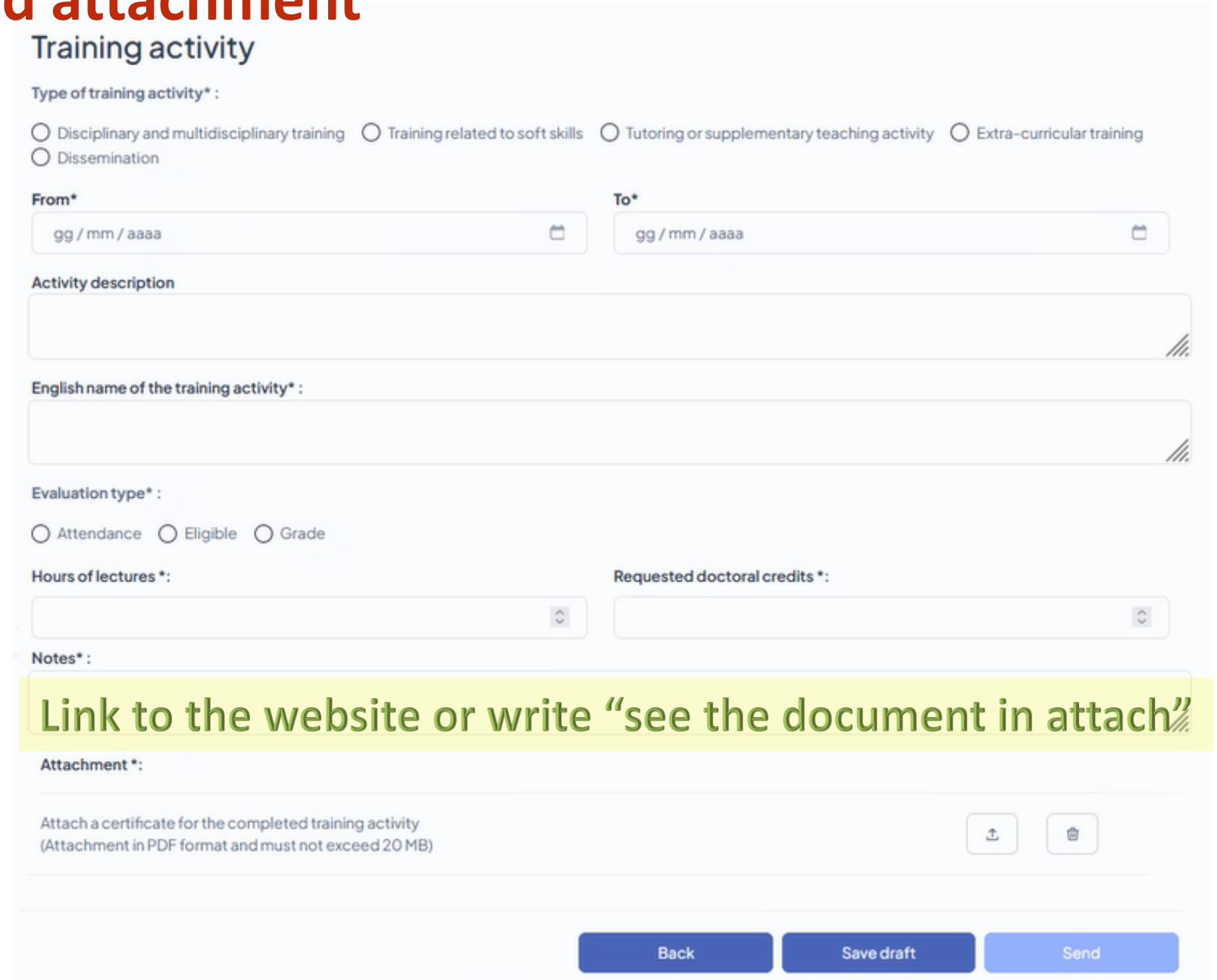
Hours of lectures *: Number of hours

Requested doctoral credits *: Requested doctoral credits

Notes* :

Only for 39 cycle students the field must be placed to 0!

7. Notes and attachment



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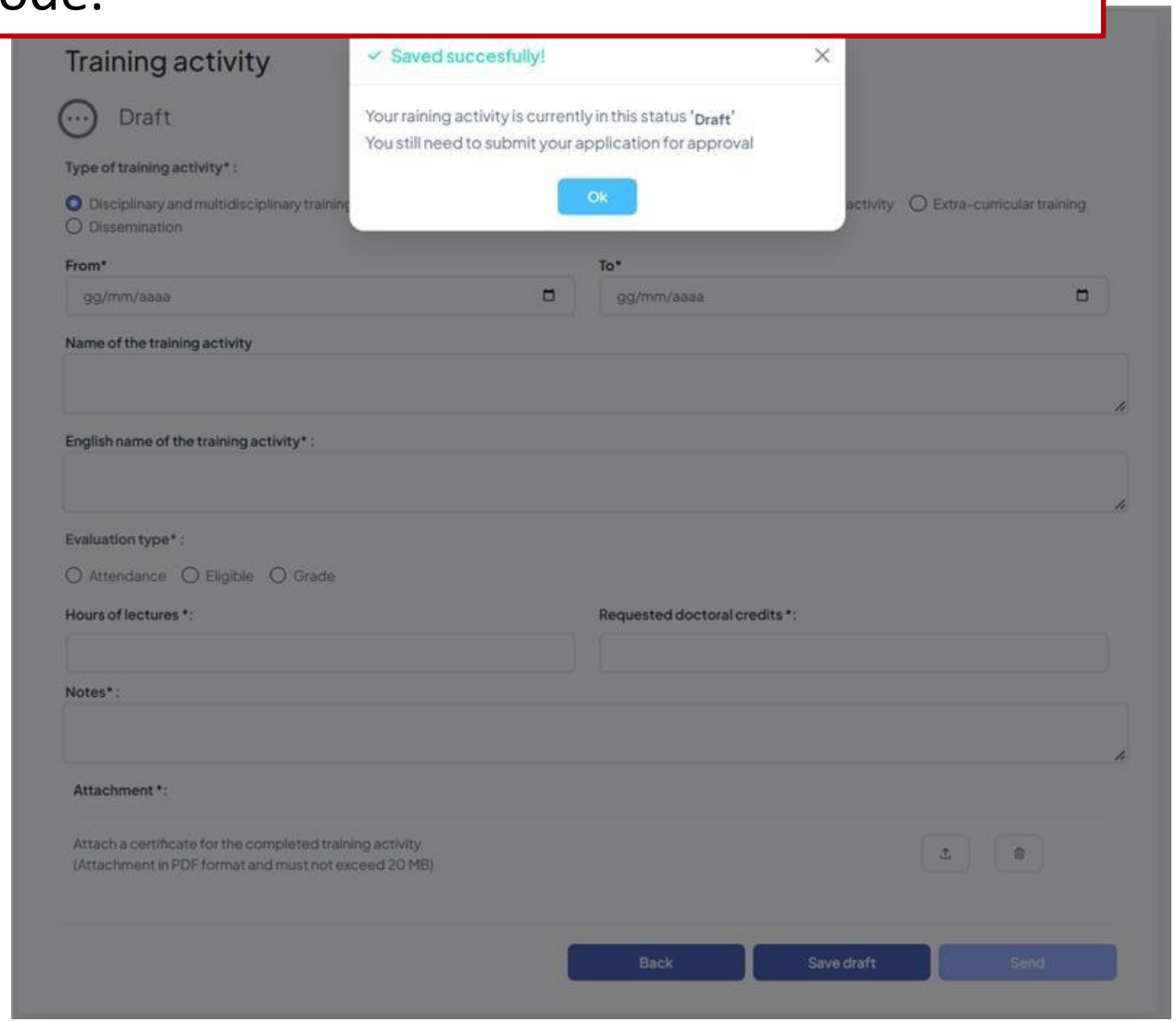
Save a draft

After selecting “Type of training activity”, it is possible to save an activity on “draft” mode.



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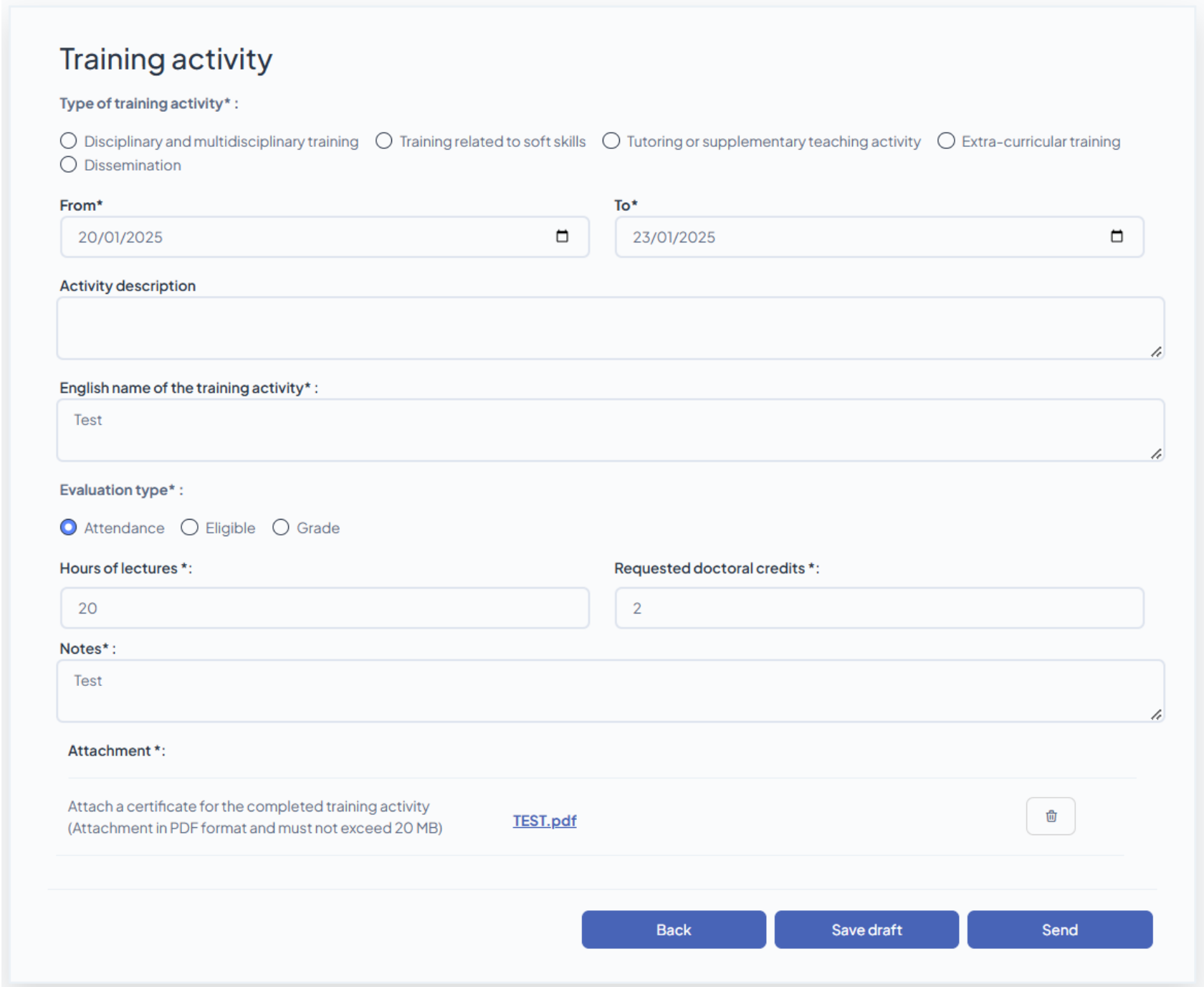
Send

Once all required fields are filled in, the “Send” button becomes selectable and the request for recognition of training activities can be sent.



Questions?

Other sections of dottorandi.unibo.it website

The platform/website shall be used also for:

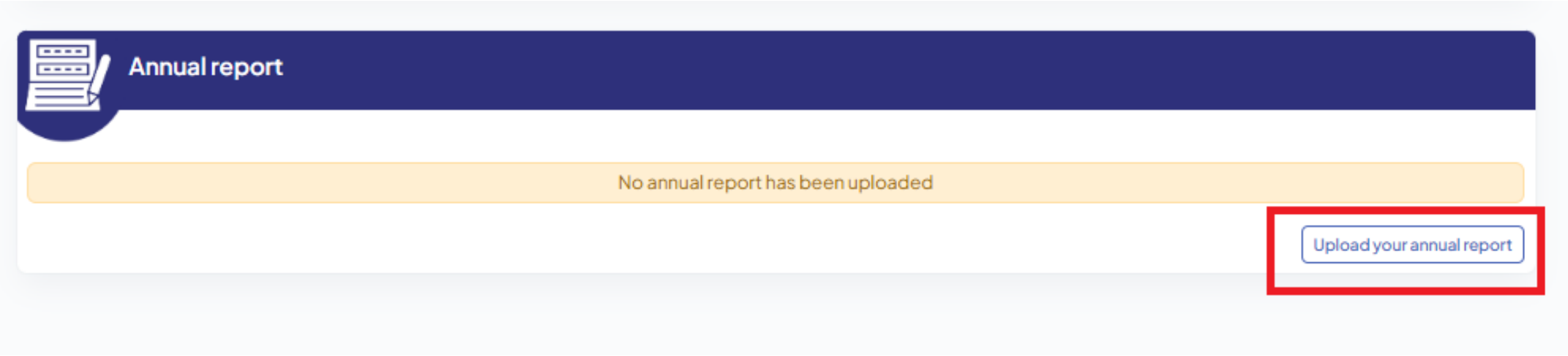
- Annual/yearly report upload and approval;
- Remunerated activities request of authorization;
- Tutorship authorization;
- Period abroad authorization (in the future, not active yet)

Annual report

A section dedicated to uploading the annual report is available on Dottorandi Portal.

In this section the PhD student can:
- Upload the annual report.
- View the processing status of the uploaded annual report.
- Delete the uploaded annual report if it has not yet been evaluated by the PhD Coordinator.

1 The PhD student uploads the annual report and sends it to the supervisor. The status of the report changes to “sent”. The uploaded annual report can be deleted.



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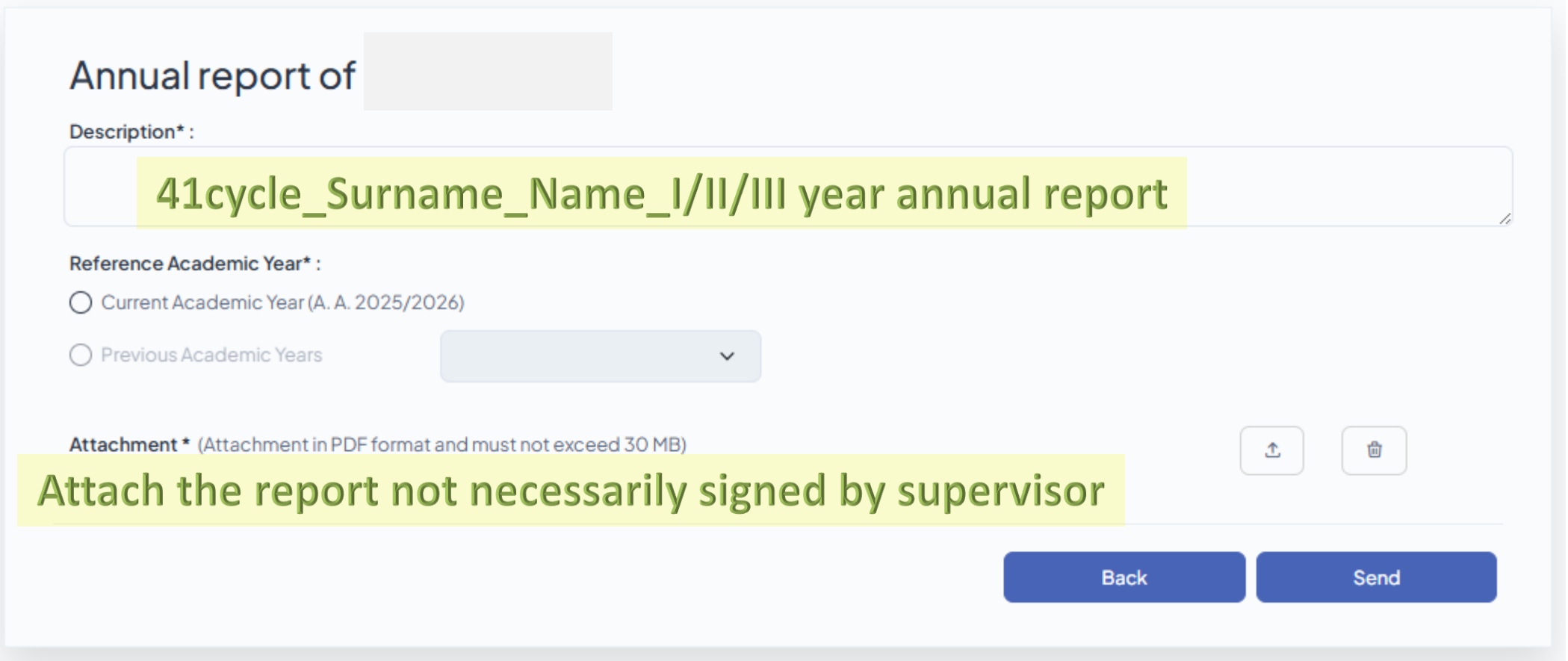
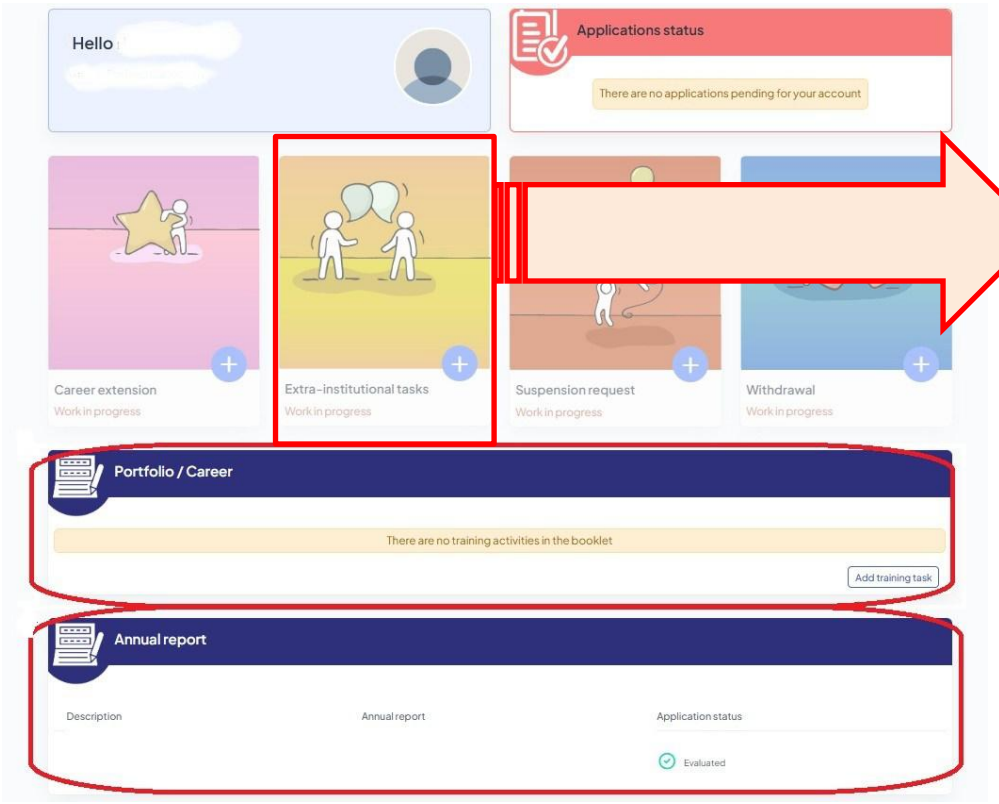
Annual report



Annual report is used to recognize the RESEARCH CREDITS as complementary to 180 CDs

Remunerated activities and Tutorship request of authorization



Activity compatible with PhD Programme

Request for authorization to carry out activities compatible with the research doctorate pursuant to art. 15 of the Regulations regarding doctoral courses issued with D.R. n. 1468 of 05/12/2016

PLEASE NOTE: if the activity spans multiple academic years, a new application must be submitted at the beginning of each academic year for each year of compatible activities

Work task type *: Select the type of request

○ Apprenticeship not included in PhD programme ○ Tutoring ○ Paid working task

Task subject (describe precisely the activity to be carried out) *:

Mandatory, describe with details the request

Employer *: UniBo, DIN or other

Work place (city) *: mandatory

Total estimated hours *
(only whole or half hours):

Mandatory, place the hours reported in the contract

Time period *:

○ Fixed term ○ Indefinite term

Select fixed term and place the dates: for tutoring typically the contract last 1 year from 1st Sept to 30 Aug of the year after

Notes:

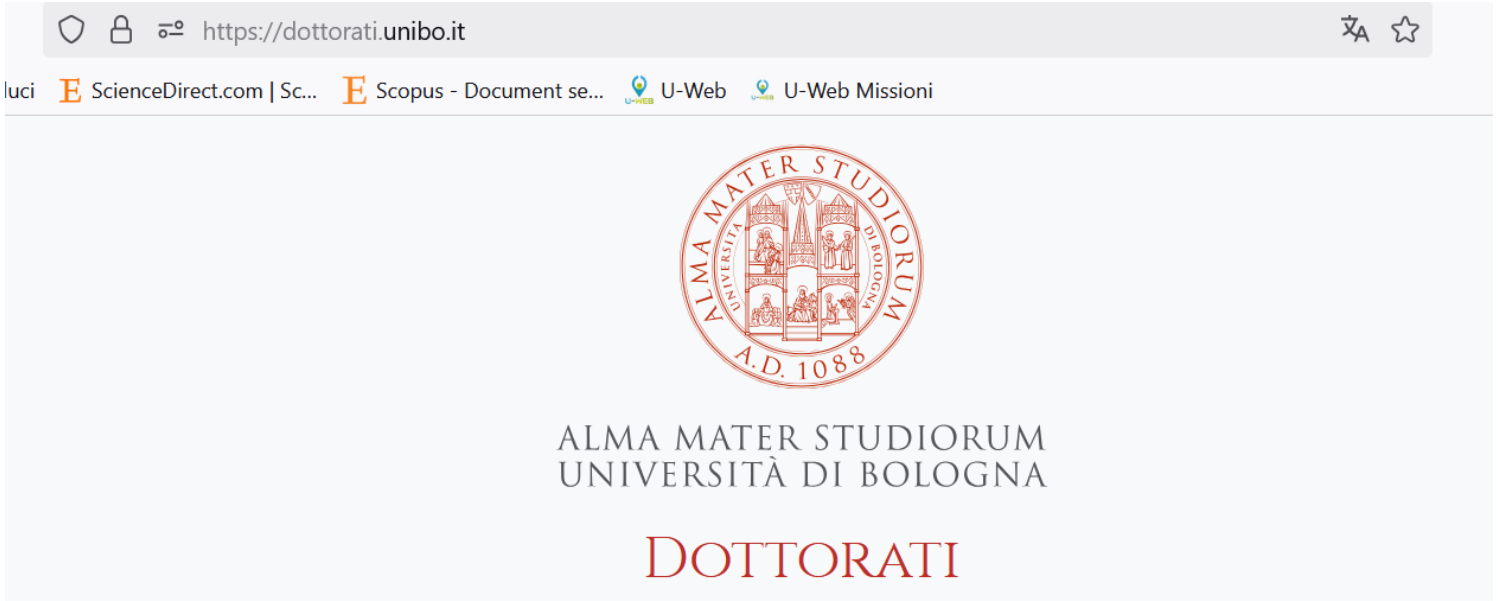
Attachment:

Optional attachment related to the activity
(Attachment in PDF format and must not exceed 20 MB)

Upload the contract

Back | Save draft | Send

dottorati.unibo.it – For supervisors



L'applicazione DOTTORATI intende supportare tutti i processi alla base della gestione dei corsi di dottorato e delle carriere dei dottorandi dell'Università di Bologna

Login

L'accesso al sito è riservato a:

- Coordinatori dei corsi di dottorato dell'Università di Bologna e loro delegati
- Supervisori di dottorandi immatricolati e con carriera attiva
- Operatori ufficio dottorato

I dottorandi devono accedere al link: dottorandi.unibo.it

Contacts

For any question write to Beatrice.pulvirenti@unibo.it

To get IT support in the website you can contact assistenza.cesia@unibo.it

To get any other clarifications you can contact AFORM – Settore Dottorato aform.udottricerca@unibo.it

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UNIVERSITÀ DI BOLOGNA

Thank you!

Doctoral credits recognition

For any question: beatrice.pulvirenti@unibo.it

Questions?

1. Shall we upload the activities during the year or when required for yearly reporting?
    - In order to avoid massive overload before yearly reporting, we kindly ask to upload the activities as soon as you completed them;