



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO
DI FISICA E ASTRONOMIA
"AUGUSTO RIGHI"

**VADEMECUM for Supervisors, Co-Supervisors of
Ph.D. students and Ph.D. students themselves enrolled
in all cycles of the Ph.D. program in Physics**

Preface: The following Vademecum, written in Italian and English, is a document that is being continuously updated and follows the University's AFORM guidelines. In particular, the website Doctoral [Application](#) accessible to doctoral students and Supervisors is being updated in these months to allow online reporting of some paper files that still exist. This document is not currently available online among the [guidelines](#) but will be available soon. Instead, forms for other requests as per item 6 of this Vademecum are already present among the [guidelines](#).

1. MINISTERIAL AND UNIVERSITY REGULATIONS ON RESEARCH DOCTORATE COURSES

National and University Regulations for Research Doctorates:

- **NormAteneo Art. 4 in vigore per il 38° ciclo di Dottorato di Ricerca e successivi Art. 4 in force for the 38th cycle of Research Doctorates and subsequent Regulations issued with D.R. n. 2105/2024 and of the 07/11/2024**

- **National Regulations** [DECREE 14 December 2021, n. 226](#),
- **National Regulations** [MUR Guidelines D.M. 301 of 22/03/2022](#),

Excerpts relating to the role of S:

- 7.1 The **Steering Committee** identifies for each PhD student a Supervisor and one or more Co-Supervisors, of which at least one is from an academic background. Supervisors and Co-Supervisors must have high and proven scientific or professional qualifications in research areas consistent with the educational objectives of the doctoral course.
- 7.1 Supervisors and Co-Supervisors may be external to the **Steering Committee**, provided that, in this case, at least one of them possesses the requirements required of members of the **Steering Committee** itself.
- 7.1 Supervisors and Co-Supervisors are responsible for supervising the research activity and writing of the doctoral students' theses. They hold this role until the degree is obtained. If the Supervisor is placed in retirement before the degree is obtained, he or she may be appointed Co-Supervisor. In such cases, a new Supervisor must be appointed.
- 7.1 Fixed-term researchers and those hired under research contracts pursuant to Law 79/2022 may be appointed Supervisors or Co-Supervisors: at the end of their employment relationship, the **Steering Committee** must assess whether the conditions exist to maintain the role assigned to them. Any changes to these appointments must be approved by the **Steering Committee**.
- 7.1 Supervisors must have completed the safety courses as Preposto and must ensure that the PhD students they coordinate have completed the safety courses required to carry out their activities.
- 7.1 Supervisors are appointed to the role of Preposto by the Department management.

2. SPECIFIC REGULATIONS FOR THE DOCTORAL PROGRAM IN PHYSICS

- 2.1 If the Co-Supervisor has a fixed-term contract in place, at the end of this contract he/she may retain the role of Co-Supervisor as a member outside the **Steering Committee**, provided that at the same time the Supervisor maintains his/her requirements.
- 2.2 The Supervisor shall ensure that the Ph.D. student, when working outside his or her home institution, abroad or in Italy, opens the UniBo transfer through the [U-Web Missions](#) site. In the case of travel at the expense of another institution or structure, the mission must be opened and closed at no cost.



- 2.3 A doctoral student's role as Supervisor or Co-Supervisor is recognized as such in the University database, subject to the **Steering Committee's** authorization, through his/her personal details, date and place of birth, contacts, affiliations (tax code). Consequently, if the Supervisor or Co-Supervisor is not a UniBo faculty member or otherwise not present in the University databases, he or she must provide these sensitive data. In the event that in the figures of the Supervisor, Co-Supervisor(s) proposed for a doctoral student there is no previous experience in PhD supervision or co-supervision, the **Steering Committee** will flank an additional Co-Supervisor who has at least carried out a full-term of supervision at the PhD in Physics in Bologna. He/she, will be an expert supervisory contact for the other first-term Supervisors and Co-Supervisors.
- 2.4 Supervisors must ensure that the doctoral students they are referring to have taken the safety courses related to individual research activities.
- 2.5 Supervisors must ensure that research products (publications, patents, etc.) are entered into the University IRIS catalog for the purpose of proper evaluation of the reporting of the activities of individual doctoral students and the evaluation of the PhD in Physics.
- 2.6 Supervisors, where necessary, must ensure that the PhD students they supervise have obtained the qualification to work in radio-exposed areas, particularly in the presence of ionising radiation.

3. DIRECTIONS FOR THE USE OF FUNDS 10%.

- 3.1 The University must guarantee, for each doctoral student or doctoral candidate, in any capacity enrolled in a doctoral course from the date of the start of the course and until the doctoral degree is obtained, the availability of a budget of no less than 10% of the amount of the scholarship. This budget, managed by the Structures, is intended to finance the costs associated with the performance of training and research activities, in Italy and abroad, including reimbursement of travel expenses. Any amounts not used in a given course year will be accumulated with those available to the doctoral student for subsequent years.
- 3.2 The budget cannot be used for the 50% grant increase for stays of less than one continuous month, nor in the place of residence of the doctoral student or doctoral candidate. The additional budget for research periods abroad can be enjoyed for a maximum of 12 months. This period may be extended up to an overall maximum of eighteen months for doctoral programs co-tutored with foreign entities or activated under Art. 3 c.2 DM226/2021. The balance of the increase in the scholarship must be requested by the doctoral student within six months from the date of completion of the stay, under penalty of forfeiture of the financial benefit.
- 3.3 Where funds are used for the purchase of inventory material, at the end of the 3-year PhD program the purchased goods shall remain at the disposal of the Department.

4. STRONGLY RECOMMENDED DIRECTIONS

- 4.1 It is advantageous to have the 10% coverage of PhD fellowships financed by RFO funds or otherwise possibly by a single financial chapter. Spreading these funds over several chapters then leads to administrative difficulties for some types of expenditures.
- 4.2 The Alma Mater requests 3 months of foreign presence over the three years of the PhD program. These three months can also be covered by accumulating short trips even of single days, regardless of the reason for the trip.



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- 4.3 The Alma Mater also requests 6 months of presence outside the PhD site over the three-year period. These 6 months may include the 3 months abroad and may also be completed by smart-working appropriately documented by letters of invitation.
- 4.4 Failure to meet the 3 months abroad or 6 months off-site quota will result in penalties on the BDD of the next PhD cycle.
- 4.5 The Alma Mater suggests that PhDs should not be opened without a fellowship as they would be penalized by indicators that carry penalties on the BDD of the next PhD cycle.

5. GOOD PRACTICES

- 5.1 It is appropriate for the Supervisor to be copied on all doctoral students' communications with central offices and the Doctoral Coordinator.
- 5.2 It is advisable for doctoral students to read not only the mailbox nome@unibo.it assigned at the time of taking office as doctoral students, but also those nome@studio.unibo.it if they were previously UniBo students, and those that may have been notified to UniBo at the time of application as nome@gmail.com, etc.
- 5.3 It is helpful for each Ph.D. student to notify the Coordinator and the faculty members in charge of Ph.D. courses of the list of courses he or she intends to include in his or her course of study.

6. SUMMARY OF PAPERWORK AND FORMS (ITA-ENG) TO BE SUBMITTED FOR COLLEGE AUTHORIZATION

- 6.1 [Authorization Form - Research Abroad](#)
- 6.2 [Authorization Form - Marco Polo](#)
- 6.3 [Nulla Osta for INFN association](#)
- 6.4 [Nulla Osta for Tutoring](#)
- 6.5 [Riconoscimento Crediti](#)
- 6.6 [Nulla Osta lavoro retribuito](#)
- 6.7 [Richiesta cambio supervisore/co-supervisore](#)
- 6.8 [Certification of Attendance of Teaching Activities \(EN\)](#)
- 6.9 [Attestazione dello svolgimento di attività formativa \(IT\)](#)
- 6.10 [DIFA - Attestazione dello svolgimento di attività formativa \(IT\)](#)
- 6.11 [DIFA - Certification of Attendance of Teaching Activities \(EN\)](#)

7. OTHER DOCUMENTATION

- 7.1 [Short Marco Polo Guide for PhD students](#)
- 7.2 [Missions Guide for Faster Reimbursements at DIFA](#)
- 7.3 [DIFA Handbook \(in particular the section on Mandatory \(security\) courses\)](#)
- 7.4 [Activities with RADIATION RISK](#)

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