**Guide to using the libretto/carriera application**

The libretto/carriera application allows PhD students to obtain formal recognition for the various training activities carried out during their studies. After approval by the supervisor and confirmation by the coordinator, these will be included in the *Diploma Supplement* issued upon the achievement of the degree at the end of the doctorate. For doctoral students starting from the 40th cycle, the correct completion of this process is essential in order to obtain the recognition of doctoral credits.

*1. Identify the type of training activity*

The different headings under which it is possible to insert the activities carried out are

1. Disciplinary and multidisciplinary training

Under this heading, you may enter the various courses or seminar cycles followed by PhD students. These include the compulsory seminar cycle of the PhD in Legal Sciences, which, if followed in full, may for convenience be entered into the application as two separate cycles of 20 hours each.

**NB: These activities do not include individual seminars attended by PhD students outside of a specific training cycle.**

1. Training on transversal skills

Under this heading you may include courses and seminar cycles that the PhD student has attended relating to transversal skills such as foreign languages, knowledge of digitalisation, *open science* , and other communication, organisational and personal skills. These include the online courses listed on the platform <https://eventi.unibo.it/competenze-trasversali-dottorato/knowledge-valorisation-and-technology-transfer-to-create-impact-on-society>

1. Tutoring or supplementary teaching activity

This heading includes teaching activities and support (including exams) carried out by PhD students at University level. It is advisable to enter a single annual value for each activity that represents all the teaching and support activities carried out over the year.

1. Extra-curricular education

This category includes *summer schools*, *winter schools* and any other courses or events of an educational nature that, although part of the doctoral student's training, do not fall into the previous categories. Professional courses (bar courses etc.) are excluded.

1. Dissemination

This category includes participation (not necessarily as a speaker) in dissemination events such as conferences and *workshops* . For activities spread over several days the corresponding value of hours will be 10 hours per day.

**NB:** The Doctoral Course in Legal Sciences requires, starting from the 40th cycle, that a minimum number of doctoral credits be obtained under each type of activity, and it will therefore be essential that the activities for which recognition of credits is required are distributed under the correct headings to ensure their correct distribution.

*2. Attachments*

For each activity, it will be necessary to attach a document certifying the performance of the activity that you intend to upload to the application. If it is not possible to produce such evidence, in particular for the recognition of activities carried out before the activation of the application (academic years prior to the AY 2024/25), it will be possible to request authorization from the supervisor to present only a poster or self-certification.

*3. Doctoral Credits (CD)*

Students in cycles up to and including the 39th

Until the 39th cycle, no CD value will be recognized for the activities carried out. The doctoral student must therefore indicate a value of "0" under the heading "Doctoral credits for which recognition is requested".

Students in the 40th cycle and later

Starting from the 40th cycle, it will be necessary to have obtained 40 CDs in training activities by the end of the study path. It will therefore be necessary for each activity to request recognition of the corresponding number of CDs, to be verified by referring to the equivalence table provided on the doctorate website.