

Vademecum for procedures related to PhD careers

All forms and schemes are available on internet portal <https://www.unisi.it/didattica/corsi-post-laurea/dottorati-di-ricerca/modulistica-e-certificati>

Budget available to PhD students

- Contact the administrative secretary of the department of reference of the PhD for rules and procedures to be followed in preparing the necessary documentation for using funds

Insurance of PhD students

Against accidents

- Compulsory insurance managed by I.N.A.I.L. pursuant to Presidential Decree No. 1124 of 30/09/1965 (<https://www.inail.it/cs/internet/attivita/prestazioni.html>)
- University Accident policy (in the process of definition - <https://www.unisi.it/ateneo/lavorare-unisi/servizi-di-economato/assicurazioni>)

For third party liability

- University policy (in the process of definition - see internet site above).

Periods of study and research in external institutions (in Italy and abroad)

- identify the external host organisation in consultation with the supervisor and agree on the period and type of agreement (internship, traineeship, visiting researcher, etc. - if traineeship/internship also see next paragraph) with the host organisation
- send the request for authorisation well in advance to the coordinator (see request [form](#) to which the host organisation's invitation must be attached)
- **notify** the coordinator and the PhD Office (ufficiodottorato@unisi.it) of the **actual start date** and the **expected end date** of the stay (in case of a period abroad, use the [dedicated form](#) available on the portal, payment of the supplement will begin, deferred by one month as the scholarship, only after receipt of the filled form)
- **promptly notify** the coordinator and the PhD Office (ufficiodottorato@unisi.it) of **any changes**, and in particular of the end date
- at the end of the stay **promptly submit the notice of conclusion** of the stay (see [scheme](#) on the portal to be digitally countersigned by the coordinator of the PhD, in the absence of this notice, payment of the last month abroad will be blocked)

Internship/traineeship

- communicate to the coordinator the identified structure and duration in agreement with the supervisor for approval by the Academic Board (see form for request of authorisation for periods of study and research in external institutions above)
- following approval by the Academic Board, contact the Placement Office (stage@unisi.it) for the procedures for stipulating the agreement and setting up the internship/stage (see [web site](#) for further information for traineeship in Italy and [web site](#) for internship abroad)
- at the end of the internship, advise the coordinator (and the PhD Office for information) of the exact period of the internship/internship

Paid external activities

- send a request (see [form](#) on the portal) to the coordinator for the necessary approval by the Academic Board

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Renouncing the scholarship

- communicate the renunciation to the PhD Office, to the coordinator and, for information, to *Ufficio trattamenti economici* (see relevant [form](#) on the portal)

Suspension

- send the duly completed and signed [form](#) to the PhD coordinator and for information to the PhD Office (in the case of suspension for maternity leave use the appropriate [form](#))
- at the end of the suspension communicate the effective return to activities to the coordinator and PhD Office (see [form](#) on the portal)

Admission to the subsequent year

- before the end of the academic year, submit a report on the activities carried out to the PhD coordinator
- once the Academic Board has approved admission to the subsequent year, enrol for the second/third year and pay the relevant fees

Thesis delivery and final examination

- **at least one month before the end of the course activities**, present your application for admission to the final examination, together with a final report on the activities carried out (countersigned by the supervisor for his positive opinion)
- possibly attach the thesis to the admission request, but in any case, submit the thesis by the end of the course (usually 31 October)
- refer to the [website](#) for guidance on the title page and a memo for the final examination
- if, for motivated reasons, it is not possible to hand in the thesis by the end of the course activities, ask for an extension of up to 12 months (see [form](#) – to be countersigned by the supervisor), attaching a final report on the activities carried out, countersigned by the supervisor

Digital signature

- it is preferable to use a digital signature for all forms to be submitted to the University of Siena
- electronic identity card holders can make use of a free digital signature service (see [website](#))
- the digital signature must be placed on the thesis to be deposited