



**DOTTORATO TOSCANO DI SCIENZE DELLA TERRA**  
**(Università di Firenze, Pisa e Siena)**  
**TUSCAN PhD COURSE in EARTH SCIENCES**  
**(Universities of Florence, Pisa and Siena)**

[Regolamento Generale \(con richiami al «Decreto Rettorale, 4 luglio 2013, n. 670 - prot. n. 47910», tradotti in inglese\)](#)

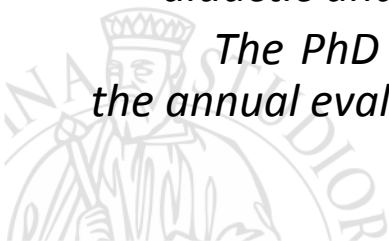
[General Regulations \(with references to the «Rectoral Decree, 4 July 2013, n. 670 - prot. n. 47910», translated in English\)](#)

- ❑ **Art. 6 Bodies of the PhD Course.** The Academic Board and the Coordinator are governing bodies (“*organi direttivi*”) of the PhD course.

**All the requests must be addressed to the Coordinator**

- ❑ **Art. 7 The Academic Board. p. 2** *The Academic Board includes two PhD students, for didactic and organizational problems.*

*The PhD students do not participate in the discussion and deliberation concerning the annual evaluation of the students and the organization of the final exam.*





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## ❑ **Articolo 17 Rights and duties of doctoral students**

1. The student has the status of “university student”.
2. The doctoral course is an exclusive full-time commitment.

**A specific form for the authorization of extra doctoral work activities must be submitted to the coordinator and sent in c/c to the secretariat**

3. Doctoral students must carry out study and research activities assiduously according to the program established by the Academic board.

**At the end of each year of the course, a written report is mandatory for the evaluation of each student.**

**The report will be edited taking into account the research activities carried out and the participation in seminars, congresses and other scientific initiatives, publications, as well as, at the end of the course, the doctoral thesis.**

**The signed report, also validated by the sign of the tutor, must be sent to the coordinator and in c/c to the secretariat**



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- **Art. 8 Functioning.**

The Academic Board:

a. agrees with each Ph.D. student the topic and research program of the PhD thesis and indicates the tutor;

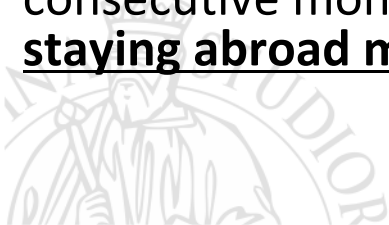
**The Request for Changes of the thesis title and tutor/co-tutor or insertion of a new co-tutor must be addressed to the coordinator**

***(not more than two co-tutors, one internal and one external to the Doctorate Course)***

b. establishes the calendar of the activities of each year of the course as well as the annual control procedures on the scientific activity and cultural training of PhD students;

**Months of staying abroad, authorization and confirmation of staying abroad, soft skills of 6 credits;**

c. authorizes the PhD student to spend training and study periods exceeding six consecutive months at Italian and foreigner Universities or research Institutes; **the staying abroad may not exceed 18 months;**





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d. Authorize the stipulation of agreements with other public or private institutions;

**The agreement for joint doctoral course or for research training should be edited and signed within the first year of the course.**

e. approves the participation of PhD students in national or international research projects related to particular aspects of the PhD project;

f. evaluates the **annual reports** on the activity of each PhD students; decides on admission to the next year of the course. In the case of a negative assessment, with justified and detailed resolution, the PhD student can be excluded from the continuation of the course;





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k. authorizes the PhD student to carry out the tutoring and supplementary teaching activities (max 40 hours for years).

**The form must be filled in and sent to the Coordinator  
and in c/c to the secretariat**

**Art. 10 – Internal Evaluation.** The Academic Board edit an annual report to be sent to the Rector on the activities carried out.

**An evaluation form will be sent every 6/12 months to the students and middle term meetings could be organized in order to discuss and solve problems that can be arised by the students within the educational program or the administrative area**





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□ **Art. 14 – Scholarships (and student mobility)**

**p. 5** The amount of the scholarship is determined by the Ministerial Decree of 18 June 2008. **This amount is increased to a maximum of 50% for a period of maximum 18 months**, for authorized period of research and study in a Foreign Institution.

**Two specific forms must be sent for the authorization and the confirmation (within every 7th of the month) of the staying abroad to the coordinator and in c/c to the secretariat**

**p. 6** Starting from the second year, in addition to the scholarship, a budget for the student mobility linked to their research activity in Italy and abroad, is assured for each student.

**The budget is 10% of the amount of the scholarship  
(but not for the supernumerary students):  
a total of about 3068 € in the 2 years**

**Any mobility for doctoral activity must be authorized  
by the director of the Department of Earth Sciences of Florence  
(even if using funds from Pisa or Siena)**

**The request of reimbursement of the travel costs and the original of the invoices,  
tickets, restaurants bills etc.**

**must be sent to the colleague Dr. Martina Bacciotti**



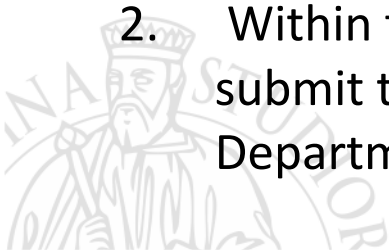


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**Art. 8. Maternity** The provisions for the protection of maternity is ruled by the decree of the Minister of Labor and Social Security 12 July 2007, published in the Gazzetta Ufficiale no. 247 - 23 October 2007.

### **Art. 21 Methods of awarding of the title**

1. The title of research doctor, abbreviated as "Dott.Ric." Or "Ph.D.", is issued following the positive evaluation of a research thesis that contributes to the advancement of knowledge or methodologies in the field of research. The doctoral thesis, accompanied by a summary in Italian or English, is written ~~in Italian or English, or in another language with the authorization of the Academic board~~ **(Our PhD Course strongly recommends writing it in English, also based on Regional rules)**
2. Within the last day of the last year of the course, the PhD students must submit the thesis, signed by the Coordinator and by the tutor, at the Department of Earth Sciences.



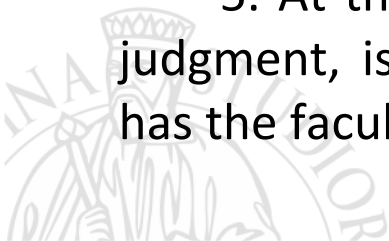


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3. The student's report on the activities carried out during the course and the publications will be attached to the thesis.

4. The thesis is evaluated by at least two highly qualified teachers, including those from foreign institutions, who are external to the Universities of Florence, Pisa and Siena. The two evaluators express a written analytical judgment on the thesis and propose the admission to the final examination commission or a postponement for a period of maximum six months in the case they consider necessary significant additions or corrections. After this period, the thesis is in any case admitted to public discussion, accompanied by a new written opinion by the same evaluators.

5. At the end of the discussion, the thesis, with a justified written joint judgment, is approved or rejected. The commission, with unanimous vote, has the faculty to attribute the “laude”.







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## **Publications:**

Please, remember → your address is that of the Department of Earth Sciences of Florence, the University Department of the administrative office (if you have a working office and tutor in an other Institute/Department you can use two addresses)

## **How to prepare the PhD thesis:**

The thesis should present a novel and original analysis of a specific topic. The text must highlight the original contributions of the research performed by the candidate. Innovative contributions should be substantial enough to be able to form the basis of a book or research monograph, meeting the standards of an established international academic publisher. Published and/or submitted papers may contribute to the thesis structure that, in any case, cannot be a simple collage of published/submitted articles. Results obtained with published/submitted articles, as well as materials and methods, data, maps, discussion, and conclusion, may contribute to the thesis structure and must fit the prerequisite that the thesis should "present a novel and original analysis of a specific topic" and must be evaluated by two reviewers.



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☐ **Art. 22 Extension of the terms of presentation and discussion of the thesis**

The Rector, upon proposal of the Academic Board and upon request of the PhD student (only for very serious and documented reasons), can admit the candidate to the final exam scheduled for the next cycle.

**Art. 22bis - Certification of Doctor Europaeus**

- After request of the PhD student, the University can issue a Doctor Europaeus certification, additional to the title of Doctorate. The following four conditions are mandatory:
- the discussion of the final thesis must be approved by two professors or researchers from two Universities of the European Union;
- *A positive judgment by each of them must be sent to the coordinator and in c/c to the Secretariat;*
- at least one member of the final examination board must belong to an University of the European Union;
- part of the thesis discussion must take place in one of the official languages of the Union;
- part of the research presented in the thesis must have been carried out during a stay of at least three months in a country of the European Union (these three months may also not be continuous but always in the same research facility).
- *About one week before the final meeting of Academic Board of the third year of the course (this meeting will be fixed for the end of October), the students that have all the requirements can submit to the Academic Board the request for the Doctor Europaeus Certification. An e-mail must be sent to the coordinator and in c/c to the Secretariat with the letters of the institution in which the student has carried out the stay abroad*





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### **Linee guida interne al corso di Dottorato (Internal guidelines of our Doctorate course)**

#### **Periodo di Ricerca all'Estero (Research period abroad)**

Il nostro corso di Dottorato considera obbligatorio per tutti i/le Dottorandi/e con borsa di studio un periodo di ricerca all'estero presso Università oppure Enti pubblici e privati.

Per chi usufruisce del finanziamento della Regione Toscana (Borse Pegaso) questo periodo è normalmente di 6 mesi precisi (per alcune Borse può arrivare anche a 12 mesi).

Per chi usufruisce del finanziamento di Ateneo (borse UNIFI e UNIFI) oppure di singoli Enti o Ricercatori su temi specifici, il periodo all'estero è consigliato e preferibile della durata di 6 mesi e non deve essere minore di 4 mesi.

Per le/i dottorande/i “senza-borsa” e in “sovrannumero” il periodo di ricerca all'estero non è obbligatorio, ma quando possibile, è fortemente consigliato.

Si ricorda anche che da Decreto Rettorale, il periodo all'estero non deve superare 18 mesi.

*(Our Doctorate course considers as mandatory a research period abroad, at Universities or public and private Institute, for all PhD students with scholarships.*

*For those who benefit from the financing of the Tuscany Region (Pegaso scholarships) this period is normally 6 precise months (for some scholarships it can even reach 12 months).*

*For those who benefit from University funding (UNIFI and UNIFI scholarships) or from individual Institutes or Researchers on specific topics, the period abroad is recommended and preferable of 6 months and it has not to be less than 4 months.*

*For the supernumerary students and those without-scholarship, the research period abroad is not mandatory, but whenever possible, it is strongly recommended.*

*It is also recalled that by Rectoral Decree, the period abroad must not exceed 18 months.)*



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### **Attività Didattica Formativa (*Didactic formative credits*)**

L'attività didattica-formativa prevista per ogni dottorando prevede l'acquisizione di crediti (CFU) secondo il seguente regolamento. Tutta l'attività didattica deve essere certificata dai docenti del corso con un attestato di partecipazione.

*(Each years the students have to acquire formative credits - CFU. A certificate of attendance is needed)*

### **Regolamento per l'acquisizione dei crediti formativi (*Regulation for the acquisition of the formative credits*):**

- Corsi brevi organizzati dal Corso di Dottorato (1 CFU per corsi della durata di 6 - 8 ore);  
*(Short courses organised by our Doctorate - 1 CFU for courses of 6-8 hours)*
- Attività seminariale riconosciuta dal corso (6 seminari 1 CFU);  
*(Seminars on the arguments of the Doctorate course – 1 CFU for 6 seminars)*
- Attività di addestramento all'utilizzo di complessi strumenti di laboratorio o messa a punto di nuovi (circa 1 CFU per 8 ore);  
*(Training for complex laboratory instruments or set up of new instruments – about 1 CFU for 8 hours)*

→ segue (follow)



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**Regolamento per l'acquisizione dei crediti formativi (continuo):**  
**(Regulation for the acquisition of the formative credits) (follow):**

- Corsi di Master o PhD o altri corsi frequentati durante il periodo di permanenza all'estero (1 CFU per corsi della durata di 6 ore);  
*(PhD or Master Courses attended during the period of stay abroad – 1 CFU for courses of 6 hours)*
- Workshop, corsi nell'ambito di congressi, escursioni nell'ambito di congressi della durata di almeno 3 giorni (1 CFU);  
*(Workshops, courses during congresses, congress field excursions of at least 3 days – 1 CFU)*
- Corsi avanzati di inglese certificati con esame finale o altra lingua straniera (1 CFU ogni 8 ore, fino a un massimo di 3 CFU);  
*(Advanced English courses with final exam or other language – 1CFU for 8 hours up to a maximum of 3 CFU)*
- Eventuali attività didattiche, attinenti al tema di ricerca del dottorando, che non rientrano in quelle sopraindicate, saranno valutate dal Collegio dei Docenti singolarmente su richiesta del dottorando, sentiti i tutori  
*(other possible didactic activities will be evaluated from the Academic Board)*



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### **Durante il 1° anno si richiede (*During the 1<sup>st</sup> year it is required*):**

- l'acquisizione di almeno **6 CFU** riconosciuti dal corso di Dottorato (modalità di acquisizione descritte sopra)  
*(the acquisition of at least 6 CFU recognised by the Doctorate course – acquisition modalities described above)*

### **Durante il 2° anno si richiede (*During the 2<sup>nd</sup> year it is required*):**

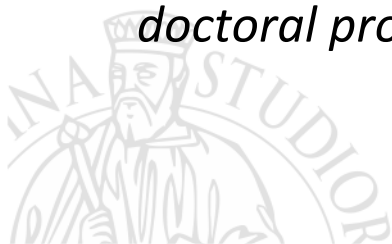
- l'acquisizione di almeno **6 CFU** riconosciuti dal corso di Dottorato (modalità di acquisizione descritte sopra);  
*(the acquisition of at least 6 CFU recognised by the Doctorate course – acquisition modalities described above)*
- la partecipazione ad almeno **un convegno nazionale** presentando un intervento orale o poster con primo nome;  
*(the participation to a **National congress**, at least, with an oral or poster presentation at first name)*



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**Durante il 3° anno si richiede (During the 3<sup>rd</sup> year it is required):**

- l'acquisizione di almeno **4 CFU** riconosciuti dal corso di Dottorato (modalità di acquisizione descritte sopra);  
*(the acquisition of at least 4 CFU recognised by the Doctorate course – acquisition modalities described above)*
- la partecipazione ad almeno un **convegno internazionale** presentando un intervento orale o poster con primo nome;  
*(the participation to an **International congress**, at least, with an oral or poster presentation at first name)*
- la redazione di almeno **un articolo in stampa su rivista ISI** su argomenti inerenti la tesi di dottorato o il campo di ricerca generale della tesi.  
*(the publication of at least **a paper on an ISI journal** on arguments related to the doctoral project or the general research field of the thesis)*





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**Durante i tre anni del corso si richiedono anche:**

**6 CFU di Didattica Trasversale (*Soft and Complementary Skills*)**

**(6 formative credits of *Soft and Complementary Skills***  
***are also required during the three years of the course)***

