



# Guidelines

PhD Course on Earth and Planetary  
Sciences  
XL cycle



## Regulation: «Decreto n. 575 Prot. n. 103409 Anno 2022»

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

<i>Academic board PhD Course on Earth and Planetary Sciences</i>			
<i>Avanzinelli Riccardo</i>	<i>Combourieu-Nebout Nathalie</i>	<i>Marchetti Emanuele</i>	<i>Rook Lorenzo</i>
<i>Balestrieri Maria Laura</i>	<b><i>Conticelli Sandro (coordinator)</i></b>		<i>Rossi Giuliana</i>
<i>Belvedere Matteo</i>	<i>Danise Silvia</i>	<i>Mazzini Ilaria</i>	<i>Saccorotti Gilberto</i>
<i>Benvenuti Marco (GEO/02)</i>	<i>De Luca Claudio</i>	<i>Moretti Sandro</i>	<i>Sani Federico</i>
<i>Bertini Adele</i>	<i>Del Soldato Matteo</i>	<i>Moyà Solà Salvador</i>	<i>Scaillet Bruno</i>
<i>Bianchini Silvia</i>	<i>Del Ventisette Chiara</i>	<i>Münker Carsten</i>	<i>Tassi Franco</i>
<i>Bindi Luca</i>	<i>Elliott Timothy Richard</i>	<i>Natali Claudio</i>	<i>Tofani Veronica</i>
<i>Buccianti Antonella</i>	<i>Fanti Riccardo</i>	<i>Pazzi Veronica</i>	<i>Tomás Jover Roberto</i>
<i>Capezzuoli Enrico</i>	<i>Goiran Jean-Philippe</i>	<i>Pratesi Giovanni</i>	<i>Vannucchi Paola</i>
<i>Carnicelli Stefano</i>	<i>Hin Remco Christian</i>	<i>Raneri Simona</i>	<i>Vaselli Orlando</i>
<i>Chopin Christian</i>	<i>Intrieri Emanuele</i>	<i>Raspini Federico</i>	<i>Vilimek Vit</i>
<i>Cioni Raffaello</i>	<i>Keir Derek Boswell</i>	<i>Rimondi Valentina</i>	

**All the requests must be addressed**  
**to the Coordinator ([sandro.conticelli@unifi.it](mailto:sandro.conticelli@unifi.it)) and to the Secretariat ([serena.cartai@unifi.it](mailto:serena.cartai@unifi.it))**

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- ❑ **Art. 8 Academic board: method of appointing the members.**  
p. 5 The Academic Board includes two representatives of the *two PhD students*, for didactic and organizational problems.



## DOTTORATO IN EARTH AND PLANETARY SCIENCES

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

L'attività didattica-formativa prevista per ogni dottorando prevede l'acquisizione di 30 crediti (CFU) nei 3 anni, secondo il seguente regolamento. Tutta l'attività didattica deve essere certificata dai docenti del corso con un attestato di partecipazione.

*(During the three years the students have to acquire 30 formative credits - CFU. A certificate of attendance is needed)*

#### **Regolamento per acquisizione crediti (*Credit acquisition regulation*):**

- Corsi brevi organizzati dal Corso di Dottorato (1 CFU per corsi della durata di 6 ore);  
*(Short courses organised by our Doctorate - 1 CFU for courses of 6 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 6 ore);  
*(Training for complex laboratory instruments or set up of new instruments – about 1 CFU for 6 hours)*

→ segue (follow)

## DOTTORATO IN EARTH AND PLANETARY SCIENCES

### Regolamento per acquisizione crediti (continua) (*Credit acquisition regulation - 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 6 ore, fino a un massimo di 3 CFU);  
*(Advanced English courses with final exam or other language – 1CFU for 6 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)*



## DOTTORATO IN EARTH AND PLANETARY SCIENCES

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

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

- l'acquisizione di almeno **10 CFU** riconosciuti dal corso di Dottorato (modalità di acquisizione descritte sopra)  
(*the acquisition of at least 10 CFU recognised by the Doctorate course – acquisition above described modalities*)

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

- l'acquisizione di almeno **10 CFU** riconosciuti dal corso di Dottorato (modalità di acquisizione descritte sopra);  
(*the acquisition of at least 10 CFU recognised by the Doctorate course – acquisition above described modalities*)
- 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*)

→ segue (*follow*)

## **DOTTORATO IN EARTH AND PLANETARY SCIENCES**

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

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

- Il completamento dell'acquisizione di tutti i **30 CFU** riconosciuti dal corso di Dottorato (modalità di acquisizione descritte sopra);  
*(the accomplish of all 30 CFU recognised by the Doctorate course – acquisition above described modalities)*
- 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 in qualità di co-autore di almeno **un articolo in stampa su rivista ISI** su argomenti inerenti il dottorato  
*(the publication as co-author of at least a paper on an ISI journal on topics related to the doctoral project)*

**Durante i tre anni del corso si richiedono**  
**6 CFU di Soft and Complementary Skills**

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

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## ☐ **Articolo 19 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 signature of the tutor, must be posted on a drive folder (the link will be sent in October)**

## Regulation

- **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 three 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;**

## Regulation

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;

## Regulation

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

**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 year 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**

# Regulation

## ❑ Art. 14 – Scholarships (and student mobility)

p. 5 The amount of the scholarship is determined by Ministerial Decree. **This amount is increased to 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 7<sup>th</sup> of the month or 25<sup>th</sup> for November and July) of the staying abroad to the coordinator and in c/c to the secretariat**

p. 6 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 minimum of 10% of the amount of the scholarship  
(but not for the supernumerary students):**

**Any mobility for doctoral activity must be authorized  
by the head of the Department of Earth and Planetary Sciences and the coordinator  
by means of the web site of the department**

**The request of reimbursement of the travel costs and the original of the invoices,  
tickets, restaurants bills etc. must be sent to Ms. Martina Bacciotti  
email [martina.bacciotti@unifi.it](mailto:martina.bacciotti@unifi.it) and posted in pdf format on the web site of the  
department**

# Regulation

**Art. 8. Maternity/paternity/sick leaves** The provisions for the protection of maternity/parenting 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 **English**, or in another language with the authorization of the Academic board (we recommend writing it in **English**)
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.

## Regulation

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. 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”.

# Regulation

## **Publications:**

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

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

the final thesis must be unpublished and you cannot prepare the thesis as a collection of re-print files of your papers on the thesis item.



# Regulation

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

The Academic Board and upon request of the PhD student, can admit the candidate to the final exam scheduled for the next cycle.



## Doctor Europaeus

### Art. 36

#### *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 examination board must belong to an Institution 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 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.*