



# Guidelines

PhD Course on Earth and Planetary  
Sciences  
XLI 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>Conticelli Sandro</i>	<i>Costeur Loïc</i>	<i>Rimondi Valentina</i>
<i>Balestrieri Maria Laura</i>	<i>Danise Silvia</i>	<i>Esposti Ongaro Tomaso</i>	<i>Rook Lorenzo</i>
<i>Belvedere Matteo</i>	<i>Del Soldato Matteo</i>	<i>Klimeš Jan</i>	<i>Romagnoli Gino</i>
<i>Benvenuti Marco (GEO/02)</i>	<i>Del Ventisette Chiara</i>	<i>Marret-Davies Fabienne</i>	<i>Rossi Giuliana</i>
<i>Bertini Adele</i>	<i>Elliott Timothy Richard</i>	<i>Mazzini Ilaria</i>	<i>Sani Federico</i>
<i>Bianchini Silvia</i>	<i>Fanti Riccardo</i>	<i>Metaxian Jean-Philippe</i>	<i>Scaillet Bruno</i>
<i>Bindi Luca</i>	<i>Goiran Jean-Philippe</i>	<i>Münker Carsten</i>	<i>Tassi Franco</i>
<i>Buccianti Antonella</i>	<i>Hin Remco Christian</i>	<i>Natali Claudio</i>	<i>Tomás Jover Roberto</i>
<i>Capezzuoli Enrico</i>	<i>Intrieri Emanuele</i>	<i>Pazzi Veronica</i>	<i>Vannucchi Paola</i>
<i>Carnicelli Stefano</i>	<i>Keir Derek Boswell</i>	<i>Pratesi Giovanni</i>	<i>Vaselli Orlando</i>
<i>Chopin Christian</i>	<i>Lacanna Giorgio</i>	<i>Raneri Simona</i>	<i>Venturi Stefania</i>
<i>Cioni Raffaello</i>	<i>Marchetti Emanuele</i>	<i>Raspini Federico</i>	<i>Welch Mark David</i>

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

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

- ❑ **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**

### **Recognition of credits (crediti formativi universitari – CFU) in PhD programme**

Every candidate is required to accumulate a total of 30 credits (CFU). It is strongly recommended to accumulate 15 CFU during the first year and 10 CFU during the second year. Among these 30 CFUs, 6 CFUs are to be acquired among soft and complementary skills. To earn credits, students must participate to various activities. Each activity awards a given number of credits that may vary within a minimum and maximum reference value. Educational activities for PhD students are





## DOTTORATO IN EARTH AND PLANETARY SCIENCES

### Recognition of credits (crediti formativi universitari – CFU) in PhD programme

Type of activity	CFU awarded	Required certification
Short courses or seminars	1 CFU/6 hours	certificate of attendance
Language courses	European classification A2 → 0.5 CFU B1 → 1.0 CFU B2 → 1.5 CFU C1 → 2.5 CFU C2 → 3 CFU  For English the acquisition is valid only from C2 Max 3 CFU	Certificate of attendance and profit; CFU in the individual language do not accumulate.
Courses among Master's programme	1 CFU/8 hours Max 6 CFU/3 years	certificate of attendance
Schools, workshops, field trips, days of study, symposiums, and conferences	0.5 CFU/day Max 3 CFU/year	certificate of attendance



## DOTTORATO IN EARTH AND PLANETARY SCIENCES

### Recognition of credits (crediti formativi universitari – CFU) in PhD programme

Type of activity	CFU awarded	Required certification
Abroad period	2 CFU/month* Max 6 CFU/3 years  *Students begin to acquire CFU from the first month after the 3 months required period.	Attestation from supervisor on host facility letterhead indicating start/end dates of stay
Outreach activities	1 CFU/16 hours Max 2 CFU/3 years	Statement of the responsible for the activity of guidance, third mission, PLS etc.
Patent	Patent filed: 5 CFU; Patent granted domestically: 10 CFU patent granted internationally: 20 CFU	Patent filing and granting do not add up. For a patent granted within the doctoral program, the number of credits awarded corresponds to the status of the patent at that time.





## DOTTORATO IN EARTH AND PLANETARY SCIENCES

### Recognition of credits (crediti formativi universitari – CFU) in PhD programme

Type of activity	CFU awarded	Required certification
<b>Assistance to teaching activities, university tutoring, thesis assistance</b>	<p>Assistance to taught course: the same CFU earned by students attending the course.</p> <p>University tutoring: 1CFU/8 hours; Max 40 hours for academic year</p> <p>Thesis assistance: 2 CFU (bachelor's thesis); 4 CFU (master's thesis).</p> <p>Max 6 CFU for three years</p>	<p>Documentation evidencing mentoring activities (minute of Course of Study, or copy of contract, or didactic register).</p> <p>For assistance to thesis a declaration of the student's tutor.</p>
<b>Soft and complementary skills</b>	<p>Visit <a href="https://www.unifi.it/p12166.html">https://www.unifi.it/p12166.html</a> for those scheduled by UNIFI.</p> <p>Acquiring 6 CFU during the PhD course is mandatory</p>	<p>For soft skills courses offered by UNIFI: participation to the courses will be recorded by the Doctoral Office</p>

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

## ☐ **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. A questionnaire of evaluation of the whole course is mandatory at the end of each year and is bonded to the admission to next year of 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. A minimum of 3 months during the three year is mandatory.

**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.*