

# Welcome to the Phd Program in Biology

15 November 2024



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# Objectives of this kick off meeting:

- Welcome and e-meet all the new PhD students
- Provide you with some key information
- Make you familiar with «who» is taking care of «what»

# Didactic Board

Head of the didactic committee --> **Prof. Daniele Campa** [[daniele.campa@unipi.it](mailto:daniele.campa@unipi.it)]  
He will be coordinating all the didactic aspects related to your road up to the defence of your PhD thesis

The Didactic committee includes researchers and professors representing all the areas and expertises of the Department of Biology.



- Prof. Daniele Campa (President)
- Prof. Fabio Bulleri
- Prof. Maurizio Cammalleri
- Prof. Alessandro Massolo
- Prof. Chiara Gabellini
- Prof. Claudia Vannini
- Prof. Marco Verani
- Dott. Antonio Profico
- Prof.ssa Margherita Gioria
- Prof. Massimiliano Andreazzoli

## FIRST Year PhD student



As soon as you are enrolled, a **supervisor and a co-supervisor** are assigned to you. Within three months of enrollment, each Ph.D student is required to send his/her research project (Research project template) to the supervisor and co-supervisor and to present it (15 min presentation) to the Board of the Ph.D Programme in Biology and to all PhD students

**Project presentation: January 2025 (day and time to be defined).**  
The supervisor and co-supervisor evaluate the project and communicate the evaluation to the Ph.D. student, to the President of the Didactic Committee and to the Head of the Teaching Unit.



<https://www.biologia.unipi.it/dottorato-ph-d.html>

Dipartimento di Biologia



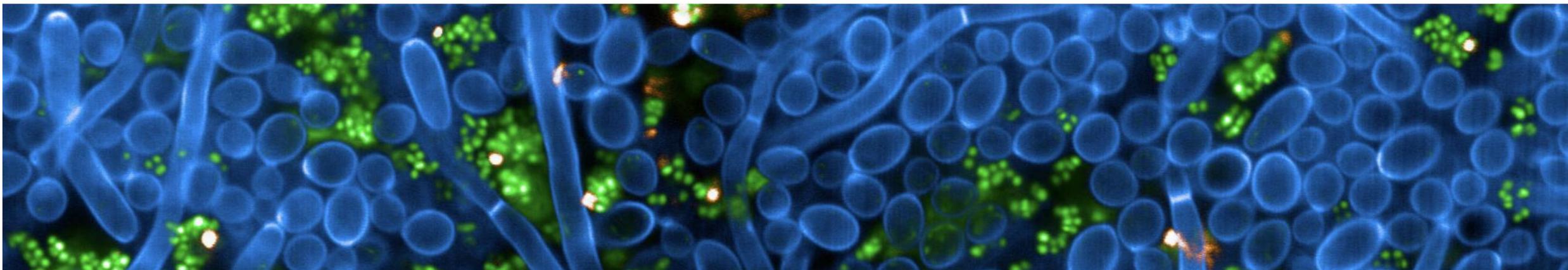
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## FIRS Year PhD student



In October 2025 you will have to present your first year results in the form of a progress report and of a 15 min presentation + 5 discussion to The to the Board of the Ph.D Programme → PhD council approval is necessary to be formally admitted to 2nd year

Attendance to these Council meeting by all grade PhD students **is MANDATORY**, you are part of the process, actively partecipating to the discussion!

# Didactic duties (general, 1° 2°, 3° year students)

Each PhD student has to follow a **didactic plan**, which will be validated by the didactic committee and will represent a **prerequisite to be able to defend the PhD thesis**.

- Fulfilling this prerequisite can be achieved by:



During the three-year period, Ph.D students **must take two or more courses, totaling at least 60 hours**, from among those offered by the Ph.D. Program in Biology (*offerta didattica esclusiva*).

courses selected by the PhD program in Biology:

## **TEACHINGS ACTIVATED BY THE PHD COURSE IN BIOLOGY (*offerta didattica esclusiva*):**

A.A. 2024/2025 (Department Council Resolution No. 60, 13/03/2024, prot. 1372/24)

- EXPERIMENTAL AND SAMPLING STUDY DESIGN (Prof. Fabio Bulleri)
- RESEARCH PROFESSIONAL SKILLS (Prof. Alessandro Massolo)
- ADVANCES IN BIOLOGY I (Prof. Daniele Campa)

A transversal didactic offer activated by the University of Pisa to its doctoral students and aimed at training in the most modern fields of international research and the labour market: [Contamination Lab of Pisa](#) and [Career Labs for Doc.](#)

Not only duties.... PhD students are entitled to some remunerated activities  
(*For working activities compatible with a PhD program, please see art. 14 of The general Research Doctorate Regulations of the University of Pisa*)

Teaching activities in the form of supporting teaching activity (didattica integrativa e/o sussidiaria) is allowed **up to a maximum of 40 hours per year.**

When they ask you to show the new grad student around



## SECOND Year

In **October** you will have to **present your second year results** in the form of a progress report to your supervisor and co-supervisor. The supervisor and co-supervisor are required to send the evaluation report to the Ph.D. student, to the President of the Didactic Committee and to the Head of the Teaching Unit. **PhD council approval is necessary to be formally admitted to the final 3rd year**



## Poster day!!!

In addition, a day dedicated to discussion and interaction between Ph.D students and faculty is scheduled, during which Ph.D students enrolled in the second year of the course present a poster on their research activities. This day, attended by all Ph.D students enrolled in the Biology Ph.D Program and the PhD Board, is open to all professors in the Department

## THIRD Year



1. once again you have to submit the progress of your research in written form (Year report template) to the supervisor, to the co-supervisor, to the President of the Didactic Committee and to the Head of the Teaching Unit and with an oral presentation present your final, overall PhD results (20 min presentation) to the PhD Board.
2. The supervisor and co-supervisor are required to send the evaluation report to the Ph.D. student, to the President of the Didactic Committee and to the Head of the Teaching Unit within three days after the oral presentation
3. You also will have to provide evidence of all the formative activities attended during the year to the PhD Didactic committee, for a final approval by the PhD council.

3. During the PhD council meeting external evaluators (not UNIPi) are proposed. Once approved, the final version of the PhD thesis has to be emailed to the PhD coordinator by the **31/10**

4. PhD coordinator will email the PhD thesis to the EXTERNAL EVALUATORS **by the 15/11** together with an evaluation form that will be returned within 1 month.

5. Once potential comments and corrections made by the external evaluators have been addressed, final PhD defence can take place.



By the final discussion, each PhD student **should have published at least one paper as co-author** in a peer reviewed international journal (on the PhD research project)

# YOUR THESIS COMMITTEE

Also known as: an impossibly difficult group to get together in one room but who nevertheless hold your future in their hands depending on their ability to reach a civilized consensus.

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**Your Professor**

Simultaneously your biggest ally and your worst enemy. Will be the first to suggest you do more work.



**The Guru**

Only here for the free cookies. Don't forget to bring cookies.



**The Adversary**  
~~The Asshole~~

Has bitter rivalry with your Professor and will argue the exact opposite view. Work this to your advantage.



**The Strawman/woman**

Nice guy. No opinions.



**The Assistant Professor**

Still doesn't believe just a few months ago they were on the other side just like you. Pretends to be an adult.

NONE OF THEM WILL ACTUALLY READ YOUR ENTIRE THESIS.

# Bureaucratic stuff: 1. «Missioni»



If you need to spend a day or a short period of time collecting samples or doing field work, or attend a conference, these are the required steps:

<https://www.biologia.unipi.it/en/forms-for-ph-d-student>

## MISSION IN ITALY

1

Ph.D. students who wish to carry out a mission in Italy should send the **Request for authorization to carry out a mission (to be filled out by the Supervisor)** to the **Coordinator of the Department's Administrative Secretary** (amministratore@biologia.unipi.it - in acquaintance copy).

After receiving authorization from the Coordinator, Ph.D. students are required to enter the mission request on the **U-Web Missions portal (U-Web manual)** and wait for approval by the Administrative Secretary and authorization from the Department Director.

*Remember to check the form validation, nobody is going to contact you !!!*

**\*\*\* IT IS POSSIBLE TO CARRY OUT A MISSION ONLY AFTER OBTAINING PERMISSION \*\*\***





Each PhD student (1<sup>o</sup>, 2<sup>nd</sup>-3<sup>rd</sup> year) has available a specific PhD fund of **about 1500 euros/year**, which is assigned to the Supervisor (FONDO 10%). In this case the Supervisor will have to authorize the mission on U-web (and place the order on ordiniweb).



Ph.D. students who wish to obtain reimbursement are required to enter the request on the U-Web Missions portal (U-Web manual) **within 90 days of the conclusion of the mission.**

The reimbursement request must be accompanied by: **a copy of all expense receipts** (originals of expense receipts must be hand-delivered to the Department's Administrative Secretariat offices);

the authorization for the reimbursement of the mission (by the Supervisor) (ONLY if the amount of reimbursement requested is greater than the amount initially authorized).

# Spending time abroad@a foreign Institute for research work related to your project:

1

Your Tutor should write and sign an authorization that includes all the information and the non-deferrable/indispensability of the mission

2

Your need to fill two forms: the first one is the DECLARATION OF RESPONSIBILITY FOR HOSTING UNIVERSITY/BODY/COMPANY, the second one is the DECLARATION OF RESPONSIBILITY FOR STUDY/FINAL THESIS/PHD/PHD EXEMPTION. You also need to fill a declaration of responsibility exemption

3

You need to send the forms to the PhD Coordinator, specifying all information (where, when, why) asking for a formal authorization. Once the authorization is emailed to you, you can formally fill the form on U-web @ <https://start.unipi.it/missioni-fuori-sede/> the Supervisor will authorise the «missione» on U-web and place the order



Remember to check the authorization validation on U-web!!!

If your period abroad is **longer than 15 days**, you are entitled to a payrise (50%)

**PN: Ph.D. students who intend to travel abroad with a scholarship increment (for a period of stay abroad, even if not continuous, as long as the periods comprising it are not less than fifteen days) \****are required to specify this in the request email to the Coordinator, at the same time as sending the above documentation**

In addition, those who have requested the scholarship increment will also have to open a ticket through the **Virtual Desk** in order to send the Coordinator's PU or the form prepared by the Coordinator (Authorization Form in PDF format) in the case of Collegiate Resolution, related to the said authorization.

People who will be handling your documents@the didactic/administrative offices:

Dott.ssa Valeria Ribechini (Head of the Didactic Secretary Office)  
[valeria.ribechini@unipi.it](mailto:valeria.ribechini@unipi.it)

amministrazione@biologia.unipi.it (MISSIONI)

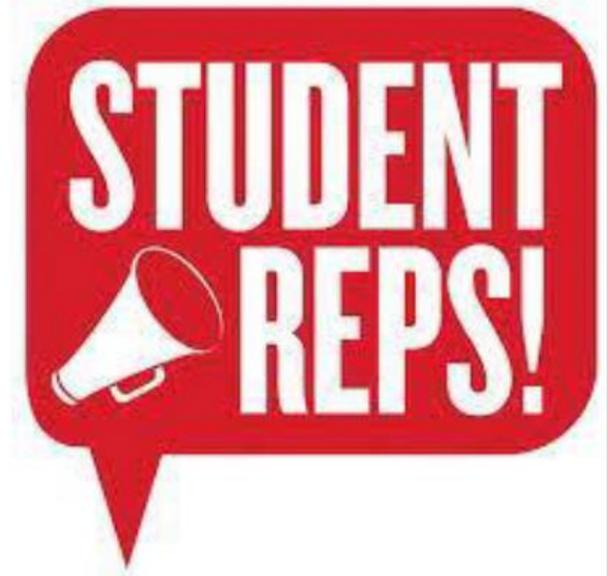
Dott.ssa Sandra Cecconi (head of the Administrative Office) (MISSIONI)  
[sandra.cecconi@unipi.it](mailto:sandra.cecconi@unipi.it)



## PhD representatives

**Alessio Felici** → [alessio.felici@phd.unipi.it](mailto:alessio.felici@phd.unipi.it)

**Gabriele Cananzi** → [gabriele.cananzi@phd.unipi.it](mailto:gabriele.cananzi@phd.unipi.it)



# Trusted Counselor

Avvocato **Arianna Enrichens**



Anyone who studies and works at the University of Pisa can turn to the **Councilor**

In fact, the people who most suffer discriminatory behavior and abuse of power are often the youngest, who find themselves in conditions of hierarchical subordination or who are in the early stages of their career, with precarious positions.

The Councilor provides her assistance to protect those who believe they are victims of discrimination or harassment and works to resolve the case.

The Councilor receives by appointment, in conditions that guarantee full respect for confidentiality. She can be contacted at the following email address: **[consiglierafiduciaunipi@gmail.com](mailto:consiglierafiduciaunipi@gmail.com)**

<https://cug.unipi.it/consigliera-di-fiducia/>