



# PhD Programme in Science and Management of Climate Change

# SURVIVAL KIT

Academic year 2017/18 | cycles 31<sup>st</sup> – 33<sup>rd</sup>



Università  
Ca' Foscari  
Venezia



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## 1. ORGANIZATION

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The PhD Programme in Science and Management of Climate Change is based on a partnership established in 2008 with the Euro-Mediterranean Centre for Climate Change (CMCC), with the aim of promoting and coordinating advanced trans-disciplinary studies on the dynamics of global change, their impacts and the development of the related policies. Starting from the academic year 2017/18, the National Institute of Oceanography and Applied Geophysics (OGS) joins the partnership supporting scholarships in the fields of geophysics, geology and oceanography.

The PhD Programme is organised in two Streams:

- *Climate Change Impact and Management*, at the Department of Economics of the Ca' Foscari University in Venice
- *Dynamic Climatology*, at Euro-Mediterranean Centre for Climate Change (CMCC) in Bologna

### Courses and Exams

**During the first year, you will attend twelve 5-ECTS courses** (30 academic hours of lectures, seminars or labs per course).

Eleven courses are planned in each of the two thematic streams, the twelfth is in common between the streams and it's mandatory for all PhD students.

Credits will be acquired by attending the courses and passing a final exam. All lectures are in English.

Updated **courses list** is available at the webpage: <http://www.unive.it/data/7886/>

**Classes timetables:** <http://www.unive.it/pag/7885/>

Please check these webpages for updates on regular basis.

### PhD Board & Secretariat

A **PhD Board**, with members nominated by the Department of Economics, the Department of Environmental Sciences, Informatics and Statistics and the Department of Management at Ca' Foscari University and by the CMCC and the OGS, is the main governing body for the PhD Programme.

The composition of the PhD Board is at the page <http://www.unive.it/pag/7156/>

It meets periodically to take decisions about the organisation and functioning of the PhD.

Should you wish to submit a request/proposal/enquiry, please contact the PhD Secretariat **well in advance.**

The **PhD Secretariat** (based at the Department of Economics, San Giobbe) is responsible of the PhD educational programme, i.e the management of courses, seminars, lecturers, and of the relationships with students and the Board

Phone: +39 041 234 9125

E-mail: [phd-climate-change@unive.it](mailto:phd-climate-change@unive.it)

All administrative processes (enrolment, students' careers, certificates, suspensions or withdrawals) are managed by the **Post Lauream office**, e-mail: [postlauream@unive.it](mailto:postlauream@unive.it)

## 2. FIRST YEAR – 33<sup>rd</sup> cycle students

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### *Activities*

**The first year is mainly devoted to attending courses.**

The academic year runs from mid September to the end of June, and it is divided into three terms, with lessons in the periods 18/09 – 10/11 (Autumn), 08/01 – 02/03 (Winter) and 09/04 – 08/06 (Spring).

In each term, the programme delivers four courses with exams (written or oral exams or presentation of a paper) at the end.

### *Requirements*

Each first-year student is expected to complete at least 360 hours of class activity, organised in 12 courses.

**Attendance to courses is mandatory;** admission to the exams requires that students have attended at least **70%** of lectures of each course.

**To gain admission to the 2<sup>nd</sup> year, PhD students must pass all of the exams of the programme.**

In case such requirement will not be met, the PhD Board could authorize exams retakes during the second year, without courses mandatory attendance.

Any modification to the programme or to the attendance has to be approved in advance by the PhD Board.

## Supervisors and co-supervisors

At the beginning of the first year, you will be assigned a **provisional supervisor** who assists and orients your work since the initial period. At the end of the courses (end of May), you are required to confirm the assigned supervisor or suggest another one to be approved by the PhD Board.

**Supervisors, and in case co-supervisor, will be your main references over the 4-years period.**

Supervisors and co-supervisors usually are professors or lecturers belonging to the PhD Board; in case students ask for supervisors outside the Board, they can be academics or distinguished researchers in disciplinary fields related to the PhD programme but they have to identify also a co-supervisor within the Board.

As research continues, the role of (co)supervisor may change upon request of the students or (co)supervisors.

**Co-tutorship (co-tutela) agreements:** Ca' Foscari University of Venice has signed several cooperation agreements with foreign universities. You can benefit from these agreements through co-tutorship programmes. You could spend half of the programme in a foreign institution, draw up and defend your thesis under the joined supervision and be awarded a double PhD title. In case your research will bring you to spend more than 9 month in one single foreign institution, please consider this opportunity with your supervisor.

Info are available at the webpage <http://www.unive.it/pag/20450/>

For further details on co-tutorship, please write to [phd.office@unive.it](mailto:phd.office@unive.it).

## 3. MASTER IN SCIENCE AND MANAGEMENT OF CLIMATE CHANGE

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PhD students enrolled in the PhD programme acquiring 60 university credits (ECTS) during the first year and passing the specific tests provided by the Faculty Board will be awarded an integrated Master (in Italian: 'Master universitario di secondo livello') in Science and Management of Climate Change.

During the first year the Master's Programme and the PhD programme share the same teaching activities. After successfully completing their first year of studies and at least 250 hours (10 ECTS) of practical training period (tirocinio) you have to pass a specific final examination students and be awarded, with the approval of the Faculty Board, the MPhil in Science and Management of Climate Change title. All PhD students completing their studies and receiving their PhDs will be automatically awarded the qualification of MPhil in Science and Management of Climate Change at the end of the programme. The tuition fees for enrolment on the Master's Programme are the same fees paid for the PhD.

**PLEASE NOTE: starting from 33rd cycle, ALL PhD Students will acquire the Master title at the end of the 1st year, after having completed at least 250 hours of traineeship and delivered a related paperwork.**

#### 4. SECOND YEAR – 32<sup>nd</sup> cycle students

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##### Activities

**The second year is mainly devoted to a period of study and research in a foreign institution.**

The period abroad may extend in the third year.

Prior to departure you must obtain the approval from the PhD Board --- see page 8.

*The PhD Secretariat will inform students well in advance before each PhD Board meeting, thus to allow them to present their requests.*

##### Requirements

**At the beginning of the 2<sup>nd</sup> year, PhD Students are required to agree with their Supervisor a tentative thesis title and to send the PhD Board a short abstract and a research plan.**

The evaluation of second-year students is based on:

- 1) **progress in research:** submission of tentative title and short abstract (by October 31<sup>st</sup>); submission of mid-course paper (end of February); submission of 2<sup>nd</sup> year activities report and public presentation (mid July)
- 2) **research period abroad**
- 3) **attendance** to seminars, workshops, conferences and paper/poster presentations
- 4) *attendance to 2 interdisciplinary courses organized by the PhD Office (this point may change)*

PLEASE NOTE: attendance to seminars organized by the PhD is MANDATORY.

**To attend and gain the third year, PhD Students must pass all 1<sup>st</sup> year exams and spend or plan the research period abroad.**

**Starting from the 33<sup>rd</sup> cycle, PhD activity plan will be organized on 4 years.**

During the 2<sup>nd</sup> year 33<sup>rd</sup> cycle PhD students should define their thesis project and plan their period of study and research in a foreign institution.

The evaluation of second-year students is based on:

1. **progress in research:** submission of tentative title and short abstract (by February 28<sup>th</sup>); submission of foreign research plan (mid July); mid-course presentation (summer time)
2. **attendance** to seminars, workshops, conferences and paper/poster presentations
3. **attendance** to interdisciplinary courses organized by the PhD Office

## 5. THIRD YEAR – 31<sup>st</sup> cycle students

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### Activities

**Third-year students devote most of their time to working on their dissertation.**

The content and composition of the thesis should be discussed with and approved by the Supervisor.

Typically, a dissertation could be in the form of a **single monographic document** that argues in defence of a particular thesis and highlights the original contributions of the research performed by the candidate. In this case, the submission should be substantial enough to be able to form the basis of a book or research monograph which could meet the standards of an established academic publisher operating a system of critical peer review for book proposals and drafts.

Otherwise the dissertation **can collect independent papers of publishable quality**, that is, papers that are complete, original, provide a review of the literature, and are in general fully understandable, with comprehensive introductory and concluding sections. In general, the work should be approximately equivalent in quantity and quality to at least three articles of a standard acceptable to a fully refereed journal. Where candidates have already had portions of their doctoral work accepted for publication in such journals, this is prima facie evidence of an adequate standard. The papers should at least be already submitted to, if not accepted or published yet on international refereed journals.

### Requirements

The evaluation of third-year students is based on: 1) progress in their dissertation; 2) presentations made at seminars, workshops, conferences, etc.; 3) **preliminary thesis presentation** and **pre-defense** that will be scheduled during the third year.

A student entering his/her third year is expected to finalise the identification of the Advisor of the thesis, who normally coincide with the Supervisor, by the end September of the beginning of third academic year. The Board examines and formalises the assignment. Work on the dissertation may be done also with the assistance of co-advisors, e.g. co-supervisors, but the Advisor retains full responsibility for supervising the student's progress.

**Starting from the 33<sup>rd</sup> cycle, PhD activity plan will be organized on 4 years.**

During the 3<sup>rd</sup> year 33<sup>rd</sup> cycle PhD students are expected to complete the research period abroad and finalize the structure of the PhD manuscript.

The evaluation of third-year students is based on:

1. **progress in research:** submission of thesis content and writing timeline; submission of foreign research report (by February 28<sup>th</sup>); summer presentation (summer time)
2. **attendance** to seminars, workshops, conferences and paper/poster presentations

## 6. FOURTH YEAR – forthcoming

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**Fourth-year students devote most of their time to working on their dissertation**

A preliminary presentation and a thesis pre-defense will be scheduled during the fourth year, to monitor the progress in research and in the manuscript writing.

Please see point 5. for reference.



## 7. FINAL EXAM - 31<sup>st</sup> cycle students

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### **IMPORTANT NOTICE**

**THE FOLLOWING STEPS ARE PROVISIONAL, EXCEPT POINTS 1 AND 2.**

**THE FINAL DEFINITION OF THE OTHER STEPS (FROM 3 TO 8) DEPENDS ON DEADLINES STILL TO BE NOTIFIED BY THE POST LAUREAM OFFICE.**

**THE 3<sup>rd</sup> YEAR DEFENSE AGENDA WILL BE IMPLEMENTED IN PROGRESS.**

The Final Exam consists in a public defence of the thesis in front of a Commission of at least three professors, one of which not affiliated with the PhD programme and who have not been directly involved in the development of the theses. The Final Exam Commission is identified by the PhD Board and nominated by the Rector.

The main steps towards the thesis final defence are:

#### 1) **Preliminary presentation of the contents of the thesis and advancement stage**

##### **By mid December 2017:**

PhD candidates must present the preliminary findings of their work at a public seminar, organised by the PhD Programme, usually in front of an internal commission composed by the students' supervisors and members of the Board.

#### 2) **Pre-defence**

##### **By July 31<sup>st</sup>, 2018:**

PhD candidates must submit a preliminary version of the thesis and present a pre-defense with the presence of supervisors and co-supervisors who will provide a written report to be submitted to the Board. The Board evaluates the pre-defense and the supervisor reports and deliberates whether the candidate can be considered ready to submit his/her final thesis by the deadlines reported below or not.

#### 3) **Report of Activities and Publications list submission**

##### **Mid July 2018:**

PhD candidates are required to submit to the PhD Secretariat a report of activities carried out during the full PhD course and to upload/update their publications on ARCA university catalogue.

#### 4) **Final draft submission to the External Evaluators**

##### **September 2018:**

PhD candidates are required to submit the "final exam request" and upload the thesis draft for the external review; the external evaluators, professors/researcher from Italian or foreign institutions, will be appointed by the PhD Board.

#### 5) **External Evaluators Report to the candidates and the PhD Board**

##### **November 2018:**

The external evaluators provide their report to the PhD candidates and the PhD Board and approve/not approve the Candidate admission to the final exam.

#### 6) **Thesis upload on Unive website & paper copy submission to PhD Secretariat**

##### **December 2018:**

PhD candidates must **upload the pdf version** of the final thesis according to the rules given by Ca' Foscari Postlauream Office.

To the PhD Secretariat in Venice, the PhD candidates must provide 1 paper version of the thesis, signed by the supervisor and the coordinator of the PhD Programme. A pdf copy of the thesis must be also sent to each member of the Final Exam Commission.

#### 7) **Final exam**

##### **January – February 2019**

## 8. DEADLINES

		33rd cycle 1st year students	32nd cycle 2nd year students	31st cycle 3rd year students
AGO 17	BOARD		ADMISSION TO THE 2nd YEAR	ADMISSION TO THE 3rd YEAR
SEPT 17		1st term classes – beginning 18/09		
OCT 17			tentative title & abstract submission	
NOV 17	BOARD			
DEC 17		1st term classes – end 22/12		PRELIMINARY PRESENTATION
JAN 18		2nd term classes – beginning 08/01	<i>Co-tutorship / European Doctorate requests approval (if any)</i>	
FEBR 18			MID COURSE PAPER	
MARCH 18		2nd term classes – end 30/03		
APR 18		3rd term classes - beginning 09/04		
MAY 18	BOARD	CONFIRM/CHANGE SUPERVISORS	<i>Co-tutorship / European Doctorate requests approval (if any)</i>	
JUNE 18		3rd term classes – end 29/06		THESIS PREDEFENSE
JULY 18		<i>Co-tutorship / European Doctorate requests approval (if any)</i>	SUMMER PRESENTATION REPORT of 2nd year activities	REPORT on PhD activities - upload publications on ARCA catalogue
AUG 18	BOARD	ADMISSION TO THE 2nd YEAR	ADMISSION TO THE 3rd YEAR	ADMISSION FINAL EXAM

## 9. DE - EUROPEAN DOCTORATE

The European University Association drawn up a common “European doctorate” label. This designation can be added to a national doctorate which was obtained fulfilling the following four conditions regarding co-supervision, assessment by an international jury, multilingualism and mobility of the graduate:

1. Positive judgment on the degree work, which should be passed by at least two referees from two different European universities, appointed by the Teachers' Board. The referees records must be attached to the final examination.
2. The Final Exam Committee must comprise of at least one member from a different European University.
3. The thesis will be partly held in an official European language different from the country in which it will be discussed.

4. The PhD thesis must be the main outcome of a period of research, of at least one trimester, undertaken by the student in a European country different from that in which the research doctorate takes place.

**Note: any PhD students interested in obtaining the Doctor Europaeus label is asked to contact the PhD Board at least within 18 months from the beginning of the course (mid 2nd year).**

## 10. IMPORTANT ADDITIONAL INFORMATION ON ADMINISTRATIVE REGULATIONS

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### Study period abroad – online application

**Duration:** 6 months up to 18 months

**When:** 2<sup>nd</sup> / 3<sup>rd</sup> year.

PhD students carrying out research, training and studies in a foreign university or a foreign research centers will officially be recognized for a 50% increase in the scholarship, under authorization by the PhD Board.

**Procedure:**

#### Prior to departure

1. Prior to departure you must obtain the approval from the PhD Board.

**To present your request please use the [FORM A Requests to the PhD Board.rtf](#)**

Submit it via email to the PhD Secretariat, who will be in charge of presenting all requests to the PhD Board. You are required to give full details on: duration (*from...to...*); name of the hosting institution; activities that s/he will carry out; reference contacts abroad.

2. Once received the PhD Board approval (and the max reimbursable budget, if applicable), you must fill the **online mobility application**

[Italian] <http://www.unive.it/pag/7719/>

[English] <http://www.unive.it/pag/20459/>

You have to log in with your institutional credentials [matricola@stud.unive.it](mailto:matricola@stud.unive.it) and fill each field in.

The application, duly completed, will then be approved or rejected, **always online**, by the PhD Coordinator.

#### Upon returning:

**Within 30 days of returning to Italy**, you are required to:

1. Submit a detailed written report to PhD Secretariat.

**Please use the provided [FORM B Report on study abroad.rtf](#)**

2. Enter the online mobility application, insert the exact amount you ask for reimbursement and finally close the request. At the end, you have to print the application, sign it and send it to the PhD Office accounting office, together with copies of all travel documents.

The documentation can be delivered to the secretary of the PhD Office, one of the following ways:

- By hand to PhD Office (only at Tuesday and Thursday from 10 to 12 am);
- Mailed by post, together with a copy of the student's identity document to: PhD Office, Università Ca' Foscari, San Sebastiano, Dorsoduro 1686, 30123, Venice (Italy)

All the **travel documents** (return tickets, boarding cards, receipts for expenses incurred in the country where the research study took place) must be kept until the end of the PhD programme for any possible auditing.



## Funding for research mobility – Fund “10%” Attendance to conferences, workshops, meetings

**IMPORTANT:** Please note that you **MUST** ask PhD Board approval to attend seminars, international conferences, meetings as PhD Student, even if you’re not going to ask for any reimbursement.

This for two main reasons: first because you may need insurance coverage extension, then because the PhD Programme needs to know where PhD students are and what are they doing in quality of Ca’ Foscari students. Disciplinary measures will be taken for students who do not observe this rule.

All PhD Students, starting from the 2<sup>nd</sup> year of course, benefit a **personal grant** to carry out missions in Italy and abroad.

This personal grant, called “10%”, amounts to € 1363,85 per year and the two allocations are cumulative, meaning that in the 3<sup>rd</sup> year PhD Students may use leftover of the 2<sup>nd</sup>, if any. Starting from 33<sup>rd</sup> cycle, the “10%” will be granted in the fourth year too.

This “10%” may be used to get reimbursement for mobility in Italy and abroad and for conference fees, school attendance, ect.

All eligible expenses are listed in the Handbook at the page

[Italian] <http://www.unive.it/pag/7719/>

[English] <http://www.unive.it/pag/20459/>

In addition, the PhD programme will allocate **additional funding** to support the international mobility by 2 internal calls relating to the first and second semesters.

PhD Students who do not benefit of a personal grant (1<sup>st</sup> year), or who already run it out and need additional support, can submit a proposal and a tentative budget.

The PhD Board will assign the additional funding taking in consideration the enrollment cycle and the number of proposals received for the related period.

In order to obtain the reimbursement students must follow the same procedure as for periods abroad:

1. WELL IN ADVANCE ask the authorization for the international mobility (conference, Schools etc..) to the PhD Board sending the **FORM A Requests to the PhD Board.rtf** by email to PhD Secretariat. In the request, give full details on: duration; name of the hosting institution; activities that you will carry out; further information that you think useful to support your request.
2. After the PhD Secretariat’s reply on PhD Board (or Coordinator) approval go to the webpage [Italian] <http://www.unive.it/pag/7719/> [English] <http://www.unive.it/pag/20459/> and fill the on-line procedure.
3. Make sure to collect all the **original receipts**: travel tickets, original boarding pass, accommodation receipts (1 person on single room or double as single use or the rent contract with your name), meals receipts (for 1 person) that should be include: header of restaurant/bar, the cost of the meal and purpose of payment

**Please note that only tickets having VENICE (or BOLOGNA) as origin and/or destination are refundable.**

4. Once back, re-open the online procedure, insert the exact amount and finally close the request. **Print** the procedure and deliver it by hand or send it by traditional post together with all the original receipts, **duly signed**, to the PhD Office.

**The PhD programme covers also travel expenses for mandatory courses attendance.**

### How to obtain a certificate

Certificates concerning student's career, such as enrolment or exams booklet, can be obtained from the university website accessing the intranet (use the username and the password given to you at the enrolment step).

Certificates of enrolment indicating place, duration of the courses, amount of the scholarship are issued by Post Lauream located at Ca' Foscari main building.

Arrange an appointment and remember to hand in a *marca da bollo* – stamp duty (16.00 EUR)!

Certificate of enrolment is required when applying for the extension of the residence permit in Italy.

Certificates of attendance and/or transcripts of records are issued by the PhD Secretariat. Please note that these documents have merely informational purposes but no legal value.

### Suspension period from the Doctoral course

On request, it is possible to suspend registration from the doctoral course for a duration of one or two semesters for the following reasons: parental leave, serious illness, serious and proven family motives.

The competent office – Post Lauream – will provide you with further details and important deadlines.

Contacts: Post Lauream Ph. 041 234 7960 or Fax. 041 234 7525.

### Withdrawal from the Doctoral course

In the case of withdrawal from the programme, candidates must inform the PhD Board about their intention as soon as possible. Instructions on the procedure are given by Postlauream Office.

In the case of withdrawal from the course, the instalments of the scholarship, when there was an interruption in the participation at the university, will not be paid. In cases such as exclusion, withdrawal or early discontinuation, the revocation of the scholarship is possible along with all instalments paid in the same academic year. That is, candidates with scholarship who withdraw from the programme after the beginning of the courses must repay the total sum of the scholarship paid during the same academic year.

### For any further info about Enrolment, Interruption, Withdrawal, Certificates, please see

[Italian] <http://www.unive.it/pag/7717/>

[English] <http://www.unive.it/pag/20463/>

## 11. E-MAIL, PERSONAL WEBPAGE, INTERNET ACCESS AND STUDY ROOM

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### E-mail Address

Upon enrolment, you obtained an account at the University of Venice. This account provides an email address `studentIDnumber@stud.unive.it`, some disk space for setting up the personal webpage, and access to the electronic library of the University of Venice.

This account give you also the opportunity to create a personal webpage in the PhD website <http://www.unive.it/data/7906/>, that you can use as “business card” and update with your photo, CV, publications.

PLEASE NOTE: in all official communication between you and Ca' Foscari you are required to use the email `studentIDnumber@stud.unive.it`.

### ARCA Publications Catalogue

The University Research Publications Catalogue ARCA (Archivio Istituzionale della Ricerca Ca' Foscari) is a database that is part of the new system CINECA-IRIS (Institutional Research Information System) that collects information on the scientific products of Ca' Foscari researchers.

ARCA promotes open access policies in accordance with the European Commission guidelines.

The public portal is available on-line at <https://arca.unive.it/>

A user's guide is available on the ARCA dedicated webs.

You can use your account studentIDnumber@stud.unive.it to login into the system, access your Personal Desktop and manage your publications. Once uploaded, your works will be visible in your personal webpage.

### Internet access

PhD students can have access to the wi-fi connection in all Ca' Foscari University areas.

You should contact the PhD Secretariat, in order to be assigned personal username and password to access to the computer resource of the Department of Economics.

Students taking the stream on "Dynamic climatology", should contact the CMCC administration to have access to the Internet from the CMCC premises in Bologna.

### Study Rooms

A shared PhD study room is available within the San Giobbe Campus in Venice; PhD students have access to shared pcs and copy/printer machine.

The study room is located at the entrance of San Giobbe Campus, building 1. Please ask the front office or the PhD Secretariat for directions and rules.

## 12. CLASS REPRESENTATIVES

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Each class should elect a class representative at the beginning of the academic year. The class representative is designated to file complaints on behalf of the class or provide assistance in matters of general interest to the class. For this purpose, a class is defined as a cohort of students at the same level of seniority in the same programme; e.g., there should be one representative for each year.

One student is elected as representative in the PhD Board.

## 13. RULES OF CONDUCT

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Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required to all members of an academic community as they engage in scholarly discourse and research.

Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

In practical terms, students must not cheat on examinations, and deliberate plagiarism is of course prohibited. Students also should not submit the same paper to more than one class. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting a paper online); hiring someone to write a paper; copying from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation.

Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the university.