

## SURVIVAL KIT





Academic year 2021/22 PhD cycles 34<sup>th</sup> – 37<sup>th</sup>

# PhD in Science and Management of Climate Change

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#### 1. ORGANIZATION

#### **Overall Structure**

The PhD in Science and Management of Climate Change - a joint initiative of Ca' Foscari University of Venice and the Euro-Mediterranean Center on Climate Change (CMCC, <a href="https://www.cmcc.it/it">https://www.cmcc.it/it</a>) - is a 4-year programme. During the first year, students complete their coursework in Venice, while from the second year onward they develop their research project and work on their PhD dissertation.

After completion of the first year, PhD students are required to spend a period conducting research at a foreign institution or university, to be agreed with the tutor and approved by the PhD Board.

#### **PhD Director**

The Director of the PhD programme in Science and Management of Climate Change is Prof. Enrica De Cian from the Department of Economics. The Deputy Director is Prof. Wilmer Pasut, Department of Environmental Sciences, Informatics and Statistics, who is also the Director of the Master in Science and Management of Climate Change. Both oversee the overall functioning and scientific quality of the PhD programme and the Master.

#### **PhD Board**

The **PhD Board**, with members from 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 can be found in the PHD programme's website (<a href="www.unive.it/phdclimatechange">www.unive.it/phdclimatechange</a>).

The PhD Board meets periodically to take decisions about the organization and functioning of the PhD.

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

#### **Secretariat**

The **PhD Secretariat** (based at the Department of Environmental Sciences, Informatics and Statistics, Scientific Campus – Via Torino) is responsible for the management and logistics of courses, seminars, and lecturers. The Secretariat also manages the relationships between students and the PhD Board.

The PhD secretary is Alice Dei Rossi:

Phone: +39 041 234 7743

E-mail: phd-climate-change@unive.it

All administrative processes (enrolment, students' careers, certificates, suspensions or withdrawals) are managed by the **Post Lauream office** of the University of Venice: http://www.unive.it/data/strutture/111618

#### 2. FIRST YEAR – 37<sup>th</sup> cycle students

#### **Activities**

#### The first year is mainly devoted to attending courses and seminars.

The academic year runs from mid-September to mid-May, and it is divided into two terms, with lessons and exams running over the periods 13/09/2021 - 18/12/2021 and 17/01/2022 - 28/05/2022.

The first term is common for all students; in the second term each student must choose one of the two available streams for a total of **eleven 6-ECTS courses** (30 academic hours of lectures, seminars or labs each). Each student can also choose whether to take one or both LABS.

Credits will be acquired by attending the courses (at least 80% of each course) and passing a final exam (the format of the exam is course-specific and will be communicated at the beginning of each course). All lectures are in English.

#### **Courses and Exams**

#### I term – Foundations (common courses for PhD and Master students)

- 1. Environmental and Climate Economics
- 2. Climate of the Past
- 3. Introduction to Climate Dynamics
- 4. Mathematical Modelling and Programming
- 5. Econometrics and Machine Learning
- 6. Statistics

#### II term: Stream in Climate Modelling and Impact Assessment

- 1. Adaptive Management of Natural Resources and Agricultural Systems
- 2. Risk Assessment and Decision Support System for Environmental Impacts of Climate Change
- 3. Chemodynamics, Climate Change and Environmental Quality
- 4. Climate Modelling and Monitoring
- 5. Climate Damage Modelling and Assessment
- 6. Energy Systems and Technologies
- 7. LABS Data, Tools and Methods for Earth Sciences (Introduction & Practicals)

#### II term: Stream in Climate Economics and Finance

- 1. Decision Theory and Multi-criteria Analysis
- 2. Applied Environmental Economics and Policy Evaluation
- 3. CGE and Integrated Assessment Modelling of CC Impacts and Policies
- 4. Domestic and International Climate Policies
- 5. Climate Finance
- 6. Energy Systems and Technologies
- 7. LABS Data, Tools and Methods for Earth Sciences (Introduction & Practicals)

Details on the lecturers, course structures and class timetable are available at the webpage: <a href="http://www.unive.it/data/7886/">http://www.unive.it/data/7886/</a> - Please check it for updates on regular basis.

Classes may take place at Scientific Campus of the Ca' Foscari University of Venice, Via Torino, Mestre (Venice), at Palazzo Moro and San Giobbe, Venice or at VEGA Science Park, Marghera (Venice).

#### **Seminars**

Seminars, guest lectures, and elective thematic courses are organized throughout the year in order to facilitate interaction among students from different cycles, and to offer students the opportunity to establish contacts with invited guests from important research centers and universities.

Students from all cycles must attend at least 50% of the seminars organized at CMCC@Ca'Foscari or at CMCC@Unibo. Participation through web links or streaming is not eligible for meeting this requirement if the event can be joined in presence. If the event is online, virtual participation will also count. The threshold has been set considering an average of 10-12 seminars/year (about 1/month from September to June) and does not include participation to conferences and workshops. Students not achieving the minimum threshold of 50% (or at least 6 seminars per year) will not be admitted to the subsequent year.

#### Requirements

First—year students are expected to complete at least 370/390 hours of class activity, organized in 12 courses. **Attendance to courses is mandatory**. Admission to the exams requires participation to at least **80%** of lectures for each course.

To gain admission to the 2<sup>nd</sup> year, students must pass all the exams of the PhD programme and attend at least 50% of the seminars and educational activities organized by the PhD programme. In case of a failed exam, the PhD Board will evaluate individual situations and authorize exams retakes during the second year, without course mandatory attendance.

Any modification to the study plan or to the attendance rate has to be approved in advance by the PhD Board.

#### **Supervisors and co-supervisors**

At the beginning of the first year, students are assigned a **provisional supervisor/tutor** who will assist first year students and orient their research work since the beginning. At the end of the courses (end of May), students are required to confirm the assigned supervisor or suggest another one to be approved by the PhD Board. Joint supervision by multiple professors and researchers is possible. **Supervisors, and in case cosupervisor, will be students' main references over the 4-year PhD programme.** 

Supervisors and co-supervisors usually are professors or lecturers belonging to the PhD Board. Students can also propose supervisors outside the PhD Board, provided they are academics or distinguished researchers in disciplinary fields related to the PhD program. In this case, students also need to identify a co-supervisor within the PhD Board.

During the development of the research work, the name and role of (co)supervisors can change upon request of the students or the (co)supervisors.

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

The Professional Master's Programme (2nd level) in Science and Management of Climate Change is a 1-year programme aimed at preparing experts and scholars capable of managing the complex and multi-faceted dimensions of the grand challenges posed by climate change with a shorter time commitment than what required by the PhD program.

The Master prepares experts with a broad and thorough scientific background in economics and climate science and with specific modelling and economic skills. Students who complete the Master programme acquire knowledge and skills to enter the private and the public sector, local and international governmental organizations. The Master offers a wide range of opportunities for internship experiences, from the private sector to international organizations.

The Master Director is Prof. Wilmer Pasut, whereas administrative processes (enrolment, students' careers, certificates, suspensions or withdrawals) are managed by **Post Lauream office** of the University of Venice.

Master and PhD students follow the same courses. The 2021-2022 Master's study plan is available here: https://www.unive.it/data/7886/.

Attendance will be monitored by signing a register. Regular attendance in the classroom is obligatory to passing the individual modules. Absences must not in any case exceed 20% of teaching hours for each individual module. Credits are assigned with completion of the individual modules and internship/project work activities and passing of the final examination. Students employed in a professional activity coherent with the Master's course may ask for this to be recognized in calculating the credits allocated to internship and work placement activities.

COVID-19 emergency: While Ca' Foscari will resume in-person teaching, live streaming will be available. We do encourage students to participate in-person.

All PhD students completing their studies and receiving their PhDs will also receive the qualification of MPhil in Science and Management of Climate Change at the end of their 4-year programme. A PhD student who passes all the exams but does not want to complete the PhD programme is also entitled to receive the Master degree.

#### 4. SECOND YEAR - 36th cycle students

#### Activities

During the 2<sup>nd</sup> year, students are required to agree with the supervisor a tentative thesis title and to submit a short abstract and a research plan to the PhD Board.

The second year is mainly devoted to a period of study and research in a foreign institution. The period abroad may extend into the third year.

Prior to departure, the research plan and the host institution must be approved by PhD Board --- see page 8.

In accordance with their supervisor and with the approval of the PhD Board, students **may carry out up to 40 hours of additional teaching activity or teaching assistance**, without payment (exercises, seminars and workshops as part of bachelor and master courses, support and assistance for the final paper/thesis, assistance for exams, correction of written papers).

#### Requirements

The evaluation of second-year students is based on:

- 1) Progress in research:
  - submission of tentative title and short abstract (end of February)
  - submission of research plan in a foreign organization (end of February)
  - submission of 2nd year activities report and mid-course public presentation (June July)
- 2) At least 50% attendance to seminars and educational activities organized by the PhD programme
- 3) Research period abroad
- 4) **Attendance** to workshops, conferences, and paper/poster presentations
- 5) **Attendance** to 2 interdisciplinary courses organized by the PhD Office (<a href="http://www.unive.it/pag/7726/">http://www.unive.it/pag/7726/</a>). The course Training for Research, Project Design and Intellectual Property is <a href="mailto:mandatory">mandatory</a>.

To be admitted to the third year, students must attend at least 50% of proposed seminars (see Section 2, Activities, Seminars) and must have plan/started the research period abroad.

#### 5. THIRD YEAR – 35th cycle students

#### **Activities**

Third-year students are expected to complete the research period abroad and finalize their PhD thesis.

#### Requirements

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 (end of February); summer presentation (summer time)
- 2) At least 50% attendance to seminars and educational activities organized by the PhD programme (see Section 2, Activities, Seminars)
- 3) Attendance to workshops, conferences and paper/poster presentations

#### 6. FOURTH YEAR – 34th cycle students

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

The content and type (either a monograph or a collection of articles) of the thesis should be discussed with and approved by the supervisor.

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The **single monographic dissertation** 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 that submits book proposals and drafts to a critical peer review.

The collection of **papers should be of publishable quality**. All papers need to be stand-along contributions, and therefore they need to be complete, original, include a comprehensive introductory and concluding section, with a review of the literature that enables to assess the student's original contribution. The work should be approximately equivalent in quantity and quality to at least three articles of a standard acceptable by refereed journals. 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 be at

least already submitted, if not accepted or published in international refereed journals. If you choose the collection of article type of thesis, it is good practice to indicate the contribution of each author.

#### Requirements

To monitor the progress in research and in the thesis writing, a preliminary presentation and a thesis predefence will be scheduled during the fourth year. The evaluation of fourth-year students is based on:

- 1) progress in their dissertation;
- 2) presentations made at seminars, workshops, conferences, etc.;
- 3) preliminary thesis presentation and pre-defence
- 4) a **report** that the student's supervisor will submit to the PhD Board before the **pre-defence**.

#### 7. FINAL EXAM

The Final Exam consists in a public defence of the thesis in front of a Committee of at least three professors, one of which is not affiliated with the PhD programme and who has not been directly involved in the development of the thesis of any PhD candidate. The Committee for the Final Exam is identified by the PhD Board and nominated by the Director of the Department.

The main steps towards the thesis final defence are:

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

PhD candidates must present the preliminary findings of their work at a public seminar, organized by the PhD Secretariat, usually in front of an internal committee composed by the students' supervisor and members of the Board.

#### 2) Pre-defence

PhD candidates must submit a preliminary version of the thesis and present a pre-defence in front of their supervisor and co-supervisors and other members of the Board. The supervisor will prepare a written report to be submitted to the Board before the pre-defence. The Board evaluates the pre-defence and the supervisor's report and deliberates whether the candidate can be considered ready to submit his/her final thesis by the deadlines reported below.

#### 3) Final draft submission to the External Evaluators

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 and/or foreign institutions, are appointed by the PhD Board.

#### 4) External Evaluators Report to the candidates and the PhD Board

The external evaluators provide their reports to the PhD candidates and the PhD Board and approve or do not approve the candidate's admission to the final exam.

#### 5) Thesis upload on the University website & paper copy submission to PhD Secretariat

PhD candidates must **upload the pdf version** of the final thesis according to the rules given by Ca' Foscari Postlauream Office. The PhD candidates must hand the PhD Secretariat 1 paper version of the thesis, signed by the supervisor and the PhD Director.

#### 6) Final exam

Candidates will discuss their PhD thesis in front of a committee appointed by the PhD Board. The external evaluators of steps 3 and 4 above cannot belong to the final exam committee.

#### 8. TIMETABLE

	37th cycle	36th cycle	35th cycle	34th cycle
	1st year students	2nd year students	3rd year students	4th year students
SEPT 21				
OCT 21	1st term courses	1-31 ottobre domanda di cotutela		
DEC 21				
		Co-tutorship request submission (if		
JAN 22		any)		PRELIMINARY PRESENTATION
		TENTATIVE TITLE & ABSTRACT	FOREIGN RESEARCH REPORT	
FEBR 22	2nd term courses	SUBMISSION	– THESIS TIMELINE	
MARCH 22				
APR 22				
		Co-tutorship request submission (if		
MAY 22	CONFIRM/CHANGE TUTORS	any)		
JUNE 22			SUMMER PRESENTATION	
JULY 22		MID COURSE PRESENTATION REPORT of 2nd year activities	REPORT on PhD activities – upload publications on ARCA catalogue	THESIS PREDEFENSE upload publications on ARCA catalogue
AUG 22	ADMISSION TO THE 2 YEAR	ADMISSION TO THE 3 YEAR	ADMISSION TO THE 4 YEAR	ADMISSION FINAL EXAM

#### 9. INTERNATIONAL DEGREES

#### **Doctor Europaeus**

The European University Association drawn up a common "European doctorate" label. This designation can be added to a national doctorate, if obtained by fulfilling the following four conditions regarding cosupervision, assessment by an international jury, multilingualism and mobility of the graduate:

- 1. Positive assessment of the PhD thesis, which should be approved by at least two referees from two different European universities appointed by the PhD Board. The referees' report must be attached to the final examination report.
- 2. The Final Exam Committee must be comprised of at least one member from a European University of a country different from the one in which the thesis is discussed
- 3. The thesis must be partly held in an official European language different from the one of the country in which it is 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 the one in which the PhD program takes place.

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

#### Co-tutorship agreements (Cotutela)

Ca' Foscari University of Venice has signed several cooperation agreements with foreign universities. You can benefit from these agreements through co-tutorship programs. You can spend half of the PhD programme in a foreign institution, draw up and defend your thesis under the joint supervision of two professors from two universities, and in some cases be awarded a double PhD title. If your research brings you to spend more than 9 months in one single foreign institution, please consider this opportunity with your supervisor.

More details are available at the webpage <a href="http://www.unive.it/pag/20450/">http://www.unive.it/pag/20450/</a>
For further details on co-tutorship, please write to the PhD secretariat: <a href="mailto:phd.office@unive.it">phd.office@unive.it</a>.

#### 10. ADDITIONAL INFORMATION – REIMBURSEMENT PROCEDURES

#### Study period abroad – scholarship increase (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 center can apply for a 50% increase in their scholarship. The scholarship increase is authorized by the PhD Board.

#### Procedure:

#### Prior to departure

1. Prior to departure you must obtain the PhD Director's approval.

Submit your request by email to the PhD Director, detailing: duration (from...to...); name of the hosting institution; activities that your will carry out; main objective of your research period abroad; reference contacts abroad; tentative required budget (if applicable). Please cc your supervisor and the PhD Secretariat when writing to the PhD Director.

2. Once received the PhD Director approval, you must fill the **online mobility application** that can be found here:

[Italian] <a href="http://www.unive.it/pag/7719/">http://www.unive.it/pag/7719/</a> [English] <a href="http://www.unive.it/pag/20459/">http://www.unive.it/pag/20459/</a>

You have to log in with your institutional credentials <a href="matricola@stud.unive.it">matricola@stud.unive.it</a> and fill each field in. The application, duly completed, will then be approved or rejected by the PhD Coordinator.

#### **Upon returning:**

Within 30 days of returning to the University of Venice, you are required to:

- 1. Submit a detailed written report to the PhD Secretariat.
- 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 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 badge 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 program for any possible auditing.

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

IMPORTANT: Please note that you MUST ask the PhD Director's approval to attend seminars, international conferences, meetings as PhD Student, even if you are not going to ask for any reimbursement. This for two main reasons: first, because you may need insurance coverage extension; second, because the PhD programme needs to know where PhD students are and what they are doing when Ca' Foscari's students. All PhD Students, starting from the 2<sup>nd</sup> year, can benefit from a personal grant to attend seminars and conferences in Italy and abroad. This personal grant, called "10% fund", amounts to € 1534.33 per year and the yearly allocations are cumulative, meaning that in the 3<sup>rd</sup> and 4<sup>th</sup> years PhD Students may use leftover of previous years, if any. This "10% fund" may be used to get reimbursement for mobility in Italy and abroad and for conference fees, school attendance, etc.

All eligible expenses are listed in the Handbook at:

[Italian] <a href="http://www.unive.it/pag/7719/">http://www.unive.it/pag/7719/</a> [English] <a href="http://www.unive.it/pag/20459/">http://www.unive.it/pag/20459/</a>

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

Make sure to collect all **original receipts**: travel tickets, original boarding passes, accommodation receipts (1 person in single room or double as single use or the rent contract with your name), meals receipts (for 1 person) that should include: header of restaurant/bar, the cost of the meal and means of payment.

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

#### How to obtain a certificate

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

<u>Certificates of enrolment</u> indicating place, duration of the course, amount of the scholarship are issued by Post Lauream Office located at Ca' Foscari's main building. Please arrange an appointment and remember to hand over a *marca da bollo* – stamp duty (16.00 EUR)!

A 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 PhD programme

On request, it is possible to obtain suspension from the doctoral course for a duration of one or two semesters for the following reasons: parental leave, serious illness, serious and proven family reasons. The competent office – Post Lauream – will provide you with further details and important deadlines. Contacts: Post Lauream Phone: 041 234 7529.

#### Withdrawal from the PhD programme

In the case of withdrawal from the PhD programme, candidates must inform the PhD Board about their intention as soon as possible. Instructions on the procedure are given by Post Lauream Office (041 234 7529).

In the case of withdrawal from the PhD programme, the future instalments of the scholarship will not be paid. In cases such as exclusion from the programme, withdrawal or early discontinuation, the revocation of the scholarship is possible for all instalments paid in the same academic year. That is, candidates with scholarship who withdraw from the PhD programme after the beginning of the courses must repay the total sum of the scholarship received during the same academic year.

If a student withdraws from the PhD programme after having passed all exams, he/she can apply for the Master's degree in Science and Management of Climate Change.

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

[Italian] <a href="http://www.unive.it/pag/7717/">http://www.unive.it/pag/7717/</a>
[English] <a href="http://www.unive.it/pag/20463/">http://www.unive.it/pag/20463/</a>

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

#### E-mail address

Upon enrolment, students receive an email account from the University of Venice. This account includes the email address student'sIDnumber@stud.unive.it, some disk space for setting up the personal webpage, and access to the electronic library of the University of Venice.

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

<u>PLEASE NOTE:</u> in all official communication between you and Ca' Foscari you are required to use the email student'sIDnumber@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 <a href="https://arca.unive.it/">https://arca.unive.it/</a> A user's guide is available on the ARCA dedicated website.

You can use your account student'sIDnumber@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 free access to the wi-fi in all Ca' Foscari University areas.

#### **Study Rooms**

A dedicated PhD study room is available in the San Giobbe Economics Campus in Venice; PhD students have access to shared pcs and copy/printer machine. The study room is located near the BEC library, building D, ground floor. Please ask the front office for directions and rules.

Phd room can host at most eight people and students can access exclusively by sending an email to the Director of the Department of Economics, Prof. Michele Bernasconi (dir.economia@unive.it) explaining where you have to go and why, and asking for permission to access.

Students can also work at CMCC@Ca'Foscari, located in the VEGA Science Park, Marghera, Venice. Under the current circumstances the meeting room can host at most six people. Students interested to go, need to send an email to elena.niero@cmcc.it the day before.

Students have free access to all libraries and study rooms of Ca' Foscari University of Venice.

#### Qualification of "Cultori della materia"

After obtaining the title of PhD, students may apply for the title of "cultore della materia". Students can send their request to the Department to which their tutor belongs. For more information, please read here.

#### 12. CLASS REPRESENTATIVES

Students elect a class representative at the beginning of the academic year. The class representative is designated to file complaints on behalf of the students or to provide assistance on matters of general interest to the students. To this purpose, a class is defined as a cohort of students at the same level of seniority in the

same PhD program, namely there is one representative per year. Two students are also elected as representatives in the PhD Board.

#### 13. RULES OF CONDUCT

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. The PhD Board regularly carries out check of plagiarism using the dedicated anti-plagiarism software provided by the University

Attendance to seminars (see Section 2, Activities, Seminars) will be monitored through a Google sheet that will be shared. Cheating and misreporting will result in the exclusion from the PhD programme and the University.

#### **14. PRESENTATION TIPS**

Here are some presentation tips that can help you prepare your intermediate presentations. More specific guidelines will be shared throughout the programme.

#### General rules

- Stick to the time given: If you are allocated a specific amount of time, stick to that
- Select: You can't say everything and even if you do, people will not pay attention to everything. Example: If you have 10 graphs showing the same kind of results across different scenarios, across different groups of the population, etc, and results are qualitatively similar (e.g. they change in intensity/magnitude) across the 10 graphs, perhaps a better choice is not to show them all, but focus on 1 and explain it in detail. You might have 1 slide with the zoom on 1 case and then a snapshot of all cases just to say that you did it.
- **Explain what you show:** if you present a graph, make sure people can see it, understand it, e.g. understand the units, the axes, colors, everything
- **You**: the goal of short (10/15 minutes), pre-defense presentations should be to highlight your contribution, explain why it is novel, explain why it is worth a PhD dissertation and publications
- **Significance**: for the theses or each paper try to prepare a significance statement (for examples check out PNAS guidelines for authors and articles) which means explain the significance of the research at a level understandable to an educated scientist outside their field of specialty

Given the multi-disciplinary nature of our PhD programme in a 10 minute presentation, you could:

- **Motivation**: Highlight the gaps in the literature (explaining which literature you are referring to), keeping in mind that not everybody is an expert in your field
- Research questions: explain the purpose of the work, which gaps you are going to tackle

- **Methodology**: Explain how you have addressed, or you are planning to address those research questions
- Clarify what is new (e.g. new data, new method, new application of existing method, etc)
- **Results** (some of them as most likely you will not be able to show everything...pick the most significant ones)
- Explain what is considered a scientific contribution in your field new data, application of an existing methodology to a new field of study, new method, review of existing processes and evidence