



# Survival Kit

PhD Science and Management of Climate Change

Academic year 2023-2024

PhD cycles 36<sup>th</sup>- 39<sup>th</sup>



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## 1. ORGANIZATION

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### 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, <https://www.cmcc.it/it>) - is a 4-year program. 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 program 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 program 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 program. The composition of the PhD Board can be found in the PHD program's website ([www.unive.it/phdclimatechange](http://www.unive.it/phdclimatechange)).

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.

### 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 lectures. The Secretariat also manages the relationships between students and the PhD Board.

The PhD secretary is Beatrice Franchini:

Phone: +39 041 234 8530

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** of the University of Venice: <https://www.unive.it/pag/10588/>

## 2. FIRST YEAR – 39th cycle students

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### 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 11/09/2023 – 15/12/2023 and 15/01/2024 – 31/05/2024.

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 **twelve 6-ECTS courses** (30 academic hours of lectures, seminars or labs each). Each student can also choose whether to take one, two or three 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 (Core courses)

### 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. Introduction to Programming for Statistics 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)
8. LABS – Data, Tools and Methods for Earth Sciences (Practicals)
9. LAB – Environmental Diplomacy

### 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)
8. LABS – Data, Tools and Methods for Earth Sciences (Practicals)
9. LAB – Environmental Diplomacy

Details on the lectures, course structures and class timetable are available on the webpage: <https://www.unive.it/data/en/165/courses-> Please check it for updates on a regular basis.

Classes may take place at the 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).

At the beginning and at the end of the academic year, each student is required to fill in their Educational plan and Educational report respectively. The aim of these documents is to keep track of each student's activities related to the PhD. Templates and more detailed instructions will be sent to the students by the Secretariat.

## 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.

First-year PhD students (cycle 39): students are required to attend at least **1 seminar of their choice per month** among those offered by the CMCC and by the Department of Environmental Sciences, Informatics and Statistics (DAIS) and the Department of Economics (DEC), as well as any other seminar relevant to a PhD's student researcher offered by other Universities or research centers. Internal PhD seminars organized the students in this program also qualify. Attendance will be monitored through a register.

PhD students from the second year onwards (cycles 38, 37 and 36): students are required to attend **at least 20 seminars of their choice per year** among those offered by the CMCC and by the

Department of Environmental Sciences, Informatics and Statistics (DAIS) and the Department of Economics (DEC), as well as any other seminar relevant to a PhD's student researcher offered by other Universities or research centers. Internal PhD seminars organized the students in this program also qualify.

Attendance will be monitored through a register.

### Requirements

First-year students are expected to complete at least 360 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 program and attend at least 1 seminar per month.** 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 and co-supervisor** who will assist first year students and orient their research work since the beginning.

At the end of the first year (end of May 2023), students are required to confirm the assigned supervisor and co-supervisor or suggest any modification to be approved by the PhD Board.

At least one of the supervisors and co-supervisors must be academic; they may also be external to the PhD Board, provided at least one meets the requirements for members of the Board.

**Supervisors and co-supervisors will be students' main references over the 4-year PhD program.**

### 3. MASTER OF RESEARCH (2<sup>nd</sup> LEVEL) IN SCIENCE AND MANAGEMENT OF CLIMATE CHANGE

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The Professional Master's Program (2<sup>nd</sup> level) in Science and Management of Climate Change is a 1-year program 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 that 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 program 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 (<https://www.unive.it/pag/10588/>).

Master and PhD students follow the same courses. The Master's study plan is available at the following page <https://www.unive.it/data/en/165/courses>

Attendance will be monitored through a register. Regular attendance in the classroom is mandatory in order to pass 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.

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 program. A PhD student who passes all the exams but does not want to complete the PhD program is also entitled to receive the Master degree.

## 4. SECOND YEAR – 38th cycle students

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### Activities

During the 2<sup>nd</sup> year, students are required to agree with the supervisor on the thesis title and to submit a short abstract and a research plan to the PhD Board around February. **During the second year, PhD students can begin their mobility abroad and spend a period of study and research in a foreign institution.** The period abroad may extend into the third year.

Prior to departure, host institution and activities during the student's mobility must be approved by PhD Board.

Students are encouraged to engage in teaching activities (up to 40 hours per year) (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). Students should inquire with their supervisors about teaching opportunities.

### Requirements

At the beginning and at the end of the academic year, each student is required to fill in their Educational plan and Educational report respectively. The aim of these documents is to keep track of each student's activities related to the PhD. Templates and more detailed instructions will be sent to the students by the Secretariat.

The evaluation of second-year students is based on:

- 1) **Progress in research:**
  - Tentative title and short abstract (end of February)
- 2) **At least 20 seminars per year** (see above)
- 3) **Research period abroad**
- 4) **Attendance** of workshops, conferences, and paper/poster presentations
- 5) **Attendance** of 2 of the interdisciplinary courses organized by the PhD Office (<https://www.unive.it/web/it/240/corsi-e-seminari-trasversali>). The course Training for Research, Project Design and Intellectual Property is mandatory.

**To be admitted to the third year, students must attend at least 20 seminars per year and must have plan/started the research period abroad.**

### Summer presentations & monitoring

Students will present their research during the summer monitoring session. A PhD student will be appointed as internal discussant. Presentations will be of 20 minutes. An extra monitoring session can be arranged before Christmas upon students' request.

## 5. THIRD YEAR – 37th cycle students

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### Activities

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

### Requirements

At the beginning and at the end of the academic year, each student is required to fill in their Educational plan and Educational report respectively. The aim of these documents is to keep track of each student's activities related to the PhD. Templates and more detailed instructions will be sent to the students by the Secretariat.

The evaluation of third-year students is based on:

1) **Progress in research:**

- submission of thesis content and writing timeline (end of February);
- summer presentation (summertime)

2) **At least 20 seminars per year** (see above)

3) **Attendance** to workshops, conferences and paper/poster presentations.

### Summer presentations & monitoring

Students will present their research during the summer monitoring session. A PhD student will be appointed as internal discussant. Presentations will be of 20 minutes. An extra monitoring session can be arranged before Christmas upon students' request.



## 6. FOURTH YEAR – 36th cycle students

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### **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.

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-alone 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 in the process of being submitted, or at least they should be publishable papers 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**

At the beginning and at the end of the academic year, each student is required to fill in their Educational plan and Educational report respectively. The aim of these documents is to keep track of each student's activities related to the PhD. Templates and more detailed instructions will be sent to the students by the Secretariat.

To monitor the progress in research and in the thesis writing, a preliminary presentation and a thesis pre-defence 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) **At least 20 seminars per year** (see above)
- 4) **Preliminary thesis presentation and pre-defence**
- 5) A **report** that the student's supervisor will submit to the PhD Board before the **pre-defence**.

## 7. FINAL EXAM

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The Final Exam consists in a public defence of the thesis in front of a Committee of three members, two of whom do not belong to Ca' Foscari and were not directly involved in the development of the thesis of any PhD candidate. In any case, the Committee has at least two members from academic backgrounds. Supervisors and co-supervisors cannot be members of the Committee.

The Committee for the Final Exam is identified by the PhD Board and nominated by the Director of the Department.

### **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.

### **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 about **2 months prior the final thesis submission**. The supervisor will prepare a written report to be submitted to the Board



before the pre-defence. The Board will nominate an internal reviewer who will read the thesis draft and provide comments during the pre-defence presentation. 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.

### **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/researchers from Italian and/or foreign institutions, are appointed by the PhD Board.

### **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.

### **Thesis upload on the University website**

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

### **Final exam**

Candidates will discuss their PhD thesis in front of a committee appointed by the PhD Board.

NOTE: At the end of their career PhD students will receive the Master's degree as well, but in order to obtain it they are required to enroll in the Master programme and pay the respective fee (16,00 €).

Detailed instruction about this procedure will be given by Post lauream Office.

## 8. TIMETABLE AND EDUCATION/RESEARCH PROGRESS DOCUMENTATION

	39th cycle 1st year students	38th cycle 2nd year students	37th cycle 3rd year students	36th cycle 4th year students
SEPT	1st term courses EDUCATIONAL PLAN SUBMISSION			
OCT		1st to 31st October co-tutorship application		
NOV		EDUCATIONAL PLAN SUBMISSION	EDUCATIONAL PLAN SUBMISSION	EDUCATIONAL PLAN SUBMISSION
DEC				
JAN	2nd term courses			PRELIMINARY PRESENTATION – 1st session
FEBR		TENTATIVE TITLE & ABSTRACT SUBMISSION	THESIS TIMELINE	
MARCH				
APR				
MAY		CONFIRM/CHANGE TUTORS		
JUNE				
JULY		MID COURSE PRESENTATION EDUCATIONAL REPORT SUBMISSION	SUMMER PRESENTATION EDUCATIONAL REPORT SUBMISSION	THESIS PREDEFENSE – 1st session upload publications on ARCA catalogue EDUCATIONAL REPORT SUBMISSION
AUG	ADMISSION TO THE 2 YEAR	ADMISSION TO THE 3 YEAR	ADMISSION TO THE 4 YEAR	ADMISSION FINAL EXAM

### Educational plan and Educational report – All cycles

Starting from a.y. 2023-2024 the PhD programme is adopting a new system to keep track of students' activities and research, the Educational plan and the Educational report.

The Phd students from all cycles are thus required to fill in the specific templates with the support of their supervisor(s) and within the following deadlines:

- Education plan: half of November;
- Educational report: end of July.

Detailed information will be given through a specific email. Once completed, the document must be sent to the PhD Secretariat ([phd-climate-change@unive.it](mailto:phd-climate-change@unive.it)).

NOTE: These two documents will replace, starting from a.y. 2023-2024, the foreign research plan, foreign research report, 2<sup>nd</sup> year report and 4<sup>th</sup> year report.

Among them, documents already submitted in the previous years will be considered valid and there will be no need to fill in the Educational plan or the Educational report for academic years already concluded.

## 9. INTERNATIONAL DEGREES

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### Doctor Europaeus

The European University Association drew up a common "European doctorate" label. This designation can be added to a national doctorate, if obtained by fulfilling the following four conditions regarding co-supervision, 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 countries 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.

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

### Co-tutorship agreements (Co-tutela)

Ca' Foscari University of Venice has signed several cooperation agreements with foreign universities. You can benefit from these agreements, as well as from new ones, through co-tutorship programs. You can spend half of the PhD program in a foreign institution, develop 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.

The Agreement for Joint Research PhD Thesis is only for PhD students enrolled in their **first or second year**, who **submit the application within 18 months of the start of courses at Ca' Foscari**.

The application can be sent exclusively via [online form](#) **only during** these periods:

- from October 1st to 31st
- from February 1st to 28th
- from June 1st to 30th

More details are available on the webpage <http://www.unive.it/pag/20450/>

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

## 10. ADDITIONAL INFORMATION – REIMBURSEMENT PROCEDURES

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### 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.

#### **Prior to departure**

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

Submit your request by email to the PhD Coordinator, detailing: duration (from...to...); name of the hosting institution; activities you 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 you have received the PhD Director approval, you must fill the **online mobility application** that can be found here:

[Italian] <https://www.unive.it/web/it/256/contributi-per-mobilita>

[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 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, in 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”

**All PhD Students** can benefit from a **personal grant** to attend seminars and conferences in Italy and abroad. This personal grant, called “**10% fund**”, amounts to € 1624,30 per year and the yearly allocations are cumulative, meaning that in the 2<sup>nd</sup>, 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:

<http://www.unive.it/pag/20459/>

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.

**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 an insurance coverage extension; second, because the PhD program needs to know where PhD students are and what they are doing during their time as Ca' Foscari's students.

**IMPORTANT:** 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).

Certificates of enrolment indicating place, duration of the course, amount of the scholarship are issued by Post Lauream Office located at Ca' Foscari's main building. **IMPORTANT:** 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. For information about VISA and residence permit please contact the Welcome Unit/Immigration Team ([immigrationteam@unive.it](mailto:immigrationteam@unive.it)).

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 program & withdrawal

PhD students may request permission to interrupt their PhD studies for 1 to 2 semesters on a maximum of 2 occasions for the following reasons: parental leave, serious illness (with medical documentation) and attendance of pre-service teacher training course (TFA) and of the Percorsi Abilitanti Speciali (PAS).

For the duration of the suspension, no scholarship or other equivalent funding will be paid.

The competent office – Post Lauream – will provide you with further details and important deadlines. Contacts: [postlauream@unive.it](mailto:postlauream@unive.it)

For proven reasons that do not allow the submission of the PhD thesis by the deadline, the PhD Board may grant, upon request of the PhD student and after consultation with the supervisor, an extension of 6 or 12 months without funds. The request for extension must be submitted by the PhD student by the end of the final year.

An extension of the duration of the PhD Program for a period of 6 or 12 months may, also, be decided by the PhD Board for justified scientific reasons, at the request of the supervisor, ensuring in that case the corresponding extension of the duration of the scholarship with funds from the Department to which the PhD Program belongs.

During the extension period, the PhD student remains a student of the University and must enroll for the following year and pay the relevant fees.

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

(postlauream@unive.it). In the case of withdrawal from the PhD program, the future instalments of the scholarship will not be paid. In cases such as exclusion from the program, 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 program 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 program 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] <https://www.unive.it/web/it/236/studio>

[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, students receive an email account from the University of Venice. This account includes the email address student's IDnumber@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 <https://www.unive.it/data/en/163/students> that you can use as "business card" and update with your photo, CV, publications.

PLEASE NOTE: in all official communications 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 <https://arca.unive.it/>. 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.

You can find instructions on how to upload your research outputs [here](#). Upon logging in to ARCA, a pop-up window should appear, prompting you to create an ORCID account.

Alternatively, you can follow the instructions provided [here](#).

During the creation/association process, you will need to accept three interoperability permissions presented consecutively: a. ORCID – Italian National ORCID Hub b. ORCID – ARCA c. ORCID – loginmiur portal.

To ensure that your research outputs are transmitted from ARCA to ORCID, please follow these steps:

1. Access your personal profile on ARCA by clicking on the top right-hand menu near your name.
2. Navigate to the "External service identifiers" tab.
3. Enable the suggested synchronizations in the "ORCID" section, preferably including the one related to publications.
4. In ORCID, it is recommended that you set the visibility of the "Employment" and "Works" sections to "Everyone" (visible to the public).

In ORCID, we advise you to provide your @unive.it email account as well as an additional non-Ca'



Foscari email address. ORCID will remain active throughout your career, allowing you to continue uploading your publications independently of ARCA.

### 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 Palazzo Moro in Venice, on the 3° floor. Please ask the front office for directions and rules.

Students can also work at CMCC@Ca'Foscari, located in the VEGA Science Park, Marghera, Venice.

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](#).

If the tutor belongs to the DAIS Department, the student should contact Patrizia Resente ([resente@unive.it](mailto:resente@unive.it)).

If the tutor belongs to the DEC Department, the student should contact Maria Ventimiglia ([didattica.economia@unive.it](mailto:didattica.economia@unive.it)).

## 12. 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 program. 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 program and the University.

## PRESENTATION TIPS

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

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, etc.;
- **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 program, 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 methods, new applications of existing methods, etc.;
- **Results:** Some of them, as most likely you will not be able to show everything Pick the most significant ones;
- **Explain:** Clarify what is considered a scientific contribution in your field, such as new data, application of an existing methodology to a new field of study, new method, review of existing processes and evidence.