



Università
Ca' Foscari
Venezia



PHD'S SURVIVAL KIT
SCIENCE & MGT OF CLIMATE CHANGE



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Science and Management of Climate Change

Survival Kit 2026-2030

- » This SURVIVAL KIT contains everything you need to know about the PhD Programme in Science and Management of Climate Change. It summarises the organisation of the Programme, the main deadlines articulated by year, and the most important practical information.



PHD'S SURVIVAL KIT

*Keep it handy and read it carefully before
contacting the PhD Committee or the PhD Secretary*

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0. ORGANIZATION

The PhD in Science and Management of Climate Change is a 4-year programme aimed at preparing researchers capable of navigating and connecting the complex and multi-faceted dimensions of climate change. It is a joint initiative of Ca' Foscari University, Venice, and the Euro-Mediterranean Center on Climate Change.

PhD's Committee

The **PhD's Committee**, with members from the Department of Economics, the Department of Environmental Sciences, Informatics and Statistics, the Department of Management at Ca' Foscari University, and CMCC is the main governing body for the PhD and Master's programs. The composition of the Committee can be found in the PHD program's website: <https://www.unive.it/web/en/164/faculty>

The Committee 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.

PhD's Secretariat

The **PhD's 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 Committee. The PhD secretary is Beatrice Franchini:

Phone: +39 041 234 8530

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 Ca' Foscari University of Venice: <https://www.unive.it/pag/10588/>

Supervisors and co-supervisors

By the end of the first year, PhD students choose their supervisor. A co-supervisor is also required, but he/she may be identified later during the PhD career. At least one of them has to be a scholar. Supervisors and co-supervisors will guide students' careers throughout the entire PhD programme.

Detailed information about supervisors' choice will be provided after the beginning of the academic year.

Educational plan and monitoring

The PhD Committee keeps track of all students' activities and research through an **Educational and Research Plan (ERP)** and an **Educational and Research Report (ERR)**. With their supervisors' support, PhD students from all cycles are required to fill in their Educational and Research plan in November, updating it around February for the intermediate monitoring session. The Educational and Research report is to be submitted in July for the main monitoring session.

See the table at page 9 for details about the PhD deadlines.

1. FIRST YEAR

Activities

In the first year, PhD students will focus on attending courses and seminars. Lectures begin around mid-September and end in May. In the first term, all students take the same set of core courses:

FOUNDATIONS

1. Mathematical Modelling and Programming
2. Introduction to Statistics OR Advanced Statistical Modelling
3. Introduction to Programming for Statistics & Machine Learning
4. Earth System Dynamics
5. Environmental and Climate Economics
6. Climate of the Past (optional)

In the second term, each student must choose one of the two available streams.

STREAM IN CLIMATE ECONOMICS AND FINANCE

1. CGE and Integrated Assessment Modelling of Climate Change Impacts and Policies
2. Applied Environmental Economics and Policy Evaluation
3. Domestic and International Climate Policies
4. Climate Finance

STREAM IN CLIMATE MODELING AND IMPACT ASSESSMENT

1. Chemodynamics, Climate Change and Environmental Quality
2. Climate Modelling and Monitoring
3. Risk Assessment and Decision Support System for Environmental Impacts of Climate Change
4. Climate Damage Modelling and Assessment

Students must also take two out of the three common courses offered and may select the LABS:

ADDITIONAL COMMON COURSES (2 compulsory)

1. Energy Systems and Technologies
2. Adaptive Management of Natural Resources and Agricultural Systems
3. Decision Theory and Multi-criteria Analysis

LABS (Optional)

1. Data, Tools and Methods for Earth Sciences - Introduction
2. Data, Tools and Methods for Earth Sciences - Practicals

NB: Each student has to fill in their study plan in their Personal Area, accessible through Ca' Foscari website. This step is necessary to add the courses to their booklet. The exam results of courses not listed in the booklet will not be recorded.

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

First-year PhD students: students are required to attend at least 1 seminar per month, for a total of 10, and to report them in their Educational and Research plan and report. PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Location, language and details

All lectures are in English. Classes can 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).

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.

Monitoring session

The intermediate monitoring session takes place between around February. In this occasion each student has to update their Educational and Research plan.

Detailed information will be provided around January.

Admission to the second year

To gain admission to the second year, students must pass all the exams of the PhD program and attend at least 1 seminar per month, for a total of 10, by mid-July. Attending courses is mandatory. Admission to the exams requires participation in at least 80% of lectures for each course. Exam retakes are possible, and they need to be discussed with professors and the PhD Board.

2. SECOND YEAR

Activities

By the end of November, students update their Educational and Research plan after discussing with their supervisors. Students may attend courses offered by other PhD programmes at Ca' Foscari, provided this is discussed in advance with the supervisors and the PhD Committee.

During the second year, PhD students can begin their **mobility abroad** and spend a period of study and research of at least 3 months in a foreign institution. The period abroad can also take place in the third year.

Prior to departure, the student has to **submit a mobility request** through his/her Personal Area and the request has to be approved by the PhD Coordinator and the PhD Board.

During the second year, students are encouraged to engage in teaching activities (up to 40 hours per student, per year). These activities are not mandatory.

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

Second-year to fourth-year students: at least 20 seminars of their choice per year. Seminars can be selected from those offered by the CMCC, the Department of Environmental Sciences, Informatics and Statistics (DAIS), the Department of Economics (DEC), as well as any other seminar initiatives relevant to PhD students' careers. Attendance will be monitored through the Educational and Research Report.

PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Monitoring session

The intermediate monitoring session takes place around February. In this occasion each student has to:

- update the PhD board about their research work in a 5 minute presentation;
- revise their Educational and Research plan;

- submit their thesis tentative title.

Detailed information will be provided around January.

Admission to the third year

The assessment of second-year students takes place during the summer monitoring session in July. Each student presents their research progress and future plans in a 20-minute presentation.

Detailed information will be provided during the second semester.

Admission to the third year is based on:

1. Progress in research:
 - a. Tentative title and short abstract (submitted for the monitoring session);
 - b. 2nd year activities report and mid-course public presentation (July);
2. At least 20 seminars per year (see above);
3. Attendance of additional courses, workshops, conferences, and paper/poster presentations;
4. Attendance of the interdisciplinary courses organized by the PhD Office (<https://www.unive.it/web/it/240/corsi-e-seminari-trasversali>). Each student has to attend at least 4 courses; language courses do not count.

3. THIRD YEAR

Activities

By the end of November, students update their Educational and Research plan after discussing with their supervisors. Students may attend courses offered by other PhD programmes at Ca' Foscari, provided this is discussed in advance with the supervisors and the PhD Committee.

During the third year, PhD students can continue or begin their mobility abroad and spend a period of study and research of at least 3 months in a foreign institution.

Prior to departure, the student has to **submit a mobility request** through his/her Personal Area and the request has to be approved by the PhD Coordinator and the PhD Board.

During the third year, students are encouraged to engage in teaching activities (up to 40 hours per student, per year). These activities are not mandatory.

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

Second-year to fourth-year students: at least 20 seminars of their choice per year. Seminars can be selected from those offered by the CMCC, the Department of Environmental Sciences, Informatics and Statistics (DAIS), the Department of Economics (DEC), as well as any other seminar initiatives relevant to PhD students' careers. Attendance will be monitored through the Educational and Research Report.

PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Monitoring session

The intermediate monitoring session takes place around February. In this occasion each student has to:

- update the PhD board about their research work in a 5 minute presentation;
- revise their Educational and Research plan;
- submit their thesis writing timeline.

Detailed information will be provided around January.

Admission to the fourth year

The assessment of third-year students takes place during the summer monitoring in July. Each student presents their research progress and future plans while a student colleague is appointed as internal discussant. Each presentation lasts 20 minutes.

Detailed information will be provided at the beginning of the second semester.

Admission to the fourth year is based on:

1. Progress in research:
 - a. - submission of thesis content and writing timeline (submitted for the monitoring session);
 - b. - summer presentation (July);
2. At least 20 seminars per year (see above);
3. Attendance of workshops, conferences and paper or poster presentations.
4. Attendance of the interdisciplinary courses organized by the PhD Office (<https://www.unive.it/web/it/240/corsi-e-seminari-trasversali>). Each student has to attend at least 4 courses; language courses do not count.

4. FOURTH YEAR

Fourth-year students devote most of their time to working on their final thesis. The **thesis** can be either a monograph or a collection of articles.

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, they need to be completed, original, including a comprehensive introductory and concluding section. A student's scientific contribution in co-authored papers should be stated explicitly. Where candidates have already had portions of their doctoral work accepted for publication in 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 referred journals.

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

Second-year to fourth-year students: at least 20 seminars of their choice per year. Seminars can be selected from those offered by the CMCC, the Department of Environmental Sciences, Informatics and Statistics (DAIS), the Department of Economics (DEC), as well as any other seminar initiatives relevant to PhD students' careers. Attendance will be monitored through the Educational and Research Report.

PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Admission to the final exam

A **preliminary presentation** to monitor progress in research is scheduled around February. In this occasion PhD candidates must present the preliminary findings of their work in a public seminar in front of an internal committee composed by the students' supervisors and members of the PhD Board.

Detailed information in this regard will be provided around January.

Afterwards, the final step for admission to the final exam is the **pre-defence**, which takes place approximately 4 months later than the preliminary presentation.

Pre-defence

The **pre-defence** consists in a presentation of the contents of the thesis and advancement stage and it takes place about 2 months prior to the final thesis submission.

PhD candidates must submit in advance a preliminary version of the thesis to an internal reviewer appointed by the PhD Committee and then present the contents of their thesis in front of their supervisor and co-supervisor and other members of the Board.

The Board evaluates the pre-defence and the supervisor's report and deliberates whether the candidate can be considered ready to submit the final thesis.

Detailed information in this regard will be provided during the second semester.

The evaluation of fourth-year students is based on:

1. Progress in their dissertation;
2. Presentations made at seminars, workshops, and conferences;
3. At least 20 seminars per year;
4. Attendance of the interdisciplinary courses organized by the PhD Office during the previous years;
5. Preliminary thesis presentation (about 6 months before the thesis submission);
6. Pre-defence (about 2 months before the thesis submission deadline).

Final exam submission and defense

Detailed information about this topic is available on this webpage: <https://www.unive.it/web/en/2171/thesis>.

The main steps are:

1. 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.
2. The two **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. Eligible external evaluators include at least one academic professor, and they are both people with high qualifications and experience in their field. They must not belong to Ca' Foscari University or to other institutions that have part in awarding the candidate the PhD title (CMCC, universities involved in a Joint Research PhD Thesis).
3. PhD candidates must **upload the pdf version** of the final thesis according to the rules given by Ca' Foscari Post lauream Office.
4. The Final Exam consists of a **public defense** of the thesis in front of a committee of three members, two external to Ca' Foscari and one typically from the PhD Board. 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.

Recap: main deadlines

	1st year		2nd year	3rd year	4th year
<i>Sept.</i>	1st term courses				
<i>Oct.</i>			(Co-tutorship application)		
<i>Nov.</i>		Educational plan submission	Educational plan submission	Educational plan submission	Educational plan submission
<i>Dic.</i>					
<i>Jan.</i>	2nd term courses	Monitoring session & Educational plan revision	Monitoring session & Educational plan revision	Monitoring session & Educational plan revision	Monitoring session & Educational plan revision
<i>Feb.</i>			Tentative title and abstract submission	Thesis timeline submission	Preliminary presentation*
<i>March</i>					
<i>April</i>					
<i>May</i>		Supervisor(s) confirmation			
<i>June</i>					
<i>July</i>		Educational report submission	Educational report submission & Mid-course presentation	Educational report submission & Summer presentation	Educational report submission & Pre-defence*
<i>August</i>	Admission to 2nd year		Admission to 3rd year	Admission to 4th year	Admission to final exam

* These deadlines refer to students intending to discuss their thesis in the first session. Deadlines for the second session are postponed for approximately 6 months.

5. INTERNATIONAL DEGREES

Doctor Europaeus

The designation of “[European doctorate](#)” can be added to the final PhD title if the following four conditions are fulfilled:

1. The PhD thesis must be the outcome of a period of research of at least 3 months undertaken by the student in a European country different from the one in which the PhD program takes place;
2. Positive assessment of the PhD thesis by at least two referees from two different European universities (located in two different countries) appointed by the PhD Board;
3. 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;
4. The thesis must be partly held in an official European language different from the one of the countries in which it is discussed.

IMPORTANT: PhD students interested in obtaining the Doctor Europaeus label must contact the PhD Secretariat no later than their pre-defence.

Co-tutorship agreements (Co-tutela)

Ca' Foscari University signed several cooperation agreements with foreign universities. You can benefit from these agreements, as well as establish a new one yourself, through co-tutorship programs. You would then spend half of the PhD program in a foreign institution, develop and defend your thesis under the joint supervision of two professors from the two universities, and be awarded a double or joint PhD degree, depending on the rules of the hosting institutions. 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 <https://www.unive.it/web/en/2167/studying-abroad>.

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

6. E-MAIL, PERSONAL PAGE, INTERNET ACCESS & STUDY ROOM

E-mail address

After enrolling, students receive an email account from Ca' Foscari University. This account includes the student's email address IDnumber@stud.unive.it, some disk space for setting up the personal webpage and access to the electronic library of the University. 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 a “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's IDnumber@stud.unive.it. Furthermore, Ca' Foscari Offices will send you official communications to your student address.

ARCA Publications Catalog

The University Research Publications Catalog 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);
5. 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 Wi-Fi in all Ca' Foscari University areas. Instructions on this webpage: <https://www.unive.it/pag/39159>.

Study Rooms

A dedicated PhD study room is available in Palazzo Marconi in Venice, on the 1° 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 supervisor belongs: for the DAIS Department contact Patrizia Resente (resente@unive.it); for the DEC Department contact Maria Ventimiglia (didattica.economia@unive.it). For more information, please read here: <https://www.unive.it/pag/8257/>

7. PRACTICAL INFORMATION

Note: Information for international students, especially non-EU, is available in Section no. 10.

PhD Scholarship

Scholarship amounts to € 16,243.00 gross per year. Social security expenses are charged to the student. In general, each scholarship grants a 10% fund and an increase of said scholarship up to 18 months for mobilities abroad (see the dedicated section below).

Further information about the scholarship:
<https://www.unive.it/web/en/2169/phd-scholarship>

Further information about expenses reimbursement: <https://www.unive.it/web/en/2168/expense-reimbursement-for-mobility>

IMPORTANT: Some scholarships may have specific requirements such as being dedicated to the research of a specific topic and/or grant different expenses coverage, thus please check carefully the PhD call and in case of doubt write to the PhD Secretariat for clarification.

Study period abroad (3-6 to 18 months): scholarship increase and formal steps

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 you must fill the online mobility application that can be found here:
[Italian] <https://idp.unive.it/idp/profile/SAML2/POST/SSO?execution=e1s2>

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

Within 15 days after returning to Ca' Foscari, you are required to 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:

- By hand to PhD Office (only at Tuesday and Thursday from 10 to 12 am);
- By postal mail, 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.

Other options for research abroad are the Joint Research PhD Thesis ("cotutela"), Erasmus + programs and other international exchange programs. Please visit the following page for information:
<https://www.unive.it/web/en/2167/studying-abroad>.

For questions related to PhD mobility or reimbursements contact phd.contabilita@unive.it.

Funding for research activities: the 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 € 1.624,30 per year and the yearly allocations are cumulative, meaning that in the 2nd, 3rd and 4th years PhD Students may use leftovers of previous years.

All eligible expenses are listed in the Handbook (vademecum) available on the web page:

<https://www.unive.it/web/en/2168/expense-reimbursement-for-mobility>

Note that:

- original receipts are mandatory to obtain the reimbursement: travel tickets, original boarding passes, accommodation receipts, meals receipts (for 1 person), etc.;
- reservations for the accommodation have to be in your name; in case of shared accommodation, contact the PhD Secretariat for specific instructions;
- only tickets having VENICE as origin and/or destination are refundable.

IMPORTANT: Please note that you HAVE TO ask the PhD Director's approval to attend seminars, international conferences or meetings as PhD Student outside Ca' Foscari, even if you are not going to ask for any reimbursement.

This is for two main reasons: first, because you may need an insurance coverage extension; second, because the PhD program needs to monitor PhD students' activities related to their PhD career.

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).

Please check the dedicated section in your Personal Area before to verify if what you need is already available.

Other certificates such as enrolment, duration of the course and amount of the scholarship are issued by the Post Lauream Office located at Ca' Foscari's main building (postlauream@unive.it).

Certificates of attendance, confirmation letters and similar documents are issued by the PhD Secretariat, and they have merely informative purposes, no legal value.

IMPORTANT: A certificate of enrolment is required when applying for the renewal of the residence permit in Italy. For information about VISA and residence permit please contact the Welcome Unit/Immigration Team (immigrationteam@unive.it).

Interruption period from the PhD program & withdrawal

Interruption: 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), 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. On this matter, the Post Lauream Office may provide further details and important deadlines. Contacts: postlauream@unive.it

Extension: 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 fourth 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 DAIS Department.

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.

Withdrawal: The candidates must inform the PhD Board and the PhD Secretariat about their intention of withdrawing from the PhD program as soon as possible. Instructions on the procedure are given by the Post Lauream Office (postlauream@unive.it).

After the withdrawal, further PhD scholarship installments will not be paid. 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, paying the necessary stamp duties.

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

[Italian] <https://www.unive.it/web/it/236/studio>

[English] <https://www.unive.it/web/en/2165/study>

8. RULES OF CONDUCT

Graduate students are expected to prove 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 checks of plagiarism using the dedicated anti-plagiarism software provided by the University. Cheating and misreporting will result in the exclusion from the PhD program and the University.

9. PRESENTATION TIPS

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;
- 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 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 thesis or each paper try to prepare a significance statement (for example, 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 interdisciplinary nature of our PhD program, in a short presentation, you could underline:

- **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:** the most significant ones, as most likely you will not be able to show everything;
- **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.

10. INFORMATION FOR INTERNATIONAL STUDENTS

If you are a non-EU student in Italy, there are a few bureaucratic procedures that you have to undertake duly. This involves acquiring Fiscal Code (Codice Fiscale), Health insurance, Residence permit (Permesso di Soggiorno), etc. These legal procedures are not only necessary but required at every step during your stay in Italy.

Our university has dedicated Offices to assist you to carry out the necessary steps, however, making yourself aware and undertaking them is your responsibility.

While this guide aims to provide overall information, each student has the responsibility to verify the information on specific requirements with the university's Immigration Team as well as with relevant authorities or official sources.

Immigration Team of Ca' Foscari University of Venice

The University has a dedicated **International Office** to help international students throughout their stay. The office is located at Dorsoduro 3246, 30123 Venezia, T. 0412347575 (Call Centre) and email immigrationteam@unive.it.

Refer to this page for more details: <https://www.unive.it/pag/12525/>

Italian Tax Code (Codice fiscale)

The Italian Tax Code (Codice Fiscale) is essential to carry out a wide range of activities in Italy, such as opening a bank account, entering into a rental contract, registering with the Italian National Health Service, and receiving payments or reimbursements from the university.

The tax code you received for your application is only provisional. The "Codice fiscale" of an individual is valid only if released by the Italian Embassy/Consulate or by "Agenzia delle Entrate" (Italian Revenue Agency).

Before your arrival at Ca' Foscari, you will receive all indications from our Immigration team on how to obtain your tax code.

Carta Conto (Bank card)

It's a prepaid student bank card in which you will receive your PhD scholarship as well (if not chosen otherwise). The card also works as a student ID card so please handle it carefully.

The Immigration Team of the university will assist you in getting it with clear instructions on how to activate the card with the associated bank. Please get in touch with the team if you have any questions related to the card.

Accommodation

You should start looking for the accommodation as soon as you finalise your admission in the program because it takes some time to find a suitable accommodation to stay in Venice. You can either reach out to the Housing office (<https://www.unive.it/pag/19768/>) of university or ESU Venezia (<https://www.esuvenezia.it/home>) that provides students with various services such as accommodation and catering services. You can also search for an accommodation on Study in Venice (<https://www.studyinvenice.it/>).

Another option is to search for your own accommodation through some available platforms. However, ensuring the authenticity of available options on these platforms is students' responsibility. Some private platforms are Facebook groups, Private Agencies like Idealista, Immobiliare, Venice apartments, Erasmus Play, etc. Please be careful in

choosing the options from private agencies and platforms. Finally, you can also get in touch with the [previous students from SMCC](#) who might know of an availability in the circle.

Consider that living in Venice main island is more expensive than the mainland.

Our University also launched a specific version of the Goin' networking app to help students get in touch with one another.

The platform allows you to create a profile and interact with other international students as well as members of our Buddy Programme either one-on-one or in thematic groups. If you decide to make use of the app, please contact prospective.students@unive.it to get the link.

Transport

You may find detailed information on how to navigate the transport system during your stay in Venice on this page: <https://www.unive.it/pag/12525/>.

You can apply for a Unica card (yearly/ 5-yearly depending on your requirement) with ACTV. Do not forget to enquire about the student discounts.

Health insurance

It is important to have a health insurance valid in Italy before you apply for a Residence Permit in Italy.

Non-EU students are required to provide evidence that they have proper health insurance coverage. Usually in the first year or at the time of arrival, students have an international insurance that is required to get a visa or travel to Italy. However, you need health insurance for your entire duration of stay. Post your arrival, there are two possible ways to get a health insurance in Italy:

- **Private health insurance:** you can obtain an international insurance from any private company with the following requirements: the insurance must be valid in Italy, must cover all risks of illness, must cover the entire period of your stay (residence permit) with details on date of issue and date of expiration, must indicate reimbursement procedures clearly and must be available to read in English/Italian language;
- **Public Health Insurance:** you can acquire a Regional Health Service through a voluntary registration (public health insurance) which is yearly in nature and costs €700/ year.

For this, you first need to make the payment of €700 at the Post Office (Poste Italiane) for voluntary health insurance through "Modello F24" form, indicating the following codes:

Regional Code (Codice regionale): 21*;

Duty Code (Codice tributo): 8846*;

Reference (Causale): "Contributo per le prestazioni del servizio sanitario nazionale saldo"*;

Year (Anno di riferimento): the year for which you registered for the National Health Insurance System (i.e. 2025)*.

Then find the nearest ULSS (Health District), seek an online appointment and apply for the voluntary health insurance with the following documents: a copy of residence permit or the receipt received from the post office while applying for the Residence Permit, the Tax Code and the receipt of the payment of €700 received from the Post Office.

***Check the codes and information to be written in the "Modello F24" form with the post officer.**

Residence permit (Permesso di Soggiorno)

You need to request an Italian **residence permit** within 8 days from your arrival in Italy if you stay in Italy for more than 90 days. Ca' Foscari University of Venice, in cooperation with the **local Immigration Office (Questura)**, have established UNI-QUEST, a help desk to support the University's international community in applying for or renewing their residence permit. The **UNI-QUEST** help desk is located at Ca' Foscari main building (Dorsoduro 3246 ground floor) and it is held on Tuesday morning from 9:30 am to 12:30 pm.

You may book an appointment with UNI-QUEST using this link: <https://apps.unive.it/prenotazioni/accesso/index>.

At the appointment, the Welcome Unit staff will provide the kit for requesting and renewing the residence permit and will offer support in filling out the forms and verifying the required documentation. Alternatively, you can also get the kit from one of the **Post Offices** in Venice or Mestre. Once completed, the student should submit the kit at the Post Office.

If you want to apply for your first residence permit, please read the instructions stated by Immigration Team for filling out the kit and checklist:

Applying for residence permit - kit:

https://www.unive.it/pag/fileadmin/user_upload/ateneo/internazionale/documenti/destinazione_cafoscari/soggiorno/stay-permit_how-to-fill-in-the-kit.pdf.

Applying for residence permit - checklist:

https://www.unive.it/pag/fileadmin/user_upload/ateneo/internazionale/documenti/destinazione_cafoscari/studio/Checklist_Stay-Permit-for-Study_ENG.pdf.

If you want to renew your residence permit, please read the instructions by Immigration Team for filing out the related kit and checklist:

Renewal of residence permit - kit:

https://www.unive.it/pag/fileadmin/user_upload/ateneo/internazionale/documenti/destinazione_cafoscari/soggiorno/stay_permit_kit_instructions_RENEWAL.pdf.

Renewal of residence permit - checklist:

https://www.unive.it/pag/fileadmin/user_upload/ateneo/internazionale/documenti/destinazione_cafoscari/studio/Checklist_Renewal-Stay-Permit-study_ENG.pdf.

Once applied you can track your application on the Immigration Office (Questura) website using your receipt number usually provided on the top right. Website link: <https://questure.poliziadistato.it/stranieri/>.

Once you receive the permit, you have to upload it following these instructions:

https://www.unive.it/pag/fileadmin/user_upload/ateneo/internazionale/documenti/destinazione_cafoscari/soggiorno/upload-residence-permit-in-ESSE3.pdf.