



Ca' Foscari  
University  
of Venice

# SURVIVAL KIT



Academic year 2022/23

PhD cycles 35<sup>th</sup> - 38<sup>th</sup>



## Contents

1. *Organization*
2. *First year (38<sup>th</sup> cycle): activities and requirements*
3. *Second year (37<sup>th</sup> cycle): activities and requirements*
4. *Third year (36<sup>th</sup> cycle): activities and requirements*
5. *Fourth year (35<sup>th</sup> cycle): activities and requirements*
6. *Final exam*
7. *Timetable*
8. *International Degrees*
9. *Additional information – reimbursement procedure*
10. *E-mail, personal webpage, internet access*
11. *Rules of Conduct*

## 1. ORGANIZATION

---

### Overall Aim and Structure

The PhD programme in Polar Sciences is a joint initiative of Ca' Foscari University of Venice, the Consiglio Nazionale delle Ricerche (CNR) and the Istituto Nazionale di Oceanografia e Geofisica Sperimentale (OGS).

The objective of the PhD programme is to prepare students with in-depth scientific competences and original and innovative research activities for becoming experts on topics related to recent and past environmental and climate changes of the polar regions and of the glaciated areas of high altitude/low latitudes sites. The state of the art of the scientific knowledge will be made available for the students for building a robust scientific understanding of the processes regulating the climate changes occurring in the polar regions with an interdisciplinary approach.

The PhD in Polar Sciences 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 projects and work on their final PhD dissertations.

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 Polar Sciences is Prof. Carlo Barbante, Department of Environmental Sciences, Informatics and Statistics. The Deputy Director is Prof. Barbara Stenni, Department of Environmental Sciences, Informatics and Statistics. Both oversee the overall functioning and scientific quality of the PhD programme.

### PhD Board

The **PhD Board**, with members nominated by the Department of Environmental Sciences, Informatics and Statistics at Ca' Foscari University, by the University of Pisa and the University of Milano-Bicocca, and by the CNR, the INGV (Istituto Nazionale di Geofisica e Vulcanologia) 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 website at the following page <https://www.unive.it/pag/35951/>

The PhD Board meets periodically to take decisions about the organisation 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: [dottorati.dais@unive.it](mailto:dottorati.dais@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 – 38<sup>th</sup> cycle students

---

### Activities

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

The academic year runs from mid-September to the end of June, and it is divided into three terms, with lessons in the periods 19/09/2022 – 16/12/2022 (Autumn), 16/01/2023 – 08/04/2023 (Winter) and 18/04/2023 – 30/06/2023 (Spring).

In each term, students are required to attend four courses with final exams (the format of the exam is course-specific and will be communicated at the beginning of each course), for a total of **twelve 6-ECTS courses** (30 academic hours of lectures, seminars or labs each). Credits will be acquired by attending the courses and passing a final exam. The result of each exam will be pass/fail.

All lectures are in English.

### Courses and Exams

#### I term – foundations

1. Applied Time Series Analysis
2. Geomorphology and Geology of Polar Regions
3. Polar Biology and Ecology
4. Climate of the Past

#### II term – methods

1. Polar Oceanography and Sea Ice Dynamics
2. Glaciology
3. Permafrost in High Latitude and High Altitude Regions
4. Palaeo-reconstruction of Polar Margins

#### III term – insight and applications

1. Ice Core Science
2. Polar Geography and Geopolitics
3. Remote Sensing of Polar Regions
4. Analysis of Pollutants to Determine their Fate and Transport in Polar Regions

Details on the lecturers, course structures and class timetable are available at the webpage:

<https://www.unive.it/data/35950/> - Please check it for updates on regular basis.

All the classes will take place at Scientific Campus of the Ca' Foscari University of Venice, Via Torino, Mestre (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.

All PhD students are required to attend at least 50% of the seminars organized by the PhD programme.

Participation through web links or streaming is eligible for meeting this requirement.

Students not achieving the minimum threshold of 50% will not be admitted to the subsequent year.

### Requirements

First-year students are expected to complete at least 360 hours of class activity, organised in 12 courses.

**Attendance to courses is mandatory.** Admission to the exams requires participation at least **70%** 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 failed exams, 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 Director. The study plan cannot be changed, students can only add courses from another PhD programme.

### 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 courses (end of May), students are required to confirm the assigned supervisor and co-supervisor or suggest any modification to be approved by the PhD Board. **Supervisors, and co-supervisor, will be students' main references over the 4-years PhD programme.**

At least one of the Supervisor and co-Supervisor must be academic; they may also be external to the PhD Board, provided at least one meets the requirements for members of the 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. SECOND YEAR - 37<sup>th</sup> 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 the PhD Board --- see page 7.*

Furthermore, 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, preparation of didactic material, 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 organisation (May)
  - submission of 2nd year activities report and mid-course public presentation (June - July)
- 2) **research period abroad**
- 3) **at least 50% attendance to seminars and educational activities organized by the PhD program**
- 4) **attendance** to workshops, conferences and paper/poster presentations
- 5) **attendance** to 2 interdisciplinary courses organized by the PhD Office (<http://www.unive.it/pag/7726/>).  
The course Training for Research, Project Design and Intellectual Property is mandatory.

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

## 4. THIRD YEAR - 36<sup>th</sup> 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 program (see Section 2, Activities, Seminars)**
- 3) **Attendance** to workshops, conferences and paper/poster presentations

## 5. FOURTH YEAR - 35<sup>th</sup> cycle students

---

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

The content and the 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 at least already submitted, if not accepted or published in international refereed journals.

This type of thesis must first be approved by the PhD Board.

The collection of papers is preferred when published, in-publication, or submitted papers are under first name.

## Requirements

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 50% attendance to seminars and educational activities organized by the PhD program**
- 4) **Preliminary thesis presentation and pre-defence** that will be scheduled at the end of the third year
- 5) A **report** that the student's supervisor will submit to the PhD Board before the pre-defence

## 6. FINAL EXAM

---

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.

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, organised by the PhD Secretariat, usually in front of an internal committee composed by the students' supervisors 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 supervisors 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.

Final exam deadlines: <https://www.unive.it/pag/20435/>

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

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

### 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 Post Lauream 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.

## 7. TIMETABLE

	38th cycle 1st year students	37th cycle 2nd year students	36th cycle 3rd year students	35th cycle 4th year students
SEPT 22	1st term courses			
OCT 22		<i>1-31 ottobre domanda di cotutela</i>		
DEC 22				
JAN 23	2nd term courses			PRELIMINARY PRESENTATION
FEBR 23		TENTATIVE TITLE & ABSTRACT SUBMISSION	FOREIGN RESEARCH REPORT – THESIS TIMELINE	
MARCH 23				
APR 23	3rd term courses - beginning			
MAY 23	CONFIRM/CHANGE TUTORS	FOREIGN RESEARCH PLAN		
JUNE 23	3rd term courses - end			
JULY 23		MID COURSE PRESENTATION REPORT of 2nd year activities	SUMMER PRESENTATION	THESIS PREDEFENSE upload publications on ARCA catalogue
AUG 23	ADMISSION TO THE 2 YEAR	ADMISSION TO THE 3 YEAR	ADMISSION TO THE 4 YEAR	ADMISSION FINAL EXAM

## 8. 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 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 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 program 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.

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 exclusively via [form online](#) is possible only during these periods:

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

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

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

## 9. 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 you will carry out; main objective of your research period abroad; reference

Last update: October 4<sup>th</sup>, 2022

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

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

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

### **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 Office accounting office, together with copies of all travel documents.

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

- By hand to PhD Office (only on 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're not going to ask for any reimbursement. This for two main reasons: first, because you may need insurance coverage extension; second, because the PhD Program needs to know where PhD students are and what they are doing in quality of Ca' Foscari's students.

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

[English] <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 on 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 student's career, such as enrolment or exams 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 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 (with medical documentation), and attendance of pre-service teacher training course (TFA) and of the Percorsi Abilitanti Speciali (PAS).

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

Contacts: Post Lauream [postlauream@unive.it](mailto:postlauream@unive.it)

## 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 ([postlauream@unive.it](mailto:postlauream@unive.it)).

In the case of withdrawal from the PhD Programme, the 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 programme after the beginning of the courses must repay the total sum of the scholarship received during the same academic year.

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

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

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

## 10. E-MAIL, PERSONAL WEBPAGE AND INTERNET ACCESS

---

### 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](mailto: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 to the students also the opportunity to create a personal webpage in the PhD website <https://www.unive.it/data/35952/>, that students can use as “business card” and update with their photo, CV, publications.

PLEASE NOTE: in all official communication between you and Ca' Foscari you are required to use the email [student'sIDnumber@stud.unive.it](mailto: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 webs.

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.

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

## 11. 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.