

Padova, 6th October 2018

## GUIDELINES

PhD Activities are supervised by the Supervisor, and expert of the field and authorized by the PhD School and, in some cases, also by the Department Dean.

The Supervisor and the PhD School intervene within the frame of the PhD program and its development.

The Department Dean is required to authorize issues related to the access and relative stay at the Department, safety&security and funds reimbursement.

### Definitions:

- DFA: Department of Physics and Astronomy, University of Padova  
Activity: Training and/or research activities performed by the PhD student within her/his PhD program;  
Extra-activity: Activities performed by the PhD student outside (not included and/or not pertaining to) her/his PhD program;  
Event: Congress, workshop, scientific meeting, experiments in small/large facilities or other groups, outside the DFA;  
Trip: Visit carried out for Scientific or Training purposes coherently with the PhD program but held outside DFA;  
Travel: Practical way used to reach and stay at the visit's place (trains, planes, accommodations, ..)

### Authorization Procedure

Authorizations must be required before the activity starts. The general procedure to get the relative authorization includes several steps:

- 1) Consult your supervisor and agree on the event participation;
- 2) Send the request of authorization to the PhD School by way of the online form, attaching the Supervisor opinion (.pdf attachment): "*Authorization of PhD Student's ACTIVITY*"
- 3) After the PhD School authorization is achieved, submit the request to the Event organizer to participate to the event;
- 4) After the participation to the event has been accepted by the organizer, if a trip is needed please submit the request of Authorization to the Department' Dean: "*DFA Authorization*".

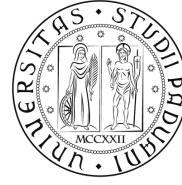
### How To Submit The Request For the Activity Authorization:

To attend a School, Scientific event (including congresses, workshops, meetings), single courses held outside DFA, please use the following:

*Authorization of PhD Student's ACTIVITY*

Please fill the online form available at the link:

[https://docs.google.com/forms/d/e/1FAIpQLSfMcx08qiWoVgjW9WOjUt\\_xWu1qXU3bYMMF\\_ZxCAQk6CFWvXQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfMcx08qiWoVgjW9WOjUt_xWu1qXU3bYMMF_ZxCAQk6CFWvXQ/viewform)



*DFA Authorization*

After your badge will be activated, you will receive instructions on how to access to the online procedure. Meanwhile, please ask to the secretary ([cristina.mazzucco@unipd.it](mailto:cristina.mazzucco@unipd.it)) to have the paper-version of the form to submit.

**How To Submit a General Request**

For any request, communication, notification, suggestion or complaint, please fill the following form. It will be sent to the PhD School Coordinator who will take care of it as soon as possible. Anonymity is granted if the field "PhD student Surname/Name" is blanked. Please remember to specify your surname/name otherwise.

[https://docs.google.com/forms/d/e/1FAIpQLSegTtXr3gzhbwjGq1TADN-y71D4RbVBNi4A7HtAexLmYaKNXA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSegTtXr3gzhbwjGq1TADN-y71D4RbVBNi4A7HtAexLmYaKNXA/viewform?usp=sf_link)

A handwritten signature in black ink, appearing to read 'Cinzia Sada'.

Prof. Cinzia Sada

Vice-Coordinator PhD School