



GENERAL GUIDELINES

Physics PhD Students 38° cycle

DESK AND WORKING SPACES

Desk: A desk is assigned to each PhD student (either in the open spaces for PhD students in Physics, or in other offices/labs of his/her research group). The research group provides each PhD student with a computer if possible.

Account: You get Credentials and account (a combination of a username and a password) which are necessary for users to access to many Unitn services. They are provided on the basis of their role in the University community. For support: <http://icts.unitn.it/en/ict-user-helpdesk-povomesiano-unit>

Phones: phones are available in the open spaces enabled for internal and national calls ONLY (not for international calls or to mobile phones).

Mail Boxes: In the corridor leading to the Bioorganic chemical lab there are wood boxes for mails on both sides. On the right side there are three boxes for the PhD students in Physics in alphabetical order. You are invited to regularly check them.

General rules

- 1) YOU and only YOU are responsible to keep your working space clean and efficient, and to move around your belongings and your working tools. You cannot expect the secretary or someone else to come and clean up your mess after you leave. As a form of respect to those who will follow you the desk and the locker (if you have one) *must be left clean*. All trash should be properly disposed or recycled.
- 2) When asked to move after reassignment of your desk, please do it as soon as possible. Do not move to your new office before cleaning up the old one. This leads to confusion and to delays in assigning the desk to the next user.
- 3) After leaving you must return the keys of your office to the reception (building "Povo Zero"). Security at the workplace is important and your contribution is essential.
- 4) If you have to move around desktop computers or some other piece of hardware, please make sure that whoever is in charge of keeping track of the location of it is informed, in such a way that one does not need to go around and look for it once you leave Trento.
- 5) The same recommendations hold for those students who are moving out after their graduation. Respecting these simple rules will make the transitions easier for all, and will grant to everybody a better working experience.

HEALTH AND SAFETY TRAINING AND PROCEDURES

The Health and safety training is mandatory, and is organized as follows:

1. General Course: each PhD student must attend the General course (Forge, 4 hours self-paced course)

2. Specific Courses

- **Theoretical PhD students** must attend the Specific course Low Risk (Forbas, 4 hours - self-paced course, valid 5 years)
- **Experimental PhD students** must attend the Specific course Medium Risk (Safety in the laboratory course - UniTrento [140550], 8 hours - online course, valid 5 years - please check the calendar of the course in the dedicated Moodle website)



Access to all the courses (general, low and medium risk) is from this page: <https://webapps.unitn.it/gestionecorsi/>

All PhD students of the 38th cycle have already been enrolled in one course or another, anyone who does not find their name can write to uff.didatticaonline@unitn.it

Those who have already obtained equivalent certificates can submit them using these links and wait for the confirmation.

- Delivery of a certificate on General Training Safety
Course: <https://didatticaonline.unitn.it/dol/course/view.php?id=32083>
- Delivery of a certificate on Training Safety course - LOW
RISK: <https://didatticaonline.unitn.it/dol/course/view.php?id=32084>
- Delivery of a certificate on Training Safety course - MEDIUM
RISK: <https://didatticaonline.unitn.it/dol/course/view.php?id=32082>

In addition to the courses, that you have to follow as soon as possible, we ask you to fill in (in collaboration with your supervisor) and send back the forms you will receive via email (risk identification form and DPI form).

DIDACTIC ACTIVITIES – STUDY PLAN

The didactic requirements are stated in the Manifesto degli Studi (published here <https://www.unitn.it/drphys/en/129/training-programme>). At the same page you will find also the Training programme of each course offered by the Physics Doctoral Course.

All the PhD students of the first year must submit a study plan agreed with your supervisor (you will receive an email with the template and deadline for submission)

ANNOUNCEMENT OF SEMINARS, COLLOQUIA, AND OTHER EVENTS:

The Poster of the main events (mandatory Dialoghi and Colloquia, seminars of the Doctoral Programmes) are affixed on the notice board next to the door of the PhD open space.

Events announcement are regularly sent to you by the Secretariat of the Department of Physics (phd.physics@unitn.it; df.supportstaff@unitn.it)

Colloquia and Dialoghi are **mandatory** for PhD students (on a percentage of the 70%).

TRANSDISCIPLINARY PROGRAMMES

There are two Transdisciplinary Programmes within the Physics Doctorate:

- Quantum science and technologies (QST)
- Space data Science and technology (SPADAST)

PhD students can apply for one of the Programmes within 2 months from the enrolment in the Doctorate in Physics. At this page: <https://www.unitn.it/drphys/en/296/transdisciplinary-programmes> you can find more information about the programmes and the online-application link.

FINANCIAL SUPPORT (RESEARCH BUDGET)

An amount of **4.887,00 euro** (1629,00 euro each year) will be assigned to PhD students with a fellowship financed by the University of Trento for research and training (mobility) purposes. The other PhD students have to ask to their supervisors. The management of this fund is in charge to the secretariat of the PhD Course.

All the PhD students who want to take part to a conference, workshop, international school, or want to do research activity in Italy or abroad must follow the Travel procedure good practice rules.



If you want to buy something related to your research please inform the Secretariat of the Department of Physics in order to be approved by the Coordinator.

If you want to apply for **Conferences or Schools** which have participation fees please inform the PhD secretariat at least 3 weeks before the payment deadline. You will have to fill in a form (**Form A**) and ask for payment to the colleagues of the Accountancy service.

Notice: If you pay the fees by yourself there is no possibility to get reimbursed.

TRAVEL PROCEDURE - GOOD PRACTICE RULES

A correct approach to asking for travel permission and funding, and/or purchase of goods that are necessary for your research activity is essential for speeding up the whole process and helping institutions to keep the budget under control. We are introducing some simple "good practice" rules that will be useful while you are here with us, and as a reference for your future life as a researcher. We believe that the required burden is not excessive. Effective immediately, all Ph.D. students must comply with the following rules.

- 1) **Before submitting the online application** all the PhD students must send an email to his/her tutor, to the Coordinator of the Doctoral Programme (**prof. Chiara La Tessa**, chiara.latessa@unitn.it) and to the Secretariat (phd.physics@unitn.it). The e-mail must contain the following information:
 - destination: (country if different from Italy, city, name of the institution);
 - reason: (attendance to conferences, summer schools, scientific collaboration with the title of the event). In case of scientific collaboration please specify the name of the researcher or professor you will work with.
 - specific dates: from which day to which day;
 - which funds you are planning to use (either PhD Programme or other funds)
 - a reasonable prediction of the total expected costs to be sustained on UNITN funds. This does not need to be exact, but it will be considered as a criterion for authorizing the reimbursement on Ph.D. Programme funds. If there is a substantial discrepancy, questions will be asked.
- 2) **After writing the e-mail you have to wait for a positive answer and only after that you can open the online application (using e-travel widget in MyUnitn).** Both the Coordinator and the Director of the Department will authorize requests only if and only if they are submitted *before leaving* and not at your return. Remember that in extreme cases an authorization can be asked at very short notice before departure, pending the availability of the persons that should proceed with the authorization itself. However, it is a very good habit to proceed with the requests in due time (no later than one week before the expected departure date).
*****Remember that travel authorization must always be requested, even if the hosting institution is completely covering your expenses, and no cost will be sustained by UNITN ******
- 3) **At your return you** must fill in the online reimbursement form and submit it. Then, if you travelled using PhD Programme funds, please deliver all the receipts and the expenses summary to the Secretariat of the Department of Physics otherwise bring to the Secretariat only the expenses summary. In this case the receipts must be sent to the [Ufficio Approvvigionamenti e Contabilità Collina](#), or to TIFPA (it depends on the funds you have used)

These simple procedures (that will not take away more than 15 minutes of your time) will help us to better streamlining the process, eventually allowing for some more flexibility in using the budget.

***** TRAVEL REQUEST FORM *****

Send the following form NO LATER THAN ONE WEEK BEFORE DEPARTURE to:

- 1) Your tutor
- 2) The Ph.D. coordinator (chiara.latessa@unitn.it)
- 3) The Ph.D. secretariat (phd.physics@unitn.it)



LAST NAME:
FIRST NAME:
TUTOR:

***** TRAVEL REQUEST *****

DESTINATION

COUNTRY:

CITY:

INSTITUTION:

REASON

Attendance to conference/workshop

Title of the conference/workshop:

Attendance to Summer School

School title:

Scientific Collaboration

Reference person at the hosting institution:

Other (specify)

DATES

DATE OF DEPARTURE:

DATE OF RETURN:

EXPECTED COSTS AND FUNDING

FUNDS ON WHICH THE EXPENSES WILL BE CHARGED:

Ph.D. Programme funds

UNITN Research Group funds

Other (e.g. hosting institution funds, specify)

ESTIMATED COSTS TO BE COVERED ON UNITN FUNDS:

TRANSPORTATION (TRAIN, AIRFARE, OTHER):

LODGING:

MEALS:

TOTAL ESTIMATED COST:

Online procedure

1. login at My UniTN (top right of the UniTN website: <http://www.unitn.it/en>);
2. access to "Gestione trasferte";
3. click on "Create a new Travel Authorization Request form"



- **Applicant data** (the data will be generated by the system); **IMPORTANT:** for insurance reasons, please finalize the request even if you don't ask any reimbursement, and tick the "I don't ask any reimbursement for this travel" option.
- **Travel data** (fill in all the mandatory fields)
FUND/PROJECT: If you use the PhD Programme funds ask to the PhD Secretariat in order to have the right code number and insert it in the second box. If you use your tutor's funds: if you know the SAP code of the fund please insert it in the first box. If you are funded by a project click on the "search a project" blue box for the number. Otherwise, insert the acronym of the project, or the name of your tutor, in the second box.
Please pay attention to the "attachments" box in which you have to upload a file proving the purpose of travel (brochure, invitation letter, etc.)
- **Reasons:** please remember to justify any extraordinary means of transport, e.g. taxi.

IMPORTANT: if you decide to leave and/or come back on a day different to the one written on the "Travel Authorization Request form", you must submit to the Accounting Office not only all the documents (receipts and bus/train/airplane tickets/boarding passes), but also a document showing the travel costs for the day written in the "Travel Authorization Request form"; the less expensive one will be reimbursed.

- **Advance payment** - fill in this part if you want to request an advance on the travel expenses you had done before leaving (meals, accommodation, travel and registration fee). Please note that you will get 75% of the expenses you have already paid, given that you submit to the Accounting Office (contacts beneath) a printout of the "Travel Authorization Request form" together with the receipt(s) of the expenses (if you used your credit card, you need to submit the printout of your credit card statement regarding the expenses you had);

AFTER YOU COME BACK

1. Please send a copy of the certificate of attendance, collaboration or whatever like this, proving your effective participation to an event, to phd.physics@unitn.it.
2. Login at My UniTN;
3. Access to "Gestione trasferte"
4. Find your travel and click on the "L" symbol (it's important you don't click on the A in the yellow box or in the A in the red one, the former will archive your mission, the later will delete it);
4. Enter in the "Travel Expenses Reimbursement Request form" steps:
 - **applicant data** (the data will be generated by the system);Travel data, insert the missing information (return time);
 - **Further data** – Other notes: write every information that would be helpful for the reimbursement, such as: if you changed the day of your leaving/return, if the enrollment was paid with the Department Credit Card, if the tickets/hotels have been booked with a travel agency and paid directly by the University;
 - **Expenses incurred:** insert one by one every expense you had; please note that on the tickets/bills (where possible) must be written not only your name but also "University of Trento"; **IMPORTANT:** you'll have to submit to the Accounting Office the original tickets/receipts in order to get the reimbursement. Please deliver them to the Accounting office together with the printed out summary of your expenses
5. Send "Travel Expenses Reimbursement Request form".

For any further question please refer to the Accounting Office (via Sommarive 9, Povo 2): missioni.collina@unitn.it

CALL FOR SUPPORT ACTIVITY IN THE COURSES OF THE Bsc AND Msc DEGREES

Each semester a call for support activity for Didactics ("Assegni di tutorato") is open. PhD students can apply and do it for a max of 40 hours pro year (max 120 hours on the three years).