



## GENERAL GUIDELINES

### ENTRANCE IN POVO ZERO

- 1) ask for authorization <https://webapps.unitn.it/covid19auth/welcome>; (indicate prof. Giulio Monaco Director Department of Physics, Building PovoZero)
- 2) install UniTrento App on your smartphone <https://unitrento.app/>
- 3) at the entrance of Povo Zero building use the App to read the QRcode (both when you go into the building and when you leave it)
- 4) Sanitise your hands before entering
- 5) take the mask at the reception and always wear it when you are together with other people

### USE OF THE OPEN SPACES

#### 1. Measures against Covid-19

As far as the open spaces, the Coordinator of the doctoral Programme appoints, among the doctoral students of the shared room, a 'Local Covid Manager', who takes on the task of:

- check that the occupancy rules are respected (on the entrance door you can find the maximum number of people allowed to work in the open space simultaneously, you are also invited to respect physical distancing measures within the workspace);
- facilitate an agreement between the PhD students in order to establish a fair shift;
- check that the use of the mask is respected;
- ventilate the room regularly and frequently, letting all people leave first and then opening doors and windows for at least 10 minutes every 1-2 hours (depending on the number of those present and the size of the room) and, in any case, not less than 2-3 times a day

[https://www.physics.unitn.it/alfresco/download/workspace/SpacesStore/a8e83a8a-d93c-4ce8-8e7c-b463703eed79/PovoZero\\_protocollo%20Covid19\\_gestione%20spazi%20condivisi\\_22%2009%202020.pdf](https://www.physics.unitn.it/alfresco/download/workspace/SpacesStore/a8e83a8a-d93c-4ce8-8e7c-b463703eed79/PovoZero_protocollo%20Covid19_gestione%20spazi%20condivisi_22%2009%202020.pdf)

#### 2. 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) 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.
- 3) 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.



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.

**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>

**DESK – computer:** A desk is assigned to each PhD student (either in the open space 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.

**PHONES:** 4 phones are available in the open space 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.

## HEALTH AND SAFETY PROCEDURES AND COURSES

Before entering Povo Zero PhD students have to follow these online courses:

- online Course on Health and Safety in the workplace - Workers' General Training  
<https://didatticaonline.unitn.it/ateneo/enrol/index.php?id=289>

- online course on Covid-19: <https://didatticaonline.unitn.it/ateneo/enrol/index.php?id=357>

And complete the Risk identification form and DPI form (DPI form is mandatory only if you work in a lab)

A Specific training on Health and Safety in the Laboratory will be organized soon.

## DIDACTIC ACTIVITIES – STUDY PLAN

All the PhD students of the first year must submit a study plan according to the template you will receive by email). The deadline will be fixed soon.

Relevant is to choose the courses you will attend in order to get the mandatory 12 credits. For each course activated by the Doctoral Programme you will get 3 credits.

You can acquaint max 6 credits for the attendance of International Schools (an exam/seminar is mandatory at the end of them).

At this page you can find the Training programme and Syllabus:  
<https://www.unitn.it/drphys/en/128/educational-curriculum>

## 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](mailto:phd.physics@unitn.it); [df.supportstaff@unitn.it](mailto:df.supportstaff@unitn.it))

Colloquia and Dialoghi are **mandatory** for PhD students.

## 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. More information at this page: <https://www.unitn.it/drphys/en/296/transdisciplinary-programmes>

## FINANCIAL SUPPORT (RESEARCH BUDGET)

An amount of **3258,00 euro** (1000 for the first, 1000 for the second and 1258,00 for the third 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 Secretariat.

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 and ask for payment to the colleagues of the Accountancy service.

## 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. Francesco Pederiva, [francesco.pederiva@unitn.it](mailto:francesco.pederiva@unitn.it)) and to the Secretariat ([phd.physics@unitn.it](mailto: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 ([francesco.pederiva@unitn.it](mailto:francesco.pederiva@unitn.it))
- 3) The Ph.D. secretariat ([phd.physics@unitn.it](mailto: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:

### ON-LINE 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 Secretariat of the Department of Physics 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, accomodation, 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](mailto: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](mailto: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 (“Didattica integrativa”) is open. PhD students can apply and do it for a max of 40 hours pro year (max 100 hours on the three years).

#### DOCTORAL RECORDS – PORTFOLIO

A folder in DRIVE will be soon created in order to register the main activities carried out during the Doctoral Programme (Courses, mobility and other activities, Dialogues and Colloquia, Didactic collaboration, other activities and awards) and upload any certificate or document of interest.