

## Vademecum for procedures related to PhD careers

### *Budget available to PhD students*

- Contact the administrative secretary of the department of reference of the PhD for rules and procedures to be followed in preparing the necessary documentation for using funds

### *Insurance of PhD students*

#### Against accidents

- Compulsory insurance managed by I.N.A.I.L. pursuant to Presidential Decree No. 1124 of 30/09/1965 (<https://www.inail.it/cs/internet/attivita/prestazioni.html>)
- University Accident policy (in the process of definition - <https://www.unisi.it/ateneo/lavorare-unisi/servizi-di-economato/assicurazioni>)

#### For third party liability

- University policy (in the process of definition - see internet site above).

### *Periods of study and research in external institutions (in Italy and abroad)*

- identify the external host organisation in consultation with the supervisor and agree on the period with the host organisation
- send the request for authorisation well in advance to the coordinator (see request form to which the host organisation's invitation must be attached). Always send the documentation also to [pierpaolo.sartini@unisi.it](mailto:pierpaolo.sartini@unisi.it)
- on the day the activities begin, **notify** the coordinator and the PhD Office ([ufficiodottorato@unisi.it](mailto:ufficiodottorato@unisi.it)) of the **actual start date** of the activities at the external organisation and the **expected end date** of the stay, so that payment of the supplement can be made (paid as the scholarship deferred by one month)
- **promptly notify** the coordinator and the PhD Office ([ufficiodottorato@unisi.it](mailto:ufficiodottorato@unisi.it)) of **any changes**, and in particular of the end date
- at the end of the stay **promptly submit the notice of conclusion** of the stay (see scheme on the portal)

### *Internship/traineeship*

- communicate to the coordinator the identified structure and duration in agreement with the supervisor for approval by the Academic Board (see form for request of authorisation for periods of study and research in external institutions above)
- following approval by the Academic Board, contact the Placement Office ([stage@unisi.it](mailto:stage@unisi.it)) for the procedures for stipulating the agreement and setting up the internship/stage (see [web site](#) for further information)
- at the end of the internship, advise the coordinator (and the PhD Office for information) of the exact period of the internship/internship

### *Paid external activities*

- send a request (see form [on the portal](#)) to the coordinator for the necessary approval by the Academic Board

### *Renouncing the scholarship*

- communicate the renunciation to the PhD Office, to the coordinator and, for information, to *Ufficio trattamenti economici* (see relevant form on the portal)

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### *Suspension*

- send the duly completed and signed form to the PhD coordinator and for information to the PhD Office (in the case of suspension for maternity leave use the appropriate form)
- at the end of the suspension communicate the effective return to activities to the coordinator

### *Admission to the subsequent year*

- before the end of the academic year, submit a report on the activities carried out to the PhD coordinator
- once the Academic Board has approved admission to the subsequent year, enrol for the second/third year and pay the relevant fees

### *Thesis delivery and final examination*

- by the end of the course activities submit the application for admission to the final examination and submit the thesis and a final report on the activities carried out
- refer to the [website](#) for guidance on the title page and a memo for the final examination
- if, for motivated reasons, it is not possible to hand in the thesis by the end of the training activities, ask for an extension of up to 12 months (see form)

### *Digital signature*

- it is preferable to use a digital signature for all forms to be submitted to the University of Siena
- electronic identity card holders can make use of a free digital signature service (see [website](#))
- the digital signature must be placed on the thesis to be deposited