



TeCSBi

HAND BOOK

Edited by the Quality Assurance Board of TeCSBi - Ver. 1.2 Mar. 2025

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 INSTITUTIONAL FRAMEWORK	3
1.2 LANGUAGE	3
1.3 REFERENCE FIGURES OF DOCTORAL STUDENTS	3
1.4 REFERENCE FIGURES OF THE DOCTORAL PROGRAMME	4
1.5 INSTITUTIONAL ORGANS AND THEIR FUNCTIONS	5
2. RESEARCH AND EDUCATIONAL DUTIES	6
2.1 DEFINITION OF PROJECT'S TITLE (first year PhD students)	6
2.2 COURSES ATTENDANCE (all PhD students)	6
2.3 PUBLIC ENGAGEMENT (all PhD students)	8
2.4 EXTERNAL MOBILITY AND JOINT SUPERVISED THESIS (CO-TUTELA) (all PhD students)	8
2.5 ANNUAL REPORT (all PhD students)	9
2.6 ANNUAL PhD MEETING AND INTERMEDIATE SEMINARS (All PhD students)	9
2.7 PUBLICATIONS (3rd year PhD Students)	9
2.8 THESIS WRITING, REVIEW PROCESS AND FINAL EXAMINATION (3rd year PhD Students)	10
3. SAFETY DUTIES (1st year PhD Students)	11
4. ADMINISTRATIVE DUTIES (All PhD Students)	11
5. RIGHTS OF THE PHD STUDENTS	13
5.1 REPRESENTATIVES	13
5.2 AVAILABILITY OF FUNDS FOR RESEARCH ACTIVITIES	13
5.3 THESIS PRINTING	14
5.4 MEMBERSHIP OF RELEVANT SCIENTIFIC SOCIETIES	14
5.5 TEACHING ACTIVITIES	15
5.6 SUSPENSION OF ATTENDANCE	15
5.7 WITHDRAWAL FROM PhD	15
6. USEFUL LINKS	15



SCUOLA DI DOTTORATO
BICOCCA



1. INTRODUCTION

This Handbook provides quite detailed information and contacts useful for the Ph.D. students belonging to the TeCSBi programme. The content of this handbook is updated and modified every year. The deadlines here presented refer to Ph.D. students starting their careers on November 1st. Deadlines for ITN, MSCA and some PNRR Ph.D. students could be delayed depending on their starting date.

For all questions regarding enrolment, economic aspects and taxation, scholarships, fees, renewal of enrolment, etc., it is necessary to contact the Doctoral School

(<https://en.unimib.it/education/postgraduates/doctoral-research-phd>). See also the vademecum published by the School and available online at https://en.unimib.it/sites/sten/files/2024-07/vademecum%202024-2025_eng.pdf

1.1 INSTITUTIONAL FRAMEWORK

The Doctoral programme in Converging Technologies for Biomolecular Systems (TeCSBi) is hosted by the Biotechnology and Biosciences Department of UNIMIB (<https://www.btbs.unimib.it/en>) and aims to provide doctoral students with the scientific and professional tools necessary to address biological and biotechnological challenges using multidisciplinary approaches. These new professional figures will play a pivotal role in future academic and industrial innovation.

The cultural project of the course focuses on biological systems studied from the point of view of specific emerging properties, exploiting innovative technologies and analyzing the different levels of complexity, from the ecosystemic to the molecular ones.

The research activities offered by TeCSBi are based on three main pillars:

- Study of complex biological functions with molecular and Systems Biology approaches;
- Synthetic Biology, Bio-organic Chemistry and Green Chemistry;
- Characterization of biodiversity and bioprospecting for the protection and valorization of ecosystems and resources.

More information on the PhD programme and on our vision are available at

<https://www.btbs.unimib.it/en/research/doctoral-program-tecsbi>

1.2 LANGUAGE

The official language of the Course is English.

1.3 REFERENCE FIGURES OF DOCTORAL STUDENTS

Two support figures are assigned to each doctoral student by the TeCSBi Board:

- TUTOR - belonging to the TeCSBi board, he/she is in charge of following the doctoral student's entire training pathway and is his/her contact person for administrative aspects.

- SUPERVISOR/S (one or more) - not necessarily belonging to the TeCSBi Board, is/are in charge of following and guiding the research and writing activities aimed at drafting the doctoral thesis. NB: at least one of the supervisors must meet the requirements of the members of the Teaching Board (see the regulation of university doctoral courses at <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/doctoral-school>).

1.4 REFERENCE FIGURES OF THE DOCTORAL PROGRAMME

Who/email	Role in TeCSBi	Contact for advice on
Prof. Andrea Galimberti andrea.galimberti@unimib.it	Coordinator, Member of the Quality Assurance board	External or industrial mobility, access to research funds or Departmental research infrastructures, co-tutoring programmes, general career issues, thesis embargo, other authorizations, ...
Prof. Maria Pia Longhese mariapia.longhese@unimib.it	Vice-coordinator	To be contacted in case of coordinator's absence.
Prof. Paola Coccetti paola.coccetti@unimib.it	Head of the Quality Assurance board	Any suggestion or issue regarding the quality of the PhD programme, filling out the satisfaction questionnaires.
Prof. Immacolata Serra immacolata.serra@unimib.it	Responsible for TeCSBi doctoral education	Participation in and management of training and teaching aspects (curricular and interdisciplinary courses)
Dr. Sassi Tommaso t.sassi@campus.unimib.it	Representative of TeCSBi PhD Students 38° cycle, Member of the Quality Assurance board	Handling of administrative and organizational issues regarding the duties and rights of doctoral students (see next sections of the handbook), issues related to the quality of the doctoral course, reports to be brought to the attention of the quality assurance group and/or the BtBs department, filling out the satisfaction questionnaires.
Dr. Maria Rita Chelazzi m.chelazzi@campus.unimib.it	Representative of TeCSBi PhD Students 39° cycle, Member of the Quality Assurance board	
Dr. Margherita Finazzi m.finazzi7@campus.unimib.it	Representative of TeCSBi PhD Students 40° cycle, Member of the Quality Assurance board	
Dr. Giulia Ghisleni g.ghisleni2@campus.unimib.it	Representative of TeCSBi PhD Students (BtBs Department)	
Dr. Alice Armanni a.armanni1@campus.unimib.it	Representative of TeCSBi PhD Students (BtBs Department)	
Doctoral School of UNIMIB dottorati@unimib.it	–	Management of administrative or career needs related to the doctoral course, involving the delivery of forms duly

		completed and <u>approved in advance by the TeCSBi coordinator and by the TeCSBi BOARD.</u>
--	--	---

1.5 INSTITUTIONAL ORGANS AND THEIR FUNCTIONS

The PhD programme TeCSBi is based on a multidisciplinary training and research infrastructure that is aligned with the cultural and scientific evolution of modern biology and biotechnology in order to create a solid network of scientific collaboration and to promote the enrichment of doctoral students' educational background. This mission is also achieved through a periodic process of comparison involving the following organs:

- TeCSBi BOARD: includes figures with interdisciplinary and complementary skills from the UNIMIB and from national and international universities and research/enterprise centers (<https://www.btbs.unimib.it/en/research/doctoral-program-tecsbi/doctoral-board>). It also includes the representatives of the doctoral students (one per cycle). The Board discusses and approves requests and applications concerning, for instance, international mobility, tutoring or teaching activities provided by doctoral students, it examines doctoral students' annual reports in order to approve access to the following year and coordinate the evaluation committees for the PhD students' intermediate seminars (e.g. PhD meeting) and their final examination. It meets periodically (at least quarterly) and for this reason, the deadlines for submitting any necessary documents for approval must be strictly adhered to (see next sections of this handbook). In the dedicated Google Drive folder shared with PhD students, the minutes of the last TeCSBi Board meetings will be available, and each student is encouraged to read them periodically.

- QUALITY ASSURANCE BOARD: it includes a responsible (Prof. Paola Coccetti), the TeCSBi coordinator (Prof. Andrea Galimberti) and the representatives of the doctoral students. The QA board schedules its meetings at the beginning of the year and makes the results of its activities known in a timely manner by sharing minutes and discussing them during the TeCSBi Board meetings. It ensures maximum transparency and participation of the TeCSBi board and PhD students in the planning, updating and management of the Doctoral Course and in the monitoring of the improvement actions undertaken as a result of the consultations, e.g. through the collection of PhD students' opinions. In the dedicated Google Drive folder shared with PhD students, the minutes of the QA Board meetings will be available, and each student is encouraged to read them periodically.

- DOCTORAL SCHOOL: The School brings together all the University's doctoral programmes in order to better integrate the University's recruitment, management and award policies. It makes interdisciplinary teaching available to all doctoral students, encourages collaboration with companies involved in research and development sectors and promotes the employment of doctoral students through targeted placement activities. The administrative

area of the doctoral school interfaces with the TeCSBi teaching staff and the doctoral students themselves in order to assist with the procedures concerning the enrolment of doctoral students, fees, the renewal of enrolment, additional funding in case of international mobility, mobility at institutions and companies, the activation of co-tutoring programmes, the evaluation processes of the doctoral thesis, its final discussion and the awarding of the doctoral diploma at the end of the programme. More information at <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd>

2. RESEARCH AND EDUCATIONAL DUTIES

2.1 DEFINITION OF PROJECT'S TITLE (first year PhD students)

Within one month after starting the activities, each Ph.D. student must submit to the TeCSBi Coordinator the title of his/her research project, in agreement with the supervisor(s) and tutor. The title will be notified to the TeCSBi Board for approval and published on the PhD Programme website (<https://www.btbs.unimib.it/en/research/doctoral-program-tecsbi/phd-students>).

NB: The title provided in this first phase is indicative; it may be changed as the project evolves. The project may also undergo some changes. Such changes must simply be mentioned in the annual reports that will be periodically requested.

Who can help you: TeCSBi Coordinator

2.2 COURSES ATTENDANCE (all PhD students)

The TeCSBi PhD programme and the Doctoral School of UNIMIB offer courses open to all current PhD students, regardless of their research project's thematic area.

Each PhD student must attend at least 11 CFU/ECTS of teaching for a total including:

- at least 3 CFU/ECTS of interdisciplinary courses offered by the Doctoral School of UNIMIB to be acquired by the end of the second year. See the following links for more information:

<https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/carriera/corsi-interdisciplinari/interdisciplinary-courses-class-schedules>

<https://elearning.unimib.it/course/index.php?categoryid=11446>

- at least 8 CFU/ECTS of curricular courses offered by the teaching plan of the TeCSBi programme, most of which to be acquired by the end of the second year. See the following links for more information:

<https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/phd-programmes/converging-technologies-biomolecular-systems-tecsbi> [Teaching Activities Section]

<https://elearning.unimib.it/course/index.php?categoryid=5435>

- “Hands on RRI” course offered by the Doctoral School of UNIMIB. It is a mandatory course to be attended every year by first, second and third year students and deals with the Responsible Research and Innovation. It is an approach that anticipates and assesses the potential implications and expectations of society with the aim of promoting the design of inclusive and sustainable research and innovation. The aim of the ‘Hands on RRI’ training days is to guide PhD students from the first to the third year through all stages of their research, including the final stages of impact assessment and sharing of results. See the following link for more information:

<https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/carriera/didattica> (“Hands on RRI” Section)

Within a few months after starting the annual activities, each PhD student should fill in a special form (shared by the Responsible for TeCSBi doctoral education to 38° and 39° cycle students) or filling in the study plan activities on the Segreteria Online Platform for 40° cycle students onwards (<https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd/PhD-teaching-activities> - Section “Filling in the study plan”) by indicating the courses chosen from the teaching plan. Course calendars are in some cases already fixed, but in other cases they are proposed later and published through the e-learning TeCSBi page or directly by the Teacher or the Responsible for TeCSBi doctoral education. If a student is unable to attend a lecture, it is good practice to notify the teacher.

To obtain recognition of the CFU/ECTS, it is necessary to pass the final exam where required. The allocation of CFU/ECTS is formalised by the TeCSBi Board by the end of September by examining the PhD students’ annual reports.

TeCSBi PhD students are strongly encouraged to also attend additional courses, seminars (organized by TeCSBi and by the BtBs department), workshops, and summer/winter schools within or outside UNIMIB. It will be good practice to obtain a certificate of attendance, indicating the courses/seminars/... duration (in hours), signed by the teacher, or alternatively, validated by the TeCSBi’s Coordinator.

NB: Most of the didactic CFU/ECTS should be acquired by the end of the first year.

Who can help you: Responsible for TeCSBi doctoral education

2.3 PUBLIC ENGAGEMENT (all PhD students)

TeCSBi students are encouraged to perform public engagement activities (Terza Missione) up to 8 hours per academic year. To better valorize such involvement, the students will have to mention the activities in their Annual Report, also by reporting their link to IRIS-BOA - Bicocca Open Archive (e.g., participation to MeetMeTonight - La notte della ricerca)

Who can help you: **TeCSBi Coordinator**

2.4 EXTERNAL MOBILITY AND JOINT SUPERVISED THESIS (CO-TUTELA) (all PhD students)

Depending on the assigned scholarship each PhD student must spend a period of at least 4-6 months up to 12 months abroad. This period is extended to a minimum of 6 months for all PNRR positions and 12 months (up to 18 months) in case of joint supervised thesis on a double PhD degree. It is good practice to carry out the international mobility period during the second year of the doctoral cycle.

Mobility procedures require the authorization of the TeCSBi Board and must be submitted to the Coordinator and the Doctoral School at least one month before leaving via the *Request for Training Abroad* form available in the *Forms and Certificates* section of the University website (<https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/carriera/modulistica-dottorandi>).

Hosting institutions could have additional administrative procedures to accept visiting PhD students, thus the advice is to activate the dialogue and engagement procedures well in advance of the planned departure date.

During the period abroad, the student must send the certificate of attendance, signed by the foreign tutor, to the dedicated office of the UNIMIB Doctoral School. All related forms can be found at the following link (Section Dottorandi/PhD students):

<https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/carriera/modulistica-dottorandi>

Information about co-tutoring agreements on a double PhD degree can be found at the link: <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd/studying-abroad>

Scholarship holders can apply for a 50% increase in the scholarship for the entire duration of their stay abroad. Additional funding can be provided by the Erasmus Funding Opportunities: Erasmus Traineeship (EU) or Exchange Extra-EU. To apply for these funds, the PhD students must have already obtained authorization for the period abroad from the TeCSBi Board.

In addition to foreign mobility, some industrial scholarship holders (i.e., PNRR ex DM 352/2022, 117/118 2023, 630/2024) must spend a period of at least 6 months in a company.

Who can help you: **TeCSBi Coordinator and Representatives of TeCSBi PhD Students**

2.5 ANNUAL REPORT (all PhD students)

The admission to the II and III years of the course requires evaluation and approval by the TeCSBi board of didactic and scientific activities. By early September, each Ph.D. student must write a report (in English) on his/her research activities using the form defined by the Doctoral School through the Segreteria OnLine Platform of UNIMIB. It is also requested that an additional version of this report is submitted to the TeCSBi Board (the coordinator will share a template). Besides a section concerning the scientific progresses of the individual research project, the extended version of the report requires listing all the attended courses, periods abroad, third mission activities, scientific publications (poster or oral presentations, papers, proceedings, and so on, and their link to IRIS-BOA - Bicocca Open Archive). Also, achievements (e.g., grants, journal covers, participation to EU or national research groups e.g., COST actions ...) should be mentioned into the annual report.

Who can help you: TeCSBi Coordinator and Representatives of TeCSBi PhD Students

2.6 ANNUAL PhD MEETING AND INTERMEDIATE SEMINARS (All PhD students)

At the end of each academic year (i.e., September), each Ph.D. student must give a poster (1st year) or an oral presentation (2nd and 3rd years), illustrating the advancements of her/his research project. A commission composed of some members of the TeCSBi Board will evaluate the poster and presentations by attributing a score and comments with the aim of providing suggestions and possible improvements. The evaluations will be made available in the TeCSBi Drive folder. This event should be considered as a form of examination, to decide whether or not the student can progress to the following year, also based on the input provided in the annual report. The presence of all the PhD students at the PhD Meeting is mandatory. The event is organized by a panel of TeCSBi PhD students and third-year students usually guide the different sessions as chairs.

Similarly, a series of seminars or round tables is organized every spring (usually from March, once a week) by the TeCSBi PhD students who discuss, depending on the year, different scientific topics of general interest in the field of Biology and Biotechnology. This cycle of events is guided by 3rd year TeCSBi PhD students, and attended by the whole TeCSBi cohort (their participation is mandatory), Post-doc researchers, students of master degree courses and the personnel working in the BtBS Department.

Who can help you: Representatives of TeCSBi PhD Students

2.7 PUBLICATIONS (3rd year PhD Students)

By the end of the TeCSBi programme, each PhD student has to publish the results of her/his research to be authorized to attend the final examination. At least 1 paper with the candidate as first author must be published or submitted in a peer-reviewed ISI scientific journal. It is important to always provide the ORCID identifier on each published paper and to register papers, after acceptance, on the IRIS-BOA - Bicocca Open Archive.

Who can help you: Tutor and Supervisor/s

2.8 THESIS WRITING, REVIEW PROCESS AND FINAL EXAMINATION (3rd year PhD Students)

At the end of the three-year cycle, each PhD student will have to produce a thesis on her/his research project, following the instructions given at https://elearning.unimib.it/pluginfile.php/1812095/mod_resource/content/1/TeCSBi%20Thesis%20guidelines_ENG_v2.pdf. Each doctoral student will have to answer the Alma Laurea questionnaire, draw up a final report of activities (use the form available [here](#)) and upload the doctoral thesis on a dedicated portal.

NB: After you have passed the final exam, your thesis will be published online in IRIS-BOA - Bicocca Open Archive. It is considered a publication to all intents and purposes, so before completing the thesis application procedure, each PhD student should consider whether to request an embargo (using the appropriate form made available by the UNIMIB Doctoral School), in order to protect their data should they wish to submit a patent or to avoid accusations of plagiarism should they think of publishing them.

The title submitted when completing the thesis application is the definitive one: no changes are permitted from this point onwards.

The PhD student's tutor will have to identify two reviewers (plus two alternates) from outside UNIMIB and the TeCSBi Board to carry out a review of your thesis submission. These figures must be experts in the subject, not necessarily professors or lecturers, and must not be co-authors or have been in any way collaborators in the PhD student's research activity over the three years, including the period of mobility abroad or in the company. The thesis will be delivered to the external Reviewers by the administration of the UNIMIB Doctoral School through the PICA-CINECA National Portal.

The revision process usually takes a month and If the Reviewers' judgment on the thesis is favourable (i.e., accept or minor revision), the PhD student will have to make some changes, resubmit the revised document on the same portal and will automatically be admitted to the final examination. Conversely, if the judgments are negative (i.e., major revision), the PhD student's career will be postponed for six months (without salary), during which time it will be necessary to substantially revise the thesis before resubmitting it. In the latter case, there will be a second step of evaluation by the external Reviewers.

Following acceptance by the evaluators, a copy of the thesis must be sent to each of the components (mostly external to UNIMIB) of the final exam Commission. The Coordinator will communicate the names of the members of the Commission. The Final exam consists of a 30-minute public discussion of the thesis including a short overview of any valuable activity carried out during the three-year cycle, followed by a Q&A discussion between the commission and the candidate (it usually lasts 30-60 minutes). At the end of the discussion, the commission will decide whether to award the PhD title and will assign a judgment to each candidate.

On the website of the University's Doctoral School all the indications to follow in order to complete this last test are clearly provided. The deadlines for dealing with the various steps in this process will be indicated well in advance by the TeCSBi doctoral course Coordinator.

Who can help you: TeCSBi Coordinator and Representatives of TeCSBi PhD Students

3. SAFETY DUTIES (1st year PhD Students)

All TeCSBi PhD students at the start of their doctoral path must:

- undergo a compulsory medical examination. The dedicated University office will contact them with further details.
- once agreed with the tutor and supervisor(s) the laboratories of the Department of Biotechnology and Biosciences that he/she will attend, must compulsorily fill in the 'Registry and Security' sheet, available at the following link, and send it to the competent office following the instructions on the form https://www.btbs.unimib.it/sites/st07/files/Allegati/scheda%20anagrafica%20e%20sicurezza%20v24_01.zip
- attend the compulsory 'Laboratory Safety for Experimental Research' course. Each PhD student will be contacted about this by the UNIMIB Safety area.

Who can help you: Tutor, Supervisor/s and Representatives of TeCSBi PhD Students

4. ADMINISTRATIVE DUTIES (All PhD Students)

- Each enrolled PhD student will be assigned a matriculation number, an @campus.unimib.it mailbox and a google drive space. All communications from the coordinator and the university doctoral school will be made using this address, which must therefore be used and checked regularly.
- All the forms to comply with administrative duties are available at the "PhD Students" section: <https://www.unimib.it/didattica/dottorato-ricerca/carriera/modulistica-dottorandi>
- The Enrolment renewal is fixed each year, generally, at the end of September. Further information and procedures can be found at <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd/fees>
- Each PhD student must compulsorily register (in that order) with the following databases in order to enable the University's doctoral school and the TeCSBi Quality Assurance group to effectively monitor the products of their research and increase the quality of the PhD course:
 - ORCID (1st year PhD Students): <https://orcid.org/>
 - IRIS-BOA - Bicocca Open Archive (1st year PhD Students): <https://boa.unimib.it/>
 - CINECA-MUR (PhD Graduates - the Coordinator will contact them): <https://loginmiur.mur.gov.it/front.php/login.html> a request for registration to the support service must be made, indicating as subject: 'Request for Registration to LoginMiur for Dottorato di Ricerca'

Once registered, each PhD student must communicate the profile identification link/code for each database. The coordinator will circulate an appropriate shared form to collect this information. Each doctoral student must periodically update the contents of these databases, also to simplify the production of her/his Annual Report.

- Each year, the Ministry of Education will send first- and second-year PhD students and PhD graduates a questionnaire to survey their opinions on the quality of the PhD course. It is compulsory and of paramount importance to conscientiously answer the questionnaire because the results will enable the TeCSBi Quality Assurance Board to identify strengths and possible problems in order to continuously improve the training and research offerings of TeCSBi.

Who can help you: TeCSBi Coordinator, Head of the Quality Assurance Board and Representatives of TeCSBi PhD Students

DUTY	1st yr	2nd yr	3rd yr	DEADLINE
DEFINITION OF PROJECT'S TITLE	X			1 month after PhD start
COURSES ATTENDANCE	X	X		it is suggested to obtain almost all the 11 CFU/ECTS by the middle of the 2nd year
EXTERNAL/INDUSTRIAL MOBILITY		X	X	it is suggested to move abroad (6 months) after the middle of the 2nd year
ANNUAL REPORT	X	X	X	every year, at the beginning of September
ANNUAL PhD MEETING AND INTERMEDIATE SEMINARS (All PhD students)	X	X	X	typically spring (intermediate seminars) and late september (PhD Meeting)
PUBLICATIONS			X	at least 1 paper (as 1st author) before the final examination
THESIS WRITING AND FINAL EXAMINATION			X	usually thesis should be submitted at the end of october
UPDATE OF IRIS-BOA	X	X	X	at least once a year by september
ENROLMENT RENEWAL	X	X		usually by september

DUTIES AND DEADLINES - RECAP

5. RIGHTS OF THE PHD STUDENTS

5.1 REPRESENTATIVES

Any doctoral cycle has to elect a representative to attend the meetings of the TeCSBi Board and of the Quality Assurance Board. PhD student representatives should collect question, remarks and suggestions or proposals from other colleagues and bring them to the Boards. At least every two years, the PhD students of the active cycles have also to elect two representatives (preferably from the first and second year) to take part in the meetings of the Biotechnology and Biosciences Department and act as liaison with the TeCSBi Boards.

5.2 AVAILABILITY OF FUNDS FOR RESEARCH ACTIVITIES

Each PhD student is beneficiary of scientific research funds for a total of about 1500 € per year. The budget is cumulative, meaning that what is not spent in the first or second year is added to the budget for the second and third. Usually funds can be used for:

- Registration fees for conferences or training courses (including summer schools, workshops, ...) related to the research topic
- Travel expenses and accommodation costs when related to the research project activities

To use funding through the Depot portal, students must send a request to the Coordinator to be associated with a specific fund.

https://depot.unimib.it/depot_sienze/includes/user-management/login.php?e=1

To use funding through the U-Web mission portal, students must indicate the Coordinator as responsible for funding, who will indicate the appropriate fund during the authorization phase of the mission.

<https://idp-idm.unimib.it/idp/profile/SAML2/Redirect/SSO?execution=e1s2>

The Mission procedure must be opened every time you take part in a fieldwork, course or congress outside the University (even if it is free of charge or if it involves funds other than PhD funds) and also for research and study stays abroad. It is important to do so because opening a mission file is necessary to claim reimbursement for expenses incurred, but especially to guarantee the insurance coverage you enjoy for your study and research activities.

Once you have returned home, in order to submit your reimbursement request, you must, via the same portal, fill in the expense items by attaching the necessary certificates (e.g. tax receipts, participation certificates, etc.). Remember to inform yourself in good time about the expenses eligible for reimbursement, the limits and the type of documentation to be submitted, otherwise there is a risk that the expenses may not be settled.

NB: It is mandatory that PhD Students periodically keep track of the expenses on these funds by filling in a dedicated datasheet shared by the Coordinator.

Who can help you: tutor, supervisor/s and Representatives of TeCSBi PhD Students

5.3 THESIS PRINTING

Each doctoral student has a budget of 250 euro for printing the thesis at a contracted copy shop. The coordinator will provide the necessary details to access this service at the end of the third year.

NB: These funds come from the third-year budget of each PhD student. So, consider to save this amount when using your funds.

Who can help you: TeCSBi Coordinator

5.4 MEMBERSHIP OF RELEVANT SCIENTIFIC SOCIETIES

In addition to participating in conferences, presenting the products of their research and publishing articles on them, PhD students are encouraged to subscribe to the main scientific society(s) relevant to the context of their research project. This is functional to their training as it allows them to engage with the scientific community and gain independence and cultural exchange in the research context. Moreover, the membership of scientific societies also makes it possible to compete for grants for participation in congresses or even short term research mobility programmes. These 'achievements' are assets to enrich one's scientific CV.

Who can help you: Tutor and Supervisor/s

5.5 TEACHING ACTIVITIES

PhD students can participate in a range of teaching activities in BsC or MS University courses, including laboratory assistance and tutoring. Before undertaking any teaching activities, it is necessary to submit an 'approval to teach' request to the Coordinator. The form is available at the section 'Request of working activity' here:

<https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/carriera/modulistica-dottorandi>

The TeCSBi Board approves teaching activities to a maximum of 40 hours per academic year. Tutoring activities do not contribute towards reaching the 40 hours.

Who can help you: TeCSBi Coordinator, Doctoral School

5.6 SUSPENSION OF ATTENDANCE

PhD students may suspend their doctoral program in the following circumstances: maternity; a serious, documented illness; special situations; hiring under a temporary contract in the public administration during the trial period. The request to suspend the doctoral program must be sent to the Doctoral School Office. The scholarship will be suspended until reintegration in the program.

Who can help you: Doctoral School

5.7 WITHDRAWAL FROM PhD

Students who wish to withdraw from the doctoral program must fill out and send the form to the Doctoral School Office one month before leaving. Students can withdraw at any time. The doctoral scholarship will be paid up until the student leaves the program.

Who can help you: **Doctoral School**

6. USEFUL LINKS

- TeCSBi webpage: <https://www.btbs.unimib.it/en/research/doctoral-program-tecsbi>
- TecSbi e-Learning Page: <https://elearning.unimib.it/course/index.php?categoryid=5435>
- TeCSBi Teaching plan 40° cycle:
https://en.unimib.it/sites/sten/files/2024-08/Teaching_plan_40ciclo_TECsBI%20x%20SITO.pdf
- Shared Google Drive Folder for PhD Students:
https://drive.google.com/drive/folders/1Pu13h6_67ITkMu4ZASavt-TtzipP6fxe?usp=sharing
- BtBS Department: <https://www.btbs.unimib.it/it>
- Doctoral School of UNIMIB:
<https://en.unimib.it/education/postgraduates/doctoral-research-phd>
- Vademecum, forms and other resources for UNIMIB PhD students:
<https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd>
- Interdisciplinary courses:
<https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/carriera/corsi-interdisciplinari/interdisciplinary-courses-class-schedules>
- Study Plan and instructions:
<https://www.unimib.it/didattica/offerta-formativa/dottorato-ricerca/carriera/didattica>
- UNIMIB Library & Access to Electronic Resources: <https://www.biblio.unimib.it/en>