Useful information for PhD students

This document is meant for all those applicants who have regularly enrolled to one of the Phd Programs belonging to the Doctoral School in Life and Health Sciences.

For information about enrolment, please contact:

- **Italian applicants:** arearicerca-dottorati@unito.it, tel: 011/6704385-4373, fax: 011/6704380

- **Applicants living abroad:** phdprogrammes@unito.it, tel: 011/6704390, fax: 011/6704380

THE DOCTORAL SCHOOL IN LIFE AND HEALTH SCIENCES (SciViSa)

The Doctoral School in Life and Health Sciences, also known as Scivisa, includes the following 8 PhD programs:

- Medical Physiopathology (Head: Giovanni Camussi), Experimental Medicine and Therapy (Head: Giuseppe Poli), Molecular Medicine (Head: Mirella Giovarelli), Neurosciences (Head: Aldo Fasolo), Biomedical Sciences and Oncology (Head: Guido Tarone), Vet Sciences for Animal Health and Food Safety (Head: Carlo Nebbia), Complex Systems for Life Sciences (Head: Michele Caselle) and Applied Technologies in Surgical Sciences (Head: Mario Morino).

The educational activities at our School are divided into 3 groups:
1. activities organized by each PhD program (some of them may be open to PhD students enrolled to other PhD programs, if interested)

2. activities organized by the School (also known as common educational activities)

3. activities within the Alta Formazione project (for students from the second year on)

The Doctoral School is provided with an official website (http://dott-scivisa.campusnet.unito.it/do/home.pl) allowing the interchange of information among PhD students, teachers, tutors and administration offices.

Head of the School is Mirella Giovarelli.

THE SCHOOL ADMINISTRATION OFFICE

The School administration office aims to make communication easier among PhD students, teachers, tutors and other offices.

You can contact the School administration office to receive information about missions abroad and educational activities, to ask for the publication of relevant notices on the School website, to point out any difficulty or error on the website, and in any case you do not know whom to ask.

The School administration office is in via Bogino 9, Torino, and is open to students from Monday through Friday from 9.30-12 a.m. and 1-3 p.m.

WHAT YOU NEED TO KNOW

In many cases, the PhD program website provides precise information about missions, the marking schemes adopted, thesis defense and so forth. Therefore, we suggest to give an overview over the PhD program website before contacting the PhD program Head.

Phd Program websites:
<table>
<thead>
<tr>
<th>Medical Physiopathology</th>
<th><a href="http://dott-fisiopatologia.campusnet.unito.it/do/home.pl">http://dott-fisiopatologia.campusnet.unito.it/do/home.pl</a></th>
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<tbody>
<tr>
<td>Experimental Medicine and Therapy</td>
<td><a href="http://dott-mts.campusnet.unito.it/do/home.pl">http://dott-mts.campusnet.unito.it/do/home.pl</a></td>
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<tr>
<td>Molecular Medicine</td>
<td><a href="http://dott-mm.campusnet.unito.it/do/home.pl">http://dott-mm.campusnet.unito.it/do/home.pl</a></td>
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<tr>
<td>Neurosciences</td>
<td><a href="http://dott-neuroscienze.campusnet.unito.it/do/home.pl">http://dott-neuroscienze.campusnet.unito.it/do/home.pl</a></td>
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<tr>
<td>Biomedical Sciences and Oncology</td>
<td><a href="http://dott-sbou.campusnet.unito.it/do/home.pl">http://dott-sbou.campusnet.unito.it/do/home.pl</a></td>
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<tr>
<td>Vet Sciences for Animal Health and Food Safety</td>
<td><a href="http://dott-scivet.campusnet.unito.it/do/home.pl">http://dott-scivet.campusnet.unito.it/do/home.pl</a></td>
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<tr>
<td>Complex Systems for Life Sciences</td>
<td><a href="http://dott-scsv.campusnet.unito.it/do/home.pl">http://dott-scsv.campusnet.unito.it/do/home.pl</a></td>
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<tr>
<td>Applied Technologies in Surgical Sciences</td>
<td><a href="http://dott-tecnochir.campusnet.unito.it/do/home.pl">http://dott-tecnochir.campusnet.unito.it/do/home.pl</a></td>
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**MISSIONS**

- **Missions in Italy**

  All missions must be communicated to and authorized by the Tutor and Head of the Phd Program before you leave in order to be covered by policy insurance. To know how to be authorized, please contact your Phd programme Head.

  Missions longer than six months must be authorized by the Phd Board. In this case, please inform your Phd program Head in time.

- **Missions abroad**

  Missions abroad longer than six months must be authorized by the Phd Board, too. In this case, please inform your Phd program Head in time.

  Phd students receiving a scholarship funded by the University of Turin and by Compagnia di San Paolo receive an increase while abroad. You can use funds from your Phd program/Tutor/department and at the same time receive the scholarship increase.

  You will soon receive updated information on how to apply for the increase.
Students receiving scholarships funded by other bodies, should ask the Central Offices (arearicerca-dottorati@unito.it, phone n°: 0116704373) whether they are entitled to the increase or not.

Please verify with your Phd program Head whether the Phd program has set up particular requirements for the scholarship increase.

HOW TO RECEIVE FUNDS FROM YOUR PHD PROGRAM

- Ask your Phd program Head whether the Phd program makes sums of money available for phd students, and what to do in order to obtain the money

- Authorization and refund forms can be asked and given in to the Department your Phd program Head belongs to.

- Important! In order to be refunded you need to keep all receipts, invoices, boarding passes, train tickets, certificates of attendance. All documents must be handed in to your Phd program Head's Department when asking for refunding.

EDUCATIONAL ACTIVITIES

Each Phd program belonging to the School organizes educational activities autonomously. If you need information about marking schemes, compulsory courses, lessons' calendar, please refer to your Phd program Head. All information about educational activities should be published on the Phd program website, however.

In order to be admitted to the following year and to the final exam, each Phd program may require the presentation of a written/oral report before the Board. For further information, please refer to the Phd program Head.

The Doctoral School organizes educational activities for all Phd students. These activities are compulsory for 1st year students and for those who could not attend the activities at their first year.

Notices of these activities are communicated by email and published on the website of the Doctoral School in Life and Health Sciences (http://dott-sclivisa.campusnet.unito.it/do/home.pl) among the educational activities/School managed activities for the current year.

To the present time, Doctoral School in Life and Health Sciences organizes the following common educational activities:
FINAL EXAM

The qualification of Phd is obtained by passing a final exam. In order to be admitted to the final exam, phd students, at the end of the Phd program, must present their thesis to the Phd program Board. On the basis of the presentation made and on an updated C.V., the Board will admit students to the final exam, which consists of a public thesis defence.

Should a student be not admitted to the final exam, he can not defend his thesis. Upon permission of the Board, thesis can be written in a foreign language.

A copy of the thesis must be sent to each member of the Commission for the final exam by phd students, in accordance with the indications provided by the Phd program Head. Please verify whether a copy of the thesis must be handed in also to the Phd program Head.

After defending their thesis, phd students must hand in to the central Office 2 copies of the thesis on a cd, along with a document stating that the thesis handed in is the same as the one discussed. This document is available for download at: http://www.unito.it/unitoWAR/ShowBinary/FSRepo/Area_Portale_Pubblico/Documenti/D/dichiarazione_attonotorieta.doc

Upon authorization of the Board, phd students can defer the end of the program up to 1 year.

In order to be authorized, please use the form you find at page:

http://www.unito.it/unitoWAR/ShowBinary/FSRepo/Area_Portale_Pubblico/Documenti/P/proroga_presentazione_tesi.doc

A facsimile of the thesis’ first page can be found at page:

http://www.unito.it/unitoWAR/ShowBinary/FSRepo/Area_Portale_Pubblico/Documenti/F/frontespizio_tesidottorato.doc
HOW TO GET YOU PHD DIPLOMA

a) if you ended your phd program after 1 January 1999

Please ensure the payment of 66.26 euros at any branch of the Intesa San Paolo bank. For the payment, you must use the form available on the university website. Send the payment receipt and the request to the central office (fax 0116704380, email: arearicerca-dottorati@unito.it).

Phds who joined a Phd program from the 21st cycle on, must request the payment form to the central office sending an email to: arearicerca-dottorati@unito.it.

b) if you ended your phd program earlier that 31 December 1998

Phd diplomas obtained up to year 1998 can be collected personally or by proxi at the Ministry of Education and University. On the following Ministry website you can find the address where you can collect diplomas:

http://www.miur.it/0002Univer/0021Offert/0095Dottor/0114Docume/6347Ritiro_cf2.htm

Please ensure the payment of 66.26 euros at any branch of the Intesa San Paolo bank. For the payment, you must use the form provided by the central office (fax 0116704380, email: arearicerca-dottorati@unito.it). Send the payment receipt and the request to the central office (fax 0116704380, email: arearicerca-dottorati@unito.it).

HOW TO GET CERTIFICATES

In order to obtain a certificate, please send an email to the central office using the request form available at:

http://www.unito.it/unitoWAR/ShowBinary/FSRepo/Area_Portale_Pubblico/Documenti/R/richiesta_certificati.doc

From 1st January 2012 certificates are released only for private use.
HOW TO ENTER THE PHD PROGRAM WEBSITE

Each Phd student has a personal page on the phd program website.

Phd students are yearly assessed by the Board also on the basis of data update on this page. The data usually required are: a C.V., the title of the research project they are working on, attendance to congresses, seminars and courses, periods abroad.
You can login using your student credentials.
For infos on your credentials and on how to enter online service at University of Torino, please see:


In case of problems, you can contact the School Administration office.
Please inform the School Administration office about any event that can be either interesting or useful for other students of the School.

INSURANCE COVERAGE FOR PHD STUDENTS

Insurance coverage for accidents at work and civil liability for phd students working in sanitary facilities and carrying out welfare, outpatient and surgical activities is provided by the facilities where they work.

For their research and teaching activities, phd students are covered:

- for civil liability with UGF policy n° 65/47239723.
- for accidents at work: policy drawn up with INA Assitalia S.p.A - Agento s.r.l.i Assicurazioni Generali S.p.A. n° 08611008719.
The policies cover accidents occurred within university facilities and in any place where the phd student was authorized to work in advance by the Head of the facility.

Phd students are not covered in case of gross negligence; to get coverage for gross negligence, students should contact the University office at the email address: pac@unito.it

MATERNITY POLICY

The Phd program must be suspended either:

- two months before and three months after the date of childbirth
- one month before and four months after the date of childbirth.

During pregnancy, the Board can suspend attendance of the program at any moment, in order to protect health and safety of mother and child.

Male phd students can suspend attendance to the program in case of mother’s death, serious illness, abandonment or in case the child’s custody has been granted exclusively to the father for the whole length of the leave or for the residual part the mother was entitled to.

It is possible to obtain a further period of suspension, up to 7 months, upon authorization from the Board.

For further information, please refer to:

http://www.unito.it/unitoWAR/page/istituzionale/ricerca/2/maternita

USEFUL PHONE NUMBERS AND EMAILS

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<thead>
<tr>
<th>Head of the School</th>
<th>Phone: 011/633.57.37</th>
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<tbody>
<tr>
<td></td>
<td><a href="mailto:mirella.giovarelli@unito.it">mirella.giovarelli@unito.it</a></td>
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<tr>
<th>School Administration Office</th>
<th>via Bogino 9, 10123 Torino</th>
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<tr>
<td></td>
<td>phone 011/670.43.85</td>
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<tr>
<td></td>
<td>fax: 011/670.43.80</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:stefania.ursida@unito.it">stefania.ursida@unito.it</a></td>
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<tr>
<td>Phd programs heads</td>
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<tr>
<td>Medical Physiopathology</td>
<td>Giovanni Camussi: <a href="mailto:giovanni.camussi@unito.it">giovanni.camussi@unito.it</a></td>
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<tr>
<td>Experimental Medicine and</td>
<td>Giuseppe Poli: <a href="mailto:giuseppe.poli@unito.it">giuseppe.poli@unito.it</a></td>
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<tr>
<td>Therapy</td>
<td></td>
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<tr>
<td>Molecular Medicine</td>
<td>Mirella Giovarelli: <a href="mailto:mirella.giovarelli@unito.it">mirella.giovarelli@unito.it</a></td>
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<tr>
<td>Neurosciences</td>
<td>Aldo Fasolo: <a href="mailto:aldo.fasolo@unito.it">aldo.fasolo@unito.it</a></td>
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<tr>
<td>Biomedical Sciences and</td>
<td>Guido Tarone: <a href="mailto:guido.tarone@unito.it">guido.tarone@unito.it</a></td>
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<tr>
<td>Oncology</td>
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<tr>
<td>Vet Sciences for Animal</td>
<td>Carlo Nebbia: <a href="mailto:carlo.nebbia@unito.it">carlo.nebbia@unito.it</a></td>
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<tr>
<td>Health and Food Safety</td>
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<tr>
<td>Complex Systems for Life</td>
<td>Michele Caselle: <a href="mailto:caselle@to.infn.it">caselle@to.infn.it</a></td>
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<tr>
<td>Sciences</td>
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<tr>
<td>Applied Technologies in</td>
<td>Mario Morino: <a href="mailto:mario.morino@unito.it">mario.morino@unito.it</a></td>
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<td>Surgical Sciences</td>
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**Central office (Ufficio Dottorati):**
via Bogino 9, 10123 Torino

- Italian students: arearicerca-dottorati@unito.it, tel: 011/670.43.73-4371, fax: 011/670.43.80
- Foreign students: phdprogrammes@unito.it, tel: 011/670.43.90, fax: 011/670.43.80

**Scholarship office**
Via Po 31, 10124 Torino
Phone: 011/670.23.38
Fax: 011/670.23.37
<table>
<thead>
<tr>
<th>Insurance office</th>
<th>Piazza Castello 113 - 10121 Torino</th>
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<tr>
<td></td>
<td>Phone 011/670.42.62</td>
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<td></td>
<td>Fax 011/670.42.70</td>
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