



Welcome Kit PhD

40 cycle - A.Y. 2024/2025



SAPIENZA
UNIVERSITÀ DI ROMA

Area Servizi per la didattica e diritto allo studio
Ufficio Formazione post-lauream
Romina Caronna

SAPIENZA PhD Programmes

The legal duration of a PhD programme in Italy lasts three years. The academic year 2024/2025 starts on 01 November 2024. The admission is based on call for competition and fellowships are set out to the “CALL FOR APPLICATION” published on our official website of [PhD](#).



Before and After coming in Rome - Necessary steps for international PhD students

Before arriving in Rome

- Register your application on [UNIVERSITALY](#) and book immediately an appointment with your Italian Embassy in your country;
- Prepare your documents as Declaration of Value or your CIMEA Comparability Certification for the enrollment;
- Get your visa and book your flight, the PhD Programme starts on 1st November 2024.

After arrival in Rome

- If you have not already done, register on [Infostud](#), get your matricola/student number and pay the fees as indicated by PhD office;
- Apply for your [Codice Fiscale/Fiscal Code](#);
- Apply for your [Italian Bank Account](#);
- Apply for your [Permesso di Soggiorno/Resident Permit](#)
- Apply for your [Tessera Sanitaria/Health Insurance](#)
- Apply for your Student Card through your Infostud profile.

We are waiting for you!

Scholarship and Research Budget

- PhD students awarded the scholarship will receive for the *Ordinary Call* an amount of € 16.243,00 paid in 12 monthly installments;
- The scholarship will only be assigned to the students whose annual income, during the PhD programme, does not exceed the sum of the grant (to be updated DM 226/2021);



BUDGET

PhD students have a [Budget](#) that may use for Conferences or Seminars in Italy or abroad. The expenses will be refunded within the limits allowed by the PhD program:

- Conference and Seminars fee;
- Summer School, Courses, etc..
- Travels and accomodation;
- Publication fee for PhD students;
- Specific training aimed at research (eg language course; informatic course etc..)

For participating you need the authorization before your departure, signed by the Coordinator of your PhD Programme.

Please contact your Department for all other administrative procedures.

Each year Sapienza determines the amount of the operating fund, including the [10% increase provided for by DM 226/2021 or 20% for National PhD Courses](#) as a budget for research activities in Italy and abroad for all PhD students, such as:

- Travels and accomodation for PhD students;
- Conference and seminars fee for PhD students;
- Publication fee for PhD students;
- Specific training aimed at research (eg. language course; informatic course etc..) for PhD students;
- Mobility of PhD students;
- Refund of expenses for external commission members;
- Inventory material necessary for PhD activities;
- Consumable materials;
- Postage and consumables for competitive exams for PhD students;
- Information and educational materials and/or services;
- Conferences and seminars.

Increase of scholarship for periods abroad

PhD students holding a scholarship can request a 50% increase of the scholarship for the research periods spent abroad (max 12 months or 18 months for cotutelle).





Don't miss your chance!



- The scholarship amount is increased by 50% for each month spent abroad for study or research purposes. The periods during which financial support can be obtained are up to a maximum of 12 months, or 18 months for PhD students in joint thesis supervision. Stays abroad must be pre-approved by the PhD program Coordinator and substantiated by a certificate from the hosting institution.
- To obtain the increase, **BEFORE DEPARTING**, you must submit your **request for travel authorization abroad for study and research purposes** by accessing [InfoStud](#) and following the [instructions](#) on the platform.
- Remember that in order to receive the increase, the following documentation is required:
- **Pre-authorization signed by the Coordinator** (the authorization must be dated prior to the departure date of the trip abroad), indicating the planned period abroad – from date X to date Y (there is no standard form to fill out);
- **Request form for the increase**, properly completed and signed at the end of the period abroad ([click here](#) to download the form);
- **Certification from the hosting Institution/University**, signed (the certification must be dated after or close to the departure date for the stay abroad), indicating the actual period spent abroad (from date X to date Y) and issued on the official letterhead of the Institution/University, signed by the responsible person at the Institution (there is no standard form to fill out).
- If the stay abroad is 7 months or more, you may apply for financial support from the PhD Sector - Courses and Careers at the end of each quarter by submitting the certification from the hosting institution.
- The scholarship increase for stays abroad can be granted to PhD students until the end of the scholarship period and, for PhD students without a scholarship starting from the 38th cycle, for the entire three-year period. The increase is not available for the period between the completion of the three-year program (or any extended period) and the date of the final thesis defense.
- The financial support mentioned above is compatible and cumulative with other scholarships awarded by national and foreign institutions that support the PhD student's activity abroad, as well as with funding from the MUR Youth Fund.

Soft skills and Educational purposes of your PhD



- Sapienza University every year organises Soft Skills courses for all the PhD students independently from the cycle. Here is the webpage dedicated [Soft Skills](#).
- For all the educational purposes as exams, seminars, conferences etc you are pleased to visit the web site of your PhD Programme and contact your Department.

Free Italian Language courses

Sapienza offers some Italian language courses for international students.

The courses are intended for all international students who possess a foreign diploma or degree or come from a foreign school or university and are enrolled for the first time in the academic reference year in a course of study held in English at Sapienza, Università di Roma (e.g.: a bachelor's degree, master's degree, single cycle degree, 1st and 2nd level masters degree, graduate school, PhD, Invest Your Talent in Italy Program).

- The CLA provides Italian language courses for the following CEFR levels: A1, A2, B1, B2, C1.
- Considering the large number of students involved in those activities, the courses for the A1 and A2 CEFR levels are usually delivered online on UNITELMA SAPIENZA Platform.
- For the B1, B2 and C1 CEFR levels the CLA delivers 40-hour Italian language courses in-person and/or online.
- In any case, priority is given to those students with a basic and intermediate knowledge of Italian (from A1 to B1).
- Normally, all courses are delivered during the second semester of the academic reference year (February–June). The courses are for free.
- Every year the CLA receives a list of eligible students from the ICT Area of the Centro InfoSapienza and other Sapienza Italian language entry level in order to place each student in the appropriate course.



Here some useful links:

[Italian language courses for Sapienza International Students | CLA - Centro Linguistico d'Ateneo \(uniroma1.it\)](#)

[Home | CLA - Centro Linguistico d'Ateneo \(uniroma1.it\)](#)

Mobility: Joint Thesis Supervision Agreement –

Cotutelle



PhD candidates can obtain a Double Degree activating a Joint Thesis Supervision Agreement, which implies:

- thesis supervised by two supervisors from two different universities;
- alternate periods of thesis preparation between the institutions;
- single thesis defence, only after positive evaluation of both supervisors;
- each university issues a PhD diploma;

Winners of Fellowship call who would like to start a cotutelle can spend their period abroad in a country other than that of origin.

For further info cotutelle.phd@uniroma1.it

The Doctor Europaeus Designation

The Confederation of European Union Rectors' Conferences has drawn up a common "European doctorate" brand.

PhD students who are interested in applying for this label must consult the regulation of [PhD](#) and ask the PhD Coordinator for the procedure.

Candidates are expected to submit their applications to the Programme Coordinator, who will subsequently forward them to the PhD Office. Alongside the application, a declaration of conformity to the application prerequisites must be provided before the student gains admission to the final exam and the PhD Exam Commission.

This designation can be added to a national doctorate, which was obtained by fulfilling some specific conditions.



The Doctor Europaeus Designation: Conditions



1. Thesis evaluation will be conducted by a minimum of two professors hailing from distinct European universities situated in different EU member states than the one where the thesis is under discussion.
2. Furthermore, at least one member of the Exam Commission is required to represent a different EU member state from the location where the thesis is being discussed;
3. A portion of the thesis defense must transpire in an official EU language distinct from the one employed in the primary discussion of the thesis;
4. The research outlined in the thesis must have been partially executed during a foreign residence lasting no fewer than three months in an EU member state different from the one where the thesis is discussed.

Passage to the following year

- At the end of the first year and the second year (generally in September or October) all PhD students should discuss the state of advancement of their research in front of the Academic Board.
- The PhD Programme Board can ask for periodic seminars about the progress of your work.
- During the third year of your PhD you will prepare your final Thesis.
- For further information, you may refer to the website of your PhD Programme or contact the Coordinator of the PhD Programme.

1st ➡ 2nd ➡ 3rd



Reporting Research Activity and Satisfaction questionnaire

- Every year, PhD students should report through Infostud platform the research activities conducted during the academic year;
- Each PhD student is required to fill out a questionnaire (OPI-DOT) to express his/her opinions on the management and organization of the course.
- Insert all your publication on the platform [IRIS](#);
- The Coordinator of PhD programme will give access to a specific section of the PhD website where students must complete the report considering the deadlines.



Suspension duties and obligations



You can obtain the suspension from your PhD Programme whether the Academic Board approves your request. In case of:

- *Illness, maternity leave or civil services*: send to our office and to your PhD Programme the communication regarding your case, indicating the period of suspension and attach the motivation;
- *Serious problems*: write an email to the Coordinator of your PhD Programme indicating the period of suspension and the motivation;

Suspension from the PhD implies the suspension of the scholarship and should be retrieved after the end of the three years of PhD.

Thesis



At the end of the PhD Programme, all the students should write a final thesis.

For the thesis it's possible to use the Sapienza's [layouts and logo](#).

The thesis should be also uploaded on IRIS platform. At the following link you can find a useful [Guide](#)).

Pergamena/Final Diploma



To collect your [final diploma](#):

- Access Infostud > Proceed to payment > *Pagamento immediato* (Direct payment with PagoPA platform) or *Avviso di pagamento* (Print the receipt and pay the €16,00 stamp duty at a tabacchi shop).
- To collect the parchment provide the proof of the payment and a valid ID.
- If you cannot come personally, you can delegate someone to collect your parchment. The person have to come provided with: his/her valid ID, your signed authorization, proof of the payment and a copy of your valid ID.



Certifications



- Certifications of career and final exam can be downloaded in Italian or in English from personal Infostud profile;
- If needed with specific information or handwritten signature, please come to our office;
- Bring a €16,00 stamp duty on the appointment date, with a valid ID;
- Resident Permit renewal can require a career certificate with the amount of the scholarship: you can obtain it coming to our office and bringing a €16,00 stamp duty.

Call for the financing of mobility periods abroad



[PhD Internationalisation | Sapienza Università di Roma](#)

Every year, within the scope of the Fund to support young people and promote students mobility, Sapienza issues a call to finance scholarships mobility abroad to study and research in favour of PhD students regularly enrolled at the second and third year of PhD's courses of Sapienza. Mobility periods are to be considered the stays abroad in public or private institutions, academic or non-academic, attended by PhD students for research or study activities, which are located and have offices abroad, of three months duration. The mobility scholarship in this call is compatible and can be aggregated with the 50% increase of the regular PhD scholarships for PhD Scholarships holders (also winners of scholarships funded by the PNRR resources) and with the economic support for research and study periods abroad granted to PhD students without scholarship (enrolled from the 38th cycle) – Cfr art. 8, ph. 8 of PhD regulations.

Research support services

What a young researcher needs to know ...



Funding opportunities for research

- Scouting and promotion of National funding opportunities
- Supporting the management of research grants and projects

Sapienza calls for funding

- Supporting research projects through university funds (Bando Ricerca - > see next focus)

Research Repository

- Supporting IRIS Service, Institutional Research Information System, the unique tool that each professor/researcher from Sapienza has to use to upload their publications

Research ethics and integrity

- Supporting the implementation of the University's policies and procedures regarding ethics and research integrity, according to international, national and internal regulations.

Research support services

Focus on: Bando Avvio alla Ricerca

Aimed at supporting international career development, scientific independence of young researchers and support for their research

Beneficiaries: PhD students, residents, Post-doc

Who can submit a project proposal:

Type 1: First and second-year PhD students, Post-doc, triennium medical schools students. A second member may also join the proposal, provided they belong to the categories: PhD students, research fellows, residents.

Grant: from €1.000 to €2.000

Type 2: Post-doc, triennium medical schools students, third-year PhD students. A second member may also join the proposal, provided they belong to the categories: PhD students, research fellows, residents.

Grant: from €2.000 to €4.000

PhD students, post graduate students at Medical Schools and post-docs may also participate in research groups of any other research projects funded by Sapienza!

Research support services

International Research Support Office



Funding opportunities for research

- Scouting and promotion of European and international R&I calls for proposals

Pre-award services

- Supporting researchers interested in submitting applications under European and international R&I Programmes, also by offering training opportunities on project writing

Post-award services

- Supporting researchers in the management of ongoing projects

Human Resources Strategy for Researchers (HRS4R)

- Supporting the implementation and the monitoring of actions aimed at creating a favorable research context within Sapienza and at ensuring researcher career development



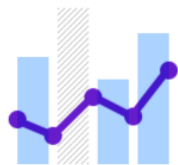
Tool for supporting scouting of international calls for proposals

Funding Institutional is an online tool that allows scientific community to identify new international funding opportunities complying with their career and research interests



Funding
Institutional

<https://www.uniroma1.it/it/pagina/funding-institutional>



Insights

Provides insight into the funding landscape by combining awarded grants, funder and funding opportunity data



Discovery

Identifies new funding sources through enhanced keyword or faceted search and tracking features



Decisions

Increases grant success rates with fact-based decision making and by identifying most eligible researchers and collaborators

A research favorable context



Human Resources Excellence in Research Award

The European Commission awarded Sapienza with the **Human Resources Excellence in Research Award**, implementing the principles of the **European Charter for Researchers** and the Code of Conduct for the Recruitment of Researchers.

The award acknowledges Sapienza's commitment to continuously improve its human resources policies in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

For more information:

<https://www.uniroma1.it/it/pagina/hr-excellence-research-award>

Research abroad

info on: [International Area](#)

Research periods in EU
and Non-EU universities
from 2 to 12 months

Call for EU universities now
open with deadlines:

18 February e 20 May



CIVIS University Alliance



- Cotutelle and joint PhD programmes
- Short term training: workshop, webinars e blended intensive programmes (BIPs)
- Online Training on transversal competences and soft skills
- Marie Skłodowska Curie Projects

Career Service

SERVIZI



One-to-one consultations

professional job orientation service to support the development of employability: CV Check, Vocational guidance, Skill assessment



Job Orientation Events

Events and Labs with professional and companies on: career management skill transversal competences and focus on professions



Direct Recruitment

one-to-one interviews or group assessments for specific companies and profiles



Company Workshops

workshops with companies to meet Sapienza students and graduates, present the company and its story through the experiences of managers and/or alumni; present career opportunities, how the selection process works and the professional figures required; collect CVs from participants;



Recruiting Events and Career Days

Participating students and graduates will have the opportunity to get to know the selection process of each company. They will also have the opportunity to present their CVs and be interviewed by recruiters. Events will include also business game, graduate programme, hackaton, testimonial day, company visits.

Dedicated platforms for job and internships vacancies



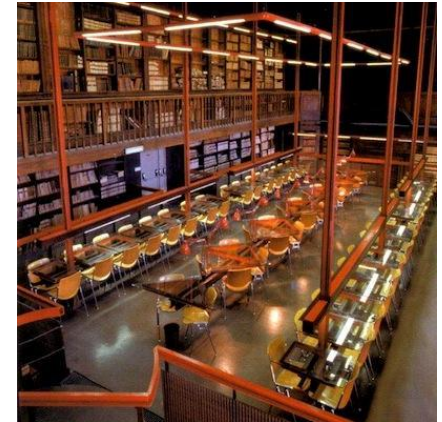
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SAPIENZA

Find out on our [web page](#)





- Sapienza Library System <https://www.uniroma1.it/en/pagina/sapienza-library-system>
- For online PhD resources visit <https://iris.uniroma1.it/>;
- Here the link for booking a place in study rooms:
<https://opac.uniroma1.it/SebinaOpacRMS/article/bookings/prenotaposto?locale=eng>





Student discounts

Sapienza students can benefit of some reductions related to:

- [Sport activities](#)
- [Banks](#)
- [Shops](#)
- [Restaurants, hotels, accommodation, travelling services](#)
- [Health and other services](#)
- [Free time – cinemas, theaters, shows, events](#)
- [Atac website](#) (urban transport)
- [Trenitalia website](#) (trains)

For further information visit <https://www.uniroma1.it/en/pagina/student-discounts> or contact the [HELLO](#) and [CIAO](#) Information Center.

Office Contacts and Location

General information: ufficio.dottorato@uniroma1.it;

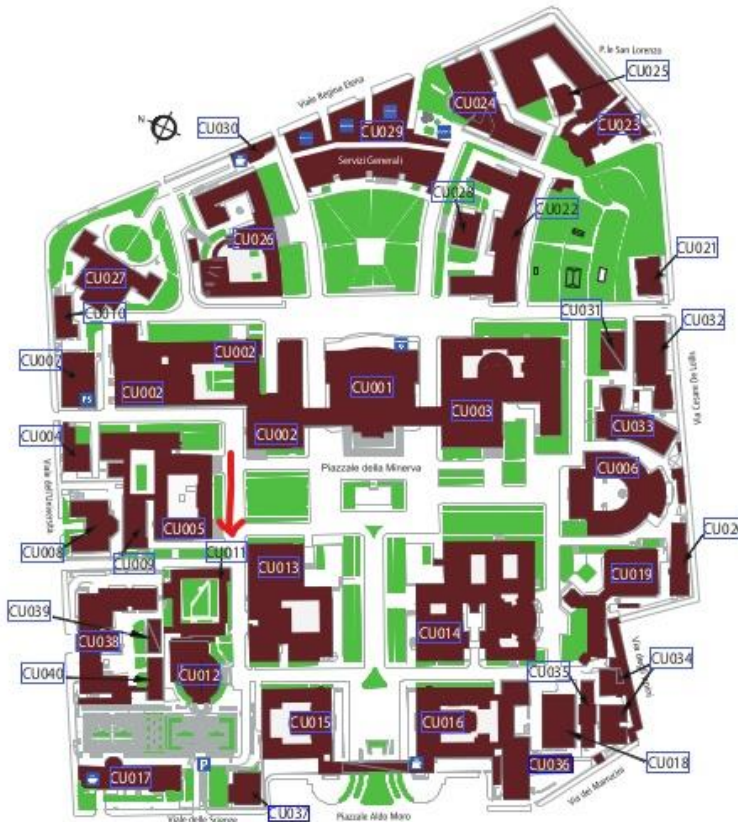
International students service:
phdfellowship@uniroma1.it;

Information related to Joint Thesis Supervision
Agreements: cotutele.phd@uniroma1.it.

Please send us an email to fix an appointment in
case of urgent matters.

*PhD Office is located in Piazzale Aldo Moro 5,
CAP 00185, Rome (next to Kindergarten) CU011*
[See the maps](#)

*Office Hours: MONDAY, WEDNESDAY, FRIDAY
h. 08:30 - 12:00 AM,
TUESDAY, THURSDAY, h. 02:30-04:30 PM.*





THANK YOU FOR YOUR ATTENTION!

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