

**PhD course in
Science and Engineering for the
Environment and Sustainability**

Dipartimento di Ingegneria

Handbook for PhD students

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Procedure for issuing a purchase order

1. Identify, in collaboration with your supervisor or co-supervisor, the good or service to be purchased.
2. Fill in the RDA form with the approval of your supervisor or co-supervisor, including three quotes.
3. Check the availability of the budget by querying the PhD platform.
4. Send the request form to Ms. Giovanna Mondo (giovanna.mondo@unicampania.it) and c.c. the coordinator (phd.sees@unicampania.it) requesting a further check of budget availability.
5. If the verification is successful, the form, signed by the coordinator, will be forwarded to the Department's Administrative Secretariat. In case of negative outcome, you will be notified.

Procedure for carrying out a study period abroad

1. Well before the start of the study period, submit to the coordinator (phd.sees@unicampania.it) an authorization request, co-signed by your supervisor, with a brief description of the study and research activities that will be the subject of the stay abroad, together with the letter of invitation from the host organization which shall indicate the expected period of stay.
2. If authorized by the Academic Board, and after the first month of stay abroad, send a certificate of attendance from the host institution to Ms. Eliana Formisano (eliana.formisano@unicampania.it) and c.c. the coordinator (phd.sees@unicampania.it) and Ms. Immacolata Direttore (immacolata.direttore@unicampania.it).

Procedure for missions in Italy or abroad

1. Fill in the mission assignment authorization form, and send it to Ms. [Giovanna Mondo \(giovanna.mondo@unicampania.it\)](mailto:giovanna.mondo@unicampania.it), and c.c. your supervisor and Dr. Serafina Di Biase (serafina.dibiase@unicampania.it). Once the availability of the budget has been ascertained, the authorization will be signed by the coordinator and the PhD student will be notified.

Procedure for requesting an authorization for work activities

1. Send to the coordinator (phd.sees@unicampania.it) an authorization request, countersigned by the supervisor, indicating the characteristics that may be useful for the Academic Board to assess its compatibility with the doctoral training and research activities planned to be carried out on a fulltime basis (remember that the only didactic activities allowed are tutoring and teaching assisting activities, within the limits set forth by the University Regulations)
2. At the same time, the supervisor must send the coordinator (phd.sees@unicampania.it) an e-mail confirming the consistency of the work activity with the educational objectives of the PhD course.

Procedure for study plan submission

1. Fill in the study plan using the PhD platform.
2. Once the study plan enters the "Accepted" status, download the pdf generated by the platform and send it to Ms. Eliana Formisano (eliana.formisano@unicampania.it).

Procedure for admission from one year to the next

1. Prepare a written report containing at least the following information:
 - a. List of courses attended during the year of study.
 - b. Brief description of the other educational activities (seminars, doctoral schools, workshops, etc.) and any subsidiary activities carried out during the year of study.
 - c. Periods of study and research carried out in other locations, including abroad.
 - d. Description of the study and research activities carried out during the year of study.
 - e. Brief plan of training and research activities planned for the next year of study.
 - f. Complete list of publications (also relating to the previous years of study).
2. Upload the report signed by your supervisor to the PhD platform.

Procedure for admission to the PhD defense and submission of the PhD thesis

1. Prepare a written report containing at least the following information:
 - a. List of courses attended during the year of study.
 - b. Brief description of the other educational activities (seminars, doctoral schools, workshops, etc.) and any subsidiary activities carried out during the year of study.
 - c. Periods of study and research carried out in other locations, including abroad.
 - d. Description of the study and research activities carried out during the year of study.
 - e. Abstract of the thesis.
 - f. Complete list of publications (also relating to the previous years of study).
2. Upload the report signed by your supervisor to the PhD platform.
3. Send the PhD thesis, written in Italian or English with a summary in English, by Oct 1st of the last year of your PhD course to the coordinator (phd.sees@unicampania.it).

4. The coordinator shall submit the PhD thesis to the reviewers (at least two, of which at least one university professor, from two different EU countries in the case of Doctor Europaeus title) identified by the Academic Board.
 - a. If the reviewers require some revisions, the PhD candidate must submit the revised PhD thesis within six months. The revised thesis will be re-evaluated by the same reviewers.
5. The candidate will receive notification from the coordinator about the admission for the defense and its scheduling.

Procedure for completing the activity report

1. Each PhD student is required to fill in the activity report through the PhD platform, export the pdf and deliver it to Ms. Eliana Formisano at the end of each year of study, after having it signed by the supervisor. It is recommended to indicate the hours consistently with the study plan presented, taking care to totalize 1500 hours per year.

Useful links

1. Website of the PhD course <https://www.ingegneria.unicampania.it/didattica/dottorato-in-scienze-e-ingegneria-per-l-ambiente-e-la-sostenibilita>
2. Website of University: <https://www.unicampania.it/index.php/didattica/dottorati-di-ricerca>
3. Useful information: <https://www.unicampania.it/index.php/didattica/dottorati-di-ricerca/informazioni-utili>
4. PhD platform: <https://gestionecarriere-driii.southengineering.it>