

# PH.D. STUDENTS OF POLITECNICO DI BARI CHARTER

## Summary

Ph.D. Students of Politecnico di Bari Charter .....	1
Our catalogue .....	1
Status of Ph.D. Student of Politecnico di Bari - Definition .....	1
Rights and Duties .....	2
Post-Lauream Office (U.P.L.).....	3
Users.....	5
Useful links .....	5
Personal data protection.....	5

## Our catalogue

The *Dottorato di Ricerca* (PhD) programme is a third-cycle study course, which corresponds to Level 6 of the International Standard Classification of Education (ISCED) issued by UNESCO.

Our PhD programmes are provided under the Ministerial Decree n. 45 of 8 February 2013. These programmes guarantee a research training and provide necessary skills for research activities – included the international ones – and high-quality professional activities. PhD programmes at Politecnico di Bari are subject to the University Regulations.

Every year, Politecnico di Bari publishes, its accredited and provided programmes for each PhD cycle, on its institutional web site at [www.poliba.it](http://www.poliba.it), within *Dottorati section*.

Politecnico di Bari sets up its PhD School (hereafter referred to as **Scu.Do.**, “**Scuola di Dottorato**”) - as established within Article 38 of the Statute – with the aim to promote, organize, coordinate and manage the activities related of all those **available** courses regulated by the PhD School itself.

## Status of Ph.D. Student of Politecnico di Bari - Definition

The PhD STUDENT is a student enrolled to one of the PhD **programmes** provided by Politecnico di Bari. Every year, the public call is published by our University through a public procedure. In order to **be/become** a PhD student, candidates must pass the public call for the admission. and must carry out all the required **acts/steps** and comply with all the needed requirements for the enrolment to the PhD course

The PhD student status ends after the achievement of the qualification/degree of Doctor of Philosophy (DPhil or PhD).

It is possible to ask for the *Doctor Europaeus* certificate, which is an additional certification to the PhD qualification. This is not an academic qualification with a supernational effectiveness, nor is this a qualification issued by international institutions. This certificate must comply with the conditions of the European University Association (EUA). The Doctor Europaeus additional certification can be issued by the University after the approval of the *Collegio dei Docenti* (Professors' Board) only if there are the following conditions:

- A positive evaluation of the thesis work agreed by at least two reviewers, appointed by the *Professors' Board*, belonging to High-Education Institutions of two EU Countries which must be different from the one where the thesis will be presented. The reports of the examiners will be attached to the final exam report;
- The participation within the committee of at least one member coming from an high-education institution of an EU Country different from the one where the dissertation will be defended.
- A part of the thesis dissertation must be held in an official European language different from the one of the Country where the thesis is presented;
- Dissertation must come after a period of work and research carried out abroad, at least for 3 months in an EU Country different from the one in which the PhD programme is held.

The PhD student requiring the Doctor Europaeus certificate must contact beforehand the Coordinator of the Professors' Board.

## **Rights and Duties**

PhD students have protections established by the national and regional laws concerning the right to education, by the University Statute and Regulations and by the article n. 41 of Title III of the Codice Etico e di comportamento (Ethical Code of Behaviour)

The Admission to the PhD implies a full-time exclusive commitment, without prejudice to the possibility of a specific regulation according to the Regulations of the PhD programmes.

PhD students can carry out tutoring activities towards Bachelor or Master Degree students, as integral part of the high-education project upon approval of the Collegio and without any increase in scholarship. They can carry out additional didactic activities as well – within a maximum of 40 hours for each academic year that must be reported. After the third year, this limit is removed.

The scholarship is subject to the payment of INPS (National Institute for Social Security) welfare contributions within the so called Gestione Separata system and according to the art. 2, p. 26, of the Italian law (n. 335) of 8 August 1995 and subsequent amendments. The payment of INPS welfare contributions is chargeable for two-thirds to the administration and for one-third to the PhD student. PhD students are guaranteed with protections and rights of INPS welfare system.

Public employees admitted to courses are guaranteed with the leave of absence for the normal duration of the course. Whereas employees under public law are guaranteed with a special leave for study reasons in accordance with the needs of the administration - as established by the article 2 of the law n.476, 13 August 1984 and its subsequent amendments – with or

without cheques and except in the case of explicit waiver – only if they are registered for the first time at a Course, regardless of the subject area.

Regulatory interventions, established within the Italian Legislative Decree n. 68, 29 March 2012, which are meant to improve the existing right to study, apply to PhD students as well. In case of maternity, serious and reported illness or any other cases established by the law, Ph.D. Students can suspend courses attendance. Maternity protection provisions are applied to female PhD students – as established within the Decree of *Ministero del Lavoro e della Previdenza Sociale* of 12 July 2007, published by Gazzetta Ufficiale n. 247 of 23 October 2007. If the suspension lasts more than thirty days, the scholarship related to the suspension period is not provided.

Each PhD student can submit to the Coordinator a written and justified request for the substitution of the tutor. The Collegio must evaluate the request and, in case of acceptance, must appoint a new tutor for the PhD student.

As a student of the Politecnico di Bari, the PhD student must comply with the information duty established by the article 42 of Title III of the Codice Etico e di comportamento (Ethical Code of Behaviour) and, therefore, must often consult the communications, guides and any other information and document that the Post-Lauream Office makes available for its users, in order to inform them regarding obligations and duties.

PhD students are strongly encouraged to:

- Consult every day their institutional email account provided by the University;
- Update their contacts details in the *Anagrafica* section within Esse3 Platform in order to be reachable for communications regarding the development of their PhD career;
- Inform the Post-Lauream Office in case of any discrepancy in details found within the university platforms in order to correct it - if necessary.

PhD students of Politecnico di Bari must respect the principles contained in the University Statute and Regulations, that are implicitly accepted and joined by PhD students since their enrolment to the PhD course, for their entire PhD career, till the achievement of the qualification.

### **Post-Lauream Office (U.P.L.)**

Post-Lauream Office is in charge of the administrative procedures concerning the admission to PhD courses and the university career of PhD students. This office deals with all the administrative procedures.

U.P.L. belongs to *Research, International Relationships and Post-lauream Sector* of the *Resources Management and Institutional Services Office* of Politecnico di Bari. The Head of the Sector is Ms./Dr. Antonella PALERMO (antonella.palermo@poliba.it, 0805962179).

The Office is located in the Central Administration building of Politecnico di Bari – via Amendola 126/B (Bari) - second floor, on the Rectorate Office side.

Without prejudice to temporary and different needs communicated on the official website of Politecnico di Bari, Post-Lauream Office receives, only upon appointment, within the following days and hours:

- Tuesday: 09:30 – 12:30
- Wednesday: 09:30 – 12:30
- Thursday: 09:30 – 12:30

Appointments must be scheduled by sending an email to [post-lauream@poliba.it](mailto:post-lauream@poliba.it) and specifying the reasons of the request. Post-Lauream Office can accept – in accordance with its organisational needs - appointment requests outside the front-office opening in case of particular and valid justifications.

Requests of appointments outside the opening hours can be accepted – in accordance with the organisational needs of the office – only in case of /under demonstrable circumstances that prevent the respect of the established hours.

Post-Lauream Office staff is available at following contact details:

STAFF MEMBER	TELEPHONE	E-MAIL
Adriana BISCEGLIE	080.5962201	<a href="mailto:adriana.bisceglie@poliba.it">adriana.bisceglie@poliba.it</a>
Simona DEL VECCHIO	080.5962229	<a href="mailto:simona.delvecchio@poliba.it">simona.delvecchio@poliba.it</a>
Giuseppe LUCATORTO	0805962139	<a href="mailto:giuseppe.lucatorto@poliba.it">giuseppe.lucatorto@poliba.it</a>

## Services List

All the services are based on the principles stated in the Directive of the President of the Council of Ministers of 27 January 1994, called “*Principi sull'erogazione dei servizi pubblici*” (equality, impartiality, continuity, right of choice, participation, effectiveness and efficacy). These services are provided in accordance with the aims specified within the article 1 of the Statute of Politecnico di Bari (Rectoral Decree n. 175 of 14 March 2019) and the Title I of Codice Etico e di comportamento (Ethical Code of Behaviour) issued by the Politecnico di Bari.

## Services directly provided by UPL

Post-Lauream Office is in charge of the following services:

### Admission

- Online application procedure for the admission call
- Enrollment procedure
- General guidance for administrative procedures for foreign students (entry VISA, residence permit, Italian fiscal code procedure)
- Access to administrative documents, set by Italian law (n. 241/1990)

### Career

- 2nd and 3rd year registration to Ph.D. course
- Certificates issue
- Ph.D. diploma release
- Verification of self-declaration among Public Administration
- Final exam management
- Abroad research period management
- Management of suspension (e.g. maternity/illness) / waivers / exclusions

## Services for departments, courses coordinators and Academic Bodies

- Support for departments with regards the Office activities;
- Support for coordinators with regards the Office activities;
- Support for the PhD School (Scu.do – Scuola di Dottorato).

## Other Services for which the U.P.L. does not carry out the procedures but act as a go-between

Post-Lauream Office assures the support for the following services, without representing the administrative structure in charge:

- Institutional credentials and university e-mail address
- Questions regarding scholarships payment
- Reimbursements and missions

## Users

This document is destined to the entire audience of reference, here identified as follows:

- perspective PhD students, PhD students, Italian and foreign Doctors of Philosophy;
- courses coordinators, board of professors, supervisors, departments directors; departments administrative staff;
- national and international, public and private institutions, PhD programmes partners

## Useful links

- Politecnico di Bari academic rules (only in Italian language):
  - Statuto: <http://www.poliba.it/it/ateneo/statuto>
  - Codice etico e di comportamento: <http://www.poliba.it/it/ateneo/codice-etico-e-di-comportamento>
  - Regolamenti: <http://www.poliba.it/it/ateneo/regolamenti>
    - Regolamento corsi di dottorato;
    - Regolamento della Scuola di Dottorato del Politecnico di Bari;
    - Regolamento sulla contribuzione
- Dottorati section: <http://www.poliba.it/it/dottorati-di-ricerca>
- Portale Esse3: <https://poliba.esse3.cineca.it/>
- Scu.Do.: <http://www.poliba.it/it/dottorato-di-ricerca-pagina/bacheca-scudo>

## Personal data protection

Post-Lauream Office operates in compliance with the existing regulations concerning the protection of personal data used solely for service management purposes. The controller is Politecnico di Bari. Any request or complaint issued by the holders of the managed data must be addressed to the following e-mail address: [rdp@poliba.it](mailto:rdp@poliba.it).