UNIVERSITY OF GENOA
DEPARTMENT OF LAW
DOCTORAL PROGRAMME IN LAW
INSTRUCTIONS AND INFORMATION
FOR DOCTORAL STUDENTS

(*) Department website, Doctorate page: https://giurisprudenza.unige.it/Dottorato

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1. TEACHING ACTIVITIES. PUBLICATIONS

1.1. Participation in the Common Teaching **is compulsory for all students enrolled in the first year of the course**. Any absences must be promptly communicated to the Supervisor, the Scientific Coordinator of the curriculum and the Secretariat. Participation must be active, and must result in the drafting of an essay that should be published in one of the volumes of the *Doctoral Programme in Law Series* (*Collana del Dottorato in Diritto)* dedicated to the topic of the Common Teaching. The drafting of this essay, even if not published in the volume, constitutes a "final examination" for the purposes of acquiring the CFU.

1.2. **Students enrolled in the second year** of the course are required to participate in the Common Teaching unless they are engaged in authorised stays in Italy or abroad, or the absence is in any case justified by the Supervisor.

1.3. Participation in the *indicated events* is strongly recommended. Any absences in these events does not need to be communicated or justified.

1.4. The updated *Calendar of teaching activities* promoted within the doctoral programme as well as the details related to teaching activities and the related CFU will be made available on the Department's website, on the PhD page (*).

1.5. Participation in the Teaching of each curriculum is compulsory for the doctoral students of that curriculum, according to the procedures established by the curriculum Board.

1.6. During the three-year period, each doctoral student is required to publish at least **two essays**, including the one referred to in paragraph 1.1 above.

2. DIRECTIVES ON THE CONDUCT OF RESEARCH ACTIVITIES

2.1. Without prejudice to the provisions of the University Regulations for Research Doctorates, each doctoral student must:

a) keep the Supervisors informed, at least on a monthly basis, of the progress of their research, promptly reporting any situations that hinder or slow down research activities;

b) present to the Curriculum Board the progressive results of their research during periodic meetings, where provided;

c) organise research activities in a way that allows them to be admitted to subsequent years of the course, presenting at the end of each year a substantial part of the doctoral thesis, always accompanied by a comprehensive index, even if subject to further revisions and reworkings;

d) organise research activities in a way that allows them to be able to present to the curriculum Board, in the month of October of the third and final year of the course, a complete draft of the thesis, even if subject to further revisions and reworkings;

e) submit the works resulting from their research activities to the Supervisors before publication.

3. 10% SCHOLARSHIP FUND FOR RESEARCH ACTIVITIES

3.1. Starting from the 1st year of the course, and for each of the three years, each doctoral student (scholarship holder or not) will have at their disposal a sum of € 1,650.00 (corresponding to 10% of the annual scholarship amount).

3.2. This sum may be used for training mobility activities (so-called "Missions"), such as, for example, participation in seminars, conferences or other initiatives taking place **outside of Genoa** and pertaining to research activities, and for registration fees for training courses relating to one's own research field, as well as for any other expenses indicated in the "Guidelines for the use of the 10%" (* Doctorate page – Forms).

3.3. Participation in the activities and any expenses indicated above must be authorised in advance.

4. TRAINING MOBILITY (MISSIONS)

4.1. Any reimbursement of expenses occurred during these missions is subject to **authorisation by the Curriculum Coordinator** (responsible for "project funds") and the Department Director.

4.2. Before submitting the authorisation request, the doctoral student must obtain the **consent of the Supervisors**.

4.3. The request is submitted by accessing the U-WEB MISSIONS portal with one's own Unigepass credentials, using the link https://cedia.unige.it/uweb_missioni, where video tutorials and guidelines for completion can also be found.

4.4. On the Doctorate web page (*), the forms (Mission authorisation form) and some useful instructions for the online authorisation request for the mission are available.

5. TRAINING COURSES

5.1. Reimbursement of registration fees for training courses is allowed where the registration is previously authorised by the Supervisors and the Curriculum Coordinator, who must assess the strict correlation of the course with the research project as well as the possibility of reconciling attendance of the training course with the various activities of the doctoral programme.

5.2. Payment of the registration fee for courses that are not attended during a mission (i.e. that take place online or in person but at the administrative headquarters of Genoa) can only be made by the Department, in advance. It is therefore necessary to communicate to the Doctoral Programme Secretariat, with adequate notice (at least 20 days before the deadline set for registrations), all data relating to the organising body (company name, tax code/VAT number, e-mail address and telephone contact of a reference person) accompanied by the cost estimate for payment of the registration fee.

5.3. The forms for the authorisation request are available on the Department's website, on the Doctorate page (*).

6. STAYS ABROAD

6.1. During the three-year period, unless there are reasons of objective or subjective impossibility, **each doctoral student must spend a period of stay abroad of no less than 6 months**, even non-consecutive, and even at different locations, for in-depth activities pertaining to their own research field. The maximum total period of research stays abroad with scholarship supplement, during the three-year period, is twelve months.

Stays at internationally recognised institutions based in Italian territory (such as, for example, the European University Institute and the Siracusa International Institute) can also be counted as parts of the "stay abroad" months spent by each doctoral student. Such stays do not entitle the holder to the scholarship supplement.

6.2. The doctoral student must agree with the Supervisors the destination location, the period and duration of the stay as well as the activity to be carried out (study and research, participation in a conference, etc.).

6.3. Unless there are contrary reasons attested by the Supervisors, each period of stay abroad (with the possibility of requesting the scholarship supplement) shall normally be equal to or greater than one month. Expenses for trips abroad of shorter duration will normally be reimbursed as Training Mobility activities, without any supplement (above, 4.).

6.4. The Forms for the authorisation request to carry out the aforementioned activities, the Vademecum concerning reimbursable expenses and the instructions for requesting the scholarship supplement are available on the Department's website on the Doctorate page (*).

7. LANGUAGE TRAINING

7.1. It is possible to submit a request for access to a one-off (una tantum) contribution consisting in not more than € 500.00 for training in foreign languages, through the submission of the documentation listed in point 7.6.

7.2. It is possible to obtain this contribution as long as the language courses that the applicant wishes to attend are not provided (considering the required level or the chosen language) by the University Language Centre (CLAT) at the time when, in view of the stay abroad, one wishes to access them. This contribution can be obtained with prior authorisation from the Scientific Coordinator

7.3. In case the Doctoral Programme in Law organises, at its own expense and following consultation with the Doctoral Students, a language course at the CLAT reserved for them, it will not be possible to access the contribution for alternative courses of the same type.

7.4. It will also be possible to charge to the above-mentioned maximum amount of € 500.00 the cost of registration for examinations for the award of international language certifications.

7.5. With regard to non-University language schools, the following are to be preferred (as they have already been verified and certified by the University):

- for English: the British School Liguria (https://britishschool-liguria.it/contatti) and the Italo-British Association (https://www.italobritannica.it/), which also organise examinations for Cambridge certifications
- for French: the Alliance Française (http://www.alliancefrge.it/contacts.html)
- for Spanish and Portuguese: the Casa America Foundation (http://www.casamerica.it/)
- for German: the Goethe Institut Genua (https://www.goethe.de/ins/it/it/sta/gen.html)

7.6. Before proceeding to register for a non-University course, the following must be sent to the Secretariat:

(i) authorisation signed by the Curriculum Coordinator (via the "Authorisation for registration to language course" form or via an email of equivalent content);

(ii) cost estimate issued by the school (the choice of a different school from those indicated above, to be considered exceptional, must be duly motivated and promptly communicated as it will be necessary to proceed in advance with the necessary administrative-accounting checks).

7.7. With regard to examinations for obtaining Cambridge English language certifications, all University of Genoa users may benefit from reduced rates thanks to the framework agreement with the University, as a Cambridge Preparation Center. Information is available at the following page: https://clat.unige.it/Certificazioni%20Cambridge .

8. PERSONAL BOOKLET

8.1. The doctoral student must accurately record all activities carried out during each year (participation in lessons, seminars and conferences both internal and external, both as audience members and as speakers, publications, stays abroad, attendance of training courses, etc.) in their **PERSONAL BOOKLET.**

8.2. The direct link for students to access the service is:

https://servizionline.unige.it/web-studenti2/it/#/v2/libretto/5001

https://servizionline.unige.it/web-studenti2/en/#/v2/libretto/5001

A guide has been prepared both in Italian and in English (also linked in the service):

https://servizionline.unige.it/unige/common/documenti/libretto/tutorial_ita.pdf

https://servizionline.unige.it/unige/common/documenti/libretto/tutorial_eng.pdf

The material must be uploaded by 100% of the students since, from September/October onwards, this will be the only method for progressing from one year to the next one and also for obtaining the diploma supplement required by law.

8.3. The Personal Booklet must be submitted for evaluation by the Supervisors, with the frequency agreed upon. The Supervisors will verify the CFU acquired and may suggest the carrying out of supplementary activities, according to the Equivalence Table published on the Doctorate page (*).

8.4. At the end of each academic year, and in any case before the Board resolves on admission to the following year or to the final examination (according to the schedule that will be announced), the Personal Booklet must be transmitted to the Board of the relevant curriculum.

9. EMAIL ACCOUNT

9.1. The mailbox is provided to each doctoral student at the same time as the activation of their UniGePASS credentials and can be requested by the person concerned or by their department with the procedures indicated on the page https://cedia.unige.it/email-ta .

9.2. The mailbox, usually activated within one day, will have an address of the form name.surname@edu.unige.it.

9.3. The unige account mailbox allows access to the Teams platform with the status of "internal" and the use of functions not permitted to "guest" users.

9.4. It must be used exclusively by each doctoral student in their institutional correspondence (for example, with the Supervisors, the Curriculum Coordinator, the Department Director, the Secretariat, etc.) or scientific correspondence (for example, with lecturers from other universities, journal editorial boards, libraries, etc.).

9.5. For any other needs, contact the student help desk: help@studenti.unige.it.

10. ACCESS TO DATABASES

10.1 It is necessary to contact Sonia Minetto (Sonia.Minetto@unige.it) in order to access the three Lexis databases (Nexis Uni, Lexis Library and Lexis360). The most requested ones (which cover the USA, UK and France, and other countries) are not accessible **via proxy**.

10.2. For Document Delivery and inter-library loans, contact Dr. Cristina Silvi (cristina.silvi@unige.it).

10.3. For access to the Italian and European Community Legal Databases, contact Dr. Nicoletta Pavia (nicoletta.pavia@unige.it).

10.4. At http://www.cedia.unige.it/servizi_online_sba further useful information can be found.

11. ACCESS TO DOCTORAL STUDENTS' ROOMS

11.1. On the 3rd floor (int. 10) of via Balbi 30, some spaces have been set up for the exclusive use of doctoral students, in addition to the rooms made available by the individual curriculum structures. The rooms are equipped with desks, personal computers with internet access, LCD monitors and local printers.

11.2. For access to these rooms, refer to point 12. "Request for Key Copy".

12. REQUEST FOR KEY COPY

12.1. The request for a copy of the keys to the doctoral students' rooms must be sent via e-mail**. In this e-mail, the Supervisors and the Curriculum Coordinator must be CC'ed,** as well as the Programme Secretariat, which will forward it to the Department Director, the Doctoral Programme Coordinator, and the key management contact. The message must indicate the surname and first name of the doctoral student and any usage expiry date.

12.2. The key can be collected by the person concerned at the administrative office of Via Balbi 30/18.

12.3. The handing over of the key will be recorded in the appropriate paper register (with the signature of the person concerned) and in the digital register.

12.4. At the end of the three-year course, the keys must be returned to the administrative office of Via Balbi 30/18.

Contact:

Ms. Cinzia Uguccioni – key register management