



Student Handbook XXXIX cycle Ph.D. Program in Civil, Chemical and Environmental Engineering

October 31st, 2023

Organization of the Ph.D. program

The Ph.D. program is run by the Ph.D. committee, whose members are listed on the web page of the Ph.D. program (PC), and is supervised by the coordinator, Prof. Roberta Massabò (roberta.massabo@unige.it).

The program is organized in the following four curricula, each of which has a curriculum coordinator (CC) and a curriculum committee.

- Curriculum in “Chemical, Materials and Process Engineering” (ICMP). Coordinator: Prof. Attilio Converti (converti@unige.it).
- Curriculum in “Fluid Dynamics and Environmental Engineering” (FIA). Coordinator: Prof. Bianca Federici (bianca.federici@unige.it).
- Curriculum in “Structural and Geotechnical Engineering, Mechanics and Materials” (SMG). Coordinator: Prof. Federica Tubino (federica.tubino@unige.it).
- Curriculum in “Wind Science and Engineering” (SIV). Coordinator: Prof. Giuseppe Piccardo (giuseppe.piccardo@unige.it).

The Ph.D. program consists of both courses and research training. The official language of the program is English.

Starting the program: formalities

During the first month of the program the new students should:

1. Register on the UNIGE Website:
https://registrazioneunigepass.unige.it/signup?_language=en
2. Register on LoginMiur:
<https://loginmiur.cineca.it/front.php/login.html>
The registration procedure is in Italian, Foreign students may refer to his/her CC for help.



3. Attend and pass the online course “Formazione generale sulla sicurezza e salute sul lavoro” “General training on health and safety at work” (art.37 del D.Lgs 81/08). The course is offered in Aulaweb in Italian and in English.
<https://unige.it/lavoro/studenti/tirocini/corso-sicurezza>.
4. Make an appointment with the DICCA information technology department to obtain access to the DICCA intranet (Marco.Rinzivillo@unige.it).

Once completed the four steps the new students should inform their curriculum coordinator. The certificate of the Training on health and safety at work must be sent to dottorato.dicca@unige.it.

Starting the program: choice of supervisor and research topic

At the beginning of the Ph.D. course the student will make an appointment with the CC, in order to discuss the choice of supervisor, which will be based on the scientific interests of the student.

The choice of supervisor is submitted to the Ph.D. committee for approval, by the end of the first month of the program.

By the end of the first month the student also chooses his/her research topic and submits a brief description by e-mail to the CC. The Ph.D. committee will examine the proposal and grant approval.

By the 15th of the second month of the Program the student submits a preliminary research project (see template in the intranet area of the Ph.D. program web page).

Ph.D. Courses

During the first and second years students attend courses, selected with the aim of completing their education in the research area of interest. The list of courses is chosen by each student in agreement with the supervisor. The list of courses the student wishes to attend will be submitted for approval to the CC by December 15th of each year.

All courses have mandatory attendance registration (remind the teacher in case he/she forgets).

During the Ph.D. program students must earn 42 credits: 22 by the end of the first year, 16 by the end of the second year and 4 by the end of the third year. These are necessary for admittance to the following year (II and III) and to the external evaluation. If, for serious and proven causes, the student is unable to obtain the required credits and intends to continue the Ph.D. program, he/she must inform the CC and the PC. A written report must be submitted to the CC and PC, detailing reasons for his/her failure to obtain the credits and a proposal for obtaining the missing credits in a timely manner.



Credits are obtained by attending courses and passing the final exams, attending summer schools or seminars and with oral presentations at international congresses.

Courses

Information on the courses organized within the Ph.D. program and related credits is available on the Ph.D. program web-page. The corresponding credits are assigned when the student passes the final exam and sends the relative certificate to the CC.

Other courses may be chosen freely by the student among those offered by other Ph.D. programs. In this case, the number of credits will be assigned by the curriculum committee when the student submits the list of chosen courses to the CC or, in case of courses not included in the original plan, upon request of the interested student. The student must submit the program of the course, the detailed schedule of the course and a certification for the final examination.

The student can also attend courses (maximum three courses or 18 credits) offered to Master degree students (*Laurea Magistrale*). These courses may be attended in order to improve fundamental knowledge required to perform the Ph.D. research program. They are typically offered in Italian. The credits obtained, after having passed the exam, are those assigned to master students (see the *Manifesto degli Studi*).

For the students of the curriculum SMG the following two courses are mandatory:

- Continuum Mechanics (Prof. Angelo Morro);
- Numerical methods for the solution of partial differential equations (Prof. Patrizia Bagnerini); this course is offered every other year.

For all students participation to the courses of the Top Scientist and Young Scientist Series is mandatory.

Summer and training schools

A number of credits can also be assigned by the Ph.D. committee for attendance of summer/winter and training schools for postgraduate education (up to a maximum of 6 credits corresponding roughly to a 2 week summer school). In order to obtain credits for a summer school, it is necessary to send by e-mail the certificate of attendance to the CC and a detailed program of the activities.

Research Seminars

Seminars are organised by the Ph.D. program and students are warmly encouraged to participate. The seminars are research seminars held by experts in the field. The attendance to three seminars, either organized by the Ph.D. program or by other Ph.D. programs at UNIGE or at other Italian and foreign universities (only seminars for PhD students and if approved by the supervisor), followed by brief written reports (to be sent to the CC), will allow to obtain 1 credit. Research seminars offered by other institutions may be used to accumulate credits upon approval of the CC. Credits may be earned through seminars up to a maximum of 6 credits.



In addition, students are required to attend all research seminars organized by the DICCA department.

Presentations at congresses

Credits can also be earned with oral presentations at international congresses (max 4 credits for each presentation and up to a maximum of 8 credits). The student must be first author of the conference paper. One credit (with a maximum of 2 credits) may be earned with presentations at Italian Congresses or poster presentations at international congresses.

Finally, credits may be earned with other activities, which must be planned with the supervisor and submitted to the Ph.D. committee for approval.

Midterm meetings and admission to the following year

Each student will meet the curriculum committee at least twice a year, for an informal presentation of the activities (usually in the spring semester) and at the end of the year.

At the end of each year, students are expected to:

1. write a report of the scientific activity of the year (the template of the report can be downloaded from the intranet area of the program web page);
2. compile (or update) the “Personal Page” describing the completed activities (the template of the Personal Page, as well as an example, are sent by the Coordinator at the beginning of the Ph.D. Course and can also be downloaded from the intranet area of the program web page);
3. give a presentation to the curriculum committee concerning the research activities carried out during the year.
4. fill up the Student Questionnaire as prescribed by MUR and UniGe (instructions will be provided)

The Personal Page must be filled up fully, providing detailed information on: external stayings (dates, location); conference attendances and/or participation as a speaker; publications (conference proceedings, journal papers, with DOI and/or Scopus IDs).

On the basis of the above points the curriculum committee will approve or deny admission to the following year or to the external evaluation and assign a mark (excellent, very good, good, fair, fail). The above documents must be sent to the CC by e-mail, before the deadline, which will be fixed each year.

10% Research funds

Each student of the Ph.D. Program will be awarded some discretionary research funds, approximately 1500 Euros per year, for research related expenses. The funds may be used to



cover expenses for: participation to conferences, summer schools, mobility to other research institutions in Italy and abroad; personal computers, laptops, consumables; language courses; publications and bibliographical material.

Each expenditure must be approved by the supervisor and the Program Coordinator. Expenditures will be approved during the three years of the Program (within 36 months since the starting date).

The guidelines on the use of the 10% funds and all required forms are in the intranet area of the Ph.D. Program and the DICCA department.

Ph.D. dissertation

The final thesis is written in English.

At the end of the 3rd year the students admitted to the external evaluation will be assigned two external referees, who will write a report on the thesis and support the admission to the final exam or suggest, if necessary, a delay of maximum 6 months for the final defence. The student must submit the thesis to the referees by the deadline, which will be fixed at the beginning of 3rd year.

Upon request, to be made to the CC and to the PC during the course of the 3rd year, the student may apply for the European/International Ph.D. Label (see documentation in the intranet area of the program web page).

General information

Further information on university regulations and ministerial decree concerning Italian Ph.D. programs, are available on the website of the university:
<http://www.studenti.unige.it/postlaurea/dottorati/#normativa>

Further information on the Ph.D. program, the training and programs of the courses is available at the web page: <http://dottorato.dicca.unige.it/eng/index.html>

The "Segreteria didattica" of the Ph.D. program is located in Via Montallegro 1, Dott. Carola Montaldo, Tel: [+39 010 335 2959](tel:+390103352959). E-mail address: dottorato.dicca@unige.it.