

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

SUPERVISOR Toolkit

June 2025



The supervisor (or tutor) plays a central role in the PhD student's training and research journey.

In 2005, in Salzburg took place the Bologna Seminar on “Doctoral Programmes for the European Knowledge Society” where a consensus emerged on a set of 10 basic principles. Among them, the 5° establishes **the crucial role of supervision and assessment**: *in respect of individual doctoral candidates, arrangements for supervision and assessment should be based on a transparent contractual framework of shared responsibilities between doctoral candidates, supervisors and the institution (and where appropriate including other partners).*

This guide provides practical support to help you carry out your duties effectively and in accordance with current legislation and the University of Padua's guidelines.

Tasks of the supervisor

Main objectives:

- ✓ Supporting the doctoral student's scientific, methodological and ethical training.
- ✓ Foster the development of autonomy in research.
- ✓ Monitor the progress of the research project.
- ✓ Promote the inclusion of the doctoral student in national and international contexts.

Specific responsibilities:

- ✓ Initial planning: providing support in defining the research project and customised training plan.
- ✓ Training: orientating the doctoral student towards courses, seminars, summer/winter schools and conferences.
- ✓ Annual assessment: drafting reports for the doctoral colleges with a view to transitioning to the following year.
- ✓ Guiding in scientific writing and publication.
- ✓ Encouraging research experiences abroad (e.g. compulsory period abroad).
- ✓ Ethics and integrity: supervising compliance with the ethical principles of research, including plagiarism and proper data management.



Art. 13 - The supervisor

1. The Academic Board assigns a research topic, a supervisor and one or more co-supervisors to each PhD student, under whose supervision the educational and research project will progress. At least one of the supervisors and co-supervisors must have an academic background and must meet the requirements for members of the same academic board. For specific educational and research reasons, the Academic Board may select both a supervisor and a co-supervisor from outside the Board and, should this be the case, may appoint a Board member to assist them.

2. The supervisor:

- ✓ **notifies the Academic Board of the PhD student's progress on an annual basis, expressing an opinion on the PhD student's move to the next year of the programme and on admission to the evaluation of the thesis for the purpose of obtaining the qualification;**
- ✓ **reports any critical situations immediately to the Coordinator who, if necessary, will inform the Academic Board;**
- ✓ **monitors the sufficient availability of funds and equipment to carry out the research project proposed to the PhD student.**

3. Replacing the supervisor and any co-supervisor must be properly evaluated and approved by the Academic Board.



RESEARCH PERIOD ABROAD

Sigs the form and monitors if periods are fulfilled



PROGRESS

Notifies the Academic Board of the PhD student's progress on an annual basis, expressing an opinion on her/his move to the next year of the programme



COTUTELLE

Gives consent and signs the agreement



RESEARCH BUDGET

Monitors the availability of funds and equipment to carry out the research project



EXTENSION REQUEST

Sigs the request form and, eventually, makes funds available for an extension of the scholarship



FINAL EXAM

During the final exam, the thesis supervisor has various administrative and coordination responsibilities, but is excluded from the evaluation committee along with co-supervisors and the referring member of the Academic Board.

AGENDA

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SCHOLARSHIPS FUNDED BY THE UNIVERSITY

Scholarships funded by university and MUR funds, are not bound to a specific research topic and do not provide specific constraints (unless those set by the PhD Course)-



POSITIONS WITHOUT SCHOLARSHIP

Positions without scholarship but with a 10% of research budget. PhD students who won a position without scholarship have the same obligations and rights as those who are enrolled with a scholarship



SCHOLARSHIPS BOUND TO A SPECIFIC RESEARCH PROJECT

Scholarships typically funded by external bodies or for specific projects. In the first case, an agreement defines the relationship with the funding body, and the scholarships do not provide specific constraints (unless those set by the PhD Course)



BORSISTA STATO ESTERO

Students that can benefit from a financial support by his/her Country. Their admission must be evaluated by a specific committee. As “sovrannumerari”, they have no research budget, except for CSC PhD students which receive €1k each academic year.



PNRR SCHOLARSHIPS (DM 117, 118, 629, 630)

Scholarships funded by PNRR funds. They require a minimum 6-months period of mobility abroad and, based on the funding line, a minimum of 6 months at an institution. They are bound to a specific research topic and subject to half-yearly reporting by the PhD student



MARIE CURIE

Candidates selected on European projects who, once admitted by the Advisory Board, will be recruited under contract. They may have specific requirements to be met (secondment, cotutelles...)



Rights and Duties of PhD students

- Admission to a PhD programme entails an exclusive, full-time commitment.
- The qualification of being a PhD student is obtained following enrolment in a PhD programme. This qualification runs from the start date of the programme until the PhD is awarded, or until ***loss of status, exclusion or withdrawal*** from the programme.

Suspension

PhDs can be **suspended** from PhD course in these cases:

- a) civil service
- b) documented illness or maternity leave
- c) other, duly documented reasons (maximum 6 months)

The PhD student must send to PhD office and to the PhD course coordinator the communication regarding the specific case indicating the requested period of suspension and attaching a proper justification. In case c), the Academic Board of the Course will decide whether to accept the request or not. Maximum length 6 months.

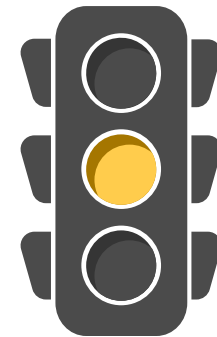


Suspensions longer than 30 days will cause suspension of the scholarship and an extension of the PhD in order to allow the student to make up for the lost time.

Work activity

PhD students are allowed to carry out **work activity**, provided it is compatible with the doctoral training and research activities and it is linked to the PhD research.

PhD students are allowed to carry out **tutoring activities** to Bachelor's and Master's students. Tutoring activities can be carried out for a maximum of 100 hours per academic year.



*These activities are subject to **Authorization from the Academic Board of the PhD Course.***



Extension request

PhD students from the 38th cycle onwards may apply for an extension as provided for by DM 226/2021 and implemented in the University Regulations for PhD Courses.

It is possible to submit an application for both paid and unpaid extensions. On this [page](#) you will find:

- the information sheet;
- the application form to be filled out, which must be signed by the PhD student and their supervisor;
- the instructions for paying the stamp duty;
- the FAQs.

supervisors are requested to sign the application form and, in case of availability, bear the costs for a paid extension.



The current total
amount is
€ 4.872,90*



Travel

Study/research travels
expenses



Conferences and seminars fees



Consumables

(Chemical reagents, audio-
visual media, photocopies
etc.)



Publication costs



Specific training aimed at research

(language courses, etc.)



Books and articles**



IT instruments for research **

(software licenses)



IT equipment to support research **

(personal computers, tablets,
etc)

**For 3 years Courses*

*** Subject to inventory, will remain at the disposal of the Department of the PhD Course*

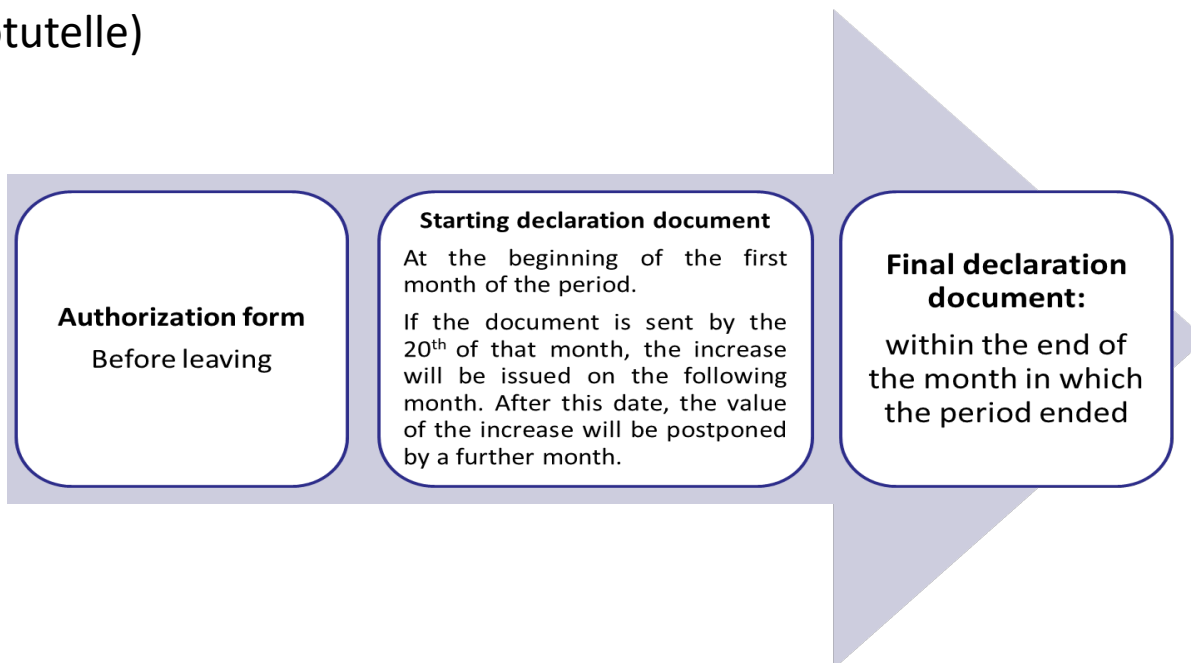


A 50% increase in the scholarship amount is granted for stays abroad, in relation to the actual days spent abroad and under these conditions:

- the mobility must last **no less than 15 days**;
- it must be authorized by **the Coordinator** or by the **Academic Board**.

PhD students must provide the PhD Office with the “Authorization document” by using the **authorization request form**.

The increase for periods abroad will be provided for a **maximum of 12 months** (18 in case of cotutelle)





AMMINISTRAZIONE CENTRALE
AREA DIDATTICA E SERVIZI AGLI STUDENTI
UFFICIO DOTTORATO DI RICERCA



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Mobility abroad authorization request

(for periods lasting 20 days or longer until 37th cycle; for periods lasting 15 days or longer from 38th cycle)

The undersigned _____
born in _____ on _____
registration nr. _____ enrolled in the PhD Course in _____
curriculum (only if the PhD course is articulated in curricula) _____, series _____
phone/cell _____, e-mail _____
with grant ⁽¹⁾ BA, BD, BAD, BE, sponsored by ² _____
without grant; extra quota as CSC, Marie Curie, Foreign scholarship holders
asks to be authorized to spend a research period abroad at ³ _____
under the supervision of ⁴ _____
from _____ to _____
(place and date) (signature)

(Approved by the home supervisor)

Name and surname of
the home supervisor _____
Signature _____ date _____

(Authorization)

Signature of the PhD Course Coordinator for authorization (for periods up to 6 months spent abroad during the three years duration of the PhD program)

Name and surname of
the Coordinator _____
Signature _____ date _____

PhD Collegial Body authorization minute attached (necessary for any period abroad lasting more than 6 months or for any period, whichever the duration, after the first 6 months even if in separate periods)

Collegial Body: Academic Board Executive Board
Date (dd/mm/yyyy) ____/____/____

The authorization request form is divided into 3 sections:

1. PhD student → Enrollment information and contact data

2. Host institution →

- General information
- supervisor at host institution
- Starting and ending date of the period abroad

3. Authorization section →

Signature of:

- Home supervisor
- PhD Course Coordinator or PhD Academic Board authorization



A cotutelle is a **PhD conducted in the framework of a bilateral agreement signed between two universities** of two different Countries.

It is a means of obtaining a PhD degree both from Unipd (*home university*) and a partner institution (*hosting university*), after carrying out the research work in both institutions.

This collaboration implies:

- **concurrent enrollment** at both partner universities (which otherwise is not allowed)
- (preferably) **fees exemption** at the partner institution/yearly alternate payment
- **two supervisors**, one for each university (+ potential co-supervisors)
- an **obligatory stay of at least 6 months** at the partner university, (preferably) only once the cotutelle is officially in force
- a **single final exam** (public viva voce) before a committee composed of members from both partner universities, recognized by both institutions
- the awarding of a **double** (two separate certificates) **or joint degree** (one single parchment)

The request for the cotutelle is submitted by the PhD candidate, but **consent of the supervisor at Unipd is required** in order to initiate the procedure. **Official approval** to carry out the joint path is then given by the **Academic Board** of the doctoral programme.

Refer to the University [Guidelines for the establishment of cotutelle agreements](#)



- **Tutor Buddy** for International PhD students: i.e. a Ph.D student in their 2nd or 3rd year who will welcome and support the students on their arrival and with the completion of all the necessary procedures as an international student.
- **Academic mediators**: appointed within the PhD courses of our University, they have the task of giving support, listening and proposing possible solutions to PhD students who report relational problems during their PhD studies.
The full list is available [here](#)



During the final exam, the supervisor of the thesis has several responsibilities (also according to the regulations of the individual PhD Course):

- The Academic Board should request a presentation from the PhD student for admission to the external evaluation.
- Possible request for replacement of the evaluators in case of non-compliance.
- Access to the evaluation judgment upon receipt of an email after the evaluators has completed their review. (For external supervisors, the first step is to request the creation of an email address with the unipd domain by writing to phd@unipd.it)
- Access to the new evaluation judgment in case of referral (major revision) upon receipt of an email after the evaluator has completed the new review.
- Confirmation in UNIWEB of the final thesis in case of positive outcome or minor revisions.
- Confirmation in UNIWEB of the final thesis in case of major revisions.
- In case of cotutelle: maintain contact with the supervisor at the partner institution.

****According to the PhD Regulations: supervisors and co-supervisors of PhD students, as well as the referring member of the Academic Board, are excluded from serving on the Committee****



From the “Regolamento di Ateneo per i Corsi di Dottorato di Ricerca”

Art. 24 - Reasons for exclusion and loss of PhD student status

1. With a justified reason, the Academic Board, having consulted the supervisor and the PhD student, may propose that the Rector excludes the PhD student from the programme, including during the academic year, in the following cases:
 - a) unauthorised work activities;
 - b) extended unjustified absences;
 - c) negative assessment by the Academic Board.

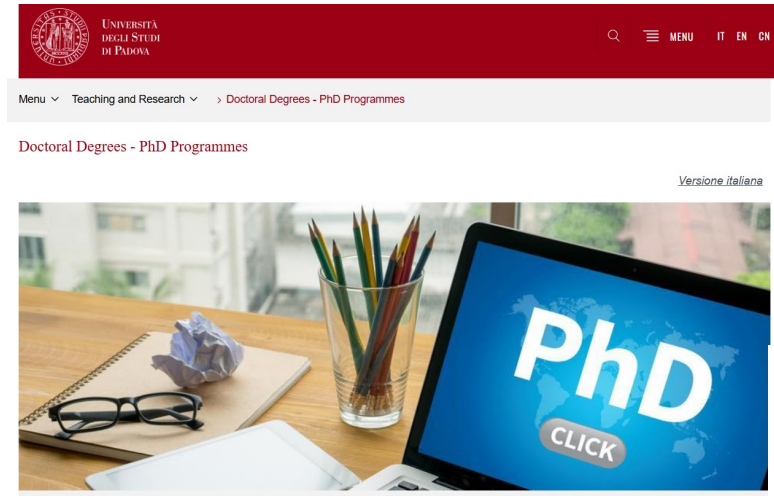
In these cases, you are request to contact the PhD Coordinator and/or the Academic Mediator before taking any action



The PhD Guide



PhD programmes' website



[Code of Ethics](#)

[European Charter for Researchers](#)



University Regulations Governing Phd Programmes

UNIVERSITY REGULATIONS GOVERNING PhD PROGRAMMES

TITLE I *General principles*

Art. 1 - Scope

1. These Regulations govern the PhD programmes of the University of Padua pursuant to Italian Ministerial Decree 45/2013.

Art. 2 - Aim of PhD programmes

1. PhD programmes aim at promoting, organising and managing the activities related to educational projects at doctoral level, including inter and multidisciplinary ones, thus being a core part of the third-cycle training offer of the University of Padua.
2. PhD programmes provide the necessary competencies to carry out highly qualified research activities in public and private bodies and to obtain a professional qualification to work freelance, thus contributing to the European Higher Education Area and to the European Research Area.

Art. 3 - Accreditation of PhD programmes

1. The University of Padua's PhD programmes are activated by prior accreditation granted by the Italian Ministry of Education, University and Research (hereinafter 'Ministry') pursuant to art.2 of Italian M.D. 45/2013.

Art. 4 - Resources



PhD Office Unipd's Telegram Channel



PhD Office Unipd

1 226 subscribers

Dottorato di ricerca a Unipd: bandi, eventi, avvisi e
opportunità

PhD at Unipd: calls, events, news, and opportunities





Cotutelas and
International PhDs
Ester Maria Schmitt
Maria Lucia Ducant



Final Exam
Sara Fedel



Suspensions and
maternity leave
Emanuela Silvestrin
Ettore Bortolato



The PhD Office

Head of PhD Office: Elena Pavan

PNRR scholarship
(DM 629/630)
Marco Trafeli



Info &
Certificates
Irene Dalle Fratte
Iolanda Spadaro



Research Budget
Periods abroad
Maurizio Barbon
Valentina Bregaglio