



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# Corso di Dottorato in Psychological Sciences

## DPG – DPSS

### TECHNICAL INFORMATION MEETING

24 November 2025, h. 14:30 @ DPSS1





# MEETING SCHEDULE

# Corso di Dottorato in Psychological Sciences DPG – DPSS

1. CLASSES, HOW TO ENROL & ATTENDANCE
1. RESEARCH BUDGET
2. TRAVELLING (MISSIONS) & RELATED REQUESTS / ERASMUS
1. PERIOD ABROAD & SCHOLARSHIP TOP-UP
1. ADMISSION TO THE NEXT YEAR
1. TEACHING SUPPORT ACTIVITY and TUTOR JUNIOR
1. THE PHD REPRESENTATIVES



- 8. OUR REPOSITORIES: LOGIN MIUR and IRIS**
- 9. ORCID: Your Digital Research Identity**
- 10. PUBLIC ENGAGEMENT ACTIVITIES: THE “THIRD MISSION”**
- 11. SOME FINAL TIPS**

**@ 16.00 THE “SHARING AND DISCUSSING EXPECTANCIES  
METHOD” SDEm (PROF. FRANCESCA PERESSOTTI) - already  
available on our website**



## 1. CLASSES

**By the end of your PhD you MUST have attended ALL mandatory classes.**

**I yr: 80 hours minimum of which 65 hours mandatory.**

**II yr (25h) and III yrs (20h) all elective courses**

A choice of FIRST YEAR optional courses: Data Visualization with GGPlot2, Crafting Effective scientific presentations, Basics of matlab for data science, Basics of python for data science, Evaluation of outliers and influential cases in multivariate perspective, Questionable measurement practices and how to avoid them



## 1. CLASSES

School Lunch/Meeting Series (attendance is **mandatory!**).

**Do sign to attest your presence!**

Check the updated list (with abstracts!) at:

<https://phd.psy.unipd.it/list-of-courses/>

You can also consider choosing to attend the **(elective) modules (on transferable skills) offered by the UNIPD central office** (see list)

NB: Improving or Refining your English language competence is **HIGHLY RECOMMENDED if your proficiency is below C1** (check out courses & opportunities offered by the University Language Centre - CLA)



## HOW TO ENROL

You must enrol to each module via our **Moodle online platform** (using the SSO, i.e., the same account used to access your institutional email)

NB: the password to enroll is: **PsychologicalSciences**

Please remember to complete the enrolment at least one month before the start of the course.

GO TO:

<https://psico.elearning.unipd.it/>

and follow the links to:

Corsi

Formazione Post Lauream

Corsi di Dottorato

Psychological Sciences a.a. 2025-2026

you will find all our courses already ready for you at :

[Tutti i corsi | Moodle di Psicologia](#)



## HOW TO ENROL

- If for any reason you decide NOT to take part in a course for which you have already enrolled, you need to unsubscribe by sending an email to the professor.
- In your yearly report you must include all courses successfully completed in the previous year (and hand to our Office the signed “attendance form”).



## ATTENDANCE

You must attend **at least 70% of the overall hours of each module.**

The **Courses ATTENDANCE FORM** can be found at :

<https://phd.psy.unipd.it/regulation-forms/>

*print the form, fill-in the course details and have it signed by the lecturers to attest your attendance.*

At the end of the academic year the *Attendance Form must be attached* to your annual report.

**NB ATTENDANCE INCLUDES PROVIDING YOUR FEEDBACK ON EACH MODULE !!!** (please do fill in the ***student feedback questionnaire*** present in Moodle for each course)



## **Is it possible to attend a second/third-year course?**

Yes, students are allowed to attend courses designed for the second or third year, provided that:

- ✓ they have completed all compulsory courses required for the first year;
- ✓ they achieve the number of ECTS credits required for the 1st year of the 41st cycle, as specified in the study plan.



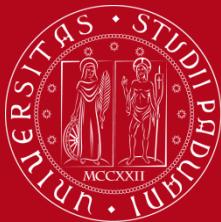
## ATTENDANCE of EXTERNAL MODULES

You can consider attending relevant modules offered by other PhD programs in Padova or in other Universities.

You can only attend courses from a PhD level and above. You can NOT attend courses at a lower level of education (e.g., MSc).

The supervisor must approve attendance to other courses/modules. After the supervisor's approval, the request must be sent to the PhD School Board for approval.

All attended courses/modules will be recorded in your Diploma Supplement.



## 2. RESEARCH BUDGET

Students are allowed some personal research/travelling budget.

For Institutional fellowships, the University of Padova includes 1.624,00 Euro for such budget per grant per year (i.e., you have available an **overall amount of 4.872,00 euros that can be flexibly used** over the 3 years). NB for non-Institutional fellowships: please refer to our office for information on your budget.

All refundable expenses (you pay and then you get the money back) must be **PRE-AUTHORIZED** by the Supervisor, the Coordinator and the Director of the Department.



## WHAT CAN YOU USE YOUR BUDGET FOR:

1. Travel (Missions) for research purposes
2. Conferences fees (online too), seminars, summer and winter schools
3. Consumables for research (e.g. lab material, stationary, photocopies)
4. Publication fees
5. Selected expenses crucial for your research activity

*e.g., language or other specific courses*

*e.g. membership to scientific associations - if required to attend their meeting and authorized by your supervisor*

6. Software, books & ibooks, tablets or pc (**but all these belong to the Dept. and you will have to leave them behind once you complete your PhD!!!**)



# PHOTOCOPIES

## DPG PhD students should :

1. email [guardiatecnica.dpg@gmail.com](mailto:guardiatecnica.dpg@gmail.com) (to have their badge authorized for photocopies) and then:
2. email **Mrs Claudia Dal Buono** [claudia.dalbuono@unipd.it](mailto:claudia.dalbuono@unipd.it) to actually “charge” the badge with funds for photocopies.

## DPSS PhD students should :

contact a DPSS technician (i.e., **Stefano Andriolo, Giorgio Brazzoduro or Francesco Chiara**) to activate a code that allows to photocopy and scan documents (Please ask which photocopy machines you are allowed to use).

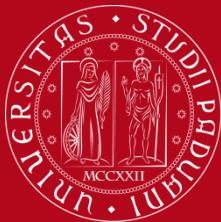


### 3. TRAVELLING (MISSIONS) & RELATED REQUESTS

The person in charge is: **Giovanna Mezzetti**. Her office is in Psico 1 building (ground floor) room 28 – TEL. 049/8276593  
[giovanna.mezzetti@unipd.it](mailto:giovanna.mezzetti@unipd.it)

**BEFORE GOING TO A CONFERENCE, SUMMER/WINTER SCHOOL, LEAVING FOR YOUR PERIOD ABROAD etc., YOU MUST ALWAYS submit your authorization request ahead of your departure.**

Read "**Guidelines for Academic Trips (Missions)**", available at:  
<https://phd.psy.unipd.it/regulation-forms/>



You must submit your authorization request at least 10 days ahead of the date of departure, so that Giovanna Mezzetti can verify you do have budget allowance.

The authorization request must be signed by both you and your supervisor. The coordinator also needs to sign the approval.  
**Giovanna will take care of having the papers signed by the coordinator.**

The request will have attached the booklet of the conference or summer/winter school or the letter of invitation from the foreign lab (in case of the period abroad)



## ATTENTION!

The travelling request must be submitted in any case (even if you do not need refundings) to secure insurance coverage

Requests for missions submitted AFTER the event WILL NOT BE REFUNDED.

No requests is needed if you travel within Padova, no refunding if missions are shorter than 4hrs. Night out only allowed if farther than 50 km or more than 1hr travelling away from Padova.

All relevant paperwork, instructions and rules (Regolamento missioni) can be found at:

<https://phd.psy.unipd.it/regulation-forms/>



## ERASMUS SCHOLARSHIP OPPORTUNITIES

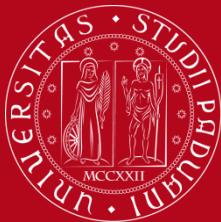
The “Short mobility for PHD students” programme is dedicated to the PhD students of the University of Padua;

Physical mobility must be between 5 and 30 days and adding a virtual component is always possible.

2 Calls issued per year: April (first call) and October (second call)

All infos and paperwork at the page:

<https://www.unipd.it/en/phd-shortmobility>



## 4a. PERIOD ABROAD

- It is **mandatory** (except for specific grants) to train in an abroad lab for a minimum of 3 consecutive months to a maximum of 12 months (in special cases it can be extended up to 18 months).
- You are encouraged to stay abroad at least 6 months and we recommend you to travel during the second year.
- The period abroad must be **decided in accordance with the supervisor** and requires filling in specific documents (available on our website).
- The period abroad should be communicated to the Secretary as soon as agreed and well in advance as it requires approval.

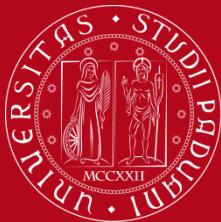


## 4b. SCHOLARSHIP TOP-UP

The grant is increased by 50% for any periods abroad longer than 15 consecutive days  
(it used to be 20 days up to the 37 Cycle)

Please follow strictly our travelling (“missioni”) paperwork

All the documents and guidelines for «missioni» are available at our website: <https://phd.psy.unipd.it/regulation-forms/>



## 5. ADMISSION TO THE NEXT YEAR

Please consider that this is a **critical procedure** as admission to the next year should never be given for granted.

For every cycle (yours is #41), a **Monitoring Committee** (*Commissione Monitoraggio*) is nominated, composed of 3 members from the PhD board.

This Committee will monitor all students of that cycle over the 3 years and until final completion of their PhD.

**Your committee is composed by : TBD by Dec. 17**



## 5. ADMISSION TO THE NEXT YEAR

**At the end of each academic year** (generally end of August, beginning of September), **PhD students must sit an interview in which they orally report to the committee a synthesis of the work and activities carried out during the previous year.**

The committee will then provide an assessment that the Executive Board will use for deciding on the admission of each student to the following year.

- **Before the interview, each student must submit a detailed written report of all activities undertaken, using the predisposed template available on our website.**
- **Fill in a detailed the evaluation questionnaire.**



## 6. TEACHING SUPPORT ACTIVITY (& TUTOR JUNIOR)

Each PhD student can undertake teaching SUPPORT activity for a maximum of 40 hours per each academic year (extra-credit + mandatorily supervised by a Professor)

- Tutoring: **Tutor Junior**
- You are NOT allowed to be part of an evaluation committee for undergraduate students
- You are not allowed to do regular (or unsupervised) teaching to undergrads

PhD teaching support activity must be approved, you must submit to the office a formal request using the template available among the documents on our website: <https://phd.psy.unipd.it/regulation-forms/>



## 7. The PhD REPRESENTATIVES

- In January, the current representative students will be contacted to organize the new ELECTIONS of PhD representatives for the Collegio Docenti (PhD Academic Board) and for the Consiglio Direttivo (Executive Council)
- Elected Representatives in the Collegio Docenti will need to ensure their presence in the meetings and have the right to vote on all issues concerned with organization and teaching
- Representatives in the Collegio Docenti will elect (among themselves) 2 representatives who will also attend to the meetings of the “Consiglio Direttivo”



## 8. UNIVERSITY/GOVERNMENT REPOSITORIES

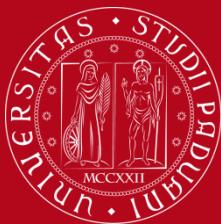
<https://loginmiur.cineca.it>

<https://www.research.unipd.it/>

All students MUST register to LOGIN MIUR and to IRIS.

These are governmental (MIUR) and local unipd (IRIS) electronic platforms/repositories where you must upload all your publications **(including those you already have, if any)**.

You must fill in all predisposed field, specify all required information for each publication, upload the pdf, and specify the Web of Science and Scopus unique identifiers.



## 9. ORCID: Your Digital Research Identity

What is ORCID? A free, unique, persistent 16-digit identifier that distinguishes you from every other researcher worldwide – it's your digital research passport that stays with you throughout your entire career.

Why you need it NOW (for your protection):

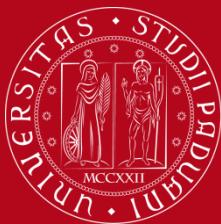
1. Ensure proper credit: Your work is always correctly attributed to YOU, regardless of name changes, common names, or different name spellings
2. Build your profile from day one: Start now rather than reconstructing your publication history retroactively later



## 9. ORCID: Your Digital Research Identity

3. Required by publishers & funders: Over 3,000 journals and major funding agencies (NSF, NIH, EU) require it for submissions and grant applications
4. Save time: Enter your data once and reuse it automatically – no more repetitive form-filling for applications, submissions, and institutional reports
5. Career protection: Your research outputs remain connected to you as you move between institutions, countries, and career stages

**Creating your ORCID iD today protects your academic identity and simplifies your future research career. It takes 30 seconds to register at [orcid.org](https://orcid.org) – do it now!**



## 10. PUBLIC ENGAGEMENT ACTIVITIES: THE “THIRD MISSION”

<https://www.anvur.it/en/activities/third-mission-impact/>

You are encouraged to participate in any public engagement or dissemination activities for the general public (e.g., *Science4all* yearly at the end of Sept.) or the “*Scegli con noi*” (recruiting for highschool students, yearly in February).

Plenty of opportunities to engage in such activities are offered by our prof. or Depts. Do exploit such opportunities to liaise with staff or the general public, practice your communication and public speaking skills

**All such activities will have to be reported in your yearly report.**



## 11. SOME FINAL TIPS!

- All questions, paperwork and forms related to your PhD should be handed/sent or cc to our office ([phd.psychology@unipd.it](mailto:phd.psychology@unipd.it)) even when the Office does not need to formally approve or handle them. This is so as for the Office to keep track on all aspects of your training.
- Attendance below 70% (to courses, meetings, etc) will be considered case by case and justified only for
  1. Documented medical/health reasons or
  2. During your authorized period abroad.All other absence reasons, including research meetings, conferences, data collection, etc., should fall within the 30% allowance.



## 11. SOME FINAL TIPS!

- Editorial (reviewer) activity is highly recommended whenever possible, talk to your supervisor about this and make sure it gets officially recognized!
- Check your Institutional email frequently as our office (and unipd central office) will send you reminders for most deadlines and duties of yours
- Help one another to keep all of you on track
- Do not procrastinate duties or activities (e.g. attending the mandatory meetings/courses)
- We are always here to help you! Just reach out to us!

- [Q&A](#)

**Enjoy your PhD !!!**  
**Thank you!**