

Ph.D. AT POLIBA:

Student Manual



Politecnico
di Bari

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1. RIGHTS OF PHD STUDENTS

The PhD programme requires full-time and exclusive commitment; however, PhD students are entitled to the following arrangements.

1.1 TUTORING AND SUPPLEMENTARY TEACHING

PhD students, **with prior approval from the Collegio and with no further increase to their scholarship**, may conduct **tutoring** activities, including paid activity, for students enrolled on Bachelor's and Master's degree programs, as well as **supplementary teaching activities**, for a maximum of forty hours per academic year.

1.2 PAID ACTIVITY

PhD students may also engage in paid activities that allow them to acquire skills related to their doctoral training. For this purpose, prior approval from the Collegio is required to assess their compatibility with the PhD programme.

1.3 EXTENSION

PhD students may request an **extension** of the programme duration for a period **not exceeding twelve months** where there are documented reasons preventing the submission of the doctoral thesis within the expected timeframe. This extension must be authorised by the Collegio and does not include an extension of the grant.

An extension of the program duration may also be decided by the Collegio for justified scientific reasons, ensuring in such cases a corresponding extension of the scholarship duration, subject to the availability of resources and the approval of the Politecnico Administrative Council.

The total duration of extensions and suspensions may not exceed **eighteen months**.

1.4 SUSPENSION

PhD students have the right to suspend their studies for the following reasons:

- maternity, paternity, adoption, and foster care, in accordance with current regulations;
- serious and documented illness;
- any other cases provided for by law.

In particular, the provisions for parental protection which apply are those set out in the Ministry of Labour and Social Welfare decree (12/7/2007), published in Official Gazette No. 247 (23/10/2007).

The maximum duration allowed for suspension is **six months**, except as otherwise stated by the abovementioned parental protection regulations.

During the suspension period, PhD students have no rights except for that of retaining their position until the suspension ends. No scholarship payments are provided for the duration of the suspension.

Suspension requests may not be backdated.

At the end of the suspension period, PhD students may resume their studies by submitting a formal "Request for Reinstatement" to the Post-Lauream Office.

Regardless of the reasons for programme suspension, reinstatement requires the submission of a "Request for Reinstatement" via email to both the Post-Lauream Office and the PhD Programme Coordinator.

Administrative deadlines may be postponed to allow the student to make up for missed activities, but under no circumstances can the standard duration of the programme be shortened. The Collegio will determine the educational/training plan to be followed for the continuation and completion of the programme.

The total duration of all extensions and suspensions may not exceed **eighteen months**.

PhD students wishing to suspend their studies must submit a suspension request via email to the Post-Lauream Office and pay the required stamp duty.

1.4.1 Maternity suspension

PhD students who become pregnant **are required** to suspend their studies for a period of five months (mandatory leave). The suspension request must be accompanied by a medical certificate confirming the pregnancy and indicating the expected due date.

Mandatory Maternity Leave (2+3) As a general rule, mandatory leave begins at the start of the seventh month of pregnancy and continues until three months after the expected due date (or the actual birth date if the birth occurs later than expected).

Special Cases With prior authorisation from the designated medical officer of the department overseeing the PhD programme, an alternative maternity leave arrangement may be requested (e.g., "1+4" or "0+5" months). The request for a medical evaluation must be sent via email to the Post-Lauream Office, which will liaise with the relevant department. The medical assessment is final and undisputable.

Pregnant PhD students are also required to consult the INPS social security service to obtain information on the institute's specific procedures related to social security and parental leave.

It is possible to take additional *optional maternity leave*, in accordance with parental protection regulations. If this option is chosen, the suspension period will be extended to cover the entire duration of the additional leave.

1.4.2 Suspension due to serious illness

It is possible to request a suspension of the PhD programme in the case of serious illness.

The suspension request must be accompanied by a medical certificate confirming the illness and must be submitted promptly to the Post-Lauream Office.

The maximum duration of a suspension for serious illness is six months.

1.4.3 Suspension for other reasons provided for by law

If a PhD student wishes to request a suspension based on a specific legal provision, the same procedure as above applies. In this case, the suspension request must also include a self-declaration by the PhD student stating the reason for the suspension with the relevant legal reference.

1.5 SUPERVISOR REPLACEMENT

PhD students may request the replacement of their supervisor by submitting a request with due reason to the Collegio of the programme.

In instances of repeated and documented violations of a PhD student's rights by a Supervisor, the student may contact the Politecnico's Student Ombudsman.

1.6 REPRESENTATION

PhD students have the right to elect their representatives on the Politecnico's governing bodies where this is provided for by the Statute and Regulations of the Politecnico.

The prerequisite for exercising the right to vote is enrolment in the academic year in which the elections are held.

1.7 INSURANCE COVER

PhD students are covered against risks related to workplace accidents through the mandatory insurance provided by I.N.A.I.L., in accordance with Article 4 of Presidential Decree No. 1124 (30/6/1965). Additionally, risks related to the Politecnico's civil liability are covered by a third-party policy stipulated with a leading insurance company. Insurance cover applies only to accidents which occur during PhD programme activities.

2 OBLIGATIONS OF PHD STUDENTS

2.1 INFORMATION AND INTEGRITY OBLIGATIONS

PhD students are required to **be aware of and comply with the regulations** governing their activities at the Politecnico.

As Politecnico students, PhD candidates must adhere to the obligations of information outlined in Article 42, Title III of the Politecnico Code of Ethics and Conduct. This requires them to regularly consult announcements, guides or other information documents provided by the Politecnico in order to be aware of their obligations and responsibilities. PhD students must conduct themselves in accordance with the Code of Ethics and respect the principles outlined in the Politecnico Statute and Regulations. By enrolling on the PhD programme, they implicitly agree to adhere to these rules throughout their doctoral studies until the completion of their programme.

Additionally, PhD students are required to follow the university's administrative procedures for the entire duration of the programme.

2.2 DOCTORAL ACTIVITIES AND REQUIREMENTS

PhD students are required to:

- a. attend educational activities planned and agreed upon with their Supervisor;
- b. perform research activities assigned by the Collegio;
- c. carry out required assessments;
- d. submit an annual research progress report to the Collegio (or whenever requested);
- e. comply with required reporting procedures and deadlines where PhD grants are funded through specific channels;
- f. use the research budget exclusively for scientific purposes related to the PhD programme, in accordance with Politecnico di Bari regulations on research budget use;
- g. complete all student opinion surveys or service satisfaction questionnaires.

It is strongly recommended that PhD students:

- check their institutional email daily;
- keep their contact details updated in the Esse3 personal information section to ensure that they receive all communication regarding their PhD studies;
- report any data discrepancies on the Politecnico website to the Post-Lauream Office for correction.

3 UNIVERSITY FEES AND DUTIES

The main costs and fees related to PhD activities are as follows:

- Regional fee for the right to study (Adisu Fee)
- Stamp duty
- Graduation fee

3.1 ADISU FEES

The amount of the Adisu fee is established by regional law and is based on the value of ISEE (Equivalent Economic Situation Indicator) Certification for subsidised services related to the right to university education (see "ISEE Certification" section below).

For academic year 2024/25, the fees are as follows:

Income limit <i>Based on ISEE Certification value (in €) for subsidised services related to the right to university education</i>	Adisu Fee (<i>Regional tax for right to university study</i>)		
	Yearly amount	Instalment plan	
		I instalment	II instalment**
ISEE* up to €25,000	€143	€120	€13
ISEE* from €25,000.01 to €50,000	€167	€120	€47
ISEE* over €50.000	€190	€120	€70

*Consult the "ISEE Certification" section below

** This fee is charged either when progressing to the next academic year or at the time of admission to the final exam. The amount of individual instalments may vary depending on the fee configuration in the Esse3 system, while the total annual amount remains unchanged.

3.1.1 ISEE Certification

The Politecnico automatically retrieves from INPS social security services **the ISEE Certification for subsidised services related to the right to university education** to determine the total amount of the regional ADISU fee. Declarations must be correctly entered onto the INPS website by December 31st of the year of enrolment (thus for academic year 2024/25, by 31st December 2024).

N.B. The ISEE Certification for subsidised services related to the right to university education is:

- the only valid form of ISEE for the calculation of the Adisu Fee. Even if other types of ISEE are available, they will not be considered under any circumstances;

- annual, meaning it must be requested and obtained for each academic year of enrolment;
- personal, meaning it must be issued in the student's name.

If this certification is not available or *acquired after completing enrolment procedures* the maximum amount of the regional fee will be automatically applied.

ATTENTION: The calculation of annual income to verify eligibility for maintaining a PhD grant is not based on ISEE but on income tax declaration.

3.2 STAMP DUTY

The legally required stamp duty (currently €16) applies to the following types of request:

Type of service	Stamp duty
Enrolment / enrolment renewal	€16
Withdrawal request	€16
Suspension request	€16
Certificate request	€32*
PhD decorative certificate request	€32*

*cost includes both stamp duty and certificate issue

Stamp duty is not required for a doctorate grant waiver.

3.3 PROGRAMME COMPLETION FEE

Doctoral candidates admitted to the final exam are required to pay €51 towards the cost of the decorative certificate. This amount, combined with the required stamp duty, is included in the “Degree Completion Fee” of €83 which the Post-Lauream Office will invoice in the personal section of Esse3 for doctoral candidates admitted to the final exam.

4 TRAINING AND RESEARCH ACTIVITIES

4.1 TRAINING ACTIVITIES

The Politecnico di Bari Doctoral School (Scu.Do) plans and runs a range of educational activities for doctoral candidates. These can be found on the Scu.Do page of the Politecnico website. Scu.Do also organizes courses and seminars, details of which are shared with all doctoral candidates by email.

In accordance with Scu.Do academic regulations, doctoral students must complete between 36 and 60 CFU credits for educational activities during their programme, preferably within the first two years of the course.

Doctoral candidates agree on which training activities to follow with their supervisor, who usually submits these to the relevant Collegio for prior approval.

Note: Scu.Do academic regulations establish the rules and limits on the choice of the educational activities included in the study plan.

The recognition of CFU credits earned during the doctoral programme is the responsibility of the Collegio. Therefore, doctoral candidates must ensure that their supervisor keeps them informed about which recognition procedures are applicable to their PhD programme.

4.2 RESEARCH ACTIVITIES

Research activity is agreed on with the Supervisor at the beginning of the doctoral programme. It is subsequently approved by the Collegio and counts towards the total of 180 CFU credits required for the three-year PhD programme period.

5 PHD GRANTS

5.1 ALLOCATION, AMOUNTS AND LIMITS

Doctoral grants are a form of financial aid offered to PhD students to carry out research and training activities during their three-year doctoral programme.

Grants are awarded following a competitive selection process. The call for applications specifies the number of scholarships available for each PhD programme, as well as the selection methods and criteria.

The amount of the grant is specified in the call for applications, with a minimum amount set by the current regulations (Ministerial Decree 247/2022).

Doctoral grants are subject to INPS social security contributions under a separate management scheme (Art. 2, paragraph 26, Law No. 335, 8/8/1995) but are exempt from IRPEF income tax (Law 476/1984 - Law 398/89).

Grant payments are made monthly based on the previous month's attendance.

The PhD scholarship may not be combined with of any other kind of grant, including research grants.

The call for applications establishes an annual **income limit** which scholarship holders must not exceed to retain their grant. This limit includes income from assets and any other recurring earnings, except for income derived from occasional work. If this income limit is exceeded, the beneficiary must repay any grant instalments received for the fiscal year in which the limit was exceeded.

5.2 GRANT INCREASE FOR STUDY PERIODS ABROAD

PhD students who spend a research period abroad of at least 16 days may request **an increase in their grant** amounting to 50% of the monthly scholarship and proportionate to the period of study and research abroad.

N.B: This amount is also granted to PhD students without a grant.

The increase is provided for a maximum period of 12 months and can be extended up to a maximum of 18 months for PhD programmes which have joint supervision agreements with foreign institutions, or which have been established in accordance with the Politecnico PhD Programme regulations.

The procedure, outlined in the introductory notes of the request forms, is as follows:

- **Form 1: Prior Authorisation** (signed by the Coordinator and Supervisor)
This must be sent to the designated address **before departure**, detailing the estimated period of stay abroad (from departure date to return date to Italy). As this form grants mobility authorisation, dates must be confirmed before submission.
- **Form 2: Request for Grant Increase**
This may only be submitted for a minimum period of 16 days to obtain a grant increase. **Important:** Requests for the increase must be submitted by the last day of the month and will be credited the following month. It may be requested monthly or as a lump sum at the end of the stay abroad.

Examples:

- A PhD student leaving on 1 October submits their first request on 31 October for the period 01/10–31/10. The increase is then included in the November payslip.
- A PhD student leaving on 15 October submits their first request on 30 November 30 for the period 15/10–30/11. The increase is then included in the December payslip.
- **Form 3: Certification from Foreign Supervisor**
This is a declaration from the foreign supervisor certifying that the period for which the increase is requested was spent at the foreign institution.

If their grant increase was approved, on their return from the period abroad PhD students may request reimbursement for travel expenses (Bari–host city and return) and accommodation costs. Meal expenses and transport in the host location (e.g., metro/bus passes, etc.) are not covered.

During the stay abroad, it is possible to participate in authorised trips which do not interrupt the period abroad. However, returning to Italy for personal or non-scientific reasons is considered an interruption of the period abroad and consequently annuls the grant increase.

5.3 GRANT WAIVER

PhD students eligible for a grant may choose to waive their grant funding at any time and continue the programme as a non-grant beneficiary PhD student.

The waiver date must be later than that of the request submission.

Unless explicitly stated otherwise in the call for applications, PhD students who waive their grant eligibility are **not** required to repay any amounts already received from the start date of the scholarship up to the waiver date.

To waive PhD grant status, students must submit their signed request via email to post-lauream@poliba.it.

N.B: It is advisable to submit a grant waiver request (and ensure it is dated) within the first 5 days of the month to block the administrative process for grant payment in that month.

6 RESEARCH BUDGET

All PhD students, including those without grant funding, are provided with a **research budget** to support their research activity in Italy and abroad. The budget covers 10% of the value of the grant, increasing to 20% for PhD programmes of national interest.

Research budget use is regulated by the guidelines outlined on the PhD Programmes section of the Politecnico website.

6.1 TYPES OF EXPENSES AND BUDGET PROCEDURES

The research budget may only be used for **expenses which are strictly related and essential to the PhD programme**. Therefore, PhD students are encouraged to consult their supervisor before incurring any expenses for which they intend to use their budget.

There are **five types** of eligible expense, four of which (A-B-C-D) require PhD students to pay in advance and subsequently request reimbursement, while type E allows for purchases to be made directly by the Politecnico, using the student's research budget.

A) Domestic and international travel expenses

This category includes expenses for travel, transportation, meals, accommodation, visas, insurance coverage, etc., in compliance with the Politecnico Regulations and the General Director's guidelines, which provide operational regulations on the management and procedures for doctoral student research trips.

Advance Payments for Trip Expenses

For trips lasting at least 24 hours, it is possible to request an advance payment for estimated travel expenses, as detailed below:

Travel within Italy

The advance payment corresponds to 75% of the estimated expenses.

Travel Abroad

- If a detailed reimbursement of incurred expenses is requested upon return, the advance payment will correspond to the amount of the estimated hotel expenses.
- If the alternative trip allowance is chosen, the advance payment will correspond to estimated travel expenses plus 90% of the lump sum indicated in Table C of the Trip Regulations. It should be noted that the alternative mission allowance is subject to taxation under Article 51, paragraph 5 of Presidential Decree 917/86.

The Use of Research Budget guidelines outline the procedures and conditions for requesting advance payment.

B) Training expenses

This category includes expenses for registration for conferences, courses, and seminars, as well as visits to other universities/laboratories, paper publication fees, etc. It also covers the reimbursement of mandatory health insurance for PhD students who come from non-EU countries.

C) Expenses for purchase of didactic/scientific material

This category includes expenses for purchasing books, journals, journal subscriptions, etc.

D) Expenses for consumable products

This category covers expenses for handouts, transparencies, plotter printing, and other materials required for ongoing research activities.

For expenses under sections **A)** and **B)**, the Post-Lauream Office will first verify budget availability to fund the request; the final reimbursement amount will be determined by the Payments Office. It should be noted that all expenses under sections **A)** and **B)** must be pre-approved by the Coordinator and Supervisor(s) using the "*Authorisation for Training and Mobility Expenses*" form. In compliance with the guidelines provided in this form, all reimbursement requests must be submitted to the Post-Lauream Office using the "*Request for Expense Reimbursement from Research Budget*" form.

Expenses under sections **C)** and **D)** do not require prior authorisation. Reimbursement requests for these expenses must be submitted to the Post-Lauream Office using the "*Request for Expense Reimbursement from Research Budget*" form. Due to the taxable nature of such reimbursements, these are included as part of Politecnico Single Accounting procedures for the purposes of social security contributions to the INPS separate management scheme at the same rate applied to PhD scholarships (two-thirds covered by the Administration and one-third by the PhD student). Reimbursement requests for expenses under **C)** and **D)** must always be accompanied by proof of receipt of the purchased item.

In all cases, all expenses under **A)**, **B)**, **C)**, and **D)** will only be reimbursed if the reimbursement requests are countersigned by the Coordinator and Supervisor(s) and are supported by appropriate receipts corresponding to any payments made.

E) Purchase of IT equipment

This category covers expenses for:

- desktop computers, laptops, tablets, notebooks, e-book readers;
- graphic tablets, document viewers;
- audio/video peripherals (monitors, webcams, microphones, external speakers, headphones, touchscreen pens);
- network cards and portable hotspots.

This list is non-exhaustive but includes **all items identifiable as hardware or IT devices**.

PhD students wishing to purchase any of the items listed above using the research budget must submit a request using the "*Request for IT Equipment Purchase*" form, following the guidelines provided. The request must be submitted to the Post-Lauream Office, which, after verifying budget availability, will forward it to the University's **Administrative and Accounting Services** for purchase procedures. IT equipment purchased directly by PhD students will not be reimbursed.

As per regulations, all purchased IT equipment must be recorded in the Politecnico inventory or in the register of durable goods for the relevant department. At the end of the PhD programme, students must return the equipment to their department, where it will remain available for future doctoral programme needs.

PhD students who intend to use the research budget are required to consult the relevant guidelines, which are available on the Politecnico website.

7 ENROLMENT RENEWAL

At the end of the first and second year of the programme, doctoral students' educational and research activities are evaluated by the Collegio, which assesses the results and progress of the planned activities.

Once the Collegio's report confirming admission to the next academic year has been obtained, the Post-Lauream Office (UPL) registers eligible PhD students for the new academic year in their reserved area on the Esse3 page. The registration process is complete when PagoPA payment has been made.

At the time of progression to the subsequent year of study, an invoice for additional Adisu fees will also be issued if this is required and has not yet been paid.

Progression to the subsequent year of study also implies an obligation to complete student opinion surveys or administrative service satisfaction questionnaires.

8 COMPLETION OF DOCTORATE PROGRAMME

8.1 REQUIREMENTS FOR DEGREE COMPLETION

Within a 90-day period before the end date of the PhD programme, doctoral candidates will receive a document from the Post-Lauream Office detailing the **requirements for degree completion** and all relevant deadline dates. These requirements must be met promptly, ensuring their completion before the final examination session.

Below is the list of requirements for doctoral candidates detailed in the document:

- submit application for admission to final exam;
- submit doctoral thesis and final report;
- upload the following mandatory attachments to Esse3:
 - PhD certificate request
 - release form/embargo request
 - self-certification of income limit compliance (only for grant beneficiaries)
 - Doctor Europaeus request (if applicable)
- carry out payment of degree completion fee;
- complete Almalaurea questionnaire;
- self-archival of PhD thesis on IRIS institutional archive.

8.2 EMBARGO REQUEST

Publication of the doctoral thesis on IRIS, the open-access institutional archive, is mandatory. However, in specific cases (as detailed in Ministerial Decree 226/21 and outlined in the request form), the Collegio may authorise a **thesis embargo** for a maximum period of 12 months.

PhD students who wish to request an embargo must:

- submit a written request to the Coordinator before final submission of the thesis so that the Collegio may authorise this on admission to the final exam;
- upload the Embargo Request in Esse3 and notify the Post-Lauream Office via email;
- once authorisation from the Collegio has been obtained, continue with the self-archival of the thesis in IRIS, which allows for embargoed archiving.

8.3 DOCTOR EUROPAEUS

The Politecnico encourages doctorate students to attain the additional Doctor Europaeus certification. The Doctor Europaeus certificate is awarded by the Politecnico following an Collegio proposal where students meet conditions established by the Confederation of the Conferences of EU Rectors and adopted by the European University Association (EUA). These are:

- a. a positive evaluation of thesis work by at least two professors (external reviewers) from universities in two different EU countries, appointed by the Collegio;
- b. the presence of at least one member from an EU university on the final examination Collegio;
- c. a thesis presentation held, at least partially, in an EU language other than Italian;
- d. a PhD thesis based on a research period abroad of at least three months in an EU country.

Requests must be submitted by the doctoral candidate either at the start of the third year of study or at the time of admission to the final exam. The candidate must ensure compliance with the above conditions. The request form, co-signed by the Supervisor and Coordinator, must be included in the attachments uploaded to Esse3 during the completion of final requirements.

The title of *Doctor Europaeus* is shown on the PhD certificate.

9 CERTIFICATES

In order to request certificates, PhD students must complete a form available on the Politecnico website specifying the type of certificate required (enrolment/completion of degree) and the language in which the certificate should be issued (Italian or English).

The completed and signed form must be sent via email to the Post-Lauream Office.

A payment of €32 for stamp duty (€16 for the request and €16 for each certificate requested) is required for a certificate request. This can be carried out using the PagoPA payment notification system. After receiving the request form, the Post-Lauream Office will send payment notification to the applicant's reserved area on Esse3.

The certificates issued are valid exclusively for private use. Public Administrations and public service providers are legally required to accept self-certification, which may be compiled by the PhD candidate using one of the self-declaration templates available online. This ruling also applies to applications for public competitions.

The Post-Lauream Office may certify the following information: enrolment on the PhD programme; programme duration; programme completion; receipt of grant; research budget

benefits. Any requests for certificates regarding aspects not covered in this guide are subject to evaluation by the Politecnico.

Requests for certification of completed teaching activities must be submitted to the PhD Programme Coordinator.

The Post-Lauream Office issues certificates within 30 days of request.

10 JOINT PHD AGREEMENTS

The co-supervision of a PhD thesis is an international collaboration based on binding bilateral agreements. These are signed by two universities from different countries for the benefit of individual PhD candidates. It grants a dual PhD qualification if the terms stipulated in the agreement are met and the final thesis presentation is successfully completed.

For the establishment of co-supervision agreements for PhD candidates whose leading institution is Politecnico di Bari, the following process must be followed:

- 1. Co-supervision Proposal**

The PhD candidate's Supervisor must submit to the Post-Lauream Office a draft co-supervision agreement **based on the template** approved by the Academic Senate and shared with the partner university. If the agreement is based on a different template, the Post-Lauream Office will assess its content for compliance;

- 2. Approval by the Collegio**

The definitive version of the document must be approved by the Collegio before it is signed;

- 3. Completion**

The Post-Lauream Office and Supervisor will oversee the acquisition of signatures in accordance with standard procedures.

Co-supervision must include a minimum period of 12 months at the partner university abroad.

11 EXCLUSION

In the following circumstances a PhD student may be excluded from the programme, following a substantiated decision by the Collegio:

- negative evaluation by the Collegio regarding the student's progress at any stage of the PhD programme
- prolonged and unjustified absence from courses;
- failure to pass interim assessments;
- failure to pass end-of-year evaluations;
- failure to comply with the obligations of PhD students.

Following the Collegio's proposal and after a student hearing (in line with the right to be heard), exclusions are then formalised by a Rector's Decree. Exclusion results in the loss of any grant eligibility and unused research budget.

12 WITHDRAWAL FROM PROGRAMME

To withdraw from the PhD program, students are required to:

- Send the attached signed document via email to **post-lauream@poliba.it**.
- Pay the €16 stamp duty fee, invoiced upon receipt of the withdrawal form.

N.B: Withdrawal requests must be submitted (and dated) by the 5th day of the month in order to block the administrative procedures for PhD grant payment for the month in question.