

# WELCOME KIT A.Y. 2024/2025

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## PhD Course in Education in the Contemporary Society

Department of Human Sciences for  
Education “Riccardo Massa”

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# Preface

*This Welcome Kit was prepared by the PhD Steering Committee, in collaboration with the Departmental Administration and Services Centre (par. 7,8,9), to share with the new PhD students some basic information related to the PhD program. This Welcome Kit is presented to the new PhD-Students during the ESC-Inaugural Day (November). It is uploaded on the ESC PhD Course e-learning page. The welcome kit may undergo updates on an annual basis.*

## 1. General information

The Doctoral Course in Education in Contemporary Society (hereafter ESC) is part of the University Doctoral School and - more specifically - it is part of the Department of Human Science for Education R. Massa.

Therefore, for general and administrative information, please email the **Doctoral School** at [dottorati@unimib.it](mailto:dottorati@unimib.it).

It is useful to consult the Vademecum 2024/2025 of the Doctoral School, available at the link: [https://en.unimib.it/sites/sten/files/2024-07/vademecum%202024-2025\\_eng.pdf](https://en.unimib.it/sites/sten/files/2024-07/vademecum%202024-2025_eng.pdf)

It is strongly recommended to read the Regulation written by the Rector of the University (with a particular attention to the section about PhD students' Rights and Duties, Capo V, Art. 14):

<https://www.unimib.it/sites/default/files/Dottori di ricerca/Modifica Regolamento Maggio 2021 Prot.pdf>

For **specific information on the ESC PhD program**, communication via e-mail is sent from the course's institutional account: [dottorato.educazione@unimib.it](mailto:dottorato.educazione@unimib.it). PhD students should exclusively use the official mail @campus.unimib.it.

In addition, many communications related to the ESC Doctorate take place through the dedicated page in the **e-learning portal (moodle)**. Through this portal, you will be informed about didactics, events, seminars, conferences: **in order to receive all the communications, it is necessary that you register** by activating automatic notifications. Link:

<https://elearning.unimib.it/course/index.php?categoryid=6412>

All PhD students **must regularly consult** the e-learning page to be constantly updated on initiatives, events, seminars, conferences, etc. It is the responsibility of each PhD student to keep up to date on proposed and suggested events.

## 2. Representatives

Each cycle elects its own representative, who collects and conveys communications from all colleagues. There will also be: a representative of the PhD Course in the Department and representatives of the PhD students in the School, promoting the collaboration between all the representatives of the doctoral students at the different institutional levels. The role of the representative is crucial for the success of the PhD training course.

Representative bodies are an essential tool for fostering the success of the Doctorate's educational pathway and building a research community in dialogue with the teaching board, the Coordinator, the AQ group of the Doctorate, the Department, the Doctoral School and the University.

### 3. Activities included in the ESC PhD Program

The ESC course includes, in addition to the research activity which is at the hearth of the doctoral training, the following training activities (as specified on the website: <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/phd-programmes/education-contemporary-society>):

- a) **Curricular teaching activities** (offered by the ESC Doctoral Program): these are the curricular courses offered by the ESC Doctoral Course (13 CFU):
  - Curricular courses are divided into 4 Modules (Pedagogical Issues in Educational Research; Methodological Issues in Educational Research; Psychological Issues in Educational Research; Philosophical Issues in Educational Research) (for a total of 13 CFU). This 4 Modules have to be attended in the first year.
  - The courses are in-person, however professors may give PhD students the opportunity to attend classes online in specific circumstances (mobility for studies-abroad, foreign students).
  - It is necessary to register via the course's e-learning page in order to receive notifications from lecturers and information about any changes.
  - Courses generally begin in January, but some introductory classes are also scheduled in the months following the opening of the doctoral program (November/December).
  - The courses include a final assessment with passed/failed.
- b) **Interdisciplinary teaching activities** (offered by the Doctoral School):
  - It is compulsory to attend interdisciplinary courses for at least 3 CFUs over the three years.
  - For any information about timetable, dates, registrations, please refer to the page: <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd/interdisciplinary-courses>.
  - The Doctoral School also promotes and delivers the **Hands on RRI course, which is mandatory from cycle 38 onwards for all first- and second-year doctoral students**. This means that it will be necessary to attend a day as indicated on the website (Interdisciplinary Courses/Doctoral School) during both the 1st and 2nd year. Please also note that RRI days cover the minimum number of hours required by DM 226 for the **third mission**. In the end-of-year report, PhD students must indicate the third mission activity carried out, and therefore include these hours. For any farther questions about RRI please contact the Doctorate School.
- c) **Monitoring meetings** (organized by the ESC Steering Committee):
  - 3 meetings per year compulsory for all Doctoral students in active cycles (I, II, III year).
  - **One week before each monitoring meeting**, it is required to fill an online questionnaire (Google Form in English) in order to update the Steering Committee

on the progress of the PhD research work. The form includes uploading an abstract (in English) about the research project, according to a shared format.

- Other training activities/monitoring meetings proposed by the Steering Committee to promote the scientific growth and autonomy of doctoral students (peer-to-peer reflective meetings; etc.) complement the proposal. These meetings are proposed to all Ph.D. students (I, II, III year).
- d) Other seminars/training activities (provided by the ESC Doctoral Course)** on transversal topics, such as: *literature review, open science, scientific writing and publishing*, etc. These activities are reported via the course e-learning page. For Ph.D. students (II and III years), ESC proposes specific seminars/training activities to address emergent needs. These activities are included in the Annual Calendar and may change on an annual basis.
- e) Other educational activities** such as conferences, seminars and so on organized by the Department or in collaboration with other universities.
- f) State of the Art of the Research presentation week** (see section 4).
- g) Regular meetings with your Tutor** and Supervisor(s) (organized by each PhD student).
- h) Other activities proposed by the Doctoral students** (bottom up): Self-Organized Seminars.

The **inaugural lecture of the ESC Doctoral Course** takes place each year in November. During the inaugural lecture, the Calendar of Teaching Activities is shared, which is also published in static form on the dedicated E-learning page. In addition, all PhD students will also have access to the dynamic Google calendar, which is constantly updated.

## 4. Annual Evaluations

There will be two evaluation sessions each year:

- a) an intermediate one (in the period June/July) managed by the ESC Doctorate
- b) a final/annual one (in the period September/October) managed by the Doctoral School.

For the **intermediate evaluation (June/July)**, the ESC Course requires that PhD students to fill an online questionnaire (Google form) with the uploading of the abstract according to the shared format (in English) and give an oral presentation on the progress of the doctoral research work during the State of the Art of the Research presentation week, with PPT in English, with the following thematic focus:

- First year: literature review.
- Second year: research methodology.
- Third year: research results.

Along with the submission of the abstract, completion of the online questionnaire with the “Additional Information” is also requested: publications/conferences plan (with activity forecast), publications, conference participation, etc. This information is compulsory for the intermediate evaluation. Also, during the oral presentations presenting this information is important.

Given that the presentations' week is a highly enriching moment of exchange between the doctoral students of all cycles, attendance at the presentations' week is mandatory.

For the **final/annual evaluation (September/October)**, the Doctoral School requires that PhD students write a report on their research activities. The report is to be filled out by accessing the personal page on the online secretariats ("Segreterie online"). Deadlines and procedures will be communicated by the Doctoral School.

## 5. Tutor/Supervisor

Doctoral students have an academic Tutor (a member of the ESC PhD teaching board) and one or two Supervisors expert in their research field (Regulations: <https://www.unimib.it/sites/default/files/Dottori di ricerca/226 DR modifica regolamento 11 marzo2022 P.pdf>). At least one must be an academic, chosen by the Board, but it is not mandatory for Supervisors to be members of the ESC PhD Teaching board, provided that he/she meets the requirements needed for the members of the ESC PhD Teaching board.

Tutor assignment is approved by the Teaching board in December. The appointment of Supervisors has no time constraints, but it is important that the choice is made at an early stage.

Meetings with Tutor and Supervisors are an integral part of doctoral students' educational activities and scientific growth.

## 6. Periods of research/study abroad

Il Dottorato prevede lo svolgimento di un periodo di formazione e ricerca presso Università/Centri di Ricerca all'estero della durata di minimo 3 mesi, fino a un massimo di 12 mesi (18 mesi in caso di co-tutela) e di 6 mesi per i Dottorandi PNRR. I mesi all'estero

During the three years of the doctorate, PhD students must carry out periods of training and research at foreign research institutes/universities **for a minimum of 3 months (max 12 months and 18 months in case of co-tutele; 6 months for PNRR students)**. The period abroad may not be continuous, however, if you are the recipient of a scholarship, please bear in mind that you can obtain an increase of the scholarship (50%) only if each stay is at least one month long. **These are periods formally certified by the host Universities/Institutions.**

To obtain an increase of the scholarship follow the instructions provided by the School: <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd/studying-abroad>

To use the funds for your mission-abroad, the procedure is the same as for any other type of abroad mission: the mission must be opened for the entire period of stay using the procedure in U-WEB MISSIONS.

In addition, it is necessary to fill out the specific form (see School Vademecum).

It is also possible to request reimbursement for:

- Travel expenses (including transfers to/from the place of departure/arrival of the place of mission).
- Visa costs.
- Expenses incurred for insurance and vaccinations.
- Any mandatory administrative costs required by the host institution (the latter will be assessed by the competent mission office).

During the Ph.D. course it is possible to plan for the joint-supervision of the theses in order to obtain a joint research doctorate qualification, recognised in the two countries that have made the joint supervision agreement. To plan for a joint-supervision (co-tutele) follow the instruction provided by the school: <https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/during-your-phd/studying-abroad>

## 6.1 Erasmus Plus

To support the expenses of the period abroad, it is advisable to consider the possibility of participating in the Erasmus Plus Traineeship call which can provide additional funds.

# 7. Available funds

Each doctoral student, **whether funded or unfunded**, has **1,600 euros per year** to cover mission costs and other expenses necessary for the formative path.

**For all expenses it is necessary to get pre-authorization** from the Coordinator of the ESC PhD Course and the Tutor through the appropriate form ("PhD STUDENT EXPENSE AUTHORIZATION", which is uploaded on the course eLearning page), in which the reasons for the expense, the amount requested, and the total of the funds requested from the beginning of the PhD course must be declared.

The completed form must first be approved by the Tutor, then by the PhD Coordinator. The form must be saved and sent with the name **"authorization, surname, date"**.

# 8. Missions

The PhD program includes:

- Participation in conferences/summer schools.
- Attendance of research/study periods at universities or accredited research institutions abroad (see section 5).

It is possible to start these activities as early as the first year.

Before every conference and/or research period abroad, it is **always necessary to 'open' the mission for insurance purposes** (even if you do not have expenses or intend to apply for reimbursement) and be authorized by your tutor and by the coordinator of the doctoral program. Upon returning from the mission, to obtain reimbursement for the expenses incurred, it is necessary to upload the supporting documents in the 'Mission' tool and to hand in the original ones (see section 8.2). The University's Missions Office will then proceed to refund the expenses.

Here is the link to the mission rules:

[https://www.unimib.it/sites/default/files/allegati/regolamento\\_2019\\_0.pdf](https://www.unimib.it/sites/default/files/allegati/regolamento_2019_0.pdf)

## 8.1 OPENING MISSIONS

Requests for missions and reimbursement of related expenses can be opened **ONLY** after obtaining pre-authorization from the Coordinator and Tutor through a specific form (see above). Once the form has been obtained, requests to open missions must be made electronically through the U-WEB MISSIONS system, at least one week in advance, for the activation of the necessary insurance coverage, through the link: <https://unimib.u-web.cineca.it/appautmis>. To enter mission requests, it is necessary to follow the instructions contained in the document: "U-WEB MISSION REQUEST". In particular, it is necessary to enter the following information:

Type of Request: select Missions on Projects

**Regulations:** TES - select University Regulations

**Place of departure:** (the one closest to the place of the mission or place of residence or ordinary place of employment)

**Project Manager:** enter the name of the Coordinator of the Doctorate

**Project:** Enter a Project code that is displayed by the system and has funds available.

**Paying structure:** this is automatically filled in

**Reason:** research

**Estimated expenses:** Enter the documented expenses for which you already know the amount or enter hypothetical amounts, confirming APPLICANT as the method of payment. If you have purchased plane/train tickets and accommodation through the agency service offered by the department (see par. 4.4), you will have to report the amounts of the relevant bill(s) by selecting PREPAID ATENEO as the method of support.

**When you return from the mission,** if you want the system to copy in the FINAL EXPENSES section all the expense items that you have entered in the ESTIMATED EXPENSES section, simply click on the COPY ESTIMATED EXPENSES button. In case of a mission without reimbursement needed, you must flag: MISSION WITHOUT EXPENSES. However, it will be necessary, upon return, to close the mission, choosing the option 'Mission carried out' (or not carried out) and the option 'Send without refund'.

PhD students with scholarship can request an advance payment for some kinds of expenses:

- For missions abroad longer than 24 hours: cost of accommodation.
- For missions on the national territory of more than 48 hours: 75% of the total sum due for the reimbursement of mission expenses (including any registration for congresses or conventions).

To do so, it is necessary to make the request for an advance refund (see par. 8.4) at least 15 days before departure. The payment will arrive before departure. For missions abroad of more than 24 hours, PhD students with a scholarship can opt for the alternative method (reimbursement of flat-rate fees) as per art.12 of the Mission Regulations only if in possession of prior authorization from the PhD Coordinator and the Head of Structure.

N.B: The pre-authorization form ("PhD STUDENT EXPENSE PRE-AUTHORIZATION"), signed by the Coordinator and the tutor must be **UPLOADED** as attachment when the mission is opened. In the case of missions covered by funds relative to other projects, it is NOT necessary to fill the pre-authorization form because these expenses will be covered by another fund. In this case, an authorization-e-mail message from the coordinator will be enough, with the responsible of the project in cc. This mail must be printed as PHD and uploaded in the online mission- procedure.

## 8.2 SUBMISSION OF A REFUND REQUEST

Once you return from the mission, you will have to remember two fundamental steps:

- a) **Confirm that you have carried out the mission**, upload on the U-WEB Missions page the supporting documents of the expenses incurred directly by you, the supporting documents (the bills issued by the agency and boarding passes for the flight are sufficient) of the expenses incurred by the university through the agency (you must choose from the drop-down menu as the method of payment PREPAID BY UNIVERSITY and entering the amount of the bill (NO E-TRAIN/PLANE TICKET AND VOUCHER/HOTEL INVOICE), proceed with the submission of the refund request (see document: "REQUEST INSTRUCTIONS" REFUND").
- b) **Deliver** the following documents to the Service Centre (current Mission Contact: Andrea Bertolini) or leave the following documents at the entrance of the Service Centre offices in the appropriate "correspondence" tray:
  - a. All originals document and printouts of documents in electronic format corresponding to the documentation uploaded
  - b. Mission report downloaded from the webpage (by clicking on the PRINT button or on the icon with a printer), showing the mission number assigned to you (taking care to report the documentation related to expenses incurred directly by the Department)
  - c. Documentation delivery form (indicating the number of documents delivered, e.g. 1 receipt = 1 document) (see document: "MISSION DOCUMENTATION DELIVERY FORM").

Please note that for meals it is possible to report the expense of two receipts per day (three only in cases where the hotel does not include breakfast), for a maximum daily total of 80 euros.

If the refund has not been issued after 35 days from the date of the refund request, you can ask for information at: [barbara.bonelli@unimib.it](mailto:barbara.bonelli@unimib.it), copying in [andrea.bertolini@unimib.it](mailto:andrea.bertolini@unimib.it) and [letizia.romeo@unimib.it](mailto:letizia.romeo@unimib.it).

### 8.3 MISSIONS TO NON-EU COUNTRIES

In the case of intercontinental travel (NON-EU countries), PhD students, before filling in the relevant pre-authorization form and opening the mission electronically, must send to the Coordinator and Andrea Bertolini (cc):

1. Form "EXTRA UE MISSIONS \_ALL.1".
2. Screenshot of the website Viaggiare Sicuri for the country where you intend to travel.
3. Form "EXTRA UE MISSIONS \_ALL.3", signed by the Tutor.

In these cases, it is strongly recommended **to arrange for health insurance**.

For students awarded with a grant from EXCHANGE-EXTRA UE it is required **ONLY** to attach the mobility agreement in which the financial and health insurance is defined.

### 8.4 PURCHASE OF AIR/TRAIN TICKETS, HOTELS AND OTHER SIMILAR SERVICES FROM A REGENT PARTNER AGENCY

It is possible to apply for the purchase of flights, trains, hotels, visas, health and travel insurance through the Department's Service Centre, without the PhD student having to pay in advance.

The PhD student must send the pre-authorization form ("PHD STUDENT EXPENSE PRE-AUTHORIZATION") signed by his/her Tutor and the Coordinator of the PhD to Andrea Bertolini, specifying that the expense will be covered by the Service Centre. Once the relevant authorization has been received, the applicant must fill in and send to Andrea Bertolini the relevant form for the purchase of agency services (airline ticketing, etc.) **exclusively in word format** (see form: "TRAVEL AGENCY SERVICES AUTHORIZATION FORM").

NB: Only the staff of the accounting office and administrative secretariat of the Service Centre is authorized to send requests for quotes directly to the affiliated agency.

### 8.5 OPENING MISSIONS USING PAPER FORMS

In the event of difficulty in opening the request in the electronic mode described above, the applicant must contact Dr. Letizia Romeo, Head of the mission's office ([letizia.romeo@unimib.it](mailto:letizia.romeo@unimib.it)), putting in CC Andrea Bertolini. In the event of a technical problem that cannot be resolved within the time required / authorized by the responsible parties, the applicant can opt for the paper form available at Service Centre. The forms can also be requested by sending an e-mail to Andrea Bertolini.

## 9. Other special expenses

### 9.1 Equipment and Software

In special cases, it is possible to purchase equipment or software necessary for research using your own funds. This needs to be agreed in advance with the PhD Coordinator and your tutor.

NB: Some equipment is already available at the Department and it is possible to borrow it for use within the university campus. If this is not the case, a loan agreement must be signed. The loan agreement involves 3 steps:

- Request addressed to the Director of the Department, signed by the Tutor of the PhD student and countersigned by the Coordinator, indicating the reasons why it is necessary for the PhD student to use computer equipment/equipment outside the ordinary place of employment.
- Approval of this request in the Department Committee.
- Signing of the loan contract.

### 9.2 Reimbursement of membership fees and online conferences

In the case of participation in training courses/seminars/conferences held remotely as well as in the case of registrations to scientific societies/associations, you must use the appropriate form to be requested from Andrea Bertolini, attaching an invoice or receipt of payment and certificate of attendance (for conventions, conferences, training courses).

The use of U-WEB MISSIONI will be necessary only if a physical transfer is planned for conferences/seminars/field research.

### 9.3 Translations and language revisions

It is possible to request reimbursement for translation and language revision. It is necessary to request pre-authorization; the text (in the final version) will then be sent to: [acquisti.disuf@unimib.it](mailto:acquisti.disuf@unimib.it) to obtain an estimate of the costs.

### 9.4 Eventual reimbursement of thesis printing

Printouts for the dissemination of the thesis can be reimbursed by specifying the external recipients to whom the work will be sent. The department can also bear the shipping costs. You should plan these expenses before discussing your thesis.

## 10. BOA

It is important to formally enhance one's academic career by keeping one's BOA page (<https://boa.unimib.it/>) up to date with one's own publications, awards, conferences, study periods abroad, third mission (e.g. opportunities to disseminate results outside the university environment, ...).

For publications it is necessary to upload the PDF version - pay attention to the copyright rules and check carefully the copyright agreements on the website of every journal you publish in. In case the publication is privacy-protected, the pdf should be uploaded anyway, by flagging in the file access settings: "archive managers only."

The page must be constantly updated. It is the responsibility of each PhD student.

In addition, students are recommended to have an **ORCID** record number (<https://orcid.org/>) and to register in **CINECA MIUR**.

## Useful contacts

- For administrative matters and interdisciplinary courses: [dottorati@unimib.it](mailto:dottorati@unimib.it)
- For curricular courses, mid-term assessment oral presentations, activities organized by the ESC Doctorate: [dottorato.educazione@unimib.it](mailto:dottorato.educazione@unimib.it)
- For missions: [andrea.bertolini@unimib.it](mailto:andrea.bertolini@unimib.it)
- Doctoral School website:  
<https://en.unimib.it/education/postgraduates/doctoral-research-phd>
- ESC PhD webpage:  
<https://en.unimib.it/education/postgraduates/doctoral-research-phd-programmes/phd-programmes/education-contemporary-society>
- E-learning of the Doctoral School:  
<https://elearning.unimib.it/course/index.php?categoryid=432>
- ESC PhD E-learning:  
<https://elearning.unimib.it/course/index.php?categoryid=6412>
- Drive folder with useful documents for missions and periods abroad:  
<https://drive.google.com/drive/folders/1S-Vie1qIQZEK0K182UDj1ucA-Rol6MHa>