



Department of Foreign Languages and Literatures  
**PhD programme in Foreign Literatures, Languages and Linguistics**  
Cycle XXXIV  
Coordinator: Stefan Rabanus

## 1. Basic information

- you have "student" status, you have to collect ECTS credits by attending classes (few hours) and doing research: 60 ECTS credits per year
- every PhD students is member of a "curriculum" (track)
- teaching activities and assessment are organized per track
- please refer to the curriculum coordinator
  - Foreign Literatures and Cultures: Anna Bognolo ([anna.bognolo@univr.it](mailto:anna.bognolo@univr.it))
  - Foreign Languages and Translation Studies: Paolo Frassi ([paolo.frassi@univr.it](mailto:paolo.frassi@univr.it))
  - Linguistics: Birgit Alber ([birgit.alber@univr.it](mailto:birgit.alber@univr.it))

## 2. Activities

- research project: in concert with your supervisor ("tutor"), maybe a secondary supervisor (from abroad)
- submission deadline for your thesis: 1<sup>st</sup> November 2021
- teaching classes / ECTS credits for classes
  - first year: 8 ECTS credits PhD programme + 8 ECTS credits PhD school
  - second year: 8 ECTS credits PhD programme + 8 ECTS credits PhD school
  - third year: 4 ECTS credits PhD programme + 4 ECTS credits PhD school
- N.B.: "crediti di didattica" (for lessons) vs. "crediti di ricerca" (everything else)
- classes organized on PhD programme level - complete catalogue here:
  - <http://www.dlls.univr.it/?ent=ava&cs=819&lang=en>
- classes organized on PhD school level in several areas
  - language skills: English academic writing and presentation skills; Italian; all other language classes offered by the University Language Center (co-called "CLA")
  - computer skills/Digital Humanities
  - statistics
  - practical issues connected to research, such as grant writing, intellectual copyright issues, organization of conferences etc.
  - general culture: "lectiones magistrales"
  - <https://www.univr.it/en/phd-schools/-/scuola/arts-and-humanities>
- assessment/end-of-the-year tasks (for September)
  - submit documentation of acquired ECTS credits
  - submit report of everything you did during the year
  - submit term paper (= assessment method for the classes)
  - present your results in a talk in the end-of-the-year meeting of your PhD track
  - participate with abstract and poster at the PhD day
- periods abroad: to the extent that is necessary in order to reach your objectives

### 3. Money

#### Monthly scholarship

- + funding for 'ordinary' research activities (conference participation etc.): additionally 10% of the scholarship per year = approx. Euro 1300
- + increase of your monthly scholarship for (research) periods abroad
- + funding for 'extraordinary' research activities (usually connected to the research projekt
  - call for applications published by the PhD school (usually twice a year)

### 4. Italian

- University language center (CLA) offers Italian classes for all levels, even for absolute beginners
  - orientation meeting: 5 October, 10.00 at "Studio di Italiano", Vicolo Campofiore, 2
  - schedule of basic Italian classes: [https://cla.univr.it/files/ORARIO\\_CORSI\\_ITALIANO.pdf](https://cla.univr.it/files/ORARIO_CORSI_ITALIANO.pdf)
  - Italian courses provide ECTS credits on PhD School level!

### 5. Bureaucracy

- authorization has to be requested for
  - "missioni": conference participation, periods in researchs institutes, archives etc.
  - work: authorized only if connected to the research activities up to a max. 150 h. per year (PhD is full-time activity!)
- forms for all burocratic procedures are available here (you need GIA username and password):
  - [My Univr](#) / [servizi](#) / [ricerca](#) / [dottorati di ricerca](#) / [dottorandi](#)
- procedures
  - "missioni": submitted to secretary of PhD school (always e-copy to [stefan.rabanus@univr.it](mailto:stefan.rabanus@univr.it)):
    - authorization granted by the Coordinator (< 6 months) or by the PhD board (> 6 months);
    - authorization to access funding granted by the Director of the PhD school
  - work: submitted to secretary of PhD school (always e-copy to [stefan.rabanus@univr.it](mailto:stefan.rabanus@univr.it)):
    - authorization granted by the PhD board
- principle: request authorizations as soon as possible!

### 6. Locations

- teaching activities, if not specified in the programme: "Aula Olimpia", Palazzo di Lettere, 3<sup>rd</sup> floor
- secretary of the PhD school
  - Catia Cordioli ([catia.cordioli@univr.it](mailto:catia.cordioli@univr.it)): Polo Zanolto, 3<sup>rd</sup> floor, Room 3.03
  - opening hours: Tuesday to Thursday, 9:30 to 12:30
- PhD students common room: available soon!