



Guidelines for PhD students in Foreign Languages and Literatures

The PhD programme in Foreign Languages and Literatures (three years) is divided into two tracks (*curricula*): Foreign Languages and Translation and Foreign Literatures and Cultures.

a) Compulsory activities

a.1. Research

PhD students enrolled in the programme will work on their research project in collaboration with their supervisors and co-supervisors, who are designated by the PhD board in October each year, but may also benefit from the expertise of other board members, whom they are encouraged to contact throughout the programme.

Research activities can be carried out both at the University of Verona and at other Universities as well as libraries, research centres, etc. in Italy and abroad (stay-abroad periods must be authorized by the Coordinator or Board). These activities may also include the attendance of conferences, workshops, seminars, etc.

a.2. Coursework credit acquisition

Coursework credits (*crediti di didattica*) must be acquired by attending classes and lectures organized by the programme and by the *scuola di dottorato* (PhD School):

Table 1

	FIRST YEAR		SECOND YEAR		THIRD YEAR	
<i>Compulsory coursework credits</i>	<i>school</i>	<i>programme</i>	<i>school</i>	<i>programme</i>	<i>school</i>	<i>programme</i>
	8	8	8	8	4	4

PhD programme planned activities:

- ✓ Winter Schools (one for each track): it is a series of lectures given by PhD board members. Full attendance (around one week in January-February) grants 8 credits.

School planned activities:

- ✓ These activities include classes and interdisciplinary seminars as well as workshops in different areas, such as academic writing in English, English for academic presentations, Digital Humanities, statistics, Italian, etc.

b) Elective activities

b.1. First (Autumn) and second (Spring) semester activities

Both *curricula* offer a series of lectures expressly organized for PhD students and delivered by renowned guest speakers and department members.

They are thought to provide doctoral students with both a broad introduction to key theories, concepts and debates in given areas and a focus on specific research topics.

Participation is highly recommended.

b.2. Study and research periods abroad

Study and research periods abroad are of course highly recommended as long as they are attuned with the programme's aims and objectives and the individual research project. The minimum recommended length is three months (in the three-year programme). Each period also allows for the acquisition of coursework credits (2 credits per month, i.e. one programme credit + one school credit).

b.3. Publications and working activities

Although publications are not part of the formal requirements for the PhD, students are encouraged to publish. Each publication must be recorded on the CINECA platform through the IRIS application (Institutional Research Information System).

Working activities are allowed for a maximum of 40 hours per year and only if related to research or academic domains (e.g. teaching assistantship) and must be authorized by the PhD board.

c) Evaluation and admission to second and third year

c.1. Coursework evaluation

In order to be admitted to the second and third year, PhD students are asked to produce an essay (term paper). It will deal with a topic treated either during the Winter Schools or the Autumn and Spring activities and will be assigned by one of the professors, chosen by the students themselves, who taught a module or gave a lecture. Length and methodology must be discussed with the chosen instructor. The essay will be evaluated and approved by him or her and sent to the Coordinator together with a 'coursework credit acquisition' form by mid-September. Please find all forms at MYUNIVR > Come fare per > Dottorati > La mia carriera come dottorando > Documenti.

Third-year students may write a term paper or a report on either the Winter School or other coursework activities.

c.2. Research evaluation

PhD students are required to submit an annual report summarising their research activities, publications, and other scientific undertakings as well the progress of their dissertation.

After being approved and signed by the PhD's supervisor, the report must also be sent to the Coordinator by mid-September. It is an important document as it certifies the scientific and research activities doctoral students have pursued, the skills they have acquired as well the expected results of their work and the progress of their dissertation. The report is evaluated by the PhD coordinator and board.

c.3. End-of-the-year evaluation meeting

Research activities are primarily evaluated during a meeting, normally held in September. The PhD board meets all doctoral students, who are asked to produce a brief (max 15-minute) presentation illustrating their projects and ongoing research, also detailing which activities (such as conferences, workshop, etc.) they attended or pursued throughout the year. Participation is mandatory and offers an opportunity to get valuable directions, insights, guidance, and advice from the members of the board. Admission to the following year (on a pass/fail basis) or to candidacy is communicated at the end of the meeting.

