Department of Foreign Languages and Literatures
PhD programme in Linguistics
Cycle XXXIX
Coordinator: Stefan Rabanus

PhD students meeting, 3 October 2023

1. Basic information

▪ you have "student" status, you have to collect ECTS credits by attending classes (only small amount of hours) and doing research (lots of hours): 60 ECTS credits per year
▪ teaching activities are organized in UniVR and UniBZ (= Faculty of Bressanone/Brixen), additionally by professors of UniMR

▪ all information on the PhD programme's web site
→ https://www.dlls.univr.it/?ent=cs&id=1007&lang=en

2. Activities

▪ research project: in concert with your supervisors ("tutor" and "co-tutor"), other members of the PhD board and, in case of "cotutelle de thèse" an additional supervisor from abroad
▪ submission deadline for PhD thesis (cycle XXXIX): 2st November 2026

▪ teaching classes / ECTS credits for classes (type: "crediti di didattica")
→ 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 compulsory classes) vs. "crediti di ricerca" (everything else)

▪ classes organized on PhD programme level - complete catalogue here:
→ "PhD Programme courses/classes"

▪ classed organized on PhD school level in several areas, most importantly
→ 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.

▪ list of classes here: https://www.univr.it/en/phd-schools

▪ assessment/end-of-the-year tasks (for the middle of September)
→ submit documentation of acquired ECTS credits (compile form)
→ submit report of everything you did during the year
→ submit approved term paper (= assessment method for the compulsory classes)
→ present your results in a talk in the end-of-the-year meeting of the PhD programme
▪ 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 1500

+ increase of your monthly scholarship for (research) periods abroad (50%)

+ funding for 'extraordinary' research activities abroad (connected to the research project)
  → European Union: Erasmus+ for Traineeship programme
  → Worldwide+ PNRR scholarships : call for applications published by the PhD school

+ reimbursement of transportation costs spent in order to attend classes or other activities in the partner universities (for travelling from Bressanone/Bolzano to Verona or from Verona to Bressanone/Bolzano)
  → ask for authorization as "missione" (see below, "Bureaucracy")

4. Italian

▪ University language center (CLA) offers Italian classes for all levels, even for absolute beginners
→ schedule of basic Italian classes: https://cla.univr.it/it/didattica/-/esercitazioni/CLA-ITA
→ Italian courses provide ECTS credits on PhD School level!

5. Bureaucracy

▪ authorization has to be requested for
→ "missioni": conference participation, periods in research institutes, archives etc.
→ work: authorized only if connected to the research activities, following strict rules (PhD is full-time activity!)

▪ authorization for work (at the moment "paper" work → shall be digitalized soon!)

→ get forms from the "Intranet di Ateneo" (you need GIA username [xxx@univr.it] and password) following the path:
→ Come fare per > Dottorati > La mia carriera come dottorando

→ "missioni": ask for authorization using the app "missioni" on the "Intranet di Ateneo" (N.B.: authorizations for "missioni" longer than 6 months have to be granted by the PhD board during a PhD board meeting, hence, ask them long before you want to go abroad):
→ work: please send compiled forms directly to ufficio.protocollo@pec.univr.it (N.B.: authorization granted by the PhD board, not by the Coordinator)

- for administrative support/contact to the offices
→ log-in on http://www.univr.it/helpdesk with your student's credentials (xxx@studenti.univr.it) and password
→ telephone: 045 802 8448, from Monday to Friday 9.30-12.30

- if you conduct experimental studies, with children etc.: don't forget to ask for approval of the "comitato etico" as soon as possible:
→ https://www.univr.it/en/university/-/organo/comitato-di-approvazione-della-ricerca-sulla-persona-carp

6. Locations

- teaching activities: mainly in the "Co-Working" lecture room

- PhD students common rooms: Lingue building 2nd floor, Rooms 2.04 and 2.12

7. Edit your personal web page

→ my UNIVR / dbERW / Menù principale / Personale / Dati personali

Select the entry with your name and date of birth and select Modify: In *Dati Anagrafici* you can add personal information as well as a basic introduction (in empty field for *Informazioni di presentazione*). Scroll further down to find place to add Curriculum and Photo.

Important: you have to enter in the area from the university network or via vpn!

Do you not see *Menù principale*, but only *Compatta/Espandi tutto*? This is a bug and needs to be fixed by a technician. Just email Luisa Mancini (luisa.mancini@univr.it) to have it fixed.

8. LiVe Lunches

Need to rehearse a presentation and receive more feedback than an empty room can provide? Or are you simply looking for a bit of support and encouragement from your fellow PhD students?

Have no fear, the LiVe Lunch is here!

This weekly get-together is organised in Verona for and by all interested PhD students in the Lingue departments of both Verona (Languages and Literatures, Linguistics) and Bolzano (Linguistics), and provides us with the opportunity to present our research in an informal setting, discuss ideas and issues, and help each other with feedback and suggestions.

Every LiVe Lunch, someone presents (either alone or in collaboration) their PhD research, a side project, or a PowerPoint they have worked/are working on, concerning any topic related to language, literature or linguistics.

We also have a page on Google sites, which is an archive of past events (and we will try to update it constantly):

→ https://sites.google.com/view/livelunch/homepage