

## Things to do

- Send your contact info (photo, office phone number, CV), name of your tutor(s) and abstract of your research project to [infochimgeo@unimore.it](mailto:infochimgeo@unimore.it) to be posted on the webpage (<http://www.m3es.unimore.it/site/home/people.html>)

- **Check to be member of the MS TEAM Channel “M3ES PhD Students “**

All PhD Students are automatically member of the MS TEAMS channel **M3ES PhD Students**, through which they will receive all the information and advertising of seminars and courses.

- **Seminars/Courses**

At the beginning of each academic year, a list of courses proposed by the M3ES Faculty will be published on-line at <http://www.m3es.unimore.it/site/home/education/courses.html> Students will be asked to select their preferences by a MS module provided on TEAMS. The expected attendance will help in planning the courses (rooms, didactic material...) and discharge those with a little number of preferences (<5 students). PhD Students can propose Seminars/Courses to the M3ES Faculty.

All the students will be added to the Google calendar of M3ES where they will find all scheduled activities. These can also be found on the M3ES website at <http://www.m3es.unimore.it/site/home/education/courses-calendar.html>.

Details on the credits (CFU) you can receive for educational and scientific activities are reported at <http://www.m3es.unimore.it/site/home/education/cfu-guidelines/articolo370054704.html>

- **Duties (forms/Information)**

✓ By the beginning of October or December accordingly to the PhD program starting period (November or December/January), PhD students have to fill in two excel forms (Activities and Abroad Periods) that will be uploaded on TEAMS and send an annual report by email to their “controrelatore” and in cc to [didatticam3es@unimore.it](mailto:didatticam3es@unimore.it).

✓ PhD Students have to present their scientific activity during the PhD Day by an oral presentation and a poster (all details will be provided by the M3ES Committee for Education by the beginning of September).

✓ **4 months/120days of research activities at an Institution/University abroad (outside Italy) are mandatory for each student.** For CFU assignment and day counting we consider period longer than 10 days (3CFU/month). In addition, all the experiences longer than 2 days will be counted in terms of “days outside UNIMORE” (they include research activities in other Italian Institutions and fieldwork, attendance to scientific school and conferences, short term visits...)

- **Annual support grant**

Every year a small amount of money is given to each student for his/her research activities and travels that must be spent before the next October.

Please remember your Tutor to communicate to the administration the funding that will be used to refund the PhD Student mobility costs.