

To-Do List for New PhD Students

- Submit Contact Information for Website Posting. Send your contact details (photo, office phone number, CV), names of your tutor(s), and an abstract of your research project to infochimgeo@unimore.it for posting on the M3ES webpage: [M3ES People](#)
- Check MS TEAMS Channel Membership. Confirm that you are a member of the “M3ES PhD Students” MS TEAMS Channel. All PhD students are automatically added to this channel, where important announcements, seminar schedules, and course updates are shared.
- Courses and Seminars.
 - i. At the start of year, a list of proposed courses is published online at: [M3ES Courses](#). Select your preferred courses using the MS Form provided on TEAMS; expected attendance will assist in organizing materials and room allocations, with courses receiving fewer than five preferences potentially being canceled.
 - ii. You can also suggest seminars or courses for consideration by the M3ES Faculty.
- All PhD students will be added to the Google calendar for M3ES, where they can find all scheduled activities. Updates are also available on the M3ES website: [M3ES Course Calendar](#).
- For details on the credits (CFU) you can earn through educational and scientific activities, see the guidelines here: [CFU Guidelines](#).
- Required Forms and Information: By early October (or December, depending on your PhD start date in November or January), you must:
 - Fill in two Excel forms (“Activities” and “Abroad Periods”) available on TEAMS.
 - In the first and second years, submit your annual report by email to your controrelatore (reviewer) who will assess the progress and provide feedback and cc didatticam3es@unimore.it.
- PhD Day Presentation: All PhD students are required to present their scientific work through an oral presentation and a poster at the PhD Day event. Details will be provided by the M3ES Education Committee in early September.
- Research Abroad Requirement: Complete a minimum of 4 months (120 days) of research activities at an institution or university outside UNIMORE (at least 3 months should be outside Italy). Periods must be at least 10 days to be eligible for CFU credits (3 CFU/month).

Activities longer than 2 days, including fieldwork and conference attendance, are also counted as “days outside UNIMORE.”

- Annual Support Grant Each PhD student receives two separate funds annually for research activities and travel:
 - Course Grant: Approximately €500, granted by the M3ES Course. Spending requires pre-approval and reimbursement authorization by the Course Coordinator and the DSCG Department Director.
 - Supervisor Grant: A minimum of €1100 provided by the supervisor. Spending requires pre-approval from the Course Coordinator, Supervisor, and Department Director (e.g., DSCG or DSV), and reimbursement authorization from the Supervisor and Department Director. Supervisors should communicate the specific funding used at the start of each year to the Course Coordinator and DSCG Administration.
 - Note: Funds must be utilized before the PhD program ends.
- Contacts:
 - For CFU, Seminars, and Courses: didatticam3es@unimore.it.
 - M3ES Coordinator and Secretary: dottorato.m3es@unimore.it