To-Do List for New PhD Students

By 15th November 2025

- Submit Contact Information for Website Posting. Send your contact details (photo, office room and phone number, and CV following the template at the bottom of this document) to dottorato.m3es@unimore.it. The information provided will be used to populate the M3ES webpage at M3ES People.

By 1th December 2025

- Verify your membership on the MS TEAMS channel. All PhD students are automatically added to "M3ES PhD Students" channel on MS TEAMS, but please double check and confirm your presence. MS TEAMS will be used to share important announcements, seminar schedules, and course updates related to the PhD school.

Formation Activities

Each year, PhD students must earn 60 CFUs, distributed across Learning Activities, Scientific Activities, and Thesis Activities, as detailed here: CFU Guidelines.

The PhD students are evaluated at the end of each year as detailed in: Evaluation procedure

Learning Activities

- Courses and Seminars offered by the M3ES Doctorate (over the next three years, at least 15 CFU related to Courses and Seminars must be earned)
    i. At the start of year (usually start of January 2026), a list of proposed courses is published online at: M3ES Courses. Select your preferred courses using the MS Form provided on TEAMS. [It is very important for us to know expected attendance for organizing materials and room allocations. The courses receiving fewer than five preferences could be canceled.]
    ii. You can also suggest seminars or courses for consideration by the M3ES Faculty by consulting with PhD students' delegates [mirco.meglioli@unimore.it, matilde.benassi@unimore.it]

- 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 other learning activities, such as basic training, courses offered by other Doctorate programs, summer/doctoral school, etc.., is up to you and your Tutors to decide whether, and which ones, to attend. As a general suggestion, national and international schools for PhD students are organized across all disciplines and are **very worthwhile to attend**.

Scientific Activities

- The doctoral activities officially started on 1st November, 2025. At the November's first

meeting of the Doctoral Council, a Supervisor and a **Supervisory Committee (SC)** composed by the Supervisor and at least two expert members, as defined in Evaluation procedure form, will be assigned to each PhD student.

- **Research Abroad Requirement**: The students must complete a minimum of 4 months of research activities at an institution or University outside of Italy. Periods abroad are eligible for CFU credits (3 CFU/month; abroad stays qualify for CFU if they are 10 days or longer).
  During your stay abroad you are eligible for a grant increase of 50%, details at: https://www.unimore.it/it/didattica/dottorati-di-ricerca/richiesta-aumento-borse-di-dottorato-soggiorno-estero
  You can also apply for Erasmus Traineeship program (https://www.unimore.it/en/internationalisation/outgoing-erasmus)

- **Starting year duty**: in **February 2026 (between 1 to 15**) you will have to present your Research Project to the SC and the Doctoral Council.
  - You will have to attend a cycle of seminars (date will be decided in this first introductory meeting) *ad hoc* organized with the aim of giving guideline and support on how to prepare this presentation.
    At the end of the Presentation the SC will compile and share with you FORM1 PROPOSAL containing an assessment of the soundness of your proposal.

- **Start of second and third years (September-October 2026 /September-October 2027) duties:**
  - **Between 1st and 25th September**:
    - Fill-in the two Excel forms ("Activities" and "Abroad Periods") available on TEAMS and submit them to the Educational Committee didatticam3es@unimore.it, and in cc to dottorato.m3es@unimore.it. The Educational Committee will assign/validate the CFUs and will send back to you the two forms.
    - Submit the two Excel forms and the **Annual Report** describing the scientific research activities undertaken and results achieved (free format, length: 5000 - 6000 characters/no space) by email to the SC members and in cc to dottorato.m3es@unimore.it
    - **Agree a date with the SC in the period 1-15 October** to present them (orally) the research activity undertaken during the preceding year (in terms of advancement of your Project, critical issues encountered, strengths/weakness, papers preparation/publication and a detailed research plan for the next year)
      At the end of the meeting the SC will share with you FORM2 AVANZAMENTO filled with comments on your results and suggestions
  - **PhD Day Presentation in the period 15-22 October**: All PhD students are required to present their scientific results through a poster presentation and discussion at the PhD Day event (structured as a conference poster session where the Council member and other students will come to your poster and discuss with you. It will take almost the whole day with a buffet lunch included). Details will be provided by the M3ES Education Committee in early September.

- **End of the third year (September-December 2028) duty:**
- **Between 1st and 25th September**:

- Fill-in the two Excel forms ("Activities" and "Abroad Periods") available on TEAMS and submit them to the Educational Committee didatticam3es@unimore.it, and in cc to dottorato.m3es@unimore.it. The Educational Committee will assign/validate the CFUs and will send back to you the two forms.

- Submit the Excel forms and a **Draft of the doctoral Thesis** (**at latest the 30 September**) by email to the SC members and in cc dottorato.m3es@unimore.it. **Alternatively**, (this decision should be taken in agreement with the SC) arrange a meeting with the SC (**at latest the 30 September)** and present them orally the overall results of your Project and the outline of your Doctoral Thesis.

- In both cases, the SC will then fill in FORM2, and share it with you in **a meeting (to be arranged before the 15th October)** to discuss it and any eventual critical issues.
  After that the SC will send it to the Doctoral Council (dottorato.m3es@unimore.it)

- **PhD Day Presentation in the period 15-22 October** same modality as in previous years

- **By 31st October**: Send the PhD Thesis to the external Reviewers (names will be appointed by the Doctoral Council and communicated to you in due time).
  Reviewer will send back evaluation FORM Valutatori by **30 November (to** (dottorato.m3es@unimore.it)

- **By 15th December: Oral presentation (**30 minutes + 30 minutes discussion**)** of your overall research achievement to the Doctorate Council and SC members (who will likely lead the discussion).

Tutorship activity

- The PhD student can (on voluntary basis) deliver tutorship for a maximum of 40 hours/year in Bachelor or Master Courses (it should be agreed with the Teacher in charge of the course, who should formulate the request to the President of Bachelor/Master Council , who in turn will forward it, after approval, to the Doctoral Council). See details at: https://www.m3es.unimore.it/site/home/education/cfu-guidelines.html

Contacts:

- For CFU, Seminars, and Courses: didatticam3es@unimore.it.
- M3ES Coordinator and Secretary: dottorato.m3es@unimore.it

- Students' delegates: matilde.benassi@unimore.it; mirco.meglioli@unimore.it