



UNIVERSITÀ
DEGLI STUDI
FIRENZE

DIEF
DIPARTIMENTO
DI INGEGNERIA
INDUSTRIALE

PhD students Guide Industrial Engineering

Access to PhD programs is by competitive examinations.

The PhD Call is usually opened in spring and managed centrally by the University of Florence. Access to PhD programs is by competitive examinations.

Each cycle is articulated in 4 different curricula:

- Energy and innovative industrial technologies
- Design and development of industrial products and processes
- Industrial Engineering and Reliability
- Science and Engineering of Materials

For each cycle the Academic Council selects the research topics/fields.

Organization

The bodies of the doctoral course of the industrial engineering department Dief are organized as follows:

- **PhD Programme coordinator:**
Prof. Giovanni Ferrara
- **Curricula Coordinators:** Each program has his own-coordinator
 - Energy and Innovative Industrial and Environmental Technologies: Prof. Adriano Milazzo
 - Design and development of Industrial Products and Processes: Prof. Dario Vangi
 - Industrial Engineering and Reliability: Prof. Filippo De Carlo
 - Science and Engineering of Materials: Prof. Andrea Caneschi
- **PhD Council:** The Academic Council is composed by professors, who are in charge of-decide to issues related to PhD students' careers.
- **Students Representatives:** the Academic Council includes a representation of two current PhD students, in order to deal with teaching and organisational problems.
- **DIEF Administrative Manager:**
Dott.ssa Mari Luisa Amerise
- **Doctoral programmes administrative referent:**
Dott.ssa Benedetta Rizzo



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Rules and Regulation

The doctoral program is regulated by the following articles of the University of Florence:

- **Regulation for the accreditation, establishment and functioning of the Research Doctorate courses (Regolamento per l'accreditamento, l'istituzione e il funzionamento dei corsi di Dottorato di Ricerca) -**
- **University Regulation on PhD - valid from cycle XXXVIII (Regolamento di Ateneo in materia di dottorato di ricerca - valido dal ciclo XXXVIII)**
- **Rules for deposit of the PhD thesis (Regolamento per il deposito della tesi di Dottorato) - Italian version**

Training Program

At the end of the three years each candidate must collect a minimum of 30 ECTS of which 15 must be courses (ECTS - European Credit Transfer and Accumulation System / CFU – Crediti Formativi Universitari)

At the end of the three years each candidate must collect a minimum of 30 ECTS of which 15 must be courses		
COMPLEMENTARY SKILLS at least 6 ECTS	INTERNAL COURSES at least 15 ECTS	FREE CHOICE COURSES
Courses organised by the University 4 in the first year 2 in the second year	Courses organized by the Department of Industrial Engineering At least 15 ECTS must be acquired from internal teaching offering. At least 9 ECTS must be courses, (the rest can be seminars)	The ECTS can be obtained from courses chosen by the student and organized by Italian and foreign universities, research institution, software developers etc... They have to be authorized by the tutor
You will have to achieve at least 20 credits in the first year and the rest in the second – 6 hrs = 1 ECTS no ECTS may be awarded to doctoral students for teaching on master's degree courses.		

Soft and Complementary Skills

The University of Florence organizes a **training of Soft and Complementary Skills** dedicated to the Doctoral Students in order to answer to the increasing request, in the field of scientific research and on a highly specialized job market, of technical and relational skills (teaching, linguistics, statistics, IT, legislation, etc.).

From the XXXIV cycle, students must acquire at least 6 ECTS (or 36 hours total



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over the three-year period) for participating in these courses.

The offer is varied and articulated: individual modules and cycles of lessons. There are English language courses and courses on scientific communication in the main exchange languages (French, German, Portuguese, Spanish, Italian, English).

The choice of the activities can be adapted for any students' specific formation.

- [Visit the dedicated page on the UNIFI Web site](#)
- Access to the online platform for [enrolling to the courses](#)

Courses abroad - credits recognition – Report

Students attending courses or seminars abroad and asking for credit recognition of this training period should present to the Secretariat:

- [Authorization form approved by the supervisor](#)
- Training Certificate

In October the PhD Board rules on CFU recognition, therefore we ask all the PhD students to fill out the [excel sheet](#) regarding the courses attended (EXTERNAL/SOFT SKILLS) by September 31st.

Mission



You are on mission when you travel in Italy (outside Florence) or around the world for more than 4 hours for reasons linked to your research.

Here the link to access to the Dief [website](#).



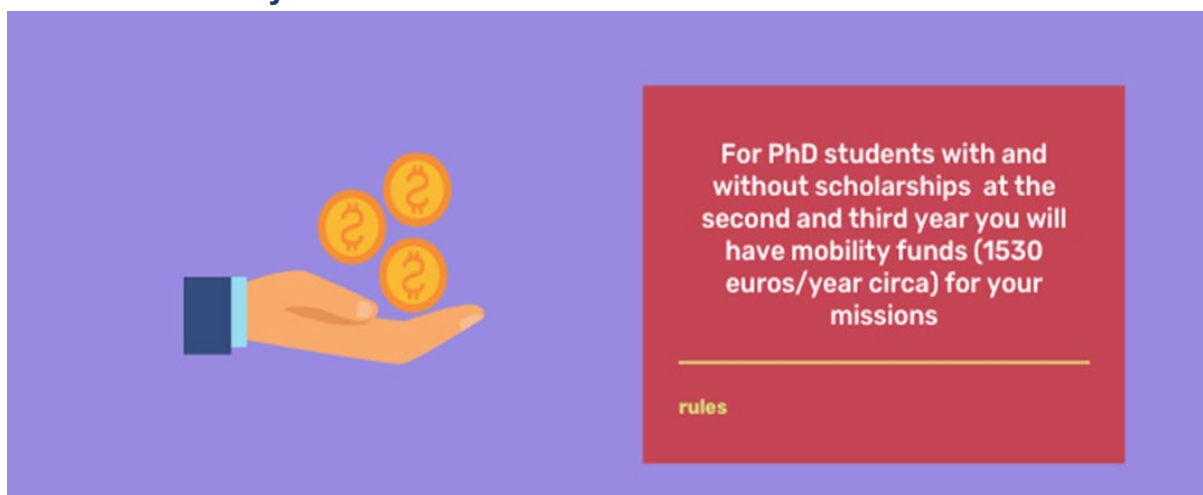
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Follow this simple tips:

- Try to limit the use of private vehicles to the specific conditions provided
- Always deliver the original documentation to the secretariat
- Be sure about the resources available before the authorization (ask to Benedetta Rizzo)
- Request the authorization even without refund, to be covered by the insurance in any case
- If the mission is abroad fill the forms related to the increasing of the scholarship (if entitled - check the funds for mobility) and the validity for the period of staying abroad. Please check the dedicated section on DIEF [website](#).

Funds for mobility and ...



This fund is not available for visiting students.

Art. 18 par. 7 of the UNIFI Doctoral Regulations - each PhD student (with and without a scholarship but not a visiting student) is guaranteed a mobility fund for "research activities in Italy and abroad" - of approximately 6,300 euros. (for cycles prior to XXXVIII starting from the second year)

For the COVID19 emergency the type of expenses allowed was extended, as long as they are "relevant to the student's educational path":

1. Publication costs of journal articles (only if in open access mode)
2. software licenses
3. registration and participation, even remotely, to: training courses and language courses, even remotely, "single courses" or other paid courses at universities (not only by your home university), conferences and workshops even remotely



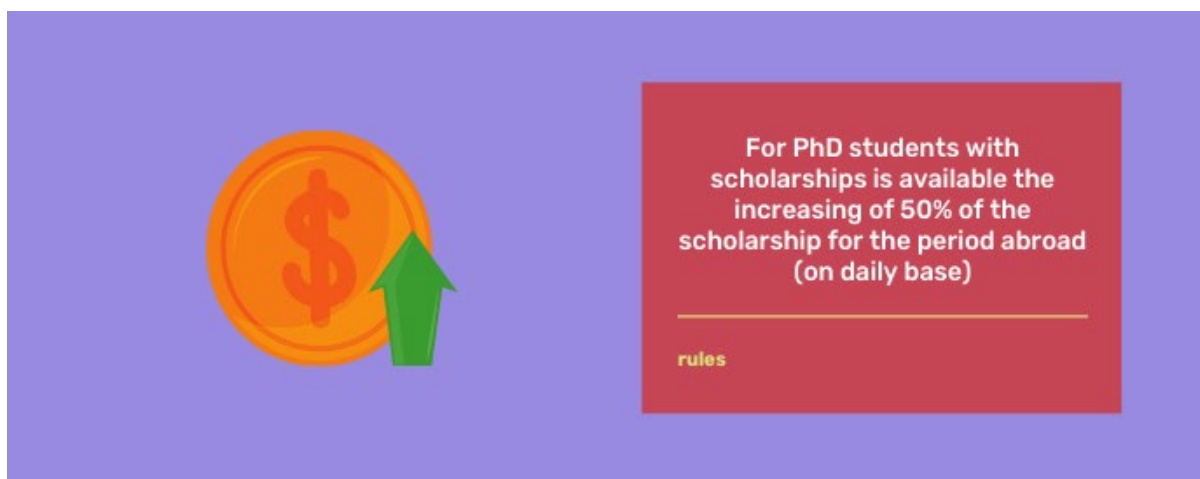
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4. costs incurred for the language revision of articles and/or thesis
5. laboratory consumables
6. Inventory assets, costing even more than € 516.46 euros, excluding VAT: laboratory equipment and computer equipment.

However, other expenses may be needed, of a different nature to those indicated above and for which the relevance to the training course can be demonstrated, and within the budget allocated upon the fund for mobility.

Please check the dedicated section on DIEF [website](#).



In this case there are special forms for [authorization](#) and [confirmation](#) that should be sent after, with the exact period spent abroad.

The confirmation should be sent for every month within the 7th day of the month after to be sure to have the increasing in the first month available.

In case you forgot to send the confirmation in time, you are going to receive the increasing in the first payment available.



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Work compatibility



The students enrolled on
doctoral courses are required to
attend full-time

Required



In case of simultaneous
performance of a work or extra
activities the PhD student must
request compatibility to the
Board of Teachers.

Required

Please download the [form](#) for the request of compatibility and contact the administrative referent to know the next meeting of the Academic Council.



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Schedule

WHEN	WHERE	WHAT
At the End of every academic year for acceptance to the following year	G-Drive	<p>The PhD students are required to upload:</p> <ul style="list-style-type: none"> - Report on their annual activities; - Excel sheet regarding the courses attended, Authorization form and Training Certificate for the external courses; <p>In October:</p> <ul style="list-style-type: none"> - it will be held the Presentations of the annual work; - The PhD board will rule on the recognition of CFUs and the acceptance of students to the following year.
During the year	phd.dief@ingind.unifi.it	<p>the PhD students can submit applications to the Academic Council:</p> <ul style="list-style-type: none"> - authorization and confirmation for the period abroad; - work compatibility; - suspension or waiver...
End of cycle	phd.dief@ingind.unifi.it	<p>Doctoral students, at the end of their course, are required to submit to Prof. Ferrara and phd.dief@ingind.unifi.it</p> <ul style="list-style-type: none"> - the draft of the doctoral thesis - the abstract of the thesis. <ul style="list-style-type: none"> • The secretariat will send the draft thesis to the reviewers. • The reviewers have one month to examine the draft thesis. • The evaluations will be sent to the student and his/her tutor. • The student must then revise and make the necessary corrections under the supervision of the tutor. <p>Once the doctoral office has published the composition of the committee, you will be officially convened.</p> <p>The convocations indicate the final requirements and the deadlines for sending the final thesis to the committee and to phd.dief@ingind.unifi.it.</p>
Before the final dissertation of the thesis	The procedure is managed centrally by the University of Florence	Check the PhD page on the university website for the procedure