

PhD Programs HANDBOOK

(last update: 8 November 2024)

*Please note that this document is an extended version of the document “PhD Programs — Academic Rules and Regulations” (published [here](#)); additional information compared to the “Regulations” is in **blue font**.*

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Art. 1 Scope of the Handbook and PhD “positions”

Art. 1.1. Scope

The present Handbook includes all the rules provided for by the document: [“PhD programs: academic rules and regulations”](#) as well as more details on rules, operational procedures and economic issues.

Other important sources of information regard:

- “detailed Study plans’ requirements” (which vary program by program – see website area of the single program /sub-area “Courses and requirements”);
- “Thesis procedures and deadlines” (see website area of the single program /sub-area “Info for current students” and then “Focus on thesis”);
- [“Regulations for the election of PhD Student Representatives”](#) issued by Rectoral Decree n. 23, 12 March 2024¹;
- “Regulations on student representation” issued by Rectoral Decree n. 22, 12 March 2024²;
- “Parental Leave - Guide” available in the yoU@B Student Diary (left-hand menu > Documents for PhD Students > Parental Leave).

The following rules are compliant with:

- Ministerial Decree 226/2021, 14 Dec, 2021 and Ministerial Guidelines, 22 March, 2022 (references mentioned in the footnotes);
- the Bocconi Statute, General University Rules and University Academic Regulations.

Art 1.2. PhD positions: Terminology and Credentials

DR - PhD student: FROM enrollment TO Aug 31, year X

(X=last official year of the program: 3rd year for the PhD in Legal Studies and 4th year for other PhD programs).

PDC - PhD candidate: FROM Aug 31, year X TO PhD conferral

PDF - PhD fellow: FROM PhD conferral TO Aug 31, year X+2

Two years (after the official end of the program) is the time span that Bocconi grants to its PhD candidates/graduates to be placed on the job market.

During this period they officially appear as part of Bocconi.

e-mail account:

- e-mail account of the domain @phd.unibocconi.it from enrollment to 31/8/X+2 (to send/receive mails);
- alias of the domain @bocconialumni.it from PhD conferral (to receive mails)

- e-mail account of the domain @unibocconi.it for all those (PhD students / candidates / fellows) who have a Bocconi contract (teaching / research)

website:

all PhD students, candidates and fellows are displayed on the Bocconi website in the area "Research and Teaching fellows"

¹ - PhD School Council, Faculty Council and University Quality Assurance Committee: one single PhD Student representative who covers the office at the same time for the three academic bodies;
- Department Councils and PhD Faculty Boards: one PhD Student representative for each Department Council who covers the office also in the PhD Faculty Board of the PhD program "matched" with the Department.

² The Regulations on students representation deal with representation in University Sport Committee, Management Board of ISU Bocconi, University Evaluation Unit and Bocconi University Board. PhD students, together with 3-y, 2-y, 5-y degree programs contribute to representation in such Bodies (they have the right to vote and can stand for election).

Art. 2 Aim of PhD programs

Bocconi PhD programs are full-time programs with compulsory attendance, aimed at providing the advanced knowledge and skills required to be top researchers.

PhD programs are designed for highly qualified and motivated students who aspire to become scholars (academic career) or highly skilled professionals for public and private institutions.

Art. 3 Accreditation and activation of PhD programs

The establishment and activation of a PhD program involve:

- an internal decision process, in accordance with the Statute of Bocconi University (art. 21.3);
- an external accreditation process, pursuant to ministerial rules.

The internal decision process, including both the establishment proposals and the annual activation, conforms with the deadlines of the annual Academic Planning.

The initial ministerial accreditation is granted when all minimum requirements are met; requirements concern:

- number of members of the Faculty Board and qualifications (academic position and standards according to ministerial rules)³;
- average number of fellowships calculated on the total of PhDs and number of fellowships for each PhD program⁴;
- availability of adequate and sustainable funding⁵;
- availability of specific and adequate research facilities⁶;
- advanced research activities and advanced teaching / learning activities (including courses and seminars)⁷
- complementary interdisciplinary and multidisciplinary activities for PhD students⁸
- compliance with the European Higher Education Area (EHEA) “quality assurance standards” for the design and management of PhD programs, as set out in the guidelines by ANVUR, the Italian National Agency for the Evaluation of Universities and Research Institutes.⁹

The initial accreditation is subject to annual confirmation which is granted on condition of continuity in the fulfilment of the above-mentioned requirements; confirmation is based on the results of monitoring activities performed by the University Evaluation Unit.

The proposal of a new program includes:

- name of the program, curricula (if any) and fields;
- PhD Program Director’s name;
- duration of the program, which cannot be less than three years;
- scope of research related to wide, structured and clearly defined disciplinary fields¹⁰;
- qualifying goals of the program;
- career opportunities;
- structure of the PhD course of studies, including both study and research activities;
- detailed composition of the Faculty Board and their research output;
- maximum number of places offered¹¹ (with fellowship, with tuition waiver, with payment of tuition fees; the balance between places without and with fellowship is 1 place without fellowship (as a maximum) versus 3 places with fellowship¹²;

- maximum number and amount of available fellowships (at least 4 first year fellowships averaged over all the programs of the PhD School and not less than 3 first year fellowships for each single program¹³), number of tuition waivers and of paying students (if any), amount of tuition fees for the program;
- budget allocated to PhD students for their study and research activities (art. 8);
- other potential funding made available to the PhD program or the whole PhD School (e.g. by external donors);
- admission criteria;
- PhD students' assessment criteria during the studies and admission requirements for the following academic years;
- facilities and equipment PhD students can use for their activities;
- details about "in consortium" or partner institutions¹⁴;
- any other element required to verify that the accreditation standards are met.

Proposals for the activation of subsequent cycles include all the information provided in the establishment proposal, and specify any variations from the previous year.

Admission procedures and degree requirements for "in consortium" or partnership PhDs will be agreed upon by the parties (parties to the consortium/partner institutions) in compliance with the law.

³ Art 4 comma 1 lett a):

⁴ Art 4 comma 1 lett b)

⁵ Art 4 comma 1 lett c)

⁶ Art 4 comma 1 lett d)

⁷ Art 4 comma 1 lett e)

⁸ Art 4 comma 1 lett f)

⁹ Art 4 comma 1 lett g)

¹⁰ Art 6 comma 2

¹¹ Art 5 comma 2

¹² Art 9 comma 1

¹³ Art 4 comma 1 lett b)

¹⁴ Art 3 comma 2

¹³ National Scientific Qualification

Art. 4 Management of PhD Programs: Program Director and Faculty Board

The Program Director heads the PhD Faculty Board and is appointed by the Academic Council (on a proposal by the Dean after consulting the PhD Faculty Board) in compliance with the procedures set in the Statute.

He/she is a full-time tenured Bocconi Professor: a full professor ("ordinario") or, in default of full professors, an associate professor ("associate").

He/she fulfills the requirements to be a "commissario ASN¹⁵" or meets all the three "threshold values" required to be a full professor¹⁶.

The Faculty Board is composed¹⁷ of at least twelve members (gender balance is encouraged), of whom:

- at least 50% are full professors and associate professors (by Bocconi or other universities) whose disciplinary field is coherent with the program; full professors meet at least two "threshold values" required to be a full professor; associate professors meet at least two "threshold values" required to be an associate professor;
- at most 50% are researchers (tenured and fixed-term contract¹⁸) at Universities or public research bodies; researchers meet at least two "threshold values" required to be an associate professor;
- at most one third of the members can be "experts" (who are not part of Universities or public research bodies) with high and recognized scientific / professional qualification as specified in the Ministerial Guidelines (22 March 2022).

The members can join only one PhD Faculty Board at national level (two Boards only in case one of them refers to a program in partnership).

The PhD Faculty Board may appoint the "PhD Executive Council", comprised of:

- the PhD Director (chair);
- the Curriculum Coordinators (if any);
- at least two PhD Faculty Board members (proposed by the PhD Director).

PhD Faculty Board meetings are open to students that represent the PhD program (who are the PhD student representatives in the Department Councils matched with the PhD Program). They don't have right to vote and their attendance is limited to the topics affecting them (listed below).

The PhD Faculty Board's responsibilities (that might be delegated either to the Program Director or to the PhD Executive Council, based on what approved by the School Council) are related to the planning, management, monitoring and improvement of the PhD program.

In particular, the PhD Faculty Board:

- 1) approves the composition of the PhD Executive Board, the Admission Board and the Thesis Boards;
- 2) coordinates and supervises study and research activities carried out by PhD students.

Moreover, with the engagement of PhD student representatives, the PhD Faculty Board:

- 3) monitors and assesses the performance of the program as a whole, including the Periodical Review requested by ANVUR;
- 4) defines/proposes to the higher Academic Bodies possible improvement actions for the program.

The PhD School coordinates the programs and is in charge of common processes (e.g. selection, organization, placement).

In the case of “in consortium” or partnership PhDs, admission procedures and PhD graduation procedures will be agreed upon by the parties, in compliance with the law.

¹⁶ Art 4 comma 1) lett a.3)

¹⁷ Art 4 comma 1) let a.1.and a.4

¹⁸ Law 240/2010: Art 24 comma 3 lett b)

Art. 5 Admission to PhD Programs

Admission to the programs is regulated by a public competition decreed by the Rector¹⁹.

The criteria to figure out the number of maximum available places are annually set by the University Board on the proposal submitted to the Academic Council.

Admission is subject to the fulfilment of specific requirements, namely:

- an Italian graduate degree or a foreign qualification of equivalent level suitable for admission. The above-mentioned qualifications must be obtained within the deadline set in the official call (coherent with the time-schedule of the program);
- a B2 (or higher) level of competence (CEFR) in the vehicular language of the program.

Further curricular qualifications may be included in the proposal for the activation of the program; in this case, they have to be specified in the call.

The suitability of foreign qualifications is verified by the Admission Board in conformity with the applicable Italian and foreign rules, or in conformity with international treaties or agreements on the validity of qualifications for post-graduate education.

Admission takes place after the selection of applicants. The prerequisites and the qualifications are evaluated and each candidate is ranked according to the assessment criteria specified in the call.

The Admission Board ranks the candidates, who will then be admitted to a program according to their ranking (ranking criteria are set in the official call). The PhD Administrative Center ensures compliance with the rules.

PhD programs' Admission Boards are appointed by the Rector after consulting the Faculty Board and are composed of at least three members of the Faculty Board itself.

¹⁹ Art 8 comma 1

Art. 6 Enrollment

Candidates admitted to a PhD program must enroll or decline the offer as instructed in the call.

Concurrent enrollment in two university programs is allowed according to what provided for by law, by ministerial guidelines²⁰ and by the specific rules adopted by Bocconi within its self-government limits to meet its educational purposes (see Annex1).

In cases of prohibited concurrent enrollment in another university program and a PhD program, the candidate has to opt; therefore he/she either quits the other program to enroll in the PhD program or has to decline the PhD offer.

In the other cases, usually the concurrent enrollment in another university program and in the first year of a Bocconi PhD program is not allowed, as PhD programs involve compulsory attendance and an exclusive full-time commitment, particularly demanding during the first year, and the concurrent enrollment would hinder an active and regular participation in the PhD academic activities.

Within eight days from arrival, all non-EU students who hold a study visa for Italy must apply for a permit of stay for study purposes (*permesso di soggiorno per motivi di studio*).

Non-EU students enrolled in the first year of the program who do not send the copy of permit of stay to the PhD Administrative Center (PhD-AC) by the end of June, will not be admitted to the second year of the program, even if they have met all the “academic” requirements (art 9).

²⁰ Law no.33 of 12/04/22, Implementing Ministerial Decree No.930 of 29/07/22 and Ministerial Decree No. 933 of 02/08/22

Art. 7 Financial conditions (fellowship, tuition waiver, tuition fees)

Students can be enrolled (according to their ranking position):

- with Bocconi fellowship (merit-based or based on merit and financial conditions²¹);
- with merit-based tuition waiver up to 100%;
- with payment of tuition fees.

Students can be financed also by external donors (private or public institution)²²:

- in case of “not ad personam financing”, the donor signs an ad hoc agreement with Bocconi; in such case the number of Bocconi fellowships is increased before the publication of admission results; the external donor fellowship is managed as all other Bocconi fellowships (the recipient pays no tuition fees; replacement is possible in case the candidate declines the offer);
- in case of “ad personam financing”, the candidate receives the financial support directly from the external donor (the recipient has to pay tuition fees; replacement is not possible).

Other forms of financing are possible according to ministerial rules²³ (e.g. “assegno di ricerca”).

Fellowships are awarded to the best ranked *PhD students*²⁴; they are annual and are paid out by monthly, deferred instalments.

Fellowships can be renewed in the following years if the necessary requirements are met (art 9).

For study and research activities abroad (at least one month and full months only) authorized by the PhD Program Director, the amount of the fellowship is increased by 50% (calculated on the amount of the ministerial fellowship: 16,243 €) and for a maximum total period of 12 months (18 months only under special circumstances provided for by ministerial rules such as, for example, theses in co-tutorship)²⁵. [For details and form, see Annex 4.](#)

If a student with fellowship benefits from a fellowship for a period abroad granted by a domestic or foreign institution and if such fellowship is equal to/ higher than the increase of the Bocconi fellowship, then it fully replaces the increase.

If it is lower, then the fellowship by the Italian / foreign institution has to be supplemented by Bocconi University so that the overall amount for the student is equal to the increase of the Bocconi fellowship.

If one or more PhD students who were assigned a fellowship leave the program, then before the start of the new academic year, the “released” fellowships can be “re-assigned” to other students – enrolled in any PhD program- who were admitted without fellowship,

²¹ Fellowships based on merit and financial conditions are managed by ISU Bocconi (Student Assistance and Financial Aid Center as provided by regional law no. 33, 13 December 2004).

provided that the remaining duration of the fellowship is equal or longer than the remaining number of years to be attended by the eligible student.

The requirement to be met to be eligible is that the student's performance must be equal /higher than the average performance of students of the same cohort admitted to the following academic year in the same Ph.D. program.

If the number of re-assignable fellowships is higher than the number of eligible students, then all the eligible students are re-assigned a fellowship.

If the number of re-assignable fellowship is lower than the number of eligible students, then eligible students are ranked according to merit and the available fellowships are re-assigned to the best eligible students.

The Committee in charge of re-assigning the released fellowships is composed by the Dean and the Program Directors. The PhD Administrative Center ensures compliance with the rules.

As provided for by the Italian law:

- compulsory Italian pension contributions (INPS "gestione separata") are deducted from the amount of each fellowship ([details in Annex 2](#));
- income from the fellowship is tax free;
- fellowships cannot be added on to other fellowships of any kind except those granted to students who are required to spend time abroad by domestic or foreign institutions²⁶;
- each student can be awarded just one full fellowship for Italian PhD programs; therefore, if a student was given a fellowship for an Italian PhD program and, after the PhD conferral, he/she enrolls in another Italian PhD program, he/she cannot be assigned a second fellowship; moreover, if a PhD student withdraws from an Italian PhD program and then he/she enrolls in another Italian PhD program, the new fellowship will not cover the full duration of the new program but just a part of it (depending on how long he/she benefited from the first fellowship).

The amount of Bocconi fellowships (which is higher than standard ministerial fellowship) and of tuition fees are annually set by the University Board.

²² E.g., Government of the Country of origin of the candidate, or Foundations.

²³ Art 8 comma 3 and art 9 comma 5. "Assegno di ricerca" is an alternative source of financing and it is incompatible with the PhD fellowship (see Law 240/2010 art 22, comma 3).

²⁴ [PhD positions: Terminology - see art 1.2](#)

²⁵ Art 9 comma 3. Rule applicable as of 2022-23 regardless the cohort the student belongs to

²⁶ Art 6 Law n. 398, 30 Nov 1989

Amount of fellowship as of a.y. 2024-25:

All years – all cohorts (including those who started before 2024-25): 23,000 €

Amount of tuition fees - as of cohort 21-22 (37° cycle):

3-y program – 1 st year 4-y programs – 1 st and 2 nd year	15,000€
3-y program – 2 nd and 3 rd year 4-y programs – 3 rd and 4 th year	5,000€

All PhD students (with and without fellowship) are required to pay regional fees, as per existing regulations (current amount: 140€).

Art. 8 Financial support

According to Ministerial rules, *PhD students* (with and without fellowship) - within the limits of the financial resources allocated annually to the PhD School by the University Board - are provided with an annual budget for their “study and research activities”. The amount of the budget (not *ad personam*; available on the academic year) is 10% of the amount of the ministerial fellowship; the use of the budget is always subject to the Program director approval²⁷ and check with the PhD program assistant.

The 1st year budget is meant to acquire the laptops that will be assigned to students as of the start of their 2nd year (useful information about Technology and data processing: see Annex 3).

The budget of the following years (2nd and 3rd year for Legal Studies; 2nd, 3rd and 4th year for other PhD programs; 1,650€ per academic year) is meant to allow the purchase of services and goods to support study and research activities in Italy and abroad (mainly travel expenses for papers’ presentation at conferences / congresses / seminars, for attendance at summer schools, for visiting periods, costs for rights of access to databases for on-line experiments, ...).

Details in art 9.3 and in Annex 5. Applications must be submitted before the activity is held or the purchase of the good is made.

Wherever the purchase is manageable by the PhD program assistant (e.g. flights, hotels), it must be made by means of the University in compliance with its policies (no reimbursement); if the purchase cannot be managed directly by the PhD program assistant, the reimbursement can apply provided that adequate (for fiscal purposes) documentation is submitted.

Within the same a.y., the funds can be spent according to the recipient needs (e.g., all in the first semester, all in the second semester, etc.), on condition that 1,650€ per a.y. are not exceeded.

Before the end of the year, undrawn funds can be made available for other students.

After the end of the year, undrawn funds cannot be carried forward in the following year.

In case the total annual budget allocated to the PhD School is large enough, further funds might be made available to each PhD program to address the needs of the students thus supplementing the financial resources labeled as “budget for study and research activities”.

Other types of financial support are as follows:

- part-time work for Bocconi University; (see details in art 8.1)
- standard financial support: all *PhD candidates* who have successfully completed the last year of the Program may receive a research assistantship contract for at most one year; (see details in art 8.2)

- special financial support for *PhD candidates and PhD fellows* (PhD candidates and PhD fellows of 4-y programs deemed most promising in terms of top-level placement - research activities in Academia or other institutions- are eligible to receive a research assistantship contract named special financial support); (see details in art 8.3)
- financial support for job market placement (the University covers the expenses for conferences to present papers and participate in job market events; moreover, the University offers training and procedural support). (see details in art 8.4)

The standard financial support and the special financial support can be granted provided that the overall annual (from Sept to Aug) income deriving from work for university and/or other profitable activities outside university does not exceed 25,000€²⁸.

By mid-April (before the allocation process begins), the PhD candidate/fellow shall communicate (by filling out an ad hoc form) to the Program Director and PhD Administrative Center, cc the program Administrative Assistant, if the estimated overall gross income (from Sept to Aug) deriving from work for university and/or other profitable activities outside university is higher or equal/less than 25,000 €, so that the initial allocation of funds can be made.

If – after the initial allocation – PhD candidates/fellows get other contracts so that the overall income exceeds 25,000 €, they shall promptly inform (by filling out an ad hoc form) the PhD Program Director and PhD Administrative Center, cc Administrative Assistant.

The PhD Administrative Center is the reference point to check whether standard/special financial support has to be discontinued.

Art 8.1 Part-time work for Bocconi University

Here below the list of part time work opportunities; please note that most of them require the PhD program director's approval (art. 10).

- ✓ **Teaching assistantship and Teaching** (upon PhD program director's approval)
All PhD students and PhD candidates who want to work as teachers / teaching assistants are (respectively) required / strongly recommended to attend and pass the course "PhD BEAT – Bocconi Excellence in Advanced Teaching". The course is managed by "BUILT

²⁷ Art 9 comma 4.

Rule applicable as of 2022-23 regardless the cohort the student belongs to.

²⁸ **5th year (4th year for LS):**

*if income from September to August (including Bocconi contracts) > 25,000€, then NO standard NOR special financial support;

* if income from September to August (including Bocconi contracts) ≤ 25,000€, then YES standard; special financial support (if deserving).

6th year (excluding LS):

*if income from September to August (including Bocconi contracts) > 25,000€, then NO special financial support

* if income from September to August (including Bocconi contracts) ≤ 25,000€, then special financial support (if deserving).

- Bocconi University Innovations in Learning and Teaching” and aims at giving PhD students useful methods and tools to achieve excellence in teaching. The course is offered each Fall.

Compensation

Teaching assistantship - as of 2024-25:

DR (PhD Student), PDC (PhD candidate) and PDF (PhD fellow) = 44€/hour

Teaching (lectures and exercises) - as of 2024-25 =

DR (PhD Student), PDC (PhD candidate) and PDF (PhD fellow) = 176€/hour for any teaching activity

Maximum number of hours/year (ministerial requirements)

	Teaching assistantship in		Teaching in		
	3-y, 5-y, 2-y degree programs		3-y, 5-y, 2-y degree programs		PhD programs
DR 2nd year	maximum 160 TA hours per year	OR (*)	maximum 40 hours per year		
DR 3rd (and 4th) year	maximum 160 TA hours per year	OR (*)	maximum 40 hours per year	OR (*)	maximum 40 hours per year; complementary exercises only**
PDC	No hour-cap		No hour-cap		No hour-cap; complementary exercises only
PDF	No hour-cap		No hour-cap		No hour-cap; lectures (with Dean and Program director approval) + complementary exercises

(*) A mix of TA and teaching hours is also allowed, in compliance with the limits specified above. Please note that the equivalence ratio is: 4 TA hours = 1 teaching hour. Therefore, for instance, a 3rd year PhD student can deliver 80 TA hours + 10 teaching hours in BSc programs + 10 hours (complementary exercises) in PhD programs

(**) rule approved by Academic Council 2 July 2024:

- as a rule, from year 3 onward and on condition that they have already attended the BEAT course
- exceptionally, during year 2, subject to Dean approval, and on condition that:
 - + they commit to attend the BEAT course at the earliest available edition

+ course directors do not involve them in grading the assignments

For further details about Teaching Assistantship see **Annex 6**.

- ✓ **Research assistantship** (upon PhD program director's approval)
From the second year (as an exception, during the first year, subject to Dean's approval).
Dean's approval is also required in case of two overlapping contracts.
Average duration of the contract = 3 months.
- ✓ **Exam proctoring** (no need of PhD program director's approval)
Activity: acting as exam invigilator for undergraduate and graduate programs.
Timing: from the 1st year and without limits in terms of hours.
Contract: one/two-month contracts; more contracts can be activated to the same person depending on the need.
Compensation: 17€/hour.
Call: sent in September/October each year.

Art 8.2 Standard financial support

All PhD candidates (with or without fellowship) who have successfully completed the last year of the Program (which ends on 31 August X) receive a research contract (Co. Co. Co.) for a maximum amount of 7,000 € for at most one year (from September X to August X + 1).

Funding must be discontinued if and when the overall annual (from Sept to Aug) income (if any) deriving from work for university and/or other profitable activities outside university exceeds 25,000€.

Allocations take place in May.

Standard financial support is subject to personal income tax (IRPEF) and to social security contributions (INPS "gestione separata").

Art 8.3 Special financial support

PhD candidates and PhD fellows deemed most promising in terms of top-level placement (research activities in Academia or other institutions) are eligible to receive a special financial support²⁹.

The special financial support is assigned by a Committee chaired by the PhD School Dean and composed of the Dean of the Faculty and another Faculty member chosen by the Dean. The Committee selects the recipients, based on PhD Program Directors' proposals, considering the following elements: academic CV, PhD career, supervisor's reference letter. Allocations take place in May.

The special financial support takes the form of a research and teaching contract.

The Committee assigns contracts whose amount equals to 5,000 € or multiples.

Each 10,000 € contract implies the willingness of the recipient to give 12 teaching hours (T) or, if not possible, 48 teaching assistantship hours (TA) or mix (ratio 1 T = 4 TA, e.g. 6 teaching hours + 24 TA hours). The total hours to be delivered varies proportionally according to the contract amount (e.g. a 5,000 € contract implies 6 teaching hours, or, if not possible, 24 TA hours, or mix). These hours are included in the contract, without extra compensation. Recipients shall actively seek teaching opportunities to fulfill their contract obligations. Non-compliance must be duly justified.

Please note that the teaching load of the above contracts is satisfied based on the following priority scale: (i) lectures, (ii) any other teaching activity (complementary lectures / preparatory courses / complementary exercises), (iii) teaching assistantship.

If the recipient delivers more hours than those included in the contract, the extra hours will be compensated separately (see art 8.1).

5,000 € contracts last 6 months, while contracts equal or above 10,000 € are 1-year long.

The renewal for the following year is subject to a new evaluation.

Funding must be discontinued if and when the overall annual (from Sept to Aug) income (if any) deriving from work for university and/or other profitable activities outside university exceeds 25,000€.

Special financial support is subject to personal income tax (IRPEF) and to social security contributions (INPS "gestione separata").

Art 8.4 Financial support for job market placement

During their final year PhD candidates are closely supported, in order to be successfully placed on the job market (Academia).

The PhD School covers the expenses to place PhD candidates on the job market (PhD candidates attend conferences to present their papers, meet scholars of other universities and participate in job market events such as job market international fairs) and offers training and procedural support.

²⁹ The special financial support is addressed to PhD candidates and PhD fellows enrolled in 4-y programs.

Art. 9 Attendance and Progress Evaluation; Duties related to study and research activities

Art. 9.1 Requirements for admission to subsequent years

Study plan's requirements are set by the Faculty Board of each program and approved by the PhD School Council and Academic Council (annual Academic Planning); they are published on the website.

For programs that are divided into specialization areas (field, tracks, ...) the rules to activate specialization areas and their respective elective courses are set in the annual Academic Planning.

One exam date only is set at the end of teaching activities. In case of absence, duly justified, the Program Director can authorize the student to take the exam at a later date. Unjustified absence is considered as "fail".

Retakes for failed exams might be organized only if allowed by the PhD study plan's requirements.

At the end of each year and before enrollment in the next year the Faculty Board verifies whether the student has met all the academic requirements.

The results can be as follows:

- admitted - PhD pass;
- not admitted - MPhil pass (for PhD programs that award MPhil - art 16);
- not admitted -fail.

Students must be notified about their result (around mid-September).

Only admitted students can enroll on the next year of the PhD program.

If a student is not admitted to the next academic year, the payment of the fellowship is suspended immediately after the last instalment of the last year of regular enrollment has been paid out.

Released fellowships can be re-assigned to deserving students initially admitted without fellowship (art. 7).

Besides "academic" requirements, admission to the second year is subject to the submission of a copy of the permit of stay (art 6).

Students who get an MPhil pass can be awarded the MPhil provided that they submit official application within two months (starting from notification of non-admission).

After such deadline, the status of student is automatically revoked and the MPhil cannot be awarded any more.

The status of student is immediately and automatically revoked for students who get a fail.

The Faculty Board can remove a student from the program during the year if he/she repeatedly fails to comply with academic duties and obligations (even at the end of the last year, before thesis submission).

If a student is removed, he or she will have to forfeit the fellowship and repay it for the year.

Art. 9.2 Compliance with ethics standards

Ethics is central to scientific integrity, honesty and clarity. It is considered essential by the European Commission and the REA - Research Executive Agency in the research activities (e.g. journals do not publish papers unless they are compliant with ethics standards). Therefore, principles of research ethics must be met in any research activities conducted during the PhD Program.

- 1) All PhD students are required to attend and pass the “principle of research ethics” online course available at ECR.unibocconi.it (login with Bocconi credentials). Starting from a.y. 2024-25, the course is included in the study plan³⁰.

After attending the course and passing the exam, the PhD student must send the certificate to the Administrative Assistant of the program to be recorded in the academic career.

Compliance checks will be carried out at the end of the academic year. Students will be reminded only once. It is their responsibility to fulfill this important requirement.

Having passed the “Principles of Research Ethics” is a requirement for the submission of the thesis to the external reviewers. PhD candidates cannot submit their thesis to the external reviewers until they have handed in the “Principles of Research Ethics” certificate (see Art. 13).

- 2) Besides the course, all PhD students are required to connect to ECR.unibocconi.it to be familiar with the following sections of the online portal (needed whenever they conduct a research project that might have an ethical impact):

³⁰ Cohort 2024-25 and following: 1st year compulsory course
Cohort 2023-24: 2nd year compulsory course
Cohort 2022-23: 3rd year compulsory course
Cohort 2021-22 (for 4-y PhD programs only): 4th year compulsory course

- “Informed consent template” to be administered whenever a survey or an experiment, involving human participants and/or personal data has to be conducted;

- “Checklist” to be filled out in order to assess the ethical severity of research. Possible outcomes:

- Expedite application - moderate/low severity: the research project is assessed by 2 members (out of 5) of the Bocconi Ethics Committee.
- Regular application - high severity: the research project is assessed by all 5 members of the Bocconi Ethics Committee.

If the assessment is positive, the Bocconi Ethics Committee issues an “ethics approval”, that can be attached to the research project for submission to journals (or other purposes).

Art. 9.3 Authorizations and funding requests

Any **off-campus** study and research **activity** (e.g. summers schools, conferences, periods at other Universities, ...) as well as any **expense** related to study and research activities, both related and not related to off campus activities (travel booking, services and goods purchase, ...) must be authorized by the PhD Program Director exclusively by means of an ad hoc IT tool (PhD authorizations and Funding requests).

Applications must be submitted before the activity is held and before the purchase of the good/service is made (**ex ante phase**)

The IT tool is available at the following link <https://af.phdrequest.unibocconi.eu> or via the Agenda You@B.

At the end, documents attesting any activity and any expense must be uploaded into the IT tool (**ex post phase**).

1) Ex ante Phase

1.1) Authorization for off campus activities:

It is always necessary even when the activity has no costs (e.g. conference in Milan).

In case of periods abroad at other Universities /organizations equal / longer than 1 month, the steps of the IT tool include a step that requires the upload of a duly filled in paper form. See Annex 4 for details and the paper form.

In order to complete the authorization process, in case of off-campus activities, documentation that proves the need of mobility must be uploaded into the IT tool (e.g. conference program, Summer School acceptance letter).

1.2) Funding requests

See Annex 5.1 for details regarding the list of typical expenses that can be financed and how they have to be managed.

The IT Tool therefore includes the following steps:

- 1) Ex ante authorization for:
 - a. mobility and related expenses (Conference/Congress/seminar; Summer School/Winter School/Training Course; Visiting Period)
 - b. expenses without mobility (e.g. editorial revision for the thesis, purchase of highly specialized books, etc...)
- 2) Preliminary request check by the Admin. Assistant
- 3) Approval/partial approval/rejection by the PhD Program Director

After obtaining the approval of the PhD Program Director, expenses can be incurred, which, depending on their type (Annex 5.1), can be processed through the automated tool (<https://bocconi.clienti-mytico.cisalpinatours.it/>) Mytico (cost covered directly by Bocconi; no need for reimbursement), or outside the Mytico tool (in some cases, the cost is initially covered by the PhD student/candidate and requires reimbursement; in other cases it is covered by the administrative assistant on behalf of the student, in which case no reimbursement is needed).

All expenses must not exceed the authorized cost limits, and in the case of travel, they must adhere to the Travel Policy (available through the Mytico tool).

2) Ex post phase

The IT Tool includes the following steps:

- 4) Ex post proof of mobility and/or expenses
In all cases (with / without mobility) documents attesting the expenses (e.g. receipts, boarding passes, ...) must be uploaded into the IT tool.
Moreover, in case of off-campus activities, documentation that proves the actual participation in the activity must be uploaded (e.g. attendance certificate).
- 5) Request closure by the Admin. Assistant



Art. 10 PhD program attendance and other activities – Compatibility

Being enrolled in a PhD program involves, in compliance with the law, an exclusive full-time commitment. Students must actively and regularly take part in the University's academic activities and in all study activities included in the program structure.

In cases (regulated by the Italian law) of prohibited concurrent enrollment in a PhD program and another university program, the student who wants to enroll in another university program has to opt; therefore he/she either quits the PhD program to enroll in the other program or has to decline the other program offer.

In cases of feasible concurrent enrollment, the PhD Board evaluates on a case by case basis and allows the enrollment in the other program (as a second program) only if there is reasonable certainty that an active and regular participation in the PhD academic activities can be really guaranteed.

[See details about concurrent enrollment in Annex 1.](#)

Students can be authorized by the Program Director to:

- temporarily study and do research in other Italian or foreign Universities and organizations ([see art 9.3 for authorization and Annex 4 for details and paper form to be filled out for periods abroad equal / longer than 1 month – both students with and without fellowship](#));
- take part in meetings and seminars and other short-term projects related to their studies and research activities [as well as make purchases of services and goods \(see art 9.3 and Annex 5\)](#);
- work as teaching assistants/teachers and research assistants in conformity with national³¹ and internal rules set in art 8.

Moreover, the PhD Faculty Board, after evaluating the student's request, may authorize him or her to do professional training, undertake remunerated work activity (by subjects different from Bocconi University) or do an internship, provided the activity does not hinder the regular and constant attendance to the program (**compatibility**).

Authorization can be granted on condition that the activity is aimed to acquire competencies coherent with the PhD program (**coherence**).

However, in the case of students without fellowship, the Faculty Board will also take into account the fact that these students may need financial means for continuing their studies.

³¹ Art 12 comma 1 and 3

Under special circumstances the Faculty Board may grant a leave (art 11; maximum 6 months³²) when professional training, remunerated work activities or internships hinder the regular and constant attendance to the PhD program (**non-compatibility**).

In case of remunerated work and internships, a leave can only be granted if the activity is prestigious and promises to significantly qualify the student.

³² Art 8 comma 8

Art. 11 Extension period and Leave of absence

Starting from *PhD students* enrolled in their last year in 2022-23³³, an extension period may be allowed (half a year or, as a maximum, one year).

By the deadline set to submit the thesis draft (the deadline is set in the document “thesis procedure and deadlines” published on the website; **usually June of the final year**), the PhD student, after consulting with the advisor, may submit a request for the **extension period** (half a year or one year) to the PhD Faculty Board. The PhD Faculty Board establishes whether to grant the extension and the period.

During the extension period the fellowship-recipient *PhD candidate* does not get an extension of the fellowship, however he/she might be recipient of other types of financial support for PhD candidates (art 8).

Here below a chart showing when dissertation takes place in case of no extension (standard workflow) or in case of half a year / one-year extension (X is the last regular year of the program: 3rd year for Legal Studies and 4th year for all the other programs; cases of minor and major changes are described in art 13)

	thesis draft submission		January X+1	June X+1	Jan X+2	June X+2
Workflow 1 (standard)	late June year X	→	Dissertation (if minor changes)	Dissertation (if major changes)		
Workflow 2 (half a year extension)	early Dec X	→		Dissertation (if minor changes)	Dissertation (if major changes)	
Workflow 3 (one year extension)	late June year X +1	→			Dissertation (if minor changes)	Dissertation (if major changes)

The Faculty Board can grant a **leave of absence** in the following cases:

³³ 4-y PhD programs: the rule applies for cohort 2019-20 (35° cycle) and subsequent cohorts. 3-y PhD program: for cohort 2020-21 (36° cycle) and subsequent cohorts

- 1) documented evidence regarding the following circumstances provided for by the Italian law: serious and prolonged illness/injury, military /civil service, maternity/paternity leave; [the guide on parental leave is available in the yoU@B Student Diary \(left-hand menu > Documents for PhD Students > Parental Leave\)](#).
- 2) professional training, remunerated work or internship (art 10).
In this case the maximum duration of the leave of absence is 6 months ³⁴.

The leave interrupts all the PhD program activities and financial support ([save exceptions regarding parental leave](#)). Financial arrangements will be reinstated at the end of the leave, for a period of time as long as the leave itself, unless the PhD student withdraws from the program or is removed before the end of the program.

At the end of the leave, the PhD Faculty Board will outline the requirements which must be satisfied in order to complete the program.

The extension and leave of absence periods cannot exceed 18 months overall (except when the leave is due to circumstances provided for by the Italian law).

³⁴ Art 8 comma 8

Art. 12 Withdrawing from the program

Students can withdraw from the program by submitting an ad hoc form (duly filled in). [See Annex 7.](#)

Withdrawal entails the annulment of the PhD academic curriculum (even if first-year curricular activities can be recognized and the student can be awarded an MPhil (art 9 and 16).

Art. 13 Thesis Writing and Submission

Procedural steps and timing regarding thesis writing and submission are set in the annual Academic Planning (in compliance with ministerial provisions) and published on the website ("Thesis procedure and deadlines").

Students choose their advisor and co-advisor, after consultation with the PhD Program Director. The advisor and co-advisor have to be approved by the Faculty Board.

At least one of them must be a Bocconi scholar and at least one of them must be registered in the Italian ministerial database (LOGINMIUR) and meet the requirements to be a member of the PhD Faculty Board (at least two "threshold values" - see art 4)³⁵.

In particular:

- the advisor is either a Bocconi scholar (holding one of the following positions: "ordinario"/"Bocconi full professor", "associato"/"Bocconi associate professor", ricercatore/assistant professor) or a scholar from another University (in case of scholar of other University, he/she is required to be part of the PhD Faculty Board);
- the co-advisor is either a Bocconi instructor, or an instructor from another Italian or foreign University, or a non-academic expert. The co-advisor must have proven research experience; if he/she is an instructor, it is advisable (though not necessary) that he/she is "ordinario"/"Bocconi full professor", "associato"/"Bocconi associate professor", "ricercatore"/assistant professor; if he/she is a non-academic expert, he/she must be affiliated with a research center;
- at least one between the advisor and the co-advisor (preferably the advisor) must meet the following requirement: at least two "threshold values" required to be a professore "ordinario" (in case of professore ordinario) or at least two threshold values to be a "professore associato" (in all the other cases, including "Bocconi full professors").

The administrative staff checks if at least one between advisor and co-advisor meets the requirement "at least two threshold values". If not, the Faculty Board assigns a new co-advisor who meets the requirements.

The following solution allows to easily meet the requirements specified above (as it allows to avoid the complex checks about threshold values):

- the advisor or the co-advisor is part of the PhD Faculty Board (as he/she automatically meets the two threshold values)
- the advisor or the co-advisor is a Bocconi scholar ("ordinario"/full professor, "associato"/associate professor, ricercatore/assistant professor).

The requirements have to be met in the moment when the advisor /co-advisor are assigned.

Within the deadlines set in the document “Thesis procedure and deadlines” the student, after consulting with the advisor, submits the thesis to the Faculty Board/PhD Executive Council and asks for evaluation by the external reviewers or for an extension period (see art 11). From a.y. 2024-25, the thesis can be submitted provided that the PhD candidate (belonging to any cohort) has completed the “Principles of Research Ethics” course and handed in the certificate to the PhD Administrative Assistant (see art. 9.2).

The thesis (with an attached report on the activities performed during the program and on publications , if any, as well any other document required by the University) has to be submitted to two qualified Professors, chosen by the Faculty Board, who are not part of Bocconi Faculty (External Reviewers).

Within the deadline set in the annual Academic Planning each Reviewer will issue a separate detailed assessment report of the thesis and recommend admission to the public defence (“minor changes”) or ask for postponement, for a maximum of six months, if significant additions or changes are required (“major changes”).

After receiving and giving due consideration to the assessments, the Program Director will admit/not admit the candidate to the public defence. In particular, a candidate will only be admitted if both assessments are favorable.

After the postponement period, theses are always admitted to public defence, without exception. Reviewers will issue new separate detailed written assessment reports.

PhD candidates can find operating instructions about Thesis procedures and deadlines on the website area of each single program (sub area “Info for current student”→ Focus on Thesis).

Art. 14 Final Examination

Candidates admitted to the defence of their thesis are assessed, at times set in the annual Academic Planning, by a Thesis Board which is appointed by the Rector. There are two thesis defence sessions per year (currently January and June).

The Board consists of three members; two of them are not part of Bocconi faculty³⁶ (they can be the external reviewers); the third member is the advisor or the co-advisor.

The date of the defence is established by the Thesis Board and cannot be changed. However, the *PhD candidate* who, for serious reasons, such as illness and/or unforeseeable or extreme circumstances, cannot participate in the defence on that date can ask the Board to change the date, and can be allowed by the President of the Board to defend the thesis on a different day.

After the discussion of the defence, the Board will issue a collective reasoned resolution in writing. The thesis will be approved or rejected; if it is rejected, it cannot be submitted a second time and the resolution cannot be appealed.

The University will save the thesis (electronic format) in the institutional repository (IRIS), which is an open source.

The University (by means of IRIS) will also transfer a digital version of the final thesis to the Italian National Libraries in Rome and Florence³⁷.

³⁶Art 8 comma 12³⁷ Art 14 comma 2

³⁷ Art 14 comma 2

Art. 15 “Thesis co-tutorship agreement” (double doctoral degree) and programs within international training networks

Exceptionally, students can be conferred a double doctoral degree (one from Bocconi University and the other from a foreign partner University).

Requirements are as follows:

- an ad hoc agreement has to be signed by the partner universities (a single agreement is required for each student involved);
- the agreement has to meet both the Italian and the foreign country rules and regulations regarding PhD programs;
- the student has to fulfill all the study plan requirements of the home university as well as those of the partner university (in particular exams and other compulsory activities);
- the student writes a single thesis (supervised by two advisors, one of the home university and the other of the partner university); the dissertation takes place in one of the partner universities with a mixed Thesis Board.

Moreover, Bocconi University can participate in Marie Skłodowska-Curie Actions Innovative Training Network (ITN) projects in partnership with other Universities that offer Early Stage Researchers the opportunity to join multidisciplinary networks of universities and non-academic institutions, improve their research skills and enhance their career prospects.

Applicants who choose to enroll in a PhD program combined with an ITN project have to meet specific eligibility criteria in addition to the standard Bocconi requirements.

Just one PhD degree is conferred.

Successful candidates receive funding for up to 3 years.

Art. 16 MPhil (Master of Philosophy) Programs

On a proposal by the PhD Program Director and approval by the PhD School Council second level specialized master programs, labelled as MPhil (Master of Philosophy) can be activated.

The didactic activity is the same as in the first year of the corresponding PhD program and it carries a minimum of 60 credits, involving about 1,500 hours of study.

In the case of MPhil programs, the Master Program Director is also the PhD Program Director who has proposed the program.

Students registered in the corresponding PhD (any year) can be admitted to an MPhil program if they have passed the curricular exams of the first year and:

- have obtained an "MPhil pass" at the end of the year;
- have obtained a "PhD pass" at the end of the year and voluntary withdraw from the program (art 12).

For students who enrolled for more than one year in a PhD program only the first year curricular activities will be recognized.

The final grade of an MPhil is the GPA (graded point average) of the first year exams, to which a maximum of 5/110 can be added for the research activities carried out in the years attended after the first, if any. However, the maximum grade obtainable is 100/110.

Art. 17 Visiting Students

Outgoing visiting students are students enrolled as Bocconi PhDs who attend lectures and/or do research abroad for a period of time (duly authorized).

Before travelling, all risks and threats should be considered and evaluated. Bocconi has partnered with International SOS to provide medical, safety and security advice to outgoing students³⁸. A dedicated page with detailed instructions is available on yoU@B, in the left side "International SOS" box.

The PhD Program Director will decide which exams passed abroad by a student can be validated (no cap is set for exams taken abroad).

Incoming visiting students are students enrolled in PhD programs at other Universities who only wish to attend Bocconi lectures or take the related examinations.

These students, admitted in compliance with the annual Academic Planning, may be enrolled in any year of the program in the other University, including the first year.

The PhD Program Director will evaluate the student's profile and establish if his or her preparation is adequate.

The maximum visiting period is two semesters in a three-year PhD and three semesters in a four-year PhD, not necessarily in sequence.

Visiting students may take a total of six Bocconi exams in a three-year PhD and a total of nine exams in a four-year PhD.

Visiting students from Italian or foreign Universities will be given an officially signed document, with a list of the subjects attended and the grades obtained, only if **a formal agreement had been previously reached between the Program Director of their University and the Bocconi PhD Program Director** about the qualitative standing of the student and the duration of the stay.

In case of mutual student exchange between Universities over the same academic year, no fees are charged to incoming visiting students.

In other cases, incoming visiting students shall pay the fees established by the University Board; current fees:

- A fixed amount (100 €) if they only attend lectures (regardless of the number of courses attended)
- A variable amount (200€ per course) if they attend lectures and take exams.

³⁸ Recommended for PhD students who:

- have not finished the last "regular" year of the program;
- travel abroad not as research assistants. For students who work as research assistants, Faculty & Research Unit is in charge of travel risk assessment.

Art. 18 Higher level courses

Highly-motivated and deserving Bocconi MSc students can be admitted to take PhD courses (so called “HLC - higher level courses”) during their MSc career.

Selection requirements and process are set in the annual Academic Planning.

Bocconi MSc graduates who passed one or more PhD exams during their MSc career and who enroll in a PhD program are allowed to ask for a “waiver” in their PhD career.

This implies that the PhD exams that they passed in their MSc career can be recognized (subject to PhD program director approval) in their PhD career.

More specifically:

- If the PhD exam passed during the MSc career is still a requirement of the PhD study plan of the PhD cohort the student belongs to, then it is recognized and matched (“esame con corrispondenza”); it can be a compulsory or elective course.
- If the PhD exam passed is not included anymore in the requirements of the PhD study plan of the PhD cohort the student belongs to, then it is recognized as free elective (“esame senza corrispondenza”).
- Under the supervision of the program director and tutor, they should consider the possibility to “replace” in their PhD study plan the waived courses with extra courses (to be registered as exams on top of standard requirements - “esami in sovrannumero”) to enhance their knowledge in their field of interest and reach sooner the frontier of research.

Art. 19 Code of conduct

All registered students shall adopt a code of conduct respectful of didactic activities, research and the University in compliance with the "Bocconi Honor Code" (published on the website).

Disorderly or inappropriate behavior and offences causing any serious interference with the University functioning, or causing substantive damage to the University activities or image shall be sanctioned, and further sanctions may be also imposed by law.

PhD students, PhD candidates and PhD fellows are required to abide by the Bocconi Faculty Code of Conduct in their research activities as well as their teaching /teaching assistantship activities (if any).

As for the rest, they are required to abide by the Bocconi Students Code of Conduct.

Both documents are published on Bocconi University website.

Art. 20 Special students

Special students are persons who apply for attending some PhD courses in order to broaden their knowledge and who have an adequate preparation that allows them to positively attend PhD courses.

Their admission is subject to a collective evaluation by the Program Director and the members of the Admission Committee.

Students who applied for a Bocconi PhD and were not admitted cannot be considered as special students.

Special students are allowed to attend a maximum of three subjects. However, the PhD Program Director, in agreement with the Dean, may make exceptions.

Special students may wish to take exams, in which case they will be registered for one or more single subjects.

Fees are the same as those charged to free movers hosted by BSc and MSc programs.

Special students shall pay a variable fee related to the number of hours of lesson attended and a fixed fee in case they want to take the exams (irrespective of the number).

Current fees:

- Variable fee for attendance – coefficient: € 170 per 8 class hours
- Fixed fee for exam(s): € 200.

Special students in a.y. $x/x+1$ may apply to PhD programs for a.y. $x+1/x+2$. In case of admission to the PhD program, they are admitted as regular 1st year students and the exams passed as special students can be recognized.

Art. 21 Supplementary activities

Besides the activities included in the study plan, Bocconi University offers a wide range of supplementary activities, open to all students (3-y, 2-y, 5-y degree students, specialized master students and PhD students).

These activities are optional and are not part of the PhD program requirements.

Supplementary activities offered by the University include:

- IT courses organized by the IT Education Centre (www.unibocconi.eu/itec)
- language courses organized by the Language Center (www.unibocconi.eu/languagecenter)
- interdisciplinary courses, which are part of the Sapere a Tutto Campo program (www.unibocconi.eu/interdisciplinarycourses)
- courses on databases and citation organized by the Library (www.unibocconi.eu/library)
- courses to develop self-management skills organized by Counseling and Self-Empowerment (www.unibocconi.eu/counseling)

The full range of supplementary activities is published each year in September (before the start dates of any activity chosen). More detailed information including programs and calendars will be released on the Bocconi website in the sections of the services which offer these activities.

General instructions are as follows:

- sign-up application procedure*: through the yoU@B student Diary in accordance with sign-up methods defined by the service offering the activity, about one month before the start of the course;
- assigning courses*: for each study program, sign-up applications are accepted in the order of chronological sign-ups received. Students who are admitted/not admitted to attend these activities will receive a personal online message sent to their yoU@B student Diary;
- attendance: compulsory for at least 75% of teaching sessions and checked through the online Attendance procedure by the teacher in class, in order to obtain the certificate of participation; online courses, if offered, also have mechanisms for registering attendance;
- evaluation: it is carried out by instructors according to the assessment methods discussed in class (the faculty member may require a final written report) but is subordinate to the compulsory 75% attendance and the active participation in class;
- period: courses are held during teaching periods and on specific dates which will be finalized before the sign-up period begins;

- duration: depending on the chosen activity.

Successful participation in these activities, certified by the teacher, allows students to obtain a certificate of attendance.

* For aspects regarding sign-up and assigning courses, activities organized by Counseling and Self-Empowerment are exempt. These courses have different sign-up and assigning courses methods, which are described on the Bocconi website (www.unibocconi.eu/counseling).

Art. 22 Certificates, self-declarations and other documents

1) Documents available to PhD students

Bocconi University issues the following types of documents:

- Documents automatically issued by the IT system (ESSE3):
 - a) Unofficial academic transcript, also known as “**Academic Curriculum**”, free of charge, printed on Bocconi letterhead, without signature.
Available only to PhD students who enrolled starting from a.y. 2022-23 (38th cycle).

It contains enrollment details, study plan and exams passed. It is available both in Italian and English. It is highly recommended to try and submit this document to the receiving institution before asking for an official certificate.
 - b) **Certificates** with payment of stamp duty (“marca da bollo” – see paragraph 3 for costs); they are printed on Bocconi letterhead, signed by the Director of Academic Planning & Monitoring, and they have a digital tag so that the receiving institution can check their authenticity (see paragraph 4);

Types of certificates (in English/Italian):

- ✓ Enrollment certificate with study plan and exams passed. *Available only to PhD students who enrolled starting from a.y. 2022-23 (38th cycle)*
 - ✓ Enrollment certificate with fellowship amount (including the fellowship increase for the period abroad)
 - ✓ Enrollment certificate
- c) **Self-declaration samples**, free of charge, on white paper, in Italian only, intended for the Italian Public Administration;

Types of self-declarations (in Italian only):

- ✓ Self-declaration with enrollment details, study plan and exams passed. *Available only to PhD students who enrolled starting from a.y. 2022-23 (38th cycle)*
- ✓ Self-declaration with enrollment details and fellowship amount (without fellowship increase for the study abroad period)
- ✓ Self-declaration with enrollment details

- Documents not automatically issued by the IT system: for any case not listed above, it is necessary to contact the PhD Administrative Assistant.
. N.B. PhD students who started their PhD career before a.y. 2022-23 must always contact the PhD Administrative Assistant to get a statement (letter) with the exams passed.

2. How to obtain the documents

The Unofficial Academic Transcript (**Academic Curriculum**) and the **self-declarations** can be printed by PhD students themselves, without contacting the administrative offices through the yoU@B Student Diary, left-hand menu: Certificates > Printable documents.

The **certificates** must be requested through **cert@B** available on the yoU@B Student Diary (logging in as “PhD student”, not as instructor), left-hand menu: Certificates > cert@B.

PhD students have to follow the procedure, select how they want to receive the document (see below) and pay the required fees (see paragraph 3).

The request is then forwarded to the administrative offices, that will prepare the certificate. As a general rule, it takes at least 4 working days for issuing certifications listed in cert@B.

As soon as the certificate is ready, the PhD student will receive a communication through the yoU@B Student Diary and the Bocconi email account as PhD student (@phd.unibocconi.it).

The certificate will be delivered in one of the following ways:

- For certificates in **electronic format**: the file of the certificate will be available for **download** in the yoU@B Diary (in the To Do List and then in cert@B) for **15 days**; IMPORTANT NOTICE: once the link is expired, student must submit a new certificate request via cert@B. It is not possible to re-activate a link when already expired.
- For certificates for which **delivery by mail** was requested: the certificate in paper format will be sent to the address selected with the national postal service (no additional costs) or express courier service (additional costs specified in the cert@B, depending on the place of delivery). In both cases, the timelines for receiving certifications depend on each individual service provider.
It is possible to ask for “sealed envelopes” by selecting “foreign purposes – application for foreign universities only”.

Warning: the possibility of printing documents/requesting certificates is available only in the yoU@B *Student Diary*, that can be accessed using the PhD student ID number as username.

3. Certificates: costs and payment methods

The issue of certificates costs:

- €16.00 (stamp duty 'imposta di bollo' for the request of certifications);
- €16.00 (stamp duty 'imposta di bollo' for the issue of each certification included in the request);
- €2.00 (for administration fees to be applied, where applicable, to each certification issue);
- Additional costs for delivery (if applicable) – see above

The amount must be paid through cert@B through payment procedure with **credit card** integrated into the procedure itself.

The above costs are not due in case of certificates to be used for immigration purposes in Italy (e.g. for the renewal of the permit of stay – permesso di soggiorno).

Certificates to be submitted to foreign institutions for travelling towards a country different from Italy are subject to the above costs (e.g. certificates to obtain a visa). They are classified as certificates for “foreign purposes” (“uso estero”).

4. Certificates: check of authenticity

The digital tag's authenticity can be verified by the receiving institution using the software made available by Bocconi University at the address <http://www.unibocconi.eu/certificatedecoder>.

Annex 1: Concurrent Enrollment in two University Programs

1) Ministerial rules common to all kind of university programs

Bocconi rules about concurrent enrollment follow from Law no.33 of 12/04/22, Implementing Ministerial Decree No.930 - 29/07/22 and Ministerial Decree No. 933 - 02/08/22, MUR clarifications of 10/10/22 and 12/01/23.

Concurrent enrollment occurs when a student is enrolled in two different university programs in the same academic year³⁹.

Rules affect programs offered by both Italian and non-Italian universities; in particular for Italian universities: "L" ("laurea" = first level 3-y degree / 6 level EQF), "LM" (laurea magistrale = second level degree: 2-y and 5-y degree / 7 level EQF), "MU" (master universitario di primo e secondo livello, 1-y Specialized Master - 1st level level / 7 EQF and 2nd level / 8 EQF), "CP" (corso di perfezionamento, specialization program / 7 EQF), "DR" (dottorato di ricerca, PhD program / 8 EQF), as well as the corresponding AFAM programs (alta formazione artistica, musicale, coreutica; Higher Education in Arts, Music and Dance).

In theory, various combinations are possible (e.g. 3-yd/5-yd+3-yd; 2-yd+2-yd; 2-yd+3-yd; 2-yd+1-ySM, 2-yd+PhD etc.) provided that the following conditions are met:

- to enroll in a certain program, it is always necessary to meet the entry requirements in terms of degree required for admission; therefore, for instance, to enroll in a PhD program + 2-y degree, the student must already have a 2-yd (or 5-yd) degree
- if a program has compulsory attendance, enrollment in the second program is only allowed if attendance is not compulsory (unless compulsory attendance is only for lab activities and/or internship)
- double degree programs are considered as concurrent enrollments and therefore it is not possible to enroll in another program (joint programs are not considered concurrent enrollment)

The combinations that are not in any way possible are: 3-yd/5-yd/2-yd + Medical Specialization School; Specialization School + Specialization School (medical/not medical); PhD+PhD.

Concurrent enrollment requires a previous check of feasibility and of fulfilment of requirements with both Universities.

³⁹ Therefore, for example, if in 2023-24 a student is enrolled in a first level 3-y degree and in May 2024 (before ending the program) enrolls in a second level 2-y degree for 2024-25, it is not a case of concurrent enrollment (provided that he/she gets the first level degree in due time); that is because his/her last year in the first level degree is 2023-24 and his/her first year in the second level degree is 2024-25.

2) concurrent enrollment in two Bocconi University programs

Given that Bocconi programs have a set number of students, as a rule, concurrent enrollment in two Bocconi study programs (in the first year as well as in any year) is not allowed in order to let a larger number of students to be admitted to Bocconi programs.

3) concurrent enrollment in a Bocconi “PhD Program” and in a program (any kind) offered by another university

Bocconi PhD programs imply a full-time commitment with compulsory attendance; therefore:

- according to ministerial rules, concurrent enrollment in a program (any kind) offered by another university with mandatory attendance is not possible; a typical example of program with compulsory attendance (stated by Law) is the “Scuola di Specializzazione” (for example Scuola di specializzazione per le professioni legali (SSPL)”. Besides the mere attendance to in-class activities, the SSPL takes time for out-of-class activities, as participants have to study and prepare for the state exam for magistrate, notary or lawyer)
- according to Bocconi rules, concurrent enrollment in a program (any kind) offered by another university without mandatory attendance:
 - during the first year of the PhD program it is not possible to be concurrently enrolled in another program as concurrent enrollment would hinder an active and regular participation in the PhD academic activities;
 - if, in the following years, students intended to enroll in another program (while still doing the PhD at Bocconi), they would promptly inform the Program Director so that the PhD Faculty Board can confirm the enrollment in the Bocconi PhD program (if deemed not compatible, which will be the most common case, the student will be asked to opt for one of the two programs).

Annex 2: PhD Bocconi merit-based fellowships

The amount of the fellowship is subject to INPS contributions (INPS = National Social Security Institute).

Part of contributions are borne by the University (currently 23.35%) and part by the student (currently 11.68%).

The amount of the student fellowship is gross; the part of contributions borne by the student is directly deducted from each monthly gross installment of the fellowship and transferred to INPS.

PhD students must register with INPS, "*gestione separata*".

Registration with INPS "*gestione separata*" shall be made online at:

<https://www.inps.it/NuovoportaleINPS/default.aspx?iiDServizio=2501>

Information about the credentials for registration can be found on the INPS website:

<https://www.inps.it/NuovoportaleINPS/default.aspx?imenu=111>

Citizens residing abroad who do not have an Italian identification document must refer to this webpage:

Online PIN

In order to complete the registration with the "*gestione separata*", students must select the option "*se stessi*" and enter their "*codice fiscale*", then they must select the option "*parasubordinato*" and specify the effective date of their fellowship (1 September yyyy) and enter their personal details (telephone number, etc.).

The fellowship is annual (to be renewed each year) and it officially accrues from September; it is paid out on a monthly basis, at the end of the month. The only exception regards the 1st and 2nd installments that are settled at the end of October.

Annex 3: Technology and data processing: useful information

1) Laptop equipment

- for hardware issues, please contact office.equipment@unibocconi.it;
- for software and VPN connection issues, please contact servicedesk@unibocconi.it or 02 5836 3101;
- For SW licenses not pre-loaded on the supplied laptop: students shall first apply to the PhD program Director for authorization; then they shall forward the request to software.bocconi@unibocconi.it by including the Director's authorization (together with the name of the PhD program the student belongs to).

2) High Performance Computing services

a dedicated Sharepoint area is available to provide all the information you need ([link](#)).

In any case, for further assistance, please contact hpc@unibocconi.it.

3) cloud storage

- As a general rule, all working documents and data should be stored in Onedrive, Microsoft's cloud service (the official system supplied by Bocconi). For PhD students, a capacity of 100 giga bytes is provided. In the event a larger capacity is required (1 terabyte), students should first apply to the PhD Program Director for authorization and then submit the request (with the Director's authorization attached and the name of the PhD program) to software.bocconi@unibocconi.it;
- If the use of Dropbox is unavoidable for specific research needs, please be aware that any versions (e.g. free version) that involve data storage on non-European servers are not allowed (according to Data Protection Officer instructions) since they are not GPDR-compliant.

4) AI tools

In case of using chat-GPT or other platforms relying on artificial intelligence to process data, please be aware that - according to the Data Protection Officer's instructions - neither data relating to individuals and/or their sensitive data nor data subject to intellectual property rights should be uploaded on such platforms.

Annex 4: Details for authorization for period abroad equal/longer than 1 month (students with and without fellowship)

- 1st phase (mandatory) – **get the prior authorization for the period abroad:**
 - fill out the form “AUTHORIZATION FOR PERIOD ABROAD EQUAL / LONGER THAN 1 MONTH” (see next page) and have it signed by the mentor or advisor (if already assigned) and by the Curriculum Coordinator (in case of PhD with curricula)
 - send it by e-mail in PDF format to PhD administrative Center (phdadministrativecenter@unibocconi.it)
 - upon PhD Administrative Center validation (via e-mail), upload the signed form on the “PhD authorizations and funding request” IT tool (together with the invitation letter)
- 2nd phase (mandatory) – **get the statement of the hosting institution regarding the actual period abroad:**
 - + *Students with fellowship*: at the end of the period abroad (at least one month and full months only) or at the end of each bimester / month⁴⁰,
 - + *Students without fellowship*: at the end of the period abroad (at least one month and full months only)
 - get a statement, on letterhead, issued and signed by the hosting university/institution stating:
 - > the actual and uninterrupted⁴¹ period abroad (from dd/mm/yyyy to dd/mm/yyyy)
 - > the activities carried out (research activities and, if any, attended courses/exams passed)
 - send it by e-mail in PDF format to PhD administrative Center.
- 3rd phase (only if needed) - **get the authorization for an extension of the period abroad:**
 - fill out the form (same form and same steps as in 1st phase)
 - then go on with the 2nd phase
- 4th phase (only if needed) - **Inform about early end of the period abroad:**
 - send a prompt e-mail to PhD administrative Center to inform about the early end of the period abroad (with motivation)
 - at the end of the period abroad: go on with the 2nd phase

40 N.B: the payment of the increase will be made at the end of the month which follows the receiving of the statement by the PhD Administrative Center

41 As a general rule, periods must be uninterrupted. Any exceptions (e.g. conferences attendance) is subject to PhD Administrative Center approval and, in any case, must be less than 7 calendar days

Form

AUTHORIZATION FOR PERIOD ABROAD EQUAL / LONGER THAN 1 MONTH

(first period or extension period)

to be filled out BOTH BY STUDENTS WITH AND WITHOUT FELLOWSHIP

and sent to the PhD Administrative Center (phdadministrativecenter@unibocconi.it)

Student ID n.

I, the undersigned: _____

enrolled in the PhD Program in _____

cycle⁴² _____, year⁴³ _____

ASK FOR AUTHORIZATION FOR A PERIOD ABROAD

for _____ months

⁴² Eg. XXVI cycle, XXXVII cycle, ...

⁴³ Eg 2nd year, 3rd year, ..

from (dd/mm/yyyy) _____ to (dd/mm/yyyy) _____

Host University/Institution: _____

to carry out the following activity/ies

(please specify if study and/or research activities and give a description of such activity/ies):

Milano, (dd/mm/yyyy) _____

Student's signature

Mentor signature or
Advisor's signature (if already assigned)

Curriculum Coordinator's signature ⁴⁴

NB: The final authorization by the PhD Program Director will be given by the "PhD authorizations and funding request" IT tool

⁴⁴ Only in case of PhD with curricula

Annex 5.1: Typical expenses to be managed by the Authorizations and Funding Request tool

1. Types of expenses and related management

A) Expenses with mobility

No need of reimbursement (purchase via MyTico tool⁴⁵; payment made by Bocconi):

- Travel and accommodation expenses for Conference/Congress/seminar; Summer School/Winter School/Training Course; Visiting Period at other universities and research centers:
request via **“self-booking”** section: possible only for **flight, rail, hotel**;
request via **“assisted mode”** section: necessary for other expenses (**ferry transfer, car rental and visa, etc...**).
- **Registration Fees for Conference/Congress/seminar**; request via **“Other services”** section.

With reimbursement (purchase without MyTico tool; payment made by the PhD student /candidate with personal funds):

- Travel and accommodation expenses for Conference/Congress/seminar; Summer School/Winter School/Training Course; Visiting Period at other universities and research centers: e.g. **meals, taxi, underground,**
- **Registration Fees for Summer School/Winter School/Training Course; Visiting Period at other universities and research centers.**

NB. Reimbursement can be made for the exact amount in the invoice only (no partial reimbursement is possible).

B) Expenses without mobility (without MyTico):

- **with no need of reimbursement:** e.g. purchase of highly specialized books (Egea); experiments run at BELLS; editorial revision of the PhD thesis; “submission fees”, for publications⁴⁶. The purchase is made by the Administrative assistant on behalf of the PhD student / candidate
- **with reimbursement:** e.g. purchase of the right to access specific databases⁴⁷, online experiments, software /cloud storage, membership fees. The purchase is made by the PhD student /candidate.

⁴⁵ The login process is managed directly by the Bocconi Single Sign-On framework. When accessing MyTico, please ensure that the email entered in the 'Regime Fiscale' (<https://regimefiscale.unibocconi.it/index.php?lingua=ENG>) field is the **PhD email**. **If it is not, it is necessary to update** it in order to be able to operate in MyTico. The system requires **one day** to be updated and grant access to MyTico.

⁴⁶ for publications in A+ and A journals only (for info about the list of A+ and A journal, please contact catalogo.ricerca@unibocconi.it, specify that you are a PhD student, and mention in which PhD program you are enrolled)

⁴⁷ If the database is not already available at the Library and it is needed to process relevant and peculiar data (e.g. data that is difficult to find, assembled according to specific criteria) which are needed for the development of the candidate's research project.

All travel expenses must comply with the **Bocconi Travel Policy**.

Moreover, before travelling, all risks and threats should be considered and evaluated. Bocconi has partnered with **International SOS** (<https://internationalsos.com>) to provide medical, safety and security advice to outgoing students.

2. Period of funds allocation

Expenses are typically covered through 'study and research activities' funds, and, where applicable, through 'job market' funds.

However, it is important to consider that:

- **“study and research activities” funds** are available from **September 1st to August 31st** (academic year).
Within the same academic year, funds can be spent according to the recipient’s needs (e.g., all in the first semester, all in the second semester, etc.), provided that the total does not exceed 1,650€ per academic year.
Before the end of the academic year, any undrawn funds can be made available to other students.
After the end of the academic year, undrawn funds cannot be carried forward over the following year.
- **Job Market** funds are available from **January 1st to December 31st** (calendar year).

3 off-campus activities insight

Departure and return dates for travel should be as close as possible to the authorized off-campus activity dates, as indicated in the official documents (invitation letter, conference program).

The city of departure and arrival for trips ought to be Milan.

Any exceptional personal requests to depart from or arrive at locations other than Milan must be submitted to the PhD Administrative Assistant via the 'PhD AUTHORIZATIONS AND FUNDING REQUEST' tool.

In general, departures from and arrivals to locations other than Milan are authorized if the cost is lower than that of traveling to and from Milan.

If the cost is higher, authorization can be granted only if the traveler agrees to cover the difference at their own expense.

In all cases of departures from and arrivals to cities other than Milan, the PhD student/candidate must contact the PhD Administrative Assistant, who will coordinate with the Travel Center for the necessary authorization.

The time-span deemed valid for purposes of insurance coverage and for reimbursement of the costs of meals and accommodation is from maximum one day before and maximum one day after the period related to the authorized off campus activity

Bocconi

NEW ONLINE TOOL “PhD AUTHORIZATIONS AND FUNDING REQUESTS”

slides 2-3: Introduction

slides 4-12: Description of the process (Students’ point of view)

slides 13-17: Focus on phase 3 (PhD Director phase)

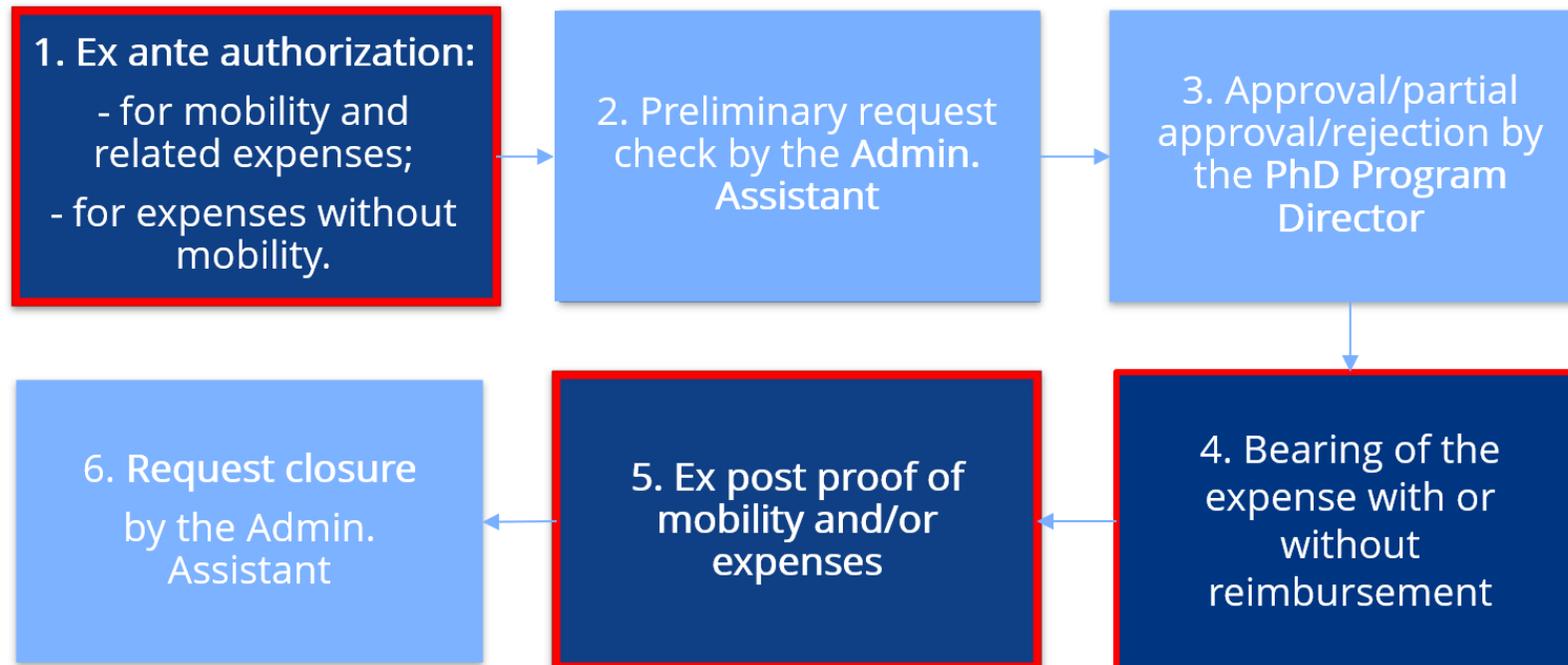
Link for the IT Tool:

<https://af.phdrequest.unibocconi.eu>

Log in with Single Sign-On mode
for students, Directors and Admin. Assistant
(same credentials for all Bocconi applications)

A screenshot of the Bocconi Web Login service interface. The page has a dark blue background with the Bocconi logo and the text 'Bocconi' in white. The main content is a white box with the title 'Servizio di Web Login'. Below the title, there is a message: 'Inserisci le tue credenziali Bocconi per accedere.' There are two input fields: 'Nome utente' and 'Password'. Below the input fields is a blue button labeled 'Accedi'. At the bottom of the white box, there are two links: 'Username dimenticata?' and 'Password dimenticata?'. At the bottom of the page, there is a footer: 'Università Bocconi - Via Sarfatti, 25 Milano - PI:03628350153'.

IT Tool Steps



1. Ex ante authorization:

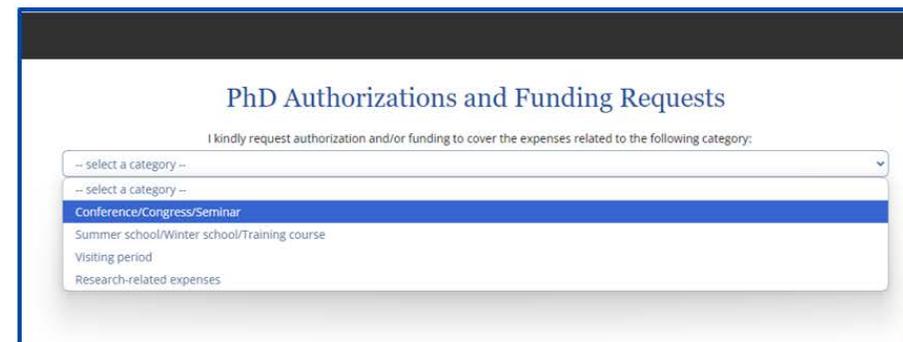
- for mobility and related expenses;
- for expenses without mobility.

1.1 ADD NEW REQUEST

Once logged in, click the main 'Add New Request' button.

A **drop-down menu** will appear to allow the selection of the **category** of eligible activity (See the Handbook, Annex 5 for details regarding the list of typical expenses that can be financed and details about travels):

- for **mobility and related expenses**:
 - ✓ Conference/Congress/seminar
 - ✓ Summer School/Winter School/Training Course
 - ✓ Visiting Period
- for **expenses without mobility**:
 - ✓ Research-related expenses



**1. Ex ante authorization:
- for mobility and related expenses;**

1.2.1 DIGITAL FORM

- After selecting the category (and subcategory*), the digital form must be filled in providing detailed information on the mobility activity and related estimated costs (if any):
 - ✓ Name of the event,
 - ✓ Organizing Institution/University
 - ✓ Period of time – start date/end date
 - ✓ Location
 - ✓ Estimated costs (see the next slide for more details)
 - ✓ etc..



In case of periods abroad at other Universities /organizations equal / longer than 1 month, a preliminary step will remind you to duly fill in the necessary paper form (See Handbook Art. 9.3 - Annex 4 for details and the paper form) as the upload is required in the next steps.

Request for Visiting period

How long is your period abroad? *

- periods shorter than 1 month
- periods equal/longer than 1 month

Prior submission of the paper form "Authorization for period abroad equal/longer than 1 month" to PhD Administrative Center is required (see Handbook art 7). The procedure must be carried out both by fellowship recipients and non-fellowship recipients and check of the paper form by PhD AC is needed before completing this Section.

Have you already carried out the steps with PhD AC? *

- Yes No

*Conference/Congress/seminar
Summer School/Winter School/Training Course
Visiting Period

PhD Authorizations and Funding Requests

Request for Summer school/Winter school/Training course

Summer school Winter school Training course *

Name of the Event *
Type in the name of the Event

Organizing Institution/University *
Type in the organizing Institution/University

From * Start date To * End date

Location *
-- Select a Country --

Listener Speaker Poster submission *

Estimated costs *
Cost in euros (eg. 1125.55) -- select an option --

Description

€ 0.00 Total costs

Additional notes

* Mandatory fields

1. Ex ante authorization:
- for mobility and related expenses;

1.2.1 DIGITAL FORM

ESTIMATED COST: INSIGHT

The estimated costs (Flight, Train, Accommodation, Visa, Registration feed, other) must be provided.

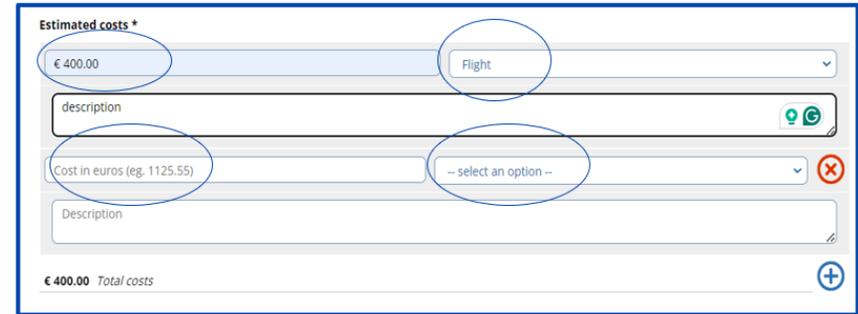
ATTENTION: It may be subject to changes: the final cost will be finalized by the Admin. Assistant in the last step. Click  or  to "add" or "remove" different types of costs.

ATTENTION PLEASE

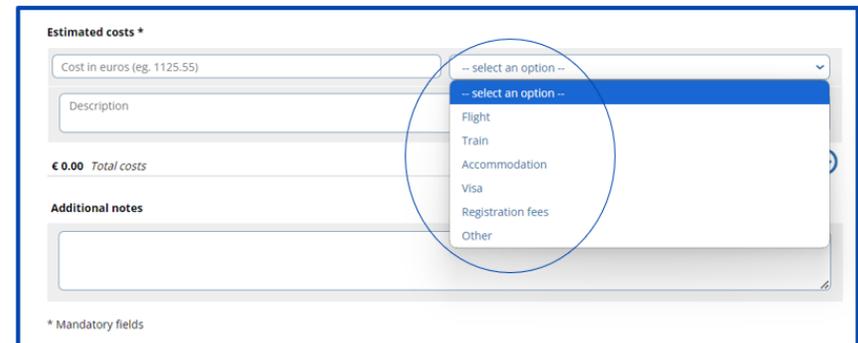
The maximum sustainable cost must not exceed the remaining available amount. Additionally, the total cost must also take into account VAT and any agency fees. For any questions, use the 'additional notes' field to communicate with the Administrative Assistant.

In case the mobility activity has no costs, please fill in the estimated cost field by placing «0 EUR», and select «Other» among the possible "options".

Click «save draft» or «continue» to go to the next step →



The screenshot shows the 'Estimated costs *' section of a digital form. It features a table with two rows. The first row has a cost of '€ 400.00' and a dropdown menu set to 'Flight'. The second row has a cost of 'Cost in euros (eg. 1125.55)' and a dropdown menu set to '-- select an option --'. There are plus and minus icons to the right of each row for adding or removing items. At the bottom, the total cost is shown as '€ 400.00 Total costs'.



The screenshot shows the 'Estimated costs *' section with a dropdown menu open. The dropdown menu lists the following options: Flight, Train, Accommodation, Visa, Registration fees, and Other. The current cost in the field is 'Cost in euros (eg. 1125.55)' and the dropdown is set to '-- select an option --'. The total cost is shown as '€ 0.00 Total costs'. Below the form, there is an 'Additional notes' field and a note that '* Mandatory fields'.



The screenshot shows the bottom navigation bar of the form. It contains three buttons: 'BACK HOME', 'SAVE DRAFT', and 'CONTINUE'.

1. Ex ante authorization:
- for mobility and related expenses;

1.2.2 PROOF OF MOBILITY

- In case of mobility activities, **documentation that proves mobility** must be uploaded.
 - ✓ a straight **blue bar** shows the successful upload of the document
 - ✓ click **"submit"** to finally send the request to the Admin. Assistant to get the first check.



In case of periods abroad at other Universities /organizations equal / longer than 1 month, you are now asked to upload the paper form required by the PhD AC (See Handbook Art. 9.3 - Annex 4 for details and the paper form).



Università
Bocconi
PHD SCHOOL

PhD Authorizations and Funding Requests

Request for [dropdown]

organized by [dropdown] from 29/05/2024 to 23/07/2024

Acceptance letter *

Please upload files only in pdf/jpg/jpeg/png format - maximum 5 MB. Drag here the file or select it from your folder.

Choose File No file chosen

Please upload the mentor or advisor or curriculum coordinator email approval

Required for the PhD in Economics and Finance, and Statistics and Computer Science.
Please upload files only in pdf/jpg/jpeg/png format - maximum 5 MB. Drag here the file or select it from your folder.

Choose File No file chosen

* Mandatory fields

PhD Authorizations and Funding Requests

Request for Summer school

organized by [dropdown] from 29/05/2024 to 23/07/2024

Acceptance letter *

[Download here](#)
Uploaded on 26/09/2024 10:59 ✖

100% uploaded

Please upload the mentor or advisor or curriculum coordinator email approval

[Download here](#)
Uploaded on 26/09/2024 10:59 ✖

100% uploaded

* Mandatory fields

BACK HOME BACK SUBMIT

1. Ex ante authorization:
- for expenses without mobility.

1.3.1 DIGITAL FORM

- After selecting the category (and activity) the digital form must be filled in providing detailed information on the estimated costs without mobility.

Request for Research-related expenses

Select an activity *

-
-
- Purchase of data base
- Online experiments*
- Software / cloud storage
- Editorial revision of the thesis
- Submission fees for publication
- Membership fees
- Purchase of highly specialized books
- Other:

Request for Research-related expenses

Select an activity *

Estimated costs *

Cost in euros (eg. 1125.55)

Description

€ 0.00 total costs

Additional notes

* Mandatory fields

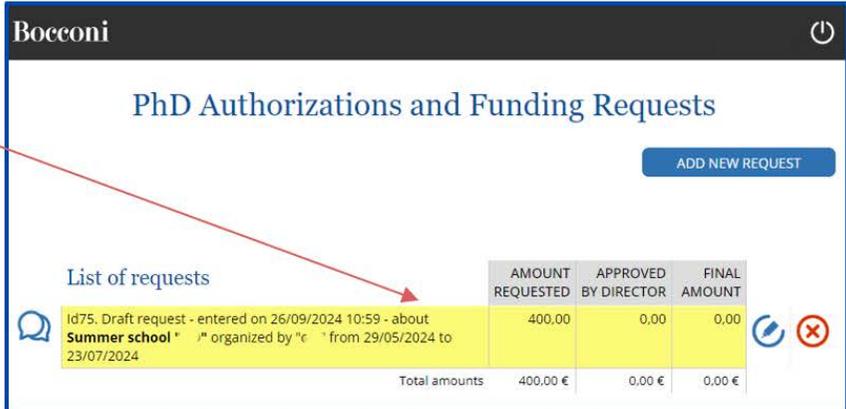
BACK HOME SAVE DRAFT CONTINUE

1. Ex ante authorization:

- for mobility and related expenses;
- for expenses without mobility.

1.4 REQUEST STATUS

- Upon submission of your request, the system allows you to monitor the status of your request(s) - homepage "List of requests" (yellow highlight: draft request still provisional; blue highlight: submitted request; green highlight: closed request)
- Details accessible via the  marker symbol at the right-hand side).
- By clicking on the message icon  you can see communications (if any) from the Admin. Assistant and the PhD Director (more details clicking the marker icon .
- More than one request can be submitted at the same time by clicking "add new requests" in the top right-hand side of your home page.

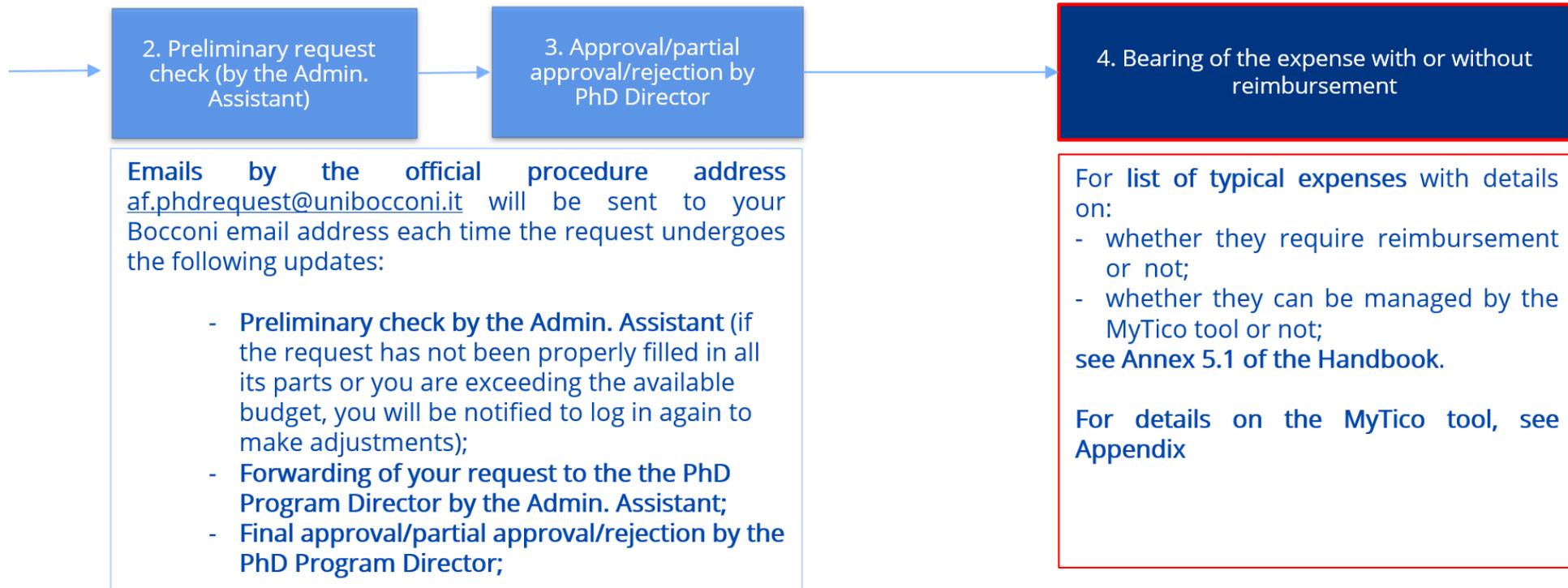


	AMOUNT REQUESTED	APPROVED BY DIRECTOR	FINAL AMOUNT
Id75, Draft request - entered on 26/09/2024 10:59 - about Summer school * organized by "e" from 29/05/2024 to 23/07/2024	400,00	0,00	0,00
Total amounts	400,00 €	0,00 €	0,00 €





What happens once the request has been submitted?



5. Ex post proof of mobility and/or expenses

After receiving email by the official procedure address af.phdrequest@unibocconi.it, you have to **log in the IT tool to upload ex post proof of mobility and/or expenses**.

- In cases of **mobility and related expenses**: you have to upload documents attesting both your off-campus activity (e.g. attendance certificate) and the related-expenses (e.g. boarding passes).

Anyway, original paper documents must be handed in to the Admin. Assistant.

- In case of **expenses without mobility**: you have to upload documents attesting your expenses (e.g. receipts of database purchase).

Click  or  to “add” or “remove” documents. Click «submit» so that the Admin. Assistant can check them.



Documents of expenses

Document

[Download here](#)
Uploaded on 23/09/2024 10:09 

Type in the description for a new document *

Description for a new document

Please upload files only in pdf/jpg/jpeg/png format - maximum 5 MB. Drag here the file or select it from your folder. *

[Choose File](#) No file chosen 

Other Attachments

Attendance certificate *

[Download here](#)
Uploaded on 23/09/2024 10:09 

* Mandatory fields

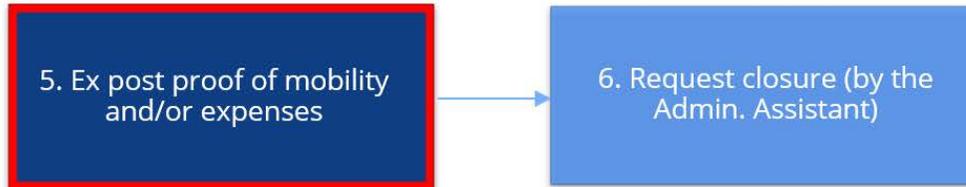
Statement of the hosting institution specifying the period of attendance and the activities carried out *

Please upload files only in pdf/jpg/jpeg/png format - maximum 5 MB. Drag here the file or select it from your folder.

[Choose File](#) No file chosen

* Mandatory fields

[BACK HOME](#) [BACK](#) [SUBMIT](#)



- A procedural e-mail from af.phdrequest@unibocconi.it will inform you that the “documents of expenses” have been correctly uploaded and that the Admin. Assistant has closed your request (green highlight).
- Otherwise, a procedural e-mail from af.phdrequest@unibocconi.it will inform you to revise the documents and re-upload them.

PhD Authorizations and Funding Requests

ADD NEW REQUEST

Requests for 20: -20: Academic Year

	AMOUNT REQUESTED	APPROVED BY DIRECTOR	FINAL AMOUNT
Id: Closed request - entered on 23/09/2024 16:17 - about:	0,00	0,00	0,00



Director front pages: overview page

Bocconi PhD Authorizations and Funding Requests

STATUS PROGRAM STUD.ID SURNAME PERIOD FUNDING TYPE

--- --- --- --- ---

Sample Request

First: 1 - Last: 20 - Range: 20 - Total: 20

STATUS	PROGRAM - CURRICULUM	STUDENT	PERIOD	DATE OF SUBMISSION	FUNDING TYPE	AMOUNT REQUESTED	APPROVED BY DIRECTOR	FINAL AMOUNT
Id78. Check by administrative assistant	ECFIN - ECO		2024 C.Y.	27/09/2024 12:46	Summer school "SUMMER SCHOOL AT OTHER INSTITUTION" from 01/10/2024 to 22/10/2024	1.000,00 €	0,00 €	0,00 €

1. Once the Admin. Assistant has completed the initial check with the student, the PhD Director receives an email from af.phdrequest@unibocconi.it in order to access the IT Tool.

The above screenshot is what the PhD Director views upon logging into the IT tool

2. Director clicks on the *marker symbol* to see the details and to approve/partially approve/reject the request (see next slide)

Director front pages: details page – first part

Bocconi



PhD Authorizations and Funding Requests

Enrolled in **ECFIN** [DT07] - Curriculum **ECO** - Academic year 2024/2025 - 4^o year of study

Id78. Request for Summer school/Winter school/Training course

Summer school

Name: SUMMER SCHOOL AT OTHER INSTITUTION

Organizer: INSTITUTION

From 01/10/2024 to 22/10/2024

Location

FINLAND - HELSINKI

Listener

SAMPLE



Università
Bocconi
PhD SCHOOL

Director front pages: details page – second part

3. If needed, Director clicks on «**send to the administrative assistant**» to reach her out for any questions and then he/she is notified by email as soon as the Admin. Assistant gives her feedback.

4. Both in case of interaction with the Admin. Assistant or not (point 3), the Director has to give by the IT Tool:
- **Final approval**
 - **Partial approval** (in this case the «financeable amount» has to be filled in)
 - **Rejection**

The Director can insert a **comment** for the student to explain the reason of his/her final decision.

5. Director clicks on «**proceed**» to make the final decision effective.

Evaluation by Director

SEND TO THE STUDENT SEND TO THE ADMINISTRATIVE ASSISTANT *

Comment (submitted to administrative assistant) *

SEND TO THE STUDENT SEND TO THE ADMINISTRATIVE ASSISTANT *

APPROVED PARTIALLY APPROVED REJECTED *

Comment (submitted to the student)

SEND TO THE STUDENT SEND TO THE ADMINISTRATIVE ASSISTANT *

APPROVED PARTIALLY APPROVED REJECTED *

Financeable amount:

Comment (submitted to the student)

SEND TO THE STUDENT SEND TO THE ADMINISTRATIVE ASSISTANT *

APPROVED PARTIALLY APPROVED REJECTED *

Comment (submitted to the student)

Director front pages: overview page

From the end of phase 3 (approval, partial approval, rejection) to phase 6 (request closure by the Admin. Assistant), the state of the request is **in progress** and it is highlighted in blue.

STATUS	PROGRAM - CURRICULUM	STUDENT	PERIOD	DATE OF SUBMISSION	FUNDING TYPE	AMOUNT REQUESTED	APPROVED BY DIRECTOR	FINAL AMOUNT
Id78. Partially approved by director	ECFIN - ECO		2024 C.Y.	27/09/2024 12:46	Summer school "SUMMER SCHOOL AT OTHER INSTITUTION" from 01/10/2024 to 22/10/2024	1.000,00 €	800,00 €	0,00 €

At the end of phase 6, the state of the request is closed and it is highlighted in green.

Please note that the IT tool allows the Director to have a comprehensive view of all the funding request of the year.

STATUS	PROGRAM - CURRICULUM	STUDENT	PERIOD	DATE OF SUBMISSION	FUNDING TYPE	AMOUNT REQUESTED	APPROVED BY DIRECTOR	FINAL AMOUNT
Id78. Closed request	ECFIN - ECO		2024 C.Y.	27/09/2024 12:46	Summer school "SUMMER SCHOOL AT OTHER INSTITUTION" from 01/10/2024 to 22/10/2024	1.000,00 €	800,00 €	800,00 €



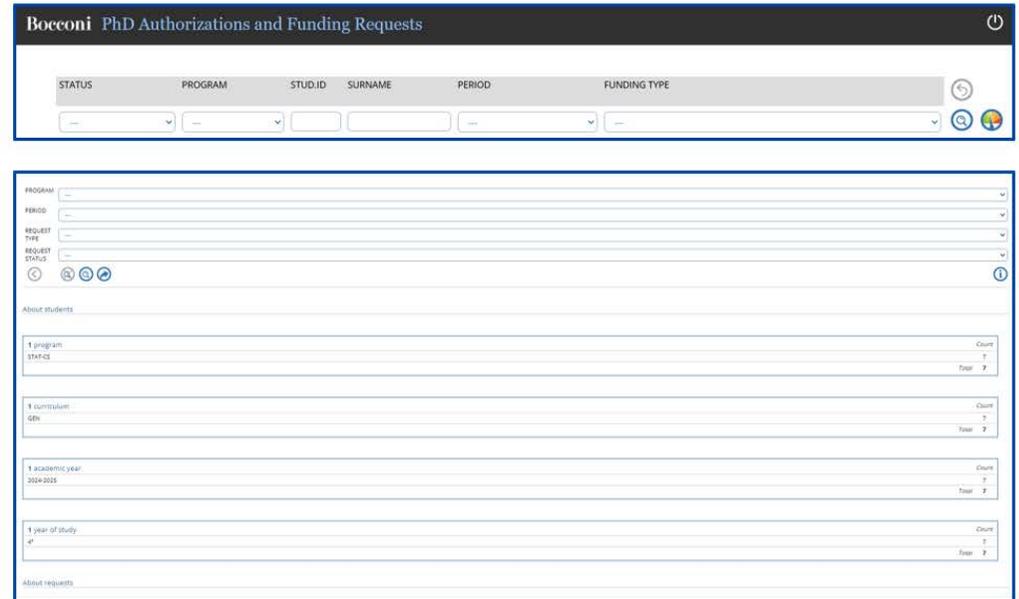
Data export page

IMPORTANT:

The IT Tool allows to:

1. Download all single requests and/or
2. filter data and have summary views organized by period/type of activity/status to facilitate the monitoring of PhD student/candidate activities.

In order to download data, PhD Director has to click on 



Bocconi PhD Authorizations and Funding Requests

STATUS	PROGRAM	STUD.ID	SURNAME	PERIOD	FUNDING TYPE
---	---	---	---	---	---

PROGRAM: ---

PERIOD: ---

REQUEST TIME: ---

REQUEST STATUS: ---

About students

1 program	Count
STATUS	7
	Total 7

1 curriculum	Count
GEN	7
	Total 7

1 academic year	Count
2024-2025	7
	Total 7

1 year of study	Count
n°	7
	Total 7

About requests

Annex 6: Teaching Assistantship (TA) for 3-y, 2-y and 5-y degree programs

Description of the activity

Assistance to the professor/instructor

- preparation of supplementary teaching materials (e.g. slides); please note that teaching material should be prepared by the Course Director;
- organization and grading of individual and group assignments (outside classroom hours);
- technological support (upload of teaching material on on-line platforms, ...);
- participation in the Examining Boards for written and oral exams (e.g. assessment, questioning...); the Course Director presides effectively over all exam's activities;
- supervision to written exams, even if he/she does not participate in the Examining Board;
- organization and management of company visits or other extra lectures activities (e.g. testimonials, ...).

Tutorial support to students

Out of class assistance in the activities described below:

- office hours and tutorial support by e-mail (tutorship for assignments, exercises, projects supervision, explanations, support for non-attendant students ...);
- management of on-line communities.

In-class assistance e.g. for lessons that include the use of software or for the discussion of cases.

Application process

At the end of the Spring term, PhD Programs' Administrative Assistants contact PhD students in order to collect their applications to work as TAs in the following a.y.; applicants' profiles are handed to Departments' Administrative Assistants who share them with the Faculty members who need support for courses activities; selected candidates are contacted by the Dept. directly.

Annex 7: Withdrawal

Form - WITHDRAWING FROM THE PROGRAM

Stick
€ 16.00
marca da bollo
(duty stamp)
HERE

Student ID no.

PhD Administrative Center (PhD-AC) Università Commerciale "L. Bocconi"

Piazza Sraffa, 11

20136 MILANO

I, the undersigned _____

enrolled in the _____ cycle of the PhD Program in

intend to leave the PhD Program permanently.

I attach to this form:

a photocopy of passport or identity card.

Date _____

Signature _____