

GUIDE FOR VISITING INTERNATIONAL Ph.D. STUDENTS

1. REFERENCE FRAMEWORK

The Ph.D. School of the University of Macerata (UniMC) recognizes the importance of having international Ph.D. students at the University within the framework of its institutional activities to promote the process of internationalization. To this end, the UniMC hosts visiting Ph.D. students from across the globe. After the visiting students have studied and conducted short-to-medium term research projects at the University of Macerata, they return to their home institutes. This reinforces the exchange of scientific and educational knowledge within the context of the third cycle of higher education as defined by the Bologna Process.

Visiting Ph.D. students are admitted to the University of Macerata to conduct research projects, participate in classes and other educational activities, and to take advantage of the university services (libraries, computer facilities, etc.).

UniMC adheres to the European Charter for Researchers in order to enhance all forms of student mobility as a means to improve the professional development of researchers and doctoral students. The principles of the charter include:

- Research freedom;
- Ethical principles;
- Professional and financial responsibility;
- Commitment to disseminate and exploit results;
- Prohibition of all forms of discrimination;
- Guaranteeing a stimulating research environment;
- Recognizing the value of geographic and inter-disciplinary mobility;
- Adoption of independent and transparent assessment systems.

2. STATUS AND DURATION OF THE MOBILITY

Visiting Ph.D. Students are Italian or foreign doctoral students enrolled in universities abroad that are invited by the Ph.D. School to conduct a period of training and research at the various departments of UniMc or other University research and training centers and units.

The Ph.D. School grants visiting Ph.D. student status to doctoral candidates that have completed their first year of course work at their home institutions and intend to spend a period of time at the University of Macerata for training and research purposes. The minimum time period can be no less than 30 days and the maximum is one year, unless there are motivated reasons to extend the period of stay.

3. RIGHTS AND OBLIGATIONS

3.1 The mobility of the visiting international doctoral student is coordinated by the Ph.D. School and takes place at the host training and scientific departments. Said departments require the visiting Ph.D. students:

- a. To carry out their activities in accordance with the training and research program agreed upon with the host department and under the scientific guidance of an *academic supervisor*;
- b. To adhere to all internal regulations regarding safety at the workplace, database use, the Code of Ethics, and administrative organization;
- c. To take out an insurance policy and have adequate medical coverage for the period of stay at UniMC;
- d. To submit a report on the research and/or training program carried out during their stay.

3.2 During the entire period of mobility, the host department must guarantee the visiting Ph.D. students:

- a. Logistical assistance and informational support, as well as all reception services related to the organization of the mobility in collaboration with the *academic supervisor*;
- b. Adequate facilities and equipment to carry out the activities planned for the mobility;
- c. Access to computer facilities, libraries and laboratories;
- d. Scientific freedom and autonomy.

4. APPLICATION PROCEDURE

4.1 International doctoral students can apply to become a *visiting Ph.D. student* by filling out the form made available by the Ph.D. School and sending it via email to scuola.dottorato@unimc.it. The application must also include the following documentation (preferably in English):

- A letter of presentation from the foreign academic institute regarding the period of mobility in Italy at the University of Macerata;
- A letter setting forth the proposed research activities to be conducted at the University of Macerata and an indication of the length of the period of mobility;
- A curriculum vitae and brief abstract of the candidate's current research activities;

- A *visiting Ph.D. student affiliation form*, signed by the doctoral student;
- A certificate of enrollment in the doctoral course of study at the foreign university;
- A photocopy of a valid passport.

4.2 Upon receiving an application, the Ph.D. School informs the Director of the host department and requests authorization to proceed. Upon authorization, the School submits the application to the Coordinator for approval and to identify the *academic supervisor* for the period of mobility;

If the application is approved, the Ph.D. School:

- Sends a letter of invitation to the international doctoral student, assigns an academic supervisor, informs the student of the name of the Ph.D. program, and grants the status of *visiting Ph.D. student* for the entire duration of the mobility;
- Informs the host department; the School also informs the Office for Internationalization in the event the student requires a student visa to allow for validation on the University platform;
- Ensures that the *visiting Ph.D. student* is entered into the university management system upon arrival for data tracking and access to the services provided to all doctoral students at the University.

USEFUL INFORMATION FOR VISITING PH.D. STUDENTS

Before Your Arrival in Italy

- Visiting Ph.D students coming from the European Union must verify that their proof of identity is valid for the entire duration of their stay in Italy; they must also have adequate medical coverage that is valid in Italy (TEAM card and/or private medical insurance).
- Visiting Ph.D. students coming from a country that is not a part of the European Union must verify whether they have to apply for a visa for Italy; if so, please:
 1. Find out what documents are necessary for the visa by contacting the appropriate Italian Embassy or consulate well in advance;
 2. Submit a pre-enrollment application on the University platform indicating:
 - The reason for the stay: "Study Program – Exchanges and Mobility"
 - Information about the course and the host institution: Università di Macerata, type of course; please indicate your status of Visiting Ph.D. Student in the field for the name of the course and the name of your *academic supervisor* at UniMC.

Upon Arrival in Italia

Upon arrival, the *visiting Ph.D. student* must check in at the Ph.D. School.

More specifically:

- Visiting Ph.Ds students coming from the European Union that plan to stay in Italy for more than three months are required to register with the Registry Office (Iscrizione Anagrafica) in the city in which they reside; they must verify that their proof of identity is valid for the entire duration of their stay in Italy; they must also have adequate medical coverage that is valid in Italy (TEAM card and/or private medical insurance);
- *Visiting Ph.D. students coming from a country that is not a part of the European Union* will receive a Declaration of Arrival upon check-in: The document is needed to apply for a stay permit, and the application for the stay permit must be submitted within 8 days after the date of arrival in Italy.

Regardless of their citizenship, *visiting Ph.D. students* are required to have an Italian tax code (codice fiscale) for expense reimbursements, accommodation rental contracts or other eventualities.

DEFINITIONS

A **Visiting Ph.D. Student** is an Italian or foreign doctoral student enrolled in a foreign university or who is invited to undertake training and conduct research under the scientific supervision of a faculty member of the University of Macerata.

An **Academic supervisor** is a faculty member of the University (full or associate professors, tenured researchers or fixed-term researchers) that coordinates and supervises the activities of the *visiting Ph.D. student* for the entire duration of the mobility.

The **Host Department** is the department, center or school where the *academic supervisor* works.