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UNIVERSITÀ
DEGLI STUDI
DI SASSARI



PhD School
Scuola di Dottorato



PhD SCHOOL UNIVERSITY OF SASSARI

GUIDE FOR PHD STUDENTS

JUNE 2025



Dear PhD students

the University of Sassari welcomes you to its PhD Courses. We are happy that you have placed your trust in us and we consider having chosen us as an assumption of responsibility to do everything possible to ensure that your PhD is a path full of satisfaction and opportunities.

In this regard, the purpose of this guide is to give you a general overview of your possibilities but also your obligations, referring you to more specific documents and contacts through which you can delve into each individual topic, so that you do not have to waste time in the future solving problems that a correct information would have avoided.

One thing that your Colleagues who have gone before you have taught us, in fact, is that it is often the lack of information that is the greatest obstacle to the realisation of the possibilities that the PhD programme offers you.

Therefore, dedicate a few minutes of your time to reading this guide and remember that the UniSS PhD School, from its Director, to the Course Coordinators, to the staff of the Higher Education Office, is here to accompany you along this path and provide you with all the necessary support.

So, enjoy your research... and see you soon!



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PHD ENROLMENT

The PhD lasts three years and for each of the three years [an annual fee](#) must be paid.

For the first year you pay the fee upon enrolment and you must do so before the start of the PhD course, which at UniSS takes place on 1 November each year. Therefore, you must pay the first fee by 31 October.

If the call for applications stipulates a starting date for the courses that is different from 1 November, the due date for the first fee will also be different.

Pay close attention to the due date. If you pay the fee even one day later than the indicated date, you will automatically be charged a late fee, the amount of which will be calculated according to the delay. The longer you are late, the higher the amount of the late payment will be.

It is important to pay tuition fees on time. This is not only for the sake of the regularity of your enrolment, but also because the provision of various services, such as the issuing of certificates, the possibility of participating in Erasmus calls for applications or the possibility of voting in the student elections, depends on your payment.

Tuition fees are paid by means of a Pago PA payment slip, which you can find on your personal page in [Self Studenti](#) under “Pagamenti”(Payments).

Possible forms of partial exemption from payment of fees are provided for PhD students without a scholarship or those on the lists of those eligible for services provided by [ERSU](#).

*For information on fees or to
report problems, please
contact the [Higher Education
Office staff](#).*



CERTIFICATES

The issuance of certificates of enrolment, degree attainment or otherwise, is subject to the regularisation of enrolment with the payment of fees. Certificates are issued by the staff of the Higher Education Office in both Italian and English and can be requested using the contacts on the PhD page on the University website. A 16-euro revenue stamp may be required for the issue of the certificates, as provided for by the current regulations.

Certificates can also be downloaded from your personal page in Self Studenti.

For information on certificates and their issue, the reference is the staff of the Higher Education Office, specifically, Michele Casu (michele.casu@uniss.it).



SCHOLARSHIPS

Almost all places open at the University of Sassari are covered by scholarships. The scholarship is credited to your bank account on the 25th of each month (unless it is a public holiday) and refers to the month preceding that in which it is paid.

Therefore, since your PhD begins on 1 November, the monthly payment for November will be paid to you in December, the monthly payment for December will be paid to you in January, and so on.

For foreign citizens, the payment of the grant is conditional upon the presentation of the Tax Code duly issued by the Consular Offices of reference in the country of origin or by the [Agenzia delle Entrate](#) (Inland Revenue Office).

The scholarship is automatically confirmed to PhD students following the positive evaluation at the end of the year and is granted, in total, for 36 months.

The scholarship is incompatible with any other scholarship except those granted to supplement research activities with a period abroad. It is compatible, however, with an annual gross income not exceeding €16,243.00. Moreover, it can be increased by 50% in the case of a stay abroad.

For information on scholarships or to report problems, the reference is the staff of the Higher Education Office and the Salaries and Tax Compliance Office, specifically Alessandro Cherchi (acherchi@uniss.it).



RESEARCH BUDGET

Every PhD student, regardless of whether or not he or she benefits from a scholarship, is entitled to a budget to be used for purposes related to his or her research activity. You can use the budget as early as the first year and until you submit your thesis to the Evaluators at the end of the third year.

The permitted uses of the research budget are:

- (a) Participation in educational activities that complement the doctoral student's training, such as (by way of example) courses, seminars, conferences, workshops, in Italy or abroad, including the costs of enrolling in them;
- b) Accommodation (please refer to the provisions of the [University Mission Regulations](#) in force at the time the funds are used);
- c) Food (please refer to the provisions of the University Mission Regulations in force at the time the funds are used);
- d) Means of transport (please refer to the provisions of the University Mission Regulations in force at the time the funds are used);
- e) Expenses for the purchase of goods and services necessary and relevant to the study and research activities carried out by the doctoral candidate;
- f) Expenses for the publication of scientific products of which the doctoral candidate is the sole or first author;
- g) Organisation of lectures, conferences and seminars and reimbursement of travel, board and lodging expenses of the invited lecturers.

It will be your Supervisor who will assess the relevance of the expenditure to your research activity, subject, of course, to the spending possibilities provided for by law. Funds will always be made available to the Department to which your Course relates, and you should always contact colleagues in the Department's Administrative Secretariat for their use.



STUDYING ABROAD

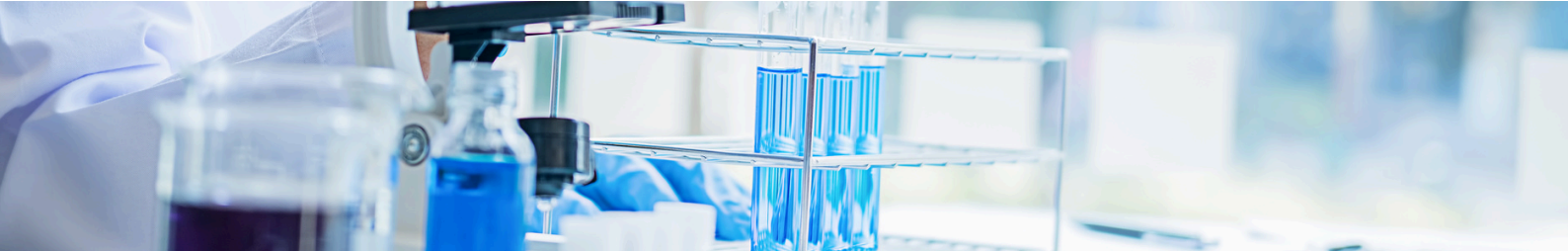
The Ph.D. program is the one that offers the greatest opportunities to enrich study and research through periods abroad. In fact, not only do you have the possibility of accessing the Erasmus and Ulysses [mobility programmes](#) like any other student, but you can also organise yourself, together with your supervisors, and obtain, for the entire period that you will be abroad, [a 50% increase in the scholarship](#).

You can also apply for [thesis co-supervision](#), a pathway that involves the activation of a collaboration agreement with a foreign university, with which you will co-manage your PhD and, in the end, obtain a double degree, both at UniSS and at the partner university.

There are also several ministerial or other public and private organisations that finance PhD courses carried out in collaboration with foreign institutions.

In short, the possibilities of living a research and training experience abroad during your PhD are really many and, as your supervisors will certainly tell you, they are opportunities to be exploited and that will enrich you for life.

For information on the possibilities of studying abroad, the reference is the staff of the Higher Education Office and the [Mobility and International Relations Office](#).



ACCESS TO SERVICES AND RIGHTS OF DOCTORAL STUDENTS

PhD students can benefit from all the services that are available to UniSS students:

- Access to the University facilities and its digital services;
- Activation of a UniSS mailbox, with the possibility of having one specifically [for PhD students](mailto:phd.uniss.it) ([@phd.uniss.it](mailto:phd.uniss.it));
- Virtual badges on the [MyUniss app](#);
- Access to [ERSU services](#);
- Access to services for students [with special needs](#);
- Access to the student [discounts and facilities service](#);
- Access to the [health service for off-campus students](#);
- Access to [CLA courses](#).

But doctoral students also benefit from other rights, more related to their career:

- Possibility of [dual enrolment](#) with other Study Courses, as provided for by Law No. 33 of 12 April 2022;
- Possibility to request the [suspension of their career](#) up to a maximum of 6 months for illness, maternity or other reasons that will be assessed by the PhD Course;
- Carrying out integrative teaching activities in Degree Courses and assisting thesis writers in Degree Courses;
- Participating in research groups.

*For information on access to services
or on the rights of PhD students, the
reference is the staff of the Higher
Education Office.*



ONGOING ASSESSMENTS AND CF ACQUISITIONS

Each year, doctoral students must be assessed for admission to the following year (the first two years) or to the final examination (the third year).

The assessment is based on the [submission of an annual report](#) (for the first two years) or a three-year report (the third year) in which the PhD students must indicate all the activities they have carried out and the relevant information. The report must be submitted by 30 September or, in any case, within one month of the end of enrolment if the doctorate began on a date other than 1 November. It is by submitting the report that doctoral students certify the performance of their teaching and research activities.

For PhD students, too, the measure of commitment required to carry out teaching and research activities is course credit. In the case of PhD students, this is referred to as CFR, and in total, each Ph.D. student must acquire 180 CFR over the three-year period. How? First through carrying out the research project and then through participation in four different types of teaching activities:

- Activities organised by your PhD Course;
- Activities organised by other UniSS PhD Courses;
- Common and transversal activities organised by the UniSS PhD School;
- Activities outside the Doctorate but relevant to your research.

The first three types of teaching activities, when they are communicated to you, will always bear the indication of the associated CFRs and, in order to certify them as part of your career, you must include them in the table attached to your annual/triennial report.

For activities outside the Doctorate, on the other hand, you will have to fill out and have signed the CFR recognition form (you can indicate the number of CFRs using the conversion table attached to the [Regulations](#)) and, also in this case, you will have to indicate the activity performed in the table attached to the annual/triennial report.



ACHIEVEMENT OF TITLE

At the end of the third year, once you have been admitted to the final examination, you will have two options:

- Request the [suspension of up to a maximum of 12 months](#) of the delivery of the thesis: in this case you will have to submit the appropriate form and your request will have to be approved by the PhD Course. Should it be approved, all deadlines will be postponed up to a maximum of 12 months;
- Start the procedures for [access to the final examination](#): in this case, within 5 days after the end of the Ph.D., you must have your thesis submitted to the External Evaluators. Once you have the Evaluators' judgement (a second submission may be necessary, if requested by the Evaluator), the final examination can be scheduled. Together with the convocation for the final examination, you will receive from the Higher Education Office all the indications (and deadlines) for filing your doctoral thesis.

Anti-plagiarism checks. PhD students are required to carry out the [anti-plagiarism check](#) of their thesis: the provisional check (or checks, since the provisional check may be carried out more than once) before the thesis is sent to the Assessors and the final check (once only), after making any changes suggested by the Assessors and before the thesis is officially deposited. The doctoral thesis will be deposited on [IRIS](#) and will be publicly consultable. Should research needs require it, you may request embargo of the thesis for up to a maximum of 36 months.

For information on obtaining the title, the reference is the staff of the Higher Education Office.



BEFORE SAYING GOODBYE

Remember: it is essential that you are always informed about the activities of the PhD and your career. It is equally important, however, that you are always in possession of correct information. Therefore, please contact us if you have any doubts or need information.



CONTACTS

DIRECTOR OF THE PHD SCHOOL

Prof. Eugenio Garribba - garribba@uniss.it

COORDINATORS OF DOCTORAL COURSES:

Archaeology, History and Human Sciences: Prof. Maria Grazia Melis - mgmelis@uniss.it

Architecture and Environment - Prof. Fabio Bacchini: bacchini@uniss.it

Cultures, Literatures, Rights, Tourism and Territory: Prof. Carla Bassu - carlabassu@uniss.it

Economics, Management and Quantitative Methods: Prof. Andrea Carosi - acarosi@uniss.it

Life Sciences and Biotechnologies: Prof. ssa Daria Sanna - dsanna1@uniss.it

Agricultural Sciences - Prof. Severino Zara: szara@uniss.it

Chemical Sciences and Technologies: Prof. Carla Cannas/Prof. Sebastiano Garroni - ccannas@unica.it / sgarroni@uniss.it

Juridical Sciences: Prof. Omar Chessa - ochessa@uniss.it

Medical, Surgical and Experimental Sciences: Prof. Margherita Maioli - mmaioli@uniss.it

Veterinary Sciences: Prof. Alberto Alberti - alberti@uniss.it

HIGH FORMATION OFFICE:

Head of the office: Dott.ssa Anna Paola Vargiu - apvargiu@uniss.it

Administrative referent: Dott. Riccardo Nicolò Zallu - rzallu@uniss.it

Staff: Dott. Michele Casu - michele.casu@uniss.it

Doctoral School Secretariat: Dott.ssa Margherita Scanu - mscanu1@uniss.it