



PhD Programme in Management

Guide A.Y. 2018-19

Contents

Welcome	p. 3
The Department of Management	p. 4
Faculty Board And Staff	p. 5
PhD in Management – General organisation	p. 9
PhD teaching programme – academic year 2018-19	p. 10
Compulsory Knowledge Requirements for First Term Courses	p. 13
First year - 34th cohort	p. 14
Second year - 33rd cohort	p. 16
Third year – 32nd cohort	p. 18
PhD thesis	p. 19
Teaching	p. 21
Academic honesty	p. 22
Mobility procedures	p. 23
Master of Research in Management Studies	p. 24
Facilities	p. 25

Welcome

Dear Students,
congratulations on your acceptance at our PhD of management. We received almost 100 applications and earning a place in our programme is a significant achievement.
I am very pleased you decided to choose Ca' Foscari University to start your journey as young scholars in Management. We are a University with a great tradition in management studies, due to our birth in 1898 as second Business School in Europe. This year 2018 we celebrate our 150 years anniversary and today, Ca' Foscari is highly committed in achieving excellence in research, developing international partnerships and funding promising researchers.
Constituted more than three decades ago, the PhD in Management is a four-year international doctoral programme designed to provide high-quality academic teaching and advising. The PhD programme is member of two European Doctoral networks: EDAMBA-European Doctoral Programmes Association in Management and Business Administration and CESENEET - Central and South-East European PhD Network, to promote research opportunities and exchange of PhD students and faculty with partner universities.
The PhD program is offered by the Department of Management, very active in research and one of the largest and most recognised in Italy, being awarded as "Excellent Department" by the Minister of University. The Department, with ten research laboratories and centres and a faculty highly committed to research, wants to ensure your future academic and personal success. The PhD Faculty's major areas of research currently include innovation and entrepreneurship; organization theory and design; human resource management and competences; marketing; accounting regulation, strategic management, cultural management, behavioural economics, business history, corporate finance and sustainability.
Our skilled students can pursue careers in the Academia, in public and private research institutions, government agencies, consulting organizations, and in private companies. In the last years, our students have been publishing one of their PhD dissertation's papers in top management journals such as *Academy of Management journal*, *Organization Science and Organization Studies*. Placement is also excellent and our students have found an academic job in institutions such as Erasmus School of Business-Rotterdam, Istanbul Medeniyet University, Glasgow University, ETH Zurich, IÉSEG School of Management, Université Catholique de Lille, Cisco - Strategic Business Intelligence Unit, WHU-Otto Beisheim School of Management, WU Vienna University of Economics and Business, Dublin University, LUISS Guido Carli University, Groningen University, Warwick University, Católica Lisbon School of Business & Economics. Our PhDs also obtained individual fellowships from the Marie Skłodowska-Curie Actions.
With this Guide, we provide complete information on the PhD programme and regulations. You will find information about the PhD faculty, the Department of management and the Ca' Foscari University administrative offices that will support and help you along the duration of the programme.
On behalf of the PhD Faculty, I welcome you aboard and wish you the best for your PhD experience!

Anna Comacchio
Full professor of Organization and Management
Coordinator of the PhD in Management
Department of Management
Ca' Foscari University of Venice

The Department of Management

The Department of Management of Ca' Foscari University is among the largest and prominent Departments of Management in Italy. The Department of Management has built up an international reputation for its basic and applied research, its innovative teaching methods, working closely with local businesses to offer students a direct pathway to the world of employment. The themes of innovation, entrepreneurship, internationalism and creativity run through our teaching strategy as part of a continuous exchange of ideas and experiences within the academic, industrial, professional and institutional worlds. In 2018, the Italian Ministry of Education, Universities and Research granted the Department of Management the award of Departments of Excellence.

The Department's research centres are

- CAMI** | Center for Automotive and Mobility Innovation
- CERME** | Center for Experimental Research in Management and Economics
- CFCC** | Ca' Foscari Competency Centre
- DEL** | Digital Enterprise Lab
- IMA-lab** | International Management to Asia
- LABIRIND** | International Lab on Industrial relations
- IOS** | Innovation Organization & Strategy
- MACLAB** | Cultural management
- MAP LAB** | Public management and Non-Profit
- Risk-LAB** | Risk, Sostenabilty and performance

Faculty Board & Staff

The PhD Faculty is composed of 19 professors whose research interests comprise a wide range of research areas in Management Studies.

The faculty has published articles in *Academy of Management Journal*, *Organization Science*, *Research Policy*, *Science, Industrial and Corporate Change*, *Technovation*, *Strategic Management Journal*, *Strategic Organization*, *Accounting, Organizations and Society*, *Long Range Planning*.



Prof. Anna Comacchio, Coordinator of the PhD Faculty Board

Email: comacchio@unive.it

Research fields: Organisation design and behaviour, innovation, conceptual innovation, innovative start-ups, human resource management and competencies.



Prof. Sara Bonesso

Email: bonesso@unive.it

Research fields: Assessment and development of emotional and social competencies in higher education, project-based open innovation, absorptive capacity, behavioral competencies for innovation and entrepreneurship, social capital formation in emerging innovative start-ups.



Prof. Anna Cabigiosu

Email: anna.cabigiosu@unive.it

Research fields: Modularity in design, collaborative innovation, network contract, knowledge intensive business services, dominant design, integration of external sources of innovation.



Prof. Michela Cordazzo

Email: michela.cordazzo@unive.it

Research fields: Financial reporting, international comparative accounting, and market-based accounting.



Prof. Daniela Favaretto

Email: favaret@unive.it

Research fields: Logistics, optimal control, data mining and clinical problem, decisional problem.



Prof. Giovanni Favero

Email: gfavero@unive.it

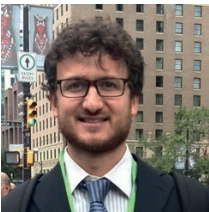
Research fields: Organizational history, historical methods for management research, ethnostatistics, accounting history, entrepreneurship in context, uses of history.



Prof. Vladi Finotto

Email: vfinotto@unive.it

Research fields: Entrepreneurship, evolution of higher education systems, manufacturing-innovation colocation, distributed innovation, strategy.



Prof. Claudio Giachetti

Email: claudio.giachetti@unive.it

Research fields: Competitive dynamics in rapidly changing technological and institutional environments.



Prof. Maria Lusiani

Email: maria.lusiani@unive.it

Research fields: Management practices in pluralistic settings, strategy-as-practice, accounting-as-practice, cultural management, public and non-profit management, qualitative research methods.



Prof. Gabriele Paolacci

Email: gpaolacci@rsm.nl

Research fields: Consumer behavior, judgment and decision-making, behavioral research methods.



Prof. Fabrizio Panozzo

Email: bauhaus@unive.it

Research fields: Critical and cultural management.



Prof. Alessandra Perri

Email: alessandra.perri@unive.it

Research fields: Innovation strategies in multinational firms and their subsidiaries, knowledge spillover from foreign direct investment, international knowledge sourcing, emerging countries' technological catch-up, international knowledge networks and connectivity.



Prof. Raffaele Pesenti

Email: pesenti@unive.it

Research fields: Logistics, transportation, optimization, mean field games, complex systems, efficiency assessment.



Prof. Ugo Rigoni

Email: rigons@unive.it

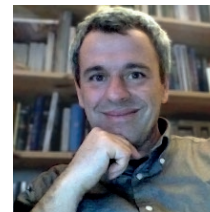
Research fields: Bank management, behavioural finance, business sustainability, investment services and securities industry, bank company interactions and relationships.



Prof. Chiara Saccon

Email: csaccon@unive.it

Research fields: Financial reporting, international comparative accounting, group accounting, auditing, harmonization and convergence processes in accounting regulation, accounting theories.



Prof. Andrea Stocchetti

Email: stocket@unive.it

Research fields: Sustainability management, corporate social responsibility, sustainable mobility and transport, automotive industry, business competitive analysis.



Prof. Marco Tolotti

Email: tolotti@unive.it

Research fields: Decision theory, quantitative finance, optimal control, social interactions, behavioural economics, complex systems, opinion dynamics.



Prof. Massimo Warglien

Email: warglien@unive.it

Research fields: Laboratory experiments on individual and interactive behaviour, language, culture and cognition, complex systems, digital humanities.



Prof. Francesco Zirpoli

Email: fzirpoli@unive.it

Research fields: Technology and innovation management, organizational routines, network governance & evolution, corporate strategy, automotive industry.



Lisa Negrello – PhD Secretariat

Email: sse@unive.it

Office hours: Mon-Fri 10.00-13.00

PhD in Management - General organisation

The PhD programme in Management is a four-year full-time programme. The first year is characterized by an advanced learning programme of mandatory research oriented courses on research methods and key topics in management studies and they are aimed at developing students' research capabilities and to enrich their methodological skills. The first academic year is organised in three terms. Courses start in mid-September and end in June. Courses and participation to department international seminars absorb most of the students' activity from Monday to Friday.

In May of the first year, PhD students are expected to present to the Faculty Board their research project, which will be a first milestone for the PhD dissertation development and related choice of a PhD thesis supervisor among the PhD faculty. After this important step, students will devote their summer to work on a summer paper, final step of the first year.

Second-year students continue to develop their research project and plan international mobility (summer schools, conferences, research abroad) in a foreign institution, developing their research project with the support of the thesis supervisor. Second-year students are also expected to participate actively, also as discussants, in the Management Lectures and present the first paper at the Joint PhD Workshop organised by the PhD programme.

Third and fourth-year students are entirely devoted to the doctoral thesis, under the guidance of the supervisor and to the participation in the departmental activities (lectures, seminars, presentations, workshops). Participation in top international conferences and doctoral colloquium is recommended and financially supported.

Starting from their second year, all students are required to serve as Teaching Assistants to the Department's faculty. Detailed information in the "Teaching" section.

The PhD Programme must be completed in four years.



PhD Teaching Programme

Academic Year 2018-19

First Term

COURSES	Start	End
WELCOME DAY	September 5	10.30 AM
Preparatory mathematics	September 10	September 21
Mathematics for management studies	September 24	October 5
Exam Mathematics for management studies	October 10	
Statistical models for management studies	October 15	November 16
Strategic management theory	October 24	November 24
Philosophy of social sciences	November 5	December 8
Organization studies	November 19	December 21
Christmas Break	December 22	January 6
Exam Strategic management theory (paper)	submission within December 30	
Exam Statistical models (exam and presentation)	tbd	
Exam Philosophy of social sciences (exam)	exam session mid-December	
Exam Organization studies (paper)	Submission within January 13	

Courses & Professors

Preparatory mathematics & Mathematics for management studies: **Prof. Marco Tolotti**
 Strategic management theory: **Prof. Claudio Giachetti**
 Statistical models for management studies: **Dr. Debora Slanzi**
 Philosophy of social sciences: **Prof. Eleonora Montuschi**
 Organization studies: **Prof. Anna Comacchio**

Second Term

COURSES	Start	End
Game theory	January 14	March 1
Financial management	January 21	March 1
Reading week + exam sessions (FM & GT)	March 4 -15	
Behavioral and experimental economics	February 5	March 17
Accounting	March 18	April 19
Qualitative research methods + Lab of ethnography	March 18	April 19
Reading week + Exam sessions QRM & Accounting	April 22 –May 3	

Courses & Professors

Financial management: **Prof. Ugo Rigoni**
 Game theory: **Prof. Marco Licalzi**
 Accounting: **Prof. Chiara Saccon**
 Behavioral and experimental economics: **Prof. Massimo Warglien**
 Qualitative research methods: **Prof. Sara Bonesso**
 Laboratory of ethnography: **Prof. Maria Lusiani**

Third Term

COURSES	Start	End
Competitive analysis and sustainability	May 6	June 14
Critical management studies	May 6	June 14
Business history	May 6	June 14
Exams sessions	June 17-28	

Courses & Professors

Competitive analysis: **Prof. Andrea Stocchetti**
 Critical management studies: **Prof. Fabrizio Panozzo**
 Business history: **Prof. Giovanni Favero**

Attendance to courses and seminars is compulsory. Students who cannot be present should inform by email the professor and the Secretariat beforehand. See the "Absence and leave" section.

courses syllabus <http://www.unive.it/data/7888/>

schedule of courses <http://www.unive.it/pag/7889/>

BIG DATA SEMINARS - Starting from Fall 2018 these seminars will be organized along the academic year. The aim of the programme of big data in management research is to develop students' knowledge and skills on the topic as well as to build a critical approach on big data and management studies, drawing on the most advanced and updated scientific debate.

Management Lectures

Management Lectures are usually organized every month on Wednesday lunchtime, hosting international speakers from Italian, European and worldwide Universities and research institutions.

Each lecture is organized in two sections: the first one consists in the presentation of the Speaker's research paper and a PhD student acts as a discussant. The second one is a dedicated to a specific talk given by the Speaker to the PhD students on theoretical or methodological implications of his/her research.

Participation to the Management Lectures is compulsory for all PhD students. From second year and beyond, students are asked to act as discussant at least twice during the academic year.

The upcoming seminars are listed on the PhD programme and Department webpages.

<http://www.unive.it/phdmanagement>

<http://www.unive.it/data/agenda/7>



Compulsory knowledge requirements for first term courses

Students are expected to have good knowledge of the below stated topics and references.

Mathematics for Management Studies: Please refer to the "Refresh in Mathematics" by Silvia Faggian and Marco Tolotti, which will be sent separately via email.

Statistical Models for Management Studies: The course requires a working knowledge of basic probability and statistics. A gentle introduction to statistics can be found in the following book: Ross, S.M. (2010). *Introductory Statistics*, 3d edition. Elsevier. Understanding of the topics covered in Chapters 1-9 of the above book will be assumed through the course. The PhD student may consider alternative textbooks that cover the same topics (descriptive statistics, basic probability, random variables, limit theorems, estimation, hypothesis testing).

Game Theory: Students are expected to be familiar with standard material in analysis and probability at the level of Chapter 19 in Tadelis (2013). Some previous knowledge of game theory is expected, roughly equivalent to Part I and II of Tadelis (2013). Part I will be taken for granted and thus it is required summer reading. Part II will be covered in class at a very brisk pace; for students unfamiliar with game theory, this is recommended summer reading.

Strategic Management Theory: Students are expected to have a basic knowledge of Strategic Management. Required summer reading: Grant R. M. (2010), "Contemporary strategy analysis", 7th edition, Wiley [Chapters 1, 3, 4, 8, 9, 10, 11, 14, 16, 17].

Organization Studies: Students are expected to have a basic knowledge of Organization theory.

Required summer readings:

Pfeffer J., 1997, *New directions for organization theory*, Oxford, Oxford University Press, Ch. 1 - The development and scope of organizational studies; 2) Scott, W. R. 2004. *Reflections on a half-century of organizational sociology*. *Annual Review Sociology* 30, 1–21; 3).

Augier M., March J.G., 2005, *Notes on the Evolution of a Research Community: Organization Studies in Anglophone North America, 1945–2000*, *Organization Science*, Vol. 16, 1, 85–95;

First year – 34th cohort

The first year of the PhD programme is characterised by an advanced learning programme of 13 compulsory courses on key topics in management studies, with exams and assignments. The programme, subdivided into three terms, starts early in September and ends in June.

Class attendance, participation to Management lectures and other PhD activities engage students from Monday to Friday. First-year PhD students, while attending courses and successfully pass exams will develop their research idea to be presented to the Faculty in May at the *Research Idea Presentation* with the aim of defining a thesis topic. After the Research Idea Presentation, students are encouraged to explore the interest of the Faculty members to supervise the research project. During the summer of the first year, students work on their first paper and are expected to deliver a paper by the beginning of September, which will be the first milestone of the PhD dissertation.

Students will have feedbacks on their courses performance and research idea during the whole year:

- Early monitoring – end of February: first evaluation and feedback at the end of first term exams;
- Feedbacks on Research Idea Presentation – beginning of May;
- End of academic year monitoring.

The evaluation of the PhD student will be based on:

- *Course work*: average of course grades cannot be inferior to 3.00 (B) to be evaluated for the admission to subsequent year; No more than 3 retakes are allowed for the whole academic year and only 1 retake for each exam is admitted.
- *Seminar participation*: (% of participation to department seminars and other PhD events [above 90% A, 90-80% B, less than 80% C]);
- *Research project*: at the end of academic year (September) the evaluation of the first paper will be carried out by the supervisor.

Admission to second year

To gain admission to the second year of the PhD programme, a student is expected to achieve a passing grade in all courses. The GPA over the compulsory courses should not be less than 3.00 (equivalent to B) as conventionally grade equivalents are: A=4.00, B=3.00, C=2.00, D=1.00, F=0.00, (with +/- adding or subtracting 0.33). A student is given the opportunity of having three retakes but only one retake for each exam. A student with 4 fails is automatically disqualified from the PhD programme. The Faculty board will evaluate PhD students' academic achievements and compliance with the rules of conduct of the program (please refer to Academic honesty paragraph) and decide the admission to the second year of the PhD programme. Students, not admitted to the second year of the PhD programme, can be eligible to the Master of research in Management Studies. (see specific box).

1st year students - 34th cohort Mandatory activities

Welcome Day	5 September 2018
1st, 2nd and 3rd term courses	From September 2018 to June 2019
Management Lectures	On Wednesdays, once a month. Scheduled on the PhD calendar.
Participation in the final defences of senior cohorts	January 2019
Research Idea Presentation	13 May 2019
Participation in the "Joint PhD Workshop Economics & Management First paper presentation" of 2nd year students	17 June 2019
Participation in the pre-defences of senior cohorts	10 July 2019

Admission to fourth year (from 34th cohort)

To be admitted to the fourth year PhD students must have two papers completed one of which must be submitted to an international management journal with an impact factor or listed in Scopus with a preference for those listed in ABS journal ranking 2018. The third paper should be developed at least as a long abstract.

Fourth year (from 34th cohort)

Fourth-year students are entirely devoted to complete the doctoral thesis, under the guidance of their supervisor, and to participate in the activities organized by the PhD programme and the Department of Management. Participation to the Management Lectures is compulsory for all PhD students. Fourth-year students are asked to be discussants at least twice during the academic year and to act as Teaching Assistants for undergraduate courses as a compulsory activity, starting from the second year.

Fourth-year students are asked to regularly (weekly) meet their supervisor and report their thesis advancements. Students who require to return to their country for personal reasons need to discuss the request with their supervisor and to inform the coordinator with sufficient time in advance, especially if the absence overlaps with mandatory activities (courses, seminars, department activities, meetings with the supervisor).

Participation in international workshops and conferences, coherent with the thesis research project, is highly recommended and financially supported. Publication of the thesis papers in top journals is highly encouraged and allowed even before the final exam.

To be admitted to the evaluation procedure of the PhD thesis, PhD students must hold a pre-defence session in front of the members of Faculty board (see the pre-defence paragraph).

The PhD Programme must be completed in four years. Extension is not allowed.

Second year – 33rd cohort

Second-year students continue to develop their research project and plan international mobility (summer schools, conferences, research abroad) together with their supervisor. The choice of the international institution where the student could develop the thesis research project is made by the supervisor and student coherently with the research project of the doctoral thesis and is approved by the Faculty board.

While on residence, second-year students are expected to participate actively in PhD and Department's activities. Participation in the Management Lectures is compulsory for all PhD students. Second-year students are asked to act as discussant of a paper presented at the Management Lectures, at least twice during the academic year. From second year, students are required to act as Teaching Assistants. See specific rules in the "Teaching" section.

The **Joint Economics and Management PhD Workshop – First paper presentation** organized in June of the second year is a compulsory activity. Presentation is mandatory and students have to organize their international mobility in order to be present at the event.

Second-year students are asked to regularly (weekly) meet their supervisor and report their research advancements. Twice a year, the supervisor will formally review the quality and advancement of the three papers to be reported to the Faculty board.

Students who require to return to their country for personal reasons need to discuss the request with their supervisor and to inform the coordinator with sufficient time in advance, especially if the absence overlaps with mandatory activities (courses, seminars, department activities, meetings with the supervisor).

Admission to third year

For admission to the third year, the Faculty board will evaluate the PhD student's yearly achievements in the development of his/her research upon the feedbacks given by the student's supervisor to the Faculty board, his/her participation in the PhD programme and Department's activities and also the compliance with the rules of conduct of the program. (Please refer to Academic honesty paragraph).

In the month of July, the Faculty board will meet every student of the second year in a monitoring session. The monitoring sessions consist in a short presentation of the activities carried out during the year, an update on the research project and the forthcoming activities to the PhD Faculty Board. Students who are abroad due to authorised missions can carry out the monitoring sessions through Skype.

The Faculty board will decide the admission to the third year of the PhD programme.

2nd year students - 33th cohort Mandatory activities

Welcome Day	5 September 2018
1st, 2nd and 3rd term courses	From September 2018 to June 2019
Management Lectures	On Wednesdays, once a month. Scheduled on the PhD calendar
Participation in the final defences of senior cohorts	January 2019
Participation in the Research Idea Presentation of first year students - discussants	13 May 2019
Presentation in the "Joint PhD workshop Economics & Management First paper presentation" of 2nd year students	17 June 2019
Participation in the pre-defences of senior cohorts	10 July 2019
Monitoring session with Faculty board	10 July 2019

Third year – 32nd cohort

Third-year students are entirely devoted to develop and complete their doctoral thesis, under the guidance of their supervisor, and to participate in the activities organised by the PhD programme and the Department of Management. Participation to the Management Lectures is compulsory for all PhD students. Third-year students are asked to act as discussant at least twice during the academic year. Third-year students are required to act as Teaching Assistants. See specific rules in the “Teaching” section.

Third-year students are asked to regularly (weekly) meet their supervisor and report their thesis advancements. Students who require to return to their country for personal reasons need to discuss the request with their supervisor and to inform the coordinator with sufficient time in advance, especially if the absence overlaps with mandatory activities (courses, seminars, department activities, meetings with the supervisor).

Participation in international workshops and conferences, coherent with the thesis research project, is highly recommended and financially supported. Publication of the thesis papers in top journals is highly encouraged and allowed even before the final exam.

In the month of July, the Faculty board will meet every student of the third year in a monitoring session. The monitoring sessions consist in a short presentation of the activities carried out during the year, an update on the research project and the forthcoming activities to the PhD Faculty Board. Students who are abroad due to authorised missions can carry out the monitoring sessions through Skype.

3rd year students - 32nd cohort Mandatory activities

Welcome Day	5 September 2018
1st, 2nd and 3rd term courses	From September 2018 to June 2019
Management Lectures	On Wednesdays, once a month. Scheduled on the PhD calendar
Participation in the final defences of senior cohorts	January 2019
Participation in the Research Idea Presentation of first year students - discussants	13 May 2019
Participation in the “Joint PhD workshop Economics & Management First paper presentation” of 2nd year students	17 June 2019
Pre-defence	10 July 2019

PhD thesis

Requirements of the PhD thesis

The PhD thesis collects three original papers of which one must be single-authored by the PhD student. No more than one paper can be co-authored with the supervisor while co-authorship with other authors is permitted.

At least two papers must be presented at an international doctoral colloquium, conference or other public venues. The thesis can also be presented as a monographic work if coherent with the research project. In this case, parts of the work must be presented as well at an international doctoral colloquium, conference or other public venues.

The thesis must contain an index, a general introduction explaining main motivation of the research project, the connection between the three papers and a conclusion, which must highlight theoretical and empirical contributions and explain the managerial implication of the research. Students are highly encouraged to publish in top academic journals the papers of the dissertation even before the final exam.

Pre-defence

To be admitted to the evaluation procedure of the PhD thesis, PhD students must hold a pre-defence session in front of the members of Faculty board. The pre-defence is scheduled in mid-July of the third year [fourth year for 34th cohort] and it is a mandatory activity. The requirements for the pre-defence are to submit the three papers of the thesis a week before the presentation and the abstract of the three papers two weeks before the pre-defence. At the moment of the pre-defence, two papers of the thesis must be completed and already presented to an international conference, whereas the third can be in an advanced state of completion (working paper level). From 34th cohort, the three papers of the thesis will have to be completed at the moment of the pre-defence.

The pre-defence presentation is structured as the final defence: an overview of the overall thesis, a short presentation of two papers (about two slides each) and an in depth presentation of the job market paper.

The pre-defence session will be chaired by a three- member committee of professors from the Faculty board. They will give feedbacks to the PhD candidate and will evaluate him/her with the same evaluation grid used by the final exam committee. See appendix 1.

PhD thesis procedure and final exam

After positively passing the pre-defence session, at the end of the third year (fourth for 34th cohort), students are admitted to the **final exam**. The student will follow the final exam instructions concerning the thesis evaluation and the thesis submission. The procedure is available on the dedicated website.

Within September 1 2018	Submission of the report on the activities carried out during the PhD programme and draft of the thesis already completed
September 1 to 12 2018	Submission of final exam request to the offices of Postlauream
September 18 to October 2 2018	Upload of an advanced draft of the final thesis (for referees' evaluation)
Within December 12 2018	Upload of final version of thesis for similarity check and registration of thesis
Before January 16 2019	Submission of the thesis paper copy to PhD Secretariat
January until March 2019	Exam session

Dates vary slightly according to each cohort's specific calendar.

Doctor Europaeus label

The Doctor Europaeus title is an additional label attached to the Research Doctorate Degree issued nationwide.

Full description and information can be read on the following website:

<http://www.unive.it/pag/7882/> [ITA]

<http://www.unive.it/pag/20450/> [ENG]

A student interested in applying for the Doctor Europaeus label must inform the Secretariat of the Programme around pre-defence time.

Publications in PhD/University web page

Every student is required to feed regularly his/her personal webpage by updating the information related to his/her PhD career (conferences attended, teaching, etc.).

Above all, it is mandatory for each student to include in the ARCA University catalogue any publication (from conference proceedings to working papers). International mobility will be funded upon the regularly update of the student's publications page.

Information on the ARCA catalogue and how to include publications: <https://arca.unive.it/>

Teaching

Teaching is an important part of the PhD experience. It represents also a good opportunity to foster the network within the department and to improve the CV while on the job market. The Department offers several possibilities to carry out this activity:

- PROCTORING: Along their second and third and fourth year, students are required to serve 5 hours as Proctors to the Department's Faculty. Students will be required to apply to calls upon professor's requests for assistance (usually exam supervision). This activity is **mandatory** for all students and is unpaid.
- TUTORING: Students can apply for Tutorship positions upon Department's calls (Tutorato). Positions will be assigned by a specific selection committee. These positions consist in assistance to undergraduate students in the thesis composition, office hours or other support activities that are detailed in the specific calls. Positions are paid.
- TEACHING ASSISTANTSHIP: Students will apply for Teaching Assistantship positions for undergraduate and master level courses upon specific Department's calls (Esercizioni) sent by the PhD Secretariat. Courses are offered in both Italian and English. Each course lasts for 5 weeks. Teaching assistants are asked to:
 - teach 5 exercise sessions of 1h30' each in 5 consecutive weeks
 - offer 2 hours/week of office hours for students during the course and at least 2 hours before each exam session (16 office hours in total)
 - serve as proctor during the four exam sessions throughout the academic year

The PhD program for students of the 34th cohort currently enrolled in the first year will last for four years. For these students and for future cohorts, Teaching Assistantship in second, third and fourth year is mandatory and unpaid.

Academic honesty

The PhD in Management considers academic honesty¹ as a paramount issue in the behaviour of PhD students. Plagiarism of any kind (from copying in an exam to avoid quoting the references or sources of findings) is not accepted and disapproved by all the Department community. If in doubt about any aspect of academic honesty, it is always best to seek clarification at an early stage by asking to course professors, supervisor and the programme Coordinator.

The Faculty Board, according to the gravity of the infringements of academic honesty by a PhD student will decide sanctions up to the exclusion from the PhD programme along the year, according to the PhD regulations of Ca' Foscari University (art. 13) <http://www.unive.it/pag/8256/>.

The PhD refers to the Cambridge and Oxford University's definitions of different forms of plagiarism <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>; <http://www.plagiarism.admin.cam.ac.uk/what-plagiarism/universitys-definition-plagiarism>

Forms of plagiarism

Verbatim (word for word) quotation without clear acknowledgement

Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

Cutting and pasting from the Internet without clear acknowledgement

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

Paraphrasing

Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using.

A passing reference to the original author in your own text may not be enough; you must ensure that you do not create the misleading impression that the paraphrased wording or the sequence of ideas are entirely your own. It is better to write a brief summary of the author's overall argument in your own words, indicating that you are doing so, than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

Administrative regulations and procedures

In addition to fulfil the requirements indicated above for every cohorts, PhD students have to be fully aware and comply with the general doctoral regulations of Ca' Foscari University, reported at <http://www.unive.it/pag/8256/>. Norms and procedures are provided about suspensions, withdrawals, and exclusions from the programme; about the administration of scholarships and grants, about the possibilities of taking a job during the programme. Students will be informed by the need to comply with other procedures as they may rise.

1. Academic rules of conduct are available in the Ca' Foscari University Codice Etico.

Mobility procedures

1. Study abroad period

Study and research periods in a foreign institution is highly encouraged and financially supported. Mobility for research must be coherent with the thesis research projects and discussed with supervisor before been authorised by the Faculty board well in advance before departure.

A student planning - with full agreement of his/her supervisor - to leave for the study/research abroad period is required to inform via email the Coordinator and the Secretariat of the Programme (supervisor must be included in the communication) at least 2 months before expected departure. He/she will provide complete information on destination, duration and research agenda of the period abroad. The student is required to discuss, in advance with the supervisor the research agenda of the activities he/she will carry out in host Institution and the expected output. The Coordinator/Faculty Board will approve/reject the request. If the request is accepted, student must fill in the Study abroad request on the online platform. During the authorised period abroad, the scholarship is incremented by 50% up to a maximum of 18 months.

Please read instructions about scholarship increment on the dedicated website:

[http://www.unive.it/pag/7719/\[ITA\]](http://www.unive.it/pag/7719/[ITA])

[http://www.unive.it/pag/20459/\[ENG\]](http://www.unive.it/pag/20459/[ENG])

No ticket purchase or any other personal arrangements must be done without the Coordinator online authorization.

2. Missions for conference participation/presentation/summer school attendance

Starting from the second year, PhD students are granted an annual sum equivalent to 10% of the annual scholarship as reimbursement for of expenses linked to research purposes. This sum can be cumulated from second to third and fourth year but must be spent before September 14th of the last year of the programme. A student who is planning - with full agreement of his/her supervisor - to attend an international conference is required to inform via email the Coordinator and the Secretariat of the Programme (supervisor must always be included in the communication). He/she will provide complete information on the conference or summer school. The Coordinator/Faculty Board will approve/reject the request. If the request is accepted, student must fill in the mission request on the online platform.

Please read instructions about expense reimbursement mobility on the dedicated website:

[http://www.unive.it/pag/7719/\[ITA\]](http://www.unive.it/pag/7719/[ITA])

[http://www.unive.it/pag/20459/\[ENG\]](http://www.unive.it/pag/20459/[ENG])

No ticket purchase or any other personal arrangements must be done without the Coordinator online authorization.

It is important to read and fully understand the regulation on expenses reimbursement. Please read the handbook which is available on the above stated website [only in Italian] or ask for further information to the PhD Secretariat.

Master of Research in Management Studies

The Department of Management will award a Master of Research in management Studies to PhD students who fulfilled the first year requirements and will discuss a Master's thesis. PhD students are eligible for the award only when they conclude their PhD programme (either at the end of the four year programme or in case of withdraw/exclusion from the programme).

Procedure to require a Master of research in management Studies title

PhDs at the conclusion of the PhD programme who are eligible and want to be awarded the Master title have to request enrollment in the Master's program with recognition of the activities carried out within the PhD program. At the end of the first year, PhD students who have fulfilled the first year's requirements will receive a transcript of grades and a certification of practical research training (250 hours) that will certify the activities carried out within the PhD programme and needed to obtain the Master title. This request must be done not earlier than at the beginning of the academic year after the PhD conclusion. Just after the enrollment, the candidate will discuss the Master thesis in front of a final exam Commission to finalize the requirements.

Master's Requirements

Students are required to attend one year of courses and pass exams for 69 ECTS. In addition, students are required to carry out at least 250 hours of practical training activities in research (in Italian, "tirocinio") (10 ECTS) and produce a Master's thesis (3 ECTS).

Subdivision of ECTS by term

first term courses	27 ECTS
second term courses	30 ECTS
third term courses	12 ECTS
practical research activities	10 ECTS
master's thesis/summer paper	3 ECTS
Total for Master of Research in management Studies	82 ECTS

Facilities

PhD Rooms

Department of Management

PhD students have access to the PhD room (Aula Guarini) which is located on the second floor, building C1, Department of Management.

Access to the room is granted only to PhD students who are all responsible for its good care.

The Secretariat provides the front office with the list of authorised students. Once you arrive in San Giobbe in the morning, you can pick up the key by giving your name to the front office personnel. From that moment, you will be responsible for the room, especially for closing windows, turning off the lights and closing the office door. If you plan leaving earlier than closing time, you must communicate to the front office the name of another colleague who will be in charge of the above-mentioned closing procedure. There is only one key for all students, therefore, the first student opens the door for all the other colleagues. Please keep the PhD room clean and tidy. Remember that only individual work is allowed: no group working and talking. Last student who leaves the PhD room must check that all windows are closed, PCs and lights turned out. Premises must be left by 19.00 the latest. Front office personnel closes all premises by 19.30.

Palazzo Moro

Courses are held in Palazzo Moro. If you need to carry out work in group or you wish to discuss with your colleagues, you can use the lecture room.

How to get to Palazzo Moro

http://www.gsem-univeneto.it/altri_pdfs/HowToGet-PalazzoMoro.pdf

ICT infrastructure

PCs and Wi-Fi

The PhD room has some PCs equipped with advanced software for quantitative and qualitative research methods. If you use your personal laptop, the university's wireless connection is available. See the following website for more information.

http://venus.unive.it/wifi/index.php?cmd=eduroam_xp&lang=en

Photocopy machines

Networked photocopy machines are available for PhD students. From the PhD room's computers you can print on the machine situated on the same floor of the PhD room.

If you use your personal laptop, and you wish to print, you need to use a USB device and print from the machine situated on the first floor, next to the coordinator's office.

Photocopies must be made on both sides to avoid waist of paper. Remember to pick up your copies from the machines whenever you print. Take into account the use of paper before printing.

Libraries

Campus Library – BEC

Right next to the Department of Management is situated the Campus Library – BEC. You can have access with your multiservizi card/student card. If you need to access the library but you still do not have the card, you can ask the front desk personnel of the library for a temporary access card.

Ca' Foscari Libraries – SBA (Sistema Bibliotecario di Ateneo)

Ca' Foscari students have access to all university's libraries:

BEC: Economics

BALI: Foreign languages and literature

BAS: Sciences

BAUM: Humanities

CFZ: Cultural Flow Zone

For complete information on the SBA services, locations and opening hours: <http://www.unive.it/pag/9756/>

The SBA website provides important information on publishing (diffusion, visibility and impact of your research, copyright, peer review, etc. Check the "per chi pubblica" section of the website <http://www.unive.it/pag/9756/>

Online resources

Ca' Foscari students have access to an enormous quantity of materials:

Ca' Foscari Digital Library

Electronic Journals Catalogue

Data sets

Thesis' archives

Other catalogues and journals online

For more information on the online resources: <http://www.unive.it/pag/10393/>

After enrolment

You will receive a **studentnumber@unive.it** email account upon enrolment which will be the only email address used by the Central Administration to communicate on an official basis with you.

You will apply for a **name.surname@unive.it email**. To do so please read here: <http://www.unive.it/pag/11398> Please communicate this address to the PhD Secretariat as soon as you get it.

Once you have this email address, you will be able to **feed your personal webpage** with your CV, publications and photo. You will register to ORCID (Open Researcher and Contributor ID) and communicate your identifier to the PhD Secretariat. You will regularly update your publications in the ARCA catalogue.

Absences and leave

Courses and seminars attendance is compulsory. Absences to courses and seminars must be notified by email to the professor of the course and to the PhD Secretariat in advance.

Students who require to return to their country for personal reasons need to discuss the request with their supervisor and to inform the coordinator with sufficient time in advance, especially if the absence overlaps with mandatory activities (courses, seminars, department activities, meetings with the supervisor).

Ca' Foscari University of Venice

The following are specific pages of Ca' Foscari website in which you will find useful information and that you are asked to get familiar with.

- o **PHD OFFICE**
<http://www.unive.it/pag/252/> [ITA]
<http://www.unive.it/pag/25684/> [ENG]
- o **POSTGRADUATE ADMINISTRATIVE OFFICE**
<http://www.unive.it/data/strutture/111618>
- o **ADMINISTRATIVE PROCEDURES FOR PHD STUDENTS**
<http://www.unive.it/pag/7717/> [ITA]
<http://www.unive.it/pag/20463/> [ENG]
- o **INTERNATIONAL WELCOME DESK – FOR FOREIGN STUDENTS**
<http://www.unive.it/welcome>
- o **HOUSING OFFICE AND CANTEENS**
<http://www.unive.it/pag/19768>
- o **MULTISERVICE CARD**
<http://www.unive.it/pag/16409/>
- o **MEDICAL ASSISTANCE/LOCAL PHYSICIAN**
<http://www.unive.it/pag/12525/>

Ca' Foscari PhD Office and **Postgraduate Administrative Sector** (Ufficio Postlauream) are the offices in charge of the management of PhD students from an administrative point of view (from enrolment throughout graduation).

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San Giobbe Campus – Cannaregio 873
30121 Venice
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