

PHD'S SURVIVAL KIT

*Keep it handy and read it carefully before
contacting the PhD Committee or the PhD Secretary*

0. ORGANIZATION -----	2
1. FIRST YEAR -----	3
2. SECOND YEAR -----	4
3. THIRD YEAR -----	5
4. FOURTH YEAR -----	6
5. INTERNATIONAL DEGREES -----	9
6. PRACTICAL INFORMATION -----	9
7. E-MAIL, PERSONAL PAGE, INTERNET ACCESS & STUDY ROOM -----	11
8. RULES OF CONDUCT -----	12
9. PRESENTATION TIPS -----	13

0. ORGANIZATION

The PhD in Science and Management of Climate Change is a 4-year programme aimed at preparing researchers capable of navigating and connecting the complex and multi-faceted dimensions of climate change. It is a joint initiative of Ca' Foscari University, Venice, and the Euro-Mediterranean Center on Climate Change.

PhD's Committee

The **PhD's Committee**, with members from the Department of Economics, the Department of Environmental Sciences, Informatics and Statistics, the Department of Management at Ca' Foscari University, and CMCC is the main governing body for the PhD and Master's programs. The composition of the Committee can be found in the PHD program's website: <https://www.unive.it/web/en/164/faculty>

The Committee meets periodically to take decisions about the organization and functioning of the PhD. Should you wish to submit any request/proposal/enquiry, please contact the PhD Secretariat.

PhD's Secretariat

The **PhD's Secretariat**, based at the Department of Environmental Sciences, Informatics and Statistics, Scientific Campus – Via Torino, is responsible for the management and logistics of courses, seminars, and lectures. The Secretariat also manages the relationships between students and the PhD Committee. The PhD secretary is Beatrice Franchini:

Phone: +39 041 234 8530

E-mail: phd-climate-change@unive.it

All administrative processes (enrolment, students' careers, certificates, suspensions or withdrawals) are managed by the **Post Lauream office** of the Ca' Foscari University of Venice: <https://www.unive.it/pag/10588/>

Supervisors and co-supervisors

Students enter the PhD programme with a **temporary supervisor and co-supervisor** who will assist first year students and orient their research work from the beginning. Students must either confirm the supervisors or suggest revisions to the PhD Committee by the end of June in the first year.

At least one of the supervisors must be from the PhD Committee. Supervisors and co-supervisors will guide students' careers throughout the entire PhD programme.

Educational plan and monitoring

The PhD Committee keeps track of all students' activities and research through an **Educational and Research Plan (ERP)** and an **Educational and Research Report (ERR)**. PhD students from all cycles are required to fill in an Educational and Research plan (in November) and an Educational and Research report (in July), with the support of their supervisors.

The main monitoring session of all PhD students takes place in July, but intermediate monitoring sessions are usually organized between December and February.

1. FIRST YEAR

Activities

In the first year, PhD students will focus on attending courses and seminars. Lectures begin in mid-September and end in May. Exams usually take place either right after the end of the course or in December-January (first term) and May-June (second term). In the first term, all students take the same set of core courses:

FOUNDATIONS

1. Mathematical Modelling and Programming
2. Statistics (2 modules out of 4)
3. Introduction to Programming for Statistics & Machine Learning
4. Earth System Dynamics
5. Environmental and Climate Economics
6. Climate of the Past (optional)

In the second term, each student must choose one of the two available streams.

CLIMATE ECONOMICS AND FINANCE

1. CGE and Integrated Assessment Modelling of Climate Change Impacts and Policies
2. Applied Environmental Economics and Policy Evaluation
3. Domestic and International Climate Policies
4. Climate Finance

CLIMATE MODELING AND IMPACT ASSESSMENT

1. Chemodynamics, Climate Change and Environmental Quality
2. Climate Modelling and Monitoring
3. Risk Assessment and Decision Support System for Environmental Impacts of Climate Change
4. Climate Damage Modelling and Assessment

Students must take two out of the three common courses offered and may select one, two or three LABS:

ADDITIONAL COMMON COURSES (2 compulsory)

1. Energy Systems and Technologies
2. Adaptive Management of Natural Resources and Agricultural Systems
3. Decision Theory and Multi-criteria Analysis

LABS (Optional)

1. Topics in Science and Management of Climate Change
2. Data, Tools and Methods for Earth Sciences - Introduction
3. Data, Tools and Methods for Earth Sciences - Practicals

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

First-year PhD students: students are required to attend at least 1 seminar per month, for a total of 10. PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Location, language and details

All lectures are in English. Classes can take place at the Scientific Campus of the Ca' Foscari University of Venice, Via Torino, Mestre (Venice), at Palazzo Moro and San Giobbe, Venice or at VEGA Science Park, Marghera (Venice).

Details on the lectures, course structures and class timetable are available on the webpage: <https://www.unive.it/data/en/165/courses>. Please check it for updates on a regular basis.

Admission to the second year

To gain admission to the second year, students must pass all the exams of the PhD program and attend at least 1 seminar per month by mid-July. Exam retakes are always possible, and they need to be discussed with professors and the PhD Board. Attending courses is mandatory. Admission to the exams requires participation in at least 80% of lectures for each course. Any modification to the study plan or to the attendance rate has to be approved in advance by the PhD Board.

2. SECOND YEAR

Activities

At the beginning of the second year (by the end of November), students update their Educational plan with a tentative research plan agreed and discussed with their supervisors. They should also include any additional course they might plan to follow. Students can follow courses offered by other PhD programmes at Ca' Foscari, provided this is discussed in advance with the supervisors and the PhD Committee.

During the second year, PhD students can begin their mobility abroad and spend a period of study and research of at least 3 months in a foreign institution. The period abroad can also take place in the third year. Prior to departure, the research plan and the host institution must be approved by the PhD Board. During the second year, students are encouraged to engage in teaching activities (up to 40 hours per student, per year).

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

Second-year to fourth-year students: at least 20 seminars of their choice per year. Attendance will be monitored through the annual report on educational and research activities (Educational and Research Report). Seminars can be selected from those offered by the CMCC, the Department of Environmental Sciences, Informatics and Statistics (DAIS), the Department of Economics (DEC), as well as any other seminar initiatives relevant to PhD students' careers.

PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Admission to the third year

The assessment of second-year students takes place during the summer monitoring in July. Students will present their research plan and a PhD student for each of them will be appointed as internal discussant. Presentations will be of 20 minutes. Admission to the third year is based on:

1. Progress in research:
 - a. Tentative title and short abstract (end of February);
 - b. 2nd year activities report and mid-course public presentation (July);
2. **At least 20 seminars per year** (see above);
3. **Attendance** of additional courses, workshops, conferences, and paper/poster presentations;

4. **Attendance** of the interdisciplinary courses organized by the PhD Office (<https://www.unive.it/web/it/240/corsi-e-seminari-trasversali>). The following courses are mandatory (can be taken anytime between the second and the third year):
 - Training for Research, Project Design and Intellectual Property
 - Scientific writing
 - Ethics of research
 - Research communication week
 - Servizi e strumenti per la ricerca a Ca' Foscari
 - Ricerca scientifica, storica, statistica e protezione dei dati personali
 - Practical skills for international publishing
 - Soft skills
 - Presentazione del Codice etico e di comportamento dell'Ateneo

3. THIRD YEAR

Activities

At the beginning of the third year (by the end of November), students update their Educational plan with progress in their research work. During the third year, PhD students can continue or begin their mobility abroad and spend a period of study and research of at least 3 months in a foreign institution. Prior to departure, the research plan and the host institution must be approved by the PhD Board. During the third year, students are encouraged to engage in teaching activities (up to 40 hours per year).

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

Second-year to fourth-year students: at least 20 seminars of their choice per year. Attendance will be monitored through the annual report on educational and research activities (Educational report). Seminars can be selected from those offered by the CMCC, the Department of Environmental Sciences, Informatics and Statistics (DAIS), the Department of Economics (DEC), as well as any other seminar initiatives relevant to PhD students' careers.

PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Admission to the fourth year

The assessment of third-year students takes place during the summer monitoring in July. Students will present their research and for each of them a PhD student will be appointed as internal discussant. Presentations will be of 20 minutes. Admission to the fourth year is based on:

1. **Progress in research:**
 - a. - submission of thesis content and writing timeline (end of February);
 - b. - summer presentation (July);
2. **At least 20 seminars per year** (see above);
3. **Attendance** of workshops, conferences and paper or poster presentations.
4. **Attendance** of the interdisciplinary courses organized by the PhD Office (<https://www.unive.it/web/it/240/corsi-e-seminari-trasversali>). The following courses are mandatory (can be taken anytime between the second and the third year):
 - Training for Research, Project Design and Intellectual Property
 - Scientific writing
 - Ethics of research
 - Research communication week
 - Servizi e strumenti per la ricerca a Ca' Foscari
 - Ricerca scientifica, storica, statistica e protezione dei dati personali

- Practical skills for international publishing
- Soft skills
- Presentazione del Codice etico e di comportamento dell'Ateneo

4. FOURTH YEAR

Fourth-year students devote most of their time to work on their final thesis. The thesis can be either a monograph or a collection of articles. The single monographic dissertation should present a novel and original analysis of a specific topic. The text must highlight the original contributions of the research performed by the candidate. Innovative contributions should be substantial enough to be able to form the basis of a book or research monograph, meeting the standards of an established international academic publisher that submits book proposals and drafts to a critical peer review.

The collection of papers should be of publishable quality. All papers need to be stand-alone contributions, they need to be completed, original, include a comprehensive introductory and concluding section. A student's scientific contribution in co-authored papers should be stated explicitly. Where candidates have already had portions of their doctoral work accepted for publication in journals, this is prima facie evidence of an adequate standard. The papers should be in the process of being submitted, or at least they should be publishable papers in international refereed journals.

Seminars

Seminars, guest lectures, and elective thematic courses are organized throughout the year, offering students additional opportunities to establish contacts with invited guests from other research centers and universities.

Second-year to fourth-year students: at least 20 seminars of their choice per year. Attendance will be monitored through the annual report on educational and research activities (Educational Research Report). Seminars can be selected from those offered by the CMCC, the Department of Environmental Sciences, Informatics and Statistics (DAIS), the Department of Economics (DEC), as well as any other seminar initiatives relevant to PhD students' careers.

PhD students are also encouraged to organize internal informal seminars during which students can present their research ideas or work.

Admission to the final exam

To monitor progress in research and in thesis writing, a preliminary presentation and a thesis pre-defence will be scheduled during the fourth year.

Preliminary presentation of the contents of the thesis and advancement stage PhD candidates must present the preliminary findings of their work in a public seminar organized by the PhD Board in front of an internal committee composed by the students' supervisors and members of the Board.

Pre-defence

PhD candidates must submit a preliminary version of the thesis and present a pre-defence in front of their supervisor and co-supervisor and other members of the Board about **2 months prior to the final thesis submission**. The supervisor will prepare a written report to be submitted to the Board before the pre-defence. The Board will nominate an **internal reviewer** who will read the thesis draft and provide comments during the pre-defence presentation. The Board evaluates the pre-defence and the supervisor's report and deliberates whether the candidate can be considered ready to submit the final thesis.

The evaluation of fourth-year students is based on:

1. Progress in their dissertation
2. Presentations made at seminars, workshops, and conferences
3. At least 20 seminars per year
4. Attendance of the interdisciplinary courses organized by the PhD Office
5. Preliminary thesis presentation (about 6 months before the thesis submission)
6. Pre-defence (about 2 months before the thesis submission deadline)

Final draft submission to the External Evaluators

PhD candidates are required to submit the “final exam request” and upload the thesis draft for the external review; the external evaluators, professors/researchers from Italian and/or foreign institutions, are appointed by the PhD Board.

External Evaluators Report to the candidates and the PhD Board

The two external evaluators provide their reports to the PhD candidates and the PhD Board and approve or do not approve the candidate's admission to the final exam. Eligible external evaluators include at least one academic professor and are both people with high qualification and experience in their field. They must not belong to Ca' Foscari University or to other institutions that have part in awarding the candidate the PhD title (CMCC, universities involved in a Joint Research PhD Thesis).

Thesis upload on the University website

PhD candidates must **upload the pdf version** of the final thesis according to the rules given by Ca' Foscari Post lauream Office.

Final exam

The Final Exam consists in a public defense of the thesis in front of a Committee of three members, two external to Ca' Foscari and one from the PhD Board. The Committee has at least two members from academic backgrounds. Supervisors and co-supervisors cannot be members of the Committee. The Committee for the Final Exam is identified by the PhD Board and nominated by the Director of the Department.

Recap: main deadlines

	1st year	2nd year	3rd year	4th year	
<i>Sept.</i>	1st term courses				
<i>Oct.</i>			(Co-tutorship application)		
<i>Nov.</i>		Educational plan submission	Educational plan submission	Educational plan submission	Educational plan submission
<i>Dic.</i>					
<i>Jan.</i>	2nd term courses	Educational plan monitoring	Educational plan monitoring	Educational plan monitoring	Educational plan monitoring
<i>Feb.</i>			Tentative title and abstract submission	Thesis timeline submission	Preliminary presentation*
<i>March</i>					
<i>April</i>					
<i>May</i>		Supervisor confirmation/change			
<i>June</i>					
<i>July</i>		Educational report submission	Educational report submission & Mid-course presentation	Educational report submission & Summer presentation	Educational report submission & Pre-defence*
<i>August</i>	Admission to 2nd year	Admission to 3rd year	Admission to 4th year	Admission to final exam	

* These deadlines for the preliminary presentation and for the pre-defence refer to students intended to discuss their thesis in the first session. Deadlines for the second session are postponed of approximately 6 months.

5. INTERNATIONAL DEGREES

Doctor Europaeus

The designation of “European doctorate” can be added if the following four conditions are fulfilled:

1. The PhD thesis must be the outcome of a period of research of at least one trimester (3 months) undertaken by the student in a European country different from the one in which the PhD program takes place;
2. Positive assessment of the PhD thesis by at least two referees from two different European universities appointed by the PhD Board. The referees’ report must be attached to the final examination report;
3. The Final Exam Committee must be comprised of at least one member from a European University of a country different from the one in which the thesis is discussed;
4. The thesis must be partly held in an official European language different from the one of the countries in which it is discussed.

IMPORTANT: PhD students interested in obtaining the Doctor Europaeus label are asked to contact the PhD Secretariat no later than their pre-defence.

Co-tutorship agreements (Co-tutela)

Ca’ Foscari University has signed several cooperation agreements with foreign universities. You can benefit from these agreements, as well as establish a new one yourself, through co-tutorship programs. You would then spend half of the PhD program in a foreign institution, develop and defend your thesis under the joint supervision of two professors from the two universities, and be awarded a double or joint PhD degree, depending on the rules of the hosting institutions. The Agreement for Joint Research PhD Thesis is only for PhD students enrolled in their first or second year, who submit the application within 18 months of the start of courses at Ca’ Foscari. The application can be sent exclusively via online form only during these periods:

- from October 1st to 31st
- from February 1st to 28th
- from June 1st to 30th

More details are available on the webpage <https://www.unive.it/web/en/2167/studying-abroad>.

For further details on co-tutorship, please write to the PhD Office: phd.office@unive.it.

6. PRACTICAL INFORMATION

Study period abroad (3 to 18 months): scholarship increase and formal steps

PhD students carrying out research, training and studies in a foreign university or a foreign research center can apply for a **50% increase in their scholarship**. The scholarship increase is authorized by the PhD Board.

Prior to departure you must obtain the PhD Coordinator’s approval. Please submit your request by email to the PhD Coordinator and the PhD Secretariat, detailing:

- duration (from...to...); name of the hosting institution;
- activities you will carry out;
- main objective of your research period abroad;
- reference contacts abroad; tentative required budget (if applicable).

Please cc your supervisor and the PhD Secretariat when writing to the PhD Director.

Once you have received the PhD Director approval, you must fill the online mobility application that can be found here:

[Italian] <https://idp.unive.it/idp/profile/SAML2/POST/SSO?execution=e1s2>

You have to log in with your institutional credentials matricola@stud.unive.it and fill each field in. The application, duly completed, will then be approved or rejected by the PhD Coordinator.

Within 15 days after returning to Ca' Foscari, you are required to:

- Update the Educational and Research Report (ERR);
- Enter the online mobility application, insert the exact amount you ask for reimbursement and finally close the request. At the end, you have to print the application, sign it and send it to the PhD accounting office, together with copies of all travel documents.

The documentation can be delivered to the secretary of the PhD Office:

- By hand to PhD Office (only at Tuesday and Thursday from 10 to 12 am);
- By postal mail, together with a copy of the student's identity badge to: PhD Office, Università Ca' Foscari, San Sebastiano, Dorsoduro 1686, 30123, Venice (Italy).

All the travel documents (return tickets, boarding cards, receipts for expenses incurred in the country where the research study took place) must be kept until the end of the PhD program for any possible auditing.

Funding for research activities: the 10% Fund

All PhD Students can benefit from a personal grant to attend seminars and conferences in Italy and abroad. This personal grant, called **10%-fund**, amounts to € 1.624,30 per year and the yearly allocations are cumulative, meaning that in the 2nd, 3rd and 4th years PhD Students may use leftovers of previous years. The 10%-fund may be used to cover mobility expenses in Italy and abroad for conference fees, school attendance, etc. All eligible expenses are listed in the Handbook:

<https://www.unive.it/web/en/2168/expense-reimbursement-for-mobility>

In order to obtain the reimbursement, students must follow the same procedure as for the period abroad. Make sure to collect all original receipts: travel tickets, original boarding passes, accommodation receipts (1 person in single room or double as single use or the rent contract with your name), meals receipts (for 1 person) that should include: header of restaurant/bar, the cost of the meal and means of payment.

IMPORTANT: Please note that you HAVE TO ask the PhD Director's approval to attend seminars, international conferences, meetings as PhD Student, even if you are not going to ask for any reimbursement. This is for two main reasons: first, because you may need an insurance coverage extension; second, because the PhD program needs to know where PhD students are and what they are doing during their time as Ca' Foscari's students.

IMPORTANT: Please note that only tickets having VENICE as origin and/or destination are refundable.

How to obtain a certificate

Certificates concerning a student's career, such as enrolment or exam statements, can be obtained from the university website by accessing the intranet (use the username and the password given to you at the enrolment). Certificates of enrolment indicating place, duration of the course, amount of the scholarship are issued by the Post Lauream Office located at Ca' Foscari's main building.

IMPORTANT: A certificate of enrolment is required when applying for the extension of the residence permit in Italy. For information about VISA and residence permit please contact the Welcome Unit/Immigration Team (immigrationteam@unive.it). Please arrange an appointment and remember to hand over a marca da bollo [stamp duty] (16,00 EUR).

Certificates of attendance and/or transcripts of records are issued by the PhD Secretariat. Please note that these documents have merely informational purposes but no legal value.

Suspension period from the PhD program & withdrawal

PhD students may request permission to interrupt their PhD studies for 1 to 2 semesters on a maximum of 2 occasions for the following reasons: parental leave, serious illness (with medical documentation) and attendance of pre-service teacher training course (TFA) and of the Percorsi Abilitanti Speciali (PAS). For the duration of the suspension, no scholarship or other equivalent funding will be paid. The competent office – Post Lauream – will provide you with further details and important deadlines. Contacts: postlauream@unive.it

For proven reasons that do not allow the submission of the PhD thesis by the deadline, the PhD Board may grant, upon request of the PhD student and after consultation with the supervisor, an extension of 6 or 12 months without funds. The request for extension must be submitted by the PhD student by the end of the fourth year.

An extension of the duration of the PhD program for a period of 6 or 12 months may also be decided by the PhD Board for justified scientific reasons, at the request of the supervisor, ensuring in that case the corresponding extension of the duration of the scholarship with funds from the DAIS Department. During the extension period, the PhD student remains a student of the University and must enroll for the following year and pay the relevant fees.

In the case of withdrawal from the PhD program, candidates must inform the PhD Board about their intention as soon as possible. Instructions on the procedure are given by the Post Lauream Office (postlauream@unive.it). In the case of withdrawal from the PhD program, the future installments of the scholarship will not be paid. If a student withdraws from the PhD program after having passed all exams, he/she can apply for the Master's degree in Science and Management of Climate Change.

For any further info about Enrolment, Interruption, Withdrawal, Certificates, please check:

[Italian] <https://www.unive.it/web/it/236/studio>

[English] <https://www.unive.it/web/en/2165/study>

7. E-MAIL, PERSONAL PAGE, INTERNET ACCESS & STUDY ROOM

E-mail address

After enrolment, students receive an email account from Ca' Foscari University. This account includes the student's email address `IDnumber@stud.unive.it`, some disk space for setting up the personal webpage and access to the electronic library of the University. The account gives you also the opportunity to create a personal webpage in the PhD website <https://www.unive.it/data/en/163/students> that you can use as a "business card" and update with your photo, CV, publications.

PLEASE NOTE: in all official communications between you and Ca' Foscari you are required to use the email student'sIDnumber@stud.unive.it.

ARCA Publications Catalog

The University Research Publications Catalog ARCA (Archivio Istituzionale della Ricerca Ca' Foscari) is a database that is part of the new system CINECA-IRIS (Institutional Research Information System) that collects information on the scientific products of Ca' Foscari researchers. ARCA promotes open access policies in accordance with the European Commission guidelines. The public portal is available on-line at <https://arca.unive.it/> A user's guide is available on the ARCA dedicated website.

You can use your account `student'sIDnumber@stud.unive.it` to login into the system, access your Personal Desktop and manage your publications. Once uploaded, your works will be visible in your personal webpage. You can find

instructions on how to upload your research outputs here. Upon logging in to ARCA, a pop-up window should appear, prompting you to create an ORCID account. Alternatively, you can follow the instructions provided here.

During the creation/association process, you will need to accept three interoperability permissions presented consecutively: a. ORCID – Italian National ORCID Hub b. ORCID – ARCA c. ORCID – loginmiur portal.

To ensure that your research outputs are transmitted from ARCA to ORCID, please follow these steps:

1. Access your personal profile on ARCA by clicking on the top right-hand menu near your name;
2. Navigate to the “External service identifiers” tab;
3. Enable the suggested synchronizations in the “ORCID” section, preferably including the one related to publications;
4. In ORCID, it is recommended that you set the visibility of the “Employment” and “Works” sections to “Everyone” (visible to the public);
5. In ORCID, we advise you to provide your @unive.it email account as well as an additional non-Ca’ Foscari email address. ORCID will remain active throughout your career, allowing you to continue uploading your publications independently of ARCA.

Internet access

PhD students can have free access to the Wi-Fi in all Ca’ Foscari University areas.

Study Rooms

A dedicated PhD study room is available in Palazzo Moro in Venice, on the 3° floor. Please ask the front office for directions and rules. Students can also work at CMCC@Ca’ Foscari, located in the VEGA Science Park, Marghera, Venice. Students have free access to all libraries and study rooms of Ca’ Foscari University of Venice.

Qualification of “Cultori della materia”

After obtaining the title of PhD, students may apply for the title of "cultore della materia". Students can send their request to the Department to which their tutor belongs. For more information, please read here. If the tutor belongs to the DAIS Department, the student should contact Patrizia Resente (resente@unive.it). If the tutor belongs to the DEC Department, the student should contact Maria Ventimiglia (didattica.economia@unive.it).

8. RULES OF CONDUCT

Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required to all members of an academic community as they engage in scholarly discourse and research. Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

In practical terms, students must not cheat on examinations, and deliberate plagiarism is of course prohibited. Students also should not submit the same paper to more than one class. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting a paper online); hiring someone to write a paper; copying from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation. Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the program. The PhD Board regularly carries out checks of plagiarism using the dedicated anti-plagiarism software provided by the University. Cheating and misreporting will result in the exclusion from the PhD program and the University.

9. PRESENTATION TIPS

Here are some presentation tips that can help you prepare your intermediate presentations. More specific guidelines will be shared throughout the program.

General rules:

- Stick to the time given: if you are allocated a specific amount of time, stick to that;
- Select: you can't say everything and even if you do, people will not pay attention to everything. Example: if you have 10 graphs showing the same kind of results across different scenarios, across different groups of the population etc. and results are qualitatively similar (e.g. they change in intensity/magnitude) across the 10 graphs, perhaps a better choice is not to show them all, but focus on 1 and explain it in detail. You might have 1 slide with the zoom on 1 case and then a snapshot of all cases just to say that you did it;
- Explain what you show: if you present a graph, make sure people can see it, understand it, e.g. understand the units, the axes, colors, etc.;
- You: the goal of short presentations should be to highlight your contribution, explain why it is novel, explain why it is worth a PhD dissertation and publications;
- Significance: for the theses or each paper try to prepare a significance statement (for example, check out PNAS guidelines for authors and articles) – which means explain the significance of the research at a level understandable to an educated scientist outside their field of specialty.

Given the interdisciplinary nature of our PhD program, in a short presentation, you could underline:

- **Motivation:** highlight the gaps in the literature (explaining which literature you are referring to), keeping in mind that not everybody is an expert in your field;
- **Research questions:** explain the purpose of the work, which gaps you are going to tackle;
- **Methodology:** explain how you have addressed, or you are planning to address those research questions;
- **Clarify what is new:** e.g. new data, new methods, new applications of existing methods, etc.;
- **Results:** some of them, as most likely you will not be able to show everything; pick the most significant ones;
- **Explain:** clarify what is considered a scientific contribution in your field, such as new data, application of an existing methodology to a new field of study, new method, review of existing processes and evidence.