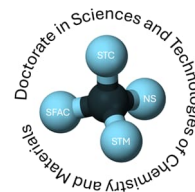




University of Genoa

Doctorate in Sciences and Technologies of Chemistry and Materials



GUIDE TO BOOKLET COMPILATION

1. Introduction

The credit (CFU) system in education is a standard used by universities to measure and assess students' work and effort during their study courses. According to this approach, each activity is valued by a given number of CFU, where 1 CFU corresponds to 25 hours of workload.

To accomplish the Doctorate course and obtain the PhD title, a minimum of 180 CFU must be acquired, with some constraints for each activity to guarantee the right balance among the various research and educational activities.

All the activities must be gradually annotated online by the student in the *Doctoral Student Booklet*, which is validated by the tutor and approved by the Doctoral Board at the end of each year.

2. Access to the service

After authentication to Unige online, follow the menu for students and access the "Doctoral Student Booklet" service (<https://servizionline.unige.it/web-studenti2/it/#/v2/libretto/5001>).

The screenshot shows the 'Doctoral Student Booklet' web interface. At the top, there is a 'Tutorial' link with a red icon. Below it, the 'Selected language' is set to Italian (IT), and the email address is '5386624@studenti.unige.it'. A horizontal line separates the header from the main content area, which is titled 'Doctor of philosophy course'. Below this title, there are three tabs for the academic years: '2022/2023' (selected with a checkmark), '2023/2024', and '2024/2025'. The main content area displays the following information: 'Course: Sciences and technologies of chemistry and materials (XXXVIII CYCLE) IST 2022', 'Year of study: 1', 'Type: Borsa D.M. 351 2022', 'State: Confirmed', and 'Approval: Approved by Commission'. At the bottom, there is a 'Report' link with a red icon and a 'Visualize' button with a blue icon.

Select your language and the Academic year and start the compilation.

General information on how to compile and confirm the booklet is reported in the **Tutorial** (downloaded from the main page, shown in the figure), whereas specific information for the STCM Doctorate is detailed in the following sections.

3. Compilation

For each activity, you must fill:

- **Activity:** select the activity from the drop-down menu.
- **Period:** select *start date* and *end date* from the calendar.
- **Description:** provide a short description of the activity according to specific instructions (see below).
- **Proposed credits:** insert the number of CFU according to specific instructions (see below).
- **Document:** upload a document when required (see below).

The screenshot shows a web form for registering an activity. At the top, it says 'Coordinator: MARCO GROTTI'. There are three buttons: 'Confirm' (with a checkmark icon), 'Import publications' (with a document icon), and 'Home' (with a house icon). The form has several sections: 'Activity *' with a dropdown menu showing 'Followed Seminars'; 'Period' with 'Start date *' and 'End date *' fields, each with a calendar icon; 'Contents' with a 'Description *' text area (showing '0 / 4000' characters) and a 'Proposed credits *' input field. At the bottom left is a 'Save' button with a floppy disk icon.

And click the SAVE button.

IMPORTANT NOTE: At the end of the course, the total number of CFU for each activity must be included in the limits established by the Doctoral Board and summarized in the table below. When the maximum is reached, any further activity can be inserted but the proposed credits must be set at 0.

Activity	Min CFU	Max CFU
Developed research activity	160	160
PhD courses (Type-B and Type-C* courses)**	8	18
PhD schools	4	8
Other training courses (Type-A courses)	1	5
Followed seminars	2	4
Participation in scientific meetings, workshops and conferences	0	0
Presentations at scientific meetings and conferences, seminars***	0	10
Publications***	0	16
Mobility for research - periods abroad	0	12
Mobility for research - periods in Italy	0	9
Awards	0	4
Teaching activities carried out by the PhD student	0	6
Events organized by the PhD student	0	4

Note: * formerly Type-F; ** 8-14 CFU of Type-B and 0-4 CFU of Type-C; *** imported from IRIS as “research outputs”.

3.1. Developed research activity

Research activity carried out each year

- **Period:**
1st year: first day of PhD – day of the examination (admission to 2nd year).
2nd year: day after the 1st year examination – day of the examination (admission to 3rd year).
3rd year: day after the 2nd year examination – the legal final date of the course.
- **Description:**
1st year: First-year research activity.
2nd year: Second-year research activity.
3rd year: Third-year research activity.
- **Proposed credits:**
1st year: 40
2nd year: 50
3rd year: 70
- **Document:** Upload the scientific report (PDF file name SR_SURNAME-Year; Year:1-2-3).

3.2. PhD Courses

Type-B and Type-C (formerly Type-F) courses with exam passed.

- **Period:** first day of the course – last day of the course.
- **Description:** Name of the course, name(s) of the teacher(s).
(example: [Experimental design, F. Ardini, B. Benedetti](#)).
- **Proposed credits:** 1 CFU for Type-C and 2-3 CFU for Type-B (see Educational Offer).

Note: do not report “Type-B” or “Type-C” labels.

3.3. PhD Schools

Attended PhD schools.

- **Period:** first day of the school – last day of the school.
- **Description:** Name of the school, location, link (if available).
(example: [XLVI “Attilio Corbella” International Summer School on Organic Synthesis, Gargnano, BS \(Italy\),
https://www.euchems.eu/events/xlvi-attilio-corbella-international-summer-school-on-organic-synthesis/](#)).
- **Proposed credits:** 4 CFU for a school of 4-5 days (full time), 2 CFU for a school of 4-5 days (4 hours/day), 2 CFU for a school of 2-3 days (full time), 1 CFU for a school of 1 day (full time).

3.4. Other training courses

Type-A courses or similar courses upon approval.

- **Period:** first day of the course – last day of the course.
- **Description:** Name of the course, name(s) of the teacher(s).
(example: [The total synthesis of natural products as an engine of progress, M. Ciufolini](#))
- **Proposed credits:** 0.5 CFU.

Notes: (1) do not report "Type-A" label; (2) on-site attendance is required except for students abroad.

Courses for PhD students proposed by Unige for the development of *soft skills* can be valued 1 CFU / 7h as a Type-B course if with exam passed or as a Type-A course if without exam, until a maximum of 25% of CFU for each type.

3.5. Followed seminars

Attended seminars.

- **Period:** date of the seminar – date of the seminar.
- **Description:** Title of the course, name of the speaker.
(example: [Turning the impossible into possible: the power of chemistry, M. Prato](#))
- **Proposed credits:** 0.2 CFU.

3.6. Participation in scientific meetings, workshops and conferences

Participation in scientific meetings and workshops. Attendance at conferences without any presentation. Even if no CFU are assigned, the activity will be reported in the diploma supplement.

- **Period:** first day of the event – last day of the event.
- **Description:** Name of the event, location, link (if available)
(example: [Reusable Mask Patterning GM04, Luxembourg, https://re-map.eu/highlights/17101/](#))
- **Proposed credits:** 0 CFU.

3.7. Presentations at scientific meetings and conferences, seminars

*Oral and poster presentations **NOT inserted into IRIS**. Even if no CFU are assigned, the activity will be reported in the diploma supplement.*

- **Period:** first day of the event – last day of the event.
- **Description:** Title of the presentation (type of presentation=poster or oral), list of authors. Name of the event, location, link (if available).
(example: [Oltre l'olio: Valorizzazione dell'acqua di vegetazione delle olive \(oral\), Andrea Iebole. Bioeconomy Day 2024, Genova, https://chimica.unige.it/biolig24](#))
- **Proposed credits:** 0 CFU.

3.8. Publications (imported from IRIS as Research outputs)

Articles, reviews, patents, contributions in conference proceedings or book of abstracts.

Presentations at project meetings, schools and PhD day must not to be reported (optionally in 3.7).

These publications are not inserted manually into the booklet but only automatically (without the possibility of modification, but with the possibility of deletion) by clicking on the **Import publications button**. This action will insert into the booklet all the publications present on IRIS as "Research outputs". However, **only the publications related to the PhD project must be kept**.

Therefore, all publications **must be inserted into IRIS platform** (<https://iris.unige.it>) with the proper "product type":

"01.01 – Articolo su rivista" for articles and review in peer-review journals.

"04.01 – Contributo in atti di convegno" for oral presentations at conferences.

"04.03 – Poster" for poster presentations at conferences.

"05.01 – Brevetto" for patents.

and imported into the booklet. Then, the compilation can be completed as follows.

- **Period:** publication date – publication date
- **Proposed credits:** **2 CFU** for articles, reviews and patents related to the PhD project with substantial contribution of the student (independently on the position in the author list), **2 CFU** for *oral* presentations at international conferences (first name in the author list), **1 CFU** for *poster* presentations at international conferences (first name in the author list), **1 CFU** for *oral* presentations at national conferences (first name in the author list), **0.5 CFU** for *poster* presentations at national conferences (first name in the author list), **0 CFU** for contributions in conference proceedings as co-author.

3.9. Mobility for research - periods abroad

Research period abroad. Multiple visits in a year must be listed only once, summing the total number of days. If the period spans two years, the full months completed before admission must be included, while the remaining months will be reported the following year.

- **Period:** first day of mobility – last day of mobility.
- **Description:** Name of institute/company, location, local supervisor.
(example: [Ghent University, Ghent \(Belgium\), Prof. F. Vanhaecke](#))
- **Proposed credits:** **1 CFU** / month. CFUs are awarded for complete months only.

3.10. Mobility for research - periods in Italy

Same as 3.9.

3.11. Awards

Prizes obtained during the year, such as best poster and oral presentations, awards by scientific societies, cultural associations or industries. Scholarships for conference attendance must not to be reported.

- **Period:** date of the award – date of the award.
- **Description:** Type of award, event, location, link (if available).
(example: [Best oral presentation, Macrogiovani 2022, Firenze, https://www.aim.it/macrogiovani](#)).
- **Proposed credits:** **1 CFU** for best *oral* presentation, **0.5 CFU** for best *poster* presentation, **0-2 CFU** for other awards, depending on the importance of the prize and established by the coordinator.

3.12. Teaching activities carried out by the PhD student

Laboratory, class and PCTO tutoring. Master and Bachelor thesis supervision provided that it is reported in the tutor evaluation letter, and it does not exceed 2 CFU.*

- **Period:** first day of the course – last day of the course.
- **Description for Laboratory, class and PCTO tutoring:** Type of activity, responsible for the activity, number of hours.

(example 1: PCTO activity, Prof. S. Vicini, 32h).

(example 2: Laboratory of analytical chemistry 2, Prof. M. Grotti, 16h).

- **Description for thesis supervision:** Master/Bachelor thesis supervision (the name of the students must not be reported).
(example: Master thesis supervision).
- **Proposed credits:** 1 CFU / 30h for laboratory, class and PTCO tutoring (rounding to the first decimal digit), 0.4 CFU for each Master thesis supervision, 0.2 CFU for each Bachelor thesis supervision.

Note: * Percorsi per le Competenze Trasversali e per l'Orientamento.

3.13. Events organized by the PhD student

Organization of conference, meetings, dissemination and communication events.

- **Period:** first day of the event – last day of the event.
- **Description:** Type of event, location, link (if available).
(example 1: Organization of "MRS Nobel Colloquia 2023", Genova, <https://www.mrsgenova.it/events/mrs-nobel-colloquia-2023>).
- **Proposed credits:** 0.5-1 CFU depending on the commitment required and established by the coordinator.

4. Confirmation

When the compilation is complete, confirm the booklet by clicking on the **Confirm button**.

To proceed with confirmation, the following two conditions must be met:

- The annual teaching questionnaire has been completed.
- The scientific report has been uploaded (see 3.1).

The confirmed booklet will no longer be editable. So, **carefully check if all the activities are included and correctly compiled**. After confirming, the only possible activities are consultation and search. If you have confirmed the booklet by mistake or further corrections are required, you must request its release from your tutor.

5. What happens now?

The confirmed booklet is subject to review by the tutor. Once the verification is completed, the tutor will be able to approve the booklet, and the approval status **Approved by Tutor** will be shown on the main page of the service.

Then, the booklet approved by the tutor is subject to evaluation by the Doctoral Board. Once the verification has been completed, the Doctoral Board will be able to approve the booklet, and the approval status **Approved by Commission** will be shown on the main page of the service.

There will also be a **Report link** which will allow you to generate a PDF document containing all the activities included in the booklet.

At the end of the Doctorate course, when all years are in the **Approved by Commission** status, the **Supplement link** will appear on the main page of the service, allowing the download of the **Diploma Supplement**, a summary document of the activities carried out during the Doctorate course.