



REGULATION OF EDUCATIONAL ACTIVITIES

PhD in *Biodiversity in Agriculture and Forestry (BAF)*

Approved in the PhD Faculty Board meeting on 17 Jan 2025

Art.1 – Purposes of the regulation and scope of application

According to the current Regulation of the PhD Programs of the University of Palermo, <<*The educational activity is expressed in educational credits (EC) (60 for each year) and can be divided, according to the needs of the PhD program, also into specialized courses, laboratory and experimental activities, advanced training through research activities, internships and writing of the PhD thesis, participation in conferences and schools*>>.

In order to regulate the educational activities of PhD Students, the Faculty Board of the PhD in BIODIVERSITY IN AGRICULTURE AND FORESTRY (BAF) adopts the following regulation.

Art. 2 – Structure of the educational activities

1. The overall educational activity of the PhD Student is divided into Training to Research (TR) and Training through Research Activities (TRA). Both types of activities lead to the acquisition of educational credits (EC), which the PhD Student must acquire each year. As mentioned in the Regulation of the PhD Programs of the University of Palermo, the PhD Student must acquire a total of 180 EC in the three years, an average of 60 EC per year.
2. TR activities include: i) attendance of courses related to basic education or transversal to the different scientific areas or curricula present in the PhD program, ii) attendance of specific courses related to the scientific area of the topic developed in the PhD thesis or the curricula present in the PhD program, iii) participation in internships, schools or advanced training or specialization courses, iv) participation in seminars, conferences and workshops. The courses mentioned in points i) and ii) can be part of the annual educational offer of the BAF PhD program or other domestic and foreign universities.
3. TRA activities include: i) oral or poster presentations at conferences, ii) holding seminars on research topics, iii) patenting activities, iv) publications in scientific journals, v) chapters or other contributions in books, vi) research activities for the PhD thesis, vii) supplementary teaching activities according to the Regulation of the PhD Programs of the University of Palermo, ix) writing the PhD thesis.



4. The 180 EC that the PhD Student must acquire in total over the three years are divided into 40 EC for TR activities and 140 EC for TRA activities. In the first year of the PhD program, approximately 20 EC should be acquired from TR activities and 40 EC from TRA activities. In the second and third year, a total of 20 EC from TR activities and 100 EC from TRA activities should be acquired.
5. The divisions referred to in paragraph 4 of this article are not binding for each year, as it may be necessary and/or appropriate to change the ratio between the two types of educational activities from time to time. However, the condition for admission to the final examination is the achievement of the total EC expected at the end of the three years from the TR and TRA activities, as indicated in paragraph 4.
6. The PhD Student must carry out research/training activities abroad for a total period of at least 6 months, even if this is not uninterrupted. The period may be spent at institutions, public/private organizations or private companies, even if different from each other. The Student's activity abroad must be approved in advance by the PhD Faculty Board. In the case of exceptional and documented circumstances, the PhD Student can request the PhD Faculty Board a reduction of the minimum period of activity abroad.

Art. 3 – FR educational offer of the BAF program

1. Courses included in the BAF educational offer are approved annually by the Faculty Board and specified in the renewal/activation proposal for each cycle (3-year period) and in the planning document. At the beginning of each academic year, the Coordinator presents the educational program approved by the Faculty Board to the PhD Students of the relevant cycle.
2. For developing the research project, the PhD Student must acquire both general and transversal knowledge and skills in the various scientific fields present in the BAF PhD program, which constitute a fundamental tool for carrying out the research.
3. The PhD Student may request the specific equivalency of another outside course as a substitute for one or more courses from the annual BAF educational offer only with the approval of his/her Advisor. The PhD Faculty Board will examine the PhD Student's request, analyze the content and compliance with art. 2, paragraph 2 of this Regulation, verify its equivalence, and authorize the substitution.
7. In order to obtain the ECs for the courses included in the BAF educational offer and the language certificates, PhD Students must pass a final examination. To obtain ECs for all other courses, it is sufficient to submit a certificate of attendance.



Art. 4 – Verification of educational activities carried out

1. The PhD Student self-certifies the educational activities carried out, including participation in courses, on specific electronic timesheets, which are countersigned by the Advisor as confirmation. The timesheets must be sent monthly to the Coordinator, who will keep them safe for any requested or random checks. For activities not included in the BAF PhD educational offer, the PhD Student must provide certificates or declarations issued by the institutions where they were carried out or provide a self-certification.
2. At the end of each academic year, the PhD Student will send the Faculty Board of the BAF PhD program a synthetic analytical report on the overall educational activities carried out and the ECs obtained. The aforementioned analytical report must be submitted together with the annual written report on the activities carried out, as prescribed by the Regulation of the PhD Programs of the University of Palermo. The Advisor certifies, by reading the analytical report and countersigning the written report on the educational activities, the correspondence between the educational activities carried out and those planned for the reference cycle.
3. The PhD Student is solely responsible for the truthfulness of the statements made. In the case that the Faculty Board finds untrue declarations, as indicated in the Regulation of the PhD Programs of the University of Palermo, the Board proposes to the Rector to issue a provision excluding the PhD Student from continuing the PhD program in the event of serious violations or for serious and justified reasons that are duly documented.
4. At the end of each year, and in any case before admission to the next year, the PhD Student must also orally present the research progress of his/her project to the Faculty Board. PhD Students who are abroad at the time of the presentation in a time zone that is not compatible with the time of the presentation session may ask the Faculty Board to postpone the oral presentation to another date, which must in any case be before their admission to the following year. Only in the case of a stay abroad and the objective impossibility of meeting the deadline for the oral presentation, can the Faculty Board exempt PhD Students from the oral presentation for that year, and authorize them to describe the research results in detail in the written report. PhD students completing the third year will present all research results orally during the final defense.
5. After reviewing the activities carried out and positively evaluating the presentation of the research progress, the PhD Faculty Board will decide on the achievement of the ECs by the PhD Student according to the Regulation of the PhD



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Programs of the University of Palermo and the admission to the following year of the program or to the final examination.

Art. 5 – EC assignment to Training to Research (TR) and Training through Research Activities (TRA)

Annex A to this Regulation details the specific activities for each type of educational activity, the number of ECs that can be awarded and the verification methods.

Art.6 - Amendments to the Regulation

The PhD Faculty Board shall provide the periodic review of Annex A of this Regulation, within 30 days of the beginning of each academic year. The Regulation, approved by the Faculty Board, shall enter into force for the cycles starting from XL and may be amended upon the proposal of at least one fifth of the members of the Faculty Board of the last active cycle.

Art.7 - Transitional and referral rules

For anything not explicitly stated in this Regulation, please refer to the Regulation of the PhD Programs of the University of Palermo and the current legislation.



Assignment of ECs to TR and TRA educational activities

Training for research (TR)	EC	Verification
Courses activated by the BAF PhD	1 every 5 hrs	Final exam (FE)
Courses activated in PhD programs of the University or other national and international universities	1 every 5 hrs	Certificate of attendance (CA)
Second level Master's courses from UNIPA or other national and international universities	1 every 8 hrs	CA
English language course of UNIPA language center (mandatory for Italian students) or other comparable language courses	1 every 10 hrs	Achievement of level B2
Italian language course of UNIPA language center (mandatory for foreign students) or other comparable language courses	1 every 10 hrs	FE
Participation in national or international training courses	1 for each day	CA
Participation in research training seminars organized at UNIPA	1 for each day	CA
Participation in scientific seminars held by speakers internal or external to the BAF PhD program	1 for each seminar	CA
Participation in international schools, conferences, and workshops	2 for each day	CA
Participation in national schools, conferences, and workshops	1 for each day	CA

Training through Research Activities (TRA)	EC	Verification
Oral presentation at international conference	4	CA
Oral presentation at national conference	2	CA
Poster presentation at conference	1	CA
Giving a seminar on research topics	2	
Patenting activity	12	
Publications in scientific journals ranked Q1	10	100% if PI, 50% if SI
Publications in scientific journals ranked Q2	8	100% if PI, 50% if SI
Chapter or other contribution in book (international relevance)	4	100% if PA, 50% if SA
Research activities for the thesis (on-site)	1 every 25 hrs	timesheet
Research activities for the thesis (abroad)	1 every 15 hrs	timesheet
Annual written report of the activities carried out (mandatory)	1	Faculty Board Minutes
Oral presentation of the annual research progress (mandatory)	2	Faculty Board Minutes
Supplementary teaching activities according to PhD Regulations at UNIPA	1 every 5 hrs (max 40 hrs)	Timesheet Faculty Board Minutes
Drafting the final thesis (mandatory)	15 - 20	Thesis submission