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*Ph.D. School in Economics and Management-3<sup>rd</sup> cycle*

## **Policies and procedures**

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This guide is meant to provide basic information to the students of the Ph.D in  
Economics and Management, the University of Padua.

Official web-site: [www.economia.unipd.it/en/courses/PhD-programme](http://www.economia.unipd.it/en/courses/PhD-programme)

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## **Contents**

### **1. Students**

#### **1.1. First Year Students**

1.1.1. Timeline

1.1.2. Requirements

#### **1.2. Second and third year students**

#### **1.3. Thesis and Final Exam**

#### **1.4. Funding**

#### **1.5. Rules of conduct**

#### **1.6. Students Representatives in the Academic Board**

### **2. Facilities**

### **3. Accommodation**

#### **3.1. ESU**

#### **3.2 SASSA Service**

#### **3.3. Other institutions**

# 1 Students

## 1.1 First year students

### 1.1.1 Timeline

The PhD program is organized in two curricula: Economics and Management. The two curricula share a common structure. Before the start of the first year courses, two introductory courses covering necessary prerequisites in Mathematics and Probability (Statistics for Management students) are offered. Although no final exam is required, students are strongly advised to attend these courses. The (tentative) program for the first year is the following.

ECONOMICS curriculum		MANAGEMENT curriculum	
Term I (October 2016 - December 2016)			
(all courses consist of 30 hrs and are held in Verona)			
Game Theory		Game Theory for Management	
Microeconomics		Organization Theory	
Term II (January 2017 – March 2017)			
(all courses consist of 30 hrs and are held in Padova or in Verona)			
Econometrics		Financial accounting	
Macroeconomics		Strategic Management	
Microeconomics II		Econometrics for Management	
Term III (April 2017- June 2017)			
Choose 5 courses* among the following ones			
(all courses consist of 20 hrs and are held in Padova or in Verona)			
Development Economics (VR)		Corporate Governance (VR)	
Topics in Industrial Organization (PD)		Voluntary Disclosure & Capital Markets (PD)	
Experimental Economics (VR)		Supply Chain Management (VR)	
Macro Growth (VR)		Organization Design (PD)	
Microeconometrics (PD)		Knowledge Management (PD)	
Microeconomics III (VR)		Network Analysis (PD)	
Political Economy (VR)		Innovation and technological alliances (PD)	
Social Choice and Mechanism Design (PD)			
Economics of spatial agglomeration (PD)			
Seminars			
Summer paper			
Starting of the thesis project			

Please note that at least three courses taught in Padova during the III Term are compulsory for Economics and Management students.

### **1.1.2 Requirements**

Students are expected to attend each and every class session in their schedule. If, however, students are unable to attend, they are required to inform by e-mail the professor(s) in charge of the course as soon as possible, motivating their absence. This will help maintain reliability and effectiveness of class sessions and avoid organizational inconveniences.

First year students are expected to attend at least 50% of the seminars organized by the Department of Economics and Management between February and October 2017.

By the 5th of September of the first year, students have to:

- select their supervisor and communicate this preference to the PhD secretary (sdem@decon.unipd.it). The supervisor has to be a member of the Academic Board (see the People-PhD Governance section of the PhD Website). Supervisor are then assigned to each students by the Academic Board.

- write a summer paper that has to be submitted to the Coordinator and the Vice-coordinator of the Ph.D and that will be evaluated by the PhD Executive Board

Admission to the second year of the program is decided by the PhD Executive Board and is based on the first year exam grades, the evaluation of the summer paper, and the seminar attendance rate.

## **1.2 Second and third year students**

Students are supposed to work on their thesis. Part of this period (at least 3 months) should be spent abroad. The arrangement of the period abroad should be discussed with the supervisor, who is in charge of finding an adequate location.

At the end of both second and third years, students are asked to present their research results. They are also expected to attend at least 50% of the seminars organized by the Department of Economics and Management, if they are not abroad for research purposes. If they are abroad, they are invited to attend the courses and seminars scheduled at the host university, in accordance with their supervisors. Some teaching is also allowed during both second and third years. Students must apply and obtain approval from the Coordinator of the PhD.

One week before the date set for the presentation, second and third year students must submit to the PhD Secretary a summary of their activity during the PhD course.

Below some guidance is provided for writing the summary.

The summary should be 2-3 pages long, specifying:

- a. the list of the courses attended in the first year,
- b. the visiting period abroad (location, collaborations, main activities during the visiting period),

- c. seminars or conferences to which they attended and/or presented their work, and, last but not least,
- d. their research activity until the date in which the summary is submitted.

To this, second year students may wish to add their objectives for the following year.

### **1.3 Thesis and Final Exam**

The thesis consists of at least two original papers. Of these, at least one has to be ready to be submitted for publication to an international refereed journal and at least another must be close to that stage.. It is warmly suggested that, in the case that the thesis consists in two original papers, only one paper is co-authored with the supervisor.

In order to pass the final exam and to obtain the PhD title, the thesis must be submitted to an external review and receive a positive feedback.

The external review admission is decided by the Academic Board and requires a positive evaluation of the yearly presentation, a positive official feedback from the supervisor, and positive feedback on the PhD career also on the basis of the summary mentioned in the above section.

Please note that the "embargo" request (i.e. the request of not publishing online the doctoral thesis) has to be motivated by the student, supported by the supervisor. The “embargo” may be granted, by the Head of the PhD programme, only for specific and motivated privacy purposes.

For additional information please refer to the "Thesis submission and Final Examination section" of the PhD website: <http://www.economia.unipd.it/en/courses/phd-programme/thesis-submission-and-final-examination>

### **1.4 Funding**

The PhD School provides each student with a budget. This budget amounts to 10% of the monthly scholarship for the second and third year as research funding. The fund should cover all scientific activities, including participation to conferences, the acquisition of datasets and/or software, and visiting periods abroad. If not stated otherwise by the School, the School does not provide extra-funding for attending to seminars or conferences,

Attendance to conference and seminars should be agreed with the supervisor, before any request is submitted to the School. Students can receive additional research funds if they are included in research projects (typically jointly with their supervisors), or if they apply to external funds.

The students travelling expenses for attending the course in Verona are funded by the PhD School.

## 1.5 Rules of conduct

Class attendance and participation are essential for success in this program. Learning is enhanced through interaction. Students are expected to be punctual. When missing a class, they should make their own arrangements to catch up.

Make-up exams will occasionally be offered if a student misses an exam because of a certified emergency. If a student does not show up at an exam without notice, he/she will receive an **F** grade.

Exam retakes may be provided at the instructor's discretion. The maximum number of allowed retakes within a single year is one. Those who fail the exam in the current year (and the eventual retake) are expected to sit the exam in the next year, if admitted to that year.

Professional behavior is expected in the classroom. The intent of the instructor is to provide a positive learning environment for all the students in this class. As a courtesy to both instructor and classmates, all pagers, cell phones, electronic games, radios, CD players, or other devices that generate sound must be turned off during class. Disruptive behaviors include things such as habitually arriving late or leaving early, noisy devices and inconsistent behavior will not be tolerated.

Because of the University's commitment to academic integrity, plagiarism or cheating on coursework or at examinations will result in severe penalties that may include dismissal from the program. Any incident of academic dishonesty will be reported to the Coordinator of the Ph.D. School. Definitions and punishment guidelines for Plagiarism, Cheating, and Student Disruption of the Academic Process may be found at the website

<http://www.ugs.usf.edu/catalogs/0304/adadap.htm>.

Plagiarism, cheating, misrepresentation, falsification of records or academic work, abuse of computer passwords and accounts constitute violations of the Ph.D. School policy.

**Cheating.** Cheating involves submitting work in a written assignment or exam that is not your own. Cheating includes but is not limited to:

- Copying someone else's work.
- Allowing someone else to copy your work.
- Having someone else complete your work for you.
- Using unauthorized material to help you complete your work.

**Plagiarism.** Plagiarism is a special form of cheating in which you basically steal someone else's work and present it as your own. If you use the ideas, words, statements, theories, data, figures, graphs, or electronic information of another person or source to support your ideas, you must always give credit to the person or source. Guidelines for citing sources are available from teachers.

## **1.6 Students representatives in the Academic Board**

Each class should elect a class representative at the beginning of the academic year. The class representative is designated to file complaints on behalf of the class or provide assistance in matters of general interest to the class. For this purpose, a class is defined as corresponding to one academic cycle. Three students from the School are elected as representatives in the Academic Board, the main governing body of the Ph.D. School.

## **2 Facilities**

Each Ph.D. student will have a personal desk in the Department, a personal computer with internet connection and a locker to store books and personal belongings. She will also be assigned a computer account at the University of Padua, which provides an e-mail address at *unipd.it* and free access to the electronic library. The library includes several journal collections which are available to be downloaded both from the Department of Economics and from any other internet connected computer through the username and password provided by the university. In terms of location, first year students have access to a room specifically arranged for their needs to discuss courses and exchange ideas, situated very close to the classroom, where courses are held. Second and third years students share an open-space-office located at the first floor of “Palazzo Ca’ Borin”.

Ph.D. students have access to the Marco Fanno and other University libraries. For technical and logistic support, they can refer to the SID office, located on the ground floor of the main building. First year students have the possibility to publish their own personal web-page on the Department website. From the second year, students are required to have their own personal web-page.

Information on libraries is at the link

<http://www.unipd.it/en/study-support>

Info about administrative matters can be found at

<http://www.unipd.it/en/offices-studying-padova>

## **3 Accommodation**

### **3.1 ESU**

The ESU in Padua is the Regional Body in charge of supporting the right to higher education. This right to higher education is intended as a set of rules which govern action to ensure that students in particular economic conditions can obtain university degrees. The ESU manages some 2000 lodgings spread around 15 halls of residence and assignable on a competition basis. The various premises are situated for the most part near to campus, and some of them are equipped to accommodate the disabled. Applications must be submitted via Internet only. Further details are provided at

<http://www.unipd.it/en/tuition-fees-scholarships-tax-relief-schemes>

### **3.2 SASSA service**

Find more information here: <http://www.sassa.org/index.php?lang=en>

### **3.3 Other Institutions**

For information on other facilities in town see:

<http://www.unipd.it/en/services/housing-and-canteen-facilities>