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*Ph.D. School in Economics and Management-31<sup>st</sup> cycle*

## **Policies and procedures**

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

Official web-site: [www.economia.unipd.it/corsi/ph-d-economics-and-management](http://www.economia.unipd.it/corsi/ph-d-economics-and-management)

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# 1 Students

## 1.1 First year students

### 1.1.1 Timeline

There are two curricula: economics and management. The first year is arranged in four terms for both. Two introductory courses covering necessary prerequisites in Mathematics and Probability are offered. It is strongly advised that Mathematics and Probability be attended, although no final exam is required. Students will attend their first term in Verona.

The (tentative) program for the first year is the following:

#### **ECONOMICS**

**Term I (October 2015 – December 2015). Location: Verona**

Game Theory

Microeconomics

**Term II (February 2016– April 2016). Location: Padova**

Econometrics

Macroeconomics

Microeconomics II

**Term III and IV (May 2015-September 2015). Location: Padova and/or Verona**

Four to six electives. A list of available courses will be announced in January 2016

Notes: the number of courses to attend depend on the number of credits for each course, that may vary. Detailed information about elective course will be given in January 2016.

#### **MANAGEMENT**

**Term I (October 2015 – November 2015). Location: Verona**

Game Theory

Organization Theory

**Term II (February 2016– April 2016). Location: Padova**

Financial accounting

Strategic Management

Econometrics for Management

**Term III (May 2016-July 2016).Location: Verona and Padova**

Corporate Governance

Supply Chain Management

Voluntary Disclosure and Capital Markets

**Term IV (September 2016–October 2016). Location: Padova**

Knowledge Management

Organization Design

Network Analysis

*Notes*

All courses are compulsory.

**1.1.2 Requirements**

By the end of September of the first year, students have to write a summer paper that has to be submitted to the Coordinator (and the vice-coordinator) of the Ph.D. School.

Admission to the second year of the program is decided by the School Board and is based on the first year exam grades and on the evaluation of the summer paper.

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 2016.

**N.B.** During the first year, Ph.D. students have to identify a supervisor. The supervisor must be a member of the Department of Economics and Management in Padua. In the event that a supervisor of a different Department is selected, a member of the Department of Padova will act as additional supervisor. The choice of the supervisor must be approved by the School Board.

**1.2 Second and third year students**

Students are supposed to work on their thesis. Part of this period 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 for a

maximum of 24 hours during both second and third years. Students must apply and obtain approval from the Director of the School

### **1.3 Dissertation**

The thesis consists of at least three original papers. Of these, at least one has to be ready to be submitted for publication to an international journal and at least another must be close to that stage. The leading paper must have no co-author. The other papers can be co-authored, and the supervisor can co-author only one paper.

The final exam admission requires a positive official feedback from the supervisor as well as the opinion of an external referee. Coauthors cannot be considered as referees. In case the thesis could not be completed within the third year, students may ask for an additional period (six months to a year) to be approved by the Director of the School. No official funding is provided for extensions, although the student will be free to take up paid employment in the University or outside it.

### **1.4 Funding**

The School provides each student 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. Extra funds can be obtained from the supervisor.

### **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 Class representatives

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 is elected as a representative in the Council, the main governing body for 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 (faculty of Statistics and Political Sciences). 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>

Accommodation

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>

Other Institutions

For information on other facilities in town see

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