



**UNIVERSITÀ
DI PARMA**

Ph.D. Course in Drugs, Biomolecules and Health Products

Ph.D. Course in
Drugs, Biomolecules and Health Products

Corso di Dottorato di Ricerca in
Scienze del Farmaco, delle Biomolecole e dei
Prodotti per la Salute

XXXIV Cycle

(Nov 1st, 2018 - Oct 31st, 2021)

**Statement of the Rights and Responsibilities of the Ph.D.
students**

Carta del Dottorato



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1. Course description

The "Corso di Dottorato di Ricerca" in "Scienze del Farmaco, delle Biomolecole e dei Prodotti per la Salute" (Ph.D. Course in Drugs, Biomolecules and Health Products) is organized by the Dipartimento di Scienze degli Alimenti e del Farmaco (Food and Drug Department) at the University of Parma. The Course consists of a research project and complementary activities; it is concluded with the preparation and defense of a Ph.D. thesis.

The Course program takes three years, during which changes of scientific environment are strongly encouraged. It is aimed at the preparation of "Dottori di Ricerca" having scientific knowledge and research experience in the design, discovery, development, production and control of drugs and health products, as well as in the investigation of mechanisms of action for drugs and biomolecules.

The Board of Teachers provides a Supervisor and offers courses and seminars in different scientific areas, with particular focus on medicinal chemistry, pharmaceutical chemistry, pharmacology and biochemistry. Contributions from different scientific areas are also included, shaping an inter-disciplinary Course.

The research project of Ph.D. students has to be consistent with one of the four major areas covered by the Course: i. Design and synthesis of bioactive compounds; ii. Biopharmaceutics and pharmacokinetics; iii. Experimental pharmacology and toxicology; iv. Biochemistry, biophysics and molecular biology.

Ph.D. work must be considered as an exclusive full-time employment. [Art.12 c.1 DM 45/2013].

This document contains information about the organization of the Course and represents an agreement among the parts involved; it assumes that all the parts are aware of Italian laws and internal rules about the Dottorato di ricerca (*Regolamento dei corsi per il conseguimento dei dottorati di ricerca* - www.unipr.it).

2. Definitions, rights and responsibilities

2.1. Ph.D. Student (Studente di dottorato, Dottorando)

- Ph.D. Students have access to education, supervision and training. This includes access to Supervisor's lab and research facilities at the Food and Drug Department or other Departments.

- Ph.D. Students have the right to receive evaluation of their progress and to be informed of the criteria upon which the evaluation is based. Students should also be provided with opportunities to discuss such evaluations with their Supervisors. Reasonable warning should be provided in advance of dismissal based on failure to make satisfactory academic progress.

- Ph.D. Students have the right that their contribution to results of research activity is acknowledged. The PhD student, the Supervisor and other relevant parties involved in the research activity have to discuss extensively regarding the expectations for student contributions and the nature of the acknowledgement. Ph.D. students and their Supervisors must follow the guidelines of the University of Parma about good research practice (*Linee Guida per la Buona Pratica Scientifica e Disseminazione della Ricerca* - www.unipr.it).

- Ph.D. Students of each cycle of the Course elect a representative who participates to the meetings of the Board of Teachers to advise the board about organisational and didactical issues.

- Ph.D. Students have the responsibility to keep informed about the requirements of their program and to dedicate appropriate effort and time to meeting these requirements; in particular, they have the responsibility to fulfill their commitments and duties regarding research and complementary activities.

- Ph.D. Students have the responsibility to understand and fulfill their role in developing and maintaining a professional relationship with their Supervisor. This includes the responsibility for communicating regularly



with him/her, maintaining a mutually agreed schedule of meetings, and informing supervisor of such things as: the current status of their work; any expected deviations from the agreed program of studies; any unanticipated absences.

- Ph.D. Students have to uphold the ethical responsibilities of their profession and discipline.
- Ph.D. Students have the responsibility to recognize the contributions to their research results made by their supervisor and other colleagues. This includes maintaining confidentiality until results have been published, and to agree with the Supervisor any kind of disclosure. The results of research work made under the Ph.D. program are owned by University of Parma, which acknowledges the Ph.D. student for his/her part of the intellectual property.
- The Ph.D. student has the responsibility to collect documents attesting his/her participation to complementary activities, and to report these activities to the Supervisor and the Board of Teachers.
- For five years after the end of the Course, the Dottore di Ricerca agrees to fill a questionnaire about his/her professional career.

2.2. Supervisor (Relatore di tesi) and External Advisor (Co-tutore)

At the beginning of the Course, a Supervisor (Relatore di tesi) is assigned to each Ph.D. student by the Board of Teachers. The Supervisor is a member of the Board of Teachers. If significant activity is performed by the Ph.D. Student out of the Supervisor's Department, an External Advisor (Co-tutore) can support his research work, but the Ph.D. Student still has to refer to the Supervisor for what concern the Course programme (see paragraph 2.1 and next points).

The Supervisor has the responsibility to agree with the Ph.D. student a research plan, to follow his/her progress and to agree with him the schedule of his/her complementary activities.

The Supervisor has the responsibility to guarantee the conditions that allow to perform research work regularly. This includes access to equipment, facilities, material and documentation. This responsibility is shared with the External Advisor for the research activity performed by the Ph.D. student out of the Supervisor's Department.

The Supervisor discusses with the Board of Teachers about the progress of research work and complementary activities, in order to admit the Ph.D. student to the following year of the Course and to the final examination.

Before the end of the course, the Supervisor proposes to the Board of Teachers two external evaluators for the Ph.D. thesis.

When the collaboration between a Ph.D. student and his/her supervisor is compromised, each of them can ask for a re-assignment to the Coordinator, who tries to settle the dispute. If, for any reason, the collaboration cannot be restored, the Coordinator asks the Ph.D student and the Supervisor to express their points of view in written documents and presents these documents to the Board of Teachers. The Board can re-assign the Ph.D. student to another Supervisor or take any different decision; the decision taken by the Board of Teachers is considered to be final.

2.3. Board of Teachers (Collegio dei Docenti)

The Board of Teachers takes care of:

- assigning a Supervisor to each PhD student;
- stating the requirements of research work and complementary activity;
- approving, at the end of every academic year, the Ph.D. student's research work and complementary activity, admitting him to the next year in case of positive response;



- approving, at the end of the last academic year, the Ph.D. student's research work and complementary activity, admitting him to the final evaluation in case of positive response:
- assigning thesis evaluators and reviewers for the additional title of Doctor Europaeus;
- proposing the Commission for final evaluation to the Magnifico Rettore.

The members of Board of Teachers must participate to formative and complementary activities, teaching, courses and seminars. They must produce relevant research results in the scientific fields object of the Ph.D. Course.

The list of Board of Teachers is updated every year and is published on the Course website.

2.4. Coordinator (Coordinatore del Dottorato di Ricerca)

The Coordinator of the Course:

- updates the composition of the Board of Teachers and summons its meetings;
- fills the form to prepare the call for new Ph.D. students;
- organizes complementary activities on general skills, scientific reporting and foreign language;
- authorizes secondment of Ph.D. students in foreign countries; for periods higher than six months, an opinion by the Board of Teachers is required;
- authorizes Ph.D. students to teaching activity;
- authorizes Ph.D. candidate to deposit his/her thesis;
- takes relationships with Institutes and Companies to favor Ph.D. activity and employment.

For temporary vacation, these roles are assigned to a vice-Coordinator.

2.5. Director of the Department (Direttore di Dipartimento)

The Director of the department guarantees that the conditions of learning, teaching and research that are appropriate and reasonable for their discipline. This includes financial support for research work, participation in complementary activity and travelling, provided that the relative items of expenditure are funded.

It is responsibility of the Director to inform the Ph.D. student about lab safety rules.



3. Requirements of the Course

3.1. Course organization

The Course takes three years. It requires accomplishment of a **research work** and **complementary activities**. These include courses and seminars, both in disciplinary and multi-disciplinary areas related to the science of drugs, biomolecules and health products, and the development of general skills in informatics, foreign languages, knowledge of EU research system, technology transfer and intellectual property.

The Ph.D. student agrees with his/her Supervisor a research plan and a schedule of complementary activities, fulfilling the requirements stated by the Board of Teachers.

Under specific agreements between University of Parma and a partner University, it is possible to follow a joint Ph.D. Program.

3.2. Research work

At the beginning of the Course, Ph.D. students present to the Coordinator a written description of their research plan, approved by their Supervisors.

The research plan will include:

- a title;
- a brief description of the state of the art;
- the specific objectives and methods of the project;
- expected results, phases and milestones.

In his first seminar (see below), the Ph.D. student presents his/her research plan to other students and to the members of the Board of Teachers, discussing its strength and weaknesses.

The Ph.D. student interacts with his/her supervisor to check research progress, to analyze results and to discuss possible modifications of the plan.

At the end of each academic year, Ph.D. students present to their Supervisors and to the Board of Teachers a written report about research progress and possible plan modifications. Admittance to the next year of the Course depends on a positive evaluation of this report.

At least a draft for a publication or patent application is expected to be presented to the Supervisor within the end of the second year.

3.3. Complementary activities

Every year the Ph.D. student must present at least two seminars in English to other Ph.D. students and to the Board of Teachers, one regarding the research plan or research progress and the second describing a scientific issue related to his/her research activity or field of interest.

The seminars will approximately follow this scheduling:

- | | |
|---|------------------|
| - <i>Research plan</i> (1st year) or <i>research progress</i> : | January-February |
| - <i>Scientific topic</i> | June-September |

Seminar scheduling can be planned by the Supervisor; a PhD student can ask to change the date of his/her seminar only based on serious grounds, and the request must be approved by his/her Supervisor. Alternatively, seminar scheduling and titles are proposed by the Ph.D. Students to the Coordinator, who approves and invites teachers and other students to attend the seminars.



The Ph.D students who present the seminars have the responsibility to promote the event within the Department.

If a Ph.D. student is abroad for his secondment during these periods, he/she can deliver the seminar in the site of secondment, communicating the title and date of the seminar to his Supervisor.

All Ph.D. Students have to attend seminars presented by other students and participate to the discussion. Ph.D. Students can also attend courses and seminars offered by the University, including those offered by the Teaching Board or by invited teachers, to fulfil the requirements for complementary activities.

Participation to the seminars must be certified through a form signed by a member of the Board of Teachers, where the dates, speakers and time duration of the seminars attended are reported.

Participation to international schools and congresses is strongly encouraged. Participation to ULLA Summer school is highly recommended.

Ph.D. students must ask for authorization from the Coordinator to perform teaching or tutoring activity. This may consist of:

- complementary teaching in institutional courses, within 40 hours per year;
- tutoring of students for their graduation thesis.

These activities do not imply any obligation for the University.

All complementary activities concur to the acquisition of the credits (ECTS) necessary to complete the Course. One ECTS point can be acquired by 5 hours of course, lessons and seminars, or by participation to 1 day of school.

Considering that one ECTS also corresponds to 25 hours of research work, the following table presents a standard distribution of the research work and complementary activities required for the Course.

Activity	ECTS		
	1st year	2nd year	3rd year
University courses or seminars	6	3	2
National or international schools	0	5	5
Research work	54	52	53
Total	60	60	60

Significant deviations from this distribution, agreed by the Ph.D. Student and the Supervisor, have to be approved by the Board of Teachers.

A document attesting the complementary activities attended during each year must be presented by the Ph.D. Student to his Supervisor and to the Board of Teachers, together with the report about research progress (Paragraph 3.2) for admission to successive years of the Course or to the final examination.

A secondment in a distinguished external institution, possibly in a foreign Country, for a period of time of 3-18 months, is strongly encouraged. Ph.D. student's mobility can be supported by the ULLA mobility program, Erasmus program or other programs organized by the University. Secondments in foreign Countries have to be approved by the Coordinator and, for periods longer than 6 months, by the Board of Teachers.



3.4. Final commitments

At the end of the third year, the Ph.D. student presents to his Supervisor and to the Board of Teachers a report describing:

- the research work performed and the main results achieved;
- the complementary activities performed and attended;
- a list of publications, congress reports and acknowledgments.

The Ph.D. student produces a thesis with the results of research work. The thesis describes, in an original way, the research work performed by the Ph.D. Student, the results achieved, including those of collaborative work, and the scientific context. Within the thesis, other people's work must be properly attributed and acknowledged, avoiding any kind of plagiarism. While avoiding copyright infringements in reproducing published work, a Ph.D. student can include work and results that has been previously published, provided that he appears as a co-author and that the publication is properly referenced.

3.5. Course evaluation

At the end of the Course, Ph.D. students have to compile an anonymous evaluation form.

After the end, another form with questions about professional career will be sent to the "Dottori di Ricerca" for 5 years after their title achievement.

3.6. Acquisition of the title

On the basis of the report presented by the Ph.D. student, and of the Supervisor's advice, the Board of Teachers admits the Ph.D. Student to the final evaluation.

Before the final examination, the thesis has to be refereed by two external evaluators, who express a written judgment. The evaluators can accept the thesis, allowing its presentation for the final evaluation, or delay it for no more than six months, asking for integrations or amendments. In the last case, the thesis is forwarded to final examination with an additional judgment of the evaluators about integrations and amendments.

Final evaluation is public and made by a Commission appointed following University rules. At the end of the final evaluation, the thesis can be approved or rejected. (See Art. 8 c. 6 DM 45/2013).

Under application by the Ph.D. candidate and favorable opinion by the Board of Teachers, University of Parma can emit the Certificate of "Doctor Europaeus", as defined by the European University Association, when (see *Regolamento dei corsi per il conseguimento dei dottorati di ricerca* - www.unipr.it):

- 1) the Ph.D. thesis work includes a secondment of at least three months in a foreign EU Country;
- 2) the Ph.D. student presents two positive judgments by researchers from two foreign EU Countries;
- 3) the Commission for the final evaluation includes at least one member from a foreign EU Country;
- 4) during the final evaluation, thesis is discussed in Italian and in another language of a foreign EU Country.



4. Agreement

We, the undersigned, hereby declare to accept what stated in the document "Statement of the Rights and Responsibilities of Ph.D. Students" for the Ph.D. Course in Drugs, Biomolecules and Health Products - XXXIV cycle.

The **Ph.D. student**, _____

email: _____

Date Sign here:

The **Supervisor**, Prof. _____

Date Sign here:

The **External Advisor**, _____

Date Sign here:

The **Coordinator**, Prof. Marco Mor

Date Sign here:

The **Director of the Food and Drug Department**, Prof. Gabriele Costantino

Date Sign here: