

Welcome to the PhD in BioRobotics

The PhD in BioRobotics programme has a length of 3 years.



The Collegial Board

The governing body of the PhD course in BioRobotics is the Collegial Board. It is composed by the Faculty members and it's lead by the Coordinator.

The Faculty board is responsible for the design and the implementation of the course, it's responsible about the organization of training and scientific activities.

All the external activities made by PhD students during the PhD course have to be authorized by the Board.



Members of the Collegial Board

	Name	Surname	Department
1	Maria Chiara	CARROZZA	Scuola Superiore Sant'Anna – Internal Member
2	Matteo	CIANCHETTI	Scuola Superiore Sant'Anna – Internal Member
3	Gianni	CIOFANI	Politecnico di Torino - External Member
4	Christian	CIPRIANI	Scuola Superiore Sant'Anna – Internal Member
5	Gastone	CIUTI	Scuola Superiore Sant'Anna – Internal Member
6	Marco	CONTROZZI	Scuola Superiore Sant'Anna – Internal Member
7	Paolo	DARIO	Scuola Superiore Sant'Anna – Internal Member
8	Cecilia	LASCHI	Scuola Superiore Sant'Anna – Internal Member
9	Barbara	MAZZOLAI	IIT - External Member
10	Stefano	MAZZOLENI	Scuola Superiore Sant'Anna – Internal Member
11	Arianna	MENCIASSI	COORDINATOR
12	Silvestro	MICERA	Scuola Superiore Sant'Anna – Internal Member
13	Vito	MONACO	Scuola Superiore Sant'Anna – Internal Member
14	Calogero Maria	ODDO	Scuola Superiore Sant'Anna – Internal Member
15	Leonardo	RICOTTI	Scuola Superiore Sant'Anna – Internal Member
16	Angelo Maria	SABATINI	Scuola Superiore Sant'Anna – Internal Member
17	Cesare	STEFANINI	Scuola Superiore Sant'Anna – Internal Member
18	Filippo	Cavallo	Scuola Superiore Sant'Anna – Internal Member
19	Alberto	Mazzoni	Scuola Superiore Sant'Anna – Internal Member
20	Andrea	Mannini	Scuola Superiore Sant'Anna – Internal Member



Supervisor and tutor

Your performance during the PhD course will be monitored by a Supervisor.

Within two months from the beginning of the P.hD. course the Faculty Board appoints a Supervisor for each student.

Usually the Supervisor is a Professor of the School.

The Supervisor helps the student in achieving the research project and in the development of the thesis. The Supervisor acts as a promotor of the PhD student. The Supervisor assures to each student enough time for monitoring his/her activity along the program. The Supervisor signs the Next Year Plan, to be submitted at the beginning of the 1st year (usually on December).

At the end of each AY, an evaluation of the students' activity will take place during the PhD Meeting held in Volterra (details will follow). The result of this evaluation will define the admission to the next year.

The Supervisor checks and signs all the students' requests before to address them to the Faculty Board.

For each student the Faculty Board can also appoint one or more Tutors. The Tutor helps the student in the development of his/her daily tasks. The Tutor can be an assistant professor or an external researcher.



MEASURES REQUIRED BY THE ITALIAN LAW AND THE INTERNAL RULES CFU (ECTS European credit transfer system)

During the three years of P.h.D. programme the student has to collect:

20 CFU for training activities:

- Attending at least **150 hours of training activities** (lesson in courses) selected between the courses of the internal teaching activities of the Scuola Superiore Sant'Anna; to perform these activities ensures you **15 CFU** – this requirement is mandatory.
- **5 CFU** can be obtained not only attending the internal courses held by the Institute Faculty or by the School but also attending external courses, summer schools, project works.

All external activities have to be authorized in advance by the Faculty board.

160 CFU for research activities

Usually CFU are distributed over the three years- program as follows:

- **40 CFU** during the 1st year;
- **50 CFU** during the 2nd year;
- **70 CFU** during the 3rd year.



CFU (ECTS European credit transfer system)

A very important information about the CFU for research activities:

For each article accepted on ISI journals or international conference proceedings with peer review (according to the Supervisor's evaluation) 30 credits (CFU) for research activities will be achieved.

Credits (CFU) for research activities are approved by the Faculty Board at the end of each academic year together with the annual evaluation of the student's reports.



How can I get CFU from internal courses?

Simply attending internal courses and passing the final examination. Your professor registers your exam on a record. After you deliver the record to the PhD office that will copy it on your profile.

Each year, the Faculty Board approves the didactic offer and establishes CFU for each course, usually during the PhD Board held on October.

The didactic offer is published on the School website on the page of the PhD in BioRobotics – English version.



How can I get CFU from external courses?

Before to attend an external activity (for example a training course organized by Pisa University) you need to obtain the authorization from the Collegial board.

You have to formalize the request with the specific forms that you can download from the School website- page of the PhD in BioRobotics – section INFO and FORMS.

The forms describe the specific steps to take, and the required documents to complete your request.



Have PhD students dedicated funds for their carrier?

Yes, you have!

- CONTRIBUTION FOR THE PERIOD ABROAD (50% of the monthly fellowship) – only for students funded with scholarship
- CONTRIBUTION FOR EXTERNAL RESEARCH ACTIVITIES (10% of the fellowship);
- MISSION



CONTRIBUTION FOR THE PERIOD ABROAD

A period abroad in an external university or in a research institution is required.

The length of the period abroad is usually of 6 months and its duration is of maximum 12 months.

The period abroad is compulsory unless differently specified by the Faculty Board.

Exceptionally the Faculty Board can authorize students to stay abroad for more than 12 months and for a maximum of 18 months.

The total amount of the contribution cannot in any case exceed 50% of the standard annual amount of the scholarship. The reimbursement has in all cases to be authorized by the Faculty Board.

All requests for periods abroad and the associated refunds have to be authorized in advance by the Supervisor and addressed to the Faculty Board for the final approval.

During your period abroad you'll receive your fellowship + contribution for the period abroad, in one solution at the beginning of the period..

All students have to submit the formal request for the period abroad, but only students funded with scholarship are entitled to receive the extra contribution.

You have to formalize the request for authorization for the period abroad with the specific form that you can download from the School website - PhD in BioRobotics page – section INFO and FORMS.



CONTRIBUTION FOR EXTERNAL RESEARCH ACTIVITIES (10% budget)

Starting from the second year of the course, each student receives contributions for the participation in summer schools, seminars, conferences and similar scientific activities, especially if papers have been accepted.

Refund of expenses incurred for the participation in external activities are processed only if you get in advance the authorization from your Supervisor and from the Collegial Board.

- Starting from the 2nd year all PhD students have at their disposal euro 1,600,00;
- Starting from the 3rd year all PhD students have at their disposal euro 1,600,00;

Total amount: 3.200,00 euro

In case at the end of the 2nd year some money are not spent, this surplus will be added to the amount of the 3rd year.

You have to formalize the request of authorization for contribution for external research activities with the specific forms that you can download from the web site of the School - page of the PhD in BioRobotics – section INFO and FORMS.



MISSION

Missione: is when your supervisor authorizes your participation in an external activity funded with research funds and not with your 10% budget.

The authorization is issued by your supervisor and the whole process is managed through the on- line procedure on the School web site – intranet section – mission portal.

In this case you have not to obtain the authorization from the collegial board but if the activity is strictly related to the PhD programme and you want to record the activity on your PhD carrier, remember to inform the PhD office.



WHOM TO ADDRESS THE

-REQUEST FOR PERIOD ABROAD> PhD Secretariat

-REQUEST TO USE THE 10% BUDGET> PhD Secretariat

-REQUEST FOR MISSION>Administrative Dept (Cristina Bartolini)



Thesis

In order to defend their final dissertation, Ph.D. students have to obtain at least 180 credits (ECTS) and precisely 160 credits (ECTS) from research activities and 20 credits (ECTS) from training activities.

Once students have fulfilled all the scientific and training requirements they are admitted to the final dissertation of their thesis.

The defense of the PhD thesis consists in an oral and public dissertation.

At the end of the three years of the course, students have maximum eight months for defend the thesis.

The thesis is usually written in English or in Italian but the board can admit, upon authorization, a different language.



Thesis

WHITIN THE END OF THE THIRD YEAR OF THE PhD COURSE STUDENTS HAVE TO:

- a. DELIVER THE FINAL VERSION OF THEIR PHD THESIS: It has to be uploaded online on the DIGITAL ARCHIVE OF THE website School (DTA);
- b. DELIVER THE FINAL REPORT: it is a document that summarizes research, courses, conference, congress, ect., carried out during the three years of the course, and that has to be delivered to the PhD Secretariat;
- c. APPOINT TWO EXTERNAL EVALUATORS: in accordance with your supervisor you have to appoint two external professors, also coming from foreign country; one of the two external evaluators can be a researcher from universities and also from research organizations.
The external evaluators express a written analytical assessment of the thesis, and can propose the admission to the public final dissertation or can return the document if modifications are required. External evaluators can accord to the student maximum 6 months to revise the thesis. After the period accorded for corrections the evaluators express a new written assessment and the thesis, independently from the assessment, is admitted to the public dissertation.



PhD Secretariat:

-Silvia Dell'Oro: s.delloro@santannapisa.it
Tel. 050 883136

-Federica Radici (support): f.radici@santannapisa.it
Tel. 050 883420

To get RULES, INFO and FORMS on the PhD program in
BioRobotics:

<https://www.santannapisa.it/en/education/info-and-forms>

GOOD LUCK!!

