

PhD Programme in Historical Studies

HANDBOOK 2025/2026 and 2026/2027

This handbook contains information on the main activities of current PhD candidates. Further and more detailed information is available on the PhD Programme website:

<https://www.studistorici.unifi.it/>

[Dottorato di Ricerca in Studi Storici \(Università di Firenze e Siena\) | UniFI](#)

For specific information and the relevant forms concerning:

- Tuition fees and contributions
- Access to online services
- Institutional e-mail account
- Withdrawal from the PhD Programme and/or doctoral scholarship
- Suspension of the PhD Programme
- Maternity leave
- Compatibility with employment (subject to authorization by the Doctoral Board)
- Research stays abroad
- International joint supervision agreements (cotutelle) for PhD theses
- European Doctorate
- Final examination

please consult the general webpages dedicated to doctoral programmes:

- [Ph.D. Programmes | Università di Firenze](#)
(access with University credentials)

Useful information is also available on the Department of History, Archaeology, Geography, Fine and Performing Arts (SAGAS) website:

- [Dottorato | Studia con noi | Dipartimento di Storia, Archeologia, Geografia, Arte e Spettacolo \(SAGAS\) | UniFI](#)

All communications concerning the matters listed above should always be addressed both to the PhD Coordinator and to the Department Postgraduate Office (post-laurea@sagas.unifi.it).

Please note that all official communications addressed to PhD candidates will be sent exclusively to their University institutional e-mail account (firstname.lastname@unifi.it). You are therefore strongly advised to check this mailbox regularly.

Scholarship Payslips and Single Tax Certificate (Certificazione Unica – C.U.)

The Single Tax Certificate (Certificazione Unica – C.U.) and scholarship payment slips may be downloaded from the University online services page:

<https://www.unifi.it/it/ateneo/servizi-online> (authentication required)

Research Trips in Italy and Abroad

A research trip is any travel away from your home institution undertaken for research or training purposes, including research in libraries or archives, participation in summer schools, conferences, workshops, and similar activities.

The following information summarizes the procedures to be followed for research trips in Italy and abroad.

- Research stays abroad lasting for more than six months for the purpose of collaboration with other research groups require prior authorization from the Doctoral Board.
- Before any research trip, regardless of whether reimbursement is requested, PhD candidates must obtain prior authorization well in advance of departure. This authorization is required for administrative reporting purposes and, above all, for insurance coverage.
- **Please note:** first-year PhD candidates travelling during the first months of their scholarship may be reimbursed only after the relevant funds have been made available, usually in March–April of the following year (for Cycle XL, March–April 2025). Before that date, reimbursement cannot be processed because financial authorization is not yet available.
- Candidates travelling during the first months of the programme are therefore advised to prepare all the required documentation but to submit it to the Department Mission Office only after confirmation that reimbursement funds are available and the request can be entered into the University portal.

Before departure (preferably several days in advance)

1. Submit the online travel authorization request

Access the online application at: <https://unifi.u-web.cineca.it/> (login with University credentials)

The request must specify:

- destination;
- dates of travel;
- purpose of the research trip;
- estimated expenses.

Under “Request Type”, select **Project Funds** and indicate the PhD Coordinator, Prof. Giulia Torri, as the holder of the funds.

Please note: for the first research trip, PhD candidates should check with the Department Mission Office which fund holder must be indicated. For some doctoral cycles, the appropriate name may be the Head of Department rather than the PhD Coordinator.

You may not begin your research trip until you have received the final authorization, which will be sent exclusively to your institutional @unifi.it e-mail address. Remember that all official communications are sent only to this account.

2. Research stays abroad

If—and only if—your research trip takes place abroad, and you wish to receive the scholarship increase for the days actually spent abroad, you must complete the Authorization Request for Research Stay Abroad and send it both to post-laurea.sagas@unifi.it and to the PhD Coordinator.

Please note: PhD candidates funded through PNRR projects must complete the specific dedicated form.

The authorization request must reach both e-mail addresses at least seven days before departure.

Mandatory Research Stay Abroad

IMPORTANT – Mandatory Research Stay Abroad: Before leaving for a research stay abroad, PhD candidates must agree with their supervisor on the host institution where the research activities will be carried out. Candidates are encouraged to mention the planned research stay in

their annual progress report submitted for admission to the following year of the programme. In all cases, the supervisor must be informed in advance.

The activities carried out during the research stay must be reported in the annual activity report. Please note that, in accordance with University regulations, all PhD candidates are required to spend at least three months abroad (or the number of months specified in the call for applications of their doctoral cycle). This period must be completed during the 36 months of the PhD programme.

According to the University Regulations, the total period spent abroad may not exceed 18 months. Should the host institution require the PhD candidate to sign any specific declaration or document, candidates are strongly advised to inform both the Department Postgraduate Office and the PhD Coordinator in advance, so that the documentation can be checked for compliance with University regulations.

After Returning: Reimbursement and Scholarship Increase

1. **Collect all supporting documentation:** Keep the original receipts for all eligible expenses together with the certificate of attendance issued by the institution where the research activity, conference or school took place.
2. **Complete the online reimbursement procedure:** Log in to <https://unifi.u-web.cineca.it/> using your University credentials and complete the reimbursement procedure.
3. **Submit the reimbursement request:** Submit the reimbursement request together with all supporting documentation to the Department Mission Office (Via San Gallo 10, ground floor).
4. **Confirmation of the research stay abroad:** If your research trip took place abroad, you must also complete the Confirmation of Research Stay Abroad form, which entitles you to the 50% increase in your doctoral scholarship for the period actually spent abroad. The completed form must be sent to post-laurea.sagas@unifi.it and to the PhD Coordinator.

The scholarship increase is paid on a monthly basis. The confirmation form and the certificate issued by the host institution should normally be submitted by the third day of the month following your return. Failure to meet this deadline will result in the payment being postponed until the following month.

For research stays lasting several months, candidates are encouraged to submit the confirmation form and the host institution's certificate each month, allowing the scholarship increase to be paid throughout the entire period abroad.

Please note: PhD candidates funded through PNRR projects must complete the specific dedicated form.

Which Expenses Are Reimbursable?

For detailed information on eligible expenses, please consult the current University Regulations on Research Trips, available at:

https://www.unifi.it/sites/default/files/migrated/documents/regolamento_missioni_trasferte.pdf

Further information and guidelines are available at:

<https://www.siaf.unifi.it/vp-126-richieste-di-missioni-e-rimborsi-spese.html>

Complete information on travel requests and reimbursement procedures is available through the University Intranet:

<https://intranet.unifi.it/it/transizione-digitale/richieste-di-missioni-e-rimborsi-spese> (access with

University credentials)

Department-specific contacts and procedures are available on the SAGAS website under Research Trips:

[Servizi amministrativi](#) | [Dipartimento](#) | [Dipartimento di Storia, Archeologia, Geografia, Arte e Spettacolo \(SAGAS\)](#) | [UniFI](#)

Doctoral Mandatory Classes

All PhD candidates of the 1st and 2nd year are required to fulfil six weeks of mandatory coursework that amounts to a 18 ECTS per year, organised according to a calendar published on the PhD Programme in Historical Studies website at the beginning of each academic year.

The mandatory courses are held alternately in Florence and Siena.

The final course week, held in May, is dedicated to Graduate Students Conference, organised by the doctoral students themselves.

In addition to the mandatory courses, PhD candidates are encouraged to participate in the educational and research activities recommended by their supervisors. These activities may be included in the annual progress report.

Soft Skills – Training Opportunities

In addition to the mandatory credit hours, PhD candidates are required to attend courses organised by the University for a maximum of 6 ECTS credits over the three-year programme.

Information on the course catalogue and access to the registration platform is available at:

[Soft skills](#) | [Università di Firenze](#)

Information on the courses attended through this programme and the corresponding credits earned is transmitted every six months by the Doctoral Office to the Department's administrative contact. Up to 2 additional ECTS credits may be obtained through language courses.

Information on language courses offered by the University Language Centre (CLA) is available at:

[Language Courses](#) | [Università di Firenze](#)

Requests for recognition of credits earned through courses other than those included in the University's transferable skills programme must be sent to post-laurea@sagas.unifi.it together with the certificate of attendance.

Certificates relating to language courses must also be submitted to the Department Postgraduate Office. The recognition of credits is decided by the Doctoral Board.

Annual Progress Review

Each year, in October, PhD candidates present the progress of their research in order to be admitted to the following year of the programme.

Research activities must be planned in agreement with the supervisors and with the relevant Curriculum Board, which meets in October to evaluate the annual presentations delivered by the PhD candidates.

Each PhD candidate is required to complete an Annual Activity Report, describing all research, teaching and academic activities carried out during the year.

The report follows a standard format and can be downloaded from the PhD Programme website under Useful Information.

The timetable containing all annual deadlines for the three active doctoral cycles is published every

year and updated accordingly.

Internationalisation

The PhD Programme promotes teaching and research within an international and open academic environment. Its international dimension is reflected both in lectures delivered in English by Italian and international scholars and in the strong emphasis placed on international mobility.

International mobility is supported through:

- the participation of distinguished scholars and researchers from European and North American universities as members of the Doctoral Board, supervisors and co-supervisors;
- the University requirement that all PhD candidates spend at least three months carrying out research at foreign universities or research institutions, in agreement with their supervisors;
- the opportunity to participate in competitive mobility calls and international mobility grants: [Erasmus+ and International Mobility | Università di Firenze](#)
- joint supervision agreements (cotutelle) and double doctoral degrees with foreign universities, where provided for by the relevant agreements (Art. 35 of the University Regulations governing PhD programmes);
- individual cotutelle agreements established during the doctoral programme: https://www.unifi.it/sites/default/files/migrated/documents/dr_575_2022_regolamento_dottorato.pdf
- partnerships with museums, heritage authorities, archives and other research institutions abroad.

Where the relevant requirements are met, PhD candidates may obtain the Doctor Europaeus certification upon completion of the doctoral programme (Art. 36 of the University Regulations governing PhD programmes).

Language courses attended in preparation for research activities abroad may be recognised by the Doctoral Board (up to 2 ECTS credits), and the related costs may be reimbursed upon submission of the appropriate documentation. Language courses may be attended through the University Language Centre (CLA): [Centro Linguistico di Ateneo | UniFI | UniFI](#)

The University of Florence provides international students with comprehensive information on admission procedures, academic programmes, international opportunities and support services at:

- Italian: [Studenti internazionali | Università di Firenze](#)
- English: [International Students | Università di Firenze](#)
- Residence permit support: [Inclusione e Diversità | UniFI](#)

Research Outputs

PhD candidates are encouraged to publish original research, participate in national and international conferences and congresses, and engage in public engagement activities (Third Mission). They are strongly advised to seek guidance and support from their supervisors when planning such activities.

The term research outputs refers primarily to scholarly publications that are eligible for evaluation in academic career advancement procedures and in national and international academic recruitment.

Research outputs are evaluated according to the guidelines established by ANVUR (Italian National Agency for the Evaluation of Universities and Research Institutes): <https://www.anvur.it/it>

The principal research outputs considered for evaluation are:

- a. Scholarly monographs and equivalent publications bearing an ISBN, ISSN or ISMN, and, where available, a DOI.
- b. Articles published in peer-reviewed scientific journals or Class A journals, in print or digital format, bearing an ISSN.
- c. Book chapters published in edited volumes, in print or digital format, bearing an ISBN or ISMN and, where available, a DOI.
- d. Contributions published in conference proceedings (either journals or edited volumes), in print or digital format, bearing an ISBN, ISSN or ISMN and, where available, a DOI.
- e. Other scholarly outputs, provided that they include official information identifying both the author and the date of production, are deposited in institutional repositories and possess a clearly recognisable scholarly character.

Scientific journals are classified as either Scientific Journals or Class A Journals according to ANVUR's evaluation criteria concerning editorial quality, peer-review procedures and publication standards. Journal rankings are organised by disciplinary area:

- **Area 10** – Ancient, Philological-Literary and Art-Historical Sciences (MAVO curriculum);
- **Area 11** – Historical, Philosophical, Educational and Psychological Sciences;
- **Area 14** – Political and Social Sciences (all other curricula).

The official lists of Scientific Journals and Class A Journals are periodically updated by ANVUR and are available at:

[/www.anvur.it/it/ricerca/riviste/elenchi-di-riviste-classificate](http://www.anvur.it/it/ricerca/riviste/elenchi-di-riviste-classificate)

Teaching Activities of PhD Candidates

According to the University Regulations governing PhD programmes (Art. 20, paragraph 3), *"PhD candidates may undertake supplementary teaching activities and serve on examination committees for course examinations and degree examinations for a maximum of forty hours in each academic year."*

PhD candidates wishing to undertake teaching activities are requested to agree on these activities in advance with their supervisors. Teaching activities must be included in the Annual Activity Report.

PhD Candidates' Research Budget

Each PhD candidate is allocated an annual research budget of approximately €1,500 (approximately €4,500 over the three-year programme).

The budget, assigned to the Department to support doctoral research, may be used for national and international mobility and for any expenditure that is indispensable, necessary and specifically related to the candidate's research project, subject to prior approval by both the PhD Coordinator and the Department Administrative Manager.

The budget may be managed flexibly over the three-year period. For example, a candidate may spend €1,000 during the first year, €2,500 during the second year and €1,000 during the third year.

Please note – Research stays abroad: PhD candidates undertaking research stays abroad are entitled to a 50% increase in their doctoral scholarship, which must be requested and documented according to the procedures described in the section Research Trips of this Handbook.

Eligible Research Expenses

- **Registration fees:** Expenses relating to registration for conferences, congresses, training courses and language courses—including online activities—are eligible for reimbursement. Membership fees required by the organising institution are also eligible.
- **Purchase of software and hardware:** Expenses for the purchase of software, personal computers and small research equipment are eligible, provided that such equipment remains the property of the Department upon completion of the PhD programme.
- **Other eligible expenses:** Eligible expenses also include teaching materials, laboratory consumables, brochures and printed material prepared for conference presentations, services required for experiments or data collection, publication fees for scholarly articles, language editing and translation services.

To get a reimbursement you need to fill the formular:

[Practical information | Doctoral Programme | Dottorato di Ricerca in Studi Storici \(Università di Firenze e Siena\) | UniFI](#)

(Richiesta di Rimborso spese – extra missione)

University of Florence Regulations Governing PhD Programmes

For all matters concerning the organisation of the PhD Programme and the rights and obligations of PhD candidates, please refer to the University of Florence Regulations governing PhD Programmes, available at:

https://www.unifi.it/sites/default/files/migrated/documents/dr_575_2022_regolamento_dottorato.pdf

Contacts

Office / Role	Details / Contact Information
Department Postgraduate Office (SAGAS)	Administrative Officer: Marzia De Luca Address: Via San Gallo 10 E-mail: <u>post-laurea@sagas.unifi.it</u> Telephone: 055-2757965 / 3312310618
PhD Office	Address: Piazza San Marco 4, 50121 Florence Opening hours: - Monday, Wednesday and Friday: 9:00–13:00 - Tuesday: 14:30–16:30 E-mail: <u>dottorato@unifi.it</u> , <u>carriere.dottorato@unifi.it</u>
PhD Coordinator (Nov 2024 – Nov 2027)	Prof. Giulia Torri E-mail: <u>giulia.torri@unifi.it</u> Please refer to her staff webpage in the University's directory (CercaChi) for office hours and contact details.
PhD Candidate Representatives	Elected each year at the beginning of the

Office / Role	Details / Contact Information
	academic year. Current representatives: Dr Ariela Desio and Dr Luca Galantini.

Downloadable Forms

- **From the PhD Programme in Historical Studies website:**
 - Authorization and Confirmation of Research Stay Abroad (including PNRR scholarships)
 - Annual Activity Report
 - Request for Nulla Osta (Authorization)
 - Request for Extension of the Thesis Submission Deadline
- **From the University of Florence PhD website (authentication required):**
 - All other forms (suspension, maternity leave, etc.)

Study Spaces

The following study rooms are reserved for PhD candidates within the Department of History, Archaeology, Geography, Fine and Performing Arts (SAGAS):

Location	Room Details
Via San Gallo 10	Tutor and PhD candidates' room, Room 301, third floor.
Via G. Capponi 9	Tutor and PhD candidates' room, Room 35, second floor.

Keys may be collected from the reception desk and must be returned when leaving the building.
PhD candidates also have access to the study spaces of the Humanities Library (Piazza Brunelleschi) and the Social Sciences Library at the Novoli Campus.