PhD Programme in Linguistics

Guidelines for PhD students and rules for the acquisition of ECTS credits (in Italian: "CFU")

for third year PhD students (Cycle 39)

Academic Year 2025/2026

Please refer to the UniVR website of the PhD programme.

Last update: 02.10.2025

1. Introduction

From the Academic Year 2024/2025 and the Italian PhD Cycle 40 on the joint PhD programme in Linguistics is hosted by the Free University of Bozen (UniBZ) which will take care of overall organization issues of the programme. However, PhD students of the Cycles 37-39 remain enrolled at the University of Verona (UniVR). For formal issues ranging from mission authorization to the final examination procedure they will continue to refer to UniVR's PhD office and its coordinator, Prof. Stefan Rabanus.

This document contains the guidelines for PhD students of the Cycle 39. First and second year PhD students from Cycle 40 on have to refer to the UniBZ offices and the new coordinator, Prof. Birgit Alber. See also the UniBZ website of the PhD programme.

2. Institutional meetings (opening and closing of the academic year)

Every year two institutional meetings of PhD programme coordinator/committee members with the PhD students take place: one at the beginning of the academic year (October/November), dedicated most of all to the orientation of the new PhD students, and one at the end of the year (September). The second meeting has the form of a small conference in which the PhD students present the results obtained during the year to the PhD committee members, their fellow PhD students and other stakeholders. These talks are an important part of the end-of-the-year verification whether the learning outcomes have been met, see section 5.

3. Distribution of the ECTS credits per year (60 "CFU"/year)

	1st year			2nd year			3rd year			Total of the 3 years
	Tot. 1st year	**School**	**Pro-gramme**	**Tot. 2nd year**	**School**	**Pro-gramme**	**Tot. 3rd year**	**School**	**Pro-gramme**	
CFU didattica	16	8	8	16	8	8	8	4	4	40
CFU ricerca	44			44			52			140
Total	**60**			**60**			**60**			**180**

The table shows that you have to acquire 16 ECTS credits for courses/classes ("crediti di didattica") for the 1st and 2nd year and 8 ECTS credits for teaching classes for the 3rd year, subdivided equally between the PhD programme (Linguistics) and PhD school of the University of Verona. The re-

maining credits are allocated to your research activities ("crediti di ricerca": 44 credits in the 1st and 2nd year, 52 credits in the 3rd year).

- Teaching-class credits of the PhD programme (Linguistics): these credits are acquired exclusively by attending the courses/classes organized by the PhD programme, usually as Winter or Summer Schools, in any case labelled "compulsory" in the course/class description. They can be substituted by "free choice" activities only exceptionally and only if the PhD programme coordinator authorizes you to do so in advance. You find the details of the classes on the websites of the PhD programme:

  UniVR website: "Training and Research" -> "PhD Programme courses/classes" (direct link; N.B.: this list contains only the basic/compulsory classes offered at UniVR)

  UniBZ website: please scroll down to "Course Catalogue" (complete teaching programme)

- Teaching-class credits of the PhD school of the University of Verona: these credits are acquired by attending interdisciplinary seminars that you can find in the section "PhD School courses/classes" of the UniVR website of the PhD programme. According to the rules of the Italian Ministry teaching activities in the following areas are run by the PhD school: foreign languages, computer science, statistics, library resources, copyright issues and other topics connected to the organization of scientific research. You find the details here:

  UniVR website: "Training and Research" -> "PhD School courses/classes" (direct link)

Classes on these topics attended outside the University of Verona (in Bozen, Marburg or elsewhere) can be recognized. In some cases passing an exam may be sufficient for the acquisition of the ECTS credits (without attendance of the courses/classes). Please contact the UniVR Coordinator (Prof. Stefan Rabanus) for approval before you start to attend.

The research activities credits ("crediti di ricerca") are acquired by developing the research project and attending classes/courses labelled "free choice" organized by the universities that participate at the PhD programme (Verona, Bozen, Marburg) or by other universities and, additionally, through conference participations, publications, etc. All activities have to be listed in the end-of-the-year report of the PhD student. Type and quantity of research activities are decided by PhD students and supervisors. There is no formal declaration of the research activity credits. The entire research activity will be evaluated by the PhD programme committee based on the end-of-the-year report of the PhD student.

4. Research periods abroad

We recommend research periods abroad if the selected host institution provides a suitable academic context for advancing the research project. PhD students can obtain funding for these periods abroad through various Erasmus calls (for study and internship) and through Verona University's "bando mobilità", besides annual funding allocated for every PhD student.

Acquisition of ECTS during periods abroad: with research abroad of minimum 1 month you can acquire 2 "CFU di didattica" per month: 1 CFU for the PhD programme + 1 CFU for the PhD school.

5. Verification of the accomplishment of the learning outcomes

The verification of the accomplishment of the learning outcomes, necessary for the admission to the next academic year and the confirmation of the scholarship (1st and 2nd year) or for the admission to the final exam (3rd year) is composed of four parts:

(1) ECTS credits form filled out (check by the PhD Programme coordinator).

(2) Short paper about a topic which must be unrelated to your PhD project. The paper is necessary for the validation of the credits acquired during the academic year (declared in form [1]). The paper has to be supervised and approved by a professor who is not one of the PhD project supervisors. Specifications for the reference years:

1st and 2nd year: PhD students have to write a scientific essay ("term paper") coordinated by one of the professors who taught the compulsory classes (usually Winter or Summer School). There are no specific rules about the length or the form of the paper. PhD students must choose one of the topics explored during the Winter or Summer School activities, but they can freely prepare their work in accordance with the professor.

3rd year: PhD students can decide to write a term paper (exactly like for the 1st and 2nd year) or a summary report of one of the Winter or Summer School classes.

(3) End-of-the-year report of all activities carried out by the PhD student during the academic year, signed by the PhD project supervisors.

(4) End-of-the-year presentation of the results obtained during the academic year at the September meeting, see section 1. The participation at this meeting is mandatory for all PhD students.

6. Forms

All kinds of forms for PhD students can be found at the UniVR "Intranet di Ateneo", section

"Come fare per" > "Dottorati" > "La mia carriera come dottorando"

7. Office space

PhD students find office space at the University of Verona in the Palazzo di Lingue, 2nd floor, co-working rooms 2.03 and 2.12.

The Coordinator

Stefan Rabanus
stefan.rabanus@univr.it