

**UNIVERSITÀ DI PAVIA - DOTTORATO DI RICERCA IN FISICA**  
**MEMO FOR TEACHERS OF PHD COURSES**  
*Academic year 2020-2021*

Dear colleague,

thanks very much for accepting to give/coordinate a graduate course for the PhD in Physics. **Since the PhD cycle starts on October 1<sup>st</sup>, we need to start early enough with the courses in order that all exams be made by the end of July and admission to the next year be decided in September** (the month of August does not count). Below a few organizational points:

- PhD courses are typical one-term classroom courses comprising ~30 hours of lectures or lab work, with flexibility. Courses should be completed by the spring term, anyway no later than the month of June.
- **All exams should be completed by July 31<sup>st</sup>** in order for the PhD students to prepare the yearly report in due time and to decide on admission to the next PhD year in the month of September.
- Exams are registered by sending a grade and a short evaluation to the Graduate Registrar, Mrs. Anna Rita Mangia, [annarita.mangia@unipv.it](mailto:annarita.mangia@unipv.it) Graduate students may request to write the grade on their “libretto”, which is an official document certifying enrolling at UNIPV as a PhD student. In any case, please inform the students of the grade you attribute. The grading system is as follows:

English	Honors (H)	High Pass (HP)	Pass (P)	Low Pass (LP)	Fail (F)
Italiano	Ottimo	Molto buono	Buono	Sufficiente	Insufficiente
Score	4	3	2	1	0

- English is the official language of the PhD in Physics at UNIPV, therefore it is recommended that all lectures be given in English. This also allows the lectures to be attended by guests, visitors...
- The list of courses is available at the PhD web site <http://dottorato-fisica.pv.infn.it>, click “Graduate courses”. Please check the short program of your course and write me any updates, if necessary.
- The lectures can be shared among the course coordinator and colleagues from the Physics Department, other Departments, INFN, or visiting professors. The PhD in Physics can offer a limited support for visiting professors: please discuss with the coordinator. Please advertise all the lectures/seminars, especially those given by visiting professors.
- In normal times, courses are held in Aula Dottorato, which can be reserved at the Information Desk of the Physics Department. By this procedure, overlap among different courses is automatically avoided. In case of exceptions (e.g., numerical exercises in computer room, lab classes...) please take care to avoid overlaps. Because of the Covid situation, online teaching is necessary at moment and perhaps also in the near future.
- Please avoid planning lectures on Thursdays afternoons, which is usually allocated to PhD colloquia and seminars. The Department and PhD agendas are available at <http://fisica.unipv.it>, see “Agenda”, <http://dottorato-fisica.pv.infn.it>, see “Physics Colloquia”.
- Please avoid planning lectures in dates already allotted to general University courses for all PhD students.
- The teaching activity within the PhD can be recognized by the University by inserting it in the usual Esse3 portal, <https://studentonline.unipv.it/esse3/Home.do>, in “Registro delle attività” under the heading “Diario”. At the end of the course, please also send a short summary of the course, number of lectures given by you and colleagues, etc, to the Coordinator.

Teaching in the PhD is challenging, rewarding, and very important for the training of graduate students. Thanks very much for your effort and cooperation.

With best regards,

Lucio Andreani, Graduate Coordinator

Pavia, December 2020