
OPERATING MANUAL “DOTTORANDI”

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PROJECT DESCRIPTION (LOG IN AND TABS DISPLAYED)

[DOTTORANDI](#) is the portal that allows PhD students at the University of Bologna to interact online with the University of Bologna doctoral office.

To access, it is necessary to authenticate with the [institutional credentials](#) of the University of Bologna (nome.cognome@unibo.it). If logging in from a personal computer, you must disable popup blocking in order to access this site. Having logged in, PhD students will be able to:

1. Add training tasks
2. Upload the annual report
3. Compatible activities subject to the authorization of the PhD Board

3

Compatible activities
Choose a compatible activity
Add

Career extension
Work in progress

Suspension request
Work in progress

Withdrawal
Work in progress

Request history

Date	Request	Application status	
02/24/2026	Compatible activity - Paid working task		Actions

Showing 1 of 1 requests

1

Portfolio

Filter Add training task

Activity description	Type	Time period	CR	CD	Application status	
Numerical Methods in Economics	Disciplinary and multidisciplinary training	05/01/2026 19/01/2026	2	--		Actions
Microeconomics 3	Disciplinary and multidisciplinary training	04/11/2025 14/01/2026	4	--		Actions
Microeconomics 3	Disciplinary and multidisciplinary training	05/11/2025 14/02/2026	4	--		Actions
Total credits filtered list			49.5	39.5		

Showing 3 of 11 tasks

Show all

Total provisional credits: 49.5 Total awarded credits: 39.5

Download filtered list | Download full list

2

Annual report

Upload your annual report

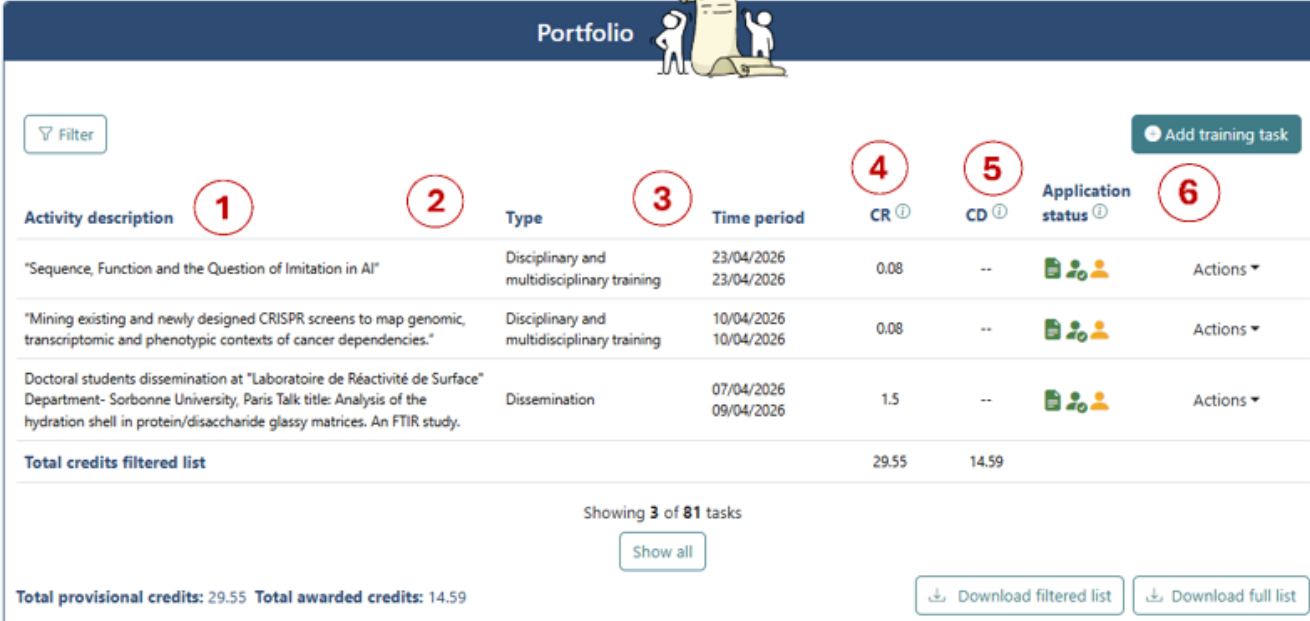
Description	Annual report	Application status
Relazione annuale primo anno	Annual Report 1st year.pdf	Year Advancement 2024/2025

TRAINING ACTIVITIES/PORTFOLIO

INTRODUCTION

In the “Portfolio/Career” section, the PhD student can view the complete picture of the requests for Doctoral Credits recognition for the training activities performed. Specifically, he/she will view the following columns:

1. **Activity description:** indicated during compilation
2. **Type:** type of training activity entered
3. **Time Period:** start and end date of the training activity
4. **CR:** Required Credits.
5. **CA:** Final Credits awarded.
6. **Application Status:** processing status of the training activity (with info legend ⓘ)



The screenshot shows the 'Portfolio' interface. At the top, there is a 'Filter' button and an 'Add training task' button. The table below has columns: Activity description (1), Type (2), Time period (3), CR (4), CD (5), and Application status (6). The table contains three rows of training activities and a summary row for 'Total credits filtered list'. Below the table, it says 'Showing 3 of 81 tasks' with a 'Show all' button. At the bottom, it shows 'Total provisional credits: 29.55' and 'Total awarded credits: 14.59', along with 'Download filtered list' and 'Download full list' buttons.

Activity description	Type	Time period	CR	CD	Application status
"Sequence, Function and the Question of Imitation in AI"	Disciplinary and multidisciplinary training	23/04/2026 23/04/2026	0.08	--	Actions
"Mining existing and newly designed CRISPR screens to map genomic, transcriptomic and phenotypic contexts of cancer dependencies."	Disciplinary and multidisciplinary training	10/04/2026 10/04/2026	0.08	--	Actions
Doctoral students dissemination at "Laboratoire de Réactivité de Surface" Department- Sorbonne University, Paris Talk title: Analysis of the hydration shell in protein/disaccharide glassy matrices. An FTIR study.	Dissemination	07/04/2026 09/04/2026	1.5	--	Actions
Total credits filtered list			29.55	14.59	

The processing statuses of credit recognition requests for the teaching tasks conducted are:

1. **Draft:** the activity entered is saved in the system, it has not yet been sent to the supervisor. The doctoral student(s) can edit the request
2. **To approve by the supervisor:** the activity entered has been sent to the supervisor and co-supervisor. Supervisor or the co-supervisor action is required for the activity to move to the next status. The activity can be deleted.
3. **To approve by the coordinator:** the supervisor or the co-supervisor has evaluated the activity. The coordinator must act. The training activity can be deleted.
4. **To approve by the board:** the supervisor and coordinator have evaluated the activity. The entered activity can no longer be deleted, only the coordinator can modify it.
5. **Approved:** the recognition has been closed in the board meeting to approve the annual report, and it can no longer be edited.
6. **Rejected:** the supervisor/co-supervisor or the coordinator ask PhD student to reformulate the credit recognition request.

PROCEDURE (HOW IT WORKS)

The PhD student enters a training activity.

The supervisor receives an e-mail notification. The e-mail notification will be received by the supervisor and the co-supervisor just after the upload or as a summary with all the upload made by the PhD students each day.

The supervisor or the co-supervisor, alternatively will:

- Positively evaluate the request
- Ask the PhD student to reformulate the request

In case of a positive evaluation by the supervisor/co-supervisor:

- PhD student receives an e-mail notification advising of the positive evaluation.
- PhD student displays a note written by the supervisor on Dottorandi portal.
- The PhD Programme Coordinator is notified by e-mail. Again, e-mail notification can be received by the coordinator immediately or in the form of a summary e-mail at the end of the day of all actions taken.

In case of negative evaluation by the supervisor/co-supervisor:

- PhD student receives an e-mail notification advising him/her of the need to reformulate the request.
- PhD student on Dottorandi Portal displays a note written by the supervisor/co-supervisor.
- The request for recognition of training activity changes to “Rejected” status.
- The doctoral student will need to re-enter the request (it is possible to duplicate the rejected activity correcting the errors).

Upon obtaining a positive evaluation by the supervisor/co-supervisor, the request for recognition of the training activity goes into “In coordinator evaluation” status.

The coordinator evaluates the request. The coordinator may:

- Evaluate the request positively
- Ask the PhD student to reformulate the request

In case of positive evaluation by the coordinator:

- The PhD student receives an e-mail notification advising of the positive evaluation.
- The PhD student on Dottorandi Portal views a written note from the supervisor.

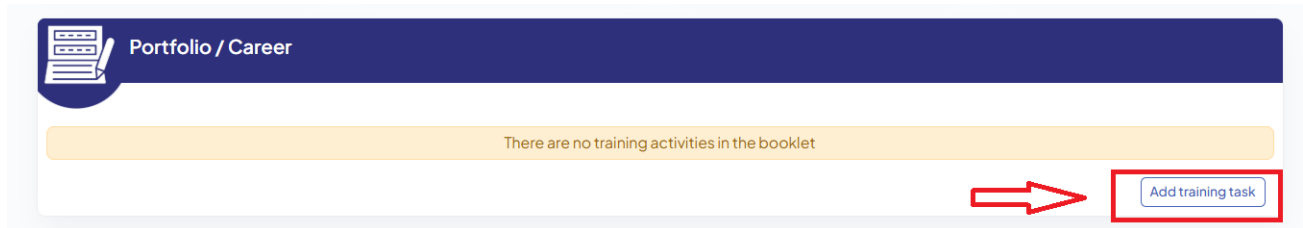
In case of negative evaluation by the coordinator:

- The PhD student receives an e-mail notification advising him/her of the need to reformulate the request.
- The PhD student on Dottorandi Portal views a note written by the coordinator.
- The request for recognition of training activity changes to “Rejected” status.
- The PhD student will need to re-enter the request for recognition of the training activity (it is possible to duplicate the rejected activity correcting the errors).

The request for recognition of the training activity, evaluated positively by the Coordinator will also be evaluated by the PhD Board. Upon obtaining the positive evaluation also by the PhD Board, closed the session, the request goes into “Approved” status. From this moment on, it is no longer possible to delete the entered request.

ENTER THE ACTIVITIES

You can enter only one activity at a time by selecting “Add Training tasks” in the Portfolio/Career section.



By selecting “Add Training Task”, a new page will open where the following information can be entered

1. Type of training activity
2. Start Date and End Date
3. Activity description
4. English name of the training activities
5. Evaluation type
6. Hours of lectures
7. Requested Doctoral credits
8. Notes (enter any other information in this field that may be useful for assessing the activity);
9. Attachment

Training activity

 Draft

1 Type of training activity *

Disciplinary and multidisciplinary training Training related to soft skills Tutoring or supplementary teaching activity Extra-curricular training Dissemination

2 From * To *

gg/mm/aaaa gg/mm/aaaa

3 Activity description

4 English name of the training activity *

5 Evaluation type *

Attendance Eligible Grade

6 Hours of lectures * **7** Requested doctoral credits *

8 Notes *

9 Attachment *

Attach a certificate for the completed training activity (Attachment in PDF format and must not exceed 20 MB)

IMPORTANT:

All fields are mandatory.

For all training activities, it is mandatory to indicate the name of the training activity in English. It is essential to fill in the field sparingly; the name of the training activity in English may appear in official documents.

It is mandatory the upload a PDF annex for each activity.

For cycles 38 and 39, the required credits must be 0.

It is possible to insert the same date in both “from” and “to” if the activity lasts only one day.

Once clicking on “Grade” a new field will appear in order to insert the grade, the base grade and honors. For guidance on when to check the “eligible” box or on converting any letter grades awarded, it is important to contact the supervisor and the Coordinator.

Training activity

Type of training activity* :

Disciplinary and multidisciplinary training Training related to soft skills Tutoring or supplementary teaching activity Extra-curricular training
 Dissemination

From* To*

Activity description

English name of the training activity* :

Evaluation type* : Attendance Eligible Grade

Grade* : Base Grade* : Cum laude:

Hours of lectures* : Requested doctoral credits* :

Notes* :

Attachment* :

Attach a certificate for the completed training activity
(Attachment in PDF format and must not exceed 20 MB)

As for “Tutoring or supplementary teaching activity” and for “Dissemination” it is not required to specify the type of evaluation method. Therefore, if you choose these activities the field “Evaluation type” will not be displayed.

For each activity, the following fields must be completed:

- **Number of hours** (note: for disciplinary and multidisciplinary training activities and for activities related to transversal skills, indicate the hours of classroom teaching);
- **Requested Doctoral credits** (note: to determine the number of credits, refer to the credits declared by the program for each course or convert them based on the values indicated in Table D approved by each PhD programme).

The screenshot shows the 'Training activity' form. At the top, there is a title 'Training activity' and a section 'Type of training activity*' with four radio button options: 'Disciplinary and multidisciplinary training', 'Training related to soft skills', 'Tutoring or supplementary teaching activity' (which is selected), and 'Extra-curricular training'. Below this are two date pickers labeled 'From*' and 'To*', both showing 'gg/mm/aaaa'. There are two text input fields for 'Name of the training activity' and 'English name of the training activity*'. A red rectangular box highlights two input fields: 'Hours of lectures *:' and 'Requested doctoral credits *:'. Below these are a 'Notes *:' field and an 'Attachment *:' section with a description 'Attach a certificate for the completed training activity (Attachment in PDF format and must not exceed 20 MB)' and two icons for upload and delete. At the bottom, there are three buttons: 'Back', 'Save draft', and 'Send'.

After selecting “Type of training activity”, it is possible to save an activity on “draft” mode.

This screenshot shows the same 'Training activity' form, but with different selections. The 'Type of training activity*' section now has 'Disciplinary and multidisciplinary training' selected. The 'Evaluation type*' section has three radio button options: 'Attendance', 'Eligible', and 'Grade'. The 'Hours of lectures *:' and 'Requested doctoral credits *:' fields are present. The 'Save draft' button at the bottom is highlighted with a red rectangular box.

Once all required fields are filled in, the “Send” button becomes selectable and the request for recognition of training activities can be sent.

Training activity

Type of training activity* :

Disciplinary and multidisciplinary training
 Training related to soft skills
 Tutoring or supplementary teaching activity
 Extra-curricular training
 Dissemination

From* To*

Activity description

English name of the training activity* :

Evaluation type* :

Attendance
 Eligible
 Grade

Hours of lectures* : Requested doctoral credits* :

Notes* :

Attachment* :

Attach a certificate for the completed training activity (Attachment in PDF format and must not exceed 20 MB) [TEST.pdf](#)

In order to view all the requests entered, you need to click on “Show all” on the bottom of the page to expand the contents of the booklet.

Total credits filtered list 29.55 14.59

Showing 3 of 81 tasks

total provisional credits: 29.55 Total awarded credits: 14.59

It is possible to modify or delete an activity saved as draft by clicking on “Actions”.

Portfolio					
Activity description	Type	Time period	CR ^①	CD ^①	Application status ^①
Test	Disciplinary and multidisciplinary training	27/05/2026 27/05/2026	1	--	Actions
"Sequence, Function and the Question of Imitation in AI"	Disciplinary and multidisciplinary training	23/04/2026 23/04/2026	0.08	--	Edit Delete Actions
"Mining existing and newly designed CRISPR screens to map genomic, transcriptomic and phenotypic contexts of cancer dependencies."	Disciplinary and multidisciplinary training	10/04/2026 10/04/2026	0.08	--	Actions
Total credits filtered list			30.55	14.59	

Showing 3 of 82 tasks

Total provisional credits: 30.55 Total awarded credits: 14.59

After the PhD Board evaluation, PhD students will view the total of Doctoral Credits recognized for each activity.

It is also possible to view the total amount of Doctoral Credits recognized.

Portfolio

Filter Add training task

Activity description	Type	Time period	CR ⓘ	CD ⓘ	Application status ⓘ
Test	Disciplinary and multidisciplinary training	27/05/2026 27/05/2026	1	--	📄 👤 👤 Actions ▾
"Sequence, Function and the Question of Imitation in AI"	Disciplinary and multidisciplinary training	23/04/2026 23/04/2026	0.08	--	📄 👤 👤 Actions ▾
"Mining existing and newly designed CRISPR screens to map genomic, transcriptomic and phenotypic contexts of cancer dependencies."	Disciplinary and multidisciplinary training	10/04/2026 10/04/2026	0.08	--	📄 👤 👤 Actions ▾
Total credits filtered list			30.55	14.59	

Showing 3 of 82 tasks

Show all

Total provisional credits: 30.55 Total awarded credits: 14.59

Download filtered list Download full list

Having sent the request for doctoral credit for the training activity performed, it is possible to view the summary of the training activity entered by selecting the appropriate icon.

Portfolio

Filter Add training task

Activity description	Type	Time period	CR ⓘ	CD ⓘ	Application status ⓘ
Test	Disciplinary and multidisciplinary training	27/05/2026 27/05/2026	1	--	📄 👤 👤 Actions ▾
"Sequence, Function and the Question of Imitation in AI"	Disciplinary and multidisciplinary training	23/04/2026 23/04/2026	0.08	--	📄 👤 👤 Actions ▾
"Mining existing and newly designed CRISPR screens to map genomic, transcriptomic and phenotypic contexts of cancer dependencies."	Disciplinary and multidisciplinary training	10/04/2026 10/04/2026	0.08	--	📄 👤 👤 Actions ▾
Total credits filtered list			30.55	14.59	

Showing 3 of 82 tasks

Show all

Total provisional credits: 30.55 Total awarded credits: 14.59

Download filtered list Download full list

The supervisor/co-supervisor and coordinator, after evaluating the training activity can write a message visible to the PhD student. To view the message, the PhD student should select the icon to view the training activity entered.

Training activity of type: Dissemination

Training activity from **05/09/2025** to **05/09/2025** Rejected

Description: Molecular Basket Sorbents for CO2 Capture and Plasma-catalytic CO2 Conversion and SO2 Reduction

English description: Molecular Basket Sorbents for CO2 Capture and Plasma-catalytic CO2 Conversion and SO2 Reduction

Engaged lectures hours: 2

Requested doctoral credits: 0.08

Evaluation type: --

Credits assigned by supervisor/co-supervisor: 0.08


Notes: Professor Song spoke about his work on Molecular Basket Sorbents for CO2 Capture and Plasma-catalytic CO2 Conversion and SO2 Reduction

DELETE ACTIVITIES

The PhD student may delete the activity until it is evaluated by the PhD Coordinator.



If an activity is deleted, the system will send an e-mail notification to the supervisor. An e-mail notification will also be sent to the PhD Coordinator if the PhD student deletes an activity that has already been checked by the supervisor/co-supervisor.

The PhD Coordinator will be able to change the credits assigned to the PhD student until the PhD Board meeting confirming the positive evaluation of the work done in the current year is closed.

To delete an activity, click on the icon  "Delete" in "Actions".

Portfolio

Filter Add training task

Activity description	Type	Time period	CR [?]	CD [?]	Application status [?]
Test	Disciplinary and multidisciplinary training	27/05/2026 27/05/2026	1	--	 Actions
"Sequence, Function and the Question of Imitation in AI"	Disciplinary and multidisciplinary training	23/04/2026 23/04/2026	0.08	--	 Edit Delete
"Mining existing and newly designed CRISPR screens to map genomic, transcriptomic and phenotypic contexts of cancer dependencies."	Disciplinary and multidisciplinary training	10/04/2026 10/04/2026	0.08	--	 Actions
Total credits filtered list			30.55	14.59	

Showing 3 of 82 tasks Show all

Total provisional credits: 30.55 Total awarded credits: 14.59 Download filtered list Download full list

PRINT

PhD student can download an Excel file containing all the evaluated requests using the filters or all the activities.

Showing 3 of 81 tasks Show all

Total provisional credits: 29.55 Total awarded credits: 14.59 Download filtered list Download full list

ANNUAL REPORT

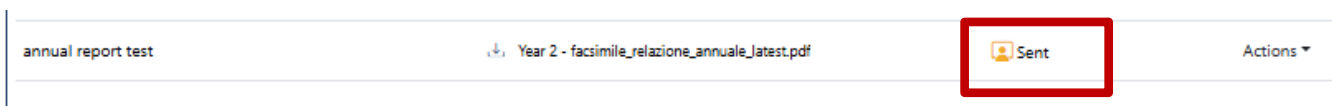
INTRODUCTION

A section dedicated to uploading the annual report is available on [Dottorandi](#) Portal. In this section the PhD student can:

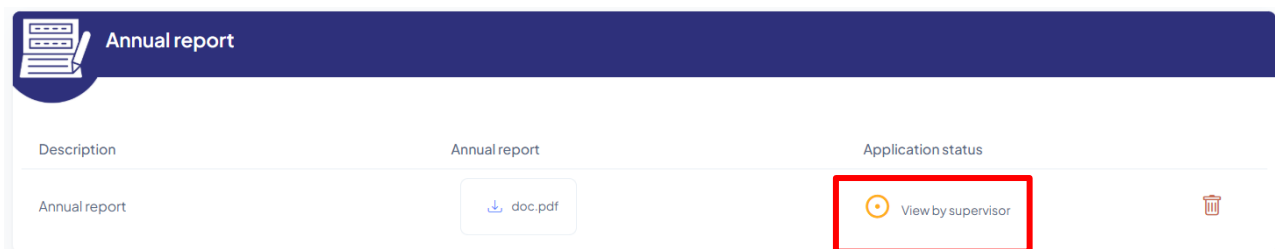
- Upload the annual report.
- View the processing status of the uploaded annual report.
- Delete the uploaded annual report if it has not yet been evaluated by the PhD Coordinator.

PROCEDURE (HOW IT WORKS)

The PhD student uploads the annual report and sends it to the supervisor. The status of the report changes to “sent”. The uploaded annual report can be deleted.



The supervisor receives an e-mail notification. He/She views the report and sends it to the PhD Coordinator. The status of the report thus changes to “view by supervisor”. The report can be deleted in case of need.



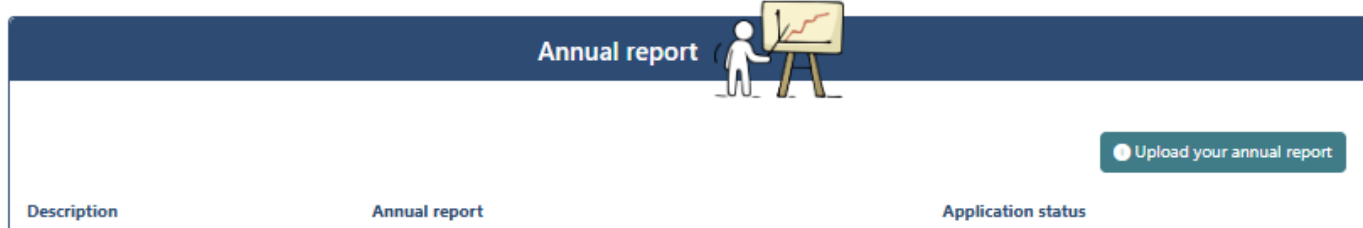
PhD Coordinator receives an email notification. He/She views the report and evaluates it.

The annual report changes its status to “evaluated” and it is not possible to delete it anymore.



ENTER THE ANNUAL REPORT

To upload the annual report, PhD student has to click on “upload your annual report”.



A new page will open and the PhD students will:

1. Fill in a description of the file
2. Upload the report (PDF format must not exceed 30 MB)
3. Press “send”

Annual report

Draft

Description *

Attachment *

(Attachment in PDF format and must not exceed 30 MB)

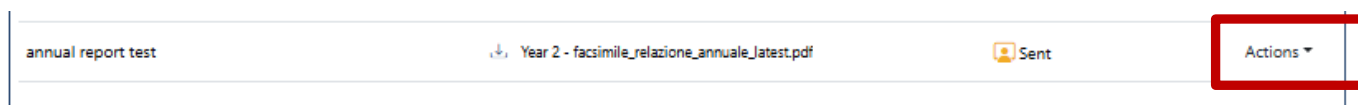
[Add document](#)

[Back](#) [Send](#)

The supervisor will then receive an email notification.

DELETE THE ANNUAL REPORT

The annual report can be deleted until it is evaluated by PhD Coordinator. PhD students can delete the report if it is on “sent” status or on “seen by supervisor” status.



To delete the annual report you can click on Action → Delete.

Once the annual report is “evaluated” it is not possible to delete it anymore.

The summary of uploaded and approved annual reports will be displayed as shown in the following image.

Description	Annual report	Application status
Relazione del lavoro svolto nel corso del primo anno di dottorato	Andre_Achilli_report.pdf	✔ Year Advancement 2023/2024
Relazione del secondo anno di dottorato	Yearly-report_FRONTIERS_2025_signed-signed.pdf	✔ Year Advancement 2024/2025

COMPATIBLE ACTIVITIES

According to article 15 of the Regulations regarding PhD Programme issued with D.R. n. 1468 of 05/12/2016, PhD students have to request the authorization to carry out activities compatible with the research doctorate.

In particular, it is mandatory to ask for authorization in case of:

- Apprenticeship not included in PhD programme
- Tutoring
- Paid working task

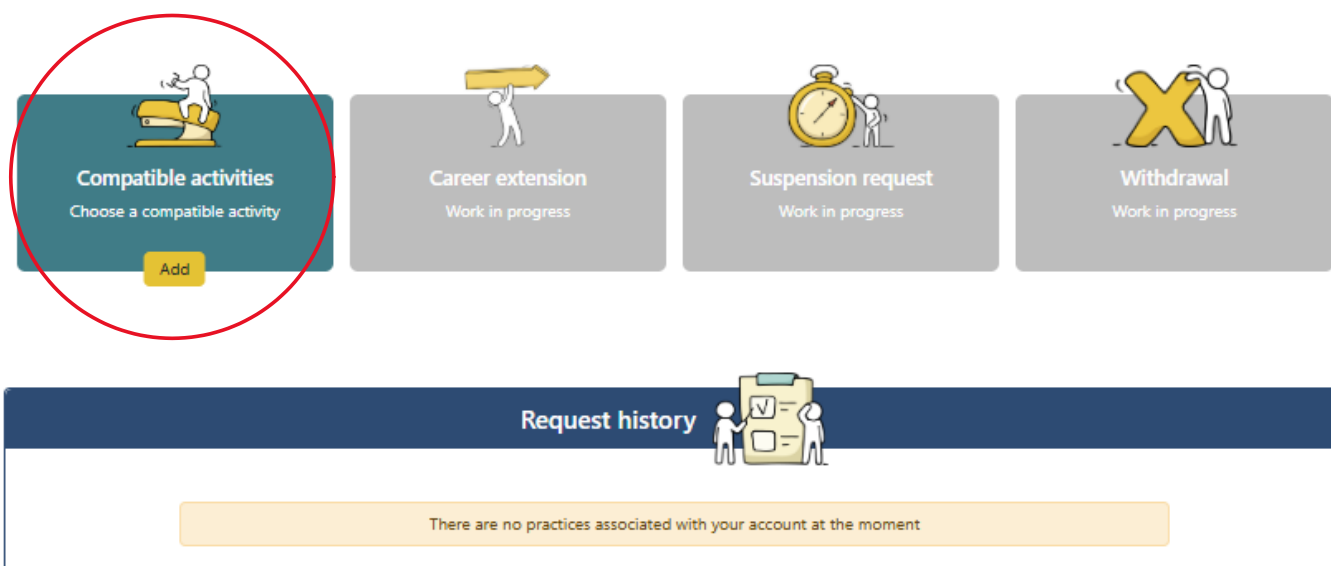
ATTENTION!

If the activity spans multiple academic years, a new application must be submitted at the beginning of each academic year for each year of compatible activities.

ATTENTION!

Please note that **clinical care activity** carried out by **PhD students enrolled in medical and veterinary PhD Programmes** are NOT included in this features and PhD students have to contact SAM - Settore Didattica e carriera studenti ambito medico - Ufficio Dottorato e post-laurea (Dr. Paolo Papillo paolo.papillo@unibo.it)

PhD students looking for the authorization to compatible activities have to enter the dedicated section in Dottorandi App **BEFORE** the start of the activity itself.



PhD students must enter the following information:

1. Work task type
2. Task subject (Detailed description of the activity to be carried out)
3. Employer
4. Work place
5. Time period (fixed term or indefinite term)
6. Estimated hours

Activity compatible with PhD Programme

Request for authorization to carry out activities compatible with the research doctorate pursuant to art. 15 of the Regulations regarding doctoral courses issued with D.R. n. 1468 of 05/12/2016

PLEASE NOTE: if the activity spans multiple academic years, a new application must be submitted at the beginning of each academic year for each year of compatible activities

1 Work task type *
 Apprenticeship not included in PhD programme Tutoring Paid working task

2 Task subject (describe precisely the activity to be carried out) *

3 Employer * **4** Work place (city) *

5 Time period *
 Fixed term Indefinite term

6 Total estimated hours (only whole or half hours) *

Notes:

Attachment:
Optional attachment related to the activity (Attachment in PDF format and must not exceed 20 MB)

Notes and attachment field are not mandatory.

In case of **fixed term activity**, PhD students have to specify:

- the start date and the end date of the activity
- the total estimated hours within that period.

Employer * Work place (city) *

Time period *
 Fixed term Indefinite term

Total estimated hours (only whole or half hours) * From * To *

Notes:

In case of **indefinite term activity**, PhD students have to specify only the estimated hours per week.

Employer *	Work place (city) *
<input type="text"/>	<input type="text"/>
Time period *	
<input type="radio"/> Fixed term <input checked="" type="radio"/> Indefinite term	
Total estimated hours (only whole or half hours)	Estimated weekly hours (only whole or half hours) *
<input type="text"/>	<input type="text"/>
Notes:	
<input type="text"/>	

In case of TUTORING, PhD students have to insert the academic year during which the activity is carried out because the Regulations regarding tutoring activities states that students can carry out tutoring activity for maximum 60 hours per each academic.

Work task type *
<input type="radio"/> Apprenticeship not included in PhD programme <input checked="" type="radio"/> Tutoring <input type="radio"/> Paid working task
Reference Academic Year *
<input type="text"/>
Task subject (describe precisely the activity to be carried out) *
<input type="text"/>

CONTACTS

To get IT support you can contact assistenza.cesia@unibo.it

To get any other clarifications you can contact AFORM - Settore Dottorato aform.udottricerca@unibo.it