IASA
INSTITUTE OF ADVANCED SCIENCE FOR AGRICULTURE

Welcome Kit

Information Guide

42nd Cycle (XLII) · PhD Programme in *Advanced Sciences for Agrifood Systems*

STUDY · RESEARCH · LIFE

ENGLISH

Dear PhD Student,

first of all, congratulations on being awarded a scholarship in the 42nd Cycle (XLII) of the PhD Programme in Advanced Sciences for Agrifood Systems at IASA – Institute of Advanced Science for Agriculture!

We are delighted to welcome you to our academic community and to accompany you on this important journey of training and research. Please read the information below carefully. The PhD Office will remain available for any clarification and will promptly inform you of any further updates.

PHD OFFICE — IASA

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The information contained in this guide may be updated in accordance with subsequent organisational and administrative provisions.

1 Teaching Activities and Start of the PhD

Start dates, access to online classes and first information on courses and research activities.

When will PhD activities begin?

The first teaching activities will take place **online** starting from **2 December 2026**.

In-person activities at the IASA Campus will begin after the arrival of the PhD students, scheduled for **11 January 2027**.

The detailed calendar of classes and other training activities will be communicated by the **PhD Office**.

How will I access online classes?

To allow participation in online teaching activities, each PhD student will be assigned an **institutional IASA e-mail address**, through which it will be possible to access the **Microsoft Teams** platform.

Login credentials and access instructions will be sent once the institutional accounts have been created. This procedure is expected to be completed **after enrolment**.

When will I receive information on courses and research activities?

Information on the teaching calendar, classes, seminars, research activities and further training requirements will be communicated progressively by the PhD Office.

Further organisational communications will also be sent to your institutional e-mail address.

2 Travel and Arrival in Italy

Travel arrangements and arrival date at the IASA Campus.

Does IASA arrange and pay for the flight to Italy?

No. Travel arrangements and travel costs to reach Italy are the responsibility of each PhD student.

Plane tickets must therefore be booked and purchased independently.

When am I expected to arrive in Italy?

PhD students are expected to arrive at the IASA Campus on **Monday 11 January 2027**.

You are therefore advised to plan your journey so as to reach the Campus on that date.

When should I report to the Campus?

Arrival at the Campus is scheduled for **Monday 11 January 2027**. In-person academic activities will begin in the following days.

Further details on arrival times and reception arrangements will be communicated by the PhD Office.

What if I have not yet obtained my visa and cannot arrive by that date?

Don't worry. We will welcome you to the Campus as soon as you have received confirmation of your visa. Please keep the PhD Office (*phd@iasaeu.it*) updated on the progress of your application and your expected arrival date.

3 Welcome Day and Reception at the Campus

The orientation day for PhD students and the transfer service to the Campus.

Is there a welcome event for PhD students?

Yes. IASA will organise an orientation and welcome day (*Welcome Day*) dedicated to the PhD students of the 42nd Cycle.

It will be an opportunity to get to know the IASA academic community, meet the reference staff, receive initial information on the organisation of the PhD programme and become familiar with the Campus facilities and services.

The Welcome Day will take place in the days following the scheduled arrival on 11 January 2027. *The official date and programme will be communicated later.*

Is there a transfer service from the airport or the train station?

Yes. On the occasion of the PhD students' arrival, a transfer service to the IASA Campus will be arranged **exclusively** from the following pick-up points:

- **Bologna Airport**;
- **Bologna railway station**;
- **Ferrara railway station**.

The service will not be available from other airports, stations or locations.

To organise the service properly, each PhD student will be asked to complete the **form at the end of this guide** (Annex A), stating whether they intend to use the shuttle service and the pick-up point, and to attach their **travel ticket in PDF format**.

Shuttle times and operating details will be communicated later by the PhD Office, based on the information received.

4 Accommodation and Meals

Accommodation at the Campus, canteen service and dietary requirements.

Does IASA provide accommodation for PhD students?

Yes. IASA provides its PhD students with **free accommodation on Campus**.

Rooms are equipped with the comforts and facilities needed to ensure a suitable and comfortable environment during your stay. Bed linen and towels are provided in the rooms.

Further practical information on accommodation and the organisation of spaces will be provided before your arrival.

Do I have to pay for accommodation?

No. Accommodation on Campus is **completely free of charge** for PhD students.

Are meals included?

Yes. Meals at the **Campus canteen** are also provided free of charge for PhD students.

Further information on canteen opening hours and access arrangements will be provided upon arrival.

Do I need to report any food allergies or intolerances?

Yes. In order to organise the catering service properly, please inform the PhD Office (*phd@iasaeu.it*) of any allergies, intolerances or special dietary requirements before your arrival.

5 Enrolment and Administrative Procedures

Acceptance of the scholarship, completion of enrolment and bank details.

Does accepting the scholarship automatically complete my enrolment?

No. Accepting the scholarship and completing enrolment are **two separate administrative steps**, although closely related.

It is therefore necessary to follow carefully the instructions provided by the PhD Office and complete all the required procedures.

What is the deadline for completing enrolment?

The deadline for completing enrolment is **30 November 2026, at 23:59 (Italian time)**.

Please submit all the required documentation by this deadline and make sure that all steps have been completed correctly.

What bank details do I need to provide?

For administrative purposes and for the payment of the scholarship, you must provide a **valid IBAN code** for a bank account or other payment instrument held in the PhD student's name.

> **PLEASE NOTE**
>
> The bank account or payment instrument **must be held in the name of the scholarship holder**. Bank details in the name of third parties will not be accepted.

6 Scholarship and Financial Information

Scholarship payment schedule, required steps and documents to bring with you.

When will the first scholarship payment be made?

The scholarship will be paid **monthly, by the 10th day of the following month**, once enrolment and all other required administrative steps have been completed.

The first payment will therefore depend on the successful completion of the procedures and the submission of all the required documentation, including bank details in the beneficiary's name.

Are there any further steps required to receive the scholarship?

Yes. In addition to completing enrolment, you will need to provide all the information and documentation requested by the competent offices for the administrative and social security management of the scholarship.

PhD students must personally log in to the **INPS** portal (Italian National Social Security Institute) using SPID, CIE or CNS, and submit the application for registration with the **Gestione Separata** (separate social security scheme) as a “parasubordinate” worker. This step must be completed promptly at the start of the PhD.

The PhD Office will provide support with this procedure.

Which documents should I bring with me to Italy?

To facilitate administrative procedures and your settling in Italy, we recommend that you keep and bring with you, preferably in both **paper** and **digital** format, the following documents:

- Valid **passport** and **study visa**;
- Copy of the documentation submitted for **enrolment**;
- Relevant **academic qualifications** and certificates;
- Any additional documentation requested by the Embassy or Consulate;
- Your own **health records** and documentation of the **vaccinations** you have received.

> **TIP**
>
> Keep copies of all important documents for the entire duration of your stay.

7 Communications and Support

The PhD Office is your point of reference at every stage, from admission to arrival in Italy.

Who can I contact if I have doubts, questions or needs?

The **PhD Office** is the main institutional point of reference for all administrative and organisational matters relating to the PhD programme.

Our staff will be available to support you through the various stages of admission, enrolment, transfer planning and arrival in Italy.

For any information, clarification or support, you can contact us at:

IASA PhD Office

E-MAIL *phd@iasaeu.it*

To allow us to handle your request quickly and effectively, please always state your **full name** and refer to the **42nd Cycle (XLII)** of the PhD Programme.

A Arrival Information Form

Organisation of the transfer service. To organise the transfer service to the IASA Campus, we ask each PhD student to complete the form below, stating whether they intend to use the shuttle service provided by IASA, and to attach their travel ticket in PDF format. The data collected will be used exclusively for organisational purposes and to coordinate the welcome service.

1. PERSONAL DETAILS

Full name _____

Country of origin _____

E-mail address _____

Phone number (with international dialling code) _____

2. TRANSFER SERVICE

Do you intend to use the IASA shuttle service? ☐ Yes ☐ No

If yes, please indicate the pick-up point *(tick one)*:

- ☐ Bologna Airport
- ☐ Ferrara railway station
- ☐ Bologna railway station

IMPORTANT

Please attach the **PDF of your travel ticket** (plane or train) when returning this form.

In case of any change to your journey, please inform the PhD Office promptly (*phd@iasaeu.it*). Final arrangements and shuttle times will be communicated later.

Welcome to the IASA academic community!

Starting a PhD in a new country is an important milestone, full of opportunities, new experiences and chances for personal and professional growth.

We know that this new adventure may also bring doubts and uncertainties, especially at the beginning. We want to reassure you: the PhD Office and the whole IASA academic community are ready to accompany you and give you the support you need along the way.

We are happy to welcome you to our community and look forward to beginning this new path of research, training and collaboration together.

Welcome to IASA!

PHD OFFICE — IASA – INSTITUTE OF ADVANCED SCIENCE FOR AGRICULTURE