

## Regulation on External Activities

Updated January 2025 – Approved by the Board of Supervisors on 11/11/2025

In accordance with AVA3 Guidelines (ANVUR) and DM 226/2021

### 1. Purpose and Scope

This Regulation defines the procedures and credit attribution criteria for external activities carried out by PhD students enrolled in the PhD Course in Industrial Engineering (CDII).

External activities include any teaching, tutoring, research, or professional engagement performed outside the ordinary training and research activities foreseen by the individual Training Plan.

All activities shall comply with DM 226/2021 and AVA3 Guidelines (ANVUR), ensuring that the total workload of the doctoral program amounts to 180 CFU<sup>1</sup> (≈ 4,500 hours over three years, corresponding to 60 CFU per year).

### 2. Definition of External Activities

External activities include, but are not limited to, the following categories:

- a. *Teaching Support (Didattica Integrativa)*: support to university courses (e.g., exercises, laboratory sessions, co-supervision of theses).
- b. *Tutoring*: activities carried out within the University of Padova or the Department of Industrial Engineering (e.g., Tutor Junior, mentoring programs, outreach support).
- c. *Institutional Collaborations or External Collaborations*: activities performed in collaboration with the Department of Industrial Engineering or external institutions, enterprises, or research centers, including those remunerated under specific contracts, provided they do not interfere with the doctoral training and research.
- d. *Third Mission and Public Engagement Activities*: initiatives contributing to the dissemination of research (e.g., 3-Minute Thesis, Science4All, exhibitions, public lectures).

### 3. Authorization Procedure

Every external activity must be previously authorized by the Executive Committee through the official form “External Activities Authorization Form”.

The request shall include: (i) type of activity, institution involved, and duration; (ii) consistency with the student’s Training and Research Plan; (iii) confirmation by the Supervisor that the activity does not interfere with the doctoral research.

The authorization is granted by the Coordinator on behalf of the Board of Supervisors, and subsequently ratified at the next Board meeting. Unauthorized activities cannot be recognized for credit or included in the student’s transcript.

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<sup>1</sup> In the Italian university system, academic credits are referred to as **CFU (Crediti Formativi Universitari)**. This is the national credit system used to measure student workload. The **ECTS (European Credit Transfer and Accumulation System)** is the standardized credit system adopted across Europe to facilitate the recognition of study periods and qualifications between different countries, often used in programs like Erasmus+. The Italian CFU system was designed to be fully compatible with the European standard. Therefore, there is a direct equivalence **1 CFU = 1 ECTS**. Both systems measure the total student workload (including lectures, seminars, practical work, and private study) required to complete a course unit.

#### 4. Credit Attribution

External activities are included within the overall 180 CFU workload of the PhD program. Credits are calculated on the basis of 1 CFU = 25 hours of documented activity, including preparation and reporting time.

Type of activity	Examples	Conversion rule	Maximum CFU per year	Notes
Teaching Support <sup>1</sup>	Exercises, laboratory sessions, co-supervision	1 CFU / 25 h	1,6	Requires course title and degree program
Tutoring	Tutor Junior	1 CFU / 25 h	4	Coherence with the Training Plan required
Internal/ External Collaborations	Work with DII, companies, research centers	1 CFU / 25 h	3	Prior authorization and declaration of non-interference
Third Mission / Public Engagement	Science4All, 3MT, public events	1 CFU / 25 h	1	Participation certificate required

<sup>1</sup> maximum 40 hours/year

<sup>2</sup> maximum 100 hour/year

Credits assigned for external activities are distinct from the minimum 16 CFU of structured training courses required by the Training Guidelines 2025.

The total number of credits from external activities over the three years cannot exceed 18 CFU, unless otherwise approved by the Board of Supervisors in specific justified cases.

#### 5. Documentation and Recognition

At the end of each academic year, students shall report all authorized external activities in their Annual Report, including duration, description, and evidence of completion.

The Supervisor verifies the accuracy of the information and proposes the credit recognition.

The final validation is performed by the Board of Supervisors, which records the activities and corresponding CFU in the student's academic record.

#### 6. Incompatibilities and Ethical Compliance

External activities must not interfere with the doctoral training, research, or institutional duties of the student.

Any activity implying a conflict of interest, confidentiality breach, or infringement of ethical rules is strictly prohibited.

In case of doubt, the Coordinator may suspend the authorization until the Board issues a final decision.