# Annex 1. TEACHING ASSISTANT REQUEST

**Teaching Assistant Application Form**

Registration Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PhD Administrative Office

LUM University

Casamassima (BA) – Italy

I, undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

enrolled in the\_\_\_\_\_\_\_\_\_ cycle of the PhD Program in Economics and Management of Sustainability and Innovation

ASK

For the authorization to serve for the following activities throughout the academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with regard to the following courses:

1. COURSE, UNDERGRADUATE/GRADUATE PROGRAM, ACTIVITY (teaching assistant);
2. COURSE, UNDERGRADUATE/GRADUATE PROGRAM, ACTIVITY (Integrative Teaching for NO. OF HOURS);
3. …

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Program Coordinator

# Annex 2. PhD Committee composition

**PhD Committee composition**

I NAME and LAST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, regularly attending the second year of the PhD program in Economics and Management of Sustainability and Innovation at LUM University, \_\_\_\_\_\_\_\_\_\_\_\_ cycle, having identified the members of the PhD Committee and having obtained the agreement of each single member to be involved in the PhD Committee,

DECLARE

the PhD Committee is composed as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name, Last name** | **Position** | **Affiliation** | **Signature** |
| President |  | Full professor or Associate Professor |  |  |
| Member |  | Full professor, Associate Professor, Assistant Professor |  |  |
| Advisor |  | Full professor, Associate Professor, Assistant Professor |  |  |

A preliminary title of the Research Proposal is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moreover, I have attended the following conferences, having presented the following paper \_\_\_\_\_\_\_TITLE\_\_\_\_\_\_\_\_, as attested in the conference program/proceeding/email of acceptance attached to this form.

Date, Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex 3. Visiting Scholar Period Application Form

**Visiting Scholar Period Application Form**

Registration Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PhD Administrative Office

LUM University

Casamassima (BA) – Italy

I, undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

enrolled in the\_\_\_\_\_\_\_\_\_ cycle of the PhD Program in Economics and Management of Sustainability and Innovation

ASK

For the authorization to stay abroad for\_\_\_\_\_\_ months

From (dd/mm/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to (dd/mm/yyyy)

To carry out the following: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Program Coordinator

# Annex 4. Research Proposal / Final Thesis defense evaluation

**Research Proposal / Final Thesis defense evaluation**

Today \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PhD student/PhD candidate regularly attending the PhD Program in Economics and Management of Sustainability and Innovation at LUM University, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cycle, has defended his/her Research proposal/Final Thesis, title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in front of the PhD Committee composed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name, Last name** | **Position** | **Affiliation** |
| President |  | Full professor or Associate Professor |  |
| Member |  | Full professor, Associate Professor, Assistant Professor |  |
| Advisor |  | Full professor, Associate Professor, Assistant Professor |  |

Having assessed the presentation and discussion held by the candidate, the PhD Committee expresses the following considerations:

* The Research Proposal/Final Thesis is accepted without any suggested change. The student can proceed as planned.
* The Research Proposal/Final Thesis is good and is accepted but with some revisions that must be submitted to the PhD Committee by[[1]](#footnote-1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The Research Proposal/Final Thesis is not accepted and the student/candidate must resubmit a new Research Proposal/Final Thesis by[[2]](#footnote-2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A short description of the motivations related to the above decision is provided as follows:

|  |
| --- |
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|  |
|  |

The PhD Committee also recognizes that the student/candidate has declared, under his/her responsibility, that the following manuscript(s) fit(s) with the requirements set out at the art. 2 of the Regulation Statement of the PhD Program in Economics and Management of Sustainability and Innovation for the admission to the third year of the program/admission to the defense of the final thesis:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| President |  | Member |  | Advisor |
|  |  |  |  |  |

# Annex 5. Access to the PhD research funds

**Access to the PhD research funds**

To the Coordinator of the PhD Program

LUM University

Today \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I undersigned Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, regularly enrolled at the second/third year (cycle \_\_\_\_\_\_) of the PhD program in Economics and Management of Sustainability and Innovation, being conscious of the total amount still available for the year \_\_\_\_\_\_\_\_\_,

ASK

For the access to my personal research fund, due to the following reasons:

1. ……
2. ……
3. …….

Purchase request: □ Refund request: □

Budget:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Expenses** | **Euro** | **Payment due to** |
| **1.** |  |  | e.g., Bank account, IBAN, etc. |
| **2.** |  |  |  |
| **3.** |  |  |  |
| …….. |  |  |  |
|  | **Total** |  |  |

Date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For acceptance, the Program Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. October 31st, third year, is the final deadline allowed in the case of the Final Thesis. [↑](#footnote-ref-1)
2. October 31st, third year, is the final deadline allowed in the case of the Final Thesis. [↑](#footnote-ref-2)