



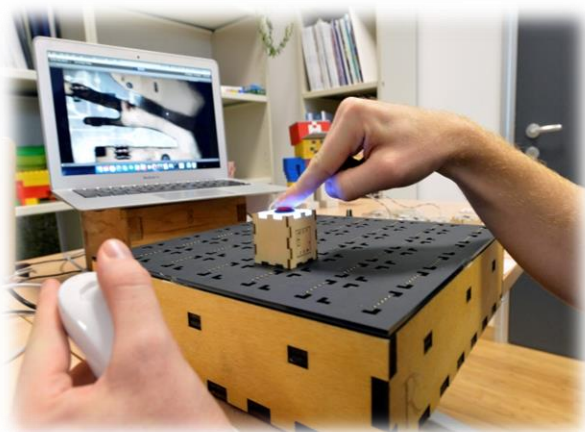
**UNIVERSITY
OF TRENTO**



QUICK GUIDE for PhD students

Humanities and Cognitive Sciences Area

A.Y. 2021-2022



Updated: 31/07/2021. Further information is available on the website.

Summary

PhD general description	4
1. Career	4
1.1. Admission	4
1.2. 2 nd , 3 rd and 4 th year enrolment	4
1.3. Certificates	5
1.4. Notices or communications from the PhD Office	5
1.5. Educational activities for PhD students	5
1.6. Extra-curricular activities	5
1.7. Final examination	6
1.8. PhD thesis archival	6
1.9. Suspension	6
1.10. Withdrawal	6
1.11. Exclusion	7
2. Financial support	7
2.1. Scholarship (UniTrento)	7
2.2. Research budget	8
2.3. 50% scholarship increase for stays abroad	8
2.4. Opera Universitaria scholarships	8
2.5. Travel expenses	9
2.6. Conference, workshop, etc. registration	9
3. Residence/Domicile	10
4. Utilities	10
4.1. E-mail address, IT services, and open spaces	10
4.2. Laboratories and other facilities	10
4.3. Language courses	11
4.4. Libraries	11
4.5. Useful links	11
4.6. Emergency procedures	12
4.7. IPR – Intellectual Property Rights	12
5. Internationalization	12
5.1. Co-tutelle de thèse – double PhD degree	12
5.2. Doctor Europaeus	12
5.3. More international opportunities (outgoing)	13
5.4. Joint supervision of doctoral thesis	13
5.5. Visa and stay permit	13
6. Logistics	14

6.1.	Accommodation	14
6.2.	Canteens	14
6.3.	People with disabilities and special needs	15
7.	Other services	15
7.1.	Health Insurance for non-Trentino resident PhD students	15
7.2.	Liability and Accident Insurance	15
7.3.	Student card	15
7.4.	Public Transport.....	16
7.5.	Nursery	16
7.6.	Confidential Counsellor.....	16
7.7.	Psychological Counselling	16
7.8.	Borrow a bike.....	17
7.9.	Sports	17
8.	Rights and duties of doctoral students.....	18
9.	Contacts	19
9.1.	PhD Office– Cognitive, Social Sciences and Humanities.....	19
9.2.	Doctorate Secretariat.....	19
9.3.	International Mobility Office.....	20
9.4.	Opera Universitaria (University Guild).....	20
9.5.	Scientific Research and Technological Transfer Division	20
9.6.	Administration Management	21

PhD general description

The PhD is the highest academic educational level in Italy and provides the necessary skills to perform high-quality research activity both in public and private bodies, for the development of scientific and technological progress, and contributing to the creation of a leading class with a high-level professional background and a corresponding international approach.

The PhD programme is divided into two main steps. The former is devoted to the further enrichment of the basic training thanks to advanced training courses; the latter is targeted to the planning and actual carrying out of a specific research project.

The doctoral courses activated by the University of Trento (hereafter 'UniTrento') are regulated by the D.M. no. 45 of 8th February 2013 and by the University Regulations for Doctoral Programmes, issued with Rector's Decree no. 383 of 4th July 2013 and following modifications.

More info: [PhD Schools and Programmes](#)

1. Career

1.1. Admission

Admission to the Doctoral course is offered through a public selective procedure, hereinafter named Call.

Calls are published on the website of the University, usually in the period between February and July of the academic year before the first academic year of the Doctoral course shall begin. Candidates are evaluated according to a selective procedure scheduled by each PhD programme.

Applications for the Doctorate are accepted from candidates who hold:

- an Italian "Laurea magistrale" instituted in conformity with Italian Ministerial Decree 270/2004, or a university degree of the previous regulations (Italian "Laurea specialistica" or "Diploma di Laurea"), or a second level degree awarded by an Italian "AFAM" Institute (Artistic and Musical Higher Education);
- an equivalent degree obtained abroad (Master's degree) and recognized as equivalent to the Italian "Laurea magistrale" by the Admissions Committee for the sole purpose of admission to the Doctoral programme, also within the framework of international agreements.

WHO TO ASK: Divisione Supporto Corsi di Dottorato e Alta Formazione Polo Città Rovereto (hereafter 'PhD Office').

1.2. 2nd, 3rd and 4th year enrolment

After the decision of the PhD Programme Committee concerning the admission to the 2nd, 3rd or 4th Academic Year, PhD students must enroll.

The enrolment procedure for the 2nd, 3rd or 4th year is available in the online system by the deadline for enrolment.

PhD students must pay the TDS – Education Tax of € 166,00 (it includes € 150,00 of TDS for the current academic year and the € 16,00 stamp duty), except in case of exemption. The payment has to be made through the payment system called PagoPA.

NON-EU citizens have to upload to [Esse3](#) a copy of their valid stay permit. If it's expired, they have to submit both the expired stay permit and the request of renewal.

Details and info: [Webpage "Enrollment in 2nd 3rd or 4th year"](#)

WHO TO ASK: PhD Office

1.3. Certificates

Requests for some kind of certificates (enrolment, tax payment, degree award) can be submitted by email to the PhD Office specifying if the document is needed in Italian or English.

For certifications about the activities carried out during the doctoral programme (exams, seminars, etc.), the request should be addressed to the Doctorate Secretariat.

Certificates provided by the University may not be issued, or otherwise made available, to any Italian public administration or private organization operating in the public services (in accordance with article 15 of Italian Law no. 183/2011).

In order to certify your status to an Italian public administration or private organization operating in the public services, you must provide a self-declaration (please note that non-European citizens can provide self-declarations only concerning facts and information which can be verified by an Italian public administration and only if they are in possession of a valid residence permit, to be attached to the declaration). For the purpose of the stay permit's renewal, self-declarations are not admitted; an official certification issued by the PhD Office must be delivered to the Questura.

WHO TO ASK: PhD Office or Doctorate Secretariat

1.4. Notices or communications from the PhD Office

E-mail is the primary mode of communication between the PhD Office, Secretary of the PhD Programme and the PhD students, and all deadlines, and doctorate-related news and events will be communicated via the University accounts. It is imperative that doctoral students check their UniTrento e-mail address on a regular basis. It is nevertheless mandatory to keep the PhD Office updated on any changes to the e-mail private address.

Students should also regularly check:

- your "UniTrento" institutional mailbox;
- the website where the useful information is published.

Details and info: Account.help@unitn.it

1.5. Educational activities for PhD students

PhD students at the UniTrento can enroll in doctoral courses offered by other Programmes at the University, provided that their Committee or supervisor approves that such a course is fundamental to their research aims.

Details and info: [Educational activities for PhD students](#)

ASK TO: Secretary of the PhD Programme that provides the teaching

1.6. Extra-curricular activities

Students who intend to carry out extra-curricular activities (carried out outside the University, remunerated collaborations, supplementary teaching activities or tutoring) must ask for the authorization to the Committee of the PhD Programme (after consultation with the supervisor/tutor).

Extra-curricular activities include external work, paid collaborations, supplementary educational exercises and tutoring. Students must ask for the authorization also for external activity done for free, as it may be incompatible with the PhD Programme duties.

Any unauthorized external activity may result in the exclusion from the Programme.

WHO TO ASK: Doctorate Secretariat

1.7. Final examination

At the end of the PhD programme, the thesis is examined by two reviewers (external to the UniTrento or other institutions directly involved in the specific programme) appointed in consultation by the PhD Programme Committee and, upon positive judgement, is admitted to the Final Examination.

Final examination will take place in front of the Examination Committee and consist of a public discussion of the thesis.

Date and time of the examination will be provided to the candidates via university email account or will be published and advertised via the university website.

Details and info:

[Application for Final Examination](#)

[About the Final Examination](#)

WHO TO ASK: PhD Office or Doctorate Secretariat

1.8. PhD thesis archival

Following 2007 CRUI guidelines, doctoral theses are stored in digital format and made available for open access through the Institutional Research Archives (IRIS), which can be accessed from the link <https://iris.unitn.it/> in compliance with the *Regulation on the legal filing of documents*.

At that link you can upload the file of your thesis and the authorization form (Deposit Disclaimer) at least ten days before the date set for the final exam in order to obtain the diploma.

Details and info: <https://iris.unitn.it/>

WHO TO ASK: PhD Office or iris@unitn.it

1.9. Suspension

PhD students have the right to suspend their studies in case of:

- maternity/paternity (see the information about [Maternity temporary leave](#));
- serious and certified illness;
- internship programmes for the training of teachers (Italian TFA).

Absence due to severe and documented personal and/or family reasons (other than the ones listed above) must be explicitly authorized by the Doctoral Committee.

If PhD students fail to attend their doctoral course for more than 30 days, their scholarship payment will be suspended. The monthly scholarship will be paid considering the attendance for periods equal to or greater than 15 days.

Students restart attendance after suspension, they are requested to submit to the proper PhD Office a declaration duly filled and signed, with the signature of approval by the PhD Programme Director.

Details and info: [Suspension](#)

WHO TO ASK: PhD Office and Doctorate Secretariat

1.10. Withdrawal

PhD students may withdraw from their programme at any time, by filling in the form and sending it to the Director of the Doctoral Programme and to the related PhD Office. After quitting their studies, PhD students no longer have the right to receive their scholarship and for the payment of the monthly scholarship will be considered periods equal to or greater than 15 days.

Details and info: [Withdrawal](#)

WHO TO ASK: PhD Office and Doctorate Secretariat

1.11. Exclusion

The PhD Programme Committee may decide to exclude PhD students from the Doctoral Programme with the resulting forfeiture of the study scholarship in the following cases:

- a) insufficient results in the assessments during the year;
- b) negative opinion given by the Doctoral Programme Committee regarding admission to the successive year of study; in this case, the Doctoral Programme Committee will verify achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work;
- c) if the student has accepted employment contracts without the prior authorization of the Doctoral Programme Committee;
- d) trancies or prolonged unavailability;
- e) any reason specifically expressed in the rules and regulations policy of the PhD Programme;
- f) failure to pass the final examination.

Details and info: [Exclusion](#)

WHO TO ASK: PhD Office or Doctorate Secretariat

2. Financial support

2.1. Scholarship (UniTrento)

The UniTrento scholarships can be funded by UniTrento or by external institutions or agencies and are awarded according to the procedure stated in each call.

In Italy the minimum annual gross amount is € 15.343,28 (according to the Ministerial Decree no. 40 of 25th January 2018) including the social security contributions that have to be paid by the doctoral students as established by the Italian law in force. UniTrento in order to enhance, even economically, those involved in the doctoral path, has decided to increase it to the gross amount of **€ 16.290,00**.

Scholarships are not work contracts and do not entail an employment relationship between the PhD student and the University.

Scholarships cannot overlap (be accumulated) with other scholar/fellowships, with the exception of those awarded by national or foreign institutions intended to support periods spent abroad which are considered useful for the student's educational and research activities.

Scholarships are paid in instalments every two months in advance, except for the instalment of January/February which is paid by the end of January. The scholarship is confirmed for the following academic year if all prerequisites are maintained.

Scholarship waiver: PhD students who decide to decline their scholarship have to fill in the specific form so to communicate their decision to the PhD Office as timely as possible. Non-due scholarships paid in advance must be returned.

Unemployment benefits (DIS-COLL)

The unemployment benefits for PhD students has been introduced from 1st July 2017, by the article 7 of the Law no. 81 of the 22nd May 2017.

Further information to DIS-COLL are available online:

- on the website of [INPS](#) (National Social Security Institute);
- by the Circular of INPS no. 115 of 19th July 2017;
- by Article 7 of the Law no. 81 of 2017, that extends the DIS-COLL to PhD students and research fellows.

Details and info: [Doctoral Scholarships](#)

WHO TO ASK: PhD Office

2.2. Research budget

PhD students are assigned an amount of € 3.258,00 for 3-years-programmes or € 4.887,00 for 4-years-programmes (€ 1.000,00 for years 1st and 2nd, € 1.258,00 for year 3rd and € 1.629,00 for year 4th if expected) to be used for educational and research purposes. This amount is managed directly by the PhD Secretariat.

WHO TO ASK: Doctorate Secretariat

2.3. 50% scholarship increase for stays abroad

Doctoral students are entitled to get a 50% increase of their scholarship when staying abroad for reasons related to their doctoral research activities and studies.

The increase of the scholarship can be allocated to students with scholarship till the end of their last year. Doctoral students are not entitled to get the increase of the scholarship for the research period spent abroad after the end of their last year or in the period before sustaining the final examination.

Before their departure doctoral students have to deliver the following documentation to the PhD Office:

- the form to apply for the increase of the scholarship;
- for research periods not exceeding 6 months: the PhD Director's authorization;
- for research periods lasting more than 6 months: copy of the PhD Programme Committee's resolution.

The grant's increase is paid at the end of the period spent abroad.

For periods lasting more than 3 months, the University will pay the 60% of the whole scholarship increase in advance. The form of scholarship increase (see the box "download") will be submitted within 2 months before the departure in order to receive the advance payment within the leaving date.

The remaining part (40%) will be paid at the end of the period, after submission of the certificate stating the duration of the period abroad.

At the end of the period abroad doctoral students have to deliver to the PhD Office the certificate showing the start and end dates of the research activity at the partner institution, issued by the foreign institute.

Please note:

- The scholarship increase will be paid only for an "uninterrupted period" of **at least one month and not exceeding 18 months**.
- "stay abroad" means a geographical place outside the national territory.

Details and info: [Scholarship's increase](#)

WHO TO ASK: PhD Office

2.4. Opera Universitaria scholarships

Doctoral students who have not been assigned a doctoral scholarship can ask for a scholarship to the Opera Universitaria (institution for the right to study that offers services to students enrolled in UniTrento).

Opera Universitaria scholarships are granted according to specific prerequisites (economic and merit).

Details and info: [Opera Universitaria di Trento](#)

2.5. Travel expenses

In case of educational and research activity carried out at locations other than UniTrento, **PhD students must ask for their supervisor's the Department director's authorization.** This authorization is necessary in order both to be insured and to receive the possible reimbursement of expenses.

To do:

Before leaving: check with the procedure with the Doctorate Secretariat and read carefully the Regolamento per le missioni (in particular, the maximum expenses allowed for PhD students).

The online travel request ("Richiesta Autorizzazione Missione") must be submitted well in advance (login to your personal account "MyUnitn" and click to "Travels e-tool"), at least 2 or 3 weeks before the beginning of the mission.

During the travel: keep all the original tickets, receipts, invoices etc.

Eligible expenses for reimbursement are travel, subsistence and accommodation costs.

PhD students are asked to choose the most convenient means of transport.

Any receipts for accommodation must be addressed to the person directly concerned; if the accommodation is shared, the operator should issue an individual and personal receipt.

If you choose to stay in an apartment, you must prove its cost-effectiveness by attaching a quota of the cost of staying in a hotel.

Upon return: fill the "Richiesta Liquidazione Missione" online as soon as possible (with the description of the costs for which they are asking for a reimbursement). Deliver the original documents (receipts, etc.) to Servizi amministrativi – contabili di Polo.

In case of reimbursements exceeding € 77,47, an amount of € 2,00 will be deducted for the mandatory stamp duties.

Please note:

- The online travel request ("Richiesta Autorizzazione Missione") must be filled in also for trips for which you don't require a reimbursement (because, for example, you are covered by the scholarship's increase).

In this case, choose the option "do not apply for a refund" so that the application, once approved by the Director of the Department/Centre, will be archived;

- if you submitted a travel authorization's request for a trip which has not been carried out, in the online system it is necessary to put the request in the trash folder and send an email to the Secretariat of the Doctoral Course.

WHO TO ASK: Doctorate Secretariat or "Servizi amministrativi-contabili di Polo"

2.6. Conference, workshop, etc. registration

The costs of attending conferences, congresses, courses and seminars are managed separately from trips and travel expenses. It's important to read carefully the article 6 of the "Regolamento per le missioni" which explains the procedure:

- a) If UniTrento (and not the PhD students) should pay for the registration to a conference, seminars, and so on, you have to fill out a special form ("Attendance at courses - seminars – conferences" – available on the webpage <https://www.unitn.it/en/ateneo/modulistica>) and give to "Servizi amministrativi-contabili di Polo" BEFORE registering to the event in order to allow the office to pay the fees in due time.
- b) In case of conferences and seminars in Italy organized by institutions subjected to mandatory emission of digital invoice, the payment of the registration fee will be paid directly by the above-mentioned "Servizi amministrativi-contabili di Polo".

Should students have no time to ask the registration through the Administrative office, if it concerns:

- conferences and seminars in Italy, organized by institutions *not subjected to mandatory emission of digital invoice*,
- or conferences and seminars organized by foreign institutions,

in order to get the full reimbursement of the amount, they will have to ask the conference organizers to issue an invoice/receipt made out to UniTrento – Department/University Centre...- VAT n. 00340520220, specifying name and surname of the PhD student.

Please note: if the invoice will be made out only to the PhD student, the amount will be decrease by taxes.

WHO TO ASK: "Servizi amministrativi-contabili di Polo"

3. Residence/Domicile

It's quite common to confuse the meaning of Domicile (in Italian "Domicilio") and Residence (in Italian "Residenza"), but they have two different legal meanings.

Residence (in Italian "Residenza"): address where a person regularly lives (medium- to long-term) and must be registered to the competent municipality ("Ufficio Anagrafe") filling in a specific form.

Domicile (in Italian "Domicilio"): is the place where a person lives or does business (for example the address of temporary stay to attend a study programme).

Please note:

- PhD students have to inform the PhD Office about any changes to the above addresses or should a domicile become a residence (and viceversa);
- For foreign students, the request to the Municipality of Trento (or other Italian municipalities) for registration in the "Anagrafe dei residenti" demonstrates the change of residence to Italy. It should be noted that the request for change of residence does not necessarily imply the issue of the identity card, nevertheless the belonging of an Italian identity card demonstrates the change of residence.

Details and info: [EU citizens - stay permit](#)

WHO TO ASK: PhD Office

4. Utilities

4.1. E-mail address, IT services, and open spaces

After enrolment, students are provided with a UniTrento email address (*username@unitn.it*). The PhD Office will send a message to the new doctoral students as soon as the email address will be assigned.

The email service is used for official communications between doctoral students and UniTrento, and consists in a personal and free Google Educational email address.

To have access to the personal email, PhD candidates can log in with your personal UniTrento username and password, that allows also access to several IT services and to the University wireless network.

After earning the degree (final examination), the email address [username@unitn.it](#) will be active for 180 days; than it is blocked and becomes [username@alumni.unitn.it](#).

Details and info: [PhD email](#)

WHO TO ASK: PhD Office (for e-mail box) and Doctorate Secretariat (for student's spaces).

4.2. Laboratories and other facilities

Doctoral students may use the facilities, libraries and laboratories at UniTrento. Due to security and safety laws in force, access to the laboratories may be restricted.

WHO TO ASK: Doctorate Secretariat.

4.3. Language courses

Doctoral students can attend language courses organized by CLA-Centro Linguistico di Ateneo.

CLA has a wide educational offer which includes extensive and intensive courses of English, French, Spanish, German, Chinese and other languages, included Italian for foreigners.

In order to enroll, PhD students must pass the online admission test and pay a € 50,00 fee.

Details and info: [Language Center - CLA](#)

4.4. Libraries

The University library system is organized in the following locations:

Central University Library (BUC)	situated in Trento, at the Quartiere Le Albere, Via Adalberto Libera, tel. +39 0461 283011, <i>bibliotecacentrale@unitn.it</i>
Cavazzani Study Room	Via Verdi, 8 - 38122 Trento Ph. +39 0461 283012 BibliotecaCentrale@unitn.it
Rovereto University Library	Rovereto, Corso Bettini 43, tel. +39 0464 808443, <i>bibliotecascienzecognitive@unitn.it</i>
Mesiano University Library	Trento, Loc. Mesiano, 77, tel. +39 0461 281956-1958, <i>bibliotecaingegneria@unitn.it</i>
Povo University Library	Trento, via Sommarive, 5 – (Povo), tel. +39 0461 281510-2010, <i>bibliotecascienze@unitn.it</i>

Books may be borrowed from every University libraries and every municipal libraries in the Province of Trento, using the card of Sistema Bibliotecario Trentino (obtainable in any library belonging to the system).

Details and info: [University Library System](#)
[Trento municipal library](#)

4.5. Useful links

Italian PhD candidates Association (ADI):

- [Webpage](#)
- [ADI Trento](#)

European Commission Portals:

- [Study in Europe – General Information](#)
- [Marie Skłodowska-Curie Actions](#) (Research Fellowship Programme)
- [Joint Research Centre \(JRC\)](#)
- [Euraxess – Researchers in motion](#)
- [Euraxess Italy](#)
- [EURES – The European Job Mobility Portal](#)
- [EuroDoc – the European Council of Doctoral Candidates and Young Researchers](#)
- [European Charter & Code for Researchers](#)
- [EUA Council for Doctoral Education](#)

4.6. Emergency procedures

Every user of the offices and laboratories of the University shall read and understand the information placed next to the maps of the emergency plans available at every floor on any UniTrento building.

UniTrento appointed people who are in charge of the emergency management (evacuation and rescue procedures) and are deployed at the Departments/Centers.

In case of emergency, they wear yellow chest strap.

Details and contacts: [Emergency Management](#)

General Local Emergency Phone Number: 112

4.7. IPR – Intellectual Property Rights

The main reference in Italian laws about intellectual property are the Law for protection of copyright (No. 633 of April 22, 1941) and subsequent amendments. PhD students may own rights related to inventions they might create and the copyright for any eligible work or computer software. For collaborative research works the ownership of intellectual property rights may be shared with different researchers/entities involved.

For further information about Intellectual Property Rights, read the UniTrento regulations and rules carefully for any contracts stipulated between UniTrento and enterprises.

Details and info: [Intellectual Property Rights](#)

5. Internationalization

5.1. Co-tutelle de thèse – double PhD degree

The co-tutelle programme allows a PhD student to obtain a double doctoral degree within the framework of an agreement between the two participating institutions.

The co-tutelle programme requires an alternate and approximately equivalent research period at the University of Trento and the host university.

Each “co-tutelle-de-thèse” is carried out through the cooperative supervision of two professors, one from the University of Trento and one from the partner university. The student is required to fulfil the respective requirements for a doctorate at both universities.

Details and info: [Co-tutelle thesis](#)

WHO TO ASK: Doctorate Office

5.2. Doctor Europaeus

The additional label of "Doctor Europaeus" may be awarded to those PhD students who fulfil the prerequisites proposed by the European University Association as follows:

1. at least two professors from two higher education institutions of two European countries, other than the one where the doctoral thesis will be defended, have given their judgement concerning the manuscript;
2. at least one member of the jury should come from a higher education institution in European countries, other than the one where the doctoral thesis will be defended;
3. part of the defence must take place in one of the official languages, other than the one(s) of the country where the doctoral thesis will be defended;
4. the doctoral thesis must partly have been prepared as a result of a period of research of at least one trimester spent in another European country.

The procedure includes a previous application by the PhD student to his/her Doctoral Committee and the subsequent approval.

PhD students interested in obtaining "Doctor Europaeus" should send a request to the Doctoral Committee and to PhD Offices.

Details and info: [Doctor Europaeus](#)

WHO TO ASK: Doctorate secretariat and PhD Office

5.3. More international opportunities (outgoing)

If PhD students interested in carrying out as part of their course of study experiences abroad, UniTrento offers various opportunities (Bilateral Agreements – Collège de France, Erasmus+ Study mobility, Erasmus+ Traineeship mobility etc.).

Details and info: [International opportunities for students](#)

5.4. Joint supervision of doctoral thesis

The joint supervision of the thesis implies the participation of an additional professor external to the Doctoral Committee of the Italian and/or the foreign PhD Programme in which the student is enrolled. This is aimed to a scientific joint co-direction of the thesis and nor mandatory periods abroad neither the award of a double certificate is foreseen.

Therefore, a specific agreement is not required by UniTrento: it is sufficient that the Doctoral Committee approves the joint supervision of the thesis.

If the foreign institution of the interested professor would prefer to activate a specific agreement, the PhD Office will provide a template of agreement and – once agreed on it - this agreement has to be approved by the Doctoral committee.

Details and info: [Joint supervision of doctoral thesis](#)

WHO TO ASK: Doctorate Secretariat

5.5. Visa and stay permit

The **visa**, issued by an Italian diplomatic representative abroad, entitles non-EU citizens to enter Italy. There are several types of visas. In order to check if you need a visa for Italy, please visit the webpage <https://vistoperitalia.esteri.it/home/en>.

The **stay permit** is the document issued by the Police headquarters (Questura) in the town where you live, which entitles you to temporarily live in Italy. Non-EU citizens must start the procedure to request it within 8 working days from their arrival in Italy; EU citizens must start the procedure to ask it after having spent 90 days (without interruptions in between) in Italy.

The **stay permit for study must be renewed yearly** and it's mandatory for the permanence of the student in Italy. The Police headquarter requests a certificate of enrolment to the PhD Programme (to issue the certificate, refer to the previous paragraph 1.3). The request of renewal must be submitted at least 60 days before expiration.

Regulations are strict, so please refer to the **Welcome service** (welcome@unitn.it) for further information and stick to it.

Details and info: [Stay permit](#)
[Web page of International/Stay permit](#)

WHO TO ASK: Welcome Office and PhD Office

6. Logistics

6.1. Accommodation

60 accommodations in shared apartments or in the university campus are made available by Opera Universitaria **ONLY for the first academic year of a Doctoral course** to **foreign** students. The accommodation is assigned from the starting date of the programme.

Procedure to apply for the accommodation:

International doctoral students having completed the enrolment procedure in the first year, will be contacted by the Welcome service of the University of Trento that will provide them with all details about accommodation booking.

When to apply for the accommodation?

The online application has to be completed at least 30 days prior to the arrival to Trento.

Details and info: [Guaranteed Accommodation](#)

WHO TO ASK: [Opera Universitaria](#)

6.2. Canteens

There are 5 university restaurants, of which 2 in the city center:

- Via Tommaso Gar 18
- Via XXIV Maggio 15

And 3 on the hill:

- Mesiano
- Povo – Department of Science
- Povo1 – Polo F. Ferrari

There are also two bar/cafeterias, of which 1 in the city center:

- UniBar, at Studentato San Bartolomeo, Viale della Malpensada 138

In Rovereto students can enjoy their meal at:

- Bar/Ristorante Tandem, Via Vannetti 6
- Ristorante Gilda, Via Matteo del Ben 3/b (only lunch).

Doctoral students can access the university canteens with their [Student card](#) delivered by Opera Universitaria (see paragraph 7.3).

Details and info: [Restaurants and Cafeterias](#)
[Opera Universitaria – cafeteria services](#)

WHO TO ASK: Opera Universitaria

6.3. People with disabilities and special needs

UniTrento cares about diversity and inclusiveness as well as its students and staff with disabilities. It is becoming more and more essential to promote a culture of diversity and, more specifically, a culture of disability, that allow for wide participation and mutual improvement.

UniTrento is committed to remove all physical and social barriers to ensure the full participation of people with disabilities in every aspect of university life.

A number of services are already available for students with disabilities through the Inclusion Service, which operates in collaboration with Opera Universitaria.

These goals are supported by the Rector's Delegate for Disability, and by each delegate for every Department/Centre.

Details and info: [Disabilities and Special Needs](#)
[Library services for users with special needs](#)

WHO TO ASK: inclusione.studente@unitn.it

7. Other services

7.1. Health Insurance for non-Trentino resident PhD students

Thanks to the agreement between UniTrento and the local Provincial Company for Health Services (APSS), if you are a PhD student resident in Italy (but not in the Province of Trento) and you are registered in the National Health Service (SSN) you can go to a primary care doctor for a visit in Trentino, even for free, without the need to be deleted from the registration with your health practitioner (ASL) in the place of residence.

If you are a EU-resident PhD student, you should have the European Health Insurance Card. If you are not a resident in the Province of Trento, you can benefit from the UniTrento – APSS agreement.

If you are a non-EU resident PhD student and you have a valid stay permit, you are registered in the National Health Service (SSN) and a primary care doctor has already been assigned to you.

Details and info: [Health care for PhD Students](#)
[Health insurance – International Students](#)

7.2. Liability and Accident Insurance

PhD students enrolled at UniTrento carrying out institutional activities specifically authorized in Italy or abroad are covered by two types of insurance:

- on-the-job injuries (accident insurance);
- civil liability for damages caused to other people or things.

Please note that the abovementioned insurance does not substitute the mandatory health insurance.

Details and info: [Rights and Duties of doctoral students](#) (“Third party liability insurance”, in box Download)

7.3. Student card

The Student card which will be given at the moment of the registration entitles the PhD students to use the UniTrento and Opera Universitaria services, included the canteens. It also entitles to obtain reduced bills at restaurants and other places in town.

Details and info: [Student Card](#)

WHO TO ASK: Opera Universitaria

7.4. Public Transport

“Free Circulation” Pass:

PhD students regularly enrolled, can buy the free circulation annual bus pass, valid on public transport within province of Trento at the reduced cost of € 50.

This yearly pass can be activated starting from September 1 until August 31, regardless of the date of activation.

For occasional use of public transport (urban and of the whole province), you may ask for a prepaid card (named “*carta a scalare*”).

In order to apply for the pass, you are required to use the UniTrento e-mail account ...@unitn.it.

PhD students who, after completion of the legal duration of their programme (end of the third or fourth year) are waiting for the final examination, can continue to benefit of reduced fees for subscription to the urban public means of transportation: the reduced fee is the same as that for the administrative staff. On the basis of a specific agreement signed by the University and the Trentino Trasporti SpA it is possible to get a discount of the 30% only for a one-year bus pass (bus and trains within the town limits).

In order to obtain this kind of pass the PhD student must provide Trentino Trasporti Ticket Offices with a self-declaration, available on the web page: <https://intranet.unitn.it/infoservizi/convenzioni-il-trasporto> (after login to MyUnitn).

Flixbus Italia: UniTrento has signed an agreement with **Flixbus Italia** based on which the whole community of students, including PhD candidates, will have the opportunity to purchase the company’s bus tickets for a discounted fee.

Details and info: [Yearly pass](#)
[Transports](#)

WHO TO ASK: PhD Office or [Trentino Trasporti](#)

7.5. Nursery

The University nursery in via Santa Margherita is a functional and innovative way of responding to University staff needs with maximum flexibility.

On the website you can find more information about this service.

Details and info: login to personal MyUnitn, click on > “InfoServizi” > **Nursery School of University**

WHO TO ASK: Human Resources and Organization

7.6. Confidential Counsellor

The Confidential Counsellor is in charge of the university counselling service, aimed at preventing, managing and solving the issues of mobbing and sexual harassment occurring in the work or study environments brought to her attention.

Details and info: [Confidential Counsellor](#)

7.7. Psychological Counselling

The Psychological counselling service, born from collaboration between UniTrento and Opera Universitaria, is devoted to the prevention and management of problems to enhance personal performance and the quality of life during time at the university.

Students can use the service to propose ideas, plan activities concerning youth issues, such as human interrelations and the university life (specific seminars and working teams).

Sessions are free and the privacy of students is safeguarded.

Details and info: [Psychological Support Service](#)

7.8. Borrow a bike

The Bike Borrowing service (“Prestabici”) is managed by the Opera Universitaria and it includes about 250 bikes: a fast and eco-friendly means of transportation, to move around the city and in its surroundings, and is very cheap. The service is reserved, with different modalities, to students staying in an Opera Universitaria accommodation.

Details and info: [Bike Borrowing Service](#)

WHO TO ASK: Opera Universitaria

7.9. Sports

UniTrento Sport (UNI.Sport) is the university network of sports services and structures of Trento and its province. UNI.Sport organizes several activities and its members can take advantage of special discounts to access gyms, sports centers, swimming pools and ski slopes.

Details and info: [UniTrento Sport](#)

WHO TO ASK: Secretariat of UNI.Sport (info@unisport.tn.it)

8. Rights and duties of doctoral students

From the University Regulations for Doctoral Programmes:

Art. 27 – Rights and duties of PhD Students

1. The admission to the Doctoral Programme implies the full-time exclusive engagement of the PhD student.
2. Students enrolled in the Doctoral Programme must undertake to attend the Programmes, seminars, lessons and teaching units, to carry out research and study activities on a full-time basis in the structures designated for these purposes and to submit a report on the research work done to the Doctoral Programme Committee at the end of each year of study.
3. Specific rights and duties of PhD Students can be found in the Regulations of the Doctoral Programme as laid down in Art. 8 paragraph 3 of these Regulations.
4. The Doctoral Programme Committee may decide to exclude PhD students from the Doctoral Programme with the resulting forfeiture of the study fellowship in the following cases:
 - a) insufficient marks in the possible evaluation exams in itinere during the year;
 - b) negative opinion given by the Doctoral Programme Committee regarding admission to the successive year of study; in this case, the Doctoral Programme Committee will verify achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work done;
 - c) the student accepts employment contracts without the prior authorization of the Doctoral Programme Committee;
 - d) unexcused and extended absences.
5. The Doctoral Programme Committee, according to the specific hypotheses expressed in the Regulations of the Doctoral Programme to which the announcement of selection refers, can also decide to exclude a PhD student with the consequent immediate fellowship forfeiture.
6. The forfeiture is also foreseen if the Doctoral student does not pass the final exam.
7. The PhD student has the right to obtain maternity/paternity leave, leave for military service or for serious and substantiated illness or to attend the traineeship foreseen to obtain the qualification to teach in the Italian schools.
8. The maternity rules as per Decree of the Ministry of Labour and Social Welfare, 12/07/2007, published in the Official Journal no. 247 of 23 October 2007 are applied to PhD Students.
9. Absence due to severe and documented personal reasons and family reason must be expressly authorized by the Doctoral Programme Committee upon request of the Doctoral student.
10. At the end of the absence period, the Doctoral Student will resume attendance of the Programme again and submit a declaration of resumption of the attendance signed by the Head of the Programme. The administrative deadlines and the payment of the fellowship - if the student is fellowship-assisted-will be delayed during the absence period. The Doctoral Programme Committee will approve the modalities to recover the missed training activities, provided that under no circumstances can the normal duration of the Programme be shortened.
11. If the Doctoral student fails to attend the Doctorate for over thirty days or if the student is excluded from the Doctoral Programme, payment of the fellowship will be suspended.

Read carefully:

- the Internal Regulations of the Doctoral Programme they are enrolled in;
- the University Code of Ethics;
- Code of conduct of students.

Plagiarism is considered a serious academic offence and the consequences may be severe.

The relationships among students and among students, professors and administrative staff should be based on politeness and mutual respect, considering the dignity and needs of people with whom you interact. Discrimination of individuals or groups based on age, sex, ethnicity, religion, disability, sexual orientation, marital status, and pregnancy must be avoided.

Details and info: [Right and Duties](#)

9. Contacts

9.1. PhD Office– Cognitive, Social Sciences and Humanities

(Divisione Supporto Corsi di Dottorato e Alta Formazione Polo Città Rovereto)

Trento, Via Verdi, 26
 Tel. +39 0461 28 2193/1753/2188
 Fax +39 0461 282191
phd.office-cssh@unitn.it

The Office carries out the following support activities for PhD students:

- management of the procedures related to Doctoral students' careers (enrolments, registration to following years, certifications, final examinations, etc.);
- organization of procedures and accounting aspects related to scholarships, scholarship increase and fee payment (TDS);
- support for the participation in internationalization doctoral activities promoted and encouraged by MIUR and MAE and organization of relations with the Ministries and Embassies;
- management of the supporting information system (data banks, Doctoral courses register office);
- coordinating the arrangement of the forms and information material for users.

9.2. Doctorate Secretariat

HUMANITIES AREA

Department of Humanities

- European Cultures. Environment, contexts, histories, arts, ideas
- Forms of Text
- Forms of cultural exchange

Email: staffdip.lett@unitn.it

Doctoral School of Social Sciences

- Development Economics and Local Systems - DELoS
- Economics and Management
- Sociology and Social Research
- Sustainability: Economics, Environment, Management and Society (SUSTEEMS)

Email: school.socialsciences@unitn.it

Faculty of Law

- Comparative and European Legal Studies

Email: dottorato.sgce@unitn.it

School of International Studies

- International Studies

Email: phd@sis.unitn.it

COGNITIVE SCIENCES AREA

CIMeC - Centre for Mind/Brain Sciences

- Cognitive and Brain Sciences
- Email: phd.cimec@unitn.it

Department of Psychology and Cognitive Science

- Cognitive Science
- Email: phd.dipsco@unitn.it

9.3. International Mobility Office

Trento: Via Verdi, 8 - Tel. +39 0461 28 3243/3529
Rovereto: Corso Bettini, 84 - Tel. +39 0464 808311

Details and info: [Service and facilities](#)

ASK TO: welcome@unitn.it

Activities:

- providing pre-arrival for incoming international students and assistance for student visa application;
- assisting and supporting international students the procedures necessary connected to their residence permit and their stay at UniTrento;
- planning and organizing events, information sessions, cultural activities for international students.

9.4. Opera Universitaria (University Guild)

The Opera Universitaria is the Institution for the Right to study and that offers services and acts to promote the right to education and accommodation for students.

Trento, via della Malpensada, 82/A
Tel. +39 0461 217411
Fax +39 0461 217444

Details and info: www.operauni.tn.it

ASK TO: info@operauni.tn.it

9.5. Scientific Research and Technological Transfer Division

The Research Support and Knowledge Transfer Division provides support to research, from the application for funding at local, national and international levels to the transfer of the results to the society, by means of patenting, spin-off foundations and contracts with enterprises.

The [Technology Transfer](#) section provides information on the protection of new inventions, the creation of new academic spin offs and intellectual property issues and provides advice and services to researchers in each step of the valorization process.

via Calepina 14, 38122 Trento
Fax. +39 0461 281128

Details and info: [Research and Support](#)

ASK TO: research.support@unitn.it

9.6. Administration Management

(Servizi amministrativi-contabili)

Activities:

- Reimbursement of travel expenses
- Payment of registration to conferences etc.
- Management of Research fellowships (Assegni di ricerca)
- Management of scholarships assigned directly by the Departments

Polo Città:

Trento, Via Verdi, 26

serv.amm.cont.citta@unitn.it

<http://www5.unitn.it/People/en/Web/Struttura/STO0008886#STRUTTURE>

- Servizi Amministrativi alla Didattica e alla Ricerca Città (Mobility expenses refund)
- Ufficio Approvvigionamenti e Contabilità Città (Purchases)

Polo Rovereto:

serv.amm.cont.rovereto@unitn.it

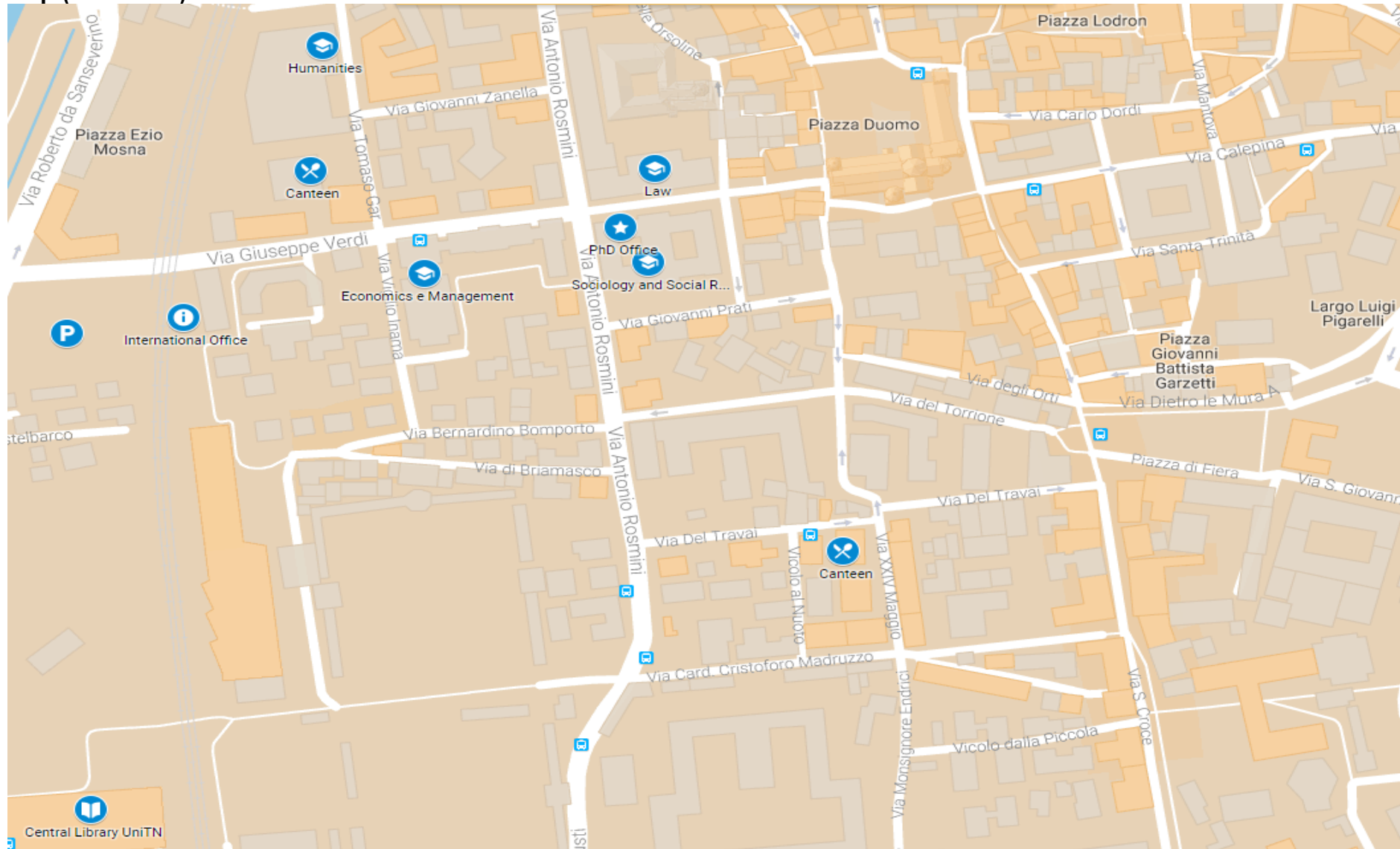
<http://www5.unitn.it/People/it/Web/Struttura/STO0008887#INFO>

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Map (Polo Città)



Map (Polo Rovereto)

