UNIVERSITÀ DEGLI STUDI
DI TRENTO

CIMeC - Center for Mind/Brain Sciences

CIMeC

DOCTORAL PROGRAM IN
COGNITIVE AND BRAIN SCIENCES

2014- 2015
STUDENT HANDBOOK

Approved at the Doctoral Program Committee Meeting, 27 October 2014

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DOCTORATE PROGRAM ORGANIZATION

Head of the Doctorate Program
Francesco Pavani

Vice-Head of the Doctorate Program
Massimiliano Zampini

Doctorate Program Executive Committee
Francesco Pavani, Massimiliano Zampini, Massimo Turatto, Jens Schwarzbach, Uri Hasson
Roberto Zamparelli, Veronica Mazza, Wieske van Zoest, Lorella Battelli (IIT)

Doctoral Program Committee
Daniel Adams, Olivier Collignon, David Melcher, Katya Tentori
Liliana Albertazzi, Fulvio Domini (IIT), Gabriele Miceli, Massimo Turatto
Renzo Antolini, Alessandro Gozzi (IIT), Giandomenico Nollo, Luca Turella
John Assad (IIT), Albrecht Haase, Stefano Panzeri (IIT), Giorgio Vallortigara
Marco Baroni, Uri Hasson, Francesco Pavani, Wieske van Zoest
Lorella Battelli (IIT), Clayton Hickey, Marius Peelen, Nathan Weisz
Angelo Bifone (IIT), Jorge Jovicich, Fabio Pianesi (FBK), Roberto Zamparelli
Claudia Bonfiglioli, Sang Ah Lee, Massimo Poesio, Massimiliano Zampini
Alfonso Caramazza, Angelika Lingnau, Jens Schwarzbach, Massimo Zancanaro (FBK)
Luigi Cattaneo, Veronica Mazza, Valeria Sovrano

Doctorate Program Administrator
Leah Mercanti

Student Representatives
30th cycle: To be elected
29th cycle: Florian Herpich
28th cycle: Seth Levine
27th cycle: Silvia Ubaldi

2013/14 Graduates (* Thesis discussion in April 2015)
27th cycle
Stefania Ficarella*
Elisa Leonardelli*
Michela Malfatti
Reshanne Reeder
Gianluca Schiavo*
Silvia Ubaldi*

Current Students

30th cycle (Year 1)	29th cycle (Year 2)	28th cycle (Year 3)	27th cycle (Extension)
Elisa Basso	Beatrice Agostini	Mara Andrione	Magda Altmann
Rachel Bhushan	Ludwig Pasquale Barbaro	Giacomo Ariani	Ailbhe Finnerty
Jan Bìm	Ceren Battal	Vania Correia de Aguiar	James Hartzell
Matteo De Tommaso	Florian Herpich	Stefania Ferraro	Elisa Infanti
Sarah Belinda Aimee Degosciu	Stefania Mattioni	Julia Frey	Raffaele Tucciarelli
Ekaterina Delikishkina	Marco Pagani	Daniel Kaiser	
Marco Fuscà	Sara Parmigiani	Chamanthi Karunasekara	
Daniel Gutierrez Barragan	Srdjan Popov	German Kruszewski	
Adam Liska	Daria Proklova	Angeliki Lazaridou	
Elena Lorenzi	Rossella Varvara	Seth Levine	
Chiara Maffei	Lia Villanueva Villarreal	Rocco Marchitelli	
Giulia Malfatti		Md. Taufiq Nasseef	
Evelyn Muschter		Davide Paoletti	
Francesca Perna		The Nghia Pham	
Davide Potrich		Adrià Rofes Sanchez	
Mohamed Ahmed Tawfik Rezk		Yuan Tao	
Fleur Van Ierschot			

Welcome to the PhD program in Cognitive and Brain Sciences at CIMeC!

The Student Handbook aims to provide a concise overview of the main activities that will characterize your PhD, as well as general information concerning the doctoral program organization. The Student Handbook is structured in three sections: overall plan of activities, study plan and code of conduct.

Please read this document carefully and do not hesitate to contact PhD administration should you have any questions. The glossary provided below offers a description of the main references and committees of the PhD program.

ADVISOR

The Advisor for each student is designated by the Executive Committee within the first month of the 1st year. The Advisor is a CIMeC PhD Program member who follows and steers the academic path and research activities of his/her student.

CO-ADVISOR

Co-supervision is not obligatory in the CIMeC PhD Program. However should a student and advisor deem it a necessary part of the student's academic career a co-advisor can be nominated. In this case the co-advisor's role must be clearly delineated at the onset of his/her nomination. The nomination of a co-advisor is made by advisor and student together, and then communicated to the PhD Administrator. The role of a co-advisor can vary depending on many factors (e.g.: co-advisor follows mostly coursework while advisor follows research, or co-advisor is mostly confronted for research consultation). Lastly, should a co-advisor be nominated, he/she is one of the 3 members constituting the student's OC.

OVERSIGHT COMMITTEE (*OC*)

At various points of the three-year program students present their work to an Oversight Committee made up of the Advisor and two other experts appointed by the student and Advisor, and then confirmed by the Executive Committee. Upon completion of the various student presentations, the OC has the obligation of supplying the student with feedback (both written and oral). The members of the student's OC remain the same throughout the three years.

DOCTORAL PROGRAM COMMITTEE (*DPC*)

The Doctoral Program Committee is made up of the Faculty and the Advisors who are members of the CIMeC Doctoral Program. The DPC operates according to the duties under Art. 14 of the Doctoral Regulations of the University of Trento and is summoned approximately 4 times a year.

EXECUTIVE COMMITTEE (*EC*)

The Executive Committee assists the Head of the Program in fulfilling his or her duties under Art. 15 of the Doctoral Regulations and deliberates on matters delegated by the Doctoral Program Committee. It is composed of at least 4 elected members of the DPC other than the Head of the Program, who is a member by right and chairs the meetings. The EC meets approximately 8 times throughout the year.

END-YEAR EVALUATION COMMITTEE (*EYE-C*)

Before the end of each academic year the DPC determines the pass/fail status of students in order to continue on to the following year. Students, advisors and course lecturers must hand in a checklist to a separate committee made up of a minimum of 2 members of the DPC, nominated by the Executive Committee, namely the End-Year Evaluation Committee (EYE-C). The duty of the EYE-C is to review all checklists, essays and reports, and to create a recommendation-based summary for the DPC. The EYE-C has the remit to collect any additional information from advisors, students or other sources which are deemed relevant to its duties.

PhD ADMINISTRATOR *(PA)*

The PhD Administrator's role is to provide support to all Doctoral Program Students and Advisors in their daily and long term PhD program related activities. Main activities include PhD candidate admission selection, support to the EYE-C, EC and DPC, as well as to the Student Representatives, Student Handbook and Kit creation, annual internal reports, and logistical support.

PhD TRENTO OFFICE *(CSSH)*

PhD students may contact the PhD Trento Office directly for the following instances:

- Enrolment in the program
- Certification of enrolment
- Lodging contributions
- TDS payments
- Diplomas

1. OVERALL PLAN OF ACTIVITIES

The PhD Program is organised in three years, each divided into trimester (first trimester: November 1, 2014 – February 28, 2015; second trimester: March 1 – June 30; third trimester: July 1 – October 31). There are two curricula within the Program: Cognitive Neuroscience *(CN)* and Language, Interaction and Computation *(LIC)*. Most activities are identical for each track of the Program unless otherwise noted.

A Gantt diagram of Program's activities is provided on page 7. The diagram identifies main student assignments, evaluations and administrative actions across the three years of the PhD.

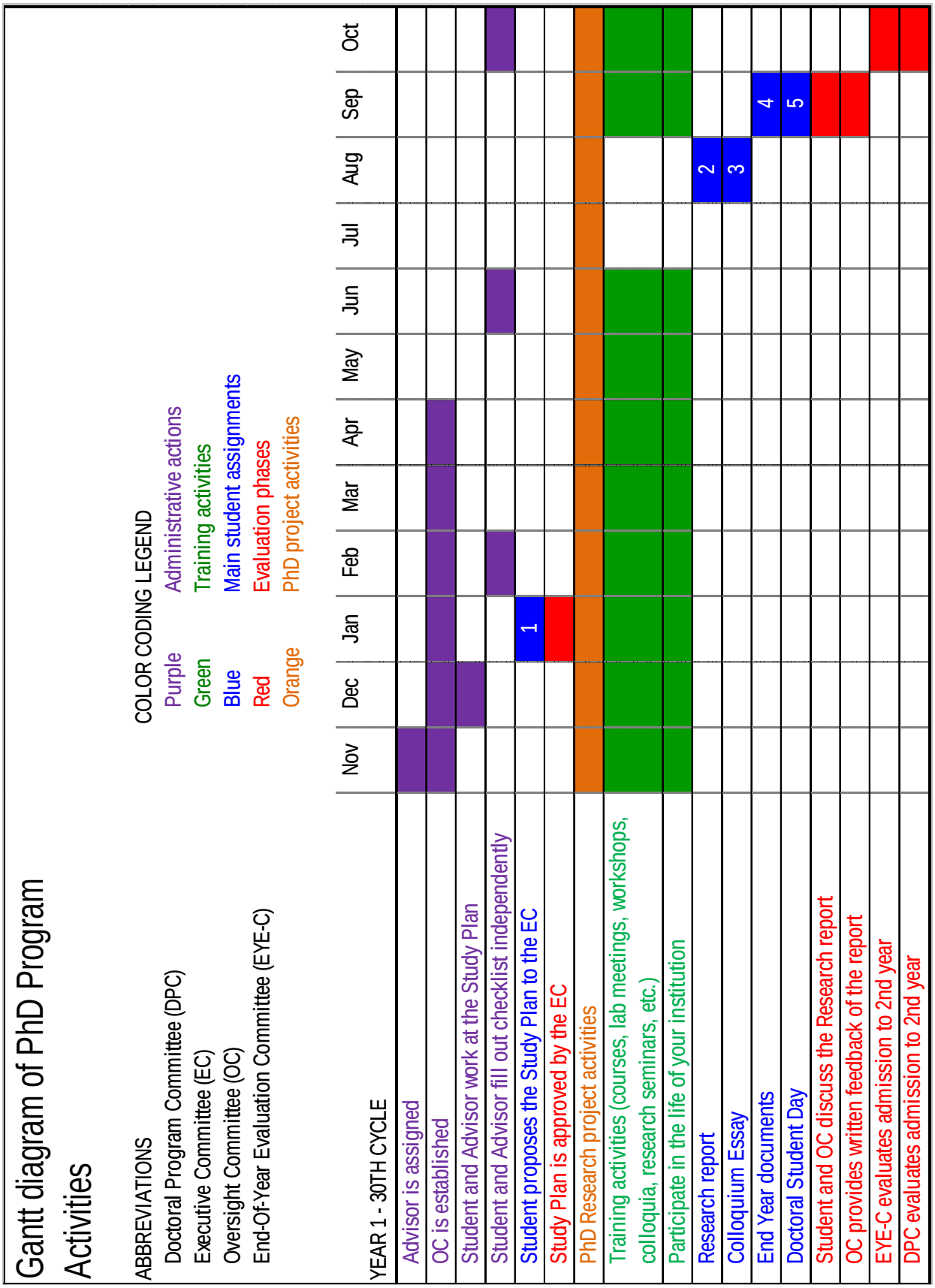
Please note that the PhD program at CIMeC is residential. Long absences are not permitted, unless previously approved by the Advisor and the Executive Committee, who guarantee that the absence is motivated by the research activity. Absences longer than two weeks must be communicated to the PhD Administrator by the student by email and approved by the Advisor and Course Lecturer, should the absence overlap with an approved course in the Study Plan. Repeated unjustified absences can lead to the expulsion from the Doctoral Program.

Holidays observed in 2014-2015 are as follows:

2014	2015
Dec. 8	Jan. 1-2, 5-6
Dec. 25-26	April 6
	May 1
	June 1-2, 26 (Trento only)
	Aug. 5 (Rovereto only)

All other interruptions must be agreed upon with the Advisor and Course Lecturers should the absences coincide with course dates *no matter how long the absence*.

1.1 GANTT DIAGRAM OF PHD PROGRAM ACTIVITIES – YEAR 1



YEAR 2

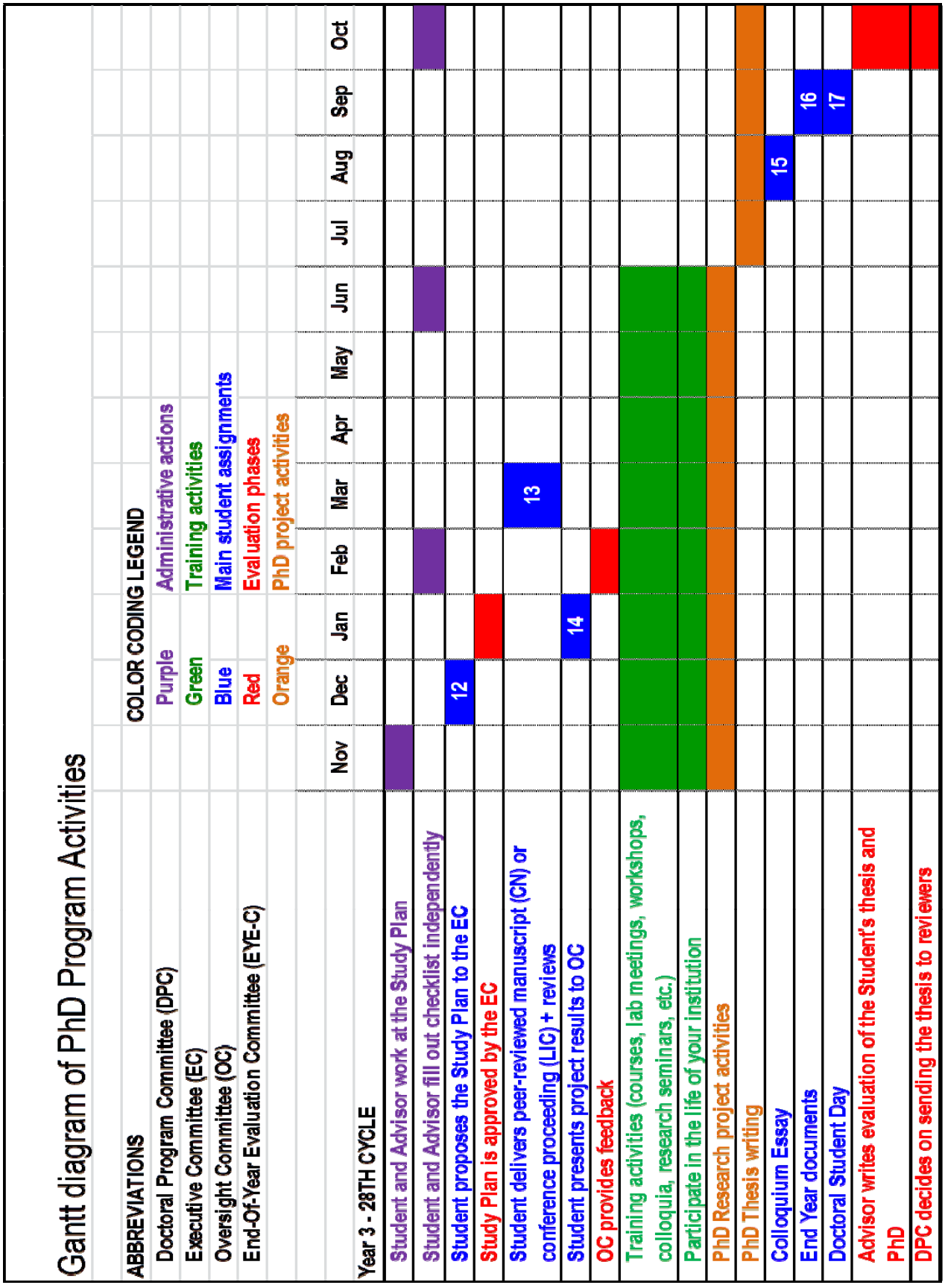
Gantt diagram of PhD Program Activities

ABBREVIATIONS
- Doctoral Program Committee (DPC)
- Executive Committee (EC)
- Oversight Committee (OC)
- End-Of-Year Evaluation Committee (EYE-C)

COLOR CODING LEGEND
- Purple — Administrative actions
- Green — Training activities
- Blue — Main student assignments
- Red — Evaluation phases
- Orange — PhD project activities

Year 2 - 29TH CYCLE	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Student and Advisor work at the Study Plan												
Student and Advisor fill out checklist independently												
Student proposes the Study Plan to the EC		6										
Study Plan is approved by the EC												
Student Thesis Project Proposal			7									
OC provides written feedback on thesis project												
PhD Research project activities												
Training activities (courses, lab meetings, workshops, colloquia, research seminars, etc.)												
Participate in the life of your institution												
Student writes Critical Literature Review (CLR)										8		
Colloquium Essay										9		
End Year documents											10	
Doctoral Student Day											11	
OC Reviewer provides feedback on the CLR												
EYE-C evaluates admission to 3rd year												
DPC evaluates admission to 3rd year												

YEAR 3


Gantt diagram of PhD Program Activities
ABBREVIATIONS
Doctoral Program Committee (DPC)
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COLOR CODING LEGEND
Purple
Administrative actions
Green
Training activities
Blue
Main student assignments
Red
Evaluation phases
Orange
PhD project activities
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Year 3 - 28TH CYCLE
Student and Advisor work at the Study Plan
Student and Advisor fill out checklist independently
Student proposes the Study Plan to the EC
Study Plan is approved by the EC
Student delivers peer-reviewed manuscript (CN) or conference proceeding (LIC) + reviews
Student presents project results to OC
OC provides feedback
Training activities (courses, lab meetings, workshops, colloquia, research seminars, etc.)
Participate in the life of your institution
PhD Research project activities
PhD Thesis writing
Colloquium Essay
End Year documents
Doctoral Student Day
Advisor writes evaluation of the Student's thesis and PhD
DPC decides on sending the thesis to reviewers
12
13
14
15
16
17

1.2 DETAILED ASSIGNMENT DESCRIPTION AND DEADLINES

YEAR 1 - 30TH CYCLE Students	
First Year (assignment 1)	**Study Plan**
Aim	Decide on the educational path of Year 1 of the PhD along with Advisor. Consider what courses are being offered within and outside of the CIMeC in order to best meet the demands of the thesis research activity.
Instructions	The 2014/15 Study Plan Form will be available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents - 1 hard copy signed by both Advisor and Students handed into the PhD Administrator. - 1 electronic copy in the student's shared folder
Deadline	January 9, 2015
First year (assignment 2)	**Research Report**
Description	All students are required to be directly involved, in some capacity, in a research project in their first year. For this assignment the student prepares a brief written report on year 1, summarizing research activities carried out so far. The student should outline a brief summary of the yearly work. The expectation is that by the end of the first year of the PhD, the student should have a detailed plan, developed with the advisor, for the thesis work. In this end-of-year report, the student should also briefly summarize the research plan, emphasizing 1) the rationale/significance of the proposed experiments, 2) the specific hypotheses that will be tested, 3) the specific approach/methods that will be used to test the hypotheses, and 4) necessary control experiments. If the student has already collected preliminary data on the project (or other preliminary projects), the student should also summarize these data in a subsequent section.
Aim	Identify which aspect/s of the research activity can be followed through as Thesis Project.
Instructions	Written independently (no revision from advisor or OC until the meeting), this is a 3-page maximum report. Student puts the report in his/her shared folder and emails report to the OC and organizes a meeting within a 2-week period, in order to discuss the report with the OC. The OC then fills out the evaluation and puts it into the student's shared folder.
Student sends report to the OC Deadline	August 31, 2015
OC uploads the evaluation to the student's folder Deadline	September 18, 2015
First year (assignment 3)	**Colloquium Essay**
Aim	All students are required to prepare a short essay (max 1000 words) related to one of the Colloquia attended this year. The essay should briefly but clearly summarize the colloquium, critically assess the claims made in the colloquium, and discuss the colloquium in a broader context, for example by relating it to other theories in the literature or to the student's own work.
Instructions	The essay is expected to consist of original content prepared by the student in response to material covered in the colloquium. Proper citations and references are required. The essay must be emailed to the assignment coordinator (Marius Peelen: Marius.Peelen@unitn.it)
Deadline	August 31, 2015 or sooner
First year (assignment 4)	**End Year Documents**
Instructions	Student evaluations and lab meeting/participation/colloquia list are due. The student evaluations are emailed to you in July and is filled out online. The template for the lab meeting/participation/colloquia list is available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents Upload the list to your shared folder. The evaluation is sent automatically to the EYE-C.
Deadline	August 31, 2015
First year (assignment 5)	**Doctoral Student Day Poster/Talk**
Aim	The aim of DS Day is twofold: on the one hand it's to give the opportunity to the PhD students to organize their own event. On the other it's an opportunity for the DPC to view the work being carried out by all students.
Instructions	Student organization begins in May, forms a committee, selects who will be giving talks, coordinates all aspects of the event.
Deadline	2nd half of September. More information is sent by April.

YEAR 2 - 29TH CYCLE Students	
Second year (assignment 6)	**Study Plan**
Aim	Decide on the educational path of Year 2 of the PhD along with Advisor. Consider what courses are being offered within and outside of the CIMeC in order to best meet the demands of the thesis research activity. *Please note: Any approved courses in the first year Study Plan that weren't followed through (either due to lack of attendance, not passing the final, or other reasons) must be included when proposing the Study Plan in this year.* ***29th cycle students are obliged to fulfill all academic requirements that were in the 2013/2014 Student Handbook.***
Instructions	The 2014/15 Study Plan Form will be available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents - 1 hard copy signed by both Advisor and Students handed into the PhD Administrator. - 1 electronic copy in the student's shared folder
Deadline	December 5, 2014
Second year (assignment 7)	**Thesis project proposal**
Aim	Students give a presentation of the project to the OC who will then discuss the project and provide immediate, on-the-spot feedback. The purpose is to give the student the opportunity to present the project in public.
Presenting time	40 minutes (talk + follow-up discussion with OC)
Presentation Deadline	January 30, 2015
OC written feedback deadline	February 13, 2015, uploaded to student's folder
Second year (assignment 8)	**Critical Literature Review *(CLR)***
Aim	This important assignment is intended to serve as a first draft of the introduction to the PhD Candidate's thesis in which students write a critical literature review in their field of study. This will be evaluated by a qualified Reviewer selected by both the Student and the Advisor, among the OC of the Student.
Instructions	The CLR should be at least 2,000 words in length (plus a complete reference list). Students may fulfill this assignment by publishing a CLR in an international journal. Student sends the CLR to the previously determined Reviewer (among OC members) and uploads it to the shared folder. The Reviewer's evaluation is uploaded to the student's folder.
Students's Deadline	August 31, 2015 or sooner
Reviewer's Deadline	September 18, 2015
Second year (assignment 9)	**Colloquium Essay**
Aim	All students are required to prepare a short essay (max 1000 words) related to one of the Colloquia attended this year. The essay should briefly but clearly summarize the colloquium, critically assess the claims made in the colloquium, and discuss the colloquium in a broader context, for example by relating it to other theories in the literature or to the student's own work.
Instructions	The essay is expected to consist of original content prepared by the student in response to material covered in the colloquium. Proper citations and references are required. The essay must be emailed to the assignment coordinator (Marius Peelen: Marius.Peelen@unitn.it)
Deadline	August 31, 2015 or sooner
Second year (assignment 10)	**End Year Documents**
Instructions	Student evaluations and lab meeting/participation/colloquia list are due. The student evaluations are emailed to you in July and is filled out online. The template for the lab meeting/participation/colloquia list is available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents Upload the list to your shared folder. The evaluation is sent automatically to the EYE-C.
Deadline	August 31, 2015
Second year (assignment 11)	**Doctoral Student Day Poster/Talk**
Aim	The aim of DS Day is twofold: on the one hand it's to give the opportunity to the PhD students to organize their own event. On the other it's an opportunity for the DPC to view the work being carried out by all students.
Instructions	Student organization begins in May, forms a committee, selects who will be giving talks, coordinates all aspects of the event.
Event date	2nd half of September. More information is sent by April.

YEAR 3 - 30TH CYCLE Students	
Third year (assignment 12)	**Study Plan**
Aim	Decide on the educational path of Year 3 of the PhD along with Advisor. Consider what courses are being offered within and outside of the CIMeC in order to best meet the demands of the thesis research activity. *Note: Any approved courses in the first and second year Study Plan that weren't followed through (either due to lack of attendance, not passing the final, or other reasons) must be included when proposing the Study Plan in this year.* ***28th cycle students are obliged to fulfill all academic requirements that were in the 2012/2013 Student Handbook.***
Instructions	The 2014/15 Study Plan Form will be available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents - 1 hard copy signed by both Advisor and Students handed into the PhD Administrator. - 1 electronic copy in the student's shared folder
Deadline	December 5, 2014
Third year (assignment 13)	**Research paper for journal (CN) or conference proceedings (LIC) + reviews**
Aim	To encourage students to disseminate their research in the wider scientific world.
CN Instructions	Students should hand in a copy of a research paper which has been submitted for publication in which they preferably appear as first author. Submissions should be to a peer-reviewed, international-level journal in the upper half of the ISI index (or to an otherwise approved journal). All article submissions should be submitted to the journal in time to receive at least a preliminary round of peer review prior to the deadline for this assignment. The actual reviews need to be submitted to PA along with the paper. Ideally, the publication should be on the student's thesis project, or at least related to it, and students should have made a strong contribution to the paper. Alternatively, should students be unable to meet this deadline, a report from the student's OC ought to be sent to the PA in its place.
LIC Instructions	The conference has to be listed among the top 250 in Computer Science on the Microsoft Academic Search site http://academic.research.microsoft.com/RankList?entitytype=3&topDomainID=2&subDomainID=0) OR the students can prove that the conference has an acceptance rate below 40% (e.g., by forwarding an acceptance letter that reports this rate, or providing a link to a site stating the acceptance rate, etc.). The paper must have been accepted as a full oral-presentation paper at the main conference (no short papers, demo papers, worskshop papers, posters, etc.). The conference reviewing process was based on full paper submissions (as opposed to abstracts). The paper must have been accepted for publication in the proceedings (although it is not necessary that the paper is already published)
CN+LIC Instructions	All article submissions should be submitted to the journal/conference in time to receive at least a preliminary round of peer review prior to the deadline for this assignment. The actual reviews need to be submitted to PA along with the paper. Ideally, the publication/proceedings should be on the student's thesis project, or at least related to it, and students should have made a strong contribution to the paper. Alternatively, should students be unable to meet this deadline, a report from the student's OC ought to be sent to the PA in its place.
Deadline	March 27, 2015
Third year (assignment 14)	**Thesis project results presentation**
Aim	Students give a presentation of the project to the OC who will then discuss the project and data and provide immediate feedback. The purpose is to give the student the opportunity to present the project results in public.
Presenting time	1 hour (talk + follow-up discussion with OC)
Presentation Deadline	January 30, 2015
OC written feedback deadline	February 13, 2015, uploaded to student's folder
Third year (assignment 15)	**Colloquium Essay**
Aim	All students are required to prepare a short essay (max 1000 words) related to one of the Colloquia attended this year. The essay should briefly but clearly summarize the colloquium, critically assess the claims made in the colloquium, and discuss the colloquium in a broader context, for example by relating it to other theories in the literature or to the student's own work.
Instructions	The essay is expected to consist of original content prepared by the student in response to material covered in the colloquium. Proper citations and references are required. The essay must be emailed to the assignment coordinator (Marius Peelen: Marius.Peelen@unitn.it)
Deadline	August 31, 2015 or sooner
Third year (assignment 16)	**End Year Documents**
Instructions	Student evaluations and lab meeting/participation/colloquia list are due. The student evaluations are emailed to you in July and is filled out online. The template for the lab meeting/participation/colloquia list is available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents Upload the list to your shared folder. The evaluation is sent automatically to the EYE-C.
Deadline	August 31, 2015
Third year (assignment 17)	**Doctoral Student Day Poster/Talk**
Aim	The aim of DS Day is twofold: on the one hand it's to give the opportunity to the PhD students to organize their own event. On the other it's an opportunity for the DPC to view the work being carried out by all students.
Instructions	Student organization begins in May, forms a committee, selects who will be giving talks, coordinates all aspects of the event.
Event date	2nd half of September. More information is sent by April.

2. STUDY PLAN

The Study Plan is the document where the Student states which course activities will be taken in each PhD year. This document has to be discussed with the Advisor, who has to sign it to document approval, and must be hand-delivered to the PA (see Gantt diagram for deadline) and uploaded in the shared folder.

Below is a synthetic description of each of the PhD activities and courses, arranged in terms of general training aims. A detailed description of each course and activity is also provided below. Preparing your Study Plan means deciding which of these courses or activities to pursue each year.

Part of the activity and courses are mandatory, whereas electives constitute an opportunity for further training but are not mandatory. Nevertheless, these electives must contribute to your study plan for a minimum of 60 hours, within the first two years. The Doctoral Program strongly encourages the student to take full advantage of the educational offering.

For each single course added to the Study Plan, regardless of whether it is compulsory or not, students are allowed up to 25% absences. Where applicable, students should indicate their absence for work-related reasons (such as conference travel) in advance to the course Lecturer. There is no distinction between different kinds of absence. If student exceeds 25% of these absences he/she may be required to re-take the course the following year in order to make it up.

The evaluation method of a course is determined by the Lecturer of that course. Details on how and when the evaluation shall take place are the responsibility of the course Lecturer and ought to be shared with students within the first 2 lessons of the lecture. The general guideline for Faculty is that course evaluations take place within 2 weeks from the end of the course and feedback is provided within 3 weeks from when the evaluation takes place. Should the student fail a course for any reason, the Course Coordinator emails the fail to the student cc'ing his/her Advisor.

In case the CBS Doctoral Program does not offer a course/courses in the field of expertise of/relevant to the PhD project, students may take an additional course/courses of their choice at another PhD or master's level program within the University of Trento. Details must be given to the PA via the Study Plan and pass/fail status must be communicated to the Administrator by the Lecturer by 30 September 2015. In particular, the students may want to consider courses in the Masters in Cognitive Neuroscience offered by CIMeC in the Information and Communication Technology International Doctoral program and in International Master in Human Language Technology and Interfaces), which schedules can be found here: http://www5.unitn.it/Orari/en/Web/CalendarioCds#2014-10-22.

Course credits obtained from other institutions, including summer schools, during the Doctoral Program can be proposed in the Study Plan. In this case external course syllabi, schedules and course instructor names must be sent along with students' Study Plans. The PA will not accept Study Plans void of this information.

Compulsory courses cannot be substituted.

2.1 COMPULSORY COURSES

1- MANAGE AND MONITOR YOUR PROJECTS

Course	Lecturer	When	Hours	Credits
Make the most of your PhD				
Introduction to the PhD program at CIMeC	Francesco Pavani	Year 1, 1st trimester	2	0.3
Being a PhD Student at CIMeC	2nd/3rd/4th year Students + Advisors	Year 1, 1st trimester	2	0.3
Time Management	Angelika Lingnau	Year 1, 1st trimester	2	0.3
Manage and monitor your PhD project				
Advisor/Lab Meetings	Student/Advisor	Year 1, 2, and 3	24	3

2- ETHICS AND GOOD PRACTICE OF RESEARCH

Course	Lecturer	When	Hours	Credits
Ethics of research in Neuroscience				
Module 1. Ethical implications (when working with humans and animals, when collaborating with companies, etc.)	Claudia Bonfiglioli	Year 1, 1st trimester	4	0.75
Module 2. Prepare a protocol for Ethic Committee approval	Claudia Bonfiglioli	Year 1, 1st trimester	6	1
Module 3. Code of conduct in science	Uri Hasson	Year 1, 1st trimester	2	0.3

3- PARTICIPATE IN THE LIFE OF YOUR INSTITUTION

Course	Lecturer	When	Hours	Credits
Colloquia	Invited speakers	Year 1, 2, and 3	21	3.5
Brown Bag Presentations	Doctoral Students	Year 1, 2, and 3	18	3
Doctoral Student Day	Doctoral Students	Year 1, 2, and 3	9	1.5
Participation (organise lab tours, participate in DPD organisation, CIMeC event planning, community service, etc.)	Doctoral Students	Year 1, 2, and 3	3	0.5

2.2 ELECTIVE COURSES

4- RESEARCH COMMUNICATION

Course	Lecturer	When	Hours	Credits
Research Communication 1				
Data visualization	Hickey et al.	Year 1 or 2, 2nd trimester	6	1
Research Communication 2				
Figures and posters	Hickey et al.	Year 1 or 2, 2nd trimester	9	1.5
Research Communication 3				
Conference presentations	Hickey et al.	Year 1 or 2, 2nd trimester	12	2
Research Communication 4				
Writing	Hickey et al.	Year 1 or 2, 2nd trimester	9	1.5
Research Communication 5				
Reviews	Hickey et al.	Year 1 or 2, 2nd trimester	6	1

5- FUNDING

Fund your project				
Funding opportunities for young researchers	Lecturer: Research and Technology Transfer Support Division – University of Trento	Year 1, 2, or 3 2nd trimester	4	0.50

6- ACHIEVING EXPERTISE

Course	Lecturer	When	Hours	Credits
Introduction to Methods				
EEG	Veronica Mazza	Year 1, 2, or 3 2nd trimester	9	1.5
MEG	Nathan Weisz	Year 1, 2, or 3 2nd trimester	9	1.5
fMRI	Jorge Jovicich	Year 1, 2, or 3 2nd trimester	9	1.5
TMS	Luigi Cattaneo	Year 1, 2, or 3 2nd trimester	9	1.5
Text Analysis (from CIMeC MSc)	Roberto Zamparelli	Year 1, 2, or 3 2nd trimester	9	1.5
fMRI Data Analysis	Jens Schwarzbach	Year 1, 2, or 3 3rd trimester	12	2
Analyse your studies				
Advanced Statistics	Luigi Lombardi	Year 1, 2, or 3 2nd trimester	12	2
Language				
English language course (B2 level minimum for non-English native speakers)	CLA Lecturer	Year 1, 2, or 3	50	8
Italian language course (A1 level minimum for non-Italian native speakers)	CLA Lecturer	Year 1, 2, or 3	50	8
Theory				
Philosophy of Mind	Liliana Albertazzi	Year 1, 2, or 3	9	1.5
Bibliographical Resources	Michele Lucianer	Year 1, 2, or 3	8	1
Teaching Assistance	You	Year 1, 2, or 3	40/yr	5

IMPORTANT INFORMATION:

- Should the PhD program not offer courses necessary for the completion of your Doctorate in Cognitive and Brain Sciences you are also free to track down courses in other Master's or PhD programs offered at the University of Trento, as well as online courses (eg: Coursera), and include them in your study plan.

- MASTER'S LEVEL COURSES: Master's in Cognitive Science (MCS) courses (CIMeC's English-speaking Master's program) are ongoing and follow bi-annual programming. Please consult the calendar as early as *mid-August* and *mid-January* each year in order to learn of what courses are running and when: http://www5.unitn.it/Orari/en/Web/CalendarioCds#. Keep in mind that the actual courses of the MCS program run from September to August, instead of from November to October like the PhD program does.

  The following is a list of 2014-2015 MCS courses:
  Foundations of Cognitive Psychology, Foundations of Cognitive Neuroscience, Research Design, Foundations of Brain Imaging, Computational Methods for Data Analysis, Intro to Human Language, Computational skills in Cognitive Science, Neural Decoding, Hands on methods course, Clinical Neuroscience, Philosophy of Language, Current debates in Cognitive Neuroscience, Cognitive psychology, Computational linguistics, Logical structures in natural language, Computational skills for text analysis, HCI & Multimodal Systems, Computational Vision, Philosophy of Language.
  For full descriptions of these courses click on the following links:
  Cognitive Neuroscience track: http://international.unitn.it/mcs/cognitive-neuroscience-cns
  Language and Multimodal Interaction track http://international.unitn.it/mcs/language-and-multimodal-interaction-lmi

2.3 DETAILED COURSE DESCRIPTIONS

1 - MANAGE AND MONITOR YOUR PROJECTS

Make the most of your PhD

This activity includes an introduction to the PhD program at CIMeC, provided by the PhD program coordinator and the PhD administrator; a lesson with all 2nd, 3rd and 4th year PhD students at CIMeC; and tips on time management. The aim of the "Being a PhD Student at CIMeC" lesson is that of getting first-hand, "insider" tips from the PhD students of the following years. At the end of the lesson Advisors of different tier levels provide further advice on making the most of your PhD.

Manage and monitor your PhD project

This fundamental activity is characterized by regular meetings with the Advisors or the Lab. Students are obliged to attend and participate in a research lab, where applicable. These meetings may also include "journal club" activities (students present papers of interest) and research presentations by students about their work. The lab meetings have as primary objective to improve the PhD students' independent study, problem-solving, research, reading and oral presentation under the supervision of researchers and professors. In addition, this provides an opportunity for students to contribute to the intellectual climate of the program and the critical mass of researchers. It is normally expected that each student takes the lead on at least one meeting per year by presenting their work or presenting an interesting article to their lab/Advisor. At the end of each year, students list the meetings they attended and number of hours involved in a template provided by the Program Administrator.

2 - ETHICS AND GOOD PRACTICE OF RESEARCH

Ethics of Research in Neuroscience

The purpose of this course is to engage students with considerations on the responsible and ethical conduct of scientific research. What are the researcher's obligations towards participants, colleagues and society at large? It comprises three modules and a single evaluation phase based on participation in class discussions draft and completion of a written assignment by June 30.

- *Module 1: Ethical implications (humans, animals, collaborations with companies, etc.)*
  Description: The recent advances in Neuroscience raise a number of important ethical issues related to their potential impact on both the individual and society. By the end of the course students should be more aware of the complex relation between neuroscientific research and society, and should be able to critically discuss the ethical issues raised. Classes will focus on issues important in conducting research involving human participants or animals, interpretation of the results and their dissemination.
- *Module 2: Prepare a protocol for Ethic Committee approval*
  Description: The aim of this module is to provide students with the necessary information to identify, define, and analyze ethical issues in the context of human subject/animal research. In the first part of this module an introduction to the role of the institutional Ethics Committee will be provided, followed by a description of the current UniTN approval form, with a particular emphasis on important issues such as informed consent, special care towards vulnerable populations, participants' privacy protection. At the end of the course students should be able to carefully prepare a protocol to be submitted to the UniTN Ethics Committee.
- *Module 3: Code of conduct in science*
  The lecture aims to raise student awareness about misconduct in science.

3 - PARTICIPATE IN THE LIFE OF YOUR INSTITUTION

Colloquia

Colloquia at CIMeC are talks given by prominent invited researchers in the mind/brain sciences. Colloquia include those seminars organized by the Program as well as other Centers, Departments and Doctoral Programs in and outside of the University of Trento network. Students have the opportunity to meet the speakers of CIMeC-organized Colloquia personally during their visit and may do so by contacting the Colloquium Host prior to their arrival. ALL PhD students must keep a list of the attended colloquia and hand it in to Program Administration each year. *Colloquia Organization Committee: Lorella Battelli, Clayton Hickey, Olivier Collignon*

Doctoral Student Day

Doctoral Student Day is an opportunity for the CIMeC PhD Students to organize a series of talks and poster session in order to present their work to the CIMeC, enabling them to receive feedback from researchers they normally do not interact with, and to promote dialogue among researchers from the different fields represented in our Program. Best poster/talk prize, pending budget. *Faculty Contact: Veronica Mazza*

Brown Bag

The Brown Bag meeting is the CIMeC researchers' weekly meeting. All CIMeC Principle Investigators, Postdocs, PhD students, and MSc students are strongly encouraged to attend this meeting. The meeting starts with a 15-min talk by a CIMeC member (any level), followed by a discussion up to 10-min. The talks are aimed at a broad audience and address fundamental questions, problems, theories, or ideas in the mind/brain sciences. The meeting is a lunch meeting; you are very welcome to bring your own lunch.

Each PhD student must give 1 Brown Bag presentation at some point during the 3-yr program. *Faculty Contact: Marius Peelen*

Participation

CIMeC PhD Students are part of a community. As such, voluntary and proactive participation in the Center's activities is considered key in becoming a researcher. The participation/community service can be intended as, but not limited to, the following: assisting with lab tours, DS Day organization, CIMeC event planning, Researchers' Night, Orientation/Open Days.

4 – PRESENT and PUBLISH YOUR PROJECTS

Research communication

Description: The aim of this course is to prepare students to disseminate their research in the wider scientific world. We will review how to write a journal article, including the various sections involved and the implicit rules of writing science in the English language. The course will also discuss how to respond to reviewers and how to critically read a journal article. We will look at the challenges involved in creating clear and compelling visual "arguments" such as figures and tables. The course will also concentrate on oral presentations of research, including brief conference talks, question and answer sessions and longer presentations to a non-specialist audience. Both technical and practical aspects of giving a talk will be discussed.

Evaluation methods and timeline: Students track a dataset - optimally their own - through all stages and modules. There are lectures, in-class exercises and written assignments. Students will take turns as the presenter and as the audience. Students are evaluated at the end of the course based on their assignments (talk and poster assignments).

5 - FUND YOUR PROJECTS

Fund your project

The course "Funding opportunities for young researchers" aims to give an overview on some European funding Programs. Particular attention is devoted to opportunities directed to PhD students and post-docs. Didactic Methods: Frontal lesson and a practical exercise.
Learning Assessment procedure: Taking part of the lesson and the exercise
Lecturer: Research and Technology Transfer Support Division – University of Trento

6- ACHIEVING EXPERTISE

Methods Introduction

Organized to offer PhD students an overview of the main investigative tools and methods used in cognitive neuroscience. The Program's faculty members will provide students with the basic knowledge to design and analyze data of experiments conducted with different techniques, ranging from fMRI, EEG, MEG, TMS to computational statistics. Students will be evaluated at the end of each module.

- EEG
  Description: The course will cover basic aspects of EEG experimental design, data recording (filtering, reference, sampling rate) and data analysis (pre-processing, ERP extraction, EEG oscillations) in cognitive neuroscience.
  Aim: To provide the students with a basic, practical knowledge on how to plan and run an EEG experiment.
  Evaluation method and timeline: Written essay to be handed in to the lecturer. The course will take place in the first and second trimesters (February-March).

- MEG
  Description: Magnetoencephalography (MEG) is a neuroelectrophysiological tool that allows to investigate (local as well as interareal) neural synchronization at an outstanding temporal resolution with -depending on the application- good spatial resolution. With these features MEG is becoming an increasingly used tool to investigate the spatiotemporal dynamics of brain activity underlying normal and disturbed cognition. In this course, basics of MEG instrumentation and methodology will be covered. A special emphasis will be placed on concrete applications to cognitive neuroscientific questions.
  Aim: Increase awareness that temporally sensitive methods are necessary for a more profound understanding of cognition.
  Evaluation method and timeline: Essay, due date announced by Lecturer(s).

- fMRI
  Description: This course offers a brief introduction to functional brain magnetic resonance imaging as a tool to quantitatively characterize brain function and structure.
  Aim: After the three lectures students should be able to understand the basic concepts for the following topics:
  * Advantages and disadvantages of fMRI relative to other neuroimaging methods
  * Signal origin & safety issues
  * Structural images: contrast & important parameters, sequences & limitations, analyses
  * Functional images: contrast & important parameters, sequences & limitations, analyses
  Evaluation method and timeline: Written open questions, within a month of courses' end.

- TMS
  Description: This course will deal with Transcranial magnetic Stimulation. TMS is the most important tool for non-invasive brain stimulation in humans that plays a fundamental role in the cognitive neurosciences. The possible applications of TMS are numerous but the most important is probably that of establishing a causal relation between brain and behavior.
  Aim: To learn basic principles and applications of TMS in the cognitive neurosciences
  Evaluation method and timeline: evaluation will be a written multiple choice quiz

- Text analysis
  Description: The course offers an overview on various methods to carry out linguistic analysis (mainly for syntactic and semantic phenomena). Students who are already proficient with linguistics can do the course as a practicum where they are assigned primary literature to read and discuss.
  Aim: Students in this course should acquire at least basic knowledge of various approaches to language analysis.
  Evaluation method and timeline: Colloquium, exact details announced by Lecturer when course commences.

FMRI Data Analysis

Description: This hands-on course covers basic analysis of structural and functional MR images using BrainVoyager and Matlab using uni- and multivariate methods.
Evaluation methods and timeline: TBA.

Advanced Statistical Methods

Description: An introductory course in Bayesian data analysis and Bayesian modeling. The course covers Bayesian data analysis from first theoretical principles to more advanced topics such as inference, computing, and model checking. The course introduces also some more applied Bayesian statistics from the perspective of R programming.
Recommended prerequisites: some elementary calculus and probability theory. Some basic statistical knowledge would also be helpful.
Evaluation methods and timeline: Oral evaluation

CLA language courses

Should English be your second language, you are strongly advised to take and pass a B2 or higher level English course during the 3-yr. program unless you already have a proven C1 level of English at the onset of the program. Should English be your first language you are strongly advised to take and pass any level Italian language course during the 3-yr program. Should neither English nor Italian be your first languages then you are strongly advised to take 1 course for both languages per the above.

Philosophy of Mind

Description: The course presents a few basic topics in philosophy of mind, namely: Science and the problem of observables (2 hours); Awareness (2 hours); Levels of reality, levels of descriptions (2 hours); Time, space, causality (2 hours).
Aim: The course develops a multi-faceted discussion on basic topics that the students will encounter in their systematic and applied research. Discussion between the teacher and the participants will be central. Students are encouraged to present their ideas and prepare brief power point presentations.
Evaluation method and timeline: attendance to the lessons, contribution to the discussion and possible presentation.

Bibliographical resources

Students take a short but intensive course on learning how to conduct efficient searches of the University of Trento's bibliographical resources available through its library. The course, which is both theory and practice, will specifically involve the Trentino Bibliographic Catalogue, e-journals, databases, academic resources and Open Access online of the various areas of interest of the participants.

Teaching

As an integral part of the training program, and subject to the approval of the Executive Committee, Students can carry out the following duties:

a) tutoring of students in undergraduate and master's degree;

b) supplementary teaching activities up to a maximum of 40 hours per academic year if enrolled in the first and second year;

c) supplementary teaching activities without time limit if enrolled in the third year.

The hours accrued from teaching do not fulfill the 60 hr. minimum of elective courses

3. CODE OF CONDUCT

3.1. Honesty in Computer and Other Equipment Use

Theft, damage or misuse of the equipment is forbidden as it takes advantage of all the other users who will lose the use of the resources.
Allowing unauthorized non-CBS Doctoral Program people access to the equipment is strictly prohibited as it reduces the amount of equipment available for CBS users and may lead to thefts.
Network usage concerning downloading of material and files and placing material on the web must be restricted to work-related items. In particular, CBS computers should not be used for downloading media files from websites that encourage copyright infringement.

3.2. Use of Facilities

The Doctoral Program offers a number of facilities to the students, such as telephone and printer usage and internet access; these services must be used only for work related activities and not for personal purposes. Moreover their usage is restricted to students, who should not invite external people to use CBS services. All data collected from your experiments should be saved on the UNITN computers, which are backed-up on a routine basis.

3.3. Workspace

Students are expected to be quiet and respectful of others in the shared workspace. The workspace is shared by several people and so it is necessary to let everybody do his/her work quietly and with the needed concentration. The workspace, as well as the use of shared facilities, is a privilege which is based on courtesy, respect for one's neighbours, and common sense. If the behavior of the student interferes with his/her colleagues, then the privilege of CBS-provided workspace may be revoked.

3.4. Tests/Assignments

If there is any confusion concerning the tests/assignments, it is your responsibility as a student to seek clarification from the lecturers. Violating an exam policy takes unfair advantage of other students in the class and compromises the trust of the instructor.

3.5. Papers and Reports

Students are required to produce reports and research papers during their careers at the University. In collecting data and information, students need to actively avoid plagiarizing the work of others. Proper footnoting of source material and documentation of borrowed ideas are absolutely essential. Texts reproduced from any other document (published paper, webpage, etc…) must be clearly cited as the work of others.

3.6 Affiliations and Acknowledgements

When presenting a paper, a poster, or a talk you must acknowledge CIMeC in your affiliations. If you are funded by a UniTN fellowship, then CIMeC should be the primary affiliation as well as the UNITN's PhD program sponsors: the Autonomous Province of Trento, the Fondazione Cassa di Risparmio di Trento e Rovereto and the Municipality of Trento. If you are funded by external grants (e.g., from IIT or FBK), you should still acknowledge CIMeC as your secondary affiliation.

3.7. Communications

It is the responsibility of PhD students to receive and answer to the messages sent to their "UNITN" e-mail address within a reasonable time frame, independently of the place they are.

Violations of to the Codes of Conduct are a serious matter. Consequences can range from a disciplinary note from the Executive Committee to expulsion by the Doctoral Program Committee.

5. STUDENT HONOR CODE

Cognitive and Brain Sciences Doctoral Program

The Honor Code

The objective of the Doctoral Program is to provide students with a high quality education while developing a sense of ethics and social and professional responsibility. In science and academia, any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth our ethical code: an Honor Code at the Cognitive and Brain Sciences Doctoral Program. The Honor System embodies our mutual trust and respect. This Code has been inspired by a similar code at Caltech and is based on the Honor Code of the ICT Doctoral Program at the University of Trento. The Honor Code provides guidance and information regarding the expectations of students and staff in our Doctoral Program and complements, but does not replace, the University of Trento ethics regulations.

Objectives

The Honor Code at the CBS Doctoral Program aims at cultivating a community based on trust, academic integrity and honor. It specifically aims at accomplishing the following:
- ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty at CBS Doctoral Program lies with them;
- prevent any students from gaining an unfair advantage over other students through academic misconduct;
- ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community;
- cultivate an environment at the CBS Doctoral Program where academic dishonesty is not tolerated among the students.

Student Responsibilities

1. Honesty
2. Lying/Deception/Fraud
3. Plagiarism / Fabrication / Falsification
4. Discrimination, sexual harassment and other inappropriate behavior
5. Respect for others
6. Communications
7. Disciplinary Measures
8. Honor Code Agreement

1. Honesty

Honesty with others and the CBS Doctoral Program in regard to both academic and non-academic issues is fundamental in creating and maintaining a good environment at the CBS Doctoral Program.

2. Lying, Deception, and Fraud

Any attempt to gain an advantage or to avoid a consequence by lying, deception or fraud is not acceptable behavior at the CBS Doctoral Program.
Examples of lying, deception, and fraud include falsifying records of time and attendance at work, giving false information to a CBS Doctoral Program official, and failing to take responsibility for personal conduct.

3. Plagiarism / Fabrication / Falsification

Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the CBS Doctoral Program are expected to acknowledge the original intellectual work of others that is included in one's own work. In particular, copying and pasting text from other documents written by

others (published or online) without adding quotation marks, as well as copying ideas without citing the source, are considered serious forms of plagiarism. Any misrepresentation of others' work as if it was the student's own will be referred to the Executive Committee for disciplinary action.

4. Discrimination, sexual harassment and other inappropriate behavior

Discrimination, sexual harassment and other inappropriate behavior, as deemed such by the Doctoral Program Committee, is contrary to the University's ethical regulations and is considered as a violation. Serious violations will be reported to the police.
http://www.unitn.it/files/download/3796/regolamento_mobbing.pdf (Italian only)
Consigliera di Fiducia
Sportello di Ascolto
presso il Rettorato dell'Università di Trento
via Belenzani, 12 (terzo piano)
tel. +39 0461 281295
Mobile: 366 5053809
Consiglieradifiducia@unitn.it

5. Respect Others

Every person has a fundamental right to be treated with respect. Every member of the CBS Doctoral Program is expected to treat others in a way that will foster to the well-being of everyone at the CBS Doctoral Program and in the community.

6. Disciplinary Measures

Serious violations will be treated as follows:
The students and his/her advisor will be asked for an explanation of the events by the Executive Committee.
The Executive Committee decides whether or not to admonish the student or to refer the case to the Doctoral School Committee recommending expulsion.
The Doctoral School Committee reserves the right to expel a student, even immediately.

7. The Honor Code Agreement

Having read the CBS Doctoral Program's Honor Code, I understand and accept my responsibility as a member of the CBS Doctoral Program to uphold the Honor Code at all times.

UNIVERSITÀ DEGLI STUDI DI TRENTO
CIMeC - Center for Mind/Brain Sciences

I hereby acknowledge that I read and understood the 2014-2015 Student Handbook of the Doctoral Program in Cognitive and Brain Sciences, and in particular the Code of Conduct and Student Honor Code.

STUDENT

First name _____

Last name _____

Date _____

Signature _____

ADVISOR

First name _____

Last name _____

Date _____

Signature _____

Contact Information

All phone numbers and email addresses of University staff can be found by doing a search in the 'People' search box of the UNITN website. If calling from outside the University, Rovereto is 0464-80XXXX, Mattarello/Trento is 0461-28XXXX. If calling from within the University just dial the last 4 digits.

Walk-in Program Administrator office hours: 10 – 12, Mon – Fri, or by appointment ONLY
Urgent matters ONLY: call/email PA
To speak with the Head or Vice-head of the Program: contact them directly.
Leah's work skype name: lleahhatwork

Other useful contacts:
Head of Accounting: Daniela Tarolli
Accounting assistant for PhD travel: Elena Aloisi and Elisa Baldessari
Accounting assistant for Purchases: Roberto Manica, Alessandra Rossaro

PhD Student Studios +Phone Numbers
Palazzo Fedrigotti, Corso Bettini, 31 Rovereto:
C112: 8621 (Common PhD Studio for Povo and Mattarello-based students)
C110: 8626 (Tao, Kruszewski, Lazaridou, Pham, Varvara, Villanueva; as of January, Granito)
C313: 8706 (Reeder, Kaiser, Pagani, Herpich, Ficarella, Malfatti, Ubaldi, Paoletti, Karunasekara, Nasseef; as of January: Parmigiani, Proklova);
P304: 8708 (Pascucci; as of January, Barbaro)
P309: 8726 (Infanti, Cannella)
P305: for November and December ONLY: Granito, Barbaro, Proklova and Parmigiani

CeRiN, via Matteo del Ben, 5 Rovereto:
8160: (IDEALAB)
8165: (IDEALAB)

CIMeC – Mattarello, via delle Regole, 101 Mattarello:
PhD Studio: 2753
PhD Studio 2: 2752
Studio 204 BioTech: 3428

FBK, via Sommarive 18, Povo:
Room 576: 0461/314576 (Schiavo)
Room 4.83: 0461/314051 (Finnerty)

Other:
Reception Palazzo Fedrigotti: 8601
Reception CIMeC - Mattarello: 3080

The mailing lists of all of the CIMeC PhD cycles are:
phd-30th-cycle@list.cimec.unitn.it
phd-29th-cycle@list.cimec.unitn.it
phd-28th-cycle@list.cimec.unitn.it
phd-27th-cycle@list.cimec.unitn.it

OR all CIMeC PhD Students: phd-students@list.cimec.unitn.it

Building Hours of Operation

Rovereto:
Palazzo Fedrigotti: reception is open Mon-Fri from 7:30a.m. until 7:00p.m

CeRiN: reception is open Mon-Fri from 8:30a.m. until 5p.m.

Palazzo Istruzione (Corso Bettini, 84): reception is open Mon-Fri from 7:45a.m. until 7:15p.m.

Mattarello:
For the time being, access to CIMeC's premises is allowed only between 8:00a.m. and 6:00p.m., Mon-Fri.

Badges: if you plan on working outside of the above hours you have to ask the Administrator of the building where your workstation is located. If permission is granted, you will be given a badge. If you begin working afterhours in more than one location you may ask the Administrator to give you access to the other building on the same badge. You do not need to get multiple badges for multiple facilities.
Only those who have magnetic badges are allowed to enter (faculty, researchers, technical and administrative personnel, and PhD students who are stationed in Mattarello) afterhours.

Who to contact and when

Rovereto:
Classroom, studio and cleaning: Reception
Stationary, mailing and office supplies: Reception
IT issues/IT requests for classes: see IT info page
IT assistance for office computers: see IT info page
IT issues/requests for CLIC labs: see IT info page
IT issues/requests for labs on 3rd floor Palazzina: Massimo Vescovi
IT issues/requests for emails/computer access: http://servicedesk.unitn.it.
All other matters: Doctorate Program Administrator

Mattarello:
Classroom, studio cleaning: Alessandro Leveghi
Stationary, mailing and office supplies: Reception
All IT issues/requests: see IT info page
All other matters: Doctorate Program Administrator

Internal Mail

The University has an internal mailing system ('*posta interna*'). You may use it for free to send mail (eg. travel receipts, signed documents) from/to any of the University locations. In order to do so, first pick up an envelope at Reception in Fedrigotti or in Mattarello, then address it and leave it with Reception.

IT Info:

At CIMeC every PhD student is given one computer upon which all standard software + additional licenses for specific needs are installed. This computer is part of the student's workstation (workstation = computer + monitor + desk + chair) and cannot be duplicated at another CIMeC location. Special needs software can be installed only at students' workstations in agreement *with student's advisor*. Should a PhD student carry out research in more than one CIMeC location, the computer at the other location will be equipped only with standard software.

The primary mode of contacting IT is by opening a ticket at https://service.cimec.unitn.it/ticketing/

IT Rovereto, Daniele Patoner: 8603
IT Rovereto, Mauro Zago: 8604
IT 3rd floor Palazzina, Massimo Vescovi: 8687
Logistics Mattarello, Alessandro Leveghi: 3060
IT Mattarello: 3661, or email lnif-IT-group@cimec.unitn.it,

For all other IT issues that may be planned in advance and do not block your operations (ie. hw/sw updates, PC/Laptop set-ups, email, application support, customizations, backup and restoring, phones, etc.) you may contact:

Central IT Office: email: itmrovereto@unitn.it (Moreno or Pasquale) web: www.polorovereto.unitn.it/presidio/ phone: 8430 8429 8428 8113	CIMeC IT Support: email: mauro.zago@unitn.it, daniele.patoner@unitn.it web: www.cimec.unitn.it phone: 8604 8153 8603

ITM info for change of emails etc.

For emergencies only

Mattarello: urgent support call 3661, or email lnif-IT-group@cimec.unitn.it, or from UNITN connected machines, go to https://service.cimec.unitn.it/ticketing/

Palazzo Fedrigotti: an IT HelpDesk service is available. The service is basically a guarantee that a cellphone at the below hours is answered by a CIMeC IT or Central IT Office representative. In order to make use of it, dial the cell number 335/5703056 or extension -8649.

Calls made to this upper level type of service are for problems blocking your operations. Therefore calls made to this number ought to be related to infrastructural IT equipment (PCs, data networks, projectors, videoconferences, telephones, printers and photocopying machines) that do not allow for immediate use.

The service is guaranteed Monday thru Thursday from 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 2:00 p.m.

Computer/Laptop Policy

Students are given one workstation (desk + computer) throughout the program, either in Mattarello or in Rovereto (CeRiN or Fedrigotti).

Laptops are loaned on a temporary basis (3-month max., renewable) and need to be requested and signed off by their advisor. If students will need laptops for longer projects then either they or the advisor can use research funds to buy a laptop.

Shared computers are available and are to be managed among the students. Shared computers are available in both Mattarello and Palazzo Fedrigotti in the PC labs, and in Fedrigotti there are some shared computers in C112 for students based in Povo and Mattarello. Computer availability in these two locations is on a first-come first-serve basis.

Course Information

General course information can be found in the Student Handbook. For details please contact the Course Coordinator mentioned in the SH.

Where and when do your courses occur?
Go to the "Calendar" link on the CIMeC website. All "CIMeC PhD" courses are labelled as such. Consult the Student Handbook for details not listed on the CIMeC Calendar (such as which year it should be taken, if it's compulsory, etc.). It's good practice to consult the CIMeC Calendar link *on a regular basis* (ie. every Monday morning see what's happening over the next 2 months) so that you are up to date in case there are any changes, cancelations, or updates.

Which courses should I take?
It is the PhD Student's responsibility to attend the classes selected and approved by the EC in the study plan and to stay updated with any new classes or changes in course schedules. Please refer to the Student Handbook and await approval from the EC regarding your study plan each year.

Student Card (*Carta dello Studente*)/Lunch Card

In order to eat at the University's cafeterias and to be able to take advantage of student discounts you need to sign up for a student card and pick it up at the Opera Universitaria's '*sportello'*. The student card is free for all students enrolled at the University of Trento. For information on getting a student card follow the instructions on this page:
http://www.operauni.tn.it/cms-01.00/articolo.asp?IDcms=14182&s=282&l=IT
You can collect your student card at the Sportello Info mense in Trento at *Sportello InfoMense, via Prati 10 - tel. (+39)0461.217462, opening time: from Monday to Friday from 9 to 12; Tuesdays from 14 to 16.;*

For Cafeteria locations visit:
http://www.unitn.it/en/ateneo/3038/canteens
info. 0461.217442 infomensa@operauni.tn.it

Policy for Accessing CIMeC Buildings

BUILDINGS

Whoever leaves after 6 p.m. must pay attention to switch off all lights, close doors and windows that might still be open and to make sure the gate has closed completely before leaving.

OFFICES

Administration assigns a desk to all people who daily work in Mattarello or Rovereto (ie: faculty, researchers, technical and administrative personnel, PhD students). Every PhD student's desk is marked with a name tag.

For people who sporadically stay at LNiF (Mattarello) and need a desk, the tutor/supervisor must contact Administration (valeria.nencini@unitn.it) and put in a request for a desk (with the following info: start and end dates, and frequency of use):

- guests for a period > 4 months (at least 3 days per week at LNIF): administration assigns them a specific desk, if available, during the requested period;
- guests for a period < 4 months or students: they do not get a specific desk, but are allowed to use a desk among those available (without name tag) in the assigned room.

In all cases the desks that can be used @ CIMeC are designated *only* by Administration/IT staff on the basis of those available.

People, desks, PCs, and furniture in general cannot be moved around without Administration's prior authorization.

Stationed @ CIMeC	Personal desk	Available desk
Faculty	X	
Researcher	X	
Post-doc	X	
PhD student	X	
Guest (> 4 months)	X	
Guest (< 4 months)		X
Student		X

LNIF PROJECT GUIDELINES

Should you begin starting MR-projects at LNIF, you must follow the procedure described in detail on our WIKI page.
https://wiki.cimec.unitn.it/tiki-index.php?page=Access+to+MR+Lab

In particular, the first three steps are important for coordinating the entire procedure.

Therefore, please remember checking these steps. This will reduce the number of problems further down the road.

For further information please refer to Prof. Jens Schwarzbach
Functional NeuroImaging Laboratories, MR Lab Co-Director Center for Mind Brain Sciences, University of Trento, Via delle Regole, 101, 38100 Mattarello (TN), Italy
Telephone: +39-0461-28 3061
Fax: +39-0461-28-3066
http://www.cimec.unitn.it/

Conference poster printing instructions

See https://wiki.cimec.unitn.it/tiki-view_faq.php?faqId=9#q31

Useful Links

Doctoral Program in Cognitive and Brain Sciences:
http://web.unitn.it/en/drcimec

CIMeC Website
http://web.unitn.it/en/cimec

CIMeC Wiki Pages
https://wiki.cimec.unitn.it/tiki-index.php?page=LnifHomePage
https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents
https://wiki.cimec.unitn.it/tiki-view_faq.php?faqId=9

CIMeC's Master's Degree
http://web.unitn.it/en/cimec/31083/two-year-masters-course-in-cognitive-science

TRAVEL & PURCHASES GUIDE

PhD Students are allocated an amount of money per year for trips and research-related purchases. This "travel" budget comprises conferences/seminars/workshops/summer schools in which you are a participant, as long as the event impacts your research project or if the material isn't already covered by the PhD program's educational offerings. Advisor PRE-approval is required for every trip and purchase. With every purchase/trip, there is paperwork/online application that needs to be filled out and done before the purchase/trip (*ideally* ***at least 3 weeks before*** *date of departure or of purchase*). This is done in order to allow for enough time between when you make the request and when the trip/purchase is actually approved, as well as in case you need advance payments for travel. If you use this guide as a reference throughout the year, you should be able to conduct all purchases/trips correctly which will amount to getting reimbursed in due time.

Personal endowments for research related travel and purchases:

- 28th cycle students are entitled to €750/year (€2250/student/cycle)
- 29th cycle students are entitled to €930/year (€2790/student/cycle).
- 30th cycle students are entitled to €2800 starting from year 2.

The fund number is "Funzionamento Dottorato CdC R061501.

Additional mobility funds selection (only for cycle 28):
There are two internal selections each year (end of 2nd year and middle of 3rd year) that students can apply to in order to request additional funds in case they have run out of their own personal endowment. Based on requests, the Executive Committee determines the winner of the selection and that student gets the additional funding. In order to participate in the selection the following documents are required:

- a letter from the student stating the what, where, when, and why they want to go to the conference. The letter ought to contain a history of publications, attended conferences, posters and talks, as well as mention any awards/prizes won during the PhD;
- a signed letter of support from Advisor.

Both documents must be emailed to the PA by the student.
Please note: Invitations to deliver talks are given higher scores than posters.

There are 2 typical traveling situations for which a PhD student needs to fill out a "*Richiesta Autorizzazione Missione/Travel Authorization Request*" online form (RAM):

A. Conference/Seminar/Workshop/Summer School
B. Work with a subject/conduct research

FIRST
In order for the trip (*missione*) to be reimbursed, you need Advisor pre-approval. This is done by following instructions in the .ppt slide available on the CIMeC Wiki PhD Documents webpage.

SECOND
At least 3 weeks before date of trip, fill out the "Create a new Travel Request Authorization Form". You need to upload the email where your Advisor approves your trip.

THIRD
Should you have a registration fee you need to fill out the the "*Partecipazione Corsi - Seminari – Convegni/Attendance at Courses – Seminars - Conferences*" form (PCSC), sign it and hand it in to the PA. When you complete this form, and you w ant UNITN to pay for the registration fee directly, be sure to hand in the exact bank coordinates so the money transfer can be made by UNITN's accounting office (ufficio contabilità) directly to the organizer[1]. This takes time to do, so requests for UNITN to pay for conferences must arrive at least 3 weeks prior to conference registration deadline.

[1] Even if the vendor states that payment can only be made with credit card it usually means that you have to contact them directly in order to get their bank info so that Accounting can make payment via money transfer or check. If this is so, please ask for conference organizer's VAT # (if abroad), or VAT and Codice Fiscale # (if Italian).

Please note: You still have to fill out this form even if you pay for the registration fee directly. In this case you should have the conference organizers write a receipt made out to the University[2], and not to you. Otherwise you will not receive a full reimbursement and will be charged tax (at least 20%).

FOURTH
If you want advance payment then you should fill out step 4 of the online request form. Please note: you will be given 50% of the total you enter on the form so that you don't end up owing the University any money after your trip.

FIFTH
You can avoid having to pay for a travel ticket (and/or hotel room) out-of-pocket by going to one of the travel agencies which have agreements with the University of Trento. When you go to reserve your travel through one of these agencies, then you must bring a copy of your authorized trip request form.

Travel agencies UNITN has an agreement (Until 30/6/2015) with for this purpose:

Liberi Tutti Srl di Trento	Agenzia Viaggi Bolgia Srl di Trento
Open Viaggi Vacanze Srl di Trento	Dart Travel Soc. Coop di Pergine (Tn)
E.T.L.I. Scarl di Rovereto (Tn)	

*Please look up agency contact information online.

LASTLY
Upon trip completion, in order to be reimbursed for the trip (*even if you requested advance payment*) you need to fill out the Liquidazione Request form online and *send all original receipts* to Presidio Amministrativo e Contabile, Palazzo Istruzione, Corso Bettini 84 Rovereto. You must also add a print out of the conference flyer (or an email where you are invited to the conference). This is basically to show proof that the event actually occurred (giustificativo).

REMEMBER
1. If you fly your boarding passes are not enough for reimbursement. You will also need to provide an original ticket receipt. Rule of thumb: keep all receipts, all the time. If you travel by train then the receipt, which already has amount paid on it, is enough. This is valid also for pre-paid tickets.
2. If the trip is carried out using train transportation, and you do not return to the CIMeC on your return trip, you will be reimbursed for the amount equal to the train trip to CIMeC or the lesser amount. For instance, if you go to a conference in Turin, and on your return you go to Florence, you will be reimbursed for Turin – Rovereto, if cheaper, otherwise Turin Florence if cheaper than Turin – Rovereto.
3. All types of payments from Accounting go out on Thursdays, but are put into the system on Wednesdays, so plan accordingly.
4. If you are Italian, fill out the Italian version of the forms (the accounting office appreciates this)
5. When travelling to a conference, you must travel the day before, during or the day after the conference. Should you travel two days before, you need to justify this with "motivi personali" or other reason on the reimbursement form AND, when you purchase the ticket, simulate the same trip on the day before/after the conference. Your travel agency should be able to provide this to you or you could easily do this online, and KEEP A PRINTED COPY. You will then be reimbursed for the one that costs less. This is only valid for flights. For train or other transportation Accounting can simulate the trip for the day before/after the trip. Either way you will be reimbursed for whichever date was cheaper.

FAILURE TO GET ADVISOR'S APPROVAL AND TO FILL OUT THE AUTHORIZATION REQUST FORM BEFORE YOUR TRIP MAY AMOUNT TO NOT RECEIVING A REIMBURSEMENT AT ALL

[2] In order for the vendor to provide you with a receipt be sure that the vendor includes the University's VAT # (00340520220) as well as to the address Università degli Studi di Trento, Via Calepina 14, I-38100 Trento (Alla c.a. Ufficio Contabilità – Rovereto)

PURCHASES

This is a point-by-point list of how to go about purchasing a service or a product for your PhD. If you want to purchase an item or a book with your or your Advisor's University funds, the form to be filled out is "Richiesta Materiali/Materials request" Form (RM).

1. Notify your Advisor
2. Advisor sends IT an email specifying the information that you have provided to your Advisor:
   a. Estimated cost of purchase
   b. Purpose of purchase (must be relevant to PhD student's research)
   c. Which fund the trip is coming from (ie. PhD program, PRIN, PAT, EC, etc.)
   d. Approval of purchase
3. Get a hard copy estimate from the vendor.
4. Provide RM along with estimate to Secretariat's Office
5. Secretariat gets the Director's signature on form and then sends everything to Accounting.

*FAILURE TO GET THE RICHIESTA MATERIALI SIGNED BEFORE YOUR PURCHASE WILL DELAY YOUR REIMBURSEMENT OR MAY AMOUNT TO NOT RECEIVING A REIMBURSEMENT AT ALL.

If you do not fill out the Richiesta Materiali beforehand then the form to be filled out is the Richiesta Rimborso Spese Sostenute (attached in English as well). This however does not mean that your request for reimbursement will be granted. You would still need to go through steps 1-5 and provide a copy of the receipt of what you paid.

Please note: at the end of your 3-year term, items/books you purchased with your PhD funds must be returned to the University of Trento as property that was purchased with University funds.

FOR IT PURCHASES: If the purchase is of IT equipment you should first read these guidelines https://wiki.cimec.unitn.it/tiki-download_file.php?fileId=237. Do not walk into an IT office without appointment or without having first opened a ticket.