DOCTORAL PROGRAM IN
COGNITIVE AND BRAIN SCIENCES

2015-2016
STUDENT HANDBOOK

Approved at the Doctoral Program Committee Meeting, 29 October 2015

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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.

Please read this document carefully and do not hesitate to contact PhD administration should you have any questions.

1.
DOCTORATE PROGRAM ORGANIZATION

Head of the Doctorate Program
Francesco Pavani

Vice-Head of the Doctorate Program
Uri Hasson

Doctorate Program Executive Committee
Francesco Pavani, Uri Hasson, Gabriele Miceli, Massimiliano Zampini, Roberto Zamparelli, Veronica Mazza, Wieske van Zoest, Sang Ah Lee, Angelo Bifone (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, Manuela Piazza, Roberto Zamparelli, Claudia Bonfiglioli, Sang Ah Lee
Massimo Poesio, Massimiliano Zampini, Alfonso Caramazza, Angelika Lingnau, Giorgio Coricelli
Luigi Cattaneo, Veronica Mazza, Valeria Sovrano, Alessandro Vato (IIT), Scott Fairhall

Doctorate Program Administrator
Leah Mercanti

Student Representatives
31st cycle: To be elected
30th cycle: Francesca Perna
29th cycle: Florian Herpich

2014/15 Graduates (*Thesis discussion in April 2016)
27th/28th cycle
Magda Altmann*
Chamanthi Karunasekara*
Davide Paoletti*
Rocco Marchitelli*

Current Students

31st cycle (Year 1)	30th cycle (Year 2)	29th cycle (Year 3)	28th cycle (Extension/ April Graduation*)	27th cycle (Extension)
Aidas Aglinskas	Rachel Bhushan	Beatrice Agostini	Mara Andrione	Magda Altmann
Luca Artesini	Jan Bìm	Ludwig Pasquale Barbaro	Giacomo Ariani	
Elisa Battistoni	Matteo De Tommaso	Ceren Battal	Stefania Ferraro*	
Federica Contò	Sarah Belinda Aimee Degosciu	Florian Herpich	Chamanthi Karunasekara*	
Benjamin Davis	Ekaterina Delikishkina	Stefania Mattioni	German Kruszewski	
Eugenia Gianni	Marco Fuscà	Marco Pagani	Angeliki Lazaridou	
Daniel Gutierrez Barragan	Adam Liska	Sara Parmigiani	Rocco Marchitelli*	
Giulia Malfatti	Elena Lorenzi	Srdjan Popov	Davide Paoletti*	
Marta Mangiarulo	Chiara Maffei	Daria Proklova	The Nghia Pham	
Sandro Pezzelle	Evelyn Muschter	Rossella Varvara		
Mariagrazia Popeo	Francesca Perna	Lia Villanueva Villarreal		
Flavio Ragni	Davide Potrich			
Danilo Rubicondo	Mohamed Ahmed Tawfik Rezk			
Poppy Sharp	Fleur Van Ierschot			
Benjamin Timberlake				
Simone Viganò				
Sara Zanellini				
Joshua Zonca				

2.
DOCTORATE PROGRAM GLOSSARY

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

3.
OVERALL PLAN OF ACTIVITIES

The PhD Program is organised in three years, each divided into semesters:

- first semester: November 1, 2015 – April 30, 2016
- second semester: May 1 – October 31, 2016

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 pg. 10 (Year 1), pg. 12 (Year 2) and pg. 14 (Year 3). 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 2015-2016 are as follows:

2015	2016
Dec. 7, 8	Jan. 1, 6
Dec. 25	March 28
	April 25
	June 2, 3
	Aug. 5 (Rovereto only), 15

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*.

3.1 GANTT DIAGRAM OF PHD PROGRAM ACTIVITIES – YEAR 1

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

Color	Meaning
Purple	Administrative actions
Green	Training activities
Blue	Main student assignments
Red	Evaluation phases
Orange	PhD project activities

YEAR 1 - 31st CYCLE

Activity	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Advisor is assigned	Purple											
OC is established		Purple										
Student and Advisor work at the Study Plan		Purple										
Student and Advisor fill out checklist independently					Purple						Purple	
Student proposes the Study Plan to the EC		Blue (1)										
Study Plan is approved by the EC			Red									
PhD Research project activities (lab meetings, data collection, experiment planning, etc.)	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange
Training activities (courses, workshops, colloquia, research seminars, etc.)	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Participate in the life of your institution	Green	Green	Green	Green	Green	Green	Green	Green	Green			
Colloquium Essay									Blue (2)			
Research report											Blue (3)	
End Year documents											Blue (4)	
Doctoral Student Day											Blue (5)	
Student and OC discuss the Research report											Red	
OC provides written feedback of the report											Red	
EYE-C evaluates admission to 2nd year												Red
DPC evaluates admission to 2nd year												Red

3.1 GANTT DIAGRAM OF PHD PROGRAM ACTIVITIES – 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

Color	Meaning
Purple	Administrative actions
Green	Training activities
Blue	Main student assignments
Red	Evaluation phases
Orange	PhD project activities

Year 2 - 30th CYCLE

Activity	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Student and Advisor work at the Study Plan	Purple											
Student and Advisor fill out checklist independently	Blue 6										Purple	
Student proposes the Study Plan to the EC					Blue 7							
Study Plan is approved by the EC			Red									
Student Thesis Project Proposal						Red						
OC provides written feedback on thesis project												
PhD Research project activities (lab meetings, data collection, experiment planning, etc.)	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange
Training activities (courses, workshops, colloquia, research seminars, etc.)	Green	Green	Green	Green	Green	Green	Green	Green			Green	Green
Participate in the life of your institution	Green	Green	Green	Green	Green	Green	Green	Green			Green	Green
Student writes Critical Literature Review (CLR)									Blue 8			
Colloquium Essay									Blue 9			
End Year documents											Blue 10	
Doctoral Student Day											Blue 11	
Brown Bag Presentation (to be done by end of Year 2)												Blue 12
OC Reviewer provides feedback on the CLR												Red
EYE-C evaluates admission to 3rd year												Red
DPC evaluates admission to 3rd year												Red

3.1 GANTT DIAGRAM OF PHD PROGRAM ACTIVITIES – YEAR 3

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

Color	Meaning
Purple	Administrative actions
Green	Training activities
Blue	Main student assignments
Red	Evaluation phases
Orange	PhD project activities

Year 3 - 29th CYCLE

Activity	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Student and Advisor work at the Study Plan	Purple											
Student and Advisor fill out checklist independently	Blue 13											
Student proposes the Study Plan to the EC					Purple							
Study Plan is approved by the EC			Red / Blue 14									
Student presents project results to OC				Red								
OC provides feedback												
Student delivers peer-reviewed manuscript (CN) or conference proceeding (LIC) + reviews					Blue 15							
Training activities (courses, workshops, colloquia, research seminars, etc.)						Green	Green	Green				
Participate in the life of your institution						Green	Green	Green				
PhD Research project activities (lab meetings, data collection, experiment planning, etc.)	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange				
PhD Thesis writing									Orange	Orange	Orange	
Colloquium Essay									Blue 16			
End Year documents											Blue 17	
Doctoral Student Day											Blue 18	
Thesis Delivery											Blue 19	
Advisor writes evaluation of the Student's thesis and PhD												Red
DPC decides on sending the thesis to reviewers												Red

3.2 DETAILED ASSIGNMENT DESCRIPTION AND DEADLINES

YEAR 1 - 31st CYCLE Students	
First Year (assignment #1)	Study Plan
Aim	Decide on the course of action with regards to research and training for 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 for PhD student	The 2015/16 Study Plan Form is available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents - hand in 1 hard copy signed by both Advisor and Student to the PhD Administrator. - upload 1 electronic copy in the student's shared google folder.
Deadline	31 December, 2015
First year (assignment #2)	Colloquium Essay
Aim	All students are required to prepare a short essay (max 1000 words) related to one of the CIMeC 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 for PhD student	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	July 31, 2016 or sooner
First year (assignment #3)	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 the Thesis Project.
Instructions for PhD Student	Written independently (no revision from advisor or OC until the meeting), this is a 3-page maximum report. Upload report in your shared google folder and notify OC. In JULY schedule meeting for first half of September with OC, in order to discuss the report with the OC. Student is also responsible for uploading this report to his/her shared google folder.
Deadline:	August 31, 2016
Instructions for OC (*not* the Advisor)	Fill out evaluation found on https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents and upload it to the student's shared google folder.
Deadline:	September 23, 2016 **Important: Students are responsible for ensuring *all* parts of this task are carried out within the terms dictated.**
First year (assignment #4)	End Year Documents
Instructions for PhD student	Student evaluations and colloquia list are due. The student evaluation is emailed in July and is filled out online. The template for the Advisor-lab meeting/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 google folder. The student evaluation is sent automatically to the EYE-C.
Deadline	August 31, 2016
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 - 30th CYCLE Students	
Second year (assignment #6)	**Study Plan**
Aim	Decide on the course of action with regards to research and training for 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: Should you have an elective course deficiency (meaning you didn't complete all 60 hrs of electives in the first year) you are required to do so in Year 2.* **30th cycle students are obliged to fulfill all academic requirements that were listed in the 2014/2015 Student Handbook. As for deadlines, 30th cycle students should adhere to the ones listed in this (2015/16) Student Handbook**
Instructions for the PhD student	The 2015/16 Study Plan Form is available at the following CIMeC Wiki page: https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents - hand in 1 hard copy signed by both Advisor and Student to the PhD Administrator. - upload 1 electronic copy to your shared google folder.
Deadline	December 4, 2015
Second year (assignment #7)	**Thesis project proposal presentation**
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	April 1, 2016
Instructions for PhD Student	Schedule location, date and time for presentation with your OC, 1 month in advance
OC written feedback instructions	Fill out evaluation found on https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents and upload it to the student's shared folder.
Deadline	April 15, 2016 **Important: Students are responsible for ensuring all parts of this task are carried out within the terms dictated.**
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 for PhD Student	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 a previously determined Reviewer (one of the student's OC members) and uploads it to the shared google folder. The Reviewer's evaluation is uploaded to the student's folder.
Students's Deadline	July 31, 2016 or sooner
Reviewer's Instructions	There is not preset feedback form for this task. A few comments written in freestyle must be uploaded to the PhD students shared google folder by the below deadline.
Deadline	September 23, 2016 **Important: Students are responsible for ensuring all parts of this task are carried out within the terms dictated.**
Second year (assignment #9)	**Colloquium Essay**
Aim	All students are required to prepare a short essay (max 1000 words) related to one of the CIMeC 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 for PhD Student	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	July 31, 2016 or sooner
Second year (assignment #10)	**End Year Documents**
Instructions for PhD Student	Student evaluations and colloquia list are due. The student evaluation is emailed in July and is filled out online. The template for the Advisor-lab meeting/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 google folder. The student evaluation is sent automatically to the EYE-C.
Deadline	August 31, 2016
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. All PhD students must present either a poster or a talk each year.
Event date	2nd half of September. More information is sent by April.
Second year (assignment #12)	**Brown Bag Presentation**
Aim	The aim of giving a Brown Bag Presentation is to allow PhD students to share their ideas/findings or data interpretation with the CIMeC Researchers at-large in a relaxed yet structured setting and is an excellent opportunity to get feedback.
Instructions	Student prepares a 15 min. talk about a question or topic of their choice that should be of scientific interest and value.
Date/Deadline	Give one talk by the end of the PhD Program.

YEAR 3 - 29th CYCLE Students	
Third year (assignment #13)	**Study Plan**
Aim	Decide on the course of action with regards to research and training for 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. *Please note: Should you have an elective course deficiency (meaning you didn't complete all 60 hrs of electives in the first and second year) you must fulfill them within the 1st trimester to avoid exclusion from the doctorate.* **29th cycle students are obliged to fulfill all academic requirements that were listed in the 2013/2014 Student Handbook. As for deadlines, 29th cycle students should adhere to the ones listed in this (2015/16) Student Handbook.**
Instructions for PhD Student	The 2015/16 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 4, 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)
Instructions for PhD Student	Schedule location, date and time for presentation with your OC, at least 1 month in advance
Presentation Deadline	January 29, 2016
OC Written Feedback Deadline	February 13, 2015, uploaded to student's google folder. **Important: Students are responsible for ensuring all parts of this task are carried out within the terms dictated.**
Third year (assignment #15)	**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 for PhD Students	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 paper along with actual reviews need to be submitted uploaded to the google shared folder.** 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 by April 1
Deadline	April 1, 2016 **Important: Students are responsible for ensuring all parts of this task are carried out within the terms dictated.**
Third year (assignment #16)	**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 for PhD Student	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 #17)	**End Year Documents**
Instructions for PhD Student	Student evaluations and colloquia list are due. The student evaluation is emailed in July and is filled out online. The template for the Advisor-lab meeting/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 google folder. The student evaluation is sent automatically to the EYE-C.
Deadline	August 31, 2016
Third year (assignment #18)	**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.
Third year (assignment #19)	**Thesis Delivery**
Instructions for PhD Student	Thesis delivery details (format, delivery methods and other practical information) will be announced to the 29th cycle students during the course of the year. By September Thesis writing should be in its final stages.
Instructions for Advisor	Download the Advisor Report form from https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents and upload it to Advisor Report shared google folder.
Deadline for PhD Student	September 30, 2016
Deadline for Advisor	Oct. 10, 2016

4.
STUDY PLAN

The Study Plan is the document where you state which course activities will be taken each PhD year. This document has to be discussed with your Advisor, who has to sign it to document his/her approval, and must be hand-delivered to the PA (see Gantt diagram for deadline) and uploaded to your UNITN PHD Google shared folder.

Below is a synthetic description of each of the PhD activities and courses, arranged in terms of general training objectives. Preparing your Study Plan means deciding which of these courses or activities to pursue each year.

Part of the activities 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 22 credits, within the first two years. The CIMeC Doctoral Program strongly encourages the student to take full advantage of the educational offering at UNITN.

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 up for it.
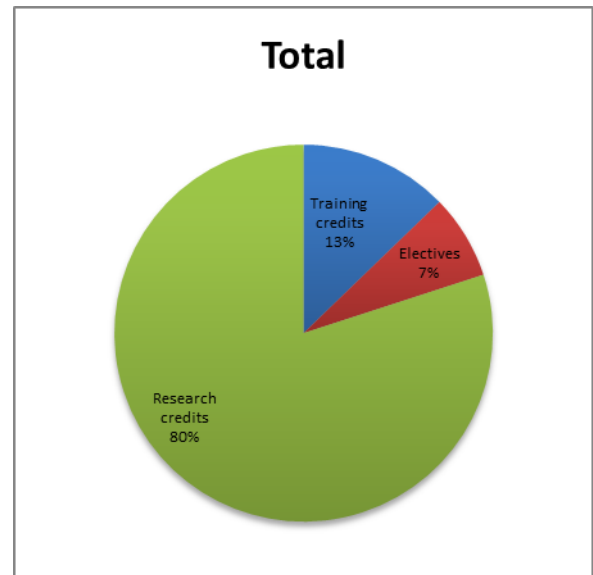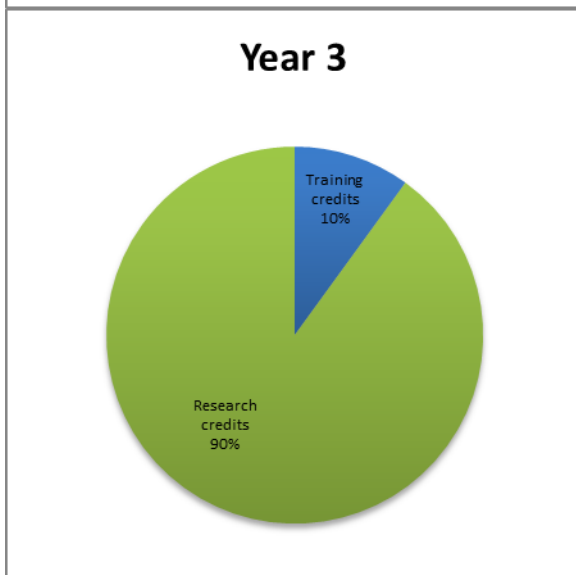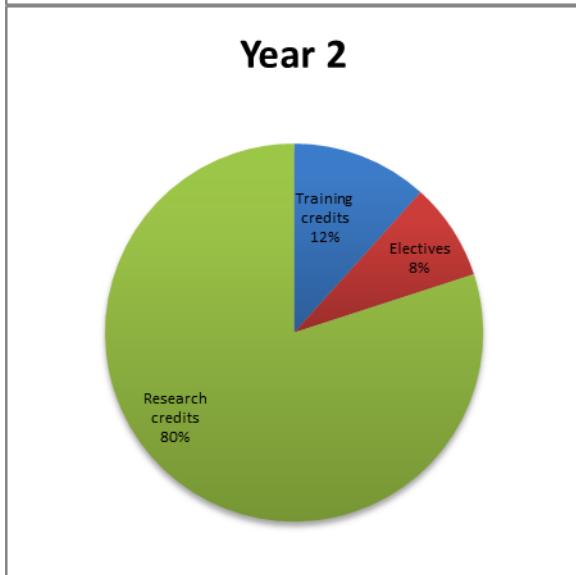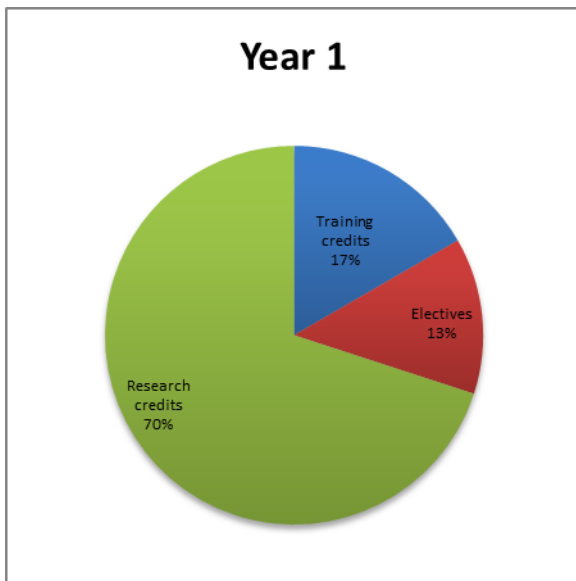
The evaluation method of a course is determined by the Lecturer of that course. Details on how and when the evaluation shall take place are the responsibility of the course Lecturer and ought to be shared with students within the first 2 lessons of the lecture. The general guideline for Faculty is that 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 2016. 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.

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.

4.1 PERCENTAGE OF STUDY AND RESEARCH CREDITS

Year 1

Training credits 17%
Electives 13%
Research credits 70%

Year 2

Training credits 12%
Electives 8%
Research credits 80%

Total

Training credits 13%
Electives 7%
Research credits 80%

Year 3

Training credits 10%
Research credits 90%

4.2 COMPULSORY CREDITS

1- MANAGE AND MONITOR YOUR PROJECTS

Course	Lecturer	When	Type	Credits
Make the most of your PhD				
Introduction to the PhD program at CIMeC	F. Pavani	Year 1, 1st trimester	T	0.3
Being a PhD Student at CIMeC	3rd and 4th year Students + Advisors	Year 1, 1st trimester	T	0.3
Time Management	TBA	Year 1, 1st trimester	T	0.3

2- ETHICS AND GOOD PRACTICE OF RESEARCH

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

3- PARTICIPATE IN THE LIFE OF YOUR INSTITUTION

Course	Lecturer	When	Type	Credits
Colloquia Attendance	Invited speakers	Year 1, 2, and 3	T	3.5
Brown Bag Attendance	Doctoral Students	Year 1, 2, and 3	T	2
Doctoral Student Day Attendance	Doctoral Students	Year 1, 2, and 3	T	2
Participation (organise lab tours, participate in DSD organisation, CIMeC event planning, community service, etc.)	Doctoral Students	Year 1, 2, and 3	T	0.5

3- PHD RESEARCH ACTIVITY

Activity	Actors	When	Type	Credits
Advisor/Lab Meetings	Student/Advisor	Year 1, 2, and 3	R	4
Doctoral Student Day	Doctoral Students	Year 1, 2, and 3	R	2
Colloquium Essay	M. Peelen	Year 1, 2, and 3	R	1
Research activity	Student	Year 1 and 2	R	30
Research Report	Student	Year 1	R	6
CLR	Student	Year 2	R	10
Brown Bag Presentation	Doctoral Students	Year 2	R	2
Research Activity	Student	Year 3	R	20
Submission + reviews - Research Paper (if CN student) / Submission + reviews - Conference proceedings (if LIC student)	Student	Year 3	R	4
Thesis writing	Student	Year 3	R	24

4.3 ELECTIVE CREDITS

4- RESEARCH COMMUNICATION

Course	Lecturer	When	Type	Credits
RC1				
Data visualization	C. Hickey	Year 1 or 2, 2nd trimester	T	1
RC2				
Figures and posters	C. Hickey	Year 1 or 2, 2nd trimester	T	1.5
RC3				
Conference presentations	C. Hickey	Year 1 or 2, 2nd trimester	T	2
RC4				
Writing	S.A. Lee	Year 1 or 2, 2nd trimester	T	1.5
RC5				
How to Review a Journal Article	U. Hasson	Year 1 or 2, 2nd trimester	T	1
RC6				
How to Respond to Reviewers	M. Peelen	Year 1 or 2, 2nd trimester	T	1

5- RUN YOUR STUDIES

Course	Lecturer	When	Type	Credits
Run your studies				
Run your studies with "Presentation"	L. Turella	Year 1 or 2	T	2

5- FUNDING

Course	Lecturer	When	Type	Credits
Fund your project				
Funding opportunities for young researchers	Lecturer: Research and Technology Transfer Support Division – University of Trento	Any time during the three years	T	0.50

6- ACHIEVING EXPERTISE

Course	Lecturer	When	Type	Credits
Introduction to Methods				
Methods 1: EEG	V. Mazza	Year 1, 2, or 3 2nd trimester	T	1.5
Methods 2: fMRI	J. Jovicich	Year 1, 2, or 3 2nd trimester	T	1.5
Methods 3: MEG*	C. Braun	Year 1, 2, or 3 2nd trimester	T	1.5 minimum
Methods 4: TMS	TBA	Year 1, 2, or 3 2nd trimester	T	1.5
*fMRI Data Analysis**	J. Haxby	Year 1, 2, or 3 3rd trimester	T	2 minimum
Analyse your studies				
Advanced Statistics	L. Lombardi	Year 1, 2, or 3 2nd trimester	T	2
Theory				
Philosophy of Mind	L. Albertazzi	Year 1, 2, or 3	T	1.5
Bibliographical Resources	M. Lucianer	Year 1, 2, or 3	T	1
Practice				
Teaching Assistance	You	Year 1, 2, or 3	T	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.

   The following is a list of 2015-2016 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, Neuroscience, Philosophy of Language, Current Debates in Cognitive Neuroscience, Scientific Communication, Advanced Topics in Perception and Attention, Cognitive Psychology, Computational Linguistics, Advanced Topics in Language/Cognition, Logical Structures in Natural Language, Computational Skills for Text Analysis.
   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

* Recommended courses offered within the framework of the Master's in Cognitive Sciences. Check out schedule at above link.

4.4 DETAILED COURSE DESCRIPTIONS

1 – MANAGE AND MONITOR YOUR PROJECTS

Make the most of your PhD

These attendance-only mini-seminars include an introduction to the PhD program at CIMeC, held by the PhD program coordinator and the PhD administrator; a lesson with all 3rd and 4th year PhD students at CIMeC; and tips on time management. The aim of the "Being a PhD Student at CIMeC" seminar is that of getting first-hand, "insider" tips from the PhD students from previous years. At the end of the lesson Advisors of different tier levels provide further advice on making the most of your PhD.

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 Attendance

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 track of the colloquia attended throughout the year. *Colloquia Organization Committee: Clayton Hickey, Olivier Collignon, Uri Hasson*

Brown Bag Attendance

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 held during lunch; participants are welcome to bring their own lunch. *Brown Bag Organization Committee: 2 PhD students, possibly Year 1 and 2. Marius Peelen (Academic Referral)*

Doctoral Student Day Attendance

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*

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 – PHD RESEARCH ACTIVITY

Student/Advisor Lab Meetings and Checklists

Lab Meetings: This fundamental activity is characterized by regular meetings with the Advisors and, if available, 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.

Checklists: This task is carried out by both the Advisor and the Student independently at the end of each semester to ensure minimum requirements are met regarding the quantity and quality of the research carried out. The outcome of the Checklists is monitored by the EYE-C, and with regards to the research activity, is monitored by the OC.

Detailed instructions on research activities listed on pages #16-18

5 – PRESENT and PUBLISH YOUR PROJECTS

Research communication

Description: The aim of these modules 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).

How to critically read a journal article

As important part of writing a research article is adopting a critical stance. This module will focus on criteria reviewers use to evaluate cognitive neuroscience papers.

How to respond to reviewers

In this module, we will discuss the various steps of the publication cycle, focusing on how best to anticipate and respond to reviewers' comments.

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
  For information and a detailed description go to http://international.unitn.it/mcs/cognitive-neuroscience-cns and look up the Hands on Methods course.

- 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

FMRI Data Analysis

For information and a detailed description go to http://international.unitn.it/mcs/cognitive-neuroscience-cns and look up the Hands on Methods course.

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

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

5.
CODE OF CONDUCT

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.

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.

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.

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.

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.

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.

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.

6.
STUDENT HONOR CODE

Cognitive and Brain Sciences Doctoral Program

The objective of the Doctoral Program is to provide students with a high quality education and prepare them for research careers in academia or industry. A core aspect of scientific work is maintaining scientific integrity, first as a student, and later as a researcher. In science and academia, scientific misconduct harms the entire community and may even set back scientific work in extreme cases such as data fabrication. 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 that is meant to guide you through your responsibilities as students and practicing scientists. 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[1].

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 students from gaining an unfair advantage over others through academic misconduct;
- ensure that students understand that academic dishonesty is a violation of trust: the trust of the academic and non-academic community in the results, and, ultimately, of the tax-payers who fund our research;
- cultivate an environment at the CBS Doctoral Program where academic dishonesty is not tolerated among the students.

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. The standard that should guide the students is whether their conduct is morally just.

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, providing false information to a CBS Doctoral Program official, and failing to take responsibility for personal conduct.

3. Scientific misconduct: Plagiarism / Fabrication / Falsification
Scientific misconduct will not be tolerated and can lead to expulsion from the program.

Plagiarism: The way in which students communicate their ideas reflects their writing and analytic ability. For this reason, students are expected to communicate their ideas using their own phrasings, and attribute any prior ideas or language to their source. Verbatim citations from written or online resources should be enclosed in quotation marks and accompanied by an accurate citation. Do not make minor changes or word substitutions to prior written work in an attempt to avoid citing it. If you are unclear on how to cite a particular resource, consult your faculty advisor or use the American Psychological Association format. Copying text

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[1] http://www.unitn.it/norme-regolamenti/2099/codice-etico-e-codice-di-comportamento (Italian only)

from your own prior work (or your advisor's) is considered self-plagiarism. Although often considered less blameworthy than other forms of plagiarism, self-plagiarism is nonetheless a form of scientific misconduct.

You should cite any prior source that directly influences your scientific treatment of the topic in question. This includes research design, code, analytic strategies or more general ideas2. Failing to cite or properly attribute ideas to their source results in a misrepresentation of the student's intellectual or writing ability. When citing primary sources based on reading of secondary sources such as chapters or review articles, you should make clear that the primary materials were not directly evaluated.

Fabrication and Falsification. Data fabrication involves any form of creating data sets or adding data to existing ones. This is an extreme form of scientific misconduct and will not be tolerated. "Findings" reported from fabricated data cannot be replicated and result in wasted time and resources within the scientific community. Data falsification is any attempt to alter existing data including modifications of means or variances. Students should not invent, alter or delete data collected. Students must maintain records of all original data and share them with their advisor. Procedures for data filtering (e.g., outlier removal or discarding participants) should be consulted on and approved by the faculty advisor. In particular "P-hacking" should be avoided: null results are a frequent outcome in scientific studies, and students should not aim to analyse their data to the point they obtain a "significant" ($p < .05$) result. Similarly, when multiple analysis strategies exist, whether or not a strategy results in a significant result should not be considered a factor in selection of an analysis to report. Students should consider reporting null or statistically marginal findings, as they are essential to future meta-analyses and for the assessment of the research project as a whole. While you are responsible for your work, you should consult with your advisor on such issues; they are the ones bearing the final responsibility for the communicated work and have the last word on these.

Any misrepresentation of others' work as if it was the student's own (i.e.,plagiarism) or instances of data fabrication or manipulation 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. Should you feel you are a victim of any inappropriate behaviour, you can contact the Confidential Counsellor (Consigliera di Fiducia), a lawyer appointed by UniTN to offer counselling to manage issues of discrimination, mobbing or sexual harassment within the work environment.
http://www.unitn.it/en/servizi/1716/the-confidential-counsellor-for-mobbing-and-sexual-harassment-cases
Consigliera di Fiducia
Helpdesk: via Tommaso Gar, 29, ground floor
tel. +39 0461 281295
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. Advancing in the PhD program via scientific misconduct (as described in section 3) is ethically wrong and also results in a skewed allocation of resource (extension, prizes etc.) and harms one's peers. For this reason, if you know of any of the school's student who engages in misconduct you should consider raising this issue with them.

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.

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[2] http://studentaffairs.stanford.edu/communitystandards/integrity/plagiarism

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 2015-2016 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 _____

7.
USEFUL INFORMATION

7.1 Contact Info and Logistics

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 (PA) 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
Official email of the PA: phd.cimec@unitn.it
Doctorate website: http://web.unitn.it/en/drcimec

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
Location: Corso Bettini, 84, Rovereto (Palazzo Istruzione, top floor)

PhD Student Studios +Phone Numbers
Palazzo Fedrigotti, Corso Bettini, 31 Rovereto:
C110: Lazaridou, Varvara, Villanueva, Pezzelle, Gianni, Zanellini, Borghesani, Gutierrez Barragan (tel: 8626)
C111: Kruszewski, Pham (tel: 8620)
C112: Delikishkina, van Ierschot, Viganò, Mangiarulo, Rubicondo, Aglinksas (tel: 8621)
C313: Bìm, Liska, Pagani, Herpich, Degosciu, Paoletti, Muschter, Karunasekara, Proklova, Sharp, Popeo, Contò (tel: 8706)
P304: Perna (tel. 8708)
P307: Artesini, Barbaro (tel: 8726)
P301: De Tommaso (tel: 8716)

CIMeC – Mattarello, via delle Regole, 101 Mattarello:
PhD Studio: Maffei, Zonca, Timberlake, Malfatti, Ragni, Fuscà (tel: 2753)
PhD Studio 2: Battal, Ferraro, Parmigiani, Mattioni, Rezk (tel: 2752)

CIMeC – Ex-Manifattura:
P2, Stanza n. 3: Lorenzi, Andrione (tel: 8737), Potrich (tel: 8736)
P2, Stanza n.232: Bhushan (tel: 8691)

Other:
Reception Palazzo Fedrigotti: 8601
Reception CIMeC - Mattarello: 3080
Reception CIMeC – Ex-Manifattura: 8700
Reception Palazzo Istruzione: 8401

The mailing lists of all of the CIMeC PhD cycles are:
phd-31st-cycle@list.cimec.unitn.it
phd-30th-cycle@list.cimec.unitn.it
phd-29th-cycle@list.cimec.unitn.it
phd-28th-cycle@list.cimec.unitn.it

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

<u>Who to contact and when</u>

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

<u>Internal Mail</u>
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, then address it and leave it with Reception.

7.2 Building Hours of Operation and Office Policy

Rovereto:
Palazzo Fedrigotti (Corso Bettini, 31): reception is open Mon-Fri from 7:30a.m. - 7:00p.m
CeRiN: reception is open Mon-Fri from 8:30a.m. - 5p.m.
Palazzo Istruzione (Corso Bettini, 84): reception is open Mon-Fri from 7:45a.m. -l 7:15p.m.
Ex-Manifattura (Piazza Manifattura, 1 Building #14) : 8 a.m. – 6 p.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 with the same badge. *You do not need to get multiple badges for multiple facilities, except for CIMeC Ex-Manifattura.*
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 and on holidays when reception is closed.

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

7.3 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 Fedrigotti - Daniele Patoner: 8603
IT Rovereto, Fedrigotti - Mauro Zago: 8604
IT 3rd floor Palazzina, Fedrigotti - Massimo Vescovi: 8687
Logistics Mattarello, Alessandro Leveghi: 3060
IT Mattarello: 3661, or email lnif-IT-group@cimec.unitn.it
IT Ex-Manifattura: Antonio Zandonai: 8836

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 open a ticket at the above link

For change of emails or problems with your internet connection, contact the
Central IT Office:
email: itmrovereto@unitn.it (Moreno or Pasquale)
web: www.polorovereto.unitn.it/presidio/
phone: 8430 8429 8428 8113
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.

7.4 CIMeC PhD 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 *(should your course begin sooner you may begin it without EC approval for the time being, and as long as your Advisor is notified).*

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/servizi/ristorazione/carta-dello-studente
You can collect your student card at the Sportello Info mense in Trento at *Sportello Opera Universitaria, via della Malpensada 140 – Trento tel. (+39)0461.217462, opening time: from Monday to Friday from 9:30 to 12; Tuesdays from 14 to 16.*
www.operauni.tn.it »
info@operauni.tn.it »
For info about cafeteria food and costs:
http://www.operauni.tn.it/servizi/ristorazione

For Cafeteria locations visit:
http://www.operauni.tn.it/servizi/ristorazione/mense

7.5 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. Jorge Jovicich
Functional NeuroImaging Laboratories, MR Lab Director
Center for Mind Brain Sciences
University of Trento
Via delle Regole, 101, 38100 Mattarello (TN), Italy
Telephone: +39-0461-28 3064
Fax: +39-0461-28-3066
jorge.jovicich@unitn.it

Should you begin starting TMS-projects at LNIF, please refer to Prof. Luigi Cattaneo
Center for Mind Brain Sciences
University of Trento
Via delle Regole, 101, 38100 Mattarello (TN), Italy
Telephone: +39-0461-28 2743
Fax: +39-0461-28-3066
luigi.cattaneo@unitn.it

Should you begin starting MEG-projects at LNIF, please refer to Prof. Luca Turella
Center for Mind Brain Sciences
University of Trento
Via delle Regole, 101, 38100 Mattarello (TN), Italy
Telephone: +39-0461-28 3098
Fax: +39-0461-28-3066
luca.turella@unitn.it

7.6 Useful Links

UNITN Doctorate Website
http://www.unitn.it/en/ateneo/1895/phd-schools-and-programmes

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

Conference poster printing instructions
Please visit: https://wiki.cimec.unitn.it/tiki-view_faq.php?faqId=9#q31