UNIVERSITÀ DEGLI STUDI DI TRENTO

CIMeC - Center for Mind/Brain Sciences

CiMeC

DOCTORAL PROGRAM IN
COGNITIVE AND BRAIN SCIENCES

2018-2019
STUDENT HANDBOOK

Approved at the Doctoral Programme Committee Meeting, 11 June 2018

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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.

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
Veronica Mazza

Doctorate Program Executive Committee
Francesco Pavani, Manuela Piazza, Gabriele Miceli, Massimiliano Zampini, Roberto Zamparelli, Veronica Mazza, Albrecht Haase, Angelo Bifone (IIT)

Doctoral Program Committee
Daniel Adams, John Assad (IIT), Daniel Baldauf (*MEG Lab Coordinator*), Marco Baroni, Lorella Battelli (IIT), Yuri Bozzi, Raffaella Bernardi, Angelo Bifone (IIT), Claudia Bonfiglioli, Alfonso Caramazza, Olivier Collignon, Giorgio Coricelli, Elisabetta Farella, Scott Fairhall, Alessandro Gozzi (IIT), Albrecht Haase, Uri Hasson, Aurelie Herbelot, Clayton Hickey, Jorge Jovicich (*fMRI Lab Coordinator*), Sang Ah Lee, Angelika Lingnau, Uwe Mayer, Veronica Mazza (*Experimental Psychology Lab Coordinator*), David Melcher, Gabriele Miceli (*IDEALAB Local Director)* , Carlo Miniussi (*CIMeC Director and TBS Lab Coordinator*), Emanuele Olivetti, Costanza Papagno (CeRiN Clinical Director) Stefano Panzeri (IIT – *CNCS Director*), Francesco Pavani, Marius Peelen, Manuela Piazza, Stefania Pighin, Paola Sgadò, Valeria Sovrano (*ACN Lab Coordinator*), Katya Tentori, Massimo Turatto, Luca Turella, Giorgio Vallortigara, Wieske van Zoest, Nathan Weisz, Roberto Zamparelli (*LIC Lab Coordinator*), Massimiliano Zampini (*Master Course Coordinator*)

Doctorate Program Administrator
Leah Mercanti

Student Representatives
34rd cycle:
33rd cycle: Madalina Bucur
32nd cycle: Giorgio Marinato
31st cycle: Simone Viganò

2017/18 Graduates (Thesis discussion takes place in three sessions during the 2018/19 academic year)

31st cycle
Aidas Aglinskas, Luca Artesini, Elisa Battistoni, Federica Contò, Eugenia Gianni, Daniel Gutierrez Barragan, Giulia Malfatti, Marta Mangiarulo, Sandro Pezzelle, Mariagrazia Popeo, Flavio Ragni, Poppy Sharp, Benjamin Timberlake, Simone Viganò, Sara Zanellini, Joshua Zonca

Current Students

34rd cycle (Year 1)	33rd cycle (Year 2)	32nd cycle (Year 3)
Luigi Balasco	Madalina Bucur	Francesca Bonetti
Greta Baratti	Ludovico Coletta	Claudia Bonmassar
Giacomo Bertazzoli	Stefano Fait	Carola Canella
Arianna Brancaccio	Claudio Greco	Romina Esposito
Luca Del Torre	Bastien Lemaire	Demetrio Ferro
Fabio Gatto	Anastasia Morandi Raikova	Giulia Forcellini
Monika Jaimini	Lisa Novello	Giorgio Marinato
Velu Prabhakar Kumaravel	Federico Rocchi	Monica Moroni
Ludovica Pannitto	Martina Valente	Folco Panizza
Shahryar Noei		Danielle Elizabeth Parrott
Francesco Poli		Prerana Sabnis
Francesca Saviola		Giuseppe Rabini
		Sofia Tagini

Co-tutelle PhD Candidates:
Alexandre Kabbach
Chiara Valzolgher

IDEALAB Host PhD Candidates:
Svetlana Averina
Juliana Feiden

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 Oversight Committee.

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 (at least one member must be Faculty) 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.
Instructions: Email the PA, CC'ing your Advisor, with your OC nominations.

DOCTORAL PROGRAM COMMITTEE (*DPC*)

The Doctoral Program Committee is made up of the Faculty 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, candidate oral defence organization, 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 Humanities and Cognitive Sciences Area - PhD Office directly for the following instances:
- Enrolment in the program
- Certification of enrolment
- Lodging contributions
- TDS payments
- Diplomas
- 50% increase for research abroad

PhD STUDENT REPRESENTATIVES

Elected by their cohort, PhD Student Representatives are the voice of the cohort they represent in the Doctoral Program Committee meetings. As part of their participation credits they ensure that their fellow PhD Candidates keep their publications updated and monitor their participation in the life of the institution. Every other year the representative who is elected by his/her cohort also takes part in the Consiglio CIMeC meetings.

TUTOR

A Tutor is a senior scientist who is available to meet with the PhD candidate a couple of times a year (or more) and is not involved in the research of the PhD student. The Tutor's role is mainly to support the PhD candidate on issues other than scientific. Tutors are chosen by the PhD candidate, typically a Doctorate in Cognitive and Brain Sciences faculty member, but may also be faculty members of another Doctoral Program within the University of Trento, pending authorization from the Executive Committee.
Instructions: Email the PA with your Tutor preference. The EC will then deliberate on your request and verify the Tutor's availability. A notice will be then sent to both PhD candidate and the nominated Tutor. If a Tutor is not chosen by the PhD candidate, then one will be assigned to by the EC.

3.
OVERALL PLAN OF ACTIVITIES

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

- ❖ first semester: November 1, 2018 – April 30, 2019
- ❖ second semester: May 1 – October 31, 2019

A Gantt diagram of Program's activities is provided on pg. 13 for Years 1 – 4. The diagram identifies main student assignments, evaluations and administrative actions across the four 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 taken note of by the Course Lecturer, should the absence overlap with an approved course in the Study Plan. Repeated unjustified absences will be notified to the Doctoral Program Committee and can lead to the expulsion from the Doctoral Program.

Holidays observed in 2018-2019 are as follows:

2018	2019
Nov. 1, 2	Jan. 1
Dec. 24-26	April 22
Dec. 31	April 25, 26
	May 1
	June 26 (Trento + Mattarello)
	Aug. 5 (Rovereto)
	Aug. 15-16

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.*

Maintaining a constructive relationship with your Advisor, your colleagues and the CIMeC community-at-large is one of the essential ingredients for a successful PhD. Should you experience difficulties during your PhD you are encouraged to contact any of the following key people within the program: your Advisor, other members of your Oversight Committee or your Tutor. The Program Director and the Vice-Director as well as the administrative staff can also provide support, if needed. Finally, a Confidential Counsellor and Psychological Counselling at the University of Trento can be contacted should you feel that the matter be discussed outside the PhD program. More information about these services at the University of Trento are available at page 18 of the Short Guide for PhD Students at the end of this booklet.

3.1 2018/19 DEADLINE CHECKLIST

YEAR 1 – Cycle 34	Due date
Study and research plan	
☐ Proposed	08/01/2019
☐ Final	30/08/2019
Research project	
☐ Research plan	08/01/2019
☐ Doctoral student day poster	15/01/2019
☐ Written research report	30/08/2019
☐ Oral presentation	13/09/2019
☐ Written feedback by Oversight Committee	27/09/2019
Participating in the life of your institution	
☐ List of lab meetings / advisor meeting / journal clubs	13/09/2019
☐ List of colloquia attended	13/09/2019
☐ List of Brown Bag meeting attended	13/09/2019
☐ List of participation activities	13/09/2019

YEAR 2 – Cycle 33	Due date
Study plan	
☐ Proposed	26/11/2018
☐ Final	30/08/2019
Research project	
☐ Thesis project proposal presentation	05/04/2019
☐ Thesis project proposal feedback by the Oversight Committee	19/04/2019
Assignments	
☐ Critical Literature Review (CLR) document	31/07/2019
☐ Critical Literature Review (CLR) feedback by the Oversight Committee	27/09/2019
☐ Doctoral student day poster/talk	15/01/2019
Participating in the life of your institution	
☐ List of lab meetings / advisor meeting / journal clubs	13/09/2019
☐ List of colloquia attended	13/09/2019
☐ List of Brown Bag meeting attended	13/09/2019
☐ List of participation activities	13/09/2019

YEAR 3 - Cycle 32	Due date
Study plan	
☐ Proposed	26/11/2018
☐ Final	30/08/2019
Research project	
☐ Thesis progress presentation	05/04/2019
☐ Thesis progress feedback by the Oversight Committee	19/04/2019
Assignments	
☐ Doctoral student day poster/talk	15/01/2019
☐ Brown Bag presentation	01/03/2019
☐ Research paper for journal or conference proceeding, with reviews	29/03/2019
Participating in the life of your institution	
☐ List of lab meetings / advisor meeting / journal clubs	13/09/2019
☐ List of colloquia attended	13/09/2019
☐ List of Brown Bag meeting attended	13/09/2019
☐ List of participation activities	13/09/2019

YEAR 4 (Cycle 33 estimate)	Due date
Research project	
☐ Thesis project result presentation	06/04/2021
☐ Thesis project result feedback by the Oversight Committee	20/04/2021
Assignments	
☐ Thesis delivery	15/07/2021*
Participating in the life of your institution	
☐ List of lab meetings / advisor meeting / journal clubs	14/09/2021
☐ List of colloquia attended	14/09/2021
☐ List of Brown Bag meeting attended	14/09/2021
☐ List of participation activities	14/09/2021

depending on your specific situation please refer to final exam chart on pg. 24 of the 2018/19 Student Handbook available on the CIMeC PhD website, as well as on the CIMeC Wiki pages.

3.2 GANTT DIAGRAMS

YEAR 1	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Advisor assigned	gray											
Oversight Committee established		gray										
Student and Advisor work at the Study + Research Plan		gray										
Study Plan: proposed by Student and approved by Advisor			blue									
Research project: plan proposed by Student and approved by Advisor			blue									
Assignments: Doctoral Student Day Poster/Talk			blue									
Study Plan: final											blue	
Research Project: Written Research Report											blue	
Research Project: Oral Presentation											blue	
Research Project: Feedback from OC											red	
EYE-C reviews final study plan and evaluates admission to 2nd year											gray	gray
DPC evaluates admission to 2nd year												gray

YEAR 2	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Student and Advisor work at the Study + Research Plan	gray											
Study Plan: proposed by Student and approved by Advisor	blue											
Assignments: Doctoral Student Day Poster/Talk			blue									
Assignments: Brown Bag Presentation	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue — Any time during year 2 or 3
Research Project: Thesis Project Proposal Presentation						blue						
Research Project: Thesis Project Proposal Feedback						red						
Assignment: Critical Literature Review (CRL) Document									blue			
Assignment: Critical Literature Review (CRL) OC Feedback											red	
Study plan: final											blue	
EYE-C reviews final study plan and evaluates admission to 3rd year											gray	gray
DPC evaluates admission to 3rd year												gray

YEAR 3	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Student and Advisor work at the Study + Research Plan	gray											
Study Plan: proposed by Student and approved by Advisor	blue											
Assignments: Doctoral Student Day Poster/Talk			blue									
Assignments: Brown Bag Presentation	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue — Any time during year 2 or 3
Research Project: Thesis Progress Presentation						blue						
Research Project: Thesis Progress Feedback						red						
Assignment: Research Paper/Conference Proceeding					blue							
Study Plan: final											blue	
EYE-C reviews final study plan and evaluates admission to 4th year											gray	gray
DPC evaluates admission to 4th year												gray

YEAR 4	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Assignments: Doctoral Student Day Poster/Talk			blue									
Research Project: Thesis Project Results Presentation						blue						
Research Project: Thesis Project Results Feedback						red						
Assignment: Research Paper/Conference Proceeding					blue							
Study Plan: final											blue	
Thesis Delivery									blue For Nov.			blue For March
Advisor Report for Thesis Review Process Commencement									red For Nov.			red For March
DPC evaluates admission thesis review									gray For Nov.			gray For March

Abbreviations: Doctoral Program Committee (DPC), Executive Committee (EC), Oversight Committee (OC), End-of-Year Evaluation Committee (EYE-C)

Color coding legend: Administrative actions (gray), main student tasks (blue), assessment/feedback (red)

3.3. Yearly Admission

As specified in the Checklist and Gantt diagrams above, admission to the following year of your PhD involves approval by the Doctoral Program Committee and will result in one of three options: pass, pass with reserve or fail.

The Doctoral Program Committee's decision is constructed upon performance in developing your thesis project, completing your assignments in due time, passing the mandatory and elective courses in your study plan, your self-reported attendance at CIMeC Colloquia, Brown Bags and other seminars, Advisor/Lab meetings and participating in the Center's activities.

4.
STUDY PLAN AND COURSE REQUIREMENTS

The Study Plan is the document where you state which course activities will be taken each PhD year. This plan has to be discussed with your Advisor, who has to approve it, and it must be (see checklist for deadline) uploaded to your UNITN PHD shared folder. Study Plan Form will be emailed to you by the PhD Administration in early November 2018.

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 10 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 it being compulsory or not, a student is allowed up to 25% absences. Where applicable, the student 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 a 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 Lecturer 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 final study plan and pass/fail status or grades must be uploaded in your Study Plan shared folder by 15 September 2019. 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 the International Master in Human Language Technology and Interfaces), which schedules can be found here: https://easyroom.unitn.it/Orario/index.php?view=easycourse&_lang=en.

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, pass/fail status and course instructor names must be added to study plan and uploaded to your shared folder. The PA will not accept study plans void of this information.

Compulsory courses cannot be substituted. 1 credit = 6 frontal hours.

4.1 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, L. Mercanti	Year 1, 1st trimester	T	0.25
Being a PhD Student at CIMeC	3rd year Candidates + Advisors	Year 1, 1st trimester	T	0.25
Time Management	S. Pighin	Year 1, 1st or 2nd trimester	T	0.25
Online safety course	UNITN	Year 1, 1st trimester	T	0.25

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 or 2nd trimester	T	0.75
Module 2. Prepare a protocol for Ethic Committee approval	C. Bonfiglioli	Year 1, 1st or 2nd trimester	T	1
Module 3. Code of conduct in science	D. Baldauf	Year 1, 1st or 2nd trimester	T	0.25

3- PARTICIPATE IN THE LIFE OF YOUR INSTITUTION

Course	Lecturer	When	Type	Credits
Colloquia Attendance	Invited speakers	All years	T	3.5
Brown Bag Attendance	Phd Candidate	All years	T	2
Doctoral Student Day Attendance	Phd Candidate	Year 2, 3 and 4	T	2
Participation (for details see course descriptions)	Phd Candidate	All years	T	0.5

4- PHD RESEARCH ACTIVITY

Activity	Actors	When	Type	Credits
Research activity	Phd Candidate	All years	R	30
Advisor/Lab Meetings	Phd Candidatet/Advisor	All years	R	4
Doctoral Student Day poster/talk	PhD Candidate	Years 2, 3 and 4	R	1
Research Report	Phd Candidate	Year 1	R	6
Critical Literature Review (CLR)	Phd Candidate	Year 2	R	10
Brown Bag Presentation	Phd Candidate	Year 2	R	2
Peer-reviewed research paper or peer-reviewed conference proceeding	Phd Candidate	Year 3	R	4
Thesis	Phd Candidate	Year 4	R	24

4.2 ELECTIVE CREDITS

5- RESEARCH COMMUNICATION

Course	Lecturer	When	Type	Credits
RC1				
Data visualization	D. Adams	Year 1 or 2, 2nd trimester	T	1
RC2				
Figures and posters	D. Adams	Year 1 or 2, 2nd trimester	T	1.5
RC3				
Conference presentations	D. Adams	Year 1 or 2, 2nd trimester	T	2
RC4				
Writing	J. Jovicich	Year 1 or 2, 2nd trimester	T	1.5
RC5				
How to Review a Journal Article	D. Adams	Year 1 or 2, 2nd trimester	T	1
RC6				
How to Respond to Reviewers	J. Jovicich	Year 1 or 2, 2nd trimester	T	1

6- RUN YOUR STUDIES

Course	Lecturer	When	Type	Credits
Run your studies				
Run your studies with "Presentation"	L. Turella	Year 1 or 2	T	2
MR Safety course	N. Pace	Year 1 or 2	T	0.5

7- 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 four years	T	0.5

8- ACHIEVING EXPERTISE

Course	Lecturer	When	Type	Credits
Introduction to Methods				
Methods 1: EEG	V. Mazza	Year 1 or 2	T	1.5
Methods 2: fMRI	J. Jovicich	Year 1 or 2	T	1.5
Methods 3: MEG	D. Baldauf	Year 1 or 2	T	1.5
Methods 4: TBS	C. Miniussi	Year 1 or 2	T	1.5
Methods 5: ACN	P. Sgadò – U. Mayer	Year 1 or 2	T	1.5
Methods 6: Neuropsychology	C. Papagno	Year 1 or 2	T	1.5
Neural basis of social cognition	Y. Bozzi	Year 1 or 2	T	2
Analyse your studies				
Advanced Statistics	L. Lombardi	Year 1 or 2	T	2
Other skills				
Bibliographical Resources	M. Lucianer	Year 1 or 2	T	1
Teaching Assistance (see details for Teaching Assistance in course descriptions)	PhD Candidate	All years	T	6.5 maximum

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**: The **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 in as early as** *mid-August* **and** *mid-January* **each year in order to learn of what courses are running and when:**
https://easyroom.unitn.it/Orario/index.php?view=easycourse&include=attivita&_lang=en
Keep in mind that the actual courses of the MCS program generally run from September to June, instead of from November to October like the PhD program.

The following is a list of 2018-2019 MCS courses, as an example:
- Foundations of Cognitive Psychology
- Foundations of Cognitive Neuroscience
- Research Design
- Foundations of Brain Imaging
- Introduction to Computer Programming
- Neural Foundations of Human Behavior
- Intro to Human Language
- Advanced Topics in Language/Cognition
- Hands on Methods Course
- Neuroscience
- Developmental Neuroscience
- Current Debates in Cognitive Neuroscience
- Current Issues in Neuroscience: Animal Models
- Advanced Topics in Perception and Attention
- Clinical Neuropsychology
- Current Topics in Brain Connectivity
- Computational Linguistics
- Introduction to Machine Learning for Natural Language Processing
- Functional Anatomy of Language
- Current Topics in Language and Brain
- Computational Skills for Text Analysis
- Logical Structures in Natural Language
- Human Language Technologies
- Neurophysiology of Language
- Scientific Communication
- Neurobiology of Brain Disorders
- Cellular and Molecular Neuroscience

4.3 DETAILED COURSE AND ASSIGNMENT DESCRIPTIONS

1 – MANAGE AND MONITOR YOUR PROJECTS

Make the most of your PhD

These attendance-only seminars include an **introduction to the PhD program at CIMeC**, held by the PhD program coordinator and the PhD administrator; a **meeting with 3rd/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. Finally, a general **online course on safety** in the workplace is mandatory for all UNITN personnel.

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 are invited 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 Coordinator: D. Baldauf*

Brown Bag Attendance

The Brown Bag meeting is the CIMeC researchers' weekly meeting. All CIMeC Principle Investigators, Postdocs, PhD candidates, 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: 3 PhD students (L. Coletta, C. Greco, F. Rocchi)*

Doctoral Student Day Attendance

Doctoral Student Day is an opportunity for the CIMeC PhD candidates 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: S. Fairhall*

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 and organizing lab tours, DS Day organization, CIMeC event planning, Researchers' Night, Orientation/Open Days, journal clubs, assisting visiting professors, etc. New opportunities for participation will be circulated by email, with 'opportunities for participation' marked in the subject line. By responding to the email and carrying out the duties requested by the CIMeC faculty member involved it counts towards this requirement and may be added in the end year 'actual' study plan. Note: sitting in on exams is not considered participation.

4 – PHD RESEARCH ACTIVITY - INSTRUCTIONS

Student/Advisor Lab Meetings and Checklists

<u>Lab Meetings:</u> 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.

<u>Checklists:</u> This task is carried out by both the Advisor and the PhD Candidate 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.

Doctoral Student Day Poster/Talk

The aims of the DS Day are the following: (1) give the opportunity to the PhD students to organize their own event; (2) offer an opportunity for the DPC and CIMeC at large to view the work currently carried out by all PhD Candidates; (3) practice presentation and receive feedbacks on the PhD research project.

Brown Bag Presentation (Year 2 or 3)

The aim of giving a Brown Bag (BB) Presentation is to allow PhD candidates to share their ideas/findings or data interpretation with the CIMeC Researchers in a relaxed yet structured setting and is an excellent opportunity to obtain feedback. Student prepares a 15-minute talk about a question or topic of their choice that should be of scientific interest and value.

Give at least one BB presentation by the end of the 3rd year if you are a 4-year student, by the end of the 2nd year if you are a 3-year student.

Written Research Report (Year 1)

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 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 future directions of his/her research, by 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), he/she should also summarize these data in a subsequent section.

Instructions: Written independently (no revision from advisor or OC until the meeting), this is a 3-page maximum report. Candidate: 1) puts the report in his/her shared folder 2) emails report to the OC, 3) organizes a meeting held within 2 weeks in order to discuss the report with the OC.

The OC fills out the evaluation and the Advisor uploads it to the student's shared folder.

Thesis project proposal (Year 2)

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 and for the OC to monitor the research activity being conducted.

Instructions: Candidate uploads presentation to shared folder and organizes meeting (location, date and time), 1 month ahead of time. Duration: 40 minutes (talk + follow-up discussion with OC)

The OC fills out the evaluation and the Advisor uploads it to student's shared folder.

Critical Literature Review (Year 2)

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 (CRL) in their field of study. This will be evaluated by a qualified Reviewer selected by both the Student and the Advisor, among his/her OC or outside the OC prior approval of the program coordinator.

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 and uploads it to the shared folder.

The Reviewer's evaluation is uploaded to the student's folder.

Thesis progress presentation (Year 3 and 4)

Candidates give this presentation 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 and for the OC to monitor the research activity being conducted.

Instructions: Candidate uploads presentation to shared folder and organizes meeting (location, date and time), 1 month ahead of time. 1 hour (talk + follow-up discussion with OC).

The OC fills out the evaluation and the Advisor uploads it to student's shared folder

Peer-reviewed research paper or peer-reviewed conference proceed (Year 3 and 4)

The aim is to encourage students to disseminate their research in the wider scientific world. 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).

In case the scientific product is a conference proceeding, it should have been presented at a conference has to be listed among the top 250 in Computer Science on the Microsoft Academic Search site 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, workshop papers, posters, etc.). The conference reviewing process is 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 already be published)

Instructions: All article submissions should be submitted to the journal in time to receive at least a preliminary peer review round prior to the deadline for this assignment. The submission and actual reviews need to be uploaded to the shared folder. 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 the below deadline, a report from the student's OC ought to be uploaded to the shared folder in its place.

Thesis delivery (Year 4)

Thesis delivery details (format, delivery methods and other practical information) will be announced by e-mail or made available on the wiki pages. By June thesis writing should be in its final stages.

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
  Description: The objective of this module is to provide the basic principles of MEG research, covering aspects of experimental design, data recording, data preprocessing (filtering, artifact removal) and advanced data analyses (Event-related fields, source reconstruction, signal processing tools, neural oscillations and synchrony).
  Aim: To provide the students with a basic, practical knowledge on how to independently plan and run an MEG experiment.
  Evaluation method and timeline: Written essay to be handed in to the lecturer.

- 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 course's end.

- TBS/TMS
  Description: The course will provide participants with knowledge on the use of transcranial magnetic brain stimulation (TBS) and transcranial electrical stimulation (tES) in the neuroscience field. The basic physical and physiological principles of TBS and tES will be introduce as well as a range of cognitive applications. A special focus will be put on multimodal combinations of TBS and tES with electroencephalograph (EEG-TBS, tES-EEG).
  Aim: To provide the students with a basic, practical knowledge on how to plan and run a transcranial brain stimulation experiment.
  Evaluation method and timeline: Written essay to be handed in to the lecturer. The course will take place in the second or thrid trimester.

- ACN - Animal Cognition and Comparative Neuroscience
  The course will cover basic aspects of behavioural neurobiology experimental design, data recording and data analysis. Aim: To provide the students with a basic, practical knowledge on some of the methods of behavioural neurobiology. Evaluation method and timeline: Written essay to be handed in to the lecturer.

- Neuropsychology
  The course will cover basic aspects of different neuropsychological experimental designs, data recording and data analysis in cognitive neuropsychology. Aim: To provide the students with a basic, practical knowledge on how to plan and run a neuropsychological experiment. Evaluation method and timeline: Written essay to be handed in to the lecturer. The course will take place in May.

Neural basis of social cognition

Description: An introductory course on neural basis of social cognition. The course addresses the neural foundations of social cognition and behavior, and the neural basis of social deficits in neurodevelopmental disorders such as autism. Examples from human and animal studies will be used to describe the brain structures and neurobiological mechanisms controlling social behavior, in health and disease.
Recommended prerequisites: basic knowledge of brain anatomy, cognitive neuroscience and neurobiology.
Evaluation methods and timeline: Oral evaluation

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

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) paid tutoring of students in undergraduate and master's degree (unlimited);

b) supplementary teaching activities (class tutoring, teaching assistance during hands-on activities) up to a maximum of 40 hours (in case they are carried out in actual lessons, then the 40 hours correspond to 5 lessons: i.e., 8 hours of preparation time, 2 hours of lesson delivery) for the duration of the entire PhD.

5.
THESIS DELIVERY AND DEADLINES

31° Cycle

Start	01/11/2015
End	31/10/2018

Students: Aidas Aglinskas, Luca Artesini, Elisa Battistoni, Federica Contò, Eugenia Gianni, Daniel Gutierrez Barragan, Giulia Malfatti, Marta Mangiarulo, Sandro Pezzelle, Mariagrazia Popeo, Flavio Ragni, Poppy Sharp, Benjamin Timberlake, Simone Viganò, Sara Zanellini, Joshua Zonca

			Note 1		Note 2				Note 2			Note 3				
	Y1	Y2	Y3	nov-18	dic-18	gen-19	feb-19	mar-19	apr-19	mag-19	giu-19	lug-19	ago-19	set-19	ott-19
		(regular course)														
			FE request		FE #1				FE #2			FE #3				
Thesis to advisor (suggested date)					31/08/2018				31/12/2018			15/03/2019				
DPC approval (approximate date)					10/09/2018				10/01/2019			25/03/2019				
Thesis to reviewers (ultimate date)					15/09/2018				15/01/2019			30/03/2019				

32° Cycle

Start	01/11/2016
End	31/10/2019

Students: Francesca Bonetti, Claudia Bonmassar, Carola Canella, Romina Esposito, Demetrio Ferro, Giulia Forcellini, Giorgio Marinato, Monica Moroni, Folco Panizza, Danielle Elizabeth Parrott, Prerana Sabnis, Giuseppe Rabini, Sofia Tagini

			Note 1		Note 2			Note 2								Note 3
	Y1	Y2	Y3	nov-19	dic-19	gen-20	feb-20	mar-20	apr-20	mag-20	giu-20	lug-20	ago-20	set-20	ott-20
		(regular course)														
			FE request		FE			FE			FE				
Thesis to advisor (suggested date)					31/08/2019			01/12/2019			15/03/2020				
DPC approval (approximate date)					10/09/2019			11/12/2019			25/03/2020				
Thesis to reviewers (ultimate date)					15/09/2019			16/12/2019			30/03/2020				

33° Cycle

Start	01/11/2017
End	31/10/2021

Students: Madalina Bucur, Ludovico Coletta, Stefano Fait, Claudio Greco, Bastien Lemaire, Anastasia Morandi Raikova, Lisa Novello, Federico Rocchi, Martina Valente

				Note 1		Note 2			Note 2						Note 3
	Y1	Y2	Y3	Y4	set-21	ott-21	nov-21	dic-21	gen-22	feb-22	mar-22	apr-22	mag-22	giu-22	lug-22	ago-22
		(regular course)														
				FE request			FE			FE					
Thesis to advisor (suggested date)							01/07/2021			31/10/2021					
DPC approval (approximate date)							10/07/2021			10/11/2021					
Thesis to reviewers (ultimate date)							15/07/2021			15/11/2021					

34° Cycle

Start	01/11/2018
End	31/10/2022

Students: Luigi Balasco, Greta Baratti, Giacomo Bertazzoli, Arianna Brancaccio, Luca Del Torre, Fabio Gatto, Monika Jaimini, Velu Prabhakar Kumaravel, Ludovica Pannitto, Shahryar Noei, Francesco Poli, Francesca

				Note 1		Note 2			Note 2						Note 3
	Y1	Y2	Y3	Y4	set-22	ott-22	nov-22	dic-22	gen-23	feb-23	mar-23	apr-23	mag-23	giu-23	lug-23	ago-23
		(regular course)														
				FE request			FE			FE					
Thesis to advisor (suggested date)							01/07/2022			31/10/2022					
DPC approval (approximate date)							10/07/2022			10/11/2022					
Thesis to reviewers (ultimate date)							15/07/2022			15/11/2022					

Abbreviations	
FE	Final Exam

Notes

Note 1 The PhD student must present formal request to be admitted to the final exam by mid september of the last year.
Note that the request can (and should) be presented well in advance (e.g., August) if the PhD student intends to submit the thesis earlier
See UNITN Regulations for PhDs: Art. 31.1

Note 2 The thesis must be sent out to Reviewers 3 months before the FE
This is to incorporate the reviewing time (1 month) plus minimal time for any minor review and exam organisation (2 months).

Note 3 The FE must be done within 12 months from the end of the last year of the regular course (or extention)
To incorporate the reviewing time (1 month) plus the maximum review time requested (6 months) the thesis must be sent to reviewers 7 months in advan
See UNITN Regulations for PhDs: Art. 33.1

6.
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.

7.
STUDENT HONOR CODE

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.

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

Copying text 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
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.

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

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

7.1 Acknowledgement *

I hereby acknowledge that I read and understood the 2018-2019 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   _____

*to be uploaded to your shared PhD gdrive folder (1st Yr: Signed Honor Codes)

8.
USEFUL INFORMATION

8.1 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.

Program Administrator (PA) - Leah's office walk-in hours: 11:00 a.m. – 12:00 a.m. Mon – Fri, 2:30 p.m. – 3:30 p.m. Wed. or by appointment ONLY.
Leah's work skype name: lleahhatwork
Official email of the PA: phd.cimec@unitn.it
Doctorate website: http://www.unitn.it/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
Palazzo Fedrigotti, Corso Bettini, 31 Rovereto:
     C110: Zanellini, Fait, , Bucur, Common desks
     C111: Greco, Kabbach, Pannitto
     C112: Viganò, Mangiarulo, Sabnis, Averina, Feiden
     C313: Sharp, Popeo, Contò, Canella, Forcellini, Ferro, Parrott, Coletta, Valente, Rocchi, Gatto, Noei
     C303: Moroni
     P304: Valzolgher
     P307: Artesini, Rabini
     P308: Bonetti, Bonmassar, Tagini

CIMeC – Mattarello, via delle Regole, 101 Mattarello:
PhD Studio: Zonca, Timberlake, Malfatti, Esposito, Panizza, Novello, Ragni, Marinato, Saviola, Brancaccio, Bedini, Bertazzoli
FBK Studio: Jaimini

CIMeC – Manifattura:
     P2, Stanza n. 214: Lemaire, Morandi Raikova, Del Torre, Baratti
     P2, Stanza n. 215: Kumaravel, Balasco

Reception desks:
     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-34th-cycle@list.cimec.unitn.it
     phd-33rd-cycle@list.cimec.unitn.it
     phd-32nd-cycle@list.cimec.unitn.it
     OR all CIMeC PhD Students: phd-students@list.cimec.unitn.it

<u>Who to contact and when</u>
Rovereto:
      Classrooms, studios, and furniture: Reception
      Stationary, mailing and office supplies: Reception
      Cleaning: Pietro Chiesa
      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 (EPL) 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: Pietro Chiesa
      Stationary, mailing and office supplies: Reception
      All IT issues/requests: see IT info page
      All other matters: Doctorate Program Administrator
Manifattura:
      Classroom, studio, equipment, cleaning: Pietro Chiesa
      Stationary, mailing and office supplies: Reception
      All IT issues/requests: see IT info page
      All other matters: Doctorate Program Administrator
PhD Office - Humanities and Cognitive Sciences Area:
      Enrolment in the program
      Certification of enrolment
      Lodging contributions
      TDS payments
      Diplomas
      50% increase for research abroad
      Via Verdi, 26 - 38122 Trento, Tel. +39 0461 282193 - 1753 - 2188 - 2377
      Fax +39 0461 282191
      phd.office-cssh@unitn.it
      Walk-in hours: Monday – Friday: 10.00-12.00
      Tuesdays also from 2 p.m. to 4 p.m.

<u>Internal Mail</u>
The University has an **internal mailing system** ('*posta interna*'). You may use it free of charge 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.

8.2 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. - 7:15p.m.
Ex-Manifattura (Piazza Manifattura, 1 Building #14): reception is open Mon-Fri from 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
MSc Student		X

8.3 IT Info and computer related policies

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. Please take notice of the links at the LNIF IT How To's page in order to comply with the general computer and software policies at CIMeC (*prior UNITN login is required*):
https://wiki.cimec.unitn.it/tiki-index.php?page=ItHowto

The primary mode of requesting help by IT is by opening a ticket at https://service.cimec.unitn.it/ticketing/
IT Fedrigotti - Mauro Zago: 8604
IT 3rd floor Palazzina, Fedrigotti - Massimo Vescovi: 8687
Logistics Mattarello, Pietro Chiesa: 3068
IT Mattarello – Daniele Patoner: 3085 email lnif-IT-group@cimec.unitn.it
IT Manifattura: Antonio Zandonai: 8836
General CIMeC IT email address: cimec-it-services@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 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 (Pasquale Gurzi)
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 UNITN 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 C110 for visiting PhD students. Computer availability in these two locations is on a first-come first-serve basis.

8.4 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. You can also choose to sync the specific CIMeC PhD calendar available on google's calendar. 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 or cancelations.

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, 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) 0461.217442 / 0461.217455, opening time: from Monday to Friday from 9:30 to 12; Wednesdays 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

8.5 LNIF Project Guidelines

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

Should you begin starting fMRI projects at LNIF, please refer to Prof. Jorge Jovicich
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 TBS projects at LNIF, please refer to Prof. Carlo Miniussi
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
carlo.miniussi@unitn.it

Should you begin starting MEG projects at LNIF, please refer to Dr. Daniel Baldauf
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
daniel.baldauf@unitn.it

8.6 Useful Links

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

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

CIMeC Website
http://www.cimec.unitn.it

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://offertaformativa.unitn.it/en/lm/cognitive-science

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

8.7 Travel & Purchases Summaries

GENERAL INFORMATION
PhD Students are allocated an amount of money per year, namely "Budget for Research Activity", which may be used for trips and research-related purchases. This travel 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 to allow enough time between when you make the request and when the trip/purchase is actually approved, as well as in the case of 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:
- 32nd cycle students are entitled to €3158 for all 3 years and possibly spent as follows: Year 1 = €900, Year 2 = €1000, Year 3 = €1258.
- 33rd cycle students are entitled to €4887 for all 4 years, spent as follows: Year 1 =€1000, Year 2 = €1000, Year 3 = €1258, Year 4 = €1629.
- 34th cycle students are entitled to €4887 for all 4 years, spent as follows: Year 1 =€1000, Year 2 = €1000, Year 3 = €1258, Year 4 = €1629.
  Unused funds are rolled over to the following year.
- IIT students are entitled to the same amounts listed above.
- Topic-specific grant funded students are entitled to a minimum of the amounts listed above, and travel on the topic-specific grant funds.
- The fund number for all UNITN/Eccellenza, IIT and FBK funded PhD students is "Dotazione Dottorandi CIMeC", SAP Code: 40300392.
- IDEALAB students are allotted €1500 per UNITrento year and have a specific fund number, ask Leah for details.

STEPS TO FOLLOW
There are 2 typical traveling situations for which a PhD student needs to do a *Travel Authorization Request*:
- A. Conference/Seminar/Workshop/Summer School
- B. Work with a subject/conduct research/research group

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

SECOND
At least 3 weeks before date of trip, go to "E-travel" and fill out the "Create a new Travel Request Authorization Form". Here is where you will upload the email where your Advisor approves your trip, CC'ing phd.cimec@unitn.it. Should your advisor forget to cc the PhD program's administrator then please forward the email yourself to phd.cimec@unitn.it.

THIRD
Should there be a registration fee this is handled separately from the E-travel website. Instead, you need to fill out the the "*Iscrizione a Convegni/Attendance at Conferences*" form, sign it and hand it to the Program Administrator. When you complete this form, and you want 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[3].This takes time, so requests for UNITN to pay for conferences must arrive at least 3 weeks prior to

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[3] 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).

conference registration/payment deadline.

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 you with the University[4]'s address, and not to your personal address. Otherwise you will not receive a full reimbursement and will be charged tax (at least 20%).

FOURTH

If you want an advance payment then you should fill out step 4 of the E-travel website. Please note: you will be given 75% 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 /emailing one of the travel agencies the University of Trento has agreements with. When you reserve your travel through one of these agencies, then you must show a copy of your authorized trip request form (available for download in E-Travel upon Director approval).

Travel agencies UNITN has an agreement (Until 31/01/2020) with for this purpose: https://intranet.unitn.it/infoservizi/convenzioni-con-agenzie-viaggi

AGENZIA VIAGGI BOLGIA S.r.l. Piazza Dante Alighieri n. 23 38122 Trento Tel: 0461-260039 e-mail: businesstravel@viaggibolgia.it Referenti per prenotazioni: Elena Baldessari - Valentina Mitolo	DART TRAVEL Soc. Coop. Via Roma n. 18 38057 Pergine Valsugana (TN) Tel: 0461-530530 e-mail: erika@darttravel.com Referente per prenotazioni: Erika Folgheraiter
VIAGGI DEL SOGNO S.r.l. Via Manci n. 18 38122 Trento Tel: 0461-983469 e-mail: info@viaggidelsogno.it Referenti per prenotazioni: Eveline Dellai - Astrid Limana	RIVIERA INCOMING DI ASCOM TURISMO S.r.l. Via Strada delle Marche n. 58 61122 Pesaro Tel: 0721-698223 e-mail: pesaro@riviraincoming.net Referenti per prenotazioni: Morena Ricci
E.T.L.I. – TN S.c.a.r.l. Corso Rosmini n. 82 38068 Rovereto (TN) Tel: 0464-431507 e-mail: lara@etlitn.it Referente per prenotazioni: Lara Secchi	TORREFRANCA TRAVEL S.r.l. Via G. Catoni n. 51 38123 fraz. Mattarello (TN) Tel: 0461-944855 e-mail: agenzia@torrefrancatravel.it Referenti per prenotazioni: Rosa Navone - Thomas Toniolatti

LASTLY

Upon you return from your trip, in order to be reimbursed (*even if you requested advance payment*), you need to fill out the Liquidazione Request form in E-travel (by clicking on the 'L') 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*).

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[4] 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 YOUR NAME, Università degli Studi di Trento, CIMeC, Corso Bettini 31, I-38068 Rovereto (Alla c.a. Ufficio Contabilità – Rovereto)

<u>REMEMBER</u>

1. If you **fly** your **boarding passes are not enough** for reimbursement. You will **also** need <u>to provide an original ticket receipt</u>. **The above information pertains also to pre-paid tickets.** Rule of thumb: **keep all receipts, all the time**. If you travel by **train** then the receipt, which already shows the amount paid, is enough.

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 payments from Accounting go out on Thursdays, but are entered 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** <u>justify this with "motivi personali"</u> **or other reason on the reimbursement form** <u>AND</u>**, when you purchase the ticket,** <u>simulate the same trip on the day before/after the conference</u>**. 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 <u>BEFORE</u> YOUR TRIP MAY AMOUNT TO NOT RECEIVING A REIMBURSEMENT AT ALL

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.

8.8 Advisor Trip Pre-Approval

How to authorize PhD Student travel

Step 1

Student writes Advisor requesting authorization to travel

Information to provide:

a. conference/trip name and location
b. conference/trip dates
c. estimate of all expenses
d. proposed fund name/number that will cover this trip. If more than one fund then list preference of use (ex.: 1=PhD student fund n.XXXXXXXXX, 2= Advisor fund n.XXXXXXXXX).
e. If you are presenting (i.e., talk/poster) then provide title of presentation*

* Note that students traveling on PhD student funds are strongly advised to travel only if presenting.

Step 2

Advisor decides on which funds the student will travel

Option 1: There is no external fund
Advisor replies to student approving/not approving travel, **CC'ing phd.cimec@unitn.it**

Option 2: External fund is available and can be used
Advisor replies to student approving/not approving travel, **CC'ing phd.cimec@unitn.it**

Step 3

Student fills out the online travel authorization request

Fill out the MyUnitn online travel request form (termed ' or 'gestione trasferte' or 'E-travel')

a. Page 1: specify the fund name/number approved by the Advisor/DP
b. Page 2: **upload the Advisor's reply** (option 1 or 2 of Step 2).

9. YOU'VE EARNED YOUR PHD, NOW WHAT?

Your UNITN account   Updated May 2016

Access to the wifi network is extended for 90 days starting from the day after your final exam.

MyUnitn allows access forever, but some widgets may be disabled (for example, the link to IRIS is deactivated the day after your final exam);

The alias@unitn.it is deactivated after 180 days (NB: see also Google services later);

Other access points:
-        EprintsPhD is deactivated after 90 days;

-        Eprints Research is deactivated the day after your final exam;

-        IRIS remains active (at least for the moment);

-        University network (wireless, VPN, eduroam federation and to a part of the fixed network) is deactivated after 90 days (including professors, PhD students, pta, students, collaborators, guests, etc…);

-        PCs in the classrooms for the moment are accessible;

-        Administration PCs are no longer activated the day after your final exam;

-        bibliographic resources (ILLDD Interlibrary Loan) is deactivated the same day that the role is closed;

-        TimeSheet is deactivated on the day of closing the role;

-        Transfer application is deactivated after 60 days from the closing of the role;

-        Moodle is disabled on the day of the closing of the role;

-        CLA services is deactivated on the day of the closing of the role;

-        OTRS for ticket opening is deactivated 90 days after closing the role;

-        downloading MatLab (Campus Staff license) is deactivated on the day of the closing of the role;

-        Phone services is deactivated on the day of the closing of the role;

-        canteens badges are revoked on the day of the closing of the role;

-        the communication services (UniTrentoEVENTI, UniTrentoMAG, InfoCommunity, IntranetInfoCommunity, etc ...) are deactivated the same day of the closing of the role;

-        Sympa: from the doctoral mailing lists are removed the same day of the closing of the role;

E-mail

Regarding the email address and Google services (current policies, over time may change):
the email address username@alumni.unitn.it (if you obtain the title) or username@exstudenti.unitn.it (if you do not obtain the title) is assigned to them on the day of the closing of the role.

After 180 days from the closing of the role the email address name.surname@unitn.it is deactivated (if they do not have other active roles in the University).

In short, a PhD student who has obtained the title: after 180 days, remains with the addresses username@alumni.unitn.it and name.surname@exstaff.unitn.it (if he has not obtained the title username@exstudenti.unitn.it + nome.cognome@exstaff.unitn.it).

Other Google Services:
gmail: stays active with new addresses (all previous mails are kept)
drive: after 180 days from the closing of the role it is deactivated (also in reading)
all the other services (hangout, classroom, sites, calendar, groups, G +, etc ...) are disabled 180 days after closing the role