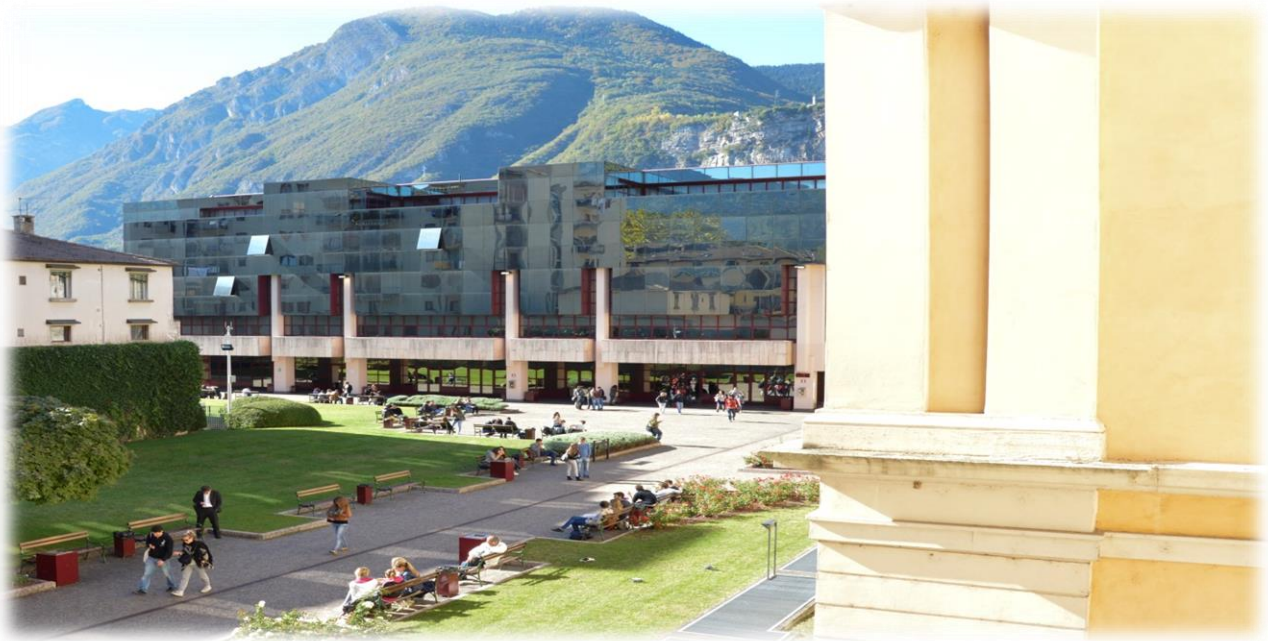




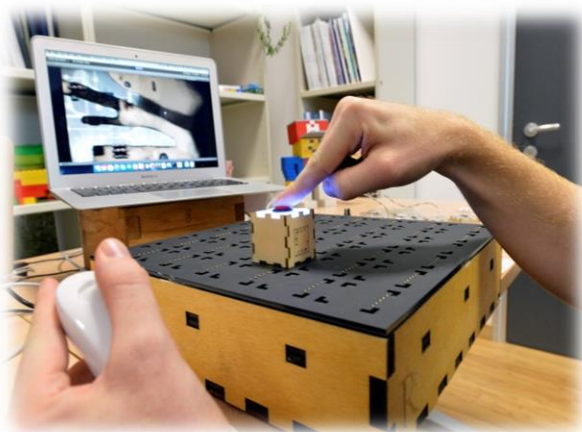
UNIVERSITY  
OF TRENTO - Italy



# SHORT GUIDE for PhD students

Humanities and Cognitive Sciences Area

A.Y. 2019-2020



*Updated: 26/09/2019. Further information is available on the website.*

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## PhD general description

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

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

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

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

## 1. Career

### 1.1. Admission

Admission to the Doctoral course is offered through a public selective procedure, hereinafter named Call. Calls are published on the website of the University, usually in the period between February and July of the academic year before the year when the first year of the Doctoral course shall begin. Candidates are evaluated according to a selection procedure scheduled by each PhD programme.

Applications for the Doctorate are accepted from candidates who hold:

- An Italian "Laurea magistrale" instituted in conformity with Italian Ministerial Decree 270/2004, or
- A university degree of the previous regulations (Italian "Laurea specialistica" or "Diploma di Laurea"), or
- An equivalent degree obtained abroad (Master's degree) and recognized as equivalent to the Italian "Laurea magistrale" by the Admissions Committee for the sole purposes of admission to the Doctoral programme, also within the framework of international agreements.

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

### 1.2. Enrolment in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year

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

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

PhD students must pay the TDS – Education Tax of € 166,00 (it includes € 150,00 of TDS for A.Y. 2018/19 and the € 16,00 stamp duty), except in case of exemption. The payment has to be made by MAV bank transfer ("Mediante Avviso").

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

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

**ASK TO:** PhD Office

### 1.3. Certificates

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

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

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

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

**ASK TO:** PhD Office or Doctorate Secretariat

### 1.4. Notices or communications from PhD Office

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

Students should also regularly check:

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

**Details and info:** [Account @Unitn](#)

### 1.5. Educational activities for PhD students

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

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

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

## 1.6. Extra-curricular activities

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

Extra-curricular activity includes external work, paid collaborations, supplementary educational exercises and tutoring.

Students must ask for the authorization also for external activity done for free, as it may be incompatible with the PhD Programme duties.

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

**ASK TO:** Doctorate Secretariat

## 1.7. Final examination

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

**Details and info:** [Final Examination](#)

**ASK TO:** PhD Office or Doctorate Secretariat

## 1.8. PhD thesis archiving

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

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

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

**ASK TO:** PhD Office or [iris@unitn.it](mailto:iris@unitn.it)

## 1.9. Suspension

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

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

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

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

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

**Details and info:** [Suspension](#)

**ASK TO:** PhD Office and Doctorate Secretariat

## 1.10. Withdrawal

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

**Details and info:** [Withdrawal](#)

**ASK TO:** PhD Office and Doctorate Secretariat

## 1.11. Exclusion

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

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

**Details and info:** [Exclusion](#)

**ASK TO:** PhD Office or Doctorate Secretariat

# 2. Financial support

## 2.1. Scholarship (UniTrento)

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

The annual gross amount is € 15.343,28 (according to the Ministerial Decree no. 40 of 25<sup>th</sup> January 2018) including the social security contributions that have to be paid by the doctoral students as established by the Italian law in force.

UniTrento in order to enhance, even economically, those involved in the doctoral path, has decided to increase it up to the gross amount of **€ 16.290,00 starting from the 1<sup>st</sup> November 2018** (A.Y. 2018/2019).

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

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

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



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

#### Unemployment benefits (DIS-COLL)

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

Further information to DIS-COLL are available online:

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

**Details and info:** [Doctoral Scholarships](#)

**ASK TO:** PhD Office

## 2.2. Research budget

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

**ASK TO:** Doctorate Secretariat

## 2.3. 50% scholarship increase for staying abroad

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

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

**Before leaving doctoral students have to deliver the following documentation to the PhD Office:**

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

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

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

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

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

**Please note:** The scholarship increase will be paid only for an "uninterrupted period" of **at least one month** and **not exceeding 18 months**.

"stay abroad" means a geographical place outside the national territory.

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

**ASK TO:** PhD Office



## 2.4. Opera Universitaria scholarships

Doctoral students who have not been assigned a doctoral scholarship can ask for a scholarship to Opera Universitaria (institution for the right to study that offer services for students enrolled in UniTrento). Opera Universitaria scholarships are granted according to specific prerequisites (economic and merit). More information is available in the Opera Universitaria website.

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

## 2.5. Travel expenses

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

**To do:**

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

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

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

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

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

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

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

**Upon return:** fill online the “Richiesta Liquidazione Missione” as soon as possible (with the description of the costs of which they will apply for a refund). Deliver the original documents (receipts, etc.) to Servizi amministrativi – contabili di Polo.

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

**Please note:**

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

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

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

**ASK TO:** Doctorate Secretariat or “*Servizi amministrativi-contabili di Polo*”

## 2.6. Registration to conferences, workshops, etc.

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

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

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

- conferences and seminars in Italy, organized by institutions *not subjected to mandatory emission of digital invoice*,
  - or conferences and seminars organized by foreign institutions,
- in order to get the full refund of the amount, they will have to ask to the secretariat of the conference the issue of an invoice/receipt that it will be made out to UniTrento – Department/University Centre...- VAT n. 00340520220, specifying name and surname of the PhD student.

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

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

## 3. Residence/Domicile

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

**Residence** (in Italian "Residenza"): is the address where natural person habitually and durable live and it must be registered to the competent municipality ("Ufficio Anagrafe") filling in the specific form.

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

**Please note:**

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

**ASK TO:** PhD Office

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

## 4. Utilities

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



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

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

To have access to the personal email, PhD candidates can log in with the username and password provided them after the enrolment. Username and password allow the access/authentication to several IT services and University wireless network.

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

**Details and info:** [PhD email](#)

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

### 4.2. Laboratories and other facilities

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

**ASK TO:** Doctorate Secretariat.

### 4.3. Language courses

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

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

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

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

### 4.4. Libraries

The University library system is organized in 4 locations:

**Central University Library (BUC)**

situated in Trento, at the Quartiere Le Albere,  
Via Adalberto Libera,  
tel. +39 0461 283011,  
*[bibliotecacentrale@unitn.it](mailto:bibliotecacentrale@unitn.it)*

**Library of Cognitive Science**

Rovereto, Corso Bettini 43,  
tel. +39 0464 808443,  
*[bibliotecascienzecognitive@unitn.it](mailto:bibliotecascienzecognitive@unitn.it)*

**Library of Engineering**

Trento, Loc. Mesiano, 77,  
tel. +39 0461 281956-1958,  
*[bibliotecaingegneria@unitn.it](mailto:bibliotecaingegneria@unitn.it)*

**Library of Science**

Trento, via Sommarive, 5 – (Povo),  
tel. +39 0461 281510-2010,  
bibliotecascienze@unitn.it

Books may be borrowed from each of the 4 University libraries, and in all the municipal libraries in the Province of Trento, using the card of Sistema Bibliotecario Trentino (obtainable in any library afferent to the system).

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

## 4.5. Useful Links

**Italian PhD candidates Association (ADI):**

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

**European Commission Portals:**

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

## 4.6. Emergency procedures

Every user of the offices and laboratories of the University shall read and understand the information placed next to the maps of the emergency plans available at every floor on any UniTrento building. UniTrento appointed people who are in charge of the emergency management (evacuation and rescue procedures) and are deployed at the Departments/Centers. In case of emergency, they wear yellow chest strap.

**Details and info:** [Emergency Management](#)

**Contacts:** [Emergency Staff](#)

**General Local Emergency Phone Number:** 112

## 4.7. IPR – Intellectual Property Rights

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

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

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

## 5. Internationalization

### 5.1. Co-tutelle de thèse – double PhD degree

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

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

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

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

**ASK TO:** Doctorate Office

### 5.2. Doctor Europaeus

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

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

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

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

**Details and info:** [Doctor Europaeus](#)

**ASK TO:** Doctorate secretariat and PhD Office

### 5.3. More international opportunities (outgoing)

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

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

### 5.4. Joint supervision of doctoral thesis

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

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

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

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

**ASK TO:** Doctorate Secretariat

### 5.5. Visa and stay permit

The **visa**, issued by an Italian diplomatic representative abroad, entitles non-EU citizens to enter into Italy. There are several types of visas.

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

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

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

**Details and info:** [Stay permit](#)

[Web page of International/Stay permit](#)

**ASK TO:** Welcome service and PhD Office

## 6. Logistics

### 6.1. Accommodation

50 [accommodations](#) in shared apartments or in the university campus are made available by Opera Universitaria **ONLY for the first academic year of a Doctoral course**, with priority given to **foreign** students. The accommodation is assigned from the starting date of the programme.

#### Procedure to apply for the accommodation.

**Italian doctoral students** can apply through the [online procedure](#) following these steps "Posto alloggio/Altri utenti/Dottorandi del primo anno".

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

#### When to apply for the accommodation?

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

**Details and info:** [Guaranteed Accommodation](#)

**ASK TO:** [Opera Universitaria](#)

### 6.2. Canteens

Doctoral students can access the university canteens with their [Student card](#) delivered by Opera Universitaria (see next paragraph 6.3).

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

- Via Tommaso Gar 18
- Via XXIV Maggio 15

And 3 on the hill:

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

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

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

In Rovereto students can enjoy their meal at:

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

Doctoral students enrolled in the **PhD Programme in Development Economics and Local System - DELoS**, can access the University of Florence canteen services during their study/research periods there.

They can request the card to the offices of the DSU Toscana service (viale Morgagni, 51 - at the "Calamandrei" student home; or in via Miele - at the "Caponnetto" student house) submitting:

- enrolment certificate to the PhD programme DELoS (for the issue of the certificate, refer to paragraph 1.3);
- declaration of the period of permanence, which can be issued by the [Department of Economics and Management of the at the University of Florence](#).



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

**ASK TO:** Opera Universitaria

### 6.3. Disabled persons

UniTrento takes care about diversity and inclusiveness and also about its disabled students and personnel. It is becoming more and more essential to promote a culture of diversity and, more specifically, a culture of disability, that allow for wide participation and mutual improvement.

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

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

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

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

**ASK TO:** *inclusion@untin.it*

## 7. Other services

### 7.1. Health Insurance for PhD students not resident in Trentino

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

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

If you are a PhD student not resident in EU and you have a valid stay permit, you are registered in the National Health Service (SSN) and a primary care doctor was already assigned to you.

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

### 7.2. Liability and Accident Insurance

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

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

Please note that the mentioned insurance do not substitute the mandatory health insurance.

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

### 7.3. Student card

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

**Details and info:** [Student Card](#)

**ASK TO:** Opera Universitaria

### 7.4. Public Transport

#### “Free Circulation” Pass:

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

This yearly-pass can be activated starting from the 1<sup>st</sup> September until the 31<sup>st</sup> August, regardless the date of real activation.

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

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

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

In order to obtain this kind of pass the PhD student must to provide Trentino Trasporti Ticket Offices with a specific certificate, issued by the relevant Technical and Administrative Staff Administration following the instructions available on the web page: <http://infostudenti.unitn.it/en/free-circulation-yearly-pass-town-and-out-town-public-transport-2019-20>.

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

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

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

### 7.5. Nursery

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

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

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

**ASK TO:** Human Resources and Organization

## 7.6. Confidential Counsellor

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

**Details and info:** [Confidential Counsellor](#)

## 7.7. Psychological Counselling

The Psychological counselling service, born from collaboration between UniTrento and Opera Universitaria, is devoted to preventing and managing the problems to enhance personal performance and the quality of life during their university experience.

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

Interviews and dialogues are free and the privacy of students is safeguarded.

**Details and info:** [Psychological Support Service](#)  
[Consulting Psychological Service](#)  
[Opera Universitaria Psychological Support Services](#)

**ASK TO:** Opera Universitaria

## 7.8. Lend a bike

The Prestabici (Lend a bike) service is managed by the Opera Universitaria and it includes about 250 bikes: a fast and ecologic means of transportation, to move around the city and in the surroundings. And it is very cheap.

The service is reserved, with different modalities, to students staying in an Opera Universitaria accommodation.

**Details and info:** [Lend a Bike](#)

**ASK TO:** Opera Universitaria

## 7.9. Sports

UniTrento Sport (UNI.Sport) is the university network of sports services and structures of Trento and its province.

UNI.Sport organizes several activities and its members can take advantage of special discounts to access gyms, sports centers, swimming pools and ski slopes.

**Details and info:** [University and Sport](#)  
[UniTrento Sport](#)

**ASK TO:** Secretariat of UNI.Sport ([info@unisport.tn.it](mailto:info@unisport.tn.it))

## 8. Rights and duties of doctoral students

From the University Regulations for Doctoral Programmes:

### Art. 27 – Rights and duties of PhD Students

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

Read carefully:

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

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

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

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

## 9. Contacts

### 9.1. PhD Office– Cognitive, Social Sciences and Humanities

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

Trento, Via Verdi, 26  
Tel. +39 0461 28 2193/1753/2188/3232  
Fax +39 0461 282191  
[phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)

**Opening times to the public:**

Monday – Friday from 10 to 12 a.m.

Tuesday from 2 to 4 p.m.

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

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

### 9.2. Doctorate Secretariat

#### HUMANITIES AREA

**Department of Humanities**

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

Email: [staffdip.lett@unitn.it](mailto:staffdip.lett@unitn.it)

**Doctoral School of Social Sciences**

- Development Economics and Local Systems - DELoS
- Economics and Management
- Sociology and Social Research

Email: [school.socialsciences@unitn.it](mailto:school.socialsciences@unitn.it)

**Faculty of Law**

- Comparative and European Legal Studies

Email: [dottorato.sgce@unitn.it](mailto:dottorato.sgce@unitn.it)

**School of International Studies**

- International Studies

Email: [phd@sis.unitn.it](mailto:phd@sis.unitn.it)

## COGNITIVE SCIENCES AREA

### CIMeC - Centre for Mind/Brain Sciences

- Cognitive and Brain Sciences

Email: [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it)

### Department of Psychology and Cognitive Science

- Psychological Sciences and Education
- Cognitive Science

Email: [phd.dipsco@unitn.it](mailto:phd.dipsco@unitn.it)

## 9.3. International mobility office

Trento: Via Verdi, 8 - Tel. +39 0461 28 3243/3529

Rovereto: Corso Bettini, 84 - Tel. +39 0464 808311

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

**ASK TO:** [welcome@unitn.it](mailto:welcome@unitn.it)

### Opening times to the public:

Mondays and Wednesdays from 10 to 12.

### Activities:

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

## 9.4. Opera universitaria (University Guild)

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

Trento, via della Malpensada, 82/A

Tel. +39 0461 217411

Fax +39 0461 217444

**Details and info:** [www.operauni.tn.it](http://www.operauni.tn.it)

**ASK TO:** [info@operauni.tn.it](mailto:info@operauni.tn.it)

## 9.5. Scientific Research and Technological Transfer Division

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

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

via Calepina 14, 38122 Trento

Fax. +39 0461 281128

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

**ASK TO:** [research.support@unitn.it](mailto:research.support@unitn.it)

## 9.6. Administration Management

(Servizi amministrativi-contabili)

Activities:

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

### **Polo Città:**

Trento, Via Verdi, 26

[serv.amm.cont.citta@unitn.it](mailto:serv.amm.cont.citta@unitn.it)

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

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

### **Polo Rovereto:**

[serv.amm.cont.rovereto@unitn.it](mailto:serv.amm.cont.rovereto@unitn.it)

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

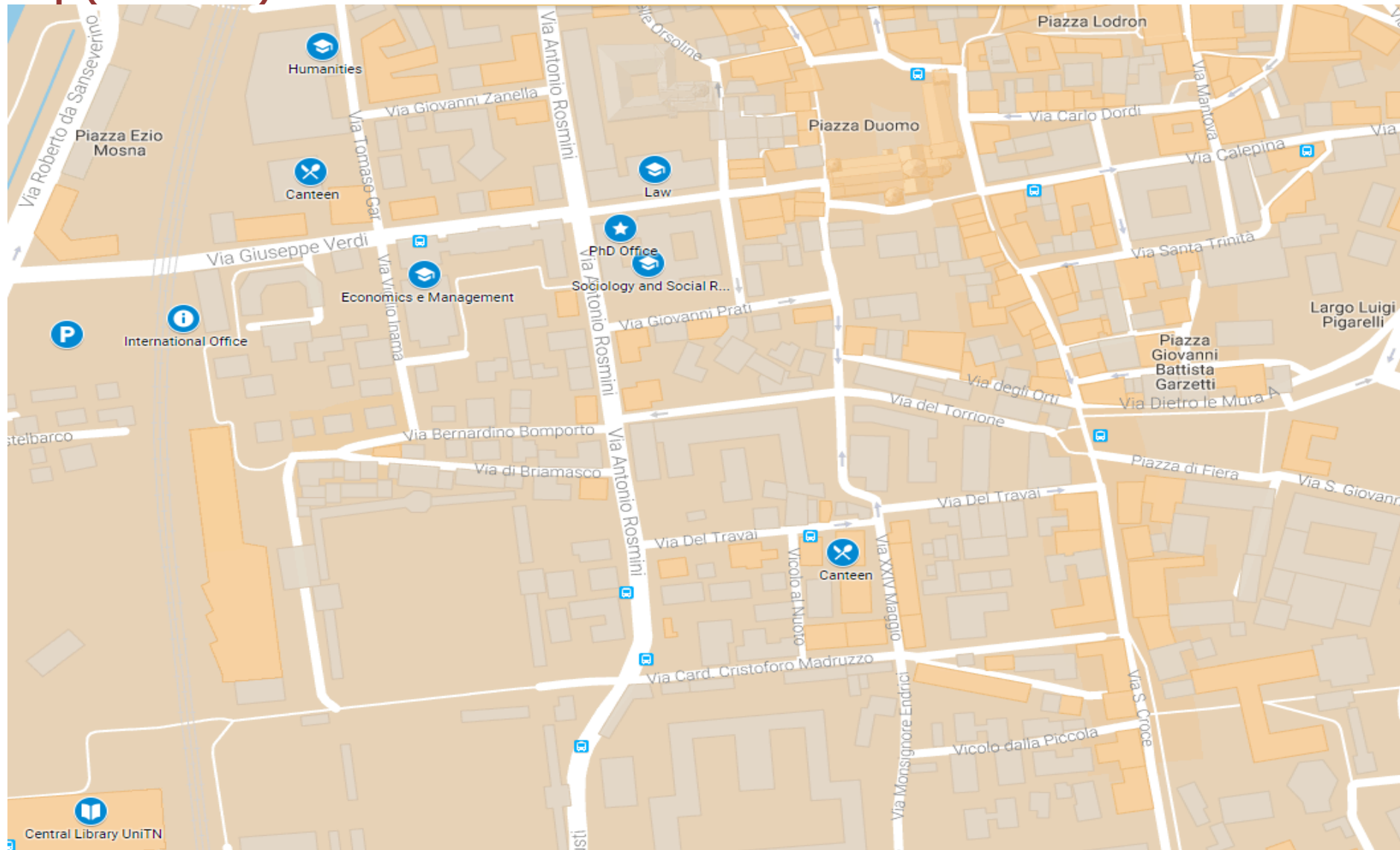
Booklet edited by Doctorate Office.

Release date: 26<sup>th</sup> September 2019

Cover photos: courtesy of Archives of UniTrento (AgFBernardinatti) and Archives of UniTrento (L. Valenzin)



## Map (Polo Città)



### Map (Polo Rovereto)

