



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

CIMeC - Center for Mind/Brain Sciences

CiMeC

# DOCTORAL PROGRAM IN COGNITIVE AND BRAIN SCIENCES

## 2020-2021 STUDENT HANDBOOK

Approved by the Doctorate Program Committee, October 20, 2020

## TABLE OF CONTENTS

	<b>Page</b>
<b>1. Doctorate Program Organization</b>	<b>4</b>
<b>2. Doctoral Program Glossary</b>	<b>6</b>
<b>3. Overall Plan of Activities</b>	<b>8</b>
3.1 Checklist	9
3.2 Gantt diagrams	11
3.3 Yearly Admission	12
<b>4. Study Plan and Course Obligations</b>	<b>13</b>
4.1 Compulsory Credits	15
4.2 Elective Credits	16
4.3 Course and Assignment Descriptions	18
<b>5. Thesis Delivery and Deadlines</b>	<b>26</b>
<b>6. Code of Conduct</b>	<b>27</b>
<b>7. Student Honor Code</b>	<b>28</b>
7.1 Acknowledgement cut-out	30
<b>8. Useful information</b>	<b>31</b>
8.1 Contact Info and Logistics	31
8.2 CIMeC Building Hours of Operation and Office Policy	33
8.3 IT Info and Computer related policies	34
8.4 CIMeC PhD Course Information + Student Card	35
8.5 LNiF Project Guidelines	36
8.6 Useful links	36
8.7 Travel and Purchases Summaries	37
8.8 Tutor Trip Pre-approval	40
<b>9. What happens to your account when the PhD is over?</b>	<b>41</b>
<b>10. Doctorate Office - Short Guide for PhD Students</b>	<b>Annex 1</b>
<b>11. Regulations</b>	
Internal Regulations	Annex 2
UNITN Doctoral Program Regulations	Annex 3
MIUR D.M. 45/2013	Annex 4
UNITN Travel Regulations	Annex 5
<b>12. Attendance at Courses-Seminars-Conferences Form</b>	<b>Annex 6</b>

## **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

### **Director of the Doctorate Program**

Massimo Turatto

### **Deputy-Director of the Doctorate Program**

Massimiliano Zampini

### **Doctorate Program Executive Committee**

Massimo Turatto, Massimiliano Zampini, Uri Hasson, Veronica Mazza, Uwe Mayer, Stefania Pighin, Giuliano Iurilli, Emanuele Olivetti

### **Doctoral Program Committee**

Lorella Battelli (IIT), Yuri Bozzi, Raffaella Bernardi, Angelo Bifone, Alfonso Caramazza, Luigi Cattaneo, Alessandra Dodich, Elisabetta Farella, Alessandro Gozzi (IIT), Albrecht Haase, Uri Hasson, Giuliano Iurilli (IIT), Jorge Jovicich, Michael Lombardo, Uwe Mayer, Veronica Mazza, David Melcher, Gabriele Miceli, Carlo Miniussi, Emanuele Olivetti (FBK), Costanza Papagno, Francesco Pavani, Manuela Piazza, Stefania Pighin, Marco Tettamanti, Katya Tentori, Massimo Turatto, Luca Turella, Giorgio Vallortigara, Roberto Zamparelli, Massimiliano Zampini

### Additional Faculty and Tutors

Daniel Baldauf, Claudia Bonfiglioli, Roberto Bottini, Stefania Bracci, Marika Falla, Aurelie Herbelot, Stefano Panzeri, Paola Sgadò, Valeria Sovrano, Moritz Wurm

### **Doctorate Program Administrator**

Leah Mercanti

### **Student Representatives**

**36<sup>th</sup> cycle:** TBA

**35<sup>th</sup> cycle:** Alexandria Holcomb

**34<sup>th</sup> cycle:** Ludovica Pannitto

**33<sup>rd</sup> cycle:** Madalina Bucur

**Current Students**

<b>36th cycle (Year 1)</b>	<b>35th cycle (Year 2)</b>	<b>34rd cycle (Year 3)</b>	<b>33rd cycle (Year 4)</b>
Alice Adiletta	Dalila Albergo	Luigi Balasco	Madalina Bucur
Elena Eccher	Gabriele Amorosino	Greta Baratti	Ludovico Coletta
Giulia Funghi	Sabrina Beber	Marco Bedini	Stefano Fait
Victoria Kuryla	Natasha Bertelsen	Giacomo Bertazzoli	Claudio Greco
Jayro Martinez Cervero	Alessandro Bogani	Arianna Brancaccio	Bastien Lemaire
Filippo Michelin	Maria Bortot	Velu Prabhakar Kumaravel	Anastasia Morandi Raikova
Sia Vosh Sepanta	Elena Maria Busuoli	Shahryar Noei	Lisa Novello
Riccardo Tambone	Cristina Cara	Ludovica Pannitto	Federico Rocchi
	Lara Fontana	Francesca Saviola	Martina Valente
	Giuliano Giari		
	Alexandria Holcomb	<b>Co-tutelle PhD Student:</b>	<b>Co-tutelle PhD Student:</b>
	Alireza Karami	Alexandre Kabbach	Chiara Valzolgher
	Veronica Mandelli		
	David Sastre Yague		
	Ilaria Schiona		
	Federica Sigismondi		
	Alexia Stuefer		
	Lorenzo Vercesi		

## 2. DOCTORATE PROGRAM GLOSSARY

The glossary provided below offers a description of the main references and committees of the PhD program.

### **TUTOR**

The Tutor for each Student is designated by the Executive Committee within the first month of the 1st year. The Tutor is a CIMeC PhD Program member who follows and supervises the academic path and research activities of his/her Student and is one of the members of the 3 members of the PhD Student's Oversight Committee.

### **CO-TUTOR**

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

### **OVERSIGHT COMMITTEE (OC)**

At various points of the program, Students present their work to an Oversight Committee (OC) made up of the Tutor and two other experts (at least one member must be faculty). The OC is appointed by the Tutor after coordinating with the Student, 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 four years.

Instructions for nominating your OC: Email the PA, CC'ing your Tutor, with your OC nominations.

### **DOCTORAL PROGRAM COMMITTEE (DPC)**

The Doctoral Program Committee consists of faculty and Tutors 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 Director 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 Director 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 to the following year. Students, Tutors and Course Lecturers provide a checklist to a separate committee made up of a minimum of 2 members of the DPC, nominated by the Executive Committee, which is called the End-Year Evaluation Committee (EYE-C). The duty of the EYE-C is to review all checklists, feedback, evaluations and reports, and to provide a recommendation-based summary to the DPC. The EYE-C has the remit to collect any additional information from Tutors, 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 Tutors in their daily and long-term PhD program related activities. Main activities include PhD Student admission selection, Student oral defence organization, support to the EYE-C, EC and DPC, as well as to Student representatives, Student Handbook, annual internal reports, and doctorate logistical support.

### **PhD TRENTO OFFICE (CSSH)**

PhD Students may contact the Humanities and Cognitive Sciences Area - PhD Office directly in the following instances:

- Enrolment in the program
- Yearly certification of enrollments
- TDS payments
- Diplomas
- 50% increase for research abroad (coordinate first with Tutor)
- Yearly registration
- Final exam requests

### **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 peers 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.

### **MENTOR**

A Mentor is a senior scientist, typically a full or associate professor that has been at the CIMEC for at least three years, and who will be present throughout the PhD. The Mentor is available to meet with the PhD Student a couple of times a year (or more) and is not involved in the research of the PhD Student. The Mentor's role is mainly to support the PhD Student on issues other than scientific. Mentors are chosen by the PhD Students, typically a Doctorate in Cognitive and Brain Sciences faculty member, but may also be faculty members of another Doctoral Program, for at least three years and pending authorization from the Executive Committee.

Instructions for choosing a Mentor: email the PA with your Mentor preference. The EC will then verify the Mentor's availability and formalize your request. A notice will then be sent to both PhD Student and the nominated Mentor. If a Mentor is not chosen by the PhD Student, then one will be assigned by the EC.

### 3. OVERALL PLAN OF ACTIVITIES

The PhD Program is organised in four years:

A Gantt diagram of Program's activities is provided on pg. 11 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 Tutor and the Executive Committee, who guarantee that the absence is motivated by the research activity. Absences longer than two weeks must be communicated at least 1 month in advance to the PhD administrator by the Student in writing, approved by the Tutor and taken note of by the Course Lecturer, should the absence overlap with a registered 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.

Due to the coronavirus, should the state of national emergency continue, all courses will be available online.

Holidays observed in 2020-2021 are as follows:

<u>2020</u>	<u>2021</u>
Dec. 7, 8, 24, 25, 31	Jan. 1, 6
	Apr. 5
	May 1
	June 2
	Aug. 5 (Rovereto)

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

**Maintaining a constructive relationship with your Tutor, your colleagues and the CIMeC community-at-large is one of the essential ingredients for a successful PhD.** Should you experience difficulties during your studies, you are encouraged to contact any of the following key people within the program: your Tutor, other members of your Oversight Committee and/or your Mentor. The Director of the Program and the Deputy-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 a matter must 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 2020/21 DEADLINE CHECKLIST

YEAR 1 – Cycle 36		Due date
<b>Study and research plan</b>		
<input type="checkbox"/>	Proposed	08/01/2021
<input type="checkbox"/>	Final	24/09/2021
<b>Research project</b>		
<input type="checkbox"/>	Research plan	08/01/2021
<input type="checkbox"/>	Doctoral Student day poster/talk	25/01/2021
<input type="checkbox"/>	Written report and oral presentation on 1st year research	10/09/2021
<input type="checkbox"/>	Written feedback by Oversight Committee	24/09/2021
<b>Participating in the life of your institution</b>		
<input type="checkbox"/>	List of lab / Tutor meetings / journal clubs	24/09/2021
<input type="checkbox"/>	List of attended colloquia	24/09/2021
<input type="checkbox"/>	List of attended Brown Bag meetings	24/09/2021
<input type="checkbox"/>	List of participation activities	24/09/2021
<input type="checkbox"/>	Profiles and publications update on Digital University and IRIS	24/09/2021
YEAR 2 – Cycle 35		Due date
<b>Study plan</b>		
<input type="checkbox"/>	Proposed	23/11/2020
<input type="checkbox"/>	Final	24/09/2021
<b>Research project</b>		
<input type="checkbox"/>	Thesis project proposal presentation	02/04/2021
<input type="checkbox"/>	Thesis project proposal feedback by the Oversight Committee	16/04/2021
<b>Assignments</b>		
<input type="checkbox"/>	Critical Literature Review (CLR) document	31/07/2021
<input type="checkbox"/>	Critical Literature Review (CLR) feedback by the Oversight Committee	24/09/2021
<input type="checkbox"/>	Doctoral Student day poster/talk	25/01/2021
<b>Participating in the life of your institution</b>		
<input type="checkbox"/>	List of lab/Tutor meetings / journal clubs	24/09/2021
<input type="checkbox"/>	List of colloquia attended	24/09/2021
<input type="checkbox"/>	List of Brown Bag meetings attended	24/09/2021
<input type="checkbox"/>	List of participation activities	24/09/2021
<input type="checkbox"/>	Profiles and publications update on Digital University and IRIS	24/09/2021

YEAR 3 - Cycle 34	Due date
<b>Study plan</b>	
<input type="checkbox"/> Proposed	25/11/2020
<input type="checkbox"/> Final	24/09/2021
<b>Research project</b>	
<input type="checkbox"/> Thesis progress presentation	02/04/2021
<input type="checkbox"/> Thesis progress feedback by the Oversight Committee	16/04/2021
<b>Assignments</b>	
<input type="checkbox"/> Doctoral Student day poster/talk	25/01/2021
<input type="checkbox"/> Research paper for journal or conference proceeding, with reviews	26/03/2021
<b>Participating in the life of your institution</b>	
<input type="checkbox"/> List of lab/Tutor meetings / journal clubs	11/09/2021
<input type="checkbox"/> List of colloquia attended	11/09/2021
<input type="checkbox"/> List of Brown Bag meetings attended	11/09/2021
<input type="checkbox"/> List of participation activities	11/09/2021
<input type="checkbox"/> Profiles and publications update on Digital University and IRIS	24/09/2021

YEAR 4 (Cycle 33)	Due date
<b>Research project</b>	
<input type="checkbox"/> Thesis project result presentation	02/04/2021
<input type="checkbox"/> Thesis project result feedback by the Oversight Committee	16/04/2021
<b>Assignments</b>	
<input type="checkbox"/> Thesis delivery	15/07/2021*
<input type="checkbox"/> Brown Bag presentation	23/04/2021
<b>Participating in the life of your institution</b>	
<input type="checkbox"/> List of lab /Tutor meetings / journal clubs	24/09/2021
<input type="checkbox"/> List of colloquia attended	24/09/2021
<input type="checkbox"/> List of Brown Bag meetings attended	24/09/2021
<input type="checkbox"/> List of participation activities	24/09/2021
<input type="checkbox"/> Profiles and publications update on Digital University and IRIS	24/09/2021

*\*depending on your specific situation please refer to final exam chart on pg. 25 of the 2020/21 Student Handbook available on the CIMEC PhD website, as well as on the CIMEC Wiki pages.*

### 3.2 GANTT DIAGRAMS FOR EDUCATIONAL AND RESEARCH ACTIVITY DUE DATES

YEAR 1	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Tutor is assigned by DPC	Gray											
Oversight Committee nominated by Student and Tutor		Gray										
Proposed Study Plan (proposed by Student, approved by Tutor)			Blue									
Research plan (proposed by Student, approved by Tutor)			Blue									
Doctoral Student Day poster			Blue									
Final Study Plan (filled out and verified by both Student and Tutor)											Blue	
Participation Activities and Report	Blue	Blue	Blue	Blue								
Research plan report: written and oral presentation						Blue	Blue	Blue	Blue	Blue	Blue	Blue
OC Feedback: Research project											Red	
EYE-C reviews Final Study Plan and evaluates admission to 2nd year												Gray
DPC evaluates admission to 2nd year												Gray
YEAR 2	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Proposed Study Plan (proposed by Student, approved by Tutor)	Blue											
Doctoral Student Day poster/talk			Blue									
Thesis project proposal presentation						Blue						
OC Feedback: thesis project proposal						Red						
Critical Literature Review (CRL) document									Blue			
OC Feedback: Critical Literature Review (CRL)											Red	
Final Study Plan (filled out and verified by both Student and Tutor)											Blue	
Participation Activities and Report	Blue	Blue	Blue	Blue								
EYE-C reviews Final Study Plan and evaluates admission to 3rd year												Gray
DPC evaluates admission to 3rd year												Gray
YEAR 3	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Proposed Study Plan (proposed by Student, approved by Tutor)	Blue											
Doctoral Student Day poster/talk			Blue									
Brown Bag presentation	Blue	Blue	Blue	Blue								
Research Paper/Conference Proceeding					Blue							
Thesis progress presentation						Blue						
OC Feedback: thesis progress						Red						
Final Study Plan (filled out and verified by both Student and Tutor)											Blue	
Participation Activities and Report	Blue	Blue	Blue	Blue								
EYE-C reviews Final Study Plan and evaluates admission to 4th year												Gray
DPC evaluates admission to 4th year												Gray
YEAR 4	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Nov
Doctoral Student Day poster/talk			Blue									
Research Paper/Conference Proceeding					Blue							
Brown Bag presentation	Blue	Blue	Blue	Blue								
Thesis project results presentation						Blue						
OC Feedback: thesis project results						Red						
Participation Activities and Report	Blue	Blue	Blue	Blue								
1 - Thesis delivery									For Nov.			For April
2 - Feedback to Final Exam Committee: Tutor report									For Nov.			For April
3 - DPC evaluates admission thesis review									For Nov.			For April
4 - Thesis goes to reviewers									For Nov.			For April
Abbreviations: Doctoral Program Committee (DPC), Executive Committee (EC), Oversight Committee (OC), End-of-Year Evaluation Committee (EYE-C)												
Color coding legend: Administrative actions (gray), student tasks (blue), OC tasks/assessment/feedback (red)												

### **3.3. Yearly Admission**

As specified in the Checklist and Gantt diagrams above, admission to the following year of your PhD depends on 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 based on your 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, Tutor/Lab meetings and participating in the Center's activities.

## 4. STUDY PLAN AND COURSE OBLIGATIONS

Each year PhD Students fill out the study plan twice: at the beginning of the year it's necessary to declare which courses and activities you plan to take. The final study plan is where you state the actual courses and activities you took at the end of each year. You must discuss both study plans with your Tutor, who will review and approve them. The Tutor-approved study plan is uploaded (see checklist for deadline) to your UNITN PHD (Gdrive) shared folder. The proposed study plan's form link is emailed to you by the PhD administrator in early November and the final study plan link is emailed to you by early September each year.

Starting on page 15 you will find a concise 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, especially in the first two years.

**Some of the activities and courses are mandatory, whereas electives are optional and constitute an opportunity for further training. Nevertheless, electives must make up at least 10 credits in your study plan, within the first two years. Apart from its own electives, the Doctorate Program in Cognitive and Brain Sciences also encourages the Student to review the educational offerings throughout the University.**

### Absences

Attendance at courses is generally mandatory. For each course, regardless of 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.

### Evaluations

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 the Students within the first 2 lessons of the lecture. The general guideline for PhD faculty is: 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 Tutor. The last possible date for an evaluation is Sept. 20 each year.

### Course Credits

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 or online. Details must be given by the Student to the PA via the final study plan and pass/fail status or grades must be uploaded in the study plan shared folder (Gdrive) **by 11 September 2021**. 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](https://easyroom.unitn.it/Orario/index.php?view=easycourse&_lang=en). Some Master courses have exams that take place ~6 weeks after the course ends so Students should evaluate this in advance.

Course credits obtained from other institutions, including summer schools, 'Coursera', etc. during the 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. If the study plan is void of this information it will be rejected by the PA.

**PhD Students who enter an elective course in their study plan are obligated to take it. If a Student has an impediment for which he/she can no longer take the course then he/she must give at least a 1-month notice to the Course Lecturer and to the PA. If such notice is not given in due time, the Student is obligated to take it or it will appear as a fail in their transcript.**

## 4.1 COMPULSORY CREDITS

### 1- MANAGE AND MONITOR YOUR PROJECTS

Course	Lecturer	When	Type	Credits
<b>Make the most of your PhD</b>				
Introduction to the PhD program at CIMeC	M. Turatto, L. Mercanti	Year 1	T	0.50
Being a PhD Student at CIMeC	3&4-year Students	Year 1	T	0.25
Time Management	A. Dodich	Year 1	T	0.25
Online safety course	UNITN	Year 1	T	0.25
Programming*	Online or at UNITrento	Year 1 or 2	T	4
Online course on health and safety (low risk)	TBA	Year 1	T	0.75
Online safety (medium risk) course	TBA	Year 1	T	1.25
Online Covid-19 course	TBA	Year 1	T	30 min.

### 2- ETHICS AND GOOD PRACTICE OF RESEARCH

Course	Lecturer	When	Type	Credits
<b>Ethics of research in Neuroscience</b>				
Module 1. Ethical implications (when working with humans and animals, when collaborating with companies, etc.)	C. Bonfiglioli	Year 1	T	0.75
Module 2. Prepare a protocol for Ethic Committee approval	C. Bonfiglioli	Year 1	T	1
Module 3. Code of conduct in science	D. Baldauf	Year 1	T	0.25

### 3- PARTICIPATE IN THE LIFE OF YOUR INSTITUTION

Course	Lecturer	When	Type	Credits
Colloquia Attendance	Invited speakers	Each year	T	3.5
Brown Bag Attendance	Phd Student	Each year	T	2
Doctoral Student Day Attendance	Phd Student	Each year	T	2
Participation (for details see course descriptions)	Phd Student	Each year	T	0.5

### 4- PHD RESEARCH ACTIVITY

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

\*Should PhD Student already have proven programming skills he/she may choose 4 extra credits of electives in addition to the minimum (10). See pg. 17.

**Compulsory courses cannot be substituted**

**1 credit = 6 frontal hours**

**T=Teaching**

**R= Research**

## 4.2 ELECTIVE CREDITS

### 5- RESEARCH COMMUNICATION

Course	Lecturer	When	Type	Credits
<b>RC1</b>				
Data visualization	R. Bottini	Year 1 or 2	T	1
<b>RC2</b>				
Figures and posters	R. Bottini	Year 1 or 2	T	1.5
<b>RC3</b>				
Conference presentations	R. Bottini	Year 1 or 2	T	2
<b>RC4</b>				
Writing, How to Respond to Reviewers	J. Jovicich	Year 1 or 2 (preferred)	T	2
<b>RC5</b>				
How to Review a Journal Article	A. Dodich	Year 1 or 2	T	1

### 6- RUN YOUR STUDIES

Course	Lecturer	When	Type	Credits
<b>Run your studies</b>				
Run your studies with "Presentation"	L. Turella	Year 1 or 2	T	1.5
MR Safety course	N. Pace	Year 1 or 2	T	0.5

### 7- FUNDING

Course	Lecturer	When	Type	Credits
<b>Fund your project</b>				
Funding opportunities for young researchers	Lecturer: Research and Technology Transfer Support Division – University of Trento	Year 3 or 4	T	0.5

### 8- ACHIEVING EXPERTISE

Course	Lecturer	When	Type	Credits
<b>Introduction to Methods</b>				
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	Y. Bozzi – U. Mayer	Year 1 or 2	T	1.5
Neurobiology for beginners	G. Iurilli – Y. Bozzi – M. Tettamanti	Year 1 or 2	T	2
Neural basis of social cognition	Y. Bozzi	Year 1 or 2	T	2
<b>Analyse your studies</b>				
Advanced Statistics (Bayesian approaches to improve statistical inference)	L. Lombardi	Year 1 or 2	T	2
Machine Learning for Neuroimaging data analysis	E. Olivetti	Year 1 or 2	T	1.5
<b>Other skills</b>				
Teaching Assistance (see details for Teaching Assistance in course descriptions)	PhD Student	All years	T	6.5 maximum

**IMPORTANT:**

- **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 does.

**The following is a list of a few of the 2020-2021 MCS courses, as an example:**

• Foundations of Brain Imaging	• Developmental Neuroscience
• Foundations of Cognitive Psychology and Neuroscience I	• Hands on Methods
• Foundations of Cognitive Psychology and Neuroscience II	• Cellular and Molecular Neuroscience
• Advanced Cognitive Psychology and Neuroscience	• Computational Linguistics
• Introduction to Computer Programming	• Current Topics in Language and Brain
• Neural Foundations of Human Behaviour	• Understanding Cognitive Psychology and Neuroscience
• Research Design	• Functional Anatomy of Language
• Psycholinguistics	• Intro to Human Language
• Clinical Neurology and Neuropsychology	• Introduction to Machine Learning for Natural Language Processing
• Current Issues in Neuroscience: Animal Models	• Computational Skills for Text Analysis
• Current Topics in Brain Connectivity	• Neuroimaging for data science

- **ONLINE**

There are many online courses such as those provided by Harvard, Coursera and others that a Student can choose in order to improve his/her programming skills. Many of these courses are free, and payment can be made if one wants a certificate.

Here are 2 examples:

<https://www.edx.org/course/data-science-r-basics-2>

<https://www.edx.org/course/data-science-r-basics>

Datacamp courses are another alternative. These are interactive training environments for programming. They are hands on, and Students who are mainly interested in applying programming to specific problems (without necessarily learning about theory and fundamentals) may prefer to take those. Datacamp, for example, is paid monthly (~ 25Euro a month for up to ~ 45 courses), but considering that many courses are as short as 4-6 hours in length, even 1-2 months of payment can provide an opportunity for taking multiple relevant courses.

Here is a sample course:

<https://www.datacamp.com/courses/free-introduction-to-r>

## 4.3 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 3<sup>rd</sup>/4<sup>th</sup> 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. A general **online course on safety** in the workplace is **mandatory** for all UNITN personnel. Until you pass the course you cannot have access to the CIMEC labs. Finally, a solid background in **programming** is strongly recommended, since it is a mainstream skill PhD Students ought to have acquired by the end of their PhD career.

### 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? The course 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 to do so by contacting the Colloquium Host prior to their arrival. ALL PhD Students must keep track of the colloquia attended throughout the year. *Colloquium Coordinator: U. Hasson*

**Brown Bag Attendance (Year)**

The Brown Bag meeting is the CIMEC researchers' weekly meeting. All CIMEC Principle Investigators, Postdocs, PhD Students, and MSc Students are strongly encouraged to attend this meeting. The meeting starts with a 15-min talk by a CIMEC member, 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.

*Brown Bag Organization Committee: 3 PhD Students (A.Karami, D. Sastre Yague, F. Sigismond)*

**Doctoral Student Day Attendance**

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

Lab Meetings: This fundamental activity is characterized by regular meetings with your Tutor 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/Tutor.

Evaluations: This task is carried out by both the Tutor and the PhD Student independently at the end of each semester to ensure minimum requirements are met regarding the quantity and quality of the research carried out. The outcome of the evaluations 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 Students; (3) practice presentation and receive feedback on the PhD research project.

### **Brown Bag Presentation (Year 4)**

Brown Bags are a 15-year tradition at the CIMeC where researchers share their ideas and findings or data interpretation with other researchers in a relaxed yet structured setting. The aim of giving a Brown Bag (BB) Presentation is to give PhD Students the opportunity to obtain feedback from their peers. Student prepares a 15-minute talk about a question or topic of their choice that should be of scientific interest and value.

The PhD students gives at least one BB presentation by the middle of the 4th year.

### **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 Tutor, 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 Tutor or OC until the meeting), this is a 3-page maximum report. Student: 1) puts the report in his/her shared folder 2) shares it with his/her OC, 3) organizes a meeting held within 2 weeks in order to discuss the report via a presentation with the OC.

The OC fills out the evaluation form (available at the cimec wiki pages -> phd documents -> feedback forms) and the Tutor 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: Student 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 form (available at the cimec wiki pages -> phd documents -> feedback forms) and the Tutor uploads it to Student's Gdrive shared folder.

### **Critical Literature Review (Year 2)**

This important assignment is intended to serve as a first draft of the introduction to the PhD Student's thesis in which Students write a Critical Literature Review (CLR) in their field of study. This will be evaluated by a qualified reviewer selected by both the Student and the Tutor, 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 (written freestyle or even email) is uploaded to the Student's Gdrive folder.

### **Thesis progress (Yr3) and results (Yr4) presentations**

Students 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: Student 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 form (available at the cimec wiki pages -> phd documents -> feedback forms) and the Tutor uploads it to Student's Gdrive 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 justification from the Student's Tutor 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 of Yr 4 thesis writing should be in its final stages.

## **5 – PRESENT and PUBLISH YOUR PROJECTS**

### **Research communication 1 – Data visualization**

Description: This module will cover the importance of data visualization in science. After an historical introduction we will see (i) How to read and interpret graphs, charts and maps; (ii) How to choose the

adequate data visualization in different contexts; (iii) How to avoid being fooled by data visualization. During the class, students will be asked to present some data (their own, or freely available) in at least two different visualization forms and to explain the advantages and disadvantages of each one. *Lecturer: R. Bottini*

### **Research communication 2 – Figures and posters**

This module will cover several aspects related to poster design and presentation. We will consider the differences between posters and other forms of scientific communication (e.g., talks), analyze how to design a poster optimally considering all its subfield as well as the general "gestalt". Moreover, the course will prepare students on the delivery of a poster presentation. During the class, students will be asked to prepare a poster on a study of their choice (either their own data, or freely available ones) and briefly present it in front of their colleagues, receiving feedback about both the poster design and presentation. *Lecturer: R. Bottini*

### **Research Communication 3 – Conference presentations**

This module will cover several aspects of conference presentation including: (i) Visual aids during conference presentation (slide aspect/structure; graphs and charts); (ii) Structure of the talk (talk outline, subparts, scope and depth); (iii) Speech (use of voice, emphasis, "live" demonstrations); (iv) Delivery (delivery style; control of anxiety). During the class, students will be asked to prepare a short presentation of a study of their choice (either their own data, or freely available ones) and briefly present it in front of their colleagues, receiving feedback about all the aspects mentioned above. *Lecturer: R. Bottini*

### **Research Communication 4 – Writing, How to Respond to Reviewers**

This module consists of four 3-hour lectures that cover the following materials. The first lecture gives an overview of the general structure of a scientific paper, discussing the internal structure of the various sections that form a research article, giving suggestions for the order in which they may be developed. The second lecture covers the issue of plagiarism in scientific writing, defining it, discussing its reasons and how serious it is, providing various examples and checks to avoid it. The third lecture discusses scientific publications that are alternatives to the standard research article. The fourth lecture overviews the process of responding to reviewers, providing suggestions and various examples. Throughout the module students will complete homework exercises that will be done discussed and continued in class. One exercise will be to dissect a section of a publication into the components discussed in class. Another will be to write an hypothetical introduction of the students thesis following the structure discussed in class, as well as reviewing the introduction proposal from peer students. *Lecturer: J. Jovicich*

### **How to Review a Journal Article**

This module is designed to introduce students to the activity of peer review of a Journal Article. It will consist of 3 two-hour lectures during which we will discuss (i) what a peer review is and its role in the scientific flow (ii) how to perform peer review and the main challenges (iii) available guidelines, ethical and practical considerations. Throughout the module, lectures will be complemented by practical exercises performed individually or in groups. *Lecturer: A. Dodich*

## **6- RUN YOUR STUDIES**

### **Run your studies with “Presentation”**

The aim of the course is to provide Students with the knowledge to run an experiment using Presentation, an easy experiment builder for the social sciences. The course will provide the tools for creating any type of experiments (e.g. behavioural, fMRI, MEG, etc.) via the graphical interface and scripting. Evaluation method and timeline: The Students will have to write and conduct a brief experiment

to demonstrate that they acquired the basic knowledge about the functioning of the program. **Lecturer:** *L. Turella*

## MR Safety

<https://wiki.cimec.unitn.it/tiki-index.php?page=MR+Safety+Training>

## 7- 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).

**Lecturer:** *V. Mazza*
- 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.

**Lecturer:** *D. Baldauf*
- 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.

**Lecturer:** *J. Jovicich*

- **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 introduced 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 third trimester.  
*Lecturer: C. Miniussi*
- **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.  
*Lecturers: Y. Bozzi/U. Mayer*

### **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

*Lecturer: Y. Bozzi*

### **Neurobiology for beginners**

The course will address the basic principles of neuronal physiology (biophysics and synaptic transmission), basic principles of molecular neurobiology (neuronal cell identity and gene expression mechanisms), and neurophysiological mechanisms of learning and memory.

*Lecturers: Y. Bozzi/G. Iurilli/M. Tettamanti*

### **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

*Lecturer: L. Lombardi*

### **Machine Learning for Neuroimaging data analysis**

Description: This is an introductory course about the basic concepts of machine learning, with applications to the analysis of neuroimaging data. Practical examples of exploratory and confirmatory data analysis in Python language will be presented and discussed on data from neuroimaging experiments across different neuroimaging modalities: MEG, dMRI, fMRI. The course covers the following topics: unsupervised learning (clustering), supervised learning (classification and regression), multivariate pattern analysis (MVPA) / brain decoding, hypothesis testing, circularity / double-dipping and reproducibility.

Aim: To provide the Students with basic knowledge of machine learning and how to properly conduct MVPA/decoding analyses.

Evaluation: Either written essay or personal project to be handed to the lecturer.

*Lecturer: E. Olivetti*

### **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.

*Lecturer: TBD*

### **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. Credits are equivalent to amount of preparation time including frontal time in the proportion of 6 (hrs)-to-1 (credit).

### **SISSA – CIMEC Course exchange**

CIMEC and SISSA are setting up an agreement in order to allow the PhD students from each of its programs to take the courses of the other's program as an exchange to foster further educational and scientific collaboration between the two centers. Check with the PA for details.



## 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 must 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 must 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<sup>1</sup>.

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 Tutor or use the American Psychological Association format.

Copying text from your own prior work (or your Tutor'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 ideas. Failing to cite or properly attribute ideas to their source results in a misrepresentation of the Student's intellectual or writing ability. When citing

---

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

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 Tutor. Procedures for data filtering (e.g., outlier removal or discarding participants) should be consulted on and approved by the faculty Tutor. 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 Tutor 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. <https://www.unitn.it/en/servizi/1716/the-universitys-confidential-counsellor-for-cases-of-mobbing-harassment-discrimination>

Consigliera di Fiducia

tel. +39 0461 281295

[Consiglieradifiducia@unitn.it](mailto:Consiglieradifiducia@unitn.it)

#### **5. Respect Others**

Every person has a fundamental right to be treated with respect. Every member of the CBS Doctoral Program is expected to treat others in a way that will foster to the well-being of everyone at the CBS Doctoral Program and in the community. Advancing in the PhD program via scientific misconduct (as described in section 3) is ethically wrong and also results in a skewed allocation of resource (extension, prizes etc.) and harms one’s peers. For this reason, if you know of any of the school’s Student who engages in misconduct you should consider raising this issue with them.

#### **6. Disciplinary Measures**

Serious violations will be treated as follows:

The Students and his/her Tutor 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.



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

CIMeC - Center for Mind/Brain Sciences

### 7.1 Acknowledgement \*

I hereby acknowledge that I read and understood the 2020-2021 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 \_\_\_\_\_

#### TUTOR

First name \_\_\_\_\_

Last name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

\*once signed by all parties upload 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: l Leahhatwork

Official email of the PA: [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it)

Doctorate website: <http://www.unitn.it/drcimec/>

Forms, procedures and general CIMeC FAQ: <https://wiki.cimec.unitn.it/tiki-index.php?page=LnifHomePage>

Other useful contacts:

**Head of Accounting:** Daniela Tarolli

Accounting assistance for **PhD travel:** Elisa Baldessari and Elena Aloisi

Accounting assistance 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: Bogani, Fait, Bucur, Funghi

C111: Greco, Kabbach, Pannitto, Sepanta

C112: Vercesi, Kuryla, Beber

C313: Valente, Bertelsen, Busuoli, Mandelli, Martinez Cervero

C311: Albergo

C303: Noei

C319: Coletta

P304: Valzolgher

P308: Fontana, Holcomb

CIMeC – Mattarello, via delle Regole, 101 Mattarello:

Office Building

018: Novello, Saviola, Brancaccio, Bedini, Karami

08: Cara, Beber, Bertazzoli

016: Amorosino

CIMeC – Manifattura:

208: Adiletta, Eccher

214: Lemaire, Morandi Raikova, Baratti, Bortot

215: Balasco, Schiona

228: Kumaravel

IIT floor: Rocchi, Michelin, Tambone

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-36th-cycle@list.cimec.unitn.it](mailto:Phd-36th-cycle@list.cimec.unitn.it)

[phd-35th-cycle@list.cimec.unitn.it](mailto:phd-35th-cycle@list.cimec.unitn.it)

[phd-34th-cycle@list.cimec.unitn.it](mailto:phd-34th-cycle@list.cimec.unitn.it)

[phd-33rd-cycle@list.cimec.unitn.it](mailto:phd-33rd-cycle@list.cimec.unitn.it)

OR all CIMeC PhD Students: [phd-Students@list.cimec.unitn.it](mailto:phd-Students@list.cimec.unitn.it)

### Who to contact and when

#### 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 34

IT assistance for office computers: see IT info page 34

IT issues/requests for CLIC labs: see IT info page 34

IT issues/requests for (EPL) labs on 3<sup>rd</sup> floor Palazzina: Massimo Vescovi

IT issues/requests for emails/computer access: see IT info page 34

**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 34

**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 34

**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](mailto:phd.office-cssh@unitn.it)

Walk-in hours: Monday – Friday: 10.00-12.00

Tuesdays also from 2 p.m. to 4 p.m.

### Internal Mail

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.

### Consigliera di Fiducia

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

[Consiglierafiducia@unitn.it](mailto:Consiglierafiducia@unitn.it)

### Psicologa del Lavoro

The Student counselling service, organized jointly by the University and Opera Universitaria, aims to provide help and support to Students during their studies.

<https://www.unitn.it/en/servizi/77068/Student-counselling-service>

[consulenza.psicologica@operauni.tn.it](mailto:consulenza.psicologica@operauni.tn.it)

0464-808116, from Monday to Friday, 9.30 to 17.30; you can leave a message out of office hours

## **8.2 Building Hours of Operation and Office Policy**

### Rovereto:

Palazzo Fedrigotti (Corso Bettini, 31): reception is open Mon-Fri from 7:30 a.m. - 7:00 p.m.

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

Palazzo Istruzione (Corso Bettini, 84): reception is open Mon-Fri from 7:45 a.m. - 7:15 p.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 8:00 a.m. and 6:00 p.m., Mon-Fri.

Badges: if you plan on working after or before 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 additional access to the badge you already have. 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.*

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 Mentor/supervisor must contact Administration ([valeria.nencini@unitn.it](mailto: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
<b>Faculty</b>	X	
<b>Researcher</b>	X	
<b>Post-doc</b>	X	
<b>PhD Student</b>	X	
<b>Guest (&gt; 4 months)</b>	X	
<b>Guest (&lt; 4 months)</b>		X
<b>MSc Student</b>		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, Matteo Giovannelli: 8603

IT 3<sup>rd</sup> floor Palazzina, Fedrigotti - Massimo Vescovi: 8687

Logistics Mattarello, Pietro Chiesa: 3068

IT Mattarello – Daniele Patoner: 3085 email [lnif-it-group@cimec.unitn.it](mailto:lnif-it-group@cimec.unitn.it)

IT Manifattura: Antonio Zandonai: 8836

General CIMeC IT email address: [cimec-it-services@unitn.it](mailto: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](mailto:itmrovereto@unitn.it) (Pasquale Gurzi)

web: [www.polorovereto.unitn.it/presidio/](http://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](mailto: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 Tutor. If Students will need laptops for longer projects then either they or the Tutor 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 Tutor 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](http://www.operauni.tn.it) »

[info@operauni.tn.it](mailto: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:

Center for Mind Brain Sciences

University of Trento

Via delle Regole, 101, 38100 Mattarello (TN), Italy

Telephone: +39-0461-28 3063

Fax: +39-0461-28-3066

[cimec.mri.lab@unitn.it](mailto:cimec.mri.lab@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](mailto:carlo.miniussi@unitn.it)

Should you begin starting MEG projects at LNIF, please refer to Prof. 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](mailto: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](https://wiki.cimec.unitn.it/tiki-view_faq.php?faqId=9)

CIMeC's Master's Degrees

<http://offertaformativa.unitn.it/en/lm/cognitive-science>

<http://offertaformativa.unitn.it/en/lm/data-science>

<https://offertaformativa.unitn.it/it/lm/mcu/medicina-e-chirurgia>

Conference poster printing instructions

Please visit: [https://wiki.cimec.unitn.it/tiki-view\\_faq.php?faqId=9#q31](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. **Tutor PRE-approval is required for every trip and purchase.** With every trip/purchase, there is paperwork/online form that needs to be filled out and done before the trip/purchase (*ideally at least 3 weeks before date of departure or of purchase*). This is 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 help getting reimbursed in due time.

### Personal endowments for research related travel and purchases, and experiments:

- 33<sup>rd</sup> 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.
- 34<sup>th</sup> 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.
- 35<sup>th</sup> 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.
- 36<sup>th</sup> 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 except in the last 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, IIT and FBK funded PhD Students is “Dotazione Dottorandi CIMeC”, SAP Code: 40300392.

### 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 elsewhere other than your primary workplace with a subject/conduct research/research group

### **FIRST**

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

### **SECOND**

At least 3 weeks before date of trip, go to the “E-travel” widget in myUnitn and fill out the “Create a new Travel Request Authorization Form”. Here is where you will upload the email where your Tutor approves your trip, CC'ing [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it). Should your Tutor forget to cc the PhD program's administrator then please forward the email yourself to [phd.cimec@unitn.it](mailto: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 “*Partecipazione a Convegni/Attendance at Conferences*” form, sign it and hand it to the Program Administrator. Be sure your Tutor has already sent the trip approval email to [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it) when you do this. You complete this form so that UNITN can pre-pay for conference registration. 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 conference organizer<sup>2</sup>. Here is the UNITN's account information in case of fatturazione elettronica:

Università degli Studi di Trento  
via Calepina, 14 – 38122 Trento  
P.I. 00340520220  
Codice Univoco Ufficio: HE7KQT

This takes time, so requests for UNITN to pay for conferences must arrive at least 3 weeks prior to conference registration/payment deadline.

**Please note:** You still have to fill out this form even if you pay for the registration fee directly (allowed only in the case of international events). In this case you should have the conference organizers write a receipt made out to you with the University's<sup>3</sup> 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>

<p><b>AGENZIA VIAGGI BOLGIA S.r.l.</b></p> <p>Piazza Dante Alighieri n. 23 38122 Trento Tel: 0461-260039 e-mail: <a href="mailto:businesstravel@viaggibolgia.it">businesstravel@viaggibolgia.it</a></p> <p>Referenti per prenotazioni: Elena Baldessari - Valentina Mitolo AGENZIA VIAGGI BOLGIA S.r.l. – CIG Z8D2BB49AC</p>	<p><b>E.T.L.I. – TN S.c.a.r.l.</b></p> <p>Corso Rosmini n. 82 38068 Rovereto (TN) Tel: 0464-431507 e-mail: <a href="mailto:lara@etlittn.it">lara@etlittn.it</a></p> <p>Referente per prenotazioni: Lara Secchi E.T.L.I. - TN S.c.a.r.l. – CIG ZC82BB49E3</p>
<p><b>TORREFRANCA TRAVEL S.r.l.</b></p> <p>Via G. Catoni n. 51 38123 fraz. Mattarello (TN) Tel: 0461-944855 e-mail: <a href="mailto:agenzia@torrefrancatravel.it">agenzia@torrefrancatravel.it</a></p> <p>Referenti per prenotazioni: Rosa Navone TORREFRANCA TRAVEL S.r.l. – CIG Z2F2BB49D4</p>	

#### **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*).

<sup>2</sup> 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).

<sup>3</sup> 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)

## **REMEMBER**

1. If you fly your **boarding passes are not enough** for reimbursement. You will **also** need to **provide an original ticket receipt. 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 justify this with “motivi personali” or other reason on the reimbursement form AND, when you purchase the ticket, simulate the same trip on the day before/after the conference. Your travel agency should be able to provide this to you or you could easily do this online, and **KEEP A PRINTED COPY.** You will then be reimbursed for the one that costs less. This is only valid for flights. For train or other transportation, Accounting can simulate the trip for the day before/after the trip. Either way you will be reimbursed for whichever date was cheaper.**

\*\*\*FAILURE TO GET TUTOR'S APPROVAL AND TO FILL OUT THE AUTHORIZATION REQUEST FORM BEFORE YOUR TRIP MAY AMOUNT TO NOT RECEIVING A REIMBURSEMENT AT ALL \*\*\*

## **PURCHASES**

Please have your Tutor contact Head of IT, Stefano Tessari: [Stefano.tessari@unitn.it](mailto:Stefano.tessari@unitn.it).

## 8.8 Tutor Trip Pre-Approval

# How to authorize PhD Student travel

<p><b>Step 1</b></p> <p><b>Student writes Tutor requesting authorization to travel</b></p>	<p><b>Information to provide:</b></p> <ol style="list-style-type: none"> <li>conference/trip name and location</li> <li>conference/trip dates</li> <li>estimate of all expenses</li> <li><b>proposed fund name/number</b> that will cover this trip. If more than one fund then list preference of use (ex.: 1=PhD student fund n.XXXXXXXXXX, 2=Tutor fund n.XXXXXXXXXX).</li> <li>If you are presenting (i.e., talk/poster) then provide title of presentation*</li> </ol> <p>* Note that students traveling on PhD student funds are strongly advised to travel only if presenting.</p>
<p><b>Step 2</b></p> <p><b>Tutor decides on which funds the student will travel</b></p>	<p><b>Option 1: There is no external fund</b> Tutor replies to student approving/not approving travel, CC'ing <a href="mailto:phd.cimec@unitn.it">phd.cimec@unitn.it</a></p> <p><b>Option 2: External fund is available and can be used</b> Tutor replies to student approving/not approving travel, CC'ing <a href="mailto:phd.cimec@unitn.it">phd.cimec@unitn.it</a></p>
<p><b>Step 3</b></p> <p><b>Student fills out the online travel authorization request</b></p>	<p>Fill out the MyUnitn online travel request form (termed ' or 'gestione trasferte' or 'E-travel')</p> <ol style="list-style-type: none"> <li>Page 1: specify the fund name/number approved by the Tutor</li> <li>Page 2: <b>upload the Tutor's reply</b> (option 1 or 2 of Step 2).</li> </ol>

## 9. WHAT HAPPENS TO YOUR ACCOUNT WHEN THE PHD IS OVER?

Your UNITN account

Updated 2019

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:

- Eprints PhD 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, servers) 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