



UNIVERSITY  
OF TRENTO

The  
UNITN

SHORT  
GUIDE

for PhD  
students

**Scientific & Technological Area**

Procedures, services, benefits and other info

**A.Y. 2020-2021**



All information is updated at October 2020; it is advisable to check further news on the website.<sup>1</sup>

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### 1. Certificates

Any request for certificates (enrolment, assignment of UniTrento scholarship, etc.) must be submitted by email to the relevant Doctorate Office (Science and Technology: [phd.office-st@unitn.it](mailto:phd.office-st@unitn.it)) **well in advance** (minimum 3 working days), specifying: for what purpose, the matriculation number, the number of certificates and if it/they is/are needed in Italian or English or both. For certificates relating to Department scholarships or *Assegni di ricerca* you must refer to *Servizi amministrativo-contabili* (Administration Management Office).

**ASK TO:** Doctorate Office

### 2. Communication/Notices from Doctorate Office

E-mail is the primary mode of communication between the Doctorate Office and the PhD students, and all deadlines, and doctorate-related news and events will be communicated via the University accounts. It is imperative that doctoral students check their UniTrento e-mail box on a regular basis. It is nevertheless mandatory to keep the "Phd Office – Science and Technology" updated on any changes to the e-mail private address. Exceptions based on not knowing regulations or deadlines because of not reading the e-mails are not accepted. Students should also regularly check the website where updated information and deadlines are available at the following web page: [PhD Schools and Programmes](#).

### 3. Emergency procedures

Every user of the offices and laboratories of the University shall read and understand the information placed next to the maps of the emergency plans available at every floor on any UniTrento building. Users should acknowledge in particular:

1. **escape routes** and position of the emergency exits;
2. location of the external meeting points;
3. location of the alarm keys;
4. evacuation signals;
5. **emergency phone number**.

The University of Trento appoints persons who are in charge of the emergency management (evacuation and rescue procedures) and are deployed at the Departments/Centres. In case of emergency you can recognize them by the yellow vest they wear.

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

**INTERNAL UniTrento CONTACTS:** [Emergency Staff](#)

**EMERGENCY PHONE:** 112 (Police, Fire Brigade, Medical emergency)

### 4. IPR – Intellectual Property Rights

This is a very sensitive issue and PhD students must be aware that some externally funded scholarships (i.e. FBK, FEM, etc.) may be subject to specific limitations.

**ASK TO:** Doctorate Office and Supervisor/s

### 5. Matriculation number

It is the number assigned to every student after enrolment at University. Students are advised to memorize their own matriculation number as it is needed for every request to be sent to the Doctorate Office.

**ASK TO:** Doctorate Office

## 6. Residence/Domicile

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

**Residence** (Italian "Residenza"): the address, in Italy or abroad, where a person has his/her permanent home and he/she must be registered to the competent municipality ("Ufficio Anagrafe").  
Every person is compelled to have **one and only one residence** at a time.

**Domicile** (Italian "Domicilio"): the address of temporary stay where a person lives or do business.

**N.B.:** For foreign students, the request to the Municipality of Trento (or other Italian municipalities) for registration in the "*Anagrafe dei residenti*" demonstrates the change of *residenza* to Italy. It should be noted that the request for change of residence does not necessarily imply the issue of the identity card, nevertheless the belonging of an Italian Identity card demonstrates the change of *residenza*.

It is **mandatory** that PhD students communicate to the Doctorate Office the change of their official residence **immediately** after they have modified it. Failure to notify the change of residence may have serious consequences even if it was not-deliberate.

**ASK TO:** Doctorate Office

## 7. Safety at work

The University of Trento adopts all necessary and adequate measures so that prevention and security increasingly play a systematic, integrative role in the general organization of the University. They are a fundamental factor at all organizational levels and in all activities.

Before starting any research activity, it is mandatory to read the specific regulations and respect any instructions given by the person in charge of the work (Head of Department, Head of laboratory, etc.).

The improper or unauthorized use of work equipment, chemicals and dangerous substances, means of transport or safety devices are the sole responsibility of the performer.

**Details and info:** [Organization of safety measures](#)

**ASK TO:** Servizio Prevenzione e Protezione  
Doctorate Secretariat

**Email:** [servizioprevenzioneeprotezione@unitn.it](mailto:servizioprevenzioneeprotezione@unitn.it)

## Key Sources of Information. List of links

### Trento

- [University of Trento \(UniTrento\)](#)
- [UniTrento PhD general](#)
- [UniTrento PhD students](#)
- [UniTrento Services](#)
- [Rules and Regulations](#)
- [Opera Universitaria](#)
- [Azienda sanitaria](#)
- [Cinformi](#)
- [Questura](#)

### Italian PhD candidates Association (ADI):

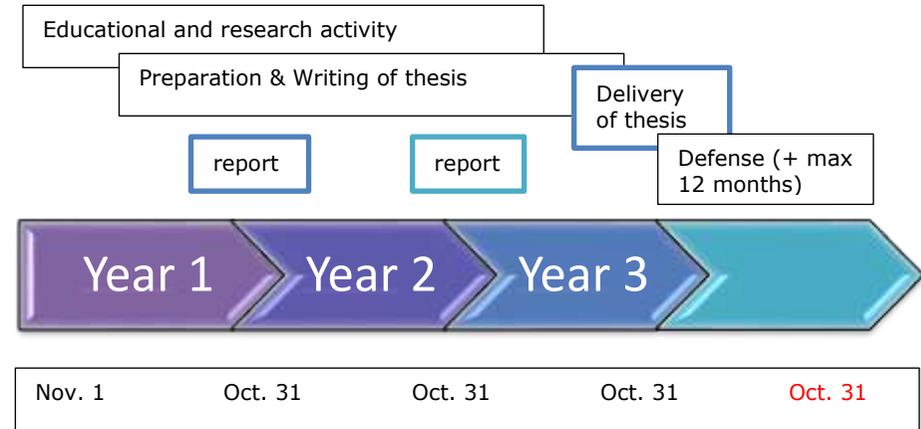
- [Webpage](#)
- [ADI Trento](#)

### PhD and Research Websites:

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

## PhD at UniTrento in a:

- **Taught part:** courses, conferences, workshops, summer/winter schools etc. (credits depend on each Manifesto);
- **Research part:** library/lab activity, field work, writing of essays and thesis;
- At the end of each year there must be an official **admission to the subsequent year** (in order to maintain the status of PhD candidate and the related financial support) based on an annual report and an oral presentation by the candidate.



## Career



### Supervision

All graduate students have a [University] supervisor. The University supervisor guides the student through his/her course of study. The supervisor reports on the student's progress to the PhD Programme Committee (PPC) at the end of each academic year and will also provide feedback to the student. The advice of the supervisor will always be sought by PPC before recommending attendance of courses, period/s abroad, admission to following year and to final examination, and so on. The supervisor will remain the main point of contact for keeping an eye on academic progress, and will liaise with the student and with other faculty members with whom the student is working on the thesis. A second supervisor may be assigned by PPC. This notwithstanding, students are ultimately responsible for their own academic progress.

### Enrolment in 2<sup>nd</sup> and 3<sup>rd</sup> year

After the decision of the PhD Programme Committee concerning the admission to the 2<sup>nd</sup> or 3<sup>rd</sup> Academic Year, PhD students are required to:

- fill in the enrolment form in the online system;
- pay the TDS – Education Tax of 166,00€.

Payment has to be made through the payment system called **PagoPA**. NON-EU citizens have to upload a copy of their valid stay permit. If it's expired, they have to submit both the expired stay permit and the request of renewal.

**Details and info:** [Enrolment 1, 2, 3 year](#)

**ASK TO:** Doctorate Office

### Exclusion

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

- insufficient results in the assessments during the year;
- negative opinion given by the Doctoral Programme Committee regarding admission to the successive year of study; in this case, the Doctoral Programme Committee will verify achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work;
- the student has accepted employment contracts without the prior authorization of the Doctoral Programme Committee;
- truancies or prolonged unavailability.

The PhD Programme Committee can also decide the exclusion according to specific provisions expressed in the Regulations of each Doctoral Programme. The exclusion is also foreseen if the PhD student does not pass the final examination.

**Details and info:** [PhD students withdrawal, suspension, exclusion](#)

### Extra-curricular activities

Students who intend to carry out extra-curricular activity must ask for the authorisation to the Committee of the PhD Programme. Extra-curricular activity includes external work, paid collaborations, supplementary educational exercises and tutoring. Students must ask for the authorisation also for external activity done for free, as it may be incompatible with the PhD Programme duties.

Students are warned that any **unauthorised external activity may result in the exclusion from the Programme.**

**ASK TO:** Doctorate Secretariat

**Extra-curricular activities: 24 CFU (credits) for Italian teaching requirements.**

The Ministerial Decree no. 616 of 10.08.2017 has set the Scientific-Disciplinary Sectors belonging to the areas of anthropo-psycho-pedagogical disciplines and teaching methods and technologies regarding the 24 CFU (credits) obligatory for participation in the competitions for access to teaching activities required by Law 107/2015.

These 24 CFU must be achieved by guaranteeing the possession of at least 6 credits in at least 3 of the following areas:

1. Pedagogy, Special Pedagogy, Didactics in inclusion;
2. Psychology;
3. Anthropology;
4. General teaching methods and technologies.

The University of Trento has activated a Preparatory Training Course for the Teaching Traineeship (PFPTI Course) aimed at acquiring the aforementioned 24 ECTS credits needed to enter the competition for the new training system and teacher recruitment. The PFPTI Course is open to PhD students of the University of Trento and allows the acquisition and / or the recognition of exams previously taken and consistent with the provisions of the annexes to the aforementioned Ministerial Decree 616/2017.

To participate in these courses, you need the authorization of the Coordinator. The 24 CFU of this path must be achieved before closing the doctorate and are additional to the credits required on the actual doctoral program.

**Details and info:** [Percorso 24 CFU finalizzato all'acquisizione dei cfu in ambito antro-po- psico-pedagogico e metodologie e tecnologie didattiche](#)

**Final examination**

At the end of the PhD programme, the thesis must be previously examined and approved by two reviewers (external to the University of Trento or other institutions directly involved in the specific programme) appointed by the PhD Programme Committee. Upon positive judgement, it is admitted to the Final Examination. All PhD students enrolled in their last year must apply for admittance to the final examination.

The final examination must be held by 12 months as from the official ending of the PhD programme Cycle.

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

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

**PhD Thesis archiving**

IRIS is the Institutional Research Archives of the University of Trento, which facilitates the collection, management, dissemination and preservation of data related to research production.

All PhD students must upload their final thesis and the related Disclaimer to the archive at least 10 days before the date set for examination. The final certificate can be delivered only if the upload has been completed.

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

**ASK TO:** Doctorate office or [iris@unitn.it](mailto:iris@unitn.it)

**Suspension**

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

- maternity
- serious and certified illness
- internship programmes for the training of teachers (Italian TFA).

Absence due to severe and documented personal and/or family reasons (other than the ones listed above) must be explicitly authorized by the Doctoral Committee. If PhD students fail to attend their Doctoral programme for more than 30 days, their scholarship payment will be suspended.

Please note that as soon as students take up attendance after suspension, they are requested to submit to the proper PhD Office a declaration duly filled and signed, with the signature of approval by the Phd Programme Director.

The maternity rules as per Decree of the Ministry of Labour and Social Welfare, 12/07/2007, published in the Official Journal no. 247 of 23 October 2007 are applied to PhD Students.

**Details and info:** [PhD students withdrawal, suspension, exclusion](#)

**ASK TO:** Doctorate Secretariat

## Withdrawal

PhD students may withdraw from their programme at any time, by filling in the form and sending it to the Director of the Doctoral Programme and to the related PhD Office. The decision of withdrawing is final: afterwards it is impossible to resume the PhD path. After quitting their studies, PhD students no longer have the right to receive their scholarship.

**Details and info:** [PhD students withdrawal, suspension, exclusion](#)

**ASK TO:** Doctorate Office

## Financial support



## Scholarship (UniTrento)

The UniTrento Scholarships are awarded according to the procedure stated in each call. Please, note that UniTrento Scholarships are the ones available in the call and paid directly by the central Office, even if funded by external institutions or agencies, not to be mistaken with other kinds of scholarship such as the Opera Universitaria's and Department's ones.

The annual gross amount is **€ 16.290,00** including the social security contributions that have to be paid by the doctoral students as established by the Italian law in force.

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

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

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

**Scholarship payment:** normally paid in advance instalments every two months, except for the instalment of the first two months of the calendar year which is paid by the end of January. Also, the very first instalment at the beginning of the PhD programme may be paid later since not all necessary data may be completed by the beginning of November. The scholarship is confirmed for the following 2 months if all prerequisites are maintained.

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

### Opera's scholarships

Opera Universitaria is the local institution for the right to study that offer services for students enrolled in UniTrento.

Doctoral students who have not been assigned a Doctoral scholarship can ask for an *Opera Universitaria* scholarship according to specific prerequisites (income, merit, etc.). Further information on the *Opera* website: <http://www.operauni.tn.it/home>

**Details and info at:** [Doctoral scholarships](#)

## Research budget

PhD students are assigned an amount of € 3.258,00 (€ 1000 for year 1 & 2, and € 1258 for year 3) to be used for educational and research purposes. This amount is managed directly by the PhD Secretariat.

### Staying abroad= 50% UniTrento scholarship increase

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

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

**Before leaving** doctoral students have to send or bring the following documentation to the PhD Office:

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

**N.B.** The increase of the fellowship is due only for periods spent abroad lasting a minimum of 1 month (with no interruption) and only for research activity; educational activities carried out abroad can only benefit from the mobility reimbursement. In any case, usually the Directors of the PhD Programmes authorize to spend a period abroad only if the supervisor/s has/have already approved the request. The increase is not due for other kind of financial support, such as scholarships paid by the Department, Opera Universitaria, other external bodies (national or foreign, except for those advertised in the admission call), Research fellowships (*Assegni di ricerca*) etc.

At the end of the period abroad, once back at the University of Trento, doctoral students have to provide the PhD Office – Scientific Area the **certificate showing the date of start and the date of conclusion of the research activity at the partner institution**, issued by the foreign Institution (**hard copy with original signature/s and stamp is required**), as the scholarship's increase is daily calculated.

The certificate's date must be subsequent to the final date of the period spent abroad.

Normally the grant's increase is paid at the end of the period spent abroad. For periods lasting 3 months or more, the University will pay the 60% of the whole scholarship increase in advance. In order to receive the advance payment within the leaving date specified in the form, the request must be submitted **within 2 months before the departure**. If the request is submitted later or just before the leaving date, the University cannot guarantee that the advance will be paid before the beginning of the period abroad. The remaining part (40%) will be paid at the end of the period, after submission of the certificate stating the duration of the period abroad.

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

**ASK TO:** Doctorate Secretariat

### Travel expenses

In case of educational and research activity carried out at seats other than the University of Trento, PhD students must ask for the authorization to their supervisor and the Head of Department. This authorization is necessary in order both to be insured and to receive the reimbursement of expenses (if the PhD student is entitled to).

**Before leaving:** Read the "Regolamento per le missioni" and check with the [Doctorate Secretariat](#) the procedure.

Students must fill the online "Authorization" form (MyUNITN > widget travels e-tool) and send it for approval by the Head of the Department (the request must be submitted well in advance).

**During the travel:** be careful and do not exceed the maximum expenses allowed for PhD students and indicated on the Mobility Regulations.

Eligible expenses for reimbursement are travel, subsistence and accommodation costs: keep all the original tickets, receipts, invoices etc. Any receipts for accommodation must be addressed to the person directly concerned.

**Upon return:** fill and send the online "Reimbursement" form, staple your receipts - non overlapping them - in A4 sheet/s (grouping them by type and chronology), print out the reimbursement request and send all to the *Servizio amministrativo-contabile* (Collina, Povo 2).

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

**Please note:**

- The reimbursement form must be completed and sent **as soon as possible, best if immediately after the return**.

- If you don't require a refund (because, for example, you are covered by scholarship's increase), in the online travel request ("Richiesta Autorizzazione Missione"), you can choose the option "*do not apply for a refund*", so that the application will be archived after the authorization by the Director of the Department/Centre;

- if you submitted a travel authorization's request for a mission which has not been carried out, in the online system it is necessary to put the request

in the trash folder and send an email to the [Secretariat of the Doctoral Course](#).

### Registrations to conferences, workshops, etc.

The costs of attending conferences, congresses, courses and seminars are managed separately from mission and travel expenses. It's important to



read carefully the article 6 of the "Regolamento per le missioni" which explains the procedure:

a) If UniTrento (and not the PhD students) should pay for the registration to a conference, seminars, and so on, you have to fill out a special form ("*Attendance at courses - seminars - conferences*" – available on the webpage <https://www.unitn.it/en/ateneo/modulistica>) and give to "Servizi amministrativi-contabili di Polo" BEFORE registering to the event in order to allow the office to pay the fees in due time.

b) In case of conferences and seminars in Italy organized by institutions subjected to mandatory emission of digital invoice, the payment of the registration fee will be paid directly by the above-mentioned "Servizi amministrativi-contabili di Polo".

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

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

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

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

### Maternity, illness and unemployment

Doctoral students enrolled in INPS retirement contribution system "gestione separata" can ask for **INPS maternity allowance, illness allowance and**

**unemployment benefit** upon specific requirements. Further details on requirements, amount, etc. can be found on [INPS webpage](#) or contacting directly the INPS offices.

**Details and info:** [PhD students withdrawal, suspension, exclusion](#)

**ASK TO:** INPS Trento, Via delle Orfane 8.

## Utilities

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



After the enrolment, students are provided with a UniTrento email address, a username and a password to use wireless access for free, a place to work with computer and equipment required.

Students open spaces (study rooms) are available in all Departments.

**Email:** the email messaging service provided by the University of Trento for official communication consists of a personal and free email address distributed via Google Educational platform. To access your email, log in with your username and network password. Once the candidate has got the doctoral degree, the email address becomes [name.surname@alumni.unitn.it](mailto:name.surname@alumni.unitn.it).

After earning the degree, the email address [@unitn.it](mailto:@unitn.it) will remain active for 180 days.

**See details at:** <https://icts.unitn.it/en/phd-email>.



**Campus MatLab:** programming environment for the development of algorithms, analysis and visualization of experimental data for the numerical calculation. The contract, through the TAH-Campus Option, allows all staff of the University to install the programme on all UniTrento computers, both standalone and in network and all personal PC out of UniTrento. <https://www.unitn.it/en/servizi/1681/matlab>

**Details and info at:** [MATLAB](#)

**ASK TO:** Doctorate Secretariat.

## Laboratories and other facilities

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

**ASK TO:** Doctorate Secretariat

## Language courses

Doctoral students can attend language courses organized by CLA-Centro Linguistico di Ateneo. CLA has a wide educational offer which includes extensive and intensive courses of English, French, Spanish, German, Chinese and other languages, included Italian for foreigners.

Foreign students are advised to gain a basic knowledge of Italian during the PhD programme, in order to reach a certain level of competence so that they may consequently be integrated in an Italian working environment. The Italian course may be mandatory depending on the Regulations of each PhD Programme Regulations.

In order to enrol, PhD students must pass the online admission test and pay a € 50.00 fee (but Italian courses up to level A2 are free of charge). Specific courses in Technical English for engineers are organized by the University and are free of charge.

**Details and info at:** [Languag Centre – CLA](#)

## Library

The University library system is organized in 4 locations depending on the subjects:

- **[BUC Central Library](#)** (Arts, Humanities, Economics, Social Sciences and Legal studies) – Trento  
tel. +39 0461 283011-3012,  
e-mail: [BibliotecaCentrale@unitn.it](mailto:BibliotecaCentrale@unitn.it)
- **[Library of Engineering – Mesiano](#)**  
tel. +39 0461 281956-1958,  
e-mail: [BibliotecaIngegneria@unitn.it](mailto:BibliotecaIngegneria@unitn.it)

- **[Library of Science](#)** – Povo  
tel. +39 0461 281510-2010,  
e-mail: [BibliotecaScienze@unitn.it](mailto:BibliotecaScienze@unitn.it)

- **[Library of Cognitive Science](#)** – Rovereto  
tel. +39 0464 808443,  
e-mail: [BibliotecaScienzeCognitive@unitn.it](mailto:BibliotecaScienzeCognitive@unitn.it)

Books may be borrowed from all these sites with the library card which entitles the holder to borrow books also at the municipal libraries in the whole Province of Trento.

**Details and info at:** [University Library website](#)  
[Trento municipal library](#)  
[Trentino MediaLibrary](#)

## Internationalization



### Co-tutelle de these – double PhD degree

A co-tutelle programme allows a PhD student to obtain a double doctoral degree within the framework of an agreement between the two participating institutions. Each "co-tutelle-de-thèse" is carried out through the cooperative supervision of two professors, one from the University of Trento and one from the partner university. The student is required to fulfill the respective requirements for a doctorate at both universities.

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

**ASK TO:** Doctorate Office

### Doctor Europaeus

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

1. the doctoral thesis defence will be accorded if at least two professors from two higher education institutions of two European countries, other than the one where the doctoral thesis will be defended, have given their judgement concerning the manuscript;
2. at least one member of the final examination committee should come from a higher education institution of an European country other than the one where the doctoral thesis will be defended;
3. part of the defence must take place in one of the official languages other than the one(s) of the country where the doctoral thesis will be defended;

4. the doctoral thesis must partly have been prepared as a result of a period of research of at least three months spent in another European country.

PhD students interested to obtain the additional label of Doctor Europaeus should send a request to the Doctoral Committee who must decide about the approval of it.

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

**ASK TO:** Doctorate secretariat

### Erasmus

PhD students can apply for Erasmus scholarships for study and/or placement. These scholarships are compatible with the doctoral ones.

**Details and info:** [International Opportunities for Students](#)

### Joint supervision of doctoral theses

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

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

**ASK TO:** Doctorate Secretariat

### Visa and stay permit

The visa, issued by an Italian diplomatic representative abroad, entitles non-EU citizens to enter into Italy. There are several types of visas and you can verify which one do you need visiting the following webpage: <https://vistoperitalia.esteri.it/home/en>.

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



Regulations are strict, so please refer to the International Mobility Office for further information and stick to it.

RENEWAL: to obtain the enrolment certificates needed for Questura, **ask at least 3 days in advance** to Doctorate Office.

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

**ASK TO:** International Mobility Office for the first time Doctorate Office for the enrolment certificate needed for the renewal at Questura.

## Logistics

### Accommodation

Doctoral students enrolled in the first year have a privileged access to *Opera Universitaria* accommodation facilities.

**Details and info at:** [Accommodations](#)

**ASK TO:** Doctorate office



### Canteens – run by Opera Universitaria

Doctoral students can access the university cafeterias with their **Student card**. There are 5 university restaurants: 2 are located in the city centre and 3 are on the hill of Mesiano, "Povo 0" and "Povo 1".

There are also two cafeterias (at Mesiano and at Povo 1).

There are different menu offers: **full meal** (€ 4,90), four different **lighter meals** (€ 4,40) and four different **snack menus** or "**pasto lesto**" (quick meal) (€ 3,10).

University cafeterias are open from Monday to Sunday, with alternative work shifts on Saturdays and Sundays.

Students with food allergies and intolerances can reserve a customized meal at 0461.260989 from 8.30 to 10.00 on the day itself.

**Details and info at:** [Restaurants and Cafeterias](#)  
[Opera Universitaria](#)

**ASK TO:**

Opera Universitaria for information and to obtain your **student card** (after enrolment and matriculation by Doctorate office).



### Disabled persons

Each department/centre has its own delegate for disabled.

**Details and info at:**

[Disabilities and special needs](#)  
[Library services for sight disabled users](#)

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

## Other services and info

### Academic Integrity in Research



Good research practices are based on fundamental principles of research integrity. They guide researchers in their work as well as in their engagement with the practical, ethical and intellectual challenges inherent in research.

These principles are:

- **Reliability** in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources.
- **Honesty** in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way.
- **Respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment.
- **Accountability** for the research from idea to publication, for its management and organization, for training, supervision and mentoring, and for its wider impacts.

Read the [European Code of Conduct for Research Integrity](#) and the [Code of Ethics of the University of Trento](#).

### Borrow a bike

The *Prestabici* service is managed by the Opera Universitaria and it includes about 250 bikes: a fast and ecologic means of transportation, to move around the city and in the surroundings. And it is very cheap! The service is reserved, with different modalities, to students who live in the students hall or outside.



Details and info at: [Borrow a bike Opera Universitaria](#)

### Confidential Counsellor



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

Further info and contacts at: [The University's Confidential Counsellor for cases of mobbing, harassment, discrimination](#)

### Cost of living

Your average budget will have to consider the following general expenses (all amounts are approximate and expressed in euro).



#### Immediate costs to face at your arrival:

- stay permit application: € 118;
- health insurance for non-EU students: € 149,77 (per calendar year) for enrolment in the National Health Insurance;
- private health insurance for EU students (if you don't have the European Health Insurance Card): prices may vary according to the insurance companies;
- Opera Universitaria accommodation:
- Deposit to get the key: € 360,00 mandatory deposit at your arrival (refundable) + € 40,00 when you leave for check out expenses (non-refundable);
- housing rent (see prices below);
- meals at the University canteens: approximately € 280,00/month;
- bus transport: € 1,20 for a single ticket (valid up to 70 minutes); 1-month transports card € 27,50; 1-year bus pass € 50,00 or € 213,50.

**Approximate cost for the first month of stay: € 1.300,00 for non-EU students and € 900,00 for EU students.**

<b>Opera Universitaria Accommodation monthly rates</b> per person	<b>A.Y. 2019/2020</b>	
<b>Type of room</b>	<b>double</b>	<b>single</b>
Students eligible for the UniTrento Scholarship	€ 180,00	€ 220,00
All other students (including PhD)	€ 270,00	€ 330,00
Post docs	€ 325,00	€ 385,00

### Private accommodation

For a place in a double bedroom in a private house: from € 250,00 to €350,00/month + € 150,00/month for the general expenses: water, electricity, heating, internet etc.; for a mini flat for 1-2 people: from € 500,00 to € 800,00/month plus € 150,00/month for the general utilities: water, electricity, heating, internet etc. Please note that if you find the private accommodation through a real estate agent, you will be asked to pay one month rent for the service. Furthermore, you will be required to give the landlord at least 3- month rent as a deposit plus pay the first month's rent in advance.

Further info and contacts at: [Cost of living](#)

### Health Care

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



If you are a PhD student resident in EU, you should have the European Health Insurance Card. If you are not resident in the Province of Trento, you can benefit from the agreement between the University of Trento and the local Provincial Company for Health Services (APSS).

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

Details and info at: [Health insurance - non EU citizens](#)  
[Health insurance - EU citizens](#)

### Liability and Accident Insurance



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

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

(third party liability insurance).

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

Details and info: [Rights and duties of doctoral students](#)

### Nursery



The University nursery in Via Tomaso Gar n.1 is a functional and innovative way of responding to University staff needs with maximum flexibility. This service is considered a means to improve the quality of life of University staff and of their families who can use a particular service which develops innovative pedagogic systems in child education, family support and educator training. PhD students can apply. Applications for the Academic Year 2019-2020 are already closed, but you can participate in the application for the subsequent Academic Years.

**Info:** login to personal MyUnitn, click on > "InfoServizi > **Nursery School of University**

**ASK TO:** Human Resources and Organization

## Psychological Counselling

The Psychological counselling service is devoted to students. It aims at preventing and managing the problems to enhance their performance and the quality of life during their university experience. Students can use the service to propose ideas, plan activities concerning issues of the young, such as human interrelations and the university life (specific seminars and



working teams). Interviews and dialogues are free and the privacy of students is safeguarded. The service is the result of a cooperation between the University of Trento and the University Guild, to the benefit of all students.

**Details and info:** [Psychological counselling](#)

## Sports

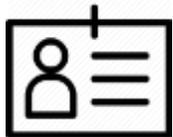
Trentino offers the ideal natural framework for sport-lovers who enjoy to exercise in the great outdoors. The university offers tailor-made activities for students who subscribe to UNI.Sport. members of UNI.Sport can take advantage of special discounts to access gyms, sports centres, swimming pools and ski slopes.



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

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

## Student card



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

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

**ASK TO:** Opera Universitaria

## Transport

### “Free circulation” Pass

Students regularly enrolled in a PhD programme (included those with the Assegno di ricerca”) may buy the “Free circulation” annual bus pass (public transport within Trento province) at the reduced cost of € 50,00. This yearly pass will be valid until August 31<sup>st</sup> of the following year, regardless of the date of purchase.

The request must be sent by the [online application](#).



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

In order to obtain this kind of pass the PhD student must provide Trentino Trasporti Ticket Offices with a self-declaration, available on the web page: <https://intranet.unitn.it/infoservizi/convenzioni-il-trasporto> (after login to MyUnitn).

**Details and info at:** [Libera circolazione](#)

Trento urban tickets:

- single ticket € 1,20, valid for 70 minutes,
- daily ticket € 3,00,
- on board ticket in cash € 2,00,
- on board ticket with QR code (OpenMove app for smart phones, [www.openmove.com](http://www.openmove.com))

Tickets and bus passes (“Smart Card”) must be validated on board every time you start a new travel. A fine is foreseen if you do not do it and if you travel without ticket.

For occasional use of public transport (urban and of the whole province), you may ask for the “carta a scalare”, a pre-paid card, or for the OpenMove: both allows you to have reduced fares.

**Details at:** [Trentino Trasporti](#)

## Flixbus

To facilitate students to access education and training, UniTrento has signed an agreement with Flixbus Italia based on which the whole University community of students, including PhD candidates, will have the opportunity to purchase the company's bus tickets for a discounted fee.

**Details and info at:** [Means of transport](#)

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

## Tips

### 1. Organize your work

Use files and folders (and always backup your work!) with meaningful labels

Use always the same folder for papers, organized in different envelopes

Break your thesis down into SMART (specific, measurable, attainable, relevant and timely) goals

Prepare a GANTT and update and revise it regularly

### 2. Time management

Schedule study & research activity on a weekly basis, allow you leisure time

Make your priorities clear, say "no", do not set unachievable goals

Invest time in literature reviews

Maintain a healthy work-life balance: have a life outside work

### 3. Writing process

Start writing (in English) from the very beginning

Organize contents of the dissertation in key points clearly connected to ensure the flow of reading

Do not write up in chronological order: work on each chapter while it is fresh in your mind

Writing is a tough work: don't wait for inspiration, writing is work, and good writing takes time: the more you work focused the less time you need, so avoid/control distractions

Find a working title, that may grab the peers' attention

Editing, editing, & editing: clarity is key

### 4. The supervision relationship

Discuss expectations with your supervisor/s

Be honest with your supervisor/s

Don't be shy: discuss your ideas

Leave on good terms

### 5. Research stays abroad

Take advantage of the chance to spend some periods abroad to build international connections and be involved in different ways of researching.

### 6. Coping with crises & conflicts

The nature of research means that things will not always go according to plan

Be resilient

Mistakes are part of the learning curve

Never struggle on your own

Socialize with your lab group and other students

Don't compare yourself with others.

### 7. General

### 8. Gaze, smile, posture, empathy

**Enjoy your PhD!**

## Rights and duties of doctoral students



From the University Regulations for Doctoral Programmes:

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

1. Admission to the Doctoral Programme implies the full-time exclusive commitment of the PhD student.
2. Students enrolled in the Doctoral Programme must undertake to attend the courses, seminars, lessons and teaching units, to carry out research and study activities on a full-time basis in the structures designated for these purposes and to submit a report on the research done to the Doctoral Programme Committee at the end of each year of study.
3. Students are expected to behave accordingly to the Code of Ethics of the University and to the Student Honour Code. In addition to what is regulated in these Regulations, specific rights and duties of PhD students can be found in the Internal Regulations of each Doctoral Programme as laid down in art. 8 paragraph 3 of these Regulations.
4. The Doctoral Programme Committee may decide to exclude PhD students from the Doctoral Programme with the resulting forfeiture of the study fellowship in the following cases:
  - a) insufficient results in the assessments during the year;
  - b) negative opinion given by the Doctoral Programme Committee regarding admission to the successive year of study; in this case, the Doctoral Programme Committee will verify achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work;
  - c) the student has accepted employment contracts without the prior authorization of the Doctoral Programme Committee;
  - d) truancies or prolonged unavailability.
5. The Doctoral Programme Committee can also decide the exclusion according to specific provisions expressed in the Regulations of each Doctoral Programme.
6. PhD students who do not respect deadlines for enrolling in the following year or in the final examination by the deadlines, incur in

- the "forfeiture of office", resulting in the closure of the career and loss of the PhD student status.
7. The PhD student has the right to obtain maternity/paternity leave, leave for military service or for serious and substantiated illness or to attend the traineeship in order to obtain the qualification to teach in the Italian schools.
8. The maternity rules as per Decree of the Ministry of Labour and Social Welfare, 12/07/2007, published in the Official Journal no. 247 of 23 October 2007, are applied to PhD students.
9. Suspension due to severe and documented personal or family reasons must be expressly authorized by the Doctoral Programme Committee upon request of the PhD student.
10. At the end of the suspension period, the PhD student will resume attendance of the Programme by submitting a declaration signed by the Director of the Programme. The administrative deadlines and the payment of the scholarship, if the student is scholarship-assisted, will be postponed for a period equivalent to the absence. The Doctoral Programme Committee will approve the modalities to complete the training activities, provided that under no circumstances can the normal duration of the Programme be shortened.
11. For suspensions lasting more than thirty days or in case of exclusion from the Doctoral Programme, payment of the scholarship is stopped.

Students must carefully read the University Regulations for Doctoral Programmes, the Internal Regulations of the Doctoral Programme they are enrolled in, the University Code of Ethics and the Student Honour Code. Plagiarism is considered a serious academic offence and the consequences may be severe.

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

**Details and info:** [Rights and duties of doctoral students](#)

## Reference offices

### Doctorate Office – Science & Technology

General support to PhD students enrolled on Scientific & Technological Doctorates is located in:

Via Sommarive 14, Povo (Trento)  
 Tel. +39 0461 28 2194/1662/3909/5332  
 Fax +39 0461 281699  
[phd.office-st@unitn.it](mailto:phd.office-st@unitn.it)

Office opening hours: Mondays, Wednesdays, Fridays: 10.00-12.00

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

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

### Opera universitaria (University Guild)

via della Malpensada, 82/A  
 Tel. +39 0461 217411 - Fax +39 0461 217444  
[www.operauni.tn.it](http://www.operauni.tn.it)

### Scientific Research and Technological Transfer Division

via Calepina 14, 38122 Trento  
[Div.SupportoallaRicercaScientifica@amm.unitn.it](mailto:Div.SupportoallaRicercaScientifica@amm.unitn.it)  
[Research Support](#)

Provides support to research, from the application for funding at local, national and international levels to the transfer of the results to the society, by means of patenting, spin-off foundations and contracts with enterprises. The **Technology Transfer** section provides information on the protection of new inventions, the creation of new academic spin offs and intellectual property issues.

### Servizi amministrativo-contabili (Administration Management)

Science and Technology: Povo: via Sommarive no. 9

Opening hours: from Mon. to Fri.: 10.00-12.00

[Administration and Accounting Services - Povo](#)

The services offered:

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

### International Mobility Office

Science and Technology: Povo: Via Sommarive no. 5

Tel. +39 0461 28 3980/3240/3991

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

Opening hours: Mondays and Wednesdays: 10.00 -12.00

The services of this office are:

- organization and management of pre-welcoming services addressed to incoming international students;
- assistance and support to international students/scholarship holders in carrying out all the procedures necessary to regulate their stay and use University and non-university services;
- planning and organization of events, information sessions, multicultural activities and activities to be included in University and the territory;
- management of the enrolment procedures for foreign students (pre-enrolment, qualification verification, Italian language test, matriculations).

## Secretariats

Science & Technology
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<a href="#">Agrifood and Environmental Sciences</a>	<a href="mailto:aes.phd@unitn.it">aes.phd@unitn.it</a>
<a href="#">Biomolecular Sciences</a>	<a href="mailto:phd.bioscie@unitn.it">phd.bioscie@unitn.it</a>
<a href="#">Civil, Environmental and Mechanical Engineering (ICAM)</a>	<a href="mailto:dicamphd@unitn.it">dicamphd@unitn.it</a>
<a href="#">Industrial Innovation</a>	<a href="mailto:industrial-innovation@unitn.it">industrial-innovation@unitn.it</a>
<a href="#">Information and Communication Technology (ICT)</a>	<a href="mailto:ict.school@unitn.it">ict.school@unitn.it</a>
<a href="#">Mathematics</a>	<a href="mailto:phd.maths@unitn.it">phd.maths@unitn.it</a>
<a href="#">Materials, Mechatronics and Systems Engineering (MMSE)</a>	<a href="mailto:dii.phd@unitn.it">dii.phd@unitn.it</a>
<a href="#">Physics</a>	<a href="mailto:phd.physics@unitn.it">phd.physics@unitn.it</a>

<sup>1</sup> Booklet prepared by Doctorate Office S&T, Povo. Release date: October 2020  
Cover photos: courtesy of Kri Vianello.

## How to reach us ... in Mesiano and Povo



**Bus** - Bus n. 5 to Oltrecastello (for Mesiano and Povo stops) and 5/ (direct line to Povo1 & 2, stops also in Mesiano)



**Train** - The Valsugana train (Line Trento-Borgo-Bassano) stops at Mesiano-Povo (15 minutes trip and 5 minutes on foot). In the tract Trento-Povo the urban ticket and urban bus pass are valid.



**On foot** - A nice walk from the centre of Trento, along Via Grazioli and then on the walking path to Povo, crossing the Fersina creek on an ancient stone bridge (35 minutes to Mesiano and 45 to Povo).



**Bicycle** - The same way as on foot (time depends on your training; the road is steep).

### Map of "Polo Collina"

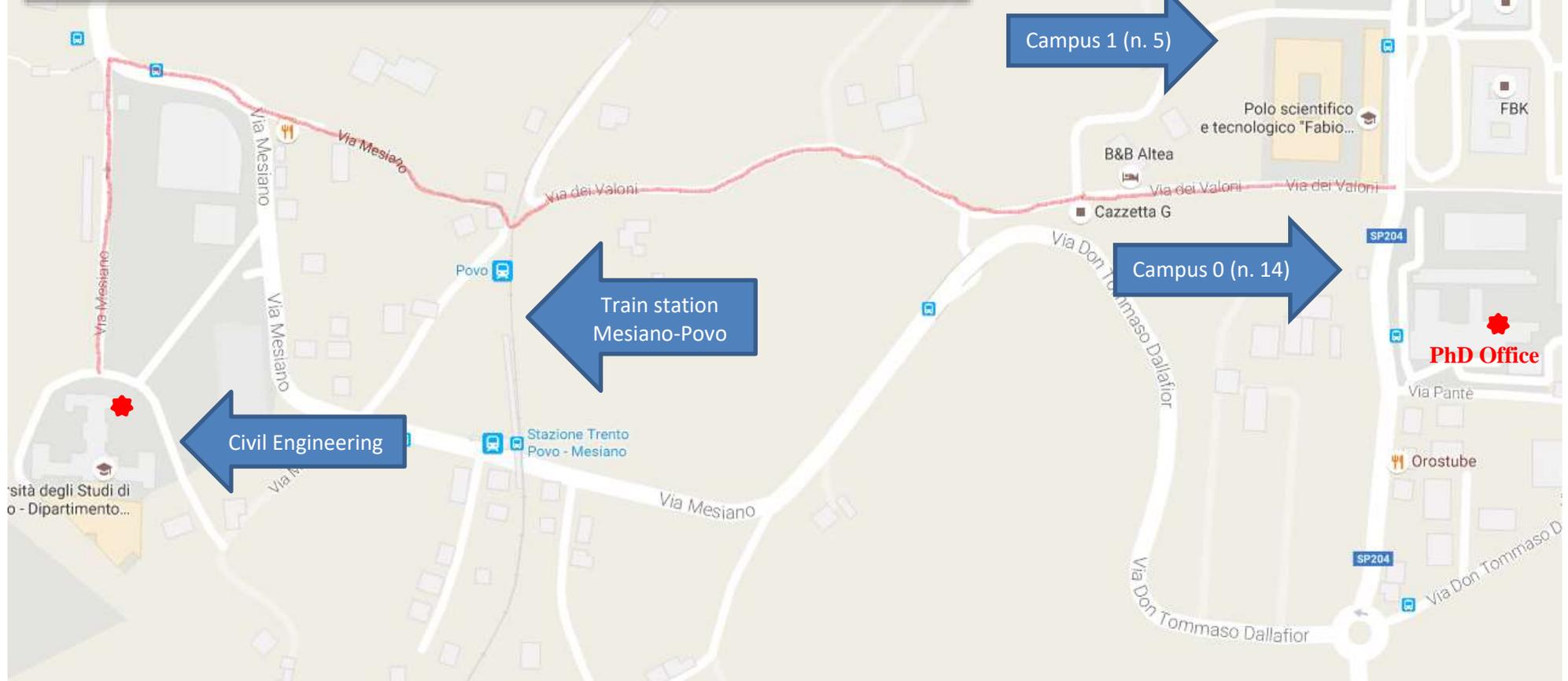
**Campus 1** (Via Sommarive no.5): Rooms "A", bar, canteen, library, International Mobility Office

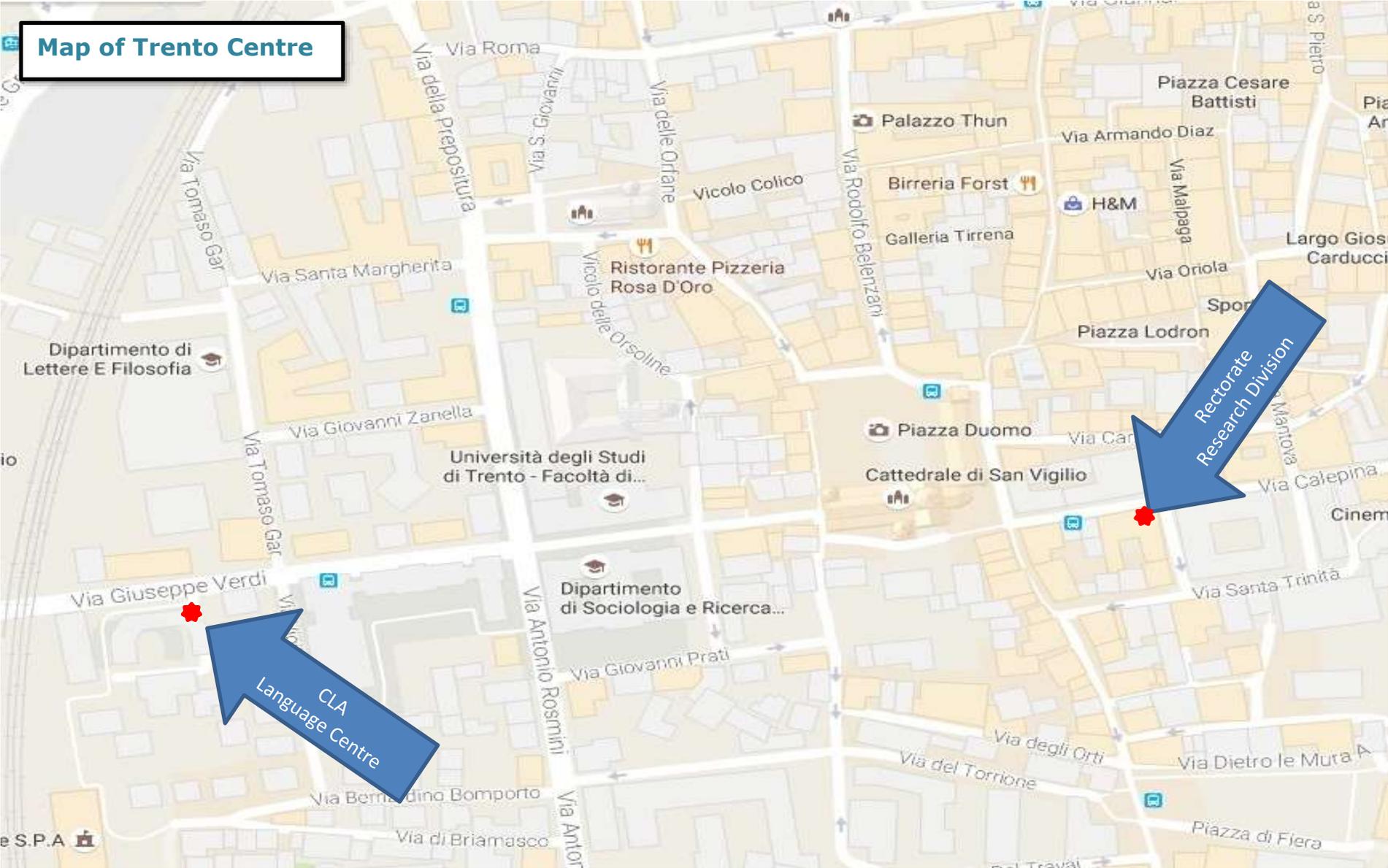
**Campus 2** (Via Sommarive no.9): Rooms "B", ICT, MMSE, Biomolecular Sciences

**Campus 0** (Via Sommarive no.14): Physics, Mathematics, Doctorate Office, canteen

**Mesiano** (Via Mesiano no. 77): ICAM, bar, canteen, engineering library

— footpath Povo (Campus 0-1-2) – Mesiano (Civil Engineering)





## HOW TO REACH Fondazione Edmund Mach from Trento:

### by train

we suggest to consult:

[Trenitalia](#) (national railway), Mezzocorona is the nearest station (25 minutes by foot)

[Railway Trento - Male - Marilleva 900](#) (local railway), Grumo is the closest station, 10 minutes by foot

### by car

you can use the highway Autostrada A22 del Brennero, exit San Michele-Mezzocorona. For detailed driving directions to San Michele all'Adige, we suggest these online resources <http://www.viamichelin.com> or <http://maps.google.com>

### by coach

Trentino Trasporti, S. Michele a/Adige is the nearest bus stop, 2 minutes by foot.

