

The  
UNITRENTO

SHORT  
GUIDE

for PhD  
students

**Scientific & Technological Area**

**Procedures, services, benefits and other info**

**A.Y. 2023-2024**



All information is updated at October 2023; it is advisable to check further news on the website.

## **Contents**

- p. 3 “Musts” 7 key points
- p. 4 List of useful links
- p. 5 Career
- p. 7 Financial support
- p. 9 Utilities
- p. 10 Internationalization
- p. 11 Logistics
- p. 12 Other services & info
- p. 15 Rights & Duties
- p. 16 Reference offices
- p. 18 How to reach us & Maps

## “Musts” 7 key points

### 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 **5 working days, except for certificates required for the stay permit which can be requested 3 working days in advance**) 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 you must refer to Servizi amministrativi-contabili (Administration Management Office).

Requests for certificates attesting learning and research activities (courses, workshops etc.) can be addressed to the Secretariat of the Doctoral Programme.

According to Italian Law 183/2011, art. 15, certificates issued by the University cannot be submitted either to a public body or to private administrators of public utilities services in Italy. In order to attest one's personal information, with the exception of certificates required from “Questura” (Police headquarters) for residence permit's issue or renewal, self-certifications (declaration in lieu of affidavit) are mandatory.

**WHO SHOULD I ASK:** Doctorate Office

### 2. Communication/Notices from Doctorate Office

E-mail is the primary way 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.

**WHO SHOULD I ASK:** Doctorate Office and Supervisor

### 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.

**WHO SHOULD I ASK:** 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 changing 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.

**WHO SHOULD I ASK:** 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](#)

**WHO SHOULD I ASK:** 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](#)
- [Cinformati](#)
- [Questura](#)

### Italian PhD candidates Association (ADI):

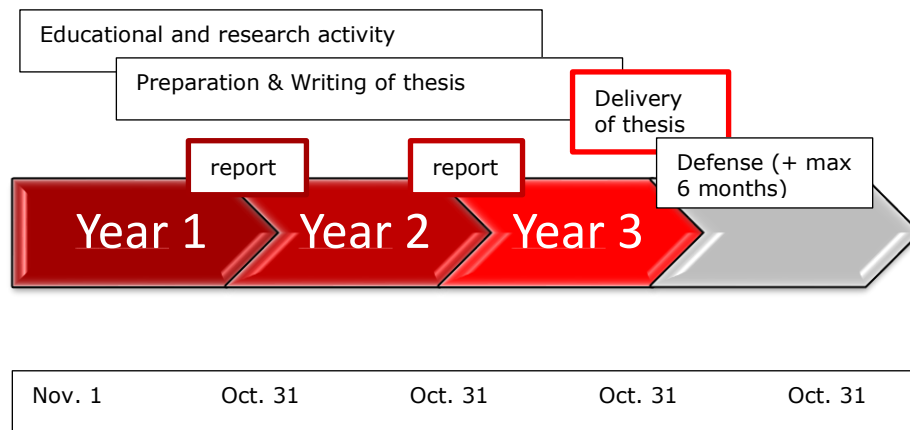
- [ADI Italia](#)
- [ADI Trento](#)

### 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 nutshell:

- **Taught part:** courses, conferences, workshops, summer/winter schools etc. (credits depend on each Manifesto degli Studi);
- **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 and at least one co-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 also provides feedback to the student. The advice of the supervisor is always 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.

Simultaneous enrolment in two study courses is allowed except in cases mentioned on page <https://infostudenti.unitn.it/en/simultaneous-enrollment>

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

**WHO SHOULD I ASK:** 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 subsequent year of study; to this end, the Doctoral Programme Committee will verify the 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;
- unjustified and prolonged absences 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 intending 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**.

**WHO SHOULD I ASK:** Doctorate Secretariat

### 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 within 6 months of the official end of the Programme, except when an extension has been approved.

Alternatively, if there are proven reasons why the thesis cannot be presented by the deadline, Doctoral students can ask to extend the deadline for the request to be admitted to the thesis review procedure, by a period not exceeding 12 months longer than the usual duration of the Doctoral Programme.

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

[Degree](#)

**WHO SHOULD I ASK:** 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/>

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

### Suspension

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

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

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

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

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

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

**WHO SHOULD I ASK:** 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](#)

**WHO SHOULD I ASK:** 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 are paid** in instalments every two months in advance, except for the instalment of January/February which is paid by the end of January. The scholarship is confirmed for the following academic year 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 € 4.887,00 for 3-years-programmes or € 6.516,00 for 4-years-programmes 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 their departure doctoral students have to deliver the following documentation to the PhD Office:

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

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.

### Please note:

- The scholarship increase will be paid only for an "uninterrupted period" of at least one month and not exceeding 12 months. This period can be extended to 18 months when an individual agreement with a foreign university for a binational Doctoral Programme ("co-tutelle de thèse") is in effect, or when a Doctoral Programme is established in partnership.
- "stay abroad" means a geographical place outside the national territory.

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

**WHO SHOULD I ASK:** 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 their supervisor and the Head of Department for the authorization. This authorization is necessary in order both to be insured and to receive the possible reimbursement of expenses (if the PhD student is entitled to).

**Before leaving:** Read the "Regolamento per le missioni" and check the procedure with the Doctorate Secretariat.

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



**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;

if the accommodation is shared, the operator should issue an individual and personal receipt. If you choose to stay in an apartment, you must prove its cost-effectiveness by attaching a quota of the cost of staying in a hotel.

**Upon return:** fill in and send the online "Reimbursement form" (Richiesta Liquidazione Missione), staple your receipts – do not overlap 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.**

- The online travel request ("Richiesta Autorizzazione Missione") must be filled in also for trips for which you don't require a reimbursement.

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

- if you submitted a travel authorization's request for a mission which has not been carried out and no expenses have been sustained not even by means of a travel agency, the authorization request in the online system shall be put in the trash folder and an e-mail shall be sent to the Secretariat of the Doctoral Course.

In case any expenses have been incurred, the reimbursement request shall be filled in and submitted declaring the reasons for cancelling and attaching suitable justifying documents (medical certificate or other). An e-mail shall be sent to [missioni.collina@unitn.it](mailto:missioni.collina@unitn.it)

Please note that:

- expenses for meals can be refunded only if backed by fiscal documents that contain the business data, the date, the total amount paid and a detailed description of the goods taken;
- accommodation fees can be refunded only if accomplished by bank transfer or credit card (no cash payments will be reimbursed);
- once the travel has been authorized it is not allowed to leave earlier or return later;
- refunding of travels to one's place of residence are not allowed;
- when checking the "private vehicle" option, the plate number and the model of the car shall always be detailed, even if it is considered as an ordinary mean of transport (<700 kms)

Reimbursement of travel, subsistence and accommodation costs can also be cumulated with the scholarship's increase.

**WHO SHOULD I ASK:** "Servizi amministrativi-contabili di Polo".

**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 it 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 the secretariat of the conference for issuing 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 is made out only to PhD student, the amount will be decrease by taxes.

**WHO SHOULD I ASK:** 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](#)

**WHO SHOULD I ASK:** 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 (username@[unitn.it](mailto:unitn.it)) 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, and according to current UniTrento policies, the university email account is still active, but the email address becomes **name.surname@ex-staff.unitn.it**

After earning the degree, the email address @unitn.it will be active for 180 days. In case the PhD enters into a contract or starts collaborating with UniTrento, the "ex-staff email address" will be not valid anymore, and the user will be given the email address in the form @unitn.it again.

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

**Campus MatLab:** a numerical computing and programming environment where you can develop algorithms, analyze data, and create models and applications. Students, teaching and university staff can download an individual standalone copy of the software on every computer which has been set up for a single MATLAB user (including personal and office computers).

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

**WHO SHOULD I ASK:** 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.

**WHO SHOULD I ASK:** 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.

In order to enrol, PhD students must pass the online admission test and pay a € 50.00 fee.

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

### Library

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

- **BUC Central University Library** (Arts, Humanities, Economics, Social Sciences and Legal studies) – Trento  
tel. +39 0461 283011-3012,  
e-mail: [BibliotecaCentrale@unitn.it](mailto:BibliotecaCentrale@unitn.it)
- **Mesiano University Library** (Engineering)  
tel. +39 0461 281956-1958,  
e-mail: [BibliotecaIngegneria@unitn.it](mailto:BibliotecaIngegneria@unitn.it)
- **Povo University Library** (Science: Mathematics, Physics, Industrial engineering)  
tel. +39 0461 281510-2010,  
e-mail: [BibliotecaScienze@unitn.it](mailto:BibliotecaScienze@unitn.it)
- **Rovereto University Library** (Psychology and Cognitive Science)  
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. The co-tutelle programme requires an alternate and approximately equivalent research period at the University of Trento and the host university.

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

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

**WHO SHOULD I ASK:** Doctorate Office

### Doctor Europaeus

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

1. the doctoral thesis defence will be accorded if at least two professors from two higher education institutions of two European countries, other than the one where the doctoral thesis will be defended, have given their judgement concerning the manuscript;
2. at least one member of the final examination committee should come from a higher education institution of a 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 in obtaining 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](#)

WHO SHOULD I ASK: Doctorate secretariat

### Other international opportunities (outgoing)

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

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

### Joint supervision of doctoral theses

The joint supervision of the thesis implies the participation of an **additional** 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.

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

WHO SHOULD I ASK: 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 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 the Doctorate Office at least 3 days in advance**.

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

WHO SHOULD I ASK: International Mobility Office for the first time - Doctorate Office for the enrolment certificate needed for the renewal at Questura.

## Logistics

### Accommodation

60 accommodations in shared apartments or in the university campus are made available by Opera Universitaria **ONLY** for the first academic year of a Doctoral course to foreign students. The accommodation is assigned from the starting date of the programme.

**Procedure to apply for the accommodation:** International doctoral students having completed the enrolment procedure in the first year, will be contacted by the Welcome service of the University of Trento that will provide them with all details about accommodation booking. The online application has to be completed at least 30 days prior to the arrival to Trento

Details and info at: [Accommodations](#)

WHO SHOULD I ASK: 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).

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

**WHO SHOULD I ASK:** Opera Universitaria for information and to obtain your [student card](#) (after enrolment and matriculation by Doctorate office).

### Disabled persons

UniTrento cares about diversity and inclusiveness as well as its students and staff with disabilities. It is becoming more and more essential to promote a culture of diversity and, more specifically, a culture of disability, that allow for wide participation and mutual improvement.

UniTrento is committed to remove all physical and social barriers to ensure the full participation of people with disabilities in every aspect of university life. A number of services are already available for students with disabilities through the Inclusion Service, which operates in collaboration with Opera Universitaria. These goals are supported by the Rector's Delegate for Disability, and by each delegate for every Department/Centre.

**Details and info at:** [Inclusion, disability, specific learning disabilities and special needs](#)  
[Library services for sight disabled users](#)

**WHO SHOULD I ASK:** [inclusionestudente@unitn.it](mailto:inclusionestudente@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 Bike Borrowing service ("Prestabici") is managed by the Opera Universitaria and it includes about 250 bikes: a fast and eco-friendly means of transportation, to move around the city and in its surroundings, and is very cheap.

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

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

### Confidential Counsellor

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

**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: € 128;
- 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;  
 Local transport pass € 50,00.

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

Opera Universitaria Accommodation monthly rates per person	A.Y. 2021/2022	
Type of room	double	single
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.

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

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

If you are a non-EU resident PhD student and you have a valid stay permit, you are registered in the National Health Service (SSN) and a primary care doctor has already been 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 does not substitute the mandatory health insurance.

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

### Nursery

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

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

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

WHO SHOULD I ASK: Human Resources and Organization

### Psychological Counselling

The Psychological counselling service, born from collaboration between UniTrento and Opera Universitaria, is devoted to the prevention and management of problems to enhance personal performance and the quality of life during time at the university.

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

Sessions are free and the privacy of students is safeguarded.

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 UniTrentoSport. Members of UniTrentoSport can take advantage of special discounts to access gyms, sports centres, swimming pools and ski slopes.

Details and info: [UniTrento Sport](#)

WHO SHOULD I ASK: Ufficio Sport at [sport@unitn.it](mailto:sport@unitn.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](#)

**WHO SHOULD I ASK:** Opera Universitaria

## Transport

### “Free circulation” Pass

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

This yearly pass can be activated starting from September 1 until August 31, regardless of the date of activation.

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

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

PhD students who, after completion of the legal duration of their programme (end of the third or fourth year) are waiting for the final examination, can continue to benefit of reduced fees for subscription to the urban public means of transportation: the reduced fee is the same as that 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).

### 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](#)

**WHO SHOULD I ASK:** Doctorate Office or [Trentino Trasporti](#)



## Rights and duties of doctoral students

From the University Regulations for Doctoral Programmes:

### Art. 25 – Rights and duties of PhD Students

1. Admission to the Doctoral Programme entails an exclusive full-time commitment.
2. Students enrolled in a Doctoral Programme must undertake to attend the courses, seminars, lessons, and to carry out research and study activities 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. Following a positive evaluation as per Art. 12, par. 8, letter m) by the Doctoral Programme Committee, students must register for the following academic year and/or send the request to be admitted to the thesis review process by the deadline set and communicated by the offices in charge and posted on the University website, to avoid forfeiture, and the resulting termination of the students' enrolment, unless there are documented reasons.
3. Students are expected to behave according to the Code of Ethics of the University and to the Student Honour Code. In addition to these Regulations, specific rights and duties of Doctoral students can be found in the Internal Regulations of each Doctoral Programme as specified in Art. 8 par. 2.
4. The Doctoral Programme Committee may decide to exclude Doctoral students from the Doctoral Programme with the resulting forfeiture of the scholarship in the following cases:
  - a. insufficient results in the assessments during the year;
  - b. negative opinion given by the Doctoral Programme Committee regarding admission to the subsequent year of study; to this end, the Doctoral Programme Committee will verify the 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. unjustified and prolonged absences or prolonged unavailability.
5. The Doctoral Programme Committee can exclude a student, with the resulting forfeiture of the scholarship, also based on specific provisions expressed in the Internal Regulations of the Doctoral Programme. Within the Industrial Doctoral Programmes, the enrolment of a Doctoral student on the Doctoral Programme ends if his/her working contract at the company terminates.
6. The Doctoral student has the right to obtain leave for maternity/paternity, for serious and substantiated illness or to attend training for the qualification to teach in Italian schools.
7. 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 23.10.2007 are applied to Doctoral students.
8. A Doctoral student may suspend their enrolment in the Doctoral Programme for a maximum of six months on request, subject to authorization by the Doctoral Programme Committee, for serious and documented personal and family reasons.

9. At the end of the suspension period, the Doctoral 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 a programme for completion the training activities; however, under no circumstances can the official duration of the Programme be shortened.
10. For suspensions lasting more than thirty days or in case of forfeiture or exclusion from the Doctoral Programme, payment of the scholarship is stopped.

#### Read carefully:

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

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

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

Details and info: Right and Duties 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 2194/1662/3909/5332/5269  
[phd.office-st@unitn.it](mailto:phd.office-st@unitn.it)

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 MUR 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)

### Research Support and Valorisation Division

via Calepina 14, 38122 Trento  
[Research Support and Valorisation Division](#)

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

### Servizi amministrativi-contabili

#### (Administration Management)

Science and Technology: Povo: via Sommarive no. 9  
[Administration and Accounting Services - Povo](#)

The services offered:

- Reimbursement of travel expenses
- Payment of registration to conferences etc.
- Management of Research fellowships
- 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)

Services:

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

## Secretariats

### Science & Technology

- Agrifood and Environmental Sciences  
[phd.aes@unitn.it](mailto:phd.aes@unitn.it)
- Biomolecular Sciences  
[phd.bioscie@unitn.it](mailto:phd.bioscie@unitn.it)
- Civil, Environmental and Mechanical Engineering (ICAM)  
[dicamphd@unitn.it](mailto:dicamphd@unitn.it)
- Industrial Innovation  
[industrial-innovation@unitn.it](mailto:industrial-innovation@unitn.it)
- Information Engineering and Computer Science (IECS)  
[iecs.school@unitn.it](mailto:iecs.school@unitn.it)
- Mathematics  
[phd.maths@unitn.it](mailto:phd.maths@unitn.it)
- Materials, Mechatronics and Systems Engineering (MMSE)  
[dii.phd@unitn.it](mailto:dii.phd@unitn.it)
- Physics  
[phd.physics@unitn.it](mailto:phd.physics@unitn.it)

Booklet prepared by Doctorate Office S&T, Povo. Release date: October 2022  
Cover photos: courtesy of Kri Vianello.

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



**Bus** - Bus no. 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).

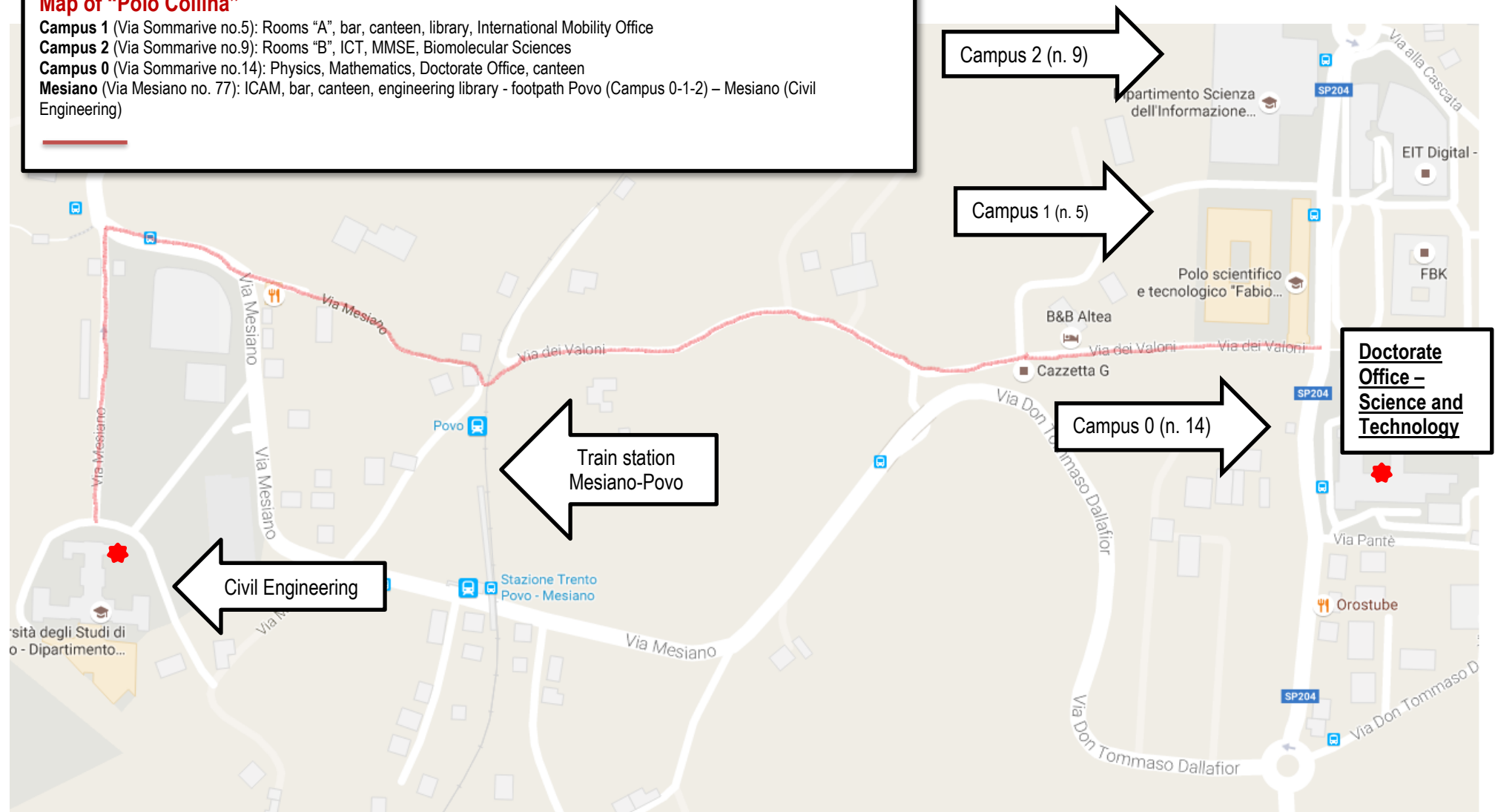
### Map of “Polo Collina”

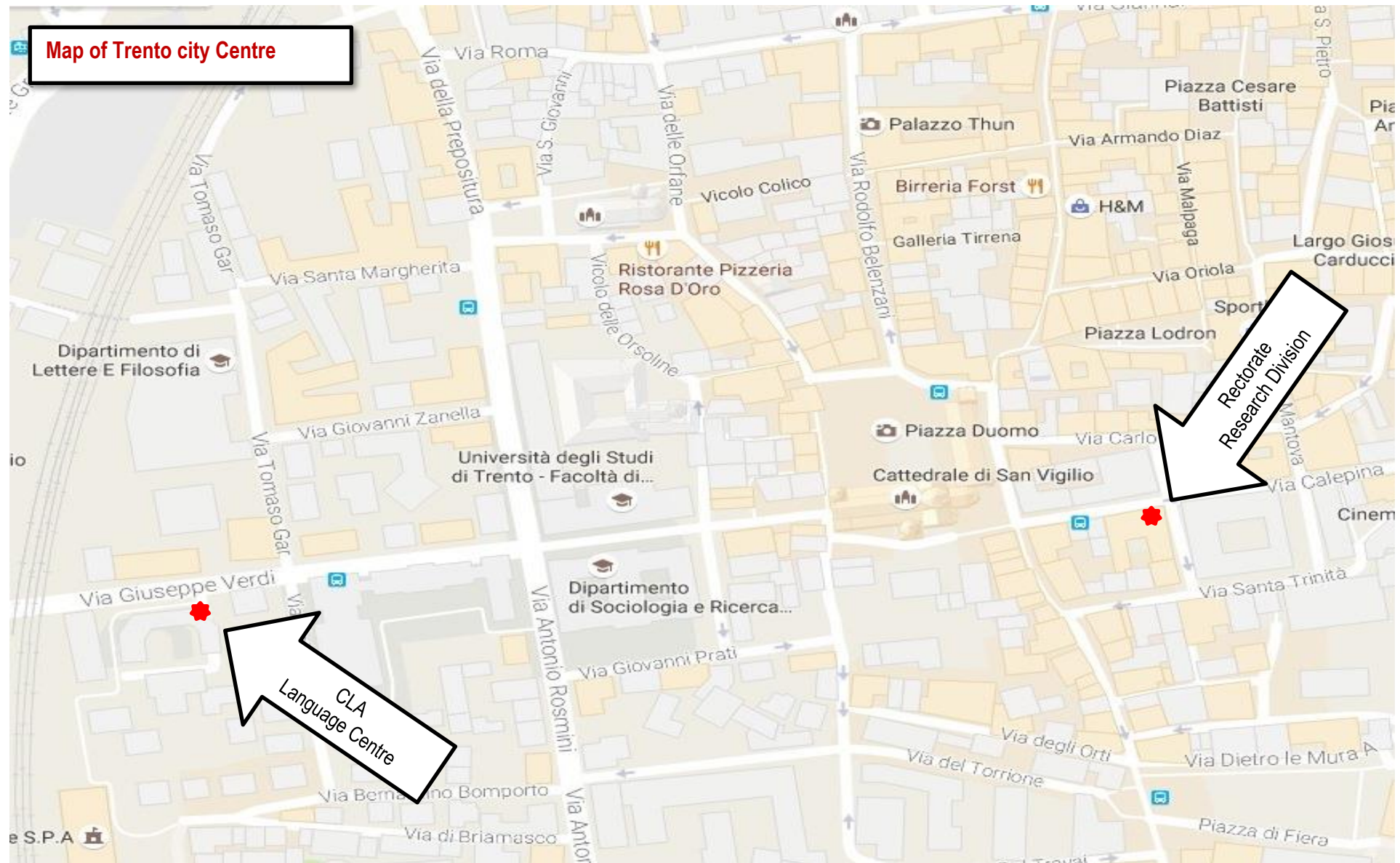
**Campus 1** (Via Sommarive no.5): Rooms “A”, bar, canteen, library, International Mobility Office

**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.

