



UNIVERSITY
OF TRENTO - Italy

The UniTRENTO **SHORT GUIDE** for PhD students - Science & Technology

Procedures, services, benefits and other info
A.Y. 2017-2018



All information is updated September 2017; it is advisable to check further news on the website.¹

“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) **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 web site where updated information and deadlines are

available: <http://www.unitn.it/en/ateneo/1895/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:

<http://www.unitn.it/en/servizi/1679/emergency-management>

INTERNAL UniTRENTO CONTACTS:

<http://www.unitn.it/en/servizi/51077/addetti-gestione-emergenze>

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 external funded scholarships (i.e FBK, Telecom 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

Residence (Italian "Residenza"): the address, in Italy or abroad, where a student has his/her permanent home or principal establishment and pays taxes; every person is compelled to have **one and only one residence** at a time.

Domicile (Italian "Domicilio"): the address of temporary stay.

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: <http://www.unitn.it/en/servizi/1715/organization-of-safety-measures>

ASK TO: Servizio Prevenzione e Protezione, email: servizioprevenzioneeprotezione@unitn.it and Doctorate Secretariat

Career



Enrolment in 2nd and 3rd year

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

- fill in the enrolment form in the online system;
- pay the TDS – Education Tax

Payment has to be made by MAV bank transfer (*Mediante Avviso*).

Details and info: <http://www.unitn.it/en/ateneo/1928/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:

- 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) trancies 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: <http://www.unitn.it/en/ateneo/1930/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

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.

Details and info: <http://www.unitn.it/en/ateneo/1932/final-examination>

ASK TO: Doctorate Office or Doctorate Secretariat

PhD Thesis archiving

“Unitn-eprints PhD” is the institutional archive of the University of Trento where Doctoral Theses are stored and preserved in full text. The archive was born in the academic year 2008-2009 according to the Guidelines issued in 2008 by CRUI (Conferenza dei Rettori delle Università Italiane).

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: <http://eprints-phd.biblio.unitn.it/>

ASK TO: Doctorate office or ePrints-PhD@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 course 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: <http://www.unitn.it/en/ateneo/1930/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. After quitting their studies, PhD students no longer have the right to receive their scholarship.

Details and info: <http://www.unitn.it/en/ateneo/1930/phd-students-withdrawal-suspension-exclusion>

ASK TO: Doctorate Office

Financial support



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.

ASK TO: INPS Trento, Via delle Orfane 8.

Research budget

PhD students are assigned an amount of € 2800 (€900 for year 1 & 2, and € 1000 for year 3) to be used for educational and research purposes. This amount is managed directly by the PhD Secretariat.

ASK TO: Doctorate Secretariat

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 **€ 13,638.47** 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.

Scholarship payment: normally paid in 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. The scholarship is confirmed for the following 2 months if all prerequisites are maintained.

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

Details and info at:

<http://www.unitn.it/en/servizi/1937/doctoral-scholarships>

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 with:

- a **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:

<http://www.unitn.it/en/ateneo/2004/scholarship-increase>

Opera's scholarships

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

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: students must fill the online "Authorization" form (MyUNITN > travels e-tool) and send it for approval by the Head of the Department.

During the travel: be careful and do not exceed the maximum expenses allowed for PhD students (read the Mobility regulations <http://www.unitn.it/alfresco/download/workspace/SpacesStore/4c10e2f9-e301-4046-bdc9-138dad1a565c/REGOLAMENTO%20MISSIONI%202015.pdf>) and keep all the original tickets, receipts, invoices etc.

Upon return: fill the online "Reimbursement" form and send it via online, 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), together with a stamp duty (*marca da bollo*) of € 2,00 in case of reimbursements exceeding the amount of € 77,47.

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

Registrations to conferences, workshops, etc.: if you ask the University to pay for any registration, a special form is to be filled BEFORE registering to conferences, seminars and so on, in order to allow our *Servizio amministrativo-contabile* to pay the fees in due time. Should students have no time to ask the registration through the Administrative office, 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 (in the invoice it must be specified both the name of the University of Trento and the name of the participant). For Conferences and workshops to be held in Italy it is mandatory to have registration fees paid directly by the *Servizio amministrativo-contabile* otherwise the full refund may not be paid back.

ASK TO: Doctorate Secretariat or *Servizi amministrativo-contabili*

Utilities

E-mail address, IT services, and open spaces



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

Students open spaces (study rooms) are available at 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. After earning the degree, the email address @unitn.it will be active for 180 days. See details at: <http://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. <http://www.unitn.it/en/servizi/1681/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 € 50,00 fees (but Italian courses up to level A2 are for free).

Specific courses in Technical English for engineers are organized by the University and are free of charge.

Details and info at: <http://web.unitn.it/en/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
- [Library of Engineering](#) - Mesiano
tel. +39 0461 281956-1958, e-mail: BibliotecaIngegneria@unitn.it
- [Library of Science](#) - Povo
tel. +39 0461 281510-2010, e-mail: BibliotecaScienze@unitn.it

- Library of Cognitive Science - Rovereto
tel. +39 0464 808443, e-mail: 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.

University Library website: <http://www.biblioteca.unitn.it/en>

Trento municipal library: <http://www.bibcom.trento.it/>

ASK TO: Segr.Dir.Ric-SBA@unitn.it

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: <http://www.unitn.it/en/ateneo/50327/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 in European countries, other than the one where the doctoral thesis will be defended;
3. part of the defence must take place in one of the official languages, other than the one(s) of the country where the doctoral thesis will be defended;

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

As per art. 14 par. 8/p of the University Regulations the request must be approved by the Doctoral Committee.

Details and info:

<http://www.unitn.it/en/ateneo/50322/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:

<http://web.unitn.it/en/outgoing/22368/llperasmus-studio>

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 nor mandatory periods abroad neither 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.

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 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:

NON EU: <http://web.unitn.it/en/incoming/21543/non-eu-citizens>

EU: <http://web.unitn.it/en/incoming/21564/long-term-stay-over-90-days-eu-citizens>

ASK TO:

- International Mobility Office for the first time
- Doctorate Office for the enrolment certificate needed for the renewal at Questura.

Accommodation

Doctoral students enrolled in the first year have a privileged access to *Opera Universitaria* accommodation facilities. See more at: <http://www.unitn.it/en/ateneo/50292/guaranteed-accommodation>



The University of Trento may allocate doctoral students a contribution to lodging expenses. Further details on the webpage.

Details and info at:

<http://www.unitn.it/en/ateneo/1938/lodging-contribution-for-phd-students-ay-20162017>

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. **N.B.**

Prices refer to the A.Y. 2016-2017; they may be subject to changes for the forthcoming A.Y.

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:

<http://www.unitn.it/en/servizi/1682/restaurants-and-cafeterias>

ASK TO: Opera Universitaria for information and to obtain your **student card** (after enrolment and matriculation by Doctorate office); see details at: <http://www.operauni.tn.it/servizi/ristorazione/carta-dello-studente>

Disabled persons



Each department/centre has its own delegate for disables.

Services for students with special needs:

<http://www.unitn.it/en/servizi/1748/disabilities-and-special-needs>

Library services for sight disabled users:

<http://web.unitn.it/en/biblioteca/11264/services-sight-disabled-users>

Other services and info

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: <http://www.unitn.it/en/servizi/1743/prestabici>

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: <http://www.unitn.it/en/servizi/1716/the-confidential-counsellor-for-mobbing-and-sexual-harassment-cases>

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: € 117,96;
- 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 mandatory deposit at your arrival (refundable) + € 40 when you leave for check out expenses (non-refundable);
 - housing rent (see prices below);
- meals at the University canteens: approximately € 270/month;
- bus transport: € 1,20 for a single ticket (valid up to 70 minutes); 1 month transports card € 26,50; 1 year transports card € 50,00.

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

Opera Universitaria

Accommodation monthly rates per person

A.Y. 2017/2018

Type of room	double	single
Students eligible for the UniTrento Scholarship	€ 180,00	€ 220,00
All other students	€ 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 to €350/month + € 150/month for the general expenses: water, electricity, heating, internet etc.; for a mini flat for 1-2 people: from € 500 to € 800/month plus € 150/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 months rent as a deposit plus pay the first month's rent in advance.

Further info and contacts at:

<http://international.unitn.it/incoming/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:

<http://www.unitn.it/en/ateneo/54016/health-care-for-phd-students-not-resident-in-trentino>
<http://international.unitn.it/incoming/health-insurance>

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: <http://www.unitn.it/en/ateneo/52919/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 2017-2018 are already closed, but you can participate in the application for the subsequent Academic Years.

Info: <https://intranet.unitn.it/infoservizi/asilo-nido-aziendale>

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: [University Guild: psychological counselling](#)

Sports

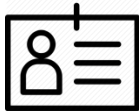


Trentino offers the ideal natural framework for sport-lovers who enjoy to exercise in the great outdoors. The university offers tailor-made activities for students who subscribe to UNI.Sport. members of UNI.Sport can take advantage of special discounts to access gyms, sports centres, swimming pools and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

Details and info: <http://www.unisport.tn.it/>

ASK TO: UNI.Sport Secretariat at 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.

<http://www.operauni.tn.it/servizi/ristorazione/carta-dello-studente>

ASK TO: Opera Universitaria

Transport



Bus

“Free circulation” – yearly pass for in-town and out-of-town public transport - A.Y. 2017/2018

Starting from September 1, 2017, if you are regularly enrolled on a PhD programme for the academic year 2017-2018 you can buy the free circulation annual bus pass (public transport within Trento province) at the reduced cost of € 50. This yearly pass can be activated starting from September 1, 2017, and will be valid until August 31, 2018, regardless the date of real activation.

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 municipal 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 is required to provide Trentino trasporti ticket offices with a specific certificate, issued by the relevant Doctorate Office.

Details and info at the [relevant webpage](#).

A single ticket costs € 1,20 and is valid for 70 minutes. **Always buy tickets before getting on the bus.**

If you have a bus pass ("Smart Card"), you have to validate it through the machine 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 prepaid card.

Flixbus

To facilitate students to access education and training, the University of Trento 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 (coupon of € 5). See details and info at the page "[Transports](#)".

Details and info at:

<http://www.unitn.it/en/ateneo/50298/means-of-transport>

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

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) trancies 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: <http://www.unitn.it/en/ateneo/52919/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)

[in the first period of A.Y. 2017-2018 the Office is temporarily hosted at Mesiano]

Tel. +39 0461 28 2194/1662/3909/5332/1667

Fax +39 0461 281699

phd.office-st@unitn.it

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

- 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

Scientific Research and Technological Transfer Division

via Calepina 14, 38122 Trento

Div.SupportoallaRicercaScientifica@amm.unitn.it

<http://www.unitn.it/en/ateneo/1756/support-to-the-researchers>

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

<http://www5.unitn.it/People/en/Web/Struttura/STO0008885#INFO>

- 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

Opening hours: Mondays and Wednesdays : 10.00 -12.00

- 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	
Biomolecular Sciences	phd.bioscie@unitn.it
Civil, Environmental and Mechanical Engineering (ICAM)	dicamphd@unitn.it
Information and Communication Technology (ICT)	ict.school@unitn.it
Mathematics	phd.maths@unitn.it
Materials, Mechatronics and Systems Engineering (MMSE)	dii.phd@unitn.it
Physics	phd.physics@unitn.it

¹ Booklet prepared by Doctorate Office S&T, Povo. Release date: September 2017
Cover photos: courtesy of Efrem Bertini.

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)

