

# Department of Psychology and Cognitive Science

## Doctoral Course in Cognitive Science

### Student Handbook 2023/2024

(13/11/2023)

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## 1. General information

Department Home Page: <https://www.cogsci.unitn.it/>

Doctoral Course in Cognitive Science Home Page: <http://www.unitn.it/drsc/>

University of Trento website, PhD Schools and Programs:

<https://www.unitn.it/en/ateneo/1895/phd-schools-and-programmes>

Doctoral Course in Cognitive Science:

<https://www.unitn.it/en/ateneo/57193/doctoral-programme-in-cognitive-science>

University Regulations for Doctoral Programs and Regulations of the Doctoral Course in Cognitive Science: <https://www.unitn.it/norme-regolamenti/359/regolamenti-dottorato-di-ricerca>

## 2. Organization of the doctoral program

### 2.1 Bodies, functions, staff and roles.

<b>Chair</b>	Gianluca Esposito
Associate-Chair	Barbara Treccani
<b>Executive committee</b>	Gianluca Esposito, Barbara Treccani, Anna Serbati, Irene Sperandio, Michela Vignoli
<b>Doctoral Course committee</b> The Doctoral Course committee, or by delegation the Executive Committee, takes all decisions relevant to the doctoral program (e.g. study manifesto, announcement, advisor allocation, approval of study plan, end of year evaluations, etc.) <a href="https://www.unitn.it/drsc/en/173/organization">https://www.unitn.it/drsc/en/173/organization</a>	
<b>Students' Rep</b> Every two years the Doctorate's representatives are elected among all those enrolled in the Doctoral Course. They participate in Committee meetings, especially with regards to the Doctorate students and their studies. The representatives, in consultation with all PhD students, collect information, ideas, suggestions and challenges concerning the doctoral program.	Eleonora Paolizzi ( <a href="mailto:eleonora.paolizzi@unitn.it">eleonora.paolizzi@unitn.it</a> ) Ludovica DeAngelis ( <a href="mailto:ludovica.deangelis@unitn.it">ludovica.deangelis@unitn.it</a> )
<b>Administrative Secretariat</b>	Andrea Rigobello Email: <a href="mailto:phd.dipsco@unitn.it">phd.dipsco@unitn.it</a> Tel. +39 0464 808457
<b>PhD Office Trento</b> The Office carries out the following support activities: <ul style="list-style-type: none"> <li>- announcements of selection, management of applications and competition procedures</li> <li>- activities related to the career of PhD students (enrolments, end of year evaluation, certifications, final examinations, etc.);</li> <li>- internationalization of the PhD programs and mobility of PhD students;</li> <li>- budget related to doctoral scholarships and enrolment fees</li> </ul>	Email: <a href="mailto:phd.office-cssh@unitn.it">phd.office-cssh@unitn.it</a>

## 2.2 Supervisory Committee

The Supervisory Committee (SC), whose 3 members are: (i) main supervisor; (ii) co-supervisor; (iii) independent member; is the main reference point for the PhD student within the doctoral course. Their role is to guide the student in the training path and in the achievement of the learning objectives.

Specifically, the SC:

- guides the student to identify a research project that meets their interests and that is feasible within the doctoral program and supports them in defining the appropriate steps to develop it;
- supervises student's research, communication activities and the thesis, ensuring their quality;
- supports the student in identifying their training needs and in defining a study plan that is functional to achieve and consolidate the skills necessary for carrying out the research project and to fill any training gaps.

The SC is appointed by the Doctoral Program Committee, considering the PhD student's research interests and the availability of Doctoral Program Committee members.

The main supervisor authorizes the expenses for work-related mobility within the student's research budget.

## 2.3 Office and working hours

The work place is in the Department of Psychology and Cognitive Science. Exceptions can be requested by the PhD student for reasons related to the research project and are subject to authorization by the main supervisor and the Coordinator.

Scientific work is usually not a job with fixed hours. However, it is a collaborative activity and the doctorate program is also a community that aims to produce and transmit knowledge. It is therefore important that one's activities also take place in places and times that make collaboration and exchanges possible both with the SC, within the research group, and with other PhD students.

It is therefore highly recommended to:

- be present at the office on days and times that facilitate meetings and exchanges with the SC and colleagues;
- inform and seek advice from the main supervisor regarding any absences (including those not related to research);
- participate in all activities organized by the doctorate program.

## 3. Aims, activities and learning objectives

During the PhD, the student delves into the study of a research topic, reading the relevant scientific literature, acquire the research methods and techniques related to that field of study, design and carry out original research, communicate their research results (e.g. presentation at conferences and meetings, and preparation of papers/articles) and finally writes a doctoral thesis, which, if judged worthy, will be discussed orally at the end of the three years.

Some of these activities are carried out over the three years, others (e.g. the writing of the thesis) are generally undertaken from the second half of the course.

On the whole, these activities are instrumental in achieving the learning objectives of the doctoral program, as defined by the Dublin descriptors for Third Cycle.

The title of PhD, recognized abroad and qualifying the highest academic level, is awarded to those who provide:

- systematic understanding of a field of study and mastery of the skills and methods of research associated with that field;
- ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity;
- ability to make a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication;
- ability to critically analyze, evaluate and synthesize new and complex ideas;
- ability to communicate with their peers, the larger scholarly community and with society in general about their areas of expertise;
- ability to promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge-based society.

The PhD course in cognitive sciences offers a rather articulated learning program and offers numerous resources to carry out research activities and to achieve the learning objectives. The learning program follows a double logic, on the one hand it aims to provide benchmarks common to all doctoral students and on the other, it offers the possibility to tailor the educational curriculum so as to support the realization of the student research and to consolidate their expertise and research profile.

## 4. Learning resources

- **Short intensive courses** provide knowledge and skills typically not acquired in previous studies. They are planned annually, presented in the Manifesto degli Studi and described in the relevant syllabi (shared Google Drive folder made available by the Doctoral Secretariat).
- **Supervision**: From the beginning of the PhD course up to the thesis defense, each PhD student is supported by a Supervisor Committee (SC) appointed by the Doctoral Programme Committee. The SC is the main reference point within the doctoral course and has many functions, as described in the Internal Regulations of the PhD in Cognitive Science and in this handbook.
- **End of year evaluation**: It is a point of evaluation, but also an opportunity to receive, from the PhD Board members, input on one's own research, to better identify one's own learning needs and objectives for career development.
- **Seminars and colloquia**: These are organized by the Doctoral Course, the Department or other university structures.
- **Laboratories and research equipment**: PhD students have access to the laboratories and research facilities of DiPSCo and its partner universities and research centres, and can ask for the assistance of technical support staff. More information on the Department's laboratories can be found at <https://www.cogsci.unitn.it/en/335/laboratories>
- **International Credit and Mobility**: During the second year of the Programme, PhD students are expected to spend a study and research period abroad in a foreign institution.
- **Support for work-related mobility and research**: PhD students receive a research budget that can be used for educational and research purposes (e.g. participating in conferences and workshops; purchasing of research materials and equipment).
- **Library resources**: PhD students have access to the University Library System, that is part of the Trentino Library Catalog (CBT), the online catalog which contains over 1 million bibliographic records located in over 150 public and private libraries in the province of Trento (website: <https://www.biblioteca.unitn.it/>).

## 5. Program structure

( <https://www.unitn.it/drsc/en/184/curriculum> )

The curriculum is presented below. The various activities planned for the first, second and third years and the procedure for the admission to next year and to the final examination are described.

### 5.1 I YEAR

Once registered for the doctorate ([Enrolment 1, 2, 3 year](#)), the PhD student meets the coordinator and the secretary staff, who welcome them and provide the necessary information on the doctoral course, the training programme and its objectives.

PhD students are invited to propose a potential Supervisory Committee in light of their research interests and skills.

**Supervisory Committee assignment.** By mid-December of the first year, the PhD student proposes a potential SC, who may be a member of the Doctoral Programme Committee (<https://www.unitn.it/drsc/en/176/doctoral-course-committee>) or not, depending on her/his area of interest (<https://www.unitn.it/drsc/en/181/faculty-members-and-their-research-interests>).

On the basis of the indications received, the Doctoral Programme Committee appoints a SC.

**Study Plan.** By mid-December of the first year, the PhD student will create an individual study plan in collaboration with the proposed Supervisor. The study plan will be discussed with the coordinator of the doctoral program and approved by the Doctoral Program Committee.

The study plan includes elective courses, in addition to the mandatory ones, and is based on the doctoral programme as set out in the Study Manifesto (<https://www.unitn.it/drsc/en/186/study-program>). The PhD student specifies if the courses will be attended in the first or the second year.

Also in consideration of the interdisciplinary nature of the PhD program, it may happen that the PhD student has shortcomings in some specific areas. In that case, the student will discuss with the advisor the opportunity to modify the study plan so as to add other specific courses offered by the University of Trento or other educational opportunities (e.g., methodological schools, courses offered by other universities, research centers, etc.) that would be useful to fulfill these gaps.

The PhD student will discuss the study plan with the advisor and the coordinator (executive committee) and then finalize it by 30 November.

**Course attendance.** From November to July, the PhD students attend the doctoral courses (according to the schedule) and undertake the study that they proposed. The courses are held in English and attendance is regulated by the manifesto. The achievement of the specific learning objectives as defined in the syllabus is assessed. Class schedule is available online

<http://www.unitn.it/drsc/163/calendario> (visible only after login in MYUNITN). Please check it regularly for changes and updates in class schedule. For information and communication related to a single course (e.g. request of materials, inability to attend, etc.), please contact the person responsible for the course directly.

**Courses and research activities.** Courses constitute only a minimal part of the PhD student's commitments during the first year. The goal of the first year is to achieve in-depth knowledge of the state of the art in the field of research in which the doctoral project is located and of the methodologies that are expected to be adopted for its development. During this period, the PhD student is expected to plan and start the research activities. These activities require careful supervision by the advisor, but also the ability of the student to work independently; specifically, the student is expected to find, read and discuss the scientific literature, to make critical and constructive use of the knowledge acquired, to deepen the methodological knowledge necessary for carrying out the research.

**Seminars.** Participation in seminars organized by the Doctoral Course, the Department or the University is encouraged.

**Language knowledge.** PhD students are expected to have a C1 level (or higher) in English language. If you have already obtained a C1 English certificate, this should be sent to [phd.dipsco@unitn.it](mailto:phd.dipsco@unitn.it). Otherwise, you will take the online placement test on the CLA website and communicate the result to the Secretary within December. If the result is lower than C1, you are expected to improve your English language skills and take again the online placement test before the end of the second year. Non-Italian speaking students are expected to learn some Italian language.

**PhD Open Event.** The PhD student is expected to prepare a video-abstract to post on the PhD Student webpage:

**<https://sites.google.com/unitn.it/phdcs/home-page>**

and to contribute to the organization of the PhD Open Social Mingling Event. The PhD Open Event is organized by the doctoral students on a date indicated by the Doctoral Programme Committee in the period from June to September.

**Teaching proposal.** As part of their training, PhD students are also encouraged to gain teaching experience, when possible, by holding short courses or seminars on topics related to their research project. The teaching activities will be formalized during the Teaching course that will be held at the beginning of first year.

**Research report: description of the research project and the activities carried out.** By the final year interview with the Supervisory Committee (between mid-July and end of September), the PhD student will independently prepare a report in which they present their research project, summarize what was done in the first year and illustrate the steps planned for the next year.



See the Student Portfolio document for more information about the end of year report. The report written by the PhD student will be discussed during the end of the year interview (between mid-July and end of September) and feedback will be provided. The interview and feedback session can take place during one or more meeting/s and the report electronically signed by the student and all the members of the SC must be submitted to the PhD secretariat by 30 September.

## 5.2 Admission to the II year

Admission to the second year is based on approval of the Doctoral Course Committee, the evaluation given by the SC during the end of the year interview and assessment from the PhD Executive Committee. The evaluation takes into consideration the following factors:

- assessment of the research report based on the description of the research project, the activities undertaken and an in-depth interview with the PhD student (held between August to September; the student is responsible for contacting the SC and arranging the interview)
- regular attendance and successful completion of courses;
- any conference/workshop presentation and publications;
- any supplementary activities (outreach, teaching, organization of events, etc.)
- any participation in training activities not included in the Study Program;
- completion of all first-year doctorate programme requirements.

The Committee can propose:

- admission to the second year;
- admission under condition;
- non-admission to the second year.

## 5.3 II YEAR

During the second year of the course, in addition to the activities described below, PhD students must have participated in at least one conference, national or international meeting, as well as carry out the compulsory six-month study and research period abroad. If justified by specific requirements of the research project, the period abroad may be postponed to the third year.

**Study and research activities.** The study and research activities in the second year are mainly aimed at carrying out the studies planned in the research project, and at preparing presentations and research articles.

**Seminars.** Participation in all seminars organized by the Doctoral Course, the Department or other university structures is expected.

**PhD events.** PhD students participate in PhD events and contribute to their organization, in particular the PhD Open Day and the Welcome Day.

**Presentation of the research at a Departmental Seminar.** The student will orally present their research during one of the departmental seminars.

**Teaching.** The PhD student will eventually be involved in teaching activities.

**Research communication, preparation of chapters of the thesis and/or publications.** Starting from the second year, PhD students are invited to participate in conferences and congress to present their research findings and to write scientific publications in preparation of the thesis.

## 5.4 Admission to the III year.

The admission to the third year is approved by the Doctoral Course Committee based on the assessment by the Supervisory Committee (SC). The assessment is based on the following requisites:

- regular attendance and passing of the second year Doctoral courses as stated in the Manifesto of Studies;
- assessment of the progress of the research project based on a presentation and subsequent interview from the SC, in which strengths and weaknesses of the research project will be discussed. In the interview, there will also be a discussion on the action plan, with an expected timeline and research milestones, to be conducted in the third year and any expected outcomes/results. These actions may concern the research project in the strict sense, but also other activities that are relevant to the educational objectives of the doctorate;
- number and quality of publications, carrying out of presentations at Conferences or Workshops;
- carrying out of activities not planned in the Study Program;
- assessment form drawn up by the advisor on the achievement of the learning objectives.

The Committee can propose:

- admission to the third year;
- admission to the third year under condition;
- non-admission to the third year.

## 5.5 III YEAR

The third year is focused on the completion of the doctoral thesis. The thesis is a written dissertation which must be original. The scientific contributions it contains may be the result of scientific collaboration. The deadlines for submitting the thesis are described below.

In addition to the activities targeted at completing the thesis, during the third year, the PhD student will hold a seminar (as part of the PhD Open Day or on another occasion) to present the progress of their research; they will also participate and contribute to the organization of all events of the doctoral course; they will present their research in conferences and congresses, prepare

publications to submit to scientific journals; finally, they will carry out the activities proposed in the study plan.

## 5.6 Doctoral Thesis: guidelines and deadlines

### 5.6.1. GUIDELINES

- 1) The doctoral thesis provides a complete overview of the research/scientific work carried out during the 3 years of the doctorate on a specific research topic. Typically, the thesis includes a theoretical introduction followed by an empirical portion, which presents two or more studies (or data collections in the case of longitudinal research), and ends with a general conclusion (see also "Structure of the thesis") (but see point 2)). It is important to underline that the theoretical and empirical parts should be logically linked, as well as the studies. Taken together, theory, methods and results should make an original, and possibly substantial, contribution to current knowledge of the field of study. Furthermore, the employment of Language Learning Models (LLM) in the research must adhere to the University of Trento's guidelines, ensuring their use is judicious, ethical, and enhances the quality and integrity of the scholarly work.

The doctoral thesis:

- should include research work that the candidate has mainly done after enrolling in the Doctoral program. However, since it is expected that there will be an internal coherence between the theoretical and the empirical parts of the thesis, it is not necessary to include in the thesis all work the candidate has carried out in the three years;
- could include individual or collaborative work; in the latter case, it is strongly recommended that the student adds a footnote at the beginning of each chapter indicating the collaborators;
- it should not be a collection of published articles (unless you have obtained permission from the copyright holder, e.g. the journal). Although published work may be included, this should be rearranged by adapting the content to the thesis structure and avoiding copyright issues. Please add a footnote at the beginning of an empirical chapter to indicate if the data presented has already been published or submitted for publication to a journal, and/or reported elsewhere (e.g. Proceedings, dissertation of an undergraduate student). Alternatively, this information can be provided in the preface; in case of articles published with co-authors, the specific contribution of the PhD candidate should be detailed.
- should reach the level of competence typically associated with the doctoral degree (see Dublin descriptors).

### EXAMPLE OF THESIS STRUCTURE

- Title page
- Dedication (optional)
- Acknowledgments (optional)
- Table of contents
- List of figures and tables (optional)
- Abstract

- Introduction – Preface (optional. If included, this part typically covers: what is your thesis about, why it is important, how it is laid out)
- Theoretical background and state of art (this part includes a literature review and the concepts and constructs used in your empirical part; it also highlights the gaps in the literature that form the basis of your research)
- Aims and objectives of the thesis
- Study 1 (introduction, method, results and discussion)
- Study 2 (introduction, method, results and discussion)
- Study 3
- Study .....
- General discussion
- Conclusions
- References
- Appendices (optional)

2) A doctoral dissertation may be entirely theoretical in nature. Philosophical dissertations typically fall into this category. However, it's also fairly common for research in cognitive science to forego experimental studies and instead concentrate on analyzing and synthesizing existing empirical evidence. The goal of such theoretical endeavors is to critically examine and potentially revise the theoretical underpinnings of a particular domain of research. For a theoretical dissertation, the following structure is recommended:

- Title page
- Dedication (optional)
- Acknowledgments (optional)
- Table of contents
- Abstract
- Introduction – Preface (optional. If included, this part typically covers: what is your thesis about, why it is important, how it is laid out)
- Chapter 1. Theoretical background and state of art (this part includes the general description of the issue at stake; this must rely on a review of the relevant literature and on a critical consideration of the main positions that characterize the domain of inquiry as well as of their strengths and weaknesses). In this chapter, the candidate should also define the aims and objectives of the thesis as well as the steps of the work (i.e. what are the topics/issues that will be discussed in detail in the following chapters and why).
- Following chapters (ideally three to five). The general topic/issue described in the first chapter should be divided into meaningful parts/steps. Each part/step should be analyzed in separate chapters. Taken together the chapter should form a complex argument in support of a specific position. A thesis can take a critical stance and show that a certain view is untenable or it can (also) adopt a constructive approach and argue that a certain view is more plausible than others.
- Conclusions
- References
- Appendices (optional)

### 5.6.2. DEADLINES (slight changes may occur)

By 10 <sup>th</sup> August	Submit thesis to the SC
By mid-September	- Online application for admission to the final exam - Evaluation of the thesis provided by the advisor - Identification of the external referees of the thesis by the Executive Committee
By mid-October	Doctoral Course Committee evaluates the candidate's three-year doctoral performance and deliberates the submission of the thesis for external review
By the end of October	The doctoral thesis is sent to the external reviewers
By early November	Students are expected to clear their desk
By mid-December	Evaluation on the part of the external referees and their judgment on admission to the final exam
By the end of December	Doctoral Course Committee appoints the Final Exam Commission
By mid-January	Submission of the PhD thesis to the members of the examining commission
By the end of February	Final Exam
Followed by	PhD Proclamation

## 5.7 Other activities

In addition, each PhD student shall:

- plan weekly meetings with their Supervisors in order to regularly communicate the development of the research project;
- discuss with the SC in order to identify possible learning and training needs and the best solutions to meet them;
- follow the scientific training program, as defined by the Doctoral Programme and planned with the SC, according to the deadlines communicated by the secretariat;
- keep documentation of educational and scientific activities up to date, and send a copy once a year to the doctoral secretariat when requested;
- keep the Digital University profile up to date, by including Curriculum Vitae and publications (login at myunitn or <https://webapps.unitn.it/mydu/#/welcome>).

## 5.8 Feedback

The doctoral training program improves from year to year thanks to the valuable feedback we receive from PhD students.

There are several ways to provide feedback:

- course evaluations
- PhD representatives
- emails or interviews with the coordinator or members of the executive committee

## 5.9 Manifesto degli studi

Courses organized by the doctorate in the current academic year are reported in the Manifesto degli Studi that is published on the PhD course website at:

<http://www.unitn.it/drsc/160/manifesto-degli-studi>

Domain	Course	Lecturer	Hours	Credits	Notes
<b>Cognitive Science</b>	Epistemology of Cognitive Science	Sara Dellantonio	10	2	Mandatory
<b>Designing Studies</b>	ReproducibiliTEA: Open Discussion about OPEN Science	Gianluca Esposito	10	2	Mandatory
<b>Designing Studies</b>	Ethics of Research in Psychology and Cognitive Science	Claudia Bonfiglioli	10	2	At least 25 Hours
<b>Designing Studies</b>	Research in psychology: An overview of questionable and best practices	Maria Paola Paladino	5	1	
<b>Designing Studies</b>	Mixed Methods Design	Martina Cvajner	10	2	
<b>Designing Studies</b>	Cultural Psychology: Principles, Methods, and Applications	Albert Lee	10	2	
<b>Analyzing</b>	Data Analysis with R	Luigi Lombardi	15	3	At least 35 Hours
<b>Analyzing</b>	Data Management in SAS	Emanuele Castano'	5	1	
<b>Analyzing</b>	Introduction to Structural Equation Modeling	Enrico Perinelli	15	3	
<b>Analyzing</b>	EEG Data Analysis For Psychology Research	Michele Scaltritti	10	2	
<b>Analyzing</b>	Machine Learning with Python	Andrea Bizzego	10	2	
<b>Disseminating</b>	Communicating your Research (Poster/Talks)	Chiara Finocchiaro	10	2	Mandatory
<b>Disseminating</b>	Academic Writing	Centro Linguistico di Ateneo (CLA)	25	5	Mandatory
<b>Teaching</b>	Strategies and tools to plan Academic Teaching	Anna Serbati	15	3	Mandatory

The courses and the other activities organized by the doctoral program aim to offer PhD students knowledge and training in research methodology, statistics and data analysis, research ethics, scientific communication, fund raising, teaching and advising, and scientific outreach activities (i.e. dissemination and technology transfer).

Schedules of the courses organized by the doctoral program (and any updates or changes to them) are available on the online calendar (<https://www.unitn.it/drsc/en/189/calendar>), which should be consulted regularly. To access the calendar, you need to login to Myunitn. Students can add the PhD Google calendar to their personal calendar by searching "PhD Dipsco" via the appropriate function.

Schedule of Master's Degree Courses are reported on the Department calendar (<https://easyroom.unitn.it/Orario/>); any changes will be notified on the home page of the Department website.

Information on Seminars and Colloquia will be sent by e-mail and be advertised on the Department and Doctoral program website.



## 5.10 Teaching

As per Art. 28 of the University Regulation for Doctoral Courses, PhD students may also acquire experience in teaching, as part of their study program.

PhD students and their supervisors might be contacted (usually in January) by the secretariat with the request to advance (by February) a teaching proposal to be included in the study manifesto of one of the degree courses offered by the Department for the next academic year.

The teaching proposal requires a convergence between the research interests of the PhD student and the undergraduate and master programs offered by the department. It is therefore highly encouraged for PhD students to discuss the proposal, in the initial phase, with the SC, the Director of the Department and/or the lecturer in charge of teaching the course, and the Coordinator of the doctorate program. The teaching activity is preferably held in the second year if compatible with the doctorate program (e.g. considering the period abroad).

## 6. The Honor Code

The doctorate is part of the scientific community of the Department of Psychology and Cognitive Science and its members commit to shared rules. (Please See also "The Honor Code" for students: <https://www.cogsci.unitn.it/en/387/the-honor-code>).

### **Respect for people and objects.**

Within the context of their respective roles and functions, the behavior of each member of the academic community is expected to respect the dignity of others, personal identity and cultural and social differences. In particular, any form of discrimination and unequal treatment, any form of hate speech and violence of any kind, and any form of bullying against other members of the community must be avoided.

Respect for material things that belong to other members of the academic community and as well as for departmental teaching facilities and research equipment are also expected. Theft, vandalism, and tampering are examples of behaviors to avoid.

### **Scientific honesty.**

Scientific conduct is inspired by the principles of honesty, loyalty, transparency, fairness, and impartiality. In particular, the following is expressly forbidden:

- Plagiarism, or the reproduction, in one's own writings, of ideas, concepts, information or data reported in the writing (be it in paper or digital format) or in oral speech by others, without quoting explicitly and accurately its source. The quote, that is to say the expression and correct indication of the source of the ideas and information reproduced, has a double function: to properly acknowledge the contribution of others to the development of one's ideas and to provide the necessary details to judge the congruence between the argumentation and the results. If you have any doubts on how to cite a source,

consult with your advisor or follow the instructions of the American Psychological Association.

- Alteration, falsification and fabrication of data. Students are responsible for their research data, for its conservation and for sharing it with their advisor. For no reason whatsoever the data should be altered, falsified or fabricated. This concerns both the data collection and the analysis and communication phases of the research results. Please pay particular attention to all those practices which, although not part of the manufacturing of data, can be problematic and lead to "p-hacking". Methodological choices, preparation of the data file (e.g. identification of outliers, etc.), statistical analyses, and reporting in any format by any means, and particularly in articles, must be discussed with the advisor and must be carried out in line with best practice followed in the scientific community of reference (see, for instance, APA).
- Fraudulent behavior in the procedures of evaluation or the deliberate invention, omission or alteration of information and data relating to one's own doctoral path of study or research activity.
- Facilitation of academic dishonesty, that is, helping and supporting anyone in their pursuit of any of the conducts described above.

## 7. Additional information

### 7.1 If something goes wrong: critical situations and requests for assistance

During the PhD program, unexpected events may occur which stop the progress of the research activity. These may relate to the equipment for conducting the research (as agreed at the end of the first year), the relationship with the advisor or more personal issues that have an effect on the progress of the PhD. To assess what is the best solution to the issue, it is useful to raise the issue promptly by following these steps:

- discuss it with the advisor in order to find a solution;
- if a solution is not found, talk to the course coordinator.

If there are critical issues concerning supervision, and you do not feel comfortable discussing them directly with your advisor, you can contact the Chair or another member of the Doctoral Course Committee with whom you have a trusted relationship, or a Doctoral Students Representative and ask them to report the matter to the coordinator or another member of the Doctoral Course Committee. Meetings will then be organized in order to find a solution. If the critical issues relate to cases of mobbing, harassment, discrimination and other inappropriate behaviour, you can also contact the [University's Confidential Counsellor](#).

### 7.2 Research Ethics Committee

(<https://www.unitn.it/en/ateneo/1799/research-ethics-committee>)

The PhD student submits their research to the Research Ethics Committee for approval.

### 7.3 Laboratories

The description of the equipment, regulations and the booking procedure for the department's laboratories can be found at: <https://www.cogsci.unitn.it/en/335/laboratories>

### 7.4 Poster printing

The Department of Psychology and Cognitive Science outsource the service for printing posters for participation in conferences. To get more information, please contact the PhD secretariat.

## 7.5 Research budget

PhD students are assigned an amount of € 4.887,00 for a 3-year program (€ 1.629,00 per year) to be used for educational and research purposes. This amount is managed directly by the PhD Secretariat.

## 7.6 Work-related mobility

The authorization and the reimbursement of expenses for work-related mobility (Missioni in Italian) can be requested for in MYUNITN, "Gestione Trasferte". After login, you can consult the guide on how to use the system and the **regulations** for this type of mobility.

The codes to enter are:

- 40300388 for any type of work-related mobility;
- S451501 for work-related mobility that is supported with additional funding from the doctoral program (i.e. period abroad);

Before departure, the PhD student will send an email to the main supervisor asking for authorization for the work-related mobility (e.g. participation in a conference, etc.). Once the work-related mobility has been authorized by the advisor, the PhD student can fill in the online request for authorization (E-Travel) in MYUNITN, Gestione Trasferte; the request is then forwarded to the Director of the Department.

The Advisor's authorization email, and also other material showing that the mobility is in relation to work (e.g. the poster of the conference, an invitation letter, etc.) should be uploaded in the online request. It is important that the procedure for authorization is submitted at least 2 months before the departure.

According to the regulations, PhD students can submit reimbursement claims of expenses for work-related mobility that lasts longer than 3 days. In this case, all documents proving the expenses must be sent to the Administration (Ufficio servizi amministrativi-contabili), as soon as possible and in any case no later than 30 days after the work-related mobility occurs. It is also possible to purchase plane and train tickets and reserve hotel rooms with direct debit to the University (rather than fronting the cost and then requesting a reimbursement) at agencies affiliated with the University, using the "traveler information sheet"- "scheda informativa viaggiatore".

To receive the reimbursement of the expenses, the online Richiesta Liquidazione Missione has to be filled in.

Especially in the case of long work travel (e.g. study period abroad), the expense reimbursement request procedure can also be filled in daily (i.e., the expenses can be entered in the application daily).

At the end of the work-related mobility, a printed copy of the expense summary (entered in the application), as well as the expense receipts, the certificate of participation and/or other documents proving the expenses must be delivered

or sent, by internal mail, to the Ufficio servizi amministrativi-contabili in Palazzo dell'Istruzione. It should be noted that only submitting the payment receipt or credit card statement is not sufficient; the invoice/receipt must be presented.

In the event of early departure or postponed return, a new authorization must be requested (following all steps described above), in which it will be specified whether the change is due to personal reasons and the new dates for the departure and/or return (this information is needed for insurance purposes). Only then expenses for the ticket will be refunded (additional cost for meals, etc. due to the change of plan will not be reimbursed). Note, however, that the cost of the new and old ticket will be compared and the administration will only reimburse the cheapest. It is the student's responsibility to provide to the administration all documents to make the costs of the old and new ticket comparable.

In case of accommodation in an apartment, refunds are possible only if a regular contract and payment receipt (with the accommodation owner and/or manager letterhead) is presented along with a quote of a hotel room for the same period.

## Study and research period abroad

### *First step*

#### - REQUEST OF AUTHORIZATION

To start the procedure, the form "Richiesta autorizzazione periodo all'estero" must be filled in and submitted to the Secretariat of the Doctoral Course in addition to a document reporting a brief description of the research activity that will be carried out, as well as information on the name of the supervisor in the host institution.

The minimum duration of the study and research period abroad is six months. Periods of up to six months must be authorized by the Head of the Course; periods over six months must be authorized by the Doctoral Course Committee.

#### - REQUEST OF ECONOMIC SUPPORT FOR TRAVEL EXPENSES

The PhD student can ask for economic support for travel expenses related to the study and research period abroad. This is set at € 300.00 for destinations in Europe and at € 700.00 for destinations outside Europe. This support is obtained upon presenting to the Secretariat the form "Contributo periodo all'estero", and seeking the approval from the doctoral programme board. This economic support can be sought only once in the three years.

#### - REQUEST OF INCREASE OF SCHOLARSHIP

Doctoral students are entitled to get a 50% increase of their scholarship during the study and research period abroad. To request the increase of the scholarship, the form "Richiesta maggiorazione borsa periodo all'estero" has to be filled in and presented to the Secretariat.

It is possible to request up to 60% scholarship increase; in this case, the request has to be submitted at least two months before departure.

### *Second step: AUTHORIZATION FOR WORK-RELATED MOBILITY*

Before the departure, PhD students will fill in the online request for authorization (E-Travel) on MYUNITN, Gestione Trasferte.

### *Third step: UPON YOUR RETURN*

Upon their return, the PhD student has to fill in the online "Richiesta Liquidazione Missione" to receive the reimbursement of the expenses. In addition, the statement from the supervisor in the host institution has to be presented to the secretariat to receive the increase in scholarship.

## 7.7 Support request via ServiceDesk ticket

The ServiceDesk of UniTrento is proposed as a virtual first level point of contact for the end users, as a connector between the structures that supply the IT services, those that support them and the users who use them.

It supports the user in solving problems related to ICT services with the maintenance of a ticketing system. The service is accessible from the intranet, through MyUnitn, using students' own UniTrento credentials.

## 7.8 Room reservation

If you want to reserve a room in Palazzo Fedrigotti or Palazzo dell'istruzione for research related activity, first check room availability at the reception and then send an email (possibly in Italian, see the text below) to Antonella Favrin [antonella.favrin@unitn.it](mailto:antonella.favrin@unitn.it). In the email, please specify room number, when (day and time) and the reason for the reservation.

Gentile Antonella Favrin,  
Vorrei prenotare la (ROOM NUMBER) in Palazzo Fedrigotti (or Palazzo dell'Istruzione) per il giorno (insert the date) dalle XXX alle XXX (insert the time). La ragione della prenotazione è (insert the reason for the reservation).

Grazie

## 8. Annexes

### 8.1 Table of credits corresponding to various activities

1 credit = 25 hours of individual work

Activities	Credits
Courseload & Seminars	30
Y1>Y2 Assessment TAC (Report: Review of the literature and final report)	20
Y2>Y3 QE (Talk & QA; TAC)	30
Service	10
Research (reading, planning experiments, collecting and analyzing data, writing reports, Articles, thesis, etc.)	90
<b>Total</b>	<b>180</b>