



UNIVERSITY
OF TRENTO - Italy

Regulations of the Doctoral School in Psychological Sciences and Education

**Approved on 15 November 2006 by the Committee of the Department of
Cognitive Sciences and Education and modified on 18 April 2007.**



CONTENTS

1. Regulations for the Doctoral School in Psychological Sciences and Education
2. Specific objectives
3. Specializations
4. Language
5. The Doctoral School Committee
6. The Head of the School
7. The Executive Committee
8. Tutors, advisors and co-advisors
9. Institutional educational activities and methods of performing educational activities
10. Manifesto of Studies and Courses
11. Admission requirements
12. Selection procedure
13. Admission to the years following the first
14. Rights and duties of doctoral students
15. Conferral of the Doctorate
16. Services Charter
17. Amendments to the Regulations
18. Referral rule
- 19 – Provisional rule



Art. 1 - Regulations of the Doctoral Programme in Psychological Sciences and Education

In accordance with Art. 10, paragraph 1, and Art. 8, paragraph 3 of the University Regulations for Doctoral Research Programmes, enacted with Rector's Decree 997 of 16 December 2003 and modified with Rector's Decree 359 of 19 April 2006 (see full text for more information) and hereinafter called "University Regulations for Doctoral Schools" for the sake of brevity, and for the purposes of renewal in the Department of Cognitive Sciences and Education of the Doctoral Programme in Psychological Sciences and Education, hereinafter called "SPeF Programme" for the sake of brevity, the Committee of the Department of Cognitive Sciences and Education hereby adopts its Regulations for the purposes of regulating the Programme activities, indicating the specific objectives, the internal organization and the rules of conduct for the students who attend it.

Art. 2 - Specific objectives

In addition to the general objectives of all Doctoral Schools, as indicated under Art. 3 of the University Regulations for Doctoral Schools defined jointly with the Faculty of Cognitive Sciences, the SPeF Programme sets as its specific objectives the training of highly professional and independent individuals, able to take on direct responsibility for the following activities:

- a) **basic research** on: cognitive processes including perceptual and attentive mechanisms, mechanisms of acquisition, processing, retrieval and transmission of information; inferential decision-making processes and probable reasoning processes; language production, comprehension and learning; processes of categorization; normal and pathological cognitive development; neural bases of cognitive functions and motor control, mechanisms and processes of learning and communication skills;
- b) **applied research** in one or more of the following areas: consumer behaviour; development of decision-making and negotiation skills of managers, reasoning and decision-making processes in the medical field; analysis of professional risks in the medical field; analysis of cognitive functions and design and control of rehabilitative work in the neuro-psychological field; skills in diagnosis and in planning educational, psychotherapeutic and rehabilitative interventions for individuals with typical and atypical development; design and analysis of multimedia interfaces and evaluation of human-machine interaction; experimentation of expert systems and support systems for decision-making; education and training processes; design, implementation and evaluation of adult education measures and social policies; independent and critical design of the construction processes of knowledge and personal identities; intercultural relationships; professional upskilling; design and implementation of e-learning systems and multimedia training Programs; analysis and management of individual careers; transition process in work context; disability prevention in the work place; learning and training in the work place.

Art. 3 – Specializations



Regulations for the Doctoral School in **Psychological Sciences and Education**

According to Art. 28, paragraph 2, of the University Regulations for the Doctoral Schools, the SPeF Programme can be divided into specializations whose denomination will be cited in the title of the Doctoral Programme, according to the prescriptions envisaged each academic year in the Manifesto of Studies.

Art. 4 - Language

1. Italian and English are the official languages of the SPeF Programme.
2. The announcement for admission is published on the University web site both in Italian and in English. In the event of interpretational differences of the provisions contained therein, the Italian version published in the Official Journal shall prevail.
3. The selection procedures are conducted in Italian or, upon request by the candidate, in a foreign language agreed on by the Admissions Committee. Candidates must demonstrate a satisfactory knowledge of English.
4. The candidate can write the doctoral dissertation in Italian or in another language, with the consent of the Head of the School.

Art. 5 - The Doctoral School Committee

1. The SPeF Doctoral School Committee includes the following members with voting rights:
 - a. professors who are members of the Department;
 - b. researchers who are members of the Department;
 - c. professors and researchers of the University of Trento who are not members of the Department;
 - d. representatives of public bodies and private organizations contributing to the institution of the SPeF Programme;
 - e. Italian or foreign experts

Application for membership to the Doctoral School Committee of the SPeF Programme must be submitted to the Doctoral School Committee in writing and with reasons provided, attaching a Curriculum Vitae.

2. The members of the Doctoral School Committee indicated under points c), d) and e) cannot exceed the 40% of total membership in the Doctoral School Committee, rounded up to the nearest whole number.
3. The Head of the School can also invite other persons to join the meetings of the Doctoral School Committee or to discuss specific issues provided that they can contribute to the scientific, educational, technical and financial aspects of the work of the Programme. Such guests will not hold voting rights. Guests may be:
 - a. the Department Assistant, conferring him or her also the responsibility of writing up the minutes;
 - b. two representatives of the students enrolled in the SPeF Programme, limiting their participation to issues regarding the overall progress of the Doctoral and training courses.
4. The Doctoral School Committee is normally convened by the Head of the School, who will also convene it upon request of at least 1/3 of its members.
5. Usually, the summons is made at least seven days before the meeting, using the most suitable method for ensuring its reception. The agenda is usually included with the notice of summons.



Regulations for the Doctoral School in Psychological Sciences and Education

6. The Doctoral School Committee meets at least twice a year, to approve the financial budget, which is then forwarded for approval to the Department, and, at the end of the year, to analyse the activities of the Doctoral School.
7. Meetings require the presence of the majority of the members in paragraph 1, letters a) to e) for valid resolutions, minus any justified absences.
8. The resolutions are adopted with vote of the majority of the present members. In the event of a tie, the vote of the Head of the School prevails.
9. The Department Assistant is responsible for writing up the minutes of the Doctoral School Committee meetings. If this figure is not included in the staff, or in his or her absence, the full professor or associate professor with less seniority takes the minutes. The minutes are published on the Bulletin Board of the Department or on the Department's web site.
10. The Doctoral School Committee performs all the functions required under the University Regulations for the Doctoral Schools (see full text for reference). The Doctoral School Committee can appoint an Executive Committee to which some or all of its duties may be delegated.

Art. 6 – The Head of the School

1. The Head of the School of the Doctoral School Committee performs the duties established by Art. 14 of the University Regulations for the Doctoral Schools (see full text for reference).
2. The Head of the School remains in office for three years and may be reappointed once his or her term of office expires.

Art. 7 – The Executive Committee

1. The Doctoral School Committee can set up an Executive Committee, composed of 6 elected members - 2 full professors, 2 associate professors, 2 researchers - and the Head of the School, who is a member by right and coordinates it. As concerns the functioning of the Executive Committee and the minutes of its meetings, the provisions of the Doctoral School Committee are applied except for the resolutions of the Executive Committee, which require the 2/3 qualified majority.
2. The Executive Committee assists the Head of the School in fulfilling his or her duties under Art. 14 of the University Regulations for the Doctoral Schools and deliberates on the matters delegated to it by the Doctoral School Committee, to which it refers regularly in relation to the work done.
3. The Head of the School can assign individual members of the Executive Committee specific functions considered necessary for achieving the managerial and organizational objectives of the SPeF Programme.
4. The Executive Committee remains in office for the duration of the term of the Head of the School.
5. In case of resignations, termination or impediment of a member of the Executive Committee for a period of more than three months, the Head of the School calls an election for his or her replacement. The mandate of the new member expires with the mandate of the Executive Committee.



Art. 8 - Tutors, advisors and co-advisors

1. At the start of each academic year each doctorate student is assigned by the Doctoral School Committee a tutor, belonging to the Committee itself, to supervise his/her studies.
2. The tutor is responsible for introducing the Doctoral students to the research activity of the SPeF Programme and undertakes to mentor the student in the proposal of the individual study plan.
3. By the end of the first year, students choose a permanent advisor who will assist in selecting and developing a topic of research for the doctoral thesis. The Doctoral School Committee appoints the advisor. The advisor may or may not be a member of the Doctoral School Committee. If the advisor is not a member of the Doctoral School Committee, the appointment must be proposed by at least two members of the Committee and approved.
4. The advisor assists the student in selecting a specific topic of research for the dissertation, guarantees the quality of his or her work, and authorizes his or her travel expenses as part of the budget assigned to the student by the Department. If the advisor is not a member of the Doctoral School Committee, this authorization must be confirmed by the Doctoral School Committee.
5. If the student does not request an advisor, the tutor will also fulfil the duties of advisor.
6. The tutor and the advisor assist the student, checking on his or her activities and respect all standards - including behavioural - deemed essential for the value of the SPeF Programme and for the scientific and professional growth of its Doctoral students.
7. The Doctoral School Committee can revoke the tasks of the tutors or advisors not fulfilling their obligations. Furthermore the tutor or the advisor will be excluded from the Doctoral School if they take part in the Committee under points d) and e) of Art. 5, paragraph. 1, of these Regulations.
8. A co-advisor, who may or may not be a member of the Doctoral School Committee, may also be appointed. The duty of co-advisor includes working with the advisor in performing his or her functions and assisting them in their responsibilities with the contribution of additional scientific or technological knowledge.

Art. 9 - Institutional educational activities and methods of performing educational activities

1. The Doctoral Programme in Psychological Sciences and Education offers educational activities presented at the beginning of each academic year in the Manifesto of Studies, with a description the Programme organisation.
2. Furthermore, the SPeF Programme offers seminars, workshops and other educational events during the academic year. The student is required to attend the activities proposed, in addition to seminars, workshops and symposiums organized by the Department and the Laboratory of Cognitive Sciences and selected by the student according to their relevance for his/her studies. Students will certify their attendance to the seminars.
3. During the second year – and/or in the third year if necessary - each student is required to spend at least six months abroad for a period of study and research. The research activity abroad has to be carried in the chosen foreign seat for the foreseen period without interruption. If the student's stay abroad is longer than six months, the provisions under Art. 13, paragraph. 5, letters h) - i) of the University Regulations for the Doctoral Schools shall apply.
4. At the end of the second year or at the beginning of the third year, the student will give a seminar on the research carried out.

Art. 10 – Manifesto of Studies and Courses



Regulations for the Doctoral School in **Psychological Sciences and Education**

1. Before the beginning of the academic year, the Doctoral School Committee approves the Manifesto of Studies, which is published on the Department web site.
2. The Manifesto of Studies contains:
 - the admission requirements for the courses proposed;
 - instructions concerning the Doctoral Programme;
 - indications concerning the carrying out of the lab-work and apprenticeships too.
 - information regarding the educational activities and work experience carried out abroad;
 - information regarding exams and other forms of evaluation of performance;
 - information regarding recognition of credits, including recognition of credits from other national and foreign universities and institutes (including summer schools);
 - study plans and indication to draw up individual curricula;
 - deadlines for administrative and academic activities.
3. The student shall present a study plan by choosing among those proposed annually in the Manifesto, or an individual one. The study plan is subject first of all to the approval of the tutor/advisor and then of the Doctoral School Committee.
Every activity that grants credits has to be evaluated by the Doctoral School Committee.

Art. 11 – Admission requirements

The admission requirements to the School in SPeF are those set out in Article 19 of the University Regulations for the Doctoral Schools, observing the time schedule stated in the call for admission.

Art. 12 – Selection procedure

1. Admission to the Programme is determined by a selection based on the applicant's qualifications and an interview, if specified in the call for admission.
2. The publication of the ranking of candidates and the cases of forfeiture, decline and exclusion are indicated in Art. 22 and Art. 25 of the University Regulations for Doctoral Schools and in the announcement of selection..

Art. 13 – Admission to the years following the first

1. In order to pass from the first year to the second the following requisites are necessary:
 - regular attendance at the Doctoral Programme activities, as defined by the Manifesto of Studies;
 - pass the final exam for each course of study, for the number of courses required by the Manifesto of Studies;
 - pass the overall year-end evaluation, consisting of an interview on the activities done during the year and which also considers the results of the exams taken.
2. In order to pass from the second year to the third year the following requisites are necessary:
 - attending required courses and conferences;
 - written and oral presentation of his or her thesis project, that will be evaluated by a Commission appointed by the Doctoral School Committee;
 - pass the overall year-end evaluation, consisting of an assessment of the activities done during the year, the evaluation of the thesis project by the Commission and the advisors' judgement.



Art. 14 – Rights and duties of doctoral students

In addition to the rights and responsibilities of the Doctoral students as indicated in Art. 25 of the existing University Regulations for the Doctoral Schools, each student shall:

- plan the meetings with the tutor, the advisor and the co-advisor;
- work together with the tutor to formulate a written working plan by the end of the first quarter, including the objectives to reach during the first year;
- follow the scientific training Programme as agreed with the tutor (in the first year) and the advisor;
- develop the research project based in compliance with the objectives agreed upon and present the written reports within the approved terms;
- attend review meetings;
- take the initiative to recognise and solve out problems or difficulties encountered with the tutor, advisor and co-advisor and, in exceptional cases, with the Head of the School.

The Doctoral students must also comply with the procedures published on the Department's web site concerning education-related activities.

Art. 15 – Conferral of the Doctorate

The Doctoral School Committee or the Executive Committee, if appointed, decides on the admission of the students to the final exam and designates the Examination Committee for the conferral of the Doctorate in accordance with the provisions laid down in Section V of the University Regulations for the Doctoral Schools.

Art. 16 – Services Charter

16.1 Personal endowment

1. The Doctoral School provides each student with a personal annual endowment, which is decided by the Committee of the Department of Cognitive Sciences and Education during budget evaluation every academic year.
2. This endowment can be used by the student during the three years of the course to participate in conferences, seminars or other scientific events, previously agreed and approved by the tutor or advisor.
3. At the end of each year, any outstanding amounts increase the student budget recognised the previous year. These funds must be used by the end of the third academic year, unless the Doctoral School Committee authorizes the use of the outstanding amounts in the period between the end of the third academic year and the date of the final exam, to the extent of the provisions of Art. 26 of the University Regulations for the Doctoral Schools.

16.2 Auxiliary and supplementary activities

In accordance with Art. 13, paragraph 5, letter l), of the University Regulations for the Doctoral Schools, the Doctoral School Committee may expressly authorize the Doctoral student to carry out auxiliary or supplementary teaching activities, providing such activities are compatible with his or her attendance of the Doctoral Programme and courses.



Art. 17 – Amendments to the Regulations

According to Art. 8, paragraph 4, of the University Regulations for the Doctoral Schools and subsequently to the first year of the Programme, any change to these Regulations must be approved by the Department of Cognitive Sciences and Education, after hearing the opinion of the Doctoral School Committee. The Regulations, as modified, will come into force from the date of publication on the Department web site.

Art. 18 – Referral rule

The provisions of Italian law and the University Regulations for Doctoral Schools shall apply to all aspects not expressly covered by these Regulations.

Art. 19 – Provisional rule

These Regulations (approved on 15 November 2006 and modified on 18 April 2007) will enter into force starting from the XXIII cycle of the Doctoral Programme of the Department of Cognitive Sciences and Education (academic year 2007/2008).

As concerns the previous Doctoral Programme of the Department of Cognitive Sciences and Education the Regulations of the Doctoral Programme in Cognitive Sciences and Education are still in force (approved on 19 April 2004 and successively modified).