



# UNIVERSITÀ DI TRENTO



## PhD Guide

A.Y. 2025-2026



*Date of latest update: 01/09/2025. It is advisable to check the university website for further information.*

## Summary

PhD general description .....	4
1. Career .....	4
1.1. Admission.....	4
1.2. Obligations for non-EU citizens .....	4
1.3. 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year enrolment.....	5
1.4. Certificates .....	5
1.5. Notices or communications from the PhD Office.....	6
1.6. Educational activities for PhD students .....	6
1.7. Extra-curricular activities .....	6
1.8. Final examination .....	6
1.9. PhD thesis archival.....	7
1.10. Suspension .....	7
1.11. Withdrawal .....	7
1.12. Exclusion.....	7
2. Main sources of financial support .....	8
2.1. Scholarship (UniTrento) .....	8
2.2. Research budget.....	8
3. Education and research periods in Italy or abroad .....	9
3.1. Mandatory e-travel compilation .....	9
3.2. 50% scholarship increase for stays abroad.....	9
3.3. Reimbursement of travel expenses.....	10
3.4. Opera Universitaria scholarships .....	10
3.5. Conference, workshop, etc. registration.....	11
4. Utilities .....	11
4.1. E-mail address, IT services, and open spaces.....	11
4.2. Laboratories and other facilities .....	12
4.3. Language courses.....	12
4.4. Libraries .....	12
4.5. Useful links.....	13
4.6. Emergency procedures .....	13
4.7. Residence/Domicile.....	13
4.8. IPR – Intellectual Property Rights .....	13
5. Internationalization .....	14
5.1. Co-tutelle de thèse – double PhD degree – joint supervision of PhD degree.....	14
5.2. Doctor Europaeus .....	15
5.3. Additional international opportunities (outgoing) .....	15
6. Logistics.....	15
6.1. Accommodation .....	15

6.2.	Canteens.....	16
6.3.	Disability, specific learning disorders and special needs.....	16
7.	Other services .....	17
7.1.	Health Insurance for non-Trentino resident PhD students .....	17
7.2.	Liability and Accident Insurance.....	17
7.3.	Student card.....	17
7.4.	Public Transport.....	17
7.5.	Nursery.....	18
7.6.	Confidential Counsellor .....	18
7.7.	Psychological Counselling.....	18
7.8.	Borrow a bike .....	18
7.9.	Sport.....	19
7.10.	University Recreational Club (CRU).....	19
8.	Rights and duties.....	19
8.1.	University Regulations for Doctoral Programmes:.....	19
9.	Contacts .....	20
9.1.	Doctoral and Higher Education Support Division .....	20
9.2.	Doctorate Secretariat .....	20
9.3.	International Mobility Office .....	22
9.4.	Opera Universitaria .....	22
9.5.	Research Support Division.....	22
9.6.	Administration and Accounting Services .....	22

## PhD general description

The PhD is the highest academic educational level in Italy and provides the necessary skills to perform high-quality research activity both in public and private bodies, for the development of scientific and technological progress, and contributing to the creation of a leading class with a high-level professional background and a corresponding international approach.

The PhD programme is divided into two main steps. The former is devoted to the further enrichment of the basic training thanks to advanced training courses; the latter is targeted to the planning and actual carrying out of a specific research project.

The doctoral courses activated by the University of Trento (hereafter 'UniTrento') are regulated by the D.M. no. 226 of 14<sup>th</sup> December 2021 and by the University Regulations for Doctoral Programmes, issued with Rector's Decree no. 250 of 11<sup>th</sup> March 2022.

**Additional info:** [PhD Schools and Programmes](#)



## 1. Career

### 1.1. Admission

Admission to the Doctoral course is offered through a public selective procedure, hereinafter named Call. Calls are published on the website of the University, usually in the period between the months of February and July before the first academic year of the Doctoral course. Candidates are evaluated according to a selective procedure scheduled by each PhD programme.

Applications for the Doctorate are accepted from candidates who hold:

- an Italian "Laurea magistrale" instituted in conformity with Italian Ministerial Decree 270/2004, or a university degree of the previous regulations (Italian "Laurea specialistica" or "Diploma di Laurea"), or a second level degree awarded by an Italian "AFAM" Institute (Artistic and Musical Higher Education);
- an equivalent degree obtained abroad (Master's degree) and recognized as equivalent to the Italian "Laurea magistrale" by the Admissions Committee for the sole purpose of admission to the Doctoral programme, also within the framework of international agreements.

**Contact:** Doctoral and Higher Education Support Division (hereafter 'PhD Office'):  
 Humanities and Cognitive Science Area ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it))  
 Scientific-Technological Area ([phd.office-st@unitn.it](mailto:phd.office-st@unitn.it))

### 1.2. Obligations for non-EU citizens

**Entry visa:** the first document that non-EU citizens must provide to enter Italy is the entry visa (Visa), i.e., the authorization to cross borders issued by an Italian diplomatic representation abroad.

To this end, it is necessary to carry out the pre-registration procedure on the UNIVERSITALY portal by attaching all the required documents.

**Permit of stay for study purposes:** non-EU citizens must start the procedure to request a permit of stay **within 8 working days of arrival in Italy**. The permit of stay is the document issued by the Police headquarters (*Questura*) of your city of residence and authorizes your temporary stay in Italy.

For further information on the documentation to be submitted and to receive assistance during the administrative procedure, you can contact the International Mobility Staff.

**Permit of stay renewal:** the permit of stay for study purposes must be renewed yearly and is mandatory for your permanence in Italy. The Police headquarter requests a certificate of enrolment to the PhD Programme (for the issue of the certificate, please refer to section 1.3). Renewal procedures must be started at least 60 days before the expiry date.

Regulations are strict, so please refer to the International Mobility Staff ([welcome@unitn.it](mailto:welcome@unitn.it)) for further information.

**Details and info:** [Stay permit for PhD students](#)

**Contact:** International Mobility Office ([welcome@unitn.it](mailto:welcome@unitn.it))

**Foreign qualifications:** if your qualification was not obtained in Italy, you must e-mail the documents listed on the following web page <https://www.unitn.it/en/study/register/information-phd-students/enrolling-phd> to the PhD Office of your reference Area by the deadline indicated on the competition notice.

**Details and info:** [Requirements for successful applicants with a foreign qualification](#)

**Contact:** PhD Office

### 1.3. 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year enrolment

PhD students must enroll after the decision of the PhD Programme Committee concerning the admission to the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> academic year. The enrolment procedure must be submitted exclusively online by the specified deadline.

PhD students must pay the TDS – Education Tax of € 166,00 (it includes € 150,00 of TDS for the current academic year and the € 16,00 stamp duty), except in case of exemption. The payment has to be made through the payment system called PagoPA.

NON-EU citizens have to upload to Esse3 a copy of their valid stay permit. If it's expired, they have to submit both the expired stay permit and the renewal request.

It is possible to enroll simultaneously in two higher education courses, except in the cases indicated on the webpage <https://www.unitn.it/en/study/register/guide-enrolment/simultaneous-enrolment-two-courses-study>.

**Details and info:** [Renewing your enrolment on a PhD course](#)

**Contact:** PhD Office

### 1.4. Certificates

Requests for some certificates (enrolment, tax payment, degree award) can be submitted by email to the PhD Office specifying if the document is needed in Italian or English. We recommend requesting the certificate in advance.

For certifications about the activities carried out during the doctoral programme (exams, seminars, etc.), the request should be addressed to the Doctorate Secretariat.

Certificates provided by the University may not be issued, or otherwise made available, to any Italian public administration or private organization operating in the public services (in accordance with article 15 of Italian Law no. 183/2011).

In order to certify your status to an Italian public administration or private organization operating in the public services, you must provide a self-declaration (please note that non-European citizens can provide self-declarations only concerning facts and information which can be verified by an Italian public administration and only if they are in possession of a valid residence permit, to be attached to the declaration).

For the purpose of the stay permit's renewal, self-declarations are not admitted; an official certification issued by the PhD Office must be delivered to the Police (*Questura*).

**Contact:** PhD Office or Doctorate Secretariat

## 1.5. Notices or communications from the PhD Office

E-mail is the primary mode of communication between the PhD Office, Secretary of the PhD Programme 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 address on a regular basis. It is nevertheless mandatory to keep the PhD Office updated on any changes to the private e-mail address.

Students should also regularly check:

- your "UniTrento" institutional mailbox;
- the Unitn website where the information is published.

**Details and info:** [Service Desk - Account](#)

## 1.6. Educational activities for PhD students

PhD students at the UniTrento can enroll in doctoral courses offered by other Programmes at the University, provided that their committee or supervisor approves that such a course is fundamental to their research aims.

**Details and info:** [PhD Programmes](#)

**Contact:** Secretary of the PhD Programme that provides the teaching

## 1.7. Extra-curricular activities

Students who intend to carry out extra-curricular activities (carried out outside the University, remunerated collaborations, supplementary teaching activities or tutoring) must ask for the authorization to the Committee of the PhD Programme (after consultation with the supervisor/tutor).

Extra-curricular activities include external work, paid collaborations, supplementary educational exercises and tutoring. Students must ask for the authorization also for external activity done for free, as it may be incompatible with the PhD Programme duties.

Any unauthorized external activity may result in the exclusion from the Programme.

**Contact:** Doctorate Secretariat

## 1.8. Final examination

At the end of the PhD programme, the thesis is examined by two reviewers (external to the UniTrento or other institutions directly involved in the specific programme) appointed in consultation by the PhD Programme Committee and, upon positive judgement, is admitted to the Final Examination.

According to the University Regulations for Doctoral Programmes, if there are proven reasons why the thesis cannot be presented by the deadline, and a request detailing these reasons is received from the Doctoral student, the Doctoral Programme Committee can extend the deadline for the request to be admitted to the thesis review procedure, by a period not exceeding 12 months longer than the usual duration of the Doctoral Programme.

The final examination will take place in front of the Examination Committee and consist of a public discussion of the thesis. Date and time of the examination will be provided to the candidates via university email account or will be published and advertised via the university website.

In the case of unjustified absence, the candidate loses the right to take the final examination.

**Details and info:** [Attainment of the PhD qualification](#)

**Contact:** PhD Office or Doctorate Secretariat

## 1.9. PhD thesis archival

Following 2007 CRUI guidelines, doctoral theses are stored in digital format and made available for open access through the Institutional Research Archives (IRIS), which can be accessed from the link <https://iris.unitn.it/> in compliance with the *Regulation on the legal filing of documents*.

At that link you can upload the file of your thesis and the authorization form (Deposit Disclaimer) at least ten days before the date set for the final exam in order to obtain the diploma.

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

**Contact:** PhD Office or [iris@unitn.it](mailto:iris@unitn.it)

## 1.10. Suspension

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

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

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

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

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

**Details and info:** [Suspension](#)

**Contact:** PhD Office and Doctorate Secretariat

## 1.11. 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 and for the payment of the monthly scholarship will be considered periods equal to or greater than 15 days. The withdrawal is final.

**Details and info:** [Withdrawal](#)

**Contact:** PhD Office and Doctorate Secretariat

## 1.12. Exclusion

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

- a) insufficient results in the assessments during the year;
- b) negative opinion given by the Doctoral Programme Committee regarding admission to the subsequent year of study; to this end, the Doctoral Programme Committee will verify the achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work;
- c) the student has accepted employment contracts without the prior authorization of the Doctoral Programme Committee;
- d) unjustified and prolonged absences or prolonged unavailability;
- e) specific clauses set out in the internal regulations of each PhD Programme.

**Details and info:** [Exclusion](#)

**Contact:** PhD Office or Doctorate Secretariat



## 2. Main sources of financial support

### 2.1. Scholarship (UniTrento)

The UniTrento scholarships can be funded by UniTrento or by external institutions or agencies and are awarded according to the procedure stated in each call.

The gross amount of the scholarship is **€ 18.345,00** per year including the social security contributions that have to be paid by the Doctoral students. Scholarships are not work contracts and do not entail an employment relationship between the PhD student and the University.

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 paid in instalments every two months in advance, except for the instalment of January/February which is paid by the end of January. The scholarship is confirmed for the following academic year if all prerequisites are maintained.

**Scholarship waiver:** PhD students who decide to decline their scholarship have to fill in the specific form so to communicate their decision to the PhD Office as timely as possible. Non-due scholarships paid in advance must be returned.

#### Unemployment benefits (DIS-COLL)

Unemployment benefits for PhD students were introduced on 1<sup>st</sup> July 2017, by the article 7 of the Law no. 81 of the 22<sup>nd</sup> May 2017.

Further information to DIS-COLL are available online:

- on the website of [INPS](#) (National Social Security Institute);
- by the Circular of INPS no. 115 of 19th July 2017;
- by Article 7 of the Law no. 81 of 2017, that extends the DIS-COLL to PhD students and research fellows.

**Details and info:** [PhD Scholarships](#)  
[INPS obligations](#)

**Contact:** PhD Office

### 2.2. Research budget

Each PhD student, regardless of the type of funding (with or without a scholarship), is entitled, from the first year of the Programme, to an individual budget for research activities equal to at least 10% of the annual amount of the scholarship (or 20% in the case of National Doctoral Programmes).

This budget is intended to support scientific activities related to the doctoral project and may be used, for example, to cover the following expenses:

- study and research missions in Italy and abroad;
- participation in conferences, workshops, summer schools and seminars;
- purchase of scientific equipment;

- access to databases and specialist services;
- publication of scientific articles, etc.

The budget allocated for research activities is €5,503.50 for three-year courses and €7,338.00 for four-year courses.

**Contact:** Doctorate Secretariat

### 3. Education and research periods in Italy or abroad

#### 3.1. Mandatory e-travel compilation

Before departure, you must complete the online “Mission Authorisation Request” in ‘Travel Management / eTravel’ (see point 2.5). This must be done even if no reimbursement or surcharge is requested (see point 2.5), as it is necessary both for insurance coverage (accidents and third-party liability) and for the recording of such activities in the ministerial information systems.

#### 3.2. 50% scholarship increase for stays abroad

Doctoral students are entitled to get a 50% increase of their 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 last year.

Doctoral students are not entitled to get the increase of the scholarship for the research period spent abroad after the end of their last year or in the period before sustaining the final examination.

**Before their departure doctoral students have to deliver the following documentation to the PhD Office:**

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

The grant's increase is paid at the end of the period spent abroad.

**Request for advance payment:**

For periods lasting more than 3 months, the University will pay the 60% of the whole scholarship increase in advance. The form of scholarship increase (see “Attachments” section) will be submitted within 2 months before the departure in order to receive the advance payment within the leaving date. 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.

**At the end of the period abroad doctoral students have to deliver to the PhD Office the certificate** showing the start and end dates of the research activity at the partner institution, issued by the foreign institute.

**Please note:**

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

Please note that prior to departure it is necessary to complete the online “*Richiesta Autorizzazione Missione*” in “*Gestione Trasferte / eTravel*” (**see point 2.5**), which is required for insurance purposes regardless of the expense claim.

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

**Contact:** PhD Office

### 3.3. Reimbursement of travel expenses

In case of educational and research activity carried out at locations other than UniTrento, **PhD students must ask for their supervisor's and Department director's authorization.**

This authorization is necessary in order both to be insured and to receive the possible reimbursement of expenses.

**To do:**

- **Before leaving:** check with the procedure with the Doctorate Secretariat and read carefully the Regolamento per le missioni (in particular, the maximum expenses allowed for PhD students).

The **online travel request** (“*Richiesta Autorizzazione Missione*”) must be submitted **well in advance**, at least 2 or 3 weeks before the start of the mission (login to your personal account “*MyUnitn*” and click to “*Gestione trasferte*” / “*eTravel*”).

- **During the travel:** keep all the original tickets, receipts, invoices etc. Eligible expenses for reimbursement are travel, subsistence and accommodation costs.

Expenses eligible for reimbursement are **travel, food and accommodation expenses**.

It should be noted that, for travel expenses sustained in Italy relating to food, accommodation, travel and transport by on-demand public transport services, including taxis and NCC (car hire with driver), from 1 January 2025, tax legislation requires these to be paid by traceable methods. Cash payments for this kind of expenses will be taxed when reimbursed. Traceable payment methods include bank and postal transfers, debit, credit and prepaid cards, bank and circular checks, and digital payment apps.

When choosing your means of travel, you must select the most convenient fare. Any accommodation receipts must be made out to the person concerned; if the accommodation is shared, a receipt in the name of the person concerned must be requested from the host. If you opt for apartment accommodation, you must demonstrate that it is economical by attaching an estimate of the cost of hotel accommodation. In the case of agreements between private individuals, the following appropriate documentation must be provided: a regular rental contract signed by the parties and an invoice made out to the doctoral student/receipt of payment. Please also note that in the case of subletting, it is necessary to verify that the main contract allows for this option (particular attention should be paid to subletting in student residences).

- **Upon return:** fill the “*Richiesta Liquidazione Missione*” online as soon as possible (with the description of the costs for which they are asking for a reimbursement). Deliver the original documents (receipts, etc.) to Servizi amministrativi – contabili di Polo. In case of reimbursements exceeding € 77,47, an amount of € 2,00 will be deducted for the mandatory stamp duties.

**Please note:**

- In the event of early departure or early return, an estimate of the air/train/bus travel on the dates of the trip must be submitted (Art. 4.10 of the Missions Regulations);
- the online travel request (“*Gestione Trasferte*”) must be filled in also for trips for which you don't require a reimbursement. In this case, choose the option "do not apply for a refund" so that the University insurance is activated and the application, once approved by the Director of the Department/Centre, will be archived;
- if you submitted a travel authorization's request for a trip which has not been carried out, in the online system it is necessary to put the request in the trash folder and send an email to the Secretariat of the Doctoral Course.

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

**Contact:** Doctorate Secretariat or *Approvvigionamenti e Servizi Amministrativi-contabili di Polo*

### 3.4. Opera Universitaria scholarships

Doctoral students who have not been assigned a doctoral scholarship can ask for a scholarship to the Opera Universitaria (institution for the right to study that offers services to students enrolled in UniTrento).

Opera Universitaria scholarships are granted according to specific prerequisites (economic and merit).

**Details and info:** [Opera Universitaria di Trento](#)

### 3.5. Conference, workshop, etc. registration

The costs of attending conferences, congresses, courses and seminars are managed separately from trips and travel expenses. It's important to read carefully the article 6 of the "Regolamento per le missioni" which explains the procedure:

- a) If UniTrento (and not the PhD students) should pay for the registration to a conference, seminars, and so on, you have to fill out a special form ("Attendance at courses - seminars – conferences" – available on the webpage <https://www.unitn.it/it/ateneo/regolamenti-manuali-e-informative/modulistica/contabilita>) and send it to "Servizi amministrativi-contabili di Polo" **at least 15 days before** the event in order to allow the office to pay the fees in due time.
- b) In case of conferences and seminars **in Italy** organized by **institutions subjected to mandatory emission of digital invoice**, the payment of the registration fee will be paid directly by the above-mentioned "Servizi amministrativi-contabili di Polo".

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

- conferences and seminars in Italy, organized by institutions *not subjected to mandatory emission of digital invoice*,
- or conferences and seminars organized by foreign institutions,

in order to get the full reimbursement of the amount, they will have to ask the conference organizers to issue an invoice/receipt made out to UniTrento – Department/University Centre...- VAT n. 00340520220, specifying name and surname of the PhD student.

**Details and info:** [Regolamento per le missioni](#)

**Contact:** *Approvvigionamenti e Servizi Amministrativi-contabili di Polo*



## 4. Utilities

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

After enrolment, students are provided with a UniTrento email address (*username@unitn.it*). The PhD Office will send a message to the new doctoral students as soon as the email address will be assigned.

The email service is used for official communications between doctoral students and UniTrento, and consists in a personal and free Google Educational email address.

To have access to the personal email, PhD candidates can log in with your personal UniTrento username and password, that allows also access to several IT services and to the University wireless network.

Password reset procedure is available at the webpage <https://webapps.unitn.it/password1/en/pwduti/PasswordRecovery>

Once the candidate has got the doctoral degree, and according to current UniTrento policies, the university email account is still active, but the email address becomes *name.surname@ex-staff.unitn.it*

After earning the degree, the email address *@unitn.it* will be active for **180 days**.

After 180 days from the closure of the career, you will also lose access to Google Drive and to the apps provided only for active users. It is therefore advisable to communicate the change in the address to your contacts and export the emails received / sent with that address before final cancellation

**Details and info:** [PhD email](#)

**Contact:** PhD Office (for e-mail box) and Doctorate Secretariat (for student's spaces).

## 4.2. Laboratories and other facilities

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

**Contact:** Doctorate Secretariat.

## 4.3. 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.

In order to enroll, PhD students must pass the online admission test and pay a € 50,00 fee.

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

## 4.4. Libraries

The University library system is organized in the following locations:

### **Central University Library (BUC)**

Trento, Quartiere Le Albere  
Via Adalberto Libera  
tel. +39 0461 283011,  
[bibliotecacentrale@unitn.it](mailto:bibliotecacentrale@unitn.it)

### **Cavazzani Study Room**

Via Verdi, 8 - 38122 Trento  
Ph. +39 0461 283012  
[BibliotecaCentrale@unitn.it](mailto:BibliotecaCentrale@unitn.it)

### **Rovereto University Library (BUR)**

Rovereto, Corso Bettini 43,  
tel. +39 0464 808443,  
[bibliotecascienzecognitive@unitn.it](mailto:bibliotecascienzecognitive@unitn.it)

### **Mesiano University Library (BUM)**

Trento, Loc. Mesiano, 77,  
tel. +39 0461 281956-1958,  
[bibliotecaingegneria@unitn.it](mailto:bibliotecaingegneria@unitn.it)

### **Povo University Library (BUP)**

Trento, via Sommarive, 5 – (Povo),  
tel. +39 0461 281510-2010,  
[bibliotecascienze@unitn.it](mailto:bibliotecascienze@unitn.it)

Books may be borrowed from every University library and every municipal library in the Province of Trento, using the card of Sistema Bibliotecario Trentino (obtainable in any library belonging to the system).

**Details and info:** [University Library System](#)  
[Trento municipal library](#)

## 4.5. Useful links

### Italian PhD candidates Association (ADI):

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

### European Commission Portals:

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

## 4.6. 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.

UniTrento appointed people who are in charge of the emergency management (evacuation and rescue procedures) and are deployed at the Departments/Centers.

In case of emergency, they wear yellow chest strap.

Details and contacts: [Emergency Management](#)

General Local Emergency Phone Number: 112

## 4.7. Residence/Domicile

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

**Residence** (in Italian "Residenza"): address where a person regularly lives (medium- to long-term) and must be registered to the competent municipality ("Ufficio Anagrafe") filling in a specific form.

**Domicile** (in Italian "Domicilio"): is the place where a person lives or does business (for example the address of temporary stay to attend a study programme).

### **Please note:**

- PhD students have to inform the PhD Office about any changes to the above addresses or should a domicile become a residence (and viceversa);
- 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 residence 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 residence.

**Contact:** PhD Office

## 4.8. IPR – Intellectual Property Rights

Any results obtained by the PhD student during the course of his/her doctoral studies, including but not limited to industrial inventions, know-how, software, models, data and data collections, shall be regulated in accordance with the applicable Italian legislation on copyright (D.lgs. n. 633/1941 and subsequent amendments and additions) and industrial property

(D.lgs. n. 30 /2005, recently amended by L. n. 102/2023) and the University Regulations and, where applicable, according to what is set out in the individual Agreements with Universities, Companies or Bodies involved.

**Details and info:** [Intellectual Property Rights](#)

**Contact:** [valorizzazione.impacto@unitn.it](mailto:valorizzazione.impacto@unitn.it)

**Publications:** publications produced as part of the PhD course must be submitted to the supervisor and must highlight the PhD student's affiliation to the University of Trento.

All publications must be uploaded on [IRIS](#) - Institutional Research Information System, which is the scientific production catalogue of the University of Trento.

All those who are entitled to enter their products in the University catalogue (i.e. lecturers and researchers, but also PhD students) on the first access to their reserved page in IRIS (by logging in with University credentials) are automatically asked to create an ORCID (Open Researcher and Contributor ID) account, which will then be directly associated with IRIS.

If you already have an ORCID account, the first time you log in the wizard system will directly suggest to associate it to IRIS. After the first login, it is always possible to associate it by entering it manually in the IRIS '*Profilo Anagrafico*' of each author.

Unlike other identification codes, ORCID is not linked to commercial entities (Web of Science / Scopus) or disciplinary initiatives (PubMed, RePEc, arXiv). Instead, it is a globally diffuse and interdisciplinary identifier that can be used by bibliometric and humanities researchers alike.

For doctoral students enrolled in National Doctoral Programmes (DIN) and associated Programmes (*dottorato in forma associata*), it is important that publications are primarily entered into the IRIS system of the doctoral programme's administrative office. If the operational university also requests that publications be entered into its own IRIS system, it is recommended that they not be re-entered manually, but rather retrieved by the university through the appropriate LoginMIUR procedure.

**Details and info:** [IRIS](#)

**Contact:** [iris@unitn.it](mailto:iris@unitn.it)



## 5. Internationalization

### 5.1. Co-tutelle de thèse – double PhD degree – joint supervision of PhD degree

The co-tutelle programme allows a PhD student to obtain a double doctoral degree within the framework of an agreement between the two participating institutions. The co-tutelle programme requires an alternate and approximately equivalent research period at the University of Trento and the host university.

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

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

**Contact:** PhD Office

The joint supervision of the thesis implies the participation of an additional professor, external to the Doctoral Committee, affiliated with an Italian or international university or research institution. Unlike co-tutelle programmes, joint supervision does not require mandatory periods abroad and does not lead to the award of a double degree.

UniTrento does not require the signing of a specific agreement for this type of collaboration, as these arrangements fall within the standard practices of thesis co-supervision. It is sufficient that the joint supervision is approved by the Doctoral Committee. If the institution or research body to which the co-supervisor is affiliated requests the signing of an agreement, it may be drafted and approved within the relevant Department or Center involved in the PhD programme.

Upon request, the PhD Office will provide templates for such agreements.

**Details and info:** [Joint supervision of doctoral thesis](#)

**Contact:** Doctorate Secretariat

## 5.2. Doctor Europaeus

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

1. 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 jury 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 one trimester spent in another European country.

The procedure includes a previous application by the PhD student to his/her Doctoral Committee and the subsequent approval. PhD students interested in obtaining "Doctor Europaeus" should send a request to the Doctoral Committee and to PhD Offices.

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

**Contact:** Doctorate secretariat and PhD Office

## 5.3. Additional international opportunities (outgoing)

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

**Details and info:** [International opportunities for students](#)

# 6. Logistics

## 6.1. Accommodation

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

**Procedure to apply for the accommodation:** international doctoral students having completed the enrolment procedure in the first year, will be contacted by the Welcome service of the University of Trento that will provide them with all details about accommodation booking.

**When to apply for the accommodation:** the online application has to be completed at least 30 days prior to the arrival to Trento.

**Details and info:** [Guaranteed Accommodation](#)

**Contact:** [Welcome Office](#) or [Opera Universitaria](#)

## 6.2. Canteens

There are 5 university canteens, 2 of which in the city center:

- Via Tommaso Gar 18
- Via XXIV Maggio

and 3 on the hill:

- Mesiano
- Povo – Department of Science
- Povo1 – Polo F. Ferrari

Additionally, there are 2 cafeterias on the hill:

- Mesiano
- Povo1 – Polo F. Ferrari

In Rovereto students can enjoy their meal at:

- Ristorante Gilda, Via Matteo del Ben 3/b

Doctoral students can access the university canteens with their Student card delivered by Opera Universitaria (see paragraph 7.3).

**Details and info:** [Opera Universitaria – cafeteria services](#)

**Contact:** Opera Universitaria

## 6.3. Disability, specific learning disorders and special needs

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

UniTrento is committed to remove all physical and social barriers to ensure the full participation of people with disabilities in every aspect of university life.

A number of services are already available for students with disabilities through the Inclusion Service, which operates in collaboration with Opera Universitaria.

These goals are supported by the Rector's Delegate for Disability, and by each delegate for every Department/Centre.

**Details and info:** [Student community inclusion service](#)

[Library services for users with special needs](#)

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



## 7. Other services

### 7.1. Health Insurance for non-Trentino resident PhD students

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

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

If you are a non-EU resident PhD student and you have a valid stay permit, you are registered in the National Health Service (SSN) and a primary care doctor has already been assigned to you.

Details and info: [Health insurance](#)

### 7.2. Liability and Accident Insurance

PhD students enrolled at UniTrento carrying out institutional activities specifically authorized in Italy or abroad are covered by two types of insurance:

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

Please note that the abovementioned insurance does not substitute the mandatory health insurance.

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

### 7.3. 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. The new [Opera4U](#) app is now available for canteen access and city-wide restaurant discounts. Access is restricted to users with the electronic wallet feature enabled within the app.

Details and info: [Student eCard](#)

Contact: Opera Universitaria

### 7.4. Public Transport

**“Free Circulation” Pass:** PhD students regularly enrolled, can buy the free circulation annual bus pass, valid on public transport within province of Trento at the reduced cost of € 70.

This yearly pass can be activated starting from September 1<sup>st</sup> to August 31<sup>st</sup>, regardless of the date of activation.

For occasional use of public transport (urban and of the whole province), you may ask for a prepaid card (named “*carta a scalare*”). In order to apply for the pass, you are required to use the UniTrento e-mail account @unitn.it.

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

On the basis of a specific agreement signed by the University and the Trentino Trasporti SpA it is possible to get a discount of the 30% only for a one-year bus pass (bus and trains within the town limits).

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

**Flixbus Italia:** UniTrento has signed an agreement with **Flixbus Italia** based on which the whole community of students, including PhD candidates, will have the opportunity to purchase the company’s bus tickets for a discounted fee.

**Details and info:** [Transportation and mobility](#)

**Contact:** PhD Office or [Trentino Trasporti](#)

## 7.5. Nursery

The University nursery in via Santa Margherita (Trento) is a functional and innovative way of responding to University staff’s parenting needs with maximum flexibility. Further information about this service is available online.

**Details and info:** login to personal MyUnitn, <https://intranet.unitn.it/infoservizi/nido-unitrento>

**Contact:** Human Resources and Organization – Youth Projects Office

## 7.6. Confidential Counsellor

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

**Details and info:** [Confidential Counsellor](#)

## 7.7. Psychological Counselling

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

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

Sessions are free and the privacy of students is safeguarded.

**Details and info:** [Psychological Support Service](#)

## 7.8. Borrow a bike

The Bike Borrowing service (“Prestabici”) is managed by the Opera Universitaria: a fast and eco-friendly means of transportation, to move around the city and in its surroundings, and is very cheap.

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

**Details and info:** [Bike Borrowing Service](#)

**Contact:** Opera Universitaria

## 7.9. Sport

UniTrento Sport (UNI.Sport) is the university network of sports services and structures of Trento and its province. UNI.Sport organizes several activities and its members can take advantage of special discounts to access gyms, sports centers, swimming pools and ski slopes.

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

**Contact:** Secretariat of UNI.Sport ([info@unisport.tn.it](mailto:info@unisport.tn.it))

## 7.10. University Recreational Club (CRU)

The CRU – The University of Trento's Recreational Club is open to all of its staff and students and organizes cultural, tourist and sport activities periodically.

**Details and info:** [CRU – Circolo Ricreativo Università di Trento](#)

**Contact:** [cru@unitn.it](mailto:cru@unitn.it), 0461 281202

# 8. Rights and duties

## 8.1. University Regulations for Doctoral Programmes:

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

1. Admission to the Doctoral Programme entails an exclusive full-time commitment.
2. Students enrolled in a Doctoral Programme must undertake to attend the courses, seminars, lessons, and to carry out research and study activities in the structures designated for these purposes and to submit a report on the research done to the Doctoral Programme Committee at the end of each year of study. Following a positive evaluation as per Art. 12, par. 8, letter m) by the Doctoral Programme Committee, students must register for the following academic year and/or send the request to be admitted to the thesis review process by the deadline set and communicated by the offices in charge and posted on the University website, to avoid forfeiture, and the resulting termination of the students' enrolment, unless there are documented reasons.
3. Students are expected to behave according to the Code of Ethics of the University and to the Student Honour Code. In addition to these Regulations, specific rights and duties of Doctoral students can be found in the Internal Regulations of each Doctoral Programme as specified in Art. 8 par. 2.
4. The Doctoral Programme Committee may decide to exclude Doctoral students from the Doctoral Programme with the resulting forfeiture of the scholarship in the following cases:
  - a) insufficient results in the assessments during the year;
  - b) negative opinion given by the Doctoral Programme Committee regarding admission to the subsequent year of study; to this end, the Doctoral Programme Committee will verify the achievement of the results required for the current year as well as the assiduousness and commitment demonstrated by the student in the research work;
  - c) the student has accepted employment contracts without the prior authorization of the Doctoral Programme Committee;
  - d) unjustified and prolonged absences or prolonged unavailability.
5. The Doctoral Programme Committee can exclude a student, with the resulting forfeiture of the scholarship, also based on specific provisions expressed in the Internal Regulations of the Doctoral Programme. Within the Industrial Doctoral Programmes, the enrolment of a Doctoral student on the Doctoral Programme ends if his/her working contract at the company terminates.
6. The Doctoral student has the right to obtain leave for maternity/paternity, for serious and substantiated illness or to attend training for the qualification to teach in Italian schools.
7. The maternity rules as per Decree of the Ministry of Labour and Social Welfare, 12.07.2007, published in the Official Journal no. 247 of 23.10.2007 are applied to Doctoral students.
8. A Doctoral student may suspend their enrolment in the Doctoral Programme for a maximum of six months on request, subject to authorization by the Doctoral Programme Committee, for serious and documented personal and family reasons.

9. At the end of the suspension period, the Doctoral student will resume attendance of the Programme by submitting a declaration signed by the Director of the Programme. The administrative deadlines and the payment of the scholarship - if the student is scholarship-assisted - will be postponed for a period equivalent to the absence. The Doctoral Programme Committee will approve a programme for completion the training activities; however, under no circumstances can the official duration of the Programme be shortened.
10. For suspensions lasting more than thirty days or in case of forfeiture or exclusion from the Doctoral Programme, payment of the scholarship is stopped.

**Read carefully:**

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

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

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

**Details and info:** [Rights and Duties of PhD students](#)

## 9. Contacts

### 9.1. Doctoral and Higher Education Support Division

**PhD Office - Humanities and Cognitive Science Area**

Trento, Via Tommaso Gar, 16/2

Tel. +39 0461 28 2193/1753/2188/2377/8457

[phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)

**PhD Office – Scientific and Technological Area**

Trento, Via Sommarive, 14 - Povo

Tel. +39 0461 28 2194/1662//3909/5269/5233/5332

[phd.office-st@unitn.it](mailto:phd.office-st@unitn.it)

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

- drafting of doctoral admission calls, online management of applications and competitive procedures;
- management of the procedures related to Doctoral students' careers (enrolments, registration to following years, certifications, final examinations, etc.);
- support for the internationalisation of the Doctoral Programme and the mobility of doctoral students (co-tutelle, mobility, support for foreign students, verification of foreign qualifications);
- organization of procedures and accounting aspects related to scholarships, scholarship increase and fee payment (TDS).

### 9.2. Doctorate Secretariat

**HUMANITIES AREA**

**Department of Humanities**

- European Cultures. Environment, contexts, histories, arts, ideas
- Forms of cultural exchange
- Forms of cultural exchange and textuality

Email: [staffdip.lett@unitn.it](mailto:staffdip.lett@unitn.it)

**Department of Economics and Management**

- Economics and Management
- Economics and Finance
- Sustainability: Economics, Environment, Management and Society (SUSTEEMS)

Email: [phd.dem@unitn.it](mailto:phd.dem@unitn.it)

**Department of Sociology and Social Research**

- Sociology and Social Research

Email: [phd.ssr@unitn.it](mailto:phd.ssr@unitn.it)

**Faculty of Law**

- Comparative and European Legal Studies

Email: [dottorato.sgce@unitn.it](mailto:dottorato.sgce@unitn.it)

**School of International Studies**

- International Studies

Email: [phd@sis.unitn.it](mailto:phd@sis.unitn.it)

**COGNITIVE SCIENCES AREA**

**CIMeC - Centre for Mind/Brain Sciences**

- Cognitive and Brain Sciences

Email: [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it)

**Department of Psychology and Cognitive Science**

- Cognitive Science

Email: [phd.dipsco@unitn.it](mailto:phd.dipsco@unitn.it)

**SCIENTIFIC-TECHNOLOGICAL AREA**

**Department of Physics**

- Space Science and Technology - SST - National Doctoral Programme

Email: [dn\\_sst@unitn.it](mailto:dn_sst@unitn.it)

- Physics

Email: [phd.physics@unitn.it](mailto:phd.physics@unitn.it)

**Department of Civil, Environmental and Mechanical Engineering**

- Civil, Environmental And Mechanical Engineering

Email: [dicamphd@unitn.it](mailto:dicamphd@unitn.it)

**Department of Information Engineering and Computer Science**

- Information Engineering and Computer Science

Email: [iecs.school@unitn.it](mailto:iecs.school@unitn.it)

**Department of Information Engineering and Computer Science and Department of Industrial Engineering**

- Industrial Innovation

Email: [industrial-innovation@unitn.it](mailto:industrial-innovation@unitn.it)

**Department of Mathematics**

- Mathematics

Email: [phd.maths@unitn.it](mailto:phd.maths@unitn.it)

### Department of Industrial Engineering

- Materials, Mechatronics and Systems Engineering
- Email: [dii.phd@unitn.it](mailto:dii.phd@unitn.it)

### C3A – Center Agriculture Food Environment

- [SAA] Agrifood and Environmental Sciences
- Email: [phd.aes@unitn.it](mailto:phd.aes@unitn.it)

### Department of Cellular, Computational and Integrative Biology - CIBIO

- Biomolecular Sciences
- Email: [phd.bioscie@unitn.it](mailto:phd.bioscie@unitn.it)

## 9.3. International Mobility Office

**Trento:** Via Tommaso Gar, 16/2 - Tel. +39 0461 28 3243/2992

**Rovereto:** Corso Bettini, 84 - Tel. +39 0464 808311

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

The International Mobility Office is responsible for:

- providing pre-arrival for incoming international students and assistance for student visa application;
- assisting and supporting international students the procedures necessary connected to their residence permit and their stay at UniTrento;
- providing information aimed at the inclusion of students in the university and local context.

## 9.4. Opera Universitaria

The Opera Universitaria is the Institution for the Right to study and that offers services and acts to promote the right to education and accommodation for students.

Trento, via della Malpensada, 82/A

Tel. +39 0461 217411

**Details and info:** [www.operauni.tn.it](http://www.operauni.tn.it)

## 9.5. Research Support Division

The Research Support Division provides support to research, from the application for funding at local, national and international levels to the transfer of the results to the society, by means of patenting, spin-off foundations and contracts with enterprises.

The [Technology Transfer](#) section provides information on the protection of new inventions, the creation of new academic spin offs and intellectual property issues and provides advice and services to researchers in each step of the valorization process.

via Calepina 14, 38122 Trento

**Details and info:** [Research and Support](#)

**Contact:** [research.support@unitn.it](mailto:research.support@unitn.it)

## 9.6. Administration and Accounting Services

(Servizi amministrativi-contabili)

Activities:

- 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

**Polo Città:**

Trento, Via Verdi, 26

[serv.amm.cont.citta@unitn.it](mailto:serv.amm.cont.citta@unitn.it)

**Polo Collina**

Trento, Via Alla Cascata, 56 - Povo

[serv.amm.cont.collina@unitn.it](mailto:serv.amm.cont.collina@unitn.it)

**Polo Rovereto:**

Corso Bettini, 84, Rovereto

[serv.amm.cont.rovereto@unitn.it](mailto:serv.amm.cont.rovereto@unitn.it)



Booklet edited by the PhD Office

©UniTrento ph. Paolo Chistè, Romano Magrone, Pierluigi Cattani Faggion, Federico Nardelli, Stefano Natali