

# HANDBOOK

## PHD PROGRAMME IN INTERNATIONAL STUDIES

YEARS 2020-2023

**THIS VERSION APPLIES FROM 1 NOVEMBER 2020 TO THE PHD STUDENTS  
ENROLLED IN YEAR 2020-21 (36<sup>TH</sup> COHORT)**

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## WELCOME TO THE PHD PROGRAMME IN INTERNATIONAL STUDIES

*BY PROF. ANDREA FRACASSO, DIRECTOR OF THE SCHOOL OF INTERNATIONAL STUDIES*

The contemporary world is in **dynamic evolution and thus full of uncertainty, challenges, and opportunities**. The conventional reference points that policy-makers and academics had used to understand the international system no longer provide the certainty they once did. The international system is still dominated by States as main actors but they must contend with a range of other actors that can now influence processes and outcomes, from organizations such as the European Union to individuals and associations making their voices heard in civil society. With its School of International Studies and the PhD Programme, the University of Trento seeks to **respond to these changes** and the consequently and rapidly increasing demand for internationally oriented professionals and academics who are **capable of transcending the boundaries of traditional academic disciplines**.

The School of International Studies at the University of Trento is in many ways an **ideal setting for such a Programme**. It is **interdisciplinary in nature** – drawing from law, economics, political science, and history so that students can pursue advanced research in a broad variety of the issues characterising the contemporary international system and cutting across traditional academic boundaries. Moreover, the University of Trento is among the most internationally oriented universities in Italy. The **School's international vocation** is reflected not only in its course offerings but also in its wide range of activities (e.g., seminars, workshops, conferences) and agreements with international partners (e.g. exchange programmes, joint research activities, internship programmes). The international dimension is also characteristic of the diverse composition of its past and current student body. Moreover, the School hosts a number of residents and visiting research fellows who contribute, together with Faculty members and PhD students, to the research activities conducted at the School.

Besides the PhD Programme, the School offers three **Master's Degree Programmes**: the Master's in European and International Studies (MEIS), a joint Master's Degree in International Security Studies (MISS) with the Sant'Anna School of Advanced Studies of Pisa, both taught entirely in English, and the International Master in Security, Intelligence and Strategic Studies, a 24 month Erasmus Mundus Joint Master Degree awarded by a consortium of four universities: University of Glasgow (UK), City Dublin University (Ireland), Charles University in Prague (Czech Republic), University of Trento.

The School organizes scientific and social events with the view to bringing Master students, PhD students and Faculty members together.

Our **alumni have begun to assume important positions in the academic and policy-making worlds**, drawing on the skills they acquired while at the School. After more than ten years of PhD and Master's programmes and with over 300 graduates, the School set up an Alumni Network that allows keeping track of their achievements and exchange with them. We are proud of what they have achieved and we look forward to helping you develop your understanding of the contemporary world.

Due to the restrictions associated with the prevention of Covid-19 epidemic, during the a.y. 2020/2021 the School will adopt a **blended approach** to its courses and seminars, in line with what decided by the University of Trento. The priority will be to guarantee the respect of all health and safety and social distancing rules aimed at containing the spread of the COVID-19 virus, while preserving the **high quality of the research and teaching activities** carried out at the School. Please, read very carefully all the guidelines prepared by the University and the School, and available on their websites.

This said, I am very pleased that you have chosen the School of International Studies at the University of Trento as the venue for your doctoral studies, and I hope you will find your stay an enriching experience, as many before you did.

**Welcome to the School and good luck!**

## PRESENTATION

The Graduate School of International Studies was founded in June 2001 with the objective of creating a centre at the University of Trento to study some of the most pressing issues facing the contemporary world. The PhD Programme in International Studies, launched in 2004, aims to provide highly qualified young scholars with the opportunity to **develop analytical and research skills that will lead to successful academic and policy-oriented careers.**

The PhD Programme draws on the expertise of leading Research Departments (Sociology and Social Research, Law, Economics, History and Modern Languages and Humanities) merged together in an interdisciplinary research degree. The Programme's mission is to prepare PhDs for competition in the international academic job market as well as to pursue careers in international intergovernmental and nongovernmental organizations. Admission to the Programme is highly competitive and is open to citizens of any country in possession of a graduate degree in disciplines related to International Studies.

The PhD Programme **combines both structured coursework and individual research.** In the first year, the PhD students take a range of classes and participate in a series of seminars. Students choose their own research projects, taking into consideration the resources available in the School.

The University of Trento has a broad range of international agreements with other universities, research institutes, and international organisations that facilitate research periods abroad. In addition, the School makes funds available for field research and travel to conferences.

## 1. WHO IS WHO

The Programme Bodies are the PhD Programme Committee (Faculty), the Programme Coordinator, and the Vice-Coordinator.

### COORDINATOR

The Programme Coordinator is elected for a period of three years and may be re-elected for only one consecutive term of office.

**Paolo ROSA**, Professor of Political Science, has been the Coordinator of the Programme since 12, April 2018.

### VICE-COORDINATOR

The Vice-Coordinator is nominated by the Coordinator from among the members of the Programme Committee.

**Stefano BENATI**, Professor of Quantitative Methods, has been nominated as the Vice-Coordinator.

### PROGRAMME COMMITTEE MEMBERS

<i>Name SURNAME</i>	<i>Email</i>	<i>Research area</i>
Pejman ABDOLMOHAMMADI	p.abdolmohammadi@unitn.it	Modern History and Politics of the Middle East - Iranian politics
Antonino ALÌ	antonino.ali@unitn.it	EU Law, Protection of Fundamental Rights in Europe, Terrorism
Luisa ANTONIOLLI	luisa.antoniolli@unitn.it	Comparative Law, EU Law, Private Law
Stefano BENATI	stefano.benati@unitn.it	Voting Games and Power Indexes, Statistic Methods for Clustering and Ranking, Portfolio Models and Applications
Luigi BONATTI	luigi.bonatti@unitn.it	Growth Theory and Theory of Sustainable Development, Macroeconomics and International Economics, Rationality and Public Choices
Matteo BORZAGA	matteo.borzaga@unitn.it	International Labour Law, EC Labour Law and Comparative Labour Law with particular regard to the German Law system
Paolo CARTA	paolo.carta@unitn.it	Political Theory, History of Political Thought, Political Philosophy
Anna CASAGLIA	anna.casaglia@unitn.it	Political and Economic Geography, Border Studies and Bordering Processes, Urban Geography

<i>Name SURNAME</i>	<i>Email</i>	<i>Research area</i>
Mauro CASELLI	mauro.caselli@unitn.it	International Economics, Development Economics, Applied Econometrics
Andrea CRESCENZI*	andrea.crescenzi@cnr.it	International and European Law; Human Rights; International Disarmament Law; Environmental Law.
Andrea DI NICOLA	andrea.dinicola@unitn.it	Criminology, Global Criminology, Study of Transnational Organised Crime, Crime Prevention
Sofia GRAZIANI	sofia.graziani@unitn.it	History of contemporary China, China's Communist Youth League; China-Italy relations during the Cold War, China-Africa relations, China's soft power strategies, Chinese political language and terminology
Paolo FORADORI	paolo.foradori@unitn.it	International Politics, International Security, Non-proliferation
Andrea FRACASSO	andrea.fracasso@unitn.it	International Economics, European Economics, Monetary Economics
Emanuela FRONZA *	emanuela.fronza@unibo.it	Criminal law. International and European criminal law. Comparative criminal law. Internationalisation of criminal systems.
Sara LORENZINI	sara.lorenzini@unitn.it	Cold War History, Decolonization, North-South relations, and Environmental History
Emanuele MASSETTI	emanuele.massetti@unitn.it	Political parties; ethno-territorial politics; the politics of institutional reforms; the politics of European (dis) integration; populism; the politics of immigration
Louisa PARKS	louisa.parks@unitn.it	Transnational Social Movements, Civil Society, European Union Politics, European Parliament, Global Environmental Politics, Political Ecology
Marco PERTILE	marco.pertile@unitn.it	The Law of Armed Conflicts, International Law and Natural Resources, Human Rights Protection
Arlo POLETTI	arlo.poletti@unitn.it	Political economy of trade, Political economy of international regulation, Global governance
Paolo ROSA	paolo.rosa@unitn.it	Foreign Policy Analysis, Italy's Foreign and Military Behaviour, Chinese Politics, Strategic Cultures, Non-proliferation, Quantitative Analysis of Conflicts, Peace Research
Alessandra RUSSO	alessandra.russo@unitn.it	Political and social sciences

<i>Name SURNAME</i>	<i>Email</i>	<i>Research area</i>
Carlo RUZZA	carlo.ruzza@unitn.it	Political Participation and Civil Society, Social Movements and Public Interest Groups, Ethnic Relations, European Studies
Stefano SCHIAVO	stefano.schiavo@unitn.it	International Economics, Network Analysis, International Trade, Food Security
Jens WOELK	jens.woelk@unitn.it	Comparative Constitutional Law, Federalism/Regionalism, Minority-protection

*\* joining the GSC from outside the university of Trento*

## REPRESENTATIVES OF THE PHD STUDENTS

The elections of the PhD Representatives are held in **December**, the vote is secret. All PhD students need to vote in person (no vote by email allowed).

The Representatives of the PhD Students participate in:

- Programme Committee meetings only in the discussion of issues regarding the general progress of the PhD Programme and the courses. In conjunction with the meeting, a request for inputs to all the PhD students is recommended. The PhD representatives are welcome to take other initiatives, like running surveys among the PhD students, collecting ideas, questions, suggestions;
- the School's Council meetings, which are held once a month. Participation is limited to the discussion of teaching and services for the students;
- the University Committee of PhD Students and Research fellows ([www.unitn.it/en/ateneo/51090/committee-of-phd-students-and-grant-holders](http://www.unitn.it/en/ateneo/51090/committee-of-phd-students-and-grant-holders)).

## ADMINISTRATIVE STAFF

Silvia TOMASELLI ([silvia.tomaselli@unitn.it](mailto:silvia.tomaselli@unitn.it)) - Assistant to the SIS Director

Galina KAMBUROVA ([galina.kamburova@unitn.it](mailto:galina.kamburova@unitn.it), [phd@sis.unitn.it](mailto:phd@sis.unitn.it)) - PhD Programme Office

UniTrento PhD office – humanities area ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it))

## 2. ACADEMIC YEAR CALENDAR - 2019-20

### ACADEMIC ACTIVITIES

Fall Courses 01.11.2020 – 31.01.2021  
 Winter Break 21.12.2020 – 06.01.2021  
 Exams / Papers 01.02.2021 – 28.02.2021  
 Spring Courses 01.03.2021 – 31.05.2021  
 Spring Break 02.04.2021 – 06.04.2021  
 Exams / Papers 01.06.2021 – 31.07.2021

### HOLIDAYS

1.11.2020 - All Saint's Day/Ognissanti  
 8.12.2020 - Immaculate Conception  
 25.12.2020 - Christmas Day/*Natale*  
 26.12.2020 - Saint Stephan's Day/*Santo Stefano*  
 01.01.2021 - New Year's' Day/*Capodanno*  
 06.01.2021 – Epiphany/*Befana*

Welcome Meeting – November 2020

Guest Lectures / Seminars – October 2020 - June 2021

Proposal Submissions due (36° cohort) – September 2021

Graduate Student Conference (36° cohort) – October 2021

04.04.2021 - Easter Sunday/Pasqua

05.04.2021 - Easter Monday/La Pasquetta,

25.04.2021 - Liberation Day/Festa della Liberazione

01.05.2021 - Labor Day / *Festa del Lavoro*

02.06.2021 - Republic Day / Festa della Repubblica

26.06.2021 - Saint Vigilius of Trent / San Vigilio

15.08.2021 - Assumption Day / Ferragosto



### 3. OVERVIEW OF THE PROGRAMME

The PhD Programme is interdisciplinary and consists of structured coursework, a period of research outside Italy, and the elaboration of a research dissertation. Further academic activities include (active) participation in Guest Lectures and Seminars organized by the School of International Studies, and autonomous study.

For the Courses description please visit the website of the Doctoral Programme.

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#### ROAD MAP

##### 1<sup>st</sup> YEAR

###### 1<sup>st</sup> Semester

###### **Courses:**

Interdisciplinary Course 1 – Major issues in European Politics - 24 hrs

*Assessment:* Research essay (see § 4)

Quantitative Methods: Game Theory and Network Analysis - 24 hrs

*Assessment:* Exam

Qualitative Research Methods in International Studies

*Assessment:* Exam

Academic Writing for International Studies and the Social Sciences - 24 hrs

*Assessment:* class participation and completion of assignments

###### **Guest Lectures**

Participation in Guest Lectures and seminars organized by SIS and other Departments (min. 10 hrs)<sup>1</sup>

*Assessment:* Critical response (see § 4)

*To Do:* Submit list of the Guest Lectures attended to the PhD Programme Office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it))

###### 2<sup>nd</sup> Semester

###### **Courses:**

Interdisciplinary Course 2 - Major issues in International Affairs - 24 hrs

*Assessment:* Research essay (see § 4)

Proposal Writing for International Studies (24 hrs)

*Assessment:* class participation and completion of assignments

###### **Guest Lectures**

Participation in Guest Lectures and seminars organized by SIS and other Departments (min. 10 hrs)<sup>1</sup>

*Assessment:* Critical response (see § 4)

*To Do:* Submit list of the Guest Lectures attended to the PhD Programme Office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it))

###### **Organization of research –**

Two meetings with supervisor

*Assessment:* Supervision Record

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<sup>1</sup> Counted 2 hours each

**Choose your supervisor** (see § 7)  
**Research and Preparation of Research Proposal**  
Graduate Student Conference (see § 5)

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## 2<sup>nd</sup> YEAR

### 3<sup>rd</sup> Semester

#### **Courses**

Dissertation Writing for International Studies 1 (12 hrs)  
Assessment: class participation and completion of assignments

#### **Organization of research and elaboration of thesis**

Regular meetings with the Supervisors<sup>1</sup>  
Assessment: Supervision Record  
Draft Review of the Relevant literature.  
Deadline: end January 2022

#### **Guest Lectures**

Participation in Guest Lectures and seminars organized by SIS and other Departments  
Assessment: Submit list of Guest Lectures attended

### 4<sup>th</sup> Semester

Typically, PhD students use this semester for their research abroad collecting information, reviewing materials, gaining experience in other research institutions, archives, and international organizations, and starting to write their research dissertation.

#### **Research (abroad) and elaboration of thesis**

Meetings with supervisor  
Assessment: Supervision record  
Draft chapter of Thesis  
Assessment: Evaluation by the Supervisor<sup>2</sup>  
Deadline: end of September  
Report of the second-year research activities, in particular those performed abroad<sup>3</sup>  
Deadline: September 2022

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## 3<sup>rd</sup> YEAR

### 5<sup>th</sup> Semester

#### **Organization of research and elaboration of thesis**

Meetings with supervisor  
Assessment: Supervision Record  
Research and elaboration of thesis  
Tutoring, teaching assistantship, Vocational trainings, Soft Skills trainings, Writing papers and projects

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<sup>1</sup> From the 2<sup>nd</sup> semester in each semester PhD students are expected to meet and discuss with their supervisor at least two times per semester. The meetings must be documented with a Supervision Record.

<sup>2</sup> In case of motivated doubts by the supervisor, a commission will examine the case.

<sup>3</sup> In case of motivated doubts by the supervisor regarding quality and quantity of work produced, a board of professors will examine the case and decide about progression in the programme.

#### 6<sup>th</sup> Semester

##### **Courses:**

Dissertation Writing - 2

*Assessment:* class participation and completion of assignments

##### **Elaboration of thesis**

Meetings with supervisor

*Assessment:* Supervision Record

Presentations of thesis chapter at the School

*PhD students will have to present parts of their research work in seminars offered to the School, which is part of the preparation for the final examination in which the results of the dissertation have to be defended in front of external examiners. The presentations and Dissertation Writing Workshop will give students the opportunity to receive feedback during the elaboration of their dissertation.*

Request to supervisor/PhD Programme Committee for admission to the Final Examination.

Deadline: September 2023

Thesis submission

PhD Completion Report submission

## 4. GUIDELINE FOR 1<sup>ST</sup> YEAR PAPERS

### CRITICAL RESPONSE

Write a critical response to one of the Guest Lectures you attended in the First and Second Semester Term. The target reader is the guest speaker or the person who invited her/him, so your essay should not simply summarize what was said but rather critically respond to the issues raised. Essays should be 1000 words plus-or-minus 10 percent, excluding references. The deadlines for submission are

- **Tuesday 9 February 2021** - for the 1<sup>st</sup> Semester Term
- **Friday 18 June 2021** - for the 2<sup>nd</sup> Semester Term

Assignments submitted late will be marked down.

### PROCEDURE:

- Send your essay in .doc and .pdf formats to [phd@sis.unitn.it](mailto:phd@sis.unitn.it)
- The administrative office will contact the guest speaker and enquire about his/her availability to read the essay and assign a grade (A, B, C system). Once the essay has been reviewed by the lecturer, the administrative office will inform the student about the grade and forward any comments made by the reviewer.
- If the lecturer is unable to review the essay, one of the SIS faculty members will review and grade the essay.

### RESEARCH ESSAY

Write a research essay on an aspect of one of the semester's interdisciplinary seminars. You must come to an agreement with one of the instructors about the specific topic and do intensive additional reading beyond what was assigned for the seminar. Essays should conform to the stylistic conventions of the field (e.g., in-text citations for the social sciences and footnotes for law) and be 5000 words plus-or-minus ten percent, excluding references. The deadline for submission is:

- **Tuesday 23 February 2021** - for the 1<sup>st</sup> Semester Term;
- **Friday 25 June 2021** - for the 2<sup>nd</sup> Semester Term.

Assignments submitted late will be marked down.

#### PROCEDURE

- Send your essay in .doc and .pdf formats to Administrative office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it));
- The instructor will evaluate the essay and assign a grade (A, B, C system). In some cases, instructors may prefer to meet with students to discuss their essays.
- Once the essay has been reviewed by the lecturer, the Administrative office will inform the student about the grade and forward any comments made by the instructor.

### 5. GRADUATE STUDENT CONFERENCE

At the **end of the second semester**, PhD students will work on the preparation of their dissertation proposal in order to present it at the **Graduate Student Conference (GSC)**. It will be the first opportunity for the students to present an outline of their work in public.

By the end of the 1<sup>st</sup> year the students should have a clear idea of what is the specific research question(s) they intend to address, how to do so, and how this will eventually feed into their dissertation. This implies a solid knowledge of the literature, the ability to identify existing gaps and to suggest how their own work is going to contribute to filling those gaps. In addition, the proposal needs to discuss the main methodological approaches used, and how they will help answer the research questions. Some discussion of the data and their availability is necessary.

The GSC is an important milestone that marks the end of the 1<sup>st</sup> year of the PhD programme and (partly) determines admission to the 2<sup>nd</sup> year.

#### PROCEDURE

- Send your dissertation proposal (in .pdf format) and the abstract (in .doc and .pdf formats) to Administrative office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it));
- A week before the Conference, the abstracts will be distributed in order to allow the Faculty members and the PhD students to actively participate in the Conference. Questions will be asked by the audience, and the students will receive feedback on their presentation from their supervisors.
- A board of professors will evaluate the presentation and assign a grade (A, B, C system).

### 6. ATTENDANCE AND EXAMS

PhD students will be fully immersed in a busy course schedule from day one. Attendance of all courses, including the SIS Guest Lecture Series and other seminars and activities, is mandatory.

Apart from approved periods abroad or participation in conferences or similar events, any absence has to be justified, and the notification has to be sent to the SIS PhD administrative office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it)).

No more than one re-sit in an exam or re-submission of the paper is possible, in case of failure.

### 7. SUPERVISOR AND ADVISOR

The task of the supervisor and the advisor is to follow the PhD student's research progress, to supervise the writing of the dissertation, to approve research budget expenses, research periods abroad and participation in conferences and summer/winter schools, as well as to assist the candidate's pursuit of an academic or professional career. Continuation in the programme depends on regular progress reports provided by the supervisors. Students must stay in regular contact with their supervisors, and keep them informed of their progress.

PhD students choose a supervisor for their research dissertation and, if necessary, an advisor from a different discipline. By June of the 1<sup>st</sup> year a student communicates the agreement on supervision to the Administrative office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it)) for the PhD Programme Committee's approval<sup>1</sup>.

## 8. ADMISSION TO THE SUBSEQUENT YEAR

### ADMISSION TO 2<sup>ND</sup> YEAR

In order to be admitted to the second year, PhD students must:

- attend all first-year courses, lectures and seminars, and pass the first- and second-semester seminar exams/papers;
- successfully defend their research proposal in the Graduate Student Conference presentation.

In October, the PhD Programme Committee formally approves admission to the second year. The PhD students will be notified by the Central PhD Office of the University ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)) about their registration in the following year.

### ADMISSION TO 3<sup>RD</sup> YEAR

In order to be admitted to the third year, PhD students must:

- submit a review of the relevant literature to the supervisor by the end of the third semester (January);
- submit at least one draft chapter of the dissertation to the supervisor by the end of the 4<sup>th</sup> semester;
- obtain a positive evaluation from their supervisor, based upon a report of the second-year research activities, in particular those performed during the time abroad.

In October, the PhD Programme Committee formally approves admission to the third year. The PhD students will be notified by the Central PhD Office of the University ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)) about their registration in the following year.

## 9. DISSERTATION

A dissertation is a work of original research, showing the ability of the candidate to offer an innovative perspective on the research topic by entering the academic debate with a critical command and by communicating research findings in an effective way. It is an autonomous and individual piece of research.

### STEPS TOWARDS A DISSERTATION

The post-graduate research should start from the very beginning. The courses and conferences offered during the first academic year, along with the discussions and inputs received in multidisciplinary and methodological classes, constitute a stimulating environment to help PhD students elaborate their initial research question.

The student formulates the research question(s) in a research proposal, which constitutes the blueprint for the development of the research during the following semesters and will be presented at the end of the first year at the Graduate Student Conference.

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<sup>1</sup> See also Art. 8 of the Executive Regulations of the PhD Programme in International Studies.

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## FORMATTING REQUIREMENTS

While there is no set length, dissertations in International Studies normally run in the range of 80.000 to 100.000 words, exclusive of footnotes, bibliography, and appendices. The Dissertation must be double-spaced with a reasonable margin on all sides.

The title page should show the University logo, the dissertation title, the candidate's full name, the name of the School and the University, the Supervisor and Advisor(s) (if any), the name of the PhD Programme and the submission date.

The abstract should follow the title page and must be no longer than 300 words.

No specific citation style is required. Nonetheless, students must ensure accuracy and consistency in the citation of their research sources by adopting one of the citation styles most commonly used within their research field (e.g., Chicago, Harvard, Blue Book).

According to the discipline, the dissertation can be organized as a monograph (typical in Law and Political Science) or a series of articles/collection of papers (common in Economics). The final organization of the dissertation is to be agreed upon with the supervisor according to the standards of the respective discipline.

## 10. FINAL EXAMINATION

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### ADMISSION TO THE FINAL EXAMINATION

By September of the third year, the PhD student presents a request for admission to the Final Examination. The request is evaluated by the Programme Committee, together with a report on activities. In the request for admission the student shall also indicate whether she/he wants to obtain the label of Doctor Europaeus, if the necessary criteria have been fulfilled.

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### DOCTOR EUROPAEUS

The School of International Studies offers the possibility of obtaining the label of "Doctor Europaeus" together with the conferral of the PhD degree; this is subject to certain conditions which, given the structure of the PhD Programme in International Studies, are easy to fulfil. PhD students inform the PhD Programme Committee together with their request for admission to the Final Examination that they wish to obtain the label.

The criteria for the conferral of the "European Doctor" label, as established by the Confederation of European Union's Rector's Conferences in its declaration of the 1991 Salamanca Congress, are:

1. "The PhD thesis defence will be accorded if at least two professors from two higher education institutions of two European countries, other than the one where the PhD thesis will be defended, have given their judgment concerning the manuscript."

Since the External Referees of the Examination Committee are required to write a report in any case, this requirement will be satisfied if they are employed by an EU-University outside of Italy.

2. "At least one member of the jury should come from a higher education institution in European countries, other than the one where the PhD 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 PhD thesis will be defended"

Since the Dissertation Defences at the School of International Studies take place in English, all PhD students satisfy this criterion.

4. "The PhD Thesis must partly have been prepared as a result of a period of research of at least one trimester spent in another European country."

In agreement with their Supervisor, the students should decide where to spend their research period abroad on the basis of their thesis topic. If they do so in another European country, also the fourth criterion for obtaining the European Doctor label is satisfied. PhD candidates must present a certificate, issued by the institute where the research was conducted, testifying to the duration and nature of their stay.

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### PROCEDURE <sup>1</sup>

Before applying, the student must discuss the state of the thesis with his/her supervisor.

The request for admission to the final examination must be submitted online by means of the **Esse3 system** [www.esse3.unitn.it/Start.do](http://www.esse3.unitn.it/Start.do)

The request implies the payment of a contribution (“final examination contribution”) of € 72,00 (which includes two duty stamps of € 16,00). PhD students must have regularly paid all the three-year PhD course fees when they submit the online final examination form.

Information about the online application is available at [www.unitn.it/en/ateneo/1932/final-examination](http://www.unitn.it/en/ateneo/1932/final-examination)

The supervisor will recommend to the PhD Programme Committee some names of the external experts from which the PhD Programme Committee designates two external referees. These examine the dissertation prior to its admission to the Final Examination.

The Administrative office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it)) will send PhD students all details about their referees as well as the instructions on the submission via e-mail of the required documents: the dissertations (.pdf files) and a report on their activities during the Programme (*PhD Completion Report*). If requested PhD students also have to send a hard copy of their dissertation to the referees (and to the supervisor) by courier.

As an **overall evaluation of the student's thesis**, referees may propose one of the following results:

- MINOR Revision: admission of the student to the final examination/PhD defense;
- MAJOR Revision: the student must resubmit a new version of the thesis with a rebuttal letter within 6 months.

Each PhD student will receive the reviews via email from the Administrative office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it)) as soon as both referees have submitted their evaluations.

The PhD Programme Committee submits a proposal for a Final Examination Commission to the Rector, which may include the referees. The PhD candidates will receive an official notification letter by the Central PhD Office of the University ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)), with the composition of the Commission, date and room where the Examination will take place.

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### PUBLICATION OF THE DISSERTATION

The Central PhD Office of the University ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)) will inform the PhD candidates about the procedure for uploading the dissertation in the Research Registry of the University of Trento (IRIS), which facilitates the collection, management, dissemination and preservation of data related to research production. See <https://iris.unitn.it>

Thesis in electronic format and the related disclaimer must be uploaded at least 10 days before the date set for the final examination.

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<sup>1</sup> See Art 15 of the PhD in International Studies Regulations.

## FURTHER INFORMATION ABOUT THE EXAMINATION

Dissertations are defended publicly; members of the Commission can participate via video conference. Final Examinations are individual and candidate-specific; they are a true exam—i.e., substantive, not merely ceremonial. The Final Examinations last between 90 minutes and 3 hours. They take place in English. Exceptionally, by agreement of the candidate and all members of the Examination Commission, another language can be used additionally or alternatively.

During the Examination, the candidate shall defend his/her work. The members of the Commission will primarily examine that:

- the candidate has a comprehensive understanding of the academic literature in the field in which s/he has undertaken research;
- the thesis is the candidate's own work;
- it makes an original contribution to the academic literature;
- the candidate is fully able to explain and discuss the research and its results.

## 11. RIGHTS AND DUTIES OF PHD STUDENTS

The rights and duties of PhD studies are governed by the relevant articles of two documents:

1. the University Regulations for Doctoral Courses;
2. the Regulations of the PhD Programme in International Studies.

Both documents are available at the School's website ([www.unitn.it/drsis/134/handbook-and-regulations](http://www.unitn.it/drsis/134/handbook-and-regulations)) and PhD students ought to know their content.

## EXTERNAL ACTIVITIES

The doctoral programme is considered as equivalent to full-time employment. External collaborations will only be authorised if compatible with the doctoral programme in terms of subject matter (in line with the student's research) and time commitment (part-time). The students must consider all classes and other SIS activities as their absolute priority.

In this line, doctoral students should recall that they are expected to take on Teaching Assistant or Tutor positions on the MEIS or MISS Masters degrees in their third year of study to gain teaching experience (up to a maximum of 40 hours). In addition, students should also recall that the doctoral course includes time outside the institution (usually one semester), and is that the three-year time limit is strictly applied.

Any external collaboration request will be considered in line with the above, with particular emphasis on the subject, contract type and tasks proposed.

To be authorised, collaborations must:

- be confined to a relatively brief period;
- not take up more than 1 day per week;
- be compatible with the student's research both in terms of content and tasks to be carried out (research rather than administration or management);
- be verifiable on a regular basis;
- start after the end of the 1<sup>st</sup> year of the PhD Programme;
- a maximum of two collaborations are possible per student.



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## RESEARCH BUDGET

Each student is provided with a budget for research activity which can be used only for participation in conferences and seminars or other events of scientific interest of short duration, and is subject to the approval of first the supervisor or advisor and then the Coordinator.

More information on how to you use the research budget for the reimbursement of travel expenses is available on the web site.

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## SCHOLARSHIP INCREASE FOR PERIODS ABROAD

Students who have been awarded a PhD scholarship are entitled to get a 50% increase of their scholarship when staying abroad for reasons related to their doctoral research and studies. More information on how to apply for the scholarship increase is available on the web site.

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## RESIDENCY

PhD students are encouraged to take residence in Trento or in its vicinity at the end of October and to familiarize themselves with the town and the university. Coursework will start at the beginning of November. As a general rule, presence in Trento has priority over all other complementary and individual activities such as Summer Schools or Conferences. There are no vacation periods, but generally there are no teaching or other teaching activities in August.

PhD students who change their address must inform the Central PhD Office of the University ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)) and the PhD Administrative Office ([phd@sis.unitn.it](mailto:phd@sis.unitn.it)).

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## INSTITUTIONAL AFFILIATION

It is a good rule that on every public event in which the students are involved – attending a conference or a workshop, publishing an article in a newspaper or a blog, or just giving an interview – they indicate clearly their institutional affiliation as **“PhD Student/Candidate at the School of International Studies, University of Trento”**.

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## PHD ROOM

The PhD Room is on the 4<sup>th</sup> floor of Via T. Gar 14 (Room n. 406). It is equipped with computers and a printer, copier and scanner. Wi-Fi access is provided throughout the building.

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## ITALIAN AND FOREIGN LANGUAGES

Foreign students are strongly encouraged to acquire at least a working knowledge of Italian. The University’s Language Centre (CLA) offers Italian and other language courses for non-native speakers at all levels.

For further information please visit the CLA’s website [www.cla.unitn.it/en](http://www.cla.unitn.it/en)

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## ATTENDANCE, LEAVE AND SANCTIONS

Of particular importance are the following selected issues:

- PhD students have to attend courses and other academic activities organised by the PhD Programme, continuously engage in research and study activities, and present regular updates on their work to their supervisor.
- During the regular duration of three years, PhD students have the right to obtain a leave of absence in case of maternity or serious and documented illness. In all other cases, PhD students must obtain the express written permission of the PhD Programme Committee. The Committee may decide to re-admit students returning after a

prolonged absence to the ongoing academic year or to the next academic year. In case of a leave of absence of longer than 30 days the payment of the scholarship will be temporarily suspended.

The PhD Programme Committee may, in a motivated decision, expel PhD students from the Programme in cases where:

- the PhD Programme Committee expresses a negative opinion concerning the PhD student's admission to the next year of studies;
- the PhD student takes up employment, even if part-time or independent, without the express permission of the PhD Programme Committee;
- prolonged and unjustified absence.

Scholarships will be automatically terminated in case a student should be expelled from the Programme.