



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

CIMeC - Center for Mind/Brain Sciences

CiMeC

# **DOCTORAL PROGRAM IN COGNITIVE AND BRAIN SCIENCES**

# **STUDENT HANDBOOK 2021-2022**

Approved by the Doctorate Program Committee, October 14, 2021

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## **Welcome to the PhD program in Cognitive and Brain Sciences at CIMeC!**

The Student Handbook aims to provide a concise overview of the main activities that will characterize your PhD, as well as general information concerning the doctoral program organization. You should use it as a reference throughout your PhD career. Make sure to have the most recent and updated version which you should be able to download from the CIMeC wiki section "[PhD Resources](#)".

Read this document **carefully** and do not hesitate to contact your PhD administrator should you have any questions.

# 1. DOCTORATE PROGRAM ORGANIZATION

## **Director of the Doctorate Program**

Massimo Turatto

## **Deputy-Director of the Doctorate Program**

Massimiliano Zampini

## **Doctorate Program Executive Committee**

Massimo Turatto, Massimiliano Zampini, Uri Hasson, Alessandra Dodich, Uwe Mayer, Stefania Pighin, Michael Lombardo, Emanuele Olivetti

## **Doctoral Program Committee**

Lorella Battelli (IIT), Paolo Belardinelli, Raffaella Bernardi, Yuri Bozzi, Alfonso Caramazza, Luigi Cattaneo, Alessandra Dodich, Elisabetta Farella, Alessandro Gozzi (IIT), Albrecht Haase, Uri Hasson, Giuliano Iurilli (IIT), Jorge Jovicich, Michael Lombardo (IIT), Uwe Mayer, Veronica Mazza, Carlo Miniussi, Simona Monaco, Emanuele Olivetti (FBK), Costanza Papagno, Francesco Pavani, Manuela Piazza, Stefania Pighin, Silvio Sarubbo, Valeria Sovrano, Marco Tettamanti, Katya Tentori, Massimo Turatto, Luca Turella, Giorgio Vallortigara, Roberto Zamparelli, Massimiliano Zampini

## Additional Faculty and Tutors

Daniel Baldauf, Claudia Bonfiglioli, Roberto Bottini, Stefania Bracci, Aurelie Herbelot, Gabriele Miceli, Stefano Panzeri, Paola Sgadò.

## **Doctorate Program Administrator**

Leah Mercanti

## **Student Representatives**

**37<sup>th</sup> cycle:**

**36<sup>th</sup> cycle:** Alice Adiletta

**35<sup>th</sup> cycle:** Alexandria Holcomb

**34<sup>th</sup> cycle:** Giacomo Bertazzoli

**33<sup>rd</sup> cycle:** Madalina Bucur

**Current Students**

<b>37th cycle</b> (Year 1)	<b>36th cycle</b> (Year 2)	<b>35th cycle</b> (Year 3)	<b>34rd cycle</b> (Year 4)	<b>33rd cycle</b> (Year 4-COVID extension)
Martina Amerighi	Alice Adiletta	Dalila Albergo	Luigi Balasco	Madalina Bucur
Laura Battistel	Elena Eccher	Gabriele Amorosino	Greta Baratti	Ludovico Coletta
Andrea Belluzzi	Giulia Funghi	Sabrina Beber	Marco Bedini	Stefano Fait
Davide Cortinovis	Jayro Martinez Cervero	Natasha Bertelsen	Giacomo Bertazzoli	Claudio Greco
Alexander Charles Leslie Eperon	Filippo Michelon	Alessandro Bogani	Arianna Brancaccio	Lisa Novello
Elena Gessa	Sia Vosh Sepanta	Maria Bortot	Velu Prabhakar Kumaravel	Federico Rocchi
Elena Giovanelli		Elena Maria Busuoli	Shahryar Noei	
Yasaman Heydari		Cristina Cara	Ludovica Pannitto	
Martina Mancano		Lara Fontana	Francesca Saviola	
Chiara Pepe		Giuliano Giari		
Matilde Perrino		Alexandria Holcomb	<b>Co-tutelle PhD Student:</b>	
Enrica Pierotti		Alireza Karami	Alexandre Kabbach	
Chiara Riccardi		Veronica Mandelli		
Samantha Sartin		David Sastre Yague		
Michele Tosi		Federica Sigismondi		
Le Minh Nhut Truong		Alexia Stuefer		
Laura Vavassori		Lorenzo Vercesi		

## 2.

### DOCTORATE PROGRAM MEMBER DESCRIPTIONS

#### TUTOR

The Tutor is a CIMeC PhD Program member who follows and supervises the academic path and research activities of his/her Student and is one of the members of the 3 members of the PhD Student's Oversight Committee. The Tutor for each Student is designated by the Executive Committee within the first month of the 1st year.

#### CO-TUTOR

Co-supervision is not obligatory in the CIMeC PhD Program. However, should a Tutor deem it a necessary part of the Student's academic career a co-Tutor can be nominated. In this case the co-Tutor's role must be clearly delineated at the onset of his/her nomination. The nomination of a co-Tutor is made by Tutor and Student together, and then communicated to the PhD administrator (PA). The role of a co-Tutor can vary depending on many factors (e.g: co-Tutor follows mostly coursework while Tutor follows research, or co-Tutor is mostly consulted on research issues). Lastly, should a co-Tutor be nominated, he/she is one of the 3 members constituting the Student's Oversight Committee.

#### OVERSIGHT COMMITTEE (OC)

At various points of the program, Students present their work to an Oversight Committee (OC) made up of the Tutor and two other experts (at least one member must belong to the Doctorate Program Committee). The OC is appointed by the Tutor after coordinating with the Student, and then confirmed by the Executive Committee. Upon completion of a Student's presentation or written report, the OC has the obligation of supplying the Student with feedback (both written and oral). The members of the Student's OC remain the same throughout the four years. Instructions for nominating your OC: Email the PA, CC'ing your Tutor, with your OC nominations by end of November.

#### MENTOR

A Mentor is a senior scientist, typically a full or associate professor that has been at the CIMeC for at least three years, and who will be present throughout the Student's PhD. Obligated to meet with the PhD Student a couple of times a year (or more), the Mentor is not involved in the research of the PhD Student. His/Her role is mainly to support the PhD Student on issues other than their research project. Mentors are chosen by the PhD Students, typically among the DPC, but may also be faculty members of another Doctoral Program, for at least three years and pending authorization from the Executive Committee.

Instructions for choosing a Mentor: email the PA with your Mentor preference. The EC will then verify the Mentor's availability and formalize your request. A notice will then be sent to both PhD Student and the nominated Mentor. If a Mentor is not chosen by the PhD Student, then one will be assigned by the EC.

#### PHD DIRECTOR

The PhD Director is elected by the DPC, the position lasts 3 years, and is renewable once. As the principle academic representative of the Doctorate in Cognitive and Brain Sciences the PhD Director is responsible for the overall well-being of the Program, other than coordinating its affairs. The PhD Director is member by right of the EC.

#### PHD DEPUTY-DIRECTOR

The PhD Deputy-Director is nominated PhD Director soon after the election and lasts as long as the Director's mandate. The Deputy-Director substitutes the PhD Director for institutional matters should the Director be unavailable and is a member of the EC.

#### PHD STUDENT REPRESENTATIVES

Elected by their cohort, PhD Student representatives are the voice of the cohort they represent in the Doctoral Program Committee meetings. Part of their participation credits they ensure that their peers keep their publications updated and monitor their participation in the life of the institution. Every other year the

representative who is elected by the entire PhD student body also takes part in the CIMeC's Consiglio meetings.

### **PhD ADMINISTRATOR (PA)**

The PhD administrator's role is to provide support to all doctoral program Students and Tutors in their daily and long-term PhD program related activities. Main activities include PhD Student admission selection, Student oral defence organization, support to the EYE-C, EC and DPC, as well as to Student representatives, Student Handbook, annual internal reports, and doctorate logistics.

**Maintaining a constructive relationship with your Tutor, your colleagues and the CIMeC community-at-large is one of the essential ingredients for a PhD.** Should you experience difficulties during your studies, you are encouraged to contact any of the following key people within the program: your Tutor, other members of your Oversight Committee and/or your Mentor. The Director of the Program and the Deputy-Director as well as the administrative staff can also provide support, if needed. The Confidential Counsellor and Psychological Counselling at the University of Trento are available services in case of matters to discuss outside the PhD program. More information about them are available on the University website:

- [Confidential Councilor](#)
- [Psychological Counseling](#)

### **DOCTORAL PROGRAM COMMITTEE (DPC)**

The Doctoral Program Committee consists of Faculty and Tutors who are members of the CIMeC Doctoral Program. The DPC operates according to the duties under Art. 14 of the Doctoral Regulations of the University of Trento and is summoned approximately 4 times a year.

### **EXECUTIVE COMMITTEE (EC)**

The Executive Committee assists the Director of the Program in fulfilling his or her duties under Art. 15 of the Doctoral Regulations and deliberates on matters delegated by the Doctoral Program Committee. It is composed of at least 4 elected members of the DPC other than the Director of the Program, who is a member by right and chairs the meetings. The EC meets approximately 8 times throughout the year.

### **END-YEAR EVALUATION COMMITTEE (EYE-C)**

Before the end of each academic year, the DPC determines the pass/fail status of Students in order to be admitted to the following year. Students, Tutors and Course Lecturers provide a checklist to a separate committee made up of a minimum of 2 members of the DPC, nominated by the Executive Committee, which is called the End-Year Evaluation Committee (EYE-C). The duty of the EYE-C is to review all checklists, feedback, evaluations and reports, and to provide a recommendation-based summary to the DPC. The EYE-C has the remit to collect any additional information from Tutors, Students or other sources deemed relevant to its duties.

### **PhD TRENTO OFFICE (CSSH)**

PhD Students may contact the Humanities and Cognitive Sciences Area - PhD Office ([phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)) directly in the following instances:

- Yearly enrolment and certification
- TDS payment
- Diploma
- Formal final exam requests

### 3. OVERALL PLAN OF ACTIVITIES

Beginning in 2021-2022, the Doctorate in Cognitive and Brain Sciences will start to use an online PhD organization tool “PhDigital”. Most of your PhD tasks, milestones and reports will be managed by and through this tool. For most tasks PhD students and OC members alike will receive alerts in their email box prompting them to visit PhDigital in order to complete their upcoming deadlines. For Yr2, 3 and 4 students this tool will replace the PhD’s Gdrive folders that were used before but the information in these folders will not be transferred to PhDigital.

A Gantt diagram of Program’s activities is provided on pg. 11 for Years 1 – 4. The diagram identifies the periods in which main Student assignments, evaluations and administrative actions occur across the four years. Courses are not listed because those can be taken all year round with the exception of courses offered by the PhD program which run until end of July.

**Please note that the PhD program at CIMEC is residential.** Long absences are not permitted, unless previously approved by the Tutor and the Executive Committee, who guarantee that the absence is motivated by the research activity. Foreseeable absences longer than two weeks must be communicated at least 1 month in advance to the PhD administrator by the Student in writing, approved by the Tutor and taken note of by the Course Lecturer, should the absence overlap with a registered course in the study plan. Repeated unjustified absences or delays in completing assignments will be reported to the Doctoral Program Committee and may lead to the expulsion from the doctoral program.

All courses are in presence in rooms that are double the capacity of the maximum number of occupants. Should it be absolutely necessary they may run online. Please check with the Course Coordinator should this be the case.

Holidays observed in 2021-2022 are as follows:

<u>2021</u> Dec. 8, 24, 31	<u>2022</u> Jan. 6 Apr. 18, 25 June 2 Aug. 5 (Rovereto), 15
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All other interruptions must be agreed upon with the Tutor and Course Lecturers should the absences coincide with course dates *no matter how long the absence*.



### 3.1 2021/22 DEADLINE CHECKLIST

YEAR 1 – Cycle 37		Due date
<b>Study plan</b>		
<input type="checkbox"/>	Proposed	10/01/2022
<input type="checkbox"/>	Final	12/09/2022
<b>Research project</b>		
<input type="checkbox"/>	Research plan	10/01/2022
<input type="checkbox"/>	Research plan approval	15/01/2022 (NEW)
<input type="checkbox"/>	Doctoral Student day poster	31/01/2022
<input type="checkbox"/>	1 <sup>st</sup> Year research presentation	15/09/2022
<input type="checkbox"/>	1 <sup>st</sup> Year research presentation feedback by the Oversight Committee	25/09/2022
<b>Participating in the life of your institution</b>		
<input type="checkbox"/>	List of lab / Tutor meetings / journal clubs	10/10/2022
<input type="checkbox"/>	List of attended colloquia	10/10/2022
<input type="checkbox"/>	List of attended Brown Bag meetings	10/10/2022
<input type="checkbox"/>	List of participation activities	10/10/2022
<input type="checkbox"/>	Profiles and publications update on Digital University and IRIS	30/09/2022
YEAR 2 – Cycle 36		Due date
<b>Study plan</b>		
<input type="checkbox"/>	Proposed	30/11/2022
<input type="checkbox"/>	Final	12/09/2022
<b>Research project</b>		
<input type="checkbox"/>	2 <sup>nd</sup> Year project proposal presentation	15/09/2022 (NEW)
<input type="checkbox"/>	2 <sup>nd</sup> Year project proposal feedback by the Oversight Committee	25/09/2022
<b>Assignments</b>		
<input type="checkbox"/>	Critical Literature Review (CLR)	15/09/2022 (NEW)
<input type="checkbox"/>	Critical Literature Review (CLR) <b>feedback</b> by the Oversight Committee	25/09/2022
<input type="checkbox"/>	Doctoral Student day poster/talk	31/01/2022
<b>Participating in the life of your institution</b>		
<input type="checkbox"/>	List of lab/Tutor meetings / journal clubs	10/10/2022
<input type="checkbox"/>	List of colloquia attended	10/10/2022
<input type="checkbox"/>	List of Brown Bag meetings attended	10/10/2022
<input type="checkbox"/>	List of participation activities	10/10/2022
<input type="checkbox"/>	Profiles and publications update on Digital University and IRIS	30/09/2022

YEAR 3 - Cycle 35		Due date
<b>Study plan</b>		
<input type="checkbox"/>	Proposed	30/11/2022
<input type="checkbox"/>	Final	12/09/2022
<b>Research project</b>		
<input type="checkbox"/>	3 <sup>rd</sup> Year project progress <b>presentation</b>	15/09/2022 (NEW)
<input type="checkbox"/>	3 <sup>rd</sup> Year project progress <b>feedback</b> by the Oversight Committee	25/09/2022
<b>Assignments</b>		
<input type="checkbox"/>	Doctoral Student day poster/talk	31/01/2022
<input type="checkbox"/>	Research paper for journal or conference proceeding, with reviews	31/07/2022 (NEW)
<b>Participating in the life of your institution</b>		
<input type="checkbox"/>	List of lab/Tutor meetings / journal clubs	10/10/2022
<input type="checkbox"/>	List of colloquia attended	10/10/2022
<input type="checkbox"/>	List of Brown Bag meetings attended	10/10/2022
<input type="checkbox"/>	List of participation activities	10/10/2022
<input type="checkbox"/>	Profiles and publications update on Digital University and IRIS	30/09/2022

YEAR 4 - Cycle 34		Due date
<b>Research project</b>		
<input type="checkbox"/>	4 <sup>th</sup> Year project results presentation	1/07/2022 (NEW)
<input type="checkbox"/>	4 <sup>th</sup> Year project results feedback by the Oversight Committee	10/07/2022 (NEW)
<b>Assignments</b>		
<input type="checkbox"/>	Doctoral Student day poster/talk	31/01/2022
<input type="checkbox"/>	Thesis abstract	15/07/2022*
<input type="checkbox"/>	Thesis delivery	15/07/2022*
<input type="checkbox"/>	Brown Bag presentation	30/06/2022
<b>Participating in the life of your institution</b>		
<input type="checkbox"/>	List of lab /Tutor meetings / journal clubs	10/10/2022
<input type="checkbox"/>	List of colloquia attended	10/10/2022
<input type="checkbox"/>	List of Brown Bag meetings attended	10/10/2022
<input type="checkbox"/>	List of participation activities	10/10/2022
<input type="checkbox"/>	Profiles and publications update on Digital University and IRIS	15/07/2022 OR 15/01/2023

*\*depending on your specific situation please refer to final exam chart on pg. 25 of the 2021/22 Student Handbook available on the CIMeC PhD website, as well as on the CIMeC Wiki pages.*

### 3.2 GANTT DIAGRAMS FOR EDUCATIONAL AND RESEARCH ACTIVITY DUE DATES

YEAR 1	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
DPC assigns Tutor													
Student and Tutor nominate Oversight Committee													
Proposed Study Plan													
Research plan													
Doctoral Student Day poster													
Final Study Plan													
Logging of activities (Tutor/lab meetings, colloquia, brown bags, participation)												DUE	
Update Digital University profile and publications in IRIS												DUE	
Yr1 research presentation									At least one meeting in this time frame				
Evaluations													
Evaluations													
OC Feedback: Yr1 research presentation													
EYE-C review, report to DPC for admission to Yr2													
DPC evaluates PhD student admission to Yr2													
YEAR 2	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Proposed Study Plan													
Doctoral Student Day poster/talk													
Yr2 project proposal presentation									At least one meeting in this time frame				
OC Feedback: Yr2 project proposal													
Critical Literature Review (CRL) document													
OC Feedback: Critical Literature Review (CRL)													
Final Study Plan													
Update Digital University profile and publications in IRIS												DUE	
Logging of activities (Tutor/lab meetings, colloquia, brown bags, participation)												DUE	
Evaluations													
Evaluations													
EYE-C review, report to DPC for admission to Yr3													
DPC evaluates PhD student admission to Yr3													
YEAR 3	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Proposed Study Plan													
Doctoral Student Day poster/talk													
Brown Bag presentation					Anytime during YR3 or by June of YR4								
Research Paper/Conference Proceeding													
Yr3 project progress presentation									At least one meeting in this time frame				
OC Feedback: Yr3 project progress													
Final Study Plan													
Update Digital University profile and publications in IRIS												DUE	
Logging of activities (Tutor/lab meetings, colloquia, brown bags, participation)												DUE	
Evaluations													
Evaluations													
EYE-C review, report to DPC for admission to Yr4													
DPC evaluates PhD student admission to Yr4													
YEAR 4	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Doctoral Student Day poster/talk													
Brown Bag presentation				Anytime by June of YR4									
Yr4 project results presentation													
OC Feedback: Yr4 project results													
Update Digital University profile and publications in IRIS												DUE	
Logging of activities (Tutor/lab meetings, colloquia, brown bags, participation)												DUE	
Evaluations													
Evaluations													
Thesis delivery (July for Nov. Final Exam, Jan. for May Final Exam)													
Feedback to Final Exam Committee: Tutor report													
DPC evaluates admission to thesis Review process (for Nov. FE, Jan, for May FE)													
Thesis delivered to Reviewers (for Nov. FE, Jan, for May FE)													

**Abbreviations:** Doctoral Program Committee (DPC), Executive Committee (EC), Oversight Committee (OC), End-of-Year Evaluation Committee (EYE-C)  
**Color coding legend:** Administrative actions (gray), student tasks (blue), Tutor/OC tasks/feedback (red)

### **3.3. Yearly Admission**

As specified in the Checklist and Gantt diagrams above, admission to the following year of your PhD depends on approval by the Doctoral Program Committee and will result in one of three options: pass, pass with reserve or fail.

The Doctoral Program Committee's decision is based on:

- your performance in developing your thesis project,
- completing your assignments in due time,
- passing the mandatory and elective courses in your study plan,
- your self-reported and minimum requirement attendance at CIMeC Colloquia, Brown Bags and other seminars, Tutor/Lab meetings
- participation in the Center's activities.

## 4. STUDY PLAN AND COURSE OBLIGATIONS

Each year PhD Students fill out the study plan twice: at the beginning of the year it's necessary to declare which courses and activities you plan to take. The final study plan is where you state the actual courses and activities you took by the end of each year. You must discuss both study plans with your Tutor, who will review and approve them. Starting on pg. 16 you will find a concise description of each of the PhD activities and courses, arranged in terms of general training objectives. Preparing your study plan means deciding which of these courses or activities to pursue, especially in the first two years of the PhD. Some of the activities and courses are mandatory, whereas electives are optional and constitute an opportunity for further training. Nevertheless, **electives must make up at least 10 credits in your study plan, within the first two years.** Apart from its own electives, the Doctorate Program encourages the Student to check out the educational offerings throughout the University.

Instructions on filling out your Study Plan are in PhDigital.

### **Absences**

Attendance at courses is generally mandatory. For each course, regardless of it being compulsory or not, a Student is allowed up to 25% absences. Where applicable, the Student should indicate their absence for work-related reasons (such as conference travel) in advance to the Course Lecturer. There is no distinction between different kinds of absence. If a Student exceeds 25% of these absences he/she may be required to re-take the course the following year in order to make up for it.

### **Course evaluations**

The evaluation method of a course is determined by the lecturer of each course. Details on how and when the evaluation shall take place are the responsibility of the Course Lecturer and ought to be shared with the Students within the first 2 lessons of the lecture. The general guideline for PhD Faculty is: course evaluations take place within 2 weeks from the end of the course and feedback is provided within 3 weeks from when the evaluation takes place. Should the Student fail a course for any reason, the Course Lecturer emails the fail to the Student cc'ing his/her Tutor. The last possible date for an evaluation is Sept. 10 each year.

### **Course Credits**

In case the CBS Doctoral Program does not offer a course/courses in the field of expertise of/relevant to the PhD project, Students may take an additional course/courses of their choice at another PhD or master's level program within the University of Trento or online. Details must be given by the Student to the PA via the final study plan and pass/fail status or grades must be uploaded in the PhDigital **by 10 September 2022**. Students may want to consider courses in the Masters in Cognitive Neuroscience offered by CIMeC, in the Information and Communication Technology International Doctoral program and in the International Master in Human Language Technology and Interfaces), which schedules can be found [here](#). Some Master courses have exams that take place ~6 weeks after the course ends so Students should consider this while filling out their study plan.

Course credits obtained from other institutions, including summer schools, 'Coursera', etc. during the Program can be proposed in the study plan. In this case external course syllabi, schedules, pass/fail status and course instructor names must be added to study plan and uploaded in PhDigital. If the study plan is void of this information it will be rejected by PhDigital.

**Course registrations in the study plan are final.** PhD Students who enter an elective course in their study plan are obligated to take it. If a Student has an impediment for which he/she can no longer take the course then he/she must give at least a 1-month notice to the Course Lecturer and to the PA. If such notice is not given in due time, the Student is obligated to take it or it will appear as a fail in their transcript.

## 4.1 COMPULSORY CREDITS

Compulsory courses cannot be substituted.

1 credit = 6 frontal hours

T=Teaching

R= Research

### 1- MANAGE AND MONITOR YOUR PROJECTS

Course	Lecturer	When	Type	Credits
<b>Make the most of your PhD</b>				
Introduction to the PhD program at CIMeC	M. Turatto, L. Mercanti	Year 1	T	0.50
Being a PhD Student at CIMeC	4 <sup>th</sup> -year Students	Year 1	T	0.25
Time Management	A. Dodich	Year 1	T	0.25
Online course on health and safety in the workplace	Didattica online	Year 1	T	0.25
Online course on health and safety (low risk)*	Didattica online	Year 1	T	0.75
Online safety (medium risk) course	Didattica online	Year 1	T	1.25
Online Covid-19 course	Didattica online	Year 1	T	30 min.
Rules and regulations of the Doctorate	M. Turatto, L. Mercanti	End of Year 1	T	0.25
Programming*	WWW or at UNITrento	Year 1 or 2	T	4
PhD Thesis Deposit Seminar	F. Valentini, S. Mattedi, Ufficio Prodotti della Ricerca	Year 4	T	0.25

\*only CLIC or computational neuroscience research students

### 2- ETHICS AND GOOD PRACTICE OF RESEARCH

Course	Lecturer	When	Type	Credits
<b>Ethics of research in Neuroscience</b>				
Module 1. Ethical implications (when working with humans and animals, when collaborating with companies, etc.)	C. Bonfiglioli	Year 1	T	0.75
Module 2. Prepare a protocol for Ethic Committee approval	C. Bonfiglioli	Year 1	T	1
Module 3. Code of conduct in science	D. Baldauf	Year 1	T	0.25

### 3- PARTICIPATE IN THE LIFE OF YOUR INSTITUTION

Course	Lecturer	When	Type	Credits
Colloquia Attendance	Invited speakers	Each year	T	3.5
Brown Bag Attendance	Phd Student	Each year	T	2
Doctoral Student Day Attendance	Phd Student	Each year	T	2
Participation (for details see course descriptions)	Phd Student	Each year	T	0.5

### 4- PHD RESEARCH ACTIVITY

Activity	Actors	When	Type	Credits
Research activity	Phd Student	Each year	R	30
Tutor/Lab Meetings	Phd Student/Tutor	Each year	R	4
Doctoral Student Day poster/talk	PhD Student	Each year	R	1
Research Report	Phd Student	Year 1	R	6
Critical Literature Review (CLR)	Phd Student	Year 2	R	10
Peer-reviewed research paper or peer-reviewed conference proceeding	Phd Student	Year 3	R	4
Brown Bag Presentation	Phd Student	Year 4	R	2
Thesis	Phd Student	Year 4	R	24

\*Should PhD Student already have proven programming skills he/she may choose 4 extra credits of electives in addition to the minimum (10). See pg. 17 for details.

## 4.2 ELECTIVE CREDITS

### 5- RESEARCH COMMUNICATION

Course	Lecturer	When	Type	Credits
<b>RC1</b>				
Data visualization	R. Bottini	Year 1 or 2	T	1
<b>RC2</b>				
Figures and posters	R. Bottini	Year 1 or 2	T	1.5
<b>RC3</b>				
Conference presentations	R. Bottini	Year 1 or 2	T	2
<b>RC4</b>				
Writing, How to Respond to Reviewers	J. Jovicich	Year 1 or 2 (preferred)	T	2
<b>RC5</b>				
How to Review a Journal Article	A. Dodich	Year 1 or 2	T	1

### 6- RUN YOUR STUDIES

Course	Lecturer	When	Type	Credits
<b>Run your studies</b>				
Run your studies with "Presentation"	L. Turella	Year 1 or 2	T	1.5
MR Safety course	N. Pace	Year 1 or 2	T	0.5

### 7- FUNDING

Course	Lecturer	When	Type	Credits
<b>Fund your project</b>				
Seminar on funding opportunities for young researchers	Lecturer: Research and Technology Transfer Support Division – University of Trento	Year 3 or 4	T	0.5

### 8- ACHIEVING EXPERTISE

Course	Lecturer	When	Type	Credits
<b>Introduction to Methods</b>				
Methods 1: EEG	V. Mazza	Year 1 or 2	T	1.5
Methods 2: fMRI	J. Jovicich	Year 1 or 2	T	1.5
Methods 3: MEG	D. Baldauf	Year 1 or 2	T	1.5
Methods 4: TBS	C. Miniussi	Year 1 or 2	T	1.5
Methods 5: ACN	Y. Bozzi – U. Mayer	Year 1 or 2	T	1.5
Neurobiology for beginners	G. Iurilli – Y. Bozzi – M. Tettamanti	Year 1 or 2	T	2
Neural basis of social cognition	Y. Bozzi	Year 1 or 2	T	2
<b>Analyse your studies</b>				
Advanced Statistics (Bayesian approaches to improve statistical inference)	L. Lombardi	Year 1 or 2	T	2
Machine Learning for Neuroimaging data analysis	E. Olivetti	Year 1 or 2	T	1.5
<b>Other skills</b>				
Teaching Assistance (see details for Teaching Assistance in course descriptions)	PhD Student	All years	T	6.5 maximum

## 4.3 COURSE AND ASSIGNMENT DESCRIPTIONS

### 1 – MANAGE AND MONITOR YOUR PROJECTS

#### Make the most of your PhD

These attendance-only seminars include an **introduction to the PhD program at CIMEC**, held by the PhD program Coordinator and the PhD administrator; a **meeting with 4<sup>th</sup> year PhD Students at CIMEC**; and tips on **time management**. The aim of the “Being a PhD Student at CIMEC” seminar is that of getting first-hand, “insider” tips from the PhD Students from previous years. A general **online course on safety** in the workplace is **mandatory** for all UNITN personnel. Until you pass the course you cannot have access to the CIMEC labs. Finally, a solid background in **programming** is strongly recommended, since it is a mainstream skill PhD Students ought to have acquired by the end of their PhD career.

### 2 – ETHICS AND GOOD PRACTICE OF RESEARCH

#### Ethics of Research in Neuroscience

The purpose of this course is to engage Students with considerations on the responsible and ethical conduct of scientific research. What are the researcher’s obligations towards participants, colleagues and society at large? The course comprises three modules and a single evaluation phase based on participation in class discussions draft and completion of a written assignment.

- *Module 1: Ethical implications (humans, animals, collaborations with companies, etc.)*  
Description: The recent advances in Neuroscience raise a number of important ethical issues related to their potential impact on both the individual and society. By the end of the course Students should be more aware of the complex relation between neuroscientific research and society, and should be able to critically discuss the ethical issues raised. Classes will focus on issues important in conducting research involving human participants or animals, interpretation of the results and their dissemination.
- *Module 2: Prepare a protocol for Ethic Committee approval*  
Description: The aim of this module is to provide Students with the necessary information to identify, define, and analyze ethical issues in the context of human subject/animal research. In the first part of this module an introduction to the role of the institutional Ethics Committee will be provided, followed by a description of the current UniTN approval form, with a particular emphasis on important issues such as informed consent, special care towards vulnerable populations, participants’ privacy protection. At the end of the course Students should be able to carefully prepare a protocol to be submitted to the UniTN Ethics Committee.
- *Module 3: Code of conduct in science*  
The lecture aims to raise Student awareness about misconduct in science.

### 3 – PARTICIPATE IN THE LIFE OF YOUR INSTITUTION

#### Colloquia Attendance

Colloquia at CIMEC are talks given by prominent invited researchers in the mind/brain sciences. Students have the opportunity to meet the speakers of CIMEC-organized Colloquia personally during their visit and are invited to do so by contacting the Colloquium Host prior to their arrival/talk. PhD Students must keep track of the Colloquia attended throughout the year or will not be admitted to the following year. Colloquia include those seminars organized by the Program as well as outside the University of Trento network. *Colloquium Academic Coordinator: U. Hasson, Colloquium PhD Student Committee: A.Karami, D. Sastre Yagüe, F. Sigismondi*



**Brown Bag Attendance**

The Brown Bag is the CIMEC researchers' weekly meeting to get to know what's going on at the Center. All CIMEC Principle Investigators, Postdocs, PhD Students, and MSc Students are strongly encouraged to participate and attend it. The meeting starts with a 15-min talk by a CIMEC member, followed by a discussion up to 10-min. The talks are aimed at a broad audience and address fundamental questions, problems, theories, or ideas in the mind/brain sciences. The meeting is held during lunch; participants are welcome to bring/eat their own. **Brown Bag Organization Committee: F. Michelon, S. Beber, J. Martinez Cervero**

**Doctoral Student Day Attendance**

Doctoral Student Day is an opportunity for the CIMEC PhD Students to organize a day of talks and poster sessions in order to present their work to the CIMEC, enabling you to receive feedback from researchers you normally do not interact with, and to promote dialogue among researchers from the different fields represented in our Program. Best poster/talk prize, pending budget. **Faculty Contact: (S. Fairhall)**

**Participation**

CIMEC PhD Students are part of a community. As such, voluntary and proactive participation in the Center's activities is considered key in becoming a researcher. The participation/community service can be intended as, but not limited to, the following: assisting and organizing lab tours, DS Day organization, CIMEC event planning, Researchers' Night, Orientation/Open Days, journal clubs, assisting visiting professors, etc. New opportunities for participation will be circulated by email, with 'opportunities for participation' marked in the subject line. By responding to the email and carrying out the duties requested by the CIMEC faculty member involved it counts towards this requirement and may be added in the end year 'actual' study plan. Find ways to participate [here](#).

*Note: sitting in on exams and Teaching assistance is not considered participation.*

**4 – PHD RESEARCH ACTIVITY – INSTRUCTIONS****Student/Tutor Lab Meetings**

**Lab Meetings:** This fundamental activity is characterized by regular meetings with your Tutor and, if available, the lab/research group you belong to. Students are obliged to attend and participate in a research lab. These meetings may also include 'journal club' activities (Students present papers of interest) and research presentations by Students about their work. The lab meetings have as primary objective to improve the PhD Students' independent study, problem-solving, research, reading and oral presentation under the supervision of researchers and professors. In addition, this provides an opportunity for Students to contribute to the intellectual climate of the program and the critical mass of researchers. It is normally expected that each Student takes the lead on at least one meeting per year by presenting their work or presenting an interesting article to their lab/Tutor.

**Doctoral Student Day Poster/Talk**

The aims of the DS Day are the following: (1) give the opportunity to the PhD Students to organize their own event; (2) offer an opportunity for the DPC and CIMEC at large to view the work currently carried out by all PhD Students; (3) practice presentation and receive feedback on the PhD research project.

### **Research Plan (Yr1)**

This assignment is to delineate your research objectives and action plan at the onset of your PhD.

Instructions: Briefly describe your main objectives for your research and how you intend to carry it out. PhDigital sends an alert to the Student 1 month before deadline, Student uploads it, then Tutor either accepts it or rejects it, and OC members validate it. Students and Tutor are encouraged to discuss this assignment prior to being uploaded in PhDigital.

### **Research Presentation (Yr 1)**

All Students are required to be directly involved, in some capacity, in a research project in their first year. For this assignment, the Student prepares a brief report on Yr1, summarizing research activities carried out so far. The expectation is that by the end of the first year, the Student has a detailed plan, developed with the Tutor, for his/her thesis work. In this end-of-year report, the Student should also briefly summarize the future directions of his/her research, by emphasizing 1) the rationale/significance of the proposed experiments, 2) the specific hypotheses that will be tested, 3) the specific approach/methods that will be used to test the hypotheses, and 4) necessary control experiments. If the Student has already collected preliminary data on the project (or other preliminary projects), he/she should also summarize these data in a subsequent section.

Instructions: Written independently (no revision from Tutor or OC until the meeting), this is a slide-based presentation. PhDigital sends an alert to the Student 1 month before deadline, Student enters the presentation in PhDigital and organizes a meeting held within 2 weeks in order to discuss it with the OC.

Each OC member fills out the feedback form available on PhDigital and Student sees/validates it only once each feedback form is filled out.

### **Thesis project proposal (Yr 2)**

Students give a presentation of the project to the OC who will then discuss the project and provide immediate, on-the-spot feedback. The purpose is to give the Student the opportunity to present the project publicly and for the OC to monitor the research activity being conducted.

Instructions: PhDigital sends an alert to the Student 1 month before deadline who will upload the presentation to PhDigital and organize the meeting (location, date and time), 1 month ahead of time. Duration: 40 minutes (talk + follow-up discussion with OC)

Each OC member fills out the feedback form available on PhDigital and Student sees/validates it only once each feedback form is filled out.

### **Critical Literature Review (Yr 2)**

This important assignment is intended to serve as a first draft of the introduction to the PhD Student's thesis in which Students write a Critical Literature Review (CLR) in their field of study. This will be evaluated by a qualified reviewer selected by both the Student and the Tutor, among his/her OC or outside the OC prior approval of the program Coordinator.

Instructions: The CLR should be at least 2,000 words in length (plus a complete reference list). Students may fulfill this assignment by publishing a CLR in an international journal. Student sends the CLR to the previously determined Reviewer and uploads it to PhDigital.

The reviewer's evaluation (written freestyle or even email) is uploaded to the Student's profile in PhDigital.

### **Thesis progress (Yr3) and results (Yr4) presentations**

Students give this presentation to the OC who will then discuss the project and data and provide immediate feedback. The purpose is to give the Student the opportunity to present the project results in public and for the OC to monitor the research activity being conducted.

Instructions: PhDigital sends an alert to the Student 1 month before deadline, Student enters the presentation in PhDigital and organizes a meeting held within 2 weeks in order to discuss it with the OC. Duration: 1 hour (talk + follow-up discussion with OC).

The OC fills out the evaluation form available on PhDigital and the Tutor uploads it to Student's profile in PhDigital.

### **Peer-reviewed research paper or peer-reviewed conference proceed (Yr 3)**

The aim is to encourage Students to disseminate their research in the wider scientific world. Students should hand in a copy of a research paper which has been submitted for publication in which they preferably appear as first author. Submissions should be to a peer-reviewed, international-level journal in the upper half of the ISI index (or to an otherwise approved journal).

In case the scientific product is a conference proceeding, it should have been presented at a conference has to be listed among the top 250 in Computer Science on the Microsoft Academic Search site OR the Students can prove that the conference has an acceptance rate below 40% (e.g., by forwarding an acceptance letter that reports this rate, or providing a link to a site stating the acceptance rate, etc.). The paper must have been accepted as a full oral-presentation paper at the main conference (no short papers, demo papers, workshop papers, posters, etc.). The conference reviewing process is based on full paper submissions (as opposed to abstracts). The paper must have been accepted for publication in the proceedings (although it is not necessary that the paper already be published)

Instructions: All article submissions should be submitted to the journal in time to receive at least a preliminary peer review round prior to the deadline for this assignment. The submission and actual reviews need to be uploaded to PhDigital by the deadline. Ideally, the publication should be on the Student's thesis project, or at least related to it, and Students should have made a strong contribution to the paper. **Alternatively, should Students be unable to meet the below deadline, a justification from the Student's Tutor ought to be uploaded to PhDigital in its place.**

### **Brown Bag Presentation (Yr 4)**

Brown Bags are a 15-year tradition at the CIMEC where researchers share their ideas and findings or data interpretation with other researchers in a relaxed yet structured setting. The aim of giving a Brown Bag (BB) Presentation is to give PhD Students the opportunity to obtain feedback from their peers. Student prepares a 15-minute talk about a question or topic of their choice that should be of scientific interest and value.

The PhD students gives at least one BB presentation by the end of April in the 4th year.

**Thesis delivery (Yr 4)**

Thesis delivery details (format, delivery methods and other practical information) will be announced by e-mail or made available on the wiki pages. By June of Yr 4 thesis writing should be in its final stages.

**5 – PRESENT and PUBLISH YOUR PROJECTS****Research communication 1 – Data visualization**

This module will cover the importance of data visualization in science. After an historical introduction we will see (i) How to read and interpret graphs, charts and maps; (ii) How to choose the adequate data visualization in different contexts; (iii) How to avoid being fooled by data visualization. During the class, students will be asked to present some data (their own, or freely available) in at least two different visualization forms and to explain the advantages and disadvantages of each one. *Lecturer: R. Bottini*

**Research communication 2 – Figures and posters**

This module will cover several aspects related to poster design and presentation. We will consider the differences between posters and other forms of scientific communication (e.g., talks), analyze how to design a poster optimally considering all its subfield as well as the general "gestalt". Moreover, the course will prepare students on the delivery of a poster presentation. During the class, students will be asked to prepare a poster on a study of their choice (either their own data, or freely available ones) and briefly present it in front of their colleagues, receiving feedback about both the poster design and presentation. *Lecturer: R. Bottini*

**Research Communication 3 – Conference presentations**

This module will cover several aspects of conference presentation including: (i) Visual aids during conference presentation (slide aspect/structure; graphs and charts); (ii) Structure of the talk (talk outline, subparts, scope and depth); (iii) Speech (use of voice, emphasis, "live" demonstrations); (iv) Delivery (delivery style; control of anxiety). During the class, students will be asked to prepare a short presentation of a study of their choice (either their own data, or freely available ones) and briefly present it in front of their colleagues, receiving feedback about all the aspects mentioned above. *Lecturer: R. Bottini*

**Research Communication 4 – Writing and How to Respond to Reviewers**

This module consists of four 3-hour lectures that cover the following materials. The first lecture gives an overview of the general structure of a scientific paper, discussing the internal structure of the various sections that form a research article, giving suggestions for the order in which they may be developed. The second lecture covers the issue of plagiarism in scientific writing, defining it, discussing its reasons and how serious it is, providing various examples and checks to avoid it. The third lecture discusses scientific publications that are alternatives to the standard research article. The fourth lecture overviews the process of responding to reviewers, providing suggestions and various examples. Throughout the module students will complete homework exercises that will be done discussed and continued in class. One exercise will be to dissect a section of a publication into the components discussed in class. Another will be to write an hypothetical introduction of the students thesis following the structure discussed in class, as well as reviewing the introduction proposal from peer students. *Lecturer: J. Jovicich*

**How to Review a Journal Article**

This module is designed to introduce students to the activity of peer review of a Journal Article. It will consist of 3 two-hour lectures during which we will discuss (i) what a peer review is and its role in the scientific flow (ii) how to perform peer review and the main challenges (iii) available guidelines, ethical

and practical considerations. Throughout the module, lectures will be complemented by practical exercises performed individually or in groups. *Lecturer: A. Dodich*

## 6- RUN YOUR STUDIES

### Run your studies with “Presentation”

The aim of the course is to provide Students with the knowledge to run an experiment using Presentation, an easy experiment builder for the social sciences. The course will provide the tools for creating any type of experiments (e.g. behavioural, fMRI, MEG, etc.) via the graphical interface and scripting. Evaluation method and timeline: The Students will have to write and conduct a brief experiment to demonstrate that they acquired the basic knowledge about the functioning of the program. *Lecturer: L. Turella*

### MR Safety

Mandatory course should you plan on running fMRI experiments.  
<https://wiki.cimec.unitn.it/tiki-index.php?page=MR+Safety+Training>

## 7- FUND YOUR PROJECTS

### Fund your project

The seminar “Funding opportunities for young researchers” aims to give an overview on some European funding Programs. Particular attention is devoted to opportunities directed to PhD Students and post-docs. Didactic Methods: Frontal lesson and a practical exercise. For Yr 3 or 4 PhD students only  
 Learning Assessment procedure: Taking part of the lesson and the exercise  
*Lecturer: Research and Technology Transfer Support Division – University of Trento*

## 6- ACHIEVING EXPERTISE

### Methods Introduction

Organized to offer PhD Students an overview of the main investigative tools and methods used in cognitive neuroscience. The Program’s faculty members will provide Students with the basic knowledge to design and analyze data of experiments conducted with different techniques, ranging from fMRI, EEG, MEG, TMS to computational statistics. Students will be evaluated at the end of each module.

- EEG  
 Description: The course will cover basic aspects of EEG experimental design, data recording (filtering, reference, sampling rate) and data analysis (pre-processing, ERP extraction, EEG oscillations) in cognitive neuroscience.  
 Aim: To provide the Students with a basic, practical knowledge on how to plan and run an EEG experiment.  
 Evaluation method and timeline: Written essay to be handed in to the lecturer. The course will take place in the first and second trimesters (February-March).  
*Lecturer: V. Mazza*
- MEG  
 Description: The objective of this module is to provide the basic principles of MEG research, covering aspects of experimental design, data recording, data preprocessing (filtering, artifact removal) and advanced data analyses (Event-related fields, source reconstruction, signal processing tools, neural oscillations and synchrony).  
 Aim: To provide the Students with a basic, practical knowledge on how to independently plan and run an MEG experiment.  
 Evaluation method and timeline: Written essay to be handed in to the lecturer.  
*Lecturer: D. Baldauf*

- **fMRI**  
 Description: This course offers a brief introduction to functional brain magnetic resonance imaging as a tool to quantitatively characterize brain function and structure.  
 Aim: After the three lectures Students should be able to understand the basic concepts for the following topics:
  - \* Advantages and disadvantages of fMRI relative to other neuroimaging methods
  - \* Signal origin & safety issues
  - \* Structural images: contrast & important parameters, sequences & limitations, analyses
  - \* Functional images: contrast & important parameters, sequences & limitations, analyses
 Evaluation method and timeline: Written open questions, within a month of course's end.  
*Lecturer: J. Jovicich*
- **TBS/TMS**  
 Description: The course will provide participants with knowledge on the use of transcranial magnetic brain stimulation (TBS) and transcranial electrical stimulation (tES) in the neuroscience field. The basic physical and physiological principles of TBS and tES will be introduced as well as a range of cognitive applications. A special focus will be put on multimodal combinations of TBS and tES with electroencephalograph (EEG-TBS, tES-EEG).  
 Aim: To provide the Students with a basic, practical knowledge on how to plan and run a transcranial brain stimulation experiment.  
 Evaluation method and timeline: Written essay to be handed in to the lecturer. The course will take place in the second or third trimester.  
*Lecturer: C. Miniussi*
- **ACN - Animal Cognition and Comparative Neuroscience**  
 The course will cover basic aspects of behavioural neurobiology experimental design, data recording and data analysis. Aim: To provide the Students with a basic, practical knowledge on some of the methods of behavioural neurobiology. Evaluation method and timeline: Written essay to be handed in to the lecturer.  
*Lecturers: Y. Bozzi/U. Mayer*

### **Neural basis of social cognition**

Description: An introductory course on neural basis of social cognition. The course addresses the neural foundations of social cognition and behavior, and the neural basis of social deficits in neurodevelopmental disorders such as autism. Examples from human and animal studies will be used to describe the brain structures and neurobiological mechanisms controlling social behavior, in health and disease.  
 Recommended prerequisites: basic knowledge of brain anatomy, cognitive neuroscience and neurobiology.  
 Evaluation methods and timeline: Oral evaluation  
*Lecturer: Y. Bozzi*

### **Neurobiology for beginners**

The course will address the basic principles of neuronal physiology (biophysics and synaptic transmission), basic principles of molecular neurobiology (neuronal cell identity and gene expression mechanisms), and neurophysiological mechanisms of learning and memory.  
*Lecturers: Y. Bozzi/G. Iurilli/M. Tettamanti*

### **Advanced Statistical Methods**

Description: An introductory course in Bayesian data analysis and Bayesian modeling. The course covers Bayesian data analysis from first theoretical principles to more advanced topics such as inference, computing, and model checking. The course introduces also some more applied Bayesian statistics from the perspective of R programming.  
 Recommended prerequisites: some elementary calculus and probability theory. Some basic statistical knowledge would also be helpful.  
 Evaluation methods and timeline: Oral evaluation  
*Lecturer: L. Lombardi*

### **Machine Learning for Neuroimaging data analysis**

Description: This is an introductory course about the basic concepts of machine learning, with applications to the analysis of neuroimaging data. Practical examples of exploratory and confirmatory data analysis in Python language will be presented and discussed on data from neuroimaging experiments across different neuroimaging modalities: MEG, dMRI, fMRI. The course covers the following topics: unsupervised learning (clustering), supervised learning (classification and regression), multivariate pattern analysis (MVPA) / brain decoding, hypothesis testing, circularity / double-dipping and reproducibility.

Aim: To provide the Students with basic knowledge of machine learning and how to properly conduct MVPA/decoding analyses.

Evaluation: Either written essay or personal project to be handed to the lecturer.

*Lecturer: E. Olivetti*

### **Teaching**

As an integral part of the training program, and subject to the approval of the Executive Committee, Students can carry out the following duties:

- a) paid Tutoring of Students in undergraduate and master's degree (unlimited);
- b) supplementary teaching activities (class Tutoring, teaching assistance during hands-on activities) up to a maximum of 40 hours (in case they are carried out in actual lessons, then the 40 hours correspond to 5 lessons: i.e., 8 hours of preparation time, 2 hours of lesson delivery) for the duration of the entire PhD. Credits are equivalent to amount of preparation time including frontal time in the proportion of 6 (hrs)-to-1 (credit).

## 5. THESIS DELIVERY AND DEADLINES

<b>33rd Cycle (Covid-19 extension)</b>																	
Start	01/11/2017																
End	30/04/2022																
Students:	Madalina Bucur*, Ludovico Coletta, Stefano Fait*, Claudio Greco*, Lisa Novello*, Federico Rocchi, Martina Valente																
				Note 1					Note 2						Note 3		
	Y1	Y2	Y3	Y4	set-21	ott-21	nov-21	dic-21	gen-22	feb-22	mar-22	apr-22	mag-22	giu-22	lug-22	ago-22	
	(regular course)											FE request		FE session 2		FE Session 3	
Thesis delivered to tutor (suggested date)												11/01/2022		23/02/2022			
DPC approval (approximate date)												21/01/2022		05/03/2022			
Thesis delivered to reviewers (ultimate date)												31/01/2022		15/03/2022			
* Students who were granted a 6-mo. extension due to Covid-19, are expected to discuss their thesis by May 2022.																	

<b>34th Cycle</b>																			
Start	01/11/2018																		
End	31/10/2022																		
Students:	Luigi Balasco, Greta Baratti, Marco Bedini, Giacomo Bertazzoli, Arianna Brancaccio, Velu Prabhakar Kumaravel, Shahryar Noei, Ludovica Pannitto, Francesca Saviola																		
Co-tutelle:	Alexandre Kabbach																		
				Note 1					Note 2						Note 3				
	Y1	Y2	Y3	Y4	set-22	ott-22	nov-22	dic-22	gen-23	feb-23	mar-23	apr-23	mag-23	giu-23	lug-23	ago-23			
	(regular course)											FE request		FE Session 1		FE Session 2		FE Session 3	
Thesis delivered to tutor (suggested date)							11/07/2022						30/11/2022		13/02/2023				
DPC approval (approximate date)							21/07/2022						10/12/2022		23/02/2023				
Thesis delivered to reviewers (ultimate date)							31/07/2022						15/12/2022		28/02/2023				
34th cycle PhD students who obtained covid-19 MIUR extensions are expected to discuss their thesis by 28/02/2023																			

<b>35th Cycle</b>																			
Start	01/11/2019																		
End	31/10/2023																		
Students:	Dalila Albergo, Gabriele Amorosino, Sabrina Beber, Natasha Bertelsen, Alessandro Bogani, Maria Bortot, Elena Maria Busuoli, Cristina Cara, Lara Fontana, Giuliano Giari, Alexandria Holcomb, Alireza Karami, Veronica Mandelli, David Sastre Yague, Federica Sigismondi, Alexia Stuefer, Lorenzo Vercesi																		
				Note 1					Note 2						Note 3				
	Y1	Y2	Y3	Y4	set-23	ott-23	nov-23	dic-23	gen-24	feb-24	mar-24	apr-24	mag-24	giu-24	lug-24	ago-24			
	(regular course)											FE request		FE Session 1		FE Session 2		FE Session 3	
Thesis delivered to tutor (suggested date)							11/07/2023						30/11/2023		14/02/2024				
DPC approval (approximate date)							21/07/2023						10/12/2023		24/02/2024				
Thesis delivered to reviewers (ultimate date)							31/07/2023						15/12/2023		29/02/2024				
35th cycle PhD students who obtained covid-19 MIUR extensions are expected to discuss their thesis by 29/02/2024 (Session 2)																			

<b>36th Cycle</b>																	
Start	01/11/2020																
End	31/10/2024																
Students:	Alice Adiletta, Elena Eccher, Giulia Funghi, Jayro Martinez Cervero, Filippo Michelon, Sia Vosh Sepanta																
				Note 1					Note 2						Note 3		
	Y1	Y2	Y3	Y4	set-24	ott-24	nov-24	dic-24	gen-25	feb-25	mar-25	apr-25	mag-25	giu-25	lug-25	ago-25	
	(regular course)											FE request		FE Session 1		FE Session 2	
Thesis delivered to tutor (suggested date)							11/07/2024						13/01/2025				
DPC approval (approximate date)							21/07/2024						23/01/2025				
Thesis delivered to reviewers (ultimate date)							31/07/2024						28/01/2025				

<b>Abbreviations</b>															
FE Final Exam															
<b>Notes</b>															
Note 1 The PhD student must present request to be admitted to the final exam between mid-May and Mid-September of the last year. See UNITN Regulations for PhDs: Art. 31.1															
Note 2 The thesis must be sent out 3 months before the FE This is to incorporate the reviewing time (1 month) plus minimal time for any minor review (3-4 weeks) plus delivery of reviewed and final thesis to FE committee (at least 2 weeks before FE).															
Note 3 The FE must take place within 12 months from the end of the last year of the regular course but the Doctorate in Cognitive and Brain Sciences has a cut-off date set at 6 months. To incorporate the reviewing time (1 month) plus minimal time for any minor review (3-4 weeks) plus delivery of reviewed and final thesis to FE committee (at least 2 weeks before FE). See UNITN Regulations for PhDs: Art. 33.1															



## **6. EVALUATIONS**

Evaluations are necessary to maintain the health and quality of the PhD program. Whenever requested, they are to be carried out by the Tutor, the PhD Student, and OC members independently in order to ensure minimum requirements are met regarding the quantity and quality of the research and educational objectives. The outcome of the evaluations is monitored by the EYE-C, Administration, and with regards to research activity, by the OC. Ultimately a yearly report of the evaluations is sent to the University of Trento's Evaluation Group (*Nucleo di Valutazione*).

## 6. CODE OF CONDUCT

### **Honesty in Computer and Other Equipment Use**

Theft, damage or misuse of the equipment is forbidden as it takes advantage of all the other users who will lose the use of the resources. Allowing unauthorized non-CBS Doctoral Program people access to the equipment is strictly prohibited as it reduces the amount of equipment available for CBS users and may lead to thefts. Network usage concerning downloading of material and files and placing material on the web must be restricted to work-related items. In particular, CBS computers should not be used for downloading media files from websites that encourage copyright infringement.

### **Use of Facilities**

The Doctoral Program offers a number of facilities to the Students, such as telephone and printer usage and internet access; these services must be used only for work related activities and not for personal purposes. Moreover, their usage is restricted to Students, who should not invite external people to use CBS services. All data collected from your experiments should be saved on the UNITN computers, which are backed-up on a routine basis.

### **Workspace**

Students are expected to be quiet and respectful of others in the shared workspace. The workspace is shared by several people and so it is necessary to let everybody do his/her work quietly and with the needed concentration. The workspace, as well as the use of shared facilities, is a privilege which is based on courtesy, respect for one's neighbours, and common sense. If the behavior of the Student interferes with his/her colleagues, then the privilege of CBS-provided workspace may be revoked.

### **Tests/Assignments**

If there is any confusion concerning the tests/assignments, it is your responsibility as a Student to seek clarification from the lecturers. Violating an exam policy takes unfair advantage of other Students in the class and compromises the trust of the instructor.

### **Papers and Reports**

Students are required to produce reports and research papers during their careers at the University. In collecting data and information, Students need to actively avoid plagiarizing the work of others. Proper footnoting of source material and documentation of borrowed ideas are absolutely essential. Texts reproduced from any other document (published paper, webpage, etc...) must be clearly cited as the work of others.

### **Affiliations and Acknowledgements**

When presenting a paper, a poster, or a talk you must acknowledge CIMEC in your affiliations. If you are funded by a UniTN fellowship, then CIMEC must be the primary affiliation as well as the UNITN's PhD program sponsors: the Autonomous Province of Trento, the Fondazione Cassa di Risparmio di Trento e Rovereto and the Municipality of Trento. If you are funded by external grants (e.g., from IIT or FBK), you must still acknowledge CIMEC as your secondary affiliation.

### **Communications**

It is the responsibility of PhD Students to receive and answer to the messages sent to their "UNITN" e-mail address within a reasonable time frame, independently of the place they are.

**Violations of to the Codes of Conduct are a serious matter. Consequences can range from a disciplinary note from the Executive Committee to expulsion by the Doctoral Program Committee.**

## 7. STUDENT HONOR CODE

The objective of the Doctoral Program is to provide Students with a high-quality education and prepare them for research careers in academia or industry. A core aspect of scientific work is maintaining scientific integrity, first as a Student, and later as a researcher. In science and academia, scientific misconduct harms the entire community and may even set back scientific work in extreme cases such as data fabrication. It is with this in mind that we have set forth our ethical code: an Honor Code at the Cognitive and Brain Sciences Doctoral Program that is meant to guide you through your responsibilities as Students and practicing scientists. The Honor Code provides guidance and information regarding the expectations of Students and staff in our Doctoral Program and complements, but does not replace, the University of Trento ethics regulations<sup>1</sup>.

The Honor Code at the CBS Doctoral Program aims at cultivating a community based on trust, academic integrity and honor. It specifically aims at accomplishing the following:

- ensure that Students, faculty and administrators understand that the responsibility for upholding academic honesty at CBS Doctoral Program lies with them;
- prevent Students from gaining an unfair advantage over others through academic misconduct;
- ensure that Students understand that academic dishonesty is a violation of trust: the trust of the academic and non-academic community in the results, and, ultimately, of the tax-payers who fund our research;
- cultivate an environment at the CBS Doctoral Program where academic dishonesty is not tolerated among the Students.

### 1. Honesty

Honesty with others and the CBS Doctoral Program in regard to both academic and non-academic issues is fundamental in creating and maintaining a good environment at the CBS Doctoral Program. The standard that should guide the Students is whether their conduct is morally just.

### 2. Lying, Deception, and Fraud

Any attempt to gain an advantage or to avoid a consequence by lying, deception or fraud is not acceptable behavior at the CBS Doctoral Program.

Examples of lying, deception, and fraud include falsifying records of time and attendance at work, providing false information to a CBS Doctoral Program official, and failing to take responsibility for personal conduct.

### 3. Scientific misconduct: Plagiarism / Fabrication / Falsification

Scientific misconduct will not be tolerated and can lead to expulsion from the program.

*Plagiarism:* The way in which Students communicate their ideas reflects their writing and analytic ability. For this reason, Students are expected to communicate their ideas using their own phrasings, and attribute any prior ideas or language to their source. Verbatim citations from written or online resources should be enclosed in quotation marks and accompanied by an accurate citation. Do not make minor changes or word substitutions to prior written work in an attempt to avoid citing it. If you are unclear on how to cite a particular resource, consult your faculty Tutor or use the American Psychological Association format.

Copying text from your own prior work (or your Tutor's) is considered self-plagiarism. Although often considered less blameworthy than other forms of plagiarism, self-plagiarism is nonetheless a form of scientific misconduct. You should cite any prior source that directly influences your scientific treatment of the topic in question. This includes research design, code, analytic strategies or more general ideas. Failing to cite or properly attribute ideas to their source results in a misrepresentation of the Student's intellectual or writing ability. When citing

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<sup>1</sup> <http://www.unitn.it/norme-regolamenti/2099/codice-etico-e-codice-di-comportamento> (Italian only)

primary sources based on reading of secondary sources such as chapters or review articles, you should make clear that the primary materials were not directly evaluated.

*Fabrication and Falsification.* Data fabrication involves any form of creating data sets or adding data to existing ones. This is an extreme form of scientific misconduct and will not be tolerated. “Findings” reported from fabricated data cannot be replicated and result in wasted time and resources within the scientific community. Data falsification is any attempt to alter existing data including modifications of means or variances. Students should not invent, alter or delete data collected. Students must maintain records of all original data and share them with their Tutor. Procedures for data filtering (e.g., outlier removal or discarding participants) should be consulted on and approved by the faculty Tutor. In particular “P-hacking” should be avoided: null results are a frequent outcome in scientific studies, and Students should not aim to analyse their data to the point they obtain a “significant” ( $p < .05$ ) result. Similarly, when multiple analysis strategies exist, whether or not a strategy results in a significant result should not be considered a factor in selection of an analysis to report. Students should consider reporting null or statistically marginal findings, as they are essential to future meta-analyses and for the assessment of the research project as a whole. While you are responsible for your work, you should consult with your Tutor on such issues; they are the ones bearing the final responsibility for the communicated work and have the last word on these.

Any misrepresentation of others’ work as if it was the Student’s own (i.e., plagiarism) or instances of data fabrication or manipulation will be referred to the Executive Committee for disciplinary action.

#### **4. Discrimination, sexual harassment and other inappropriate behavior**

Discrimination, sexual harassment and other inappropriate behavior, as deemed such by the Doctoral Program Committee, is contrary to the University's ethical regulations and is considered as a violation. Serious violations will be reported to the police. Should you feel you are a victim of any inappropriate behaviour, you can contact the Confidential Counsellor (Consigliera di Fiducia), a lawyer appointed by UniTN to offer counselling to manage issues of discrimination, mobbing or sexual harassment within the work environment. <https://www.unitn.it/en/servizi/1716/the-universitys-confidential-counsellor-for-cases-of-mobbing-harassment-discrimination>

Consigliera di Fiducia

tel. +39 0461 281295

[Consiglieradifiducia@unitn.it](mailto:Consiglieradifiducia@unitn.it)

#### **5. Respect Others**

Every person has a fundamental right to be treated with respect. Every member of the CBS Doctoral Program is expected to treat others in a way that will foster to the well-being of everyone at the CBS Doctoral Program and in the community. Advancing in the PhD program via scientific misconduct (as described in section 3) is ethically wrong and also results in a skewed allocation of resource (extension, prizes etc.) and harms one’s peers. For this reason, if you know of any of the school’s Student who engages in misconduct you should consider raising this issue with them.

#### **6. Disciplinary Measures**

Serious violations will be treated as follows:

The Students and his/her Tutor will be asked for an explanation of the events by the Executive Committee.

The Executive Committee decides whether or not to admonish the Student or to refer the case to the Doctoral School Committee recommending expulsion.

The Doctoral School Committee reserves the right to expel a Student, even immediately.



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DI TRENTO

CIMeC - Center for Mind/Brain Sciences

**Acknowledgement \***

I hereby acknowledge that I read and understood the 2021-2022 Student Handbook of the Doctoral Program in Cognitive and Brain Sciences, and in particular the Code of Conduct and Student Honor Code.

**STUDENT**

First name \_\_\_\_\_

Last name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**TUTOR**

First name \_\_\_\_\_

Last name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

\*once signed by all parties upload to PhDigital