

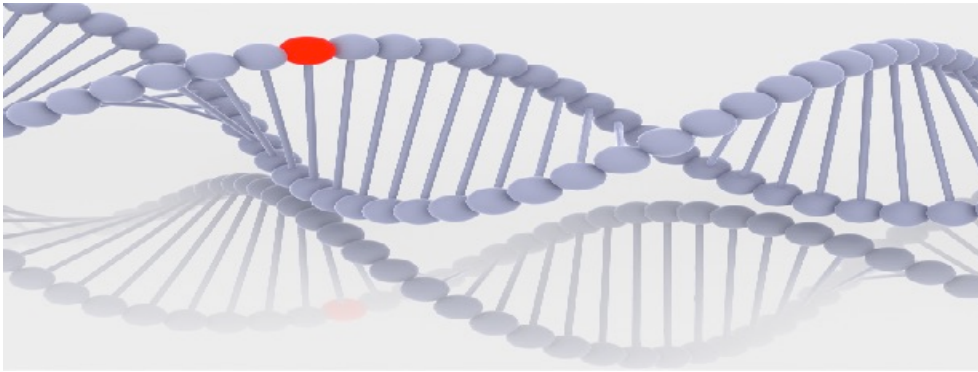


UNIVERSITÀ DEGLI STUDI
DI TRENTO


CIBIO
Centro per la Biologia Integrata

Internal Regulations

PhD Program in Biomolecular Sciences



Approved by the CIBIO Committee on 14th July 2016 and modified on November 8th, 2017



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Art. 1 – Internal Regulations of the PhD Program in Biomolecular Sciences

1. The following Internal Regulations governing the activities of the PhD Program in Biomolecular Sciences, instituted at the Centre for Integrative Biology (CIBIO), University of Trento, pursuant to Art. 8 of the University Regulations for Doctoral Programs enacted with Rectoral Decree n. 383 dated July 4th 2013 and following modifications set forth its specific objectives, internal organization and rules of conduct for PhD students attending the Program.

Art. 2 - Specific objectives

1. The PhD Program in Biomolecular Sciences conducts its main activities within macro-area A05: Biological Sciences.
2. In addition to the general objectives common to all PhD Programs set forth in Art. 3 of the University Regulations, the Biomolecular Sciences PhD Program proposes as its specific objectives:
 - a) the education of experts in Biology and Biotechnology able to practice their skills in an interdisciplinary manner;
 - b) the study of the fundamental mechanisms of the cell, their regulation and role in the maintenance of cell and tissue integrity. This study is approached from a mechanistic perspective of molecular physiology and makes use of the most advanced tools of genomic analysis. To this end, the use of genetic engineering technologies, analysis approaches applied to biomolecular techniques and biotechnological platforms for the global understanding of biological phenomenon are promoted;
 - c) the study of the cellular phenomena at the molecular level by means of the understanding of the structural and dynamic features of molecules that are at the basis of the cell functioning (nucleic acids, proteins, primary and secondary metabolites), from biosynthesis mechanisms to molecular recognition, from host-guest interactions to the selectivity based on the chirality, to the mechanisms of lipidic membrane permeability and more in general to all intra- and intermolecular processes in which the understanding of molecular features is relevant;
 - d) The establishment of a course for the education of professional researchers able to work in the academic environment, in public and private organizations as well as in pharmaceutical and biotechnological research industries.
3. The main subject areas take into account the major research programs at CIBIO, as well as the existence of the Departments of Physics, Mathematics, Engineering and Computer Science at the University of Trento with whom a program for scientific and teaching collaboration is active, as well as the presence in the local community of foundations and public services active in research and technology development activities.



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Such areas of interest include:

- Biochemistry
- Bioinformatics
- Bioorganic Chemistry
- Cancer Genomics
- Developmental Biology
- Genetics
- Lipidomics and Biomembranes
- Metabolomics and Metabolic Imaging
- Microbial Genomics
- Molecular and Cellular Biology
- Molecular Vaccinology
- Molecular Virology
- Nanobiotechnology
- Neurobiology
- Structural Biology
- Synthetic Biology
- Systems and Computational Biology

Art. 3 – Program overview

1. The PhD Program in Biomolecular Sciences is a three-year program. One or more call (in Italian and English) for public selection of the candidates are issued every year. The call specifies the number of candidates accepted for enrolment and of fellowships available.
2. Admission to the PhD Program shall be granted to the best qualified students, regardless of their gender, age, nationality, religion, ethnicity or social class.

Art. 4 – Specialization Areas

1. Pursuant to Art. 7 of the Doctorate Regulations (hereinafter University Regulations), the PhD Program in Biomolecular Sciences may offer curricula which may be incorporated into the title of Doctor of Philosophy, according to the directions set forth in the Manifesto of Studies each academic year.

Art. 5 – Language

1. The official language of the PhD Program in Biomolecular Sciences, including seminars, courses, web site, exams and dissertations, is English.



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2. The Internal Regulations as well as all communications are written both in English and in Italian. The translation shall ensure the exact matching between the contents in the two languages. In instances of discrepancy between the Italian and the English versions, the Italian version takes precedence.

Art. 6 – Bodies of the Doctoral Program

1. The bodies of the Doctoral Program include: the PhD Committee, the PhD Director and the Executive Committee.

Art. 7 – The PhD Committee

1. The PhD Committee is appointed pursuant to provisions under art. 14 of the University Regulations. It is composed of the following members:
 - I and II tier full professors and not tenured professors
 - tenured and tenure-track researchers
 - fixed-term researchers (*RTD*)
2. The PhD Committee may include, upon positive response of its members, the following members with right to vote:
 - representatives of public and private entities collaborating with the Program;
 - international experts.
3. Members of the PhD Committee referred to under point 2 must not exceed 40% of the total number of members of the PhD Committee, rounded down.
4. The application for admission to the PhD Committee must be submitted to the Director, accompanied by:
 - a) a curriculum vitae
 - b) a declaration of intent to serve as tutor within the PhD Program
 - c) a list of publications of the last five years (with an indication of the five ones considered the most significant)
 - d) a declaration stating whether the prospective member is or is not part of another PhD Committee, in the case of university professors and researchers from other universities, also a clearance letter from their institution of origin.
5. Membership in the PhD Committee requires at least 3 out of the 4 following criteria to be met:
 - a) an average of 2 publications per year in the last 3 solar years in peer reviewed international journals;
 - b) h-index ≥ 15 ;
 - c) average citation number per article in the last 3 solar years ≥ 5 ;
 - d) average impact factor per article in the last 3 solar years ≥ 3 .



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The evaluated publications must be pertinent to the fields of research of the PhD Program.

To the PhD Committee is reserved the power to exceptionally admit candidates who do not meet the minimum requirements in case they show excellence in other fields such as teaching.

The requirements for belonging to the Committee are re-examined every 3 years.

6. If invited by the Director, additional members, without right of vote, may also attend the PhD Committee meetings if their scientific, educational, technical or financial contribution is considered beneficial. In particular:
 - an administrative assistant of the PhD Program for the purposes of taking minutes;
 - two student representatives enrolled in the PhD Program, limited to matters concerning the trend of the doctoral program and curriculum;
 - the advisors
 - representatives of public and private entities collaborating with the PhD Program.
7. Once the PhD Committee has been appointed, requests for new members by individuals under paragraph 2, including the case of replacement of those members whose term has expired, shall be submitted to the PhD Committee in office.
8. The PhD Committee is convened by the Director, or on request of one third of its members.
9. The notice and the agenda are sent through e-mail at least five days prior to the meeting.
10. The PhD Committee meets at least twice a year to approve the draft of the budget, and to analyse the financial report.
11. In the event that the PhD Committee has to issue a deliberation that is urgent or that has to meet a deadline and it is not possible to bring together its members in time, the Director may convene an electronic meeting, during which each member will transmit his or her opinion via electronic mail and vote on a specific proposal of resolution.
12. An absolute majority of the members referred to in paragraphs 1 and 2, after subtracting the justified absentees, is required for a meeting to be valid.
13. More than three consecutive unjustified absences by a member of the PhD Committee shall result in his or her termination from the Committee, whereas his or her functions of advisor, if already assigned, shall be retained.
14. Resolutions are adopted by a majority vote of those present. In the event of a tie, the vote of the Director prevails.
15. The minutes of the meetings of the PhD Committee shall be taken by the Secretary. The Secretary is the full or associated professor holding the shortest tenure and, in case of the same tenure, the youngest



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one. In his/her absence, the Director appoints the Secretary immediately. The Secretary may be assisted by an administrative person appointed by the Director.

16. The PhD Committee carries out all the functions pursuant to the University Regulations, to which we hereby refer to. The PhD Committee may, by deliberation, delegate the Executive Committee for the performance of all or part of its functions.
17. The members of the PhD Committee will commit to follow the dispositions provided by the University Code of Ethics issued with the Rector's Decree number 285, 29th May 2014 and by the "Codice di Comportamento d'Ateneo" issued with the Rector's Decree number 582, 27th October 2014.

Art. 8 – The PhD Program Director

1. The elections and functions of the Director of the PhD Committee are described at art. 15 of the University Regulations.
2. The term of office for the Director is three years and may be extended only once.
3. The Director appoints a vice-Director in charge to take the Director's place in case of his/her impediment or illness.

Art. 9 – The Executive Committee

1. The Executive Committee is composed of at least four Faculty members and researchers elected by the PhD Committee among its members. The Director, or the vice-Director if the former is not available, is a member of the Executive Committee and presides over it.
2. The Executive Committee shall hold office for the term of office of the Director.
3. The operation of the Executive Committee and the minutes of the sessions are governed by the same regulations laid down for the PhD Committee.
4. In the event of resignation, termination or impediment of a member of the Executive Committee for a period of more than three months, the PhD program Director shall initiate an election for a substitution.
5. The term of the new member shall end with the term of office of the Executive Committee.
6. In particular, the Executive Committee:
 - assists the PhD Program Director in fulfilling his or her tasks;
 - deliberates on matters delegated to it by the PhD Committee, to which it regularly reports on its own activity;
 - approves the teaching activity plan at the beginning of each academic year, deciding times and procedures for the submission and assessment of any progress reports;
 - assigns a Tutor to each PhD student. As a rule, the tutor shall be a member of the PhD Committee;



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- authorizes the PhD students to go abroad for training periods longer than six months;
 - approves the attendance of the PhD students to internships organized by public and private institutions in Italy or abroad, for internship programs exceeding six months;
 - authorizes PhD students to conduct teaching, ancillary or supplementary activities and extracurricular research activities;
 - identifies the external referees for the evaluation of the thesis before the dissertation;
 - collaborates with the Director on the drafting of the annual report as required by art. 17, paragraph 1 of the University Regulations.
7. The PhD Program Director may assign to single members of the Executive Committee specific tasks that are deemed necessary for the direction and organization of the PhD Program.

Art. 10 – The Tutor and the Advisor

1. At the beginning of the academic year, each PhD student is assigned to a tutor who supervises his or her course of studies. Tutors are designated by the PhD Committee among its members, or whenever delegated, by the Executive Committee also or on advice of the Heads of research programs or external institutions funding PhD Program scholarships.
2. The tutor is responsible for the integration of the Doctorate student regarding the research activities of the Doctoral Program and shall assist him or her in the proposal and outline of his or her individual course of study.
3. By the end of the first year of study, the PhD Committee shall, upon verification of the availability, appoint an advisor for each student who requests one.
4. The advisor shall assist the PhD student in the proposal and planning of his or her individual course of study, identifies his or her specific areas of research and, later on, the thesis and ensures the quality of the student's work. The advisor can play the role of thesis supervisor upon approval by the PhD Committee.
5. When the PhD student does not submit a request, the tutor shall also act as the student's advisor.
6. The advisor may be either a member of the PhD Committee or may be external. Where the advisor is external, he or she shall be introduced by at least two members of the PhD Committee and then approved by the Committee itself.
7. The tutor, and the advisor later on, if appointed, shall assist the PhD student by overseeing his or her activity and compliance with the rules, including his or her behaviour, that are essential to the value of the PhD Program and to the scientific and professional growth of the students.



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8. The PhD Committee may revoke the appointment of a tutor or an advisor who does not comply with the stated obligations, and it is obliged to appoint a substitute.
9. The PhD Committee may appoint, on the student's request, a co-advisor, even external from the PhD Committee, who has the task to support the student during his or her Doctorate studies.

Art. 11 – Educational Activities

1. Each year, the PhD Program offers a series of training activities that are presented at the beginning of each academic year in the Manifesto of Studies, together with the information about the modality of their organization.
2. Before the beginning of the academic year the PhD Committee, or the Executive Committee when it has been delegated, shall approve the Manifesto of Studies, which is published online on the PhD Program's website.
3. The Manifesto of Studies, prepared on a yearly basis, shall contain:
 - the list of the courses proposed as educational offer;
 - the calendar of the main deadlines for each year of the PhD Program;
 - the admission requirements for the courses;
 - provisions relating to Program's educational, preparatory and / or supplementary activities;
 - policies on laboratory and training activities, if provided by the curricula;
 - policies on examinations and other progress tests;
 - policies on rules on credits ECTS provided as indicated in Art. 15.

Art. 12 – Admission requirements

1. The requirements for admission to the PhD Program in Biomolecular Sciences are set forth in art. 19 and 20 of the University Regulations and based on the terms and effective dates expressly stated in the call for admissions.

Art. 13 – Selection procedures

1. Admission to the PhD Program consists in the evaluation of titles and in an interview intended to ascertain the qualifications of the candidate and his or her aptitude for research, according to the procedures stated on the call.
2. The Admission Committee for the PhD Program, established by the PhD Committee and appointed by the Rector, may proceed with additional, more focused interviews.



Art. 15 – Rights and obligations of PhD students

1. Any attempt to gain an advantage or avoid consequences through lie, deceit or fraud is not tolerated by the PhD Program. Examples of lies, deception and fraud are:
 - Falsification of any document;
 - Plagiarism;
 - Providing untrue information to an officer of the PhD Program;
 - Falsification of research data;
 - Not being responsible for his or her conduct.

Such violations are dealt with as follows:

- The PhD Committee invites the student, tutor and advisor (if applicable) to provide an explanation of the events;
 - The PhD Committee decides whether or not to warn the student.
2. After a formal warning, if the student commits another serious violation, or in the case of a single falsification / plagiarism of research data, the PhD Committee may decide to expel the student from the PhD Program.
 3. Additional provisions not specifically mentioned here, are covered in art. 27 of the University Regulations.
 4. The Doctorate Students are compelled to follow the dispositions provided by the University Code of Ethics issued with Rector's Decree number 285, 29th May 2014 and with the "Codice di Comportamento d'Ateneo" issued with Rector's Decree number 582 27th October 2014.

Art. 15 – ECTS Credits

1. Each student is required to obtain 60 ECTS credits per year (educational and research credits) for a total of 180 credits split as follows:
 - a. 20-40 ECTS for educational activities with final evaluation;
 - b. 160-140 ECTS for research activities.
2. The Educational and Research ECTS credits recognition process will be specified on the Manifesto of Studies annually.
3. Regarding the Educational Credits:
 - a) Credits for the institutional courses are specified in the annual Manifesto of Studies and have value in the year in which the course is attended.
 - b) Approval of the PhD Committee or the Executive Committee will be needed for the recognition of credits obtained from courses organized by:
 - Other doctorate programs



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- Research institutes
- Universities (Master Degree)

c) It is mandatory to obtain from 10 to 20 educational ECTS within the first year of the Doctorate.

Research ECTS required every year are equal to the difference between those recognized annually and those obtained through educational activities.

Art. 16 - Admission to the following year and to the final examination

1. First-year PhD students are required to obtain a minimum of 60 ECTS of which 10-20 Educational. Optional courses can be chosen among those listed in the Manifesto of Studies.

Second and third-year PhD students are required to obtain a minimum of 60 ECTS. Optional courses can be chosen among those listed in the Manifesto of Studies.

2. The requirements for admission to the following year are as follows:

- constant participation in the educational activities proposed by the Manifesto of Studies with mandatory attendance of 80% and with a satisfactory final evaluation. If the student cannot comply with the minimum attendance required, the PhD Committee may admit him or her to the next year with a warning and, if necessary, oblige the student to attend the courses again to obtain the missing credits.
- obtaining a satisfactory evaluation regarding the research project by the advisor (if applicable) and the tutor. To this end, the tutor and the advisor of each PhD student must submit to the PhD Committee a letter of evaluation of the candidate. The evaluation must be concise, clear and precise.
- a satisfactory evaluation from the PhD Committee on the educational and research activities carried out by the PhD student.

Based on the above information, the PhD Committee will offer one of the following scores:

- PASS for a positive evaluation. The student is then admitted to the following year;
- PASS WITH WARNING, also considered a positive evaluation. The student is allowed to proceed although gaps have been found either in his or her preparation or in the research project;
- NOT PASS (FAIL). The student must therefore leave the course and his or her PhD student status is terminated (pursuant to art. 27 paragraph 4 of the University Regulations).

The student who needs a serious revision of his or her research project, based on comments received from either the advisor or the tutor, will be invited to a subsequent discussion before the PhD Committee or the Executive Committee in the presence of the advisor and the tutor.



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At the end of this stage of evaluation, the PhD Committee will inform the student of its decision.

3. PhD students, at their request and with the consent of the PhD Committee or the Executive Committee, may be authorized to conduct paid subsidiary or supplementary teaching activities, provided these are compatible with his or her attendance to the course and his or her Education activities and not exceeding the limits regulated under art. 27 and 28 of the University Regulations.
4. It is mandatory for each student to spend a period of training abroad of at least one month and not exceeding one year, to be agreed with his or her tutor. Any exception or derogation from this obligation must be evaluated and approved by the PhD Committee.
5. The third year shall be devoted to the completion of the PhD thesis. The thesis must be written in English and must be original. The scientific contributions included in the dissertation, may be the result of a scientific collaboration.
6. Admission to the final examination will happen at the obtainment of 180 ECTS and based on the University Regulations.

Art. 17 – Suspension and absence

1. A leave of absence may be granted for serious and justified personal reasons by the PhD Committee upon presentation of a request by the student. In case of suspension due to illness, the student must submit medical certification.
2. Leaves of absence for periods exceeding a total of two months must be made up for by the student and shall result in the postponement of the final exam. The leave of absence from course attendance shall result in the suspension of the scholarship.
3. Absences which are not previously agreed on and not promptly reported in writing to the advisor and / or tutor may constitute grounds for the student's exclusion from the PhD Program.

Art. 18 – Attainment of the degree of Doctor of Philosophy

1. The PhD Committee (or if delegated, the Executive Committee) shall establish the Examination Committee for the conferral of the title.
2. In the event that a member of the Examination Committee is unable to attend the final discussion in person, he or she shall be allowed to participate via videoconference. The Examination Committee's Chairman and Secretary must be always present in person.
3. In the case of candidates under co-tutelle, the Examination Committee shall be appointed as provided for in the agreements.



Art. 19 – Delays

1. Any delay in the beginning of the academic year shall be tolerated only in justified cases, promptly communicated, that are beyond the PhD student's control and considered valid by the PhD Committee, and when they do not interfere with student's participation in the PhD Program activities.

Art. 20 – Amendments to the Internal Regulations

1. Pursuant to art. 8, paragraph 4, of the University Regulations and subsequently to the activation of the Program, any change to this University Regulations and their annexes shall be approved by the CIBIO Committee and shall become effective from the date of publication on the PhD Program's website.

Art. 21 – Legal reference

1. The Regulations of the PhD Program in Biomolecular Sciences approved by the PhD Committee on 19 April 2011 shall be applied for courses preceding the 29th cycle.
2. National legislation and University regulations in force shall be applied for issues not specifically covered in these Policies and Procedures.