



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

CIMeC - Center for Mind/Brain Sciences

CiMeC

# DOCTORAL PROGRAM IN COGNITIVE AND BRAIN SCIENCES

## 2016-2017 STUDENT HANDBOOK

Approved at the Doctoral Program Committee Meeting, 26 October 2016

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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.

Please read this document carefully and do not hesitate to contact PhD administration should you have any questions.

# 1. DOCTORATE PROGRAM ORGANIZATION

## Head of the Doctorate Program

Francesco Pavani

## Vice-Head of the Doctorate Program

Veronica Mazza

## Doctorate Program Executive Committee

Francesco Pavani, Uri Hasson, Gabriele Miceli, Massimiliano Zampini, Roberto Zamparelli, Veronica Mazza, Wieske van Zoest, Sang Ah Lee, Angelo Bifone (IIT)

## Doctoral Program Committee

Daniel Adams, Renzo Antolini, John Assad (IIT), Daniel Baldauf (*MEG Lab Coordinator*), Marco Baroni, Lorella Battelli (IIT), Raffaella Bernardi, Angelo Bifone (IIT), Claudia Bonfiglioli, Alfonso Caramazza, Olivier Collignon, Giorgio Coricelli, Fulvio Domini (IIT), Luca Faes, Scott Fairhall, Alessandro Gozzi (IIT), Albrecht Haase, Uri Hasson, Clayton Hickey, Jorge Jovicich (*fMRI Lab Coordinator*), Sang Ah Lee, Angelika Lingnau, Veronica Mazza (*Experimental Psychology Lab Coordinator*), David Melcher, Gabriele Miceli, Carlo Miniussi (*CIMeC Director and TBS Lab Coordinator*), Stefano Panzeri (IIT – *CNCS Director*), Francesco Pavani, Marius Peelen, Manuela Piazza, Valeria Sovrano (*ACN Lab Coordinator*), Katya Tentori, Massimo Turatto, Luca Turella, Giorgio Vallortigara, Wieske van Zoest, Alessandro Vato (IIT), Nathan Weisz, Roberto Zamparelli (*LIC Lab Coordinator*), Massimiliano Zampini (*Master Course Coordinator*)

## Doctorate Program Administrator

Leah Mercanti

## Student Representatives

32<sup>nd</sup> cycle: To be elected

31<sup>st</sup> cycle: Simone Viganò

30<sup>th</sup> cycle: Francesca Perna

## 2015/16 Graduates (\*Thesis discussion in February/April 2017)

### 29th cycle

Beatrice Agostini\*

Ludwig Pasquale\*

Florian Herpich\*

Marco Pagani\*

Srdjan Popov\*

Daria Proklova\*

Rossella Varvara\*

Lia Villanueva Villareal\*

Valentina Borghesani\*

## Current Students

32nd cycle (Year 1)	31st cycle (Year 2)	30th cycle (Year 3)	29th cycle (Extension)
Francesca Bonetti	Aidas Aglinskas	Rachel Bhushan	Ceren Battal
Claudia Bonmassar	Luca Artesini	Jan Bim	Stefania Mattioni
Carola Canella	Elisa Battistoni	Matteo De Tommaso	
Romina Esposito	Federica Contò	Ekaterina Delikishkina	
Demetrio Ferro	Benjamin Davis	Marco Fuscà	
Giulia Forcellini	Eugenia Gianni	Adam Liska	
Ekaterina Gordienko	Daniel Gutierrez Barragan	Elena Lorenzi	
Giorgio Marinato	Giulia Malfatti	Chiara Maffei	
Francesca Morbioli	Marta Mangiarulo	Evelyn Muschter	
Monica Moroni	Sandro Pezzelle	Francesca Perna	
Folco Panizza	Mariagrazia Popeo	Davide Potrich	
Danielle Elizabeth Parrott	Flavio Ragni	Fleur Van Ierschot	
Prerana Sabnis	Danilo Rubicondo		
Giuseppe Rabini	Poppy Sharp		
Sofia Tagini	Benjamin Timberlake		
	Simone Viganò		
	Sara Zanellini		
	Joshua Zonca		

## 2. DOCTORATE PROGRAM GLOSSARY

The glossary provided below offers a description of the main references and committees of the PhD program.

### **ADVISOR**

The Advisor for each student is designated by the Executive Committee within the first month of the 1st year. The Advisor is a CIMeC PhD Program member who follows and steers the academic path and research activities of his/her student.

### **CO-ADVISOR**

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

### **OVERSIGHT COMMITTEE (OC)**

At various points of the three-year program students present their work to an Oversight Committee made up of the Advisor and two other experts (at least one member must be Faculty) appointed by the student and Advisor, and then confirmed by the Executive Committee. Upon completion of the various student presentations, 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 three years.

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

The Doctoral Program Committee is made up of the Faculty 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 Head 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 Head 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 continue on to the following year. Students, Advisors and course lecturers must hand in a checklist to a separate committee made up of a minimum of 2 members of the DPC, nominated by the Executive Committee, namely the End-Year Evaluation Committee (EYE-C). The duty of the EYE-C is to review all checklists, essays and reports, and to create a recommendation-based summary for the DPC. The EYE-C has the remit to collect any additional information from Advisors, Students or other sources which are deemed relevant to its duties.

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

The PhD Administrator's role is to provide support to all Doctoral Program Students and Advisors in their daily and long term PhD program related activities. Main activities include PhD candidate admission selection, candidate oral defences, support to the EYE-C, EC and DPC, as well as to the Student Representatives, Student Handbook and Kit creation, annual internal reports, and logistical support.

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

PhD students may contact the Humanities and Cognitive Sciences Area - PhD Office directly for the following instances:

- Enrolment in the program
- Certification of enrolment
- Lodging contributions
- TDS payments
- Diplomas
- 50% increase for research abroad

### 3. OVERALL PLAN OF ACTIVITIES

The PhD Program is organised in three years, each divided into semesters:

- first semester: November 1, 2016 – April 30, 2017
- second semester: May 1 – October 31, 2017

There are two curricula within the Program: Cognitive Neuroscience (*CN*) and Language, Interaction and Computation (*LIC*). Most activities are identical for each track of the Program unless otherwise noted.

A Gantt diagram of Program's activities is provided on pg. 10 (Year 1), pg. 12 (Year 2) and pg. 14 (Year 3). The diagram identifies main student assignments, evaluations and administrative actions across the three years of the PhD.

Please note that the PhD program at CIMeC is residential. Long absences are not permitted, unless previously approved by the Advisor and the Executive Committee, who guarantee that the absence is motivated by the research activity. Absences longer than two weeks must be communicated to the PhD Administrator by the student by email and approved by the Advisor and denoted by the Course Lecturer, should the absence overlap with an approved course in the Study Plan. Repeated unjustified absences can lead to the expulsion from the Doctoral Program.

Holidays observed in 2016-2017 are as follows:

<u>2016</u>	<u>2017</u>
Nov. 1	Jan. 6
Dec. 8	April 17
Dec. 26	April 25
	May 1
	June 2
	June 26 (Trento + Mattarello)
	Aug. 15

All other interruptions must be agreed upon with the Advisor and Course Lecturers should the absences coincide with course dates *no matter how long the absence*.





3.1 GANTT DIAGRAM OF PHD PROGRAM ACTIVITIES – YEAR 1

Gantt diagram of PhD Program Activities												
ABBREVIATIONS	COLOR CODING LEGEND											
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Doctoral Program Committee (DPC)												
Executive Committee (EC)												
Oversight Committee (OC)												
End-Of-Year Evaluation Committee (EYE-C)												
YEAR 1 - 32ND CYCLE												
Advisor is assigned												
OC is established												
Student and Advisor work at the Study + Research Plan												
Student and Advisor fill out checklist independently												
Doctoral Student Day Attendance												
Student proposes the Study Plan to the EC												
Study Plan is approved by the EC												
PhD Research project activities												
Training activities (courses, lab meetings, workshops, colloquia, research seminars, etc.)												
Participate in the life of your institution												
Colloquium Essay												
Research report												
Study plan report												
Student and OC discuss Research report												
OC provides written feedback of the report												
EYE-C evaluates admission to 2nd year												
DPC evaluates admission to 2nd year												



3.1 GANTT DIAGRAM OF PHD PROGRAM ACTIVITIES – YEAR 2

Gantt diagram of PhD Program Activities												
ABBREVIATIONS	COLOR CODING LEGEND											
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Doctoral Program Committee (DPC)												
Executive Committee (EC)												
Oversight Committee (OC)												
End-Of-Year Evaluation Committee (EYE-C)												
Year 2 - 31ST CYCLE												
Student and Advisor work at the Study Plan												
Student and Advisor fill out checklist independently												
Doctoral Student Day	6											
Student proposes the Study Plan to the EC	7											
Student Thesis Project Proposal						8						
Study Plan is approved by the EC												
OC provides written feedback on thesis project												
PhD Research project activities												
Training activities (courses, lab meetings, workshops, colloquia, research seminars, etc.)												
Participate in the life of your institution												
Student writes Critical Literature Review (CLR)									9			
Colloquium Essay									10			
Study plan report										11		
Brown Bag presentation											12	
OC Reviewer provides feedback on the CLR												
EYE-C evaluates admission to 3rd year												
DPC evaluates admission to 3rd year												



3.1 GANTT DIAGRAM OF PHD PROGRAM ACTIVITIES – YEAR 3

Gantt diagram of PhD Program Activities												
ABBREVIATIONS	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
	COLOR CODING LEGEND											
Doctoral Program Committee (DPC)												
Executive Committee (EC)												
Oversight Committee (OC)												
End-Of-Year Evaluation Committee (EYE-C)												
Year 3 - 30TH CYCLE												
Student and Advisor work at Study Plan												
Student and Advisor fill out checklist independently												
Doctoral Student Day	13											
Student proposes the Study Plan to the EC	14											
Student presents thesis project results to OC			15									
Student delivers peer-reviewed manuscript (CN) or conference proceeding (LIC) + reviews						16						
Study Plan is approved by the EC												
OC provides feedback												
Training activities (courses, lab meetings, workshops, colloquia, research seminars, etc.)												
Participate in the life of your institution												
PhD Research project activities												
PhD Thesis writing												
Colloquium Essay									17			
Study plan report											18	
Thesis delivery (default scenario)											19	
Advisor writes evaluation of the Student's thesis + PhD												
DPC decides on sending the thesis to reviewers												



### 3.2 DETAILED ASSIGNMENT DESCRIPTION AND DEADLINES

YEAR 1 - 32ND CYCLE	
<b>Year 1 - #1</b>	<b>Doctoral Student Day attendance</b>
	<p>The aim of DS Day is twofold: on the one hand it's to give the opportunity to the PhD students to organize their own event. On the other it's an opportunity for the DPC and CIMeC at large to view the work currently carried out by all PhD Candidates.</p> <p>Attend all DS Day activities.</p> <p><b>Instructions</b> Write up a brief account regarding your favorite poster or presentation, upload it to your shared folder and discuss your choice with your Advisor.</p>
	<b>Date</b> Friday, November 4, 2016
<b>Year 1 - #2</b>	<b>Study and Research Plan</b>
	<p>Decide on the educational and research path of Year 1 along with Advisor. Consider what courses are being offered within and outside of the CIMeC in order to best meet the demands of the thesis research activity. Come up with action plan in order to begin carrying out research towards goal of thesis.</p> <p>The 2016/17 Study and Research Plan Form is available at the following CIMeC Wiki page: <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a></p> <p><b>Instructions</b> - 1 electronic but hand-signed copy by both Advisor and Candidate in the Candidate's shared folder</p>
	<b>Deadline</b> January 10, 2017
<b>Year 1 - #3</b>	<b>Research Report</b>
	<p>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 written report on year 1, summarizing research activities carried out so far. The expectation is that by the end of the first year of the PhD, the student should have a detailed plan, developed with the advisor, for the thesis work. In this end-of-year report, the student should <u>also briefly</u> summarize the research plan, 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.</p> <p>If the student has already collected preliminary data on the project (or other preliminary projects), the student should also summarize these data in a subsequent section.</p> <p><b>Aim</b> Identify which aspect/s of the research activity can be followed through as thesis project.</p> <p><b>Instructions</b> Written independently (no revision from advisor or OC until the meeting), this is a 3-page maximum report. Candidate: 1) puts the report in his/her shared folder 2) emails report to the OC, 3) organizes a meeting held within 2-weeks in order to discuss the report with the OC. 4) the OC fills out the evaluation and uploads it to the student's shared folder.</p>
	<b>Candidate sends report to the OC by</b> August 31, 2017
	<b>Report presentation by</b> September 15, 2017
	<b>OC uploads the evaluation to the candidate's folder by</b> September 29, 2017
<b>Year 1 - #4</b>	<b>Colloquium Essay</b>
	<p>All students are required to prepare a short essay (max 1000 words) related to one of the Colloquia attended this year. The essay should briefly but clearly summarize the colloquium, critically assess the claims made in the colloquium, and discuss the colloquium in a broader context, for example by relating it to other theories in the literature or to the student's own work.</p> <p>The essay is expected to consist of original content prepared by the student in response to material covered in the colloquium. Proper citations and references are required. The essay must be emailed to the assignment coordinator (Marius Peelen: <a href="mailto:Marius.Peelen@unitn.it">Marius.Peelen@unitn.it</a>)</p>
	<b>Deadline</b> July 31, 2017 or sooner
<b>Year 1 - #5</b>	<b>Study Plan Report</b>
	<p>Study plan report allows candidates to declare courses that were actually taken or added to their study plan throughout the year. List of colloquia, lab meetings and participation is to help monitor your activity.</p> <p><b>Instructions</b> Fill out template for the lab meeting/colloquia/participation list as well as the study plan for Year 1 with any changes to study plan. These forms are available at the following CIMeC Wiki page: <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a></p> <p>Upload these two items to your shared folder.</p>
	<b>Deadline</b> August 31, 2017 or sooner



YEAR 2 - 31ST CYCLE	
<b>Year 2 - #6</b>	<b>Doctoral Student Day Poster/Talk</b>
<b>Aim</b>	The aim of DS Day is twofold: on the one hand it gives the opportunity to PhD candidates to organize their own event. On the other it's an opportunity for the CIMeC-at-large to view the work being carried out by all PhD candidates.
<b>Instructions</b>	Organization begins in June, forming a committee, selecting who will be giving talks, coordinating all aspects of the event.
<b>Event planning</b>	Commences in May/June of previous academic year.
<b>Event date</b>	November 4, 2016
<b>Year 2 - #7</b>	<b>Study Plan</b>
<b>Aim</b>	Decide on the educational path of Year 2 along with your Advisor. Consider what courses are being offered within and outside of the CIMeC in order to best meet the demands of the thesis research activity. <b>31st cycle students are obliged to fulfill all academic requirements that were in the 2015/2016 Student Handbook.</b>
<b>Instructions</b>	The 2016/17 Study Plan Form is available at the following CIMeC Wiki page: <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a> - 1 electronic but hand-signed copy by both Advisor and Candidate in the Candidate's shared folder
<b>Deadline</b>	November 28, 2016
<b>Year 2 - #8</b>	<b>Thesis project proposal</b>
<b>Aim</b>	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 in public and for the OC to monitor the research activity being conducted.
<b>Instructions</b>	Candidate uploads presentation to shared folder and organizes meeting (location, date and time), 1 month ahead of time.
<b>Presenting time</b>	40 minutes (talk + follow-up discussion with OC)
<b>Presentation Deadline</b>	March 31, 2017
<b>OC written feedback deadline</b>	April 14, 2017, uploaded to candidate's folder. Evaluation can be found on <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a>
<b>Year 2 - #9</b>	<b>Critical Literature Review (CLR)</b>
<b>Aim</b>	This important assignment is intended to serve as a first draft of the introduction to the PhD Candidate's thesis in which students write a critical literature review in their field of study. This will be evaluated by a qualified Reviewer selected by both the Student and the Advisor, among his/her OC.
<b>Instructions</b>	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 (among OC members) and uploads it to the shared folder. The Reviewer's evaluation is uploaded to the student's folder.
<b>Student Deadline</b>	July 31, 2017 or sooner
<b>Reviewer Instructions</b>	There is no format for this task: a few comments written in freestyle must be uploaded to the PhD student's shared folder by the below deadline.
<b>Reviewer's feedback Deadline</b>	September 29, 2017
<b>Year 2 - #10</b>	<b>Colloquium Essay</b>
<b>Aim</b>	All students are required to prepare a short essay (max 1000 words) related to one of the Colloquia attended this year. The essay should briefly but clearly summarize the colloquium, critically assess the claims made in the colloquium, and discuss the colloquium in a broader context, for example by relating it to other theories in the literature or to the student's own work.
<b>Instructions</b>	The essay is expected to consist of original content prepared by the student in response to material covered in the colloquium. Proper citations and references are required. The essay must be emailed to the assignment coordinator (Marius Peelen: <a href="mailto:Marius.Peelen@unitn.it">Marius.Peelen@unitn.it</a> )
<b>Deadline</b>	July 31, 2017 or sooner
<b>Year 2 - #11</b>	<b>Study Plan Report</b>
<b>Aim</b>	Study plan report allows candidates to declare courses that were actually taken or added to their study plan throughout the year. List of colloquia, lab meetings and participation is to help monitor your activity.
<b>Instructions</b>	Fill out template for the lab meeting/colloquia/participation list as well as the study plan for Year 2 with any changes to study plan. These forms are available at the following CIMeC Wiki page: <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a> Upload these two items to your shared folder.
<b>Deadline</b>	August 31, 2017 or sooner
<b>Year 2 - #12</b>	<b>Brown Bag Presentation</b>
<b>Aim</b>	The aim of giving a Brown Bag Presentation is to allow PhD candidates to share their ideas/findings or data interpretation with the CIMeC Researchers in a relaxed yet structured setting and is an excellent opportunity to obtain feedback.
<b>Instructions</b>	Student prepares a 15-minute talk about a question or topic of their choice that should be of scientific interest and value.
<b>Event date</b>	Give at least one BB presentation by the end of the 2nd year, and no later than 31/07/2018

<b>YEAR 3 - 30TH CYCLE</b>	
<b>Year 3 - #13</b>	<b>Doctoral Student Day Poster/Talk</b>
<b>Aim</b>	The aim of DS Day is twofold: on the one hand it gives the opportunity to PhD candidates to organize their own event. On the other it's an opportunity for the CIMeC-at-large to view the work being carried out by all PhD candidates.
<b>Instructions</b>	Organization begins in June, forming a committee, selecting who will be giving talks, coordinating all aspects of the event.
<b>Event planning</b>	Commences in May/June of previous academic year.
<b>Event date</b>	November 4, 2016
<b>Year 3 - #14</b>	<b>Study Plan</b>
<b>Aim</b>	Decide on the educational path of Year along with Advisor. Consider what courses are being offered within and outside of the CIMeC in order to best meet the demands of the thesis research activity. <b>30th cycle students are obliged to fulfill all academic requirements that were in the 2014/2015 Student Handbook.</b>
<b>Instructions</b>	The 2016/17 Study Plan Form will be available at the following CIMeC Wiki page: <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a> - 1 electronic but hand-signed copy by both Advisor and Candidate in the Candidate's shared folder
<b>Deadline</b>	November 28, 2016
<b>Year 3 - #15</b>	<b>Thesis project results presentation</b>
<b>Aim</b>	Candidates 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.
<b>Presenting time</b>	1 hour (talk + follow-up discussion with OC)
<b>Instructions</b>	Candidate uploads presentation to shared folder and organizes meeting (location, date and time), 1 month ahead of time.
<b>Presentation Deadline</b>	January 31, 2017
<b>OC written feedback deadline</b>	February 14, 2017, uploaded to student's folder Evaluation can be found on <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a>
<b>Year 3 - #16</b>	<b>Research paper for journal (CN) or conference proceedings (LIC) + reviews</b>
<b>Aim</b>	To encourage students to disseminate their research in the wider scientific world.
<b>CN track candidates</b>	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).
<b>LIC track candidates</b>	The conference has to be listed among the top 250 in Computer Science on the Microsoft Academic Search site <a href="http://academic.research.microsoft.com/RankList?entitytype=3&amp;topDomainID=2&amp;subDomainID=0">http://academic.research.microsoft.com/RankList?entitytype=3&amp;topDomainID=2&amp;subDomainID=0</a> 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)
<b>Instructions</b>	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 actual reviews need to be submitted to uploaded to the shared folder. 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. <i>Alternatively, should students be unable to meet the below deadline, a report from the student's OC ought to be sent to the PA in its place.</i>
<b>Deadline</b>	March 31, 2017 <b>Important: candidates are responsible for ensuring all parts of this task are carried out within the terms dictated.</b>
<b>Year 3 - #17</b>	<b>Colloquium Essay</b>
<b>Aim</b>	All students are required to prepare a short essay (max 1000 words) related to one of the Colloquia attended this year. The essay should briefly but clearly summarize the colloquium, critically assess the claims made in the colloquium, and discuss the colloquium in a broader context, for example by relating it to other theories in the literature or to the student's own work.
<b>Instructions</b>	The essay is expected to consist of original content prepared by the student in response to material covered in the colloquium. Proper citations and references are required. The essay must be emailed to the assignment coordinator (Marius Peelen: <a href="mailto:Marius.Peelen@unitn.it">Marius.Peelen@unitn.it</a> )
<b>Deadline</b>	July 31, 2017 or sooner
<b>Year 3 - #18</b>	<b>Study Plan Report</b>
<b>Aim</b>	Study plan report allows candidates to declare courses that were actually taken or added to their study plan throughout the year. List of colloquia, lab meetings and participation is to help monitor your activity.
<b>Instructions</b>	Fill out template for the lab meeting/colloquia/participation list as well as the study plan for Year 3 with any changes to study plan. These forms are available at the following CIMeC Wiki page: <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a> Upload these two items to your shared folder.
<b>Deadline</b>	August 31, 2017 or sooner
<b>Year 3 - #19</b>	<b>Thesis Delivery (Default Scenario: December oral defense/final exam)</b>
<b>Instructions for Candidate</b>	Thesis delivery details (format, delivery methods and other practical information) will be announced to the 30th cycle candidates throughout the academic year. By August thesis writing should be in its final stages.
<b>Instructions for Advisor</b>	Download the Advisor Report form from <a href="https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents">https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents</a> and upload it to shared Advisor Repor folder (link will be shared later on in the academic year.
<b>Candidate deadline</b>	September 8, 2017
<b>Advisor deadline</b>	September 15, 2017

## 4. STUDY PLAN

The Study Plan is the document where you state which course activities will be taken each PhD year. This document has to be discussed with your Advisor, who has to sign it to document his/her approval, and must be (see Gantt diagram for deadline) uploaded to your UNITN PHD shared folder.

Below is a synthetic 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 each year.

**Part of the activities and courses are mandatory, whereas electives constitute an opportunity for further training but are not mandatory. Nevertheless, these electives must contribute to your study plan for a minimum of 10 credits, within the first two years. The CIMEC Doctoral Program strongly encourages the student to take full advantage of the educational offering at UNITN.**

For each single course added to the study plan, regardless 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.

The evaluation method of a course is determined by the Lecturer of that course. Details on how and when the evaluation shall take place are the responsibility of the Course Lecturer and ought to be shared with students within the first 2 lessons of the lecture. The general guideline for Faculty is that 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 Advisor.

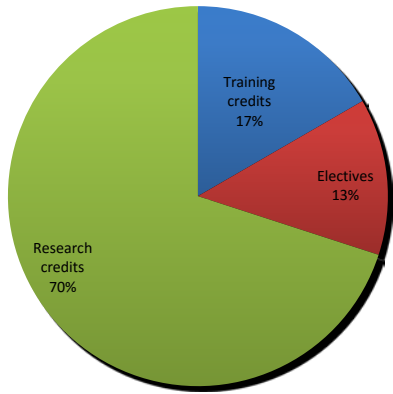
In case the CBS Doctoral Program does not offer a course/courses in the field of expertise of/relevant to the PhD project, students may take an additional course/courses of their choice at another PhD or master's level program within the University of Trento. Details must be given to the PA via the study plan and pass/fail status must be communicated to the Administrator by the Lecturer by 15 September 2017. In particular, the 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: <http://www5.unitn.it/Orari/en/Web/CalendarioCds>.

Course credits obtained from other institutions, including summer schools, during the Doctoral 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. The PA will not accept study plans void of this information.

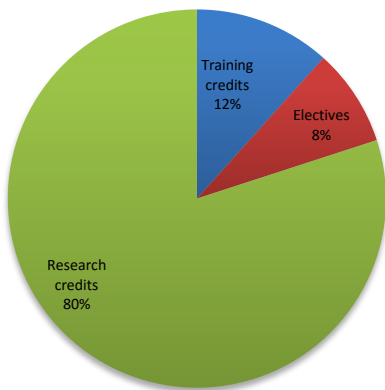
Compulsory courses cannot be substituted. 1 credit = 6 frontal hours.

#### 4.1 PERCENTAGE OF STUDY AND RESEARCH CREDITS

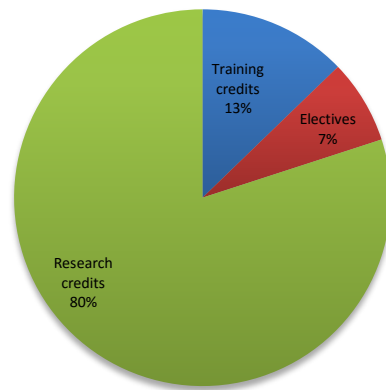
**Year 1**



**Year 2**



**Total**



**Year 3**



## 4.2 COMPULSORY CREDITS

### 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	F. Pavani, L. Mercanti	Year 1, 1 <sup>st</sup> trimester	T	0.3
Being a PhD Student at CIMEC	3 <sup>rd</sup> year Candidates + Advisors	Year 1, 1 <sup>st</sup> trimester	T	0.3
Time Management	Wieske van Zoest	Year 1, 1 <sup>st</sup> trimester	T	0.3
Online safety course	UNITN	Year 1, 1 <sup>st</sup> trimester	T	0.3

### 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, 1 <sup>st</sup> trimester	T	0.75
Module 2. Prepare a protocol for Ethic Committee approval	C. Bonfiglioli	Year 1, 1 <sup>st</sup> trimester	T	1
Module 3. Code of conduct in science	U. Hasson	Year 1, 1 <sup>st</sup> trimester	T	0.3

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

Course	Lecturer	When	Type	Credits
Colloquia Attendance	Invited speakers	Year 1, 2, and 3	T	3.5
Brown Bag Attendance	Phd Candidate	Year 1, 2, and 3	T	2
Doctoral Student Day Attendance	Phd Candidate	Year 1, 2, and 3	T	2
Participation (for details see course descriptions)	Phd Candidate	Year 1, 2, and 3	T	0.5

### 3- PHD RESEARCH ACTIVITY

Activity	Actors	When	Type	Credits
Advisor/Lab Meetings	Phd Candidate/Advisor	Year 1, 2, and 3	R	4
Doctoral Student Day Presentation	PhD Candidate			
Colloquium Essay	M. Peelen	Year 1, 2, and 3	R	1
Research activity	Phd Candidate	Year 1 and 2	R	30
Research Report	Phd Candidate	Year 1	R	6
CLR	Phd Candidate	Year 2	R	10
Brown Bag Presentation	Phd Candidate	Year 2	R	2
Research Activity	Phd Candidate	Year 3	R	20
Submission + reviews - Research Paper (if CN student) / Submission + reviews - Conference proceedings (if LIC student)	Phd Candidate	Year 3	R	4
Thesis writing	Phd Candidate	Year 3	R	24

## 4.3 ELECTIVE CREDITS

### 4- RESEARCH COMMUNICATION

Course	Lecturer	When	Type	Credits
<b>RC1</b>				
Data visualization	C. Hickey	Year 1 or 2, 2 <sup>nd</sup> trimester	T	1
<b>RC2</b>				
Figures and posters	C. Hickey	Year 1 or 2, 2 <sup>nd</sup> trimester	T	1.5
<b>RC3</b>				
Conference presentations	C. Hickey	Year 1 or 2, 2 <sup>nd</sup> trimester	T	2
<b>RC4</b>				
Writing	S.A. Lee	Year 1 or 2, 2 <sup>nd</sup> trimester	T	1.5
<b>RC5</b>				
How to Review a Journal Article	U. Hasson	Year 1 or 2, 2 <sup>nd</sup> trimester	T	1
<b>RC6</b>				
How to Respond to Reviewers	M. Peelen	Year 1 or 2, 2 <sup>nd</sup> trimester	T	1

### 5- 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	2
MR Safety course	N. Pace	Year 1 or 2 or 3	T	0.5

### 5- FUNDING

Course	Lecturer	When	Type	Credits
<b>Fund your project</b>				
Funding opportunities for young researchers	Lecturer: Research and Technology Transfer Support Division – University of Trento	Any time during the three years	T	0.5

### 6- ACHIEVING EXPERTISE

Course	Lecturer	When	Type	Credits
<b>Introduction to Methods</b>				
Methods 1: EEG	V. Mazza	Year 1, 2, or 3 2 <sup>nd</sup> trimester	T	1.5
Methods 2: fMRI	J. Jovicich	Year 1, 2, or 3 2 <sup>nd</sup> trimester	T	1.5
Methods 3: MEG	D. Baldauf	Year 1, 2, or 3 2 <sup>nd</sup> trimester	T	1.5
Methods 4: TBS	C. Miniussi	Year 1, 2, or 3 2 <sup>nd</sup> trimester	T	1.5
fMRI Data Analysis*	TBA	Year 1, 2, or 3 3 <sup>rd</sup> trimester	T	2 minimum
<b>Analyse your studies</b>				
Advanced Statistics	L. Lombardi	Year 1, 2, or 3 2 <sup>nd</sup> trimester	T	2
<b>Other skills</b>				
Bibliographical Resources	M. Lucianer	Year 1, 2, or 3	T	1
Teaching Assistance	PhD Candidate	Year 1, 2, or 3	T	6.5 maximum

(see details for Teaching Assistance in course descriptions)				
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**IMPORTANT INFORMATION:**

- Should the PhD program not offer courses necessary for the completion of your Doctorate in Cognitive and Brain Sciences you are also free to track down courses in other Master's or PhD programs offered at the University of Trento, as well as online courses (eg: Coursera), and include them in your study plan.
- **MASTER'S LEVEL COURSES: Master's in Cognitive Science (MCS) courses** (CIMeC's English-speaking Master's program) are ongoing and follow bi-annual programming. **Please consult the calendar in as early as *mid-August* and *mid-January* each year in order to learn of what courses are running and when:** <http://www5.unitn.it/Orari/en/Web/CalendarioCds#>. Keep in mind that the actual courses of the MCS program generally run from September to August, instead of from November to October like the PhD program.

The following is a list of 2016-2017 MCS courses:

Foundations of Cognitive Psychology, Foundations of Cognitive Neuroscience, Research Design, Foundations of Brain Imaging, Intro to Human Language, Computational Skills in Cognitive Science, Neural Decoding, Neural Foundations of Human Behaviour, *Hands on Methods Course\**, Clinical Neuroscience, Neuroscience, Current Debates in Cognitive Neuroscience, Current Issues in Neuroscience: Animal Models, Scientific Communication, Advanced Topics in Perception and Attention, Cognitive Psychology, Computational Linguistics, Advanced Topics in Language/Cognition, Logical Structures in Natural Language, The Neuro-Cognitive Basis of Negation\*\*.

For full descriptions of these courses click on the following links:

Cognitive Neuroscience track: <http://international.unitn.it/mcs/cognitive-neuroscience-cns>

Language and Multimodal Interaction track <http://international.unitn.it/mcs/language-and-multimodal-interaction-lmi>

\* Recommended courses offered within the framework of the Master's in Cognitive Sciences. Check out schedule at above link.

\*\* Ran in October 2016 but may run in October 2017

## 4.4 DETAILED COURSE 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 lesson with all 3<sup>rd</sup> and 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. At the end of the lesson Advisors of different tier levels provide further advice on making the most of your PhD. Finally, a general online course on safety in the workplace is mandatory for all UNITN personnel.

### 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? It comprises three modules and a single evaluation phase based on participation in class discussions draft and completion of a written assignment by June 30.

- *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. Colloquia include those seminars organized by the Program as well as other Centers, Departments and Doctoral Programs in and outside of the University of Trento network. Students have the opportunity to meet the speakers of CIMEC-organized Colloquia personally during their visit and may do so by contacting the Colloquium Host prior to their arrival. ALL PhD students must keep track of the colloquia attended throughout the year. *Colloquia Organization Committee: Marius Peelen, Albrecht Haase, Raffaella Bernardi e Daniel Baldauf*



**Brown Bag Attendance**

The Brown Bag meeting is the CIMEC researchers' weekly meeting. All CIMEC Principle Investigators, Postdocs, PhD candidates, and MSc students are strongly encouraged to attend this meeting. The meeting starts with a 15-min talk by a CIMEC member (any level), 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 their own lunch. *Brown Bag Organization Committee: 2 PhD students, possibly Year 1 and 2. Marius Peelen (Academic Reference)*

**Doctoral Student Day Attendance**

Doctoral Student Day is an opportunity for the CIMEC PhD candidates to organize a series of talks and poster session in order to present their work to the CIMEC, enabling them to receive feedback from researchers they 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: Veronica Mazza*

**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 study plan report. Note: sitting in on exams is not considered participation.

#### 4 – PHD RESEARCH ACTIVITY

**Student/Advisor Lab Meetings and Checklists**

Lab Meetings: This fundamental activity is characterized by regular meetings with the Advisors and, if available, the Lab. Students are obliged to attend and participate in a research lab, where applicable. 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/Advisor.

Checklists: This task is carried out by both the Advisor and the PhD Candidate independently at the end of each semester to ensure minimum requirements are met regarding the quantity and quality of the research carried out. The outcome of the Checklists is monitored by the EYE-C, and with regards to the research activity, is monitored by the OC.

Detailed instructions on research activities are listed on pages #16-18

#### 5 – PRESENT and PUBLISH YOUR PROJECTS

## Research communication

Description: The aim of these modules is to prepare students to disseminate their research in the wider scientific world. We will review how to write a journal article, including the various sections involved and the implicit rules of writing science in the English language.

The course will also discuss how to respond to reviewers and how to critically read a journal article. We will look at the challenges involved in creating clear and compelling visual "arguments" such as figures and tables. The course will also concentrate on oral presentations of research, including brief conference talks, question and answer sessions and longer presentations to a non-specialist audience. Both technical and practical aspects of giving a talk will be discussed.

Evaluation methods and timeline: Students track a dataset - optimally their own - through all stages and modules. There are lectures, in-class exercises and written assignments. Students will take turns as the presenter and as the audience. Students are evaluated at the end of the course based on their assignments (talk and poster assignments).

## How to critically read a journal article

As important part of writing a research article is adopting a critical stance. This module will focus on criteria reviewers use to evaluate cognitive neuroscience papers.

## How to respond to reviewers

In this module, we will discuss the various steps of the publication cycle, focusing on how best to anticipate and respond to reviewers' comments.

## 5 - FUND YOUR PROJECTS

### Fund your project

The course "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.

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).

- **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.
- **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, analysesEvaluation method and timeline: Written open questions, within a month of courses' end.
- **TBS**  
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 semester.

### **FMRI Data Analysis**

For information and a detailed description go to <http://international.unitn.it/mcs/cognitive-neuroscience-cns> and look up the Hands on Methods course.

### **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

### **Bibliographical resources**

Students take a short but intensive course on learning how to conduct efficient searches of the University of Trento's bibliographical resources available through its library. The course, which is both theory and practice, will specifically involve the Trentino Bibliographic Catalogue, e-journals, databases, academic resources and Open Access online of the various areas of interest of the participants.

### **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.

## 5. 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 should 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 should 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.**

## 6. 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 advisor or use the American Psychological Association format.

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

Copying text from your own prior work (or your advisor'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<sup>2</sup>. Failing to cite or properly attribute ideas to their source results in a misrepresentation of the student's intellectual or writing ability. When citing 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 advisor. Procedures for data filtering (e.g., outlier removal or discarding participants) should be consulted on and approved by the faculty advisor. 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 advisor 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.

<http://www.unitn.it/en/servizi/1716/the-confidential-counsellor-for-mobbing-and-sexual-harassment-cases>

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.

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<sup>2</sup> <http://studentaffairs.stanford.edu/communitystandards/integrity/plagiarism>

## **6. Disciplinary Measures**

Serious violations will be treated as follows:

The students and his/her advisor 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.

## **7. The Honor Code Agreement**

Having read the CBS Doctoral Program's Honor Code, I understand and accept my responsibility as a member of the CBS Doctoral Program to uphold the Honor Code at all times.





**UNIVERSITÀ DEGLI STUDI  
DI TRENTO**

CIMeC - Center for Mind/Brain Sciences

I hereby acknowledge that I read and understood the 2016-2017 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 \_\_\_\_\_

**ADVISOR**

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

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

Date \_\_\_\_\_

Signature \_\_\_\_\_





## 7. USEFUL INFORMATION

### 7.1 Contact Info and Logistics

All phone numbers and email addresses of University staff can be found by doing a search in the 'People' search box of the UNITN website. If calling from outside the University, Rovereto is 0464-80XXXX, Mattarello/Trento is 0461-28XXXX. If calling from within the University just dial the last 4 digits.

Walk-in Program Administrator (PA), Leah office hours: 10:30 – 12:30, Mon – Fri, or by appointment ONLY

Urgent matters ONLY: call/email PA

To speak with the Head or Vice-head of the Program: contact them directly.

Leah's work skype name: l Leahhatwork

Official email of the PA: [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it)

Doctorate website: <http://web.unitn.it/en/drcimec>

#### Other useful contacts:

**Head of Accounting:** Daniela Tarolli

Accounting assistant for **PhD travel:** Elena Aloisi and Elisa Baldessari

Accounting assistant for **Purchases:** Roberto Manica, Alessandra Rossaro

Location: Corso Bettini, 84, Rovereto (Palazzo Istruzione, top floor)

#### PhD Student Studios

Palazzo Fedrigotti, Corso Bettini, 31 Rovereto:

C110: Varvara, Villanueva, Pezzelle, Gianni, Zanellini

C112: Delikishkina, van Ierschoot, Viganò, Mangiarulo, Sabnis

C313: Bim, Liska, Pagani, Herpich, Muschter, Proklova, Sharp, Popeo, Contò, Canella, Forcellini, Ferro (da Marzo), Moroni, Parrott

P301: De Tommaso

P304: Perna, Tagini

P307: Artesini, Rabini, Barbaro

P308: Bonetti, Bonmassar, Gordienko

CIMeC – Mattarello, via delle Regole, 101 Mattarello:

PhD Studio: Maffei, Zonca, Timberlake, Malfatti, Fuscà, Esposito, Panizza

PhD Studio 2: Battal, Mattioni

009: Ben Davis

206: Flavio Ragni

CIMeC – Manifattura:

P2, Stanza n. 3: Lorenzi, Potrich

P2, Stanza n.232: Bhushan

P2, Stanza n. : Francesca Morbioli

Other:

Reception Palazzo Fedrigotti: 8601

Reception CIMeC - Mattarello: 3080

Reception CIMeC – Ex-Manifattura: 8700

Reception Palazzo Istruzione: 8401

The mailing lists of all of the CIMeC PhD cycles are:

[phd-32nd-cycle@list.cimec.unitn.it](mailto:phd-32nd-cycle@list.cimec.unitn.it)

[phd-31st-cycle@list.cimec.unitn.it](mailto:phd-31st-cycle@list.cimec.unitn.it)

[phd-30th-cycle@list.cimec.unitn.it](mailto:phd-30th-cycle@list.cimec.unitn.it)

[phd-29th-cycle@list.cimec.unitn.it](mailto:phd-29th-cycle@list.cimec.unitn.it)

OR all CIMeC PhD Students: [phd-students@list.cimec.unitn.it](mailto:phd-students@list.cimec.unitn.it)

### Who to contact and when

#### Rovereto:

Classroom, studio, equipment and cleaning: Reception  
Stationary, mailing and office supplies: Reception  
IT issues/IT requests for classes: see IT info page  
IT assistance for office computers: see IT info page  
IT issues/requests for CLIC labs: see IT info page  
IT issues/requests for labs on 3<sup>rd</sup> floor Palazzina: Massimo Vescovi  
IT issues/requests for emails/computer access: <http://servicedesk.unitn.it>.  
**All other matters:** Doctorate Program Administrator

#### Mattarello:

Classroom, studio, equipment, cleaning: Alessandro Leveghi  
Stationary, mailing and office supplies: Reception  
All IT issues/requests: see IT info page  
**All other matters:** Doctorate Program Administrator

#### PhD Office - Humanities and Cognitive Sciences Area:

Enrolment in the program  
Certification of enrolment  
Lodging contributions  
TDS payments  
Diplomas  
50% increase for research abroad  
Via Verdi, 26 - 38122 Trento, Tel. +39 0461 282193 - 1753 - 2188 - 2377  
Fax +39 0461 282191  
[phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it)  
Walk-in hours: Monday – Friday: 10.00-12.00  
Tuesdays also from 2 p.m. to 4 p.m.

### Internal Mail

The University has an **internal mailing system** (*posta interna*). You may use it for free to send mail (eg. travel receipts, signed documents) from/to any of the University locations. In order to do so, first pick up an envelope at Reception, then address it and leave it with Reception.

## 7.2 Building Hours of Operation and Office Policy

### Rovereto:

Palazzo Fedrigotti (Corso Bettini, 31): reception is open Mon-Fri from 7:30a.m. - 7:00p.m

CeRiN: reception is open Mon-Fri from 8:30a.m. - 5p.m.

Palazzo Istruzione (Corso Bettini, 84): reception is open Mon-Fri from 7:45a.m. - 7:15p.m.

Ex-Manifattura (Piazza Manifattura, 1 Building #14) : 8 a.m. – 6 p.m.

### Mattarello:

For the time being, access to CIMeC's premises is allowed only between 8:00a.m. and 6:00p.m., Mon-Fri.

**Badges:** if you plan on working outside of the above hours you have to ask the Administrator of the building where your workstation is located. If permission is granted, you will be given a badge. If you begin working afterhours in more than one location you may ask the Administrator to give you access to the other building with the same badge. *You do not need to get multiple badges for multiple facilities, except for CIMeC Ex-Manifattura.*

Only those who have magnetic badges are allowed to enter (faculty, researchers, technical and administrative personnel, and PhD students who are stationed in Mattarello) afterhours and on holidays when reception is closed.

## Policy for Accessing CIMeC Buildings

### BUILDINGS

Whoever leaves after 6 p.m. must pay attention to switch off all lights, close doors and windows that might still be open and to make sure the gate has closed completely before leaving.

### OFFICES

Administration assigns a desk to all people who daily work in Mattarello or Rovereto (ie: faculty, researchers, technical and administrative personnel, PhD students). Every PhD student's desk is marked with a name tag.

For people who sporadically stay at LNIF (Mattarello) and need a desk, the tutor/supervisor must contact Administration ([valeria.nencini@unitn.it](mailto:valeria.nencini@unitn.it)) and put in a request for a desk (with the following info: start and end dates, and frequency of use):

- guests for a period > 4 months (at least 3 days per week at LNIF): administration assigns them a specific desk, if available, during the requested period;
- guests for a period < 4 months or students: they do not get a specific desk, but are allowed to use a desk among those available (without name tag) in the assigned room.

In all cases the desks that can be used @ CIMeC are designated *only* by Administration/IT staff on the basis of those available.

People, desks, PCs, and furniture in general cannot be moved around without Administration's prior authorization.

Stationed @ CIMeC	Personal desk	Available desk
Faculty	X	
Researcher	X	
Post-doc	X	
PhD student	X	
Guest (> 4 months)	X	
Guest (< 4 months)		X
Student		X

### 7.3 IT Info

At CIMeC every PhD student is given one computer upon which all standard software + additional licenses for specific needs are installed. This computer is part of the student's workstation (workstation = computer + monitor + desk + chair) and cannot be duplicated at another CIMeC location. Please take notice of the links at the LNIF IT How To's page in order to comply with the general computer and software policies at CIMeC (prior UNITN login is required):  
<https://wiki.cimec.unitn.it/tiki-index.php?page=ItHowto>

The primary mode of contacting IT is by opening a ticket at <https://service.cimec.unitn.it/ticketing/>

IT Fedrigotti - Daniele Patoner: 8603  
 IT Rovereto, Fedrigotti - Mauro Zago: 8604  
 IT 3<sup>rd</sup> floor Palazzina, Fedrigotti - Massimo Vescovi: 8687  
 Logistics Mattarello, Alessandro Leveghi: 3060  
 IT Mattarello: 3661, or email [lnif-IT-group@cimec.unitn.it](mailto:lnif-IT-group@cimec.unitn.it)  
 IT Manifattura: Antonio Zandonai: 8836

For all other IT issues that may be planned in advance and do not block your operations (ie. hw/sw updates, PC/Laptop set-ups, email, application support, customizations, backup and restoring, phones, etc.) you may open a ticket at the above link.

For change of emails or problems with your internet connection, contact the Central IT Office:

email: [itmrovereto@unitn.it](mailto:itmrovereto@unitn.it) (Moreno or Pasquale)  
 web: [www.polorovereto.unitn.it/presidio/](http://www.polorovereto.unitn.it/presidio/)  
 phone: 8430 8429 8428 8113  
 ITM info for change of emails etc.

#### For emergencies only

Mattarello: urgent support call 3661, or email [lnif-IT-group@cimec.unitn.it](mailto:lnif-IT-group@cimec.unitn.it), or from UNITN connected machines, go to <https://service.cimec.unitn.it/ticketing/>

Palazzo Fedrigotti: an IT HelpDesk service is available. The service is basically a guarantee that a cellphone at the below hours is answered by a CIMeC IT or Central IT Office representative. In order to make use of it, dial the cell number 335/5703056 or extension -8649.

Calls made to this upper level type of service are for problems blocking your operations. Therefore calls made to this number ought to be related to infrastructural IT equipment (PCs, data networks, projectors, videoconferences, telephones, printers and photocopying machines) that do not allow for immediate use.

The service is guaranteed Monday thru Thursday from 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 2:00 p.m.

#### Computer/Laptop Policy

Students are given one workstation (desk + computer) throughout the program, either in Mattarello or in Rovereto (CeRiN or Fedrigotti).

Laptops are loaned on a temporary basis (3-month max., renewable) and need to be requested and signed off by their Advisor. If students will need laptops for longer projects then either they or the Advisor can use research funds to buy a UNITN laptop.

Shared computers are available and are to be managed among the students. Shared computers are available in both Mattarello and Palazzo Fedrigotti in the PC labs, and in Fedrigotti there are some shared computers in C112 for visiting PhD students. Computer availability in these two locations is on a first-come first-serve basis.

#### 7.4 CIMeC PhD Course Information

General course information can be found in the Student Handbook. For details please contact the Course Coordinator mentioned in the SH.

##### *Where and when do your courses occur?*

Go to the "Calendar" link on the CIMeC website. All "CIMeC PhD" courses are labelled as such. Consult the Student Handbook for details not listed on the CIMeC Calendar (such as which year it should be taken, if it's compulsory, etc.). It's good practice to consult the CIMeC Calendar link *on a regular basis* (ie. every Monday morning see what's happening over the next 2 months) so that you are up to date in case there are any changes, cancelations, or updates.

##### *Which courses should I take?*

It is the PhD Student's responsibility to attend the classes selected and approved by the EC in the study plan and to stay updated with any new classes or changes in course schedules. Please refer to the Student Handbook and await approval from the EC regarding your study plan each year (*should your course begin sooner you may begin it without EC approval for the time being, as long as your Advisor is notified*).

##### Student Card (Carta dello Studente)/Lunch Card

In order to eat at the University's cafeterias and to be able to take advantage of student discounts you need to sign up for a student card and pick it up at the Opera Universitaria's 'sportello'. The student card is free for all students enrolled at the University of Trento. For information on getting a student card follow the instructions on this page:

<http://www.operauni.tn.it/servizi/ristorazione/carta-dello-studente>

You can collect your student card at the Sportello Info mense in Trento at *Sportello Opera Universitaria, via della Malpensada 140 – Trento tel. (+39) 0461.217442 / 0461.217455, opening time: from Monday to Friday from 9:30 to 12; Wednesdays from 14 to 16.*

[www.operauni.tn.it](http://www.operauni.tn.it) »

[info@operauni.tn.it](mailto:info@operauni.tn.it) »

For info about cafeteria food and costs:

<http://www.operauni.tn.it/servizi/ristorazione>

For Cafeteria locations visit:

<http://www.operauni.tn.it/servizi/ristorazione/mense>

## 7.5 LNIF Project Guidelines

Should you begin -projects at LNIF, you must follow the procedure described in detail on our WIKI page.

<https://wiki.cimec.unitn.it/tiki-index.php?page=LnifAccessRequest>

In particular, the first three steps are important for coordinating the entire procedure.

Therefore, please remember checking these steps. This will reduce the number of problems further down the road.

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Should you begin starting fMRI projects at LNIF, please refer to Prof. Jorge Jovicich

Center for Mind Brain Sciences

University of Trento

Via delle Regole, 101, 38100 Mattarello (TN), Italy

Telephone: +39-0461-28 3064

Fax: +39-0461-28-3066

[jorge.jovicich@unitn.it](mailto:jorge.jovicich@unitn.it)

Should you begin starting TBS projects at LNIF, please refer to Prof. Carlo Miniussi

Center for Mind Brain Sciences

University of Trento

Via delle Regole, 101, 38100 Mattarello (TN), Italy

Telephone: +39-0461-28 2743

Fax: +39-0461-28-3066

[carlo.miniussi@unitn.it](mailto:carlo.miniussi@unitn.it)

Should you begin starting MEG projects at LNIF, please refer to Dr. Daniel Baldauf

Center for Mind Brain Sciences

University of Trento

Via delle Regole, 101, 38100 Mattarello (TN), Italy

Telephone: +39-0461-28 3098

Fax: +39-0461-28-3066

[daniel.baldauf@unitn.it](mailto:daniel.baldauf@unitn.it)

## 7.6 Useful Links

UNITN Doctorate Website

<http://www.unitn.it/en/ateneo/1895/phd-schools-and-programmes>

Doctoral Program in Cognitive and Brain Sciences:

<http://web.unitn.it/en/drcimec>

CIMeC Website

<http://web.unitn.it/en/cimec>

**CIMeC Wiki Pages**

<https://wiki.cimec.unitn.it/tiki-index.php?page=LnifHomePage>

<https://wiki.cimec.unitn.it/tiki-index.php?page=Phd+Documents>

[https://wiki.cimec.unitn.it/tiki-view\\_faq.php?faqId=9](https://wiki.cimec.unitn.it/tiki-view_faq.php?faqId=9)

CIMeC's Master's Degree

<http://web.unitn.it/en/cimec/31083/two-year-masters-course-in-cognitive-science>

Conference poster printing instructions

Please visit: [https://wiki.cimec.unitn.it/tiki-view\\_faq.php?faqId=9#q31](https://wiki.cimec.unitn.it/tiki-view_faq.php?faqId=9#q31)



