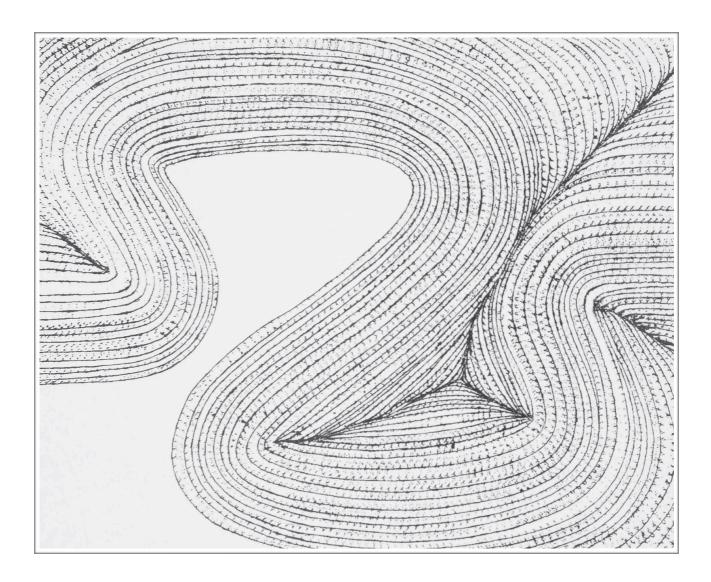**PHD STUDENTS VADEMECUM**

Doctoral Course in Neuroscience and Cognitive Sciences NCS program

Document revised and approved by the Doctoral Program Committee of the XXXVII cycle

November 2021

Version 2

PHD STUDENTS VADEMECUM

THE VADEMECUM

Objectives

The Vademecum is a concise guide of the main activities characterising the Course, providing also PhD students with basic information about the Course organisation

It does not substitute the General Information and all specifications made available at the webpages of the University Research Doctorate http://www2.units.it/dott/en/

PhD candidates are kindly invited to check periodically the general Research Doctorate webpage (http://www2.units.it/dott/en/) for updates and news (deadlines for enrolment, payment of fees and taxes, final examination, but also awards and opportunities, and so forth). Specific activities organised by the NCS Program and opportunities (fellowships and awards, workshops, seminars, and so forth) will be published on the Course webpages (https://www.biologia.units.it/corsi/9/Dottorato-in-Neuroscienze-e-Scienze-Cognitive)

Contacts

For clarifications on the vademecum contents, please contact ncs.program@units.it

PHD STUDENTS VADEMECUM

ORGANISATION

Coordinator

Prof. Tiziano Agostini

Deputy

Prof. Cinzia Chiandetti

Members of the XXXVII cycle

Prof. Tiziano Agostini
Prof. Eleonora Bilotta
Prof. Andrea Carnaghi
Prof. Cinzia Chiandetti
Prof. Carlo Fantoni
Prof. Donatella Ferrante
Prof. Paola Lorenzon
Prof. Igor Marchetti
Prof. Andrea Marini
Prof. Paolo Manganotti
Prof. Mauro Murgia
Prof. Sabina Passamonti
Prof. Maria Chiara Passolunghi
Prof. Sandra Pellizzoni
Prof. Barbara Penolazzi
Prof. Cosimo Urgesi

Student Representative

Ms. Serena Mingolo

PHD STUDENTS 'VADEMECUM

SYNTHETIC CALENDAR

NEW DOCTORAL YEAR

November 01

ADMISSION TO THE NEXT YEAR

Documents are prepared at the beginning of September. All PhD candidates awarded with a scholarship are required to renew its acceptance every doctoral year, through the designated form sent by the administrative office

PROGRESS REPORT

First half of September. Brief presentation (in English) of the state of the art of data collection on the research project with an External Examiner who will discuss with all PhD candidates evaluating their work, providing suggestions and indications about the project. At the end of the session, the External Examiner will register critical aspects raised by PhD candidates concerning the program. If doctoral students of the first year will not have yet results to present, they will synthesise their research project and the work conducted during the year

FINAL THESIS

TEMPLATE

- On the website, at the page "Documents" a template is made available. No limits of pages are set

TENTATIVE DEADLINES

- By the end of November, the thesis will be sent via Esse3 to Referees (the Piattaforma Integrata Concorsi di Ateneo PICA will manage the entire review process after the upload of the thesis and the other required documents)
- By the end of January, the evaluation by Referees will be made available
  - in case of *minor revision*: one month will be available to correct the draft + upload final version and discussion during the first exam session
  - in case of *major revision*: six months will be available to correct the draft + upload final version and re-evaluation by Referees; discussion during the second exam session
- First exam session, before the end of March
- Second exam session, before the end of October

PHD STUDENTS VADEMECUM

DOCUMENTS AND DUTIES

U-GOV

At the moment of the enrolment, the credentials to access to U-GOV system (https://www.units.u-gov.it/) will be provided. These are necessary for a series of other documents/procedures described in what follows

U-WEB

With the U-GOV credentials it is possible to access to U-WEB (https://units.u-web.cineca.it/) and check for the regular monthly payment of the scholarship and to activate a request to travel for academical reasons

TRANSCRIPT OF ACTIVITIES

PhD candidates have to download, fill in, and keep updated the *Transcript of Activities* available online at the NCS Course website in the section "Documents". The attendance to courses and seminars will have to be signed by the teacher or speaker by the end of the activity or, as an alternative, by the Supervisor, on a printed version. The day, the title of the activity and the number of hours will be completed by the PhD candidate. Before September 15, and before the *progress report* (see page 4), the Transcript of activities has to be assembled, signed by the Supervisor, and taken to the Course Coordinator in printed form or sent as a .pdf. The PhD candidate has to reach a minimum number of 6CFU (i.e., 36 hour) during the 1st and 2nd year, and 2CFU (i.e., 12 hours) at the 3rd year. The total number of CFU includes participation to seminars, conferences and workshops, and complementary skills training. Each seminar counts as 2h; national/international conference attendance counts as 1CFU (both as listener and as presenter). For all other courses, the counted hours are those of the specific duration of the course

ArTS

The platform https://arts.units.it/ (that can be reached also by logging to U-GOV) has to be used to upload the publications. Each single PhD candidate has the duty to keep the publication catalogue updated. What is available on this platform is part of the evaluation of the productivity of the PhD candidates and the doctoral courses

ORCID ID

Each PhD candidate has to obtain the ORCID ID by signing into the website https://orcid.org/signin. The Profile has to be kept updated, also for the years following the PhD course. Indeed, it represents an instrument of evaluation of PhD candidates' and PhD course productivity for 3 years following the end of the frequency of the course

PHD STUDENTS VADEMECUM

WEBSITE

The webpages of the doctoral course (https://www.biologia.units.it/corsi/9/Dottorato-in-Neuroscienze-e-Scienze-Cognitive) referring to the PhD candidates are part of the documents that the PhD candidate has to keep updated by sending via email to ncs.program@units.it the required information that has to be added, amended or deleted. This is an instrument providing more visibility to each PhD candidate and his/her projects and activity in the field

TRAINING

DSV SEMINARS

DSV seminars are presentations by *Group Leader* of the DSV labs with the aim to present the ongoing research activities to colleagues and students of our Department at all levels (from bachelors to doctorates). The calendar is available from the home page of the DSV (at the following link: https://dsv.units.it/) and from "*Workshops/Conferences & Seminars*" of the Doctoral Course website. Attendance can be included in the list of activities registered in the transcript of activities

DOCTORAL SEMINARS

Doctoral seminars presentations of external national/international guests, invited by DSV Professors/Lecturers and/or by PhD candidates (one *per* active cycle, i.e., 3 *per* year). Posters with title and abstract are available from the home page of the DSV and from "*Workshops/Conferences & Seminars*" of the Doctoral Course website. Attendance can be included in the list of activities registered in the transcript of activities

TSPC and KANIZSA LECTURE

The annual *Trieste Symposium on Perception and Cognition* (TSPC) and the *Kanizsa Lecture* are a special local occasion to meet the international scientific community. Each PhD candidate should present the advancements of his/her own research project as a poster or an oral communication (the modality should be agreed with the Supervisor)

SYLLABUS

The Syllabus is yearly programmed; the offered courses are available on the Course website. Each PhD candidate can freely choose what courses to attend to, provided that, when it is asked by the beginning of the new year, the PhD candidate subscribes to those of interest. There are courses that are offered from the Specialisation School in Neuropsychology, hands-on to learn "how to" work with specific softwares and instruments, and more general seminars concerning the academical system, plagiarism and practical tips to present the results of the research

COMPLEMENTARY SKILLS TRAINING

UniTS plans yearly a series of interdisciplinary courses. The updated calendar is always available at the webpage http://www2.units.it/dott/it/?file=Formazione.inc. A direct *link* is also provided from the webpage "*Complementary skills training*" of the doctoral course

Security course

All candidates are obliged to be informed and updated about security issues (art. 37 del D.Lgs. 81/2008) concerning all labs, included computer rooms. Please visit
http://www2.units.it/immatricolazioni/?file=sicurezza.inc The certificates of attendance need to be uploaded within the PICK account, as stated in the dedicated section.
For all updates concerning the contingent pandemic, please refer to UniTS webpages starting from this link
https://www.units.it/ateneo/emergenza-covid-19-indicazioni-e-aggiornamenti

CODE OF CONDUCT

PICK

PhD candidates must activate PICK profile (https://www2.units.it/dsvpick/login/en) by using U-GOV credentials. The PICK profile requires the upload of a picture, the certificates of attendance of security courses (see in the section 'Training'), the signature. It must be used to make the request to access to DSV buildings during the festive days and to use the 10% budget for research by opening an order (as specified below)

ACCESS TO DSV BUILDINGS

The access to the DSV buildings is allowed from 8:00 to 19:30 from Monday to Friday. In order to enter or remain beside the regular openings is strictly necessary to make a request to the DSV Director by following the procedure available on the system PICK

USE OF SPACES, LABS AND INSTRUMENTS

The Course provides a room for PhD candidates in Palazzina Q, via Weiss 21, and a series of instruments, including the internet access, that has to be used solely for research activities, not for personal scopes and not offered in use to third parties. All research data has to be saved on calculators or external HD of UniTS and remain available within the DSV. The working space is shared with several people; hence, all PhD candidates are invited to work respecting the peace and concentration of others

UPDATING INFORMATION

It is duty of the PhD candidates to keep up to date personal information with the main Doctoral Office, on ArTS e with the doctoral direction by writing to ncs.program@units.it

AFFILIATION AND ITS USE

Starting from the 1st of November, PhD candidates must indicate, for every communication, poster, paper and all other research products, the affiliation to the UniTS and the DSV. When the scolarship is co-funded, the sponsor should be mentioned in the proper section.
Works initiated before the starting of the PhD program in a different Institution and concluded by the moment of the starting of the PhD program should report previous affiliation only. Works initiated before the starting of the PhD program in a different Institution and that still need the participation of the PhD candidate (e.g., in writing the ms) DSV should be mentioned as second affiliation.

In case of doubts on the order of affiliations, this should be discussed first between the PhD candidate and the Doctoral Course Members and then between the *Corresponding Author* e and the Doctoral Course Members

EMAIL ADDRESS

In all official communications and formal occasions, PhD candidates must use the institutional email provided at the beginning of the course and is personal responsibility to regularly check the email and reply within a reasonable time window, independently from where they are working. It is also mandatory to provide a secondary email address that, in any case, never substitutes the functionality of the institutional address

BUDGET AND TRAVELS

All PhD candidates have, starting from the second year, a budget for research costs that can be used to cover for instance travel expenses to conferences, costs for laptop and other devices, publication fees and all other voices in support of study and research activities. The budget can be used through the PICK platform

SCIENTIFIC CONDUCT

During the 3 years of the Course, PhD candidates must prepare a yearly *report* and a minimum of 2 research articles that need to be original, report adequately all sources, by avoiding actively the risk of plagiarism. To learn more about the issue, a specific seminar is devoted to the issue (see the Syllabus). All materials and text reproduced from other documents must be clearly and correctly referenced. The Doctoral Course Members can use automatic software devoted to detect plagiarism and available from UniTS in order to check for single suspicious cases

DISCIPLINARY MEASURES

All violations of the code of conduct will be evaluated by the Doctoral Course Members. Each PhD candidate and the Supervisor will be invited by the Doctoral Course Members to clarify the facts. The Doctoral Course Members will have the possibility to evaluate the consequences of the act that will vary from a note from the Doctoral Course Members to the eviction from the Course

Il divertimento della ricerca scientifica è trovare sempre altre frontiere da superare, costruire mezzi più potenti d'indagine, teorie più complesse, cercare sempre di progredire pur sapendo che probabilmente ci si avvicinerà sempre di più a comprendere la realtà, senza arrivare mai a capirla completamente.
Margherita Hack