



GUIDELINES FOR IUIES PhD STUDENTS

Academic Office

IUIES
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Opening hours:
Tuesday to Thursday
10.00 - 13.00 and
14.00 -17.00

Administrative Office

Segreteria dei dottorati di ricerca (PhD secretary)
University of Trieste
Piazzale Europa 1 – 34123 Trieste
dottorati@amm.units.it
Phone: +39.040.5583182
+39.040.5587014
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Attendance certificates and grade transcripts are issued by the IUIES secretary. They should be asked for in advance by email.

Appointments for special queries should be arranged by email or by phone.

- Please, check frequently our website for updated information! -

The PhD is activated by the University of Trieste, therefore for all questions regarding the tuition fees, scholarships and certificates of enrolment you have to refer to the Secretary of the University of Trieste.

- Lessons will start on the second week of **March** and will finish in **October**.
Each course has a one-week duration, usually scheduled **from Monday to Friday**, both in the morning and in the afternoon.
- **Tuition fee**
 - UE students holding a scholarship do not have to pay any tuition fee
 - UE students without scholarship and ALL non-UE shall submit a declaration of their family incomes in order to pay accordingly
- Lectures are held **in Gorizia at the University of Trieste** (Via Alviano).
Unfortunately, the University of Gorizia is not able to tell us in advance which classrooms will be given to our courses so students will have to check at the beginning of each week where lectures will take place.
- Lectures will take place every year, so students could decide autonomously when to attend classes even if we strongly recommend to take them during the first year.
- The PhD course has a **three years duration**.
In the second and third year, students have the opportunity to attend seminars, training and develop their research project autonomously or with the tutors supervision.
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- **Food stamps**

The IUIES Consortium in order to facilitate the participation of students coming from countries whose living standard would not let them to bear the costs during the attendance period to the course, awards every year a certain number of scholarships (food stamp) to Non-EU students non-EU citizens coming from countries with a Gross Domestic Product lower than the one of the EU-15 with the lowest GDP.

Each scholarship has an amount of 520,00 Euro for each month of attendance with the intent of satisfy the lodging and board needs of students during the months in which lectures are held and whose attendance is compulsory.

- **Teachers' evaluation:**

In order to evaluate the didactic activities of the teaching body and consequently help IUIES to improve the didactical level of its courses, students are kindly request to answer the questionnaire they will receive by email and send it back to the IUIES Secretary right after the end of the courses.

- **Access to the following academic year**

The Board of Professors of the PhD programme is called at the end of each academic year to decide upon the access to the following academic for each student.

The main criteria on which the Board of Professors decision is based is the achievement of the credits for the majority of the courses for that year and a positive evaluation of the overall research activity.

Students will be also required to write a annual report within the month of November.

To achieve the course credits, students are required to attend at least the 70% of the hours and to obtain a positive evaluation.

When the credits for a course are not achieved students are required to take up the course in the following year.

It is important to tell apart the ACADEMIC procedure, carried on by IUIES secretary and the Board of Professors, form the ADMINISTRATIVE procedure, carried on by the University of Trieste PhD secretary.

All the documents needed for the ACADEMIC procedure might be found on the IUIES website.

Regarding the ADMINISTRATIVE procedure, please visit the University of Trieste website.

- **Final dissertation**

IUIES students are required to present and discuss their PhD Dissertation at the end of their third year.

They will be assisted by a tutor to be chosen among the professors of their programme and, optionally, to an external professor/expert of their choice.

Thesis can be written both in English and Italian.

- **Summer School:**

PhD students might have the opportunity to participate at the International Summer School organised by the University of Trieste, the International Sociology Institute of Gorizia in collaboration with IUIES, CEI, AIS, ESRS and the Westminster University.

The Summer School lasts two weeks and usually it is organised at the end of August – beginning of September.

For more information visit www.summerschool.isig.it.