



GUIDELINES FOR IUIES PhD STUDENTS

Academic Office
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www.interuniv.isig.it

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

Attendance certificates and grade transcripts 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 and certificates of enrolment you have to refer to the Secretary of the University of Trieste

Segreteria dei Dottorati di Ricerca

Piazzale Europa, 1 - CAP 34127-TRIESTE - Edificio Centrale dell'Ateneo (edificio A) - ala destra - II piano

Opening hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
booking	14.45 15.45	08.30 10.30	08.30 10.30	14.45 15.45	Closed
office is open from	15.15	09.00	09.00	15.15	

E-mail: Dottorati@amm.units.it

Phone 0039040558 3182 - 040558 7014

Fax: 040558 3250

- Lessons will start on the second week of **March** and will finish in **July**.
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 ISIG Institute** in the conference room, first floor.
- 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.

- **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 holding a student visa.

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.

- **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

FACILITIES

- **Libraries**

IUIES students can access all the libraries of the University of Trieste, the ISIG and the IUIES library.

In order to access university libraries, students are required to first address to the library of the university in Gorizia with a valid ID, in order to receive the library card.

With this card you could borrow books, accordingly with the regulation of each library, both in Gorizia and in Trieste and also from all the libraries of the University network.

To access ISIG library, students could address directly to the reference librarian during the opening hours.

To access IUIES library, students should address to the IUIES office during the working hours and respect the following regulations:

- Books can be taken out by IUIES students only.
- IUIES students can take out 3 books maximum each time.
- Books can be handed out by IUIES staff only.
- Books can be handed in to IUIES staff only.
- Students must fill in a book-receipt which should be kept and handed in when returning the book/s.
- Books must be handed in by 3.00 pm, of the following day to IUIES staff.
- Books cannot be taken out during weekends
- Access to the course collection will not be permitted to students with a record of three late returns.

- **Computer lab**

IUIES students can access the computer lab of the University of Trieste.