

## Guidelines for PhD students at the European Academy of Bozen-Bolzano

The European Academy of Bozen-Bolzano (EURAC) is an internationally recognized research center committed to guide and supervise PhD students. PhD students who come to EURAC benefit from its excellent infrastructure. They also expand their horizons through interdisciplinary encounters and skills development via on-the-job training and in-house education courses.

EURAC has well-established contacts with numerous universities in Italy and abroad where PhD students are enrolled and where their main supervisor is usually based.

Internally, EURAC applies the following rules:

1. PhD students at EURAC are recognized as valuable young researchers and are given the best possible opportunities to pursue their PhD project.
2. Each PhD project shall contribute to research activities of EURAC.
3. PhD students are offered financial support. In general, it shall not be longer than 3 years. It is expected that in those 3 years the PhD student completes their PhD thesis. Additional scientific achievements may depend on the research discipline and the university rules. In general, all PhD students are expected to engage in peer-reviewed publishing activities and attend international conferences during their PhD with EURAC.
4. PhD students shall be integrated into one of EURAC's Institutes and become involved in their Institute's scientific and organizational activities (team meetings, events etc.) relevant to their own PhD project. They shall share their expertise with other team members (for instance through seminars, posters presentations etc.).
5. In addition to the university supervisor, every PhD student shall have a tutor at their EURAC's Institute. The tutor has to be at least a senior researcher appointed to supervise the PhD student during the time at EURAC. The tutor shall enhance the quality of the PhD research by giving advice and feedback. The tutor shall meet with the PhD student regularly at least once every two weeks.
6. In order to integrate the PhD student properly within their Institute, the tutor, together with the Head of the Institute, can assign to the PhD student additional activities related to the PhD project and relevant to their carrier development. Those additional tasks shall not delay the completion of the PhD and do not interfere with the obligations set on student by their university.
7. PhD students should spend most of their time at EURAC. They should however be also encouraged to pursue a stay abroad or in Italy at another institution. Time spent outside EURAC should be in line with university rules and should be agreed with the tutor.
8. The PhD topic shall be determined in consultation with the university supervisor, the Head of Institute, and the tutor. In accordance with university rules and possibly within 6 months from the beginning of the PhD research at EURAC, each student shall present a PhD research outline. It should contain the following information: a) the general topic; b) state of the art; c) objectives; d) methods; e) timeline.

9. The progress of the thesis, any changes or new directions must be discussed with the supervisor and the tutor.
10. Once a year, and in accordance with the university rules, the PhD student shall present to the tutor an up-to-date PhD research outline which should cover the following items: a) original plan; b) state of work; c) if necessary, reasons for discrepancies between the previous plan and the state of work as well as the problems not solved so far; d) further steps (including publication activities and participation in conferences).
11. EURAC offers training courses of special interest to PhD students. PhD students are welcome to enroll and participate as part of their career development. Courses of specific interest to PhD students include, for example: scientific writing, writing grants, preparing and presenting posters etc. The EURAC courses might be eligible for ECTS credits at the universities, provided that universities recognize them.
12. All PhD Students shall participate in PhD Roundtables and be encouraged to do so by their tutors. The PhD Roundtable is a recurring forum (ca. 6 times a year) for all PhD students at EURAC to discuss their work in an interdisciplinary environment, exchange tips and strategies for managing PhD research and writing, and discuss the struggles that every PhD student encounters on their way to completion.
13. The PhD Office coordinates all PhD Programme related issues at EURAC. PhD students, tutors and young graduates interesting in doing their PhD at EURAC can contact us with all PhD related issues at [phd-programme@eurac.edu](mailto:phd-programme@eurac.edu).

None of the rules established by EURAC shall interfere with the regulations for PhD students at their universities.

#### **Interested in doing the PhD at EURAC?**

- Every year EURAC offers scholarships for PhD researchers. If interested, please contact the PhD Office at [phd-programme@eurac.edu](mailto:phd-programme@eurac.edu) and indicate the EURAC Institute of your interest and your PhD research idea. We will put you in contact with the responsible person at the Institute to see whether your profile and ideas match the Institute's research priorities.
- The applications for PhD scholarships will be evaluated at the beginning of the calendar year, in which the PhD is scheduled to commence.
- For additional opportunities, please follow also job offers at <http://www.eurac.edu/en/aboutus/jobs/Pages/default.aspx>

Bozen/Bolzano, 22 November 2016

  
Roland Psenner  
President

  
Stephan Ortner  
Director