



UNIVERSITÀ  
DI TRENTO



**SIS**  
School of  
International  
Studies



**Sant'Anna**  
Scuola Universitaria Superiore Pisa

# **Student Handbook**

**Master's Degree in International Security Studies**

**Laurea Magistrale in Studi sulla Sicurezza Internazionale**

**Academic Year 2024/2025**

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## **General Information**

### ***A few words about MISS***

The Master's Degree in International Security Studies (MISS) is a joint programme offered by the School of International Studies (SIS) of the University of Trento and Sant'Anna School of Advanced Studies - Pisa.

The course structure is designed with the understanding that contemporary security must be analyzed through interdisciplinary and multidisciplinary lenses. Consequently, MISS students will encounter courses characterized by an ongoing dialogue between Political Science, Law, Economics, History, Political Sociology, Political Geography, and Political Philosophy.

MISS provides its graduates with theoretical, conceptual, analytical tools as well as practical learning experiences: we indeed aim to offer them the most suitable instruments to understand the dynamics of contemporary security issues, assess security policies designed at the national and international level, and formulate responses to the most pressing transnational and global security challenges. In that perspective, our courses are designed premising on an extensive articulation of the concept of security to encompass human security, societal security, economic and financial security, environmental and climate security, resource and food security, cyber and digital security.

Language skills as well as soft and transversal skills enrich the course of study over the 2 years. For example, twice a year we organize the so-called Applied Workshops on Global Affairs, featuring simulations, debates, role play, moot courts, and case-based seminars on current political issues. Furthermore, the second semester of the II year is entirely dedicated to international mobility experiences (for example, thesis research abroad) or internships and traineeships. All courses are taught in English.

### ***Well-equipped for an international career***

MISS prepares its students for highly qualified careers as analysts, consultants, policy officers in the public and the private sectors, civil servants and officials, security practitioners and professionals. Since its establishment in 2016, we have trained dozens of students for highly qualified careers in international organizations, governmental agencies, in diplomatic and institutional milieu, the non-governmental and humanitarian sectors. We intend to offer the students the most suitable instruments to hold positions leading the analysis, implementation, monitoring and evaluation of security policies.

Students with academic ambitions will be provided with a sound basis to compete for admission to **PhD programmes** in international studies and disciplinary fields that are related to the study of international security.

## **Academic Calendar 2024/2025 (for the first year)**

### **Lectures 1<sup>st</sup> semester**

23.09.2024 - 20.12.2024

### **Preparatory courses and activities for the second semester**

10.02.2025 - 21.02.2025

### **Lectures 2<sup>nd</sup> semester**

24.02.2025 - 30.05.2025

### **Exam sessions**

End of term and re-sits second-year exams - 1 session: 09.12.2024 - 31.01.2025

End of term and re-sits first and second-year exams - 1 session: 3.06.2025 - 18.07.2025

Examination resits (for all the courses): 01.09.2025 - 12.09.2025

### **Study plan (to be filled in through the Esse3 platform)**

15 September – 15 October 2024

1 – 30 November 2025

1 – 31 March 2025

### **Public holidays and closure days**

All Saints' Day - 1 November 2024

Immaculate Conception Day - 8 December 2024

Christmas Holidays: from 21 December 2024 to 6 January 2025

Graduation session: 07.11.2024, 20.03.2025, 22.05.2025

Easter Holiday: from 19 April 2025 to 27 April 2025

Liberation Day: 25 April 2025

International Workers' Day: 1 May 2025

Career Fair: TBD

Italian National Day: 2 June 2025

Saint Vigilio, Patron Saint of Trento: 26 June 2025 (for Trento only)

Please, check the web page where any possible amendments, updates and adjustments will be published <https://www.sis.unitn.it/19/academic-calendar>.

## Who's Who at MISS

At the following link, you can find the delegates' webpage:

<https://www.sis.unitn.it/131/delegates>

<b>Director of the School of International Studies</b>	Stefano Schiavo ( <a href="mailto:stefano.schiavo@unitn.it">stefano.schiavo@unitn.it</a> )
<b>Coordinator of the MISS at UniTrento</b>	Alessandra Russo ( <a href="mailto:alessandra.russo@unitn.it">alessandra.russo@unitn.it</a> )
<b>Delegates:</b>	
<b>Internships and Erasmus + Placement</b>	Manuela Bragagnolo ( <a href="mailto:manuela.bragagnolo@unitn.it">manuela.bragagnolo@unitn.it</a> )
<b>Erasmus + Study Program, Double Degree Programmes and Bilateral Agreements</b>	Pejman Abdolmohammadi ( <a href="mailto:p.abdolmohammadi@unitn.it">p.abdolmohammadi@unitn.it</a> )
<b>Foreign Languages</b>	Kate Riley ( <a href="mailto:catherine.riley@unitn.it">catherine.riley@unitn.it</a> ) Giacomo Pallante ( <a href="mailto:giacomo.pallante@unitn.it">giacomo.pallante@unitn.it</a> )
<b>MISS Programme Office</b>	Galina Kamburova ( <a href="mailto:galina.kamburova@unitn.it">galina.kamburova@unitn.it</a> ) <i>Office hours: Tuesday and Wednesday 10-12, preferably by appointment (room 305)</i>
<b>Head of SIS Secretariat</b>	Silvia Tomaselli ( <a href="mailto:silvia.tomaselli@unitn.it">silvia.tomaselli@unitn.it</a> )
<b>MISS Tutor (SIS PhD student)</b>	Chiara Seriola ( <a href="mailto:tutor@sis.unitn.it">tutor@sis.unitn.it</a> ) <i>Office hours: via Zoom or in-person meetings by appointment</i>
<b>Student Representatives</b>	<a href="mailto:rapp.stud.sis@unitn.it">rapp.stud.sis@unitn.it</a> <i>please specify that you are a MISS student since it is a shared email address with MEIS representatives</i> Alessandro Iurato ( <a href="mailto:alessandro.iurato@studenti.unitn.it">alessandro.iurato@studenti.unitn.it</a> )

Chiara Dinarello  
([chiara.dinarello@studenti.unitn.it](mailto:chiara.dinarello@studenti.unitn.it))  
Giovanni Migotto  
([giovanni.migotto@studenti.unitn.it](mailto:giovanni.migotto@studenti.unitn.it))  
Clarissa Baglieri  
([clarissa.baglieri@studenti.unitn.it](mailto:clarissa.baglieri@studenti.unitn.it))

**Student Support Office**

[supportostudentiecogiursi@unitn.it](mailto:supportostudentiecogiursi@unitn.it)  
via Inama, 5 - 38122 Trento  
+39 0461 282166

**Helpdesk**

**always** by appointment, booked through this [platform](#)  
**Online** desk with Zoom, Monday 11.00-12.00,  
**In-Person**, Wednesday 14.30-16.00

**Helpline**

+39 0461 282166  
available between 9.00 and 10.00 am, from Monday to Friday

**International Mobility Office (Social Sciences Area and Humanities)**

[mobility-ssh@unitn.it](mailto:mobility-ssh@unitn.it) (main contact person: Silvia Bevilacqua)

**Job Guidance Office**

+39 0461 283200  
available between 10.00 and 12.00, from Monday to Friday  
[jobguidance@unitn.it](mailto:jobguidance@unitn.it)

***SIS on social media***

[Public Facebook page of the School of International Studies](#)

[Closed Facebook Group of SIS Students and Alumni](#) (for job and internship offers, vacancies, calls and announcements)

## Course program

### Course Program for the master's degree in International Security Studies - Laurea Magistrale In Studi Sulla Sicurezza Internazionale (0804H) enrolment 2023/2024

Coordinators of the master's degree: Alessandra Russo, Francesca Capone

II-year teaching activities are concentrated during the I semester (unless you choose an elective course taking place during the II semester, from SIS-based Master's Degree in European and International Studies, or another Master's Degree at UniTrento, pending the Coordinator's approval). During the II semester, students are encouraged to carry out internship or thesis-related training activities, preferably in the context of international mobility programmes.

Please note that class attendance is compulsory. In order to obtain the credits, students are expected to attend at least 80% of the classes: in the framework of 6-CFU courses, this means you can miss 4 classes at most. The 20% threshold of absence can be exceeded in case of duly justified reasons (i.e. health-related problems and exceptional family motivations). In case of absence, students should, whenever possible, inform the lecturer(s) beforehand via email.

The [syllabus](#) of each course - including contents, teaching methods and assessment - can be retrieved from the Esse3 platform.

Code	Course title	CFU	SSD	Professor (* - responsible)	Hours	Semester
<b>Second Year</b>						
<b>Compulsory courses</b>						
160088	The Use of Force in International Politics	6	SPS/04	Giorgio Comai	36	first
<b>18 credits to be chosen from the following four courses:</b>						
160022	Global Migration and Security	6	IUS/07	M. Borzaga *(14), F. Mussi (22)	36	first
160044	Democratising Security	6	SPS/02	Michele Nicoletti	36	first
160012	Natural Resources and Energy Security	6	IUS/13	S. Faccio *(18), M. Faccioli (18)	36	first
160021	International Cooperation, Development and Security	6	M-STO/04	S. Lorenzini* (18), S.Palestini (18)	36	first
<b>Other compulsory activities</b>						



160020	English Language level C1	3	/	CLA		/
160015	ECDL - Full Standard	3	/	ECDL Test Center		/
<b>6 credits to be chosen from the following</b>						
160025	Second Language level B2 (German)	6	/	CLA		/
160029	Second Language level B2 (Russian)	6	/	CLA		/
160031	Second Language level B2 (French)	6	/	CLA		/
160032	Second Language level B2 (Spanish)	6	/	CLA		/
160034	Second Language level B2 (Arabic)	6	/	CLA		/
160035	Second Language level B2 (Chinese)	6	/	CLA		/
160038	Second Language level B2 (Portuguese)	6	/	CLA		/
<b>Other activities - 3 credits to be chosen from the following</b>						
160026	Academic Writing	3	/	Catherine Riley	24	second
160027	Internship related to the preparation of the thesis	3	/	Job Guidance / Mobility		second
160028	Italian Language level A2 (compulsory for non-Italian students)	3	/	CLA		/
<b>6 credits from the following elective courses</b>						
160073	Development Economics	6		Giacomo Pallante	36	first
160066	Security and the Environment	6		Anna Casaglia	36	first
In the second year students may choose elective courses for 6 credits in line with their study programme. The elective course offered by the Master's Degree in International Security Studies and all 6-credit courses offered by the MEIS programme at the School of International Studies require no approval. Otherwise, elective courses have to be approved by the Coordinator.						second
Final exam		15				
Total		63				

**Course Program for the master's degree in International Security Studies -  
Laurea Magistrale In Studi Sulla Sicurezza Internazionale (0804H) -  
enrolment 2024/2025**

Coordinators of the master's degree: Alessandra Russo, Francesca Capone

Code	Course title	CFU	SSD	Professor (* - responsible)	Hours	Semester
<b>First Year</b>						
<b>Compulsory courses</b>						
160074	Security Studies: Concepts and Cases	6	SPS/04	A. Russo	36	first
160080	English for International Studies	6	/	CLA	36	first
160075	Power, Force and Violence in International Politics	6	SPS/04	P. Foradori	36	second
160076	Research Methods in Security Studies	6	SPS/04	P. Rosa	36	second
160079	International Law and Security (mutua 30 ore di 180060 - International Law and Security - IMSISS)	6	IUS/13	A. Ali	36	second
<b>6 credits to be chosen from the following two courses</b>						
160073	Development Economics	6	SECS-P/02	G. Pallante	36	first
160078	Economic Security	6	SECS-P/02	A. Fracasso	36	first
<b>6 credits to be chosen from the following three courses</b>						
160077	Concepts of Security: Histories and Genealogies	6	SPS/02	M. Bragagnolo	36	first
160021	International Cooperation, Development and Security	6	M-STO/04	S. Lorenzini * (18 ore), S. Palestini (18 ore)	36	first
155418	History and International Relations of the Middle East [mutuato da MEIS]	6	L-OR/10	P. Abdolmohammadi	36	first
<b>6 credits to be chosen from the following three courses</b>						
160012	Natural Resources and Energy Security	6	IUS/13	S. Faccio * (18 ore), M. Faccioli (18 ore)	36	first
160066	Security and the Environment	6	M-GGR/02	A. Casaglia	36	first
160008	Global Food Security	6	SECS-P/02	S. Schiavo * (18 ore), M. Alabrese (18 ore)	36	first
<b>6 credits to be chosen from the following (level B2)</b>						
160025	Second Language level B2 (German)	6	/	CLA	/	/
160029	Second Language level B2 (Russian)	6	/	CLA	/	/
160031	Second Language level B2 (French)	6	/	CLA	/	/

Code	Course title	CFU	SSD	Professor (* - responsible)	Hours	Semester
160032	Second Language level B2 (Spanish)	6	/	CLA	/	/
160034	Second Language level B2 (Arabic)	6	/	CLA	/	/
160035	Second Language level B2 (Chinese)	6	/	CLA	/	/
160038	Second Language level B2 (Portuguese)	6	/	CLA	/	/
<b>12 credits from the following Elective courses</b>						
155335	Strategic Studies [mutuato MEIS]	6	SPS/04	P. Rosa	36	first
160086	Geographies of security (mutua 30 ore di 180007 - Geographies of security IMSISS)	6	M-GGR/02	A. Casaglia	36	second
155422	The Politics of China: Past and Present [mutuato MEIS]	6	L-OR/23	S. Graziani	36	second
160087	Civil Societies and Contentious Politics (mutua 30 ore di 180009 - Civil Societies and Contentious Politics )	6	SPS/11	L. Parks	36	second
	In the first year students may choose elective courses for 12 credits in line with their study programme. All 6-credit courses offered by the MEIS programme at the School of International Studies require no approval. Otherwise, elective courses have to be approved by the Coordinator.					
<b>Total</b>		<b>66</b>				

## Foreign Languages on the MISS Programme

### For students enrolled in 2023/2024

Foreign languages are a strong asset in today's world. MISS students are thus expected to have a C1 level in English and a B2 level in an additional foreign language by the end of their degree.

For English, a B2 to B2+ level must be obtained during the first year of the MISS at the SSSA, or alternatively by taking the B2 test offered by the Trento Language Centre immediately upon arrival in Trento (to register click [here](#)).

English level C1 must be obtained during the second year of the MISS, while at the SIS in Trento. There are two ways of earning the C1 English credits: student recognised **it a recognized certificate** or **pass the University Language Centre (CLA) C1 exam**. Students should do their utmost to take the C1 exam, which is in person (online exams are not available), during the first semester of the second year. Exams are held weekly, the first three skills (listening, reading and writing) are digitalised and taken in the CLA computer lab. Exceptionally, if a student is for some reason unable to do the oral part of the exam during the second semester, as they need to leave for an internship or for an exchange programme, they can apply to take the oral exam online.

It is not compulsory to attend a course before taking the exam, but this option is available to students willing to do so. Language courses fill up quickly, so if you need to follow one, be sure to enrol promptly.

Please note that if you wish to submit a recognized certificate, it must have been obtained less than three years before the beginning of your 1st academic year.

The only recognized certificates for English are:

- IELTS (no skills lower than **6.5 for C1 level**)
- TOEFL IBT (no skills lower than **26 for C1 level**)

Alternatively, if you **completed a bachelor's or master's degree entirely in English** and wrote the **final dissertation in English** you should forward proof of this (Degree Diploma plus documentation clearly stating the degree is entirely in English) to the Coordinator for Languages, [Catherine Riley](#) for approval.

Graduates must also demonstrate a **working knowledge of at least one additional foreign language** (B2) by presenting a recognized certificate or taking an exam. This exam can be taken in person in Pisa during the first year or during the first semester of the second year in

Trento. As with English C1, all CLA exams are in person. For this reason be sure to meet the second language requirement before you leave Trento for an internship or exchange programme in the second semester.

For students wishing to submit an international certificate, the certificate must have been obtained less than **five years** before the beginning of the 1<sup>st</sup> year. You can apply for recognition of credits by uploading your certificate to the "Ufficio Offerta Formativa e Gestione Studenti" with the [online application form](#).

More information – recognized certificates, classes available to MEIS students, CLA times and periods – can be found on the CLA website.

If you have an international certificate which is not on the CLA table, you should write to the Second Language coordinator (see below). For example, the SIS recognises the SIELE certificate for Spanish which is not recognised by the CLA.

In the case of international students, knowledge of Italian at A2 is also required. Unless foreign students have obtained an A2 Italian language certificate or have graduated from an Italian university they will have to take an A2 Italian exam either during the first year in Trento or at the SSSA in the second year.

There are monthly in person sessions of the Italian exam (for the calendar go to: <https://www.cla.unitn.it/en/1777/calendar-of-language-tests-and-location>).

**Please be sure to do all language exams during the first semester of your second year in Trento if you haven't done them in Pisa.** Once you have left Trento, other than return to take the exams, the only option is to take one of the recognised certificates (see the CLA website).

For further information – recognized certificates, classes available to MISS students, CLA times and periods – can be found on the [University of Trento MISS webpage](#) and the [CLA website](#).

Students are advised to start learning their second language during their first year in Pisa so as not to have issues when coming to Trento, especially if they have only a basic knowledge of the language at the beginning of the first year. The CLA in Trento is strict regarding levels and leaves little space for exceptions. Students need to take this into account when completing their study plan during their first year. They should also take into consideration the fact that the standardised placement at the CLA in Trento, which is mandatory if you have not got a certificate or passed the exam at the CLA in Pisa, might result in a level which is lower than expected. If students have any issues with the second language (e.g., conflicting schedules, problems with the placement test) they should promptly get in touch with the [tutor](#) or the SIS delegate for foreign languages.

### **For students enrolled in 2024/2025**

The course English for International Studies is 6 credits and requires 48 hours of in-class participation. These 48 hours include both conventional lectures and workshops. The conventional lectures will be held over the first 6 weeks of the course for the entire class. To maximize the effectiveness of the workshops, the class will be divided into two groups (surnames A-M and N-Z) with different timetables. More details are available in the course syllabus and will be provided by the instructor at the beginning of the course.

## Internships

While the MISS programme does not foresee a compulsory internship, gaining some working experience through an internship, either in Italy or abroad, provides added value from a professional point of view and enriches the curriculum vitae of a student who, after graduation, aims at entering the international job market.

The university has precise **documentation procedures** for starting an internship, access to funding, completing an internship and obtaining credits. Students should carefully respect these procedures and start the process with enough time in hand.

**The internship must receive prior authorization from the Delegate for Internships** (Prof. Manuela Bragagnolo) after completing the online form “Request for approval by the SIS Delegate for Internships, Summer Schools & other activities”.

**Only one internship can be authorised.** Internships must not interfere with university-taught courses and must not be an obstacle to the regular completion of the students' course of study. It should last around three months: it means that significantly shorter or longer periods will not be authorised, except for exceptional and properly justified cases.

Upon return from the internship and the submission of the necessary forms – which students will submit to the UniTrento office that activated the internship and then send via email to supportostudentiecogiursi@unitn.it - 6 credits can be granted to the students, of which 3 for 'other activities' as indicated in the MISS Regulations, and 3 'extra' credits (i.e. beyond the 120 needed for graduation, and hence not in substitution for elective courses).

MISS will not recognise any activities that are not in accordance with UniTrento's rules and regulations and that do not receive the preliminary approval of the MISS Delegate. In order to avoid any bad and last-minute surprises, please have a look at the following documents and web pages:

- [MISS Guidelines for Internships](#);
- [SIS Guidelines for Security and Safety in Risky Areas](#);
- [UniTrento programme for Traineeship abroad](#) (further information can be requested via email to [mobility-ssh@unitn.it](mailto:mobility-ssh@unitn.it));
- the [UniTrento Job Guidance Office](#) web page for internships in Italy.

### ***Funding opportunities for internships***

There is also the possibility of an internship with the program launched by MAECI (Ministry of Foreign Affairs and International Cooperation). As this program is partially carried out on

location and partially remotely (with only the on-location positions being funded), students are highly advised to read the call for the internship carefully and contact the University's Job Guidance Office (jobguidance@unitn.it), which manages this programme together with the other internships in Italy.

The University of Trento offers a number of opportunities for funding internships abroad, through an international mobility scholarship:

<https://international.unitn.it/outgoing/traineeship-abroad>.

Please be aware that procedures (i.e., documentation, deadlines and timing for processing the application) are different depending on the geographical area of the host institutions (in European countries and in non-European countries); in any case, the **student must have obtained the prior authorization of the MISS delegate**.

Furthermore, the University of Trento subscribes to a programme jointly promoted by the Ministry for Foreign Affairs and International Cooperation (MAECI) and the Conference of Italian University Rectors (CRUI), providing internship opportunities in Italy's diplomatic missions abroad. The so-called MAECI-CRUI calls are managed by UniTrento Job Guidance Office (jobguidance@unitn.it), which also manages other internships to be carried out in Italy.

A student who does not qualify for an international mobility scholarship or for the MAECI-CRUI scholarship can autonomously look for internship opportunities at the institutions and companies he/she may wish to work for and apply for. Also in that case, the internship will be managed by the Job Guidance Office but will not be funded.

**For students enrolled in 2024/2025**



## Study abroad experiences

Study abroad experiences for MISS students may take place either through:

- Erasmus+ study;
- Bilateral Agreements;
- Thesis Research Abroad.

**Erasmus+ Study** allows students to spend abroad in a partner university for a period of study from 3 to 6 months for course attendance, thesis research, and traineeship combined with study activities. The University of Trento has established links with many different and prestigious partner universities: the list can be found on the [Partner Universities webpage](#).

If you are interested in this programme, you must browse carefully the University of Trento [dedicated webpage](#) (Participating in the Erasmus+ Programme) Here are some further tips:

- Make sure – in good time – that you have the requisite proficiency in the relevant foreign language.
- Find out about the courses the partner universities offer; this can be done by checking their websites and prospectuses.
- Go to the annual presentation of the mobility programmes;
- Follow the correct procedures when making your application to the programme, and do not apply after the closing date given in the selection announcement.

**Bilateral Agreements** are similar to Erasmus+ Study in their purposes (course attendance, thesis research, traineeship combined with study activities), but they allow students to apply to extra-European universities such as in Australia, Canada, China, and Israel. You can find the list of partners [on the SIS webpage](#) (Scientific Agreements with SIS). There is a Guide to Bilateral Exchanges on the same page, please read it carefully because it contains important information for planning, executing and coming back from your mobility.

There is a yearly selection call that you must not miss if you wish to apply (it is not possible to apply after).

Candidates may participate in bilateral agreement mobility by taking part in the yearly candidates' selection call based on the following criteria:

- language requirements for the chosen destination (CLA test or international certificate);
- *curriculum studiorum*;

- interview with an academic board (consisting of academic and non-academic staff from the University of Trento).

Finally, **Thesis Research Abroad** allows students to spend 3 months in Universities or institutes selected by the students (in accordance with their academic supervisor) all over the world for thesis research. Interested students can apply with a monthly deadline. Mobility will be possible after 30 days from this monthly deadline. More information is on the [University of Trento website](#).

Funding is also available for study-abroad experiences. It mostly comes from the University or the European Union.

- **Erasmus+ Study (European Countries):** scholarships differentiated by Country destination and family income. More info: <https://international.unitn.it/outgoing/erasmus-study>
- **Bilateral agreements:** scholarships differentiated by Country destination and family income. More info: <https://international.unitn.it/outgoing/bilateral-agreements>
- **Thesis research abroad:** possibility of a grant from the University. The scholarship is paid in a single instalment after the mobility start and is taxed; it cannot overlap with other financings for the same destination and period. More info: <https://international.unitn.it/outgoing/opportunities-of-international-mobility-for-thesis-research/final-examination-abroad>

## Graduating from MISS

### *Exams*

In order to obtain the credits necessary to graduate from MISS, you need to pass exams that correspond to the classes you took during the academic year. You need to register for these exams by declaring the corresponding teaching and learning activities in your Student Record on Esse3 (Career > Student Record). To enter teaching and learning activities (courses) in your Student Record, you have to fill in your [Study Plan](#) in the specific time windows:

- from 15th September to 15th October 2024
- from 1st to 30th November 2025
- from 1st to 31st March 2025

The paper version of the study plan must be submitted by email to [sis@sis.unitn.it](mailto:sis@sis.unitn.it) **only if you intend to choose an elective course other than those listed** in the online procedure on Esse3. The reasons for choosing a non-MISS course must be clearly spelt out in the paper version of the study plan. The study plan has to be approved by the Coordinator.

If you have doubts about using Esse3, you can find student guides on the [Esse3 for students webpage](#). They are not translated into English, so if you need any help, please do not hesitate to contact MISS Staff!

### *How to access the Moodle*

1. go to the page: <https://webapps.unitn.it/gestionecorsi/>
2. Click on 'Sei uno studente? (are you a student?) in order to see your courses' list.
3. Enter your UniTrento username and password.
4. Click on 'Corsi online ai quali sei iscritto' (Online courses you are enrolled in) and search for the course you are interested in.
5. Enter>>if you do not find that course, click on 'Corsi online ai quali potresti iscriverti' (Online courses you can enroll in) and search for the course.
6. Once you have found the course, click on it and enter.

### ***Final Dissertation (for students enrolled in 2023/2024)***

The final exam for completion of the MISS programme consists of the evaluation and discussion of a written dissertation (tesi) on one of the topics addressed during the Master's course. The thesis can cover specific projects carried out during placements, internships or other training experiences, including in the framework of international mobility, as long as it meets the criteria of **scientificity and originality**. The final dissertation is written in English and is prepared under the supervision of a professor at the University of Trento or Scuola Superiore Sant'Anna (affiliated with one of these institutions or in charge of one of the courses taught in the framework of the MISS programme).

Students are suggested to choose the topic of their final dissertation and find the right supervisor by the end of the first semester of the second year at the latest. This should allow them time to plan ahead and to take advantage of learning and training experiences that may enhance the quality of the dissertation.

A respectful working relationship with the supervisor requires regular contact. The work must be handed in well in advance so that the supervisor has the time to give it due attention and to schedule supervision meetings with the student.

Once the dissertation is written and has received the approval of the supervisor, the student is admitted to the final exam. This entails the public presentation and defence of the final dissertation during one of the graduation sessions.<sup>1</sup> The examination panel ("commissione di laurea") evaluating the dissertation consists of at least five members: one is the *relatore* (supervisor), or a substitute if necessary, and another is the *controrelatore* (the main discussant). All examination panel members are nominated by the Director of the School of International Studies. The examination panel includes members of the faculties of the University of Trento and Scuola Superiore Sant'Anna, respectively. All members of the examination panel can question the candidate and ask for further elucidations and all members participate in deciding the final mark. The presentation of the thesis should last around 10-12 minutes and is in principle public.

The examination panel evaluates both the dissertation and the defence, and awards up to 8 points. These points contribute to the final graduation mark. Therefore, the final graduation mark depends on three components: the points assigned to the final dissertation and defence, the average course mark (min 66 max 110), and up to an additional *punto tesi* (extra point) assigned by the MISS Coordinator for those students who graduate before December of the

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<sup>1</sup> There are four graduation sessions each year in May, September, November and March. The graduation session in March is the last session of any given academic year. A student enrolled in 2024/25 has until the official end of his/her second year, i.e. March 2027, to apply for graduation and defend the final dissertation to graduate "on time".

second year (i.e., December 2025 for students enrolling in the first year in the academic year 2023/24). The conferring of *lode* (honours) must be a unanimous decision by the examination panel.

Students are recommended to carefully read through the rules and regulations regarding the [graduation procedure](#) and take note of the relative deadlines and procedures.

In particular:

- At least four months before the chosen graduation session, the student must send the “Thesis Supervisor and Thesis Title” module via the [online application](#). In case of rescheduling of the graduation at a later date, the original submission will remain valid if the title of the thesis has not been changed. This submission is an integral part of the dissertation process and students should not miss this four-month deadline.
- To access the later stage of the graduation application, you must have passed all the examinations required by the academic regulations set out in your year of enrolment.
- The graduation application must be submitted via Esse3 following the instructions and respecting the deadlines that are approved annually by the Council and published on the website of the School of International Studies. The deadline for registering for the degree exam is also the last date for submitting the thesis (no later than four weeks before the graduation day).
- The thesis must be submitted in its final form no later than one month before the defence via Esse3 and via email to the members of the examination panel in PDF/a form (a non-modifiable form of a PDF). The supervisor, the discussant and the president of the examination panel will need to receive the full-text version of the thesis while the other members of the examination panel will need to receive an abstract of the thesis, complemented by the thesis’ reference list (bibliography). The members of the examination panel will be published on [this page](#) after they have been appointed.

If you wish to defer or withdraw from graduation, you must send a written statement to [supportostudentecogiursi@unitn.it](mailto:supportostudentecogiursi@unitn.it). You then have to submit a new application for graduation, following the same rules as mentioned in the normal procedure.

Please, consult the website, especially regarding [Rules and regulations](#), [Thesis regulations](#), and [Guidelines for writing a Master’s thesis](#).

Contact the MISS Secretariat for further information and be careful in respecting all the deadlines.

## Best Practices at the University of Trento

The University of Trento has its own “Code of Ethics” (a courtesy translation of the legally valid Italian version is available [here](#)), that defines standards of professional ethical behaviour that apply to all UniTrento components (including faculty members, staff and students).

As a general note, SIS members strongly encourage discussions and exchanges in our community: students are welcome to get in contact with the SIS staff and faculty members in order to make proposals, ask for clarifications and (politely) identify issues that need to be addressed. However, please consider that most regulations derive from national and institutional norms and others have been carefully drafted by the SIS and MISS governing bodies. Accordingly, please avoid regulatory shopping (i.e., shopping across regulations and draw on the rules that may apply in other universities and departments: they may inspire future reforms, but have no direct application for MISS).

Further, please consider that we cannot bargain over rules, marks, decisions, etc. Individual problems, if properly and timely reported to the attention of the appropriate person, are taken into account, last minute or late complaints and proposals for negotiations will not be considered. This line of conduct is undertaken as it helps to preserve that rules are consistently applied, over time and across different cohorts of students, to ensure horizontal and vertical fairness, and to enhance coherence in addressing different issues. This approach clearly holds not only for Miss students but also for SIS staff and the faculty members.

### ***The Student Voice***

The MISS student body has its voice in the elected representatives. These representatives are the channel through which collective feedback, comments and suggestions are communicated to the appropriate School and Degree course bodies. The governance responsible for monitoring the degree course, enhancing its strengths and addressing its weaknesses are:

- the *Consiglio della Scuola di Studi Internazionali* (the School of International Studies Council), which includes student representatives from the Master’s and PhD programmes;
- the *Commissione Paritetica Docenti-Studenti* (Student-Teacher Committee), which consists of 2 faculty members and 2 students;
- the *Gruppo di Autovalutazione* (Self-Assessment Group), which includes at least one student representative.

These bodies meet regularly and student participation is by no means ancillary. As former representatives can confirm, in the past MISS has addressed most of their concerns and

endorsed various suggestions (for instance regarding the meetings with professionals, the exam schedule, and many others).

## ***Plagiarism***

Consistently with this code of conduct, and more broadly considering intellectual honesty as a cornerstone in academia, plagiarism is strictly prohibited. Plagiarism is defined as “the presentation of another person’s thoughts or words or artefacts or software as though they were a student’s own” (Honor Code, School of Social Science, 2013).

Beyond copy-pasting, plagiarism also includes copying someone else’s ideas or words without giving credit to the author, failing to put quotation marks, giving incorrect information about the source of a quotation, changing words but copying the structure of a sentence, copying so many words or ideas from a source that it makes up the majority of the work submitted.

In this sense, students are strictly prohibited from copy-pasting someone else’s work or ideas and presenting it as theirs (independently of the nature of this work), but also from employing a ghost-writer, and finally from recycling all or part of previous essays. In order to ensure this, students’ essays and theses are checked by plagiarism detection software.

When joining the MISS Programme, students are required to understand and sign the University’s anti-plagiarism and data protection policy. In the case of a violation, disciplinary measures will be taken by the School of International Studies. Violations will first lead to convocation by the Programme Committee, and after two formal admonishments, if another violation is committed, the PhD Programme Committee will propose the **expulsion of the student**.

In the case where a student is assessed in a highly negative manner, the student could be expelled immediately.

Please be aware that plagiarism is also sanctioned according to the Italian law.

## ***Plagiarism beyond “copy-pasting”: intellectual honesty and tips to avoid getting into trouble***

Students often think of plagiarism as **the intentional copy-pasting of someone else’s work** (article, book, etc). This practice is indeed strictly forbidden. However, as you enter the second year of your Master’s degree, you are supposed to have developed **a strong understanding of what plagiarism is**. This is important at MISS but also for your professional future. For example, plagiarism can take other forms:

- **Bad paraphrasing:** you rephrased an author's point, but it is still too close to the original.

How to avoid that: re-phrase again until acceptable (replacing keywords with synonyms is considered to be plagiarism), and if you do not manage to do it, then use direct quotation with brackets.

- **Rephrasing an idea without quoting the author:** you used an idea and rephrased it properly, but you did not quote the author because you thought it was rephrased well enough.

How to avoid that: very simply, always quote the author of the idea you are using. This is one of the pillars of academia.

- **You forgot to put quotation marks:** you used a quote from a text, but you did not remember whether it was part of your own notes or a direct citation, and you forgot to put brackets and cite the author. **This can lead to serious problems since there is no way to determine if you plagiarise intentionally or unintentionally.**

How to avoid that: be a good note-taker, and always use brackets for citations – including in your notes and drafts. When in doubt, re-read the original material.

- **Open-source plagiarism:** you thought that since you are using open-source, multi-author (or anonymous) materials, then it is acceptable not to credit the authors.

How to avoid that: even open-source materials such as Wikipedia need to be properly cited (citing Wikipedia in your work is not a good idea though, you may find other sources). Have a look at how to cite anonymous materials or websites depending on your citation style (Zotero can help you!), and apply it.

- **Self-plagiarism:** you copy-pasted from previous works you did and re-submitted them in a new essay. This is not a legal issue because you did not breach someone else's rights, but it is a lack of respect for your teacher and it is punished at the University of Trento.

How to avoid that: Rephrase, adapt, and take this as an opportunity to deepen your knowledge and improve yourself.

If you wish to make sure you have a clear idea of what plagiarism is, you can take these short tests:

- Cornell University plagiarism test for students: <http://plagiarism.arts.cornell.edu/tutorial/exercises.cfm>
- Turnitin "Aiming for Integrity" test: <https://www.turnitin.com/static/plagiarism-quiz/>



If you have questions or doubts, or you want to discuss the results of these tests, please do not hesitate to talk about it with the MISS Tutor, or with your teachers or supervisor.

### ***Reporting issues***

At the University of Trento as in any other place, issues can arise during the course of the Degree. These issues can be personal (health or family issues, harassment, etc) as they can be collective (i.e. organisational problems shared among a student cohort). Although those are hypothetical situations that we hope will not happen, the University and the MISS staff still take them very seriously.

As a general way of proceeding, it is best to first report issues to the students' representatives, the MISS Tutor and the MISS Secretariat. These people will likely be able to solve most common problems and/or suggest which specific services to contact. They also act as "bridges" between you and other members of the staff and will refer to the MISS Coordinator and the School Director when necessary. If this does not solve the issue, students and/or the aforementioned members of staff can contact the Coordinator and the School Director. However, contacting them directly is not particularly efficient because they will probably need to contact the representatives/Tutor/Secretariat in order to better understand the situation. Please, keep in mind that the SIS has direct control over a limited number of processes, whereas most matters are under the exclusive (or shared) competence of higher-level Offices, Committees and Boards in the University.

**We encourage you to report your problems as early as possible:** most issues can be solved quite easily but this can take time. Moreover, MISS staff do not bargain with rules: fairness and equity are fundamental principles at the University of Trento, and they will indeed be essential to your future career too.

During your time at Trento, if you have some constructive feedback to make, please do not hesitate to do so by contacting the MISS Tutor and/or Secretariat. Your input will be highly valued!

## **Student life at the University of Trento**

Trento is a lively city, and there are plenty of things to do outside the classroom – mountains, museums, and much more. In this section you will find some information about student life in Trento. These are only indicative, of course, and there is much more to do.

### *Associations*

Are you looking for friends and activities to do in your free time? UniTrento student associations are there for you! Student associations are essential to university life not only with their study-oriented activities, but also because they represent students and organize and promote social, cultural, sport and leisure events. They play a fundamental role in improving social relations and their involvement in academic life and in the initiatives supported by departments and centres. They are created by students to respond to their needs, continue to exist thanks to their commitment, and are open to anyone who wants to be part of them.

The University of Trento welcomes these student initiatives and supports the events they organize, providing spaces and rooms, funding and specific media. The University of Trento and Opera Universitaria also provide funding for cultural and social initiatives proposed by students – in particular in the areas of cinema, theatre, music, visual arts (painting, sculpture, photography, etc.), fiction and poetry, publishing - that will take place during the year.

The list of student associations and their contacts is available [here](#). There is something for everyone!

Do you have a specific question? You can contact:

### **Student services – Cultural activities – Opera Universitaria**

Via della Malpensada, 82

+39 0461 217445

[rtommasini@operauni.tn.it](mailto:rtommasini@operauni.tn.it)

Opening Hours: from Monday to Friday 9.30 – 12.00, Tuesdays 14.00 – 16.00

### **Student Services Office**

Via Verdi, 6

+39 0461 282332

[Uff.ServiziAlloStudio@unitn.it](mailto:Uff.ServiziAlloStudio@unitn.it)

Opening Hours: Monday to Friday 10.00 - 12.00, Wednesdays 14.30 to 16.00

In August the Office will be open only during the morning, please write to them using your university email (@studenti.unitn.it)

### *Student card badge*

The Student Card allows you to get access to cafeteria services and other services. Students can collect their Student Card **from Monday to Friday, from 9 am to 12 pm, and Tuesday and Thursday from 2pm to 4pm** at:

- Opera desk at Sanbàpolis - via Malpensada 140 - first floor – International Student welcome and issuance of the Student card
- Extraordinary desk at the Mayer Residence - piazzetta Solesin, 1 - Issuance of the Student card (it is usually open for a limited time at the beginning of the lectures during the first semester)

To access the building you are requested to schedule an appointment through the app OPERA4U. For additional detailed information please consult the website.

### *Free circulation pass*

"Free circulation" is the yearly pass with a special rate for public transport for students and PhD students of the University of Trento.

### *UniSport Trento*

Looking for some physical activities? UniSport Trento is here for you. It promotes, organizes and manages sport events and activities throughout the semester. You can join its membership program which will give you access to its gym rooms (at the University and at the student residence San Bartolameo); or you can decide to join one of their many classes. If you wish to do so, remember to bring a health certificate (with ECG) for sport practices when you go to the registration.

The list of their classes is available on their website. You can also meet them at:

### **UniTrento Sport C.U.S. Trento**

via Prati 10 - Trento

[custn@unitn.it](mailto:custn@unitn.it)

0461 281855-1856

Monday-Friday 9.30-12.00

Tuesday afternoon 14.00-16.00

### *Borrow a bike*

If you are in an Opera Universitaria accommodation you can borrow a bike free of charge. All you have to do is provide the payment receipt of the accommodation deposit and ID/Passport to the Housing office. Remember, you are responsible for ordinary maintenance of the item (damages, the substitution of parts etc.) Should the bike be stolen or damaged you will have to pay 140 euros. If the bike is later found in relatively good condition, the amount will be returned to you.

*University canteens in Trento downtown*

**Tomaso Gar** (via Tomaso Gar, 18)

**Prices:**

full meal: 4.90 euros

small meal: 4.40 euros

snack: 3.10 euros

**XXIV Maggio** (via XXIV Maggio, 13). Temporarily closed, but students should monitor the Calendar for any changes.

*Book your meal*

In order to access the canteen you must reserve a seat through the app [OPERA4U](#)

## Disability

The University of Trento is committed to eliminating structural and social barriers within the university to enable people with disabilities to participate fully in all aspects of the academic experience. Students with any form of disability may access the support services organized and coordinated by Opera Universitaria. Various disability delegates are present in the different faculties, offering specialized tutoring activities.

The main activities and services offered by the University of Trento are:

- Reception, free information and advice
- Projects for the National Voluntary Service
- Economic support
- Tailor-made accommodation
- Tailor-made transport and assistance
- Representative lecturers
- Educational aid
- Support in international mobility

If you want to know more about what can be done to accommodate your specific situation at the University of Trento, you can consult the following web pages (that are much more detailed than these few paragraphs!):

[Inclusion service for disabilities](#) (temporary as well as permanent)

[Inclusion service for specific learning activities](#) (SLA)

You can also contact:

### **Disability and Special Needs Service**

Office in via Verdi, 6 38122 – Trento (3<sup>rd</sup> floor, Molino Vittoria)

Opening hours: Monday - Friday - 10.00 - 12.00, Monday – Thursday 14.30 – 15.30  
please call to make an appointment

[inclusionone.studente@unitn.it](mailto:inclusionone.studente@unitn.it)

0461 282128

## **Psychological services**

### ***Support for students abroad, anxiety seminars, counselling***

The Student counselling service, organized jointly by the University and Opera Universitaria, aims to provide help and support to students during their studies. The Advisory service for Italians abroad is designed specifically for students who need psychological support while they are in a foreign country for academic reasons (see the file in the download box).

The Psychological counselling service is also the right place to submit ideas for student activities, to encourage human relations in the student community and to enhance university life (through seminars and group work).

#### **What does the service offer?**

- one to one counselling with a psychologist on problems that students are having during their studies, including if they are participating in exchange programmes abroad;
- group meetings to discuss the students' difficulties, their motivations and university life (anxiety, interpersonal relations, problems with roommates etc.)
  - **This includes a seminar on how to manage anxiety in your studies.** The seminar takes place exclusively in Italian, please contact them if you wish to join!
- seminars on psychological issues

#### **Contact:**

Located in Trento, at 13 via Santa Margherita; in Rovereto, at 5/B via Matteo del Ben, home to the Dipartimento di Scienze della Cognizione e della Formazione.

The service offers counselling via Skype to students who are studying abroad.

[consulenza.psicologica@operauni.tn.it](mailto:consulenza.psicologica@operauni.tn.it)

Phone: 0464-808116, from Monday to Friday, 9.30 to 17.30; you can leave a message out of office hours

You can also drop a note in the Psychological counselling service boxes at 13 via Santa Margherita in Trento.

### ***Confidential Counselor***

The University provides a confidential counsellor, who is tasked with

- hearing and protecting those who are victims of mobbing, harassment, discrimination and other inappropriate behaviour, including within formal or informal procedures;
- providing information and training to raise awareness on the different types of workplace harassment.

Further information can be found at

<https://www.unitn.it/en/servizi/1716/the-universitys-confidential-counsellor-for-cases-of-mobbing-harassment-discrimination>

## Glossary

To facilitate exchanges with the Administrative Staff and to ease your way through your academic career, it may be helpful to understand some important terms. As most procedures are set up by national and local regulations, the Italian terms are used where necessary alongside a functional translation in English.

**Gruppo di Autovalutazione** (Self-Assessment Group), chaired by the Degree Coordinator, further Faculty members and at least one student representative, with administrative support from the Degree secretary. This Committee is responsible for the annual Quality Assurance Report (*Scheda di Monitoraggio Annuale/Rapporto di Riesame*) which is submitted to the Ministry each year and outlines the strategies and initiatives the Degree Programme intends to undertake in the following academic year.

**Commissione Paritetica Docenti-Studenti** (Student-Teacher Committee), composed of 2 Faculty Members (including the President) and 2 students. The *Commission* discusses any issues arising during the academic year and possible strategies and solutions to address these issues and further enhance the quality of the programme. The *Commission* drafts an annual report (*relazione annuale*) which is an official Quality Assurance Document.

**Consiglio della Scuola di Studi Internazionali** (the School of International Studies Council), presided over by the School Director, consists of the Faculty Members, post-doc researchers, and student representatives from the PhD and Master's programmes. The *Consiglio* is the main decision-making body of the School.

**Esami Soprannumerari (Extra exams):** should students wish to take more classes and courses than those necessary to graduate, these can be included in the study plan. These do not provide any further *punti tesi*, nor do they increase the final grade point average. However, they are included in the transcript of records and become an integral part of the student's academic CV.

**Learning agreement:** This is an official document of an international exchange programme, whose purpose is to record course/module choices at destination. The learning agreement must be approved by the sending and receiving institutions prior to departure.

**Manifesto annuale del Corso di Laurea Magistrale:** Master's Degree Course Programme - this is an annual document which contains a list of all the mandatory and elective courses in any given academic year, as well as any relevant restrictions, and specifies the name of the professors in charge of the various courses.

**Piano di studi individuale:** The study plan is a document that each and every student has to prepare before he/she can sit any exams. Students must specify which elective courses they intend to choose.



**Punto tesi (additional thesis point):** granted to those students who graduate before December.

**Regolamento del Corso di Laurea Magistrale:** Master's Degree Regulations - this founding document of the degree course contains the core features and structure of the MISS programme, such as the list of compulsory exams, the credits for elective activities, the requirements to graduate, learning objectives and outcomes, etc.

**Tesi:** In order to graduate, students are expected to write a final dissertation under the supervision of a professor at the University of Trento. External advisors (who are not members of the University of Trento) can co-supervise, but not substitute the supervision of a local professor. The dissertation is publicly defended during the graduation session. The Commission awards a number of points which go towards the final graduation mark.

**Voto di laurea:** The final graduation mark depends on three components: the average course mark (min 66 - max 110), the points awarded for the final dissertation (up to 8) and an additional point to those who graduate before December.