



DIPARTIMENTO  
DI INGEGNERIA  
DELL'INFORMAZIONE



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# Ph.D. Course in Information Engineering – 33° Cycle

**Please, sign-in**

Kick-off Meeting  
18 October 2017





1. Welcome to DEI!
2. Presentation of Department Services
3. Ph.D. Course organization
4. Learning activity
5. Research activity



- ❑ Department director
  - Sandro Zampieri
  - Gaudenzio Meneghesso (vice-director)
  - Sara Cavinato (secretary)
- ❑ Department website
  - [www.dei.unipd.it](http://www.dei.unipd.it) (Italian)
  - [www.dei.unipd.it/en](http://www.dei.unipd.it/en) (English)
- ❑ Opening hours
  - 7:30 – 21:00 (every day including holidays)
  - badge always required
  - do not to be alone in laboratories during weekends and holidays



# Ph.D. Course Contacts

- ❑ **Andrea Neviani**
  - Coordinator of the Ph.D. Course
  - [phdschool.head@dei.unipd.it](mailto:phdschool.head@dei.unipd.it)
  - [dirdott@dei.unipd.it](mailto:dirdott@dei.unipd.it)
- ❑ **Giovanni Sparacino**
  - Vice-Coordinator of the Ph.D. Course
- ❑ **Silvia Santoro**
  - Ph.D. Course Secretariat
  - [phdschool@dei.unipd.it](mailto:phdschool@dei.unipd.it)
  - [corso.dottorato@dei.unipd.it](mailto:corso.dottorato@dei.unipd.it)



- ❑ Services most frequently used by Ph.D. students:
  - Ph.D Secretariat (Silvia Santoro)
  - Administration (Sabrina Michelotto)
  - Laboratories (Francesca Bettini)
  - Computing facilities (Lorenzo Sartoratti)
  - Technical Office (Lorenzo Franceschin)

Full list on DEI website:

[www.dei.unipd.it](http://www.dei.unipd.it) ⇒ SERVIZI



## □ Where

- DEI/A building, first floor, SE corridor

## □ Who

- Silvia Santoro
- backup: Sandra Borgato, Giulia Littamè

## □ When

- Tuesday            10.00 – 12.00
- Wednesday        10.00 – 12.00 and 14.00 – 16.00
- Thursday           10.00 – 12.00



## □ What

- management of Ph.D students academic records
  - keep track of learning activities
  - documentation for admission to second/third year and final exam
- collect requests of authorization for
  - mobility
  - teaching assistant activity
  - external activity



## □ Head of service

- Sabrina Michelotto

## □ Main Tasks

- mobility
- purchase orders
- position assignments to personnel (e.g. teaching assistant)





# Administration - Mobility

- ❑ Who
  - Cristina Capuzzo (7683), Massimiliano Settin (7618)
- ❑ Authorization
  - fill the Ph.D. Course mobility authorization request
  - for long stay ( $\geq 20$  days) abroad, you'll need the authorization of Servizio Formazione office
  - at least 3 days before departure:
    - fill the first sheet of mobility authorization form,
    - sign it and have it signed by fund responsible,
    - hand it to the administration
  - when you are back:
    - report your expenses in the second sheet
    - attach the receipts demonstrating your expenses
    - sign it and hand it to the administration



# Administration – Purchase Orders

## ❑ Who

- Silvia Bedin (7617), Barbara Moretto (7668), Enrico Cavallari (7763), Lisa Zarantonello(7763)

## ❑ How to place an order

- purchase of materials or services **MUST** be handled by the proper Service
  - computing hardware ⇒ computing facilities service
    - <https://helpdesk.dei.unipd.it>
  - materials & instrumentation ⇒ lab service
    - lab technical staff
  - other ⇒ administration purchase order service
    - <https://helpdesk.dei.unipd.it> or [acquisti@dei.unipd.it](mailto:acquisti@dei.unipd.it)
- always specify funds to be used to pay the order
  - authorization by fund responsible required



## □ Head of service

- Francesca Bettini

## □ What

- anything related to laboratories
  - lacking or malfunctioning equipment
  - lab instrumentation management (<http://elab.dei.unipd.it>)
  - material/equipment purchase order  $\Rightarrow$  MUST be handled by lab technical responsible



## □ Who

- automation: **Riccardo Antonello** (7642)
- photonics/EM compatibility: **Elena Autizi** (7727)
- bioengineering: **Francesca Bettini** (7767)
- telecom: **Simone Friso** (7764)
- computer science/robotics: **Erasmus Longo** (7737)
- microelectronics: **Fabiana Rampazzo** (7724)
- power electronics/measurements: **Marco Stellini** (7742)

## □ Contacts

- e-mail: [laboratori@dei.unipd.it](mailto:laboratori@dei.unipd.it)
- ticket: <https://helpdesk.dei.unipd.it>

# Computing and network facilities

## Who

- Marco Filippi, Valerio Pulese, Paolo Mazzon, Lorenzo Sartoratti





# Computing and network facilities

## □ What

- network connectivity
- e-mail and web services
- software installation and pc configuration
- other hw/sw problems

## □ How

- <https://helpdesk.dei.unipd.it>
- if (and only if) helpdesk cannot be used
  - e-mail: [sysmen@dei.unipd.it](mailto:sysmen@dei.unipd.it)
  - phone: 7792



## ❑ Network connectivity

- preferable to use wireless connectivity for notebooks (unless WiFi coverage is not present in your lab/office)
- EDUROAM network is active
  - connect to **CONFIGURA-EDUROAM** network to activate and configure your connection
- connection to the ethernet
  - create a new access  
<https://mail.dei.unipd.it/hostadmin>



# Computing and network facilities

- ❑ Software installation
  - over the net: <https://software.dei.unipd.it>
  - or require DVD and codes
- ❑ Operative System installation
  - automated installation of Windows, Linux Fedora, Ubuntu
  - custom installation of dual-boot OS
  - request service through <https://helpdesk.dei.unipd.it>





## □ E-mail

- as Ph.D. students you have (or will receive shortly) the following e-mail aliases:
  - [name.surname@dei.unipd.it](mailto:firstname.lastname@dei.unipd.it)
  - [surname.name@dei.unipd.it](mailto:surname.name@dei.unipd.it)
  - [login@dei.unipd.it](mailto:login@dei.unipd.it)
- you can access e-mail through:
  - IMAPS
  - webmail: <https://mail.dei.unipd.it>
- change password through
  - <https://mail.dei.unipd.it/password>



## □ Who

- Lorenzo Franceschin (resp.), Achille Forzan, Caterina Leone, Paolo Selmin, Ermes Valandro

## □ Contacts

- <https://helpdesk.dei.unipd.it>
- e-mail: [ufftec@dei.unipd.it](mailto:ufftec@dei.unipd.it)
- phone: 7700



## □ What

- general maintenance
  - phone, data network backbone
  - air conditioning, heating
  - xerox copiers
- access control system (badges, readers)
- consumables (toner, inkjet cartridges)
- audiovisual systems
- mechanical workmanship
- postal and express courier service



# Ph.D. Course – Learning Activity

- ❑ Requirements
  - at least 10 credits within the completion of the first year
  - at least 20 credits within the completion of the second year
- ❑ Additional constraints based on the course category

	MIN	MAX
Soft skills	5	
Ph.D. Course <a href="#">Catalogue</a>	10	
Summer Schools, Short Courses, other universities		5

- ❑ Submit your course plan before Dec. 31, 2017
  - you may change it later if needed



## □ Soft skills – 2017/18

### ○ From the catalogue

- Technology entrepreneurship and lean start up (Dott. R. Frezza, 20 ore)
- Statistics for engineers (Proff. L. Salmaso e A. Bathke, max 10 participants)

### ○ Seminars

- Public ethics (prof. U. Vincenti)
- *Law and global markets* (prof. M. De Cristofaro)
- *Organization of interdisciplinary research* (prof. M. Corbetta)
- Industrial innovation (prof. A. Sangiovanni Vincentelli)
- ERC grants: a success story (prof. F. Nestola)

### ○ Summer Week (4 – 8 June 2018)



- ❑ Summer Week (4 – 8 June 2018)
  - 4 different topics divided in 8-hour modules
    - Dissemination of scientific knowledge and public engagement
    - Open access / Intellectual property
    - Team working / self-management
    - Entrepreneurship



- ❑ External learning activity
  - list of credited Summer Schools, Tutorials, Workshops in preparation
  - courses from other Ph.D. Schools
  - you may propose other courses for credits
    - necessary condition: final exam
    - must have signed approval of your supervisor
    - two deadlines per year to submit your proposals
    - you need to receive the authorization **BEFORE** taking the course



# Ph.D. Course – Research Activity

- ❑ Choose a supervisor and define the topic of your Ph.D. Thesis before Dec. 31, 2017
- ❑ First year
  - Written report on the year activity
  - deadline: end of July
- ❑ Second year
  - Written report on the year activity
  - Presentation of the year activity to an internal Committee
  - deadline: end of July
- ❑ Third year
  - Written report on the three-year activity
  - Presentation of the thesis draft to an internal Committee
  - deadline: end of July





## □ Thesis

- (hard) deadline: Sept. 30th, 2020
- Ph.D. Course Council decides whether or not to admit the thesis to the external evaluation phase
  - publication of your research results on peer-reviewed journals or conference proceedings is the main criterium
- thesis sent to two external reviewers
- possible review outcomes:
  - no/minor revisions  $\Rightarrow$  final examination Jan.-Mar. 2021
  - major revisions  $\Rightarrow$  up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2021



- ❑ Support for your research
  - facilities/laboratories (Supervisor)
  - funding
    - Ph.D. Course:
      - funding to support short- and long-term mobility
      - up to 500 EUR/student/year for short-term mobility
      - up to 2000 EUR/student/year for long-term mobility
    - Ph.D. Student funds:
      - 1300 EUR available in the second year
      - 1300 EUR (plus leftover from second year) in the third year
    - Supervisor



- ❑ Long-term mobility (abroad)
  - long stay (up to a total of 18 months) at research institutions abroad is encouraged
  - 50% increase of salary for  $\geq 20$  days mobility
  - must be authorized by the Ph.D. Course Council
    - prepare (with the help of your supervisor) a convincing research plan



# Ph.D. Course Council

- ❑ Assembly of professors and students responsible for Ph.D. Course learning and research activity planning
- ❑ Students must elect every year eight delegates to represent their issues in the Council
- ❑ You will be soon contacted by the delegates-in-charge for 2017/18 elections