



DIPARTIMENTO  
DI INGEGNERIA  
DELL'INFORMAZIONE



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# Ph. D. School in Information Engineering – 34° Cycle

**Please, sign-in**

Kick-off Meeting  
24 October 2018





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



- ❑ Department director
  - Gaudenzio Meneghesso
  - Giovanni Sparacino (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 stay alone in laboratories during weekends and holidays



# Ph. D. School Contacts

- ❑ **Andrea Neviani**
  - Coordinator of the Ph. D. School
  - [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. School
- ❑ **Silvia Santoro**
  - Ph. D. School Secretariat
  - [phdschool@dei.unipd.it](mailto:phdschool@dei.unipd.it)
  - [corso.dottorato@dei.unipd.it](mailto:corso.dottorato@dei.unipd.it)



# Ph. D. School Organs

- ❑ School Council (Collegio dei docenti)
  - 60 members, 8 student representatives
  - teaching and research activity programming
  - formally assign each student a supervisor and a research project
  - propose the expulsion of students in case of:
    - unauthorized working activity;
    - unjustified absence for long periods;
    - negative evaluation of the research and learning activity



# Ph. D. School Council Student representatives

- ❑ 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 2018/19 elections



# Ph. D. School Organs

- ❑ School Steering Committee aka School Board (Consiglio direttivo)
  - seven members (including the Coordinator), two student representatives
  - annual and intermediate evaluation of students research and learning activities
  - working activity authorisation
  - long mobility (> 6 months) authorisation



# Ph. D. School Websites

- ❑ Main website
  - DEI website ([www.dei.unipd.it](http://www.dei.unipd.it)) → CORSI → Dottorato in Ingegneria dell'Informazione
  - direct link: <https://www.dei.unipd.it/dottorato>
  - English version (partial):  
<https://www.dei.unipd.it/en/phd>
- ❑ eLearning website (requires SSO login)
  - host for Ph.D. Courses Moodle pages
  - Resources for Ph.D. Students page
    - <https://elearning.dei.unipd.it/course/view.php?id=463>
    - upload of reports and presentations
    - info on Ph.D. Courses





# Your duties as a Ph.D. Student

- ❑ Adhere to the University [Code of Conduct](#)
- ❑ Honesty is the foundation of good academic work
  - Whether you are working on a problem set, project report, paper or your thesis, avoid plagiarism, cheating, or facilitating academic dishonesty



# Your duties as a Ph.D. Student

- ❑ Complete your coursework requirements by the end of the second year
  - details in the following slides
- ❑ Work hard on your research project to produce original results
  - at least one (submitted) paper by the end of the second year
  - an additional one by the end of the third year
- ❑ Submit 1<sup>st</sup>-year, 2<sup>nd</sup>-year and triennial report
  - details in the following slides



# Ph. D. School – 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 area	5+ <b>(*)</b>	
Information Engineering area	10	
Summer Schools, Short Courses, other universities		5

**(\*) Distinguished Lecturer Series, Ph.D. School Seminars, PhDETSWeek**

## ❑ Submit your [course plan](#) before Dec. 31, 2018

- you may change it until June 30th, 2020, if needed



# Ph. D. School – Learning Activity

- ❑ (almost) Everything you need to know about the coursework program is reported in the Ph. D. School [Course Catalogue](#)
  - draft 2.1 of the Catalogue will be sent to you by e-mail
  - the Catalogue will be available on the Ph.D. School website
  - read it carefully
  - you are strongly encouraged to take more courses and seminars than the minimum required



- ❑ PhD Educational Week on Transferable Skills(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



# Ph. D. School – Learning Activity

- ❑ External Courses: up to a maximum of 5 credits may be earned by taking external courses (i.e. courses not organized by our Ph.D. Schools) falling in the following categories:
  - Courses appearing in the list of External Courses approved by the School Council; the list is included at the end of the Catalogue.
  - Additional external courses might be included into the list after submission of a written request by the student. Requests submitted by November 30th and May 31st will be evaluated by the School Council in December and June, respectively. Students should obtain their Supervisor approval before submitting a request. Only courses including a final exam with grading will be considered.
  - Courses from other Ph.D. School catalogues (provided they include a final exam with grading).



# Ph. D. School – Research Activity

- ❑ Choose a supervisor and define the topic of your Ph.D. Thesis before Nov. 7th, 2018
- ❑ 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, 2021
- Ph. D. School 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. 2022
  - major revisions  $\Rightarrow$  up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2022





- ❑ Support for your research
  - facilities/laboratories (Supervisor)
  - funding
    - Ph.D. Student funds:
      - 1500 EUR available in the second year
      - 1500 EUR (plus leftover from second year) in the third year
    - Ph. D. School (\*\*\*) **subject to changes depending on School budget**):
      - funding to pay external instructors
      - up to 500\*\*\* EUR/student/year for short-term mobility
      - up to 1000\*\*\* EUR/student for long-term mobility
    - 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. School Council
  - find a suitable [host university](#)/research institution
  - prepare (with the help of your supervisor) a convincing research plan



# E-mail accounts & SSO

Two different e-mail addresses and network accounts

## □ University e-mail and SSO credentials

- e-mail: [nome.cognome@studenti.unipd.it](mailto:nome.cognome@studenti.unipd.it)
  - All Ph.D. School and University official communications will be sent to this address
  - alias: [nome.cognome@phd.unipd.it](mailto:nome.cognome@phd.unipd.it)
- SSO username: [nome.cognome@studenti.unipd.it](mailto:nome.cognome@studenti.unipd.it)
  - used to access University-wide internet services like
  - **Eduroam**: world-wide university wi-fi network
  - **eLearning**: Moodle-based platform for courses



# Single Sign On

**SSO**



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IDP UNIPD - SINGLE SIGN ON

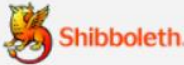
ita eng

Nome utente   @unipd.it

Password   @studenti.unipd.it

Accedi

[Hai bisogno d'aiuto?](#)





# Department network and computing facilities

- ❑ Department e-mail and account (after completion of the GIGA procedure):
  - your badge will be enabled to access all Department common spaces and a selected number of laboratories
  - must complete the online safety course before badge can be enabled
  - E-mail address and aliases
    - [login@dei.unipd.it](mailto:login@dei.unipd.it)
    - [name.surname@dei.unipd.it](mailto:name.surname@dei.unipd.it)
    - [surname.name@dei.unipd.it](mailto:surname.name@dei.unipd.it)
    - used by the Department for official communications



# Department network and computing facilities

- ❑ You can access e-mail through:
  - IMAPS
  - webmail: <https://mail.dei.unipd.it>
- ❑ Change password through
  - <https://mail.dei.unipd.it/password>
- ❑ DEI account
  - the **login** part of the e-mail [login@dei.unipd.it](mailto:login@dei.unipd.it) is also the username of your DEI account,
  - it is delivered to you on a paper document when you complete the GIGA procedure
  - username: **login**
  - enables the access to the Department network and computing facilities



- ❑ 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, South-East 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
  - funding accounting



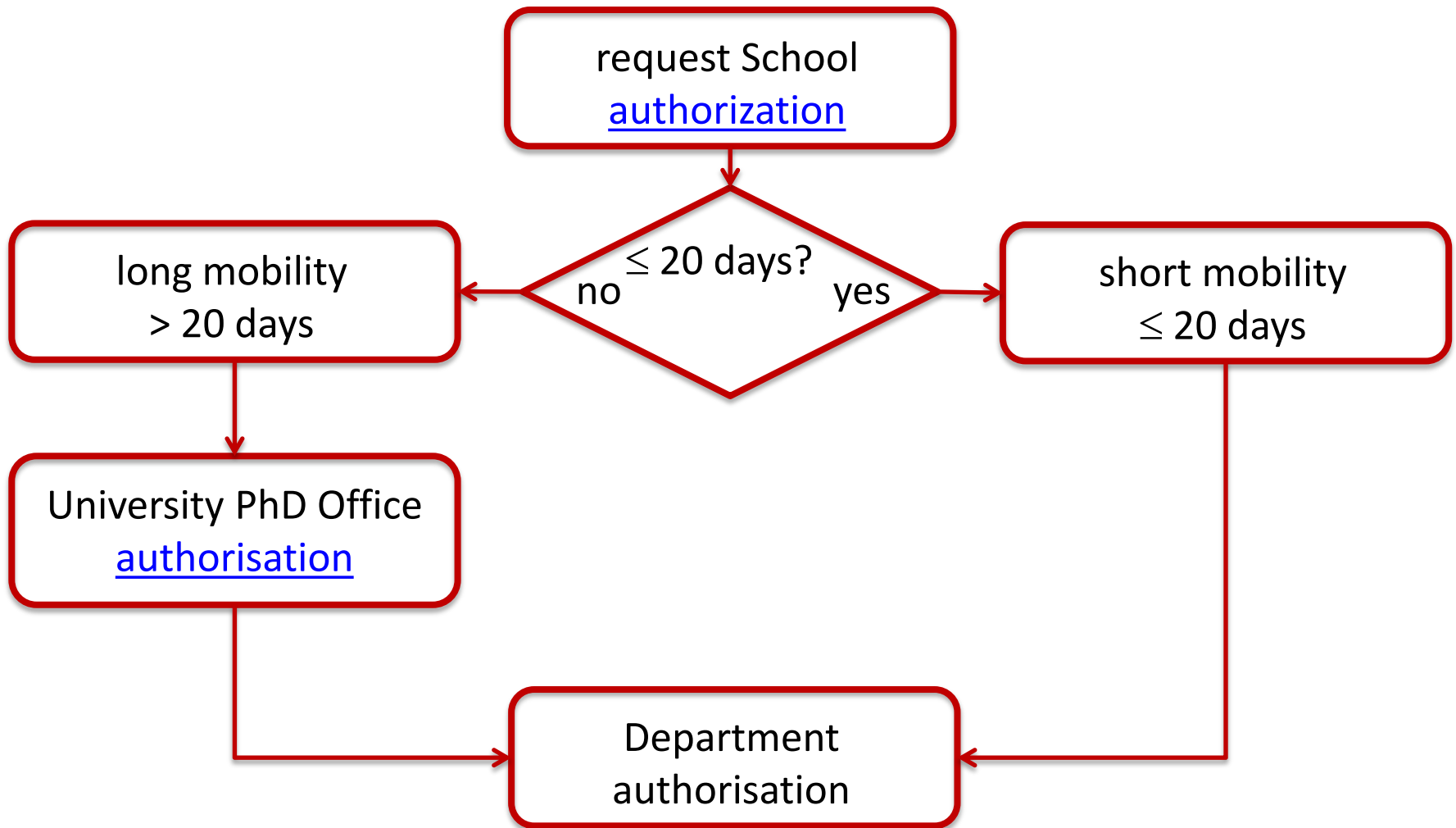
## □ Who

- Cristina Capuzzo (7683), Massimiliano Settin (7618)

## □ Mobility MUST be authorized in advance

- by the Ph.D. School, and
- by the University Central Ph.D. Office (for long stays only, i.e. > 20 days)
- by the Department (for expenses reimbursement)

# Administration - Mobility





# Administration - Mobility

- ❑ Department Authorization in two steps:
  - STEP 1 (at least 3 days before departure):
    - fill the first sheet of mobility authorization form, sign it and have it signed by fund responsible, deliver it to the administration mobility mailbox **OR**
    - fill in and submit the online authorization form (on [www.unipd.it](http://www.unipd.it) → SIT → SSO login → Servizi Personali → Missioni)
  - when you are back:
    - report your expenses in the second sheet, attaching the receipts demonstrating your expenses, sign it and deliver it to the administration mobility mailbox **OR**
    - complete the online authorization form



# Administration – Purchase Orders

## ❑ Who

- Silvia Bedin (7617), Barbara Moretto (7668), Enrico Cavallari (7637), Guendalina De Facci (7637)

## ❑ 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 ⇒ MUST be handled by lab technical responsible



## □ Who

- automation: **Riccardo Antonello** (7642)
- photonics/EM compatibility: **Marco Calabrese** (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>



## □ Who

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

## □ 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