DIPARTIMENTO
DI INGEGNERIA
DELL'INFORMAZIONE

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Ph. D. Program in Information Engineering – 35° Cycle

Please, sign-in

Welcome Meeting

9 October 2019

Agenda

1. Welcome to DEI!
2. Ph.D. Program organization
3. What to do to start your Ph.D.
4. Learning activity
5. Research activity
6. Presentation of Department Services

PhD Welcome Day

November 28th, 2019, h17-19
AUDITORIUM, ORTO BOTANICO, PADOVA

UNIVERSITÀ
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Presentation Index

Department of Information Engineering (DEI)

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

Ph. D. Progam Contacts

- ❑ Andrea Neviani
  - ○ Coordinator of the Ph. D. Program
  - ○ phdschool.head@dei.unipd.it
  - ○ dirdott@dei.unipd.it
- ❑ Giovanni Sparacino
  - ○ Vice-Coordinator of the Ph. D. Program
- ❑ Silvia Santoro
  - ○ Ph. D. Program Secretariat
  - ○ phdschool@dei.unipd.it
  - ○ corso.dottorato@dei.unipd.it

DIPARTIMENTO
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Two different e-mail adresses and network accounts

❑ University e-mail and SSO credentials

  o e-mail: *name.surname*@studenti.unipd.it

    ▪ All Ph.D. Program and University official communications will be sent to this address

    ▪ alias: *name.surname*@phd.unipd.it

  o SSO username: *name.surname*@studenti.unipd.it

    ▪ used to access University-wide internet services like

    ▪ **Eduroam**: world-wide university wi-fi network

    ▪ **eLearning**: Moodle-based platform for courses
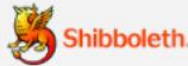
Ph. D. Program Organs

❑ Board of the Phd Program (Collegio dei docenti)

  ○ 55 members, 8 student representatives

  ○ teaching and research activity programming

  ○ formally **assign each student a supervisor and a study and research plan**

  ○ propose the expulsion of students in case of:

    ▪ unauthorized working activity;

    ▪ unjustified absence for long periods;

    ▪ negative evaluation of the research and learning activity

Board of the Ph.D. Program Student representatives

❑ Students must elect every year eight delegates to represent their issues in the Board

❑ You will be soon contacted by the delegates-in-charge for 2019/20 elections

Ph. D. Program Organs

❑ Executive 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. Program Websites

❑ Main website

  ○ https://phd.dei.unipd.it (NEW! Work in progress)

❑ eLearning website (requires SSO login)

  ○ https://elearning.dei.unipd.it

  ○ host for Ph.D. Courses Moodle pages

  ○ Resources for Ph.D. Students page

    ▪ upload of reports and presentations

    ▪ info on Ph.D. Courses

    ▪ NEW! Upload mobility/ext. activity/TA permission requests

Ph. D. Program Websites

❑ Must enroll to access and use the eLearning website

  ○ Go to https://elearning.dei.unipd.it/course/view.php?id=463

  ○ Authenticate with SSO credentials

  ○ Course enrollment key: PhD-Inf35

  ○ If you have troubles, send me an e-mail

Ph.D. Student Ethics

❑ 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

❑ **Research project**
  ○ produce original results and publish them

❑ **Coursework requirements**
  ○ to be completed by the end of the 2nd year

❑ **Annual evaluation**
  ○ submit reports and presentations

❑ **Follow the procedures**
  ○ permission requests (mobility, teaching, external activity)
  ○ interaction with Dept. personnel and services

**DIPARTIMENTO
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- ❑ Find a potential **Supervisor**
  - ○ and one Co-Supervisor, if needed
- ❑ Prepare a **study and research plan**
  - ○ discuss it with your Supervisor
- ❑ Fill in the **SRP form** and upload it
  - ○ Find the SRP form and the link to upload it on the PhD Program web site
  - ○ Upload both the filled doc file and the scanned pdf copy of the signed form
  - ○ Deadline: **October 31st, 2019**

❑ (almost) Everything you need to know about the Study Plan is reported in the Ph. D. Program [Course Catalogue](#)

- Find it on the Ph.D. Program website
- Read it carefully
- Suggestion: take more courses and seminars than the minimum required

Learning activity classification

❑ Courses

- o Final exam or equivalent form of verification
- o Courses give credits
- o Requirement 1: earn at least 20 credits

❑ Seminars, MOOCs, Distinguished Lectures

- o No exam
- o No credits
- o Requirement 2: attend a minimum number

❑ Requirement 1 (Courses)

   o at least 10 credits within the first year

   o at least 20 credits within the second year

   o Additional constraints based on the course cathegory

COURSE CATHEGORY	MIN	MAX
Transferable Skills area	5	
Information Engineering area	10	
Seasonal PhD Schools, courses from other PhD Programs		5

   o Report your choice of courses in the SRP form

External Courses

❑ Courses from other Ph.D. Program catalogues
  o MUST include a final exam with grading

❑ Seasonal PhD Schools approved by the Executive board
  o list available on the website
  o to add entries to the list:
    ▪ submit to the Executive Board a written request signed by your Supervisor
    ▪ Schools MUST include a final exam with grading

❑ Requirement 2 (Seminars & C.)

- o **Seminars and MOOCs**
  - ▪ Attend at least three
- o **DEI Distinguished Lecturer Series**
  - ▪ Attend all offered in the three-year program
- o **PhD Week on Transferable Skills 2020 or 2021**
  - ▪ Take at least two modules
- o The list of Seminars, DL, and PhDEWTS is under construction
- o **DO NOT** insert seminars & C. in the SRP form
  - ▪ Use the Certificate of Attendance (next page)

❑ Certificate of attendance

- o Required for external courses, seminars, distinguished lectures
- o Download it from the website
- o Have it signed by the instructor or by a member of the Executive Board attending the event
- o Upload certificates together with annual reports

- ❑ Define the topic of your Ph.D. Thesis with your Supervisor

- ❑ Report a summary of the planned research activity in the SRP form

- ❑ Start working!

- ❑ Main Deadlines
- ❑ First year
  - o Written report on 1st year activity
  - o deadline: August 31st
- ❑ Second year
  - o Written report on 2nd year activity
  - o Presentation of the year activity to an internal Committee
  - o deadline: August 31st
- ❑ Third year
  - o Written report on the three-year activity
  - o Presentation of the thesis draft to an internal Committee
  - o deadline: August 31st

❑ Thesis

- ○ (hard) deadline: Sept. 30th, 2022
- ○ Ph. D. Board decides whether or not to admit the thesis to the external evaluation phase
- ○ thesis sent to two external reviewers
- ○ possible review outcomes:
  - ▪ no/minor revisions $\Rightarrow$ final examination Jan.-Mar. 2023
  - ▪ major revisions $\Rightarrow$ up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2023

- ❑ You are expected to produce original results that advance the state of the art
- ❑ Demonstrated by publications on peer-reviewed journals or conference proceedings
- ❑ Minumum: 2 publications on journals/conference
  - o At least one paper accepted by a journal/conference indexed by WoS/Scopus by the deadline for the 2nd year report
  - o At least an additional paper accepted by a journal/conference indexed by WoS/Scopus by the deadline for the 3rd year report

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❑ 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. Program (*** subject to changes depending on Program budget):**
    - funding to pay external instructors
    - 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 insititutions abroad is encouraged
- ○ 50% increase of salary for $\geq$ 20 days mobilty
- ○ must be authorized by the Ph. D. Executive Board
    - ▪ find a suitable host university/research institution
    - ▪ prepare (with the help of your supervisor) a convincing reserch plan

Procedures: authorization requests

❑ Authorization by Executive Board / Coordinator / Department Director required for

- o Mobility/Travel
- o External activity
- o Teaching assistantship/tutoring

❑ Submit request at least 30 days before activity

❑ Follow the procedures detailed in the website

- o Short summary in the following slides

- ❑ Long mobility ($\geq$ 20 days)
- ❑ Required authorizations (before departure)
  - ○ Coordinator/Executive board
    - ▪ Fill-in mobility authorization form
    - ▪ Print and sign the form (student and supervisor)
    - ▪ Upload the scanned form
  - ○ Department
    - ▪ follow the procedure outlined here:
    - ▪ https://www.dei.unipd.it/node/815 $\Rightarrow$ Missioni (requires SSO authentication)
    - ▪ info in italian only; if you need support, see Administration - Mobility

❑ Short mobility (< 20 days)

❑ Required authorizations (before departure)

- ○ Department
  - ▪ follow the procedure outlined here:
  - ▪ https://www.dei.unipd.it/node/815 $\Rightarrow$ Missioni (requires SSO authentication)
  - ▪ info in italian only; if you need support, see Administration Mobility

External activity

❑ Any activity not included in the approved Study and Research Plan requires the authorization of the Executive Board

- o Fill-in external activity authorization form
- o Print and sign the form (student and supervisor)
- o Upload the scanned form

❑ Time limitations

- o **no more than 8 hours/week AND 180 hours/year**
- o no time limitations if the activity is coherent with the Study and Research plan

Teaching and tutoring

- ❑ Tutoring (more details [here](#))
  - o support to students or lecture/lab activity
  - o selections in May/June
  - o time limitation: $\leq$ 100 hours/year
- ❑ Teaching assistant (*Didattica integrativa*)
  - o support to professors (problem solving lectures, lab sessions)
  - o selections in September
  - o time limitation: $\leq$ 40 hours/year
- ❑ Overall time limitation
  - o tutoring + TA $\leq$ 100 hours/year
- ❑ Authorization by Executive Board required
  - o follow the procedure reported on the website

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
    - ▪ *name.surname*@dei.unipd.it
    - ▪ *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* 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

Department Services

❑ 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 $\Rightarrow$ SERVIZI

Ph.D. Secretariat

❑ Where

   o DEI/A building, first floor, South-East corridor

❑ Who

   o Silvia Santoro

   o backup: Sandra Borgato, Giulia Littamè

❑ When

   o Mon - Fri   10.00 – 12.00

❑ Contacts

   o E-mail: corso.dottorato@dei.unipd.it

Ph.D. Secretariat

❑ 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

Administration

❑ Head of service

    o Sabrina Michelotto

❑ Main Tasks

    o Mobility (reimbursments)

    o purchase orders

    o funding accounting

❑ Who
- o Cristina Capuzzo (7683), Massimiliano Settin (7618)

❑ Mobility MUST be authorized in advance
- o by the Executive Board (long mobility) and by the Department (all) (see [here](#))
- o The administration processes the Department authorization
- o Print the authorization request and leave it in the shelf in DEI/A building, first floor, South-East corridor (next to the Ph.D. Secretariat)

Administration – Purchase Orders

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

❑ How to place an order
- o purchase of materials or services MUST be handled by the proper Service
  - ▪ computing hardware $\Rightarrow$ computing facilities service
    - • https://helpdesk.dei.unipd.it
  - ▪ materials & instrumentation $\Rightarrow$ lab service
    - • lab technical staff
  - ▪ other $\Rightarrow$ administration purchase order service
    - • https://helpdesk.dei.unipd.it or acquisti@dei.unipd.it
- o 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/equpiment purchase order ⇒ MUST be handled by lab technical responsible

Lab Service

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

❑ Contacts
- ○ e-mail: laboratori@dei.unipd.it
- ○ ticket: https://helpdesk.dei.unipd.it

Computing and network facilities

- ❑ Who
  - ○ Agostino Andriolo, Marco Filippi, Valerio Pulese, **Lorenzo Sartoratti**
- ❑ 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
    - ▪ phone: 7792

Computing and network facilities

❑ 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
- o over the net: https://software.dei.unipd.it
- o or require DVD and codes

❑ Operative System installation
- o automated installation of Windows, Linux Fedora, Ubuntu
- o custom installation of dual-boot OS
- o request service through https://helpdesk.dei.unipd.it

❑ Who

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

❑ Contacts

- o https://helpdesk.dei.unipd.it

- o e-mail: ufftec@dei.unipd.it

- o 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

❑ Fill-in and submit Study and Research Plan form by October 31st

❑ Remember to request (and obtain) authorizations at least 30 days before:

  o Mobility/travel

  o Starting any activity outside your SRP

  o Teaching assistant / Tutor

❑ Contact Department Services by:

  o Helpdesk: https://www.dei.unipd.it/helpdesk/

  o E-mail

  o DO NOT pop up in offices unannounced

    ▪ Ask for an appointment

That's all folks!

Thanks for your attention!

Time for questions (if any)