IIIU DIPARTIMENTO
DI INGEGNERIA
DELL'INFORMAZIONE

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Ph. D. Program in Information Engineering – 37° Cycle

Kick-off Meeting
13 October 2021

DIPARTIMENTO
DI INGEGNERIA
DELL'INFORMAZIONE

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

Ph. D. Program Websites

□ Main website
- https://phd.dei.unipd.it

□ eLearning website (requires SSO login)
- https://elearning.dei.unipd.it
- host for Ph.D. Courses Moodle pages
- Resources for Ph.D. Students page
  - Enrollment key: PhD-Inf37
  - Upload of reports and presentations
  - Erollment in Ph.D. Courses
  - Upload mobility/ext. activity/TA permission requests

Presentation Index

Department of Information Engineering (DEI)

- ❑ Department director
  - o Gaudenzio Meneghesso
  - o Giovanni Sparacino (vice-director)
  - o Sara Cavinato, Massimiliano Settin (secretary)
- ❑ Department website
  - o www.dei.unipd.it (Italian)
  - o www.dei.unipd.it/en (English)
- ❑ Opening hours
  - o 7:30 – 21:00 (working days)
  - o badge always required
  - o [restrictions](#) due to COVID-19 emergency

Ph. D. Program Contacts

❑ Andrea Neviani
- o Coordinator of the Ph. D. Program
- o phdschool.head@dei.unipd.it
- o dirdott@dei.unipd.it

❑ Giovanni Sparacino
- o Vice-Coordinator of the Ph. D. Program

❑ Sara Borgato
- o Ph. D. Program Secretariat
- o phdschool@dei.unipd.it
- o corso.dottorato@dei.unipd.it

Ph. D. Program Organs

❑ Academic Board of the Phd Program (Collegio dei docenti)

  o 62 members, 10 student representatives

  o teaching and research activity programming

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

  o 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 their delegates to represent their issues in the Academic Board

○ 10 representatives for the 37° cycle

❑ You will be soon contacted by the delegates-in-charge for 2021/22 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

- authorisation of any activity outside the study and research plan

- long mobility (> 6 months) authorisation

E-mail accounts & SSO

Two different e-mail adresses and network accounts

❑ University e-mail and SSO credentials

- 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
- 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

Department network and computing facilities

❑ Department e-mail and account (after completion of the GIGA procedure):

  o your badge will be enabled to access all Department common spaces and a selected number of laboratories

  o must complete the online safety course before badge can be enabled

  o follow the COVID-19 compliant procedure to access the Department facilities

  o 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:
  - ○ any mail client (using IMAP or POP protocols)
  - ○ 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

Single Sign On
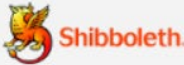
Ph. D. Program Websites

- ❑ 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-Inf37
  - ○ 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

❑ Find a potential **Supervisor**

   o and one Co-Supervisor, if needed

❑ Prepare a **study and research plan (SRP)**

   o discuss it with your Supervisor

❑ Fill in the **SRP form** and upload it

   o Find the <u>SRP form</u> and the link to upload it on the PhD Program web site

   o Upload both the filled doc file and the scanned pdf copy of the signed form

   o Deadline: **November 5th, 2021**

❑ (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

  ○ First course starts on November 9th.

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, Distinguished Lectures (DL)

  o Don't give credits. No exam.

  o Requirement 2:

    ▪ attend the seminars proposed by the PhD Board, all DL's, and two modules of the PhD Educational Week

❑ Requirement 1 (Courses)
  - o at least 20 credits within the second year
  - o Additional constraints based on the course category

COURSE CATEGORY	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.)

○ **Seminars**

- Attend the seminars organized by the PhD Program

○ **DEI Distinguished Lecturer Series**

- Attend all offered in the three-year program

○ **PhD Week on Transferable Skills 2022**

- Take at least two modules

○ **DO NOT** insert seminars & C. in the SRP form

- Use the Certificate of Attendance (next page)

❑ Certificate of attendance

  ○ Required for external courses, seminars, distinguished lectures

  ○ Download it from the website

  ○ Have it signed by the instructor or by a member of the Executive Board attending the event

  ○ Upload certificates together with annual reports

Ph. D. Program – Research Activity

❑ 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, 2024

    ○ 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. 2025

        ▪ major revisions $\Rightarrow$ up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2025

❑ You are expected to produce original results that advance the state of the art

❑ Demonstrated by publications on peer-reviewed journals or conference proceedings

❑ <u>Minimum: 2 publications on journals/conference</u>

- 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

❑ 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 research plan

❑ Support for your research

 o facilities/laboratories (Supervisor)

 o 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

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

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

❑ Services most frequently used by Ph.D. students:

- Ph.D Secretariat (Sara Borgato)
- 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
  ○ DEI/A building, first floor, South-East corridor
❑ Who
  ○ Sara Borgato
  ○ backup: Sandra Borgato, Giulia Littamè
❑ When
  ○ Arrange an appointment via e-mail
❑ Contacts
  ○ E-mail: corso.dottorato@dei.unipd.it

❑ 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
  - ○ Sabrina Michelotto
- ❑ Main Tasks
  - ○ Mobility (reimbursments)
  - ○ purchase orders
  - ○ funding accounting

Administration - Mobility

❑ Who
- Cristina Capuzzo (7683), Silvia Santoro(7543)

❑ Mobility MUST be authorized in advance
- by the Executive Board (long mobility) and by the Department (all) (see here)
- The administration processes the Department authorization
- 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

  o Francesca Bettini

❑ What

  o 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
  o automation: **Riccardo Antonello** (7642)
  o photonics/EM compatibility: **Marco Calabrese** (7727)
  o bioengineering: **Francesca Bettini** (7767)
  o telecom: **Simone Friso** (7764)
  o computer science/robotics: **Erasmo Longo** (7737)
  o microelectronics: **Fabiana Rampazzo** (7724)
  o power electronics/measurements: **Marco Stellini** (7742)
❏ Contacts
  o e-mail: laboratori@dei.unipd.it
  o 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

❑ Network connectivity

- o wireless connectivity available in almost every lab/office)

- o EDUROAM network is active
  - connect to **CONFIGURA-EDUROAM** network to activate and configure your connection

- o connection to the ethernet
  - create a new access https://mail.dei.unipd.it/hostadmin

❑ 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
  - o Lorenzo Franceschin (resp.), Achille Forzan, Paolo Selmin
- ❑ Contacts
  - o https://helpdesk.dei.unipd.it
  - o e-mail: ufftec@dei.unipd.it
  - o phone: 7700

Technical Office

❑ 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 upload Study and Research Plan form by November 5th

- ❑ 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 DO NOT pop up in offices unannounced
    - ▪ Follow the directions in www.dei.unipd.it ⇒ SERVIZI

Thanks for your attention!

Time for questions (if any)