



DIPARTIMENTO
DI INGEGNERIA
DELL'INFORMAZIONE



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Ph. D. Program in Information Engineering – 38° Cycle

Kick-off Meeting
19 October 2022



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://stem.elearning.unipd.it>
 - host for Ph.D. Courses Moodle pages
 - [Resources for Ph.D. Students](#) page
 - Enrolment key: **PhD-INF**
 - Group key: **PhD-INF38**
 - Upload of reports and presentations
 - Enrollment in Ph.D. Courses
 - Upload mobility/ext. activity/TA permission requests



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



Ph. D. Program Contacts

- ❑ Andrea Neviani
 - Coordinator of the Ph. D. Program until **Feb. 17, 2022**
- ❑ Giovanni Sparacino
 - Vice-Coordinator of the Ph. D. Program
- ❑ Sara Borgato
 - Ph. D. Program Secretariat
 - phdschool@dei.unipd.it
 - corso.dottorato@dei.unipd.it

Ph. D. Program Organs

- ❑ Academic Board of the Phd Program (Collegio dei docenti)
 - 73 members plus 10 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 their delegates to represent their issues in the Academic Board
 - 11 representatives for the 38° cycle
- ❑ You will be soon contacted by the delegates-in-charge for 2022/23 elections

- ❑ 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 addresses 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):
 - 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



Your duties as a Ph.D. Student

❑ **Research project**

- produce original results and publish them

❑ **Learning activity**

- courses to be completed by the end of the 2nd year
- attend seminars during the three-year program

❑ **Annual evaluation**

- submit reports and presentations

❑ **Follow the procedures**

- permission requests (mobility, teaching, external activity)
- interaction with Dept. personnel and services

Ph.D. Program

How to get started

- ❑ Find a potential **Supervisor**
 - and one or more Co-Supervisor(s)
- ❑ Prepare a **study and research plan (SRP)**
 - 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: **November 5th, 2022**



Ph. D. Program Study Plan

- ❑ (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 3rd.**



Learning activity classification

□ Courses

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

□ Seminars, Distinguished Lectures (DL)

- Don't give credits. No exam.
- Requirement 2:
 - attend at least three seminars advertised by the PhD Program or by the Department, all DL's, and two modules of the PhD Educational Week



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!



Ph. D. Program – Research Activity

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

□ Thesis

- (hard) deadline: Sept. 30th, 2025
- 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. 2026
 - major revisions \Rightarrow up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2026



Ph. D. Program – Research Activity

- ❑ You are expected to produce original results that advance the state of the art
- ❑ Demonstrated by publications on peer-reviewed journals or conference proceedings
- ❑ Minimum: 2 publications on journals/conference
 - At least one paper accepted by a journal/conference indexed by WoS/Scopus by the deadline for the 2nd year report
 - 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 12 months) at research institutions abroad is encouraged
 - 50% increase of salary for ≥ 20 days mobility
 - 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
 - facilities/laboratories (Supervisor)
 - funding
 - Ph.D. Student funds:
 - 4600 EUR available during the three years
 - 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
 - Mobility/Travel
 - External activity
 - Teaching assistantship/tutoring
- ❑ Submit request at least 30 days before activity
- ❑ Follow the procedures detailed in the website
 - STUDENT RESOURCES menu

Mobility - Long

- ❑ Long mobility (≥ 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](#)

Mobility - Short

- ❑ Short mobility (< 20 days)
- ❑ Required authorizations (before departure)
 - Department
 - follow the procedure outlined here:
 - <https://www.dei.unipd.it/node/815> ⇒ 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
 - Fill-in external activity authorization form
 - Print and sign the form (student and supervisor)
 - Upload the scanned form
- ❑ Time limitations
 - **no more than 8 hours/week AND 180 hours/year**
 - 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: ≤ 100 hours/year
- ❑ Teaching assistantship (*Didattica integrativa*)
 - support to professors (problem solving lectures, lab sessions)
 - selections in September
 - time limitation: ≤ 40 hours/year
- ❑ Overall time limitation
 - tutoring + TA ≤ 100 hours/year
- ❑ Authorization by Executive Board required
 - follow the procedure reported on the website

Department Services

- 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 ⇒ SERVIZI



- ❑ Proper interaction with Department Services
 - First, look on the HELPDESK
<https://helpdesk.dei.unipd.it>
 - Look in www.dei.unipd.it ⇒ [SERVIZI](#) for directions on how to get in touch with the proper office
 - Lab instrumentation management
<http://elab.dei.unipd.it>

- ❑ Fill-in and upload Study and Research Plan form by November 5th
- ❑ Remember to request (and obtain) authorizations at least 30 days before:
 - Long mobility/travel
 - Starting any activity outside your SRP
 - Teaching assistant / Tutor
- ❑ Contact Department Services by:
 - Helpdesk: <https://www.dei.unipd.it/helpdesk/>
 - DO NOT pop up in offices unannounced
 - Follow the directions in www.dei.unipd.it ⇒ [SERVIZI](#)

DEITalks Kick-Off & Spritz

- ❑ **Wednesday, October 19 at 18:00 in Aula Magna A. Lepschy**
- ❑ common space for young researchers to share ideas, bring up discussion, and talk about research
- ❑ Telegram channel: t.me/DEITalks



That's all folks!

Thanks for your attention!

Time for questions (if any)