Ph.D. Program in Information Engineering – 39° Cycle

Kick-off Meeting

October 3rd, 2023

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

DIPARTIMENTO
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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-INF39
    - ▪ Upload of reports and presentations
    - ▪ Enrollment in Ph.D. Courses
    - ▪ Upload mobility/ext. activity/TA permission requests

Department of Information Engineering (DEI)

❑ Department director
  ○ Gaudenzio Meneghesso
  ○ Giovanni Sparacino (vice-director)
  ○ Sandra Borgato, Massimiliano Settin, Gabriella Squicciarini (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

❑ Fabio Vandin

   o Coordinator of the Ph. D. Program

❑ Andrea Facchinetti

   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 79 members plus 12 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

- Students must elect every year their delegates to represent their issues in the Academic Board
  - 12 representatives for the 39° cycle
- You will be soon contacted by the delegates-in-charge for 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

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

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

❑ **Research project**
- o produce original results and publish them

❑ **Learning activity**
- o courses to be completed by the end of the 2nd year
- o attend seminars during the three-year program

❑ **Annual evaluation**
- o submit reports and presentations

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

□ Find a potential **Supervisor**

  o and one or more Co-Supervisor(s)

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

  o discuss it with your Supervisor

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

  o Find the [SRP form](#) 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 3rd, 2023**

❑ (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 October 16th.

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 at least three seminars advertised by the PhD Program or by the Department, all DL's, and two modules of the PhD Educational Week

- ❑ 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, including also the 1st 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, 2026**
- 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. 2027
  - major revisions $\Rightarrow$ up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2027

❑ 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

- 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 12 months) at research insititutions abroad is encouraged

- 50% increase of salary for $\geq$ 15 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

- ○ facilities/laboratories (Supervisor)
- ○ funding
  - ■ Ph.D. Student funds:
    - 4800 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

- 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 STUDENT RESOURCES menu

- ❏ Long mobility ($\geq$ 15 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 (< 15 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
  - ○ 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: $\leq$ 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 (Fabio Luise)

Full list on DEI website:

www.dei.unipd.it $\Rightarrow$ SERVIZI

Department Services

❑ 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 3rd

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

   o Long 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

- ❑ common space for young researchers to share ideas, bring up discussion, and talk about research
- ❑ Telegram channel: t.me/DEITalks
- ❑ Tentative time slot for DEITalks:
  - ○ Wednesday, 5:30pm

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Questions?