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

Kick-off Meeting
October 3\textsuperscript{rd}, 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
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](http://www.dei.unipd.it) (Italian)
  - [www.dei.unipd.it/en](http://www.dei.unipd.it/en) (English)

- Opening hours
  - 7:30 – 21:00 (working days)
  - badge always required
Ph.D. Program Contacts

- Fabio Vandin
  - Coordinator of the Ph. D. Program

- Andrea Facchinetti
  - 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)
  - 79 members plus 12 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
  - 12 representatives for the 39° cycle
- You will be soon contacted by the delegates-in-charge for 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
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 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 2\textsuperscript{nd} 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
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 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**
  - 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
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**
  - Written report on 1st year activity
  - **deadline: August 31st**

- **Second year**
  - Written report on 2nd year activity, including also the 1st 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**
Ph. D. Program – Research Activity

- 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

- 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 $\geq$ 15 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:
    - 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
  - 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
Long mobility (≥ 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](https://www.dei.unipd.it/node/815) ⇒ Missioni (requires SSO authentication)
  - info in italian only; if you need support, see Administration - Mobility
Mobility - Short

- Short mobility (< 15 days)
- Required authorizations (before departure)
  - Department
    - follow the procedure outlined here:
    - [https://www.dei.unipd.it/node/815](https://www.dei.unipd.it/node/815) ⇒ Missioni (requires SSO authentication)
    - info in italian only; if you need support, see [Administration - Mobility](https://www.dei.unipd.it/node/815)
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
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 ⇒ 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
Reminder

- Fill-in and upload Study and Research Plan form by November 3rd
- 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/](https://www.dei.unipd.it/helpdesk/)
  - DO NOT pop up in offices unannounced
    - Follow the directions in [www.dei.unipd.it](http://www.dei.unipd.it) ⇒ SERVIZI
DEITalks

- 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
Thanks for your attention!

Questions?