Ph.D. Course in Information Engineering – 33° Cycle

Kick-off Meeting
18 October 2017
1. Welcome to DEI!
2. Presentation of Department Services
3. Ph.D. Course organization
4. Learning activity
5. Research activity
Department of Information Engineering (DEI)

- Department director
  - Sandro Zampieri
  - Gaudenzio Meneghesso (vice-director)
  - Sara Cavinato (secretary)

- Department website
  - www.dei.unipd.it (Italian)
  - www.dei.unipd.it/en (English)

- Opening hours
  - 7:30 – 21:00 (every day including holidays)
  - badge always required
  - do not to be alone in laboratories during weekends and holidays
Ph.D. Course Contacts

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

- Giovanni Sparacino
  - Vice-Coordinator of the Ph.D. Course

- Silvia Santoro
  - Ph.D. Course Secretariat
  - phdschool@dei.unipd.it
  - corso.dottorato@dei.unipd.it
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](http://www.dei.unipd.it) ⇒ SERVIZI
Ph.D. Secretariat

- Where
  - DEI/A building, first floor, SE corridor
- Who
  - Silvia Santoro
  - backup: Sandra Borgato, Giulia Littamè
- When
  - Tuesday 10.00 – 12.00
  - Wednesday 10.00 – 12.00 and 14.00 – 16.00
  - Thursday 10.00 – 12.00
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
Head of service
- Sabrina Michelotto

Main Tasks
- mobility
- purchase orders
- position assignments to personnel (e.g. teaching assistant)
Who
- Cristina Capuzzo (7683), Massimiliano Settin (7618)

Authorization
- fill the Ph.D. Course mobility authorization request
- for long stay ($\geq 20$ days) abroad, you'll need the authorization of Servizio Formazione office
- at least 3 days before departure:
  - fill the first sheet of mobility authorization form,
  - sign it and have it signed by fund responsible,
  - hand it to the administration
- when you are back:
  - report your expenses in the second sheet
  - attach the receipts demonstrating your expenses
  - sign it and hand it to the administration
Who

- Silvia Bedin (7617), Barbara Moretto (7668), Enrico Cavallari (7763), Lisa Zarantonello (7763)

How to place an order

- purchase of materials or services MUST be handled by the proper Service
  - computing hardware ⇒ computing facilities service
    - https://helpdesk.dei.unipd.it
  - materials & instrumentation ⇒ lab service
    - lab technical staff
  - other ⇒ administration purchase order service
    - https://helpdesk.dei.unipd.it or acquisti@dei.unipd.it

- 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/equipment purchase order ⇒ MUST be handled by lab technical responsible
Lab Service

- **Who**
  - automation: **Riccardo Antonello** (7642)
  - photonics/EM compatibility: **Elena Autizi** (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
Who

- Marco Filippi, Valerio Pulese, Paolo Mazzon, Lorenzo Sartoratti
Computing and network facilities

What

- network connectivity
- e-mail and web services
- software installation and pc configuration
- other hw/sw problems

How

- [https://helpdesk.dei.unipd.it](https://helpdesk.dei.unipd.it)
- if (and only if) helpdesk cannot be used
  - e-mail: sysmen@dei.unipd.it
  - phone: 7792
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
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
E-mail

- as Ph.D. students you have (or will receive shortly) the following e-mail aliases:
  - name.surname@dei.unipd.it
  - surname.name@dei.unipd.it
  - login@dei.unipd.it

- you can access e-mail through:
  - IMAPS
  - webmail: https://mail.dei.unipd.it

- change password through
  - https://mail.dei.unipd.it/password
Who

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

Contacts

- [https://helpdesk.dei.unipd.it](https://helpdesk.dei.unipd.it)
- e-mail: [ufftec@dei.unipd.it](mailto:ufftec@dei.unipd.it)
- 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
Ph.D. Course – Learning Activity

- **Requirements**
  - at least 10 credits within the completion of the first year
  - at least 20 credits within the completion of the second year

- **Additional constraints based on the course category**

<table>
<thead>
<tr>
<th>Category</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soft skills</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Course <strong>Catalogue</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Summer Schools, Short Courses, other universities</td>
<td></td>
<td>5</td>
</tr>
</tbody>
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- **Submit your course plan before Dec. 31, 2017**
  - you may change it later if needed
Ph.D. Course – Learning Activity

- Soft skills – 2017/18
  - From the catalogue
    - Technology entrepreneurship and lean start up (Dott. R. Frezza, 20 ore)
    - Statistics for engineers (Proff. L. Salmaso e A. Bathke, max 10 participants)
  - Seminars
    - Public ethics (prof. U. Vincenti)
    - Law and global markets (prof. M. De Cristofaro)
    - Organization of interdisciplinary research (prof. M. Corbetta)
    - Industrial innovation (prof. A. Sangiovanni Vincentelli)
    - ERC grants: a success story (prof. F. Nestola)
  - Summer Week (4 – 8 June 2018)
Ph.D. Course – Learning Activity

- Summer Week (4 – 8 June 2018)
  - 4 different topics divided in 8-hour modules
    - Dissemination of scientific knowledge and public engagement
    - Open access / Intellectual property
    - Team working / self-management
    - Entrepreneurship
External learning activity

- list of credited Summer Schools, Tutorials, Workshops in preparation
- courses from other Ph.D. Schools
- you may propose other courses for credits
  - necessary condition: final exam
  - must have signed approval of your supervisor
  - two deadlines per year to submit your proposals
  - you need to receive the authorization BEFORE taking the course
Ph.D. Course – Research Activity

- Choose a supervisor and define the topic of your Ph.D. Thesis before Dec. 31, 2017

- First year
  - Written report on the year activity
  - Deadline: end of July

- Second year
  - Written report on the year activity
  - Presentation of the year activity to an internal Committee
  - Deadline: end of July

- Third year
  - Written report on the three-year activity
  - Presentation of the thesis draft to an internal Committee
  - Deadline: end of July
Thesis

- (hard) deadline: Sept. 30th, 2020
- Ph.D. Course Council decides whether or not to admit the thesis to the external evaluation phase
  - publication of your research results on peer-reviewed journals or conference proceedings is the main criterium
- thesis sent to two external reviewers
- possible review outcomes:
  - no/minor revisions ⇒ final examination Jan.-Mar. 2021
  - major revisions ⇒ up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2021
Support for your research

- facilities/laboratories (Supervisor)
- funding
  - Ph.D. Course:
    - funding to support short- and long-term mobility
    - up to 500 EUR/student/year for short-term mobility
    - up to 2000 EUR/student/year for long-term mobility
  - Ph.D. Student funds:
    - 1300 EUR available in the second year
    - 1300 EUR (plus leftover from second year) in the third year
  - Supervisor
Long-term mobility (abroad)

- long stay (up to a total of 18 months) at research institutions abroad is encouraged
- 50% increase of salary for ≥20 days mobility
- must be authorized by the Ph.D. Course Council
  - prepare (with the help of your supervisor) a convincing research plan
Assembly of professors and students responsible for Ph.D. Course learning and research activity planning

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

You will be soon contacted by the delegates-in-charge for 2017/18 elections