Ph. D. School in Information Engineering – 34° Cycle

Kick-off Meeting
24 October 2018
1. Welcome to DEI!
2. Ph. D. School organization
3. Learning activity
4. Research activity
5. Presentation of Department Services
Department of Information Engineering (DEI)

- Department director
  - Gaudenzio Meneghesso
  - Giovanni Sparacino (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 stay alone in laboratories during weekends and holidays
Ph. D. School Contacts

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

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

- Silvia Santoro
  - Ph. D. School Secretariat
  - phdschool@dei.unipd.it
  - corso.dottorato@dei.unipd.it
School Council (Collegio dei docenti)

- 60 members, 8 student representatives
- teaching and research activity programming
- formally assign each student a supervisor and a research project
- 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 eight delegates to represent their issues in the Council.

You will be soon contacted by the delegates-in-charge for 2018/19 elections.
School Steering Committee aka School Board (Consiglio direttivo)

- seven members (including the Coordinator), two student representatives
- annual and intermediate evaluation of students research and learning activities
- working activity authorisation
- long mobility (> 6 months) authorisation
Main website
- DEI website (www.dei.unipd.it) → CORSI → Dottorato in Ingegneria dell'Informazione
- direct link: https://www.dei.unipd.it/dottorato
- English version (partial): https://www.dei.unipd.it/en/phd

eLearning website (requires SSO login)
- host for Ph.D. Courses Moodle pages
- Resources for Ph.D. Students page
  - https://elearning.dei.unipd.it/course/view.php?id=463
  - upload of reports and presentations
  - info on Ph.D. Courses
Your duties as a Ph.D. Student

- 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
Your duties as a Ph.D. Student

- Complete your coursework requirements by the end of the second year
  - details in the following slides

- Work hard on your research project to produce original results
  - at least one (submitted) paper by the end of the second year
  - an additional one by the end of the third year

- Submit 1\textsuperscript{st}-year, 2\textsuperscript{nd}-year and triennial report
  - details in the following slides
Ph. D. School – 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>Soft Skills area</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Engineering area</td>
<td>5+(*)</td>
<td>10</td>
</tr>
<tr>
<td>Summer Schools, Short Courses,</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>other universities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*) Distinguished Lecturer Series, Ph.D. School Seminars, PhDETSWeek

- **Submit your course plan** before Dec. 31, 2018
  - you may change it until June 30th, 2020, if needed
(almost) Everything you need to know about the coursework program is reported in the Ph. D. School Course Catalogue

- draft 2.1 of the Catalogue will be sent to you by e-mail
- the Catalogue will be available on the Ph.D. School website
- read it carefully
- you are strongly encouraged to take more courses and seminars than the minimum required
PhD Educational Week on Transferable Skills (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 Courses: up to a maximum of 5 credits may be earned by taking external courses (i.e. courses not organized by our Ph.D. Schools) falling in the following categories:

- Courses appearing in the list of External Courses approved by the School Council; the list is included at the end of the Catalogue.

- Additional external courses might be included into the list after submission of a written request by the student. Requests submitted by November 30th and May 31st will be evaluated by the School Council in December and June, respectively. Students should obtain their Supervisor approval before submitting a request. Only courses including a final exam with grading will be considered.

- Courses from other Ph.D. School catalogues (provided they include a final exam with grading).
Choose a supervisor and define the topic of your Ph.D. Thesis before Nov. 7th, 2018

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
Ph. D. School – Research Activity

- Thesis
  - (hard) deadline: Sept. 30th, 2021
  - Ph. D. School 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. 2022
    - major revisions ⇒ up to six additional months to modify the thesis accordingly, then final examination in Oct. – Nov. 2022
Support for your research

- facilities/laboratories (Supervisor)
- 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. School (**subject to changes depending on School budget**):
    - funding to pay external instructors
    - up to 500*** EUR/student/year for short-term mobility
    - up to 1000*** EUR/student for long-term mobility
  - 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 $\geq$ 20 days mobility
- must be authorized by the Ph. D. School Council
  - find a suitable host university/research institution
  - prepare (with the help of your supervisor) a convincing research plan
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. School 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
Single Sign On
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
Department network and computing facilities

- You can access e-mail through:
  - IMAPS
  - webmail: [https://mail.dei.unipd.it](https://mail.dei.unipd.it)

- Change password through
  - [https://mail.dei.unipd.it/password](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
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 ⇒ SERVIZI
Ph.D. Secretariat

- **Where**
  - DEI/A building, first floor, South-East 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
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
  - purchase orders
  - funding accounting
Administration - Mobility

- **Who**
  - Cristina Capuzzo (7683), Massimiliano Settin (7618)

- **Mobility MUST be authorized in advance**
  - by the Ph.D. School, and
  - by the University Central Ph.D. Office (for long stays only, i.e. > 20 days)
  - by the Department (for expenses reimbursements)
Administration - Mobility

request School authorization

long mobility > 20 days

University PhD Office authorization

Department authorisation

≤ 20 days?

no

yes

short mobility ≤ 20 days
Department Authorization in two steps:

- **STEP 1** (at least 3 days before departure):
  - fill the first sheet of mobility authorization form, sign it and have it signed by fund responsible, deliver it to the administration mobility mailbox **OR**
  - fill in and submit the online authorization form (on www.unipd.it → SIT → SSO login → Servizi Personali → Missioni)

- **when you are back:**
  - report your expenses in the second sheet, attaching the receipts demonstrating your expenses, sign it and deliver it to the administration mobility mailbox **OR**
  - complete the online authorization form
Administration – Purchase Orders

- Who
  - Silvia Bedin (7617), Barbara Moretto (7668), Enrico Cavallari (7637), Guendalina De Facci (7637)

- 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
Lab Service

- **Head of service**
  - Francesca Bettini

- **What**
  - anything related to laboratories
    - lacking or malfunctioning equipment
    - lab instrumentation management ([http://elab.dei.unipd.it](http://elab.dei.unipd.it))
    - material/equipment purchase order \(\Rightarrow\) MUST be handled by lab technical responsible
Lab Service

- **Who**
  - automation: **Riccardo Antonello** (7642)
  - photonics/EM compatibility: **Marco Calabrese** (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](mailto:laboratori@dei.unipd.it)
  - ticket: [https://helpdesk.dei.unipd.it](https://helpdesk.dei.unipd.it)
Computing and network facilities

- **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
Who
- Lorenzo Franceschin (resp.), Achille Forzan, Caterina Leone, Paolo Selmin

Contacts
- [https://helpdesk.dei.unipd.it](https://helpdesk.dei.unipd.it)
- e-mail: 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