

a.a. 2017/2018



PhD Quick Guide

PhD Ingegneria dell'informazione – Università di Pisa

For complete information: <http://phd.dii.unipi.it/>



First things first...

Apply for an **institutional email address**, send an email to credenziali@unipi.it with:

- Name and surname
- Italian fiscal code
- Username (from Alice Studenti)
- Email subject: "Richiesta Attivazione e-mail Dottorato in Ingegneria dell'Informazione (nome.cognome@ing.unipi.it)"

Once you receive your new address, send an e-mail back to

credenziali_email@dii.unipi.it with:

- The name of your internal tutor
- Your research area
- Your institutional email address
- Your office location and phone number



This email address will be used for all official communications between you and the University

Check that you can access the following restricted areas:

- PhD: <http://phd.dii.unipi.it/>
- Department: http://www.dii.unipi.it/area_riservata.html

For further information:

<http://for.unipi.it/>



First things first...

Get your **access badge** :

- go to the Department reception (via G.Caruso 16)
- You and your tutor or lab responsible have to sign a few forms.



With the badge you can access the departmental areas and the car park (Via Caruso only)



For further information, you can send an e-mail to:
info_accessi@dii.unipi.it



Courses and credits

During their PhD, students are requested to attend some courses to integrate their research with extra knowledge, for a total of **35 credits**. Take in mind that 1 credit corresponds to 4 hours of lesson approximately.

You can follow **courses**:

- offered by the PhD program (at least 4 courses of at least 4 credits)
 - You can find a list of the courses here: <http://phd.dii.unipi.it/formazione.html>
Check it often because the content is frequently updated!
- offered by the University
- offered by external departments or universities
- summer schools



You may need to verify the credits with the Coordinator of the PhD school

It is a good practice to finish all the credits before the end of the second year

For additional information on the formation activities:

http://phd.dii.unipi.it/documentazione/regolamenti-del-dottorato/item/download/295_fb745d91c24dc287d8117601dda4f408.html [ITA]





Yearly Evaluation

At the **end of the PhD academic year** in October, the performance of each PhD student is evaluated taking into account:

- Research activity
- The credits obtained during the year
- Publications
- Conference participation
- Research periods at qualified research institutions
- Publications and credits of the previous years
- ...

Depending on the year you have just finished, you will be required to do different things.



1st
year

Report (2-3 pages)

Poster for poster session

Short presentation (5 minutes)

2nd /3rd
year

Report (2-3 pages)

Presentation (20 minutes)



Don't forget to update



You are required to update the PhD webpage with the **credits of the courses** you have followed [Here](#) you can find instructions on how to do it

You should also include your **publications**, follow the [link](#) for some help

You are also provided a personal webpage and you are encouraged to populate it with your content and information. To create a personal webpage visit <http://for.unipi.it>.

If you do, please notify it to credenziali_email@dii.unipi.it





Templates and forms

Templates

There are some [templates](#) available which you may find useful

- **PhD thesis template (LateX and Word)**
- **End-term report template (Word)**
- **End-term presentation template (Power Point)**

Forms

In the course of your PhD program, you will be asked to fill a number of forms (travel authorization and reimbursement, research periods abroad etc.)

You will find all forms [here](#)



Helpful contacts

Coordinator of the PhD school

Prof. Marco Luise
marco.luise@unipi.it

Head of Department

Prof. Giuseppe Anastasi
giuseppe.anastasi@iet.unipi.it

IT support

Ing. Marco Michelini
marco.michelini@iet.unipi.it

Other contacts:

<http://www.dii.unipi.it/tutto-il-personale.html>

Associazione Dottorandi Italiani – Pisa

pisa.dottorato@gmail.com
<https://adipisa.wordpress.com/>

PhD student representatives

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