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](mailto: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)
  o 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]
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.
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](http://for.unipi.it).

If you do, please notify it to [credenziali_email@dii.unipi.it](mailto: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