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@phd.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: https://www.dii.unipi.it/

For further information: http://for.unipi.it/
First things first...

Get your **access badge**:
- go to the Department reception (via G. Caruso 16 or Largo Lucio Lazzarino 1)
- 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 G. Caruso 16 only)

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

During their PhD, students are required to attend some courses to integrate their research with extra knowledge, for a total of **35 credits**.

The courses you can follow are:

- Compulsory “soft skill” courses
- **Specific 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](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:

- Regulations
- Learning activities for the academic year 2020/2021
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)
The general objectives for the end of the year evaluation are listed below: the lack of any of those ones indicated by the symbol ► may result in early termination of the PhD program.

1st year:
- 25-26 credits
- + 1 or 2 conference presentations

2nd year:
- Credits completed
- + 1 or 2 conference presentations
- + Period abroad

3rd year:
- Credits completed
- Minimum corpus of publication (i.e. 2 or 3 presentation at an international conference)
- 1 published or accepted paper
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, forms and regulations

**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 (first you need to log in in the restricted area).

**Regulations**

If you have any doubt you can check the PhD regulations.