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)
  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:
- Regulations
- Learning activities for the academic year 2019/2020
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.
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, 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.
Coordinator of the PhD school
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Head of Department
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IT support
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Tutto il personale del dipartimento
https://www.dii.unipi.it/people

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