PhD Course in Industrial Engineering
Welcome meeting 2023

meeting with PhD Students enrolled in the XXXVIII cohort, 1st February 2023

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Secretariat: Valentina Fazio (dottorato.dii@unipd.it)

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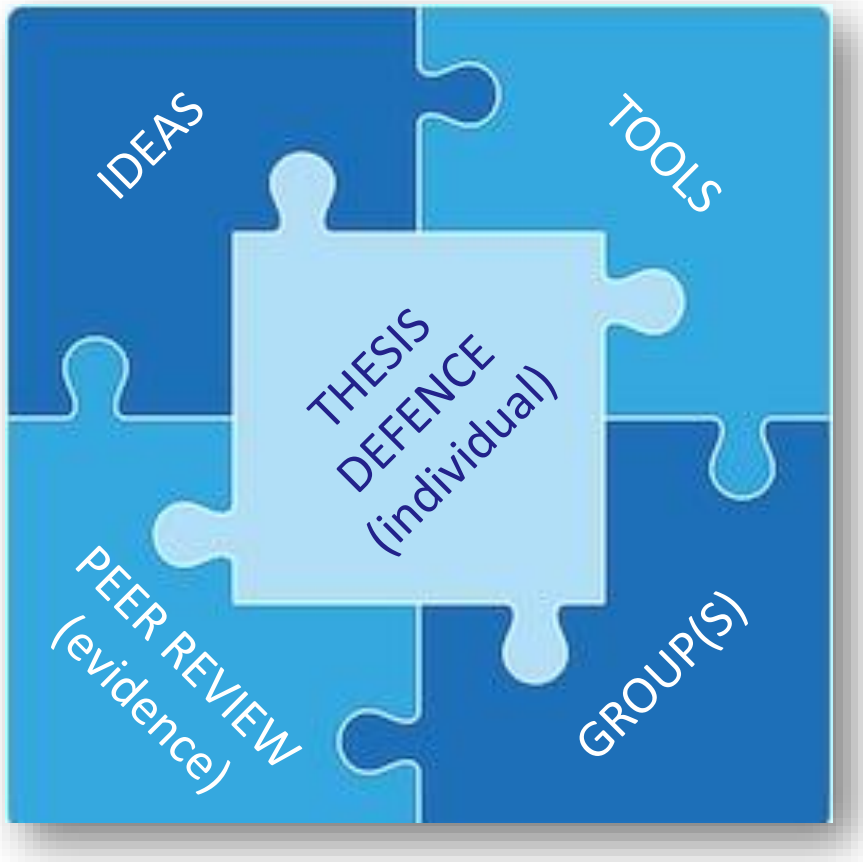
PhD Course in Industrial Engineering: what do we know?



Can you do this in a company?

Can you live without research? You will tell us

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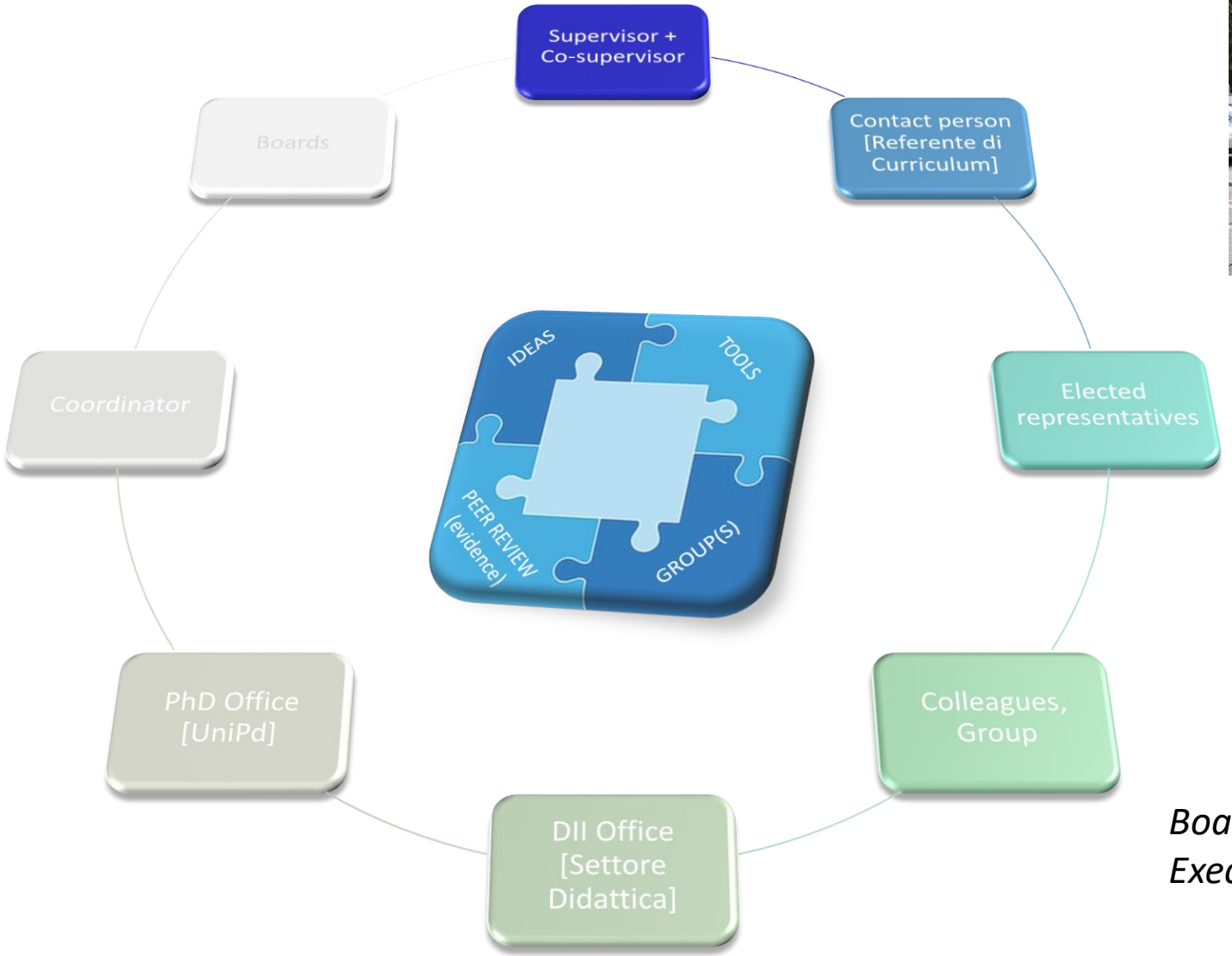
WHO'S GOING TO BE AROUND?



Board of Supervisors [Collegio Docenti]
Executive Board [Consiglio Direttivo]

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HTTPS://ACADEMICS.DII.UNIPD.IT/PHD/

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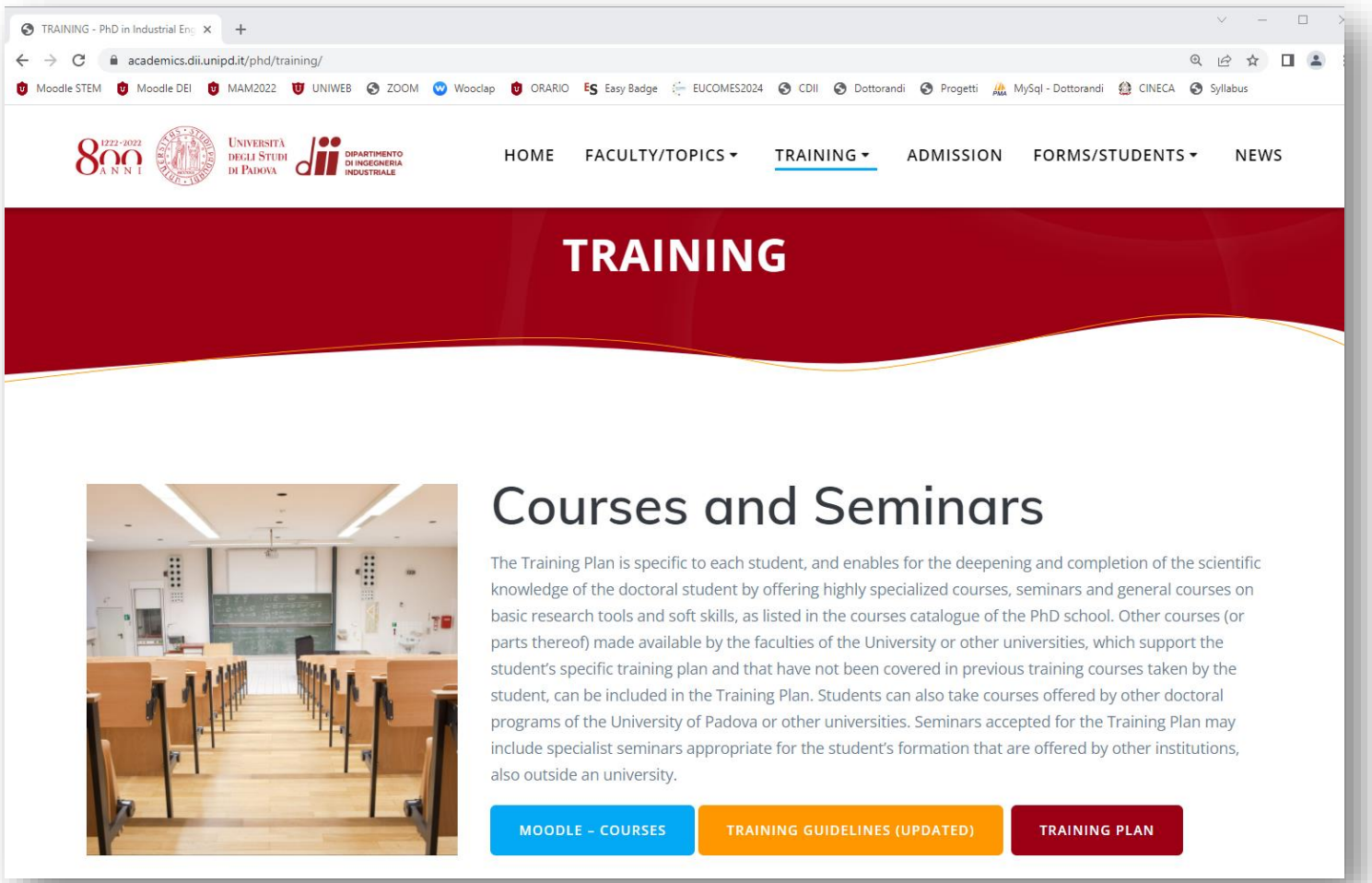

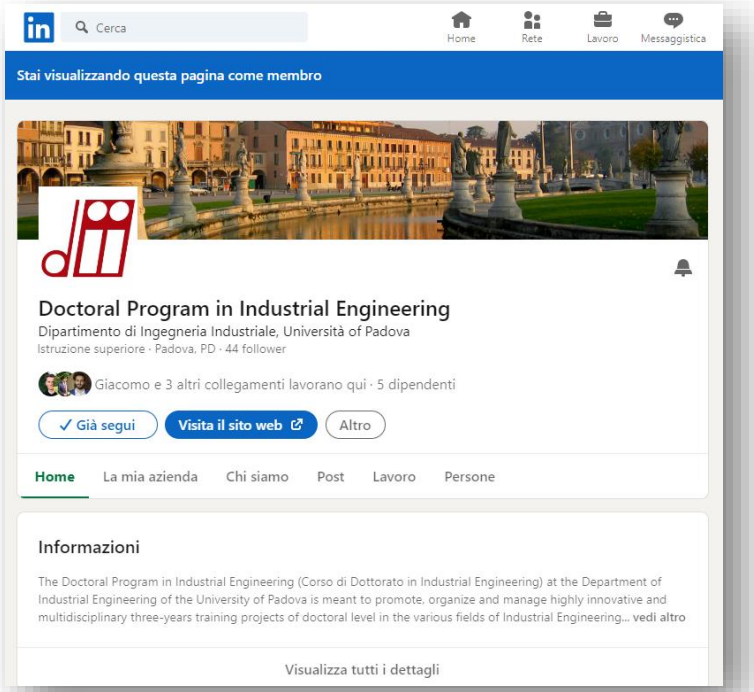

https://www.linkedin.com/company/phd-industrial-engineering-dii-unipd

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1) Training consists in different activities:

a. attending **courses** (technical skills),
b. participating to **seminars** (at least 3 from DII, 6 in total),
c. other activities (summer/winter schools, etc.).

All details and all the relevant information concerning the requirements for the individual **Training Plan** and how to fulfill such requirements are reported in the *Training Guidelines-2022 update (https://academics.dii.unipd.it/phd/training/#courses).*

The Courses catalog is here: (*https://academics.dii.unipd.it/phd/training/#three-years-plan*)

Note: it is compulsory to enroll in the courses. If not attending after enrollment, you must inform the professor. Minimum attendance to 2/3 of the lectures is mandatory. An evaluation questionnaire will be provided at the end of each course.

Use provided forms for listing and registering attended courses and seminars (see website).

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ANNUAL REQUIREMENTS (REPORTING)

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2) PhD course annual requirements

a. **Training plan** (by November)
b. **Annual report** (by August 31st)
c. Presentation of the research activity to an internal Commission (three professors from the Curriculum): **slides** + short **video** (by September 6th)

Note: for 1st year students, their first Trainig Plan must be signed by a potential supervisor and co-supervisor, whose name must be approved by the Board of Supervisors.

ONLY the members of the Board of Supervisors of the PhD Course in Industrial Engineering (chosen within your Curriculum) can be supervisors. Their list can be found here: *https://academics.dii.unipd.it/phd/topics/*

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3) End of the third year (in addition to 2.b and 2.c)

a. Prepare Final Report (form available on website)
b. Write thesis and submit it to two External Reviewers by the end of third year(details on website). Assessment will result in Accept, Minor (1 month for changes) or Major revisions (up to 6 months for changes)
c. Final defense in front of an External Committee (typically within 3 to 6 months after the thesis submission. Details on the website)

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4) Publish in ISI JOURNALS (**DO NOT** PUBLISH ONLY IN CONFERENCE PROCEEDINGS)

5) Funding (for travel, Conferences/Schools, consumables, informatics equipment, etc.)

a. 4.872,90 €, first year (certain students may be excluded if other funds are available: Marie Curie, foreign state scholarships, Cofund, etc.)
b. additional funding if available (second + third year)

Note: the budget allotted to each student is decided year by year; you can check your account balance in the SIT page. Instructions concerning how to use the fundings are currently being translated in English. **All purchases must be done through the administration of DII, and all assets remain the property of the Department and must be returned at the end of third year**.

Note: the purchase of informatics equipment (e.g., PCs) is subject to amortization. **Such kind of goods must be ordered within the first 3 months of first year for full cost allocation on the budget**.

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6) Traveling (to Conferences, National or International Schools, visiting labs, companies, etc.)

- online application (from your SIT page, see www.unipd.it, the link to the SIT service is on the top right in the home page) The online application is approved by the Head of DII, the Contact person of the Curriculum and the Supervisor
- additional authorization form (*only for periods outside UniPd ≥ 20 days*) The authorization for travel is granted by the Coordinator and by the Executive Committee (when ≥ 6 months)

Note: you are **NOT** allowed to travel if you haven't first submitted all the needed forms.

You must follow DII rules on travel and reimbursement (see DII website for details).

7) Periods abroad

- second additional authorization form (*only for periods abroad ≥ 20 days*) The authorization is signed by the Coordinator and approved by the UniPd Office. If entitled to, you will receive a 50% increase of the scholarship for the period abroad (no more than 18 months)

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8) External activities (Didattica Integrativa, Tutor Junior, other activities)

a. authorization form
b. normally allowable yearly time effort: 40h integrativa +160h UniPd +80h external)
c. maximum allowable income

9) Email

Use the **institutional email** for your research activity and for every message to the DII Office and other University's offices: name.surname@phd.unipd.it

10) Contact info and website

DII Office (course secretariat): dottorato.dii@unipd.it
Website: https://academics.dii.unipd.it/phd/

Read carefully all the information provided in the website and in the forms. Use the appropriate forms when applying for any request.
NEVER SEND THE FORMS TO THE COORDINATOR. Please note that the website is continuously updated with new information. We recommend that you download every time the forms needed from the website.

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DEADLINES AND FORMS

Deadlines and forms are available in the website:
https://academics.dii.unipd.it/phd/forms-students/

Some important yearly deadlines to remember and be aware of:

- **November 30th (→by February-March)**
  Preparation of the **Training Plan** by the PhD student under the guidance of the Supervisor. The plan is approved by the Board of Supervisors (Collegio Docenti).
- **August 31st (may be postponed)**
  Preparation of the **Annual Report** to be approved by the Executive Committee (Consiglio Direttivo).
  Approval of the reported activities is a requirement for admission to the next year.
- **September 6th (may be postponed)**
  Presentation of the work carried out during the year (slides+video). The actual date of the presentations will be communicated by email.
  All students must attend the presentations of their Curriculum.

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GOOD LUCK, AND HAVE FUN!

https://www.dii.unipd.it/servizi/accesso-al-dii

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ADI (Associazione dottorandi e dottori di ricerca in Italia)
The contacts of ADI Padova are:
Email: padova@dottorato.it
Facebook: ADI Padova (*https://www.facebook.com/ADIsedePadova*)

ADI - national
Web: www.dottorato.it

International Student Network
Email: internationalstudents.unipd@gmail.com

International Student Council (ISC)
https://www.unipd.it/international-student-council

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