**ANNUAL REPORT**

**Surname, Name:** Your name

**Cycle:** e.g.XXXVII, XXXVIII, XXXIX, etc.

**Course Year:** e.g.: I, II or III

**Curriculum:** Specify the curriculum

**Supervisor:** Surname Name

**Co-supervisor:** (if any)

**ORCID code:** Specify your individual ORCID code (see details at the end of the document)

**Research topic:** Preliminary title of the research activity

Note: 1) the student should list ONLY the activities that have been carried out during the academic year they are reporting about (i.e. do NOT report the activities carried out in the previous year); 2) the student should list ONLY the courses for which he has passed the exam.

**A) Courses at UNIPD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organiser** | **Title** | **Hours** | **Credits\*** | **Period** |
| e.g.: PhD programme in Industrial Engineering or another PhD programme | Full course title (doctoral courses) |  |  | dd/mm/yyyy – dd/mm/yyyy |
| …. | …. |  |  |  |

\* The number of credits assigned to each course shall comply with the credit allocation established by the PhD Programme offering the course.

**B) Courses offered outside UNIPD (including national or international schools)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organiser and**  **Location** | **Title** | **Hours** | **Credits\*\*** | **Period** |
| Full name of the Organiser (e.g. University, Association) and location | Full course title (e.g. name of Summer School, Workshop, Tutorial) |  |  | dd/mm/yyyy – dd/mm/yyyy |
| …. | …. |  |  |  |

\*\* For certified participation in courses offered within national and international schools, a number of CFU (university credits) can be attributed following a positive evaluation of the school’s content by the supervisor. Specifically:

* For PhD candidates enrolled in cohorts up to and including the 39th cycle, 1 CFU is awarded for every 4 hours of classroom lectures.
* Starting from the 40th cycle, the creditization changes to 1 CFU for every 5 hours of classroom lectures.

If the school does not include any form of student assessment, the student’s supervisor (or a faculty member of the Board of Supervisors, appointed by the coordinator) will evaluate the student using the most appropriate method. A student may obtain a maximum of ten (12) CFU through participation in one or more national or international schools.

The students should **also** upload at the link which will be indicated by email by the Doctoral Academic Office, together with this Annual Report form, a scanned copy of the “Course Attendance and Examination Form” (see CDII website, Forms and Deadlines) **specifying the name of the student in the file’s name**. This document proves that the student has taken the various courses listed and passed the exams. For courses not offered by the PhD school in Industrial Engineering of UNIPD, the student should upload a copy of the “Verbale di Valutazione Finale” form for each exam (if more than one, group them in a single pdf file), **specifying the name of the student in the file’s name**.

**C) Seminars (at UNIPD or outside UNIPD)**

|  |  |  |
| --- | --- | --- |
| **Lecturer name and affiliation** | **Title of the seminar** | **Date** |
|  |  |  |
|  |  |  |

Note: The students should **also** upload at the link which will be indicated by email by the Doctoral Academic Office, together with this Annual Report form, a scanned copy of the “Seminars Form” (see CDII website, Forms and Deadlines), **specifying the name of the student in the file’s name**. This document proves that the student has attended the various seminars listed.

**D) Study and research activities outside UNIPD**

(conferences included; courses, schools and seminars excluded)

|  |  |  |
| --- | --- | --- |
| **Description** | **Location** | **Period** |
| Full name of the organisation  Short description of the activity carried out during the stage | City, Country | dd/mm/yyyy – dd/mm/yyyy |
| …. |  |  |
| Full name of the conference | City, Country | dd/mm/yyyy – dd/mm/yyyy |
| … |  |  |

**E) Research activities during the year**

Max 2 pages

*- Aim of the research*

*- Summary of research results*

**F) Participation to other research projects** (since the start of the PhD)

|  |  |  |
| --- | --- | --- |
| **Project** | **Scientific advisor** | **Activities of the PhD student** |
| Title of the project |  |  |
| … | … | … |

**G) Collaboration to Master theses** (since the start of the PhD)

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | **Type** | **Thesis title** | **A.A.** |
| Name and surname | Triennale/ Magistrale |  |  |
| … | … | … | … |

**H) List of publications**

Please provide the full bibliographical information: name of authors, journal name or conference name, publication year, volume number and page numbers

**H1) Published**

*List here the publications that have been published or have been issued a DOI number (i.e. are in press). In the latter case, provide the DOI number.*

*IMPORTANT: Please register your publications (ONLY the finalized ones, that is the ones with page numbers) in the IRIS website (*[*https://www.research.unipd.it/*](https://www.research.unipd.it/)*).*

*You can enter the website with your UNIPD username and password.*

*Also: make sure that you are registered in ORCID (*[*https://orcid.org/*](https://orcid.org/)*), as the ORCID code will identify you univocally and will allow tracking of your research output also in the future.*

**H2) Submitted**

*List here the publications submitted to journals or conferences*

**H3) Oral presentations**

*List here your oral presentations at conferences*

**H4) Poster presentations**

*List here your poster presentations at conferences*

**I) Teaching activities (didattica di supporto o Tutor Junior)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A.A.** | **course** | **Bachelor/Master’s Degree** | **N. hours** | **Date of authorization** |
|  |  |  |  |  |
|  |  |  |  |  |

**L) Additional activities (outside of the PhD School)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Description of the activity** | **Employer** | **Date of authorisation** |
|  |  |  |  |
|  |  |  |  |

**M) Prizes or any other achievements**

|  |  |
| --- | --- |
| **Event** | **Description of the activity** |
|  |  |
|  |  |

*PhD Student (signature) date*

*Approved by the Supervisor (signature)*

*The signed document* ***as well as all the other supporting documents*** *(Course Attendance & Examination Form; Seminars form; Verbale di Valutazione Finale) must be uploaded as a PDF file at the link which will be indicated by email by the Doctoral Academic Office*