



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

PhD program in Electronics, Telecommunications and Information Technologies Engineering

Organizational aspects

March 30th 2023

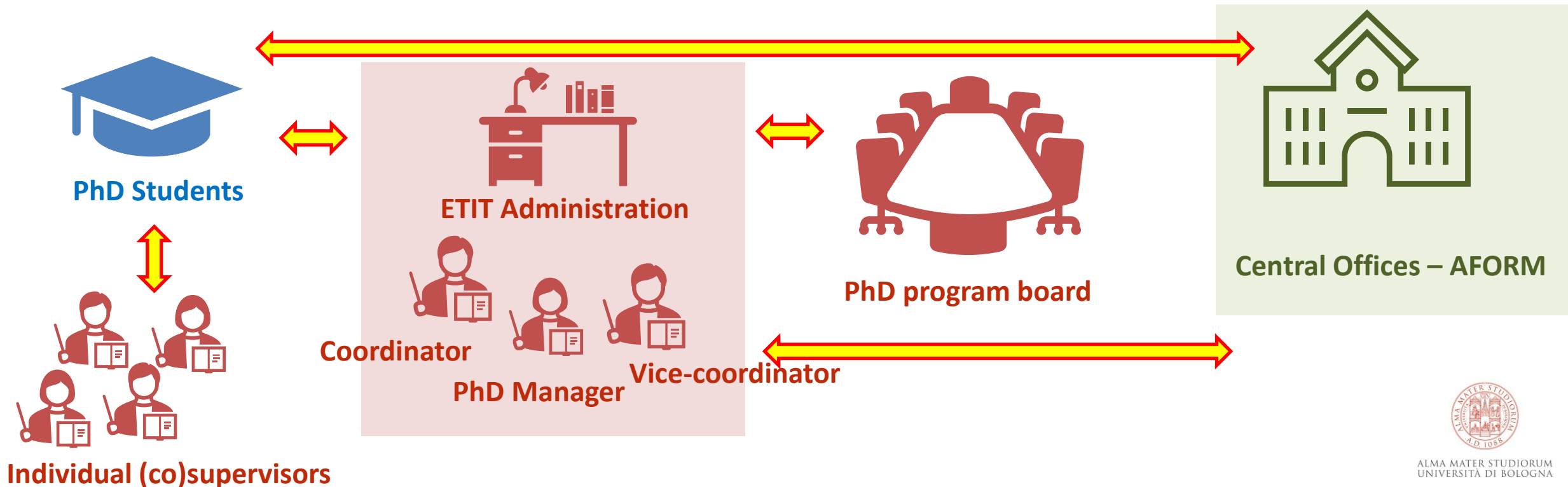
Outline

- Introduction to ETIT PhD program
- The 38th cycle: novelties, types of PhD positions and obligations,
- The 37th cycle: types of PhD positions and obligation
- All: how to manage your PhD career



The ETIT PhD Program

- Research areas: Electronics, Telecommunications, Electromagnetic Fields, Systems for Information Processing
- Some numbers: 78 Enrolled PhD Students (31 on 38th cycle, 22 on 37th cycle, 13 on 36th cycle, 12 on 35th cycle), 24 professors in the PhD program Board, 1 Coordinator, 1 Vice-coordinator 1 department Administrative Staff
- And yes, we have a website: <http://phd.unibo.it/etit> **(when you have question first check here)**



ETIT Administration and Staff



Prof. Aldo Romani
Coordinator



Dott.ssa Francesca Lazzaretti
ETIT PhD Manager



Prof. Davide Dardari
Vice-Coordinator

IMPORTANT: Please always send all your questions and messages related to your PhD to
dei-phd-etit@unibo.it

**All the above people will receive your message and this ensures the fastest response time.
Please don't send mail individually to the above people: this will introduce delays because of
internal forwarding.**



ETIT: local and national laws and regulations

All the rights and obligations of PhD students, and the description of all the PhD career steps are regulated by the following documents

- MUR – [Decreto Ministeriale n. 226](#) del 14/12/2021
- UNIBO – [Regolamento per l'Istituzione e il Funzionamento dei Corsi di Dottorato](#) (emanato con Decreto Rettorale n. 1468/2016 del 05/12/2016 e ss.mm.ii.)
- Decisions of the PhD board, usually published on ETIT website

Please take some time to download and to read the above documents, which contain all the information about your career, your rights and your obligations.

When you send us a question, we retrieve the answer in those documents.



ETIT: main features

An ETIT PhD Student

- Must attend and pass exam for at least 60 hours of the ad-hoc PhD course organized by the PhD Board
- Must reach at least 180 credits of training activities before the end of 3rd year
- Must perform high-level and relevant scientific activity under the guidance of supervisors
- Should submit scientific papers to international conferences and journals
- Should pursue innovation, patents, etc.
- Should Improve his/her English writing skills for academic purposes
- Should perform a research period abroad, strongly recommended
- Should participate to ETIT activities



ETIT: main features

Duration: 36 months

Activities requires performing high-level research + training (internal and external)

After each academic year, all PhD students undergo an evaluation procedure by the PhD Board:

- 1st year: typically a report
- 2nd year: presentation to the PhD Board
- 3rd year: presentation to the PhD Board

At the end of 3rd year, you will be required to write and defend a thesis.

At M36 and after:

- Thesis will be evaluated by external examiners, who will assign a score. If the score is not assigned, they will postpone your defense for 6 months for improvements, and then there will be a 2nd re-evaluation. If score is negative again, you are out.
- Then you will defend your thesis in front of a committee of professors.

Note: admissions are not automatic, but must be earned 'on-field' with your research and with training activities

ETIT: the 38th cycle

NOTE: compulsory periods cannot be waived, scholarship will be canceled by the ministry if constraints are not satisfied - this is not managed by ETIT

3 Calls for Applications for the 38th cycle

Types of activated positions and obligations – Which is yours?

38th cycle	Ordinary positions – free topic	Ordinary positions – given topic (funded by external institution)	Ordinary positions – given topic – Assegno di ricerca	PNRR positions DM351	PNRR positions DM352	PNRR positions CN+IR+PE
Start date	Nov 1st 2022	Nov 1st 2022	Nov 1st 2022	Nov 1st 2022	Nov 1st 2022	March 1st 2023
Period abroad	recommended	recommended	recommended	compulsory > 6 months	compulsory > 6 months	optional
Period in industry	optional	optional	optional	optional	compulsory > 6 months	optional
Administrative Reporting	if PhD student participates to official research projects	if PhD student participates to official research projects	If PhD student participates to official research projects	to be reported periodically to ministry – strong constraint	to be reported periodically to ministry – strong constraint	to be reported periodically to ministry – strong constraint
10% research funds	provided by supervisor	provided by funding institution	provided by supervisor	provided by supervisor	provided by funding institution	provided by PNRR project or supervisor
Confidentiality and publications	Bound to confidentiality and publication rules of the funding project – check with supervisor. Acknowledge may be required.	Bound to confidentiality and publication rules of the funding project – check with supervisor. Acknowledgement may be required	Bound to confidentiality and publication rules of the funding project – check with supervisor. Acknowledgement may be required.	Acknowledgement is required.	Bound to confidentiality agreements with the funding company. Acknowledgement is required.	Acknowledgement is required.



ETIT: PNRR positions on DM351/2022 and DM352/2022

You will be requested to periodically report administrative and technical information. This is compulsory. Pay particular attention to this type of requests.

You will need to spend periods abroad and in companies as detailed below.

IMPORTANT: Before starting any period in companies or abroad you have to complete all the paperwork, obtain authorization from the PhD Board, and send your request to the PhD board at least 1.5-2 months before starting: this is compulsory, we must upload monthly all this information on the ministry web portal, failing to do so may invalidate your period outside.

Inform ETIT Administration as soon as you have decided about the periods.

Not loading in the required timeframe the requests on the ministry portal will invalidate the periods. Not doing the requested periods may invalidate your scholarship funded by PNRR.

If you have doubts, ask your supervisor and to ETIT Administration staff.



ETIT: ordinary positions

For ordinary positions

- period abroad is not compulsory but is strongly recommended by the PhD Board.
- Period in company is fully optional

Reporting may be requested periodically by Department or by Interdepartmental Centers if you participate actively to official research projects (e.g. timesheets, technical deliverables, etc.).

Not delivering this impacts on project and its funding, and not necessarily on your career.

But please comply.



ETIT: PNRR positions on CN+PE

Start date March 1st 2023

Each position has a given research topic

Periodic reporting will be done monthly, Ministry is monitoring all the spent resources.

Further information about the periodic monitoring will be provided in due course.



ETIT: PNRR positions on DM351/2022, DM352/2022 and CN+PE

Confidentiality and publications

You must comply with the obligations regarding communication and information provided for by art. 34 of Regulation (EU) 2021/241.

In your publications you must:

- mention that the Program is financed by the NRRP and make reference to the funding by the European Union and to the NextGenerationEU initiative, (e.g. using the phrase "funded by the European Union - NextGenerationEU"). Use the following disclaimer:

"Funded by the European Union – Next Generation EU. The views and opinions expressed are those of the authors only and do not necessarily reflect those of the European Union or the European Commission. Neither the European Union nor the European Commission can be held responsible for them."

- use EU emblem, where possible.
- provide adequate dissemination and promotion of the Program online in accordance with the provisions of the NRRP Communication Strategy.



ETIT – Managing your career from 38th cycle – Training

The ministry decree DM226/2021 reforms the PhD programs and sets several additional constraints. Among the novelties, the training/educational activities play a more important role

Before the end of month M36, you need to have already completed and registered at least 180 credits of training activities

ETIT is offering yearly approx. 36 hours of dedicated courses (aka 'internal course' or 'ETIT course') by its professors. Before end of month M36 you must complete and register at least 60 hours of this type of training activities. You can select among multiple courses and when to attend the courses (be careful: period abroad or in company may prevent you from attending, so please organize yourself: you are responsible for yourself not us). 1 hour = 1 credit

The other credits may be acquired at your choice (and your supervisor's) among:

- Seminars delivered by ETIT professors not included in the Internal Courses
- Courses and seminars officially proposed by the PhD Board, like Bibliographic Management, Third Mission, English for Academics, etc.
- External PhD course at other universities or international PhD Schools
- Master degree courses, if on-topic and not previously addressed.
- Online self-taught courses

1 hour = 1 credit

Periods abroad and in industry grant credit in the measure of 10 credit/month, with a maximum limit.



ETIT – Managing your career from 38th cycle – Training – Constraints

Please consider the following constraints:

- Language courses different from Academic English Skills offered by CLA (Centro Linguistico D'Ateneo): 1 course > **max. 30 credits**, 2 courses > **max.40 credits**;
- Online courses (i.e. Coursera): **max. 20 credits**;
- Internship abroad: 10 credits / month > **max. 60 credits**;
- online and hybrid PhD courses, schools, workshops, and seminars not offered or approved by the PhD Board: **max. 20 credits per a.y.**



ETIT – Managing your career from 38th cycle – Training

Please note that ETIT recognizes credits only for teaching activities that: (1) include a certified final exam/test; (2) certify presence and number of attended hours.

If any of this information is missing, by default the training activity cannot be recognized.

So, please check in advance the characteristics of a training activity before selecting/attending it.

Type of activity	Details	Certification of attendance	Certification of passing the exams	Supervisor Approval	Previous authorization
ETIT Internal Course	Compulsory > 60h over the 3 years	managed internally	managed internally	not required	not required
ETIT Seminar	At your choice	managed internally	managed internally	not required	not required
Master degree courses	At your choice	required (issued by teacher)	required (issued by teacher)	required	required
Activities officially proposed by the PhD board	At your choice	required	when available	not required	not required
External courses (PhD schools, etc.)	At your choice	Yes (issued by organizers)	Required (issued by organizers)	required	not required



ETIT – Managing your career – Suspensions

In case of very strong motivations (e.g. relevant illness, parental leave, etc.) every PhD can request a suspension of the career.

In case you will be in these situations please contact ETIT administration to organize at best the management of your career.



ETIT – Periods Abroad

Before starting a period abroad, you must obtain authorization from the PhD Board. This is done by presenting a request in advance.

NOTE: this is necessary and must be done 1.5-2 months before the departure for PNRR positions on DM352.

You may use this authorization to obtain additional funding for the stay abroad, which are not managed by ETIT, for example:

- 50% increase, which is applicable for all PhD students starting from 38th cycle. If you have a scholarship, you will obtain the extra funding there, if you have a different contract, you should get in touch with department administration to manage the funding as a reimbursement
- Marco Polo grants
- Etc.

If you have a scholarship funded externally or funded by UNIBO, you will get the 50% increase with your monthly scholarship.

If you have a scholarship funded by supervisor funds or 'Assegno di Ricerca' (i.e. positions with pre-defined research topic) the extra amount should be guaranteed by your supervisors with their research funds as some form of reimbursement of expense (to be confirmed and discussed with the department).



ETIT – 10% research funds

Each PhD student is entitled to use the so called 10% research funding (DM226/2021)

In our department this can be spent for activities directly related to the PhD students, this includes travels, courses, etc. Normally not purchase of components, equipments, etc.

If you have a scholarship funded externally (PON, PNRR DM 352, PNRR PE+CN, external funding institution), 10% research funds are generally at PhD Students' disposal. Please contact the Department.

If you have a scholarship funded by UNIBO, PNRR DM 351 or supervisor funds, the extra amount is guaranteed by your supervisors with their research funds (i.e. every time your supervisor pay you a travel for a conference, you are already using your 10% funds).



ETIT – Types of Administrative Requests – Request for period abroad or outside

When you plan to spend a period abroad or outside the university for your PhD, you must request authorization to the PhD Board.

You will need:

- A filled form
- Invitation letter
- Authorization from your supervisor

Currently, this type of requests is managed automatically online (EXPERIMENTAL) as it will be detailed later



ETIT – Types of Administrative Requests – Request for external compatible activities

According to DM226/2021, the PhD is a full-time equivalent activity.

For this reason any external paid commitment must be evaluated by the PhD board before you sign contracts or execute activity. This is compulsory.

This holds for external consultants, external paid activities, including Contracts and Tutorships issued by UNIBO.

Activities must be in line with the PhD program and must not interfere with your research plan

This activity is managed online (EXPERIMENTAL). You will need:

- A filled form with details of activity
- Authorization of your supervisor



ETIT – Types of Administrative Requests – Request of credit recognition

This is the most frequent request. Every time you complete a training activity you must generally issue a request, with some exceptions for activities organized within ETIT.

You will need:

- A filled form
- Certificate or evidence of attended hours (unless the activity is organized by ETIT)
- Certificate or evidence of passing an exam (unless the activity is organized by ETIT or is included in the list of recommended activities)
- Supervisor approval
- To upload program/agenda to allow to evaluate the activity

This type of requests is managed automatically (EXPERIMENTAL)



ETIT – Types of Administrative Requests – Request of attending a master degree course

You may attend a Master degree course under specific conditions

- It is functional to your PhD project
- You have never approached its contents in previous university career.

You will need:

- A filled form
- Supervisor approval, who certifies also you have never approached the contents previously

This type of requests is managed manually, i.e. paper forms to be sent by email



ETIT – Types of Administrative Requests – Request for credits for periods abroad or in industry

You may request credits when you complete a research period outside university (10 credits/month)

You will need:

- A filled form
- A letter/statement from the hosting institution with the actual dates of stay

This type of requests is managed manually, i.e. sent by email.



ETIT – 37th cycle – PhD Students funded by the PON projects

4 PhD position on 37th cycle funded by PON

Obligation of periodically reporting worked hours, topics, and to produce yearly reports. This must be uploaded on Ministry web platform. Coordinator must validate data at periodic intervals.

You must spend a 6-month research period at your host company preferably in your 2nd year. If you are planning to carry out your compulsory research period in your 3rd year, it is possible but please contact ET-IT Adm. because AFORM must be informed of your plan.

A research period abroad is not compulsory unless it is stated as an obligation in your PON sheet (1 out of 4 PON PhD Students must spend a 6-month research period abroad). If you are planning to carry out a research period abroad, we suggest that you do it in your 2nd year.

Any change to your PON sheet must be authorized by the Ministry, which means that it may take quite a long time to be accepted.

Before starting the period at a company, you must issue a request to ETIT Administration for research period outside, and you will be authorized. You may go to the company even for non continuous periods, you will report the overall days/months worked.

ETIT – New procedures for issuing your requests to ETIT Administration

Given the very high number of requests from PhD students in all phases of their careers, we will start experimenting an automated flow for presenting your requests. This will save time both for you and for ETIT Administration.

There are currently three types of supported requests online:

- 1) Requests of credit recognition
- 2) Requests of external compatible activity
- 3) Requests of research period abroad or outside university

All other requests will be served manually, and you will need to:



ETIT – New procedures for issuing your requests to ETIT Administration

For manual requests, here are the instructions

- 1) Read carefully the instructions on ETIT Website, in the tab "career and general rules" and follow them strictly (i.e. do not forget attachments for optimal use of your and our time)



- 2) Send *ALL* the required documentation to dei-phd-etit@unibo.it

- 3) Wait for feedback



ETIT – New procedures for issuing your requests to ETIT Administration

For automated requests, here are the instructions

- 1) Start from the Intranet space (SVC: Virtual Collaboration Space) of the DEI department:
<https://svc.unibo.it/dipartimenti/DEI/Dottorato/default.aspx>

The screenshot shows the DEI department intranet page. The header includes the University of Bologna logo and the department name. The main content area is divided into three sections: 'news', 'documents', and 'Links to web forms'. The 'news' section contains a red oval around a news item titled 'ETIT: added links to online forms for presenting requests to the PhD board'. The 'documents' section contains an orange oval around a message stating 'Non ci sono documenti disponibili.'. The 'Links to web forms' section contains a green oval around a list of links for requesting credit recognition, external activity authorization, and authorization for period abroad or outside university.

Universit  di Bologna

SFOGLIA PAGINA

Dipartimento di Ingegneria dell'Energia Elettrica e dell'Informazione «Guglielmo Marconi»

Home Consiglio **Dottorato** Amministrazione

Cerca in questo sito

Raccolte
ET-IT
Cestino

news

Notizie

ETIT: added links to online forms for presenting requests to the PhD board
da aldo.romani@unibo.it

19/03/2023 00:41

Aggiungi nuova notizia

documents

Ultimi documenti inseriti

Non ci sono documenti disponibili.

Links to web forms

Collegamenti

- ETIT: online form to send requests of credit recognition / form online per inviare richieste di riconoscimento crediti
- ETIT: online form for requesting authorization for external activity / form online per chiedere autorizzazione per attivit  esterna compatibile
- ETIT: online form for requesting authorization for period abroad or period outside university / form online per chiedere autorizzazione a periodo all'estero o in azienda

Aggiungi nuovo collegamento

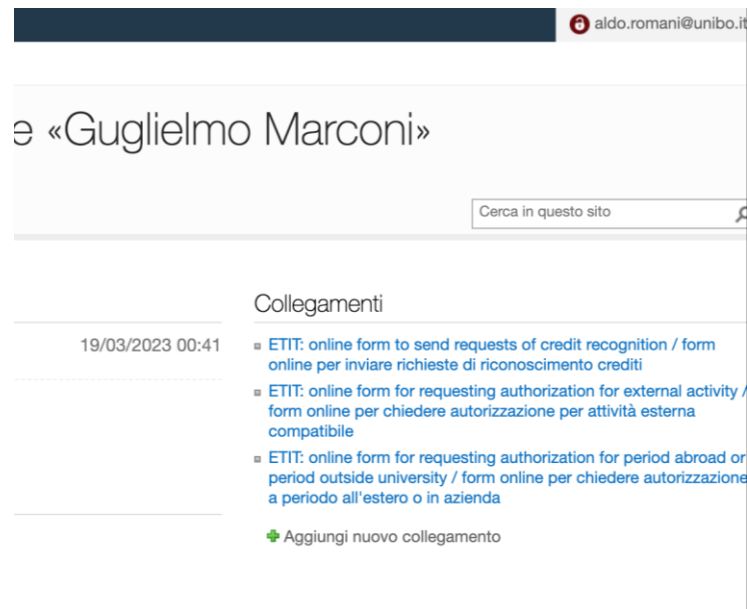
Here you will find informations, documents and links to web forms for your requests.



ETIT – New procedures for issuing your requests to ETIT Administration

2) Read carefully news and documents

3) Follow the required link, this will open a Microsoft Form web page, that you must access with @unibo.it credentials (NOTE: not @studio.unibo.it credentials)

A screenshot of a Microsoft Form titled 'ETIT_Automation_ExternalActivities'. The form has a teal header with the title. Below the header, there is a subtitle: 'This form can be used to submit your requests of authorization of external activities to the PhD Board.' Below the subtitle, there is a message: 'Ciao, Aldo. Quando invii questo modulo, il proprietario vedrà il tuo nome e indirizzo email.' Below the message, there is a section titled '* Obbligatoria' (Mandatory). Under this section, there is a question: '1. [CYCLE] PhD Cycle *'. Below the question, there is a prompt: 'Please select your PhD Cycle'. Below the prompt, there are five radio button options: '35th', '36th', '37th', '38th', and '39th'.

4) Fill all the required information. Be careful

there are not syntax checks. The form cannot be submitted without entering all required information



ETIT – New procedures for issuing your requests to ETIT Administration

5) Wait for an automated confirmation email (sender is the coordinator account with Office 365) and check the submitted request contents and attachments.

If you don't receive this in few minutes, something may have gone wrong and there is no guarantee the request was handled correctly: please contact ETIT Administration

[ETIT_Requests] request of authorization for external compatible activity - Aldo Romani



● Aldo Romani <aldo.romani@unibo.it>

To: ● Aldo Romani; Cc: DEI – Amministrazione Dottorato ET-IT (lista non certificata) ▾



[Download All](#) • [Preview All](#)

--- This is an automated message ---

--- Reply messages will be sent to dei-phd-etit@unibo.it; aldo.romani@unibo.it

On 30/03/2023 you have submitted to the PhD board an authorization request for an external compatible activity:

Contact of collaboration for developing an innovative electronic system and PCB design

to be performed at:

A nearby town

with employer: A serious company

Find attached a copy of the request and of the files submitted to the PhD board.

The ETIT administration staff will process your request and get in touch with you in case additional information are needed.

If your request is formally complete, it will be discussed in the next meeting of the PhD Board.

Additional Notes:

I need to sign the contract before mid April



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DEPARTMENT OF ELECTRICAL, ELECTRONIC,
AND INFORMATION ENGINEERING
"GUGLIELMO MARCONI"

Aldo Romani
aldo.romani@unibo.it

To the Ph.D. Board of the ET-IT Doctorate
CC: to the Coordinator of ET-IT Doctorate

Subject: request of authorization for an activity compatible with the PhD course according to Article 15 of the Regulation of PhD Programs of the University of Bologna (Regolamento in materia di corsi di dottorato emanato con D.R. 1468 del 5/12/2016)

I, Aldo Romani, enrolled as a Ph.D. student at the University of Bologna, Ph.D. Program in Electronics, Telecommunications And Information Technology Engineering, 38th cycle, under the approval of my Supervisor Prof. Albert Einstein,
ask to be authorized to perform a compatible activity as detailed above:

Type of activity: Contact of collaboration for developing an innovative electronic system and PCB design

Employer: A serious company

Activity: Contact of collaboration for developing an innovative electronic system and PCB design

Period: from 01/05/2023 to 31/05/2023.

Number of hours: 40

I also attach to this request:

- Approval of my supervisor signed digitally

Additional Notes: I need to sign the contract before mid April

Bologna, 30/03/2023

Yours sincerely,

Aldo Romani
aldo.romani@unibo.it
(PhD Student)

Attachments:

- approval of supervisor signed digitally






ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ETIT – New procedures for issuing your requests to ETIT Administration

6) Wait for a reply from the ETIT Administration that confirm whether the request is complete or not. If you don't receive this confirmation in few days something may have gone wrong and you should get in touch with ETIT administration.

[ETIT_Requests] request of authorization for external compatible activity - Aldo Romani

 **Aldo Romani** <aldo.romani@unibo.it>
To:  Aldo Romani; Cc: DEI – Amministrazione Dottorato ET-IT (lista non certificata) 

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[Download All](#) • [Preview All](#)

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Aldo Romani
aldo.romani@unibo.it

To the Ph.D. Board of the ET-IT Doctorate
CC: to the Coordinator of ET-IT Doctorate

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Additional Notes: I need to sign the contract before mid April

Bologna, 30/03/2023

Yours sincerely,

Aldo Romani
aldo.romani@unibo.it
(PhD Student)

Attachments:
- approval of supervisor signed digitally

Administration and Head Office: viale del Risorgimento, 2 | 40136 Bologna | Italia | tel. +39 051 2093001
Local Organisational Unit: via dell'Università, 50 | 47522 Cesena | Tel. +39 0547 339200



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ETIT – New procedures for issuing your requests to ETIT Administration

7) After some days (we commit to satisfy requests within 5 working days from submission) you will receive the requested authorization signed digitally by the Coordinator, according to the type of request



Oggetto: autorizzazione allo svolgimento di attività compatibile con la frequenza del dottorato, ai sensi dell'art. 15 del Regolamento per l'istituzione e il funzionamento dei corsi di dottorato.

IL COORDINATORE

VISTO il Regolamento per l'istituzione e il funzionamento dei corsi di dottorato, emanato con D.R. n° 1468 del 05/12/2016;

VISTO che l'art. 4 c. 10 lett. g. del suddetto Regolamento prevede, tra le materie oggetto di delibera da parte del Collegio dei docenti del corso di dottorato, l'autorizzazione allo svolgimento di attività compatibili con il corso di dottorato;

CONSIDERATO che, nella seduta del 06/12/2022, il Collegio dei docenti del corso di dottorato in Ingegneria Elettronica, Telecomunicazioni e Tecnologie dell'Informazione ha conferito al Coordinatore Prof. Aldo Romani delega formale per il rilascio di autorizzazioni preventive allo svolgimento di attività compatibili con la frequenza del corso di dottorato;

VISTA la richiesta allegata, pervenuta da parte del dott./della dott.ssa Aldo Romani, iscritto/a al 38° ciclo del corso di dottorato in Ingegneria Elettronica, Telecomunicazioni e Tecnologie dell'Informazione, relativa all'autorizzazione allo svolgimento di attività compatibili con la frequenza del corso di dottorato;

PRESO ATTO del parere del prof./della prof.ssa Albert Einstein, supervisore del dottorando, attestante la compatibilità dell'attività con il proficuo svolgimento delle attività formative previste nell'ambito del corso di dottorato;

AUTORIZZA

il dott./la dott.ssa Aldo Romani allo svolgimento dell'attività descritta in allegato (parte integrante della presente autorizzazione) per l'a.a.2022/2023.

Bologna, 30/03/2023



ETIT – New procedures for issuing your requests to ETIT Administration

NOTES:

This new system is experimental, there may be bugs or other issues.

Please be patient, and in case please report malfunctions to aldo.romani@unibo.it and please state the type of request and the date/time of submission so that I can check and debug

After some beta-testing, the system will make interactions with ETIT Administration more efficient.

Important: for any issue, question related to your PhD, please feel free to always get in touch with ETIT Administration (i.e. Coordinator + ETIT Manager + Vice-Coordinator) by writing at dei-phd-etit@unibo.it

If you have troubles with online form, as a backup, you will find the PDF forms on ETIT Website and on department Intranet space SVC





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