PhD course in

Industrial and Information Engineering

Dipartimento di Ingegneria

Handbook for PhD students

Summary

Procedure for issuing a purchase order

1. Identify, in collaboration with your supervisor or co-supervisor, the good or service to be purchased.
2. Check the availability of the budget by querying the ATENA platform.
3. Send the request using the function "Add an expense request" on the ATENA platform.

Procedure for carrying out a study period abroad

1. Well before the start of the study period, submit to the Coordinator (dottorato.riii@unicampania.it) an authorization request, co-signed by your supervisor, with a brief description of the study and research activities that will be the subject of the stay abroad, together with the letter of invitation from the host organization which shall indicate the expected period of stay.
2. If authorized by the Academic Board, send the request using the function "Add request for a mobility period" on the ATENA platform, not before 15 days from the starting date.
3. After the first month of stay abroad, upload on the ATENA platform a certificate of attendance from the host institution.

Procedure for missions in Italy or abroad

1. Check the availability of the budget by querying the PhD platform.
2. Use the function "Add a mission request" on the ATENA platform.

Procedure for requesting an authorization for work activities

1. Fill the [externally paid activities authorization form](#), and send it to the Coordinator (dottorato.riii@unicampania.it) and the supervisor.

Procedure for study plan submission

1. Fill in and submit the study plan using the ATENA platform, taking care to totalize 60 ECTS creditsper year.
2. After submission, the Study Plan must be accepted by the supervisor first, and then by the PhD board.
3. After study plan acceptance, the authorized professors can attribute the corresponding ECTS credits.

Procedure for admission from one year to the next

1. Prepare a written report containing at least the following information:
   a. List of courses attended during the year of study.
   b. Brief description of the other educational activities (seminars, doctoral schools, workshops, etc.) and any subsidiary activities carried out during the year of study.
   c. Periods of study and research carried out in other locations, including abroad.
   d. Description of the study and research activities carried out during the year of study.
   e. Brief plan of training and research activities planned for the next year of study.
   f. Complete list of publications (also relating to the previous years of study).
2. Upload the report signed by your supervisor to the ATENA platform.

Procedure for admission to the PhD defense and submission of the PhD thesis

1. Prepare a written report containing at least the following information:
   a. List of courses attended during the year of study.
   b. Brief description of the other educational activities (seminars, doctoral schools, workshops, etc.) and any subsidiary activities carried out during the year of study.
   c. Periods of study and research carried out in other locations, including abroad.
   d. Description of the study and research activities carried out during the year of study.
   e. Abstract of the thesis.
   f. Complete list of publications (also relating to the previous years of study).
2. Upload the report signed by your supervisor to the ATENA platform.
3. Send the PhD thesis, written in Italian or English with a summary in English, by Oct 1st of the last year of your PhD course to the coordinator (dottorato.riii@unicampania.it).
4. The coordinator shall submit the PhD thesis to the reviewers (at least two, of which at least one university professor, from two different EU countries in the case of Doctor Europaeus title) identified by the Academic Board.
   a. If the reviewers require some revisions, the PhD candidate must submit the revised PhD thesis within six months. The revised thesis will be re-evaluated by the same reviewers.
5. The candidate will receive notification from the coordinator about the admission for the defense and its scheduling.

Procedure for completing the activity report

1. Each PhD student is required to fill in the activity report through the ATENA platform. It is recommended to indicate the hours consistently with the study plan presented, taking care to totalize 1500 hours per year.

Useful links

1. Website of the PhD course: https://www.ingegneria.unicampania.it/didattica/dottorato-di-ricerca-in-ingegneria-industriale-e-dell-informazione
2. Website of University: https://www.unicampania.it/index.php/didattica/dottorati-di-ricerca
3. Useful information: https://www.unicampania.it/index.php/didattica/dottorati-di-ricerca/informazioni-utili
4. ATENA platform: https://atena-phd.unicampania.it/home