Dear Students, this short guide carries a first piece of information which might be useful to get acquainted with our administrative proceedings.

**General organization**

The PhD programme lasts three years and is taught in English. Each student will have to attend and pass the test of at least four courses of 30 hours each in the first 18 months for a total of 120 hours of teaching activities, the remaining 18 months being entirely devoted to the research project.

**Teaching programme for academic year 2017-18**

For academic year 2017/2018 courses offered are as follows:

**Advances in Autonomous, Distributed and Pervasive Systems**

**Lecturers:** prof. Riccardo Focardi, prof. Sabina Rossi, dr. Andrea Marin  
**Venue:** Ca' Foscari Scientific Campus - via Torino, Mestre  
**Date and time:** tentative period Jan/Feb 2018 (3 modules of 10 for a total of 30 hrs)  
**Syllabus:** detailed information will follow soon

**Elliptic Curves and Cryptography**

**Lecturer:** prof. Antonino Salibra (DAIS dept. - Ca' Foscari University)  
**Venue:** Ca' Foscari Scientific Campus - via Torino, Mestre  
**Date and time:** tentative period February 2018 (daily scheduling to be defined, 30 hrs)  
**Syllabus:** detailed information will follow soon
Highlights in Web Search and Data Mining

**Lecturer:** prof. Claudio Lucchese  

**Venue:** Ca' Foscari Scientific Campus - via Torino, Mestre  

**Date and time:** tentative period May/June 2018 (daily scheduling to be defined, 30 hrs)  

**Syllabus:** Helping a user in finding interesting pieces of information among the billions pages of the Web is a very challenging problem, an open research area and an application field for the most advanced techniques in the areas of Web Search and Data Mining. This course provides a background in the area of Web Search and it reviews the most recent advances in the areas of Web Search and Data Mining with highlights at the best papers awarded by the top conferences of the field. The goal of the course is to teach student novel techniques and interesting methodologies to formalise and tackle challenging problems. Topics include: Learning to Rank, Link analysis for the Web, Natural Language Processing, Graph Mining and Social Network Analysis.

Scientific Writing

The course is organized by PhD Office. For further information please visit Courses and seminars [IT], http://www.unive.it/pag/7726/.

Formulation of European Projects

The course is organized by PhD Office. For further information please visit Courses and seminars [IT], http://www.unive.it/pag/7726/.

Other courses offered by Phd Office

Courses and seminars [IT], http://www.unive.it/pag/7726/

Admission to final exam procedure (3rd year students only)

a) Within September 15th the PhD Board of Professors, based on the final reports submitted by each supervisor, will decide on admission to final exam procedure

b) If the student is admitted, the PhD Board will appoint two external referees

First step in final exam procedure: referees and review

a) **Within October 1st:** Submission of an advanced draft of the thesis by each student for the external referees assessment. This review can last up to 45 days
b) **Within November 15th:** Referees will submit two separate reports and suggest admission to final examination or a substantiated request for extension (6 months)

**Second step in final exam procedure: defence**

a) **If admitted to final exam:**

- Within December 12th: submission of final version of the thesis by the student, including any possible modification suggested by the referees

- Defence session: from mid-January to the end of March

- The defence committee is made up by a Ca’ Foscari faculty, at least one of the external referees, and a third member. This core set may be extended adding up to 2 members coming from national/international research centres, when deemed necessary

b) **If 6 additional months are required:**

- **Within March 1st**: PhD Board and supervisor evaluate the progress in the revision of the thesis and can propose:
  - admission to the final exam procedure
  - rejection of the student

- In case the student is admitted to final exam procedure, the PhD Board will have to appoint two external referees. The PhD Board can decide whether to confirm the initial external referees or to change them.

- **Within March 20th**: Submission of an advanced thesis draft for the referees. The review lasts about 40 days

- **Within May 2nd**: Report by referees. At this stage, they can suggest further changes to be implemented within 30 days and discussed during the defence

- **Within May 31st**: submission of the final version including any suggested modifications by referees

- **Defence session: from July 1st to September 15th**

- The defence committee is made up by a Ca’ Foscari faculty, at least one of the external referees, and a third member. This core set may be extended adding up to 2 members coming from national/international research centres, when deemed necessary

**NB:** dates could be subject to slight changes. Final deadlines will be notified when officially scheduled.

Information on the administrative steps of final exam are also available on the relevant websites:

a) Submission of final exam request to the Administrative offices of Ca’ Foscari

b) Evaluation of thesis by external referees
   http://www.unive.it/pag/7729[ITA]
   http://www.unive.it/pag/20435[ENG]

c) Thesis submission and anti-plagiarism verification http://www.unive.it/pag/7744/ [ITA]
   http://www.unive.it/pag/20433 [ENG]

**Requirements of the PhD thesis**

The PhD thesis must be structured as a coherent research project developed during the PhD course. It can include the results of papers already published in journals but it must not be a simple collection of unrelated papers not belonging to a systematic research project.

**Doctor Europaeus label**

The Doctor Europaeus title is an additional label attached to the Research Doctorate Degree issued nationwide. Full description and information can be read on the following website:

http://www.unive.it/pag/7882/ [ITA]
http://www.unive.it/pag/20450/ [ENG]

Any student interested in applying for the Doctor Europaeus label must be sure to meet all the requirements and must inform the Secretariat of the Programme before the final report has been submitted to the PhD board (approximately by August).

**Co-tutelle and double degrees**

For any information on co-tutelles and doubles degrees, please have a look at the following links:

http://www.unive.it/pag/7882/[ITA]
http://www.unive.it/pag/20450/ [ENG]

**Publishing**

**ARCA catalogue**

Each PhD student is required to include any of her/his publications (conference proceedings, working papers, article in journals, chapter of book etc.) inside the institutional Open Access Ca’ Foscari research archive (ARCA). A user’s guide can be found on the relevant website (https://arca.unive.it/)

**ORCID CODE - http://orcid.org**

Each student is also required to register to ORCID (Open Researcher and Contributor ID) and to communicate his/her ORCID code to the Secretariat after she/he’s been regularly registered at Ca’ Foscari University as PhD student.
**Administrative regulations and procedures**

In addition to the fulfilment of the above mentioned requirements, PhD students have to be fully aware and comply with the PhD programme general regulations of Ca’ Foscari University, reported at [http://www.unive.it/pag/8256/](http://www.unive.it/pag/8256/).

Rules and procedures are provided with a focus on: enrolment to subsequent years, suspensions, withdrawals and exclusions, scholarships and grants, outside employment during the PhD programme, together with further aspects of the PhD student’s career.

**Mobility**

1. **Study abroad period**

Each PhD student is required to schedule, together with her/his supervisor, a period of research activity to be spent in a foreign University or research centre for at least 3 months, usually during the 2nd year of study.

2. **Mobility funding**

PhD students are granted an annual sum of 1363,85€ (for their 2nd and 3rd year) to be spent for mobility. This sum can be cumulated from second to third year but should be spent, in any case, within September 14th. Any student planning – with supervisor’s agreement - to attend a conference or a summer school is required to fill in an online request following the instructions available at the following links:

- [http://www.unive.it/pag/7719[ITA]](http://www.unive.it/pag/7719[ITA])
- [http://www.unive.it/pag/20459/ [ENG]](http://www.unive.it/pag/20459/)

No ticket purchase or any other personal arrangements must be done without the online authorization by the PhD Coordinator.

**It is important to read and fully understand the regulations on expenses reimbursement. Please read the handbook which is available on the above stated website.**

3. **Scholarship increase for mobility**

Any student conducting his/her research, training and studies in a foreign university or a foreign research body, will officially be recognized for a 50% increase in the scholarship, under authorization by the Teaching Committee of the PhD Programme. The maximum length of time to be spent abroad equals 18 months.

Detailed info can be found at this link: [http://www.unive.it/pag/20459/](http://www.unive.it/pag/20459/)
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<th>Faculty Board</th>
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| prof. Riccardo Focardi, PhD Coordinator  
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  albarelli@unive.it |
| prof. Maria Simonetta Balsamo  
  balsamo@unive.it |
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  bugliesi@unive.it |
| prof. Agostino Cortesi  
  cortesi@unive.it |
| Prof. Carlo Gaetan  
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<td>prof. Claudio Lucchese</td>
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<td><img src="image2.png" alt="Image" /></td>
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**PhD course staff**

Nicola Miotello

Segreteria didattica Dais

[dottoirati.dais@unive.it](mailto:dottoirati.dais@unive.it)

**Email account**

Once enrolled as PhD student, you are part of Ca’ Foscari University of Venice and this means that:

- you will receive an email account (studentnumber@unive.it) which will be the only email address used by our Central Administration to communicate on an official basis with you.
- you may apply for a name.surname@unive.it email. To do so please read here: [http://www.unive.it/pag/11398](http://www.unive.it/pag/11398)
- once you’ve got your email address, you will be able to feed your personal webpage with your CV, publications and photo.

**Links to Ca’ Foscari University of Venice**

The following are specific pages of Ca’ Foscari website in which you will find useful information.

- **CA’ FOSCARI ENGLISH WEBSITE**
  [http://www.unive.it/pag/13526/](http://www.unive.it/pag/13526/)

- **INTERNATIONAL WELCOME DESK – FOR FOREIGN STUDENTS**
  [http://www.unive.it/welcome](http://www.unive.it/welcome)

- **ENROLMENT TO PHD PROGRAMMES 2017-18**
  [http://www.unive.it/pag/28045](http://www.unive.it/pag/28045)

- **POSTGRADUATE ADMINISTRATIVE OFFICE**
  [http://www.unive.it/data/strutture/111618](http://www.unive.it/data/strutture/111618)

- **ADMINISTRATIVE PROCEDURES FOR PHD STUDENTS**

- **HOUSING OFFICE AND CANTEENS**
  [http://www.unive.it/pag/19768](http://www.unive.it/pag/19768)

- **MULTISERVICE CARD**
  [http://www.unive.it/pag/16409/](http://www.unive.it/pag/16409/)

- **MEDICAL ASSISTANCE/LOCAL PHYSICIAN**
  [http://www.unive.it/pag/12525/](http://www.unive.it/pag/12525/)

Ca’ Foscari Doctoral Office and Postgraduate Administrative Sector are the offices in charge of the management of PhD students from an administrative point of view (from enrolment throughout graduation).

Students are asked to become familiar with the websites:

[http://www.unive.it/pag/252/](http://www.unive.it/pag/252/) [ITA]
http://www.unive.it/pag/25684/ [ENG]
http://www.unive.it/pag/20069/

Last review: Oct 31st 2017