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

**General organization**

Since 2007 the PhD Board of Professors has established a system to quantify educational and research activities carried out by PhD students in terms of credits. This system is not supposed to be considered equivalent to the University CFU system and will remain in force inside the PhD course only.

The PhD programme lasts three years and requires each student to sum up a total of 180 of the above mentioned credits, 120 of which being referred to the PhD research, the other 60 being achievable by carrying out the following activities:

- **PhD courses with final examination**: tot hours/3; for courses not belonging to the "PhD teaching annual planning" students must submit a request to the Board of Professors/PhD Coordinator if they wish them to be recognized in terms of credits. In case no final examination test is provided the Board of Professors/PhD Coordinator shall assess how many credits to award.
- **Workshop/Congress attended**: 1 credit for each
- **Poster/oral presentations in workshops and scientific events**: 2 credits for each
- **Tutoring**: tot hours/5; no more than 12 credits (unless the activity is assigned as a result of a public competition, credits will be recognized upon request to the PhD Coordinator/Board of professors - to be submitted before the activity has started)
- **Publication in national scientific journals**: 1 credit for each
- **Publication in international scientific journals**: 2 credits for each
- **Stage in a foreign country for research activity**: 2 credits per month
- **Support to University professors for their lectures**: tot hours/6; max 6 credits per year.

Any other activity performed but not included in the list can be submitted to the Board of Professors/PhD Coordinator to assess whether it can be recognized in terms of credits.

Students are required to send any supporting document to the PhD secretariat (dottorati.dais@unive.it).

A list of all the activities performed (and corresponding estimated credits) will be made available to each student on a semi-annual basis by means of a Google Drive xls file.
Teaching programme academic year 2017-18

Within the above-mentioned general guidelines, the activities for students enrolled in the academic year 2017-18 are as follows:

**Mandatory courses for 1st year students**

**APPLICATIONS OF COMPLEX SYSTEMS SCIENCE**

**Lecturer:** prof. Francesco Gonella (DSMN Dept. - Ca' Foscari University)

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

**Schedule:** tentative period Feb 2018 or March/April 2018 (daily scheduling to be defined, 30 hrs)

**Summary:** Main objective: to introduce and illustrate the modern methodological approaches that, since the 70s and 80s, have allowed to develop the scientific study of systems since then considered unmanageable, due to the complexity of their operation and evolution.

**Content:**
- Principles of Systems Thinking. The systems zoo.
- Embodied Energy. EMergy and sustainability.

**Resources:** books and material will be provided by the lecturer.

**Assessment method:** based on exercises performed during the lectures as well as on homework assignments.

**ENVIRONMENTAL DATA ANALYSIS**

**Lecturer:** prof. Marco Marozzi (DAIS Dept.)

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

**Schedule:** 10 days (5 weeks), 2 hour lecture and 1 hour practical each day. [http://www.unive.it/pag/7914/](http://www.unive.it/pag/7914/)

**Summary:** The course provides an introduction to environmental data analysis using R, a free software environment for statistical computing and graphics (www.r-project.org). Other programs are considered as well.

**Learning prerequisites:** Basic informatics, basic mathematics, basic statistics.

**Contents** (may vary according to students’ background):
• Basic computational statistics. Bootstrap and permutation methods. Plotting.
• Regression models. Estimation and hypothesis testing. Goodness of fit.
• Time series analysis. Trend and Seasonality. ARIMA models. Forecasting.
• Case studies.

Resources: open source books on R, scientific papers, lecture notes
Assessment method: Paper

Mandatory courses for 2nd year students

INTRODUCTION TO GIS (Geographic Information System)

Lecturer: to be named
Venue: Ca’ Foscari Scientific Campus - via Torino, Mestre
Schedule: each day consists of 3 hours of lectures or practicals. http://www.unive.it/pag/7914/
Summary: The aim of the course is to provide a basic knowledge of tools for modelling geographic information.

Content: During the course the students will deal with data entry and conversion, they will practice basic analysis on geographic data and different techniques to show the results on maps. Further they will learn how to filter geographic data to extract the relevant part for more advanced analysis. During practicals the students will use different tools: Google Maps and Google Earth, both freely available, for the first experiences with geographic data visualization and Quantum GIS (QGIS)/Geographic Resources Analysis Support System (GRASS), an open source GIS, for more advanced usage. Further they will be introduced to the basics of one commercially available GIS.

Assessment methods: to be defined
**Optional courses**

**FLOOD RISK ASSESSMENT AND MANAGEMENT**

**Lecturer:** prof. Enrico Bertuzzo (DAIS dept. - Ca' Foscari University)

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

**Schedule:** 30 hours. http://www.unive.it/pag/7914/

**Summary:** The course aims at proving an introduction to the study of natural phenomena as stochastic processes with particular reference to flood risk assessment and management

**Content**

- General introduction to hydrology, fluvial hydraulic and risk analysis
- Review of probability concepts for hydrology and risk assessment
- Hydrological processes
  - Precipitation, Intensity-Duration-Frequency curves
  - Infiltration and runoff generation
  - Flow routing and peak flow models
- Open channel flow and hydraulic models
- Risk assessment
  - Hydrologic analysis
  - Hydraulic analysis
  - Damage analysis
- Flood control
  - Structural measures (reservoir, levees, diversion, channel modification)
  - Non-structural measures
- Expected annual damage and risk-based design

**Transversal learning outcome:** Stochastic processes, probability theory, coding in R

**Teaching methods:** Lectures and coding exercises (in R or other languages)

**Assessment method:** Exercise presented during oral exam

**SCIENTIFIC WRITING**

The course is organized by PhD Office. For further information please visit Courses and seminars [IT].

**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/.

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 2\textsuperscript{nd} year of study.

2. **Mobility funding**

PhD students are granted an annual sum of 1363,85€ (for their 2\textsuperscript{nd} and 3\textsuperscript{rd} 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/20459/ [ENG]

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/

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**Faculty Board**

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<td><img src="image" alt="Bruno Pavoni" /></td>
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**PhD course staff**

Nicola Miotello  
Segreteria didattica Dais  

dottorati.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
- 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’ FOSCAI ENGLISH WEBSITE](http://www.unive.it/pag/13526/)
- [INTERNATIONAL WELCOME DESK – FOR FOREIGN STUDENTS](http://www.unive.it/welcome)
- [ENROLMENT TO PHD PROGRAMMES 2017-18](http://www.unive.it/pag/28045)
- [POSTGRADUATE ADMINISTRATIVE OFFICE](http://www.unive.it/data/strutture/111618)
- [ADMINISTRATIVE PROCEDURES FOR PHD STUDENTS](http://www.unive.it/pag/7717/ [ITA] http://www.unive.it/pag/20463/ [ENG])
- [HOUSING OFFICE AND CANTEENS](http://www.unive.it/pag/19768)
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/ [ITA]
http://www.unive.it/pag/25684/ [ENG]
http://www.unive.it/pag/20069/

Last review: Oct 31$^{st}$ 2017