

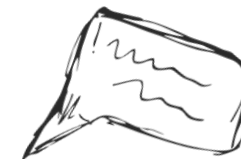


Kick off XL Cycle InDiCEE

February, 13th, 2025



Programme



10:00 Welcome Greetings

Chairman **Luca Solari**, InDiCEE Coordinator

Prof. Gianni Bartoli, Dean and Director DICEA Università degli studi di Firenze

Prof. Luca Romoli, Dean and Director DICI Università degli studi di Pisa

Prof. Massimo Losa, Università degli studi di Pisa, Vice Coordinator

Prof. Klaus Thiele, Technische Universität Braunschweig

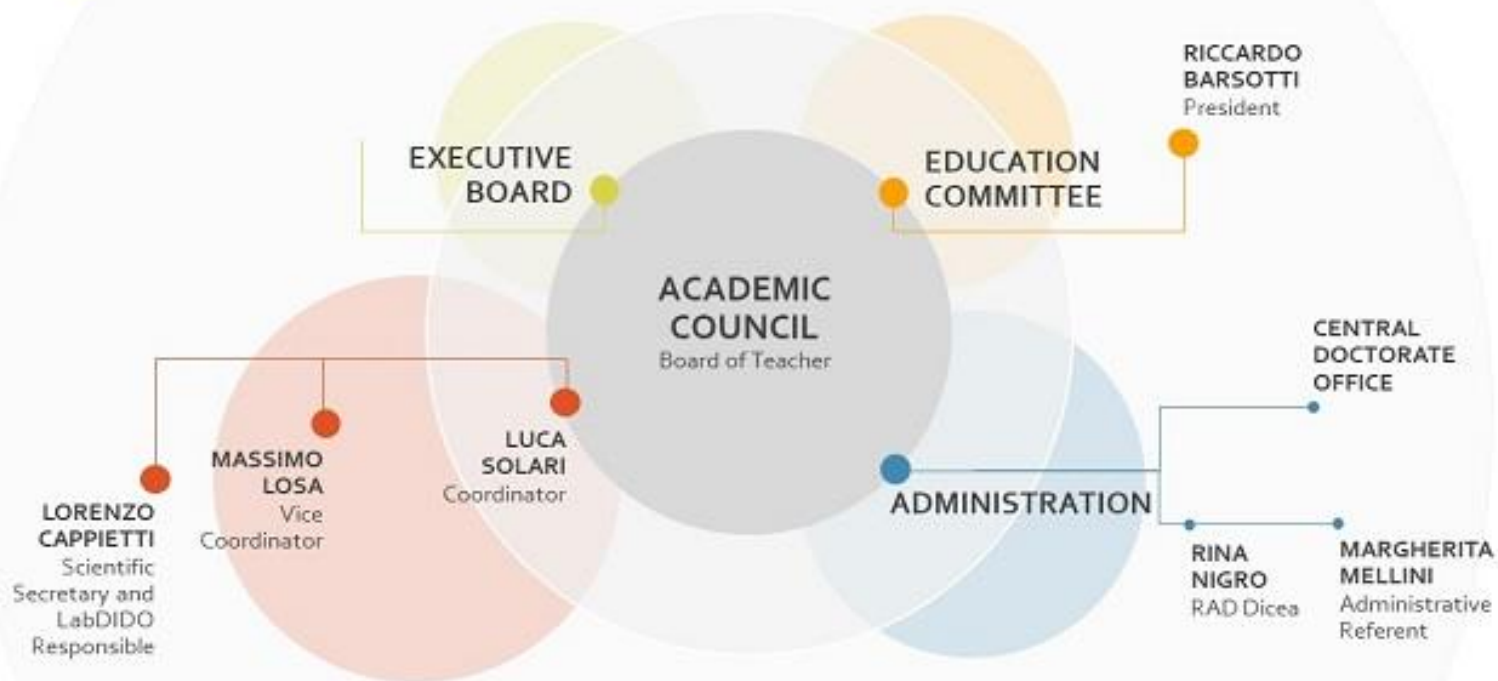
Presentations of the students of the XL Cycle

Presentation to the student of **administrative procedure and services**

by **Margherita Mellini**



Organization Chart





InDiCEE Consortium



GIOVANI SI



REPUBBLICA ITALIANA

Regione Toscana



The international dimension

Internationalization is an integral and fundamental activity of this program.



Since 2000 there is an international doctoral agreement with a joint title with **TU Braunschweig** in Germany.

More recently we activated agreements for the release of a joint title with **Florida International University Miami**



and soon with **Ruhr Universität Bochum**

RUHR
UNIVERSITÄT
BOCHUM



Moreover, **individual joint academic agreements with many foreign universities have been activated since XXX Cycle**, with compulsory stays of the doctoral student of at least 9-12 months.

The international dimension

The Plenary Meetings



35th PM *Braunschweig* 6-8 May 2019



Next:
46th PM – Fall 2025

Interconnection PhD Day School of Engineering



3° Edition – 22 May 2025 – S. Marta

Poster Session and Ted Talks

<https://lesc.dinfo.unifi.it/phdday/>

Ciclo dottorato XL

COGNOME	NOME	TIPOLOGIA BORSA	SUPERVISORE	CO-SUPERVISORI
MONTANINO	ALESSANDRO	Ordinario con borsa	Luca Facchini	Michele Betti, Mario Fagone
PAGNI	PAOLO	Ordinario con borsa	Riccardo Barsotti	
ALBERTI	ALESSANDRO	Ordinario con borsa	Tommaso Lotti	Claudio Lubello
GUARDUCCI	COSTANZA	Ordinario con borsa	Pietro Croce	
ZINGARELLI	SAVERIO	Ordinario senza borsa	Pietro Croce	
TAHAT	HAMZA	PNRR DM 630/2024	Mario Fagone	
DONG	HONGJUN	Internazionale Pegaso	Massimo Losa	
HEYDARI BAYGI	SEYYED JAVAD	Internazionale Pegaso	Luca Solari	Simona Francalanci
MORADIMIRABADI	REZA	Internazionale Pegaso	Enrica Caporali	Marco Lompi

Welcome!

My name is **Margherita Mellini** and I am the administrative referent of InDiCEE

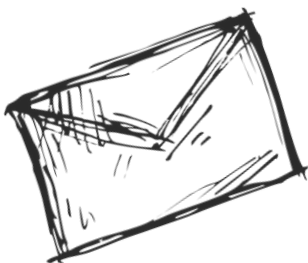
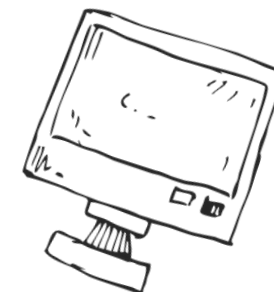
You can find me in person: At Dicea Dept. in Florence – Via S.Marta 3

By email: dott-dicea@unifi.it - On my cell phone: +39.3312348551

In any case you can refer also to: **Doctorate Research Office of Unifi**

P.zza San Marco 4 Florence

dottorato@unifi.it



And if you are a foreign student:

International Relation Office School of Engineering

Via di S. Marta, 3 Florence

international@ingegneria.unifi.it

Basic Tips



1. If you need information take a look to:

- our web site www.indicee.unifi.it

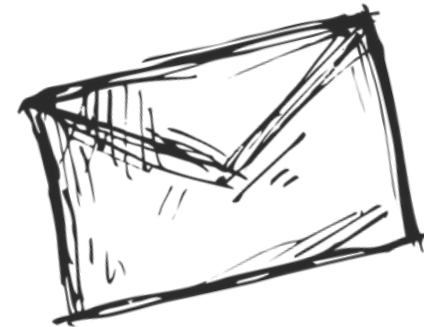
Especially the pages dedicated to Student Services

<https://www.indicee.unifi.it/vp-121-student-services.html>

- Unifi web site for the pages
dedicated to the doctoral programs

<https://www.unifi.it/it/studia-con-noi/dopo-la-laurea/dottorati-di-ricerca>

2. Check periodically your email account,
KEEP YOURSELF UPDATED, PLEASE!



Training program

The Board of Teachers has established that the students should collect at the end of the percouse of 3 years at least **24 credits in training courses** and **6 credits in complementary skills**.

1 credit = 6 hours

For the Complementary skills you can attend the courses offered by the University of Florence and the University of Pisa, and also the English course organized by CLA.



As soon it will be available, all the programs will be published on our web site:

<https://www.indicee.unifi.it/vp-109-training-courses.html>

For the Complementary skills please visit the dedicated page <https://www.indicee.unifi.it/vp-126-complementary-skills.html>

Training program

TRAINING COURSES

24 ETCS - 1 ETCS/6 hours
Min 18 ETCS in internal courses
Possibilities: seminars, courses,
winter/summer schools.
No participation to congresses or conferences.

COMPLEMENTARY SKILLS

6 ETCS - 1 ETCS/6 hours
Possibilities: seminars, workhops, laboratories,
courses.

In general:

- Training plan approved before and after by the supervisor, final approval by the Didactic Commission
- Registration of participation in advance
- Doctorate students should attend the lessons in person. When hindered by some reason from attending in person, doctorate students could make use of the web streaming of the lessons, in all the cases in which this will be provided
- Verification of learning (positive judgement otherwise no recognition)
- No recognition of courses of master degree programs or conferences
- Mandatory presentation of detailed certificate of attendance for external courses
- All courses organized from Engineering Doctoral programs of Unifi or Unipi or IMT Lucca will be considered "internal"

If your study plan follows the table, you can ask for the credits recognition at the end of all courses.

If your study plan needs to be different for research motivations, write an email with your tutor to the President of the Education Committee, prof. Riccardo Barsotti ([riccardo.barsotti\(at\)unipi.it](mailto:riccardo.barsotti@unipi.it)) to get the approval.

Courses abroad and credits recognition

Present to the Secretariat the certification approved by the supervisor

The Teaching Committee examines the documentation

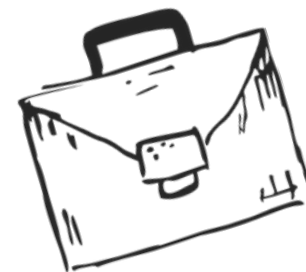
Final approval and credit recognition

Missions

You are **ON MISSION**



When you travel in Italy (outside Florence or Pisa)
or around the world for more than 4 hours
for reasons linked to your research
*i.e. Going to a foreign university, attending a
meeting/conferenze/course,
making experiments in a laboratory...*



**You manage
all the procedure
ONLINE**

<https://unifi.u-web.cineca.it/>

Enter with **your enrollment code and
password**

**Please check
the dedicated section
on DICEA website**

<https://www.dicea.unifi.it/vp-428-missioni.html>

Missions

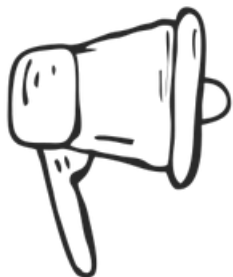
BEFORE THE MISSION

You need to be **AUTHORIZED**
by your Tutor and our Dean
and Director Claudio Lubello

AFTER THE MISSION

You can ask the refund
for travel expenses

(If provisions of expenses are high, you can ask anticipation for
100% of registration fees and 75% of travel expenses)



PLEASE NOTE:

- Try to limit the use of private vehicles to the specific conditions provided
- Always deliver the original documentation to the secretariat
- Be sure about the resources available before the authorization (ask to me!)
- **Request the authorization even without refund, to be covered by the insurance in any case**
- **If the mission is abroad fill the forms related to the increasing of the scholarship (if entitled) and the validity for the period of staying abroad**

Funds for mobility

There are two ways of financing your mobility:

1. For PhD students with and without scholarships (not visiting students): you will have mobility funds (4800 euros circa) for your missions



2. For PhD students with scholarships is available the increasing of 50% of the scholarship for the period abroad (on daily base)



In this case there are **special forms for authorization** (before) **and confirmation** (after, with the exact period spent abroad).

You can find them on our website.

Increasing of scholarship



There isn't a minimum period, fill it also for short periods, the amount it is calculated daily

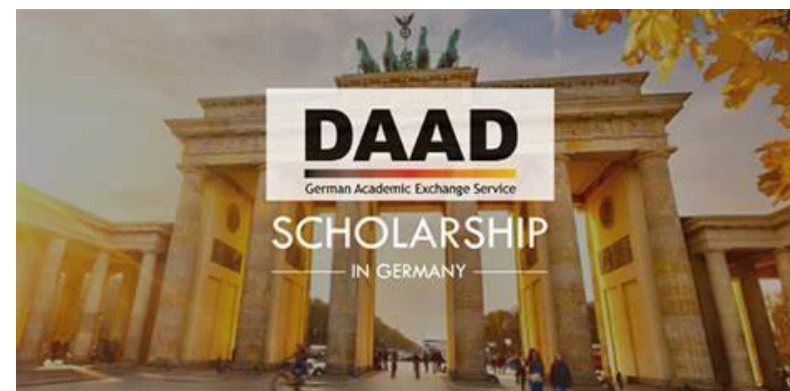
Authorization can be asked for any period abroad linked to the research even in a place different from the country of the cotutelle agreement.

Confirmation should be sent at the end of every month (by the 7th of the following) or after the end of the total period

For a period longer than 6 months, authorization must be given by the Academic Board with a resolution of the Council. (Ask me about the closer Board of Teachers)

The sum of the periods indicated with the confirmation will count for the validity of the total period abroad mandatory for every cycle, for any doctoral students: **THE CONFIRMATION FORM SHALL BE FILLED BY ANYONE AFTER THE PERIOD ABROAD**

Scholarship opportunities



UNIVERSITÉ
FRANCO
ITALIENNE

UNIVERSITÀ
ITALO
FRANCESE

Compatibility of extra activities



The students enrolled on doctoral courses are required to attend full-time.

In case of simultaneous performance of a work or extra activities
(i.e. tutoring in the same university)

**the PhD student must compulsorily request compatibility
to the Board of Teachers.**

If necessary, there is a template on our web site
and please ask me about the closer Council meeting.

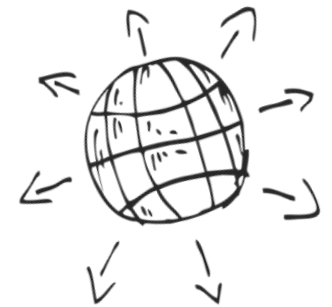


Your profile on our web site

On our web site there is a page dedicated to our PhD students in each cycle **with a photo, some personal info and the research title.**

<https://www.indicee.unifi.it/vp-198-40o-cycle-i-year.html>

Please send me your information!



Students representatives

For any support, please contact also your representatives among all the PhD students in Dicea Department Council.

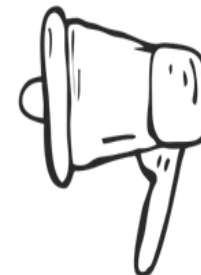
The representative is a very important figure in our organization, he/she has a key position between the board of teacher, the administration and the doctoral students.

Here your representatives:

Gabriele Bertoli - gabriele.bertoli@unifi.it - elected in May 2024 - until 15.05.2026.

Alessandro Montanino - alessandro.montanino@unifi.it - elected in February 2025 - until 05.02.2027

<https://www.indicee.unifi.it/vp-168-students-representatives.html>





Thank you for your attention!

