




UNIVERSITÀ DI PAVIA  
Department of Mathematics  
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# Math PhD at UniPV

## Things You Need to Know

A black chalkboard with a brown wooden frame, containing the text 'XXXVIII, WELCOME ABOARD!' written in white chalk.

XXXVIII,  
WELCOME ABOARD!

Academic Year: 2022–2023

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Welcome Day 2023

# Credentials and Login

## How can I login into Wi-Fi?

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We mostly use the “eduroam” network. For what concerns the credentials, the username is YOURFISCALCODE@UNIPV.IT and the password is the password of your personal area.

## Can I use the Ethernet cable to connect my computer?

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Yes, you can connect your PC with an Ethernet cable. Before doing this, you must contact Gabriele Merli ([gabriele.merli@unipv.it](mailto:gabriele.merli@unipv.it)) in order to register your device.

## Where can I use my credentials?

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Your credentials works in the following sites

- ▶ Your personal area : <https://studentionline.unipv.it/esse3/Home.do>
- ▶ The “u-gov” portal (where you can find your CUD and other stuff): <https://unipv.idp.cineca.it/idp/profile/SAML2/Redirect/SSO?execution=e1s2>
- ▶ The “UNIPV per te” portal, when you can find offers and discounts: <https://unipvperte.convenzioniperte.com/login-input.action>
- ▶ The “EDiSU” page, in the section “Servizi online allo studente”: <https://www.edisu.pv.it>

# Computers and Clusters

Are there any computer I can use at the department?

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You can use all the computers in “Laboratorio Informatico”, at floor A (ground floor). To log in, you should use the credentials of your UNIPV personal area.

What if I need a new laptop/computer/tablet? [Back to the F.A.Q.s](#)

You can buy any tech item you need for work. Each of them will remain at the Department of Mathematics once you leave. To buy one, you should firstly ask for permission to your advisor/tutor. Then, you should fill the module “Ordini per materiale informatico” available at the following link: <https://matematica.unipv.it/risorse-utili/modulistica-amministrazione/>. Lastly, you should send the filled module at Gabriele Merli ([gabriele.merli@unipv.it](mailto:gabriele.merli@unipv.it)), Patrizia Bova ([patrizia.bova@unipv.it](mailto:patrizia.bova@unipv.it)), and Marco Manelli ([marco.manelli@unipv.it](mailto:marco.manelli@unipv.it)).

What if I need to print?

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You should ask to Gabriele Merli (Office A17), to configure the printer on your personal devices.


What if I need extra computing power?

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At our Department we have an High Performance Computer available for research purpose. To use it, you should fill the request at the following link: <https://matematica.unipv.it/cluster-di-calcolo/>.

# Conferences, Workshops, Seminars

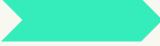
## Moving

 I'm going to a conference/workshop. Do I have to open a mission? [Back to the F.A.Q.s](#)

Every time you move outside Pavia for research activities you have to open a mission. Even if you don't want to request any reimbursement, the mission must be opened for insurance reasons.

 When do I open the mission? [Back to the F.A.Q.s](#)

The mission should be opened before departure. You cannot open it after the departure. It's common sense to open it a few days before the start to facilitate the work of the administrative staff.

 Where do I open the mission? [Back to the F.A.Q.s](#)

The link to open a mission is <https://missioni.unipv.it/>. Log in with your credentials (fiscal code and password or SPID) and follow the instructions. In this page you can find several information in the help section.

## How do I open a mission?

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- ▶ On the top-left corner click on “New claim”;
- ▶ In the “Destination” window that is now opened, insert the location and the start and end dates of the mission. You don’t need to be sharp with the time so you can insert 00:00 in the start time and 23:59 in the end time. To avoid problems like delays and cancellations, it is suggested to insert one day before the “true” departure and one day after the “true” arrival;
- ▶ Insert “DR - Borse di dottorato” in the title box and the start location (usually “Pavia”);
- ▶ In “Type of Request” select “RIC - Progetti(fondi ricerca/conto terzi)”;
- ▶ In “Head of Project” insert the owner of the funds (usually your tutor or the coordinator). You can leave the “Project” box empty, the owner can fill it. “Structure concerned” and “Paying structure” boxes should now be auto-filled;
- ▶ In “Regulation” select “TES - REGOLAMENTO DI ATENEEO”;
- ▶ Describe briefly the object of your mission in the “Reason” box;
- ▶ Don’t forget to write: “Dichiaro che le attività connesse con la presente missione devono essere necessariamente svolte fuori sede e che per i documenti di viaggio allegati non verrà richiesto il rimborso da parte di altra amministrazione.” in the “Notes” box;
- ▶ In “Special means” you have to insert all the non-ordinary means of transport (taxi, car...) that you have planned to take during your journey. Usually, you will not obtain reimbursement for these means unless you prove that they are necessary or cheaper than ordinary means;
- ▶ Finally, in “Expenses with estimate” you have to insert the list of the expenses for which you want reimbursement. This is a preventive so you can exceed the cost.

## How do I obtain reimbursement?

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After you have returned from your journey you have to close the mission. Log in with your credentials and close it. After that, you can insert all the receipts for which you want the reimbursement. First, you have to compile the section related to the special means, and then the expenses incurred. For every voice that you insert you have to select the corresponding type. Some types have a daily limit, for example, a voice of type “ALBER” has a daily limit of 200€. Note that for the “PASTS” type you can spend 35,50€ for lunch and breakfast and 35,50€ for dinner. When you insert the receipts related to this voice split dinner and lunch. If you insert a single voice for dinner and lunch of 70€, the system will give you an error because the limit is 35,50€. If you insert two voices you avoid this problem and you can also put an expense of 40€ for lunch and an expense of 30€ for dinner without errors. All the receipts must be inserted in pdf/a format, if you insert a “standard” pdf you will obtain an error. Don't forget to insert a document that proves your presence, such as the Certificate of Attendance.

## Is my increase of 10% available for workshop/conferences?

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Yes, your 10% is available. Remember to ask your advisor/tutor the permission to use it.

## I've finished my 10%. Is there any other money?

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You can ask your advisor/tutor if it has some funds for you. There are also residues from past PhD students that are available. For this fund, you have to ask the PhD coordinators and to the secretariat. Don't forget to subscribe to your INDAM group <https://www.altamatematica.it/gruppi-di-ricerca/gruppi-nazionali/> to ask for extra money a couple of times per year.



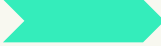
## At the Department

Are there any seminars I can attend here at the department?

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Here is a short list:

- ▶ The Department of Mathematics of UniPV and the CNR Institute IMATI “E. Magenes” of Pavia organize seminars on applied mathematics periodically, mostly on Tuesday afternoons. The referring professor is Prof. Stefano Lisini (UniPV) and the mailing list is “seminarimartedi”.
- ▶ The Department of Mathematics of UniPV also organizes “Seminari Geometria e Algebra”.
- ▶ The mailing list “seminarimartedi” also sponsors seminars from other departments—often international—of akin disciplines, like Physics and Engineering. In this case, the referring professor is Dr. Lorenzo Tamellini.
- ▶ The University of Milano Bicocca keeps a series named *Insalate di Matematica*. It presents topics that are connected to the research themes at the Department of Mathematics and Applications of Milano Bicocca. They try to give an overall view on the subject, no particular prerequisites are needed.



## Do Ph.D. students organize other initiatives? [Back to the F.A.Q.s](#)

Yes, of course!

*Caffè Beltrami* We chair an informal series of seminars for graduate and undergraduate students lectured by Ph.D., called *Caffè Beltrami*: the goal is to present—in an accessible way—topics that might be sound exotic to students, either because they are not analyzed in depth during standard courses or are active research themes. Also, this is an occasion for the students to know what research topics are active in the Department and to connect with Ph.D. students (both here and from other universities).

If you're interested in joining us or have any questions, tell us!

*Il T<sub>E</sub>X delle cinque* We also have an ongoing series of lectures on intermediate to advanced topics in the use of L<sup>A</sup>T<sub>E</sub>X and related software of packages. Half of the course is devoted to filling the gaps in the basics (what tools to use and why); half to experimenting to achieve special effects or creations (this document, for instance). The meetings are in mixed form—both online and in-presence—and are recorded for convenience; They last an hour and are weekly fixtures.

Feel free to contact Jonathan Franceschi to join or for any questions!

## Moving abroad

Where I can get more money for my period abroad?

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At UNIPV, there are mostly three call you can apply for:

- ▶ Erasmus Traineeship: PhD students can also apply. You will receive an email once the call is open. The contribution is made up of two parts: one part depends on the country you choose and the other one depends on your reddito ISEE. All the info here: <https://internazionale.unipv.eu/it/erasmus-traineeship-all-estero/>
- ▶ “Bando Mobilità”: This call can found you for three months abroad and it’s opened “randomly” during the year. Note: this is not compatible with the part “Reddito ISEE” of the Erasmus Traineeship scholarship. All the info here <http://phd.unipv.it/bandi-per-borse-di-mobilita-internazionale/>
- ▶ You can ask for the increase of 50% of your scholarship. The detailed procedure can be found here: <http://phd.unipv.it/istruzioni-estero-dottorandi-titolari-di-borsa-di-dottorato/>

**Note:** every time you move, you should open a mission for insurance reasons.

CompMat: at least 6 mandatory months in Switzerland

Do you have any recommendations about accommodation?

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Past Ph.D. students have stayed in the following places:

- ▶ <https://viazurigo22.ch>

Is there extra money I can ask for Switzerland?[Back to the F.A.Q.s](#)

Switzerland makes also available scholarship for research purposes. Further information are available at the following link. <https://www.eda.admin.ch/countries/italy/it/home/servizi/borse-di-studio.html>. **Note:** Students must apply one year in advance; none of the current students have applied to this scholarship.

Math: at least 3 months  
in an other department

What about the Ph.D. program in mathematics?

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The students of the Ph.D. program in mathematics must spend at least three months in an external department. You can stay also in Italy.

# Food

## Where I can eat for lunch?

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The room “Sala Relax” at floor E is dedicated to lunch: there is a microwave and a cooking plate. However, there is also a canteen close to the department, that do both take-away and stay-in food.

## Where can I buy food?

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In the engineering department, close to the Math one, there is a cafeteria called “La bouvette dell’ingegnere” <https://goo.gl/maps/mumbtS496yM6NTV57>. You can also go to the canteen close to Dept. <https://goo.gl/maps/XpDshQ3XwBUSaSaZA>. There is also a supermarket, 10 minutes walking <https://goo.gl/maps/UYpDgqu4LQmojcYe9>.

## Is there any convention for the canteen?

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Yes, and you can find all the info here: [https://www.edisu.pv.it/uploads/Modalit  per%20la%20richiesta%20dei%20benefici%20EDiSU%202022\\_23.pdf](https://www.edisu.pv.it/uploads/Modalit  per%20la%20richiesta%20dei%20benefici%20EDiSU%202022_23.pdf). In practice, you should log into “Servizi online allo studente” and ask for the “Mensa a Tariffa Agevolata”. This should be done before 25th October, 2022.

## What about coffee?

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We share a coffee machine in office C27. Anybody can buy his/her own pods and do his/her own coffee.

# Duty of the students and exams

## Which are my duties as a PhD Student?

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- ▶ Within the first 18 months, you are supposed to do 30 CFU. Each attended course provides you an amount of CFU. If you also do the exam of such course, you will receive one extra CFU. If a course does not provide you CFU, use the conversion  $4h = 1$  CFU. **Note:** online courses are allowed if with exams. If you do not plan to do the exam, then to make it accepted, you need an approval of the tutor and a certification (even informal) by the course teacher certifying that the course has actually been followed.
- ▶ At the end of the academic year (you will get an e-mail) you should submit a report indicating attended course, schools, seminars, etc., attaching a copy of the certificate of attendance and possibly the final exam. The report should also contain the status of the scientific activity (status of the doctoral project, presentations held at conferences and workshops, any publications, etc.).
- ▶ At the end of the academic year you should prepare a 10 minutes presentation briefly describing the status of your research project.
- ▶ If you are a **PhD Student in “Matematica”**, you should also do at least three months of visiting at any university different from Pavia
- ▶ If you are a **PhD Student in “Computational Mathematics and Decision Sciences”**, you should also do at least six months at Università della Svizzera Italiana (Lugano).

# Life at the Department

Is there any convention for public transport in Pavia?

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You can buy UNIPASS for the whole year at a small cost: <https://pavia.autoguidovie.it/it/unipass>. Note that this year, you can have the subscription for free, thank you to “Bonus Trasporti” <https://www.bonustrasporti.lavoro.gov.it>

Where can I ask for the keys of my office

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You should ask to Adriano Italo Dappiaggi. You can find him in the office at the main entrance of the Department.

I need a room, where can I reserve one?

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You can reserve room E27 by filling this Google form: <https://docs.google.com/spreadsheets/d/1SpZFYAlrh9DQIVjKRAX1NRr4Lb197RPiW6dqRdTyjhA/edit?usp=sharing>. This is the preferred option when you have a call, or you have to talk informally with some colleagues. If you need a room with blackboard, or you need to organize a seminar, you should also reserve a room among the one available at this link: <https://euler.unipv.it/aule/>. To do so, you should e-mail Adriano Italo Dappiaggi ([adrianoitalo.dapiaggi@unipv.it](mailto:adrianoitalo.dapiaggi@unipv.it)) specifying when you need the room, and which one.

# Miscellanea

## Who made this?

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The organizers of the Welcome day 2023 are Jonathan Franceschi, Manuel Trezzi, Eleonora Vercesi, and Lorenzo Zambon. If you want to organize the Welcome Day next year, feel free to ask!

### Contacts

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