

# Guidelines for PhDigital

Updated 14/11/2022

## Study Plans

There are two moments in which you submit Study Plans throughout the same academic year:

1) *Proposed Study Plan* in November (if you are a 2nd, 3rd or 4th year student), January if you are a 1st year student).

2) *Final Study Plan* in September.

## Study plan questions

Anything you **change** in between these two periods is up to you and your Tutor and you will update PhDigital accordingly once the window for updating your study plan is September lets you modify the Final Study Plan.

Should you **no longer be able to attend a class** that you entered in your Proposed Study Plan, you will notify:

- the course lecturer immediately,
- the School in your Final Study Plan.

*Remember: should you decide not to take a course offered by the PhD program, you must withdraw from it before 30 days from the start date of the course, or it will be a fail in your transcript.*

Should you have specific questions pertaining to course credits Leah is always available.

## Safety courses

You will see these courses listed under your mandatory study plan. The wording “enrolled” is not exactly correct because you still have to enroll in these courses by visiting this website and following the instructions carefully.

<https://infostudenti.unitn.it/en/safety-training-for-students>

<https://infostudenti.unitn.it/it/formazione-sicurezza-studenti-studentesse>

## Programming courses

How to enter your programming course in PhDigital: in PhDigital it is listed under the mandatory courses but details may be entered only in the external (and therefore optional) ones. Solution: enter the details of the programming course/s under the external courses by the due date for entering your final study plan in PhDigital. Once it is validated by your PhD Supervisor Leah will validate it as the mandatory Programming course requirement.

Should you already have programming skills, please have your supervisor send Leah a message declaring that you are exempt from taking programming courses because you already have advanced programming skills. In its place, in the Study Plan feature, enter an additional external course for the same amount of credits. OR enter a course for which you provided teaching assistance. Credit equivalency for TA'ing is listed under the Teaching assistance description in the Student Handbook.

### **Teaching assistance (TA'ing)**

In order to enter TA'ing in your proposed or final study plan, please read the description in the Student Handbook under this heading. Then email Leah Mercanti CC'ing your supervisor with the following information: name of course for which you taught a lesson, title of seminar you taught, course lecturer and how many hours of teaching you did.

### **Logs**

Enter all log information in PhDigital as if it were your final entry pertaining to the item you are entering. This section is also monitored by your supervisor. Changes in logs requires IT to adjust the entries "manually".