

# Compilation instructions for PhD annual activity report

To complete the PhD annual activity report, access the QUESTIONNAIRES section from your personal page of the Segreteria On-Line.

The screenshot shows a web browser window with the URL <https://comeproduzione.esse3.pp.cineca.it/auth/studente/HomePageStudente.do>. The page header includes the BICOCCA logo and a navigation bar with 'ita' and 'eng' language options. The main content area is titled 'Welcome' and contains several sections:

- Personal Data**: Includes a 'Show details' link.
- Control Panel**: Includes a 'Hide details' link.
- Student Status**: A section for monitoring the student's status.
- Messages**: A section for viewing messages.
- Personal messages**: A table with columns 'Sender' and 'Title', currently showing 'no message'.

The 'Personal Data' section contains the following table:

Process	Status	To do
Tuition fee	Regular status	<a href="#">Show</a>
Career Plan	Not modifiable	
Exams available	0 Exams available	
Exams registration	0 Reservations	

The sidebar on the right contains a menu with the following items:

- Reserved Area
- Logout
- Change Password
- Master data
- Registrar's Office
- Internships
- Career
- Exams
- Degree
- International mobility
- Initiatives
- Mobilità internazionale
- Questionnaires
- Faculty Info

A green arrow points to the 'Questionnaires' item in the sidebar menu.

AMBIENTE DI TEST

UNIVERSITÀ DEGLI STUDI  
BICOCCA

ita eng

## Welcome

Personal Data [Show details](#) ▶

Control Panel [Hide details](#) ▼

Process	Status	To do
Tuition fee	● Regular status	<a href="#">Show</a>
Career Plan	● Not modifiable	
Exams available	● 0 Exams available	
Exams registration	● 0 Reservations	

Student Status

Messages

Personal messages

Sender [no message](#)

Reserved Area

Logout

Change Password

Altre Carriere

Questionnaires

Questionnaires

Questionnaires for didactic evaluation

Home

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Segreteria On Line

MENU

» Lista Questionari

### Page summary with filled in or fillable questionnaire

Compilazioni del questionario "RELAZIONE ATTIVITA' ANNUALE DI DOTTORATO"

The questionnaire "RELAZIONE ATTIVITA' ANNUALE DI DOTTORATO" can be filled in dal 01/08/2019 fino al 03/09/2019 once

No data  
No questionnaire has been filled in!

[New questionnaire](#)

Legenda

● = Confermato ● = Non Confermato ● = Non Accessibile

Home

In the Questionnaire there are different sections, each one dedicated to a type of activity. In order to open the corresponding section, flag in advance the activities that you want to declare.

If you forget to flag an activity and you want to fill in the corresponding section you can correct the data by going back to this page with the back button.

AMBIENTE DI TEST



Questionnaire

Fill in the questionnaire "RELAZIONE ATTIVITA' ANNUALE DI DOTTORATO"

Questions marked with an asterisk (\*) must be answered.

Current year statements

- In this report I will declare:  
- Flag the activities carried out in the academic year and you want to declare\*
- Attended Lessons
  - Seminars/Conferences/Workshops
  - Courses Schools
  - Research activities in Italy and abroad
  - Participation in research projects at UniMiB
  - None

Cancel Exit Back Forward

Home



Interdisciplinary courses and publications must not be included. They will be extracted directly from the databases.  
Remember to update BOA/IRIS regularly with new publications.

"Attended lessons" means attendance at courses organized and/or suggested by your doctoral program.



Flag "Participation in research projects at UniMiB" only if you are part of a specific finalized research group (e.g. PRIN)

At the end of the compilation, check the completeness of your answers and if necessary modify them.

Then CONFIRM the questionnaire. After the confirmation, the questionnaire is saved and can't be changed.

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MENU

» Questionnaire

### Recap of the questionnaire RELAZIONE ATTIVITA' ANNUALE DI DOTTORATO

 The questionnaire hasn't been **CONFIRMED**.  
Warning: once confirmed, the questionnaires **cannot be later modified**.

 All questions of the questionnaire have been completed.

**Confirm** Exit Print

PAGE 1

#### Current year statements

In this report I will declare:  
Flag the activities carried out in the academic year and you want to declare

Attended Lessons
Courses Schools

Change page 1

PAGE 2

#### ATTENDED LESSONS

After completing the questionnaire you have to attach the progress report of the thesis (file pdf max. 3 folders 5400 characters). This document is mandatory from the second year of studies onwards.

Phd students of the first year must check with their tutor/coordinator whether the report is required or not.

From your personal page go to the section **CAREER/Career attachments**

AMBIENTE DI TEST



ita eng

> Lista Questionari

Page summary with filled in or fillable questionnaire

Compilazioni del questionario "RELAZIONE ATTIVITA' ANNUALE DI DOTTORATO"

The questionnaire "RELAZIONE ATTIVITA' ANNUALE DI DOTTORATO" can be filled in dal 01/08/2019 fino al 03/09/2019 once

N.compilazione	Status	Year	Date	Date of confirmation
1		2019	01/08/2019 14:39:17	01/08/2019 14:42:49

Legenda

 = Confermato    = Non Confermato    = Non Accessibile

Home

**Career**

- Career Plan
- Booklet
- Career records
- Select Plan
- Didactic orientation
- Course change
- Transfer application
- Career attachments











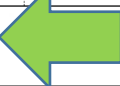
### Career attachments

Here you may upload the documents supporting the process





List of attachments

**Attachments uploaded**

Attachment type	Description	Nome file	Actions
pdf	Dichiarazioni per immatricolazione	Dichiarazioni per immatricolazione.pdf	  
pdf	Relazione sull'avanzamento del lavoro di tesi	REPORT FINE PRIMO ANNO.pdf	  

**Insert attachment** 

[Back](#) [Forward](#)

- Legend:
-  Download
  -  Modify
  -  Delete
  -  Information

[Home](#)



### Relation about thesis research activity

Describe the attached document.

Details of document

**Attachment type:\***

**Description:\***

**Attachment\***  Nessun file selezionato

[Back](#) [Forward](#)

- Legend:
-  Mandatory Field

[Home](#)