



UNIVERSITY
OF TRENTO - Italy



Dipartimento di Ingegneria e Scienza dell'Informazione

- Knowdive Group -

The Vademecum of a Knowdive member (May 2024)

Date:

Authors:

2024.05.02

Knowdive Group

© 2019 University of Trento

Trento, Italy

Knowdive (internal) reports are intended for internal use within the Knowdive group. They describe preliminary or instrumental work that must not be disclosed outside the group. Knowdive reports are the result of collaborative work of members of the Knowdive group and cannot be mentioned or cited by documents that are not Knowdive reports. Individuals listed on this page cannot be considered the authors of this report, but rather individuals who can better provide detailed information about its contents. Official, citable material produced by the Knowdive group may take any of the official Academic forms, such as Master and PhD theses, DISI technical reports, papers presented at conferences and published in journals, or books.

Revision History

Revision	Date	Author	Description of Changes
0.1	2018.06.14	Massimiliano Luca	Document created
0.2	2019.03.10	Fausto	New index
0.3	2019.03.28	Roberto	Adding content
0.4	2019.04.01	Roberto	Assembly contributions (MF, RC, AZ)
0.6	2019.06.15	Ronald	Substantial rewriting
0.7	2019.06.16	Fausto	Refinement
0.8	2019.06.22	Fausto and Ronald	Further refinement based on Fausto's requests
0.9	2019.07.4	Knowdive members	Read, studied, and suggested changes
0.95	2019.07.10	Ronald	Approval of changes
1.0	2019.07.15	Fausto	Final approval, after which continual evolution and adaptation
1.0	2020.03.23	Fausto	Overall revision, seminars, smart working, list and pdf of publications and Knowdive reports
1.1	2022.03.10	Ronald	Update Research Methodology and other minor adjustments.
1.2	2024.05.02	João	Major grammatical revisions and major formatting changes have been made. Several sections have been revamped and links have been updated.

Index

1. Introduction	5
2. Roles	5
2.1. Main Roles	5
2.2. Support Roles	6
3. Premises	8
4. Knowdive Seminars	8
5. Smart Working	10
6. Knowdive Website	10
6.1. Main pages	10
6.2. Your Personal Page	11
7. Social media	11
7.1. LinkedIn	11
7.2. X	12
8. Knowdive Documents	12
8.1. Reports	12
8.2. External Project Documents	12
8.3. Publications	13
8.4. Theses	13
9. Software Methodology	14
9.1. Development methodologies	14
9.2. Adopted Software Rules	14
10. Document Writing Methodology	14
10.1. Templates	14
10.2. Personal directory	15
11. IPR, GDPR Compliance and Participation in Projects	15
12. Knowdive Calendar	16
13. Document Repository	17
13.1. Repository contents	17
13.2. Easy Accessibility of Relevant Documents	18
14. Code repository (GitLab)	19

15.	Administration Services and Office	19
15.1.	Requesting Permission and Reimbursement for Travel	20
15.2.	Payment of Conference Registration Fees	20
15.3.	Acquisition of Materials Useful for R&D in the Group	20
15.4.	Filling Out Timesheets for Projects	21
15.5.	Uploading IRIS Technical Reports	21
16.	Arrival of a New Knowdive Member	21
17.	Daily Life at Knowdive	22
18.	Departure of a Knowdive member	24

1. Introduction

The word “*vademecum*” comes from Latin and it means “come with me”. In modern times, this term is used to refer to a handbook containing reference procedures and rules, intended to be kept always close for quickly solving doubts or issues. As such, this document contains a set of basic rules and suggestions to be followed by any member of the Knowdive Group. It is strongly suggested that any newcomer reads the vademecum as soon as they join the group.

Note that this document does not contain all the answers, nor is it its purpose to do so. Instead, this document is meant to guide a new Knowdive member to finding the documents or procedures at the level of detail necessary to solve frequent doubts and/or problems. If you still find yourself unsure after consulting this document, talk with your reference person or colleague.

Each section of this document is centered on a particular topic relevant to the group, its members, and resources. See the index.

This document is maintained by the group’s administrative assistant, who should be consulted for further clarification, when needed. This document is updated whenever necessary, but no less than once a year.

This document is located in the following folder, which contains also the previous versions of this document: [Knowdive Vademecum Versions](#).

2. Roles

To maintain clarity in the chain of command and organize the workload, the following roles are defined within the group.

2.1. Main Roles

Each member in the group is normally assigned a single main role. This role defines the main type of work of that person within the group, along with their responsibilities.

The main roles are defined as follows:

- **Coordinator:** Professor focused on creating, organizing, and implementing research and science programs for all the Knowdive members. The professor in this position has significant experience and education to ensure that Knowdive members receive the best possible opportunities.
- **Administrative Assistant:** Reference person in charge of assisting group members with all their administrative duties (e.g., travel declarations or reimbursements, timesheet filling, etc.). This role is currently not covered and the Coordinator assumes responsibility for this role.

- **Postdocs/Senior Researcher:** Postdoctoral/senior scholar that has obligations to the Coordinator, the Knowdive Group in which they are working and, eventually, the sponsor whose funds support them. These obligations are discharged through their assigned duties.
- **PhD Student:** Student responsible for working towards completion of their doctoral degree program in a timely manner. In addition to gaining expertise, a PhD student is expected to participate in internal Knowdive initiatives by contributing to the continued progress and the Knowdive group life.
- **Thesis/Internship Student:** Student responsible for working towards completion of their master's degree project in a timely manner. In addition, the student has the responsibility of ensuring continued progress of their research. Finally, they are responsible for discovering and pursuing a unique topic of research in order to construct new knowledge and apply this knowledge to existing problems and issues.
- **Senior Software Engineer:** Engineer responsible for developing or upgrading platform and application software solutions. They are experienced members of the Knowdive Group and might take a lead role in software project developments.
- **Software Engineer:** Computer whizz-kid responsible for designing and developing software solutions to meet the requirements of Knowdive programs. A Software Engineer needs to get involved with the Knowdive software platform and solutions throughout their entire active period.
- **Exploitation and Market Developer:** Since the exploitation and market development play a key role in the future direction of the initiatives and the development of strategies, this developer has specific responsibilities that include, but are not limited to, refinement and implementation of business plans, identification of prospects, and target market.
- **Visitor:** Individual who has decided to accept a visit to the University of Trento. A visitor demonstrates good academic capabilities and performance, including strong oral and written communication skills.

The present members of the group and their main roles may be found on the [Knowdive Website](#). Look for the “People” menu and, within that menu, select among the different categories of members to access a list of members in each of these categories.

2.2. Support Roles

Unlike the main roles, support roles establish additional responsibilities necessary for a smooth organization of the group. Support roles are assigned to a person in addition to the main role, and it is possible for a single member to have more than one support role assigned to them.

The support roles are defined as follows:

- **Seminar Coordinator:** Person in charge of organizing the regular Knowdive Seminars. As such, the seminar coordinator is responsible for contacting the speakers, booking the rooms, and arranging other materials necessary for the seminars (including pizza and beverages). Contact the Seminar Coordinator if you are interested in presenting your work to the group or if you have any doubts regarding the seminars.
- **Website and Social Media Coordinator:** Person responsible for keeping the group's online content updated. As such, this person is responsible for updating and organizing the Knowdive website, maintaining active social media outreach active (see Section 7 for more information), and, crucially, requesting updates from other group members to assist with these tasks. Contact this coordinator if you have any questions regarding the online presence of the group and how to update it.
- **Document Repository Coordinator:** Person responsible for maintaining the group's Google Drive ordered and easy to use. Their duties include ensuring that all members regularly update their content and enforcing relevant format/organization rules. Questions regarding the organization and best practices concerning the document repository should be directed to them.
- **Code Repository Coordinator:** Person in charge of maintaining the group's Gitlab ordered and easy to use by the members. As such, this person is responsible for asking all members to update their content there regularly and enforcing the related format/organization rules. Questions about how/where frequently to commit your code should be asked to them.
- **Software Methodology Coordinator:** a person that maintains and upholds the group's coding and development practices standards. As such, he/she is responsible for defining and making members follow an agreed set of standards for coding. Any question regarding best practices and development rules should be asked to him/her.
- **Infrastructure Coordinator:** Person responsible for managing the servers and other Knowdive hardware infrastructure. As such, they are tasked with properly managing access to the servers and keeping the available infrastructure resources aligned with the group's needs. Contact them if you have any questions regarding access or usage of servers and other hardware services not mentioned above.
- **Teaching Assistant:** Individual that provides classroom support to professors by performing teaching and teaching-related duties, including assisting lead professors in instructing and grading students. This entails assisting lead teachers in instructing and grading students. Moreover, a teaching assistant conducts group or one-to-one teaching sessions.

3. Premises

The Knowdive Group holds a permanent lease for spaces in the Povo 1 building at the University of Trento, comprising offices and open spaces. The most recent office and place assignments, as well as previous ones, may be found in the following folder: [Knowdive Office and Place Assignments](#).

Some members work in remote, e.g., in other cities, different departments within the University of Trento, or at other universities, typically abroad.

The standard furniture for each Knowdive office room is as follows:

- Equipment for each person: a desk, a chair, a chest of drawers, and a low cabinet with doors. Optional: a desk lamp.
- Equipment for each room: a hanger, a telephone, and a tall cabinet with doors. Optional: a whiteboard.

Some members of the group use Knowdive material and/or hardware. You can see details about those and their location [here](#).

For small items, such as pens for the whiteboard, you can request access to the warehouse by completing this [Request Form](#). Reach out to the Coordinator if you have any questions.

If you want to book a meeting room, Knowdive members usually do so in the Povo 1 and Povo 2 buildings. For more information on how to proceed with the mandatory booking, please check the [DISI Booking Rooms and Services](#) webpage.

4. Knowdive Seminars

Knowdive seminars are mandatory for every member of the Knowdive Group. Everyone who is able should attend them. The goal of these seminars is to teach three types of knowledge to the group members:

1. New knowledge from the speakers when listening.
2. How to make a presentation when talking.
3. How to ask questions, when listening.

Unless explicitly stated otherwise, seminars are open to anyone, including those outside the group. If a seminar is intended for internal participants only, it must be explicitly stated as such.

The rules regulating seminars are as follows:

- The seminar program is handled by the Seminar Coordinator. This includes selecting speakers, postponing/canceling seminars, defining vacation periods, coordinating the

seminar execution, sending out announcements, managing the mailing list, and other related activities.

- The seminar time and date are settled by default to every Wednesday at 11:30 European time. This time has been selected to facilitate joining from everywhere in the world.
- Seminars last one hour sharp. Participants are requested to be ready 5 minutes before the scheduled start time, while the speaker must have everything prepared for their presentation beforehand in order to not introduce any delays.
- Seminars have a remote counterpart, which is a live broadcast of the local seminar, allowing participation from anywhere in the world. Whenever possible, a conference room is booked at DISI and equipped with a screen for enabling better local participation of remote participants and to promote follow-up social discussions.
- In justifiable situations, such as when the speaker is unable to be physically present locally, which is common for external speakers, seminars may be conducted entirely remotely.
- All Knowdive members are expected to host a seminar at least once every year. The Seminar Coordinator has prepared a [spreadsheet](#) where each member is able to write down their name and topic on a given free date or on a proposed date. Please note that some of these dates may be changed to better accommodate external speakers. The following is the link to the mentioned spreadsheet:
- Since all seminars are recorded, at the end of each seminar, the speaker is asked whether they are willing to publish the recording and/or the slides on the Knowdive website. The nomenclature of the saved files is “Knowdive Seminar by <speaker> (<YYYY>-<MM>-<DD> <hh>:<mm>)” for the video and “Slides Knowdive Seminar by <speaker> (<YYYY>-<MM>-<DD> <hh>:<mm>)” for the slides. All seminar recordings and slides are stored internally in the following folder: [Knowdive Seminars Recordings and Slides](#).
- Knowdive members must ask questions regularly. It is the responsibility of the Seminar Coordinator to keep track of the number of questions each member asks. Those who ask fewer questions will be assigned to host more seminars to compensate for their lack of participation.
- Every Knowdive member is encouraged to invite external individuals to host seminars, even if the topic is not directly related to the work done within the group.
- The seminar mailing list includes the knowdive_active mailing list, plus the knowdive-seminars mailing list, which contains anybody from outside who signs up. Subscriptions and unsubscriptions from the latter mailing list are done by contacting the Seminar Coordinator.
- The Seminar Coordinator creates Google Calendar events for each seminar in advance and invites all Knowdive members, as well as subscribed external members,

to participate. Accept the event to add it to your personal Google Calendar, receive reminders, and inform the Seminar Coordinator of your attendance.

5. Smart Working

Smart working (or remote work) entails working with others while being in different locations. It is becoming increasingly important as more projects are activated with entities located abroad (such as European projects and worldwide collaborations with other universities). Additionally, the rising level of required specialization makes it difficult to find talent in our local area alone.

Therefore, it is essential to establish a set of processes and principles that empower every team member to take advantage of smart working, recognizing its advantages and mitigate its disadvantages. Clear communication and easy access to information are the pillars of smart working. Effectiveness increases when everyone knows what is expected from them and how to proceed to the next stage of their work.

A couple of documents have been created to outline the smart working methodology and provide guidance on the optimal use of everyday tools (such as emails, chats, calls, etc.) for communication among team members. These documents can be found at:

- [Smart Work Methodology](#)
- [Tools Tips](#)

6. Knowdive Website

The Knowdive website contains information regarding the group, including its research topics, projects, and members. It serves as the main platform for presenting the group to the external world.

Alongside social media channels, the website plays a crucial role in making the group's work, and your work, visible on a global scale.

The Knowdive website can be accessed at: [Knowdive Website](#).

6.1. Main pages

Group pages contain information for the group as a whole. They are categorized by their update frequency into the following main categories:

- Low frequency update pages: “Teaching”, “Research”, “Projects”, “Platforms”, “People”, and “Work with us”.
- Very low frequency update pages: “About” and “Contact us”.

The management of very low and low frequency update pages is the responsibility of the Website and Social Media Coordinator, who acts as the editor of these pages. As an editor, they will receive updates and contributions from senior members and ensure they are compiled and published.

6.2. Your Personal Page

Within the Knowdive website, each member has their own page reflecting their work and roles in the group. Each member is responsible for their own page. Personal information must be kept up to date in coordination with the Website and Social Media Coordinator.

Information that each member must keep up to date includes:

- Profile picture (mandatory)
- Brief CV abstract (mandatory)
- Knowdive main role (mandatory) and support roles
- Knowdive research area (mandatory)
- Email (mandatory)
- Digital University link (mandatory for those who have it)
- LinkedIn profile (mandatory)
- Twitter profile
- Google Scholar profile
- Top publications
- Personal website

When a member leaves the group, their personal page is removed from the “People” page and moved to the “Alumni” page. Before departing, members should register on the UniTN Alumni social network so that it is possible to link their page from their name on the Knowdive Alumni web page.

7. Social media

Social media channels are used to disseminate information related to the group and are intended to have a higher update frequency. The Website and Social Media Coordinator is responsible for maintaining these pages and keeping them alive. To enhance the visibility of the group, Knowdive members are encouraged to engage frequently and consistently with these channels.

7.1. LinkedIn

The [Knowdive LinkedIn webpage](#) serves as the primary social media channel for the Knowdive Group, and all Knowdive members are strongly encouraged to actively participate

on it. This page features seminar announcements, relevant publications and achievements, notable events, and other content. Additionally, the page is used for recruiting new members.

Knowdive members are required to be associated with the group in LinkedIn. To fulfill this requirement, they must include their current main role within the group, as well as any past roles, in the "Experience" section of their profiles. Individual publications related to activities and/or achievements associated with the Knowdive Group must be accompanied by a mention of or a tag to the Knowdive LinkedIn page.

7.2. X

The [Knowdive X webpage](#) has activity similar to the LinkedIn page but is more focused on outreach, and participation is more optional. However, Knowdive members are advised to mention the group using "@knowdive" and/or use the "#knowdive" hashtag in their posts whenever applicable.

8. Knowdive Documents

The Knowdive Group has three standard types of documents frequently used and referenced in the day-to-day work of the group.

8.1. Reports

These reports are intended for internal use within the Knowdive Group and should not be shared with outsiders unless explicitly approved by the reference person. Examples of Knowdive reports include internal copies of students' theses, documentation produced in internal projects, documentation about group platforms, feasibility studies, and more. This document itself is inherently a Knowdive report.

A summary of the purposes and scope of the Knowdive reports is provided in the text printed on their first page, which is reproduced below.

Knowdive (internal) reports are intended for internal use within the Knowdive group. They describe preliminary or instrumental work that must not be disclosed outside the group. Knowdive reports are the result of collaborative work of members of the Knowdive group and cannot be mentioned or cited by documents that are not Knowdive reports. Individuals listed on this page cannot be considered the authors of this report, but rather individuals who can better provide detailed information about its contents. Official, citable material produced by the Knowdive group may take any of the official Academic forms, such as Master and PhD theses, DISI technical reports, papers presented at conferences and published in journals, or books.

Note that Knowdive reports are exclusively found in the Knowdive document repository.

8.2. External Project Documents

These documents are produced during external projects, such as project deliverables, project proposals and similar materials.

It is important to note that by default, this type of document is intended to have limited circulation. The extent to which these documents can be shared outside the group is determined by the Intellectual Property Rights (IPR) agreements defined as part of the project (see Section 11). These documents are stored in the project document repository, which typically takes the form of a shared folder within the document repository (see Section 13). Generally, all Knowdive members have access to these documents unless specifically restricted by the project's IPR agreement.

8.3. Publications

Publications include journal articles, conference articles, PhD theses, master's theses, and any document of public value. These documents are also stored in the document repository, typically within the research folder and/or the relevant project folder.

However, it is required that every time such a document is produced, it is also stored in the University publication storage IRIS. This step is crucial for making your work visible, as the University repository is indexed by Google and Google Scholar. Additionally, this repository is the main repository used by the UniTN Digital University people repository¹.

UPLOADING papers to [IRIS](#) is mandatory. You should do this every time you submit a paper. Then, when the paper is accepted, the final version should be uploaded along with all the publication details. Please remember to check at least once a year for any backlog of papers not uploaded and address the issue.

8.4. Theses

Regarding thesis, there are some points requiring attention:

- All Knowdive theses, namely bachelor's, master's, and PhD theses, must be uploaded in IRIS.
- All Knowdive theses must also be uploaded to the Knowdive Google Drive in the relevant location within the research or project area (depending on the topic).
- When suggested, the relevant sections of the thesis must also be uploaded as Knowdive internal reports in the relevant Google Drive folder.

¹ The Digital University portal is ran using the Knowdive data integration platform and Knowledge Graph. See <https://webapps.unitn.it/du>.

9. Software Methodology

9.1. Development methodologies

The Software Methodology Coordinator is responsible for defining and making sure that everyone follows the established development methodologies to ensure the quality of the code produced and its smooth integration. A big part of our established development methodologies is currently focused on our Code Repositories (refer to the Section 14 for more details).

Some general development methodologies to keep in mind are the following:

- We use Git for version control, so please follow a [tutorial to learn how to use Git](#). This can be skipped if the user is already familiar with Git concepts.
- GitLab is our main code repository: read [basic features from GitLab](#). This can be skipped if you already have experience with any kind of hosted Git platform.
- Read about the [workflow of GitLab](#). This step should **not** be skipped, as reviewing it is always beneficial.
- Learn [how to handle parallel work on the same repository](#). This can be skipped if you already know about WIP branches and Merge Requests.
- Feel free to ask questions to the Code Repository Coordinator.

9.2. Adopted Software Rules

To minimize the time spent on dealing with different formats and learning new tools, we have established a set of “Adopted tools” that every member working in the same area should use.

This is explained in the following document: [Adopted Software Tools](#).

If you want to propose new tools, disagree with some choices, or have any questions, please ask the Software Methodology Coordinator.

10. Document Writing Methodology

10.1. Templates

We have defined templates for each of the main documents produced in the group. Their use is mandatory for anything that is not for your own personal use.

Please check the following folder for all the available templates: [Knowdive Templates](#).

If you have any questions, please contact the Document Repository Coordinator.

10.2. Personal directory

Each member should create their own personal folder (<name>-<lastName>) in the [Knowdive Members Personal Storage](#) folder.

It is mandatory that all the non-code work that you do in the group is automatically synced from your PC to this folder. This ensures we have a backup in the cloud if something happens to your personal PC and facilitates the managing/sharing of the work done.

11. IPR, GDPR Compliance and Participation in Projects

In general, the work within the group, and everything around it, is very valuable. Two main activities in the everyday life of the group are impacted by this fact:

1) Management of Intellectual Property Rights (IPR):

- Upon arrival, a new Knowdive member must sign a Non-Disclosure Agreement (NDA), which also asserts that UniTN owns the property rights of their work. This ensures the avoidance of any future contention related to the future work of the incoming Knowdive member and grants access to the work of all previous Knowdive members.
- Anything known within the Knowdive group (excluding sensitive/personal information, explained below) is accessible to everybody in the group.
- Special care must be taken when working on projects with external parties. Contacts with these external parties are always regulated by dedicated IPR agreements. During these collaborations, it is crucial not to disclose our IP to these external partners and vice-versa. Please refer to the Project Manager for more instructions on how to behave in these cases, both in general and in your specific situation.

2) Management of Personal Data

- Personal data is at the core of many Knowdive research projects. To comply with the current European privacy protection laws (GDPR), all Knowdive members working in European or certain external projects need to sign the project's code of conduct.
- Especially when working on projects that handle personal data adhere to the following general guidelines to protect your valuable work and data:
 - 1) Do not share credentials.
 - 2) Choose strong passwords and update them frequently.
 - 3) Keep the operating system and other software updated.
 - 4) Activate a password-protected screen lock.

- 5) Install software from official sources.
- 6) Avoid risky public networks and keep in mind that some actions may pose risks to data security.

For more detailed information, please refer to the specific code of conduct of the project you are participating in. When a member starts working on a new project, they will be asked to sign that project's specific code of conduct and must abide by it from that moment.

12. Knowdive Calendar

To facilitate easier coordination and collaboration, all Knowdive members with an “@unitn.it” email are required to share the work calendar provided by UniTN as part of the Google Suite. Note that members with an “@studenti.unitn.it” email do not have access to this calendar and should contact the Administrative Assistant to rectify this situation as soon as possible.

Follow these steps to share your calendar:

1. Open your calendar on a PC (this does not work on the calendar app).
2. Go to the “**My calendar**” section in the left middle part of the screen (expand if needed) and mouse over the calendar that has your name. Click on the three dots that appear and select the “**Setting and sharing**” option.
3. Scroll down and under “**Access Permissions**”, uncheck the options that make your calendar public or available to all members within the University of Trento. This removes the access of unwanted people to your work calendar.
4. Share your calendar with the group by scrolling further down to the “**Share with specific people**” section and click on the button “**Add people**”. Here, add the “knowdive_active@unitn.it” email and select the permission “**See all event details**”. This will share your work calendar with ALL active Knowdive members.
5. Start using the shared calendar to schedule your Knowdive activities as “**events**”.

If you encounter any problems with the steps above, consult the following link for more help: [Google Calendar Help](#).

There are two main categories of events that can be scheduled.

1. **Standard events**: These should be scheduled using the “Event” tab (they will be shown to the group members as “busy” or “not busy” events).
2. **Special events**: These should be scheduled using the “Out of Office” tab using one of the special event labels as the title:
 - “Seminar”: Use this label when a Knowdive member is giving or attending a seminar.

- “Conference”: Use this label when a Knowdive member is participating in a conference.
- “From remote”: Use this label when a Knowdive member is working from a location other than DISI.
- “Vacation”: Use this label when a Knowdive member is not working during weekdays.

To use Google Calendar on your smartphone, follow these steps:

1. Install the Google Calendar app.
2. Add your UniTN account to your Google accounts.
3. Synchronize accounts.

You may also request access to another Knowdive member’s calendar by searching for that person’s name on the Google Calendar webpage.

13. Document Repository

The Knowdive document repository serves as both a shared storage of knowledge produced by the group and a backup duplication mechanism for avoiding losing such knowledge accidentally. You can find it at the following link: [Knowdive Google Drive](#).

If you encounter any issues accessing the document repository, contact the Code Repository Coordinator.

The following are some key usage information about the document repository:

- All Knowdive members have at least basic access to the document repository.
- Access is granted in categories, which allows some senior Knowdive members in management roles to have access to more reserved content. This reserved content should not be shared outside of these areas.
- Some non-senior members are also granted specific access permissions if their work/roles require it. The same restrictions for sharing reserved content apply.
- To maintain the repository’s organization and ease of use, there are rules for writing or editing the content in the document repository.
- Each member should configure the auto-update feature of Google Drive to back up their content to it.

13.1. Repository contents

Of particular interest for newcomers are the following folders within the repository:

- [Research methodology](#): Here you can find videos and other materials that are introductory to the research process used in the group.

This is strongly recommended for newcomers. You may also access the website version in the following link: [Knowdive - How to Do Research Videos](#).

- [Research](#): This folder contains relevant material about the state of the art, organized by topics.
- [Projects](#): This folder contains relevant material about ongoing projects.

For more information, please refer to the following guides about the document repository:

- Document repository map: This provides a quick introduction to how the content is organized in the code repository. Access it [here](#).
- Rules and usage for the document repository: This document details the rules and correct use of the Google Drive document repository. Access it [here](#).

We are continuously working to make the Knowdive Google Drive as productive as possible. Contact the Document Repository Coordinator for any questions or suggestions.

13.2. Easy Accessibility of Relevant Documents

To ensure an easy accessibility of relevant documents and utilities, several folders have been created in the Knowdive Google Drive:

1. [Knowdive Publications](#)
 - This folder contains all publications of Knowdive members, organized by years in sub-folders and ordered by date according to the established naming format.
2. [Knowdive Reports](#)
 - This folder contains all Knowdive internal reports, ordered by date according to the established naming format.
3. [Knowdive Theses](#)
 - This folder contains all theses of Knowdive members, organized by type in sub-folders (Bachelor's, Master's, or PhD) and ordered by date due to the established naming format.
4. [Knowdive BibTeX](#)
 - This folder contains files containing BibTeX entries of relevant documents of the group for citation reuse.
5. [Knowdive Seminars Media Gallery](#)
 - This folder contains media (photos and videos) of Knowdive seminars.
6. [Knowdive General Media Gallery](#)
 - This folder contains media (photos and videos) of Knowdive events throughout the years. A subfolder is created for each event.

14. Code repository (GitLab)

Similar to the document repository, the Knowdive code repository is used to coordinate and add persistence to the development efforts of the group. As of June of 2019, the Knowdive Group has two code repositories:

- New Gitlab: This repository contains the most current code and issue tracking. You can find it in the following link: [New GitLab](#).
- Old Gitlab (deprecated): This repository contains legacy and old code and is currently scheduled to be imported to the new Gitlab. You can find it in the following link: [Old GitLab](#).

If you encounter any issues accessing these repositories, contact the Code Repository Coordinator. Note that these repositories may be IP blocked, so if you are not connecting from the university network, you will need to use the UniTN VPN to access them. You can find a short explanation of how to use the VPN in the following link: [UniTN VPN](#).

The following are some key points about the code repository:

- Not all members have access to the code repository, only those directly involved in coding do. If you believe that you should have access and you do not, contact the Code Repository Coordinator.
- Access to each code project is managed individually.
- If you need an introduction to the general architecture and function of the Knowdive developed systems, or if you want a quick start to their development process, refer to our (work in progress) Induction Kit. You can access it in the following link: [Knowdive Induction Kit](#).

15. Administration Services and Office

The Knowdive administration office has the goal of supporting and guiding all Knowdive members to comply with UniTN and project-specific regulations. This is further explained in the following subsections.

Most of these procedures will need to be activated and followed personally by an individual Knowdive member, in collaboration with the staff/offices from the university. Nevertheless, the administration office will provide guidance about the forms to use and people to contact to initiate these procedures.

Additionally, the administration office plays a key role during the arrival and departure of group members, as also detailed in the following subsections.

15.1. Requesting Permission and Reimbursement for Travel

For any trip required as part of your work in the group, the administration can provide you instructions about the procedures and forms you need to fill.

In general, the following procedure is necessary for a trip:

- **Authorization Request:** Before the trip (at least a couple of weeks in advance, but earlier is recommended), you need to declare the details of your trip and justify the reasons for it. You must explain why this trip is related to the fund which is paying it (e.g., “Wenet project meeting” or “presentation at the conference XXX of results developed in the Wenet project”). It is always better to mention explicitly the connection to the project funding the trip.
- **Reimbursement Request:** After the trip, you declare all the expenses you incurred during it. It is crucial to retain all original receipts of expenses paid and flight boarding passes to justify these expenses. These expenses will be reimbursed to you the following month, at the latest. For this step, it is necessary to actually visit the UniTN administrative offices to address any questions related to your expenses.

In general, Knowdive members are expected to organize their trips independently. If you do not speak Italian or require some kind of special assistance (for specific out-of-the-ordinary issues), you can ask the Administrative Assistant to accompany you to the UniTN office. However, it is important to note that the Administrative Assistant will only assist you in these cases. Ultimately, you are responsible for organizing and declaring your trips.

The general guideline for organizing your trip is to try to save as much money as possible (for example, buy tickets well in advance, opt for low-cost airlines, and, whenever possible, stay in student accommodations), while still maintaining a minimal level of decency. The rationale behind this approach is that the more we save per trip, the more trips we can undertake.

15.2. Payment of Conference Registration Fees

The University covers these expenses. Once your trip is approved, the easiest way is to pay them with the Department Credit Card. Ask the Administrative Assistant for support on this. Alternatively, you can pay the registration fee yourself and then request reimbursement. However, this is discouraged and disadvantageous for you. More importantly, personal payment of registration fees should not be done for conferences in Italy or organized by Italian Institutions. In case you do it, you will NOT be reimbursed.

15.3. Acquisition of Materials Useful for R&D in the Group

All new materials that you may need to buy for research or other group-related needs can be solicited through the administration office. Before doing so, ensure you have obtained written permission (an email is enough) from the coordinator or your reference person.

15.4. Filling Out Timesheets for Projects

Some Knowdive members, particularly those involved in projects, may be asked to fill out timesheets detailing their work. This process is centrally managed by the department's administration office. If necessary, you can ask the Knowdive administration office to direct you to the relevant office.

Timesheets are required to be filled out every month (even though this frequency may vary depending on the project) and should not be validated arbitrarily. The project manager will inform you when validation is required (typically on the last day of the month) and will assist you with the process.

15.5. Uploading IRIS Technical Reports

All professors, researchers, and PhD students are required to upload all their publications on [IRIS](#) using their UniTN credentials. The Administrative Assistant can help in case of questions, but first read all the information about the procedure provided on the website.

16. Arrival of a New Knowdive Member

1. Upon arrival, the Coordinator assigns a reference person to the newcomer, which can be the Coordinator himself or a senior Knowdive member.
2. The reference person will then undertake the following actions:
 - a. Provide a copy of the vademecum (this document) to the newcomer.
 - b. Provide a copy of the three-year plan to the newcomer.
 - c. Introduce the group (with the help of this document) and give the newcomer a tour.
 - d. Accompany the newcomer to the Administrative Assistant to initiate the arrival/admission procedures.
3. The newcomer provides the Administrative Assistant with all the information needed to activate their UniTN account and to prepare their NDA, namely:
 - a. Scan of the ID card.
 - b. Fiscal code.
 - c. Date and place of birth.
 - d. Place of residence.
4. The newcomer carefully reads the NDA and signs two copies. One copy is given back to them, signed by the Coordinator.
5. The Administrative Assistant assigns a desk to the newcomer in one of the available spaces for the group.
6. Administration assigns a new UniTN account/email for the newcomer, following the pattern "name.surname@unitn.it". This account is required to log in into all our

services. If there are any issues with the account, assistance can be sought from the Administrative Assistant.

7. Once the UniTN of the newcomer is created, the Administrative Assistant sends the newcomer an email with the reference person who will add the newcomer to the “knowdive_active” mailing list (which also grants access to the document repository).
8. The Administrative Assistant checks with the newcomer’s reference person whether they need access to the source code in GitLab. If this is the case, the Administrative Assistant requests a GitLab account for the newcomer from the Code Repository Coordinator.
9. The newcomer familiarizes themselves with the Group webpage. Recommended pages to read are:
 - a. “Research” webpage, to get an idea of what the group does.
 - b. “People” webpage, to get acquainted with other members of the group, also useful for the newcomer to get an idea of how to write their own personal introduction.
 - c. “Projects” webpage to view the projects in which the group is/has participated, providing an overview of the group’s general work areas and research applications.
10. The newcomer collaborates with the Social Coordinator to create a personal webpage on the Knowdive website.
11. The newcomer shares their work calendar with the group, as explained in previous sections.
12. The newcomer explores Google Drive. This is the first step towards finding out amazing stuff and contributing to the growth of the group. The newcomer:
 - a. Must create a personal folder in [Knowdive Members Personal Storage](#).
 - b. Should read the documents inside the research folder (which represent the state-of-the-art work of the group), especially for the relevant R&D areas (consulting the reference person when in doubt)
 - c. Is free to navigate through the Google Drive folders and read other documents.
13. The newcomer starts exploring GitLab if access is granted.
14. The newcomer starts working. Welcome aboard!

17. Daily Life at Knowdive

1. Work hard, have fun, and remember that “someday” is not a day of the week.
2. Within Knowdive, all knowledge is available to everybody. Specific rules are enforced when this rule cannot be applied (e.g., a project with specific rules for non-disclosure). Everybody should be ready to help and support each other, with this being quite important for newcomers.

3. In general, Knowdive members are expected to work more than 40 hours/week. You are here to learn, and learning requires time. The more you work, the more you learn, and the more you will be able to exploit this knowledge in your future endeavors. Particularly for PhD students, who need to make an impact in the increasingly competitive world of science, exceeding these hours (50/60/70 work hour weeks seem to be the norm in most cases) is often necessary to produce meaningful results.
4. When you start working on a new project, you need to sign the project's code of conduct. Refer to your senior reference if in doubt, or to the dedicated section above for more details.
5. Knowdive adopts a flexible working style. However, unless there are compelling reasons, come to work every day during the main working hours (9am–5pm). This allows for maximum interaction, exchange of ideas, and therefore learning among team members.
6. Any expected absences from the office should be notified as soon as possible using the Knowdive Calendar. While specific details are not necessary, informing whether you will be absent or unavailable is crucial for group coordination (refer to Section 12).
7. Regarding vacation, for people staying in for at least one year (e.g., PhD students, SW engineers, Postdocs, Collaborators), the general rule is that people should take 30 days/year, excluding holidays and weekends. Usually, there is one week of university-mandated vacations around the middle of August, and also a few days around Christmas. Sometimes there are other mandatory closing days during the year in which all UniTN is closed. These days should be counted as part of the 30 days of vacation. The rest of the available vacation days may be chosen, but they must always be notified to your senior reference as early as possible (disappearing without previous notice is not acceptable behavior). While the tracking and enforcement of vacation days are managed flexibly, failure to adhere to the rules or any irregular behavior will be noticed.
8. Vacation arrangements for individuals staying for short periods (e.g., visitors, master students, and internship students) are handled on a case-by-case basis, through direct communication between the individual and their senior reference.
9. Attendance at Knowdive seminars is mandatory (except for strong reasons). Seminars are a great way to learn about your fellow colleagues, understand what other people in the group are working on, and a big opportunity to learn new things. Presenting a seminar at least once a year is also mandatory. You will be approached by the Seminar Coordinator, or you can volunteer yourself.
10. Whenever you publish work (e.g., thesis, article, see Section 8), ensure it is added to the UniTN publication repository, as explained in previous sections.

11. You are required to maintain, evolve, and update your profile on the Knowdive website. This enhances your visibility outside the group and keeps other Knowdive members informed about your activities.
12. You are required to be active on the social channels of the Knowdive group. See Section 7 for more information.
13. Whenever you have relevant media (photos/videos) related to Knowdive (you decide what is relevant), create a folder in the group's media gallery folder (see Section 13). Some of these may be later used, always within Knowdive relevant websites.

18. Departure of a Knowdive member

1. Consolidate all the material you control in Google Drive. This includes deleting files, restructuring folder systems, and suitably folders and files according to group standards.
2. Save the current version of your file system (work only) in the Google Drive folder dedicated to past members activity. Find it [here](#).
3. Consolidate all the material you have worked on GitLab, ensuring proper naming, comments, folder structure, and so on.
4. If you received a UniTN PC while at Knowdive, you need to return it to the administrative assistant, ensuring it is suitably emptied of personal and relevant data. The PC will be immediately reformatted.
5. The Administrative Assistant will remove your email from the mailing list knowdive_active (which will also revoke your access from the document repository) and will notify all roles mentioned below of your departure.
6. Sign in to the UniTN Alumni social network and provide the link to the Social Media Coordinator.
7. The Website and Social Media Coordinator will proceed to remove your personal webpage from the Knowdive website and will add your name to the "Alumni" section. If you are signed up to the UniTN Alumni, they will link your name to this page.
8. The Code Repository Coordinator will revoke your access to the code repository.
9. Any of the above items can be postponed for a certain period if deemed necessary based on a proposal from the reference person and upon approval by the Coordinator.
10. Stay in touch and good luck!