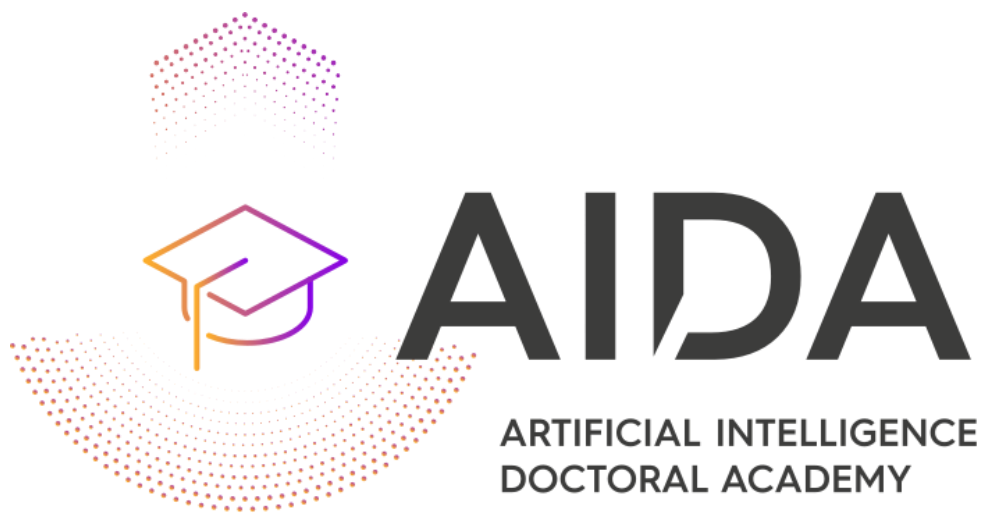


# **AIDA LECTURERS AND STUDENTS HOW TO MANUAL**



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## 1. How your University/Research Institute/Company becomes an AIDA Member

Accession of new Members (of any form) to International AI Doctoral Academy (AIDA) contains the following steps:

- a. Ask your administration to send to Prof. Ioannis Pitas (pitas@csd.auth.gr) a statement on your institution intent to join AIDA by email. If your institution/company is not an ICT48 project partner, please fill and send the 'AIDA Member application template' as well by email.
- b. The next AIDA General Assembly will decide on this and invite you (there won't be any major issues if your institution has AI activities, particularly if you are a H2020 ICT48 project partner).
- c. You will receive the filled [Multiparty AIDA accession Document](#) and the [Multiparty AIDA MoU v2.0](#) to be signed by your legal signatory and countersigned by AUTH.

## 2. AIDA Lecturers

If you are not a registered AIDA Lecturer, please follow the instructions in Section [2.1 How to register in AIDA website](#). AIDA Lecturers have three possible roles:

- a. **Offer/Manage AIDA courses.**

AIDA Lecturers are able to create/update/delete their course offers at any time. They are responsible for keeping the content of the offered course up to date at all times. Offered AIDA courses where the indicated end date supersedes the current date, will no longer be shown in the respective menus under PhD studies (short course, lecture series, summer schools)

Learn more in Section [2.2 Offer a new AIDA course](#).

- b. **Supervise AIDA Students** (to validate its status).

Learn more in Section [2.5 Accept new AIDA students that indicated you as supervisor](#).

- c. **Add AIDA Resources.**

Learn more in Section [2.6 Add AIDA Resources](#).

If you have any technical questions on anything related to either (a), (b) or (c) as detailed below, please contact [AIDA secretariat](#).

## 2.1. Register in AIDA website

If you are affiliated with one of the [AIDA Members](#) you are eligible to become an AIDA Lecturer. Please contact the [AIDA Educational Planning Committee chair](#) by email, before you proceed in the registration.

The registration procedure is the following:

- Go to [AIDA registration page](#) or visit [Home](#) and click “Lecturer” in the section “Apply to become a member” in AIDA website.
- Fill in the personal information in the forms (select your institution from the AIDA Members list, First Name, Last Name, Gender, Email, Telephone, Country, Password, Select Lecturer on User type and also upload your Resume).
- Once your registration is successfully submitted, you will receive confirmation via email and your application will be evaluated for validation. The AIDA administrator will review your application and send you an email to validate your status. For AIDA system security reasons, your status as member of staff of your University/Research Institute/Company needs to be confirmed by the AIDA representative. The [AIDA Lecturer Confirmation Template](#) can be found in the Appendix.

When all steps are completed successfully, you will be approved. Otherwise, you will be contacted by the AIDA administrator for additional details. When your registration is approved you will receive another confirmation email and you will have access to the lecturer area in the back-office of AIDA website.

**Note:** You must use AIDA Member **(University/Research Institute/Company)** e-mail addresses for the registration process and not personal (e.g., gmail, outlook) as it hinders the approval process and will lead to declining your application.

## 2.2. Offer a new AIDA course

The types of offered courses include:

- a. **Short courses/ Tutorials** typically last between 4h-16h and may optionally offer ECTS points (typical values for short courses might be 1-3 ECTS points). They can be offered any time of the year. **AIDA Tutorials** are offered by AIDA Lecturers (belonging to AIDA members) or external lecturers and typically last 2h-4h.
- b. **Semester courses** may typically be semester courses or long lecture series or web courses of a duration ~40h and offer 5-7 ECTS credits. They are larger than a short course. Semester courses are typically part of the Curriculum of your University at any level (Undergraduate/MSc/PhD). **AIDA lecture series** typically last 16+ hours and may optionally offer 1-5 ECTS. They are mostly asynchronous. In case of asynchronous lecture series, they can be open for an entire academic year (September to August), so that the AIDA students or external students can study them at their own pace.
- c. **Seasonal schools** (typically summer schools) are organized during summer usually in the format of short courses or lecture series.

**Notice:** It is up to the Host (University offering the course) to credit each course with ECTS credits and/or mark Students, or not. The respective Sender (University of the enrolled student) **many not** accept these credits per AIDA MoU.

***Before adding a new Short course (or summer school), please contact the [AIDA Educational Planning Committee chair](#) by sending her/him the attached [AIDA Course/School Application Form](#) by email and get her/his consent! There is no need to submit an application to add a new Semester course.***

In the following, an AIDA course refers to either a short course or Lecture Series/Semester course or Seasonal school, as they are treated in the same way.

Following your approval as a Lecturer, you can log in to your account with your email and password. To add a new course, enter in the Dashboard

Menu, click “Courses” and “Add New”. There, enter all the information about it using the form.

**Make sure that you have your own (or University) www page for your course**, containing a registration section for all registrants. Any special registration conditions for AIDA Students should be described therein. If you do not already have a web page, please create one.

The information regarding your course (Title, Subtitle, Course Type, Content Heading, Course Keywords, Start Date, End Date, Left Header Top, Label Text, Label Link, ECTS **(optional)**, Marking Scheme, Lecturer, Host Institution, Content and Organization, Level, Course Duration (hours), Participation terms, Lecture Plan, Schedule, Language, Modality, Notes, Course Link, Excerpt) must be entered in AIDA system after a login, as shown in the figures below.

**Selecting course type:** Choose Web Course (for Semester Course), Short Course (for Short course), and Semester Course (for Seasonal School). **Semester courses should be added to the AI PhD Curriculum.** If you have any technical questions on the AI PhD Curriculum please contact [AIDA secretariat](#).

**Adding participation terms.** Each AIDA course can have:

- a. AIDA Student registrants (from AIDA Members only)
- b. Any other registrant from outside AIDA. Those registrants will be handled directly by the Lecturer/Organizer in her/his own way and under terms to be decided solely by her/him (AIDA does not interfere on this).

**Include the following text in the form of your course in the AIDA system in the “PARTICIPATION TERMS” section:**

“If you are an AIDA Student\* already, please

- a) register in the course site (link\_to\_your\_course\_site)

AND

- b) also enroll in the same course in the AIDA system (link\_to\_AIDA\_course\_Site), in order for this course to be included on your AIDA Course Attendance Certificate.

If you are not an AIDA Student, follow only the instructions on step (a).

\*AIDA Students should have been registered in the AIDA system already (they are PhD students or PostDocs that belong only to the [AIDA Members](#) list).

This screenshot shows the 'Add New Course' form in the AIDA system. On the left is a dark sidebar with navigation links: Courses, All Courses, Add New, Categories, User Requests, Registered Users, Profile, and Collapse menu. The main content area has a top notification bar stating 'WordPress 5.8.2 is available! Please notify the site administrator.' Below this is the 'Add New Course' heading. A feedback section asks 'Are you enjoying using Members?' with links 'Yes, I love it' and 'Not really...'. The form includes a 'Course Title' text input, a 'Permalink' field with a preview URL and an 'Edit' button, an 'Add Media' button, and a rich text editor with 'Visual' and 'Text' tabs. The text editor contains the placeholder text: 'Add here a subtitle for your course that includes any important keywords.'

This screenshot shows the 'Single Course Data' form in the AIDA system. The sidebar is identical to the previous form. The main content area is titled 'Single Course Data' and contains several input fields: 'Course Type' (a dropdown menu currently showing 'Short Course'), 'Content Heading' (a text input), 'Course Keywords' (a text input with a search tip and the example 'Machine Learning, Deep Learning, Python, Pytorch, Scikit-learn (Sklearn)'), 'Start Date' (a date input), and 'End Date' (a date input). At the bottom, there is a 'Left Header Top' section with an 'Add Media' button and a rich text editor with 'Visual' and 'Text' tabs. The text editor is currently empty.

The screenshot shows a web interface for adding a new course. On the left is a dark sidebar with a menu containing: Courses (selected), All Courses, Add New, Categories, Activities, Resources, News, User Requests, Registered Users, Projects, Upcoming courses & events, Profile, Theme Option, and Collapse menu. The main content area is a form with the following fields:
 

- Label Text**: A text input field.
- Label Link**: A text input field with a small link icon on the left.
- ECTS (optional)**: A text input field.
- Marking Scheme**: A text input field.
- Title**: A text input field.
- Lecturer**: A section containing two input fields: **Lecturer Name** and **Lecturer Email**. An **Add Row** button is to the right of the email field.
- Host Institution**: A text input field.
- Content and organization**: A section starting with an **Add Media** button, followed by a rich text editor with a toolbar (Paragraph, Bold, Italic, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Table, Table of contents) and tabs for **Visual** and **Text**.

Add in the form, the link to your webpage where the registrants will be able to find with more information about how they will attend the course and/or additional course material. You will also be able to contact all the enrolled students to your course via email to notify them with any additional information.

This screenshot shows the continuation of the 'Add New' course form. The fields include:
 

- Level**: A text input field.
- Course Duration (Hours)**: A text input field.
- Participation terms**: A large text area for detailed terms.
- Lecture Plan**: A text input field.
- Schedule**: A text input field.
- Language**: A text input field.
- Modality (online/in person)**: A text input field.
- Notes**: A large text area for additional notes.
- Course Link**: A text input field at the bottom of the form.

When all the information is included and the course is ready to be published, press the button “Publish”. The basic form of your course will appear to the users as in the following image:



← Back to List

Course title

Starts on  
Ends on

Left Header Top

Label Text

LECTURER → Lecturer Name, Lecturer Email

CONTENT AND ORGANIZATION → Content and organization

LEVEL → Level

COURSE DURATION → Course Duration (Hours)

COURSE TYPE → short Course

ECTS → ECTS (optional)

MARKING SCHEME → Marking Scheme

PARTICIPATION TERMS → Participation terms

LECTURE PLAN → Lecture Plan

SCHEDULE → Schedule

LANGUAGE → Language

MODALITY (ONLINE/IN PERSON): → Modality (online/in person):

NOTES → Notes

You can find the [AIDA Lecturer duties before- after course Template](#) in the Appendix to be sent to all course organizers on what-to-do before/after each course.

## 2.3. Manage your AIDA course

The following options apply for created AIDA courses:

- **Edit your AIDA course.**

By hovering over the title of your course in “Courses”, choose “Edit” in order change or add more information regarding the course. You can save all the edits by clicking the “Update button”. View your course by clicking the “View Course” in the Dashboard menu. Choose “Quick edit” to edit some basic information.

- **View your course.**

By hovering over the title of your course in “Courses”, you will be able to find the choice “View” in order to see how the course appears to the other users.

- **Delete your course.**

In order to delete any of your courses, hover over the title of this specific course in “Courses”, and press the choice “Trash”.

- **Disseminate your course.**

Prepare an email message for course registration to be sent to AIDA list, including course content, information on the Lecturers, etc. You can find the [AIDA Course Dissemination Template](#) in the Appendix. At the end, also append the same registration/enrollment information as in your course description form. Send this message to the [AIDA email list](#) and **publicize the event using also your regular publicity channels, as you typically do for all your events.** You can, furthermore, contact [AIDA secretariat](#), so that the course will be further publicized through its own channels (depending on its available resources), and maximize registration.

### **2.3.1. Manage AIDA student enrollment**

**Important:** All students (AIDA and non-AIDA ones) should be registered in your own (or University) www page for your course, as per your standard procedures.

On top of this, AIDA Students should be enrolled in your course through the AIDA system as well, so that your course appears in the AIDA Certificate of Course Attendance (CCA).

- **User Requests.**

In this area, you will be able to see the AIDA Students enrolled in your courses. You are also able to view information like: Student ID, Student Name (and email), Course Name, Requested on (Enrollment Day), Approved by, Status and Action for any enrolled AIDA Student. You should validate the AIDA Student enrolled by confirming that the AIDA Student has completed the registration through the dedicated web link of your course in your/University system, and consider the student compliance to other particular conditions of your course (cost, limit of participants, etc.).

During the validation process, you should select one of these options at the Status of each student: Enrollment submitted, Reject, and Accept. Choose “Accept” and click “Update” to confirm the student’s participation.

- **View Enrolled Users.**

In this area, you will be able to see the students enrolled in your courses. You are also able to view information like: Student ID, Student Name,

Student Email, Requested on and Accepted on, Status, Mark, Remark, Outcome (Failed/ Passed) and Action. Change the student's status to "Participated without Mark" or "Participated (with Mark)" and mark them. If the student fails in a course, that course will not appear in the CCA.

### **2.3.2. Manage the end of the execution of your AIDA course**

At the end of each AIDA course, you have to report in the system the AIDA students that have successfully attended and finished the course (possibly participating in exams). The necessary fields to fill in are: Status (obligatory): Attended (with mark) or Attended (without mark), Mark (optional, alphanumeric, according to the course marking scheme), Remarks (optional) and Outcome (passed/failed).

### **2.3.3. Repeat an already offered AIDA course**

AIDA Lecturers are able to update and repeat their course offers at any time. Offered AIDA courses, where the indicated end date supersedes the current date, will no longer be shown in the respective menus under PhD studies (short course, lecture series, summer schools).

In order to repeat a specific, already offered, AIDA course, hover over your offered course in the Dashboard menu and choose "Clone". Edit the copied draft of your course and change the Start and End date in order to keep the offered course up to date. Click on the Publish button to re-offer the course.

## **2.4. Request certificate for delivering AIDA course**

At the end of each of your AIDA courses, you can request from [AIDA secretariat](#) a certificate for delivering AIDA course.

## **2.5. Accept new AIDA Students that indicated you as supervisor**

**Registered users:** This is the area in case you've been appointed as "supervisor" by any of your students that has applied in the AIDA system to become AIDA Student. You need to verify your students first, before

they start enrolling in AIDA courses. It would be best, for AIDA system security reasons, if supervisors enroll on the system as AIDA Lecturers, so that they will be able to verify their students, regardless if they currently offer courses or not.

## 2.6. Add AIDA Resources

There are currently two supported options for adding new resources:

- If you have AI educational materials or other resources to share that are stored in your own server, you can add them to the AIDA Resources, or
- If you have AI educational material or other resources to share and you want to store them in the AIDA Google drive you should contact the [AIDA Educational Resource Committee Chair](#) and then follow the instructions for 1.

Adding AI educational material or other resources in the AIDA Resources.

To add materials to the AIDA Resources, please follow the following steps:

- a. Register on the official [AIDA website](#)
- b. After your registration has been approved, sign in to your account on the [AIDA website](#)
- c. Once you are signed in, go to the WordPress Admin page
- d. Click on Resources from the menu on the left and then select the Add New option.
- e. Fill in the details regarding your resource. Any information regarding your new resource you would like to include (Title, Focus key phrase, Meta description, Resource Title, Resource Author, Resource Author Image) should be entered in the form.
- f. Add your resources under the Resource Fields section by clicking on the Add Row button. You can add either a link to a file (PDF, Image, or Video) if Is File is chosen, or you can add any link to your resource in the field Content.

If you are going to add a link to a file, then check the Is File field, select the type of the file in the File Type field, type the URL of the file into the File URL field and check the File Download option.

- g. In the Categories section, choose the field AIDA Educational Resource Repository. Finally, add a Featured image either by uploading an image or by using an existing image.
- h. Click the “Publish” button.

**Image Features**

Permalink: <https://aida.org/courses/image-features/> Edit

Add Media

Visual Text

Word count: 0 Last edited by admin on February 5, 2022 at 11:02 am

**Yoast SEO**

Focus keyphrase: 2D Computer vision image analysis stereo vision image registration motion estimation object tracking

Google preview: Preview as: Mobile result Desktop result

SEO title: Image Features - AIDA - AI Doctoral Academy

Meta description: This lecture overviews Image Features that have many applications in computer vision, image analysis, stereo vision, image registration, motion estimation and object tracking. It covers the following topics in detail: Convolutional (CNN) features, edge image features, SIFT, ORB, SURF, LSK, HOG, LBP feature detection and description, Gabor features, log of features, feature point matching, Image Feature Applications.

**Resource Data**

Resource Title: Image Features

Resource Author: Prof. Ioannis Pitas

**Resource Fields**

Content: `<a href="https://icarus.csdl.tugr/image-features-lecture/">https://icarus.csdl.tugr/image-features-lecture/</a>`

**Featured image**

## 2.7 Add an AIDA course in AIDA AI PhD Curriculum

The [AIDA AI PhD Curriculum](#) is a well-organized list of University semester courses that anybody (including AIDA students) may utilize to learn more about AI education. The [AIDA AI PhD Curriculum](#) consists of several subjects (domains). They can be organized in the following categories:

- AI Core subjects
- Domain-related AI subjects (e.g. AI and Media subjects)
- AI and Society subjects
- Elective subjects (from domains in the periphery of AI)

Each of these subjects is supported in different ways by various Universities worldwide. All the semester courses per domain that exist primarily in the programs of the AI4Media University partners (AIDA Members) can be viewed in the AIDA Website AIDA AI PhD Curriculum.

**Every semester course (currently on offer or not) can be added in the AIDA AI PhD Curriculum.** To add an AIDA course in AIDA AI PhD Curriculum, after following the steps previously described, for adding a new course, choose “AIDA AI PhD Curriculum” in “Course Type” and also, choose the categories in which the course should be included. The information needed for courses that are to be added to the Curriculum, is only the Title, Lecturer, Host Institution and Description.

Enrollment in courses that appear in the curriculum is not possible. Thus, if the course is currently on offer, in order to also add it to the AIDA AI PhD Curriculum, you should create a copy of this specific course which will include in its information only the Title, Lecturer, Host Institution and Description.

## 3. AIDA Students

### 3.1 Register in AIDA website

If you are affiliated with one of the [AIDA Members](#), you are eligible to register as an AIDA Student, enroll in and attend AIDA courses and get an **AIDA Certificate of Course Attendance (CCA)**, containing all the AIDA courses you have attended.

If you have any technical questions on any of the above, please contact [AIDA secretariat](#).

The registration procedure is the following:

- Go to [AIDA registration page](#) or visit [Home](#) and click “Student” in the section “Apply to become a member” in “Home” of the AIDA website.
- Fill in the personal information in the forms (select your institution from the AIDA Members list, First Name, Last Name, Gender, Email, Telephone, Country, Password). Choose in the section “User type” whether you are a PhD student or a Non-PhD student (typically Postdoc). If you are a PhD student, you also need to include your supervisor’s first and last name and their email address so for us to verify your status.
- Once your registration is successfully submitted, you will receive confirmation via email and your application will be evaluated for validation. The AIDA administrator will review your application and

send you an email to validate your status. For AIDA system security reasons, your status as member of staff of your University/Research Institute/Company needs to be confirmed by an AIDA Lecturer or an AIDA representative. The [AIDA non PhD Student Confirmation Template](#) and the [AIDA PhD Student Confirmation Template](#) can be found in the Appendix. If you have indicated a supervisor that is an AIDA Lecturer, she/he will also receive a notification via email to verify your identity and approve you as an AIDA student.

- Once your registration is approved, you will have full access to request enrolment to AIDA courses.

### **3.2. Enroll in an AIDA course**

- To enroll in an AIDA course, find the list with all the AIDA courses in the main menu of the AIDA website by clicking the option “PhD Studies”.
- There you can choose among the “AIDA Lecture Series/Semester courses offers”, “AIDA Short Courses offers” and “AIDA Seasonal Schools” to find the course you desire to attend.
- You are also able to manually search an AIDA course by inputting its Title, Lecturer or Host Institution at the search bar.
- When you spot an AIDA course of interest, click on its title for additional information. In order to enroll, you need to click the enrollment button. Afterwards you will receive a confirmation via email that your expression of interest in this specific AIDA course was successfully submitted. The Lecturer of this AIDA course will be notified about your interest in the AIDA course and validate (accept) your enrolment or reject it.
- You should enroll before the starting day of each specific course. You will be able to enroll after the starting day and before the finishing day, however your enrollment may not be validated (accepted) by the Lecturer.
- The enrollment in an AIDA course through the AIDA website may not be enough to attend the course! Check the PARTICIPATION TERMS. If the course has a dedicated link in the Host University (or Lecturer) site for your registration in this course, follow this link and register there as well.
- Once the course is over, the AIDA course lecturer will enter your successful participation and your mark (if any) in the AIDA system



and the course will appear in your AIDA Certificate of Course Attendance (CCA).

### **3.3 Request your AIDA Certificate of Course Attendance (CCA)**

Each AIDA Student is entitled an AIDA Certificate of Course Attendance (CCA).

The CCA will contain information on all AIDA courses successfully attended by the student till the date of CCA issue. CCA will contain the following entries:

- 1) AIDA Student Name, Surname
- 2) For each attended course: Course title, Host Institution, Course type, Level, ECTS, Mark, Remarks.

## **4. Access AIDA Resources**

To find all AIDA Resources, click “Resources” in the Menu of AIDA website. You can choose among “AIDA Educational Resource Repository” and “AI Excellence Lecture series repository”. You are also able to manually search an AIDA Resource by inputting any keyword related to the subject you are looking for, at the search bar in the “Resources” field.

You can also find “AIDA Email Lists” in the same menu and subscribe to any of them to stay informed.

## **5. Support and sponsor AIDA**

AIDA activities are heavily based on sponsorship. If you want to sponsor AIDA, or specific AIDA events/activities, you can send a message to the AIDA chair [Prof. Ioannis Pitas](#) and the [AIDA secretariat](#).

## 5.1 Request AIDA sponsorship for your events

If you organize an AI-related event (e.g., conference, workshop, competition, course, summer school, to name a few options) you can request for the AIDA sponsorship of your event.

If granted, you can use the AIDA logo in the event www page. This sponsorship is rather a seal of event quality, rather than financial assistance of your event.

- In order to request AIDA endorsement/sponsorship of an event, you should fill this [application form](#) and send it to [AIDA Dissemination Committee Chair](#) for internal AIDA decision making.
- The Chair communicates the decision to a) you and the b) AIDA secretariat. You can send once a sponsored event message to the AIDA email list.
- The AIDA secretariat posts the event in <https://www.i-aida.org/ai-conferences-workshops/> for better event promotion.

## 6. Understand AIDA terminology

**AIDA Full Members** (acronym AIDA Members): Universities from European Union (EU) or Associated Countries having PhD studies on AI that will be invited to and will sign this MoU. Founding AIDA Members are AIDA Full Members.

**AIDA Associate Members:** International Universities from other countries than EU or Associated ones, having PhD studies on AI, which will be invited to and will sign this MoU.

**AIDA Research & Industry Members:** Research Institutions or Companies with AI activities that will be invited to and will sign this MoU.

**General Assembly (GA):** It is the highest AIDA governing body consisting of one Representative of each Full Member.

**Management Board:** It consists of 5 Full Member Representatives and manages AIDA operations.

**Chair:** She/he is the Management Board member, which chairs AIDA General Assembly, Management Board and Research and Innovation Board.

**Research and Innovation Board:** It consists of international AI research and industry experts and advises AIDA on research and industrial innovation.

**Sender:** AIDA member of any type sending Students or staff to attend AIDA Education and Training Activities.

**Host:** AIDA member of any type organizing an AIDA Education and Training Activity. A Host should be a Full Member or Associate Member, when it comes to courses to be credited.

**Student:** PhD students/candidates or postdoc researchers belonging to any AIDA Sender.

**Lecturer:** Academic/teaching personnel of any AIDA Member or Associate Member that: a) offers a course open to AIDA Students and/or b) is supervisor/mentor of an AIDA Student.

## 7. Stay informed

### Mailing lists:

AIDA related courses/events/lecture series etc. are disseminated in the **International Artificial Intelligence Doctoral Academy mailing list**. Information on how to subscribe can be found [here](#).

In addition, you can also subscribe in the moderated [CVML list](#) (managed by AUTH) to get job offers, conference posts, call for papers and other news related to Computer Vision and Machine Learning.

### Get involved:

- [Facebook](#)
- [Twitter](#)
- [Linkedin](#)
- [AIDA YouTube channel](#)
- [AIDA Slack channel](#)



## **Appendix**

### **AIDA Lecturer Confirmation Template**

Dear AIDA Lecturer,

for AIDA system security reasons, your status as member of staff of your University/Research Institute/Company must be confirmed.

Therefore, please ask your AIDA representative to reply to us asap by email and include (or edit, if needed) the following text in her/his reply:  
“

a. I confirm that (name/email) is Professor/Associate Professor/Assistant Professor/Lecturer/Post

doc researcher/other (specify) at our University/ Research Institute /Company.

b. I do not have any objection that she/he becomes AIDA Lecturer.

“

Her/his prompt reply is very important so that we confirm your status as AIDA Lecturer for the security of the AIDA web system. If the status is confirmed, her/his reply will be stored in the AIDA system in your electronic record.

### **AIDA non PhD Student Confirmation Template**

Dear AIDA Student (Postdoc),

for AIDA system security reasons, your status as member of staff of your University/Research Institute/Company must be confirmed.

Therefore, please ask your mentor (if she/he is an AIDA Lecturer) or, otherwise, your AIDA representative to reply to us asap by email and include (or edit, if needed) the following text in her/his reply:  
“

a. I confirm that (name/email) is Post doc researcher at our University/ Research Institute /Company.

b. I do not have any objection that she/he becomes AIDA Student.

“

Her/his prompt reply is very important so that we confirm your status as AIDA Student for the security of the AIDA web system. If the status is confirmed, her/his reply will be stored in the AIDA system in your electronic record.

## **AIDA PhD Student Confirmation Template**

Dear AIDA PhD Student,

for AIDA system security reasons, your status as a PhD student of your University/Research Institute/Company must be confirmed.

Therefore, please ask your PhD supervisor (if she/he is an AIDA Lecturer) or, otherwise, your AIDA representative to reply to us asap by email and include (or edit, if needed) the following text in her/his reply:

“

a.I confirm that (name/email) supervised by (name/email) is a PhD candidate at our University/ (or is a PhD candidate at University ??? and works at Research Institute/Company).

b.I do not have any objection that she/he becomes an AIDA Student.

“

Her/his prompt reply is very important so that we confirm your status as AIDA Student for the security of the AIDA web system. If the status is confirmed, her/his reply will be stored in the AIDA system in your electronic record.

## **AIDA Course Dissemination Template**

??? University organizes an online AIDA short course on “???” offered through the International Artificial Intelligence Doctoral Academy (AIDA). The purpose of this course is to overview the foundations and the current state of the art in ???

This short course will cover the following topics:

– ???

– ???

The targeted applications will be in ???.

**LECTURER:** - ???, email: ???

**HOST INSTITUTION/ORGANIZER:** ???

**REGISTRATION:** Free of charge???

**WHEN:** ??? 2022 from ??? to ??? CET

**WHERE:** Online???

**HOW TO REGISTER and ENROLL:**

Both AIDA and non-AIDA students are encouraged to participate in this short course.

If you are an AIDA Student\* already, please:

Step (a) register in the course by following the Course Link ??? AND

Step (b) enroll in the same course in the AIDA system using the button below, so that this course enter your AIDA Course Attendance Certificate.

If you are not an AIDA Student do only step (a).

\*AIDA Students should have been registered in the AIDA system already (they are PhD students or PostDocs that belong only to the AIDA Members listed in this page: <https://www.i-aida.org/about/members/>)

Prof. ???,

Email ???

## **AIDA Lecturer duties before- after course Template**

Dear Prof. ???,

before the start of your course, please log in your AIDA course in the AIDA www system go to the “User requests”, find your course and:

- a. accept (enroll) the AIDA Students
- b. define ECTS for the course (if any).

After the end of your course:

- c. go to ‘View enrolled students’ your course and, if they passed the course, change their status to ‘Participated without mark” (or ‘Participated with mark” and mark them) or ‘Failed’
- d. inform us on the number of non-AIDA students and AIDA students that attended/passed.

Please note that these procedures are VERY important for AIDA (reporting and issuing AIDA certificates).

Thank you in advance.

