



**POLITECNICO
DI TORINO**

Area Gestione Didattica
Servizio Formazione Superiore

IL RESPONSABILE
Ufficio Formazione di III livello
Chiara Lauritano

To PhD candidates
of 32nd and 33rd cycle

Torino, 5 July 2018

Subject: New procedures for the increase of the scholarship

Starting from July 2018 doctoral candidates of 32nd and 33rd cycle shall use **only the platform Cruscotto** for the request and the authorization of the increase of their scholarship (50%) during mobility periods spent abroad.

The procedure is the same already in use for all activities outside Politecnico.

Here attached you can find an overview.

From July 2018 doctoral candidates of 32nd and 33rd cycle shall not submit the paper form to ScuDO. The procedure with paper form remains for doctoral candidates of 31st cycle.

Doctoral candidates who at present are carrying out their mobility and are already receiving the increase of the scholarship shall not ask for a new authorization for this period.

Please note that all doctoral candidates shall upload in the page "External Research Activities" all activities carried out outside Politecnico, in Italy and abroad.

We remain available for any clarifications on this subject.

Best regards,

The Doctoral School manager



ANNEX

Asking for the increase of the scholarship Only for 32nd and 33rd cycle

Page “External Research Activities”

Step 1) – before your departure

- Doctoral candidate upload data on the mobility period
- The Coordinator validates the activity and the period

BE AWARE THAT:

After the validation by the Coordinator, the period cannot be modified.

Ask for the validation only when you know exactly the dates.

The increase of the scholarship will be credited starting from the first date of mobility (not before the departure) and the procedure is fully automated, you do not need to ask for the authorization with excessive advance.

ScuDo Dashboard - Table of external research activities

Denomination	Venue	Institution	Period	Authorization date	Certificate date	Validation date
Research activity as a visiting PhD student at the Aalborg University (Denmark)		DANIMARCA - Aalborg	Aalborg University	15/2/2018 - 15/7/2018		Autorizza

Add an External Research Activity

Step 2) – after your return

- The doctoral candidate upload a report on the activity carried out, (given or countersigned by the scientific responsible he/she had worked with).
- The Coordinator validates the activity carried out and the exact period.

An automatic counter (field “exact days”) sums up the different mobility periods up to the maximum of 18 months (i.e. 540 days according to standardized 30-day month).



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ScuDo Dashboard - Table of external research activities

ITA|ENG

PhD candidate details Training Activities External Training Activities External Research Activities Publications **Albo**

Denomination	Venue	Institution	Period	Authorization date	Certificate date	Validation date
No data available in table						

Add an External Research Activity

Denomination

Country City Institution

Start date End date Days Total points

Add an External Research Activity