



ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR



DOCTORAL CANDIDATE SURVIVAL GUIDE

Before You Start

35th cycle

A.Y. 2019/2020

SCUOLA DI DOTTORATO
POLITECNICO DI TORINO

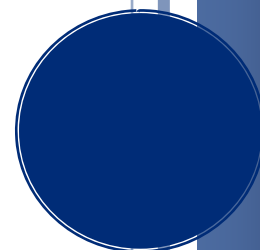
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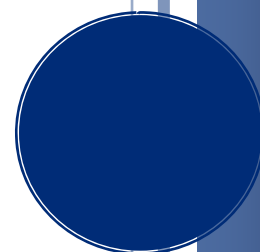
<http://dottorato.polito.it>

Opening hours: Monday to Friday - 08:30/12:00



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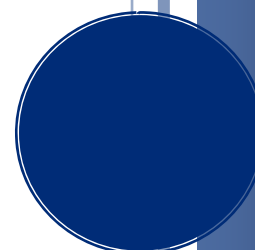
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1. PHD AT POLITECNICO

1.1 The doctoral research programme in Italy

The doctoral programme (Ph.D) is a 3-years programme meant to provide candidates with a high level of scientific and technical culture and an appropriate research methodology.

PhD candidates, together with their supervisor(s), are required to define a training and research programme and to develop it through high level education courses and personal research activities.

At the end of the programme, after the submission of the final thesis, its peer-review and its final dissertation, the candidate is awarded with the doctoral degree, the highest level of education.

Three are the main career prospects for a so-called "Doctor of Philosophy" -PhD- :

- **academic:** having a PhD is the first step towards the University career;
- **active researcher** in industries and dedicated centers : the doctoral experience should give an innovative research approach through the skills and competences developed in the programme;
- **manager** in high technology industries: thanks to the sensitivity for researchers' role into the industrial field and the ability in managing innovation.

1.2 Doctoral School

Since 1999, Politecnico di Torino established a specific structure devoted to doctoral studies: the Doctoral School.

The cultural and professional contents of the doctoral courses are presented on the web-page (<http://dottorato.polito.it>).

PhD Programme is grouped into four main areas:

- Civil Engineering and Architecture
- Information and Communication Engineering
- Industrial Engineering
- Physical, Chemical and Mathematical Sciences for Engineering

The main aim of the Doctoral School is to

manage the complex system of the new University educational programme and to establish a link between the Academia and the other components of society, such as the production and enterprise field, public and private bodies, culture and work forces that are attracted by the crucial role of high level education and research.

The aim of the Doctoral School is then to manage and harmonize the different doctoral courses, their educational and cultural activities, as well as to control the quality of doctoral courses and to promote the strategic choices regarding the doctoral courses. As a matter of fact, doctoral candidates play a relevant role for scientific research.

1.3 Educational Activities

The School offers about 200 third level (highest educational level) courses, also providing a databank that can be looked up online, thus allowing candidates to choose between a wide range of courses for their educational plan (see chapter 4). In addition to that, several excellence courses given by scientists of international reputation are organized each year.

Four main areas:

- **Civil Engineering and Architecture**
- **Information and Communication Engineering**
- **Industrial Engineering**
- **Physical, Chemical and Mathematical Sciences for Engineering**

Each candidate works under the supervision of a professor (tutor or supervisor), cooperating with him/her, thereby learning research methods and techniques. This means that each and every candidate is assisted by a faculty member, who allows him / her to learn how research is carried out in that field, but also to cope with the most interesting themes and to get in touch with the international scientific community of his/her specific field of study as well.

2. ENROLMENT IN THE DOCTORAL SCHOOL

Once the applicant has resulted shortlisted to the PhD position (with or without the scholarship), these further steps are to be followed.

2.1 On-line enrolment

from 3rd October 2019 to 31st October 2019

After having secured the PhD position, both shortlisted applicants from the first (spring) or second (summer) session of the call shall enrol via the [Apply on-line procedure](#).

If your name on the published ranking list has asterisks, it means that you are eligible under condition.

You have to fulfil them by the due deadlines:

Please note that during the procedure you will be asked to **pay € 9,53** as the **completion of the administrative fees** due for the first year of the PhD.

Deadlines for the fulfilment of the conditions		
asterisks	condition	due by:
*	<u>Not graduated yet</u>	31st October 2019
**	<u>English language certificate</u>	31st October 2019

At the end of the online enrolment procedure the applicant has to **choose and set an appointment (date and time)** to come at the Doctoral School to finalize the enrolment procedure through the identification and document verification.

2.2 Finalization of the enrolment

The last date available to come at Doctoral School for proceeding with the **identification and document verification** procedures is

6th November 2019.

The **candidates needs to come with the following documents**, as provided for in the [call for admission](#) (art. 5):

- Photocopy of a valid identification document**, duly signed;
- Photocopy of the Italian Social Security Number (Codice Fiscale);**
- Original hard-copy of the English language knowledge certificate**, obtained by 31st October 2019;

in addition:

for those candidates who obtained the II level (M.Sc.) title abroad:

- ⇒ Original **hard-copies of M.Sc. Degree certificate** and **transcript of records** with marks, written in one of the languages listed in the [call for admission](#) (art. 5, paragraph 4);
- ⇒ Original **hard copy of GRE® General Test**, submitted during the application, unless you selected PoliTo as score recipient during the exam or afterwards on ETS website.

for those candidates who were awarded a II level (M.Sc.) title by an Italian institution after the closure of the competition and applied for admission under condition:

(see [call for admission](#) art. 12, paragraph 2.):

⇒ **Certificate or self-declaration of M.Sc. Degree completion**, with grade, date and place of obtainment (written using the draft in attachment 3 of the [call for admission](#))

TBN: The title is valid only if awarded with a minimum mark of 95/110; the failure to provide the required document shall entail the loss of the right to enrol.

The finalization of the enrolment at Scudo office ends with the issuance of the **student number**.

With this document, along with a valid identification document you shall go to the Central Student Office for the delivery of the student card

 **FOR FOREIGNER CANDIDATES:**

to be able to complete the on-line enrolment you should have a valid Italian Social Security Number (Codice Fiscale).

You can ask it to the embassy or to the Agenzia delle Entrate.

You should have it by 31st October 2019 at latest.

DOCUMENTS REQUIREMENTS

for FOREIGNER CANDIDATES:

1) Italian Social Security Number (*Codice Fiscale*).

Who? You can ask it to the **embassy** or to the **Agenzia delle Entrate**.

When? You should have it by **31st October 2019** at latest.

What for? Necessary **to proceed with the on-line enrolment** ▶ see Sect.2.2 (p. 5).

In general, it allows you to get access to all the Italian social and health services

2) Residence Permit (*Permesso di Soggiorno*) - for non UE-candidates.

Who? You can ask it to the *Questura Offices*.

When? You have to **send it via e-mail to ScuDo** (scudo@polito.it) no later than **June 2020**.

Failure to receive the residence permit by that time involves the **career blocking**.

⇒ For any **additional info** please contact the PoliTo's **Foreign Citizens Office** at foreign.citizens@polito.it

ITALIAN ADDRESS update

for FOREIGNER CANDIDATES:

As fast as you finalized your enrolment, you should **update your Italian address** by means of the *Portale della Didattica* / Teaching Portal, as depicted below.

The image shows two screenshots of the Politecnico di Torino Intranet.
Screenshot 1: Shows the login page for 'www.polito.it'. It has a 'Login with digital certificate' button and a 'Login with username e password' button. The email field contains 's111222@studenti.polito.it'. An orange arrow points from the 'Login with digital certificate' button to the 'Portale della Didattica' icon in the next screenshot.
Screenshot 2: Shows the 'SERVIZI DISPONIBILI' (Available Services) section of the Intranet. The 'Portale della Didattica' icon is highlighted with an orange box. An orange arrow points from this icon down to the 'Segreteria online' section in the next screenshot.
Screenshot 3: Shows the 'Segreteria online' section. The 'Consultazione dati e aggiornamento indirizzo' (Consultation of data and address update) option is highlighted with a blue box. It shows the user's name '111222' and 'Nome Cognome Codice fiscale'. Below it, there is a dropdown menu with '241762' selected. To the right, there are sections for 'Tasse e pagamenti' and 'Certificati'.

3. FEES, SCHOLARSHIP AND TAXATION

3.1 Fees structure

As stated the *tuition fee guide* (https://didattica.polito.it/tasse_riduzioni/Guida_tasse_19_20_en.html) **all doctoral candidates**, either they are recipients of a scholarship or not, **have to pay the annual amount** for the "extra-Politecnico" costs:

Fees outside PoliTo competence	
Regional tax for the University Education right (Edisu)	140 €
Enrolment revenue stamp	16 €
Premium for accident insurance	3,53 €
Total amount	159,53

Being yearly fees, the above amount shall be paid each year.

For the first year, the payment is carried out along the enrolment procedure.

For the following years, the yearly fee has to be paid as part of the requirement for the enrolment to the following years

It is possible to ask for a reimbursement of the regional tax provided by EDISU ► [see \(p. 13\)](#) .

3.2 Scholarship and fellowship

PhD candidates may benefit from PhD scholarship, research fellowship, grants for single research activities etc.

The **PhD scholarship** lasts **three years** under condition that the PhD candidate has fulfilled the requirements necessary to be admitted in the subsequent year, as verified by the relevant Academic Board.

▲ **REMINDER: upload your Bank Account details on "Portale della didattica"**

To be able **to get the monthly scholarship**, as soon as the PhD Candidate has finalized the enrolment they have to **communicate their IBAN code** onto the webpage: *Teaching Portal* >> *Segreteria On-Line* **through the on-line procedure** as illustrated in the following page ► [see \(p. 10\) for the tutorial](#) .

At any time, candidates can waive the scholarship without dropping out the PhD programme, but they will have to pay the annual fee for the current year anyways.

3.2.1 PhD scholarship

PhD Scholarship: 1391,93 €/month
(for three years)

The gross annual amount of the scholarship is Euro 18.855,45 including pension contributions charged to the recipient.

The monthly net amount is **1391,93 €/month** and it is paid at the end of each month.

50% scholarship INCREASE for
international mobility
(scholarship holders only)

3.3 Taxation

Neither income tax, nor personal income tax (IRPEF) is levied on scholarships or research fellowship; therefore, no income tax certificate (CUD) can be issued for these amounts.

Though exempted from payment of income tax, **the doctoral candidate who receives a scholarship is recognised as an independent fiscal subject** for the purpose of income declarations (ISEE).

3.3.1 Social security / pension contribution (INPS*)

The scholarship or research fellowship is subject to the payment of social security INPS contributions, two third of which are charged at the expenses of Politecnico di Torino and one third is covered by the recipient.

The amount charged on the PhD candidate is directly deducted from the gross amount by PoliTo and transferred to the "separate management / *gestione separata*" of INPS.

This is why it is necessary for each new PhD candidate to register oneself to the "separate management" of INPS.

*INPS : Italian Social Security Institute — *Istituto Nazionale di Previdenza Sociale*

3.3.2 Registration to the separate management/*gestione separata* INPS

Once the PhD candidates have finalized their enrolment obtaining the student number, they have to register to the INPS separate management / “*gestione separata*” on the [INPS webpage portal](#), following these steps:

1) INPS PIN request:

Firstly you need to create your personal profile on INPS portal asking for an authentication PIN. To do so, you need to fill in the on-line forms with all your personal information. The most important are:

- ⇒ Italian Social Security Number (Codice Fiscale);
- ⇒ Residence address;
- ⇒ Telephone number;
- ⇒ E-mail address;

At the end of the procedure, the first part of 16-character PIN will be forwarded you either by e-mail or SMS; the second part will be sent to your residence address;

2) Finalization of the INPS authentication

Once obtained the complete 16-character PIN, you may access the portal at [this page](#) and you will be request to change your PIN

3) Registration to the separate management / *gestione separata*

Once logged in, you may access your personal page (“*bacheca*”) and look among the services the one called “*Domanda d’iscrizione alla Gestione Separata*”

► **see p. 11 for the tutorial.**

Once notified your successful registration you should be able to print out an official

document with a protocol number to be sent or hand in to the Doctoral School office.

▲ **From myINPS personal page you can keep track of the INPS contributory situation.**

Print and deliver to ScuDo Office the official document stating the successful registration at “*gestione separata*”

IBAN code communication → <https://idp.polito.it/idp/x509mixed-login>

1

POLITECNICO DI TORINO

INTRANET

Access to www.polito.it

ITA/ENG

Home > Servizi disponibili

SERVIZI DISPONIBILI

Webmail

Portale della Didattica

Contatti - Emergenza - Privacy

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P.IVA/C.F.: 00518460019

2

La mia didattica Segreteria online Materiale Lingue Curriculum Stage job Tesi Account Ticket Posta 19

111222
Nome Cognome
Codice fiscale

Area dell'INGEGNERIA
Dottorato di ricerca in
INGEGNERIA INFORMATICA E DEI SISTEMI
Ultima iscrizione
2016/2017
Situazione carriera
ATTIVO
Materiale da dipendente/docente:

Consultazione dati e aggiornamento indirizzo
Accedi al riepilogo della tua carriera, ai piani di studio, programmi di mobilità e ai dati personali della carriera relativa alla matricola 241762.

Tasse e pagamenti
➔ Procedura per l'indicazione della modalità di pagamento con cui verranno corrisposti tutti i compensi erogati dall'Ateneo.
➔ Richiesta di riduzione tasse
➔ Pagamento tasse
➔ Collaborazioni studentesche

Certificati
Certificati matricola 241762
➔ Stampa certificati
➔ Ristampa certificati già prodotti
➔ Stampa movimenti conto corrente virtuale
➔ Stampa autocertificazioni

Esami
➔ Consultazione e prenotazione esami
➔ Valutazioni provvisorie

Compila il piano carriera / carico didattico
Puoi già compilare il tuo piano degli studi!

Laurea ed Esame Finale
➔ Aggiorna adesso il tuo CV
➔ Iscriviti all'esame finale

3

Dati Pagamento

ITA ENG



- The means of payment that you choose will be used by Politecnico di Torino for all the grants and scholarships that will distribute to you
- If your bank account is not Italian, please contact the office in charge
- The means of payment 'Per cassa presso sportello bancario' (Cashier's desk) is available only for payments below €1.000

Methods of payment

Bank account

IBAN:

Payment reference code

In the name of:

MARCO

WARNING! The recipient of the payment must be the holder or the joint holder of the bank account

Submit

REGISTRATION to INPS “Gestione Separata”

Once obtained the final 8-character PIN, you may access the portal at [this page](#) and you will be request to log in to your personal page (“*bacheca*”).

The image shows two screenshots from the INPS portal. The left screenshot shows the login page with fields for PIN, SPID, CNS, and Codice Fiscale. An orange arrow points from the 'Accedi' button to the right screenshot. The right screenshot shows the 'Prestazioni e servizi' page with a search bar containing 'GESTIONE SEPARATA'. An orange box highlights the search results, including 'Domanda d'iscrizione alla Gestione separata'.

Click on “all the services” (“*tutti i servizi*”)

On the page “*Prestazioni e servizi*” type “**GESTIONE SEPARATA**” in the search engine.

Iscrizione alla Gestione Separata

ARTICOLO 2, COMMA 26, DELLA LEGGE 8 AGOSTO 1995, N. 335

SELEZIONE BENEFICIARIO DOMANDA

Soggetto per il quale effettuare l'iscrizione alla Gestione Separata

se stessi altro soggetto

AVANTI ANNULLA

Select from the list “*Domanda d'iscrizione alla Gestione Separata*” and follow and fill in the following forms. Please check the “*Manuale Utente*” for detailed instructions;

In the section “registration type” - “**tipo di iscrizione**” choose “*Parasubordinato*” and go on filling in the required information as depicted below:

TIPO ISCRIZIONE

Nessuna iscrizione per il soggetto | XXXXXXXXXX avente codice fiscale: XXXXXXXXXXXXXXXX

Vuole procedere con l'iscrizione come:

- parasubordinato

- professionista

MODULO PARASUBORDINATO

Data (gg/mm/aaaa): [] [] [] [] [] [] [] []

DATI AGGIUNTIVI

Telefono: [] [] [] [] [] [] [] [] [] []

Cellulare: [] [] [] [] [] [] [] [] [] []

Email/PEC: []

Once notified your **successful registration** you should be able to print out an **official document with a protocol number** to be **sent or hand in to the Doctoral School office**.

4. STUDENT'S SERVICES

PhD candidates are entitled to facilities on some services provided by POLITO or other institutions such as:

- **EDISU:** Regional Agency for the Right to Education of Piedmont, has been created to foster the access and attendance to university studies in favour of capable and worthy students although without economic means.
- **CUS:** Turin University Sports Center is the body that provides sports services to students, professor and university workers.

4.1 Edisu scholarship and housing service

To know if you meet the economic requirements to apply for a EDISU-scholarship, the candidate must compulsorily apply for ISEE Certification at an Authorized Fiscal Assistance Center (CAAF), or directly by the citizen, in possession of the device PIN, by connecting to the INPS website.

The ISEE (Indicatore della situazione economica equivalente) is a certificate that allows to measure the economic condition of families in the Italian Republic.

▲ DOCTORAL CANDIDATE MUST NOT APPLY FOR THE ISEE UNIVERSITY CERTIFICATE, called also ISEE-U

For the services connected to the PhD courses the general rules of the standard ISEE will be valid, with the warning that it is possible to choose a small family unit (nucleo familiare ristretto) compared to the ordinary one.

For the international candidates ISEE declaration can be produced by Centres for Tax Assistance (CAF) providing following documents:

- Ad hoc certificate or declaration on plain paper issued by competent authorities in the foreign country where the income is generated, accompanied by a translation of the document in Italian. However, in case the former was difficult to obtain,

also a declaration issued by Italian diplomatic or representative offices, legalized by the Prefecture, is accepted. Those certificates shall provide information on the family composition, movable and immovable property and income generated in the foreign country;

- If necessary, the official certificate indicating the concerned person as formally stateless or as a political refugee, issued by Italian Minister of Internal Affairs or United Nation High Commission's Italian office. Economic condition of those candidates shall be evaluated only on the basis of the income generated and property possessed, if any available, in Italy.

The amount of the EDISU-scholarship is diversified according to the following types of students:

- **In sede:** who have the residence in the municipality where it is based the PhD programme
- **Pendolare:** who have the residence in a municipality other than that in which the course of study is based, which can be reached by public transport within 60 minutes.
- **Fuori sede:** who have the residence in a municipality other than that in which the course of study is based, which can not be reached by public transport within 60 minutes.

▲ ONLY "FUORI SEDE" STUDENTS CAN APPLY FOR THE HOUSING SERVICE AT THE EDISU RESIDENCES

Who is it for?

PhD students who do not benefit from the scholarship granted by the University on ministerial loans or from public and private institutions, who meet certain requirements, can apply for the EDISU-scholarship and, if "fuori sede", the housing service

<https://www.edisu.piemonte.it/en>

4.1.1 EDISU REIMBURSEMENT

For doctoral candidates, Edisu provides **refund** of the regional tax (**140 Euro**) upon having presented the **request form application** provided by **Edisu**.

The access to the reimbursement depends on each candidate's economical situation. The latter is measured through the "ISEE" indexes:

- ⇒ "*ISEE per Corsi di Dottorato*" for Italian candidates;
- ⇒ "*ISEE Parificato*" for non-Italian candidates (both EU and extra-EU residents).

Generally the application phase last from January to July.

Please check carefully the following links to get the whole information about the regional tax reimbursement:

<https://www.edisu.piemonte.it/en/services/scholarships-and-other-grants/regional-fee-right-university-education>

4.2 Food services

Who is it for?

The food service is open to all Italian and foreign PhD students registered for the academic year 2019/2020

Food service consist of canteens and substitute canteen's services by retailers who have an agreement with EDISU.

The service is with fees. There are 5 discounted and 1 full fares.

The fares applied (full or reduced) are differentiated according to economic conditions of the student.

To access to **Full Price bracket** you have to go to a University Restaurant or a restaurants' alternative services and show the smart card. Smart Card has electronic **rechargeable purse** for meals' payment. Smart Card must be refilled periodically at any Smart Card recharge spot. No-recharge or less credit than meal's fee prevents Students from having lunch (or dinner). Recharge **may be done with amounts of (euro) 5,00 - 10,00 - 15,00 - 20,00 - 25,00 - 30,00 (maximum rechargeable)**.

To access to **reduced price bracket**, PhD students who meet the economic requirements must fill out the online request form logging into [Online Services](#). You can do it whenever you want, but not before the enrollment to University.

If you applied for EDISU scholarship, the request for food services is already included!

After having applied, it is necessary to update your Smart Card at the updating points of EDISU canteens or at EDISU's student offices, in order to take advantage of reduced fees, before using Canteens Food services.

4.3 Mobility and cultural initiatives

PhD candidates will benefit from discounted prices on their travel ticket, bike-sharing subscription and Museum pass.

https://didattica.polito.it/iniziativa_mobilita_en.html

WHAT YOU ARE, TAKES YOU FAR

For more information, contact the Doctoral School by the Ticketing assistance service:

students and graduates from Politecnico: login from your personal page selecting "Ticket"- topic: "Doctoral School – PhD admissions"

students and graduates from other universities: link at https://didattica.polito.it/segreteria/contatta/it/Segreteria_generale.html and chose the option "External users - Guest".

Useful links:

Doctoral School:
<http://dottorato.polito.it>

Third level courses:
<http://dottorato.polito.it/en/courses>

First and second level courses:
https://didattica.polito.it/offerta/index_en.html

STARTING COURSES
http://dottorato.polito.it/en/course_starting

Politecnico di Torino useful links:

Home page:
<http://www.polito.it/index.php?lang=en>

Map:
<http://www.polito.it/ateneo/sedi/>

Fee regulations:
https://didattica.polito.it/tasse_riduzioni/Guida_tasse_19_20_en.html

International Students:
<http://www.polito.it/ateneo/internazionalizzazione/index.php?lang=en>

Foreign languages centre (CLA):
https://didattica.polito.it/cla/en/about_us

EDISU:
<http://www.edisu.piemonte.it/en/>

Canteens:
<http://www.edisu.piemonte.it/en/services/food-services/university-canteens>

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