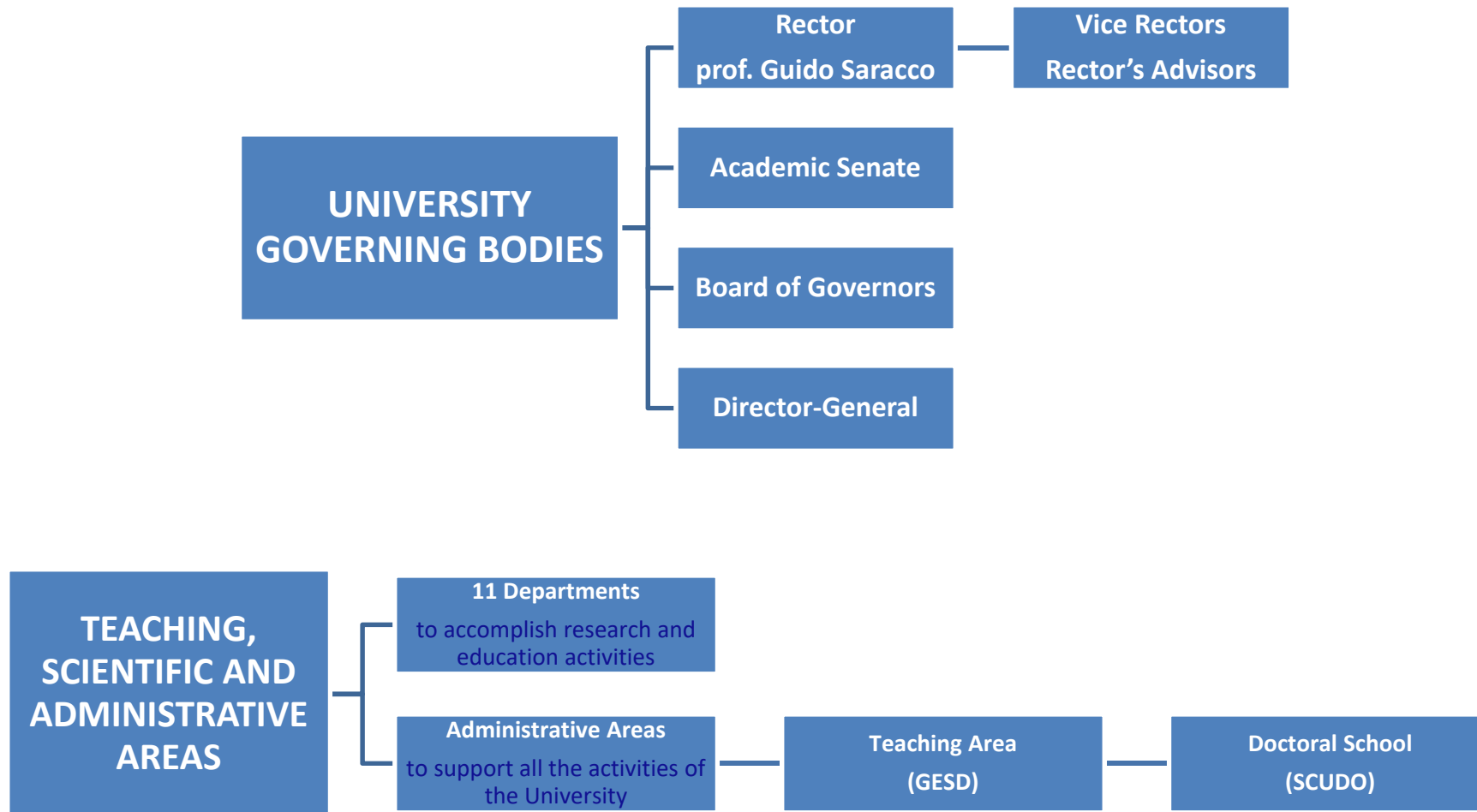# WELCOME MEETING WITH PhD CANDIDATES – 36° CYCLE

25 NOVEMBER 2020
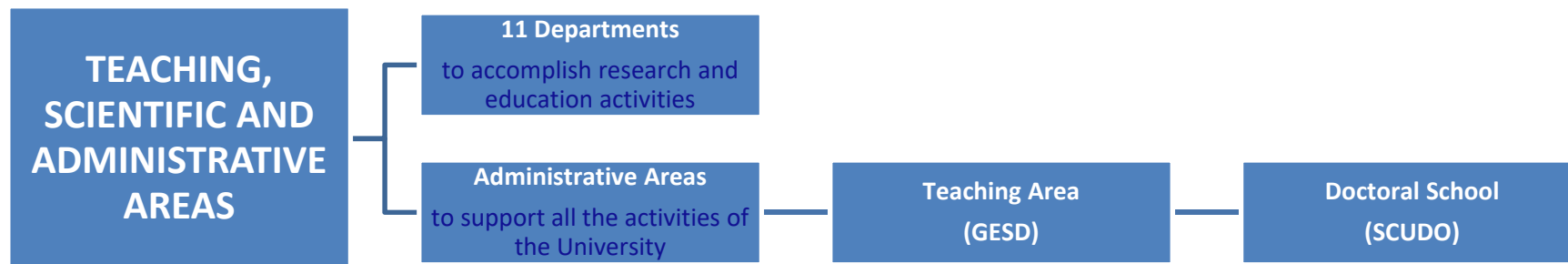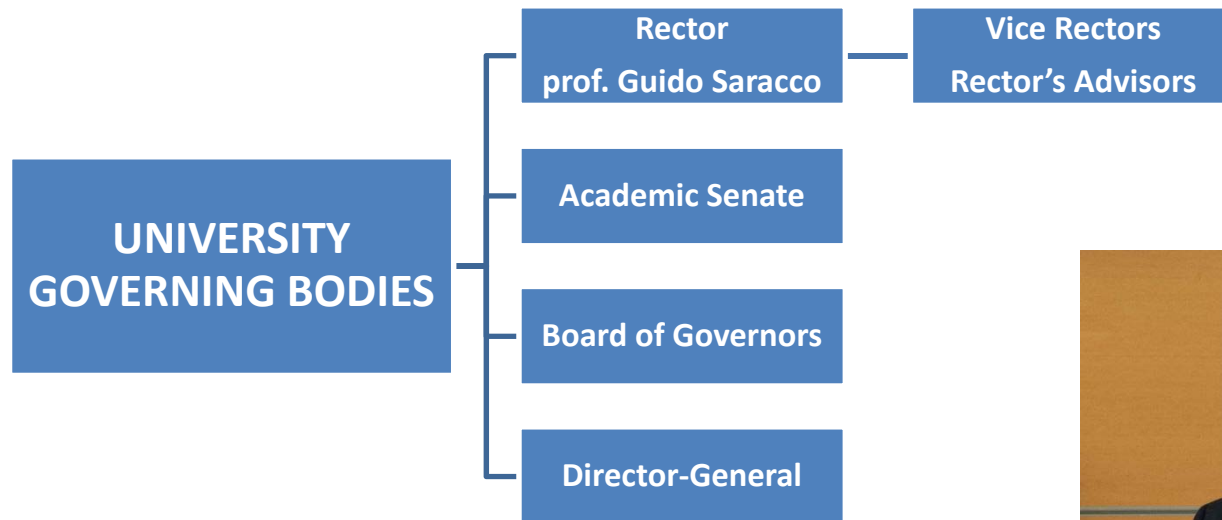
POLITECNICO DI TORINO
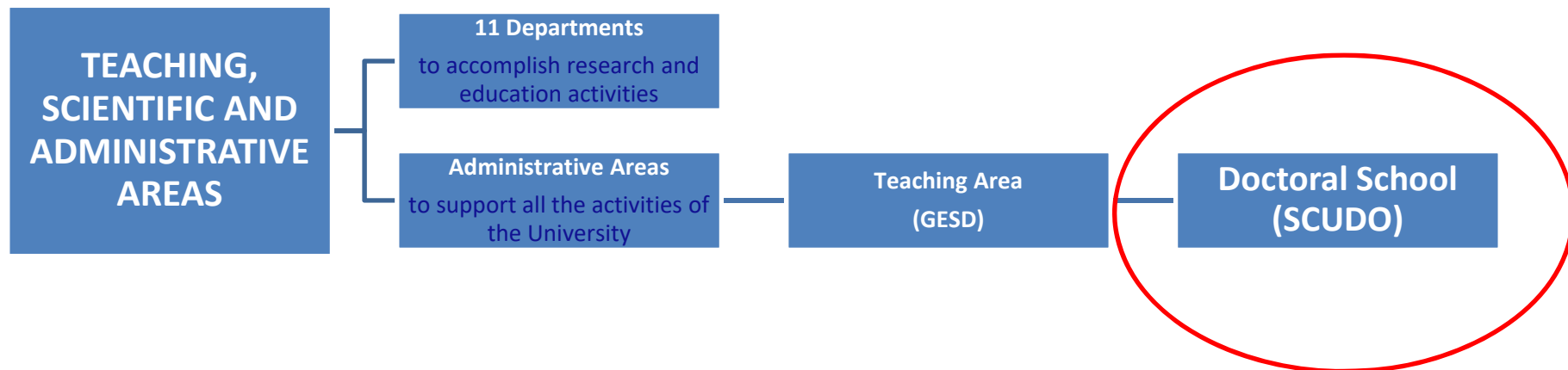
Polito organization at Glance

UNIVERSITY GOVERNING BODIES

- Rector
  prof. Guido Saracco — Vice Rectors
  Rector's Advisors
- Academic Senate
- Board of Governors
- Director-General

TEACHING, SCIENTIFIC AND ADMINISTRATIVE AREAS

- 11 Departments
  to accomplish research and education activities
- Administrative Areas
  to support all the activities of the University — Teaching Area (GESD) — Doctoral School (SCUDO)

https://www.polito.it/ateneo/organizzazione/

Polito organization at Glance

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Polito at Glance (A.Y. 2020/21)

POLITECNICO DI TORINO

34.000
Students

19,5%
International students in total

43%
Students from outside Piedmont

5.450
Students enrolled in the first year

940
PhD candidates
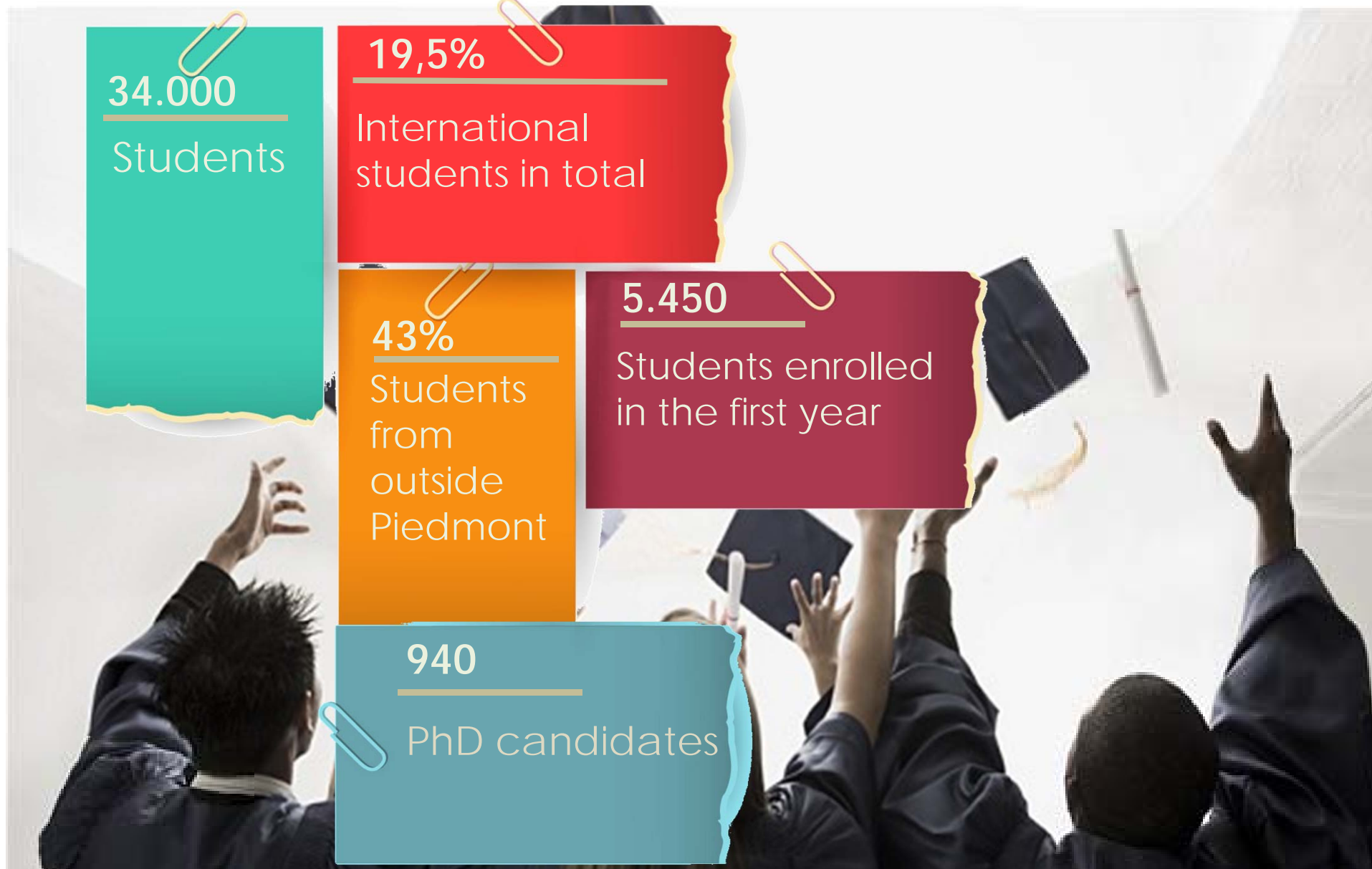
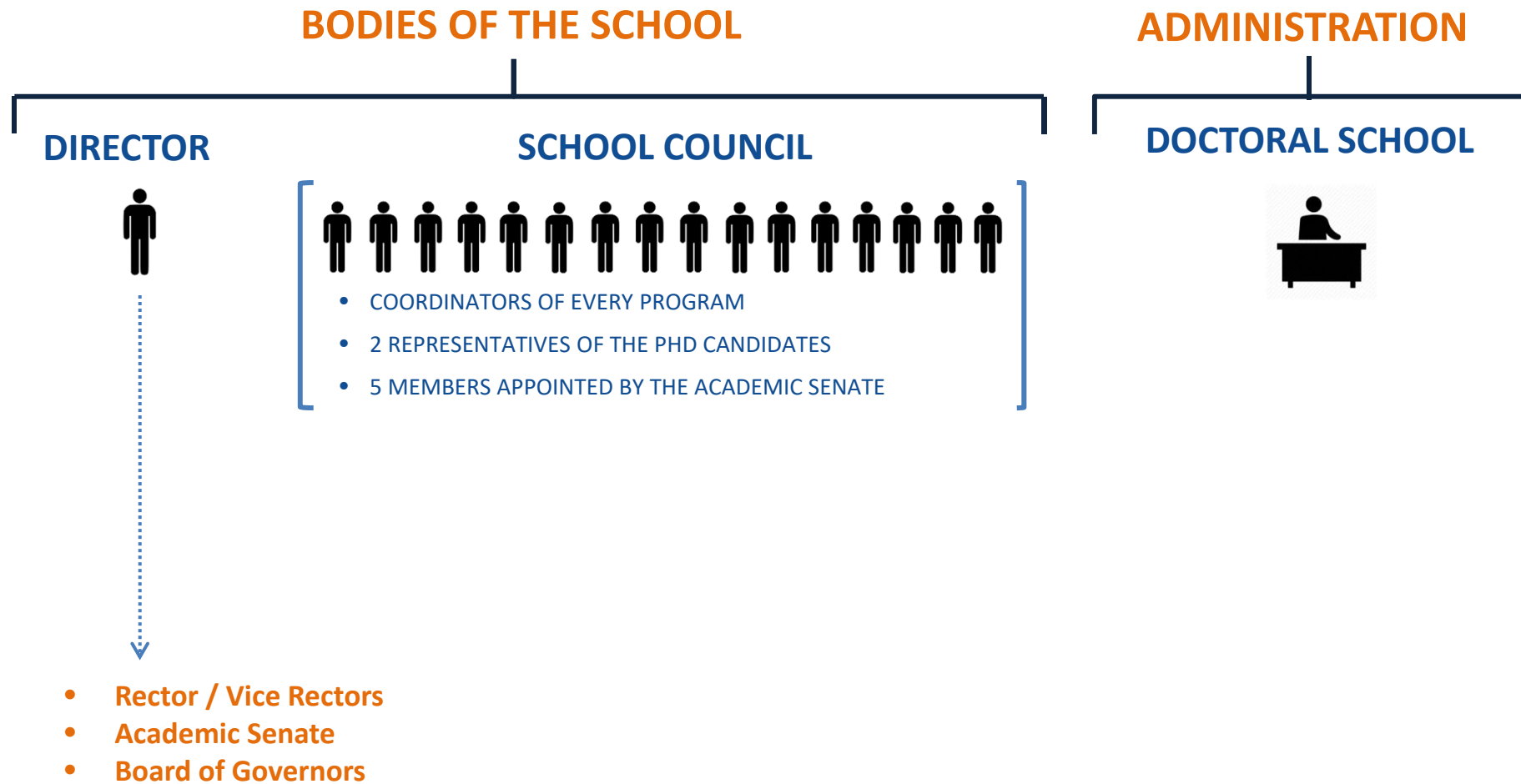# Polito at Glance (research areas)

THE DOCTORAL SCHOOL (1999)

The PhD programmes at Politecnico di Torino are managed by a unique structure, the Doctoral School
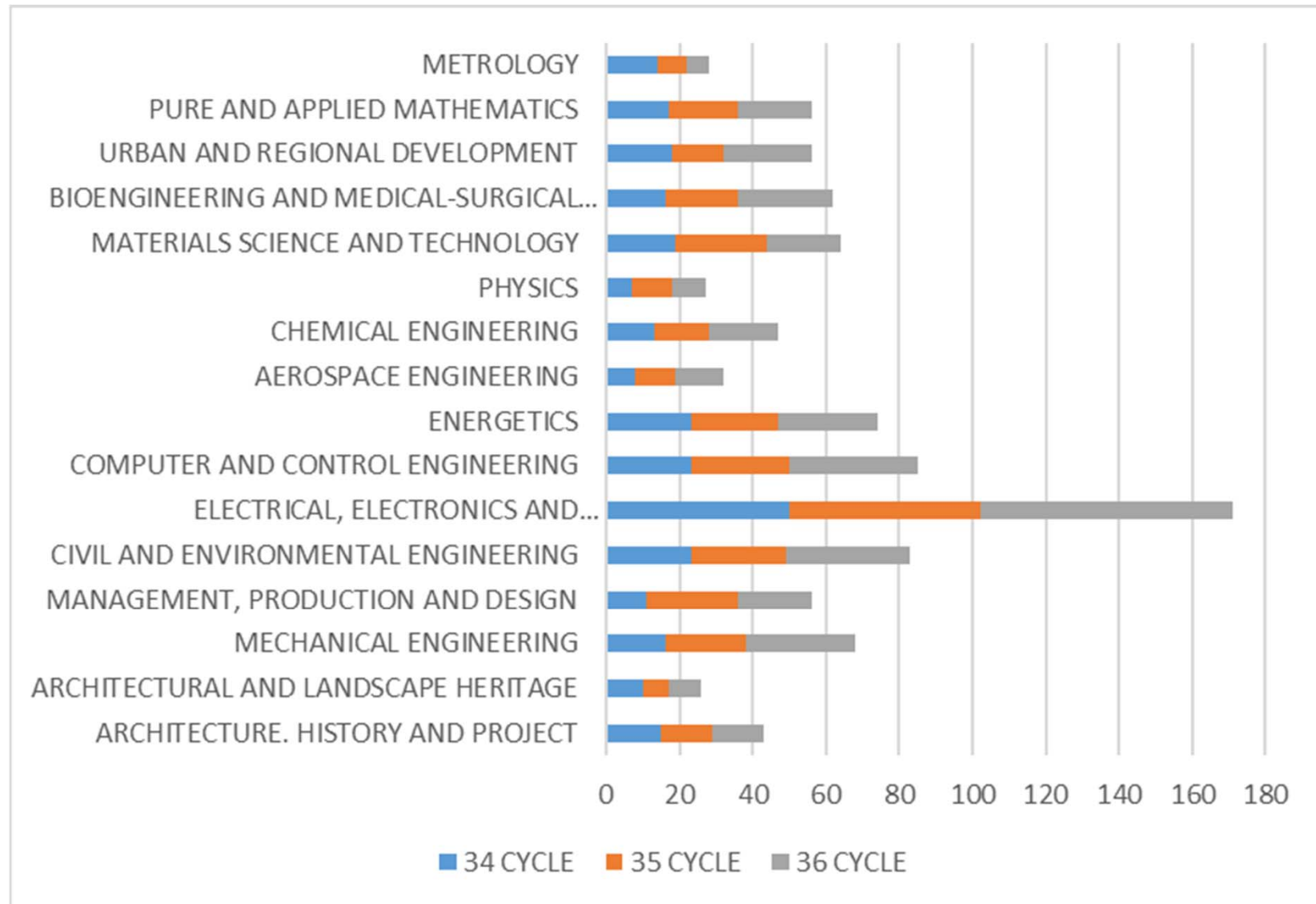
The School is in charge of:

→ The harmonization of the various PhDs, yet preserving their essential differences

→ The coordination of the training and cultural activities

→ The control of the PhDs quality and the accreditation assurance

→ The promotion and management of the strategic choices and of the scientific policy involving the PhDs

THE DOCTORAL SCHOOL

BODIES OF THE SCHOOL

ADMINISTRATION

DIRECTOR

SCHOOL COUNCIL

DOCTORAL SCHOOL

- COORDINATORS OF EVERY PROGRAM
- 2 REPRESENTATIVES OF THE PHD CANDIDATES
- 5 MEMBERS APPOINTED BY THE ACADEMIC SENATE

- **Rector / Vice Rectors**
- **Academic Senate**
- **Board of Governors**

FACTS & FIGURES ABOUT PhD @ POLITO

ORGANIZATION OF PHD PROGRAMMES

COORDINATOR
- ✓ designs and implements the PhD programme
- ✓ oversees the overall training activities

ACADEMIC BOARD
- ✓ assigns the tutor (supervisor)
- ✓ verifies the achievement of educational goals
- ✓ decides the admission to the next year and to the final exam

TUTOR
- ✓ supervises the development of training and research
- ✓ is primarily responsible and referent to the Academic Board of activities and progress in research of the PhD student
- ✓ tutor's report and evaluation are determinant to the admission to the following year

PhD candidates have to keep in continuous contact with their tutor, to share the choice of the most suitable activities for the research project, to update and to discuss the progress of research.

REPRESENTATIVE OF THE PhD CANDIDATES
- ✓ In the **School Council** and in the Academic Senate
- ✓ for the PhD programme
- ✓ In the Department

PHD REGULATIONS

NATIONAL
LAWS

- L. 210/1998
- L. 240/2010
- DM 45/2013

INTERNAL
REGULATIONS

Regulations for PhD Program and operating procedures for everyone
(**http://dottorato.polito.it/en/legislation**)

Regulation for each doctoral programmes (ask your Coordinator)

PHD REGULATIONS

SOME GENERAL RULES

- **Contemporary enrolment** in a PhD programme and in another course, awarding an academic title, is strictly forbidden

- The PhD career is a **full-time activity**; consequently, candidates are not allowed to carry out a parallel full-time activity. Occasionally working activities can be authorised by the Academic Board.

- **Suspension of the PhD career**: allowed in case of serious illness and maternity leave. Compulsory maternity leave: 5 months; an additional period of leave can be asked (up to a maximum of 12 months in total). http://dottorato.polito.it/it/interrompere_il_dottorato

- **Dropping out of the PhD**: candidates have to inform the School and fill in the form. TBN: If the student drops out before the deadline for the payment of the 2° instalment of tuition fees expires, he/she will not have to pay it. http://dottorato.polito.it/it/interrompere_il_dottorato

- All **industrial and intellectual property rights** resulting from activities in which Ph.D. students have been involved in any way, are exclusive property of Polito. Ask to TT office (brevetti.spinoff@polito.it) for all information and before signing any agreement!

PHD REGULATIONS

"*Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.*"

If plagiarism is identified in unpublished (internal) documents (like course reports, thesis drafts, etc), the author(s) is/are referred to Politecnico's Discipline Committee
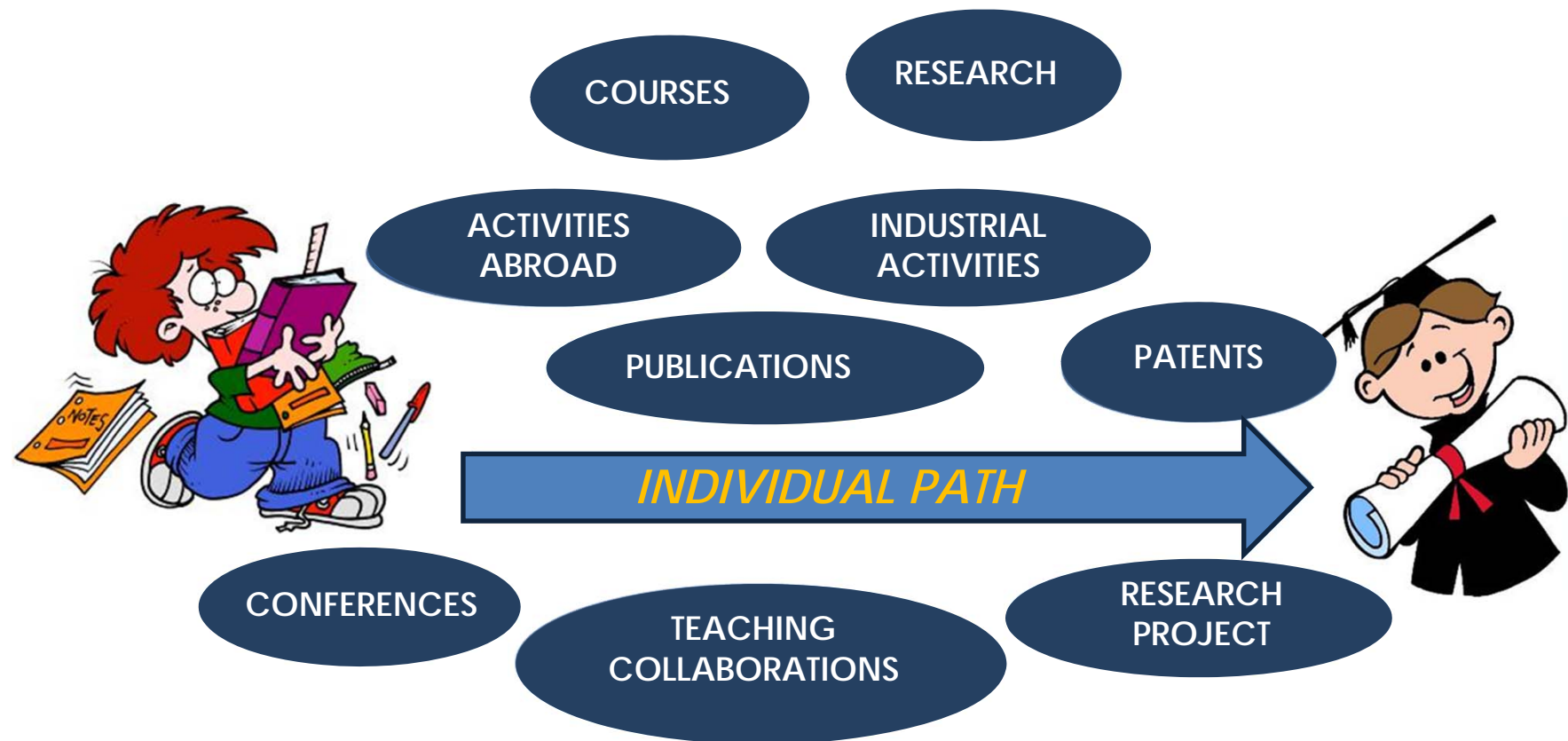
Plagiarism in published, official documents (like final thesis, journal articles, etc) is unlawful and Politecnico is required to inform the local Court

ALL TO-BE-SUBMITTED PHD THESES WILL BE CHECKED WITH ANTI-PLAGIARISM SOFTWARE

BUT, YOU ARE INVITED TO USE THIS TOOL DURING YOUR WHOLE PHD

(ASK THE SUPERVISOR)

An online course about research integrity is available on your teaching portal.

PHD CANDIDATE PATH

COURSES

RESEARCH

ACTIVITIES ABROAD

INDUSTRIAL ACTIVITIES

PUBLICATIONS

PATENTS

INDIVIDUAL PATH

CONFERENCES

TEACHING COLLABORATIONS

RESEARCH PROJECT

< - - - - - - 3 YEARS - - - - - >

COMPULSORY PHD ACTIVITIES

1. EDUCATION

Minimum requirements: **100 hours of hard skills + 40 hours of soft skills**
(to be aquired by the end of the 3° year – Oct 31st)

Each PhD programme respects ScuDO guidelines, but the Academic Board can add further

requirements and set internal regulations.

Check with your coordinator

2. SCIENTIFIC PRODUCTION

Minimum requirement: at least 1 publication in an international journal
Insert all your publication on the institutional repository

A point-based system is in place for these PhD activities

EDUCATION

HARD SKILL COURSES

SCUDO runs a catalogue of 3rd level courses for PhD candidates.

Courses catalogue is available at:
http://dottorato.polito.it/en/course_catalogue

Courses are registered via an online procedure. In order to get the points, it is necessary to comply with course requirements and to have the right course code in the study plan.

You can also attend courses outside Polito

SOFT SKILL COURSES

Soft skill courses are non-field-specific courses and are meant to provide students with transferable skills which will enable them to comply with the new challenges of the global economy (for example, writing and presentation skills in English, project management, fundraising, communication of research results,...)
TBN: Language courses, cultural courses and professional training courses such as, for example, for engineers and architects, are not recognizable as transferable skills training.

EDUCATION

SOFT SKILL COURSES AT POLITO ARE CLUSTERED IN THE FOLLOWING AREAS:

	ACCADEMIA/ R&D POSITIONS	ENTREPRENEURSHIP	INDUSTRIAL/ MANAGEMENT
Path-oriented skills	Research integrity Responsible research and innovation, the impact on social challenges Etica informatica Writing Scientific Papers in English Bibliography and literary state of art	Entreprenurial Finance Entrepreneurship & start-up creation Lean startup and lean business for innovation management The new internet society: entering the black box of digital innovation	HR management & Organization and models Entreprenurial Finance Lean startup and lean business for innovation management The new internet society: entering the black box of digital innovation Managing conflict: negotiation and communication
Employability	Job opportunities (Navigating the hiring process: CV, tests, interview) Job searching Personal branding (+)		
Common ground skills	Project management (+) Public speaking (+) Communication (+) Time management (+) Intercultural & Interpersonal mng ( ) IPR ( ) Social and environmental impact ( ) Fund raising (+) Thinking out of the box ( )		

Some courses are offered as MOOC, that means you can attend them online from your Teaching Portal (final test)

http://dottorato.polito.it/en/soft_skills

MOBILITY

PhD candidates are recommended to spend periods in other universities / institutions for education and research up to 18 months.

Before leaving, it is compulsory for all PhD candidates:

1. apply the authorisation procedure on the Teaching Portal – Cruscotto SCUDO, indicating your mobility period in the sheet "External Research Activities"

2. only after successfully concluding the procedure on the Teaching Portal, apply the authorisation procedure available on your personal page in PoliTO website (Researchers Portal) https://www.swas.polito.it/intra/missioni/;

But also:

✓ check the website www.viaggiaresicuri.it to acquire information on the conditions for your leaving and to make sure that your destination is among those "allowed";
✓ read the measures adopted by Politecnico di Torino for mobility in Italy and abroad, http://www.coronavirus.polito.it/en/measures_for_staff/protocol_procedures_and_information_for_staff ; https://www.sls.polito.it/faq_materiale/materiale/missione_all_estero ;
✓ attend the general training course on health and safety in the workplace available on the personal page of the Teaching Portal;

MOBILITY

During the mobility period:

1. follow the safety procedures adopted by the host institution/company;

2. on your return to Italy, check again the website www.viaggiaresicuri.it and follow the restrictive measures adopted at a national and international level, if any;

Insurance cover

In the European Economic Area health assistance in the public structures is provided throughout the European Health Insurance Card (tessera europea assicurazione malattia -TEAM).

Outside the European Union POLITO holds a travel insurance for staff who have been authorised to mobility, i.e. having obtained the authorisation to mobility as described in previous slide.

Read carefully in the Survival Guide and https://www.swas.polito.it/services/polizze/doc_m.asp the terms of use and limits of the insurance cover in no-EU countries

FINANCIAL SUPPORT TO MOBILITY

Financial support for PhD candidates (with scholarship)

→ **50% increase of the scholarship** for periods of international mobility

Automatically granted with the authorisation procedure on Cruscotto SCUDO

Budget for mobility

→ €1.885/yr available in 2nd and 3rd year dedicated to each PhD candidate **with or**

without scholarship for short-stay mobility in Italy and abroad.

This budget is used to reimburse your expenses through the procedure available on your

Researchers Portal   https://www.swas.polito.it/intra/missioni/

The budget for mobility is managed by the PhD student Department.

TBN: IIT scholarships → budget managed directly by the Institute

international projects → mobility funds of the project

Other opportunities for mobility

→ **Erasmus call, Bando Vinci, …** advertised on the ScuDo website (section news) or by a

specific communication sent to the institutional email address.

INFORMATIC TOOLS

→ **Scudo website**

→ **Teaching portal**

   (Cruscotto Scudo)

→ **Researcher portal (MyPoli)**

   → **Publications, work missions…**

→ **Facebook**

   • **Doctoral School - Polito**

   • **Polito Researchers on the Move**

STUDENT ACCOUNT AND RESEARCHER ACCOUNT

s333444@studenti.polito.it
john.smith@studenti.polito.it
dd/mm/yyyy

ITA|ENG

Accesso a **login.didattica.polito.it**

Login con certificato digitale

s123456@studenti.polito.it

••••••••••••

Login con username e password

STUDENT ACCOUNT
To access your student account login with the username
«S + Student Number @studenti.polito.it» and password

Teaching Portal

Student webmail

RESEARCHER ACCOUNT
To access the PhD account, login with «name.surname@polito.it» and password

Researcher portal (MyPoli)

Researcher webmail

d111222@polito.it
john.smith@polito.it
n-S-dd-mm-yyyy

> Modifica password

> Hai dimenticato la password?

> Hai bisogno di aiuto?

Choose a MAIN email account & set an automatic email forward from the secondary email accounts to the main one

THE DOCTORAL SCHOOL WEBSITE
http://dottorato.polito.it

News on open calls for admission, upcoming events, competitions, office closure

In the section Legislation all the official documents concerning rules and regulations

Information for PhD candidates and companies

- Course catalogue (hard and soft)
- Study plan
- Study abroad
- Important step in PhD carrer
- Useful links
- Final defence

TEACHING PORTAL

Open a ticket to communicate with Scudo!

If you have any questions related to your "Student Life" look up the FAQ on your student portal

CRUSCOTTO SCUDO

CRUSCOTTO SCUDO is an individual Portal where the whole PhD career is recorded: courses, publications and research activities.

From CRUSCOTTO SCUDO you will be able to:
- verify the number of hours/points totalised for courses, publications and research activities.
- upload courses attended outside Polito to be validated by the Coordinator
- upload external research activities

ScuDO - Dettaglio Studente

Training activities: courses taken in Politecnico

Publications: A minimum of 1 article in an international journal with peer-review has to be published by the end of the third year.
Publications have to be uploaded in IRIS repository

External courses: external training activities to be uploaded by the student. The coordinator will then validate it.
TBN: the Doctoral School cannot neither upload nor validate them.

External research activity: additional points are awarded for research training carried out outside Politecnico.

YOU MUST FILL THIS SECTION

RESEARCH PORTAL (Mypoli)

https://www.swas.polito.it/

- IRIS is the Politecnico repository for publications

- *(MyPoli > La mia Ricerca > Le mie Pubblicazioni > Accesso al catalogo della Ricerca)*

- Instructions on how to upload documents can be found in:

- Le mie Pubblicazioni > Documentazione IRIS e tutorial

- http://dottorato.polito.it/en/final_examination

Publications have to be uploaded here

TBN: Before uploading your publication in IRIS you need to create an account on: https://loginmiur.cineca.it/ so that your publications in IRIS will be associated directly to the ministerial repository.

WELFARE

"The quality assurance of our University's missions cannot be disjointed from the quality assurance of the ways in which these missions are addressed, day by day, by faculties, administrative staff and by the student population."

Claudia De Giorgi, Vice-Rector for Quality, Welfare and Equal Opportunities

Various actions are promoted such as:

- initiatives in the cultural field
- assistance to who become parents (Policino micro-nursery)
- initiatives in transport and sustainable mobility
- *Confidential Counsellor:* an external figure of counseling and assistance for cases of sexual harassment, moral or discriminatory behavior (consiegliera.fiducia@polito.it)
- *Counselling Service* (Spazio ascolto) is offered to all PoliTO students to help them address psychological distress connected with their experience at the university.
- **CUG** - The Equality, Non-Discrimination and Anti-Harassment Committee

The **Researcher Ombudsman** is in charge of intervening informally to deal with complaints/appeals of researchers, including those concerning conflicts between early-stage researchers and their supervisors. The Researcher Ombudsman can intervene upon written request of the interested party sent by e-mail to garante.ricercatori@polito.it. (https://www.polito.it/ricerca/garante/index.php?lang=en)

More informations at https://www.life.polito.it/en
https://www.polito.it/ateneo/organizzazione/organi/cug.php?lang=en

CONTACT OFFICES

STUDENT OFFICE:

Certificates, tuition fees, enrolment

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

INTERNATIONAL STUDENTS:

International students office, accommodation and relocation support, information on visa and residence permit

http://international.polito.it

http://international.polito.it/it/informazioni_pratiche/contatti

https://international.polito.it/admission/prospective_students/lockdown_in_torino_region_what_should_i_know

OUTGOING STUDENTS:

Erasmus+ calls and applications

https://didattica.polito.it/studiare_estero/studenti.html

LANGUAGES CENTRE (CLA):

https://didattica.polito.it/cla/en/about_us/

CONTACT OFFICES

Who can help you in the Departments

Department	Contact
ARCHITECTURAL AND LANDSCAPE HERITAGE	**Antonietta Cerrato**
ARCHITECTURE. HISTORY AND PROJECT	
BIOENGINEERING AND MEDICAL-SURGICAL SCIENCES	**Mariagrazia Angelillo**
MECHANICAL ENGINEERING	
AEROSPACE ENGINEERING	
CHEMICAL ENGINEERING	**Tiziana Marangoni**
MATERIALS SCIENCE AND TECHNOLOGY	
PHYSICS	
CIVIL AND ENVIRONMENTAL ENGINEERING	**Giuseppina Zampino**
COMPUTER AND CONTROL ENGINEERING	**Elisabetta D'Altoé**
ELECTRICAL, ELECTRONICS AND COMMUNICATIONS	**Vanna Leoncini**
ENERGETICS	**Mariapia Martino**
MANAGEMENT, PRODUCTION AND DESIGN	**Marina Dall'Arso**
METROLOGY	**Marco Parvis**
PURE AND APPLIED MATHEMATICS	**Antonella Bianchi**
URBAN AND REGIONAL DEVELOPMENT	**Daniela Belloni**

Politecnico containment measures during COVID

Information about the containment measures can be found here:

https://www.coronavirus.polito.it/en

Before accessing the Politecnico you must take notice of the indications included in the documents published at this link:

https://www.coronavirus.polito.it/en/measures_for_staff/procedures

In case you come in contact with a positive person or you start exhibiting Covid symptoms: contact covid.segnalazioni@polito.it

and explain the situation

Help desk

Due to the pandemic, **the help desk of the Doctoral School will remain closed until 3 December.**
For all administrative practices as well as requests for information and appointments, you are invited to use the ticketing system or write to **scudo@polito.it**
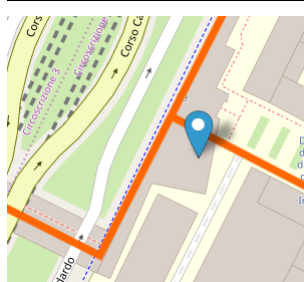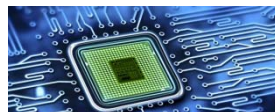
Main Campus –
Cittadella Politecnica
 3rd floor

WELCOME AT POLITECNICO DI TORINO!