



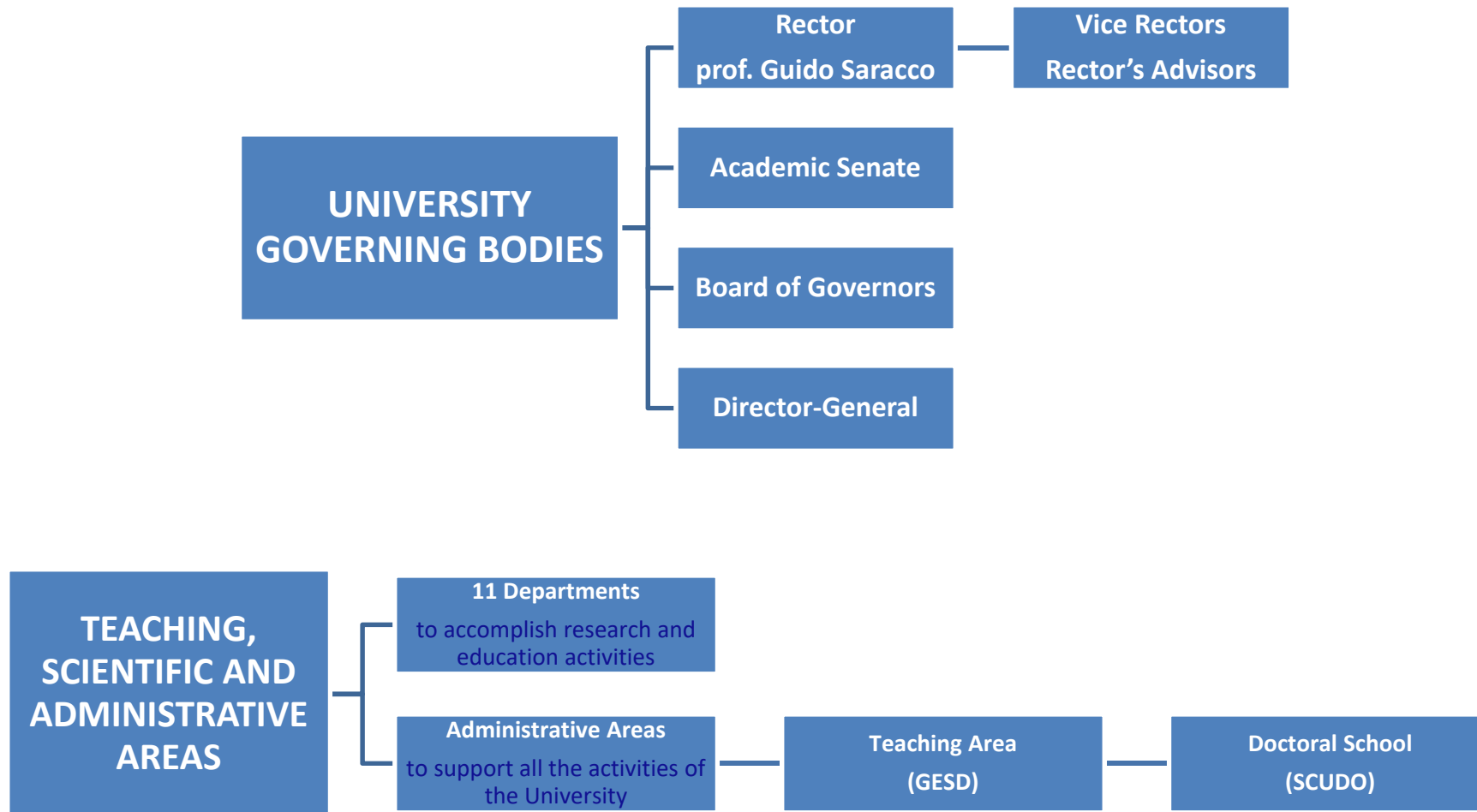
# WELCOME MEETING WITH PhD CANDIDATES – 36° CYCLE

25 NOVEMBER 2020

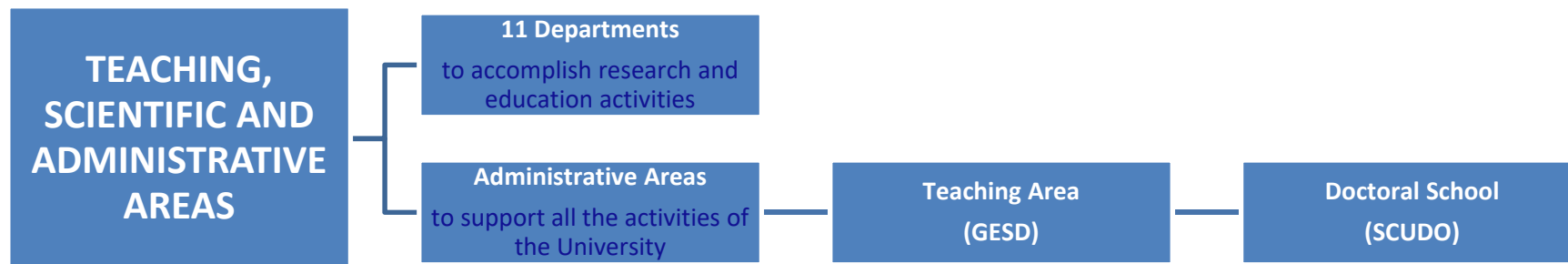
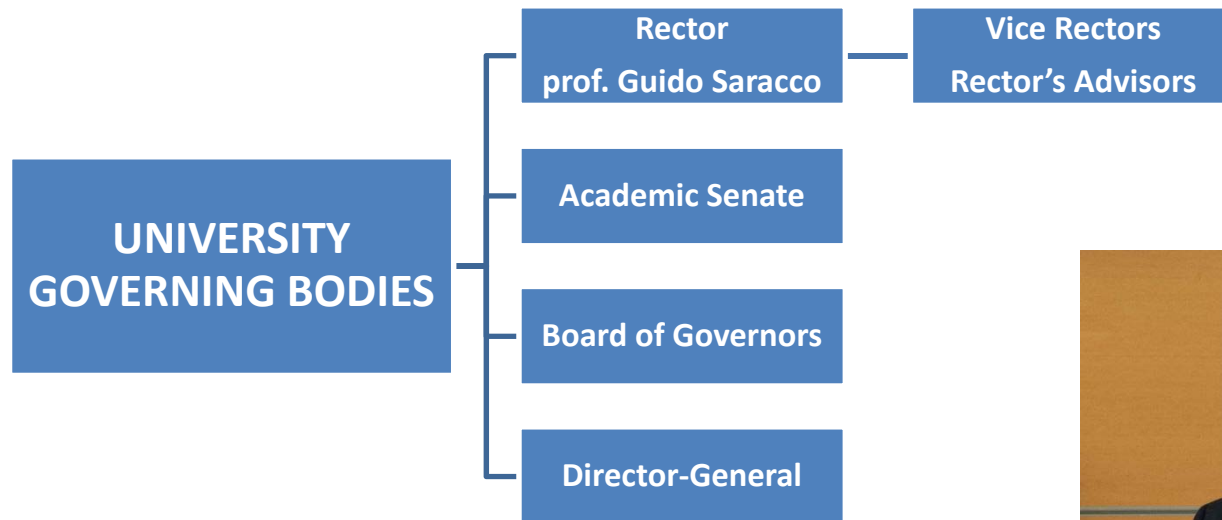


**POLITECNICO  
DI TORINO**

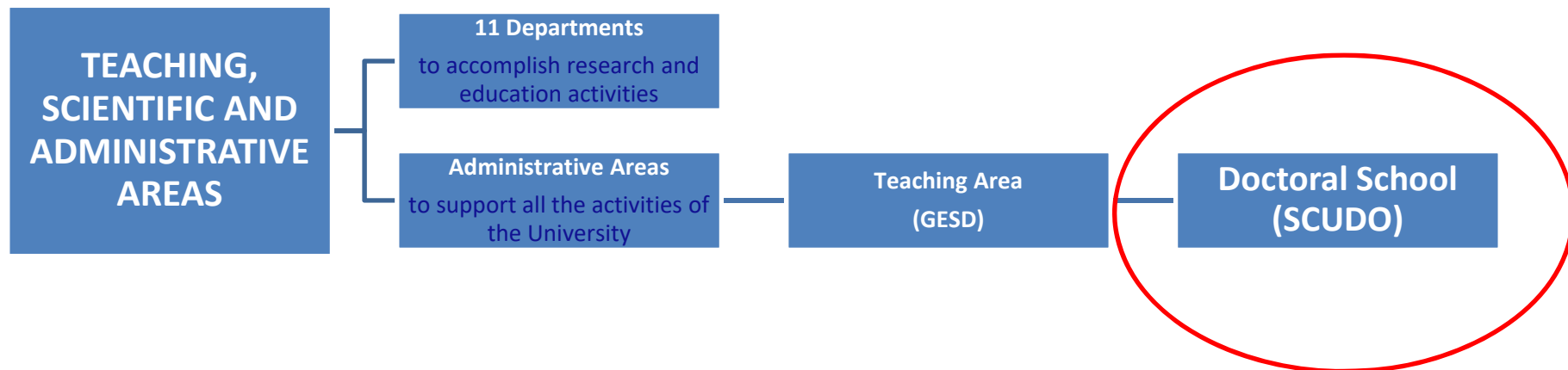
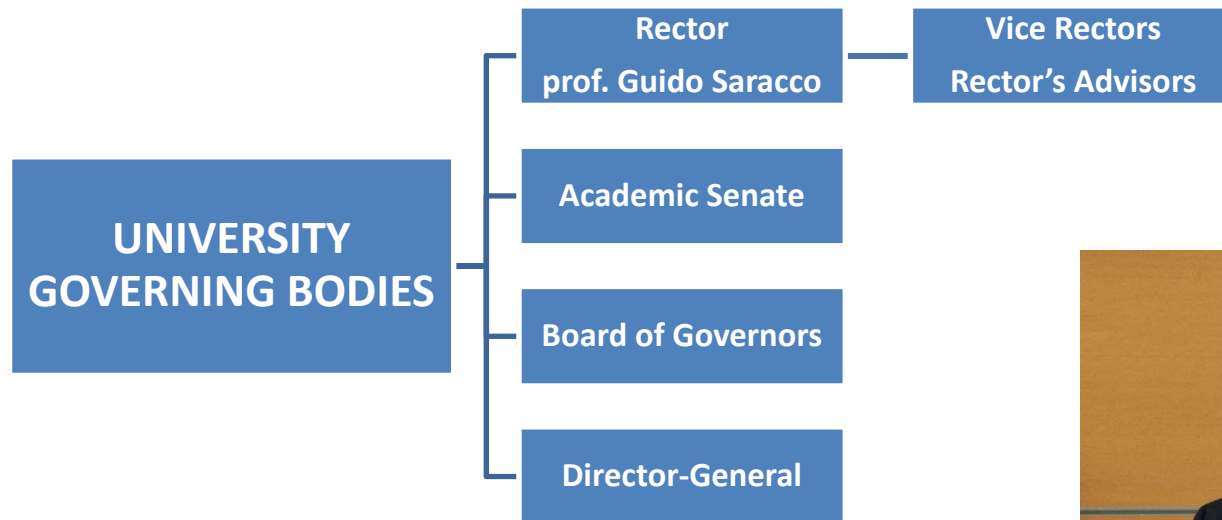
# Polito organization at Glance



# Polito organization at Glance



# Polito organization at Glance



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



POLITECNICO  
DI TORINO

LFS42

34.000

Students

19,5%

International  
students in total

43%

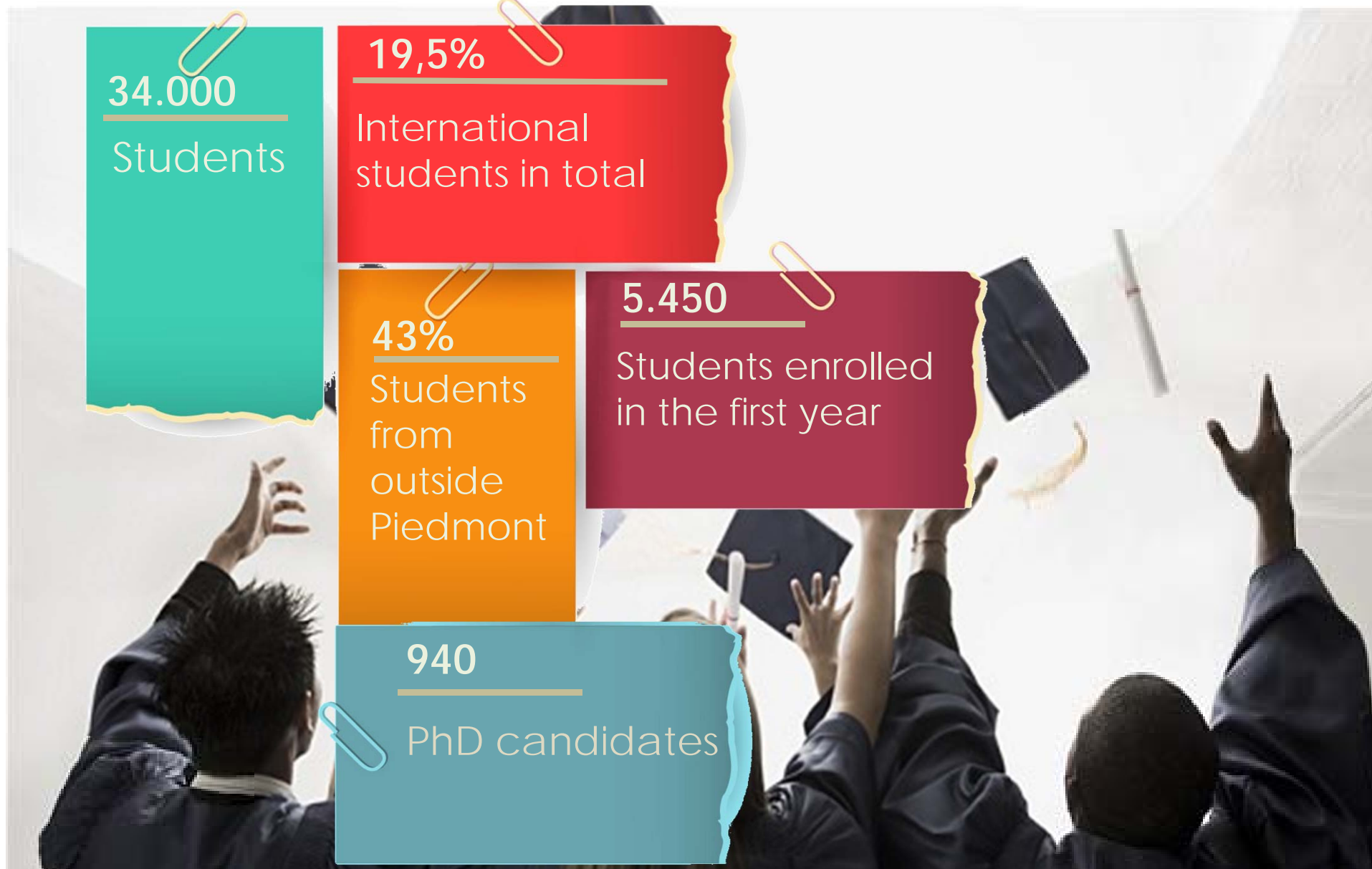
Students  
from  
outside  
Piedmont

5.450

Students enrolled  
in the first year

940

PhD candidates



# Polito at Glance (research areas)

LFS43



POLITECNICO  
DI TORINO



# THE DOCTORAL SCHOOL (1999)

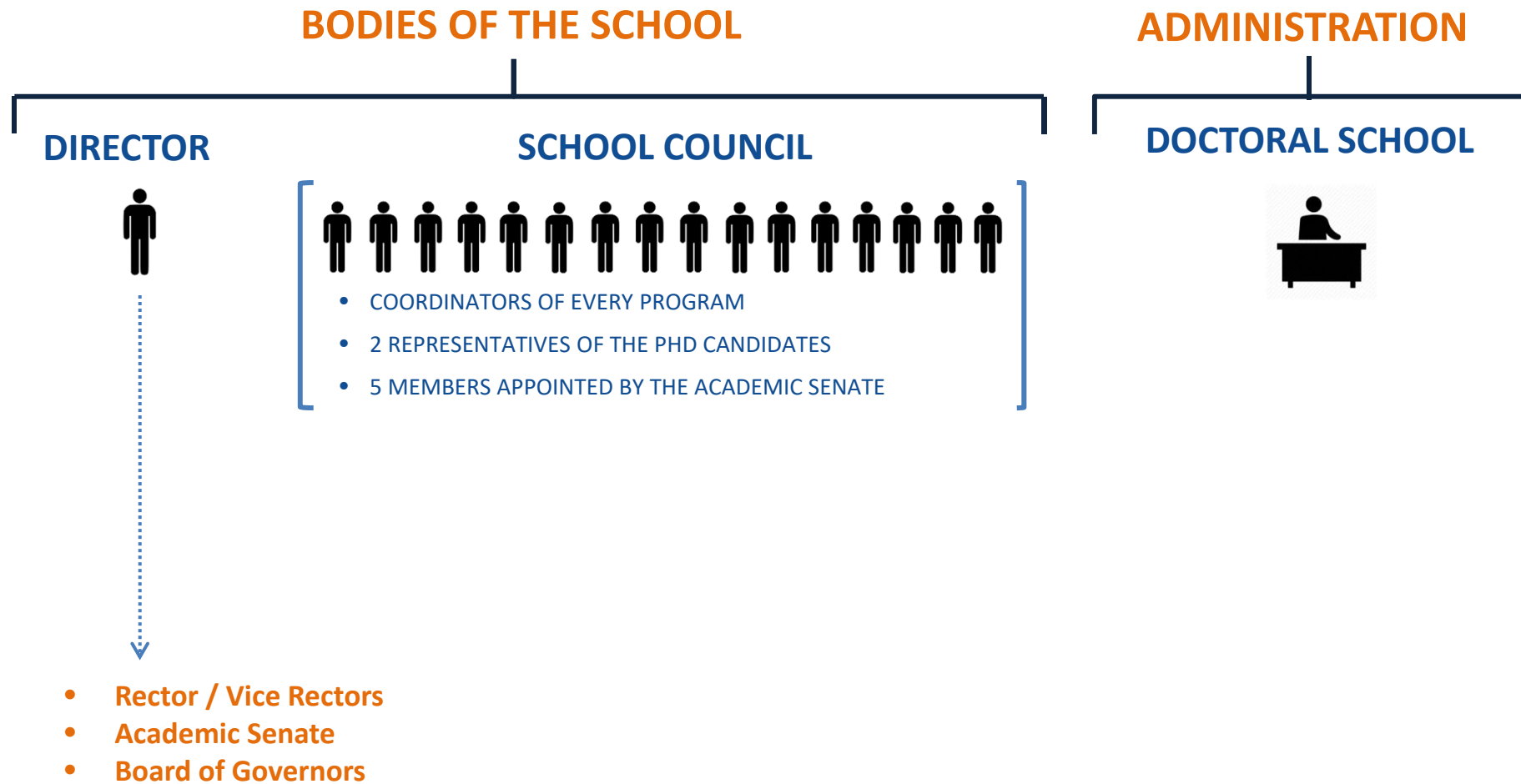
The PhD programmes at Politecnico di Torino are managed by a unique structure, the Doctoral School

**The School is in charge of:**

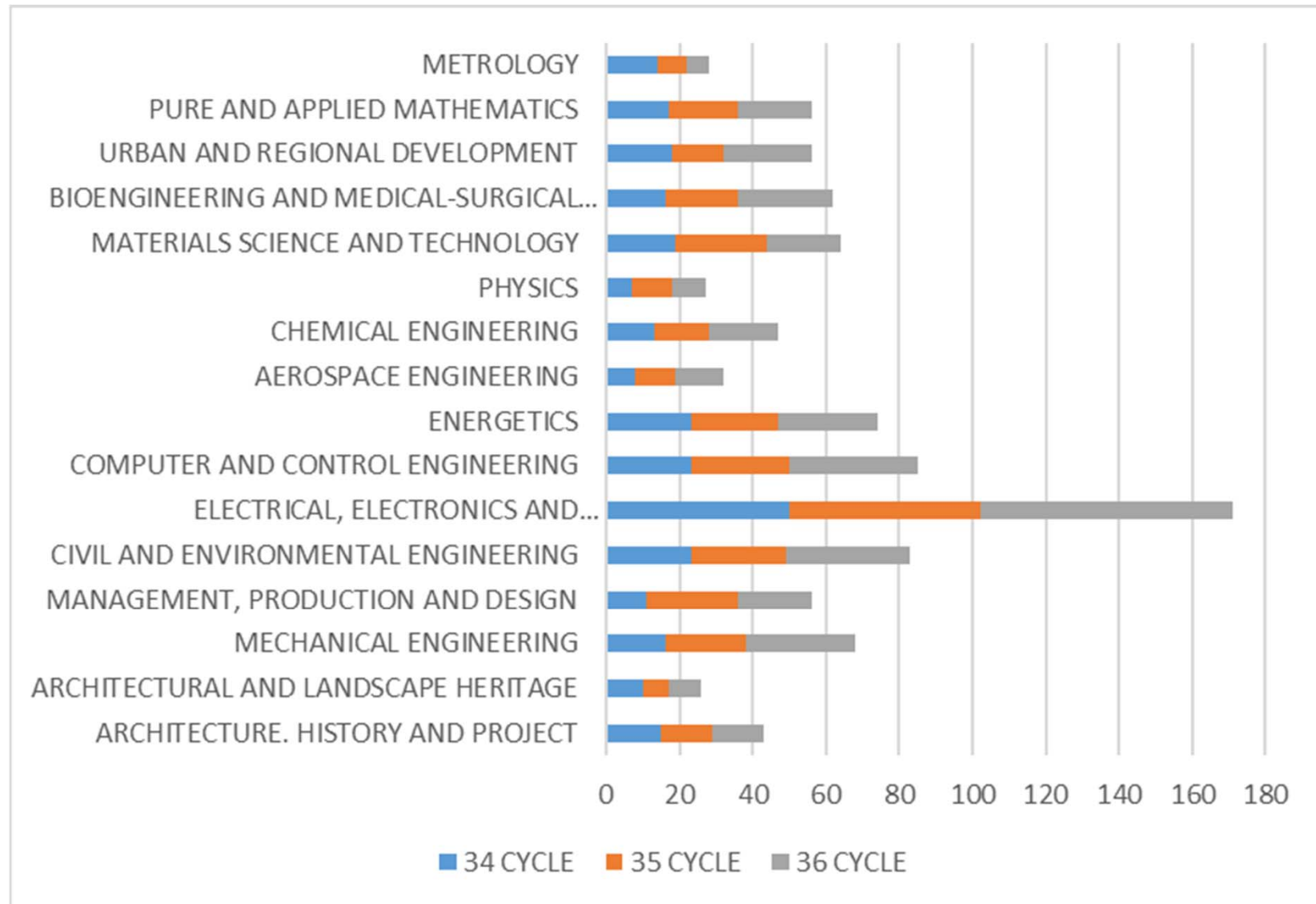
- The harmonization of the various PhDs, yet preserving their essential differences
- The coordination of the training and cultural activities
- The control of the PhDs quality and the accreditation assurance
- The promotion and management of the strategic choices and of the scientific policy involving the PhDs



# THE DOCTORAL SCHOOL



# 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](http://dottorato.polito.it/it/interrompere%20il%20dottorato)
- **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](http://dottorato.polito.it/it/interrompere%20il%20dottorato)
- 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](mailto: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

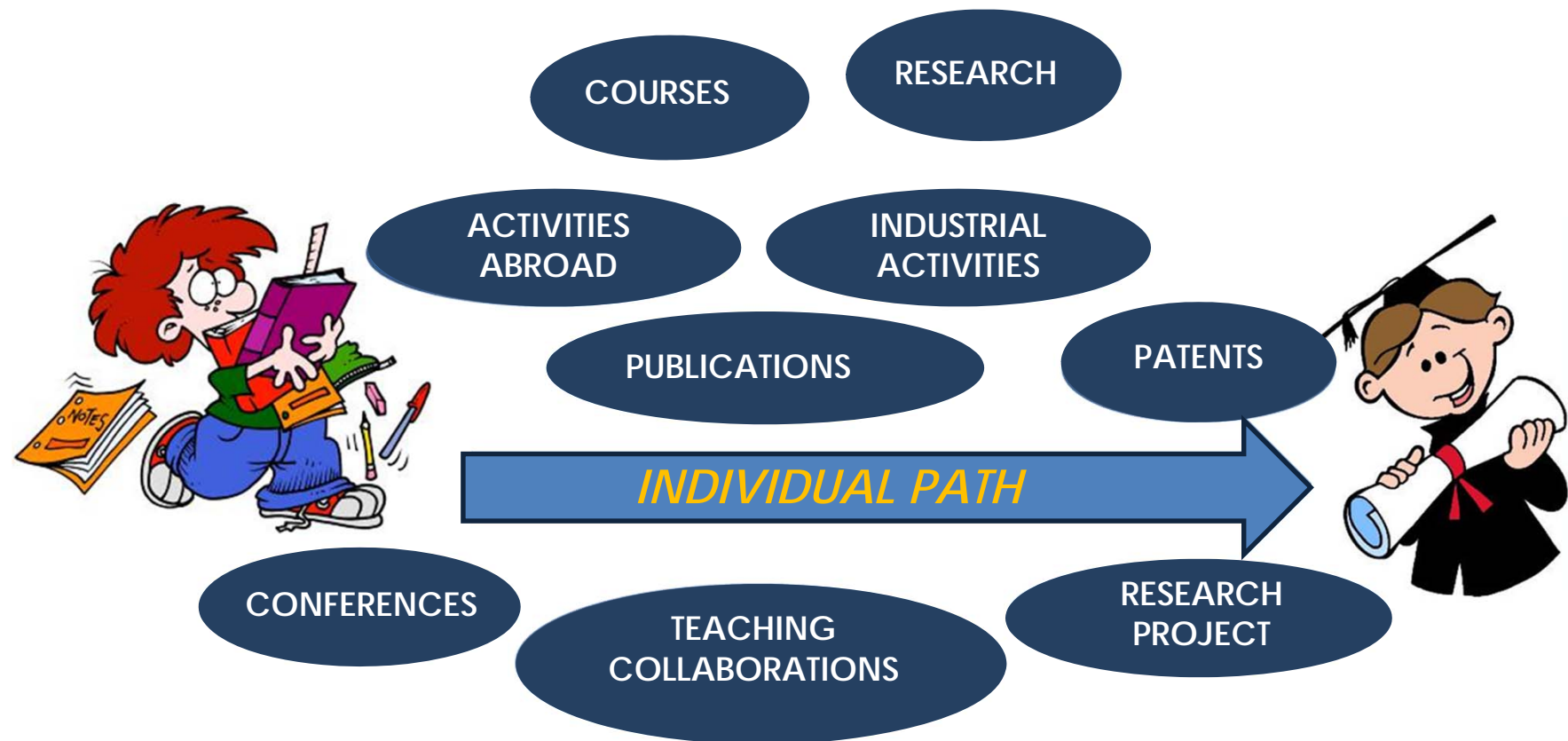
Plagiarism in published, official documents (like final thesis, journal articles, etc) is unlawful and Politecnico is required to inform the local Court

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



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

# COMPULSORY PHD ACTIVITIES

## 1. EDUCATION

Minimum requirements: **100 hours of hard skills + 40 hours of soft skills**  
(to be acquired by the end of the 3<sup>o</sup> 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](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	Entrepreneurial 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 Entrepreneurial 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](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.viaggiaresecuri.it](http://www.viaggiaresecuri.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](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](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.viaggiaresecuri.it](http://www.viaggiaresecuri.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](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 2<sup>nd</sup> and 3<sup>rd</sup> 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)

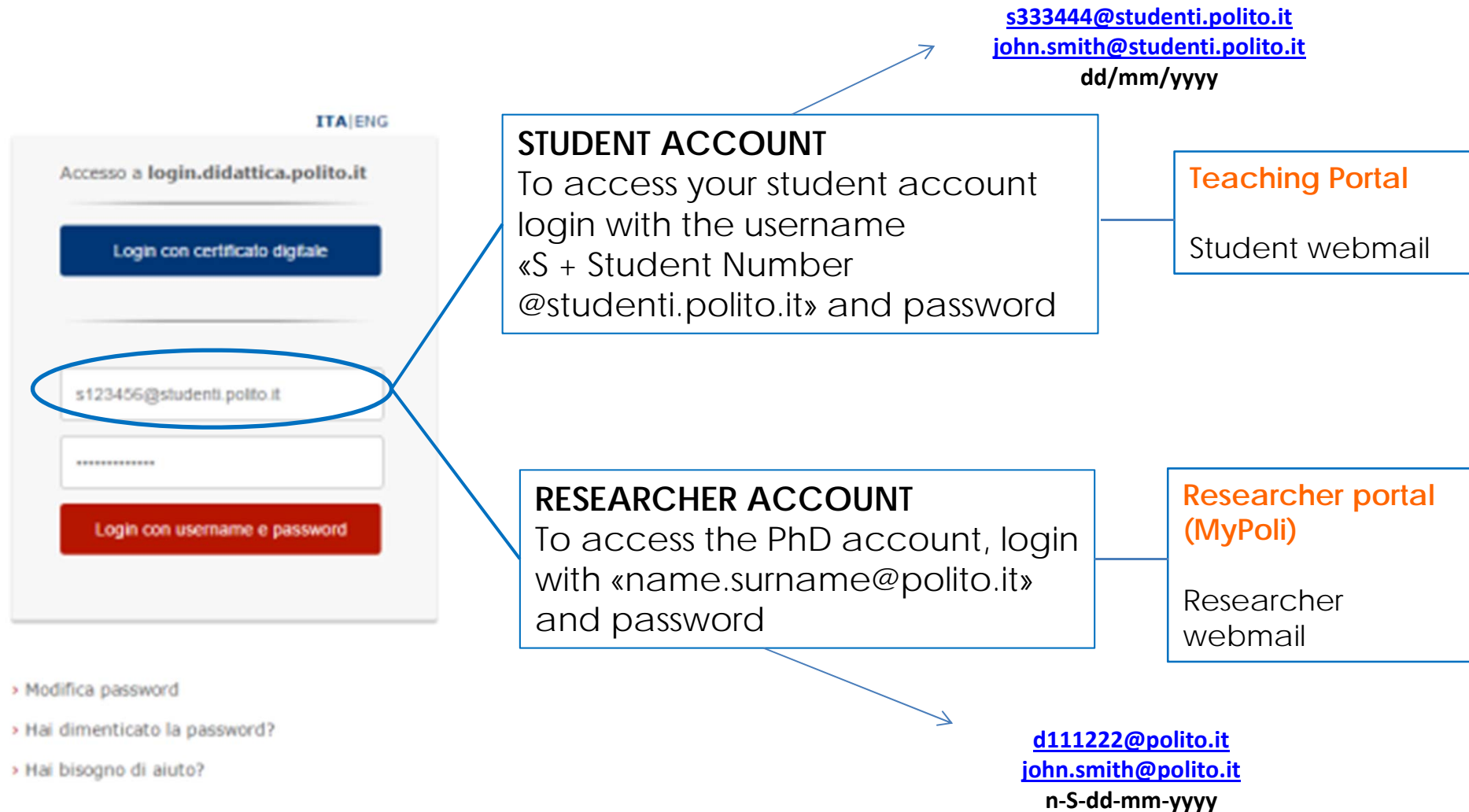
→ Researcher portal (MyPoli)

→ Publications, work missions...

→ Facebook

- Doctoral School - Polito
- Polito Researchers on the Move

# STUDENT ACCOUNT AND RESEARCHER ACCOUNT



**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>



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

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

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

Copiare e incollare uno schema x Sportello OnLine x Portale della Didattica - Studente x

didattica.polito.it/pls/portal30/sviluppo.pagina\_studente\_2016.main?t=9

App Bookmarks Importati da Firefox Importati da IE Cinema in famiglia... Registro di classe nuovo sistema ANPAL Gmail YouTube Maps

**POLITECNICO DI TORINO**

La mia didattica Segreteria online Materiale Lingue Curriculum Stage Jobs Testi Account Ticket Posta

**Servizi per la didattica**  
PORTALE DELLA DIDATTICA

251904 Logout

È possibile ordinare i riquadri sottostanti secondo le proprie preferenze... Salvo layout Ripristina

**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 251904.

251904

Accedi

**Tasse e pagamenti**  
Videoguida

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

**Certificati**  
Videoguida

Certificati matricola251904

Stampa certificati  
Ristampa certificati già prodotti  
Stampa movimenti corso corrente virtuale  
Stampa autocertificazioni

251904

**Esami**  
Per problemi e/o anomalie, aprire un Ticket di supporto

Consultazione e prenotazione esami  
Valutazioni provvisorie

**Compilazione del piano carriera / Piano didattico e iscrizione all'Anno Accademico**  
Puoi già procedere alla compilazione anche se devi ancora sostenere degli esami e/o se devono ancora essere registrati. Per maggiori informazioni leggi quanto riportato nella sezione dedicata all'**overbooking** della Guida allo studente e prendi visione del tutorial.

Compilazione del piano careeristico didattico  
Iscrizione all'anno accademico  
Guida al servizio  
Videoguida

**Laurea ed Esame Finale**  
Compila il questionario AlmaLaurea  
Iscriviti all'esame finale

**Mobilità Outgoing**  
Learning agreement outgoing  
Apply for Outgoing Mobility Programmes  
Modulistica

**Cruscotto ScuDo**  
Accedi

**App@polito**  
Accedi al servizio apply@polito per verificare lo stato della tua iscrizione e per visualizzare eventuali comunicazioni relative ad essa.

Accedi

**Collaborazioni studentesche**  
Nessun questionario disponibile

**Richiesta di Rinuncia**  
Accedi al servizio per effettuare la Rinuncia al proseguimento degli studi.

Accedi alla Rinuncia al proseguimento degli studi

**Progetti Gruppi studenteschi e Associazioni**  
Accedi al modulo per presentare un progetto e per consultare quelli inviati.

**Bookmarks**  
Portale dei Servizi per l'Amministrazione  
Consultazione cedolini stipendio e CUD  
Biblioteca  
Date Esami  
Guida dello studente e calendario accademico  
Mappa del Politecnico  
Orari Lezioni  
Politecnico di Torino  
Rappresentanti degli studenti  
Regolamenti  
Regolamenti (english version)  
Salute e sicurezza di lavoratori e studenti  
Segreteria  
Valutazioni provvisorie  
Modifica

**CPD**  
Corso di Formazione Continua per la Didattica  
Video "Educazione civica di Ateneo"

**RELAZIONI ANNUALI**  
Relazioni annuali CPD

Dati aggiornati al: 19/11/2020 ore 04:13

Scrivi qui per eseguire la ricerca

22:32  
19/11/2020

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

[Dettaglio Studente](#) [Attività formative](#) [Attività formative esterne](#) [Attività fuorisede](#) [Pubblicazioni](#) [Albi](#)

**Info Studente**

Matricola		Mat pauper	
Cognome		Nome	
Data di nascita		Città di nascita	
Stato nascita		Cittadinanza	
Sesso		Codice Fiscale	

**Info Ciclo**

Ciclo	32	Data inizio ciclo	
		Data fine ciclo	

**Info Corso di Studi**

Dottorato		DEI SISTEMI	
Dottorato (inglese)		INGINEERING	
Coordinatore			
Coordinatore			
Dettaglio Tutori			
Tutore			
Postazione di lavoro (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 research activity:** additional points are awarded for research training carried out outside Politecnico.

**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.

31/10/2019

Co-tutore

Settore Scientifico Disciplinare

SISTEMI DI ELABORAZIONE DELLE INFORMAZIONI (ING-INF/05)

YOU MUST FILL THIS SECTION

# RESEARCH PORTAL (Mypoli)

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

Home > Servizi disponibili

**SERVIZI DISPONIBILI**

- Webmail
- Webmail (Pronto!)
- Portale della Didattica
- Portale del Personale (Mypoli)**

Polifoto - Archivio fotografico on-line  
Polimap - Effettua una richiesta di servizio

Contatti

© Politecnico di Torino - Corso Duca degli Abruzzi, 24 - 10129 Torino, ITALY

Home > MyPoli > Portale Individuale

**STRUMENTI...**

- SWA Home
- Ultimi Aggiornamenti
- Indice A...Z

**SERVIZI ONLINE**

- myPoli**
  - Abilitazione ai servizi
  - Informazioni generali
  - Guida all'accesso
  - Elezioni

**BENVENUTO CAVANA MARCO**

**SERVIZI INDIVIDUALI**

- Cambio password account ufficiale
- Consultazione Cedolini Stipendio e CUD
- Formazione - Corsi personali
- La mia Ricerca
- Mail@polito
- Missioni OnLine
- Portale della Didattica (didattica.polito.it)
- Profilo Utente
- Pronto! (mail.polito.it)
- Sito Docente CINECA
- SPS-Individuale
- TimeSheet
- Web Progetti CIA

**DATI, STATISTICHE ED ELABORAZIONI**

- Elaborazioni sui dati di Ateneo - Area Studi e Servizi
- Interrogazioni sul personale di Ateneo
- Ruoli e Incarichi istituzionali
- Statistiche e grafici sul personale
- Strutture e organi di governo

**SERVIZI DI INTERESSE GENERALE**

- Annunci
- Calendario Organi di Governo e Collegiali
- Documentazione eventi formativi per ricercatori
- Documentazione Organi di Governo e Collegiali
- Informazioni dagli Organi di Governo - Verbali e Documentazione
- Modulistica Centralizzata
- MyPoli Forum
- Poli di Innovazione
- Polifoto - Archivio Fotografico On-Line
- Servizio Pubblicazione SWA
- Servizio Streaming Video

**AREA DIPARTIMENTO SERVIZIO**

- Documentazione C/D/S
- Modulistica C/D/S
- Servizio Prenotazioni

- 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\\_examnation](http://dottorato.polito.it/en/final_examnation)

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 ([consigliera.fiducia@polito.it](mailto:consigliera.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](mailto: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/organismi/cug.php?lang=en>

# CONTACT OFFICES

## STUDENT OFFICE:

Certificates, tuition fees, enrolment

[https://didattica.polito.it/index\\_en.html](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](http://international.polito.it/it/informazioni_pratiche/contatti)

[https://international.polito.it/admission/prospective\\_students/lockdown in torino region what should i know](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](https://didattica.polito.it/studiare_estero/studenti.html)

## LANGUAGES CENTRE (CLA):

[https://didattica.polito.it/cla/en/about us/](https://didattica.polito.it/cla/en/about_us/)

# CONTACT OFFICES

## Who can help you in the Departments

ARCHITECTURAL AND LANDSCAPE HERITAGE

ARCHITECTURE. HISTORY AND PROJECT

BIOENGINEERING AND MEDICAL-SURGICAL SCIENCES

MECHANICAL ENGINEERING

AEROSPACE ENGINEERING

CHEMICAL ENGINEERING

MATERIALS SCIENCE AND TECHNOLOGY

PHYSICS

CIVIL AND ENVIRONMENTAL ENGINEERING

COMPUTER AND CONTROL ENGINEERING

ELECTRICAL, ELECTRONICS AND COMMUNICATIONS

ENERGETICS

MANAGEMENT, PRODUCTION AND DESIGN

METROLOGY

PURE AND APPLIED MATHEMATICS

URBAN AND REGIONAL DEVELOPMENT

**Antonietta Cerrato**

**Mariagrazia Angelillo**

**Tiziana Marangoni**

**Giuseppina Zampino**

**Elisabetta D'Altoé**

**Vanna Leoncini**

**Mariapia Martino**

**Marina Dall'Arso**

**Marco Parvis**

**Antonella Bianchi**

**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](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](mailto: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](mailto:scudo@polito.it)

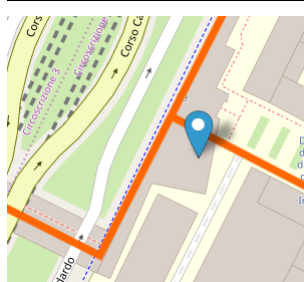
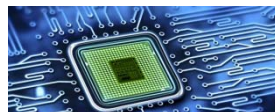


POLITECNICO  
DI TORINO

# ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR



Main Campus –  
Cittadella Politecnica  
3<sup>rd</sup> floor

**WELCOME AT POLITECNICO DI TORINO!**