WELCOME
MEETING WITH
PhD CANDIDATES
The Polito’s organization

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 at Glance (A.Y. 2021/22)

- **36,500 Students**
- **18,42% International students**
- **42,77% Students from outside Piedmont Region**
- **5,450 Students enrolled at first year**
- **1,084 PhD candidates**
To meet the real needs of the stakeholders

Polito at Glance (research areas)

4 RESEARCH AREAS
11 DEPARTMENTS

Industrial Engineering

Civil Engineering and Architecture

Physical, chemical and mathematical sciences for engineering

Information and communication Technologies
The PhD programmes at Politecnico di Torino are managed by an unique structure, i.e. the Doctoral School

The School deals with:

- The harmonization of PhD programmes, preserving their essential differences
- The coordination of training and cultural activities
- The control of the PhDs quality and the programmes accreditation
- The promotion and management of strategic choices and of scientific policies involving the PhD programmes
THE DOCTORAL SCHOOL

BODIES OF THE SCHOOL

DIRECTOR

SCHOOL COUNCIL

• COORDINATORS OF EVERY PROGRAM
• 3 REPRESENTATIVES OF THE PHD CANDIDATES
• 5 MEMBERS APPOINTED BY THE ACADEMIC SENATE

ADMINISTRATION

DOCTORAL SCHOOL

• Rector / Deputy Rector / Vice Rectors / Delegates of Rector
• Academic Senate
• Board of Governors
• Unit for Strategic Evaluation (external experts)
• Joint commission of Senate and Board of Governors for the strategies of PhDs
FIGURES ABOUT PhD @ POLITO

ARCHITETTURA, STORIA E PROGETTO
BENI ARCHITETTONICI E PAESAGGISTICI
BIOINGEGNERIA E SCIENZE MEDICO-CHIRURGICHE
ENERGETICA
FISICA
GESTIONE, PRODUZIONE E DESIGN
INGEGNERIA AEROSPAZIALE
INGEGNERIA CHIMICA
INGEGNERIA CIVILE E AMBIENTALE
INGEGNERIA ELETTRICA, ELETTRONICA E DELLE COMUNICAZIONI
INGEGNERIA INFORMATICA E DEI SISTEMI
INGEGNERIA MECCANICA
INTELLIGENZA ARTIFICIALE
MATEMATICA PURA E APPLICATA
METROLOGIA
SCIENZA E TECNOLOGIA DEI MATERIALI
URBAN AND REGIONAL DEVELOPMENT

* National PhD programme

** Inter-atheneum (UniTo)
ORGANIZATION OF PHD PROGRAMMES

COORDINATOR

- designs and implements the PhD programme
- oversees the overall training activities
- supports the PhD candidates for every practical issues in their career and advises
- assigns the tutor (supervisor)
- verifies the achievement of educational goals
- decides the admission to the next year and to the final exam

ACADEMIC BOARD

- supervises the development of training and research activities
- is 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

TUTOR

PhD candidates must keep in contact with their tutor, to share every choice concerning the activities of the ongoing research project, to update and to discuss the progress of their education and research.

REPRESENTATIVE OF THE PhD CANDIDATES

- In the School Council and in the Academic Senate
- for the PhD programme
- In the Department where You live
PHD REGULATIONS

ITALIAN 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)
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 authorized 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_il_dottorato)

- **Dropping out of the PhD**: candidates have to inform the School, filling a dedicated form and signing. 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_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. Each PhD candidate must inform and discuss together with tutor the publication of results of the research activity performed within the frame of the PhD programme.

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

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

TEACHING COLLABORATIONS

RESEARCH PROJECT

CONFERENCES

INDIVIDUAL 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 3rd year – Oct 31st)

Each PhD programme respects ScuDO guidelines, but the Academic Board of the PhD programme can add further requirements and set additional internal regulations.

Check with your coordinator

2. SCIENTIFIC PRODUCTION

Minimum requirement: at least 1 paper in an international journal

Insert all your publication on the institutional repository!

A score system assigns marks for all those PhD activities
EDUCATION

HARD SKILL COURSES

SCUDO offers a catalogue of courses for PhD candidates dealing with disciplines of the PhD programmes. The whole courses catalogue is available at: http://dottorato.polito.it/en/course_catalogue

Courses are all registered into an online procedure. To get recognition of attendance of courses and related hours, it is required complying with the course requirements and to have the right course code within the study plan approved by the Academic board. You can also attend courses outside Polito.

SOFT SKILL COURSES

Soft skill courses are focused non-disciplinary topics and provide students with transferable skills, to enable them to comply with their future role in society (technical, economic, professional). For instance, they deal with writing and presenting in English language, project management, fundraising, communication of research results,...

TBN: Language courses, cultural courses and professional training courses such as, for example, those provided to engineers and architects, are not recognizable as transferable skills training.
# Educacional Path

Soft Skill Courses at Polito are clustered in the following areas:

<table>
<thead>
<tr>
<th>Accademia/ R&amp;D Positions</th>
<th>Entrepreneurship</th>
<th>Industrial/ Management</th>
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</thead>
<tbody>
<tr>
<td><strong>Path-oriented skills</strong></td>
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<tr>
<td>Research integrity</td>
<td>Entreprenurial Finance</td>
<td>HR management &amp; Organization and models</td>
</tr>
<tr>
<td>Responsible research and innovation, the impact on social challenges</td>
<td>Entrepreneurship &amp; start-up creation</td>
<td>Entrepreneurial Finance</td>
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<tr>
<td>Etica informatica</td>
<td>Lean startup and lean business for innovation management</td>
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</tr>
<tr>
<td>Writing Scientific Papers in English</td>
<td>The new internet society: entering the black box of digital innovation</td>
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</tr>
<tr>
<td>Bibliography and literary state of art</td>
<td>Managing conflict: negotiation and communication</td>
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</tr>
</tbody>
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<tr>
<th>Employability</th>
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<tbody>
<tr>
<td>Job opportunities (Navigating the hiring process: CV, tests, interview)</td>
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<tr>
<td>Job searching</td>
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<tr>
<td>Personal branding (+)</td>
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<tr>
<th>Common Ground Skills</th>
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<tbody>
<tr>
<td>Project management (+)</td>
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<tr>
<td>Public speaking (+)</td>
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<tr>
<td>Communication (+)</td>
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<tr>
<td>Time management (+)</td>
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<tr>
<td>Intercultural &amp; Interpersonal mng ( )</td>
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<tr>
<td>IPR ( )</td>
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<tr>
<td>Social and environmental impact ( )</td>
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<tr>
<td>Fund raising (+)</td>
</tr>
<tr>
<td>Thinking out of the box ( )</td>
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</tbody>
</table>

Some courses are offered as MOOC, that means you can remotely attend online, through your «Teaching Portal» (Cruscotto) and to access to final test.

http://dottorato.polito.it/en/soft_skills
PhD candidates are recommended to spend some time in other universities / institutions / centers for education and research - up to 18 months (max)

**Before leaving**, it is compulsory for all PhD candidates:

1. apply to the **authorisation procedure**, on the Teaching Portal – Cruscotto SCUDO, by describing the time of the mobility through the section “External Research Activities”

2. only after that the procedure has been successfully concluded, apply to the **authorisation procedure available on your personal page**, in the PoliTO website (Researchers’ Portal), concerning costs, funding and departmental authorisation

   https://www.swas.polito.it/intra/missioni/;

But also:

- check the website **www.viaggiaresicuri.it** to acquire updated information about your destination to be sure that it is included among those “allowed”;

- read the instructions of the 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;
**During the mobility:**

1. follow the **safety procedures adopted by the host institution/company** and comply with their requirements
2. before travelling back to Italy, do check again the website www.viaggiaresicuri.it and follow the related instructions, particularly if restrictions are adopted at national and/or international level;

**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 for Phd candidates** and the limitations of the insurance covering in no-EU countries [https://www.swas.polito.it/services/polizze/doc_m.asp](https://www.swas.polito.it/services/polizze/doc_m.asp)
FINANCIAL SUPPORT TO MOBILITY

Financial support for PhD candidates (with scholarship)

→ **50% increase of the scholarship** for the whole time spent in international mobility (up to 18 months) Automatically granted with the authorisation procedure on Cruscotto SCUDO

Budget for mobility

→ **€1.885/yr available in 2\textsuperscript{nd} and 3\textsuperscript{rd} 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**  
  http://dottorato.polito.it/en/home

→ **Teaching portal**  
  *(Cruscotto Scudo)*

→ **Researcher portal (MyPoli)**
  → Publications, work missions...

→ **Facebook**
  - Doctoral School - Polito
  - Polito Researchers on the Move
STUDENT ACCOUNT AND RESEARCHER ACCOUNT

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

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

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

- Teaching Portal
- Student webmail
- Researcher portal (MyPoli)
- Researcher webmail

Email accounts:
- s333444@studenti.polito.it
- john.smith@studenti.polito.it
- dd/mm/yyyy
- d111222@polito.it
- john.smith@polito.it
- n-S-dd-mm-yyyy
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 career
- 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 is an individual Portal where the whole PhD career is recorded: courses, publications and research activities.

- **Training activities**: courses taken in 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.

**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.

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**CRUSCOTTO SCUDO**

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

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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 must be uploaded here

TBN: Before uploading your publications 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.
"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/are 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)

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 Learning CENTRE (CLA):
https://didattica.polito.it/cla/en/about_us/
## Who can help You in Your Department …

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural and Landscape Heritage</td>
<td>Antonietta Cerrato</td>
</tr>
<tr>
<td>Architecture. History and Project</td>
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</tr>
<tr>
<td>Bioengineering and Medical-Surgical Sciences</td>
<td></td>
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<tr>
<td>Mechanical Engineering</td>
<td>Mariagrazia Angelillo</td>
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<tr>
<td>Aerospace Engineering</td>
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<tr>
<td>Chemical Engineering</td>
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<tr>
<td>Materials Science and Technology</td>
<td>Tiziana Marangoni</td>
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<tr>
<td>Physics</td>
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<tr>
<td>Civil and Environmental Engineering</td>
<td>Giuseppina Zampino</td>
</tr>
<tr>
<td>Computer and Control Engineering</td>
<td>Elisabetta D’Altoé</td>
</tr>
<tr>
<td>Electrical, Electronics and Communications</td>
<td>Vanna Leoncini/Laura Trabuio</td>
</tr>
<tr>
<td>Energetics</td>
<td>Mariapia Martino</td>
</tr>
<tr>
<td>Management, Production and Design</td>
<td>Marina Dall’Arso</td>
</tr>
<tr>
<td>Metrology    <strong>Lucia Bailo (INRIM), Vanna Leoncini (POLITO - DET), Tiziana Marangoni (POLITO - DISAT)</strong></td>
<td></td>
</tr>
<tr>
<td>Pure and Applied Mathematics</td>
<td>Antonella Bianchi</td>
</tr>
<tr>
<td>Urban and Regional Development</td>
<td>Daniela Belloni</td>
</tr>
</tbody>
</table>
Politecnico containment against 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 to be advised
Help desk and Guide

For all administrative practices as well as requests for information and appointments, you are invited to use the ticketing system

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

SURVIVAL GUIDE

Why this guide?

The Survival guide explains the rights and duties of Phd candidates and the services offered by the Polytechnic.

PART 1 - ONLINE PORTAL AND SERVICES

1.1 SmartCard

1.2 Substitution of the SmartCard

1.3 Student ID account
WELCOME AT POLITECNICO DI TORINO!

Main Campus – Cittadella Politecnica 3rd floor