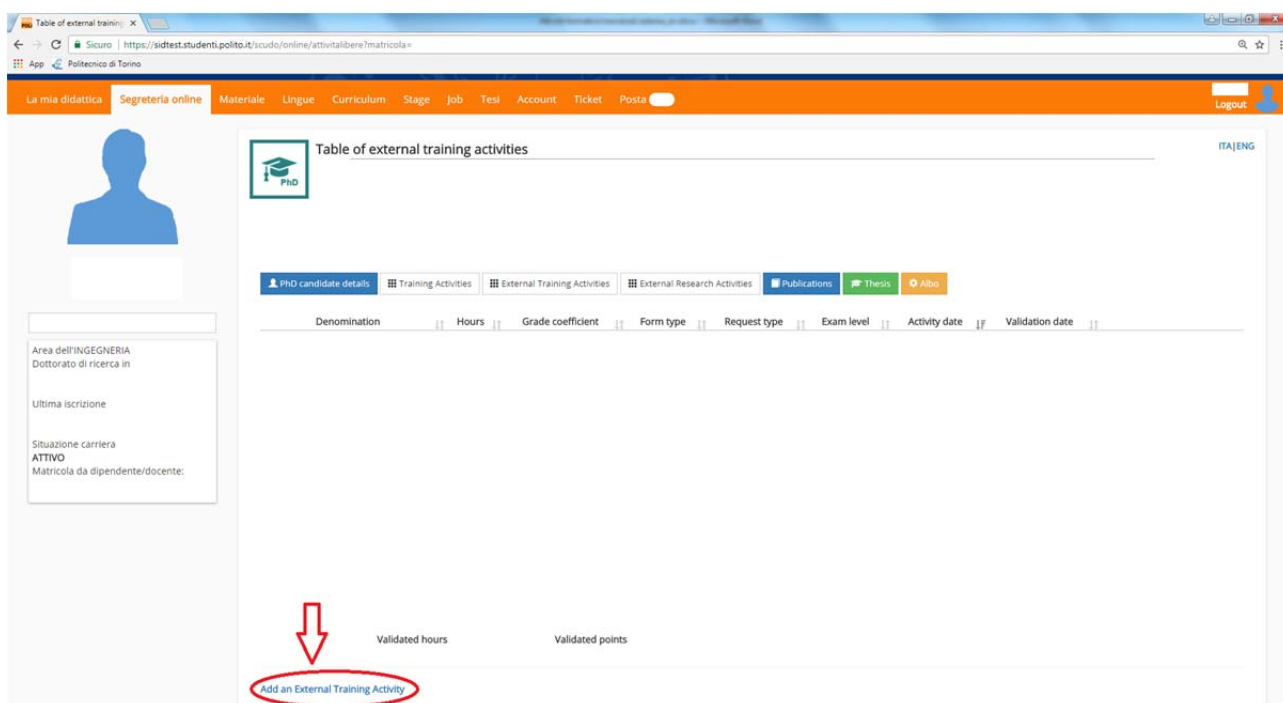


PROCEDURE FOR REQUESTING THE EVALUATION OF EXTERNAL TECHNICAL AND SPECIALISED COURSES

REQUEST FOR FINAL APPROVAL

Once you have attended a technical and specialised course, external to courses offered by Politecnico di Torino, it is necessary to request the evaluation and the recognition of the number of hours by the Coordinator of your PhD programme.

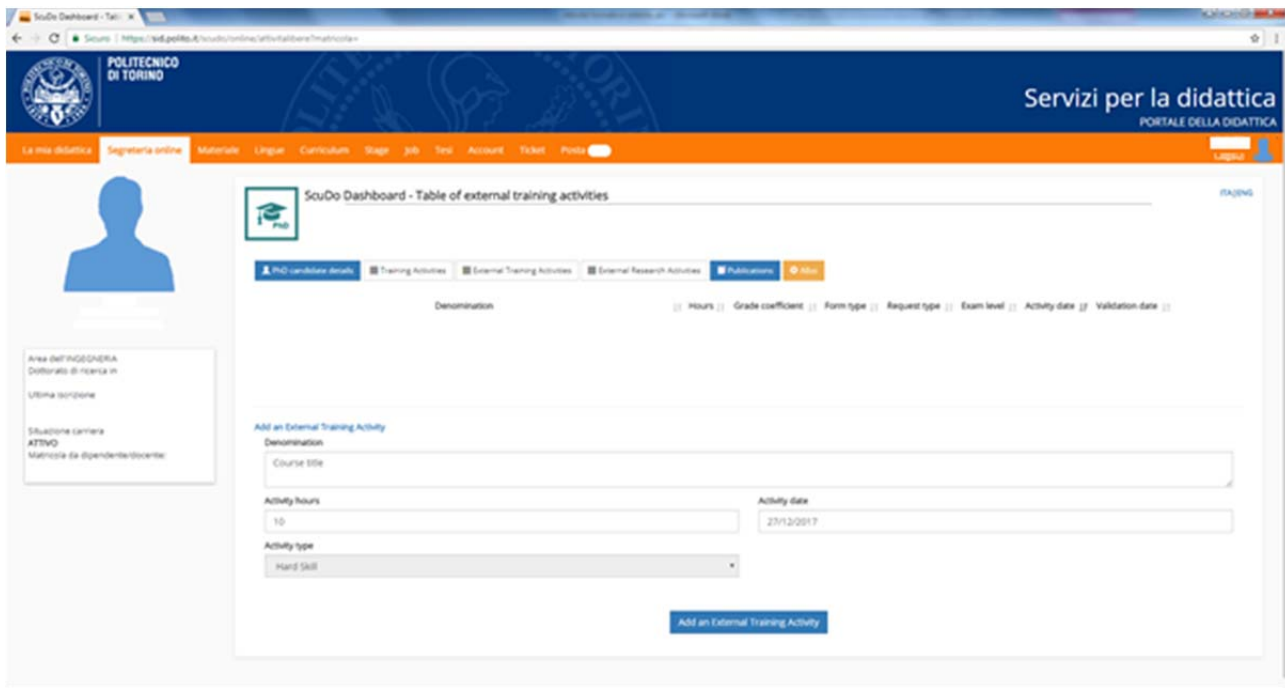
- 1) From Cruscotto – section “External Training Activities” select the item "Add an External Training Activity":



The screenshot shows a web browser window with the URL <https://sidest.studenti.polito.it/scudo/online/attivitalibere?matricola=>. The page title is "Table of external training activities". The navigation bar includes "La mia didattica", "Segreteria online", "Materiale", "Lingue", "Curriculum", "Stage", "Job", "Testi", "Account", "Ticket", "Posta", and "Logout". The main content area has a sidebar on the left with a profile picture and text: "Area dell'INGEGNERIA", "Dottorato di ricerca in", "Ultima iscrizione", "Situazione carriera", "ATTIVO", and "Matricola da dipendente/docente:". The main content area has a header "Table of external training activities" and a navigation bar with "PhD candidate details", "Training Activities", "External Training Activities", "External Research Activities", "Publications", "Thesis", and "Albo". Below this is a table with columns: "Denomination", "Hours", "Grade coefficient", "Form type", "Request type", "Exam level", "Activity date", and "Validation date". At the bottom of the page, there is a button labeled "Add an External Training Activity" which is circled in red and has a red arrow pointing to it.

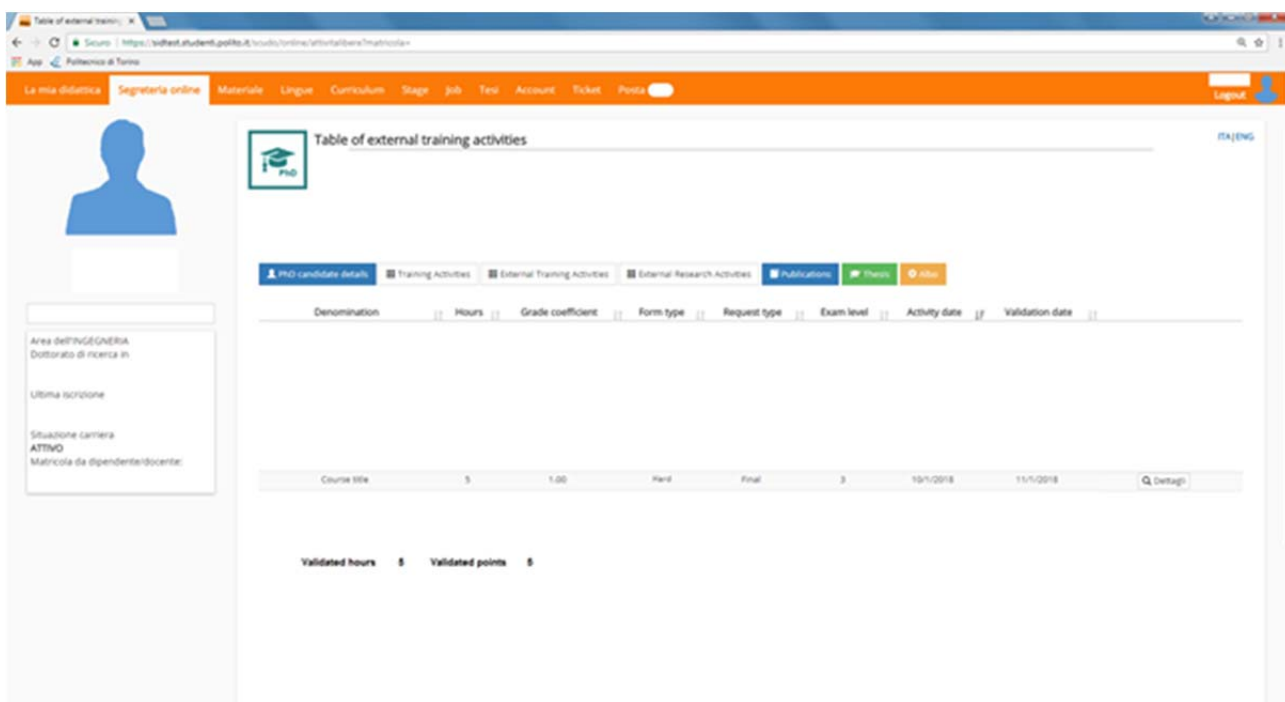
- 2) Enter the data relative to the course for which the evaluation is requested:
 - Denomination (course title)
 - Activity hours (as indicated in the syllabus)
 - Activity type: Hard Skill
 - Activity date: start date of the course

Click on the item "Add an External Training Activity":



The certificate of attendance (if the course required a final exam, attach the certificate of attendance and of passing of the exam) and the syllabus should be sent to the Coordinator of the PhD programme.

- Once the Coordinator of your PhD programme has validated the hours, the following screen will be displayed:



As for all external courses, no more than 30 hours can be validated for each activity.