

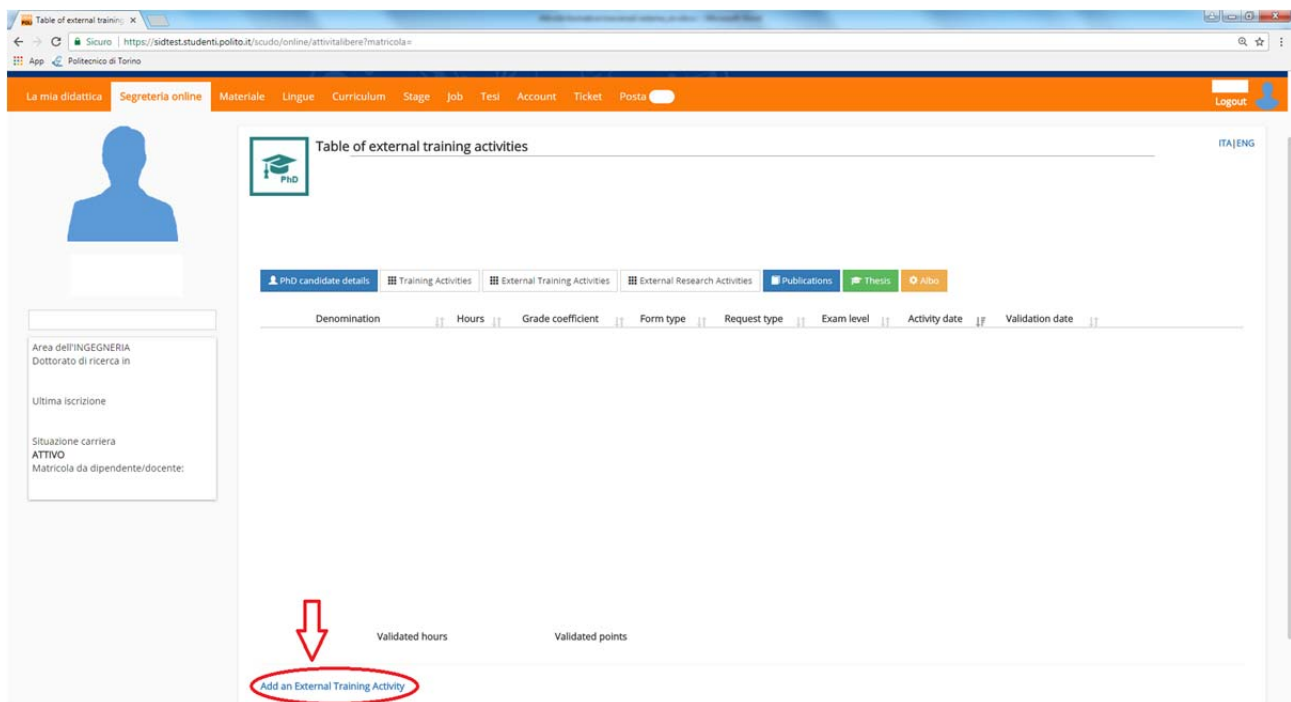
# PROCEDURE FOR REQUESTING THE EVALUATION OF EXTERNAL COURSES ON TRANSFERABLE SKILLS TO THE DOCTORAL COMMITTEE FOR TRANSFERABLE SKILLS TRAINING

## REQUEST FOR ESTIMATE APPROVAL

### BEFORE THE BEGINNING OF THE COURSE

Before following an external course on transferable skills, it is necessary to request the evaluation of the syllabus and the number of hours that may be recognized by the Doctoral Committee for Transferable Skills Training.

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



- 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: Soft Skill
  - Activity date: start date of the course
  - Request type: Estimate (it is automatically selected by entering the course start date)
  - Activity program: attach the program
  - If the course includes a final exam, flag the field (the information must also be available in the syllabus)

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

Table of external training: X

https://sidest.studenti.polito.it/scudo/online/attivitalibere?matricola=

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**Add an External Training Activity**

Denomination

Activity hours

Activity type

Activity program  
 Course programme.pdf

Do the activity have a final exam?

Activity date

Request type

**Add an External Training Activity**

m@il

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3) Once the activity has been added, the following screen appears and the information is visible to the Doctoral Committee, which can evaluate the activity:

Table of external training: X

https://sidest.studenti.polito.it/scudo/online/attivitalibere?matricola=

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**Table of external training activities**

ITA | ENG

The activity has been modified correctly

PHD candidate details | Training Activities | External Training Activities | External Research Activities | Publications | Theses | Albo

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
Course title	10		Soft	Estimate	3	1/2/2018	<a href="#">Delete</a> <a href="#">Edit</a>

Area dell'INGEGNERIA  
 Dottorato di ricerca in

Ultima iscrizione

Situazione carriera  
**ATTIVO**  
 Matricola da dipendente/docente:

4) Once the Doctoral Committee has evaluated the course, the following screen appears:

The screenshot shows a web browser window with the URL <https://sidtest.studenti.polito.it/scudo/online/modificaattivita?id=>. The page title is "Edit external training activities". On the left, there is a user profile section with a blue silhouette icon 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 navigation bar with tabs: "PhD candidate details", "Training Activities", "External Training Activities", "External Research Activities", "Publications", "Thesis", and "Albo". Below the navigation bar, the form includes a "Description" section with a "Course title" text area. There are three input fields: "Activity hours" (value: 10), "Approved hours" (value: 5), and "Activity date" (value: 01/02/2018). The "Activity type" is set to "Soft Skill" and the "Request type" is "Estimate". An "Activity program" section contains a file upload field with "Course programme.pdf (9.5 kB)" and a "Scegli file" button. A checkbox "Do the activity have a final exam?" is present. A "Validator note" text area contains the text "\* Note inserted on 11/01/2018". The "Area" dropdown menu is set to "Communication". At the bottom, there are "Back" and "Edit Activity" buttons.

Please note that the Committee may recognize only half of the hours if the course does not have a final exam.

Language courses, cultural courses and professional training courses, such as those of the Orders of Engineers and Architects which already have a system for recognizing professional credits, are not recognisable as transferable skills training.

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

### AT THE END OF THE COURSE

Once the course is finished, you should insert the certificate of attendance to request the validation of the hours to the Doctoral Committee for Transferable Skills Training.

- 1) From Cruscotto – section “External Training Activities” select the inserted course by clicking on the item “Edit”.

Table of external training activities

PHD candidate details | Training Activities | External Training Activities | External Research Activities | Publications | Theses | Albo

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
Course title	5	1,00	Soft	Estimate	3	1/2/2018	<a href="#">Delete</a> <a href="#">Edit</a>

2) Attach the certificate of attendance (if the course required a final exam, attach the certificate of attendance and of passing of the exam):

Edit external training activities

PHD candidate details | Training Activities | External Training Activities | External Research Activities | Publications | Theses | Albo

Description

Course title

Activity hours: 10 | Approved hours: 5 | Activity date: 01/02/2018

Activity type: Soft Skill | Request type: Final

Activity program

Course programme.pdf (9.5 kB) | [Scegli file](#) | Nessun file selezionato

Activity certificate | [Attendance certificate course.pdf \(9.5 kB\)](#) | [Scegli file](#) | Nessun file selezionato

Do the activity have a final exam?  | Do you pass the final exam?

Validator note

Area

[Back](#) | [Edit Activity](#)

3) Once the Doctoral Committee for Transferable Skills Training has validated the hours, the following screen will be displayed:

The screenshot displays a web interface for a PhD candidate. The main content area is titled "Table of external training activities" and features a table with the following data:

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date	
Course title	5	1,00	Soft	Final	3	10/1/2018	11/1/2018	<a href="#">Dettagli</a>

Below the table, the following summary is displayed:

**Validated hours 5   Validated points 5**

## REQUEST FOR FINAL APPROVAL

If you have already attended an external course that you think may be recognized as course on transferable skills, you can request the evaluation from the Doctoral Committee for Transferable Skills Training:

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

The screenshot shows the 'Table of external training activities' interface. A red arrow points to the 'Add an External Training Activity' button, which is circled in red. The interface includes a navigation menu, a user profile section, and a table with columns for Denomination, Hours, Grade coefficient, Form type, Request type, Exam level, Activity date, and Validation date. Below the table, there are labels for 'Validated hours' and 'Validated points'.

- 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: Soft Skill
  - Activity date: start date of the course
  - Request type: Final (it is automatically selected by entering the course start date)
  - Activity program: program to be attached
  - If the course includes a final exam, flag the field (the information must also be available in the syllabus)
  - Activity certificate: attach the certificate of attendance (if the course does not require a final exam) / Certificate of passing exam: attach the certificate of attendance and of passing the exam (if the course includes a final exam)

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

Table of external training: X

https://sidtest.studenti.polito.it/scudo/online/attivitalibere?matricola=

Validated hours      Validated points

**Add an External Training Activity**

Denomination

Course title

Activity hours: 10

Activity date: 20/12/2017

Activity type: Soft Skill

Request type: Final

Activity program: Scegli file Course programme.pdf

Activity certificate: Scegli file Attendance certificate course.pdf

Do the activity have a final exam?

Do you pass the final exam?

**Add an External Training Activity**

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3) Once the Doctoral Committee for Transferable Skills Training has validated the hours, the following screen will be displayed:

Table of external training: X

https://sidtest.studenti.polito.it/scudo/online/attivitalibere?matricola=

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**Table of external training activities**

ITA | ENG

PHD candidate details   Training Activities   External Training Activities   External Research Activities   Publications   Theses   Albo

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
Course title	5	1.00	Soft	Final	3	20/12/2017	11/1/2018

Validated hours: 5   Validated points: 5