



## **CALL FOR APPLICATIONS FOR ADMISSIONS TO PHD PROGRAMMES AT POLITECNICO DI TORINO (35<sup>th</sup> CYCLE) – 01.11.2019 / 31.10.2022**

### **EXECUTIVE SUMMARY**

#### **Art. 1 – PhD programmes offered by Politecnico di Torino**

1. The Call for applications for admissions to the PhD programmes offered by Politecnico di Torino is now open. Applications are invited for the following PhD programmes:
  - Architecture. History and Project, including the curriculum “Transnational Architectural Models in a Globalized World” in collaboration with the School of Architecture of Tsinghua University
  - Architectural and Landscape Heritage
  - Energetics
  - Physics
  - Management, Production and Design
  - Aerospace Engineering
  - Chemical Engineering
  - Civil and Environmental Engineering
  - Electrical, Electronics and Communications Engineering, including the “Electronics Devices” curriculum, in collaboration with the National Institute for Nuclear Physics
  - Computer and Systems Engineering
  - Mechanical Engineering
  - Metrology, in collaboration with the National Institute for Metrological Research (INRiM)
  - Materials Science and Technology
2. In accordance with Ministerial Decree no. 45/2013, PhD programmes can be opened after being accredited by MIUR (Ministry of Education, University and Research).
3. All PhD programmes of the 35<sup>th</sup> cycle will start on **1<sup>st</sup> November 2019**.

#### **Art. 2 – Types of positions available**

1. Detailed information about PhD positions, scholarships and information sheets for PhD positions with predefined research topic is contained in a table published at: [http://dottorato.polito.it/en/call\\_for\\_admission](http://dottorato.polito.it/en/call_for_admission). The table is an integral part of this Call for applications. The table may be updated after the publication of this Call if any variations occur. Variations will be made public exclusively at: [http://dottorato.polito.it/en/call\\_for\\_admission](http://dottorato.polito.it/en/call_for_admission).
2. The PhD positions offered by Politecnico di Torino are divided into the following categories:

<b>Fully-funded PhD positions (with scholarship)<sup>1</sup> with own research topic</b>	All applicants compete for scholarships with own research topic, unless they explicitly renounce their right to receive them.  Further information on scholarships with own research topic is available at: <a href="http://dottorato.polito.it/en/scholarships">http://dottorato.polito.it/en/scholarships</a>
<b>Fully-funded PhD positions (with scholarship)<sup>1</sup> with predefined research topic</b>	Applicants who receive an offer for this kind of PhD position are required to conduct their research on a specific research topic (illustrated in the scholarship information sheet).  These positions can be offered only to the applicants who explicitly apply

<sup>1</sup> For scholarships financed by an external institution, enrolment is subject to the subscription of the related



	<p>for them, if the Admission Committee considers them eligible to carry out the specific research project (art. 8).</p> <p>Applicants interested to compete for this type of positions are required to follow the procedure referred to in art. 3, paragraph 3.</p> <p>Detailed information about fully-funded PhD positions with predefined research topics is available at <a href="http://dottorato.polito.it/en/scholarships">http://dottorato.polito.it/en/scholarships</a></p>
<b>PhD positions offered in apprenticeship format (dottorato in apprendistato di alta formazione e ricerca)</b>	<p>Applicants who receive an offer for this kind of PhD position can undertake a PhD programme to get a PhD degree while being simultaneously employed by a company with an apprenticeship contract having the same duration of the PhD programme.</p> <p>The apprenticeship contract (stipulated in accordance with Legislative decree no. 81/2015) is terminated upon completion of the PhD programme and/or the degree conferral.</p> <p>Applicants must be aged under 30 years when the company hires them.</p> <p>Applicants interested to compete for this type of positions are required to follow the procedure referred to in art. 3, paragraph 3.</p>
<b>PhD positions without scholarships</b>	<p>Applicants who wish to undertake a PhD programme without receiving any scholarship are required to follow the procedure referred to in art. 3, paragraph 4.</p>

	<b>RESERVED PhD POSITIONS</b>
<b>PhD positions reserved to recipients of scholarships granted by national or international governmental or public institutions</b>	<p>These positions are offered to the applicants who are declared eligible for admission at the end of the selection process following the order of the ranking list (see art. 10 paragraph 3).</p>
<b>PhD positions reserved to research fellows</b>	<p>These positions are offered to the applicants who are declared eligible for admission at the end of the selection process following the order of the ranking list (see art. 10 paragraph 3).</p> <p>The number of positions reserved to research fellows is equal to half of the number of ordinary positions for each PhD programme, rounded up to the nearest unit.</p> <p>The topic of the research fellowship and the topic of the PhD thesis must be the same.</p> <p>The Academic Board may give a binding opinion on the compatibility of the two activities.</p> <p>Research fellowships are not compatible with PhD scholarships.</p>

This Call for applications (35<sup>th</sup> cycle) is also open to the applicants who are selected by special Boards within the framework of specific international mobility programmes in which Politecnico di Torino is involved.



### **Art. 3 – PhD scholarships and PhD Positions offered in apprenticeship format**

1. PhD scholarships last one year and are renewed from year to year provided that PhD candidates have fulfilled the coursework requirements and have been admitted to the next year by the Academic Board. Scholarships are paid for a maximum of three years.
2. The gross annual amount of a PhD scholarship for 2019 is € 18.850,00, including social security contributions charged to the scholarship recipient. Scholarship recipients are exempted from paying the local income tax and the personal income tax (IRPEF). The scholarship amount is subject to the deductions of the INPS contributions (*Gestione Separata*), two thirds of which are charged to Politecnico di Torino and one third is borne by the recipient.  
The amount of the scholarship will be increased by 50% proportionally to any periods of study and research abroad, up to a maximum of 18 months of mobility in three years.
3. How to select a fully-funded PhD position with predefined research topic and/or a PhD position offered in apprenticeship format:
  - a) Applicants interested in one or more PhD scholarships with predefined research topic and/or in any PhD positions offered in apprenticeship format with predefined research topic must carefully check the research topic and competencies required to carry out the specific research project, illustrated in the information sheet of each scholarship. Applicants are required to contact the Principal Investigator and choose one or more scholarships/ PhD positions offered in apprenticeship format with predefined research topic (up to a maximum of 5 choices) by: logging into the [Apply@polito.it](mailto:Apply@polito.it) platform (see art. 6 paragraph 1) and selecting the scholarships they are interested in from the list. Applicants can make their choice **5 days before the beginning of the interviews** of the relevant PhD programme and up to 12.00 a.m. (noon, CET) of the day before the interviews begin. Once made, choices can no longer be modified.
  - b) **Applicants who do not select any PhD scholarship with predefined research topic and/or any PhD positions offered in apprenticeship format with predefined research topic following the instructions provided under letter a) will compete exclusively for PhD scholarships with own research topic.**
4. Applicants who are not interested in any PhD scholarship (either with predefined research topic or with own research topic) or applicants who do not wish to compete for any PhD position offered in apprenticeship format must explicitly renounce their right to receive them. They are required to follow the procedure available on the [Apply@polito.it](mailto:Apply@polito.it) platform (see art. 6, paragraph 1), select the scholarship-waiver option, from **5 days before the beginning of the interviews** of the relevant PhD programme and up to 12.00 pm (noon, CET) of the day before that the interviews begin. **Once made, choices can no longer be modified.**
5. The following categories of applicants cannot receive any PhD scholarship:
  - a) individuals who have already been granted a scholarship for a PhD programme in Italy cannot receive another scholarship even if they enrol in a new PhD programme.
  - b) civil servants who are on special leave but still receive their salary and social security contributions.
  - c) research fellows (see art.10, paragraph 6).
  - d) individuals who have a contract of “*Alta Formazione e Ricerca*” (art. 45 of Legislative Decree no. 81/2015).

### **Art. 4 – Sessions of the Call**

1. The PhD selection process for admissions to the PhD programmes of the 35<sup>th</sup> cycle is organized in two separate sessions, hereinafter referred to as the “**spring session**” and the “**summer session**”.
2. Admitted candidates who are offered a fully-funded PhD position (with scholarship) in the spring session may receive a pre-PhD scholarship to carry out their research project for maximum 6 months (see art. 13).
3. Politecnico di Torino reserves itself the right to open a new PhD selection process for further admissions at the beginning of September, if new funds are made available for the 35<sup>th</sup> cycle after the end of the summer



session selection process. In this case, the admissions requirements will be the same as those of the summer session.

This new PhD selection process will be published at [http://dottorato.polito.it/en/call\\_for\\_admission](http://dottorato.polito.it/en/call_for_admission) by 2nd September 2019.

### **Art. 5 – Admission requirements**

1. Applicants can apply for admission to the selection process for Politecnico di Torino PhD programmes if they meet the following requirements:

- a) they are Italian or non-Italian citizens and they have earned an Italian Master's degree (*Laurea Magistrale*) or an eligible international Master's degree by the deadline established for each session (see art. 6, paragraph 1);
- b) they are Italian or non-Italian citizens and they are going to earn their Master's degree no later than **17<sup>th</sup> April 2019** for the spring session<sup>2</sup> and no later than **31<sup>st</sup> October 2019** for the summer session. In these cases, they will be admitted to the selection process "with condition". Failure to obtain the Master's degree with the minimum grade required (see paragraph 2) by the date here specified, entails that these applicants will not be admitted to the PhD programme.

2. Applicants will be admitted to the selection process if they meet the following admission requirements. Applicants who fail to meet one of the admission requirements will be excluded from the selection process:

<b>Applicants with an academic qualification (2<sup>nd</sup> level) obtained in Italy</b>	<b>Applicants with an academic qualification (2<sup>nd</sup> level) obtained abroad and recognized as valid (see the following paragraph 3)</b>
<b>Master's degree (<i>Laurea Magistrale</i>) with minimum final grade: 95/110</b> or Master's degree to be obtained before the deadlines specified in paragraph 1, provided that the average grade of all the exams is equal to or greater than 25/30. In this case, applicants must graduate with a minimum final grade of 95/110, otherwise they will not be admitted to the PhD programme.	<b>Valid GRE® General Test</b> , which applicants must have already obtained by the application deadline.

3. **All candidates are required to prove their knowledge of the English language by showing one of the following English language certificates.** Certificates are valid regardless of when they were obtained. Certificates which are not listed below will not be accepted as proof of knowledge of the English language.

- IELTS: minimum score 5.0
- one of the language certificates accepted in substitution for IELTS 5.0 by Politecnico di Torino and listed in the table (2018/2019) available at: <https://didattica.polito.it/cla/en/certificates>

Applicants with a Bachelor's or a Master's degree awarded by a university where English is the medium of instruction are exempted from presenting any English language certificate. In this case, the university must specify that "The medium of instruction is English".

<sup>2</sup> CSC applicants shall refer to annex 1.



**Also** applicants who do not have an English language certificate can submit their application, but in this case they will be admitted to the selection process “with condition” and must present one of the above-mentioned certificates upon enrolment (see art.12, paragraph 2) and **absolutely no later than 31 October 2019**. Failure to do so entails that they will not be admitted to the PhD programme.

**4. Applicants with a non-Italian academic qualification** can be admitted to a PhD programme only if they have a 2<sup>nd</sup> level degree (as defined by the Bologna Process) or a Master’ degree awarded by an officially recognized academic institution which grants admission to PhD programmes in the country of origin.

The University Board referred to in art. 7 decides on the eligibility of non-Italian academic qualifications for the sole purpose of admission to the selection process for PhD programmes of the 35<sup>th</sup> cycle.

Applicants who intend to request this recognition must attach the following documents to their application form:

- Certificate or self-declaration (see Annex 3) of their Master’s degree with final grade, if already obtained;
- Certificate or self-declaration (see Annex 3) of their transcript of records, with the list of the exam grades of their Master’s degree programme;
- Any other document which can be useful for recognizing the qualification (for instance: Diploma Supplement, statement of validity, certificate of validity issued by ENIC\_NARIC centres).

The above-mentioned documents must be issued by the university of origin in one of the following languages: Italian, English, French, Portuguese or Spanish, **Failure to do so entails the exclusion of the applicants from the selection process.**

The University Board decides on the recognition of non-Italian academic qualifications based on the documents attached to the application. For this reason, the Board may not admit any applicant to the selection process if the documents do not provide enough information for evaluation.

**5. The following limitations apply to admissions to PhD programmes:**

- individuals who are enrolled in a PhD programme without a scholarship are allowed to enrol in a different PhD programme, if admitted, provided that they withdraw from the previous PhD programme and start over from the first year;
- applicants who accepted an offer of admission for a position in a specific session cannot take part in the selection process for the next session in the same PhD cycle.

#### **Art. 6 – Application submission**

1. Application forms must be submitted **by 12.00 p.m. (noon - CET)** of:

- **14<sup>th</sup> February 2019**, for the spring session
- **17<sup>th</sup> May 2019**, for the summer session

**Applications must be submitted online only from the Apply@polito.it platform** which is accessible from the homepage of Politecnico di Torino website <https://www.polito.it/index.php?lang=en> or from [http://dottorato.polito.it/en/Call\\_for\\_admission](http://dottorato.polito.it/en/Call_for_admission).

Applicants who log into the Apply@polito.it platform for the first time are required to register first.

Graduates and graduands from Politecnico di Torino must log into the Apply@polito platform using their credentials (user: S+number – password: date of birth, in the format “ddggyyyy” or changed password).

**Application deadlines are mandatory; late applications or applications submitted via a procedure different from the one specified in this paragraph will be rejected.**

Politecnico di Torino encourages all applicants to submit their online applications ahead of the deadline. It is the applicants’ responsibility to verify that the application process was completed correctly, including the





payment mentioned in paragraph 3 of this article. The University will not accept any claims for malfunctions of the online system due to network overloading close to the deadline.

The dates of the selection process and the results will be published at <http://dottorato.polito.it/en/admission>. This publication is considered valid for all legal purposes as an official notification. Politecnico di Torino will not send any individual message to the applicants. Possible further updates regarding the selection process will be sent to the applicants **exclusively** by e-mail using the e-mail address provided in the application form.

2. Applicants are required to attach the following documents to their application:

a)	A copy of a valid <b>identification document</b>	Both front and back side with picture and signature.
b)	Certificate or self-declaration (see Annex 3) with the information on their academic background: <ul style="list-style-type: none"> <li>- <b>Bachelor's degree</b> (1<sup>st</sup> level degree), with final grade, date and place of conferral;</li> <li>- <b>Master's degree</b> (<i>Laurea Magistrale</i> – 2<sup>nd</sup> level degree) or equivalent qualification, as specified in art. 5, paragraph 1), with final grade, date and place of conferral, if already awarded;</li> <li>- List of the <b>exams taken</b> during the whole academic path, with grades, dates and places of the exams.</li> </ul>	In the event that applicants have <b>two (or more) Master's degrees (2<sup>nd</sup> level) or equivalent degrees</b> , they must state in their application form <b>which qualification</b> they want to use to compete for admission to the PhD programme. The other degrees must be attached under the section " <i>Ogni altro documento</i> " (i.e. Any Other Document") as provided for by letter i) of this table.  Graduates and graduands from Politecnico di Torino do not need to attach the above-mentioned certificates/self-declarations.
c)	English language certificate or self-declaration (see Annex 3) to prove their <b>knowledge of the English language</b> (art. 5, paragraph 3)	With score, date and place of examination, if already obtained.
d)	<b>Abstract of Master's thesis</b>	In English. Max length: 4.000 characters (spaces included).
e)	<b>Short statement of purpose (SOP) on the applicant's research interests and motivations for undertaking a PhD programme.</b> (This must be coherent with the research project of the PhD programme chosen in the application form)	In English Max length: 4.000 characters (spaces included). In the event that applicants apply for admission to more than one PhD programme, they can attach a statement of purpose for each PhD programme.
f)	<b>Name and e-mail address of the two referees</b> which can be contacted by the Admissions Committee to get useful information for the evaluation of the application.	<b>Preferably one faculty member from the Politecnico di Torino and one faculty member on the staff of another university (Italian or international university)<sup>3</sup>.</b> For PhD programmes in cooperation with other institutions, the PoliTo faculty member can be replaced by a faculty member pertaining to the partner institution.
g)	Valid <b>GRE® General Test</b> (5 years since the test date), obtained before the application deadline.	Applicants need to enter Politecnico di Torino as the "Recipient" by selecting code 6994 during the GRE Test examination. Or, if the GRE Test has already been taken, applicants need to add code 6994 via the ETS website. Politecnico is not responsible for any communication delays caused by ETS.

<sup>3</sup> CSC applicants shall refer to annex 1.



h)	<b>Publications</b>	
i)	<b>Any other document</b> which applicants deem useful for the purpose of evaluating their application	For instance: other Bachelor's or Master's degrees, Diploma Supplement, prizes and awards, professional experience, any other document useful for the purpose of declaring applicants suitable for admission to a PhD programme, etc.

The documents listed under letter b) have to be written in Italian, English, French, Portuguese or Spanish by the issuing University.

**Applications for the selection process including all the above-mentioned attachments, of which they are integral part, and must be written in the form of a lawful self-declaration, in accordance with art. 46 and 46 of DPR no. 445/2000 and subsequent amendments. The documents attached to the application for its evaluation must be written in the form of self-certificates or *dichiarazioni sostitutive di atto di notorietà* as provided for by the law. The application made by the candidate must include all the necessary information for the evaluation of the academic qualification and the verification of its truthfulness. Failure to include even a single element entails that the qualification will not be evaluated.**

It will not be possible to upload any additional document **after the submission of the application**; consequently, for applicants admitted to the selection process "with condition", Politecnico di Torino will take into account the average grade of the exams taken during the Master's degree programme instead of the final grade.

Politecnico di Torino will not take into consideration any declaration, qualification, publication or request to modify submitted documents after the closing date of this Call. Politecnico di Torino will evaluate exclusively the qualifications already obtained by the applicant by the closing date of the Call and submitted in accordance with the instructions provided in this Call.

**3. Applicant are required to pay a non-refundable € 30.00 fee for each application.** This amount must be paid by credit card (VISA, MasterCard) at the end of the application process.

**The application process is finalized and valid only after the payment of the above-mentioned fee;** afterwards, applicants will no longer be able to modify their application.

4. In their application form, applicants must declare under their own responsibility:

- that they are aware that the originality of their publications and papers presented for admission to the programme or produced during a PhD programme at Politecnico di Torino may be checked with an anti-plagiarism software;

- that they are not enrolled in any other university programme (except for what is provided for by art. 5)

or,

- that they are enrolled in another university programme (Bachelor degree, Master degree, Specializing Master, Postgraduate School, PhD) but undertake to withdraw from it before enrolling in the PhD programme at Politecnico di Torino;

- if they are employed.

#### **Art. 7 – Verification of the admission requirements for the selection process**

1. After the closing date for application submission, a dedicated **University Board**, appointed by the Rector, verifies if the applicants meet the admission requirements for the selection process listed in art. 5.

The list of applicants who do not meet the admission requirements will be published on the Doctoral School website: [http://dottorato.polito.it/en/results\\_and\\_rankings](http://dottorato.polito.it/en/results_and_rankings).



2. Politecnico di Torino reserves itself the right to make sample checks on the declarations and documents presented by the applicants. The University can therefore decide on the exclusion of an applicant from the selection process at any time due to unfulfilled admission requirements.

#### **Art. 8 – Assessment Criteria**

1. Applicants will be assessed for admission to the PhD programme they have chosen based on their motivations, academic background, competencies, expertise and research skills, which can be deduced from the documents attached to their application form and from the interview.
2. Applicants will be assessed by a **specific Admissions Committee for each PhD programme**, appointed by the Rector and staffed by minimum 3 members chosen from among tenured faculty members and permanent researchers or other professionals with competencies in the specific research field for PhD programmes organized in cooperation with other institutions (see list in art. 1); the Admissions Committee can also be composed of international and/or Italian experts research field, chosen from among members of public or private academic or research institutions and centres, for the sole purpose of evaluating the eligibility of the applicants who compete for the scholarships offered by external donors.

The composition of the **Admissions Committees** is published on the Doctoral School webpage at: [http://dottorato.polito.it/en/evaluation\\_candidates](http://dottorato.polito.it/en/evaluation_candidates).

3. The Admissions Committee can assign a maximum of 100 points to each applicant, divided as follows:
  - qualifications: maximum 40 points as detailed in the table below;
  - statement of purpose (SoP) on the applicant's research interests and motivations for undertaking a PhD programme and recommendations given by the referees: maximum 20 points;
  - interview: maximum 40 points.

<b>Applicants with an academic qualification (2<sup>nd</sup> level) obtained in Italy</b>	<b>Applicants with an academic qualification (2<sup>nd</sup> level) obtained abroad and recognized as valid</b>
<p><b>Qualifications</b></p> <p>qualifications (art. 6, paragraph 2, letter b, c, d, g, h, i): publications count towards this score up to a maximum of 10 points and the Master's degree final grade or average grade of the exams<sup>4</sup> up to a maximum of 8 points</p> <p><b>maximum 40 points</b></p>	<p><b>Qualifications</b></p> <p>qualifications (art. 6, paragraph 2, letter b, c, d, g, h, i): publications count towards this score up to a maximum of 10 points and the GRE<sup>5</sup> Test up to a maximum of 8 points</p> <p><b>maximum 40 points</b></p>
<p>Statement of purpose (SoP) on the applicant's research interests and motivations for undertaking a PhD programme (art. 6, paragraph 2, lett. e), and recommendations given by the referees listed in the application form (art. 6, comma 2, letter f).</p> <p><b>maximum 20 points</b></p>	
<p>Interview</p> <p><b>maximum 40 points</b></p>	

<sup>4</sup> In case the M.Sc. degree title has not been obtained yet (art. 5 paragraph 2)

<sup>5</sup> Points assignment table (annex 2)





4. Applicants must score at least 40 points summing the scores obtained for their qualifications and statement of purpose/recommendation letters in order to be admitted to the interview.

The list of admitted applicants will be published on the Doctoral School website: [http://dottorato.polito.it/en/results\\_and\\_rankings](http://dottorato.polito.it/en/results_and_rankings).

5. The interview aims to assess the applicant's professional and academic background, scientific and cultural interests, basic academic competencies required to undertake the PhD programme and carry out the research project related to a PhD scholarship with predefined research topic /PhD position offered in apprenticeship format chosen by the applicant on the [Apply@polito.it](http://Apply@polito.it) platform (art. 3, paragraph 3).

6. Applicants who cannot attend the oral interview in presence at Politecnico di Torino can ask the Admissions Committees to have a remote interview (videoconference) in accordance with the terms which will be specified when the interview timetable is published. In this case, applicants must specify their contact details which are going to be used by the Committee for the video call. They must also ensure that they will make use of a webcam to be identified.

Applicants must be available on the day of the interview in accordance with the timetable. The Committee and the applicant may arrange a time for the beginning of the interview. Applicants are required to prove their identity before the interview starts by showing the same identification document they attached to their application form.

Applicants will be excluded from the selection process if they do not provide their contact details, do not connect to the video call, are unavailable on the date/time of the interview or do not show their identification document. These grounds for exclusion are void if the applicant comes to Politecnico di Torino to attend the oral interview in presence and shows a valid identification document. Politecnico di Torino is not liable for any technical problems which may hinder the remote interview.

7. Oral interviews, including remote interviews, are public.

8. The date, time and interview modalities for each applicant will be published on the Doctoral School web site <http://dottorato.polito.it/en/interviews> at least 5 days before the interview.

Applicants are required to check the above-mentioned website and attend the interview with a valid identification document without receiving any further personal invitation to the interview. Failure to attend the interview, both in presence or remotely, entails the exclusion of the applicant from the selection process.

### **Art. 9 – Ranking lists**

1. At the end of the selection process, the Admissions Committee will draft the final merit ranking list of the applicants based on their individual scores. In case of equal ranking, the younger applicant will be chosen.
2. Only the applicants who score a minimum of 60/100 points will be considered eligible for admission to a PhD programme.
3. A conditional offer of admission will be made to eligible applicants who have not earned their Master's degree yet (see art. 5 paragraph 2), and/or have not submitted their English language certificate yet (see art. 5, paragraph 3) and/or to eligible applicants who are currently enrolled in an academic programme at another Italian/international university or research centre.
4. The Admissions Committee gives the Ph.D. scholarships/positions offered in apprenticeship format to the selected applicants taking into consideration the number of scholarships/positions available, the applicants' position on the ranking list, their cultural-scientific interests and eligibility to receive a scholarship with predefined research topic on the basis of:
  1. the position on the ranking list;
  2. for scholarships with predefined research topic: the position on the ranking list up to the number of available positions, taking into account the assessment of the Admissions Committee on the academic background of each applicant. If the Admissions Committee does not offer some PhD scholarships/positions in apprenticeship format with predefined research topic to any applicant,



or in the event of subsequent withdrawal of a PhD candidate from the programme, the number of PhD positions provided for in this Call will be reduced.

5. The documents of the selection process and the final merit ranking lists for admissions to each PhD programme (which include the names, final scores, positions on the ranking list, possible scholarship allocation to eligible applicants, funds allocated to admitted PhD candidates) must be approved by the Rector.
6. The final merit ranking lists with the names of the applicants who have been admitted to PoliTo PhD programmes will be published at: [http://dottorato.polito.it/en/results\\_and\\_rankings](http://dottorato.polito.it/en/results_and_rankings). No personal messages will be sent to successful applicants. The publication of the ranking lists and their subsequent updates must be considered as the official notification of the results.

#### **Art. 10 – Accepting an offer of admission and a scholarship**

1. Applicants who have been admitted to a PhD programme (including those who received a conditional offer of admission) are required to accept their offer of admission following the online procedure. They must also pay a **150,00 € fee** (not refundable in the event of subsequent withdrawal, see art. 12) which will be deducted from the tuition fees (see art. 14); **failure to do so within the following deadlines entails that they lose their right to enrol in the PhD programme:**

- **by 17<sup>th</sup> April 2019**, for candidates admitted within the spring session;
- **by 19<sup>th</sup> July 2019**, for candidates admitted within the summer session with PhD scholarships/positions offered in apprenticeship format
- **by 24<sup>th</sup> July 2019**, for candidates admitted without any scholarship within the summer session;

2. Applicants who are on more than one ranking list must choose the PhD programme they want to enrol in (one choice only) and accept the offer of admission following the online procedure. This choice is irrevocable.

3. Applicants who scored at least 60/100 and want to request admission within the number of available reserved positions (art. 2, paragraph 2) must contact the Doctoral School ([scudo@polito.it](mailto:scudo@polito.it)) by the deadlines set forth in paragraph 1 of this article (17<sup>th</sup> April 2019 for the spring session and 24<sup>th</sup> July 2019 for the summer session), attaching the supporting documents required for reserved PhD positions.

4. Research fellows (*assegnisti di ricerca*) who are offered a PhD scholarship can choose between two options: a) renounce their research fellowship and accept the PhD scholarship; or, b) keep their research fellowship and do their PhD programme without a scholarship. Research fellows who scored at least 60/100 and want to request admission within the number of available reserved positions (art. 2, paragraph 2) must contact the Doctoral School ([scudo@polito.it](mailto:scudo@polito.it)) by the deadlines set forth in paragraph 1 of this article (17<sup>th</sup> April 2019 for the spring session and 24<sup>th</sup> July 2019 for the summer session), attaching the supporting documents required for reserved PhD positions.

5. Failure to accept an offer of admission by the deadlines and in accordance with the instructions provided in this Call implies that the applicant wants to declines his/her PhD offer and they will be excluded by the programme for which he/she had applied.

#### **Art. 11 - Replacements**

1. After the deadline for accepting the offers of admission for the **summer session**, Politecnico di Torino will publish at [http://dottorato.polito.it/en/results\\_and\\_rankings](http://dottorato.polito.it/en/results_and_rankings) the list of applicants who are eligible to



replace possible PhD candidates who declined their offer of admission or lost their right to enrol. These new positions will be assigned to eligible applicants following the order of the ranking list and **one time only**.

2. At the end of the spring session the ranking lists will not be updated and vacant positions will not be reassigned to eligible candidates. Any residual positions/scholarships which has remained unassigned in the spring session may be offered in the summer session.
3. Eligible candidates who are offered a PhD position (replacement) but do not accept the PhD offer within the deadlines will be considered to have implicitly renounced their offer of admission.
4. If some scholarships remain unassigned (including for implicit renunciation) upon the enrolment deadline, they will be offered to PhD candidates without any scholarship (provided that they accepted their offer of admission in compliance with art. 10 and are conveniently placed on the ranking list). For scholarships/positions in apprenticeship format with predefined research topic, decisions will also be based on the evaluation of the applicant made by the Admissions Committee.

### **Art. 12 – How to enrol in a PhD programme**

1. Admitted applicants who have accepted their offer of admission must enrol in the programme **from 3<sup>rd</sup> October 2019 and absolutely no later than 6<sup>th</sup> November 2019<sup>6</sup>**. Failure to do so entails that they are excluded by the application process to the PhD.

2. The enrolment procedure has two phases and is considered completed upon conclusion of both phases.

#### **First phase - online enrolment (deadline: 31<sup>st</sup> October 2019)**

PhD candidates must enrol online from the Apply@polito platform and simultaneously pay the fee referred to in article 14.

Applicants who received a “**conditional offer of admission**” (art. 9, paragraph 3) can enrol in the programme within the deadlines following the online procedure (art. 12, paragraph 1) exclusively after their provisional condition has been dropped. In particular:

- applicants who obtained their Master's degree<sup>7</sup> after the deadline for application submission (art. 6) must enter the information on their degree (final grade, date and place of conferral).
- applicants who obtained their English language certificate after the deadline for application submission must enter the information on their certificate (type of certificate, grade, date and place of conferral).
- applicants who were enrolled in another PhD programme, Bachelor's/ Master's degree programme, 1<sup>st</sup> and 2<sup>nd</sup> level Specializing Master's programme, Graduate School (except as provided in art. 7 of DM 45/2013) at another Italian/international university or research centre, must declare that they undertake to withdraw or suspend their studies.

#### **Second phase - enrolment at the Doctoral School (deadline: 6<sup>th</sup> November 2019)**

Upon conclusion of online enrolment, applicants will be invited to come to the Doctoral School on a specific date and time for the second phase of the enrolment. PhD candidate need to provide the following documents:

- a) photocopy of their identification document passport;

<sup>6</sup> Pre-PhD scholarships applicants shall refer to art.13.

<sup>7</sup> Applicants with Master's degree obtained in Italy must graduate with a minimum final grade of 95/110 (art. 5, paragraph 2) otherwise they will not be admitted to the PhD programme.



- b) original hard copy of the English language, as provided for in art. 5, paragraph 3;

Applicants with a non-Italian academic qualification must also provide:

- a) original hard copy of their GRE® General Test, submitted during the application process;
- b) original hard copy of their Master's degree and transcript of records, written in one of the languages listed in art. 5, paragraph 4<sup>8</sup>;

Upon conclusion of the enrolment process, PhD candidates will receive their smart cards.

3. The enrolment process must be completed no later than 6th November 2019. Failure to do so entails that they will be excluded by the application process to the PhD.

4. In the event that a PhD candidate cannot be in Turin by 6th November 2019 for serious and proven reasons, he/she must promptly inform the Doctoral School ([scudo@polito.it](mailto:scudo@polito.it)) and provide supporting documents for his/her absence. The **cut-off date** to complete the enrolment is **8<sup>th</sup> January 2020**. Failure to be in Turin by this deadline and/or failure to inform the Doctoral School about one's absence implies that the PhD candidate has renounced his/her offer of admission.

5. The scholarship will be disbursed only upon completion of the enrolment process and arrival of the PhD candidate at Politecnico di Torino. In any case the scholarship will not be paid until the PhD candidate provides the details of a bank account which he/she holds or co-holds. This information must be provided through the Teaching Portal (Portale della Didattica).

6. Applicants who are employed must present to the Doctoral School, within 6<sup>th</sup> November 2019, a declaration on their current job. The template of this declaration is available at <http://dottorato.polito.it/en/enrolment>. This PhD candidates are enrol "with condition".

7. Politecnico di Torino reserves itself the right to verify at any time the truthfulness of the documents and self-certificates submitted by the applicants and to take measures in the event of false declarations, without prejudice to his/her criminal liability.

### **Art. 13 – Pre-PhD scholarships for candidates who are offered a fully-funded PhD position in the spring session**

1. Pre-PhD scholarships are reserved to candidates who are offered a fully-funded PhD position (with scholarship) in the spring session.

2. Pre-PhD scholarships amount to € 1,300.00 per month and are offered for a maximum of six months before the PhD programme officially begins (1<sup>st</sup> November 2019).

There are three different starting periods for these scholarships: 1<sup>st</sup> May 2019, 1<sup>st</sup> June 2019 and 1<sup>st</sup> September 2019.

PhD programmes have a 3-year duration, starting from 1<sup>st</sup> November 2019 to 31<sup>st</sup> October 2022.

3. The mandatory requirements to receive a pre-PhD scholarship are the following:

- being offered a fully-funded PhD position with scholarship within the spring session;
- meeting all the requirements for admission to the selection process (Master's degree and English language certificate);
- accepting the offer of admission and the scholarship in the spring session by the deadlines set forth in art. 10, paragraph 1;
- submitting the request for the activation of the scholarship to the Doctoral School, ensuring one's presence and availability for the entire duration of the scholarship;
- having the approval of the faculty member who supervises the research project, who may not be the PhD candidate's Supervisor;

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<sup>8</sup> EU applicants can provide self-declarations (see annex 3).



- enrolling in the PhD programme.

4. The research project must be carried out continuously and regularly at Politecnico di Torino or outside the university, if authorised by the Academic Board of the PhD programme.

5. PhD candidates who fail to enrol in the PhD programme are required to refund all the instalments received, irrespective of the reasons brought forward.

#### **Art. 14 – Tuition fees**

1. PhD candidates must pay a fee, which includes the premium for accident insurance, revenue stamp and Regional tax for the Right to University Education – Edisu. This fee will not be refunded under any circumstances.

2. More details on the amount referred to in paragraph 1 will be available in the Tuition Fee Guide for a.y. 2019/20 which will be approved by the Academic Bodies of Politecnico di Torino and published at: [https://didattica.polito.it/tasse\\_riduzioni/index\\_en.html](https://didattica.polito.it/tasse_riduzioni/index_en.html).

3. PhD candidates who are regularly enrolled in the 35<sup>th</sup> cycle and have taken the GRE Test will receive a 200 € reimbursement, as decided by the Board of Governors in its meeting held on 29<sup>th</sup> November 2017.

#### **Art. 15 – Rights and responsibilities of PhD candidates**

1. Admission to a PhD programme requires exclusive and full-time commitment. PhD candidates are required to attend classes full-time and conduct their study and research activities in the place of research and in compliance with the Call for application, the Regulations for PhD Program and the terms established by the Academic Board of the programme.

2. The Academic Board may authorise PhD candidates to undertake limited remunerated jobs after having verified that these jobs are compatible with their academic performance (training and research). Fully-funded PhD candidates (who receive a scholarship) can undertake paid jobs only if these are relevant to the acquisition of the skills related to their PhD programme. For unfunded PhD candidates (who do not receive any scholarship), the Academic Board has to evaluate if the job is compatible with the academic performance of the candidates, but – even in the event that the job is found to be incompatible – the Academic Board cannot infringe any constitutional rights such as the right to education for low-income deserving students.

3. Enrolment in a PhD programme is not compatible with enrolment in any other PhD programme at another Italian/international university or research centre (with the exception of co-tutelle agreements), nor with enrolment in any Bachelor's and Master's degree programme, 1<sup>st</sup> and 2<sup>nd</sup> level Specilizing Master's programme and/or Graduate School, except for Medical Graduate School, in accordance with art. 7 of DM 45/2013.

4. Civil servants admitted to a PhD programme are placed on unpaid special leave for study purposes from the beginning of the PhD programme and for its entire duration, if this is compatible with the needs of the employer (Public Administration). During this period they may receive a scholarship. In the event that civil servants are admitted to a PhD programme without any scholarship – or if they renounce it – they are placed on special leave but keep their salary and social security contributions from the employer. In this case, if they resign from office within two years from the date of PhD degree conferral, they must refund their salaries (received during the entire duration of the PhD programme) to their employer.



Civil servants who already hold a PhD degree or have been enrolled in a PhD programme with special leave from work for at least one academic year do not have the right to be placed on paid or unpaid special leave.

5. Non-EU nationals are required to comply with the norms on entry visa and residence permit.

#### **Art. 16 – Processing of personal data**

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30th June 2003 and further amendments) personal data will be processed by Politecnico di Torino in pursuit of its institutional aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes. More information on the processing of personal data is available at: [https://didattica.polito.it/privacy/index\\_en.html](https://didattica.polito.it/privacy/index_en.html).

2. Access to all documents is allowed in the forms provided for by current legislation.

#### **Art. 17 – Governing Laws and Regulations**

1. For all matters not expressly provided for in this Call, reference is made to the relevant governing laws and regulations available at : <http://dottorato.polito.it/en/legislation>, in particular:

- Ministerial Decree No. 45 of 8<sup>th</sup> February 2013;
- Politecnico di Torino Regulations on doctoral programmes.

2. The present Call is announced on the Euraxess European website, on the website of the Italian Ministry for Education, University and Research and it is published on the website of the Doctoral School [http://dottorato.polito.it/en/call\\_for\\_admission](http://dottorato.polito.it/en/call_for_admission). Possible amendments and modifications will be announced on this webpage.

3. The person responsible for the admissions procedure is the Head of the Graduate Studies Service of Politecnico di Torino.

4. For more information, applicants can contact the Doctoral School – Corso Castelfidardo, 29 – 10129 Torino, Italia (from Monday to Friday, from 8,30 to 12,00) or by e-mail [scudo@polito.it](mailto:scudo@polito.it).





## ***Annex 1***

### **“China Scholarship Council (CSC)” Project - Reserved to Chinese applicants**

The China Scholarship Council (CSC) offers scholarships to Chinese citizens who undertake PhD programmes abroad.

Applicants must follow **the “spring session” selection procedure**, detailed in this Call, and submit the documents listed in art. 5.

It should be noted that:

**Concerning art. 5, paragraph 1**, applicants need to obtain their **Master’s degree by 31<sup>st</sup> October 2019** in order to be allowed to apply for admission.

**Concerning art. 6, paragraph 2 letter f**, applicants must specify the contact details of a **Politecnico faculty member** who will be their PhD Supervisor in case of admission;

**During the online application process**, applicants are required to select the **“CSC Project” tick box**.

The positions reserved to CSC applicants are included in the number of PhD positions reserved to recipients of scholarships granted by national or international, governmental or public institutions. **These positions are offered to the candidates who have been assessed as eligible at the end of the selection process. These positions are allocated based on the order of the ranking list.**



## **Annex 2**

### **Evaluation of the Graduate Record Examinations (GRE)**

**How points are assigned based on the percentage obtained by applicants in the GRE Test:**

<b>Percentile</b>	<b>Points</b>
More than 75%	8
between 70% and 74%	7
between 60% and 69%	6
Between 50% and 59%	5
between 40% and 49%	4
between 30% and 39%	3
between 20% and 29%	2
between 0% and 19%	1
NS	0

**GRE Test weighing formula for each test section:**

$$GRE = a1 * ind1 + a2 * ind2 + a3 * ind3$$

Where “a1, a2, a3” are the weights indicated in the table below and “ind1, ind2, ind3” are the points assigned to the three indicators, according to the percentage obtained by the applicant.

**Weights assigned to each section of the GRE Test:**

<b>PhD Programme</b>	<b>Verbal Reasoning (VR) a1</b>	<b>Quantitative Reasoning (QR) a2</b>	<b>Analytical Writing (AW) a3</b>
Architecture, History and Project	0,4	0,2	0,4
Architectural and Landscape Heritage	0,4	0,2	0,4
Energetics	0,25	0,5	0,25
Physics	0,5	0,5	0
Management, Production and Design	0,2	0,6	0,2
Aerospace Engineering	0,25	0,5	0,25
Chemical Engineering	0,5	0,5	0
Civil and Environmental Engineering	0,33	0,33	0,33
Electrical, Electronics and Communications Engineering	0,33	0,33	0,33
Computer and Systems Engineering	0,3	0,3	0,4
Mechanical Engineering	0,33	0,33	0,33
Metrology	0,5	0	0,5
Materials Science and Technology	0,33	0,33	0,33



## **Annex 3**

### **SELF-DECLARATION (\*)**

(art. 46 of Presidential Decree No. 445 of December 28, 2000)

I, the undersigned, \_\_\_\_\_

Fiscal code \_\_\_\_\_

Born in \_\_\_\_\_ (\_\_\_\_\_) on \_\_\_\_/\_\_\_\_/\_\_\_\_

Residing in \_\_\_\_\_ (\_\_\_\_\_) street/road/square \_\_\_\_\_ N° \_\_\_\_\_

#### **BEING AWARE OF**

- the criminal sanctions arising from false or misleading declarations and/or documents (in compliance with art. 76 of the Presidential Decree No. 445 of 28th December 2000)
- the loss of benefits which may result from possible resolutions issued due to false declarations

in the event of untruthful statements resulting from the verification of the information I provided (art. 75 of Presidential Decree no. 445/00)

#### **DECLARE under my own responsibility**

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Date and place, \_\_\_\_\_

\_\_\_\_\_  
Signature  
(Legible signature in full)

(\*) **PLEASE NOTE:**

- non-EU applicants can provide self-declarations only concerning facts and information which can be verified by an Italian public administration and only if they have a valid residence permit which must be attached to this self-declaration;
- this self-declaration must include all the information required, in particular, the information concerning the admission requirements and the grade, date and place of conferral of the degree and/or the English language certificate;
- This self-declaration must be duly signed and dated.