PhD @ Politecnico di Torino
Polito at Glance (a.y. 2017/18)

- **34,095 Students**
- **15.4% International students in total**
- **58% Students from outside Piedmont**
- **5,300 Students enrolled in the first year**
- **690 PhD candidates**

Research areas

4 Research Areas

11 Departments

To meet the real needs of the stakeholders

Industrial Engineering

Civil Engineering and Architecture

Physical, chemical and mathematical sciences for engineering

Information and communication Technologies
The doctoral program @ Politecnico di Torino
The PhD programs at Politecnico di Torino are managed by a unique structure, the Doctoral School.

The School is in charge of:

- The harmonization of the various PhD, 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.
<table>
<thead>
<tr>
<th>Institute</th>
<th>PhD Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAD</td>
<td>Architectural and Landscape Heritage Architecture, History and Project</td>
</tr>
<tr>
<td>DAUIN</td>
<td>Computer and Control Engineering</td>
</tr>
<tr>
<td>DENERG</td>
<td>Energetics</td>
</tr>
<tr>
<td>DET</td>
<td>Electrical, Electronics and Communications Engineering, Metrology (INRIM)</td>
</tr>
<tr>
<td>DIATI</td>
<td>Civil and Environmental Engineering</td>
</tr>
<tr>
<td>DIGEP</td>
<td>Management, Production and Design</td>
</tr>
<tr>
<td>DIMEAS</td>
<td>Aerospace Engineering, Bioengineering and Medical-Surgical Sciences (UNITO), Mechanical Engineering</td>
</tr>
<tr>
<td>DISAT</td>
<td>Chemical Engineering, Materials Science and Technology, Physics</td>
</tr>
<tr>
<td>DISMA</td>
<td>Pure and Applied Mathematics (UNITO)</td>
</tr>
<tr>
<td>DIST</td>
<td>Urban and Regional Development (UNITO)</td>
</tr>
</tbody>
</table>

16
FACTS & FIGURES ABOUT PhD @ POLITO

- **690** PhD CANDIDATES
- **16** PhD PROGRAMS

**Candidates by Cycle**
- Cycle 31: 31%
- Cycle 32: 31%
- Cycle 33: 37%

**Candidates by Gender**
- Male: 29%
- Female: 71%

**Candidates by MSc**
- Polito: 66%
- Other: 34%
FACTS & FIGURES ABOUT PhD @ POLITO

PhD Candidates by program

- PURE AND APPLIED MATHEMATICS: 40
- URBAN AND REGIONAL DEVELOPMENT: 42
- MATERIALS SCIENCE AND TECHNOLOGY: 47
- METROLOGY: 27
- MECHANICAL ENGINEERING: 49
- COMPUTER AND CONTROL ENGINEERING: 56
- ELECTRICAL, ELECTRONICS AND COMMUNICATIONS ENGINEERING: 117
- CIVIL AND ENVIRONMENTAL ENGINEERING: 49
- CHEMICAL ENGINEERING: 43
- AEROSPACE ENGINEERING: 27
- MANAGEMENT, PRODUCTION AND DESIGN: 39
- PHYSICS: 28
- ENERGETICS: 42
- BIOENGINEERING AND MEDICAL-SURGICAL SCIENCES: 29
- ARCHITECTURAL AND LANDSCAPE HERITAGE: 23
- ARCHITECTURE, HISTORY AND PROJECT: 32
ORGANIZATION OF PHD PROGRAMS

COORDINATOR
- designs and implements the PhD program
- oversees the overall training activities
- verifies the achievement of educational goals

ACADEMIC BOARD
- 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
PhD candidates are both students and early stage researchers.

The three-years programme is aimed at acquiring competences and training necessary to carry out research activities, **not only in academic environment**, but also in companies looking for professionals who are able to manage innovation process and interface with both academic environment and productive system.
PHD REGULATIONS

COMMON RULES FOR ALL PHD CANDIDATES

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

National regulations

• Ministerial Decree on doctoral education  DM 8 febbraio 2013, n. 45
• Reform of the University  Law n. 240/2010  (art. 19 doctoral education)
• Rules on scholarships Law n.476/1986

Internal regulations

• Regulations for PhD Program
• Final exam
• Plagiarism
• Maternity leave
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 only by the supervisor and the coordinator of the PhD programme.

- 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).

- 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.

- 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!
ETHICS AND PLAGIARISM

“Plagiarism is the practice of taking someone else’s work or ideas and passing them off as one’s own.” —New Oxford American Dictionary

“Plagiarism means to steal and pass off (the ideas or words of another) as one’s own. To use (another’s production) without crediting the source.” —Merriam–Webster Dictionary

IEEE defines plagiarism as “the use of someone else’s prior ideas, processes, results, or words without explicitly acknowledging the original author and source”

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

More information about plagiarism and auto plagiarism is available in: http://dottorato.polito.it/it/esame_finale
PHD REGULATIONS

ETHICS AND PLAGIARISM

ALL TO-BE-SUBMITTED PHD THESIS 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 ethics and research integrity will be available in a few months on your student portal. This course will be complemented by a seminar.

VERY USEFUL FOR CANDIDATES IN THEIR 1st YEAR
EDUCATION

COURSEWORK MADE UP OF:

• **HARD SKILL COURSES:**
  SCUDO runs a catalogue of 3rd level courses for PhD candidates. Courses catalogue is available at: [http://dottorato.polito.it/en/courses](http://dottorato.polito.it/en/courses)
  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,...)

  Language courses, cultural courses and professional training courses such as, for example, for Engineer and Architects. Are not recognizable as transferable skills training.
EDUCATION

SOFT SKILL COURSES ARE CLUSTERED IN THE FOLLOWING AREAS:

- Communication
- Humanities / Ethics / Critical Thinking
- Personal Development / Working with others
- IP and entrepreneurship
- Professional Development

Some courses can be attended online

http://dottorato.polito.it/it/elenco_corsi_trasversali
PHD ACTIVITIES

1. Education
2. External research activity
3. Scientific production

A point-system is in place for all PhD activities
Regulation on accounting of PhD activities

1) EDUCATION (i.e. Courses)

Minimum requirements: 100 hours of hard skills + 40 hours of soft skills

Points are given multiplying the number of hours for the grade. There are only 2 possible grades: PASS (1.33) or PASS WITH MERIT (1.67).

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

Check with your coordinator

2) EXTERNAL RESEARCH ACTIVITY

- External research activity: points awarded for research training carried out in Italy and abroad
  \[ R = \text{days}/5 \]

No minimum requirement
PHD REGULATIONS

Regulation on accounting of PhD activities

3) SCIENTIFIC PRODUCTION

\[ R = 50N + \alpha \sum \text{publications } (P_i f_i) \]

Minimum requirement: at least 1 publication in an international journal (N\geq1)

- \( P \): value of the publication according to the bibliometric criteria of Polito
  (https://didattica.polito.it/zxd/cms_data/attachment/30/Criteri%20Bibliometrici\_ENGLISH.pdf)

- \( f \): level of intellectual property ownership

\[ \alpha \geq 10 \quad \text{each PhD programme decides} \]

Insert all your publication on the institutional repository

N.B. Ask for your ORCHID CODE (www.orchid.org) and always indicate it

Use the Polito repository IRIS
PHD REGULATIONS

DISSERTATION EVALUATION AND FINAL DEFENCE

Since the 29th cycle, new modalities for the final defence are in place.

THESIS MUST BE FINISHED AT THE END OF THE 3RD YEAR

External revision for all thesis

Find more information in the following link:

http://dottorato.polito.it/en/final_examination
FINANCIAL SUPPORT TO DOCTORAL STUDIES

Scholarship
→ Scholarship amounts to €17,500 (gross per year)

Additional budget for mobility
→ Budget of 1750/yr available in 2nd and 3rd year dedicated to each PhD candidate with or without scholarship for short stay mobility, in Italy and abroad. Budget managed by Department.

TBN: IIT and INRIM scholarships → budget managed directly by the Institute international projects → mobility funds of the project

Financial support for rewarding talented PhD candidates
100 k€/yr for monetary prizes: €1200 to 2° yr candidates, €2500 to 3° yr candidates

Evaluation is made by the academic board (in the summer)

UPDATE CONSTANTLY YOUR PORTAL
Financial support for PhD candidates (with scholarship)

→ 50% increase of the scholarship for periods of international mobility (max. 18 months)

TBN: in order to receive the increase, a specific form shall be signed by the Coordinator. **Submit the request a month before the departure date.**

Please note that the 50% increase will be credited starting from the first date of mobility (not before the departure).

Several other opportunities for carrying out academic and research activities at international level are available to PhD candidates.

Pay attention to ScuDo communications!

TBN: If you spend a period of research abroad you’re covered by the PoliTo insurance, for more informations contact: assicurazioni@polito.it
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
STUDENT AND PHD EMAILS

ID Accounts of PhD Student
Each new PhD student is assigned two new parallel IDs: one of them is valid for the Student Services (login Students), the other one is for Research Services (login Staff). Both of them are linked to two different ID numbers.

<table>
<thead>
<tr>
<th>ID NUMBER</th>
<th>SERVIZI PER LA RICERCA</th>
<th>SERVIZI PER GLI STUDENTI</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID NUMBER</td>
<td>D111222</td>
<td>s333444</td>
</tr>
<tr>
<td>MAIL ADDRESS</td>
<td><a href="mailto:d111222@polito.it">d111222@polito.it</a></td>
<td><a href="mailto:s333444@studenti.polito.it">s333444@studenti.polito.it</a></td>
</tr>
<tr>
<td>ALIAS</td>
<td><a href="mailto:john.smith@polito.it">john.smith@polito.it</a></td>
<td><a href="mailto:john.smith@studenti.polito.it">john.smith@studenti.polito.it</a></td>
</tr>
<tr>
<td>PASSWORD</td>
<td>n-S-dd-mm-yyyy</td>
<td>dd/mm/yyyy</td>
</tr>
</tbody>
</table>

SERVIZI PER LA RICERCA (RESEARCH/PHD EMAIL)

This e-mail address will be used by the Doctoral School (ScuDo) for official communications and will be visible in PoliTO Address Book.

It is possible to use this email account through PoliTO Webmail Service at the following link: [http://mail.polito.it](http://mail.polito.it).

SERVIZI PER GLI STUDENTI (STUDENT EMAIL)

It is possible to log in the student email account from the Student Portal.

TBN: The students holding previous ID numbers (i.e. if they have already been PoliTO students) can still use those IDs but they should know that the password for that account is that which is set for the new ID (dd/mm/yyyy).

Since students will have to manage two different email accounts, it is strongly recommended that they choose which email account is the main one, while setting an automatic email forward from the secondary email account to the main one.
**STUDENT ACCOUNT AND PORTAL**

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

TBN: lost password can be reset asking to ScuDO

**Student Email:** s124356@studenti.polito.it

TBN: student email is not your official email, you will not receive communications from ScuDo on that email account. The official email account is the PhD account «name.surname@polito.it»
Segreteria online > uploading courses and editing the study plan, paying the tuition fees, getting certificates and self certification, registering to the final exam.

The electronic study plan permits professors to communicate with the students and exchange materials with them.

You have to upload a course in the study plan to have it registered after the examination.

**TBN:** the study plan opens every year and remains editable for 5/6 months.

SEGRETERIA ONLINE > it includes several sections:

- **Taxes and payments:** you can check due amounts for tuition fees from here
- **Certificates:** you can print certificates by yourself only if they are in Italian and you bought the duty stamps (€ 16.00 each)
- **Self-declarations:** you can print self-declarations
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 (see slide 28)

External research activity: additional points are awarded for research training carried out outside Politecnico.

IT IS UP TO YOU TO FILL THIS SECTION
STUDENT ACCOUNT AND PORTAL

From your Portal you will be able to:

- **verify the number of hours/points** totalised for courses, publications and external research activities
- **upload courses** attended outside PoliTO to be validated by the coordinator (not by ScuDO)
- **upload external research activities**

**Information about courses at PoliTO:**

- Courses **are registered via an online procedure** by the teaching professor (not ScuDO). 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.

- Courses’ **programme and hours are available on line** (if hours and dates are not mentioned, contact the professor directly)
  Check: [http://dottorato.polito.it/en/courses](http://dottorato.polito.it/en/courses)

- Course starting: **news on starting dates** of 3rd level courses appear on ScuDO website
  Check: [http://dottorato.polito.it/en/course_starting](http://dottorato.polito.it/en/course_starting)
REGISTRATION OF EXTERNAL RESEARCH ACTIVITIES

PREVIOUS APPROVAL

• Upload all information about your activity before the departure, the coordinator shall approve.

• When you return to Politecnico, upload a report on the activity carried out, duly countersigned by the person you had worked with.

• The Coordinator shall then validate it, if satisfactory.

You are invited to upload in this section all the external research activities carried out throughout the three years of your PhD career.
You can attend courses outside Politecnico but they have to be validated. The procedure is similar both for hard and soft skills courses.
REGISTRATION OF EXTERNAL COURSES

A. SOFT SKILL COURSES
   • REQUEST FOR PREVIOUS APPROVAL

Before following an external course, you have to submit it to the Doctoral Committee for transferable skills training.

1. From Cruscotto – section «External Training Activities» select the item «Add an External Training Activity»
A. SOFTSKILL COURSES

• REQUEST FOR PREVIOUS APPROVAL

2. Enter ALL data relative to the course for which the evaluation is requested, included the syllabus, number of hours and activity program.
A. SOFTSKILL COURSES
   • AT THE END OF THE COURSE

You have to ask for the validation to the Doctoral Committee for Transferable Skills Training

1. From Cruscotto – section “External Training Activities” select the related course clicking on “Edit”

2. Attach the certificate of attendance/certificate attesting that you passed the final test

3. The Doctoral Committee for Transferable Skills Training will validate the course and the number of hours

NO MORE THAN 30 HOURS CAN BE VALIDATED FOR EACH EXTERNAL COURSE
B. HARD SKILL COURSES

1. From Cruscotto – Section «External Research Activities» select the item «Add an External Training Activity»:
REGISTRATION OF EXTERNAL COURSES

B. HARDSKILL COURSES

2. Enter ALL data relative to the course for which the evaluation is requested, including program and syllabus, certificate of attendance/certificate of having passed the final exam.

3. The coordinator will validate the course level and hours (that can be reduced)

NO MORE THAN 30 HOURS CAN BE VALIDATED FOR EACH EXTERNAL COURSE
ENROLMENT AND TUITION FEES

Enrolment in second and third year

1. Admission in 2nd and 3rd year shall be granted by the Academic Board (October)
2. Enrolment is made autonomously by candidates:
   a) Updating the study plan via Segreteria online>compila piano carriera/carico didattico
   b) Paying the tuition fees

For further information check the fee regulations
https://didattica.polito.it/tasse_riduzioni/Guida_tasse_17_18_en.html
PHD ACCOUNT AND PORTAL

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

TBN: lost password cannot be reset by ScuDO. If necessary, contact 5050@polito.it.

The PhD email (name.surname@polito.it) is the official email to which ScuDO writes official communications.
The section **MYPoli** of the PhD portal allows you to access the area dedicated to the uploading of research articles and PhD thesis via the repository system **IRIS**

(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](http://dottorato.polito.it/en/final_examination)

Publications have to be uploaded here.

**TBN:** Before uploading your publication in IRIS you need to create an account on: [https://loginmiur.cineca.it/](https://loginmiur.cineca.it/) so that your publications in IRIS will be associated directly to the ministerial repository.
Thanks to a strong network of connections and exchange programmes, Politecnico di Torino is able to offer to its PhD candidates several opportunities for carrying out academic and research activities at international level (i.e. A* Star Programme in Singapore, Bando Vinci to support mobility towards France, European initiatives in the frame of Horizon 2020 and Erasmus+, ...)

The School offers also the possibility to obtain a double PhD degree: (thesis co-tutelle), that will allow the student to have an highly-qualifying international research experience.
DOCTORATE AND INTERNATIONALISATION

REQUIREMENTS

Finding a supervisor in the Host University

Normally, the minimum stay at the Host University is 12-18 months

Complying with all the requirements set by PoliTo and the Host University

Admission in the final exam granted both by Home and Host University Academic Boards

OPPORTUNITIES

Dual supervision of thesis and dual PhD degree

International research and academic activities enhancing intellectual and technological transfer, enriching the candidates’ scientific background

For information concerning mobility within the framework of existing agreements or to establish a cotutelle with a new partner university, contact scudo@polito.it
TO ASK FOR INFORMATION

If you have any questions related to your “Student Life” look up the FAQ on your student portal.
TO ASK FOR INFORMATION

Click on the FAQ to read the answer

If you couldn't find your answer, send your question through a ticket

To ask for certification
CONTACT OFFICES

STUDENT OFFICE:
Certificates, tuition fees, enrolment
https://didattica.polito.it/index_en.html

FOREIGN CITIZENS:
International students office, accommodation and relocation support, information on visa and residence permit
http://international.polito.it/it/informazioni_pratiche/contatti

OUTGOING STUDENTS:
Erasmus + calls and applications
https://didattica.polito.it/studiare_estero/studenti.html

Languages Centre (CLA):
https://didattica.polito.it/cla/en/about_us/
OFFICE HOURS:
Mon-Fri from 8.30 to 12.00
Central Committee for the promotion of equal opportunities, workers’ welfare and non-discrimination
MISSION

• Promoting equal opportunities
• Preventing and combating all forms of discrimination based on sex and sexual orientation, race, ethnic origin, religion, personal and political beliefs, disability conditions, age;
• Promoting the well-being of those who work and study at the Polytechnic.

• It is at the service of all the members of the Politecnico di Torino: faculty, administrative and technical staff, research fellows, students.

• It offers many services for work-life balance

• Website www.swas.polito.it/services/cug/

• You can request an appointment to report to CUG situations of difficulty or inconvenience or ask for information on services, by email cug@polito.it
THE CONFIDENTIAL COUNSELLOR

• The **Confidential Counsellor** is an external figure of counseling and assistance for cases of sexual harassment, moral or discriminatory behavior.

• [http://www.swas.polito.it/services/cug/consigliera_fiducia.asp](http://www.swas.polito.it/services/cug/consigliera_fiducia.asp)

• The Confidential Counsellor of the Politecnico di Torino is the lawyer, **Arianna Enrichens**.

• You can contact her, in total privacy, through:
  
  • E-mail: consigliera.fiducia@polito.it (will reply within 2 days)
  • Telephone office: 011.090 7853. She answers only on Thursday during reception hours between 1pm and 4pm.

Fix an appointment at the CUG premises, located on the 2nd floor of the Palazzina Custodi (above the "Policino micronido") of Corso Castelfidardo, 49.
SURVEY ON MONITORING AND EVALUATING THE QUALITY OF LIFE AT THE UNIVERSITY

- Every year the CUG conducts a survey for the assessment of the quality of life and organizational well-being of those who work and study at the Polytechnic.

- This year the first on-line Survey was launched for teachers, technical-administrative staff and Research Fellows (July-September).

For students and doctoral candidates 4 focus groups are scheduled in January-February to collect your perceptions. Each focus group is led by a team of psychologists of the University of Turin. Max duration 2 hours.

We are looking for volunteers

If you who are available to attend one of these focus groups, contact me at the end of this meeting.
WELCOME AT POLITECNICO DI TORINO!