ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR

DOCTORAL CANDIDATE SURVIVAL GUIDE

DailyRoutine

34th cycle

A.Y. 2018/2019

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1. ON-LINE PORTAL AND SERVICES

1.1 Student Card

The student card allows to **enter the departments** and **permits free access to the electronic facilities** of Politecnico.

Check
within the administrative office of your department whether it is necessary to ask for the access activation of your card or not.

The use of the card is strictly personal and it must be taken care of.
The Registrar's Office can revoke the damaged cards in any moment, in which case the PhD candidate can ask for a replacement card, which costs 11 Euro.

The student card can be useful for obtaining some discounts in museums, cinemas, theatres, etc. as well.

▲ Your Personal SmartCard is of BIP type. You can load on the card all the BIP -services offered by Turin municipality. More info at the following link:
http://www.gtt.to.it/cms/biglietti-abbonamenti/780-bip-dic-2014

The BIP card is a rechargeable contactless smart card valid allowing to access different public services, such as public transport, bike sharing etc.

1.2 Digital Identities/ID Accounts

Each new PhD candidate is assigned **two new parallel IDs,** with an email created for each of them:

1) sXXXXXX@studenti.polito.it , valid for the **Student services**
2) dXXXXX@polito.it , valid for **Research and internal staff services**.

In place of the ID number, the corresponding "alias" based on the candidate's full name may be used. At the time of the activation,

	SERVIZI PER LA RICERCA	SERVIZI PER GLI STUDENTI
ID NUMBER	D<pauper number>	S <student number>
MAIL ADDRESS	d111222@polito.it	s333444@studenti.polito.it
ALIAS	john.smith@polito.it	john.smith@studenti.polito.it
PASSWORD	n-S-dd-mm-yyyy	ddmmyyyy

Digital Identities summary table and 1st access password.
Where:

n = Name initial (lowercase)
S = Surname Initial (uppercase)
dd = birth day (2 digits)
mm = birth month (2 digits)
yyyy = birth year (4 digits)

I.e. if John Smith born on 13th February 1980 were assigned the email box john.smith@polito.it at the University, his password would be:

j-S-13-02-1980

that is: initial of the name (lowercase) hyphen (-), initial of the surname (Uppercase) hyphen (-) day of birth (dd) hyphen (-) month of birth (mm) hyphen (-) year of birth (yyyy).

the two accounts have a password based on candidate's birth date. After the first access the PhD candidate is required to modify it.

After enrollment as PhD candidates, former undergraduate PoliTO students will still be able to access their previous student email and student account by logging in with the old student ID number. However, in order to enter with the old student number, it is necessary to use the new password (ddmmyyyy).

Personal data will be stored according to GDPR (EU Regulation 2016/679). For further explanations, please check PoliTo Privacy web page: https://www.polito.it/privacy/.

> Student Services

name.surname@studenti.polito.it
or s<student number>@studenti.polito.it

▲ **See appendix STUDENT SERVICES (pag. 26) for a sample of what is displayed on the Portale della Didattica and some insights of the main services.**

Once logged in as a student using the student number or the equivalent alias, the PhD candidate will be able to access:

⇒ **the student webmail;**
⇒ **the teaching portal — students**

Student webmail:
Being part of the candidate's "student" identity, this email address will be mainly used by professors of the doctoral classes which have been uploaded onto the candidate's study plan, containing information about courses' start, timetables, variations and any other general communication.

► **See Par. 3.2.2 for the definition of the Study Plan (p. 12).**

It is STRONGLY RECOMMENDED to choose ONE MAIL ACCOUNT as the MAIN ONE,

by setting an email forward from the secondary to the main one.

Other communication regarding the whole student communities (e.g. elections of students' representatives, students activities…) will be sent to this address.
If the candidate attended his/her MSc in PoliTo, the content of the previous student account should be merged to the newer one.

Teaching Portal — Portale della Didattica (Students):
This is the most important webpage to manage all the PhD-as-a-student activities.
From the teaching portal the candidate can access a number of services. The most important are:

1) *La Mia Didattica:*
   here the study plan is displayed in the form of a list of the uploaded classes. Each class has a link to the webpage of the course where specific information about the contents, the timetable, teacher messages and didactic material may be found.
2) *Segreteria On Line:*
   Under this tab it is possible to find all the administrative services candidates may access on-line. The most important are:
   - *Tasse e pagamenti:*
     Where the annual fees can be paid;
   - *Certificati:*
     Where self-declarations may be produced;
   - *Compila il piano carriera / carico didattico:*
     Where the candidate can upload and update his/her exams lists;
   - *Cruscotto Scudo:*
     Where the candidate can check all the activities about training and research.

> Research Services

name.surname@polito.it
or d<pauper number>@polito.it

▲ **See appendix RESEARCH SERVICE (p. 32) for a sample of what is displayed on the INTRANET webpage and some insights of the main services.**

Once logged in as a researcher using the pauper number or the equivalent alias, the PhD candidate will be able to access:

⇒ **the researcher webmail;**
⇒ **the teaching portal — researchers;**
⇒ **The researchers portal — MyPoli**

Webmail >> direct: http://mail.polito.it
It allows to access the PhD email account. This PhD email address will be used by the Doctoral School for official communications and will be visible in Politecnico address book and public webpage.

Teaching Portal — Portale della Didattica (researchers):
This is the webpage form where it is possible to manage all the PhD-as-a-teacher activities. A number of services are available. The most important are:

1) *Main:*
   it shows the allocated teaching activity and the hours of taught classes assigned (if any);
2) *Tesi / P.Finali:*
   it shows the list of the undergraduates' thesis and final projects the candidate is following as a co-supervisor.

Mypoli >> direct: https://www.swas.polito.it/
It is a portal from which the PhD candidate can access a number of administrative services. The most important ones are:

1) *La mia ricerca*:
   It contains all the useful and detailed information about the researchers' evaluation system and the accounting of the research activities.
   From this page the researcher can get access to the **IRIS repository system** and upload articles and thesis.

► **See Par. 3.3.2 for more info on IRIS (p. 15).**

2) *Missioni On Line:*
   It gives access to the online system for the reimbursement of the missions related with the PhD activities.

For any further information, please call the Service Desk Area IT (011/0905050) or email 5050@polito.it

2. YEARLY PHD TIMELINE

2.1 Academic Year: dates

The Academic year of the Doctoral School starts every year on **November, 1st** and ends on **October, 31st** of the following year.
All the academic activities and the scholarship payments will be offered accordingly.

2.2 Candidate's yearly evaluation

By the end of each academic year, usually **between late September and the end of October**, the PhD candidate is required to submit to the Academic Board a **detailed report on the educational and research activities performed during the year.**

Alternatively, each PhD Academic Board may organize a **PhD Day** to gather all the evaluation activities, in the form of **poster** or **short power point presentation**.

Based on the **evaluation of the reports/ presentations and the points acquired during the year**, the Academic Board decides for the admission to the following year or to the final defence.

A negative evaluation shall entail the loss of the right to be enrolled in the Doctoral programme.

After having obtained a **positive evaluation** by the Academic Board of the doctoral course, the **candidate gets the access to the subsequent year.**

► **See Par. 3.1.1 for the yearly requirements for the training and research activities (p. 8).**

2.3 Enrolment to the following years

Each academic year it is necessary **to renew the enrolment in the current academic year.**
After the **positive evaluation** by the Academic Board and having received the notification via mail of the opening of the enrolment procedure by the Doctoral School (ScuDo), the **candidate gets the access to the on-line enrolment procedure on the Personal student page.**

To finalize the enrolment it is necessary to:

⇒ **define the study plan** for the upcoming year ► **see more in par. 3.2.2 (p.12)**

⇒ **Pay the yearly fees** ► **see par 2.4**

2.4 Annual Fees

As stated in *sect.2 art.35* of the *tuition fee guide* (https://didattica.polito.it/tasse_riduzioni/Guida_tasse_17_18_en.html), **doctoral candidates*,** either they are recipients of a scholarship or not, **have to pay the annual amount** for the "extra-Politecnico" costs:

Fees outside PoliTo competence	
Regional tax for the University Education right (Edisu)	140 €
Enrolment revenue stamp	16 €
Premium for accident insurance	3,53 €
Total amount	**159,53**

***TBN: Students enrolled in specific international projects or under particular conditions:**

⇒ **may be subjected to different tuitions and fees schemes;**

⇒ **may be exempted from the payment of some or all the voices above.**

Please check on your Personal Student Portal the fees scheme you are subject to.

2.4.1 Payment Procedure

The procedure is completely on-line, accessible through *Portale della Didattica* (teaching portal — students) > *segreteria on-line* > *Tasse e pagamenti;*

▲ **See appendix STUDENT SERVICES 1 (p. 26)**

The two different ways of payment are as follows:

- **Payment by Credit Card:**
  Visa or Master-card;
- **Payment via MAV**:
  MAV is a pre-printed bulletin which is automatically produced by the on-line procedure. It can be paid using the online bank services or at the bank desk after having it printed.

3. PHD TRAINING AND RESEARCH ACTIVITIES

3.1 Minimum Requirements

3.1.1 General Yearly Requirements (ScuDo requirements)

At the end of each academic year, the PhD candidate is required to submit to the Academic Board a **detailed report on the educational and research activities performed during the year.**

TBN:
Ask the coordinator for:

- more stringent yearly requirements;
(publications, min hours of classes…)

- specific modality of evaluation;
(poster presentation, oral presentation, no presentations)

- date & room;

Based on the evaluation of the research and education activity, the Academic Board decides for his/her admission to the following year or the final examination.

A negative evaluation shall entail the loss of the right to be enrolled in the Doctoral programme.

Each PhD programme can increase the minimum requirements.

Check with the supervisor or the Coordinator

After having obtained a positive evaluation, the PhD candidate may finalize the enrolment procedure to the second or third year by:

- updating the study plan;
- paying annual fee;

Usually, by the end of the PhD academic year (Oct. 31st) a PhD Day is organized by each Academic Board.

More information should be given to the candidates by their own Academic Board or Coordinator in due time.

TBN:
It is strongly recommended to verify together with one's own supervisor and coordinator any eventual more stringent requirements or specific modality for the presentation of the candidate's activities.

3.1.2 General 3-year requirements

Each PhD candidate has to fulfil two minimum requirements by the end of the 3rd and last year:

1) Educational requirements
2) Research requirements;

Additionally, **foreign PhD candidates** have to **submit a certificate of attendance of an Italian language course or an Italian language exam**

► **See Par. 3.2.1 for more (p. 9).**

> Educational minimum requirement:

PhD candidates have to attend at least 100 hours of hard-skill classes and 40 hours of soft-skill classes.

To be entitled to attend any class, the PhD candidate shall loaded them onto the study plan.

▲ See appendix STUDENT SERVICES 3a (p. 29) for the procedure for the study plan definition.

The hours of the attended classes are accounted after the registration of the outcome of the final evaluation through the online procedure, carried out by the teacher of the class. This will occur after having completed the final exam according to the specifications given by each professor.

EDUCATIONAL
Minimum requirements by the end of 3rd year:

100 hours of hard skills classes
AND
40 hours of soft skills Classes

Italian exam for foreign candidates

As will be presented more extensively in the next sections, PhD candidates may follow a wide range of different types of hard skills and soft skills classes.

► See Par. 3.2.3 for more on the Training Activities Accounting System (p. 13).

TBN:

⇒ **For the sake of the MINIMUM REQUIREMENTS, only classes' hours are accounted.**

⇒ **For the sake of the EVALUATION of those activities, hours are turned into points according to a specific accounting system, presented in 3.2.3 (pag. 13)**

> Research minimum requirement:

PhD candidates have to comply with the following requirements in order to get the PhD title:

RESEARCH
Minimum requirements by the end of 3rd year:

Publication of **1 article** in:

(bibliometric sectors)
journals listed in the DBs "Scopus" and "Web of Science"

(non bibliometric sectors)
journals with ISSN and publications on books with ISBN (or ISMN)
(bibliometric sectors)

3.2 Training Activities

3.2.1 Learning opportunities

Hard-skill courses

Hard-skill courses regards the improvement of the technical and specialised knowledge of each PhD candidates, according to thier research programme.
As hard-skill courses, the candidate can choose and attend:

⇒Third level courses:

They are higher level courses set up for doctoral candidates only.

⇒"Corsi di eccellenza" - High quality courses:

They are part of third level courses, offered by a visiting professor from high ranked universities. These courses are approved twice a year.

The complete list of third level courses is published annually on:
http://dottorato.polito.it/en/courses.
It is possible to add to the study plan any kind of lectures listed in the catalogue of the 3rd level courses, regardless of the doctoral programme that is offering them.

⇒Master of Science (MSc) courses (2nd level)

⇒Bachelor courses (1st level)

⇒University Master courses (1st or 2nd level)

The PhD candidates can include courses of the 1st or 2nd level or Master level in their study plan.
The complete list of courses is accessible here: https://didattica.polito.it/offerta/index_en.html

⇒Courses offered by other univeristies / teaching bodies

PhD candidates can include courses from external bodies **under the approval of the coordinator of their the PhD programme.**
The external course has to be registered onto the *Cruscotto* web-page under the "External Training Activities" tab. **After the attendance of the course** the activity will be registered and validated upon the uploading of the certificate of attendance or of the passed exam.

▲ **See appendix STUDENT SERVICE 4 (p. 31) and the document for the detailed procedure for the request available at:** https://didattica.polito.it/zxd/cms_data/attachment/30/Attivit%C3%A0%20formative%20esterne_en.pdf

Soft-skill courses

The hourly accounting system CHANGES according to the level, the type and the origin of the class skills. CHECK IT IN THE NEXT PARAGRAPH

Soft-skill courses are non-field-specific courses meant to provide candidates with skills high transferability across several economic sectors and jobs (i.e. the ability to communicate and establish interpersonal relationships with employers, colleagues and teams, a problem-solving attitude and planning and scheduling skills ...).

TO BE UP to DATE about the COURSES START AND CALENDAR:
http://dottorato.polito.it/en/course_starting

⇒ Soft-skills courses offered by PoliTo:

A list of the soft-skill courses offered at PoliTo is available at the following link:
http://dottorato.polito.it/en/courses_on_transferable_skills

Please, note that soft-skill courses are the same for all the PhD programmes and some of them are **offered on-line** (MOC format).

⇒ Soft-skills courses outside PoliTo:

The PhD candidates can include courses from external bodies; differently from hard skill courses, the soft-skill courses need to receive a **preliminary validation from the dedicated Doctoral Committee for Transferable Skills.**
To obtain the preliminary validation it is necessary to register the course onto the *Cruscotto* web-page under the "External Training Activities" tab.

▲ **See appendix STUDENT SERVICE 4 (p. 31) and the document here for the detailed procedure for the request:** https://didattica.polito.it/zxd/cms_data/attachment/30/Attivit%C3%A0%20formative%20trasversali%20esterne_en.pdf

In case of non approval the PhD candidate will be notified by a communication from the Committee on the "External Training Activities" page. The hours will not be accounted .
After the attendance of the course the activity will be registered and validated upon the uploading of the certificate of attendance. Once the Commitee will validate the hours, the soft-skill activities will be finally accounted on the Student Portal system.

TBN: If the PhD candidate has already attended an external soft skill course it is also possible to request an aftermath evaluation

from the Doctoral Committee for Transferable Skills Training, following the same procedure as explained above, uploading all the information about the course and the certificate of attendance at the same time.

ITALIAN LANGUAGE REQUIREMENTS

for FOREIGN CANDIDATES:

Foreign PhD candidates have to submit a certificate of attendance of an Italian language course by the end of their PhD.

⇒ If a certificate has already been obtained,
it's necessary to hand in the original one to Doctoral School Offices.

⇒ If a certificate has not been obtained yet,
it's possible to:

- **attend the Italian language course offered by the University Language Centre (CLA)**
  The CLA's Italian language course is offered :
  1) On-Line: 30-hour streaming course available on "*portale della didattica*" (main page — "*altri corsi*" section).
  2) In Classroom:
     In this case you should first enrol for the preliminary test to assess your language level (check the available dates on the Teaching Portal) and then you will be enrolled to the suitable class.

  More info about courses at CLA visit https://didattica.polito.it/cla/en/other_languages/ ;

  TBN 1: In any case, at the end of the course, it is mandatory to take the Italian test at CLA to satisfy the language requirement.
  The attendance of CLA course only will not be sufficient to satisfy the Italian language requirement.

  TBN 2: To enrol to the Italian class PhD candidates have to add the course (code 01NDLRV) to their study plan.

  TBN 3: Exams are held ONLY during specific exam sessions.
  The dates of the exams will be published at the following link: https://didattica.polito.it/cla/en/other_languages/. PhD candidates can register in the upcoming exam session directly from the *Portale della Didattica* after adding the course (code 01NDLRV) on their study plan.

  Once passed the exam, it will be registered automatically on the student page by the linguistic centre (CLA), without the need to hand in personally any certificate at ScuDo Offices.

- **attend an Italian language course outside Politecnico:**
  in order to have the course recognised, a *certificate of attendance of a the course* (level A1) shall be submitted to Doctoral School.

TBN:
Italian language courses DO NOT provide the PhD candidates of the points and hours related to the other training activities.

3.2.2 Study plan

The study plan is the set of desired exams that each PhD candidate has to complete and keep updated. It must be completed at the beginning of each academic year and it can be changed at a later point (except during summer period)

It is a good practice to prepare it together with the supervisor.

Each PhD programme
may require to
attend particular modules
of special cultural relevance for the PhD programme itself.

Check with the supervisor or the Coordinator

The ***carico didattico elettronico* — electronic Study Plan** runs on an on-line electronic procedure which allows:

- PhD candidates to enrol to the class and be able to get all the useful information before the start.
- Professors to get to know the number of students enrolled in the courses and communicate with them
- PhD candidates to exchange information and didactic material with the professor or other enrolled students
- To get a certificate of the passed exams.

It is possible to choose among 1st, 2nd and 3rd level courses of the Politecnico and other optional activities (external courses, seminars, workshops etc.). The latters need to be approved by the coordinator of the doctoral programme.

Differently from the undergraduate students' one,

the procedure is open all year round

(except few summer months)

The procedure is open nearly all year round so to allow PhD candidates to update it according to the latest training opportunity offered by PoliTo or found from external entities.
Each candidate at the end of each year is required to present to the Academic Board an annual report, describing the points/hours obtained every year for the sake of the yearly evaluation.

At the beginning of each academic year, the candidate has to **upload the study plan** by confirming the one from the previous year and, in case, update it by dropping of old classes and choosing new ones.

>> Annual personal study plan. HOW TO:

The procedure can be reached via the PoliTO website at this link https://idp.polito.it/idp/x509mixed-login.

The candidate needs to access the at *Portale della Didattica (student)* with the students ID and once on the portal, selecting
> segreteria online tab;
> > compila il piano carriera/carico didattico box.

▲ See appendix STUDENT SERVICE 3a (p. 29) for the procedure for the study plan definition.

3.2.3 Accounting system for the training activities

For the sake of assessing the fulfilments of the requirements for the hard and soft skill courses, an hourly accounting system has been developed.

On top of that, to evaluate the performance of each PhD candidates during the classes, a second accounting system has been created, by turning the hours of each completed class and the outcome of the final exam into points.

There are only 2 possible grades, to which a coefficient is associated for the point conversion:

- PASS (coefficient: 4/3 = 1,33) corresponding to grades: 18 — 25
- PASS WITH MERIT (coefficient: 5/3 = 1,67) corresponding to grades: 26 — 30L

For the sake of clarity, the accounting system formulas are expressed in the following scheme:

Training Activities Indicator: D = D_{hard} + D_{soft}

$$D_{hard} = \sum_{i^{th}\ course} H_{h_i} \cdot E_i$$

H_{h_i} = *total n° of classes hours*

- *PhD course:* H_h
- *M.Sc. course:* $\frac{H_h}{2}$
- *B.Sc. course:* $\frac{H_h}{3}$

➢ *NB: course not offered by PoliTo:* (*courses, Summer Schools, workshops …*)

$H_{h_{out}}$: max 30 *h* *for each i^th course*

E_i =

- $\frac{4}{3}$ *if grade: PASS*
- $\frac{5}{3}$ *if grade: PASS WITH MERIT*
- **1** *if: course not offered by PoliTo, w/o exam , just certificate of attendance*

Min requirement:

$$\sum_{i^{th}\ course} H_{h_i} \geq 100$$

$$D_{soft} = \sum_{i^{th}\ course} H_{s_i} \cdot E_i$$

H_{s_i} = *total n° of classes hours*

- *course not offered by PoliTo w/o exam:* $\frac{H_{s_{out}}}{2}$
  - ➢ $H_{s_{out}}$: max 30 *h* *for each i^th course*
- *other cases:* H_s

E_i =

- $\frac{4}{3}$ *if grade: PASS*
- $\frac{5}{3}$ *if grade: PASS WITH MERIT*
- **1** *if: course not offered by PoliTo, w/o exam , just certificate of attendance*

Min requirement:

$$\sum_{i^{th}\ course} H_{s_i} \geq 40$$

NOTE:

In case of classes not offered by PoliTo, the corresponding E will be considered only if the PhD candidate can produce a certificate of attendance with the respective grade.

Please remind that the **minimum requirements for hard and soft skills** are defined **only on the number of lesson hours**, without considering the factor E.

Note that:
MINIMUM REQUIREMENTS
are calculated on
The no. of hours
ONLY

3.3 Research Activities

As a PhD candidate, you are required to perform research activities, including taking part in international conferences (both as a viewer and a presenter) and aiming at publishing part of the relevant results on international journals and conference proceedings.

3.3.1 Accounting system for research activities.

According to ScuDo general requirements, **a minimum of 1 article on an international journal with peer-review** has to be published by the PhD candidate throughout 3 years.
To univocally assess such a requirement the **Research Activity Indicator *R*** has been defined as follows:
The indicator R sums up two terms:
1) the number of journal paper published on recognized journals; (no conference papers accounts for the determination of N).
2) the quality of the publication and individual contribution of the PhD candidate.

About N
N is the total number of publication of a PhD candidate (Journal Papers + Conference Papers). However, for the determination of the minimum requirement on N, Journal Papers only are considered.

TBN: if more than one PhD candidate is classified as co-author, N is then calculated proportionally! So, if two PhD candidates results has co-authors, each of them will get a N=0.5.
The rationale is that each PhD candidate should produce, by the end of the 3 year programme, the equivalent of one paper approved.

About P
The value of P for each publication is assigned according to the publishing journal, following the bibliometric criteria of the university.
More detailed and extensive information may be found in the presentation at the following link:

TBN: concerning P-values for Conference Papers, in addition to what it is state in the bibliometric criteria, the Doctoral School Board decided to assign P = 0.5 for each conference paper contribution.

About f
f is a factor to determine the ownership level of the publication when more than one author is present (no matter if PhD candidate or not).
It is calculated through this formula:

$$f_i = \left(\frac{1}{n}\right)^{\frac{n-1}{n}}$$

Where n is the total number of authors;
if n > 10, the value for f will be set to 0.1 anyways.

Research Activity Indicator

$$R = 50\,N + \alpha \sum_{pubblications} P_i \cdot f_i$$

N: *number of published articles on journals belonging to the VQR list.*
- *For bibliometric sectors: Journals listed in international databases "Scopus" and "Web of Science";*
- *For non-bibliometric sectors: Journals with ISSN and publications on books with ISBN (or ISMN)*

TBN: Conference Papers and Proceedings do NOT contributes to the determination of N

$\alpha \geq 10$: *coefficient determined by each doctoral course board*

P_i: *article's weight or relevance depending on the Impact Factor of the publishing journal*
– according to the University system for bibliometric evaluation –

f_i: *degree of ownership of the publication*
– according to the University system for bibliometric evaluation –

Minimum Requirements:

$$N \geq 1 \quad AND \quad R \geq 50$$

3.3.2 Publication Registration on IRIS

When a paper get published, the PhD candidate should register it in the PoliTo IT systems.

IRIS is the portal through which to upload, manage and view all the publications of a PhD candidate or, more generally, a researcher. It is linked with the *Cruscotto Scudo* and the national level portals for the research. It is then sufficient to register the publications on IRIS to have them to appear onto the *Cruscotto* records, under the "Publication" tab
All the instruction to better understand IRIS and to go through the registration process are available at this link: https://didattica.polito.it/zxd/cms_data/attachment/30/IRIS%20inglese.pdf

It is possible to directly access IRIS through this link:

https://iris.polito.it/

TBN: During your PhD your affiliation will always be "Politecnico di Torino", no matter where your activities were carried out.

It is VERY IMPORTANT to familiarize with the IRIS Repository System
for the quick managing and display of the candidate's publications

3.3.3 Orchid ID subscription

Each PhD candidate is invited to register into the Orchid ID system following the link:

https://orcid.org/register

ORCHID is a nonprofit organization with the aim to uniquely identify individuals doing research, across disciplines through an identification number.
So that when a paper get published, the PhD candidate may be uniquely associated to it.

3.4 External research and training activities.

To complete the doctoral experience of a PhD candidate, it may be of their interest to follow both research and training experiences in other universities, labs or research facilities.

It is important to keep in mind that, in any case, PoliTo PhD candidates shouldn't spend more than half time of their doctorate outside PoliTo structures (so no more than 18 months).

Even if the abroad experience is not compulsory, additional points are awarded for research training carried out outside Politecnico.

$$R_e = days/5$$

Where days is the number of calendar days spent in external places.

3.5 Quality awards to talented PhD candidates (Premio di qualità)

Each PhD programme has a proportional number of prizes available, depending on the number of PhD candidates enrolled to be assigned to the most talented PhD candidates who finished the 2nd and the 3rd year.
The gross amount of the prizes is

- € 1200 for 2nd year candidates
- € 2500 for 3rd year candidates.

Each Academic Board will select the most talented candidates on the basis of their yearly activity (both training and research – pubblications) and propose them for the prize "*premio di qualità*" awarded every year by the Doctoral School.

4. MOBILITY

During your PhD, mobility either abroad or within Italy is highly supported.

WORK MISSION: means the performance of an institutional activity in the interests of Politecnico di Torino in a location that is not the customary place of employment, in Italy or abroad.

4.1 Additional funds for PhD candidates during mobility

4.1.1 Authorization procedure

Each time a PhD candidate needs to follow an activity outside Politecnico ("to go on a mission") he/she **has to make the request to get the authorization** as explained hereinafter

Every time a PhD candidate must undertake a work mission, it is necessary to make the request through the procedure "missioni on line", for using the mobility funds.
The procedure "missioni on line" is available following the ***"Missioni OnLine"*** command on the personal **MyPoli** webpage. The MyPoli portal may be accessed directly from here:

https://www.swas.polito.it/

using the account for researchers (@polito.it). For a step by step guide to use this procedure read "Manuale completo".

4.1.2 Insurance

PhD students, during the institutional activity, are covered by a policy "Accident" which is valid all over the world, but that is not an health insurance (because it isn't valid in case of illness, but only in cases of accidents contractually agreed).

The Accident policy insurance is automatically active after the work mission approval

Furthermore Politecnico di Torino has recently drawn up a policy called "Mission" with the Company UniSalute, in order to ensure the health care to people authorized going to non-EU countries.

To get the Mission insurance you have to send a mail to assicurazioni@polito.it

4.1.3 Increase of scholarships

PhD candidates may spend **up to 18 months abroad** for research and/or training activities, upon authorization of the coordinator.

50% scholarship INCREASE for international mobility
(scholarship holders only)

In this case, the PhD candidate may ask for a **50% increase in the daily amount of the scholarship**, during their external staying.

4.1.4 Scholarship increase procedure

The request and the authorization for the +50% increase of the scholarship shall be made through the "**External Research Activities**" page on the platform Cruscotto.

Scholarship increase will be credited at the end of the month following the date of departure and authorization.

Step 1) Before your departure

- Doctoral candidate upload data on the mobility period
- The Coordinator validates the activity and the period

After the authorization by the Coordinator, the period cannot be modified. Ask for the authorization only when you know exactly the dates.

Step 2) After your return

- The doctoral candidate upload a report on the activity carried out (given or countersigned by the scientific responsible he/she had worked with)
- The Coordinator validates the activity carried out and the exact period

An automatic counter (field "exact days") sums up the different mobility periods up to the maximum of 18 months (i.e. 540 days according to standardized 30-day month).

4.1.5 Mobility Funds

From the 2nd year on, each doctoral candidate (with or without scholarship) is endowed of a sum of about **1.750 Euro/year** for the following expenses:

- Inscription or participation in research **conferences and seminars** ;
- **Mobility** in Italy and abroad;

The allocated quota for each doctoral candidate is deposited annually by ScuDo in the favour of the departments where he/she works.

4.1.6 Work mission reimbursement

Travel, transport, food and accommodation expenses incurred during work missions and transfer assignments are refundable, provided the request is accompanied by supporting documents.

The following incidental expenses, directly connected to the performance of the work mission, will be reimbursed on presentation of the receipt or appropriate supporting documents: consular visas; tourist taxes; compulsory vaccinations and medication for prophylaxis; compulsory tips; left luggage services; admission to museums and exhibitions related to the purpose of the work mission or transfer assignment; car-parking fees; photocopies, prints, posters, lecture notes, pamphlets related to the work mission; cost of internet connection for work-related purposes; compulsory surcharges; seat reservations; airline ticket reservations; cancellation insurance; excess baggage, only against presentation of documents proving that it is for service-related reasons; hotel garage.

Maximum refundable expenses for work missions are:

	Meals (Maximum daily)	Accomo-dation	Transport
Up to 8 h	40 €	-	**Air fare**: Economy class **Train fare**: all class except executive or similar
More than 8 h	80 €	250 €	

Travel expenses are the costs incurred to travel to and from the location of the work mission.

Ordinary means of transport include: train; other regular public transport services (aeroplane, ship, motor vehicles, etc); vehicle owned by the University; urban taxi services (to and from the airport of the place of departure and to and from the airport of the place of the work mission, and for travel at the place where the work mission activities are carried out); hired chauffeured car; urban and suburban public transport.

Extraordinary means of transport include: hired driverless vehicles; vehicles owned by the claimant; other means of transport not referred in the ordinary.
The use of extraordinary means of transport, in connection with work missions in Italy or abroad, must always be authorised beforehand and is only allowed in the following cases, which must be duly substantiated:

1. when there is no train or other ordinary public transport service to the work mission location;
2. when there is the need to reach the work mission location or return to the usual place of work quickly due to particular service requirements or declared institutional reasons;
3. when there is the need to transport fragile and/or bulky material or equipment necessary for the performance of the work mission
4. when there is a public transport strike;
5. when public transport timetables do not coincide with the needs of the activities to be carried out.

The reimbursement procedure is handled by the department where the PhD candidate works.

The whole regulations for work missions is available at the following link http://dottorato.polito.it/en/legislation

4.2 Registration of the external activities

As said in paragraph 3.3.4 "External research and training activities" the external activities are not compulsory but strongly recommended. Below, a list of the possible external activities:

- External research staying
- Exhibitions
- Conferences
- Congresses
- Workshops
- Schools abroad
- Single courses abroad

You must report them on the "external research activities" on the ScuDo Dashboard (Cruscotto), following the same procedure explained in paragraph 4.1.4 "Scholarship increase procedure" even if you are not entitled to the scholarship increase.

4.3 Additional mobility programmes

4.3.1 Erasmus+

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. It was launched on 1st January 2014.

There are three different Erasmus+ Programme available:

Erasmus+ / Programme Countries: for PhD candidates who want to carry out a training activity in an EU country

Erasmus+ / Partner Countries: for PhD candidates who want to carry out a training activity in an EXTRA-EU country that is Partner of the programme

Erasmus+ / Traineeship: allows PhD candidate to receive a scholarship for internships abroad in the ERASMUS+/ PROGRAMME COUNTRIES.

Minimum duration:
2 or 3 continuous months according to the programme
Maximum duration:
6 continuous months (180 days) for all the programme

Announcements for student mobility abroad are published in two editions: **winter** (approximately between December and January) and **summer** (approximately between June and July).

TBN: It is necessary to monitor the announcement and to apply to the call for admission well in advance.

For all the details the call for admission is available at the following link https://didattica.polito.it/outgoing/it/bandi

4.3.2 Thesis co-tutelle

The Doctoral School offers the possibility to prepare the PhD thesis partially at Politecnico di Torino and partially in a foreign university, under the supervision of a tutor from each university and to achieve a double PhD degree (recognized both in Italy and in the country where the partner university is located) and have a highly-qualifying international research experience.

PhD candidate shall spend no less than 18 months in Politecnico

The standard procedure of request expected that:

1. your supervisor requires the activation of the double degree Convention;
2. the supervisor submits to the partner university the draft below, prepared by the Politecnico di Torino;

3. the compiled draft is sent to the Doctoral School;
4. the School will conduct a conformity control in accordance with the standard draft;
5. the School Committee will approve the request
6. the Director of the Doctoral School will sign the document in triplicate.

Training and research activities carried out in the partner university can be recognized; in order to do so you need to follow the procedure for the external training activities.

In order to be admitted to the final examination, a positive evaluation from the Academic Board of both universities shall be obtained. The thesis shall be written in English and be defended at Politecnico di Torino (outgoing candidates) or in the foreign university (incoming candidates), and members of Examination Board shall come from both the universities involved.

The Doctoral School will send an official statement about the obtainment of PhD title to the partner university.

4.3.3 Other opportunities

Other mobility opportunities are advertised on the ScuDo website (section news) or by a specific communication sent to the institutional email address.

There are two specific programmes funding the mobility period in USA and France:

1. **Mobility to USA — Fullbright Programme**: The Fulbright Programme supports the mobility between Italy and USA providing scholarships reserved to Italian and American citizens and jointly offered by the Italian Ministry of Foreign Affairs and the United States Department of State. For more information about requirements and deadlines please refer to http://www.fulbright.it/
2. **Mobility to France — Bando Vinci**: The goal of the Vinci Program is to promote the mobility of PhD candidates, the exchange of methodologies and teaching experiences, as well as the deepening of language skills and the establishment of a scientific-training network of excellence between the two countries.

- **Mobility contributions for doctoral thesis in co-tutelle (Chapter II)**: Application should be submitted by a doctoral candidate regularly enrolled in Italy and France by the second year of PhD with a co-tutelle agreement. The funding covers the costs of mobility between Italy and France (travel costs, accommodation etc.).
- **Three-year doctoral scholarships in co-tutelle (Chapter III)**: Application should be submitted by the director of the proposing doctoral school for the provision of a three-year scholarship to be awarded, after appropriate selection, to a doctoral candidate involved in a co-tutelle agreement.

For any additional information please refer to: https://www.universite-franco-italienne.org/menu-principal/bandi/programma-vinci/

5. HEALTH AND SAFETY AT WORK

5.1 Emergency Procedures

EMERGENCY PROCEDURES: what to do

ALL EMERGENCIES MUST BE IMMEDIATELY REPORTED TO THE RECEPTION, IN ORDER TO ACTIVATE THE EMERGENCY PROCEDURES

RECEPTION

ADDRESS	PHONE N.	OPENING HOURS	
		MON - FRI	SAT
SEDE CENTRALE / CITTADELLA	011 090 7777 335 7507354	OPEN 24 / 7	
CASTELLO DEL VALENTINO	011 090 6655	7:30 a.m. - 9:00 p.m.	8:00 a.m. - 4:00 p.m.
VIA MORGARI	011 090 7931	8:00 a.m. - 8:00 p.m.	CLOSED
MIRAFIORI	011 090 8866	7:30 a.m.- 9:00 p.m.	CLOSED
LINGOTTO	011 090 8888	8:00 a.m. - 8:00 p.m.	CLOSED
ALESSANDRIA	0131 229314 / 229320	8:00 a.m. - 6:00 p.m	CLOSED
VERRES	0125 929 484 103 (dai tel. interni)	8:30 a.m. - 5:00 p.m. (fri.: 8:30 - 13:00)	CLOSED
MONDOVÌ	0174 560890	8:30 a.m. - 6:00 p.m.	CLOSED
BIELLA	015 855 1111	8:30 a.m. - 6:30 p.m.	CLOSED
ENERGY CENTER	011 090 8500	8:00 a.m. - 9:00 p.m.	CLOSED

In case of an extremely urgent situation, or when not possible to contact the Reception, please call the emergency services:

EUROPEAN EMERGENCY PHONE NUMBER	112

INFORMATION TO PROVIDE

- *Your name and surname*
- *Your telephone number*
- *The type of the event (fire, accident, flooding, ...)*
- *Where the event occurred*
- *Severity of the event*
- *Person(s) injured and materials involved*

ACCIDENT	➢ Immediately alert the Reception Desk / Logistics. ➢ Assist the injured person/people until help arrives. ➢ If you are unable to contact the Reception Desk, please call the emergency services directly by dialling the emergency telephone number 112.
FIRE	➢ Immediately alert the Reception Desk / Logistics. ➢ If you are unable to contact the Reception Desk, call directly the emergency services by dialing the emergency telephone number 112.
If the fire is inside the room where you are	▪ Leave the room immediately and close the door behind you. ▪ Do NOT use elevators.
If the fire has spread out of the room and stairs and corridors are filled with smoke	▪ Close the door ▪ If possible, seal all the cracks with wet cloths. ▪ If smoke makes breathing difficult, put a cloth over your mouth (better if wet) and lie down on the floor (smoke tends to rise to the top).
EVACUATION	➢ Keep calm. ➢ Use the escape routes and the emergency exits.
When you hear the evacuation order	▪ Go through the escape routes following the safety signs to the emergency exits. ▪ Do NOT use elevators. Do NOT push, run or stop. ▪ Do NOT carry bulky or heavy personal items.
DISCOVERY OF CONTAMINATED MATERIAL	➢ Do NOT touch or move the suspect object or package. ➢ Immediately alert the Reception Desk / Logistics.
LEAK OF HAZARDOUS SUBSTANCES INSIDE THE BUILDING	➢ Immediately alert the Reception Desk / Logistics. ➢ Check that nobody is stuck inside the rooms. ➢ Leave the place of the event, follow the escape routes, and go outdoors. ➢ Supervise the entrance, in order to prevent access to anyone who is not emergency operations staff.
LEAK OF HAZARDOUS SUBSTANCES OUTSIDE/ TOXIC CLOUD If you are inside the building, and the leak of hazardous substances has occurred in the external environment	➢ Immediately alert the Reception Desk / Logistics. ➢ Keep calm. ➢ Close the windows. ➢ Close the air conditioners and all the ventilation systems connected with the outside environment. ➢ Seal the windows with tape and wet cloths. ➢ Shelter in the most interior rooms. ➢ Put a wet cloth over your mouth and breathe slowly.
EARTHQUAKE	➢ Keep calm. ➢ Do NOT rush outside: there is a risk of falling objects. ➢ Remain in the room and take shelter under a desk, or under the main beam of the door, or next to the weight-bearing walls. ➢ Move away from windows, glass doors, and furniture that might cause injury during the shocks. If you are in the stairwell, distance yourself from the railing. ➢ At the end of the earthquake, leave the building without using the elevator.

WATER LEAK	➢ Do NOT attempt to walk in flooded rooms, unless you perfectly know the place, the depth of the water, and the existence of holes. ➢ Do NOT go inside rooms where electrical devices and equipment are present.
FLOODS	➢ Move towards the upper floors, and do NOT use the elevator. ➢ Do NOT leave the building when the surrounding area is completely flooded, in order to avoid being pulled by the current. ➢ Wait for the rescue staff, and try to indicate your position.
REPORTING OR SUSPICION OF THE PRESENCE OF EXPLOSIVE WEAPONS	➢ Immediately alert the Reception Desk / Logistics. ➢ If you are unable to contact the Reception Desk, please call the emergency services directly by dialling 112.
Suspicious packages. If you see a suspicious object or package:	▪ Do NOT touch or move it. ▪ Look for other suspicious objects or packages. ▪ Do NOT use mobile phones in the proximity of the object. ▪ Open the windows in the area immediately next to the object. ▪ Evacuate the area immediately.
Evacuation:	▪ When you hear the evacuation order, take your personal things and leave. ▪ Do NOT touch packages or bags that are not your own, and immediately inform about any suspicious bags or packages. ▪ Do NOT re-enter the building if not authorized.
ROBBERY OR AGGRESSION	➢ Immediately alert the Reception Desk / Logistics. ➢ If you are unable to contact the Reception Desk, call directly the emergency services directly by dialling 112.
If suddenly a gun or knife is pointed at you, try to keep calm. Criminals are often extremely tense: it is important to prevent any violent reactions.	➢ Keep away from the aggressor, especially if he/she is carrying weapons (like guns, knives, or other sharp objects). ➢ If the aggressor threatens you, but the weapon is not visible, assume that he/she DOES have a weapon: this is the most reasonable and prudent behavior. ➢ Follow the instructions of the aggressor, as calmly as possible. Do whatever the criminal asks, and nothing more. A calm but not extremely cooperative behavior is the most appropriate approach, and is usually what the aggressor is expecting from you. ➢ Try to calm the aggressor with accommodating words, and do NOT argue with him/her. Above all do NOT criticize nor contradict his/her statements. Try to keep the aggressor talking until the arrival of the police: this can reduce violent behavior. ➢ In order to avoid violent reactions, Do NOT try to intervene directly. ➢ Do NOT obstruct the aggressor while he/she go away, in order to avoid violent reactions.

USEFUL CONTACTS

EMPLOYER	**Dean of the Politecnico di Torino**	
MEDICAL DOCTORS	infermeria@polito.it	
OCCUPATIONAL HEALTH AND SAFETY SERVICES	responsabile.prevenzione@polito.it; servizio.prevenzione@polito.it	
INFIRMARY	**POLITECNICO DI TORINO** **C.so Duca degli Abruzzi, 24 - Torino** **Opening Hours**: Mon. - Fri. 8:00 a.m. - 06:00 p.m.	**Tel. No.: 011 - 090 7943** **E-mail:** infermeria@polito.it
CONFIDENTIAL COUNSELLOR **for mobbing, sexual harassment, discrimination cases**	**E-mail:** consigliera.fiducia@polito.it **Tel. N.:** 011.090 7852 (Mon. 11.30 a.m. - 2.30 p.m.) **By appointment:** Mon. 11.30 a.m. - 2.30 p.m. Torino, C.so Castelfidardo, 51	
STUDENT'S COUNSELING	**E-mail:** counseling@polito.it **Tel. No.: 011-090.6154**	
STUDENT'S REPRESENTATIVES	https://didattica.polito.it/pls/portal30/sviluppo.rappr_stud	
STUDENTS WITH SPECIAL NEEDS	sostegno.disabili@polito.it	

STUDENT'S MAIN OBLIGATIONS:

You must:

- Observe safe practices, rules and instructions given by persons in charge for safety issues.
- NOT endanger yourself or others by unsafe or dangerous actions.
- Observe health and safety related information (signs, posters, warning signals and written directions).
- Follow all instructions related to evacuation during fire, or any emergency, or closure of Politecnico.
- Use technical equipment (such as pc, printers, cutters, etc.) properly.
- NOT perform operations or actions that you are not in charge of.
- NOT remove or modify safety devices, or signal and control devices.
- Use protective equipment/clothing provided, when/where required.
- Report immediately, to your professor or other person in charge, any hazards that have led or may lead to injury, illness or danger.
- Report accidents, injuries and incidents that could result in harm, and cooperate in any related investigations.

ADDITIONAL INFORMATION:

By loggin in the mypoli portal you may find a section dedicated to the prevention and protection in the workplace with detailed information, legislation and forms: https://www.swas.polito.it/intra/Prevenzione/

5.2 Protection of the rights of Expectant and nursing women

The Italian Law No. 151/01 related to the protection and support of motherhood and fatherhood, states that the Employer must adopt appropriate measures for the protection of the health and safety of expectant and nursing mothers (up to seven months after delivery), who have announced their pregnancy to the employer in accordance with the provisions in force.

Expectant and nursing women should note use of chemical, physical and biological agents or work inside workplaces where these agents are used. Furthermore, they must not perform potentially dangerous activities.

5.2.1 Health risks

Physical (e.g. ionizing and non-ionizing radiation, static magnetic fields, vibrations, etc.), chemical, carcinogenic, mutagenic and biological agents, and certain working conditions (e.g. loads transport and handling, noise, thermal stress) may be dangerous for the expectant woman and for the unborn child. The direct handling of agents or the exposure may be dangerous, especially in the first three months of pregnancy.

5.2.2 Duties of woman employees

Expectant and nursing women must not:

- make use of hazardous chemical, physical, or biological agents,
- work in areas where these are used, perform potentially dangerous activities, especially during the first three months of pregnancy.

Expectant mothers must inform the Health and Safety Services of their pregnancy, in order to permit the Employer to identify and implement the necessary countermeasures, in order to avoid any possible risks, on the basis of the Occupational physician's instructions. In case of exposure to ionizing radiation, the expectant mothers must inform the Health and Safety Services of their pregnancy as soon as possible. (Italian Law 151/2001, art. 8, paragraph 2).

To announce the pregnancy, the expectant women must fill in the form "NOTIFICATION OF PREGNANCY", see O-MOD-GRAVIDANZA form.

5.2.3 Mandatory maternity leave

According to Italian Law n. 151/2001, the expectant women must not perform working activities: during the two months preceding the expected date of delivery and during the three months after the birth, or expectant women can stop working 1 month before the expected date of delivery until the 4th month after the birth (equal time of maternity leave). In this case expectant mothers must produce a medical certificate, compiled by an Occupational physician of the Italian National Health Services (Servizio Sanitario Nazionale), stating that work tasks will not cause damage to the expectant woman or to the unborn child.

5.3 Maternity for PhD candidates

Doctoral candidates registered to the Gestione Separata may require a separate maternity pay from INPS, if in the 12 months preceding the 2 months before delivery, were paid at least 3 monthly payments of required contributions.

To receive the allowance they must present to INPS office of residence or to the reference INPS office in Corso Turati, during the seventh month, the documentation shown in the application form SR29 which can be found at:

https://www.inps.it/nuovoportaleinps/default.aspx?itemdir=50598

According to the lapse of time for compulsory maternity leave the conclusion of the PhD course will be postponed for the effective duration of the interruption.

At the end of the period of compulsory leave the PhD candidate may apply for a further period of suspension of 7 months. The fruition of this additional period will result in the suspension of a year of studies.

During the period of maternity leave/maternity suspension the scholarship is blocked and postponed for the effective duration of the interruption.

5.4 Paternity for PhD candidates

Abstentions paternity may be required by the PhD candidate in case of death or serous illness of the mother or abandonment, and in case of custody of child to father, for all the duration of maternity leave.

For any additional information please refer to the maternity and paternity regulation available at the following link:

https://didattica.polito.it/zxd/cms_data/attachment/30/Maternity%20Leave%20Regulations.pdf

5.5 Suspension of attendance

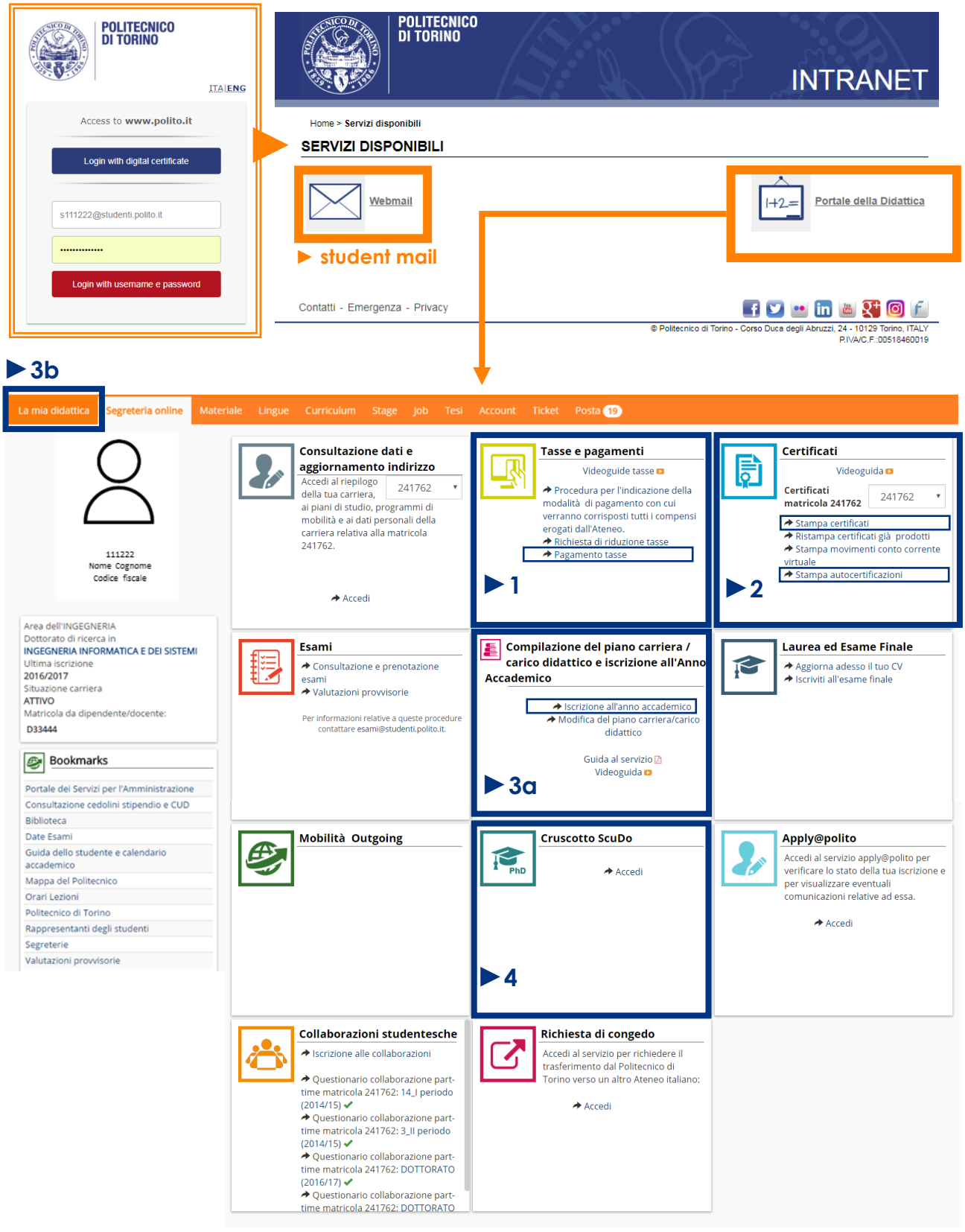
Upon request, doctoral candidates can suspend their attendance to the programme in case of:

- serious and certified illness
- Tirocinio Formativo Attivo (TFA, Italian teachers traineeship)
- serious certified personal or family problems, upon expressed approval of the Academic Board which decides on the suspension

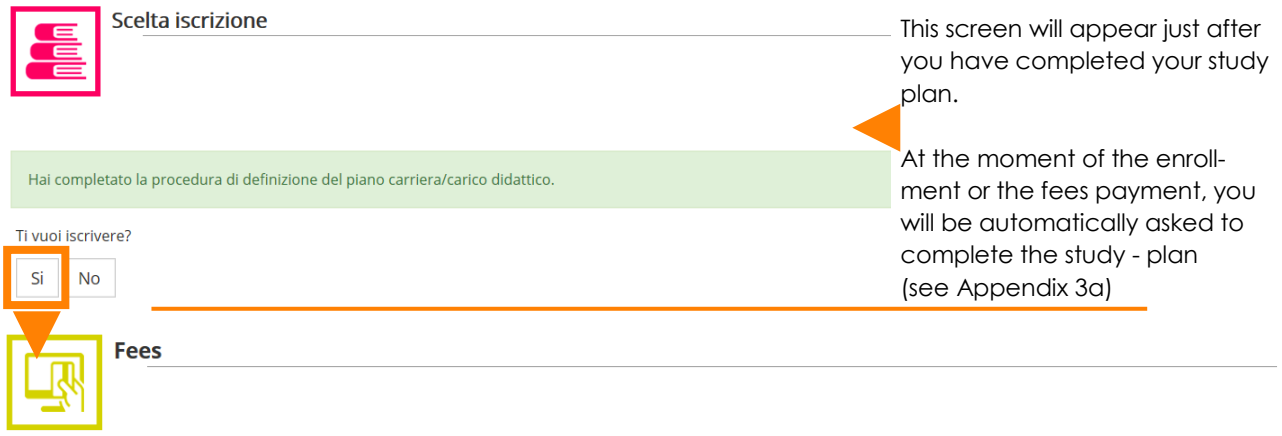
In the event of special, certified personal circumstances, the Academic Board can authorize a doctoral candidate to suspend his/her attendance to the programme, after verifying that this suspension is compatible with his/her research activity.

Appendix: STUDENT SERVICES

https://idp.polito.it/idp/x509mixed-login



▶1 Enrollment and Fees Payment



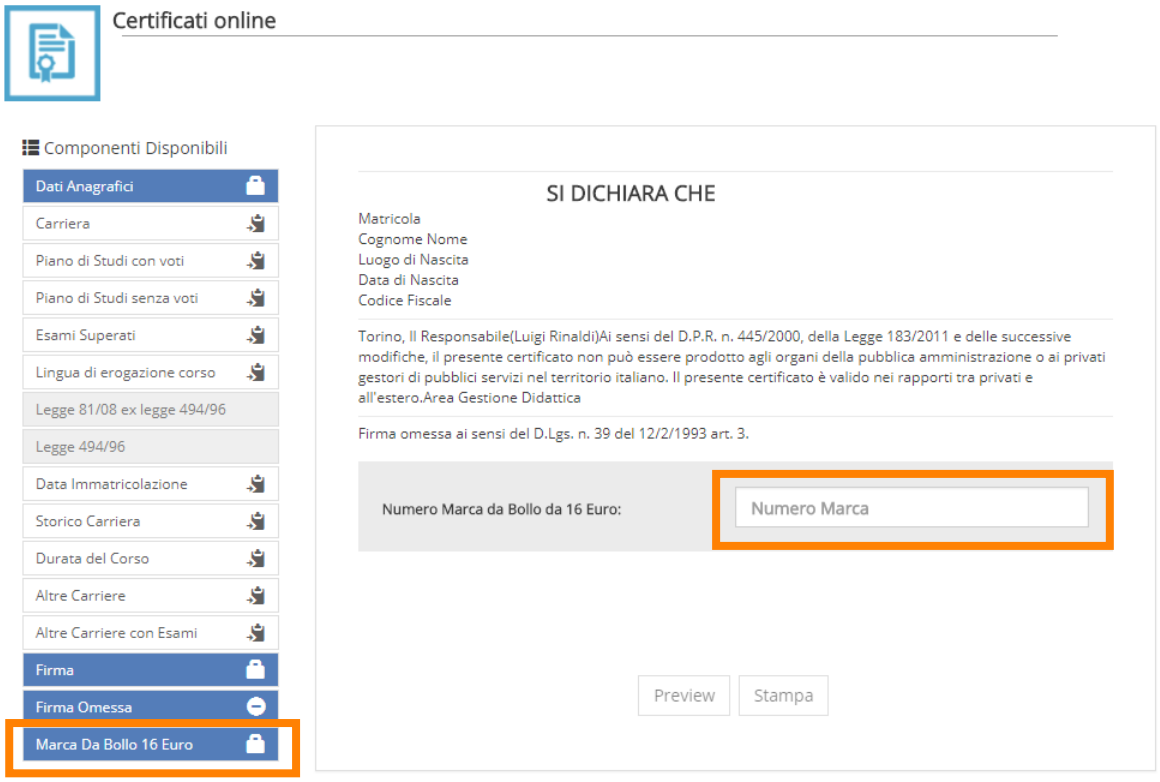
This screen will appear just after you have completed your study plan.

At the moment of the enrollment or the fees payment, you will be automatically asked to complete the study - plan (see Appendix 3a)

Choose the payment method and press the button Pay to be redirected to the payment page or to print out the MAV-bulletin.

▶2 Certificates

To self produce certificates or self-declaration, select the tabs on the left



Note that if you need a certificates, you will have to fill in the document with the revenue stamp number, previously bought at the tobacconist's (cost: 16 €).

Conversely, if you need a self-certificates, you will just need to prepare the document and print it out.

▶3a Study Plan Definition

Create your Annual Personal Study Plan

Help/FAQ

ITA ENG

- In order to move a module from one box to the other, click it and drag it.
- You can always put the modules in order. To organize them, just drag and drop the module in the desired position.
- The colour **blue** indicates an incomplete module (exam still pending) **red** indicates an overbooking module **black** indicates that a module has been inserted correctly **purple** indicates that a module has been anticipated from the Master?s degree programme
- After finishing, you can proceed with the APSP check

▶ select the class,
▶ drag and drop

Personal Study Plan modules that can be inserted in your Annual Personal Study Plan

#	Code	Course name	Credits	Year	Semester	Compulsory	Explain
1	01SHGRO	Acoustics and Vibroacoustics in Transportation Engineering (didattica di eccellenza)	2.0	1	1	N	
2	01SDDKI	Additivie manufacturing polimerico	4.0	1	1	N	
3	01QTARU	Advanced spectroscopic methods: metrological aspects and applications to nanomaterials	4.0	1	1	N	
4	01SFHRW	Affidabilità e robustezza sismica di strutture isolate con dispositivi ad attrito (FPS)	5.0	1	1	N	
5	01PBNRP	Analisi approfondita degli eventi infortunistici e derivanti indicazioni di prevenzione	1.0	1	1	N	
6	01SFJRW	Anali… lineare per l'ingegne… mica	4.0	1	1	N	

Altri ▶

▶ to look for 1st and 2nd level classes

ANNUAL PERSONAL STUDY PLAN

#	Code	Course name	Credits	The course starts in semester	The course ends in semester	Buy	Explain
1	01LEVRV	Power system economics	3.0	1	1	S	
2	01QSFIV	Global energy trends and outlook	2.0	1	1	S	
3	01RISIV	Public speaking	1.0	1	1	S	
4	02LWHIV	Communication	1.0	1	1	S	
5	08IXTIV	Project management	1.0	1	1	S	
6	01RQORQ	Network theory: from statistical mechanics to random complex geometries (didattica di eccellenza)	3.0	1	1	S	
7	01SHBRP	Examples of graph optimisation models in management science (didattica di eccellenza)	4.0	1	1	S	
8	01SHCRV	Unsupervised neural networks (didattica di eccellenza)	6.0	1	1	S	
9	01RZOIU	Bilevel programming and its applications to Logistics and Energy Management (Didattica di eccellenza)	2.0	1	1	S	
10	02PKLRQ	Ottimizzazione in condizioni di incertezza: modellazione e metodi di soluzione	6.0	1	1	S	
11	02QUBRS	Statistical data processing	4.0	1	1	S	
12	01LYXRV	Electrical load management, forecasting and control	5.0	2	2	S	

GLI INSEGNAMENTI IN OVERBOOKING RIENTRERANNO NEL CARICO DIDATTICO, SECONDO L'ORDINE IN CUI SONO STATI INSERITI, IN FUNZIONE DELLO SPAZIO CHE VERRA' LIBERATO CON IL SUPERAMENTO DEGLI ESAMI IN DEBITO (BLU) SOSTENUTI ENTRO LA SESSIONE DI SETTEMBRE

Total credits: 104 Total credits except for overbooking: 78

Continue ▶ confirm and finish

▶3b "La mia didattica" / Student Board

▶4 Cruscotto ScuDo

111222
Nome Cognome
Codice fiscale

Area dell'INGEGNERIA
Dottorato di ricerca in
ENERGETICA
Ultima iscrizione
2017/2018 - Tempo pieno
2^ iscrizione
Situazione carriera
ATTIVO
Matricola da
dipendente/docente:
D38367

PhD candidate details

ITA | ENG

▶ visualization and manager for External activities

PhD candidate details | Training Activities | External Training Activities | External Research Activities | Publications | Albo

▶ visualization of the study plan

▶ visualization of the publications loaded through IRIS

PhD candidate information

Phd candidate ID number	241762	Faculty/Staff member ID number	38367
Last name	[redacted]	Name	[redacted]
Date of birth	[redacted]	City of birth	[redacted]
Country of birth	ITALIA	Nationality	[redacted]
Gender	M	Fiscal code	[redacted]

Cycle information

Cycle	32	Start date of PhD cycle	11/01/2016
		End of cycle date	10/31/2019

PhD Programme information

PhD programme	ENERGETICA
PhD programme (English)	ENERGETICS

Coordinator

Coordinator	[redacted]

Supervisors details

Supervisor	[redacted]	Co-supervisor	
Work station (PhD candidate)	Dipartimento Energia	Settore Scientifico Disciplinare	FISICA TECNICA INDUSTRIALE (ING-IND/10)

Year of enrolment	2		
Academic Year	2018	Year of first enrolment	2017
Enrolment date	10/16/2016		
Status	ATTIVO		
PhD degree conferral date			
Thesis title		Title translation	

Scholarship

Special Payment Scheme	B.s. 3° (Ateneo)
Scholarship name	Ateneo
Withdrawal date	

▶ Candidate's Activity synthesis

Hours of learning activities

Soft skills hours	15	Hard skills hours	25
Soft skills points	20	Hard skills points	41.67
Points for External Activities	0		
Total points	61.67		

Research Activity indicators

R-indicator	52.40375
50N	50
α parameter	10

Acknowledgments, awards, internship and others

Date	File name	Type	Descrizione

+ Upload new document

Table of external training activities

ITA | ENG

PhD candidate details | Training Activities | External Training Activities | External Research Activities | Publications | Albo

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
No data available in table							

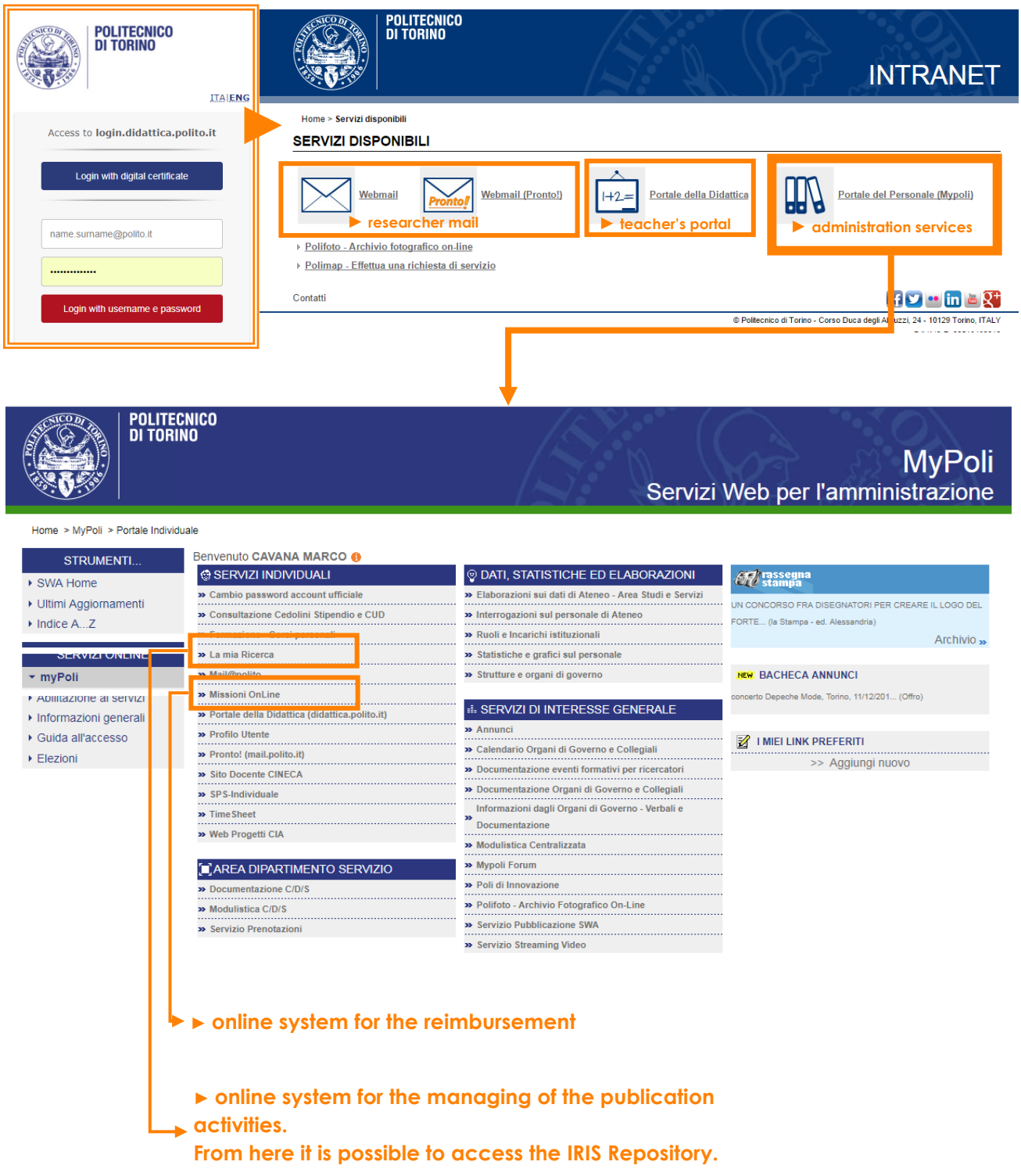
Validated hours 0 Validated points 0.00

Add an External Training Activity

▶ to add an activity not provided by Politecnico

Appendix: RESEARCH SERVICE

https://idp.polito.it/idp/x509mixed-login



► online system for the reimbursement

► online system for the managing of the publication activities.
From here it is possible to access the IRIS Repository.

Useful links:

Doctoral School:
http://dottorato.polito.it

General information regarding PhD coursework requirements and online services available:
https://didattica.polito.it/zxd/cms_data/attachment/30/ACCOGLIENZA_SCUDO.pdf

Third level courses:
http://dottorato.polito.it/en/courses

First and second level courses:
https://didattica.polito.it/offerta/index_en.html

STARTING COURSES
http://dottorato.polito.it/en/course_starting

Politecnico di Torino useful links:

Home page:
http://www.polito.it/index.php?lang=en

Map:
http://www.polito.it/ateneo/sedi/

Fee regulations:
https://didattica.polito.it/tasse_riduzioni/Guida_tasse_17_18_en.html

International Students:
http://www.polito.it/ateneo/internazionalizzazione/index.php?lang=en

Foreign languages centre (CLA):
https://didattica.polito.it/cla/en/about_us

EDISU:
http://www.edisu.piemonte.it/en/

Canteens:
http://www.edisu.piemonte.it/en/services/food-services/university-canteens

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