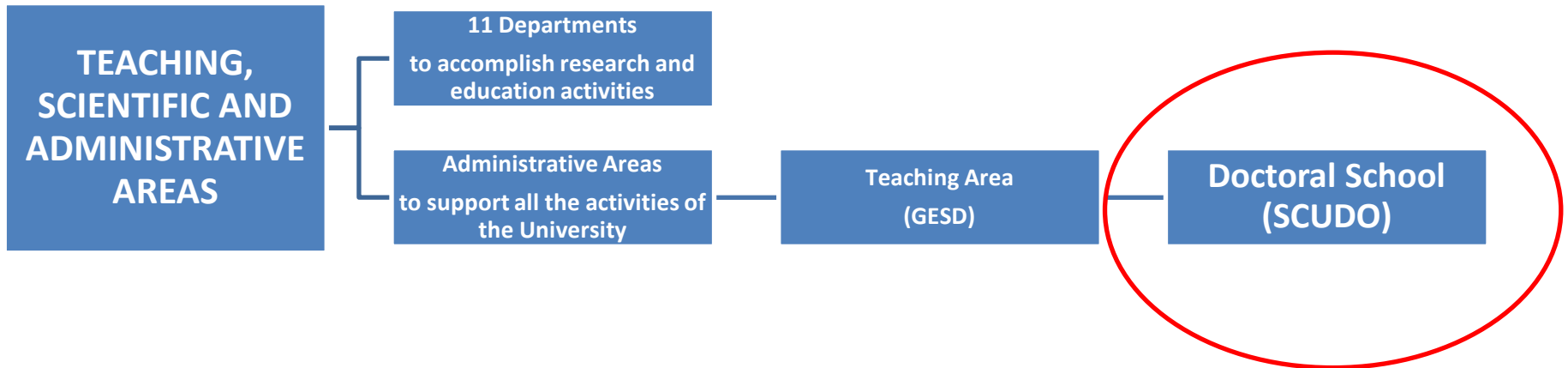
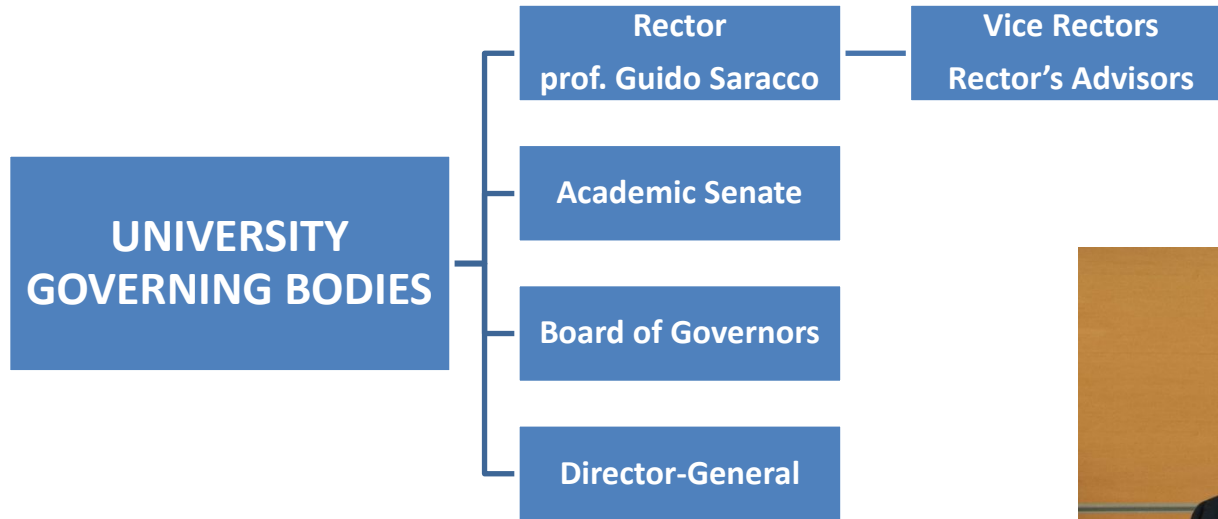


WELCOME MEETING WITH PhD CANDIDATES



Politecnico
di Torino

The Polito's organization



Polito at Glance (A.Y. 2021/22)

36.500

Students

18,42%

International
students

42,77%

Students
from
outside
Piedmont
Region

5.450

Students enrolled
at first year

1.084

PhD candidates



Polito at Glance (research areas)

4 RESEARCH AREAS

11 DEPARTMENTS

Industrial
Engineering

To meet the
real needs of
the
stakeholders

Civil
Engineering
and
Architecture

Physical,
chemical
and
mathematic
al sciences
for
engineering

Information and
communication
Technologies

THE DOCTORAL SCHOOL (since 1999)

The PhD programmes at Politecnico di Torino are managed by an unique structure, i.e. the Doctoral School

The School deals with:

- The **harmonization** of PhD programmes, preserving their essential differences
- The coordination of **training and cultural activities**
- The control of **the PhDs quality** and the **programmes accreditation**
- The promotion and management of **strategic choices and of scientific policies** involving the PhD programmes



THE DOCTORAL SCHOOL

BODIES OF THE SCHOOL

DIRECTOR



SCHOOL COUNCIL



- COORDINATORS OF EVERY PROGRAM
- 3 REPRESENTATIVES OF THE PHD CANDIDATES
- 5 MEMBERS APPOINTED BY THE ACADEMIC SENATE

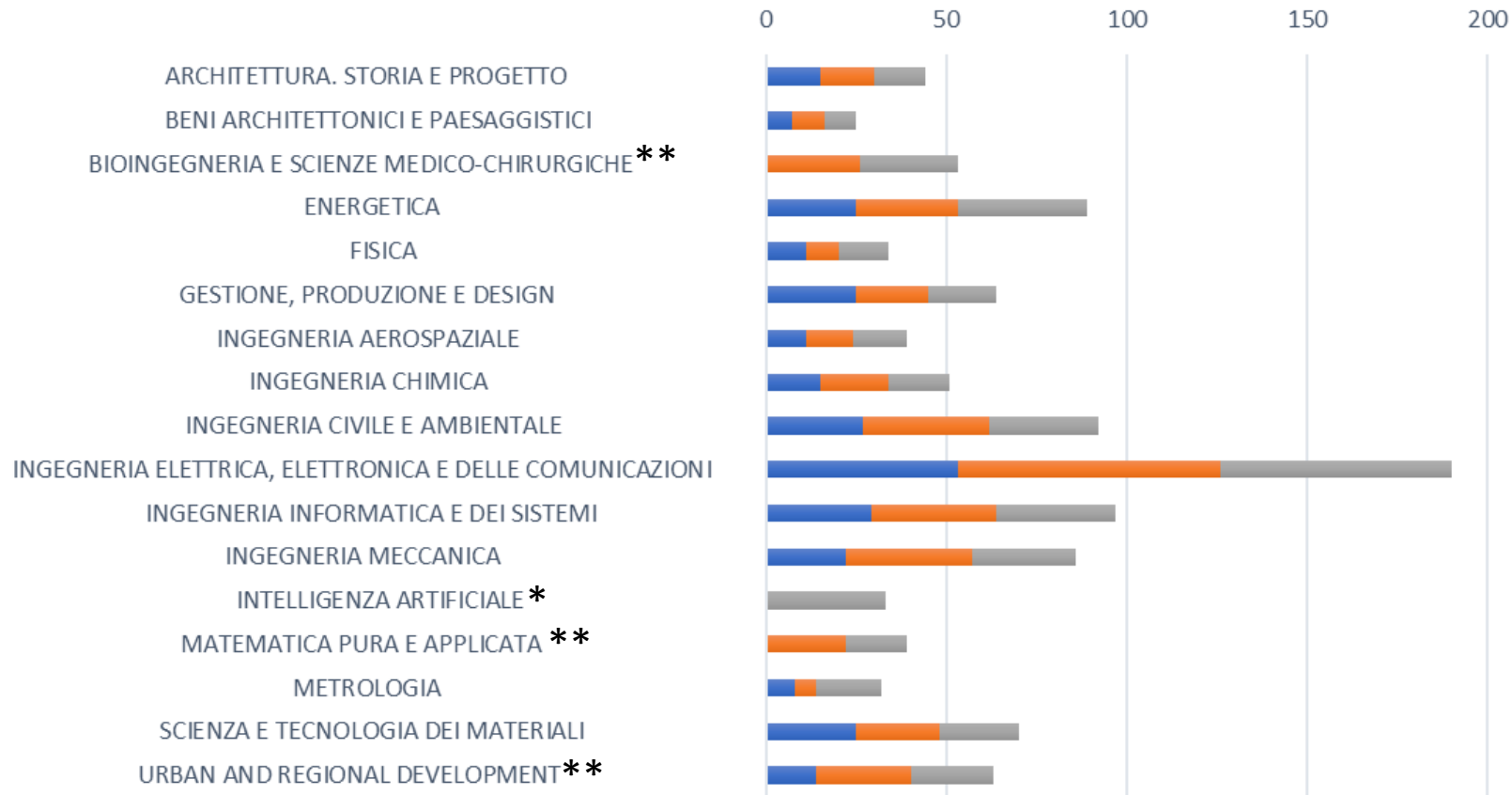
ADMINISTRATION

DOCTORAL SCHOOL



- Rector / Deputy Rector / Vice Rectors / Delegates of Rector
- Academic Senate
- Board of Governors
- Unit for Strategic Evaluation (external experts)
- Joint commission of Senate and Board of Governors for the strategies of PhDs

FIGURES ABOUT PhD @ POLITO



* National PhD programme

■ 35 ■ 36 ■ 37

** Inter-atheneum (UniTo)

ORGANIZATION OF PHD PROGRAMMES

COORDINATOR

- ✓ designs and implements the PhD programme
- ✓ oversees the overall training activities
- ✓ supports the PhD candidates for every practical issues in their career and advises

ACADEMIC BOARD

- ✓ assigns the tutor (supervisor)
- ✓ verifies the achievement of educational goals
- ✓ decides the admission to the next year and to the final exam

TUTOR

- ✓ supervises the development of training and research activities
- ✓ is 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 must keep in contact with their tutor, to share every choice concerning the activities of the ongoing research project, to update and to discuss the progress of their education and research.

REPRESENTATIVE OF THE PhD CANDIDATES

- ✓ In the **School Council** and in the **Academic Senate**
- ✓ for the **PhD programme**
- ✓ In the **Department** where You live



PHD REGULATIONS

ITALIAN NATIONAL LAWS

- L. 210/1998
- L. 240/2010
- DM 45/2013



INTERNAL REGULATIONS

Regulations for PhD Program and operating procedures for everyone
(<http://dottorato.polito.it/en/legislation>)

Regulation for each doctoral programmes (ask Your Coordinator)

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 authorized by the Academic Board.
- **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). [http://dottorato.polito.it/it/interrompere il dottorato](http://dottorato.polito.it/it/interrompere%20il%20dottorato)
- **Dropping out of the PhD**: candidates have to inform the School, filling a dedicated form and signing. 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. [http://dottorato.polito.it/it/interrompere il dottorato](http://dottorato.polito.it/it/interrompere%20il%20dottorato)
- 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!

PHD REGULATIONS

*“**Plagiarism** is the practice of taking someone else’s work or ideas and passing them off as one’s own.”*

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. Each PhD candidate must inform and discuss together with tutor the publication of results of the research activity performed within the frame of the PhD programme.

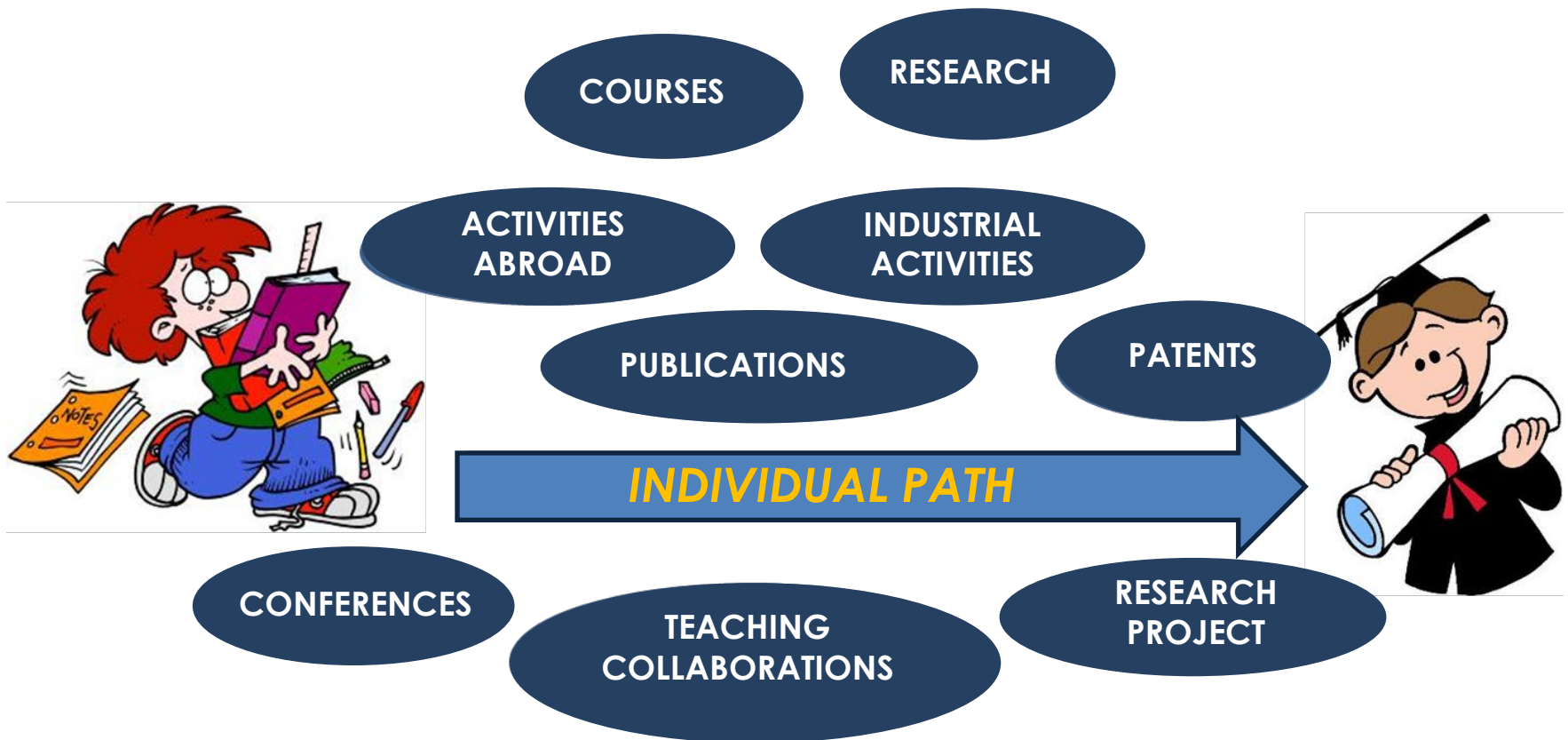
Plagiarism in published, official documents (like final thesis, journal articles, etc) is unlawful and Politecnico is required to inform the local Court of Justice.

ALL TO-BE-SUBMITTED PHD THESES 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 **research integrity** is available on your teaching portal*

PHD CANDIDATE PATH



< - - - - 3 YEARS - - - - >

COMPULSORY PHD ACTIVITIES

1. EDUCATION

Minimum requirements: **100 hours of hard skills + 40 hours of soft skills**
(to be acquired by the end of the 3^o year – Oct 31st)

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

Check with your coordinator

2. SCIENTIFIC PRODUCTION

Minimum requirement: **at least 1 paper in an international journal**
Insert all your publication on the institutional repository !

A score system assigns marks for all those PhD activities

EDUCATION

HARD SKILL COURSES

SCUDO offers a **catalogue of courses for PhD candidates** dealing with disciplines of the PhD programmes. The whole courses catalogue is available at: http://dottorato.polito.it/en/course_catalogue

Courses are all registered into an online procedure. To get recognition of attendance of courses and related hours, it is required complying with the course requirements and to have the right course code within the study plan approved by the Academic board. **You can also attend courses outside Polito**

SOFT SKILL COURSES

Soft skill courses are focused non-disciplinary topics and provide students with transferable skills, to enable them to comply with their future role in society (technical, economic, professional). For instance, they deal with writing and presenting in English language, project management, fundraising, communication of research results,...

***TBN:** Language courses, cultural courses and professional training courses such as, for example, those provided to engineers and architects, are not recognizable as transferable skills training.*

EDUCATIONAL PATH

SOFT SKILL COURSES AT POLITO ARE CLUSTERED IN THE FOLLOWING AREAS:

	ACCADEMIA/ R&D POSITIONS	ENTREPRENEURSHIP	INDUSTRIAL/ MANAGEMENT
Path-oriented skills	<p>Research integrity</p> <p>Responsible research and innovation, the impact on social challenges</p> <p>Etica informatica</p> <p>Writing Scientific Papers in English</p> <p>Bibliography and literary state of art</p>	<p>Entrepreneurial Finance</p> <p>Entrepreneurship & start-up creation</p> <p>Lean startup and lean business for innovation management</p> <p>The new internet society: entering the black box of digital innovation</p>	<p>HR management & Organization and models</p> <p>Entrepreneurial Finance</p> <p>Lean startup and lean business for innovation management</p> <p>The new internet society: entering the black box of digital innovation</p> <p>Managing conflict: negotiation and communication</p>
Employability	<p>Job opportunities (Navigating the hiring process: CV, tests, interview)</p> <p>Job searching</p> <p>Personal branding (+)</p>		
Common ground skills	<p>Project management (+)</p> <p>Public speaking (+)</p> <p>Communication (+)</p> <p>Time management (+)</p> <p>Intercultural & Interpersonal mng ()</p> <p>IPR ()</p> <p>Social and environmental impact ()</p> <p>Fund raising (+)</p> <p>Thinking out of the box ()</p>		

Some courses are offered as MOOC, that means you can remotely attend online, through your «Teaching Portal» (Cruscotto) and to access to final test

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

MOBILITY

PhD candidates are recommended to spend some time in other universities / institutions / centers for education and research - up to 18 months (max)

Before leaving, it is compulsory for all PhD candidates:

1. apply to the **authorisation procedure**, on the Teaching Portal – Cruscotto SCUDO, by describing the time of the mobility through the section “External Research Activities”
2. only after that the procedure has been successfully concluded, apply to the **authorisation procedure available on your personal page**, in the PoliTO website (Researchers’ Portal), concerning costs, funding and departmental authorisation
<https://www.swas.polito.it/intra/missioni/>;

But also:

- ✓ check the website www.viaggiare Sicuri.it to acquire updated information about your destination to be sure that it is included among those “allowed”;
- ✓ read the instructions of the Politecnico di Torino for mobility in Italy and abroad, http://www.coronavirus.polito.it/en/measures_for_staff/protocol_procedures_and_information_for_staff ; https://www.sls.polito.it/faq_materiale/materiale/missione_all_estero ;
- ✓ attend the general training course on health and safety, in the workplace available on the personal page of the Teaching Portal;

MOBILITY

During the mobility :

1. follow the **safety procedures adopted by the host institution/company** and comply with their requirements
2. before travelling back to Italy, do check again the website www.viaggiaresecuri.it and follow the related instructions, particularly if restrictions are adopted at national and/or international level;

Insurance cover

In the European Economic Area health assistance in the public structures is provided throughout the **European Health Insurance Card** (tessera europea assicurazione malattia -TEAM).

Outside the European Union POLITO holds **a travel insurance for staff** who have been authorised to mobility, i.e. having obtained the authorisation to mobility as described in previous slide.

Read carefully in the **Survival Guide for Phd candidates** and the limitations of the insurance covering in no-EU countries https://www.swas.polito.it/services/polizze/doc_m.asp

FINANCIAL SUPPORT TO MOBILITY

Financial support for PhD candidates (with scholarship)

- **50% increase of the scholarship** for the whole time spent in international mobility (up to 18 months) Automatically granted with the authorisation procedure on Cruscotto SCUDO

Budget for mobility

- **€1.885/yr available in 2nd and 3rd year** dedicated to each PhD candidate **with or without scholarship** for short-stay mobility in Italy and abroad.

This budget is used to reimburse your expenses through the procedure available on your Researchers' Portal <https://www.swas.polito.it/intra/missioni/>

The budget for mobility is managed by the PhD student Department.

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

Other opportunities for mobility

- **Erasmus call, Bando Vinci, ...** advertised on the ScuDo website (section news) or by a specific communication sent to the institutional email address.

INFORMATIC TOOLS

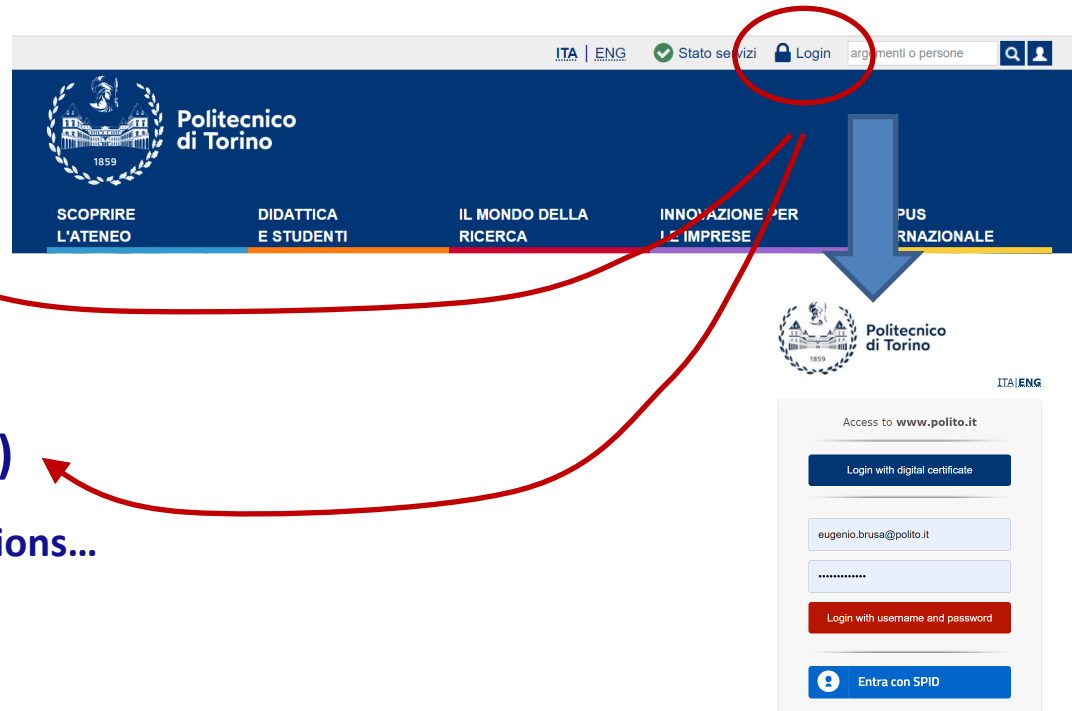
→ Scudo website <http://dottorato.polito.it/en/home>

→ Teaching portal
(Cruscotto Scudo)

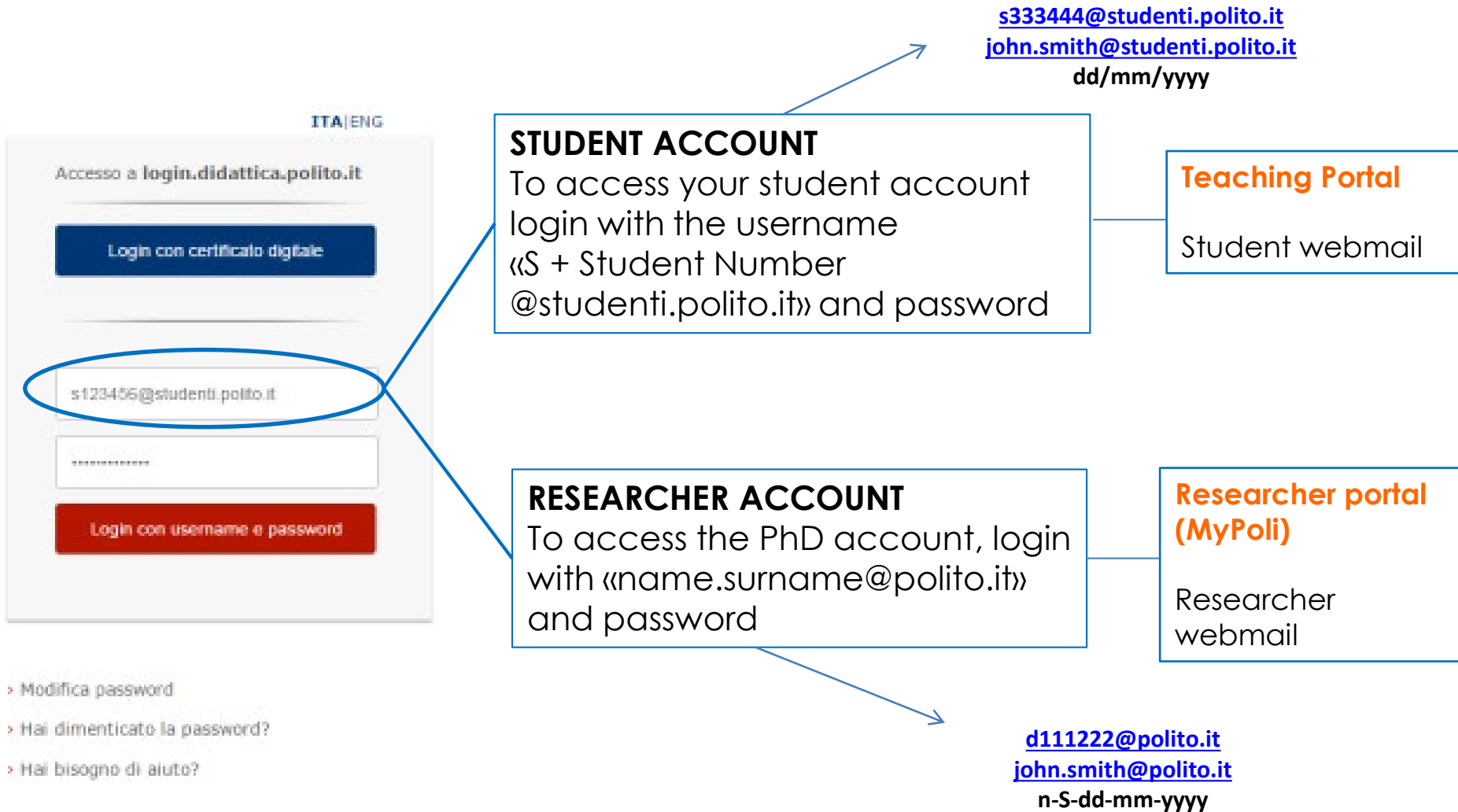
→ Researcher portal (MyPoli)
→ Publications, work missions...

→ Facebook

- Doctoral School - Polito
- Polito Researchers on the Move



STUDENT ACCOUNT AND RESEARCHER ACCOUNT



Choose a MAIN email account & set an automatic email forward from the secondary email accounts to the main one

THE DOCTORAL SCHOOL WEBSITE

http://dottorato.polito.it

The screenshot shows the ScUDO website header with the Politecnico di Torino logo and the text 'ScUDO Scuola di Dottorato - Doctoral School WHAT YOU ARE, TAKES YOU FAR'. Below the header is a breadcrumb trail: 'Home > Course Catalog > Offering > Ph.D.'. A large image of a scientist in a lab is featured. To the right, a 'News and deadlines' section highlights a 'Fees reduction' announcement. At the bottom, a navigation menu includes 'Doctoral school', 'PhD Programmes', 'Admission to PhD', 'PhD career', and 'PhD and Work', each with a sub-menu list.

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

TEACHING PORTAL

Copiare e incollare uno schema x Sportello Online x Portale della Didattica - Studente x

didattica.polito.it/pls/portal30/sviluppo.pagina_studente_2016.main?t=9

App Bookmarks Importati da Firefox Importati da IE Cinema in famiglia... Registro di classe nuovo sistema ANPAL Gmail YouTube Maps

POLITECNICO DI TORINO Servizi per la didattica PORTALE DELLA DIDATTICA

La mia didattica Segreteria online Materiale Lingua Curriculum Stage Job Testi **Account Ticket Posta** 251904 Logout

Open a ticket to communicate with Scudo!

Certificati
Certificati maticola251904
Stampa certificati
Ristampa certificati già prodotti
Stampa movimenti conto corrente virtuale
Stampa autocertificatori

Esami
Per problemi o/o anomalie, aprire un Ticket di supporto

Compilazione del piano carriera / Piano didattico e iscrizione all'Anno Accademico
Puoi già procedere alla compilazione anche se devi ancora sostenere degli esami o lo se devono ancora essere registrati. Per maggiori informazioni leggi gli avvisi riportati nella sezione dedicata all'overbooking della Guida allo studente e prendi visione del tutorial.

Cruscotto ScuDo

Richiesta di Rinuncia
Accedi al servizio per effettuare la Rinuncia al proseguimento degli studi.

Progetti Gruppi studenteschi e Associazioni
Accedi al modulo per presentare un progetto e per consultare quelli inviati.

Bookmarks
Portale dei Servizi per l'Amministrazione
Consultazione cedolini stipendio e CUD
Biblioteca
Date Exam
Guida dello studente e calendario accademico
Mappa del Politecnico
Grati Lezioni
Politecnico di Torino
Rappresentanti degli studenti
Regolamenti
Regolamenti (english version)
Salute e sicurezza di lavoratori e studenti
Segreteria
Valutazioni provvisorie

CPD
Comitato Paritetico per la Didattica
Video "Educazione civica di Abineri"

RELAZIONI ANNUALI
Relazioni annuali CPD

Dati aggiornati al: 19/11/2020 ore 04:13

Scrivi qui per eseguire la ricerca

22:32 19/11/2020

If you have any questions related to your "Student Life" look up the FAQ on your student portal

CRUSCOTTO SCUDO

CRUSCOTTO SCUDO is an individual Portal where the whole PhD career is recorded: courses, publications and research activities.

- From CRUSCOTTO SCUDO you will be able to:
- verify the number of hours/points totalised for courses, publications and research activities.
 - upload courses attended outside Polito to be validated by the Coordinator
 - upload external research activities



ScuDO - Dettaglio Studente

Dettaglio Studente

Attività formative Attività formative esterne Attività fuorisede Pubblicazioni Albi

Info Studente		Mat pauper	
Matricola		Nome	
Cognome		Città di nascita	
Data di nascita		Cittadinanza	
Stato nascita		Codice Fiscale	
Sesso			
Info Ciclo			
Ciclo	32	Data inizio ciclo	
		Data fine ciclo	31/10/2019
Info Corso di Studi		DEI SISTEMI	
Dottorato		INGINEERING	
Dottorato (inglese)			
Coordinatore			
Coordinatore			
Dettaglio Tutori			
Tutore			
Postazione di lavoro (STUDENTE)	DEPARTAMENTO DI AUTOMAZIONE E INFORMATICA	Co-tutore	
		Settore Scientifico Disciplinare	SISTEMI DI ELABORAZIONE DELLE INFORMAZIONI (ING-INF/05)

Training activities: courses taken in Politecnico

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

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.

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



YOU MUST FILL THIS SECTION

RESEARCH PORTAL (Mypoli)

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

Home > Servizi disponibili

SERVIZI DISPONIBILI

Webmail | Webmail (Pronto!) | Portale della Didattica | **Portale del Personale (Mypoli)**

Polifoto - Archivio fotografico on-line
Polimap - Effettua una richiesta di servizio

Contatti

© Politecnico di Torino - Corso Duca degli Abruzzi, 24 - 10129 Torino, ITALY

Home > MyPoli > Portale Individuale

Benvenuto **CAVANA MARCO**

STRUMENTI...

- SWA Home
- Ultimi Aggiornamenti
- Indice A...Z

SERVIZI ONLINE

- myPoli**
- Abilitazione ai servizi
- Informazioni generali
- Guida all'accesso
- Elezioni

SERVIZI INDIVIDUALI

- Cambio password account ufficiale
- Consultazione Cedolini Stipendio e CUD
- Formazione - Corsi personali
- La mia Ricerca
- Mail@polito
- Missioni OnLine
- Portale della Didattica (didattica.polito.it)
- Profilo Utente
- Pronto! (mail.polito.it)
- Sito Docente CINECA
- SPS-Individuale
- Time Sheet
- Web Progetti CIA

DATI, STATISTICHE ED ELABORAZIONI

- Elaborazioni sui dati di Ateneo - Area Studi e Servizi
- Interrogazioni sul personale di Ateneo
- Ruoli e Incarichi istituzionali
- Statistiche e grafici sul personale
- Strutture e organi di governo

SERVIZI DI INTERESSE GENERALE

- Annunci
- Calendario Organi di Governo e Collegiali
- Documentazione eventi formativi per ricercatori
- Documentazione Organi di Governo e Collegiali
- Informazioni dagli Organi di Governo - Verbali e Documentazione
- Modulistica Centralizzata
- Mypoli Forum
- Poli di Innovazione
- Polifoto - Archivio Fotografico On-Line
- Servizio Pubblicazione SWA
- Servizio Streaming Video

AREA DIPARTIMENTO SERVIZIO

- Documentazione C/D/S
- Modulistica C/D/S
- Servizio Prenotazioni

- IRIS is the Politecnico repository for publications
- (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

Publications must be uploaded here

TBN: Before uploading your publications in IRIS you need to create an account on: <https://loginmiur.cineca.it/> so that your publications in IRIS will be associated directly to the ministerial repository.



"The quality assurance of our University's missions cannot be disjointed from the quality assurance of the ways in which these missions are addressed, day by day, by faculties, administrative staff and by the student population."

Claudia De Giorgi, Vice-Rector for Quality, Welfare and Equal Opportunities

Various actions are promoted such as:

- initiatives in the cultural field
- assistance to who become/are parents ([Policino micro-nursery](#))
- initiatives in transport and sustainable mobility
- **Confidential Counsellor**: an external figure of counseling and assistance for cases of sexual harassment, moral or discriminatory behavior (consigliera.fiducia@polito.it)
- **Counselling Service** (Spazio ascolto) is offered to all PoliTO students to help them address psychological distress connected with their experience at the university.
- **CUG** - The Equality, Non-Discrimination and Anti-Harassment Committee

The **Researcher Ombudsman** is in charge of intervening informally to deal with complaints/appeals of researchers, including those concerning conflicts between early-stage researchers and their supervisors. The Researcher Ombudsman can intervene upon written request of the interested party sent by e-mail to garante.ricercatori@polito.it.
(<https://www.polito.it/ricerca/garante/index.php?lang=en>)

More informations at <https://www.life.polito.it/en>

<https://www.polito.it/ateneo/organizzazione/organi/cug.php?lang=en>

CONTACTS

STUDENT OFFICE:

Certificates, tuition fees, enrolment

https://didattica.polito.it/index_en.html

INTERNATIONAL STUDENTS:

International students office, accommodation and relocation support, information on visa and residence permit

<http://international.polito.it>

http://international.polito.it/it/informazioni_pratiche/contatti

https://international.polito.it/admission/prospective_students/lockdown_in_torino_region_what_should_i_know

OUTGOING STUDENTS:

Erasmus+ calls and applications

https://didattica.polito.it/studiare_estero/studenti.html

LANGUAGES Learning CENTRE (CLA):

https://didattica.polito.it/cla/en/about_us/

CONTACTS

Who can help You in Your Department ...

ARCHITECTURAL AND LANDSCAPE HERITAGE

ARCHITECTURE. HISTORY AND PROJECT

BIOENGINEERING AND MEDICAL-SURGICAL SCIENCES

MECHANICAL ENGINEERING

AEROSPACE ENGINEERING

CHEMICAL ENGINEERING

MATERIALS SCIENCE AND TECHNOLOGY

PHYSICS

CIVIL AND ENVIRONMENTAL ENGINEERING

COMPUTER AND CONTROL ENGINEERING

ELECTRICAL, ELECTRONICS AND COMMUNICATIONS

ENERGETICS

MANAGEMENT, PRODUCTION AND DESIGN

METROLOGY **Lucia Bailo (INRIM), Vanna Leoncini (POLITO - DET), Tiziana Marangoni (POLITO - DISAT)**

PURE AND APPLIED MATHEMATICS

URBAN AND REGIONAL DEVELOPMENT

Antonietta Cerrato

Mariagrazia Angelillo

Tiziana Marangoni

Giuseppina Zampino

Elisabetta D'Altoé

Vanna Leoncini/Laura Trabuio

Mariapia Martino

Marina Dall'Arso

Antonella Bianchi

Daniela Belloni

Politecnico containment against COVID

Information about the containment measures can be found here:

<https://www.coronavirus.polito.it/en>



Before accessing the Politecnico you must take notice of the indications included in the documents published at this link:

https://www.coronavirus.polito.it/en/measures_for_staff/procedures

In case you come in contact with a positive person or you start exhibiting

Covid symptoms: contact covid.segnalazioni@polito.it

and explain the situation to be advised

Help desk and Guide

For all administrative practices as well as requests for information and appointments, you are invited to use the ticketing system



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

ITA | ENG



SURVIVAL GUIDE

Why this guide?

The **Survival guide** explains the rights and duties of Phd candidates and the services offered by the Polytechnic.

PART 1 - ONLINE PORTAL AND SERVICES

1.1 SmartCard

1.2 Substitution of the SmartCard

1.3 Student ID account

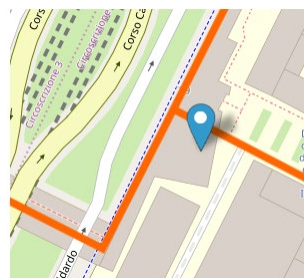
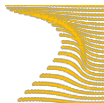
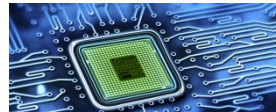


Politecnico
di Torino

ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR



Main Campus –
Cittadella Politecnica
3rd floor

WELCOME AT POLITECNICO DI TORINO!