

WELCOME KIT FOR PHD CANDIDATES

PhD Handbook

PHD SCHOOL – V.0.2 – 28 Sett. 2026



POLITECNICO
MILANO 1863

Welcome to Your PhD Journey

This handbook provides newly admitted and incoming doctoral candidates with essential guidance for starting their PhD path. You will find key information on administrative and educational steps, campus resources, and practical support available throughout your programme. Our goal is to help you begin with clarity and confidence, whether you are already enrolled or completing your admission process.

The document is currently available only in English.

All new information, as well as any **changes** to previously provided information, **introduced in the latest version**, is highlighted in yellow, both in the table of contents and within the text of the individual sections.

Any **older changes** – already incorporated into previous versions – **that remain relevant** or useful in some way, will be highlighted in grey.

For any further questions or unresolved matters, please check here:

① <https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate) https://onlineservices.polimi.it/editorfaq2/app/dottorandi?pad_check=-4034632474363748485&__pj0=0&__pj1=0d979808ad3d9e4ef9b8eefda2a5361c

① <https://www.polimi.it/dottorato/futuri-dottorandi/corsi-di-dottorato>

✉ **Email contact:** phd-representatives@polimi.it

Colophon:

Nicolò Chierichetti – Editor, PhD School Representative
with Department PhD Representatives 2023-2025

Daniele Rocchi – Dean of PhD School

Fabrizio Buttò – Head of PhD School

Alberto Francia – PhD School

With the collaboration of

Chiara Picarelli – PhD candidate

Elda Tara Hjordis Sala Ruben – PhD candidate



LEGEND (SCHOLARSHIP / CYCLE / STRUCTURE / INDIVIDUAL)

★	The PhD candidate may not be affected by this aspect based on their funding condition and/or student status.	Scholarship / Funding
🕒	There may be differences between PhD candidates based on the cycle they belong to	PhD cycle
🏠	There may be some differences between some departments. Specific information will be provided by the relevant department or other relevant organization.	Department/Structure
Ø	This aspect presents differences from individual to individual.	Individual career

Icons

📄 More information | ✉ Email contact | 🖥 Online Services

Table of Contents.

TABLE OF CONTENTS.

SECTION A. ADMISSION, PHD ENROLLMENT AND PRE-ENROLLMENT

A.1 PROMOTION AND ORIENTATION ACTIVITIES UPON ENTRY (INNOVATOR PROJECT, PHD SHADOWING, OTHER ORIENTATION AND PROMOTION)

A.2 REQUIREMENTS FOR ACCESS TO THE DOCTORATE, REGISTRATION AND OTHER GENERAL INFORMATION

- 2.1 Documentation, Titles and Requirements
 - 2.2 Online Services and Identification codes (Personal Code, Student ID)
 - 2.2.1 Codice Persona (Personal Code) and Matricola (Student ID)
 - 2.2.2 Access with SPID/Credentials
 - 2.2.3 Institutional email address
 - 2.3 Enrollment, Taking over, Waiver of studies
-

A.3 SCHOLARSHIPS AND FUNDINGS OF THE PHD CAREER

- 3.1 Essential information on fundings
 - 3.2 Specificities of the doctorate in terms of fees and contributions
-

A.4 PHD ADMISSION CALLS (ENTRIES FROM CALLS - ALL POSITIONS)

A.5 OTHER ENROLLMENT METHODS

- 5.1 Enrollment through agreements, external calls (Executive, Double PhD, CSC, Marie-Curie, Co-Supervision)
 - 5.2 transfer from other Universities
-

A.6 OTHER WAYS OF ENJOYING DOCTORAL TRAINING

- 6.1 Single Courses & Simultaneous registration
 - 6.2 Visiting PhD at Politecnico di Milano
-

A.7 BUREAUCRACY FOR INTERNATIONAL CANDIDATES

- 7.1 Qualifications and Documents required by calls
 - 7.2 Visa, Consular procedures, Residence Permit and other procedures
-

SECTION B. ENROLLED CANDIDATES AND PHD CAREER

B.1 POST-ENROLLMENT STEPS (ALL ENROLMENTS)



1.1 Registration to "Gestione Separata INPS"

1.2 Personal Data

1.3 Training and Safety courses and Employment risks sheet

1.3.1 Employment Risks Sheet (SPP – Unit Prevention & Safety)

1.3.2 Training and Safety Courses

B.2 PROCEDURE FOR INTERNATIONAL PHD CANDIDATES (VISA, RESIDENCE PERMIT, RESIDENCE, TAX CODE)

2.1 Tax Code - Codice Fiscale

B.3 ADMINISTRATIVE INFORMATION FOR FUNDED CAREERS

3.1 PhD Candidate with Scholarship (Ministerial, University, Departmental, National special projects, Interdisciplinary)

3.1.1 Introduction

3.1.2 General scholarship / Thematic

3.1.3 Inter-Departmental

3.1.4 PNRR

3.1.5 Municipal scholarships / INPS / INAIL

3.2 Externally funded doctoral candidates (Executive, CSC, Marie-Curie, Double Doctorate, Co-supervision, Scholarship from private partners, and from national and international public entities)

3.2.1 Executive PhD

3.2.2 CSC Doctoral Path

3.2.3 Marie-Curie

3.2.4 Double and Joints PhD

3.2.5 Italian Government Ministry for Foreign Affairs and International Cooperation Scholarships

3.2.6 PhD candidate without scholarship or with alternative solutions

3.3 Tax and Social security declarations

B.4 WELCOME, AUTHORIZATIONS AND ACCESS TO SPACES AND SERVICES

4.1 ICT Services Catalogue

4.1.1 WeBeep

4.1.2 University Software service

4.1.3 University services

4.1.4 Departmental Services

4.2 Authorizations to Online services

4.3 Policard and Access

4.3.1 PoliCard

4.3.2 Access to Departmental Spaces

4.4 Libraries, Bibliographic resources on paper and Digital, Archives and other spaces

4.4.1 Open Access

4.4.2 Borrowing from other Libraries

4.4.3 Research Tools

4.4.4 Electronic resources on subscription

4.4.5 Historical Archives

4.4.6 Exposition spaces



- 4.5 Contacts for the Library services
- 4.6 Printing services
- 4.7 Other services

 - 4.7.1 Booking of rooms and spaces
 - 4.7.2 Patents and Technology Transfer Office (TTO)
 - 4.7.3 Thesis Translation / revision service
 - 4.7.4 Anti-plagiarism software

4.8 Welcome day

- 4.9 Newsletter
- 4.10 Brand Identity

4.11 Support, ticketing, and other satellite websites

B.5 SUPPORT AND OTHER MAIN SERVICES

- 5.1 PhD and Student representatives, and Guarantee Bodies for PhD candidates

 - 5.1.1 University and Central collegial bodies
 - 5.1.2 Representatives for Department and PhD Program
 - 5.1.3 PhD School
 - 5.1.4 CUG – Comitato Unico di Garanzia
- 5.2 Support for difficulties and psychological assistance

 - 5.2.1 Psychological Well-being
 - 5.2.2 Disabilities and spId
 - 5.2.3 Protection against Discrimination
- 5.3 OFA e Linguistic improvement
- 5.4 Parental support

 - 5.4.1 Nursery and other services
 - 5.4.2 Easter and Summer camps
- 5.5 Insurance and Policies for PhD candidates
- 5.6 Alias Careers

B.6 MODULES, CERTIFICATES, NULLA OSTA

- 6.1 Self-Certification and Academic recognition of a foreign PhD degree
- 6.2 Career Certificate (Digital or Holographic Signature)
- 6.3 Diploma supplement
- 6.4 Clearance for Transfers to another university

B.7 PURCHASES AND REFUNDS

- 7.1 Research Budget (Dote), Advances, refunds – General overview

 - 7.1.1 Introduction
 - 7.1.2 Categories of expenses
 - 7.1.3 Request of Approval by the PhD Coordinator / Nulla Osta
- 7.2 Purchase Requests (RDA) – Departments

 - 7.2.1 RDA online service
 - 7.2.2 Research budget use for electronic Equipment



- 7.2.3 Book purchases
- 7.2.4 Refunds and PETTY CASH EXPENSES ('Spese Economali')

B.8 TRANSFERS, MISSIONS AND STAYS ABROAD

8.1 Stays abroad – Doctoral Career

8.1.1 Interrupting a stay aboard with an intermediate mission (e.g., conference)

8.2 Missions

8.2.1 General procedure information

- 8.2.2 Online procedure for expenses claims
- 8.2.3 Reporting of research projects – Timesheets
- 8.2.4 info and contacts for stay abroad
- 8.2.5 Mission at zero cost
- 8.2.6 Mission within Milan municipality
- 8.2.7 References for insurance while Abroad

B.9 DIDACTIC (STUDY PLAN, DOCTORAL AGREEMENT, TRAINING PROJECT)

9.1 PhD Training project and Doctoral Agreement

- 9.1.1 The reference figures: Supervisor and Tutor
- 9.1.2 PhD Agreement
- 9.1.3 European Doctorate / Dottorato Europeo

9.2 Study Plan, Courses manifesto, and Credits Recognition

- 9.2.1 The Study Plan
- 9.2.2 Validation of external Credits

9.3 Academic Career (Year passages, Final exam and title)

- 9.3.1 Milestone, Annual evaluation and Enrollment for following years
- 9.3.2 Unprovided external work activities
- 9.3.3 Company internships
- 9.3.4 Admission to the final exam/Defense
- 9.3.5 Thesis Publication and Final Defense
- 9.3.6 Online thesis submission

9.4 Questionnaires for Collecting the opinion of PhD candidates

B.10 OTHER CAREER-RELATED INFORMATION

10.1 Suspension of the PhD Career and Scholarship

- 10.1.1 Maternity suspension
- 10.1.2 Suspension due to illness or Health reasons

10.2 Extension of the Career / Scholarship

10.3 Exclusion from the Doctorate and Withdrawal of Studies and/or Scholarship

10.4 Revocation of the Scholarship/Grant

SECTION C. FINANCIAL AID, POST-DOC AND OTHER INITIATIVES

C.1 HOUSING AND PART-TIME 200 HOURS COLLABORATION (PHD TUTORSHIP)



1.1 University housing – Allocations for PhD Candidates

1.2 DSU Call for Part time Collaboration (200 hours)

C.2 PHD PROMOTION AND POST-DOC

2.1 Career Day and Open Day

2.2 ASK a student and other initiatives for promotion

2.3 Outgoing orientation, PoliMi Innovators, professional and financial opportunities

2.3.1 Career Service

2.3.2 Employment surveys

2.3.3 PoliMi Innovators

2.3.4 Alumni Association

C.3 OTHER AGREEMENTS AND SERVICES FOR STUDENTS

3.1 Trains and Transports

3.1.1 ATM and Trenord Transport Pass discounts

3.1.2 Trenitalia for Business

3.2 Health and Wellness

3.2.1 Polimi People-Care Program

3.2.2 Polipsi, Psychological counselling

3.3 Culture and Theatres

3.4 Sport Service

3.5 Language courses

3.6 Products and services with special conditions

3.6.1 Agreements and discounts

3.6.2 Merchandising

3.7 Student Association and other associations

3.7.1 General Framework

3.7.2 Call for Funded activities

3.8 Lost and Found

3.9 Canteens and Cafes

C.4 TEACHING ASSISTANTSHIPS AND OTHER CAMPUS LIFE INITIATIVES

4.1 Teaching Assistantship

4.2 Campus Life initiatives

C.5 OTHER FINANCIAL, TEACHING AND PROFESSIONAL INITIATIVES

5.1 Other Research Opportunities

5.1.1 IDEA League Network

5.1.2 International Mobility

5.1.3 Rocca Project

5.1.4 CERN

5.1.5 Joint Research Platforms (JRP)

5.1.6 Technology Transfer Office (TTO)

5.1.7 Large Infrastructures PoliMI and Departmental Labs



SECTION D. GENERAL OVERVIEW: REGULATIONS, ORGANIZATIONAL CHART AND STRUCTURES, STUDENT REPRESENTATIONS

D.1 BASIC REGULATORY FRAMEWORK OF THE DOCTORATE

- 1.1 European regulations
 - 1.1.1 European Researcher Chart
 - 1.1.2 Other European References
- 1.2 Italian regulation
 - 1.2.1 Doctorate Regulations
 - 1.2.2 Fundings of PhD Programs
 - 1.2.3 Other Useful references
- 1.3 Statute and Regulations
- 1.4 Strategic Documents

D.2 STRUCTURE AND ORGANIZATION OF POLITECNICO DI MILANO

- 2.1 Organizational Chart of the Politecnico di Milano
 - 2.1.1 Governance
 - 2.1.2 General management and Administrative Areas
 - 2.1.3 Schools / Faculties
 - 2.1.4 Departments
 - 2.1.5 Campuses
- 2.2 The PhD School
 - 2.2.1 The PhD School council
 - 2.2.2 Dean of the PhD School
- 2.3 Information and Contacts
 - 2.3.1 PhD School secretariat
 - 2.3.2 Department PhD Secretary

SECTION E. FAQs, ADDRESS BOOK, GLOSSARY AND OTHER USEFUL LINKS

E.1 UNIVERSITY CONTACTS

E.2 USEFUL LINKS AND FAQs

- 2.1 FAQs
- 2.2 Communication
- 2.3 University Services and Satellite Websites
 - 2.3.1 ICT Services
 - 2.3.2 Alumni
 - 2.3.3 POK / MOOC
 - 2.3.4 Sport
 - 2.3.5 Career Service
 - 2.3.6 State exam for the profession of architect and engineer
 - 2.3.7 Housing



2.4 Other services

E.3 PRIMARY ONLINE SERVICES

3.1 Administration

3.2 Career

3.3 Data

UPDATES AND REPORTS ON THIS DOCUMENT

Section A. ADMISSION, PHD ENROLLMENT AND PRE-ENROLLMENT

A.1 PROMOTION AND ORIENTATION ACTIVITIES UPON ENTRY (INNOVATOR PROJECT, PHD SHADOWING, OTHER ORIENTATION AND PROMOTION)

① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates>

① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/phd-orientation>

① For more information: <https://www.careerservice.polimi.it/en/innovator>

① For more information: <https://www.polimi.it/en/research/polimi-innovators>

① For more information: <https://www.careerservice.polimi.it/en/phd-shadowing-for-msc-students>

A.2 REQUIREMENTS FOR ACCESS TO THE DOCTORATE, REGISTRATION AND OTHER GENERAL INFORMATION

2.1 DOCUMENTATION, TITLES AND REQUIREMENTS

Required Qualifications

To be eligible for admission to the PhD programmes at Politecnico di Milano, candidates must hold one of the following degrees:

- a diploma di laurea obtained under the academic system in force prior to Ministerial Decree No. 509 of 3 November 1999;
- a Laurea Specialistica (equivalent to a Master of Science) awarded under Ministerial Decree No. 509 of 3 November 1999;
- a Laurea Magistrale (equivalent to a Master of Science) awarded under Ministerial Decree No. 270 of 22 October 2004;
- **an equivalent foreign qualification**, comparable in duration and content to the corresponding Italian degrees and previously recognized as such **by the competent Adjudication Committees**. Candidates holding foreign degrees must submit all documentation required **to allow the Adjudication Committee to assess the suitability of the qualification obtained abroad.**



Minimum Required Degree Grade

Former PhD candidates at Politecnico di Milano may not re-apply to the same PhD programme if they were excluded from it within the past five years.

Only candidates who meet one of the following conditions may apply:

- they obtained an Italian Laurea Magistrale (or equivalent qualification) with a minimum grade of **95/110** or **86/100**;
- or, if the qualification was obtained abroad, they have a minimum average grade compliant with the conversion table attached to the call; for countries not listed, the Committee will assess applications on a case-by-case basis.
- Candidates may apply even if they have not yet obtained the required degree, provided that:
 - admission is conditional upon verification that the degree is awarded by the deadline specified in the call;
 - the degree must in any case be obtained before enrolment and with the minimum required grades, otherwise admission will be revoked.

English Language Proficiency

English language proficiency is mandatory and must be demonstrated with one of the certificates recognized by Politecnico by the deadline stated in the call. Candidates who fail to submit the certificate by the deadline lose the right to enroll.

Accepted certificates and required levels are listed in the pdfs of the calls

Exemptions apply to citizens of English-speaking countries and to candidates who obtained a university degree in an institution where all courses were taught in English, subject to official documentation.

① **For more information:** <https://www.polimi.it/en/phd/prospective-phd-candidates/admission>

① **For more information:** In the text of each call is detailed how to proceed for application.
<https://www.polimi.it/en/phd/prospective-phd-candidates/admission/calls-and-open-positions>

2.2 ONLINE SERVICES AND IDENTIFICATION CODES (PERSONAL CODE, STUDENT ID)

2.2.1 CODICE PERSONA (PERSONAL CODE) AND MATRICOLA (STUDENT ID)

Your Personal code (Codice Persona) is your University ID, provided to you after registration and sent to your personal email address. Your Personal code and password are your Polimi credentials, which are required to access, configure, or manage various University services.

Your Student ID (Matricola) corresponds to a career path within the University. A single person can have multiple student IDs associated with their Personal code – for example, one as a PhD candidate, one as a research assistant, one as a research fellow.



- ① For more information: <https://www.ict.polimi.it/autenticazione-e-autorizzazione/identity-and-authentication/?lang=en>

2.2.2 ACCESS WITH SPID/CREDENTIALS

- ① For more information: <https://www.ict.polimi.it/welcome-kit/welcome-kit-registration-and-authentication/?lang=en>

2.2.3 INSTITUTIONAL EMAIL ADDRESS

Departments, the PhD School, and administration will reach you only through the new Polimi e-mail (name.surname@polimi.it) that is enabled once you enroll and your PhD career (matricula) is activated, so we strictly recommend you check it habitually.

2.3 ENROLLMENT, TAKING OVER, WAIVER OF STUDIES

All PhD candidates enrolled on a PhD programme who hold a scholarship can renounce their scholarship independently without the support of the doctoral school. This option is available via the online service ■ **PhD candidates Career**, which can be viewed in your online services (www.polimi.it/onlineservices) after authentication.

- ① Enrollment: <https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/immatricolazione>

A.3 SCHOLARSHIPS AND FUNDINGS OF THE PHD CAREER

3.1 ESSENTIAL INFORMATION ON FUNDINGS

∅ The information in this section may vary from individual to individual.

- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/admission/scholarships-and-fees>

3.2 SPECIFICITIES OF THE DOCTORATE IN TERMS OF FEES AND CONTRIBUTIONS

∅ The information in this section may vary from individual to individual.

The major part of the information about fees and contribution is written on the pdf of each call. Apart from that, you can check the link below or contact your Secretariat or the PhD School for specific information.

- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/admission/scholarships-and-fees>

A.4 PHD ADMISSION CALLS (ENTRIES FROM CALLS – ALL POSITIONS)

For each cycle, PhD Admission calls are published every year, throughout different periods, starting usually from the month of April.

- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/admission/when-to-apply>
- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/admission/calls-and-open-positions>
- ① For more information: <https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

A.5 OTHER ENROLLMENT METHODS

5.1 ENROLLMENT THROUGH AGREEMENTS, EXTERNAL CALLS (EXECUTIVE, DOUBLE PHD, CSC, MARIE-CURIE, CO-SUPERVISION)

- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/international-agreements>
- ① For more information: <https://www.polimi.it/en/phd/companies>
- ① For more information: <https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

5.2 TRANSFER FROM OTHER UNIVERSITIES

- ✉ **Email contact:** Please contact your PhD Secretariat. All contacts available here: <https://www.polimi.it/en/phd/prospective-phd-candidates/phd-programmes>

A.6 OTHER WAYS OF ENJOYING DOCTORAL TRAINING

6.1 SINGLE COURSES & SIMULTANEOUS REGISTRATION

The Doctoral School offers a wide range of programs in all fields of Architecture, Engineering, and Industrial Design. Beginning in 2019, Polimi decided to open its PhD programme to all interested external candidates. The individual PhD Programs provide training and research curricula specific

to the various fields of application. To complement the individual Program curricula, the Doctoral School itself offers a series of training activities aimed at strengthening PhD candidates' curricula with a series of transversal and transferable skills.

Participation in these initiatives adds value to doctoral careers by developing creativity and the ability to communicate in qualified international academic, scientific, and professional environments. PhD candidates are trained in problem solving, as well as conflict and failure management. Emphasis is placed on the cultural aspects of scientific thought and the attitude toward research and innovation. The courses offered are selected annually with the aim of contributing to the development of a distinctive, unifying, and transversal polytechnic culture across the various PhD programmes.

① For more information: <https://www.polimi.it/en/phd/companies/single-courses>

Single courses registration

External candidates wishing to enroll in a single course must register with Polimi Online Services and search for the "Doctorate Single Course Application" function. From here, candidates can choose the courses they are interested in (up to a maximum of 10 credits per academic year) and upload their CV and a cover letter. The application will then enter the evaluation phase. If the evaluation is positive (which also depends on the availability of places in the chosen courses), candidates will be able to register and take the courses. At the end, they can also request certification of the credits earned.

If the evaluation is positive (which also depends on the availability of places in the chosen courses), candidates will be able to register and take the courses. At the end, they can also request certification of the credits earned.

The registration fee is €500.00 / 5 credits. For certain categories of candidates, including PhD candidates from universities with which POLIMI has signed exchange agreements and employees of companies with which POLIMI has signed a "Joint Research Platform" agreement, this fee is waived (the stamp duty and insurance costs will still be payable: the total fee is €27.04, payable online upon acceptance).

① Courses offered:
https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=284&k_corso_la=1300

Simultaneous registration to other study programmes

① For more information: <https://www.polimi.it/en/prospective-students/how-to-apply/simutaneous-registration-to-two-study-programmes#c29106>

6.2 VISITING PHD AT POLITECNICO DI MILANO

■ For information about this section, please refer to your department and your PhD secretariat

The Visiting PhD qualification is awarded at the request of a university faculty member to PhD candidates from another university (Italian or foreign) who are spending a research period of more

than one month at the Politecnico di Milano, not included in specific agreements. Visiting PhD candidates are not enrolled in PhD programmes at the Politecnico di Milano and do not receive a PhD from the University. They will be provided with an identification card for access to the general research support services provided by the University, including access to library services, the Internet, and computer labs. Basic insurance coverage will also be provided.

A.7 BUREAUCRACY FOR INTERNATIONAL CANDIDATES

7.1 QUALIFICATIONS AND DOCUMENTS REQUIRED BY CALLS

- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/admission/requirements>
- ① For more information: Please check our FAQs at sections A4 or B1.3: <https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

7.2 VISA, CONSULAR PROCEDURES, RESIDENCE PERMIT AND OTHER PROCEDURES

★The PhD candidate may not be affected by this aspect based on their funding condition and/or student status.

Visa

If you are an international PhD candidate living abroad (non-EU citizenship), you must apply for a student visa to enter Italy for studies. Visas are issued by the Italian Embassy or Consulate in your country. Please check with them first the specific procedures required to acquire the visa.

Please note: The Tax Code generated on University website is not official (and not mandatory for the visa application). Do not update your Online Services with it, and do not use it. The visa application procedure depends only on the Diplomatic representatives and Politecnico di Milano cannot interfere with the process. If the Italian Representative in your country needs clarifications or more details from us, please ask them to contact directly the PhD school

- ① For more information: Please check our FAQs at section A4 or B1.3: <https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)
- ① For more information: <https://www.polimi.it/en/prospective-students/how-to-apply/on-arrival-information>

Family reunification

Family Reunification (ricongiungimento familiare) is a procedure used by foreign citizens who are already in Italy and who have already obtained a residence permit.



- ① For more information: <https://www.polimi.it/en/international-prospective-students/welcome-services/pre-arrival/family-issues>

Permesso di Soggiorno – Residence Permit (or Permit to Stay)

The permit of stay (permesso di soggiorno) is issued by Police Headquarters (Questura, Commissariato or Ufficio Immigrazione) and allows you to live in Italy for an extended period. It is required for stays of over 90 days and for anyone holding a D-type visa (study visa). Application must be filed within 8 working days of your arrival in Italy. Please notice that having a “Residence Permit” is different from having an official ‘residence’ (or ‘residenza’) on the Italian soil: the former is the main document that a foreign citizen must achieve in order to legally stay, work, live, study, etc., on the Italian territory; the latter is the place (i.e., the address) where a person officially lives and that may be ascertained or certified through specific procedures and documents. A foreign citizen cannot be assigned an official ‘residence’ on the Italian soil if not in possession of a legal title of stay, like the Residence Permit.

Please see information below for both EU and Non-EU citizens.

- ① **Step by Step guide:** <https://www.yesmilano.it/en/study/how-to/residence-permit-students>.
- ① **Polimi resident permit:** <https://www.polimi.it/en/international-prospective-students/life/living-in-italy/residence-permit>
- ① **Polizia di Stato:** <https://www.poliziadistato.it/articolo/10617>
- ① **For more information on Permesso di Soggiorno (Residence Permit / Permit of stay):** <https://www.polimi.it/en/prospective-students/how-to-apply/on-arrival-information/residence-permit>
- ① **City of Milan – Residence (“residenza”) request for foreign citizens:** <https://www.comune.milano.it/servizi/anagrafe/richiesta-di-residenza-per-persone-straniere-provenienti-dall-estero>
- ① **City of Milan – Identity Card (CIE):** <https://www.comune.milano.it/servizi/anagrafe/carta-d-identita>
- ① **Italian Government – Identity Card portal (CIE):** <https://www.cartaidentita.interno.gov.it/>
- ① **Polimi – Useful Information: Opening a Bank Account:** <https://www.polimi.it/en/prospective-students/how-to-apply/on-arrival-information/useful-information>
- ① **For more information:** Please check our FAQs at section A4 or B1.3: <https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

Section B. ENROLLED CANDIDATES AND PHD CAREER

B.1 POST-ENROLLMENT STEPS (ALL ENROLMENTS)

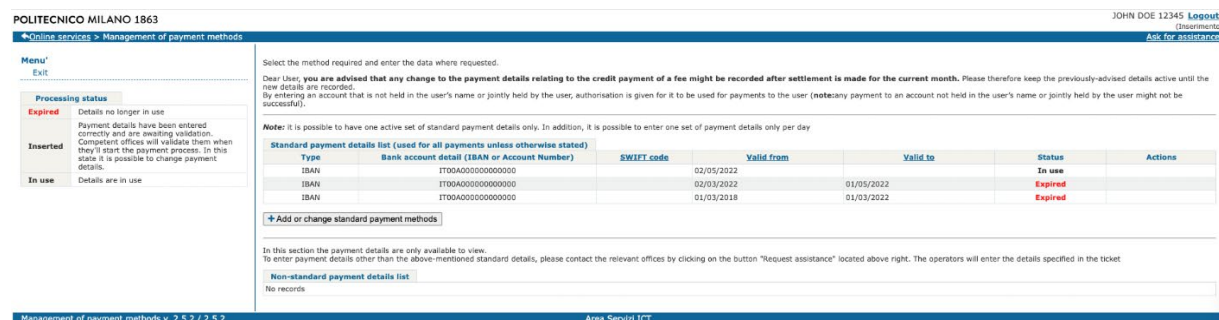
1.1 REGISTRATION TO “GESTIONE SEPARATA INPS”

Ø The information in this section may vary from individual to individual according to the personal tax status.

For the **payment of the scholarship**, it is necessary to register for “INPS separate management contribution” (Gestione Separata). An email will be delivered by the PhD School or the Payroll unit.

- ① To enrol to “Gestione Separata” enter here after login: <https://www.inps.it/prestazioni-servizi/servizio/2501>

For the payment of the scholarship, it is necessary to enter your bank account details (IBAN) in the Online Services - > Data - > **Management of payment methods**



POLITECNICO MILANO 1863

JOHN DOE 12345 [Logout](#)

Online services > Management of payment methods [Ask for assistance](#)

Menu
Exit

Processing status

- Expired** Details no longer in use
- Inserted** Payment details have been entered correctly and are awaiting validation. Competent offices will validate them when they'll start the payment process. In this state it is possible to change payment details.
- In use** Details are in use

Select the method required and enter the data where requested.

Dear User, you are advised that any change to the payment details relating to the credit payment of a fee might be recorded after settlement is made for the current month. Please therefore keep the previously-advised details active until the new details are recorded.
(By entering an account that is not held in the user's name or jointly held by the user, authorisation is given for it to be used for payments to the user (note: any payment to an account not held in the user's name or jointly held by the user might not be successful)).

Note: It is possible to have one active set of standard payment details only. In addition, it is possible to enter one set of payment details only per day.

Type	Bank account details (IBAN or Account Number)	SWIFT code	Valid from	Valid to	Status	Actions
IBAN	IT00A0000000000000000000		02/05/2022		In use	
IBAN	IT00A0000000000000000000		02/03/2022	01/05/2022	Expired	
IBAN	IT00A0000000000000000000		01/03/2018	01/03/2022	Expired	

[Add or change standard payment methods](#)

In this section the payment details are only available to view.
To enter payment details other than the above-mentioned standard details, please contact the relevant offices by clicking on the button "Request assistance" located above right. The operators will enter the details specified in the ticket.

Non-standard payment details list

No records

Management of payment methods v. 2.5.2 / 2.5.2

Area Servizi ICT

Fig. 1 - Online services > Management of Payment Methods.

- ① **Polimi - Useful Information: Opening a Bank Account:** <https://www.polimi.it/en/prospective-students/how-to-apply/on-arrival-information/useful-information>

- ① **Banca d'Italia - Payment Accounts and Basic Account Rules:** <https://www.bancaditalia.it/compiti/tutela-educazione/normativa-tutela-clientela/disposizioni-specifici-prodotti-materie/index.html>

1.2 PERSONAL DATA

Many services and contexts within the University use the personal data and contact information that you provide while registering in the Online Services. Please, keep this information regularly updated.



Manage your personal information and contact details

Access the Online Services and click on the *Update my personal data* link in the *My data* widget

You will be able to:

- View and update your residency and domicile addresses
- Enter the details of your documents and the relevant .pdf scans.
- Enter and manage your contact details

① For more information: <https://www.ict.polimi.it/autenticazione-e-autorizzazione/manage-your-data/?lang=en>

1.3 TRAINING AND SAFETY COURSES AND EMPLOYMENT RISKS SHEET

1.3.1 EMPLOYMENT RISKS SHEET (SPP – UNIT PREVENTION & SAFETY)

■ For information about this section, please refer to your department and your PhD secretariat

This procedure is used by the **Prevention and Protection Service** (SPP) to assess potential exposure to occupational risks and initiate health surveillance if necessary.

You will receive an automatic email requesting you to complete the Occupational Risk Form; you will then need to follow the steps below:

1. Check the details of the activities to be carried out with the scientific manager of the assignment.
2. Open your online services → Administration → ■ **Employment Risks sheet**
Click on SHEET.
3. Fill-in Step 1: **Personal data** → confirm the filling by clicking on SAVE at the end of the page.
4. Fill-in Step 2: **Job activity** → confirm the filling by clicking on SAVE at the end of the page.
5. Fill-in Step 3: **Occupational risks** → confirm the filling by clicking on SAVE at the end of the page.
6. Click on APPROVE SHEET to send the details to the responsible for approval
The button APPROVE will be enabled only after you filled-in all three tabs.

The University Prevention and Protection Unit will respond to any need for **Health Surveillance** by sending a notification to the university email address with a medical appointment. Students may request a reschedule if they are unable to attend. During the visit, you are asked to bring any documentation regarding your health status, including whether you wear glasses.

Please consider that this is a requirement, and you are required to promptly answer.

① For more information: Consult the User Manual available within the application, or visit the website <https://www.spp.polimi.it/>

① For more information: <https://www.polimi.it/en/campus-and-services/prevention-and-protection-service>

When the original date you indicated as “end date” is reached, your risks sheet may be archived. You can contact your local (department) responsible for safety to update the termination date.

Please consider that the approval of your employment sheet has a validity of 6 years. For this reason, if you already did in the past, you may not be required to do it again if your previous evaluation is still valid.

1.3.2 TRAINING AND SAFETY COURSES

■ For information about this section, please refer to your department and your PhD secretariat

The course, lasting four hours, corresponds to the mandatory general training required by law for all workers. It focuses on in-depth study of the basic content and the presentation of general concepts regarding workplace safety and prevention. It also includes specific training content typical of most university activities, such as the use of video display terminals and emergency management procedures.

Taking and passing the final test is a mandatory requirement for access to all university facilities. Those who have already completed a career at the Polytechnic already hold the certificate, which constitutes permanent training credit.

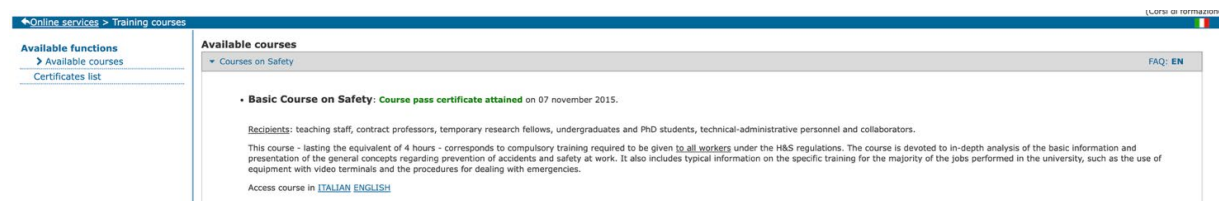
You can join the course from your Online services > Data > ■ **Training courses** > Basic Course on Safety:

① Italian language (lingua italiana) >

<https://formazionesicurezza.polimi.it/auth/shibboleth/index.php?target=https://formazionesicurezza.polimi.it/course/view.php?id=4>

① English language >

<https://formazionesicurezza.polimi.it/auth/shibboleth/index.php?target=https://formazionesicurezza.polimi.it/course/view.php?id=5>



Specific departments or research labs may have additional requirements in terms of safety courses. Verify with your scientific supervisor.

B.2 PROCEDURE FOR INTERNATIONAL PHD CANDIDATES (VISA, RESIDENCE PERMIT, RESIDENCE, TAX CODE)

2.1 TAX CODE - CODICE FISCALE



The “codice fiscale” (tax code) is an alphanumeric code of 16 characters issued for free by the “Agenzia delle Entrate” (Revenue Agency) to identify Italian citizens and foreign residents.

You need to have your own “codice fiscale” to:

- open a bank account
- sign any type of contract (rental, phone line, ...)
- register at the National Healthcare Service (SSN)

a) You can refer to the **Italian Representative in your Country** of residence in order to obtain your tax code;

b) If you are already residing in Italy, you can refer to **Agenzia delle Entrate** directly, by booking an appointment

c) Politecnico di Milano and Agenzia delle Entrate (Revenue Agency) have now signed a new Agreement for specific categories of students. Please address yourself to your reference office to know how to obtain your tax code through such Agreement. The tax code will be released after minimum 4 weeks starting from the request

① **Step by step guide:** <https://www.yesmilano.it/en/study/how-to/get-italian-tax-code-codice-fiscale>

① **Polimi - Useful Information: Opening a Bank Account:** <https://www.polimi.it/en/prospective-students/how-to-apply/on-arrival-information/useful-information>

① **Banca d'Italia - Payment Accounts and Basic Account Rules:**
<https://www.bancaditalia.it/compiti/tutela-educazione/normativa-tutela-clientela/disposizioni-specifici-prodotti-materie/index.html>

① For more information: <https://www.polimi.it/en/phd/current-phd-candidates>

B.3 ADMINISTRATIVE INFORMATION FOR FUNDED CAREERS

3.1 PHD CANDIDATE WITH SCHOLARSHIP (MINISTERIAL, UNIVERSITY, DEPARTMENTAL, NATIONAL SPECIAL PROJECTS, INTERDISCIPLINARY)

3.1.1 INTRODUCTION

 The information within this section may vary according to the cycle and/or department of the candidate.

Scholarships awarded by the Politecnico di Milano are for one year and are renewed provided that PhD candidates have completed the program of activities planned for the previous year, as verified according to the procedures established in these Regulations. The scholarship will be paid out only after passing the verification process.

Scholarships cannot be combined with other scholarships awarded for any reason, except those awarded by national or foreign institutions to supplement the scholarship recipient's training or research with periods abroad.

In the event of failure or insufficient performance of study and research activities continuously, the Faculty Board may revoke the scholarship at any time.

Scholarships start currently from a ministerial minimum of **€1,300**; the amount depends on the research topic proposed by the individual Departments. The regional tax, stamp duty, and insurance costs will be deducted from the first monthly salary of PhD candidates, in an amount determined annually. For the 2025-2026 academic year, this withholding will be **€217.04**, subject to adjustments made by national and regional regulations. Non-scholarship-holding PhD candidates will be required to pay the amount relating to the above items for each year of enrolment.

3.1.2 GENERAL SCHOLARSHIP / THEMATIC

For all the following cases, key rules are generally the same as abovementioned, but for clarifications or peculiar cases, please refer to the following contact:

- ① **For more information:** Please check our FAQs at section B2:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

3.1.3 INTER-DEPARTMENTAL

Key rules are generally the same as abovementioned, but for clarifications or peculiar cases, please refer to the following contact:

- ① **For more information:** Please check our FAQs at section B2:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

3.1.4 PNRR

 The information within this section refers to PhD Candidates belonging only to certain cycles.

Key rules are generally the same as abovementioned, but for clarifications or peculiar cases, please refer to the following contact:

- ① **For more information:** Please check our FAQs at section B2:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

3.1.5 MUNICIPAL SCHOLARSHIPS / INPS / INAIL

Key rules are generally the same as abovementioned, but for clarifications or peculiar cases, please refer to the following contact:

- ① **For more information:** Please check our FAQs at section B2:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

3.2 EXTERNALLY FUNDED DOCTORAL CANDIDATES (EXECUTIVE, CSC, MARIE-CURIE, DOUBLE DOCTORATE, CO-SUPERVISION, SCHOLARSHIP FROM PRIVATE PARTNERS, AND FROM NATIONAL AND INTERNATIONAL PUBLIC ENTITIES)

3.2.1 EXECUTIVE PHD

The PhD School of the Politecnico di Milano has established the opportunity to start industrial doctoral paths co-supervised by companies and external institutions (Executive PhD). It is necessary to agree in advance a research workplan with a professor from the Politecnico di Milano who will be the supervisor of the doctoral thesis. Interested companies can contact the Director of the PhD School for further information or alternatively the coordinators of the PhD programmes or preferably contact directly the professors with whom they are likely to start a research collaboration.

Eligible candidates

1. Employees of companies or external entities, while keeping their job and salary, can train, develop and complete research, and achieve the title of Doctor of Philosophy at the end of their path.
2. Recent graduates who are employees of enterprises or external entities and have an apprenticeship contract for advanced education and wish to work and study at the same time for their PhD. In this case, the duration of the apprenticeship contract corresponds with that of the study cycle. The new employees must not have reached the age of 30.

Duration

The duration is established by mutual agreement between the Board professors involved and the company, based on the type of commitment established in the agreement. The duration of the course is usually 4 years (minimum 3).

Training

The PhD programme contains a training part through courses offered by the PhD programme and by the PhD School, and research that can be performed both at the company and in the university department or at both entities. The training is jointly determined by the company and by the Faculty Board of the PhD programme.

Research

The subject of the research, and the associated development path are established jointly by the company and the Faculty Board of the PhD programme. The path is monitored by two supervisors, one from the university and one from the company. If the path agreed in co-supervision requires the commitment of resources from the Department and / or investments for the development of the research, it will be regulated through a standard research contract between the company and the group responsible for the activity of the PhD candidate.

Benefits

The executive PhD candidates are put in a position to set the doctoral path in the framework of the company's vision and connected dynamics. This fact should guarantee the training research product related to the growth of the executive PhD candidate, as well as the collaboration conditions, interaction and integration between the university research group which the candidate belongs to and the development and innovation of the company or external entity for which the candidate works. From the company's point of view, the company/external entity offers to its employee a training and growth opportunity while maintaining their job and salary.

Finally, with the apprenticeship contract for advanced education, the company can develop a research training programme and to recruit high quality young people. Active participation in research activities by its employees will foster innovation and lead to developments in innovative areas.

Procedure

1. The company, interested in submitting the doctoral application for its employee, must contact the coordinator of the PhD programme involved, to determine if the PhD training offered is suitable for both the potential PhD candidate and the company or external entity, considering the objectives of both parties.
2. "Executive" Applicants admitted to the doctoral path must enrol "without scholarship", and may start their PhD career in February, May or November.
3. Before the start of the PhD programme, the PhD candidate and the companies involved agree on the details of the project in co-supervision, which specifies the areas of research, how the research will be carried out and the scheduled planning of the training and research path. For some PhD programmes a contribution is expected to be made to the Department which will supervise the research activity, and the contribution will cover the incurred costs. A formal agreement will be signed between the Politecnico di Milano and the company.
4. To achieve the title of Doctor of Philosophy at the end of the PhD path, the candidate must fulfil all the training requirements required for this path.
5. For protection of confidential data and information, a proper "non-disclosure" agreement will be signed.

① For more information: <https://www.polimi.it/en/dottorato-1/aziende/executtt-phd>

3.2.2 CSC DOCTORAL PATH

The Politecnico di Milano University (POLIMI) has signed an agreement with the China Scholarship Council (CSC) to receive applications from excellent Chinese scholars who will be applying for CSC scholarships. The Politecnico di Milano is ranked 98th place in QS World University Rankings 2026.

Politecnico di Milano offers programmes in Engineering, Architecture, and Design, and it is highly ranked among the world top universities in all these areas: in the QS 2025 Ranking by subject

Politecnico is the 21st university in the world for Engineering & Technology, the 6th university in the world for Art & Design and the 7th for Architecture/Built Environment. It is in Milan, Italy in a highly developed industrial area in Northern Italy.

Applying to the Politecnico di Milano as a Full Doctoral Student for CSC applicants

1. The candidates, with Chinese citizenship, interested in CSC grants, and who plan to apply to POLIMI, will have to submit their application to get an offer of admission to the Politecnico di Milano PhD program, following the procedure below. Applications are usually accepted starting from the month of November, but exact dates may change every year; please refer to the link below for updated information. Moreover, please note that this process is only open to new PhD Candidates who wish to do a Full PhD at the Politecnico. It does not include already enrolled PhD Candidates or Visiting students, those candidates can contact the Department they are interested in visiting directly.
2. Determine which PhD program you'd like to apply to and visit their website to learn more.
3. Collect the required transcripts and university level diplomas (pdf of the original and a translation in Italian or English) and reference letters
4. Investigate potential supervisors in the graduate program you intend to apply to. We recommend that before applying, you make contact via email with a faculty member in the department under whose mentorship you would like to study. This person may be able to support your application in the selection process.
5. When you have the support of a supervisor, complete the application form
6. Send an email with the following documents, related to your application, to the address associated with the PhD programme of your choice (you will find the email address in the form above):
 - a. your CV, including date of birth and postal address (please send your CV according to the format CV Template)
 - b. your transcripts (marksheets) and university level diplomas (pdf of the original and a translation in Italian or English), please ensure these transcripts, diplomas and translations are in a separate pdf to the other documents. In the preadmission phase, translations can be informal, a legalized translation will be requested if admitted with the scholarship. If still attending a Master's, we need a statement from your university attesting to your enrolment and expected completion date.
 - c. your research proposal
 - d. a short motivation statement (max. 2500 characters)
 - e. reference letter(s) (optional) including evidence of support from potential supervisor if available
 - f. if already available, transcript of English certification according to the admission requirements of the forthcoming doctoral cycle
 - g. identity document
7. Once you have received an offer of admission from the Politecnico di Milano, apply to the CSC doctoral scholarship program.

Please note: the offer of admission will grant a tuition fee waiver, under the agreement between the Politecnico di Milano and CSC

- The offer of admission will be conditional to the awarding of the CSC grant. Candidates interested in applying to the Politecnico di Milano outside the CSC grant agreement will have to follow the application procedure illustrated in admission.
- Polimi will assign to each CSC scholarship recipient a research fund of 5000 EUR (this value may change, please refer to the latest updates and the web page linked below). This research fund can be used by the scholarship recipient to cover the expenses related to attending meetings and performing research visits.
- The candidates will have to present a certificate proving their knowledge of the English language at the level required for PhD admission at Politecnico di Milano before completing their registration at the Politecnico di Milano after receiving the CSC grant (see admission requirements related to the most recent cycle).
- The duration of the PhD program is normally four years.
- General information for foreign students at the Politecnico di Milano can be obtained from the On Arrival pages of the PhD School website.

Deadline

To check the most updated deadlines, please visit the page linked below.

- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/international-agreements/china-scholarship-council-1>

3.2.3 MARIE-CURIE

The Marie Skłodowska-Curie actions, named after the double Nobel Prize winning Polish-French scientist famed for her work on radioactivity, support researchers irrespective of nationality.

Innovative Training Networks (ITN) offer early-stage researchers the opportunity to improve their research skills, join established research teams and enhance their career prospects.

- ① For more information: https://ec.europa.eu/research/mariecurieactions/actions/research-networks_en

- ① For more information on Innovative Training Networks (ITN), such as Marie Curie Actions: <https://www.polimi.it/en/phd/prospective-phd-candidates/international-agreements>

3.2.4 DOUBLE AND JOINTS PHD

Definition

The International agreements offer the candidates the opportunity to develop their PhD career in collaboration with international universities and research centers.

These guidelines implement the resolution 4.13 of 21.9.2015 of the Academic Senate of Politecnico di Milano “Guidelines for Doctoral International Agreements” and agree with comma 5 of the art. 8 of MD 45/2013. They define how to approve and implement different forms of doctoral co-operation: thesis co-supervision, joint and double doctoral agreements. In the last sections, we



review the specificities of European projects, and of the programs of collaboration with international institutions

Thesis co-supervision

This category includes the agreements for PhD candidates whose research is co-supervised by advisors belonging to two or more institutions, but with PhD title delivered only by one of them. Politecnico di Milano does not require an agreement for these collaborations, as they fall within normal practices concerning thesis co-supervisioning and Visiting PhDs.

Whenever the partner institution requests the drawing of an agreement, this will be set up and approved with the involved Department. It will be signed by the Head of the Department and/or by the scientific advisor. The PhD School may provide templates for such agreements.

Definition and duration – Joint Doctorates

A Joint doctorate is a doctoral path designed by two institutions. The PhD candidate prepares a single PhD thesis and performs a unique thesis defense. Whenever possible, the involved institutions will award a joint diploma, signed and stamped by both institutions. In accordance with Italian regulations (MD 45/2013), the doctoral path must last a minimum of 3 years. The degree certificate shall indicate the equivalence of the diploma with an accredited title of a Politecnico di Milano PhD Programme.

Definition and duration – Double doctorates

A Double doctorate awards two doctoral degrees. Each involved institution issues the diploma independently, upon completion of the requirements settled in the agreement. To earn the double qualification, candidates are required to carry out additional work with respect to the normal curriculum, in the form of additional research and/or extra courses.

Generally, the duration of a double doctoral degree is at least four years. In special and duly motivated cases, the duration may be reduced to three years

Doctoral path

In accordance with the Polimi PhD Regulations, doctoral programmes governed by agreements or conventions with external partners/institutions, such as Double or Joint PhDs, are subject to the following general rules:

- where two or more institutions are involved, the Home University and PhD Programme are the institution and programme that select the candidate and where the candidate is first enrolled. The Host University(ies) and PhD Programme(s) are the institution(s) and programme(s) in which the candidate is enrolled at a later stage, after their eligibility has also been assessed.
- If Politecnico di Milano is the Home University, the PhD candidate follows the general rules of the relevant Polimi PhD Programme.
- Tuition fees and other fees are generally payable only to the Home University, with an exemption granted by the Host University(ies). Specific agreements may provide for different rules on tuition and other fees.

- During their stay at Politecnico di Milano, the Faculty Board assesses candidates at the end of each doctoral year and decides on their admission to the final examination.
- Candidates must acquire at least 10 ECTS credits from the PhD teaching curricula of Politecnico di Milano.
- Candidates will spend a minimum mandatory stay at Politecnico di Milano depending on the type of agreement.

Notwithstanding the above and as anticipated by the last point, different agreements or conventions may provide for specific rules and conditions. For example, for Joint PhD programmes, the minimum mandatory stay at Politecnico di Milano is reduced to 12 months. For Double PhDs, the minimum stay at Polimi is 18 months.

With regard to the progression and completion of the doctoral programme, candidates whose doctoral studies are governed by agreements or conventions are generally co-supervised by a professor representing the partner institution(s) involved, as the final examination is conducted in accordance with the regulations of the relevant partner institution(s).

For Joint PhDs, there is a single final defence, leading to the award of one joint PhD degree. Double PhDs may involve either one or two final defences, as provided for in the relevant agreement, leading to the award of two PhD degrees, each conferred by one of the institutions involved.

Approval procedure

Joint and double doctoral agreements include two parts: a general agreement (valid for different candidates, and possibly for different PhD programmes), and an addendum (specific to each single candidate). Politecnico di Milano has a default format for each of these documents. Partner universities may suggest different models. When this is the case, the specific points need to be agreed during the negotiations.

The general agreement negotiations are conducted by the Coordinator of the involved PhD programme. Support is provided by the PhD School and, in the case of an agreement with a new academic institution, by the International Projects Service.

The agreement is approved by the Faculty Board of the involved PhD programme, and by the PhD School Council. The approval by the Academic Senate is necessary when the agreement departs from these Guidelines. Double doctoral agreements with a duration of less than 4 years require the approval of the Academic Senate, following the positive opinion of the PhD School Council.

It is signed by the Rector or by a Rector's delegate.

The addendum for each single candidate entering the agreement is set up by the Coordinator of the involved PhD programme, with the support of the PhD School if needed. It is approved by the Faculty Board and is therefore transmitted to the PhD School Secretariat for its implementation.



European Projects

Three-years double doctorates are allowed when such constraint is explicitly enforced by the European project which supports the doctorate (e.g.: Marie Skłodowska-Curie Projects, European Joint Doctorates, European Industrial Doctorates, Vinci Project of the Italian-French University). These agreements must indicate that this option applies only to candidates funded by the European project itself.

In the case of projects involving joint doctorates, the agreed joint degree shall include the wording "equivalent to", followed by the name of a nationally accredited PhD programme.

In general, the diploma will include the logos of the institutions where the PhD activities take place. Should the project require so, the Academic Senate will evaluate the opportunity to include the logos of all the partner institutions.

Doctoral positions supported by international programs

Several international projects support doctoral paths at prestigious institutions, including Politecnico di Milano (e.g., CSC, China Scholarship Council, China; CSF, Ciência Sem Fronteiras and CONFAP, Conselho Nacional das Fundações Estaduais de Amparo à Pesquisa, Brazil; VIED, Vietnam International Education Development, Vietnam; Bolashak, Kazakhstan; MAECI Grants, Ministry of Foreign Affairs and International Cooperation, Italy; and more). These projects initiate and strengthen fruitful international research collaborations, both in the short (thesis co-relationship) and medium-to-long term (after returning home of the Politecnico di Milano PhD Alumni).

The procedure for acceptance / enrolment of candidates supported by international projects is as follows:

- The PhD School and the Rector's International Delegates, with the collaboration of the International Projects Service, assess the strategic interest of the individual funding programs.
- For the candidates of the programs deemed as strategic, the Faculty Board of the involved PhD programme, possibly through an evaluation committee, evaluates the candidates' eligibility and the compatibility of their curricula with the Programme Plan. At this stage, the Faculty Board may ask for the support of the International Projects Service to evaluate the candidates' careers.
- The eligible candidates are entitled to receive an acceptance or pre-acceptance letter, prepared by the PhD School. **These candidates may be enrolled without participating to the call for admissions, if selected by the funding program involved. The foreseen entry date for the enrollment, especially if different from the main one on November the 1st, is usually detailed by agreement among parts.**

① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/experience-abroad/double-and-joint-phd>

3.2.5 ITALIAN GOVERNMENT MINISTRY FOR FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION SCHOLARSHIPS

The Italian Ministry for Foreign Affairs and International Cooperation awards scholarships for studying in Italy both to foreign citizens and to Italian citizens living abroad.

Please visit the MAECI call website, read carefully the call and check “Universitaly” which contains all necessary information on Italian universities, as well as the website:

① For more information: <https://www.universitaly.it/studenti-stranieri>

PhD candidates may apply for the scholarships.

3.2.6 PHD CANDIDATE WITHOUT SCHOLARSHIP OR WITH ALTERNATIVE SOLUTIONS

Funding rules of PhD candidates without scholarship usually refer to the partners issuing the payment.

Refer to these subjects for information or the following contacts:

① For more information: Please check our FAQs at section B2:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

3.3 TAX AND SOCIAL SECURITY DECLARATIONS

Ø The information in this section may vary from individual to individual.

The service ■ **U-Web Declarations – Tax and social security data**, accessible from your online services, allows you to manage your tax and social security data within the University information system for salary/compensation processing. The declarations, which can be sent/modified by the user, relate to their tax and social security position.

Some examples of possible requests:

- deduction for employees and for personnel treated as employees;
- integrative treatment;
- increased rate;
- deduction for dependent family members (e.g., child over 21);
- entry of non-dependent family data (e.g., spouse/children);
- registration for separate management if a para-subordinate employment relationship.

1. Those taking service for the first time

will have to fill out a new declaration, selecting the organizational structure to which the user belongs and the type of service and type of relationship.

2. Who is already in service?

can view their tax and social security data. In particular:

- for structured staff, what is currently in place will continue to apply. Otherwise, the user will have to make the necessary changes;
- personnel treated as employees, with the exception of research grants and PhD, the declaration must be repeated annually (coordinated and continuous collaborations and contract professors).

The salaries service will receive the user's requests, which will have the value of self-certification. These declarations, after being verified, will then enter directly into the system, producing the tax and social security effects related to the choices.

① For more information: <https://www.ict.polimi.it/tools-and-customer-care/u-web-declarations-tax-and-social-security-data/?lang=en>

✉ Email contact: datifiscaliprevidenziali@polimi.it

B.4 WELCOME, AUTHORIZATIONS AND ACCESS TO SPACES AND SERVICES

4.1 ICT SERVICES CATALOGUE

① For more information: <https://www.polimi.it/en/campus-and-services/ict-services>

4.1.1 WEBEEP

WeBeep is the online environment that supports teaching and learning at Politecnico di Milano. Faculty members and students use it daily for studying, sharing and collaborating.

① To access WeBeep: <https://webeep.polimi.it/>

4.1.2 UNIVERSITY SOFTWARE SERVICE

The University provides software packages for installation on personal PCs and Polimi workstations not managed by the ICT Services Area. For each software, training resources, documents and system requirements are highlighted.

The licenses are of an "educational" type, this implies that the use of the applications is strictly limited to institutional activities of the University, excluding any use for personal, professional, private and profit-making purposes.

① To access the software portal: <https://www.software.polimi.it/phd/?lang=en>



4.1.3 UNIVERSITY SERVICES

Wifi and Wired Network

① For more information: <https://www.ict.polimi.it/wifi/?lang=en>

Virtual Desktop

Participation in many Politecnico programmes, exercises or labs envisages use of the Virtual Desktop service, a virtual environment where the specific software is made available for the educational activity. Individual users may access the service via a PC connected to the network (personal or already present in classroom) and use the software as if found on their own computer. The virtual desktop service can also be used both in classroom and from remote location during specific time slots.

① For more information: <https://www.ict.polimi.it/software/virtual-desktop-software-for-study-and-teaching/?lang=en>

University address book

This directory supplies the following information to all University staff members: telephone numbers and email addresses office location with map links career and any roles

Access profiles

This directory shows information detailed depending on the type of access.

Public access: allows anyone logged in to consult the directory; all main contact information and information on the faculty staff (contact information and file) is shown.

Authenticated access: available to all registered users. Unlike public access, here you can view any service mobile phones, photos of the technical/administrative staff (unless otherwise prohibited) and details on the floor of the location are shown.

Advanced access: available only to official staff. Unlike authenticated, here you can also view the room assigned to the staff member.

Origin of the data

All data shown in the directory comes from various contexts so that any update depends on the local information management office. For example, any error in location should be corrected by the area assignment office while roles should be updated by Human Resources.

Regarding the publication of photos of the PTA staff, the interested parties can revoke all consent to the publication thereof, or extend it to public access, using the "Update your personal data" function in the "My data" widget in the Online Services.

① For more information: <https://www.ict.polimi.it/tools-and-customer-care/university-address-book-overview/?lang=en>



Polimi APPS

The app to experience Polimi at 360° (application will be progressively enriched):

- manage your didactic career from a single-entry point, keeping track of study plans, lessons, exams and fees thanks to a proactive and personal agenda
- receive personalized news based on your interests
- receive personalized notifications and stay updated on deadlines relevant for you
- search for classroom and available classroom inside campuses
- orient yourself at the university thanks to the Campus section
- enrol in exams and consult results in mobility
- visualize your academic average and set a target to achieve

① For more information: <https://www.ict.polimi.it/tools-and-customer-care/app/?lang=en>

Converting files into alternative and accessible formats

The service allows you to convert your readings, slides, web pages and documents in general into the most suitable formats for your needs:

- accessibility. Otherwise, inaccessible documents (e.g. image files JPG or image-only PDFs) can be converted into files with more accessible formats, including tagged PDF, DOC, DOCX, Word XML, XLS, XLSX, CVS, text, RTF and HTML
- audio (MP3 files)
- e-books
- Braille format
- Audiobooks structured in DAISY format

Sensus Access is particularly useful whether you have difficulty with printed text, or you want to experiment with different learning styles or need assistance when reading text in a foreign language, or simply if you want to make your readings available on the go.

① For more information: <https://www.ict.polimi.it/tools-and-customer-care/sensus-access/?lang=en>

Filesender

The app allows you to send files that cannot be managed as email attachments, as large files, in compliance with the rules and purposes of the University. Recipients can download the files within the deadline set in the sending phase.

① For more information: <https://www.ict.polimi.it/tools-and-customer-care/file-sender/?lang=en>



4.1.4 DEPARTMENTAL SERVICES

■ For information about this section, please refer to your department and your PhD secretariat

Adobe Creative Cloud

Licenses are available only to PhD candidates in the following departments: Architecture, Construction Engineering, and Built Environment (DABC), Architecture and Urban Studies (DASTU), and Design.

- Edition: Adobe Creative Cloud base package, upgrades, and optional modules subscribed to.
- The software can be installed on personal PCs for up to two concurrent active instances.

① For more information: <https://www.software.polimi.it/adobe-creative-cloud/?lang=en>

Printers

① For more information, please consult your department secretary, as the management is purely departmental.

4.2 AUTHORIZATIONS TO ONLINE SERVICES

■ For information about this section, please refer to your department and your PhD secretariat

If you are experiencing troubles or difficulties with the access or authorizations to your online services, please try to contact your department, who oversees your student ID profile of access.

① For more information: <https://www.ict.polimi.it/welcome-kit/phd-welcome-kit/?lang=en>

4.3 POLICARD AND ACCESS

4.3.1 POLICARD

The Policard is your university identification card, it is required to access the library, buildings and laboratories of your competence.

Once you have received the e-mail notification of the card issue, depending on your course of study you will need to go to:

- the doctoral secretariat located in via Golgi 42 ed. 22 by writing to
✉ dottorato.ricerca@polimi.it to book an appointment
- the secretariat of the course.

To active it – Connect to the "**Policard: activation, status and reissue**" service available on the Online Services and follow the procedure. The Policard can be used from the day following activation. Until then, if you already have another card you must continue to use it (e.g., TempPolicard).



In the event of loss, theft or deterioration – You can request a new Policard using the "Policard: activation, status and reissue" service. While waiting for the new card, you can request a temporary one (TempPolicard) directly from the secretariat.

If you need support – Access the "Policard: activation, status and reissue" service and use the Request assistance link.

① For more information: <https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/policard>

4.3.2 ACCESS TO DEPARTMENTAL SPACES

■ For information about this section, please refer to your department and your PhD secretariat

To access department spaces and laboratories, you need to be punctually enabled for access. The logistic is managed by the individual departments, and typically requires:

- To attend the basic safety course to prevent accidents and handle emergencies
- To fill-in and sign the form for autonomous access to the department/lab spaces, which includes the self-certification of the vision of the emergency procedures.

4.4 LIBRARIES, BIBLIOGRAPHIC RESOURCES ON PAPER AND DIGITAL, ARCHIVES AND OTHER SPACES

① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries>

The libraries of Polimi are welcoming and inclusive spaces: constantly growing and user-oriented; they offer a comfortable study environment with rooms for both group and individual study, as well as plenty of seating. Extended opening hours allow you to use the spaces according to your needs.

① Services for PhD Candidates: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/services/phd-students>

① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/locations-and-times>

4.4.1 OPEN ACCESS

① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/services/open-access#c19877>

4.4.2 BORROWING FROM OTHER LIBRARIES

① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/services/request-a-document-not-available-in-the-library>



4.4.3 RESEARCH TOOLS

PoliTesi

- ① For more information: <https://www.polimi.it/en/campus-e-servizi/biblioteche-e-archivi/biblioteche/strumenti/politesi>

Cartographic materials

- ① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/tools/cartography>

Materioteca (Materials Library)

- ① For more information: <https://opac.biblio.polimi.it/SebinaOpac/.do?sysb=materioteca>

Others

- ① National and International catalogues: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/tools/national-and-international-catalogues>
- ① Library App: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/tools/mobile-app>
- ① LibKey: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/tools/libkey>
- UniStandards: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/services/electronic-resources-on-subscription/uni-standards>

4.4.4 ELECTRONIC RESOURCES ON SUBSCRIPTION

Library services offer many online subscription resources, accessible and searchable from the portal www.biblio.polimi.it. Subscriptions include e-journals, e-books, databases, and technical regulations. From workstations within the Politecnico, via landline or Wi-Fi, you can view the full text of subscription resources.

From outside the Politecnico, you must log in to view the full text of subscription resources. PLEASE NOTE: Not all resources are accessible via Shibboleth, i.e., by logging in with your university credentials. For most resources, you must use a proxy service, setting up your proxy credentials, and configuring the proxy on your device. Proxy credentials are NOT university credentials but must be generated specifically.

- ① **University Proxy:** <https://www.asict.polimi.it/rete/proxy.html>
- ① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/services/electronic-resources-on-subscription>

4.4.5 HISTORICAL ARCHIVES

- ① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/archives-and-exhibition-spaces/historical-archives>

4.4.6 EXPOSITION SPACES

- ① For more information: <https://www.polimi.it/campus-e-servizi/biblioteche-e-archivi/archivi-e-spazi-espositivi/spazi-espositivi>

4.5 CONTACTS FOR THE LIBRARY SERVICES

- ① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/contacts-and-reserved-area>

4.6 PRINTING SERVICES

- ① For more information: <https://www.polimi.it/en/campus-and-services/print-centres>

4.7 OTHER SERVICES

4.7.1 BOOKING OF ROOMS AND SPACES

- ① For more information: <https://www.polimi.it/campus-e-servizi/spazi-e-aule-studio/richiesta-spazi>

4.7.2 PATENTS AND TECHNOLOGY TRANSFER OFFICE (TTO)

- ① For more information: <https://www.polimi.it/en/research/contacts/technology-transfer-office-tto>

4.7.3 THESIS TRANSLATION / REVISION SERVICE

For more information, please consult your department secretary, as the management is purely departmental.

- ① The university also has a special agreement that can be found at:
<https://documentazione.intranet.polimi.it/come-fare-per/contabilita-e-acquisti/traduzione-revisione-proof-reading-e-interpretariato>

4.7.4 ANTI-PLAGIARISM SOFTWARE

Compilatio Magister+ is an antiplagiarism software that identifies IA content and similarities in the work of students and undergraduates by comparing it with many sources: the World Wide Web, scientific publications, and documentary material made available by the same platform. It detects texts artificially generated by AI-based robots and is a multilingual similarity detector that can detect potentially plagiarized content after it has been translated.



① For more information: <https://www.software.polimi.it/compilatio/?lang=en>

The university also has the **TurnItIn** software for antiplagiarism, that is used to check PhD thesis in specific. Candidates do not have direct access, but you can refer to your supervisor and/or to your PhD program coordinator.

4.8 WELCOME DAY

Welcome days are dedicated moments to welcome new PhD candidates to the university and to the department or the PhD program. Every November, the PhD School organizes a plenary Welcome Day for all the newly enrolled candidates.

Each department and/or PhD program may also organize their own local Welcome day.

① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/welcome-to-the-new-phd-students/welcome-day>

① For more information: <https://www.polimi.it/en/prospective-students/how-to-apply/on-arrival-information>

4.9 NEWSLETTER

There are different newsletters available within the university, some of which include you by default as PhD candidate at Politecnico di Milano. Here are some of the newsletters you may receive:

- PhD School newsletter – <https://www.polimi.it/en/phd/current-phd-candidates/newsletter>
- Frontiere newsletter (University Research) – <https://www.frontiere.polimi.it/newsletter/?lang=en>
- Orizzonti sostenibili – <https://www.polimi.it/en/sustainable-development>
- Campus Life – <https://www.campuslife.polimi.it/>
- Departmental Newsletter

4.10 BRAND IDENTITY

① For more information: <https://www.polimi.it/il-politecnico/comunicazione/manuale-brand-identity>

✉ Email contact: brandidentity@polimi.it

4.11 SUPPORT, TICKETING, AND OTHER SATELLITE WEBSITES

① Contacts: <https://www.polimi.it/en/the-politecnico/contacts>

① **Open a Ticket from our FAQs page:** <https://www.polimi.it/en/phd/faqs-and-contacts>

① **Address book:** [polimi.it/address-book](https://www.polimi.it/address-book)

B.5 SUPPORT AND OTHER MAIN SERVICES

5.1 PHD AND STUDENT REPRESENTATIVES, AND GUARANTEE BODIES FOR PHD CANDIDATES

5.1.1 UNIVERSITY AND CENTRAL COLLEGIAL BODIES

PhD candidates have representatives in several boards, committees, and governance bodies throughout the whole University.

At the central level, there are no seats dedicated to PhD candidates on neither the Board of Directors nor the Academic Senate.

However, PhD candidates may run for office on these bodies through a student list, together with the student body, for a two-year term.

ACADEMIC SENATE

23 MEMBERS

- RECTOR;
- 12 DEPARTMENT REPRESENTATIVES;
- 4 FACULTY REPRESENTATIVES;
- 2 TECHNICAL-ADMINISTRATIVE STAFF REPRESENTATIVES;
- **4 STUDENT REPRESENTATIVES;**



ROLE:

THE SENATE SETS THE DIRECTION AND PLANS THE UNIVERSITY'S DEVELOPMENT, WITH PARTICULAR EMPHASIS ON TEACHING AND RESEARCH, AND OVERSEES THE INSTITUTION'S OVERALL OPERATIONS.

THE ACADEMIC SENATE MEETS
ONCE A MONTH

BOARD OF GOVERNORS

11 MEMBERS

- RECTOR;
- 4 FACULTY REPRESENTATIVES;
- 1 TECHNICAL-ADMINISTRATIVE STAFF REPRESENTATIVE;
- 3 EXTERNAL MEMBERS;
- **2 STUDENT REPRESENTATIVES;**



ROLE:

THE BOARD OF GOVERNORS DEFINES THE UNIVERSITY'S PLANNING AND FINANCIAL POLICY BASED ON PROPOSALS AND OPINIONS FROM THE ACADEMIC SENATE.

THE BOARD OF GOVERNORS MEETS
ONCE A MONTH

Fig. 2 - The composition of the central bodies of the Academic Senate and the Board of Directors.

5.1.2 REPRESENTATIVES FOR DEPARTMENT AND PHD PROGRAM

Each PhD programme is part of a department, which has a Department Council as its governing body, which includes a doctoral student representative.

The representative is usually elected every two years, based on departmental elections, and is an ex-officio member of the Council. In some cases, two representatives are provided.

The representatives are the PhD candidates' first point of contact for reports, problems, or suggestions to the Doctoral Coordinator or the Department Council.

Election of the Representatives of the PhD candidates in the Department

At least one representative is elected from among the students enrolled in each of the PhD programmes offered by the Department, according to the procedures defined in the Department Regulations.

For each component, the right to vote is granted to students enrolled in the PhD programmes assigned to the Department on the date of voting.

The right to vote is granted to students enrolled in the PhD programmes within the Department Council on the deadline for submitting applications.

Research Fellows and students enrolled in PhD programmes who hold both statuses must choose the Component for which they intend to submit their application to be eligible to vote.

Appointments are made by order of the Department's acting Director.

Coordination between Representatives

Representatives are also automatically invited to the "PhD Candidates Plenary Sessions," meetings between all department and School representatives, where they can report on topics and issues to be addressed centrally.

- ❶ For more information on the PhD candidate Representatives in the department and in the Doctoral School: <https://www.polimi.it/en/dottorato-1/scuola-di-dottorato/phd-representatives>

5.1.3 PHD SCHOOL

Representatives in the Doctoral School, unlike those at the Departments, report on the general status of the Doctoral Career, transversally with respect to the individual PhD programmes and Departments.

Election of the Doctoral Student Representatives in the Doctoral School Council

Doctoral student representatives hold office for as long as they maintain their status as active PhD candidates at the Politecnico di Milano, and in any case for no more than two years. All PhD candidates enrolled at the Politecnico di Milano are eligible to vote and stand for election. The Rector convenes the doctoral student representatives during the student elections.

PhD Representatives contacts

The PhD candidates' representatives on the Doctoral School Council can be contacted

- ✉ **Email contact:** phd-representatives@polimi.it

- ❶ For more information on the PhD candidate Representatives in the department and in the Doctoral School: <https://www.polimi.it/en/dottorato-1/scuola-di-dottorato/phd-representatives>



5.1.4 CUG – COMITATO UNICO DI GARANZIA

The "Single Guarantee Committee for Equal Opportunities, the Promotion of Workers' Well-Being, and the Fight Against Discrimination" was established pursuant to the Prime Ministerial Decree of March 4, 2011, and Article 35 of the University Statute.

The CUG (**Comitato Unico di Garanzia**) promotes equal opportunities for all in employment and study, through measures aimed at preventing and combating all forms of discrimination based on sex, sexual orientation, ethnic origin, religion, personal and political beliefs, disability, and age.

The Committee, whose activities are governed by the Operating Regulations, has proactive, consultative, and monitoring duties regarding:

- a) promoting a culture of equal opportunities among the faculty, staff (including non-permanent staff), and students of the Polytechnic;
- b) promoting conditions of effective gender equality;
- c) prevent and eliminate all forms of discrimination, direct and indirect, in professional training, access to and conditions of employment, career progression, and remuneration;
- d) raise awareness of the University Code of Ethics and monitor compliance.

The CUG carries out its work and study environments with respect for individual dignity and organizational well-being. In doing so, it collaborates closely with all University bodies and services dedicated to the health and protection of those who work and study at Politecnico di Milano.

① For more information: <https://www.polimi.it/en/sustainable-development>

How to contact the CUG

For reports, proposals or suggestions related to the CUG's scope of action, simply write an email to

✉ **Email contact:** cug@polimi.it.

This email address is managed by CUG members and the Equal Opportunities Office, ensuring the confidentiality of those who contact it is protected.

You can contact the CUG Presidency directly by writing to

✉ **Email contact:** presidenza.cug@polimi.it.

This email address is managed by the CUG President and Vice President.

CUG Composition

The Single Guarantee Committee, in full compliance with gender equality, is composed of representatives of the teaching, technical and administrative staff, and the most representative trade unions within the University. Two students are also represented.

In addition, one of the Representatives in the Doctoral School is elected ex officio to represent the CUG. The Representative can be contacted for any reports, suggestions, or questions.

① For the components: <https://www.polimi.it/en/the-politecnico/governance/university-bodies/guarantee-act-committee/members>

5.2 SUPPORT FOR DIFFICULTIES AND PSYCHOLOGICAL ASSISTANCE

5.2.1 PSYCHOLOGICAL WELL-BEING

Politecnico di Milano is committed to ensuring a study and work environment that enhances the psychological and physical well-being of all members of its community as an integral part of its educational and social mission. The centrality of this commitment lies in the will to ensure equal opportunities and promote inclusion.

- ① For more information: <https://www.polimi.it/en/sustainable-development/inclusion-and-equal-opportunities/psychological-well-being>

5.2.2 DISABILITIES AND SPLD

- ① For more information: <https://www.polimi.it/en/campus-and-services/equal-opportunities-and-inclusion/disability-and-spld>

5.2.3 PROTECTION AGAINST DISCRIMINATION

- ① For more information: <https://www.polimi.it/en/campus-and-services/equal-opportunities-and-inclusion/protection-against-discrimination>

5.3 OFA E LINGUISTIC IMPROVEMENT

 The information within this section refers to PhD Candidates belonging only to certain cycles. Italian language learning is compulsory from 39th Cycle. You can contact the PhD School for further information.

As reported in the individual PhD programme, starting from the 39th cycle, all enrolled students with foreign citizenship are automatically assigned an Italian language learning requirement (OFA), which must be removed before admission to the final exam of the final year. **For information on how to remove an OFA, please refer to the links below and read their content carefully.**

- ① For more information: <https://www.polimi.it/en/students/study-plan-and-ofa/ofa-additional-education-obligations-of-english-and-italian/italian-ofa>

- ① **Offered courses of Italian language:** <https://www.polimi.it/en/education/language-courses>

5.4 PARENTAL SUPPORT

5.4.1 NURSERY AND OTHER SERVICES

- ① For more information: <https://www.polimi.it/en/campus-and-services/equal-opportunities-and-inclusion/parental-support/nursery-school-and-other-services>

5.4.2 EASTER AND SUMMER CAMPS

- ① For more information: <https://www.polimi.it/en/campus-and-services/equal-opportunities-and-inclusion/parental-support/easter-and-summer-camps>

5.5 INSURANCE AND POLICIES FOR PHD CANDIDATES

Foreign citizens must be covered by health insurance. If you are a European citizen, conditions may depend on your country of origin. Please check your country's Embassy website. In Italy, you can access the National Health Service (SSN) in different ways depending on the reason for your stay. For PhD candidates, registration is on a voluntary basis through the payment of an annual flat-rate contribution. Otherwise, you are free to take out private health insurance.

To deal with the increase in the cost of joining the National Health Service, the University has signed an agreement for European and non-European PhD candidates' health coverage, with EuropAssistance, an insurance company.

The policy, which can be subscribed at an individual annual cost of € 500,00, provides for the reimbursement of medical expenses up to a maximum of € 30.000,00. The territorial extension is Italy and the Schengen Area.

The policy has an annual duration, possibly extendable and gives the right to the issue of a residence permit, allowing you to benefit from the following services:

- 24/7 telephone medical consultation (in Italian and/or English);
- Reimbursement of medical expenses with or without hospitalization, with the possibility of being taken care by the Company;
- Sending a doctor or an ambulance to Italy;
- Report from a specialist doctor;
- other medical and health care services better specified in the attached information dossier for which details will be indicated to anyone requesting it;
- transmission of a nominative declaration in English certifying Health Coverage plan subscription.

① For more information: <https://www.polimi.it/en/prospective-students/how-to-apply/on-arrival-information/health-insurance>

① For further information on coverage, services and subscription, contact the insurance intermediary Fazzini Danilo & Milito Patrizia sas, which manages the Europe Assistance policy at:

- a) Phone number (+39) 3311538404 (ref. Silvia Cotronei)
- b) Dedicated email: studenti.politecnico.eura@gmail.com

5.6 ALIAS CAREERS

The Politecnico di Milano issued a decree from the Director General on January 31, 2023, updating the protocol that defines the procedure for activating and managing aliases. This is intended to ensure that students, both male and female, or aspiring students undergoing gender transition

can experience a peaceful learning environment, where interpersonal relationships are characterized by fairness, mutual respect for freedom, and the inviolability of the individual.

With the alias career, students receive a university card bearing their chosen name and a new institutional email address.

To activate the alias career or to have information about it, you must fill in the form and send it to

✉ **Email contact:** sgs@polimi.it

The application must be accompanied by a valid identity document and documentation certifying referral to a healthcare or psychological facility—public or private—that treats gender dysphoria.

This email address is read only by authorized personnel and is handled with the utmost confidentiality.

❗ For more information of **Alias Careers**: <https://www.polimi.it/en/the-politecnico/governance/university-bodies/guarantee-act-committee/alias-career>

B.6 MODULES, CERTIFICATES, NULLA OSTA

Certificates can be requested in your personal page of the Online Services, selecting **Certificate and self-certification request**. We can produce:

- admission certificate
- career certificate (to apply for a residence permit, tick the box "valid for Questura")
- tax paid certificate (if applicable)
- pre-compiled self-certification form

There are two kinds of documents:

- Self-certification without tax stamps: only valid between public Italian administration
- Certificates with tax stamps: to give directly to the PhD candidate (i.e. declarations required for the Residence permit).

All certificates are stamped with marca da bollo, they cost €32 (€16 for the request, €16 for the stamp duty) and will be issued with the stamp and signature of an authorized employee of the Politecnico. The request for certificates requires the payment of the stamp by credit card or PagoPA;

It is possible to request certificates:

- with digital signature: this type requires the indication of the institution to which it is to be presented and the reason for the request. In this case the certificate is not valid if printed and it is possible to download it independently from Online Services
- on paper with holographic signature: this certificate will have the signature and stamp of the authorized employee, subsequently it will be possible to choose to collect it from our office or to choose a shipping method



Certificates will be available 1-2 business days after request. Certificates can be picked up once their status is "Delivered". Certificates are available for collection at the Reception Desk, Building 22, Via Golgi 42, Monday to Friday: 8:00 a.m. - 8:00 p.m. Please check in advance which type of certificate to request for your purpose. Once the certificate has been issued it cannot be modified.

Because of Law 183/2011 Article 15, starting from 01/01/2012, public administrations or public services operators cannot accept certificates from other public administrations. Interested parties, in the cases above, can only produce self-certifications. The following will be written on these certificates with a tax stamp on them "This certificate, valid in foreign countries, is not valid for public administrations and public services operators"

① For more information: <https://www.polimi.it/en/students/certificates-and-forms>

6.1 SELF-CERTIFICATION AND ACADEMIC RECOGNITION OF A FOREIGN PHD DEGREE

- ① **Self-certification:** <https://www.polimi.it/en/students/certificates-and-forms/certificates-on-stamped-paper-and-self-certifications>
- ① **Academic recognition of a foreign PhD degree:**
<https://www.polimi.it/en/students/certificates-and-forms/certificato-di-riconoscimento-titoli-dottorato>

6.2 CAREER CERTIFICATE (DIGITAL OR HOLOGRAPHIC SIGNATURE)

- ① For more information: <https://www.polimi.it/en/students/certificates-and-forms/certificates-on-stamped-paper-and-self-certifications>

6.3 DIPLOMA SUPPLEMENT

The Diploma Supplement, or DS, is a document that complements the official qualification awarded upon completion of a study programme at a university or higher education institution. The DS describes the nature, level, framework, content and status of the studies undertaken and completed by the student following the eight-point model, developed on the European Commission, the Council of Europe and UNESCO's initiative.

Regulations of the Diploma Supplement

The Diploma Supplement was introduced into the Italian university system by Ministerial Decree - 509 of 1999, article 11, paragraph 8, and maintained by Ministerial Decree no. 270 of 2004 in the same article and paragraph.

With Ministerial Decree of 28 December 2010, published in the Official Gazette no. 3 of 5 January 2011, the Ministry replaced the term "certificate" used in art. 11, paragraph 8, of Ministerial Decree no. 509 of 3 November 1999, and in the subsequent amendments and supplements with the expression "information report.". Directorial Decree of 5 February 2013 no. 201 sets out the new

guidelines for compilation. This Decree adopts the Ministerial guidelines to conform to those used across Europe.

How to obtain the Diploma Supplement (DS)

You can obtain the Diploma Supplement (DS) in several of ways:

- Digital or paper copy of the DS without signature and stamp, a few days after graduation, can be downloaded independently, in PDF format, from the Online Services (Degree - Final Exam > ■ **Diploma Supplement**). You may print the file and have a paper version without a stamp and signature. Many institutions and companies accept the DS in this format. Investigate if recipients need a version signed by Politecnico di Milano personnel.
- A digitally signed copy of the DS can be requested through Online Services (Degree - Final Exam > ■ **Diploma Supplement** > Request the DS with digital signature). Important note: the document has value only if used as a file; printing the document has no value, as the signature is on the file and not on the printed copy. After the digital signature is affixed, you will receive an email and download it directly from Online Services.
- A paper copy of the DS with stamp and handwritten signature can be requested through the Online Services: Degree - Final Exam > ■ **Diploma Supplement** > Request DS with stamp and handwritten signature or Data > ■ **Certificate and self-certification**.

You must decide if you want to receive the paper copy by post to your address or another address you will provide or collect it from one of the collection points. If you cannot come in person, it is possible to delegate a third party: in this case, the delegated person must bring a proxy signed by the delegating person, a copy of the delegating person's identity document and their own identity document, photocopies of documents or documents shown on different media (phone, tablet etc.) are not allowed.

① For more information: <https://www.polimi.it/en/students/certificates-and-forms/diploma-supplement>

6.4 CLEARANCE FOR TRANSFERS TO ANOTHER UNIVERSITY

■ For information about this section, please refer to your department and your phd secretariat

B.7 PURCHASES AND REFUNDS

7.1 RESEARCH BUDGET (DOTE), ADVANCES, REFUNDS – GENERAL OVERVIEW

7.1.1 INTRODUCTION

■ For information about this section, please refer to your department and your phd secretariat

As set by Italian regulation, in addition to the scholarship and within the financial resources available in the budgets of entities accredited under current legislation, PhD candidates are

guaranteed a budget for research activities in Italy and abroad, appropriate to the type of program and in any case no less than 10% of the amount of the scholarship itself.

Its management depends on the individual department. Some departments create an individual financial project for each student; some have a common fund for all PhD candidates by cycle.

Again, some programs provide the whole sum since the first year, others will integrate it year by year. We invite you to verify with your own coordinator/secretary about the procedures of your department.

7.1.2 CATEGORIES OF EXPENSES

■ For information about this section, please refer to your department and your PhD secretariat

The research budget can be spent, for example, for:

- Purchase of study books and materials
- Participation in courses, summer schools, workshops and conferences
- Missions
- Equipment useful for the research
- Other educational activities
- Purchase of computer equipment (under condition*)

* Electronic equipment is subject to restitution to the department/research group at the end of the career. In some cases, departments may foresee the possibility to keep it under compensation, while some others do not allow such expenses.

You can refer to your department ICT office for more details.

7.1.3 REQUEST OF APPROVAL BY THE PHD COORDINATOR / NULLA OSTA

■ For information about this section, please refer to your department and your PhD secretariat

Depending on the organizational procedures by each department, you may have different procedures to use your research budget. Please refer to your PhD program regulations.

7.2 PURCHASE REQUESTS (RDA) – DEPARTMENTS

7.2.1 RDA ONLINE SERVICE

■ For information about this section, please refer to your department and your PhD secretariat

Department' Purchase requests (RDA) can be used to obtain reimbursements or the purchase of goods/services through the department. They can also be used to ask for a refund of virtual conferences or in-person conferences that take place in the city of Milan.



Costs related to conferences taking place either in other Italian cities or abroad, can be reimbursed by duly filling out the Mission Assignment Form, as they are considered mission-related expenses.

PhD Candidates are not enabled by default to access the online service for **■ Department Purchase requests**. To be enabled, you need to reach the purchases service responsible of your department and ask for it, by sending your personal code via email.

7.2.2 RESEARCH BUDGET USE FOR ELECTRONIC EQUIPMENT

■ For information about this section, please refer to your department and your PhD secretariat

If you wish to purchase electronic materials with your research budget, you can do so but note that the material will be “bought for the department”. For this reason, once your PhD career concludes, you will have to return the equipment to the department or to the research group.

Please note that some departments may allow you to keep the equipment with the payment of a little sum, but this is a general rule, and it is usually agreed during the purchase phase.

7.2.3 BOOK PURCHASES

■ For information about this section, please refer to your department and your PhD secretariat

With personal research budget

Through a suggestion to the library service

You can propose to purchase a book of your interest that is not yet available at the library.

To place a request, you must fill in a form indicating the book details and the library to which you wish to make the request. The form is accessible from the catalogue clicking on “suggest” and logging in.

Depending on its financial resources, the consistency with its own collections and the possible availability of the book in another of the Politecnico libraries, the library reserves the right to decide whether to make the purchase or not. A communication on the outcome of the request will be visible in your personal area of the catalogue.

① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/contacts-and-reserved-area/purchase-tips>

7.2.4 REFUNDS AND PETTY CASH EXPENSES (‘SPESE ECONOMALI’)

■ For information about this section, please refer to your department and your PhD secretariat

Users may request reimbursement for these expenses by submitting the following via the **■ Purchase Request Management - Departments** application available in the online services:



- Adequate supporting documentation (receipt and/or invoice)
 - Prior authorization from the holder of the funds from which such expenses will be charged.
- ① For all the limits and rules, read carefully the “Regolamento per la gestione del fondo di cassa” available here (the document is in Italian as the only language with formal legal validity):
<https://www.normativa.polimi.it/strumenti/dettaglio-regolamento/regolamento-gestione-fondo-di-cassa>

B.8 TRANSFERS, MISSIONS AND STAYS ABROAD

8.1 STAYS ABROAD – DOCTORAL CAREER

For periods abroad only (that is, excluding transfers in Italy), you are also required to access to your Online services > **PhD Students career** > “Requests for stays in foreign countries”. Through the service you can add new requests, and also flag the request for the increase of the scholarship of 50% during the stay, for a maximum of 6 months (i.e., 180 days). A manual is available within the same application. There are **some rules to follow to insert the requests**:

- the maximum duration for a **single request** is **180 exact days** (currently the system does not block the insertion of a longer period, so make sure to check before proceeding);
- 180 days is **also the overall maximum number of days of scholarship increase covered by ministerial funds**;
- **beyond** this overall amount, **further request** for a period with scholarship increase must be submitted **separately**, with the necessity by the Coordinator to communicate a **departmental fund** in case of acceptance;
- **after the starting date** of the periods, every request for the modification of periods extending the scholarship increase must be submitted directly by Coordinators;
- **once a request is inserted**, the user cannot modify it: **a ticket must be open**.
- different stay abroad requests **cannot have overlapping dates**. In order to choose the right date, consider that the **initial date** of any stay abroad period must be the **day of arrival** to destination. **For mission it works a bit differently** and you may contact the Mission Unit
- For info about **Payments**, please [check this page](#).

Stay abroad periods must always align and follow the request of a parallel mission, to be filled in from the dedicated app in the online services (check the “mission” section).



Menu

← Back

Legend Institution type

Institution/Company:
company, hospital,
museum, library

Other location: hotel,
convention center,
fairgrounds

Legend

*: obligatory value

Stay in foreign countries data

Starting date *: ...

Return date *: ...

Institution type *: Foreign University Add

Foreign Institution *:

City *:

Country *:

Request increasing scholarship: ☐

Mobility type *: Meeting

Notes:

Attachment: Nessun file selezionato

Motivation:

Fig. 3 - Online services > PhD Students career > Requests for stays in foreign countries

8.1.1 INTERRUPTING A STAY ABOARD WITH AN INTERMEDIATE MISSION (E.G., CONFERENCE)

If you are abroad and need to **travel to a different location**, you must **open a ticket and notify** the administrative offices of your **department**, the **Mission Unit**, the **PhD School**, providing the exact dates and destination so that the necessary adjustments can be made.

For instance, if you are carrying out a stay abroad as required under the rules of your project – and you have already registered both a stay abroad and a mission – but during that same period you need to travel to another country to attend a **conference**, the offices will have to shorten the original stay/mission. This will allow you to enter the stay abroad/mission for the intermediate period and re-enter the request for the remaining part of the original stay abroad/mission.

Each new entry must be approved or re-approved by the Coordinator.

It is essential to provide all the **exact and precise information as soon as they are available**, also to ensure a **correct elaboration of payments of the possible scholarship increases**.

① **For more information:** Please check our FAQs at section B8:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

✉ **Email contact:** gestfinmissioni@polimi.it (i.e., Mission Unit; or you can contact your PhD Secretariat depending on the department)

8.2 MISSIONS

8.2.1 GENERAL PROCEDURE INFORMATION

■ For information about this section, please refer to your department and your PhD secretariat

Before starting a period abroad or for a transfer for a conference, event, etc... – the PhD Candidate must:

1. Ask the coordinator via email for authorization, with the basic details of the stay
2. The coordinator answers, and if authorized the PhD candidate can insert the online mission request in the online services application
3. Once authorized in the online service, by both the responsible of the fund used and from the administrative responsible, he is allowed to leave.
4. At the end of the mission, the candidate will have to report the expenses to ask for a refund.

Missions. What to know.

- **Eligible expenses:** travel expenses, tickets, public transport, food, lodging, conference registration fees, **possible fees required by the host university for periods abroad;**
- ALWAYS UPLOAD documents concerning the trip: posters for seminars or conferences, certificates of participation in courses and congresses, invitations to meetings (email...) and for air travel, BOARDING PASSES;
- Politecnico can ADVANCE some expenses of the missions, by pressing the item «request advance», in the online service application itself.:
 - EXPENSES FOR flight/ticket/means of transport: advance refunded at 100%
 - EXPENSES for conference fees / hotel/accommodation vouchers: advance reimbursed up to 67% of the total amount spent.
- Missions in MILAN ARE NOT ALLOWED, nor refundable.
 - In the event of a CLAIM, contact the insurance company immediately so as not to lose the right to support and any reimbursement

The following are available on the home page of the online service:

- a user manual with instructions for using the application
- mission rules
- updated insurance policies
- your insurance contact details ("Policy Business Card")

8.2.2 ONLINE PROCEDURE FOR EXPENSES CLAIMS

■ For information about this section, please refer to your department and your PhD secretariat

Subject to written authorization, sent via email by the coordinator, the authorized PhD candidate must:

1. STRICTLY BEFORE THE DEPARTURE: open the request of «missione» online and enter the accounting project code of your "**dote**" (unless otherwise indicated by the Coordinator); Attention: to make sure that the "dote" is the correct budget to refer to, you can contact your PhD Secretariat and/or Coordinator in advance.



2. upon returning from the trip, he/she must complete the online report:
 - a. if the expense documentation is entirely "digital" (tickets and boarding pass in pdf, hotel voucher in pdf, conference fee pdf), upload the documents to the application and close the mission;
 - b. if the expense documentation is also on paper: collect all the ORIGINAL documents and send them to the Missione Service, which will issue the refunds.

It's possible to send the documents to the mission office by internal mail, using the appropriate green envelopes, available at the secretariats' offices, indicating your name and mission ID.

8.2.3 REPORTING OF RESEARCH PROJECTS – TIMESHEETS

★ The PhD candidate may not be affected by these aspects based on their funding conditions and/or student status.

Some scholarships may be funded by department projects and may require specific reports of the activities. Please consult your Supervisor – Coordinator – PhD secretary for details.

8.2.4 INFO AND CONTACTS FOR STAY ABROAD

★ The PhD candidate may not be affected by these aspects based on their funding conditions and/or student status. Some PhD Candidates may have a compulsory period to spend abroad (visiting PhD outgoing).

The scholarship amount, to be paid in monthly instalments, is determined at a rate no lower than that established by the Ministry of Education, Universities and Research (MUR).

This amount is increased by 50% for a total period of no more than 12 months if the PhD candidates are authorized by the Faculty Board to conduct research abroad.

This period may be extended up to a maximum total of eighteen months for PhD programmes co-supervised with foreign institutions or under agreements or consortia.

① For more information: <https://www.polimi.it/en/dottorato-1/dottorandi-iscritti/durante-il-dottorato/attivita-obbligatorie/periods-abroad>

① For more information on outgoing and incoming periods:
<https://www.dottorato.polimi.it/ricerca/visiting-periods-and-stages>

① Or: <https://www.dottorato.polimi.it/dottorandi-iscritti/durante-il-dottorato/periodi-allestero/programmi-di-mobilita-internazionale-outgoing>

① For more information on insurance while abroad: <https://www.dottorato.polimi.it/dottorandi-iscritti/durante-il-dottorato/periodi-allestero/assicurazione-per-viaggi-allestero>

8.2.5 MISSION AT ZERO COST

■ For information about this section, please refer to your department and your PhD secretariat

It is also possible to open a mission at “zero cost”. In this case, you will not report expenses, but you will have insurance coverage during the mission.

It is necessary to insert missions at no cost when traveling on behalf of the Politecnico but without reimbursement, to activate insurance coverage (for example study trips already organized and paid for by the PhD course, or if the dote funds have been exhausted)

8.2.6 MISSION WITHIN MILAN MUNICIPALITY

■ For information about this section, please refer to your department and your PhD secretariat

For conferences within the municipality of Milan, you cannot open a mission request, but you can request reimbursement through the RDA (purchase requests) application.

8.2.7 REFERENCES FOR INSURANCE WHILE ABROAD

① For more information: <https://www.polimi.it/en/dottorato-1/dottorandi-iscritti/durante-il-dottorato/attivita-obbligatorie/periods-abroad>

B.9 DIDACTIC (STUDY PLAN, DOCTORAL AGREEMENT, TRAINING PROJECT)

9.1 PHD TRAINING PROJECT AND DOCTORAL AGREEMENT

9.1.1 THE REFERENCE FIGURES: SUPERVISOR AND TUTOR

The Faculty Board appoints, with the consent of the doctoral student, a Supervisor (Advisor/Promoter) who supports them in the planning and development of their research and thesis. The Supervisor, who need not be a member of the Faculty Board or a member of the Politecnico di Milano, undertakes to comply with the guidelines of the Faculty Board and the Doctoral Training Plan.

9.1.2 PHD AGREEMENT

🔔 The information within this section refers to PhD Candidates belonging only to certain cycles. In particular, PhD Agreement is compulsory from 38th Cycle.

During the first year of the PhD programme, PhD candidates sign the PhD Agreement with their own supervisor and tutor (co-supervisor) as reported in the “Doctoral Manual” available in the “**Doctorate Career > PhD Agreement**” application.

The PhD Agreement must be completed by all enrolled PhD candidates within the first six months of the start of their course. The PhD Agreement is available within the online service ■ **PhD candidates career** for which you must log in.

9.1.3 EUROPEAN DOCTORATE / DOTTORATO EUROPEO

The Doctoral School of the Polytechnic University of Milan recognizes the additional title of European Doctorate to PhD candidates who have completed their training by satisfying the requirements defined in the proceedings of the 45th Congress of the Confederation of Rectors of European Universities in November 1991. These requirements are: - that the doctoral thesis be the result of a research period abroad of at least three months in one or more countries participating in the Bologna Process; - that the doctoral student submits a favourable report, written by at least two professors from universities established in countries participating in the Bologna Process, other than the one defending the thesis; - that the final examination committee includes at least one member from a university institution of a country participating in the Bologna Process, other than the one defending the thesis.

9.2 STUDY PLAN, COURSES MANIFESTO, AND CREDITS RECOGNITION

9.2.1 THE STUDY PLAN

 Study plans may vary through academic years and PhD Programs

The study plan for each PhD program must include at least 20 ECTS credits of doctoral-level courses.

The study plan must be approved by the PhD Program Coordinator, following the internal procedures established by each PhD Program.

The study plan can be prepared after the start of the academic year (November) and can be modified and additional courses added incrementally during the program. You can always fill in your study plan all year long but consider that all candidates are required to earn at least ten (10) credits by successfully attending soft and transferable skills courses organized by the PhD School.

Courses can be removed from the study plan using the online application, and the **deletion request must be approved by the Coordinator**.

Including a course in the study plan also activates certain services, such as emails about the course and access to study materials on the ■ **WeBeeP** platform (accessible through Online Services).

After adding a course to the study plan and subsequent approval by the coordinator, students can take the exam and register their grade, which will be visible in the study plan.

Attending additional external activities (courses, workshops, seminars, etc.) requires the approval of the PhD Programme Coordinator.

① **For more information:** <https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/study-plan>



- ① For the complete list of courses offered by the PhD School and the individual departments:
https://www11.ceda.polimi.it/manifestidott/manifestidott/controller/MainPublic.do?evn_defauIt=EVENTO&aa=2025&k_cf=82&k_corso_la=1300&ac_ins=0&lang=EN

Courses from the Manifesto of the PhD School

The PhD School sent an email to everyone with the list of the available courses, which are locked with a limited number of places, so please make your choice, fill in and submit when you will receive the email from the PhD School.

Courses from the Manifesto of the individual PhD Program

■ For information about this section, please refer to your department and your PhD secretariat

Extra-curricular courses

- ① **For more information:** Please check our FAQs at section B9:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

Validation of credits from previous studies / Single courses

- ① **For more information:** Please check our FAQs at section B9:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

9.2.2 VALIDATION OF EXTERNAL CREDITS

The recognition of ECTS credits earned by attending courses held at other universities, summer schools, and cultural institutions is carried out by the Faculty Board, which authorizes attendance and verifies and evaluates the results. Language training courses (Italian language and culture, English, or other languages) may be offered.

9.3 ACADEMIC CAREER (YEAR PASSAGES, FINAL EXAM AND TITLE)

9.3.1 MILESTONE, ANNUAL EVALUATION AND ENROLLMENT FOR FOLLOWING YEARS

■ For information about this section, please refer to your Coordinator and your PhD secretariat

Intermediate milestones

Some PhD programs may also organize intermediate milestones during the year.

Annual evaluation

At the beginning of each academic year, PhD candidates must submit a formal application for enrollment and pay any fees. During this time, PhD candidates, starting in their second year, must complete questionnaires for the evaluation of their doctoral courses and for data collection for the project to promote and enhance the role of the doctoral researcher.



At the end of each academic year, PhD candidates are required to submit a detailed report on their training and research activities to the Faculty Board. After evaluating course attendance and training activities, commitment, and achievement, the Committee decides whether they will advance to the next academic year or take the final exam, depending on whether they are first-, second-, or third-year PhD candidates.

A negative evaluation by the Faculty Board results in either:

- repetition of the academic year with suspension of the scholarship, if awarded, and payment of fees. Repetition is permitted only once per academic year;
- exclusion from the PhD programme, with loss of the scholarship, if awarded. This exclusion is issued by rector's decree and prevents enrollment in the same PhD programme for the following five years.

Enrollment to the following years

To register for the new academic year, each doctoral student must access their personal page in the Online Services under **PhD candidates Career**.

PhD candidates may complete registration for the new academic year if: they have received the passing grade evaluation from the Faculty Board.

PhD candidates who do not hold a scholarship from the Politecnico di Milano must also:

- a) be up to date with payments from the previous academic year
- b) have paid €217.04 (regional tax, stamp duty, and insurance costs).

You can register for the new academic year in the month corresponding to your entry/start date.

Example: for PhD candidates starting on November 1st -> registration from November 1st to 30th. Payment, if due, must be made by the above-mentioned dates exclusively via PagoPA or credit card, following the procedures indicated in "Doctoral Career."

① For all other information regarding payments, please consult the page:

<https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/enrollment-renewal>

In all the above cases, the Faculty Board must register the student's progress evaluation: a positive evaluation results in regular enrollment in the following academic year, while a negative evaluation results in repeating the same academic year.

A doctoral student who, following an evaluation, has been excluded from the PhD programme may not proceed with enrollment. PhD candidates with a scholarship from the Politecnico di Milano must still apply for enrollment in the new academic year following the procedures indicated in "Doctoral Career."

Annual report

Before the end of the academic year, students must submit the annual report containing the research work undertaken (the major topic, minor topic, courses followed, seminars, conferences, etc.). This document will be used by the Faculty Board to evaluate the work done by PhD

candidates throughout the year and record a positive or negative evaluation at the end of each year and eventually allow the student to register for the final examination.

Ph.D. students can download the form to be submitted through their personal page in the application "**■ Ph.D. student career**". Students enrolled in any year of the course, except for the last year, must fill in the first document ("Annual report template"). This document contains the elements necessary for the student's end of year assessment and eventual progress to the next year. The second document ("Final year review form template") is aimed at students in their final year who could be admitted to the final examination (in the event of a positive year-end assessment). The document is composed of two parts: the first is aimed at the assessment of the course year (for the progression to the next year), while the second exclusively concerns the assessment for admission to the final examination. Students must fill in the relevant section: if the student has received an extension, only the section related to the final examination should be filled in.

9.3.2 UNPROVIDED EXTERNAL WORK ACTIVITIES

■ For information about this section, please refer to your Coordinator and your PhD secretariat

PhD candidates wishing to engage in work activities not included in their Educational Project must first request authorization from the Faculty Board, after consulting with their Supervisor (Supervisor). This authorization is subject to verification that such activities do not conflict with the PhD candidates' normal activities and do not jeopardize the progress of the PhD programme. Authorization may be delegated to the Coordinator.

For current legal thresholds, please check the ultimate updates on the MUR website ([Home | Ministero dell'Università e della Ricerca](#)) or contact your department

9.3.3 COMPANY INTERNSHIPS

★ The PhD candidate may not be affected by these aspects based on their funding conditions and/or student status. Some scholarships may require a compulsory internship period.

PhD candidates may undertake training periods or internships at public and private companies and institutions, other universities, research institutes, centers, and laboratories, both in Italy and abroad. Some research grants funded by the PNRR also require a minimum mandatory six-month in-company placement period.

Corporate Internship Activation Procedures

You can refer to the Career Service Unit, or to your PhD coordinator, for further information.

Corporate Internship Confidentiality Agreements

The Confidentiality agreement (NDA) or similar will have to be dealt individually with the external company, if requested by them.



Internships and Career Opportunities

- ① For more information: <https://www.polimi.it/en/dottorato-1/dottorandi-iscritti/durante-il-dottorato/attivita-obbligatorie/periods-abroad>

Information and Contacts

- ① For more information: <https://www.careerservice.polimi.it/it-IT>

✉ Email contact: careerservice@polimi.it

9.3.4 ADMISSION TO THE FINAL EXAM/DEFENSE

■ For information about this section, please refer to your Coordinator and your PhD secretariat

As the note above anticipates, procedures for the final admission and examination may vary significantly, even though not substantially, depending on the department and PhD Programme, and different tools may be used to share information (WeBeep, Teams, others). For these reasons, it is strongly suggested to refer to your Supervisor and PhD Programme Secretariat to get more detailed instruction. What follows is an overview of the substantial rules about final admissions and examination.

After the final year, candidates who have achieved sufficient results but require more time to complete their thesis may obtain an extension of up to 12 months, with the same implications regarding the suspension of the scholarship and payment of fees specified in Ministerial Decree no. 226 of December 14, 2021 and any subsequent amendments and additions.

The doctoral thesis, accompanied by an English summary, must be written in Italian or English, or in another language with the prior authorization of the Faculty Board.

The Faculty Board decides on admission to the final evaluation procedures, usually in the second half of the third year, or as provided for by specific agreements. In the event of an extension, admission to the final evaluation procedures may be decided starting from the end of the sixth month of the subsequent year.

The Faculty Board, having positively assessed the progress of the thesis and considering the specific path undertaken by the doctoral student, may allow the student to enrol in an additional year of the program. In this case, admission to the final evaluation procedures may be decided starting from the end of the sixth month of the subsequent year.

If the Faculty Board determines that the thesis has been substantially copied from the works of other authors, it may exclude the student from both the final exam and the PhD programme. Exclusion is made effective by rector's decree. The authenticity of the thesis can also be verified using computer applications.

The doctoral thesis, which must include a report by the student on the activities undertaken during the program and any publications, it is primarily assessed in order to evaluate whether it is ready for the external review. The Faculty Board sets the deadline for submitting the thesis to external evaluators. The reviewers, within the deadline set by the Faculty Board, will express a



written analytical opinion on the thesis and recommend its admission to public defense or its postponement for a period not exceeding six months if they deem significant additions or corrections necessary. After this period, the thesis will in any case be admitted to public defense, accompanied by a new written opinion from the same reviewers, based on any corrections or additions made.

① For more information: <https://www.polimi.it/en/phd/current-phd-candidates/ending-your-phd/registration-to-the-final-exam>

9.3.5 THESIS PUBLICATION AND FINAL DEFENSE

① For more information: <https://www.polimi.it/en/phd/current-phd-candidates/ending-your-phd/doctoral-thesis>

① For more information: Please check our FAQs at section B9: <https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

The examination committee

The Rector, after consulting the Faculty Board, appoints by decree the Examination Committees responsible for the final evaluation of the degree. These committees are composed of three members. At least two of the evaluators must be highly qualified individuals from outside the institution awarding the doctoral degree, including those from foreign institutions. At least one of these evaluators must be a university professor, respecting, where possible, gender balance. The Committee may be supplemented by up to two experts from public or private research institutions, including foreign ones.

The defense

The PhD degree is awarded following the positive evaluation of a research thesis that contributes to the advancement of knowledge or methodologies in the chosen field of research.

To be admitted to the thesis defense, the doctoral student must register for the final exam and submit the thesis according to the procedures and deadlines indicated on the Doctoral School website. At the end of the defense, the thesis is approved or rejected, with a reasoned written collegial decision. **The examination committee**, by unanimous vote, has the right to award honours for results of peculiar scientific importance. If the thesis is deemed insufficient, the final exam cannot be retaken, and the student is excluded from the PhD programme. Exclusion is determined by rectoral decree.

The thesis defense usually takes place in the semester following the conclusion of the PhD programme. On special occasions, and with the prior authorization of the Doctoral School Board, it may also be brought forward to the final trimester of the PhD programme. In this case, the scholarship holder loses the right to receive the fee corresponding to the period between obtaining the degree and the official end of the program. In exceptional cases, at the request of



the supervisor and with the prior authorization of the coordinator, the thesis defense may be conducted remotely via electronic means.

Diploma Ceremony

Once a year, in the month of May, the PhD School organizes a plenary meeting for all the PhDs of Politecnico di Milano that received the doctorate within the last year. For further information you can contact the PhD School.

9.3.6 ONLINE THESIS SUBMISSION

① For more information: <https://www.polimi.it/en/campus-and-services/libraries-and-archives/libraries/services/online-thesis-submission>

9.4 QUESTIONNAIRES FOR COLLECTING THE OPINION OF PHD CANDIDATES

Starting from the A.Y. 2025-2026, PhD candidates will be asked to participate yearly to an investigation of their opinions about the doctoral path at Polimi. Results will be used to improve procedures and the overall experience of doctoral research. The survey is always available in either a brief or an extended version.

The questionnaire will be encountered during the procedure of registration to the following year after the official upload of a positive evaluation.

PhD candidates who are about to register to repetition years, suspension recovery years, years after the 5th or the final exams will not be asked to complete the survey.

① For more information: Please check our FAQs at section B9:
<https://www.polimi.it/en/phd/faqs-and-contacts> (FAQs are currently mostly in Italian, use web tools to translate)

B.10 OTHER CAREER-RELATED INFORMATION

10.1 SUSPENSION OF THE PHD CAREER AND SCHOLARSHIP

PhD candidates, for proven reasons established by law, may request suspension from studies for a minimum of one month and a maximum of six months, which may be renewed. The suspension request is subject to approval by the Faculty Board. The suspension period will be made up after the official end of the course. During the suspension period, the scholarship will be suspended and will be repaid upon resumption of activity and during the recovery period until the scheduled monthly payments have been exhausted.

① For more information: <https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/suspension-and-waiver>

10.1.1 MATERNITY SUSPENSION

PhD candidates are subject to the current provisions protecting parenthood set forth in the Decree of the Minister of Labor and Social Security of July 12, 2007, published in the Official Journal No. 247 of October 23, 2007, and subsequent amendments or additions. In the event of maternity leave, attendance at doctoral activities is compulsorily interrupted, as per current legislation, for a period of 5 to 12 months. The methods of taking mandatory leave may be flexible, in line with current legislation and subject to authorization from the National Health Service (SSN) specialist. Regarding mandatory maternity leave, the allowance paid by INPS is supplemented by the Politecnico di Milano up to the full amount of the doctoral scholarship.

If the correct documentation is correctly submitted, the suspensions for paternal leave must be accepted and does not concur to the total count of suspension periods allowed.

① For more information: <https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/suspension-and-waiver> (specific PhD procedures)

① For more information: <https://www.polimi.it/en/campus-and-services/prevention-and-protection-service/health/pregnant-employees> (general Polimi HR references on parental leave)

① For more information: <https://www.inps.it/it/en/dettaglio-scheda.en.schede-servizio-strumento.schede-servizi.indennit-di-maternit-paternit-per-lavoratrici-e-lavoratori-iscritti-alla-gestione-separata-58666.indennit-di-maternit-paternit-per-lavoratrici-e-lavoratori-iscritti-alla-gestione-separata.html>

Experimental Activity during Pregnancy

■ For information about this section, please refer to your department and your PhD secretariat

If you are pregnant and require access to laboratories with chemical, radiation, or other risks, please contact your department for more information.

10.1.2 SUSPENSION DUE TO ILLNESS OR HEALTH REASONS

To submit request for suspension for illness you need to select the “illness” option and attach a valid and official certification including the diagnosis and the prognosis with a specific time reference. This medical documentation must be produced by a physician certified by the local official healthcare system (for Italy the SSN – “Servizio Sanitario Nazionale”) in Italian, English or any translation readable by the PhD Secretariats.

If the abovementioned documentation is correctly submitted suspensions for illness must be accepted and does not concur to the total count of suspension periods allowed.

① For more information: <https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/suspension-and-waiver>

10.2 EXTENSION OF THE CAREER / SCHOLARSHIP

The Faculty Board may grant an “additional year” to candidates, if they are entitled to receive a positive last-year evaluation, in order to allow the conclusion of their thesis or to extend their research. In this second case, scholarships extension – if any – must be granted, too.

A negative evaluation of annual activities, for any year, may either imply a re-enrolment in the same year as a repeating candidate, or implying the exclusion of the candidate from the programme). PhD scholarships – if any – are suspended during the repetition year. A further reason for extension is the necessity to recover a suspension, for the time it lasted

A further reason for extension is the necessity to recover a suspension, for the time it lasted

Duration of the Doctoral Career

PhD programs at the Politecnico di Milano last no less than three years. The duration of the program may be extended in the case of international agreements, agreements with companies or institutions, or if the Faculty Board deems it appropriate based on the specific characteristics of the activities and/or research topic. The training program must include at least 18 months at the Politecnico di Milano; this period may be reduced to 12 months in the case of a joint PhD program. Any reductions in the minimum duration of stay at the Politecnico di Milano must be explicitly authorized by the Faculty Board of the program involved, based on the specifics of each individual PhD program.

10.3 EXCLUSION FROM THE DOCTORATE AND WITHDRAWAL OF STUDIES AND/OR SCHOLARSHIP

Official PhD regulation (art. 9 and 10) defines the cases in which the Faculty Board has formal authority, always and only after deliberation and by Rectoral decree, to exclude a PhD candidate from the doctoral path. Please read the regulation carefully (the regulation is in Italian as the only formally valid legal language). The most common procedure of exclusions is associated with severely negative evaluation of annual activities. Other possible reasons for exclusion are related to severe and major academic issues and breaches. PhD candidates have at any moment the chance to withdrawal from their study and /or related fundings and scholarship, by submitting official requests from the specific section in their “PhD career” application profile on the online services.

PhD candidates have at any moment the chance to withdrawal from their study and /or related fundings and scholarship, by submitting official requests from the specific section in their “PhD career” application profile on the online services.

- ① For more information: <https://www.polimi.it/en/phd/current-phd-candidates/during-the-phd/suspension-and-waiver>
- ① For more information: <https://www.polimi.it/en/phd/phd-school/regulations> ('University PhD Regulations (from 42th cycle)': art. 9, 10)

10.4 REVOCATION OF THE SCHOLARSHIP/GRANT

Official PhD regulation (art. 8) also defines the procedure to advance a revocation of the scholarship for academic reasons. Please read the regulation carefully (the regulation is in Italian as the only formally valid legal language)

- ① For more information: [Regolamento_in_materia_di_Dottorato_di_Ricerca_-_7_Luglio_2023.pdf](#) (art. 8)

Section C. FINANCIAL AID, POST-DOC AND OTHER INITIATIVES

C.1 HOUSING AND PART-TIME 200 HOURS COLLABORATION (PHD TUTORSHIP)

1.1 UNIVERSITY HOUSING – ALLOCATIONS FOR PHD CANDIDATES

 The information within this section may vary through different cycles.

① For more information: <https://www.residenze.polimi.it/en/book-phd/>

① For more information: <https://apptel.agenziaentrate.gov.it/RliWeb/home>

1.2 DSU CALL FOR PART TIME COLLABORATION (200 HOURS)

Each semester, a call for applications is published – that is, **a single call for all PoliMi study programs** – which officially opens the application period. Requirements: you must be regularly enrolled in the academic year specified in the call, in a Bachelor of Science, Master of Science, or PhD programs at the Politecnico di Milano.

The application process is easy: when the application period opens, you must fill out and submit the online form which will be available in your personal area on the Online Services. For this specific call, *nulla osta* by your PhD coordinator is not required.

You must follow this path: Benefits and Agreements > ■ **Submit Student Collaboration Application**

How much is the compensation?

- €20/hour for support in courses and activities of the PhD School and teaching (managed by the PhD School and single PhD Programmes)
- €35/hour for subject-specific teaching support (managed by all the other Academic Schools, but not PhD administration offices)

You can accumulate up to 200 hours of collaboration per academic year, regardless of the number of assignments you take on. However, by internal guidelines, you will be entitled to perform up to 80 hours maximum for activities of the former kind per academic year.

Please, if you plan to participate to the call, **read the text** of the specific call **carefully**.

① For more information: <https://www.polimi.it/en/campus-e-servizi/lavoro-e-collaborazioni/students-remunerated-collaboration-activities>

✉ Email contact: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=1534

C.2 PHD PROMOTION AND POST-DOC

2.1 CAREER DAY AND OPEN DAY

- ① For more information: <https://www.careerservice.polimi.it/it-IT/Home/Index/>
- ① For more information: <https://www.polimi.it/en/prospective-students/being-guide-in-choosing>

2.2 ASK A STUDENT AND OTHER INITIATIVES FOR PROMOTION

- ① For more information: <https://www.polimi.it/en/prospective-students/being-guide-in-choosing/askastudent/phd-programmes>

2.3 OUTGOING ORIENTATION, POLIMI INNOVATORS, PROFESSIONAL AND FINANCIAL OPPORTUNITIES

2.3.1 CAREER SERVICE

- ① For more information: <https://www.polimi.it/en/prospective-students/toward-the-world-of-careers>

2.3.2 EMPLOYMENT SURVEYS

- ① For more information: <https://www.careerservice.polimi.it/en/market-data>
- ① For more information: <https://www.polimi.it/en/phd/prospective-phd-candidates/career-opportunities>

2.3.3 POLIMI INNOVATORS

- ① For more information: <https://www.polimi.it/en/research/polimi-innovators>

2.3.4 ALUMNI ASSOCIATION

- ① For more information: <https://alumni.polimi.it/en/2023/06/06/phd-al-politecnico-di-milano/>

C.3 OTHER AGREEMENTS AND SERVICES FOR STUDENTS

 The information within this section may vary periodically according to the agreements with the external parties.

- ① For more information on university agreements: <https://www.polimi.it/en/campus-and-services/conventions-and-benefits>

3.1 TRAINS AND TRANSPORTS

3.1.1 ATM AND TRENORD TRANSPORT PASS DISCOUNTS

The University has signed an agreement with ATM (metropolitan network) and Trenord (regional railway network) for the purchase of transport passes.

- ① **For more information:** Check the  **Intranet**, accessible from your online services
- ① **For more information:** <https://documentazione.intranet.polimi.it/come-fare-per/personale/agevolazioni-e-benefit/prodotti-e-servizi-a-condizioni-speciali/abbonamenti-trasporti>

3.1.2 TRENITALIA FOR BUSINESS

As part of the Trenitalia for Business program, Trenitalia offers all employees and professors at the Polytechnic University of Milan the Welfare Plus 10% discount.

Trenitalia offers a 10% discount on the purchase of tickets for private travel. This discount is reserved for holders of a CartaFRECCIA card associated with the University.

CartaFRECCIA holders can benefit from the discount for themselves and their companions (up to a maximum of 6 companions plus the holder).

- ① **For more information:** Check the  **Intranet**, accessible from your online services

3.2 HEALTH AND WELLNESS

3.2.1 POLIMI PEOPLE-CARE PROGRAM

The University has launched the new “POLIMI PEOPLE CARE” project which, in addition to significantly upgrading the current health care option, offers Politecnico employees a wide network of new, innovative services capable of fully responding to their wellbeing and welfare needs, for both them and their families.

- ① **For more information:** Check the intranet, accessible from your online services

① For more information: <https://documentazione.intranet.polimi.it/come-fare-per/personale/agevolazioni-e-benefit/prodotti-e-servizi-a-condizioni-speciali/polimi-people-care-project>

✉ Email contact: welfare@polimi.it

3.2.2 POLIPSI, PSYCHOLOGICAL COUNSELLING

PoliPsi is the free counselling and psychological and psychotherapeutic support service for students and PhD candidates at the Politecnico di Milano.

It has a team of experts (psychologists, psychotherapists, psychiatrists) in relational dynamics and learning processes.

The service offers a place to confront and receive competent support in moments of discomfort, inherent to the personal and academic sphere.

Maximum confidentiality and respect for privacy of any data and materials exchanged or collected are guaranteed.

With the help offered by the service you can:

- deal with difficult situations encountered upon entering academic life (both of an academic or psychological nature);
- improve your academic performance (targeting and refining your chosen academic path, the motivations and the reasons behind it and the most effective personal and cooperative strategies for achieving your desired results);
- get to know and better understand yourself, others, your most meaningful relationships and the situations that you put yourself in in anticipation of a rich, prestigious and original personal, professional and relational future;
- better cope with your first work placement experiences, in furtherance of internships, apprenticeships and research activities.

Depending on the specific problem, the service offers varying levels of psychological and psychotherapeutic support and counselling for undergraduates and PhD candidates enrolled in the Polipsi service

✉ Email contact: polipsi@polimi.it

3.3 CULTURE AND THEATRES

The Campus Life area has special agreements with theatres. Please note that Campus life initiatives are slowly being integrated into a single newsletter which all the available initiatives and agreements.

✉ Email contact: teatri@polimi.it

3.4 SPORT SERVICE

Polimi promotes development and well-being both at an individual and social level. To this end, it encourages its community members to engage in sporting activities, by organizing events, initiatives, courses, tournaments; and its students to participate in the life of the university by applying as representatives, forming student associations, participating in international competitions.

① For more information: <https://www.sport.polimi.it/>

3.5 LANGUAGE COURSES

① For more information: <https://www.polimi.it/en/education/language-courses>

3.6 PRODUCTS AND SERVICES WITH SPECIAL CONDITIONS

3.6.1 AGREEMENTS AND DISCOUNTS

① For more information: <https://www.polimi.it/en/campus-and-services/conventions-and-benefits>

3.6.2 MERCHANDISING

① For more information: <https://www.polimi.it/en/campus-and-services/stores>

3.7 STUDENT ASSOCIATION AND OTHER ASSOCIATIONS

3.7.1 GENERAL FRAMEWORK

A special "Board of Student Associations" has been established at the Polytechnic, in which all associations of interest to the Polytechnic community are registered.

① You can consult the list of associations, or propose one, at the following address:
<https://www.polimi.it/en/students/representatives-and-associations>

3.7.2 CALL FOR FUNDED ACTIVITIES

Representative lists, student associations, and student groups can apply for funding to carry out social and cultural activities for students at Polimi. The Board of Directors annually decides the amount of funding to be allocated to these initiatives.

The initiatives can be of three types:

- of significant cultural and social nature, aimed at implementing projects in various sectors of common interest to the students of the Politecnico di Milano



- sports and social initiatives
- self-organized educational trips.

Funding requests may be submitted by:

- Associazioni e Liste studentesche iscritte all'Albo delle Associazioni studentesche del Politecnico di Milano
- Gruppi di studenti universitari composti da almeno 50 iscritti al Politecnico (20 per i Poli regionali e le Sedi territoriali)

Applications must be submitted using the relevant form. The call for proposals is usually published in October. It is possible to add to and/or modify the projects submitted and submit any new proposals in May.

① For more information: <https://www.polimi.it/en/campus-and-services/sport-and-leisure/students-associations/student-cultural-activities-and-trips>

3.8 LOST AND FOUND

① For more information: <https://documentazione.intranet.polimi.it/come-fare-per/logistica-e-manutenzione/ufficio-oggetti-rinvenuti>

① For more information: <https://www.polimi.it/en/campus-and-services/lost-and-found>

3.9 CANTEENS AND CAFES

① For more information: <https://www.polimi.it/en/campus-and-services/canteens-and-cafes>

C.4 TEACHING ASSISTANTSHIPS AND OTHER CAMPUS LIFE INITIATIVES

4.1 TEACHING ASSISTANTSHIP

■ For information about this section, please refer to your department and your PhD secretariat

PhD candidate can perform a limited teaching activity. This activity should not exceed the amount of 40 hours/year and must be authorized by the Coordinator, who can also, for justified reasons, ask an extension to this amount, that must be authorized by the Faculty Board.

Teaching assistantship (Supporto alla didattica) operates through specific calls issued by the departments or by the schools. The procedure requires submitting the application through the online services. Request will be evaluated by a committee which will contractualize selected candidates.

4.2 CAMPUS LIFE INITIATIVES

- ① **Campus Life webpage:** <https://www.campuslife.polimi.it/>
- ① **Sustainable campus:** <https://www.campus-sostenibile.polimi.it/en/>
- ① **ViViPolimi:** <https://www.vivipolimi.polimi.it/?lang=en>

C.5 OTHER FINANCIAL, TEACHING AND PROFESSIONAL INITIATIVES

5.1 OTHER RESEARCH OPPORTUNITIES

5.1.1 IDEA LEAGUE NETWORK

The Politecnico di Milano supports short-term research exchanges between IDEA League partners through its annual Student Exchange program.

All PhD candidates enrolled at the Politecnico di Milano who wish to undertake a short research period at an IDEA League partner university are eligible for these scholarships. For example, the development of experimental and/or theoretical components of their doctoral theses falls within this category.

Scholarships are awarded through a comparative evaluation based on academic merit. Recipients may participate in research exchanges lasting a minimum of 2 weeks and a maximum of 6 months.

- ① **For more information:** <https://www.polimi.it/en/campus-e-servizi/international-mobility/study-abroad/the-opportunities/special-projects/idea-league>

5.1.2 INTERNATIONAL MOBILITY

Erasmus+

★ The PhD candidate may not be affected by these aspects based on their funding conditions and/or student status. PhD candidates with European fundings are not eligible.

The Erasmus+ EU program allows you to study or complete your thesis at a university with which the Politecnico di Milano has an exchange agreement for up to 12 months.

To participate in the Erasmus+ program and complete your study/thesis mobility abroad, you must respond to the call for International Mobility published in November and be selected. Selection is based on merit and specific conditions that may be stipulated in the agreement with the Partner. Once selected for a given host institution, you will need to agree on the activities you will undertake abroad, ensuring full recognition of the ECTS credits earned abroad upon your return.

Please note that holders of a doctoral scholarship supported by European funding (e.g., PNRR) are not eligible for Erasmus funding.



- ① For more information: <https://www.polimi.it/en/campus-e-servizi/international-mobility/study-abroad/the-call>

5.1.3 ROCCA PROJECT

- ① For more information: <https://www.polimi.it/en/the-politecnico/news/news-detail/progetto-rocca-ventanni-di-collaborazione-tra-politecnico-di-milano-e-mit-di-boston-per-la-ricerca>

5.1.4 CERN

- ✉ **Email contact:** please contact your Course Secretariat to check available collaborations:
<https://www.polimi.it/en/phd/prospective-phd-candidates/phd-programmes>

5.1.5 JOINT RESEARCH PLATFORMS (JRP)

- ① For more information: <https://www.polimi.it/en/research/partnerships-with-companies-jrp>

5.1.6 TECHNOLOGY TRANSFER OFFICE (TTO)

- ① For more information: <https://www.polimi.it/en/research/technology-transfer>

5.1.7 LARGE INFRASTRUCTURES POLIMI AND DEPARTMENTAL LABS

- ① **Large infrastructures:** <https://www.polimi.it/en/research/laboratories/large-infrastructures>
① **Inter-Departmental Labs:** <https://polimi.it/en/research/laboratories>
① **Labora Model Lab:** <https://www.polimi.it/en/campus-and-services/modelling>

Section D. GENERAL OVERVIEW: REGULATIONS, ORGANIZATIONAL CHART AND STRUCTURES, STUDENT REPRESENTATIONS

D.1 BASIC REGULATORY FRAMEWORK OF THE DOCTORATE

1.1 EUROPEAN REGULATIONS

1.1.1 EUROPEAN RESEARCHER CHART

The Politecnico di Milano adheres to the European Charter for Researchers, issued by the European Commission with a Recommendation of March 11, 2005.

In 2005, the European Commission adopted the Recommendation concerning the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. This is a set of general principles and requirements regarding the roles, responsibilities, and rights of researchers, as well as those who employ and/or fund them.

The purpose of the Charter is to ensure that the nature of the relationship fosters successful performance in the generation, transfer, and dissemination of knowledge and technological development, to facilitate the professional career development of researchers.

Its contents mainly concern the following macro-areas:

- ethical and professional aspects of research
- recruitment and selection of researchers
- working conditions and social security
- training, development, and mobility

- ① For more information on **HR Excellence in Research** and the **HRS4R Action Plan**:
<https://www.polimi.it/ricerca/come-si-fa-ricerca-al-politecnico/hr-excellence-in-research>
- ① For the recommendations from European Commission: <https://eur-lex.europa.eu/legal-content/IT/TXT/?uri=CELEX%3A32005H0251>

1.1.2 OTHER EUROPEAN REFERENCES

- **Bologna process (since 1999)**: defines the European Higher Education Area (EHEA).
[Processo di Bologna](#)
- **Charter of the European Union Fundamental Rights (2000)**: rights related to the topic of education and training are also discussed
[Consulta la Carta dei Diritti Fondamentali](#)

- **Direttiva 2005/36/CE - Recognition of professional qualifications:** Not specific to PhDs, but relevant for the recognition of academic qualifications at European level
[Consulta la direttiva su EUR-Lex](#)
- **Quadro Europeo delle Qualifiche - EQF (dal 2008):** sets the comparison between qualifications at European level.
[Leggi sull'EQF](#)
- **Regolamento (UE) n. 1291/2013 - Program Horizon 2020:** It concerns the funding of research and innovation in the EU, including specific actions for the training of researchers, such as **Marie Skłodowska-Curie Actions (MSCA)**.
[Leggi il regolamento su EUR-Lex](#)
- **Direttiva (UE) 2016/801 - Conditions for entry and residence of third-country nationals:** Includes provisions for students and researchers, promoting international mobility for PhD research.
[Consulta la direttiva su EUR-Lex](#)
- **Regulation (UE) 2021/695 - Program Horizon Europe:** Successor to Horizon 2020, with funding for research projects, mobility and training of PhD candidates.
[Leggi il regolamento su EUR-Lex](#)

1.2 ITALIAN REGULATION

1.2.1 DOCTORATE REGULATIONS

- **Legge 3 luglio 1998, n. 210:** regulates access to and operation of doctoral courses.
[Legge 210/1998 su Normattiva](#)
- **Legge 30 dicembre 2010, n. 240:** organic law on education which also updates the regulations on doctorates (article 4) and on their accreditation and functioning
[Legge 240/2010 su Normattiva](#)
- **Decreto Ministeriale 14 dicembre 2021, n. 226:** The latest organic update on the functioning of PhD programmes, introducing several new features and amending various aspects of the previous legislation. It forms the basis for the current doctoral regulations of Italian universities.
[DM 226/2021 - MUR](#)
- **Decreto Ministeriale 23 febbraio 2022, n. 247:** regulates the increase in doctoral scholarships.
[DM 247/2022 - MUR](#)
- **Decreto Ministeriale 29 novembre 2022, n. 310:** provides clarifications, details, and additions to some elements of Ministerial Decree 226/2021.
[DM 310/2022 - MUR](#)

1.2.2 FUNDINGS OF PHD PROGRAMS

- **Legge 24 dicembre 1993, n. 537: Constitutes (article 5) the Ordinary Financing Fund (FFO),** This is the main source of state funding for Italian universities, covering their current expenses, including personnel costs, research activities, and ordinary maintenance of facilities. It distributes funds based on three components (basic, bonus, and equalization). In 2024, the FFO reached over €9 billion, a 21% increase compared to pre-COVID levels.
[Legge 537/1993 su Normattiva](#)
[Comunicato del MUR 2024](#)

- **Decreto Ministeriale 24 giugno 2022, n. 581:** introduced new criteria for the distribution of the Ordinary Financing Fund (FFO), with attention to fairness and efficiency.
[DM 581/2022 - MUR](#)

1.2.3 OTHER USEFUL REFERENCES

- **Articolo 33 della Costituzione Italiana:** establishes university autonomy, the principle that guarantees Italian universities organizational, teaching, and research freedom.
[Articolo 33](#)
- **Articolo 34 della Costituzione Italiana:** establishes the right to education, with particular attention to deserving and underserved students, guaranteeing scholarships and other forms of financial support.
[Articolo 34](#)
- **Legge 13 agosto 1984, n. 476:** establishes extraordinary leave for public employees enrolled in doctoral courses.
[Legge 476/1984 - Normattiva](#)
- **Legge 9 maggio 1989, n. 168:** establishes the Ministry of University and Research and guarantees autonomy to universities.
[Legge 168/1989 su Normattiva](#)
- **Legge 2 dicembre 1991, n. 390:** regulates the right to university studies, establishing measures to guarantee financial support for students.
[Legge 390/1991 su Normattiva](#)
- **Decreto Legislativo 27 gennaio 2010, n. 19:** It establishes ANVUR as the evaluation body for the university and research system, defining its organizational structure, functions, and main tasks.
[Legge 19/2010 su Normattiva](#)
- **Decreto Legislativo 29 marzo 2012, n. 68:** updates the regulations on the right to education.
[D. Lgs 68/2012 Normattiva](#)
- **Decreto Ministeriale 12 dicembre 2016, n. 987:** It regulates the AVA system, which establishes the criteria for the accreditation and periodic evaluation of degree programs and university locations. ANVUR is responsible for the operational management of the system.
[DM 987/2016 - MIM](#)

1.3 STATUTE AND REGULATIONS

- ① For more information on the Doctoral Regulations: <https://www.polimi.it/en/phd/phd-school/regulations>
- ① The regulations of the training programs of the doctoral courses are available under the "Training Project" section of the individual doctoral courses.:
<https://www.polimi.it/en/phd/prospective-phd-candidates/phd-programmes>

General regulations

It contains the general rules that regulate the organization, structure and functioning of the University, in line with the Statute.



- ① Check the [Regolamento Generale](#)

University Teaching Regulations

It regulates the organization and functioning of the educational offering and teaching activities, in line with the Statute.

- ① Check the [Regolamento Didattico del Politecnico di Milano](#)

General regulations of the Polytechnic University of Milan

- ① For further documents and details, see the Official Regulations section: [Normativa del Politecnico di Milano](#)

Statute of the University

It defines the mission, values, and organizational structure of the Politecnico di Milano and is divided into sections by macro-theme:

- 1) General Principles: establishes the mission, values, and objectives of the University;
- 2) Organizational Structure: describes the governing bodies, their responsibilities, and operating methods;
- 3) Teaching and Research regulates the organization of degree programs, research activities, and evaluation methods;
- 4) Personnel: governs the rights, duties, and recruitment procedures of teaching and technical-administrative staff;
- 5) Students: defines the rights, duties, and forms of student representation;
- 6) Transitional and Final Provisions: contains provisions relating to the entry into force of the Statute and any future amendments.

- ① To read the University Statute and Regulations: <https://www.polimi.it/en/the-politecnico/statute-and-regulations>

Other regulations from Politecnico di Milano

- ① For all institutional regulations of the University: <https://www.normativa.polimi.it/>

1.4 STRATEGIC DOCUMENTS

- ① For more information: <https://polimi.it/il-politecnico/chi-siamo/documenti-strategici>
- ① Rules and Regulations: <https://www.normativa.polimi.it/>

D.2 STRUCTURE AND ORGANIZATION OF POLITECNICO DI MILANO

2.1 ORGANIZATIONAL CHART OF THE POLITECNICO DI MILANO

The Politecnico di Milano is structured across several organizational levels, focusing on teaching, research, and third mission activities. The Politecnico di Milano is comprised of several structures.

Campuses and Regional Centers represent the university's physical locations, spread across various cities.

The Schools are responsible for teaching, organizing and managing degree programs and study programs.

The Departments, on the other hand, focus on research; they coordinate and promote advanced research activities in various scientific and technological fields and often work in collaboration with other academic institutions and industry, thus contributing to innovation and technological development.

In addition to these internal structures, the Politecnico actively participates in consortia and foundations together with other organizations and companies. These collaborations allow for the development of joint projects, the sharing of resources and knowledge, and the promotion of innovation at the national and international levels. In this way, the Politecnico strengthens its role as a leader in research and higher education.

2.1.1 GOVERNANCE

Academic Senate (SA)

It is the body that directs and plans the development of the University, with particular attention to teaching and research, overseeing the overall functioning of the institution.

① For more information: <https://www.polimi.it/en/the-politecnico/governance/university-bodies/academic-senate>

Board of Governors (CDA)

It is the body that, operating in accordance with the programmatic choices and resource utilization criteria established by the Academic Senate, has regulatory, direction, and control functions for the administrative, economic, and financial management of the University.

① For more information: <https://www.polimi.it/en/the-politecnico/governance/university-bodies/board-of-governors>

Guarantee Committee Act (CUG)

The "Single Guarantee Committee for equal opportunities, the enhancement of worker well-being and the fight against discrimination" was established in implementation of the PCM Directive of 4/3/2011 and Article 35 of the University Statute.

① For more information: <https://www.polimi.it/en/the-politecnico/governance/university-bodies/guarantee-act-committee>



Evaluation Unit (NV)

The University Evaluation Unit of the Polytechnic University of Milan provides direct support to the Rector. This body evaluates the efficiency and effectiveness of the University's activities, verifying, using appropriate methods, the proper use of public resources, the productivity of research and teaching, as well as the impartiality and proper functioning of administrative action.

① For more information: <https://www.polimi.it/en/the-politecnico/governance/university-bodies/university-assessment-commission>

2.1.2 GENERAL MANAGEMENT AND ADMINISTRATIVE AREAS

- General Affairs and Strategic Support Division (AGSS)
- Financial Management and Economics Division (AAF)
- Campus Life Division (ACL)
- Educational Division (ASED)
- Supplies & Facility Management Division (AGIS)
- HR & Organizational Development Division (ARUO)
- Public Engagement & Communication Division (APEC)
- ICT Services Division (ASICT)
- Research, Innovation and Corporate Relations Divisions (ARES)
- Real Estate, Construction and Development Division (ATE)

① For more information: <https://www.polimi.it/en/the-politecnico/governance/administration>

2.1.3 SCHOOLS / FACULTIES

Education is provided through four Schools covering all disciplines of architecture, design, and engineering.

- School of Architecture, Urban Planning, Construction Engineering (AUIC)
- School of Design (DESIGN)
- School of Civil Engineering (ICAT)
- School of Industrial and Information Engineering (3I)

① For more information: <https://www.polimi.it/en/il-politecnico/governance/strutture/schools>

2.1.4 DEPARTMENTS

Departments are the operational structures of the Polytechnic University of Milan that organize research activities. Each Department is led by a Director and coordinates research activities in areas that are consistent in content, methods, or objectives. There are 12 active Departments, each of which manages the experimental laboratories.

Department of Architecture and Urban Studies (DASTU)

① To consult the structure regulations:



https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/D.r._regolamento_dastu_-_modifiche.pdf

Department of Architecture, Built Environment and Construction Engineering (DABC)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/Regolamento_DABC.pdf

Department of Chemistry, Materials and Chemical Engineering “Giulio Natta” (DCMC)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/Regolamento_organizzativo_e_di_funzionamento_del_Dipartimento_di_Chimica__Materiali_e_Ingegneria_Chimica_-_Parziali_modifiche.pdf

Department of Design (DESIGN)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/273_Design_modifiche.pdf

Department of Electronics, Information and Bioengineering (DEIB)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/266_regolamento_Dip._Elettronica__Informazione_e_Bioingegneria.pdf

Department of Energy (DENG)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/Regolamento_di_organizzazione_e_funzionamento_DENG_-_Parziali_modifiche.pdf

Department of Physics (DFIS)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/269_DR_Fisica.pdf

Department of Civil and Environmental Engineering (DICA)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/265_Regolamento_DICA.pdf

Department of Management, Economics and Industrial Engineering (DIG)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/267_regolamento_Dip._Ing._Gestionale.pdf

Department of Mathematics (DMAT)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/271_Regolamento_Dip._Matematica__Modifiche.pdf

Department of Mechanical Engineering (DMEC)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/268_regolamento_Dip._Meccanica.pdf

Department of Aerospace Science and Technology (DAER)

① To consult the structure regulations:

https://www.normativa.polimi.it/fileadmin/user_upload/regolamenti/regolamenti_generali/270_Dipartimento_Sienze_Tecnologie_Aerospaziali.pdf

Each PhD candidate is affiliated with the department to which their PhD program is linked. In the case of interdepartmental PhD programs, however, there is an administrative department and a scientific department, which can be consulted from the application **PhD candidates career**.

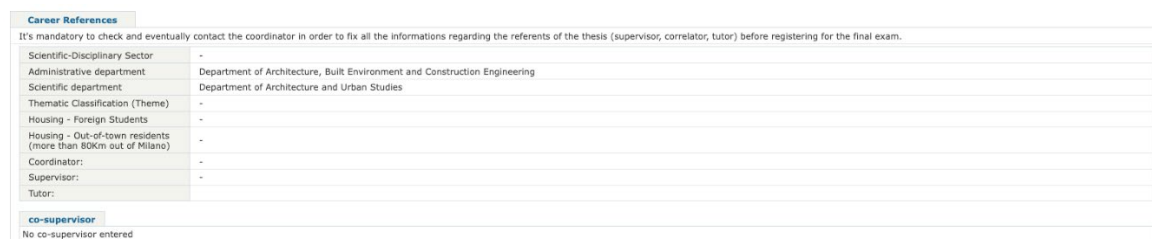


Fig. 4 - Online services > PhD candidates career > Scientific Department

① For more information: <https://www.polimi.it/en/research/departments>

2.1.5 CAMPUSES

The Politecnico di Milano is present in Milan, on the two campuses of Leonardo and Bovisa, and in Cremona, Lecco, Mantua, and Piacenza. The Politecnico di Milano comprises six campuses distributed across the cities of Milan (Leonardo and Bovisa campuses), Lecco, Cremona, Mantua, and Piacenza. In addition, there is the Chinese campus in Xi'an, which hosts the Joint School of Design and Innovation Centre, a collaboration between the Politecnico di Milano and Xi'an Jiaotong University (XJTU).

- Campus of Milano Leonardo
- Campus of Milano Bovisa
- Campus of Cremona
- Campus of Lecco
- Campus of Mantova
- Campus of Piacenza

① For more information you can check the Polimi Maps:

https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=174

2.2 THE PHD SCHOOL

Ministerial Decree 226/2021, which currently constitutes the most recent organic regulatory framework for the regulation of PhD programmes in Italy, states in Article 6 (Establishment, duration and functioning of PhD programmes), paragraph 7:

“Universities may organize doctoral courses in Doctoral Schools, which are responsible for coordinating the courses and managing common activities [...]”

This passage defines the main purpose of this structure, as well as the optional nature of its implementation within the organizational charts of Italian universities.

With the implementation of the Research Doctorate Innovation Project, the Politecnico di Milano established the Research Doctorate School in 2000. The School coordinates the Research Doctorate programs of the Politecnico di Milano in the various fields of engineering, architecture, and industrial design. It certifies quality and promotes the development of the PhD programs.

The Research Doctorate School of the Politecnico di Milano (PhD School) is responsible for coordinating the programs and managing joint activities. The duties of the Research Doctorate School are defined in Article 30 of the Statute of the Politecnico di Milano.

Therefore, the School:

- a) defines the guidelines for the University's Research Doctorate programs;
- b) promotes and coordinates joint and representative activities;
- c) defines quality criteria and parameters, common and shared by the University, for the evaluation of PhD candidates.

① For more information: <https://www.polimi.it/en/phd/phd-school>

2.2.1 THE PHD SCHOOL COUNCIL

The Doctoral School Council is composed of:

- a. the Director, who chairs it;
- b. the Coordinators of the PhD programmes of the Polytechnic University of Milan;
- c. four representatives of the PhD candidates enrolled in the active PhD programmes.

The Council serves as a meeting point for the various PhD programmes of the Polytechnic University of Milan and serves as a liaison for coordination, information, and proposals between the PhD programmes and the School Management. The Council is convened monthly by the Director of the School.

The School Council performs the following tasks:

- a. It acts as a liaison between the School, the Departments, and the Faculty Boards;
- b. It proposes to the Academic Senate the methods for allocating resources for scholarships and for the operation of the PhD programmes;

- c. It approves the signing of agreements with external entities and international cooperation agreements;
- d. It approves the methods for coordinating the training activities of the PhD programmes;
- e. It defines and approves the program of doctoral-level courses, both transversal and related to transferable skills, organized by the Doctoral School;
- f. It approves the Educational Projects for each PhD programme and proposes their implementation to the Academic Senate;
- g. It approves the PhD programme calendar (initiation, announcements, entrance exams, year progression, final exams, opening ceremonies, and degree conferrals);
- h. It proposes any amendments to these Regulations;
- i. proposes the composition of the Advisory board
- j. performs any other functions assigned by the University's academic bodies.

2.2.2 DEAN OF THE PHD SCHOOL

The Director is a full-time tenured professor at the Polytechnic University of Milan, elected by the Coordinators of the PhD programmes.

The Director:

- a. represents the PhD School externally and in relation to other University bodies;
- b. convenes and chairs the Executive Board, the Council of the PhD School, and the Advisory Board;
- c. promotes the quality policy and certification of the PhD programmes, also through the Reference Committee and external reviewers;
- d. manages the communication and promotion of the PhD programme.

2.3 INFORMATION AND CONTACTS

The doctoral secretariat is divided between the doctoral school secretariat and the department secretariat.

2.3.1 PHD SCHOOL SECRETARIAT

PhD Candidates Secretariat

Via Golgi, 42 (2second floor) 20133, Milano

✉ **Email contact:** write an email from our FAQs page here, choosing the correct topic:
<https://www.polimi.it/en/phd/faqs-and-contacts>

Open to the public (**only through appointment**)

Monday, Tuesday, Thursday: from 9.30 to 12.30 and from 13.30 to 15.30

Wednesday, Friday: from 9.30 to 12.30

General support

- Management of the competition process and scholarships

- Enrollment management
- PoliCard management
- PhD candidate career management (study plans, registration of transition reports, course reports, transfers and withdrawals, extensions, suspensions, management of fees and contributions, management of admission to the final exam, issuance of qualifications, thesis submission)
- Issuance of certificates
- Right to Education
- Teaching and research activities

PhD School

Piazza Leonardo da Vinci, 32, 20133 Milano (Building 2- North Pavilion, mezzanine floor)

✉ **Email contact:** phdschool@polimi.it

- Study Manifesto
- Industrial Doctorate
- Doctoral School Courses
- Information on the teaching of individual PhD programmes
- Doctoral School Bodies
- Institutional Communications
- Complaints

2.3.2 DEPARTMENT PHD SECRETARY

① **For more information:** Consult the specific contacts of the Doctoral Course you are interested in: <https://www.polimi.it/en/phd/prospective-phd-candidates/phd-programmes>



Section E. FAQs, ADDRESS BOOK, GLOSSARY AND OTHER USEFUL LINKS

E.1 UNIVERSITY CONTACTS

- ① For more information: ■ **University Address Book ('Rubrica')** - [link to the online service](#)
- ① **Attention:** most of the PhD School contacts throughout the document have been changed compared to the previous version, introducing links to the FAQs page of the website

E.2 USEFUL LINKS AND FAQs

2.1 FAQs

- ① For more information: <https://www.polimi.it/en/phd/faqs-and-contacts>

2.2 COMMUNICATION

Il dottorato al Politecnico di Milano – PhD at Politecnico di Milano

https://www.youtube.com/watch?v=PWxdopiH_68&ab_channel=Polimi

PhD Stories

https://www.youtube.com/watch?v=rUl6xXDzj90&list=PL_06oobzMEutTKR7qmdqvoL0q-c5dOEER&ab_channel=Polimi

Testimonials

<https://www.polimi.it/en/phd/prospective-phd-candidates/phd-orientation/testimonials>

2.3 UNIVERSITY SERVICES AND SATELLITE WEBSITES

2.3.1 ICT SERVICES

- ① For more information: <https://www.ict.polimi.it/?lang=en>
- ① For more information: <https://www.ict.polimi.it/welcome-kit/phd-welcome-kit/?lang=en>
- ① For more information: <https://www.software.polimi.it/?lang=en>
- ① For more information: <https://www.ict.polimi.it/software/virtual-desktop-software-for-study-and-teaching/?lang=en>



2.3.2 ALUMNI

① For more information: <https://alumni.polimi.it/>

2.3.3 POK / MOOC

① For more information: <https://www.pok.polimi.it/>

2.3.4 SPORT

① For more information: <https://www.sport.polimi.it/en/>

2.3.5 CAREER SERVICE

① For more information: <https://www.careerservice.polimi.it/en-US/Home/Index/>

① Am I an Innovator program: <https://cm.careerservice.polimi.it/career-program/innovator/>

① Employment Opportunities: <https://www.polimi.it/en/phd/prospective-phd-candidates/career-opportunities>

2.3.6 STATE EXAM FOR THE PROFESSION OF ARCHITECT AND ENGINEER

① For more information: <https://www.polimi.it/en/studenti/esami-di-stato>

2.3.7 HOUSING

① For more information: <https://www.residenze.polimi.it/en/>

2.4 OTHER SERVICES

① Find rooms: <https://onlineservices.polimi.it/spazi/spazi/controller/Principale>

① Find teachers: <https://onlineservices.polimi.it/manifesti/manifesti/controller/ricerche/RicercaPerDocenti>

① Report malfunctioning/maintenance: <https://www.polimi.it/en/campus-and-services/request-maintenance>

① Campus maps: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=174

① Intranet: <https://documentazione.intranet.polimi.it/>

① Albo di Ateneo: <https://www.protocollo.polimi.it/albo/viewer?view=html>

E.3 PRIMARY ONLINE SERVICES

3.1 ADMINISTRATION

Mission assignment form

It allows the reimbursement of travel expenses

IRIS Re.Public@Polimi - Catalogue/repository of research publications

It allows to store the publications done as affiliated to Politecnico di Milano

Reporting of research projects – Timesheet

For project-funded scholarships, it allows to report the activities for the specific work-packages and tasks you are assigned

Departments' purchase requests

It allows the reimbursement of expenses and purchase requests

Gestione accessi / Access management

It allows you to see the logs of your accesses, as well as the spaces where you are authorized to access autonomously

Employment risks sheet

It allows you to manage and view the details about your employment activities for safety and protection

U-Web Documents - Payslips and CU

It allows to download the payslips and annual certification

U-Web Declarations - Tax and social security data

It allows to manage details about your tax situation

3.2 CAREER

Career

General overview on your career at Politecnico

Study Plan

PhD candidates career

Management of aspects related to the PhD career

3.3 DATA

Policard: activation, status and reissue

Certificate and self-certification request

Edit personal data

Management of payment methods

UPDATES AND REPORTS ON THIS DOCUMENT

The current version of the PhD Handbook will be enriched in its future versions.
If you have any feedback, report, suggestion, or question – feel free to reach us:

✉ Email contact: Phd-representatives@polimi.it