



**Politecnico
di Torino**

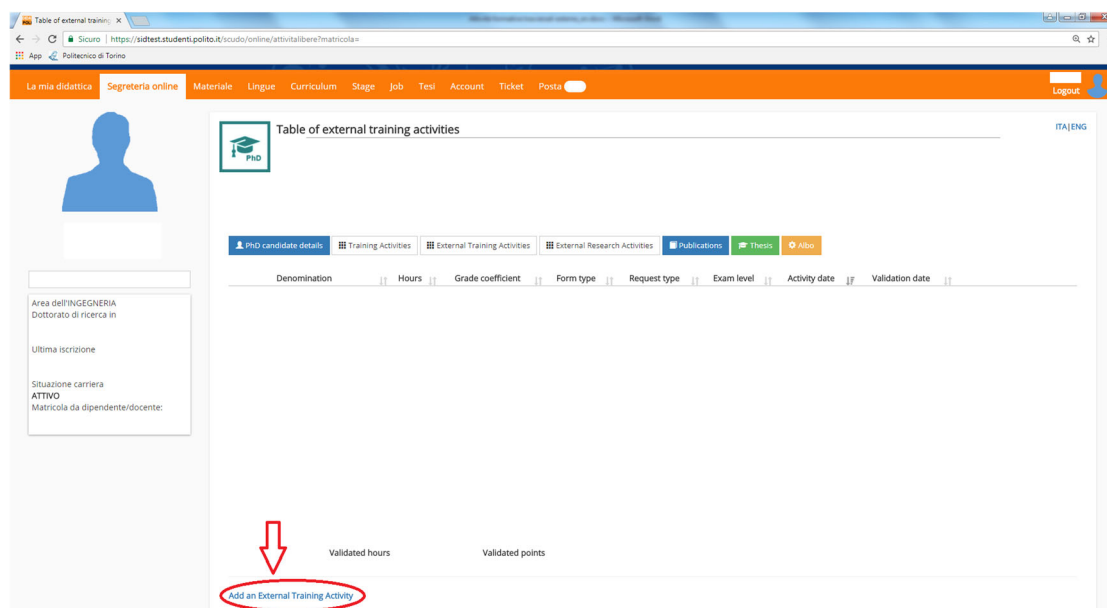
ScuDo
Scuola di Dottorato ~ Doctoral School
WHAT YOU ARE, TAKES YOU FAR

PROCEDURE FOR REQUESTING THE EVALUATION OF EXTERNAL TECHNICAL AND SPECIALISED COURSES

REQUEST FOR FINAL APPROVAL

Once you have attended a technical and specialised course, external to courses offered by Politecnico di Torino, it is necessary to request the evaluation and the recognition of the number of hours by the Coordinator of your PhD programme.

- 1) From Cruscotto – section “External Training Activities” select the item "Add an External Training Activity":



- 2) Enter the data relative to the course for which the evaluation is requested:
 - Denomination (course title)
 - Activity hours (as indicated in the syllabus)
 - Activity type: Hard Skill
 - Activity date: start date of the course

Click on the item "Add an External Training Activity":

SouDo Dashboard - Table of external training activities

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ATTIVO
Matricola da dipendente/docente:

Add an External Training Activity

Denomination: _____

Course title: _____

Activity hours: 10 Activity date: 27/12/2017

Activity type: Hand Skill

Add an External Training Activity

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
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The certificate of attendance (if the course required a final exam, attach the certificate of attendance and of passing of the exam) and the syllabus should be sent to the Coordinator of the PhD programme.

- Once the Coordinator of your PhD programme has validated the hours, the following screen will be displayed:

Table of external training activities

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
Course title	8	1.00	Hand	Final	3	10/1/2018	11/1/2018

Validated hours: 8 Validated points: 8

As for all external courses, no more than 30 hours can be validated for each activity.

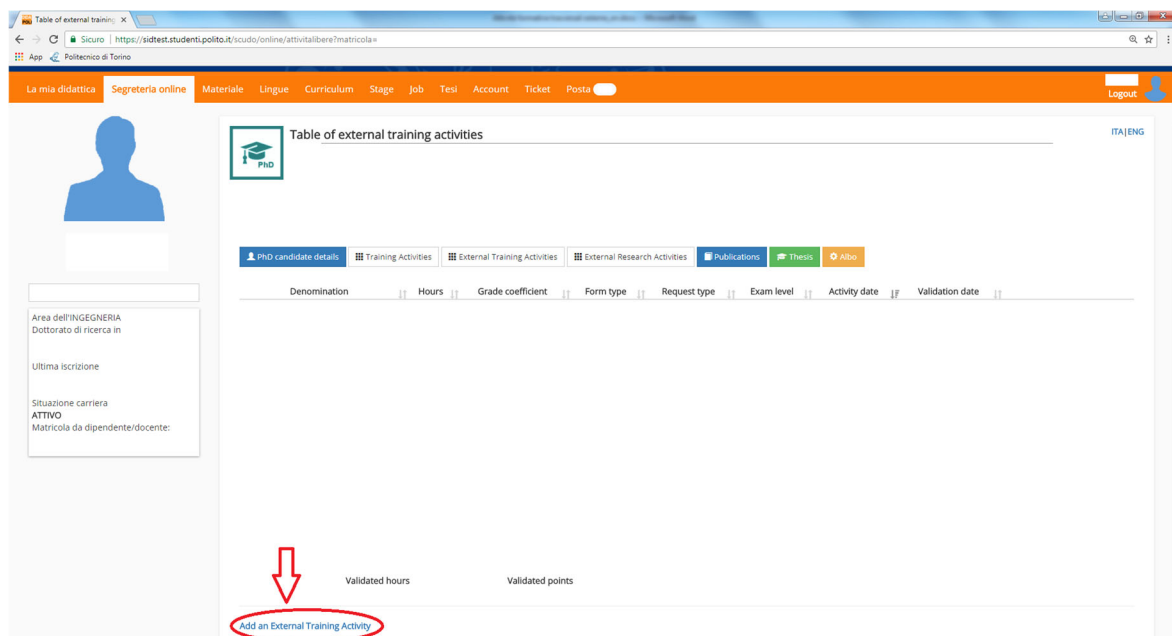
PROCEDURE FOR REQUESTING THE EVALUATION OF EXTERNAL COURSES ON TRANSFERABLE SKILLS

REQUEST FOR ESTIMATE APPROVAL

BEFORE THE BEGINNING OF THE COURSE

Before following an external course on transferable skills, it is necessary to request the evaluation of the syllabus and the number of hours that may be recognized by the Doctoral Committee for Transferable Skills Training.

- 4) From Cruscotto – section “External Training Activities” select the item "Add an External Training Activity":



- 5) Enter the data relative to the course for which the evaluation is requested:
- Denomination (course title)
 - Activity hours (as indicated in the syllabus)
 - Activity type: Soft Skill
 - Activity date: start date of the course
 - Request type: Estimate (it is automatically selected by entering the course start date)
 - Activity program: attach the program
 - If the course includes a final exam, flag the field (the information must also be available in the syllabus)

Click on the item "Add an External Training Activity":

Table of external training: X

https://sidtest.students.polito.it/scudo/online/attivita/libere?matricola=

Politecnico di Torino

Add an External Training Activity

Denomination

Course title

Activity hours

10

Activity type

Soft Skill

Activity program

Scegli file Course programme.pdf

Do the activity have a final exam? ☐

Activity date

01/02/2018

Request type

Estimate

Add an External Training Activity

mbil

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- 6) Once the activity has been added, the following screen appears and the information is visible to the Doctoral Committee, which can evaluate the activity:

Table of external training: X

https://sidtest.students.polito.it/scudo/online/attivita/libere?matricola=

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Table of external training activities

ITA ENG

The activity has been modified correctly

PHD candidate details Training Activities External Training Activities External Research Activities Publications Thesis Albo

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
Course title	10		Soft	Estimate	3	1/2/2018	

Delete Edit

- 7) Once the Doctoral Committee has evaluated the course, the following screen appears:

Edit external training activities

PHD

PHD candidate details | Training Activities | **External Training Activities** | External Research Activities | Publications | Thesis | Albo

Description

Course title

Activity hours: 10 | Approved hours: 5 | Activity date: 01/02/2018

Activity type: Soft Skill | Request type: Estimate

Activity program: Course programme.pdf (9.5 kB)

Scegli file | Nessun file selezionato

Do the activity have a final exam? ☐

Validator note

* Note inserted on 11/01/2018

Area: Communication

Back | Edit Activity

Please note that the Committee may recognize only half of the hours if the course does not have a final exam.

Language courses, cultural courses and professional training courses, such as those of the Orders of Engineers and Architects which already have a system for recognizing professional credits, are not recognisable as transferable skills training.

As for all external courses, no more than 30 hours can be validated for each activity.

AT THE END OF THE COURSE

Once the course is finished, you should insert the certificate of attendance to request the validation of the hours to the Doctoral Committee for Transferable Skills Training.

- 1) From Cruscotto – section “External Training Activities” select the inserted course by clicking on the item “Edit”.

Table of external training activities

PHD candidate details | Training Activities | **External Training Activities** | External Research Activities | Publications | Thesis | Albo

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date	
Course title	5	1.00	Soft	Estimate	3	1/2/2018		Delete Edit

- 2) Attach the certificate of attendance (if the course required a final exam, attach the certificate of attendance and of passing of the exam):

The screenshot shows the 'Edit external training activities' form. The form includes fields for 'Course title', 'Activity hours' (10), 'Approved hours' (5), 'Activity date' (01/02/2018), 'Request type' (Final), 'Activity type' (Soft Skill), 'Activity program' (Course programme.pdf (9.5 kB)), 'Activity certificate' (Attendance certificate course.pdf (9.5 kB)), 'Do the activity have a final exam?' (checkbox), 'Validator note', and 'Area'. A red circle highlights the 'Activity certificate' field, and a red arrow points to it.

- 3) Once the Doctoral Committee for Transferable Skills Training has validated the hours, the following screen will be displayed:

The screenshot shows the 'Table of external training activities' screen. The table has columns: Denomination, Hours, Grade coefficient, Form type, Request type, Exam level, Activity date, and Validation date. The table contains one row for 'Course title' with 5 hours, 1.00 grade coefficient, Soft form type, Final request type, 3 exam level, 10/1/2018 activity date, and 11/1/2018 validation date. Below the table, it shows 'Validated hours' as 5 and 'Validated points' as 5.

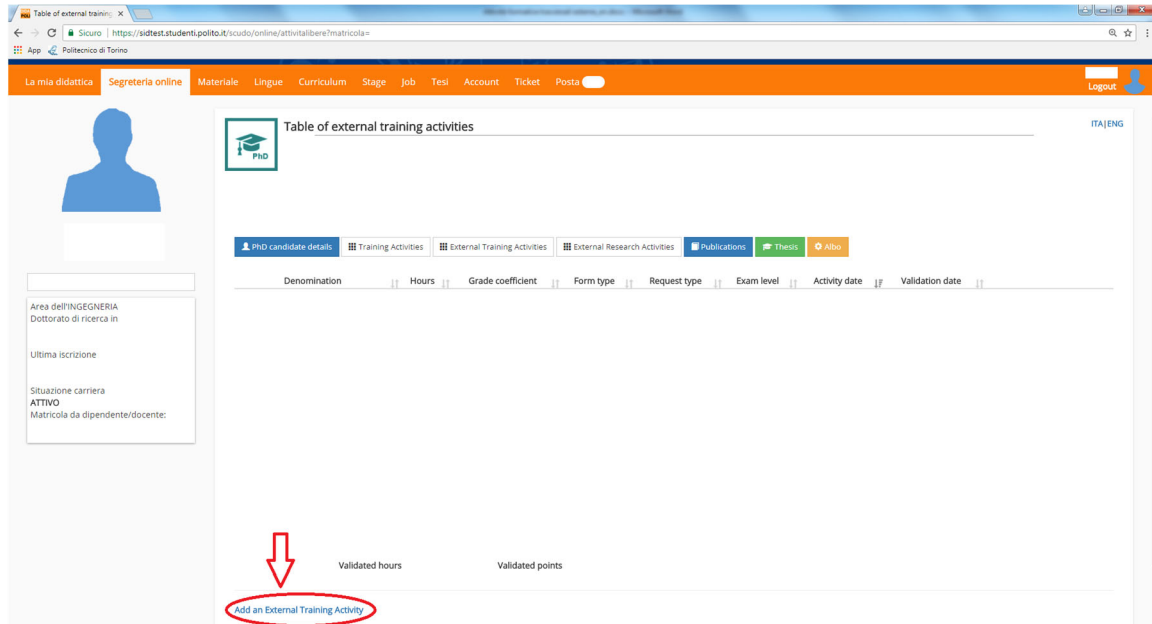
Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
Course title	5	1.00	Soft	Final	3	10/1/2018	11/1/2018

Validated hours: 5 Validated points: 5

REQUEST FOR FINAL APPROVAL

If you have already attended an external course that you think may be recognized as course on transferable skills, you can request the evaluation from the Doctoral Committee for Transferable Skills Training:

- 1) From Cruscotto – section “External Training Activities” select the item "Add an External Training Activity":



- 2) Enter the data relative to the course for which the evaluation is requested:
 - Denomination (course title)
 - Activity hours (as indicated in the syllabus)
 - Activity type: Soft Skill
 - Activity date: start date of the course
 - Request type: Final (it is automatically selected by entering the course start date)
 - Activity program: program to be attached
 - If the course includes a final exam, flag the field (the information must also be available in the syllabus)
 - Activity certificate: attach the certificate of attendance (if the course does not require a final exam) / Certificate of passing exam: attach the certificate of attendance and of passing the exam (if the course includes a final exam)

Click on the item "Add an External Training Activity":

Table of external training: X

Sicuro | https://sidtest.studenti.polito.it/scudo/online/attivitalibere?matricola=

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Validated hours Validated points

[Add an External Training Activity](#)

Denomination

Course title

Activity hours

10

Activity date

20/12/2017

Activity type

Soft Skill

Request type

Final

Activity program

[Scegli file](#) Course programme.pdf

Activity certificate

[Scegli file](#) Attendance certificate course.pdf

Do the activity have a final exam? ☐

Do you pass the final exam? ☐

[Add an External Training Activity](#)

m@i

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- 3) Once the Doctoral Committee for Transferable Skills Training has validated the hours, the following screen will be displayed:

Table of external training: X

Sicuro | https://sidtest.studenti.polito.it/scudo/online/attivitalibere?matricola=

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[PHD](#)

Table of external training activities

ITA/ENG

[PHD candidate details](#) [Training Activities](#) [External Training Activities](#) [External Research Activities](#) [Publications](#) [Thesis](#) [Albo](#)

Denomination	Hours	Grade coefficient	Form type	Request type	Exam level	Activity date	Validation date
Course title	5	1.00	Soft	Final	3	20/12/2017	11/1/2018

[Q](#) [Dettagli](#)

Validated hours 5 Validated points 5