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Dipartimento
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PhD IN ENERGETICS - SURVIVAL GUIDE



Department of Energy
PhD in Energetics

November 2024 Version



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Introduction

The present document is designed by the Energetics PhD Board supported by the Student representatives. Rules and regulations are mentioned in this Survival Guide along with practical information for everyday.

This guideline summarizes the practical information and suggestions together with issues of relevance to the PhD Students at the DENERG Department. Complete information concerning the PhD Students can be found on the [ScuDo website](#) and, in particular, the [General Rules for PhD Students](#) of Politecnico di Torino (PoliTO).



1 Spaces and Staff

1.1 Department Location

The Department of Energy (DENERG) is spread across the PoliTO Central Campus (c.so Duca degli Abruzzi 24) in several buildings.

The main offices and meeting rooms can be found using [this link](#).

1.2 Access to the Department

The DENERG opening time is same as for the PoliTO central campus, reported in Table 1. Opening times for the other campuses are available [here](#).

The access to the Department is normally allowed during the regular opening hours of PoliTO only. In exceptional and duly justified cases, it is possible to ask for the authorization for **off-time access (using the PoliTO smart card as the key)**. To do so, **write a request (stating the student ID number and the needed period) by e-mail to Mrs. Monica Braidà** (see Table 2), inserting in CC the PhD Student Supervisor and the head of the department general e-mail (direttore.denerg@polito.it).

Table 1. The PoliTO central campus opening time.

Day of the week	Opening time
Monday to Friday	7:30 – 21:00
Saturday	8:00 – 16:00

It is possible to access the Department meeting rooms and facilities by means of the Department key. To obtain the key, the **PhD Student has to send an e-mail to Mrs. Monica Braidà** (see Table 2), inserting in CC the PhD Student Supervisor and the head of the department general e-mail (direttore.denerg@polito.it). The key must be returned to the secretary at the end of the PhD. Some DENERG rooms can also be accessed with the **PoliTO smart card**. To have access to such rooms, it is necessary to **send an e-mail to Mrs. Mariapia Martino and Mr. Mauro Gregio** (see Table 2), with the Supervisor in CC, **asking for the smart-card activation**.

The reservation of the Department meeting rooms must be asked by e-mail to denerg.prenotazioni@polito.it stating the required room, the time slot, the reason for the meeting and the meeting organizer. **The availability of the required room** in the selected time slot **must be preliminary verified through the [booking service in MyPoli](#)**.



Some meeting rooms are reserved for PhD students only (e.g., Meeting Room EAST 1). **The reservation of these rooms is managed through shared Outlook calendars and the access to them must be asked by writing an e-mail to DENERG.PhDMeetingRoom@polito.it, including the meeting room name.**

1.3 Department Contacts

The Energetics PhD Course Coordinator and Vice Coordinator are reported on the [Energetics PhD Course web page](#). Other useful contacts of the DENERG staff are listed in Table 2, together with his/her role related to PhD activities.

Table 2. Useful contacts of the DENERG staff.

		Department			
	Head	Prof. Alberto Tenconi	alberto.tenconi@polito.it	Door 3	Floor 2
		Monica Braida (department key distribution)	monica.braida@polito.it		
		Rossana Sonzini (accounting and purchase unit responsible, conference fees payment)	rossana.sonzini@polito.it		
		Silvana Sclocco (accounting and purchase unit responsible, small expenses refund)	silvana.sclocco@polito.it		
	Administrative staff	Eva Clerico (small expenses refund and missions)	eva.clerico@polito.it	Door 4	Floor 2
	Agnese Stefania (publication paper fees payment)	agnese.stefania@polito.it			
	Francesca Strangio (conference registration and publication paper fees payment)	francesca.strangio@polito.it			
	Barbara Bellosio (PhD documents, certifications, etc.)	barbara.bellosio@polito.it			
	Maria Pia Martino (PhD documents, certifications, etc.)	mariapia.martino@polito.it	Door 3	Floor 2	
IT		Mauro Gregio	mauro.gregio@polito.it	Door 3	Floor 2
		Emanuele Norata	emanuele.norata@polito.it	Door 1	Floor 2
Library & Publications		Anna Perotti	anna.perotti@polito.it	Door 1	Floor 0
Safety		Fabrizio Bronuzzi	fabrizio.bronuzzi@polito.it	Door 5	Floor 3



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1.4 PhD Representatives

The PhD Students have **two representatives in the PhD Board** (Collegio Docenti di Dottorato) and **one representative in the Department Council** (Consiglio di Dipartimento).

The current representatives are reported in the [Energetics PhD Course web page](#). The PhD Students can contact the representatives within the PhD Board by e-mail for general issues.



2 General Information

2.1 Supervisor

The **Supervisor**, as reported in the General PhD rules, **is responsible for guiding and helping the PhD Student in the study-plan definition.** The Supervisor is **the official interface with the PhD Board** for the activities carried out by the PhD Student and the status of her/his research.

Each PhD Student will be assigned a Supervisor and a co-Supervisor during the Kick-Off Meeting (KoM) (see Section 3.1).

2.2 Office

A specific committee of space and offices management was established for each scientific field. **The PhD Students should ask their Supervisor to request for the assignment of a desk writing an e-mail to the area delegates** (see Table 3).

Table 3. Delegates and Coordinators of the committee for space and offices management.

SSD	Delegates	Contact
ING-IND/08	Federico Millo	federico.millo@polito.it
	Roberto Finesso	roberto.finesso@polito.it
ING-IND/09	Marco Badami	marco.badami@polito.it
	Viviana Negro	viviana-negro@polito.it
ING-IND/10	Luca Bergamasco	luca.bergamasco@polito.it
	Marta Gandiglio	marta.gandiglio@polito.it
	Pierluigi Leone	pierluigi.leone@polito.it
ING-IND/11	Ilaria Ballarini	ilaria.ballarini@polito.it
ING-IND/18	Raffaella Gerboni	raffaella.gerboni@polito.it
ING-IND/19		
Committee Deputy Coordinator		
ING-IND/18	Andrea Carpignano	andrea.carpignano@polito.it
ING-IND/19		
Committee Coordinator		
ING-IND/33	Gianfranco Chicco	gianfranco.chicco@polito.it

2.3 Working Equipment

A personal computer (and accessories) will be purchased by the IT staff and provided to each PhD Student at the beginning of the PhD (laptop or desktop) will be provided at the beginning of the PhD cycle. At the beginning of 1st year the IT staff will send an e-mail to all new PhD



Students with the description of the available options (if more than one) and, in case, the instructions for the selection. Personalized purchases are possible only if all the expenses are covered by Supervisor's funds (with a separate purchase order).

After the thesis defense, the personal computer and the accessories becomes part of the Supervisor research material, who is responsible for collection and maintenance.

2.4 Useful Resources

- <https://www.polito.it/en/education> is the **main website for all the PhD activities within PoliTo**.
- <https://mypoli.polito.it> is the page for the **access to the MyPoli service**; within MyPoli it is possible to find information about PoliTO, the Administration, the Department.
- <https://www.polito.it/en/education/phd-programmes-and-postgraduate-school> is the **main website of the ScuDo** (the PoliTo doctoral school, managing all the PhD courses at PoliTO).
 - <https://www.polito.it/en/education/phd-programmes-and-postgraduate-school/phd-programmes/energetics/offerta-formativa> is a sub-page of the previous one in which all the PhD courses held within PoliTO are listed;
 - [Hard skill courses](#)
 - [Soft skill courses](#)
- The calendar of each course is published on the course page in the teaching portal at least one month before the first lecture.** The PhD Student is invited to periodically check this webpage in order to be sure about the schedule of the courses.
- <https://www.polito.it/en/education/phd-programmes-and-postgraduate-school/the-doctoral-school/regulations> is a sub-page of the ScuDo home page reporting useful **regulations about PhD**, both at national level and at ScuDo level. Here it is possible to find summaries of PhD Students' duties, accounting systems for the PhD activities, tutorials for external courses uploading, publications, bibliometric criteria, final exam procedure and many more.
- <https://pico.polito.it/> allows **full access to several digital libraries** using the PoliTO credentials. If connected to the PoliTO Wi-Fi, internal LAN or VPN, the access is possible even outside this service.



3 PhD Activities

PhD Students have **two main tasks** during their career:

- **carrying on their research activities**, enabling them to publish papers.
- **attending courses** up to a minimum number of hours.

3.1 Research Plan

At the beginning of the PhD, the **candidate and the Supervisor should agree on the specific research subject and plan the related activities** to be carried out during the three years of PhD. The contents of this agreement must be presented during the **Kick-Off Meeting (KoM)**, at the beginning of the 1st PhD year (typically in November). **The research activity plan is subject to the PhD Board approval.**

During this occasion, each PhD Student briefly presents herself/himself and the research plan to the PhD Board. More detailed information is communicated in due time by the Coordinator with the convocation e-mail.

Together with the Supervisor, the PhD Students must fill, sign, and upload the Declaration of Intent (DOI) in the ScuDo Dashboard within the PoliTO teaching portal, mandatorily starting from the 38th cycle. The DOI aims to define shared working methods between the PhD Student and the Supervisor and must be revised on a yearly basis. The template is [available in the ScuDo website](#).

3.2 Training Plan

Each PhD Student can define her/his training plan by selecting courses from [ones offered by PoliTO](#). To allow the courses activation, PhD Students are invited to define the study plan and select the courses through the teaching portal within **December 1st** of each enrollment year.

The main advisors about the choice of the courses are typically the PhD's Supervisors. It is important to inform, ask for their advice and get their approval for the study plan.

3.3 Requirements and Rules

ScuDo established **minimum requirements** applicable to **all PoliTO PhD Students, as described in the [accounting system of PhD activities guide](#)**. Each PhD Student must fulfil all the requirements within the three years of their PhD to be admitted to the final exam.



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3.3.1 Research Activities

The PhD Student must publish at least one article in a peer-reviewed journal before the end of the 3rd year. As explained in the [accounting system of PhD activities guide](#), if other PhD Students co-author the article, the score is equally subdivided among the PhD Students.

The Energetics PhD Board suggests to PhD Students+ to submit their articles to a proper journal reasonably in advance; a good general indication is to submit the article to a journal at the end of the 2nd year or at the very beginning of the 3rd year. This is because the review process can take a long time.

To guide the student through the process of producing a research article, the PhD Board suggests that the student participates to at least one International Conference presenting a part of her/his research activity (through a poster or a personal oral presentation) after her/his 1st year.

Publications must be uploaded in [IRIS](#) to be recognized as part of the PhD Student research activity. IRIS is linked with the ScuDo Dashboard and with other research portals at national level.

Each PhD candidate is invited to register into the [ORCID](#) system. ORCID is a nonprofit organization with the aim to uniquely identify individuals doing research across disciplines through an identification number.

3.3.2 Training Activities

Concerning the rules, **the PhD Board introduced a maximum limit of 50 validated hours for external training activities. The attendance of external training activities must be preliminary approved by the Supervisor and, after the attendance, a certification must be provided (to be uploaded on the teaching portal) reporting the PhD Student's name, the topic, the exact duration (in hours) of the course and a signature of the course organizer.**

The activities accepted as “external training activities” are, typically, doctoral training courses offered by other universities or technical training courses useful to acquire competences that cannot be found in PoliTO portfolio. Participation to conferences or conference-like events is not considered as an external training activity.

Although there are no intermediate minimum numbers of hours to be acquired by the end of the 1st and 2nd year, it is not recommended to attend the courses at the end of the PhD career. Indeed, courses should help the PhD Student to acquire knowledge and information that could help her/him to develop the research. The purpose of the courses will be missed if the courses are attended at the end of the research activity.



3.3.3 Offsite Research Activities

Concerning Offsite Research Activities (see Section 4.1), a maximum threshold of **18 months is set by ScuDo rules**.

More specific rules and minimum requirements related to the external research activities may apply to special funding programs (e.g., DM 1061, 351/352, 117/118, etc.). **The Supervisors are responsible for making the PhD Students aware of any additional minimum requirement associated with specific funding programs.**

3.3.4 Teaching Activities (Give Lectures)

The PhD Students are allowed to perform some teaching activities (e.g., support and give lectures). Based on the [art. 12 comma 2 DM 8 February 2013](#), the maximum amount of hours to be dedicate at teaching activities cannot exceed **40 hours** for each academic year. **The collaboration to courses has to be formalized through registration in the [registers of teaching assignments](#) and by the stipulation of a specific contract between PoliTO and the PhD Student.**

3.4 The Individual Annual Report

According to the [PoliTO rules](#) for PhD Students, **at the end of each year the PhD Students must submit to the PhD Board a report** in which they **describe the activity carried out during the year**. The report includes: the research activities; the attended courses/lectures; the external activities; the publications (see Appendix A for an example of the template).

The Individual Annual Report must be revised and approved by the Supervisors before submission to the PhD Board. The Board evaluates the Individual Annual Report and decides about the admission of each PhD Student to the following year.

3.5 Intellectual Property Rights (IPR) issues

PhD Students should carefully discuss with their Supervisors the possible Intellectual Property Rights (IPR) issues related to their research activity, as these may impact on the possibility to present and publish the results. These issues might arise in several contexts, especially when external institutions are involved in the activities. The Supervisor will then report to the PhD Board in case these issues appear difficult to solve. More information about IPR for PhD Students can be found [here](#).

3.6 PhD Days

At the end of each year, typically in December, the PhD Students are invited to **participate actively at the “PhD Days”** where the **activities of the Energetics PhD program** are publicly



presented, not only to the PhD Board but also to the university community and private companies. During the PhD Days each student is asked to present his/her research activity, summarizing the research context, the methodology and the expected and obtained results.

More specifically, PhD Students who finished their 3rd year must hold a 15 min presentation. The students that finished the 1st and 2nd year are invited to contribute by presenting a 3-minute video presentation (digital poster) and/or a physical poster.

More information and specific instruction about the PhD Days will be communicated in advance by the Coordinator by e-mail.

3.7 Contribution to the “PhD in Energetics Annual Report”

Every year the PhD Board publishes the “[PhD in Energetics Annual Report](#)” which is an overview of the research activities carried out by the PhD Students. Before the PhD Days, each student is therefore asked to prepare a one-page summary of the research activities carried out during the previous year (see Appendix B for an example of the template).

3.8 Deadlines

Table 4 summarizes the typical deadlines to be observed during the PhD.

Table 4. Summary of the typical deadlines to be observed by the PhD Students in Energetics.

Action	Deadline
Present the PhD research activity plan at the Kick-Off Meeting	First month of the first year of the PhD (typically, November)
Individual Annual Report submission	Last month of each of the three years of the PhD (typically, October)
Contribution to the “PhD in Energetics Annual Report” submission	
Poster Presentation* at the PhD Days and Digital Video Presentation*	December following the end of the first and second year of the PhD
Oral Presentation at PhD Days	December following the end of the third year of the PhD
Thesis submission	Within six months after the end of the PhD (typically, by April 30 th of the year after the end of the PhD)

* Recommended, but not compulsory

Exceptionally, an **extension of the PhD duration** up to one year beyond the standard three years period or exceptions to deadlines stated in Table 4 may be asked **to be approved by the PhD Board**. However, the extension of the PhD is without any extension of the scholarship.



4 PhD Mobility and Funds

ScuDo promotes PhD Students' training and research activities abroad and outside PoliTO. Each PhD Student, in fact, is economically supported for travel and periods spent abroad.

4.1 Missions and Offsite Research Activities

In general, an external activity is defined as any activity performed by the PhD Student outside the PoliTO boundaries (abroad or not).

Table 5. Examples of common missions and offsite research activities and corresponding fulfillments.

		National Conference	International Conference	Visiting Period	Company Internship
DURATION		1 week	1 week	2 months	3 months
ABROAD		No	Yes	Yes	No
Era	MIS	✓	✓	✓	✓*
	ORA			✓	✓
AUTHORIZATION		U-web Missions	U-web Missions	U-web Missions + ScuDo Dashboard	U-web Missions + ScuDo Dashboard
VALIDATION REQUEST				ScuDo Dashboard	ScuDo Dashboard
SCHOLARSHIP INCREASE	+50 %			✓	
MOBILITY FUNDS	≈10% of the scholarship	✓	✓	✓	✓

* If outside Turin

External activities can be:

- **Missions (MIS):** generally short-period activities that the PhD Student spends outside PoliTO. Some examples are attending conferences, schools, workshops, seminars, project meetings, experimental campaigns, and, more in general, brief periods (typically 1 week or less) spent outside PoliTO for research and/or training purposes. See the PoliTO [Missions and Transfer Regulations](#) for more details and instruction. The



authorization for missions must be asked in advance (at least one week before the start day) through the [U-Web Missions Portal](#). Specific funds for the coverage of the mission expenses must be indicated in the authorization request (see also Section 4.2).

- **Offsite Research Activities (ORA):** long period (typically more than a week) research activities that the PhD Student spends outside PoliTO. An example is the visiting period in partners universities or research centers. The authorization for ORA must be asked in advance (at least one month before the start day) after the agreement between the PoliTO Supervisor and the hosting Supervisor. See the [ScuDo offsite research activities procedure](#) for more details.

More specific fulfillments related to the mobility may apply to some special funding programs (e.g., DM 1061, 351/352, 117/118, etc.). **The Supervisors are responsible for making the PhD Students aware of any additional fulfillments associated with specific funding programs.**

Registration fee (conferences, seminars, schools...) refunds should not be requested through the U-web Missions portal. PhD Students should ask for the direct payment to Mrs. Francesc Strangio (see Table 2), **providing all the necessary information.**

4.2 Mobility Fund

A mobility fund is granted to each PhD Student by PoliTO (even for PhD without scholarship). **The annual mobility fund corresponds to approximately 10% of the gross PhD annual scholarship** (5656.35€ from the XXXVIII cycle on). **The exact amount may vary with the specific PhD cycles and funding sources.** More information may be asked to the DENERG administrative staff (see Table 2).

The mobility fund may also be used to cover small expenses (e.g., conferences fee, courses registration, etc.). To cover expenses with the mobility fund, it is mandatory to indicate in the U-web Missions portal the funds code. The code format is typically **56_DIMSURNAME**. Please contact **Mrs. Barbara Bellosio** (see Table 2) for any issue.

The mobility fund balance can be consulted through the [U-GOV service](#) (Area Amministrativa > Report > Report amministrativi progetti).

4.3 Small Additional Expenses

In case of small expenses, ask the preliminary authorization and instruction to **Mrs. Eva Clerico** or **Mrs. Silvana Sclocco** (see Table 2).

4.4 Insurance

Information about the general insurance during missions are available [here](#).



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5 PhD Board Recommendations

5.1 Plagiarism

Plagiarism, “the act of using another person's words or ideas without giving credit to that person”, is taken very seriously by the PhD Board. For this reason, the PhD Student are reminded that any document that they produce must indicate references to the sources. This commitment is due for both “external” (e.g. publications) and “internal” (e.g., a PhD examination or report) documents. All the PhD Students must remember to cite their sources (if any) every time they write a document.

The following document is available for supplementary knowledge about the topic of plagiarism and ethics in publications: [Documento sull'etica degli accademici piemontesi \(in Italian\)](#).

Energetics PhD – 20## ANNUAL REPORT

First name: First name **LAST NAME:** SURNAME

Topic: xxxxxxxx

Course year: 1st 2nd 3rd **Tutor(s):** Prof. XXX

PhD Cycle: XX

PhD Courses (please report only courses with passed exams):

Hard skills hours (total): xxx

Soft skills hours (total): xxx

Course name	Hours	Year	Notes (if necessary)
Hard Skills			
HARD SKILLS – TOTAL hours			
Soft Skills			
SOFT SKILLS – TOTAL hours			

Table 1. PhD courses summary

External activities (Optional):

xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Research activity description (2000 words max):

xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Publications (Journal articles):

1. xxxxxxxxxxxxxxxxxxxxxxxx

Publications (Conference Proceedings):

1. xxxxxxxxxxxxxxxxxxxxxxxx

Energetics PhD ANNUAL REPORT | 20##

First name: Only initial capital

LAST NAME: USE CAPITAL LETTERS

Topic: Only initial capital

Course year: 1st/2nd/3rd
2nd ..(just names, without Prof, Dr etc)

Tutor(s): 1st Tutor Name SURNAME,

Please keep this space as is

Include a picture of your face, if you like

Academic context (list max 3 references to proper place your work)

[1] (use font Arial 10)

[2] (use font Arial 10)

[3] (use font Arial 10)

Please keep this space as is

External collaborations (list max 3 institutions you collaborate with)

- (use font Arial 10)
- (use font Arial 10)
- (use font Arial 10)

Please keep this space as is

Highlights of the research activity

(use font Arial 10, do not modify the margins, do not write outside the margins, keep the spacing between the lines as in the format)

You are requested to include a color plot/picture, well related to your activity during 20##, with a proper caption. Use font Arial 10.