



PROCEDURE FOR REQUESTING THE EVALUATION

OF EXTERNAL TECHNICAL AND SPECIALASED 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":

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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":

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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.

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

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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 Commitee for Transferable Skills Training.

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

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- 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":

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

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:

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

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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".

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

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

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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":

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 - 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":

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

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