



**Politecnico
di Torino**

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

Annex 5: Management

This annex outlines the operational procedures and usual practices regarding the management of PhD programs, in accordance with the “Operational Procedures” section of the PhD Regulations approved by the Academic Senate on December 19, 2023, issued by Rectoral Decree No. 1304 on December 22, 2023, and effective as of that date. Section titles correspond to the relevant articles of the Regulations, describing how the procedures are applied.

Article 6.8: Renewal of PhD Programs

Following the introduction of the AVA3 quality procedures for doctoral education, the Doctoral School Council collaborates with the Quality Assurance Office (PQA) on the establishment, monitoring, and renewal of PhD programs. In particular, renewal follows the "Guidelines for Doctoral Studies" prepared by the PQA. For operational details, please refer to that document.

Article 9.2.11: Activities of the Academic Board

This point is not addressed in this operational procedure because it is described in greater detail within the internal regulations of each individual PhD program, in accordance with the principle of autonomy allowing each program to organize its activities independently.

Article 21.3: Co-Tutelle (Joint Supervision)

A co-tutelle agreement for a doctoral thesis is initiated jointly by a faculty member from Politecnico di Torino and a faculty member from a foreign university authorized to award doctoral degrees. The two professors propose, for a PhD student enrolled for no more than 12 months, the drafting of a joint supervision agreement aimed at awarding a dual PhD degree.

The co-tutelle request must be submitted to the Doctoral Office using the designated form, fully completed. The form must be signed by the Coordinator of the PhD program at Politecnico di Torino as authorization to begin the process. The Coordinator must also submit the agreement for approval by the Academic Board at its next scheduled meeting.

Upon receiving the form, the Doctoral Office begins negotiations with the partner university to finalize the agreement text, based on a model approved by the Board of Directors of Politecnico di Torino. The co-tutelle is formally activated once the agreement is signed by both academic institutions.

Article 24.1: Admission Call

The call for applications is issued by the Rector after the approval process involving:

Doctoral School Council:

- Expresses opinions on renewing accreditation or establishing new PhD programs;
- Deliberates admission requirements and candidate evaluation criteria;
- Proposes to the Board of Directors how doctoral scholarships should be distributed;
- Proposes publication timelines and competition session structures;
- Proposes deadlines and methods for accepting admission offers, enrollment, and replacements.

Academic Senate:

- Expresses opinions on accreditation renewals or new PhD programs;
- Reviews the proposed scholarship distribution from the Doctoral School Council;
- Acknowledges and, where necessary, comments on major changes to admission requirements and criteria;
- Expresses opinions on competition timelines and session structure.

Board of Directors:

- Approves program renewals and/or establishment of new programs;
- Deliberates on the distribution of scholarships;
- Acknowledges and approves admission requirements and criteria;
- Approves timelines and structure of competition sessions;
- Authorizes the issuance of the admission call even before final accreditation is complete.

All competition sessions are open to every PhD program, although programs may choose to participate only in specific sessions based on the positions available.

Position Categories:

- **Ordinary Positions:**
 - Scholarships with open research themes
 - Scholarships with specific research themes
 - Apprenticeship contracts
 - Non-funded positions
- **Reserved Positions:**
 - Reserved for recipients of scholarships funded by governments or international bodies
 - Reserved for research fellows

Positions may also be added after the call is published and applications have closed. The final deadline for posting new positions is set by the Doctoral School but must be **at least five days before the interviews**.

Applicants can choose to compete for themed scholarships. This choice must be made from **five days before** the interview start date up to **the day before** the interviews begin.

Article 28.5: Withdrawal from Studies

PhD candidates may formally withdraw from their studies after notifying their Program Coordinator and the Doctoral Office. Withdrawal results in the termination of the entire PhD track and the end of any scholarship received. It is only formalized after settling any debts owed to Politecnico di Torino.

For administrative reasons, withdrawals can only be submitted between the **15th and 30th of each month** and become effective on the **1st of the following month**. Students can submit the withdrawal request via the “Online Secretariat” section of the Didactic Portal. Once submitted, the decision is **final and cannot be reversed**.

Article 38: Academic Year

PhD programs begin based on the timelines of the selection sessions. Normally, start dates are **November 1** and **March 1** of each year. These may be changed by the Academic Senate through special or additional sessions, particularly in response to national regulation changes or specific ministerial initiatives.