

The English translation of this document is provided as a support to the student community and has no legal effects. The Italian version shall constitute the sole authentic text and will be referred to for any legal matters

REGULATIONS FOR ENROLMENT IN PHD COURSES WITH ADMINISTRATIVE HEADQUARTERS AT THE POLYTECHNIC UNIVERSITY OF TURIN

41st cycle

Issued by Rectoral Decree no. 583 of 29/5/2025



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Art. 1 – Definitions

- 1. For the purposes of these Rules, the following definitions apply:
 - a) Acceptance of the place: procedure, which may be set out in the Call for applications, for acceptance of the place awarded following publication of the admission rankings and prior to the enrolment procedure. It requires the payment of amounts that are not the responsibility of the University (regional tax for the right to university study Edisu, stamp duty on registration, accident insurance premium). Those who do not accept the place by the deadline and in the manner indicated are considered as renouncers and are therefore excluded from the admission procedure to the doctorate for which they have applied;
 - b) Blocking note: indicates on the personal page of the education portal the blocking of the academic record is pending resolution of any conditions during enrolment;
 - c) Call for applications: administrative act, issued by the Rector, inviting participation in a public competition for admission to PhD courses with administrative headquarters at the Politecnico di Torino;
 - d) PhD course: a third-level training course, the aim of which is to provide scientific skills and knowledge relating to a specific field and at the end of which the PhD title is awarded, corresponding to level 8 of the European Qualifications Framework (EQF);
 - e) Commencement date of the PhD cycle: date on which the doctoral course begins, set at 1/11/2025 or 1/3/2026 by the University bodies. In the cases provided for in these Regulations, this date may be exceptionally deferred for individual courses;
 - f) Email address: main e-mail address indicated by the candidate in the Apply procedure and to which any communications from the University will be sent;
 - g) Non-EU Nationality: successful candidate with a nationality other than one of the countries within the European Union;
 - h) EU Nationality: successful candidate with a nationality belonging to a country from the European Union;
 - i) Doctoral Path: an individual doctoral path within which a specific training project is developed; the doctoral program belongs to a specific doctoral cycle;
 - Position (PhD): a position with or without a PhD scholarship, with a free or restricted research topic, awarded to the successful candidate on the basis of the criteria laid out in the Call for applications;
 - k) Session (of the competition): a period for collecting applications and the related selection procedure, which concludes with the issuance of the rector's decrees approving the acts; this session is distinct and independent from other sessions within the same Call for applications;
 - Status (of the academic career) "ACTIVE" Status of the doctoral candidate's academic career, visible through the University Teaching Portal, which allows access to all the University's online services;
 - m) Second-level academic qualification: an academic qualification, awarded in Italy or abroad, corresponding to level 7 of the European Qualifications Framework (EQF);
 - n) Admitted candidate: a candidate who, following participation in the admission competition, has successfully passed the selection and has been awarded a doctoral position in the final rankings;
 - Visa (entry): National visa (type D) for study purposes, issued by competent Embassies/Consular Authorities in accordance with Italian or European Union legislation, valid for a stay of 365 days in Italian territory;

Art. 2 – Area of application

- 1. The provisions of these Regulations shall apply for the academic year 2025/2026 to:
 - a) a) those who have won a position in the admission competitions for PhD courses with administrative headquarters at the Politecnico di Torino for the 41st cycle;



b) those who have won a position within the Call for pre-selection for citizens of the People's Republic of China - academic year 2025/2026.

2. They also apply to those who have already accepted the place where provided for in the relative Call for applications. In cases where the place/scholarship acceptance phase is not required, the successful candidates shall proceed **directly to enrolment**, in accordance with the timeframes and procedures indicated in Articles 3, 4, 5, 6 and 7 below.

3. They do not apply, on the other hand, to any successful candidates of PhD positions whose applications were selected by special committees in consideration of specific international mobility programmes in which the Politecnico di Torino participates (e.g. MSCA - Marie Skłodowska-Curie actions).

Art. 3 – Enrolment procedure

1. The enrolment procedure consists of two stages, the first to be carried out online through the Apply procedure and the second to be carried out in person. The procedure is completed once both phases have been carried out, failure to do so will result in exclusion from PhD admission.

Enrolment must be completed by the deadlines indicated below by all the successful candidates, **including those who have already accepted the place.**

2. Those admitted 'under condition' (as they do not yet meet the admission requirements as set out in the relevant Call for applications) may proceed with the first stage of enrolment within the deadlines set out in art. 4, only after having completed entering all the information necessary for the lifting of the reservation(s).

In particular, with regard to the Call for applications issued by R.D. no. 171 of 19/02/2025:

- those who obtained their Level II qualification after the deadlines for submitting applications stipulated in the relevant Call for applications must enter the details of their qualification, clearly indicating the grade and date of award;
- those who obtained the English language certificate after the deadlines for submitting applications laid down in the relative Call for applications must enter details of their qualification, clearly indicating the type of certificate, grade, date and place where it was obtained.

Art. 4 –Enrolment timeframes

4.1 Successful candidates from the 1st session with PhD commencing the 1/11/2025

4.2 Successful candidates from the 2nd session with PhD commencing the 1/3/2026

1st phase of enrolment	2nd phase of enrolment
(online enrolment)	(In-person identification)
From 02/02/2026 to 06/02/2026	From 09/02/2026 to 13/02/2026



Art. 5 – First phase of enrolment

1. The first phase of online enrolment must be completed by the deadlines indicated in Article 4 above via the Apply procedure

2. The first enrolment phase involves the following steps for the successful candidate:

- a) access the Apply platform and select the ENROLMENT section through the Education Portal (https://login.didattica.polito.it/secure-studenti/ShibLogin.php https://didattica.polito.it/login) using the login credentials already provided
- b) complete the required declarations, including the performance of any work activities and/or concurrent enrolment in another course of study;
- c) make the payment of €161 for amounts that are not the responsibility of the University (Edisu regional tax for the right to university study, stamp duty on enrolment, accident insurance premium). Any variations on the part of the authorities responsible will be reported in the Student Contribution Regulations for the 2025/26 academic year.

3. Payment must also be made by those simultaneously enrolling in another course of study (at the Polytechnic or another university) pursuant to Law no. 33 of 12 April 2022 and subsequently implemented Ministerial Decrees.

4. Those who, in accepting the position, have already paid the contribution referred to in para. 2 lit. c) of this Article, are required to complete only steps a) and b) of para. 2.

5. Payment can be made through the following methods:

- a) credit cards (or other forms of payment provided by the PagoPA platform), which result in **immediate payment**;
- b) pre-printed payment notices (MAV on the PagoPA platform), which give rise to a **deferred payment**.

The deferred payment is valid only on condition that, after having made the payment, you re-enter the Apply platform and indicate in the space provided the date on which the payment was made (self-certification in accordance with Articles 46 and 47 of Presidential Decree no. 445/2000). All self-certifications of payment will be subject to verification: in the event that the self-certification proves to be false, enrolment will be cancelled and the **candidate will lose any right to enrolment for the academic year 2025/26.**

Those who have self-certified payment by MAV (deferred payment method, as per paragraph 5 letter b.), in the days between self-certification and receipt by the Polytechnic University of confirmation of payment, are enrolled with reserve, even if they have received their matriculation number.

The status of conditional enrolment will be indicated in the ANNOUNCEMENTS field on their personal page. Following receipt of confirmation of payment, the reservation will be automatically dissolved and the annotation on the status of 'IMMATRICOLAZIONE CON RISERVA' will be cancelled.

In the event that payment is not confirmed by the bank, the person concerned will be notified by email.

6. At the end of the above steps, the individual concerned will be assigned a matriculation number via the online procedure and the status will be "ENROLMENT TO BE COMPLETED".

Art. 6 – Allocation of the reserve list at the end of the first phase of enrolment

1. For those who, at the end of the initial enrollment phase, fall into one or more of the cases listed below, a **reservation** is activated, and a **blocking note** is assigned (see Art. 1)



- Case A be of non-EU nationality;
- Case B obtained a 2nd level academic degree abroad and beyond the application deadline and by 31/10/2025 (for the session starting the PhD course on 1/11/2025) and by 31/01/2026 (for the session starting the PhD course on 1/3/2026);
- Case C English language certification obtained after the application deadline and by 31/10/2025 (for the session starting on 1/11/2025) and by 31/01/2026 (for the session starting on 1/3/2026);
- Case D has a current work activity;
- Case E be enrolled at the same time in other study courses for which a compatibility assessment by the Board of teachers of the doctoral course concerned is required.

2. Conditionally admitted candidates have limited access to the University services available through the Education Portal (e.g. it will not be possible to request enrolment certificates, book exams, take exams, etc.) and cannot complete the second stage of enrolment.

3. The conditionally admitted candidates must comply with the provisions of the following article in order to lift the reservation(s) and complete the enrollment process.

4. The payment of the doctoral scholarship, if applicable, will be arranged only after the completion of the second enrollment phase

Art. 7 – Second phase of enrollment

The second enrolment phase must be carried out in person at the University's administrative offices in accordance with the provisions of this article.

7.1 Successful candidates 'without reservation' at the end of the first enrollment phase

1. All successful candidates who, at the end of the first enrollment phase, **do not have a reservation** must schedule an **appointment** and appear in person at the <u>Student Records Office</u> by the deadlines indicated in Article 4 above.

Appointments can be scheduled through the Booking Tool on the Teaching Portal.

On the day of the appointment, it is necessary to bring a valid ID and the tax code issued by the Italian Revenue Agency, for the verification of personal data and the delivery of the smart card.

7.2 Successful candidates "with reservation" at the end of the first enrollment phase

Successful candidates who have been allocated one or more resevations, as set out in Article 6, must comply with the provisions of this article, depending on the specific case(s).

Case A – Non-EU Nationality

1. If you have non-EU nationality, formal verification of the relevant documentation by the University's administrative offices is required.

2. For this purpose, it is necessary to upload:

- -by the deadline of 13/11/2025 (for the session starting on 1/11/2025), or
- by the deadline of 13/2/2026 (for the session starting on 1/3/2026)

on the personal page of the Education Portal (Online Secretariat > Manage Attachments), the following documents:

a) Tax code issued by the Revenue Office or the competent Embassy/Consulate;

- b) Visa for STUDY reasons for University enrolment (National visa type D) multiple entries;
- c) Residence permit, if available.



3. The reservation and the corresponding blocking note are maintained until the documentation provided has been verified.

4. After the reservation has been lifted, it is necessary to appear in person at the <u>Student Records</u> <u>Office</u>, by appointment scheduled through the Booking Tool on the Teaching Portal, bringing a valid ID and the <u>tax code</u> issued by the Italian Revenue Agency, for the verification of personal data and the delivery of the smart card:

- by November 13, 2025 (for the session starting the PhD program on November 1, 2025), or
- by February 13, 2026 (for the session starting the PhD program on March 1, 2026).

5. The successful outcome of the documentation check will be visible through the deletion of the blocking notes on the personal page on the University's Education Portal.

6. If the outcome of the verification is negative, the enrollment will be canceled, with retroactive effect on any academic records previously issued.

7. Should the timetable not allow for verification by the administrative offices in time to meet the deadline referred to in point 4, the second phase of enrolment must in any case be completed by the **mandatory deadline** that will be communicated to the e-mail address.

Case B –Level II academic degree obtained abroad

1. In the case of a Level II academic qualification obtained abroad, formal verification of the relevant documentation by the University's administrative offices is required.

2. For this purpose, it is necessary to upload:

- by the 13/11/2025 (for the session starting on 1/11/2025), or
- by the 13/2/2026 (for the session starting on 1/3/2026)

on the personal page of the Education Portal (Online Secretariat > Manage Attachments), the following documents:

a) Bachelor's degree certificate (level 6 EQF) with official translation into Italian (translation is not necessary for official diplomas issued in English, French, Spanish or if you hold the Diploma Supplement)

b) Certificate of passed examinations of the bachelor's degree (EQF level 6) with official translation into Italian (translation is not necessary for original certificates issued in English, French, Spanish or if in possession of the Diploma Supplement);

- c) Second Level Degree Certificate (EQF level 7) with official translation into Italian (translation is not necessary for official diplomas issued in English, French, Spanish or if one holds the Diploma Supplement)
- d) Certificate of passed examinations of the 2nd Level Degree (EQF level 7) with official translation into Italian (translation is not necessary for original certificates issued in English, French, Spanish or if in possession of the Diploma Supplement);

3. The reservation and the corresponding blocking note remain until the documentation provided has been verified.

4. After the reservation has been lifted, it is necessary to appear in person at the <u>Student Records</u> Office, by appointment scheduled through the Booking Tool on the Teaching Portal, bringing a valid ID and the <u>tax code</u> issued by the Italian Revenue Agency, for the verification of personal data and the delivery of the smart card:

- by November 13, 2025 (for the session starting the PhD program on November 1, 2025), or
- by February 13, 2026 (for the session starting the PhD program on March 1, 2026).



5. The successful outcome of the documentation check will be visible through the deletion of the blocking notes on the personal page on the University's Education Portal.

6. If the outcome of the verification is negative, the enrollment will be canceled, with retroactive effect on any academic records previously issued.

7. Should the timetable not allow for verification by the administrative offices in time to meet the deadline referred to in point 4, the second phase of enrolment must in any case be completed by the **mandatory deadline** that will be communicated to the e-mail address

Case C – English language certificate

1. If English language certification is obtained after the application deadline and before 31/10/2025 (for the session starting on 1/11/2025) and before 31/01/2026 (for the session starting on 1/3/2026), formal verification of the relevant documentation by the University's administrative offices is required.

2. For this purpose, it necessary to upload:

- by the 13/11/2025 (for the session starting the PhD course on 1/11/2025), or
- by the 13/2/2026 (for the session starting the PhD course on 1/3/2026)

on the personal page of the Education Portal (Uploading language certificates), the following documentation:

a) Certification of knowledge of the English language at level B2 (as defined by the Common European Framework of Reference for Languages (CEFR) among those indicated in the Call for applications, regardless of the date of achievement.

3. The reservation and the corresponding blocking note remain until the documentation provided has been verified.

4. After the reservation has been lifted, it is necessary to appear in person at the <u>Student Records</u> <u>Office</u>, by appointment scheduled through the Booking Tool on the Teaching Portal, bringing a valid ID and the <u>tax code</u> issued by the Italian Revenue Agency, for the verification of personal data and the delivery of the smart card:

- by November 13, 2025 (for the session starting the PhD program on November 1, 2025), or
- by February 13, 2026 (for the session starting the PhD program on March 1, 2026).

5. The successful outcome of the documentation check will be visible through the deletion of the blocking notes on the personal page on the University's Education Portal.

6. If the outcome of the verification is negative, the enrollment will be canceled, with retroactive effect on any academic records previously issued.

7. Should the timetable not allow for verification by the administrative offices in time to meet the deadline referred to in point 4, the second phase of enrolment must in any case be completed by the **mandatory deadline** that will be communicated to the e-mail address

Case D – Current employment

1. If, at the end of the first enrolment phase, you have declared that you are currently working, a compatibility assessment by the Academic Board of the doctoral course concerned is required.

2. For this purpose, it is necessary to upload:

- By the 13/11/2025 (for the session starting the PhD course on the 1/11/2025), or
- By the 13/2/2026 (for the session starting the PhD course on the 1/3/2026)

on the personal page of the Education Portal (Online Secretariat > Manage Attachments), the



following document:

a) Declaration on current work activities (form available at this link).

3. The reservation and the corresponding blocking note remain until the documentation provided has been verified.

4. Should the Academic Board approve the compatibility, the start date of the PhD program will consequently be deferred—if necessary—as follows, based on the Board's evaluation:

- for successful candidates in the session with a PhD start date of November 1, 2025, the date may be deferred to December 1, 2025, January 1, 2026, or February 1, 2026;
- for successful candidates in the session with a PhD start date of March 1, 2026, the date may be deferred to April 1, 2026, May 1, 2026, or June 1, 2026.

5. The outcome of the assessment by the Academic Board will be communicated by e-mail.

6. Within three days from the date of receiving the positive evaluation outcome, it is necessary to appear in person at the <u>Student Career Office</u>, by appointment to be scheduled through the Booking Tool on the Teaching Portal, bringing a valid ID and the <u>tax code</u> issued by the Italian Revenue Agency, for the verification of personal data and the delivery of the smart card.

7. If the Academic Board declares the incompatibility, the enrollment will be cancelled with retroactive effect on any academic records that may have been generated.

Case E – Concurrent enrollment in another study program

1. If, at the end of the first enrolment phase, one has declared that he/she is concurrently enrolled in another course of study, an assessment of compatibility by the Academic Board of the doctoral course concerned is required - where envisaged by national and University regulations.

2. For this purpose, it is necessary to upload:

- by the 10/11/2025 (for the session starting the PhD course on the 1/11/2025), or
- by the 6/2/2026 (for the session starting the PhD course on the 1/3/2026)

on the personal page of the Education Portal (Online Secretariat > Manage Attachments), the following document:

a) Declaration on concurrent enrolment in another course of study (form available at this link).

3. The reservation and the corresponding blocking note remain until the documentation provided has been verified.

4. If the Academic Board rules in favor of compatibility, the start date of the PhD program will be postponed—if necessary—as follows, based on the Board's assessment:

- For successful candidates in the session with a PhD start date of November 1, 2025, the date may be postponed to December 1, 2025, January 1, 2026, or February 1, 2026.
- For successful candidates in the session with a PhD start date of March 1, 2026, the date may be postponed to April 1, 2026, May 1, 2026, or June 1, 2026.

5.. The outcome of the assessment by the Academic Board will be communicated by e-mail.

6. Within three days from the date of receiving the positive evaluation outcome, it is necessary to appear in person at the <u>Student Career Office</u>, by appointment to be scheduled through the Booking Tool on the Teaching Portal, bringing a valid ID and the <u>tax code</u> issued by the Italian Revenue Agency, for the verification of personal data and the delivery of the smart card.



7. If the Academic Board declares the incompatibility, the enrollment will be cancelled with retroactive effect on any academic records that may have been generated.

8. In the event of concurrent enrolment in a degree course, master's degree course or specialisation school at Italian and/or foreign universities, there is no compatibility assessment, but the Academic Board will take note of such situations.

Art. 8 – Verifications on the documentation provided

If the checks reveal that one or more of the required requirements are not met, the enrollment will be cancelled with retroactive effect on any academic records that may have been generated. In case of enrollment cancellation, it will not be possible to request a refund of the required fees.

Please note that the University reserves the right to carry out checks on the declarations made and, on the documentation, submitted at any time and to take the consequent measures if they prove to be false, without prejudice to the resulting criminal liability.

<u>Please also note that the Politecnico di Torino will carry out spot checks on the original documentation, asking the admitted candidates at any time to present themselves at the office and show their original documents.</u>

Art. 9 – Disbursement of PhD scholarships

1. The start of the scholarship is subject to the full completion of the enrollment procedure at the Politecnico di Torino and to actual physical presence

In any event, payment of the scholarship may only be made after the doctoral candidate:

- has received the approval of the Academic Board, if he/she has declared to carry out further work activities;
- has received the approval of the Academic Board if he/she has declared that he/she is enrolled in a first or second level university master's degree programme or in another PhD programme at an Italian and/or foreign university or research institute;
- will have communicated through the Education Portal (Online Secretariat > Fees and contributions) a current account with an IBAN, either personal or joint account holder.

2. For cases of conditional enrollment and/or for those who have not completed all the steps mentioned in the previous paragraph, in order to carry out all necessary checks, the payment of the first scholarship installment may not be made within the first month of activity.

Art. 10 – Limitations

1. Please note that those who are already enrolled in a doctoral course without a scholarship may, following the successful completion of the relevant competition, be admitted to a different doctoral course, provided they renounce their previous doctorate and start again from the first year.

2. Those who have accepted the place won in one session (or have already completed even the first enrolment phase) may not participate in the next session(s) for the same doctoral cycle.

Art. 11 – Admissions from the waiting list

1. If, after the deadline for acceptance of the place and enrolment, there are still places available due to the withdrawal—express or implied—of eligible candidates, the remaining places will be offered, in the days immediately following the deadline, to the candidates best ranked on the list, in order of merit. In the case of places linked to subject-specific scholarships, the eligibility determined by the Selection Committee will also be taken into consideration.



2. In ogni caso, la chiusura delle graduatorie è fissata:

- for the session starting on 1/11/2025, on Monday 20 October 2025;
- for the session starting on 1/3/2026, on Friday 20 February 2026.

Following the issuance of the ranking closure decree, no further reassignments will take place.

3. The procedures and the list of eligible candidates for replacement are published on the Politecnico di Torino website. (<u>https://www.polito.it/en/education/phd-programmes-and-postgraduate-school/admissions-to-phd-programmes/admissions/results-and-ranking-lists</u>)

No personal communications are sent to the candidates: the publication of replacements on the indicated website serves as official communication to the interested parties, who are required to consult the website at all times without further notice.

Information on the date of publication of replacements will be given at the above link, following the closure of the period for acceptance of the post and/or enrolment.

4. Eligible candidates who do not enrol within 48 hours of publication and in the manner indicated in the above list shall be deemed to have tacitly withdrawn.

Art. 12 – Deferred start of the doctoral program for justified needs

1. The start date of the doctoral programme may exceptionally be postponed in the following cases:

- by decision of the Teachers' Board, as provided for in Article 7.2 of these Regulations;
- at the request of the person concerned, as indicated in the following paragraph.

2. If for **exceptional reasons** (i.e. serious and documented health reasons, failure to obtain an entry visa from the competent consular authority) **it is not possible to present oneself** at the administrative offices of the University within the deadlines for completing the second phase of enrolment in presence i.e. 13/11/2025 (for successful candidates in the session with the start of the PhD course on 1/11/2025) and 13/2/2026 (for successful candidates in the session with the start of the PhD course on 1/3/2026), they must **promptly** inform the PhD Hub by ticket, submitting a justified request for the deferred start of the PhD course (model available at <u>this link</u>). The PhD Hub, having examined the request, will communicate the outcome with a reasoned decision.

3. For those whose request, as per the previous paragraph, has been accepted, the official **deferred start** of the PhD program will be set for **1/2/2026** (for successful candidates in the session with a program start date of 1/11/2025) or **1/6/2026** (for successful candidates in the session with a program start date of 1/3/2026), regardless of the date of arrival in Italy.

4. In any case, the completion of the second phase of *in-person enrolment*, including the upload of the STUDY visa for University Enrolment (National visa type D) with multiple entries, **must take place by 31/01/2026** (for those who have been granted a deferred start to 01/02/2026) and by 31/05/2026 (for those with a deferred start to 01/06/2026). If the second phase of in-person enrolment is not completed by these deadlines, the enrolment will be cancelled, with nullifying effect on any academic records established up to that point.

5. In the event of a deferred start, the disbursement of the grant (if any) will be deferred accordingly, provided that the provisions of Article 9 have been complied with.

6. If the application referred to in paragraph 1 is not granted, the enrolment will be cancelled, with nullifying effect on any academic records established up to that point.

7. If you have not submitted the application referred to in paragraph 1 and you have not completed your enrolment in-person as provided for in Article 7, your enrolment will be cancelled, with nullifying effect on any academic records established up to that point.



Art. 13 – Head of proceedings

1. The person in charge of the procedure for enrolment procedures for PhD courses with administrative headquarters at the Politecnico di Torino is the Head of the PhD Programs Hub, Dr. Silvia Vacca.

Art. 14 – Handling of personal data

1. Pursuant to the General Data Protection Regulation (EU Regulation 2016/679) and the Personal Data Protection Code, Legislative Decree no. 196 of 30 June 2003 and subsequent amendments, the processing of the personal data of those who have submitted their applications is carried out by Politecnico di Torino exclusively for institutional purposes and for the purposes of transparency imposed by the regulations and will therefore be based on the principles of correctness, lawfulness and relevance to the same purposes.

The complete information on data processing by the University is available at the following address: <u>https://www.polito.it/en/privacy/privacy-policies</u>.

Art. 15 – Access to records

1. Access to records is permitted in the forms provided for by law and in accordance with the 'Regulation on access to administrative documents pursuant to Law No. 241/1990, civic access and generalised civic access pursuant to Legislative Decree No. 33/2013'.

Procedures and forms for requesting access are set out in the Regulation on access to administrative documents pursuant to Law no. 241/1990, civic access and generalised civic access pursuant to Legislative Decree no. 33/2013.

Art. 16 – Final and Referral Provisions

1. This Regulation shall enter into force as of the date of issuance of the related Rectoral Decree.

2. Appeals regarding enrolment procedures covered by this Regulation may be submitted to the Rector, who may, if necessary, rely on a specially appointed Committee to assess the matter.

3. For all matters not expressly covered herein, reference is made to the applicable national and university regulations concerning doctoral studies.