VADEMECUM



Summary

- THE RESEARCHER PROFILE
- RESEARCH (RESEARCH FUNDING/OPEN SCIENCE)
- RESEARCH ASSESSMENT
- TECHNOLOGY TRANSFER
- KNOWLEDGE SHARING
- TEACHING
- CAREER PLANNING

- ACADEMIC CAREER
- SERVICES FOR THE UNIVERSITY COMMUNITY
- OTHER SERVICES FOR THE UNIVERSITY COMMUNITY

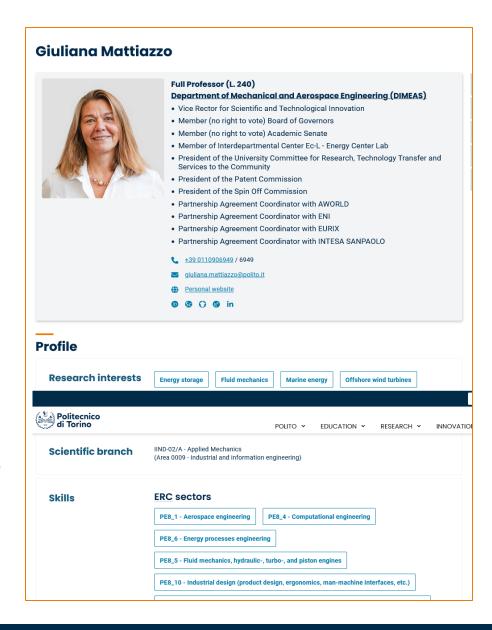


The researcher profile

The **Researcher Profile** is a comprehensive showcase of your academic activity, fed by multiple University databases such as projects, contracts, teaching, patents and publications.

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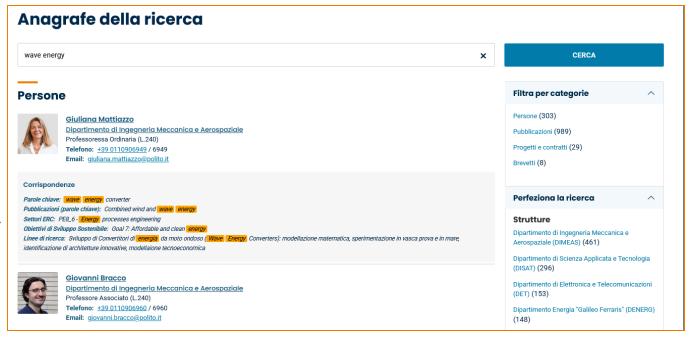
https://www.polito.it/ricerca/una-ricerca-integrata/anagrafe-della-ricerca

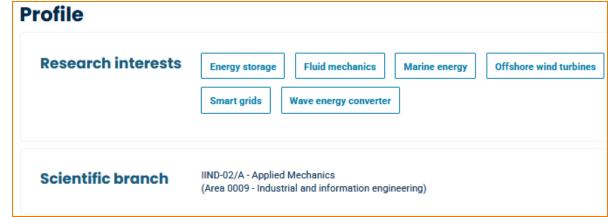




The researcher profile

- Through the registry search engine, users inside and outside PoliTO can explore competences, projects, publications and patents (searches available in **Italian and English**).
- Keywords, Research Interests and Research Topics are essential to make your expertise discoverable.
- ➤ A well-curated profile ensures accurate mapping of skills within the University.
- Keeping it updated increases visibility, networking and collaboration opportunities with academia and industry.







The researcher profile

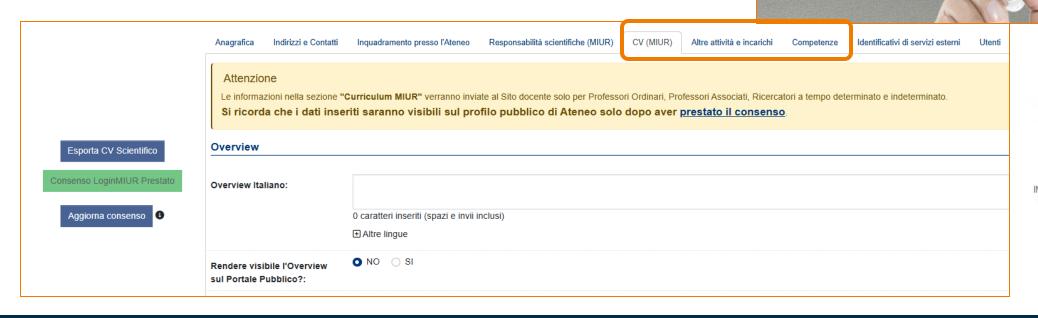
Home Sfoglia → IT → LOGIN Search IRIS Q PORTO @ | | | | | | Archivio Istituzionale della Ricerca

ie e gestisce i dati della ricerca

ai requisiti Open

How to update your Researcher Profile (IRIS-RM)

- ➤ Access IRIS-RM with your PoliTO credentials → https://iris.polito.it/
- Pay special attention to the CV (MIUR) section and to the Competences section (<u>step-by-step guide</u>)





Research funding

Direzione RIMIN - Ricerca, Rapporti con le Imprese e Innovazione

Funding programs for individual researchers and fundamental research

Support on European and national **funding programs for individual and fundamental researcher** (ERC*, MSCA*, EIC, FIS, FISA, PRIN):

*ERC=>

https://www.polito.it/en/research/researc h-funding/horizon-europe/europeanresearch-council-erc

*MSCA=>

https://www.polito.it/en/research/research-funding/horizon-europe/marie-sklodowska-curie-actions-msca

Infodays

- Scouting of calls related to different steps of the research career. Analysis of CV and project ideas
- Grant writing workshop and one-to-one writing support
- Proposal review (ERC e MSCA)
- Budget definition
- Training for ERC interview
- Institutional grant for those who pass only the first step of evaluation (for ERC and FIS applications)
- Incentives for ERC winners (i.e. reduction of the teaching load)
- Possibility to benefit of the direct call for a RTDA/RTT or permanent position

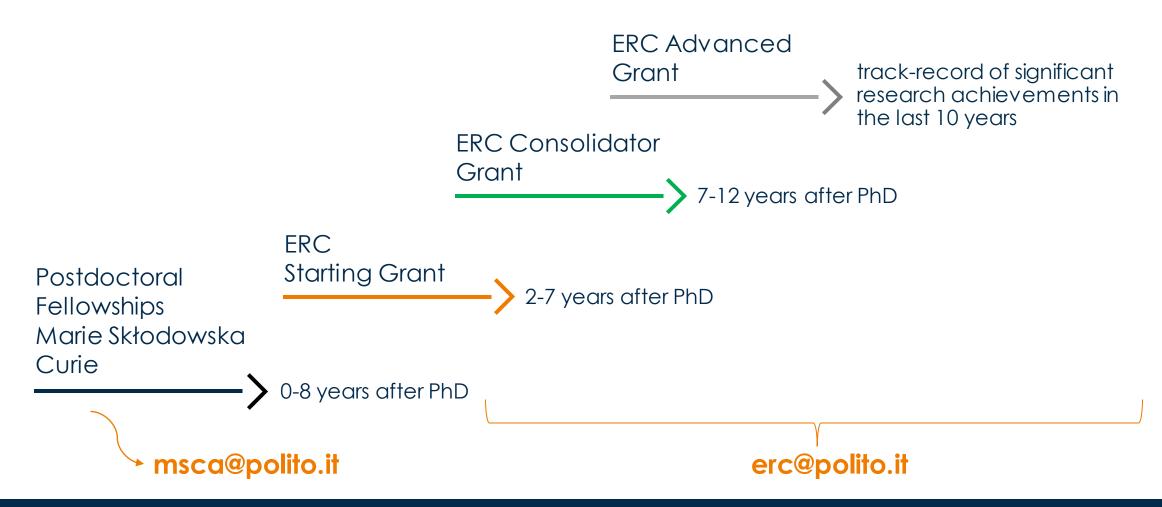
Rimin.ricercainternazionale@polito.it

erc@polito.it

msca@polito.it



EU funding programs for individual (early career) researchers





Research funding

Direzione RIMIN - Ricerca, Rapporti con le Imprese e Innovazione

Collaborative research funding programmes

https://www.polito.it/en/research/research-funding

- Identification of competitive funding opportunities for collaborative research (Call for proposals)
- Analysis of requirements, rules for participation and budget of calls for proposals
- Identification of specific policies and initiatives mentioned in the calls for proposals
- Useful material for proposal preparation (<u>ToolKit)</u>
- Partner search, networking
- Support to proposal writing
- Proposal review

Hub@Brussels

https://www.polito.it/en/research/researchfunding/brussels-hub

Meeting room available in Brussels for workshops and workstations for mobility staff

rimin.europoli@polito.it

rimin.ricercainternazionale@polito.it



Research funding

Direzione SAIL - Sostenibilità di Ateneo, Infrastrutture di ricerca e Laboratori

Funding for Research Infrastructures

https://www.polito.it/ricerca/luoghi/infrastrutture-di-ricerca

- Support to find opportunities to access to top European Research infrastructures
- Support on European and national funding programs for Research infrastructures

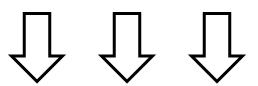


Direzione ARIA - Affari generali, Relazioni Istituzionali, Archivi e biblioteche Servizio Sistema Bibliotecario

Open Science

Open Science / Research Data Management / Institutional repository Porto@Iris

https://www.polito.it/en/socialimpact/polito-libraries/open-science



«Open Science Starter Kit»
23 ottobre dalle 10 alle 12

Support to researchers on Open science and Research Data Management practices: reviewing and drafting DMPs and project proposals, advocacy on Research Data Management, Open Science and open access to publications

- Information on national and international projects, initiatives and events on Open Science and Research Data Management
- Courses, webinars, dissemination and training on Open Science practices and Research Data Management
- Information on how to do Open Access, institutional repository Porto@Iris for publications; rules for the deposit of scientific contribution, open access policies and correct entry of data

mauro.paschetta@polito.it open.science@polito.it

bibli.openaccess@polito.it



Area STARQ -

Research assessment

Servizio Qualità, Valutazione e Valorizzazione della Ricerca e delle Conoscenze

Research assessment STARQ Area

> Internal research evaluations of scientific output.

starq.valutazione@polito.it

- > **ASN** support (National Scientific Qualification):
 - Analysis of publication-related indicators.
 - Guidance materials on Poliwiki, including the Vademecum.
 - Indicator simulations via IRIS (PORTO@IRIS).
- > VQR support (external institutional assessment): procedures and tools.
- PoliTO Publication Dashboard: self-evaluation and national benchmarking tool, available from the Research Fellow / Tenure-Track academic role onwards.
- Scopus and SciVal: support for usage of bibliometric databases and tools



Technology transfer

Direzione RIMIN - Ricerca, Rapporti con le Imprese e Innovazione

Intellectual Property
Strategy and Research
Valorization Office

The office promotes training and outreach initiatives for researchers concerning the safeguarding and valorization of research outcomes

brevetti@polito.it

- The office performs the **technical evaluation of academic research results**, analyzing the scientific context, the patent and market landscape, and the requirements for the patentability of inventions and tailors targeted **intellectual property protection strategies**, such as patents, industrial designs, software, and know-how
- ➤ Designs market and technology validation programs i.e. academic internal **Proofs of Concept** identifying funding sources and overseeing operational implementation
- Supports the Spin-off Office in managing the IP component of entrepreneurial projects
- ➤ Deals with all the agreements involving the IP management, for research valorization purposes, and carries on negotiation activities with third parties.



Technology transfer

Direzione RIMIN - Ricerca, Rapporti con le Imprese e Innovazione

Spin Off Office

Support the birth and growth of high-impact entrepreneurial ventures. Our mission is to turn knowledge into value by guiding teams from idea to execution.

spinoff@polito.it

- ➤ Identify and assist entrepreneurial teams from the beginning, helping them define the problem, validate market needs, and build strong, multidisciplinary teams.
- > We design **customized tools and pathways** to match each project's maturity level from scouting and validation to due diligence and spin-off creation.
- Mentoring throughout the development journey, focusing on business modeling, fundraising strategies, technological advancement, and team building.
- > Support spin-offs in scaling their operations, connecting them with strategic partners, investors, and innovation ecosystems.



Technology transfer

Direzione RIMIN - Ricerca, Rapporti con le Imprese e Innovazione

Corporate relations office

- Relations with companies: entry point for company needs
- Reference point with Politecnico stakeholders
- Organization of workshops on emerging technology issues with partner companies
- Liaison office between technological requests coming from industry and Politecnico research groups

rapporti.imprese@polito.it



Knowledge sharing

Direzione ARIA - Affari generali, Relazioni Istituzionali, Archivi e biblioteche (Servizio Eventi e Attività Culturali) Nucleo NUCOMIVA - Comunicazione, Identità e Valorizzazione (Servizio Comunicazione e Relazioni con i Media)

Dissemination and Public Engagement

 Engage researchers in institutional initiatives of Public Engagement in research (e.g. EU Researcher's Night, Biennale Tecnologia)

eventi.fundraising@polito.it

Support researchers with Communication and Dissemination actions at the institutional level

impatto.ricerca@polito.it



Knowledge sharing

Direzione ARIA - Affari generali, Relazioni Istituzionali, Archivi e biblioteche (Servizio Eventi e Attività Culturali) Nucleo NUCOMIVA - Comunicazione, Identità e Valorizzazione (Servizio Comunicazione e Relazioni con i Media)

Institutional channels for the communication of research Public Engagement

https://www.polito.it/ateneo/comunicazione-e-ufficio-stampa/comunicati-stampa

https://poliflash.polito.it/

https://www.polito.it/ateneo/comunicazione-e-ufficio-stampa/appuntamenti

Communication of research projects and their results through Polito Press Office channels: press releases and press conferences, PoliFlash online magazine

Publication on Polito web site of News and Events related to research projects

Communication on Polito social networks about research projects and their results

Institutional presentation materials to be used e.g. for events (institutional video or ppt presentations) relazioni.media@polito.it

redazione.web@polito.it

social.media@polito.it

comunicazione@polito.it

grafica@polito.it

Polito visual identity



Teaching

Direzione PEPS – Persone, Programmazione e Sviluppo Direzione PROSIQ – Programmazione Strategica, Internazionalizzazione e Qualità Direzione STUDI – Studenti e Didattica

Teaching activity

https://www.swas.polito.it/services/concorsi/incdid.asp

https://www.polito.it/didattica/teac hing-lab

- <u>RTD-A</u> Support in carrying out **institutional** teaching assignments conferred by Departments: procedures, filling lessons register, reduction of teaching hours for institutional roles, updating course syllabus
- AdR Support in carrying out teaching activities: apply for the Roster of eligible lecturers, contracts, electronic signature, payment, filling lessons register.
- Teaching and Language Lab: professional training and update in teaching (basic and advanced teaching methods and technologies), sharing teaching methods, approaches, tools with peer Mentoring, joining experiments and funded projects for experiential teaching in internal and international teaching networks.

peps.didatticadocric@polito.it didattica.gof@polito.it

peps.didatticadocric@polito.it albi@polito.it firma.documenti@polito.it

ttlab@polito.it



Teaching

Direzione PEPS – Persone, Programmazione e Sviluppo Direzione PROSIQ – Programmazione Strategica, Internazionalizzazione e Qualità Direzione STUDI – Studenti e Didattica

International affairs

Support in **negotiation** of double degree agreements, joint programs, students exchange agreements

International.relations@polito.it

Erasmus + Programme: support in submitting proposals within the university cooperation projects and in their management

International.projects@polito.it

Campus Uzbekistan project: appointment of academic staff in charge of teaching courses; logistic services for Uzbekistan (visas, flights and all travel services)

Special.projects@polito.it

China Center: support to the academic staff involved into teaching activities for Chinese partners, facilitation of the relations with the Chinese partners of POLITO

China.center@polito.it



Career Planning

Direzione RIMIN - Ricerca, Rapporti con le Imprese e Innovazione

Career Planning

www.polito.it/en/polito/careerhub/researchers/start-your-journey

MyPoli- Individual Development Plan (intranet of polito.it)

https://www.polito.it/en/polito/ca reer-hub/researchers/plan-yourcareer

<u>www.polito.it/en/research/events</u> <u>-and-opportunities</u>

- Coaching 4 individual meetings with an occupational psychologist to talk about your professional goals and skills, with the goal of achieving personal accomplishments.
- The Individual Development Plan (IDP):an electronic tool designed to help AdR to plan and pursue their professional and personal development. Drawn up in collaboration with the scientific supervisor, the IDP makes mutual expectations clear and helps Adr plan their career path.
- Professional development opportunities

Events for research staff

coaching.ricercatori@polito.it

careerhub@polito.it

careerhub@polito.it

rimin.europoli@polito.it



Direzione PEPS - Persone, Programmazione e Sviluppo

Academic career

Career Administration

https://www.polito.it/ateneo/chisiamo/amministrazione?cod struttura =\$2940

https://www.polito.it/ateneo/chisiamo/amministrazione?cod struttura =\$2939

Activities offered to RTDa:

- Career events
- > Administrative management
- Authorisations for external assignments
- Maternity/paternity/parental leave
- ➤ Leave in accordance with L.104/92
- Management of sick leave
- Certificates of service

Activities offered to Adr:

- Contract
- Career events
- > Administrative management
- Maternity/paternity
- Sick leave
- Certificates of service

Peps.docric@polito.it

PEPS.AssegniDiRicerca@polito.it



Academic career

Direzione PEPS - Persone, Programmazione e Sviluppo

Faculty and Recruitment Unit

Professor and Researcher Staff Recruitment

https://www.polito.it/en/polito/work -with-us/job-opportunities

https://careers.polito.it/default.aspx ?qualificaAggr=DO

- Management of the recruitment of teaching and research (faculty and researcher) staff, up to the job allocation, by scouting and promoting job positions
- Implementation of the resolutions of the University Bodies in personnel planning and as for the job positions to be covered
- Management of all procedures related to direct selections for professors and distinguished scholars/scholars of repute
- > Employment contracts signing
- Collaboration with STUDI Department for issues connected with foreign faculty and researchers job allocation

PEPS.ReclutamentoDocRic@polito.it



Services for the University Community

Direzione STUDI - Studenti e Didattica

Welcome services

https://www.polito.it/en/education/international-students/practical-information

- "Cerco Alloggio" housing service
- Immigration Desk

torino@cercoalloggio.com immigration.desk@polito.it

Promotion of Culture and mobility and organizational well-being

https://www.polito.it/ateneo/paritawelfare-e-inclusione/welfare-eservizi-alla-comunita#par 76526

- Promotion of Culture and Mobility
- Work-Life balance services (Daycare and Home Care Services)

MyPoli - PoliWiki



Services for the University Community

Direzione STUDI - Studenti e Didattica

Spazio di Ascolto and Special Needs services

https://www.polito.it/ateneo/parita-welfare-e-inclusione/benessere-organizzativo

- Counseling Service
- Special Needs

To book for the **Counseling Service** f<u>ill in</u>

<u>the form</u> you find at:

https://www.polito.it/ateneo/paritawelfare-e-inclusione/benessereorganizzativo#par_145871

Special Needs Service: specialneeds@polito.it and MyPoliPoliWiki

Confidential Counselor and Anti-Violence Help Desk

https://www.polito.it/en/polito/equity-welfare-and-inclusion/confidential-counsellor

Kit Formativo CUG:

https://didattica.polito.it/pdf/Kit_Formativo%20CUG_eng.pdf

> The Confidential Cousellor

Anti-Violence Help Desk E.M.M.A.
Onlus

consigliera.fiducia@polito.it

sportellopolito@emmacentriantivio lenza.com



Services for the

University Community

Parking services

https://politoit.sharepoint.com/sites/ ServiziLogistici/SitePages/Parcheggi. aspx Free parking for Politecnico community (no for AdR)

Sport | Politecnico di Torino

https://www.polito.it/didattica/servizi-e-vita-al-politecnico/vivere-il-politecnico/sport

> Sport activities

