WELCOME DAY PHD

Fabrizio Buttò – Head PhD School Staff

Milan, November, 8th 2022

Agenda

- ✓ Practical info

- ✓ Phd School activities

- ✓ First steps @ POLIMI

- ✓ Polimi regulations and norms for PhD

Practical Info

LIVING IN ITALY

[Stay Permit](#)

[Personal Tax Code](#)

[Health Service](#)

[Useful Information](#)

LIVING IN MILANO

[Getting to Milano](#)

[Accommodation](#)

[Public transports in Milano](#)

[Exclusive offers for international students](#)

Practical Info: TAX CODE (codice fiscale)

The "codice fiscale" is a code of 16 characters issued for free by the "Agenzia delle Entrate" to identify Italian citizens and foreign residents. You need it to:

- **Enroll** at our university

- Open a **bank account**

- Sign any type of contract (rental, phone line…)

- Register at the **National Healthcare Service** (SSN)

If you are already residing in Italy, you can refer to "Agenzia delle Entrate" directly by

booking an appointment

Phd School – Admissions procedures

- Managing **PhD public calls** during the A.Y.

- Supporting **agreements** with national and international organizations

  (companies, universities and research centers)

- **Transfers** from other Phd programmes

Phd School – During your studies

- Issuing the PhD **newsletter**

- Agreements for **double degrees**

- Promoting international **calls (Idea League, Erasmus+)**

- Publish the calls for **tutoring activities**

- Organization of **ceremonies** and **events**

- Management of **PhD student's careers**

- Updating the **website**

Phd School – Managing PhD careers

- Issuing **certificates**

- Registration of end-of-year **results**

- **Suspensions**, transfers

- Issue of the PhD final degree

- Delivery of the **PhD Degree**

- **Dissertations** repository

Students with foreign degrees

If you have a foreign university degree, we will verify it with your home institution. You might be contacted in order to bring to the PhD School registrar's office:

"**Declaration of Value**" issued by the Italian diplomatic mission

or

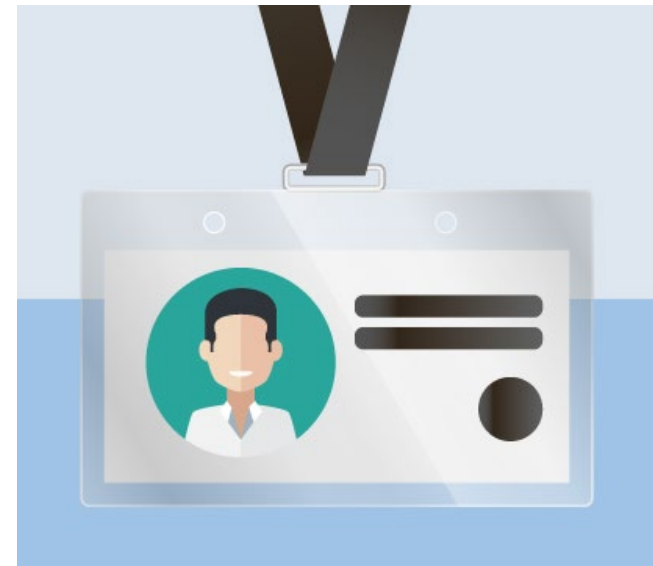**Diploma Supplement**

or

Enic-Naric verification certificate

After Enrolment

After enrolment you get the "**MATRICOLA"** number:

- Polimi **Email address**

- **Badge** (department, libraries, labs, etc…)

- **Software**

- Dedicated **services**

Online Services

News (1 unread) ⚙

⚠ **Discontinuing the Skype for Business service**

Dear student/professor/colleague,

As of 06 November 2020, the Politecnico will discontinue the Skype for Business service.

This will involve:

· the automatic migration of possible previously scheduled Skype meetings to Teams.

· the ability to plan meetings only through Teams.

You will be able to access Skype for Business only to participate in meetings organized by users outside the Politecnico and to view past conversations.

For more information on using Microsoft Teams, see the "Teams: communication and collaboration↗" page of the ICT Services website.

ℹ **Controllo presenze in manutenzione >>>**

My Data ∨ ❓

Name	▉▉▉▉▉
Person code	▉▉▉▉▉
Mail	▉▉▉▉▉
Recognised ❓	Yes, with stored paper copy

Update your personal data...

Spaces assignment	∨ ❓
ASICT assets assignment	∨ ❓

Authentication ❓

Password management	▉▉▉▉▉
	Update mail...

Favorites

This widget allows you to quickly access the services you use most frequently.

To add a service to your favorites, click on the ☆ icon near its link.

To remove a service from your favorites, click on the ⭐ icon near its link.

You can reorder your favorites by dragging them into position.

Services ∨ ❓

Find a Service...

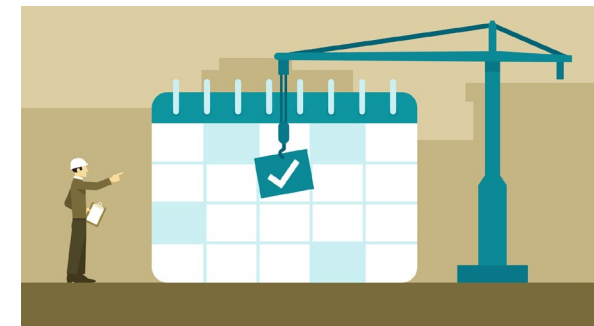| Requests and assistance	∨
Mail and other Cloud services	∨
Administration	∨
Career	∧
Phd Students career	☆
Data	∨
Benefits and agreements	∨
Exams	∨
Degree - Final exam	∧
Gestione titolo finale	☆
Theses management	☆
Application forms	∨
Post degree	∧
PhD Manager	☆
Theses management	☆
Enrolment for the State Professional Examination	☆
Formazione permanente: domanda di iscrizione	☆
Mobility	∨
University ICT services	∨
Competitions and selections	∨

Phd Study Plan

PhD students can fill their **Study Plan** following these steps:

1. Log in to [Online Services](#)
2. Select the item "**compiling the study plan**"

Your Study Plan **must be approved** by the PhD Programme Coordinator, following the procedures and satisfying the requirements established by each PhD Programme.

Once the Study Plan is submitted for approval you are entitled to attend the courses in it. You are free to attend additional **external activities** (courses, workshops, seminaries), but you will need the approval of your PhD Coordinator.

Link to the [website](#)

Educational Offer and «Manifesto»

The individual PhD Programs provide specific curricula in the different areas. To complete the set of courses, the PhD School itself offers a number of educational activities aimed at reinforcing the PhD candidates' curricula with a number of **soft and transferable skills**.

Academic Year	2022/2023	
Corso di Studi/Dottorato	Phd School (1300)	

Refresh

Code	Course Title	Type	CFU
050609	ADVANCED INTERACTION SKILLS FOR ACADEMIC PROFESSIONALS	M	5.00
055101	APPROACHES TO RESILIENCE: SOCIAL, ECONOMIC, ENVIRONMENTAL AND TECHNOLOGICAL CHALLENGES OF CONTEMPORARY HUMAN SETTLEMENTS	M	5.00
057756	COGNITIVE BIASES AND DISCRIMINATIONS: IMPLICATIONS, RISKS AND OPPORTUNITIES	M	5.00
055115	COMMUNICATION STRATEGIES THAT SCORE IN WORLDWIDE ACADEMIA	M	5.00
057790	CREATIVE DESIGN THINKING	M	5.00
055121	ENGLISH FOR ACADEMIC COMMUNICATION	M	5.00
055122	ETHICAL ASPECTS OF RESEARCH ON DUAL-USE TECHNOLOGIES	M	5.00
098574	ETHICS IN RESEARCH	M	5.00
055113	EUROPEAN CULTURE	M	5.00
057789	HOW TO SUPPORT COMPLEX DECISIONS: APPROACHES AND TOOLS	M	5.00

POLITECNICO MILANO 1863

PhD norms and regulations

Here you can find the national **norms** and *Politecnico di Milano*

Regulations for the PhD programmes and candidates:

➢ [PhD Regulation and Italian Norms](#)

➢ [Polimi Code of Ethics and Conduct](#)

Useful Contacts

PhD School Contacts:

dottorato.ricerca@polimi.it

internationalphd@polimi.it

phdschool@polimi.it

THANK YOU!