november 2023

welcome**kit.**

phd candidates of the
xxxix cycle

POLITECNICO
MILANO 1863

SCUOLA DI DESIGN

DOTTORATO
DI RICERCA
IN DESIGN

INTRO - DUCTION

Programme foreword
Organization of the PhD School System

The PhD programme in Design is structured into various research fields, which correspond to specific research teams within the Design Department.

In order to coordinate research activity over a wide range of topics, teams cluster around _three Sections_, which are:
• Design and Cultures
• Products, Strategies and Services
• Design for Environments, Landscape and Mobility
(PhD candidates are affiliated to the Section of their Supervisors).

The Polimi Design System

The Design Department forms part of the Politecnico di Milano Design System, together with the School of Design, the PhD programme in Design, the Laboratories and the POLI.design Consortium. The Department fosters the process that has established design in an academic context by constantly developing relations and collaborations with other players operating within the Design System, in Milan and Lombardy as well as at national and international levels.
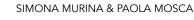
School of Design
design.polimi.it
BSc and MSc levels

Design Department
dipartimentodesign.polimi.it
Research & Interdepartmental labs, labs for teaching

POLI.design Consortium
polidesign.net
Higher education courses, training for companies

The PhD programme in Design organizational chart

prof. LUCIA RAMPINO • Coordinator
prof. DAVIDE SPALLAZZO • Deputy coordinator

SIMONA MURINA & PAOLA MOSCA
• Design PhD Secretary Office

proff. Anna ANZANI, Paola BERTOLA, Maresa BERTOLO, Maria Rita CANINA, Elena CARATTI, Cabirio CAUTELA, Manuela CELI, Giovanni CONTI, Maria Teresa FERABOLI, Maria Rita FERRARA, Venere FERRARO, Luca GUERRINI, Eleonora LUPO, Stefano MAFFEI, Rodolfo MAFFEIS, Anna MAZZANTI, Marzia MORTATI, Marco QUAGGIOTTO, Dina RICCÒ, Valentina ROGNOLI, Maurizio ROSSI, Michela ROSSI, Alessandra SPAGNOLI, Carlo VEZZOLI, Beatrice VILLARI • Board of professors

ELENA AVERSA

• Representative of the PhD candidates within the Design Department

EDUCATIONAL FRAMEWORK

Course plan & calendar
Scientific production & Internships

The next page table illustrates the curriculum that each PhD candidate must fill out for purposes of the attribution of academic credit.
At the same time, the candidate will be required to carry out research under the guidance of his/her supervisor and the Design Board of professors.

The achievement of the PhD degree requires a study and research activity equivalent to at least three years of full-time study.
At the beginning of the programme, candidates become members of a research team, within which they develop an original research contribution (PhD thesis); this activity is the fundamental core of the learning process.

Parallel to this, candidates are involved in educational courses characterising the PhD programme and in other activities.
The PhD Courses are related to the discipline of design and to research methodologies and practices.
Other activities are those educational activities specifically regarding the areas of research in which the PhD programme as well as the Department is articulated.

1st year A.Y. 23/24   2nd year A.Y. 24/25   3rd year A.Y. 25/26

N D J F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O

Mid-term review

Annual assessment for the admission to the 2nd year

Mid-term review

Annual assessment for the admission to the 3rd year

Mid-term review

Final assessment and thesis sent to external reviewers for the admission to the final exam *expected in February '27*

20 ECTS
PhD COURSES by PhD in DESIGN compulsory

(Learn more on pp. 7-8)

Design Research Methodologies – Prof. Silvia Pizzocaro (a)
December '23 – January '24 | 5 ects

Design Research Planning – Prof. Lucia Rampino, Davide Spallazzo (a)
January '24 – June '24 | 5 ects

Design Research Prototyping (Summer School) – Proff. Chiara Colombi, Manuela Celi, Betty Marenko (a)
June '24 - July '24 | dates to be defined | 5 ects

Scientific Production – Proff. Marzia Mortati, Eleonora Lupo (a)
2nd year course | dates to be defined | 5 ects

10 ECTS
PhD COURSES by PhD School compulsory

2 courses freely selected among the PhD School course offer (b)
5 + 5 ects – Preferably, they should be carried out during the first year

10 ECTS
OTHER ACTIVITIES

(Learn more on pp. 9-10)

6 months of internship abroad | 10 ects
or 3 months abroad | 5 ects + 1 Additional course (c) | 5 ects
or 2 Additional Courses (c) | 10 ects

TOT 40 ECTS

(a) Courses offered **by the PhD programme** in Design (mandatory). See the courses' calendar in the following pages.

(b) Courses offered **by the PhD School** (mandatory). Specific information on these courses calendar are provided at the link: dottorato.polimi.it >> During your PhD >> PhD level courses.

(c) Additional courses can be selected among courses offered by Politecnico di Milano (selecting the specific course through the dedicated option in the study plan) and/or courses offered by other universities selecting "optional course" in the study plan. For courses offered by other universities, please send a request to both the Prof. Maffeis and Design PhD Secretary Office.

Study plan

During the first semester of enrolment, the candidate has to <u>submit a study plan</u>.
Dedicated online procedure (Online Services): polimi.it/servizionline

n.40 academic credits

are required to be accumulated for the Design PhD curriculum

These credits must be acquired via the courses offered by the PhD in Design programme, the courses offered by the PhD School and other activities (see the schema pp. 5-6).

For the admission to the final exam, acquisition of **at least 40 credits is <u>mandatory</u>.**
The <u>third year</u> should be entirely devoted to the development of the thesis.

Please check the dedicated guide for more information on how to submit your study plan:
http://phd.design.polimi.it/tool-and-info/

The PhD courses

Candidates are required to take <u>6 PhD courses</u>:
• 4 are provided by the PhD programme in Design
• 2 are provided by the Polimi Phd School, that organises general and Interdoctoral courses every year that can be <u>freely selected</u> (*dottorato.polimi.it > "During your PhD" section > "PhD level courses" section*).

Instead of the internship abroad, additional courses can be selected among courses offered by Politecnico di Milano (selecting the specific course through the dedicated option in the study plan) and/or courses offered by other universities (attending of <u>workshops, summer schools or seminars cycles</u>) selecting "optional course" in the study plan. For courses offered by other universities, please send a request to both the Prof. Maffeis and Design PhD Secretary Office. Inside the request, the candidate has to prove a description of the external activity selected; furthermore, it is fundamental the external activity selected to:
• be addressed also to PhD candidates or researchers as well;
• be relevant to the candidate's research topic;
• last at least 25 hours.

Calendar of the Design PhD courses

●
DESIGN RESEARCH METHODOLOGIES
prof. Silvia Pizzocaro
11 dec - 18 january 2024 | 5 ects

December 11th	10.15am-1.15pm	January 8th	10.15am-1.15pm
December 14th	10.15am-1.15pm	January 11th	10.15am-1.15pm
December 18th	10.15am-1.15pm	January 15th	10.15am-1.15pm
December 21st	10.15am-1.15pm	January 18th	2.15pm-6.15pm

●
DESIGN RESEARCH PLANNING
prof. Lucia Rampino, Davide Spallazzo
10 jan - 5 june 2024 | 5 ects

January 10th	10.00am-1.00pm	April 10th	10.00am-1.00pm
January 24th	10.00am-1.00pm	April 17th	10.00am-1.00pm
February 7th	10.00am-1.00pm	May 8th	10.00am-1.00pm
February 21st	10.00am-1.00pm	May 22th	10.00am-1.00pm
March 13th	10.00am-1.00pm	June 5th	10.00am-3.00pm
March 27th	10.00am-1.00pm	

●
DESIGN RESEARCH PROTOTYPING (SUMMER SCHOOL)
proff. Chiara Colombi, Manuela Celi, Betty Marenko
jun - july 2024 TBD | 5 ects

timetable to be defined

●
SCIENTIFIC PRODUCTION
proff. Marzia Mortati, Eleonora Lupo
second year | 5 ects

dates to be defined

Scientific production

The scientific university production is a fundamental element to spread the scientific knowledge and research topics developed in each department and to be part of an international exchange of ideas.

PhD candidates are required to obtain 5 credits within their Educational Framework. Scientific publication(s) must be in English, adressed to an international academic audience.
Two types of publications will be considered:
• type A: a publication within conference proceedings / non-indexed journals;
• type B: a publication in indexed journals (Wos and/or Scopus).
The publication of papers/journal articles has to be **validated by professors holding the "Scientific production" course.**

The IRIS-Re.Public@Polimi platform
Every year, the Polimi staff is asked to upload the scientific publications on the IRIS-Re.Public platform - Institutional Research Information System, linked to the Ministry of Education, Universities and Research (MIUR) - the institutional repository of the publications produced by scholars and researchers at the Politecnico di Milano.
To access to the platform: www.polimi.it > Online Services > IRIS Re.Public@Polimi
Research Support Office: produzionescientifica-design@polimi.it

Fundamentals for the upload on the IRIS-Re.Public platform
• the annual deadline to upload the publications is communicated by the Department by e-mail
• only products that show an explicit statement of the author's affiliation with "Politecnico di Milano - Design Department" can be uploaded on the IRIS catalogue [NB: do not translate "Politecnico di Milano" in English!]
• only products that have actually been published can be uploaded on it

The complete guidelines on the evaluation procedure for scientific credentials are provided on the Polimi Intranet (www.polimi.it > intranet or www.intranet.polimi.it > Come fare per > Ricerca > Pubblicazioni > Catalogo prodotti della ricerca).

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THE UPLOAD ON THE IRIS-RE.PUBLIC PLATFORM IS MANDATORY
This report of the Polimi scientific production - sent to the "Ministry of Education, Universities, and Research" - contributes, in fact, to our University National and International Ranking and resultant National funding distribution.

Internship abroad

The PhD programme favours the candidates' research interactions with other groups (universities, research centers, companies) in their research field to develop their research work and thesis.

• **PhD candidates both with scholarship granted by Politecnico di Milano and without scholarship**: internship is strongly recommended but not compulsory. If the candidate decides not to go abroad, the internship will have to be replaced by other activities (see Educational Framework, pp. 5-6)
• **PhD candidates admitted through international agreement:** internship is not compulsory; if done, the internship can take place in the country of origin or within the Italian/Milanese context.

Fundamental information
• complete period abroad: 6 months (10 ects)
• minimum period abroad: 3 months (5 ects)
• it is allowed to stay abroad more than 6 months (up to 18 months); the number of ects will not increase
• to activate the exchange, there has to be a signed invitation letter from the university/ research centre specifying the period dates and a short description of the activity that will be accomplished by the PhD candidate. An invitation letter is necessary for each period abroad
• the internship can be done in more than 1 institution
NB: for PhD candidates with scholarship granted by the Politecnico di Milano
For the periods spent abroad for internship the scholarship is increased by 50% for a maximum of 6 months.

Before you take part in an internship abroad, you have to:
1. Open a new "Mission Assignment Form" request on your personal Online Services well in advance;
2. Fill in the required information also in Online Services > PhD Students Career > Requests for stays in foreign countries (at least 15 days before leaving).
A signed letter of invitation by the hosting institution must be attached to the online request.
NB. Dates declared inside "Mission assignment form" should correspond with those inside "Requests for stays in foreign countries".

Please check the dedicated guide for more information on how to manage missions:
http://phd.design.polimi.it/tool-and-info/

Internship in Italy

The internship in Italy is mandatory for some PhD candidates.

The PhD candidate who is supposed to do an internship in Italy, according to the rules of his/her specific scholarship (e.g. PNRR – DM117 / DM118) has to follow these steps:

1. Check with the Polimi Career Service (aziende.careerservice@polimi.it) if the Company is already REGISTERED in the database for internship;
2. Put the Company in contact with the Polimi Career Service (aziende.careerservice@polimi.it) in order to set the INTERNSHIP AGREEMENT;
3. Fill and sign (together with the Company and the Supervisor) the INDIVIDUAL INTERNSHIP DOCUMENT;
4. Send the signed INDIVIDUAL INTERNSHIP DOCUMENT to segreteriadottorato-design@polimi.it BEFORE the beginning of the internship.

ASSESSMENTS

Mid-term reviews, Annual & Final Assessments

During their doctoral studies, candidates will have three types of assessment:

- mid-term review, around halfway through each of the three years;

- annual review, at the end of each of the three years.

- final assessment, at the end of the path.

Full details of the types of assessment are presented inside the next pages.

Mid-term review (1st, 2nd, 3rd year)

Each year candidates submit their ongoing work on the PhD thesis to a commission consisting of Department members and Board representatives, in order to assess the research progress.

The Mid-term reviews support the development of the doctoral path through milestones to be reached every year and thanks to the possibility to discuss the ongoing research to professors of the Design Department.
As illustrated at pp. 5-6, the Mid-term reviews take place in July of the first year, and in March of the second, and in May of the third year.
Please check the dedicated guide for more information on the mit-term review:
http://phd.design.polimi.it/tool-and-info/

Annual assessment (1st, 2nd year)

At the end of the 1st, 2nd year, and 3rd year, the PhD board committee assess the candidates activities for their admission to the following year.

The PhD candidate is required to prepare a PhD Annual Review, which sets out to concisely illustrate the research progress and the activities done.
• The format is available on the Online Services (PhD Student Career), it has to be approved by the supervisor and uploaded on the Online Services.
• The submission deadline and the procedure details will be notified by e-mail in advance by the PhD Secretary.

The Annual Review is structured as follows
• a short text summarising the research progress (status of research plan, etc.)
• list of the candidate's activities and qualifications
• a list of the scientific production (publications)
• a copy of (or a selection of) the scientific publications listed as attachment.
This assessment does not require the presence of candidates and supervisors, since it will be made on the basis of the Annual Review and of the scientific publications attached.

Evaluation
Candidates receive an evaluation (A/B/C/D). Candidates who do not pass the exam will be qualified as "Repeating candidate" (Er) or "unable to carry on with the PhD" (Ei).

Final assessment: steps (3rd year)

The 3rd year steps are briefly illustrated hereunder.
A dedicated meeting is organized at the beginning of the third year.

(Candidates undertaking a doctoral path of 4 years - such as candidates admitted through international agreement - will follow these steps during the 4th year).

European Doctorate
Candidates who would like to ask for a "European Doctorate" must read the "Regolamento del Dottorato di Ricerca del Politecnico di Milano" (art.10 comma 9) and inform the PhD Secretary Office prior to the 3rd year assessment.

Please check the dedicated guide for more information on the procedures of the final assessment:
http://phd.design.polimi.it/tool-and-info/

Please check the full list of steps in the schema of the following page.

1
Indication of 2 External Examiners
Selected by the PhD candidate together with his/her supervisor

2
Mid-term review
(Students at this stage can request a career extension)

3
Plagiarism check of the thesis
Through the Software provided by the PhD School

4
Final Assessment

5
Sending the thesis to external Examiners
Version of the thesis as close as possible to the final one

6
Evaluation by external Examiners

7
Delivery of the final thesis

8
Final exam

ADDITIONAL INFORMATION

Teaching activities & Endowment

Tutoring & teaching activities in courses

Participating in teaching activities as a teaching assistant or research fellow is part of the ongoing synergy between teaching and research.

Therefore, PhD candidates may participate in courses as tutors during the 3 years upon supervisor approval.

Fundamental information
• to get the tutor's position within a course, it is necessary to reply to the official call for tutoring and teaching activity (*www.polimi.it Home > Ateneo > Albo Ufficiale d'Ateneo*)
• PhD candidates can accomplish a <u>maximum of 40 hours per year.</u>

Endowment

According to newly adopted regulations, PhD candidates are allowed to access the endowment at their disposal. The endowment will be paid at a rate of no less than 10% of the annual taxable amount of the scholarship, for three years. (PhD regulations, art. 8, para. 3)

The endowment could be used to cover the following expenses:
• travels, conferences subscriptions, summer schools;
• consumables;
• inventables (e.g., books), owned by the Design Department;
• correction of drafts of the thesis, translation of the Doctoral Thesis, translations and / or transcriptions of manuscripts / materials that will be contained in it or useful for doctoral research;
• prints related to doctoral theses;
• fee for open access pubblications;

A prior request to the Supervisor is needed.

The PhD administration will refund expenses related to activities that support the PhD research, to the extent of the aforementioned amount.
Remember that you can use the endowment for:
1. Missions
2. Purchases

MISSIONS

ABROAD - Conferences, stages or workshops:
Whenever you take part in conferences, stages or workshops abroad, you have to:
1. Open a new "Mission Assignment Form" request on your personal Online Services well in advance;
2. Fill in the required information also in Online Services > PhD Students Career > Requests for stays in foreign countries (at least 15 days before leaving).

NB.
Dates declared inside "Mission assignment form" should correspond with those inside "Requests for stays in foreign countries".

ITALY - Conferences, stages or workshops:
Whenever you take part in conferences, stages or workshops in Italy, you have to:
Open a new "Mission Assignment Form" request on your personal Online Services well in advance.

VIRTUAL - Conferences, stages or workshops:
Whenever you take part in virtual conferences, you don't have to open a mission, please contact the Administration and Accounting office at acquisti-design@polimi.it to ask the reimbursement of the registration fee.

Please check the dedicated guide for more information on missions:
http://phd.design.polimi.it/tool-and-info/

For additional information:
Mission Office
missioni-design@polimi.it

PURCHASES

Please check the dedicated guide for more information on how insert a purchase request.
For additional information on the related administrative procedures:
http://phd.design.polimi.it/tool-and-info/

Administration and Acconting Office
acquisti-design@polimi.it

Please remember that inside the page "TOOLS & INFO FOR STUDENTS" available on
http://phd.design.polimi.it/tool-and-info/
You can find:
• WELCOME KITS for the active cycles
• FINAL YEAR KITS for the active cycles
• MID-TERM ASSESSMENT GUIDELINES for the three years of enrollment
• STUDY PLAN TUTORIAL
• MISSION TUTORIAL
• RDA – PURCHASE TUTORIAL

contacts**&**
websites**.**

Find here all the useful contacts within
the Design Department for PhD candidates

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Mission Office | missioni-design@polimi.it

Politecnico di Milano | www.polimi.it

Department of Design | https://dipartimentodesign.polimi.it

Polimi PhD School | www.dottorato.polimi.it

PhD programme in Design | www.phd.design.polimi.it

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