

Welcome Kit

PhD programme in Design

Design PhD @Polimi

Welcome to your PhD journey in Design!

At Politecnico di Milano, the Design PhD programme is a dynamic environment where creativity, method and research converge.

Here, you'll be encouraged to explore and develop your own original research topic, strengthen your methodological skills, and engage with international networks while contributing to the broader discipline of design.

Design PhD Structure

Design PhD Coordinator
Design PhD Deputy Coordinator
Design PhD Office (i.e. Segreteria di Dottorato)



Design PhD Board (i.e. Collegio dei Docenti)
30 members made up of professors within the
Department of Design



Design PhD Representative

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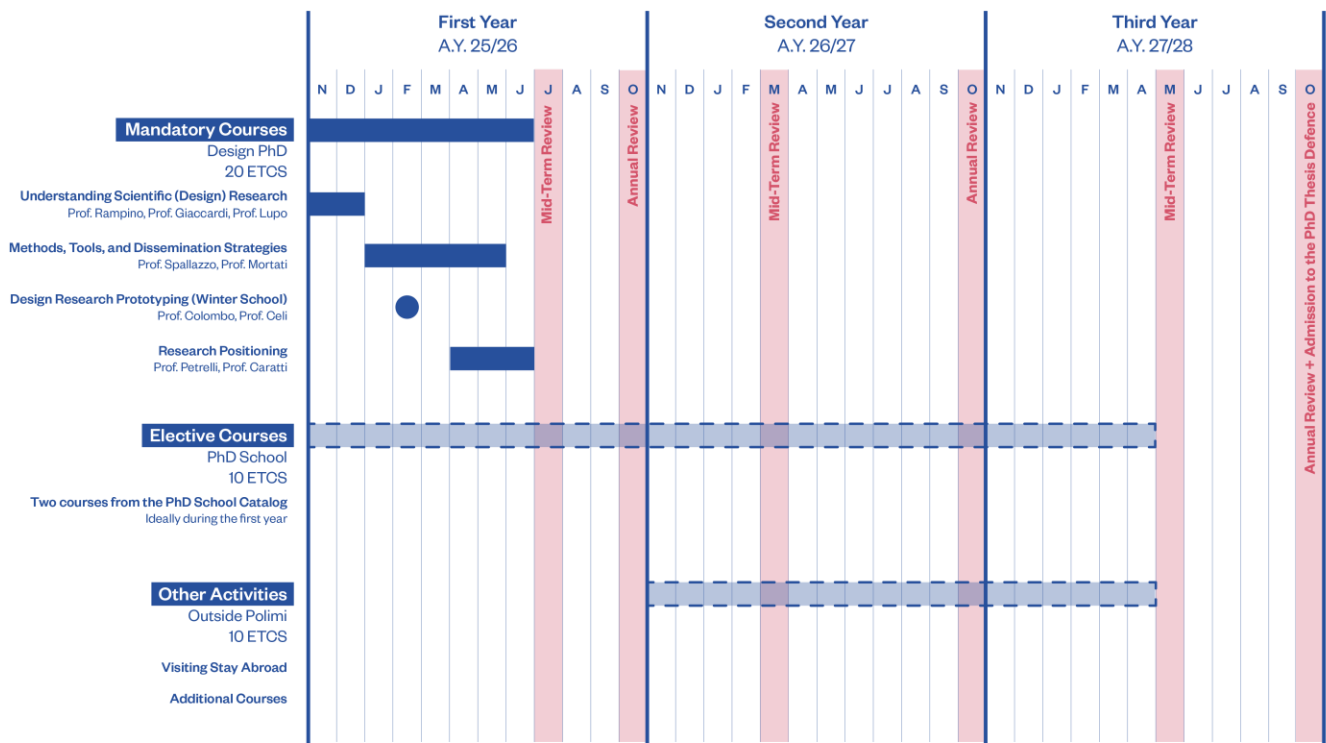
Ombuds

Educational Framework

The PhD in Design is a **three-year, full-time research programme** that combines advanced study with original research. From the very beginning, PhD candidates join a research group within the Department of Design, where they develop their own doctoral project — an **original contribution to the discipline that culminates in the PhD thesis**. This research activity represents the core of the doctoral journey.

Alongside their research, candidates take part in a **range of educational activities**. These include PhD courses focused on design theory, research methodologies, and disciplinary practices, as well as other learning experiences related to the Department's main research areas. Together, these activities support the **development of both methodological and critical skills**, preparing candidates to contribute meaningfully to the **evolution of design research and practice**.

Study plan of the 3-year doctoral path



Educational Framework\ Study Plan

At the beginning of the programme, you will define your Study Plan, the document that outlines your individual training path agreed upon with your Supervising Team. You will have to fill in and submit the Study Plan through the Online Services portal.

The PhD in Design runs for three years and includes 40 mandatory ECTS (30 ECTS for Executive candidates).

*If you are NOT an Executive candidate and you decide not to spend a period abroad, you may complete the remaining credits with up to two optional courses chosen from other institutions' course catalogue or alternative activities such as workshops, summer schools, or seminar cycles outside the Politecnico di Milano. Add these as *Online Services > Career > Study Plan > Create Plan > Add from own DC > "OPTIONAL COURSE 1" / "OPTIONAL COURSE 2"*.

Structure of the curriculum

30 credits - PhD mandatory courses (6 courses x 5 ECTS):

- **Four mandatory courses** offered by the PhD Programme in Design (20 ECTS)
- **Two elective courses** offered by the Polimi PhD School (10 ECTS)

You must select your two elective courses, in agreement with your Supervising Team, from the annual list of interdisciplinary programmes available on the PhD School website www.dottorato.polimi.it > *Current PhD Candidates > During the PhD > Study Plan*

10 credits — Other Activities:

PhD candidates are encouraged to include at least one period of training or research at a university or institution abroad*:

- **6 months** = 10 ECTS
- **3 months** = 5 ECTS

Such activities should be added to the Study Plan following the path: *Online Services > Career > Study Plan > Create Plan > Add from own DC > "STAGE 3-MONTHS" / "STAGE 6-MONTHS"*.

Educational Framework\ Study Plan

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Courses or alternative activities at other institutions

Before enrolling in courses outside Politecnico di Milano, you must email:

- **Prof. Rodolfo Maffeis** — rodolfo.maffeis@polimi.it
- **Design PhD Office** — segreteriadottorato-design@polimi.it

Your request should include a brief description of the course (subject, syllabus, learning outcomes). The course must:

- Be open to PhD candidates and researchers.
- Be consistent with your research topic.
- Include at least 25 hours of activities.

Educational Framework\ Scientific Production

Scientific production is a fundamental part of academic life. Publications play a key role in disseminating research results, consolidating knowledge, supporting epistemological and methodological development, and strengthening international research networks.

PhD Candidates' publication work

The Design PhD Programme requires each candidate to produce scientific work equivalent to 5 ECTS, consisting exclusively of an English-language publication aimed at an international audience.

These 5 ECTS correspond to the final assessment of the mandatory first-year course “Methods, Tools, and Dissemination Strategies.” The course teaching staff validates these credits.

Educational Framework\Scientific Production

Scientific production is a fundamental part of academic life. Publications play a key role in disseminating research results, consolidating knowledge, supporting epistemological and methodological development, and strengthening international research networks.

*Uploading your publications to the IRIS-Re.Public@Polimi platform is mandatory. This data contributes to Politecnico di Milano's national and international research rankings and directly influences national research funding allocation.

IRIS-RE.PUBLIC @POLIMI

Every year, all Politecnico di Milano staff and PhD candidates must upload their scientific publications to IRIS-Re.Public@Polimi* — the Institutional Research Information System linked to the Italian Ministry of University and Research (MUR). This is the official repository of all research outputs produced at Politecnico di Milano.

Key information:

- The annual upload deadline is communicated by the Department of Design via email.
- Only publications explicitly stating the author's affiliation with "Politecnico di Milano – Design Department" can be uploaded. (NB: "Politecnico di Milano" must not be translated into English)
- Only works that have been officially published may be uploaded.

To access the platform:

Online Services > Administration > IRIS Re.Public@Polimi

Educational Framework\

Visiting Stay Abroad

The Design PhD Programme strongly encourages international research experiences as part of each candidate's doctoral journey. These experiences help foster collaborations with universities, research centres, and companies that contribute to the development of your research and thesis.

General guidelines

- **For all PhD candidates**, a visiting research stay abroad is highly recommended but not compulsory. If you decide not to spend time abroad, the internship must be replaced with other approved activities.
- **PhD candidates admitted through international agreements** (e.g., CSC Programme): The stay abroad is not compulsory. However, if you carry out your research period in your home country, it is considered a valid international experience.
- **Executive PhD candidates**: The visiting research stay abroad is not required.

Educational Framework\

Visiting Stay Abroad

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Stay duration and activation

- **Complete stay:** 6 months (10 ECTS)
- **Minimum stay:** 3 months (5 ECTS)

Candidates may stay abroad for longer than 6 months, **up to a maximum of 18 months**, although the number of ECTS credits will not increase.

To activate the stay, you must obtain a signed invitation letter from the host university, research centre, or company*.

The letter must include:

- Start and end dates of the stay.
- A short description of the research activities to be carried out.

*The stay may be conducted at more than one institution and in different countries. An invitation letter is required for each visiting research stay.

Educational Framework\ Visiting Stay Abroad

The Design PhD Programme strongly encourages international research experiences as part of each candidate's doctoral journey. These experiences help foster collaborations with universities, research centres, and companies that contribute to the development of your research and thesis.

Before departure

Before undertaking a visiting research stay abroad, and at least 15 days before departure, you must:

1. **Open a new “Mission Assignment Form”** in your Online Services well in advance.
2. **Submit a request** for a stay abroad via *Online Services > Career > PhD Students Career > Requests for stays in foreign countries*.
3. **Attach a signed invitation letter** from the hosting institution to the online request.

For PhD candidates with a Politecnico di Milano scholarship:

For visiting research stays abroad, candidates receiving a Politecnico di Milano scholarship are entitled to a 50% increase in their scholarship for a maximum period of six months. To obtain this increase, you must submit the request for a stay abroad at least 15 days before departure.

Educational Framework/ The PhD Agreement

The PhD Agreement is the document detailing your doctoral studies and career. It should be submitted through the online services as soon as possible—at the latest within six months of beginning your path. It becomes official once approved by the Design PhD Coordinator.

The agreement is between the PhD candidate and the Supervising Team.

General guidelines

The PhD Agreement includes:

- A summary of your research theme and research plan
- The Supervising Team composition
- A draft list of courses included in the Study Plan
- A draft plan of the Additional Activities
- If your project is funded by an external organisation, that must also be mentioned in the plan.

Candidates are expected to spend 10–15% of their time on teaching or other activities not directly related to their research. Such activities should be scheduled so they do not significantly delay the research progression.

If changes are needed later, **the PhD Agreement can be updated**. A new version must be submitted and approved by the Design PhD Coordinator.

In case a new supervisor is needed, the Design PhD Coordinator supports candidates in defining an adequate alternative.

PhD Thesis Assessment

Throughout the PhD journey, candidates will undergo **three types of assessment**:

- **Mid-Term Review:** conducted approximately halfway through each academic year.
- **Annual Review:** held at the end of each academic year to evaluate progress and authorise admission to the following year.
- **Admission to the PhD Thesis Defence:** carried out at the end of the programme to evaluate the completed research and determine eligibility for the public defence.

PhD Thesis Assessment\ Mid-Term Review

Each year, an appointed commission composed of three members of the PhD Board—one of whom is the candidate's tutor—reviews and assesses the progression of PhD candidates through the Mid-Term Review.

As part of an ongoing process of development and exchange, the Mid-term Review represents an essential moment in the doctoral experience, encouraging continuous reflection, discussion, and constructive feedback on the research path.

Submission and assessment criteria

Before the review, each candidate must prepare and send the requested materials to the appointed committee.

Following the review, the examination committee compiles the “Meeting Report of the Examination Committee for the Mid-term Review.” This report includes the committee's comments and feedback on the candidate's progress and records the outcome of the evaluation, indicating whether a repetition of the Mid-term Review is required (Yes / No):

- **If the outcome is Yes**, a date will be scheduled for the repetition of the Mid-Term Review.
- **If the outcome is No**, the candidate will proceed to the Annual Review.

PhD Thesis Assessment\ Annual Review

At the end of the first and second years, the PhD Board Committee evaluates each candidate's research activities and overall progress to determine admission to the following year.

Submission of the PhD Annual Form

PhD candidates are required to prepare a **PhD Annual Form** that concisely illustrates their research progress and the activities carried out during the year:

- The format for the Annual Form is available via *Online Services > Career > Phd Students career*.
- The document must be approved by the supervisor and uploaded to the dedicated section ("Annual review form").
- Deadlines and procedural details will be communicated in advance by email by the Design PhD Office.

The structure of the PhD Annual Form comprises:

- A short text summarising research progress (status of the research plan, outcomes, next steps).
- A list of activities and qualifications obtained during the year.
- A list of scientific publications.
- Attached copies or selected examples of the listed publications.

PhD Thesis Assessment\ Annual Review

At the end of the first and second years, the PhD Board Committee evaluates each candidate's research activities and overall progress to determine admission to the following year.

Assessment criteria

The assessment* of the Annual Review will consider the following:

- Contents of the PhD Annual Review Report.
- Feedback from the candidate's Supervisor.
- Candidate's record book.
- Submitted scientific publications.
- Mid-Term Review assessment.

Each candidate receives a grade (A/B/C/D).

Candidates who do not pass are classified as either "Repeating candidate" (Er) or "Unable to carry on with the PhD" (Ei), according to the Progression Rules (*Regole di Progressione*).

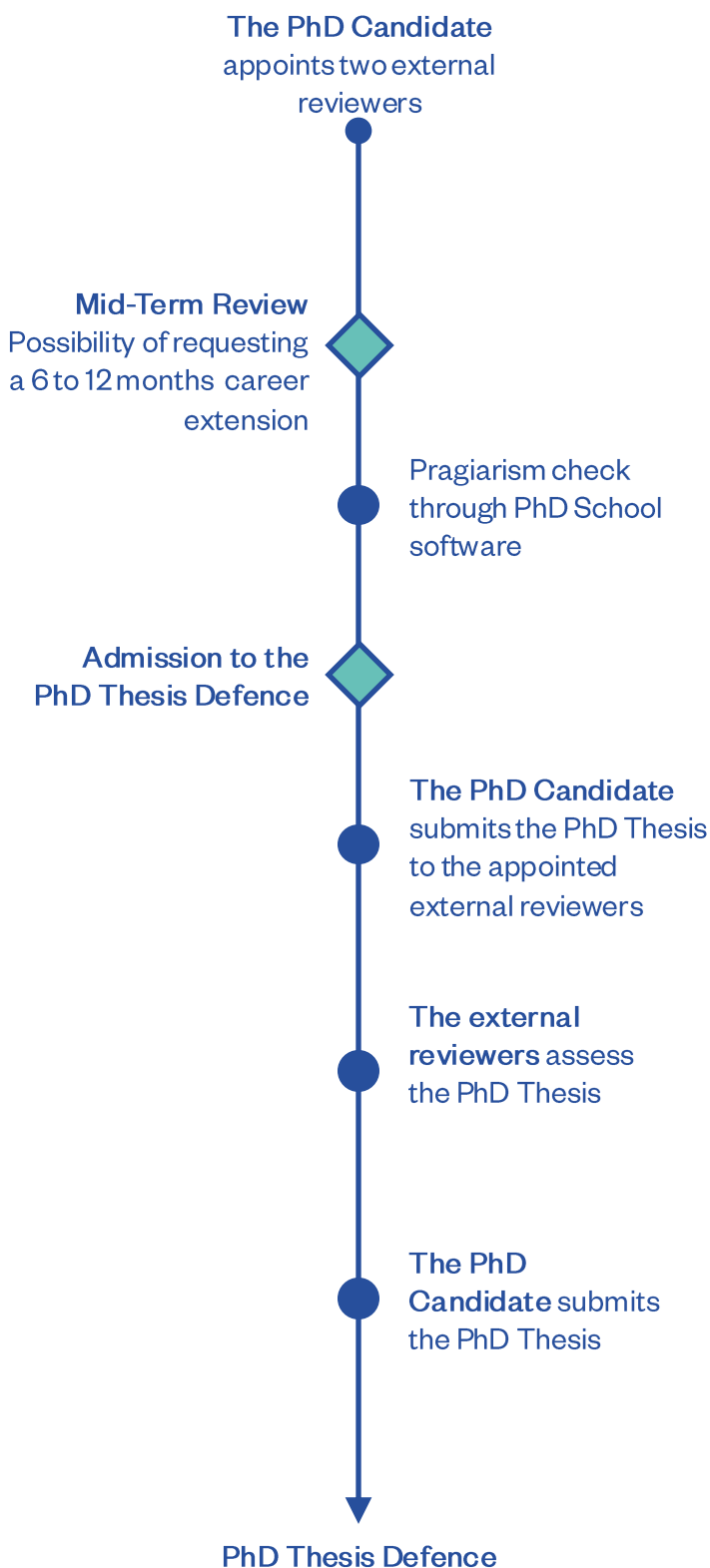
*Candidates' presence is not required during the annual assessment.

PhD Thesis Assessment\ Admission to the PhD Thesis Defence

The third year of the doctoral programme* is primarily dedicated to completing the research and drafting the PhD thesis.

At the beginning of the academic year, third-year candidates are required to attend an introductory meeting in which the main steps and requirements for thesis completion and admission to the final defence are discussed in detail.

*Candidates undertaking a four-year PhD path must fulfil these requirements during their fourth year.



PhD Thesis Assessment\

Extension of the PhD path

In some cases, PhD candidates may need additional time to finalise their research activities or complete the writing of their thesis. The extension allows candidates to extend their enrolment beyond the standard three years, ensuring they can submit a complete and high-quality dissertation.

General guidelines

- The candidate, together with their Supervising Team*, may request **additional time to complete the PhD**.
- Enrolment in a fourth year may be granted for an **extension of 6 or 12 months**.
- The extension request will be **reviewed by the Design PhD Board** before admission to the PhD Thesis Defence.
- The PhD candidate must submit the request by the time of the **third-year Mid-Term Review**.

*During the Admission to the PhD Thesis Defence, the Admission Committee may also propose an extension if the thesis's progress is deemed insufficient.



PhD Thesis Assessment\ Thesis by Publications

PhD candidates in Design can choose to prepare their dissertation as a Thesis by Publications instead of a traditional monograph.

This format allows you to collect and present your published research papers as a coherent body of work contributing to your doctoral project.

Eligibility criteria

To be eligible for the Thesis by Publications format, you must meet the following conditions:

- Include a minimum of three and a maximum of five scientific articles.
- Be the first author of at least two of these publications.
- All articles must be indexed in ISI Web of Science or Scopus.
- Journal articles only are accepted (letters, reviews, conference papers, and book chapters are excluded).
- Each article must address a distinct aspect of your PhD research, contributing to the overall project.
- Publications unrelated to your doctoral topic are not considered for eligibility.

PhD Thesis Assessment\

Thesis by Publications

PhD candidates in Design can choose to prepare their dissertation as a Thesis by Publications instead of a traditional monograph.

This format allows you to collect and present your published research papers as a coherent body of work contributing to your doctoral project.

*Submit your materials at least three months before presenting your thesis to the admission committee (NO LATER THAN 30th OF JUNE).

Structure of the Thesis

Your final manuscript should include:

- **An extended introduction** defining the research gap, objectives, and questions.
- **A methodology chapter** outlining the research approach and design.
- **Brief introductions (½ page each) for every publication**, explaining context and original contribution.
- **A concluding chapter** connecting the results to your research questions, limitations, and future directions.
- (Optional) **Appendices** with supplementary data or partially related publications.

How to apply

To apply for the Thesis by Publications format, please send* to segreteria dottorato-design@polimi.it:

- A list of the selected articles, and
- The full-text versions of each paper

The Design PhD Coordination Board will evaluate your request and confirm whether the eligibility criteria are met.

PhD Thesis Assessment\ PhD Thesis Submission

Submitting your thesis is the final step before the assessment and defence phases.

The process takes place entirely through the Politecnico di Milano Online Services, under the “Academic Record” section.

At the end of this process, you will receive your official defence date and will be admitted to the PhD Thesis Defence.

*You must have already submitted your PhD Agreement (including topic and abstract) to activate this function.

1. Upload the PhD Annual Form

When the submission window is open, upload* your final PhD Annual Form.

You can do so from *Online Services > Career > PhD Students Career > Career Tab > Annual review form option*.

2. Upload the draft copy of your thesis

After **the Design PhD Coordination board sets the submission dates**, you will receive an email indicating the deadline.

Go to *Online Services > PhD Students Career > Thesis Evaluation Data Tab* and upload your draft thesis.

At this stage, the document is **visible only to you**. You may replace it with an updated version until you declare it ready for review.

3. Declare your thesis is ready for assessment

Once the draft is final:

1. **Save** the definitive title of your thesis.
2. **Tick the box** stating that the uploaded version is the definite version ready for review.

This declaration becomes **available only once** the Design PhD coordinator has entered a positive grade for your admission to the final exam.

PhD Thesis Assessment\

PhD Thesis Submission

Submitting your thesis is the final step before the assessment and defence phases.

The process takes place entirely through the Politecnico di Milano Online Services, under the “Academic Record” section.

At the end of this process, you will receive your official defence date and will be admitted to the PhD Thesis Defence.

4. Thesis assessment phase

Your thesis will then **become visible to the appointed external reviewers** and your Supervisor.

Their names appear in the Thesis Evaluation Data section.

Reviewers will assess the submitted thesis and may either provide a final evaluation or request a revision.

5. Revision request

If changes are requested:

- You will receive a new deadline from the Design PhD Coordinator.
- Revision notes or files will be visible under “Revision Documents” in the reviewer list.
- Upload your revised thesis together with a cover letter summarising the changes.
- Tick again the declaration box confirming the new version as definitive.
- Once uploaded, reviewers will access the revised document and finalise their evaluation.

PhD Thesis Assessment\

Ethics Committee

The Research Ethics Committee of the Politecnico di Milano operates to safeguard, in compliance with current regulations, the rights, dignity, integrity, and welfare of human beings and animals involved in research, respect for the environment, freedom, and the promotion of science.

Therefore, it is important to prepare all the required documentation carefully, clearly state the research objectives, and submit well-organised and thorough materials.

Research Ethics Committee regulations

The Ethics Committee has the duty of providing reasoned opinions, at the request of individual researchers or research or teaching structures, to ensure that research is carried out in accordance with the ethical principles defined by international and national regulations and the Code of Ethics and Conduct of Politecnico di Milano. The Ethics Committee is not responsible for the functions reserved by law for the ethics committees of other bodies, particularly hospitals. The Ethics Committee also has the task of promoting reflection and training on the ethical aspects of research.

The regulation of the Ethics Committee can be consulted on www.normativa.polimi.it > *Regolamenti generali* > *Ricerca* > *Regolamento organizzativo e di funzionamento del comitato etico della ricerca*

PhD Thesis Assessment\ Ethics Committee

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Therefore, it is important to prepare all the required documentation carefully, clearly state the research objectives, and submit well-organised and thorough materials.

How to submit a request

The request for the Research Ethics Committee's opinion is submitted through a specific application form, accompanied by any required supporting documents. The Principal Investigator (e.g., your Supervisor) may be invited for a hearing with the Committee.

All documents and relevant regulations are available on the Intranet under *Documentation > Research > Ethical Committee*.

Additional Activities

Throughout the PhD programme, candidates are encouraged to take part in **additional activities that enrich their academic and professional experience**.

These activities provide valuable opportunities to **develop transversal skills**, engage with the academic community, and contribute to the synergy between research, teaching, and university life.

PhD candidates may be involved in **two distinct types of activities**:

- **Tutoring activities**, organised through the Politecnico di Milano, with a limit of up to 200 hours per academic year.
- **Teaching activities**, coordinated by the Design Department, are limited to up to 60 hours per academic year.

Each type of activity is managed through separate calls, procedures, and regulations, and both require prior approval from the Supervising Team to ensure compatibility with the candidate's research commitments.

Additional Activities\ Tutoring

PhD candidates may participate in tutoring activities promoted by the Politecnico di Milano through the annual Call for Part-time working activities of students.

These collaborations are designed to support the educational, organisational, and communication activities of the PhD School and the Departments.

How to apply

The call and related deadlines are available on www.polimi.it > *Campus and Services* > *Work and Collaborations* > *Students Paid Collaborations*.

Examples of tutoring activities include:

- Support for the integration and onboarding of new PhD candidates.
- Assistance with enrolment and orientation procedures.
- Involvement in training initiatives and PhD School events.
- Preparation of communication and promotional materials.
- Assistance with departmental or PhD School services.
- Individual or group support for students in bachelor's and master's degree programmes.

Additional Activities\ Teaching

PhD candidates may support teaching activities within the Design School.

These collaborations contribute to the strong connection between research and education that characterises the Department's culture.

How to apply

The official call for teaching activities is published on www.dipartimentodesign.polimi.it > *Collabora* > *Bandi*

Teaching activities may include:

- Assisting in design studios, laboratories, or workshops.
- Supporting Bachelor's or master's courses.
- Contributing to course organisation or supervision of group work.
- Providing feedback to students under the guidance of a course instructor.

Key information:

- **Participation requires approval** from the Supervising Team and authorisation by the Design PhD Coordinator (Nulla Osta).
- **A maximum of 60 hours** per academic year may be carried out.
- The collaboration is considered part of the candidate's academic training and **must not interfere** with research activities.

PhD Research Allowance

According to regulations, PhD candidates are entitled to **access a personal research allowance**.

The allowance **amounts to no less than 10% of the scholarship's annual taxable value** and is allocated for each of the programme's three years (PhD Regulations, Art. 8, para. 3). The endowment is intended to support the candidate's research activities.

The PhD Research Allowance can be used for:

- **Missions** (research trips, conferences, fieldwork)
- **Purchase requests or RDA** (research materials, publications, services)

All expenses must be authorised in advance by the Supervisor.

PhD Research Allowance\ Missions

When taking part in conferences, internships, fieldwork, or workshops, either in Italy or abroad, you must fill in a Mission Assignment Form before the start of your activity*. This procedure is required both for administrative and insurance purposes.

*The Mission Assignment Form must be submitted at least 15 days before departure.

How to open a Mission

To open a mission*:

1. **Log in** from the Politecnico di Milano homepage and follow this path: *Tools > Online Services > Administration > Mission Assignment Form*
2. **Select “New Request”** on the top-left of the page.
3. **Fill out all sections carefully:**
 - Request Data: indicate start and end dates, city of destination, and name of the host institution.
 - Mission Structure: specify the reason for the mission (conference, internship, fieldwork, etc.).
 - Means of Transport: ordinary public transport is always reimbursable; taxis are accepted only in exceptional cases; bike-sharing is reimbursable for long stays (over 30 days).
 - Expense Sheet Data: indicate the project or fund that will cover the mission expenses (e.g., PhD endowment).

PhD Research Allowance\ Missions

When taking part in conferences, internships, fieldwork, or workshops, either in Italy or abroad, you must fill in a Mission Assignment Form before the start of your activity*. This procedure is required both for administrative and insurance purposes.

How to open a Mission

4. Select “Save and Submit Request.”

Your request will be sent to the owner of the project or fund indicated in the form (e.g., your Supervisor), who must authorise it **before you can make any bookings.**

PhD Research Allowance\ Missions

When taking part in conferences, internships, fieldwork, or workshops, either in Italy or abroad, you must fill in a Mission Assignment Form before the start of your activity*. This procedure is required both for administrative and insurance purposes.

Booking and travel arrangements

Once authorised, travel tickets and accommodation may be booked through the **Travel Agency**, which is affiliated with the Politecnico di Milano.

You can either:

- **Request an estimate** (the Travel Agency will send a quote that you can approve or decline).
- **Book autonomously** through the Travel Agency platform.

In both cases, the **Department of Design will anticipate the payment** and subsequently charge it to the project indicated in your Mission Form.

Alternatively, you may book and pay for travel and accommodation on your own. In that case, reimbursement will be processed after your mission, upon submission of:

- Travel tickets and boarding passes.
- Hotel invoices.
- Any other relevant payment receipts.

PhD Research Allowance\ Missions

When taking part in conferences, internships, fieldwork, or workshops, either in Italy or abroad, you must fill in a Mission Assignment Form before the start of your activity*. This procedure is required both for administrative and insurance purposes.

Reimbursement guidelines

- Keep all original payment receipts (tickets, invoices, boarding cards, etc.).
- Fill out the expense report after your mission, indicating total amounts by type (meals, accommodation, transport, etc.).
- Up to three meals per day may be reimbursed (breakfast, lunch, dinner).
- Grocery expenses are reimbursable only for long stays (30 days or more) in self-catering accommodation.
- Private rentals are allowed for long stays if supported by proper fiscal documentation.
- Cultural or leisure expenses (e.g. museum visits, exhibition tickets, books) are not reimbursable.

Virtual events

For online conferences or workshops, you **do not need to open a Mission Assignment Form**. Please contact the Administration and Accounting Office at **acquisti-design@polimi.it** to request reimbursement of the registration fee.

PhD Research Allowance\ Purchase Requests

PhD candidates may use the Department's Purchase Requests (RDA) system to request:

- Reimbursements for expenses already incurred.
- Purchases of goods or services made through the Department.

*Costs for conferences taking place in other Italian cities or abroad must be submitted instead through a Mission Assignment Form, as they are considered mission-related expenses.

Eligibility criteria

Purchase Requests or RDA (Richiesta di acquisto dipartimenti) may be used for:

- **Virtual conferences.**
- **In-person conferences** held within the **city of Milan***.

Or to cover the following **research-related expenses**:

- Travel, conference registration fees, and summer school participation (only virtual or Milan-based).
- Consumables.
- Inventoriable materials (e.g. books), which remain property of the Design Department.
- Editing and proofreading of the doctoral thesis.
- Translation or transcription of manuscripts or thesis materials.
- Printing of the doctoral thesis.
- Open-access publication fees.

PhD Research Allowance\ Purchase Requests

PhD candidates may use the Department's Purchase Requests (RDA) system to request:

- Reimbursements for expenses already incurred.
- Purchases of goods or services made through the Department.

How to submit a purchase request

1. **Log in** to the Online Services and follow the path Administration → Departments' Purchase Requests.
2. **Select “New Request.”**
3. **Complete the General Data section:**
 - Subject: briefly indicate the purpose of the request (e.g., “Virtual conference entry fee”).
 - Description: provide a short explanation of the item or service.
 - Product type: choose from the dropdown list (or select “Other” if none apply).
 - Fund owner: indicate the owner of the fund or project to be charged.
 - Project: enter the project identification code. To use your PhD endowment, simply type your surname — the system will suggest the correct code automatically.
 - (Optional) Project relevance: describe how the purchase relates to your PhD research.

PhD Research Allowance\ Purchase Requests

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- Reimbursements for expenses already incurred.
- Purchases of goods or services made through the Department.

- (Optional) Provision reimbursement: tick this box only if you are requesting reimbursement for an expense already made.
- (Optional) Reimbursement method: select “Bonifico bancario” (bank transfer).

4. **Save your progress** — this automatically creates a draft of your request.
5. **Open the Safety section** (marked with a red symbol) and answer the required questions according to the type of request.
6. **Open the Documents section:**
 - For reimbursement requests, attach digital copies of invoices or payment receipts. Scan and upload paper receipts; original copies must also be delivered in person to the Administration and Accounting Office (Ufficio Acquisti).
 - For purchase requests: select “Offerta” as the document type and attach a quotation or technical data sheet for the item or service.
7. **Save your progress and select “Submit for Authorisation.”**

Well-being and coping with academic life

Pursuing a PhD can be intellectually rewarding but also emotionally and mentally demanding.

The Politecnico di Milano offers dedicated services to help you **maintain balance and well-being** while navigating the challenges of academic life.

- **PoliPsi — Psychological Support Service:** Provides free and confidential counselling and psychotherapy sessions with professional psychologists and psychotherapists. It supports students facing stress, anxiety, motivation issues, or personal difficulties affecting their studies.
- **Student Ombuds Office:** An independent and confidential service that helps students address situations of unfairness, conflict, or misunderstanding within the University context. The Ombudswoman listens, advises, and mediates to promote fairness and respect.

These services are designed to **ensure that your PhD journey remains both sustainable and enriching** — academically and personally.

Well-being\ PoliPsi

PoliPsi is a free counselling and psychological support service available to all students and PhD candidates at the Politecnico di Milano.

It is run by a team of professional psychologists and psychotherapists experienced in academic, relational, and learning-related issues.

When and why to contact PoliPsi

You can contact PoliPsi if you are experiencing:

- Difficulties adjusting to university life (motivation, study methods, or course choices).
- Anxiety, stress, or worries about academic performance, internships, or the future.
- Personal, relational, or professional challenges that make you feel stuck or uncertain.

What it offers

- **Psychological and educational counselling:** A short pathway (seminar on study methods/organisation + 1 to 5 individual sessions) with a specialised psychologist.
- **Psychological or psychotherapeutic support:** A cycle of 8 individual sessions with a psychotherapist, possibly followed by a check-in session.
- **Workshops and webinars:** Group sessions, experiential labs, and listening spaces (e.g. in student residences).

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How to access the service

- **Register on the PoliPsi platform** through the *Online Services > Dati > POLIPSI*
- **Choose the type of support** you wish to request.
- **In case of urgent need**, contact the phone helpdesk available on specific days.

For more information, you can visit *www.polimi.it > Campus & Services > psychological Wellbeing*

Well-being\Ombuds Office

The Student Ombuds Office is a confidential and independent service for students who believe their rights or duties (as defined in the university regulations) have been compromised.

The Ombudsperson investigates individually signed complaints, helps seek solutions, and acts as a safeguard against reprisals.

When and why to contact the Ombudsperson

You may want to reach out to the Ombuds Office if you experience:

- Behaviour that you think violates your rights or the university regulations
- Concerns about fairness in your study programme, interactions with academic staff, student representatives, or administrative practices
- Any form of reprisal or unfair treatment after raising concerns

What it offers

- Complaint submission: You can make a formal (signed) complaint. Anonymous reports are not accepted.
- Investigation & mediation: The Ombudsperson examines the matter and attempts to resolve it. If no resolution is possible, the case may be forwarded to the relevant authorities (School Dean, Rector, Student Representatives, etc.).
- Protection against reprisals: The service ensures that students who submit complaints are safeguarded from retaliatory actions.

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How to access the service

You may contact the Student Ombuds Office by:

- Visiting the office in person (check opening hours)
- Sending a signed email to: difensoredeglistudenti@polimi.it
- Sending a signed physical letter
- Telephone contact (if available)
- Remember: complaints must be signed—**anonymous complaints cannot be processed.**

For more information, you can visit www.polimi.it > *Students* > *Student Ombuds Office*

Useful contacts

Design PhD Coordination\

Design PhD Office — phd-design@polimi.it
— segreteriaadottorato-design@polimi.it

Research activities\

Research Support Office — produzionescientifica-design@polimi.it
Research Ethics Committee — comitatoetico@polimi.it

Visiting stay abroad & purchase requests\

Mission Office — missioni-design@polimi.it
Administration and Accounting Office — acquisti-design@polimi.it

Teaching activities\

Academic Office — didattica-design@polimi.it

Well-being\

PoliPsi – Psychological Support Service — polipsi@polimi.it
Student Ombuds Office — difensoredeglistudenti@polimi.it

General information

Politecnico di Milano — www.polimi.it
Design Department — www.dipartimentodesign.polimi.it
PhD School — www.dottorato.polimi.it
Design PhD Program — www.phd.design.polimi.it