

welcome**kit.**

phd candidates of the  
**xxxix** cycle





(Learn more on pp. 7-8)

(Learn more on pp. 9-10)

## Study plan

During the first semester of enrolment, the candidate has to submit a study plan.  
Dedicated online procedure (Online Services): [polimi.it/servizionline](http://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 mandatory**.  
The third year 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 **6 PhD courses**:

- 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 freely selected ([dottorato.polimi.it](http://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 workshops, summer schools or seminars cycles) selecting "optional course" in the study plan. For courses offered by other universities, please send a request to both the Prof. Maffei 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)

prof. Chiara Colombi, Manuela Celi, Betty Marenko  
24 Jun - 24 July 2024 TBD | 5 ects

*timetable to be defined*

### SCIENTIFIC PRODUCTION

prof. 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, addressed 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](http://www.polimi.it) > Online Services > IRIS Re.Public@Polimi  
Research Support Office: [produzionescientifica-design@polimi.it](mailto: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](http://www.polimi.it) > intranet or [www.intranet.polimi.it](http://www.intranet.polimi.it) > Come fare per > Ricerca > Pubblicazioni > Catalogo prodotti della ricerca).

### 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/>

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## Internship in Italy

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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](mailto: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](mailto: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 [segreteriaadottorato-design@polimi.it](mailto:segreteriaadottorato-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 mid-term review:

<http://phd.design.polimi.it/tool-and-info/>

## Annual assessment (1st, 2nd year)

At the end of the 1st and of the 2nd 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.

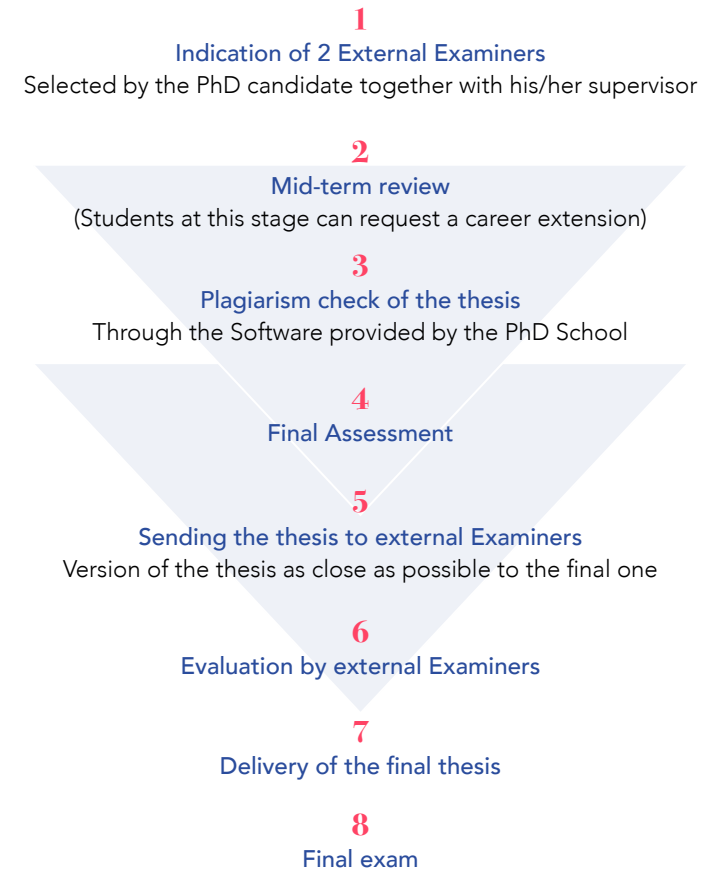
**(Candidates undertaking a doctoral path of 4 years - such as candidates admitted through international agreement - will follow these steps during the 4th year).**

### 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.11(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.



# 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](http://www.polimi.it) Home > Ateneo > Albo Ufficiale d'Ateneo)
- PhD candidates can accomplish a maximum of 40 hours per year.

## 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 publications;

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](mailto: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](mailto: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 Accounting Office**

[acquisti-design@polimi.it](mailto: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

- **LUCIA RAMPINO** | Coordinator of the Design PhD programme  
lucia.rampino@polimi.it
- **DAVIDE SPALLAZZO** | Deputy Coordinator of the Design PhD programme  
davide.spallazzo@polimi.it
- **SIMONA MURINA & PAOLA MOSCA** | Design PhD Secretary Office  
+39 02 2399 7245 & +39 02 2399 5934 | segreteriadottorato-design@polimi.it
- **ELENA AVERSA** | Representative of the PhD candidates  
within the Design Department | elena.aversa@polimi.it
- Administration and Accounting Office | acquisti-design@polimi.it  
Mission Office | missioni-design@polimi.it

**Politecnico di Milano** | [www.polimi.it](http://www.polimi.it) ●

**Department of Design** | <https://dipartimentodesign.polimi.it> ●

**Polimi PhD School** | [www.dottorato.polimi.it](http://www.dottorato.polimi.it) ●

**PhD programme in Design** | [www.phd.design.polimi.it](http://www.phd.design.polimi.it) ●



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