

ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR



PhD Dissertation & Final Exam

Based on Doctoral School regulations (December 2021)
and on decisions of the Academic Board
of the PhD in Computer and Control Engineering (December 2023)

INTRODUCTION TO THE FINAL EXAM

Procedure for final exams (according to DM 45/2013)



Admission to Final Exam
(granted by the Academic Board and
recorded in the minutes of the Academic Board)



Enroll on line



Assessment of the Thesis by 2 external referees
(revision and resubmission may be required by referees)





Final oral defence of the Thesis

INTRODUCTION TO THE FINAL EXAM

ADMISSION TO THE PROCEDURE OF FINAL EXAM

By the end of the 3rd year, the Academic Board takes a decision for all PhD candidates:

-  **go ahead, and activate the procedure of the final exam**
-  **reconvene the candidate at a subsequent date for re-evaluation,**
should some essential requirements not be fulfilled (exceptional situation)

Procedure shall be activated within 6 months from end of 3rd year (max June 30/2024 for 36th cycle candidates with L69/2021 “COVID” extension)

-  **deny admission to the final exam**

(the candidate is dropped out of the Programme !!)

The above decisions are recorded in the minutes of the Academic Board

Once activated, the procedure CANNOT be suspended!



Operational procedures for the Ph.D title: <https://www.polito.it/en/education/phd-programmes-and-postgraduate-school/doctoral-school/legislation>

INTRODUCT

ADMISSION

By the

The Academic Board expresses a positive opinion towards the admission of the PhD candidate to the Final Exam when

- All the necessary requirements are fulfilled
- The outcome of the review process is positive

The Academic Board formally admits the candidate to the Final Exam when also

- The thesis is ready

she

Proced

30/2024

June

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INTRODUCTION TO THE FINAL EXAM

ADMISSION TO THE FINAL EXAM

By the end of the cycle

The PhD candidate must apply for the Final Exam using the on line procedure, within 10 days from the meeting of the Academic Board in which admission has been decided

minutes:



should

From the end of the cycle to the Final Exam the candidate remains a PhD student (with no scholarship)

Procedure

30/2024 for 36th cycle (with "COVID" extension)

max June



deny admission to the final exam

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INTRODUCTION TO THE FINAL EXAM

Final oral defence

Thesis

Writing a Ph.D. thesis and defending it are the final steps in the career of Ph.D. candidates. The thesis must include original research contributions developed by the Ph.D. candidate under the guidance of a supervisor.

A common layout for Doctoral theses is available on [Sharepoint](#).

The CLA language experts are available to help Ph.D. candidates to identify their difficulties with the English language during the drafting of their doctoral thesis. The service of the language experts is not a proofreading service. The language experts are available by appointment (write to esperti.inglese@polito.it, for a 30-minute session).

In order to avoid problems with plagiarism, Politecnico has prepared a document on [copyright and industrial and intellectual property](#) and some [guidelines on plagiarism and self-plagiarism](#). The thesis will be verified against plagiarism by the supervisor with [Turnitin anti-plagiarism software](#) (here the [guide for the supervisor](#)).

After the oral defence, a copy of each doctoral thesis will be automatically deposited into the University repository and will be available online with open access (provided that it is not a thesis withheld with an embargo).



Watch on YouTube

[Come evitare il plagio](#)

Ph.D. path ×

Study plan +

Studying abroad +

Suspending and withdrawing from a Ph.D. programme

Publications

Intellectual property

Final oral defence

After the Ph.D.

LOOK UP THE DOCUMENTS AVAILABLE ON SHAREPOINT >

Final oral defence: <https://www.polito.it/en/education/phd-programmes-and-postgraduate-school/phd-path/final-oral-defence>

INTRODUCTION TO THE FINAL EXAM

Oral defence



For admission to the final examination (oral defence) Ph.D. candidates are required to:

- meet the requirements on training and research activities and obtain a positive evaluation of their thesis from the Academic Board;
- register online for the final examination and pay a 32,00 € fee (cost of the revenue stamp and issuance of diploma);
- fill in an evaluation questionnaire about their experience as Ph.D. candidates (available on the personal page of the Teaching Portal).



The procedure for the final oral defence is available in this [document](#)  and online in the dashboard.

Ph.D. candidates defend their thesis during the final oral defence that is normally organized in person at the university or in blended mode (in-person and online). The date of the oral defence is decided by the Examination Board and cannot be changed.

Members of the Examination Board with the right to vote who do not live in Torino are allowed to get a refund of their mission expenses ([mission expenses reimbursement](#) ) in accordance with the [Regulations](#)  of Politecnico di Torino.

The degree parchment is usually collected during a ceremony, but it is also possible to collect it at the Student Office, personally or authorizing a trusted person or requesting the shipment. For degrees awarded from 1987 to 1998, it is necessary to contact the Ministry of Education ([MIUR](#)).



The Supervisor **shall cooperate with the PhD candidate** to the success of the evaluation procedure and **has the responsibility to monitor the process**

MINIMUM REQUIREMENTS TO BE ADMITTED

Doctoral School (ScuDo) requirements

- **100 hours** of technical and specialized courses (**hard skills**) attended
- **40 hours** of transversal courses (**soft skills**) attended
- **50N indicator \geq 50** (i.e. one or more papers, proportionally to the number of co-authoring PhD students, published in journals listed in the international databases "Scopus" or "Web of Science")
- ***Italian language course*** (for international students)

PhD Program in Computer and Control Eng. minimum requirements

- **two papers** accepted for publication in international conferences with peer review
- **one paper** accepted for publication in an international journal belonging to the ISI catalog or to the SCOPUS database and ranked Q1 or Q2

INTRODUCTION TO THE FINAL EXAM

WEB TOOL SUPPORTING THE PROCEDURE

ScuDo provides a web tool, implementing the procedure and helping all the different users (the PhD candidate, the Supervisor, the Coordinator, the Board, the Referees, the Administrators) through all the steps

For PhD candidates, this tool will be accessible through their web interface (so-called **Cruscotto**)

ScuDO, the Coordinator and the Supervisor can access the web tool, in order to monitor the process

PhD candidates must upload:

- **the summary of their triennial PhD activity**
- **the abstract of their thesis**
- **the thesis (complete, ready for the review process)**

Supervisors will validate the above documents. A validated thesis CANNOT be modified until the comments of both the 2 external Referees have been received

Declaration of Intent and Questionnaire will have to be upleaded/filled in too.

INTRODUCTION TO THE FINAL EXAM

PLAGIARISM PREVENTION

Plagiarism and auto-plagiarism: instructions are available at https://www.polito.it/sites/default/files/2023-01/Linee%20guida%20Plagio%20e%20Autoplagio%20ENG_0.pdf



web access www.turnitin.com with authentication

- Supervisors will receive an e-mail in order to activate their accounts
 - If not received, contact ScuDo
- Supervisors will have to activate the account for their PhD candidates
- **An originality check shall be performed (and a report generated)**
- Instructions are available at https://www.polito.it/sites/default/files/2023-06/Guida%20TURNITIN%20-%20Supervisor_0.pdf

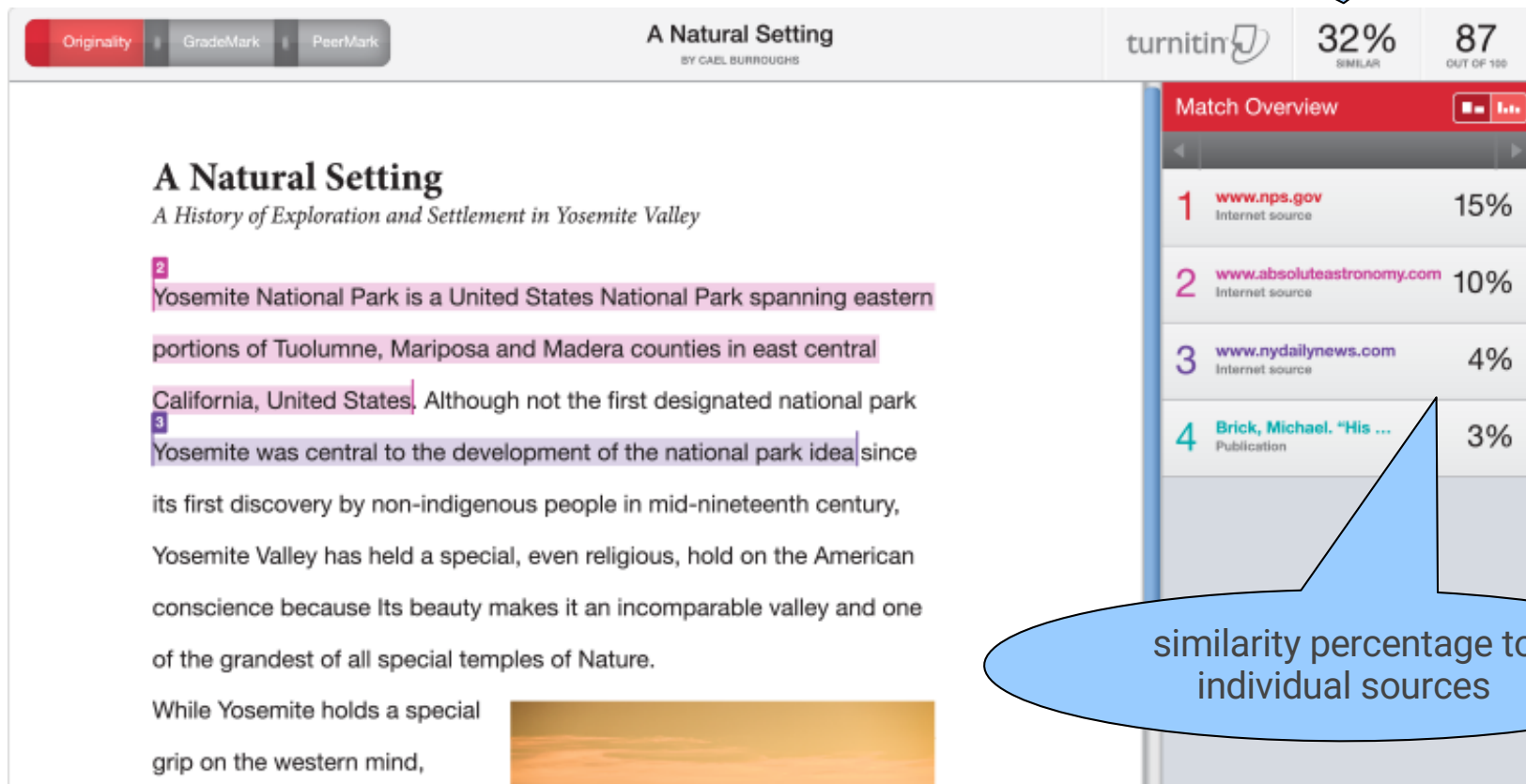
INTRODUCTION TO THE FINAL EXAM



Originality check

Compares thesis for similarity to content in Turnitin's database.

overall similarity percentage



The screenshot shows a Turnitin report for a document titled "A Natural Setting" by Cael Burroughs. The overall similarity percentage is 32% (87 out of 100). The match overview table lists the following sources:

Rank	Source	Similarity Percentage
1	www.nps.gov Internet source	15%
2	www.absoluteastronomy.com Internet source	10%
3	www.nydailynews.com Internet source	4%
4	Brick, Michael. "His ..." Publication	3%

The document text includes the following highlighted sections:

A Natural Setting
A History of Exploration and Settlement in Yosemite Valley

Yosemite National Park is a United States National Park spanning eastern portions of Tuolumne, Mariposa and Madera counties in east central California, United States. Although not the first designated national park Yosemite was central to the development of the national park idea since its first discovery by non-indigenous people in mid-nineteenth century, Yosemite Valley has held a special, even religious, hold on the American conscience because its beauty makes it an incomparable valley and one of the grandest of all special temples of Nature.

While Yosemite holds a special grip on the western mind,

similarity percentage to individual sources

INTRODUCTION TO THE FINAL EXAM

REFEREES



They are 2 University professors or researchers from public research institutions (no researchers from Industry)

They shall be internationally recognized in the field of the thesis research, be external to Politecnico and to the Academic Board, and preferably foreigners

No publications in common with the PhD candidate in the last 3 years

- **The supervisor suggests a list of perspective referees (min 2, max 5, at least 4 to compete for quality awards) to DAUIN.dottorato@polito.it**
 - By the deadlines comm. by the Coordinator (for approval in the next scheduled Board meeting)
 - Deadline **for all candidates January 15** (or early, to start the process before end of January)
- The Academic Board approves the list; the candidate uploads it on the Cruscotto, and the Coordinator validates it (then, thesis can be uploaded)
- The procedure automatically puts in a random order the referees: the selected referees are the first 2 on the list
- An informal contact of the Supervisor with the referees is suggested, before the tool sends credentials/instructions for accessing the tool (5 days after selection)

INTRODUCTION TO THE FINAL EXAM

FINAL TITLE OF THE THESIS



If it is not fixed by the specific type of grant (in case of doubts, check with Coordinator and/or with ScuDo), it is possible to change the title of the PhD thesis

The final title must be approved by the Coordinator/Academic Board before the beginning of the assessment process

- If the original title of the research (approved by the Academic Board at the beginning of the PhD) has not been changed, no action is needed
- **If the title needs to be changed, the supervisor sends the new one to DAUIN.dottorato@polito.it together with the list of referees by the deadline in the previous slide**
- The Coordinator/Academic Board approves the final title and the students can now use it for the thesis submission

INTRODUCTION TO THE FINAL EXAM

Following the validation of the thesis, the referees begin the assessment and shall give back their judgement within 30 days (then, next referee is invited)

Referees can choose among:

- **admit the thesis to the final defence as it is** 
- **admit the thesis to the final defence with minor revisions** 
- **major revisions and integrations and a new assessment are required** 

If one of the referees requires **major revisions**, the postponement procedure is activated; **the PhD candidate has maximum 6 months for revisions**, and all steps of the assessment procedure shall be repeated (major revisions may be asked only once)

In case of **minor revisions**, the candidate has to revise the thesis and the other documents uploaded on the web tool and they have to be validated again by the supervisor, including the anti-plagiarism check

The PhD candidate has maximum 90 days from the receipt of the referees' judgements to end the procedure and to discuss the thesis

INTRODUCTION TO THE FINAL EXAM

EXAMINATION BOARD FOR THE FINAL EXAM (NOMINATED BY THE RECTOR)

The Examination Board is composed of **5 members (with voting rights):**

- the 2 referees
- 3 other members, proposed by the Supervisor

The Examination Board needs to be validated by the Coordinator via the Cruscotto

Constraints (the Coordinator will ask the Supervisor to confirm them):

- **3 out of 5 members shall be tenured professors or researchers**
- **3 out of 5 members shall be external to any of the institutions involved in the PhD**
- **At least 1 out of the 5 members shall not be Italian (in terms of affiliation)**
- **At least 1 out of the 5 members shall be part of the Academic Board**

Appointed members outside Academia must hold a PhD

The Supervisor is part of the Examination Board without voting rights

Other members can be added (without voting rights and without complying to the previous constraints), but no travel costs are provided

INTRODUCTION TO THE FINAL EXAM

FINAL EXAMINATION

The Evaluation Board is able to see **the thesis, the abstract, the report, the referees judgements, the documents for final exam and the reimbursement form*** in the web tool

Organization of the defence

The Supervisor takes care of

- Agreeing with the other members on a suitable date for the final discussion (a certain number of days is required for the Rector to nominate it)
- Reserve a room for it (Sala L. Ciminiera)

The secretary of the PhD Programme will advertise the event (mail/website)

As per the requirements set by the Academic Board, **all the 5 members of the Evaluation Board must be physically present at the discussion**

* Guidelines for reimbursement expenses of Examination Board members and Expense Claim form: <https://www.polito.it/en/education/phd-programmes-and-postgraduate-school/doctoral-school/legislation>

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INTRODUCTION TO THE FINAL EXAM

Defence

The Examination Board identifies a President (internal member), leading the defence, and a Secretary (among members with voting rights)

Four main steps:

- Presentation (40 min) by PhD candidate
- Questions and discussion with the Examination Board (at least 40 min)
- Private internal discussion among the Examination Board members
- Final ceremony to inform the candidate of the Board decision

The dress code should be business formal (at least for the candidate)

Grant of the PhD Title

The thesis is approved/rejected by a majority of votes of the 5 voting members (a written evaluation report has to be produced by the Examination Board)

The Examination Board can unanimously propose the award of a degree **cum laude** (information about eligible candidates is provided by the President)

INTRODUCTION

Defence

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(a written evaluation report by the Examination Board)

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laude (information about eligible candidates is provided by the President)

The report is filled in on the Cruscotto by the President and the Secretary (the previous Word template has been replaced by an online procedure)

All the members of the Committee have then to approve it online

External members shall also upload a signed copy of the Non-Disclosure Agreement, together with a valid ID

The report with its attachments is signed (digital signature) only by the President

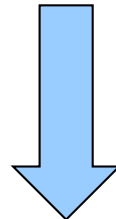
INTRODUCTION TO THE FINAL EXAM

FINAL STEPS AFTER THE DEFENCE

- The student presentation is sent to DAUIN.dottorato@polito.it (by the date of the defence), so that it can be uploaded on the website of the PhD Programme
- Thesis approved by the Examination Board is final, no changes allowed
- Thesis must be compulsorily:

Uploaded to IRIS (Polito repository)

automatically



Sent to National Libraries of Rome and Florence

- An official ceremony where PhD degrees are given to students is usually held by ScuDO in autumn



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