PhD Program in Computer and Control Engineering
Review Process - Administrative aspects

PhD Boards definition

o The Chair and Vice-chair of the Academic Board are responsible for defining the Review Boards and the assignment of students to them.

o The work of each board is coordinated by the president, who is nominated by the Chair of the Academic Board among the Review Board members.

o The president coordinates the work of the Review Board, schedules the students' presentations, and compiles the final version of the reports.

o The student's supervisors may express one or more suggestions for possible Review Boards that have similar competences and skills of the student's research topics.

o The Review Boards may include professors from the same research area, from other Departments, or even from outside Politecnico di Torino.

o At most two professors from the same research group serve on the same Review Board with a student of the same research group.

o The members of the Review Board should not have publications in common with the student.

o The members must hold a PhD degree and be a tenured researcher or professor.

Yearly report collection	Public presentaion	Review	Final decision

Yearly report collection	The students upload within a deadline their presentation file on the web app following the template defined by the Academic Board. The presentation slides, which shall be in English, constitute the final yearly report. The students' supervisors upload their optional feedback on the web app.
Public presentation	Each Review Board defines a calendar of oral presentations where the students illustrate their activities in a public setting open to any interested party. All the members of each Review Board must attend the presentation of the students assigned to it. The presentation must be 20 minutes long + 10 minutes of Q&A session. The supervisors are welcome to attend, but cannot participate in the discussion. During the presentation, the Review Board will ask questions and discuss with the students any possible doubts about their activities.

Review	At the end of the oral presentation, the Review Board will prepare two evaluation forms using the web app: - The internal evaluation form that reports on a set of aspects and possible concerns; it determines whether the student shall be admitted to the next year / to the final exam. This form is reserved for the Academic Board; - The open evaluation form that reports comments and suggestions for the students about their work, presentation ability, publication record, etc. Comments and suggestions shall be in English. The Review Board evaluates: - The congruity of the student's study plan with the research program; - The publication records in terms both of quality and quantity; - The student's personal contribution to the research results; - The participation to conferences and involvement into projects; - The teaching services, in terms of hours and their quality as reported by the CPD evaluations; - The clarity of the presentation; - The coherence between what the students present with respect to performed/planned activities and the possible feedback from the supervisors. For each of the above points, the Review Board explicitly expresses its evaluation choosing between "Satisfactory" and "Not satisfactory", and providing details via written comments using the two forms in the web app. At the end, the internal evaluation form includes a final recommendation according to which the student can be: - **Admitted** to the following year or to the final exam; - **Admitted with warning**: proper corrective actions are suggested to the student and to the supervisors; another evaluation will be scheduled after six months. Only one warning is possible in the overall student career; - **Rejected**: the student is NOT admitted to the following year or to the final exam. The Chair of the Academic Board performs a check on the number of recognized hours on hard/soft skills courses by using the data available on Politecnico di Torino's dashboard. The students are recommended to complete: - at least 50 hard skills hours (over 100) and 20 soft skills hours (over 40) for the admission to the second year; - all the required hard (100) and soft (40) skills hours by the end of the second year.
Final decision	The Academic Board, following the recommendations of the Review Boards and the outcome of the check on the number of recognized hard/soft skills hours, decides on the admission of each student to the following year or to the final exam. At the end of the process, the open evaluations and the final decision will be made available to the students and their supervisors.