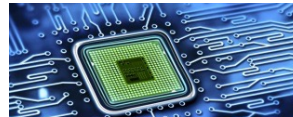


ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR



PhD Dissertation & Final Exam (detailed version for the Phd Program in Computer and Control Engineering)

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 Board)



Enroll on line



Assessment of Thesis by 2 external referees

(revision and resubmission may be required by referees)



Thesis defence

INTRODUCTION TO THE FINAL EXAM

ADMISSION TO THE PROCEDURE OF FINAL EXAM

At the end of the 3rd year, the Academic Board takes a decision for all candidates, as follows:



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

It is mandatory that the procedure is activated within 6 months from end of 3rd yr
(June 30/2023 for students with the extension L69/2021 “COVID”)



deny admission to the final exam (the candidate is dropped out of
the Programme!!)

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

Once activated, the procedure CANNOT be suspended!



*For all info and details, please check http://dottorato.polito.it/it/esame_finale
(repository of the procedure book and slides of explanation)*

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INTRODUCTION TO THE FINAL EXAM

ADMISSION TO THE PROCEDURE

At the end of the 3rd year, the procedure follows:



go ahead

The Ph.D candidate must apply for the Final Exam using the on line procedure, within ten days of admission from the Academic Board.



reconvene the candidate (the candidate can apply for re-evaluation, should some essential requirements not be fulfilled)

It is mandatory that the procedure is activated within 6 months from end of 3rd yr
(June 30/2023 for students with the extension L69/2021 "COVID")



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INTRODUCTION TO THE FINAL EXAM



Politecnico
di Torino


SCUDO

MENU

ITA | ENG



FINAL ORAL DEFENCE

In order to take the final oral defence, candidates shall comply with [requirements concerning training and research activities](#)  and obtain positive evaluation of their thesis from Academic Board.

In order to take part to the final examination, PhD candidates are required to:

- Enroll on line;
- Pay **32,00 €** to cover expenses related to stamp duty and issuance of diploma;
- Fill in the evaluation questionnaire about their experience as PhD candidates, which can be found in the personal page of Teaching Portal.

The procedure for final oral defence is detailed in this [document](#)  for 33rd cycle and in this [document](#)  for 34th.

Examination Boards shall be appointed by Rectoral Decree. Name and contacts of Board members will be available online in "cruscotto". The supervisor updates the final examination calendar with the date and place of examination indicated by the Board. **The modalities and timetable of examination established by the Board shall not be disregarded.**

Due to Covid-19 emergency, the final defences are on line or in a mixed mode.

There are two vademecum for the final defence on line:

- **until 33rd cycle** 
- **from 34th cycle** 

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

MINIMUM REQUIREMENTS TO BE ADMITTED

ScuDo requirements

- **100 hours** of technical and specialized courses (**hard skills**) attended
- **40 hours** of transversal courses (**soft skills**) attended
- **one paper** 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 Advisor 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 complete and final copy of their dissertation.**

Supervisors will validate the 3 above documents. A validated thesis CANNOT be modified until the comments of both Referees are received.

Declaration of Intent should have been uploaded as well.

INTRODUCTION TO THE FINAL EXAM

PLAGIARISM PREVENTION

-> Plagiarism and auto-plagiarism: instructions are available at
https://didattica.polito.it/zxd/cms_data/attachment/30/Circolare%20Plagio.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
- PhD candidates accounts will be activated by their supervisors
- **An originality check can be performed (and a report generated)**
- A manual for both is available at http://dottorato.polito.it/it/esame_finale

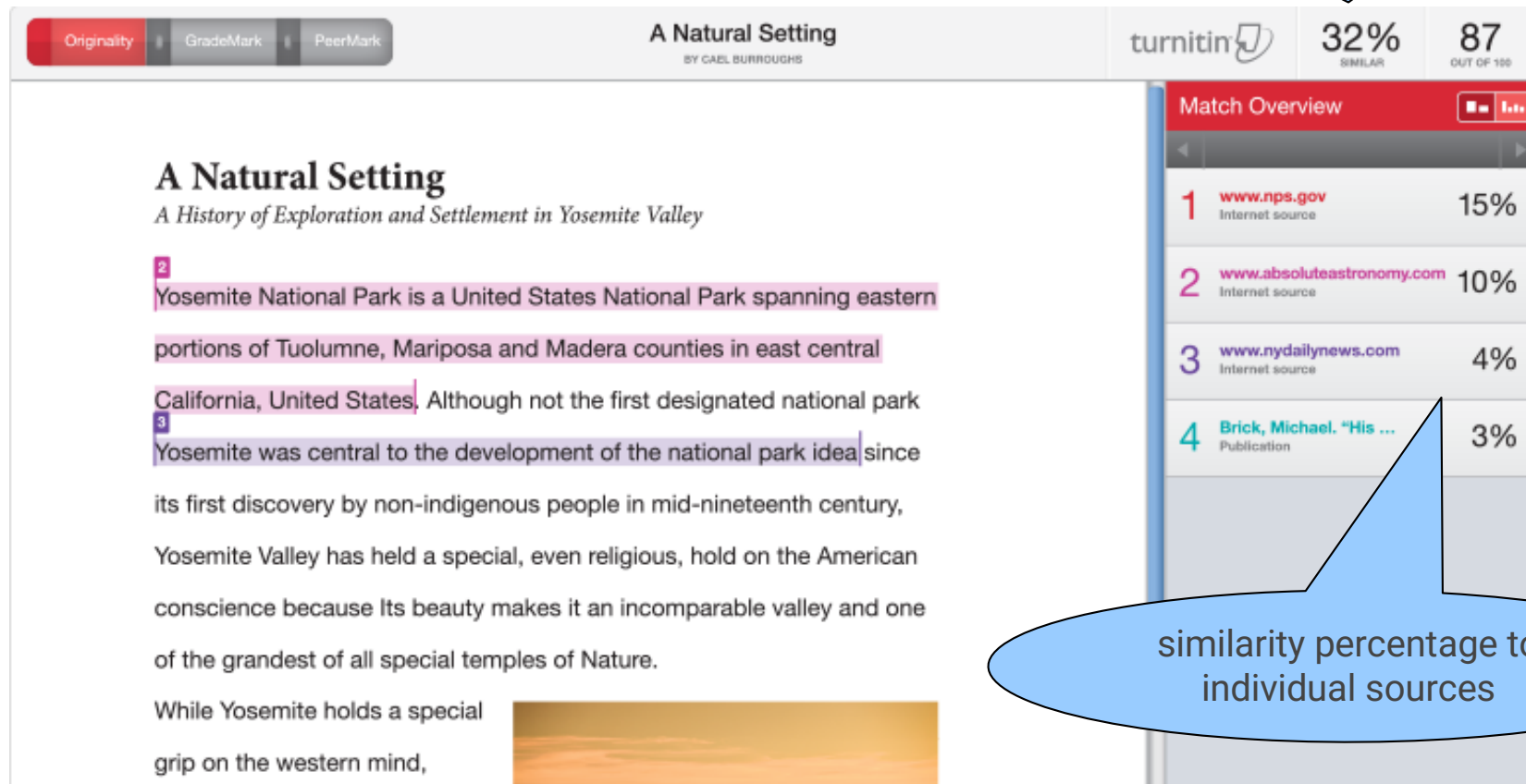
INTRODUCTION TO THE FINAL EXAM



Originality check

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

overall similarity percentage



The screenshot shows the Turnitin Originality Check interface for a document titled "A Natural Setting" by Cael Burroughs. The overall similarity percentage is 32% (87 out of 100). The interface displays a list of matches on the right side, including the following sources and their similarity percentages:

Match Number	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 main text area shows the document content with highlighted sections corresponding to the matches. The highlighted text includes:

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 internat. recogn. in the field of the thesis research and be external to Politecnico and to the Academic Board (*Collegio Docenti*); 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)
 - Final deadline January 15 (12.00pm / noon)
- The Academic Board approves the list; the student uploads it on the Cruscotto, and the coordinator validates it
- 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 accreditation and information.

INTRODUCTION TO THE FINAL EXAM



FINAL TITLE OF THE THESIS

If it is not fixed by the specific type of grant, it is possible to change the title of the PhD thesis

The final title must be approved by the 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 deadlines in the previous slide**
- The 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.

Referees select 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.** 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 his/her thesis.

INTRODUCTION TO THE FINAL EXAM

EXAMINATION BOARD

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

- the 2 referees
- 3 other members, proposed by the Supervisor and validated by the Chair of the Academic Board via the Cruscotto.

Constraints:

- **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 board without voting right.

Other members can be added (without voting right 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.

Defence

The advisor takes care of

- Agreeing with the other members about a suitable date
- Informing the DAUIN PhD secretariat (dauin.dottorato@polito.it) about the date.

The DAUIN PhD secretariat

- reserves the Sala L. Ciminiera for the final discussion (if possible)
- promotes the event.

All the 5 members of the Evaluation Board must be physically present at the discussion.

INTRODUCTION TO THE FINAL EXAM

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All the 5 members of the Evaluation Board must be physically present at the discussion.

At present (after the pandemic), the possibility for Evaluation Board members to participate in the discussion through videoconference is envisaged.

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 is necessary. The Examination Board can unanimously propose the award of a degree **cum laude**.

INTRODUCTION

Defence

The Exam

defence

Four

- Pre

- Qu

- Private

- Final ce

The dress

Grant of

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 scan copy of the signed Non-Disclosure Agreement together with a valid identity document

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

The thesis is approved/rejected by a majority of votes of the 5 voting members. A written evaluation report is necessary. The Examination Board can unanimously propose the award of a degree **cum laude**.

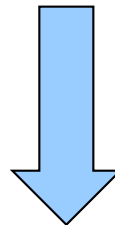
INTRODUCTION TO THE FINAL EXAM

FINAL STEPS AFTER THE DEFENCE

- The signed evaluation report by the Examination Board should be carried to the DAUIN PhD Secretariat
- The student presentation is sent to DAUIN PhD secretariat
- Thesis approved by the Examination Board is final, no changes allowed
- Thesis must be compulsorily:

**Uploaded to IRIS
(Polito repository)**

automatically



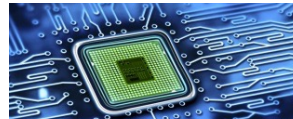
Sent to National Libraries of Rome and Florence

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

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<http://dottorato.polito.it>

scudo@polito.it

DAUIN.dottorato@polito.it