

**Guide for  
EXCHANGE STUDENT**

**2015-16**

***WELCOME!***

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# HOW TO APPLY

Here is the link where you can find all the relevant information for your stay:

<http://www.polinternational.polimi.it/exchange/>

## APPLICATION PROCEDURES:

### STEP 1 - NOMINATION

In order to be accepted as an exchange student at Politecnico di Milano, you have to be officially nominated by your home University.

### STEP 2 - APPLICATION

Students selected by their home university must apply online on the website in these dates:

- Autumn arrivals ➤ 13th April 2015 to 29th May 2015
- Spring arrivals ➤ 12th October 2015 to 27th November 2015

- A. Go to [www.polimi.it](http://www.polimi.it) > Servizi Online (Online Services) > New User - Register (if you already have a POLIMI account go to step C);
- B. Complete the form and set the password.
- C. Log in to Servizi Online and link to: APPLICATION FORMS > Incoming exchange students: ON-LINE APPLICATION
- D. Complete all the missing parts of the form and save. You must prepare a preliminary Learning agreement online. In the first weeks in Milan students will have time to confirm their definitive Learning agreement.

**The application is totally online, no hard copies are required**

### STEP 3 - ACCEPTANCE LETTER

After the deadline of the application form, we will send to the students an acceptance.

- Erasmus students will receive an email of acceptance.
  - non-EU students will receive the original letter of acceptance directly to their University, in order to get the VISA.
- Once you receive it you can start planning your new life.

# ACCOMMODATION

Politecnico di Milano offers accommodation both in Milano and nearby each university Campus. For more information, visit [www.residenze.polimi.it](http://www.residenze.polimi.it). Click on the city you wish to live in to see a list of residences. For each residence you will find a brief explanation of the accommodation, how to reach it, facilities, closing times, availability and costs.

Check in procedure is not guaranteed on late arrivals and weekends. In this case, you should plan an alternative solution beforehand, like spending your first night in a hotel.

For information

Housing Services Milano

Via Golgi, 42 - Milano

Opening hours: Monday – Friday 9:30 am – 12:30 pm.

E-mail: [residenze@polimi.it](mailto:residenze@polimi.it)

[welcome.lecco@polimi.it](mailto:welcome.lecco@polimi.it) (for Lecco Campus)

Phone: 800022399

Although the residences service tries to accommodate as many students as possible, availability is limited.

We suggest to consider also the private rental market. Some useful websites you can use are:

[www.affitto.it](http://www.affitto.it)

[www.agenziauni.comune.milano.it/dccasa-front/home.html?lang=en](http://www.agenziauni.comune.milano.it/dccasa-front/home.html?lang=en)

[www.kijiji.it/case/annunci-milano/](http://www.kijiji.it/case/annunci-milano/)

[www.esnpolimi.it/site/housing](http://www.esnpolimi.it/site/housing)

<http://abedinlecco.jimdo.com/> (for Lecco Campus)

[www.milano.bakeca.it](http://www.milano.bakeca.it)

<http://www.eseg.it/>

You should aim to secure yourself a flat at least a couple of weeks before courses begin to ensure an easy start and to avoid the high cost of hotels.

# COURSES

## COURSE CATALOGUE

During the month of June you will find the course catalogue at the link below:

<http://www.polimi.it/en/programmes/course-catalogue/>

1 ECTS credit (equal to 1 CFU) = about 25 hours workload (including classes, practice, homework).

In order to fill in the online application remember:

- 1) select the Programme (e.g. Civil Engineering MSc)
- 2) select the Track (e.g. OD2 Structures).

In order to fill in the online Learning Agreement:

- ✓ you must choose at least 1 exam from your track (e.g. OD2 structures)
- ✓ you can choose the other courses from other tracks of the School you chose (e.g. OB2 Geotechnis).
- ✓ you can acquire a MAXIMUM of 12 CREDITS from programs offered by a different School.
- ✓ no minimum number of credits is required, the maximum is 40 credits per semester;

## ACADEMIC CALENDAR

During the month of June, the academic calendar will be available at the link

<http://www.polimi.it/en/programmes/calendar-lessons-exams/academic-calendar/>

## ITALIAN LANGUAGE COURSE

Language certificates are not required, however it is strongly recommended to have a basic knowledge of Italian and a good command of English.

Politecnico organizes every year italian language courses during both semesters.

<http://www.polinternational.polimi.it/life/living-polimi/italian-courses/>

# WARNING

BEFORE APPLYING, BE AWARE THAT:

▶ Architecture workshops & studios (in Italian “Laboratori”) have LIMITED PLACES (8) reserved to exchange students.

Selecting the workshops in the online application DO NOT ENSURE YOU the enrollment in the course.

▶ Once you arrive at the Politecnico di Milano, you will be required to select them in the OFFICIAL STUDY PLAN. These places will be assigned with the criteria of “first comes, first served”.

We remind you that it is possible to change the learning agreement once you will be here.

▶ “Integrated course” (courses made of several modules) must be taken entirely (ALL the modules);

FALL SEMESTER: October-February

SPRING SEMESTER: March-July

# CONTACT

Politecnico di Milano  
Campus Leonardo  
International exchange office - Leonardo  
Via Golgi, 42 - 20133 Milano  
exchange-leonardo@polimi.it  
Office hours: mon-tue-wed from 9.30 to 12.30

When writing us please specify your name, surname, personal code and home university code.



## Erasmus+ Programme

### C. Recommended language skills

In order to take full advantage of student mobility, the Politecnico di Milano recommends language level B1 in Italian and B2 in English (for English-taught programmes only). No certificate is required though. The course offer in English is increasing at the Politecnico di Milano, particularly at Master-of-Science (4<sup>th</sup> and 5<sup>th</sup> year) level.

[Course catalogue](#) (language of instruction is indicated by flags)  
[Italian courses](#) (free of charge for all exchange students)

### D. Additional requirements

#### Application procedure

All nominated exchange students have to **register** on the [Polimi website](#) (Online Services<New User? [Register](#)) in order to get **ID number and password**, necessary to get access to all Personalised services. Select the **Application Form** "Incoming exchange students: ON-LINE APPLICATION" to start the application procedure. Fill in the form as required and save. No paper version is necessary.

The online application is available twice a year and the dead-lines are:

**Mid June** for the first Semester and Full year candidates

**Mid December** for the second Semester

#### Acceptance

All nominated candidates, that have completed the Application form, are evaluated by relevant offices. Accepted students will receive a confirmation of acceptance, sent to the e-mail contacts indicated in the application, at the latest two weeks after application closing date.

#### Learning Agreement/Study Plan and Transcript of records

After having completed the on-line application, the candidate will have the possibility to prepare a provisional Learning Agreement in connection with the educational offer at the Politecnico di Milano. If preferred the Learning Agreement version of the Home university may be used instead. At arrival there will be plenty of time to review the choice of courses with the Polimi Study Plan Tool (available at the beginning of each semester).

Students are advised to choose a majority of credits within their School and Course of enrollment. As a general rule to increase flexibility, students are also allowed to choose courses outside their School for a maximum of 12 credits per semester. Naturally it is necessary to take into due account classes overlapping and travelling between campuses. Some classes and laboratories have limited access.

A Transcript of Records will normally be issued no later than five weeks after the assessment period has finished.





## E. Calendar

### Academic Calendar

At the Politecnico di Milano the [Academic Year](#) is divided in two semesters.

1<sup>st</sup> Semester:

Courses from late September to end of January, with exam period in February

2<sup>nd</sup> Semester:

Courses from March to June, with exam period in July

Schools	Example: Academic Year 2013/2014			
	1st semester		2nd semester	
	Instruction begins	Instruction ends	Instruction begins	Instruction ends
Architecture and Society	9 <sup>th</sup> October 2013	31 <sup>st</sup> January 2014	10 <sup>th</sup> March 2014	27 <sup>th</sup> June 2014
Civil Architecture	7 <sup>th</sup> October 2013			
Design	7 <sup>th</sup> October 2013			
Engineering	30 <sup>th</sup> September 2013			
Architectural Engineering	7 <sup>th</sup> October 2013			

### Exam periods

Winter session: from February to the beginning of March

Summer session: from the end of June to the end of July

## F. Information

### Housing services

Politecnico di Milano has many different housing alternatives in all campuses and the [Accommodation Service](#) online counter is available for all incoming students. At arrival, several student associations do a great job assisting newcomers in their efforts to find apartments and rooms to rent.

### Multi Chance

The infrastructure to welcome students and staff with special needs is well developed in all Campuses and managed by the [Multi Chance Poli Team](#).



# Erasmus+ Programme

## Contact Sheet

Key Data 2014/2015	
Name of Institution	<b>POLITECNICO DI MILANO</b>
Country	<b>ITALY</b>
Internet Address	www.polimi.it
International Exchange Office/IEO	
Erasmus Coordinators	Piazza Leonardo da Vinci 32 I – 20133 Milano Visiting address: Via Golgi 42, I – 20133 Milano
<b>Interinstitutional Agreements</b>	<b>Isabella BONTEMPI/Gaia CAIRATI/Anna SJÖBERG</b> phone +39 02 2399 9765 fax +39 02 2399 9768 e-mail <a href="mailto:erasmus@polimi.it">erasmus@polimi.it</a>
StuDesk	
Student Advisors for Incoming and Outbound Students	
<b>Nomination Application Learning Agreement Transcript of records Welcome</b>	
<i>Please send nominations directly to the concerned StuDesk!</i>	
<i>Application on-line and information for exchange students:</i>	
<a href="http://www.polinternational.polimi.it/">www.polinternational.polimi.it/</a>	
<a href="http://www.polimi.it/en">www.polimi.it/en</a>	
	<p><b>StuDesk 2</b>  <b>IL</b> Schools of Engineering - Campus Leonardo and Campus Lecco  <b>StuDesk 2 – Laura MAFFEI</b> (incoming),            address via Golgi 42, I-20133 Milano            phone +39 02 2399 2562            fax +39 02 2399 2564  <a href="mailto:studesk2@polimi.it">studesk2@polimi.it</a></p> <p><b>StuDesk 3</b>  <b>IC, DC</b> School of Engineering, School of Design - Campus Como  <b>StuDesk 3 - Vittoria CAPRICCIOLI</b>            address via Castelnuovo 7, I-22100 Como            phone +39 031332 7511            fax +39 031 332 7565  <a href="mailto:studesk3@como.polimi.it">studesk3@como.polimi.it</a></p>