



GUIDE FOR ARCHITECTURE EXCHANGE STUDENTS

2018/2019

WELCOME ON BOARD!

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Autumn arrival

Spring arrival

1	ACCEPTANCE within 4 weeks after application deadline	
		mid- December
2	WELCOME WEEK	
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4	STUDY PLAN	
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1 Acceptance



1 Acceptance

WELCOME!

Welcome to PoliMi we are happy to have you!

1/ACCEPTANCE LETTER

Autumn arrival Mid-June Spring arrival Mid-December

You receive the official acceptance for your exchange programme at PoliMi by e-mail. Furthermore, your home university is able to download the Acceptance Letter through our nomination tool.

2/VISA APPLICATION FOR NON EU STUDENTS

The digital copy of the Acceptance Letter is an official document and it is valid for your visa application.

Please note that it is compulsory for non EU students to hold an adequate health insurance. Therefore, we strongly recommend you to obtain such health insurance before your departure. It is always advisable that the insurance policy is validated by the Italian Embassy and translated into Italian or English.

If necessary, you can find information about how to purchase a health insurance in Italy on page 22. We will also provide you with detailed information during our Welcome Week.





2 Before your arrival Studying



2 Before your arrival Studying

1/LEARNING AGREEMENT SIGNATURE

CONTACT PERSON AT POLIMI

If your home university requires a Learning Agreement (document normally only required for the Erasmus programmes) please make sure to fill it out correctly before sending it to the responsible person following these instructions.

1. FIND INFORMATION ABOUT POLIMI

- ♦ Erasmus code: IMILANO02
- ♦ Institutional coordinator: prof. Luisa Collina
- ♦ Contact person:

LEONARDO CAMPUS

- · Elisa Domenis
- · Michela Gregori
- · Christine Romanella
- · Paola Scorza
- · Claudia Suardi

email: exchange-leonardo@polimi.it address: via Golgi, 42, 20133 MILANO

BOVISA CAMPUS

- · Simona Benvenuto
- · Livia Fabbrini
- · Simona Rodella
- · Elisa Zappa

email: exchange-bovisa@polimi.it address: via Lambruschini, 15, 20158 MILANO

2. FOLLOW THE RULES FOR COURSE SELECTION

(consult the study plan section below)



1/LEARNING AGREEMENT SIGNATURE

CONTACT PERSON AT POLIMI

3. GET THE SIGNATURES

(yours and the one from the responsible person at your home university)

4. Leonardo Campus:

send the LA to your exchange office exchange-leonardo@polimi.it
You will receive a signed copy of the LA by e-mail asap. **Do not send multiple**<a href="mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e-mailto:e

Please be aware that any LA sent to us before your mobility is only a provisional LA. Your definitive LA and the choice of the courses will be defined and approved upon your arrival and has to follow the academic rules of your study program at PoliMi.

PLEASE NOTE!

Architecture Studios and Workshops have limited numbers and enrollment is **not guaranteed** upon the acceptance of this provisional LA.



2/COURSE SELECTION AND RULES

RULES

- ♦ Maximum amount of 40 ECTS credits per semester (no minimum requested);
- ♦ No more than **12 ECTS** credits per semester in other Schools of PoliMi (no Design courses)
- ♦ Architecture studios and workshops are subject to availability. The places will be assigned on the "**first come, first served**" criteria;
- ♦ Integrated courses consist of several modules: you must take the entire integrated course (all the modules);
- ♦ Annual courses are reserved for students who stay at Polimi for the whole academic year;
- ♦ Maximum 1 Studio per semester;
- ♦ You can choose courses of both BSc and MSc levels but the majority of the ECTS credits MUST belong to your study level and study programme at your home university, as indicated in your online application;
- ♦ Final Degree Project: you have to search for a supervisor at PoliMi who is willing to assist you with your thesis work and at the same time, you need a supervisor at your home university. You will defend your thesis only at your home university and therefore no grades/ECTS will be assigned in the ToR. The Polimi supervisor might issue a statement with information about the thesis work upon request.



2/COURSE SELECTION AND RULES

GOOD TO KNOW

- ♦ Due to possible timetable overlapping, changes in scheduling or high demand for popular courses, it is not possible to guarantee access to specific courses and Exchange students are encouraged to choose alternative courses;
- ♦ A full workload at the School of Architecture of PoliMi is **30 ECTS** credits per semester.
- ♦ 1 ECTS credit (equal to 1 CFU) = about 25 hours of workload including classes, practice, homework;
- ♦ Use the **Customized Schedule** tool at the <u>Manifesti degli Studi</u> to verify your weekly schedule;
 - ♦ Pay attention to where the course is held and avoid choosing courses held in different campuses;
 - ♦ The same course might have more than one section. You may choose any section;
 - ♦ The School of Architecture offers workshops, which are published on the schools website in a dedicated section:
 - ♦ Most courses at Bachelor level are offered in Italian, while the majority of courses at Master level are taught in English.



3/EDUCATIONAL OFFER

You can check the courses of BSc and MSc programmes offered by PoliMi

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here: link manifesto

Clicking on a specific course, the description, the name of professor, the course details and the timetable will be displayed. Class schedule is normally available in September.

COURSE TYPE

All courses require full time attendance. In case of late arrival professors might NOT accept you in studios

DIDACTICAL ACTIVITIES

Monodisciplinary courses are characterized by theoretic contents taught in lectures and verified throughout the year with tests and interviews.

Integrated courses cover more than one discipline or specific context. They are taught by more teachers who supplement each other.

Studios involve both a number of internal Faculty teachers and external professionals. The students work under their guidance and their specific architectural expertise.

Seminars (workshops) last one week during which the students develop a project under the guidance of an established and well-known professional or a company.

B.SC. PROGRAMMES TRACKS:

MIA (Progettazione dell'Architettura) = MIE (Architectural Design)

Most courses and studios are available only in Italian.

Urbanistica: Città ambiente e paesaggio (only in italian)

M.SC. PROGRAMMES TRACKS:

ACI (Ambiente Costruito Interni) = **BEI** (Built Environment Interiors)

ADU (Architettura e Disegno Urbano) = **AUD** (Architecture and Urban Design)

COS (Architettura delle Costruzioni) = **BA** (Building Architecture)

BAE (Building and Architectural Engineering)

UPPD (Urban Planning and Policy Design)





2 Before your arrival Living





1/CODICE FISCALE

The "codice fiscale" is an alphanumeric code of 16 characters issued for free by the "Agenzia delle Entrate" (Revenue Agency) to identify Italian citizens and foreign residents.

You need to have your own "codice fiscale" to:

- ♦ enroll at an Italian university
- ♦ open a bank account
- ♦ sign any type of contract (rental, phone line, ...)
- ♦ register at the National Healthcare Service (SSN)

You do not have to request the "codice fiscale" personally at the local "Agenzia delle Entrate". Thanks to a special agreement with the "Agenzia delle Entrate" to simplify the issue of tax codes, PoliMi requests it on behalf of its international students and delivers them a digital copy. If you need the original copy you have to ask for it at one of the local offices.

https://www1.agenziaentrate.gov.it/indirizzi/agenzia/uffici_locali/lista.htm?m=2&pr=MI



2/ACCOMMODATION

POLIMI RESIDENCES

Students may apply for accommodation in one of PoliMi residences making a reservation through

</r>

http://www.residenze.polimi.it/index.php?id=58&L=1

Take into account that places are limited!

ESN (ERASMUS STUDENTS NETWORK)

ESN is a student association that assists incoming exchange students. They can help you to find a flat to rent (sharing it with other students), contact the owners or give you other valuable tips.

It is not an agency but they will do as much as possible to help you!

In September and February/March ESN PoliMi also offers a database with accommodation solutions, availabe in their office.



For Accommodation & Housing - housing@esnpolimi.it

Website: http://esnpolimi.it/site/

Campus Leonardo - via Golgi 42 inside building 25, ground floor

Campus Bovisa - via Candiani 72 inside building B2

CHECK SOCIAL NETWORKS

♦ (e.g. facebook groups) AFFITTI MILANO – studenti/ lavoratori che vivono/ vorrebbero vivere a Milano



♦ https://milano.bakeca.it/annunci/case/luogo/milano/



3/COST OF LIVING

Living costs and spending habits will differ considerably depending on your individual expectations and needs and on where you live.

Carefully plan how and when to exchange your currency to get the best exchange rate. It is not advisable to bring larger amounts of cash unless you're sure you'll need it. Consider an amount of about € 200-250 cash to cover immediate needs.

below is a list of possible future expenses you may face (these costs are approximate and should be used as a guide only).

ACCOMMODATION

€ 350 - € 650 per month

Costs vary depending on the area and the kind of room (single or double).

STUDY

€ 40 per month

SOCIAL LIFE

80€ per month

Cinema € 11

Eating out € 25

Pizza € 10

Fast food menu € 5.50

Happy hour € 8-10

Clubs and bars € 10-20

Private gym € 40-50/month

University gym € 15-20/month

TRAVEL

€ 20 per month

Public transport € 20 per month

Taxi € 15-20 cab fare

MOBILE PHONE

€10 - €30 per month

FOOD

150€-200€ per month

The approximate prices of some basic items are listed below (in euros):

Milk € 1.20/l

Bread € 4.00/Kg

Butter € 1.70/250 gr

Beef € 9.00-19.00/Kg

Chicken € 8.00-10.00/Kg

Rice € 1.70-2.50/Kg

Pasta € 0.80-1.20/Kg

Mineral water € 0.50-0.80/l



4/BUDDY PROJECT

A Buddy is a student of PoliMi who will assist you before and upon your arrival as a volunteer. He/She will answer your questions, give you useful tips and introduce you to the student life at PoliMi. The result will be a mutual exchange of cultures that will surely add value to your overall experience in Italy.

Buddies will be matched with exchange students on the basis of the attendance to the same study programme, known languages and personal interests. This information will be gained through the registration form.

If you are interested fill in the online application form on your <u>Online Services</u>

(Application forms > Selection procedures > I need a buddy) entering your personal data, known languages and hobbies; **no bank information is required, the project is free of charge**.

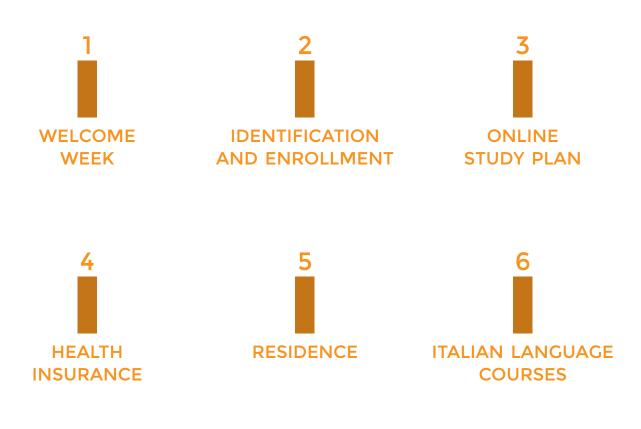
BUDDY ONLINE APPLICATION

Autumn arrival between June and July **Spring arrival** between December and January

For more information, please contact: buddy-system@polimi.it
Check students' impressions: Find a buddy and you'll find a treasure and "Polimi Stories - Buddy"



3 Upon arrival first days in Milan





1/WELCOME WEEK



PoliMi organizes the Welcome Week for both degree seeking and exchange incoming students with orientation activities consisting in **seminars**, **workshops and leisure activities**. Within the end of the Welcome Week, you will fulfill your administrative duties, learn something about PoliMi and the City of Milano, and meet a lot of new friends and classmates.

You will find the Welcome Week daily schedule of all events in **News and Events**:



http://www.polinternational.polimi.it/

These events are organized to support you in carrying out all administrative procedures and give you a good start at PoliMi.

DON'T MISS IT!

The participation is strongly recommended!

You are required to arrive in due time for the Welcome Week and the beginning of the lessons. Please note that late arrivals might result in a non-acceptance to courses by the relevant professor.

2/IDENTIFICATION AND ENROLLMENT

During the Welcome Week we will proceed with your identification. You will be asked to show the same document (passport - or identity card, only for EU students) that you uploaded when you applied. Please be aware that you can only be identified with the original document (no copies).

If you have changed your document in the meantime, please upload the new one before your arrival in your online services > management of personal data

After the identification you will be automatically allowed to use PoliMi Wi-Fi.

ENROLLMENT

Only after being identified you will be able to enroll online.

Enter Online Services > "Incoming exchange students: APPLICATION FORM" > Press the ENROLL Button > Save your enrollment receipt.

Use this receipt to access libraries and laboratories and other PoliMi facilities, while waiting for your Student card (called Policard).

You will receive an e-mail when the Policard is available to be collected.

Please be aware that the date of the enrolment will be the official date of the beginning of your study period at PoliMi.



3/ONLINE STUDY PLAN

WHAT IS A STUDY PLAN?

A Study Plan is the list of subjects/courses that you will attend – PoliMi requires that you submit the list by entering it in a dedicated section in our Online Services.

Note that only if you submit your Study Plan correctly you will be able to register and sit for the exam!

The Proposed Study Plan you submitted for your application and any Learning Agreement signed before your arrival are just provisional.

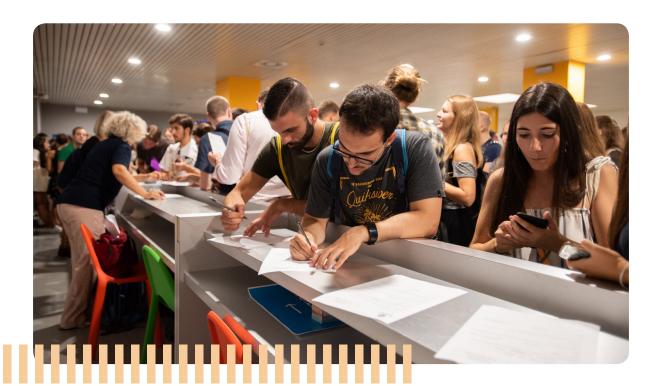
The study plan will be approved online after the Study Plan submission deadline. After your study plan has been approved no changes possible.

WHERE AND HOW TO SUBMIT YOUR STUDY PLAN?

Enter Online Services > "Study plan for incoming students" >
You will find a default list of courses belonging to the study track you are enrolled in.

ATTENTION!

You will receive detailed information during the Welcome Week.



3 Upon arrival



4/HEALTH INSURANCE

EU CITIZENS

For EU citizens who hold an European Health Insurance Card (TEAM Card) we suggest you to get the S1 Form in your country, in order to access the SSN (Servizio Sanitario Nazionale – National Health Service) for free. For more information on SSN and for students who do not hold the Europen Health Isurance card check the following link:



http://www.polinternational.polimi.it/life/living-in-italy/health-service/

NON-EU CITIZENS

For non-EU citizens, please note that it is compulsory to hold a health insurance (or a health insurance payment receipt) in order to apply for the residence permit, and that your residence permit will last as long as your health insurance.

You can purchase a private health insurance in your country or once in Italy you have the following options:

◊ purchase an Italian private health insurance

Up to date, the most convenient private health insurance for international students is provided by W.A.I (Welcome Association Italy). It costs 120 € for 12 months' assistance and 71 € for 6 months' assistance (from the day of purchase). It covers emergencies (that means that expenses are covered only if you are admitted to hospital by ambulance or through the emergency room "Pronto Soccorso"), but it also provides few extra services each time available 3 times per year. For detailed information about the policy services, conditions and payment check carefully the website http://www2.waitaly.net/en/.



Please note that for non-EU citizens the policy will be valid only after applying for the residence permit.





4/HEALTH INSURANCE



- ♦ Register to SSN (Servizio Sanitario Nazionale National Health Service)
 Registration to SSN provides you with the same health services benefits as every Italian citizen:
- choice of a general practitioner, who can visit you free of charge, and who will refer you to specialists (dentists, orthopedics, etc.)
- admission to public or certified private hospitals free of charge
- doctor on duty-continuous assistance service (guardia medica) free of charge
- lower fees for tests (blood tests, radiological tests, etc.)
- medical fees exemption for chronic diseases.

In order to register with the SSN, you must go to the post office and fill in a blank payment bulletin with the following details:

c/c postale n.: 379222; assign to: Amministrazione P.T. Regione Lombardia; reason: iscrizione volontaria S.S.N; Price: 149.77 € (one year).

Once you have paid, go to your local ASL office.

ATTENTION!

registration to the SSN is valid from January until December.

For more information please check http://www.polinternational.polimi.it/life/living-in-italy/health-service/



3 Upon arrival



4

5/RESIDENCE

RESIDENCE REGISTRATION: EU CITIZENS

If you are a EU/EFTA countries (Iceland, Liechtenstein, Norway and Switzerland) citizen, you must not apply for a residence permit. However, if you are going to stay in Italy for over a 3 months period, you should register with the Anagrafe (Register office) of your municipality of residence, by choosing one of the following registration options:

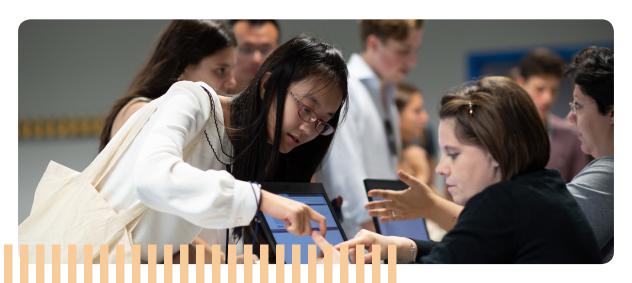
Students who DO NOT intend to set their permanent residence in Italy

In order to register a temporary residence in Italy you need to submit the following documents to the Anagrafe office of your choice:

- ♦ Passport or ID card and a copy
- ♦ Original fiscal code and a copy
- ♦ University enrollment certificate in Italian (enrollment receipt or self-certification)
- ♦ European Health Insurance Card issued by your country of residence and a copy
- ♦ Proof of sufficient resources (minimum € 5825 for students with no family members to support), provided through modello <u>EURO 1</u> self-certification (fill out point "b" only if with family members to support). As place of residence fill both your address in your country and your address in Milano

The temporary residence has 12 months' validity.

- ♦ Anagrafe Central office: Municipio 1 Area Servizio al Cittadino, via Larga 12, 20122 Milano - Refer to "Ufficio Stranieri" or go to the central Desks, taking the ticket letter "C" - Office hours: from Monday to Friday, 8:30 to 15:30
- ♦ Other Anagrafe offices



3 Upon arrival first days in Milan



5/RESIDENCE

Students who intend to transfer their permanent residence to Italy

(please verify with your country of origin which are the implications of transferring your residence permanently). Register with the Anagrafe office sending an email

- to <u>ServiziAlCittadino(at)postacert.comune.milano.it</u> (email subject: APR, Name and Surname), attaching the following documents:
 - ♦ Copy of ID card
 - ♦ Copy of "codice fiscale"
 - ♦ University enrollment certificate (enrollment receipt or self-certification)
 - ♦ Proof of health insurance (S1 form/private health insurance with 1 year validity/ voluntary registration to the Italian national health system. The European health insurance card is not sufficient)
 - ♦ Proof of sufficient resources (minimum € 5825 for students with no family members to support), provided through modello <u>EURO 1</u> self-certification (fill out point "b" only if with family members to support)
- ♦ Statement of residence, provided through <u>Dichiarazione di residenza</u> self-certification. To fill in the first paragraph on page 4 it is necessary to contact the apartment owner. Students who are renting a room/flat must fill their rental contract data at point 2, page 4.



3 Upon arrival



III 5/RESIDENCE

RESIDENCE PERMIT: NON-EU CITIZENS

If you are a non-EU CITIZEN and plan to come to Italy for a period exceeding 90 days, you must apply for a Residence Permit within 8 working days from your arrival in Italy. Visa is NOT valid for legally residing in Italy for more than 90 days.

Even if the Italian Representation issued a 6-month Visa you MUST apply for a Residence permit.

Please note that also NON-EU citizens owning a residence permit for the country of their home institution MUST apply for the Residence Permit for Italy.

The Residence Permit is issued by Police Headquarters ("Questura") and entitles you to temporarily live in Italy. It is valid for a maximum of one year: according to the current legislation, you need to renew it every year.

We strongly recommend you to take part in the orientation events organized during the Welcome Week in order to receive help in filling in the yellow application kit for Residence Permit.

HOW DOES THE PROCEDURE FOR THE APPLICATION WORK?

- ♦ 1st step: 1st step: Fill out the yellow application kit available at any Italian Post Office. Add:
- ♦ A copy of your passport with visa and personal data page.
- ♦ A copy of your health insurance policy; health insurance bought abroad must be validated by the Italian Embassy in your country (if not already in English). You can also buy health insurance upon your arrival in Italy.
- ♦ Your PoliMi acceptance letter to the exchange programme.

As soon as you have gathered all the documents required, you can go to any Post Office located near your residence displaying the Sportello Amico sign and pay the requested fee. The Post Office will give you a receipt and a letter inviting you to go to the Immigration Office at a certain date and time (usually in a couple of weeks).

• 2nd step: Go to the Immigration Office at the fixed date and time in order to get your fingerprints taken and show all the originals of the documents you put in the application kit.
In order to apply for a residence permit, you must have a health insurance valid for Italy.
Your residence permit will have the same validity as your health insurance.

For further information:



http://www.polinternational.test.polimi.it/life/living-in-italy/residence-permit/

3 Upon arrival first days in Milan



6/ITALIAN LANGUAGE COURSES



Language courses are organized in Leonardo and Bovisa Campuses in both semesters.

Courses are made up of 40 hours. Classes are held twice a week - Monday/ Wednesday or Tuesday/Thursday - from 6.15 to 8 p.m.

The tuition fee is 100 €

Levels offered:

- absolute beginner and beginners;
- ♦ elementary;
- ◊ intermediate.

In order to attend the Italian language courses it is compulsory to take the initial Level Assessment Test. Students will be able to register and carry out the online test between:

Autumn arrival mid-July and the beginning of August **Spring arrival** mid-January and the beginning of February

Apply: Online Services > MOBILITY > LANGUAGE COURSE CATALOGUE

After the level test, students will be able to check the payment instructions on the Online Services in "Language Course Catalogue"

Registration usually opens one or two weeks before the start of the semester.

More information italian-courses@polimi.it



7/PUBLIC TRANSPORTATION

BUSES, TRAMS AND METRO

ATM (Azienda Trasporti Milanesi) runs Milan public transportation system. It consists of buses, trams and an underground metro system.

All students under age 26 can purchase a student monthly travel card at a reduced price.

A standard **urban** network ticket costs €1.50 and is valid for 90 minutes. It allows only one access to the underground (metro) and urban rail lines (Passante Ferroviario). Once you have left the underground station you must have a new ticket for the next metro trip.

PLEASE NOTE

Always validate your ticket at the beginning of your journey and at any switch of means of transportation. Remember to keep your ticket with you for as long as it is valid. Any violations will be sanctioned with fines (from € 25 to € 200).

Night service available on Friday and Saturday night



http://www.atm.it/en/ViaggiaConNoi/Pages/NightService.aspx

Bike sharing



http://www.turismo.milano.it/wps/portal/tur/en/milanopratica/muoversifacilmente/bike_sharing



3 Upon arrival



8/BANK ACCOUNT

Most banks are open from Monday to Friday, from 8:30 am to 1:30 pm and from 3:00 pm to 4:00 pm.

To open a bank account you must:

- ♦ be of legal age (at least 18);
- ♦ have a valid ID;
- ♦ have a tax code (codice fiscale);
- ♦ not have been declared bankrupt.

After signing the contract, the bank will supply you with all the information related to the terms and conditions of service and the following bank coordinates.

Banca Popolare di Sondrio is the official bank of PoliMi.

It offers students of PoliMi the possibility to open a bank account at very good conditions.

Banca Popolare di Sondrio (branch no. 21)

Via Edoardo Bonardi 4, Leonardo Campus

Opening hours: from Monday to Friday, 8:30 am - 1:30 pm and 2:45 pm - 3:45 pm.

Phone: +39 02 2399 3307

Banca Popolare di Sondrio (branch no. 5)

Via degli Imbriani 54, Bovisa Campus

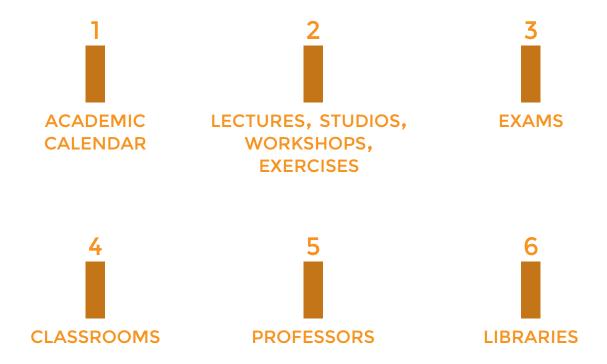
Opening hours: from Monday to Friday, 8:30 am - 1:30 pm and 2:45 pm - 4:15 pm.

Phone: +39 02 3932 841



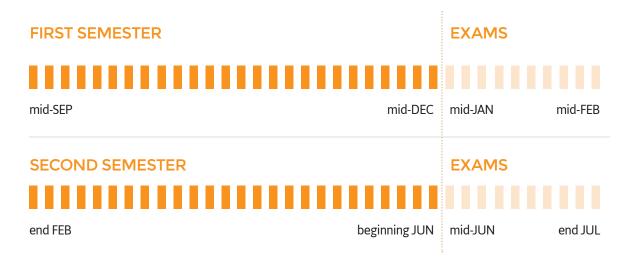


4 During your stay Studying





1/ ACADEMIC CALENDAR



HOLIDAYS

Ognissanti

1st November

S.Ambrogio | Immacolata

7th December | 8th December

Christmas Holidays

around 22nd December to 6th January

Easter Holidays

one week for Easter holidays

Festa della Liberazione

25th April

Labour day

1st May

Festa della Repubblica

2nd June

For further **information**:

https://www.polimi.it/en/current-students/calendar-and-deadlines/

2/ LECTURES, STUDIOS, WORKSHOPS, EXERCISES





3/EXAMS

The academic year provides three exams sessions:

- ♦ an exam session at the end of the 1st semester
- ♦ an exam session at the end of the 2nd semester
- ♦ an exam session in September

REGISTRATION TO EXAMS

To be able to sit for the exams, you must register within the deadlines through the Online Services. At the end of the exam registration procedure, the system issues a receipt that confirms the registration.

You can register to an exam only if:

- ♦ that course is included in your Study Plan
- ♦ you attended the course, in case the attendance is compulsory. Studio attendance is compulsory for at least 70% of total hours.
- ♦ You completed the SAFETY COURSE
- ♦ You completed the QUESTIONNAIRE to evaluate the course attended (please note that there is one Questionnaire for each course!)

In any case, you cannot register to an exam session after the deadline provided. Similarly, students who are not registered cannot sit for the exam.

Only for ongoing tests (prove in itinere), the registration procedure is not provided (unless otherwise stated by the professor).

III 3/EXAMS

ASSESSMENT CRITERIA

The methods and criteria for assessing the student's performance are made available by the professor at the beginning of the didactic activities and they can include possible obligations to attend courses (lectures, exercises and/or laboratories) and possible ongoing tests.

EVALUATION

In Italy the evaluation of the exams/tests is expressed as a fraction of 30 points where 18/30 is the minimum score and 30 cum laude is the maximum score. Results lower than 18/30 mean that the students failed the exam.

4/ SEARCH FOR CLASSROOMS

https://www7.ceda.polimi.it/spazi/spazi/controller/Principale.do?evn_ricerca_aula=evento&jaf_currentWFID=main

5/ SEARCH FOR PROFESSORS

https://www4.ceda.polimi.it/manifesti/manifesti/controller/ricerche/
RicercaPerDocentiPublic.do?aa=2010&lang=EN&evn_RICERCAINCARICHI=EVENTO&___
pj0=0&__pj1=bfe27a64cea8cc60ce005498fb143d26

6/LIBRARIES AND STUDY AREAS

University Library Services provide students with a network of libraries for research and study on different university campuses: to access University Library System services, users must be registered and authorized in the university login system. You can access your Personal Area also using the mobile APP PoliMi Library, available for iOS and Android. All services are available both on the IP net of the University and at home, through proxy service.





7/ WIFI, ONLINE SERVICES, BEEP AND MOOCS

All our campuses have WI-FI access, which is automatically available after the official identification during the Welcome Week.

Find here a list of available Wi-fi networks: Wifi.PoliMi
If any problem occurs, even after identification, check

If any problem occurs, even after identification, check https://www.connectandgo.polimi.it/en/

ONLINE SERVICES

The Online Services allow you to check your PoliMi e-mail account and to carry out the different files related to your university career. Through the Online Services you can:

- ♦ Display and modify your personal data
- Carry out all the necessary procedures related to the enrollment
- ♦ Submit your study plan
- ♦ Check the class timetable and the office hours for each professor
- ♦ Check the dates of the exams and enroll in examination sessions
- Check your examination results

To all the students of PoliMi is assigned an e-mail account. The e-mail address is created according to the following rules: firstname.lastname@mail.polimi.it

BEEP

BeeP is the portal for network activities designed for interactions between students and professors. Login with your PoliMi credentials (person code and password at Beep) and enjoy it! You can share documents, links and images, interact with virtual classrooms, follow revision lessons and ask professors questions, discuss topics on the forum and organize appointments.



7/ WIFI, ONLINE SERVICES AND BEEP

MOOCS - ONLINE COURSES FREE AND OPEN TO EVERYBODY

POK (PoliMi Open Knowledge) is the first MOOCs portal (Massive Online Open Courses) providing online courses free and open to everybody.

The main objective of the portal is to support the students, not only from PoliMi, in crucial stages of their educational and professional career. Courses are open to everybody: it is sufficient to register to the portal to access videos, contents, activities and self-assessment tests. At the end of the course, if a minimum score is met, a participation certificate will be issued (not tied to university credits or entrance test to PoliMi).

Italian as a second language

This course will guide you into the discovery of Italian language and culture. The main characters of the course are Anna and Alex. They are two Erasmus students: they are welcomed by Lorenzo and Lucia and are helped in their learning process by Elena and Giovanni. You will follow Anna and Alex in their adventures and discover the Italian language and culture with them.

The course is organised in 8 main units, plus an introductory unit and a final assessment unit. You can access the course absolutely free of charge and completely online.

Discover other active MOOCs: www.pok.polimi.it





8/EXTENSIONS

If you would like to extend your exchange period at PoliMi you have to ask for the extension before the end of the semester. The extension will only be approved upon written confirmation of your home institution.

ATTENTION!

1st semester at PoliMi mid- September – mid- February **2nd semester at PoliMi** end- February – end-July

If you intend to extend your stay in between two academic years, from 2nd to 1st semester you will have to proceed as follows!



- ♦ Submit a new online application within the deadline here
- ♦ Get nominated by your home institution.
- ♦ Get accepted and get enrolled during the following Welcome Week
 Please remember that you will be required to submit a new study plan for the extended semester.

Updated Learning Agreement signature during the mobility

Changes to the Learning Agreement must be requested within five weeks after the start of each semester. LA forwarded after the five weeks deadline will not be considered. Before sending the COMPLETE updated LA (before and during the mobility sections) please make sure that it corresponds to your online study plan.

BOVISA CAMPUS

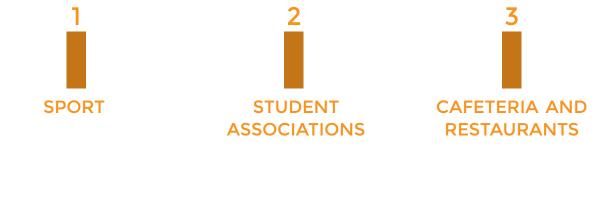


Send the LA to your exchange office exchange-bovisa@polimi.it You will receive a signed copy of the LA by e-mail asap.

Do not send multiple e-mails!



4 During your stay Living





4 During your s

1/ SPORT

POLIMI SPORT

PoliMi invites all students to practice sports, particularly at the facilities available in the University. The Leonardo Campus in Milan, for example, hosts the Giuriati Arena, a historic facility for athletics and rugby in Milan, where students can practice athletics, 5-a-side football and rugby, or take advantage of the fitness gym. In addition to this facility, there are many others affiliated with the Politecnico, where students can practice a variety of sports: athletics, swimming, windsurfing, fitness, golf, volleyball, soccer, judo, fencing, climbing, skiing, etc. If you practice a sport at a competitive level, moreover, you can be part of the teams of the PoliMi that participate in academic and federal competitions. To find out which sport you can practice and



where, visit www.sport.polimi.it

2/STUDENTS ASSOCIATIONS

A number of Student Associations organize both cultural and sports activities open to all students. Students registered in these associations get discounts in many bookshops, photocopy centres, phone cards shops, cinemas, cafés, etc. ESN is also helping international students to find accommodation upon arrival. For more information:

ESN - ERASMUS STUDENT NETWORK





Contact details: (+39) 02.2399.2676 - info@esnpolimi.it For Accommodation & Housing-housing@esnpolimi.it http://esnpolimi.it/site/

Campus Leonardo - via Golgi 42 inside building 25, ground floor Campus Bovisa - via Candiani 72 inside building B2

BEST MILANO - BOARD OF EUROPEAN STUDENTS OF TECHNOLOGY

Via U.B. Secondo 3, 20133 Milano

Phone: +39 02 23 99 26 65



E-mail: milano@best.eu.org https://www.bestmilano.it/en/



III 3/FOOD

CAFETERIA AND STUDENTS' RESTAURANTS

A number of bars with canteen facilities, where cold lunches and hot meals are served, are located in all the Campuses.



https://www.polimi.it/en/services-and-opportunities/canteens-and-dining-options/

4/ M-ID CARD

Thanks to the Milan Identity Card (M-ID Card) international students in Milan can benefit from special discounts on the services offered by the city.

Check the opportunities available with the M-ID Cart and its activation procedures on the website http://www.studyinmilan.net/

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5/ USEFUL TELEPHONE NUMBERS

CARABINIERI (POLICE WITH MILITARY AND CIVIL DUTIES) 112

STATE POLICE 113

MUNICIPAL POLICE 02 77271

ANTI-POISON CENTRE 02 661 010 29

EMERGENCY DOCTOR SERVICE 02 34567

HEALTH EMERGENCY 118

FIRE EMERGENCY 115





Before leaving



Before leaving

1/CHECK OUT

If you need any document signed before leaving PoliMi please make sure to go to your exchange office during the receiving hours.

Attendance letter signature and delivery to home institutions are the students' full responsibility.

PLEASE NOTE

We will neither sign attendance letters by e-mail nor send official documents by post or courier.



2/TRANSCRIPT OF RECORDS

As soon as all of your grades are recorded online, the authorized administrative personnel (Nominators) at your home institution will be able to download the Official Transcript of Records through the Nomination tool.

PLEASE NOTE

Only if you registered correctly for the exams the grades will appear in your Transcript Of Records

PLEASE NOTE

PoliMi will not send any hard copy neither to you nor to your home institution

You can check online the complete registration of your results entering the <u>Online Services</u> > Career.



CONTACTS

ATTENTION!

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

International Exchange Office

Leonardo Campus

Address: via Golgi 42, ground floor, 20133 Milano

Hours: Mon-Wed from 9.30am to 12.30pm

Phone number: +39.02.2399.4488
Mail: exchange-leonardo@polimi.it



Bovisa Campus

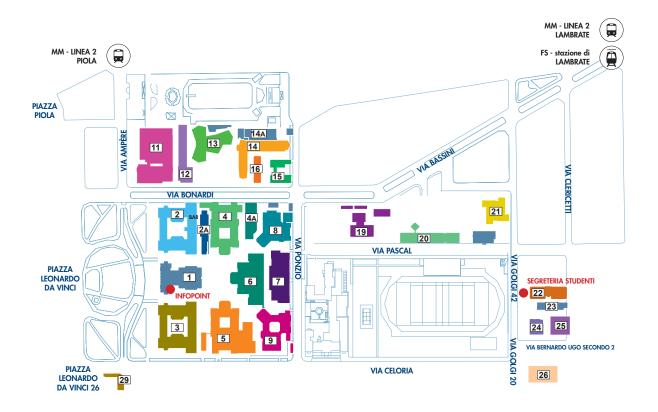
Address: via Lambruschini 15, ground floor, 20158 Milano

Hours: Mon-Thu from 10.00am to 12.30pm

Phone number: +39.02.2399.4488 Mail: exchange-bovisa@polimi.it

CAMPUS

Leonardo





WE WISH YOU

A GREAT

EXPERIENCE!