POLITECNICO DI MILANO

Erasmus+ Programme
Addendum to sections **A**, **B** and **G** within the signed Inter-istitutional Agreement.

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 (4th and 5th year) level.

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

D. Additional requirements

Nomination
The Partner University is kindly asked to officially nominate all exchange students (selected with respect to the figures in Part B of the agreement) by e-mail directly to the StuDesk, specifying the following details:
- Complete Name
- E-mail
- Period of Stay and Exchange Programme
- Area of Study (Architecture, Engineering, Design) and Campus destination at Polimi

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.
1st Semester:
Courses from late September to end of January, with exam period in February
2nd 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	9th October 2013	31st January 2014	10th March 2014	27th June 2014
Civil Architecture	7th October 2013			
Design	7th October 2013			
Engineering	30th September 2013			
Architectural Engineering	7th 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

Grading system
The European Credit Transfer System (ECTS) is fully implemented. Credits measure the student workload which is required to pass the examination and include class attendance, classwork, laboratory work and individual study. It is also possible to obtain credits for other training courses, project works or theses, internships, basic computing skills, training in communication and public relations and group work.
One credit corresponds to a workload of about 25 hours and the yearly workload for an average study course corresponds to about 60 credits. Each subject is assigned a number of credits which the students obtains when they pass their final examination. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest.

Assistance for Visa, Residence Permit and Insurance
Information regarding Visa, Residence Permit and Insurance matters is provided when needed.

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.

Termination of agreements
To terminate the exchanges a notice of at least one academic year should be given. This means that a decision to discontinue the exchanges notified to the other party by 1 June of year N will only take effect as of 1 September of year N+1.