



**POLITECNICO**  
MILANO 1863

GUIDELINES  
FOR MANAGEMENT OF INTERNATIONAL MOBILITY  
OF STUDENTS

*Approved by*

*the Academic Senate of Politecnico di Milano in the meeting of 23 October 2017*

*the Board of Governors of Politecnico di Milano in the meeting of 31 October 2017*

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## **1. INTRODUCTION**

One of the first priority institutional objective of Politecnico di Milano is the internationalization of educational and research activities.

For this purpose, it promotes specific actions aimed to improve the level of internationalization of educational careers, through a well-constructed inclusion, in the study programmes of Laurea Magistrale (equivalent to Master of Science) and Ph.D. research, of periods of study abroad, on the basis of exchange agreements with foreign Universities.

Therefore, the University promotes student mobility in prestigious international universities, through the participation in European Community programmes and other international mobility programmes (Mobility for Double Degree, Short-Term Mobility in Erasmus and Extra-European Countries)

## **2. SUBJECTS INVOLVED IN MOBILITY MANAGEMENT**

2.1 PROMOTERS AND EDUCATIONAL REFEREES

2.2 SCHOOL COMMISSIONS FOR INTERNATIONAL MOBILITY

2.3 COMMISSIONS FOR EVALUATION OF CANDIDATES FOR INTERNATIONAL MOBILITY FOR AUIC AND DESIGN SCHOOLS

2.4 ADMINISTRATIVE STRUCTURES

### **2.1 PROMOTERS AND EDUCATIONAL REFEREES**

#### **PROMOTERS**

All professors can propose the activation of an inter-institutional agreement, of which s/he will be the Promoter.

For the School of Design and the School of Architecture Urban Planning Construction Engineering, with the exclusion of the of the former School of Architectural Engineering, the Promoter, if member of the School Commission for the evaluation of candidates, is also involved in the selection of candidates for mobility for his/her partner universities.

#### **REFEREES**

Each school may appoint, among its professors, one or more Mobility Referees to each Study Programme. Referees must evaluate candidates for international mobility, by confirmation of their suitability and their preferences expressed.

Promoters and Referees deal with:

- advising students on the choice of possible destination;
- assisting outgoing students to define the Learning Agreement;
- validation of exams taken abroad by students returned from mobility.

## 2.2 SCHOOL COMMISSIONS FOR INTERNATIONAL MOBILITY

Each School appoints, among its Promoters/Referees, the members of its Mobility Commission that takes care of:

- planning, evaluating, approving and monitoring the Erasmus inter-institutional agreements;
- monitoring and possibly standardizing the participation criteria in international mobility programmes, as established by the CCS.

In case of not appointment of an International Mobility Commission, the School Board or other body specifically appointed takes care of these commitments.

## 2.3 COMMISSIONS FOR EVALUATION OF CANDIDATES FOR INTERNATIONAL MOBILITY FOR AUIC AND DESIGN SCHOOLS

The candidate assessments for International Mobility (Double or Simple Degree) are carried out by special School Commissions, that include all Promoters in the case of selections for Double Degree Mobility or Promoters of the campuses of the first preference selected for what concerns selections for simple international mobility, in accordance with the terms of the annual Call.

## 2.4 ADMINISTRATIVE STRUCTURES

Within the Central Administration, the following bodies come in support of the previous subjects:

- I.E.O. International Exchange Office
- The I.P.S. International Projects Service
- Career Service

I.E.O. The International Exchange Office deals with:

- Management of the Erasmus+ programme starting from inter-institutional agreements;
- Preparation of Calls for International Mobility for all Schools;
- Management of ranking lists drawn up according to the selection criteria defined by the Schools;
- Administrative management of student mobility;
- Management of provision of mobility contributions;

- Management of relations with the Erasmus+ National Agency and MIUR.

The I.P.S. International Projects Service (International Relation Office and EU Projects) takes care of:

- Drawing up the Guidelines for International Cooperation Agreements and preparation of specific framework agreements;
- Management of the negotiation process and conclusion of bilateral agreements with non-European campuses and double degree agreements, doctoral programme and other types not included in Erasmus mobility with European campuses;
- Consulting for the presentation and management of international cooperation educational projects with third countries funded by the European Commission.

The Career Service takes care of:

- Management of relations with host companies/organizations;
- Preparation of the Call for Erasmus Mobility for Traineeship;
- Management of ranking lists;
- Administrative management of outgoing student mobility;

### **3. OUTGOING MOBILITY FOR STUDY PURPOSES**

The outgoing mobility of students can take place in Europe or outside Europe.

#### **3.1 MOBILITY PROGRAMMES IN EUROPE**

European mobility can take place within the Erasmus+ programme or other programmes to which the University takes part.

#### **Erasmus+ Key Action 103**

The Erasmus+ Programme allows university students, that take part to it, to have cultural experiences abroad, to know new higher education systems and to improve the knowledge of at least one other language. It is governed by the European Community and by specific national guidelines made known by the Italian National Agency.

Students, selected for an Erasmus Mobility experience, may spend a period of study in a European Institute that holds the Erasmus Charter for Higher Education (ECHE), with which the University has mobility agreements, or can take part to internships or access training and research centres in one of the European countries participating in the programme.

- Erasmus mobility agreements for study purpose with universities in Countries participating in the programme

The Erasmus Inter-Institutional Agreement is generally signed by two university institutions, in which the parties undertake to respect the principles of the Erasmus+ programme and to respect the conditions set out in the Candidate Guidelines and in the Erasmus Charter for Higher Education (ECHE). Specifically, the Erasmus Study Agreement describes the mobility activities to be carried out, indicating the number of students, the subject areas and the duration of mobility.

The activation of an Erasmus Inter-Institutional Agreement is made upon request of a University professor, that will be the Promoter. For this purpose, a preparatory phase can be expected, with contacts and preliminary visits at the foreign campus aimed at evaluating the compatibility of the educational offer and the real opportunities of study offered to the students.

For the purpose of activation, the Promoter professor, upon approval of the agreement by the International Mobility Commission of the School, or of the Board, or any other body specifically appointed, must submit a request to the International Exchange Office, with the following information:

- exact name of the foreign university;
- educational structure (faculty, department, institute) with which the agreement is concluded;
- name of the Promoter at the foreign institution;
- number of students admitted to the exchange and duration of mobility (min. 3 months, max. 12);
- study programme/s to which the mobility is addressed;
- expected activity for students: study, graduation work, etc.;
- course language used in the foreign institution;
- information on the use of credits and the evaluation procedures adopted;
- any professor mobility;

In case of lack of direct contact with the foreign institution, the professor can forward a special request to the International Exchange Office, which will then contact the International Exchange Office abroad with a proposal of agreement, with the request for finding an on-site Educational Referee.

It is suggested that each new collaboration can have a potential multi-year duration and that it is in line with what stated in the Erasmus Policy Statement of the University.

The Erasmus Bilateral Agreements are signed by the Rector's Delegate for the Erasmus+ Programme, and come into force only when there are both signatures.

Every new agreement must be signed by 30 September of the year previous to the academic year of entry into force, both for incoming and outgoing mobility.

For example, an agreement signed by 30 September 2017 can be included in the next international mobility call and will be active from A.Y. 2018/2019.

Proposals for modification or termination of existing Erasmus agreements must be submitted to the International Exchange Office within 15 July of each year and will be applied from the following A.Y.

In order to evaluate the trend of exchanges, the Promoter professor can perform monitoring visits on-site.

In case of request for activation/modification of an Erasmus agreement by a European campus, the International Exchange Office will submit this request to the International Mobility Commission of the School, or of the Board, or other body specifically appointed, that must, if the proposal will be accepted, reply by providing the information mentioned above.

If there is no mobility both incoming or outgoing, for three consecutive academic years, the International Mobility Commission of the School must reconsider the opportunity to keep active the agreement.

- Limitations

During each study cycle (laurea triennale, laurea magistrale, Ph.D. programme), it is possible to carry out more mobility for study purposes and/or for Traineeship purposes, provided that the total duration, including the period of mobility already carried out abroad, within the previous Lifelong Learning Programme, does not exceed 12 months (or 24 months in 5 year single cycle programme).

Students, that take advantage of the Erasmus status with Community contribution, both for traineeships and study, cannot be granted, in the same period, of any other Community contribution provided by other programmes.

Each School or Study Programme can provide specific limitations, therefore, the Educational Regulations of the Schools or Study Programmes must be checked.

- Duration

Erasmus mobility for study purposes must have at least a duration of 3 months or a full academic quarter and cannot exceed 12 months.

### 3.2 MOBILITY PROGRAMMES IN EXTRA-EUROPEAN COUNTRIES

For students of Politecnico di Milano, it is possible to study in Universities of different extra-European countries, on the basis of bilateral mobility agreements, or under the Erasmus+ Key Action 107 programme.

All that concerns the activation of bilateral operational agreements can be found in the *Guidelines for preparation of international cooperation agreements of the University*, and for agreements with universities of the



Erasmus+ KA107 programme, please refer to the provisions of the European Commission.

- Limitations

Each School or Study Programme can provide specific limitations, therefore, the Educational Regulations of the Schools or Study Programmes must be checked.

- Duration

The mobility must have at least a duration of 3 months or a full academic quarter.

### 3.3 DOUBLE DEGREE PROGRAMMES IN EUROPEAN AND EXTRA-EUROPEAN UNIVERSITIES

The Double Degree programmes provide that the student can obtain the Laurea triennale (equivalent to Bachelor of Science) or Magistrale (equivalent to Master of Science) qualification both at Politecnico or in another European or extra-European partner campus. In order to obtain the double qualification, as to say the Italian and foreign qualification, the student is required to remain at the partner campus for a period that can vary from one to two years, depending on the agreements, and to obtain additional credits if compared to the curriculum normally provided by Politecnico di Milano. The graduation work is discussed in both Universities. Requirements for participating to this kind of programme vary depending on the foreign campuses, both with regard to the year of attendance of students and the required curricula.

Students that carry out a double degree mobility at a European campus can obtain the Erasmus student status, with or without Community contribution, in compliance with the restrictions provided in Article 3.1.

For all that concerns the activation of the double degree operating agreements, please refer to the *Guidelines for preparation of international cooperation agreements of the University*.

### 3.4 JOINT AND DOUBLE PH.D. PROGRAMMES IN EUROPEAN AND EXTRA-EUROPEAN UNIVERSITIES

The Politecnico di Milano offers, to its PhD students, specific programmes of Double Degree or Joint Qualification. The Double Ph.D. Programme is an educational career that provides the attendance of two existing Ph.D. programmes, one at Politecnico di Milano and the other one at a foreign university with which a special agreement has been signed. At the end of the educational career, the qualifications of PhD Holders of Politecnico di Milano and of the partner University are issued. The Joint PhD Programme provides a single career, usually of three years, agreed by both universities and with the issue of a joint qualification.

For specific regulations, please refer to *Ph.D. Programme Regulations*.

### 3.5 GENERAL VALIDITY PROVISIONS FOR OUTGOING MOBILITY FOR STUDY PURPOSES (Erasmus, Extra-Europe and Double Degree)

#### Eligibility

The international mobility programme is available only for students regularly enrolled at least in the second year of Laurea triennale (equivalent to Bachelor of Science) study programme at Politecnico di Milano.

For double degree mobility, please refer to the specific inter-university agreements.

## Eligible Activities

The following activities abroad are allowed:

- full-time studies of the first, second or third cycle, included the preparation of a graduation work;
- only preparation for graduation work;
- internship activity within a single study period (combined mobility period) under the supervision of the host University and continuously with respect to the study activity.

## Call and application

The Executive Decree sets out the annual issuing of the publication of the Call for participation in the International Mobility Programmes (Double Degree Mobility and Simple Mobility), after the approval by the Academic Senate and the Board of Governors.

Politecnico di Milano students, enrolled on the following, are eligible to apply for Simple International Mobility, within the time frames and respecting the rules set out in the Call:

- to laurea (equivalent to Bachelor of Science) programmes;
- to Laurea Magistrale (equivalent to Master of Science) and single cycle Laurea Magistrale programmes;
- to single programmes;
- to programmes of the Ph.D. School, only for Erasmus Simple Mobility.

Students currently enrolled on the third year of a three-year Laurea programme or individual programme matriculating to a Laurea Magistrale programme in the second semester of a.y. in which they submit their application, they can carry out the mobility both in first and second semester of the following academic year.

Students currently enrolled on the third year of a three-year Laurea programme or individual programme matriculating to a Laurea Magistrale programme in the first semester of the following academic year, they can carry out the mobility only in the second semester of that year.

Students currently enrolled on the third year of a three-year Laurea programme and matriculating to a Laurea Magistrale programme in the second semester of the following academic year, they cannot carry out the mobility in the semester of registration.

Students, that at the application are enrolled in the third year of a Laurea triennale (equivalent to Bachelor of Science) study programme and that do not obtain the qualification in time to enrol in Laurea Magistrale (equivalent to Master of Science) study programme during the next academic year, will be able to carry out the international mobility both in the first and second semester of the same year and as long as they are enrolled in a Laurea triennale study programme.

These restrictions cannot be applied to students selected for Double Degree projects.

In order to consider the application valid and effective, the student is invited to consult the internationalization section of the Degree programme, the websites of the partner institutions, your Study Programme Regulations and any additional information made available by the Mobility Referees or Promoters, as well as at your Studesk.

Students with non-Italian citizenship, regularly enrolled to Laurea, Laurea Magistrale and single cycle Laurea Magistrale programmes, cannot apply to carry out a study period abroad in either their citizenship country or in their country of academic origin.

The duration of mobility and the number of places available are bound by the agreement between the partner institution and Politecnico di Milano.

#### Selections for participation in international mobility programmes:

The selection of mobility candidates must be transparent and prevent any potential conflict of interest.

Students who have submitted online applications in accordance with the time frames and procedures set out by the Call are eligible to take part in the selection process exclusively for the preferences indicated.

For each candidate a value named *level* will be calculated by a formula which takes account of average scores, credits and academic study duration. The formula gives more opportunities to students that achieved the same results in a shorter time. The level is calculated automatically during the selection process using career data of the students at the date specifically stated in each Call.

$$\text{Media totale} + 0.1 \left( \frac{CFU_{1^{\circ}\text{livello}} + CFU_{2^{\circ}\text{livello}}}{\text{Anni di immatricolazione totali} - 1} - 30 \right)$$

where

$$\text{Media totale} = \frac{CFU_{1^{\circ}\text{livello}} \cdot \text{Media}_{1^{\circ}\text{livello}} + CFU_{2^{\circ}\text{livello}} \cdot \text{Media}_{2^{\circ}\text{livello}}}{CFU_{1^{\circ}\text{livello}} + CFU_{2^{\circ}\text{livello}}}$$

"Total years of registration" means all years since the first registration to any study programme. Therefore, the years of possible suspension from studies are also included.

Candidates in possession of non-Italian qualifications (Laurea or equivalent qualification) enrolled in a laurea magistrale programme, will be included in

the ranking list on the basis of a level calculated from the averages obtained at their University of origin as a mark out of 33.

Candidates in possession of non-Italian academic qualifications (Laurea or equivalent qualification) enrolled on the second or a subsequent year of a laurea magistrale programme will be awarded grades calculated, for the first level part, considering the average obtained in their universities of origin as a mark out of 30 and considering a total number of credits equivalent to 180 and a three-year first level programme duration. For the part relating to the second level, student data, on the date specifically shown on each Call, will be taken into consideration.

Candidates, enrolled to the first year of a three-year study programme, will be placed in the ranking list on the basis of the level calculated from the score obtained at the entrance test.

With the aim to allow the access to international mobility to as many students as possible, the Call for International Mobility may provide for the formula of the level the allocation of a reward factor for students who never have made mobility during their university career, both at Politecnico di Milano and other Universities. This factor is not applied to foreign students with a first level qualification issued by a foreign University.

In the event that two students have the same number of points, priority in the ranking list will be given to the student with the highest average. In the event of such students still having an equal number of points, priority will be given to the younger of the two.

Only one mobility can be assigned to each candidate, to be carried out exclusively in the year of reference of the Call.

Selection results will be published online.

For specific information about selection procedures, please refer to the Calls published every year.

### Exemptions and obligations relating to the student

Usually, the host Institution cannot be paid by mobility students for university fees (in particular expenses/fees of attendance, registration expenses/tuition fees, exam expenses/fees, costs/fees to access laboratories and/or libraries). However, host institutions may require payment of a fee to cover insurance costs, membership of student unions or the use of various materials (photocopies, laboratory products, etc.) under the same conditions as local students.

Students are therefore required to continue to pay the normal university tuition fees at Politecnico di Milano, also during their study period abroad.

### Academic recognition and validation of activities carried out abroad

Before departure, the student, allowed to spend a study period abroad, realizes, together with the Educational Referee of the Study Programme or

the Promoter, his/her study plan (Learning Agreement) indicating the educational activities of the host university that will replace some of the activities of his/her study programme with an equivalent number of credits. This number is almost equal to the number of credits that the student would have acquired during the same amount of time at his/her university (e.g.: 60 in one year, 30 in one semester).

A Learning Agreement is also required for a mobility period with the aim to prepare the Graduation work to be carried out abroad.

The choice of educational activities to be carried out at the host university, and to be replaced by those provided in your study programme, is aimed to acquire the knowledge and skills related with the profile of your Study Programme.

All together, these activities can replace, in a flexible way, a set of training activities provided by the curriculum, for a number of equivalent credits, without looking for content equivalence, the right association of names, or a unique matching of credits.

If provided by the Educational Referee or by the Promoter, the study plan to be carried out abroad can include compulsory internship and the preparation of graduation work with related credits. The CdS Boards are invited to prepare standard study plans, for each location, for students, with previous guarantee of recognition.

The study plan developed (Learning Agreement) must be formally approved by the School's Referee before the student's departure. Any ongoing change of the study plan must be similarly agreed, submitted within one month from the arrival of the student at the host university, and subsequently approved. Any further change that will be considered necessary must be formally agreed and immediately acquired.

Once the student comes back from the study period abroad, the responsible administrative official acquires the mobility closing documents, including the Transcript of Records, and submits the related certification of studies carried out to the Educational Referee/Promoter, which verifies the consistency and validates the activities upon authorization of the CCS or School Board.

The full academic recognition of the studies carried out abroad is guaranteed to the student, without programme additions or additional exams.

In any case, the scores will be converted according to the methods mentioned by each School. For conversion, usually, the score distribution curve will be used, provided by the University hosting the mobility activity in conjunction with the Transcript of Records. In this last case, the score distribution curve will be compared in percentage terms, aggregated according to the reference subject class with the one provided by the host University, according to the guidelines of the ECTS Guide. In exceptional cases, the Schools have the right to adopt different criteria, provided they are properly communicated.

The Italian score resulting from the comparison of the distribution curves of the two study programmes concerned will be reported in the student's career.

#### 4. ERASMUS OUTGOING MOBILITY FOR TRAINEESHIP PURPOSES

##### PROVISIONS FOR ERASMUS OUTGOING MOBILITY FOR TRAINEESHIP PURPOSES

Within the Erasmus+ programme, students can also access to internship periods (SMP - Student Mobility for Traineeship) in companies, institutions, institutes, foundations, organizations, from public or private field, with the exclusion of European institutions or organizations that manage European programmes in one of the countries participating in the Programme (the 28 Member States of the European Union, with the exception of Italy, the countries of the European Economic Area, with the exception of Switzerland and candidate countries to the inclusion).

##### Eligibility

Applications can be submitted, according to deadlines and methods provided by the Call, only by the students **enrolled in Laurea triennale (equivalent to Bachelor of Science), Laurea Magistrale (equivalent to Master of Science), Single Cycle Laurea Magistrale Study Programmes, Single Programmes, Ph.D. Programme, Specializing Master of first and second level and of the Specializing School** interested to perform, in the reference period specified in the Call, an internship:

- ❖ **COMPULSORY CURRICULA INTERNSHIP** (for ects or for final/graduation work) or **NOT COMPULSORY INTERNSHIP** (not for ects) to be completed by the graduation date
- Or

- ❖ **EXTRA-CURRICULA INTERNSHIP** as **graduate student** in Master or Specializing School/PhD Holder and entirely after graduation date

The application to the Call **is not allowed to those who are no longer enrolled students.**

The participation must comply with following **conditions**:

- ❖ to not be beneficiary, in the same period, of **another Community contribution** provided by other programmes/projects (as to say to not receive during the period of carrying out the internship any other scholarship of the Erasmus+ programme, former Erasmus+ for study, or contribution from another programme funded by Community funds and/or any additional contribution provided by the host institution from Community funds available to the Institution within the participation to/management of European project)

- ❖ to not have used already the **maximum number of months** of mobility allowed by the Erasmus+ program for your course of study (see below, paragraph "Duration")
- ❖ carry out a **full-time** internship (from 21 to 40 hours per week)
- ❖ not be **residents/citizens in the Country** where you intend to carry out the stage;
- ❖ Non-EU citizens must possess also a **valid residence permit** for Italy, for the whole duration of internship.

In addition, students enrolled in a university Master must also comply with the following conditions:

- ❖ to be students of a FULL TIME Master;
- ❖ to not be workers (hired as employee or collaborator),
- ❖ to not have been employee or collaborator of the proposed hosting organization.

Furthermore, those enrolled in a PhD School must not have activated their PhD Course in executive mode or higher education apprenticeship.

### Duration

The Erasmus+ internship can last for a **minimum of 2 months and a maximum of 12 months**, in any case, all referred to the reference period of the Call.

Specifically:

- ❖ each candidate can perform a maximum number of Erasmus months for Study and/or Internship, whether they are funded or not, within the same study cycle, as to say:
  - 12 months in I or II or III cycle (Laurea (equivalent to Bachelor of Science), Laurea Magistrale/Specialistica (equivalent to Master of Science), Master of first level, PhD School, Master of second level, Specializing School);
  - 24 months for single cycle programme;
- ❖ the Selection Committees establish the number of months funded to be granted to the winning candidates (see below, paragraph "Call and application")
- ❖ the duration is also determined by the requirements/availability of the Host Institution

only for new graduate students, the internship, according to Regulations of the Programme, must:

- be completed within 1 year from graduation;
- have a maximum duration of 6 months, in any case, to be combined with the maximum number of Erasmus months for the completed study cycle



## Call and application

With Executive Decree, the Erasmus Mobility Call is issued annually for the purpose of traineeship, after its approval by the Academic Senate.

Students from Politecnico di Milano that are interested to apply with eligibility requirements must necessarily fill out the specific online form, in accordance with the rules set out in the Call and within the deadlines provided.

## Selections

The number of Erasmus+ months funded will be divided proportionally to the number of applications received, as follows:

- Laurea triennale (equivalent to Bachelor of Science), Laurea Magistrale/Specialistica (equivalent to Master of Science) Study Programmes in Architecture and Urban Planning and Specializing School in Architectural Works and Landscape
- Laurea triennale (equivalent to Bachelor of Science) and Laurea Magistrale/Specialistica (equivalent to Master of Science) Study Programmes in Design
- Laurea triennale (equivalent to Bachelor of Science), Laurea Magistrale/Specialistica (equivalent to Master of Science) Study Programmes and Single Cycle Programmes in Engineering<sup>\*</sup>
- Ph.D. School
- Ph.D. School

The Selection Committees, appointed by each School and each group of programmes, will then allocate the monthly allowances among the selected candidates.

The Commissions will follow these criteria:

Laurea triennale (equivalent to Bachelor of Science), Laurea Magistrale/Specialistica (equivalent to Master of Science) Study Programmes in <i>Architecture, Urban Planning and Design and Specializing School</i>	✓ ✓ ✓ ✓ ✓	<i>results achieved in the studies</i> <i>curriculum vitae</i> <i>portfolio</i> <i>any certified language skills</i> <i>motivation letter</i>
Laurea triennale (equivalent to Bachelor of Science), Laurea Magistrale/Specialistica (equivalent to Master of Science) Study Programmes and	✓ ✓ ✓	<i>results achieved in the studies</i> <i>curriculum vitae</i> <i>any language certificates</i>

<sup>\*</sup> In quest'ultima Area Disciplinare sono compresi anche i Corsi di Studio di Gestione del Costruito/Management of Built Environment e dell'Area Disciplinare di Ingegneria Edile

Single Cycle Programmes in <i>Engineering</i> **		
Ph.D. School	Architecture, Urban Planning and Design field:	<ul style="list-style-type: none"> <li>✓ <i>results achieved in the studies</i></li> <li>✓ <i>curriculum vitae</i></li> <li>✓ <i>motivation letter</i></li> <li>✓ <i>any language certificates</i></li> <li>✓ <i>summary of graduation work project (max 5 pages)</i></li> <li>✓ <i>portfolio</i></li> <li>✓ <i>list of publications</i></li> </ul>
	Engineering field:	<ul style="list-style-type: none"> <li>✓ <i>results achieved in the studies</i></li> <li>✓ <i>curriculum vitae</i></li> <li>✓ <i>motivation letter</i></li> <li>✓ <i>any language certificates</i></li> <li>✓ <i>summary of graduation work project (max 5 pages)</i></li> <li>✓ <i>list of publications</i></li> </ul>
University Specializing Master	<ul style="list-style-type: none"> <li>✓ <i>Curriculum vitae</i></li> <li>✓ <i>any language certificates</i></li> <li>✓ <i>any certifications or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio.</i></li> </ul>	

*The Committee will have the right to assign weights to each evaluation criteria mentioned above.*

In order to promote among students a good distribution of the international mobility experiences, it will be considered as preferential titles also the fact that the candidate has not yet taken advantage, during his academic career, of opportunities within other international mobility programs.

#### Procedures for selected students

Erasmus+ mobility provides that internships is relevant to the candidate course of studies; therefore, whatever is the kind of internship to be carried out, activities and educational objectives of the internship of the winner candidates selected must be approved before by the appointed Academic Referee, appointed by the Schools. If the student wants to use the Erasmus+ for recognition of compulsory curricula internship, it will be

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\*\* Including also the Study Programmes in Management of Building/Management of Built Environment and the Subject Area of Building Engineering

responsibility of the student to check the conditions imposed by the academic regulations of his/her Study programme for the academic recognition of the activity.

Only after the approval of the Academic Referee, the compulsory process of conclusion of the **Learning Agreement for Traineeship** can start, among Politecnico di Milano, the candidate and the host institution.

At the end of mobility, the beneficiary will have to send the following final documentation within 30 days:

- the *Confirmation Letter*, issued by the hosting organization and stating the Erasmus+ period with exact dates (day/month/year) of arrival and departure. On these dates, the real duration of mobility will be calculated.
- the *Online Narrative Report*, through the dedicated platform implemented by the European Commission.
- the *Traineeship Certificate*, filled in and signed by the hosting organization at the end of the internship, certifies real dates of internship period and having performed the programme agreed, results obtained, and acquired skills.

The full academic recognition of the activities indicated in the Learning Agreement and successfully concluded is guaranteed to the student, with the exception of a mobility for traineeship purposes, carried out after Graduation/Title. In the particular case of a mobility for traineeship purposes that is not an integral part of the student's career, the Politecnico will still recognize this activity in the Diploma Supplement. The issue of credits or the recognition of educational activities undertaken by the student at the host Institution can be rejected only if the student does not reach the level required by the host Institution or does not meet the conditions required by the parties involved for the recognition.

#### Insurance cover and entry into the host country

The candidate of Politecnico di Milano in Erasmus+ stage is covered by *INAIL* insurance and insurance policy for *accidents* (only this one inactive for post-graduation internship) and for *civil liability* paid by Politecnico di Milano for accidents *during internship activities at the Hosting organization*.

The applicant must bring information autonomously about the rules governing Health Care in the destination country, through his/her ASL or diplomatic representative, and provide him/herself of it autonomously.

Legislation and regulations governing immigration of non-EU students/new graduates in the different participating countries to the Erasmus+ Programme are related to their nationality: selected candidate is responsible for collecting in advance information and obtain all documents that will allow entry and stay in destination Country, by addressing their diplomatic representatives.

## **5. INCOMING MOBILITY**

Politecnico di Milano offers to university students from foreign partner Universities the opportunity to improve their academic career by spending a mobility period at our University.

As well as the outgoing mobility, the incoming mobility is also based on different exchange programmes and is ruled by specific inter-university agreements.

Incoming students are not required to pay the tuition fees of Politecnico di Milano.

For what concerns the incoming students of the Ph.D. School, the following provisions can be applied only to Erasmus mobility.

### **5.1 BEFORE MOBILITY**

Students, who wish to carry out a period of study at Politecnico di Milano, must apply online through the application form specifically created and be appointed by their university of origin.

Depending on the exchange programme, the student will be required to submit appropriate documents.

### **5.2 DURING MOBILITY**

Incoming students are regularly enrolled and receive the University+ Card that will allow them to access the University's facilities.

They must complete a study plan, compatibly with what provided in their Learning Agreement.

For first and second level incoming students, the study plan must provide a majority of exams of only one School. In any case, incoming students will have the opportunity to choose exams, up to a maximum of 12 credits per semester, not from the host School.

This limitation does not apply to incoming students participating in double degree programmes.

Incoming students of the Ph.D. School will have the opportunity to choose courses from the offer of laurea magistrale and Ph.D. programmes.

The study plan must be completed also if the student wants to carry out only the activity of preparation of graduation work.

In order to guarantee the educational quality, the School has the right to establish maximum limits of attendance for courses/laboratories for mobility students, of which the incoming students will be informed in advance. These limitations must be communicated to I.E.O., therefore, the students will be allocated according to criteria set by the Schools.

Incoming students must contact the Mobility Referees or Promoters for information on programmes of courses and how to carry out the exams.

The Schools undertake to appoint Referees in order to coordinate the requests of incoming students that want to carry out activities for preparation of graduation work.

The incoming students can extend the period of study in this University by submitting to the relevant offices the authorization issued by the University of origin and the written approval of the Referee for Mobility.

During each semester, there are Italian language courses. To access them, you are required to undertake a test with payment of a small contribution. Italian courses are optional and do not provide ECTS. The incoming student is required to have a valid insurance policy in Italy, in order to have coverage against accidents.

Almost at the end of the study period, incoming students are required to regularize their administrative position at the relevant offices of the University, which issue certificates attesting the period and the study activity carried out.

### 5.3 AFTER MOBILITY

The incoming student's university can download the Transcript of Records online, which certifies the outcome of the exams taken and passed.