All students are required to know the provisions that regulate the university career.

Any changes that will come into force after the publication of this guide will be announced:

- in the notice section on [www.polimi.it/en/students/noticeboard](http://www.polimi.it/en/students/noticeboard) where you find the teaching and Registrar’s Office notices
- in the Web mailbox available at Online Services ([www.polimi.it/en/onlineservices](http://www.polimi.it/en/onlineservices))
  (in particular this last tool is used as institutional channel of communication with students)

The information included in the guides and sent through the above mentioned Online tools can be seen as official notice to the parties concerned.
English language certification

Politecnico di Milano has established the knowledge of English as a prerequisite for entrance to its laurea (equivalent to Bachelor of Science) and laurea magistrale (equivalent to Master of Science) programmes.

The requested level and relative certificates accepted by the University are indicated in table 1.

Table 1 - Tests and certificates recognised by Politecnico di Milano for entrance to the laurea (equivalent to Bachelor of Science) and Laurea magistrale (equivalent to Master of Science) programmes for Academic Year 2016/17

<table>
<thead>
<tr>
<th>TITLE TESTS, CERTIFICATES</th>
<th>LAUREE (equivalent to Bachelor of Science) only programmes in Italian</th>
<th>LAUREE (equivalent to Bachelor of Science) only programmes in English</th>
<th>LAUREE MAGISTRALI (equivalent to Master of Science)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETS – TOEFL (Test of English as a Foreign Language):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Paper based (total score)</td>
<td>≥ 450</td>
<td>≥ 497</td>
<td>≥ 547</td>
</tr>
<tr>
<td>- Computer based (total score)</td>
<td>≥ 133</td>
<td>≥ 170</td>
<td>≥ 210</td>
</tr>
<tr>
<td>- Internet based (total score)</td>
<td>≥ 45</td>
<td>≥ 59</td>
<td>≥ 78</td>
</tr>
<tr>
<td>ETS – TOEIC (Test Of English for International Communication)</td>
<td>≥ 450</td>
<td>≥ 600</td>
<td>≥ 720</td>
</tr>
<tr>
<td>CAMBRIDGE</td>
<td>≥ PET - B</td>
<td>≥ FCE - C</td>
<td>≥ FCE – GRADE B or ≥ CAE – GRADE C</td>
</tr>
<tr>
<td>IELTS (International English Language Testing System)</td>
<td>≥ 4</td>
<td>≥ 5</td>
<td>≥ 6</td>
</tr>
<tr>
<td>TRINITY COLLEGE</td>
<td>≥ ISE I</td>
<td>≥ ISE II</td>
<td>≥ ISE II</td>
</tr>
<tr>
<td>BRITISH INSTITUTES</td>
<td>ENGLISH DIPLOMA THRESHOLD</td>
<td>FIRST EXAMINATION MASTER IN ENGLISH LANGUAGE</td>
<td>NOT ACCEPTED</td>
</tr>
<tr>
<td></td>
<td>ENGLISH DIPLOMA STRONG THRESHOLD</td>
<td>VANTAGE</td>
<td></td>
</tr>
<tr>
<td>TENG (entry test section or subsequent)</td>
<td>at least 24 correct answers out of 30</td>
<td>NOT ACCEPTED</td>
<td>NOT ACCEPTED</td>
</tr>
</tbody>
</table>
Laurea (equivalent to Bachelor of Science) programmes

General regulations for those who enrolled 2015/2016

Taught in Italian

Politecnico di Milano has established that in order to be accepted for laurea (equivalent to Bachelor of Science) programmes taught in Italian (three-year first level, or 5-year single cycle programme), applicants must have a minimum level of English.

- For the laurea (equivalent to Bachelor of Science) programmes of the Schools of Engineering and for the laurea (equivalent to Bachelor of Science) programme in Building Engineering and Technology for Architecture (ITEA), the applicant's knowledge of English is ascertained by a TOL (On Line Test) taken as part of the entrance test through the TENG test section.

- For Laurea (equivalent to Bachelor of Science) programmes held by the School of Design, the student’s level of English is verified after the TOL Design entrance test has been taken through the TEG section of the test.

In the TENG section, you have to give at least 24 correct answers from 30 multiple choice questions: if you do not reach 24, you will be given an OFA (additional educational obligation) in English.

If you receive an OFA for English you can, once enrolled, repeat the OFA TENG test during the monthly sessions starting from October, or supply a suitable English certificate from among those indicated in table 1.

- For laurea (equivalent to Bachelor of Science) programmes held by the School of Architecture Urban Planning Construction Engineering (AUIC), excluding the laurea (equivalent to Bachelor of Science) in Building Engineering and Technology for Architecture (ITEA), the student's knowledge of English does not need to be verified during the entrance test/interview, and all students will be registered with an OFA for English.

After registering to sit the attributed OFA in English, you must take the OFA TENG test during the monthly sessions starting from October, or produce a suitable English certificate from among those indicated in table 1.

Until you resit your OFA for English you cannot:

- during the academic year enrolled for
  - insert additional courses
  - anticipate courses in programme years after the first
  - present an independent Study plan

- in academic years after the enrolment year
  - insert additional courses
  - anticipate courses in programme years after the first
  - present an independent Study plan

You can:

- insert course references offered during the first year of the programme
- insert new course references offered during the first year of the programme

**Attention:** if you have enrolled in a Laurea (equivalent to Bachelor of Science) programme at Politecnico and have requested a change of programme, the possible OFA for English in your previous career will be maintained and no further ECTS credits can be added to your Study plan until it has been fulfilled.

**Laurea (equivalent to Bachelor of Science) programmes in English**

For Laurea (equivalent to Bachelor of Science) programmes held in English by the School of Architecture Urban Planning Construction Engineering (AUIC), the level of English required is indicated in table 1, in the column headed "Laurea (equivalent to Bachelor of Science) - only courses held in English".

**Students with a previous university career**

If:

- you are a student from another university
- you are a graduate student and you want to obtain a second laurea (equivalent to Bachelor of Science)
- your previous career was ended because of withdrawal or worsening scores and you have re-enrolled
- you have already enrolled at Politecnico di Milano and have changed course

the OFAs for English will be recorded in your new career unless you have already demonstrated your knowledge of English at the level required by the university (by passing the TENG English test or producing one of the certificates that confirm your knowledge of English).

More specifically:

- **If you are admitted to the first year** you will have the same career limitations as newly-enrolled students for Academic Year 2016/2017 (see the "general regulations for enrolled students 2015/2016" on the previous page) until you do not sit your OFA for English.

- **If you are admitted to a year after the first,** you cannot add new courses to those already in the Study plan presented when you enrolled, either for the current or subsequent academic years, until you have taken your OFA for English.

- **If you are admitted with a Study plan that has all the courses necessary for obtaining a Laurea (equivalent to Bachelor of Science)** (including the certified ECTS credits and new attendance for a total of 180 ECTS credits), you will not be allowed to do the final test until you sit the OFA for English.

**School of Architecture Urban Planning Construction Engineering (AUIC) - Change of track (PSPA)**

**Changing from programmes held in English to programmes held in Italian**

If you are enrolled, with an OFA for English, in a Laurea (equivalent to Bachelor of Science) at the Schools of Architecture held in English and you want to request a transfer to a laurea (equivalent to Bachelor of Science) programme held in Italian, you must have one of the certificates from among
Changing from programmes held in Italian to programmes held in English

If you are enrolled in a Laurea (equivalent to Bachelor of Science) programme at the Schools of Architecture held in Italian and you want to request a transfer to a Laurea (equivalent to Bachelor of Science) programme held in English, you must have one of the certificates from among those indicated in table 1 in the column headed "Laurea (equivalent to Bachelor of Science) - only courses held in Italian" when you change.

Changes in the educational system/programme: from Min.Decree 509/1999 to Min.Decree 270/2004

If you have changed your educational system (at Politecnico di Milano) you will not be given an OFA for English:

- if you have one of the certificates indicated in table 1
- or
- if you took the TENG before Min.Decree 270/2004 came into force, correctly answering between 18 and 23 questions.

The conditions indicated above permit admission to the End test.

If any of the two conditions above are not applicable, you will be given an OFA for English, to be taken within the first year of enrolment from the change; this can be done by passing the TENG and answering at least 24 questions exactly, or by presenting one of the certificates indicated in table 1.

Changes in the educational system/programme: prior to Min.Decree 509/1999 to Min.Decree 270/2004

ECTS credits for a foreign language will not be validated for any reason.

If you are a student coming from:

- educational systems that did not include the verification of knowledge of a foreign language, you will be given an OFA for English that can be cleared within the first year of enrolment from the change by passing the TENG, or by presenting one of the certificates indicated in table 1.

- educational systems that include verification of knowledge of a foreign language, you will not be given an OFA for English if you have proved your knowledge of English in one of the manners indicated by the source educational system; if this is not done, you will be given an OFA for English that can be cleared within the first year of enrolment from the change made by passing the TENG, or by presenting one of the certificates indicated in table 1.

Verification, possibly recognised, of knowledge of a foreign language that is not English will not be considered.
Laurea magistrale (equivalent to Master of Science) programmes

General regulations

Remember that to attend the Laurea magistrale (equivalent to Master of Science) programmes, it is mandatory for students to demonstrate that their knowledge of the English language is at the level indicated in table 1.

If this requirement is not satisfied by the presentation of an English language certificate, students cannot enrol.

You must present the original English language certificates requested by the University for the following programmes:

- **Architecture Urban Planning Construction Engineering (AUIC):** within the deadline given for presenting your request for admission
- **Design:** within the deadline given for presenting your request for admission
- **School of Civil, Environmental and Land Management Engineering (INGCAT):** within the deadline indicated for registration
- **School of Industrial and Information Engineering:** within the deadline indicated for enrolment

Further details can be given in the Educational rules of the individual programmes.

The deadlines are specified on the PoliOrientaMi site (www.poliorientami.polimi.it) and the Laurea magistrale (equivalent to Master of Science) admission guide 2016/2017 (www.polimi.it/en/students/guidelines-and-rules)

Politecnico students coming from a laurea (equivalent to Bachelor of Science) programme held in English

You can be exempted from presenting English certification if you are a student taking a laurea (equivalent to Bachelor of Science) programme at the School of Architecture at Politecnico di Milano with track in English:

- and have demonstrated your knowledge of English at the level indicated in table 1 in the column headed "Lauree (equivalent to Bachelor of Science) - only courses in English"
  and
- have obtained at least 112 ECTS credits along your road in English

To evaluate if you have the right to exemption, please go to the Registrar's Office and present the relative application.
Students from foreign universities

Applicants who follow laurea magistrale (equivalent to Master of Science) programmes held in English or Italian

If you are a student from a foreign university and want to attend the laurea magistrale (equivalent to Master of Science) programmes, you must show that you know English according to the general regulations indicated for entry to laurea magistrale (equivalent to Master of Science) programmes.

To render enrolment in the selected programme official, students must present the original of one of the certifications indicated in table 1, in the column headed "Lauree magistrali (equivalent to Master of Science).

You can be exempt from presenting certification in English if:
you are an English mother-tongue student and/or if you obtained your qualification from a University where all courses were held in English.

Other demonstrations that your knowledge of English is at the required level can be evaluated.

Changing programmes and transferring from another university

If you have already enrolled in a laurea magistrale (equivalent to Master of Science) programme at another university and you want to transfer to Politecnico di Milano or change the course you are doing there, even held at the same School, your knowledge of English will be verified on the basis of what is established by the specific educational rules of the destination programme in the Academic year in which the change or transfer is made; the English certificate of the level required by the selected School must be presented within the indicated deadline.
Laurea magistrale (equivalent to Master of Science) programme in Building Engineering/Architecture

Specifications reserved only for students enrolled in a single-cycle laurea magistrale (equivalent to Master of Science) in Building Engineering/Architecture

Enrolment with OFA TENG

As already indicated, during the Architecture test for admission to the Laurea Magistrale (equivalent to Master of Science) programme in Building Engineering/Architecture, the level of English of students does not need to be verified, and all students will be enrolled with an OFA for English.

Until you take your OFA for English you cannot:

- **during the academic year enrolled for**
  - insert additional courses
  - anticipate courses in programme years after the first
  - present an independent Study plan

- **in academic years after the enrolment year**
  - insert additional courses
  - anticipate courses in programme years after the first
  - present an independent Study plan

**You can:**
- insert additional course references offered during the first year of the programme
- insert new course references offered during the first year of the programme

You can sit the OFA debit in English:

- **by presenting** one of the certificates recognised by Politecnico di Milano at the Registrar's Office ("OFA TENG resit" column).
- **by taking part** in the TENG (Test of English) test sessions organised by Politecnico to verify students' knowledge of English.
Graduation and knowledge of English

Remember that to obtain a Laurea (equivalent to Bachelor of Science), you must show that your knowledge of English is at the level required for acceptance to the Laurea magistrale (equivalent to Master of Science) programmes of your year of enrolment or transfer/change.

<table>
<thead>
<tr>
<th>TITLE TESTS, CERTIFICATES</th>
<th>TAKING THE OFA TENG</th>
<th>LAUREA MAGISTRALI (equivalent to Master of Science) enrolled up to Academic Year 2013/2014</th>
<th>LAUREA MAGISTRALI (equivalent to Master of Science) enrolled from Academic Year 2014/2015</th>
</tr>
</thead>
<tbody>
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<td>≥ 59</td>
<td>≥ 78</td>
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<td>ETS – TOEIC (Test Of English for International Communication)</td>
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<tr>
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<td>ENGLISH DIPLOMA THRESHOLD</td>
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<td>at least 24 correct answers out of 30</td>
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</tr>
</tbody>
</table>
Tests and certifications recognised by Politecnico

TENG (Test of English)

Politecnico di Milano organises and internally holds TENG so that students can fulfil the specific teaching pre-requisite/obligation required for taking the laurea (equivalent to Bachelor of Science) programmes held in Italian for the Schools of Engineering, the Schools of Architecture and the School of Design.

For more information, visit the TENG page (www.polimi.it/en From enrolment to degree English language → TENG).

You can register and see the dates of the TENG sessions by accessing your personal page on the Online Services (www.polimi.it/onlineservices) and clicking on "Admission to a Laurea Triennale (equivalent to 3-year Bachelor of Science): test registration, result consultation, enrolment, registration for OFA and TENG sessions" > "OFA enrolment"

At the end of the registration procedure you should print the receipt, which gives the classroom-date-time details of when and where the test is held.

To pass the test, students must answer at least 24 out of 30 questions correctly.

The test is reserved for students enrolled in Politecnico laurea (equivalent to Bachelor of Science) programmes and who were given an OFA for English.

The test can only be taken once each month during the sessions organised periodically by Politecnico.

Registration for taking the OFA test is completely free.

The registration periods for resitting the OFA test will also be sent to your university mailbox every month by email.
Other certifications

Politecnico di Milano recognises certificates issued by external institutions, which also register students, organise the test and issue the certificates; the original of these certificates must be given to the Registrar's Office of the pertinent enrolment campus.

ETS (Educational Testing Service)

**TOEFL Certificate (Test of English as a Foreign Language)**

<table>
<thead>
<tr>
<th>ENROLMENT</th>
<th>To enrol for the test, follow the instructions given on the site of the managing institution: Eas: Corso Italia 8, tel.02.89010893, fax. 02.45550276, email <a href="mailto:info@eas-milan.org">info@eas-milan.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The source university Institution Code (9795 for Politecnico di Milano) is useful for transmitting the certificate automatically to the university. The applicant, when registering, can select one of the three different methods for taking the test, available according to where the testing place is:</td>
</tr>
<tr>
<td>EXAM PARTS</td>
<td>INTERNET BASED TEST</td>
</tr>
<tr>
<td></td>
<td>listening</td>
</tr>
<tr>
<td></td>
<td>reading</td>
</tr>
<tr>
<td></td>
<td>grammar</td>
</tr>
<tr>
<td></td>
<td>writing</td>
</tr>
<tr>
<td>RESULTS</td>
<td>10 days after taking the exam, the results can be viewed on the candidate's online profile and three days later he/she will be able to print a copy (Test Taker Copy). About two weeks after the exam, the Managing Body forwards the certification of the marks obtained in the test to the student's home; subsequently, it will forward the official certification to the Politecnico di Milano, if the identification code of the University of origin has been indicated (the Institution Code for the Politecnico di Milano is: 9795); otherwise, the student must ask the Managing Body to forward the official certification to the Politecnico di Milano, following the instructions given in his/her online profile. Finally, after receiving the official certification, the Registrar's Office will be able to register the outcome of the test in the student's curriculum.</td>
</tr>
</tbody>
</table>

**Toeic certificate (Test of English for International Communication)**

The issued Certificate is called “Listening and Reading - OFFICIAL or INSTITUTIONAL SCORE REPORT”; it indicates the applicant's name, date of birth, date when the test was taken, certificate validity, score for Listening, score for Reading and finally the Total Score.
The official location where both tests may be taken: TOEIC and TOEFL IBT:

- Eas (www.eas-milan.org)
  C.so Italia, 8 - 20122 Milano tel.02.89010893 fax 02.45550276
  Email: toeic@eas-milan.org

Official locations where the TOEIC test may be taken:

- British Language Services s.n.c. c/o Linguaviva (www.linguaviva.net)
  Via Carlo De Cristoforis, 15 – 20124 Milano tel. 02.6596.401 fax 02.2900.2395
  Email: segreteria@linguaviva.net – toeic@linguaviva.net

The result of the test taken in the premises above must not be presented to the Registrar’s Office.

A few days after the results have been published, they can be seen on the student's personal page through the Online Services (www.polimi.it/onlineservices)

Indicazioni su agevolazioni alla pagina: www.polimi.it/en → students → financial aid → Products and services at special conditions

CambridgeEnglish

Issues the following certificates recognised by Politecnico di Milano:
- Cambridge PET (Preliminary English test)
- Cambridge FCE (First Certificate in English)
- Cambridge CAE (Certificate of Advanced English)
- Cambridge CPE (Certificate of Proficiency in English)
- IELTS (International English Language Testing System)

Students can enrol for the test at:

- **British Council**
  Via Alessandro Manzoni, 38 – Milan
  + Email: esami.milano@britishcouncil.it or ielts.milan@britishcouncil.it
  Site: www.britishcouncil.it

- **International House Milano**
  Piazza Velasca 5, Milan
  Tel 02.8057825
  Email: esamicambridge@ihmilano.it
  Email for IELTS: ieltssupport@ihmilano.it
  Site: http://www.ihmilano.it/servizi/esami-cambridge/
    http://www.ihmilano.it/servizi/ielts-milano/

More information, even on other branches in Italy:
http://www.cambridgeenglish.org/ or www.ielts.org
Trinity College

ISE (Integrated Skills in English) certificates, issued following exams that evaluate reading, listening, writing and speaking skills, are recognised by Politecnico di Milano:

- ISE I
- ISEII

INTERNET SITE

www.trinitycollege.it

British Institutes

It issues the following certificates:

- English Diploma Threshold, English Diploma Strong Threshold
- First Examination Master in English Language Vantage
- English Diploma Operational Proficiency
- Mastery or Master in English Language Mastery

The test can be taken at any of the different Institutes situated in the national territory.

MILAN OFFICE

Via Giacomo Leopardi 8
Tel. 02 4390041/48011338
Fax 02 4390031
E-mail: milano@britishinstitutes.it

INTERNET SITE

www.britishinstitutes.it

Other demonstrations that your knowledge of English is at the required level can be evaluated.
Politecnico di Milano services for the English language

Tutoring Service

The Tutoring service includes a wide range of activities for helping students make their study of the English language at various levels more effective and productive. The tutor, for example, is available to help - with suggestions and advice - students who have difficulty in facing the tests needed to obtain certification for the English language. The Service is active from mid-September to mid-July.

Opening hours and coordinates

<table>
<thead>
<tr>
<th></th>
<th>MORNING</th>
<th>AFTERNOON</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUESDAY</td>
<td>h. 9.00 - 13.00</td>
<td>h 14:00 18:00</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>h 14:00 18:00</td>
<td></td>
</tr>
<tr>
<td>THURSDAY</td>
<td>h 14:00 18:00</td>
<td></td>
</tr>
</tbody>
</table>

The tutors' room is on the ground floor of 'Palazzina Segreterie' (Office Building) - Building 22 - in via Golgi, 42 in the Milano Leonardo campus.
A telephone line is active during opening hours: 02.2399.2464
The tutor interacts with students even by email english-tutor@polimi.it.
It is a good idea to write for a first meeting.

English language courses

All university campuses organise for its students courses in the presence of English, called English PLUS. Updated information and the contact email addresses can be found in the 'Language course catalogue' available through the Online Services (www.polimi.it/onlineservices).

Library loans

The guides for the main international certifications and English dictionaries are available for students even on loan from the libraries. The catalogue showing the resources present in the library - with relative search motor - is published on line on the library site (www.biblio.polimi.it/en/home/).
If you cannot find what you are looking for, please tell linguestraniere@polimi.it.

Subsidies and discounts

Politecnico di Milano has drawn up a special agreement for discount involving: Subsidies for TOEIC [Test Of English for International Communication]
For more details visit the "TOEIC subsidies" page (www.polimi.it/en → students → financial aid → Products and services at special conditions).
Expected economic subsidies

Institutes and methods

Politecnico di Milano provides Laurea (equivalent to Bachelor of Science) programme students with a flat-rate reimbursement of 150.00 € to cover the expenses for taking the English test at one of the certifying institutes recognized by the University. This reimbursement is recognised as long as the requirements given below are satisfied.

The right to reimbursement is automatically detected and the student does not have to submit any request.

In the event that the student still has to pay the amounts due to Politecnico di Milano, for example the second instalment of the tuition fees, the amount due will be reduced by the reimbursement wherever possible; if nothing is payable, the student will receive a refund.

Conditions for assigning a refund

A refund can be assigned if:

1. the test was held in one of the Institutions that issue the certification recognised by the university (see table 1)

2. the test was passed in the period going from the calendar year of enrolment until the qualification of Laurea triennale (equivalent to a 3-year Bachelor of Science) is obtained

3. if the score obtained is the same as the minimum score required for taking a laurea magistrale (equivalent to Master of Science) programme in the Academic year in which the certificate was registered (see table 1, which indicates the minimum requirements for taking a Laurea magistrale (equivalent to Master of Science) programme).

If you did not take the exam at one of the certified institutes that send the result directly to the Politecnico, in order to obtain a refund you must present a copy of the English certificate, together with the original for acknowledgement, to the Registrar’s Office.

Note:
Students who previously acquired a language verification refund for tests of a different type or with different methods/score than those indicated above, even if relative to the previous Programme finished at Politecnico di Milano, cannot receive any further refund for language tests.
Città Studi campus
Gayti Campus
via Golgi, 42
20133 Milan
fax 02.2399.2209
e-mail: use of pertinent form “Questions, FAQ and contacts” which can be reached from:
www.polimi.it/en → students → contacts and faqs → Registrar’s Office

International Students Office:
via Golgi, 42
tel 02.2399.4469
fax 02.2399.2176

Bovisa section
Lambruschini Campus
Via R. Lambruschini, 15
20156 Milan
fax 02.2399.2209
e-mail: use of pertinent form “Questions, FAQ and contacts” which can be reached from:
www.polimi.it/en → students → contacts and faqs → Registrar’s Office

University guidance and Counselling Office
Piazza Leonardo da Vinci, 32
20133 Milan
e-mail Ufficio.Orientamento@polimi.it
www.poliorientami.polimi.it

Information and Publication Office
via Golgi, 42
20133 Milan
Fax 02/2399.2209

Como Campus
Via Valleggio, 11
www.polo-como.polimi.it

Lecco Campus
Via Gaetano Previati 1/C
23900 Lecco
www.polo-lecco.polimi.it

Mantova Campus
46100 Mantova
Via Scarsellini, 15
www.polo-mantova.polimi.it

Cremona Campus
Via Sesto, 41
26100 Cremona
www.polo-cremona.polimi.it

Piacenza Campus
Via Scalabrini, 76
29100 Piacenza
www.polo-piacenza.polimi.it

School and Departments
President's Offices - Departmental Secretary
For contact and references consult
www.polimi.it/en → university → schools
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