ALL SCHOOLS

GUIDE FOR DOUBLE DEGREE STUDENTS

POLITECNICO
MILANO 1863

HELLO STUDENT!

WELCOME TO POLIMI

POLITECNICO
MILANO 1863

WE ARE HAPPY TO
WELCOME YOU HERE!

DESIGN

AUIC
ARCH

AUIC
ENG

ICAT

3I

ALL SCHOOLS

Campus
Leonardo

Campus
Bovisa

Your School:

School of
Design

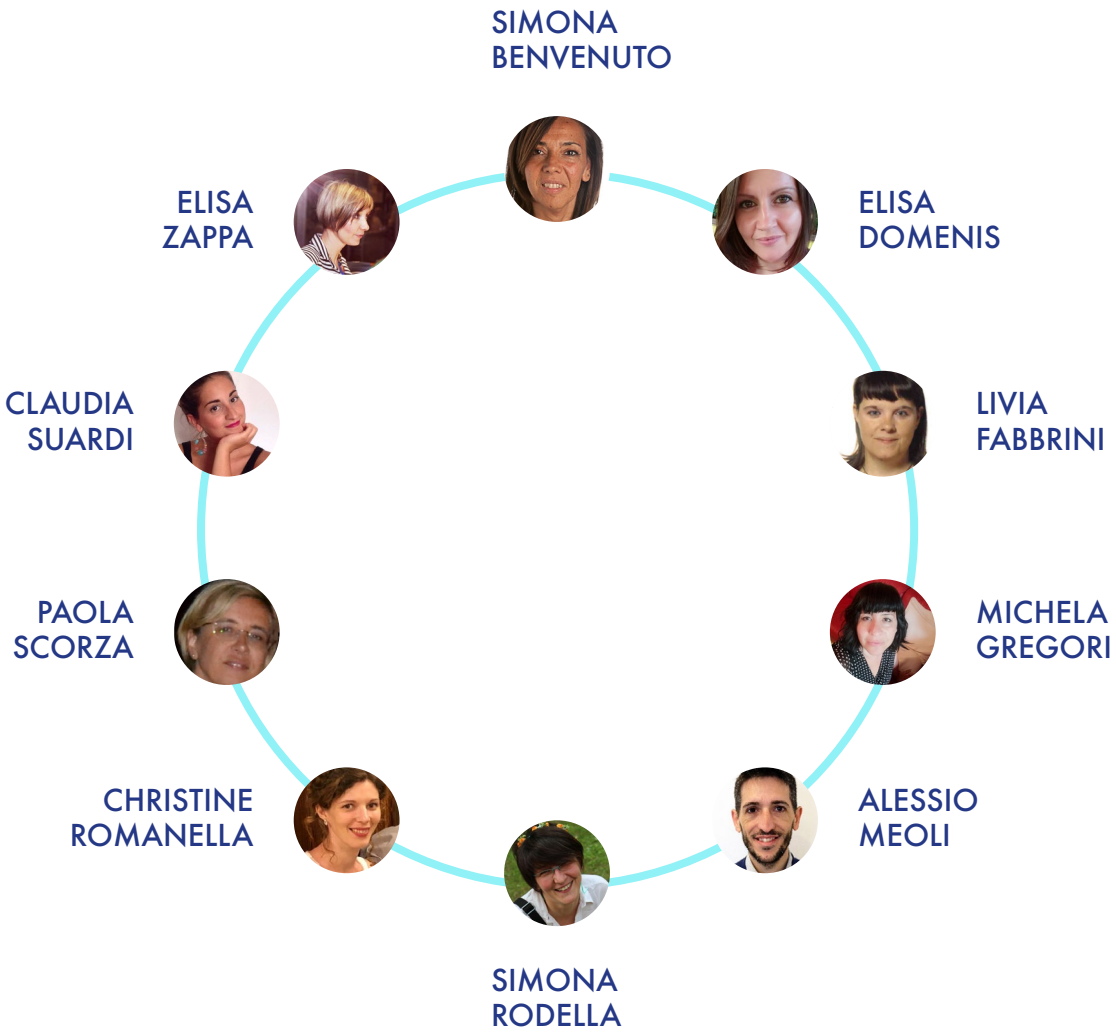
School of
Architecture Urban Planning
Costruction Engineering

School of
Civil, Environmental &
Land Management Engineering

School of
Industrial & Information
Engineering

YOUR EXCHANGE COORDINATORS

at the INTERNATIONAL EXCHANGE OFFICE



STEPS

ACCEPTANCE

AUTUMN ARRIVAL: Mid June
SPRING ARRIVAL: Mid December

WELCOME WEEK

AUTUMN ARRIVAL: 11- 12 - 13 September
SPRING ARRIVAL: 19 - 20 February

STUDY PLAN

Submission (compulsory)

AUTUMN ARRIVAL:
FROM 11 September - TO 20 September

SPRING ARRIVAL:
Architecture and Engineering:
FROM 24 February - TO 28 February
Design:
FROM 10 February - TO 21 February

LEARNING AGREEMENT SIGNATURE

EXAMS

9 January - 22 February
11 June - 31 July

CHECK OUT

Before leaving Polimi

TOR

Available after all exams
are correctly recorded

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1. ACCEPTANCE

Acceptance Letter

Non Eu Visa Application

ACCEPTANCE LETTER

AUTUMN ARRIVAL

Mid-June

You receive the official acceptance by e-mail.

SPRING ARRIVAL

Mid-December

You receive the official acceptance by e-mail.

PLEASE NOTE

Your home university is able to download the digital copy of the Acceptance Letter through our nomination tool.

STUDY VISA FOR NON EU STUDENTS

The digital copy of the Acceptance Letter is an official document and it is valid for your Study Visa Application.

PLEASE NOTE

If your visa is from a Schengen area country, it automatically allows you to travel to other Schengen countries as well.

If you have a valid residence permit from one of the Schengen countries, it is equivalent to a visa click here

An adequate health insurance is compulsory for non EU students.

We strongly recommend you to obtain it before your departure.

2. BEFORE ARRIVAL

2.1 STUDYING AT POLIMI

Educational Offer

Course Selections & Rules

Italian Language Courses

EDUCATIONAL OFFER

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

Please click here for a tutorial about how to search for courses

All Schools

MONODISCIPLINARY COURSES

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

! All courses require full time attendance.

INTEGRATED COURSES

cover more than one discipline or specific context. They are complementary and taught by several professors.

Architecture

STUDIOS

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

SEMINARS

workshop

it lasts one week during which the students develop a project under the guidance of an established and well-known professional or a company.

Design

EXPERIMENTAL WORKSHOPS

are taught in the laboratories, where the students can experiment and use the tools used in design professions.

DESIGN STUDIOS

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

DESIGN 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.

Course selection: Rules

Before composing your study plan you should consider our rules indicated below:

CREDITS

Maximum 40 ECTS credits per semester (no minimum requested); No more than 12 ECTS credits per semester in other Schools of PoliMi. Design courses and Architecture Studios are not available for engineering students

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

ONLY FOR BIOMEDICAL ENGINEERING:

PLEASE follow the rules for laboratories application indicated here

Good To Know

- A full workload at the School of Design of PoliMi is 30 ECTS credits per semester
- Use the Customized Schedule tool at the Manifesti degli Studi 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

ITALIAN LANGUAGE COURSES

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

COURSE

40 hours.

Twice/week
Monday - Wednesday
Tuesday - Thursday

6.15 - 8 p.m.

TUITION FEE: 100 €

LEVELS OFFERED

- Absolute beginner & beginners;
- Elementary;
- Intermediate.

In order to attend the Italian language courses it is compulsory to take the initial Level Assessment Test.

REGISTRATION

Students will be able to register and carry out the online test between:

To be defined.

How to 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.

For more information contact:
italian-courses@polimi.it

2. BEFORE ARRIVAL

2.2 LIVING AT POLIMI

Buddy Project

Cost of Living

Accommodation

BUDDY PROJECT

A Buddy is a student of PoliMi who will assist you before and upon your arrival as a volunteer. They 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.

HOW TO APPLY?

If you are interested fill in the online application form on your *online Services:*

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.

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.

Application: 10 - 27/01/2020

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"

ACCOMMODATION

POLIMI RESIDENCES

Students may apply for accommodation in one of PoliMi residences making a reservation through *Residences.* Take into account that places are limited!

ESN
(Erasmus Students Network)

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:
esnpolimi.it/site

Campus Leonardo
Via Golgi 42
inside building 25,
ground floor

Campus Bovisa
Via Candiani 72
inside building B2

e.g. facebook groups
AFFITTI MILANO – studenti/ lavoratori che vivono/ vorrebbero vivere a Milano
milano.bakeca.it/annunci/case/luogo/milano/

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/month

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

STUDY
€40/month

SOCIAL LIFE
€80/month

Cinema €11
Eating out €25
Pizza €10
Fast-food menu €5.50
Happyhour €8-10
Clubs and bars €10-20
Private gym €40-50/month
University gym €15-20/month

TRAVEL
€20 per month

Public Transport €20/month
Taxi €15-20 cab fare

MOBILE PHONE
€10-30/month

FOOD
150€-200€/month

The approximate prices of some basic items are listed below.

Milk €1.20/L
Bread €4.00/Kg
Butter €1.70/250gr
Beef €9.00-19.00/Kg
Chicken €8.00-10.00/Kg
Rice €1.70-2.50/Kg
Pasta €0.80-1.20/Kg
Mineralwater €0.50-0.80/L

3. UPON ARRIVAL

3.1 STUDYING AT POLIMI

Welcome Week

Learning Agreement Signature

Study Plan

WELCOME WEEK

DON'T MISS IT!

PoliMi organizes the Welcome Week with orientation activities consisting in seminars, workshops and leisure activities.

! The participation is mandatory!

During the Welcome Week, you will:

1. Fulfill your administrative duties such as complete your identification

2. GET YOUR POLICARD
The Policard is a student card which allows you to access the services dedicated to the students of Politecnico di Milano. To use the services, for example to access regulated areas such as libraries, it would be necessary to the card through the dedicated function available in the services.

It would be possible, by contacting the bank "Banca Popolare di Sondrio to activate the Policard as a rechargeable pre-paid card with iban and use it for payments, for collection o scholarships and possible reimbursements.

PLEASE NOTE:

In order to get the card
you need to bring with you
the same document in original
(passport - or identity card)
that you uploaded when
you applied.

If your document expired
and you got a new one,
please upload it before your
arrival in your *online services* >
management of personal data.

After the identification, you will
be able to use PoliMi Wi-Fi.

3. Learn something about PoliMi and the City of Milano.

4. Meet a lot of new friends and classmates.

STUDY PLAN

A Study Plan is the list of subjects/courses that you will attend during your stay at PoliMi: you need to submit it by entering it in a dedicated section in our Online Services.

1. GET IN CONTACT WITH YOUR POLIMI REFERENT PROFESSOR

Even if you prepared a preliminary study plan before arrival, remember that you are required to arrange your study plan directly with your departmental coordinator once in Milan. (see the list attached).

PLEASE: contact him/her as soon as possible (look the section search for professors on the PoliMi webpage) in order to get to know your path at PoliMi.

2. DISCUSS YOUR STUDY PLAN

Once enrolled, you must finally prepare and fill in the official PoliMi study plan on the online services following the rules of the study course you choose to be enrolled at and according to the suggestion of the departmental coordinator at PoliMi (referent professor).

3. VALIDATE CREDITS FROM YOUR PREVIOUS CAREER

The complete Msc course at PoliMi foresees 120 ECTS credits and in order to get your diploma here all the credits must appear in your study plan at the end of your study period before graduation.

THAT'S WHY: If the DD agreement between your home institution and PoliMi foresees that you acquire less credits (i.e. 60 or 90) you need to let validate the lacking number of credits by referent PoliMi professor validating courses at PoliMi with courses from your previous career at your home institution. By this way you will have to ll in your study plan also with those PoliMi exams that you will not attend but that will be validated by professor.

4. ENTER YOU STUDY PLAN IN THE ONLINE SERVICES

Enter online services > "Study plan for incoming students" > select the track you prefer, a specific curriculum within the degree programme.

Check the on line video tutorial.

WHEN

Submission (compulsory)

AUTUMN ARRIVAL:
Architecture and Engineering:
FROM 11 Sep - TO 20 Sep

Design:
FROM 26 Aug - TO 04 Sep

SPRING ARRIVAL:

Architecture and Engineering:
FROM 24 Feb - TO 28 Feb

Design:
FROM 10 Feb - TO 21 Feb

LEARNING AGREEMENT SIGNATURE

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.

Find Information about Polimi:

- Erasmus code: IMILANO02
- Institutional coordinator: prof. Stefano Ronchi

CONTACT PERSON:

Responsible person:
the referent professor.

Leonardo Campus
Livia De Zan
Elisa Domenis
Alessio Meoli
Michela Gregori
Christine Romanella
Paola Scorza
Claudia Suardi

Bovisa Campus
Simona Benvenuto
Livia Fabbrini
Simona Rodella
Elisa Zappa

3. UPON ARRIVAL

3.2 LIVING AT POLIMI

Personal Tax Code

Health Insurance

Residence

Bank Account

Public Transportation

PERSONAL TAX CODE

The Personal Tax Code (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.

WHAT'S IT FOR?

You need to have your own "Codice Fiscale" to:

- Open a bank account;
- Sign any type of contract (rental, phone line, ...);
- Register at the National Healthcare Service (SSN).

Click here for information: *https://www.polimi.it/en/international-prospective-students/life/living-in-italy/personal-tax-code/*

HEALTH INSURANCE

Eu Citizen

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

Non-Eu Citizen

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

1. 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 www2.waitaly.net/en/

PLEASE NOTE

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

2. REGISTER TO SSN

Registration to SSN (*Servizio Sanitario Nazionale – National Health Service*) 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 certi ed 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.

Registration to the SSN is valid from January until December.
For more information please check www.polimi.it/en/international-prospective-students/life/

Registration for EU Citizen

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 of your municipality of residence, by choosing one of the following registration options:

1. 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:

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:
Monday - Friday,
8:30 - 15:30

Documents:

- 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 tosupport), provided through modello EURO 1 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.

2. 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 ServiziAlCittadino@postacert.comune.milano.it
Email subject: APR, Name and Surname, attaching the following documents:

Documents:

- Copy of ID card;
- Copy of Fiscal Code;
- Polimi 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 EURO 1 self-certi fication (fill out point "b" only ifwith family members to support)
- Statement of residence, provided through *Dichiarazione di residenza* 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.

Residence Permit for Non-Eu Citizen

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

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 to apply for Residence Permit

1. FIRST STEP:
Fill out the yellow application kit available at any Italian Post Office and then add:

Documents:

- 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).

2. SECOND 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:
Click here

$ BANK ACCOUNT

Most of banks:

Monday - Friday
8:30 am - 1:30 pm
3:00 pm - 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.

Leonardo Campus

Banca Popolare di Sondrio
(branch no. 21) Via E.Bonardi, 4

Opening hours:
Monday - Friday
8:30 am - 1:30 pm
2:45 pm - 3:45 pm.
Phone: +39 02 2399 3307

Bovisa Campus

Banca Popolare di Sondrio
(branch no. 5)
Via degli Imbriani, 54

Opening hours:
Monday - Friday
8:30 am - 1:30 pm
2:45 pm - 4:15 pm.
Phone: +39 02 3932 841

PUBLIC TRANSPORTATION

BUSES, TRAMS & 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 €2 and is valid for 90 minutes.

For more information:
click here.

PLEASE

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: NightService
- Bike sharing: BikeSharing

4. DURING YOUR STAY

4.1 STUDYING AT POLIMI

Academic Calendar

Exams

Lectures
Studios
Workshop
Exercises

Classrooms

Professors

Libraries

Online Services

ACADEMIC CALENDAR

For further information:
click here

I SEMESTER		EXAMS	
mid. September	mid. December	mid. January	mid. February

II SEMESTER		EXAMS	
end. February	beg. June	mid. January	end. July

HOLIDAY

Ognissanti
1st November
S.Ambrogio | Immacolata
7th December - 8th December
Christmas Holidays
22nd December - 6th January

Easter Holidays
one week for Easter holidays
Festa della Liberazione
25th April
Labour day
1st May
Festa della Repubblica
2nd June

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.

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

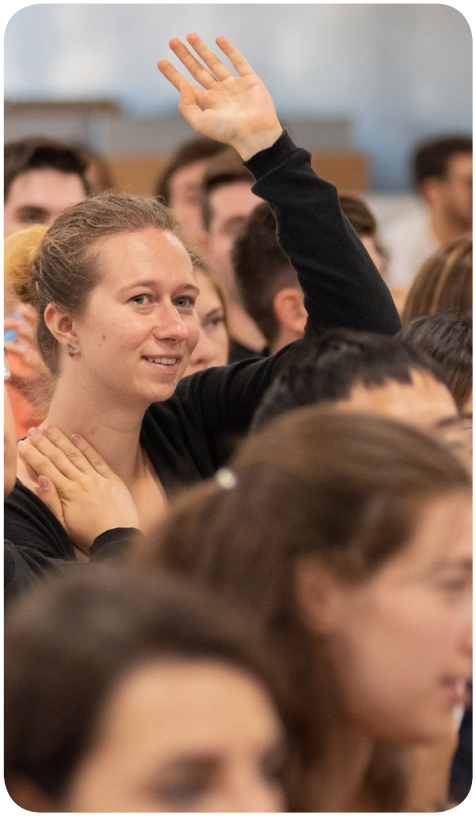
  **Please note that there is one Questionnaire for each course!*
- In any case, you cannot register to an exam session after the deadline provided. Similarly, students who are not registered cannot sit for the exam.
- Only for ongoing tests (prove in itinere), the registration procedure is not provided (unless otherwise stated by the professor).

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 and they are not recorded.



LECTURES, STUDIOS, WORKSHOP, EXERCISES

For Manifesto degli Studi:
Click here.

CLASSROOMS

For search Classrooms
Click here

PROFESSORS

For search Professors
Click here

LIBRARIES

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.

ONLINE SERVICES

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 https://www.connectandgo.polimi.it/en/

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

ONLINE SERVICES

The online services allow you to check your PoliMi e-mail account and to carry out the di erent les 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 o ice hours for each professor
- Check the dates of the exams and enroll in examination sessions
- Check your examination results.

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.

MOOCS - ONLINE COURSES FREE & 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 nal assessment unit. You can access the course absolutely free of charge and completely online.

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

4. DURING YOUR STAY

4.2 LIVING AT POLIMI

Sport

Student Associations

Cafeteria & Restaurant

Useful Number

M-ID Card

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 theGiuriati 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

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.

ESN -
ERASMUS STUDENT NETWORK

Contact details:
(+39) 02.2399.2676 -
info@esnpolimi.it

For Accommodation & Housing-
http://esnpolimi.it/site/

Campus Leonardo
via Golgi 42
inside building 25,
ground floor

Campus Bovisa
via Candiani 72
inside building B2

For other associations:
Click here

CAFETERIA & RESTAURANTS

CAFETERIA & STUDENTS' RESTAURANTS

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

CANTEENS AND DINING OPTIONS

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/

USEFUL TELEPHONE NUMBERS

CARABINIERI (POLICE WITH MILITARY AND CIVIL DUTIES):
112

STATEPOLICE:
113

MUNICIPAL POLICE:
02 77271

ANTI-POISON CENTRE:
02 661 010 29

EMERGENCY DOCTOR SERVICE:
0234567

HEALTH EMERGENCY:
118

FIRE EMERGENCY:
115

5. BEFORE LEAVING

Graduation Session

Transcript of records

GRADUATION SESSIONS

GRADUATION EXAM PROCEDURE

Before graduation registration period send to your international exchange office responsible (see contacts at the bottom of this page) a written confirmation by the International Office at your Home University that you can graduate. (official email will be ok).

DEADLINES

Students will find the complete info about the next call for the graduation at the following webpage:

Academic calendar

Deadlines

HOW TO REGISTER

Click here

Thesis deposit & deadlines
Click here

GRADUATION VIA VIDEOCONFERENCE

In some cases - upon agreement conditions - it is possible to graduate by videoconference. In this case you together with the International responsible at your Home University are kindly required to inform us by email no later than 1 month before the date of graduation. The request will be evaluated and confirmed as soon as possible.

PROCEDURE

1. Follow the graduation instructions indicated above.

2. Write to your office of reference an email with:

   - The name and e-mail of your POLIMI tutor
   - The name and e-mail of your home university professor who will attend the videoconference (he/she will be responsible for writing the minutes and delivering them to Politecnico di Milano).

StuDesk contact of reference:

doubledegrees@polimi.it
for DD students in Leonardo, Bovisa, Piacenza)

doubledegrees.design@polimi.it
for DD students from Design

exchange-lecco@polimi.it
for DD students in Lecco

exchange-mantova@polimi.it
for DD students in Mantova

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.
- 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 *online services*> Career.

CONTACT US

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

Leonardo Campus:

Address:
Via Golgi 42,
ground floor, 20133 Milano

Hours:
Mon-Wed
9.30am - 12.30pm

Bovisa Campus:

Address:
Via Lambruschini 15,
ground floor, Milano

Hours:
Mon-Thu
9.30am - 12.30pm

Architecture and Engineering:
doubledegrees@polimi.it

Design:
doubledegrees-design@polimi.it

Lecco Campus:

Address:
Via Gaetano Previati, 1/c,
23900,
Lecco

Hours:
Mon-Fri
8.30am -12.30pm, Wed
8.30am-16.30pm

Phone number:
+39.0341.488.804

Mail:
exchange-lecco@polimi.it

Mantova Campus:

Address:
Via Scarsellini 15,
46100,
Mantova

Hours:
Mon-Fri
09.00am-12.00am

Phone number:
+39.0376.31.7001

Mail:
exchange-mantova@polimi.it

WE WISH YOU
A GREAT EXPERIENCE!

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MILANO 1863