



**POLITECNICO**  
MILANO 1863

Milano, 23<sup>rd</sup> April 2020

EDUCATION DIVISION

### **Guidelines for the management of Double Degree projects for the academic year 2020/2021**

Following the outbreak and spread of the Covid19 emergency, the national and international situation is constantly changing. Unfortunately, at the moment, we can neither foresee what will happen nor prevent the Host Universities and/or the national authorities from adopting measures to contain and manage the virus that could affect the double degree agreements for the next academic year.

The International Mobility Unit **continues to guarantee all support activities to students in mobility** (incoming and outgoing) through services and procedures provided *remotely*, in compliance with the requirements for the safeguarding of public health.

With regards to the double degree mobility for the a.y. 2020/2021, in particular:

- we have already nominated the selected students for the next academic year (starting in August/September). We expect you to be submitting the application forms to the partner university in accordance with the deadlines. As soon as you receive a reply of your acceptance please inform us at [doubleddegrees@polimi.it](mailto:doubleddegrees@polimi.it)
- we digitally provide the **Transcript of Records** of students who must submit their application to the Host University by responding to requests based on the urgency of the specific case. In case you need a ToR related to your Bachelor's degree career, there is no need to ask us because you can download your *Diploma Supplement* in pdf format from your Online Services, *Degree* section;
- from Wednesday 22<sup>nd</sup> April 2020 you can download the **Sponsorship letter** from the **My Mobilities**, Nomination section; this letter may be required to complete your application at the Host University
- we are constantly in contact with the Host University and are monitoring situations that require our action as *sending institution*, in the event that an agreement or an exchange mobility is at risk due to the emergency
- our front offices are closed to the public, but from Monday to Wednesday we guarantee a **telephone reception by appointment**, while on Tuesday and Thursday afternoon there is an **open access telephone line**. We answer **emails**: we are aware that in this emergency period response times may slow down, but we guarantee that we are continuing to monitor the mobility of all students and responding according to the urgency of each case.



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To contact us please have a look at this link: <https://www.polimi.it/servizi-e-opportunita/studiare-allestero/studesk/> but before doing so, **remember to consult the *Promemoria dello studente in mobilità-Exchange students Guide* in the My Mobilities section.**

Despite these premises and given that the international context is subject to constant change and following the decisions taken by the Host Universities and/or by the national authorities of the Host Countries, it is possible that you may not be able to start the Double Degree project for which you were selected, as initially assumed. If this happens, please give us timely notice to [doubleddegrees@polimi.it](mailto:doubleddegrees@polimi.it). The situation of each student in this condition will be evaluated in collaboration with the partner institution, trying to limit any negative impact.

Best regards,  
Rossella Magni  
Head of International Mobility Unit | Politecnico di Milano



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### 10 recommendations to efficiently manage the period before your departure

- **Get informed about your exchange at the Host University:** it is essential that you know and meet the deadlines and follow the procedures of the application procedure at the Host University. The website of the Host University is the starting point: if you do not know where to start, remember that on the [Map Of Partner Universities And Mobility Agreements](#) you will find, when available, the link *Partner website for exchange students*.
- **Log in to My Mobilities regularly** to check if there are any notices for you from our office.
- **Read the *Promemoria dello studente in mobilità-Exchange students Guide*** that you find in the **My Mobilities** section: always refer to it first if you have a doubt, you may find the answer you are looking for!
- **Network with** other students who have been selected for the same university as you and **share** information about your exchange: you can find their references on the **My Mobilities** page.
- **Prepare your Learning Agreement:** it is time to contact the professor responsible for your mobility and to agree with them a proposal of LA. We suggest you to present an initial draft from which to start. Remember, in fact, that you are currently filling out a still provisional document.
- **Be confident.** Due to the Covid19 emergency, the International Mobility Unit is closed to the public: we still guarantee our support activities (e.g. nomination) and are constantly in contact with Host Universities.
- **Be patient.** You don't need to send the same email multiple times. In this period the response times may be slowed down: be sure that we are continuing to monitor all your mobilities.
- **Write effective emails:** describe in a briefly but exhaustively way your request. Always indicate *person code, name, surname, Host University and course of study*. Finally, be sure to write only to addresses that are strictly to be involved. Doing so helps us identify the information you need more quickly, but remember that you will receive an answer based on the urgency of your case.
- **Stay constantly updated,** not only by contacting our office, but also by monitoring the national and international situation: regardless of the decisions made by Politecnico di Milano, the unexpected developments of the Covid19 emergency could affect your period abroad in a way that is still not possible to predict.
- **Be ready to change your plans:** in this period of time and in this international context like never before, we all must be ready to modify our medium and long-term projects. From our side, we will work to minimize any negative impacts on your mobility: good luck!

#### Useful to know

Coronavirus: update by the monitoring unit <https://www.polimi.it/en/>  
Covid19 Emergency [Information from Italian Embassies and Consulates](#)