



**POLITECNICO**  
MILANO 1863

Milano, 25 maggio 2020

EDUCATION DIVISION

## **Guidelines for the management of outgoing mobility for the academic year 2020/2021**

**UPDATE 25<sup>th</sup> May 2020**

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 exchange agreements for the next academic year (for example, suspension or cancellation of the mobility of selected outgoing/incoming students).

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 international mobilities for the a.y. 2020/2021, in particular:

- we are proceeding with the **nominations** to the Host Universities of all the students who confirmed their departure in the first semester. We guarantee the compliance with the deadlines set by the international offices of the Host Universities: it is therefore not necessary to ask us to nominate you, especially if you have indicated the second semester as your departure period. Remember that **you can see if and when your nomination was sent in the *Nomination* part of the **My Mobilities** section**. Students who have not confirmed the semester of departure will be automatically nominated for the second semester;
- 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;
- **remember that** 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



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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.

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, it is possible that some students, following the decisions taken by the Host Universities and/or by the national authorities of the Host Countries, may not be able to carry out their international mobility in the first semester of the next academic year, as initially assumed.

If this should happen, you will have these opportunities:

- If the Host University (or the National authority) should suspend the entry mobility for both the first and the second semester, you may request to be *reassigned\** to another university;
- if the partner university (or the National authority) suspends the entry mobility for the first semester, you may ask to postpone the departure to the second semester for the **same Host University**;
- If the Host University informs you that in the first semester it will offer only online courses and offers you the possibility to postpone mobility to the second semester, you can freely opt for one or the other of the possibilities offered by the Host University. In case you decide to follow the online courses you will be recognized the exams and the related credits
- In case you decide to follow the online courses you will be recognized the exams and the related credits, as provided in the Learning Agreement, even if carried out in distance learning.
- If you choose to postpone mobility to the second semester but then it is not possible to draw up a satisfactory Learning Agreement (attention: confirmation of the teacher responsible for international mobility is required) you can ask to be *reassigned\** to another university.

\*The **REASSIGNMENT RANKING LIST** (see Articles 5.5 and 6 of the Call): you can participate in the reassignment-ranking list from **7<sup>th</sup> to 21<sup>st</sup> July 2020** by accessing your Online Services.

Following the reassignment request, you may find yourself again in a useful position on the ranking list, which means that you may be assigned to a vacancy on one of the partner universities that you indicated in your application for international mobility. In this case, outgoing mobility will be possible **only in the second semester** (you will have to submit another application according to the methods and times provided by the new partner office, a new Learning Agreement countersigned by the teacher responsible, etc.).

**Attention! By participating in the reassignment ranking list you will automatically renounce to the previously assigned university without any guarantee of being listed.**

All the other provisions contained in the [Call for International Mobility a.y. 2020/2021](#) are of course still valid and maintained.

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](#)