



Management guidelines for outgoing international mobility students of Politecnico di Milano

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Contents

INTRODUCTION

1. PARTIES INVOLVED IN THE MANAGEMENT OF INTERNATIONAL MOBILITY FOR STUDY/DOUBLE DEGREES

- Promoters and international mobility coordinators
- International Mobility Unit
- Career Service

2. MOBILITY FOR STUDY PURPOSES

- Conditions for Participating in Mobility Programmes
- First Semester Master Degree Rule
- Calls for Applications and Application Process
- Selection of candidates
- Student exemptions and obligations
- Contributions and mobility contract
- The Learning Agreement
- Credit recognition
- Grade Conversion

3. MOBILITY FOR TRAINEESHIP PURPOSES

- Eligibility
- Duration
- Call and applications
- Selection
- Procedures for the selected candidates
- Insurance coverage and entering the host country



Introduction

Politecnico di Milano has set the internationalization of teaching and research activities as a primary institutional goal, considering that international student mobility is crucial for the academic, cultural, and personal enrichment of participants.

To this end, Politecnico promotes specific initiatives aimed at enhancing the level of internationalization of bachelor, master, and doctoral programmes, promoting study or internship periods abroad based on exchange agreements with foreign universities or other entities.

The University particularly encourages student mobility to prestigious international universities, by joining EU and programmes or projects.

The guidelines for international mobility have been developed to facilitate an organisational, educational, and administrative process allowing students to experience education abroad in the best possible way.

The main objective of the guidelines is to provide a clear and detailed framework to assist students in planning their international experience. They cover various aspects, including selection criteria, administrative procedures, and academic support.

1. Parties Involved in the Management of International Mobility for Study/Double Degrees

Promoters and international mobility coordinators

Each professor may propose the establishment of an inter-institutional agreement, becoming its Promoter.

For the School of Design and the School of Architecture Urban Planning Construction Engineering, specifically for programmes in the fields of architecture, urban planning, and landscape, the Promoter is also responsible for evaluating students applying for mobility in the partner institutions he/she is in charge of.

If the Promoter is unavailable, candidate evaluations for International Mobility (Double Degree or Study) are conducted by special Committees appointed by the School.

Each Engineering programme designates one or more faculty members as Mobility coordinators. The coordinators are responsible for evaluating candidates for international mobility, confirming their eligibility and the preferences expressed by each candidate.

Promoters and coordinators are involved in:

- advising students on the choice of possible destination institutions;
- assisting outgoing students in defining their Learning Agreement;
- validating the exams taken abroad by students upon their return from mobility.

International Mobility Unit

The International Mobility Unit (IMU) is the office responsible for:

- communicating and promoting international mobility opportunities;
- managing calls for applications for international mobility;
- overseeing individual mobility actions under the Erasmus+ programme;
- managing and supporting student mobility in all its stages;
- administering scholarships to support international mobility.

Career Service

The Career Service is responsible for:

- communicating and promoting international mobility internship opportunities;
- managing relationships with host companies/organizations;
- preparing the Erasmus+ Mobility Call for traineeships;
- managing candidate rankings;
- handling the administrative processes for outgoing student mobility.

2. Mobility for Study

Outgoing student mobility can take place within Europe or outside of Europe.

International mobility programmes allow students to experience study and cultural exchanges abroad, to learn about new higher education systems, and to learn or improve knowledge of at least one additional language.

International mobility offered by Politecnico di Milano is based on exchange agreements with numerous partner institutions. Depending on the type of agreement, the following are offered:

- Mobility for Study under the Erasmus+ Programmes or agreements with universities in non-European countries. Mobility for Study must last at least 2 months or a full semester and may not exceed 12 months.
- Double Degree Programmes with partner universities both in Europe (under Erasmus+) and in non-European countries. In particular, Double Degree programs allow the student to earn a Bachelor's or Master's degree from both the Politecnico and a partner institution, either in Europe or abroad. To obtain the double degree, meaning both the Italian and foreign diplomas, students are required to stay at the partner institution for a period ranging from one to two years, depending on the agreements, and to obtain additional credits beyond the standard curriculum as foreseen by Politecnico di Milano. The final thesis is defended at both universities. Participation requirements for double degree programmes vary according to the foreign institution, both regarding the year of study in which the outgoing student must be enrolled and with respect to any minimum required average.

Students are nevertheless required to earn at least 60 CFU (university credits) at Politecnico di Milano. These credits must include only those related to curricular courses, excluding credits for thesis, final projects, internships, or final examinations. Only in the case of mobility programmes under the Alliance4Tech, Enhance, or Unitech alliances can final examination credits be counted within the 60 CFU to be gained at the Politecnico di Milano.

Students may carry out the following activities abroad:

- A period of study to earn credits that are part of the requirements for completing their degree programmes.
- A thesis research period, possibly combined with a study period as described above. Students selected for thesis mobility are responsible for verifying the thesis project opportunities offered by the foreign institution for which they have been selected.

Conditions for Participating in Mobility Programmes

Only students enrolled in a Bachelor programme (at least in the second year), a Master programme, or a Ph.D. programme at the Politecnico di Milano are eligible to participate in international mobility study. For Double Degree mobility, please refer to the details (mobility scheme, year of application, and any require average) by consulting the Partner Institutions Map.

First Semester Master Degree Rule

Students who, at the time of application, are enrolled in their third year of a Bachelor programme or in single courses and who enroll in a Master's program in the second semester of the academic year in which they apply may carry out their mobility in either the first or second semester of the following academic year.

Students who, at the time of application, are enrolled in their third year of a Bachelor programme or in single courses and who enroll in a Master programme in the first semester of the following academic year may carry out international mobility only in the second semester of that year.

Students who, at the time of application, are enrolled in their third year of a Bachelor programme and who enroll in a Master programme in the second semester of the following academic year cannot carry out international mobility during their semester of enrollment.

Students who, at the time of application, are enrolled in their third year of a Bachelor programme and who do not graduate in time to enroll in a Master programme in the following academic year may carry out international mobility in both the first or second semester of that same academic year, as long as they remain enrolled in a Bachelor programme.

These limitations do not apply to students selected for a Double Degree programme.

Calls for Applications and Application Process

Calls for applications for participation in International Mobility Programmes (Double Degree Mobility and Mobility for study) are published twice a year.

The first Call is published in the autumn and includes all available mobility opportunities, both for study and for Double Degree Mobility.

The second Call is published in the spring and includes all remaining study mobility opportunities, subject to organizational and nomination deadlines of partner institutions, as well as any new mobility opportunities established through agreements signed in the meantime.

Each selected candidate may be assigned only one mobility opportunity to be carry out exclusively within the academic year specified in the Call.

Students selected through the second Call may undertake mobility only in the second semester of the academic year specified in the Call.

Please note that candidates selected through the first Call, regardless of whether they accepted or declined the mobility opportunity, cannot apply for the second Call.

Students at the Politecnico di Milano may apply for International Mobility within the designated time frames and following the rules outlined in the Calls, provided they are enrolled in:

- Bachelor programmes;
- Master programmes, including single- cycle Master programmes;
- single courses, provided they will be enrolled in a Master programme during their mobility period;
- Ph.D. programmes, exclusively mobility for study under the Erasmus+ programme.

For the application to be valid and effective, students are advised to consult the “Partner Institution Map” available on the University’s website, the websites of partner institutions, the educational rules of the study programme and any additional information provided by Mobility coordinators or Promoters.

Non-Italian students may not apply for a study period abroad in their country of first citizenship, as declared at the time of enrollment at the Politecnico di Milano, nor in their academic country of origin.

Selection of candidates

Students interested in applying for a Double Degree Mobility programme and/or International Mobility for Study must complete the online application through the “International Study for Mobility”, available in the personal Online Services, during the application opening windows as defined in the Call for Applications.

The application form requires the section of a maximum number of partner universities in which to carry out the mobility, listed in order of preference. The maximum number of institutions for which students can apply is specified in the Calls for Applications.

Students from the School of Design, the School of Architecture Urban Planning Construction Engineering (only for programs in architecture, urban planning, and landscape), and the PhD School may be required to upload additional documentation with their application, as specified in the Call for Applications.

Only students who have submitted a complete online application within the timeframe and following the procedures outlined in the Call will be eligible to participate in the selection process, limited to their expressed preferences.

Each candidate is assigned a value called “grade,” calculated using a formula that considers average, CFU (university credits), and the duration of each candidate academic career. This formula thus favors students who have achieved the same results in a shorter period. The grade is automatically calculated during the selection phase using the student’s academic record as of the date specified in each Call.

For the first Call, the grade formula is as follows:

$$Total\ average + 0.1 \left(\frac{CFU_{Level\ 1} + CFU_{Level\ 2}}{Total\ years\ of\ enrolment - 1} - 30 \right)$$

where

$$Total\ average = \frac{CFU_{Level\ 1} \cdot Average_{Level\ 1} + CFU_{Level\ 2} \cdot Average_{Level\ 2}}{CFU_{Level\ 1} + CFU_{Level\ 2}}$$

“Total Enrollment Years” refers to all years that have passed since a student’s initial enrollment in any degree programme, including any years in which studies were suspended.

For the second Call, the correction factor applied to “total enrollment years”, “-1” in the denominator, is adjusted to “-0.5.”

For specific cases where the grade formula applies differently (e.g., students enrolled in the first year of a Bachelor programme, students enrolled in a Master programme who hold an undergraduate degree from an institution other than the Politecnico di Milano), please refer to the individual Calls.

With the aim of providing access to international mobility opportunities to as many students as possible, Calls for International Mobility may include a bonus factor in the grade formula for students who have never participated in mobility during their academic career, whether at the Politecnico di Milano or other institutions. This factor does not apply to students who hold an undergraduate degree from a foreign institution.

In the case of students with the same grade, priority in the ranking will be given to the student with the higher average. In case of further equal grades, priority will be given to the younger student.

Candidates from the School of Design, the School of Architecture Urban Planning Construction Engineering (only for programs in architecture, urban planning, and landscape), and the PhD School may also receive an evaluation based on documentation attached to the application, as specified in the Calls. This evaluation is added to the grade calculation, contributing to the candidate’s “Total Score”.

The procedures for assignment and acceptance of the institution are described in the Calls.

Student exemptions and obligations

As a general rule, the host institution cannot require mobility students to pay tuition fees. However, mobility students may be required by the host institution to pay fees to cover insurance costs, public transportation fees, membership in student organizations, or the use of various materials (such as photocopies, lab supplies, etc.), applying the same policy as for local students.

Therefore, students must continue to pay tuition fees to Politecnico di Milano even during their study period abroad.

Contributions and Mobility Contract

The Board of Directors of the Politecnico di Milano defines the criteria, methods, and amount of contributions by July of the year preceding the start of the academic year of mobility. These contributions are based on funding allocated by the National Erasmus+ Agency to support mobility for study, additional funding from the Ministry of Universities and Research (MiUR) to encourage international mobility both within and outside Europe, and the university’s available budget.

In general, the criteria for determining contributions consider the type of mobility, the country of destination, and the participant’s ISEE (Equivalent Economic Situation Indicator) value.

In any case, students on International Mobility for Study continue to benefit from any national or regional grants or scholarships they are eligible for. Scholarship recipients as per Legislative Decree No. 68 of

March 29, 2012, and eligible non-recipients, may also apply for additional support grants, according to the deadlines outlined in the Call for DSU benefits.

In order to allow broader participation in International Mobility for students with disabilities or Specific Learning Disorders (SLD), additional contributions are available and calculated based on actual costs incurred. Such requests must be properly justified in advance and submitted within the deadlines and procedures provided by the International Mobility Unit (IMU).

Each student on international mobility will sign a mobility contract for a period of 6 months for study mobility or 12 months for Double Degree mobility. This contract specifies the expected contributions and the terms of payment (advance and final balance).

The student maintains the right to the mobility contribution only if they pass at least one of the activities listed in the Learning Agreement (for exams), that are subject to credit validation, or if they carry out thesis research activities. This will be verified in the Transcript of Records or, in the case of thesis research, as certified by the supervising professor.

In cases where the student is required to return the mobility contribution, the failure to do so will result in the student's inability to:

- obtain the degree;
- request a transfer to another university;
- withdraw from the studies.

The Learning Agreement

Before departure, students selected for a period of study abroad must prepare a personal study plan (Learning Agreement) in collaboration with their coordinator or Promoter. This agreement specifies the academic activities at the host university that will replace certain activities included in the student's study plan at the home university (Politecnico di Milano).

If agreed upon with the coordinator or Promoter, the study plan abroad may include a mandatory internship or thesis preparation work.

The selection of academic activities at the host university, which will be validated upon the student's return, is designed to develop knowledge and skills consistent with the profile of the student's study programme. As a rule these activities can flexibly replace a set of educational activities foreseen in the curriculum, without requiring equivalence in the content, identical course titles, or an exact correspondence of credits. The Programme Boards are encouraged to create standard study plans for each partner university that students can adopt, guaranteeing validation in advance.

The Learning Agreement must be formally approved by the coordinator/Promoter before the student departure. Approval of the Learning Agreement is binding for issuing the mobility contract. Any changes to the Learning Agreement must be submitted by the student and approved by the coordinator/Promoter within five weeks of arrival at the host university.



Credit Recognition

Upon the student's return from their study period abroad, the International Mobility Unit (IMU) collects the final documentation, including the Transcript of Records, and submits it to the coordinator/ Promoter, who assesses the congruity and validates the completed activities.

Validation can only occur if the student has included the courses intended for recognition upon return in the study plan, within the windows for the submission and modification established by the Politecnico di Milano.

The student is guaranteed full academic recognition of studies completed abroad, without the need for additional programme requirements or extra exams.

Grade Conversion

For grade conversion, the host institution's grade distribution curve, provided with the Transcript of Records, will typically be used. This approach involves comparing the percentage-based grade distribution curve, aggregated according to the relevant subject area, with the host institution's curve according to the ECTS guidelines.

In exceptional cases, Schools may adopt different conversion criteria at their discretion, provided that these criteria are clearly communicated.

The Italian grade, resulting from the comparison of the two institutions' grade distribution curves or any other approved method, is then reported in the student's academic record.

3. Outgoing Erasmus+ mobility for traineeships

Under the Erasmus+ programme, students can also access internship/traineeship periods (SMP – Student Mobility for Traineeship) with public or private companies, institutions, foundations, or organisations, except for European institutions or organisations that manage European programmes that are located in a country participating in the programme (one of the 28 European Union Member States, with the exception of Italy, European Economic Area countries, EU candidate countries, and other countries not associated with the programme).

Eligibility

Only enrolled students in Bachelor of Science, Master of Science, 5 years single cycle programme, PhD School, Specializing Masters of first and second level and Graduate School in Architectural and Landscape Heritage, interested in an internship during the reference period of the call, can submit the application based on timeframes and procedures indicated in the call. The internship can be:

- > CURRICULAR COMPULSORY: for ECTS, to be concluded before the graduation date.
- > CURRICULAR NON COMPULSORY: not for ECTS; yes for thesis; to be concluded before the graduation date.
- > EXTRACURRICULAR: entirely after the graduation date and to be concluded within 12 months from the graduation.
- > PROFESSIONAL: after obtaining the degree (Bachelor, Master, Single-cycle Master's Degree), for candidates with degrees in Architecture and Building and Architectural Engineering only, to substitute the practical examination of the State Exam.

Candidates who are no longer enrolled students cannot apply for the call.

Participation is also subject to the following conditions:

- not to be a beneficiary in the same period of another European contribution related to other programmes/projects (i.e. not receiving – during the internship period – another scholarship under the Erasmus+ programme, formerly Erasmus+ for study, or contributions from another programme financed by European funds and/or any additional contribution provided by the host organization from European funds made available to the organization through participation in/management of European projects)
- not to have already benefited of the maximum number of months of mobility allowed by the Erasmus+ programme within the same cycle of studies-(see the 'Duration' section below)
- to carry out a full time internship (i.e. between 21 and 40 hours per week)
- to carry out the internship in the country of the host organization; working from home(online internship) is allowed, but necessarily in the country of the host organization;
- not to be a resident/citizen of the country where the internship is carried out;
- for non-EU citizens, to have a valid residence permit for Italy for the entire duration of the internship.

Furthermore, those enrolled to a Specializing Master's degree must also observe the following conditions:

- to be a FULL TIME Masters student;



- not to be employed (working under an employment relationship or collaboration);
- not to have been employed or had a working collaboration with the proposed host organization

Finally, 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 have a minimum duration of 2 months and maximum of 12 months, within the reference period of the relevant call.

Specifically:

- each candidate is limited to the following maximum total number of Erasmus+ months for study and/or internship (whether funded or not) within the same course of studies, i.e.:
 - 12 months in Cycle I or II or III (Laurea (Bachelor of Science), Laurea Magistrale (Master of Science), Specializing Masters, PhD programme, Specialisation School);
 - 24 months in 4/5 years single cycle programme;
- the selection committees states the number of funded months to award to selected candidates (see the 'Call and applications' section below)
- the duration is also determined by the needs/availability of the host organization.

For recent graduates only and in accordance with the programme rules and regulations, the internship must:

- end within 1 year of obtaining the relevant degree;
- have a maximum duration of 6 months, which is added to the maximum number of Erasmus+ months for the completed course of studies

Call and applications

Following its approval by the Academic Senate, an annual call for applications is issued by Executive Decree for Erasmus+ Mobility programmes for traineeships.

Students from the Politecnico di Milano who are interested in applying and who meet the eligibility requirements must fill in the online application form by the deadlines and in compliance with the rules indicated in the call.

Selection

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

- Lauree and Lauree Magistrali in Architecture and Urban Planning and the Specialisation School in Architectural and Landscape Heritage
- Lauree and Lauree Magistrali in Design
- Lauree and Lauree Magistrali and single-cycle degrees in Engineering*

- Doctoral School
- Specializing Masters Schools

Applications will be evaluated and selected by special Selection Commissions, whose members are Professors, and established for each group of courses/School.

The Commissions will observe the below-mentioned criteria:

<p><i>Bachelors of Science and Masters of Science in Architecture and Urban Planning, Graduate School in Architectural and Landscape Heritage</i></p>		<p>Results achieved in the study course:</p> <ul style="list-style-type: none"> • <i>The candidate's academic record will be assessed by considering the total weighted average, that is the weighted average of the entire university career, CFUs and academic career time. If candidates have the same weighted average and CFUs, there will be given greater chances to candidates who have achieved the same results in a shorter time frame. The evaluation is based upon data from the student's record as of the closure of the Call.</i> • Curriculum Vitae
<p><i>Bachelors of Science and Masters of Science in Design</i></p>		
<p><i>Bachelors of Science and Masters of Science in Engineering¹</i></p>		
<p>PhD School</p>	<p><i>Architecture, Urban Planning and Design</i></p>	<ul style="list-style-type: none"> • Results achieved in the study course • Curriculum Vitae • Assessment of the Professor's college • Motivation letter • Summary of Dissertation project (5 pages max) • Portfolio • List of publications • Role of the internship for the thesis-related • Research

¹ Study Courses of Building and Construction Engineering, Building Engineering-Architecture, Building and Architectural Engineering, Management of the Built Environment also included

	<i>Engineering</i>	<ul style="list-style-type: none"> • Results achieved in the study course • Curriculum Vitae • Assessment of the Professor's college • Motivation letter • Summary of Dissertation project (5 pages max) • List of publications • Role of the internship for the thesis-related • Research
Specializing Masters Schools	<ul style="list-style-type: none"> • Curriculum Vitae • Any certification or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio 	

The individual committees can assign a specific weight to each of the evaluation criteria above.

To allocate international mobility experiences uniformly among students, it may be an advantage if the candidate has not yet made use of opportunities in other international mobility programmes during the university career.

Procedures for the selected candidates

The results are made available and published online.

Selected candidates must accept or refuse participation in the programme online. Selected candidates who do not accept or refuse participation by the deadlines and in compliance with the rules indicated in the call for applications will be excluded.

Erasmus+ mobility provides that the internship is relevant to the candidate's course of studies. Therefore, whatever type of internship, the activities and learning objectives of the selected candidate's internship must be approved in advance by the academic coordinator appointed by the School. If the student intends to use Erasmus+ for recognition of the curricular compulsory internship, the student is responsible for verifying the educational regulations relating to the programme for academic recognition of the activity.

Only after the approval from the academic coordinator, the compulsory preliminary process for the signature of the grant agreement with the selected candidate can start.

In addition to the grant agreement, the process to formalise the internship necessarily involves stipulation of the:

- Learning Agreement
- Internship Agreement and Internship Document

If the host organization proposes to replace the Politecnico Internship Agreement and/or Internship Document with a traineeship contract based on its own local policy/regulations, the selected candidate must send the contract to Career Service for detailed analysis, as it is necessary to check the compatibility of any clauses on intellectual property and confidentiality.

At the end of the mobility programme, the beneficiary must submit the following final documentation within 30 days:

- the Confirmation Letter issued by the host organization attesting to the relevant Erasmus+ period with the exact dates (day/month/year) of arrival and departure. The actual duration of the mobility will be calculated based on these dates.
- the online Narrative Report, through a special platform provided by the European Commission.
- the Traineeship Certificate completed and signed by the host organization at the end of the internship period, attesting to both the precise dates of the internship period and that the agreed programme was effectively followed, along with the results achieved and the knowledge and skills acquired.
- proof of travel.

The student is guaranteed full recognition of the activities indicated in the Learning Agreement that were successfully completed, except in the case of a mobility programme for traineeship purposes following graduation. For traineeship mobility that is not an integral part of the student's course of studies, the Politecnico will nevertheless recognise this activity in the Diploma Supplement. Credits or the recognition of educational activities undertaken by the student at the host company may be refused only if the student does not reach the level demanded by the host company or fails to meet the conditions for recognition required by those involved.

Insurance coverage and entering the host country

The candidate of Politecnico di Milano in international mobility is covered by INAIL insurance and insurance policy for accidents (this last one only inactive for post-graduation internships) and insurance for civil liability paid by Politecnico di Milano for accidents during internship activities at the host organization. The candidate 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 the immigration of non-EU students/graduates in the various countries participating in the Erasmus+ Programme are tied to their nationality. It is responsibility of the selected candidate to collect in advance information from their diplomatic representatives to ensure the documents needed are in order to regularly enter and intern in the host Country.