

# Dossier to prepare the International Exchange Plan

Document Template – Version 1.7 – November 2021<sup>1</sup>

## Student record

Personal Information	
<b>Last Name</b>	
<b>First Name</b>	
<b>Student ID</b> (matricola @ POLIMI)	
<b>Nationality</b>	
<b>POLIMI e-mail address</b>	
<b>Mobile phone number</b>	
<b>Do you authorize us to share your Polimi email address with other students?</b> (e.g. for exchanging information/feedback on the chosen/completed mobility experience)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<sup>1</sup> If you have been accepted for an exchange programme, you will be asked to prepare a Study Plan for your period abroad. This Study Plan must be compliant with the requirements of your POLIMI Study Plan, which generally follows one of the 9 “Streams” proposed within the new MSc Degree, or the main Bachelor Degree Study Plan.

To prepare your Study Plan, you must identify courses at the foreign institution that match your degree requirements. This equivalence must be based on the course content, as well as on the work load (generally measured in ECTS, credits, hours, etc.). These equivalences must be approved by one of the faculty members (Referenti di Area Geografica) appointed by the Management Engineering CCS. The professor must sign an official document (Learning Agreement) with the foreign institution to authorize your experience abroad.

In order to obtain this mandatory official signature, you must collect all the information listed on this form and any authorizations from the appropriate professors (Referenti di Area Disciplinare, experts in a given field) your advisor will deem necessary.

The aim of this template form is to support you in the process and it should be used to collect the information and create your personal “dossier”. Please use it as a reference to manage the process, to communicate with the professors and to register your Plan. Once the information is collected, you will be able to finalize your official Learning Agreement. Have it signed by the appointed professor and then submit it to the Studesk.

**Student Education Information @ POLIMI**

<b>Degree Programme currently pursued @ POLIMI</b>	<input type="checkbox"/> Laurea di Primo Livello in Ingegneria Gestionale <input type="checkbox"/> MSc in Management Engineering
<b>Course Year</b> (e.g. 1st, 2nd)	
<b>Academic Year</b> (20../20..)	
<b>Major</b> ("Orientamento" @ POLIMI)	

## Information on the requested International Exchange Programme<sup>2</sup>

Name of the University you will attend abroad:
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	Course details abroad	Course details @ POLIMI
<b>Course code (s)</b>		
<b>Course name</b>		
<b>Credits / ECTS</b> (or any other explanation of the course work load, e.g. hours) <b>Failing to provide this information will prevent the professor from approving the course equivalencies</b>		
<b>Websites / links to the course (s)</b> <b>Please be sure that the links provide a detailed description of the course content. Failing to do so will prevent the professor from approving the course equivalencies</b>		

<sup>2</sup> You must fill the following table (copy and paste for each course / component) to clearly show which course / component (s) you want to attend abroad and which course @ POLIMI it (they) correspond to. Be reminded that to cover 10 credits @ POLIMI you need at least 7,5 ECTS abroad and that for your normal 30 credits plan you need to collect at least 27,5 ECTS (see online Guide for details). As you know, @ POLIMI we offer mainly 10 credit courses; you could find 1, 2 or 3 courses (e.g. 2 + 2 + 3 credits) covering more or less the same content of the POLIMI course. When ready, in order to get the official approval, this table should be discussed with the professor in charge of international exchanges (Referente di Area Geografica). When all the equivalencies will be identified and approved, the professor will sign your Learning Agreement, the official document that allows you to start your experience abroad.

### Synthesis of the mobility programme<sup>3</sup>

Courses at POLIMI						
	<i>Asset Lifecycle Management</i>	<i>Quality Management</i>	<i>Product Lifecycle Management</i>	<i>Industrial Project Management</i>	<i>Other...</i>	<b>Total</b>
<b>Courses abroad</b>						
Maintenance Management	1					6
Quality Data Analysis		1				4
Total Quality	1	1				6
Product and Process Management			1	1		6
Project Management				1		6
Other...						
Credits abroad	12	10	6	12	0	28
Credits at POLIMI	10	5	5	10		30

<sup>3</sup> The following table must be filled when you have the full list of the courses / components you wish to attend abroad. This table, based on an Excel spreadsheet, will help verify the consistency of your plan in terms of credits (you need at least 27,5 ECTS credits to reach 30 CFU). See the example provided in the table and prepare your final version accordingly. If your plan doesn't satisfy the credit limit, you will see a RED alert on your spreadsheet.