



A-B-C OF INTERNATIONAL MOBILITY

How to live the experience of International Mobility with success and satisfaction
Internationalization Commission Degree in Management Engineering Politecnico di Milano

Who

A successful international mobility experience involves the **COLLABORATION** of three actors:
The student: **PROTAGONIST AND RESPONSIBLE** for the choices and compliance with the rules and deadlines, both those set by the Polytechnic and the university chosen for the exchange.

The Staff of the International Mobility Unit (IMU): Interface between students and partner schools, for exchanges, double international degrees and alliances. Provides support for all administrative procedures related to the Mobility Call, as well as those necessary to apply to the chosen school and submit the required documents.

The Internationalization Commission: the exchange experience is structured on a course of studies to be carried out at the partner site, which is expressed in the Learning Agreement. Divided by geographical area of exchange, the referents teachers, members of the Internationalization Commission, support (NOT replace) the student in the work of selection of courses compatible with the Study Plan. The referees do not answer questions about partner locations or related to bureaucratic-administrative aspects.

Useful links:

[International mobility unit](#)

[List of Referents of Geographical Area](#)

[Complete Guide to International Trade \(and FAQ\)](#)



When

Management Engineering students who wish to make an exchange experience will have to apply for one of the two [INTERNATIONAL MOBILITY CALLS](#), which are activated in November and then in April. They include detailed instructions, illustrating the stages of the path leading to the exchange.

The University's Mobility Call concerns experiences of: simple exchange (1 or 2 semesters) in EU and EXTRA-EU countries, Double International Degrees, Special Programs for Management Engineering students (Alliance4Tech). Due to the procedural time constraints, participants will take part in the call in the year preceding that in which they are expected to go on exchange.

For students of the Bachelor's degree and the Master's degree in Management Engineering there are rules that establish when it is possible to apply. Please read carefully the [Complete Guide to International Trade](#).

As will be seen below, the choice of possible places of exchange takes place at the same time as you submit your application to the mobility call. Please gather the necessary information on all selected sites, with due respect to all participants. In fact, the relinquishment of an assigned site, caused by inadequate deepening of the training offer, will make you and others who could have benefited from that opportunity for you miss an opportunity.

Once they have entered the call, applicants will be required to follow the deadlines carefully, monitor the rankings and confirm whether or not they are interested in being given a site. The dates vary for each call, but this part of the route takes place approximately between January and March for the first call, and between May and July for the second.

Once the candidate has confirmed the location, the International Mobility Unit will proceed with the NOMINATION of individual students at the chosen locations. Delays in confirmation of place by applicants will lead to their exclusion from the exchange programme.

Be careful!

Students wishing to participate in:

- [UNITECH](#): Refer to the link and follow the procedures.
- [FREE MOVER](#): This term includes both the exchange experiences for exams with locations that are not partner universities of the Polytechnic, and the experiences abroad for thesis. For both the University has established strict rules (see the complete Guide to International Exchanges and especially the Guidelines of the University). Applications not meeting the requirements will be rejected.
- [ATHENS](#): Please see the link and follow the procedures.
- DUAL DEGREE with UIC: For more information on the dual degree program with the University of Illinois at Chicago please consult the Management Engineering website at the following link. For further information, please contact the Office of International Relations at international-dig@polimi.it



DOVE

Where

Each CALL requires the candidate to select a list of destinations. So, BEFORE applying, students will do a survey and assessment of the locations. This part of the preparation DOES NOT include the involvement of teachers from different geographical areas. The main source on which students can rely is always the partner site's website in the "Exchange Students/Incoming Students" pages.

The Bachelor's and Master's courses in Management Engineering have exchange agreements with almost 200 partner universities, which will be visible within the application of the call.

Reference may also be made to:

- At the Manifesto of Studies for its own degree programme, Internationalization section, for the list of locations.
- To the School of Management website for an [overview of partner schools](#). It will be advisable to visit the pages of the partner schools' websites devoted to international exchanges.
- To the section of the Polimi site dedicated to [mapping](#) all partner sites. By filtering by School and course of study, you will be able to view useful information on each of the locations.
- The Study Abroad section of the Poli website, which collects testimonials, useful information, presentations and insights on the subject.

Remember that this is an experience which has value in its entirety and through which you will know new countries, new cultures, new people, new languages. These aspects must be taken into account in the choice, which is not merely a matter of didactic affinity with one's own course of studies.

At the same time it is important to remember that one does not always get one of the first places indicated; therefore, you will have to choose with criterion each of the options inserted in your list of possible destinations.

HOW

You have participated in the Call, you have been assigned a place of exchange, you have accepted. Congratulations! And now? What remains to be done?

THE NOMINATION: Once you have accepted your place of residence, the International Mobility Unit can communicate your name to the partner university. At this point the procedures to be followed vary, and you will make the application according to modalities and deadlines set by the partner location. The International Mobility Unit will be at your side and you will also have

the opportunity to meet with exchange students who went to the same place before you.

THE LEARNING AGREEMENT: Here begins the collaboration with the teacher responsible for the geographical area, a collaboration that will end only when you return, with the validation of the exams taken. On the Management Engineering website, under International Experiences, you will find a series of tools and information useful for this phase of the exchange process (Complete Guide to Exchanges and FAQ, Format Dossier, Double Degree Prospectus). Make use of it! The lecturer in charge will examine the information you collect about the courses to be attended at the partner location (sometimes, at his discretion, requesting the support of a Discipline Contact); and only when you have reached an adequate number of credits and a satisfactory correspondence with your study plan, will approve the document called "Learning Agreement", to be completed on the new application OLA.

THE BUREAUCRATIC OBLIGATIONS: Depending on the type of exchange and the country of destination, there are some important bureaucratic tasks to be respected (signing contracts, visas, etc.) for which the International Mobility Unit will be your point of reference. Pay proper attention to their communications and everything will proceed smoothly. Ogni BANDO prevede che il candidato selezioni una rosa di destinazioni. Dunque, PRIMA di applicare, gli studenti faranno un lavoro di indagine e valutazione delle sedi. Questa parte della preparazione NON contempla il coinvolgimento dei docenti referenti di area geografica. La fonte principale su cui gli studenti possono fare affidamento resta sempre il sito web della sede partner nelle pagine "Exchange Students/Incoming Students".

THE (possible) REVISION OF THE LEARNING AGREEMENT: It happened VERY frequently that the courses you have chosen are not all available when you arrive at the partner location. Don't panic! You will then have to do a further work - this time remotely - with the teacher referred to whom you will submit alternative hypotheses and together you will elaborate a new OLA. This is an established practice, for which you will receive full support from the Polytechnic, so it should not be a cause for concern.

(Guida Completa agli Scambi e FAQ, Format Dossier, Prospetti Doppie Lauree). Fatene uso! Il docente incaricato vaglierà le informazioni che raccoglierete in merito ai corsi da frequentare presso la sede partner (a volte, a sua discrezione, chiedendo il supporto di un Referente di Disciplina); e solo quando avrete raggiunto un **adeguato numero di crediti** ed una corrispondenza soddisfacente con il vostro piano di studi, approverà il documento chiamato "Learning Agreement", da compilare sul nuovo applicativo OLA.

GLI OBBLIGHI BUROCRATICI: A seconda della tipologia di scambio e del paese di destinazione, rimangono alcune importanti [incombenze burocratiche](#) da rispettare (firma



dei contratti, visto, etc.) per le quali l'International Mobility Unit sarà il vostro punto di riferimento. Attribuite la giusta attenzione alle loro comunicazioni e tutto procederà facilmente.

LA (possibile) REVISIONE DEL LEARNING AGREEMENT: Capita

MOLTO frequentemente che i corsi scelti non siano poi tutti disponibili quando arrivate presso la sede partner. **Niente panico!** Dovrete a quel punto fare un ulteriore lavoro – questa volta a distanza - con il docente referente a cui sottoporrete ipotesi alternative ed insieme elaborerete un nuovo OLA. Questa è una **prassi consolidata**, per la quale riceverete pieno supporto da parte del Politecnico, dunque non deve destare preoccupazione.

IMPORTANT: Even when you are in exchange, you remain students enrolled at the Polytechnic. As such you will have to continue to respect all the deadlines and procedures provided for Poli students (ISEE, STUDY PLAN, etc.). siete in scambio

Why

Today the literature, official and less official, is unanimous in recognizing the importance of a study experience abroad for the formation of the young generations. The EU Report on the Effectiveness of the Erasmus Experience published in 2019, which surveyed 77,000 people, indicates that 72% of them acknowledge that their exchange experience has increased their employment opportunities, Also accelerating the time of job placement, especially for countries belonging to Southern Europe. And, even more significantly, **almost 80% of graduates with experience abroad find a job within three months of graduation** (Sole 24Ore).

In addition to the knowledge of a new country and culture, among the skills that respondents feel most strengthened at the end of their stay abroad are: **adaptability, relational skills, intercultural skills, Foreign language, critical thinking, problem solving, decision-making skills, team work, entrepreneurial skills, digital skills.**

Every year more than 2000 students from the Polytechnic take part in an exchange experience, with a trend that is constantly growing. Of these, almost 500 currently attend the Course of Studies in Management Engineering, a sign of a strong commitment to internationalization by the School of Management.

With this data, students should apply knowing that there are many opportunities available and that each can also be an opportunity for networking and personal growth.

It will be important to acquire from the outset the flexibility and adaptability necessary to fit into a university context other than our own and to assess well all the advantages over risk, For example, that fewer examinations are taken or that the latter are not exactly those desired.



To date, 80% of our students returning from an exchange experience would recommend it to other Management Engineering students and almost 95% rate it very positively.

AND TO FINISH...

Once you return, to officially conclude your experience of Mobility, there are still some important steps to take.

TRANSCRIPT OF RECORDS (ToR): The document that officially certifies academic work done abroad is called [Transcript of Records](#). It is issued in official form by the university and sent to the Polytechnic or delivered to the student. Make sure this happens automatically, without having to request it before you leave. Once the International Mobility Unit has received and uploaded your ToR online, you must accept it (by accessing the Online Services) and only then can the votes be validated.

SURVEY: An additional step that will be mandatory to complete is the online questionnaire on mobility experience prepared by the Delegation of International Relations. With a few minutes' commitment, you can effectively contribute to improving the experience of those who come after you. The link will be provided to you upon your return.

If necessary, please contact: international-dig@polimi.it.

TRAVEL STORIES: Sharing exchange experiences can also be of great help to students who are considering an experience abroad or who are engaged in choosing a partner location. Therefore, we may ask you to give a brief testimony of your experience. Thank you for your cooperation! If necessary, please contact: international-dig@polimi.it.

VALIDATION OF THE VOTES: Once viewed the transcript, the teacher referent area

E PER FINIRE...

Una volta rientrati, per concludere ufficialmente la vostra esperienza di Mobilità, rimangono alcuni passi importanti da fare.

TRANSCRIPT OF RECORDS (ToR): Il documento che attesta ufficialmente il lavoro accademico svolto all'estero si chiama [Transcript of Records](#). Viene emesso in forma.