



Information for students who wish to spend a period of study abroad by participating in the mobility call

School of Industrial and Information Engineering

Valid for mobility from A.A. 2021-2022

Conditions for participation in the call

- All students enrolled in the School of Industrial Engineering and Information Studies can apply for a period of study or a double degree abroad. It is nevertheless necessary to respect any constraints present in the specific agreements signed with the host university (which, for example, may require an average higher than a given value).
- Students who at the time of application are enrolled in the third year of a Bachelor's degree course, or individual courses, and who are enrolled in a Master's degree course in the second semester of the current academic year will be able to carry out mobility both in the first and second semester of the following academic year.
- Students who at the time of application are enrolled in the third year of a Bachelor's degree course, or individual courses, and who are enrolled in a Master's degree course in the first semester of the following academic year may carry out international mobility only in the second semester of the same academic year.
- Students who at the time of application are enrolled in the third year of a Bachelor's degree course and who enroll in a Master's degree course in the second semester of the following academic year, will be able to undertake international mobility only in the first semester of the same year and as long as they are enrolled in a Bachelor's degree course.



- • Students who at the time of application are enrolled in the third year of a Bachelor's degree course and will not graduate in time to enrol in a Master's degree course during the following academic year, they will be able to carry out international mobility both in the first and second semester of the same year and as long as they are enrolled in a Bachelor's degree course.

Opportunities and constraints

A student can travel abroad to:

- A week at a foreign university to attend a special course (Athens programme). Credits acquired by attending a course (2,5) may be recognised as extra-curricular credits.
 - o The student is free to choose any Athens course, without any constraints whatsoever.
- Summer school and workshop. Credits earned may be recognized as extra-curricular credits.
- Period of study (Erasmus, Unitech or ad-hoc agreements with individual universities, excluding double degrees). The student may apply for a maximum of 60 credits for one-year mobility (normally 30 for six-month mobility), subject to the obligation that during the Master's Degree they must be at least 60 exam credits. The recommended period of stay abroad is 6 months. Note that some courses only allow semester mobility.
 - o Credits for the Final Test are not considered in the limit of recognizable credits. In other words, a student of Bachelor's degree can ask in advance to the teacher of the Polytechnic responsible for the final test the equivalence of the activity carried out abroad, including it in the Learning Agreement. It is still necessary to register for the Polytechnic degree course and follow the rules laid down by the CCS for the Bachelor's examination.
 - o The credits for the thesis for the Master's Degree are not considered in the limit of the recognizable credits. In other words, a Master's degree student can apply for the equivalence of exam credits + thesis credits.
- Double Master's Degree (Time or ad-hoc agreements with individual universities). The student selected for a double degree must take examinations according to the scheme provided by the agreement with the partner location.

Examinations to be taken abroad

- Once selected, the student must identify and agree with the contact person of his or her course of study the exams to be taken abroad and for which recognition may be requested upon return and passed. Acceptance of a place does not automatically imply the possibility of a Learning Agreement acceptable to the student.
- It is not possible to request equivalence with courses of the Polytechnic in violation of the didactic regulations of the Course of Studies. This check must be done before departure and it is



the student's obligation to make sure have complied with the rules of the CCS in the definition of its study plan. If, when returning to the Politecnico, some of the examinations for which recognition is sought fail the teaching regulations, these will not be recognized. To simplify this type of control, it is strongly suggested that no autonomous study plans should be created.

- The identification and selection of the exams to be taken abroad and for which recognition, or the completion of the Learning Agreement, is the responsibility of the student. The result must be summarised in a table that includes: name of the course at the Polytechnic, name of the course at the foreign university, ECTS credits recognised for passing the examination in both cases and links to the programme of the course to be taken abroad. The rules to be followed for identifying matches are:
 - o Two exams are "equivalent" if they have a very similar program (approximately, at least 70% of topics in common) and the number of credits of the exam abroad is greater or equal to the number of credits of the examination at the Polytechnic.
 - o It is possible to recognize as "equivalent" two examinations with an indicative margin of 10% more or less on the total credit count, provided that the total ECTS-equivalent credits recognized, considering the totality of the examinations, does not exceed the claims incurred abroad.
 - o It is possible to combine two or more examinations at a foreign university with an examination at the Polytechnic and vice versa. The content and credit rule always applies.
 - o Adjustments may be made by adding up different examination credits if these are similar and relate to related disciplines. It is not possible, for example, to consider Analysis credits as substitutes for Informatics credits and vice versa.
 - o It is also possible, in the absence of a reasonable correspondence between the courses taught abroad and the courses offered at the Polytechnic, to carry out a general recognition of credits on scientific-disciplinary fields. This option should only be used in very special cases and with the prior agreement of a lecturer in that field.
- It is not necessary to have the authorization of each individual teacher on the equivalence of the courses.
- It is possible to follow courses that are offered at the Polytechnic at the first level, while in the foreign university they are offered for the second level, if the agreement provides for it.
- It is not possible to follow the courses offered at the Politecnico at the Laurea Magi-strale, while in the foreign university they are offered for the first level, unless the program of the course offered abroad is sufficiently "advanced".
- It is possible to follow courses taught at a foreign university in a course different from the course offered at the Polytechnic. Of course, the student will have to take the examinations for the courses given when he was abroad.

Conversion of votes obtained abroad

- The scores of exams taken abroad are average if they have been taken within the framework of an exchange program recognized by the University.
- Students should not ask for the availability of recognition of credits acquired by of the individual lecturers concerned.
- All recognized exams must have a grade in the thirtieth. This means that the conversion takes place as follows:
 - o If the transcript of records also shows the distribution of votes, this can be used for the conversion taking into account the equivalent distribution of votes at the Politecnico di Milano.
 - o If the university reports the student's ECTS rating, the following distribution is used: A = 10%, B = 35%, C = 65%, D = 90% and E = 100%.
 - o For some countries or individual universities the conversion rules are given in the attached document and will be updated periodically. If a university uses a different rating system than the national one, the conversion is made through a proportion.
 - o For universities of countries not listed in the annex, conversion is done through a proportion.
 - o Where the vote is provided on a national scale and even reporting the distribution of votes, the distribution of votes prevails.
- If the student is not satisfied with his/her foreign grade, it is possible to refuse validation of that particular examination and take the Polytechnic exam.
- In the conversion of votes, the Praise may be awarded in the following cases:
 - o if the transcript is marked "with honours" or "cum laude" or "A+" or similar, for examinations which contribute to the conversion of a polytechnic examination;
 - o if, from the documentation submitted in official form, it is possible to infer that the grade falls in the top 5% of students enrolled in the course in the academic year under review.

Thesis abroad

Simple mobility (Erasmus): credits can be transferred, but the student must find a speaker at the Polytechnic who is willing to (i) act as a speaker, (ii) evaluate the work done abroad and (iii) if necessary to propose additional work to complete the thesis.

Dual degree: credits can be transferred if the student carries out mobility in place of the second year of Master's Degree. The above applies to Erasmus students.

Conversion of non-ECSC credits

- It is not possible to define universally valid conversion rules. Some agreements require a declared conversion. In principle, the conversion is based on the equivalence between the average teaching load per academic year at the partner site and 60 ECTS. Examples of known matches today are:
 - o Queensland University of Technology (Brisbane): 4 credit points (MSc) = 2.5 ECTS
 - o The University of Queensland (Brisbane): 2 units = 7.5 ECTS
 - o Doshisha University (Kyoto): 1 credit (MSc) = 4 ECTS
 - o Tokyo Institute of Technology (Tokyo): 1 credit (bachelor and MSc) = 2 ECTS
 - o Universidade Estadual de Campinas (Brazil): 1 credits (bachelor and MSc) = 1.2 ECTS
 - o Universidade de Sao Paulo (Brazil): 1 credits (bachelor and MSc) = 1.25 ECTS
 - o Hong Kong University: 1 HKC = 2 ECTS
 - o Israel: 2 Israeli credits = 3 ECTS.
 - o Montreal Polytechnic (Canada): 1 credit = 2 ECTS
 - o Universidad de los Andes (Colombia): 1 credits (bachelor and MSc) = 2 ECTS

ANNEX

CONVERSION OF VOTES ON CREDITS ACQUIRED ABROAD

School of Industrial and Information Engineering

The proposed conversion rule is linear for each nation and has been defined so far for all cases where ECTS grading is provided and for the following nations: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Norway, Netherlands, Portugal, Czech Republic, Spain, Sweden, Switzerland, Australia, USA. For these countries, in fact, there is a database of historical data relating to the votes acquired that allows a reasonable verification of the reasonableness of the proposed conversion criterion. The proposed approach may be modified in the future to take account of new data.

The table proposed for each assessment system is set out below.

Sistema di valu- tazione	Note	Criterio di conversione
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ECTS	A = top 10 % B = succ. 25 % C = succ. 30 % D = succ. 25 % E = ultimo 10%	Basato sulla omologa distribuzione dei voti al Politecnico di Milano.
Austria	Intervallo 4 – 1	$media_{IT} = 36 - 4.5 * media_{AT}$
Belgio	Intervallo 10 – 20	$media_{IT} = 18 + 2 * (media_{BE} - 10)$
Danimarca	Intervallo -3 - 12	$media_{IT} = 18 + 1.2 * (media_{DK} - 2)$
Finlandia	Intervallo 1 – 5 Scala ABCDEF	$media_{IT} = 18 + 3 * (media_{FI} - 1)$ A=30 B=27 C=24 D=21 E=18
Francia	Intervallo 10 – 20	$media_{IT} = 18 + 2 * (media_{FR} - 10)$
Germania	Intervallo 4 – 1	$media_{IT} = 36 - 4.5 * media_{DE}$
Islanda	Intervallo 5 - 10	$media_{IT} = 18 + 2,67 * (media_{IS} - 5)$
Norvegia	Scala ABCDEF	A=30 B=27 C=24 D=21 E=18
Olanda	Intervallo 5 – 10	$media_{IT} = 18 + 3 * (media_{NL} - 5)$
Portogallo	Intervallo 10 – 20	$media_{IT} = 18 + 1.5 * (media_{PT} - 10)$
Repubblica ceca	Intervallo 60 – 100	$media_{IT} = 18 + 0,3 * (media_{CK} - 60)$
Spagna	Intervallo 5 – 10	$media_{IT} = 18 + 3,5 * (media_{ES} - 5)$
Svezia	Intervallo 3 – 5	$media_{IT} = 18 + 6 * (media_{SE} - 3)$
Svizzera	Intervallo 4 - 6	$media_{IT} = 18 + 8 * (media_{CH} - 4)$
Australia	Intervallo 50 – 100	$media_{IT} = 18 + 0,4 * (media_{AUS} - 50)$
Stati Uniti	Intervallo 1 - 4	$media_{IT} = 18 + 4 * (media_{US} - 1)$
Brasile	Intervallo 1 - 10	$media_{IT} = 18 + 4 * (media_{BR} - 6)$
Canada – Univ. Waterloo	Intervallo 50-100	$media_{IT} = 20 + 0,2 * (media_{CAN} - 50)$
Hong Kong Univ. Of Science and Technology	Voti in lettere o GPA (intervallo 1-4)	$media_{IT} = 18 + 3.63 * (GPA_{HKUST} - 0.7)$ GPA 4.3 -> A+ -> 30 GPA 4.0 -> A -> 30 GPA 3.7 -> A- -> 29 GPA 3.3 -> B+ -> 28 GPA 3.0 -> B -> 27 GPA 2.7 -> B- -> 26 GPA 2.3 -> C+ -> 25 GPA 2.0 -> C -> 23 GPA 1.7 -> C- -> 21 GPA 1.0 -> D -> 19
Shanghai Jiao Tong University e Xi'An Jiao Tong University	Intervallo 60-100	60-62 → 18 63-65 → 19 66-68 → 20 69-71 → 21 72-74 → 22 75-77 → 23 78-79 → 24 80-81 → 25 82-83 → 26 84-85 → 27

		86-87 → 28 88-89 → 29 90-94 → 30 95-100 → 30L
Shanghai Jiao Tong University e Xi'An Jiao Tong University	Voti in lettere o GPA (intervallo 1-4)	GPA 1.0 → D →18 GPA 1.7 → C-→20 GPA 2.0 → C →21 GPA 2.3 →C+→23 GPA 2.7 → B-→24 GPA 3.0 → B →26 GPA 3.3 → B+→27 GPA 3.7 → A-→29 GPA 4.0 → A →30 GPA 4.0→A+→30L
Corea del Sud (KAIST)	Voti in lettere o GPA (intervallo 1-4)	mediaIT = $18 + 3.63 * (GPA_{KR} - 0.7)$ GPA 1.0 → D →19 GPA 1.3→D+→20 GPA 1.7 → C-→22 GPA 2.0 → C →23
		GPA 2.3 → C+→24 GPA 2.7 → B-→25 GPA 3.0 → B →26 GPA 3.3 → B+→27 GPA 3.7 → A-→29 GPA 4.0 → A →30 GPA 4.0→A+→30L
Corea del Sud (Hanyang)	Voti in lettere o GPA (intervallo 1-4)	mediaIT = $18 + 3.63 * (GPA_{KR} - 0.7)$ GPA 1.0 → D0→19 GPA 1.5 → D+→20 GPA 2.0 → C0→23 GPA 2.5 → C+→24 GPA 3.0 → B0→26 GPA 3.5 → B+→28 GPA 4.0 → A0→30 GPA 4.5→A+→30L

Frequently Asked Questions

I want to go on Erasmus. How does international exchange mobility work?

For initial information, please refer to the appropriate site of Ateneo and the structure of the Studesk (<https://www.polimi.it/servizi-e-opportunita/studiare-alleestero/>). Read the first part of this guide to better understand the process.

Where can I go for the exchange (Erasmus, or other programmes)?

Potential venues for the exchange are listed - usually as an annex - in the mobility notice issued by the offices. For more information on the number of places available, the type of campus, admission rules at the host university, etc. Please contact the studesk, which has all the up-to-date bureaucratic and logistical information. It is difficult for the Reference Teachers to provide up-to-date information on these issues.

What are the exchange programmes and venues?

For all information about the programmes and possible exchange venues, it is best to consult the Studesk, consulting in advance the website of the University. The Study Course Contact Persons are available to provide general guidance, although it should be clear to the student that he will be able to start building his own exchange programme only when he has been awarded a place, After the selection of the mobility call. It is also advisable to check on the student hand the courses actually active (or close



to activation) at the Polytechnic of Milan.

What are the selection criteria and how do I participate in the mobility call?

For all this information, please refer to the notice of mobility issued by the offices (e.g. Studesk) and the indications given in the guide above. The selection process is the responsibility of the International Mobility Offices, to which reference should be made for any bureaucratic issues.

How does the call work? How is my rank calculated? Can I calculate it myself?

The rules of participation are defined in the specific mobility call, managed by the mobility offices. For information, please refer to the offices (e.g. by contacting the studesk). CCS teachers have no way of to intervene in the call for tenders.

What are the best locations?

The Polytechnic has agreements with a large number of institutions. Each year, the list of proposed venues is available from the International Exchanges office and is included in the study manifesto. No one is able to provide detailed information on all sites: each exchange agreement has a promoter who should know that particular site well, but no one has the complete view. Among other things, many venues have an "institutional" promoter, which is based in a general sense on location-specific indicators, but not on a detailed knowledge of the venue. However, all venues with which we have agreements have been screened and are considered to be of good quality in their respective countries. So, wherever you go the experience should be good (obviously bad luck could play, since not all courses of a good level are of identical quality). In order to make the choice, it is advisable to inquire at the competent office (Studesk) for a list of active opportunities for your course of study, choose the geographical area according to your preferences, and to get an idea of the training offer of the individual locations through the websites of the universities in that area/areas. Please note that when applying you will have to indicate the preferred locations in order of preference, and it is not said that you will be assigned to the first (There is an algorithm which assigns first the best students to their preferred place, if they still have places, if not then to the second place, etc.).

I have to decide whether to participate in the call. How do I choose the location?

In general, the answers to the previous question are valid. The call is complex, and there are many sites, all of good quality. The Polytechnic is very competitive, there is a strong selection. At the same time, the call allows applications to be submitted in many different locations.

Thus, the result of the selection is not assumed. A priori there is therefore no need to pose major problems/ doubts, just make a general check on the type of university you are applying for (just a visit on the website) to get an idea of the educational offer, See if it is relevant and sufficiently aligned with your expectations, then try to participate in the call. It is also necessary to reflect on what kind of experiments you want and can do, taking into account some calculations (for example, life in northern Europe is very expensive and the Erasmus grant alone is not enough, certainly we need to think about a minimum of support budget). Once you have passed the selection, you will have time to build your own curriculum.

What is the best place to follow a course very close to my orientation/stream?



The answers to the two previous questions are valid. The Polytechnic has many exchanges, in continuous revision and update. Foreign institutions - such as the Polytechnic - are always in the process of modifying their programmes. So, the best thing is to study the website of the university for which you want to apply and check a general alignment. If you pass the call, you will see how to build your own plan in the most appropriate way, putting together all the constraints. Please note that the study plans of the study courses have different margins of flexibility which can be used to build your own exchange programme. At the same time, students should be made aware that in planning an exchange it is necessary to be prepared for compromise and flexibility, knowing that one has to deal with procedures which are inherently complex.

I would like to know the formal requirements and any language constraints required by a specific location, in order to decide whether or not to select it for my Erasmus application. To whom do I turn?

For purely bureaucratic issues - such as those of minimal language requirements - it is necessary to ask the mobility offices (the studesk), which have physically in hand the formal agreements on which any constraints are defined. CCS lecturers are hardly able to respond to such requests, as they do not have a view of the signed exchange contracts. However, agreements are often reviewed by the offices, usually to facilitate further exchange. The studesk fees are available here: <https://www.polimi.it/servizi-e-opportunita/studiare-allestero/studesk/>.

Can I go abroad for a Summer School or something?

Yes, it's possible. However, the Polytechnic promotes many of these initiatives, also offering support (refer to the exchange website: <https://www.polimi.it/servizi-e-opportunita/studiare-allestero/>) Having said this, it is not possible to apply for recognition of these experiences abroad in your actual study plan (e.g. in place of an examination). At most it is possible to request that properly authorized experiences (before departure) are validated (once returned) with generic credits in excess. If in doubt, please refer to the Internationalization Commission Coordinator.

I have passed the selection. And now what do I do?

First of all, read the guide above. Then check out the rest of the FAQ. Then start drafting your Study Plan and contact the Contact Person indicated by the CCS to have confirmation of substitutability of the subjects.

I am asked for a letter of reference from a professor, who can write it?

If possible, it is best to have a teacher who knows the student well. Alternatively, it can be prepared by the contact person for international exchanges: of course, in the latter case, it will only be able to report objective data, such as the average and placement according to the average in the ranking of students at the Polytechnic.

I'm abroad. So?



I have problems. Who do I contact?

Once you are abroad, you have to manage the situation on site. So first of all, calm down! You're not the first one who happens and the world doesn't stop if you have problems with a course, an exam, a timetable, etc. That said, for any problems, the studek and the teachers are always available.

I'm abroad, I have to take my exams. What should I do?

Nothing, do the tests and try to pass them... You do not have to register for the exams corresponding to the Politecnico di Milano or send emails to the teachers of the respective courses or others. You just have to study and try to pass the exam on site. If you pass it, you will be - on your return to Italy - recorded in the Transcript of Records, which the teacher Referee will use to validate the credits and the possible vote.

Other questions

I have participated in the call and have been selected, but I can't/ don't want to participate anymore. What do I do and what happens?

The world does not stop because you do not want/ can leave. So rest assured. If you give up immediately, the seat assigned to you will pass to others. Sure, you're missing out on an experience, but you're certainly old enough to decide. If you give up just before leaving, when there is no more time to give your place to others, you have caused a major waste. Nothing serious is happening, but in fact you have made an opportunity for others. Rightly the central offices - which work hard to open continuous exchanges - will not be happy and therefore try to discourage these things. For example, in some calls, there are penalties if you have previously given up an Erasmus place (or place). But that's the end of it. So decide calmly, the world will go on anyway. For bureaucratic issues, contact the Studek, they will do what is necessary.