



**POLITECNICO**  
MILANO 1863

DIPARTIMENTO  
DI INGEGNERIA GESTIONALE

# Useful Tips (and Tricks) for a Successful Mobility Experience + Q&A Session

**Diletta Fiasca**  
International Partnerships and Mobility  
[international-dig@polimi.it](mailto:international-dig@polimi.it)  
Office 0.44 - DIG Department



**Martina Sani**  
International Partnerships and Mobility  
[international-dig@polimi.it](mailto:international-dig@polimi.it)  
Office 0.44 - DIG Department



**Prof. Sergio Terzi**  
Academic Coordinator for Exchanges & Mobility for ME  
students  
Coordinator of the ME International Double Degrees  
2° Floor - DIG Department

# TODAY'S AGENDA

- The International Mobility Process: who– when– where– how
- The Online Learning Agreement: tricks and tips
- Semester Exchange & Double Degrees
- Msc Thesis & BSc Final Work Abroad
- Be prepared! Recap of Guides and Info sources
- Q&A

# A GUIDELINE TO CHOOSE YOUR MOBILITY EXPERIENCE

## Standard “Erasmus” exchanges

Normally 1 semester abroad (on average 30 ECTS credits)

More than 200 destinations worldwide

Both at BSc and MSc level

+450 outgoing students every year

## International Alliances

Normally 1 year abroad (depending on the programs), possibly in more sites

Alliance4Tech  
UNITECH

MSc level

## International Double Degrees

1,5-2 years abroad International Double Degrees promoted by POLIMI (40+ programs), at BSc and MSc level

International Dual Degrees promoted by SoM-POLIMI (Audencia, Solvay, Tongjii, Tsinghua), only MSc level

# THE “INTERNATIONAL MOBILITY” PROCESS @ POLIMI



**Student**



**International  
Mobility Offices**



**CCS Mgt. Engineering  
Intl Commission**

- |  |  |  |
|--|--|--|
| <p>2) Participates in the<br/>Mobility Call (demand)</p> <p>4) Accepts the location<br/>assigned to them</p> | <p>1) Launch the Mobility Call<br/>(offer)</p> <p>3) Evaluate the candidates<br/>and define a merit list</p> |  |
|--|--|--|

# THE INTERNATIONAL MOBILITY PROCESS: WHO

A successful international experience is based on the **collaboration** between three main actors:

**THE STUDENT:** responsible of making decisions and meeting deadlines

**THE MOBILITY STAFF (IMU):** in charge of administrative aspects, liaison with partner schools

**THE ACADEMIC ADVISORS:**  
Management Engineering Faculty  
appointed to advise students by geographic area – in charge of Learning Agreement ONLY

## THE INTERNATIONAL MOBILITY PROCESS – WHEN

The first Mobility call is NOW open - until January 10, 2025 at Midday

<https://www.polimi.it/en/campuses-and-services/international-mobility/studyabroad/the-call>

It is NOT first come first serve. **Take your time to make an informed decision!**

The second Mobility Call will be in Spring (departures from January 2025)

- Students apply through the **online system** where they will find the list of Management Engineering partners
- Before submitting the application, you must attend the **dedicated info sessions and collect information** on the destinations to make an informed decision

# THE INTERNATIONAL MOBILITY PROCESS – WHEN & WHERE

**Before submitting their application, students MUST:**

Collect information on the ME Partner Schools:

- Look at the universities available for ME students on the Online Services (International Mobility for Study application)
- Polimi website: overall MAP of agreements – LIST view to filter
- ME website (Info Sheets): International Experiences > Get Ready



# THE INTERNATIONAL MOBILITY PROCESS – WHEN & WHERE

## BE SMART!

- **Carefully read** and **be aware** of all the rules of the **Mobility Call** and follow them!
- Choose your list of destinations wisely as you may be assigned any of them
- Do not expect to identify your exact course schedule now, but get a sense of what each university can offer
- Be open and consider countries and destinations that you may not have thought about – Many new agreements!

## THE INTERNATIONAL MOBILITY PROCESS – HOW

- Collect all the information and make your choice (use all the tools and info sessions! Be proactive) – **NB: USE also Management Engineering website**
- Apply to the Mobility Call and follow the rules. **Watch out** for different academic calendars (not all the universities start lessons at the same time) and for the School/Faculty/Department included in the agreement.
- Accept your destination and start interacting with: a) the **IMU Office** for administrative aspects; b) the **Faculty advisor** for your Learning Agreement; c) the **partner School** to register and enrol
- Enjoy the experience and study: you will transfer credits and grades!
- Come back, and refer to your Faculty advisor to validate your exams
- Tell your story, support fellow students and Polimi in becoming more international

# WHAT IS A LEARNING AGREEMENT AND HOW DOES IT WORK?

The Learning Agreement is the document that reflects the academic content of the experience abroad.

You will submit it PRIOR to your departure, but, if necessary, you will have the possibility to change it.

The Faculty advisor will support you in this process, but you will be in charge



## Online Learning Agreement Student Mobility for Studies

**IMPORTANT INFORMATION:** For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed online. Higher Education Institutions can do this by using the [Online Learning Agreement platform](#) or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for studies. Please visit the Erasmus Without Paper Competence Centre for a more detailed data standard, to which all equivalent systems need to adhere. For further guidance on how to manage Online Learning Agreements – Please read the [Guidelines on how to use the Learning Agreement for studies](#).

### General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
The level of language competence in _____ (indicate here the main language of instruction) that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

### Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> <li>Semester(s) <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> <li>Blended mobility with short-term physical mobility <input type="checkbox"/></li> <li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> </ul>	Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] _____</li> <li>to [day (optional)/month/year] _____</li> </ul>
Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.	

### Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion

## ONLINE LEARNING AGREEMENT (OLA)



Since April 2022, the new **Online Learning Agreement (OLA) platform has been activated.**  
It has **replaced the old paper form.**

Therefore, all the **outgoing students must submit their OLA through the new application, as it is mandatory.**

You will submit it **prior to your departure**, and you will be able to change it upon your arrival to the host institution, and **within 5 weeks after the beginning of classes.**

## ONLINE LEARNING AGREEMENT (OLA)



Students can fill in the OLA by accessing the online system starting from **the day in which they will be nominated to the partner institution**, not before.

Students are suggested to look at the [detailed guide](#) on how to compile the OLA.

You will find the application on the **Polimi Online Services > My Mobilities**.

There you will have to check your data and personal information and include the courses you will be taking– both the Polimi and the host institution courses.



# LEARNING AGREEMENT VS. STUDY PLAN

The Study Plan is your official course plan at Polimi that must meet the degree requirements

The OLA testifies your academic commitment during your experience abroad.

It is however a **living document**, and it may be changed.

**N.B. The Study Plan and the LA must match**



## BUILDING YOUR LEARNING AGREEMENT

When students go abroad their Study Plan becomes «autonomous», in order to be more flexible when including certain courses and to allow their academic advisor to fit the courses they took abroad within their academic career in terms of **credits** and **course equivalencies**.

To be more flexible, remember to consider taking abroad your **FREE courses**, as this facilitates equivalencies.

In some cases (especially Double Degrees) you may be required to **change your Major** to facilitate course matching.

# BUILDING YOUR LEARNING AGREEMENT

**CREDITS: Some flexibility is allowed!**



- **A Polimi 10 credit course** can be matched with a teaching load at the host university of **at least 7.5 ECTS**, and these can be earned **also by completing more than one course**. For 5 credit Polimi courses the match is with at least 4 ECTS abroad.
- When replacing a Polimi 30-credit course load with foreign exams, the course load at the host university must be between **27.5 and 32.5 ECTS credits**

**NB: This and other useful info can be found on the Guide to International Exchanges: ME website - INTERNATIONAL EXPERIENCES > GET READY**





# BUILDING YOUR LEARNING AGREEMENT

## PAY ATTENTION!

When browsing and then selecting courses at the Partner university pay attention to:

- The courses you have access to as Erasmus student
- The language of the course
- Course location (there may be  $\neq$  Campuses)
- Whether the courses have limited enrollments (smaller classes abroad)



## BUILDING YOUR LEARNING AGREEMENT

- Whether there is a minimum of credits to be accomplished
- What course combinations are allowed across modules and/or programmes and/or departments
- You CANNOT earn credits for Language courses (even if mandatory at partner school)

No one keeps the initial Learning Agreement (changes may be due to: full courses; courses do not start; you do not meet the prerequisites).

If possible, prepare a

**PLAN B**

**NB: This and other useful info can be found on the university website (on the pages dedicated to exchange students) or on the ME website (Info Sheets)**

# STANDARD “ERASMUS” EXCHANGE

More than 200 destinations worldwide

Students must define their courses in advance... but don't worry, if necessary, you can change them!

The “experience” is more important than the credits!

Normally it is based on one semester abroad; extensions can be requested according to interest and pending availability

Every year nearly 450 ME students take part in the experience, applying to the Mobility Call

See also the [Rules of the School](#) for details!

# DOUBLE DEGREES

Through the Mobility Call, Polimi offers many possibilities to earn a double degree. Some are only for Management Engineering.

## How is it different from a semester exchange?

- Long and **immersive** experience (1,5/2 years abroad)
- Follow a **set study plan** for ME Double Degrees
- Often requires a change of **Major**
- In many cases you complete a **full degree abroad**

## INTERNATIONAL DOUBLE DEGREES PROMOTED BY POLIMI

More than **40** locations

Approx. **5-10** students from ME every year, based on the internal competition agreements open to several Course of Studies

Most of the double degrees have a minimum threshold (generally, an average **>26/30**)

Typically based on earning **120 credits abroad (2 years!)**

Students should define their **study plan** according to the available course options (which may change every year)

Be prepared to be patient and flexible for such an intensive experience!

# DOUBLE DEGREES

However, by pursuing a double degree...

- You will **learn a new language and** get to know a **new culture**
- You can build a strong international **network**
- **Internship** experience abroad
- You will earn **TWO degrees**, one of which international, and this is a BIG added value in the **job market**

## INTERNATIONAL DOUBLE DEGREES PROMOTED BY POLIMI-SOM

Dedicated programs for ME MSc students

Approx. 3-10 positions for each institution every year

1,5 years abroad (8090 credits)

Suggested Majors for each institutions

Only for MSc students

Minimum threshold = average  $>26/30$

Each program has its specific rules and study plans



# INTERNATIONAL DOUBLE DEGREES PROMOTED BY POLIMI-SOM

Detailed prospects are available on the [Management Engineering website](#)

Specific mobility programs for Management Engineering

Audencia Nantes School of Management



Solvay Brussels School of Economics and Management



Tongji University



Tsinghua University





## INTERNATIONAL DOUBLE DEGREES PROMOTED BY POLIMI

1st year of the MSc @  
POLIMI (60-70 credits)

2nd year of the MSc @  
the host institution  
(60-70 credits)

Internship and final  
work @ the host  
institution

## FINAL MSc THESIS ABROAD?

ME MSc students can work on their thesis **worldwide** as long as they have a **POLIMI thesis supervisor**, as per Italian Law

They can pursue **both the types of thesis work** available to ME students:

Thesis without discussant  
(max 4 points)

Thesis with discussant  
(max 7 points)

Details on different types of thesis work available on the [3i School website](#)

## FINAL MSC THESIS ABROAD?

Students who wish to work on their thesis abroad must

Find a Polimi thesis supervisor before they leave. Often there is a connection between the supervisor and the faculty at the receiving institution, as this facilitates the student's work

Define their project before they leave. Often the project is also related to a specific foreign university

## FINAL MSC THESIS ABROAD?

- For these reasons taking part in the Mobility Call- where the final destination assigned to the student may NOT be his/her first choice- **is NOT recommended for a thesis work**
- Students also risk suffering isolation and not taking part in the host university life if they are merely working on a thesis
- Hence, the School requires for students to take **AT LEAST ONE COURSE** when studying abroad for their thesis if they decide to go through an exchange programme (Mobility Call)

## FINAL MSC THESIS ABROAD?

- Bachelor level students may also do their final work abroad, **so they are free to go on exchange in their third year.**
- Project works can be done abroad (**Project Work** autoprocurato) while it **not possible** to take the L.A.M.P.
- Each case must be assessed individually, so students must be in contact with the **Programme Office** ([management-engineering@polimi.it](mailto:management-engineering@polimi.it)) and then with Prof. Terzi

# THE FREE MOVER EXPERIENCE

Students may also decide to study abroad independently, as Free Movers:

- To **take courses for one semester** and transfer credits back to Polimi (only @Universities that are NOT Polimi partners)
- To work abroad on their **final thesis research** (while maintaining a Polimi supervisor)

Information can be found on the Polimi website:

<https://www.polimi.it/en/campuses-and-services/international-mobility/studyabroad/the-opportunities/erasmus-and-other-programmes>

# THE FREE MOVER EXPERIENCE

## Free Mover students:

- Will apply to the foreign university **independently**, with no support from Polimi offices, following the host institution's deadlines
- Will be required to **pay tuition** @ the foreign university and **will not** benefit from a Polimi scholarship
- Will have to submit a request on the Polimi online services and seek approval **PRIOR** to their departure (**minimum GPA 24/30**)
- When enrolling in courses, they will need to identify a **well-ranked** and suitable university to motivate this choice, discussing their options with Prof. Terzi, Academic Coordinator for Exchanges and Mobility @DIG

## UIC-POLIMI DOUBLE DEGREE (MSC) – FREE MOVERS

The Polimi Management Engineering Department offers a Double Degree Program with the **University of Illinois at Chicago, Department of Industrial Engineering and School of Business.**

The program is **not** included in the Polimi International Mobility Call (students will be considered Free Movers).



Applications follow UIC deadlines (every October for February intake).

**Periodic presentations will be held for students**

Please check:

[International Double Degrees – Management Engineering](#)

For further information:

[international-dig@polimi.it](mailto:international-dig@polimi.it)



# THE MANAGEMENT ENGINEERING GUIDES & SUPPORT MATERIALS



The screenshot displays the website for the School of Industrial and Information Engineering at Politecnico di Milano. The page is titled "Management Engineering" and features a navigation menu with the following items: HOME PAGE, PRESENTATION, BACHELOR OF SCIENCE, MASTER OF SCIENCE, INTERNATIONAL EXPERIENCES, EXTRA-CURRICULAR ACTIVITIES, AFTER GRADUATION, and CONTACTS. The "INTERNATIONAL EXPERIENCES" menu is expanded, showing a list of options: Short-Term Exchanges (1-2 Weeks), Long-Term Exchanges (1-2 Semesters), International Double Degrees, and Get Ready. The main content area has a header "International Experiences" and a large image of a network of connections. Below the image, it states "A network of over 200 partners".

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WHERE WE ARE | COOKIE POLICY (UE) | ITALIANO | ENGLISH

SCHOOL OF INDUSTRIAL AND INFORMATION ENGINEERING

## Management Engineering

HOME PAGE | PRESENTATION | BACHELOR OF SCIENCE | MASTER OF SCIENCE | INTERNATIONAL EXPERIENCES | EXTRA-CURRICULAR ACTIVITIES | AFTER GRADUATION | CONTACTS

### International Experiences

- Short-Term Exchanges (1-2 Weeks)
- Long-Term Exchanges (1-2 Semesters)
- International Double Degrees
- Get Ready

A network of over 200 partners

You will find all the available information regarding Study Abroad programs on the Management Engineering website: <https://management-eng.polimi.it/en/international-experience/>



**Floor is open to questions...**