



# AGENDA

meeting in Teams on 1<sup>st</sup> July 2020

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## 1. Before departure

- Nomination
- Application
- Learning Agreement
- Acceptance by the host institution
- Mobility Agreement signature



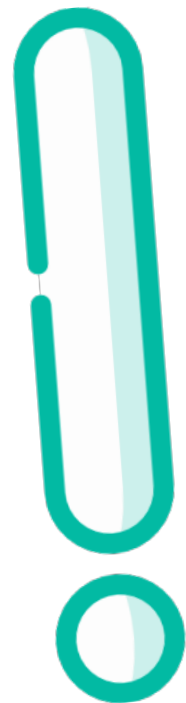
## 2. COVID-19 emergency: recommendations

## 3. Q&A

# NOMINATION

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Official presentation of the selected candidates to the host institution in compliance with the deadlines



In *My Mobilities, Nomination* section, you can see if and when the nomination has been sent

# APPLICATION

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## Application process at the host institution

- Consult the website of the host institution to check deadlines and required documents.
- Possible required documents:
  - **Transcript of Records**
    - for students with **BSc** degree obtained at Polimi: download your Diploma Supplement from the *Online Services, Degree* section;
    - for students currently attending **BSc** or **MSc**: we send Transcript of Records in digital format upon request





# APPLICATION

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## Application process at the host institution


- Other possible required documents:
  - **Sponsorship/nomination letter**, downloadable from *My Mobilities, Nomination* section;
  - **Language certificate** of the language required by the host institution
  - **Portfolio** for Architecture and Design
  - **Motivation letter**
  - **Recommendation letter** by a professor of your choice
  - etc...



# LEARNING AGREEMENT

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The document that defines the study plan and the recognition of activities carried out abroad

- can be requested by the host institution for the **application**
- must be necessarily defined **before the departure**
- must be **signed** by:
  - student
  - academic coordinator at Polimi
  - academic coordinator at host institution 

(if possible before the departure, otherwise at the arrival at the host institution)
- is provisional and can be modified

# LEARNING AGREEMENT



Learning Agreement for Studies  
Academic Year 2019/2020

Studente: Mario Rossi  
Codice persona:10234567

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex (M/F)	Study cycle <sup>2</sup>	Study Course at PoliMi <sup>3</sup>
	Rossi	Mario	20/02/2000	Italian	M	MSc	Computer Science and Engineering
Sending Institution	Name	School	Erasmus code <sup>4</sup>	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Politecnico di Milano	School of Industrial and Information Engineering	I MILANO02	P.zza Leonardo da Vinci, 32 20133 Milano	IT	Name of student advisor <a href="mailto:Exchange-leonardo@polimi.it">Exchange-leonardo@polimi.it</a> +390223994488	
Receiving Institution	Name	Faculty/ Department	Erasmus code	Address	Country	Contact person name; email; phone	
	Unuersidad Politecnica de Madrid	ETSI Escuela Tecnica Superior de Ingenieros Industriales	E MADRID 05	c/ José Gutiérrez Abascal, 2 28006 Madrid	E	Name of International Coordinator UPM	

## Before the mobility

Planned period of the mobility: from [month/year] 09/2020 to [month/year] 02/2021

Table A - Before the mobility: Proposed Study Programme at the Receiving Institution

[*]	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>6</sup> )	Semester [e.g. autumn/spring term]	Number of ECTS credits (or equivalent) <sup>9</sup> to be awarded by the Receiving Institution upon successful completion
C		SOFTWARE ENGINEERING 1	autumn	5
A		ADVANCED AND MULTIVARIABLE CONTROL 1	autumn	6
B		DIGITAL SYSTEMS DESIGN METHODOLOGIES 1	autumn	3
B		DIGITAL SYSTEMS DESIGN METHODOLOGIES 2	autumn	7
A		ADVANCED AND MULTIVARIABLE CONTROL 2	autumn	4
C		SOFTWARE ENGINEERING 2	autumn	5
				<b>Total:30</b>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: (indicate here the web link to the relevant information)

The level of language competence<sup>8</sup> 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  A2  B1  B2  C1  C2  Native speaker

Table B - Before the mobility: Recognition at Politecnico di Milano

[*]	Component code	Component title at Politecnico di Milano as indicated in the course catalogue	Semester [e.g. autumn/spring term]	Number of ECTS credits (or equivalent) to be recognised by Politecnico di Milano
A	096129	ADVANCED AND MULTIVARIABLE CONTROL	autumn	10
B	095942	DIGITAL SYSTEMS DESIGN METHODOLOGIES	spring	10
C	054443	SOFTWARE ENGINEERING 2	autumn	10
				<b>Total:30</b>

[\*] Please, use an alphanumeric symbol (e.g. A, B, C...) to state which (group of) educational components correspond to each other. Correspondence between the courses followed abroad (Table A) and the ones replaced at the sending institutions (Table B) do not need to be strictly one to one. A group of learning outcomes achieved abroad is meant to replace a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses. Those components that the student does not successfully complete abroad will not be recognised at Politecnico di Milano.

## Commitment

By signing this document, the student, Politecnico di Milano and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Politecnico di Milano and the Receiving Institution undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). Politecnico di Milano and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. Politecnico di Milano commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an Annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to Politecnico di Milano any problems or changes regarding the study programme, Responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student	Mario Rossi	Mario22.rossi@mail.polimi.it	Student	12/05/2020	<i>Mario Rossi</i>
Responsible person <sup>10</sup> at Politecnico di Milano	Name of coordinator (professor)		Academic Responsible for exchange mobility		
Responsible person at the Receiving Institution <sup>11</sup>					



Learning Agreement for Studies  
Academic Year 2019/2020

Studente: Mario Rossi  
Codice persona:10234567

## ANNEX During the Mobility

Table A2 - During the mobility: Exceptional changes to Table A

to be approved by e-mail or signature by the student, the Responsible person in the Sending Institution and the Responsible person at Politecnico di Milano

[*]	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>12</sup>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Table B2 - During the mobility: Exceptional changes to Table B (if applicable)

to be approved by e-mail or signature by the student and the Responsible person at Politecnico di Milano

[*]	Component code (if any)	Component title at the Politecnico di Milano (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

[\*] Please, use an alphanumeric symbol (e.g. A, B, C...) to state which (group of) educational components correspond to each other. Correspondence between the courses followed abroad (Table A) and the ones replaced at the sending institutions (Table B) do not need to be strictly one to one. A group of learning outcomes achieved abroad is meant to replace a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses. Those components that the student does not successfully complete abroad will not be recognised at Politecnico di Milano.

## Signatures

By signing this document, the student, Politecnico di Milano and the Receiving Institution confirm that they approve the Exceptional Changes to the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>13</sup> at Politecnico di Milano			Academic Responsible for exchange mobility		
Responsible person at the Receiving Institution <sup>14</sup>					

Changes to the study programme should be requested within five weeks after the start of each semester.

For this specific Annex, original or scanned signatures are not mandatory and an approval by email may be enough.

This Annex and the section Before mobility (pages 1) should always be kept together in all communications

# ACCEPTANCE BY THE HOST INSTITUTION

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- is **communicated by the host institution**
- it can be communicated **by email or online** according to the procedures indicated by the host institution



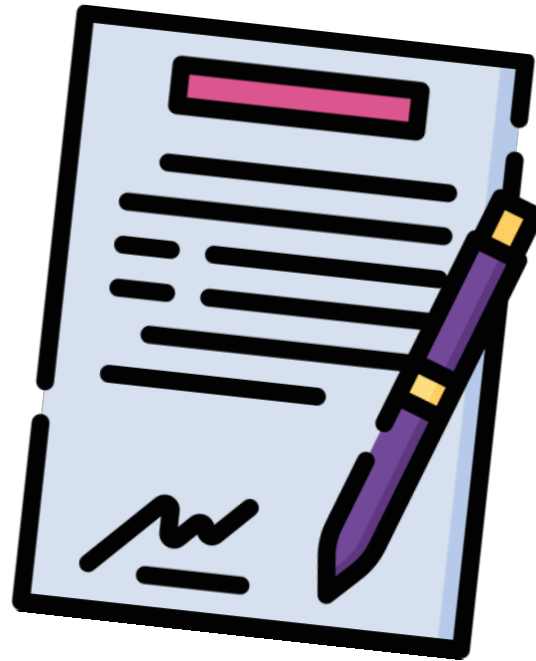
When available  
remember to upload  
the **Acceptance Letter**  
in  
*My Mobilities*



# MOBILITY AGREEMENT SIGNATURE

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The agreement that establishes the rights and duties of exchange students



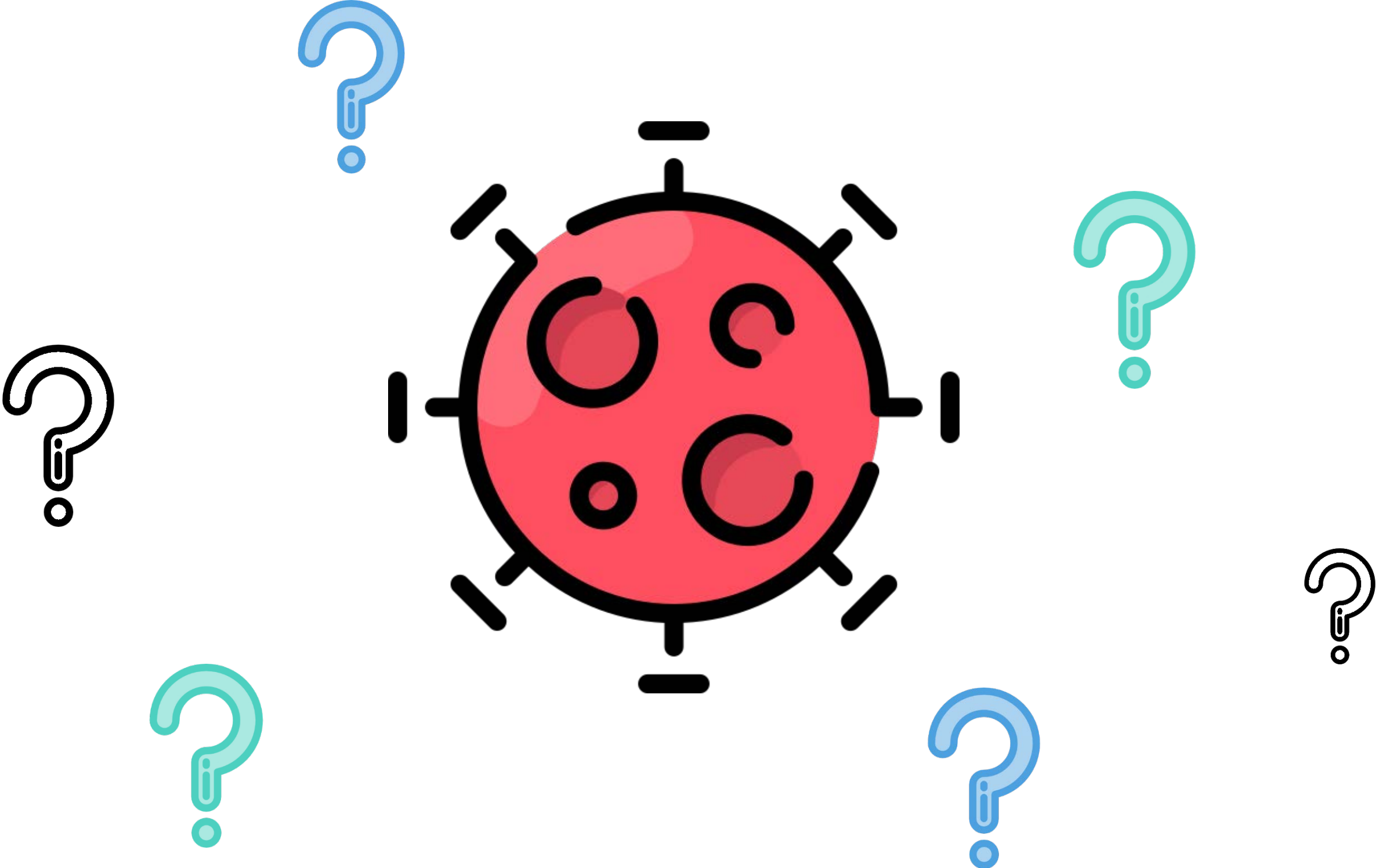
The signature of the mobility agreement is **compulsory** before the departure.

for departures at  
**2° semester**

in **JANUARY – FEBRUARY**

# COVID-19 emergency:

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# COVID-19 emergency: guidelines and recommendations

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## USEFUL WEBSITES:

- Coronavirus – Update by the Monitoring Unit [www.polimi.it](http://www.polimi.it)
- Covid19 emergency – [Information from Embassies and Consulates](http://esteri.it/mae) ([esteri.it/mae](http://esteri.it/mae))
- [Viaggiare Sicuri](http://viaggiaresicuri.mae.aci.it) ([viaggiaresicuri.mae.aci.it](http://viaggiaresicuri.mae.aci.it))



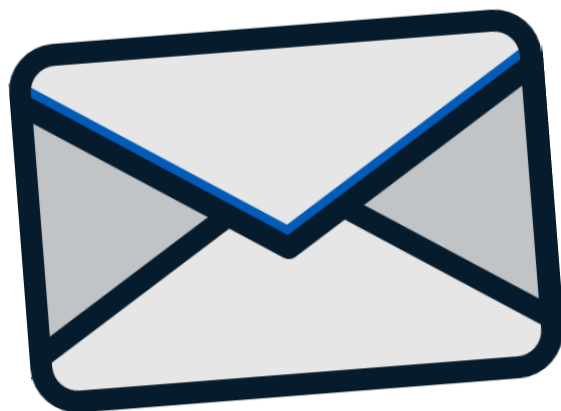
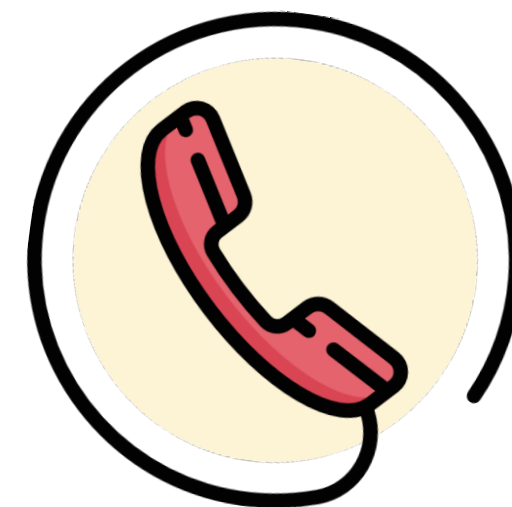
# New ways to contact the International Mobility Unit

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## TELEPHONE

Upon appointment through the Online Services:  
Mon, Tue and Wed, 10-12.30

Free access at +39.02.2399.4488:  
Tue and Thu, 14.00-16.00



## EMAIL

[doubleddegrees.design@polimi.it](mailto:doubleddegrees.design@polimi.it)

Always specify **person code**,  
**name**, **surname**, **host institution**



**THANK YOU  
FOR YOUR  
ATTENTION!**