



**POLITECNICO**  
MILANO 1863

SCUOLA DEL DESIGN

# Welcome Week

School of design

**Carolina Cruz**, International Relations School of Design

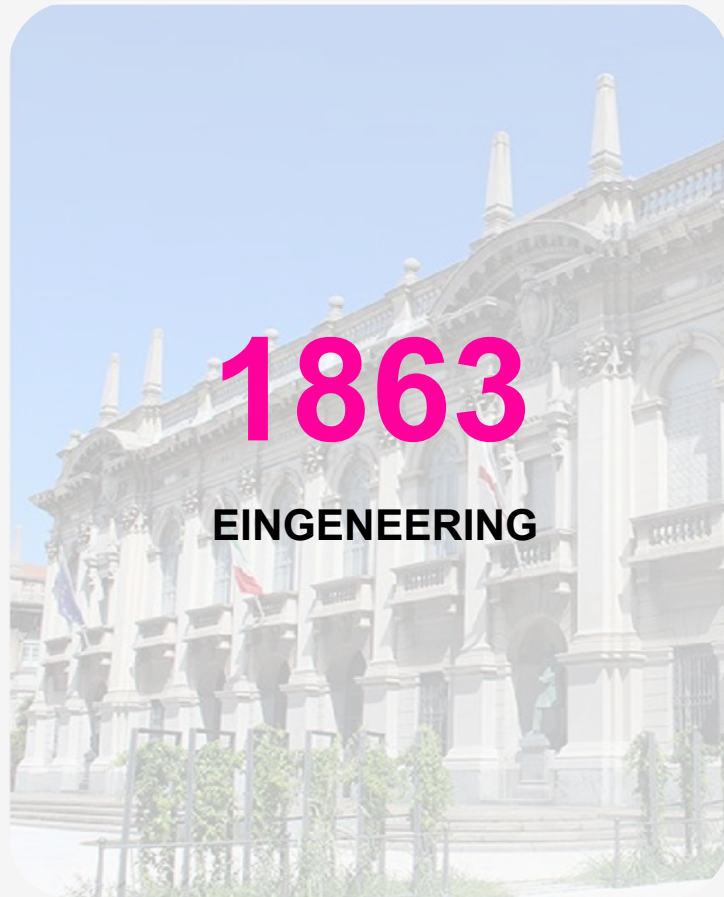
**INFORMATION**

[www.design.polimi.it](http://www.design.polimi.it)

# POLITECNICO DI MILANO | FOUNDED IN 1863

One of the most important universities in Italy.

It is a scientific and technological university that forms engineers, architects, and designers.



# 4 SCHOOLS

## INDUSTRIAL AND INFORMATION ENGINEERING

17 Bachelor & 19 Master

<http://www.ingindinf.polimi.it/en>

## CIVIL, ENVIRONMENTAL AND LAND MANAGEMENT ENGINEERING

3 Bachelor & 4 Master

<http://www.ingcat.polimi.it/en/>

## ARCHITECTURE

3 Bachelor &  
13 Master

<http://www.aui.c.polimi.it/en/>

Design

# Design

4 BACHELOR & 7 MASTER

4231 STUDENTS

<http://www.design.polimi.it/en/>

# QS WORLD UNIVERSITY RANKINGS 2023

## ART & DESIGN

**8<sup>th</sup>**

*design*

**10<sup>th</sup>**

*architecture*

**18<sup>th</sup>**

*engineering*

According to the Employer Reputation indicator:

**Ranked 70<sup>th</sup> in the world**

# DESIGN CONTEXT



# AN INTERNATIONAL SCHOOL

**250**

INTERNATIONAL  
STUDENTS ENROLLED  
PER YEAR

**30**

VISITING  
PROFESSORS FOR  
RESEARCH AND TEACHING

**250**

EXCHANGE AND  
DOUBLE DEGREE  
STUDENTS PER YEAR

**215**

PARTNER  
UNIVERSITIES  
AROUND THE WORLD



# INDEX

**01.**

*The Design System at Polimi*

**02.**

*Courses and credits*

**03.**

*Learning agreement and Study plan*

**04.**

*Our Didactic Tools*

**05.**

*Our Didactic Labs*

**06.**

*Important Contacts*

**07.**

*Campus Life*

01.

POLIMI  
DESIGN  
SYSTEM

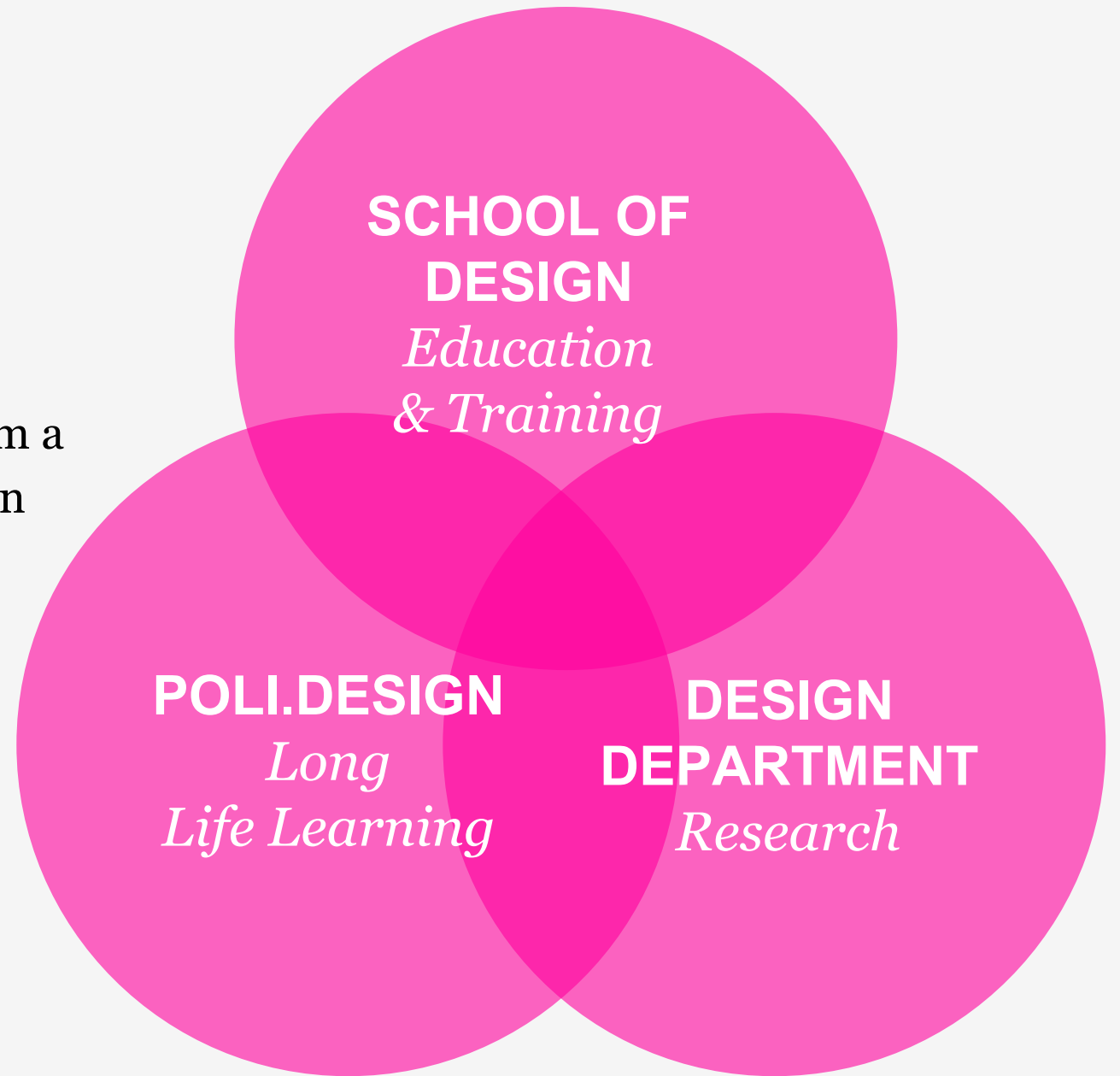
*The Design System  
at Polimi*



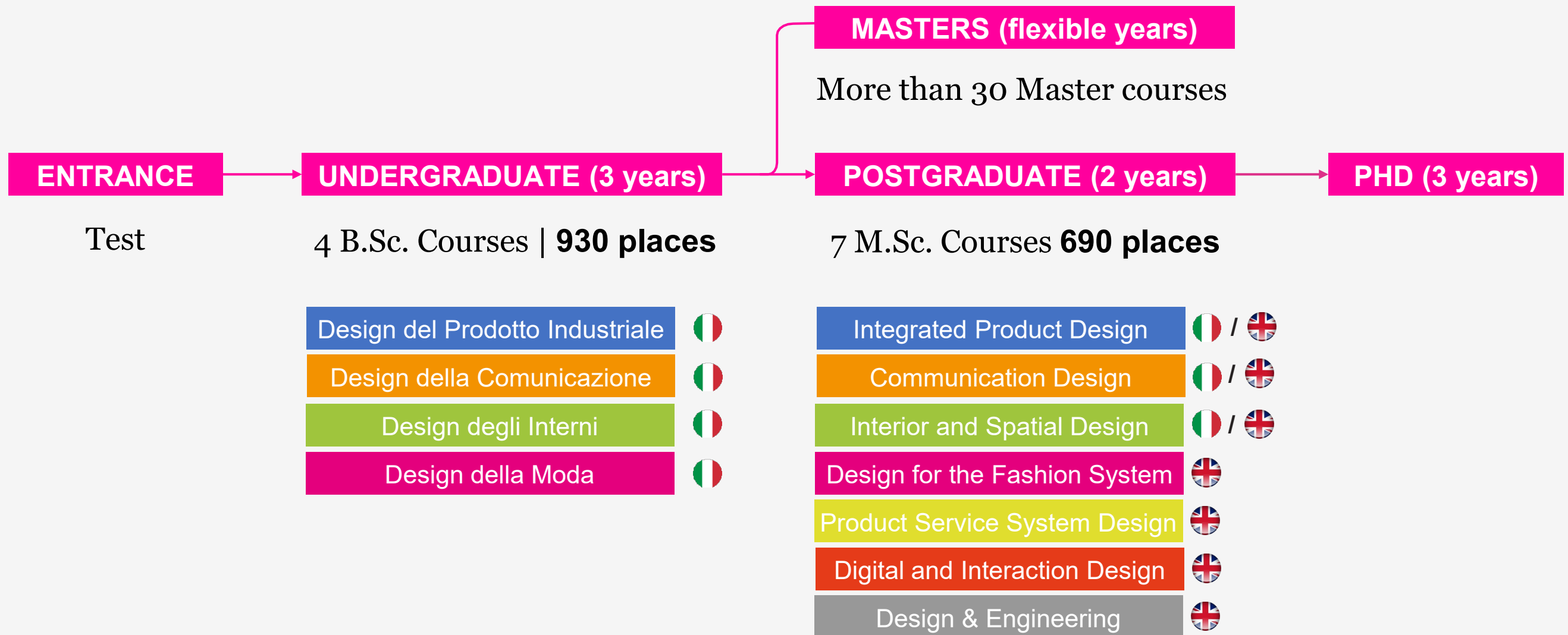


# THE DESIGN SYSTEM

It consists of **3 entities** and intends to carry out **excellence** about design and to satisfy requests from a technological, productive and professional context in **continuous evolution**.



# THE PATH



# COLLABORATION WITH COMPANIES



FERRERO



B&B  
ITALIA

Cassina

ALESSI



DIESEL

Electrolux

BRAUN

D&G  
DOLCE & GABBANA



LANCÔME  
PARIS



VANS  
"OFF THE WALL"



LUXOTICA



02.

*Courses and credits*



# EXAMS | CREDIT SYSTEM

**1 CFU = 25 hours of workload**  
**lectures and other forms of instruction**  
(exercises, assignments and independent work)

**30**

CREDITS  
**PER SEMESTER**  
APPROX.

**60**

CREDITS  
**PER YEAR**  
APPROX

# EXAMS | GRADES

<18

**FAILED**

18

**MINIMUM  
PASSING GRADE**

30

*cum  
laude*

**MAXIMUM  
GRADE**

# COURSES TYPE

## **DESIGN STUDIO (LABORATORIO)**

Project course  
Students usually work in teams

**From 12 to 18 ECTS**

## **WORKSHOP & DESIGN SEMINAR**

Design Studio are held in  
1 full week  
(February and June)

**6 ECTS**

## **MONODISCIPLINARY & INTEGRATED COURSES**

Project and Theory courses

**6 ECTS**

## **ELECTIVE COURSES**

Interdisciplinary courses

**6 ECTS**

# TEACHING MODALITIES

**COURSES ARE  
HELD IN  
PRESENCE**

**$\geq 80\%$**

**mandatory  
attendance  
is required**



# IMPORTANT DATES | 2° SEMESTER

## LESSONS

19<sup>th</sup> February 2024

31<sup>st</sup> May 2024

**Easter Holidays**

29th March 2024

2nd April 2024

**Exams session**

6th June 2024

27th July 2024

**Workshop Week**

3rd June 2024

7th June 2024

**Milano Design Week**

16th April 2024

21st April 2024

Check the school academic calendar here:

<https://www.design.polimi.it/en/teaching/studying-design/lessons-timetable-calendars-and-deadlines>

03.

*Learning Agreement  
and Study plan*



# LEARNING AGREEMENT & STUDY PLAN

	1	2	3	4	5
WHO	Student	School of design	Student	Only Erasums Students	Student & School of design
WHAT	Study plan submission	Study plan approval	Study plan changes (if needed)	Learning agreement updated	Learning agreement signed
WHEN	From 1 <sup>st</sup> February To 9 <sup>th</sup> February	Within 14 <sup>th</sup> February	From 19 <sup>th</sup> February To 26 <sup>th</sup> February	From 26 <sup>th</sup> February	From 26 <sup>th</sup> February

# DID YOU MISS THE STUDY PLAN REGISTRATION?

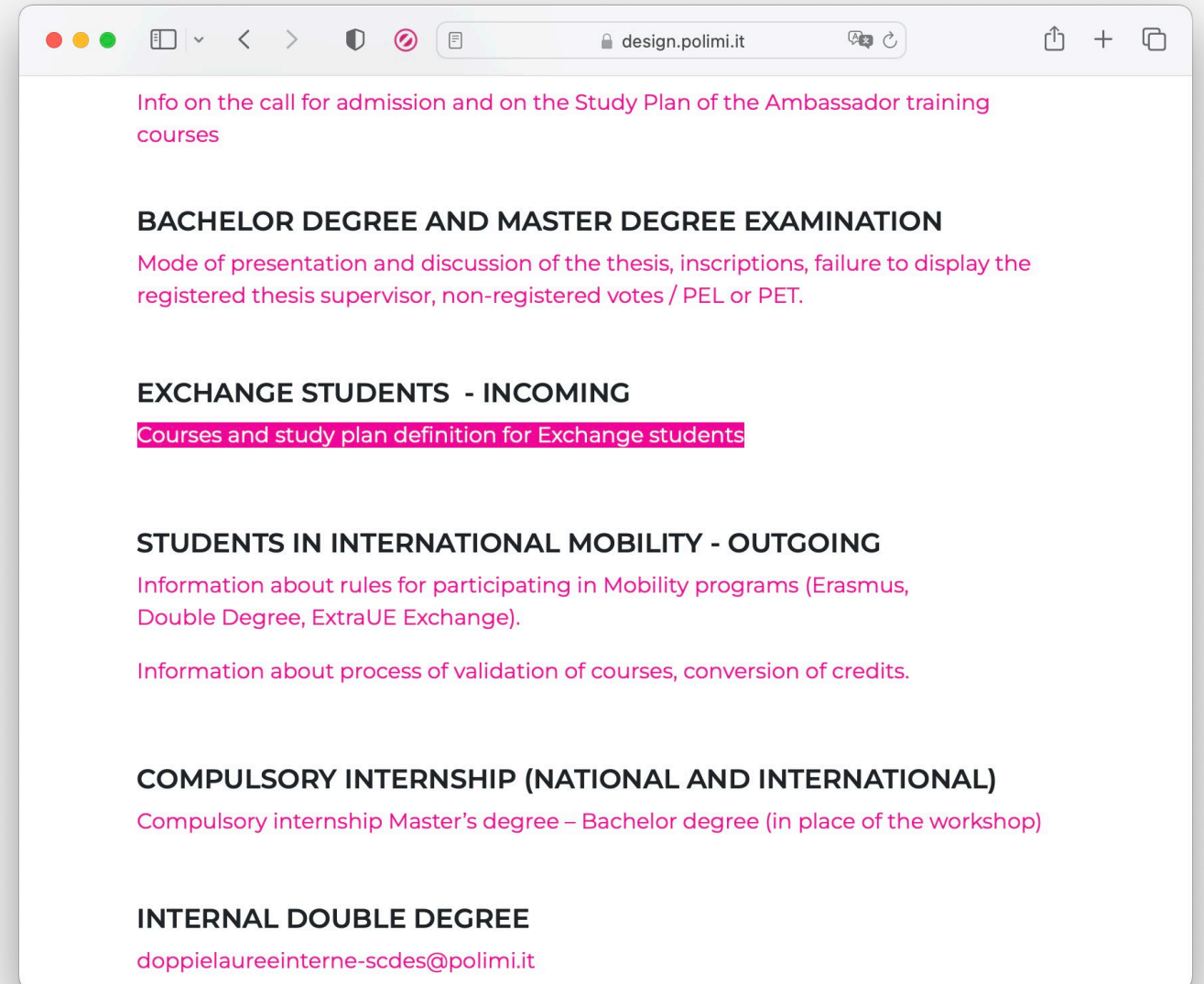
Please contact us using our official channel:

[School: Send an email \(polimi.it\)](mailto:polimi.it)

<https://www.design.polimi.it/en/send-an-email>

EXCHANGE STUDENTS - INCOMING

**BEFORE LESSONS START EVERY STUDENT MUST HAVE THEIR STUDY PLAN REGISTERED**



# STUDY PLAN | MODIFICATIONS

- In case of **overlapping courses**, you can modify your study plan **from 19<sup>th</sup> to 26<sup>th</sup> February 2024**
- Please be aware that you will be able to **choose only from the left-over courses.**
- Remember to **press the save button** after you submitted your modified study plan

# LEARNING AGREEMENT UPDATED (*Only for Erasmus*)

LA in PDF FORMAT

ONLINE LA (OLA)

1

Fill it up with the courses you've registered in your study plan

2

Send the LA by email for the signature

We'll sign it automatically through EWP system

**WE WILL SIGN THE LA ONLY FROM THE 27<sup>TH</sup> FEBRUARY**

# FILLING THE LEARNING AGREEMENT

**NAME** → Politecnico di Milano

**FACULTY / DEPARTMENT** → School of Design

**ERASMUS CODE** → I MILANO02

**ADDRESS** → Via Lambruschini 15, 20156, Milano MI

**COUNTRY** → IT

**CONTACT PERSON** → Carolina Cruz (International Relations Office School of Design)

**EMAIL** → [askdesign@polimi.it](mailto:askdesign@polimi.it)

04.

*Didactic Tools*

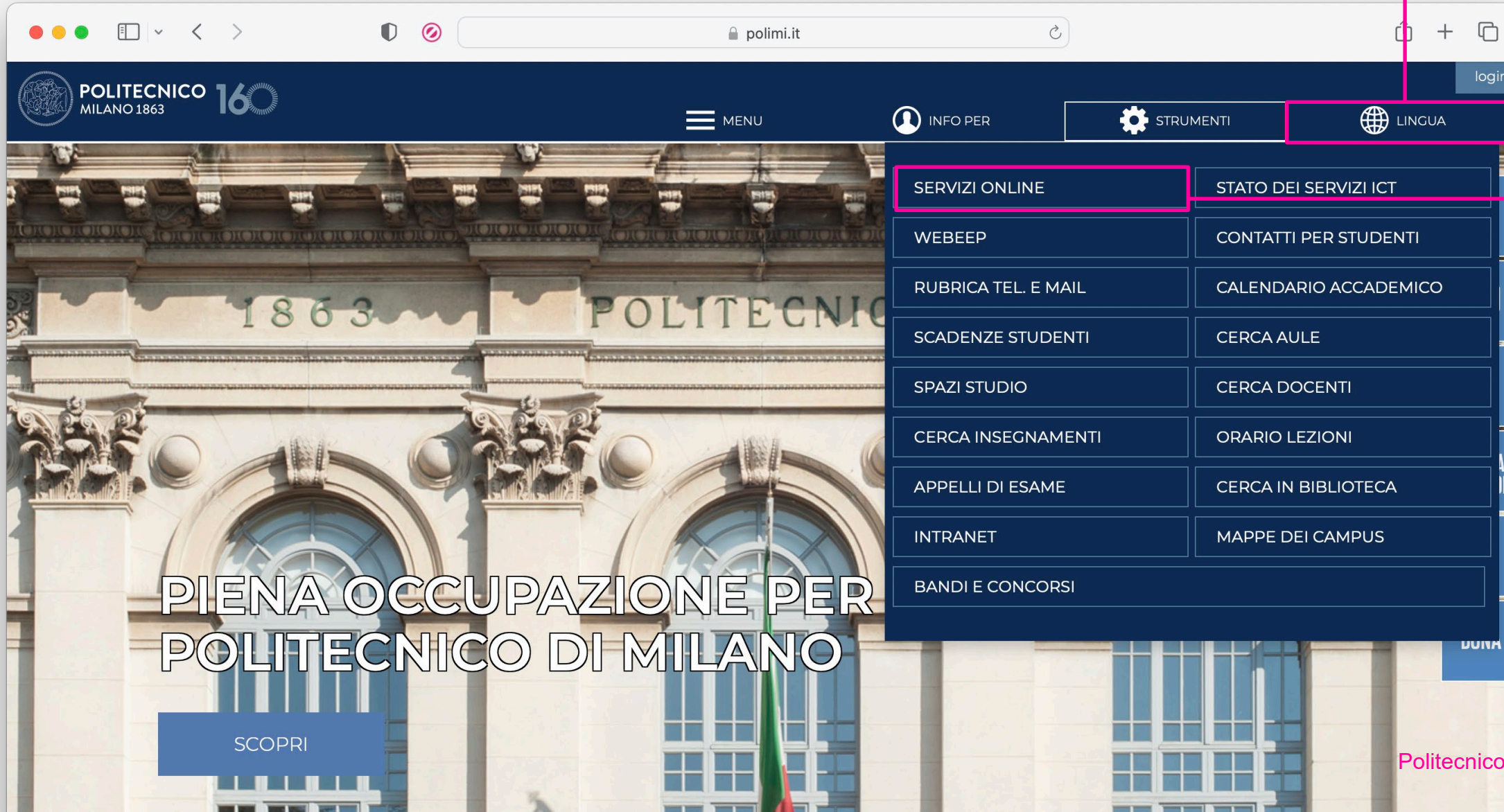




# UNIVERSITY WEBSITE | ONLINE SERVICES

<https://www.polimi.it/>

here you can select the language you prefer

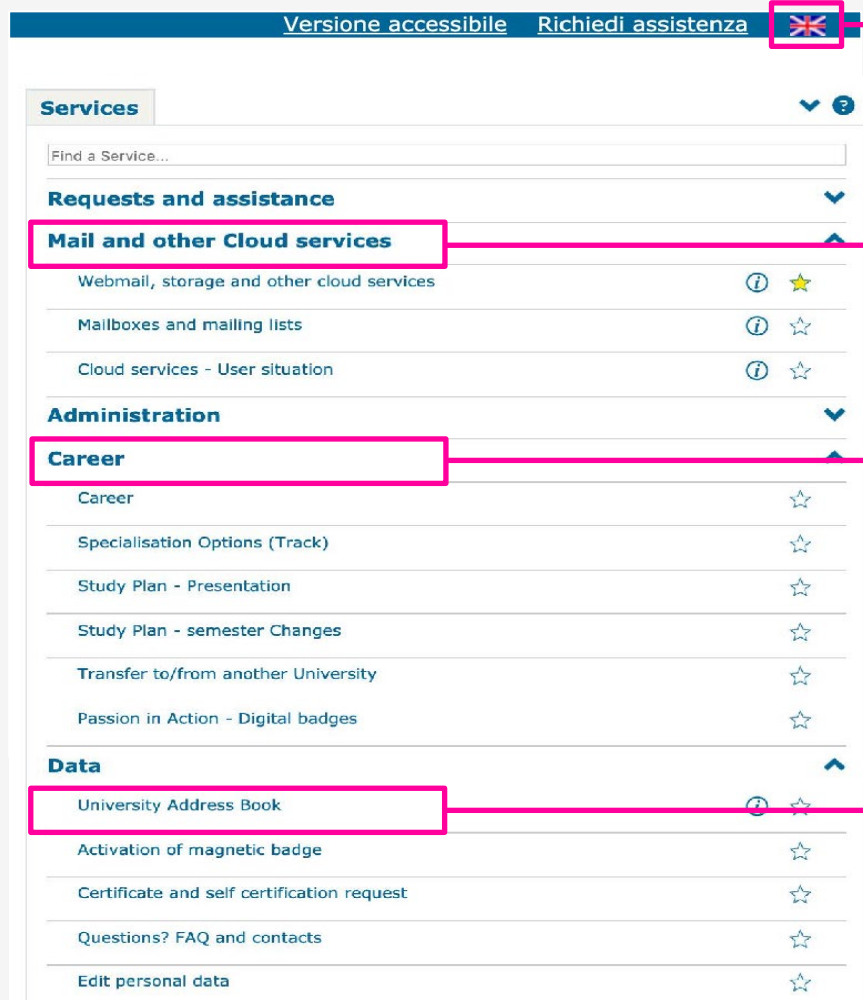


You can find the section **online services** under the menu **tools**

PIENA OCCUPAZIONE PER  
POLITECNICO DI MILANO

SCOPRI

# UNIVERSITY WEBSITE | ONLINE SERVICES



For the **english version** click here

**Webmail** to check your official mail  
[name.surname@mail.polimi.it](mailto:name.surname@mail.polimi.it)

**Career** to check the courses you're registered in

**Edit personal data** to check and update your personal data

# SAFETY COURSES | ONLINE SERVICES

Data	
University Address Book	 
Activation of magnetic badge	
Certificate and self certification request	
Questions? FAQ and contacts	
Edit personal data	
Management of payment methods	
Compilation questionnaires	
Locker reservation	
University fees and economic benefits	
<b>Training courses</b>	
Application form - exemption from all-	
POLIPSI	

**POLITECNICO MILANO 1863**

← Online services > Training courses

Available functions	Available courses
<a href="#">▶ Available courses</a>	<a href="#">▶ Courses on Safety</a>
<a href="#">Certificates list</a>	<a href="#">▶ Online course on Privacy and GDPR</a>
	<a href="#">▶ Pillole formative</a>
	<a href="#">▶ Sustainability online courses</a>



**THE BASIC COURSE  
ON SAFETY  
IS COMPULSORY  
FOR EVERY STUDENT  
AT POLIMI.**

You won't be able to register to exams if you don't pass it before.

# SAFETY COURSES | ONLINE SERVICES

- **Basic Course on Safety: Course pass certificate attained** on 01 september 2014.

Recipients: teaching staff, contract professors, temporary research fellows, undergraduates and PhD students, technical-administrative personnel and collaborators.

- **Basic Course on Safety: Course pass certificate attained** on 01 september 2014.

for workers and must be integrated by specific training in relation to the duties performed with regard to occupational health and safety.  
Recipients: RADRL and Supervisors appointed by the Directors for the purposes of safety.

Preparatory courses: the Basic Course on Safety must be achieved before to start this course.

Access course in [ITALIAN](#)

- **Managing Emergencies: not taken**

Recipients: guests who are not considered to be workers but who remain in the Politecnico di Milano for significant periods of time.

Access course in [ITALIAN ENGLISH](#)

- **Directors Safety Course: not taken**

- **Course to access the Design Department Labs: Course pass certificate attained** on 06 october 2014 and **valid till the 05 october 2019**.  
It is possible to take the course again.

Access course in [ITALIAN ENGLISH](#)

- **Course to access the Design Department Labs: Course pass certificate attained** on 06 october 2014 and **valid till the 05 october 2019**.  
It is possible to take the course again.

# LECTURE SCHEDULE | ONLINE SERVICES

## 1. select lecture timetable

Safety, privacy and GDPR courses 

---

**Benefits and agreements** 

---


**Exams** 

Lecture timetable 


Exam registration 

## 2. select 2<sup>nd</sup> semester

**Available functions**


 Print text timetable

---

 Print synoptic timetable

---

Select semester

1° Semester 2023/2024 

Change semester

# LECTURE SCHEDULE | ONLINE SERVICES

This function will only be available after 12th September 15:00

		Text timetable												
		Synoptic timetable												
Date	Where	09:00	10:00	11:00	12:00	13:00	14:00	09:00	10:00	11:00	12:00	13:00	14:00	
Monday														
Tuesday	<a href="#">B2.1.16</a>													
Wednesday	<a href="#">B2.3.4</a>							VISUALIZATION AND PROTOTYPING lesson • 22-Feb-23 • 01-Mar-23 • 15-Mar-23 • 22-Mar-23 • 29-Mar-23 • 05-Apr-23 • 12-Apr-23						
Thursday														
Friday	<a href="#">B2.2.14</a>													
Saturday														

■ Select the kind of **timetable** you want to see

■ Here you can verify the **classroom information**

# LECTURE SCHEDULE | ONLINE SERVICES

This function will only be available after 12th September 15:00

The screenshot displays a university timetable interface. At the top, a yellow box lists dates from 02-Mar-21 to 01-Jun-21. Below this is a grid for the 2020/2021 semester, with rows for Wednesday, Thursday, Friday, and Saturday. A table titled "Courses not yet attended for the 2st/nd semester 2020/2021 in the student's Study Plan" is shown below the grid. The table has columns for "Show timetable", "Legend", "Course name", "Professor", "From", "To", and "Seme:". The first row is highlighted in yellow and contains the following information: a checked "Show timetable" box, a yellow legend box, the course name "053611 - EFFECTIVE RELATIONSHIPS II - IMPROVE YOUR NTS (NON-TECHNICAL-SKILLS)", the professor name "Arrigoni Corrado" (highlighted by a pink box), the dates "23/02/2021" and "01/06/2021", and the semester "2". Below this row are two other rows for "056013 - INTERNSHIP - 2 SEMESTER" and "052953 - FINAL EXAMINATION - 2 SEM". A "Recalculate timetable" button is located at the bottom left of the table. The footer of the page reads "Area Servizi ICT".

Show timetable	Legend	Course name	Professor	From	To	Seme:
<input checked="" type="checkbox"/>		053611 - EFFECTIVE RELATIONSHIPS II - IMPROVE YOUR NTS (NON-TECHNICAL-SKILLS) <a href="#">Virtual classroom - Arrigoni Corrado</a> <a href="#">Virtual classroom - Spirandelli Alessandro</a>	Arrigoni Corrado	23/02/2021	01/06/2021	2
		056013 - INTERNSHIP - 2 SEMESTER	--	--/--/----	--/--/----	2
		052953 - FINAL EXAMINATION - 2 SEM	--	--/--/----	--/--/----	2

Here you can verify the professor's name of the course you're attending

# EXAMS & WEBEEP | ONLINE SERVICES

Exams	
Lecture timetable	☆
Consultation of exam results	☆
Exams registration	☆
Code of Honour for course proficiency evaluation	☆

Consultation of exam results  
to check your grades

Exam registration  
to register the exams

Mail and other Cloud services	
Webmail, storage and other cloud services	i ☆
Mailboxes and mailing lists	i ☆
Cloud services - User situation	i ☆
WeBeep	☆
Recordings Archive	☆

WeBeep  
to connect with the network area of your  
courses and professors



# EXAMS REGISTRATION | ONLINE SERVICES

Exam registration opens approximately **1 month before the exam session**

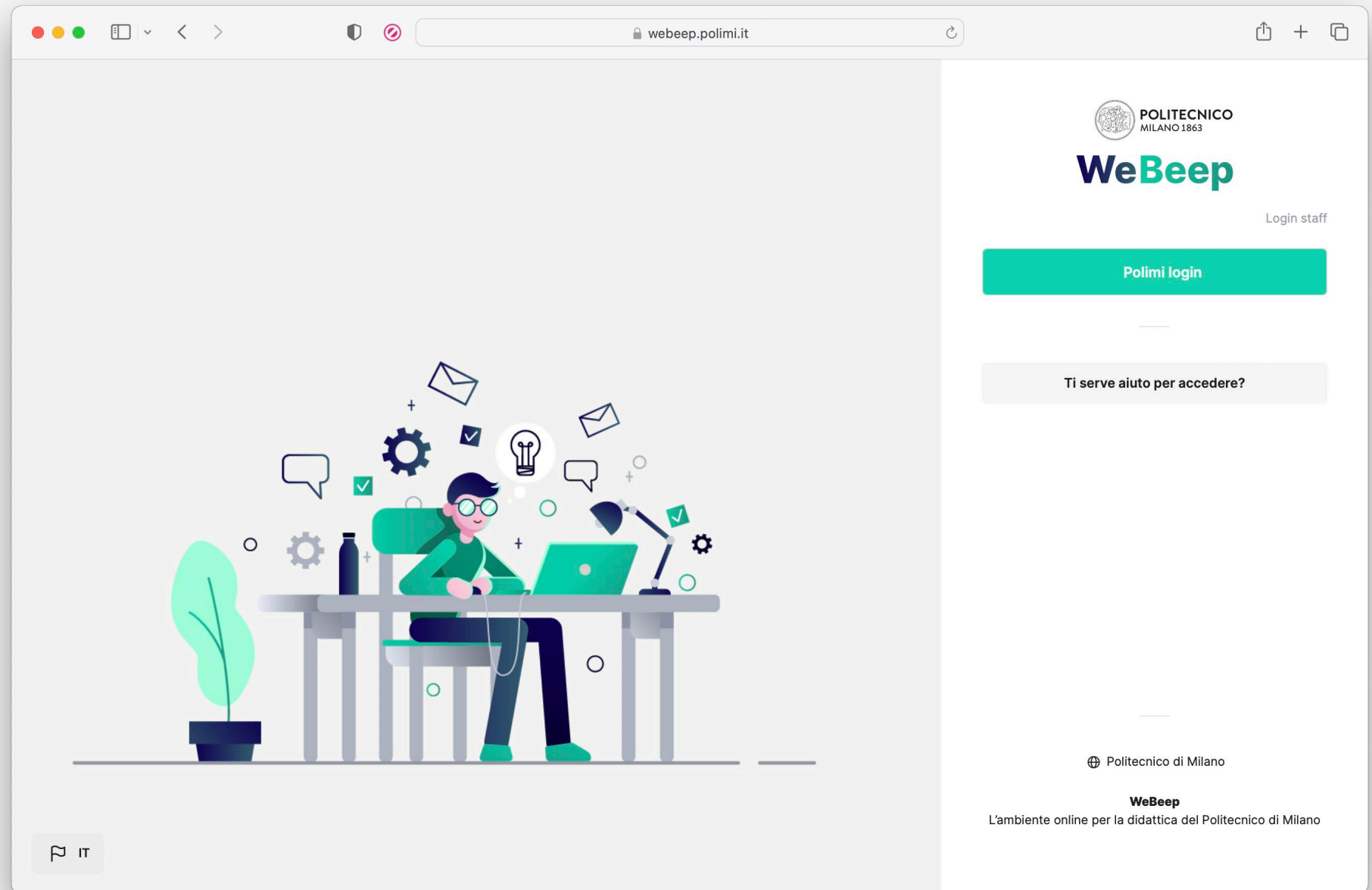
- DECEMBER (January exam session)
- **MAY (June/July exam session)**
- WORKSHOPS WEEK (throughout the workshop's end)

**IT IS NECESSARY TO REGISTER BEFORE THE EXAM IN ORDER TO RECORD THE MARKS IN YOUR CAREER. YOU'LL NEED TO REGISTER TO THE EXAM FOR EACH COURSE YOU ARE ATTENDING**

# WEBEEP | THE STUDENT COMMUNICATION SYSTEM



<https://webeep.polimi.it>



# WEBEEP | THE STUDENT COMMUNICATION SYSTEM



<http://www.design.polimi.it>

A screenshot of a web browser displaying the website design.polimi.it. The browser's address bar shows the URL. The website header includes the text 'POLITECNICO MILANO 1863' on the left and navigation links 'CONTATTI', 'STRUMENTI', 'CERCA', and 'ENG' on the right. The main heading is 'SCUOLA DEL DESIGN'. Below it is a horizontal menu with 'SCUOLA', 'DIDATTICA', 'STUDENTI', and 'AREA INTERNAZIONALE'. The central banner features a colorful background with abstract arrows and sun-like shapes, overlaid with the text 'Guide agli insegnamenti a scelta A.A. 2023/24' and a pink 'SCOPRI' button. At the bottom of the banner is a row of small white circles. Below the banner, the text 'IN EVIDENZA' is centered on a white background.

05.

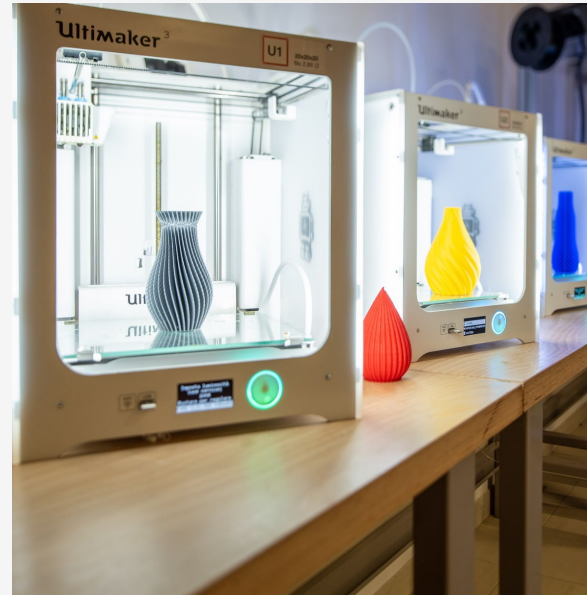
*Our Didactic Labs*



# OVERVIEW | DIDACTIC LABS



**Laboratorio  
Allestimenti  
(Exhibit)**



**Laboratorio  
Prototipi  
(Prototypes)**



**Laboratorio  
Immagine  
(Photo & Video)**



**Laboratorio  
Moda  
(Fashion)**

<https://dipartimentodesign.polimi.it/en/labs/>

1

Online **safety course** for the Labs of the Design Department

Online Services >> Data >> Training courses >> Courses on Safety >> Course to access the Design Department Labs

2

**To access to Lab Immagine**

**Send an e-mail** to [accessolabb-design@polimi.it](mailto:accessolabb-design@polimi.it) >> *enclosing the certificate of passing and specifying the following information: Immagine Lab, name, surname, personal code.*

**To access to Lab Prototipi, Moda, Allestimenti**

Book your **specific training** in Lab with [APP Affluences](#).

3

**To pick up the lab card and for trainings**

Bring identity card and a passport picture to **withdraw your lab card**

*Download the Affluences App >> select the Lab you are interested in >> Click on book and choose the Training section >> Choose an available date and sign up*

***LabModa Servizi >> Click on book and choose the Training BASE TAILORING***

***English trainings for LabModa:***

*Wednesday, February 21 at 10:30 a.m.*

*Wednesday, February 28 at 10:30 a.m.*

*Wednesday, March 6 at 10:30 a.m.*

*Wednesday, March 13 at 10:30 a.m.*

*Wednesday, March 20 at 10:30 a.m.*

***LabAllestimenti Servizi >> Click on book and choose the Training Addestramento sicurezza base***

***English trainings for LabAllestimenti (Product Design and Interior Design students):***

*Monday, February 26 at 2.15 p.m. and 4.15 p.m.*

*Wednesday, February 28 at 9.15 a.m. and 11.15 a.m.*

*Monday, March 11 at 2.15 p.m. and 4.15 p.m.*

*Wednesday, March 13 at 9.15 a.m. and 11.15 a.m.*

*Wednesday, April 3 at 9.15 a.m. and 11.15 a.m.*

*Monday, April 8 at 2.15 p.m. and 4.15 p.m.*

06.

*Important contacts*

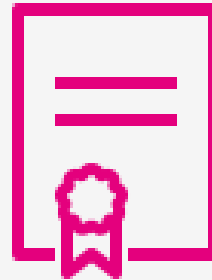




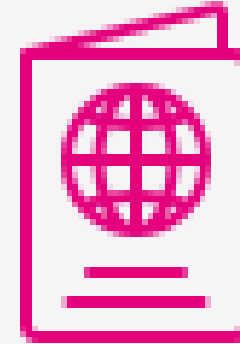
# INTERNATIONAL MOBILITY UNIT



Answers questions about,  
**enrolment, fiscal code,**  
**Polimi badge**



Provides **certifications**  
and **official documents**



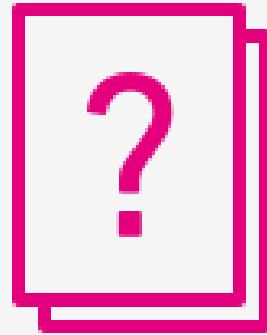
Provides information and  
support about the **stay**  
**permit, visa issues,**  
**health insurance**

Where to find us: **Bovisa Campus**

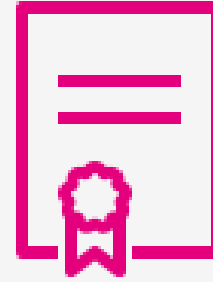
Address: via Lambruschini 15, building 20, ground floor, 20158 Milano  
“Remote” appointments: Monday-Wednesday from 10.00 am to 13.00 pm  
Face-to-face appointments: Thursday from 10.00 am to 13.00 pm

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

# ACADEMIC ADVISORY SCHOOL'S OFFICES



Answers questions about  
**Study plan issues,**  
**courses registration, timetables**



Provides **Learning**  
**Agreement signature**

In order to contact us, visit this website:

<https://www.design.polimi.it/en/send-an-email>

And select the following option:

**Exchange Students - Incoming**

# SOCIAL | CONTACTS

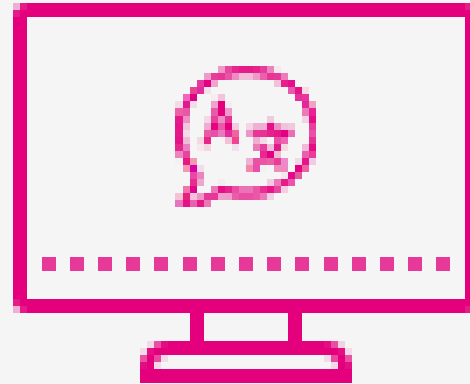
- Instagram Scuola del Design: <https://www.instagram.com/scuoladesign.polimi/>
- Facebook: [www.facebook.com/polimi](http://www.facebook.com/polimi)
- Youtube: [www.youtube.com/polimi](http://www.youtube.com/polimi)
- Instagram Polimi: <https://www.instagram.com/polimi/?hl=it>
- Twitter: <https://twitter.com/polimi>
- LinkedIn: <https://www.linkedin.com/school/polimi/mycompany/verification/>

07.

*Campus Life*



# CAMPUS LIFE | TIPS



## ONLINE ITALIAN COURSE

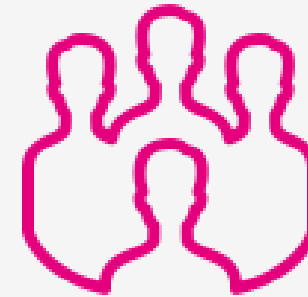
You can join a free Online Italian Course aimed at beginners, that will guide you into the discovery of Italian language and culture.

# NEWSLETTER & ASSOCIATIONS



## POLITAMTAM

The **Politamtam** newsletter:  
to find out about events,  
activities organised by student associations  
and opportunities for students.



## REPRESENTATIVES AND ASSOCIATIONS

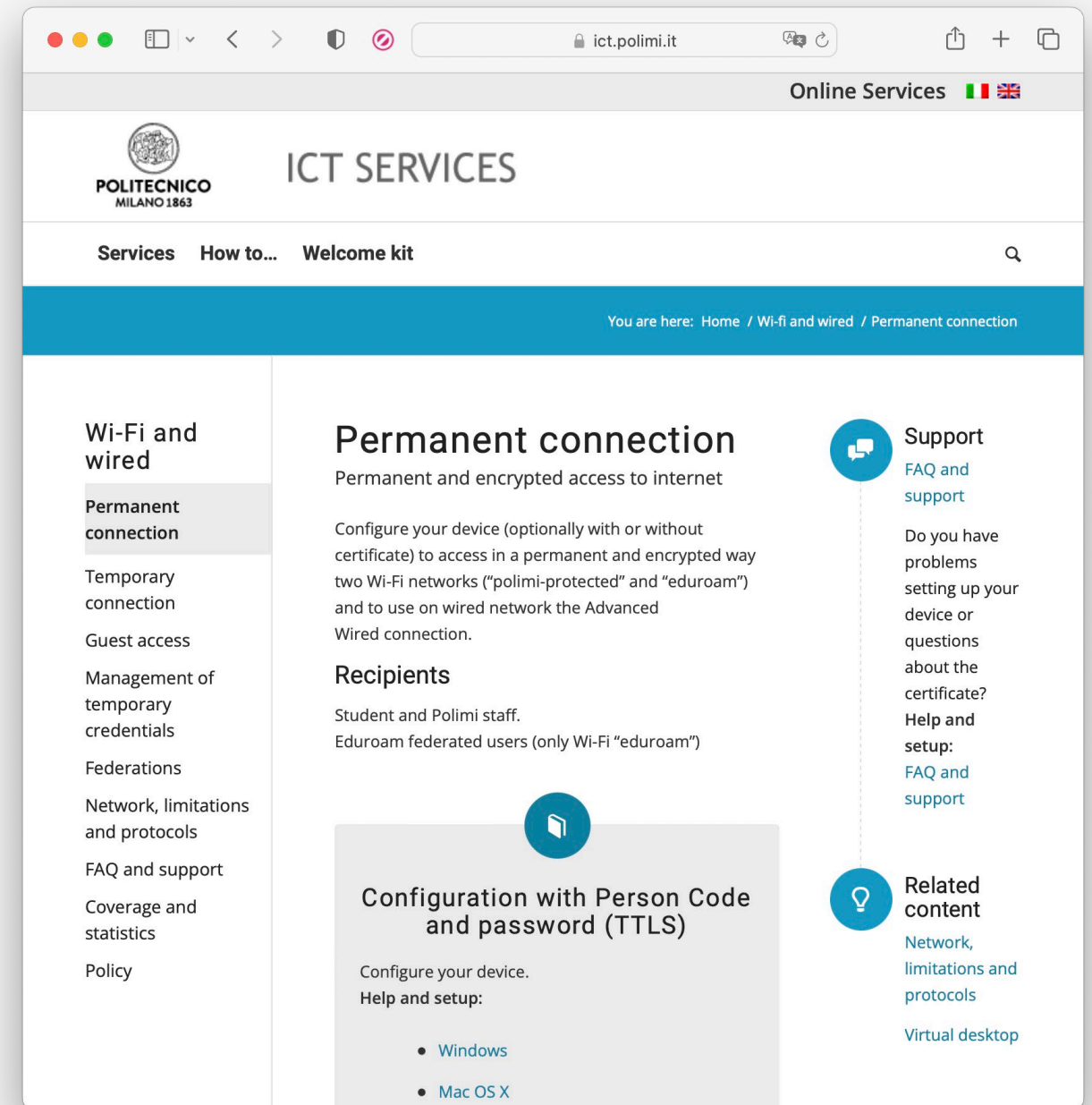
Students are represented in  
different bodies of the University.

# Wi-fi CONNECTION | TIPS



We suggest you to connect your devices to the **permanent connection** of Polimi.

Here in the following link you can find the **instructions** to follow:

<https://www.ict.polimi.it/wifi/permanent-connection/?lang=en>



The screenshot shows a web browser window displaying the ICT SERVICES website. The page is titled "Permanent connection" and provides instructions for setting up a permanent and encrypted internet access. The left sidebar contains a navigation menu with options like "Wi-Fi and wired", "Permanent connection", "Temporary connection", "Guest access", "Management of temporary credentials", "Federations", "Network, limitations and protocols", "FAQ and support", "Coverage and statistics", and "Policy". The main content area includes a description of the permanent connection, a list of recipients (Student and Polimi staff, Eduroam federated users), and a section for "Configuration with Person Code and password (TTLS)" with links for Windows and Mac OS X. A right sidebar offers "Support" and "Related content" links.

Online Services  

POLITECNICO MILANO 1863 ICT SERVICES

Services How to... Welcome kit

You are here: Home / Wi-fi and wired / Permanent connection

**Wi-Fi and wired**

**Permanent connection**

Temporary connection

Guest access

Management of temporary credentials

Federations

Network, limitations and protocols

FAQ and support

Coverage and statistics

Policy

**Permanent connection**  
Permanent and encrypted access to internet

Configure your device (optionally with or without certificate) to access in a permanent and encrypted way two Wi-Fi networks ("polimi-protected" and "eduroam") and to use on wired network the Advanced Wired connection.

**Recipients**  
Student and Polimi staff.  
Eduroam federated users (only Wi-Fi "eduroam")

**Configuration with Person Code and password (TTLS)**  
Configure your device.  
Help and setup:

- Windows
- Mac OS X

**Support**  
FAQ and support  
Do you have problems setting up your device or questions about the certificate?  
Help and setup:  
FAQ and support

**Related content**  
Network, limitations and protocols  
Virtual desktop

## In times of *distress and uncertainty*

### **PoliPsi**

is the **free counselling and psychological and psychotherapeutic support service** for students and PhD candidates at the Politecnico di Milano.

<https://www.polimi.it/en/campuses-and-services/psychological-wellbeing>



# LUNCH TIME | TIPS

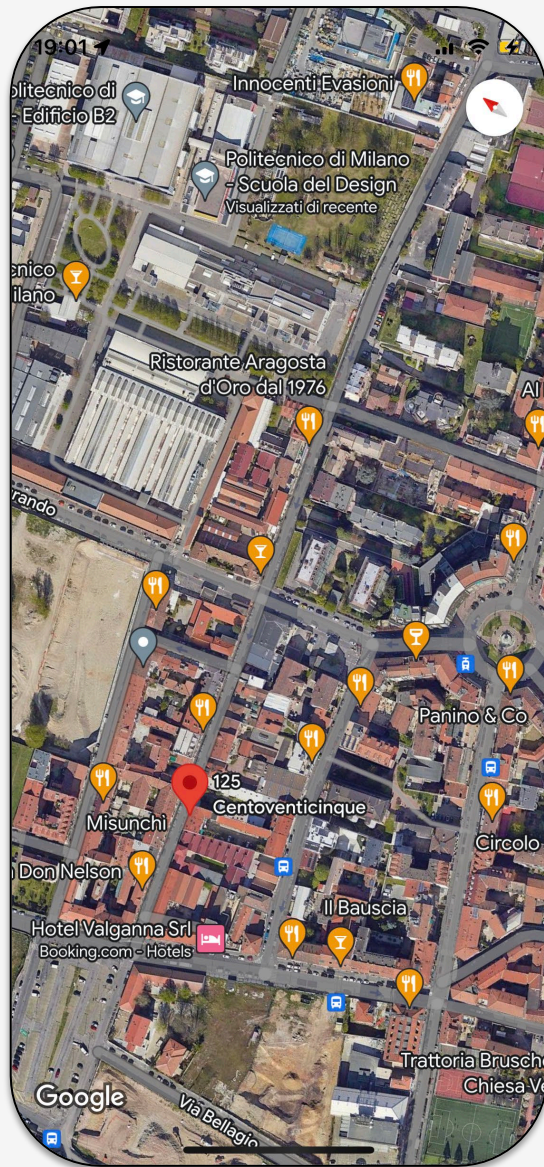
## Bring your *schiscetta*\*!

\****schiscetta*** is the milanese word to indicate the lunchbox you prepare at home. There's plenty of microwaves in the groundfloor of the B2 building that you can use to warm up your food.

Students often collect in ***ovale***, the square in the middle of the campus.



# LUNCH TIME | TIPS



**PASTA** → *Centoventicinque, Via Candiani 125*

**BAKED GOODS** → *Il paradiso del pane, Via Don Giovanni verità 19*

**ASIAN FOOD** → *Pan Sushi, Via Lambruschini 7 or  
Delicious Asian Fast Food, Via Candiani 98*

**INSIDE THE CAMPUS** → bistrot-canteen *Pol-EAT-ecnico*



Be careful with your  
belongings!



Unfortunately, there have been many cases of **theft** in our Campus.  
Never leave your stuff without custody, always **keep an eye  
on your PC and backpack!!**

# VISIT MILANO | TIPS

## Designers favourites

As a design student you can't miss the **Triennale Design Museum** (Viale Alemagna 6, from Bovisa station to Cadorna station)

and the new **ADI Design Museum** (Piazza Compasso d'Oro 1), from Piazza Bausan in Bovisa to Viale Montello with Tram 2

We also recommend checking <https://zero.eu/en/milano/> for cultural events in Milan



# VISIT MILAN | TIPS

## Enjoy an *aperitivo*

Studios and exams can require a lot of your time and energy, but taking breaks and bonding with your classmates should be as important!

Join your group for social activities too, such as an aperitivo after work, or also just a coffee break.



POLIMI  
DESIGN  
SYSTEM

*We're happy to welcome  
you in our campus!*



**POLITECNICO**  
MILANO 1863

SCUOLA DEL DESIGN

# Thank you!

This Presentation is available online:

[www.design.polimi.it](http://www.design.polimi.it)