SCHOOL OF DESIGN

Transition and Transfer Guide
Degree Courses
Laurea Magistrale (equivalent to Master of Science) programmes
(order 270/04) from the School of Design

Politecnico di Milano 2022/23

Contents

1. Transitions from other degree courses within the School and the University - Transfers from other universities

The School of Design at Politecnico di Milano has decided to limit the number of admissions for transfers and transitions through a merit ranking.

Below is the table with the number of places available for each Degree Course:

Degree Course	Location	Planned number	Limited places on merit list
PRODUCT DESIGN	Milano Bovisa Campus	300	**30**
INTERIOR DESIGN	Milano Bovisa Campus	300	**30**
COMMUNICATION DESIGN	Milano Bovisa Campus	180	**10**
FASHION DESIGN	Milano Bovisa Campus	150	**15**

1.1 Admission rules

The following admission rules are defined:

a) students enrolled in the 1st year are not allowed, in the same year of enrolment, to transfer to another course of study at the Politecnico.

b) **students coming from another Degree Course in the School of Design**: the transition may take place by admission to the merit list or by taking the test;

c) **students coming from the Schools of Engineering and the School of Architecture of the Politecnico**: the transition can take place either by admission to the merit list if at least **30 ECTS credits from the previous university career** are recognised by the entry CCS, or by taking the test;

d) **students coming from other universities**: they can transfer by being admitted to the merit list if at least **30 ECTS from their previous university career** are recognised by the entrance CCS, or by taking the test;

For students coming from other universities, it is essential to acquire at least 60 ECTS at Politecnico di Milano in order to obtain a degree from this university. It should be noted that only those relating to curricular subjects will be included in the calculation of these ECTS credits, and that those internships or final exams cannot be taken into account.

1.2 Evaluation parameters and ranking list after reaching quota number

The merit list is established on the basis of the weighted average of the examinations taken before 31 July.

The formula applied for the calculation of the average is determined by [sum of (gradexcfu)/ects sum]; honors and validations without a score aren't taken into account.

The filter parameters are:

• exam status (passed);

• teaching position (actual, without supernumerary);

• maximum date of exceedance (31 July).

The merit list will be published at the end of July (see notices on www.design.polimi.it), in time to allow students that **don't have a position in the ranking**, because they exceed the number of quota places, to pass or transfer by attending the August test.

1.3 How to submit a request to change degree course or transfer from another university

In order to apply for a transfer or a transition, both students enrolled at Politecnico di Milano and students enrolled in other universities must access the Online Services and click on "Three-year and single-cycle degrees: course transfers and admission with previous career". This will proceed with the request for evaluation of the previous career.

This step is essential in order to be able to assess the previous career and assign recognition of examinations from the previous academic career (the application procedure is also necessary for those who do not want/have to apply for validation - see section 1.4).

The timeline for requesting online evaluation of the previous career is published on the Poliorientami website and on the Polimi website:

https://www.poliorientami.polimi.it/come-si-accede/trasferimenti-seconde-lauree-iscrizioni-a-seguito-di-decadenzarinuncia/design/

1.4 Validations

Verification of the taken examinations and any related assignment of validations is carried out by the Transition/Transfer Commission and formalized by the Council of the study course of destination.

If the applicant has not taken any examinations or does not intend to apply for recognition of examinations from the previous career, will need to access the Online Services and select **"no evaluation required"** option. In this way the student will be registered as coming from another university or other Degree Course.

This choice cannot be changed at a later date.

It is, however, possible to withdraw an assigned endorsement after obtaining the assessment: **this request must be made by sending a trouble ticket on the Online Services before the deadline for submitting the study plan.**

The formalisation of enrolment in the new Degree Course and/or the acceptance of validation of examinations may lead **in the calculation of the N and V parameters** (parameters that allow automatic admission to the Master's Degree Course. count the number of examinations and the average on 10 October of the 2nd year of enrolment).

For students who have **transferred**, the system starts calculating the parameters, in the presence of validations, from the year of enrolment at their university of origin; for students who have transferred to another degree programme or school, the system considers the **first year of enrolment** at Politecnico di Milano. By accepting the change of enrolment context and/or the validation proposals, the student accepts the calculation of the parameters according to the University's indications. Requests to recalculate these parameters will not be accepted.

The student can view the N and V parameters by accessing Online services -> teaching career -> average exams and N and V parameters.

Please refer to the explanatory table of the NV Parameter Calculation.

For students requesting **transitions between School of Design degree programs**, validation of homo-coded (i.e., with the same ID code) teachings is guaranteed; for all other teachings, the entire educational offerings of the bachelor degrees are subject to periodic revisions, so it is not possible to give prior guidance on validations.

2. Transitions and Transfers Master's Degree Courses

Students already accepted on the Politecnico di Milano Master's Degree Courses and those coming from other universities must submit **an application to transfer their course** by accessing the Online Services and referring to the deadlines and procedures for admission to the Master's Degree Courses (Online Services, section "Admission to the Master's Degree Course for students who graduated in Italy: application, transfer of course, consultation of results and enrolment")

Transition and Transfer applications are only possible in the 1st semester of each academic year.

Transition and Transfer applications for applicants who do not require curricular integration will be assessed: if it becomes necessary to assign curricular integration, the applicant's application will be processed together with those of applicants who have applied for admission with a need to fill in educational gaps (see the Guide to Admission to Master's Degree Courses).

2.1 Applications to transfer enrolled students to Master's Degree Courses at Politecnico di Milano

The School of Design of Politecnico di Milano, considering the teaching resources available and the ministerial regulations on minimum requirements, has decided to limit the number of admissions via a request of Transition to the two-year Master's Degree Course. The numbers scheduled for Transition requests for the School of Design's degree programmes are:

Masters Degree **Integrated Product Design** (Milan campus): **2** places.
Masters Degree **Design for the Fashion System** (Milan campus): **2** places.
Masters Degree **Communication Design** (Milan campus): **2** places.
Masters Degree **Interior and Spatial Design** (Milan campus): **2** places.
Masters Degree **Design & Engineering - Industrial Product Design and Engineering** (Milan campus): **2** places.
Masters Degree **Product Service System Design** (Milan campus): **1** place
Masters Degree **Digital and Interaction Design** (Milan campus): **1** place.

The weighted average pre-requisite will be checked before the application is assessed (only for candidates with an Italian bachelor degree from other schools).

<u>The weighted average referred to is that of the Bachelor's Degree awarded and not that of any Master's Degree courses.</u>

First of all will be checked the presence of students with N and V parameters in direct continuity for the Master Degree they applied for.

After that the School of Design will draw up a merit list, assigning a score to the documentation provided according to the same criteria for the evaluation of new students. Those who do not obtain a positive score on the project portfolio (i.e. equal to or greater than 30/50) will be considered ineligible for the Transition.

When assessing the educational activities of the curriculum, the Commissions will check the ECTS credits obtained in the Master's Degree course of origin and the number of ECTS validated in the new course.

Students enrolled in the 1st year of the Masters Degree are not allowed, in the same year of enrolment, to transfer to another course at Politecnico.

2.2 Transfer applications of enrolled students from other universities

Students enrolled in Master's Degree Courses it other universities will be admitted within the limit of the number of available places for new admissions (for information about when and how to submit an application and how to be included on the merit list, <u>see the Guide to Admission to Master's Degree Courses to check the number of places available for admissions).</u>

Before the application is assessed, the pre-requisite of a weighted average for admission to the assessment (only for candidates with a three-year Italian qualification) and possession of English language certification will be checked. <u>The weighted average referred to is that of the Bachelor's Degree awarded and not that of any Master's Degree courses.</u>

2.3 Documents to be submitted in order to assess the application

Students applying for a **Transition from a Master's Degree course at the University** must upload their project portfolio, motivational letter, CV and study plan of the previous Bachelor Degree.

For applicants transferring from another university, in addition to the above materials, it is necessary to produce appropriate language certification and self-certification of the weighted average of the three years. The study plan of the student's home university with the exams taken at the date of application is also required.

2.4 Validations

Verification of the examinations taken and any related assignment of validations is carried out by the Transition/Transfer Commission and formalised by the Council of the programme of destination.

For students coming from other universities, it is essential to acquire at least 60 ECTS at Politecnico di Milano in order to obtain a degree from this university. It should be noted that only those relating to curricular subjects will be included in the calculation of these ECTS credits and that those envisaged for internships or final examinations cannot be taken into account.

The table below shows the possible validations for those coming from Masters Degrees in the School of Design who wish to apply for a transition to another Master's Degree course in the School of Design: since all Masters Degree share the same number of ECTS credits of elective courses<u>, it is advisable for the applicant to have passed at least these courses at the time of application.</u>

Since the educational objectives of the Masters Degree are very specific and the study manifestos are consequently different, possible validations are limited.

Starting university degree	Courses taught at the university degree *(only those giving rise to validation in some Masters Degrees are indicated)*	IPD	INT	COM	MOD	D&E	PSSD	DID
Integrated Product Design (IPD)	Strategic Design				Design for management/Business innovation	Design and corporate economics	Business innovation	Business innovation
	Materials and manufacturing for design					Design & manufacturing		
	Innovation cultures and theories				Communication for fashion			
	Product development laboratory					Product Development Studio 1		
	Concept Workshop							Workshop of choice in 1st year
	Workshop			Workshop 1 (content assessment)			PSS Design (seminars)	Workshop (content assessment)
	Optional course 1 Optional course 2		Optional course 1 Course of choice 2 (only if teaching ICAR/12 or ICAR/22)	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2 (only if SSD ICAR/13)
Interior and Spatial Design (INT)	Workshop 1-2 semester							1st year laboratory of choice (content assessment)
	Arts and language/Italian culture							
	Optional course 1 Optional course 2	Optional course 1 Optional course 2		Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2 (only if SSD ICAR/13)
Communication Design (COM)	Interaction Design Lab/Interaction Design Studio							Workshop of choice 1st year
	Semiotics					Semiotics		
	Workshop 1	Workshop (content assessment)					PSS Design (seminars) (content	Workshop (content assessment)

Starting university degree	Courses taught at the university degree	IPD	INT	COM	MOD	D&E	PSSD	DID
					(gray)		assess-ment)	
	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Course of choice 2 (only if teaching ICAR/12 or ICAR/22)	(gray)	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2 (only if SSD ICAR/13)
Design for the Fashion System	Communication for fashion	Innovation cultures and theories			(gray)			
	Design for management/Business innovation				(gray)	Design and corporate economics	Business innovation	
	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 1 Course of choice 2 (only if teaching ICAR/12 or ICAR/22)	Optional course 1 Optional course 2	(gray)	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2 (only if SSD ICAR/13)
Target university degree / **Starting university degree**	Courses taught at the university degree *(only those giving rise to validation in some Masters Degrees are indicated)*	IPD	INT	COM	MOD	D&E	PSSD	DID
Design & Engineering (D&E)	Product Development Design Studio 1	Product development laboratory				(gray)		Workshop of choice 1st year
	Design and corporate economics	Strategic Design			Design for management/Business innovation	(gray)	Business innovation	Business innovation
	Design & manufacturing	Materials and manufacturing for design				(gray)		
	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Course of choice 2 (only if teaching ICAR/12 or ICAR/22)	Optional course 1 Optional course 2	Optional course 1 Optional course 2	(gray)	Optional course 1 Optional course 2	Optional course 1 Optional course 2 (only if SSD ICAR/13)
Product Service System Design (PSSD)	Business innovation				Design for management/Business innovation	Design and corporate economics	(gray)	Business innovation

	History of Design		Arts and language					
	Design seminar	Workshop		Workshop (content assessment)				Workshop (content assessment)
	Ux-Design							Ux-Design
	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Course of choice 2 (only if teaching ICAR/12 or ICAR/22)	Optional course 1 Optional course 2	Optional course 1 Optional course 2	Optional course 1 Optional course 2		Optional course 1 Optional course 2 (only if SSD ICAR/13)
Digital and Interaction Design (DID)	Ux-Design						Ux-De-sign	
	Workshop of choice	Validation if Concept Design Studio		Validation if Interaction Design Studio or Complex artefacts...		Validation if Product Development Design Studio 1		
	Virtual and physical prototyping	Optional course 1	Optional course 1	Optional course 1	Optional course 1	Optional course 1	Optional course 1	
	Optional course 1 o Optional course ICAR/13	Optional course 2	Optional course 2	Optional course 2	Optional course 2	Optional course 2	Optional course 2	