



**POLITECNICO**  
MILANO 1863

**School of Design**

## **Guide to the study plan and allocations to optional sections and electives courses**

Laurea degree (eq. to Bachelor of Science)

Laurea Magistrale degree (eq. to Master of Science)

School of Design

**Politecnico di Milano 2022.23**

# Contents

1. Study plan: submission and common rules for Laurea and Laurea Magistrale Courses
2. Anticipable courses
3. Courses priorities
4. N and V parameters
5. Allocations to the Laurea, Laurea Magistrale Courses and Orientations
6. Elective courses
7. Courses as extra
8. Merit ranking for allocation to the section of the Laboratories and elective courses
9. Compulsory attendance
10. Courses' programmes and examination sessions
11. Registration for the exams and results communication and registration
12. Loss of the attendance
13. Filling out the evaluation questionnaire

## 1. Study plan: submission and common rules for Laurea and Laurea Magistrale Courses

The student is required, under his/ her own responsibility, to submit the **Annual Individual Study Plan** (hereinafter referred to as the PdS).

The Study Plan is a list of the educational activities (monodisciplinary and integrated courses, laboratories, internship activities and final exams) that the student intends to undertake during each academic year and must, in any case, be submitted within the period indicated in the "Deadlines" section, using the relevant function in the Online Services.

**For newly enrolled students, registering at the 1st year of the Laurea Degree (eq. to Bachelor), a study plan will be automatically generated, with only the first year course offer.**

**If newly enrolled students, registering at the 1st year the Laurea Magistrale (eq to Master's degree), do not present a study plan within the deadlines, they will be assigned a standard study plan, respecting the required exam priority sequence and the introductory courses to the Laboratories. The standard study plan will include only first year courses.**

**Students of the following years** who do not submit the Study Plan by the deadline can submit it independently via online services (the service will be active from the day after the deadline for submission) by filing the relevant application.

Applications will be checked by the offices (in case elective courses are requested, applications will be accepted on the basis of the residual available places).

Possible requests to change any Study Plans, being automatically generated by application, will be subject to evaluation.

**Failure to submit or delayed submission of the Study Plan and any request to change the study plan after submission will result in an additional fee of €100.00, that will be charged to the amount of the second instalment of fees, with the exception of the students with OFAs still to be fulfilled and in the conditions of submitting a Study Plans for the following years.**

Full details of student contributions, deadlines and amounts can be found on the page university fees and contributions –(<https://www.polimi.it/en/current-students/tuition-fees-scholarships-and-financial-aid/student-contribution/>)

**Submitting the Study Plan implies the student's acceptance of all the rules in this Guide.**

Its submission also attests to the conformity of the choices made by the student with the rules laid down in the current Regulations and the provisions of the Regulations of the Bachelor's Degree and Master's Degree Courses of the School of Design approved by the School Council.

**Before submitting the Study Plan, the student is required to check his/ her career status and the correct record of all examinations taken. Only those examinations already passed that have not yet been recorded in the Career Plan may be self-certified when the Plan is submitted.**

Examinations that have not yet been taken **cannot be self-certified**, even if the student plans to take them in a following sessions. False or inaccurate self-certifications will lead to the reinstatement of the credits of the not taken exam in the new Study Plan, with the relevant due payment

**Every year**, students can choose to include a minimum number of 30 and a maximum number of 80 CFUS in their Study Plan.

## 2. Anticipable courses

When submitting the study plan, students may anticipate courses of the following year, provided the rules of completion of the plan are respected.

Laboratories cannot be anticipated, unless the previous year's one have been passed. The credits relating to the Final Examination (PEL) can only be included in the plan if the Final Synthesis Lab is included too.

## 3. Courses priorities

The School of Design has established certain rules of priorities on the order of the exams to be taken for the Laurea Degree and Laurea Magistrale Degree to complete the Study Plan.

These constraints are included in the application of the presentation of study plans, so that, when the plan is submitted, it prevents the student from inserting certain courses if the prerequisite has not been passed yet.

### Laurea Degree (eq. to Bachelor of Science)

**Students who, at the time of submitting their third-year Study Plan, have not yet passed all the first-year courses within the September examination session will not be able to include the Final Synthesis Workshop and the PEL in their study plan.**

All 1st-year Laboratories are prerequisite to 2nd-year laboratories and 2nd-year laboratories are prerequisite to the Final Synthesis Lab, so they can be included in the study plan only if all the previous year labs have been passed.

### Laurea Magistrale degree (eq. to Master of Science)

All 1st year Laboratories are prerequisite to the Final Synthesis Lab. For the Digital and Interaction Design Master's Degree Course, only the 2nd semester Digital Design Studio is a prerequisite to the Synthesis Workshop together with - as of the academic year 2019/20 - the UX Design and Hardware & Software courses.

Students who have not passed one or more of the 1st year laboratories will not be able to include the Final Synthesis Laboratory and the CFU relating to the Final Examination in their study plan.

## 4. N and V parameters

Within the 10<sup>th</sup> October of the second calendar year following the first enrolment, the IT system calculates the N and V parameters for each student, based on the number of passed CFU (N) and the weighted average (V).

These parameters, **if the degree is obtained within 4 years of the enrolment**, are used to identify the values that assign a student from a Laura degree of the School of Design, the right to Direct Admission to a Laurea Magistrale Degree (eq. to Master's Degree) of the School of Design, not necessarily in the first option (in any case with the obligation to submit the online application for admission to the Laurea Magistrale and Sections - and comply with the required prerequisites). Parameters N and V are calculated according to criteria decided by the University.

The values of the N and V parameters equal to or greater than which you are exempt from assessment are **N 114** CFU passed **V 27** weighted average for all the Master Degrees except for Digital and Interaction Design and Product Service System Design which require **N 114** CFU passed and **V 28** weighted average.

For those coming from the Mechanical Engineering and Materials and Nanotechnology Engineering Laurea degree and applying to Design & Engineering, the parameters will be N 105 and V 25.

It is advisable to check one's N and V parameters when enrolling in the 3rd year of the Degree: **candidates with previous careers (transitions and transfers)** have parameters calculated on the basis of the year of first enrolment at Politecnico di Milano and the number of validations. The formalisation of enrolment in the new Degree course and/or the acceptance of exam validations may lead to a penalty in the calculation of the N and V parameters (parameters giving

right to direct admission to the Master's Degree course). 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 for recalculation of these parameters will not be accepted.**

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

## **5. Allocations to the Laurea, Laurea Magistrale Courses and Orientations**

For **Laurea Degrees**, the allocation of students into sections is decided by the School: the distribution of students into sections is done automatically upon enrolment and is confirmed at the presentation of the study plan (the section assigned at 1st year will be confirmed in the following ones). Some courses may have an alphabetical division.

In the 2nd year it will be possible to opt for the 2nd semester Project Laboratory; in the 3rd year it will be possible to opt for the Synthesis Laboratory and the elective courses.

Options will be satisfied on the basis of the available number of places for each section and a merit ranking (see paragraph 8).

The following courses will be assigned to the same section as the Final Synthesis Lab:

- Laurea Degree in Design della Moda: 3rd year Digital Modelling;
- Laurea Degree in Design della Comunicazione: 3rd year Workshop;

Students enrolled in the Laurea Degrees in Design del Prodotto Industriale and Design degli Interni and in the Laurea Magistrale in Integrated Product Design may opt for the **workshop** answering the relevant calls, that will open during the semester.

In the **Laurea Magistrale Degrees**, the section is assigned at the moment of the admission: in order to allow the possibility of a personalised curriculum of study, students are given the opportunity to opt for the Synthesis Laboratory, for elective courses and for some curricular courses (where applicable).

## **6. Elective courses**

The student is invited to include in the study plan elective classes, provided that they are consistent with the curriculum of study.

The School of Design offers a large number of elective classes that enrich the student's education on specific topics.

**In the Laurea Degree**, 2 elective courses are offered, assigning 6 CFU each, for a total of 12 credits (with the exception of the Laura Degree in Design della Comunicazione, where 3 elective courses are offered for a total of 18 CFU). The credits for these courses are taken in the 3rd year. The student will express 5 choices in order of preference for each group of proposed subjects (areas) in the Manifesto

In the **Laurea Magistrale Degree** the number of CFU assigned to elective courses is 12 (with the exception of the Laurea Magistrale Degree in Digital and Interaction Design, which offers 18 CFU of elective courses).

The student will express 5 choices in order of preference: **if he/she is in a position to select two elective courses in the same year, the options entered in one area cannot be expressed again in another area.**

For details of what is on offer and how it is divided into areas, see the Manifestos and the “Optional Educational activities” page on the school website.

**Students enrolling in the second semester may only opt for second-semester elective courses: options will be accepted subject to the number of places still available after the allocation process of the first semester.**

It is recommended to check the lesson timetable before entering the options.

During the first week of classes, it is possible to request to change the assigned elective courses, by email through the link “Optional courses - Workshops”: times and methods for submitting this request will be communicated by the School at the end of the allocation procedures.

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

## **7. Courses as extra**

Students enrolled in courses of study at Politecnico di Milano may acquire extra credits. These courses do not count towards the number of credits required to earn a Degree, nor do they contribute to the average (for the purposes of admission to the final examination and awarding of the Degree), but they do count towards the number of CFU on which fees are calculated.

**Including a course, subject to allocation, as extra in the study plan must be requested by Trouble Ticket.** (<https://www.design.polimi.it/it/invia-una-mail>)

**The maximum number of additional credits that may be added is 30 CFU for the 1st Level; there is no maximum limit for the Master's Degrees (however, requests will be subject to evaluation by the Course Council).**

**Anticipation of classes held by the Master's Degree will only be possible for candidates with N and V parameters granting direct admission.**

**Acceptance of classes held by Master's Degree courses as extra depends on the availability of places after the enrolment/allocation procedures.** The inclusion of extra courses in the study plan is therefore sub-condition of the School's evaluation: the non-acceptance of the courses as extra will result in their removal from the Plan.

**Requests from students of the Laurea Degrees to be admitted to Laboratories held by the Laurea Magistrale degrees as extra courses will not be accepted if the student has not passed the Final Synthesis Lab yet.**

## **8. Merit ranking for allocation to the section of the Laboratories and elective courses**

The procedure for allocation to the Synthesis Labs and optional courses (2nd year Laboratories and elective 3rd year courses) is based on a merit ranking drawn up on the basis of the average and the number of CFU earned (weighted average) on the **31th July of each year**.

**For newly enrolled students on Master's Degree courses with an Italian qualification**, the score assigned by the Commissions at the time of admission is used for allocation in the Sections; to assign the elective courses, will apply the same formula used for students in years following the first one, using the average declared in the application for admission. **For newly enrolled students with a foreign qualification**, the optional section is defined before enrolment on the basis of the options expressed; to assign the elective courses, the score assigned by the Selection Committee is used.

**For elective courses of the Laurea Magistrale Degree**, allocation will be made according to the following priority rules:

- priority will be given to the allocation of courses chosen by 2nd year students;

- for the Degree with two electives area in the 2nd year, will first come the allocation of courses in the area in common to all the Master's Degree, then the allocation of the courses of the Degrees with two electives area in the 2nd year (this distinction is indicated in the Manifesto with a special *label*);
- then the plans of 1st year students will be allocated.

**NB** With regard to the allocation of sections, in compliance with the merit list, the President's Office reserves the right, in the event of significant imbalances, to balance the students according to geographical origin (Italian and foreign) and curricular background (Laurea Level courses) in order to guarantee the diversity of the class group.

**Options will be accepted until the maximum number of available places for each course is reached:** priority will be given to the first options and then to subsequent ones.

If the fifth and last option cannot be taken up, the student will be allocated to an elective course still available. Only in the event that a student is allocated to a non-expressed option, it will be possible to request a change of allocation to other courses with places still available.

**NB** Students are asked to pay close attention to all the options required, checking in particular the semester and class timetable.

For students enrolled on single courses to fill curricular gaps or to enrich their personal education, options will be assessed after the allocation of enrolled students, according to the criteria indicated in the relevant Guide.

## 9. Compulsory attendance

**Attendance at the Laboratories is compulsory** both at the Laurea Degrees and at the Laurea Magistrale Degrees of the School of Design: in order to satisfy the attendance requirement, it is necessary to be present at least at the 80% of the lessons.

For mono-disciplinary and integrated courses it is advisable to check the courses programme to verify if there is any examination arrangement for non-attending students. If the attendance is compulsory, the same rules apply as for the Laboratories, unless other assessment methods are explicitly indicated in the Programme.

Workshops, intensive project activities lasting one week, require a compulsory attendance. In this case, 1 day's absence cannot be exceeded.

## 10. Courses' programmes and examination sessions

The Professor informs the students at the beginning of the course about:

- the course programme;
- whether attendance is compulsory and how attendance is recorded;
- the calendar of teaching activities indicating lectures, seminars and project reviews;
- the timetable for in progress tests, if any;
- the methods of testing learning.

Learning will be tested by the Professor in special examination sessions.

**The examination sessions for the Lauree and Lauree Magistrali degrees are distributed over the year as follows:**

for 1st semester courses, there is a session in January/February (2 appeals) at the end of the course, a session in June/July (2 appeals) and a session in August/September (1 appeal). For Laboratories there are only two appeals at the end of the semester.

For 2nd semester courses, there is a session in June/July (2 appeals) at the end of the course, a session in August/September (1 appeal) and a session in January/February (2 appeals). For Laboratories there are only two appeals at the end of the semester.

The laboratory examination will be held at the end of the semester in which the course is taught. Only for students who, **for justified and certified serious reasons**, have not been able to

complete the activity and sit the exam, can the final assessment of the work be postponed until a further exam test is agreed with the Faculty, in the session following the semester in which the Laboratory is held.

The **Workshop**, if not passed, must be retaken in the following Academic Year. Due to the particular nature of the Workshops, there are no catch-up exams.

The student may request, with the approval of the Course Coordinator, to substitute the Workshop of the Laurea degree with an internship, managed by the School's Internship Office

## 11. Registration for the exams and results communication and registration

The student must register for the appeal in which he/she intends to take the examination, and is invited to doublecheck the status of his/ her registration before entering the exam, **as if the registration to the exam is not complete the grade cannot be recorded.**

**For 3rd year workshops, it is not necessary to register for the examination appeal.**

**For Laurea Magistrale Workshops, it is compulsory to register for the exam appeal;**

**While It is not necessary to register for the exam appeal for the PSS Design (Seminars) in Product Service System Design and Professional Workshops in Digital Interaction Design.**

Students are invited to doublecheck the status of their registration for the appeals.

After evaluating the course, the student must conclude the registration procedure by saving the receipt with the protocol number issued by the application.

**The student is required to keep the protocol number that is displayed after registration.**

The assessments that students can achieve are:

**passed:** with the awarding of a score;

**postponed** to the next appeal;

**try again** at the next session

Since for Laboratories and Workshops the scheduled examination dates are those fixed in the first session following the conclusion of the activity, postponement or rescheduling implies the need to retake the course the following Academic Year.

After the scores been published by the Professor, the student has the opportunity (before the scores have been consolidated) to renounce to the grade by replying to the email he/she will receive at his/her institutional email address.

In the absence of an explicit waiver, the Professor will confirm the grade already published.

## 12. Loss of the attendance

All Courses of the Laurea Degree are subject to the "loss of the attendance" in case the student does not pass the final exam in any of the sessions of the academic year in which the course is included in the Study Plan. For this reason, when submitting the Study Plan the following year, the student will need to enter again all the courses he/she has not already passed.

In the **Laurea Magistrale degree**, students who fail an exam will not "lose the attendance"; that means that they will not need to re-enter in the Study Plan the course they did not pass, as attendance at a course is considered valid until the academic year following its possible deactivation. (A course is considered active as long as an equivalent course is offered in the University).

The above general University rule **does not apply to Laboratories**, where attendance must be acquired by the end of the teaching activity together with the passing of the exam in the semester in which the course is given. If the outcome of the examination is negative, the student will have to retake the Laboratory the following academic year.

Those who fail to pass the Laboratory examination in accordance with the times and procedures set out above, will have to re-enter the Laboratory in the Study Plan and retake it the following

year. The same rule **applies to elective courses since the School** reserves the right to change them each year.

In the case of elective courses, the student of the Laurea Magistrale has the option of cancelling the course from the study plan and taking another elective course.

### **13. Filling out the evaluation questionnaire**

Before proceeding to register for the exam, the student is asked to fill out the Questionnaire for the evaluation of the courses. The questionnaire has to be completed also for courses not requiring registration for the exam.

The questionnaire is delivered online and is completed anonymous. The student is asked to give his/ her opinion on every course in his/her study plan, answering specific questions on organizational aspects, the Professor's activities, supplementary teaching activities, infrastructures and to express his/ her overall satisfaction with the course. The student can also submit a free comment. The possibility to fill out the questionnaire opens at about 2/3 of the teaching period, in both semesters.

The results of the surveys, at various levels of detail, are shared among the various parties involved in the process, including the Deans, the Boards of Studies with the contact persons for Quality of each School, the Joint Teachers-Students Committees (CPDS), the Department Directors.

The Evaluation Committee carries out an annual analysis of student opinion data.